

TRAINING COURSE

ON

BASIC COMPUTER SKILLS
(UNDER WORLD BANK AIDED HYDROLOGY PROJECT)

October 15 - 25, 1997

MODULE - 9

MSWORD
A POWERFUL WORD
PROCESSOR

by

Mrs. Deepa Chalisgaonkar
Sri. Aditya Tyagi
Mrs. Anju Chaudhary

NATIONAL INSTITUTE OF HYDROLOGY
ROORKEE - 247 667 (U.P.)
INDIA

MSWORD : A POWERFUL WORD PROCESSOR

1.0 INTRODUCTION

The WORD is a legendary word processing program. It can be used for anything from simple, daily correspondence to impressive desktop-publishing projects. It is as comfortable with graphics as it is with text.

In addition to more traditional menus and keyboard shortcuts, WORD includes Toolbars. WORD's Standard and Formatting toolbars are shown in fig.1. These toolbars contain buttons that can be clicked to perform common tasks like centering text or printing and saving the work. The menus can be customized or they can be created for increasing the efficiency.

WORD consists of a collection of templates and wizards to help the everyday tasks. For instance, there are letters (templates) covering such topics as employee issues and overdue payments. To create a letter or memo, the user can start with one of these templates and personalize it for his needs, rather than typing the whole thing from scratch.

Wizards are even more powerful than templates. They ask questions about the next project and do much of the grunt work. They help in adding the graphics, changing the orientation of the pages and more.

Other facilities available in WORD are ability to create quickly headings, a table of contents, indexes and more. There is an on-line spelling checker in it. Additional features simplify the task of printing envelopes and labels. Predefined settings for most common envelope sizes and label stocks are available in this.

2.0 STARTING WORD

To start, click the WORD button in the Office Shortcut Bar, or choose it from the Start menu. This will launch WORD and immediately open the document. If the user always works on the same document or same type of document, he can put a shortcut to the document (or template) in his WORD Startup folder. Then, each time he starts Windows, it will start WORD and open the desired document or document template.

2.1 Tip of the Day and Tip Wizard

Each time when the WORD is started, a Tip of the Day in the Tip Wizard is displayed.

Most are very useful; a few are even entertaining. Tip Wizard also watches the work, making helpful suggestions about how the task could be completed more quickly and efficiently. Such advice can be seen any time by displaying the Tip Wizard toolbar.

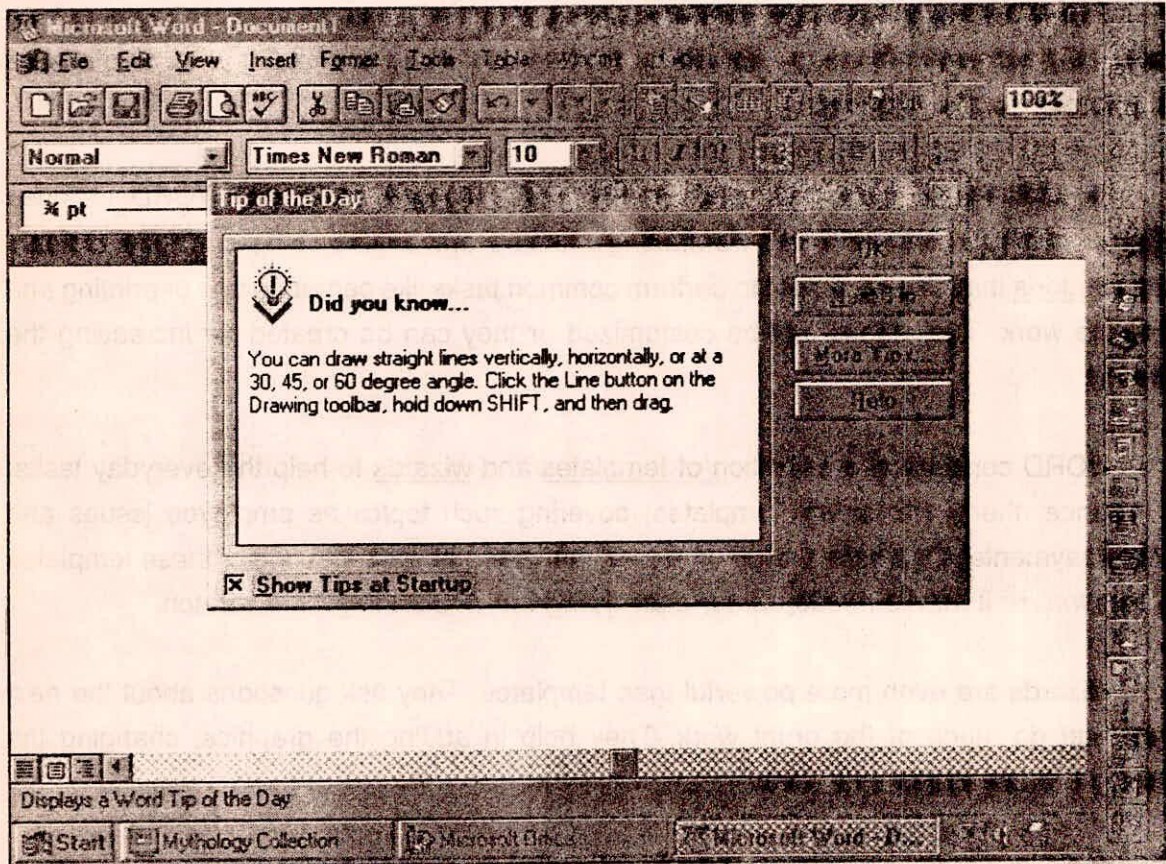


Fig.1: Word Standard and Formatting Tool bars.

2.2 The Parts of a Word Window

An active WORD window has standard Windows scroll bars, a title bar, zoom boxes, a menu bar, and so on. In addition to the usual Windows tools, a ruler, toolbars, a flashing insertion point, and possibly some of the other items will be displayed. WORD now has many toolbars, and the user may see up to eight at one time onscreen (although two is more common and practical).

2.2.1 The Menu Bar

The top of the screen will probably have Windows-style menus in a menu bar. When a menu title is pointed with the mouse pointer and clicked once, the menu will drop displaying the corresponding dialog box having a number of commands. Clicking on the desired command in a menu tells WORD to execute that command. Commands with an ellipsis (. . .) after their names will ask for additional information before they go to work. Dimmed commands cannot be used until other functions have been performed. Many commands can be executed by holding down specific key combinations (often called hot keys). As with other Windows programs, these keyboard shortcuts are often listed next to command names in menus. For instance, holding down CTRL and pressing P is the same as choosing File | Print.

2.2.2 Mouse Pointer

The mouse pointer should look like an I-beam, and the user should be able to move it freely about the screen. The pointer will change shapes when it passes over certain parts of the WORD workplace. For instance it turns into a large arrow at the edges of WORD windows.

2.2.3 Insertion Point

The insertion point or cursor indicates where text, graphics, and other items will be placed when they are typed or inserted. The insertion point is a blinking vertical bar.

2.2.4 Toolbars

WORD provides over a dozen toolbars, but normally only two or three are displayed at once. The other toolbars include :

- Standard
- Borders
- Drawing
- WORD 2.0
- Formatting
- Database
- Form
- Tip Wizard

Toolbars contain buttons, drop-down menus, and other controls that help the user to alter the appearance and arrangement of documents quickly by executing a variety of WORD commands.

For example, the Formatting toolbar's Bold button can be used to make text boldface, or its drop-down font menus can be used to pick a font and size. Point to the down-arrow buttons next to the font and type size boxes on the Formatting toolbar to see drop-down lists

of choices. The font names or sizes can be directly typed into the font and size boxes.

The Show/Hide button (shown at left) on the Standard toolbar alternatively shows and hides paragraph marks, tab marks, space marks (the little dots), and other nonprinting items.

A toolbar can be displayed by right-clicking on any toolbar on the screen and selecting from the drop-down menu that appears.

2.2.5 The Ruler

The ruler can be used to quickly-change margins and indents. The ruler helps in altering the appearance of multiple paragraphs or just the paragraph containing the insertion point. View | Ruler can be used to display or hide the ruler.

2.2.6 Status Area

The status area at the bottom of the WORD window gives additional information about the work. It's always present unless the Full Screen view is selected.

3.0 CREATING NEW DOCUMENTS WHEN WORD IS RUNNING

Whenever WORD is started, it opens a new, untitled, normal document so that a new project can be started from scratch (unless a WORD filename is specified or a document icon is double clicked to start WORD). To start a new project with WORD already running, simply choose File | New. A new dialog box shown in Figure-2 is displayed. WORD gives a choice of document templates and WORD Wizards designed to minimize repetitive formatting tasks.

If simply OK is pressed, WORD will open a new, untitled document window using standard or normal settings. Each new window opened this way in a session is sequentially numbered (Document 1, Document 2, and so on). A new, untitled document window can be opened by pressing CTRL+N or by clicking on the dog-eared-document icon located on the Standard toolbar.

4.0 OPENING PREEXISTING DOCUMENTS WHEN WORD IS RUNNING

To open a WORD document when WORD is running, File | Open can be used. Then Look In list can be selected to open the appropriate disk, and then the user can scroll through the files until the desired file is selected. Double-click on the desired filename to open the document.

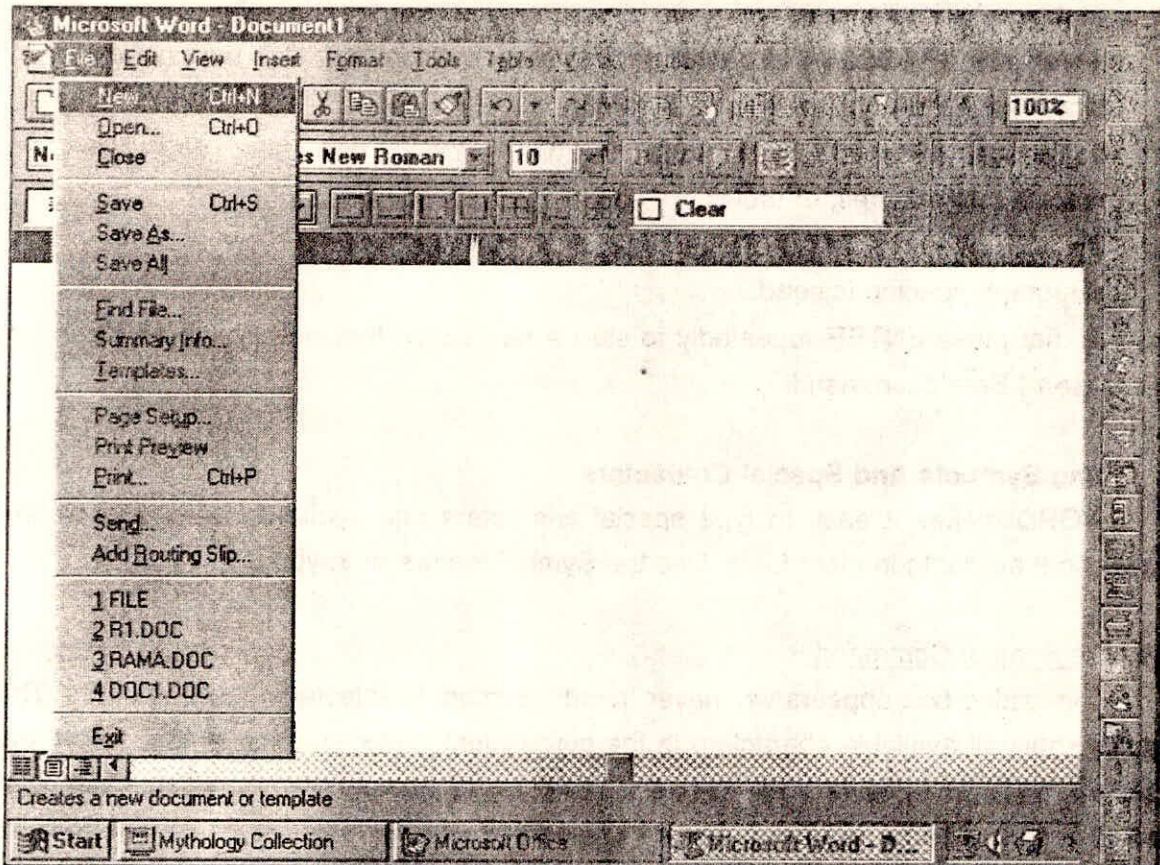


Fig.2 : Dialog Box of File Menu

5.0 TYPING TEXT

During typing the text when the end of a line is reached, WORD automatically begins a new line. This feature is called automatic word wrap, and it eliminates the need to press ENTER to start a new line.

5.1 Typing Habits to Break

Here are a few habits the user should try to break :

- Do not use TAB or SPACEBAR to indent paragraphs. Instead, use the indent

control in WORD's ruler.

- Never use SPACEBAR to center or otherwise position text. Use the center-alignment button on the Standard toolbar, instead.
- Don't use SPACEBAR to make columns. Instead use tabs, WORD's multicolumn features, or tables.
- Do not manually space paragraphs with carriage returns. Use WORD's paragraph spacing instead.
- Do not press ENTER repeatedly to start a new page. Instead, use WORD's Insert | Break command.

5.2 Typing Symbols And Special Characters

WORD makes it easy to type special characters and symbols not shown on the keyboard but available in most fonts. Use the Symbol feature or keyboard shortcuts.

5.2.1 The Symbol Command

This dialog box appears whenever Insert | Symbol is selected. It has two tabs. The Symbols show all available characters in the current font. Clicking on a symbol shows the magnified, more readable version. Double-clicking inserts the character at the insertion point in the document. To see which symbols are available in different fonts, choose a font from the Font drop-down list in the Symbol dialog box.

The Special Characters tab provides a scrolling list of commonly used symbols and characters. Double-clicking inserts the character at the insertion point. Click on the Special Characters tab to see em dashes (--), ellipses(...) the trademark symbol (™) and many other useful characters.

5.2.2 Typing Symbols from the Keyboard

If the appropriate key combinations are known, they can be entered directly from the keyboard without using the Symbol feature. Different fonts sometimes have different key combinations.

5.2.3 Wingdings

Little pictures found in the Wingdings font may be used to embellish documents. Wingdings are great as bullets, list separators, and border decorations. Insert | Symbol command may be used to see and insert them.

6.0 SELECTING TEXT

A lot can be done with text after it has been typed. Its appearance can be changed, it can be moved, deleted, and copied. The first step is always to tell WORD which text is to be manipulated. This can be done by selecting it. WORD has many ways to select text. For instance, the mouse pointer can be dragged over the text while holding down the primary mouse button. There are shortcuts for selecting individual words, lines, sentences, and paragraphs. Depending on the system configuration, selected text will either change colour or be surrounded by a gray or black background.

6.1 Selecting With a Mouse

It is easy to select blocks of text and even graphics with the mouse. Here are the techniques.

6.1.1 Selecting Entire Words

Double-click anywhere on a word to select the entire word and the space that follows it. To select adjacent words, drag after double-clicking. Entire words will be selected when it is dragged this way.

6.1.2 Selecting Entire Lines

To select entire lines, the steps are as follows :

- Move the mouse pointer to the selection bar (an invisible strip running down the extreme left edge of the document window). The mouse pointer will change from the I-beam to an arrow.
- Click the primary mouse button only once. The entire line to the right of the point where it was clicked will be selected. Continue dragging up or down to select additional lines.

6.1.3 Selecting Entire Paragraphs

The quickest way to select a paragraph with the mouse is to triple-click. Point anywhere in the paragraph and quickly press and release the mouse button three times in succession. The following steps can be used to select paragraphs using the selection bar :

- Move the mouse pointer to the selection bar (the invisible strip running down the extreme left edge of the document window). The pointer will become an arrow.
- Double-click. The adjacent paragraph will be selected.

6.1.4 Selecting The Entire Document

To select an entire document, the steps are as follow :

- Move the mouse pointer to the selection bar at the left edge of the document, and the pointer will become an arrow.
- Hold down CTRL and click. The entire document will be selected. Alternatively, the user can triple-click on the selection bar to select the whole document.

An entire document can be selected from the keyboard by using the CTRL+A hot key combination.

6.1.5 Selecting Rectangular Areas

To select rectangular areas (like columns in a tabbed list), hold down ALT while the mouse is dragged.

6.1.6 Selecting in Tables

The characters, words, and other items in table cells can be selected by using WORD's usual mouse and keyboard features. In addition, WORD provides table-specific selection tools enabling the user to choose cells, rows, columns, or areas.

Selecting Single Cell

The area between the first character in a cell and the left edge of the cell is called the cell selection bar. The contents of a cell can be selected by clicking on it. An entire cell can be selected by dragging with the mouse. Just be sure to include the end-of-cell mark in the selection.

Selecting Columns

To select a column, move the mouse pointer to the area at the top of a column called the column selection bar. Click to select the entire column.

Holding down ALT while clicking anywhere in a column will also select the entire column. Selecting the bottom or top cell in a column and dragging up or down is somewhat tedious, but will also work.

Double-clicking any cell selection bar will select the entire row.

To select groups of adjacent cells, either drag through the cells or click in one cell and SHIFT+ click in the others.

To select an entire table, hold down ALT and double-click anywhere in the table. If the document contains multiple tables and they are not separated by paragraph marks, this technique will select all adjacent tables.

Do not use WORD's Select All command to select a table, since this will also select paragraph marks and other things outside the table.

6.2 Selecting with the Keyboard

The text can also be selected with keyboard shortcuts. The following table lists a summary of the shortcuts.

<u>To Increase a Selection</u>	<u>Press</u>
One character to right of insertion point	SHIFT + RIGHT ARROW
One character to left of insertion point	SHIFT + LEFT ARROW
To start of word	CTRL + SHIFT + LEFT ARROW
To end of word	CTRL + SHIFT + RIGHT ARROW
To start of line	SHIFT + HOME
Down one line	SHIFT + DOWN ARROW
Up one line	SHIFT + UP ARROW
To end of paragraph	CTRL + SHIFT + DOWN ARROW
To start of paragraph	CTRL + SHIFT + UP ARROW
Down one screen	SHIFT + PGDN
Up one screen	SHIFT + PGUP
To documents end	CTRL + SHIFT + END
To start of document	CTRL + SHIFT + HOME
To vertical block of text	CTRL + SHIFT + F8 and arrow keys
To entire document	CTRL + A

7.0 DELETING TEXT

There are several ways to delete unwanted text. If a mistake is identified right after typing it, pressing BACKSPACE will remove unwanted characters spaces. The text can also be deleted by selecting it and then pressing DEL, or by using the Clear command on WORD's Edit menu.

7.1 Undo

WORD watches as the work progresses. It remembers which steps were taken last.

When asked, it can frequently undo the errors. The exact name of the Undo choice on the Edit menu changes as the work progresses. Sometimes it says Undo Typing. Other times it says Undo Formatting or Undo Sort, or some such.

- Edit | Undo reverses the last action; choose Edit | Undo again to reverse the action before that, and so on.
- If CTRL+Z is pressed repeatedly, it will reverse previous actions.
- The Undo toolbar button and its associated drop-down list helps to undo multiple actions in sequence.

To undo multiple actions or selected actions, use the drop-down list reached with the button shown at left. Reveal the list by pointing to and clicking on the Undo list arrow. The last thing done will be at the top of the list.

7.2 Redo

Use the Redo command to undo an Undo. To redo the last action only, choose Edit | Redo, press the keyboard shortcut F4 or click the Redo button on the Standard toolbar.

To redo multiple actions or selected actions, use the drop-down list reached with the button shown at left.

- Reveal the list by pointing to the Redo list arrow. The last thing undone will be on the top of the list.
- Click on an item to redo (undo the Undo), or drag to select a sequence of actions.
- If the user accidentally redo the wrong things, use of the Undo list to the right of the Redo list will undo the Redo.

Occasionally, 'Can't Undo' message is displayed, indicating that the most recent action cannot be undone. That's why it is a good idea to save the work early and often.

7.3 Repeat

Sometimes, after something repeatable has been done (like formatting or typing), a Repeat command is available on WORD's Edit menu. The shortcut key is F4. Repeat watches the work and attempts to re-create the actions on demand.

8.0 INSERTING TEXT

WORD offers several ways to insert new text into an existing document. The most straightforward approach is to move the insertion point to the desired location and start typing. WORD accommodates the new text by pushing the existing text to the right and down as necessary.

9.0 REPLACING TEXT

With WORD, the steps of deleting, positioning the insertion point, and inserting replacement text can be combined. Highlight the unwanted text and start typing. The old text disappears and the new text snakes across the screen as typing progresses.

10.0 FORMATTING TEXT

Let's take a quick look at a few of WORD's frequently used ways to modify the appearance of text. They include toolbars, menus, and keyboard shortcuts. The dialog box of Format menu is shown in Fig.4.

10.1 Using the Formatting Toolbar

WORD's Formatting toolbar contains a number of text formatting buttons. To see a button's function, move the mouse pointer over the button and hold it there momentarily. The button's name will appear.

Toolbars helps in style changes by clicking buttons or pulling down single-level menus, rather than going to the more-crowded menu bar. As always, the text must be selected before working with it. To change the appearance of characters (making them bold or italicized, for instance), first select them, then click the appropriate button on the Formatting toolbar.

10.1.1 Aligning Text with the Formatting Toolbar

A group of four buttons is available to the right of the Underline button in the Formatting toolbar.

These can be used to specify left aligned, centered, right aligned, or fully justified text, respectively. These paragraph formatting buttons and similar formatting tools work on entire paragraphs. Simply place the insertion point in the paragraph to be affected before using the button. To change multiple paragraphs simultaneously, select them first.

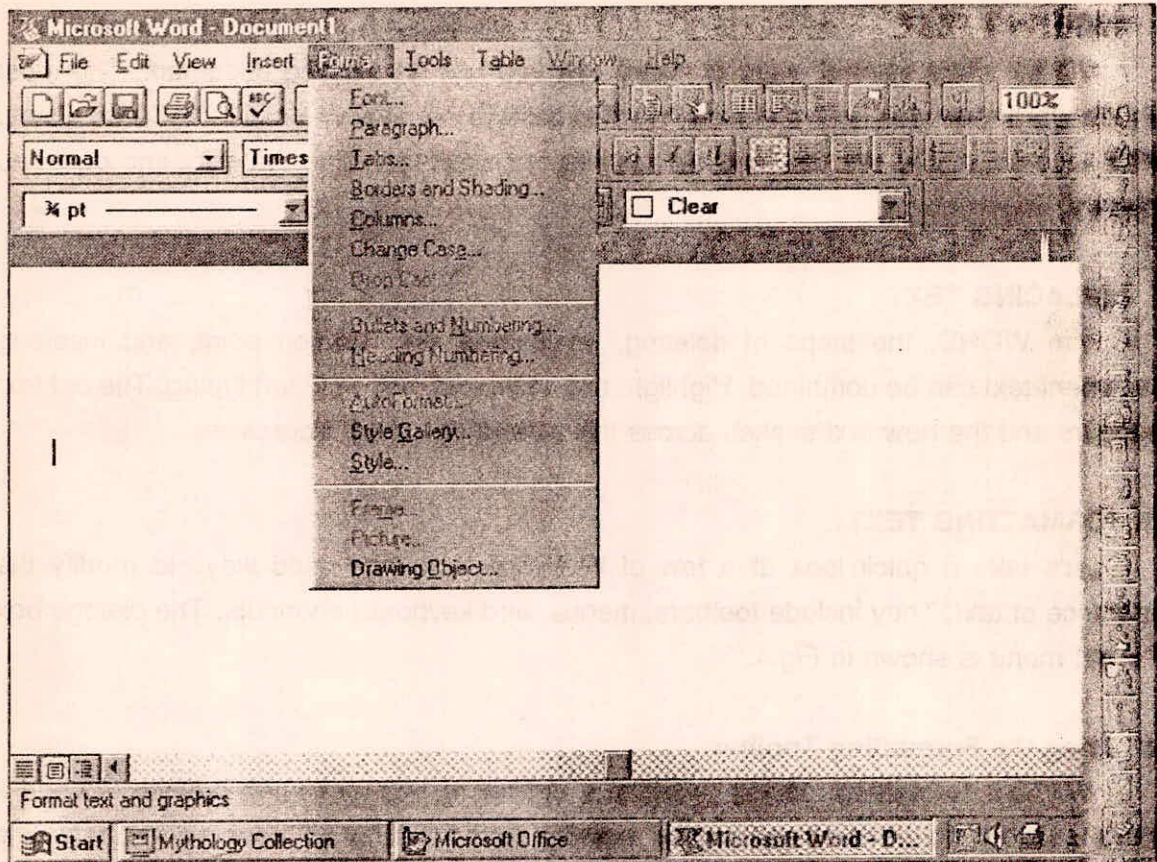


Fig.4: Dialog Box of Format Menu

11.0 COPYING AND MOVING

WORD supports all of the usual Windows techniques for copying and moving information. It also provides a feature called drag-and-drop, a one-step, mouse-assisted mover.

11.1 Cut, Copy, and Paste

The traditional way to move or duplicate items in Windows programs is to select them, cut or copy them to the Clipboard, move the insertion point to the new position, and paste them. The copying can be done into different applications from WORD to Excel, for instance.

- Start by selecting the desired text.
- Choose Edit | Cut or press the CTRL + X shortcut. The Cut button on the Standard toolbar can also be used.
- The selected text will disappear from the screen and will be placed on the Clipboard.
- Now place the insertion point where the user wants the text to go (point and Click).
- Paste, using Edit | Paste or the CTRL + V shortcut. Text will flow to the right and down as the Clipboard's contents move into place. The Paste button on the Standard toolbar can also be clicked.

11.2 Copying From One Word Document to Another

Since multiple WORD documents can be opened and used at the same time, it is easy to move things from one document to another. First, arrange the workspace by clicking and dragging the size boxes in the lower-right corner of windows to adjust their size and shape. The windows can be moved around by pointing to their title bars and dragging them. The user can easily move back and forth simply by clicking in the window of interest. While it is possible to have many windows in view at the same time can have only one active window.

11.2.1 Using Window Menu

Sometimes the screen may not be big enough to display multiple WORD documents in useful sizes. The Window menu lists the open documents and helps in switching between them. A check mark indicates the active window. Using this menu, one window can be activated to copy information, then the user can go back to the Window menu to activate and display another window, and then paste the text. The contents of the Clipboard stay the same as long as the computer is not restarted. Thus, information can be copied between spreadsheet and WORD.

11.2.2 Drag-and-Drop

WORD's drag-and-drop feature helps to highlight text or other movable objects and drag them to a new location. To move text with drag-and-drop, the steps are :

- Select the desired text or other item.
- Release the mouse button, if necessary; then point to the selected item(s) and press and hold down the mouse button.
- When the pointer changes to its drag-and-drop shape, drag the pointer while holding down the mouse button until the insertion point is at the desired

- location.
- Undo immediately (press CTRL+Z) if things didn't go right.

12.0 MOUSE SHORTCUT MENU

Frequently, when items on the screen are pointed and the nonprimary (usually the right mouse button) is pressed, a shortcut menu of commands, that can be issued with the mouse, is displayed.

12.1 Navigating With Mouse

WORD offers navigational tools that helps in moving quickly to the desired part of even huge documents. Several views make it easy to see what the document will look like without printing it. Other views are available to simplify and speed up the creation of rough drafts and outlines.

Most documents are too big to be displayed in their entirety on the screen. The user reveals unseen portions of the document by scrolling to bring parts of the document into view while temporarily hiding other parts. Usually, it may be required to scroll up and down to see long documents, and sometimes to scroll left and right to see different parts of wide documents. There are many ways to scroll.

12.1.1 Scrolling with the Scroll Arrows

When scroll arrow is clicked, a different part of the document will be displayed. For instance, suppose the user is looking at page 2 of a three-page document. If he clicks on the up scroll arrow, he will move a little nearer to the beginning of the document. Clicking on the down scroll arrow will take the user closer to the end of the document. (Typically, one click moves up or down about one line.) The right and left scroll arrows help in seeing corresponding portions of wide documents.

If the user clicks and hold down the mouse button while pointing to any of the four scrolling arrows, the document will Scroll continuously until the end of the document is reached or the mouse button is released. But there are better ways to scroll long distances.

12.1.2 Scrolling by Clicking in the Scroll Bars

Clicking in the shaded areas of scroll bars (as opposed to clicking on the scroll arrows themselves) scrolls approximately one screen's worth. The exact scroll distance will vary with the screen and document window size.

12.1.3 Scrolling with the Boxes Tools

The square boxes in the horizontal and vertical scroll bars can be used to move great distances quickly. Horizontal scroll boxes can be used the spine way to scroll wide documents quickly.

12.2 Navigating With The Keyboard

WORD offers many, many keyboard shortcuts for navigating. If the user holds SHIFT down while using keyboard shortcuts, the text will be selected in addition to scrolling and moving the insertion point. For example, pressing CTRL + RIGHTARROW moves the insertion point to the beginning of the next word; while CTRL + SHIFT + RIGHTARROW selects the current word starting at the insertion point and the space following it. Some useful keyboard shortcuts for moving are as follows

<u>To Move To</u>	<u>Press</u>
Up	DOWN ARROW
Down	LEFT ARROW
Right	RIGHT ARROW
Previous WORD	CTRL+ LEFT ARROW
Next WORD	CTRL+ RIGHT ARROW
Beginning of Line	HOME
End of Line	END
Beginning of Paragraph	CTRL+ UP ARROW
End of Paragraph	CTRL+ DOWN ARROW
Beginning of Document	CTRL+ HOME
End of Document	CTRL+ END

12.2.1 The Go To Command

While editing big documents, it is useful to be able to scoot quickly to a particular page or section. If page numbers are known, WORD makes this easy. GO TO Command is within the dialouge box of Edit menu as shown in Fig.5.

Here are the steps :

- Press F5 or Choose Edit | Go To
- Type the desired page number in the Enter Page Number Box of the Go To dialog box.
- Press ENTER. The requested page number will be displayed.

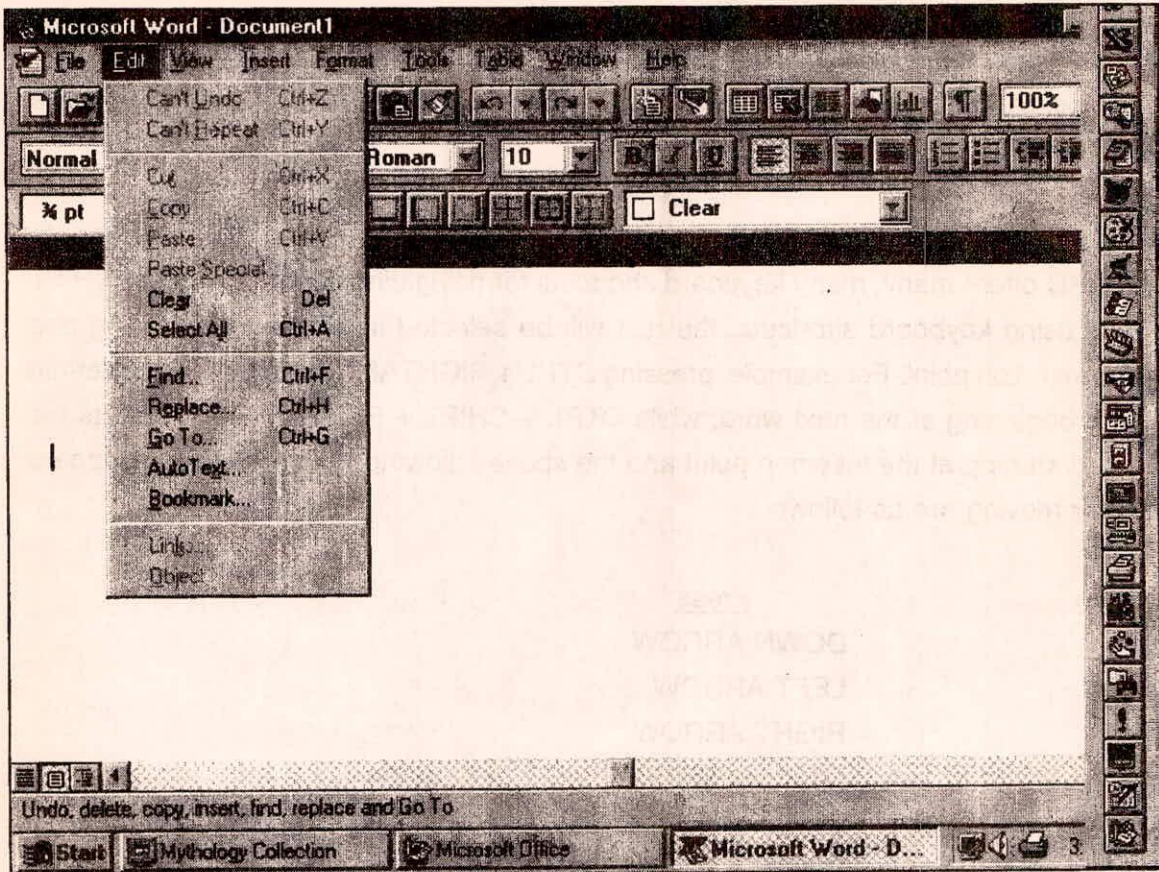


Fig.5: Dialouge Box of Edit Menu

The GO To command can also be used to move forward or backward a specific number of pages and to move to the end of the file even if the last page number is not known. The steps are :

- Move to the beginning of the document (0)
- Move to the next page (+ or leave blank)
- Move to the last page
- Move to a specific page number (4 or P4)
- Move to a specific page within a specific section (P4S3)
- Move to the first page of a specific section (S3)

- Move forward a specified number of pages 3, for example (+3)
- Move back a specific number of pages 5, for instance (-5)

13.0 VIEWS

WORD show the document with varying levels of detail to make things easier to visualize or quicker to work with. These display options are called views. WORD provides five views as shown in Fig.6.

- Normal view
- Page Layout view
- Outline view
- Print Preview
- Split screen

13.1 Switching views

WORD has a View menu that can be used to select Normal, Outline, or Page Layout views. Three buttons in the lower-left corner of WORD's status area help in quickly switching the views. Switching to print Preview either requires a trip to File menu or the keyboard shortcut ALT+F,V.

13.2 Normal View

This is the most common view for the heavy-duty text entry and editing. WORD's other views respond noticeably slower to typing, editing, and scrolling. Normal view keeps repagination and screen redraw delays to a minimum. It shows the text as it has been typed and displays graphics where it has been inserted. This view does not show side by side column positioning, footers, headers, or the printing position of framed items. Columns are shown at their actual width, but not side by side. Automatic page breaks are shown as dotted lines. Manual page breaks, if defined, are shown as darker lines containing the WORD's 'Page Break', while section breaks are double dark lines with 'End of Section' and so on.

The text, columns, and graphics can be edited as usual in Normal view. To work on headers or footers, however, the user must choose View | Header and Footer.

13.3 Page Layout View

In Page Layout view, the screen resembles a white sheet of paper. The text and graphics are shown where they will print. Headers and Footers will can be both seen and edited. Page breaks, be they automatic or forced, are represented by new pages on the screen rather than by dashed lines in the text.

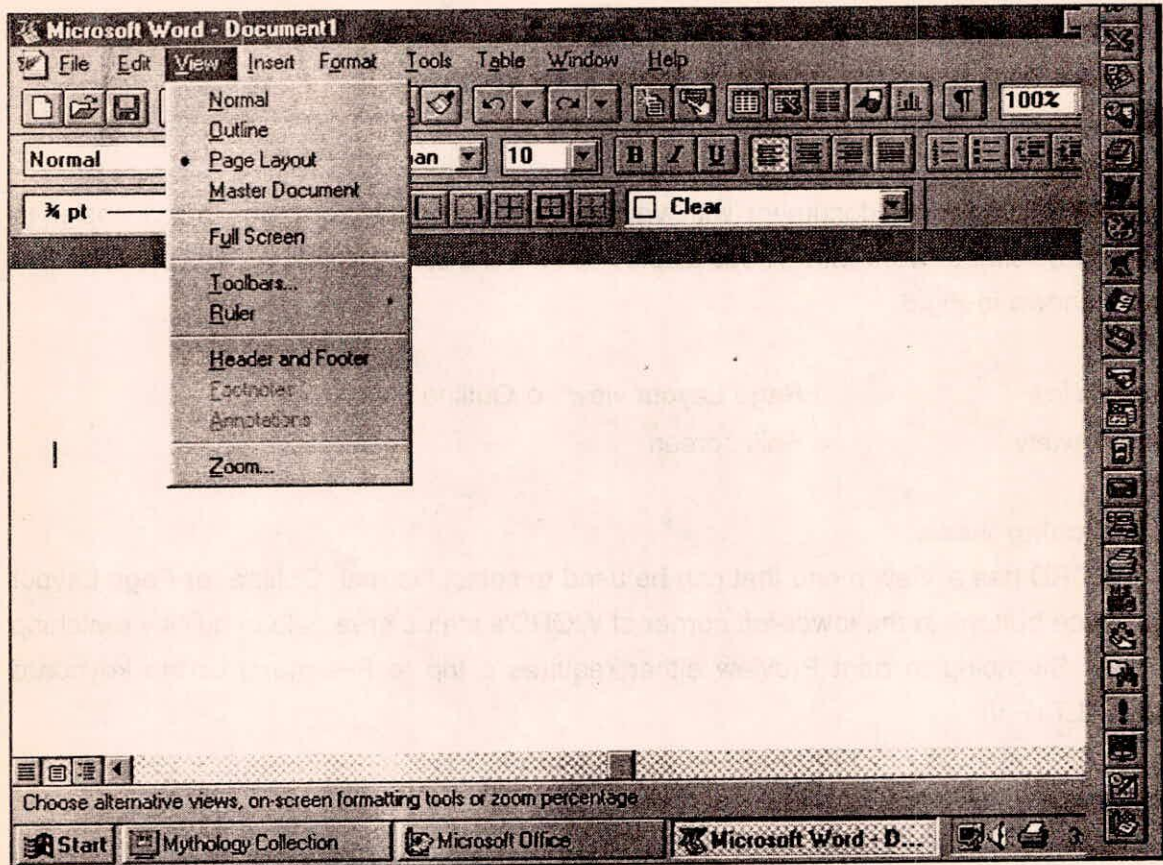


Fig.6: Dialouge Box of View

13.4 Outline View

If the document is properly formatted, switching to Outline view helps to quickly navigate and reorganize even large, complex documents. Outline view helps to see the entire contents of the document.

13.5 Print Preview

Print Preview is more than just another way to view documents. Choose **File | Print Preview** or use **CTRL + ALT + I** or **CTRL + F2**. Depending on the screen size and settings, a view of a page will be displayed.

13.6 Split Screen View

The split screen view can be used to view two widely separated portions of a document at the same time. To split the screen, simply point to the small rectangle in the upper-right corner of the document window at the top of the vertical scroll bar. The pointer will change to the Split-bar pointer. Drag the Split-bar pointer down to divide the screen.

When the mouse button is released, the screen will split into two independent windows, each with its own scroll bar. To return to a single screen, double-click on the Split-bar pointer. Alternatively, the keyboard shortcut ALT + SHIFT + C can be used.

With the screen split, two parts of the document can be seen. This feature can be used to refer to different portions of a document as to speed copying cutting, and pasting. Different view can be selected in each portion of the split screen.

Normal view is the default for all new documents. WORD remember the view of the last saved document and opens the document in that view.

13.7 Showing Paragraph Marks, Spaces and More

WORD can display helpful nonprinting characters to show what's going on. Examples include

- Paragraph marks (¶)
- Dots denoting spaces
- Arrows denoting tab characters
- Dashed lines for page breaks
- Text and graphic boundaries

13.8 Zooming

The little drop-down list near the right end of the Format toolbar is call the Zoom Control. It helps to zoom in and out to see bigger or smaller onscreen representations. It does not affect printing size. For instance the Page Width choice helps to see both page edges.

13.9 Full Screen - Seeing Just the Work

The View | Full Screen command, or the corresponding button in Print Preview, removes all the usual workspace clutter and fills the screen with the current document. A very small window containing the Full button, which allows to return to the prior view will be displayed. The keyboard shortcut ALT + V + U can also be used.

14.0 SAVING DOCUMENTS THE FIRST TIME

When the user first types and stylizes a document, it exists only on the screen and in the computer's volatile RAM. If the computer is switched off or a power failure or other malfunction is there, the work would be lost forever. By saving the work to disk, it can be picked up where it was left off, without losing the changes. The CTRL + S keyboard shortcut or the Save button on the left of the Standard toolbar is a convenient way to save without visiting the File menu.

The save location of the document can be specified using WORD. It also suggests a filename. If it is not satisfactory, another filename can be typed. A desired folder can also be selected for saving the document.

15.0 QUITTING AND RESTARTING WORD

There are several ways to quit WORD. File | Exit can be used or click the Close box in the upper-right corner of the main WORD window.

If there are any changes since the last time the document was saved, WORD will ask if the user wants to save the document. Select Yes to save changes, No to ignore the most recent changes, or Cancel to abort the exit request and return to word processing. After ensuring that everything has been saved, WORD will quit.

16.0 PRINTING

If there is only one printer and it is properly installed and ready to go, to print a single copy of the current document, just click on the Print button, shown at left, on the Standard toolbar.

The status area will WORD's progress as it prints. Page numbers and a little animated printer icon will tell how many pages have been sent to the printer. While printing can be as simple as previously described, it is a good idea to get into the habit of visiting the Page Setup dialog box, to create a new document—particularly to work with a variety of printers, paper sizes, and document designs.

The following printer decisions affect pagination and should be selected to begin a document.

- Page Setup options (like paper source)
- Paper size
- Page orientation
- Gutters
- Printer model
- Reduction/enlargement (scaling)
- Margins
- Larger print area

- Printing/not printing hidden text
- Font substitution options
- Printing/ not printing footnotes and endnotes

Other changes affect the appearance of printed pages, but have little impact on pagination.

16.1 Choosing a Printer

To Choose a printer

- Choose File | Print or use the CTRL+P short cut. The Print dialog box will be displayed.
- Click on the Name list in the Printer area to see a list of the printer models.
- Point and click in the scrollable list to select the desired printer.
- If the selected printer has options (lighter/darker, letter quality/draft, and so on), they can be selected by clicking the Properties button. This will bring up the printer's Setup dialog box.
- When the options have been selected, click OK to verify any changes.

16.2 Printing Multiple Copies

To print more than one copy, either type a number in the Copies box, or click on the up or down scroll arrow to choose a number.

16.3 Printing Page Range

To print the entire page range, the All button is selected. To print just the page in the document currently containing the insertion point, click the Current page button.

To print selected text, first select it and then bring up the Print dialog box and use the selection button in the Page Range area.

To print a range of pages, type the first and last desired page numbers in the pages text box. The numbers should be separated with hyphens.

To print specific pages, list them in Pages text box separated by commas. Ranges and single pages can be combined, so 6-10,13,19,83 also would work.

16.4 Print All, Odd, Even

Normally, WORD prints all pages in order, but if it is desired to do 'manual' two-sided printing or there are other reasons to separate odd and even pages, use the drop-down Print

list at the bottom of the Print dialog box to specify Odd Pages or Even Pages.

16.5 Print to File

It's possible to print to disk files instead of to a printer. This technique may be used to take a document to a service bureau for typesetting or other special services. It is a very good idea to do a test run before trying this technique for rush work, since there are many pitfalls.

16.6 Collate Copies

If multiple copies are requested (five copies of a ten-page document, for instance) and Collate Copies option is not selected, WORD will print all five page 1's, then all five page 2's, and so on. It may be needed to hand-collate them to make orderly sets. The Collate Copies option prints five 'books', each one complete and in order. This may or may not increase the overall printing time, depending upon the printer and number of other factors.

16.7 Choosing The Paper Source

If the printer has two paper sources (two trays, or a tray and a "pass-through," for instance), WORD can switch sources as needed. Choose File | Page Setup to reach the Page Setup dialog box. Then, use the First Page, Other Pages, and perhaps Apply To choices found in the Paper Source tab

16.8 Other Printing Options

There are other printing options available. They can be reached by choosing the Print tab in WORD's Options dialog box either by choosing Tools | Options, or by pressing the Options button in the Print dialog box. Most of these settings remain in place once they are changed and are used for each new printing job until they are again changed.

16.8.1 Draft Output

This option can speed up printing. Its effect varies from printer to printer. Usually everything is printed in a single font, as efficiently as possible, at the expense of appearance. It is often faster to print draft dot-matrix copy than fancy laser copy.

16.8.2 Reverse Print Order

Use Reverse Print Order for pages to come out last-to-first. This is handy for some printers that stack pages in the wrong order.

16.8.3 Checking the Status of a Print Job

With printing at work, the user can check and change the status of multiple print jobs.

Follow these step :

- Click on the printer's icon in the Taskbar.
- Click to select the job or jobs for canceling or rescheduling.
- Click on the appropriate button (Pause, Resume, Cancel, and so on)
- Use the menus for other options.
- To return to WORD, hold ALT and press TAB as many times as necessary.

16.8.4 Print Preview Before Printing

Print Preview can be used to see a screen representation of the document before printing it. Print Preview will give an excellent idea of the printed text. It can then be edited. If the document contains headers, footers, line numbers, margins and other embellishments, they will also be displayed. Print Preview will allow to make adjustments to any of these settings before printing, thus saving paper and time. The buttons along the top of the screen controls many of Print Preview's functions. Here is a general description of each button.

- Print Button** : This button prints a single copy of the document without going to the Print dialog box.
- Magnifier Button** : The Magnifier button helps to zoom in to better read small portions of the page and zoom out to get a bird's-eye view of one or more pages. It also toggles in and out of edit mode.
- One Page Button** : This button displays a single page even if working with a multipage document.
- Multiple Pages Button** : The Multiple Pages button specifies the number of miniaturized pages displayed on the screen. Pressing this button reveals a matrix to drag across to design the screen display. Choices range from a single page to 3 x 6 (18) pages.
- Zoom Control Button** : The Percentage text box and related zoom list are called the Zoom controls. They indicate the current zoom percentage and help to pick a variety of zoom options from a drop-down list.
- View Ruler Button** : The View Ruler button is used to toggle the rulers that are displayed and change margin settings.

- Shrink to Fit Button** : When Shrink to Fit button is pressed, WORD attempts to tighten up documents that end with a mostly white page. To undo proposed changes, use the CTRL+Z shortcut or File | Undo Shrink to Fit.
- Full Page Button** : The Full Screen button removes most of the Print Preview clutter (menu bar, status line, and so on) so a bigger version of the document can be seen. Pressing the Full Screen button a second time returns the hidden controls.
- Close button** : The Close button takes the user back to the previous view.
- Help Button** : The Help button will turn the pointer into a question mark. Point to the item of interest (the vertical ruler, for instance) to read any available help. Double - click on the Help window's Close box or press Esc to quit Help.

16.8.5 Leaving Print Preview

Use the Close button to leave Print Preview and return to the previous view. The three-standard view buttons (Normal, Page Layout, and Outline) are also available in the lower-left corner of the status area of Print Preview.

17.0 BASIC FORMATTING OF TEXT AND DOCUMENTS

WORD offers too many ways to change the appearance of the document. The user can embellish individual characters, change the indentation of paragraphs and many similar tasks.

17.1 Autoformat

AutoFormat inspects the document and suggests formatting changes that can be accepted or rejected. It can be used on newly typed documents or on old WORD or non-WORD text files. With AutoFormat, WORD can locate and reformat headings, change straight quotes to curly quotes, and more. Here are the general steps:

- Open or create the document to be AutoFormatted.
- Choose Format | AutoFormat.
- To change the way AutoFormat works, click the Options button. Click to tell which formatting tasks is to be performed.
- When the changes have been specified to WORD's usual AutoFormatting habits, click OK.

- Click OK in the AutoFormat dialog box. WORD will go to work.
- The changed document will be displayed.
- To see and review each proposed change, choose Review Changes.

When a new document is typed, WORD can automatically perform certain formatting tasks, such as creating headings, bulleted and numbered lists, and line borders.

17.2 Formatting Characters

WORD's Formatting toolbar contains a number of text-formatting buttons. There are other toolbars containing formatting buttons. Keyboard shortcuts can also be used to alter the appearance of characters. There are dialog boxes containing character-formatting choices. The most useful is the Font dialog box (Format | Font). The dialouge box of Format menu is shown in Fig.7.

17.2.1 Changing Fonts and Font Sizes

To change fonts and font sizes, select text, and then,

- Use the drop-down Font and Size lists on the Formatting toolbar.
- Type the name of the desired font or size directly into the Font or Size boxes on the Formatting toolbar, and then press ENTER.
- Choose Format | Font and select a font or size from the Font dialog box.
- Press CTRL+] or CTRL+[to increase or decrease the size one point at a time, respectively.
- Press CTRL+SHIFT+> or CTRL+SHIFT+< to increase or decrease the size by the standard increments listed in WORD's various Size lists.

17.2.2 To Bold Selected Text

Click the Bold button on the Formatting toolbar; use one of the keyboard shortcuts (CTRL+B or CTRL+SHIFT+B); or check the Bold check box in the Font Style list in WORD's Font dialog box (reached by Format | Font).

17.2.3 To Italicize Selected Text

Click the Italic button on the Formatting toolbar; use one of the keyboard shortcuts (CTRL+I or CTRL+SHIFT+I); or enable the Italic option in the Font Style list in WORD's Font dialog box.

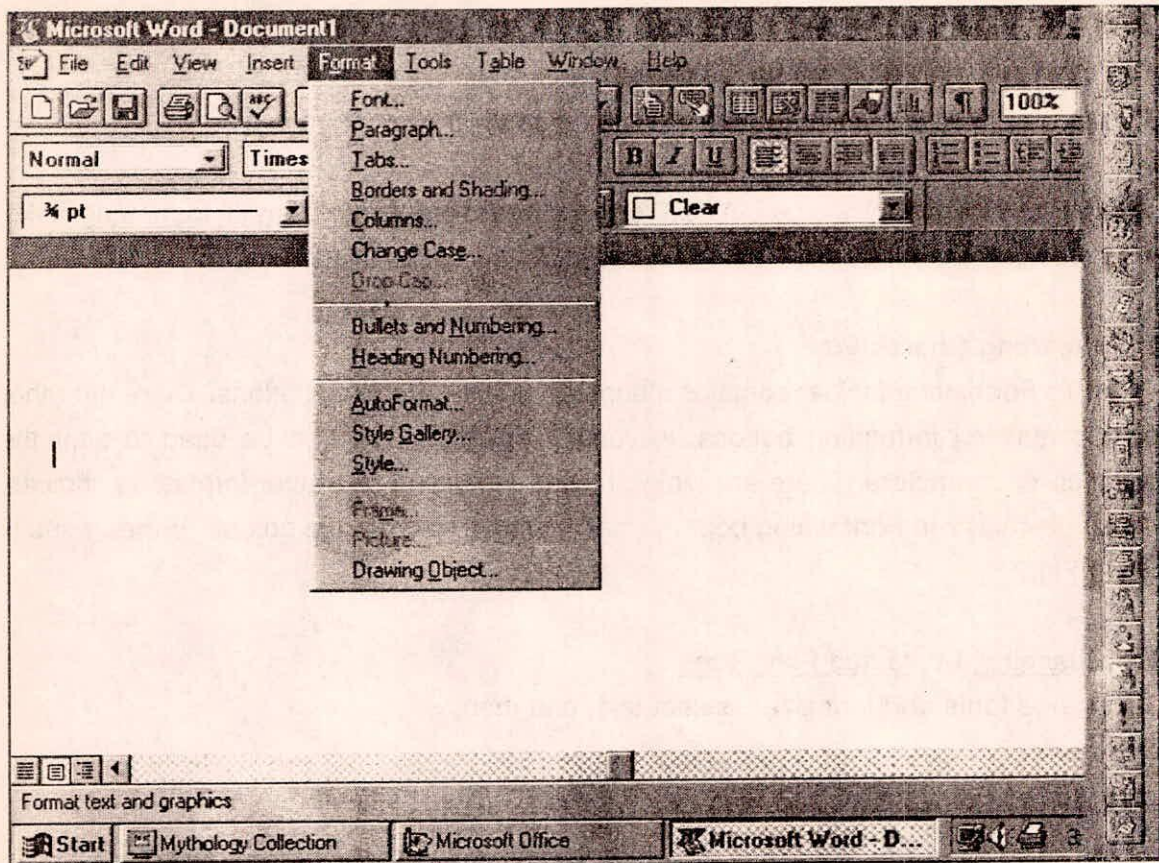


Fig.7: Format Menu and it`s Dialogue Box

17.2.4 To Underscore Selected Text

Click the Underline button on the Formatting toolbar (for a single, continuous underline) or use the keyboard shortcut CTRL+U.

17.2.5 To Produce Superscripts and Subscripts

To produce superscripts and subscripts, use the shortcuts CTRL+= and CTRL+SHIFT+=, or bring up the Character Spacing tab of the Font dialog box (Format ! Font) and choose either Raised or Lowered.

17.2.6 To Expand or Condense Selected Text

Open the Character Spacing tab in the Font dialog box (Format | Font), and choose Expanded or Condensed from the Spacing list.

17.2.7 To Change Case

To change case, select Format | Change Case. This opens the Change Case dialog box, which offers five choices of case, Sentence case, Upper case, Lower case, Title case and Toggle case.

For instance, Upper case changes all selected characters to uppercase letters. Title Case changes the first letter of each selected word to uppercase. The Title Case feature is not context sensitive, so it capitalizes prepositions and articles, including "of," "the," and so on. To change case with this feature, follow these steps.

- Select the text to be changed.
- Choose Format | Change Case.
- Choose the desired case option.
- Click OK.

To change case using the Change Case dialog box, the characters themselves change to the specified case.

17.3 **Drop Caps**

Drop caps, also called initial caps, are decorative first letters or words that have been stylized, and are usually bigger than surrounding text. To create drop caps, select Format | Drop Caps to open the Drop Cap dialog box.

Drop caps work with single spaced text only. They will not work in tables, headers, or footers. Their position will not be displayed or they can not be created in Outline view. They can not be placed in the margins of multicolumn documents, but they can be placed within text in multicolumn documents. The general steps are :

- Format the body text in any fashion. Single-space the text.
- Select the character or characters to be dropped, and choose the Format | Drop Cap command. If not in Page Layout view, WORD will prompt to switch. The Drop Cap dialog box will be displayed.
- To use a different font for the drop cap, choose it from the drop-down Font

menu.

- The Lines to Drop box proposes the number of lines the cap will drop. For instance, 3 li means that the drop cap will be three lines tall and drop alongside the first three lines of text. Pick the desired number of lines from the drop-down list.
- In the Position area, choose the Dropped option for traditional looking drop caps, or choose the In Margin option to place dropped caps in the margin.
- When clicked OK, WORD places the specified text into a frame and positions the frame as specified.

17.4 Formatting Paragraphs

Paragraphs are collections of sentences on a related topic. A WORD paragraph can be a single text character, a graphic, or even a blank line consisting only of the paragraph marker which appears in the document when ENTER key is pressed.

17.4.1 Creating Paragraphs

Pressing of ENTER key each time creates a new paragraph. When a new document is opened, WORD applies the default paragraph settings stored as Normal style. It formats each new paragraph the same way until it is told to do otherwise.

WORD paragraphs can be simple blank 'lines' or complex collections of indentation, tab, line spacing, and other settings. A paragraph's attributes are stored with its paragraph mark. Deleting the mark removes a paragraph's formatting. To create new paragraphs, press ENTER.

To modify the appearance of a single paragraph, simply place the insertion point anywhere in the paragraph (point and click with the mouse). To modify multiple paragraphs, select all or parts of each paragraph to be changed.

For splitting one paragraph into two, position the insertion point where the paragraph is to be splitted and press ENTER.

For joining paragraphs, select the paragraph mark that separates them and press the SPACEBAR.

17.4.2 Deleting a Paragraph

To delete a paragraph, double-click in the left margin to select the doomed paragraph.

This will delete the Paragraph.

17.2.3 Modifying the Appearance of Paragraphs

To modify the appearance of paragraphs, use the ruler, the Formatting toolbar, and the Paragraph dialog box; or consider using one of WORD's paragraph-formatting shortcut key combinations.

To Indent Paragraphs Automatically

Drag the top half of the triangular indent marker on the ruler to the right to the desired position. Alternatively, use the keyboard shortcut CTRL+M.

Increasing or Decreasing Indents by One Tab Stop

Use the Increase Indent and Decrease Indent buttons on the Formatting toolbar.

Indenting with Keyboard Shortcuts

WORD offers various keyboard shortcuts that move the left indent marker. Some of these are additive commands and can create nested paragraphs. For example, pressing CTRL+M three times will move the indent position in three stops.

<u>Indent Action</u>	<u>Keyboard Shortcut</u>
Center	CTRL+E
Justify	CTRL+J
Left align	CTRL+L
Right align	CTRL+R
Left Indent	CTRL+M
Remove left indent	CTRL+SHIFT+M
Create hanging indent	CTRL+T
Reduce hanging indent	CTRL+SHIFT+T

17.4.4 Creating Automatically Numbered Lists

Select the items in the list, and then click the Numbering button on the Formatting toolbar, which automatically creates a hanging indent and places numbers to the left of the items.

17.4.5 Centering, Right Alignment and Left Alignment

Select the paragraph(s) to align, and then use one of the four paragraph-alignment buttons on the Formatting toolbar (Left, Right, Center or Justify). Justify aligns text with both

the left and right margins or indents.

17.4.6 Formatting with Paragraph Dialog Box

Choose Format | Paragraph to reach the Paragraph dialog box. (Alternatively, double-click on any indent marker.) The Paragraph dialog box helps in :

- Precisely specify line spacing (single, double, and so on)
- Precisely specify paragraph spacing (space before and after paragraphs)
- Dictate exact indentation measurements
- Turn off line numbering for specific paragraphs
- Specify text alignment (left, centered, right, or justified)
- Specify text flow guidelines (widows, orphans, and so on)
- Suppress hyphenation

Different units of measure can be used for the same specification when entering measurements in the Paragraph dialog box. For instance, line height can be specified in points (pt), lines (li), inches (in), picas (pi), or centimeters (cm). Each possible numeric entry in the Paragraph dialog box has a default unit of measure that is shown in each entry box.

17.5 Line Spacing

Individual line spacing is easy to change. The user can change the space between lines, and the space before and after paragraphs.

17.5.1 Adjusting the Space Between Lines

The Indents and Spacing tab of the Paragraph dialog box provides a drop-down list for simple but effective control of the space between lines under most circumstances. The Preview area demonstrates the relative effect of single, one-and-a-half, and double line spacing. Single spacing causes a 12-point line spacing, one-and-a-half line spacing is 18 points, and double-spaced lines will be 24 points apart.

When these choices are used, WORD will compensate for graphics, super-scripts, and large or small type sizes.

17.5.2 Single Spacing Text

To single-space text, follow these steps.

- Single spacing is WORD's default spacing. To reapply it to text spaced some other way, place the insertion point in a paragraph or select multiple

paragraphs.

- Press CTRL+1 or choose Single in the Paragraph dialog box's Line Spacing menu. Selected text and subsequent typing will be single spaced.

17.5.3 Double Spacing Text

To double-space text, follow these steps.

- To apply double spacing to text spaced some other way, place the insertion point in a paragraph or select multiple paragraphs.
- Press CTRL+2 or choose Double in the Paragraph dialog box's line Spacing menu. Selected text and subsequent typing will be double spaced.

17.5.4 Line-and-a-Half Spacing

To apply this spacing to text spaced some other way, follow these steps.

- Place the insertion point in a paragraph or select multiple paragraphs.
- Press CTRL+5 or choose 1.5 Lines in the Paragraph dialog box's Line Spacing list. Selected text and subsequent typing will be one-and-a-half line spaced.

17.5.5 Specifying Exact Line Heights

WORD automatically sets the appropriate amount of space between lines. It even compensates for different-sized characters on the same line by setting line spacing to the tallest character.

But sometimes it may be desired to specify exact line spacing for one or more paragraphs. Increasing the spacing by a nonstandard amount can help to fill unused space when the copy runs a little short. Specifying slightly less than normal space between lines can help keep text from running on to the top of an extra page. Here's how to specify exact paragraph spacing:

- Place the insertion point in a paragraph or select multiple paragraphs.
- Open the Paragraph dialog box (choose Format | Paragraph or double-click on any indent marker).
- Choose Exactly or At Least from the Line Spacing drop-down list.
- Enter a specification and unit of measure (2.5 li, 26 pt, 1.5 in, 22 cm, and so on) in the At box.
- Click OK to make the specified spacing change.

17.6 Margins

The white space around the edges of a WORD page are determined primarily by margin and settings. one set of margin settings can be used for an entire document, or different settings can be defined for different pages in the document. The choice of paper size, paper orientation (portrait versus landscape), and margin settings determine the size and shape of the, text area of pages.

Larger margins settings decrease the available text area. Since margin settings (and Page Setup information) all affect pagination, it is a good idea to define these dimensions to begin a new project. This will give a better grasp of the page count and overall look of the document. The margin settings can be fine-tuned just before final printing.

WORD's margin settings and its paragraph indentation features are entirely different. A WORD page can have only one user-specified left margin set and right margin setting, but each paragraph on the page can have a different left and right indentation.

Indents are added to margin settings. If specified left margin is 1" and left indent is .5", the text Will be printed 1.5" from the left margin. Similar is the case with Right margin.

17.6.1 Changing Document Margins

WORD provides three ways to set margins. The most straightforward method is to use the Margins portion of the Page Setup dialog box, reached with the File | Page Setup command.

The margins can also be dragged by using the rulers in Print Preview. Follow these general steps to change margins from within the Page Setup dialog box:

- Place the insertion point on the page where the margin settings are to be changed (unless the user plans to use the Whole Document choice).
- Choose File | Page Setup.
- If required, change paper size and orientation by using the Paper Size tab.
- Switch to the Margins tab if it is not already displayed.
- Current settings are shown in the various margin dimension boxes.
- Type the desired dimensions, or click the little triangles to increase and decrease settings.
- When satisfied, click OK.

Dimensional settings in most WORD dialog boxes can be expressed in inches (in), points (pt), centimeters (cm), picas (pi), and, frequently, lines (li).

17.6.2 Dragging Margin Brackets on the Ruler

WORD's new rulers display margins as dark gray areas that can be dragged to change the document's margins. Don't confuse this with dragging to create indents, which is similar but has a very different effect. Follow these steps:

- Change to Page Layout view.
- If the ruler is not displayed, choose View | Ruler.
- Point to the transition area on the ruler where gray becomes white. The mouse pointer will become a two-headed arrow.
- Drag the margin to the desired position with the mouse.

17.7 Columns

To quickly arrange the text in columns, click the Column button on the Formatting toolbar and drag it to select from one to six columns. When the mouse button is released, WORD automatically determines the appropriate width of the columns.

17.7.1 Using Multiple-Column Designs in a Document

To create different columns (even on the same page), select the desired text and specify column settings with the toolbar button or the Columns dialog box. WORD will apply the settings only to the selected text and will insert necessary breaks automatically.

17.7.2 Changing Column Widths

To change column widths, drag columns to different widths using margin markers. Start by placing the insertion point in the desired column and, in page layout view, display the ruler, if they are not on the screen. Click on the Margin Marker button in the ruler to display the Margin Markers, then drag any marker, and the column will adjust to their new width.

17.7.3 Decorative Lines Between Columns

To add decorative lines between columns, place the insertion point column in a that is to be decorated. Then choose Format | Columns to open the Columns dialog box and check the Line Between check box.

17.7.4 Forcing Column Breaks

Place the insertion point where to break the column, then choose Insert | Break,

specify Column, and click OK. To remove breaks, highlight them and press DEL.

17.7.5 Removing Columns Throughout

Select all of the text, and then use the Standard toolbar's Columns button to specify a single column.

17.8 **Borders and Shading**

Various border treatments and shading can be applied to paragraphs. Borders can be put around graphics.

17.8.1 Creating Lines with the Border Command

Format | Borders and Shading can be used to create lines, as well as boxes. Adjust the horizontal length of borders or lines by adjusting a paragraph's width with indent markers or the Paragraph dialog box. It's also easy to control the distance between text and border lines.

WORD can make borders automatically as the user types. Just type three consecutive hyphens (-) or equal signs (=) and press ENTER. WORD will convert the typed text into a single or double line.

17.8.2 The Border Toolbar

Borders can be quickly added by using the Borders toolbar.

- Place the insertion point in the paragraph of interest, or select elements to be formatted - multiple paragraphs, graphics, and so on.
- Adjust indents if necessary to define the desired width for the borders.
- Reveal the Borders toolbar by clicking the Borders button on the Formatting toolbar or by selecting View | Toolbar and checking the Borders check box.
- With the Borders toolbar open, choose the desired line thickness from its drop-down list.
- Click on the button corresponding to the desired border (No Border, Outside, Inside, Right, Left, Bottom, or Top).
- If decided, pick shading from the drop-down Shading list.

Line thickness and shading can be mixed by reselecting different parts of the ~~page~~ and using different settings.

17.8.3 Custom Borders and Lines

For more complex border and shading projects, select Format | Borders and Shading and use the Paragraph Borders and Shading dialog box.

The border sample changes to represent the newly created border. Specify lines (add and remove them) by clicking on border guides. They look like dotted T's and L's. Clicking on any of the three horizontal guides toggles horizontal lines on and off. Clicking on vertical guides toggles them on and off.

The selection markers, the little triangles that appear and disappear, show which border lines will be affected when a border guide is clicked.

Controlling Border Width

A paragraph's indents (and the document's margins) control the width of a border. To change the border, select the paragraph(s) containing the border formatting and change the indents.

17.8.4 Shading

Shading can be added to paragraphs with or without borders, to create forms or just to add decoration. Either the Borders toolbar, or the Paragraph Borders and Shading dialog box can be used to add and change shading.

To add paragraph shading, pick a shading percentage from the drop-down Shading menus, or enter the first number of a percentage in the entry box. For example, to choose a 40% shading, type 4 in the shading list box and press ENTER. The smaller the percentage, the lighter the shading. 100% is solid black. For settings that begin with the same number (for example, 5 and 50), typing the number acts as a toggle. For example, typing 5 once selects 5; typing it a second time selects 50.

While borders and shading can be removed either with the Borders toolbar, or the Paragraph Borders and Shading dialog box, the toolbar is easier.

17.9 Page Breaks

Page breaks are the places in the document where one page ends and a new page begins. Many things affect where page breaks will occur. Factors include the paper size, margin settings, paragraph formats etc. WORD automatically computes and displays page breaks as information is added and deleted. Page Breaks appear as dotted lines in Normal

and Outline views. Page breaks can be forced or they can be from default.

17.9.1 Forcing Page Breaks

The forced page break look thicker than WORD's automatic page breaks and contain the words 'Page Break'. To insert a manual page break, place the insertion point where to insert the break, and then press CTRL+ENTER. Alternatively, select Insert | Break to open the Break dialog box, and then click OK. A thick manual page break line will be displayed on the screen. Text or graphics below the manual page break will appear on the next page of the document.

17.9.2 Moving and Deleting Page Breaks

The Forced page breaks cab be deleted as the text is deleted but automatic breaks placed by WORD can not be deleted. Select a manual break line and press DEL. Alternatively, use Edit | Replace to search for manual breaks and replace them with nothing.

18.0 STYLES AND THE STYLE GALLERY

Styles are collections of paragraph and character formatting decisions that can be made and saved using meaningful names. Styles make it easy to reuse complex paragraph formats without laboriously re-creating them each time. Built-in styles are available in all WORD documents, and each document can have its own collection of custom styles.

18.1 Applying Styles from the Formatting Toolbar

Since WORD comes with built-in styles, they can be easily applied to one more paragraphs. Here are the general steps:

- Either place the insertion point in a paragraph or select several paragraphs.
- Scroll through the drop-down Style list on the Formatting toolbar to pick the desired style. The available items in the list will vary from document to document.
- Click on a style name to apply it to the selected text. The text will be reformatted using the selected style.
- Use Edit | Undo if the results are not as desired.

When the drop-down list is long, type the first letter of the style's name. The list will scroll to the proximity of the desired style.

18.2 Applying Styles from the Keyboard

A few of the commonly used styles have their own keyboard shortcuts. To use them, select text or place the insertion point in the paragraph to be stylized and use one of the following key combinations:

<u>Style</u>	<u>Press</u>
Normal	CTRL+SHIFT+N
Heading 1	ALT+CTRL+1
Heading 2	ALT+CTRL+2
Heading 3	ALT+CTRL+3

The Edit | Repeat keyboard shortcut (CTRL+Y) works when applying styles. After applying a style once, the insertion point can be applied once, to other paragraphs and press CTRL+Y to apply the new style where needed.

19.0 WORKING WITH HEADERS AND FOOTERS

Sometimes, it is helpful to print data such as headers, footers, and footnotes in the margins of the text. WORD makes it easy to add these features to the documents and edit them.

Headers and footers are places to put repetitive information in a document's top and bottom margins - headers print at the top, footers at the bottom. They can be used to print something simple on each page or something complex (such as a graphic). Stylized text, dates, and automatic page numbering can all be included in headers and footers.

Headers and footers can be identical for all pages or they be different. Odd and even pages can have different designs. The first page of each document can be unique.

In WORD, header and footer editing always takes place in Page Layout view. Any paragraph or character style can be applied to the headers and footers using the Formatting toolbar and rulers. They will repeat on all pages thereafter.

Once headers and footers have been added to a document, it is possible to see and edit them in Page Layout view. They are also displayed in Print Preview.

19.1 Creating Basic Headers and Footers

To enter a header that repeats on all pages in the document:

- Choose View | Header And Footer or double-click in the header area of the first page to be modified in Page Layout view or Print Preview.
- WORD will switch to Page Layout view and display the Header and Footer toolbar
- Create and edit header text. The user can paste graphics, apply styles, and otherwise format his work normally.
- Use the automatic page-number, time-stamping, and date-stamping features.
- Double-click in the main document to return to work there.

The footers can be entered the same way as headers, except in this case the work is in Footer window.

19.1.1 Creating Different Headers and Footers for Odd and Even Pages

To create different even- and odd-page headers or footers:

- Place the insertion point in the section where the odd/even effect is to begin.
- Open the Page Setup dialog box (double-click in a blank part of a ruler or choose File | Page Setup) and click the Layout tab.
- Check the Different Odd And Even choice in the Headers And Footers area, and then click OK.

Putting Page Numbers in Header and Footers

WORD offers a variety of tools to automatically number pages. Many page numbering formats and styles can be selected and page number can be positioned nearly anywhere.

19.1.2 Using the Page Numbers Command

WORD's Insert | Page Numbers command provides a wider variety of numbering options than the header/footer toolbar offers. It reveals the Page Numbers dialog box and helps to quickly reach the Page Number Format dialog box.

- Place the insertion point in the section to number.
- Display the Page Numbers dialog box by choosing Insert | Page Numbers.
- WORD suggests placing page numbers in the lower-right corner of the document ($\frac{1}{2}$ inch from the bottom and right edges of the paper), but different positions can be specified with the Position and Alignment drop-down menus.
- Choose whether a page number is required on the first page by clicking to add or remove the corresponding check mark.
- Either click OK or click on the Format button to review other page-numbering

options.

Using Page Numbering formats and Styles

WORD supports four page-number formats, all of which are available regardless of which page-numbering technique is used.

- Standard Arabic numbers (1, 2, 3...) - the default
- Capital Roman numerals (I, II, III...)
- Capital letters (A, B, C...)
- Lowercase formats (i, ii, iii... and a, b, c...)

To specify number formats:

- Choose Insert | Page Numbers.
- Click the Format button in the Page Numbers dialog box.
- In the Page Number Format dialog box, choose the format from the drop-down list and choose OK.
- After inserting page numbers, switch to Page Layout view and change their appearance.

19.1.3 Removing Page Numbers

To remove page numbers, simply open the header or footer containing unwanted page numbers and delete one. The rest of the page numbers in the section will disappear. To delete all the page numbers in a multisection document, follow these steps:

- Open a header or footer containing page numbers.
- Choose Edit | Select All or use the CTRL+A shortcut.
- Delete a page number. The rest will disappear.

Date and Time Entries

To insert the current date or time:

- Position the insertion point.
- Choose Date And Time from the Insert menu.
- Pick the appropriate format from the scrolling list.
- Click OK.

19.2 Creating Footnotes and Endnotes

WORD allows to create footnotes or endnotes (notes appearing at the end of the document) and personalize their appearance. For footnotes, follow these steps:

- Place the insertion point where the footnote marker is needed.
- Choose Insert | Footnote.
- The Footnote And Endnote dialog box can be dismissed by clicking OK, since WORD's defaults are fine for this project.
- In Normal view, a second window pane, where footnote typing is done, opens. In Page Layout view, type right where the footnote will print usually between the text and footer.
- In either case, the insertion point automatically moves to the proper place to type the footnote. Type it.
- To return to the main document, move the insertion point with the mouse or press CTRL+ALT+Z.

20.0 TABS AND TABLES

Although Tabs can be used to create columns, Table features can also be used for this purpose with more flexibility. The dialouge box of table is given in Fig.8.

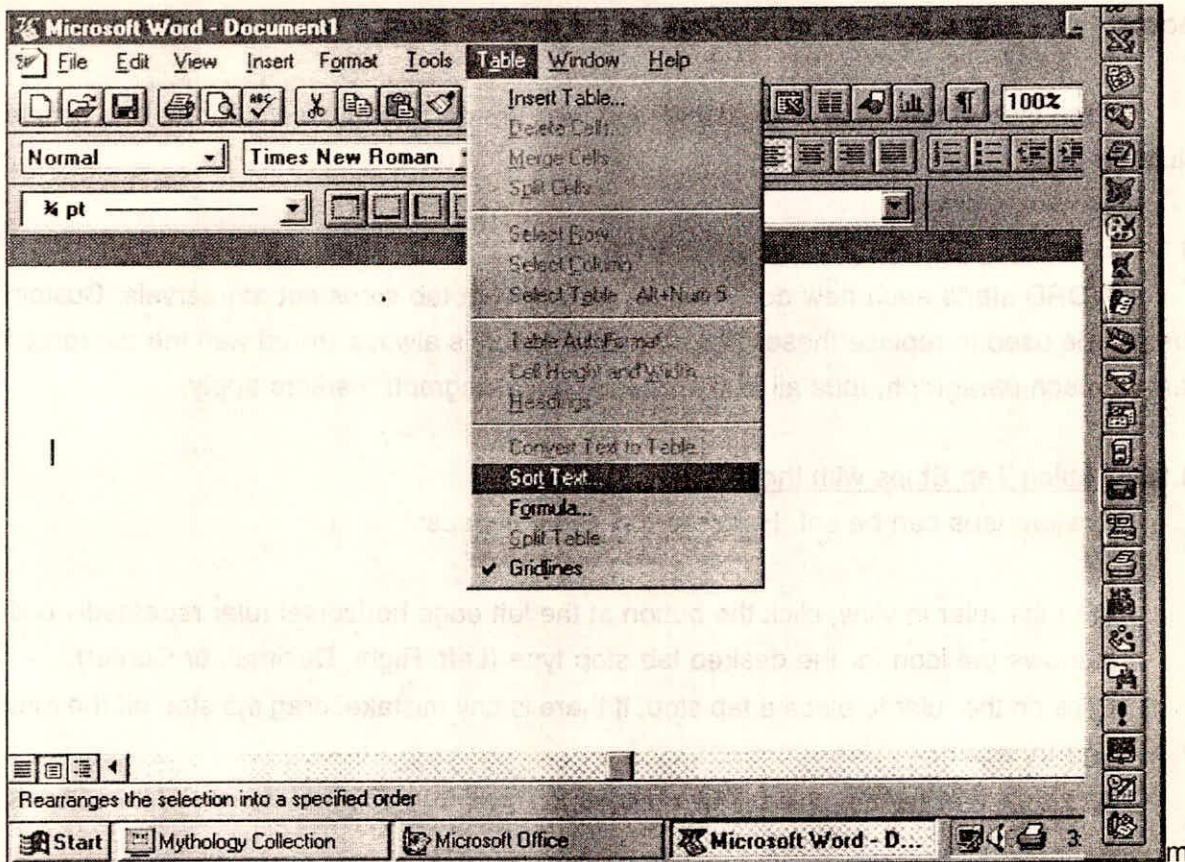


Fig.8: Dialouge Box of Table Menu

20.1 Tabs

Tabs are great for creating quick, relatively simple lists. WORD offers following specialized types of Tab stops :

- Lef Text typed at these tab stops bumps up against the left edge of the stop.
- Center Centers the text around the tab stop.
- Right Positions the typed text to the left of the tab stop. This is a great way to type long lists of numbers and have them line up.

Decimal Aligns columns of numbers on the decimal point.

Each type of tab helps to align text, and they are particularly useful for making simple columnar lists.

20.1.1 Selecting Custom Tab Stops

WORD starts each new document by default with tab stops set at intervals. Custom tabs can be used to replace these. Tab stop information is always stored with the paragraph mark for each paragraph, thus all of the rules about paragraph markers apply.

20.1.2 Setting Tab Stops with the Ruler

Custom tabs can be set. Here are the general steps:

- With the ruler in view, click the button at the left edge horizontal ruler repeatedly until it shows the icon for the desired tab stop type (Left, Right, Decimal, or Center).
- Click on the ruler to place a tab stop. If there is any mistake, drag the stop off the ruler and try again.
- At the time of typing, press TAB to move the insertion point to the new tab positions.

20.1.3 Moving Tab Stops on the Ruler

To move tab stops before entering the text, simply point to the required stop and drag to the right or left. If the text has been already entered text that uses the tab stops to be moved, first select all of that text before moving the tab stop.

20.1.4 Entering and Editing Tabular Data

Once tab stops have been set up, simply press TAB to reach the stop and begin typing. WORD will position the text. While typing at a center or right stop, text will flow appropriately. When it is typed at decimal stops, the insertion point sits to the left of the decimal position until the period key is pressed; then it hops to the right side. To leave an entry blank, simply tab past it by pressing TAB.

20.2 Tables

Tables helps in organizing columnar information. They can be used to create forms, scripts, financial reports etc. They can be inserted anywhere in WORD documents.

WORD tables consist of horizontal rows and vertical columns. The typing is done in areas called cells. Cells can contain text, numbers, or graphics. The text in cells is edited and

embellished as usual with WORD's Formatting toolbar and ruler.

A number of table-specific features help to control the size, shape, and appearance of cells. Border and shading features are available. It is also easy to insert and delete rows and columns.

Tables can be created from existing text without needless retyping. Or, the table feature can be used to organize information. This table can then be converted to text. The data can be imported/exported to from spreadsheet. A feature called the Table Wizard helps to automate table creation. The dotted lines around each cell represent nonprinting table gridlines. The printing borders can be added with the Format | Borders And Shading command. The larger dots are end-of-cell and end-of-row marks.

20.2.1 Creating a Simple Table

To create a table with the Table button, follow these steps:

- Place the insertion point where to insert a table (ideally, not at the very beginning of a new, otherwise empty document).
- With the Standard toolbar in view, click the Table button, and then drag while holding down the mouse button to highlight the number of rows and columns in the table.
- When the displayed grid represents the desired number of rows and columns, release the mouse button. WORD will insert an empty table at the insertion point when the mouse button is released.

20.2.2 Creating a Table Using the Table Menu

The Table | Insert Table command can be used to create more complex tables with the Insert Table dialog box.

Unless a column width is specified in the Column Width box, WORD computes a column width automatically, taking into consideration the available text area in the document and the number of specified columns. Initially, all table columns are the same width, but column width can be changed.

20.2.3 Entering and Editing Text in a Table

With only a few exceptions, the user can navigate, enter and edit table text. Use the mouse or arrow keys to position the insertion point, and then type normally. A cell can be

treated as miniature pages, and the cell borders as margins. WORD will automatically wrap text within the cell near the right edge. Rows will automatically grow taller as necessary to accommodate the typing.

To move from cell to cell within a table, either use the mouse or use TAB to go forward and SHIFT+TAB to go backward. The insertion point will move down to the beginning of the next row when TAB is pressed in the rightmost column (thus, it jumps from the right down to the left); and it will move to the end of the previous row when SHIFT+TAB is pressed the leftmost column (thus it jumps from the left up to the right). If TAB is pressed in the last cell of the last row, a new row will be created.

The usual character formatting can be applied to all or selected characters in a table. The familiar toolbar, ruler, and menu features all work here.

A cell can contain more than one paragraph. The paragraphs can be created in the usual way, and all of WORD's paragraph formats can be applied to paragraphs in cells. Since cells can contain multiple paragraphs, they can also contain multiple paragraph formats. Thus, within a single cell, there may be several indent settings, tab settings, line-spacing specifications, styles, and so on.

20.2.4 Selecting in Tables

The characters, words, and other items in table cell can be selected by using WORD's usual mouse and keyboard features. In addition, WORD provides table-specific selection tools enabling to choose whole cell, entire row, column or areas. The area between the first character in a cell and the left edge of the cell is called the cell selection bar. When it is pointed, the mouse pointer changes the direction (points to the right).

Clicking on it selects the contents of the entire cell. A cell can also be selected by dragging it with the mouse. Be sure to include the end-of-cell marker in the selection.

To select a column, move the mouse pointer to the area called column selection bar at the top of the column. Holding down ALT while clicking anywhere in a column will also select the entire column.

Double clicking any cell selection bar will select the entire row.

20.2.5 Selection Adjacent Groups of cells

To select groups of adjacent cells, either drag through the cells, or click in a cell and SHIFT+click in the other.

20.2.6 Selecting the Whole Table

To properly select an entire table, hold down ALT and double-click anywhere in the table. If the document contains multiple tables and they are not separated by paragraph marks, this technique will select all adjacent tables. Do not use WORD's Select All command to select a table, since this will also select paragraph marks and other things outside the table. Instead, use Table | Select Table or press ALT+5 on the numeric keypad (NUMLOCK has to be off for this to work).

20.2.7 Table Borders and Shading

An easy way to dress up a table is to add printing borders and shading. Select the cell or cells to embellish, and then use the line thickness portion of the Borders toolbar. Pick the desired combination of line thickness, and apply the borders just as they are added to WORD paragraphs. Add shading to some or all of the cells.

20.2.8 Adding Rows

To add a new row at the end of an existing table, place the insertion point anywhere in the last cell (the one in the lower-right corner of the table) and press TAB.

To insert a row in the middle of a table, place the insertion point in the row below for the new row and select Table | Insert Rows. WORD will insert a new row using the styles of the cells immediately above.

20.2.9 Changing Row Heights

Normally, WORD sets the height of each row automatically to accommodate the cell containing the tallest entry. For instance, if one cell in a row needs 2 inches to accommodate the text or graphic it contains, all of the cells in that row will be 2 inches high. All cells in a row must be the same height, but different rows can have different heights.

Dragging a Row to New Heights

To adjust the height of a row, follow these steps:

- Click anywhere in the row to resize.
- Move the pointer to the vertical ruler at the left edge of the screen.

- When it becomes an up-and-down arrow, use it to drag the row to the desired height.
- Release the mouse button.

20.2.10 Resizing Rows with Cell Height And Width

WORD's automatic row height (and column width) settings can be overruled via the Table | Cell Height and Width command. This is one way to create forms with fixed-size entry areas. To resize cells, follow these steps:

- Place the insertion point anywhere in the row whose height is to be changed. To change multiple rows to share the same height, select all of them.
- Choose Table | Cell Height And Width.
- Click on the Row tab if necessary to reveal its choices:
- Use the height drop-down list to choose Auto, At Least, or Exactly.
- Enter the desired dimension in points, inches, centimeters, and so on. (The default is points.)
- To change settings for previous or next rows, click the Previous Row or Next Row buttons.
- Click OK to make the change and close the dialog box.

If the exact height specified is too small to accommodate the biggest entry in a row, the excess text or a portion of the entry will be cropped when printed. Simply increase the row height if this is undesirable.

20.2.11 Changing the Spacing Between Rows

To change the amount of white space between rows - not the height of rows - select the rows, choose Format | Paragraph, and specify the before and-after spacing.

20.2.12 Deleting Rows

To delete a row or rows of cells, select the row(s) to be deleted, and then use the Table | Delete Rows command. This will delete both the rows (the cells) and their contents (text or graphics or whatever). To delete the contents of cells but leave the cells intact, use WORD's usual text-deletion tricks (select text or graphics and press DE; for instance).

20.2.13 Inserting Columns

To insert a single column in the middle of a table:

- Select the column to the right of where the new column is to appear.
- Click the Table button in the Standard toolbar or choose Table | Insert Columns. WORD will add a new column, but will not change the width of the earlier columns to accommodate it.
- To make the enlarged table fit on the page, it may be required to adjust margins or column widths or change page orientation. New columns retain the format of the old rightmost columns, but borders will not transfer.

To insert multiple columns, select the desired columns. Insert new ones to the right of the desired location of the new columns. To add three columns, select the three existing columns to the right of the desired insertion point. Then click on the Table button. WORD will insert three columns.

20.2.14 Inserting Columns at the Right Edge of a Table

To insert a column at the right edge of a table, select an end-of-row marker, click on the Table button in the Standard toolbar (notice how its name has changed to Insert Cells), pick Insert Entire Column in the Insert Cells dialog box, and click OK.

20.2.15 Deleting Columns

To delete columns, select the column or columns to be removed and choose Table | Delete Columns.

20.2.16 Changing Column and Cell Widths

The widths of entire columns or selected cells within columns can be changed. Most changes can be made by dragging column markers on the table scale in the ruler, or precision adjustments can be made in the Table Cells dialog box. To change the width of one or more cells only, select them and visit the Cell Height And Width dialog box (Table | Cell Height And Width). Specify a new width in the Columns tab. To change the width of an entire column:

- Point to a column boundary so that the pointer changes shape.
- Drag the column width marker:
- Watch the dotted line and ruler settings, and then release the mouse button when it reaches the desired width.

If the user holds down SHIFT while dragging, the column to the right changes size to make up the difference while the table's overall width remains unchanged.

If the user holds down CTRL while dragging, all columns to the right change size, but the table's overall width does not. The user can also drag the column markers on the ruler to

change column widths.

Changing Cell Widths with the AutoFit Button

The AutoFit button attempts to make cells surround their contents snugly. It can be used after all the information has been entered in the table, or after finishing adding or deleting items. Follow these steps:

- Select the cells to resize (or, more often, the entire table).
- Choose Table | Cell Height And Width.
- Click the Column tab if it is not already in view.
- Click the AutoFit button. WORD will snug up the selected cells.

20.2.17 Changing the Space Between Columns

WORD assigns cell widths based on the available text area and the number of columns. In the process, it sets aside a small amount of unprintable space between each cell (or within, actually). This space takes away from the usable cell space. For instance, a .5 inch column with .25 inch column spacing would have .75 inches of usable space in the middle of each cell. To change the space between columns, follow these steps:

- Select the desired columns.
- Select Table | Cell Height And Width to open the Cell Height and Width dialog box, and then choose the Columns tab.
- Type a new specification in the Space Between Columns box, or use the arrows to scroll through suggested choices.
- Click OK.

20.2.18 AutoFormatting Tables

WORD's Table | Table AutoFormat command attempts to pick cell settings that make a presentable table. Whether it succeeds will vary with the project it's given and the definition of success. Personal taste plays a role, too. Here are the basic steps for using Table AutoFormat:

- Enter, edit, spell-check, reorganize, and otherwise finish with the table.
- Save the document to disk.
- Select the entire table (Table | Select Table or ALT+5 on the numeric keypad with NUMLOCK off).
- Choose Table | Table AutoFormat to open the Table AutoFormat dialog box.

- Preview the format choices from the scrolling list by highlighting their names one at a time. UP ARROW and DOWN ARROW are handy here.
- Pick a style by highlighting it and click OK.

20.3 Converting Tables to Text and Vice Versa

WORD has solutions for converting table to text and vice versa. WORD makes it quite easy to convert back and forth from tables to text. You may need to do some cleanup before or after conversion, though. It is always better to work on copies of the documents while doing this.

20.3.1 Converting Text to Tables

To convert text to a table, highlight the text to be converted into a table. Choose Table | Convert Text To Table, and click the appropriate option button in the resulting dialog box. Here's an explanation of the choices:

Tab Lines of text separated by paragraph marks or line breaks will become rows in the table. Tab-separated strings of text within those lines will become cell entries in the row. WORD will automatically create the columns based on the maximum number of tabs in a line.

Comma Lines of text separated by paragraph marks or line breaks will become rows in the table. Comma-separated strings of text within those lines will become cell entries in the row. WORD will automatically create the columns based on the maximum number-of commas in a line.

Paragraph WORD will propose a single column and create as many rows as paragraphs. Changing the number of columns will distribute paragraphs among the columns from left to right. In a two-column layout, the first paragraph would end up in the top-left cell of the new table, the second paragraph in the top-right cell, the third in the left cell of row2, and so on.

20.3.2 Converting Tables to Text

To convert an existing table to text, select the table cells to be converted, or ALT+double-click to select the whole table. Choose Table | Convert Table To Text. WORD will display a Table To Text dialog box, which asks if the table is to be converted to paragraphs, tab-delimited text, or comma-delimited text. Pick one.

Choosing the paragraph option will convert each old table cell into at least one

paragraph. If the table's cells contain multiple paragraphs, the paragraph marks are retained during the conversion, so some cells will create more than one new paragraph.

If the comma or tab option is selected, WORD will convert each row of the table into one paragraph. Cells from the tables will be separated within the paragraphs by tabs or commas.

20.2.3 The Table Wizard

The Table Wizard will ask some questions and format the table. Here are the basic steps to using this Wizard:

- Place the insertion point where the table is required. Press ENTER once or twice if the document is new.
- Choose Table | Insert Table.
- Click the Wizard button in the resulting dialog box. A number of screens, asking questions, will be displayed.
- Look at each choice carefully. The data can be treated as in the sample table formats.
- Click on the Next button after each choice, or the Back button to back up one screen.
- When the Wizard runs out of questions, click Finish. The Table AutoFormat dialog box will be displayed.

21.0 SPELLING CHECKER

While using Spelling checker for the first time, it should be ensured that the proper dictionary (English (US) in the United States) has been selected. Here are the steps:

- Choose Tools | Language.
- Scroll to the desired language - probably English (US) - and select it by double-clicking or clicking once on the name and once on OK.
- Click the Default button.
- Answer Yes to the confirmation prompt.
- Click on OK.

Certain text (foreign language or technical, for example) can be formatted as "no proofing" text, which means WORD will skip it during spell checks. Unless only a portion of the document has been selected to check, the WORD scans down, beginning at the insertion

point, and will then ask whether to go back to the top of the document to continue checking.

The spelling checker can be invoked with the F7 shortcut or by Tools | Spelling option. The Spelling dialog box appears. It looks for words that it cannot find in its open dictionaries. When it spots a word that it can not match, it highlights the questionable characters, scrolls the document so that the user can see the problem word in context, and offers a number of choices.

22.0 GRAMMAR CHECKER

WORD offers grammar and style checking. This option can be selected by choosing Tools | Grammar.

Unless a portion of the document is selected, WORD will attempt to check the whole thing. Working from the insertion point, WORD will highlight a portion of the prose (usually a sentence) and evaluate it. There may be a slight delay. If WORD spots questionable spellings, the user will be given the opportunity to correct or ignore them. Once spelling issues have been dealt with, WORD will use its Grammar dialog box to point out questionable style and grammar issues. The text being considered is listed in the scrolling Sentence box.

23.0 FIND AND REPLACE

Every contemporary word processing product has a way to quickly locate and replace specific text strings (collections of words, numbers, and other characters). Some typists enter shorthand for lengthy items when they draft. Then, while polishing the document, they replace the shorthand with the actual text. For instance, NIH may be initially typed in the draft of a document, and then using WORD's Find and Replace utilities, each occurrence of "NIH" may be replaced with "National Institute of Hydrology". Two separate commands Edit | Find (CTRL+F) and Edit | Replace (CTRL+H) are available. Any character may be specified in Find or Replace strings by typing 'n', where 'n' is the ASCII (decimal) code for the character of interest.

With WORD special characters like paragraph marks, optional hyphens, or footnote-reference marks etc can be found, replaced or removed. Wildcards can be used in search requests to work around minor spelling variations. Asking WORD to find "Sm?th," for instance, would find both "Smith" and "Smyth". Number ranges can be searched using similar techniques. WORD's Find and Replace features can be used to reformat documents. For instance, the occurrences of two consecutive spaces can be searched and replaced with a single space. The Find and Replace commands can do the following:

- Help to find all or selected paragraphs formatted with a particular style and apply a different style.
- Find all forms of a particular word, saving the effort of multiple searches.
- Remove things simply by telling WORD to search for the item to be deleted and replace it with nothing.
- Search entire document or selected portions. The direction of the search (up or down) can be specified..

23.1 The Art of Finding

The Find feature helps to quickly locate text, formats, special characters, and combinations thereof. It helps to search selected parts of the document, if desired. Simple Find requests can locate text regardless of format. Well-thought-out features make it easy to ask WORD to search for very specific things, like occurrences of the WORD "Liberace" formatted in bold, blue, 24-point Playbill font. Section marks, graphics, paragraph marks etc. can also be searched. To do a search,

- Choose Edit | Find
- Specify text and special characters (if any) to find.
- Specify formatting characteristics (if any) to find.
- Tell WORD where to search and in which direction.
- Use the Special menu to search for things like section breaks, paragraph marks, and so on.
- Check off any special search requests like Match Case or Find Whole words Only.
- Click Find Next to start the search.
- When WORD finds the desired item, return to the document.
- To find again, press = (the equal sign) on the numeric pad or ENTER on the numeric keypad or click the Find Next button in the dialog box.

Consider proofing the document or at least running the Spelling checker before important, major searches.

23.2 The Art of Replacing

To replace, follow these steps :

- Save your work.

- Choose Edit | Replace or press CTRL+H.
- Create search criteria.
- Specify the desired replacement text, formats, and so on.
- Specify the direction of search.
- Click Find Next or Replace All to start the replacement.
- Confirm the replacements.

The Replace dialog box looks like the Find dialog box, with additional features. WORD confirms each replacement before it happens, or it will find and replace without any intervention.

The Replace command uses considerable memory if a lot of changes are to be made. It is a good idea to perform a normal save after assuring that the replacements are satisfactory.

24.0 WORKING WITH GRAPHICS

WORD helps to draw, place, resize, reposition, and embellish graphics. The user can work with his own drawings; charts from Excel, PowerPoint, and other software packages; photos from scanners; and just about any other computer-compatible art form. In fact, Microsoft office even comes with some clip art and a clip-art viewer those can be used to get the graphics library started.

Microsoft Office actually comes with two art collections one in the Clipart subfolder (in the Office95 folder) and another collection reached via the ClipArt Gallery.

The user can simply paste graphics or place them in frames. Using frames makes it easier to reposition and work with graphics. There are plenty of graphics buzzwords and standards to learn.

24.1 Importing Graphics

Like text, computer art can be stored in disk files. Unfortunately, different drawing packages, scanners, and other graphics tools create files in their own formats. WORD comes with a number of built-in translation utilities (called filters) that can convert graphics from many sources, allowing to insert them in WORD documents. The following graphic formats are supported. Their usual file extensions are listed after their names.

- AutoCAD 2D (.DXF)

- Computer Graphics Metafile (.CGM)
- CompuServe GIF (.CGM)
- CorelDRAW! 3.0 (.CDR)
- Encapsulated PostScript (.EPS)
- HP Graphics Language (.HGL)
- Kodak Photo CD (.PCD)
- Lotus 1-2-3 (.PIC)
- Macintosh PICT (ACT)
- Micrografx Designer 3/Draw Plus (.DRW)
- PC Paintbrush (.PCX)
- TIFF (Tagged Image File Format .TIF)
- Targa (.TGA)
- Windows Bitmap (.BMP)
- Windows Metafile (.WMF)
- WordPerfect Graphics (.WPG)

Many companies and nonprofit groups also distribute low-cost or free shareware and public-domain clip art. If a scanner is available, printed images can be converted to WORD-compatible art.

24.2 Using the Insert Picture Command

The easiest way to get hooked on graphics is to import a picture or two. The steps are:

- Start by creating or opening a document.
- Place the insertion point where the picture is required.
- Choose Insert | Picture to bring up the dialog box. (as shown in Fig.9).
- Click Preview to look at the pictures before it is inserted.
- Browse by scrolling until something interested in seen.
- When a nice graphic is found, click OK to insert it.
- Reposition and perhaps resize or otherwise embellish the image.

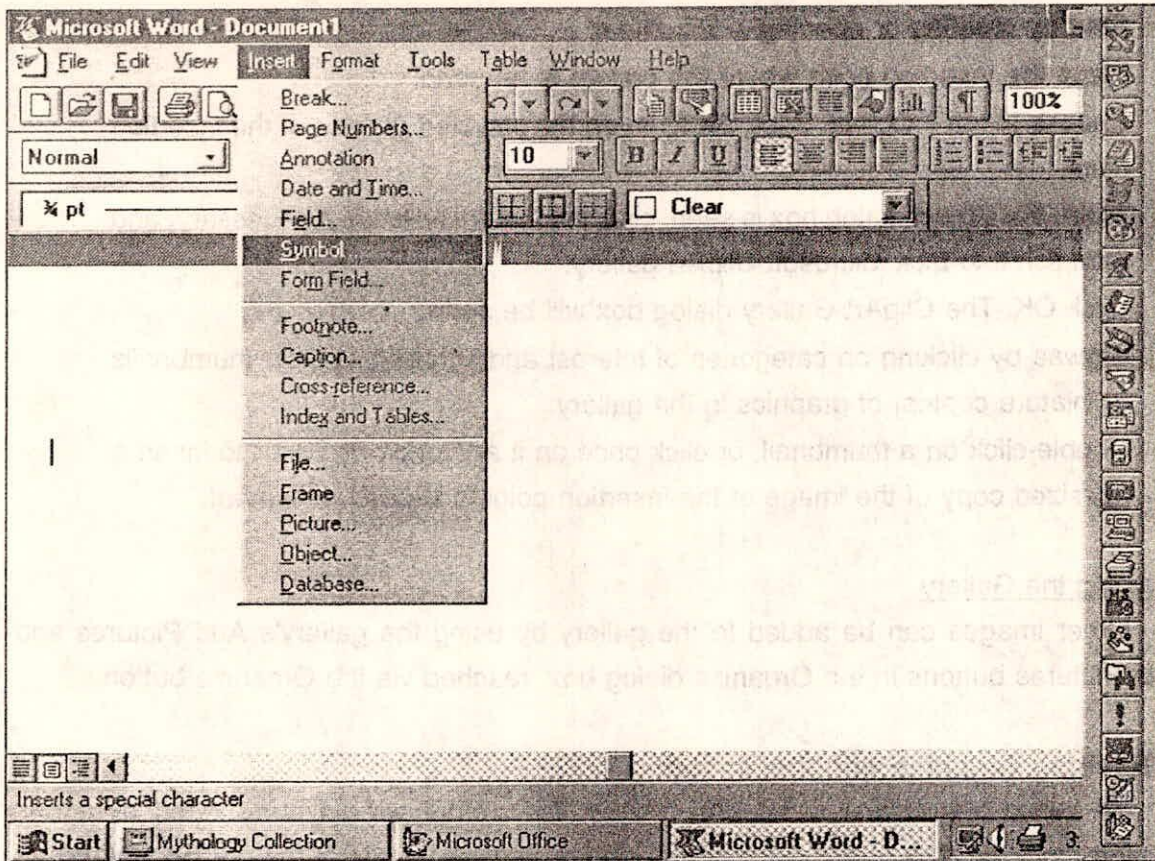


Fig.9: Insert Dialouge Box with it's Various Commands.

In addition to the WORD's clip-art folder, there may be other images on the hard disk. For instance, the Windows folder probably has a dozen or so bitmap files ending in .BMP). Use the Find feature in WORD's Open dialog box to locate files of interest. If found, click on the name to highlight it, and then click the Preview Picture button to get an idea of what it will look like.

24.3 ClipArt Gallery

The Office ClipArt Gallery is reached from the Insert | Object command. It offers categories of art and some other intriguing features. To use the ClipArt Gallery:

- Start by creating or opening a document.
- Place the insertion point where the picture is required.
- Choose Insert | Object. Click OK to insert the selected graphic at the insertion point.
- When the Object dialog box is seen, click the Create New tab if necessary, and then scroll to pick Microsoft ClipArt gallery.
- Click OK. The ClipArt Gallery dialog box will be seen.
- Browse by clicking on categories of interest and scrolling to view thumbnails (miniature copies) of graphics in the gallery.
- Double-click on a thumbnail, or click once on it and once on insert to insert a full-sized copy of the image at the insertion point in WORD document.

Maintaining the Gallery

Other images can be added to the gallery by using the gallery's Add Pictures and Update Pictures buttons in the Organize dialog box, reached via the Organize button.

24.4 Resizing Graphics with the Mouse

To select a graphics when it is clicked, the picture will be surrounded by a box containing eight handles-one in each corner and one on each side of the outline box. When the mouse pointer touches one of these handles, it will turn into a two-headed arrow.

To increase or decrease the size of the entire graphics proportionally, drag a corner handle diagonally, releasing it when the size is satisfactory.

To distort a dimension, use the handles on the edges of the graphic outline to stretch (distort) the graphic. Use Undo if the results are not satisfactory.

24.5 Cropping Graphics with the Mouse

To crop a document (hide part of it), hold down SHIFT and drag any of the handles to create the desired effect. The mouse pointer will turn into a square with a line through it.

24.6 Adding Space Around Graphics

To add space around a graphic, hold down SHIFT and drag handles away from the graphics. Use Undo to restore the original size.

24.7 Sizing and Cropping Graphics with the Picture Command

The Format | Picture command reveals the Picture dialog box. It contains information

about the selected picture's original size and any cropping or resizing that has been done. This box can also be used to specify new size and cropping dimensions. The Reset button returns a graphics to its original size and uncrops it.

25.0 USING WORD'S DRAWING FEATURES

To create a new drawing using the WORD drawing features :

- Open a new or existing WORD document.
- Place the insertion point where the new art is to be inserted.
- Click on the Standard toolbar's Drawing button, shown at left. (Or, there is a WORD document containing a graphic to be modified, double-click on the graphic).
- The Drawing toolbar will be displayed.

A series of buttons, menu commands, and the mouse can be used to draw, resize, and rearrange shapes, lines, and text.

25.1 Drawing Objects

First click on a shape button or line button (line, ellipse, circle, and so on) in the Drawing toolbar, and then use the mouse to create lines or shapes. For instance, to create rectangles for an organizational chart, the user can click on the Rectangle tool and drag with the mouse to create a rectangle of the desired shape and size. (Hold down SHIFT while dragging to create squares).

Use the Ellipse tool for ovals and circles. (Hold down SHIFT while dragging to create precise circles).

To create polygons, choose the Freeform tool, and then click and drag repeatedly until the task is finished.

To change the shape of a polygon, select it and then click the Reshape tool on the Drawing toolbar. Handles will appear at each intersection of the shape. Drag them as necessary to create the desired shape.

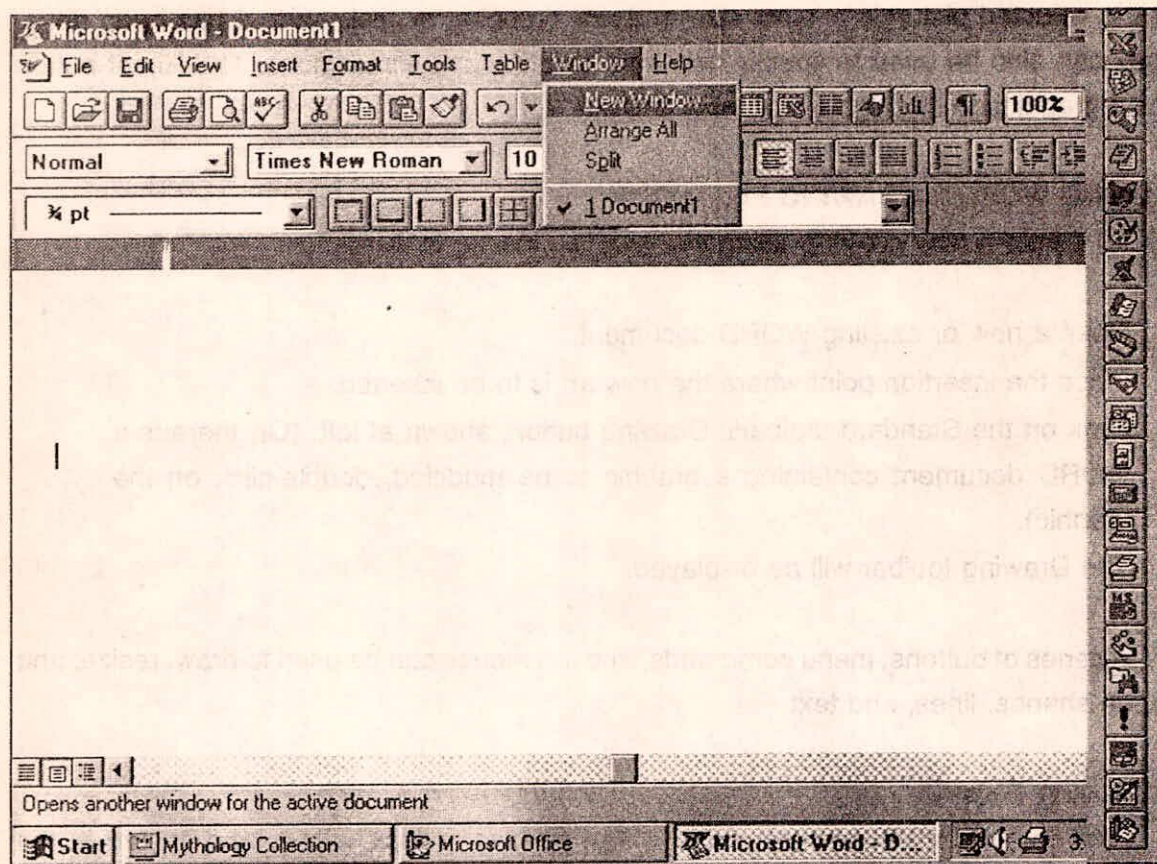


Fig.10 : Window Dialouge Box

25.2 Selecting Objects

To select rectangles or other drawing elements (lines, text, and so on), click on the arrow button at the top of the drawing-tool stack, and then point to the item to be moved.

Hold down SHIFT to select multiple objects. The Edit | Select All command selects all text and pictures. Selected objects are surrounded by small handles. Click outside of any selected object to deselect all selected objects.

25.3 Text in Drawings

The text for drawings can be created either in text boxes or in frames. To create a text

box :

- Click on the toolbar's Text Box button.
- Drag the text box to the desired size and shape. Make it a little bigger.
- Type the text (the insertion point's already in the box, so there's no need to position it).
- If necessary, the size of a text box can be increased by dragging, just as if it were any other graphic object.

Text in boxes is automatically surrounded by lines unless they are eliminated.

25.4 Rotating and Flipping Objects

To rotate or flip objects, select them and use the Flip Horizontal, Flip Vertical, and Rotate Right buttons on the Drawing toolbar.

The first part of the report is devoted to a general
 description of the country and its resources. It
 is followed by a detailed account of the
 various industries and occupations of the
 people. The report concludes with a
 summary of the principal facts and a
 list of the names of the persons
 who were engaged in the
 survey.