# Word XP

## WVU Office of Information Technology

Course Web Page:
**oit.wvu.edu/support/training/classmat/word/**

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# Word Keyboard Shortcuts

Bold = Ctrl B

Copy = Ctrl C

Cut = Ctrl X

Find = Ctrl F

Go to a certain page = Ctrl G or F5

Go to beginning of line = Home

Go to beginning of document = Ctrl Home

Go to end of line = End

Go to bottom of last page = Ctrl End

Hanging Indent = Ctrl T

Help = F1

Italicize = Ctrl I

Paste = Ctrl V

Print = Ctrl P

Save = Ctrl S

Save As = F12

Select word = double click on it

Select paragraph = triple click in it

Select All text in document = Ctrl A

Spell Check = F7

Undo = Ctrl Z

View Paragraph Formatting = Shift F1

# Table of Contents

Last updated: 09/26/2005

# Margins

There are two ways that you can modify the margins for your document. You can use the menu: **File** > **Page Setup**. This menu item will allow you to change the Margins, Paper Size and Orientation (portrait vs. landscape), Paper Source,- and Layout.
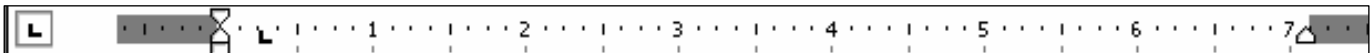
If you want these new margins to be the default for new documents that you create, click on the Default button in the lower left corner of the dialog box.
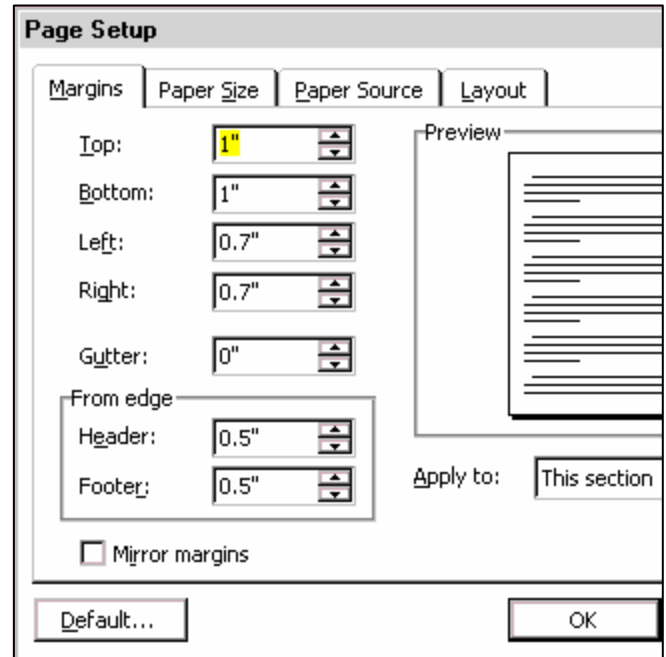


# Ruler

An alternative method for setting margins is to use the ruler.
1. Make sure you are in Print Layout view: **View > Print Layout**.
2. If you cannot see a ruler, go to the View menu and choose Ruler.



3. You might need to drag the Indent buttons out of the way first. Drag the square at the bottom to the right and drag the little house on the right to the left.
4. Position your cursor over the division between light and dark; your cursor will change into a double-headed arrow.
5. Drag it to the left or right to change the margin for the document. You can do the same thing to the ruler on the left for top and bottom margins.

You can drag the indent buttons to change the paragraph indentation for a selected paragraph. Select the paragraph(s) first. Then:
- Drag the square to bring the entire paragraph to the right.
- Drag the upside house to the right to have a first line indent for the paragraph
- Drag the house button on top of the square to the right for a hanging indent.
- Drag the house button on the right-hand site to shorten the line length for the paragraph.

Click on the ruler to set a tab. Click on the **L** button on the ruler first to change the type of tab. By default, left tabs are set every ½ inch although you don't see them on the ruler; if you set any tabs, the ½" ones will disappear.

# Format Paragraph

You can use the ruler to set first line indent or hanging indent. As an alternative to the ruler techniques on the previous page and to specify other formatting options, click the mouse anywhere inside the paragraph and select **Format > Paragraph** from the menu bar.

You can set the line spacing, change the indentation of a paragraph, and set the alignment. Click under the Special box—currently set to *(none)*—to change to a first line indent or a hanging indent. Use Spacing Before or Spacing After to control spacing between paragraphs as an alternative to using two hard returns between paragraphs.

For more options, use the **Format > Borders & Shading** menu item (it can also be used to add a border to a page).
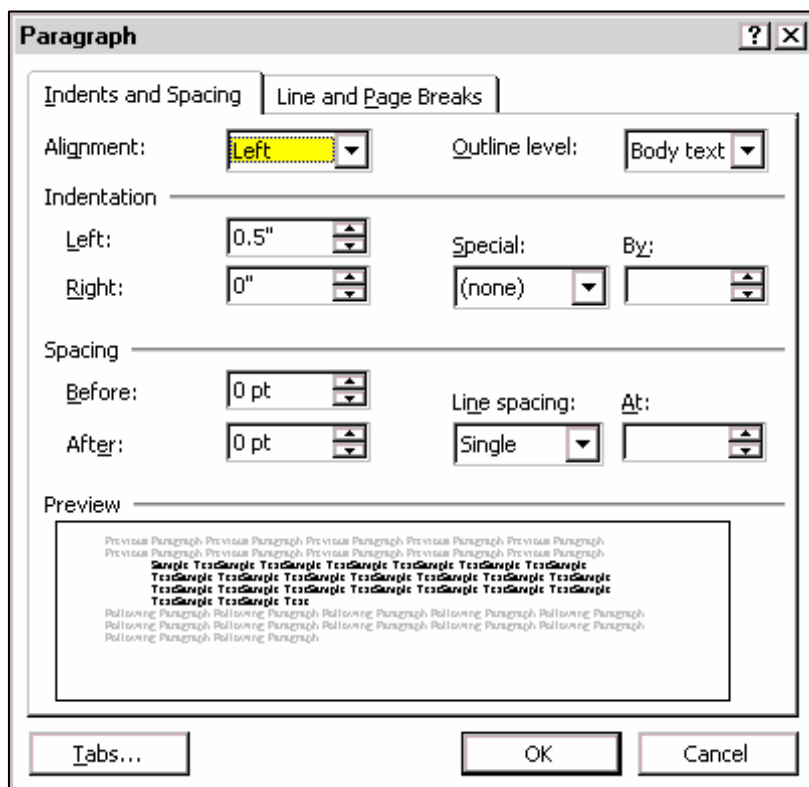
## Alignment

There are four buttons on the Formatting toolbar that are specifically for alignment. Once you have highlighted the paragraph(s) that you want to work with, click on the appropriate button (left, center, right, full justify).
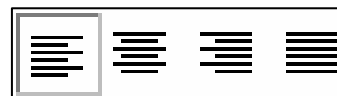
## Hanging Indent

A hanging indent is where the first line of the paragraph touches the left margin but subsequent lines are indented. You may choose to create hanging indents for a list of references at the end of your document or for a glossary.

Eustis, Joanne and Gail McMillan, "Libraries Address the Challenges of Asynchronous Learning," *Journal of Asynchronous Learning Networks*, Vol. 2, Issue 1, March 1998.

1. To accomplish this, go to your **Format** menu and click on **Paragraph**.
2. Click on the **Indents and Spacing** tab if it is not on top.
3. In the Indentation section, click on the down triangle under **Special**; the current value is probably set to "(none)".
4. Select **Hanging** and specify how far you want the subsequent lines indented.

This paragraph format will stay in effect for the rest of your entries. If you have already typed in your list of references, select the text before using the Format > Paragraph command.

# Format Font

Highlight text with the mouse. Use the **Format > Font** menu command as an alternative to the formatting toolbar to modify the text appearance. In this dialog, you can change several attributes at one time. You can change the font itself, its size, its style, and its color. You can add special effects such as ~~strikethrough,~~ sha̶do̶w̶, or ^superscript^.

## Default Font

You can make a font your default font for all new documents by clicking on the Default button in the lower left corner of this dialog. Word will ask you to confirm the current font choice for your normal.dot template.
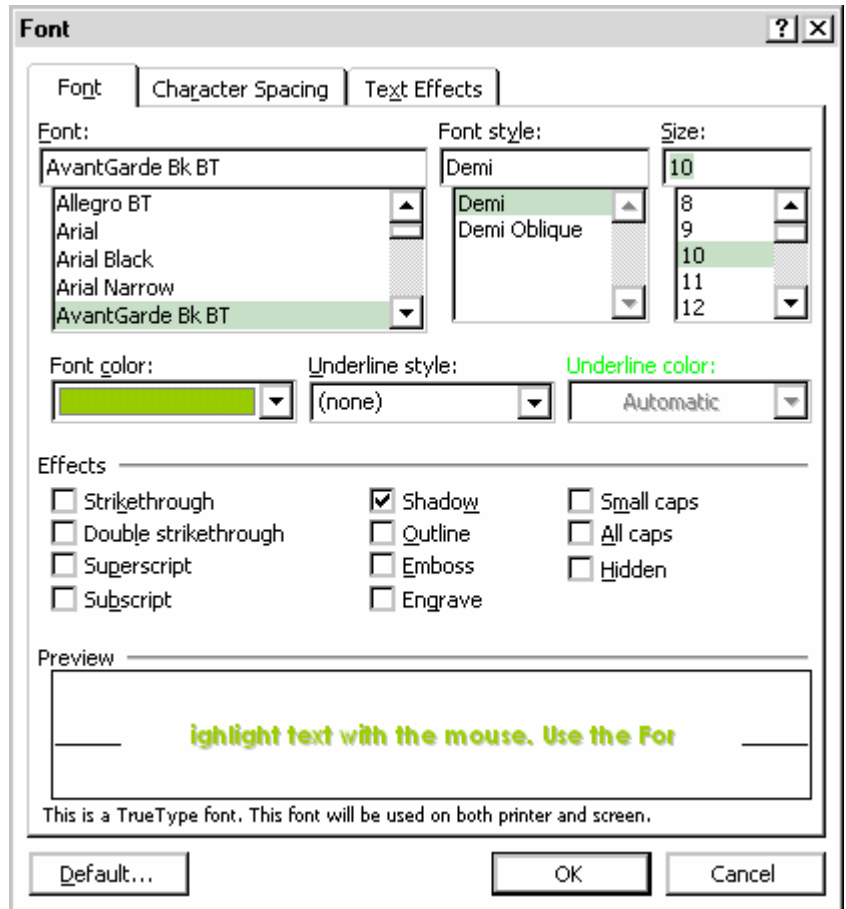
## Format Painter

You can use the **Format Painter** tool on the Standard toolbar to apply font characteristics to additional text:

1. Select text and make your font changes

2. Make sure the text is still selected

3. Click on the Format Painter tool (or double click if you want to use it several times in a row)

4. Click on a word or select text to change its appearance to that of the previously selected text

5. If you double clicked on the tool, click on it once to turn it off or press the escape key.

# Styles

A style is a set of formatting instructions that control the appearance of your text. You identify this unique set of formatting instructions by giving it a style name. Any text can be altered quickly, consistently, and easily by using the style that you have identified. Think of a style as a "recording" of all of the steps necessary to create a specific format. Styles can be very handy if you need to modify your formatting later.

Styles are collections of character and paragraph formatting decisions that you make and then save using names that are meaningful to you. Although you aren't always aware of it, any time that you are using Word, you are using styles. Word applies the Normal style to all of your paragraphs.

## Apply Styles from the Formatting toolbar

1. Place the insertion point in the paragraph that you want to format or select several paragraphs.

2. Scroll through the drop-down style list on the Formatting toolbar and select the desired style.

## Define Your Own New Styles from the Formatting toolbar

1. Format at least one paragraph with all of the characteristics that you want in your new style.

2. Make sure that the insertion point is positioned within the paragraph that contain the style the you would like to capture.

3. Click once in the name portion of the drop-down style box. The style box will be highlighted indicating that you are ready to type in a new style name.

4. Type in a unique name that you have chosen for your new style and press Enter. Word will now add the new name to the drop-down style list and style task pane for the current document.

An alternative technique is to use the task pane: Format > Styles and Formatting then click on the New Style button. You can create a new paragraph style or a character style that will only apply to selected text.

**Note:** you can change the default font and font size for your Normal style. Click on the Default button on the lower left corner of the **Format Font** dialog box after selecting your preferred font settings.
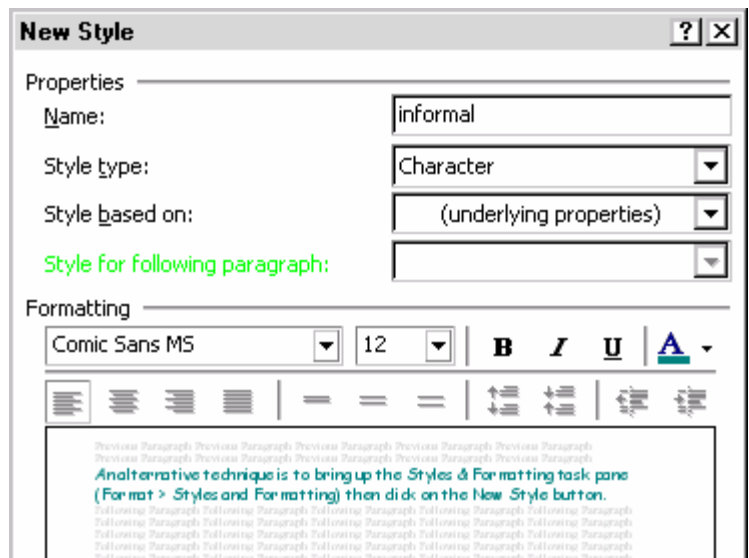
## Display Styles

You can choose to display available styles in the task pane:
**Format** > **Styles and Formatting**

Styles will appear in a task pane on the right of your document.

## Modify Existing Heading Styles

If your style guide dictates a different appearance for the heading text, here are the steps to customize the heading style:

1. Go to **Format > Styles and Formattin**g
2. Click once on the style name in the task pane
3. Click on the triangle to its right to bring up a drop-down menu
4. Choose **Modify**
5. Make changes to font, font size, text color, bold, alignment,…
6. Use the Format button in the bottom left of the *Modify Style* dialog if you want to make additional changes to line spacing, alignment, border, tabs, etc.
7. Click on OK to save the modified style
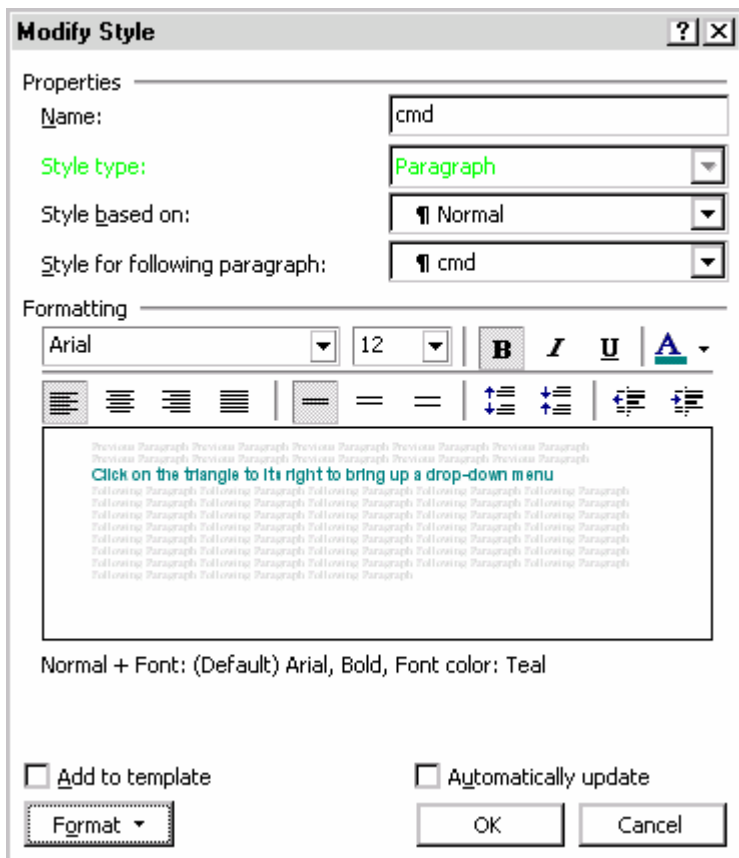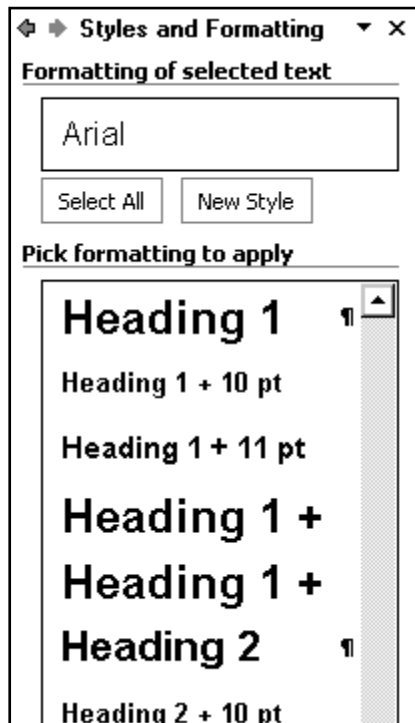
Repeat these steps to customize all of the heading styles you will need. These customized styles are only available in this document; you can save a copy of this file to serve as a document template if you want to be able to use your customized and new styles for future documents.

# Tabs with Dot Leaders

If you are creating a table of contents manually and you want to see dots between text and the page number, you should set a right aligned tab with a dot leader in Word before you start entering text and page numbers.

To set a right aligned tab with a dot leader:

1. Click in the document where you plan to insert the table of contents.

2. Go to the **Format** menu and click on **Tabs**.

3. Click on the **Clear All** button to remove the existing default tabs.

4. You might want probably want to set one or two regular left tabs to be able to indent for subordinate headings (or you can plan to use paragraph formatting to specify indentation). Specify the tab stop position in inches, leave the alignment as left and the leader as none. Click on the **Set** button after you create each tab stop.

5. For your final tab, set it at the right-most position you desire (perhaps the same as your right margin). Specify the alignment as right and choose the dot, dash, or underscore leader. Click on the **Set** button.
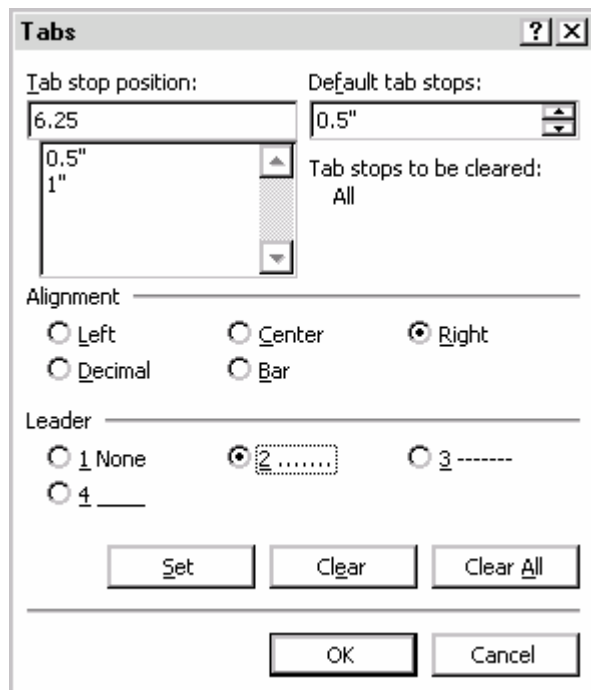


6. When you are finished, click on the **OK** button.

# Table of Contents

If you decide to use the Style feature for all of your headings and subheadings, Word can use those heading styles to create a table of contents for you. Here are the steps:

1. Mark all of your headings and subheadings with the appropriate level of heading style.

2. Click in your document where you want the table of contents to appear.

3. Go to: **Insert** > **Reference** > **Index and Tables**.

4. Click on the **Table of Contents** tab.
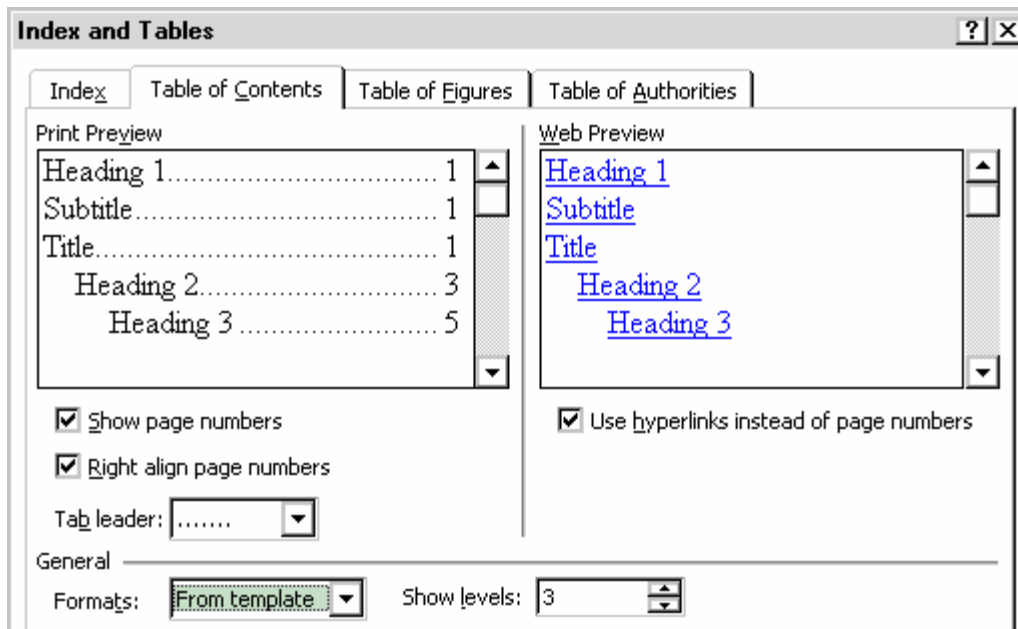


5. Select a format from the rolldown box in the lower left (under General).

6. Change the number of levels shown, if desired.

7. Specify or change the tab leader.
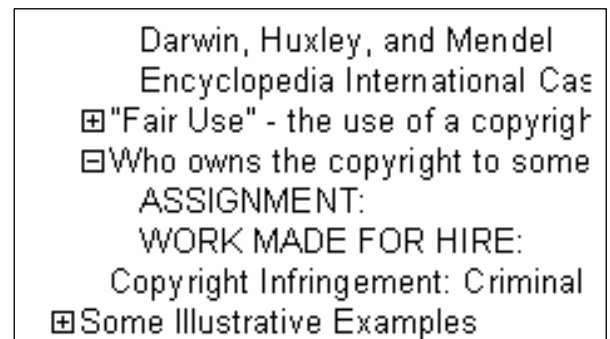
8. Click on **OK**

# Document Map

This feature will work if you have used Heading Styles.
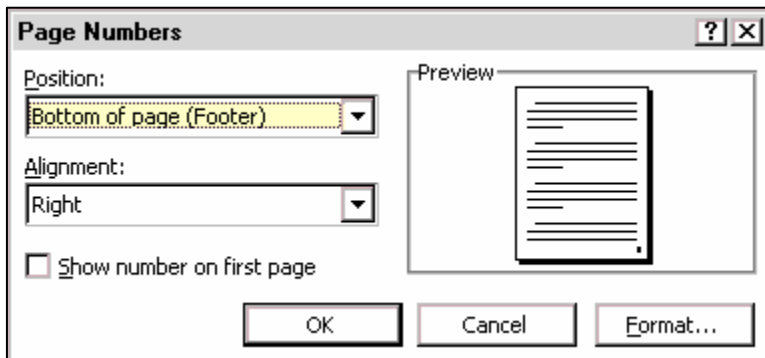
**View > Document Map**

Click on the words describing the area of the document you want to go to.

A plus sign (+) next to a heading, means that that heading has subsections. Click the plus sign to display subsections, then click on any subsection you want to jump to.

# Insert Page Numbers

1. Go to the **Insert** menu and select **Page Numbers…**

2. Select a position and alignment for the page numbers and if the page number should appear on page 1.

3. If you want the page numbers to be roman numerals or to start with a different number, click on the **Format** button.

4. If you want the page number to appear on the first page, check the appropriate box.
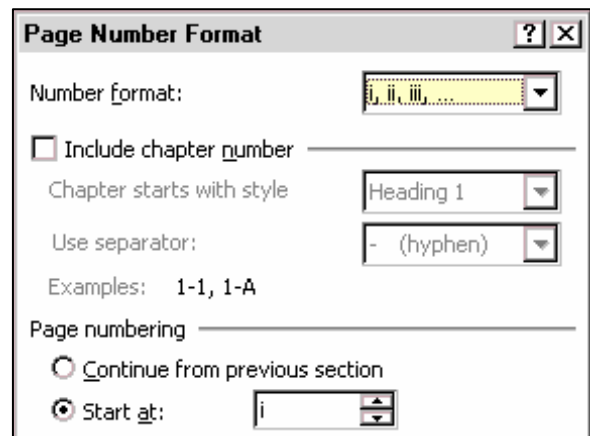
# Insert Date

1. Go to the **Insert** menu and select **Date and Time...**

2. You can choose the format of the date and time that you want to insert.

3. Put a check mark next to *Update automatically* if you always want the date on the document to be today's date.

4. Click on OK.
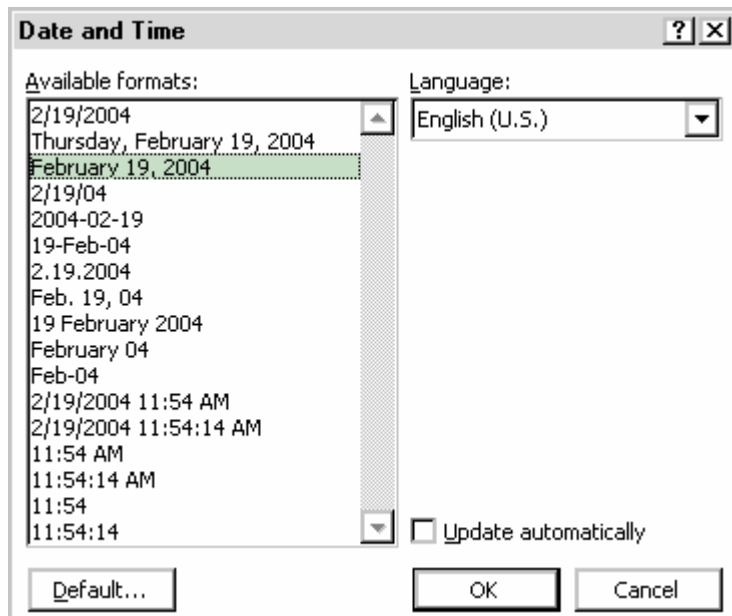
# Breaks

**Line Break:** To insert a line break instead of a paragraph break, press Shift Enter. This is useful when you want to break a document heading or paragraph in a specific location.

**Page Break:** To force text to start at the top of a new page, press Ctrl Enter. An alternative method is the menu: **Insert > Break**, make sure that Page break is selected, and click on OK.

**Section Break:** if you want some pages to have a different orientation, different header/footers, different style of page numbers, or different margins, you have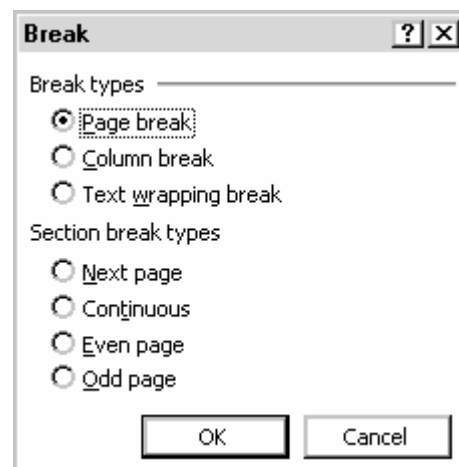 to insert a section break. Go to the **Insert** menu and select **Break**. You usually will want a Next Page section break. Click on OK. If you delete a section break, the previous section will inherit the characteristics of the second section

# Keep lines of a paragraph together

1. Select the paragraphs that contain lines you want to keep together.
2. On the **Format** menu, click **Paragraph**, and then click the **Line and Page Breaks** tab.
3. Select the *Keep lines together* check box.
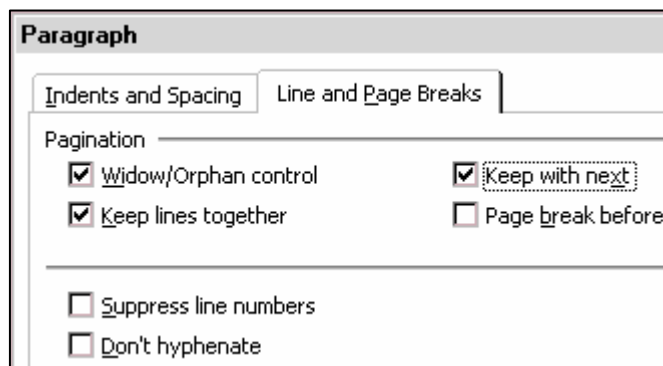
## Keep a heading with its first paragraph

1. Select the paragraphs you want to keep together on a page. This is usually used when you have text you want to act as a heading and you don't want it to be separated from its first paragraph. If you use Word's built-in heading styles, this option is already in effect.
2. On the **Format** menu, click **Paragraph**, and then click on the **Line and Page Breaks** tab.
3. Select the *Keep with next* check box.

## Widows and Orphans

In documents, an "orphan" is a heading or first line of a paragraph as the last line on a page and a "widow" is the last line of a paragraph alone at the top of the next page. In some fields of study, the prevailing style guide discourages allowing paragraphs to split so that orphans or widows are created.

1. Select all of your text (keyboard shortcut: Ctrl A)
2. Select **Paragraph** from the **Format** menu.
3. Click on the **Line and Page Breaks** tab
4. Put a check mark in front of **Widow/Orphan** control

# Headers and Footers

Sometimes you want more than just a page number at the top or bottom of your pages. You can create a running title or a running footer that will print on each page.

To work with your header or footer, go to the **View** menu and select **Header and Footer**.

- You can enter text by just typing in the dotted box that appears.
- You can insert AutoText such as the name of the file or the author's name.
- To insert a page number, click on the Insert Page Number button.
- You can include the total number of pages.
- To change its appearance, click on the Format Page Number button.
- You can insert the current date or time.
- You have 2 built-in tabs for centering and right justifying information.
- You can switch between the header and the footer.
- You can go to a previous or next section's header or footer.



## Activity:

1. Somewhere in the middle of your document, insert a Next Page Section Break (**Insert > Break**).
2. Type a few lines then insert another Next Page Section Break.
3. Open your Header: **View > Header and Footer**
4. Put your name or some AutoText in the left most position.
5. Press the tab key twice and click on the Insert Page Number button.
6. Type a blank, the word "of" and another blank.
7. Press the Insert Number of Pages button. Click on the **Close** button.
8. Go to the page that you inserted between the section breaks.
9. Go to **File > Page Format** and make the page orientation to be landscape for this section only.
10. Return to your View > Header and Footer. Click on the **Same as Previous** button to unselect it. Repeat for all headers.
11. Go the header for the landscape page. Move the Right Tab (⌐) to the right margin.
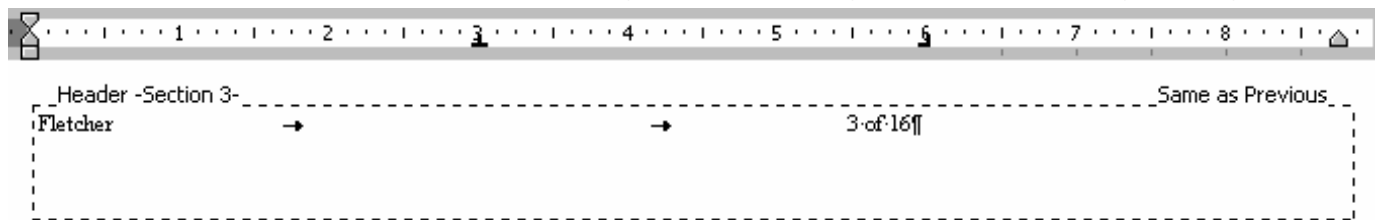
# Tables

Use Word tables to display tabular information instead of creating tables manually with spaces, tabs, and underscores. You can turn off any unwanted borders around the table cells to meet any format requirements. The reasons for using the table feature are:

$ easier data entry: you can press the tab key to move to the next cell
$ easier to format and align the columns
$ use of row borders as horizontal lines
$ easier to modify appearance, especially once you change the printer driver as part of the final conversion process.

Table 1 was created by creating a table with six rows and five columns (**Table > Insert Table** command). The cells in the second row were merged together by selecting the cells in that row and selecting the **Merge Cells** command from the **Table** menu. Cell borders were turned off in the first two rows, leaving the bottom border of the second row to serve as a horizontal line. Interior borders were turned off for most of the rest of the rows, except where a horizontal line was desired. To turn cell borders on and off, use the **Apply Borders** button found on the Formatting toolbar and on the Tables and Borders toolbar (click on the down triangle next to the current border setting to select which borders that you wish to display). In table 1, the gray dotted lines indicate the original table cell borders you see while you are editing the table after turning the borders off; table 2 displays the final printed table.

Table 1

Sample Table of Statistical Results

|            | df 1 | df 2 | F ratio | p     |
|------------|------|------|---------|-------|
| Department | 2    | 102  | 8.17    | 0.001 |
| Support    | 2    | 102  | 4.49    | 0.013 |
| Funding    | 2    | 102  | 8.41    | 0.011 |

Table 2

Sample Table of Statistical Results

|            | df 1 | df 2 | F ratio | p     |
|------------|------|------|---------|-------|
| Department | 2    | 102  | 8.17    | 0.001 |
| Support    | 2    | 102  | 4.49    | 0.013 |
| Funding    | 2    | 102  | 8.41    | 0.011 |



## Tools to try:

Draw Table (looks like a  pencil) and Eraser

Line style, thickness, and line color

Shading Color (looks like a paint bucket)

Distribute Columns/Rows evenly

Table AutoFormat

Vertical Alignment

AutoSum

Open the file *names.doc* (or create a similar file of your own):

| name | addr | city | state | zip |
|------|------|------|-------|-----|
| John Smith | 123 Pleasant St | Morgantown | WV | 26505 |
| Amy Morton | 47 Madison | Morgantown | WV | 26501 |
| Karen Stodola | PO BOX 982 | Mason | WV | 24102 |
| Mark Crabtree | 328 Cobun Ave | Morgantown | WV | 26501 |
| Erin Walton | PO BOX 1542 | Morgantown | WV | 26507 |

1. Insert a column after the Zip code:
    a. Select the rightmost column.
    b. Go to the **Table** menu and select **Insert > Columns to the Right**.
2. Insert a row at the bottom:
    a. Put your cursor in the bottom right cell.
    b. Press the tab key.
3. Enter numbers in the new far right column. Give the column a single word heading.
4. Use the **AutoSum** button on the last row to total the numbers in the new column.
5. Use the **Table > Table AutoFormat** command to use a built-in style to change the table appearance.
6. Change the number alignment to be right justified.
7. Change the headings and total to be bold.
8. Shade the total box using the **Shading Color** button (paint bucket).
9. Save the file with a different name: **File > Save As**

**After:**

| name | addr | city | state | zip | number |
|------|------|------|-------|-----|-------:|
| John Smith | 123 Pleasant St | Morgantown | WV | 26505 | 42 |
| Amy Morton | 47 Madison | Morgantown | WV | 26501 | 57 |
| Karen Stodola | PO BOX 982 | Mason | WV | 24102 | 75 |
| Mark Crabtree | 328 Cobun Ave | Morgantown | WV | 26501 | 100 |
| Erin Walton | PO BOX 1542 | Morgantown | WV | 26507 | 23 |
| | | | | | **297** |

# Mail Merge

Mail Merge is a part of the Microsoft Word that allows you insert data from all office products into a Word document by field. The Mail Merge feature imports data from a table or spreadsheet onto each individual document.
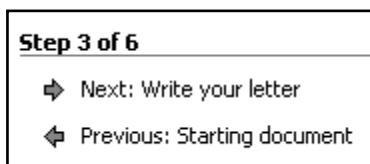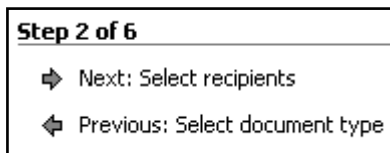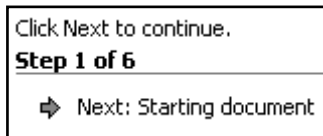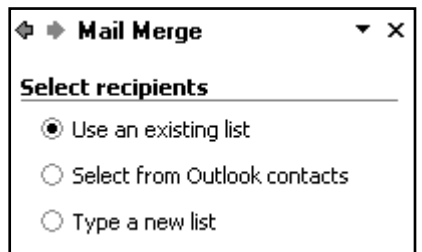
1. To use the mail merge feature, it is easiest to create a table or use a spreadsheet with the field names in row 1. Make sure that you create descriptive headers at the top of each column. This allows the mail merge program to access the data according to field names.

2. Once you have created the table, then go to **Tools > Letters & Mailings > Mail Merge Wizard**

3. After you have chosen Mail Merge Wizard, you will see "Select document type" in the right hand pane:

4. Choose Letters from the list:
   - Letters
   - E-mail messages
   - Envelopes
   - Labels
   - Directory.

5. Click on the Next button at the bottom of the pane

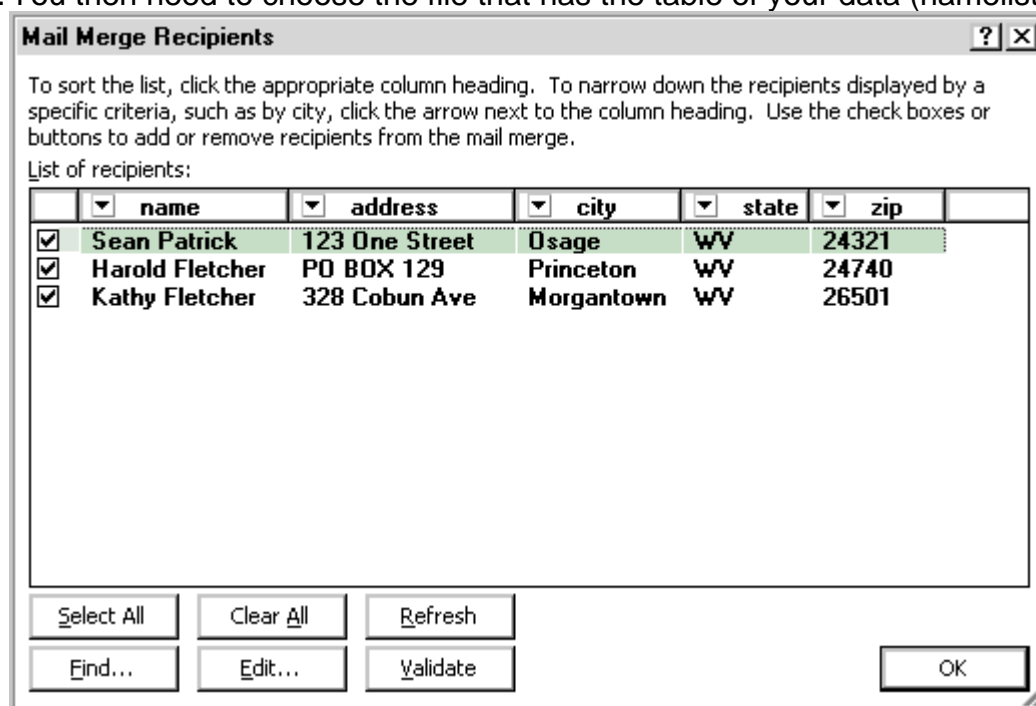6. Once you have chosen what document type you would like to create, then you will see "Select starting document":

7. Since we started Mail Merge from a blank new document, select **Use the current document**.

8. Click on Next at the bottom of the pane

9. Continue on to Step 3: "Select recipients" This time we are going to choose **Use an existing list**.

10. Click on Next at the bottom of the pane

11. You then need to choose the file that has the table of your data (namelist.xls).
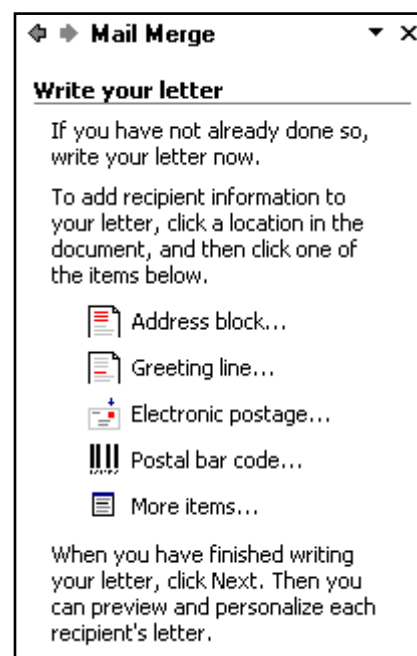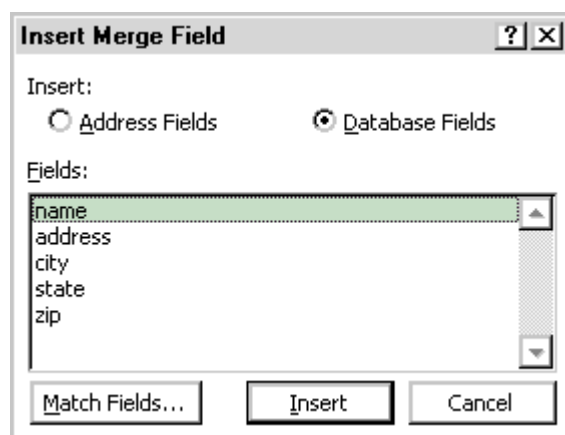
**Mail Merge Recipients**

To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.

List of recipients:

| | name | address | city | state | zip |
|---|---|---|---|---|---|
| ☑ | Sean Patrick | 123 One Street | Osage | WV | 24321 |
| ☑ | Harold Fletcher | PO BOX 129 | Princeton | WV | 24740 |
| ☑ | Kathy Fletcher | 328 Cobun Ave | Morgantown | WV | 26501 |

[ Select All ]   [ Clear All ]   [ Refresh ]
[ Find... ]   [ Edit... ]   [ Validate ]   [ OK ]

    a.    Click on the column name to sort the entries by that field

    b.    Click on the down triangle at the top of a column to create a filter to select a subset of your records to use.

    c.    Uncheck any records you do not want to print.
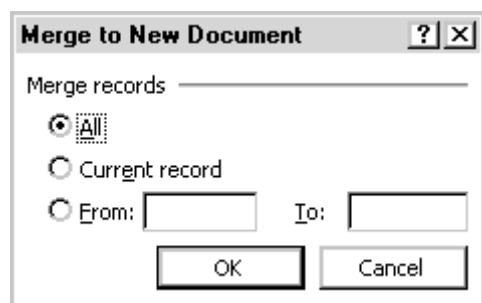
12. Click on OK.

13. Click on Next to go on to create the letter or label.

14. Click on More items…

**Insert Merge Field**

Insert:
○ Address Fields     ◉ Database Fields

Fields:

```
name
address
city
state
zip
```

[ Match Fields... ]   [ Insert ]   [ Cancel ]

**◆ ➡ Mail Merge   ▼ ✕**

**Write your letter**

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

   📄 Address block…

   📄 Greeting line…

   📄 Electronic postage…

   ||||| Postal bar code…

   📄 More items…

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

15. Select the fields. Either insert them all and then add text and line breaks OR go back and forth between the document and this dialog.

16. Click on Next – preview your document.

17. Finally, click on Next – complete the merge



18. Choose All, Current record, or a range of record numbers. Click on OK

19. Choose Print to send the letters or labels to the print or click on Edit if you want to tweak them or save them to a file.

## Labels

Follow the same steps as outlined above – however step 2 for the Starting Document will be slightly different.



1. Choose Change document layout

2. Click on Label options
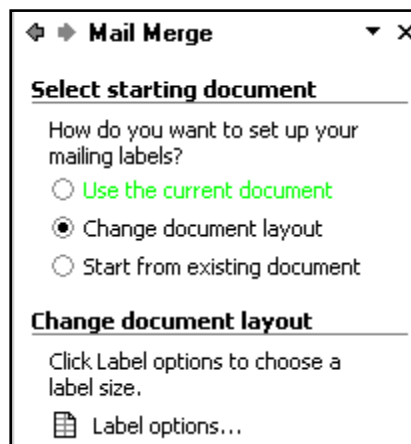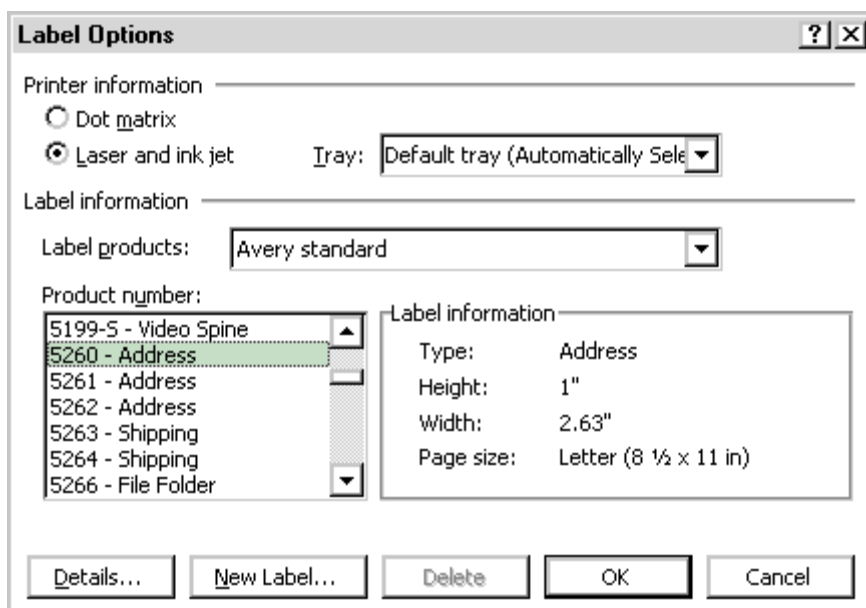


3. Choose the type of labels.

4. Click on OK.

5. Click on Next to arrange your labels

6. Use the More items choice to add fields to your first label.

7. When you are done with that label, click on **Update all labels**.

Your final layout will look something like:

«first» «last»¶
«address»¶
«city» «state» «zip»¶
⌘

«Next·Record»«first» «last»¶
«address»¶
«city» «state» «zip»¶
⌘

«Next·Record»«first» «last»¶
«address»¶
«city» «state» «zip»¶
⌘

«Next·Record»«first» «last»¶
«address»¶
«city» «state» «zip»¶
⌘

# Create and Save a Template for Future Use

1. Start a blank document.

2. Enter the text and format it as you wish. Insert any graphics needed for letterhead etc.

3. If it is to be a complex document, set up your heading styles, page numbers, and header/footers.

4. You can enter an automatic date field: **Insert > Date and Time**.

   ‣ Select a date format.

   ‣ Check "update automatically".

5. **File** > **Save As** – select **Document Template** from the roll down list.

6. To use an existing template, go to **File** > **New**.
   Select a template from "New from template" in the task pane on the right.

# Tips for Success

Do not open a Word document directly from a floppy disk or zip disk.

- Copy the file to the hard drive or desktop first.
- Edit the document on the hard drive and save it.
- Then copy the file back to the floppy disk (or zip disk) to take away with you. If the file is on your desktop, you can right click on the file and select **Send to > Floppy Disk**.

Double click to select a word; triple click to select a paragraph; press **Ctrl A** to select everything.

The printer button on your standard toolbar will automatically print your entire document without asking you for details. To change this to be like your regular Print command:

1. Go to your **Tools** menu and select **Customize**.

2. Click on the Commands tab if it is not on top.

3. Drag your existing Print button off the standard toolbar.

4. In the File category, scroll down the list of commands and click on **Print…** (make sure it has 3 dots).

5. Drag it to your standard toolbar, to the left of the Print Preview button (looks like paper with a magnifying glass).

6. Click on the **Close** button.

7. Test your new button.
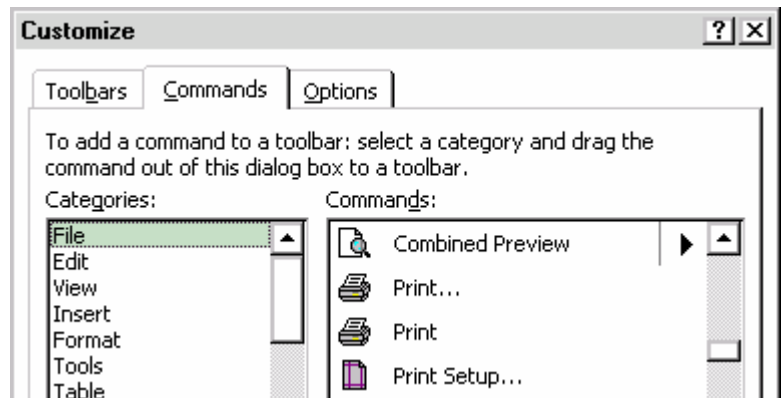
# Word XP Options
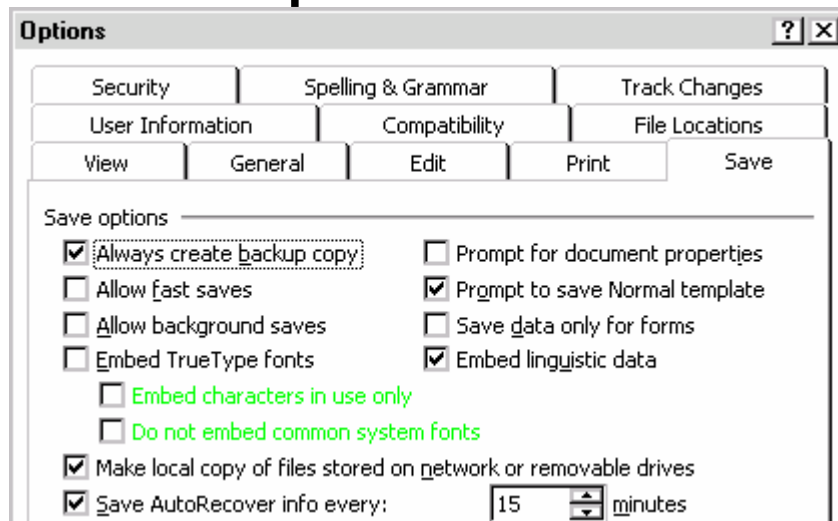
**Tools > Options**

Under the **Save** tab, make sure ***Allow fast saves*** is unchecked. Fast saving increases the chances of file problems later.

**Options**  [?] [X]

| Security | Spelling & Grammar | Track Changes |
| User Information | Compatibility | File Locations |
| View | General | Edit | Print | Save |

Save options

- [✓] Always create backup copy
- [ ] Allow fast saves
- [ ] Allow background saves
- [ ] Embed TrueType fonts
  - [ ] Embed characters in use only
  - [ ] Do not embed common system fonts
- [✓] Make local copy of files stored on network or removable drives
- [✓] Save AutoRecover info every: 15 minutes

- [ ] Prompt for document properties
- [✓] Prompt to save Normal template
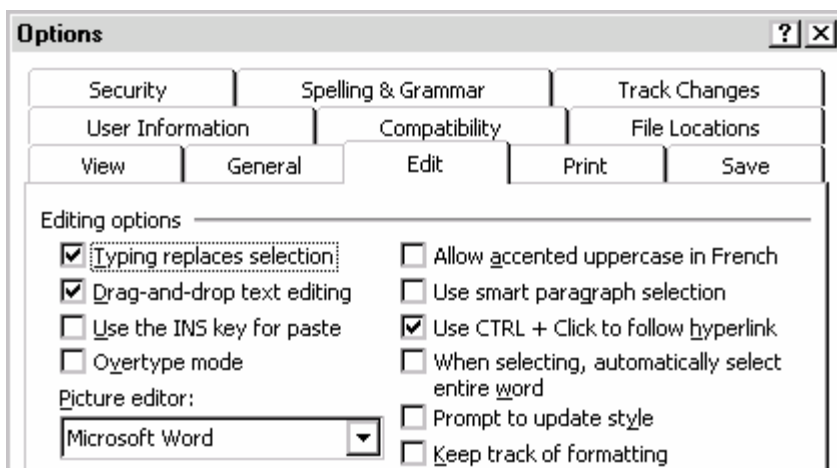- [ ] Save data only for forms
- [✓] Embed linguistic data

**Options**  [?] [X]

| Security | Spelling & Grammar | Track Changes |
| User Information | Compatibility | File Locations |
| View | General | Edit | Print | Save |

Editing options

- [✓] Typing replaces selection
- [✓] Drag-and-drop text editing
- [ ] Use the INS key for paste
- [ ] Overtype mode

Picture editor:
Microsoft Word

- [ ] Allow accented uppercase in French
- [ ] Use smart paragraph selection
- [✓] Use CTRL + Click to follow hyperlink
- [ ] When selecting, automatically select entire word
- [ ] Prompt to update style
- [ ] Keep track of formatting

**Tools > Macro > Security**

**Security**  [?] [X]

| Security Level | Trusted Sources |

- (●) High. Only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled.
- ( ) Medium. You can choose whether or not to run potentially unsafe macros.
- ( ) Low (not recommended). You are not protected from potentially unsafe macros. Use this setting only if you have virus scanning software installed, or you are sure all documents you open are safe.