

Guided Computer Tutorials

Learning

Microsoft®

Word® 365, 2023

Module 2

By Greg Bowden

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Learning Microsoft Word 365, 2023

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Using Tab Stops

You were introduced to the use of TAB STOPS in Chapter 2. This chapter will extend their use. Using TAB STOPS efficiently is essential for the production of professional documents. The main TAB STOPS available are described in the following diagram.

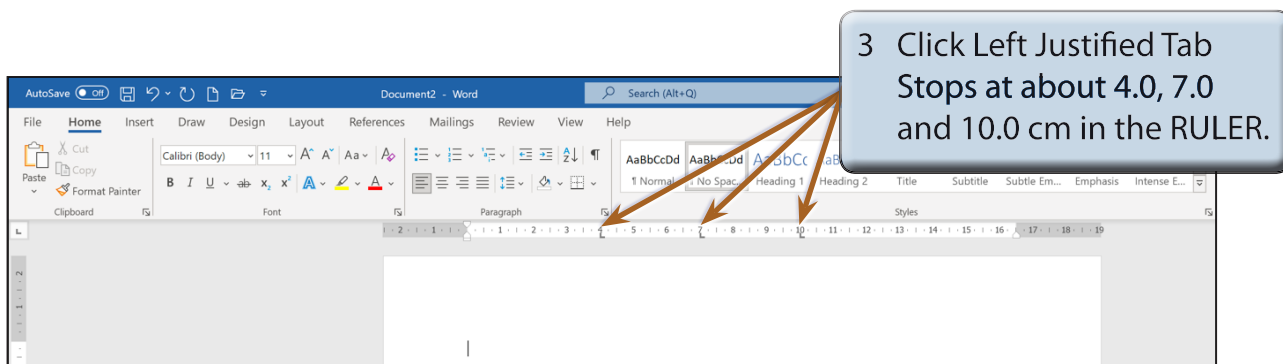
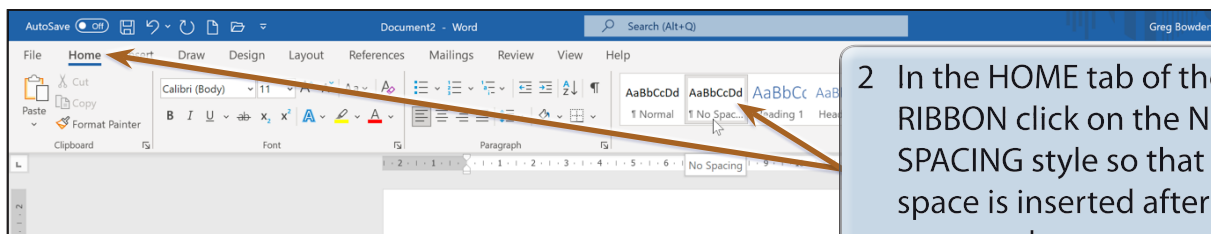
-  Represents a Left Justified Tab
-  Represents a Centre Justified Tab
-  Represents a Right Justified Tab
-  Represents a Decimal Tab

Using Tab Stops to Enter a Discount Table

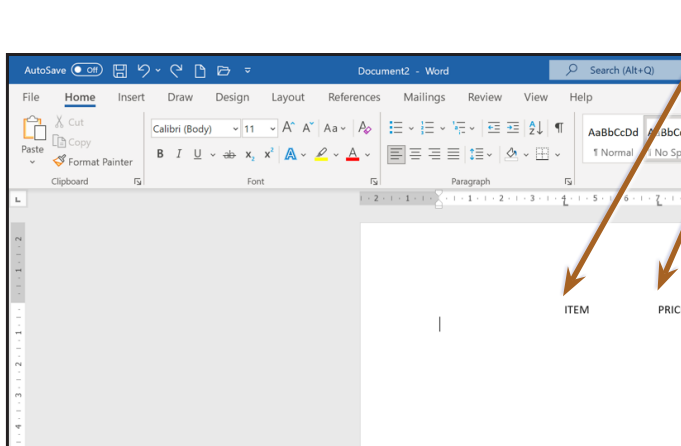
Let's enter a simple table that uses the different types of TAB STOPS.

A Setting Left Justified Tab Stops

- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.



NOTE: If the RULER is not displayed under the RIBBON, click on the RULER check box in the VIEW tab of the RIBBON.



The screenshot shows the Microsoft Word interface with the ruler visible at the top. The ruler has three tab stops marked with arrows pointing to the words 'ITEM', 'PRICE', and 'DISCOUNT' on the second line of text. The first line is empty. The ribbon shows the 'Home' tab with various font and paragraph settings.

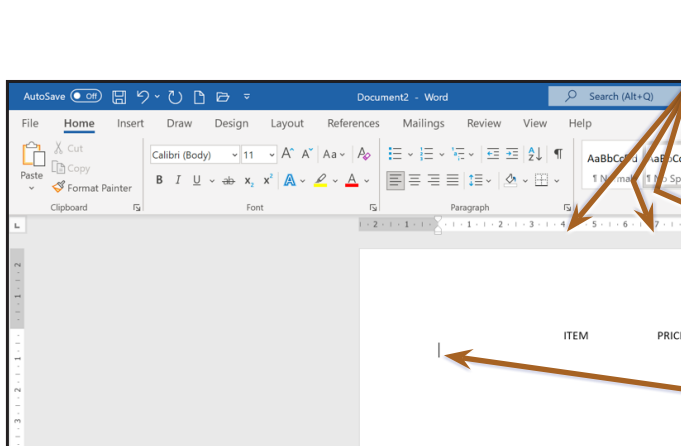
4 Press the **TAB** key once and enter:
ITEM

5 Press the **TAB** key again and enter:
PRICE

6 Press the **TAB** key again, enter:
DISCOUNT
and press **<enter>**.

B Removing Tab Stops

A fresh set of TAB STOPS will be needed on the second line so the current ones will need to be removed.



The screenshot shows the Microsoft Word interface with the ruler visible. The first line of text is empty, and the second line contains the words 'ITEM' and 'PRICE'. The ruler has two tab stops marked with arrows pointing to the words 'ITEM' and 'PRICE' on the second line. The first line is empty.

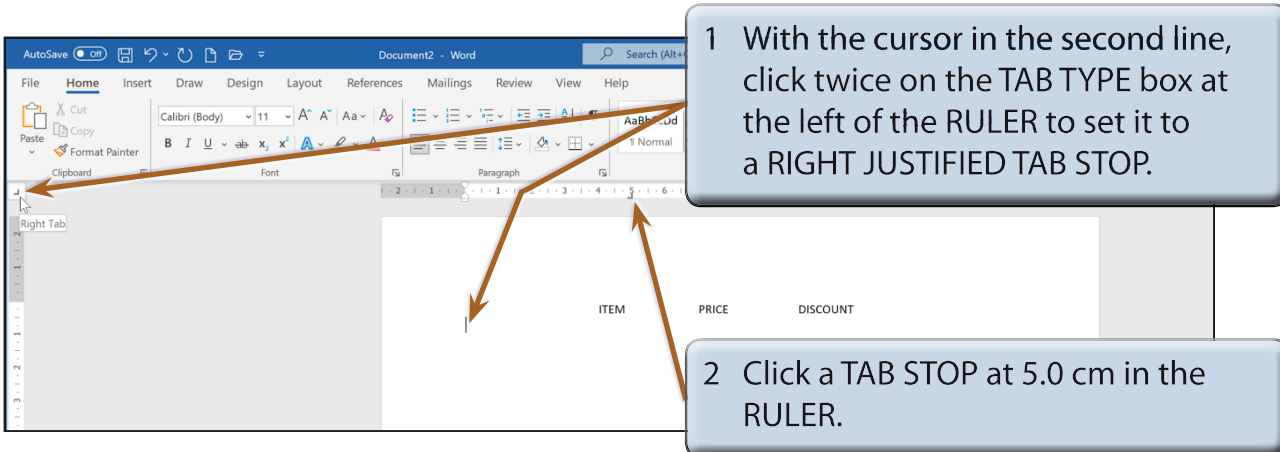
1 Remove the TAB STOPS from the RULER by dragging each out of the RULER in turn.

2 This has only removed the TAB STOPS from the second line, not the first.

NOTE: If your headings have been affected, either the cursor was in the first line or you didn't press <enter> after the DISCOUNT heading.

C Setting a Right Justified Tab Stop

Right justified tab stops allow you align the right edges of text.

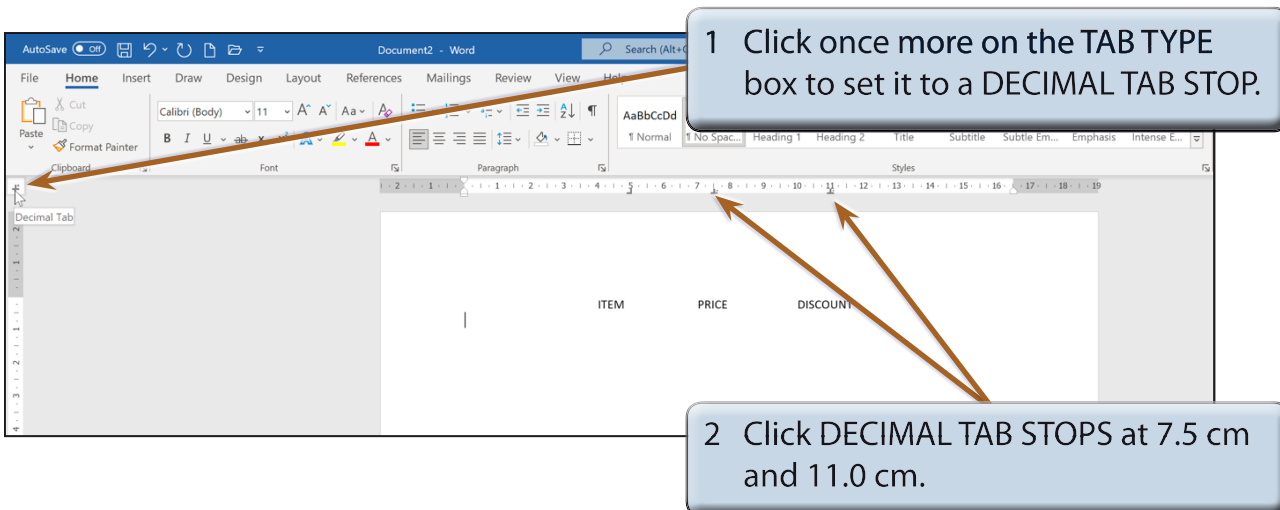


1 With the cursor in the second line, click twice on the TAB TYPE box at the left of the RULER to set it to a RIGHT JUSTIFIED TAB STOP.

2 Click a TAB STOP at 5.0 cm in the RULER.

D Setting Decimal Tab Stops

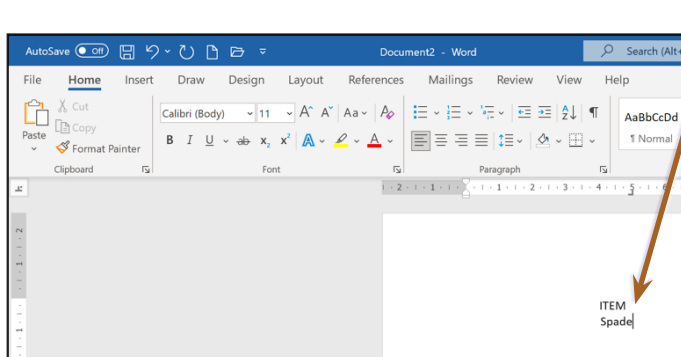
Decimal Tab Stops allow you to align text on characters such as decimal points.



1 Click once more on the TAB TYPE box to set it to a DECIMAL TAB STOP.

2 Click DECIMAL TAB STOPS at 7.5 cm and 11.0 cm.

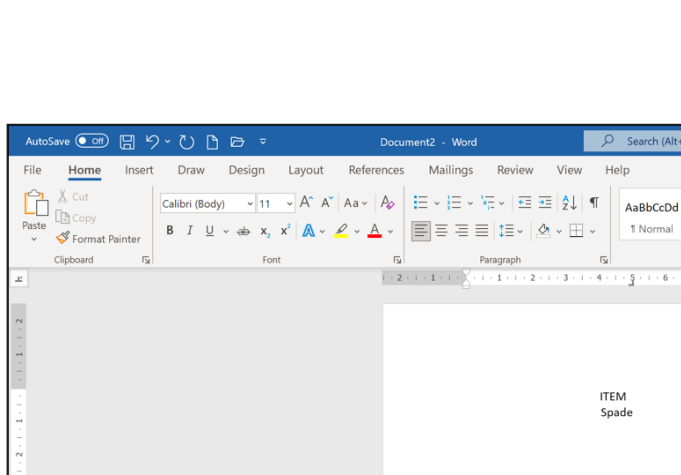
E Completing the Table



1 Press the **TAB** key once and enter:

Spade

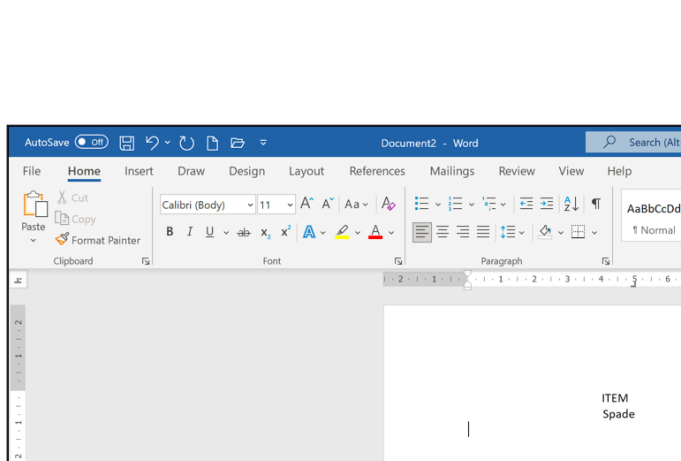
The text should move to the left as you enter it.



2 Press the **TAB** key again to move the cursor to the first DECIMAL TAB STOP and enter:

\$13.65

The decimal point should stay level with the DECIMAL TAB STOP.



3 Press the **TAB** key again to move the cursor to the second DECIMAL TAB STOP, enter:

\$2.50

and press **<enter>**.

Using the Table Tools

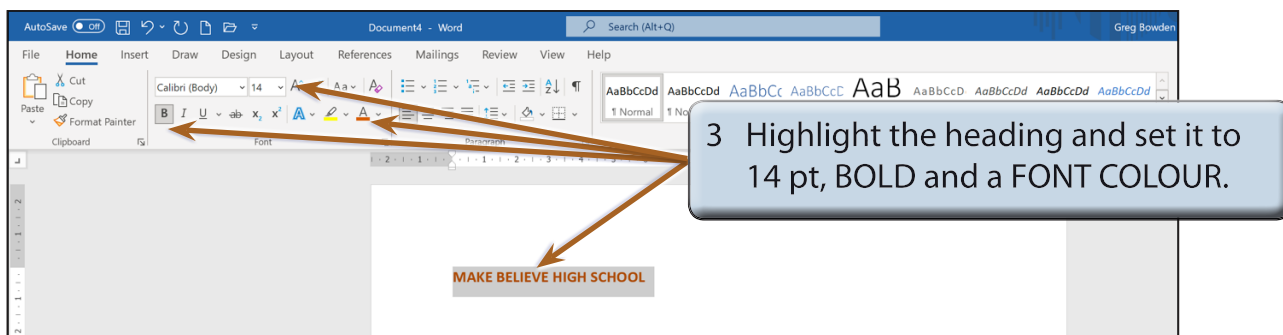
In the last chapter you used TAB STOPS to create simple tables. When more detailed tables are required, Microsoft Word's TABLE TOOL can be used. Basically, the TABLE feature is a simplified spreadsheet that can be inserted anywhere in a Word document. Its use can save you having to set margins and indents using the Ruler. Let's create a simple roster to illustrate the use of the table tools.

Entering the Heading

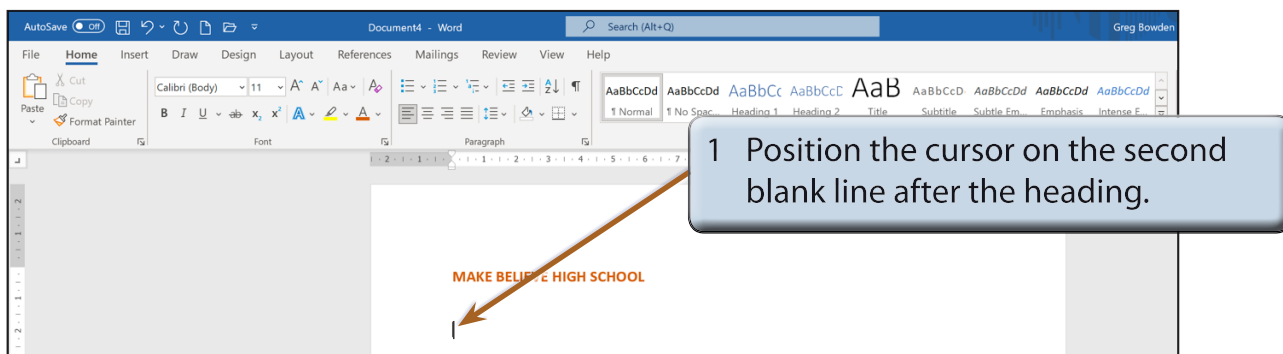
- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.
- 2 Enter the heading:

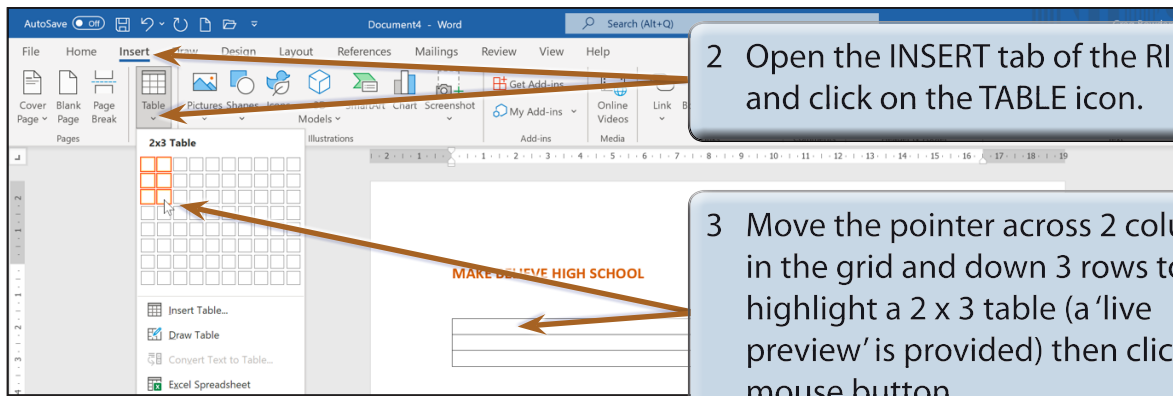
MAKE BELIEVE HIGH SCHOOL

and press the <enter> key twice to add some space after it.



Inserting the Table

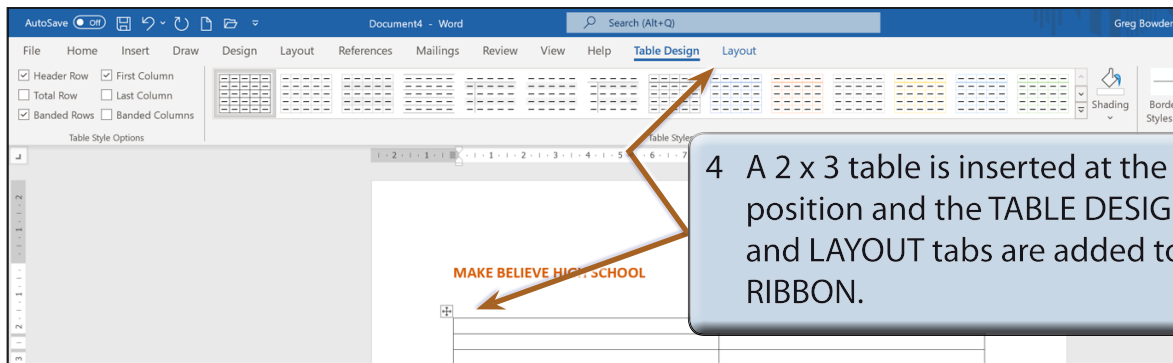




The screenshot shows the Microsoft Word interface with the 'Insert' tab selected on the ribbon. The 'Table' icon, represented by a grid, is highlighted. An orange arrow points from the 'Table' icon to a callout box. Another orange arrow points from the 'Table' icon to a 2x3 grid in the 'Table' dropdown menu. A third orange arrow points from the 2x3 grid to a callout box. The text 'MAKE BELIEVE HIGH SCHOOL' is visible in the background.

2 Open the INSERT tab of the RIBBON and click on the TABLE icon.

3 Move the pointer across 2 columns in the grid and down 3 rows to highlight a 2 x 3 table (a 'live preview' is provided) then click the mouse button.

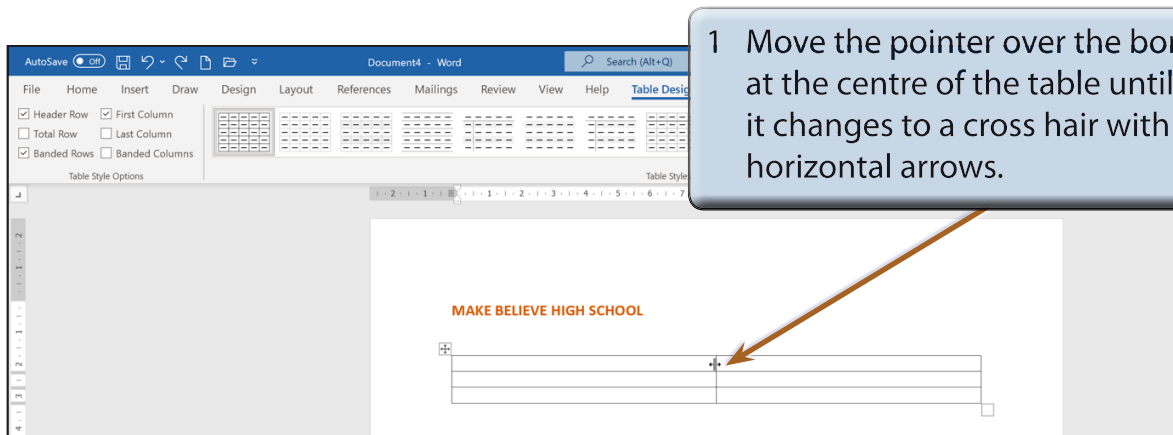


The screenshot shows the Microsoft Word interface with the 'Table Design' and 'Layout' tabs selected on the ribbon. The 'Table Design' tab is active, showing various table styles. An orange arrow points from the 'Table Design' tab to a callout box. Another orange arrow points from the 'Table Design' tab to a 2x3 table in the document. The text 'MAKE BELIEVE HIGH SCHOOL' is visible in the background.

4 A 2 x 3 table is inserted at the cursor position and the TABLE DESIGN and LAYOUT tabs are added to the RIBBON.

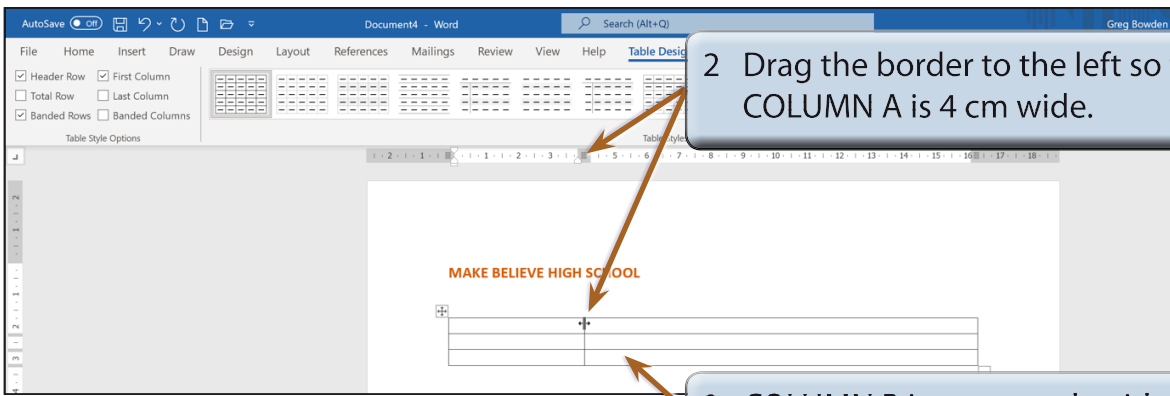
Changing Column Widths

The widths of columns can be adjusted.



The screenshot shows the Microsoft Word interface with the 'Table Design' tab selected on the ribbon. The 'Table Design' tab is active, showing various table styles. An orange arrow points from the 'Table Design' tab to a callout box. Another orange arrow points from the 'Table Design' tab to a 2x3 table in the document. The text 'MAKE BELIEVE HIGH SCHOOL' is visible in the background.

1 Move the pointer over the border at the centre of the table until it changes to a cross hair with horizontal arrows.

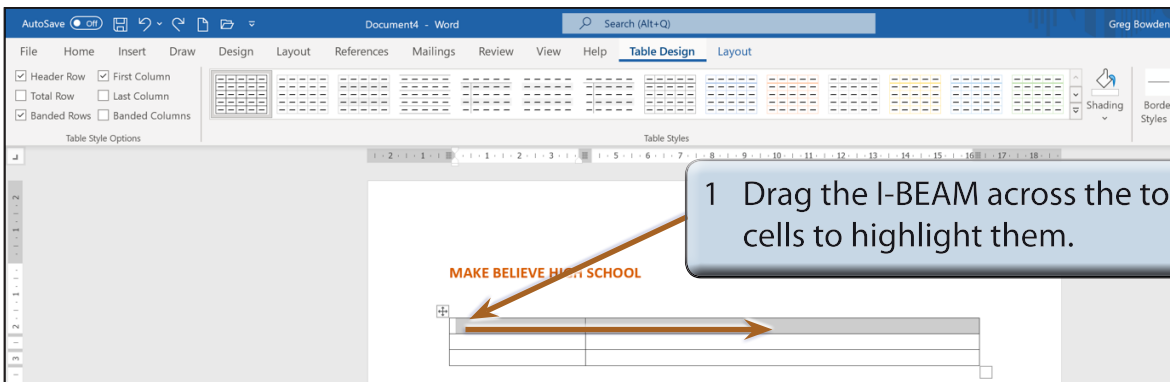


2 Drag the border to the left so that COLUMN A is 4 cm wide.

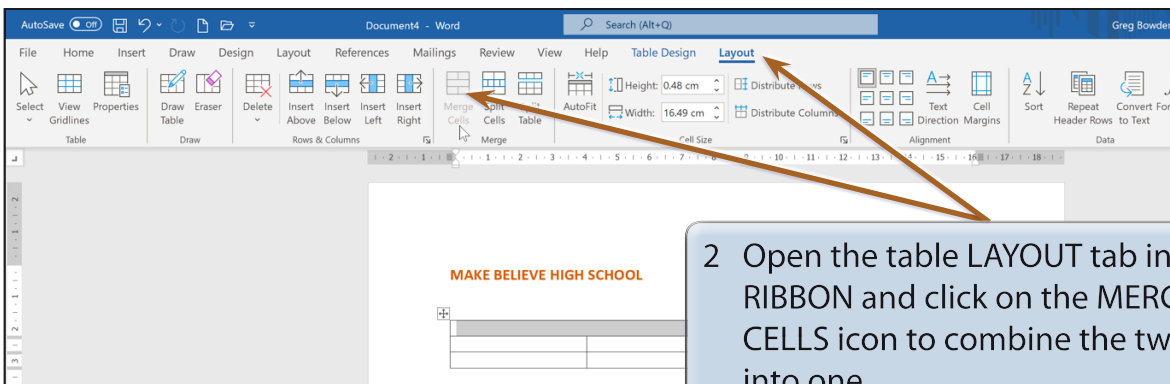
3 COLUMN B is now much wider.

Merging Cells

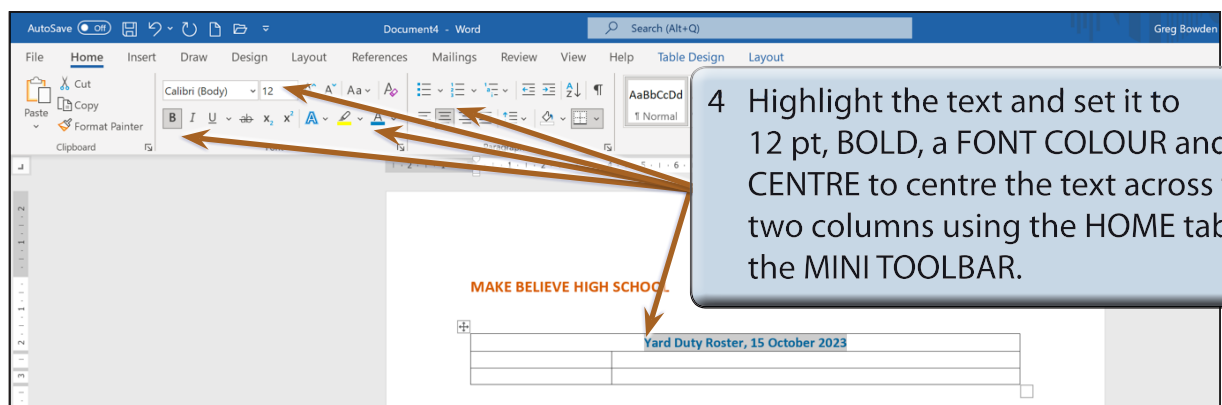
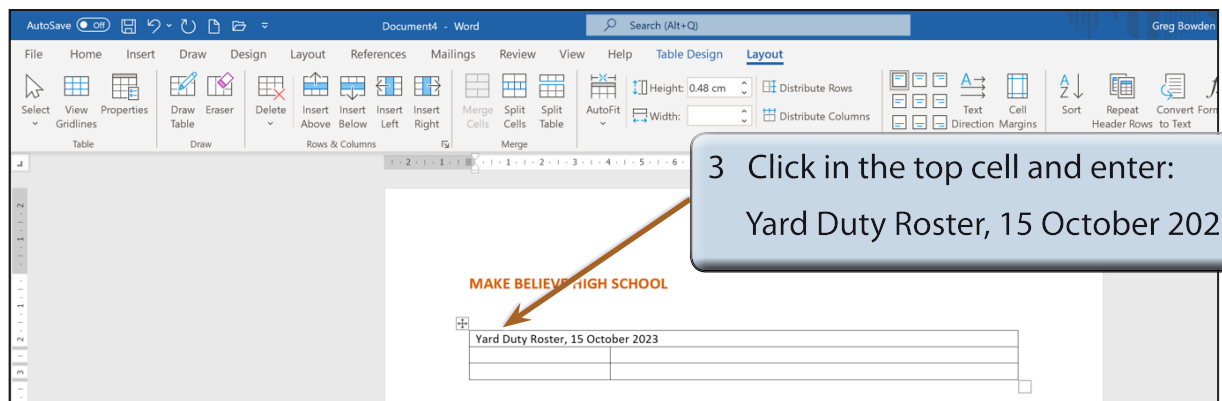
A heading will be entered in the top row, but it will need to extend across the top of the table, so the top two cells will be merged into one cell.



1 Drag the I-BEAM across the top two cells to highlight them.



2 Open the table LAYOUT tab in the RIBBON and click on the MERGE CELLS icon to combine the two cells into one.



NOTE: You can click to the left of a row to highlight the whole row. You can also click in the first cell to be highlighted then hold down the SHIFT key and click on the last cell to be highlighted.

Adding Tables to Documents

Tables in Microsoft Word are basically a simplified spreadsheet that can be inserted anywhere in a Word document. To illustrate this a table will be added to a prepared document about discounts offered by a company selling computer equipment.

Loading the Prepared Document

A sample letter has been prepared for you. Your task will be to insert a TABLE into it.

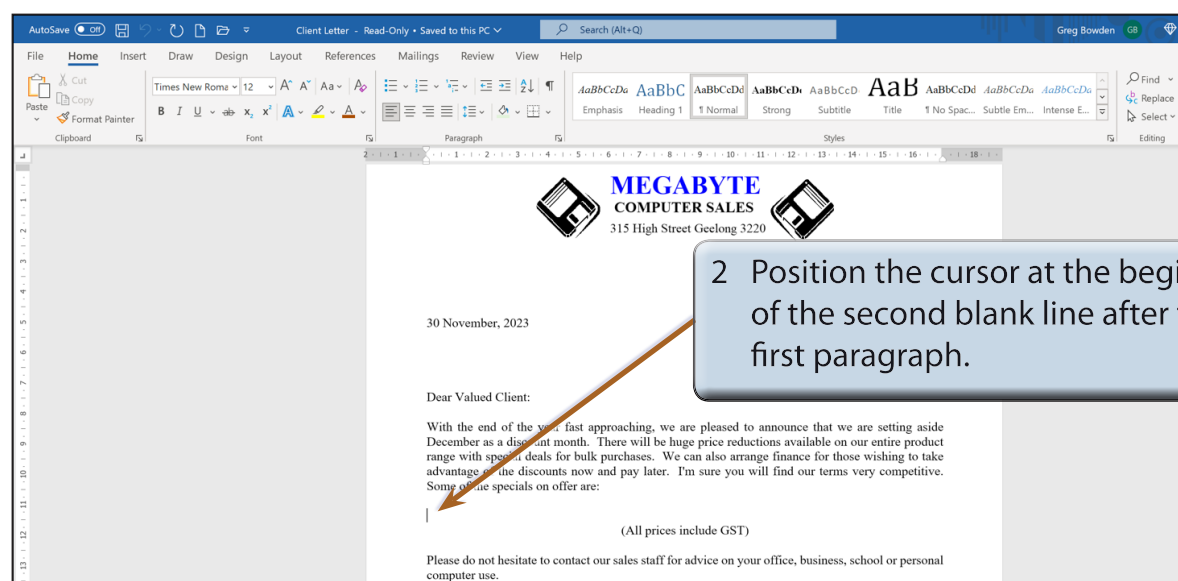
- 1 Load Microsoft Word and click on OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2023 SUPPORT FILES folder, open the CHAPTER 14 folder and load the file: Client Letter and select YES to the READ-ONLY message.
- 3 Click on the FILE tab, select SAVE AS, browse to your WORD PROCESSING folder and save the document as:

Letter With Table

Inserting a Table

A table will be placed in the centre section of the letter.

- 1 Read through the letter to become familiar with it.



2 Position the cursor at the beginning of the second blank line after the first paragraph.

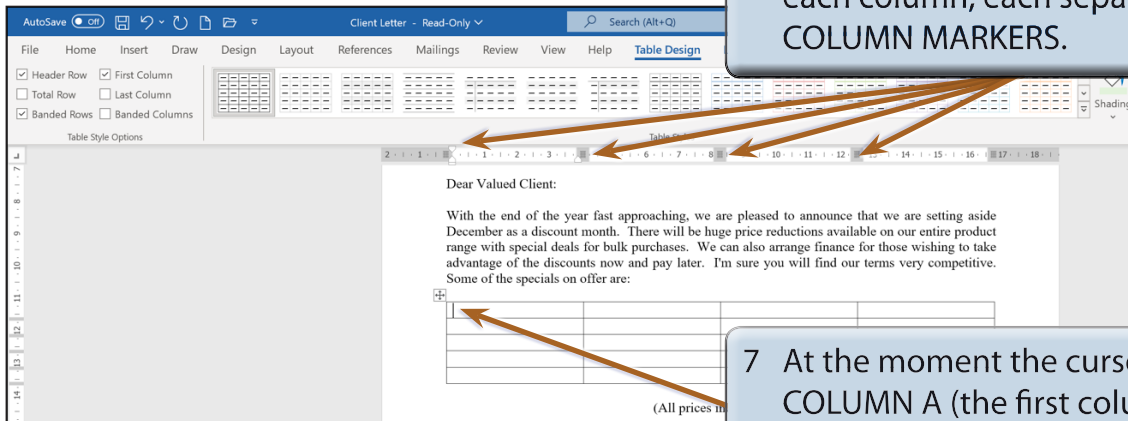
3 Open the INSERT tab of the RIBBON and click on the TABLE icon.

4 Drag across so that 4 columns are highlighted then drag down so that 5 rows are highlighted.

5 When you click the mouse button a 4 x 5 table should be inserted.

NOTE: COLUMNS are usually referred to by a letter, A, B, C, etc. **ROWS** are referred to as numbers, 1, 2, 3, etc. The rectangles in the **TABLE** are called **CELLS** and they are labelled with the **COLUMN** then **ROW** labels. For example, the first cell is A1, the cell directly below it is A2, the cell directly to the right of it is B1.

6 Notice that the Ruler now has four separate sections, one for each column, each separated by COLUMN MARKERS.

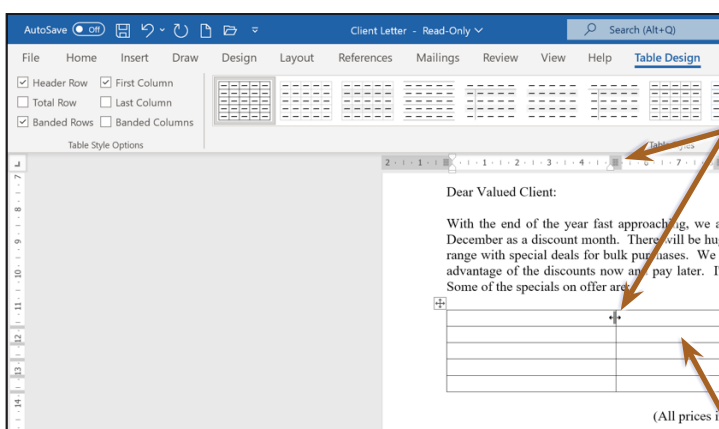


7 At the moment the cursor is in COLUMN A (the first column) so its indents are displayed.

NOTE: You can use the Ruler to adjust the indents for any column, add TABS or alter the width of the column.

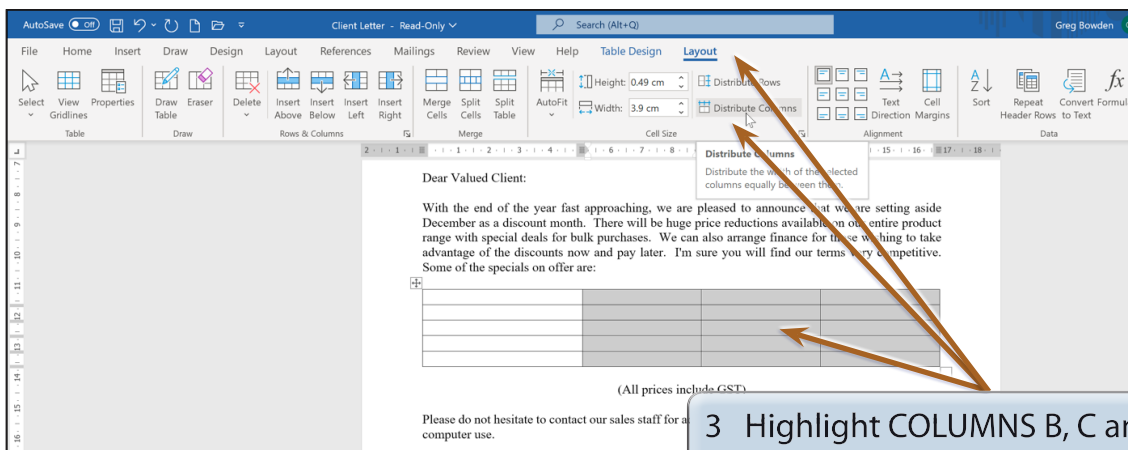
Adjusting the Column Widths

The first column will contain equipment names and, as such, it will need to be wider than the other columns.



1 Move the pointer over the border between COLUMNS A and B until it changes to parallel lines with horizontal arrows and drag the border to the right so that COLUMN A is 5.0 cm wide.

2 The width of the COLUMN B will be reduced.



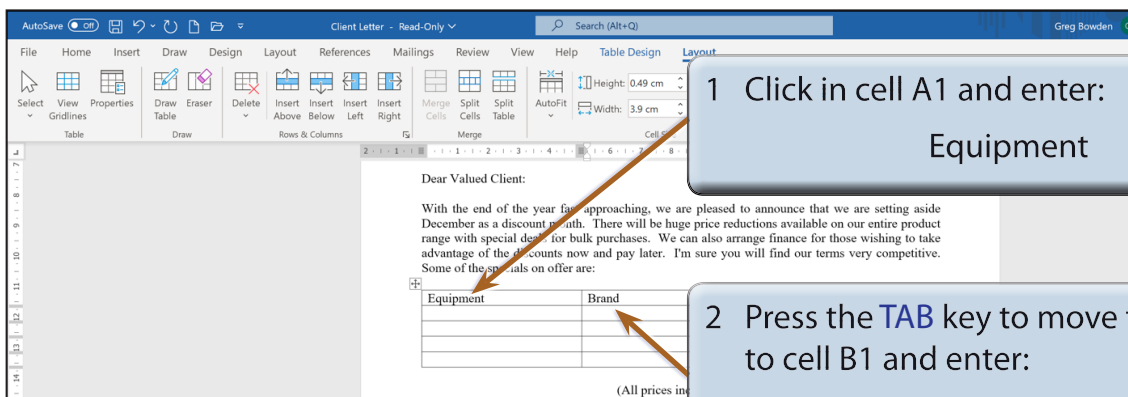
3 Highlight COLUMNS B, C and D and click on the DISTRIBUTE COLUMNS icon in the table LAYOUT tab.

- NOTE:**
- i You can also adjust a column's width by moving the pointer over the centre 'bar' of the TABLE COLUMN MARKER in the Ruler and dragging the 'bar' to the required width.
 - ii Row heights can be adjusted using the vertical Ruler at the left of the screen.

Entering Data into the Table

The data can now be entered into the table.

A The Headings



1 Click in cell A1 and enter:
Equipment

2 Press the **TAB** key to move the cursor to cell B1 and enter:
Brand

Using Sections

Microsoft Word allows you to split a document up into SECTIONS. Each SECTION can have its own formats such as columns, headers, footers, page numbers, etc. For example, in a multiple page document you might wish to have some pages with text in columns, other pages with just one column, or you might even need to have part of a page in columns and the rest of that page in one column.

Sections Within Pages

A Loading a Sample File

- 1 Load Microsoft Word and select OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the CHAPTER 15 folder of the WORD 2023 SUPPORT FILES, open the file:

Sections

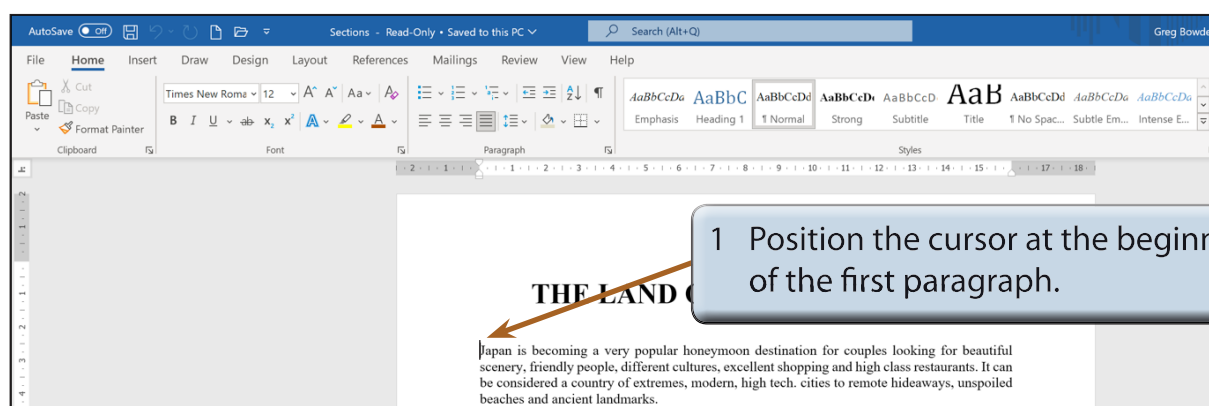
Selecting YES to the READ-ONLY message.

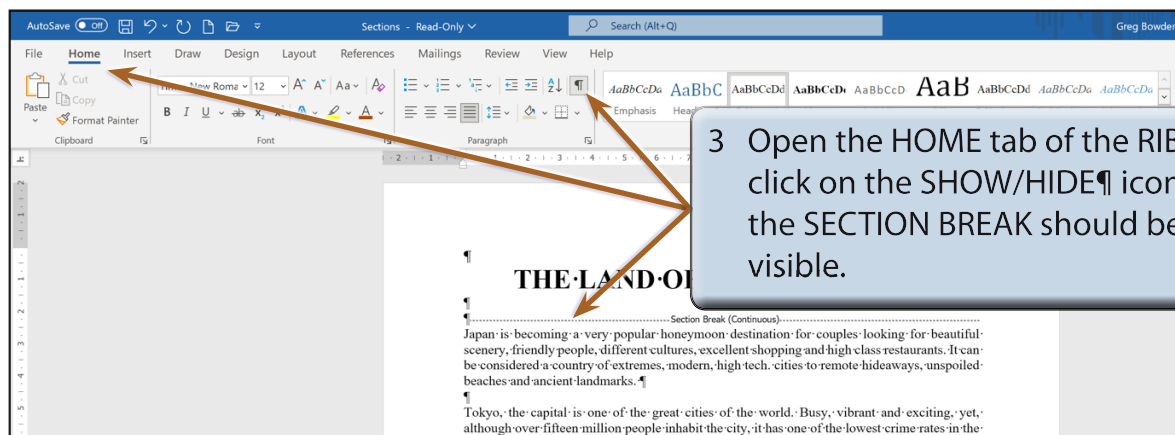
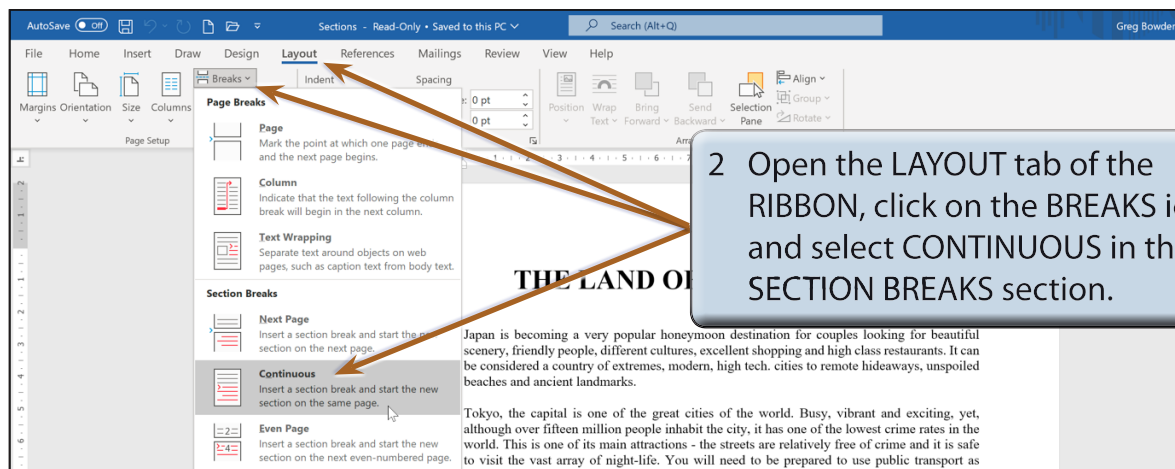
- 3 Click on the FILE tab, select SAVE AS, browse to your WORD PROCESSING folder and save the document as:

Sections

B Creating the First Section

The heading will be placed in its own section then formatted.



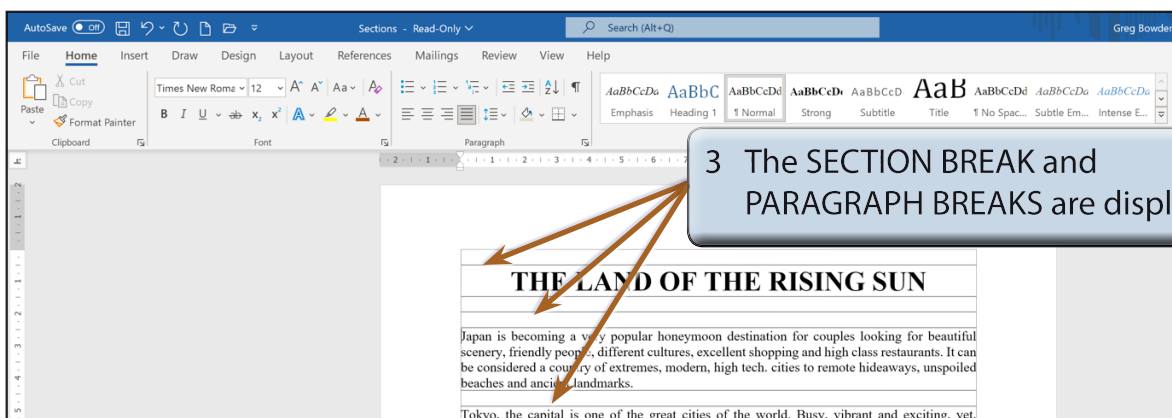
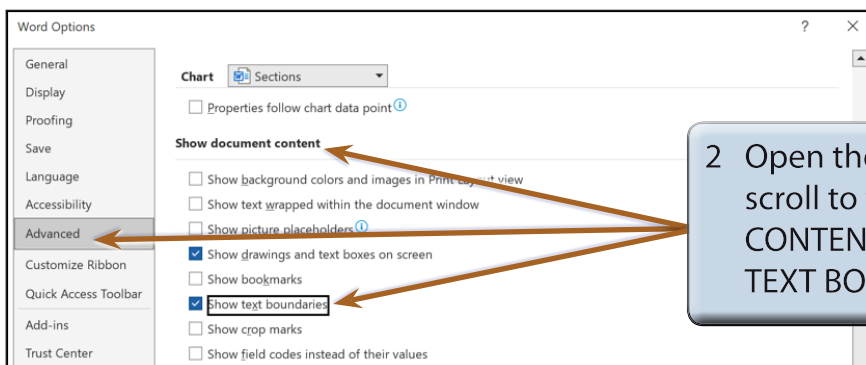
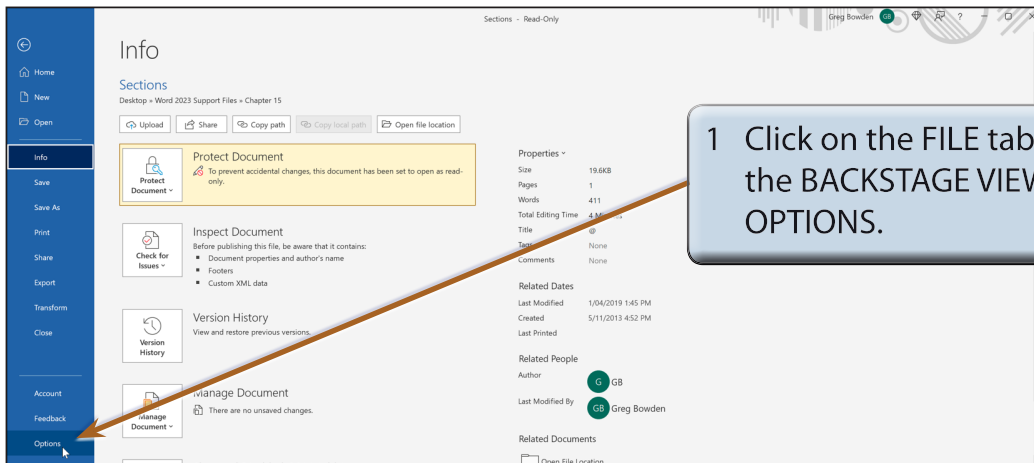


- 4 Click on the SHOW/HIDE ¶ icon again to turn it off.

NOTE: In effect you have split the page up into two distinct parts. The **CONTINUOUS SECTION BREAK** command is used to create sections within a page.

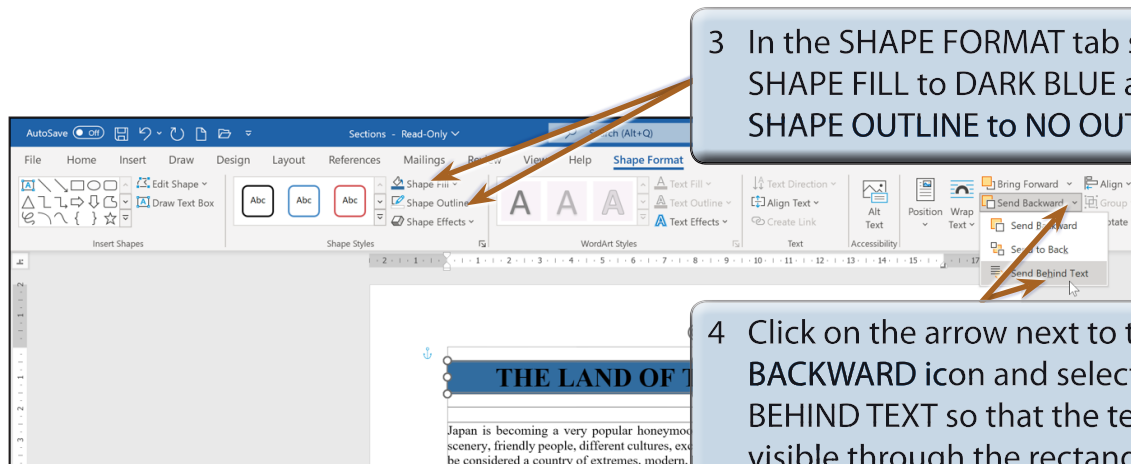
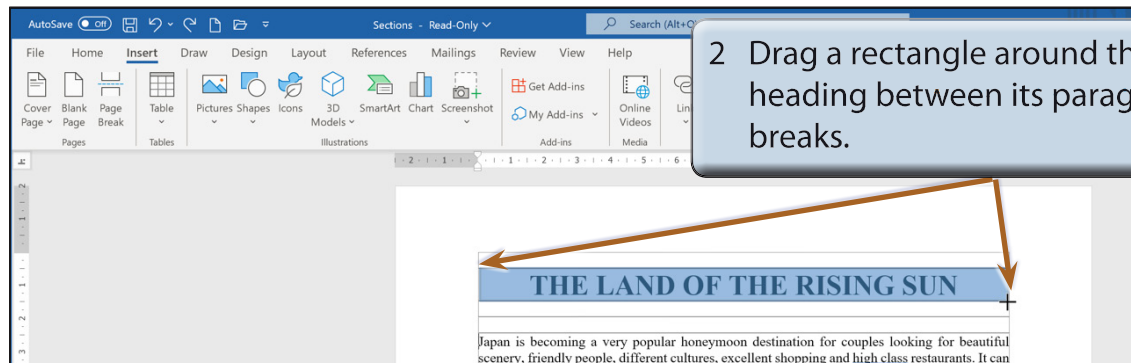
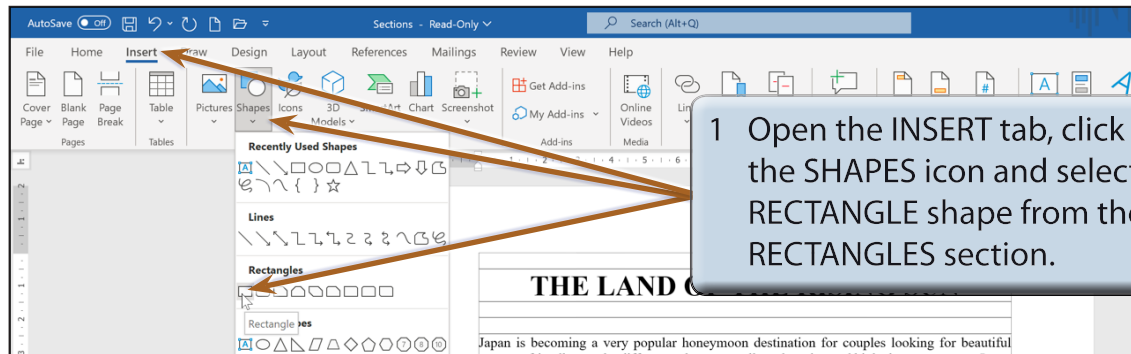
C Turning on Text Boundaries

It is handy to permanently see where section breaks and paragraph breaks are when adding content within a page. This can be achieved by turning on TEXT BOUNDARIES.



D Completing the Banner

A rectangle will be used to highlight the heading in SECTION 1.



NOTE: You can use the **ARROW** keys to nudge the rectangle into place over the text and use the handles to adjust the size of the rectangle.

Using Styles

STYLES are a collection of formatting information about text. They are stored in the STYLES group of the HOME tab and in the STYLES TASK PANE, and they can be applied to text at any time. You can use PRESET STYLES provided by Microsoft Word or you can create your own. The default Word style is NORMAL.

The major advantage of using STYLES is that once text has been set to a STYLE, when that STYLE is adjusted all the text set to that STYLE is automatically adjusted as well.

Loading a Sample File

- 1 Load Microsoft Word and select OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the CHAPTER 16 folder within the WORD 2023 SUPPORT FILES folder and open the GOLF RULES file as a READ ONLY file.
- 3 Click on the FILE tab, select SAVE AS, browse to your WORD PROCESSING folder and save the document as:

Golf Rules Styles

- 4 The file contains rules and etiquette for a golf club. Your task will be to format it using styles.

Using Preset Styles

You will use one of Microsoft Word's preset styles to format the main heading.

1 Highlight the heading MANICURE GOLF CLUB.

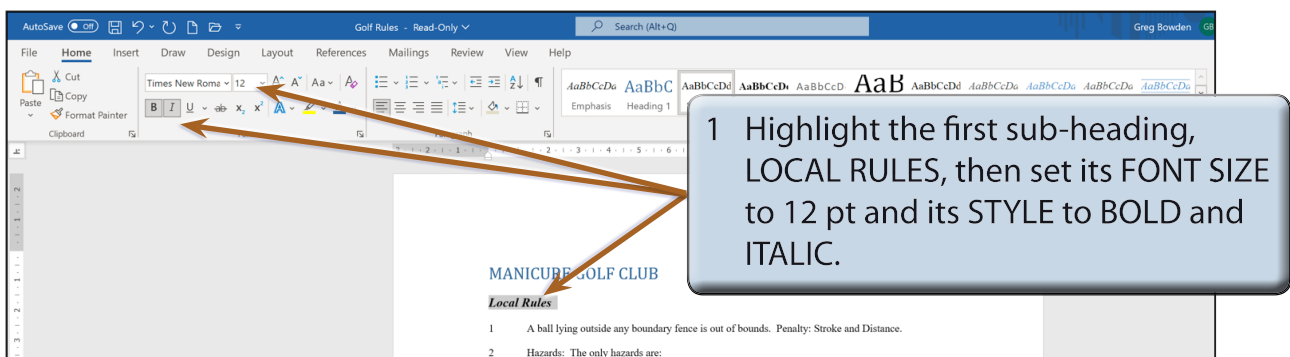
2 Click on the MORE icon in the STYLES group of the HOME tab, try some of the PRESET STYLES then select one to format the heading, such as HEADING 1.

Creating Your Own Styles

Often the STYLES provided by Word do not suit all situations. Word allows you to create your own STYLES.

A Setting the Formats

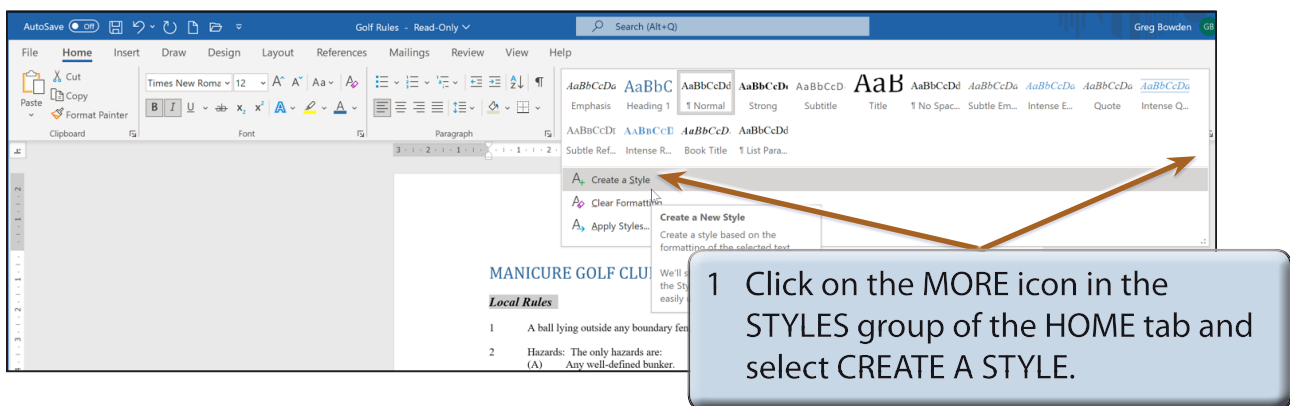
The first step in creating your own styles is to apply the formats that you want.

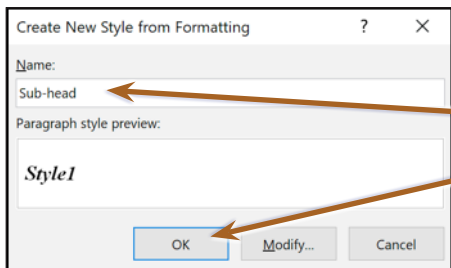


- 2 You will need to record this format so that the other sub-headings can be set to that format.

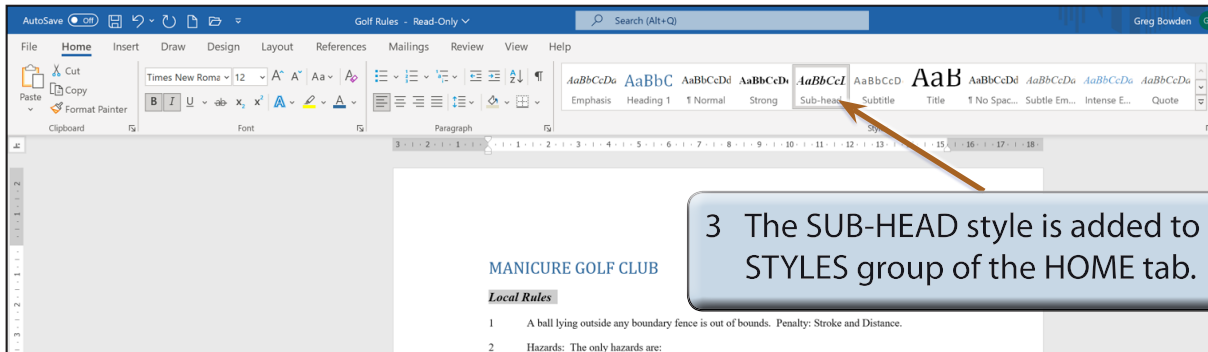
B Saving the Style

The style needs to be saved so that it can be added to the STYLES group.





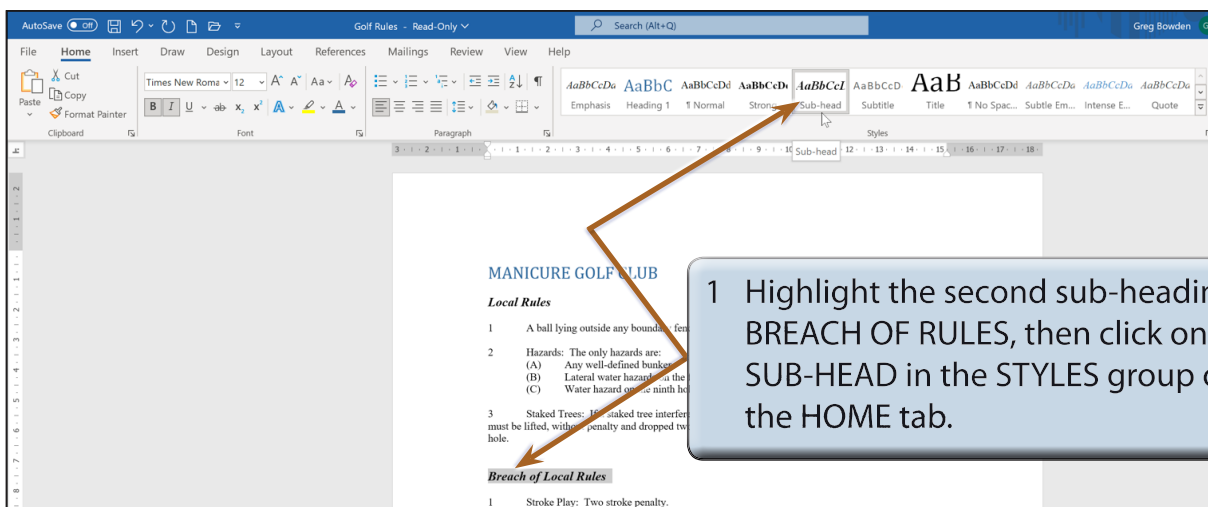
2 Call the style:
Sub-head
and select OK.



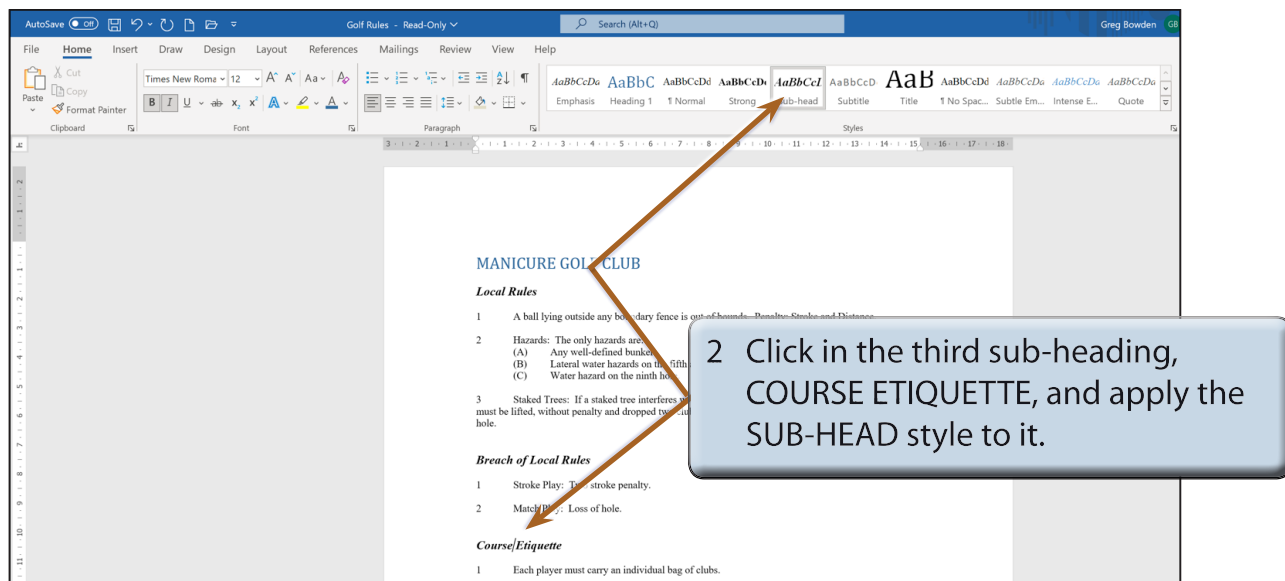
3 The SUB-HEAD style is added to the STYLES group of the HOME tab.

C Applying the Style

The style can now be applied to other text in the document.



1 Highlight the second sub-heading, BREACH OF RULES, then click on SUB-HEAD in the STYLES group of the HOME tab.

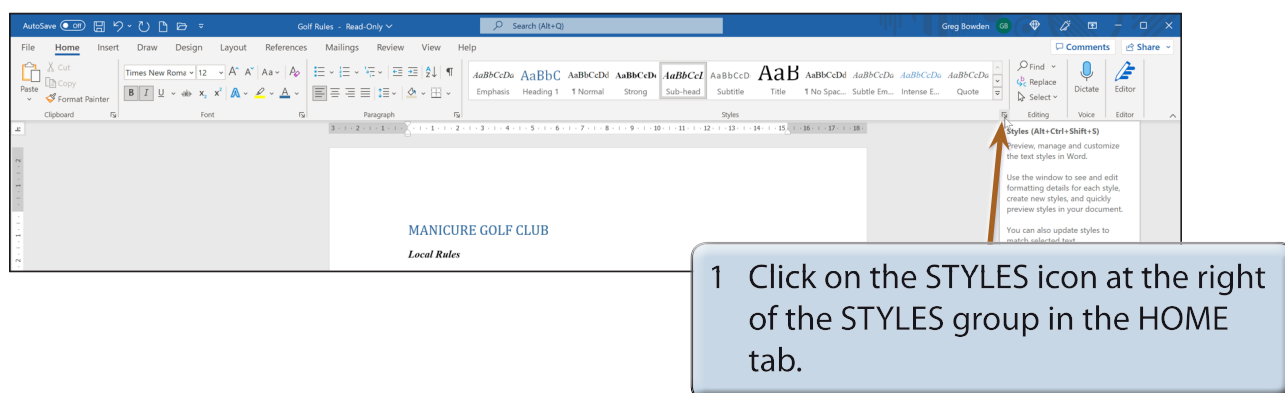


- NOTE:**
- i Styles created from the STYLES group can be applied to a paragraph (by just clicking in that paragraph and selecting the style) or to highlighted text.
 - ii You can press CTRL+Y to quickly apply the previously used STYLE.

The Styles Task Pane

Adding styles to the STYLES group is adequate for quickly adding styles to documents, but when you want more control over the styles, the STYLE TASK PANE can be used.

A Opening the Styles Task Pane



Creating a Table of Contents

A valuable application of styles is the automatic creation of a table of contents. To illustrate this you will create a Table of Contents (TOC) for a travel agency.

Loading the Prepared File

- 1 Load Microsoft Word and select OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the CHAPTER 17 folder of the WORD 2023 SUPPORT FILES and open the file:

Table of Contents

as a READ ONLY file.

- 3 Click on the FILE tab and select SAVE AS. Browse to your WORD PROCESSING folder and save the document as:

Table of Contents

Setting the Styles

Before Microsoft Word can automatically create a table of contents, the text must be set to styles.

A The Main Heading Style

A style will be created for the Main Heading.

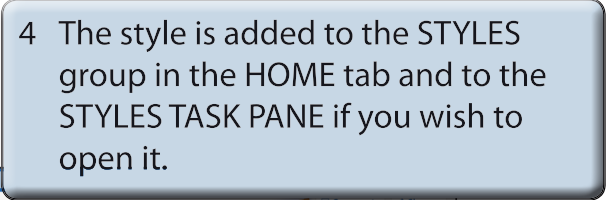
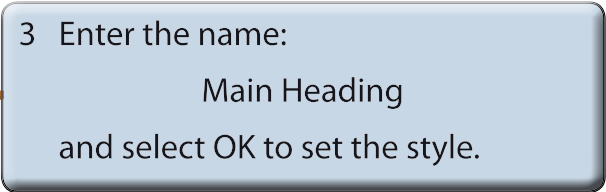
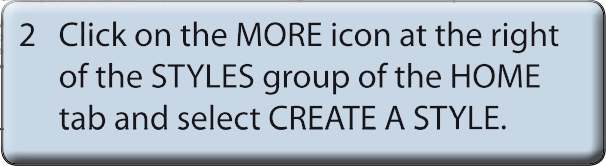
1 Highlight the first line: 'PLANNING YOUR FIRST...' then set the FONT SIZE to 18 pt and the STYLE to BOLD.

PLANNING YOUR FIRST TRIP TO BRITAIN

Nothing can ever match the thrill of your first visit to Britain. You can go back to Britain numerous times, but it is never quite the same as that first visit.

Entry into Britain

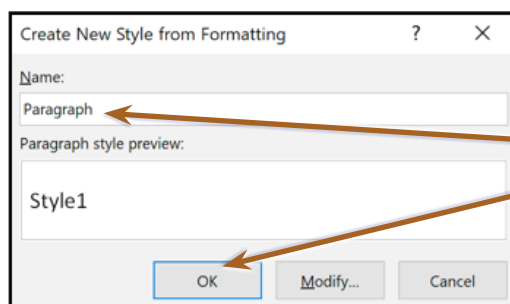
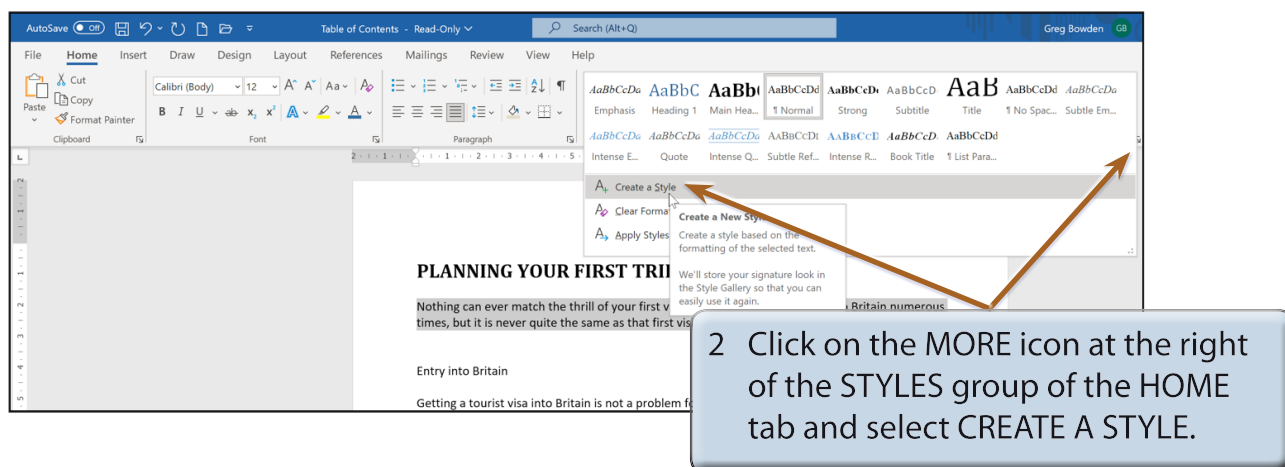
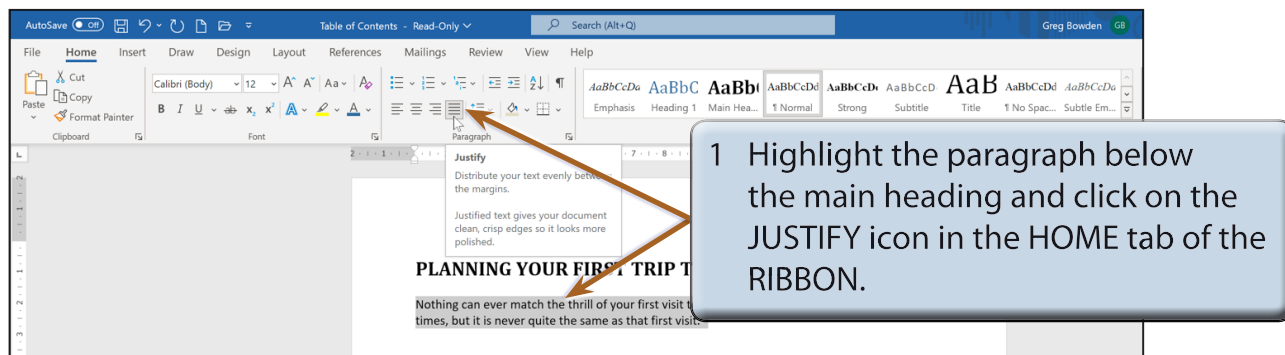
Getting a tourist visa into Britain is not a problem for Australians, so long as they don't intend to stay longer than 6 months, the maximum time allowed for tourists.



NOTE: This has automatically recorded the style as a LINKED (PARAGRAPH AND CHARACTER) style and set the highlighted text to that style in one step.

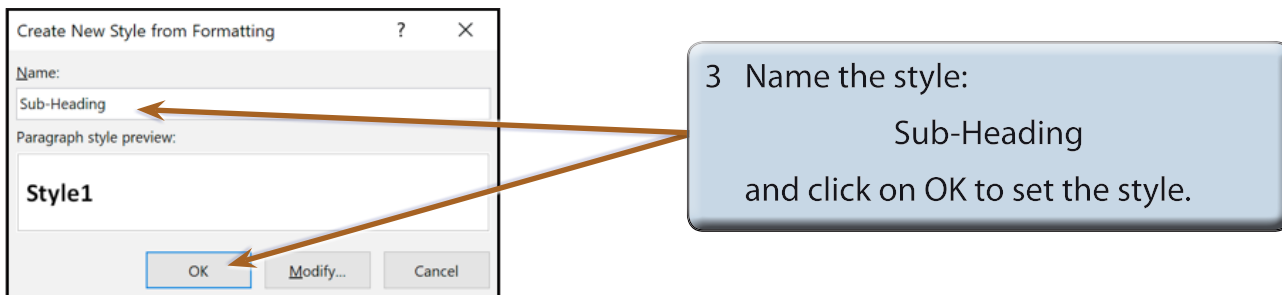
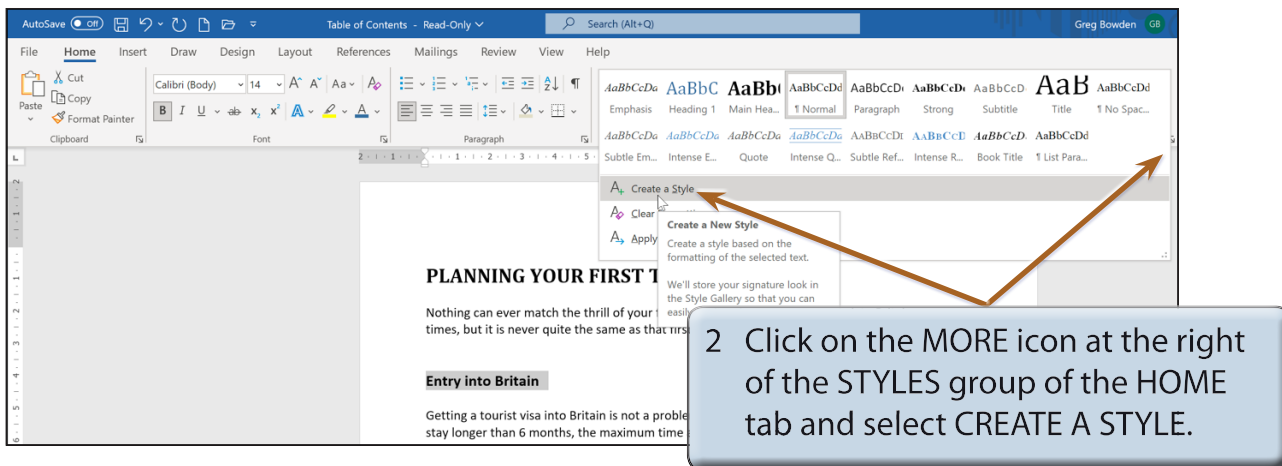
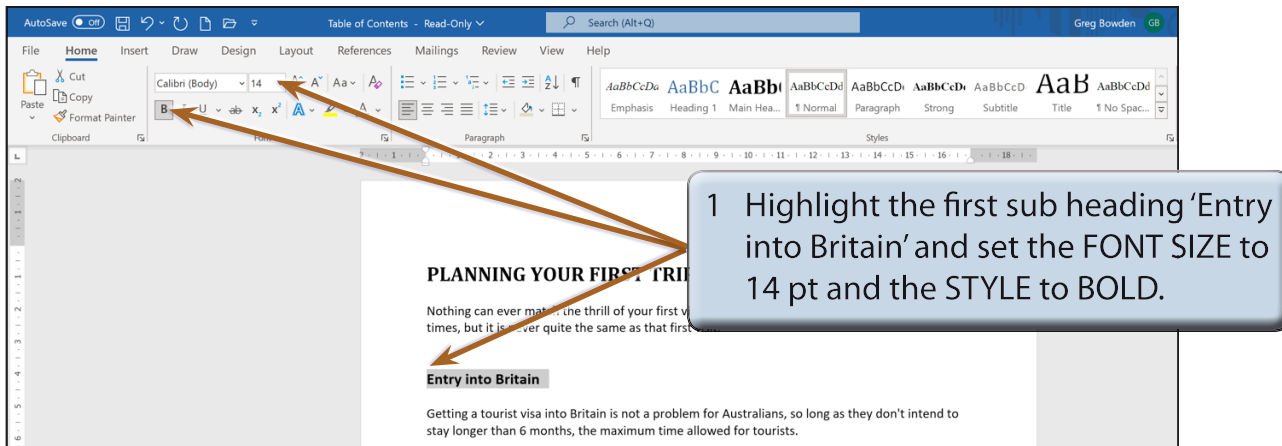
B The Paragraph Style

A style will be set for the articles of the document.



C The Sub-Heading Style

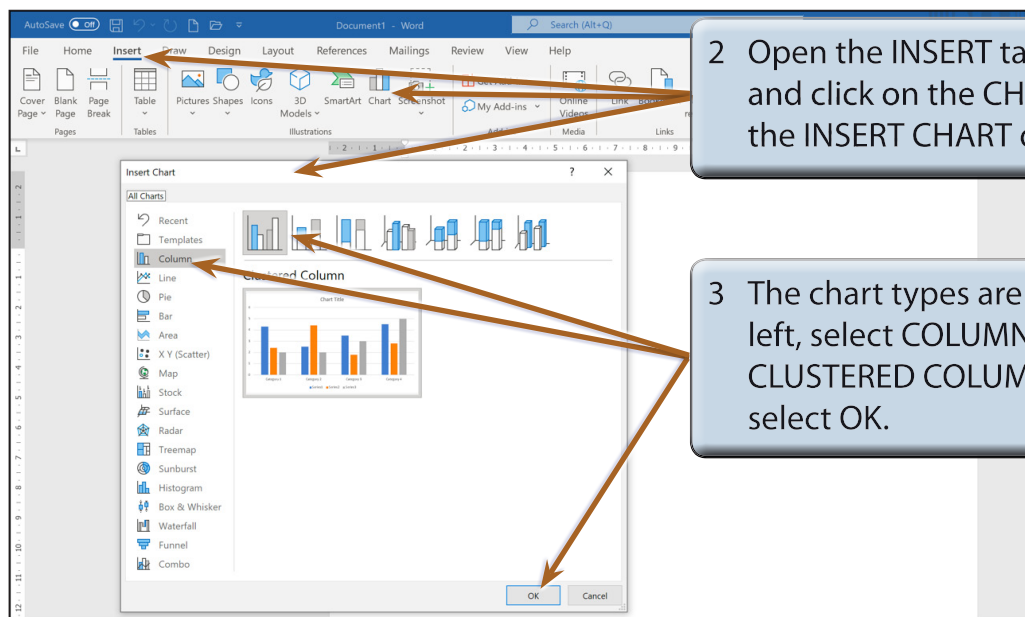
Each sub-heading in the document will need to be set to a style.



Adding Charts to Documents

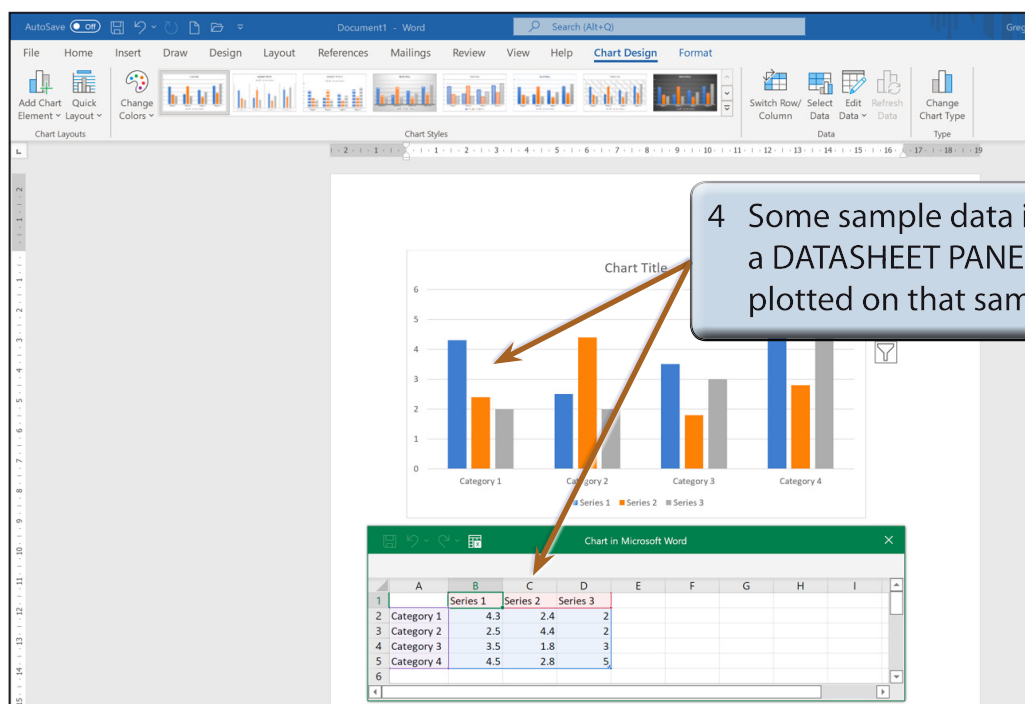
Microsoft Word has the ability to create charts for the use in documents. Its charting tools are very similar to those in Microsoft Excel. If you have used charts in Excel you should be able to easily create charts in Microsoft Word. You can also import charts drawn in Microsoft Excel directly into Microsoft Word.

- 1 Load Microsoft Word or close the current files and start a NEW BLANK DOCUMENT.



2 Open the INSERT tab of the RIBBON and click on the CHART icon to open the INSERT CHART dialogue box.

3 The chart types are listed at the left, select COLUMN, click on the CLUSTERED COLUMN chart and select OK.

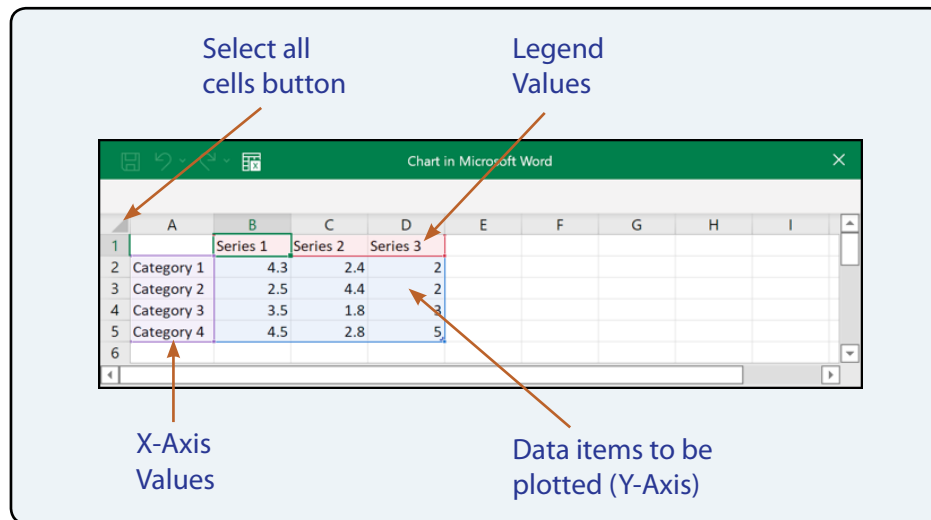


4 Some sample data is displayed in a DATASHEET PANE and a chart is plotted on that sample data.

	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

The Datasheet Pane

The data to be plotted is entered into the DATASHEET pane. When data is plotted by ROWS the following diagram indicates where the sections of the DATASHEET pane are placed on the graph.

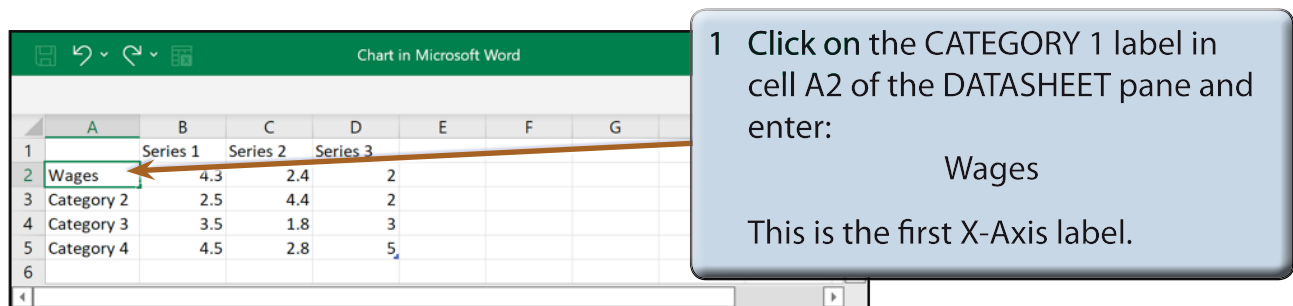


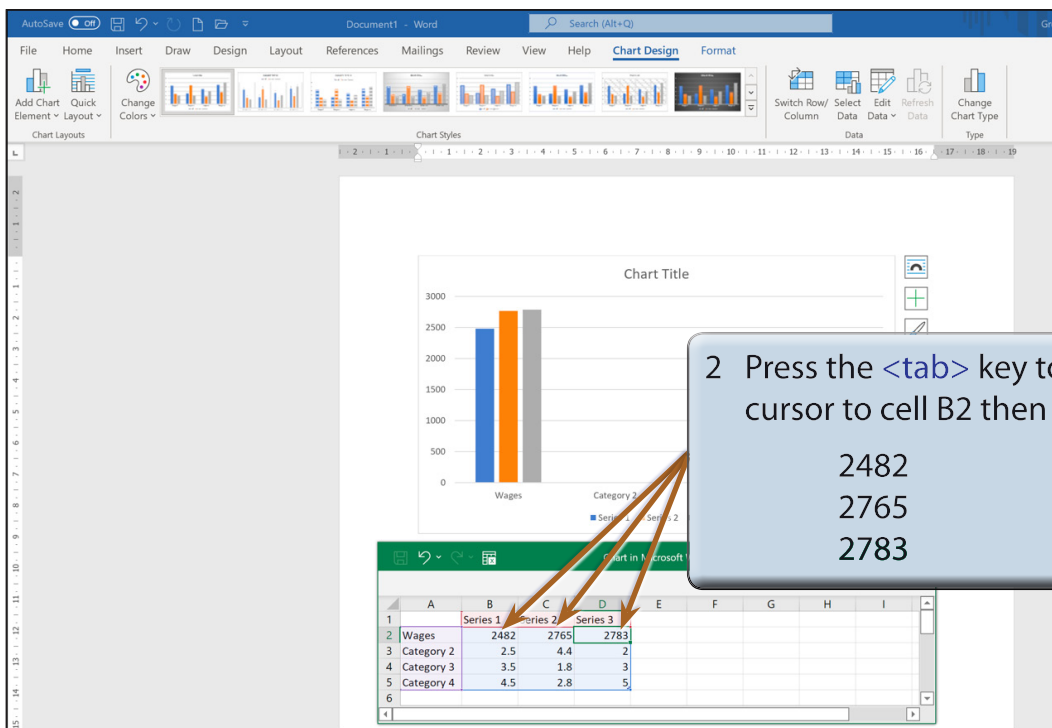
Entering the Chart Data

We will create a simple column chart of the office expenses incurred by a business over a three month period.

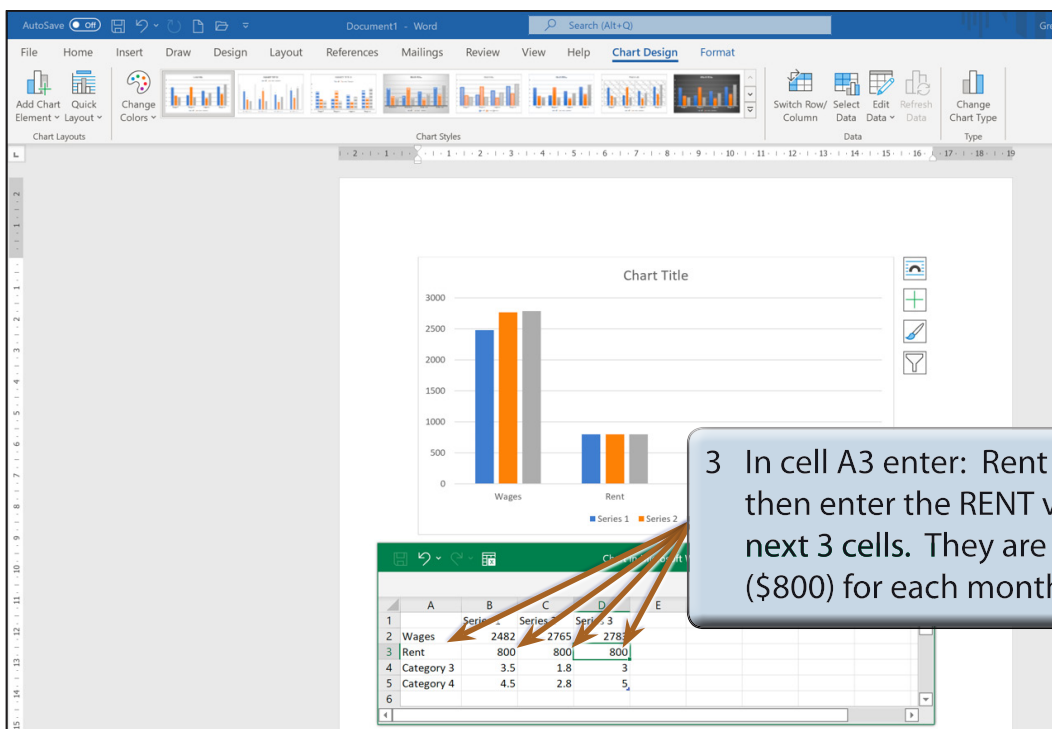
A Completing the Datasheet

Labels and values are entered into the DATASHEET pane and Microsoft Word will plot the chart for us.





NOTE: The chart should adjust as you enter each value. The values are plotted in different colours.



4 Enter the third row of values for the POWER costs (1275, 1141, 1738).

	Series 1	Series 2	Series 3
Wages	2482	2765	2783
Rent	800	800	800
Power	1275	1141	1738
Category 4	4.5	2.8	5

5 Enter the month names for the values you just entered in cells B1, C1 and D1 (May, June, July), then press <enter> to accept the labels. These are the LEGEND labels.

	May	June	July
Wages	2482	2765	2783
Rent	800	800	800
Power	1275	1141	1738
Category 4	4.5	2.8	5

Publishing Tasks

The DRAW TABLE tool can be used to create detailed publishing documents. This is where you layout a page into blocks (cells) and insert text and/or graphics into those blocks. To illustrate Word's publishing capabilities the following document will be created.

Properties For Sale

PARRY & SYKES
REAL ESTATE

HIGHTON
Just listed, this sound home offers 4 good-sized bedrooms, comfortable lounge, central kitchen, plus family room. Excellent parking makes this a most appealing home. Call now for your inspection.
Asking only \$928,000

BELMONT
Delightful BV home in a most desirable street, featuring 3 bedrooms each with BIR, study, updated kitchen, tastefully decorated lounge with a northerly aspect. Your inspection is highly recommended.
Priced to sell at \$808,000

HIGHTON
Low maintenance home in a quiet court handy to the Highton Shopping Centre. Very good condition inside and out with many internal improvements. New carpets, well established garden and double garage.
Special price \$832,500

BELMONT
Beautifully presented 3 BR home of 14 squares. All new appliances, BIR in each bedroom, bathroom with vanity unit and separate shower recess. Outside there is a well-established garden and double garage.
Reduced to \$795,000

225 High Street, Belmont, Ph: 03 5243 8852
AH: Graeme Parry 0410 489 259, Rebecca Sykes 0410 590 389

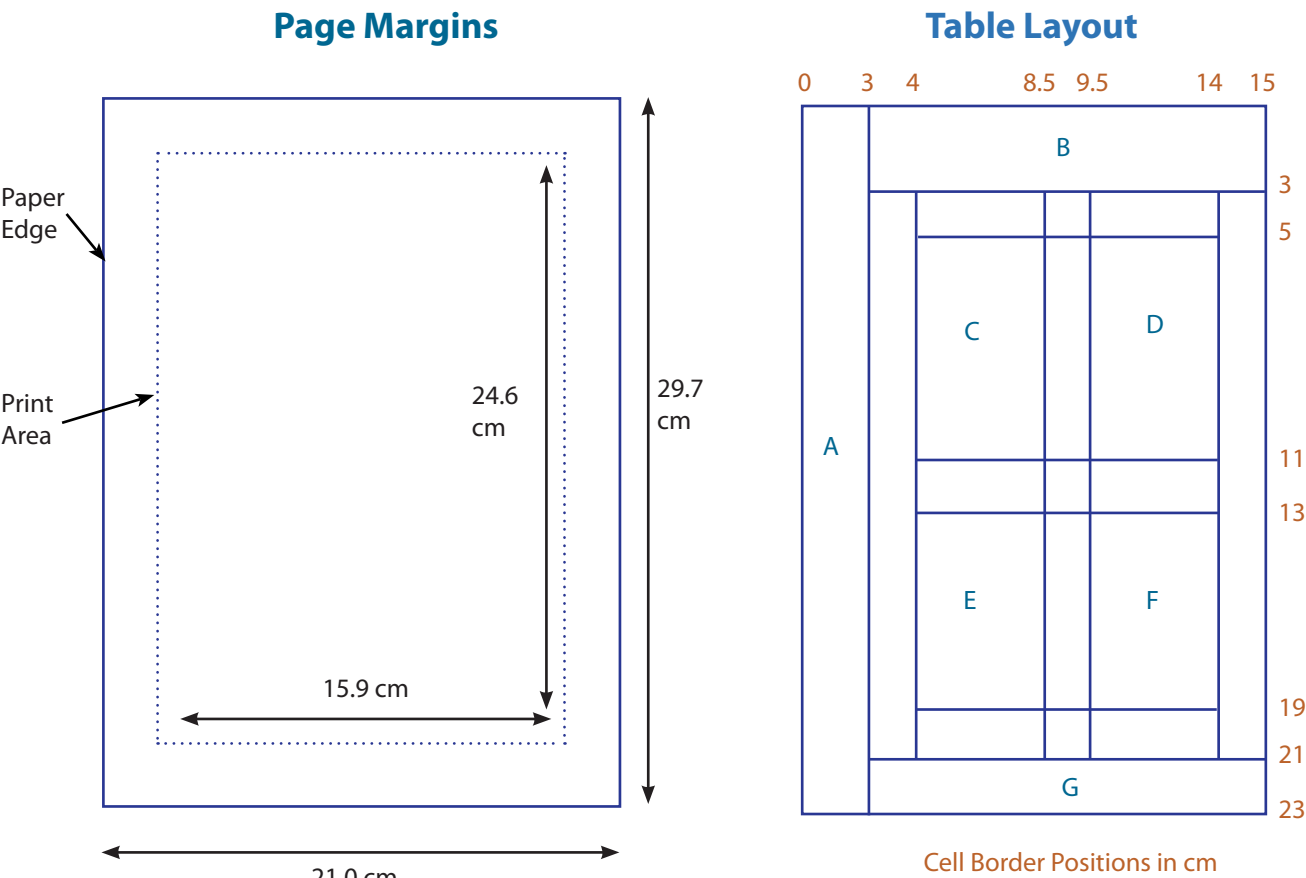
© Guided Computer Tutorials 2023

19-1

The Thumbnail Sketch

Whenever you embark on a publishing task some prior planning of what you want your page to look like is necessary. Usually a rough sketch of the page is drawn on paper showing where you intend to place the text and graphics frames (cells). This sketch is called a THUMBNAIL SKETCH. A THUMBNAIL SKETCH (Table Layout) for the page you are about to create is shown below.

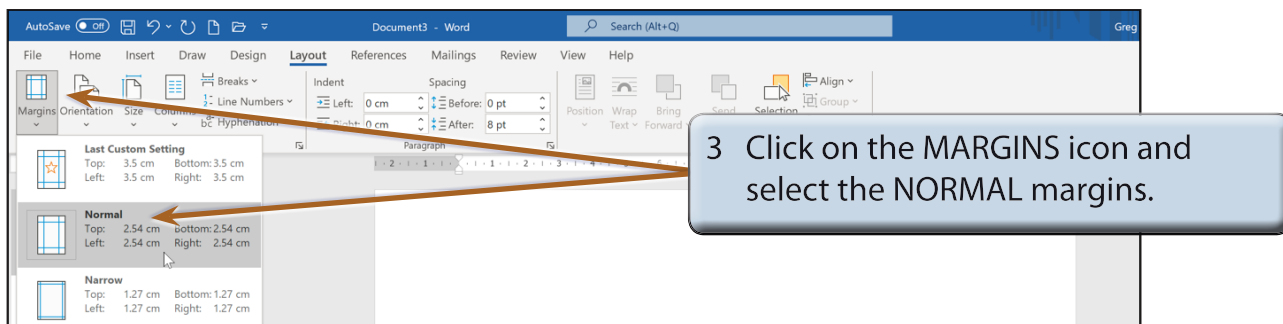
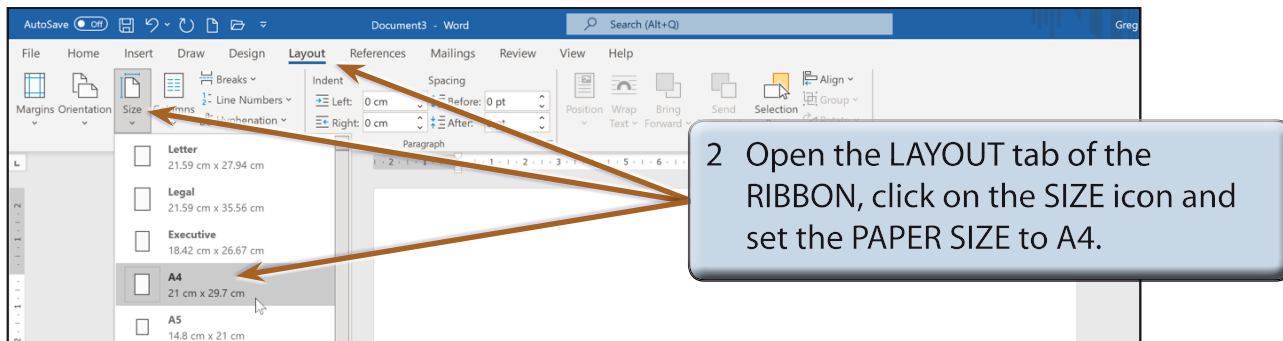
In this case you will be creating an A4 paper document. The measurements of the A4 page are 21.0 cm across and 29.7 cm down. The normal margins are set to 2.54 cm which will leave a work area of about 15.92 cm across and 24.62 cm down. So long as we keep the table within these values, the table will print neatly on the one page. The cells that will contain data are labelled with letters in the TABLE LAYOUT diagram.



Page Setup

Before starting the publication the paper size and page margins need to be set.

- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.

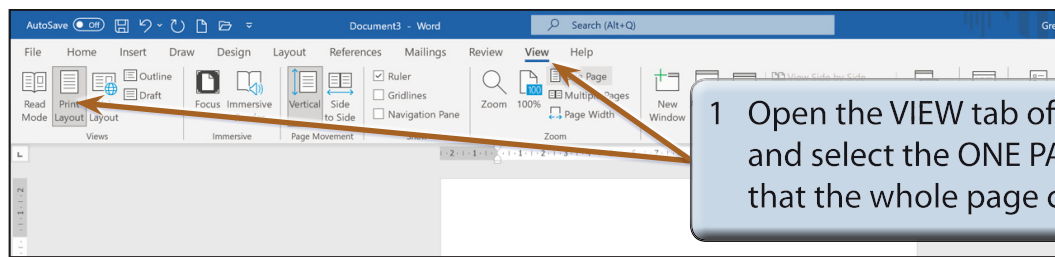


Laying out the Page

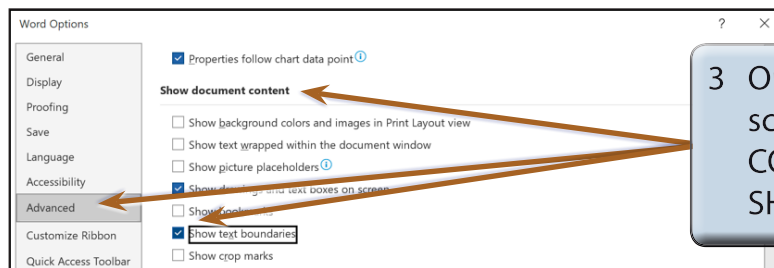
The first step in creating this type of publication is to place the cells in the required positions in the table.

A Showing the Text Boundaries

To assist with the laying out of the page the screen will be set to a reduced view and the text boundaries turned on so that the page margins can be seen.



- 2 Click on the FILE tab and select OPTIONS.

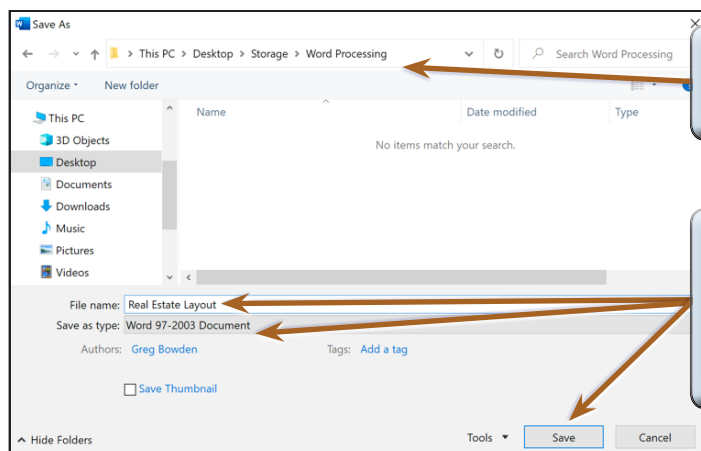


- 4 Select OK to return to the page.

B Saving as a Compatible Version

Microsoft Word 365 just shows paragraph breaks instead of page margins as in earlier versions. When carrying out publishing tasks it is advantageous to see where the page boundaries are. This can be overcome by saving the document as an earlier Word version. This is also useful when you want to share documents with others.

- 1 Click on the FILE tab and select SAVE AS.



Mail Merging

An important feature of a word processing program is the production of personalised letters. This is where a standard (or form) letter is individually addressed to a large number of people. To create the letters, data about each person is entered into the database facility of the program (or a table) then combined with a normal word processing document. The process is called MAIL MERGING.

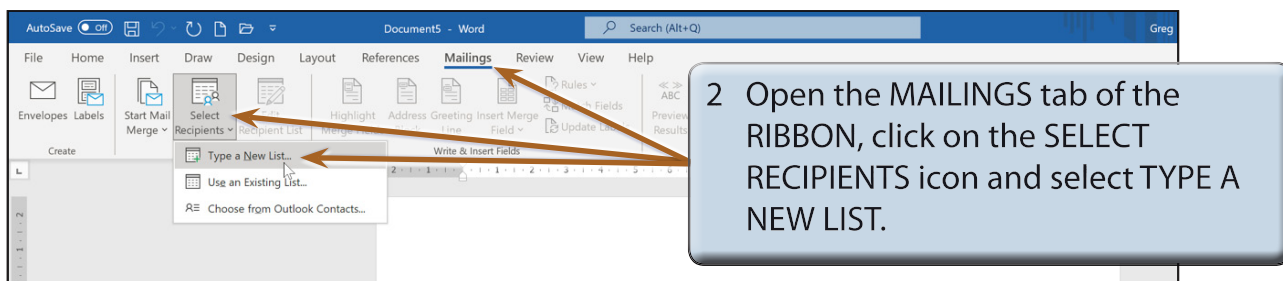
Creating the Database

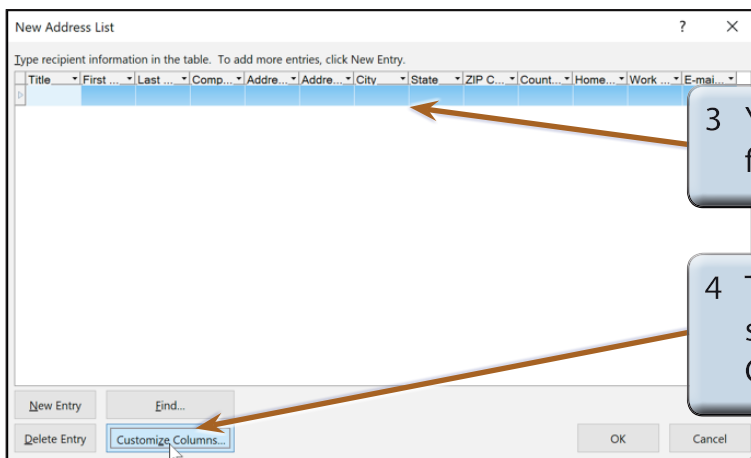
In order to create mail merged documents you need to have a database of names or items. Microsoft Word allows you to enter data into its database section or you can use data created in programs like Microsoft Access or Microsoft Excel. In this case you will enter data into Microsoft Word.

A Setting the Recipients

The Recipients are the people that will receive the letter. Their details are stored in a database that is merged into the letter.

- 1 Load Microsoft Word or close the current document and start a NEW BLANK DOCUMENT.





3 You will be provided with sample fields that you can enter data into.

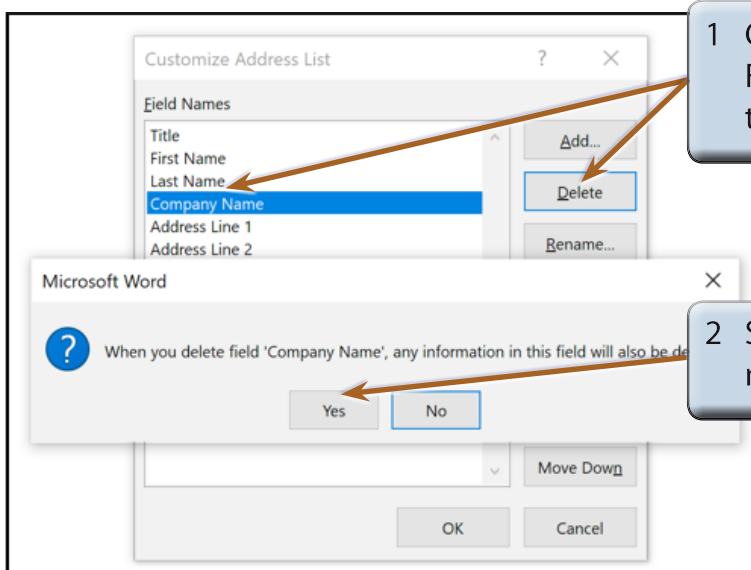
4 These fields can be modified to suit your needs. Click on the CUSTOMIZE COLUMNS button.

NOTE:

- i **FIELD** is the term given to the sections that the data is split into.
- ii **The database you are about to create will have the following fields:**
Title, First Name, Last Name, Street, Suburb, State, Postcode, Contribution.

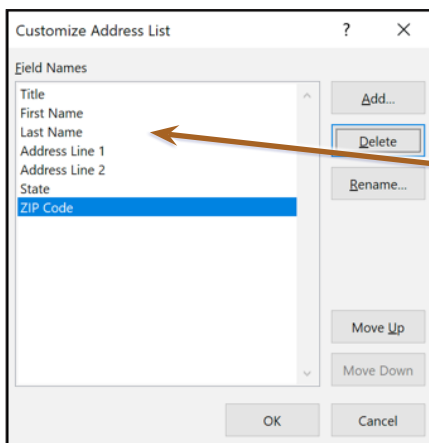
B Deleting Fields

There are more fields in the provided list than those that are needed in this case, so some will be deleted.



1 Click on COMPANY NAME in the FIELD NAMES frame then click on the DELETE button.

2 Select YES to the DELETE warning message.

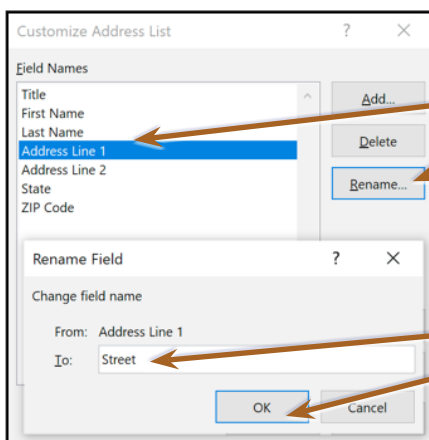


3 Repeat steps 1 and 2 to delete:

City
Country or Region
Home Phone
Work Phone
E-mail Address

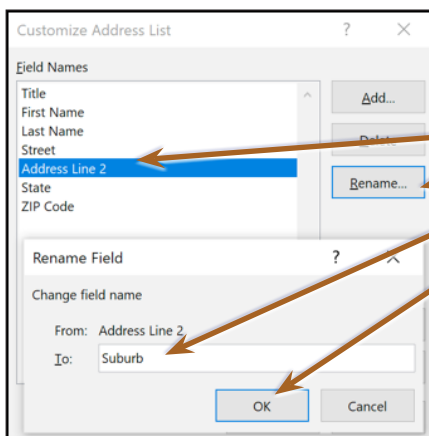
C Renaming Fields

Some of the remaining fields can be renamed to suit our needs.

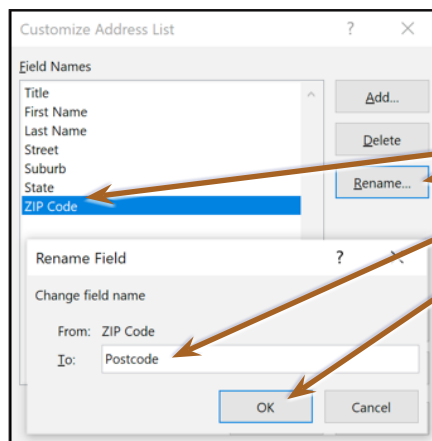


1 Click on ADDRESS LINE 1 and click on RENAME.

2 Enter: Street
and click on OK.



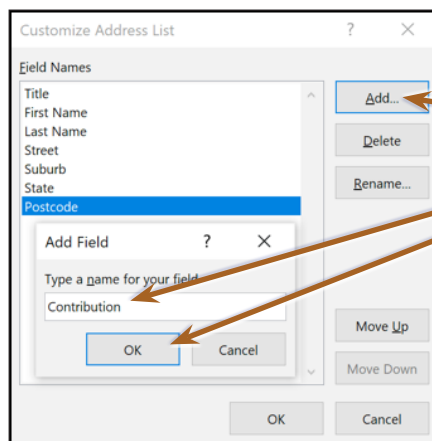
3 Rename ADDRESS LINE 2 to SUBURB
and select OK.



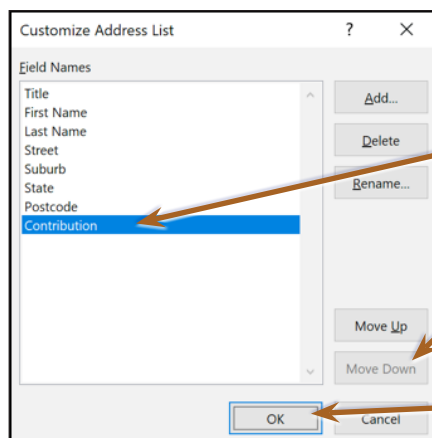
4 Rename ZIP CODE to POSTCODE and select OK.

D Adding Extra Fields

Extra fields can be added to the database. In this case a field will be needed to store the contributions made to a hospital charity.



1 Click on the ADD button, enter: Contribution in the ADD FIELD box and select OK.



2 The position of the new field can be changed. If it is not at the bottom of the list, click on the MOVE DOWN button to move it there.

3 Click on OK to complete the field adjustments.

Mailing Labels and Envelopes

Some other applications of mail merging are the creation of mailing labels, where addresses are printed on labels which are then stuck on envelopes, and the printing of addresses directly onto envelopes

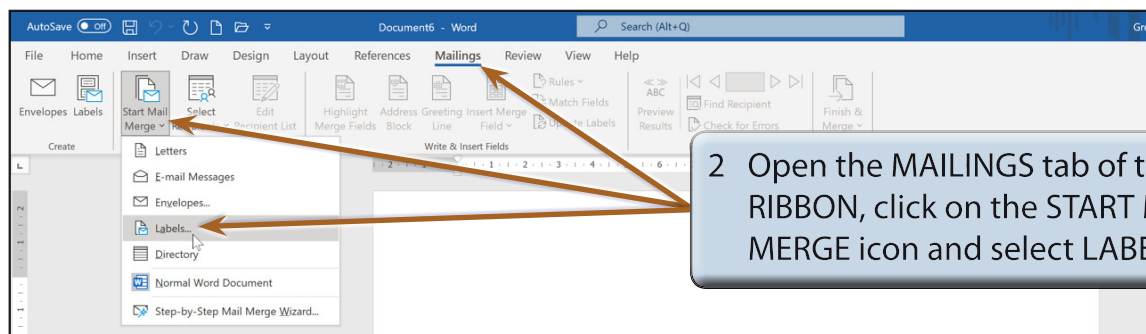
Creating Mailing Labels

There are numerous different types of mailing labels that can be produced. This section will show how to create 3 column labels. If you have different labels, you can replace the settings provided for those labels.

A Setting the Mailing Labels Document

The program needs to be told the type of mail merging that will be conducted. In this case it will be LABELS.

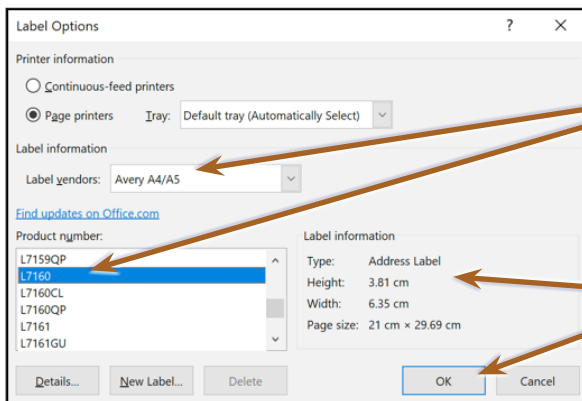
- 1 Load Microsoft Word or close current document and start a NEW BLANK DOCUMENT.



2 Open the MAILINGS tab of the RIBBON, click on the START MAIL MERGE icon and select LABELS.

B Entering the Label Options

The program needs to know the type of labels you will printing to. In this case Avery labels will be used. If you are printing to a different brand, you can substitute your labels for the one used here.



1 In the LABEL VENDORS box select AVERY A4/A5 then select L7160 in the PRODUCT NUMBER list.

2 The dimensions of the labels are listed next to the PRODUCT NUMBER list. Select OK to accept the settings.

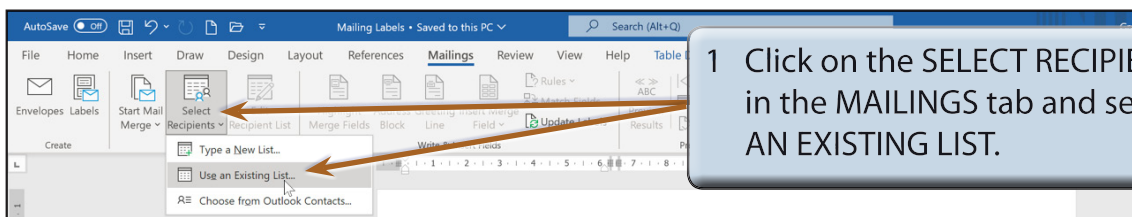
NOTE: You need to find the name of the labels you are using. If the name is not listed, click on each label type in the PRODUCT NUMBER box until you find the measurements of your labels which are shown in the LABEL INFORMATION frame.

3 Save the document in your WORD PROCESSING folder as:

Mailing Labels

C Setting the Data Source

The program needs to know where the data for the labels is stored. In this case the CONTRIBUTIONS2 file from the CHAPTER 20 folder of the WORD 2023 SUPPORT FILES will be used.

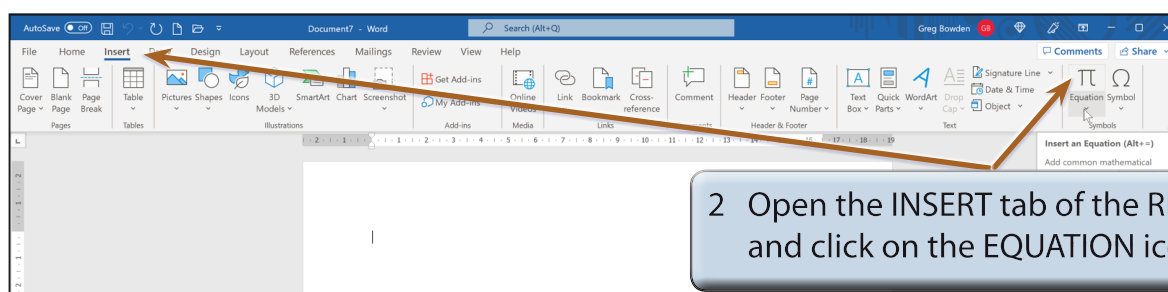


1 Click on the SELECT RECIPIENTS icon in the MAILINGS tab and select USE AN EXISTING LIST.

Using Equations

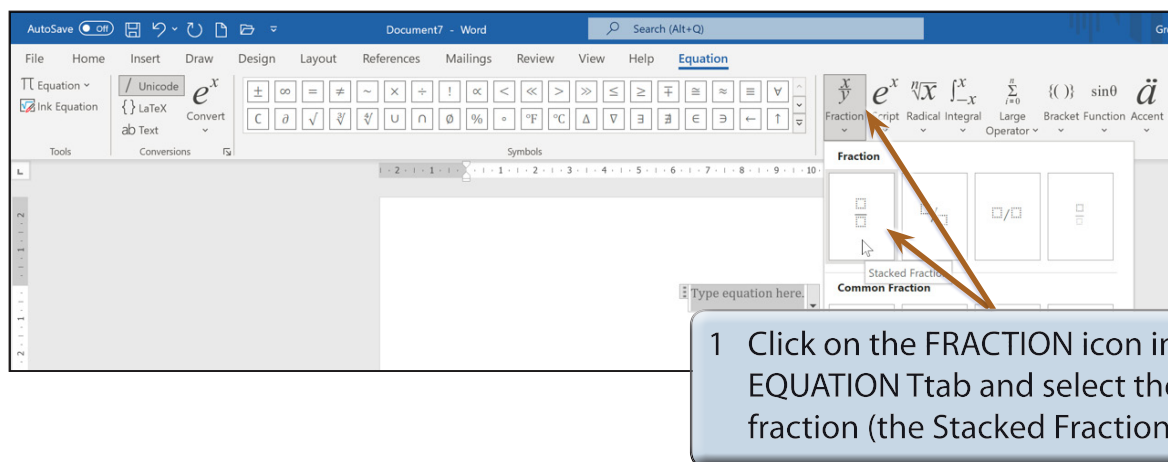
Another of Microsoft Word's built-in features allows you to insert fractions, mathematical formulas and equations, chemical equations, etc. into documents. It automatically does most of the formatting for you when you enter an equation. For example, variables are formatted in italics, it applies superscript format and it adjusts the spacing between elements in an equation.

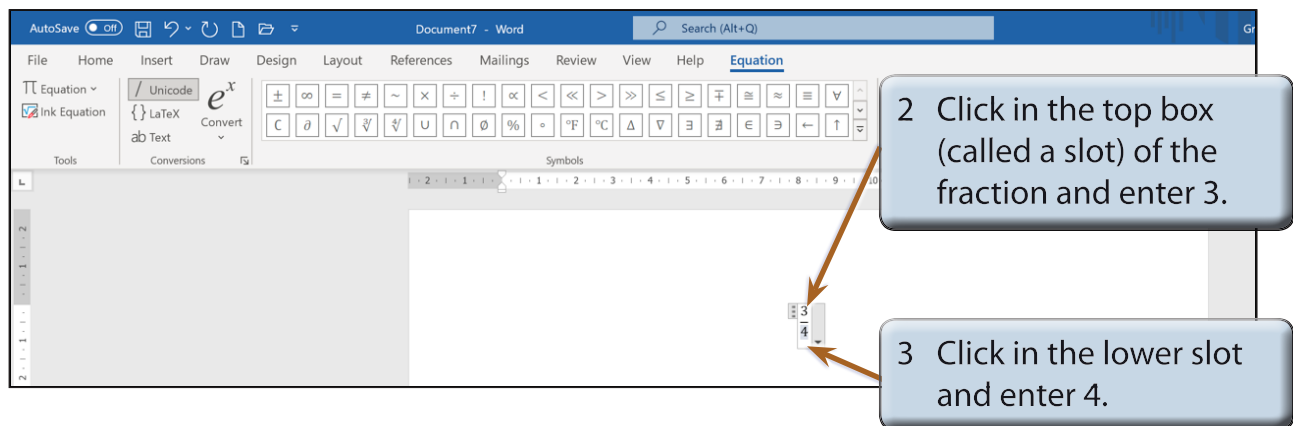
- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.



- 3 The EQUATION box is added to the document and the EQUATION tab is opened in the RIBBON.

Creating a Simple Fraction

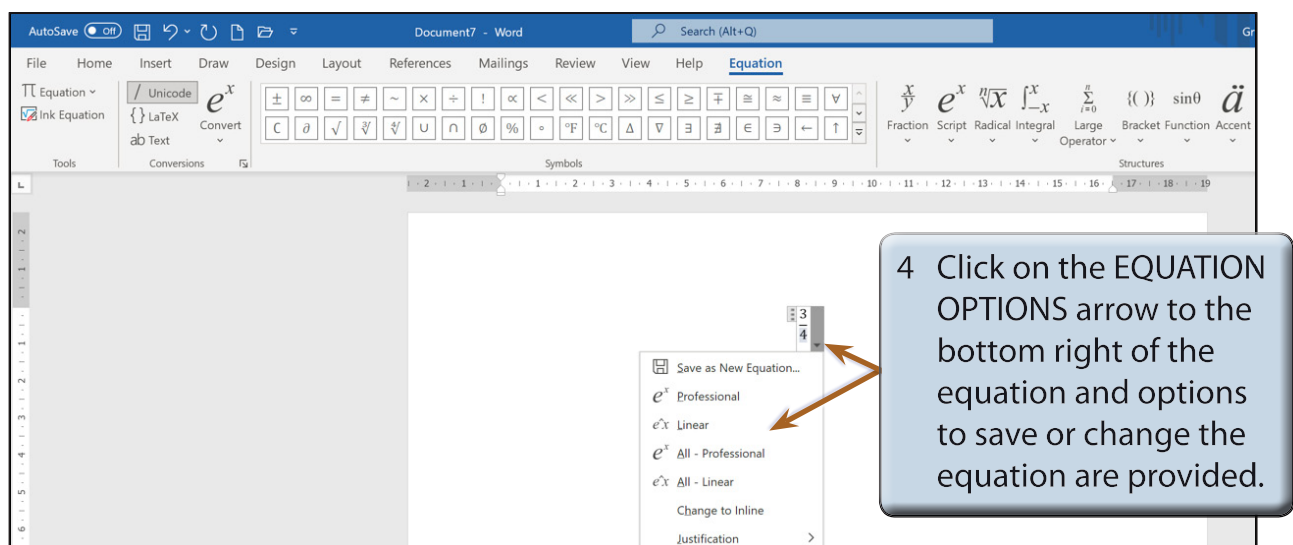




2 Click in the top box (called a slot) of the fraction and enter 3.

3 Click in the lower slot and enter 4.

NOTE: Each equation provides you with boxes that are called SLOTS. You enter values, labels or symbols into the slots to complete the equation.



4 Click on the EQUATION OPTIONS arrow to the bottom right of the equation and options to save or change the equation are provided.

Useful Features

This chapter will demonstrate some extra features that Microsoft Word offers. These include Outlining, using the Navigation Pane, setting Watermarks, Built-in Themes, setting passwords, editing PDF documents, using the Draw tab and using prepared Templates.

Outlining

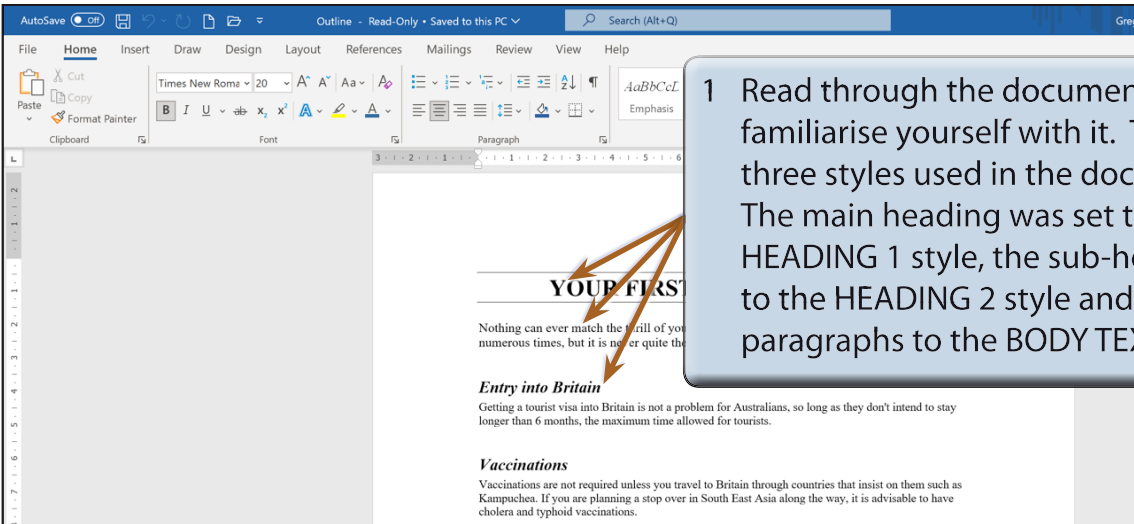
When working with large documents it is very handy to collapse sections of text so that just the headings or sub-heading are displayed. This can be achieved if the text has been set to styles. It also allows for whole sections of text to be easily moved within the document without the need to use cut and paste.

A Loading the Sample File

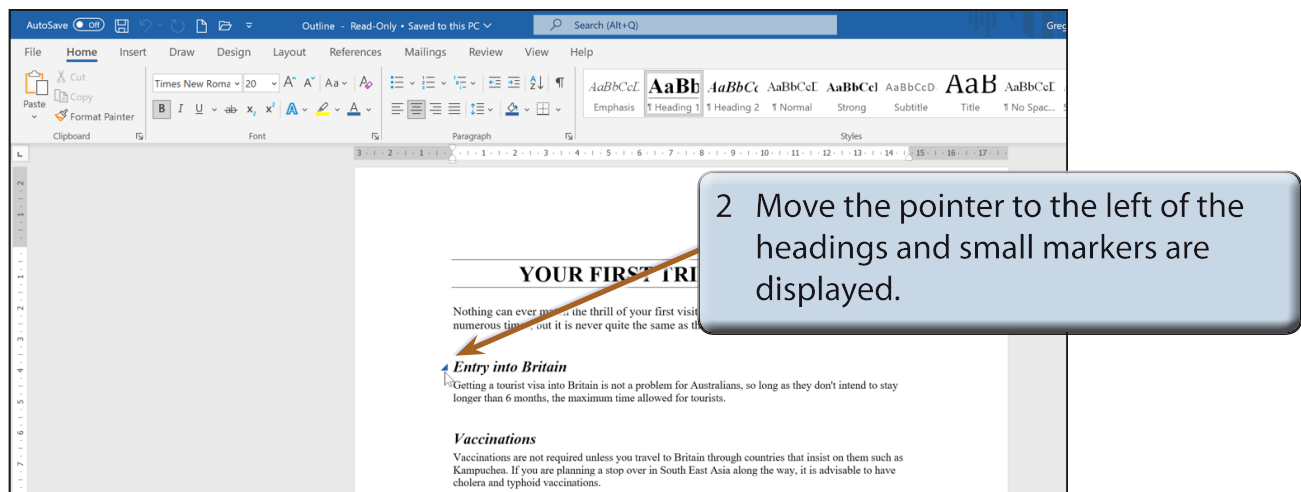
- 1 Load Microsoft Word and select OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Access the CHAPTER 23 folder within the WORD 2023 SUPPORT FILES and open the OUTLINE document as a READ ONLY file.
- 3 Click on the FILE tab and select SAVE AS. Browse to your WORD PROCESSING folder and save the document as:

Outline

B Looking at the Styles

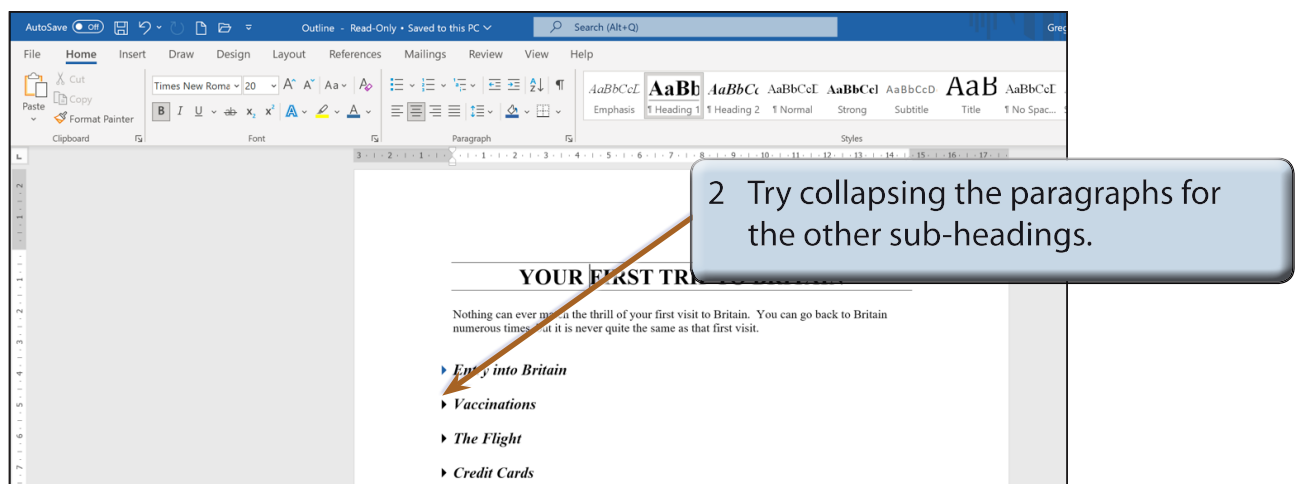
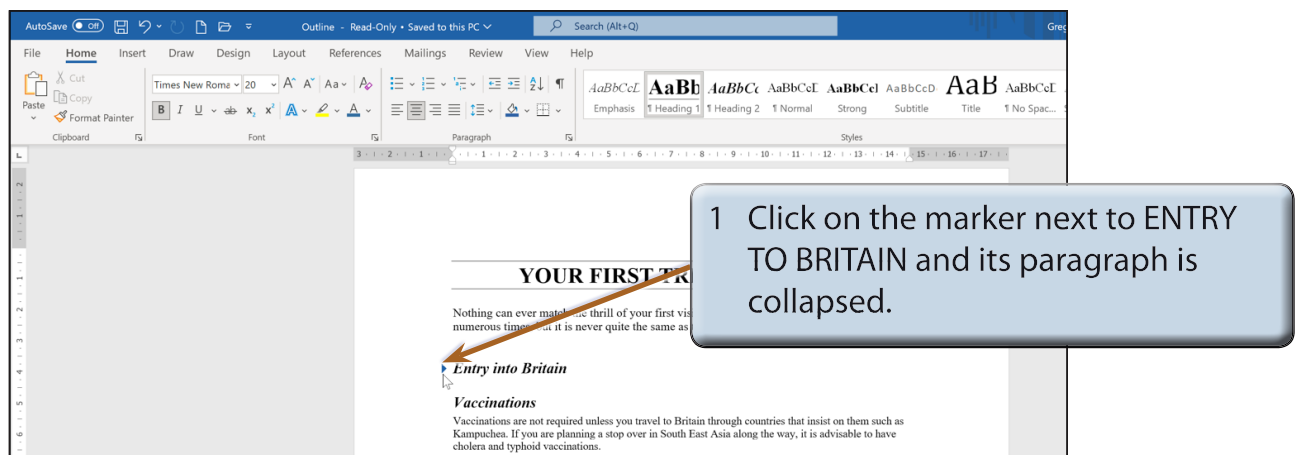


1 Read through the document to familiarise yourself with it. There are three styles used in the document. The main heading was set to the HEADING 1 style, the sub-headings to the HEADING 2 style and the paragraphs to the BODY TEXT style.

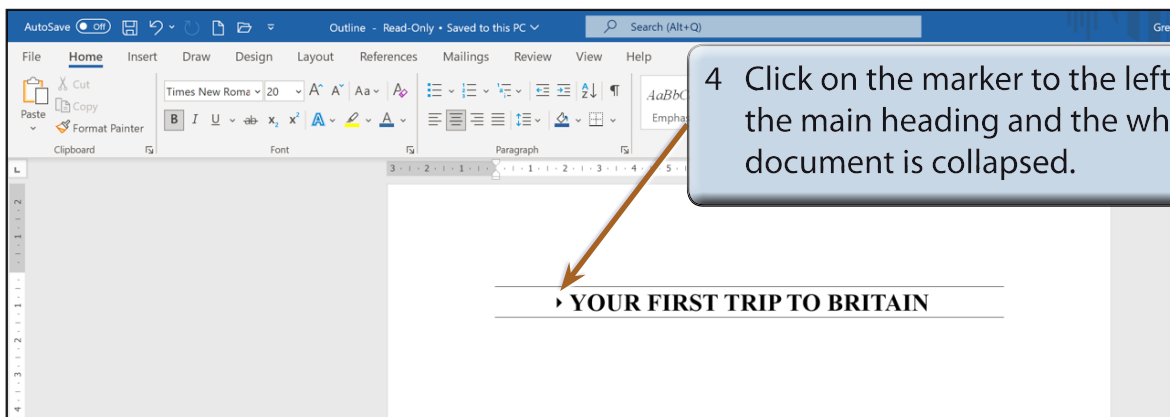
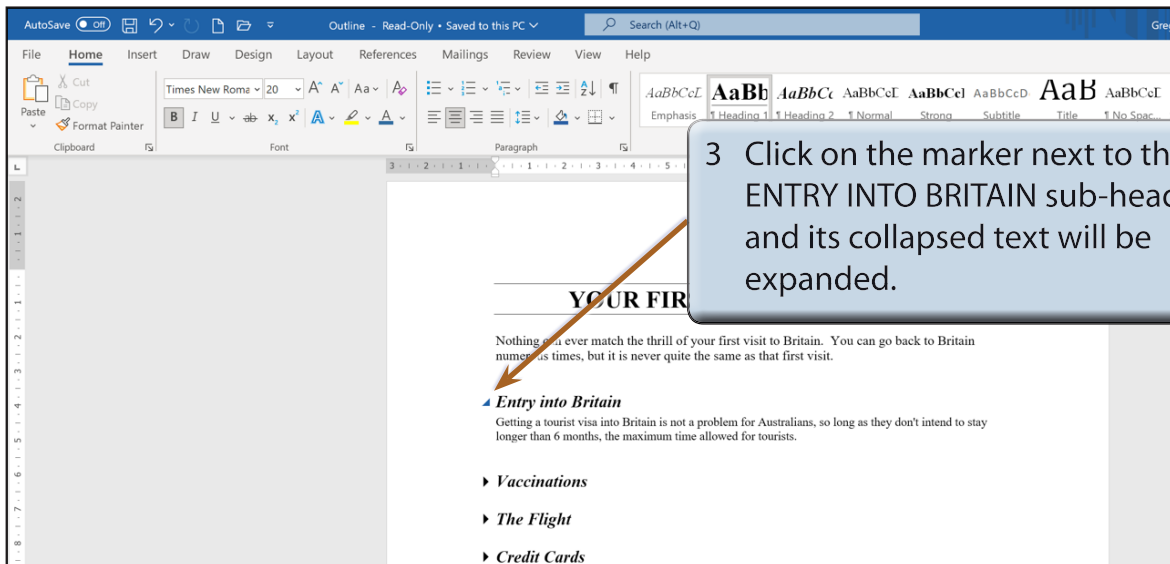


C Collapsing Sections

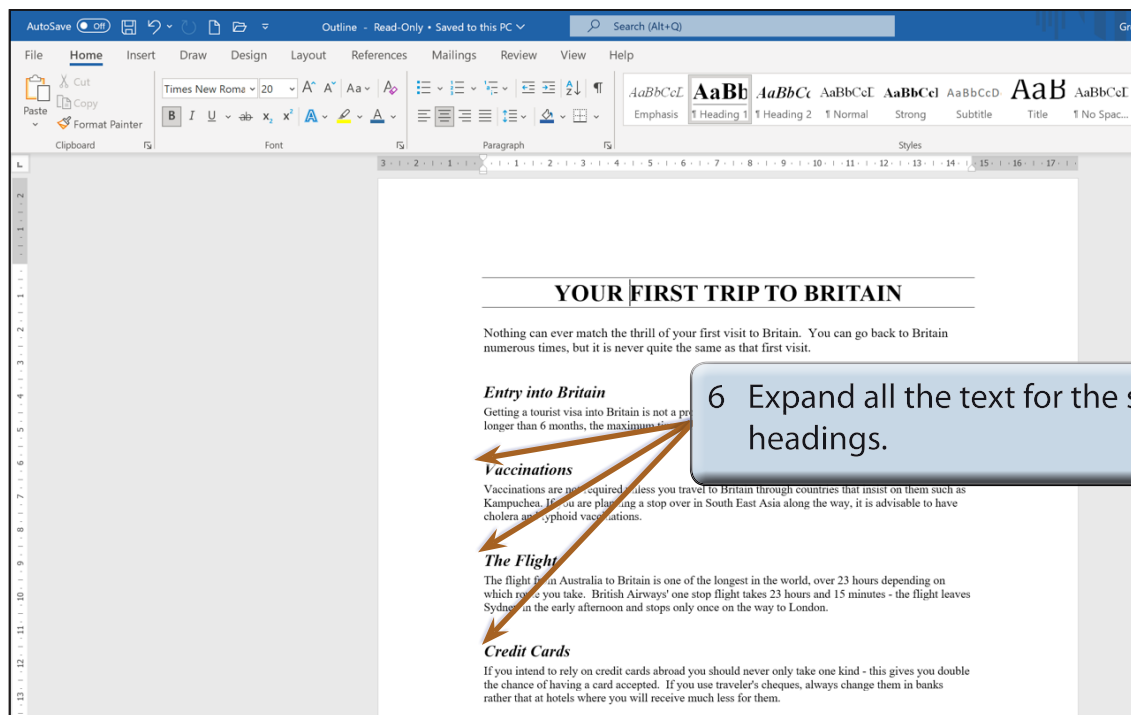
You can easily collapse (or hide) sections of text.



NOTE: The right-facing triangle markers next to each sub-heading indicate that there is hidden text associated with that sub-heading.

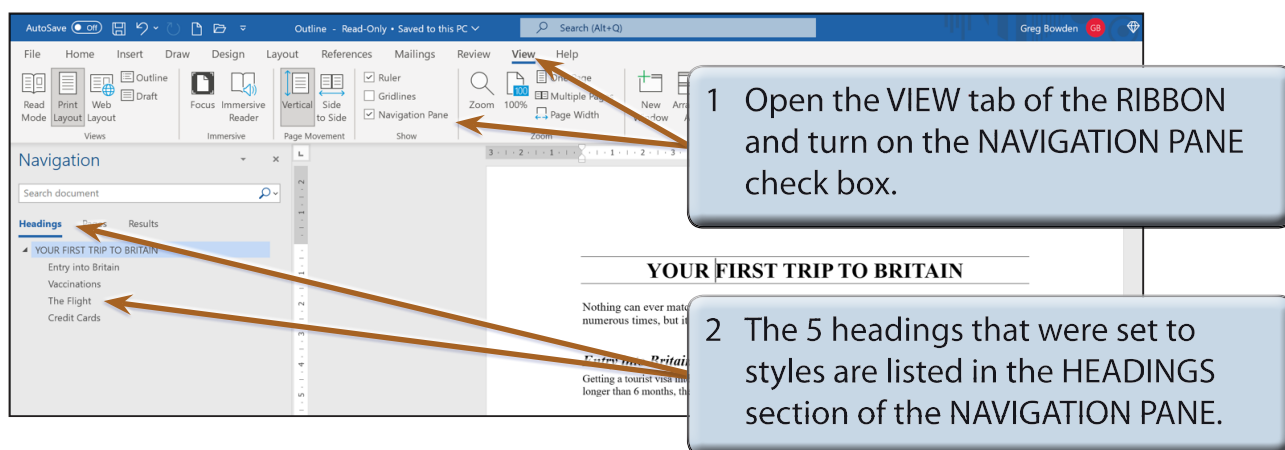


5 Click on the MAIN HEADING marker again to expand the document.

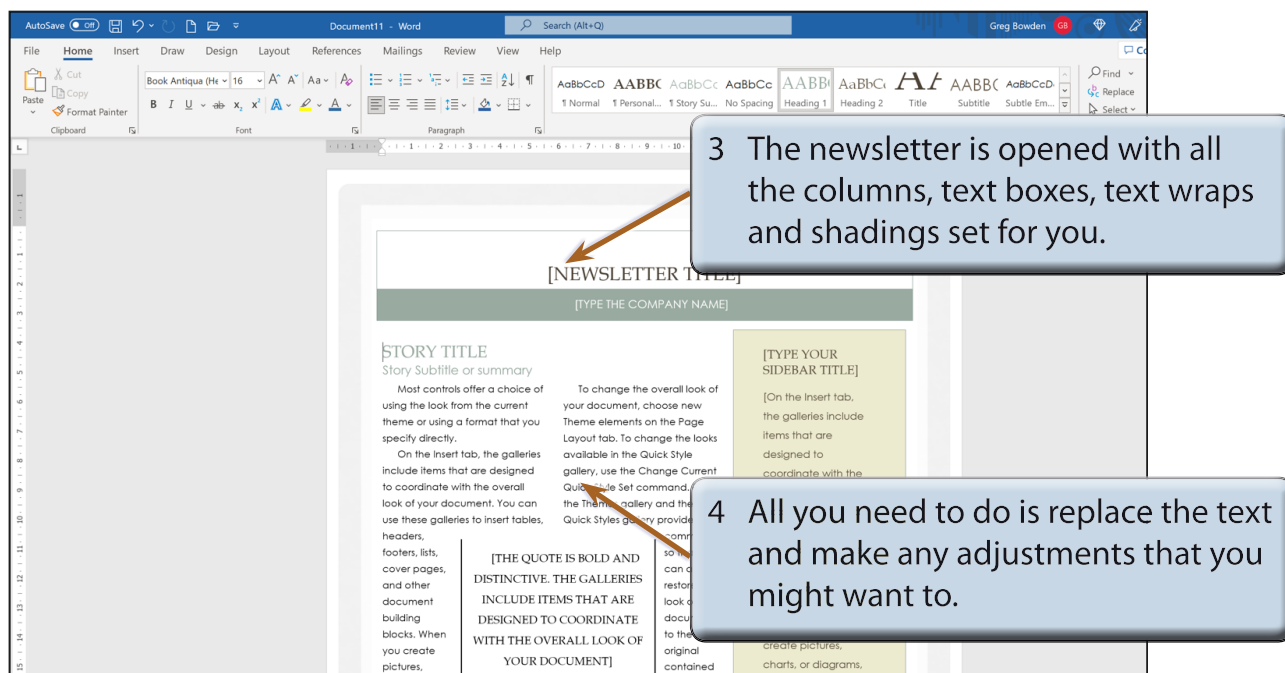
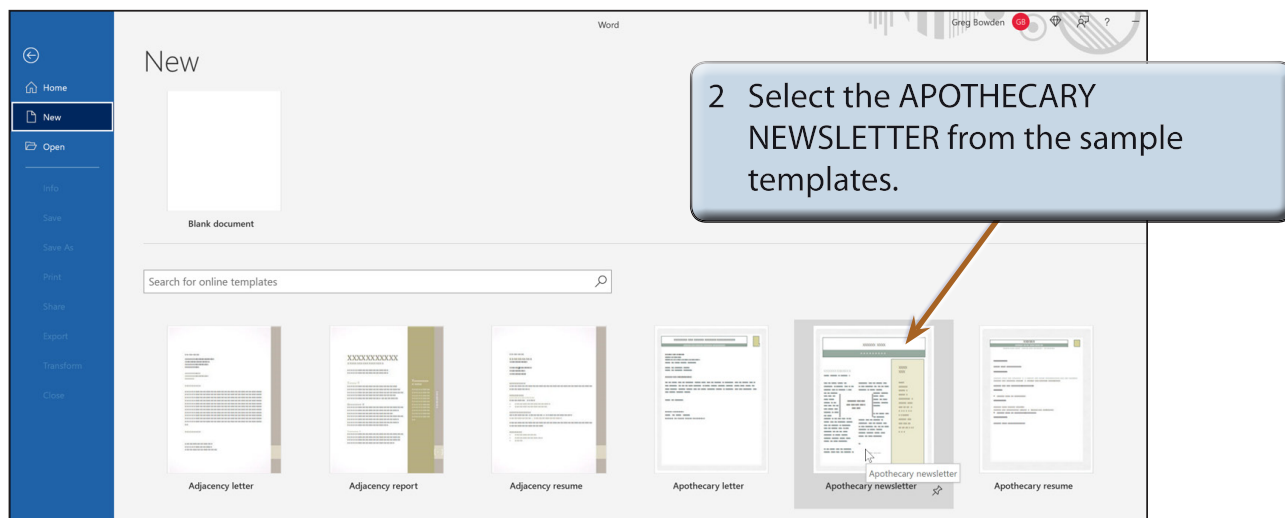


The Navigation Pane

If you have used styles in your document, the NAVIGATION PANE can be used to quickly navigate to headings or pages, and to move sections of text around the document.



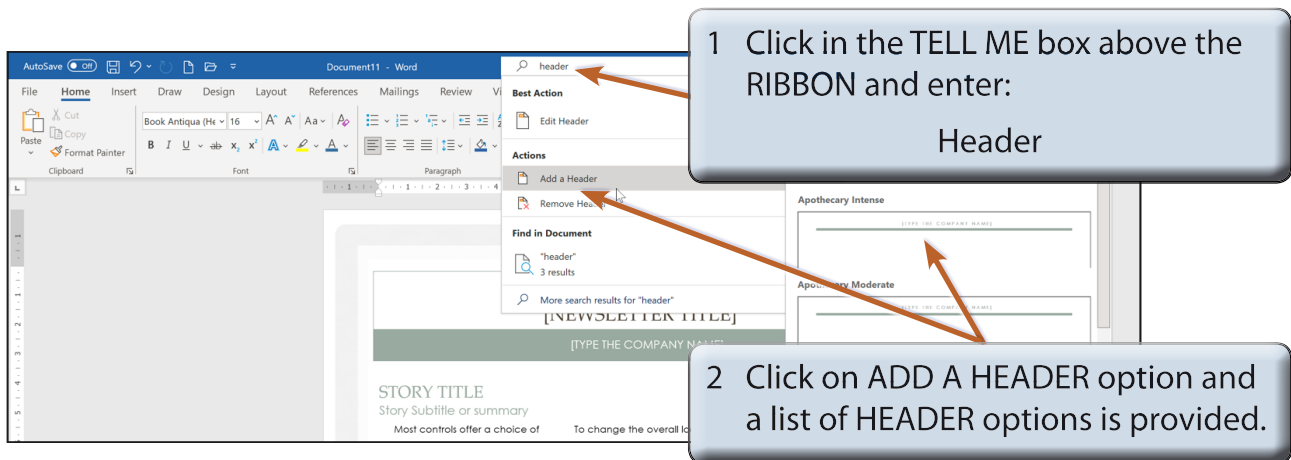
NOTE: The paragraph that the cursor is in will be highlighted in the Navigation Pane.



5 Look at some of the other templates if you wish to.

The Tell Me Box

Microsoft Word is a complicated piece of software and it is easy to forget where commands are in the RIBBON. The TELL ME box can be used to quickly open specific sections of the program.



- 3 Try entering some other searches in the TELL ME box.

NOTE: There is no Assignment for this chapter. You might like to complete the sample Project provided in the next chapter (This is only available in the Multi-user version).

