Guided Computer Tutorials

Learning Microsoft® Word® 2019

Module 2

By Greg Bowden

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Learning Microsoft Word 2019

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Chapter
12

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.

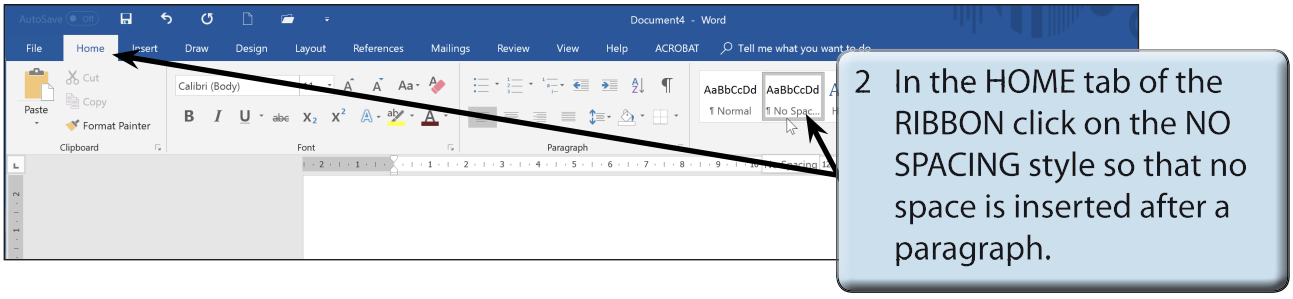
- Represents a Left Justified Tab
- Represents a Centre Justified Tab
- Represents a Right Justified Tab
- Represents a Decimal Tab

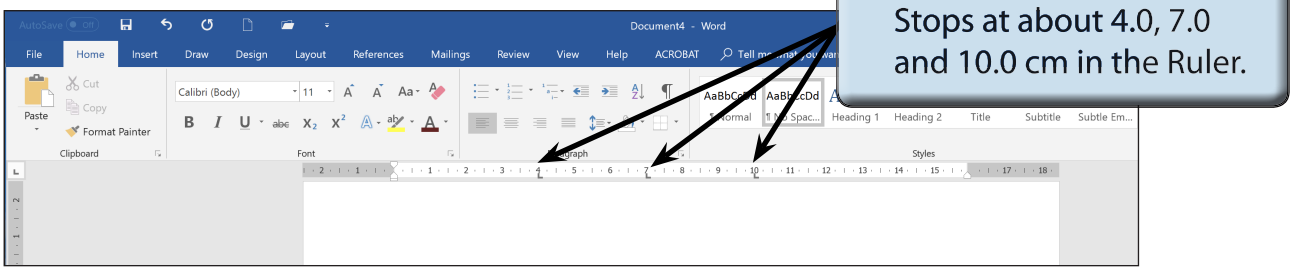
Using Tab Stops to Enter a Discount Table

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

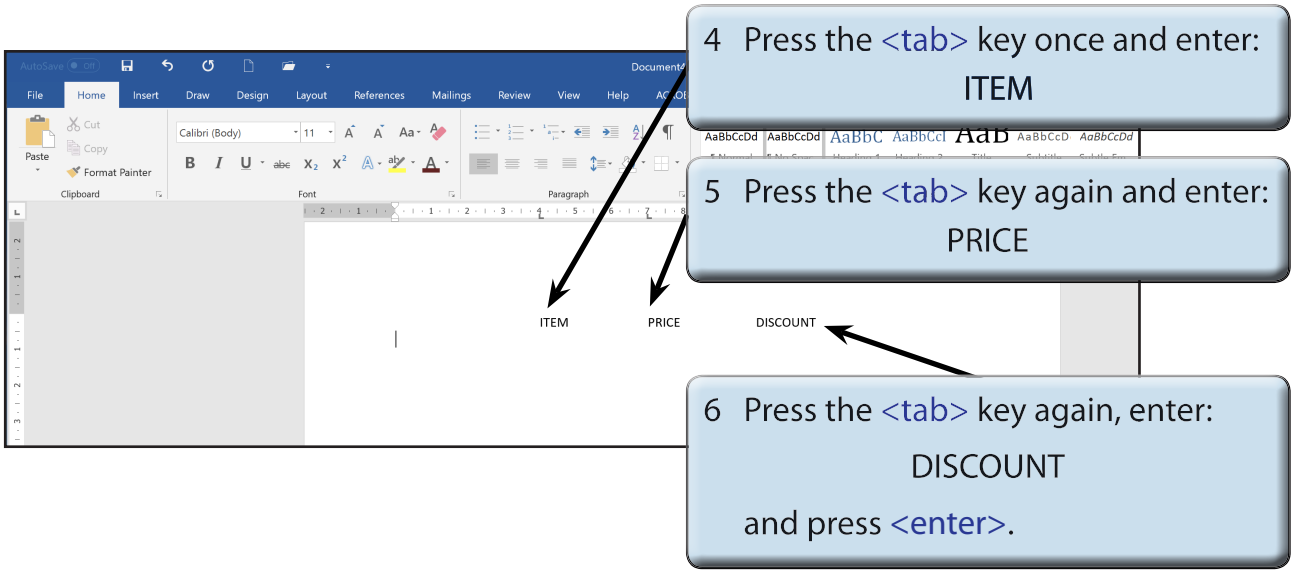
A Setting Left Justified Tab Stops

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



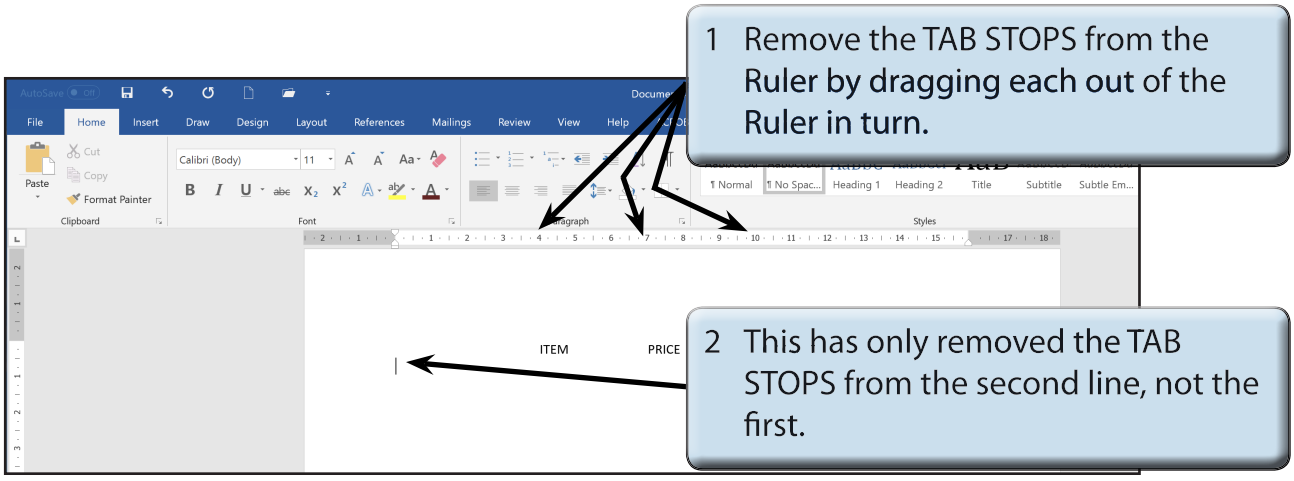


NOTE: If the Ruler is not displayed under the RIBBON, click on the RULER check box in the VIEW tab of the RIBBON.



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.



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

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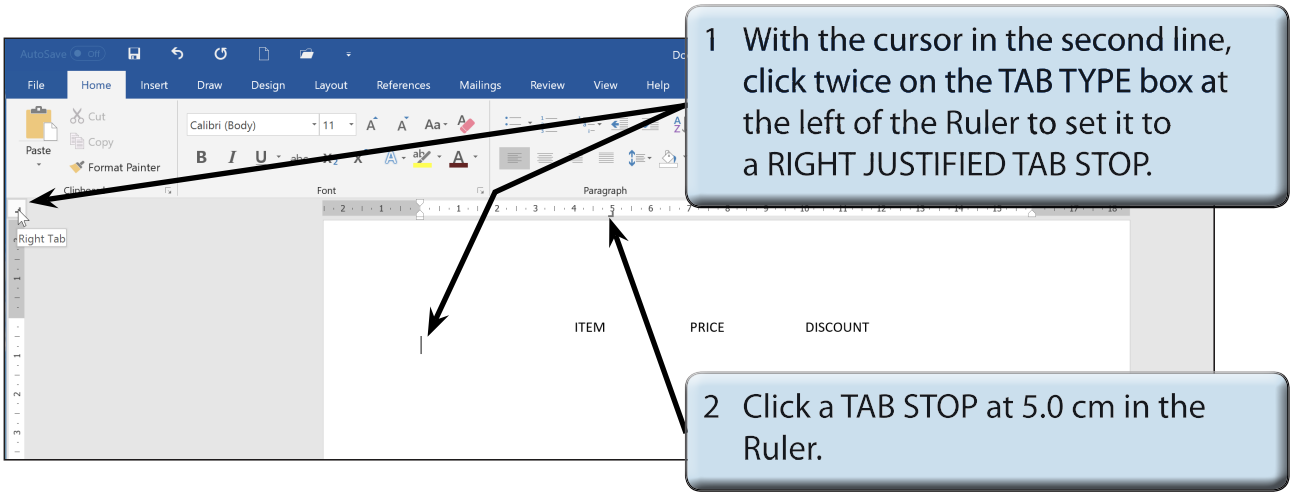
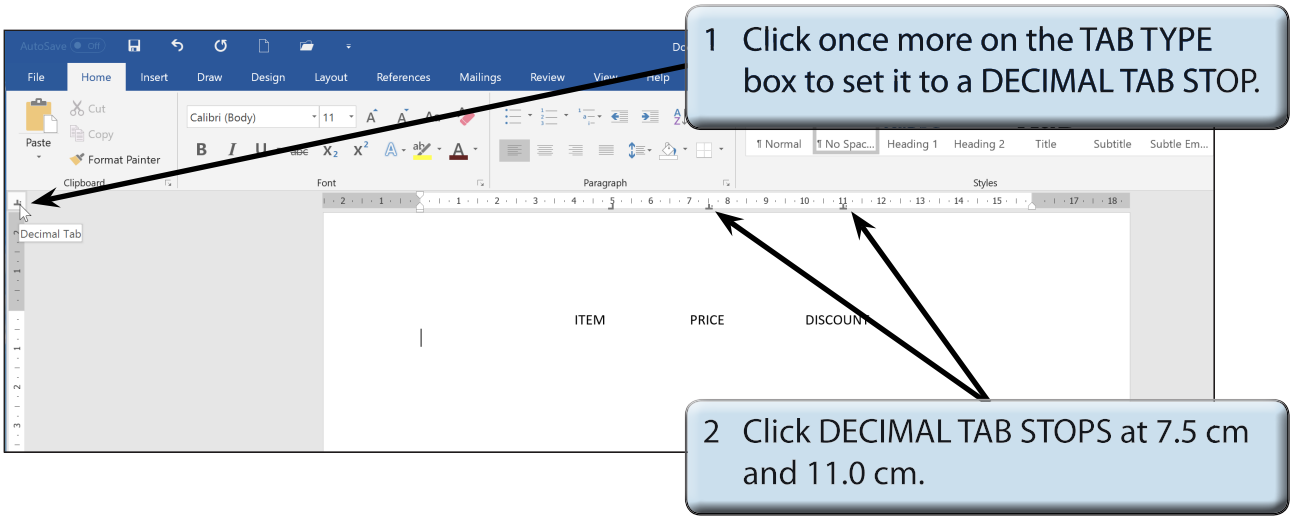
C Setting a Right Justified Tab Stop

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

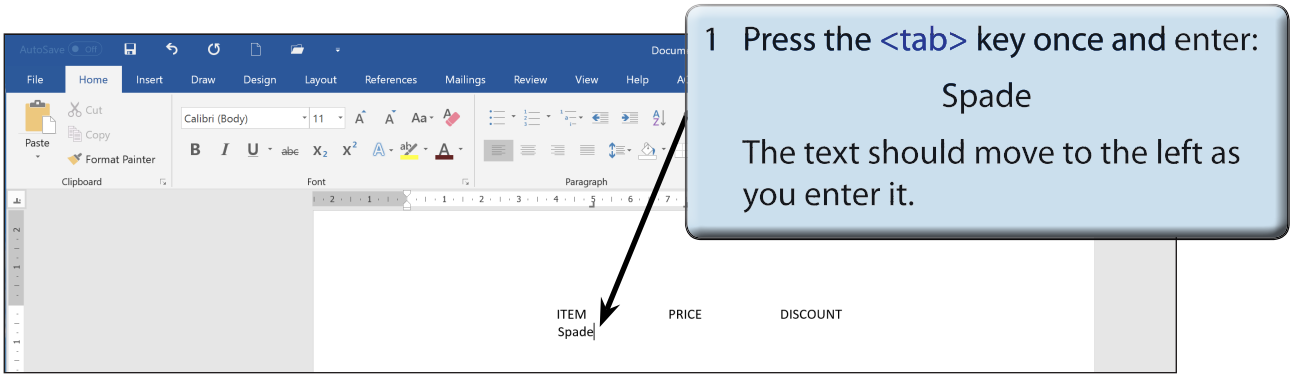


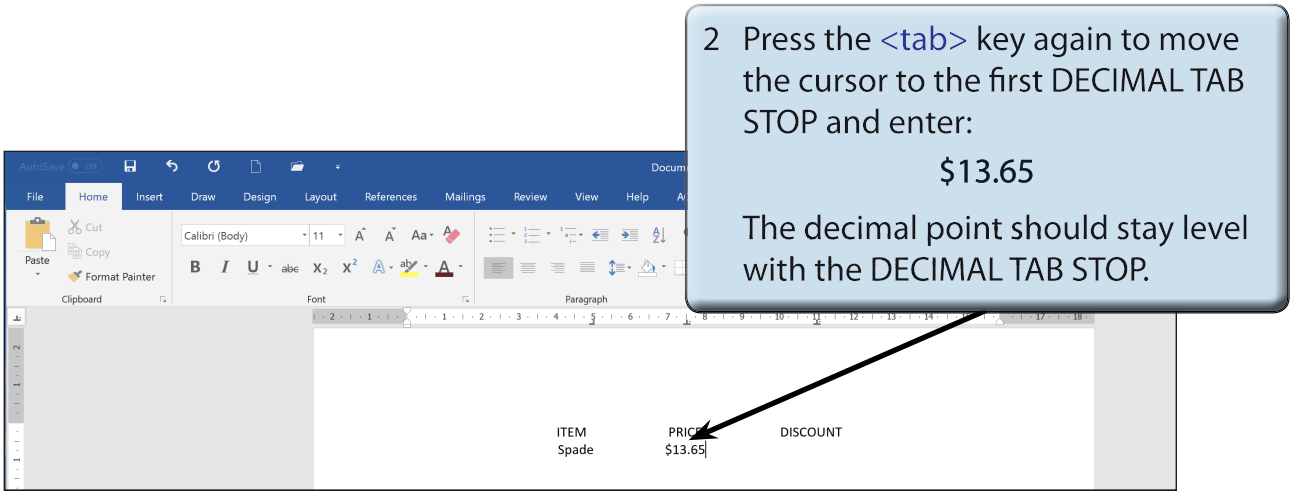
D Setting Decimal Tab Stops

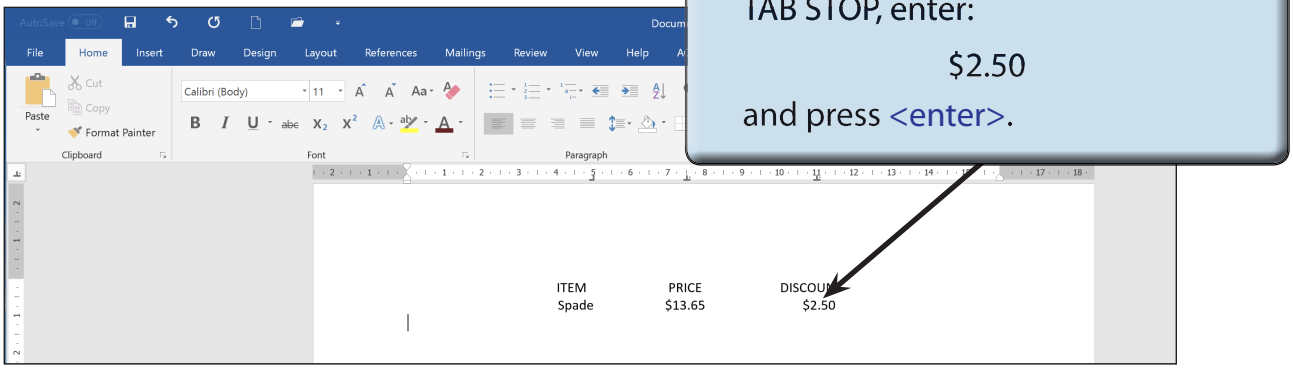
Decimal Tab Stops allow you to align text on characters such as decimal points.



E Completing the Table







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Chapter
13

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.

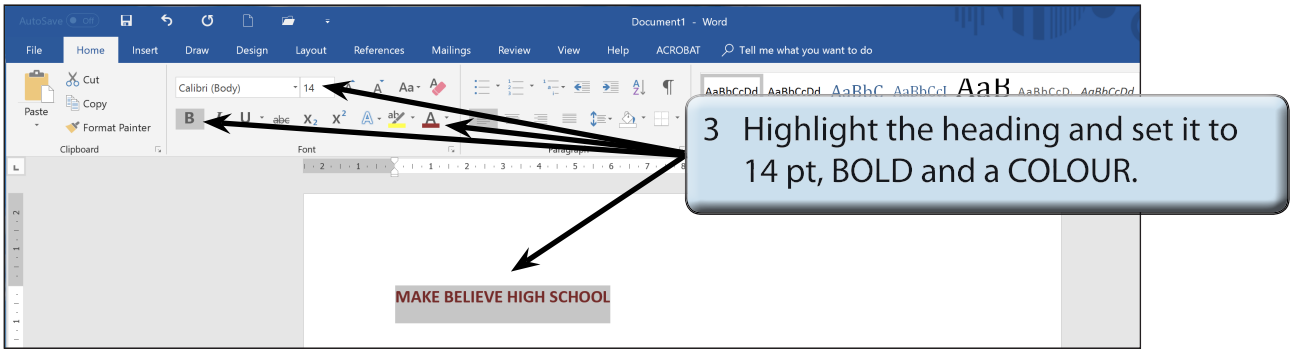
Entering the Heading

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

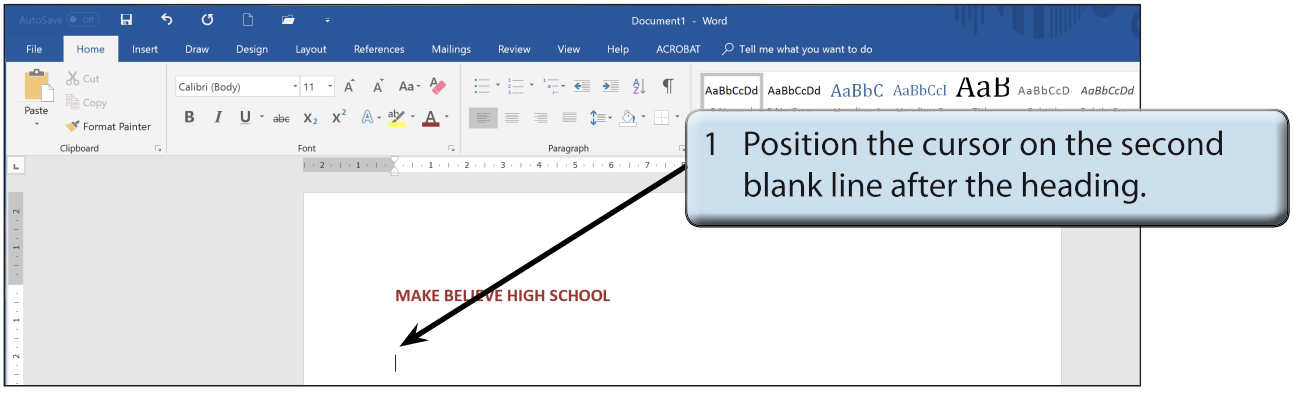
2 Enter the heading:

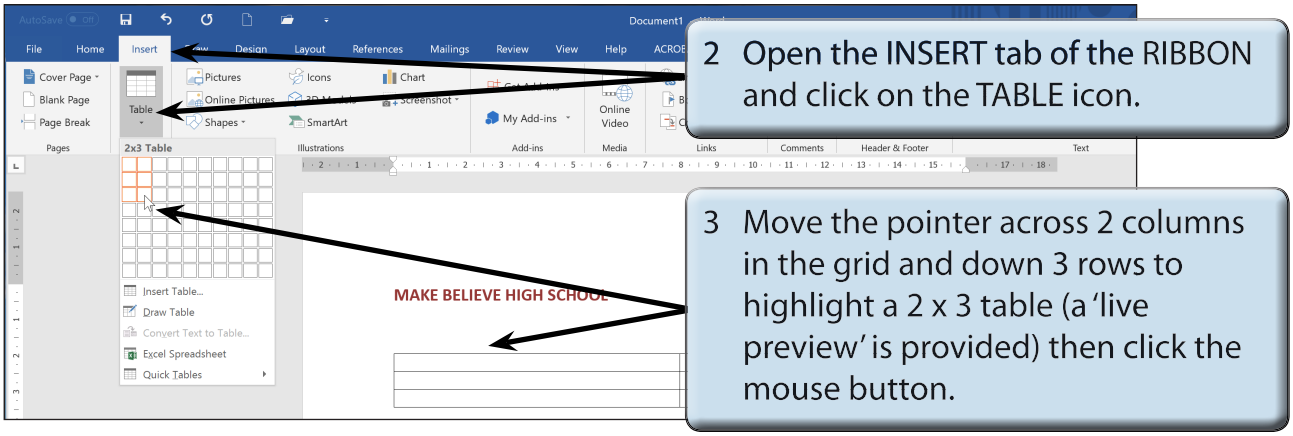
MAKE BELIEVE HIGH SCHOOL

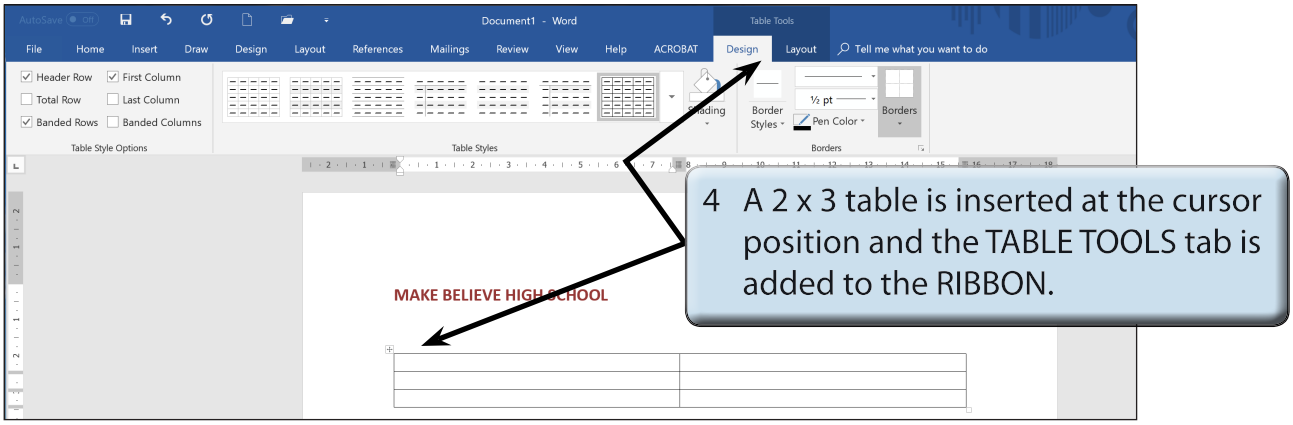
and press the <enter> key twice to add some space after it.



Inserting the Table

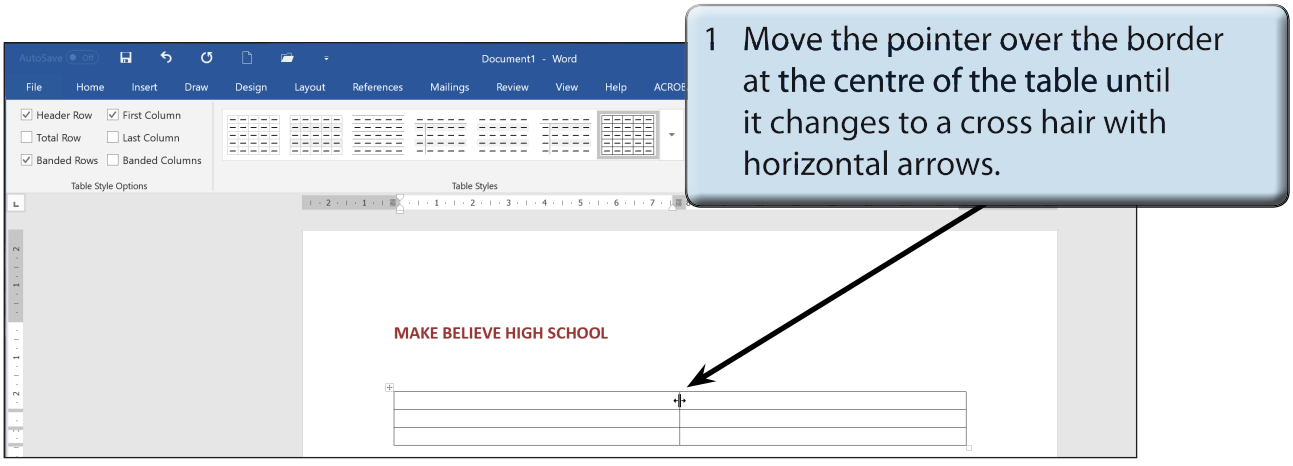






Changing Column Widths

The widths of columns can be adjusted.



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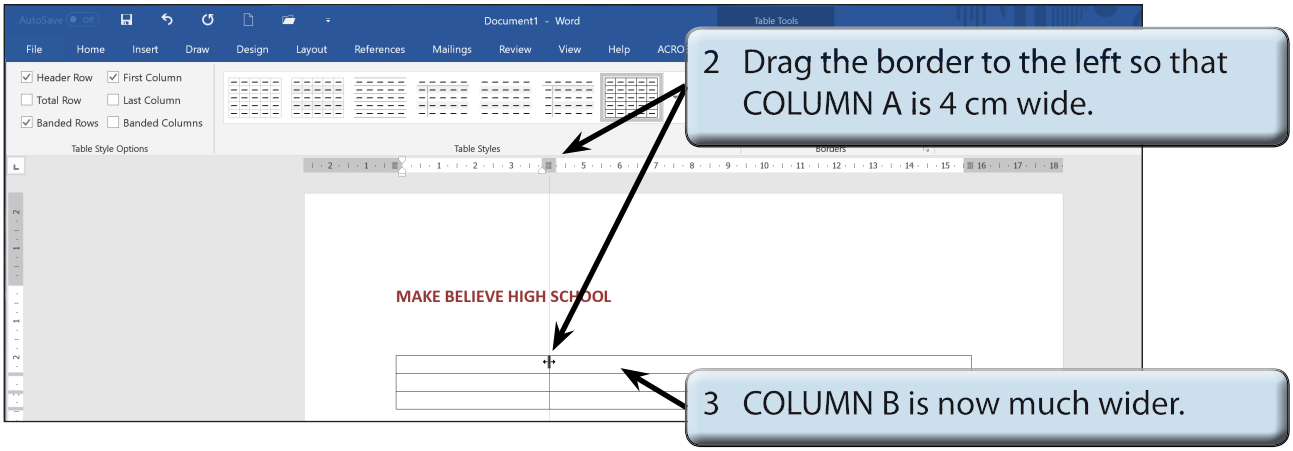
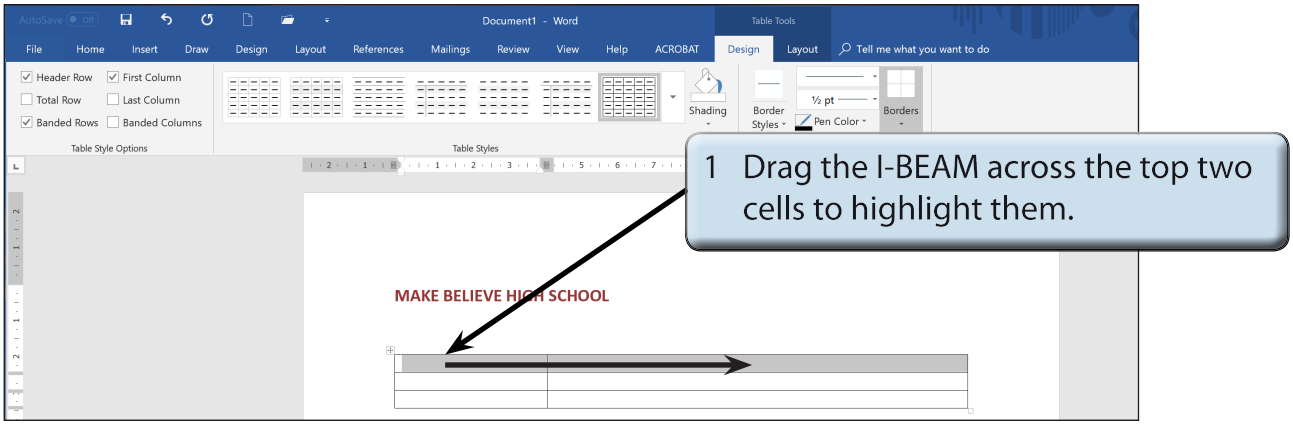
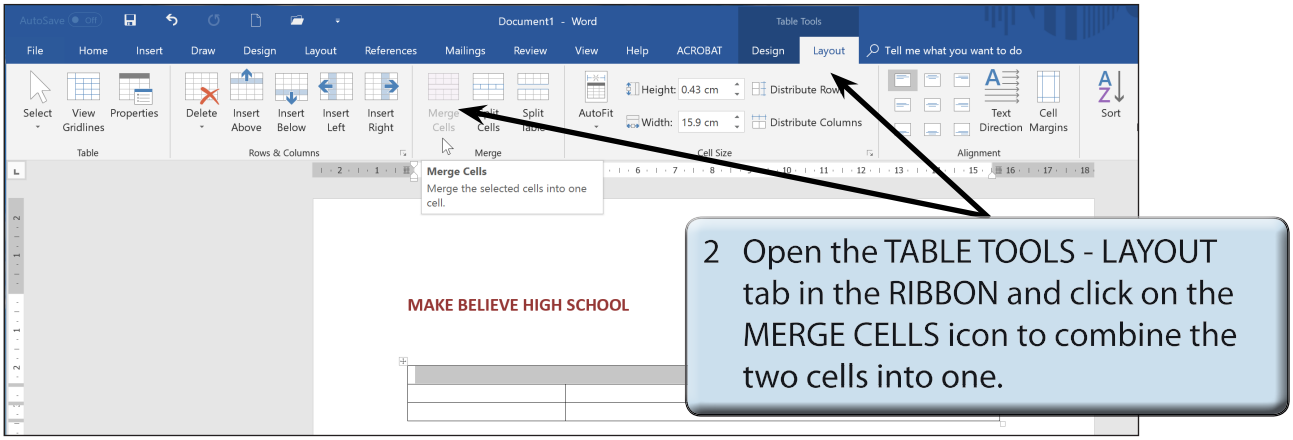
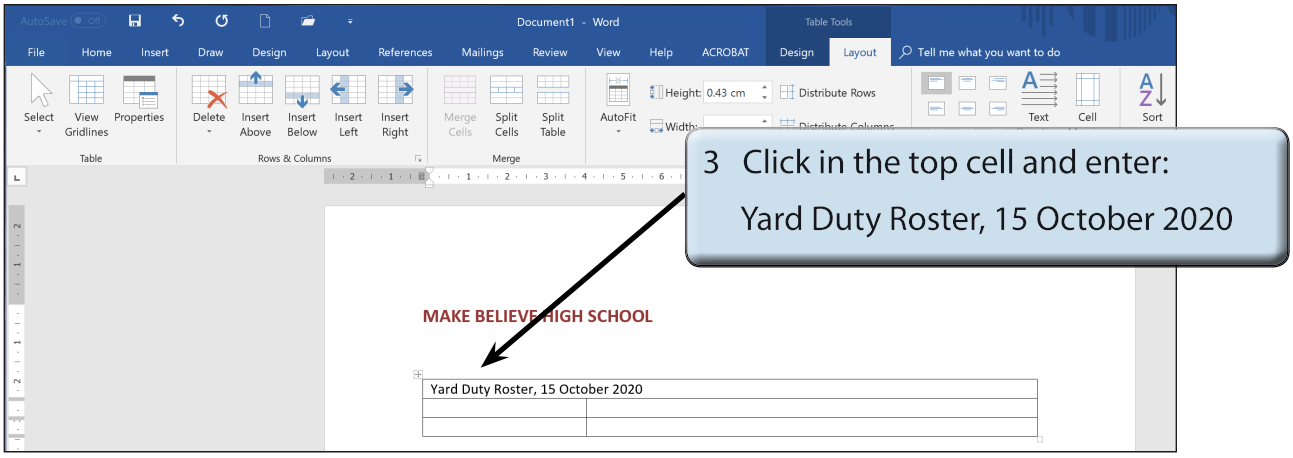


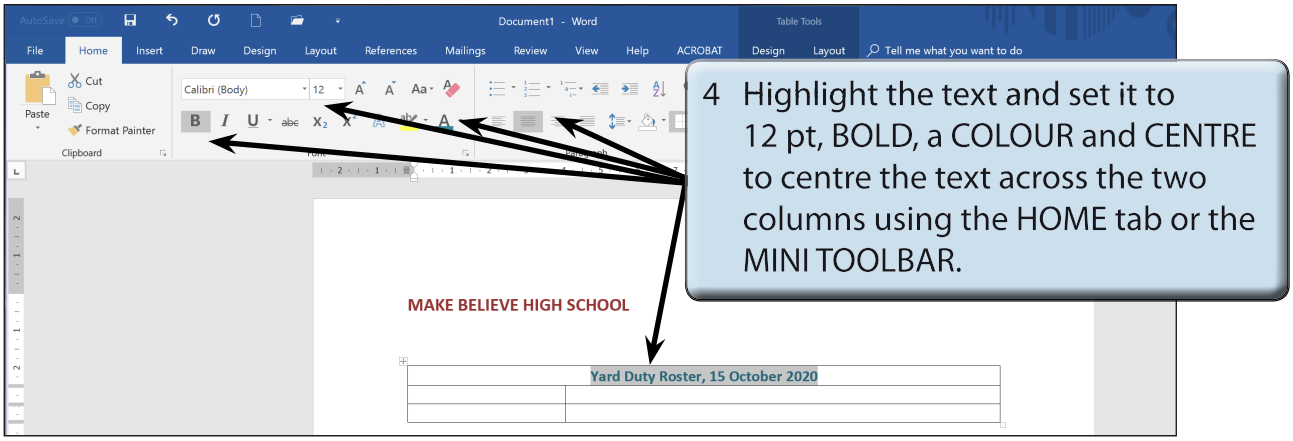
Merging Cells

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.









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.

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Chapter
14

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 2019 SUPPORT FILES folder, open the CHAPTER 14 folder and load the file:

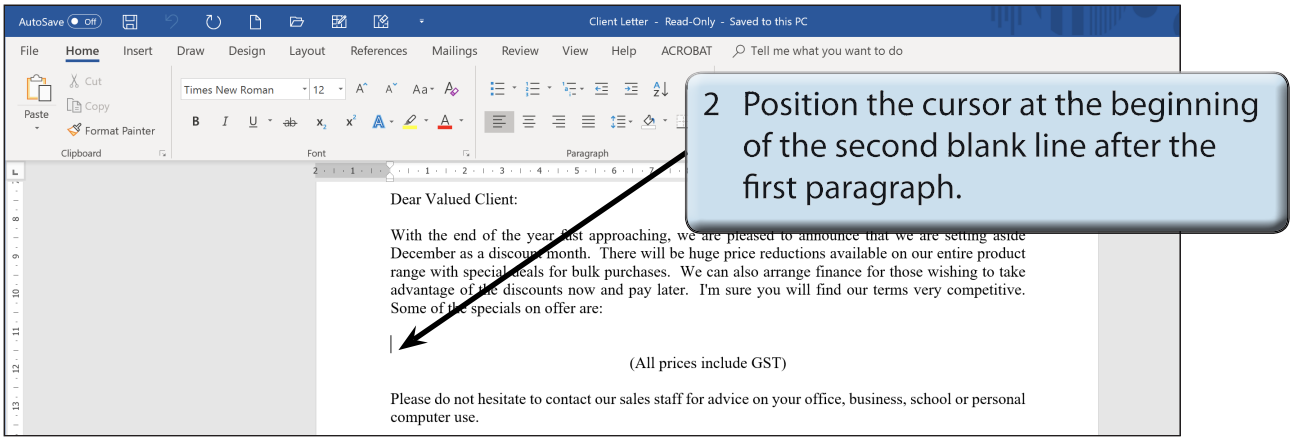
Client Letter

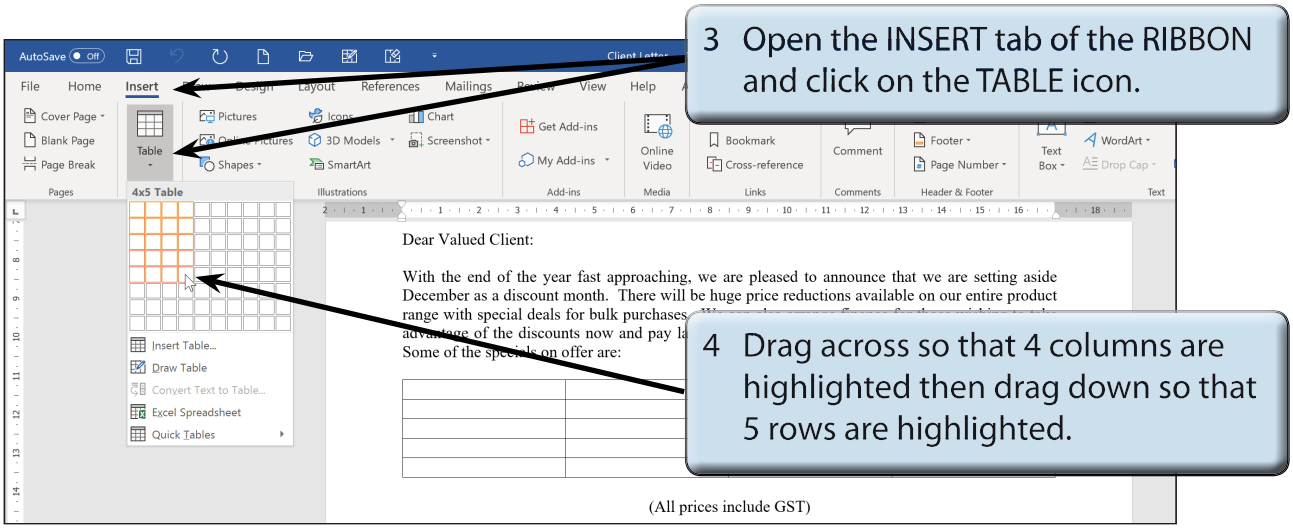
as a READ-ONLY document.

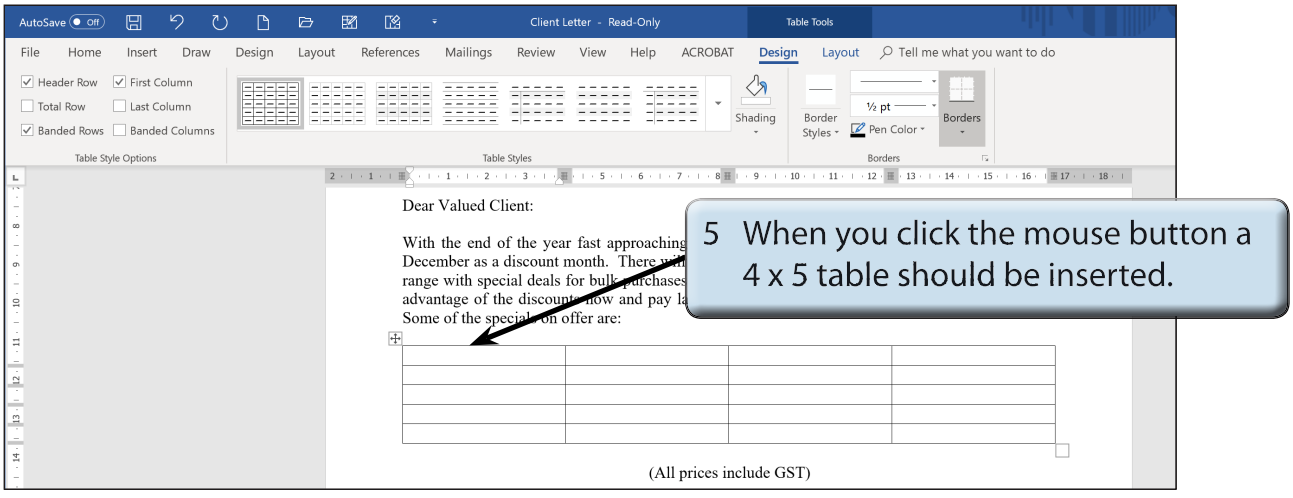
Inserting a Table

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

1 Read through the letter to become familiar with it.







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.

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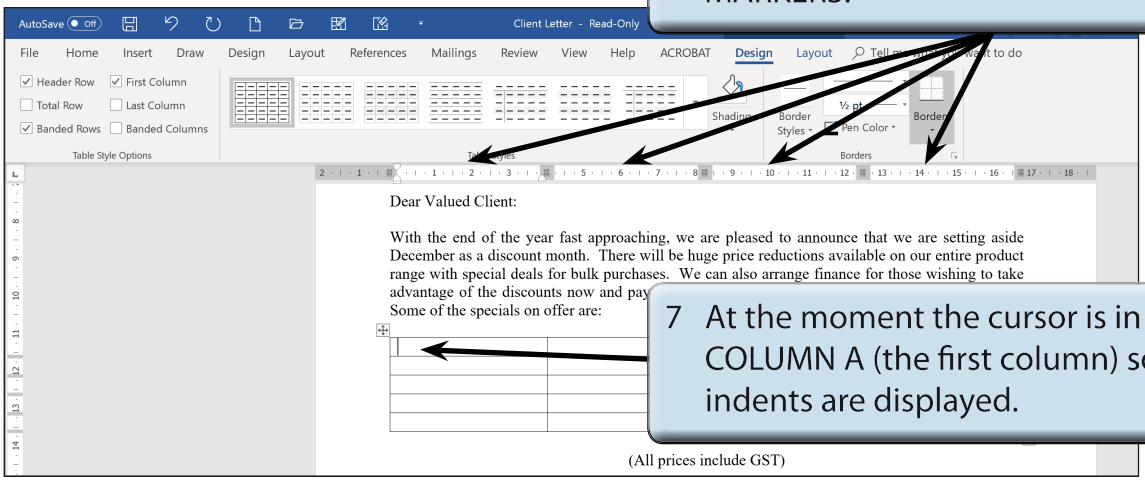
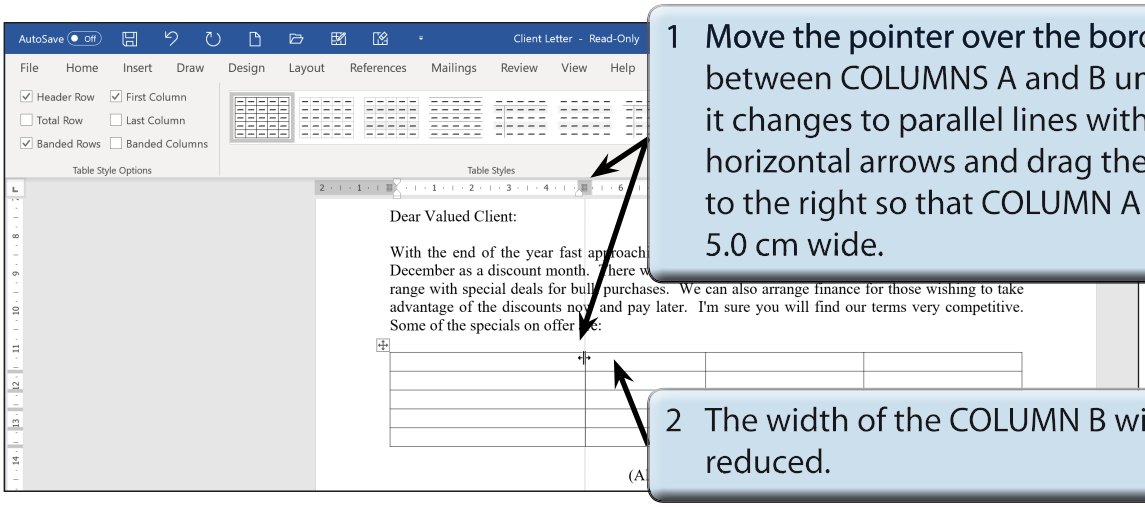
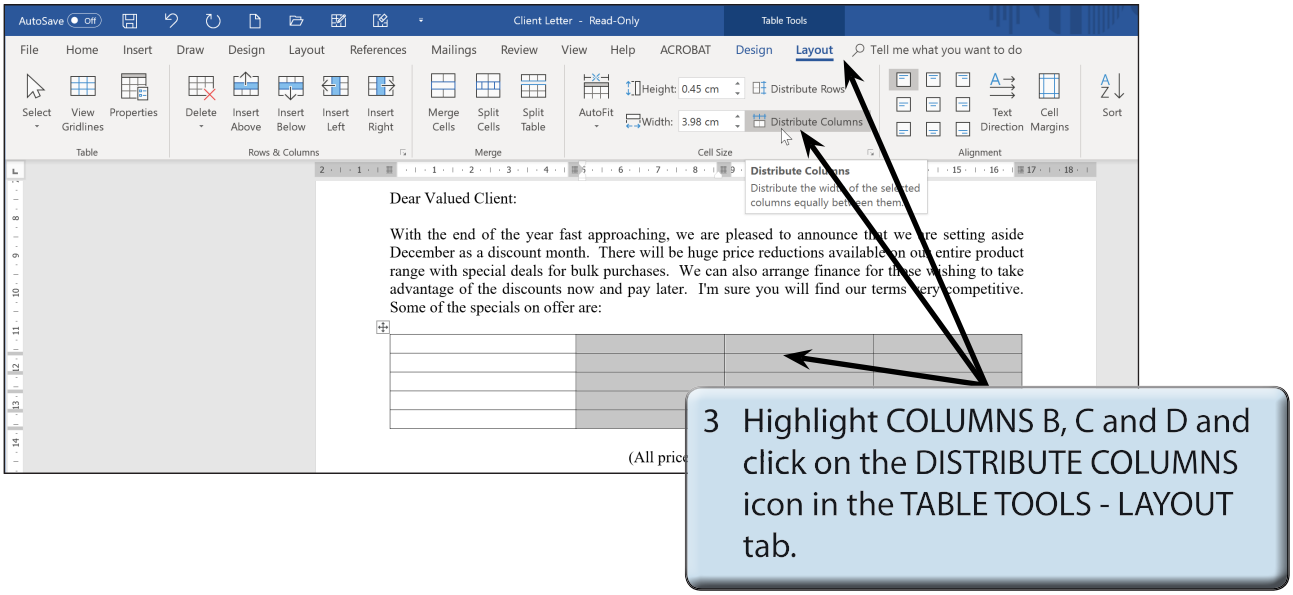


NOTE: You can use the Ruler to adjust the indents for any column, add TABS or alter the width of the column.

Adjusting the Column Widths

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





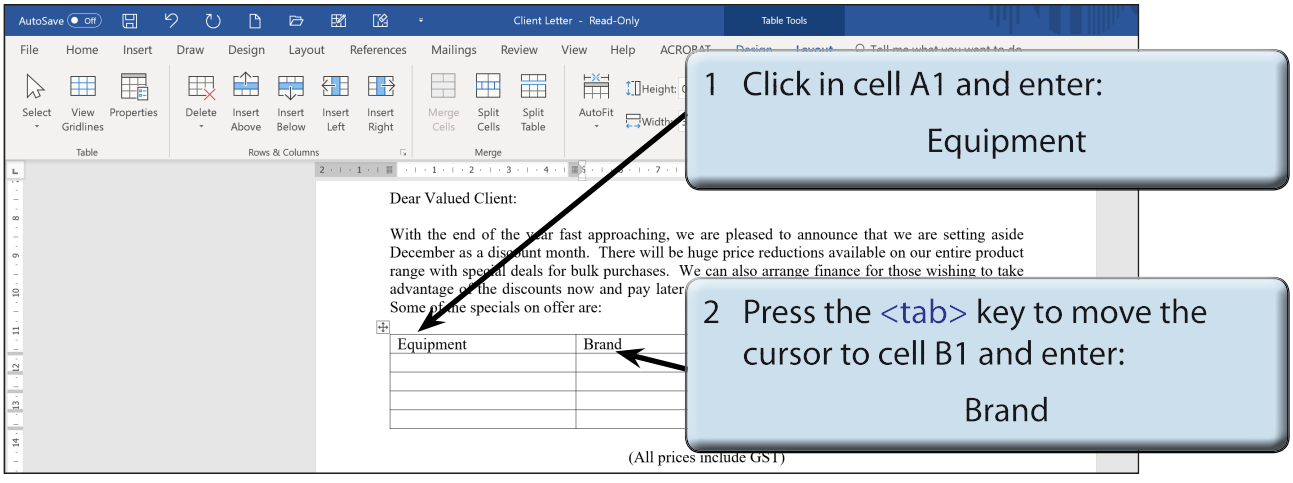
NOTE: i You can also adjust a column's width by moving the pointer over the centre 'bar' of the TABLE COLUMN MARKER in the Ruler and dragging the 'bar' to the required width.

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



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Chapter 15

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 click on OPEN or close the current file, click on the FILE tab and select OPEN.

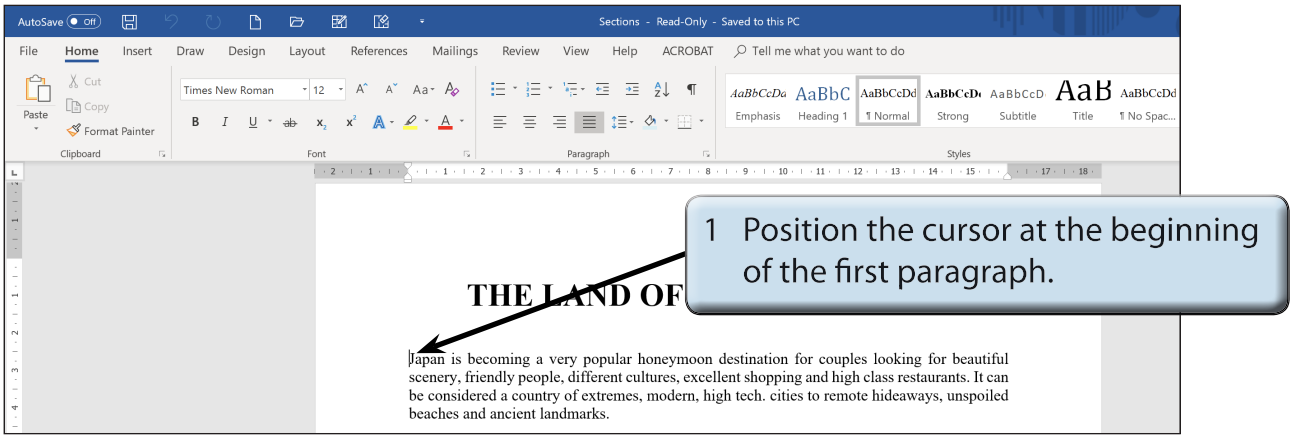
2 Browse to the CHAPTER 15 folder of the WORD 2019 SUPPORT FILES, open the file:

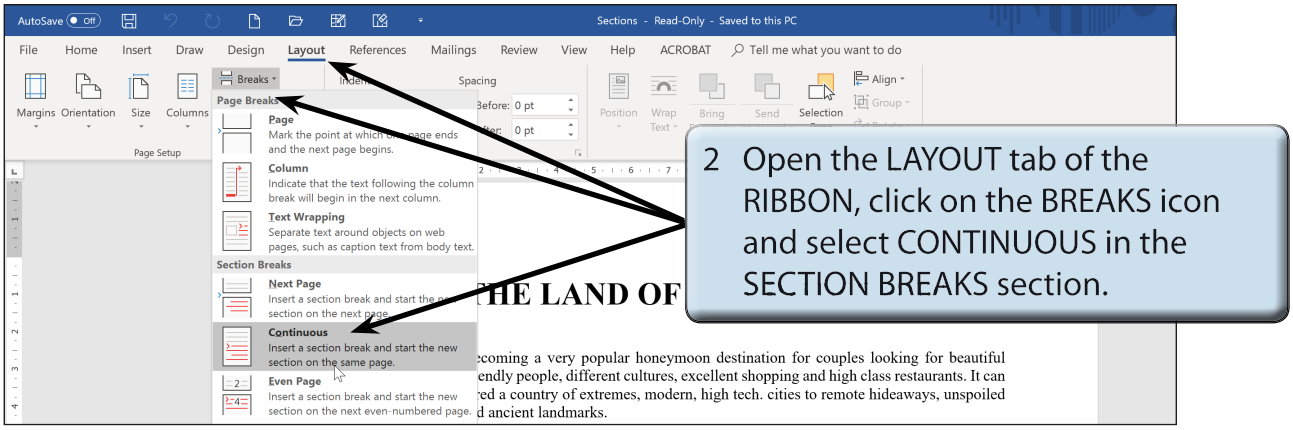
Sections

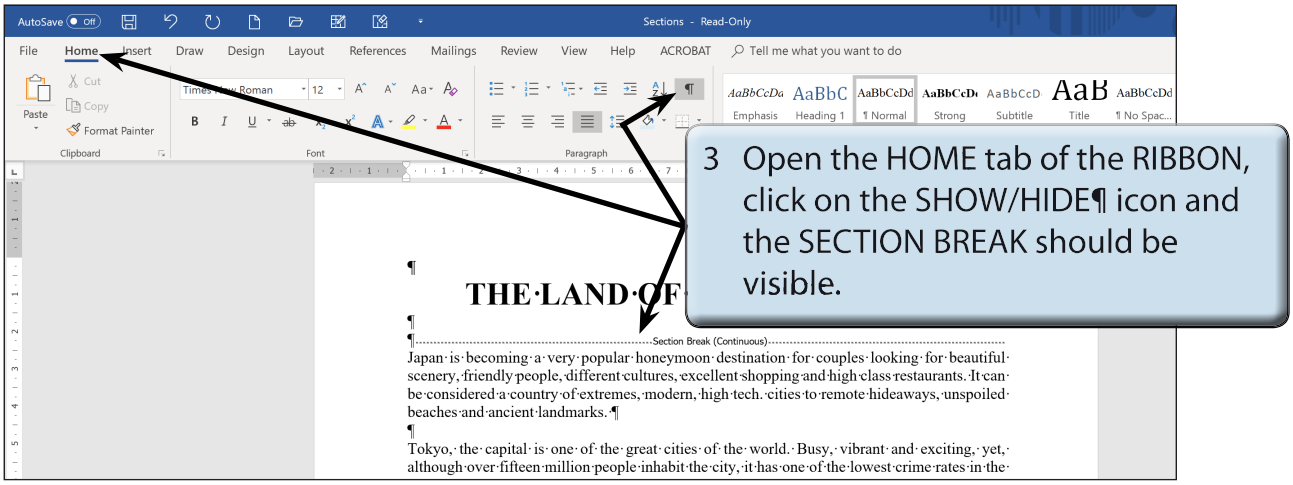
as a READ ONLY file.

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.

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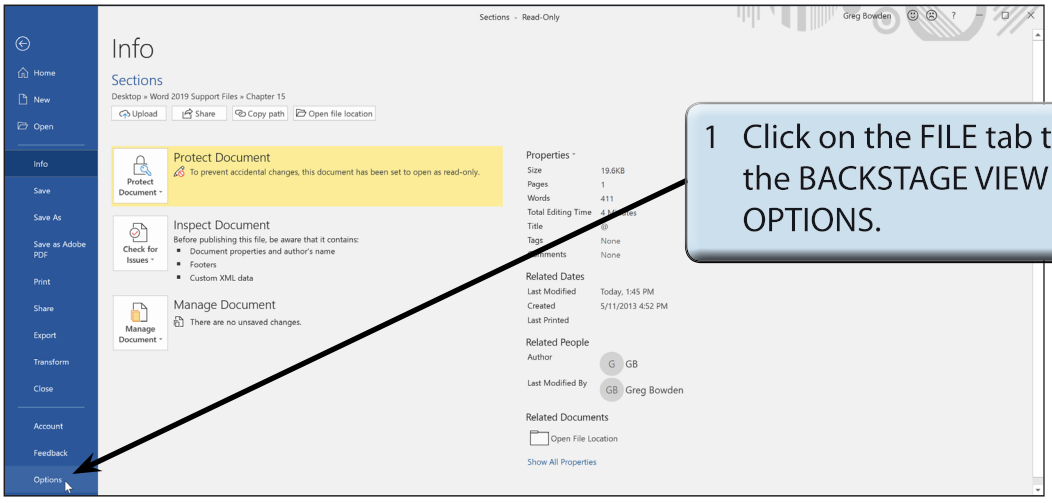
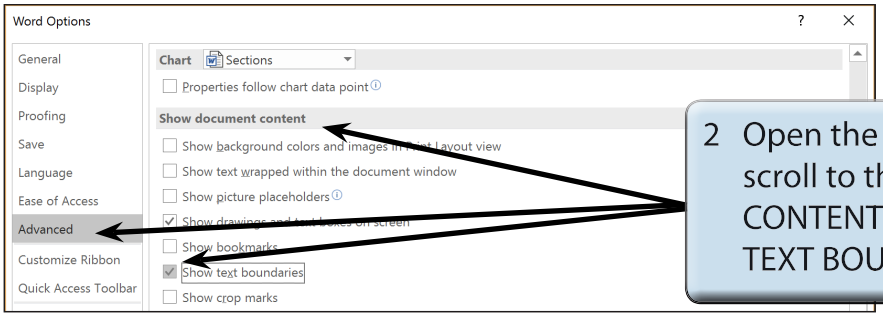
C Turning on Text Boundaries

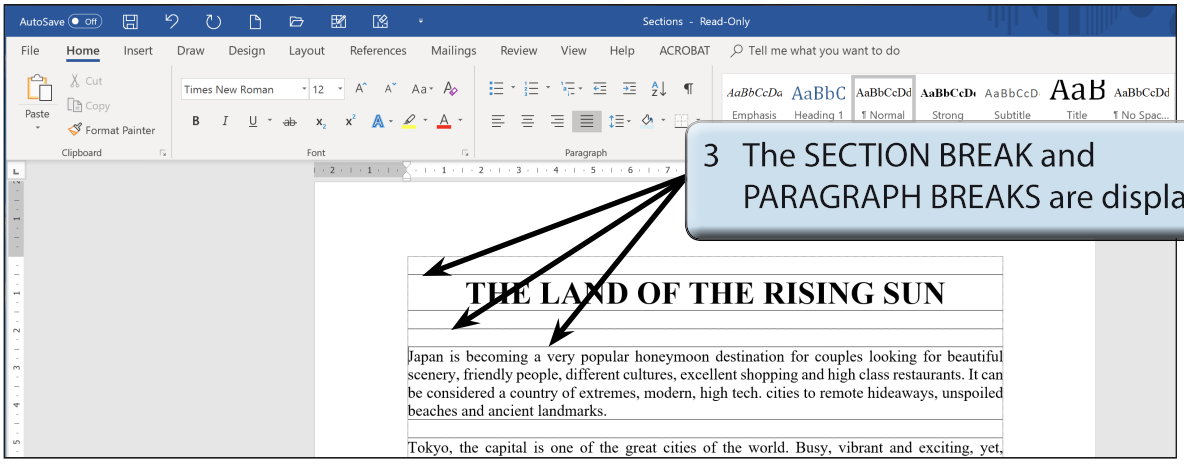
It is handy to permanently see where section breaks and paragraph breaks are when adding content within a page. This can be achieved by turning on TEXT BOUNDARIES.



1 Click on the FILE tab to open the BACKSTAGE VIEW and select OPTIONS.



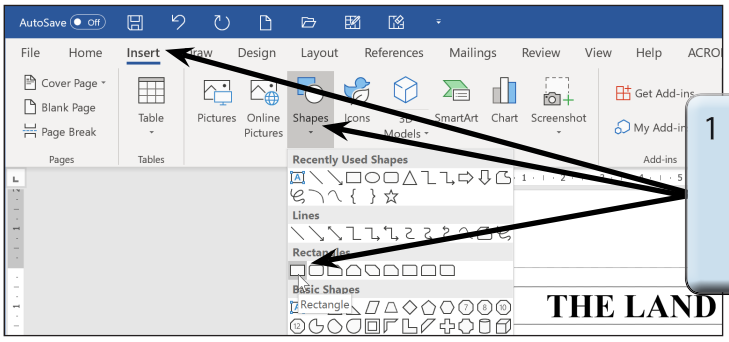
2 Open the ADVANCED category, scroll to the SHOW DOCUMENT CONTENT section, turn on SHOW TEXT BOUNDARIES and select OK.



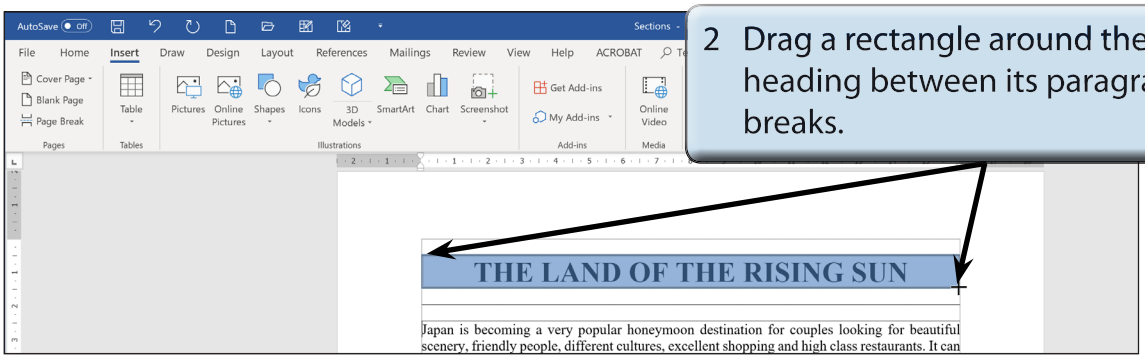
3 The SECTION BREAK and PARAGRAPH BREAKS are displayed.

D Completing the Banner

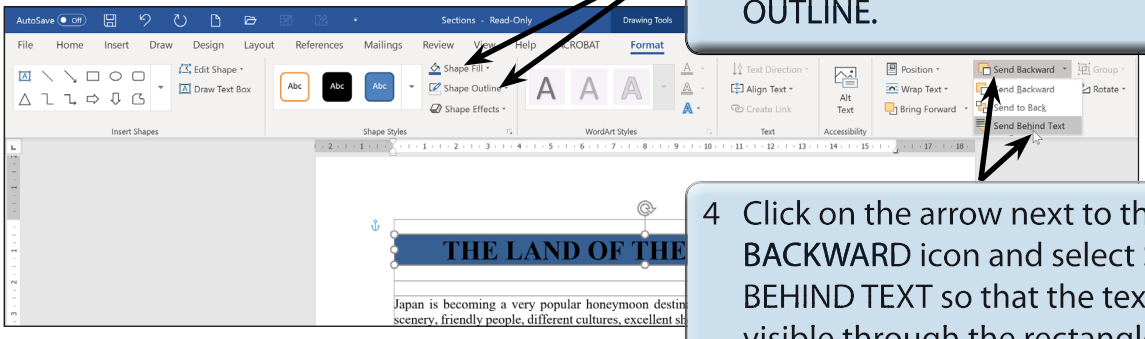
A rectangle will be used to highlight the heading in SECTION 1.



1 Open the INSERT tab, click on the SHAPES icon and select the RECTANGLE shape from the RECTANGLES section.



2 Drag a rectangle around the heading between its paragraph breaks.



3 In the DRAWING TOOLS - FORMAT tab set the SHAPE FILL to DARK BLUE and the SHAPE OUTLINE to NO OUTLINE.

4 Click on the arrow next to the SEND BACKWARD icon and select SEND BEHIND TEXT so that the text is visible through the rectangle.

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.

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Chapter 16

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 click on OPEN or close the current file, click on the FILE tab and select OPEN.

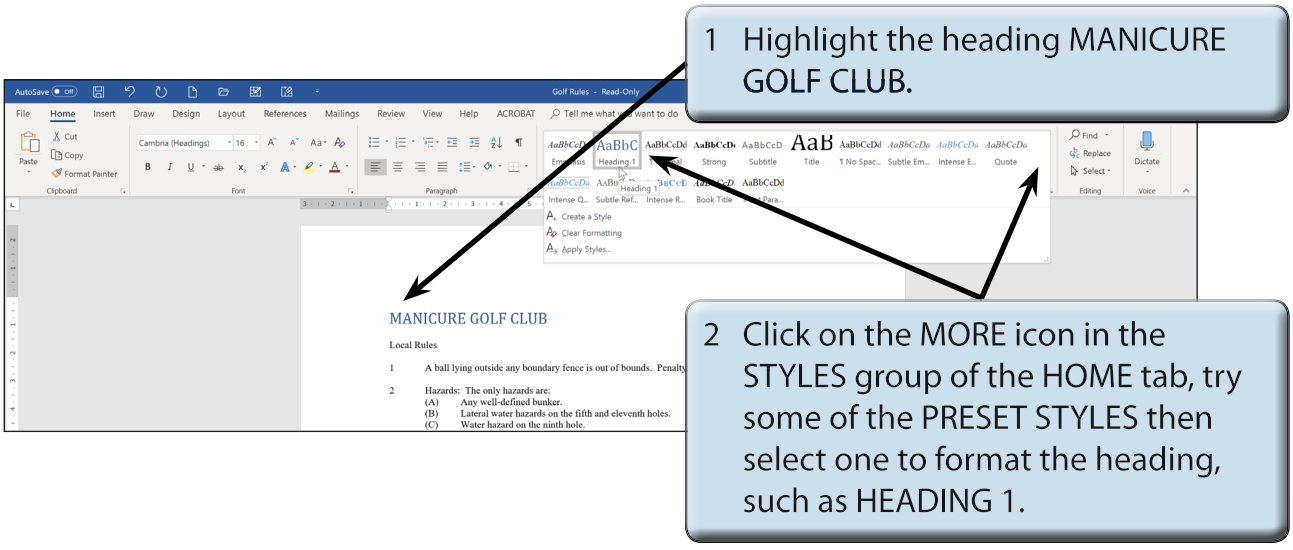
2 Browse to the CHAPTER 16 folder within the WORD 2019 SUPPORT FILES folder.

3 Select the GOLF RULES file and open it as a READ ONLY file.

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.

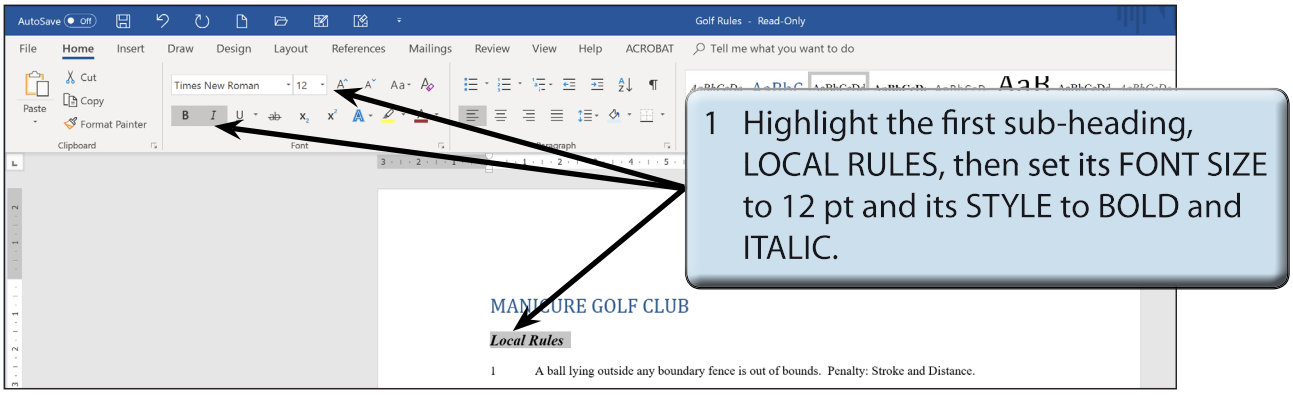


Creating Your Own Styles

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

A Setting the Formats

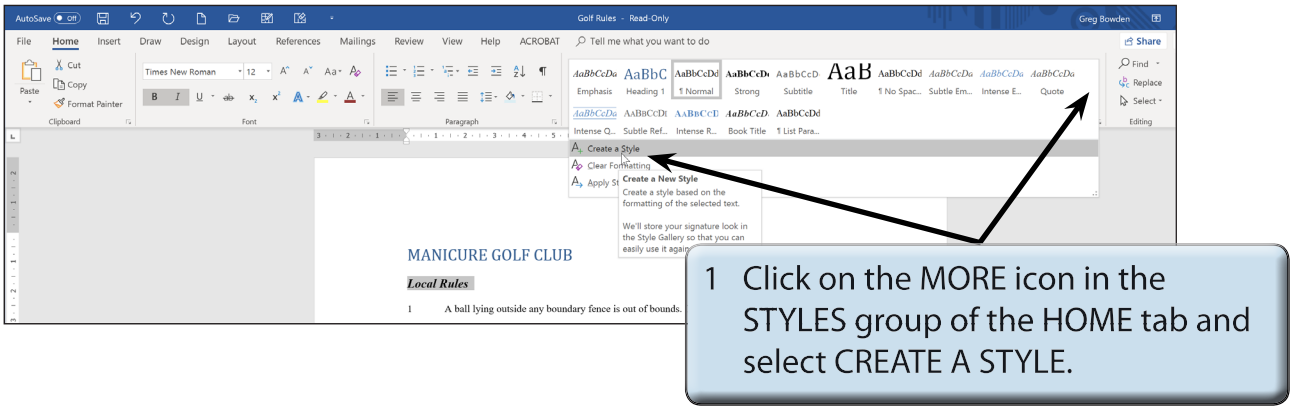
The first step in creating your own styles is to apply the formats that you want.



2 You want to record this format so that the other sub-headings can be set to the same style.

B Saving the Style

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



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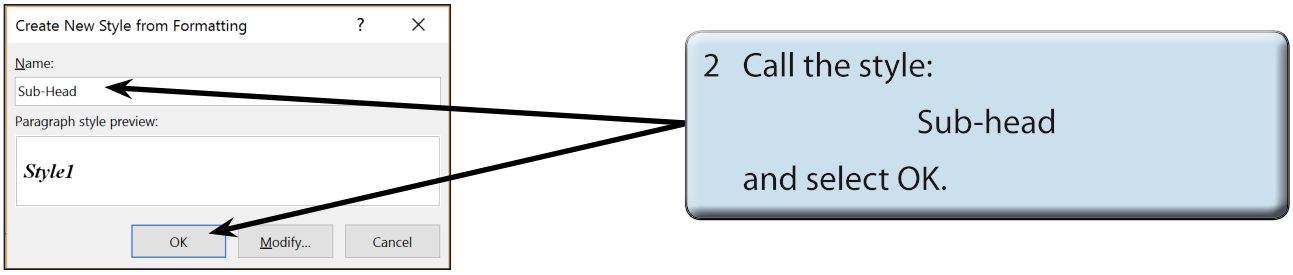
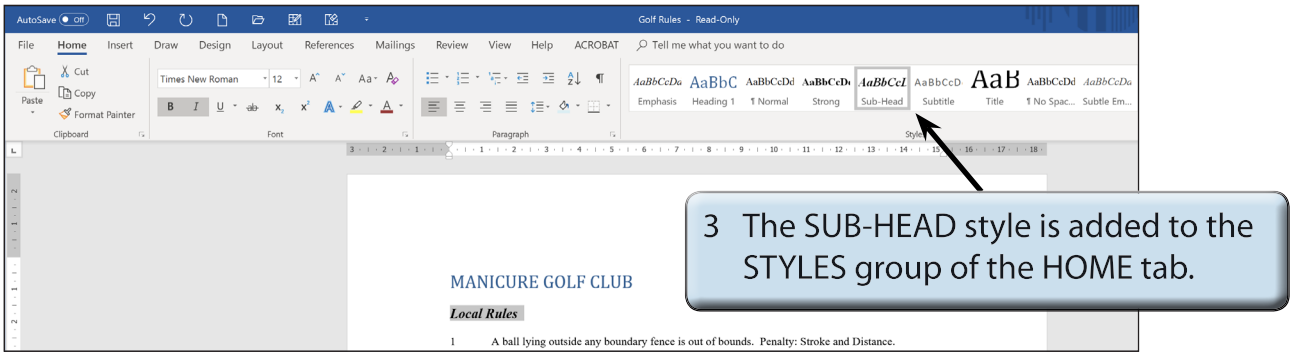
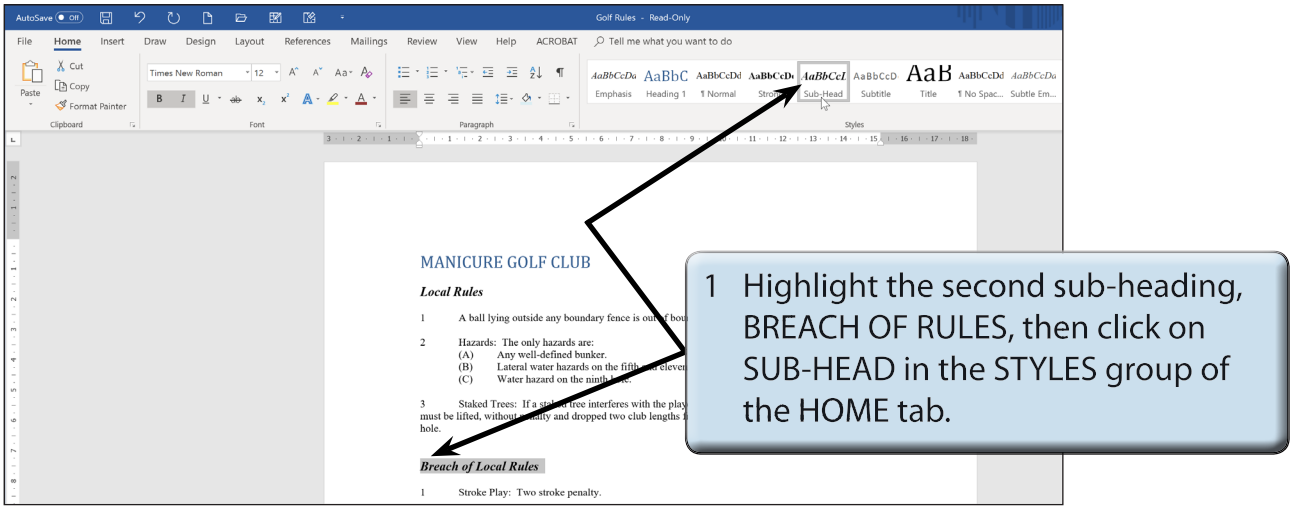
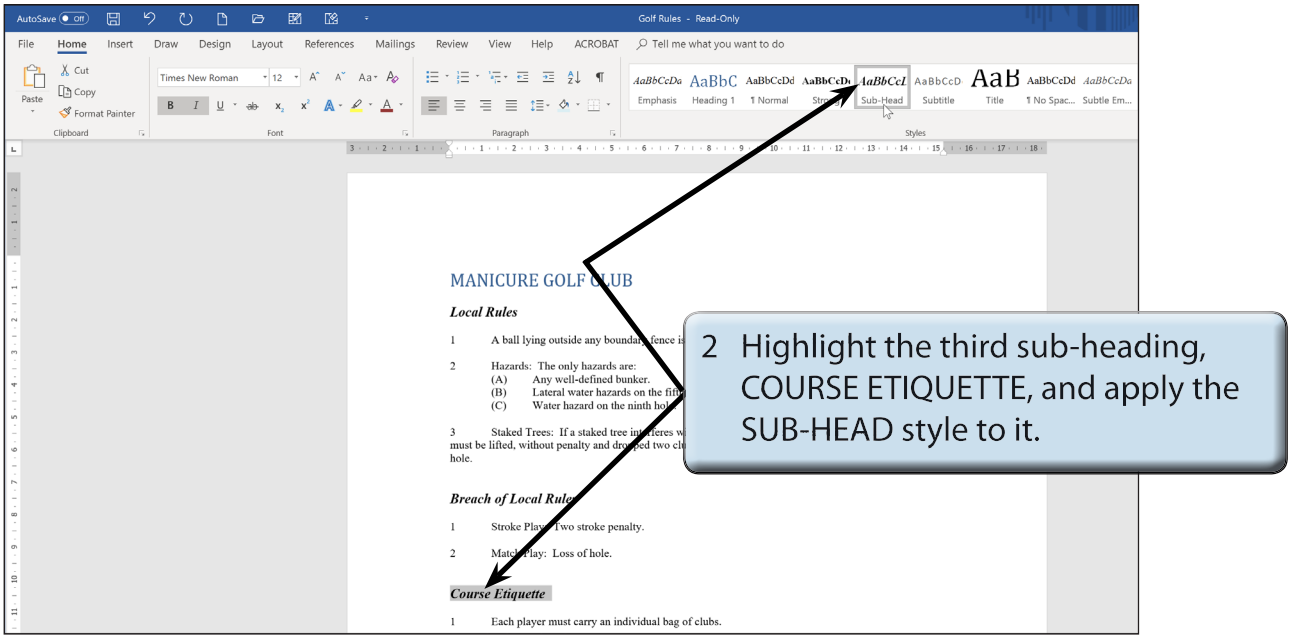




C Applying the Style

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



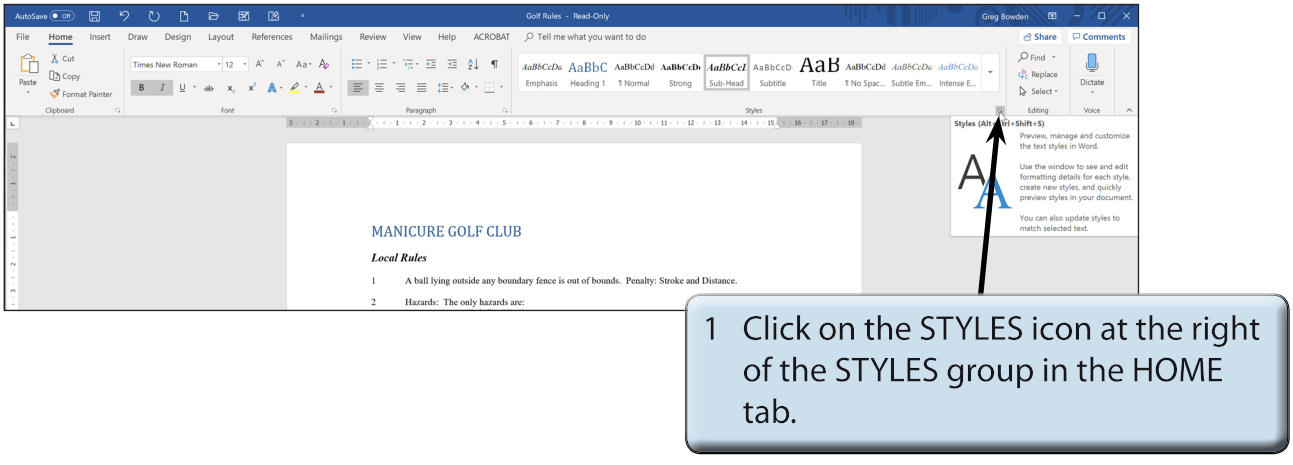


NOTE: You can press CTRL+Y to quickly apply the previously used STYLE.

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



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Chapter
17

Creating a Table of Contents

A valuable applications of using 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 click on OPEN or close the current file, click on the FILE tab and select OPEN.

2 Browse to the CHAPTER 17 folder of the WORD 2019 SUPPORT FILES and open the file:

Table of Contents

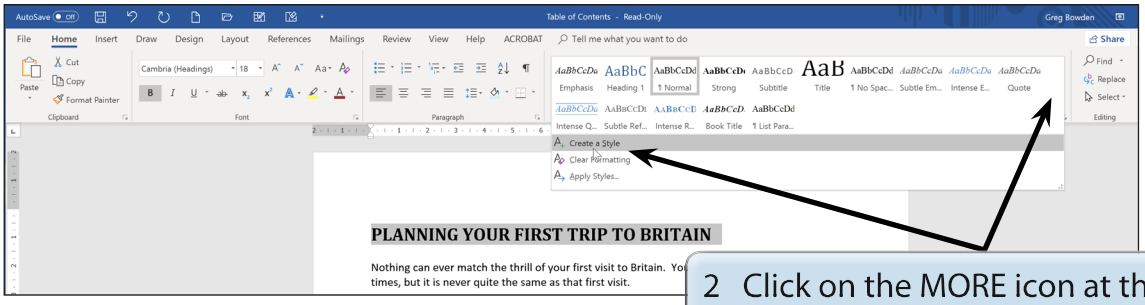
as a READ ONLY file.

Setting the Styles

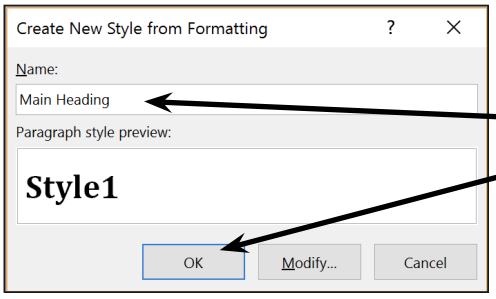
Before Microsoft Word can automatically create a table of contents, the text must be set to styles.

A The Main Heading Style

A style will be created for the Main Heading.



2 Click on the MORE icon at the right of the STYLES group of the HOME tab and select CREATE A STYLE.

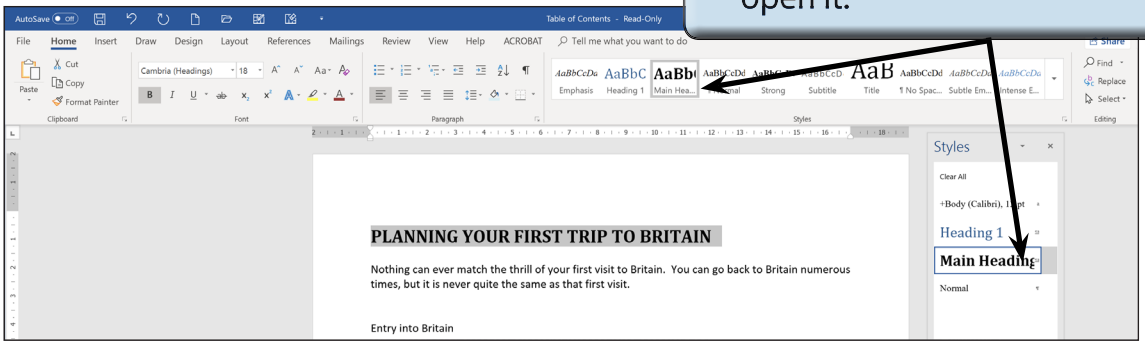


3 Enter the name:

Main Heading

and select OK to set the style.

4 The style is added to the STYLES group in the HOME tab and to the STYLES TASK PANE if you wish to open it.



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

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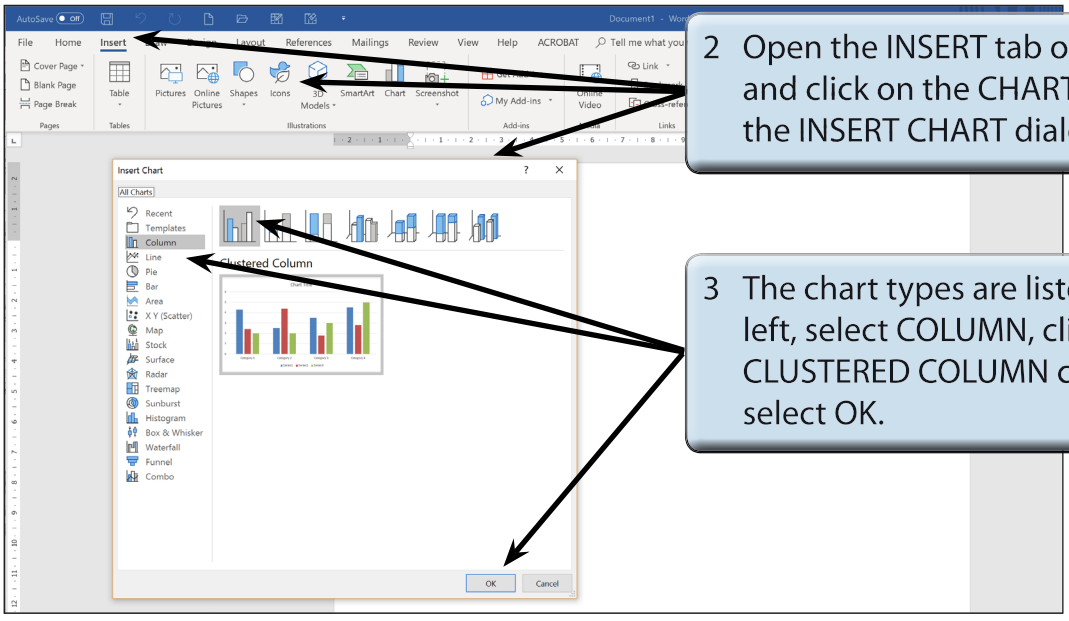
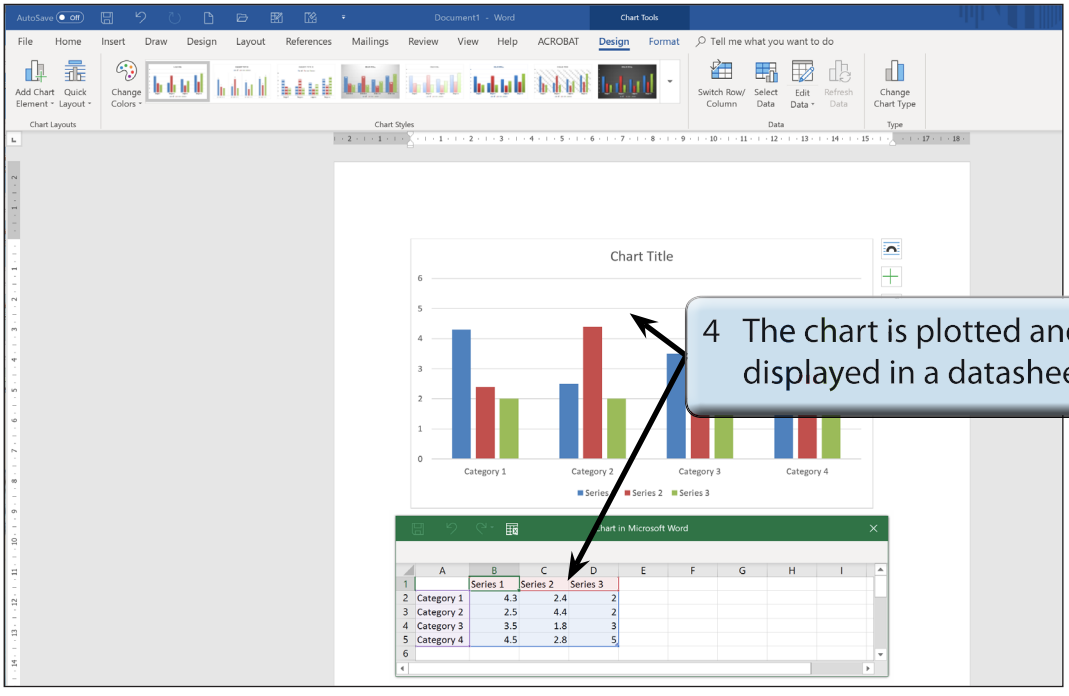
Chapter
18

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.

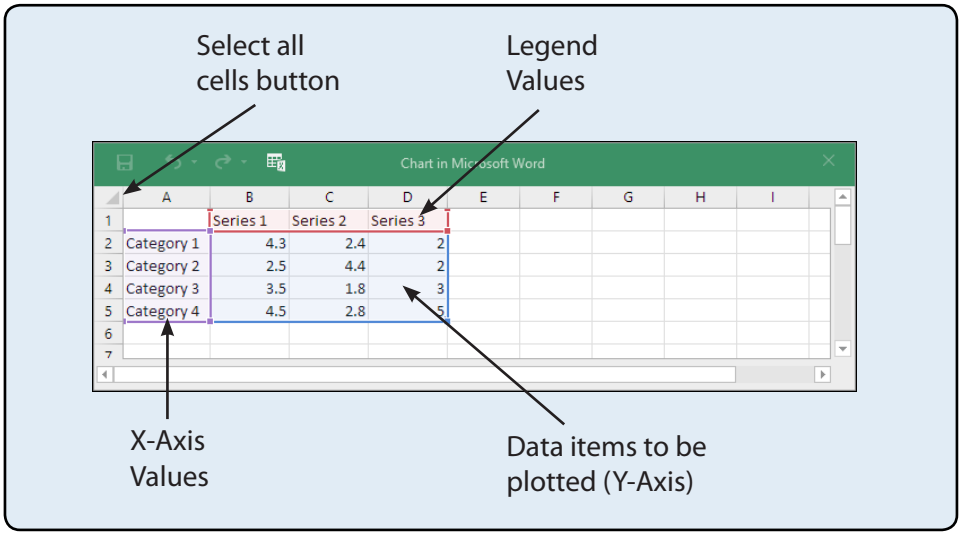
1 Load Microsoft Word or close the current files and start a NEW BLANK DOCUMENT.





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.

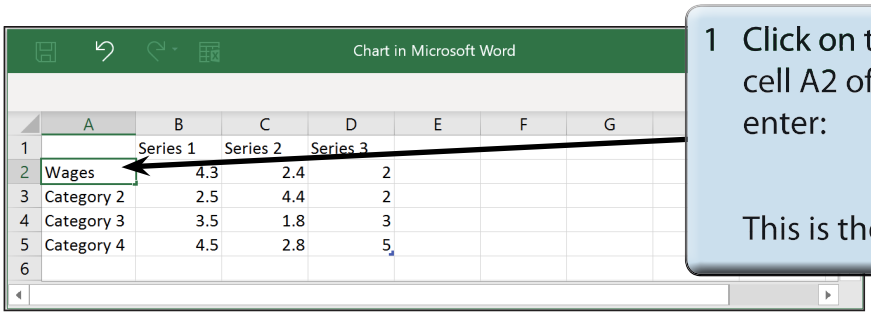


Entering the Chart Data

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.



1 Click on the CATEGORY 1 label in cell A2 of the DATASHEET pane and enter:

Wages

This is the first X-Axis label.

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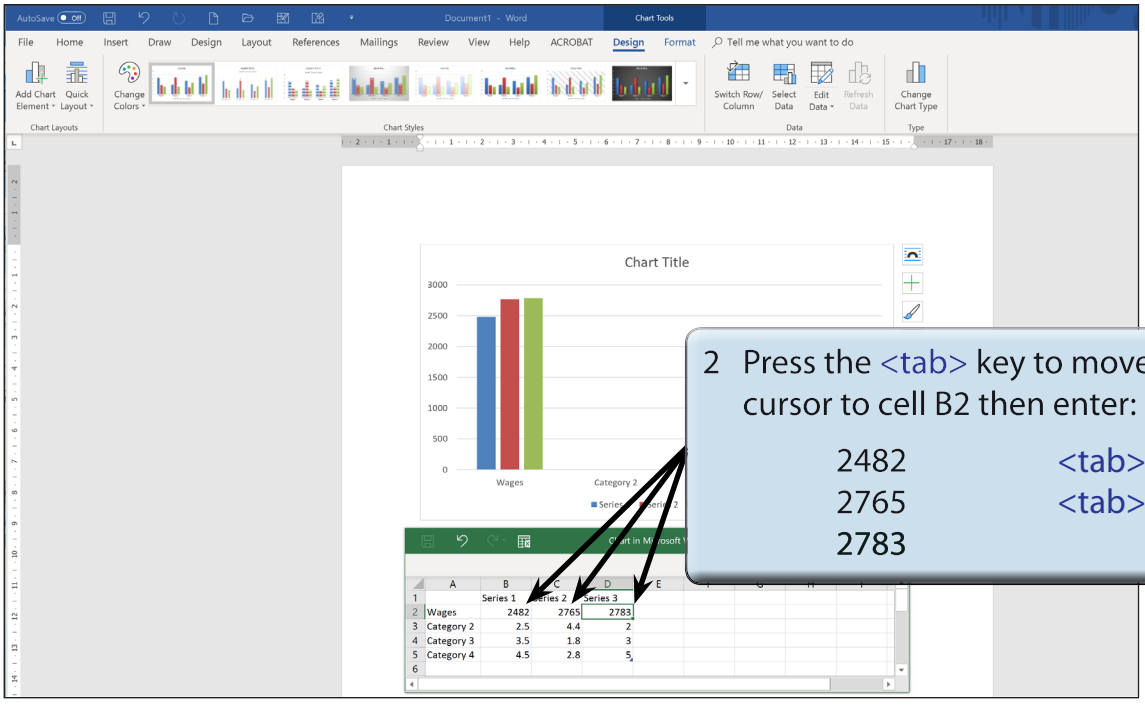
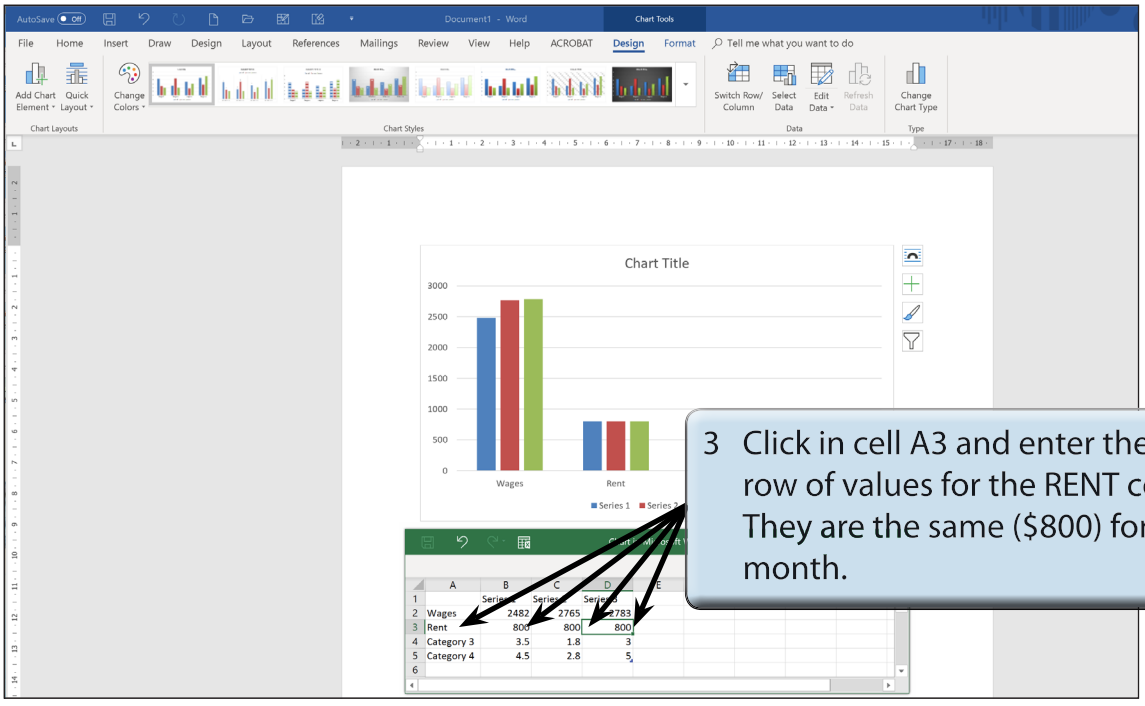


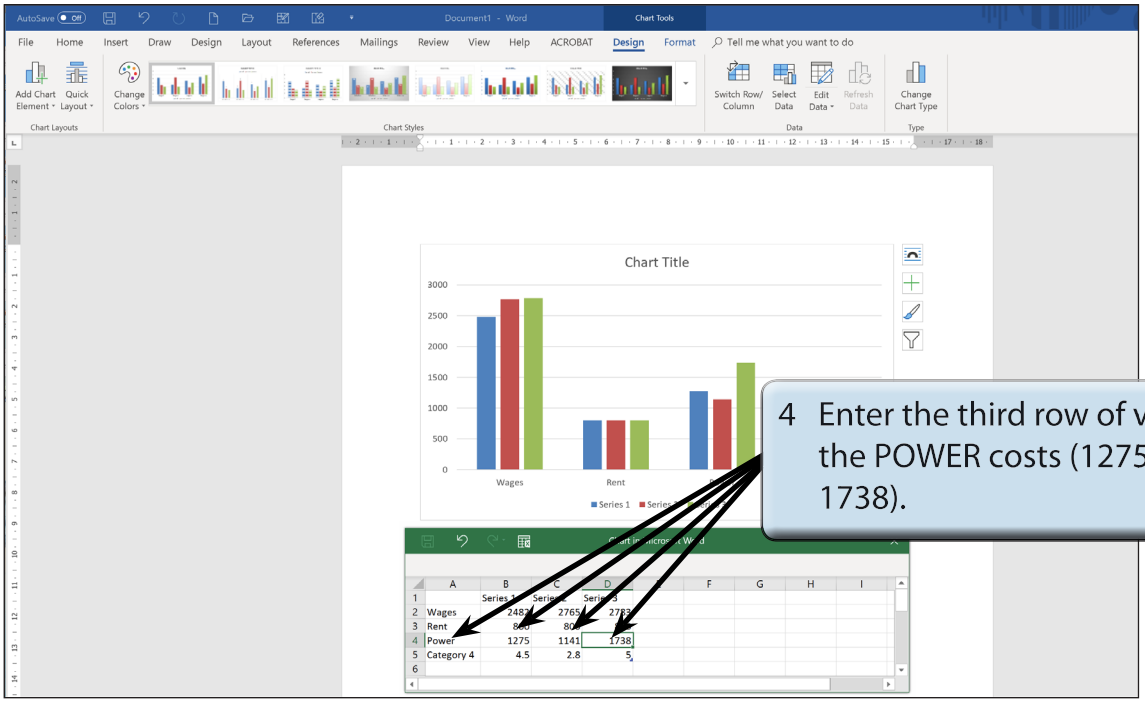
2 Press the <tab> key to move the cursor to cell B2 then enter:

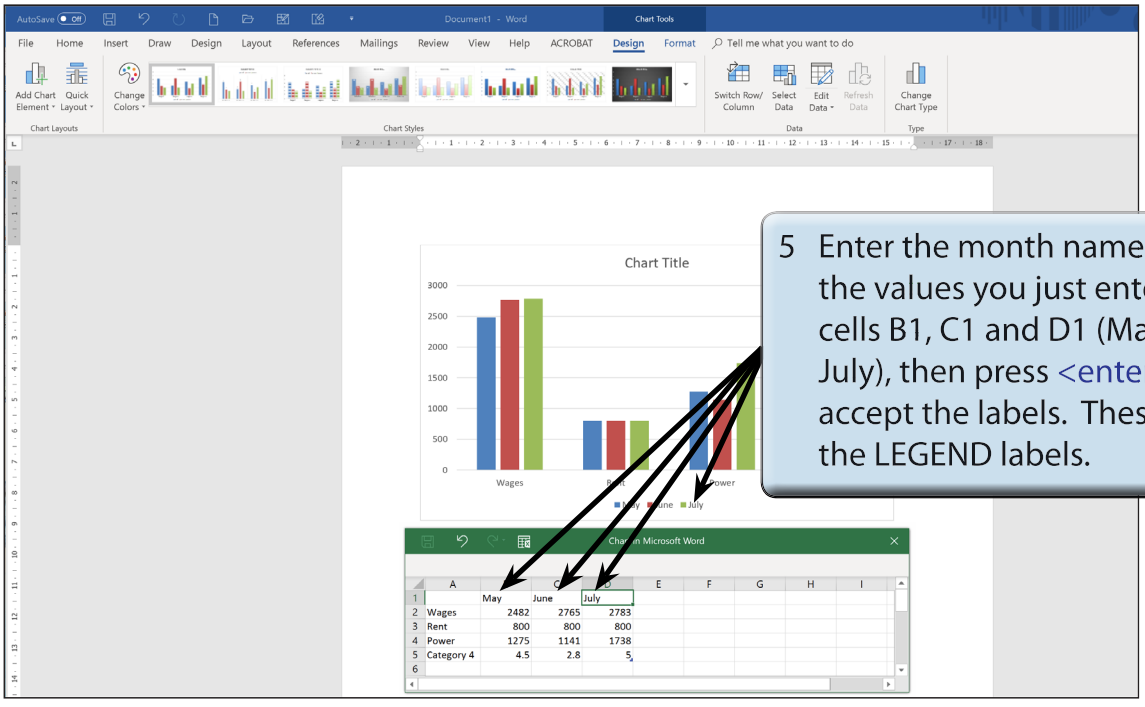
2482 <tab>
2765 <tab>
2783

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



3 Click in cell A3 and enter the next row of values for the RENT costs. They are the same ($800) for each month.





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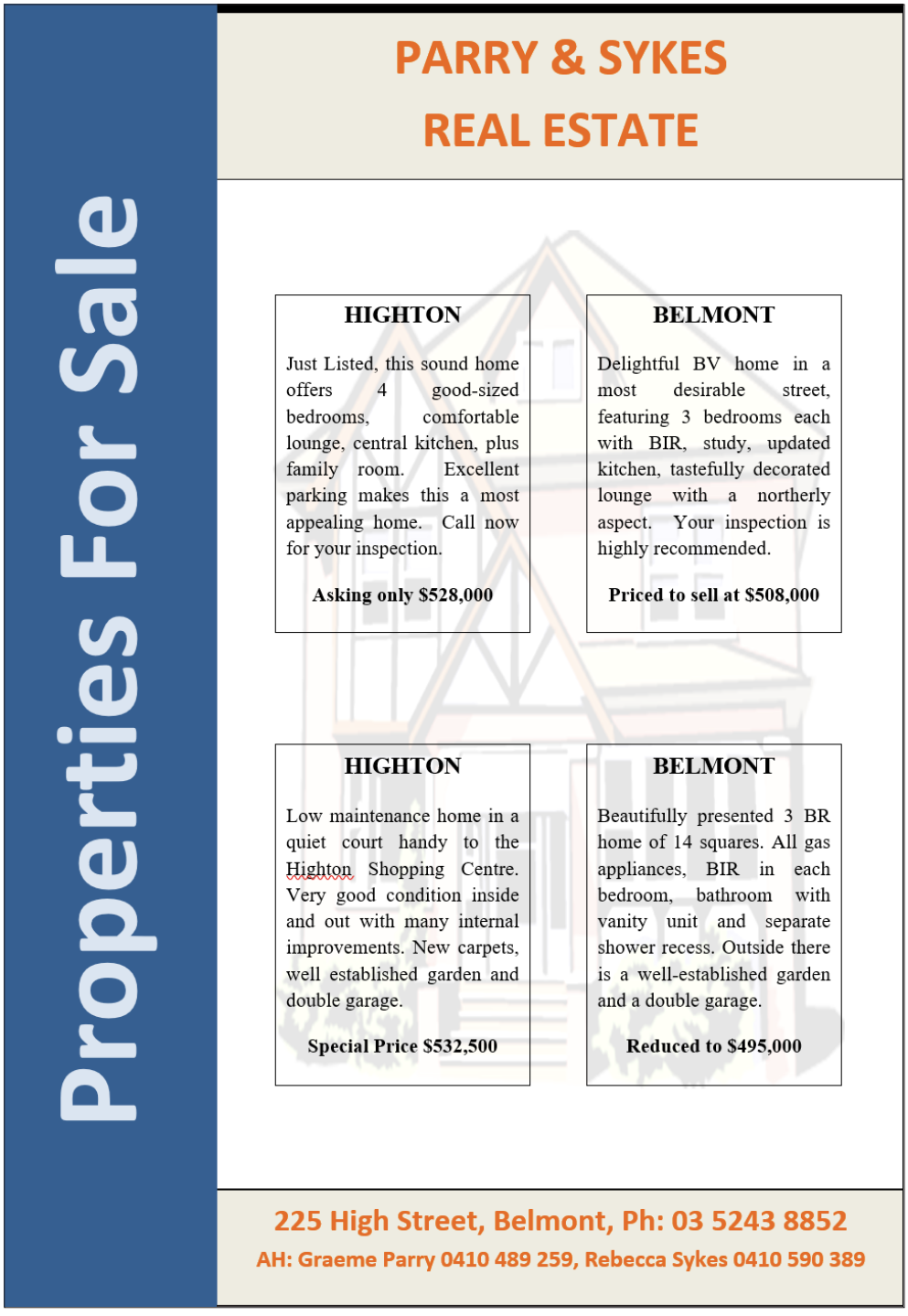
Chapter
19

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.



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 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 Margins

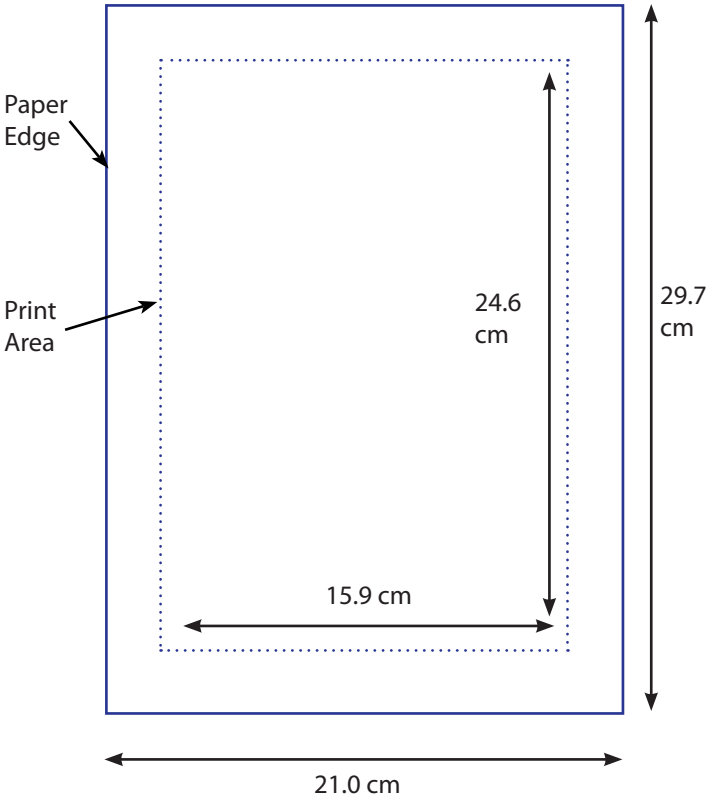
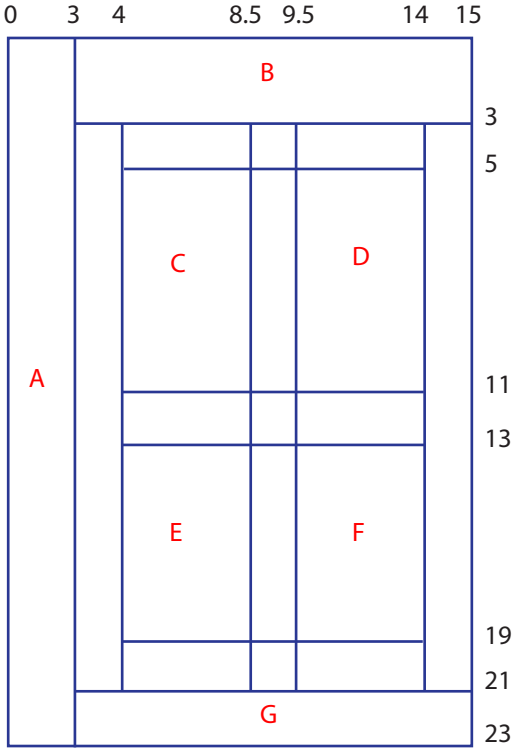


Table Layout



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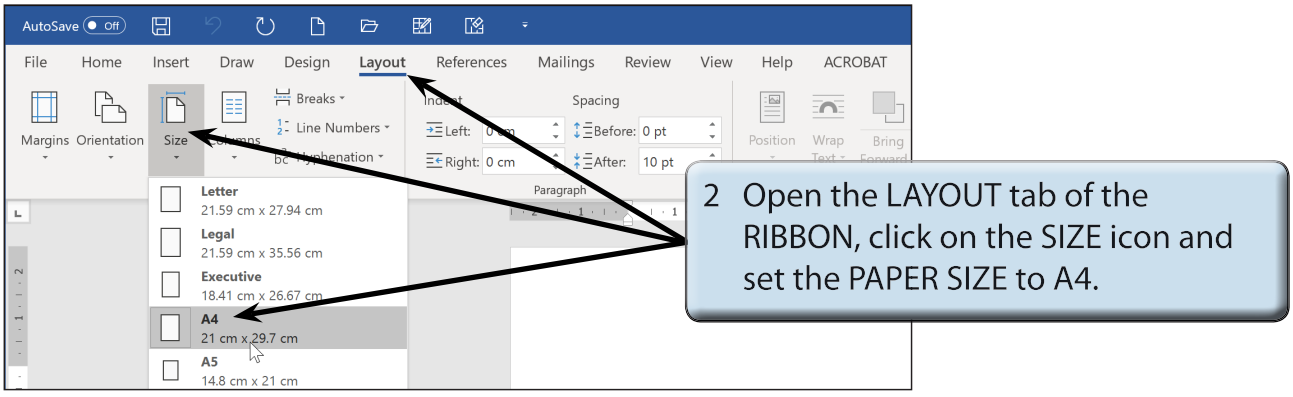
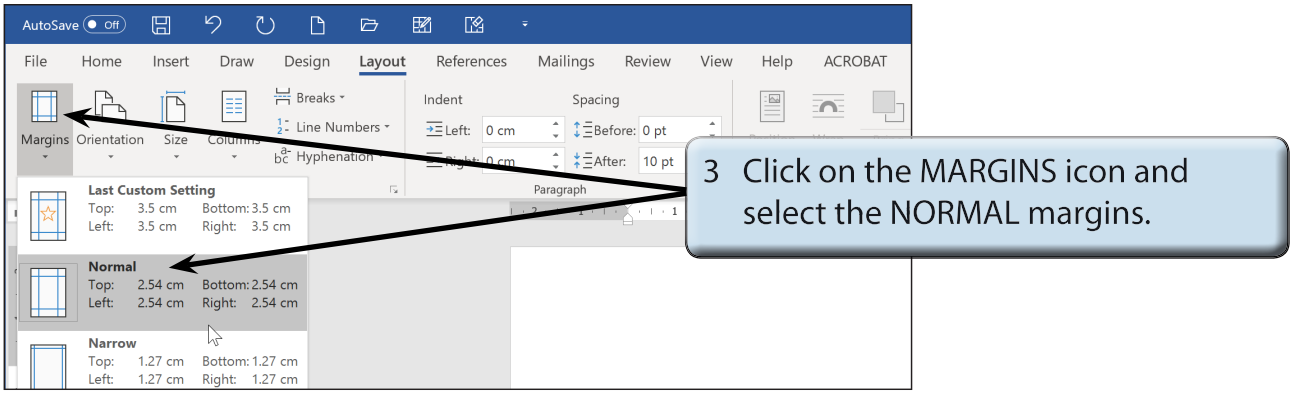
Page Setup

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.



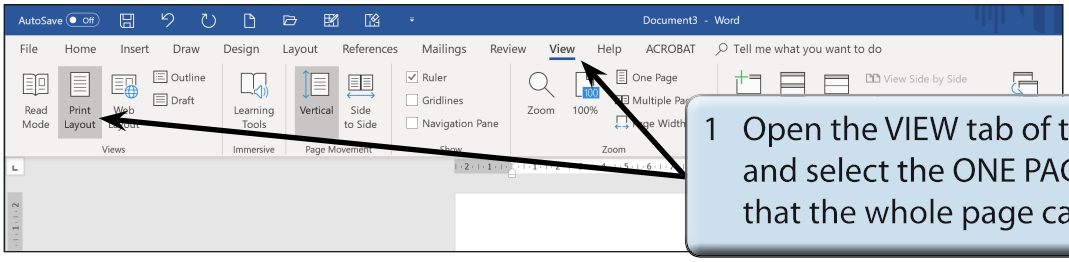


Laying out the Page

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

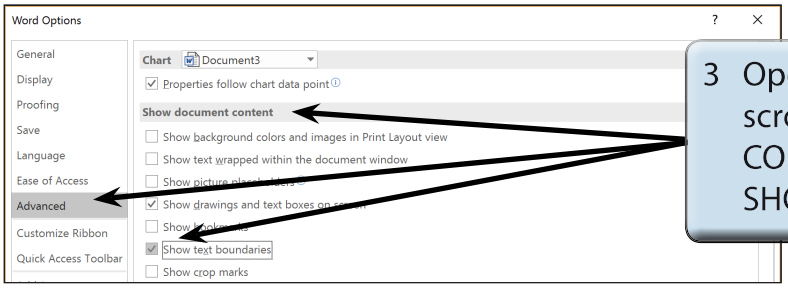
A Showing the Text Boundaries

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.



1 Open the VIEW tab of the RIBBON and select the ONE PAGE icon so that the whole page can be seen.

2 Click on the FILE tab and select OPTIONS.



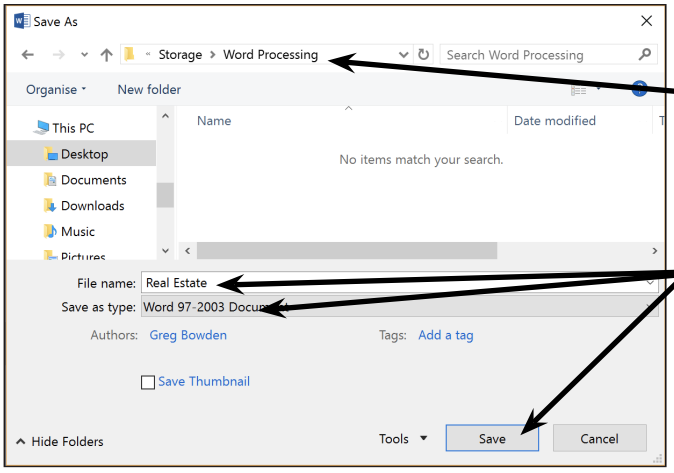
3 Open the ADVANCED category, scroll to the SHOW DOCUMENT CONTENT section and turn on SHOW TEXT BOUNDARIES.

4 Select OK to return to the page.

B Saving as a Compatible Version

Microsoft Word 2019 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 problem can be overcome by saving the document as an earlier Word version.

1 Click on the FILE tab and select SAVE AS.



2 Access your WORD DOCUMENTS folder.

3 Name the file REAL ESTATE, set the SAVE AS TYPE box to WORD 97 - 2003 DOCUMENT and click on SAVE.

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Chapter
20

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.

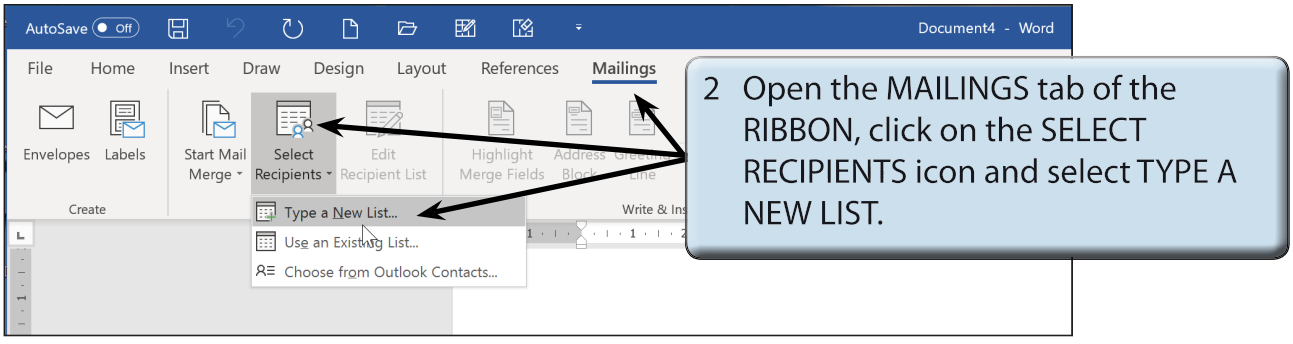
Creating the Database

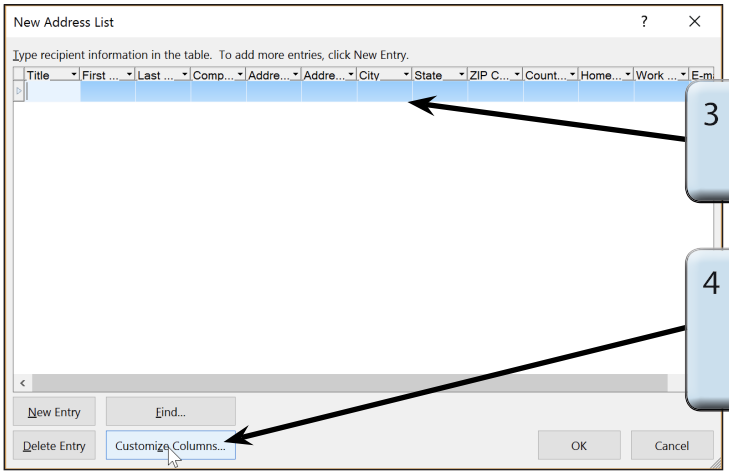
In order to create mail merged documents you need to have a database of names or items. Microsoft Word allows you to enter data into its database section or you can use data created in programs like Microsoft Access or Microsoft Excel. In this case you will enter data into Microsoft Word.

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.

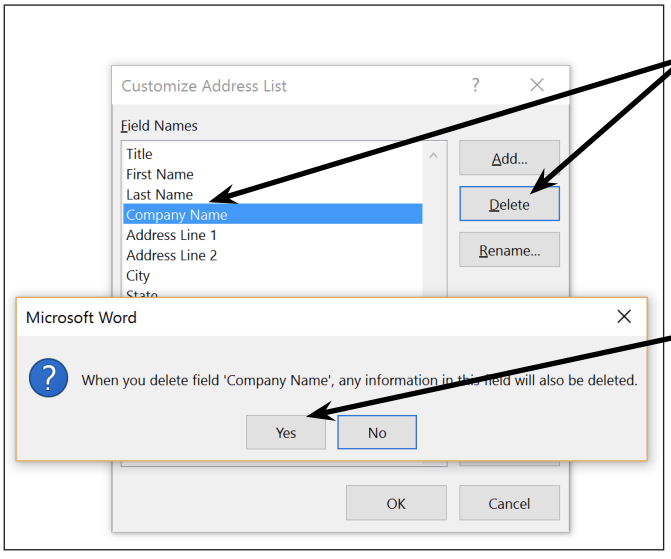
NOTE: i FIELD is the term given to the sections that the data is split into.

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.

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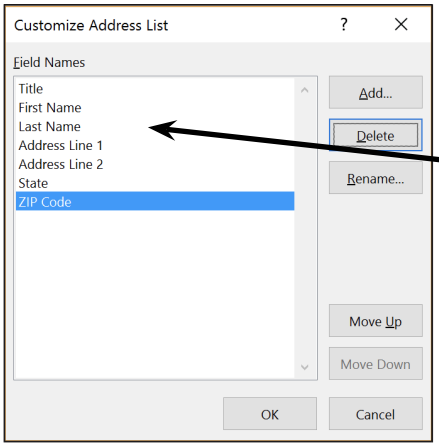
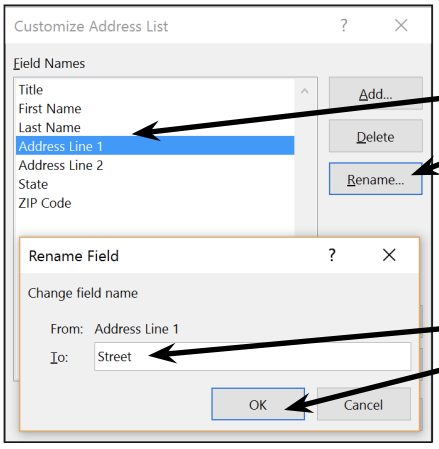


3 Repeat steps 1 and 2 to delete:

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

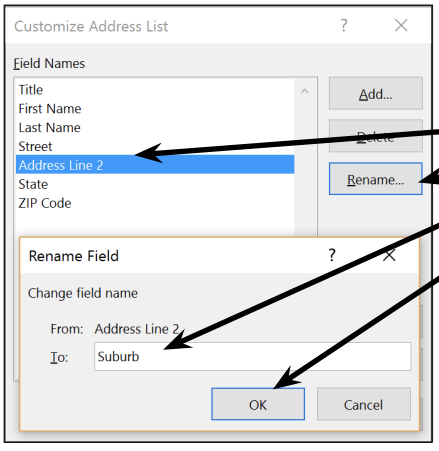
C Renaming Fields

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

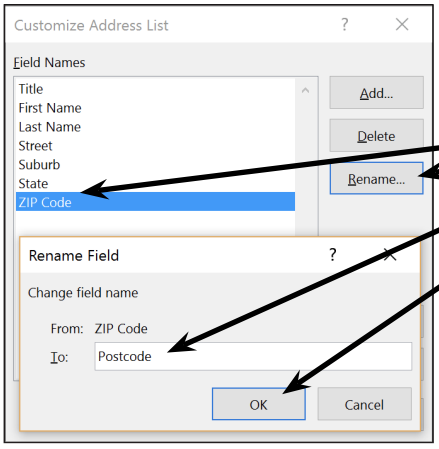


1 Click on ADDRESS LINE 1 and click on RENAME.

2 Enter: Street
and click on OK.



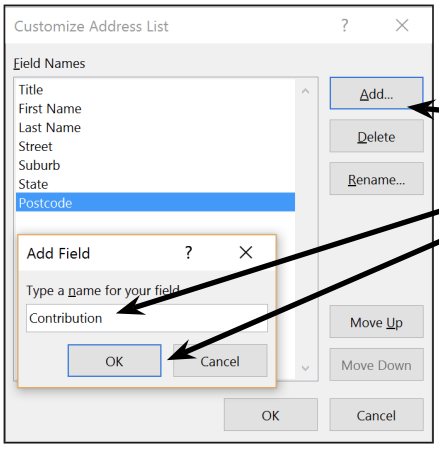
3 Rename ADDRESS LINE 2 to SUBURB and select OK.



4 Rename ZIP CODE to POSTCODE and select OK.

D Adding Extra Fields

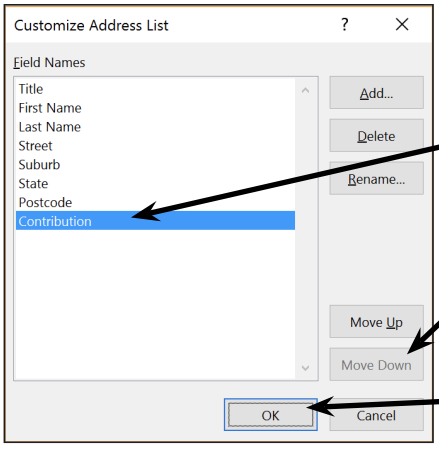
Extra fields can be added to the database. In this case a field will be needed to store the contributions made to a hospital charity.



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.

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Chapter
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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

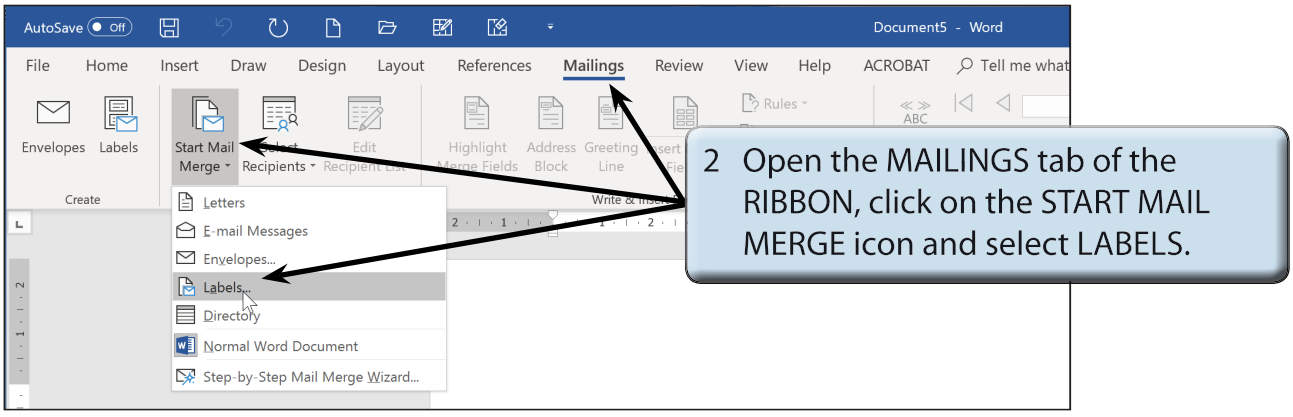
Creating Mailing Labels

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

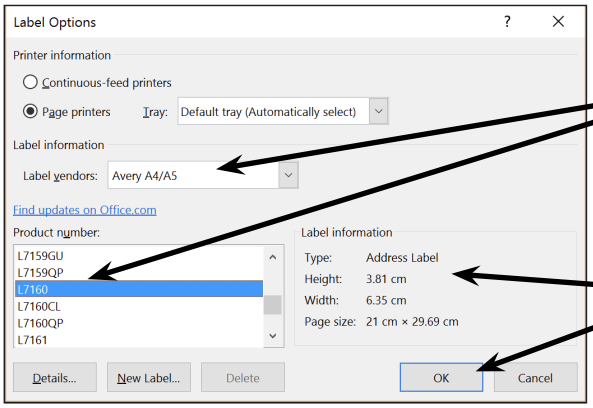
The program needs to be told the type of mail merging that will be conducted. In this case it will be labels.

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



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.

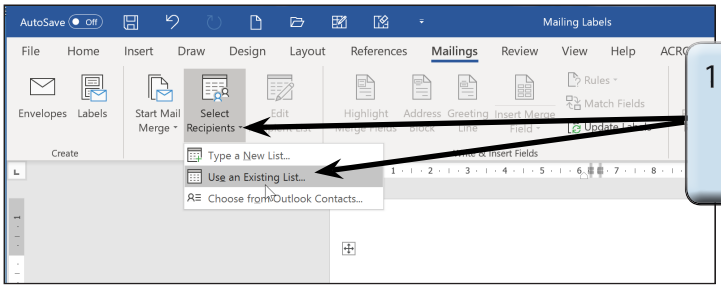
NOTE: You need to find the name of the labels you are using. If the name is not listed, click on each label type in the PRODUCT NUMBER box until you find the measurements of your labels which are shown in the LABEL INFORMATION frame.

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 2019 SUPPORT FILES will be used.



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

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Chapter
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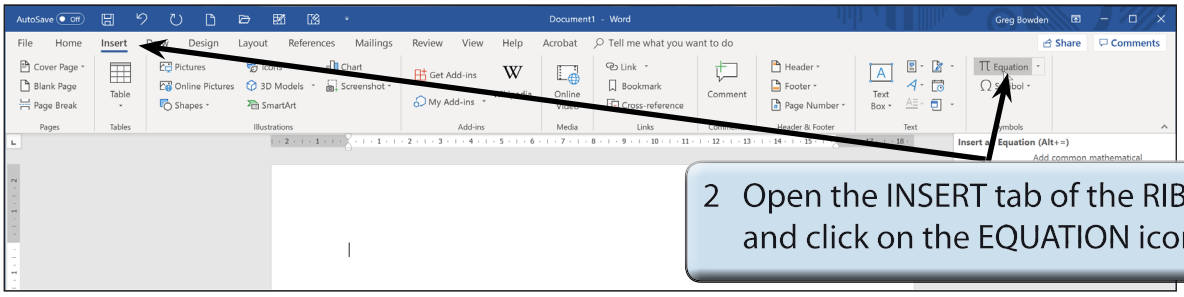
Using Equations

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 italic, it applies superscript format and it adjusts the spacing between elements in an equation.

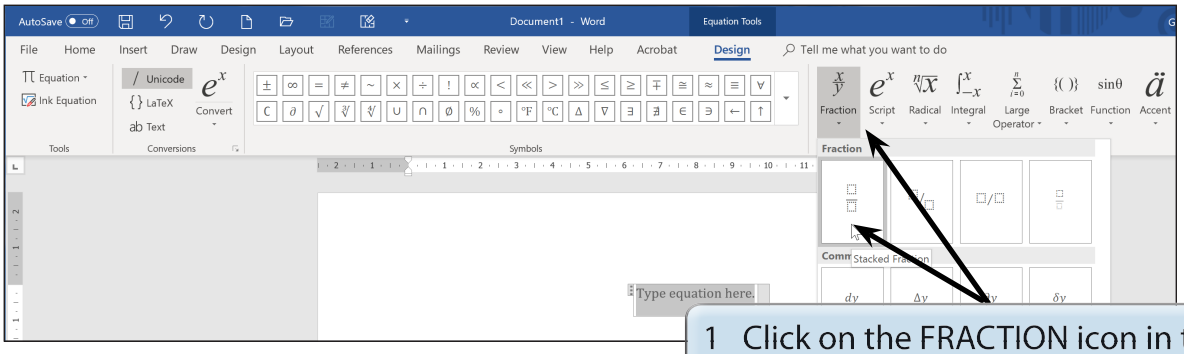
1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.



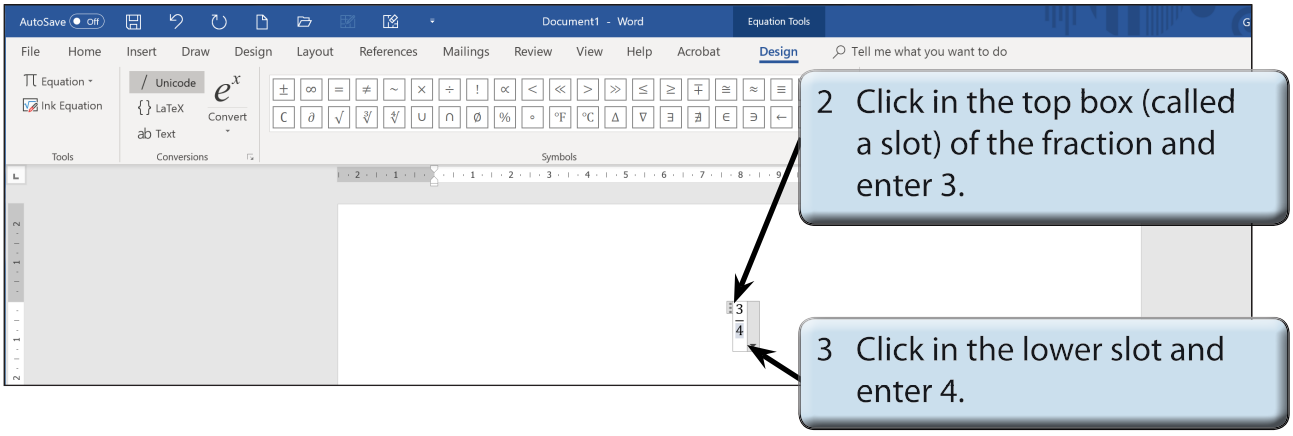
2 Open the INSERT tab of the RIBBON and click on the EQUATION icon.

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

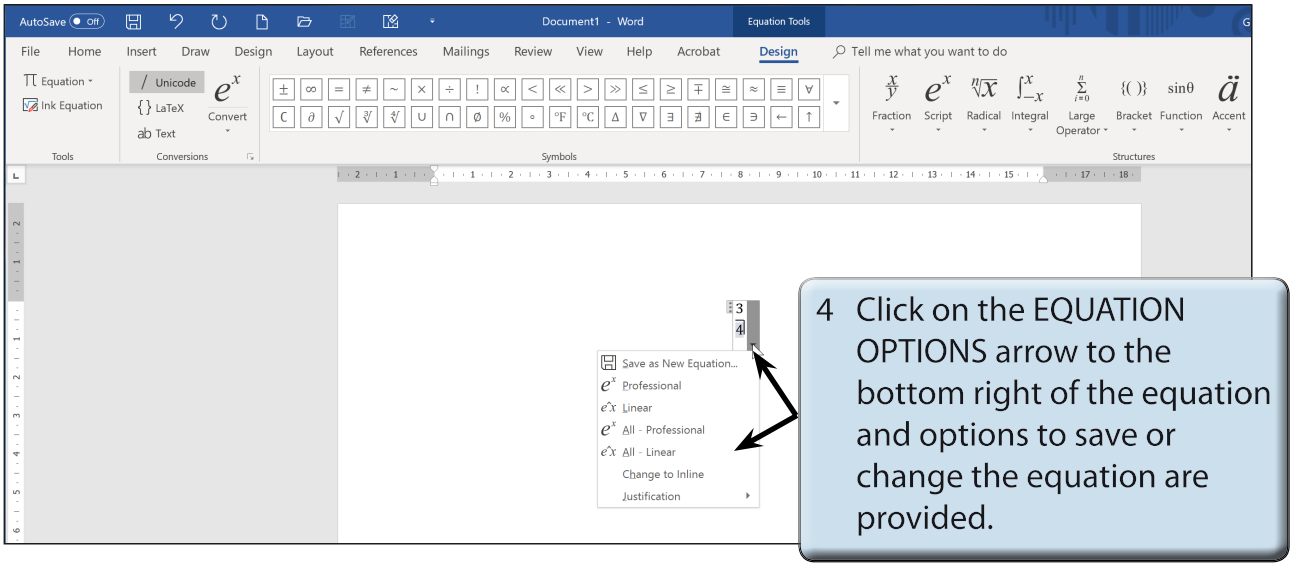
Creating a Simple Fraction



1 Click on the FRACTION icon in the EQUATION TOOLS - DESIGN tab and select the first fraction (the Stacked Fraction).



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



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Chapter
23

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 text so that just the headings or sub-heading are displayed. This can be achieved if the text has been set to styles. This 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

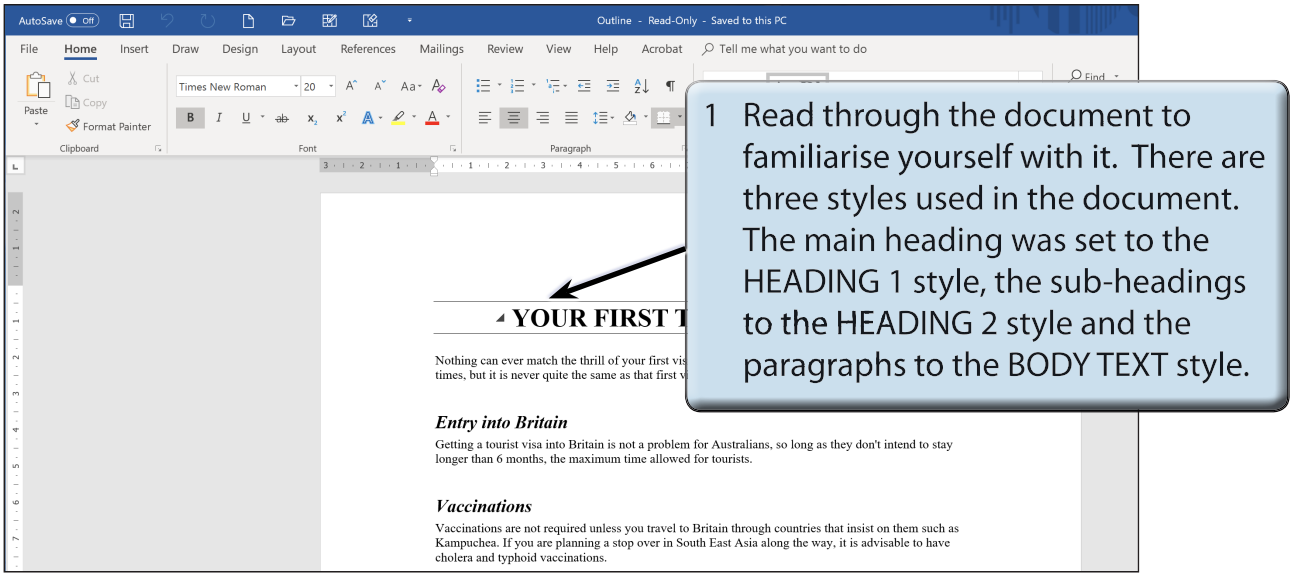
1 Load Microsoft Word and click on OPEN or close the current file, click on the FILE tab and select OPEN.

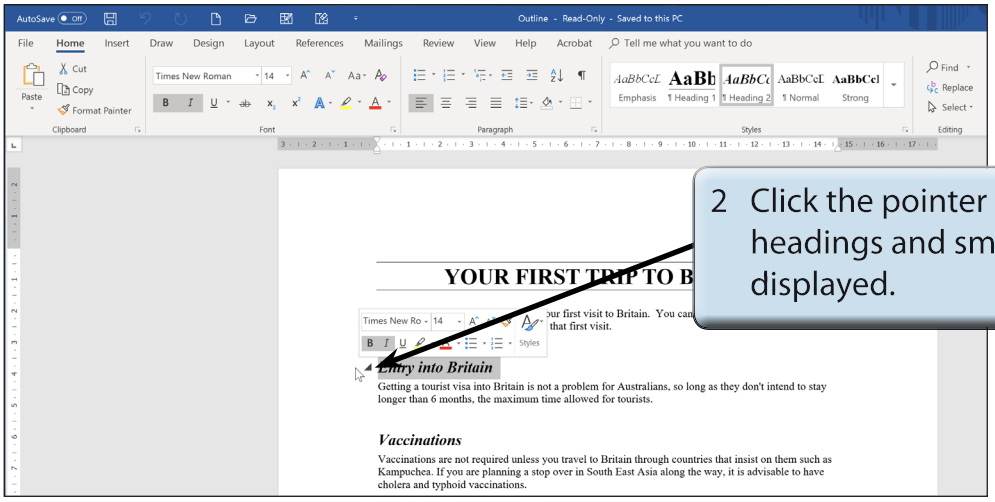
2 Access the CHAPTER 23 folder of the WORD 2019 SUPPORT FILES and open the file:

Outline

as a READ ONLY file.

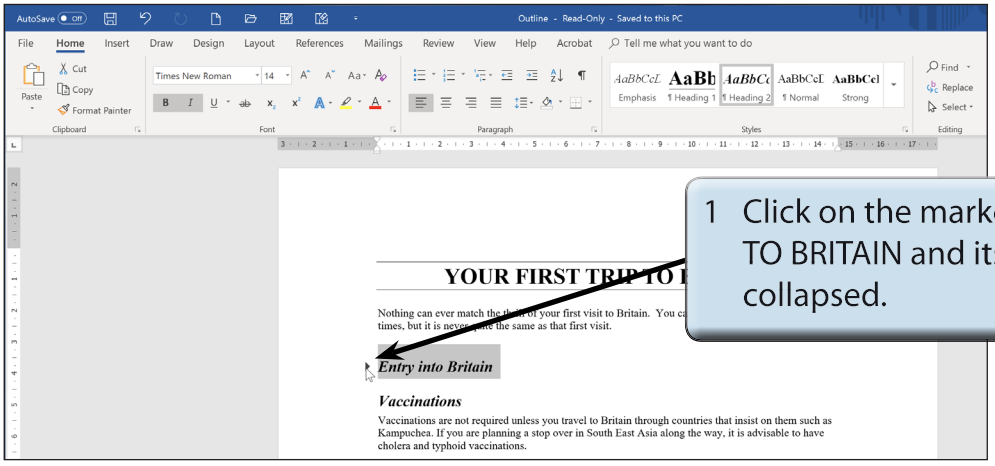
B Looking at the Styles

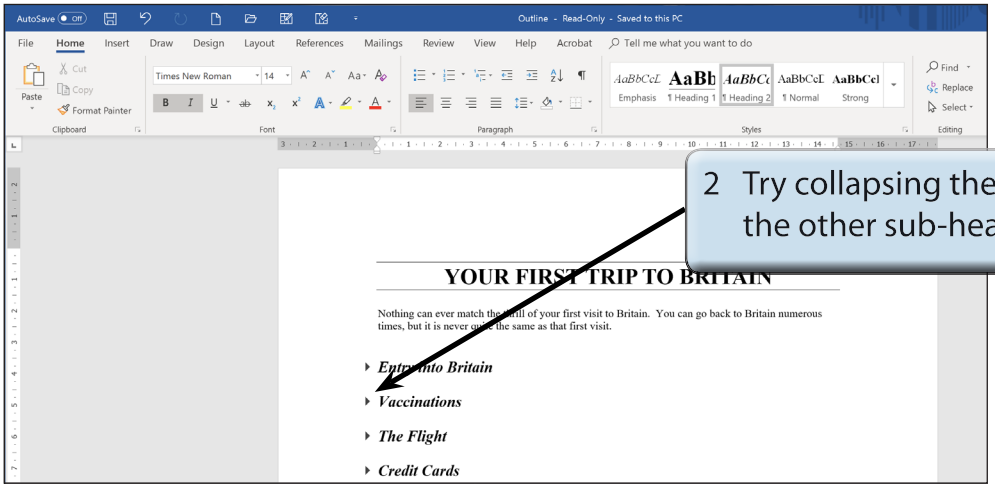




C Collapsing Sections

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





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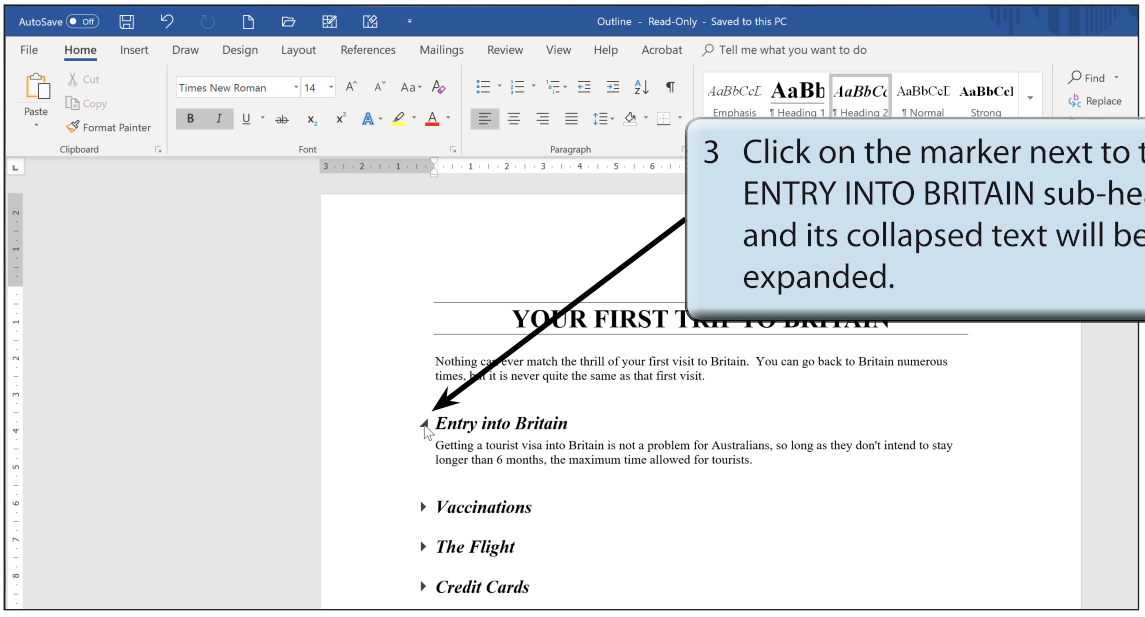
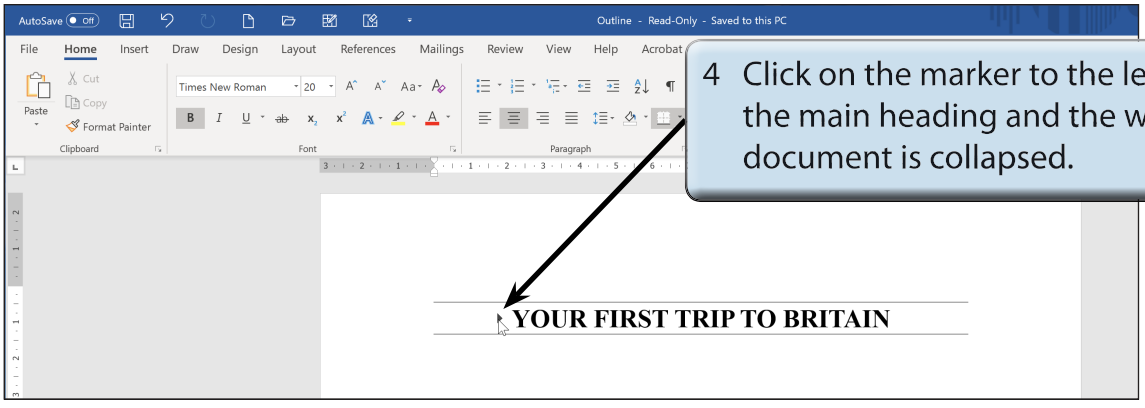
NOTE: The right-facing triangle markers next to each sub-heading indicate that there is hidden text associated with that sub-heading.

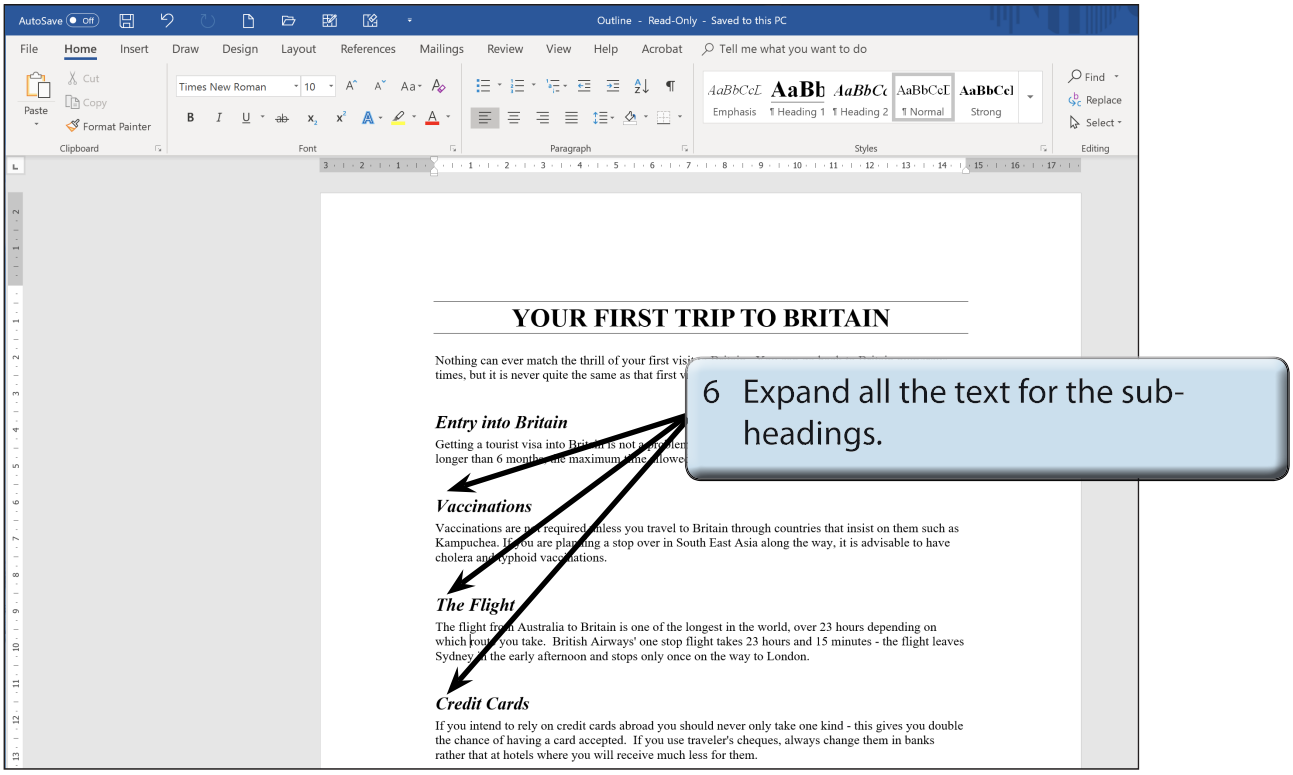


3 Click on the marker next to the ENTRY INTO BRITAIN sub-heading and its collapsed text will be expanded.



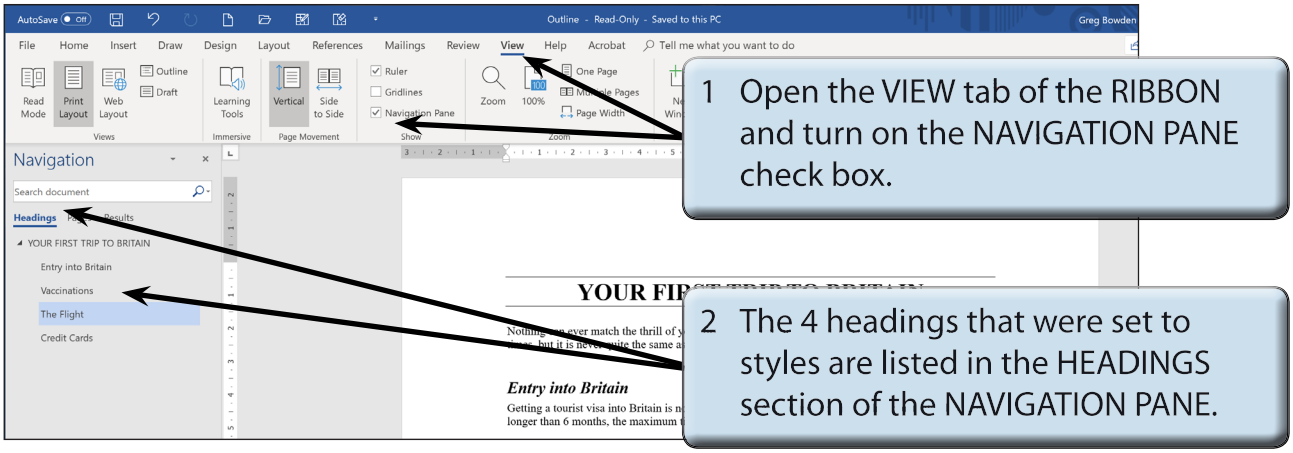
4 Click on the marker to the left of the main heading and the whole document is collapsed.

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.

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