

# Microsoft Word XP

Manual - Advanced Level



SAMPLE

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SAMPLE

## Forms

When you have completed this learning module you will have seen how to:

- Create Forms
- Test Forms
- Distribute Forms
- Insert Fields into Forms
- Protect Forms

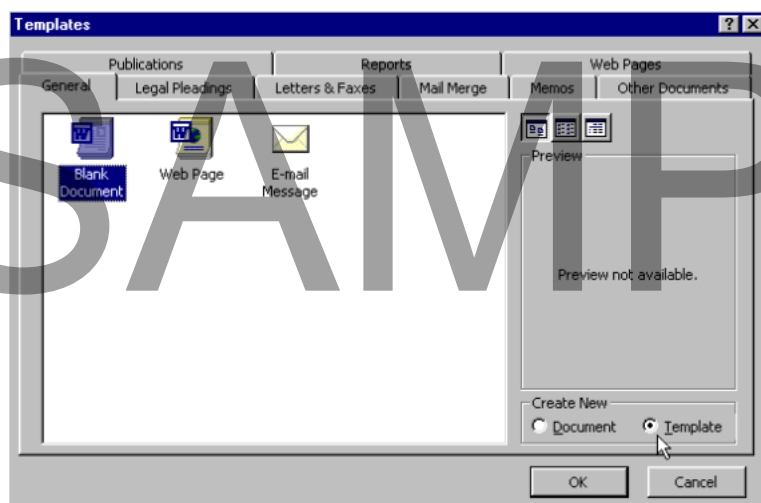
## Create Forms

### Creating a Form

- **Creating a Form** allows you to create a base for a document that will be used repeatedly with the same required information, but different content, such as an **Invoice, Expense Sheet, or Calendar**.
- If a **form** is going to be used either as a **hard copy or as an online form**, a template of the base form must be created. The base form will hold the text layout and formatting that will always be present in the form.

To create a Form:

- From the main menu, choose **File > New**
- OR* press the **Ctrl + N** key combination to open the **New Document** pane.
- Select the **General Templates** option to open the **Templates** dialog box.
- Select the **General** tab.
- Select the **Blank Document** option.
- Select the **Template** option under the **Create New** area in the dialog box:



- A **new document** window will open, titled **Template1** in the top header bar.

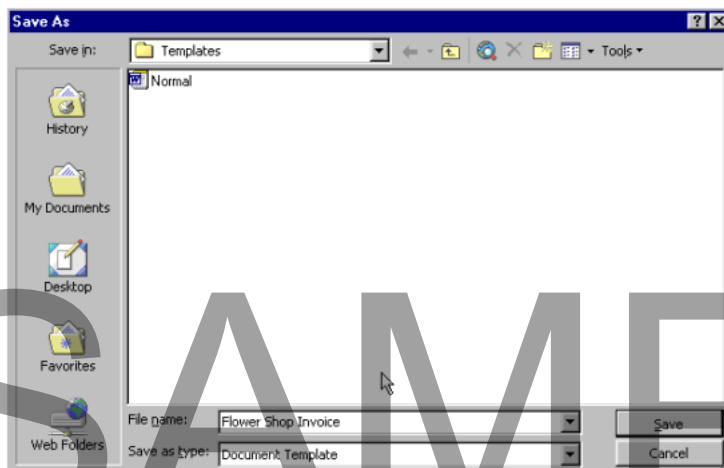
- Using **Tables**, **Text Boxes**, **Borders** and **Shading** create the required form. This could be an invoice, a general information request, or an expense sheet.
- Make sure that enough empty space is left where the user can enter the required information:



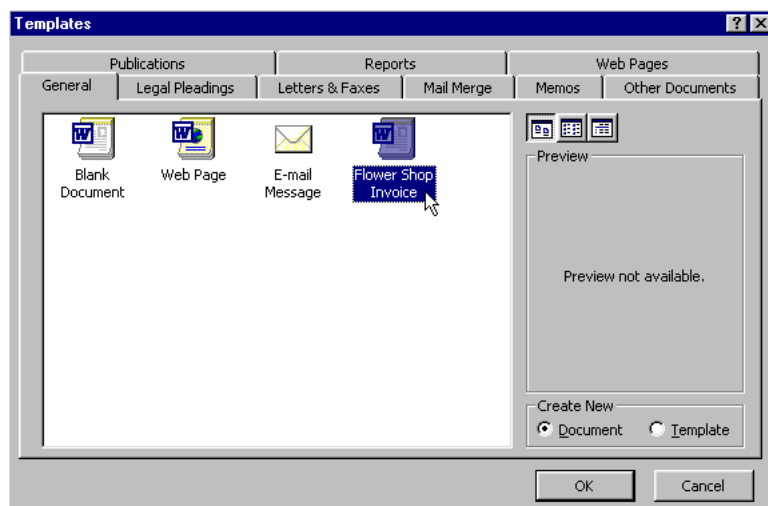
<i>Attn:</i>	
<i>Date:</i>	
<i>Invoice #:</i>	
<i>PO #:</i>	

<i>Item</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
Subtotal:			
Tax:			
Total:			

- From the main menu, choose **File > Save As** to open the **Save As** dialog box.
- Because the document is a template, it should automatically select the **Templates** folder in the drive to save the document template to.
- If not, select the **Templates** folder, name the file, and select **Document Template** in the **Save as type** drop-down menu:



- The template will now appear on the **General** tab of the **Templates** dialog box:



## Form Template

### Inserting Fields in a Form Template

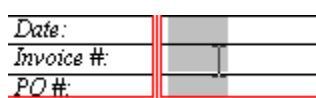
- **Form fields** allow you to add a different level of interaction and automation to a basic form template.
- The **form fields** are elements that allow you to place information in the form faster and more efficiently, as well as use the information on a form after it has been placed.

#### To insert fields in a Form Template:

- From the main menu, choose **View > Toolbars > Forms** to open the **Forms Toolbar**:

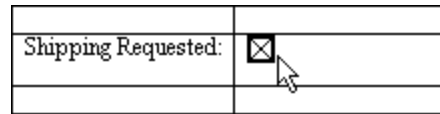
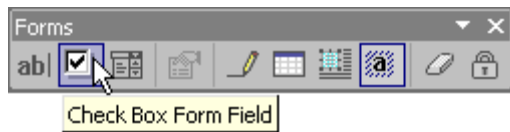


- The **Text Form Field** button allows you to place a text form field anywhere on the form as a place-setter for users to enter text, numbers, symbols and spaces. **Text form fields** can also support any calculations required from entries in other form fields:

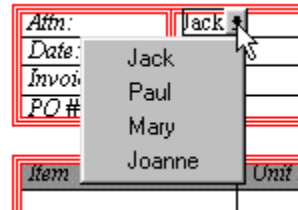
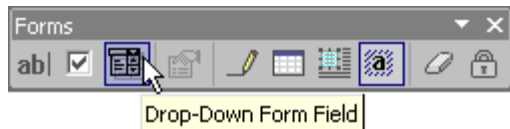


- The **Checkbox Form Field** button allows you to place a checkbox on the form, where users can select it or not, depending on the information

required:

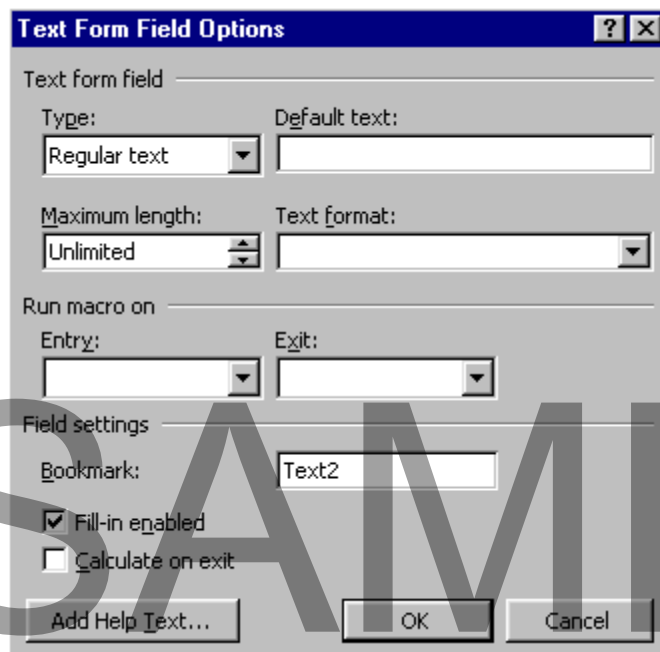


- The **Drop-Down Form Field** allows you to place a drop-down form field allowing the user to select from a list of options, allowing entries in a particular space to be regulated:

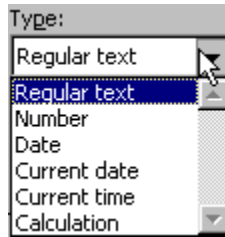


- The **Options** button is only accessible when a field has been selected for editing, and it will relate to the form field that is selected.
- Double click on a text field

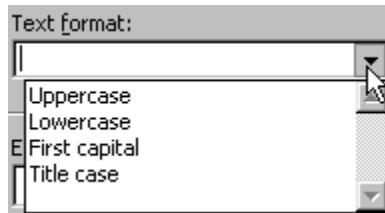
**OR** place the cursor next to a text field and click the **Options** button to open the **Text Form Field Options** dialog box:



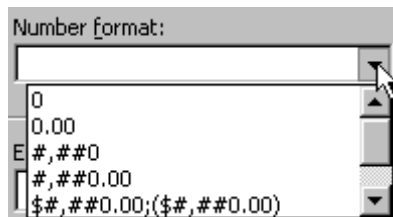
- The **Type** drop-down menu allows you to set what the text field will be used for, and the **Format** drop-down menu alters with each Type selection:



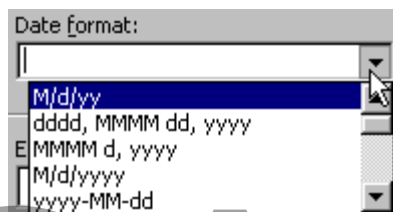
- Within the **Text format** drop-down menu, **Regular text** is the default setting, and this allows **basic text** to be entered into the field:



- **Number format** allows only numbers and number related characters, like \$, to be entered into the field. If anything other than a number is used, it will be entered as a 0:



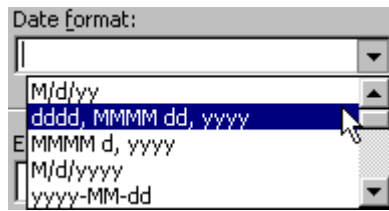
- **Date format** allows only a date or time to be entered into the field:



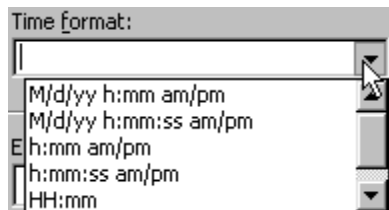
- If anything else is entered, the user will see an error message:



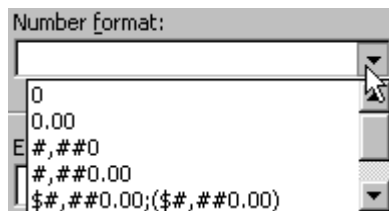
- **Current date** will place a {DATE} field in the text field, which is updated whenever the form is opened for use:



- **Current time** will place a {TIME} field in the text field, which is updated whenever the form is opened for use:

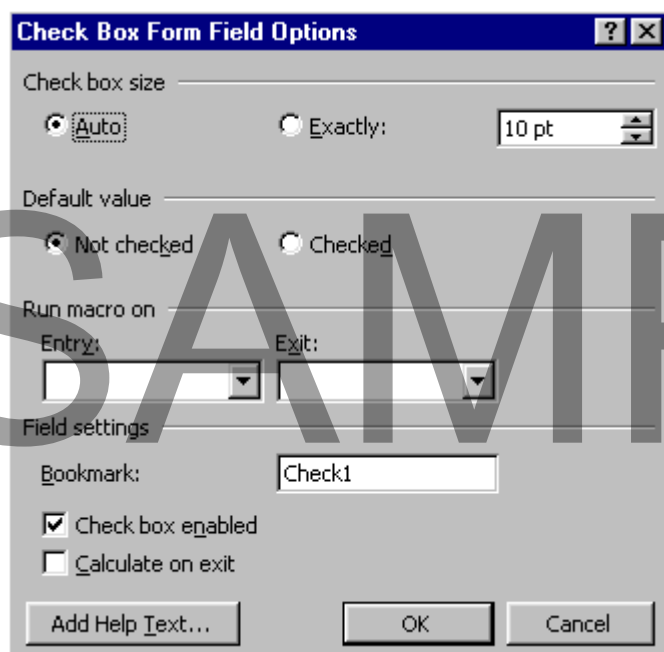


- **Calculation** allows calculations to be set within that text field:



- Double click on a check box field

**OR** place the cursor next to a check box field and click the **Options** button to open the **Check Box Field Options** dialog box:



- The **Check box size** area allows you to select **Auto**, which is set for 10pt

**OR Exact**, which allows you to select any size for the check box.

- The **Default value** area allows you to select **Not checked**, which will allow you to select the check box on the form

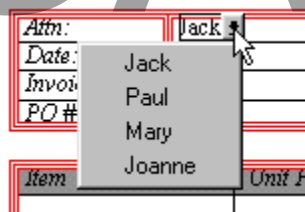
**OR Checked**, which will not allow you to alter the checkbox. This can be used to show available dates for courses, or colors available for an item.

- Double click on a drop-down form field

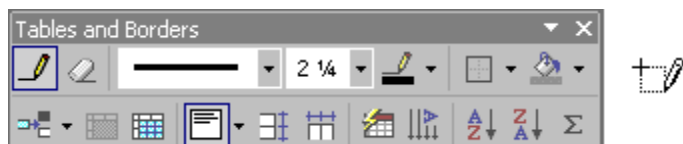
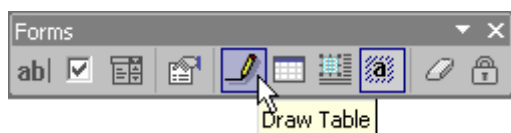
**OR** place the cursor next to a drop-down form field and click the **Options** button to open the **Drop-Down Form Field Options** dialog box:



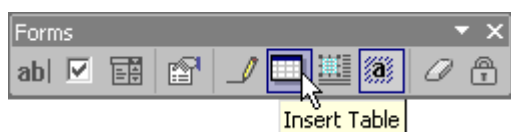
- Manually type in the items to be selected from the drop-down list in the **Drop-down item** field.
- Click the **Add** button, and the item will be added into the **Items in drop-down list** area.
- Select an item in the **Items in drop-down list** area, and click the **Remove** button to take an item out of the list.
- When testing the drop-down button, this list should appear beside the drop-down field on the form:



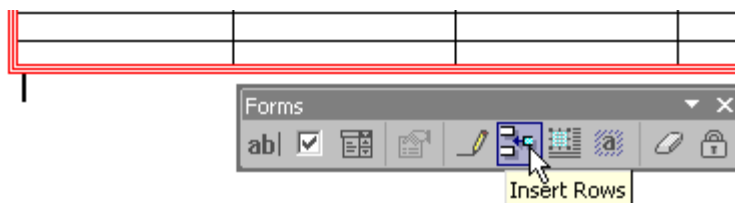
- The **Draw Table** button will open the **Tables and Borders** toolbar, allowing you to easily build a variety of tables, as well as use the **Draw Table** tool:



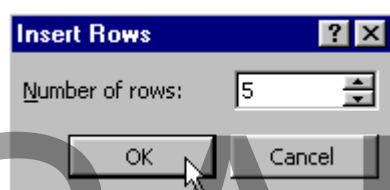
- The **Insert Table** button allows you to insert a table based on a set number of **rows and columns**, all the same width and height. This button is the same as the **Insert Table** button on the **Standard** toolbar:



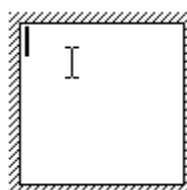
- The **Insert Cells** button will replace the **Insert Table** button when the cursor is placed under the bottom row of a table:



- The **Insert Rows** button will open the **Insert Rows** dialog box, where you can set the exact number of row(s) to be created, and they will be added onto the bottom of the existing table, including all border formatting:



- The **Insert Frame** button allows you to place a free-floating box that text and images can be placed in. The box can be placed accurately according to size and location:



- The **Form Field Shading** button allows you to switch between medium gray and no shading for text, checkbox and drop-down fields:



- Form Fields With Shading:

- checkbox field
- text field
- drop-down field

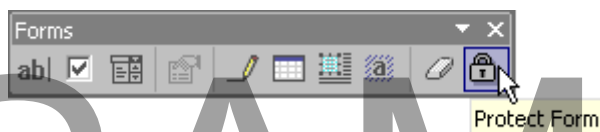
- Form Fields Without Shading:

- checkbox field
- text field
- drop-down field

- The **Reset Form Fields** button allows you to remove all entries that were made on a form, in its various fields:

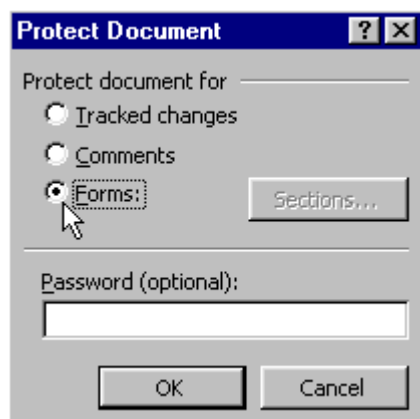


- The **Protect Form** button allows you to automatically protect the form. Clicking The **Protect Form** button again will remove the form protection.

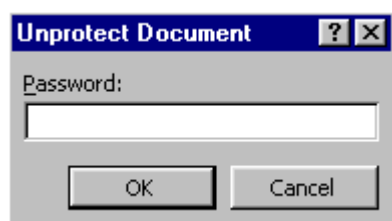


## Protecting the Form

- Open the form template that the password protection will be applied to.
- From the main menu, choose **Tools > Protect Document** to open the **Protect Document** dialog box:



- Select **Forms** in the Protect document for area.
- A **password** is recommended, as this will not stop users from using the form, but from doing any unauthorized editing to the form.
- If a password has been added, but needs to be removed at a later date, open the password protected form.
- From the main menu, choose **Tools > Unprotect Document** to open the **Unprotect Document** dialog box:



- Enter the password, and click **OK**.
- The document will now be completely unprotected.
- From the main menu, choose **Tools > Protect Document** to open the **Protect Document** dialog box.
- Select **Forms** in the Protect document for area.
- Click **OK**.

## Testing a Form

- Open the **Forms** dialog box.
- Click the **Protect Form** button to have the form appear in the protected view:



- This is also how a user would be viewing the form.
- This allows you to test forms to make sure that fields are appearing as needed, and can be used as required.

- Click the **Protect Form** button again to remove protection and continue editing the form.

---

### Distributing a Form

- By saving a **form** in a **Workgroup Template** folder, you can allow other users on the same network to easily access the form for use.
- A **form** must always be password protected, before it can be accessed by other users.
- This not only upholds the basis of actually **creating a form**, but also allows only the original creator of the form to alter and edit it in any way.
- The form will be protected, without the password option

**OR** to simply protect the form, select the **Protect Form** button on the **Forms** toolbar:



### Review Questions

**How would you:**

- Create Forms?
- Test Forms?
- Distribute Forms?
- Insert Fields into Forms?
- Protect Forms?

# SAMPLE

## Macros

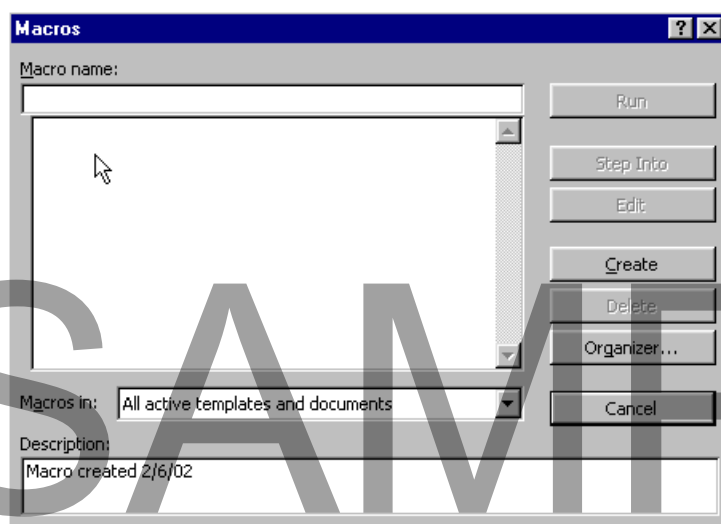
When you have completed this learning module you will have seen how to:

- Automate Tasks
- Administer Macros
- Record a Macro
- Edit a Macro
- Create a Macro Toolbar button Shortcut
- Create a Macro Keyboard Shortcut
- Create a Macro Custom Menu Item
- Remove a Macro Custom Menu Item

## Tasks

### Automating Tasks

- A **Macro** is a recording of a series of operations used within **Word**.
- Applying **macros** within a document allows you to automate tasks within Word, and almost any task done manually in Word can be recorded.
- **Macros**, once recorded, can be started by using a keyboard shortcut, selecting a toolbar button, selecting a menu command, or by opening the **Macros** dialog box by choosing **Tools > Macro > Macros** from the main menu:



### Administering Macros

- **Macros** allow you to speed up the work process, if a document contains a series of actions that have to be done again and again, and will combine those actions into one step within a macro.

A **macro** is best used in circumstances where an identical operation will need to be performed either within the same document, or in future documents.

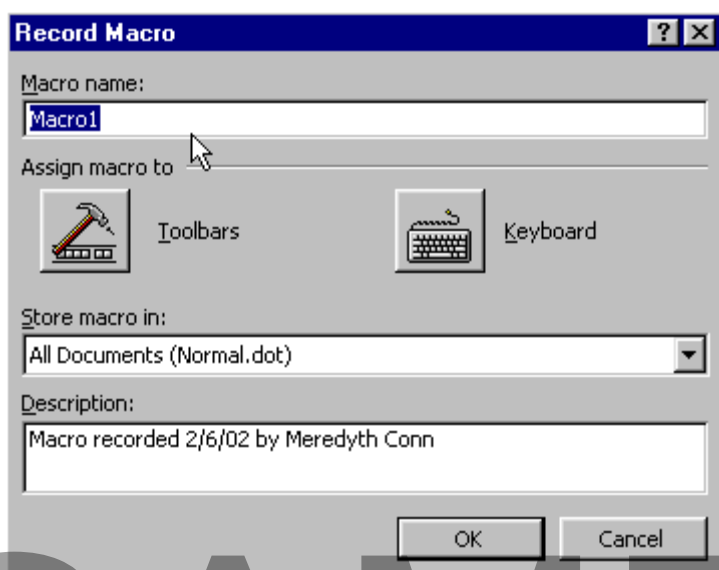
**Macros can be used to:**

- Apply **formatting** that is detailed and complex, like a mix of paragraph formatting and font styles.
- **Automate a task** that requires several repetitive steps, such as creating a mail merge, setting a page setup, or even setting up custom printing.
- **Automate repetitive tasks** within a long document created by other users, or in a document imported from another application. The macro recorded can be set to find and replace particular characters, apply complicated formatting, or even remove specified paragraphs.
- **Apply commands** from Word's dialog boxes, such as turning a display feature on or off, or quickly apply formatting.

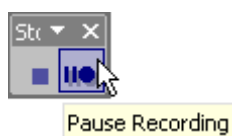
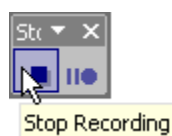
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## Recording a Macro

- From the main menu, choose **Tools > Macro > Record New Macro** to open the **Record Macro** dialog box:



- Name the macro in the **Macro name** field.
- Select where to store the macro in the **Assign macro to** area.
- Click **Close** to close the dialog box.
- The macro will immediately begin recording, opening the **Stop Recording** dialog box with the **Stop** and **Pause** commands available:

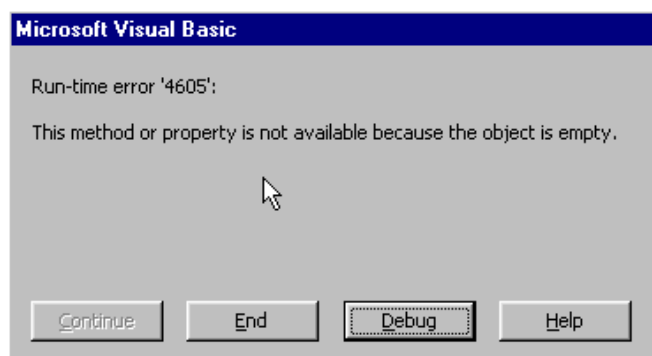


- If you are not storing the macro in a toolbar or keyboard shortcut, simply select **OK** in the **Record Macro** dialog box. The **Stop Recording** dialog box will open and the macro will immediately begin recording.
- Every activity can and will be recorded in the macro, except using the mouse to navigate or select text. Use the arrow keys to navigate a document while recording a macro.
- However, any **menu actions or toolbar selections** made by the mouse will be recorded.
- Proceed with the process to be recorded in the macro.
- Once done, click the **Stop Recording** button on the **Stop Recording** dialog box.
- This will close the dialog box.
- The macro will be saved with the document that it was created in, but only once the document or template has been saved.

---

### Editing a Macro

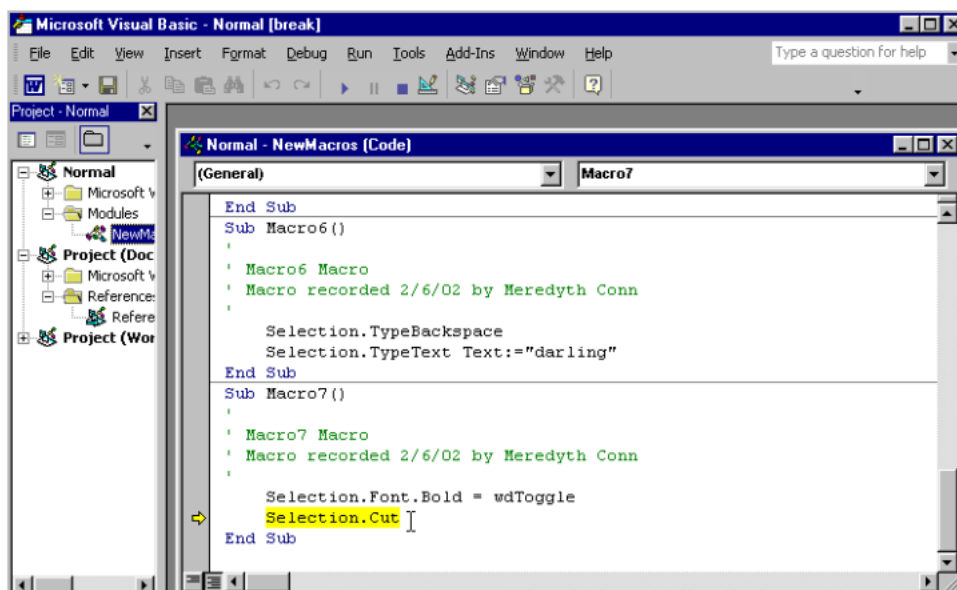
- At times, an error may happen while a macro is running, and an error message will appear saying what the problem might be:



#### To simply stop the macro:

- If you already know the problem, click **End** on the error message dialog box and the **macro** will stop running, and the document page will be returned to active.
- To look into the problem with the macro in more detail, click **Debug** in the error message dialog box to open the **Microsoft Visual Basic Editor** dialog box:

SAMPLE



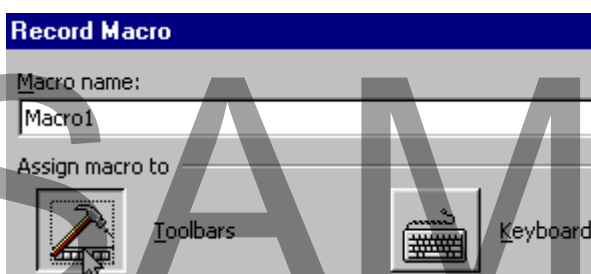
- This dialog box will show the code that each command is listed as in the macro.
- The **macro** is in **Break** mode, so to resume the macro process, click the **Reset** button in the **Visual Basic Editor** dialog box toolbar

**OR** from the **Visual Basic Editor** main menu, choose **Run > Reset**.

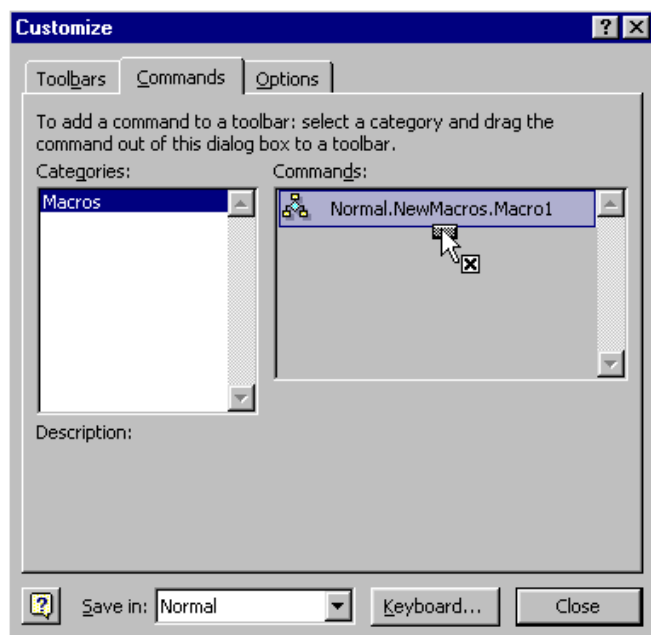
## Toolbars and Menus

### Creating a Macro Toolbar Button Shortcut

- From the main menu, choose **Tools > Macro > Record New Macro** to open the **Record Macro** dialog box.
- Click **Toolbars** button to store the macro as a custom toolbar button:



- This will open the **Customize** dialog box with the **Commands** tab active.
- From the **Categories** area on the left, select the required category that the macro may be stored in.
- From the **Commands** area on the right, click on the macro name, and drag it onto a toolbar to store:



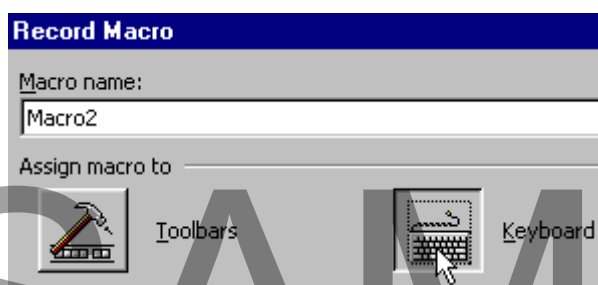
- Once done, click **Close** to apply the shortcut and begin recording the macro.

**Note:** If you realize that you want create a keyboard shortcut rather than a toolbar shortcut, click the **Keyboard** button at the bottom of the dialog box to open the **Customize Keyboard** dialog box.

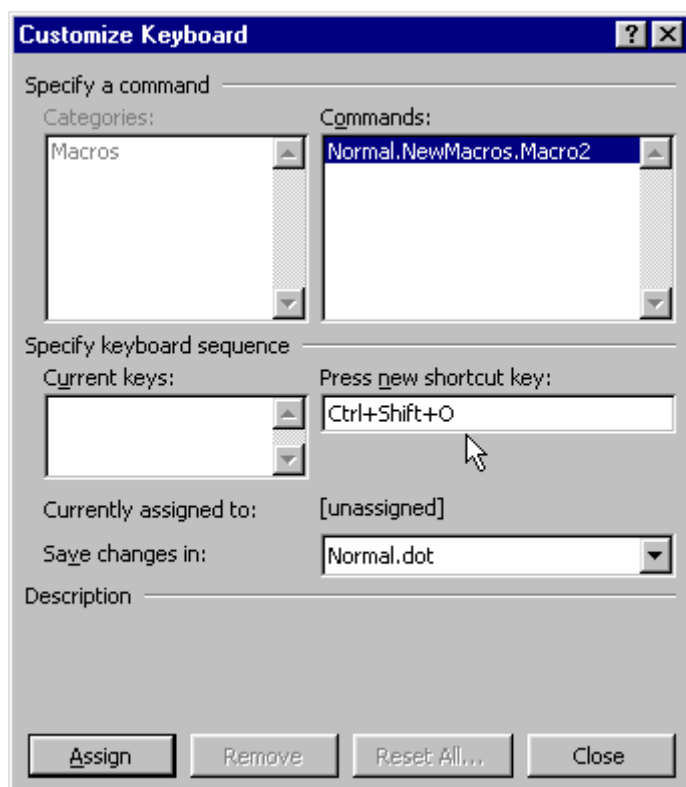
---

### Creating a Macro Keyboard Shortcut

- From the main menu, choose **Tools > Macro > Record New Macro** to open the **Record Macro** dialog box.
- Click **Keyboard** button to store the macro as a keyboard shortcut:



- This will open the **Customize Keyboard** dialog box.
- From the **Categories** area on the left, select the required category that the macro may be stored in.
- From the **Commands** area on the right, select the required macro.
- Enter the desired keyboard sequence in the **Press new shortcut key** field (Example: Ctrl+Shift+O key combination):

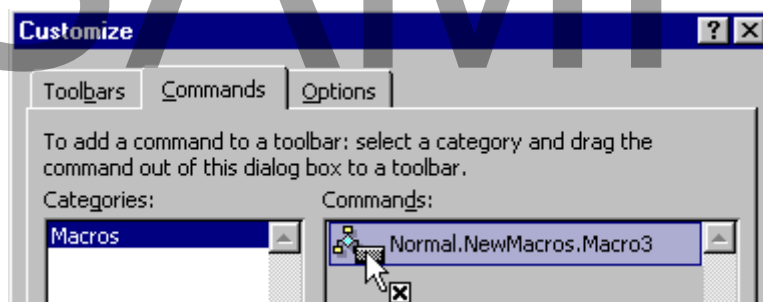


**Note:** Make sure that your new shortcut key is not **Currently assigned to** something else.

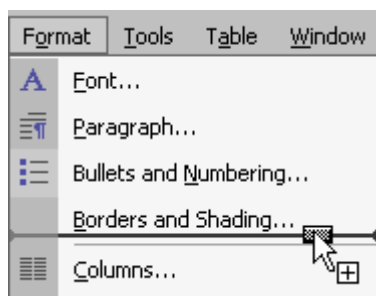
- Once done, click **Close** to apply the shortcut and begin recording the macro.

### Creating a Macro Custom Menu Item

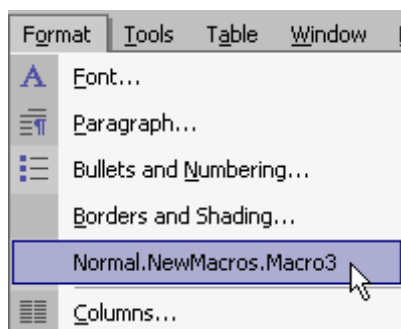
- From the main menu, choose **Tools > Macro > Record New Macro** to open the **Record Macro** dialog box.
- Click **Toolbars** button to store the macro as a custom toolbar button.
- This will open the **Customize** dialog box with the **Commands** tab active.
- From the **Categories** area on the left, select the required category that the macro may be stored in.
- From the **Commands** area on the right, click on the **macro** name, and drag it onto the **menu** that it will be added to, this will also open that menu. (Example: Drag the macro to the Format menu):



- Drag the **macro** down the menu list to where it will be inserted. (Example: Drag the macro under the Borders and Shading menu item):



- Release the mouse button, and the **macro** will appear on the menu:

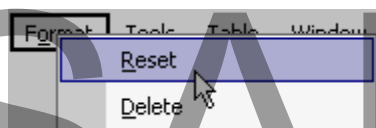


- To edit the **macro** name in the menu, immediately after placing the macro in the menu, right click on the command to open the **Name** dialog box.

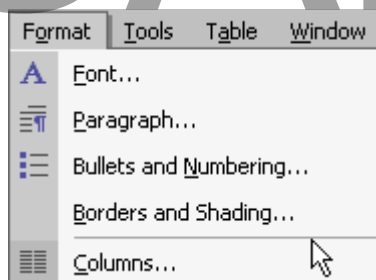
---

### Removing a Macro Custom Menu Item

- To remove the **macro** that has been placed in a menu, you must Reset the original settings for that menu.
- From the main menu, choose **Tools > Customize** to open the **Customize** dialog box.
- Right-click on the **menu** and select **Reset** from the context menu:



- The macro is now removed from the menu:



## Review Questions

### How would you:

- Automate Tasks?
- Administer Macros?
- Record a Macro?
- Edit a Macro?
- Create a Macro Toolbar button Shortcut?
- Create a Macro Keyboard Shortcut?
- Create a Macro Custom Menu Item?
- Remove a Macro Custom Menu Item?

SAMPLE

## References

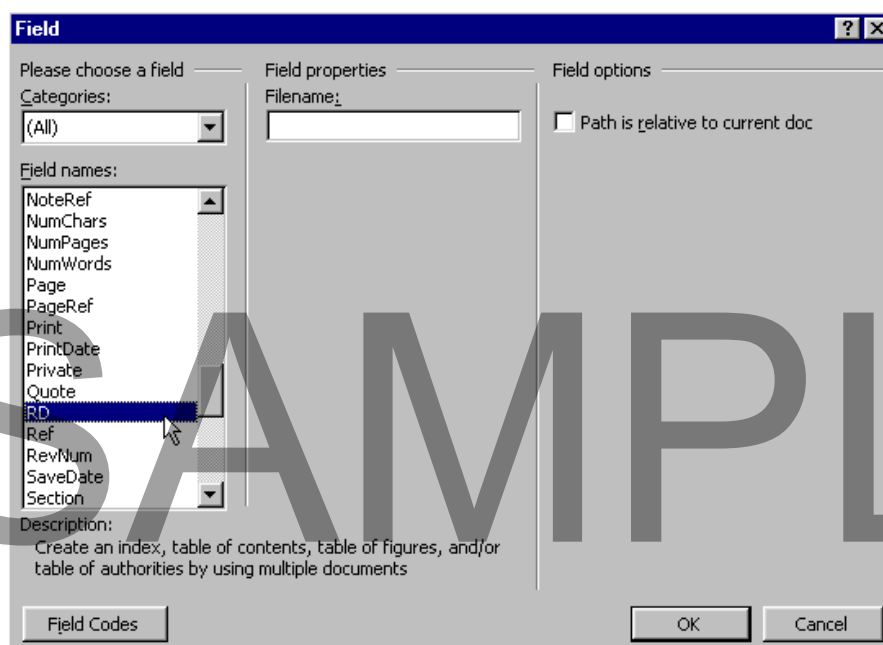
When you have completed this learning module you will have seen how to:

- Reference Document Information
- Insert Bookmarks
- Use Footnotes and Endnotes
- Insert Footnotes
- Insert Endnotes
- Add Captions
- Create Cross-References

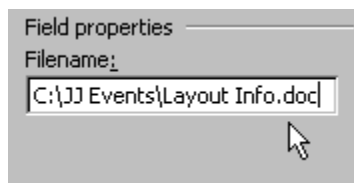
## Document Information

### Referencing Document Information

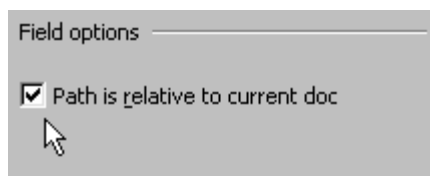
- The **Reference Document** field in Word allows you to refer to a table of contents in another document from within a current document.
- Open the document that you want to insert the referenced document **table of contents** into.
- Set an insertion point where the referenced table of contents will be placed.
- From the main menu, choose **Insert > Field** to open the **Field** dialog box.
- Select **RD** in the **Field names** list:



- Enter the entire path and name of the document to be referenced in the **Filename** field under the **Field properties** area:



- If the reference document path is the same as the current document, select the **Path is relative to current doc** checkbox.



- This means that the referenced document is either in the same folder as the current document

**OR** in a subfolder that has the same steps as the current document.

- Click **OK**.
- In the current document, click the **Show/Hide** button to be able to see the inserted **Reference Document**:

## Memorandum¶

To: → Jack Brown¶

CC: → ¶

From: → Jane Smith¶

Date: → 2/7/02¶

Re: → Our Company info document¶

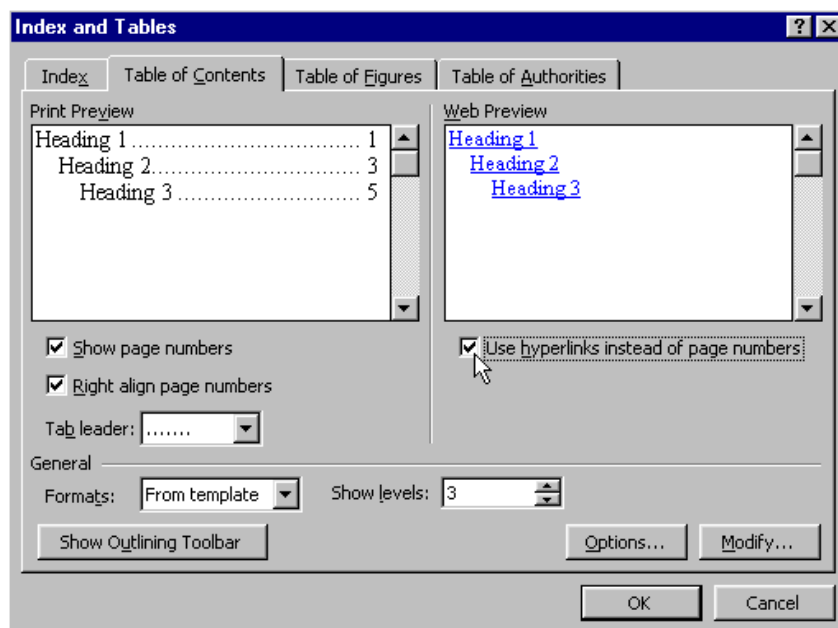
Hi Jack,¶

I wanted to touch base with you in terms of the company info document. There are some areas that I'd like you to look at, especially the various areas of information that we're placing in the piece. We have some issues in terms of placing some success stories, or even customer comments, but where?¶

§ RD: "Layout info document" ¶¶

¶

- From the main menu, choose **Insert > Reference > Index and Tables** to open the Index and Tables dialog box.
- Select the **Table of Contents** tab:



- Apply settings as required for the **table of contents** to be inserted.
- Click **OK**.
- The current document will now have the referenced **table of contents** placed within it:

Hi Jack,

I wanted to touch base with you in terms of the company info document. There are some areas that I'd like you to look at, especially the information that we're placing in the piece – take a look at the table of contents generated so far!

I&J Event Services: Who We Are .....	1
Seeing the Difference .....	1
Mission Statement .....	2
Staff .....	2
Event Varieties .....	3
Weddings .....	3
Birthdays .....	4
Corporate Events .....	4
Special Events .....	4
Quality Control .....	5
Main Services .....	5
Catering .....	5
Floral .....	6
Locations .....	6
Other Services .....	6
Printing .....	7
Creative .....	7
Scheduling and Pricing .....	7
Primary Schedule .....	7
Cost Estimates .....	8

## Inserting Bookmarks

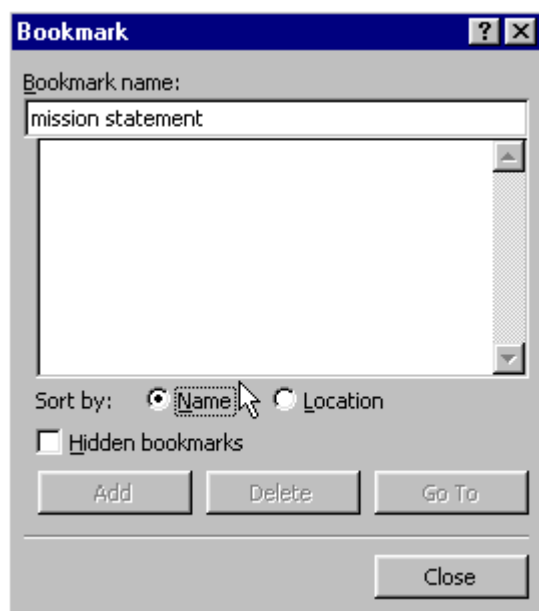
- Inserting **Bookmarks** allows you to be able to move quickly through a long document to specific points, without having to know the exact page number or heading.

### To insert a bookmark:

- Select the text that the bookmark will be applied to

**OR** click in an area in the document where the bookmark will be applied.

- From the main menu, choose **Insert > Bookmark** to open the **Bookmark** dialog box:



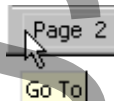
- Enter a name for the **bookmark**, with no more than **40 characters**. A bookmark name cannot have any spaces or punctuation except the underscore ( **\_** ) character.
- Click **Add**.

**To find a bookmark:**

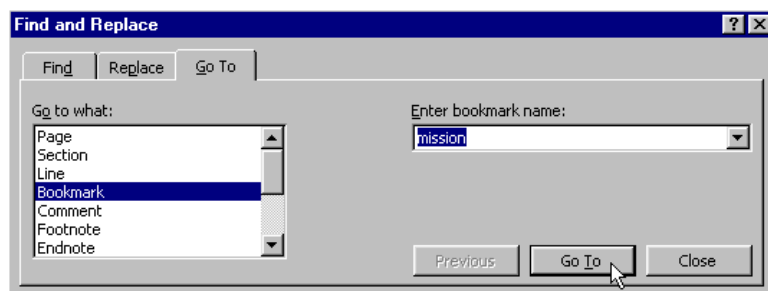
- From the main menu, choose **Insert > Bookmark** to open the **Bookmark** dialog box.
- Select the **bookmark** to view and click the **Go To** button.
- The **current document** that is open behind the dialog box will alter to show the bookmarked area.

**OR**

- Double-click on the page number at the bottom left of the document window:

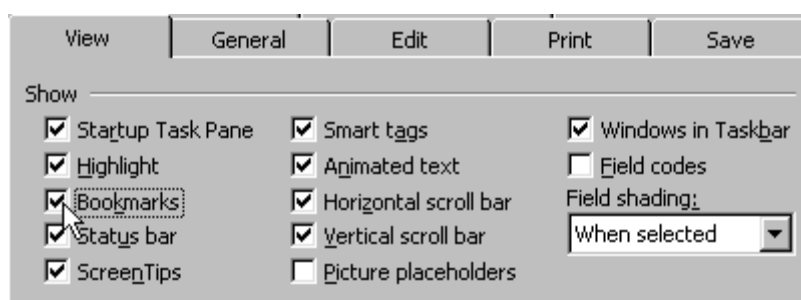


- This will open the **Find and Replace** dialog box. Select the **Go To** tab.
- Select **Bookmark** in the **Go to what** list, and select the required bookmark from the **Enter bookmark name** drop-down menu:

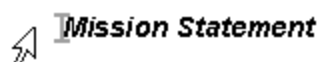


#### To view a bookmark:

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **View** tab.
- Select the **Bookmarks** checkbox in the **Show** options area:



- Any bookmarks that are within the document will appear with a gray or black bracket showing its location:



- The bracket should not print, but to be safe, deselect the Bookmarks option before printing.

#### To delete a bookmark:

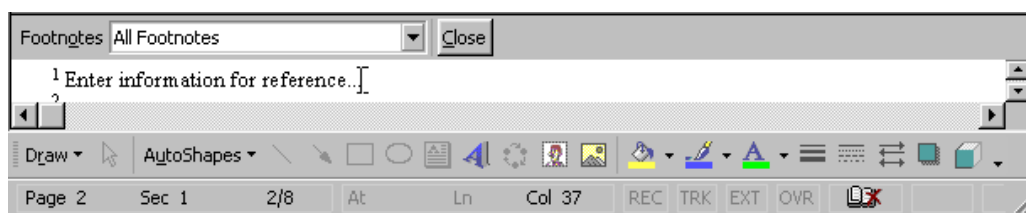
- From the main menu, choose **Insert > Bookmark** to open the **Bookmark** dialog box.
- Select the bookmark to be removed.
- Click **Delete**.
- Click **Close**.

## Footnotes and Endnotes

### Using Footnotes and Endnotes

- Adding **Footnotes** and **Endnotes** to a document allows you to provide extra information on a topic, from source location, to extra details not necessarily in the main body of the text.

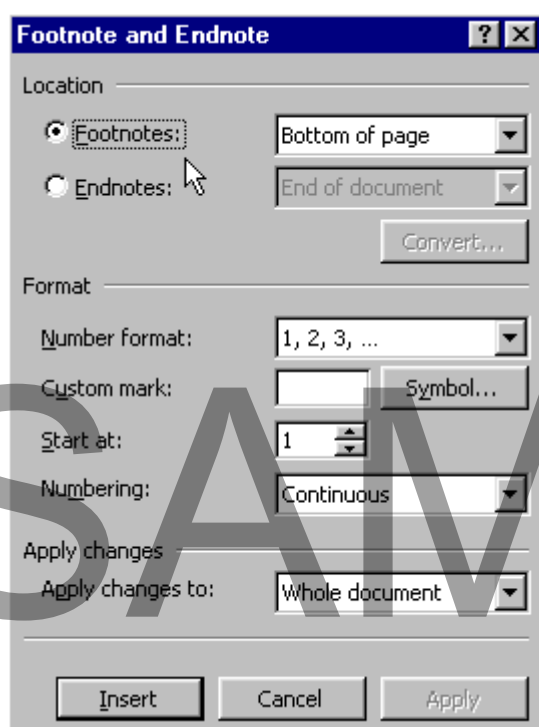
- **Footnotes** always appear at the bottom of the current page.
- **Endnotes** always appear at the bottom of the last page of a document.
- When inserting a **footnote or endnote** while the document is in the **Normal** view, the **Note** pane will open at the bottom of the document window:



- This allows for easy editing of **footnotes and endnotes**.
- When inserting a **footnote or endnote** while the document is in the **Print** view, the **Note** pane will not open. Footnotes and endnotes are simple editing on the document page. Increase the **Zoom** percentage to make editing easier.

## Inserting Footnotes

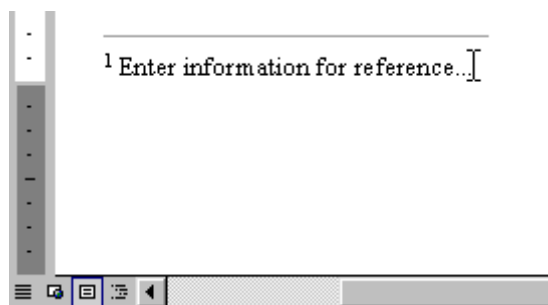
- Place an insertion point in a sentence that the footnote is being created for, and where the footnote mark will appear.
- From the main menu, choose **Insert > Reference > Footnote** to open the **Footnote and Endnote** dialog box:



- Select the **Footnotes** or **Endnotes** option in the **Location** area.
- Once done, click **OK**.

**OR** press the **ALT + CTRL + F** key combination.

- A note reference mark will be inserted with a number showing what number footnote this is. If it is the first footnote, the number will be a "1":

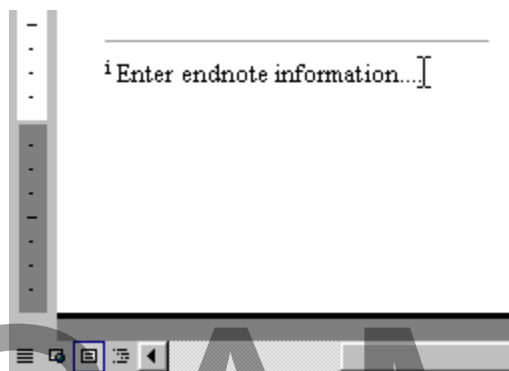


- The footnote will be placed at the bottom of the page that the footnote is on, and the cursor will also move there for instant editing.

---

### Inserting Endnotes

- Place an insertion point in a sentence that the endnote is being created for, and where the endnote mark will appear.
- Press the **ALT + CTRL + D** key combination.
- A note reference mark will be inserted as a lowercase letter showing which order of endnotes this is. If it is the first endnote created, the mark will be a lowercase "i":

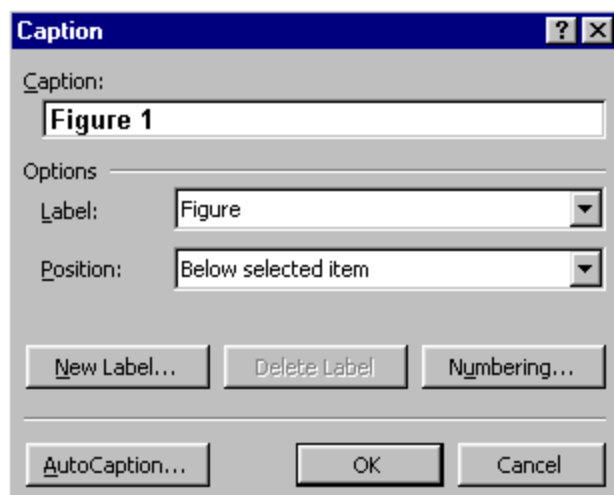


- The endnote will be placed at the end of the document, on the last page, and the cursor will also move there for instant editing.

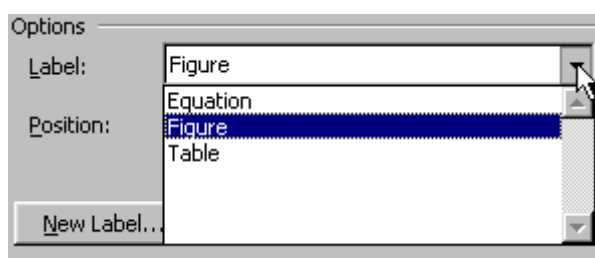
---

### Adding Captions

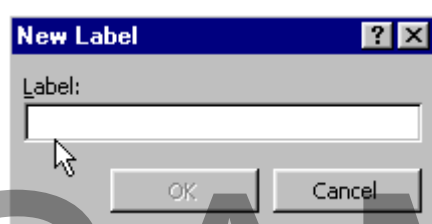
- Click and place an insertion point on the page where the caption will be inserted.
- From the main menu, choose **Insert > Reference > Caption** to open the **Caption** dialog box:



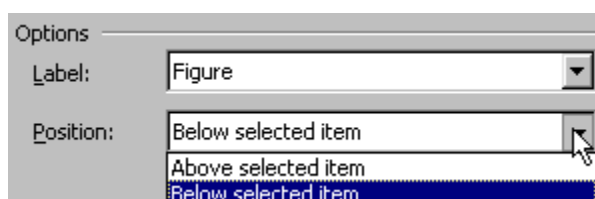
- In the **Caption** field, **Figure 1-1** is the default option. Replace as required with a different name or any other piece of information that the caption will be describing.
- The **Label** drop-down menu allows you to select alternate label templates:



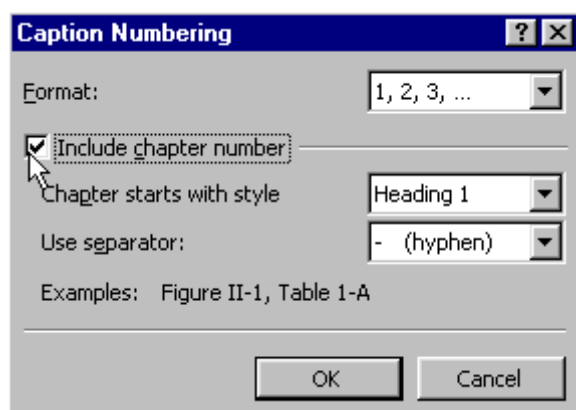
- If the needed label is not in the Label drop-down menu, click the **New Label** button to open the **New Label** dialog box:



- Simply type in a new name and click **OK**.
- The new name will be inserted into the **Label** drop-down menu.
- The **Position** drop-down menu allows you to select where the caption will be placed in relation to the image, table or figure that it is describing:



- Click the **Numbering** button to open the **Caption Numbering** dialog box:



- Here you can select from the **Format** drop-down menu how the captions will be automatically numbered:



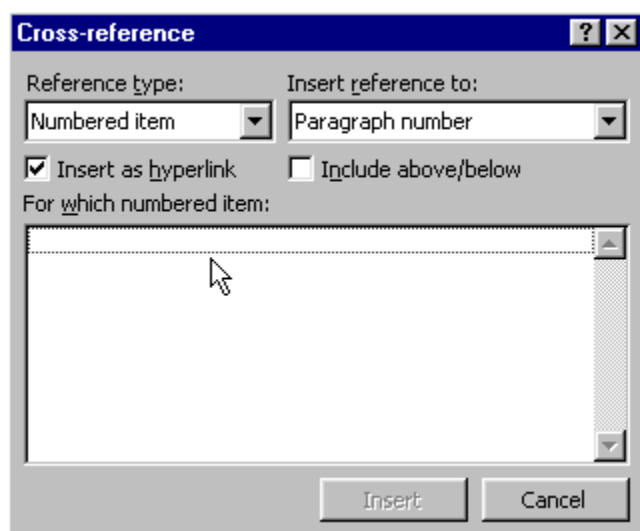
- By selecting the **Include chapter number** checkbox, you can have chapter heading numbers added to the caption, to link it more closely to the chapter it is contained in.

---

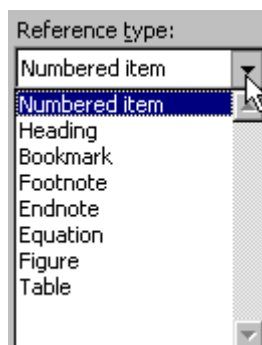
## Creating Cross-References

- **Cross referencing** within a document allows you to locate relevant material that may be connected through content, but not necessarily location, within a document.
- With the **Cross-reference** dialog box, even once references are set, and then editing occurs and page numbering alters, the dialog box will track and keep any cross-referencing up to date.
- From the main menu, choose **Insert > Reference > Cross-reference** to open the **Cross-reference** dialog box:

SAMPLE

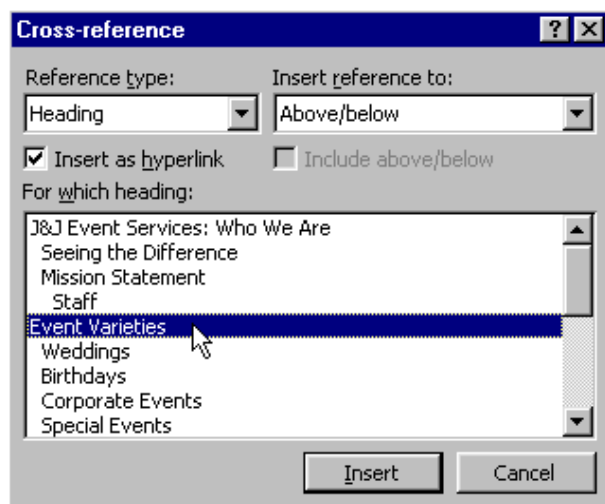


- With the **Cross-reference** dialog box still open, click to place an insertion point in the document where the cross-reference will be placed.
- Do not place a cross-reference with original information, only with areas that briefly mention the information. The cross-reference is to connect a brief mention in one place to a longer explanation elsewhere in the document.
- Add any text as required after the insertion point that will be connected to the cross-reference. If directing to a page, enter **see page**.
- In the **Reference type** drop-down menu, select the element that will be referenced:

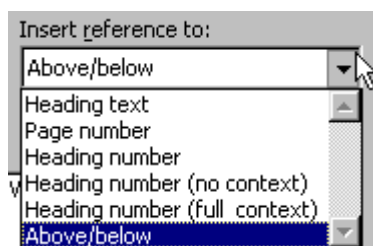


- A list of the various elements will appear in the **For which heading** view. If **Heading** was selected in the **Reference type** menu, then all headings in the document will appear in the **For which heading** view. One must be selected:

SAMPLE



- From the **Insert reference to** drop-down menu, select the particular aspect of the document element selected in **Reference type** that will be referenced. Note that the **Insert reference to** options will be different for every selection from the **Reference type** area:



- Selecting the **Insert as Hyperlink** checkbox will allow a reader to simply click on the cross-reference note to jump to the reference elsewhere in the document.
- The **Include above/below** checkbox allows you to add the word “above” or “below” within the cross-reference indicating that the cross-reference is being placed before or after the text being referenced.
- Word will automatically switch the words if the cross-reference or references text is moved.
- Once done, click **Insert** to place the cross-reference in the document.

## Review Questions

### How would you:

- Reference Document Information?
- Insert Bookmarks?
- Use Footnotes and Endnotes?
- Insert Footnotes?
- Insert Endnotes?
- Add Captions?
- Create Cross-References?

SAMPLE

## Time Savers

When you have completed this learning module you will have seen how to:

- Create a New Document using a Wizard
- Insert Symbols
- Insert Date or Time
- Check Spelling and Grammar
- Change a Word using the Thesaurus
- Change the Set Language

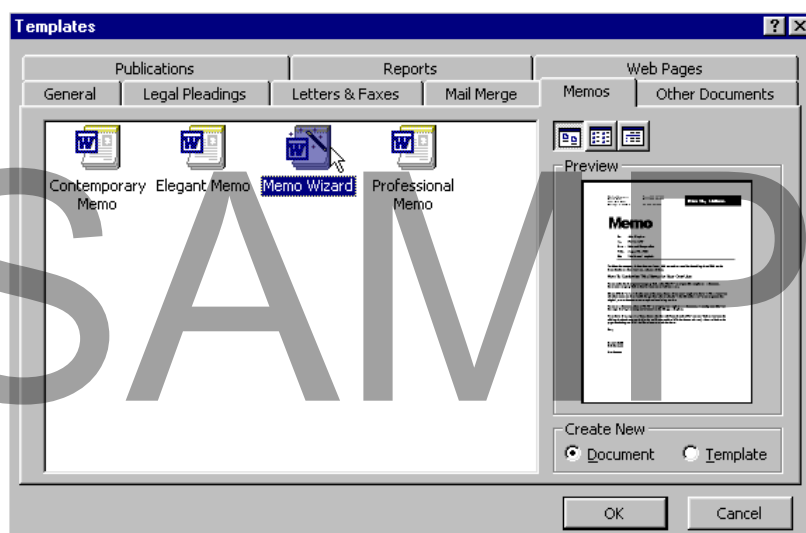
## Timesavers within Word

### Creating a New Document Using a Wizard

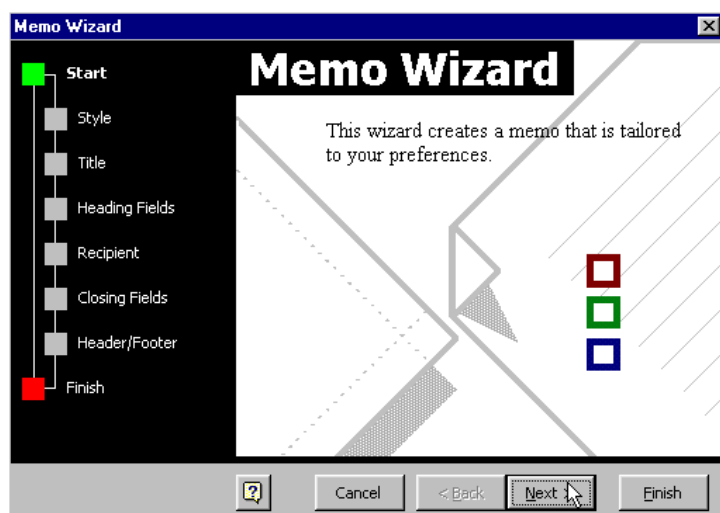
- Wizards are available for creating a Fax, a Letter, Envelopes, Mailing Labels, a Memo, an Agenda, a Legal Pleading, a Calendar, a Resume and a Web Page.
- Not all document wizards open the same wizard dialog box. For the letter wizard, the **Microsoft Help Assistant** program will open, working through a basic layout of the document.

To create a New Document using a Wizard:

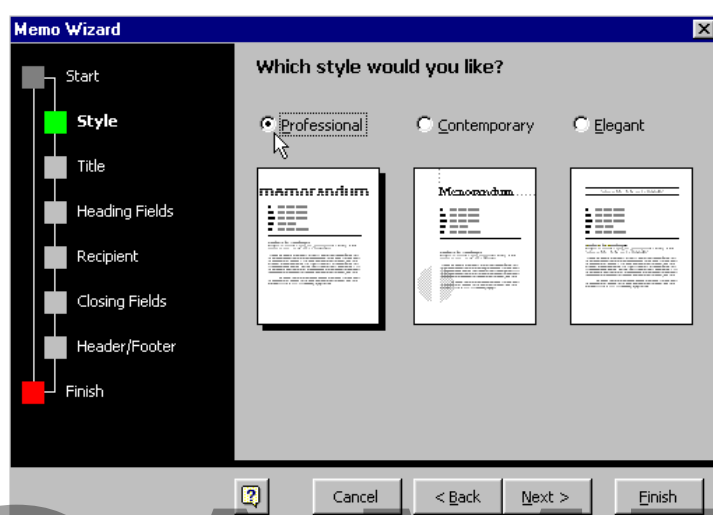
- From the main menu, choose **File > New** to open the **New Document** pane.
- Click on **General Templates** to open the **Templates** dialog box.
- Select an item tab for the document to be created.
- Select a **Wizard** for the document and click **OK**:



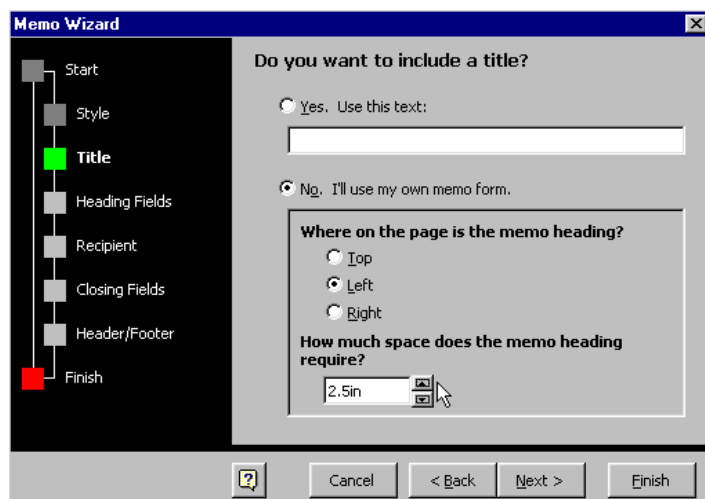
- This will open the **Wizard** dialog box as well as a **new document** window:



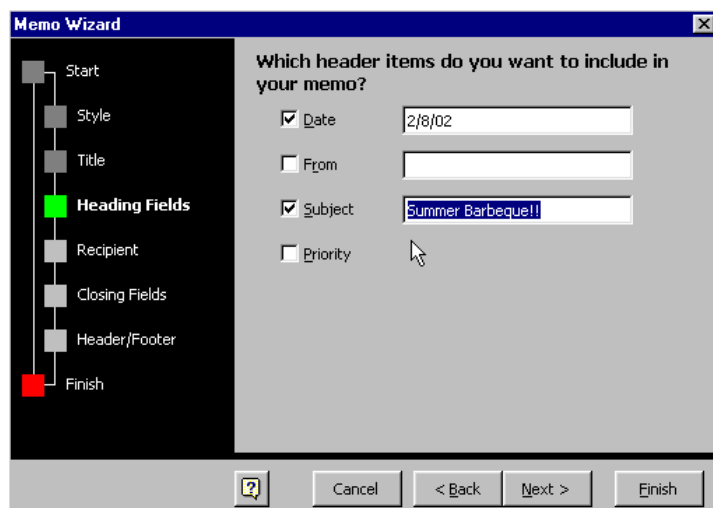
- Every **Wizard** dialog box shows on the first page the steps that will be taken to create the base for the new document. If a correction needs to be made a couple of steps back, click on one of the boxes on the left of the dialog box, rather than having to click the **Back** button multiple times.
- Click the **Next** button to begin the first step of **creating the document**, and to open the next Wizard page:



- Every Wizard offers a selection of styles to base the new document on.
- Once done, click **Next** to open the next page:

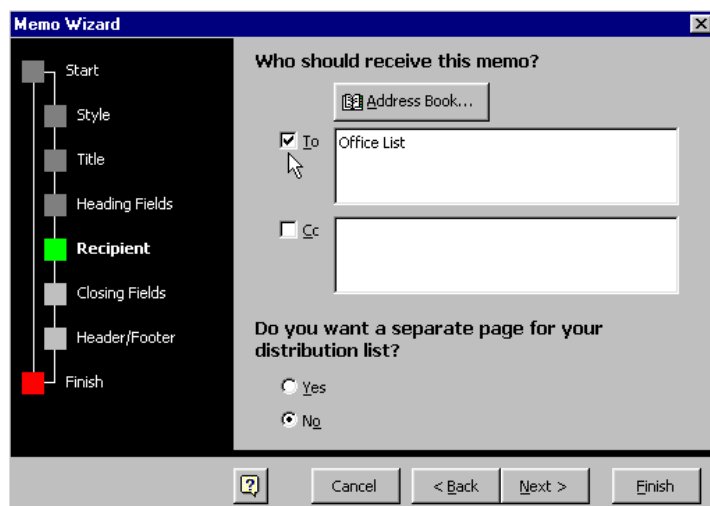


- The point of the **Wizard** is to offer generic samples of items, like titles, if you're not sure of what to enter.
- Once done, click **Next** to open the next page:

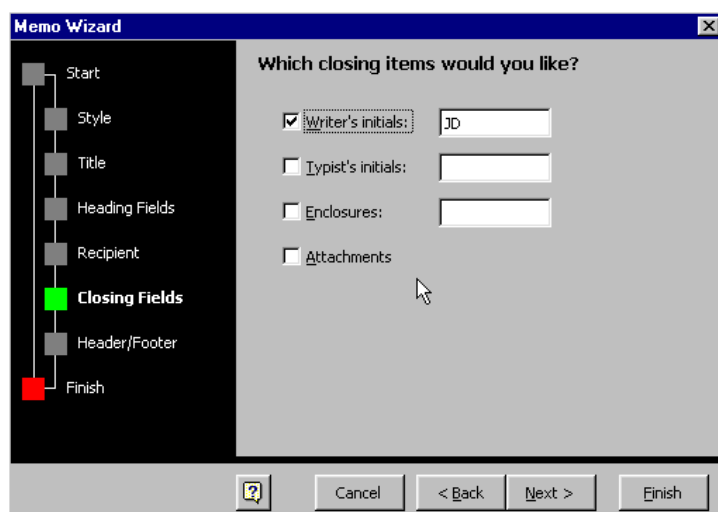


- Make selections as needed.
- Once done, click the **Next** button to open the next page:

SAMPLE

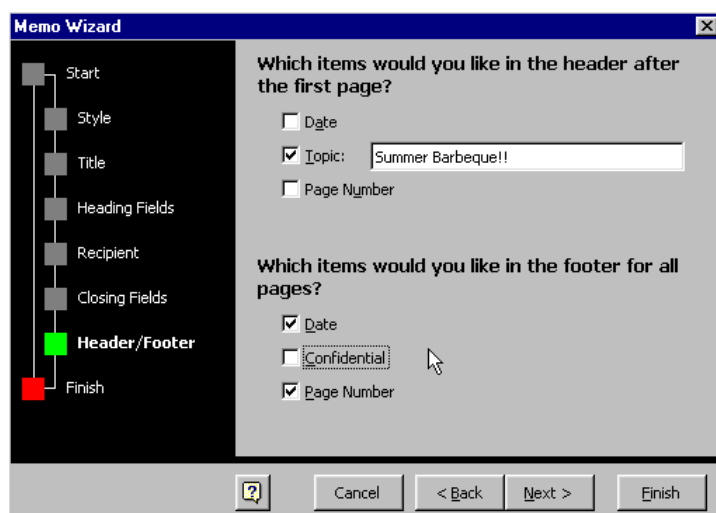


- If a document is being created for the purpose of other recipients receiving it, the Wizard has an area where you can not only manually enter names, but also access your **Address Book** if using **Outlook**.
- Once done, click **Next** to open the next page:

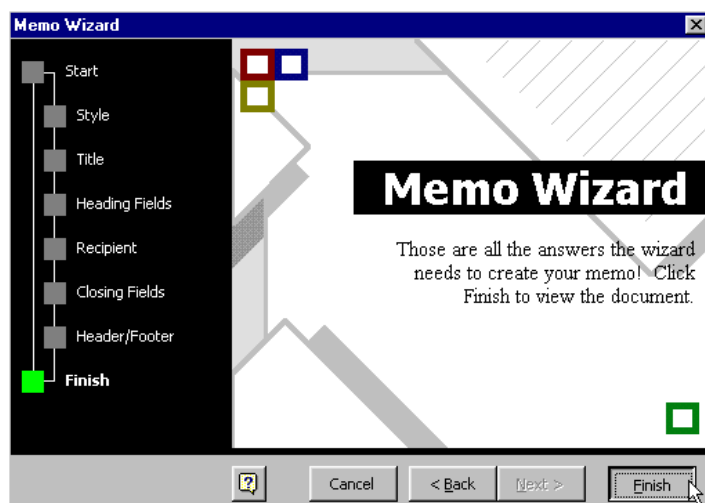


- Also if the document is being created to be sent out to others, you can specify any **Closing** names or **Attachments**.
- Once done, click **Next** to open the next page:

SAMPLE

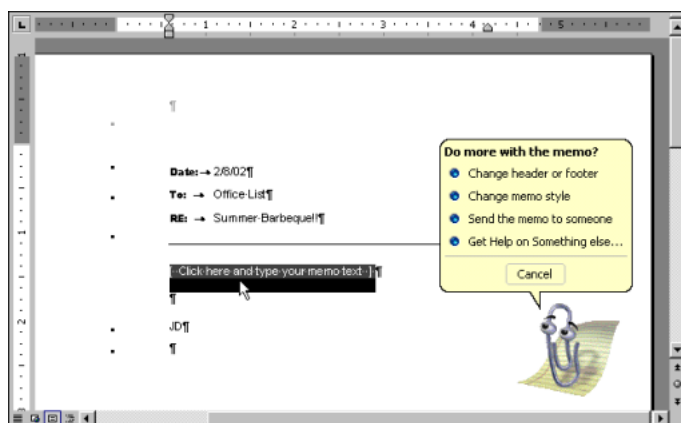


- In some of the documents, **Headers** and **Footers** can also be set, from generic samples within the **Wizard** dialog box.
- Once done, click **Next** to open the next page:



- If this is the final **Wizard** page, it will display that all information that has been entered to create the base of the new document.
- Click **Finish** to close the **Wizard**, and create the document in the **new document** window:

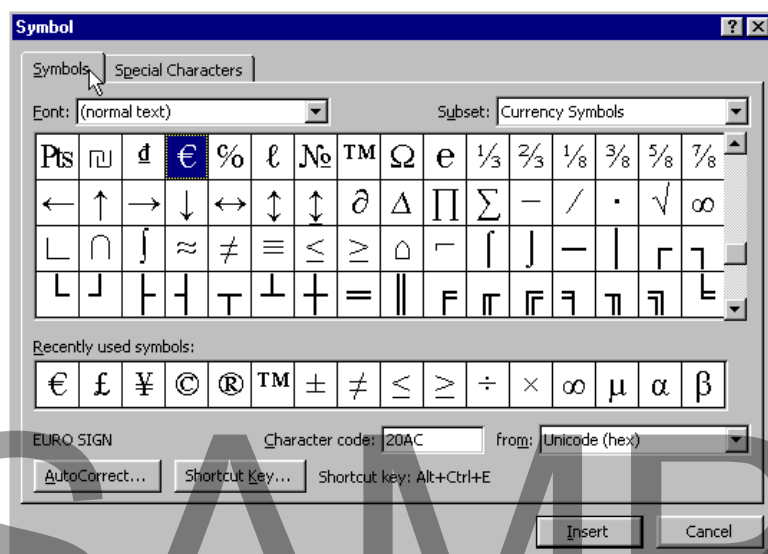
SAMPLE



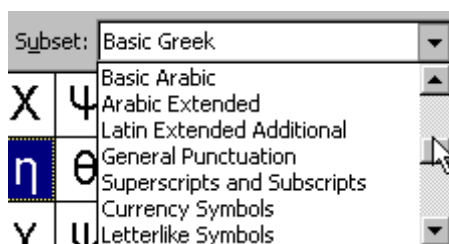
- At this point, the **Microsoft Help Assistant** will appear, to guide you through the remainder of the document creation, as well as help you in editing any information entered within the **Wizard**.

## Inserting a Symbol

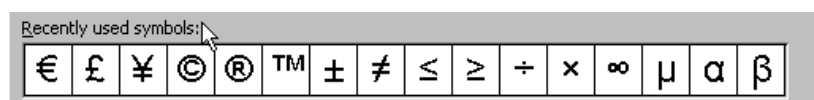
- Place the cursor on the document and click to create an insertion point for the needed **symbol or character** to be added.
- From the main menu, choose **Insert > Symbol** to open the **Symbol** dialog box:



- The **Font** drop-down menu allows you to alter the font of the symbols listed in the dialog box. This allows you to view the symbols before inserting them into the document.
- The **Subset** dialog box allows you to navigate quickly through the various symbols, without having to scroll:



- Under the main symbols list is the **Recently used symbols** area:



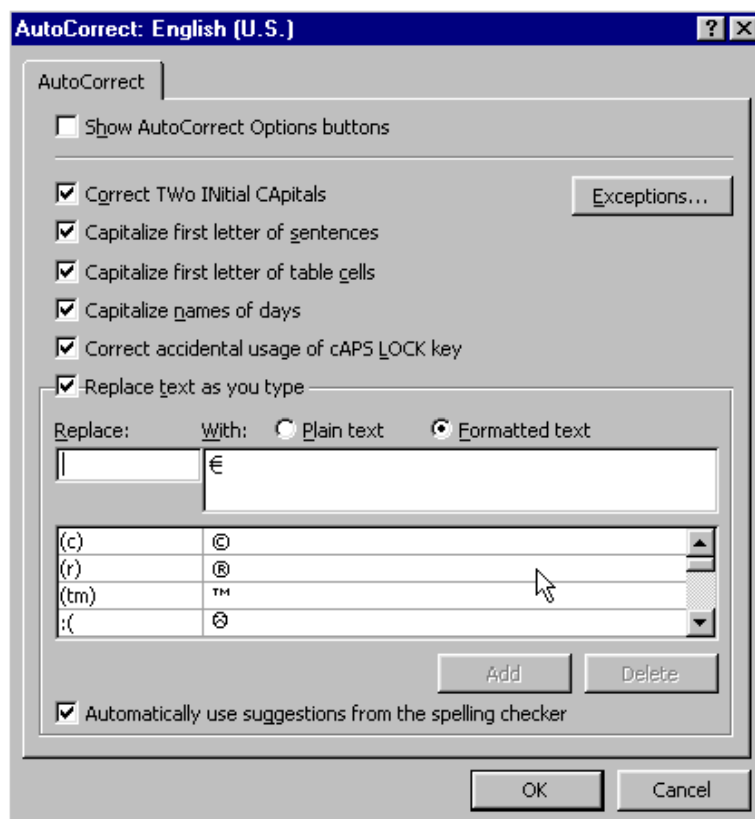
- This area will store up to 16 symbols last used, allowing you easy access without having to search for a symbol if it is frequently used.
- At the bottom of the **Symbols** dialog box, between the **Recently used symbols** area and the **AutoCorrect** button, there is an area that will describe a selected symbol:



**Note:** A very useful tool, if a description will be required at a later point.

- The **AutoCorrect** button will allow you to open the **AutoCorrect dialog box**, where adjustments can be made to any autocorrect settings, or words:

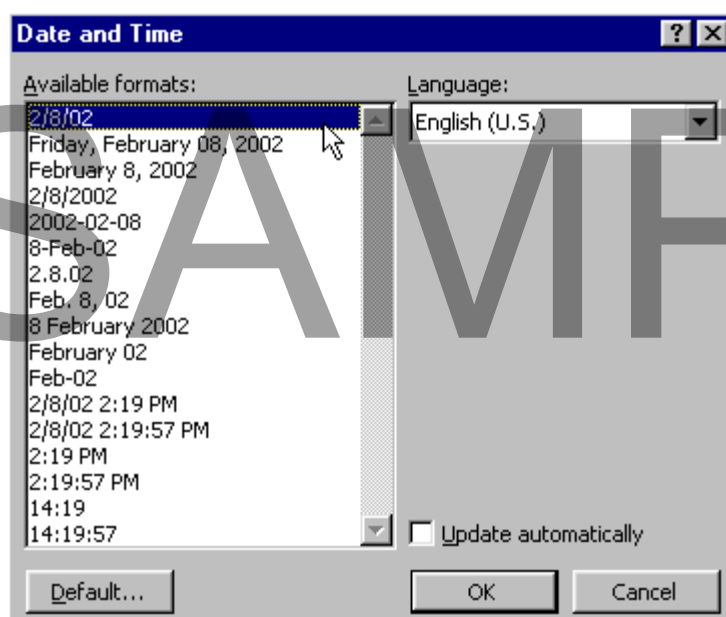
SAMPLE



- Once a symbol has been selected for insertion, click **Insert**.

### Inserting the Date or Time

- Place the cursor on the document and click to create an insertion point where the **date and/or time** will be added.
- From the main menu, choose **Insert > Date and Time** to open the **Date and Time** dialog box:



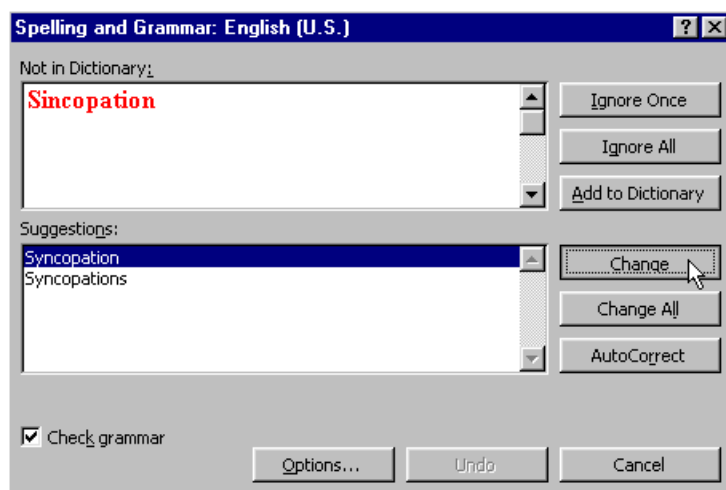
- Select from the **Available formats** list the required format for the date and/or time to be inserted into the document.
- Once done, click **OK**.

## Languages

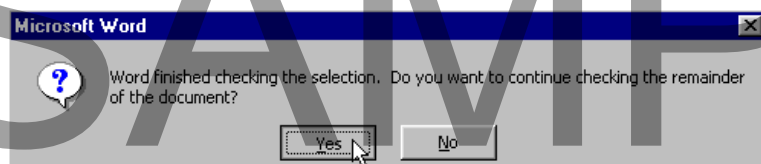
### Checking the Spelling and Grammar

To check one word or sentence for spelling and grammar:

- Select the word, or sentence to be checked.
- From the main menu, choose **Tools > Spelling and Grammar** to open the **Spelling and Grammar** dialog box:



- The dialog box will offer in the **Suggestions** field various suggestions for **correct spelling, sentence structure and grammar**.
- Select the **correct spelling**, and click the **Change** button.
- This will automatically alter the word in the document.
- A **Microsoft Word** spelling message box will also open, requesting to check the remainder of the document for any **spelling or grammar** corrections:



- If you know that the particular word is elsewhere in the document, and it is wrong everywhere, click the **Change All** button, and all of the words will be corrected.
- Be careful of the **Change All** button, at times, a word may be pluralized, and even if also spelled wrong, the pluralization of the word will be removed, and the original corrected word inserted in its place.

**To check the Spelling and Grammar for an entire document:**

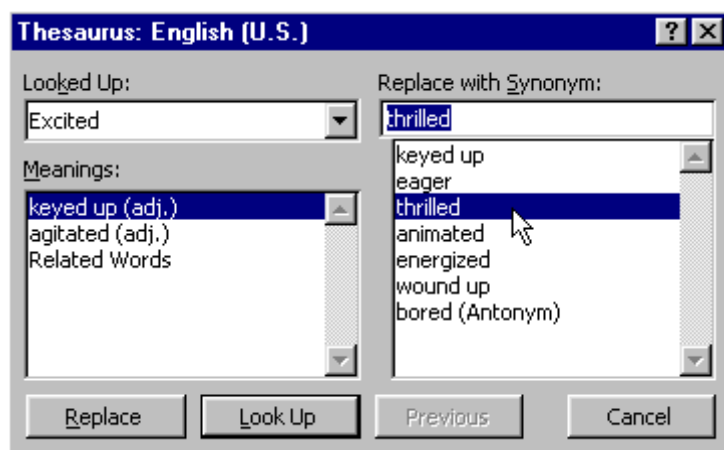
- Simply place the cursor at the beginning of a document.
- From the main menu, choose **Tools > Spelling and Grammar** to open the **Spelling and Grammar** dialog box.
- This will automatically begin checking of the document.

**Changing a Word Using the Thesaurus**

- Select the word that you want to alter with the **thesaurus**:

Excited

- From the main menu, choose **Tools > Language > Thesaurus** to open the **Thesaurus** dialog box:



- The **Looked Up** field displays the word that has last been searched for the last time the **Thesaurus** was used.
- The **Meanings** list displays the various meanings of a word, if applicable. Select a meaning to view different synonyms in the **Replace with Synonym** list.
- The **Replace with Synonym** list shows all applicable synonyms attached to a word.
- Select a new synonym, and click **Replace** to change the word in the document:

Thrilled

- If a word is selected from the **Replace with Synonym** list, then the **Look Up** button is clicked, the word will appear in the **Looked Up** field, and the new meanings displayed in the **Meanings** list.

## End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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