

Microsoft Word 2003

Manual - Intermediate Level



SAMPLE

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COURSEWARE

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COURSE BASICS.....	6
TOOLBARS	6
<i>The Title Bar.....</i>	6
<i>The Menu Bar.....</i>	6
<i>The Tool Bar.....</i>	7
<i>The Status Bar.....</i>	7
<i>The Scroll Bar.....</i>	7
FILE MANAGEMENT.....	8
<i>Opening Files.....</i>	8
<i>Saving Files.....</i>	8
<i>Closing Files.....</i>	9
INSTALLING THE SAMPLE FILES.....	9
TEMPLATES	11
CREATE A TEMPLATE	11
<i>Using Templates.....</i>	11
<i>Accessing Library Templates.....</i>	11
 <i>Accessing Microsoft Templates.....</i>	12
<i>Creating a Template from an existing document.....</i>	15
<i>Selecting a Template from the Templates dialog box.....</i>	16
<i>Modifying a Template.....</i>	16
<i>Using Global Templates.....</i>	17
STYLES	17
<i>Using Styles.....</i>	17
<i>Creating Paragraph Styles.....</i>	18
<i>Applying Styles.....</i>	19
<i>Modifying Styles.....</i>	20
<i>Organizing Styles.....</i>	22
REVIEW QUESTIONS	23
TABLES	25
EDIT CELLS AND CHARTS	25
<i>Merging Cells in a Table.....</i>	25
<i>Sorting Data.....</i>	26
<i>Performing Calculations.....</i>	27
<i>Creating a Chart based on Table Data.....</i>	28
<i>Modifying a Chart based on Table Data.....</i>	30
<i>Converting Tabbed Text into a Table.....</i>	31
EXCEL TABLES	32
<i>Opening an Excel Table.....</i>	32
<i>Linking Excel Data in a Table.....</i>	33
REVIEW QUESTIONS	34
GRAPHICS.....	35
INCLUDE GRAPHICS.....	35
<i>Using Graphics.....</i>	35
<i>Inserting a Clip Art Image.....</i>	35
<i>Adding an AutoShape.....</i>	36
<i>Inserting WordArt.....</i>	39
<i>Inserting an Organization Chart.....</i>	40
REVIEW QUESTIONS	42
TEXT.....	43

INSERT TEXT	43
<i>Entering Text</i>	43
 <i>Using Automatic Text Features</i>	43
<i>Formatting Text into Columns</i>	45
<i>Controlling Text within a Column</i>	47
<i>Wrapping Text around a Graphic</i>	47
TEXT EDITING.....	49
<i>Deleting Blocks of Text</i>	49
<i>Moving Text</i>	50
<i>Copying Text</i>	50
<i>Copying Multiple Items</i>	51
TEXT FORMATTING.....	52
<i>Applying Character Formats</i>	52
<i>Changing the Font</i>	52
<i>Changing Font Size</i>	53
<i>Adding an Effect to Text</i>	53
<i>Changing the Color of Text</i>	53
<i>Reusing Formatting</i>	54
REVIEW QUESTIONS	55
ENVELOPES AND LABELS.....	56
ENVELOPES	56
<i>Creating Envelopes</i>	56
<i>Using the Delivery address field</i>	56
<i>Using the Return address field</i>	57
<i>Adding Electronic Postage</i>	57
<i>Using the Envelope Options</i>	57
LABELS.....	59
<i>Using Labels</i>	59
<i>Creating Labels</i>	60
<i>Using Label Options</i>	60
<i>Creating Custom Labels</i>	61
REVIEW QUESTIONS	62
WEB PAGE CREATION	63
CREATE A WEB PAGE	63
<i>Creating a Standard Web Page</i>	63
<i>Using the Web Tools toolbar</i>	63
<i>Creating a Web Page using a Template</i>	71
<i>Saving a Web Document</i>	76
<i>Previewing in a Browser</i>	77
HYPERLINKS.....	77
<i>Creating a Hyperlink</i>	77
<i>Editing a Hyperlink</i>	80
<i>Applying a Theme</i>	81
REVIEW QUESTIONS	82
MANAGING DOCUMENTS.....	83
COMMENTS.....	83
<i>Using the Reviewing Toolbar</i>	83
<i>Using Comments in Documents</i>	86
REVIEW QUESTIONS	86
PRINT.....	87
PAGE DISPLAY.....	87

<i>Inserting a Page Break</i>	87
<i>Setting the Page Display</i>	87
<i>Using the Printing Options</i>	88
<i>Changing Margins</i>	91
<i>Previewing a Document</i>	92
PRINTING THE DOCUMENT	95
<i>Selecting Pages to Print</i>	95
REVIEW QUESTIONS	96

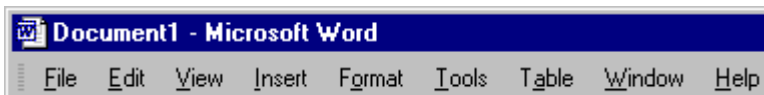
SAMPLE

Course Basics

Toolbars

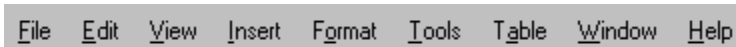
The Title Bar

- The title bar is displayed along the top of almost all program, folder and dialog box windows. It is used to display information such as the name of the application (or folder) and the document you are working on. Information which is displayed here may vary. The example shown illustrates the title bar for a program called **Microsoft Word**, in which a document called **Document1** has been opened or saved:



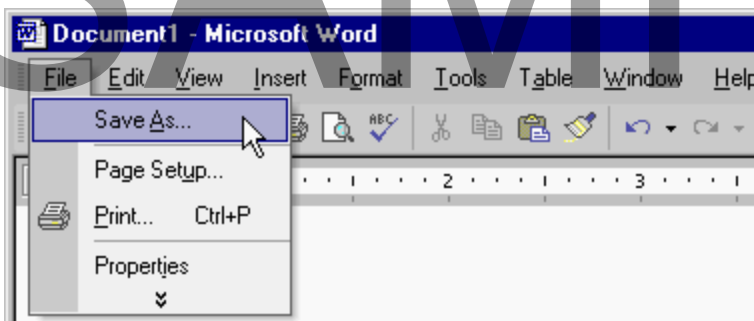
The Menu Bar

- The menu bar is located under the title bar, and contains a series of drop down menus. The example shown illustrates the Microsoft Word Menu Bar:



To execute Menu commands

- In most cases, you are asked to use the mouse to execute a series of menu commands (e.g., **File > Save As**). What this means is that you select **File** from the main menu, followed by **Save As**:



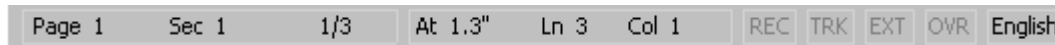
The Tool Bar

- The tool bar contains a series of icons, which allow you to achieve a desired effect as quickly as possible. In the example shown, taken from the Microsoft Word Formatting toolbar, to make the selected text bold, you would click on the **Bold** icon:



The Status Bar

- Most application windows have a status bar displayed along the bottom of the window. In the example illustrated, taken from Microsoft Word, the status bar conveys information about the page within the document which you are working on, along with other relevant information:





The Scroll Bar

- When a program or folder needs to display information within a window, two sets of scroll bars may be displayed along the bottom and right side of the window. By using the scroll bars it is possible to move to any position within a document and also work on a document many times bigger than your physical screen size.

To move up and down within a window (using the scroll bar)

- To scroll upwards in a window, click on the upwards-pointing arrow at the top of the vertical scroll bar: 
- To move downwards in a window, click on the downwards-pointing arrow at the bottom of the vertical scroll bar: 

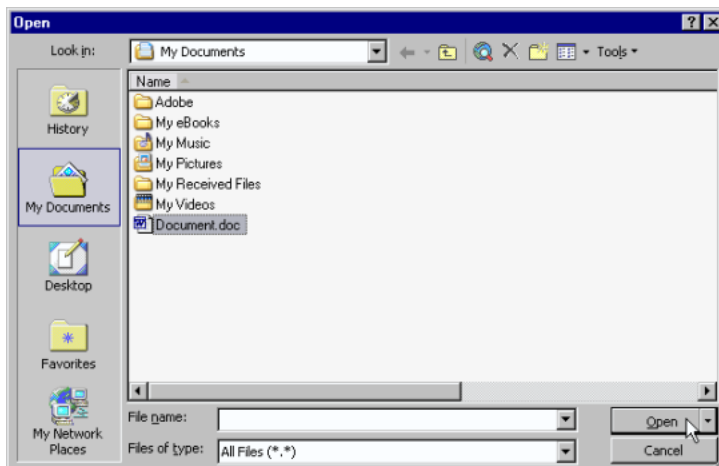
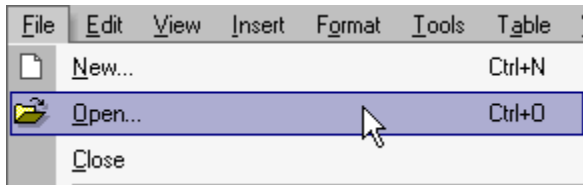
To move right to left within a window

- To move to the right-hand side of a window, click on the right-hand arrow on the horizontal scroll bar: 
- To move to the left-hand side of a window, click on the left-hand arrow on the horizontal scroll bar: 

File Management

Opening Files

- From the main menu, select **File > Open** command or click on the **Open** icon and select the required file from the dialog box displayed:

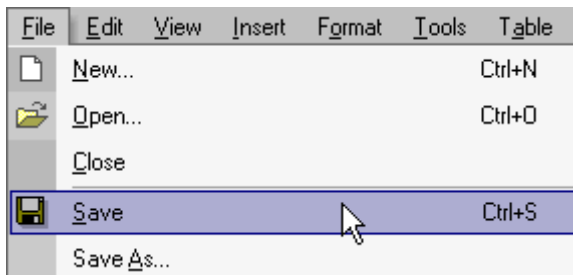


- Use the **Look in** drop-down menu to select the drive or folder which contains the file you want.
- To open the file you require either double-click on the file name or select the file name by clicking on it, and then click on the **Open** button.

Saving Files

To save a new document

- From the main menu, select **File > Save** command or click on the **Save** icon and from the dialog box displayed select the required folder. Enter a file name and then click on the **Save** button:



- After you have saved the file for the first time, clicking on the **Save** icon will automatically save your document with the filename you gave it. It does not give you the option to rename.

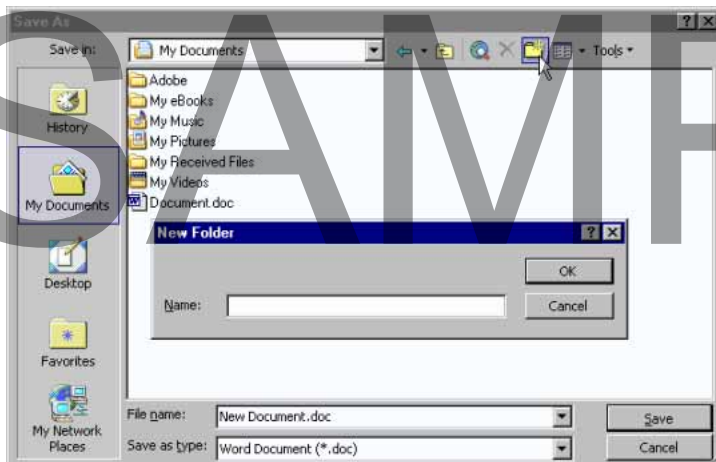
To save a document under another name and/or location

- The **Save As** command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. From the main menu, choose **File > Save As** command.

Note: The **File > Save As** command will rename the document on the screen so that you can keep the earlier version, as well as saving any changes you have made.

To create a new folder in which to save your document

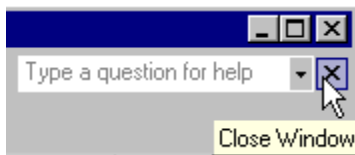
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button:



Note: The folder will be created under the current folder.

Closing Files

- Click on the **Close Window** icon displayed at the top-right of the document window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon):



Installing the Sample Files

- Use Windows Explorer to create a folder called **Word 2003 Intermediate Samples**, in the **My Documents** folder.
- If you are installing the sample files from the CD-ROM, place the CD-ROM in the CD drive and copy the files from the **word_2003_intermediate_usa\exercise_files** to the **My Documents\Word 2003 Intermediate Samples** folder.
- If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.
- **Notes for tutors:**
The above instructions are for Windows that has not been set-up for a multi-user environment (with individual profiles). The instructions above may require modification within a Windows mutliuser environment. Where possible pre-install the relevant work files prior to use by students/delegates.

SAMPLE

Templates

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

- Use Templates
- Access Library Templates
- Access Microsoft Templates
- Use the Normal Template
- Create a Template from an Existing Document
- Create a Template from an Existing Template
- Modify a Template
- Use a Global Template
- Use Styles
- Create Styles
- Apply Styles
- Modify Styles
- Organize Styles

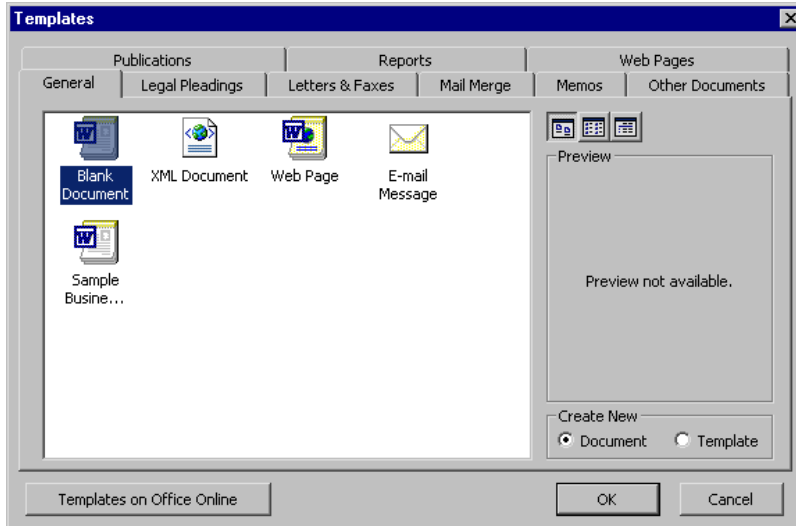
Create a Template

Using Templates

- A **template** sets what text, formatting and graphics will automatically appear in the new document. The template is a base pattern of content for a document.
- **Templates** can be created for expense reports, status reports — any document that is used repetitively.
- **Templates** not only save you time, they allow for a custom editing environment, store tools to edit a document effectively, store Styles, store automated macro procedures, and store AutoText boilerplate text.

Accessing Library Templates

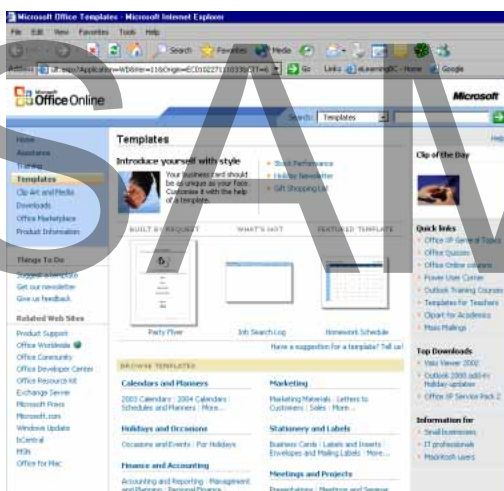
- The built-in **Template Library** gives you access to more than 40 preset templates from within Word.
- From the main menu, choose **File > New** to open the **New Document** pane, and click on **On my computer** to open the **Templates** dialog box:

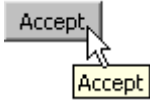


- The various template tabs allow you to select and use templates to create **Letters, Faxes and Memos**, do a **Mail Merge**, etc.
- Most of the templates have built-in directions that cover where to enter information.

Accessing Microsoft Templates

- Word 2003 has streamlined the process of viewing and accessing Templates from the Microsoft Website.
- There are other templates available from the **Microsoft.com** Website.
- From the main menu, choose **File > New** to open the **New Document** pane, and click on **Templates on Office Online** to link to the **Microsoft Office Template Gallery** through your Web browser:





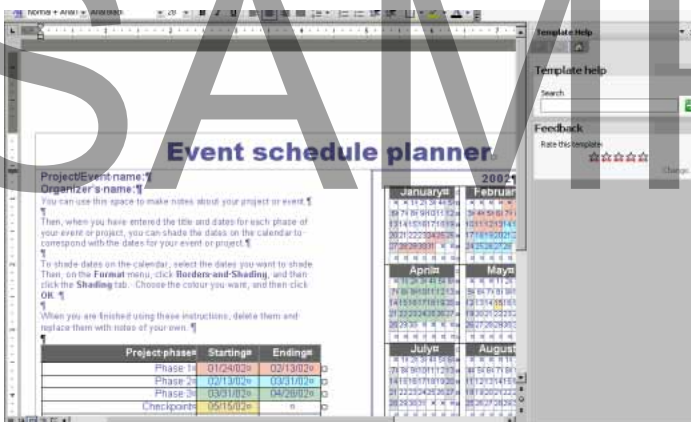
- When you access the site for the first time, a Microsoft **Security Warning** dialog box will ask your permission to install and run **Microsoft Office Templates**:



- Choose **Yes**, and then the template status can be previewed in the browser window.



- Click **Continue** to open the template in Word. Edit and use as required, then save:



SAMPLE

Using the Normal Template

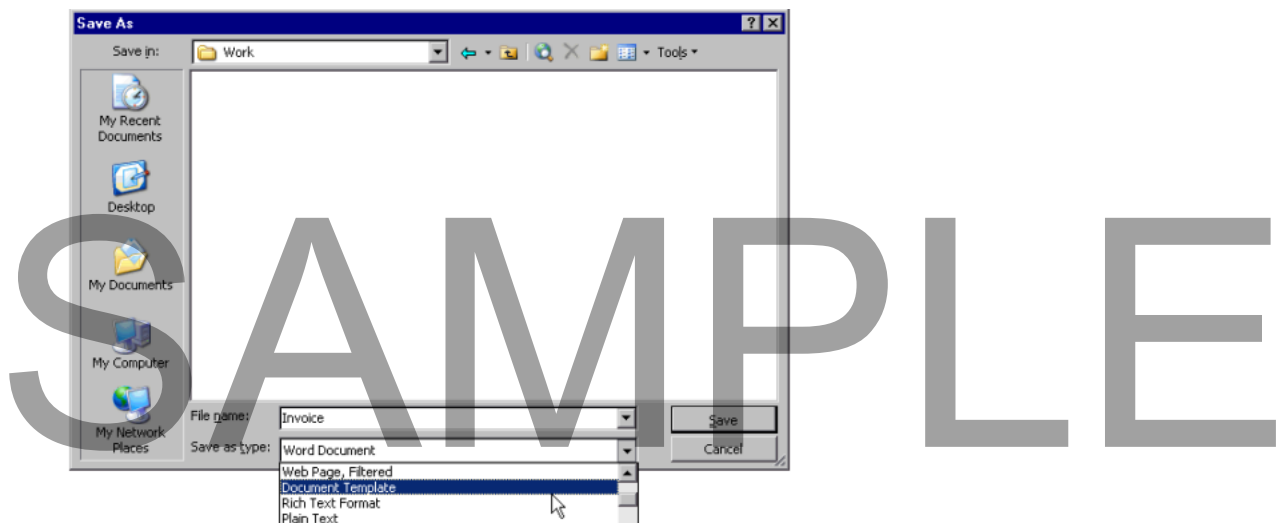
- The most basic template (and the first choice when launching Word) is the **Normal** template, or *Normal.dot* file.
- This template does not have any **text or pictures** stored within it, but it does store any new **Styles, AutoText entries** or **Macros** that have been created in past documents.

Creating a Template from an existing document

- When you **create a new document**, you may realize that it could be useful for a different client or project at a later date. At this point, you can **create a template** based on this existing document.

To create a Template from an existing document

- Make sure that the **document** opens.
- Edit the document to remove any client or project-specific data that should not be carried over into the template.
- Confirm that all **Styles, AutoText Entries, Macros**, toolbars or keyboard shortcuts are set up correctly.
- From the main menu, choose **File > Save As**.
- In the **Save as** type field, select **Document Template**:



- The **Save in** field will alter to show the Templates folder where the new template will be saved.
- Name the new template in the **File name** field.

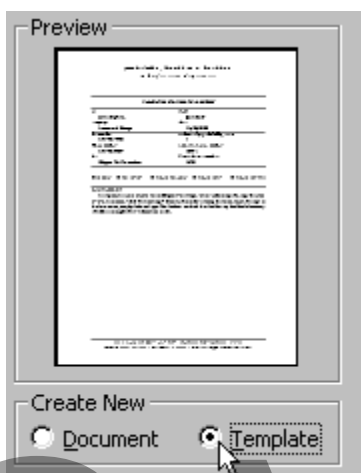
- To have the template appear in the **General** tab of the **Templates** dialog box, just click **Save**. To have the template show in a different tab, double-click on the applicable folder and click **Save**.

Selecting a Template from the Templates dialog box

- In instances where you do not know how to **create a template**, but Word may have the appropriate template, use the **Templates dialog box**.

To select a Template from the Templates dialog box

- From the main menu, choose **File > New** to open the **New Document** panel
- Click on **On my computer** to open the **Templates** dialog box.
- Select the required template. The **Preview** area will show a thumbnail image of the template.
- Select the **Template** option in the **Create New** options area:



- This will create the item as a template rather than a one-time document.
- Click **OK**.
- The new template will open. Make any adjustments if needed, and save with a different name under a different folder.

Modifying a Template

- The templates in the **Template Library** and on the **Microsoft.com** Website cannot be altered until they have been saved in an alternate folder on the hard drive with a different name.
- Once saved, open the template, and make any alterations required.

To save a modified Template

- From the main menu, choose **File > Save As** to save the template as a template file.
- Confirm that **Document Template** is selected in the **Save as type** field.
- Once all selections are set and confirmed, click **Save**.

Using Global Templates

- The **Style and settings** in a **Global Template** are available for use in any and all open documents. **Normal** is the primary **Global template**, but other **global templates** can be added.
- Create a **Global template** when third-party macros need to be available to all documents, but you don't want to have to copy the macros into the **Normal.dot** template

OR create a **Global template** when a set of macros, Styles, or AutoText entries need to be available for use in all documents within one session, but don't need to be available for all sessions.

Note: This is useful when editing invoices only once a week.

- The **global template** can be used for that specific time, without having unnecessary tools and macros being in the way within the **Normal.dot** template.

Styles

Using Styles

- A **Style** is a variety of formats that can be set at the same time to one or more paragraphs, or characters.
- Instead of applying **formats** one-at-a-time through the toolbar button, keyboard shortcuts or dialog box, select a **Style** and Word will apply it to all formatting automatically.
- **Styles** are connected to templates, since a template creates a pattern for a document that contains not only **Styles**, but also **text, graphics** and other **automated tools**.
- There are two different Styles: **Paragraph Styles** and **Character Styles**.
- **Paragraph Styles** allow you to control the format of a whole paragraph. Any manual formatting that happens to a paragraph can be applied as a Paragraph

Style.

The features found in the following dialog boxes can be added to a Paragraph Style: the **Font** dialog box, the **Paragraph** dialog box, the **Tabs** dialog box, the **Borders and Shading** dialog box, the **Set Language** dialog box and the **Bullets and Numbering** dialog box.

- **Character Styles** allow you to control the format of only base characters, like attributes of a company name, or address in a template. Character Styles can only be applied from the **Font** dialog box, **Borders and Shading** dialog box and the **Set Language** dialog box.

Creating Paragraph Styles

- Format the area of text, and select the text.
- If not already open, from the main menu, choose **View > Toolbars > Formatting** to open the **Formatting** toolbar at the top of the document.
- Click inside the **Style** drop-down menu in the **Formatting** toolbar:

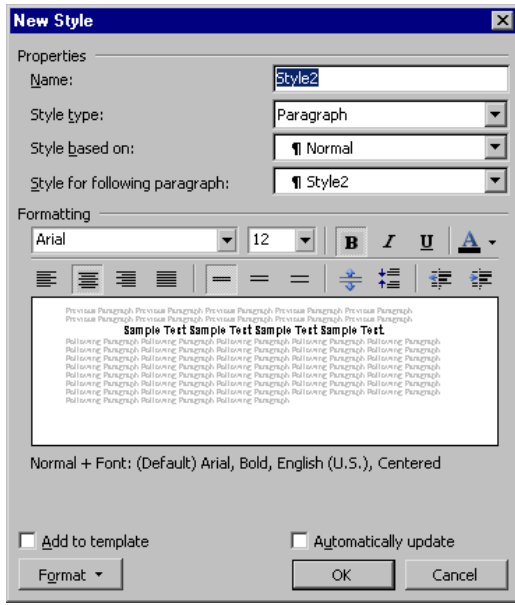


- The Style currently named in the field will be highlighted.
- Enter a new **Style name** in the **Style** field, and press **Enter**.

To create a Paragraph Style from the New Style dialog box

- Select an area of text that the new Style will be based upon.
- From the main menu, choose **Format > Styles and Formatting**.
- At the top of the **Styles and Formatting** pane, click the **New Style** button to open the **New Style** dialog box:

SAMPLE



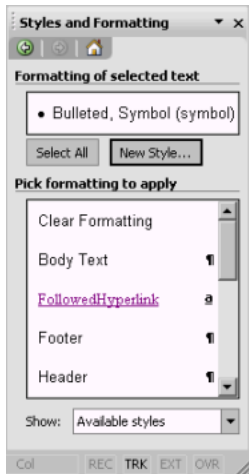
- Enter a name for the new Style in the **Name** field.
- From the **Style type** drop-down menu, select the type of Style being created: **Paragraph, Character, Table** or **List**.
- Apply any additional formatting as required, from font to line spacing.
- Click **OK**.

Applying Styles

To apply an existing Style from the Styles and Formatting pane

- From the main menu, choose **Format > Styles and Formatting** to open the **Styles and Formatting** pane:

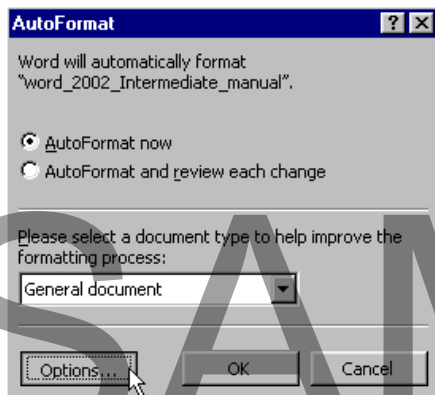
SAMPLE



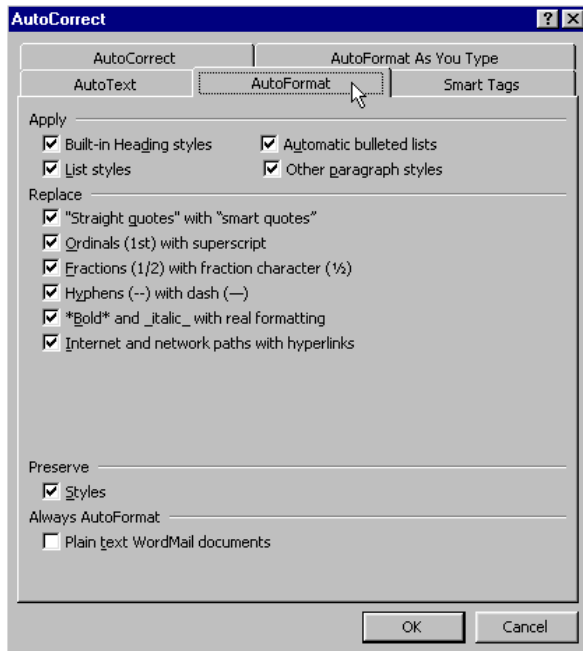
- In the **Pick formatting to apply** area you can scroll through various Styles. Either select a Style, or select **All Styles** from the **Show** drop-down menu to find a Style not listed.

To apply multiple Styles at the same time

- The **AutoFormat** feature will apply built-in Styles, allowing you to write a document without having to pause to apply independent Styles.
- From the main menu, choose **Format > AutoFormat** to open the **AutoFormat** dialog box, and select the **Options** button:



- This will open the **AutoCorrect** dialog box:

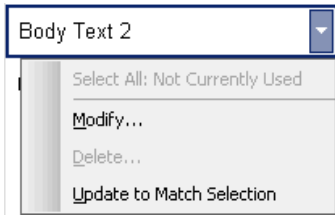


- Select the **AutoFormat** tab.
- From the **Apply** options, select the type of **Style** that Word will be applying to the document: **Built-in Heading Styles**, **List Styles**, **Automatic bulleted lists** or **Other Paragraph Styles**.
- From the **Replace** options, select which typing Styles will replace the manual typing in the document.
- Click **OK**.

Modifying Styles

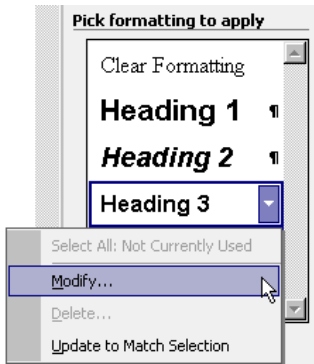
To alter a Style quickly

- Alter and rearrange the applicable text, setting the new format.
- From the main menu, choose **Format > Styles and Formatting** to open the **Styles and Formatting** pane.
- In the **Styles and Formatting** pane, select the original Style name.
- Right-click on the name and from the pop-up menu, select **Update to Match Selection**:

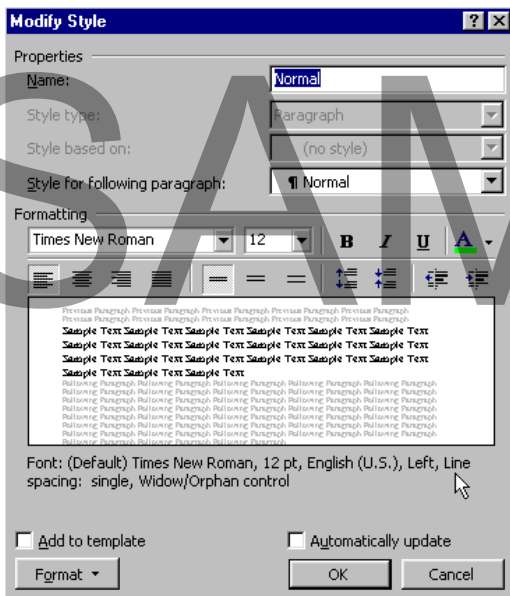


To alter a Style with the Modify Style dialog box

- From the main menu, choose Format > Styles and Formatting to open the Styles and Formatting pane.
- Select a Style to be modified from the Pick formatting to apply area, right-click over the Style name, or click on the arrow to the right of the Style name.
- From the pop up box that appears, select Modify:



- This will open the **Modify Style** dialog box:

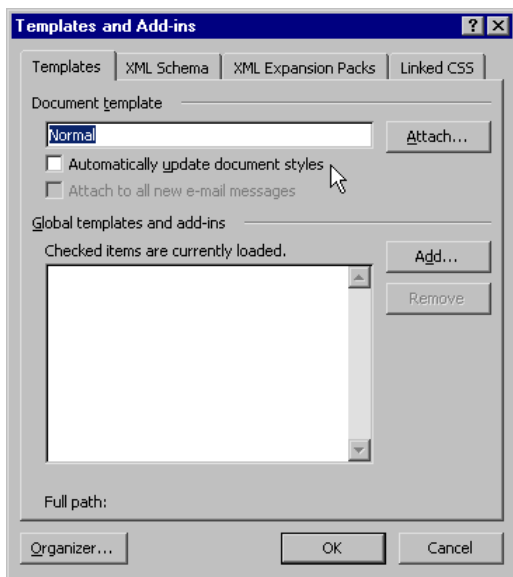


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- The selected Style name will appear in the **Name** field, the settings for the Style are listed within the **Description** area, and the appearance of the Style in the documents can be seen in the **Preview** area.
- When a **Style** is altered, the alteration is applied throughout the existing document wherever the Style was used. If the altered Style is added to a template, all new documents based on the templates will contain the change.

To have the Style alteration applied immediately

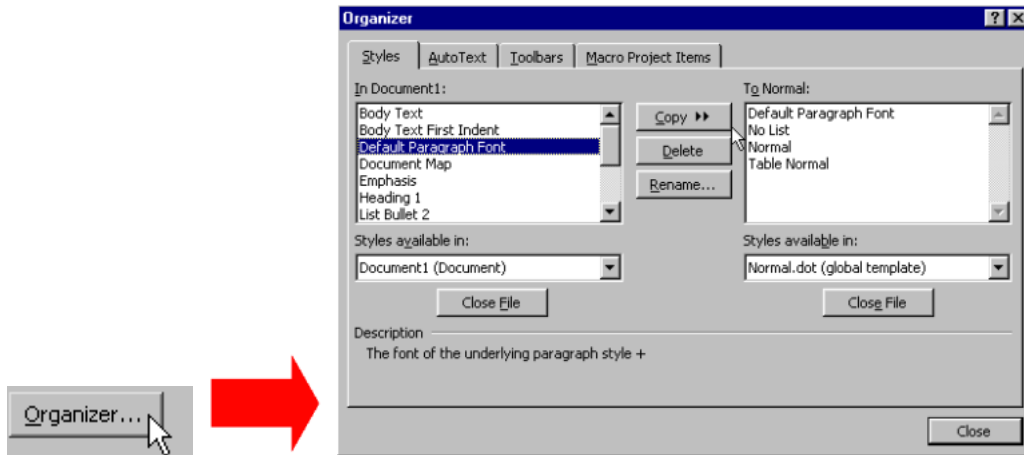
- Save the template that the Style was altered in.
- Open a document that is from the template with the altered Styles.
- From the main menu, choose **Tools > Templates and Add-Ins** to open the **Templates and Add-Ins** dialog box:



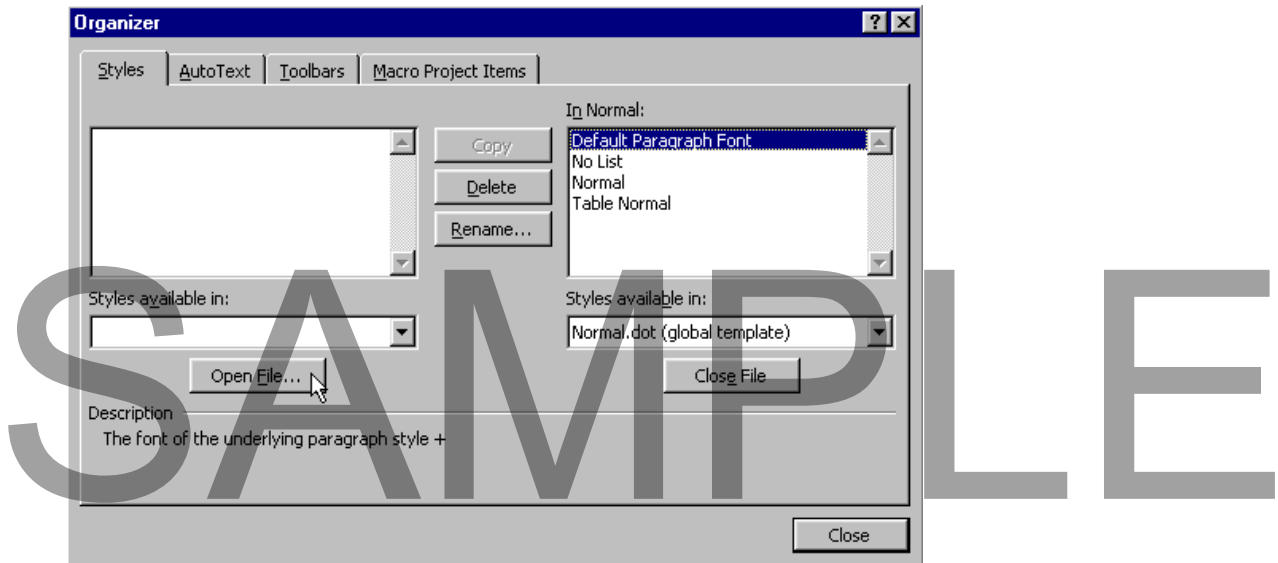
- Select the **Automatically update document Styles** checkbox.
- Click **OK**, and Word will update the document and reformat according to the Style alterations.

Organizing Styles

- From the main menu, choose **Tools > Templates and Add-Ins** to open the **Templates and Add-Ins** dialog box.
- Click the **Organizer** button to open the **Organizer** dialog box:



- In the **Styles** tab, the window on the left shows all Styles that are within the current document, while the window on the right shows the Styles that match the normal template.
- Select a **Style** from either window
OR click **Copy**, **Delete** or **Rename** to alter and organize the Style as required.
- Click the **Close File** button under either window, the window will go blank and the button will alter to say **Open File**:



- Click the **Open File** button, and the **Open** dialog box will appear, along with a current list of document templates from the Templates folder.

To open a template file

- Select the template name and click **Open**.
- To open a document, select **Word Document** from the **Files of type** field.
- Select the document name and click **Open**.
- Repeat for the other window in the **Organize** dialog box, and proceed to **Copy**, **Delete** or **Rename** Styles from the new files.

Review Questions

How would you:

- Use Templates?
- Access Library Templates?
- Access Microsoft Templates?
- Use the Normal Template?
- Create a Template from an Existing Document?
- Create a Template from an Existing Template?
- Modify a Template?
- Use a Global Template?
- Use Styles?
- Create Styles?
- Apply Styles?
- Modify Styles?
- Organize Styles?

SAMPLE

Tables

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

- Merge Cells in a Table
- Sort Data
- Perform Calculations
- Create a Chart based on Table Data
- Modify a Chart based on Table Data
- Convert Text into a Table
- Open an Excel Table
- Link Excel Data in a Table

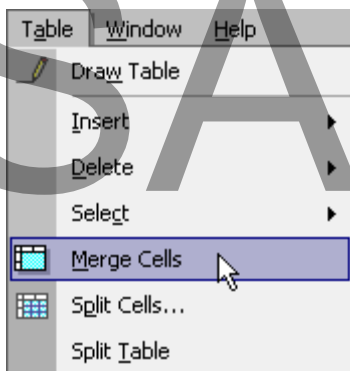
Edit Cells and Charts

Merging Cells in a Table

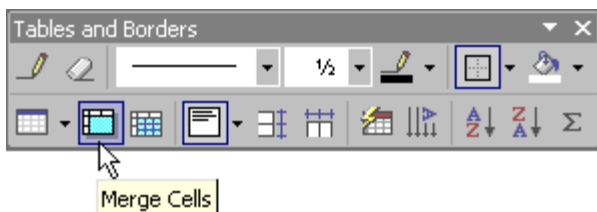
- When **cells** are created to separate information, that information may need to be merged at a later date.
- This can be useful when there might not be enough **horizontal space** for the **table columns**, but there is enough **vertical space** to wrap text within a column.

To Merge Cells in a Table

- Select the cells to be merged.
- From the main menu, choose **Table > Merge Cells**:



OR click the **Merge Cells** button in the **Tables and Borders** toolbar:



OR right-click on the selected cells and select **Merge Cells** from the pop-up menu.

- The selected **cells** within a row will now be combined within a **single cell**, with the separated information now divided by a **paragraph marker**.
- The width of the **row** is not altered, neither is the **width of other cells** from the same **column** that were not selected:

Event-1	Jane-Doe	status
Event-2	Jack-Smith	status

Event-1 Jane-Doe		status
Event-2	Jack-Smith	status

Sorting Data

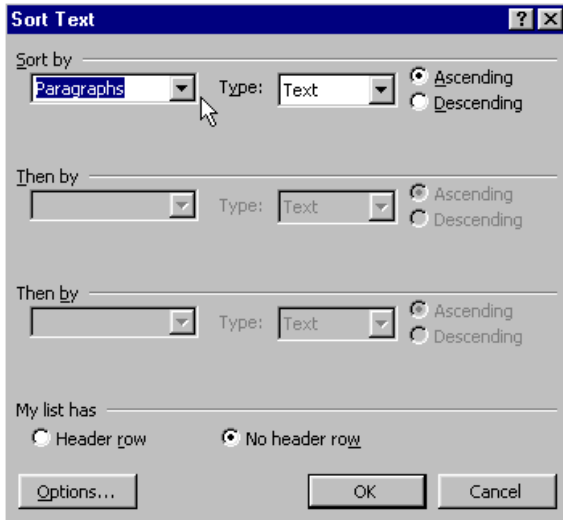
To sort a list by alphabet

- Select the **Sort Ascending** or **Sort Descending** buttons on the **Tables and Borders** toolbar.

To have more sorting control and options

- From the main menu, choose **Table > Sort** to open the **Sort** dialog box:

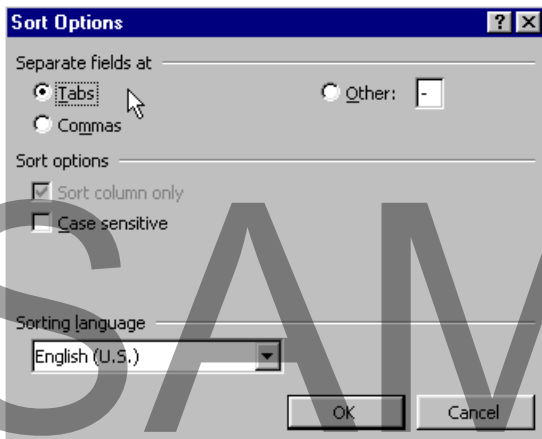
SAMPLE



- Up to three levels of sorting can be applied to a **table**.

Example: If there are three columns containing a company name, the company city, and status of the company, Word can sort by the company name, then by the city, and then by the status.

- To make sure that a header row is not included within a sort, in the **My list has** area of the **Sort** dialog box, select **Header row**. This will tell Word that there is a header row in the table, and the top row will not be included in the sort.
- Select the **Options** button to open the **Sort Options** dialog box:



- This dialog box refines a **Sort** even further.
- If multiple columns were selected, you can set a single column to be sorted by selecting the **Sort column only** option.
- Typically, a sort is not case sensitive. So, the words **smith** and **Smith** will appear together. To have those separated, select the **Case Sensitive** option.

Performing Calculations

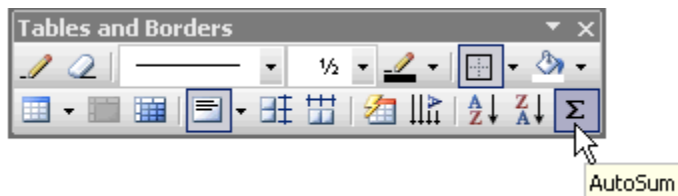
- A **Word table** can be used as a spreadsheet to calculate a series of numbers.

To add a list of numbers

- Click to place an insertion point over an empty cell either under or to the right of the list of numbers you want to add.

No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	15
Total number of calls	

- Click on the **AutoSum** button in the **Tables and Borders** toolbar:

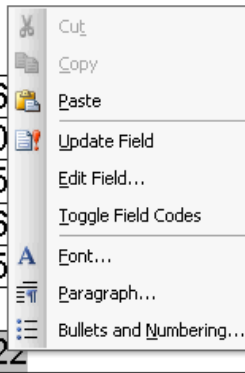


- **Word** will insert within the selected cell a field containing a **{SUM}** function that will automatically calculate the cells above or to the left of the field:

No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	15
Total number of calls	122

- The calculation is entered as a field, and can be updated automatically if any numbers are altered in the table.
- Simply select the field, right-click on it and select **Update Field** from the pop-up menu:

No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	15
Total number of calls	122



Creating a Chart based on Table Data

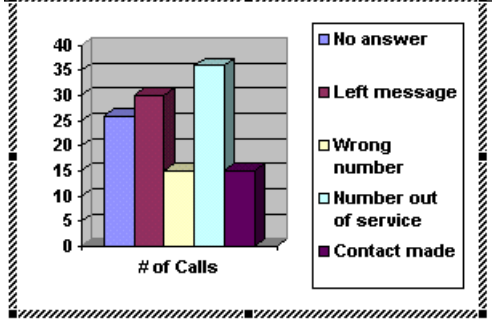
- Select the information in the **table** to create a **chart**.
- Always include at least **one header row** or **header column** within the selection, as this will set the chart definitions.
- Try not to include **cells, rows or columns** containing totals because this can alter the scale of a graph.
- Select only the data that is needed; any empty rows or columns that are selected can alter a true representation in a chart:

Call Detail	# of Calls
No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	15

- From the main menu, choose **Insert > Picture > Chart**.
- This causes Word to enter **Microsoft Graph** mode, and will insert a 3D column chart (based on the selected data) below the existing table in a floating frame:

SAMPLE

Call Detail	# of Calls
No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	15
Total number of calls	122

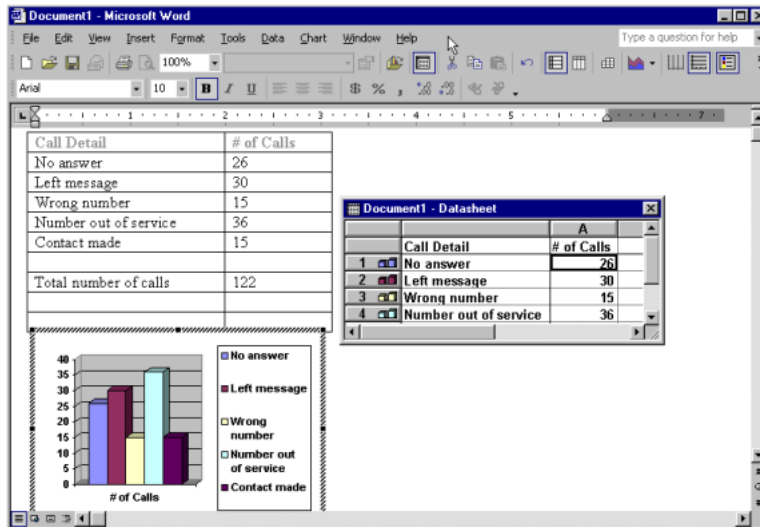


- A **Datasheet** window also opens, showing an **Excel-type** view of the data:

	A	B	C	D	E
Call Detail	# of Calls				
1	No answer	26			
2	Left message	30			
3	Wrong number	15			
4	Number out of service	36			

- The **Graph toolbars** and **menus** will temporarily replace the standard toolbars and menus, as long as the chart is selected. While the chart is selected, you will be working in the **Graph** mode:

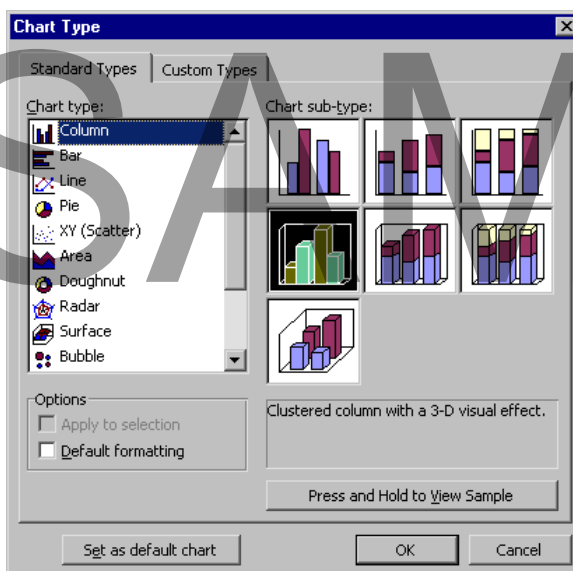
SAMPLE



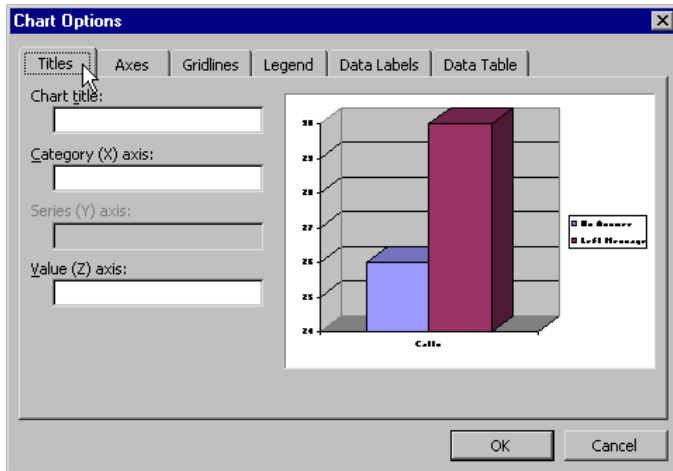
- Click outside of a chart to return to the normal **Word** mode, and double-click on the chart to return to the Graph mode.

Modifying a Chart based on Table Data

- The **Graph** mode toolbars and menus give you a variety of editing tools to apply to a chart. You can format a chart or its elements, alter the data within the chart, add or alter elements of the chart, as well as add background patterns, shading or pictures to the chart. The **Graph** mode toolbar and main menu are basically the same as the Word standard toolbar and main menu, but they only feature items that relate specifically to the chart.
- From the main menu, after selecting the chart, choose **Chart > Chart Type** to open the **Chart Type** dialog box:



- The **Chart Type** dialog box allows you to select the type of chart.
- From the main menu, choose **Chart > Chart Options** to open the **Chart Options** dialog box:



- The **Chart Options** dialog box lets you to set a variety of options.

Title tab - Set the title of the chart, as well as the **X**, **Y** and **Z axis** names.

Axes tab - Set the primary axis on specific information.

Gridlines tab - Set the background chart gridlines on the **X**, **Y** or **Z axes**.

Legend tab - Set where the chart legend will appear in relation to the chart.

Data Labels tab - Set specific data labels for each portion in the chart.

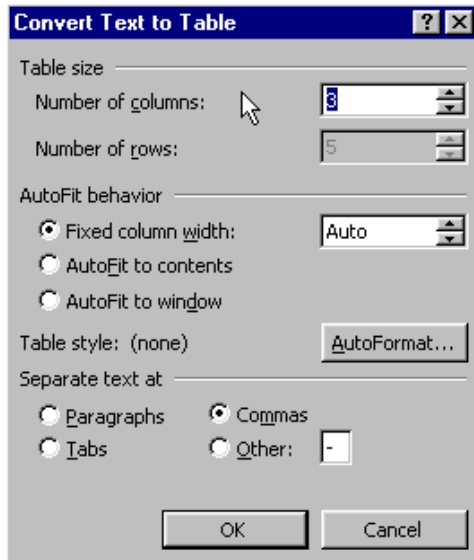
Data Table tab - Select whether or not to have the data table visible with the chart.

Converting Tabbed Text into a Table

- Confirm that the text has separator characters that Word can use to understand where new cells and rows should occur.
- Tabs or commas are the most common separators to use for new cell locations, and paragraph marks are the most common separators for new rows.
- Select the text to be converted:

ABC Company, James Black, President
 ABC Company, Jill Black, Vice-President
 ABC Company, Paul White, CEO
 ABC Company, Jack Sprat, VP Sales
 ABC Company, Barb Smith, CFO

- From the main menu, choose **Table > Convert > Text to Table** to open the **Convert Text to Table** dialog box:



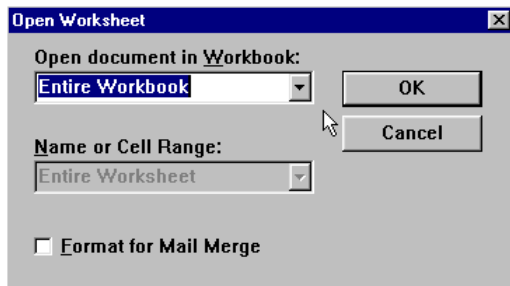
- The dialog box will automatically set **Table size** options, the number of columns and rows required to place the text effectively into a table.
- The dialog box will also automatically have the **Separate Text at** option selected, because it can read the text before converting.
- Alter the **AutoFit behavior** options as required.
- Click **OK**, and the text will be converted into a table and can be used and altered as necessary:

ABC Company	James Black	President
ABC Company	Jill Black	Vice-President
ABC Company	Paul White	CEO
ABC Company	Jack Sprat	VP Sales
ABC Company	Barb Smith	CFO

Excel Tables

Opening an Excel Table

- Create a table in the Word document that you want to insert Excel data into.
- From the main menu, choose **Insert > File** to open the **Insert File** dialog box.
- Select the Excel file to be inserted into the table. The **Open Worksheet** dialog box will open:



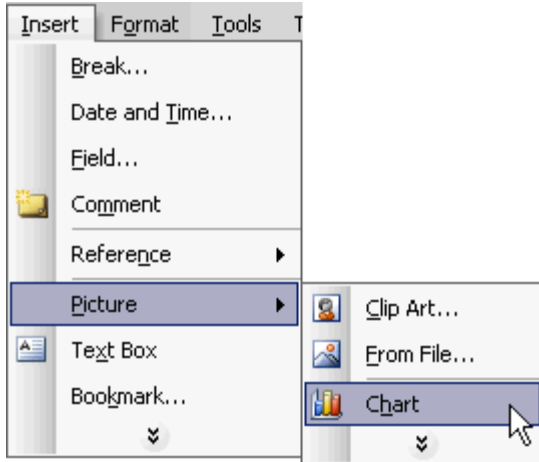
- If you want to open the entire **Excel workbook**, select Entire Workbook. If you only want to open one sheet within the workbook, select the name of the sheet from the drop down.
- Click **OK**.

Linking Excel Data in a Table

- Start **Excel application**, and open the **Excel worksheet** that data will be linked from.
- Select and copy the information in the **Excel sheet**:

	A	B
1	Call Information	# of Calls
2	No answer	26
3	Left message	30
4	Wrong number	15
5	Number out of service	36
6	Contact made	15

- Open the Word document, and insert a chart from the **Insert > Picture > Chart** menu:



- Select the datasheet in **Graph mode**.
- From the main menu, choose **Edit > Paste Link**.
- If there is already information in the datasheet, a dialog box will open asking if the information should be overwritten by the linked information.
- Click **OK**.
- The copied information from the **Excel sheet** will now appear in the datasheet, and will be represented in the chart.
- Updating will not occur automatically unless **Excel and Word** are open, and Word is in the **Graph mode**.

Review Questions

How would you:

- Merge Cells in a Table?
- Sort Data?
- Perform Calculations?
- Create a Chart based on Table Data?
- Modify a Chart based on Table Data?
- Convert Text into a Table?
- Open an Excel Table?
- Link Excel Data in a Table?

Graphics

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

- Use Graphics
- Insert Clip Art Images
- Add AutoShapes
- Insert WordArt
- Insert an Organization Chart

Include Graphics

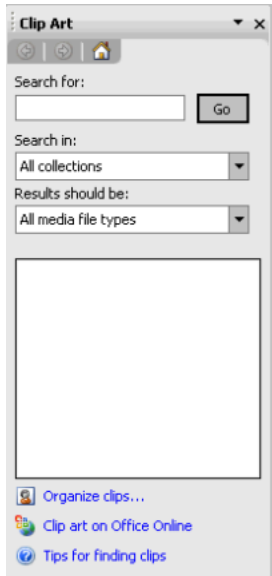
Using Graphics

- Word has a highly capable system that **imports and edits** graphics within a document.
- Graphics that can be added include images on file, **scanned pictures**, digital clip art, charts, as well as hand-drawn images.
- Graphics within a document allow you to emphasize a point, add detail, or simply spice up a document to grab attention.

Inserting a Clip Art Image

- From the main menu, choose **Insert > Picture > Clip Art** to open the **Clip Art** side pane:

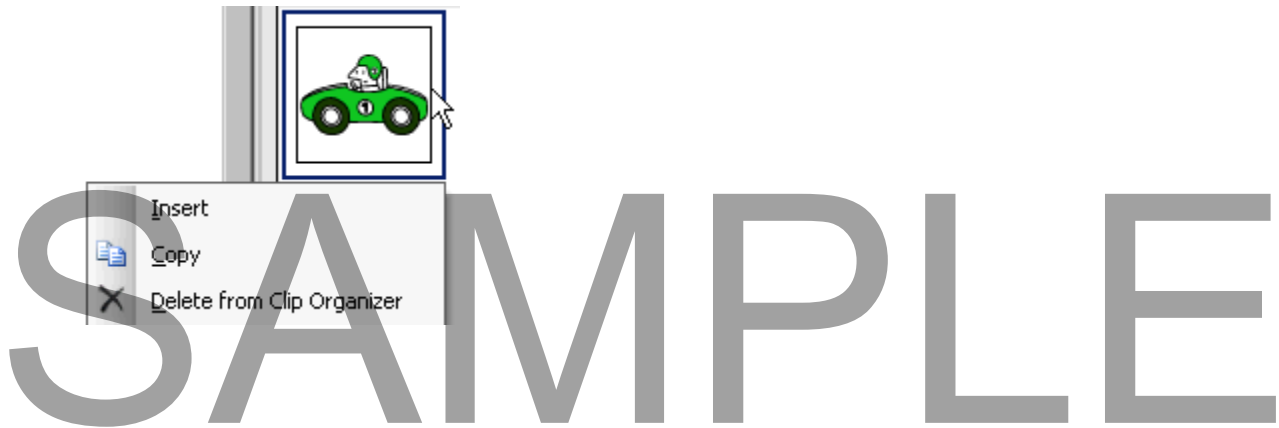
SAMPLE



- The **Search text** field allows you to enter one or more words pertaining to a specific subject. Click the **Search** button to begin the search. Thumbnail pictures of the images will appear.

To insert a picture

- Click on the thumbnail image or click on **Insert** from the drop down menu next to the image:

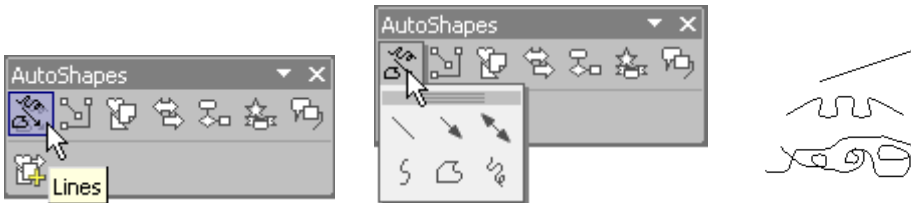


Adding an AutoShape

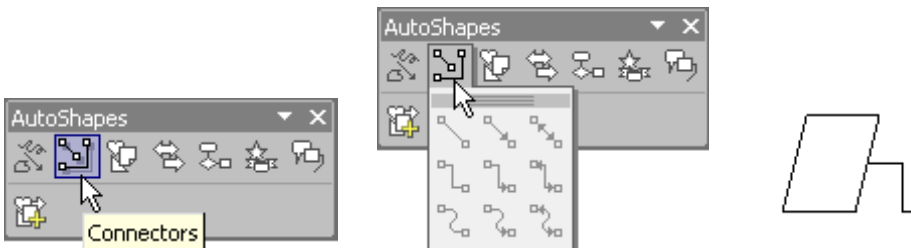
- From the main menu, choose **Insert > Picture > AutoShapes** to open the **AutoShapes** toolbox:



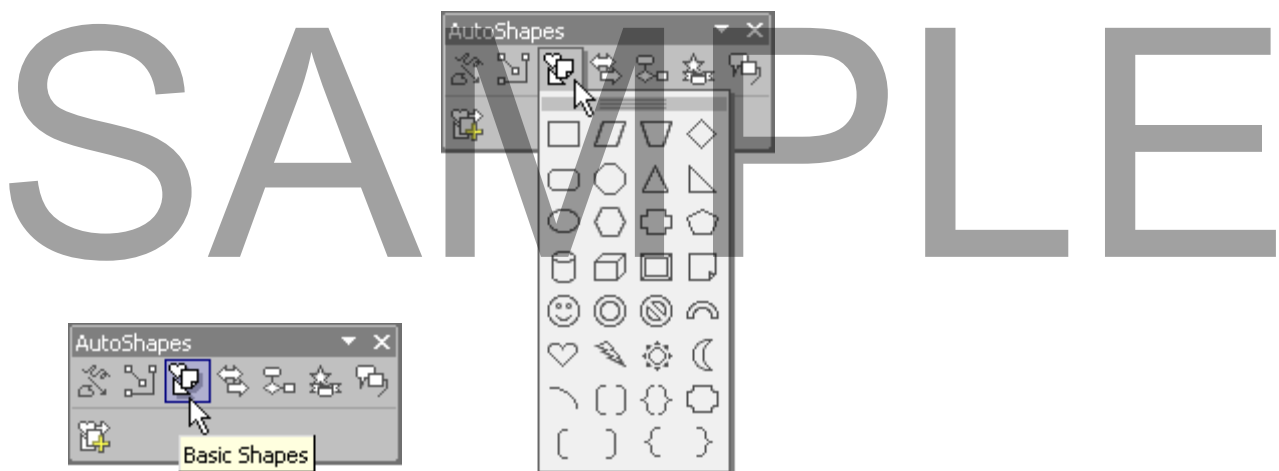
- **AutoShapes** are basically pre-grouped and organized clip art images.
- Every **AutoShape** features a green handle that you can use to rotate the shape. The usual handles for resizing a shape are also available on all corners and sides of the AutoShape.
- The **Lines** button inserts straight or hand-drawn lines into the document:



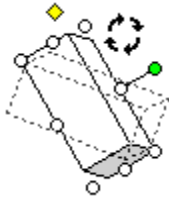
- The **Connectors** button connects lines or arrows to act as a connection between an item and its description:



- The **Basic Shapes** button creates basic drawing shapes, including circles, a happy face or a lightning bolt:



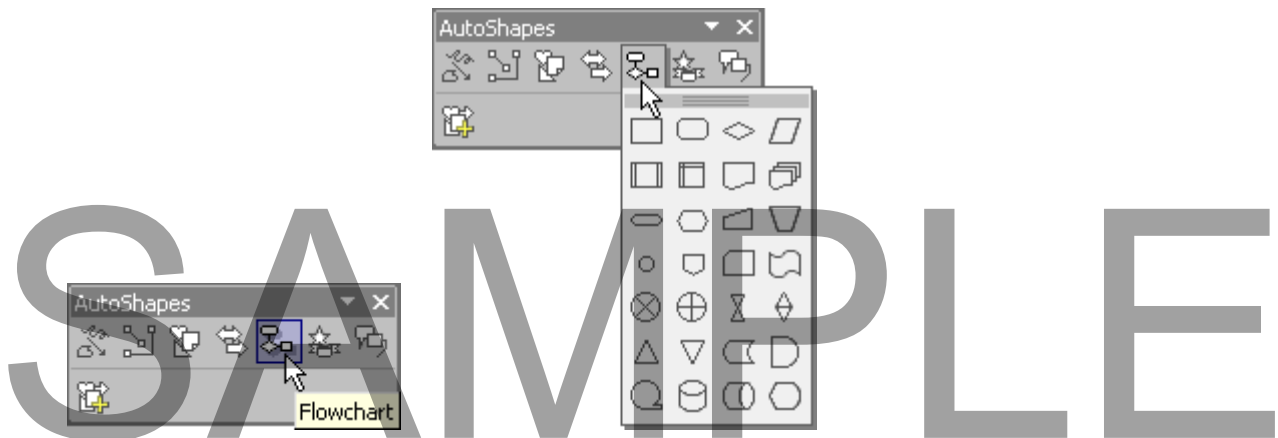
- The green handle allows you to rotate any of the **Autoshapes**, in a circular direction, pivoting on its central axis:



- The **Block Arrows** button inserts a variety of arrows that are block style, rather than a single line:

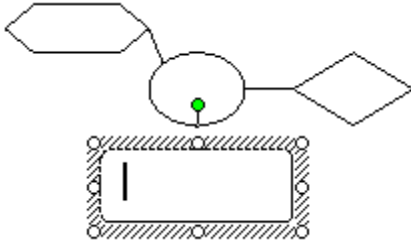


- The **Flowchart** button selects a variety of flowchart text boxes that can be connected with the **Connectors** tool:

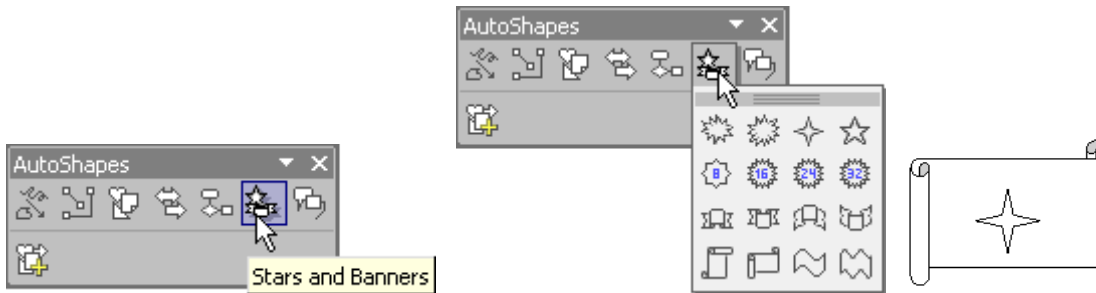


To enter text into a flowchart image

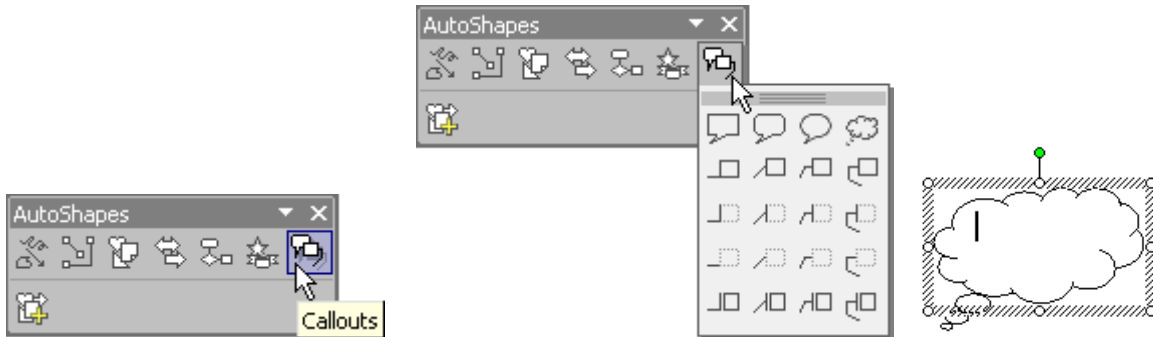
- Right-click on the image and select **Enter Text** from the pop-up menu. A text insertion point will appear within the image. Place the cursor over each **Flowchart** item to see its description for usage.



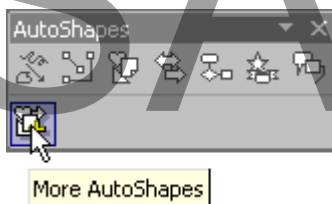
- The **Stars and Banners** button allows you to select from a variety of star and banner images:



- The **Callouts** button allows you to select from a variety of text “balloons”:



- The **More AutoShapes** button will open the **Clip art** panel where you can search for more shapes to insert:



Inserting WordArt

- **WordArt** is an excellent tool for adding extra emphasis on text.

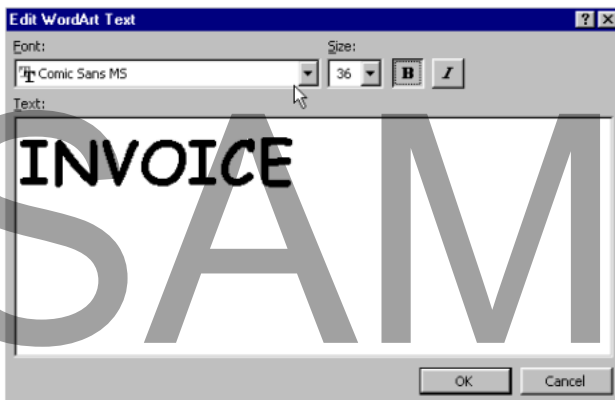
- Select the text that you want to apply the **WordArt** to:



- From the main menu, choose **Insert > Picture > WordArt** to open the **WordArt Gallery** dialog box:



- Select the style of WordArt to apply to the selected text.
- Click **OK**. This will open the **Edit WordArt Text** dialog box so you can alter the font, size and basic style:

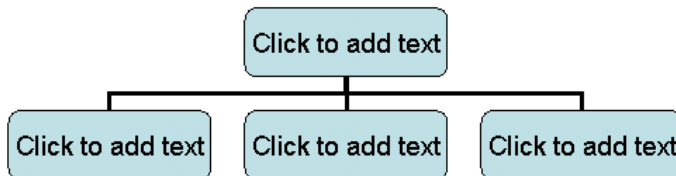


- Click **OK**. The previously selected text will now appear with the **WordArt Style**:

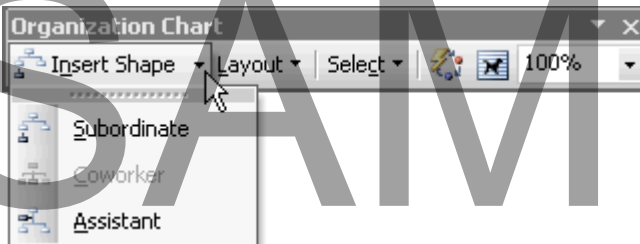


Inserting an Organization Chart

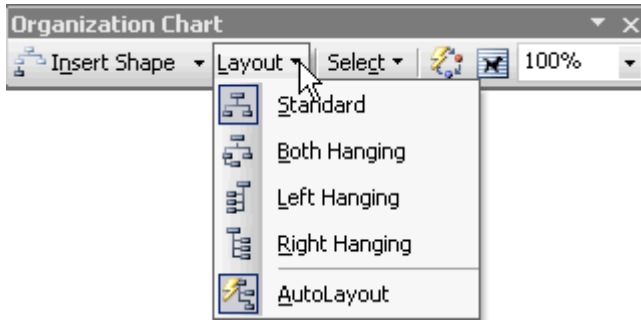
- The **Organization Chart** option allows you to create a chart containing as many branches as required, from a base chart.
- From the main menu, choose **Insert > Picture > Organization Chart**.
- The base chart will open on the page, along with the **Organization Chart** toolbox:



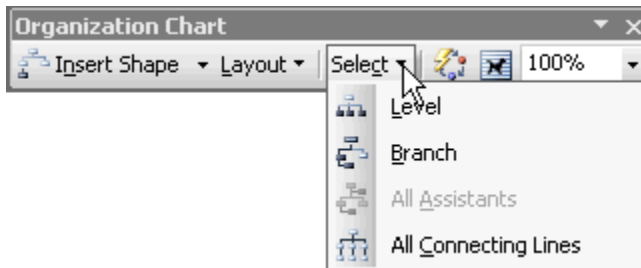
- The **Insert Shape** option allows you select the type of organization level to add: **Subordinate**, **Coworker** or **Assistant**:



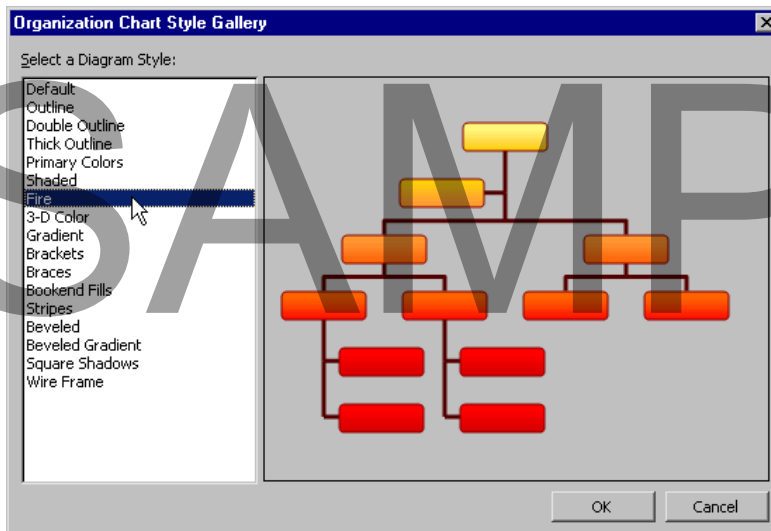
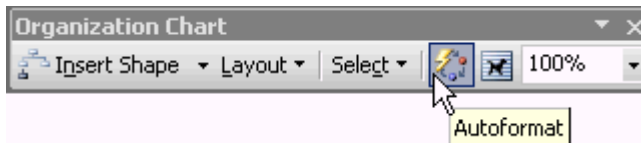
- The **Layout** option allows you to select how the chart should be organized, and outline its appearance:



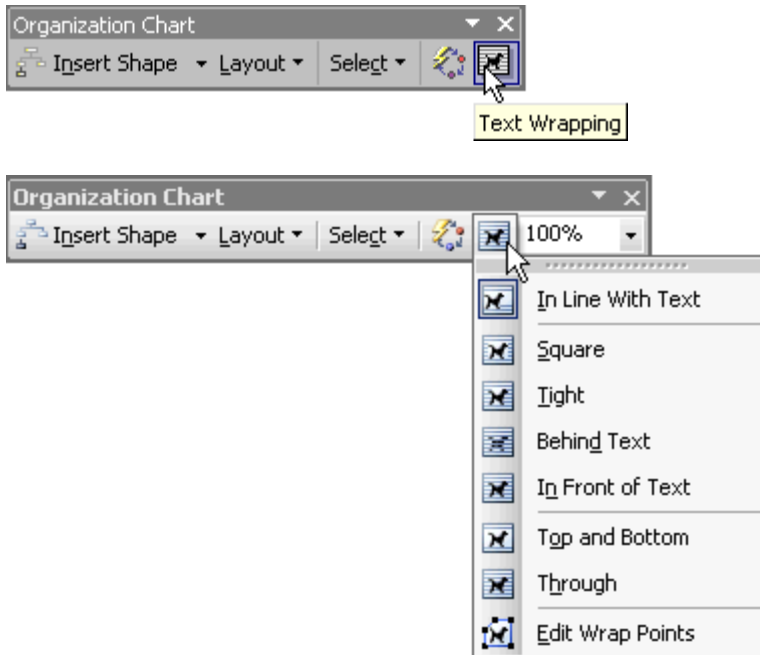
- The **Select** option allows you to select a particular **Level**, **Branch**, **All Assistants** or **All Connecting Lines** to work on and edit simultaneously:



- The **AutoFormat** option will open the **Organization Chart Style Gallery** dialog box. The style of the diagram can be selected from the left side, and a preview of the style will appear on the right side:



- The **Text Wrapping** option allows you to set how text will appear and wrap:



Review Questions

How would you:

- Use Graphics?
- Insert Clip Art Images?
- Add AutoShapes?
- Insert WordArt?
- Insert an Organization Chart?

SAMPLE

Text

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

- Enter Text
- Use Automatic Text Features
- Format Text into Columns
- Control Text within a Column
- Wrap Text around a Graphic
- Delete Blocks of Text
- Move Text
- Copy Text
- Copy Multiple Items
- Apply Character Formats
- Change Fonts
- Change Font Size
- Add Effects to Text
- Change Text Color
- Reuse Formatting

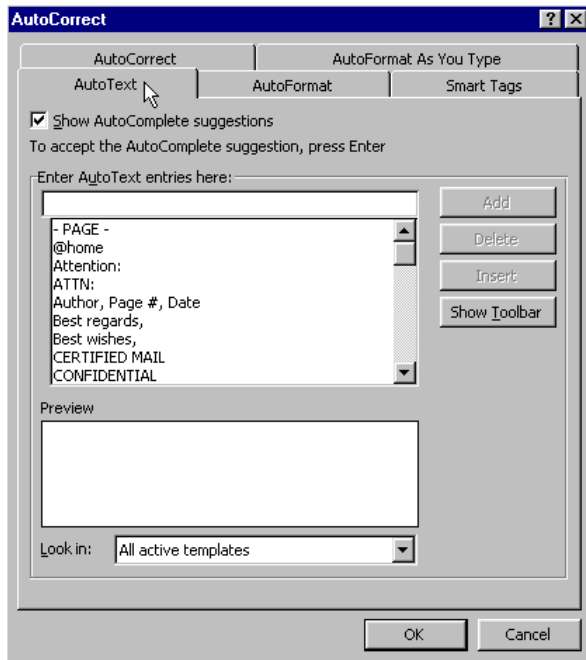
Insert Text

Entering Text

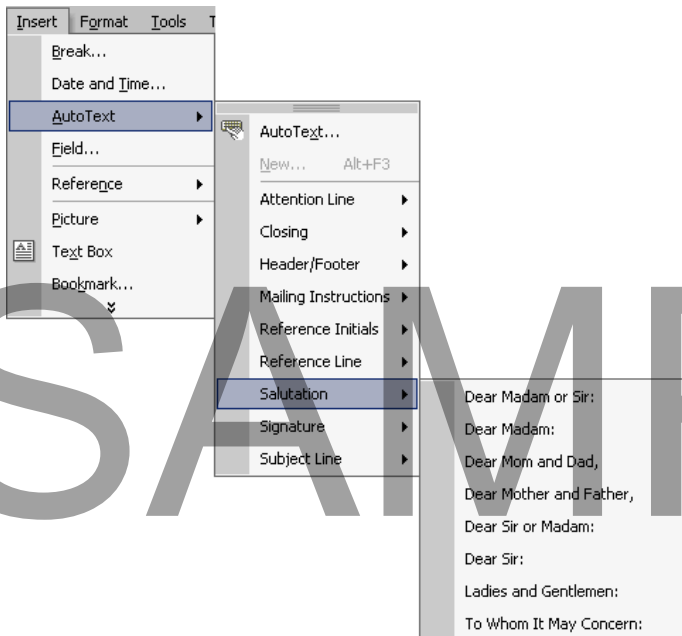
- **Text** can be entered manually anywhere on a blank page by double-clicking to place the insertion point.
- Once entered, text can be **cut and pasted** into an area, and by selecting the text, **clicking and dragging**, it can be moved anywhere on the page.
- **AutoText** can also be entered into a document, be it preset and often-used greetings, paragraph starters, etc.

Using Automatic Text Features

- Word 2003 now includes the ability to add a Reference Line to your documents. The Reference Line is a statement about the topic for the document.
- From the main menu, choose **Insert > AutoText > AutoText** to open the **AutoCorrect** dialog box set to the **AutoText** tab:



- Select the AutoText to be inserted into the document from the window under the **Enter AutoText entries here** field.
- For more selections, from the main menu, choose **Insert > AutoText** and select from available titles to view various options:

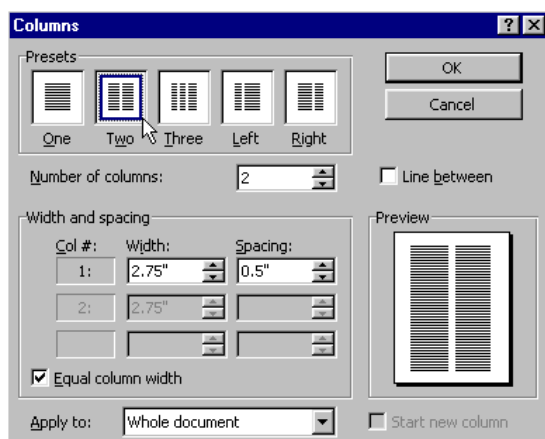


- **Attention Line** - Allows you to insert a line stating that the letter is specifically for someone.
- **Closing** - Allows you to select a closing line for a letter.
- **Header/Footer** - Allows you to select automatic headers and footers.

- **Mailing Instructions** - Allows you to select a specific instruction for handling.
- **Reference Initials** - Allows you to insert initials.
- **Reference Line** – Allows you to insert a statement regarding the topic of the letter.
- **Salutation** - Allows you to select a greeting for a letter.
- **Signature** - Allows you to select an automatic signature.
- **Subject Line** - Allows you to insert a subject line into the letter.

Formatting Text into Columns

- From the main menu, choose **Format > Columns** to open the **Columns** dialog box:



- The **Presets** area allows you to select **One**, **Two** or **Three** column setting, as well as choose from two columns formats that have the **Left** or **Right** column smaller than the other:

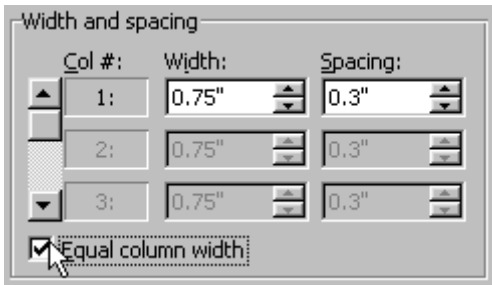


- The **Number of columns** scroll area allows you to select from 1 to 12 columns to insert into the document:

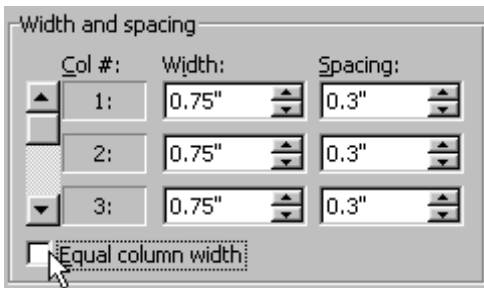


- The **Width and Spacing** options area allows you to set the width of a column, and the spacing between columns. Typically, to keep columns readable, **Spacing** should be set between **0.25"** and **0.5"**. The default setting is **0.5"**. The spacing should be wider if the **Line between** option is selected, to allow for

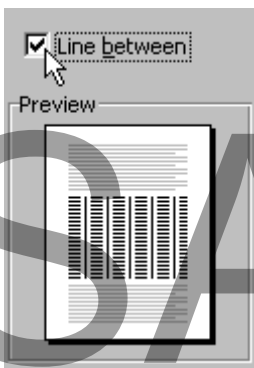
extra space between the line and the column. If the **Equal column width** checkbox is selected, only the first column can be adjusted. All others will be the same size:



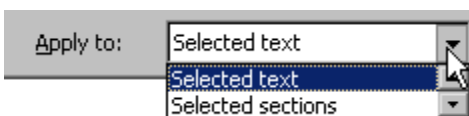
- If the **Equal column width** checkbox is not selected, then all columns can be altered:



- The **Line Between** checkbox allows you to add a line between columns, and the Preview pane will show a thumbnail image of the columns and how they look with various selections:



- The **Apply to** drop-down menu allows you to select how the columns will be applied, depending on how the cursor is placed within the text:



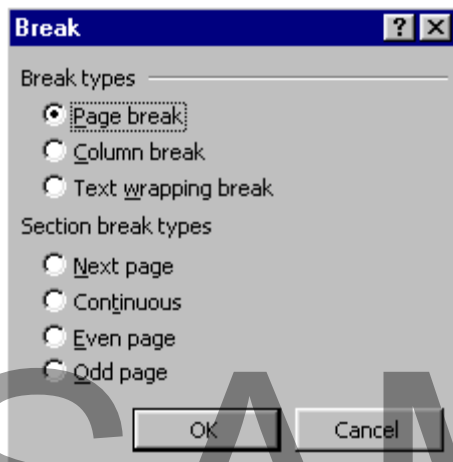
- **Selected section** – Allows you to have columns occur only in a pre-selected portion of the document.
- **Whole document** – Allows you to apply columns to the entire document.
- **Selected text** – Allows you to apply the columns to only a portion of selected text.
- **This point forward** – Allows you to have the columns start after the insertion point within the document.

- Once done, click **OK** and the columns will be applied to the document.

Typically, it is best to select the columns before entering text, as reformatting can be extensive. However, columns can be added to a document at any point.

Controlling Text within a Column

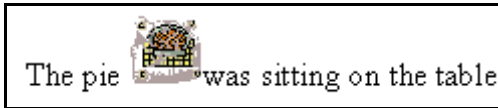
- Text should be balanced within columns, to make the columns look better and easier to read.
- Click to set the insertion point at the end of the text that needs to be balanced.
- From the main menu, choose **Insert > Break** to open the **Break** dialog box:



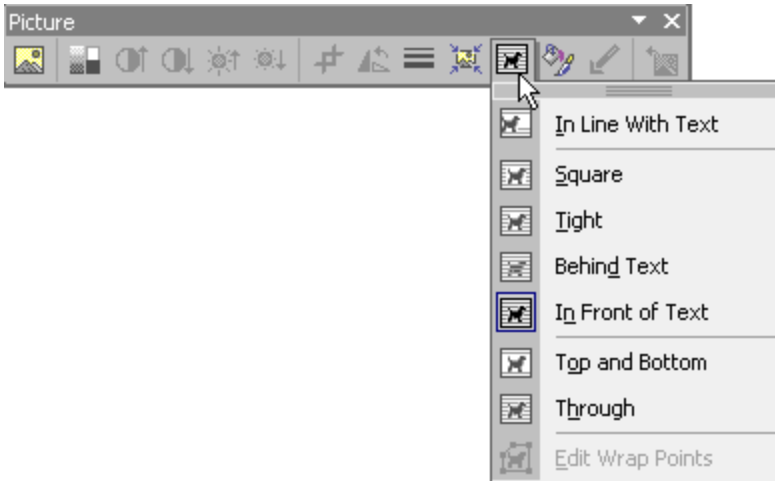
- Under the **Section break types** options, select **Continuous**.
- Click **OK**.
- The section will now be broken and the text in the columns should appear even.

Wrapping Text around a Graphic

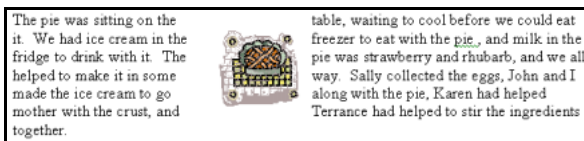
- When an image is placed within a line of text, it will be treated as a part of the line. This is called **“in line with text”**:



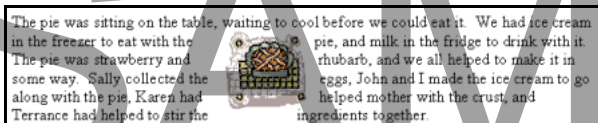
- From the main menu, select **View > Toolbars > Picture** to open the **Picture** toolbar, and select the **Text Wrapping** button:



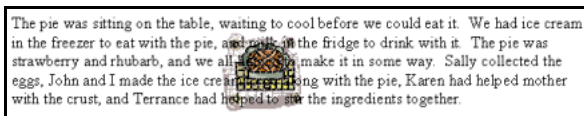
- In Line With Text** - This is the default setting, which places the image within the line of text, as mentioned above.
- Square** - Allows you to wrap text to the left and the right of the box holding the image. If the image is at the left margin, this will wrap only to the right:



- Tight** - Allows you to wrap the text around the left and right edges of the image itself, not the box holding the image:



- Behind Text** - Allows you to have text appear on top of the image. This is the setting to use when working with watermark images:



- In Front of Text** - Allows you to have the image appear on top of the text:

The pie was sitting on the table, waiting to cool before we could eat it. We had ice cream in the freezer to eat with the pie, and milk in the fridge to drink with it. The pie was strawberry and rhubarb, and we all helped to make it in some way. Sally collected the eggs, John and I made the ice cream to go along with the pie, Karen had helped mother with the crust, and Terrance had helped to stir the ingredients together.



- **Top and Bottom** - Allows you to force the text to stop when it reaches the top of the image, and begin again underneath the image. No text will appear on either side of the image:

The pie was sitting on the table, waiting to cool before we could eat it. We had ice cream in the freezer to eat with the pie, and milk in the fridge to drink with it. The pie was strawberry and rhubarb, and we all helped to make it in some way. Sally collected the eggs, John and I made the ice cream to go along with the pie, Karen had helped mother with the crust, and Terrance had helped to stir the ingredients together.




- **Through** - Similar to the **Tight** option, except the outer boundary of the wrap is not set, and can be altered with the **Edit Wrap Points** option:

The pie was sitting on the table, waiting to cool before we could eat it. We had ice cream in the freezer to eat with the pie, and milk in the fridge to drink with it. The pie was strawberry and rhubarb, and we all helped to make it in some way. Sally collected the eggs, John and I made the ice cream to go along with the pie, Karen had helped mother with the crust, and Terrance had helped to stir the ingredients together.



- **Edit Wrap Points** - Allows you to have text wrap around the corners of an image in a precise way, by manually altering the wrapping boundary either outward to move text away from the image, or inward to pull text closer to the image:

The pie was sitting on the table, waiting to cool before we could eat it. We had ice cream in the freezer to eat with the pie, and milk in the fridge to drink with it. The pie was strawberry and rhubarb, and we all helped to make it in some way. Sally collected the eggs, John and I made the ice cream to go along with the pie, Karen had helped mother with the crust, and Terrance had helped to stir the ingredients together.



Text Editing

SAMPLE

Deleting Blocks of Text

To remove text from a document

- Click and drag to select an entire sentence or paragraph.
- With the text highlighted, press the **Backspace** button on the keyboard

OR press the **Delete** button on the keyboard

OR right-click on the highlighted text and select **Cut**

OR from the main menu, choose **Edit > Cut**

OR from the main menu, choose **Edit > Clear** and select either **Formats** or **Contents** to be removed.

SAMPLE

End of the preview sample



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