MICROSOFT WORD

Intermediate User Guidelines

WE-ARE-DIGITAL

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Module 1: Working with Sections and Columns

In this section you will learn to:

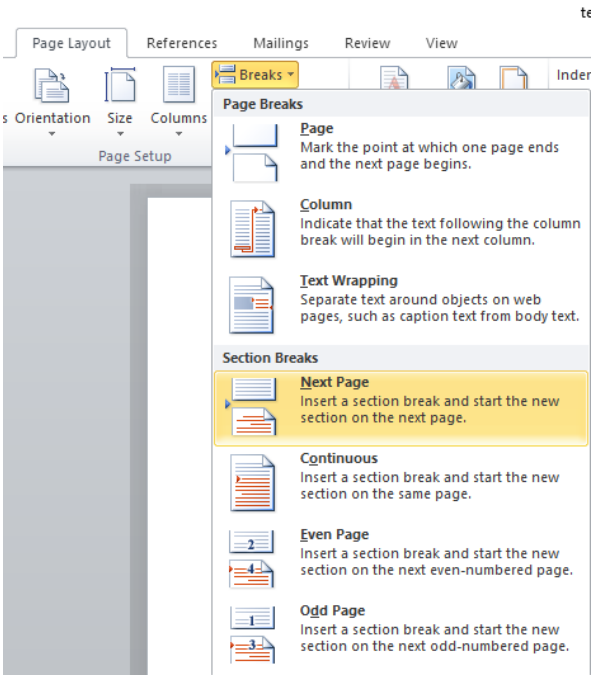
- Use various types of breaks (column, continuous, next page section) to create sections in a document.
- Format text into multiple columns.

Section Breaks

Section Breaks can be used to change the layout of a document in multiple ways for a range of different reasons. An example of this is to have different page orientation in the same document or different headers or footers in different parts of the document. **Section Breaks** can be imposed in several ways which are outlined in the following section.

Section Breaks Next Page

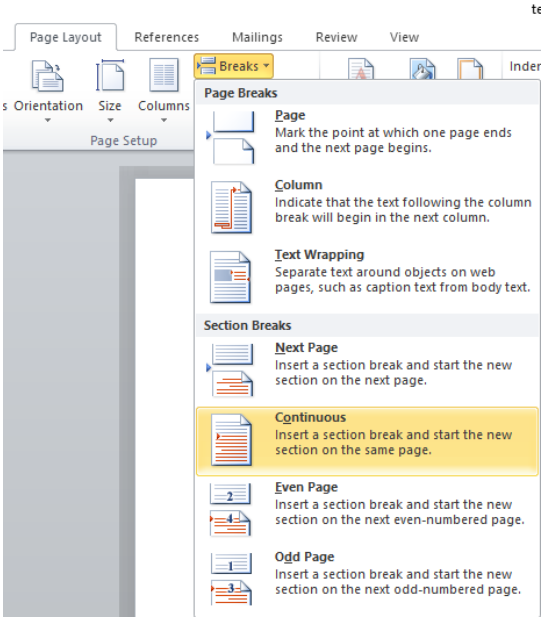
1. Click on the **Page Layout** tab.
2. Click on the **Breaks** on the **Ribbon** and a list of options will be displayed.



3. Click on the **Next Page** option from the **Section Breaks** part of the list.
4. A **Section Break** will be created on the next page.

Section Breaks Continuous

1. Click on the **Page Layout** tab.
2. Click on the **Breaks** on the **Ribbon** and a list of options will be displayed.

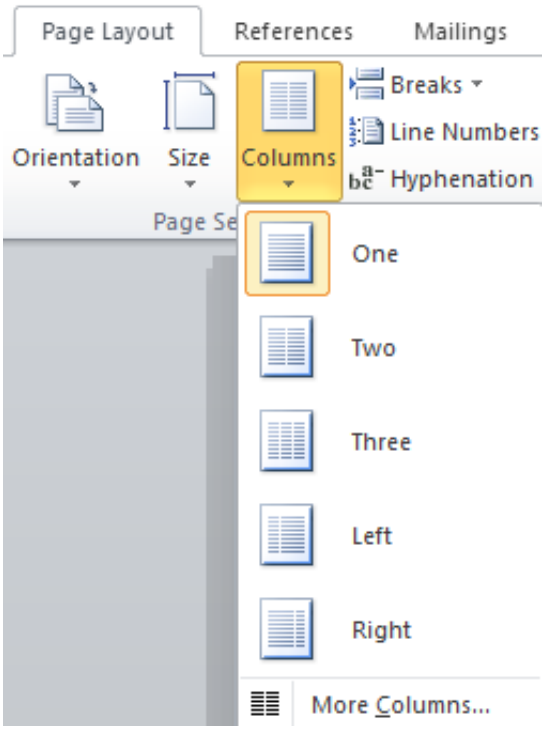


3. Click on the **Continuous** option from the **Section Breaks** part of the list.
4. A **Section Break** will be created on the same page.

Columns

By default, a new document starts with one column. This can be altered at any time you require a layout with a different number of columns. If you want the document to have a mix of differing numbers of columns, this can be done using **Section Breaks** of a continuous nature as described above. To change the layout so that it contains more than one column, complete the actions as listed below.

1. Click on the **Page Layout** tab.
2. Click on the **Columns** option on the **Ribbon** and a list of column quantities will be displayed.



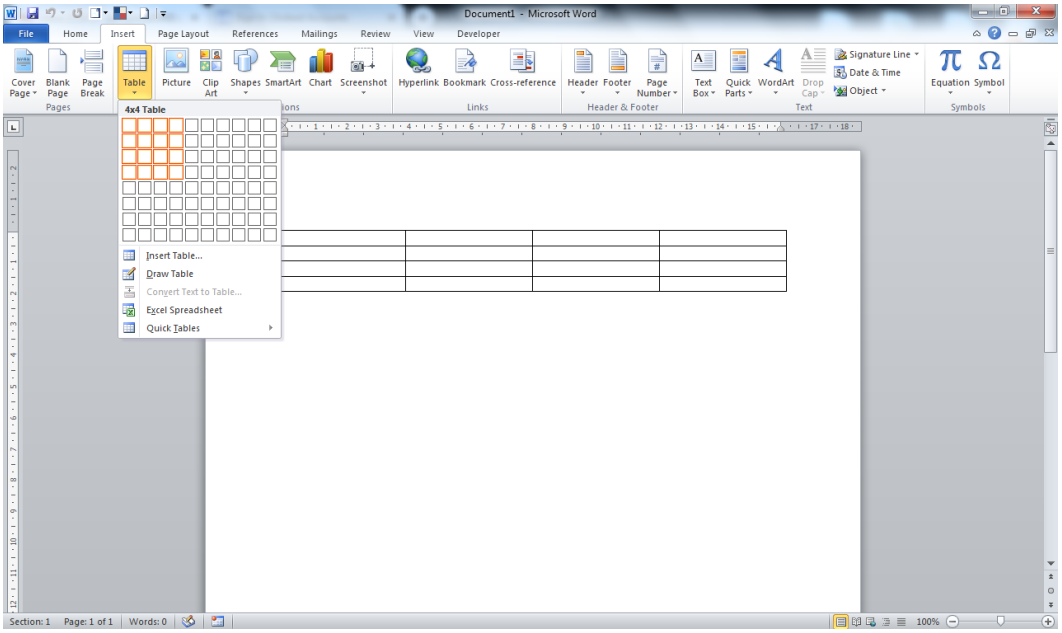
3. Click on the number of columns you require from the list and the layout will be changed.

Module 2: Formatting Tables

Creating Tables

When you want to add a table to a document, you will have to know approximately how many columns and rows it will need, although more can be added later. This can be done as follows.

1. Click on the **Insert** tab, click on the **Table** option on the left of the **Ribbon.**
2. On the **Pallet** that appears, click and drag over the number of columns and rows you want the table to contain.



3. A table will be drawn automatically as you click and drag the mouse.

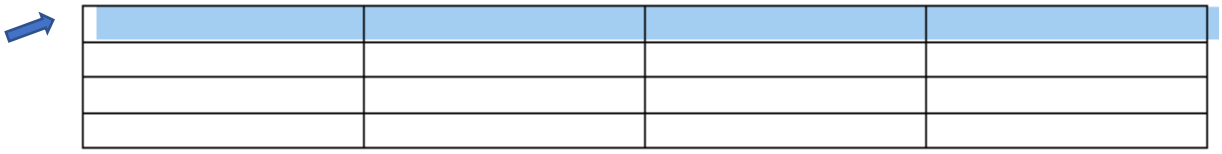
Selecting Areas of a Table

Before you can modify the way a table looks using the range of formatting options available in the software, you have to highlight the area of the table that you want to apply the new format to. The selection techniques that can be used are described below.

Select a Row

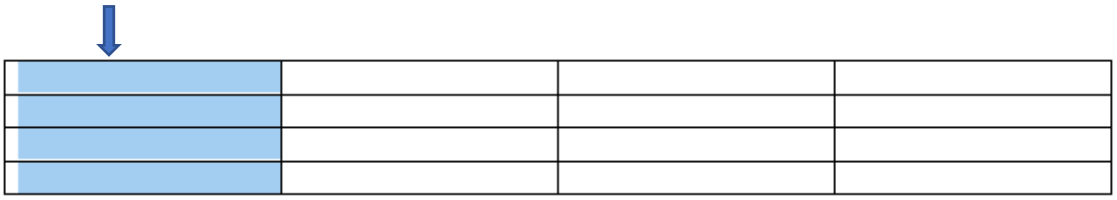
1. Move the mouse pointer in to the margin area of the document on the left of the table **Row** you want to select. The mouse pointer turns in to an arrow pointing towards the text.

2. Click the left mouse button once and the row will be highlighted.



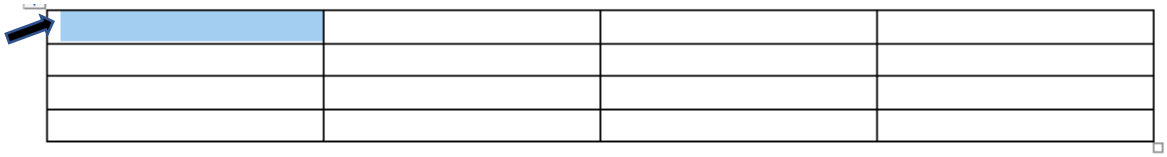
Select a Column

1. Move the mouse pointer above the table on the top edge of the **Column** you want to select. The mouse pointer turns in to an arrow pointing down at the column.
2. Click the left mouse button once and the column will be highlighted.



Select a Cell

1. Move the mouse pointer just inside the left of the **Cell** you want to select. The mouse pointer turns in to a black arrow.
2. Click the left mouse button once and the **Cell** will be highlighted.

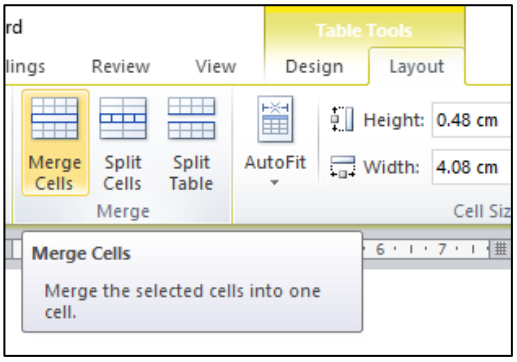


Modifying a Table Structure

To make more complex changes to the table layout, **Cells** can be merged or split to achieve the desired layout. To do this you must select the area of the table that you want to merge or split as described above, then follow the instructions below to achieve the task.

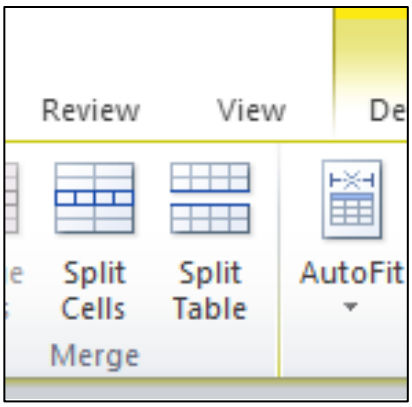
Merging Cells

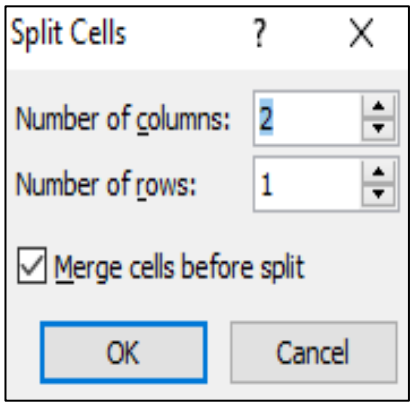
1. Select the area of the table you want to **Merge**.
2. Click on the **Layout** tab.
3. Click on the **Merge Cells** option and the cells will be merged.



Splitting Cells

1. Select the area of the table you want to **Split**.
2. Click on the **Layout** tab.
3. Click on the **Split Cells** option and the cells will be split.
4. Specify how many **Columns** and **Rows** to **Split** the selected area in to.
5. Click the **OK** button.



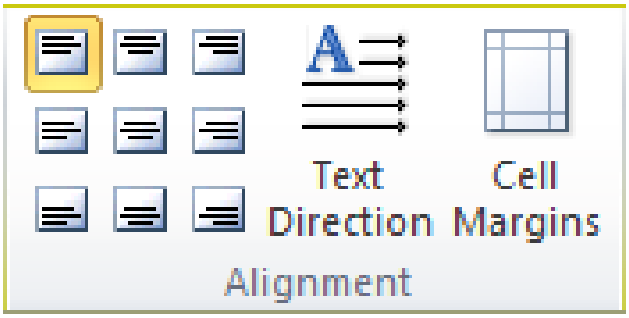


Modifying Table Attributes

The appearance of a table can be changed for presentation purposes by modifying its attributes. This can be done as outlined below.

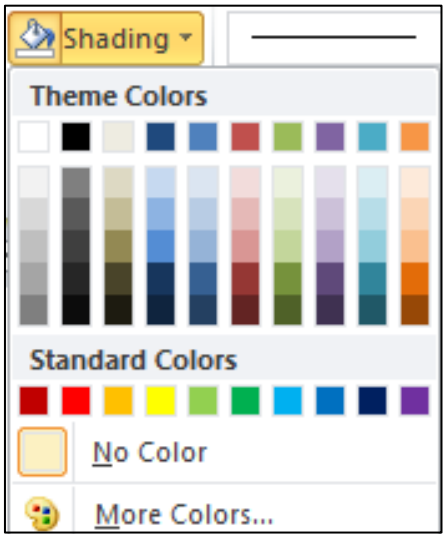
Changing Cell Alignment

1. Select the area of the table you want to change the **Alignment** of.
2. Click on the **Layout** tab.
3. Click on the **Alignment** option that you want to apply.



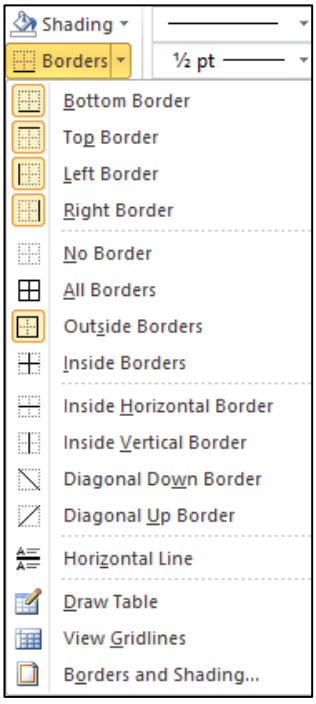
Adding Shade to Cells

1. Select the area of the table you want to add the **Shade** of.
2. Click on the **Design** tab.
3. Click on the **Shading** drop-down arrow.
4. Click on the **Shading** from the pallet displayed that you want to apply.



Adding Borders to Cells

1. Select the area of the table you want to add the **Border** to.
2. Click on the **Design** tab.
3. Click on the **Borders** drop-down arrow.
4. Click on the type of **Border** required from the pallet displayed that you want to apply.



Applying Table Styles

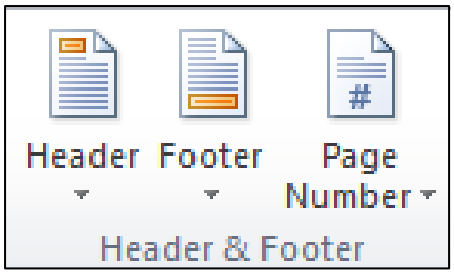
1. Select the area of the table you want to add the **Styles** to.
2. Click on the **Design** tab.
3. Click on the **Table Styles** drop-down arrow.
4. Click on the type of **Style** required from the pallet displayed that you want to apply.

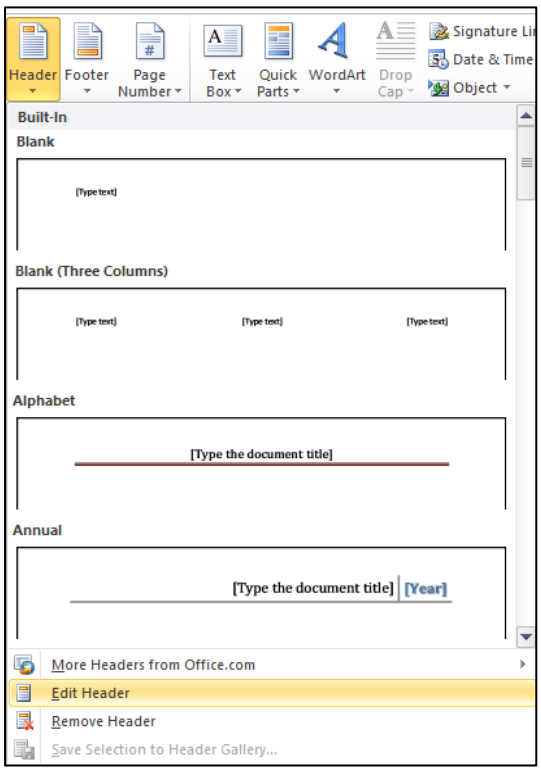
Module 3: Working with Headers and Footers

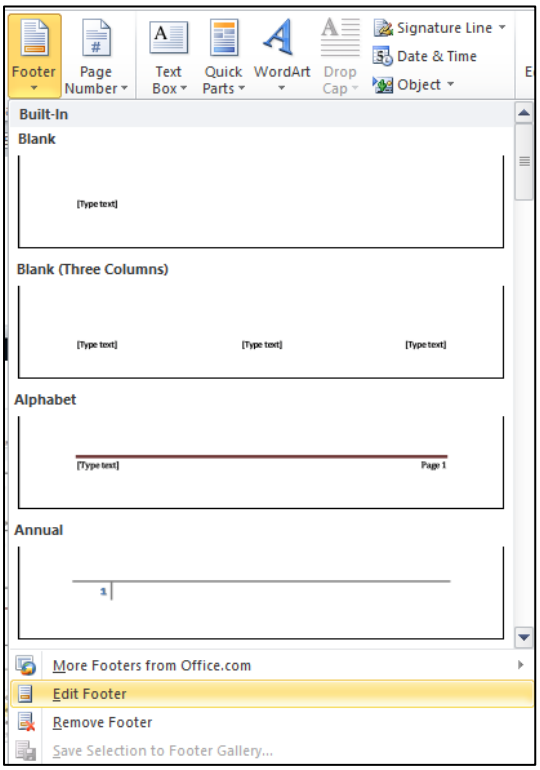
Text, images and other information can be added to the **Header** and / or the **Footer** if required. This can be done as outlined below.

Accessing the Header / Footer Area

1. Click on the **Insert** tab.
2. Click on the **Header** or **Footer** drop-down arrow in the **Header and Footer** section of the **Ribbon**.
3. Click on the **Edit Header** or **Edit Footer** option to enter the edit areas.

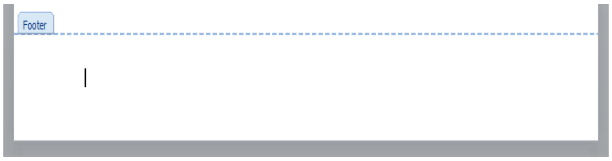






Adding Text to Header / Footer Area

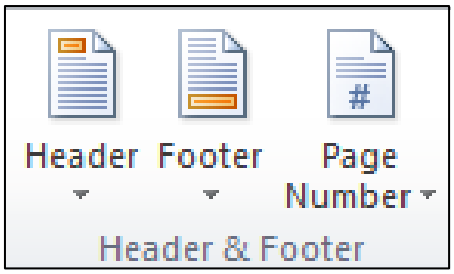
1. Once in the **Edit** area as described above, you can add text, images or page numbers as required.
2. When complete, click on the **Close Header and Footer** option on the **Ribbon.**

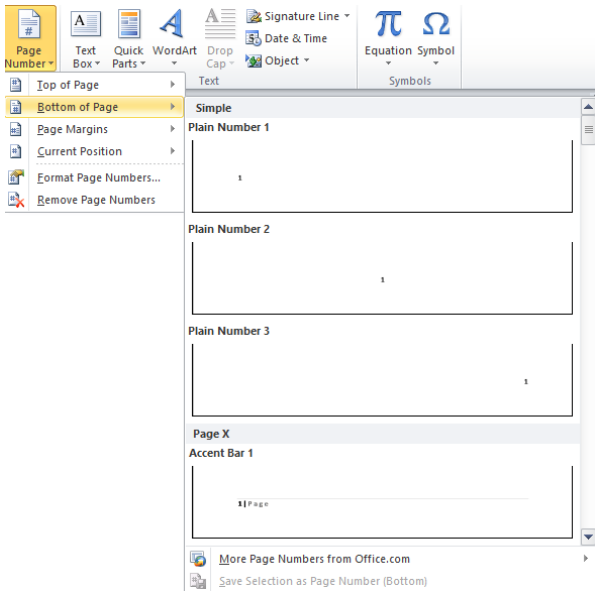


Page Numbering

Page numbers can be added to a document that has multiple pages. Once in the **Edit** area of the **Header** or **Footer** as described above, you can add page numbers as required and as shown below

1. Click on the **Insert** tab.
2. Click on the **Page Number** drop-down arrow in the **Header and Footer** section on the **Ribbon**.
3. Click on one of the options listed to add a **Page Number**.





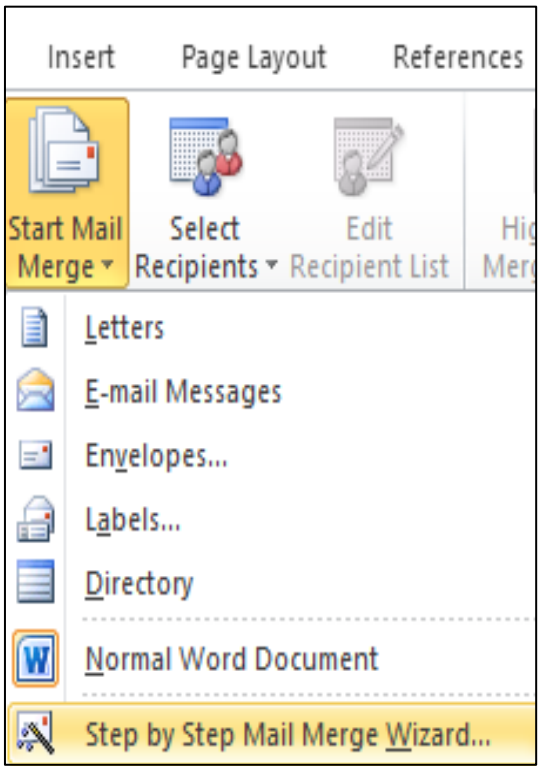
Module 4: Mail Merge

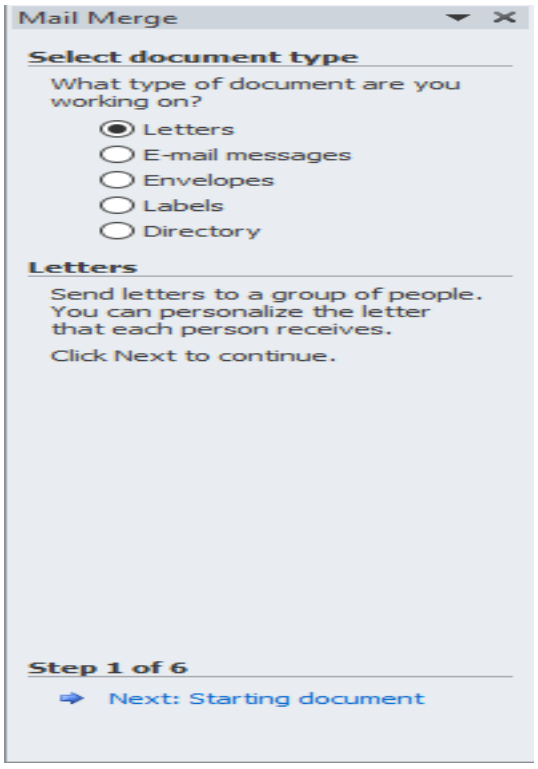
Mail Merge is the process of creating a document such as a letter that has to be distributed to many different recipients. The process is used to merge information about the recipients from one source into a document and generate a letter for each entry in the source file. **Mail Merge** can also be used in a similar way to create **Labels** and **Envelopes**.

Using the Mail Merge Wizard to Create Documents

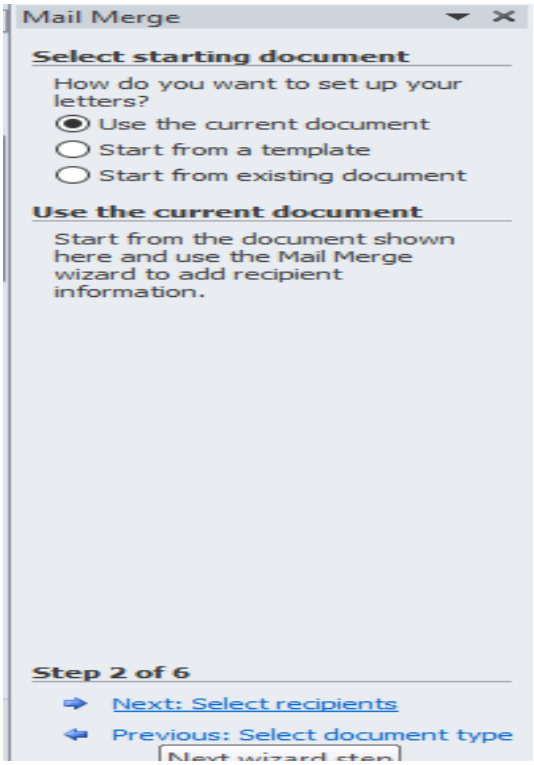
The **Mail Merge Wizard** is a step by step process that guides you through creating **Mail Merge** documents in a simple and quick manner. To do this follow the process below.

1. Click on the **Mailings** tab.
2. Click on the **Start Mail Merge** option on the **Ribbon**.
3. Click on the **Step by Step Mail Merge Wizard** to start the process and the wizard will appear on the right of the screen.

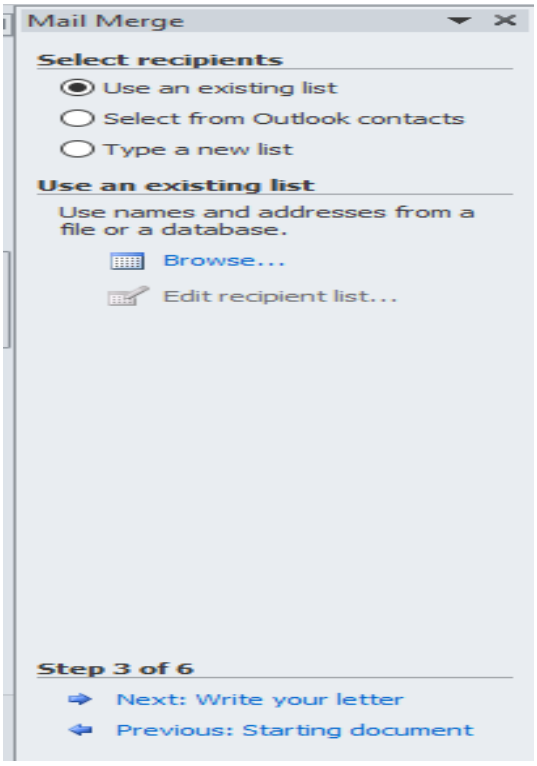




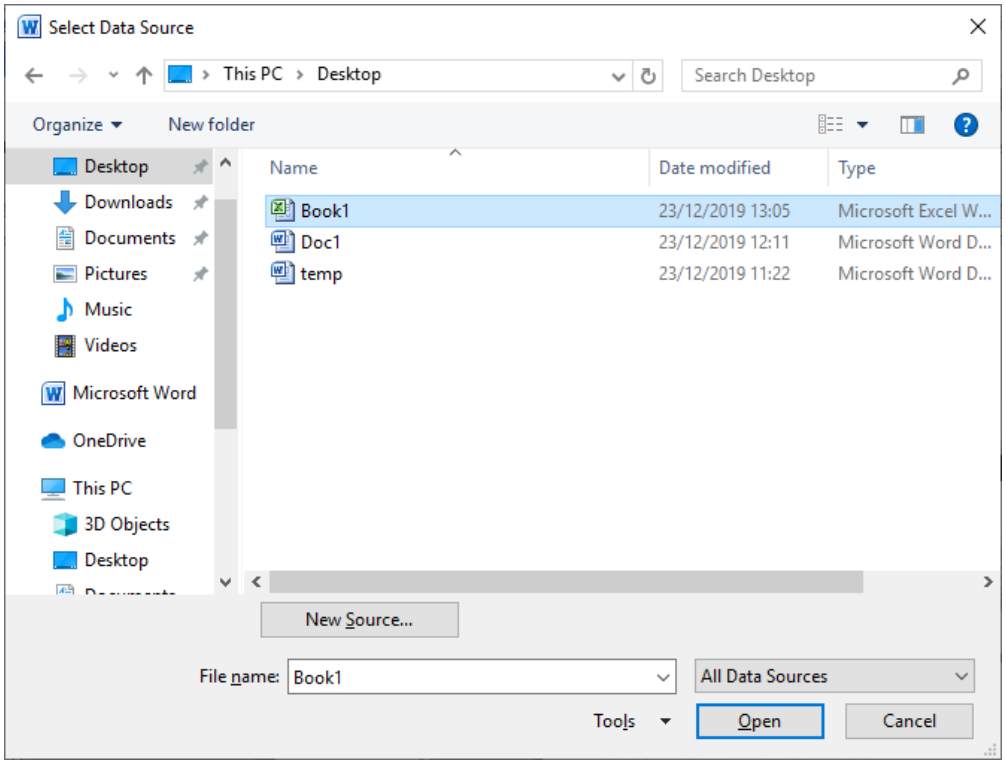
4. From the first step, select the type of document you want to create.
5. Click on the **Next** option on the bottom of the window.



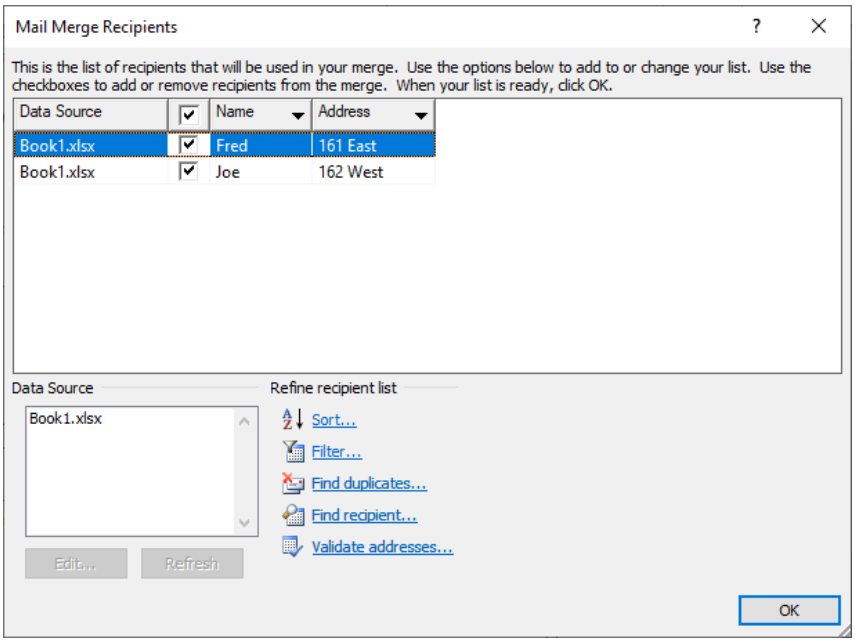
6. Use the default of **Use the current document** then click **Next** at the bottom of the window.



7. Leave the **Use and existing list** default and click on the **Browse** button.



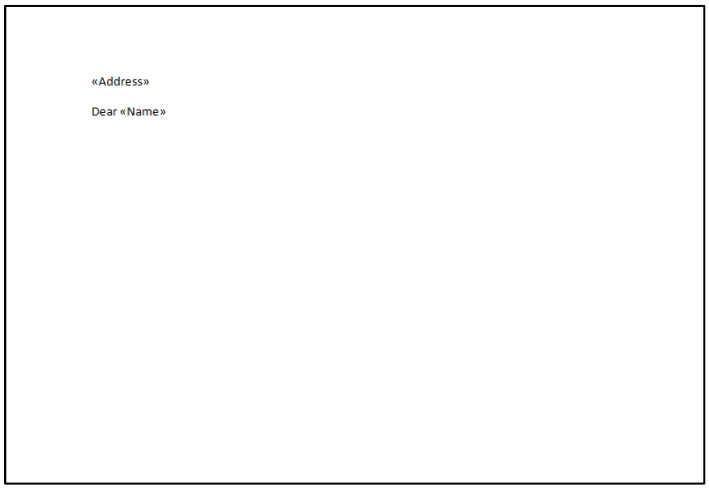
8. Locate the source file and click **Open.**



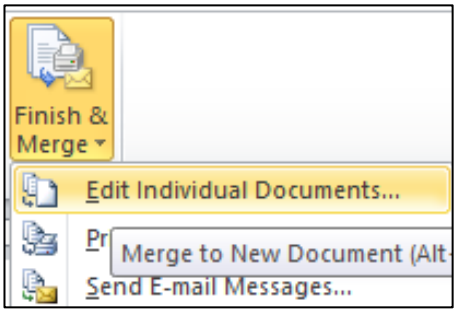
9. Click **OK** to verify that the source file is correct.
10. Position the cursor in the document where you want to add the **Merge Fields**.

11. From the **Mailings Ribbon**, click on the **Insert Merge Field** drop-down button.

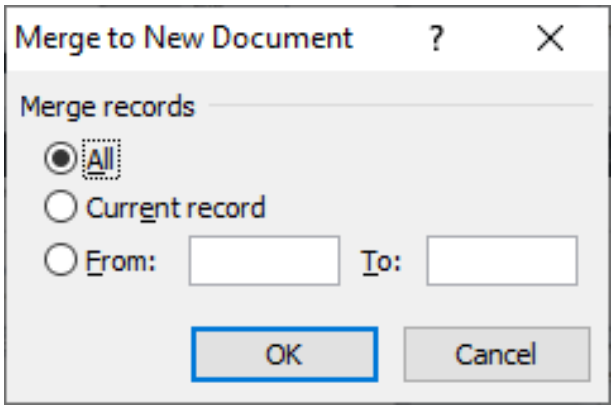
12. Select the **Merge Field** to insert in to the document.



13. Repeat this process until all **Merge Fields** are included.
14. Click on the **Finish and Merge** drop down and select the **Edit Individual Documents** option.



15. Click on the **OK** button to confirm you want all records and the **Mail Merge** will be complete.

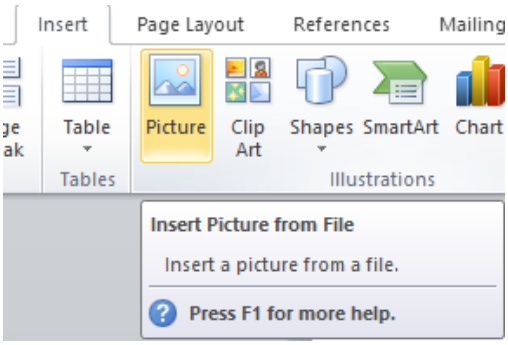


Module 5: Working with Graphics

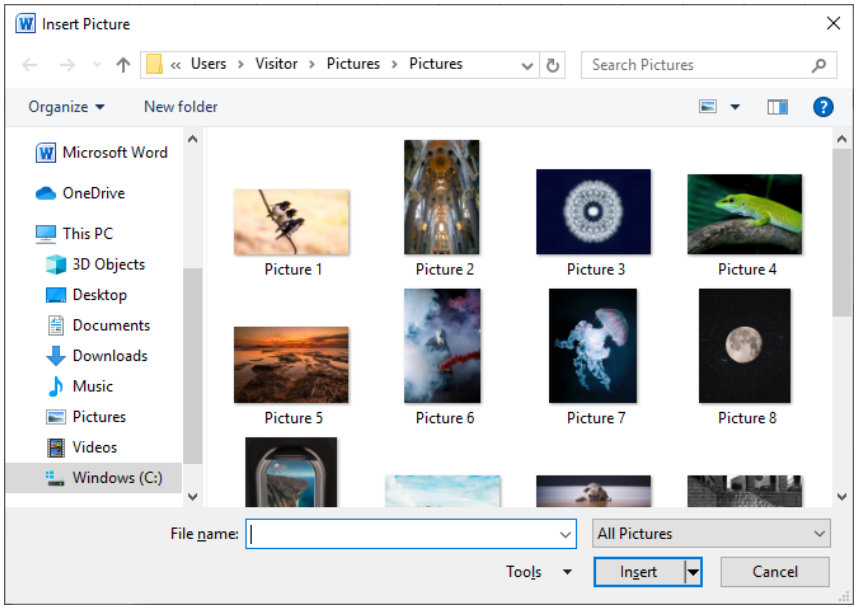
Graphics and **Images** can be added to any part of a document as required to add impact or to emphasise certain points by following simple instructions as listed below.

Inserting Pictures

1. Click on the **Insert** tab.
2. Click on the **Picture** option on the **Ribbon**.



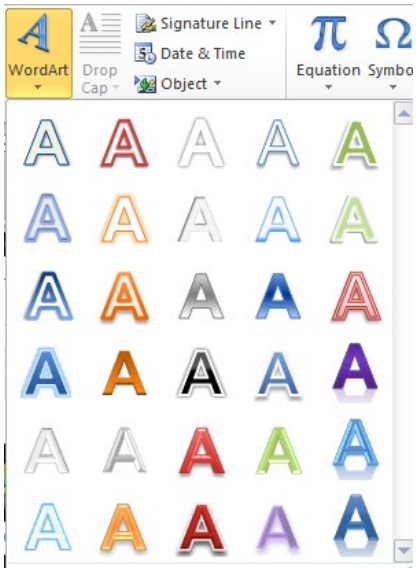
3. Locate the picture you want to add to the document.



4. Click on the **Insert** button to add the picture to the document.

Inserting WordArt

1. Click on the **Insert** tab.
2. Click on the **WordArt** option on the **Ribbon**.



3. Click on the **Style** that you would like.
4. Enter the required text.