

Intermediate Microsoft Word 2003

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Intermediate Microsoft Word

This class will show users how to use some of the more advanced features of Word. The features included in this document are: templates, AutoText, columns, and tables. It also covers using styles for easier formatting.

The first section discusses templates because templates are the building blocks of every Word document. AutoText entries are shortcuts for the most commonly used text. Columns and tables allow for easier text and number formatting. Styles define the appearance of text and allow for automatic formatting, such as tables of contents. Automatic generation of tables of contents is the last section: this is one of the most time-saving features of Word.

Templates

A template is a default setting that a word document is based on. The default template is called the Normal Template. You can also have other templates, such as stationary, to work with.

The following settings that you save in a template can determine the characteristics of new documents that you base on the template:

- 1) Text and graphics that you want in each document; for example: headers and footers, fields to insert the date and time, information such as the file name and document title, company logo, etc.
- 2) Page margins and other page layout options you set with the Page Setup command on the File menu
- 3) Styles
- 4) Text and graphics you have saved as AutoText entries
- 5) Customized toolbars, menus, and shortcut keys

The Normal Template

The Normal template is a general-purpose template for any type of document. When you start Word or click New, Word creates a new blank document that is based on the Normal template. You can modify this template to change the default document formatting or content.

Word also uses the Normal template to store AutoText entries, macros, toolbars, and custom menu settings and shortcut keys you routinely use. Customized items that you store in the Normal template are available for use with any document.

You should store the Normal template in the Templates folder or in the User Templates or Workgroup Templates file location you specified on the File Locations tab (Tools menu, Options command). If Word can not find the Normal template in any of these locations or in your Word program folder, it creates a new Normal template with the standard Word document formats and the standard menu, toolbar, and shortcut key settings.

Some Quick Points about the Normal.dot template:

- Don't make a lot of changes to the normal.dot. This is the mater template in Word. You can always create customized, fancy templates for special projects as you need them.
- A Google.com search on normal.dot gave a link with much more detailed information on the normal.dot. If you're interested, check out the following link:

<http://pubs.logicalexpressions.com/Pub0009/LPMArticle.asp?ID=151>

How To Identify the Current Template

To identify the current template you are using:

- 1) Open the document
- 2) Pick Templates and Add-Ins from the Tools menu
- 3) The template will be listed at the top

Create a Template

A template can store text, custom toolbars, macros, shortcut keys, styles, and AutoText entries. An easy way to create a template is by opening a document that contains the items you want to reuse and saving it as a template.

If you save a template in the Templates folder the template will appear on the General tab when you click New on the File menu. If you save a template in a subfolder of the Templates folder, such as Memos or Reports, the template will appear on the corresponding tab when you click the New command. Any document (.doc) file that you save in the Templates folder or one of its subfolders also acts as a template. If you save a template in a different location, the template will not appear in the New dialog box.

To base a new template on an existing document:

- 1) Go into the document you want
- 2) On the File menu, click Save As

- 3) In the Save as type box, click Document Template (*.dot). This file type will already be selected if you are saving a file that you created as a template
- 4) Word proposes the Templates folder in the Save in box. To save the template so that it will appear on a tab other than General, switch to the corresponding subfolder within the Templates folder
- 5) In the File name box, type a name for the new template, and then click Save
- 6) In the new template, add the text and graphics you want to appear in all new documents that you base on the template, and delete any items you don't want to appear
- 7) Make the changes you want to the margin settings, page size and orientation, styles, and other formats
- 8) Click Save, and then click Close on the File menu

Note: To make AutoText entries and macros available only to documents based on this template, store them in this template, not in the Normal template.

Modify a template

- 1) On the File menu, click Open, and then open the template you want to modify.
- 2) If there aren't any templates listed in the Open dialog box, make sure Document Templates (*.dot) is chosen in the Files of type box.
- 3) Change any of the template's text and graphics, styles, formatting, macros, AutoText entries, toolbars, menu settings, and shortcut keys. **Before making any changes in the template, especially the Normal template, make sure the first (blank) space in the document is highlighted. If it is not, changing fonts in the template will not change the overall template setting.**
- 4) Click Save

Note: The content of existing documents is not affected by changes you make to the templates they're based on. Word will update modified styles when you open an existing document only if the Automatically update document styles option is turned on. Set this option before you open an existing document by clicking Templates and Add-Ins on the Tools menu.

AutoText entries

You can use AutoText to store text or graphics you plan to reuse, such as product names, a company logo, or a formatted table. When you are ready to retrieve an item, select from a list of AutoText entries. You can also use AutoText entries to quickly assemble a document. For example, as you type a letter, select from a list of common letter elements such as salutations, closings, and a return address. If you plan to create, insert, or modify lots of AutoText entries, you may want to use

the AutoText toolbar instead of the AutoText command. To display this toolbar, point to Toolbars on the View menu, and then click AutoText.

Create an AutoText Entry to Store and Reuse Text and Graphics

When you create an AutoText entry, it is automatically linked to the paragraph style of the text or graphic you stored in the entry. That way, when you are ready to insert an AutoText entry into a document, you can choose from a list of the entries that are relevant to the style of the text you are working on. For example, Word includes built-in AutoText entries (such as salutations and closings) that are available when you create letters.

- 1) Select the text or graphic you want to store as an AutoText entry
- 2) To store paragraph formatting with the entry, include the paragraph mark (¶) in the selection
- 3) On the Insert menu, point to AutoText, and then click New
- 4) When Word proposes a name for the AutoText entry, accept the name or type a new one

Note: By default, Word makes the AutoText entry available to all documents by storing it in the Normal template. If you want AutoText entries limited to particular documents, you can specify a template to store the entry in. Select the text or graphic you want to store as an AutoText entry. On the Insert menu, point to AutoText, click AutoText, and then click a template name in the Look in box. In the Enter AutoText entries here box, type a name for the AutoText entry. Click Add.

Insert an AutoText Entry

- 1) Click where you want to insert the AutoText entry
- 2) On the Insert menu, point to AutoText
- 3) Click the name of the AutoText entry you want

Edit an AutoText Entry

- 1) Insert the AutoText entry into the document
- 2) Make the changes you want
- 3) Select the revised AutoText entry
- 4) To store paragraph formatting with the entry, include the paragraph mark (¶) in the selection
- 5) On the Insert menu, point to AutoText, and then click New
- 6) Type the original name of the AutoText entry

Delete an AutoText Entry

- 1) On the Insert menu, point to AutoText, and then click AutoText
- 2) In the Enter AutoText entries here box, enter the name of the AutoText entry you want to delete

- 3) Click Delete
- 4) To delete multiple AutoText entries, click Templates and Add-Ins on the Tools menu, click Organizer, and then click the AutoText tab. In the In box on the left, hold down CTRL and click the AutoText entries you want to delete, and then click Delete

Note: You cannot undo the deletion of an AutoText entry.

Rename AutoText Entries

- 1) On the Tools menu, click Templates and Add-Ins
- 2) Click Organizer
- 3) Click the AutoText tab
- 4) In the In box on the left, click the entry you want to rename, and then click Rename
- 5) In the Rename dialog box, type a new name for the entry
- 6) Click OK, and then click Close

Columns

Create Newspaper Columns

To create newspaper columns:

- 1) Switch to page layout view
- 2) Click Columns from the Format menu
 - To format the entire document in columns, make sure “whole document” is selected under the Apply to: field
 - To format part of the document in columns, select the text
 - To format existing sections in columns, click in a section or select multiple sections
- 3) Drag to select the number of columns you want
- 4) If you want to adjust the column widths and spacing, drag the column markers on the horizontal ruler (To set exact column widths and spacing, follow steps 1 and 2. Then click Columns on the Format menu, and select the options you want.)

Note: You can not use newspaper columns in headers, footers, comments, or frames. To arrange text in these areas, use a table.

Create a Heading that Spans Newspaper Columns

- 1) Format your text into columns
- 2) In page layout view, select the heading text.
- 3) Choose Columns from the Format menu, and then click on single column.

Remove Newspaper Columns

- 1) Switch to page layout view

- 2) If your document is divided into sections, click in the section or select multiple sections you want to change
- 3) Choose Columns from the Format menu, and then drag to select a single column

Force the Start of a New Newspaper Column

- 1) Switch to page layout view
- 2) Click the text where you want to start the new column
- 3) On the Insert menu, click Break
- 4) Click Column break
- 5) Word moves the text that follows the insertion point to the top of the next column

Create Columns of Equal Length

- 1) If your text is not already formatted in columns, create the columns
- 2) In page layout view, click at the end of the columns you want to balance
- 3) On the Insert menu, click Break
- 4) Click Continuous. Word inserts a continuous section break, which balances the text equally among the columns

Note: If you want to force a new page to start after the balanced columns, click after the continuous section break, and then insert a manual page break.

Tables

Use tables to organize information and create interesting page layouts with side-by-side columns of text and graphics. The quickest way to create a simple table for example, one that has the same number of rows and columns is with the Insert Table button. You can also create more complex tables, either with the Draw Table feature, or by manipulating existing columns with your mouse. You can create a new blank table and fill in the empty cells, or you can convert existing paragraphs of text (separated by a character such as a tab) to a table. You can also create a table from an existing data source, such as a database or spreadsheet.

Note: It is best to use Word tables if your table includes complex graphics formatting such as bulleted lists, custom tabs, numbering, hanging indents, individual cell formatting, and cells split diagonally, or if you need to easily include the table in a PowerPoint presentation. However, if you need a table that includes complex calculations, statistical analysis, charts, or needs powerful sorting and searching capabilities, it is better to use programs such as Excel or Access.

Create a Simple Table

- 1) Click where you want to create a table

- 2) On the Table menu, click Insert Table
- 3) Pick the number of rows, columns, and width if other than Auto

Create a Table using the Draw Table Feature

This feature allows you to create a more complex table than the standard “Insert Table” feature.

- 1) Click where you want to create the table
- 2) Choose Draw Table from the Table menu
- 3) To define the outer table boundaries, draw (drag) from one corner to the diagonal corner of the table. Then draw the column and row lines
- 4) To erase a line, click Eraser and drag over the line
- 5) When you finish creating the table, click a cell and start typing

Convert Existing Text to a Table

- 1) Indicate where you want to divide text into columns and rows by inserting separators. For example, insert tabs to divide columns, and insert paragraph marks to mark the ends of rows
- 2) Select the text you want to convert
- 3) On the Table menu, click Convert Text to Table
- 4) Select the options you want

Automatically Format a Table

To automatically create a new table with specific styles:

- 1) From the Table menu, choose Insert Table
- 2) Click on the AutoFormat button
- 3) In the Formats box, click the format you want
- 4) Select the options you want

To automatically format an existing table with specific styles:

- 1) Click the table
- 2) On the Table menu, click Table AutoFormat
- 3) Select the format and any options

Delete Cells, Rows, or Columns from a Table

- 1) Select the cells, rows, or columns you want to delete. If you are deleting cells, include the end-of-cell marks. If you are deleting rows, include the end-of-row marks
- 2) On the Table menu, click either Delete Cells, Delete Rows, or Delete Columns
- 3) If you are deleting cells, click the option you want

Delete a Table

- 1) Select the table by clicking it and then pressing ALT+5 on the numeric keypad (NUM LOCK must be off)

- 2) Click on the Cut button on the toolbar

You can also delete a table by:

- 1) Clicking in the table
- 2) Choose Select Table from the Table menu
- 3) Click on Delete Rows on the Table menu

Sort Tables and Perform Calculations

To sort entries in a table in alphabetic, numeric, or date order:

- 1) Select the table items you want to sort
- 2) Click the Sort command from the Table menu

To perform calculations in a table:

- 1) Select the items you want to perform calculations
- 2) Click on the Formula command on the Table menu
- 3) Make your choices

Note: To easily add a column of numbers, click the cell below the column you want to add, and then click AutoSum on the Tables and Borders toolbar. The result will appear in the cell you clicked.

Insert a Tab in a Table Cell

- 1) Press CTRL+TAB

Add Rows or Columns to a Table

- 1) Select the row below where you want to insert new rows, or select the column to the right of where you want to insert new columns. Select the same number of rows or columns as the number of rows or columns you want to insert
- 2) Click Insert Rows or Insert Columns
- 3) You can also use the Draw Table tool to draw the row or column where you want
- 4) To add a row at the end of a table, click the last cell of the last row, and then press TAB
- 5) To add a column to the right of the last column in a table, click just outside the rightmost column. On the Table menu, click Select Column, and then click Insert Columns

Prevent a Table Row from Breaking Across Pages

- 1) Click the table
- 2) On the Table menu, click Cell Height and Width, and then click the Row tab
- 3) Clear the Allow row to break across pages check box

Formatting Table Contents

By using the Text Direction command on the Format menu, you can display text horizontally or vertically. By using the alignment tools on the Formatting toolbar and the Tables and Borders toolbar, you can align cell contents horizontally and vertically.

Changing Column Width

The simplest resizing you can do is to simply point to a column border with the mouse pointer and drag the border to a new location. This adjusts the width of the column to the left of the border, as well as the widths of all columns to the right of the border. The overall width of the table remains the same, however.

There are several tricks to changing column widths if you are using the mouse.

- 1) If you hold down the Shift key as you drag a column border, the width of the column to the left of the border is changed, and the overall table width is adjusted accordingly. No other column widths are affected
- 2) If you hold down the Ctrl key as you drag a column border, the width of the column to the left of the column border is adjusted, and the overall table width remains the same. All columns to the right of the table border are adjusted so they are wider or narrower in a proportional value

- 3) If you hold down both Shift+Ctrl as you drag a column border, the width of the column to the left is changed, the overall table width remains the same, and all column widths to the right are adjusted so they share equally in the remaining table width
- 4) If you hold down the Alt key alone as you drag a border, only the widths of the columns to the immediate left and right of the border are changed

Note: If you are having trouble matching up column lines, try using the Alt key or the Move Table Column markers on the ruler bar—either of these methods will give you more precise control of the line.

You can also change column sizes by using the Cell Height and Width command from the Table menu. To do this:

- 1) Select the columns whose width you want to adjust
- 2) On the Table menu, click Cell Height and Width, and then click the Column tab
- 3) To specify an exact measurement, enter a number in the Width of column box
- 4) To make the column width fit the contents, click AutoFit

Borders and Shading

All tables have a ½ pt black, single solid-line border by default. To change or remove borders:

- 1) Click Borders and Shading on the Format menu
- 2) Select the new border style including border width, border color, line style, and setting

You can also shade the table or parts of it for emphasis. To shade a table or specific cells:

- 1) Select the cell or cells you want to shade
- 2) Choose Borders and Shading from the Format menu
- 3) Click on the Shading tab
- 4) Make your selections

To select from a gallery of predefined border and shading formats, click Table AutoFormat on the Table menu.

Styles

Styles define the appearance of various text elements of your document, such as headings, captions, and body text. When you apply a style to a paragraph or word, you can apply a whole group of character or paragraph formats or both in one simple operation. When you want to change the formatting of all the text of a particular element at once, you just change the style that is applied to that

element. Styles make formatting your document easier. Styles are also the building blocks for outlines and tables of contents.

When you use styles, you can change all text formatted with the style just by redefining the style. For example, if your main headings are 14 point Arial, flush left, and bold, and you later decide you want your headings to be 16 point Arial and centered, you don't have to reformat every instance of the heading. Just change the properties of that style.

You can modify existing styles, and you can create your own styles. You can turn off automatic style definition if you want.

Styles also serve as the basis for outlines and tables of contents. For example, Word automatically creates a table of contents based on your headings when you click the Table of Contents command on the Insert menu.

Create a New Style

The quickest way to create a new paragraph style is to format a paragraph, select it, and then base the new style on the formatting and other properties applied to the selected text.

- 1) Select the text that contains the formatting you want to include in your style
- 2) Choose Style from the Format menu
- 3) Click on New
- 4) Type over the existing style name to create the name for the new style
- 5) Press Enter

Modify a Style

- 1) Click Style on the Format menu
- 2) In the Styles box, select the style you want to modify, and then click Modify (In the Styles box, a paragraph mark (¶) appears beside paragraph style names, and the letter "a" appears beside character style names.)
- 3) Click Format, and then click the attribute such as Font or Paragraph you want to change
- 4) Click OK after you've changed each attribute, and then repeat for any additional attributes you want to change

Note: To use the modified style in new documents based on the same template, select the Add to template check box. Word adds the modified style to the template that is attached to the active document.

Delete a Style

- 1) On the Format menu, click Style
- 2) In the Styles box, click the style you want to delete, and then click Delete

- 3) If you delete a paragraph style that you created, Word applies the Normal style to all paragraphs formatted with that style and then removes the style definition from the template.

Remove Styles from a Particular Document Only

- 1) Click Style on the Format menu
- 2) In the List box on the lower left-hand side, click Styles in Use
- 3) Click on any built-in style that you want to delete, such as Normal Indent, from that particular document. Word applies the Normal style to all paragraphs formatted with the style you deleted but retains the built-in style definitions in the template. You can make the built-in style available again by clicking All Styles in the List box. Once you apply a built-in Heading style to a paragraph in your document, you cannot remove it from the Styles list. The Normal style is always present in the Styles list, and you cannot delete it.

Apply a Different Style

- 1) To apply a different paragraph style, click the paragraph or select a group of paragraphs you want to change. To apply the character attributes, such as bold or italic, of a paragraph style, select the text you want to change. To apply a character style, click the word or select the words you want to change
- 2) On the Format menu, click Style
- 3) In the Styles box, click the style you want to apply, and then click Apply. If the style you want is not listed, select another group of styles in the List box

Table of Contents

To create a table of contents, you must first apply the built-in heading styles (Heading 1 through Heading 9) to the headings you want to include in the table of contents. If you prefer, you can instead apply styles that include outline-level formats or apply your own custom heading styles. You can also apply styles to embedded headings (for example, the first few words in a paragraph). Once you've applied the styles, you can choose a design and build the finished table of contents. When you build a table of contents, Word searches for headings with the specified styles, sorts them by heading level, references their page numbers, and displays the table of contents in the document.

Design and Build a Table of Contents by Using Built-in Heading Styles

- 1) In your document, apply built-in heading styles (Heading 1 through Heading 9) to the headings you want to include in your table of contents
- 2) Click where you want to insert the table of contents
- 3) On the Insert menu, click Index and Tables, and then click the Table of Contents tab
- 4) To use one of the available designs, click a design under Formats. You can also specify a custom table of contents layout

Design and Build a Table of Contents by Using Outline-Level Styles

- 1) In your document, apply styles that contain outline-level formats (Level 1 through Level 9) to the headings you want to include in your table of contents
- 2) Click where you want to insert the table of contents
- 3) On the Insert menu, click Index and Tables, and then click the Table of Contents tab
- 4) To use one of the available designs, click a design under Formats or you can also specify a custom table of contents layout

Design and Build a Table of Contents by Using Custom Styles

If you have already applied custom styles to your headings, you can tell Word which styles to use when building the table of contents.

- 1) Click where you want to insert the table of contents
- 2) On the Insert menu, click Index and Tables, and then click the Table of Contents tab
- 3) Click Options
- 4) Under Available styles, find a style you have applied to headings in your document
- 5) Under TOC level, to the right of the style name, enter a number from 1 to 9 to indicate the level you want that heading style to represent
- 6) Repeat steps 4 and 5 for each heading style you want to include in the table of contents
- 7) Click OK
- 8) To use one of the available designs, click a design under Formats or you can design a custom table of contents layout

Design and Build a Table of Contents by Using Embedded Headings

You can include embedded headings (for example, the first few words in a paragraph) in the table of contents.

- 1) Make sure each embedded heading is a separate paragraph by clicking after the heading and pressing Enter
- 2) Apply built-in heading styles (Heading 1 through Heading 9) to the headings you want to include in your table of contents
- 3) If you don't see paragraph marks (¶) after the headings, click Show/Hide ¶
- 4) Select each paragraph mark, click Font on the Format menu, click the Font tab, and then select the Hidden check box. Click OK
- 5) Hide the paragraph marks again by clicking Show/Hide ¶
- 6) Click where you want to insert the table of contents
- 7) On the Insert menu, click Index and Tables, and then click the Table of Contents tab

- 8) To use one of the available designs, click a design under Formats or you can also specify a custom table of contents layout

Update an Index, a Table of Contents, or Other Table after Making Changes

- 1) Click in the index, table of contents, or other table you want to update
- 2) Press F9

Note: When you update the entire index or table, any text or formatting you added to the finished index or table is lost.

Delete an Index, a Table of Contents, or Other Table

- 1) Click in the index, table of contents, or other table you want to delete.
- 2) If you don't see a field code, press SHIFT+F9.
- 3) Select the field code, including the brackets {}, and press Delete.