SECTION-A
MS-WORD 2010

1

INTRODUCTION TO MS-WORD 2010

LEARNING OBJECTIVES

- To introduce basic features of a **Word 2010** processing software.
- To manage documents such as opening, creating, saving, editing and printing of word documents. **(File Tab)**
- To work with format painter, font and its styles, to edit text and paragraphs, to create lists and work with bullets and numberings. **(Home Tab)**

1.1   INTRODUCTION

We can work with **Word 2010's** rich functionality just about anywhere: using an internet browser, a mobile phone or our desktop computer. Using **Microsoft Office Mobile 2010,** we can use our **Windows Phone 7** to work with our files from anywhere. **Word Mobile 2010** is part of Office Mobile and is already on our **Windows Phone 7** in the Office hub, so we don't need to download or install anything else to get started.

1.2   FEATURES OF WORD 2010

1.   Formatting Effects

MS Word 2010 has new and improved formatting effects through which we can add effects such as gradient fills and reflections directly to the text in our document. We can also apply many of the same effects to text and shapes that we might already use for pictures, charts and **SmartArt** graphics.
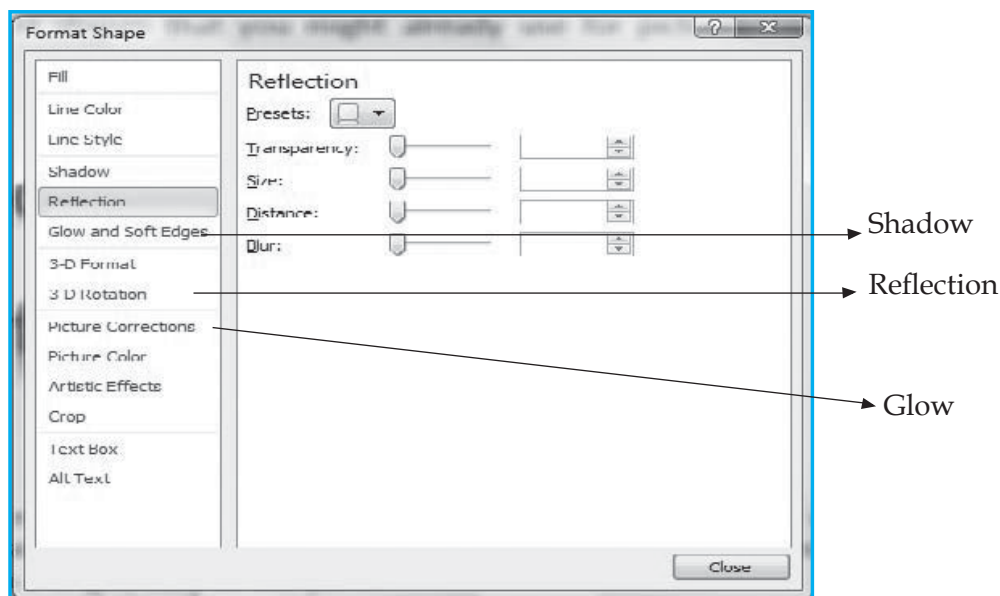
Fig. 1.2.1 : Different Formatting Effects

2. Navigation Pane

Using the **Navigation Pane**, we can search for text as well as graphics, tables, equations and other non-textual elements. Results of the search appear in three views of the **Navigation Pane** and we can click a search result there to go to the corresponding match in the document. The much improved **Navigation Pane** and **Find** tools save time and simplify our work. The new enhancements make it easier than ever to browse, search and even reorganize document content right from a single, easy-to-use pane.

a.   How to open a Navigation Pane?

On the **View** tab on the **Ribbon**, select the **Navigation Pane** check box or an other way is to press **CTRL+F** on the keyboard, which opens the search area of the **Navigation Pane**.

b.   What can be done using Navigation Pane?

One can click a heading or page in the **Navigation Pane** and can go right to that spot in the document. One can also add, delete and reorganize content and search for text and objects.

c.   What are the different views provided by the Navigation Pane?

The **Navigation Pane** provides three views of our document as shown in the Fig(s) 1.2.2, 1.2.3 and 1.2.4 respectively:

(i)   Headings View : This view provides a hierarchy of headings in our document. A user can quickly navigate to a particular heading in the document by clicking the heading/sub-heading in the **Navigation Pane**. The bar with the up-arrow at the top provides a way to jump to the top of the document. The up arrow positions us at the previous heading and the down arrow positions us at the next heading.

(ii)   Thumbnail Page View: This view provides thumbnail images of the pages in our document. This can be initiated by clicking on the middle button that displays thumbnail images of each page in the document. The thumbnail view provides a way to quickly jump to any page. Unlike the **Headings view**, we can't move content around by clicking and dragging a thumbnail. The up and down arrows move a user to the previous page and the next page respectively.

Fig. 1.2.2: Headings View

(iii) Search Results View: This view provides the result of the current search. If we are searching for occurrences of a word or phrase, this is the view to use. Start typing in the search box and **Word 2010** immediately starts searching the document for the words we input. The words or phrases are highlighted in yellow in the document and the number of occurrences is displayed at the top of the pane. If there are few enough occurrences, a snippet of text containing the words is displayed in the pane. Clicking on a particular snippet will take us to its location in the document and the words remain highlighted.
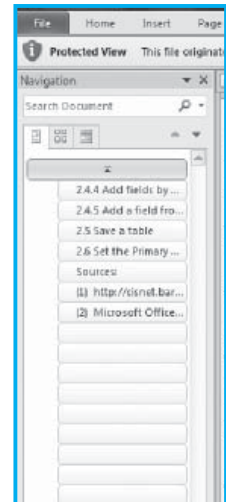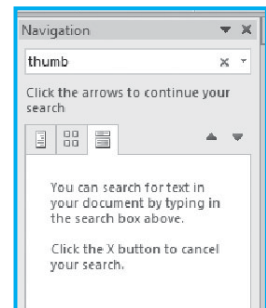

*Fig. 1.2.3: Thumbnail Page View*

Fig. 1.2.4: Search Results View

3. Integration of Screenshot feature

The **screenshot** tool in **Microsoft Word 2010** allows us to capture an image of a particular screen and then insert it into our document. However, this feature is not available if we are working on a document in **compatibility mode**, as it is new to **Word 2010**.

The option of screenshot can be reached out by clicking **Insert-->> Illustrations-->>Screenshot** as shown in the Fig. 1.2.5. When we click screenshot, we automatically get few screenshot samples from the background (that is at the back of the word document). We can either select from the available screenshots or click on **"Screen clipping"** to take the screenshot ourselves.

If we select **"Screen Clipping"**, our word document will get minimized and a resizable window will appear over our background.
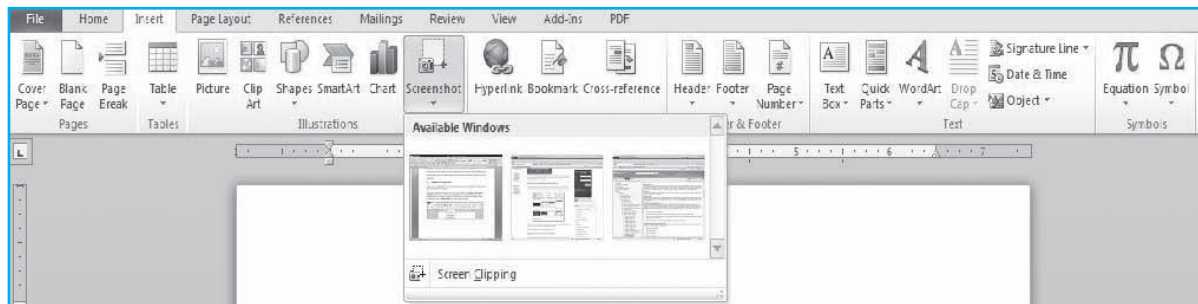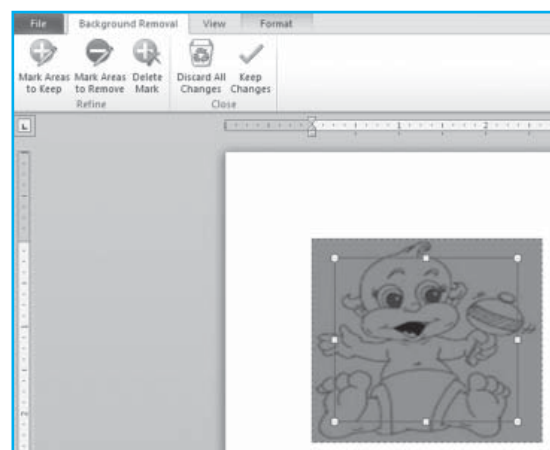
Fig. 1.2.5: Screen Clipping

4. Background Removal Tool

It is a handy new tool that narrows the gap between word processor and image editor. If there are large areas of a picture that Word can identify as being the background, we can remove it very easily using the **Background Removal Tool**. To do so, select the picture and double click it.The **Format** tab gets activated. Click on to **Remove Background** option shown in the Fig. 1.2.6 and click on **Background Removal**.
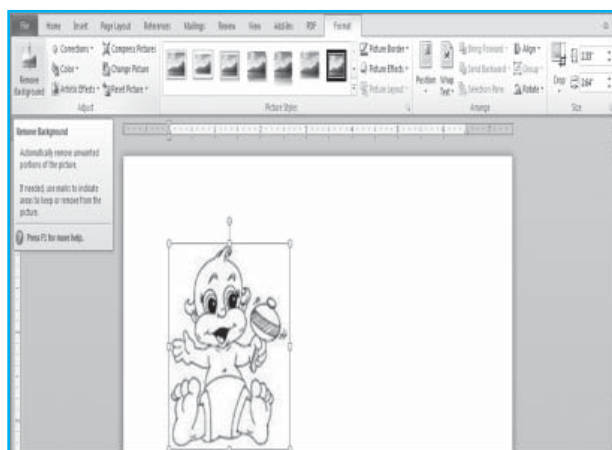
Fig. 1.2.6: Remove Background option   *Fig. 1.2.7: Background Removal option*

The area with purple color as highlighted in the Fig. 1.2.7 will be erased and the one with the original color will stay. Simply drag the area to use **"Mark to Include"** and **"Mark to remove"** options to mark the area to be removed from images.

5. Backstage View

Backstage View is the nerve center of **Word 2010,** wherein we can perform actions that affect the whole document (for example saving and printing) or the Word program itself. In the **Microsoft Office Backstage** view, we do everything to a file that we do not do in the file. The latest innovation in the **Microsoft Office Fluent user interface** and a companion feature to the **Ribbon**, the **Backstage view** is where we manage our files — creating, saving, inspecting for hidden metadata or personal information and setting options.

6. Artistic Effects

There are lots of different **Artistic Effects** with just one mouse click that can be applied to the pictures we insert into our Word document. The beauty of **Artistic Effects** is that we can apply them quickly and we don't have to perform complicated steps to get stunning results. If we have time to experiment, though, we might like to exert more control over the effects by using the **Artistic Effect Options.** We can apply artistic effects to a picture or a picture fill to make the picture look more like a sketch, drawing or painting. A picture fill is a shape or other object with a picture applied to "fill it". We can apply only one artistic effect at a time to a picture, so applying a different artistic effect will remove the previously applied artistic effect.

7. Open Type Features

We can use the new **OpenType** features in **Microsoft Word 2010** with a font that supports these features to make our document look professionally printed. The **OpenType** features include ligatures, number spacing options, number form options and stylistic sets.

8. More Themes

A **theme** in Office affects the whole document and offers a way to co-ordinate different elements of the page stylishly. Live previews (just hover over the thumbnail image of the theme) let us see what the theme will look like when applied, before we actually apply it.

9. Protected View

Word 2010 will open documents in protected view if they come from an untrusted source, such as:

- the internet;
- an email attachment;
- our temporary internet files folder;
- a location defined in network policy as unsafe.

The document is opened in read only mode in a "sandbox" for safety. In **Protected View**, files are opened with editing functions disabled. Files from a potentially unsafe location, such as the Internet or an e-mail attachment or that contain active content, such as macros, data connections or ActiveX controls, are validated and can open in **Protected View**. Files from trusted sources can be enabled by clicking **Enable Editing** or data about the file can be explored in the **Microsoft Office Backstage view**.

10. New numbering formats

Word 2010 includes new fixed-digit numbering formats, such as 001, 002, 003... and 0001, 0002, 0003....

- **Check box content control:** Now we can add quickly add a check box to forms or lists.
- **Alternative text on tables:** We can add a title to a table and a summary, so that readers have access to additional information.
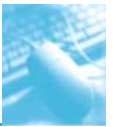
11. New Smart Art graphic picture layouts

In **Word 2010**, we can use the new **SmartArt** graphics picture layouts to tell our story with photographs or other images. Just insert our pictures in the **SmartArt** shapes of our picture layout diagram. Each shape also has a caption where we can add descriptive text. Even better, if we already have pictures in our document, we can quickly convert them to a **SmartArt** graphic, just like we can with text.

Using this layout to create a **SmartArt** graphic is simple, do the following:

- Insert the **SmartArt** graphic picture layout.
- Add selected photographs.
- Write descriptive text.
- Word includes several different picture layouts to choose from.

12. Better picture compression and cropping

We can use the new and improved picture-editing tools to trim images and get just the look that we want. Now we have better control of the image quality and compression trade-offs so that we can make the right choice for the medium (print, screen or e-mail) that our document is used for.

13. Work on the same document at the same time

In **Word 2010**, we can work together right within Word. We do not have to send with e-mail attachments or save draft documents with names. Instead, we just open our document and start to work. We can see who else is working with us and where they are editing.

When we open a shared document, Word automatically caches it so that we can make changes to it offline and then Word automatically syncs our changes when we come back online. When we must work away from the office, we no longer have to worry about saving local copies or manually merging our changes into the server document when we return to our office.

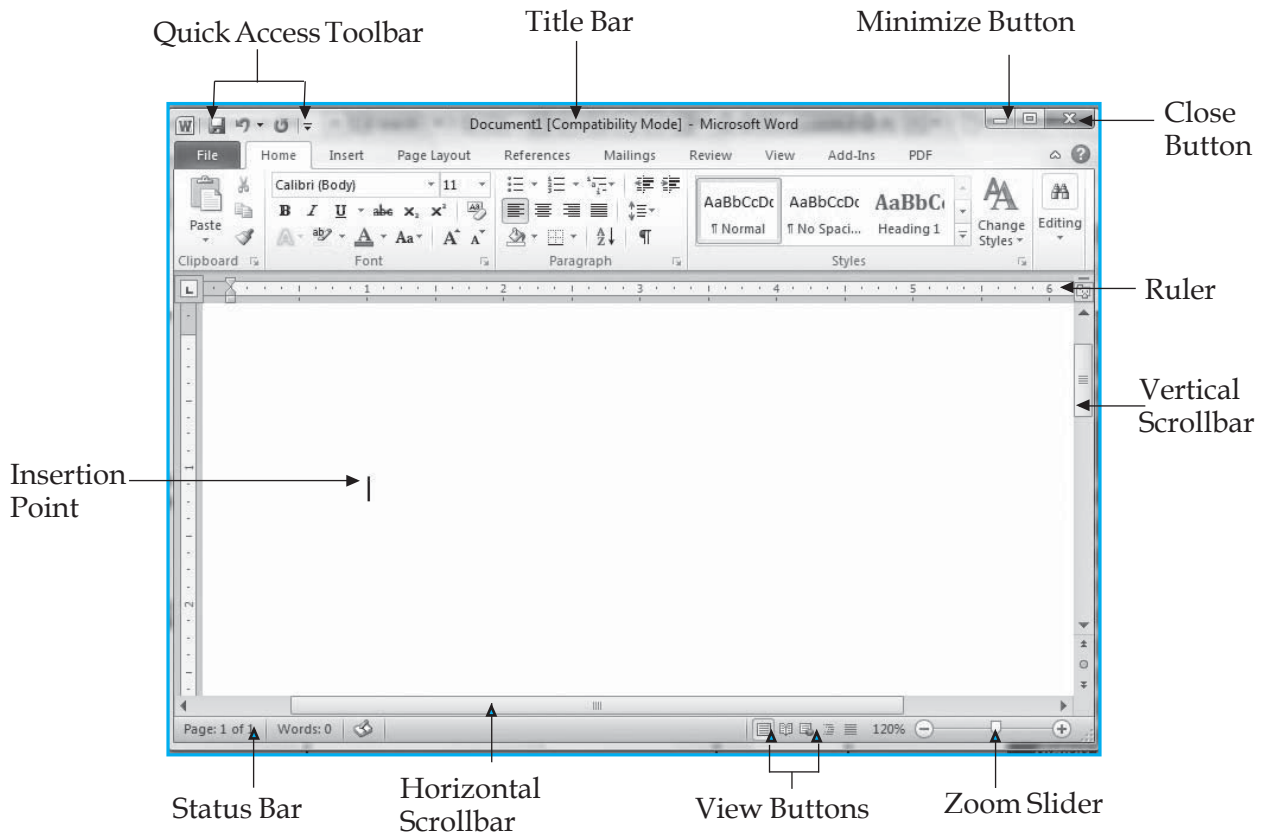# 1.3 GETTING STARTED WITH MS WORD 2010

The way to load **MS-Word 2010** is displayed in Fig. 1.3.1. We click on the **Start** button in the bottom left hand corner and then select **Microsoft Office** in which we select **Microsoft Office Word 2010**.
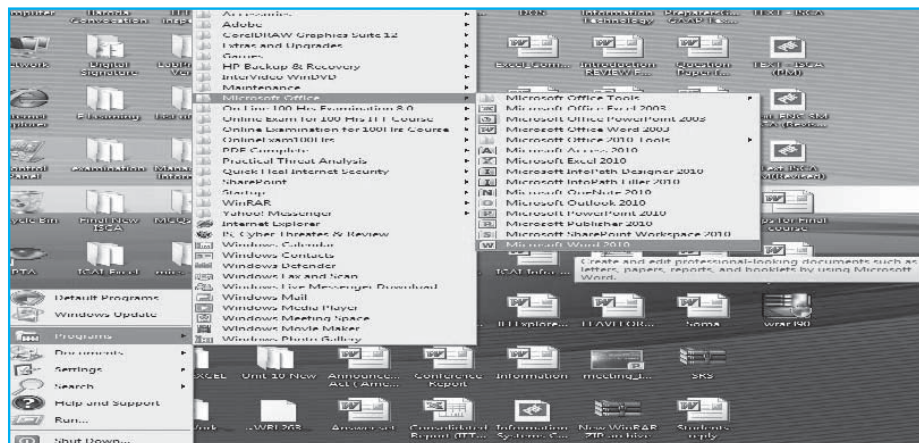

Fig. 1.3.1: How to start MS Word 2010

On click of **MS Word 2010,** the following Fig. 1.3.2 gets opened.

Fig. 1.3.2: Introduction to MS Word 2010
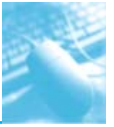
1.3.1 Quick Access Toolbar

The **Quick Access Toolbar** provides us with access to commands we frequently use. By default **Save, Undo** and **Redo** appear on the **Quick Access toolbar**. We can use **Save** to save our file, **Undo** to rollback an action we have taken and **Redo** to reapply an action we have rolled back, **Print Preview/Print** the document, to check for **Spelling and Grammar** in the document as shown in the Fig. 1.3.3.
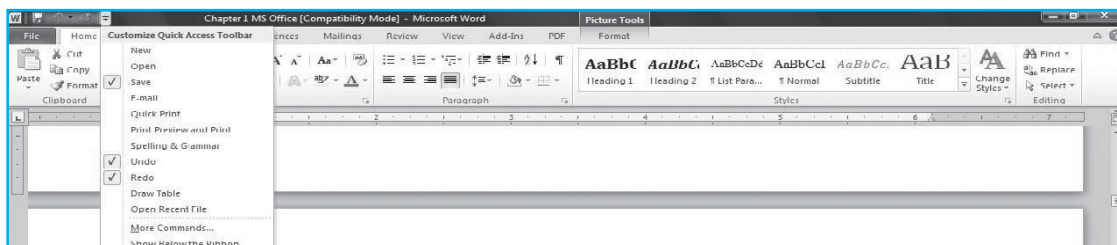
Fig. 1.3.3: Quick Access Toolbar

1.3.2 The Title Bar

Next to the **Quick Access toolbar** is the **Title Bar** which displays the title of the document on which we are currently working. Usually, Word names the first new document we open as Document1. As

we open additional new documents, Word names them sequentially. When we save our document, we assign the document a new name as desired by the user.

1.3.3 The Ruler

We can use the horizontal and vertical rulers to align text, graphics, tables and other elements in our document. If the ruler is not visible, we shall either follow these steps:
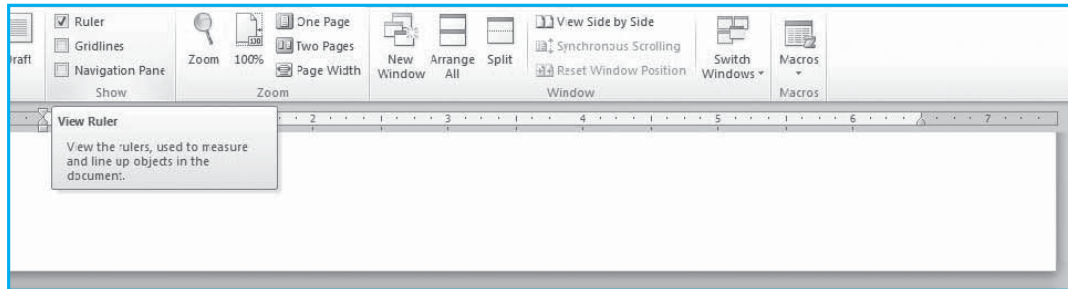
Fig. 1.3.4: The Ruler

(i) Click the **View** tab to choose it.

(ii) Click the check box next to **Ruler** in the **Show** group. The ruler appears below the **Ribbon** as shown in Fig. 1.3.4.

Or

Click **View Ruler** at the top of the vertical scroll bar.

Note: If we want to hide the ruler, we just have to un-check the checkbox next to ruler or click **View Ruler** at the top of the vertical scroll bar.

1.3.4 The Text Area

TextArea is a large area just below the ruler where the desired content can be inserted. The blinking vertical line in the upper-left corner of the text area is the cursor which marks the insertion point. As we type, our text displays at the cursor location. The horizontal line next to the cursor marks the end of the document as shown below in Fig. 1.3.5.
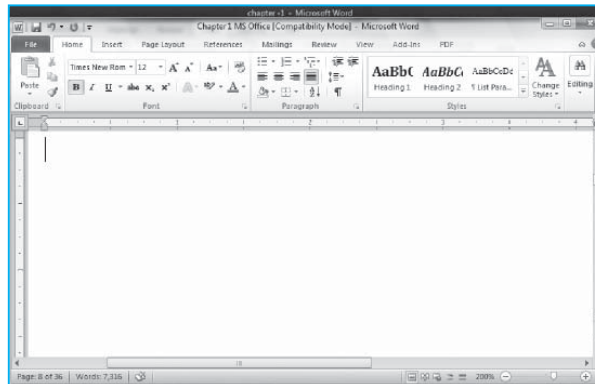
Fig. 1.3.5: Text Area

The vertical and horizontal scroll bars as shown in the Fig. 1.3.5 enable us to move up, down and across our window simply by dragging the icon located on the scroll bar. The vertical scroll bar is located along the right side of the screen and the horizontal scroll bar is located just above the status bar. To move up and down our document, we shall click and drag the vertical scroll bar up and

down. To move back and forth across our document, we can click and drag the horizontal scroll bar back and forth. We will not see a horizontal scroll bar if the width of our document fits on our screen.

1.4   FILE Tab: To click on to the **File** tab, we shall either click on to the option **File** or press **Alt + F**. The **File** tab has the following options:

1.   Save

2.   Save As

3.   Open

4.   Close

5.   Info

6.   New

7.   Print

8.   Save & Send

9.   Help

10. Options

11. Exit

1.4.1 To create a New Document
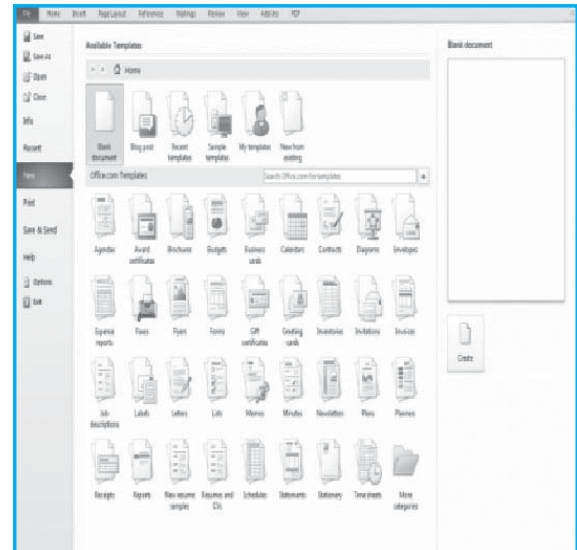
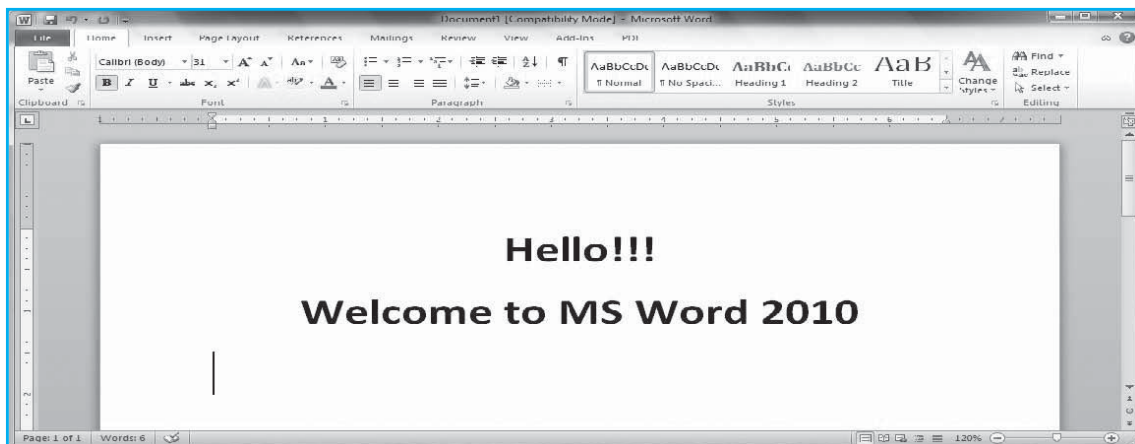*Fig. 1.4.1: To Create a New Document*

(i)   Click **File ->>New**.

(ii) If we want to start with the equivalent of a blank piece of paper, double-click **Blank document** as shown in the Fig. 1.4.1.
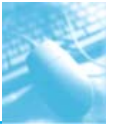
Or

Press **Ctrl + N**.

1.4.2 To enter text in the document

Type the first few lines of the text as shown in Fig. 1.4.2 by placing the cursor on the desired position.

Fig. 1.4.2: Entering Text in the word Document

1.4.3 To Save a Document

When we interrupt our work or quit, we must save our document else it will get lost. When we save our document, the document is saved as a file on our computer, where we can open it later to modify it and print it.

(i)   Click **Save(Ctrl + S)** 💾 on the **Quick Access Toolbar.**

(ii) If this document was already saved as a file, any changes we made are immediately saved in the document and we can continue working.

(iii) If this is a new document that we have not yet saved, we shall type a name for it as shown in the Fig. 1.4.3.
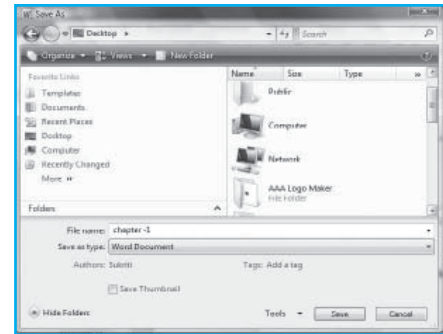
(iv) Click **Save**.

<div align="center">

Or

</div>

Press **CTRL + S** to save the document.

Fig. 1.4.3: 'Save As' Dialog Box

1.4.4 To Close a Document

To close a Word document, we can either click the **File->> Close** or Press **Ctrl + W**.

1.4.5 To Rename a Document

To rename a word document, do the following:
(i)   Click the **File** option and the option **Open**.

(ii) Choose the document and right-click it with the mouse and select **Rename** from the shortcut menu as shown in Fig. 1.4.4.

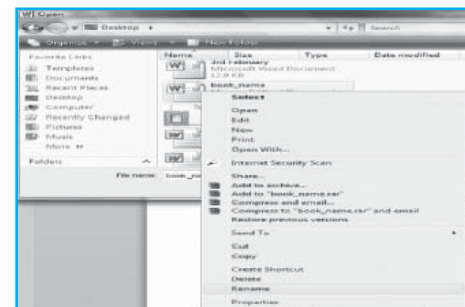(iii) Type the new name for the file and press the **ENTER** key.

Fig. 1.4.4: 'Rename' Dialog Box

1.4.6 Open an Existing Document

To open an existing word document, do any of the following:
(i)   The fastest way to open a file from the **Open** dialog box is to double-click the file we want to open, or

(ii) Click the **File tab** and select the option **Open**, or

(iii) Press **Ctrl + O** on the keyboard, or

(iv) If we have recently used the document, we shall click the **File** tab and click the option **Recent** in the window as depicted in the Fig. 1.4.5.
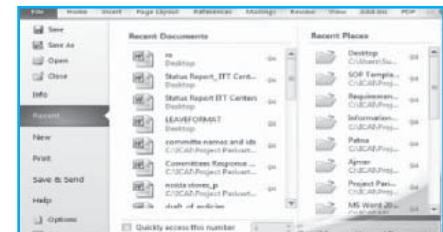
1.4.7 To print an existing Word Document

Do any of the following to print a **Word** Document:
(i)   Press **Ctrl + P**, or

(ii) Click **File- > Print**.

Fig. 1.4.5: Opening Existing Document

The following **Print** Dialog box gets opened which shows the dialog box on the click of the option **Printer Properties**. On the **Print** tab, the properties for our default printer automatically appear in the first section and the preview of that document automatically appears in the second section.

Click the **File** tab and then click **Print**. To go back to our document and make changes before we print it, we shall click the **File** tab.

When the properties for our printer and document appear the way that we want them to, click **Print**. Some of the brief description on the options shown in the Fig. 1.4.6 under the option **Print** is as under:
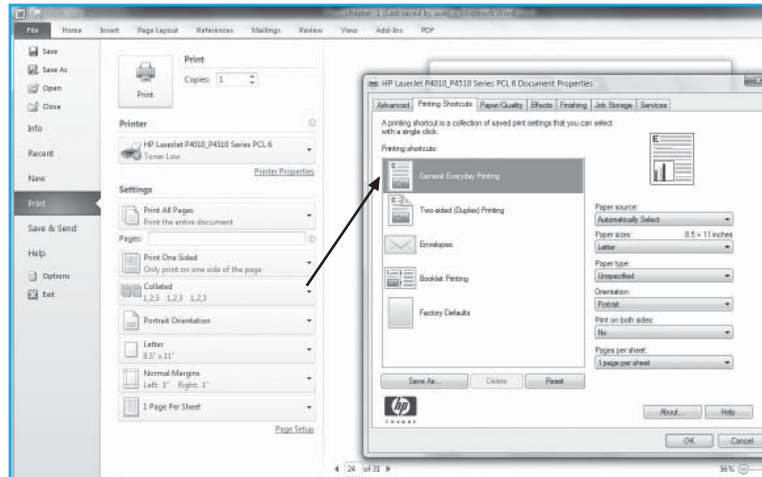
Fig. 1.4.6: Print Dialog Box & Printer Properties

- **Copies:** To mention the number of copies of the document that is to be printed.
- **Printer:** To list all the printers attached with the system.
- **Settings:** To select the options like – to print the entire document, to print the selected content, to print the current page etc.
- **Pages:** The range of pages in the document that are to be printed.
- **Collated:** If we have a document that consists of five pages and we are printing multiple copies, we can either print them collated or normal. When they are collated, they are in page 1-5 order for each of the five sets. If they are not collated, five copies of the first page are printed, then five of the second and so on.
- **Orientation:** To select the orientation of the pages (landscape or portrait) of the document to be printed.
- **Letter:** To select the size of the paper on which the printed output is to be taken.
- **Custom Margins:** To select the margins of the document to be printed.
- **Print Button:** Once all the settings are done, click on the **Print** button to get the printout of the document with the desired settings mentioned above.

To change the properties for the selected printer, click **Printer Properties,** under the printer name.

1.4.8 Info

To edit or view document information, we shall click on the **File** tab and click on to the tab **Info**.
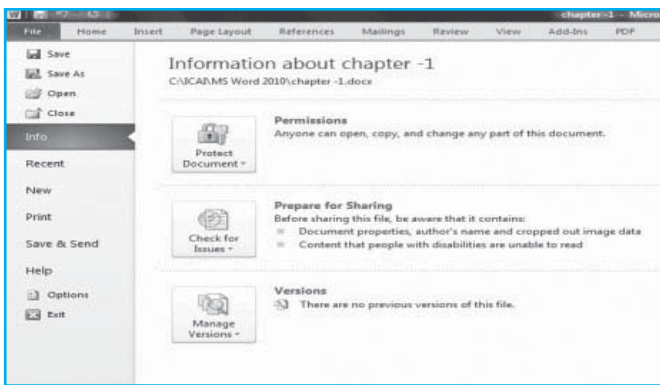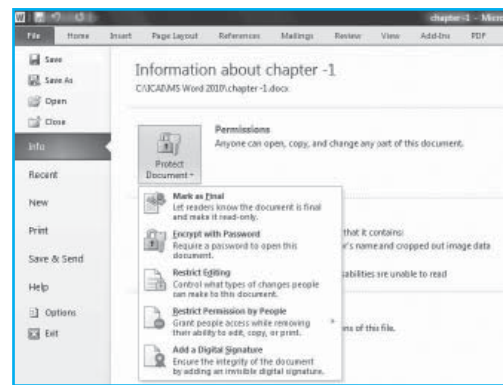
Fig. 1.4.7: Info Tab

Fig. 1.4.8: Protect Document

I. Permissions

Protect any Word Document

In an open document, click the **File** tab. The **Backstage** view opens. In the **Backstage** view, click **Info**. In **Permissions**, click **Protect Document** shown in the Fig. 1.4.7. The following Fig. 1.4.8 is an example of the **Protect Document** options.
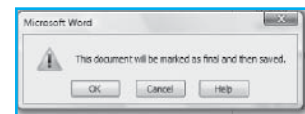

Fig. 1.4.9: Mark as Final Option

A. **Mark as Final**: When a document is marked as final; typing, editing commands and proofing marks are disabled or turned off and the document becomes read-only. The **Mark as Final** command helps us communicate that we are sharing a completed version of a document. It also helps prevent reviewers or readers from making inadvertent changes to the document. **The Mark as Final** option is displayed in the Fig. 1.4.9.

B. **Encrypt with Password**: When we select **Encrypt with Password**, the **Encrypt Document** dialog appears as shown in Fig. 1.4.10. In the **Password** box, type a password. **Microsoft** cannot retrieve lost or forgotten passwords, so it is advisable to keep a list of our passwords and corresponding file names in a safe place.
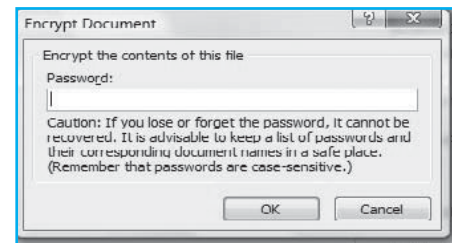

Fig. 1.4.10: Encrypt document Dialog Box

C. **Restrict Editing**: When we select **Restrict Editing,** three options appear as displayed in the Fig. 1.4.11:

- **Formatting restrictions**: This reduces formatting options, preserving a look and feel. Click **Settings** to select which style are allowed.

- **Editing restrictions:** We control how the file can be edited or we can disable editing. Click **Exceptions** or **More users** to control those who can edit.

- **Start enforcement:** Click **Yes**, **Start Enforcing Protection** to select password protection or user authentication. In addition, we can click **Restrict permission** to add or remove editors who will have restricted permissions.

D. **Restrict Permission by People**: A user can apply permissions via a template that is used by his/her organization or we can add permissions by clicking **Restrict Access**.

E. Add a Digital Signature: Digital signatures authenticate digital information such as documents, e-mail messages and macros by using computer cryptography. Digital signatures are created by typing a signature or by using an image of a signature to establish authenticity, integrity and non-repudiation.

II. Prepare for Sharing

Check for Issues: There are various options to check for issues in the document shown in the Fig. 1.4.12.

A. Inspect Document: The **Document Inspector** can be used to find and remove hidden data and personal information in Word documents that were created in **Microsoft Word 2010** and earlier versions. It is a good idea to use the **Document Inspector** before we share an electronic copy of our **Word** document, such as in an e-mail attachment. On click of **Inspect Document**, we can view different types of hidden data and personal information in a Word document. This information might not be immediately visible when we view the document in Word, but it might be possible for other people to view or retrieve the information. Hidden information can include the data that Word adds to a document to enable us to collaborate on writing and editing it with other people. It can also include information that we deliberately designate as hidden.

Fig. 1.4.11: Restrict Format Dialog Box

- **Comments, revision marks from tracked changes, versions and ink annotations:** If we collaborat with other people to create our document, our document might contain items such as revision marks from tracked changes, comments, ink annotations or versions. This information can enable other people to see the names of people who worked on our document, comments from reviewers and changes that were made to our document.

Fig. 1.4.12: Prepare for Sharing Option

- **Document properties and personal information:** Document properties, also known as **metadata**, include details about our document such as author, subject and title. Document properties also include information that is automatically maintained by Office programs, such as the name of the person who most recently saved a document, the date when a document was created. The document might also contain additional kinds of information.

- **Headers, footers and watermarks:** Word documents can contain information in headers and footers. Additionally, a watermark may be added to any Word document.

- **Hidden text:** Word documents can contain text that is formatted as hidden text which can be inspected using **Document Inspector**.

- **Document server properties:** If the document was saved to a location on a
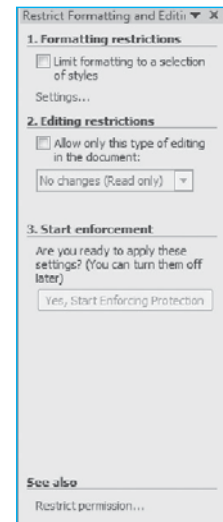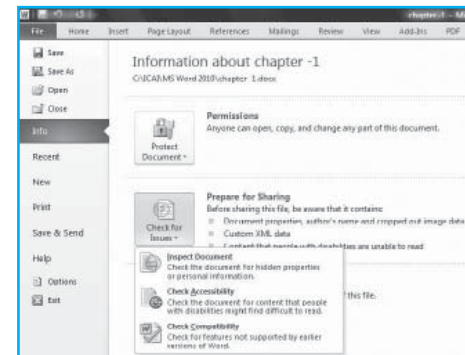
document management server, the document might contain additional document properties or information related to this server location.

- **Custom XML data:** Documents can contain custom **XML** data that is not visible in the document itself. The **Document Inspector** can find and remove this **XML** data.

To inspect any word document for the aforementioned hidden data, we should follow these steps:

(i)   Open the **Word** document that we want to inspect for hidden data and personal information.

(ii) Click the **File->>Save As** and then type a name in the **File** name box to save a copy of the original document.

(iii) In the copy of our original document, click the **File->>Info**.

(iv) Under **Prepare for Sharing**, click **Check for Issues** and then click **Inspect Document**. The **Document Inspector** dialog box shown in the Fig. 1.4.13 gets opened.

(v) In the **Document Inspector** dialog box, select the check boxes to choose the types of hidden content that we want to inspect and then click **Inspect.**
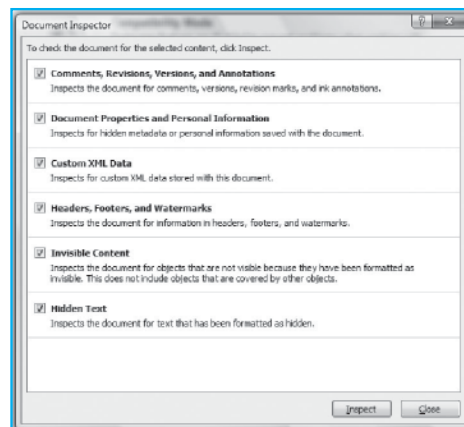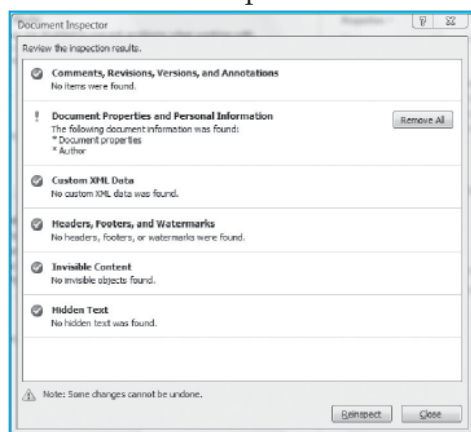
Fig. 1.4.13: Document Inspector Dialog Box *Fig. 1.4.14: Document Inspector Review*

(vi) Re view the results of the inspection in the **Document Inspector** dialog box as shown in Fig. 1.4.14.

(vii)Click **Remove All** next to the inspection results for the types of hidden content that we want to remove from our document as shown in Fig. 1.4.14. If we remove hidden content from our document, we might not be able to restore it by clicking **Undo**.

B. **Check Accessibility:** Because many organizations, such as government and standards groups, continue to revise their requirements so everyone in their audiences can access information, **Microsoft Office 2010** introduces the **Accessibility Checker** in **Microsoft Word 2010** that helps us identify and resolve accessibility issues in our files.

   Accessibility Checker alerts us to certain accessibility issues in our file so that we can fix potential problems that might keep someone with a disability from accessing our content. Fixing some issues might require that we change, reformat or otherwise update our content. In addition to alerting us to potential problems, **Accessibility Checker** also lets us know about application features that we can use to make our content more accessible. We can also save and distribute our file without addressing the issues **Accessibility Checker** identifies. The **Accessibility Checker** checks our document against a set of possible issues that users

who have disabilities might experience in our file. Each issue is classified as an **Error**, a **Warning** or a **Tip** as shown in the Fig. 1.4.15.

- **Error:** An accessibility error is given for content that makes a file very difficult or impossible for people with disabilities to understand.

- **Warning:** An accessibility warning is given for content that in most, but not all, cases makes a file difficult for people with disabilities to understand.

- **Tip:** An accessibility tip is given for content that people with disabilities can understand, but that might be better organized or presented in a way that would maximize their experience.

Whenever the **Accessibility Checker** finds an issue, the task pane shows information about why the content might be inaccessible. Selecting the issue then shows instructions on how to repair or revise it.

Use Accessibility Checker

(i)   Click the **File** tab.

(ii) Click **Info**.

(iii) Under **Prepare for Sharing,** an alert will appear if **Accessibility Checker** has detected any potential accessibility issues.

(iv) If we want to view and repair the issues in our file, click **Check for Issues** and then click **Check Accessibility**.

(v)   We are returned to our file where the **Accessibility Checker task pane** is open, showing the inspection results.

Fig. 1.4.15:
Accessibility Checker
Task Pane

C. Check Compatibility: If we are using **Microsoft Office 2010**, we can share files with people using an earlier version of **Microsoft Office** by saving the file in the appropriate file format. For example, we can save our **Word 2010 document (.docx)** as a **97-2003 document (.doc)**. When we open a document in **Microsoft Word 2010** that was created in an earlier version of Word, **Compatibility Mode** is turned on and **Compatibility Mode** in the title bar of the document window can be seen. **Compatibility Mode** makes sure that no new or enhanced features in **Word 2010** are available while we work with a document, so that people who are using previous versions of Word will have full editing capabilities. **Compatibility Mode** also preserves the layout of the document.
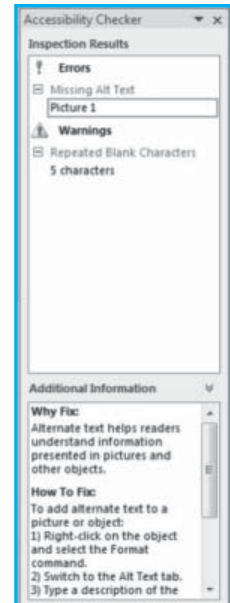
Document modes and compatibility

When we open a document in **Word 2010**, it is in one of three modes:
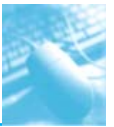
- **Word 2010**
- **Word 2007 Compatibility Mode**
- **Word 97-2003 Compatibility Mode**

To determine which mode the document is in, check the document's title bar. If (**Compatibility Mode**) appears after the file name, the document is in either **Word 2007 Compatibility Mode** or **Word 97-2003 Compatibility Mode**. To determine which **Compatibility Mode**, do the following:
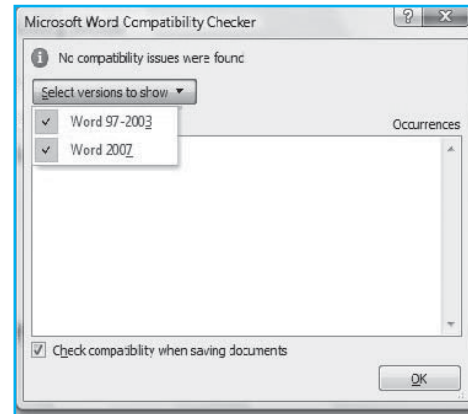
(i)   Click the **File** tab.

(ii) Click **Info**.

(iii) In the **Prepare for Sharing** section, click **Check for Issues** and then click **Check Compatibility**.

(iv) Click **Select versions to show** as shown in the Fig. 1.4.16.

(v) A check mark appears next to the name of the mode that the document is in.

(vi) If the title bar does not display **(Compatibility Mode)**, we are in **Word 2010** mode and all features are available.

Opening Older Word Documents In Compatibility Mode

If a document created in a previous version of Word is to be opened, we can do it in compatibility mode. We can easily convert it to **Word 2010** and thereby enable the new functions. To do this, do the following:

Fig. 1.4.16: Select Versions option

(i) Click **File ->> Info ->> Compatibility Mode** and press the **Convert** button.

(ii) On clicking **Convert,** a dialogue box is displayed explaining that the document will be converted to the newer file format. The document will actually be replaced by the newer version, meaning that there will be only one copy of it in **Word 2010** format shown in the Fig. 1.4.17.
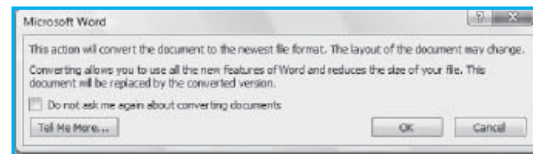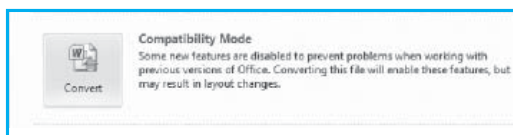
Fig. 1.4.17: Compatibility Mode and Convert options

(iii) Click **OK** to complete the conversion and save the file with the **.docx** file extension. The newer features of **Word 2010** are now available and **[Compatibility Mode]** no longer appears in the title bar.
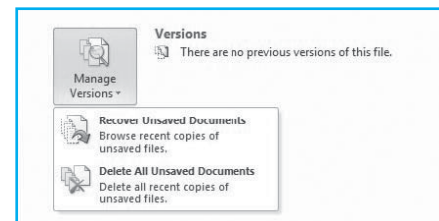
1.4.9 Versions

There is a cool feature in **Microsoft Office Word 2010** which allows us to recover unsaved document which is actually available in **.asd** format which were accidentally closed due to any reason.

Manage Versions

There is a direct menu to recover unsaved documents. To do so, click **Info ->> Manage Versions ->> Recover Unsaved Documents** as shown in the Fig. 1.4.18.

To delete all the unsaved documents, click **Info ->> Manage Versions ->>Delete All Unsaved Documents**. The Dialog box as shown in the Fig. 1.4.19 gets displayed to confirm the operation. Click **Yes** to confirm.

Fig. 1.4.18: Manage Versions options

1.4.10 Recent

Word keeps track of files we have recently opened and displays them on the right side of the **File**

tab (Recent page). To open a file we've recently opened, click the **File** tab, click **Recent** (if necessary) and inspect the list of files that appear on the menu. If the file we want is in the list, click it to open it.

Fig. 1.4.19: Delete All Unsaved Documents
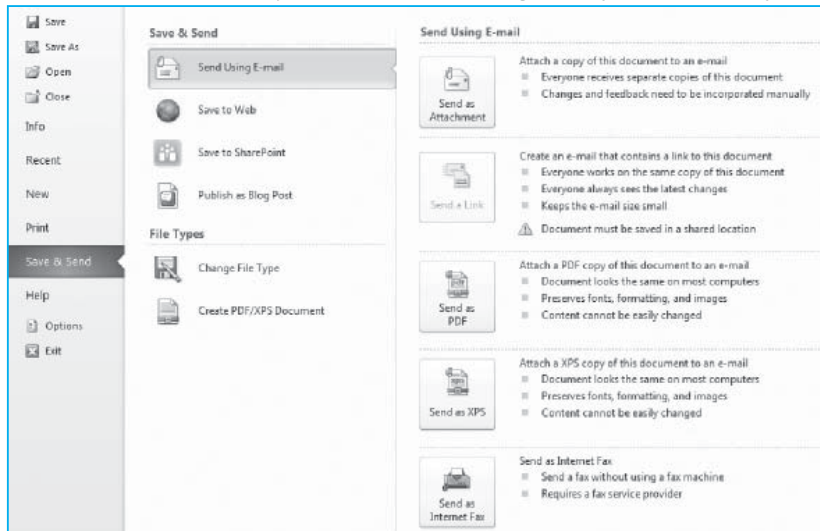
1.4.11 Save & Send

I.   Save & Send

A.   Send using Email

Send the document in email

If our **Microsoft Office 2010** suite includes **Outlook 2010**, we can send our file as an email attachment or as the body of the message.

Send a file as an attachment

(i)   Click **File**.

(ii)   Click **Save & Send**.

(iii) Select **Send Using E-mail** and then choose one of the following options as shown in the Fig. 1.4.20:

- **Send as Attachment:** Opens an e-mail message with a copy of the file in its original file format attached.
- **Send as PDF:** Opens an e-mail message with a copy of the file in **.pdf** format attached.
- **Send as XPS:** Opens an e-mail message with a copy of the file in **.xps** format attached.

(iv) Enter the recipient(s), edit the subject line and message body as necessary and then click **Send**.

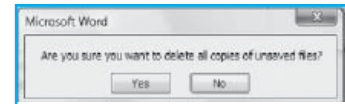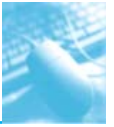*Fig. 1.4.20: Save and Send options*

Send the file as the body of an e-mail message

In **Word 2010**, we can send our file as the actual email message content (not as an attachment). To do so first we need to add the **Send to Mail Recipient** command to the **Quick Access toolbar**. To send the file as the body of an email message, follow these steps:

(i)   Open the file that we want to send.

(ii) In the **Quick Access Toolbar**, click **Send to Mail Recipient** to open an email message. Our file appears in the body of the message.

(iii) Enter the recipient(s), edit the subject line and message body as necessary and then click **Send**.

B.   Save to Web/Save to SharePoint

In **Microsoft Word 2010**, we can create a document in **Microsoft Word** and can also post it on a website so that other people can read it, maybe print it out. It is even possible to just fix any mistake in that document quickly, right there on the website. We can start using **Word Web App** by saving our document to our **SkyDrive** or our **SharePoint** library. On the **File** tab, click **Save & Send** and then click **Save to Web** or **Save to SharePoint.**

When we save a document in a library on our organization's **SharePoint** site, we and our colleagues have a central location for accessing the document. To share the document, we can send a link rather than sending an attachment. That way, we maintain just a single copy of the document. If people need to make revisions, they do so in the same copy, with no need to reconcile multiple versions and copies of the document. **SharePoint** can also keep track of versions of a document, in case we need to retrieve a previous version. We can also choose to receive an e-mail notification when changes to a document are made.

(i)   Click the **File** tab and then click **Save & Send**.

(ii)   Click **Save to Web/Save to SharePoint**.

(iii) Click **Browse for a location**.

(iv) In the **File name** box, type the web address of the document library and then press **ENTER**.

(v)   Type a name for the file and then click **Save**.

C.   Publish at Blog Post

Most of us prefer to use **Office Word** to write documents due to its ease of use and the many features it has. Among these features, we can now use **Word 2010** and some previous version, for publishing blog posts to our personal blog with just few steps as described:

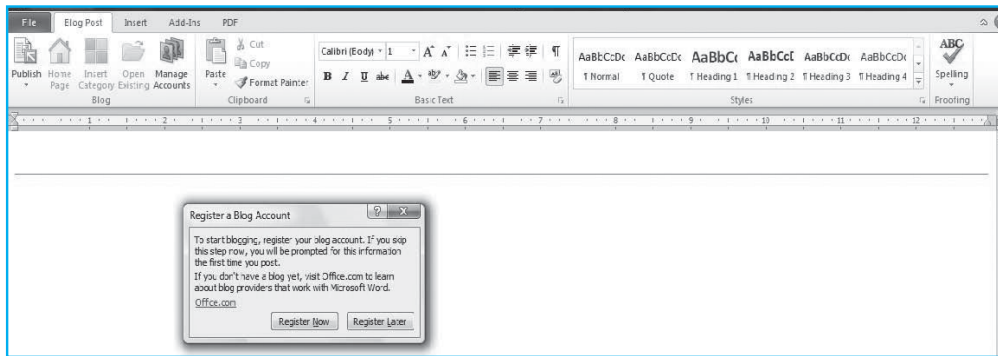(i)   Launch **Office 2010**, select **File** tab and then click **New**.
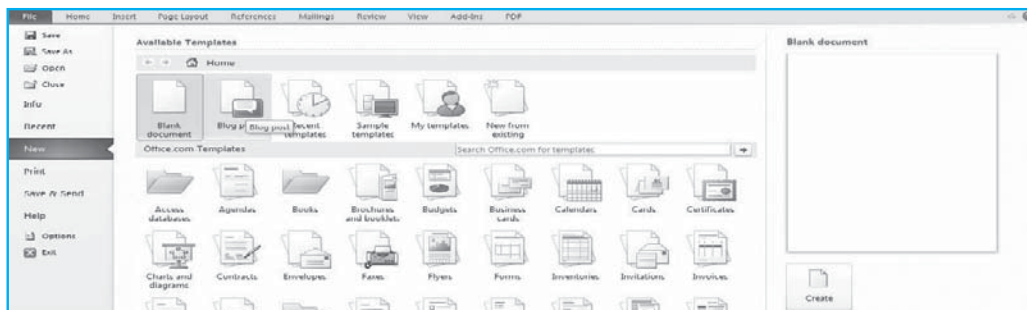
Fig. 1.4.21: To Create new Blog Spot

(ii)   Click **Blog post** and then click **Create** as shown in the Fig. 1.4.21.

(iii) Type the new blog title and body, then press **Publish**.

(iv) A window pops up click **Register Now** as shown in the Fig. 1.4.22.

Fig. 1.4.22: Blog Post Registry and Publishing of Account

(v) New **Blog Account** window pops up. We shall choose our blog provider from the dropdown menu and then click **Next**. If our blog provider is not listed, then select **Other**.

(vi) Insert now the login details that we use to access to our blog dashboard and then click **OK**. Our blog post is now published.
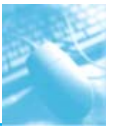
II. File Types

A. Change File Type

Microsoft Word 2010 uses the .**docx** file extension to save documents. However, a document that has the .**docx** file extension isn't necessarily a **Word 2010** document; it may also be a **Word 2007** document as that is the extension used by that release of Word. If we open a **Word 2007** document in **Word 2010**, we will automatically be switched to compatibility mode and the new functions available to **Word 2010** will be disabled. Below are the other **Word 2010** file extensions and what they mean. Refer to the Table 1.4.1.

docx	Word Document
.docm	Word Macro-Enabled Document
.doc	Word 97-2003 Document
.dotx	Word Template
.dotm	Word Macro-Enabled Template
.dot	Word 97-2003 Template
.pdf	PDF
.xps	XPS Document
.mht (MHTML)	Single File Web Page
.htm (HTML)	Web Page
.htm (HTML, filtered)	Web Page, Filtered
.rtf	Rich Text Format
.txt	Plain Text
.xml (Word 2007)	Word XML Document
.xml (Word 2003)	Word 2003 XML Document
odt	OpenDocument Text
.wps	Works 6 – 9

Table 1.4.1: Word 2010 file extensions and their description

The **'x'** in the above file extensions stands for **XML**.

B. Create PDF/XPS Document
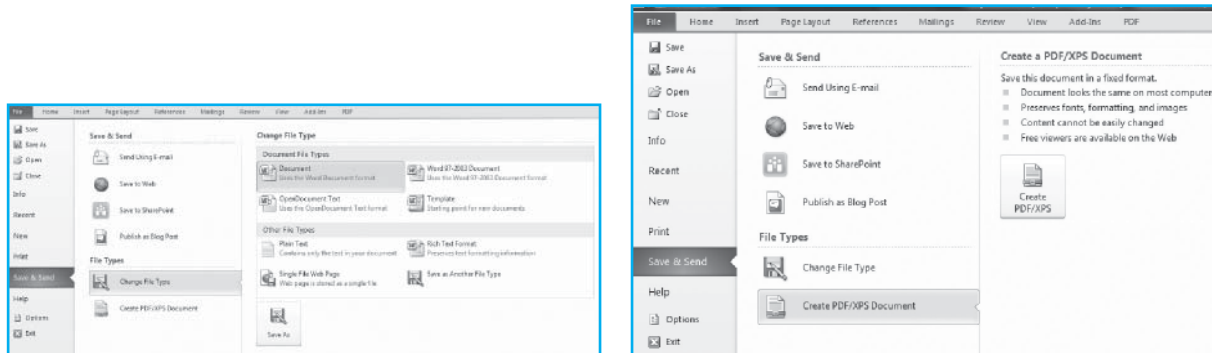
Fig. 1.4.23: Change File Type and Create PDF/XPS options

To save a document as a secure **PDF/XPS**, do the following as shown in the Fig. 1.4.23:

(i) Click **File ->>Save & Send** and choose the option **Create PDF/XPS** document and choose the option **Create a PDF/XPS** on the right side.

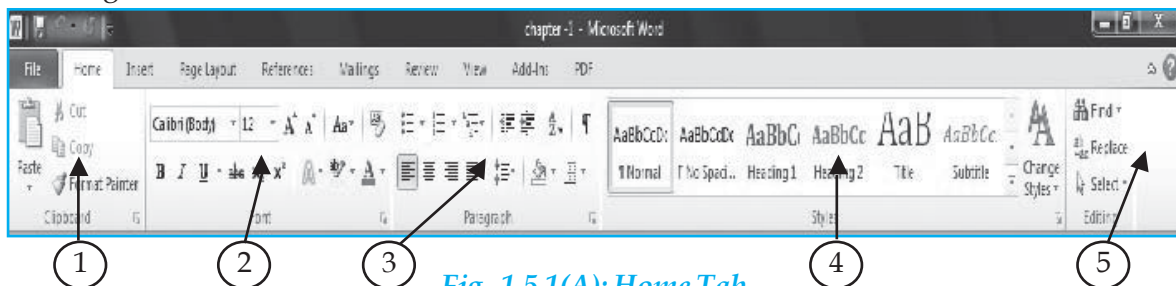(ii) In the prompt, choose a **location** and name next click **Publish**.

1.4.12 Exit

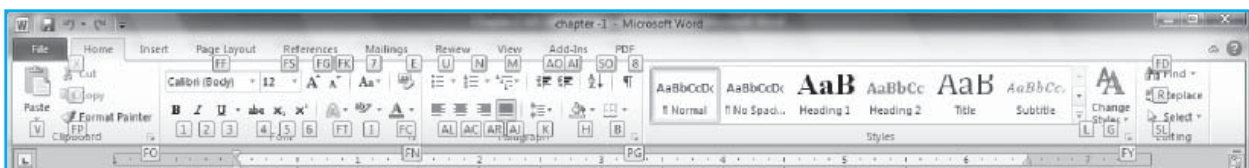To exit from **Word 2010,** click on the option **Exit**.

1.5 HOME TAB

This tab has the following options shown in the Fig. 1.5.1 (A):
1. Clipboard
2. Font
3. Paragraph
4. Styles
5. Editing

Fig. 1.5.1(A): Home Tab

Fig. 1.5.1(B): Shortcut keys of Home Tab

To move to the **Home** Tab, either we shall click on to **Home** option using mouse or press **Alt + H** which further displays all the shortcut keys for the options available under the **Home** tab.The shortcut keys for many options that may be used by clicking **'Alt + the options shown'** in the Fig. 1.5.1(B) for a particular tab. In those cases, where we have to press one key immediately followed by another key, the keys to press are separated by a comma (,) and initiated with **Alt**. For example: To select the options '**Grow Font or Shrink Font**', click "**Alt F,G**" or "**Alt F,K**" respectively.

1.5.1 Clipboard Group

The **Microsoft Office Clipboard** allows us to copy multiple text and graphical items from Office documents or other programs and paste them into another Office document. For example, we can copy text from an e-mail message, data from a workbook or datasheet and a graphic from a presentation and then paste them all into a document. By using the **Office Clipboard**, we can arrange the copied items the way that we want in the document.

Fig. 1.5.2: Office Clipboard

How the Office Clipboard works?

The **Office Clipboard** works with the standard **Copy** and **Paste** commands shown in the Fig. 1.5.2. Just copy an item to the **Office Clipboard** to add it to our collection and then paste it from the **Office Clipboard** into any Office document at any time. The collected items stay on the **Office Clipboard** until we exit all Office programs or we delete the items from the **Clipboard** task pane.

After all the Office programs are exited, only the last item that is copied stays on the **Office Clipboard**. When we exit all Office programs and restarts our computer, the **Office Clipboard** is cleared of all items.

(i) Click the **Dialogbox launcher** in the lower-right corner of the **Clipboard** group on the **Home** tab, right next to the word **Clipboard**. The **Clipboard** pane then appears in the writing area of the Word window shown in the Fig. 1.5.3. The scrolling list contains the last several items we copied, not only from Word but perhaps from other programs, as well.

(ii) Position the insertion pointer in the document where we want to paste the text. Otherwise, text from the **Clipboard** gets pasted wherever the pointer happens to be.

(iii) In the **Clipboard** pane, simply click the mouse on the chunk of text that we want to paste into our document. The text is copied from the **Clipboard** and inserted into our document at the insertion pointer's location, just as though we typed it ourselves. Alternatively, we can click the **Paste All** button to paste every item from the **Clipboard** into our document.

(iv) To remove a single item from Word's **Clipboard**, point the mouse at that item and click the downward-pointing triangle to the right of the item. A shortcut menu opens. Select **Delete** from the menu. That lone item is deleted from the **Clipboard**.

(v) To strike all items on the **Clipboard,** click the **Clear All** button at the top of the **Clipboard** task pane. We can't undo any clearing or deleting that's done in the **Clipboard** task pane.

I. Format Painter

Format Painter is a multi-step process. We can select the text whose format we want to use and then click the **Format Painter** button, that copies the format to the clipboard and our mouse cursor changes into a vertical line with a paint brush symbol. We may swipe our mouse across the text we want to apply the format to and when we release the mouse the copied format is applied.

The steps to be followed in using **Format Painter** are defined as under:

(i)   Select the text or graphic that has the formatting that we want to copy. If we want to copy text formatting, select a portion of a paragraph. If we want to copy text and paragraph formatting, select an entire paragraph, including the paragraph mark.

(ii) Do either of the following:

On the **Home** tab, in the **Clipboard** group, click **Format Painter**. The pointer changes to a paintbrush icon.

<p align="center">**Or**</p>

Press **Ctrl + Shift + C**.

(iii) Select the text whose format we want to change to the format from step (i).

(iv) Use the keyboard arrow keys to move to the beginning or end of the text we want to change, then use the arrow keys in conjunction with the **Shift** key to make the actual selection.

(v)   Press **Ctrl + Shift + V**.

(vi) To stop formatting, press **ESC**.

II.   Cut, Copy and Paste

The **cut**, **copy** and **paste** commands allow us to copy or remove an item from one place and put it into another. To **cut** or **copy**, select the item(s) and execute a cut or copy command. To **paste**, position the cursor where we want the text to be inserted and execute a paste command: the item we cut or copied most recently will be pasted.

How to Delete Text in Word

We can use any of the following methods to delete text:

(i)   Select the text to be deleted and press **Delete or Backspace**. We can also right click the text and choose the option **Delete** or **Cut**.

(ii) To delete an entire word to the left of the cursor, position the cursor to the left of the text we want to delete and press **Ctrl+Delete**.

(iii) To delete an entire word to the right of the cursor, position the cursor to the right of the text we want to delete and press **Ctrl+ Backspace**.

III. Paste Preview

When a styled piece of text is copied, **Paste Preview** in **Word 2010** gives us a variety of options as shown in the Fig. 1.5.4:

- **Keep Source Formatting –** This option retains the formatting used on the source document we copied. This means that text will be displayed using the same fonts and other attributes like the line height of text will be retained too. Images are inserted with the same vertical and horizontal spacing.

- **Merge Formatting –** The pasted elements will adopt the formatting currently in use in the destination **Word 2010** document.

- **Keep Text Only –** This option will discard certain things that were present in the source, such as images and formatting. Only plain text will be pasted so headings, for example, will be lose their size and bolding.

1.5.2 Font

This group has two set of options: **Font** and **Character Spacing** as shown in Fig. 1.5.5.
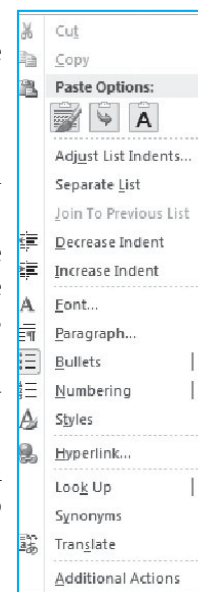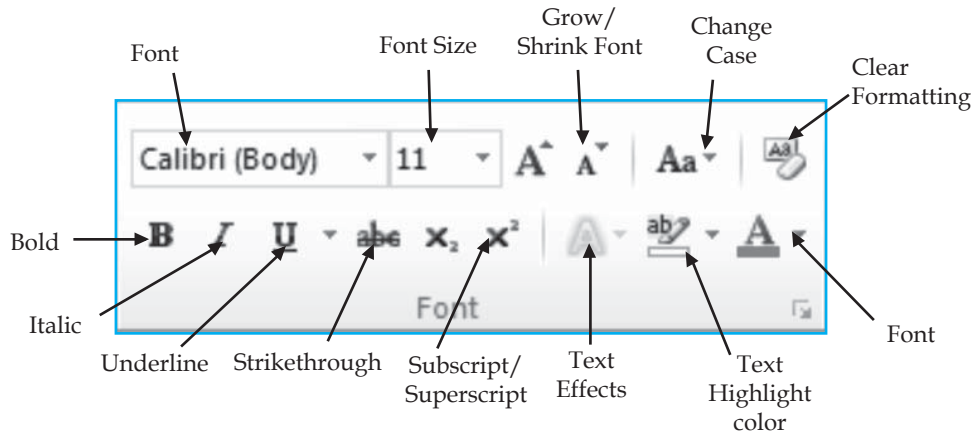
Fig. 1.5.4: Paste Options

Fig. 1.5.5: Font Group

I.   Font Group: We can specify how we want the text to appear by selecting options in the **Font** dialog box by either clicking on the icons shown in Fig. 1.5.6 or by clicking the arrow on the side of **Font** group.

A.   All Text

- **Font:** The shortcut key for font size is **Ctrl + Shift +F** and specifies a text font. In the box, select a font name. Our choice appears in the **Preview** box.

- **Font style:** This specifies a font style, such as **Bold** or **Italic**. In the box, select a font style. Our choice appears in the **Preview** box.

- **Font Size:** The shortcut key for font size is **Ctrl + Shift + P** and specifies font size in points. In the list, select a font size. To ensure readability for most documents and users, use a size of eight points or larger. Our choice appears in the **Preview** box.

Fig. 1.5.6: Font Dialog Box

- **Font Color:** This specifies the color of the selected text. In the box, select a color. By default, that color is black unless we change it. Our choice appears in the **Preview** box.

- **Underline style:** The shortcut key for underline is **Ctrl + U** that let the user to underline the selected text and the underline style. Click **None** to remove underlining.

- **Underline color:** This specifies the color of the underline. This option remains unavailable until we apply an underline style.

B.   Effects

- **Strikethrough:** This draws a line through the selected text.

- **Double Strikethrough:** This draws a double line through the selected text.

- **Superscript:** This raises the selected text above the baseline and changes the selected text to a smaller font size, if a smaller size is available. If we want to raise the selected text without changing the font size, we shall click the **Character Spacing** tab and then click **Raised** in the **Position** box.

- **Subscript:** This lowers the selected text below the baseline and changes the selected text to a smaller font size, if a smaller size is available. If we want to lower the selected text without changing the font size, we shall click the **Character Spacing** tab and then click **Lowered** in the **Position** box.
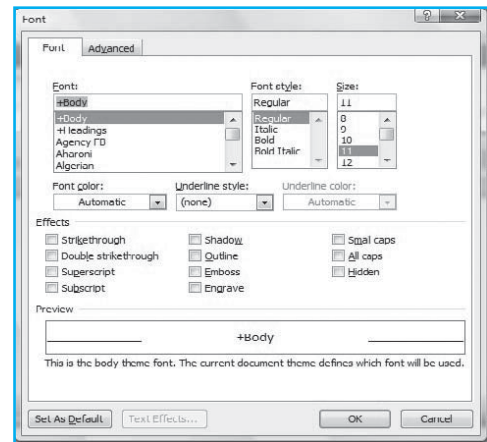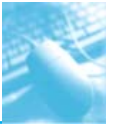
- **Shadow:** This adds a shadow beneath and to the right of the selected text.

- **Outline:** This displays the inner and outer borders of each character.

- **Emboss:** This makes the selected text appear to be raised off the page in relief.

- **Engrave:** This makes the selected text appear to be imprinted or pressed into the page.

- **Small caps:** This formats selected lowercase text as capital letters and reduces their size. Small caps formatting do not affect numbers, punctuation, non-alphabetic characters or uppercase letters.

- **All caps:** This formats lowercase letters as capitals. All caps formatting donot affect numbers, punctuation, non-alphabetic characters or uppercase letters.

- **Hidden:** This prevents selected text from being displayed.

C. **Preview:** The **Preview** box displays the specified font and any text effects.

D. **Default:** This is used to store the current values on the **Font, Character Spacing** and **Text Effects** tabs as default settings for the current document and all new documents based on the current template.

II. **Advanced**

A. **Character Spacing**(shown in the Fig. 1.5.7)

- **Scale:** This stretches or compresses text vertically and horizontally as a percentage of its current size. Type or select a percentage between 1 and 600.

- **Spacing:** This increases or decreases the space between characters. Type or select an amount in the **By** box.

- **Position:** This raises or lowers the selected text in relation to the baseline. Type or select an amount in the **By** box.

Fig. 1.5.7: Advanced Dialog Box

- **Kerning for fonts:** This automatically adjusts the amount of space between certain combinations of characters so that an entire word looks more evenly spaced. This command works for **TrueType** and **AdobePostScript** fonts only.
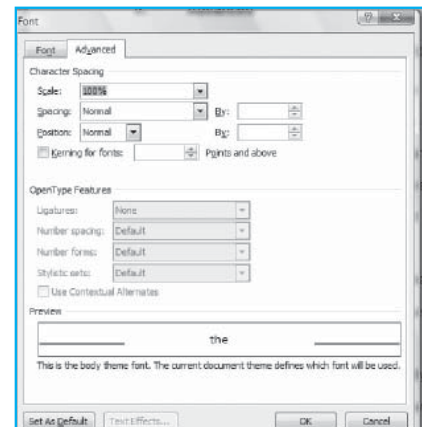
B. **OpenType Features**

When font designers create fonts, they often add designs for special features. **Selected Open Type** fonts include some or all of the features below and we can check with the font provider for details. With those fonts, these features are available for us to apply to our text for to make it more polished and easier to read.

Fig. 1.5.8: OpenType features Option

For example, the fonts in the **Microsoft Clear Type Collection – Calibri, Cambria, Candara, Consolas, Constantia and Corbel** – contain various **Open Type** including small caps, ligatures, number forms and number spacing. **Gabriola**, a newer font originally released with **Windows 7,**
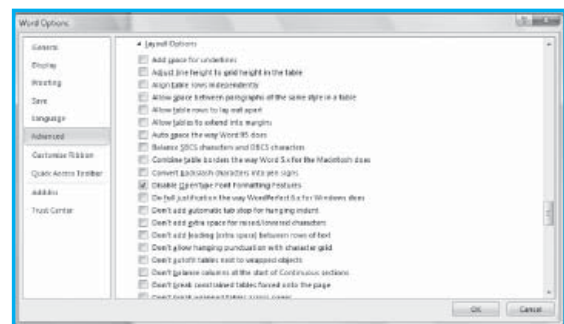
includes even richer **OpenType** feature support, including extensive use of stylistic sets.

To apply **OpenType** features, do the following:

(i)   On the **Home** tab, click the **Font Dialog Box Launcher**.

(ii)   Click the **Advanced** tab.

(iii) Under **OpenType** Features, select the desired options.

We can also disable these **Open Type** features entirely by opening **Word Options**, selecting the **Advanced** tab and checking **Disable Open Type Font Formatting Features** under the **Layout Options** that are right at the bottom as shown in the Fig. 1.5.8.

● **Ligature Options**

A **ligature** is a combination of charactersthat is written as a glyph, which is written as though it is a single character. Most often, ligatures are made up of pairs of letters. The **OpenType** standard specifies different categories of ligatures, but the font designer decides which to support and in which group to put any given combination of characters. The descriptions below are guidelines about each type of ligature that might be used.

● **Number Spacing Options**

Default- The default number spacing is specified by the font designer of each font.

Proportional- Numbers are spaced more like letters, with varying widths. For example, an 8 is wider than a 1. This spacing is easier to read in text. **Candara, Constantia** and **Corbel** are three of the **Microsoft fonts** that use proportional spacing by default.

Tabular- Each number has the same width. This means that in a table column, for example, all three-digit numbers will align. Tabular spacing is also useful for math. **Cambria**, **Calibri** and **Consolas** are three of the **Microsoft OpenType** fonts with tabular spacing by default.

● **Number form options**

Default- The default number form is specified by the font designer of each font.

Lining- Lining numbers all have the same height and they don't extend below the baseline of the text. Lining numbers are easier to read in tables, boxes or forms. **Cambria, Calibria** and **Consolas** are three of the **Microsoft OpenType** fonts that are set to **Lining** numbers by default.

Old-style- In **Old-style** numbering, the lines of the characters flow above or below the line of the text (which makes the numbers easier to read). For example, some numbers, such as 3 and 5, extend below the baseline or are centered higher on the line. **Candara, Constantia** and **Corbel** are three of the **Microsoft OpenType** fonts that are set to **Old-style numbering** by default.

● **Stylistic set options**

We can change the look of our text by applying a different stylistic set to our text. A font designer may include up to 20 stylistic sets in a given font and each stylistic set may include any subset of the characters of the font.When we click the number of a set in the **Stylistic sets** list, the **Preview box** shows us how the text will look.
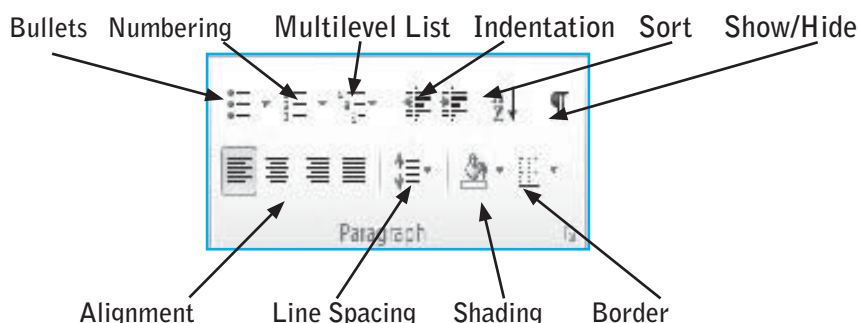
C.   **Preview:** The **Preview** box displays the specified font and any text effects as shown in Fig. 1.5.7.

● **Default Button:** Click to store the current values on the **Font, Character Spacing** and **Text Effects**

tabs as default settings for the current document and all new documents based on the current template.

1.5.3 Paragraph

The **Paragraph** tab looks like this as shown in Fig. 1.5.9.

Fig. 1.5.9 : Paragraph Group

The tasks that can be performed through **Paragraph** tab are as follows:
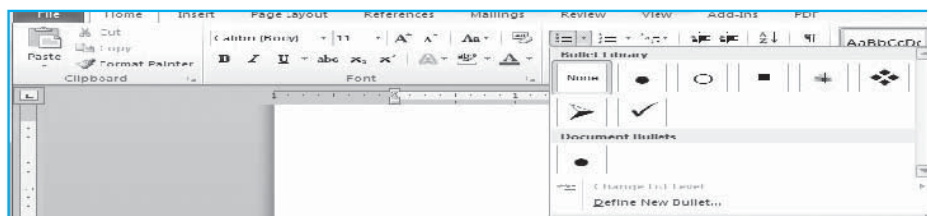
I.   Bullets and Numbering

A.   Creating a Bulleted or Numbered Lists

The **Lists** in **MS Word 2010** allow us to format and organize text with numbers, bullets or in an outline. Bulleted lists have bullet points, numbered lists have numbers and outline lists combine numbers and letters depending on the organization of the list. We can quickly add bullets or numbers to existing lines of text or Word can automatically create lists as we type. By default, if we start a paragraph with an asterisk or a number 1, Word recognizes that we are trying to start a bulleted or numbered list.

●   **Lists: One level or many levels**

Make a list with just one level or make a multilevel list to show lists within a list. When we create a bulleted or numbered list, we can do any of the following:

Fig. 1.5.10: Bullet Library

We can use the default bullet and numbering formats for lists, customize the lists or select other formats from the **Bullet and Numbering** libraries as shown in Fig. 1.5.10. One can create a picture bulleted list to add visual interest to a document or a Web page.

●   **Create a one-level bulleted or numbered list**

Word can automatically create bulleted and numbered lists as we type or we can quickly add bullets or numbers to existing lines of text.

- **Type a bulleted or numbered list**

(i) Type ***(asterisk)** to start a bulleted list or '1.' to start a numbered list and then press **SPACEBAR** or the **TAB** key.

(ii) Type any text that we want.

(iii) Press **ENTER** to add the next list item. Word automatically inserts the next bullet or number.

(iv) To finish the list, press **ENTER** twice or press **BACKSPACE** to delete the last bullet or number in the list.
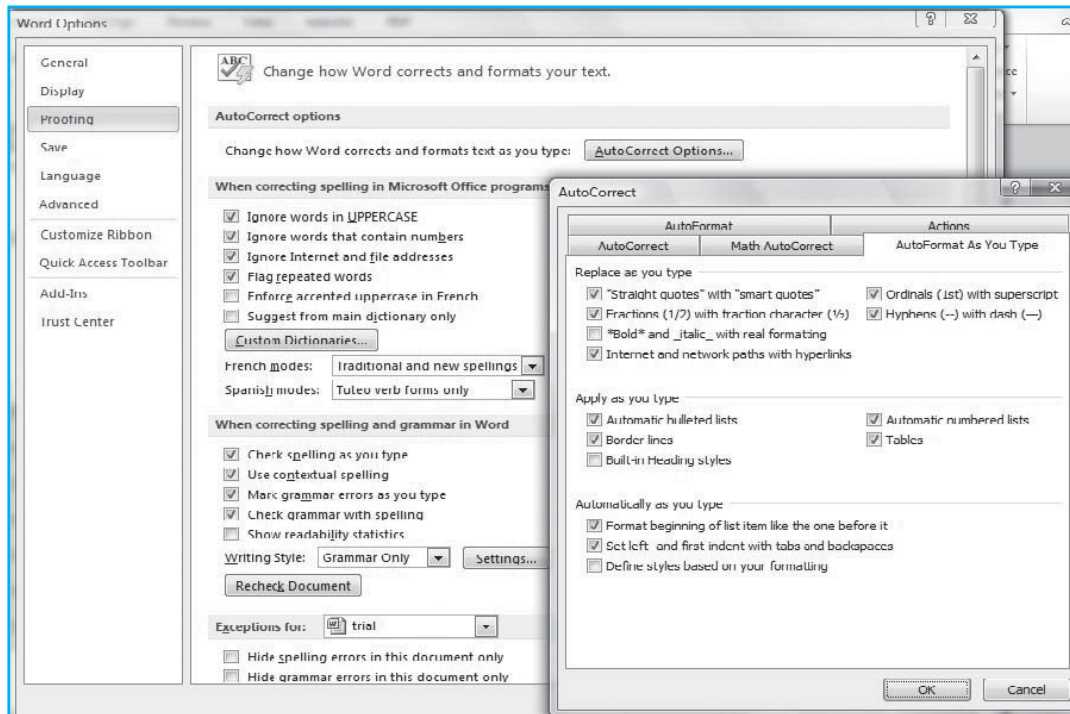
Fig. 1.5.11: Proofing option through word

- **If bullets and numbering do not begin automatically**

(i) Click **File** and select **Options** tab.

(ii) Click **Proofing ->>AutoCorrect Options** and then click the **AutoFormat As You Type** tab shown in the Fig. 1.5.11.

(iii) Under **Apply as you type** section, select the **Automatic bulleted lists** check box and the **Automatic numbered** lists check box.

- **Add bullets or numbering to a list**

(i) Select the items that we want to add bullets or numbering to.

(ii) On the **Home** tab, in the **Paragraph** group, click **Bullets** or **Numbering** as shown in Fig. 1.5.10.

II. **Creating a multilevel list**

A multilevel list shows the list items at different levels rather than at one level. For example, a multilevel list can be seen like this -
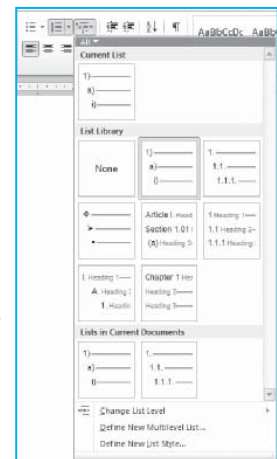
Fig. 1.5.12: Multilevel list styles

1. Subjects
    1.1 Science
        1.1.1 Social Science
        1.1.2 Environmental Science
        1.1.3 Geographical Science

We can pick a multilevel list style from the gallery or we can create a new multilevel list style.

A. Choose a multilevel list style from the gallery

(i)   Click where we want to begin our list.

(ii) On the **Home** tab, in the **Paragraph** group, click the arrow next to **Multilevel List**.

(iii) Click a multilevel list style in the gallery of styles as shown in Fig. 1.5.12.

(iv) Type the list. Press the **TAB** key to change levels.

B. Create a new multilevel list style to add to the gallery

We can create and define a new multilevel list style and can use our new list style each time we begin a new multilevel list in a document. The new list style is added automatically to the gallery of list styles.

(i)   On the **Home** tab, in the **Paragraph** group, click the arrow next to **Multilevel List** as shown in Fig. 1.5.12.

(ii) Click option **Define New Multilevel List**. Beginning with level 1, enter the number format, font and position choices. Continue to define each level that we want to use in our multilevel list.

(iii) Click **OK**. The multilevel list style that we defined is automatically set as the current multilevel list style.
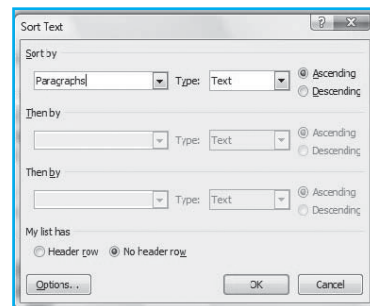
III. Sort

This feature alphabetizes the selected text or numerical data.

●   **Sort a list alphabetically**

We can quickly and easily sort the text of a one-level bulleted or numbered list so that the text is in alphabetical order or the numbers are in sequence.

Fig. 1.5.13: Sort Text dialog Box

(i)   Select the text/numerical data in a bulleted or numbered list.

(ii) On the **Home** tab, in the **Paragraph** group, click the option ▦ for sorting.

(iii) In the **Sort Text** dialog box shown in the Fig. 1.5.13, under **Sort by**, click **Paragraphs,** select the **Type** as **Text** or **Numbers** depending upon the type of data in the list and check either **Ascending** or **Descending** radio button.

IV. Text Alignment

To align the text in the **Word** document, following are the shortcut keys:

Align Text Left (Ctrl+L)	:	Aligns text to the left.
Center (Ctrl +E)	:	Center text.
Align Text Right (Ctrl+R)	:	Aligns text to the right.
Justify (Ctrl +J)	:	Aligns text to both left and right margins, adding the extra space between words as necessary.

V. Line and Paragraph Spacing

Indentation determines the distance of the paragraph from either the left or the right margin. Within the margins, we can increase or decrease the indentation of a paragraph or group of paragraphs. We can also create a **negative indent** (also known as an **outdent**), which pulls the paragraph out toward the left margin, a **hanging indent**, in which the first line of the paragraph is not indented, but subsequent lines are. Indenting paragraphs allows us to set text within a paragraph at different margins. There are several options for indenting:

- **First Line:** Controls the left boundary for the first line of a paragraph.
- **Hanging:** Controls the left boundary of every line in a paragraph except the first one.
- **Left:** Controls the left boundary for every line in a paragraph.
- **Right:** Controls the right boundary for every line in a paragraph.

Fig. 1.5.14 (A): Indents and Spacing Tab

A. To indent paragraphs, select the paragraph and do any of the following:

(i) Click on to the options **Decrease Indent** or **Increase Indent** available in the **Paragraph** tab.

(ii) Click the drop down arrow of **Line and Paragraph Spacing** option and click **Line Spacing Options** to control the indent.

(iii) Select the text to be indented and right click and choose the option **Paragraph**. The dialog box shown in the Fig. 1.5.14 (A)gets opened.

(iv) Click the **Indents and Spacing** tab as shown in Fig. 1.5.14 (A) and select the desired indents.

B. To place at least two lines of a paragraph at the top or bottom of a page

A professional-looking document never ends a page with just one line of a new paragraph or begins a page with only the last line of a paragraph from the previous page. The last line of a paragraph by itself at the top of a page is known as a **widow**. The first line of a paragraph by itself at the bottom of a page is known as an **orphan**.

(i) Select the paragraphs in which we want to prevent widows and orphans.

(ii) On the **Page Layout** tab, either click the **Paragraph Dialog Box Launcher** or right-click the text and select the option **Line and Page Breaks**. Select the **Widow/Orphan** control check box in the window displayed in the Fig. 1.5.14 (B). This option is turned on by default.

Fig. 1.5.14 (B): Line and Page Breaks

C. To prevent page breaks in the middle of a paragraph

(i) Select the paragraph that we want to prevent from breaking onto two pages.

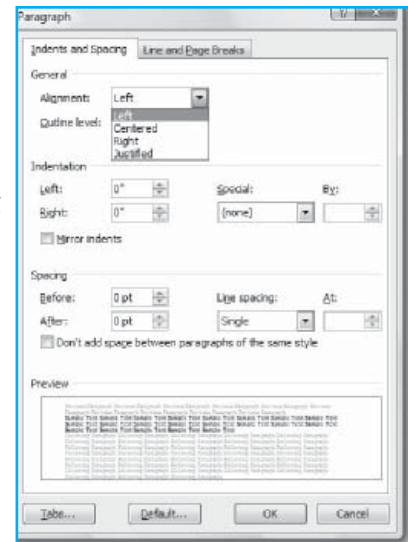(ii) On the Page Layout tab, click the Paragraph Dialog Box Launcher and then click the Line and Page Breaks tab.

(iii) Select the Keep lines together check box as shown in the Fig. 1.5.14 (B).

D. Prevent page breaks between paragraphs
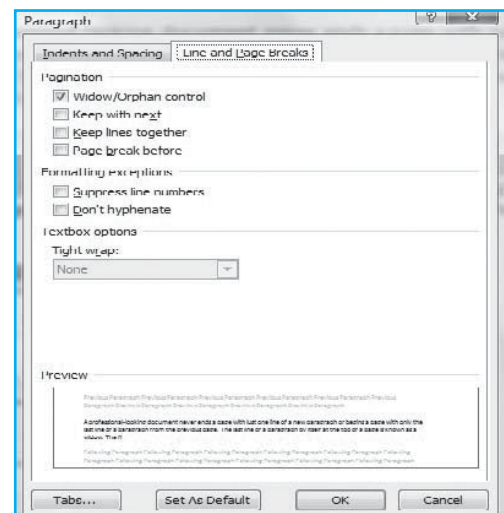
(i) Select the paragraphs that we want to keep together on a single page.

(ii) On the **Page Layout** tab, click the **Paragraph Dialog Box Launcher** and then click the **Line and Page Breaks** tab.

(iii) Select the **Keep with next** check box as shown in the Fig. 1.5.14 (B).

E. Specify a page break before a paragraph

(i) Click the paragraph that we want to follow the page break.

(ii) On the **Page Layout** tab, click the **Paragraph Dialog Box** Launcher and then click the **Line and Page Breaks tab**.

(iii) Select the **Page break before** check box as shown in the Fig. 1.5.14 (B).

VI. Borders and Shading

We can add borders and shading to paragraphs and entire pages. To create a border around a paragraph or paragraphs:

(i) Select the area of text where we want the border or shading.

(ii) Click the **Borders** button on the **Paragraph** group on the **Home** tab as highlighted in the Fig. 1.5.9.

(iii) Choose the option **Border and Shading** as highlighted in the Fig. 1.5.15 and choose the appropriate option.
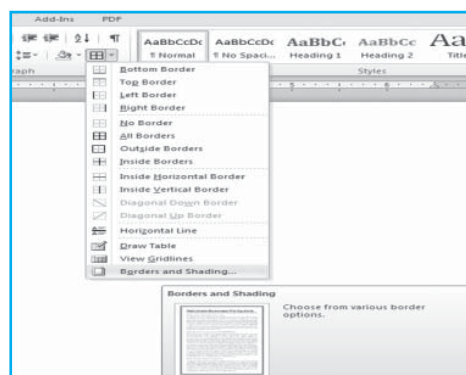
Fig. 1.5.15: Border and Shading

Shading provides us the option to color the background behind the selected text or paragraphs. On click of drop down arrow of **Shading** option, different **Theme Colors** and some more color options would be available.

VII. Show/Hide

This feature displays paragraph mark and other hidden formatting symbols but doesn't turn off all formatting marks. The **Show/Hide** button will not hide all formatting marks if we select certain marks, such as paragraph marks or spaces, to be displayed at all times.

(i) Click the **File->> Options- >> Display**.

(ii) Under the section **Always show these formatting marks on the screen**, clear the check boxes for any formatting marks that we do not want to show in our documents at all times.

1.5.4 Styles

Styles are an efficient way to define the appearance of various text elements inour document (e.g., headings, captions, body text). They help us keep our document consistent by applying the same style to various elements in a document. With styles, we can apply character or paragraph formatting or both in one simple operation.

Templates allow us to apply preformatted styles to an entire document. The **Style Gallery** offers several common style options, such as different headings, quotes or captions.

Each document we create is based on a template. When we create a new document, the styles that belong to the selected template are copied into that document. Each template contains a set of standard styles, most of which are available with all Word templates. A style is automatically created every time we apply unique formatting to text and Word automatically saves any styles that are being used by the active document.

- Character and Paragraph Styles
- Word Templates
- Quick Styles

I. Character styles

Include any of the options available from the **Font** group, such as **bold**, *italic* and underline. Characters styles store only character formatting and apply it to selected text or to the entire word containing the insertion point.

II. Paragraph styles

Store both character and paragraph formatting, as well as tab settings, paragraph positioning, borders and shading and apply them to selected paragraphs or the paragraph containing the insertion point.

III. Word Templates

A template is a preset document layout with a collection of styles which are saved to a file and can be applied to other documents. By storing styles in a template, the styles are available for use when we access that template. We can save time and effort by creating new documents based on templates designed for a frequently used type of document.

Word provides templates for many common types of documents. One can use these templates just as they are, can modify them or can create our own templates. Word automatically bases new documents on the **Normal** template unless we specify another template. Some useful templates include the following:

- Agenda
- Letter
- Memo
- Report

- Calendar
- Newsletter
- Resume
- Thesis

IV. Quick Styles

Styles in one template may differ from those in another. On the **Home** tab, we can use the options in the **Style group** to preview and change the appearance of the active document by applying the style definitions of another template. When we modify the styles in the **Style** group, we are not replacing the template; we are only replacing the style definitions. The formatting of the active document will update to the most recent style we select. Once we have applied styles to our document text, we can use the **Style group** options to preview and change the overall appearance of a document.

Styles can greatly approve the appearance and readability of our document. By using styles, we can make sure formatting is applying uniformly throughout our document.

Word 2010 makes it easy to apply styles to selected parts of any document. On the **Home** tab, we will see a section dedicated to styles shown in the Fig. 1.5.16.
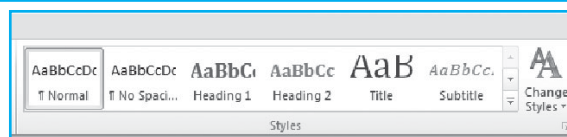
Fig. 1.5.16: Styles Gallery

A. Apply

Styles are a present collection of formatting that we can apply to text. To utilize **Quick Styles**, do the following:

- Select the text to be formatted.
- Click the dialog box next to the **Styles** Group on the **Home** Tab.
- Click the style we wish to apply.

We'll get a quick preview. If we like the style, simply click the button. Once we decide on the styles we will use for our document, we don't need to use the buttons on the **Ribbon**. Just press **Ctrl + Shift + S** to open the **Apply Styles** box. The **Apply Styles** box can be moved to any part of the screen. We can apply styles directly from the box. Just select text and then use the dropdown list in the **Apply Styles** box to apply a style.

B. Change Styles

Quick Styles are sets of styles that are designed to work together to create an attractive and professional looking document. In most cases, we won't change styles in a **Quick Style** set because the styles have been designed to complement one another and it's easier to use a different **Quick Style** set. But, under certain circumstances, we might want to change the attributes of a style in a **Quick Style** set as shown in Fig. 1.5.16.

(i) Select text that is styled with the style attributes that we want to change. For example, to change the attributes of the Heading 1 style, select text that has the Heading 1 style applied.

(ii) Format the selected text with the new attributes that we want. For example, wemight decide that we want to change the point size for the Heading 1 style from 16 points to 14 points.

(iii) On the **Home** tab, in the **Styles** group, right-click the style that we want to change.

(iv) Click **Update** to **MatchSelection**.

1.5.5 Editing

Microsoft Word 2010 provides various options to find and replace text, formatting, paragraph breaks, page breaks and other items. We can extend our search by using wildcards and codes to find words or phrases that contain specific letters or combinations of letters. We can also use the **Go To** command to find a specific place in our document.
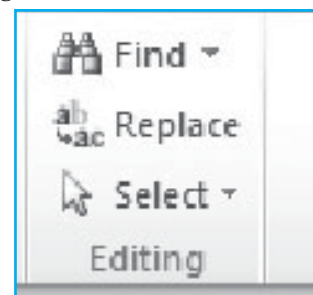
I. Find Text

We can quickly search for every occurrence of a specific word or phrase.

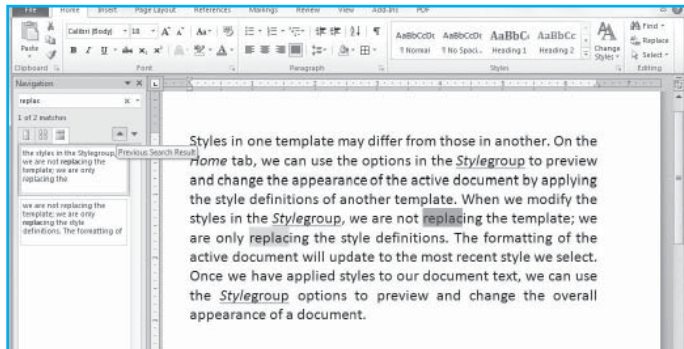(i) On the **Home** tab, in the **Editing** group, click **Find** shown in the Fig. 1.5.17.
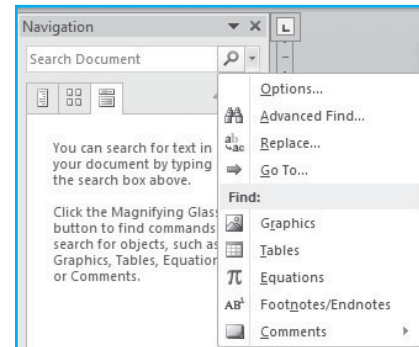
Or

Press **CTRL+F**. The **Navigation pane** opens.

Fig. 1.5.17: Editing Group

(ii) In the **Search Document** box, we shall type the text we want to find as shown in the Fig. 1.5.18(A).

(iii) We shall click a result to see it in our document or browse through all the results by clicking the **Next Search Result** and **Previous Search Result** arrows.

Fig. 1.5.18 (A): Find Text in the Navigation Pane

Fig. 1.5.18 (B): Magnifying glass of Navigation Pane

II. Find other document elements

To search for a table, a graphic, a comment, a footnote or an endnote or an equation, do the following:

(i) On the **Home** tab, in the **Editing** group, click **Find** press **CTRL+F**. The **Navigation Pane** opens.

(ii) Click the arrow next to the magnifying glass [____] as shown in the Fig. 1.5.18(B) and then click the option that we want.

(iii) We shall click result to see it in our document or browse through all the result by clicking the **Next Search Result** and **Previous Search Result** arrows.

III. More search options

To find the old **Find** dialog box and all of its options, do one of the following:

(i) On the **Home** tab, in the **Editing** group, click the arrow next to **Find** and then click **Advanced Find.**

(ii) In the **Navigation Pane**, click the arrow next to the magnifying glass and then click **Advanced Find.**

IV. Find and Replace text

(i) On the **Home** tab, in the **Editing** group, click **Replace.**

(ii) In the **Find what** box, type the text that we want to search for and replace shown in the Fig. 1.5.19.

(iii) In the **Replace with** box, type the replacement text.

(iv) Click **Find Next** and then do one of the following:

- To replace the highlighted text, click **Replace**.
- To replace all instances of the text in the document, click **Replace All**.
- To skip this instance of the text and proceed to the next instance, click **Find Next.**
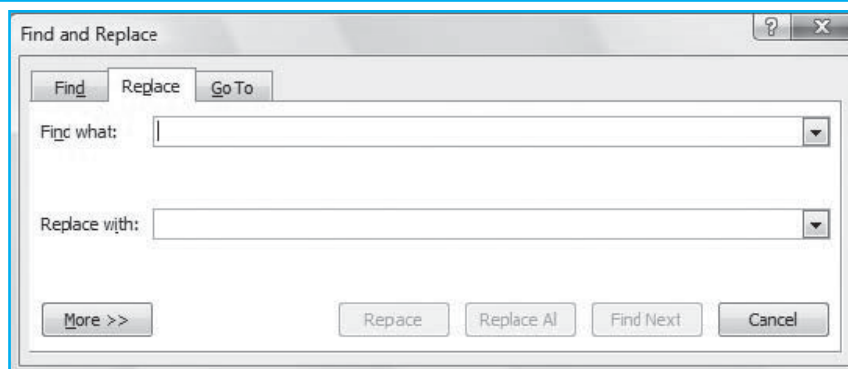
Fig. 1.5.19: Find and Replace Text

V. Find and replace specific formatting

We can search for and replace or remove character formatting. For example, we can search for a specific word or phrase and change the font color or we can search for specific formatting, such as bold and change it.

(i) On the **Home** tab, in the **Editing** group, click **Replace**.

(ii) If we don't see the **Format** button, click **More**.

(iii) To search for text with specific formatting, type the text in the **Find what** box. To find formatting only, leave the box blank.

(iv) Click **Format** and then select the formats that we want to find and replace.

(v) Click the **Replace with** box, click **Format** and then select the replacement formats.

(vi) If we also want to replace the text, type the replacement text in the **Replace with** box.

(vii) To find and replace each instance of the specified formatting, click **Find Next** and then click **Replace.** To replace all instances of the specified formatting, click **Replace All**.

VI. Use wildcards to find and replace text

(i) On the **Home** tab, in the **Editing** group, click the arrow next to **Find** and then click **Advanced Find.**

(ii) Select the **Use wildcards** check box.

(iii) If we don't see the **Use wildcards** check box, click **More**.

(iv) Do one of the following:

- To choose a wildcard character from a list, click **Special**, click a **wildcard character** and then type any additional text in the **Find what** box.

- Type a wildcard character directly in the **Find what** box.

- If we want to replace the item, click the **Replace** tab and then type what we want to use as a replacement in the **Replace with** box.

(v) Click **Find Next, Find All, Replace** or **ReplaceAll**.

(vi) To cancel a search in progress, press **ESC**.

VII. To Go to a specific page, table or other item

We can search for and replace special characters and document elements such as tabs and manual page breaks. For example, we can find all double paragraph breaks and replace them with single paragraph breaks.

(i) On the **Home** tab, in the **Editing** group, click the arrow next to **Find** and then click **Go To**.

(ii) In the **Go to what** box, click the type of item.

(iii) Do one of the following:

- To go to a specific item, type the appropriate identifying information for the item in the **Enter item** type box and then click **Go To**.

- To go to the next or previous item of the specified type, leave the **Enter** box empty and then click **Next** or **Previous**.

SOURCES

1. http://www.word-2010.com/whats-new-in-word-2010
2. http://www.dummies.com/how-to/content/how-to-use-the-word-2010-clipboard.html
3. Microsoft Word 2010 Compatibility Modehttp://www.word-2010.com/microsoft-word-2010-compatibility-mode

2

THE INSERT TAB

LEARNING OBJECTIVES

- To introduce graphics in word documents.
- To create links, hyperlinks in the document.
- To introduce header, footer, date and time etc. in the document.
- To introduce blank pages, page breaks and cover page etc.
- To create lists and work with bullets and numberings.
- To work with special symbols and mathematical equations.

2.1 INSERT TAB

This section allows the user to insert a cover page, blank page, tables, pictures, charts, header and footer, page numbers etc. The **Insert** group has the following options:
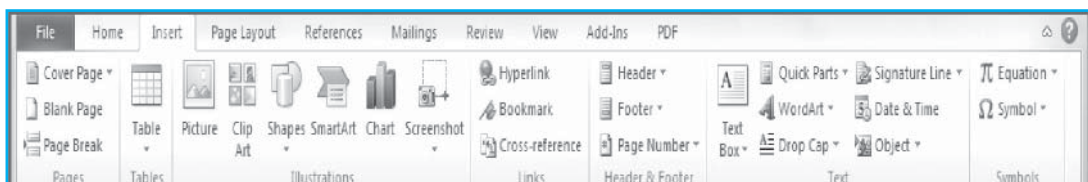
Fig. 2.1.1: Insert Toolbar

1. Pages
2. Tables
3. Illustrations
4. Links
5. Header & Footer
6. Text
7. Symbols

2.1.1 Pages :

Pages group has the following options as shown in Fig. 2.1.1.

- Cover page
- Blank page
- Page break

I. Cover Page

Word 2010 makes it easy for us to customize the look of our documents. The predefined styles help us create professional looking documents. And with **Live Preview**, we can try out different formatting options without actually changing our document.

But one of the handiest features in **Word 2010** is the **Cover Page** option. **Word 2010** includes a number of preformatted cover pages that we can insert with a few clicks of our mouse. We can also save our own cover pages in the **Cover Page** gallery as shown in Fig. 2.1.2.

A. Inserting a Cover Page

To insert a cover page, follow these steps:

(i) Click the **Insert** tab.

(ii) In the **Pages** Section, click **Cover Page**.

(iii) In the **Cover Page** gallery, select a design that we like.

The cover page will be inserted at the beginning of our document. The **Drawing Tools** will open to allow us to customize the look of the cover page. If we insert another cover page in the document, the new cover page will replace the first cover page we had inserted.

B. Saving a Cover Page to the Cover Page Gallery

If we would like to save our cover page for later use, we shall follow these steps:

Fig. 2.1.2: Cover Page

(i) Select the entire cover page in the **Word** window.

(ii) Click the **Insert** tab.

(iii) In the **Pages Section**, click **Cover Page**.

(iv) Click **Save Selection** to **Cover Page Gallery** as shown in the Fig. 2.1.3.

C. Removing a Cover Page from our Document

We can also remove a cover page if we want to insert a different one or if we decide we don't want a cover page at all:

(i) Click the **Insert** tab.

(ii) In the **Pages** Section, click **Cover Page**.

(iii) Click **Remove the Current Cover Page**.

II. Blank Page

A. Inserting a blank page

(i) Click where we want to insert a new page in a document. The inserted page will appear just before the cursor position.

(ii) Click the **Pages ->> Insert**.

(iii) Click the **Blank Page** Button as shown in Fig. 2.1.4.

Fig. 2.1.3: Saving Selection to a Cover Page Gallery

B. Deleting a page

We can delete a blank page in a **Word** document, including a blank page that occurs at the end of the document, by deleting page breaks. To delete a blank page, select the page break at the end of the page and then press **DELETE** key.
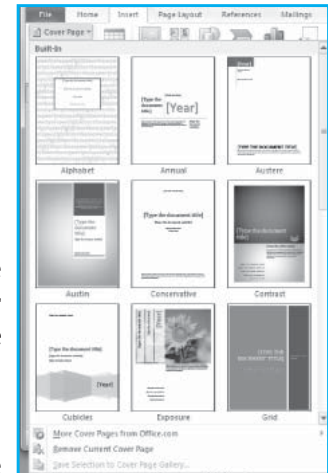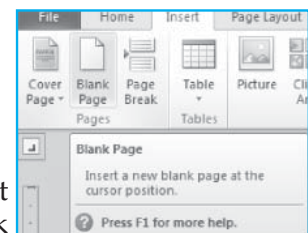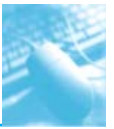
Fig. 2.1.4: Blank Page

III.   Page Break

Word 2010 automatically inserts a page break when we reach the end of the document. If we want the page to break in a different place, we can insert a manual page break or we can set up rules for Word to follow so that the automatic page breaks are placed where we want them. This is especially helpful if we are working in a long document. Using **Page Break**, we can start the next page at the current position.

A.   Inserting a manual Page Break

(i)   Click where we want to start a new page.

(ii)   On the **Insert** tab, in the **Pages** group, click **Page Break** as shown in Fig. 2.1.1.

B.   Deleting a Page Break

We cannot delete the page breaks that Word inserts automatically but can delete any page breaks that we insert manually.

(i)   Click **View ->>Draft**.

(ii)   Select the page break by clicking in the margin next to the dotted line.

(iii) Press **DELETE**.

2.1.2 Tables

This group has the following options as shown in Fig. 2.1.5.

- Insert table
- Draw table
- Convert text to table
- Excel spreadsheet
- Quick tables

I.   Insert Table : Tables can be inserted in any of the following ways:

(i)   Choose from a gallery of preformatted tables templates.

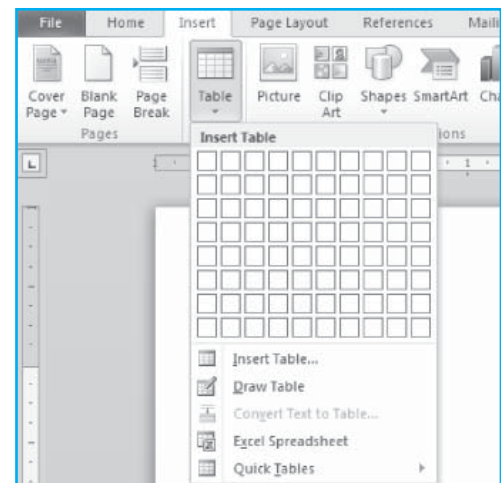(ii)   Use the **Insert Table** dialog box to specify the number of rows and columns that we want.

A.   Using Table Templates

We can use table templates to insert a table that is based on a gallery of preformatted tables. **Table** templates contain sample data to help us visualize what the table will look like when we add our data.

Fig. 2.1.5: Tables options

(i)   Click where we want to insert a table.

(ii)   On the **Insert** tab, in the **Tables** group, click **Table**, point to **Quick Tables** and then click the template that we want as shown in Fig. 2.1.5.

(iii) Replace the data in the template with the data that we want.

B.   Use the Insert Table Dialog Box

We can use the **Insert Table** command to choose the table dimensions and format before we insert the table into a document.

(i) Click where we want to insert a table.

(ii) On the **Insert** tab, in the **Tables** group, click **Table** and then click **Insert Table**.

(iii) Under **Table size**, enter the number of columns and rows.

(iv) Under **AutoFit behavior**, choose the following options to adjust the table size as shown in Fig. 2.1.6 and discussed in Table 2.1.1.
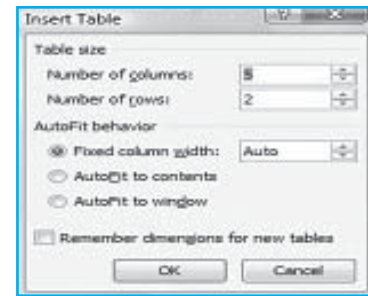
Fig. 2.1.6: Insert Table Dialog Box

Choose	To
Fixed column Width	Set a specific width for the columns in the table. If we select auto, **Office Word 2010** evenly distributes the columns to fit the page.
AutoFit to contents	Automatically resize columns to fit the contents of the cells.
AutoFit to window	Automatically resize the table to fit in a Web browser window when we change the window size.

Table 2.1.1: AutoFit Behavior Options

II. Draw a Table

We can draw a complex table — for example, one that contains cells of different heights or a varying number of columns per row.

(i) Click where we want to draw the table.

(ii) On the **Insert** tab, in the **Tables** group, click **Table**.

(iii) Click **Draw Table** as shown in Fig. 2.1.5. The pointer changes to a pencil.

(iv) To define the outer boundaries of the table, draw a rectangle. Then draw the column and row lines inside the rectangle.

(v) To erase a line or block of lines, under **Table** tools, on the **Design** Tab, in the **Draw Borders** group, click **Eraser**.

(vi) Click the line that we want to erase. To erase the entire table, click **Delete a Table**.

(vii)When we are finished with the drawing of a table, click in a cell and start typing or insert a graphic.

III. Convert Text to a Table

(i) Insert separator characters— such as commas or tabs — to indicate where we want to divide the text into columns. Use paragraph marks to indicate where we want to begin a new row. For example, in a list with two words on a line, insert a comma or a tab after the first word to create a two-column table.

(ii) Select the text that we want to convert.

(iii) On the **Insert** tab, in the **Tables** group, click **Table** and then click **Convert Text to Table** as shown in Fig. 2.1.7.
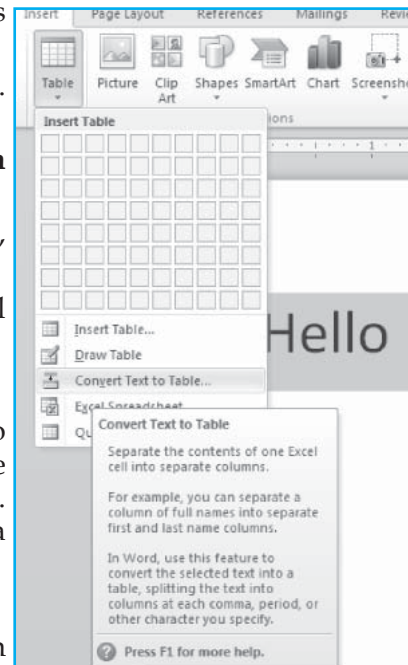
Fig. 2.1.7: Convert Text to Table

(iv) In the **Convert Text to Table** dialog box, under **Separate text at**, click the option for the separator character that is in our text.

(v) In the **Number of columns** box, check the number of columns. If we don't see the number of columns that we expect, we may be missing a separator character in one or more lines of text.

(vi) Select any other options that we want.

IV. Convert a Table to Text

(i)   Select the rows or table that we want to convert to paragraphs.

(ii) Under **Table** Tools, on the **Layout** tab, in the **Data** group, click **Convert to Text** as shown in Fig. 2.1.8.
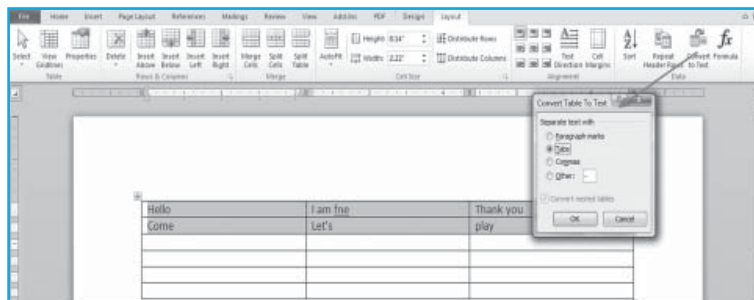
Fig. 2.1.8: Convert to Text Option under Layout Tab

(iii) Under **Separate text with** section, click the option for the separator charater that we want to use in place of the column boundaries. Rows are separated with paragraph marks.

V. Create a new worksheet within a document

When we create a new worksheet within a document, the worksheet is inserted in the document as an embedded object.

(i)   Place the insertion point where we want to create the worksheet.

(ii) On the **Insert** tab, in the **Tables** group, click **Table** and then click **Excel Spreadsheet** as shown in Fig 2.1.5. The Fig. 2.1.9 appears.
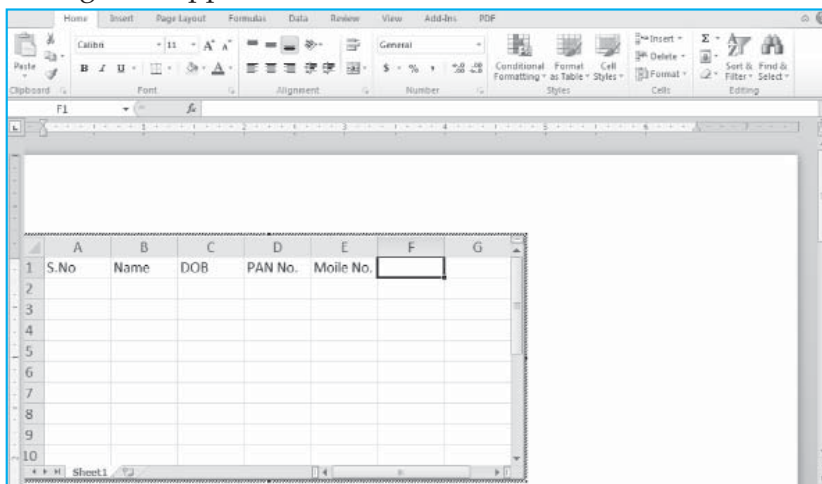
Fig. 2.1.9: Convert Text Option under Layout

VI. Quick Tables

We can use table templates to insert a table that is based on a gallery of preformatted tables. **Table** templates contain sample data to help us visualize what the table will look like when we add our data.

(i) Click where we want to insert a table.

(ii) On the **Insert** tab, in the **Tables** group, click **Table**, point to **Quick Tables** and then click the template that we want, as shown in Fig. 2.1.10.

VII. Working with Tables

After the table is created, **Microsoft Office Word 2010** offers us many ways to format that table. If we decide to use **Table Styles**, we can format our table all at once and even see a preview of what our table will look like formatted in a particular style before we actually apply the style. We can create a custom look for tables by splitting or merging

Fig. 2.1.10: Quick Tables options

cells, adding or deleting columns or rows or adding borders. If we're working with a long table, we can repeat the table headings on each page on which the table appears. To prevent awkward page breaks that disrupt the flow of our table, we can also specify just how and where the table should break across pages.

A. Using Table tools Tabs

After we create a table, two tabs appear on the Table tools context menu: **Design** and **Layout**. The **Design** and **Layout** tabs are shown in the Fig. 2.1.11(A) and Fig. 2.1.11(B) respectively. The **Design** and **Layout** Tab options are discussed in Table 2.1.2 and Table 2.1.3 respectively.
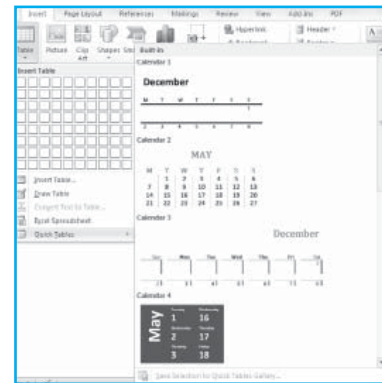
Fig. 2.1.11(A): Design Tab

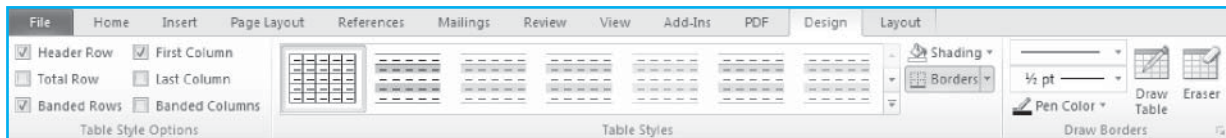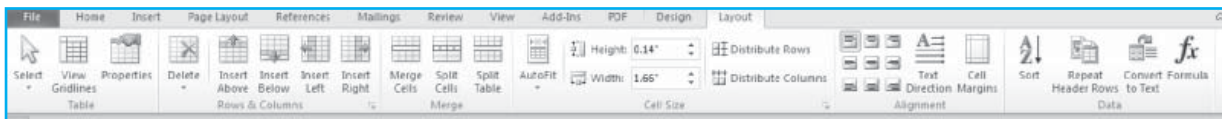*Fig. 2.1.11(B): Layout Tab*

(a) The Design Tab

Name	Purpose
Header Row	Applies different formatting to first row of the table.
Total Row	Applies different formatting to last row of the table..
Banded Rows	Alternates row shading.
First Column	Applies different formatting to first column of the table.
Last Column	Applies different formatting to last column of the table.

Banded Columns	Alternates column shading.
Shading	Applies table shading.
Table Styles	Applies the chosen table style to the table. We can preview the style by resting the pointer over each table style until we find a style that we want to use. We can see more styles, by clicking the **More** option.
Borders	Applies table borders.
Draw Table	Draws table outline and the line segments to create new cells within table.
Eraser	Erases line segments to remove cells from table.
Line Style	Sets line style for line segments drawn with Draw Table tool.
Line Weight	Sets width of line segments drawn with Draw Table tool.
Pen Color	Sets color of line segments drawn with Draw Table tool.

Table 2.1.2: The Design Tab Options

(b) The Layout Tab

Name	Purpose
Select	Drop-down control, lets us select table cells, rows or even entire tables.
View Gridlines	Shows or hides table gridlines.
Properties	Displays **Table Properties** Dialog Box.
Delete	Delete rows, columns, cells or entire tables.
Insert Above	Insert rows above selection.
Insert Below	Insert rows below selection.
Insert Left	Insert columns to the left of the selection.
Insert Right	Insert columns to the right of the selection.
Merge Cells	Merges selected adjacent cells to create one large cell.
Split Cells	Splits merged cell into separate cells.
Split Table	Splits table into two tables.
AutoFit	Adjusts table layout to fit page.
Height	Sets row height.
Width	Sets column width.
Distribute Rows	Adjusts height of selected rows to distribute rows evenly.
Distribute Columns	Adjusts width of selected columns to distribute columns evenly.
Align Top Left	Sets Top vertical alignment and Center horizontal alignment.

Align Top Center	Sets Top vertical alignment and Center horizontal alignment.
Align Top Right	Sets Top vertical alignment and Right horizontal alignment.
Align Center Left	Sets Center vertical alignment and Left horizontal alignment.
Align Center	Sets Center vertical and horizontal alignment.
Align Center Right	Sets Center vertical alignment and Right horizontal alignment.
Align Bottom Left	Sets Bottom vertical alignment and Left horizontal alignment.
Align Bottom Center	Sets Bottom vertical alignment to Center horizontal alignment.
Align Bottom Right	Sets Bottom vertical alignment and Right horizontal alignment.
Text Direction	Changes direction of text in cell.
Cell Margins	Sets margins for individual cells.
Sort	Sorts selected cells.
Repeat Header Row	Repeats header rows when table spans multiple pages.
Convert to Text	Converts table to Text.
Formula	Enters calculated formula.

Table 2.1.3: The Design Tab Options

B. Editing Tables

After a table is created, there may be some requirements to make a few changes in it. Some procedures may be followed to perform basic table-editing tasks such as adding and deleting rows and columns and changing column widths or row heights etc.

(a) Moving and Selecting in Tables

The following Table 2.1.4 displays the shortcut keys to move and select tables in **Word 2010**.

To Move To This cell	Keyboard shortcut	To Move To This cell	Keyboard shortcut
Next cell in row	Tab	**Last cell in row**	Alt + End
Previous cell in row	Shift + Tab	**Last cell in column**	Alt + PgDn
First cell in row	Alt + Home	**Previous row**	Up Arrow
First cell in column	Alt + PgUp	**Next row**	Down Arrow

Table 2.1.4: Shortcut Keys to move and select the tables

(b) Inserting Cells

We can insert cells within a Word table. To do so, follow these steps:

(i) Click in a cell that is located just to the right of or above where we want to insert a cell.

(ii) Under **Table Tools,** on the **Layout** tab, click the **Rows & Columns Dialog Box Launcher** that appears on its lower-right corner or right click in the cell and select **Insert - >> Insert Cells**.

(iii) The **Insert Cells Dialog box** gets appeared as shown in the Fig. 2.1.12(C). Click one of the following options as shown in Table 2.1.5.

Click this	To Do This
Shift Cells right	This adds new cells above selected cells and shift down unselected cells in the same rows.
Shift Cells Down	This inserts the new cells to the left of the selected cells, with extra cells added to the affected rows.

Table 2.1.5: Cell Insertion Points

(c)   Adding a row above or below

(i)   Click in a cell that is located just below or above where we want to add a row.

(ii)   To insert rows in the table, do any of the following:

- Right-click the selected cell, point to **Insert**, click **Insert Rows Above** or **Insert Rows Below** as desired and shown in the Fig. 2.1.12 (A) below.

- Click on the **Layout** tab and click on to **Insert Above** or **Insert Below** option as desired in the **Rows and Columns** group and as shown in the Fig. 2.1.12 (B).

- Click on to **Insert Cells Dialog Box** located in the lower right corner of the **Rows and Columns** group and check **Insert entire row** and click **OK** as shown in the Fig. 2.1.12 (C). This will insert an entire row just above the cell that we clicked in.
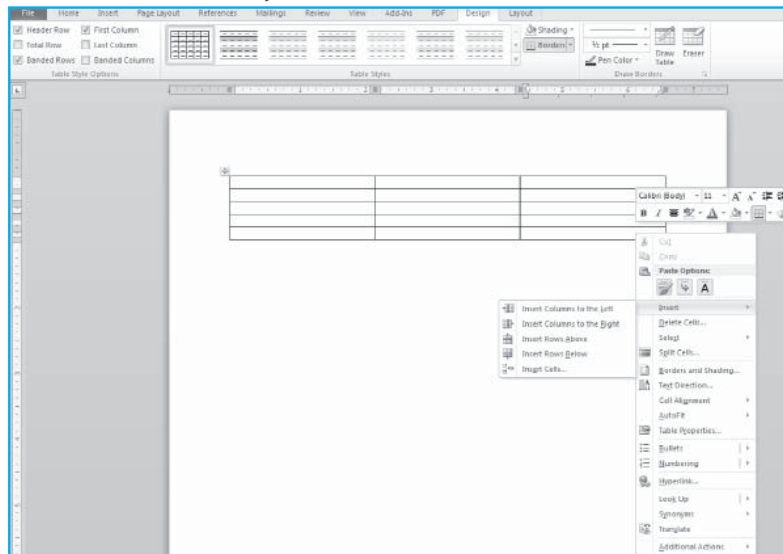
Fig. 2.1.12 (A): Insert options in shortcut menu
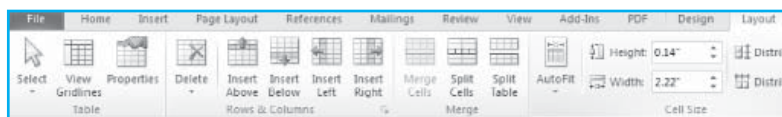
Fig. 2.1.12 (B): Insert Options in Layout Tab
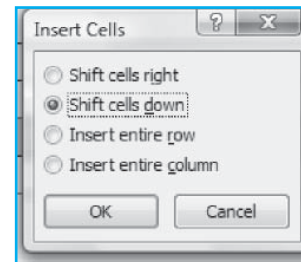
Fig. 2.1.12 (C): Insert cells box

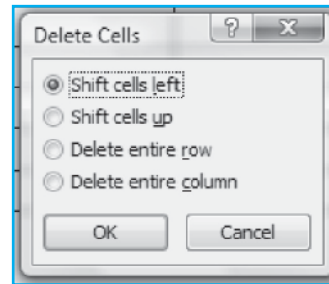**(d) Adding a column left or Right**

(i) Click in a cell that is located just to the right or left of where we want to add a column.

(ii) To insert columns in the table, do any of the following:

- Right-click the selected cell, point to **Insert**, click **Insert Columns to the Left** or **Insert Columns to the Right** as desired and shown in the Fig. 2.1.12 (A) above.

- Click on the **Layout** tab and click on to **Insert Left** or **Insert Right** option as desired in the **Rows and Columns** group and as shown in the Fig. 2.1.12 (B).

- Click on to **Insert Cells Dialog Box** in **Rows and Columns** group and check **Insert entire column** and click **OK** as shown in the Fig. 2.1.12 (C). This will insert an entire column to the left of the cell that we clicked in.

(e) Deleting Cells/Rows/Columns/Table

To delete any of the cell/row/column/Table, we shall do any of the following:

(i) Under **Table** Tools, click the **Layout** tab.
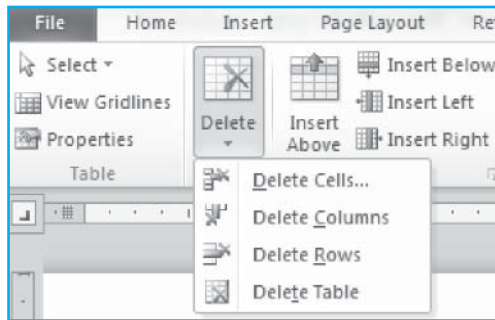
Fig. 2.1.13 (A): Delete Option in Layout Tab   *Fig. 2.1.13 (B): Delete Cell Dialog Box*

(ii) In the **Rows & Columns** group, click **Delete** and then click any of the options **Delete Cells**, **Delete Rows**, **Delete Columns or Delete Table** as desired and shown in Fig. 2.1.13 (A).
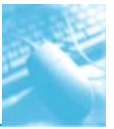
<div align="center">Or</div>

Right - click to the cell/row/column or table we want to delete and click **Delete Cells**. The **Delete Cells Dialog Box** as shown in the Fig. 2.1.13 (B) gets opened. Click the desired option as described under Table 2.1.6:

| Click this	To Do This
Shift Cells Left	Deletes the selected cell and shifts to the left
Shift Cells Up	Deletes the selected cell and shifts the next cell up
Delete entire row	Deletes the entire row of the table where we clicked in.
Delete entire column	Deletes the entire column of the table where we clicked in.

Table 2.1.6: Description of option in Delete Cell Dialog Box

C. Merging Cells

We can combine two or more cells in the same row or column into a single cell. For example, we can merge several cells horizontally to create a table heading that spans several columns.

(i) Select the cells that we want to merge by clicking the left edge of a cell and then dragging across the other cells that we want as shown in Fig. 2.1.14.

(ii) Do any one of the following options:

- Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells** as shown in Fig. 2.1.14.
- Right click the table and select the option **Merge Cells**.
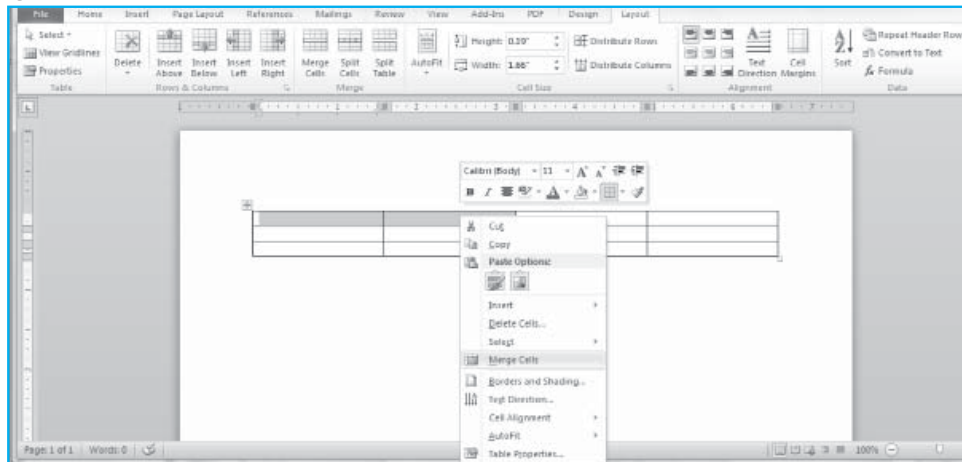
Fig. 2.1.14: Merge Cells Options

D.   Splitting cells

(i) Click in a cell or select multiple cells that we want to split.

(ii) Do any one of the following options:

- Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**, as shown in Fig. 2.1.15.
- Right click the table and select the option **Merge Cells**.

(iii) Enter the number of columns or rows that we want to split the selected cells into.
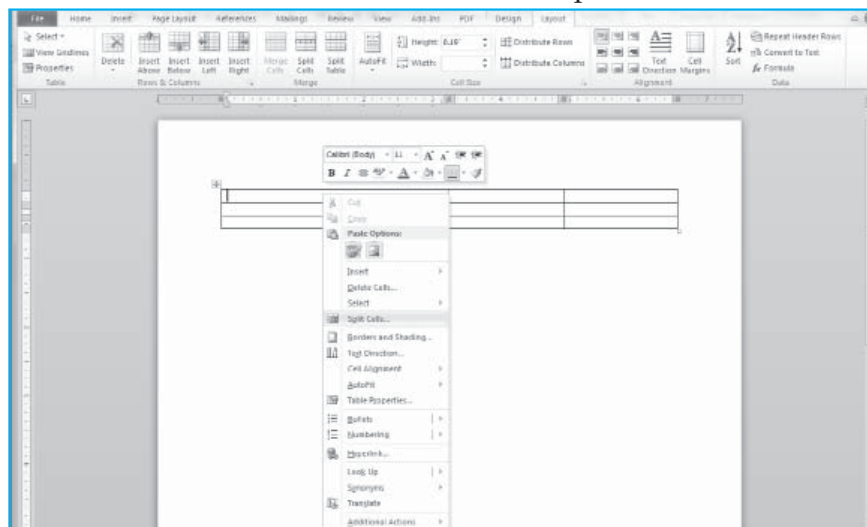
Fig. 2.1.15: Split cells option

E. **Sorting the contents of the table**

(a) **Sort the contents of a table**

(i) Click the table move handle ⊞ to select the table that we want to sort.

(ii) Under **Table** Tools, on the **Layout** tab, in the **Data** group, click **Sort**.

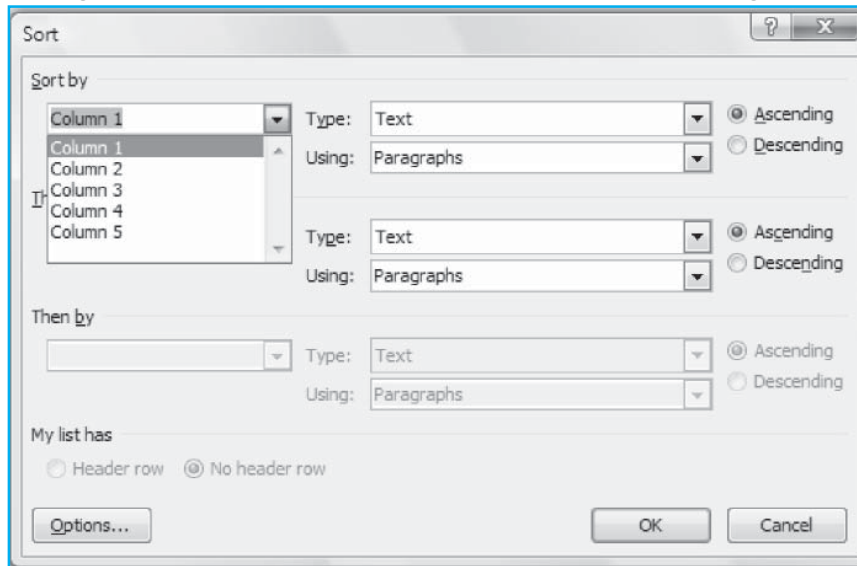(iii) In the **Sort** dialog box, select the options that we want as shown in Fig. 2.1.16.

Fig. 2.1.16: Sort Dialog Box

(b) **Sort a single column in a table**

(i) Select the column that we want to sort.

(ii) Under **Table Tools**, on the **Layout** tab, in the **Data** group, click **Sort**.

(iii) Under **My list has**, click **Header row** or **No header row**.
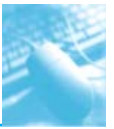
(iv) Click **Options** as shown in Fig. 2.1.17.
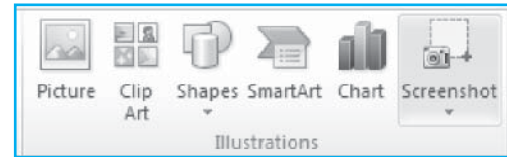
Fig. 2.1.17: Sort Options

INFORMATION TECHNOLOGY
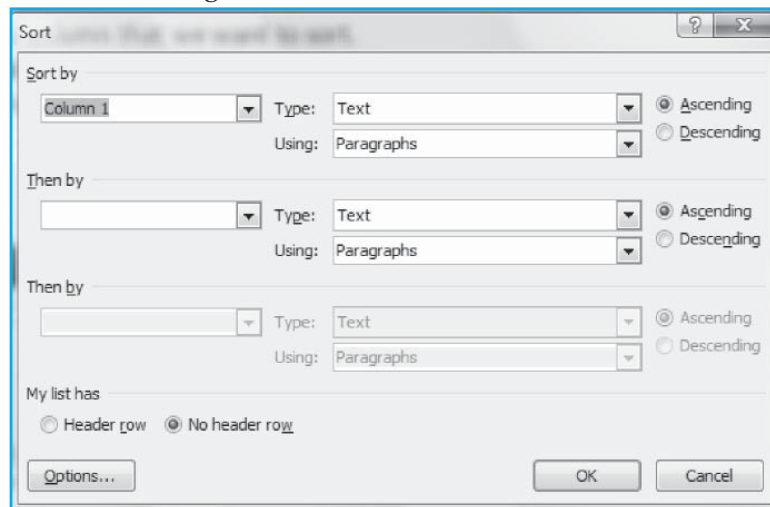
(v) Under **Sort options**, select the **Sort column only** check box.

(vi) Click **OK**.

2.1.3 Illustrations

This group has the following options as shown in Fig. 2.1.18.

- Picture
- ClipArt
- Shapes
- Smart Art
- Chart
- Screenshot

Fig. 2.1.18: Illustration Group

I. Picture

Pictures and **ClipArt** can be inserted or copied into a document from many different sources, including downloaded from a **ClipArt** Web site provider, copied from a Web page or inserted from a folder where we save pictures. We can also change how a picture or **ClipArt** is positioned with text within a document by using the **Position** and **Wrap Text** commands.
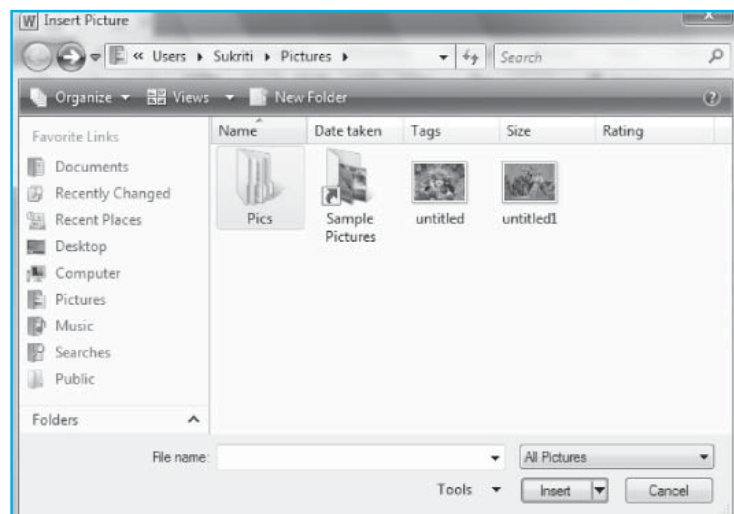
A. Inserting a picture

(a)   From a file

(i)   Click in the document where we want to insert the picture.

(ii)   On the **Insert** tab, in the **Illustrations** group, click **Picture** as shown in Fig. 2.1.19 from where the user can locate the desired picture.

(iii)   Either select the picture that we want to insert and click **Insert** or double-click the picture that we want to insert.

(b)   From a Webpage

(i)   Open the document.

(ii)   From the **Web** page, drag the picture that we want into the Word document. We should make sure that the picture that we choose is not a link

Fig. 2.1.19: Insert Picture Dialog Box

to another Web page. If we choose a picture that is linked, it will be inserted in our document as a link instead of an image.

B.   Replacing a Picture
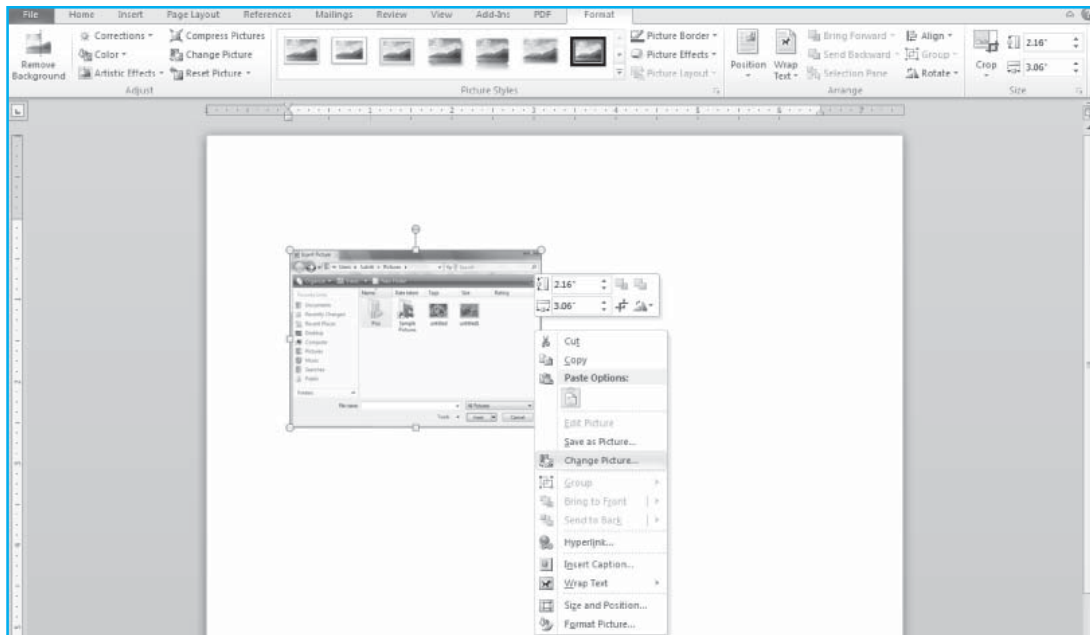
(i)   Click the picture that we want to replace.

(ii)   Do any one of the following:

- Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Change Picture** as shown in Fig. 2.1.20.

- Right-click the **Picture** to be replaced and click **Change Picture** as shown in Fig. 2.1.20.

(iii)   Locate a new picture and then double-click it.

Fig. 2.1.20: Replace Picture option

C. Deleting a picture

To delete a picture, do the following:

(i)   Click the picture that we want to delete and then press **DELETE** key on the keyboard.

(ii) To delete multiple pictures, press and hold **CTRL** while we click the pictures that we want to delete and then press **DELETE**.

D. Cropping a picture

Cropping removes or masks areas of a picture that we do not want to be shown by reducing the vertical or horizontal edges. Cropping is often used to hide or trim a part of a picture either for emphasis or to remove unwanted portions.

(a) By dragging

To crop a picture, do the following:

(i)   Select the picture that we desire to trim by double-clicking it. The **Picture** tools get opened.

(ii) Under **Picture Tools**, on the **Format** tab, in the **Size** group, click **Crop**.

(iii) Do one of the following:

- To crop one side, drag the center cropping handle on that side inward.
- To crop equally on two sides at the same time, press and hold **CTRL** while we drag the center cropping handle on either side inward.
- To crop equally on all four sides at the same time, press and hold **CTRL** while we drag a corner cropping handle inward.

(iv) To position the crop, move either the crop area (by dragging the edges of the crop rectangle) or the picture.
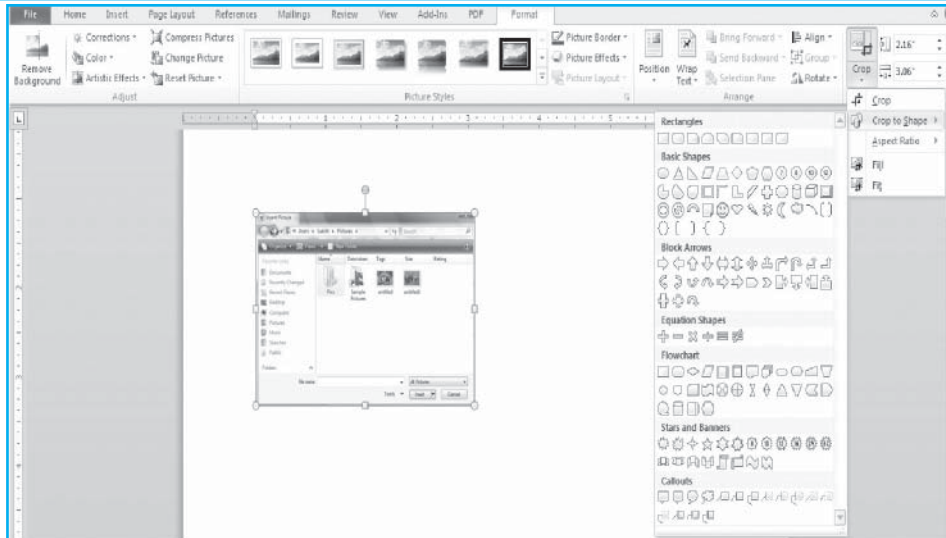
(v)   When we are finished, press **ESC**.

Fig. 2.1.21: Crop a Picture

(b) To a specific shape

When we crop to a specific shape, the picture is automatically trimmed to fill the geometry of the shape and the proportions of the picture are maintained.

(i)   Select the picture(s) that we want to crop to a specific shape.

(ii) If we are cropping multiple pictures, we must crop to the same shape. To crop to different shapes, crop the pictures individually.

(iii) Under **Picture Tools**, on the **Format** tab, in the **Size** group, click the arrow under **Crop**.

(iv) Click **Crop to Shape** and then click the shape we want to crop to as shown in Fig. 2.1.21.

(c) To an Aspect Ratio

Aspect Ratio is the ratio between picture width and picture height which can be maintained even when resizing a picture. To crop the picture to aspect ratio, follow the aforementioned steps (i) to (iii) and then click **Aspect Ratio** and choose the desired ratio.

(d) To Fit or Fill a shape

To remove part of the picture, but still fit the shape with as much of the picture as possible, we should follow aforementioned steps (i) to (iii) and then choose the option **Fill**. If we want to make the entire picture fit within the shape, we should choose **Fit**. The original picture aspect ratio is still maintained in both the cases.

E.   Applying an Artistic Effect

Compressing a picture to reduce the size of the file changes the amount of detail retained in the source picture. This means that after compression, the picture can look different than before it was compressed. Because of this, we should compress the picture and save the file, before applying an artistic effect. We can redo the compression even after saving the file as long as we have not closed the program we are working in, if the compression plus the artistic effect is not the look we want.

(i)   Click the picture that we want to apply an artistic effect to.

(ii) Under **Picture** Tools, on the **Format** tab, in the **Adjust** group, click **Artistic Effects.** We may have to double-click the picture to select it and open the **Format** tab.

(iii) Click the artistic effect that we want. We can move our mouse pointer over any of the effects and use **Live Preview** to see what the picture will look like with that effect applied before we click the one that we want.

(iv) To fine tune the artistic effect, click **Artistic Effects Options**.

II.   ClipArt

ClipArt is a collection of images, both line art and pictures, that we're free to use in our **Word** documents. In most cases, the result is the same as inserting a picture, although we're using images from a clip art library rather than graphics files on our PC's hard drive.

A.   Inserting Clip Art

(i)   Click the **Insert** tab.

(ii) From the **Illustrations** group, click the **Clip Art** button. The **Clip Art** task pane appears as shown in Fig. 2.1.22.

(iii) In the **Search For** box, type a word or phrase that describes the clip art that we want or type in all or some of the file name of the **ClipArt**.

- To expand the search, we may click the **Include Office.com** content check box.

- To limit the search results to a specific media type, we shall click the arrow in the **Results** should be box and select the check box next to **Illustrations Photographs, Videos** or **Audio**.

(iv) Click **Go**. In the list of results, click the **ClipArt** to insert it. To use the results — we may have to scroll a bit to see all of them as shown in Fig. 2.1.22.

(v) Point the mouse at the image we want. A menu button appears.

Fig. 2.1.22: Clip Art Task Pane

(vi) Click the menu button and choose **Insert**. The image is popped down into our document.

(vii)Close the **Clip Art** task pane by clicking the **X** in its upper-right corner.

Word inserts the **Clip Art** graphic right into our text, just like it's a big character, where the insertion pointer is blinking. To modify a clip art picture, right-click it and select the option **Edit Picture** as shown in the Fig. 2.1.23. Use the tools on the **Drawing** toolbar to modify the objects.

III. Shapes

Fig. 2.1.23: Edit Clip Art

We can add one shape to our file or combine multiple shapes to make a drawing or a more complex shape. Available shapes include lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners and callouts. After we add one or more shapes, we can add text, bullets, numbering and **Quick Styles** to them.

A.   Adding Shapes

(i)   On the **Insert** tab, in the **Illustrations** group, click **Shapes** as shown in Fig. 2.1.24.

(ii) Under **Insert Shapes** group on the **Format** tab click the **More** button ⊽.

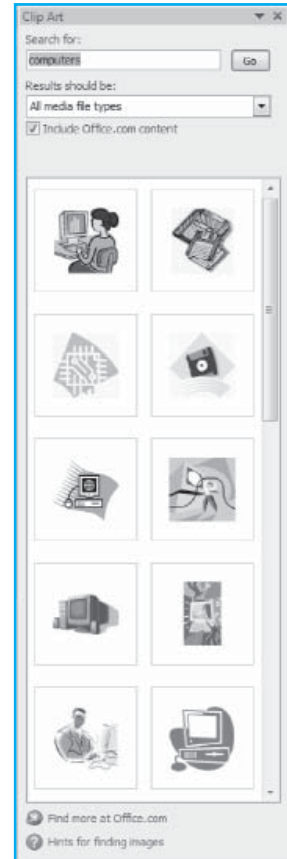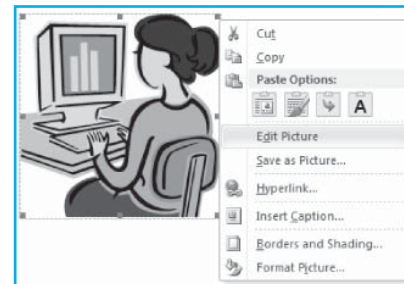(iii) Click the shape that we want, click anywhere in the document and then drag to place the shape.

On choosing a shape, drawing tools toolbar will get opened through which user change shape styles, effects, can fill color etc.
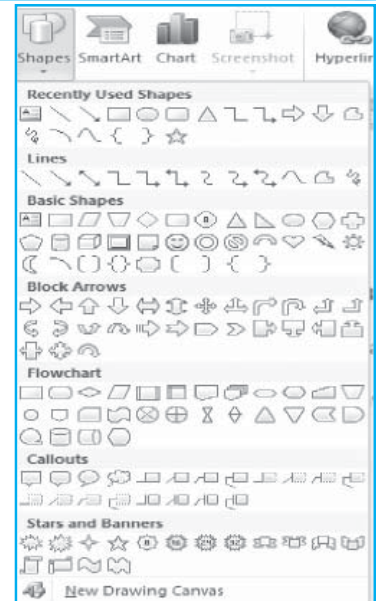

B. Adding multiple shapes in the file

(i)   On the **Insert** tab, in the **Illustrations** group, click **Shapes**.

(ii) Right click the shape that we desire to add and then click **Lock drawing Mode** as shown in Fig. 2.1.25.

(iii) Click anywhere in the document and then drag to place the shape. Repeat this for each shape that we want to add.

(iv) After all the shapes are added, press **ESC**.

C. Adding Text to a Shape

Right-click the shape that we want to add text to, click **Add Text** and then type the text.

D. Adding a bulleted or numbered list to a shape

(i)   Select the text in the shape that we want to add bullets or numbering to.

(ii) Do one of the following:

Fig. 2.1.24: Inserting Shapes

- On the **Home** tab, in the **Paragraph** group, choose **Bullets or Numbering**.

- Right-click the **Shape** and select **Bullets or Numbering**.

E. Adding a Quick Style to a shape

Quick styles are combinations of different formatting options that are displayed in a **thumbnail** in the **Quick Style** gallery in the **Shape Styles** group. When we rest our pointer over a **Quick style** thumbnail, we can see how the **Shape Style** affects our shape.
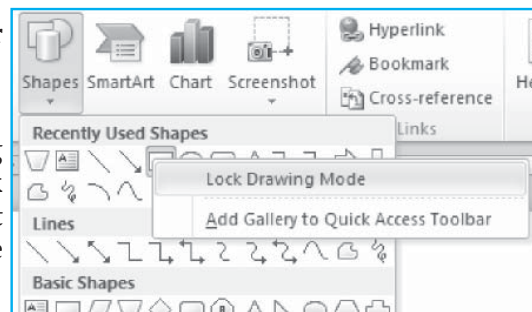

(i)   Click the shape that we want to apply a new or different **Quick style** to.

Fig. 2.1.25: Lock Drawing Mode

(ii) Under **Drawing Tools**, on the **Format** tab, in the **Shape Styles** group (indicated with arrow 1), click the **Quick Style** that we want as shown in Fig. 2.1.26.
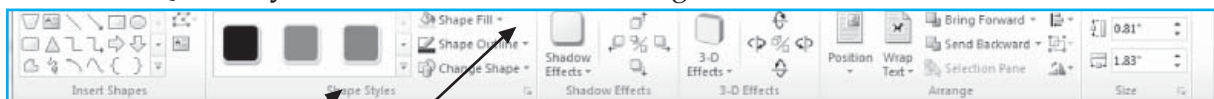

Fig. 2.1.26: Shape Styles Group

F.   Deleting a shape from the document

Click the shape that we want to delete and then press **DELETE**. To delete multiple shapes, press **CTRL** while we click the shapes that we want to delete and then press **DELETE**.

G.   Adding or changing a shape fill

(i)   Click the shape that we want to add a fill to. To add the same fill to multiple shapes, click the first shape and then press and hold **CTRL** while we click the other shapes.

(ii) Under **Drawing Tools**, on the **Format** tab, in the **Shape Styles** group, click the arrow next to **Shape Fill** (indicated with arrow 2), as shown in Fig. 2.1.26 and then do one of the following:

- To add or change a fill color, click the color that we want or to choose no color, click **No Fill**.
- To change to a color that is not in the **theme** colors, click **More Fill Colors** and then either click the color that we want on the **Standard** tab or mix our own color on the **Custom** tab. Custom colors and colors on the **Standard** tab do not update if we later change the document theme.

H. Wrapping Text around the graphics

To control how an image and text interact in **Word 2010**, click the image to select it. When the image is selected, **Word** displays a **Format** tab, from which we can choose the **Text Wrapping** menu, found in the **Arrange** group.
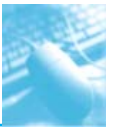
- **In Line with Text:** The image is treated like text — specifically, like a large, single character. The image can have text before it or behind it, be in the middle of a paragraph of text or be on a line by itself. The image stays with the text while we edit and the line that the image is on grows extra vertical space to accommodate the image.
- **Square:** The image sits on the same plane as the text, but the text flows around the image in a square pattern, regardless of the image's shape.
- **Tight:** Text flows around the image and hugs its shape.
- **Through:** Text flows around the image as best it can, similar to the **Tight** option.
- **Top and Bottom:** Text stops at the top of the image and continues below the image.
- **Behind Text:** The image floats behind the text, looking almost like the image is part of the paper.
- **In Front of Text:** The image floats on top of our text, like a photograph dropped on the paper.
- **Edit Wrap Points:** We can specifically control how text wraps around an image. By adjusting tiny handles and dashed red lines, we can make text wrapping as tight or creative as we like.
- **More Layout Options:** We can summon the **Advanced Layout** dialog box, which provides custom controls for image position, as well as wrapping options.

IV. Smart Art

SmartArt graphic is a visual representation of our information that we can quickly and easily create, choosing from among many different layouts, to effectively communicate our message or ideas. With **SmartArt** graphics, we can show all sorts of relationships using diagrams, change between **SmartArt** graphic types so that we can determine which **SmartArt** graphic variant works best for us, change the colors and effects of our **SmartArt** graphics and customize the look of the **SmartArt** graphic further by editing individual shape elements contained within the **SmartArt** graphic.

Purpose of Graphic	Graphic type
Show non-sequential information	List
Shows steps in a process or timeline	Process
Show a continual process	Cycle
Show a decision tree	Hierarchy
Create an Organization chart	Hierarchy
Illustrate connections	Relationship
Show how parts relate to a whole	Matrix
Show proportional relationships with the largest component on the top or bottom	Pyramid
Draw a family tree with pictures	Picture

A.   Inserting SmartArt

(i)   Place the cursor in the document where we want the illustration/picture.

(ii)   Click the **Insert ->> Illustrations ->> SmartArt**.

(iii) In the **Choose a SmartArt Graphic** dialog box, click the type and layout that we want.

(iv)   Click the arrow on the left side of the graphic to insert text or type the text in the graphics as shown in Fig. 2.1.27(A).

B.   Add or Delete shapes in SmartArt

(i)   Click the **SmartArt** graphic that we want to add another shape to.

(ii)   Click the existing shape that is located closest to where we want to add the new shape.
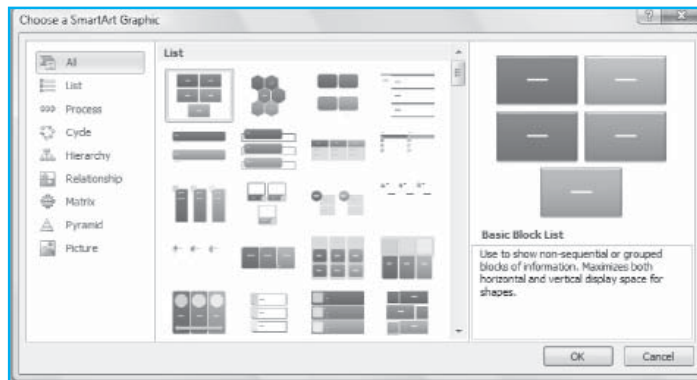
Fig. 2.1.27 (A): Smart Art Options

(iii) Under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group, click the arrow under **Add Shape** as shown in the Fig. 2.1.27(B).
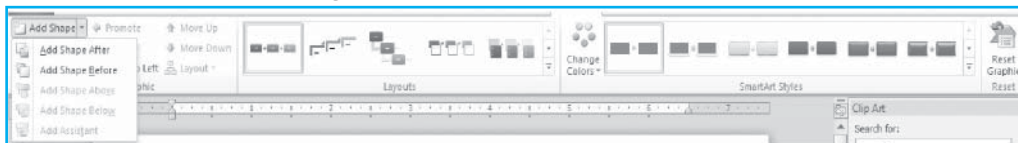
Fig. 2.1.27 (B): Smart Art Tools

(iv) Do one of the following:

- To insert a shape after the selected shape, click **Add Shape After**.
- To insert a shape before the selected shape, click **Add Shape Before**.

To delete a shape from the **SmartArt** graphic, click the shape we want to delete and then press **DELETE**. To delete our entire **SmartArt** graphic, click the border of the **SmartArt** graphic and then press **DELETE**.

V.   Chart

In **Microsoft Word 2010**, we can insert many kinds of data charts and graphs, such as column charts, line graphs, pie charts, bar charts, area graphs, scatter graphs, stock charts, surface charts, doughnut charts, bubble graphs and radar graphs.

A.   Inserting Chart

(i)   Click where we want to insert the chart.

(ii) On the **Insert** tab in the **Illustrations** group, click **Chart**.

(iii) In the **Insert Chart Dialog Box,** click the arrows to scroll through the chart types and select the type of the chart that we want and click **OK**, as shown in Fig. 2.1.28.
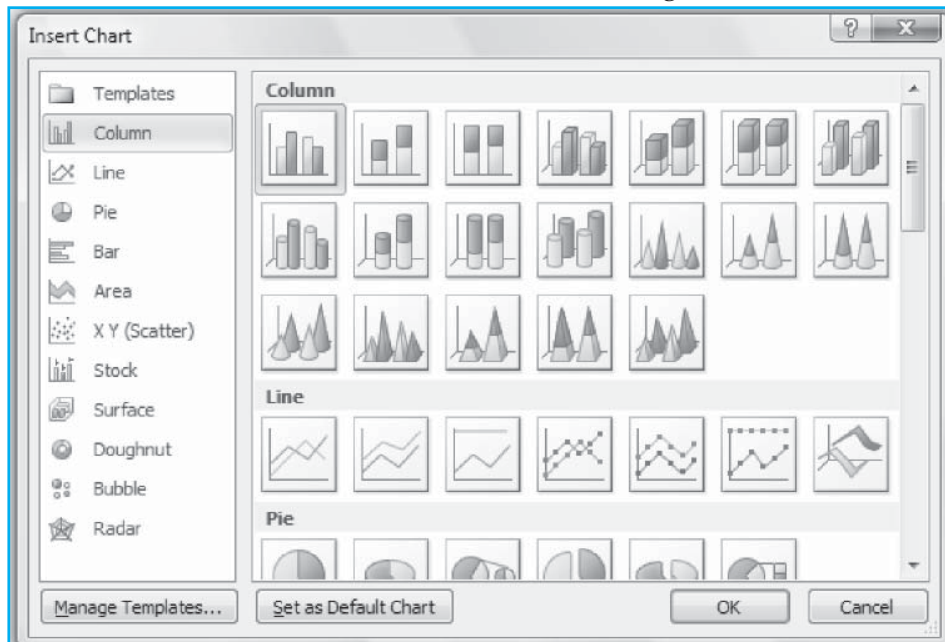

Fig. 2.1.28: Insert Chart Diglog Box

B.   Applying a Chart layout that contains titles

- Click the chart to which we want to apply a chart layout. This displays the **Chart Tools**, adding the **Design**, **Layout** and **Format** tabs as shown in Fig. 2.1.29.

Fig. 2.1.29: Design, Layout and Format Tabs

- On the **Design** tab, in the **Chart Layouts** group, click a layout that contains titles.

C.   Add a Chart Title manually

(i)   Click the chart to which we want to add a title.

(ii)   This displays the **Chart Tools**, adding the **Design**, **Layout** and **Format** tabs.

(iii) On the **Layout** tab, in the **Labels** group, click **Chart Title** as shown below in Fig. 2.1.30.
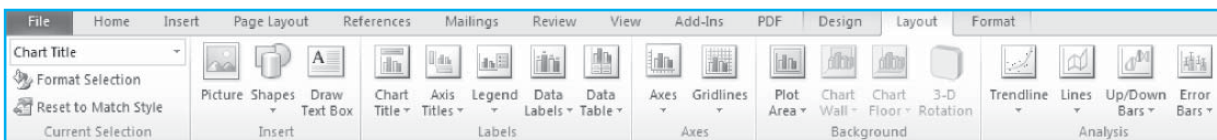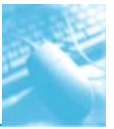

Fig. 2.1.30: Chart Title

VI. Screenshot

In **MS Word 2010**, we can quickly and easily add a screenshot to our file to enhance the readability or capture information without leaving the program that we are working in. We can use this feature to take a picture of all or part of the windows open on our computer. These screenshots are easy to read in printed documents and are useful for capturing snapshots of information that might change or expire, such as a breaking news story or a time-sensitive list of available flights and rates on a travel Web site. **Screenshots** are also helpful for copying from Web pages and other sources whose formatting might not successfully transfer into the file by any other method. Screenshots are static images, therefore, when we take a screenshot of something (for example, a Web page) and the information changes at the source, the screenshot is not updated.

When we click the **Screenshot** button, we can insert the whole program window or use the **Screen Clipping** tool to select part of a window. Only windows that have not been minimized to the taskbar can be captured.

(i)   Click the document that we want to add the screenshot to.

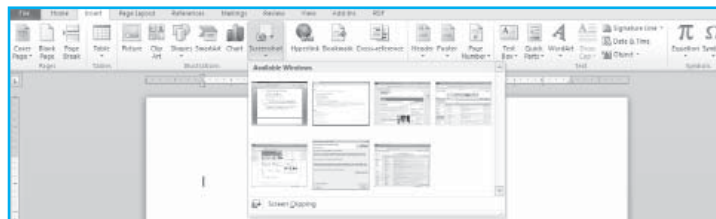(ii)   On the **Insert** tab, in the **Illustrations** group, click **Screenshot** as shown in the Fig. 2.1.31.

Fig. 2.1.31: Screenshot option

(iii) Do one of the following:

- To add the whole window, click the thumbnail in the **Available Windows** gallery.
- To add part of the window, click **Screen Clipping. The last screen displayed** gets redisplayed (but faded) with some crosshairs for us to drag a selection. The area of the screen we select with the crosshairs is 'cut' and pasted into our Word document. After we add the screenshot, we can use the tools on the **Picture Tools** tab to edit and enhance the screenshot.

2.1.4 Links

This group of **Word 2010** helps us insert a bookmark so that we can quickly return to a specific part of our document. It will also help us insert a cross-reference or hyperlink. This group has the following options as shown in the Fig. 2.1.32:

- Hyperlink
- Bookmark
- Cross-reference

I.   Hyperlink
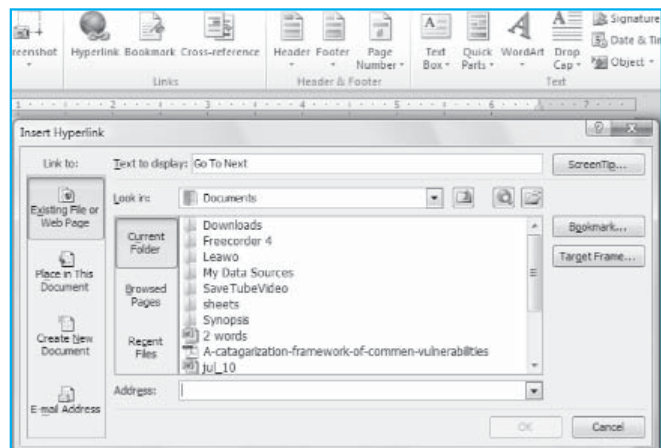
A. Create a customized hyperlink to a document

Fig. 2.1.32: Insert HyperLink Dialog box

Select the text or picture that we want to display as the hyperlink.

(i) On the **Insert** tab, in the **Links** group, click **Hyperlink**. We can also right-click the text or picture and then click **Hyperlink** on the shortcut menu.

(ii) Do one of the following:

- To link to an existing file or Web page, click **Existing File or Web Page** under **Link to** and then type the address that we want to link to in the **Address** box. If we don't know

Fig. 2.1.33: Hyperlink to New Document

the address for a file, click the arrow in the **Look in** list and then navigate to the file that we want, as shown in Fig. 2.1.32.

- To link to a file that we haven't created yet, click **Create New Document** under **Link to**, type the name of the new file in the **Nam**e of new document box and then, under **When to edit**, click **Edit the new document later** or **Edit the new document now** as shown in the Fig. 2.1.33.
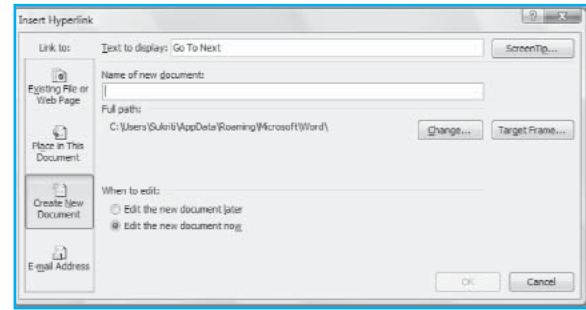
II.   Bookmark

A **Bookmark** identifies a location or a selection of text that we name and identify for future reference. For example, we might use a bookmark to identify text that we want to revise at a later time. Instead of scrolling through the document to locate the text, we can go to it by using the **Bookmark** dialog box. We can also add cross-references to bookmarks. For example, after we insert a bookmark in a document, we can refer to that bookmark from other places in the text by creating cross-references to the bookmark.

A.   Add a bookmark

(i) Select the text or item to which we want to assign a bookmark or click where we want to insert a bookmark.

(ii) On the **Insert** tab, in the **Links** group, click **Bookmark**.

Fig. 2.1.34: Bookmark Dialog Box

(iii) Under **Bookmark name**, type or select a name. **Bookmark** names must begin with a letter and can contain numbers. We can't include spaces in a bookmark name. However, we can use the underscore character to separate words — for example, "First_ heading."
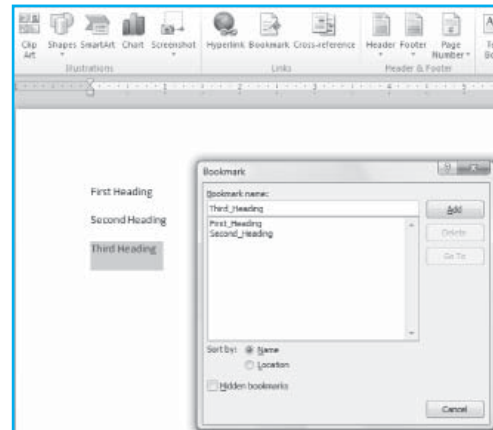
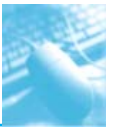(iv) Click **Add** as shown in Fig. 2.1.34.

B.   Change a bookmark

When we add a bookmark to a block of text, **Microsoft Office Word** surrounds the text with square brackets. When we change a bookmarked item, we must ensure that we change the text or graphics inside the brackets.

(a)   Display bookmark brackets

(i) Click the **Microsoft Office Button** and then click **Word Options**.

(ii) Click **Advanced** and then select the **Show bookmarks** check box under **Show document content** and then click **OK** as shown in Fig. 2.1.35.

(b) Go to a specific Bookmark

(i) On the **Insert** tab, in the **Links** group, click **Bookmark**.

(ii) Click either **Name** or **Location** to sort the list of bookmarks in the document.

(iii) Click the name of the bookmark that we want to go to.

(iv) Click **Go To** as shown in Fig. 2.1.34.

(c) Delete a bookmark

(i) On the **Insert** tab, in the **Links** group, click **Bookmark**.

(ii) Click the name of the bookmark we want to delete and then click **Delete** as shown in Fig. 2.1.34.
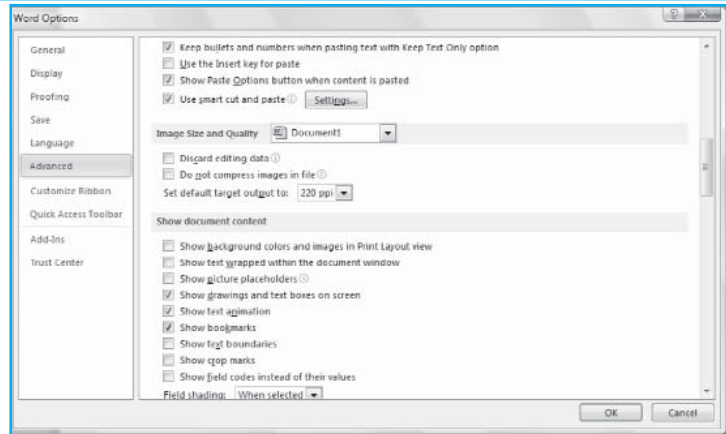
Fig. 2.1.35: Display Bookmark

III. Cross Reference

If we are writing a manual or another type of reference document, we may want to include **Cross-References** within the text to refer the reader from one part of our document to another. As we revise our document, however, there is a good chance that the pagination, section headings, figure numbers and so on will change, requiring us to update all of our cross-references. We can avoid this quagmire altogether if we insert the parts of our cross-references that will need updating as fields. This way, Word can update them for us as needed.

A. Insert Cross-Reference

To insert **a Cross-reference** field, follow these steps:

(i) Click at the spot where we want the cross-reference to go.

(ii) Choose **Insert** and then in **Links** group click **Cross-reference** to display the **Cross-reference** dialog box as shown in Fig. 2.1.36. The **Cross-reference** dialog box allows us to specify the type of item we want to reference and the information we want to appear in our document.

(iii) Display the **Reference Type** drop-down list and select the type of item we want the **Cross-reference** to point to. For example, if we want to refer to a **Bookmark** in our document, choose **Bookmark**. The **Insert Reference To** and **For which Bookmarks** sections in the dialog box change dynamically to present the options available for the reference type we choose.

Fig. 2.1.36: Cross Reference Dialog Box

(iv) In the **Insert Reference To** list, select the type of information that we want to appear in the text and in the **For which Bookmarks** section, select the specific bookmark that we want to refer to.

(v) Click the **Insert** button to insert the field in our document.

(vi) If we have more cross-reference fields we would like to insert, click outside of the dialog box to activate the current document, click at the next location where we want to insert a cross-reference field, click the title bar of the **Cross-reference** dialog box to activate it again and then repeat steps (iii) to (vi). When done, click the **Cancel** button.
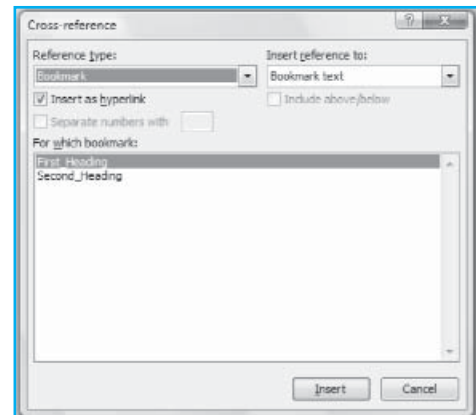
B.   Delete Cross-Reference

To delete a **cross reference**, simply highlight **cross reference** and press the **DELETE** key.

2.1.5 Header & Footer:

The **Header and Footer** section makes inserting a header or footer easy work and also helps us in inserting page numbers. **Header and Footer** are areas in the top, bottom and side margins of each page in a document. We can insert or change text or graphics in headers and footers. For example, we can add page numbers, the time and date a company logo, the document title or file name or the author's name. This group has the following options as shown in Fig. 2.1.37.

- Header
- Footer
- Page Number

I.   Header or a Footer

A.   Inserting a Header or a Footer

Fig. 2.1.37: Header & Footer Group

By default, **Headers and Footers** appear on every page of our document. **Word** gives us several presets to select from; we can also begin with a blank **Header or Footer**.

From the **Insert** command tab, in the **Header & Footer** section, click **Header or Footer**. The scroll list of preset headers or footers appears.

Select the desired header or footer style .To start with a blank **Header/ Footer**, select **Edit Header** or **Edit Footer** as shown in Fig. 2.1.38.

B.   Editing Header or Footer Content

(i)   To edit or format the content of header/footer, many built-in options appear in the **Header & Footer Tools Design Tab.**

(ii)   Double-click within the **Header or Footer**.

(iii) To edit the content of a header, click **Header** and select **Edit Header** as displayed in the Fig. 2.1.38. To edit the content of footer, click **Footer** and then select **Edit Footer** and enter the desired text.

(iv) We may select additional customizing options as shown in the Fig. 2.1.39 as desired.
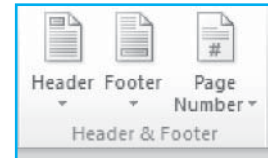
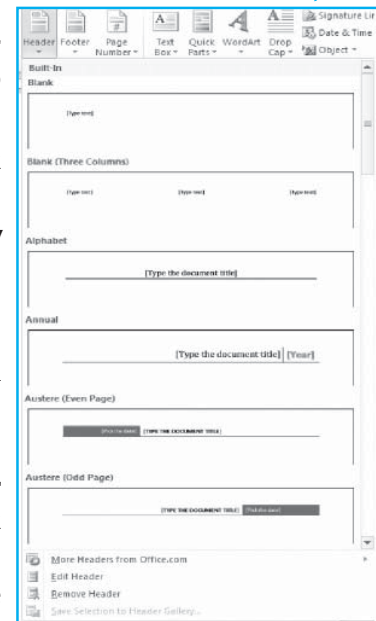(v)   Click **Close Header and Footer**.

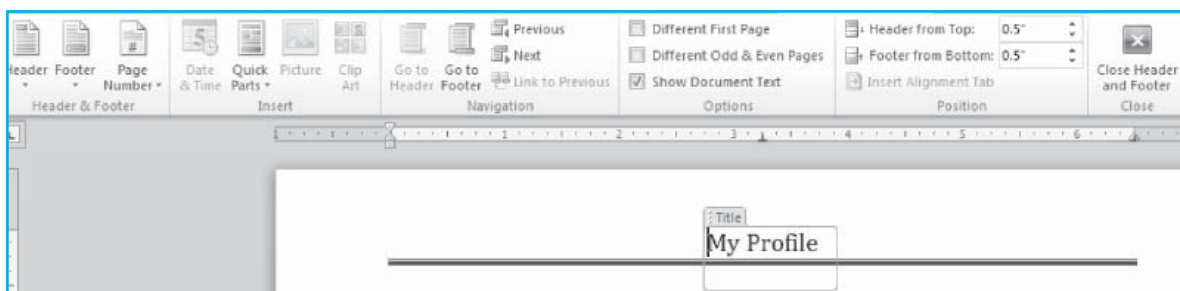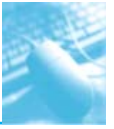*Fig. 2.1.38: Header Options*

Fig. 2.1.39: Header & Footer Tools Design Tab

C.   The Header & Footer Tools Design Tab

The **Header & Footer Tools Design** command tab gets activated only when an existing header or footer is selected. This special command tab provides several unique **Header and Footer** formatting options displayed in the Fig. 2.1.39.

(a)   Header & Footer Group

The buttons in the **Header & Footer** group let us add **Header and Footer**.

(b)   Insert Group

The buttons in the **Insert** group let us add graphics and preformatted text elements (e.g., time and date document properties) to our headers and footer.

(c)   Navigation Group

The **Navigation** group buttons let us navigate between headers and footers and from the header in one section to the header in another section.

(d)   Options Group

The **Options** group provides the options of creating a different header on the first page. We can also select to have a different header/footer on the odd & even pages; this is useful if we need to adjust the alignment of the headers/footers for facing pages. If **Show Document Text** is deselected (i.e., there is no checkmark), then our document's text will not show--only our **header/footer** will show.

(e)   Position Group

This group allows us to adjust where our header appears on the page(s). The default setting is 0.5 inches from the top and bottom of the page.

(f)   Close Header and Footer Group

From here we can exit the header/footer text box and continue editing our document.

D.   Creating Odd and Even Page Headers and Footers

We can create different odd and even page headers and footers, which display different information on the odd and even pages of our document.

- On the first page of the document, double click within the header or footer. The **Header & Footer Tools Design** tab appears.
- From the **Headers & Footers Tools Design** tab, in the **Options s**ection, select **Different Odd & Even Pages** as shown in the Fig. 2.1.39. In the **Odd Page Header** text box, insert the desired information.
- Click **Go To Footer** (Refer to Fig. 2.1.39). In the **Odd Page Footer** text box, insert the desired information.
- To create the header and footer for even pages, in the **Navigation** section, click **Next**.
- In the **Even Page Footer** text box, insert the desired information.
- Click **Go To Header**. In the **Even Page Header** text box, insert the desired information.
- To return to our document, click **Close Header and Footer**.

E.   Removing Header and Footer

Double-click the header and footer and then press **DELETE** key.

II.   Page Numbers

If our document has multiple pages, we can display the page number on each page. In most

documents, page numbers appear in either the header or the footer of each page. **MS Word 2010** has many preformatted page number designs so that we can quickly insert headers or footers that display the page number.

We can also create headers or footers that contain the page number and additional content, such as a graphic, the document title, the author's name or the date.

A. Inserting Page Numbers

(i) On the **Insert** tab, in the **Header and Footer** group, click **Page Number**.

(ii) Click the page number location that we desire.

Fig. 2.1.40: Insert Page Numbers

(iii) In the gallery, scroll through the options and then click the page number format that we want.

(iv) To return to the body of our document, click **Close Header and Footer** on the **Design** tab.

B. Removing page numbers

We can quickly remove a header or footer that consists only of the page number and we can delete just the page number from a header or footer that contains additional content. If we created different first-page or odd-and-even headers or footers or if we use sections that aren't linked, be sure to remove the page numbers from each different **Header or Footer**.

2.1.6 Text:

This group has the following options as shown in the Fig. 2.1.41.

Fig. 2.1.41: Text Group

- Text Box
- Quick parts
- WordArt
- Drop Cap
- Signature Line
- Date & time
- Object

I. Text Box

A. Inserting a text box

(i) On the **Insert** tab, in the **Text** group, either click **Text Box** for some built-in textboxes or click **Draw Text Box** as shown in the Fig. 2.1.42.

(ii) Click in the document and then drag to draw the text box the size that we want.

(iii) To add text to a text box, click inside the text box and then type or paste text. To position the text box, click it and then when the pointer becomes a ✛, drag the text box to a new location. We can change or remove a **text box border** or add a fill or effect to a text box.

To format the text box, double click it which will activate the **Text Box** tools as shown in the Fig. 2.1.43.
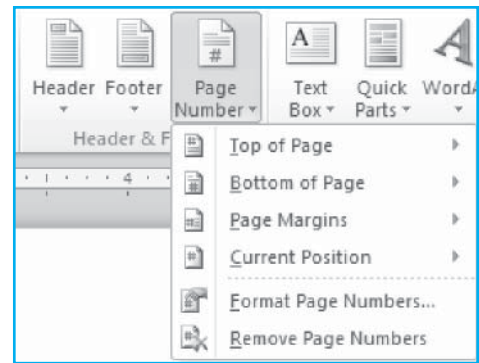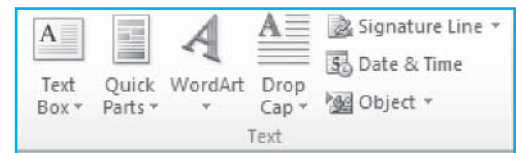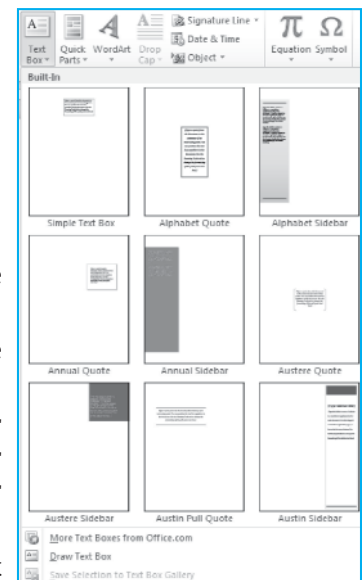

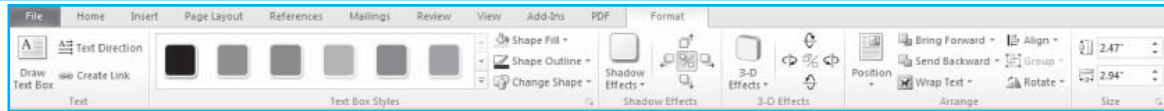*Fig. 2.1.42: Built-In Text boxes*

Fig. 2.1.43: Text Box Tool

B. Deleting a text box

We shall click the border of the text box that we want to delete and then press **DELETE**. Make sure that the pointer is not inside the text box, but rather on the border of the text box. If the pointer is not on the border, pressing **DELETE** will delete the text inside the text box and not the text box.

C. Copying a text box

We shall click the border of the text box that we want to copy. On the **Home** tab, in the **Clipboard** group, click **Copy**. Make sure that the pointer is not inside the text box, but rather on the border of the text box. If the pointer is not on the border, pressing **Copy** will copy the text inside the text box and not the text box. On the **Home** tab, in the **Clipboard** group, click **Paste**.

II. Quick Parts

The Quick Part gallery in **MS Word 2010** is a gallery where we can create, store and find reusable pieces of content, including **AutoText**, document properties such as title and author and fields as displayed in the Fig. 2.1.44. **Quick Parts** can save us a lot of time when we're creating our documents.

A. AutoText

AutoText is reusable content that we can store and access again and again. To do so, follow these steps:

(i) Select the text we want to reuse.

(ii) Click **AutoText** to access the **AutoText gallery** and then click **Save Selection to AutoText Gallery**. By filling in the new building block information we store the content we save to use again and again.

B. Document Property

Click **Document Property** to choose from a list of properties that we can insert in our document. Fill in the document property box to create properties that travel with our document.

C. Field

Use field codes to insert fields that can provide automatically updated information, such as the time, title, page numbers and so on.

Fig. 2.1.44: Quick Parts Option

D. Building Blocks Organizer

We shall click **Building Blocks Organizer** to preview all of the building blocks available to us in Word. We can also edit properties, delete and insert buildings blocks.

E. Save Selection to Quick Part Gallery

We shall select a phrase, sentence or other portion of the document. Click **Insert ->> Text ->> Quick Parts ->> Save Selection to Quick Part Gallery**. After we save a selection to the **Quick Part Gallery**, we can reuse the selection by clicking **Quick Parts** and choosing the selection from the gallery.
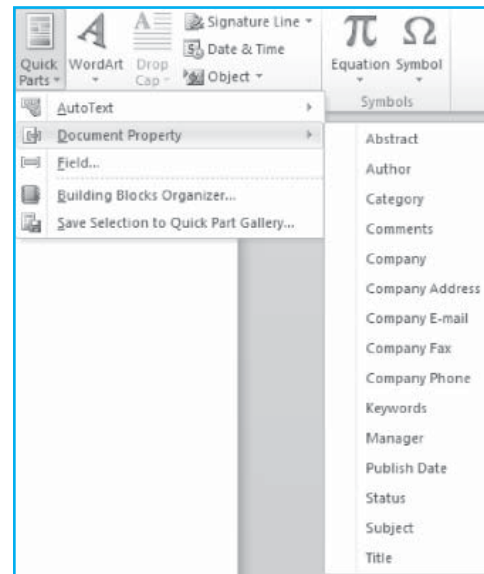
III. WordArt

WordArt is a gallery of text styles that we can add to our **Office** documents to create decorative effects, such as shadowed or mirrored (reflected) text, skew text, stretch a title, make text fit in a preset shape, gradient field and can even convert existing text into **WordArt**.

A.   Creating WordArt

(i)   Click on the **Insert ->> Text ->> Word Art**. The **WordArt** dialog box appears as shown below in Fig. 2.1.45.

(ii) Select the desired style. The **Edit WordArt Text** dialog box appears as shown in Fig. 2.1.45.

(iii) In the **Text** text box, type the desired text and format it from the **Font** or **Size** pull-down lists.

(iv) Click **OK**.
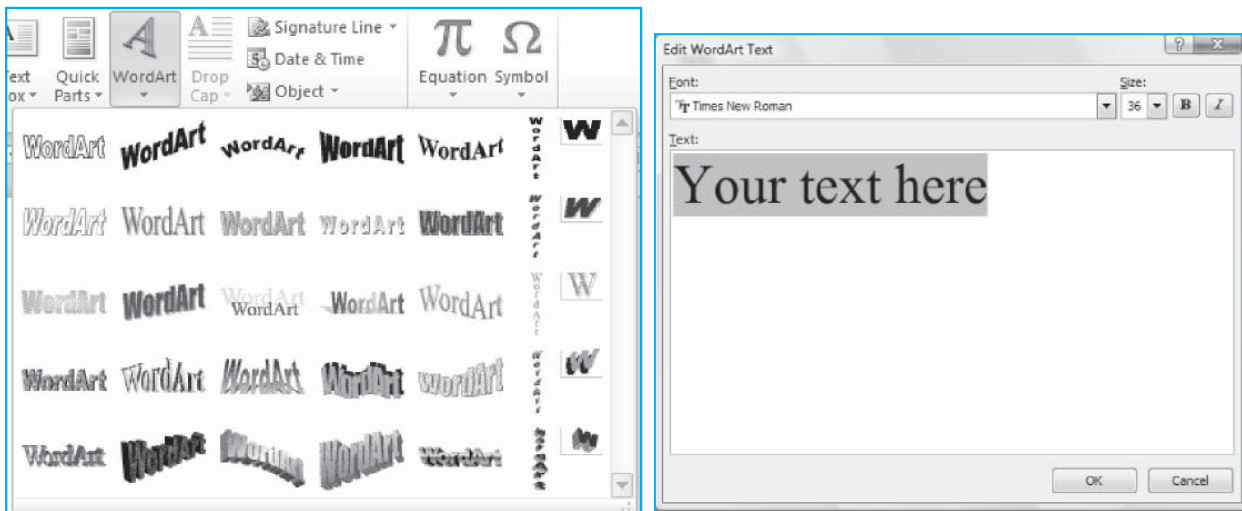
Fig. 2.1.45: WordArt gallery and Dialog Box
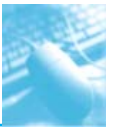
B.   Resizing WordArt

We should be careful when resizing text so that we do not distort the letters excessively, making them unreadable. Using corner handles does not automatically resize proportionally. To resize proportionally, one should follow these steps:

(i)   Select the **WordArt**. Sizing handles appear on the text box area.

(ii) Place the pointer over one of the sizing handles. When the pointer changes to a two-directional arrow, we can move the pointer in any direction.

(iii) Click and drag the border to the desired size. A dotted outline appears indicating the new size.

(iv) Release the mouse.

C.   Moving / Editing WordArt

If the **WordArt** we have created is in the wrong place, the image can be easily moved. Click the **WordArt** once to select it. The **WordArt** tools get displayed. Use **Wrap Text** option to move the **WordArt** and **Edit Text** option to edit the content of the **WordArt**. **WordArt styles, Shadow Effects, 3-D Effects** can be applied to **WordArt** window and can also be arranged and resized using the options available in the **WordArt** Tools.

D. Convert existing text to WordArt in PowerPoint and Word

(i)   Select the text that is required to be converted to **WordArt**.

(ii) Click **Insert ->> Text ->> WordArt** and then choose the **WordArt** that we want.

E. Removing the WordArt Style

When we remove the **WordArt** style from our text, the text remains and changes to plain text.

(i)   Select the **WordArt** text that we want to remove the **WordArt style** from.

(ii) On the **Home** tab, in the **Font** group, click **Clear Formatting** ![icon].

F. Deleting the WordArt

Select the **WordArt** that we want to remove and then press **DELETE**.

IV. Drop Cap

Drop Cap are those giant letters that begin the first paragraph of a chapter or document. They get attention by standing out and demanding focus.

A. Inserting Drop Cap

(i)   Highlight the paragraph that will contain the drop cap.

(ii) Click the **Insert** tab.

(iii) In the **Text** section, click **Drop Cap**.

(iv) Select either **Dropped** or **In margin** as shown in Fig. 2.1.46.

B. Removing Drop Cap

(i)   Highlight the paragraph that contains the drop cap.

(ii) Click the **Insert** tab.

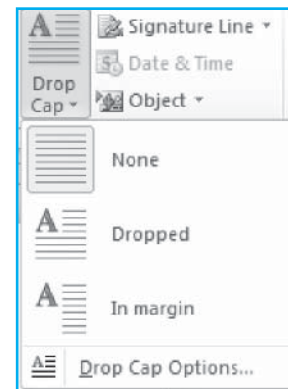(iii) In the **Text** section, click **Drop Cap**.

(iv) Select **None**.

Fig. 2.1.46: Drop Cap Options

V. Signature Line

We can add a signature line to a document; add a graphic of our handwritten signature or save a signature block as an **AutoText** building block. **Signature Line** helps to provide assurance in terms of authenticity, integrity and origin of our document by adding a digital signature to the document. In **Office Word 2010**, either we can add an invisible digital signature to a document or we can insert a **Microsoft Office Signature Line** to capture a visible representation of a signature along with a digital signature.

The ability to capture digital signatures by using signature lines in Office documents makes it possible for organizations to use paperless signing processes for documents like contracts or other agreements. Unlike signatures on paper, digital signatures provide a record of exactly what was signed and they allow the signature to be verified in the future.

A. Inserting a Signature into a Word document
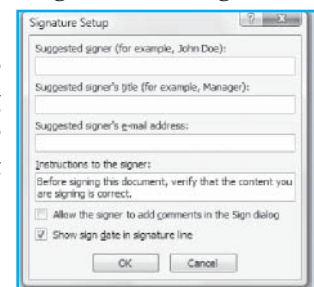
(i)   Create and Save document we wish to sign.

Fig. 2.1.47: Signature Setup Window

(ii) From the menu bar, click the **Insert** tab and then click **Signature Line**.

(iii) **Signature Setup** window appears which allows us to configure what information is injected with the **Signature Line**, (Optional) as shown in Fig. 2.1.47. The **Signature Line** is now displayed where the signature will be created.

(iv) Right-click on the **X**, in the **Signature Line** and then select **Sign** as shown in Fig. 2.1.48. An image such as logo or image of signature can be added, to the **Signature Line**. **Word** will automatically display **Certificates** available for signing from certificate store or token, which can be accepted or changed.

Fig. 2.1.48: Sign On option

(v) Word creates the signature and document is saved.
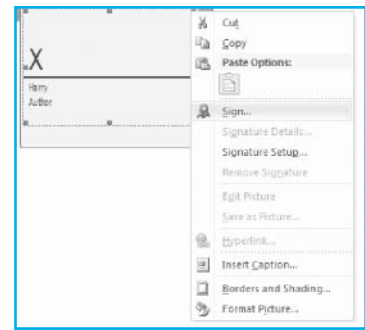
VI. Date & Time

Word 2010 provides the facility of inserting date and time in the **Word** documents. The date/ time can either be automatically updated or the original date and time can be maintained as static filed.

(i) Click where we want to insert the date or time.

(ii) On the **Insert** menu, click **Date and Time**. The **Date and Time** dialog box gets opened as shown in Fig. 2.1.49.

Fig. 2.1.49: Date and Time Box

(iii) If we want to insert the date or time in a different language format, then click the language in the **Language** box. The **Language** box includes a list of the enabled editing languages. Additional date and time options may also be available, depending on the language that we selected.

(iv) In the **Available** format box, click a **date or time** format.

(v) Select whether we want the date to automatically update or to remain as originally inserted. Do one of the following:

- To insert the date and time as a field that's automatically updated when we open or print the document, select the **Update automatically** check box.

Fig. 2.1.50: Object Dialog Box

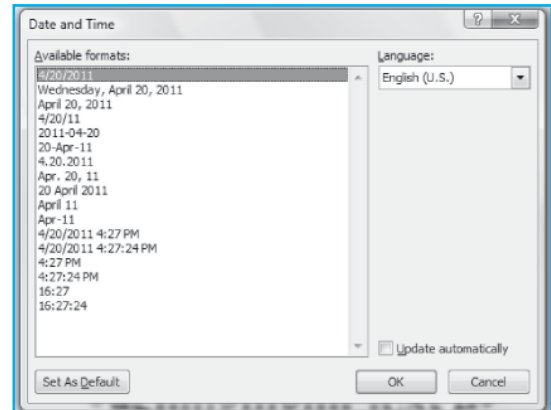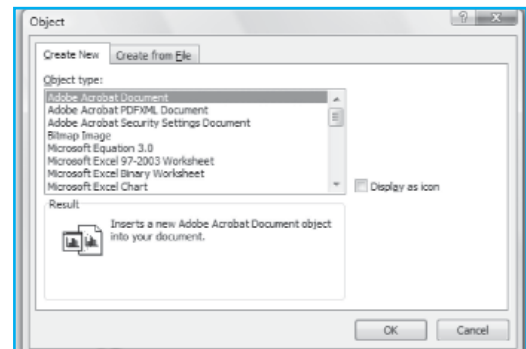- To maintain the original date and time as static text, clear the **Update automatically** check box.

VII. Object

We can create a linked object or embedded object from any program that supports linked objects and embedded objects.

A. Creating a new Embedded object

(i) Click in the document where we want to place the embedded object.

(ii) On the **Insert** menu, click **Object** and then click the **Create New** tab.

(iii) In the **Object** type box, click the type of object we want to create as shown in Fig. 2.1.50. Only programs that are installed on our computer and that support linked objects and embedded objects appear in the **Object** type box.

(iv) To display the embedded object as an icon — for example, if we want to minimize the amount of space the object uses in the document — select the **Display as icon** check box.

B. Creating a linked object or embedded object with existing information

(i) Open the file that contains the information we want to create a linked object or embedded object from and then select the information and click **Copy**.

(ii) Switch to the **Microsoft Word** document and then click where we want the information to appear.

(iii) On the **Clipboard** option of **Home** tab, explore different **Paste Options**. Once we have created an object, we can change its appearance to meet our design needs by resizing, shading, adding shadows, and/or creating 3-D effects.

2.1.7 Symbols

This group has the following options as shown in Fig. 2.1.51.
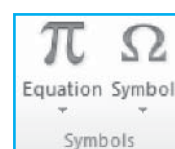
- Equation
- Symbol

Fig. 2.1.51:
Symbols Tab

I. Equation

Microsoft Word 2010 includes built-in support for writing and editing equations. Previous versions used the **Microsoft Equation 3.0 add-in** or the **Math Type add - in**. If an equation was written in a previous version of Word and we want to edit the equation by using **Word 2010**, we need to use the add-in that was used to write the equation.

A. Writing an Equation

To access the mathematical equations tool, do the following:

(i) Place the cursor in the document where the equation is to be inserted.

(ii) Click the **Insert ->> Symbols ->> Equation**.

(iii) Choose the appropriate equation and structure that we want or click **Insert New Equation** to type an equation as shown in the Fig. 2.1.52.

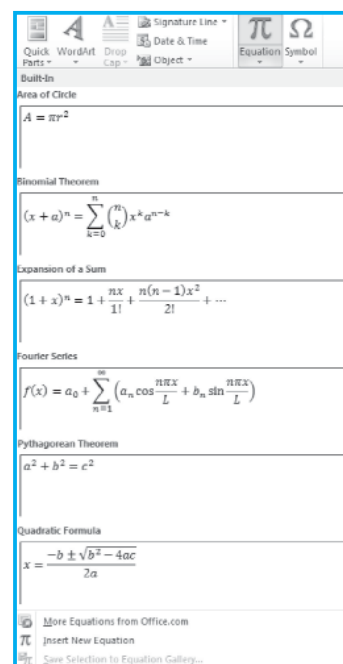(iv) To edit the equation, click the equation and the **Design** Tool as shown in Fig. 2.1.53.

Fig. 2.1.52: Build-In
Equations
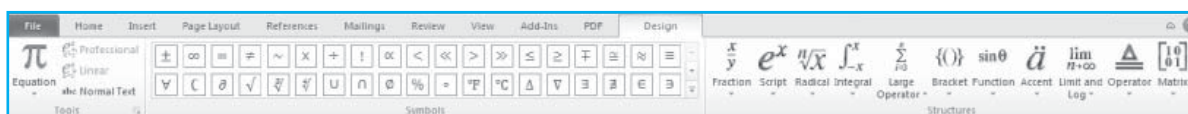

Fig. 2.1.53: Design Tool

II. Symbol

Symbols and Special Characters

Special characters are punctuation, spacing or typographical characters that are not generally available on the standard keyboard. To insert symbols and special characters:

(i)   Place the cursor in the document where the symbol is to be inserted.

(ii) Click the **Insert ->> Symbols ->> Symbol** tab.

(iii) Choose the appropriate symbol. For more symbols click the option **More Symbol** as shown in the Fig. 2.1.54. Once inserted, it can be copied, cut and pasted just like regular text.
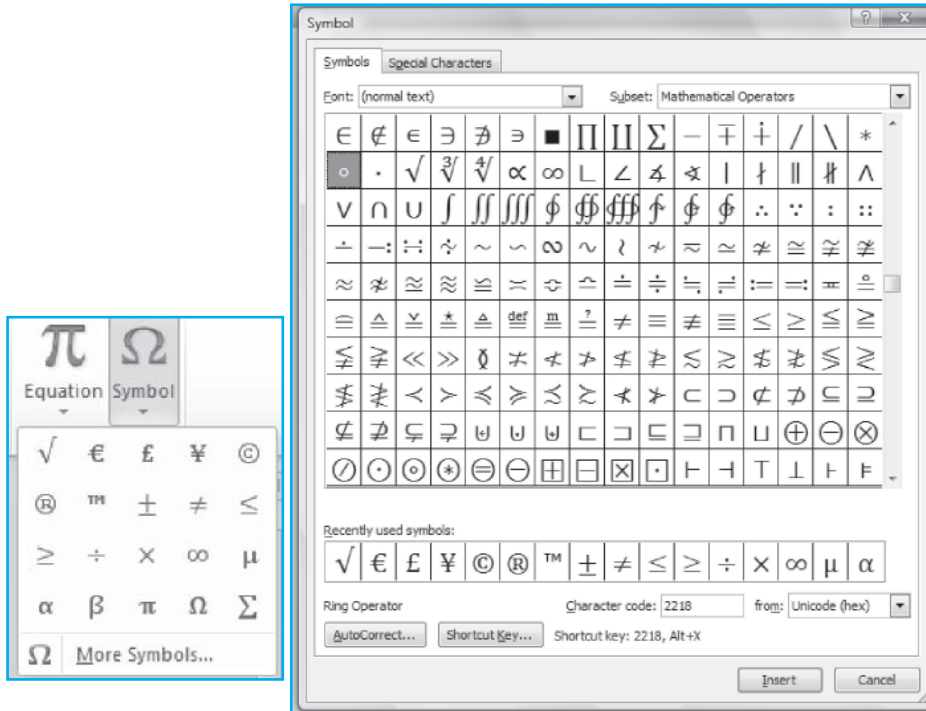

Fig. 2.1.54: Symbols Tab

REFERENCES

http://office.microsoft.com/en-us/word-help/quick-start-add-a-chart-to-your-document-HA010379388.aspx

http://office.microsoft.com/en-us/word-help/create-a-smartart-graphic-HA010354861.aspx

3

MANAGING DOCUMENTS

LEARNING OBJECTIVES

- To introduce the concept of Table of contents, footnotes & endnotes and captions etc. in word documents (**References Tab**).
- What is Template?
- Create and download a template from office.com
- Edit and modify the template
- Introduction Version Control in word 2010
- Configure Auto save settings
- Manage auto Save Versions
- Restore and Compare Versions
- Recover Unsaved files
- To know different types of document views, zooming concepts (**View Tab**).
- To create, execute and delete Macros in word documents (**View Tab**).
- To save a word document as PDF file (**PDF Tab**).

Word 2010 offers great tools for citing sources, creating a bibliography and managing the sources. The first step to create a reference list and citations in a document is to choose the appropriate style that we will be using for formatting the citations and references.

3.1 REFERENCES

It has the following options as shown in Fig. 3.1.1:

1. Table of Contents
2. Footnotes
3. Citations & Bibliography
4. Captions
5. Index
6. Table of Authorities
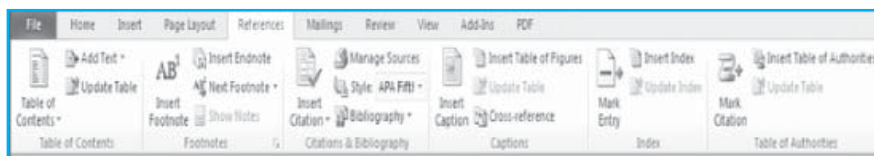
Fig. 3.1.1: References Tab

3.1.1 Table of Contents Group

This group has the following options as shown in Fig. 3.1.2.

- Table of Contents
- Add Text
- Update Table

We can create a table of contents by choosing the heading styles — for example, Heading 1, Heading 2 and Heading 3 — that we want to include in the table of contents. **Microsoft Office Word** searches for headings that match the style that we choose formats and indents the entry text according to the heading style and then inserts the table of contents into the document.
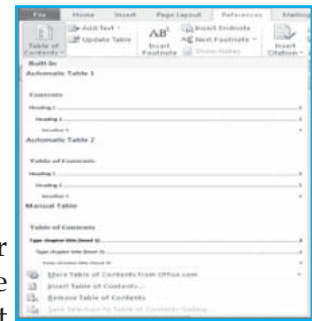

Fig. 3.1.2: Table of Contents

I.   Table of Contents

Microsoft Office Word 2010 provides a gallery of automatic table of contents styles. We can create a table of contents by applying heading styles — for example, Heading 1, Heading 2 and Heading 3 — to the text that we want to include in the table of contents. **Microsoft Word 2010** searches for those headings and then inserts the table of contents into our document. When we create a table of contents this way, we can automatically update it if we make changes in our document**. Microsoft Word 2010** provides a gallery of automatic table of contents styles. Mark the table of contents entries and then click the table of contents style that we want from the gallery of options. We can also create a custom table of contents with the options we choose and any custom styles that we have applied by using the **Table of Contents** dialog box or we can manually type a table of contents.

A.   Create a Table of contents from the Gallery

Mark the **Table of Contents** entries and then click the table of contents style that we want from the gallery of options. **Office Word 2010** automatically creates the table of contents from the headings that we marked.

(i)   Click where we want to insert the table of contents.

(ii)   Click **References ->> Table of Contents ->> Insert Table of Contents**.

(iii) Click the table of styles we want as shown in the Fig. 3.1.2.

B.   Create a Custom Table of Contents

Use this procedure to create **Table of Contents**.

(i)   Click where we want to insert the table of contents, usually at the beginning of a document.

(ii)   On the **References** tab, in the **Table of Contents** group, click **Table of Contents** and then click **Insert Table of Contents** as shown in the Fig. 3.1.2.

(iii) In the **Table of Contents** dialog box as shown in the Fig. 3.1.3, do any of the following:

- To change how many heading levels are displayed in the table of contents, enter the number that we want in the box next to **Show levels**, under **General**.
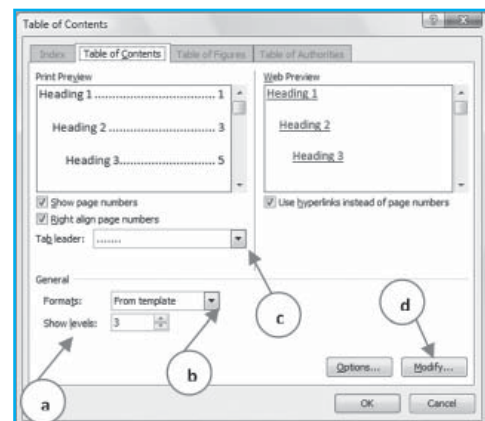

Fig. 3.1.3: Table of Contents Dialog Box

- To change the overall look of the table of contents, click a different format in the **Formats** list. We can see what our choice looks like in the **Print Preview** and **Web Preview** areas.
- To change the type of line that appears between the entry text and the page number, click an option in the **Tab leader** list.
- To change the way heading levels are displayed in the table of contents, click **Modify**. In the **Style** dialog box, click the level that we want to change and then click **Modify**. In the **Modify Style** dialog box, we can change the font, the size and the amount of indentation.

C. To Mark Individual Entries

(i) Select the text we wish to make a heading.

(ii) Click the **References** Tab.

(iii) Click **Add Text** in the **Table of Contents** Group.

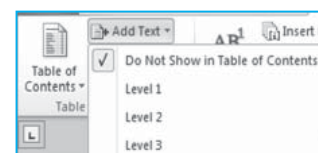(iv) Click the **Level** that we want to label our selection as shown in Fig. 3.1.4.

Fig. 3.1.4: Add level Option

D. Update Table of Contents

If we have added or removed headings or other **Table of Contents** entries in our document, we can update the table of contents.

(i) Click the **References** tab, in the **Table of Contents** group; click **Update Table** as shown in the Fig. 3.1.5.

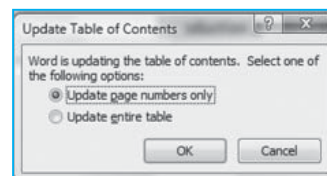(ii) Choose either **Update Page Numbers only** or **Update entire table** as shown in Fig. 3.1.5.

Fig. 3.1.5: Update To C

E. Delete Table of Contents

To delete a table of contents, do the following;

(i) Choose the **Table of Contents** to be deleted.

(ii) Click the **References** tab.

(iii) Click **Table of Contents**.

(iv) Click **Remove Table of Contents** as shown in Fig. 3.1.2.

3.1.2 Footnotes Group

Footnotes and **Endnotes** are used in printed documents to explain, comment on or provide references for text of a document. We might use footnotes for detailed comments and endnotes for citation of sources.

This group has the following options as shown in the Fig. 3.1.6.

- Insert Footnote
- Insert Endnote
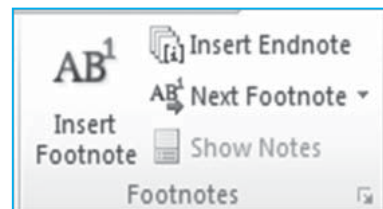- Next Footnote
- Show Notes

Fig. 3.1.6: Footnotes Group

I. Insert a Footnote or an Endnote

MS Word 2010 automatically numbers footnotes and endnotes. We can use a single numbering scheme throughout a document or we can use different numbering schemes within each section in a document.

To insert a footnote, we should follow these steps:

(i) In the **Print Layout** view, click where we want to insert the note reference mark. By default, Word places footnotes at the end of each page and endnotes at the end of the document.

(ii) On the **References** tab, in the **Footnotes** group, click **Insert Footnote** or **Insert Endnote** as shown in Fig. 3.1.6. The keyboard shortcuts to insert a subsequent footnote or end note are to press **CTRL+ALT+ F** or **CTRL+ALT+D** respectively.

(iii) Type the note text. Double – click the footnote or endnote references mark to return to the reference mark in the document.

(iv) To change the location or format of footnotes or endnotes, click the **Footnote & Endnote Dialog Box Launcher** by clicking on to the arrow next to **Footnotes** and do one of the following:

- To convert footnotes to endnotes or vice-versa, under **Location** choose either **Footnotes** or **Endnotes** and then click **Convert**. In the **Convert Notes dialog box**, click **OK** as shown in the Fig. 3.1.7.

- To change the numbering format, click the desired formatting in the **Number format** box and click **Apply**.

- To use a custom mark instead of a traditional number format, click **Symbol** next to **Custom mark** and then choose a mark from the available symbols. This will not change the existing note reference marks. It will only add new ones.
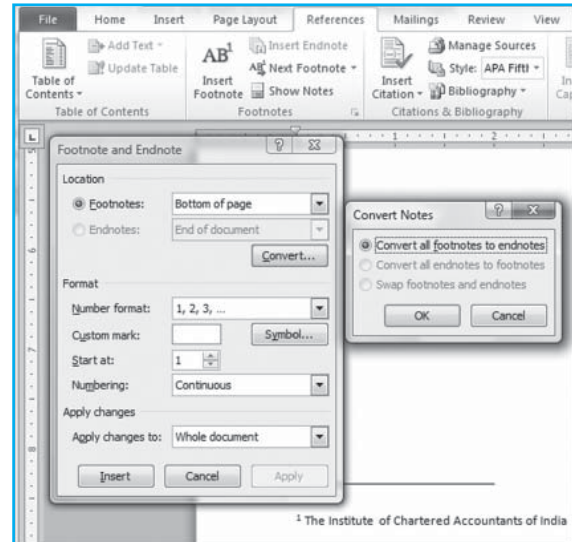

Fig. 3.1.7: Footnote & Endnote Dialog Box Launcher and Convert Notes Dialog Box

II.   Delete a footnote or an endnote

When we want to delete a note, we work with the note reference mark in the document window, not the text in the note. If we delete an automatically numbered note reference mark, **Word** renumbers the notes in the new order. In the document, select the note reference mark of the footnote or endnote that we want to delete and then press **DELETE**.

3.1.3 Citations & Bibliography Group

This group has the following options as shown in Fig. 3.1.8.

- Insert Citation
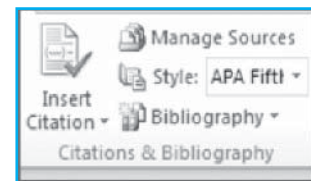- Manage Sources
- Style
- Bibliography

Fig. 3.1.8: Citations and Bibliography Group

A **Bibliography** is a list of sources, usually placed at the end of a document that we consulted or cited in creating the document. In **Microsoft Word 2010**, we can automatically generate a bibliography based on the source information that we provide for the document. Each time that we create a new source, the source information is saved on our computer, so that we can find and use any source we have created. We can choose the bibliography style that we want and we can add new bibliography styles.

I.   Insert Citation

A.   Adding a new citation and source to a document

(i) On the **References** tab, in the **Citations & Bibliography** group, click the arrow next to **Style** as shown in the Fig. 3.1.8.

(ii) Click the style that we want to use for the citation and source.

(iii) Click at the end of the sentence or phrase that we want to cite.

(iv) On the **References** tab, in the **Citations & Bibliography** group, click **Insert Citation** as shown in the Fig. 3.1.8.

(v) Do one of the following:

- To add the source information, click **Add New Source as** shown in the Fig. 3.1.9.

- To add a placeholder, so that we can create a citation and fill in the source information later, click **Add New Placeholder** as shown in the Fig. 3.1.9.

(vi) Begin to fill in the source information by clicking the arrow next to **Type of source**. For example, our source might be a book, a report or a Web site.

(vii)Fill in the bibliography information for the source. To add more information about a source, click the **Show All Bibliography Fields** check box.
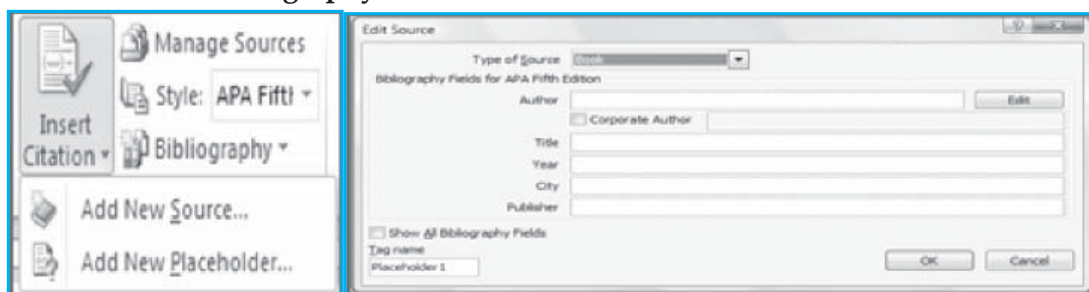

Fig. 3.1.9: Insert Citation and Edit Source Dialog Box

II.   Manage Sources

Once we have completed a document we may need to add or delete sources, modify existing sources or complete the information for the placeholder.

A.   To Find/Add/Delete/Edit Manage Sources

To search for a source from the list of sources, we shall use **Manage Sources** command. Do the following:

(i) On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources** as shown in the Fig. 3.1.8. The Fig. 3.1.10 gets opened.
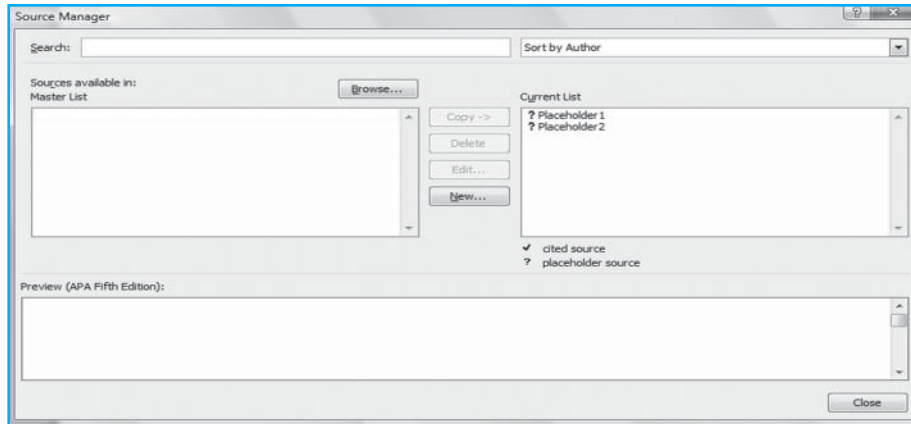
Fig. 3.1.10: Source Manager Dialog Box

(ii) To find a specific source, do one of the following:

- In the sorting box, sort by author, title, citation tag name or year and then search the resulting list for the source that we want to find.
- In the **Search** box, type the title or author for the source that we want to find. The list dynamically narrows to match our search term.
- From this menu we can **Add, Delete and Edit Sources** (we can preview the source in the bottom pane of the window.

III. Style

To choose a publishing style, do the following:

(i) Click the **References** tab.

(ii) Click the drop down box next to **Style** in the **Citations & Bibliography Group**.

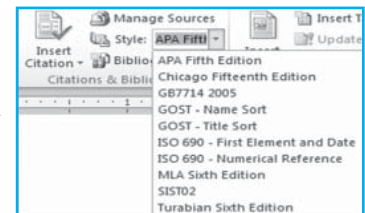(iii) Choose the appropriate style as shown in Fig. 3.1.11.

Fig. 3.1.11: Style Group

IV. Bibliography

A. Create a Bibliography

We can create a bibliography at any point after we insert one or more sources in a document. If we don't have all of the information that we need about a source to create a complete citation, we can use a placeholder citation and then complete the source information later.

(i) Click where we want to insert a bibliography, usually at the end of the document.

(ii) On the **References** tab, in the **Citations & Bibliography** group, click **Bibliography**.

(iii) As displayed in the Fig. 3.1.12, click a predesigned bibliography format to insert the bibliography into the document.
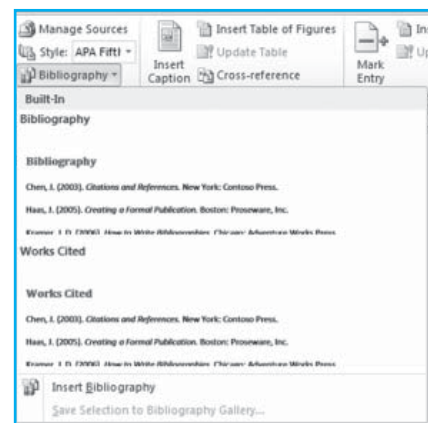

Fig. 3.1.12: Bibliography Option

3.1.4 Captions Group

This group has the following options as shown in Fig. 3.1.13:

- Insert Caption
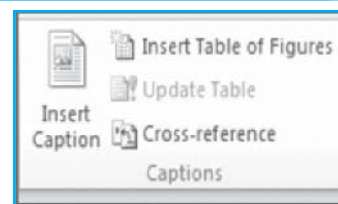- Insert Table of Figures
- Update Table
- Cross-Reference

I. Insert Caption

A caption is a numbered label, such as **Figure 1**, that we can add to a figure, a table, an equation or another object. We can add captions to figures, equations or other objects and can also use those captions to create a table of the captioned items for example, a table of figures or a table of equations.

A. Add Captions

We can add captions to figures, equations or other objects. We can also use those captions to create a table of the captioned items.

(i) Select the object (table, equation, figure or another object) that we want to add a caption to.

(ii) On the **References** tab, in the **Captions** group, click **Insert Caption**, as shown in Fig. 3.1.13. The **Caption** dialog box shown in Fig. 3.1.14 will get appeared on the screen.

(iii) In the **Label** list, select the label that best describes the object, such as a figure, table or equation. If the list doesn't provide the correct label, click **New Label**, type the new label in the **Label** box and then click **OK**.

(iv) Type any text, including punctuation that we want to appear after the label.
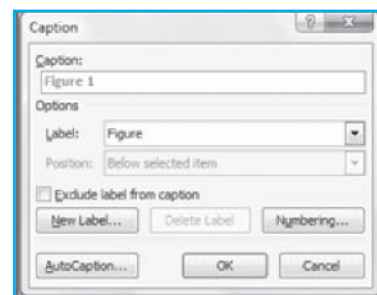
(v) Select any other options that we want.

Fig. 3.1.14: Caption Dialog Box

B. Include chapter numbers in captions

To include chapter numbers in captions, we must apply a unique heading style to chapter headings. For example, if we use the **Heading 1 style** for chapter headings, do not use the **Heading 1** style for any other text in the document.

(i) Select the item that we want to add a caption to.

(ii) On the **References** tab, in the **Captions** group, click **Insert Caption**.

(iii) In the **Label** list, select the item for which we want **Microsoft Office Word** to insert a caption.

(iv) Type any text that we want to appear after the label.

(v) Click **Numbering**. Select the **Include chapter number** check box as shown in Fig. 3.1.15.

(vi) In the **Chapter starts with style list**, select the heading style that was applied to the chapter heading.
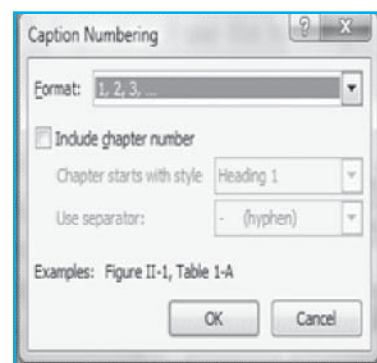

Fig. 3.1.15: Caption Numbering

(vii) In the **Use separator list,** select a punctuation mark to separate the chapter number from the caption number.

C.   Delete a Caption

(i)   Select the caption we want to delete from our document.

(ii)   Press **DELETE**. After we delete a caption, we can update the remaining captions.

D.   Update caption numbers

If we insert a new caption, **Microsoft Office Word** automatically updates the caption numbers. However, if we delete or move a caption, we must manually update the captions.

(i)   Select a caption or captions to update. Do one of the following:

   ● To update a specific caption, select it.
   ● To update all captions, click anywhere in the document and press **CTRL+A** to select the entire document.

(ii)   Right-click and then click **Update Field** on the shortcut menu.

II.   Table of Figures

If we have graphics, charts, slides and so on in our document, we can create a **Table of Figures** which is defined as a list of the captions that appear in the document and the associated page numbers. In order to create a **Table of Figure**, we must first label the figures in our document by inserting captions. When we build a **Table of Figures**, **Microsoft Word** searches for the captions, sorts them by number and displays them in the document.

A.   Using captions to create a Table of Figures

(i)   Firstly add captions to the figures that we want to list in the **Table of Figures**.

(ii)   Click where we want to insert the **Table of Figures**.

(iii) On the **References** tab, in the **Captions** group, click **Insert Table of Figures** as shown in the Fig. 3.1.13.

(iv) In the **Caption Label** list shown in the Fig. 3.1.14, click the label type for the items that we want to include in our **Table of Figures**.

(v)   Choose any other option that we want and click **OK**.

B.   Using styles to create a Table of Figures

(i)   Click where we want to insert the **Table of Figures**.

(ii)   On the **References** tab, in the **Captions** group, click **Insert Table of Figures** as shown in the Fig. 3.1.13.

(iii) Click **Options**. The Fig. 3.1.16 indicated with the arrow gets displayed on the screen.

(iv) Select the **Style** check box. In the style list, click the style that we applied to the captions and then click **OK**. Choose any other options that we want and then click **OK**.
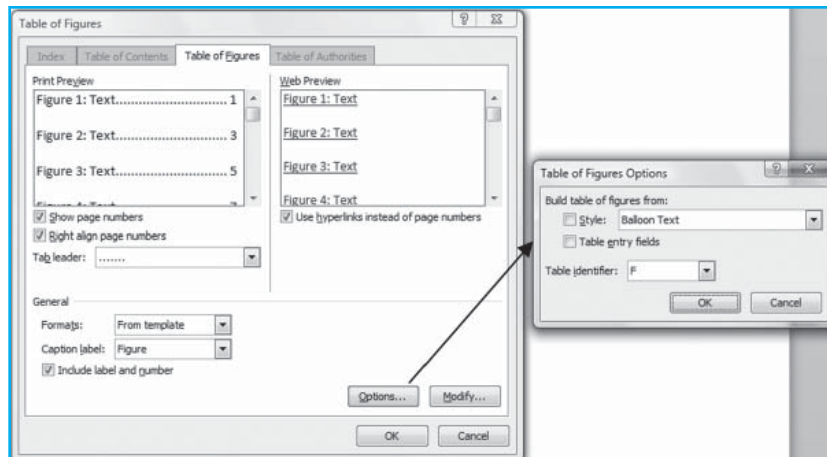
Fig. 3.1.16: Table of Figures options

III. Cross References

We can create a cross-reference only to an item that is in the same document as the cross-reference. To cross-reference an item in another document, we need to first combine the documents into a master document. We can use a master document to set up and manage a multipart document, such as a book with several chapters. The item we cross-reference, such as a heading or bookmark, must already exist. For example, we must insert a bookmark before we cross-reference it.

(i) In the document, type the introductory text that begins the cross-reference.

(ii) In the **Captions** tab of **References** group, click **Cross-reference**. The Fig. 3.1.17 gets displayed.

(iii) In the **Reference type** box, click the type of item we want to refer to — for example, a heading.

(iv) In the **Insert reference to** box, click the information we want to insert in the document — for example, the heading text.

(v) In the **For which numberd item** box, click the specific item we want to refer to .

(vi) To allow users to jump to the referenced item, select the **Insert as hyperlink** check box. If the **Include above/below** check box is available, we can select this check box to include information about the relative position of the referenced item.
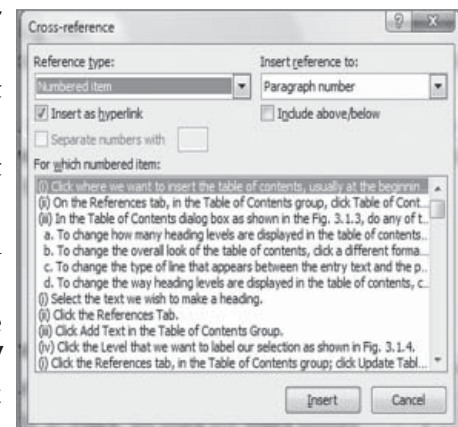
(vii) Click **Insert**.

Fig. 3.1.17: Cross-reference Dialog Box

3.1.5 Index Group

An **Index** lists the terms and topics that are discussed in a document, along with the pages that they appear on. To create an **Index**, we mark the **index** entries by providing the name of the main entry and the cross-reference in our document and then we build the index. This group has the following options shown in Fig. 3.1.18:
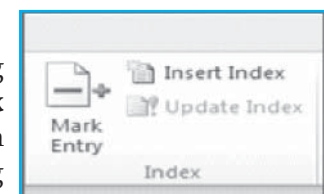

Fig. 3.1.18: Index Group

- Mark Entry
- Insert Index
- Update Index

I. Create an index

We can create an index entry:

- For an individual word, phrase or symbol,
- For a topic that spans a range of pages
- That refers to another entry, such as "Transportation. See Bicycles"

When we select text and mark it as an index entry, **Microsoft Office Word** adds a special **XE (Index Entry)** field that includes the marked main entry and any cross-reference information that we choose to include. After we mark all the index entries, we choose an index design and build the finished index. **Word** collects the index entries, sorts them alphabetically, references their page numbers, finds and removes duplicate entries from the same page and displays the index in the document.

A. Mark index entries and create an index

To create an index, we mark the entries, select a design and then build the index.

Step 1: Mark index entries

To mark index entries, do one of the following:

- Mark words or phrases
- Mark entries for text that spans a range of pages.

Mark words or phrases

(i) To use existing text as an index entry, select the text. To enter our own text as an index entry, click where we want to insert the index entry.

(ii) On the **References** tab, in the **Index** group, click **Mark Entry** as shown in the Fig. 3.1.19.

(iii) To create the main index entry that uses our own text, type or edit the text in the **Main Index Entry** box as shown in Fig. 3.1.19.

(iv) If desired, we can customize the entry by creating a subentry a third-level entry or a cross-reference to another entry:

- To create a subentry, type the text in the **Subentry** box.
- To include a third-level entry, type the subentry text followed by a colon (:) and then type the text of the third-level entry.
- To create a cross-reference to another entry, click **Cross-reference** under **Options** and then type the text for the other entry in the box.

(v) To format the page numbers that will appear in the index, select the **Bold** check box or the **Italic** check box below **Page number format**. To format the text for the index, select the text in the **Main entry** or **Subentry** box right-click and then click **Font**. Select the formatting options that we want to use.
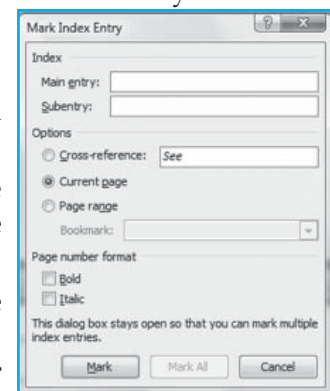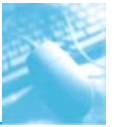
Fig. 3.1.19: Mark Index Entry Dialog Box

(vi) To mark the index entry, click **Mark**. To mark all occurrences of this text in the document, click **Mark All**.

(vii) To mark additional index entries, select the text, click in the **Mark Index Entry** dialog box and then repeat step (iii) through step (vi).

Mark words or phrases for text that spans a range of pages

(i) Select the range of text that we want the index entry to refer to.

(ii) On the **Insert** tab, in the **Links** group, click **Bookmark**.

(iii) In the **Bookmark** name box, type a name and then click **Add**. In the document, click at the end of the text that we marked with a bookmark.

(iv) On the **References** tab, in the **Index** group, click **Mark Entry** as shown in Fig. 3.1.18.

(v) In the **Main Index** entry box, type the **index** entry for the marked text shown in the Fig. 3.1.20.

To format the page numbers that will appear in the index, select the **Bold** check box or the **Italic** check box below **Page number format**. To format the text for the index, select the text in the **Main** entry or **Subentry** box right-click and then click **Font**. Select the formatting options that we want to use.

(vi) Under **Options**, click **Page range**.

(vii) In the **Bookmark** box, type or select the bookmark name that we typed in step (iii) and then click **Mark**.

Step 2: Create the index

After we mark the entries, we are ready to select an index design and insert the index into our document.

(i) Click where we want to add the index.

(ii) On the **References** tab, in the **Index** group, click **Insert Index**. The Fig. 3.1.20 appears on the screen.

Fig. 3.1.20: Index Dialog box

(iii) Do one of the following:

- Click a design in the **Formats** box to use one of the available index designs.
- Design a custom index layout:
- In the **Formats** box, click **From template** and then click **Modify**.
- In the **Style** dialog box, click the **index** style that we want to change and then click **Modify**.
- Under **Formatting**, select the options that we want.
- To add the style changes to our template, click **All documents** based on the template and click **OK** twice.

(iv) Select any other index options that we want.

II. Edit or format an index entry

(i) If we don't see the **XE** fields, click **Show/Hide** ¶ in the **Paragraph** group on the **Home** tab.

(ii) Find the **XE** field for the entry that we want to change.

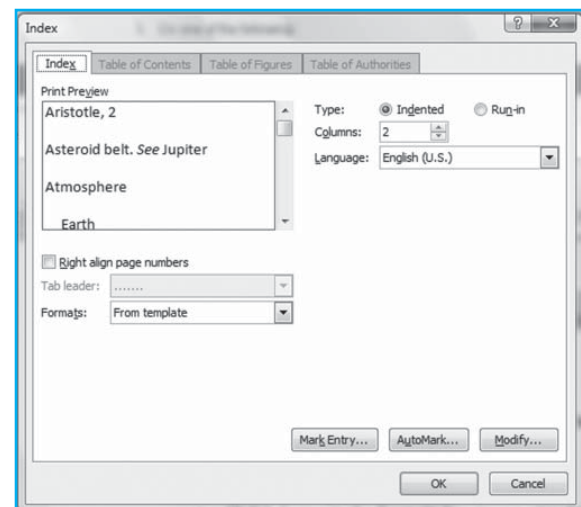(iii) To edit or format an index entry, change the text inside the quotation marks.

(iv) To update the index, click the index and then press **F9**.

<div align="center">**Or**</div>

Click **Update Index** in the **Index** group on the **References** tab as shown in Fig. 3.1.18.

III. Delete an index entry

(i) Select the entire index entry field, including the braces (**{}**) and then press **DELETE**. If we don't see the **XE** fields, click **Show/Hide** ¶ in the **Paragraph** group on the **Home** tab.

3.1.6 Table of Authorities Group

This group has the following options as shown in Fig. 3.1.21:

- Mark Citation

- Insert Table of Authorities

- Update Table

Fig. 3.1.21: Table of Authorities

Table of Authorities lists the references in a legal document, along with the numbers of the pages the references appear on. To create a **Table of Authorities**, we mark citations and **Microsoft Office Word** inserts a special **TA (Table of Authorities Entry)** in our document. We can then search the document for the next long or short citation to mark or we can automatically mark each subsequent occurrence of the citation. If we don't want to use the existing categories of citations, such as cases or statutes, we can change or add categories of citations.

When we build a **Table of Authorities**, Word searches for the marked citations, organizes them by category, references their page numbers and displays the **Table of Authorities** in the document. For example, the field

{ TA \l "Baldwin v. Alberti, 58 Wn. 2d 243 (1961)" \s "Baldwin v. Alberti" \c 1 \b }

create the following entry in the "Cases" category of a table of authorities.

Baldwin v. Alberti, 58 Wn. 2d 243 (1961) 5,6

I. Mark Citations

(i) Select the first citation in the document.

(ii) Either click **References->>Mark Citation** in the **Table of Authorities** group as shown in the Fig. 3.1.21 or press **ALT + SHIFT + I**.

(iii) In the **Selected text** box shown in the Fig. 3.1.22, edit the long citation as we want it to appear in the table of authorities.

(iv) In the **Category** box, click the category that applies to the citation.

(v) In the **Short citation** box, edit the text so that it matches the short citation that we want Word to search for in the document.

(vi) To mark a single citation, click **Mark**. To mark all long and short citations that match those displayed in the **Mark Citation** dialog box, click **Mark All**.

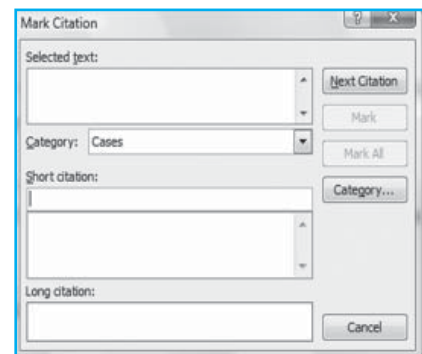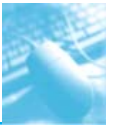(vii) To find the next citation in the document, click **Next Citation**.

Fig. 3.1.22: Mark Citation Dialog Box

II. Create the Table of Authorities

(i) Click where we want to insert the **Table of Authorities**.

(ii) To make sure that the document is paginated correctly, we need to hide field codes and hidden text. If the **TA (Table of Authorities Entry)** fields are visible, click **Show/Hide** in the **Paragraph** group on the **Home** tab.

(iii) On the **References** tab, in the **Table of Authorities group**, click **Insert Table of Authorities** as shown in the Fig. 3.1.21.

(iv) In the **Category** box, click the category that we want to include in our table of authorities. To include all categories, click **All** as shown in the Fig. 3.1.23.

Fig. 3.1.23: Table of Authorities Dialog Box

(v) Do one of the following:

- To use one of the available designs, click a design in the **Formats** box.

- To use a custom table of authorities' layout, choose the options that we want.

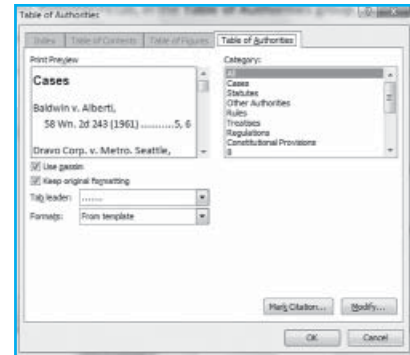(vi) Select any other **Table of Authorities** options that we want.

III. Edit or format a Table of Authorities entry

(i) To edit or format a **TA (Table of Authorities)**, change the text inside the quotation marks.

(ii) To update the **TA**, click to the left of theTable of Authorities and press **F9**.

IV. Delete an entry from a table of authorities

(i) If we don't see the **TA** fields, click **Show/Hide** in the **Paragraph** group on the **Home** tab.

(ii) Select the entire **TA** entry field, including the braces {} and then press **DELETE**.

3.2 USE OF TEMPLATES AND VERSION CONTROL

3.2.1 Introduction

Templates are a great way to save time and create consistent Office 2010 documents. They are especially valuable for types of documents that we use frequently, such as weekly presentations, application forms and expense reports. A template is a pre-designed document that we can use to create documents quickly without having to think about formatting.

Microsoft Word 2010 provides some built-in templates which can be used to create attractive looking documents;we can also download and install additional templates. There are many standardized templates which can be used in creating commonly used documents as well as the templates which can be used for some specific purposes like creating a resume, calendar, agenda, job descriptions, invitations, etc.

Create and Download a template

We can find templates by clicking New on the File tab in the Office 2010 versions of programs in Word. Templates already on our local hard disk and templates available on Office.com are shown in a visual list, divided by category. Click a category to see the templates it contains and then select the template that we want and then click Create or Download to open a new Office document using that template.
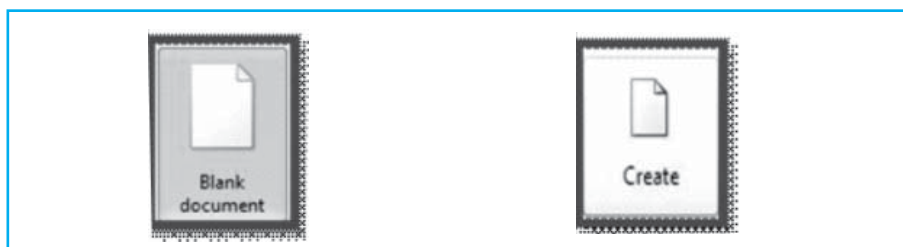
Save a Template

We can start with a blank document and save it as a template or we can create a template that is based on an existing document or template as shown in Fig 3.2.1(A).
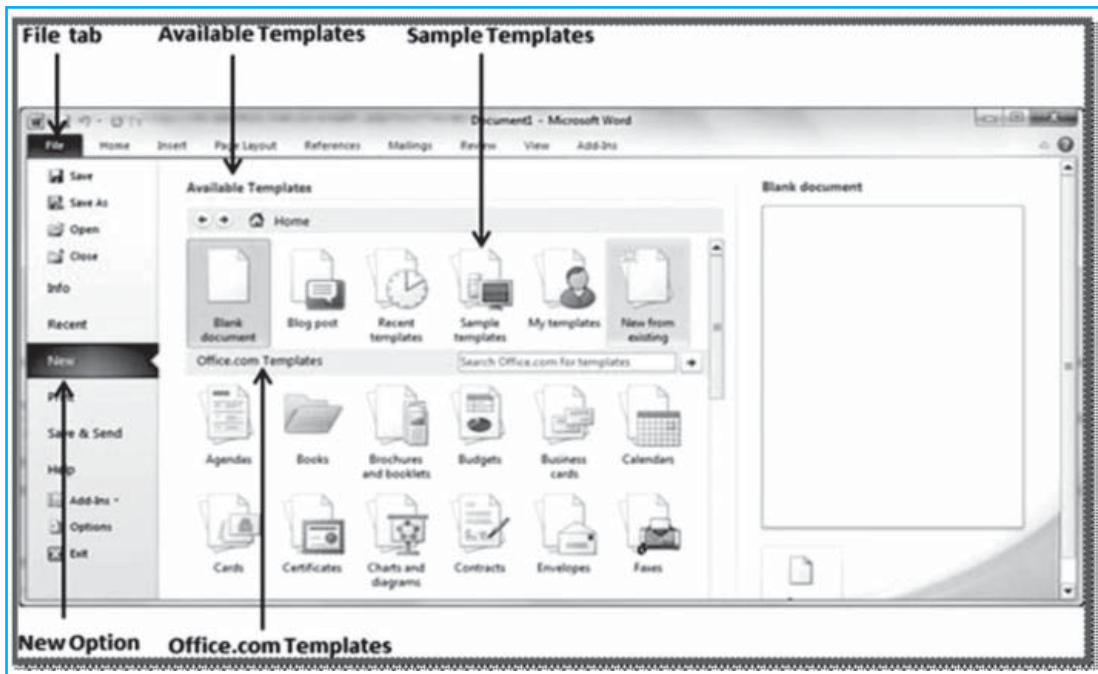
Fig 3.2.1 (A) : To Create new blank template

Start with a blank Template

1. Click the **File** tab [File] and then click **New** [New].

2. Click **Blank document** and then click **Create** as shown in Fig 3.2.1(B).

Fig 3.2.1(B) : Start with a blank template

3. Make the changes that we want to the margin settings, page size and orientation, styles and other formats. We can also add content controls such as a date picker, instructional text and graphics that we want to appear in all new documents that we base on the template.

4. Click the **File** tab and then click **Save As** [icon].

5. In the Save As dialog box, do one of the following:

    On a computer that is running Windows 7, scroll to the top of the folder list and under **Microsoft Word** click **Templates**.

- On a computer that is running Windows Vista, under **Favorite Links**, click **Templates**.
- On a computer that is runni ng Windows XP, under **Save in**, click **Trusted Templates**.

6. Give the new template a file name, select **Word Template** in the **Save as type** list and then click Save.

Edit and modify the Template

The Normal template opens whenever we start Word and it includes default styles, AutoText, macros, toolbars and other customizations that determine the basic look of your document.

1. On the **File** menu, click **Open** and then navigate to C:\Documents and Settings\user name\ Application Data\Microsoft\Templates.

   If no templates are listed in the **Open** dialog box, click the arrow next to the **Files of type** box and then click **Document Templates**.

2. Double-click the **Normal.dotm** file to open it. To be certain that we're working in the default template, check to see that **Normal.dotm** appears in the Word title bar.

3. Make any changes we want, using the menus and dialog boxes just as we would to change default settings for a document, but remember that any changes we make to Normal.dot will be applied to documents that we create in the future.

4. When we have finished, on the **Standard** toolbar, click **Save** as shown in Fig 3.2.2.
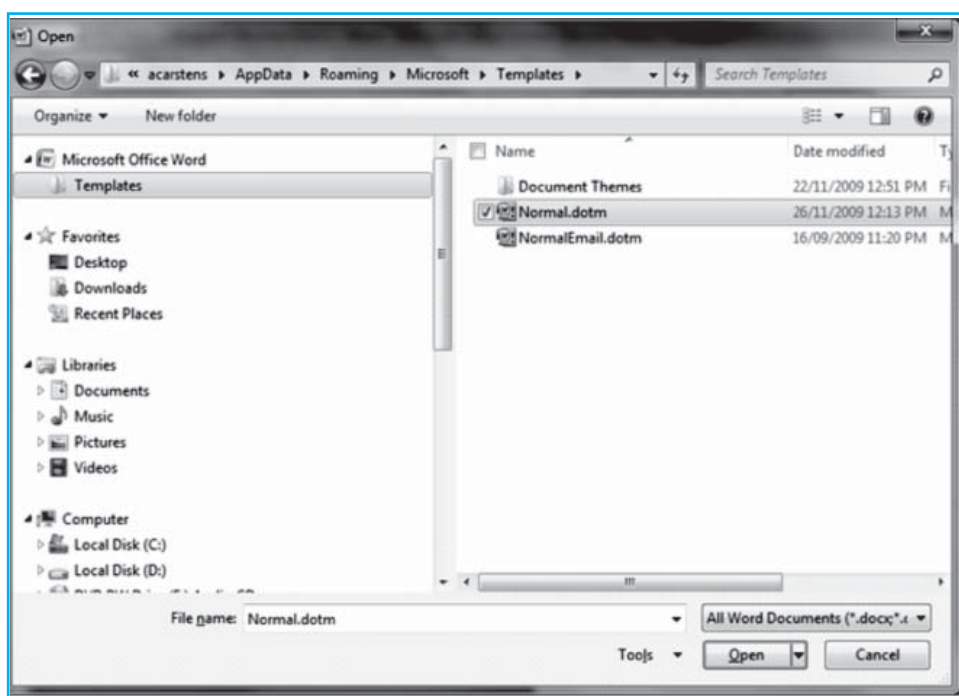
Fig 3.2.2 : Standard toolbar

3.2.2 Version Control

In Word 2010 there is a 'version' feature but it's quite different from the feature of the same name in Word 97 to Word 2007. We can manage different auto saved versions of a particular document and open any of them for reference, comparison or even for restoring back earlier version. Different

versions of the document we work on will be automatically saved with a timestamp and it can be opened as a separate document as shown in Fig 3.2.3.
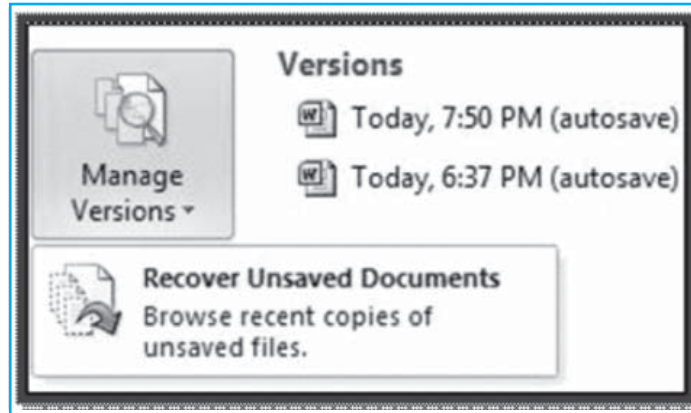

Fig 3.2.3 : Manage Version screen

The crucial point is that Word 2010 only saves versions within an open document session. As soon as we close the document, the versions are removed. This greatly limits the usefulness of the Microsoft's 2010 attempt at 'versioning'.

3.2.3. Configure auto-save settings

In Word 2010, Microsoft has again included the feature of auto-saving files which saves your documents automatically after specified intervals of time. We can configure auto-save or auto-recover settings and make required changes to the time interval. For this, click on **File | Options**.
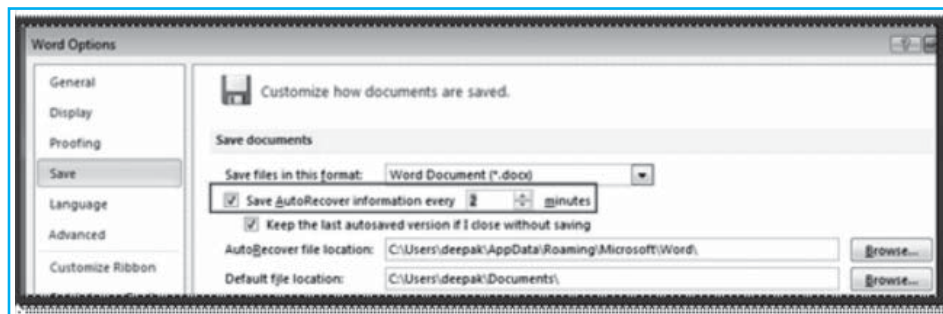

Fig 3.2.4 : Auto-recover time screen

In the "Word Options" window that pops open, under "Save documents" select "Save Auto-Recover information" option and enter required time interval to save the document versions. The default is usually 10 minutes but we can change it to a longer or shorter time as shown in Fig 3.2.4.

We also have option to save and recover the last unsaved version of the file we are working on in case we close the document accidently without saving it. For this select "Keep the last autosaved version if I close without saving" option. We can specify the file location from where we can fetch the last auto-saved file. After making changes click on OK button to close the window.
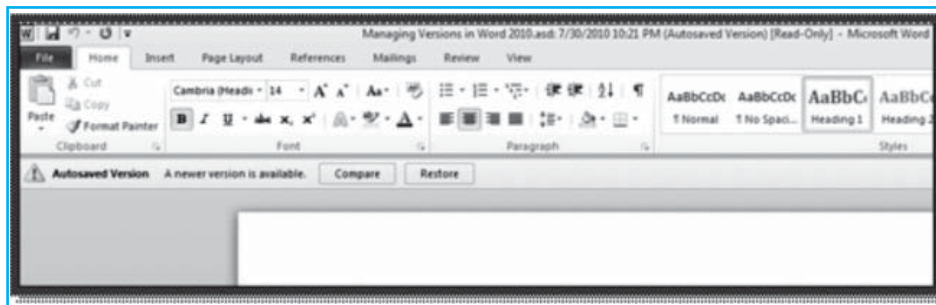
3.2.4. Manage Auto-saved versions

We can open any auto-saved version of the document we are working on. Click on File | Info | Versions and select required version based on the given time-stamp as shown in Fig 3.2.5.
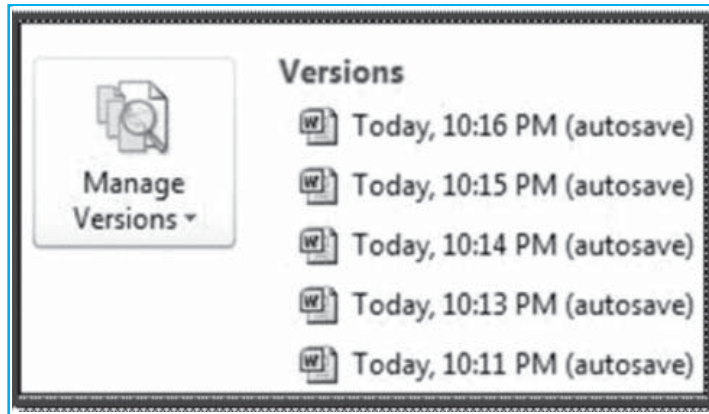
*Fig 3.2.5 : Manage different file versions*

Selected auto-save version of the document will open in read-only mode as shown in Fig 3.2.6.

Fig 3.2.6 : Open autosave version

The title of the document will give details about the auto-saved version like date and time. An alert message will appear at the top of the document asking if we want to compare the document with the latest version or restore the auto-saved version of the file.

Note: The auto-saved file version cannot be edited as it will be in read-only mode. If we want to make any changes and reuse the file later then we have to save the file with a new name as shown in FIg 3.2.7.
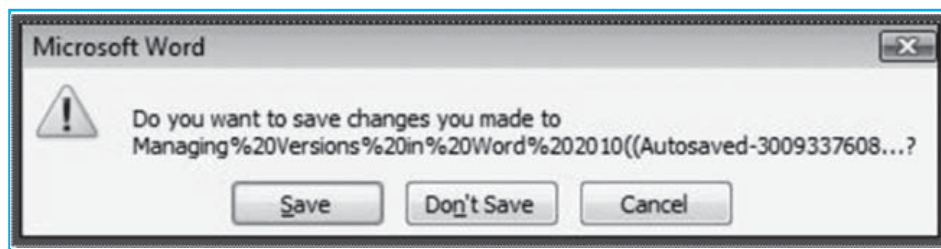

Fig 3.2.7 : Save read-only file

3.2.5. Restore Version

Click on **"Restore"** button to replace the current version with the auto-saved version which we want to retain.

We will be prompted to confirm if we want to replace the file. If we click on OK button then we will lose the current file version as it will be replaced by the earlier version of the file. This feature is particularly useful when we want to undo any major change in the document as shown in Fig 3.2.8.
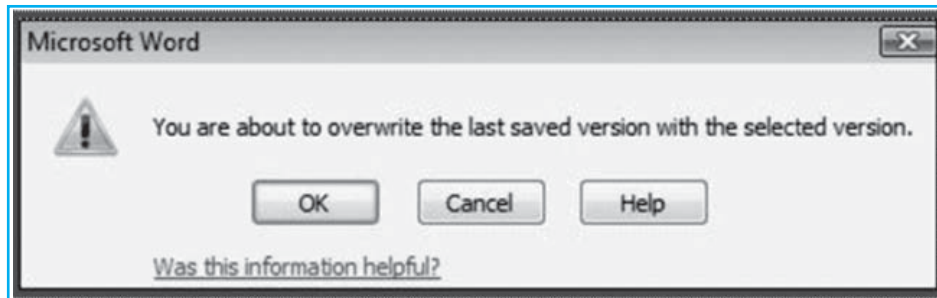
Fig 3.2.8 : Restore version

3.2.6. Compare Versions

We can choose "Compare" to see difference between the two versions as shown in Fig 3.2.9.

Fig 3.2.9 : Shows Comparison result

When we select this option the comparison result will be displayed in detail. There will be three sections in the results window. In the first column a summary of the result will be displayed. Changes based on different sections like Header, Text box, Footer will be given. Whatever content has been modified will be explained like content added or deleted. The second section displays the compared document. The changes between the two documents are highlighted. The third section displays both original and revised document. Using this feature we can easily track changes amongst different versions of the same document. After making the comparison we can save the compared document for future reference.

All auto-saved versions of a particular document will be available only when that document is open. Once we close the document we will lose all versions of the file unless we specifically saved any required version of the file. Again when we open the file for editing we will not find any earlier versions instead the auto-save process will start afresh when we begin working on the document.

3.2.7. Recover Unsave Files

As already discussed above we need not worry about losing files in case of sudden system shutdown or any such problem, as our last unsaved version of the file will be auto-saved. To recover this file, click on File | Info | Versions | Manage Versions | Recover Unsaved Documents as shown in Fig 3.2.10.
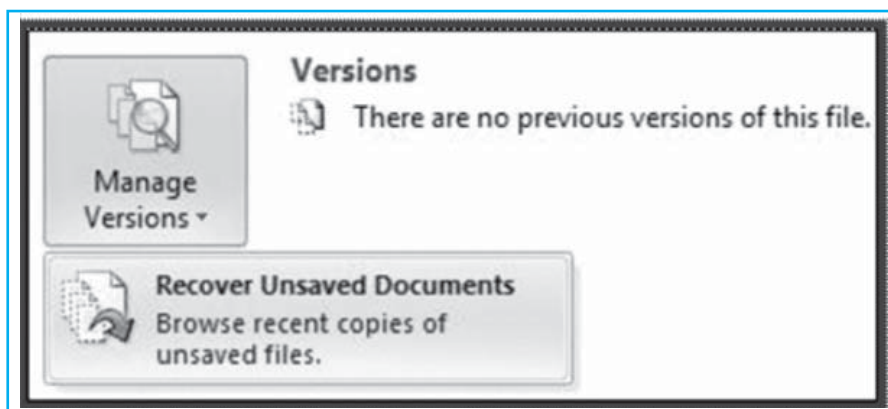

Fig 3.2.10 : Restore unsaved file

Here select required file from the "Unsaved Files" folder and we can choose to open the file in desired mode. Click on the small down arrow next to "Tools" to select the required mode like Read-Only, Open and Repair, Open as Copy, etc. to open the file.

3.3 VIEW

We can view **Word 2010** documents in a variety of ways using the **View tab(Alt+W)**. The **View** tab has four groups for **view** option and one for **Macros** as shown in Fig. 3.3.1:

1. Document Views
2. Show
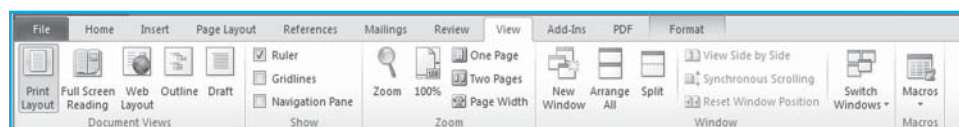3. Zoom
4. Window
5. Macros

Fig. 3.3.1: View Group

3.3.1 Document Views Group

In **Word 2010**, we can display our document in one of five views as shown in Fig. 3.3.2:

- Print Layout
- Full Screen Reading
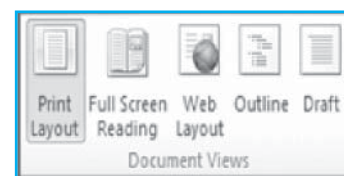- Web Layout
- Outline
- Draft

Fig. 3.3.2: Document View Group

I. Print Layout (Alt+W, P)

The default document view, **Print Layout** shows the document in a form similar to how it will look in print, including headers and footers. This option is best for preparing work we plan to print.

II. Full Screen Reading (Alt+W, F)

This view is built for onscreen reading and proofing. It hides the **Ribbon** and allows us to highlight and insert comments but limits our ability to type into the document.

III. Web Layout (Alt+W, L)

This view shows how our page will look as a web page.

IV. Outline (Alt+W, U)

This view allows usto see or create an outline of our document's headings.

V. Draft (Alt+W, E)

This view focuses on the text. Page breaks are shown as a dotted line and headers and footers aren't shown at all.

3.3.2 Show Group

This group has the following options as shown in Fig. 3.3.3 and lets us choose which tools **Word** displays. The Tools available are as follows :

- Ruler
- Gridlines
- Navigation Pane

Fig. 3.3.3: Show Group

I. Ruler

A helpful tool for setting margins and tabs, the ruler spans the top of our document.

II. Gridlines

Gridlines are helpful if we are placing images but not if we are working with text only.

III. Navigation Pane

Using the **Navigation Pane**, we can search for text as well as graphics, tables, equations and other non-textual elements. **Navigation Pane** provides three views by clicking on their respective tabs at the top of the **Navigation Pane** that display:

- **Heading View**- a hierarchy of headings in our document,
- **Thumbnail Page View** - thumbnail images of the pages in our document, and
- **Search Results view** - the results of our current search

3.3.3 Zoom Group

The **Zoom** group shown in the Fig. 3.3.4 lets us increase or decrease the size of our view without changing the size of our fonts or the rest of our document. **Zoom** in or out by using the buttons on the **Zoom** tab or get more zoom options by clicking on the magnifying glass in the tab.

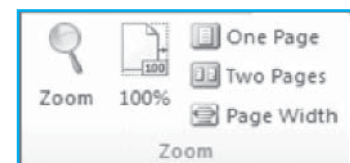- Zoom
- 100%
- One Page
- Two Pages
- Page Width

Fig. 3.3.4: Zoom Group

We can also zoom by percentage by clicking on **Zoom** tab wherein a window referred as Fig. 3.3.5 will get opened.

3.3.4 Window Group

This group helps us work with, arrange and coordinate multiple windows at the same time as shown in Fig. 3.3.6.

- New Window
- Arrange All
- Split
- View Side by Side
- Synchronous Scrolling
- Reset Window Position
- Switch Windows

Fig. 3.3.5: Zoom Box

I. New Window

This opens a new window that also shows the document we are currently working in, allowing us to view two parts of the same document at once. Any change we make in one window will apply to the other.

Fig. 3.3.6: Window Group

II. Arrange All

This arranges multiple windows so we can view them at the same time.

III. Split

This does the same thing as **New Window**, but it fits the two views of our document into one window.

IV. View Side-By-Side

This arranges two windows next to each other.

V. Synchronous Scrolling

This is used in the case when we scroll in one window in side-by-side view, the other window scrolls the same amount, making it easy to compare two documents.

Fig. 3.3.7: Macros Group

VI. Reset Window Position

When we have two documents side by side, we can choose **Window ->> Arrange All** to place them top and bottom or otherwise resize them and drag them around. We shall also click **the Reset Window Position** button to pop them back into the side-by-side.

VII. Switch Windows

With this, we can keep switch between document windows. The menu list of the **Switch Windows** button contains up to nine open documents in Word. In order to switch to another document, we shall choose it from the menu.

3.3.5 Macros

A macro is a series of commands that we can use to automate a repeated task and can be run when we have to perform the task. It is an advanced feature that can speed up editing or formatting we may perform often in a **Word** document. The macros record sequences of menu selections that
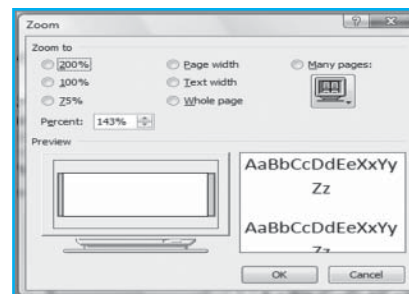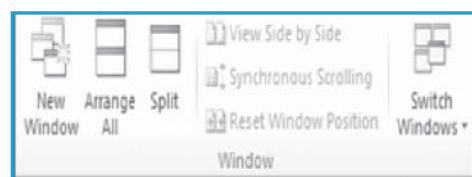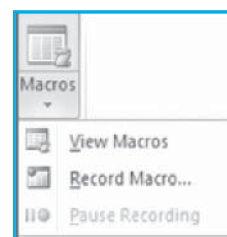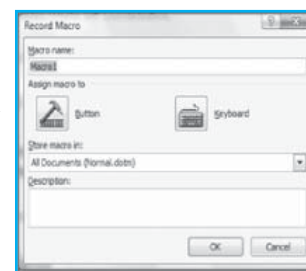
Fig. 3.3.8 : Record Macro Dialog Box

we choose so that a series of actions can be completed in one step. In **Microsoft Office Word 2010**, we can automate frequently used tasks by creating macros as shown in Fig. 3.3.6. Following are the typical uses of macros:

- To speed up routine editing and formatting
- To combine multiple commands — for example, to insert a table with a specific size and borders and with a specific number of rows and columns
- To make an option in a dialog box more accessible
- To automate a complex series of tasks

A.   Creating Macros

A macro is a shortcut for performing a series of actions and is useful for automating complex or repetitive tasks. Macros are helpful if work is being shared with someone else, because it is easier to explain how to use a shortcut than to explain several steps. For a macro to be worthwhile, the series of actions we wish to accomplish must be consistent.

For recording a macro, do the following:

(i)   Click to **View** tab and from **Macros** option, click the option **Record Macro**.

(ii) The Fig. 3.3.8 displaying the **Record Macro** dialog box gets opened. Enter a macro name under the heading **Macro name** and under **Assign macro to** options, click **Keyboard** button to assign **Hotkey**.

(iii) While naming a **Macro**, the following rules must be kept in mind:

- begin with a letter
- contain no spaces
- contain no unusual characters (e.g., @, %, &, ^)
- have the appropriate name from the following list to run automatically

AutoExec	The macro runs when Word is opened.
AutoExit	The macro runs when we exit Word
AutoOpen	The macro runs when we open a document
AutoNew	The macro runs when we create a new document
AutoClose	The macro runs when we close the current document

(iv) In the **Store macro in** box (in the Fig. 3.3.8), click the template or document in which we want to store the macro. To make our macro available in all documents, we should be sure to click **Normal.dotm**.

(v) In the **Description** box (in the Fig. 3.3.8), type a description of the macro.

(vi) Do one of the following:

- **Begin recording**-To begin recording the macro without assigning it to a button on the **Quick Access Toolbar** or to a shortcut key, click **OK**.
- **Create a button**- To assign the macro to a button on the **Quick Access Toolbar**, do the following:
  - Click **Button**.

- The **Word options** dialog box shown in the Fig. 3.3.9 gets displayed.

- Under **Customize Quick Access Toolbar**, select the document (or all documents) for which we want to add the macro to the **Quick Access Toolbar**.

- Under **Choose commands from** dialog box, click the macro that we are recording and then click **Add**.

- To customize the button, click **Modify**.

- Under **Symbol**, click the symbol that we want to use for our button.

- In the **Display name** box, type the macro name that we want to display.
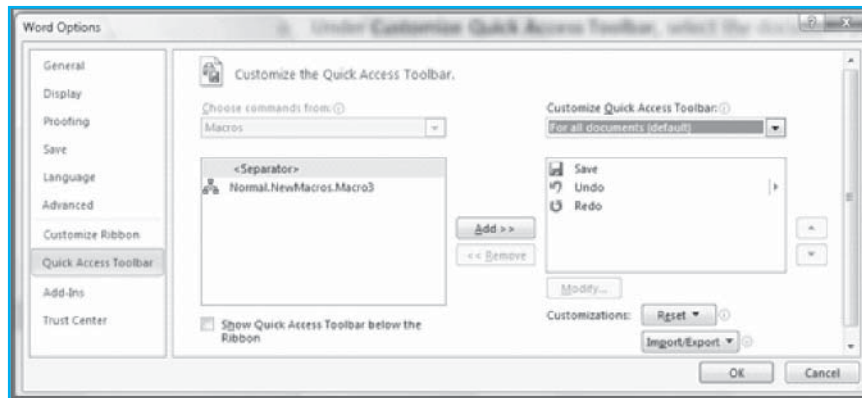
- Click **OK** twice to begin recording the macro.

Fig. 3.3.9: Word Options Dialog Box

- The symbol that we choose is displayed in the **Quick Access Toolbar**. The name that we type is displayed when we point to the symbol.

- **Assign a keyboard shortcut -** To assign the macro to a keyboard shortcut, do the following:

  - Click **Keyboard**.

  - In the **Commands** box, click the macro that we are recording.

  - In the **Press** new shortcut key box, type the key sequence that we want and then click **Assign**.

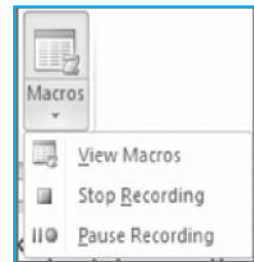 - Click **Close** to begin recording the macro.

(vii) Perform the actions that we want to include in the macro.

(viii) To stop recording our actions, click **Stop Recording** in the **Macros** group of **View** tab as shown in Fig. 3.3.9.

(ix) For saving a macro-enabled document, on **File** menu, click **Save As**. From **Save As** dialog box, under **Save As** type options, click Word **Macro-Enabled Template (*dotm).** Enter an appropriate name of document and click **Save**.
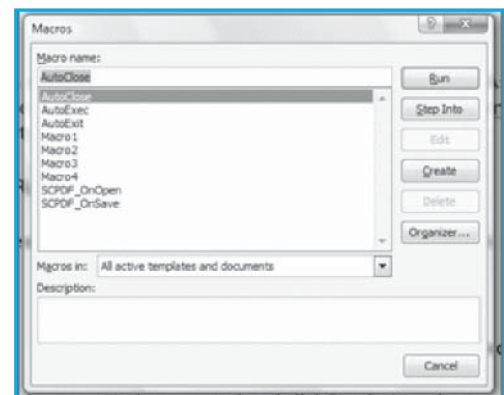

Fig. 3.3.10: Stop Recording Option

Fig. 3.3.11: Viewing Macros

Viewing/Deleting/Running a Macro

(i)   Click **View Macros** under **Macros** group. The window shown in Fig. 3.3.11 gets opened.

(ii)   Choose the macro to be executed and click **Run** button, in case of macro execution.

(iii)   Choose the macro to be deleted and click **Delete** button, in case of macro deletion.

3.4   PDF

PDF(**Portable Document Format (PDF)**) is a fixed-layout electronic file format that preserves document formatting and enables file sharing. The **PDF** format ensures that when the file is viewed online or printed, it retains exactly the format that we intended and that data in the file cannot easily be changed. The **PDF** format is also useful for documents that will be reproduced by using commercial printing methods. **PDF** preserves document formatting and enables file sharing. When the **PDF** format file is viewed online or printed, it retains the format that we intended. Data in the file cannot be easily changed and can be explicitly set to prohibit editing. The **PDF** format is also useful for documents that will be reproduced using commercial printing methods. The option **'Save as PDF'** in **MS Word 2010** is shown in Fig. 3.4.1.
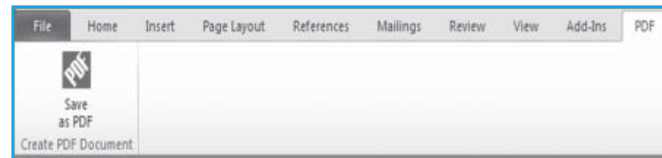

Fig. 3.4.1: "Save As" PDF Option

We can save files created by many **2010 Microsoft Office** system programs in **Portable Document Format (PDF)**, which is a common format for sharing documents.

To view a **PDF** file, we must have a **PDF** reader installed on our computer. After we save a file as **PDF**, we cannot use our **2010 Office** release program to make changes directly to the **PDF** file. We must make changes to the original **2010 Office** release file in the **2010 Office** release program in which we created it and save the file as **PDF** again.

I.   Saving as PDF

(i)   Click the **File** tab.

(ii)   Click **Save As**.

(iii)   In the **File Name** box, type or select a name for the document.

(iv)   In the **Save as type** list, click **PDF**. The **Save As** dialog box is displayed in the Fig. 3.4.2.

- If we want to open the file immediately after saving it, select the **Open file after publishing** check box. This check box is available only if we have a **PDF reader** installed on our computer.

- If the document requires high print quality, click **Standard (publishing online and printing)**.

- If the print quality is less important than file size, click **Minimum size (publishing online)**.

(v)   Click **Options** to set the page range to be printed, to choose whether markup should be printed and to select the output options. Click **OK** when finished.
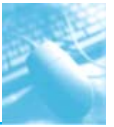
(vi) Click **Save** shown in the Fig. 3.4.2.
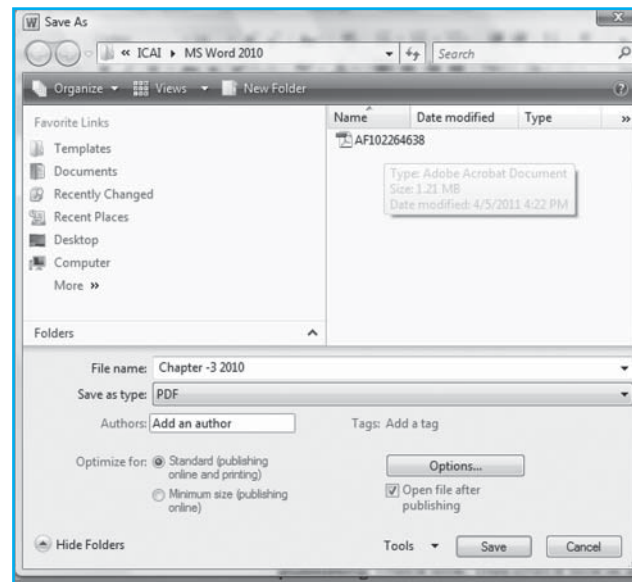
Fig. 3.4.2: "Save As" Dialog Box

REFERENCES

http://icaccn.uacee.org

http://www.atria.edu/icfocs2011/Reg.htm

4

PAGE FORMATTING, PRINTING AND MAILING

LEARNING OBJECTIVES

● To create document themes, colors, fonts, do the page settings (margins, orientation, background etc.) and preview and save their effects and to preview and print them. (**Page Layout Tab**)

● To create a set of document, envelopes and labels etc. to be sent to many recipients through the concept of Mail Merge. (**Mailings Tab**)

● To create, save and open a PDF document. (**Add – Ins and PDF Tabs**)

● To preview the saved documents and print them. (**Print Command**)

4.1 PAGE LAYOUT

The **Page layout** tab is shown in Fig. 4.1.1 with the following options:

1. Themes
2. Page Setup
3. Page Background
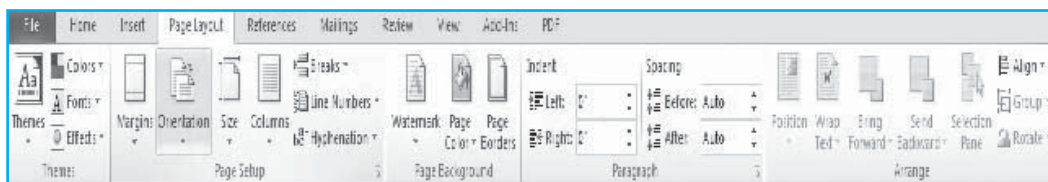4. Paragraph
5. Arrange

Fig . 4.1.1: Page Layout Tab

4.1.1 Themes Group

This group has the following options as shown in the Fig. 4.1.2.

● Themes

● Colors

● Fonts

● Effects

The **Document Theme** defines the colors, fonts and graphic effects for a document. When applying a **Theme** we can choose to apply only one or any number of these elements. All we have to do is select the palette, font or styling from one of the galleries in the **Themes** group. A **theme** organizes an appropriate balance of colour. **Themes** have a palette of twelve colours.
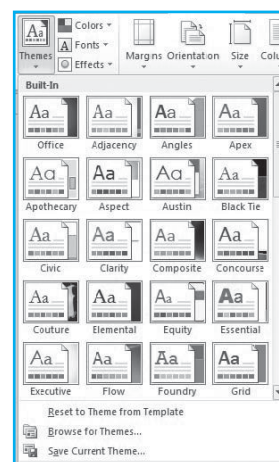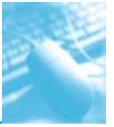

Fig. 4.1.2: Built – In Themes Group

INFORMATION TECHNOLOGY

Theme effects are sets of lines, fills and special effects styles for shapes, graphics, charts, **SmartArt** and other design elements.

I. Working with Themes Group (Themes, Colors, Fonts and their Effects)

We can quickly and easily format an entire document to give it a professional and modern look by applying a document theme. A **Document Theme** is a set of formatting choices that include a set of theme colors, a set of theme fonts (including heading and body text fonts) and a set of theme effects (including lines and fill effects).

Programs such as **Microsoft Office Word** provide several predefined document themes, but we can also create our own by customizing an existing document theme and then by saving it as a custom document theme. Document themes are shared across **Office** programs so that all of our **Office** documents can have the same and uniform look.

A. Apply a document theme

We can change the document theme by selecting another predefined document theme or a custom document theme. Document themes that we apply immediately affect the styles that we can use in our document.

(i) On the **Page Layout** tab, in the **Themes** group, click **Themes**.

(ii) Do one of the following:

- To apply a predefined document theme, click the document theme that we want to use under **Built-In** as shown in Fig. 4.1.2.

- To apply a custom document theme, click the document theme that we want to use under **Custom**. **Custom** is available only if we create one or more custom document themes. If a document theme that we want to use is not listed, click **Browse for Themes** to find it on our computer or a network location as shown in Fig. 4.1.2.

- To search for other document themes on **Office Online**, click **Search Office Online.**

B. Customize a document theme

To customize a document theme, we start by changing the colors, the fonts or the line and fill effects that are used. Changes that we make to one or more of these theme components immediately affect the styles that we have applied in the active document. If we want to apply these changes to new documents, we can save them as a custom document theme.

(a) Customize the theme colors

Theme colors contain four text and background colors, six accent colors and two hyperlink colors. The colors in the **Theme Colors** ▇button represent the current text and background colors. The set of colors that we see next to the **Theme Colors** name after we click the **Theme Colors** button represent the accent and hyperlink colors for that theme. When we change any of these colors to create our own set of theme colors, the colors that are shown in the **Theme Colors** button and next to the **Theme Colors** name will change accordingly.
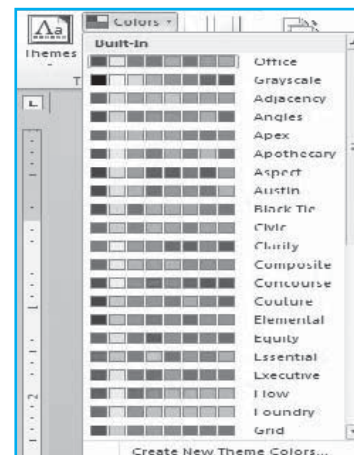
Fig. 4.1.3: Theme Colors

The steps to be followed are discussed below:

(i) On the **Page Layout** tab, in the **Themes** group, click **Theme Colors**. The window shown in Fig. 4.1.3 gets opened.

(ii) Click **Create New Theme Colors** as shown in Fig. 4.1.4.

(iii) Under **Theme colors**, click the button of the theme color element that we want to change.

(iv) Under **Theme Colors**, select the colors that we want to use. Under **Sample**, we can see the effect of the changes that we make.
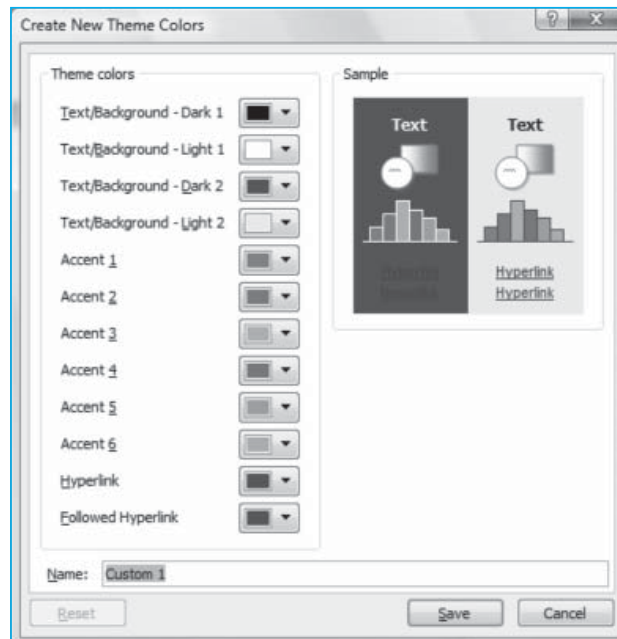

Fig. 4.1.4: Create New Theme Colors Window

(v) Repeat step (iii) and (iv) for all of the theme color elements that we want to change.

(vi) In the **Name** box, type an appropriate name for the new theme colors.

(vii)Click **Save**. To return all theme color elements to their original theme colors, we can click **Reset** before we click **Save**.

(b) Customize the theme fonts

Theme fonts contain a heading font and a body text font. When we click the **Theme Fonts** button, we can see the name of the heading font and body text font that is used for each theme font below the **Theme Fonts** name as shown in Fig. 4.1.5. We can change both of these fonts to create our own set of theme fonts. We shall follow these steps:

(i) On the **Page Layout** tab, in the **Themes** group, click **Theme Fonts** as shown in Fig. 4.1.1. The window referred as Fig. 4.1.5 gets opened.

(ii) Click **Create New Theme Fonts** in Fig. 4.1.5.

(iii) In the **Heading font** and **Body font** boxes, select the fonts that we want to use. The sample is updated with the fonts that we select as shown in Fig. 4.1.6.
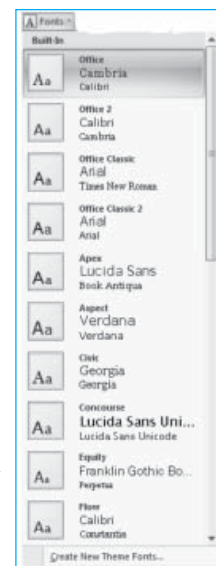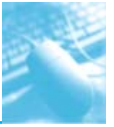

Fig. 4.1.5: Theme Fonts

(iv) In the **Name** box, type an appropriate name for the new theme fonts.

(v) Click **Save**.

(c) Select a set of theme effects

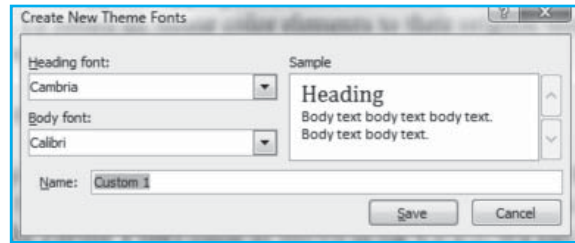**Theme effects** are sets of lines and fill effects. When we click the **Theme Effects** button, we can see the lines and fill effects that are used for each set of theme effects in the graphic that is displayed with the **Theme**

Fig. 4.1.6: Creat New Theme Fonts

Effects name. Although we cannot create our own set of theme effects, we can choose the one that we want to use in our own document theme.

(i) On the **Page Layout** tab, in the **Themes** group, click **Theme Effects**.

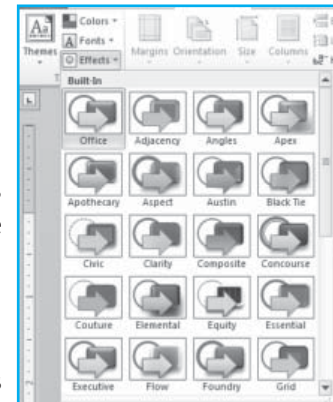(ii) Select the effect that we want to use from the Fig. 4.1.7.

C. Save a document theme

Any changes that we make to the colors, the fonts or the line and fill effects of a document theme can be saved as a custom document theme that we can apply to other documents. We shall follow these steps:

(i) On the **Page Layout** tab, in the **Themes** group, click **Themes**.

(ii) Click **Save Current Theme** in Fig. 4.1.2.

(iii) In the **File Name** box, type an appropriate name for the theme as shown in Fig. 4.1.8 and save the theme.

4.1.2 Page Setup

This group has the following options as shown in Fig. 4.1.9:

Fig. 4.1.7: Theme Effects

- Margins
- Orientation
- Size
- Columns
- Breaks
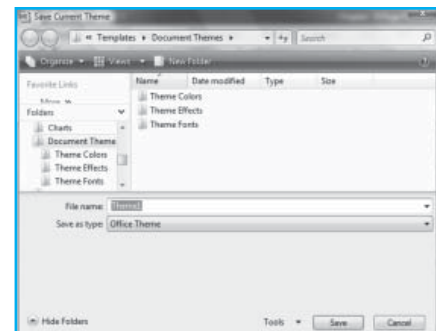- Line Numbers
- Hyphenation

Fig. 4.1.8: Save Current Theme Window

1. Margins

Margins define the amount of white space that appears at the top, bottom, left and right edges of our document. The **Margin** option provides several standard margin sizes from which we can choose. Page margins are the blank space around the edges of the page.

A. Change or Set Page Margins

In general, we insert text and graphics in the printable area between the margins. However, we can position some items in the margins — for example, headers, footers and page numbers. Follow these steps:
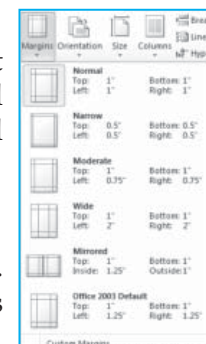
Fig. 4.1.9: Margin Options

(i) Choose the **Page Layout** tab.

(ii) Click **Margin**s in the **Page Setup** group. A menu appears.

(iii) Click the margin type that we want. For the most common margin, click **Normal** as shown in Fig. 4.1.9. When we click the margin type that we want, our entire document automatically changes to the margin type that we have selected.

(iv) We can also specify our own margin settings. Click **Margins**, click **Custom Margins** and then in the **Top**, **Bottom**, **Left** and **Right** boxes, enter new values for the margins as shown in Fig. 4.1.10.

B.   View page margins

(i) Click the **Microsoft Office Button** and then click **Word Options**.

(ii) Click **Advanced** and then click the **Show text boundaries** check box under **Show document content** as shown in Fig. 4.1.11. The page margins appear in our document as dotted lines. We can view page margins in either **Print Layout view** or **Web Layout view** and the text boundaries do not appear on the printed page.
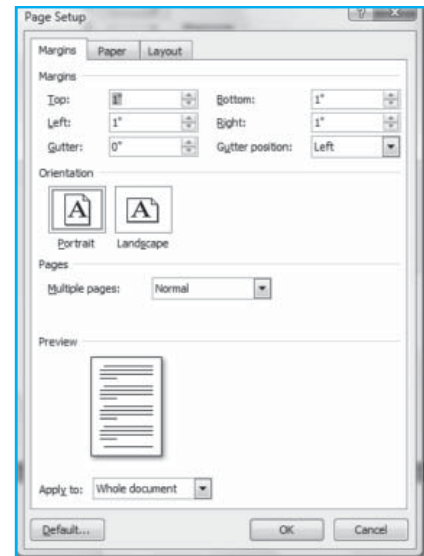
Fig. 4.1.10: Page Setup Dialog Box
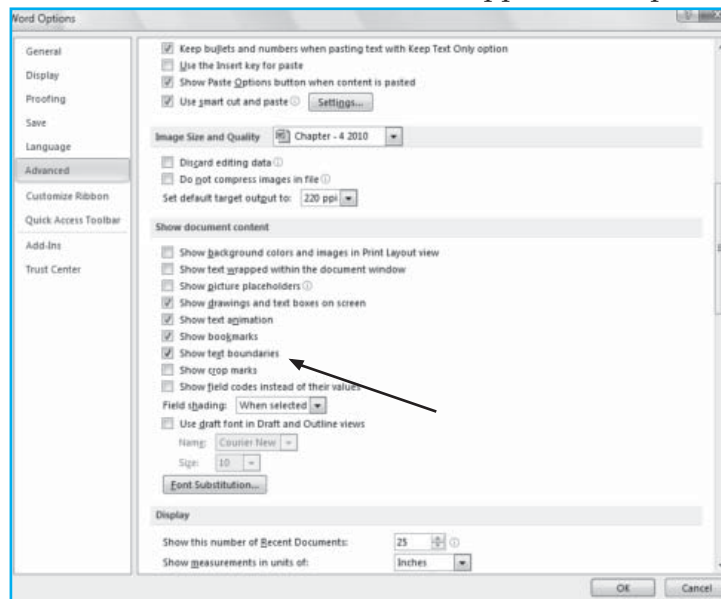
Fig. 4.1.11: To activate view page margins options

C.   Set margins for facing pages

When we choose mirror margins, the margins of the left page are a mirror image of those on the right page. That is, the inside margins are the same width and the outside margins are the same width. Follow these steps:

(i) On the **Page Layout** tab, in the **Page Setup** group, click **Margins**. Fig. 4.1.9 gets opened.

(ii) Click **Mirrored**.

(iii) To change the margin widths, click **Margins**, click **Custom Margins** and then in the **Inside** and **Outside** boxes, enter the width that we want.

D.   Set gutter margins for bound documents

A **gutter margin** setting adds extra space to the side margin or top margin of a document that we plan to bind. A **gutter margin** helps ensure that text isn't obscured by the binding. The following steps are to be followed to set gutter margins:

(i)   On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.

(ii)   Click **Custom Margins**.

(iii) In the **Multiple pages** list, click **Normal** as shown in Fig. 4.1.10.

(iv)   In the **Gutter** box, enter a width for the gutter margin.

(v)   In the **Gutter position** box, click **Left** or **Top**.

II.   Orientation

We can choose either **portrait (vertical)** or **landscape (horizontal)** orientation for all or part of our document. When we change the orientation, the galleries of predesigned page and cover page options also change to offer pages that have the orientation that we choose.

A.   Change the orientation of our entire document

(i)   On the **Page Layout** tab, in the **Page Setup** group, click **Orientation** and choose either **Portrait** or **Landscape** in Fig. 4.1.12.

B.   Use portrait and landscape orientation in the same document

(i)   Select the pages or paragraphs that we want to change to **portrait** or **landscape** orientation. If we select some but not all of the text on a page to change to **portrait** or **landscape** orientation, **Word** places the selected text on its own page and the surrounding text on separate pages.

Fig. 4.1.12: Page Orientation

(ii)   On the **Page Layout** tab, in the **Page Setup** group, click **Margins** as shown in Fig. 4.1.10.

(iii) Click **Custom Margins**.

(iv)   In Fig. 4.1.10, on the **Margins** tab, click **Portrait** or **Landscape**.

(v)   In the **Apply to** list, click **Selected text**.

III.   Size

Paper comes in a variety of sizes. Most business correspondence uses $8 \frac{1}{2}$ by 11 paper which is the default page size in **Word**. If we are not using $8 \frac{1}{2}$ by 11 paper, we can use the **Size** option in the **Page Setup** group of the **Page Layout** tab to change the **Size** setting.

A.   Set the Page Size

(i)   Choose the **Page Layout** tab.

(ii)   Click **Size** in the **Page Setup** group. A menu appears as shown in Fig. 4.1.13.

(iii) Choose the size of the paper we want.
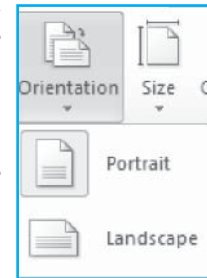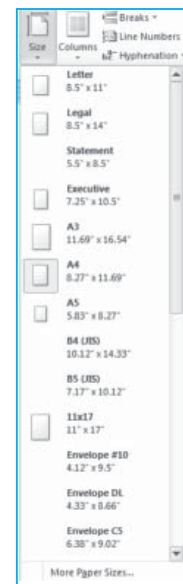

Fig. 4.1.13: Page Size Options

IV. Columns

This feature splits the text into two or more columns. **Columns** can help to separate sections of our document and make them look more interesting to read. Columns are a good way to separate sections of our document on one page. For example, when creating a newsletter or bulletin, columns can be used to give the document a more professional look.

By creating columns, we are creating a separate section in our document. Therefore, any formatting changes such as margins, indents or headers and footers that we make to the column text affect only the section, not the entire document. The following steps are to be followed in creating columns:

(i) Place the insertion point in the document that we want formatted into columns.

(ii) From the **Page Layout** command tab, within the **Page Setup** section, click **columns** as shown in Fig. 4.1.14.

(iii) Select the desired number and style of columns. To create columns on selected text only, select the **More Columns**... option within the **Columns** submenu, which brings us to the **Columns** dialog box highlighted with an arrow shown in the Fig 4.1.14. Click **OK**.
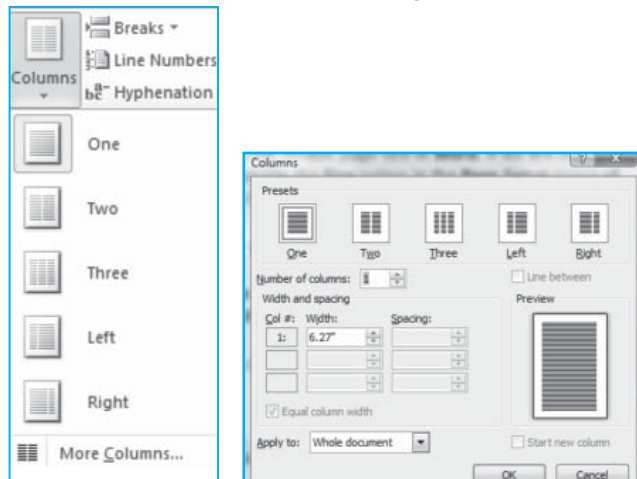
Fig. 4.1.14: More Columns Options and Dialog Box

V. Breaks

We can insert a page break anywhere in our document or we can specify where **Microsoft Word** positions automatic page breaks. If we insert manual page breaks in documents that are more than several pages in length, we might have to frequently re-break pages as we edit the document. To avoid the difficulty of manually re-breaking pages, we can set options to control where **Word** positions automatic page breaks. Break option has two sections: **Page** and **Section**.

A. Page Break

1. Insert a page break

To insert a page break, follow these steps:

(i) Click the **Page Layout** tab.

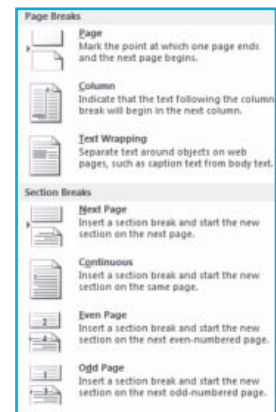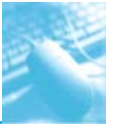(ii) On the **Page Setup** Group, click the **Breaks** drop down menu.

Fig. 4.1.15: Page Break Options

INFORMATION TECHNOLOGY

(iii) Click the option **Page** as shown in Fig. 4.1.15.

2.   Column Break

All text that we write in **Word 2010** is already formatted in columns – if its only one column of text per page, it still counts as a column. Clicking Word's **Columns** command button (in the **Page Setup** Group on the **Page Layout** tab) displays a menu of handy column-formatting options. Splitting our text into columns is as easy as choosing a column format from that list. To be more specific with the number of columns or their layout, choose the **More Columns** command and then use the **Columns** dialog box that appears to create and design multiple columns for our document. For example, we can use the **Number of Columns** text box to create a number of columns not offered in the **Columns** menu.

B.   Section breaks

Section breaks divide a document up into different sections, thus allowing us to apply different formatting or layout options to those sections. Section breaks in **Microsoft Word 2010** can be a benefit if we need to perform any of the following tasks:

● Use page numbering that starts at 1 for each section of our document (for example, different chapters in the same document).

● Display text in two columns for only a portion of our document and then return to the default one column afterwards.

● Display different header and footer information for different parts of our document.

1.   Next Page Section Break

The **Next Page section break** starts a new page and starts the new section on the new page. This section break is useful when we want to start new chapters in our document.

2.   Continuous Section Break

A **Continuous Section Break** doesn't start a new page so we can actually have several breaks on the same page. We would use a continuous break if we wanted different kinds of formatting on the same page, for example one section of the page displaying in two columns and the rest in one.

3.   Even Or Odd Page Section Break

Inserting an **Even or Odd Page Section break** inserts the section break and then starts the new section on the next odd or even numbered page. Those people wishing their new chapters to always start on an odd or even page should use this option. In addition to inserting section breaks where we need them as we are typing our document, we can also select text and insert section breaks around that text. The method is the same and we use the same options on the section break menu.

4.   Deleting a Section Break

When we delete a section break, the text preceding the break adopts the formatting of the section that followed the break. To delete a **Section Break,** click on the double dotted line and then press the **Delete** key.

VI. Line Numbers

Microsoft Word can automatically count the lines in a document and display the appropriate number beside each line of text. This is useful when we need to refer to specific lines in a document, such as a script or a legal contract.

By default, Word numbers every line in a document except those in tables, footnotes, endnotes and headers and footers. However, we can choose which line numbers to display. For example, we can display line numbers in all or part of the document. Or we can display line numbers at intervals, such as every tenth line (10, 20, 30 and so on).

A. Add line numbers

We can add line numbers to all or part of a document. To view line numbers, we must be in **Print Layout view (View tab, Document Views group)**.

- A table is counted as one line.
- A figure is counted as one line.
- A text box is counted as one line if it is positioned inline with the text on the page. If text on the page wraps around the text box, the lines of text on the page are counted. Lines of text inside a text box are not counted.

B. Add line numbers to an entire document

(i)   On the **Page Layout** tab, in the **Page Setup** group, click **Line Numbers**.

(ii) If the document is divided into sections and we want to add line numbers to the entire document, we first need to select the document. Click **Select** in the **Editing** group on the **Home** tab and then click **Select All** or press **CTRL+A**.

(iii) Do one of the following:

- To number consecutively throughout the document, click **Continuous**.
- To start with number 1 on each page, click **Restart Each Page**.
- To start with number 1 after each section break, click **Re start Each Section**.

C. Add line numbers to a section or to multiple sections

(i)   Click in a section or select multiple sections.

(ii) On the **Page Layout** tab, in the **Page Setup** group, click **Line Numbers.**

(iiii) Click **Line Numbering Options** as shown in the Fig. 4.1.16 and then click the **Layout** tab.

(iv) In the **Apply to** list, click **Selected Sections**.

(v)   Click **Line Numbers**.

(vi) Select the **Add line numbering** check box and then select the options that we want.

D. Remove line numbers

We can remove line numbers from the entire document, from a section or from a paragraph.

(i)   Click in the document or click in the section or paragraph from which we want to remove line numbers. If we want to remove line numbers from multiple sections, select the sections.

(ii) On the **Page Layout** tab, in the **Page Setup** group, click **Line Numbers**.

(iii) Do one of the following in the Fig. 4.1.16:

- To remove line numbers from the entire document or section, click **None**.
- To remove line numbers from a single paragraph, click **Suppress for Current Paragraph**.
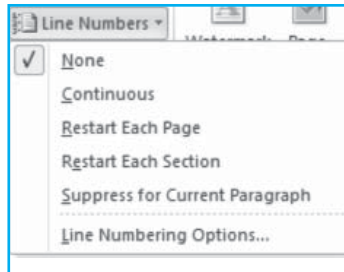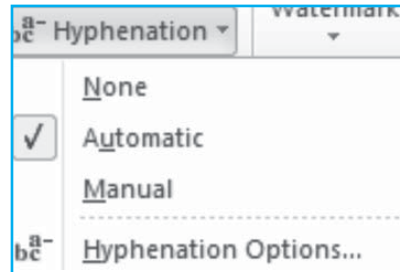
Fig. 4.1.16: Line Number

Fig. 4.1.17: Hyphenation

VII. Hyphenation

If a word is too long to fit at the end of a line, **MS Word 2010** moves the word to the beginning of the next line instead of hyphenating it. However, we can use the **Hyphenation** feature to automatically or manually hyphenate the text, insert optional or nonbreaking hyphens and set the maximum amount of space allowed between a word and the right margin without hyphenating the word. When we use automatic hyphenation, **Word** automatically inserts hyphens where they are needed. When we use manual hyphenation, **Word** searches for the text to hyphenate and asks us whether we want to insert the hyphens in the text.

A.   Automatically hyphenate an entire document

When we use **automatic hyphenation**, **Word** automatically inserts hyphens where they are needed. If we later edit the document and change line breaks, **Word** will re-hyphenate the document.

(i)   Make sure that no text is selected.

(ii)   On the **Page Layout** tab, in the **Page Setup** group, click **Hyphenation** and then click **Automatic** as shown in Fig. 4.1.17.

B.   Insert an optional hyphen

An **optional hyphen** is a hyphen that is used to control where a word or phrase breaks if it falls at the end of a line. For example, we can specify that the word "nonprinting" breaks as "non-printing" instead of "nonprint-ing." When we insert an optional hyphen in a word that is not at the end of a line, the hyphen will be visible only if we turn on **Show/Hide**.

Fig. 4.1.18: Optional Hyphenation

(i)   On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.

(ii)   Click in the word where we want to insert the optional hyphen.

(iii) Press **CTRL+HYPHEN**.

C.   Remove hyphenation

We can remove all automatic hyphenation and each instance of manual hyphenation, such as optional and nonbreaking hyphens.

1.   Remove automatic hyphenation

(i)   On the **Page Layout** tab, in the **Page Setup** group, click **Hyphenation** and then click **None** as shown in Fig. 4.1.17.

2.   Remove manual hyphenation

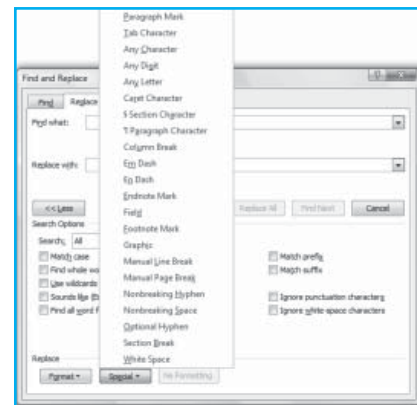(i)   On the **Home** tab, in the **Editing** group, click **Replace**.

(ii) If we don't see the **Special** button, click **More**.

(iii) Click **Special** and then click one of the following as shown in Fig. 4.1.18.

- Click **Optional Hyphen** to remove manual hyphens.
- Click **Nonbreaking Hyphen** to remove nonbreaking hyphens.

4.1.3 Page Background

This group has the following options as shown in Fig. 4.1.19:

- Watermark
- Page Color
- Page Borders

I. Watermark

Fig. 4.1.19: Page Background

A **watermark** is a translucent image that appears behind the primary text in a document. To insert / remove a watermark, follow these steps:

(i)   Click the **Page Layout** tab.

(ii) Click the **Watermark** Button in the **Page Background Group**.

(iii) Click the **Watermark** we want for the document or click **Custom Watermark** and create our own watermark.

(iv) To remove a **watermark**, follow the steps above, but click **Remove Watermark** as shown in Fig. 4.1.20.

II.   Page Colors and Borders

Apply a Page Border and Color

To apply a page border or color, do the following:

(i)   Click the **Page Layout** tab.

(ii) On the **Page Background** Group, click the **Page Color** or **Page Borders** drop down menu.

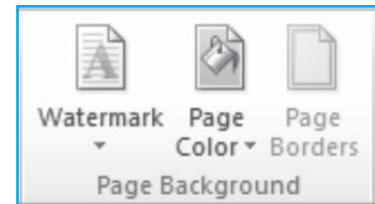(iii) Choose the desired option as shown in the Fig. 4.1.21 and 4.1.22.
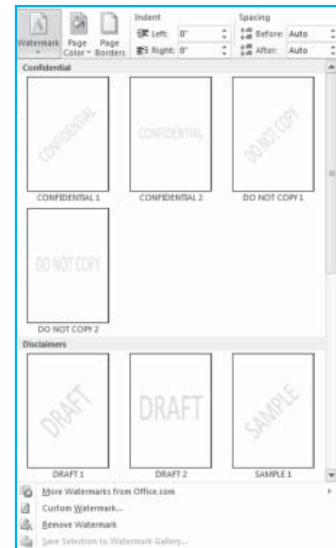

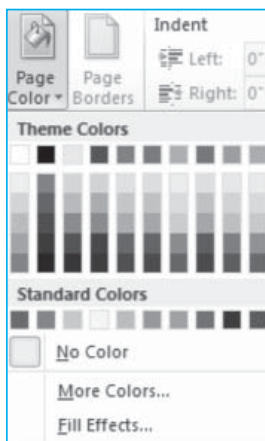*Fig. 4.1.20: Watermark option*

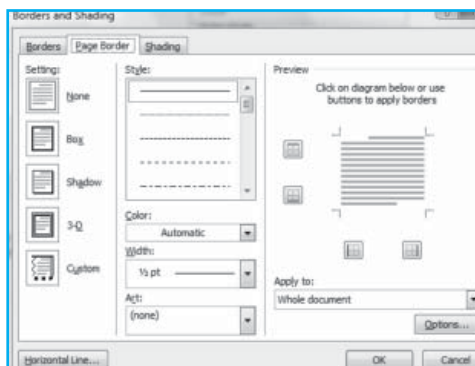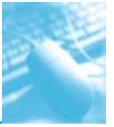*Fig. 4.1.21: Page Color Menu*   *Fig. 4.1.22: Page Border Menu*

4.1.4 Paragraph

The options **Indent and Spacing** in the **Paragraph** tab are also located in the **Paragraph** section in **Home** tab of the **Word 2010** ribbon. The option will allow us to select special indent space for the selected paragraph text in our word document. We can use the down mark of the selection box to open the selection list and can click on a type of special indent space from the selection list.

4.1.5 Arrange

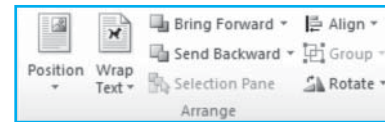This group has the following options as shown in Fig. 4.1.23:

- Position
- Wrap Text
- Bring Forward
- Send Backward
- Selection Pane
- Align
- Group
- Rotate

Fig. 4.1.23: Arrange Tab

I. Position/Wrap Text

A. Wrap text around a picture or drawing object

(i) If the picture or object is on a drawing canvas, select the canvas. If the picture or object is not on a drawing canvas, select the picture or object.

(ii) On the **Format** tab, in the **Arrange** group, click **Position** as shown in Fig. 4.1.24 (A).
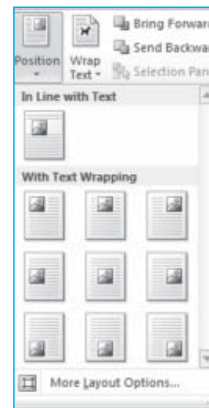
(iii) Click the wrapping position that we want to apply.
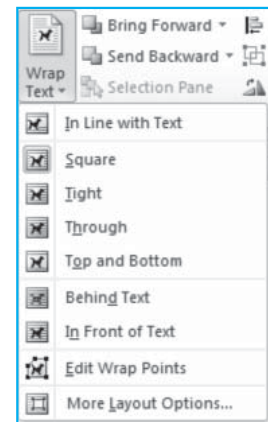
B. Wrap text around a table

(i) Click the table.

(ii) Under **Table Tools**, on the **Layout** tab, in the **Table** group, click **Properties**.

(iii) Under **Text Wrapping**, click **Around** as shown in the Fig. 4.1.25.

Fig. 4.1.24 (A):   *Fig. 4.1.24 (B):*
Position Menu   *Wrab Text*

To set the horizontal and vertical position of the table, the distance from surrounding text and other options, under **Text Wrapping**, click **Positioning** and then choose the options that we want as shown in Fig. 4.1.25.

The below mentioned Table 4.1.1 describes in detail the various options under **Wrap Text** tab.

Fig. 4.1.25: Table Properties and its Positioning

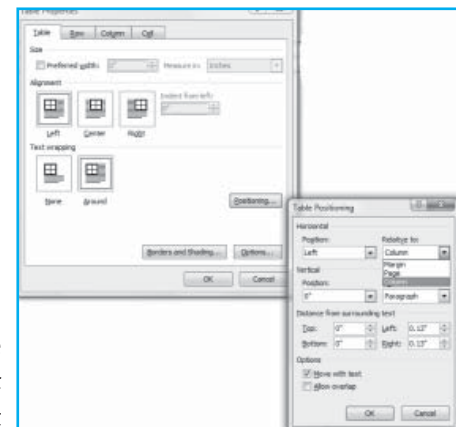| Option	Description
In Line with Text	The image is treated like text — specifically, like a large, single character. The image can have text before it or behind it, be in the middle of a paragraph of text or be on a line by itself. The image stays with the text while we edit and the line that the image is on grows extra vertical space to accommodate the image.
Square	The image sits on the same plane as the text, but the text flows around the image in a square pattern, regardless of the image's shape.
Tight	Text flows around the image and hugs its shape.
Through	Text flows around the image as best it can, similar to the **Tight** option.
Top & Bottom	Text stops at the top of the image and continues below the image.
Behind Text	The image floats behind the text, looking almost like the image is part of the paper.
In Front of Text	The image floats on top of our text, like a photograph dropped on the paper.
Edit Wrap Points	We can specifically control how text wraps around an image. By adjusting tiny handles and dashed red lines, we can make text wrapping as tight or creative as we like.

Table 4.1.1: Wrap Text Options

II. Bring Forward

- To move an object one step closer to the front of the stack, click the arrow next to **Bring Forward** and then click **Bring Forward**.

- To bring an object to the top of the stack, click the arrow next to **Bring Forward** and then click **Bring to Front**.

- To move the **WordArt** or other object in front of or text, we click the arrow next to **Bring Forward** and then click **Bring in Front of Text**.

III. Send Backward

- To move an object one step down within the stack, click the arrow next to **Send Backward** and then click **Send Backward**.

- To move an object to the bottom of the stack, click the arrow next to **Send Backward** and then click **Send to Back**.

- To move the **WordArt** or other object behind the text, click the arrow next to **Send Backward** and then click **Send Behind Text**.

IV. Selection Pane

The **Selection Pane** is the selection and visibility task pane in **Microsoft Word 2010**. This pane helps in selecting individual objects to change the order and visibility of objects in our document. To use the tool, display the **Page Layout** tab of the ribbon and click the **Selection Pane** tool in the **Arrange** group. The **Selection pane** appears at the right side of the document as shown in the Fig. 4.1.26.

This helps in keeping a track of all components that might reside on a document. This pane can be used to hide or display images or change the order of objects. We can perform tasks quickly in just one place and utilize objects with these steps. The purpose of the pane is to list all the objects on the current page. We can
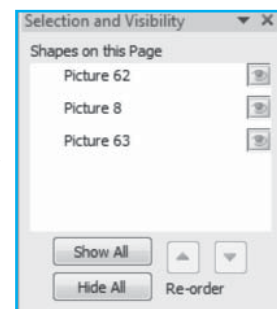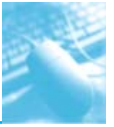
Fig. 4.1.26: Selection and Visibility Pane

then use the controls in the pane to hide or display the objects or to change the order in which they appear. When we select an object in the **Selection pane, Word 2010** also selects it in the document itself. With an object selected we can adjust the ordering of that object, relative to other objects on the page, by clicking the up and down buttons at the bottom-right of the pane.

The **Selection Pane** displays only the objects on the currently displayed page, not all the objects in the document. This means that as we scroll through the document what is listed in the pane will necessarily change as we move from page to page.

V.   Align

In the **Arrange** group, to align a picture, shape, text box, **SmartArt** graphic or **WordArt**, do one of the following:

- To align the edges of the objects to the left, click **Align Left**.
- To align the objects vertically through their centers, click **Align Center**.
- To align the edges of the objects to the right, click **Align Right**.
- To align the top edges of the objects, click **Align Top**.
- To align the objects horizontally through their middles, click **Align Middle**.
- To align the bottom edges of the objects, click **Align Bottom**.
- To align objects relative to the page instead of to other objects, click **Align to Page**.
- When we align objects relative to each other by their edges, one of the objects remains stationary. For example, **Align Left** aligns the left edges of all selected objects with the left edge of the leftmost object — that is, the leftmost object remains stationary and the other objects are aligned relative to it. If we align an object to a **SmartArt** graphic, the object is aligned to the leftmost edge of the **SmartArt** graphic, not to the leftmost shape in the **SmartArt** graphic.
- **Align Middle** aligns objects horizontally through the middles of the objects and **Align Center** aligns objects vertically through the centers of the objects. When we align objects relative to each other by their middles or centers, the objects are aligned along a horizontal or vertical line that represents the average of their original positions. No object necessarily remains stationary and all of the objects might move.
- Depending on the alignment option that we click, objects will move straight up, down, left or right and might cover an object already located there. If we align our objects and find that they are stacked on top of each other, we can undo the alignment and then move the objects to new positions before we align them again.
- To arrange objects equal distances from each other, do the following:
  - Select at least three objects that we want to arrange equal distances from each other. To select multiple objects, click the first object and then press and hold **CTRL** while we click the other objects.
  - In the **Arrange** group, click **Align** and then do one of the following:
    - To center the objects horizontally, click **Distribute Horizontally**.
    - To center the objects vertically, click **Distribute Vertically**.

### VI. Grouping shapes, pictures and objects

To work faster, we can group shapes, pictures or other objects. **Grouping** lets us flip, rotate, move or resize all shapes or objects at the same time as though they were a single shape or object. We can also

change the attributes of all of the shapes in a group at one time, by changing the fill color or adding a shadow. We can also select an item within a group and apply an attribute without ungrouping the shapes or we can create groups within groups to help us build complex drawings. We can ungroup a group of shapes at any time and then regroup them later.

A.   Group shapes or objects

(i)   Hold the **Ctrl** key on the keyboard and select the shapes or other objects that we want to group.

(ii)   Either Right click the mouse and select the option **Group** as shown in the Fig. 4.1.27 (A) or under **Drawing Tools**, on the **Format** tab, in the **Arrange** group, click **Group** as shown in the Fig. 4.1.27 (B).
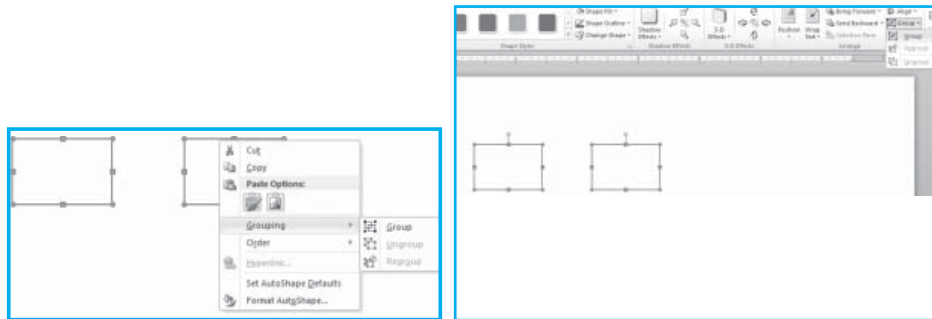
*Fig. 4.1.27 (A) and Fig. 4.1.27 (B): Group Options*

B.   Group pictures

(i)   Hold **CTRL** and select the pictures that we want to group.

(ii)   Under **Picture Tools**, on the **Format** tab, in the **Arrange** group and then click **Group**. If we do not see the **Picture Tools** or **Format** tabs, make sure that we selected a shape or other object. We might have to double-click the object to open the **Format** tab.

C.   Ungroup shapes, Pictures or Objects

To ungroup a group of shapes, pictures or other objects (for example, if we want to move a group but leave one shape behind or make extensive changes to one shape without changing the other shapes), do the following:

(i)   Select the group that we want to ungroup.

(ii)   Do one of the following and refer to the Fig. 4.1.28 (A) :

- To ungroup shapes or other objects, under **Drawing Tools**, on the **Format** tab, in the **Arrange** group, click **Group** and then click **Ungroup** or right click the mouse and select **Ungroup** in the option **Grouping**.

- To ungroup pictures, under **Picture Tools**, on the **Format** tab, in the **Arrange** group and then click **Ungroup**.

(iii) If we do not see the **Drawing Tools**, **Picture Tools** or **Format** tabs, make sure that we selected a group of shapes, pictures or other objects. We might have to double-click the object to open the **Format** tab.
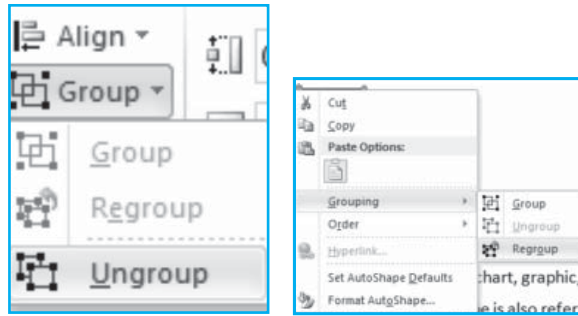
Fig. 4.1.28 (A): Ungroup Options

D.   Regroup shapes or objects

(i)   Drag the shapes or objects that we want to regroup onto the drawing canvas.

(ii)   Select any one of the shapes or objects that were previously in a group.

(iii)   Do one of the following:

■   To regroup shapes without text or other objects, under **Drawing Tools**, on the **Format** tab, in the **Arrange** group, click **Regroup** or right click the mouse and select **Regroup** in the option **Grouping**.

■   To regroup shapes with text, under **Text Box Tools**, on the **Format** tab, in the **Arrange** group, click **Regroup**.
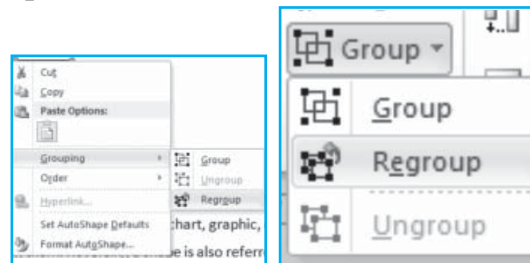
Fig. 4.1.28 (B): Regroup Options

E.   Regroup Pictures

(i)   Select any one of the pictures or that were previously in a group.

(ii)   Under **Picture Tools**, on the **Format** tab, in the **Arrange** group, click **Regroup**.

VII. Rotate

We can change the position of shapes or other objects like – table, chart, graphic, equation or other form of information by rotating or reversing them. Reversing a shape is also referred to as **"Creating a mirror image"** or **"Flipping"**. The **Rotate** options are shown in Fig. 4.1.29.

A.   Rotate a picture, shape, text box or WordArt

When we rotate multiple shapes, they do not rotate as a group, but instead each shape rotates around its own centre.
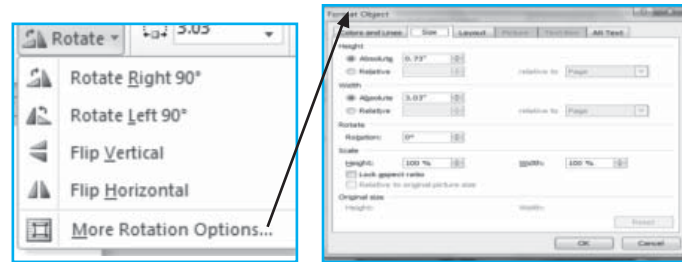
Fig. 4.1.29: Ratate Options

1. **Rotate to any angle**

(i) Click the picture, shape, text box or **WordArt** that we want to rotate.

(ii) Do one of the following:

- Drag the rotation handle in the direction that we want to rotate the shape.
- Click the rotation handle at the top of the object and then drag in the direction that we want.
- Do one of the following to specify an exact rotation:
    - To rotate a picture, under **Picture Tools**, on the **Format** tab, in the **Arrange** group, click **Rotate**, click **More Rotation Options**. In the **Format Picture** dialog box, click **Size** in the left pane and in the **Size** pane, under **Size and rotate**, enter the amount that we want to rotate the object in the **Rotation** box.
    - To rotate a shape, text box or **WordArt**, under **Drawing Tools**, on the **Format** tab, in the **Arrange** group, click **Rotate**, click **More Rotation Options**. In the **Format Shape** dialog box as displayed in the right side of Fig. 4.1.29, click **Size** in the left pane and in the **Size** pane, under **Size and rotate**, enter the amount that we want to rotate the object in the **Rotation** box.
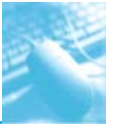
2. **Rotate 90 degrees to the left or 90 degrees to the right**

(i) Click the picture, shape, text box or **WordArt** that we want to rotate.

(ii) Do one of the following:

- To rotate a picture, under **Picture Tools**, click the **Format** tab.
- To rotate a shape, text box or **WordArt**, under **Drawing Tools**, click the **Format** tab.

(iii) In the **Arrange** group, click **Rotate** and then do one of the following:

- To rotate the object 90 degrees to the right, click **Rotate Right 90°**.
- To rotate the object 90 degrees to the left, click **Rotate Left 90°**.

3. **Flip a picture, shape, text box or WordArt**

When we flip a shape or other object, we create a reverse image of the shape or object. We can create a mirror image of an object by making a copy of the object and then flipping it. Drag the duplicate object into a position where it mirrors the original object.

(i) Click the picture shape, text box or **WordArt** that we want to flip.

(ii) To flip a picture, shape, text box or **WordArt,** under **Picture Tools**, click the **Format** tab.

(iii) In the **Arrange** group, click **Rotate** and then do one of the following as shown in the Fig. 4.1.29:

- To reverse the object vertically, click **Flip Vertical**.
- To reverse the object horizontally, click **Flip Horizontal**.

4.2 MAILINGS TAB

This group has the following options as shown in Fig. 4.2.1:

1. Create
2. Start Mail Merge
3. Write & Insert Fields
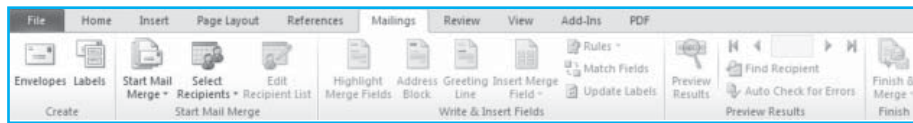4. Preview Results
5. Finish

Fig. 4.2.1: Mailings Tab

4.2.1 Create Group

This group has the following options:

- Envelopes
- Labels

I. **Envelopes**

A. **Create and print a single envelope**

Fig. 4.2.2: Create Group

If we want to include our return address on the envelope, we can set this up before we start working on the envelope. When we have set up our envelope the way we want, we can print it, as well as save it so that we can reuse it.

Set up a return address

(i) Click the option **File** and then click **Options**.

(ii) Click **Advanced**.

(iii) Scroll down and under the theme **General**, type the return address in the **Mailing address** box. Word stores the address so that we can use it whenever we want to insert our return address in an envelope, label or other document.

(iv) Click **OK**.

Verify printing options

Before we run a batch of envelopes through our printer, we can verify that the printer options are set up correctly.

(i) On the **Mailings** tab, in the **Create** group, click **Envelopes** as shown in Fig. 4.2.3(A).

(ii) Click **Options** and then click the **Envelope Options** tab as shown in Fig. 4.2.3(B).
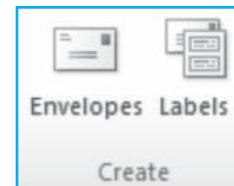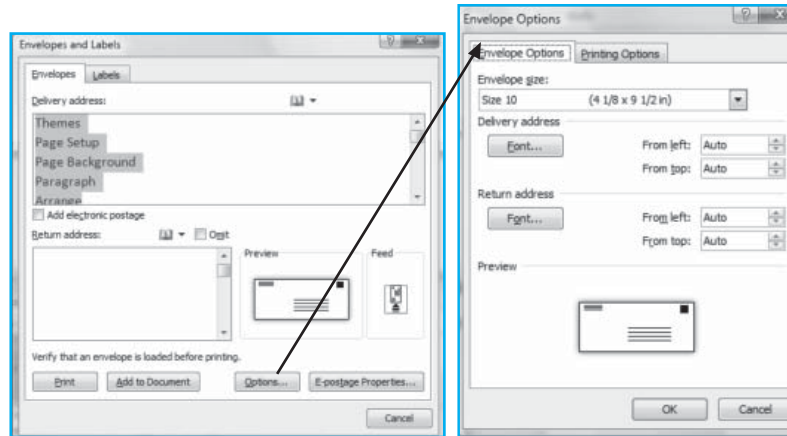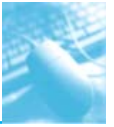
Fig. 4.2.3 (A): Envelopes Window   Fig. 4.2.3 (B): Envelopes Options

(iii) In the **Envelope size** box, click the choice that matches the size of our envelope. If none of the choices matches our envelope size, scroll to the bottom of the list, click **Custom size** and then type the dimensions of our envelope in the **Width** and **Height** boxes.

(iv) Click the **Printing Options** tab, select the choices and click **OK**. This will close the Fig. 4.2.3 (B).

(v) Click **Print** to print the envelope in the Fig. 4.2.3 (A).

(vi) If the envelope does not print correctly, we shall go back to the **Printing Options** tab of the **Envelope Options** dialog box (Fig. 4.2.3 (B)) and make adjustments to the printing options. Print the envelope again. Repeat this process until we discover a configuration of printing options that yields the results that we want.

B. Create and print or save an envelope

(i) On the **Mailings** tab, in the **Create** group, click **Envelopes** as shown in Fig. 4.2.3 (A).

(ii) In the **Delivery address** box, type the mailing address. If we want to use an address in the electronic address book installed on our computer, click the icon **Insert Address** 📖.

(iii) If we want to format the text, select the text, right click the selected text and then click **Font** on the shortcut menu.

(iv) In the **Return address** box of the Fig. 4.2.3 (B), type the return address or use the preconfigured one.

(v) If we want to use an address in the electronic address book installed on our computer, click 📖 **Insert Address**.

(vi) If we want to keep the return address for future use, but we don't want to include it on the current envelope, select the **Omit** check box shown in the Fig. 4.2.3 (A).

(vii)If we have access to electronic postage, for example if we purchased it from a service on the **World Wide Web,** we can add it to our envelope. We shall follow these steps:

- Select the **Add electronic postage** check box. If we do not have an electronic postage program installed, Microsoft Word prompts us to install one and offers to connect to the **Microsoft Office Online Web site.** There we can get more information and links to other sites that offer electronic postage.

- To set options for the electronic postage programs that are installed on our computer, click **E-postage Properties**. Do one of the following:

- If we want to print the envelope without saving it for reuse, insert an envelope in the printer as shown in the **Feed** box and then click **Print**.
- If we want to save the envelope for reuse, click **Add to Document** and then click the **Microsoft Office Button**, click **Save As** and type a name for the document.
- To print the envelope, insert an envelope in the printer as shown in the **Feed** box on the **Printing Options** tab in the **Envelope Options** dialog box, click **Add to Document** and then click **Print**.

II. Labels

Word 2010 makes it very easy to print labels with just a few clicks. We can print directly to labels using Word's tools or we can save the labels to a file. This is a useful feature if we know we will be printing the same labels off multiple times. There is a wide variety of different label options on offer that work with hundreds of labels from a number of different manufacturers. This information applies to creating an individual label or a sheet of identical labels. For example, we can print a single label for a mailing address, file folder or CD case or we can create a sheet of identical labels, such as return address labels.

A. Print a single label

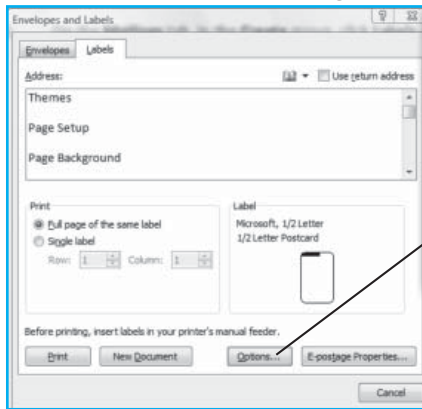(i) On the **Mailings** tab, in the **Create** group, click **Labels** as shown in Fig. 4.2.4 (A).
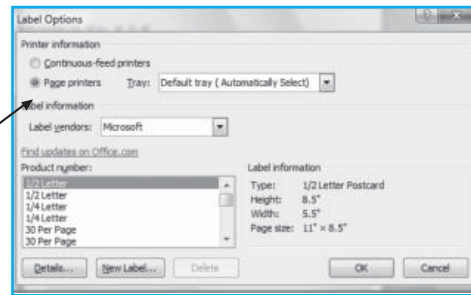

Fig. 4.2.4 (A): Labels Window   *Fig. 4.2.4 (B): Label Options*

(ii) In the **Address** box, type the text that we want. If we want to create a label for an address that is stored in the electronic address book that is installed on our computer, click **Insert Address** .

(iii) To change the formatting, select the text, right-click the selected text and then click **Font** or **Paragraph** on the shortcut menu.

(iv) To select the label type and other options, click **Options**. The Fig. 4.2.4 (B) gets opened.

(v) In the **Label Options** dialog box, make the choices and then click **OK**. The Fig. 4.2.4 (B) gets closed.

(vi) In Fig. 4.2.4 (A), under **Print** tab, click **Single label**. Then in the **Row** and **Column** boxes, enter the numbers that match the numbers of rows and columns on the label sheet for the label that we want to print.

(vii) Click **Print**.

B. **Create and print a full page of the same label**

(i) On the **Mailings** tab, in the **Create** group, click **Labels** as shown in Fig. 4.2.4 (A).

(ii) In the **Address** box, type the text that we want. If we want to create a label for an address that is stored in the electronic address book that is installed on our computer, click **Insert Address** .

(iii) To change the formatting, select the text, right-click the selected text and then click **Font** or **Paragraph** on the shortcut menu. All of the labels on the sheet will use the formatting that we specify.

(iv) To select the label type and other options, click **Options**. The Fig. 4.2.4 (B) gets opened.

(v) In the **Label Options** dialog box, make the choices and then click **OK**.

(vi) Under **Print**, click **Full page of the same label**. Do one of the following:

- To send the labels directly to the printer without previewing them, click **Print**.
- To preview the labels so that we can edit them and save them in a reusable document, click **New Document**.

4.2.2 Mail Merge

We use mail merge when we want to create a set of documents, such as a form letter that is sent to many customers or a sheet of address labels. Each letter or label has the same kind of information, yet the content is unique. For example, in letters to our customers, each letter can be personalized to address each customer by name. The unique information in each letter or label comes from entries in a data source. Using mail merge, we can create:

- **A set of labels or envelopes**: The return address is the same on all the labels or envelopes, but the destination address is unique on each one.
- **A set of form letters, e-mail messages or fax**: The basic content is the same in all the letters, messages or faxes, but each contains information that is specific to the individual recipient, such as name, address or some other piece of personal data.
- **A set of numbered coupons**: The coupons are identical except that each contains a unique number.

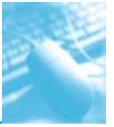For **Mail Merge,** the following groups are available:

I. **Start Mail Merge** group has the following options as shown in Fig. 4.2.5:

- Start Mail Merge
- Select Recipients
- Edit Recipient List

II. **Write & Insert Fields** group has the following options as shown in Fig. 4.2.5:

- Highlight Merge Fields
- Address Block
- Greeting Line
- Insert Merge Field
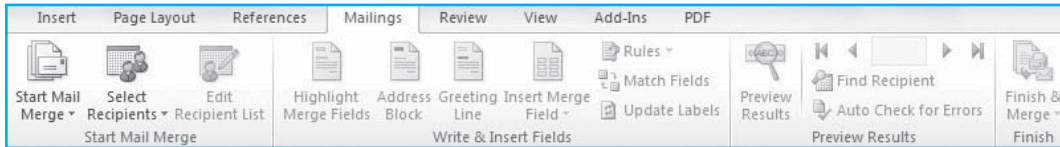- Rules
- Match Fields
- Update Labels

III. Preview Results group has the following options as shown in Fig. 4.2.5:

- Preview Results

- Find Recipient

- Auto Check for Errors

IV. Finish group has the option of '**Finish and Merge'** as shown in Fig. 4.2.5:



Fig. 4.2.5: Mail Merge Group

The **mail merge** process entails the following overall steps:

(i) **Set up the main document.** The main document contains the text and graphics that are the same for each version of the merged document. For example, the return address or salutation in a form letter.

(ii) **Connect the document to a data source**. A data source is a file that contains the information to be merged into a document. For example, the names and addresses of the recipients of a letter.

(iii) **Refine the list of recipients or items. Microsoft Office Word** generates a copy of the main document for each item or record, in our data file. If our data file is a mailing list, these items are probably recipients of our mailing. If we want to generate copies for only certain items in our data file, we can choose which items (records) to include.

(iv) **Add placeholders, called mail merge fields, to the document.** When we perform the mail merge, the mail merge fields are filled with information from our data file.

(v) **Preview and complete the merge**. We can preview each copy of the document before we print the whole set.

A.   Set up the main document

(i) On the **Mailings** tab, in the **Start Mail Merge** group, click **Start Mail Merge**. The Fig. 4.2.6 gets opened.

(ii) Click the type of document that we want to create. For example, we can create:

- **A set of form letters or e-mail messages -** The basic content is the same in all the letters or messages, but each contains information that is specific to the individual recipient, such as name, address or some other piece of information. Click **Letters** or **E-mail messages** to create these types of documents.

- **A set of envelopes** - The return address is the same on all the envelopes, but the destination address is unique on each one. Click **Envelopes** and then specify our preferences for envelope size and text formatting on the **Envelope Options** tab of the **Envelope Options** dialog box.
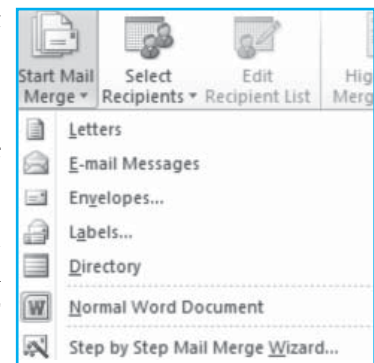
Fig. 4.2.6: Types of document in Mail Merge

- **A set of address labels -** Each label shows a person's name and address, but the name and address on each label is unique. Click **Labels** and then specify our preferences for the type of label in the **Label Options** dialog box.

- **A catalog or directory** - The same kind of information, such as name and description, is shown for each item, but the name and description in each item is unique. Click **Directory** to create this type of document.

Resume a mail merge

If we need to stop working on a mail merge, we can save the main document and resume the merge later. **Microsoft Office Word** retains the data source and field information. If we were using the **Mail Merge** task pane, **Word** returns to our place in the task pane when we resume the merge.

(i) When we are ready to resume the merge, open the document. **Word** displays a message that asks us to confirm whether we want to open the document, which will run a **SQL** command.

(ii) Because this document is connected to a data source and we want to retrieve the data, click **Yes.** If we were opening a document that we did not realize was connected to a data source, we could click **No** to prevent potentially malicious access to data. The text of the document, along with any fields that we inserted, appears.

(iii) Click the **Mailings** tab and resume the work.

B.   Connect the document to a data source

To merge information into our main document, we must connect the document to a data source or a data file. If we don't already have a data file, we can create one during the mail merge process.

Choose a data file

(i) On the **Mailings** tab, in the **Start Mail Merge** group, click **Select Recipients** as shown in Fig. 4.2.7.

(ii) Do one of the following:

- **Use Outlook Contacts:** If we want to use our **Contacts** list in **Microsoft Outlook**, click **Select from Outlook Contacts**.

- **Use an existing data source file:** If we have a **Microsoft Office Excel** worksheet, **a Microsoft Office Access** database or another type of data file, click **Use Existing List** and then locate the file in the **Select Data Source** dialog box.

- **Create a new data file in Word:** If we don't have a data file yet, click **Type a new list** and then use the form that opens to create our list. The list is saved as a database (.mdb) file that we can reuse.

Fig. 4.2.7: Select Recipients in Mail Merge

- **Type a new list:** Refer to the Fig. 4.2.8.

- In the **New Address List** dialog box, type the information for the first address or record, that we want to include in our mail merge. If we want to add or remove columns, click **Customize Columns** and then make the changes that we want.

- After we type all the information for our first record, click **New Entry** and then type the information for the next record. Continue until we have typed information for all the records that we want to include.
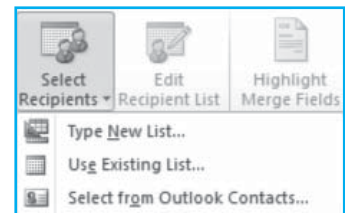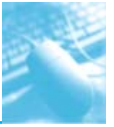
- When our new list is complete, click **OK**.
- In the **Save Address List** dialog box, type a name for our new list and then click **Save**.
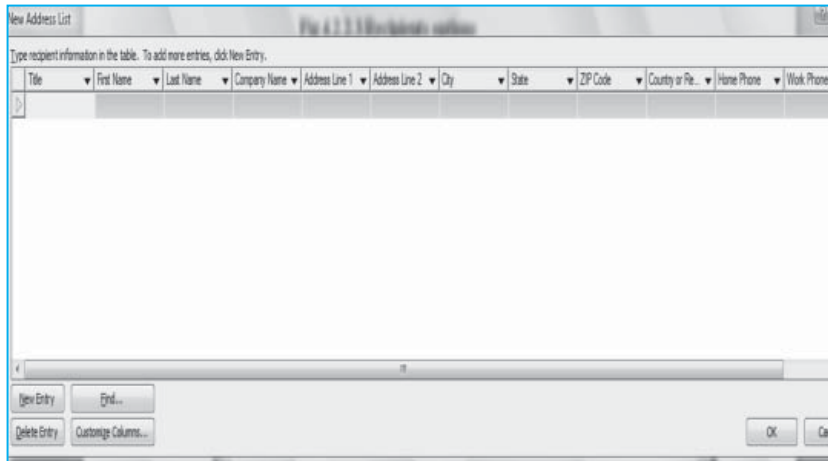

Fig. 4.2.8: New Address List Dialog Box

C.   Refine the list of recipients or items

When we connect to a certain data file, we might not want to merge information from all the records in that data file into our main document. To narrow the list of recipients or use a subset of the items in our data file, do the following:

(i) On the **Mailings** tab, in the **Start Mail Merge** group, click **Edit Recipient List** as shown in Fig. 4.2.9.

(ii) In the **Mail Merge Recipients** dialog box as shown in Fig. 4.2.9, do any of the following:

Fig. 4.2.9: Mail Merge Recipients Dialog Box

- **Select individual records:** This method is most useful if our list is short. Select the check boxes next to the recipients we want to include and clear the check boxes next to the recipients we want to exclude. If we know that we want to include only a few records in our merge, we can clear the check box in the header row and then select only those records that we want. Similarly, if we want to include most of the list, select the check box in the header row and then clear the check boxes for the records that we don't want to include.

- **Sort records:** Click the column heading of the item that we want to sort by. The list sorts in ascending alphabetical order (from A to Z). Click the column heading again to sort the list in descending alphabetical order (Z to A). If we want more complex sorting, click **Sort** under **Refine recipient list** and choose our sorting preferences on the **Sort Records** tab of the **Filter and Sort** dialog box. For example, we can use this type of sorting if we want recipient addresses to be alphabetized by last name within each zip code and the zip codes listed in numerical order.
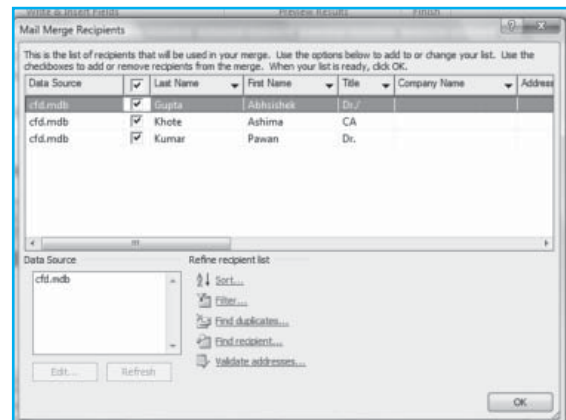
- **Filter records**: This is useful if the list contains records that we know we don't want to see or include in the merge. After we filter the list, we can use the check boxes to include and exclude records. To filter records, do the following in Fig. 4.2.10:
  - Under **Refine recipient list**, click **Filter**.
  - On the **Filter Records** tab of the **Filter and Sort** dialog box, choose the criteria we want to use for the filter.
  - To refine the filter further, click **And** or **Or** and then specify more criteria. For example, to generate copies of our main document only for businesses in Munich, we would filter on records whose **City** field contains **Munich** and whose **Company Name** field is not blank. If we use **Or** instead of **And** in this filter, our mail merge includes all Munich addresses as well as all addresses that include a company name, regardless of city.
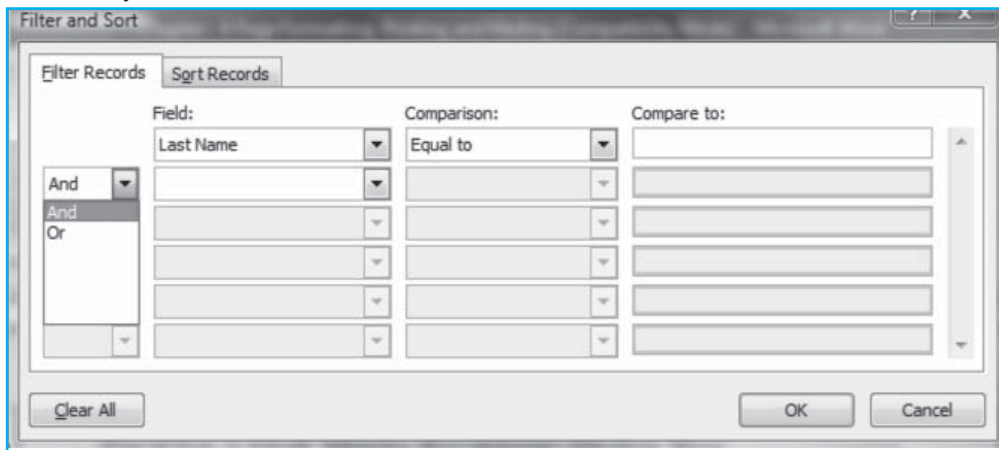

Fig. 4.2.10: Filter & Sort Dialog Box

D. Add placeholders, called mail merge fields, to the document

After we connect our main document to a data file, we are ready to type the text of the document and add placeholders that indicate where the unique information will appear in each copy of the document. The placeholders, such as address and greeting are called **mail merge fields**. Fields in **Word 2010** correspond to the column headings in the data file that we select.
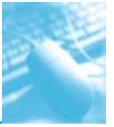
- Columns in a data file represent categories of information. Fields that we add to the main document are placeholders for these «**First_Name**» categories.
- Rows in a data file represent records of information. Word generates a copy of the main document for each record when we perform a mail merge.

By putting a field in our main document, we indicate that we want a certain category of information, such as name or address, to appear in that location.

What happens when we merge

When we merge, information from the first row in the data file replaces the fields in our main document to create the first merged document. Information from the second row in the data file replaces the fields to create the second merged document and so on.

Working with fields: Examples

We can add any column heading from our data file to the main document as a field. This gives us flexibility when we design form letters, labels, e-mail messages and other merged documents. For example - Suppose we are creating a letter to notify local businesses that they have been selected for inclusion in our annual city guide. If our data file contains a Company column with the name of each business that we want to contact, we can insert the **«Company»** field instead of typing the name of each individual company.

We can combine fields and separate them by punctuation marks. For example, to create an address, we can set up the fields in our main document. This we can do by either typing the fields that need to be highlighted or on the click of **Insert Merge Fields** in **Write & Insert Fields** group, as shown in Fig. 4.2.11:

«First Name» «Last Name»

«Street Address»

«City», «State» «Postal code»

Map mail merge fields to our data file

To make sure that **Word** can find a column in our data file that corresponds to every address or greeting element, we may need to map the mail merge fields in **Word** to the columns in our data file.

(i) To map the fields, click **Match Fields** in the **Write & Insert Fields** group of the **Mailings** tab.

(ii) The **Match Fields** dialog box opens as shown in Fig. 4.2.12.

(iii) The elements of an address and greeting are listed on the left. Column headings from our data file are listed on the right. **Word** searches for the column that matches each element. In the illustration, Word automatically matched the data file's **Surname** column to **Last Name**. But **Word** was unable to match other elements. From this data file, for example, Word can't match **First Name**.

(iv) In the list on the right, we can select the column from our data file that matches the element on the left. In the illustration, the **Name** column now matches **First Name**.
It's okay that **Courtesy Title**, **Unique Identifier** and **Middle Name** aren't matched. Our mail merge document doesn't need to use every field. If we add a field that does not contain data from our data file, it will appear in the merged document as an empty placeholder — usually a blank line or a hidden field.
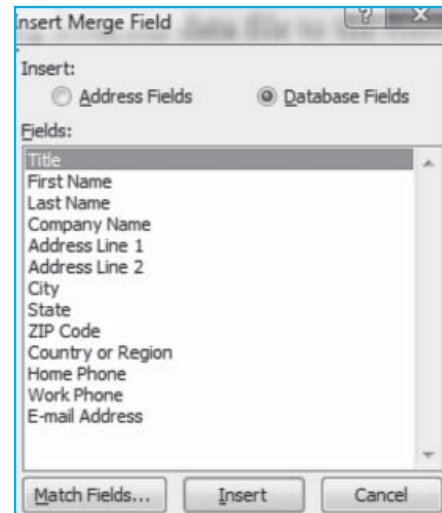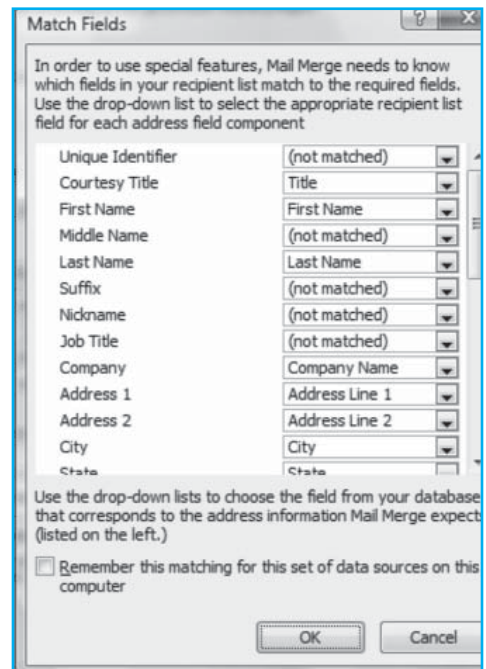

Fig. 4.2.11: Insert Merge Field Dialog Box

Fig. 4.2.12: Match Field Dialog Box

Type content and add fields

(i) In the main document, click where we want to insert the field.

(ii) Use the **Write & Insert Fields** group on the **Mailings** tab.

(iii) Add any of the following:

(a) Address block with name, address and other information

- Click **Address block**.
- In the **Insert Address Block** dialog box, select the address elements that we want to include and the formats that we want and then click **OK**. The **Address Block** is a combination of several fields, including first name, last name, street address, city and postal code, etc., as shown in Fig. 4.2.13.
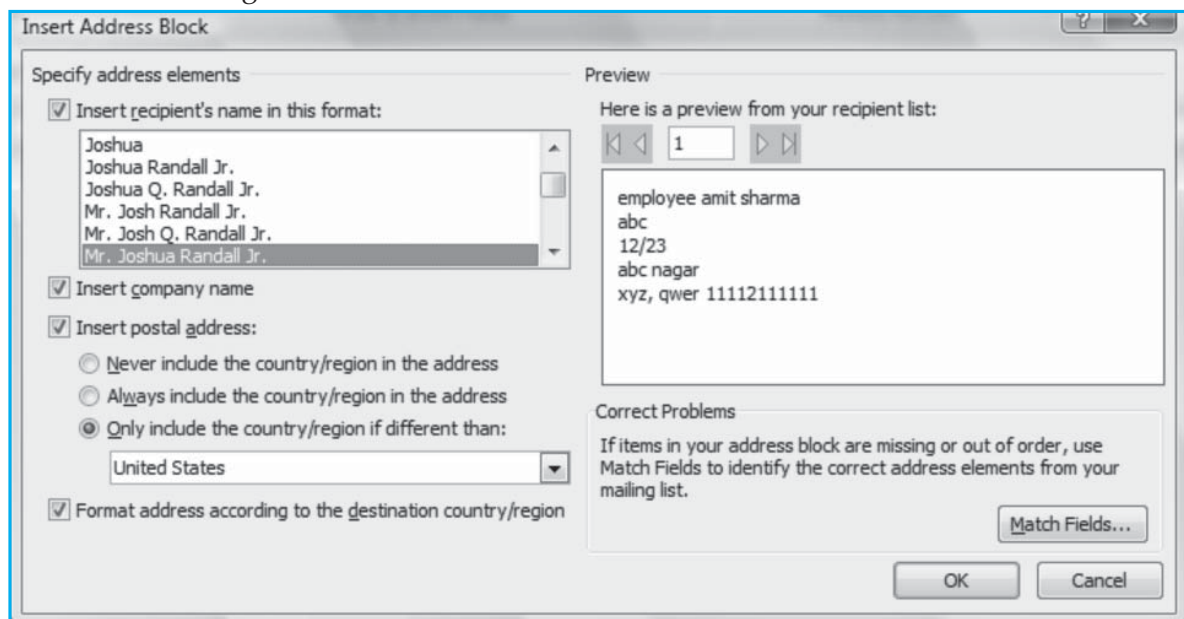

Fig. 4.2.13: Insert Address Block Dialog Box

(b) Greeting line

- Click **Greeting line**.
- Select the greeting line format, which includes the salutation, name format and following punctuation. The **Greeting Line** can include one or more name fields, depending on our chosen salutation as shown in Fig. 4.2.14.
- We can customize the content in each of these composite fields. For example, in the address, we may want to select a formal name format (Mr. Joshua Randall Jr.); in the greeting, we may want to use "To" instead of "Dear."
- Click **OK**.

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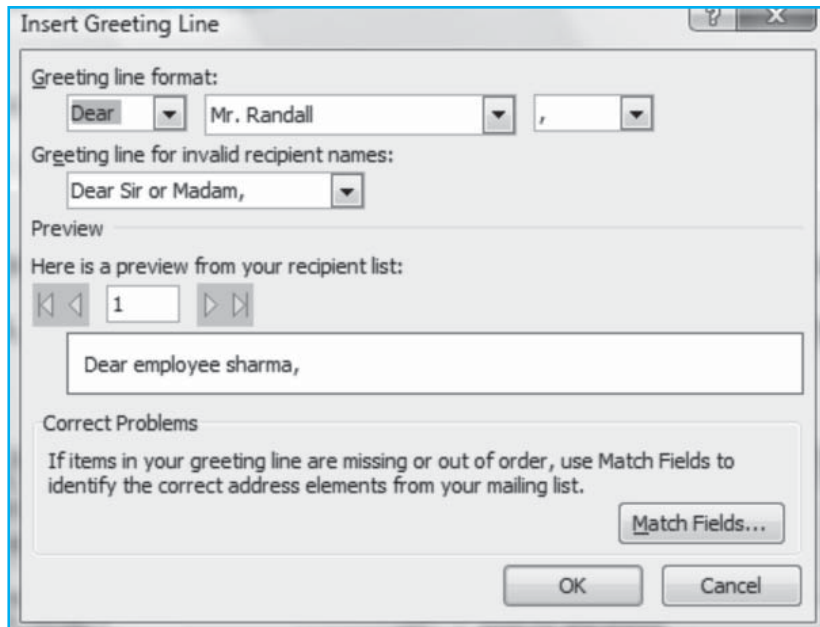
Fig. 4.2.14: Insert Greeting Line Dialog Box

(c) Individual fields

We can insert information from individual fields, such as first name, telephone number or the amount of a contribution from a list of donors. To quickly add a field from the data file to the main document, click the arrow next to **Insert Merge Field** and then click the field name. For more options with inserting individual fields in the document, do the following:

(i)   On the **Mailings** tab, in the **Write & Insert Fields** group, click **Insert Merge Field**.

(ii) In the **Insert Merge Field** dialog box, do one of the following:

- To select address fields that will automatically correspond to fields in our data source, even if the data source's fields don't have the same name as our fields, click **Address Fields**.
- To select fields that always take data directly from a column in our data file, click **Database Fields**.

(iii) In the **Fields** box, click the field we want.

(iv) Click **Insert** and then click **Close**.

(v)   If the **Match Fields** dialog box appears, Word may have been unable to find some of the information that it needs for the address block. Click the arrow next to **(not matched)** and then select the field from our data source that corresponds to the field that is required for the mail merge.

Format merged data

Database and spreadsheet programs, such as **Microsoft Office Access** and **Microsoft Office Excel**, store the information that we type in cells as raw data. Formatting that we apply in **Access** or **Excel**, such as fonts and colors, isn't stored with the raw data. When we merge information from a data file into a Word document, we are merging the raw data without the applied formatting.

To format the data in the document, select the mail merge field and format it, just as we would format any text. Make sure that the selection includes the chevrons (« ») that surround the field.

E.   Preview and complete the merge

After we add fields to our main document, we are ready to preview the merge results. When we are satisfied with the preview, we can complete the merge.

Preview the merge

We can preview our merged documents and make changes before we actually complete the merge. To preview, do any of the following in the **Preview Results** group of the **Mailings** tab.

(i)   Click **Preview Results**.

(ii)   Page through each merged document by using the **Next Record** and **Previous Record** buttons in the **Preview Results** group.

(iii) Preview a specific document by clicking **Find Recipient**.

Complete the merge

We can print the merged documents or modify them individually. We can print or change all or just a subset of the documents.
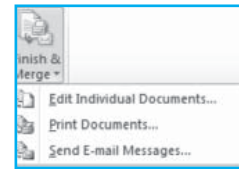
Fig. 4.2.15: Finish & Merge Group

Print the merged documents

(i)   On the **Mailings** tab, in the **Finish** group, click **Finish & Merge** and then click **Print Documents** as shown in Fig. 4.2.15.

(ii)   Choose whether to print the whole set of documents, only the copy that's currently visible or a subset of the set, which we specify by record number.

Change individual copies of the document

(i)   On the **Mailings** tab, in the **Finish** group, click **Finish & Merge** and then click **Edit Individual Documents** as shown in Fig. 4.2.15.

(ii)   Choose whether we want to edit the whole set of documents, only the copy that's currently visible or a subset of the set, which we specify by record number. **Word** saves the copies that we want to edit to a single file, with a page break between each copy of the document.
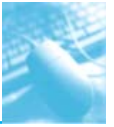
Save the main document

When we save the main document, we also save its connection to the data file. The next time that we open the main document, we are prompted to choose whether we want the information from the data file to be merged again into the main document.

(i)   If we click **Yes**, the document opens with information from the first record merged in.

(ii)   If we click **No,** the connection between the main document and the data file is broken. The main document becomes a standard Word document. Fields are replaced with the unique information from the first record.

4.3 ADD – INS

An **Add – Ins** has an installed functionality that adds custom commands and new features to **Microsoft Office 2010** programs. **Add-Ins** can be for various kinds of new or updated features that increase our productivity. When we install **Microsoft Office 2010**, several **Add- Ins** are installed and registered on our computer. By default, installed and registered **Add-Ins** run without notification.

Because **Add-Ins** can be exploited by hackers to do malicious harm to our computer, we can use add-in security settings to change their behavior.

I.   View or Change Add-In Settings

We can see and change add-in settings in the **Trust Center**, descriptions of which are in the following section. Add-in security settings may be changed by an organization so not all options may be available to change.

(i)   Click the **File** tab. The **Microsoft Office Backstage view** opens.

(ii)   Under **Help**, click **Options**; the **Options** dialog box appears.

(iii)   Click **Trust Center**, then click **Trust Center Settings**.

(iv)   In the **Trust Center**, click **Add-ins**.

(v)   Select or clear the options that we want.

The following Fig. 4.3.1 is an example of the **Add-Ins** area of the **Trust Center**.
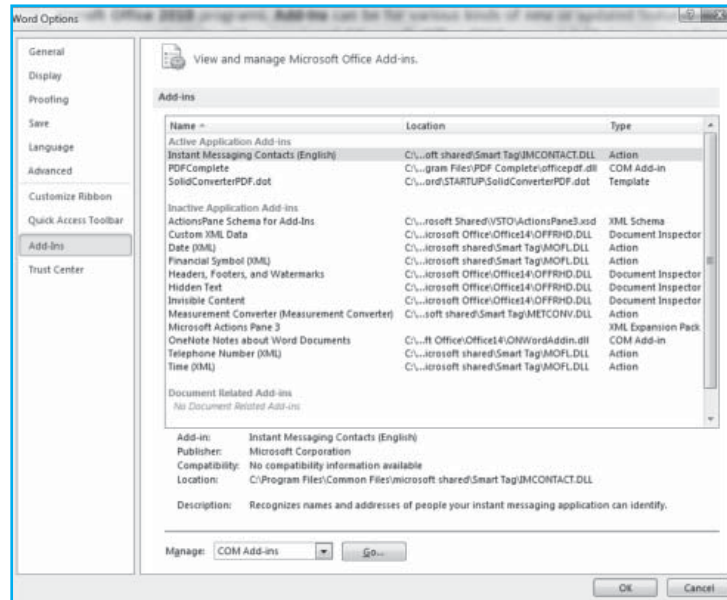

Fig. 4.3.1: Add-Ins Options

II.   View installed Add-Ins

To view installed **Add-Ins**, do the following:

(i)   Click the **File** tab. The **Microsoft Office Backstage view** opens.

(ii)   Under **Help**, click **Options**; the **Options** dialog box appears.

(iii) Click **Add-Ins**. We can view each add-in to see the following information: the add-in name, its publisher, compatibility, it's location on our computer and a description of its functions.

The Fig. 4.3.1 is an example of the **Microsoft Office Add-ins** area.

III. Add-In Categories explanation

The following descriptions can help us understand **Add-In Categories**.

- **Active Application Add-Ins: Add-Ins** registered and currently running in our Office program.
- **Inactive Application Add-Ins:** These are present on our computer but not currently loaded.
- **Document Related Add-Ins:** Template files referred to by open documents.
- **Disabled Application Add-Ins:** This **Add-Ins** is automatically disabled because it causes Office programs to crash.
- **Add-in:** The title of the add-in.
- **Publisher:** The software developer or organization responsible for creating the **Add-Ins**.
- **Compatibility:** Look here for any compatibility issues.
- **Location:** This file path indicates where the add-in is installed on our computer.
- **Description:** This text explains the add-in function.
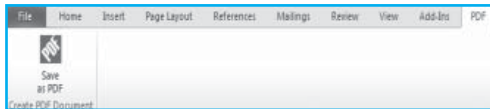
4.4   PDF

Fig. 4.4.1: PDF

Portable Document Format (PDF): PDF preserves document formatting and enables file sharing. When the **PDF** file is viewed online or printed, it retains the format that we intended. The **PDF** format is also useful for documents that will be reproduced using commercial printing methods.

PDF is accepted as a valid format to many agencies and organizations and viewers are available on a wider variety of platforms than **XPS**.

The Fig. 4.4.2 gets opened on the click of the option **PDF->> Save as PDF** command in **Create PDF Document** as shown in the Fig. 4.4.1.
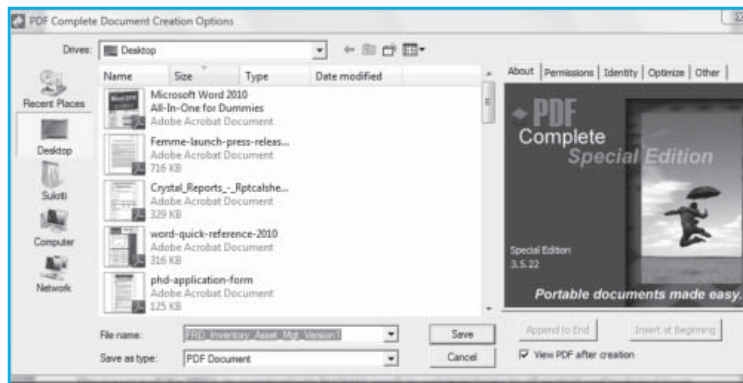

Fig. 4.4.2: PDF Complete Document Creation Options Window