



Making IT happen with

MS WORD

(Word 97, 2000, 2002, 2003)

Advanced page formatting

Charts, drawings, diagrams

Footnotes

Foreign Language capabilities

HTML from Word

Mailmerge

Paste & Paste Special options

Pictures without Problems

Sections, Headers & Footers

Styles & Templates

Table of Contents

Tabs

Text Boxes

Using Tables

Effectively

*ECDL cross-
reference*

More...

This document assumes some experience of Windows and Word. It aims to provide the more advanced knowhow which you are likely to need in an academic or office context.

The original version of this document was written for staff and students working on the networked PCs at Sheffield Hallam University. *Organisations wishing to modify and distribute this document should first obtain permission from Paul Buckley, Head of Academic IT Services, LITS, (e-mail p.n.buckley@shu.ac.uk)*

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Author: Jos Kingston. *Email:* jos@joskingston.org. The author asserts her right to be identified as the author of this work and other moral rights as laid down in the Copyright, Design and Patents Act 1988.

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Introduction



This document was written to be used as a printed booklet. You are strongly recommended to refer to a paper copy, rather than trying to learn the features described while you are reading it online.

This document sets out to provide the information which is most commonly needed by people who are using Word in an academic context – or any other context where a professional level of presentation is required. It assumes that you already know the basics of formatting text in Word, saving your files etc. If you don't, a companion document is available: *IT Essentials: Windows, Word and the Web*.

The instructions are based on the Word 2002 user interface. Word 2003 is identical as far as the features described here are concerned. If you have an earlier version, for most purposes there are no compelling reasons to upgrade to Word 2003 if you already have Word 97, 2000 or 2002 on your home computer. Files can be moved between all versions of Word from 97-2003 without conversion. However if you're working in Word 2002/3 and use features which weren't available in earlier versions (such as nested tables) your file will need some adjustments if you open it in an earlier version.

Where things are different in the Word 97 and 2002/3 versions, this is flagged in the course of the document. Margin notes are used to highlight significant Word 97 differences. Word 2000 is like 97 in some respects and like 2002 in others.

The best way to use this document is to work through it at the computer. First, make a copy of any Word file which contains a page or so of text so you have something to go on while you're working with footnotes, indents, wrapping text round pictures, and so on. You might also want to have your own picture file at the ready saved in any standard bitmap format - .jpg, .gif, .tif, .bmp for example – to use when you work through the section on handling graphics. This section is especially important, however experienced a computer user you are. It's an area where Word 2002 introduced some radical new capabilities. At the same time Word's longstanding irritations around handling graphics – probably the commonest causes of grief for Word users – remain with us.

A common mistake people make when they set out to learn from a document like this, is to think that they ought to be *remembering* all the details of how to do what. This just isn't necessary. What's important is that you become aware of what it's *possible* to do, and recognise that you're capable of doing it. You can easily refer back to this document, or to Word help, for the "how to" as and when you need to use it.

Bitmap file formats

Contrary to popular belief, .bmp format isn't the only bitmap file format. Any image saved from a digital camera, a scanner, a Web page, or painting (as opposed to drawing) software is a bitmap image. *Bitmap* and *digitised* mean the same thing – an image which consists of a set of coloured dots. See page 24.

Advanced formatting

If you're moving files between different PCs...

Not all computers have the same fonts installed. If you move a file to a different computer, different fonts may have to be *substituted*. Always check the fonts you use are available at both ends. Arial, Times and Courier always will be. **Moving a document between different printer setups** can radically alter how a document looks. The commonest symptom of both these problems is pages *overrunning* from the original.

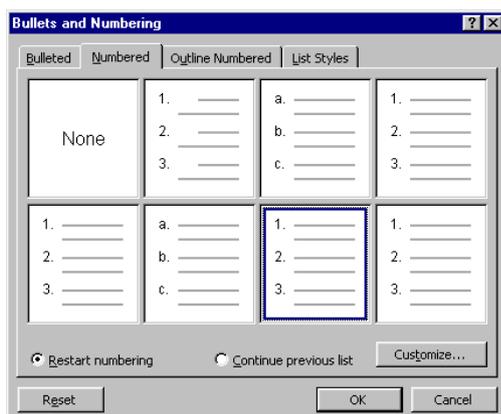
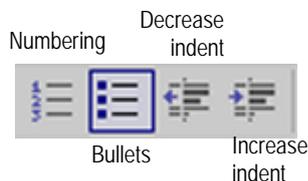
Inserting Page Breaks

Keyboard shortcut to insert a Page Break:
Ctrl + Enter

Don't keep pressing Enter to get to a new page - if you later add, delete or reformat text in your document your layout is likely to go badly wrong. It's always better to insert a *fixed* page break.

- Click at the *beginning* of the line which is to start your new page - the **Home** key will take you there quickly from anywhere in the line. From the **Insert** Menu, select **Break**, then **Page Break**.
- Alternatively, you can format any paragraph with a **Page Break Before**. From the **Format** Menu, select **Paragraph**, click the **Line and Page Breaks** tab and check this option.

Numbered, bulleted and preset indents



If you're creating numbered lists, click **Customise** to start at a number other than 1. Sometimes the *Continue previous list* option isn't available - you may then need to do this as a "workaround".

Bullets in Word 97: select from Wingdings from Customise | Fonts picklist.

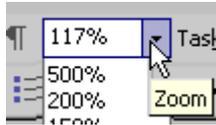
- Click on the appropriate **Toolbar button** as illustrated. **Click again** on the toolbar button to return to normal settings.
- If you have already typed in your text: **Select** it. (For a single paragraph, just click within it.) Then, click the toolbar button.
- **To change numbering format: right-click** (or go to the **Format** menu), then select **Bullets and Numbering**. The choice between *Restart Numbering* and *Continue Previous List* is often useful. It's important in Word to choose correctly between *numbered* and *outline numbered* lists – click on the dialog box tabs to look at examples.
- **To choose your own symbol for bulleted points:** Make sure the *Bulleted* tab is active, and click **Customise**. In Word 2002/3, click **Character** to quickly select a symbol from the Wingdings font; or **Picture** if you want something more colourful.
- From **Customise**, change **indent position settings** if required (watch the preview window).

Your choice of bullet will remain in force until you change it again the same way.

Using the Ruler Bar to set indents

Sometimes preset indents won't give you what you want – it's useful to know how to modify them yourself.

- If the ruler isn't showing at the top of the page: in the **View** menu, click **Ruler**.



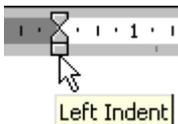
It's easiest to use the ruler with **View** set to **Print Layout** (*Page Layout* in Word 97) and **zoom control** set to **Page Width**, so you can see the whole page area, not just the text. The white area on the ruler bar shows current line length. The triangular and square markers on the ruler are **indent markers** – *dragging on these affects only the current paragraph, not the whole document*.



- Move the cursor so that it's over the left or right margin boundary on the ruler. When the cursor changes to a **two-way arrow shape** as illustrated, clicking and dragging **resets the margins for the whole of your document**. However, you may find it easier to set margins from **File | Page Setup**.



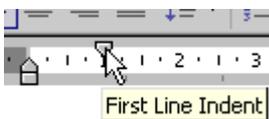
- Point at the indent marker at the *right* end of the ruler. When the **right indent tooltip** is showing, click and drag.



On the left side, you can control separately how the first line and the remainder of a paragraph is indented. This can be confusing!

Drag the **square** marker to keep the first line flush with the rest of the paragraph. **Tip:** for greater control, hold down the **Alt** key while dragging.

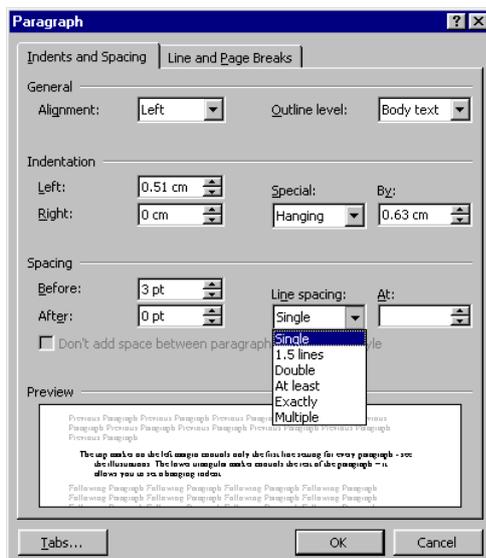
- Click and drag on the **square** marker to indent the whole paragraph. Before you drag, make sure the cursor is showing the **Left Indent** tooltip. If you find that a *tab marker* (see page 18) is getting in the way, you may need to drag it leftwards out of the ruler area before you can set the indent.



- The *top triangular marker* on the left margin controls only the *first line* - see the illustration. The *lower triangular marker* controls the rest of the paragraph – it allows you to set a *hanging indent*. (Bullet points like this one use a hanging indent.)

Drag the **top triangular** marker to indent the first line only.

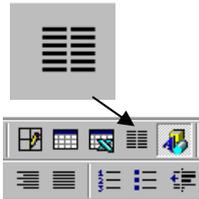
Changing line spacing & paragraph spacing



Word 2002/3 has a line spacing tool on the main formatting toolbar. For more control over what you get, line and paragraph spacing can also be changed from **Format | Paragraph** in all Word versions.

- **Select** the text you want to format (or for a single paragraph, just click anywhere within it).
- From the **Format Menu**, select **Paragraph**.
- *To specify line spacing:* click on the arrow by the **Line Spacing** box. 1.5 rather than full double spacing is OK for essays, dissertations etc.
- Set **Spacing Before** and **After** for more control over space between paragraphs than you get from the usual habit of pressing Enter twice; and to apply consistent amounts of spacing around headings.

Using Column Layout



- You won't see columns in their proper position unless **View** is set to **Print Layout** (*Word 97: Page Layout*).
- In the **Toolbar**, click the **Columns** button, then click on the number of columns you want. When you do this:
- *If the document has been broken into sections* (page 19): only the current section will be laid out in columns.
- *If there are no section breaks and no text is selected*, the entire document will be in columns. You're likely to want a main heading across the whole page. To do this, either create section breaks (page 19); or place the headings in *text boxes* (page 29).
- *If you have selected an area of text before clicking the columns button*: Word will automatically add a section break before and after the selected area.

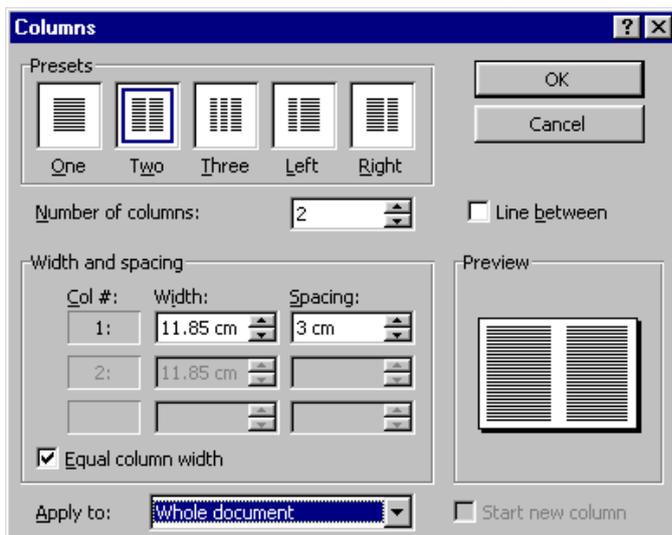
To start a new column at a fixed point:

- From the **Insert** menu, select **Break**, then **Column Break**.

To return from columns to the full page width:

- From the **Format** menu, select **Columns**. Click the One Column **Preset**. (Top Left). From **Apply to**, Select **This Point Forward**. A section break will automatically be placed in your document and the new section will be set to full page width.

For more sophisticated column formatting:



- From the **Format** menu, select **Columns**.
- *If you want uneven column widths*: switch off the **Equal Column Width** checkbox, then set **Width and Spacing**. Notice the **preset** column format options available.
- Alter **Apply To** if necessary. A section break will be added *automatically* if you set to *From this Point forward*.
- Note that the **Preview** may not take effect until you click out of the box where you have changed a setting.

If you want to create A5 booklets in Word, online help provides some useful layout assistance. Look up "booklet".

- You can produce **A5 pages** by using a two-column layout on A4 set to landscape orientation, with page margins set to around 1.5 cm. To get your layout right, you'll need to change the *space between columns* to exactly twice your left and right margin widths. Note that if you set narrower page margins than 1.5 cm, you may be extending into the unprintable area of your page – minimum margins vary from one printer to another.

Paste and Paste Special Options

Keyboard shortcuts for quick copy and paste.

Select then:

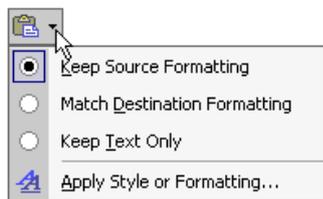
Ctrl + C Copy
Ctrl + V Paste

These shortcuts are especially useful to quickly copy and paste Web addresses from the browser Address Bar into Word. They will automatically be pasted as *hyperlinks* - a single click will return you to the Web page.

You will often get unwanted results if you simply Paste text into Word. This applies most especially if you're pasting from Web pages. You'll often find that quantities of unwanted formatting are included in your paste. Not only this, but behind-the-scenes Web page "objects" which may be pasted – when this happens, strange icons may appear in your Word file. You may even find that your file corrupts, and that you lose work.

Difficulties such as this can be avoided if you **Paste Special** instead of just pasting. In Word 2002/3, the **Paste Options button** offers additional capabilities for controlling text formatting when you paste.

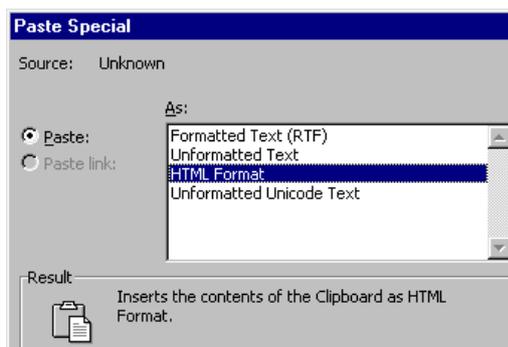
Word 2002/3: the Paste Options button



Whenever you paste anything in Word 2002/3, a **Paste Options button** will appear below the pasted text. If you don't want to change the formatting of the pasted text, just carry on typing and the button will disappear. Or, press the keyboard **Escape** key. If you want it to look different: move the mouse over the Paste Options Button and a **picklist arrow** will appear. From here, you have a number of useful choices over how you want your pasted text to be formatted – you'll often find that this is a useful tool.

Paste Special options

- In the software application where the text you want to paste is displayed, select and copy as usual.



Note: these are the format choices you see when pasting *text*. The options are completely different if you're pasting graphics.

- In Word, from the **Edit** menu, select **Paste Special**.
- The illustration shows the options you'll get in Word 2002/3 if you're pasting text from Internet Explorer. In Word 97 and from other software, Paste Special won't offer exactly the same choices. The default in Word 2002 – what you get if you just click the Paste button to paste – is *HTML Format*. Because Microsoft has a very extended conception of HTML (see page 34) this option often brings quantities of "excess baggage" with it.

- *Rich Text Format* was developed as a standard which maintains as much text formatting as possible when transferring between different software. It can offer a less cumbersome alternative to html format, while maintaining the important text formatting. However, some unwanted html objects may still get carried across – go through your file and delete any strange icons you may find.
- *Unicode text* is designed to handle virtually the full range of foreign language characters, including non-Latin scripts. (Chinese, Arabic etc.)

Foreign language capabilities

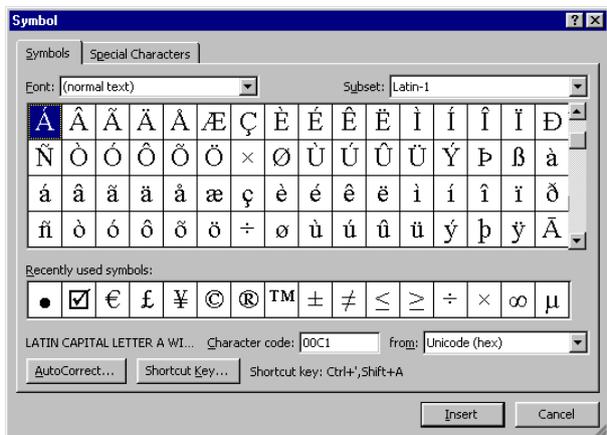
Word-processing with non-English character sets

Versions of Windows from Windows 2000 permit the user to set up their PC so that it's possible to word-process in most languages, including right-to-left languages such as Chinese or Arabic. Use Google to find out how to set up these capabilities on your PC. The jargon to look for is *Input Method Editor* (IME). Bear in mind that IMEs and proofing tools are two separate things.

Microsoft Office software provides a range of *proofing tools* for creating and printing documents in languages other than English. These consist of spellcheckers; grammar checkers; style checkers; and translation dictionaries that allow you to translate individual words. The English versions of Office 97/2000/XP come with proofing tools for French and Spanish. Word 2003 makes a wider range of proofing tools available. To make extras available on your home PC, you have to purchase them. A Google search for "microsoft word proofing tools" will quickly lead you to the information you need.

All recent versions of Windows come with the **Arial Unicode** font installed. This includes character sets for almost all non-English languages. If this font has been used, a Word document in any language can be displayed and printed on most PCs. But *creating* your own documents in any language which requires a completely different character set, is a far more complex process. You can insert characters from Arial Unicode one-by-one using the **Insert Symbol** dialog box, or keyboard shortcuts. But if you want to type as normal, your PC needs to be specially *configured* for a different character set.

Inserting non-English characters one-by-one



- From the **Insert** menu, select **Symbol**.
- From **Font**, selecting **Normal text** will give you access to a range of characters in the same font that you're currently using.
- Scroll slowly down to find the character you're looking for. The full range of characters for Western European languages will always be available. Depending on which font you're working in, you may also find other character sets - for example Greek, Hebrew, and Arabic. Look at the **Subset** picklist.

- If the characters you want aren't available in your normal text font, select **Arial Unicode**. This has an extensive choice available from the Subset picklist. It includes character sets for all the main languages (for example Chinese, Arabic, Japanese).
- Special **keyboard shortcuts** are useful for many Western European languages. Online help has a full list. Look up *keyboard shortcuts*, and you should find a section on *international characters*.

If you use the same characters a lot: put one of each at the top of your document so you can quickly copy and paste them wherever you want from there.

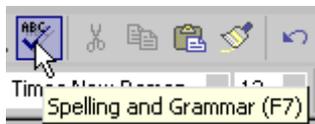
Correcting non-English text with the Spellchecker

If you have a *dictionary* in the appropriate language available in your Word installation (see the previous page), you can forget about accents when you're typing in, then set language to what you want, and run a spelling check to generate a correct version, including accented characters.

1. **Select** the block of text which you want a foreign language spell check applied to. If you want it applied to the whole document, from the **Edit** menu choose **Select All**. (*Shortcut: Ctrl + A*)
2. From the **Tools** menu, select **Language**, then **Set Language**.

You will see that there are many languages in the list – a full list of what it's possible to purchase is displayed. **However, only the ones marked with the spellchecker symbol are enabled.**

3. Select the required language from those marked with the spellchecker symbol, and the appropriate dictionary will become available.
4. Type in your text without worrying about accents, then use the **spellchecker** in the usual way to correct it. Just OK if you get a warning message – all it means is that you can only have a spell check, not a grammar check.
5. Reset the language to English (UK) if you want to return to using an English spellchecker.



Just click OK if you see this warning icon. It means that you *can't* use a grammar check, but you *can* spellcheck in the available languages.



Word 2002/3 only: the Translate Task Pane

If proofing tools for another language are installed on your computer (see the previous page), the new Translate Task Pane provides a useful way of translating single words.



- From the **Tools** menu, select **Language**, then **Translate**. This opens the **Translate task pane**.

What you see may give the impression that whole paragraphs of text can be easily translated. However, you *won't* find that this works well!

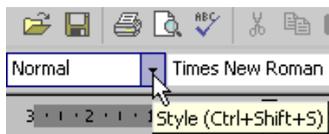
- Type in the word to translate, *or* select it in your document.
- Set the **Dictionary** as you require, then click **Go**.
- *From the bottom of the Translate Task Pane*, it's possible to access other translation tools available on the Web. These can be helpful in translating full documents, although results of computer-automated translation processes are always far from perfect. Where the user needs to download and install a program (.exe) file, you may find that this feature isn't fully functional if you're working on a networked or centrally-administered computer, for example in an office or college environment. (There are security reasons why it's undesirable to let users download program files onto PCs which don't belong to them!)

Making Formatting speedy & consistent

Using and modifying preset styles

Using **styles** means that you can apply formatting consistently throughout a document or set of documents, thus giving a much more professional appearance. Most documents can be best structured with main headings (Heading 1), sub headings, and sub-sub headings (Heading 2, Heading 3 and so on.) If you use these stylenames for headings, you will be able to generate a *Table of Contents* automatically (Page 22). Word supplies predefined styles for these heading levels.

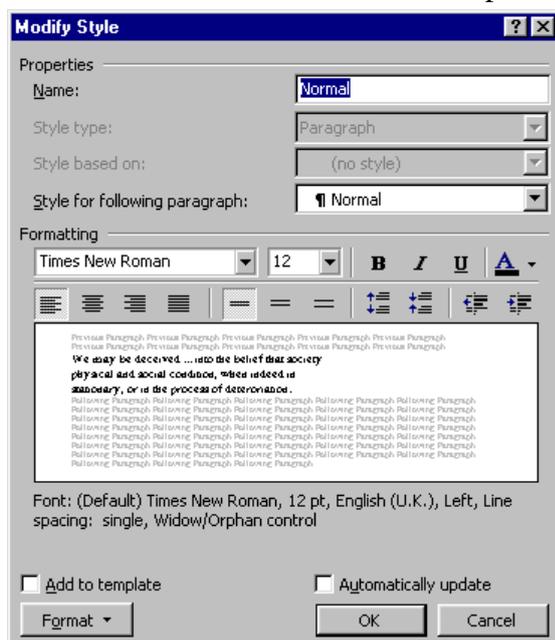
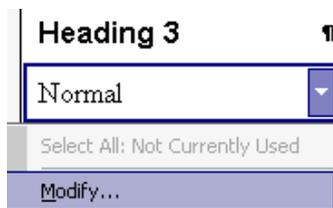
To apply an existing style:



- **Select** the text to which you want to apply a different style. (Or for a single paragraph, just click in it.) In the **Toolbar**, click on the picklist arrow by the **Style** box and select the required style.

By default, the text you type in uses Word's **Normal** style. Usually this is set to 12 pt Times. You may want to change this, or to modify the default formatting for heading styles. *To modify a preset style:*

1. *Word 97 only:* first apply the style you want to modify to some text.
2. From the **Format** menu, select **Styles and Formatting**. (Just *Style* in 97.) In Word 2002/3, the **Styles and Formatting Task Pane** will open. In earlier versions, a *Style Box* will open.
3. **Select** the style you want to modify. In the Word 2002/3 Task Pane, choose the Modify option from the **pick** arrow by the style name. In earlier Word versions, click the *Modify* button.
4. The **Modify Style dialog box** will open. In Word 2002/3, simple formatting changes can be made from the tools in the centre of the box. In *Word 97/2000*, click the *Format* button.

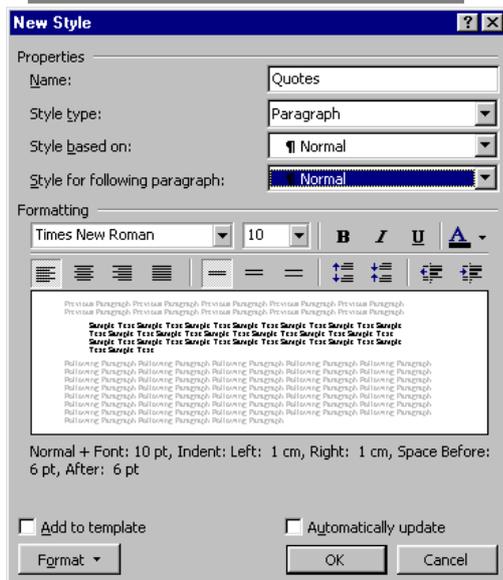


5. For additional formatting options – for instance, to set an indent or specify spacing before or after a paragraph or heading – click the **Format** button.
6. If you want to use your modified styles in other documents, save them to a **template** file. On your own computer you just need to click **Add to template**.
7. **Don't** check the *Automatically update* box unless you know it's what you want. To see what it does: click **What's This** (the ? top right of the Modify Style window), then click *Automatically update*.

Creating your own styles

In this example, a style is created to apply consistent formatting to quotations within a document.

As Dr Holland of Sheffield wrote in 1843:
We may be deceived ... into the belief that social and physical and social condition, when indeed in stationary, or in the process of deterioration.



1. **Format** a paragraph as you want. In the example, type size is set smaller than the main document text; the paragraph is indented; and paragraph spacing has been set to 6 pt (half a line) above and below.
2. **Select** the paragraph you have formatted.
3. Open the styles and formatting Task Pane (or in earlier Word versions, the Style Dialog box) as described on page 10. Click **New Style**.
4. The New Style dialog box will open. Give your style a name – *Quotes* in the example.
5. It's often useful to set **Style for following paragraph** back to *Normal*.
6. If you want to modify your style formatting (or, if you hadn't formatted and selected a sample in advance) proceed as described on page 10.
7. To apply your new style: click in the paragraph and select from the toolbar Style Box; or in Word 2002/3, from the Styles and Formatting Task Pane.

🔗 **Different setups:** With Word's default settings, new styles will automatically get created whenever you apply different formatting to a paragraph. This can be confusing and unhelpful. To prevent this happening: 1) from the **Tools** menu, select **Autocorrect Options**, choose **Autoformat as you type**, and **uncheck Define styles based on your formatting**. 2) (Word 2000 onwards) from the **Tools** menu, select **Options**, and click the **Edit** tab. **Uncheck Keep track of formatting**.

Using the Format Painter

The Format Painter provides a quick way of copying formatting from one block of text to another, via the toolbar.

Selection shortcuts:
Double-click in a word. The whole word will be selected.
Three clicks selects the paragraph. Ctrl+ Click selects a sentence.
Click in the left margin area next to a line of text. The whole line will be selected. A double-click here selects the whole paragraph. A third click selects the whole document.

- **Select** the text whose formatting you want to copy.
- In the **Toolbar**, click on the **Format Painter** button.

The cursor will change to a paintbrush.

- **Select** the text you want the formatting applied to. If you aren't familiar with shortcut alternatives to clicking and dragging, read the box on the left.

If you want to apply the format more than once:

- Follow the instructions above, but *double-click* instead of single-clicking when you select the Format Painter.
- Click again on the Format Painter button to **switch off**.

Saving and using a Template File

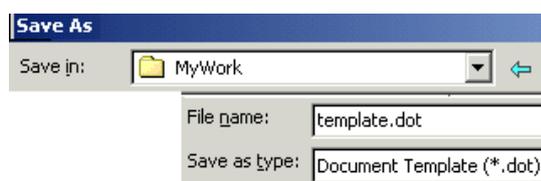
If you want to apply the same styles and page layout to a number of files, you can make it simple by saving your settings as a **template file**.

Within a template file, you can also save customised toolbar and menu settings; your own autotext entries; and macros to speed up your work.

In Word, by default all new documents are based on a template called **normal.dot**. (All template files have the .dot filename extension.) On your own computer, you can make any changes you want to this file. On networked computers, you may find that a standard normal.dot file is loaded every time Word is loaded. You can still create and use your own template file – see below.

You can open a template (.dot) file and set it up as you want, but often you will have an existing document which you want to base your template on.

1. **Save** your file in Word document (.doc) format. Be *quite sure* you've done this before going any further! After you have saved your file as a template, you will strip out all its content.



2. Select **File** from the Menu, then **Save As**.
3. From the **Save File as Type** picklist (bottom of Dialog Box), select **Document Template**.

4. Make sure that **Save In** is set as required. *On your own computer*, by default template files will be set to save to the Microsoft Office Templates folder. It's best *not* to change this setting. *On some networked computer setups*, you may find that you need to save your template to your network space in order to base new documents on it in future.

5. Give your template file a name. If you have saved to a location other than the standard Office Templates folder, use any name *except* normal.dot. Word will *automatically* add the .dot extension.
6. **Cut** all the text and graphics from your file. (If there is any text and/or graphics you want to keep in your template – for example a logo in a header or footer – cut selectively.)
7. **Save again**. You should now have a .dot file containing only your formatting instructions with no unwanted text or graphics.

Keyboard shortcuts:
Ctrl + A selects All of the document.

Using your template file

1. *If you've saved your template to the default templates folder* (see 4 above), it will be displayed whenever you select **File** from the menu, then **New**.
2. *If you have saved your template elsewhere*: from the New Document Task Pane, select **New from existing document**. Locate your template file from here. (**Don't** select New from Template – this will only show you templates saved at the default Microsoft location.)

Using Tables effectively

Name	Address
Smith, J.	10 Prospect Rd
Jones, P.	25 The Mews

A *table* is anything which is laid out in *rows and columns*. Each separate data item is contained in a **cell**. Word offers tremendous capabilities for creating tables, applying sophisticated formatting, sorting into alphabetical order, and exchanging data to and from spreadsheet, database and Web page (html) format.

Word 2002 introduced a number of new features in relation to tables. There are two in particular which may take some getting used to: the ability to move tables around in the same way as you can move pictures or text boxes; and nested tables – tables within tables.

All versions of Word from 97 onwards offer the same three ways of creating tables. Whichever method you choose, you don't need to calculate in advance how many *rows* you need – these will add themselves as you go. It helps if you start with the right number of columns, although these can be inserted or deleted later. If column and row widths aren't as you want them when you first create the table, these can also be adjusted easily.

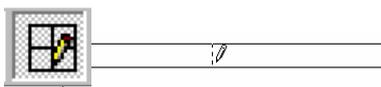


Beware - the adjacent Insert Excel Worksheet button looks similar.

Method 1: Click on the toolbar **Insert Table** button.

- A Table Grid will appear. Drag the mouse over to the right to highlight the **total number of columns** you want. Keep dragging to the right if you want more than five columns.

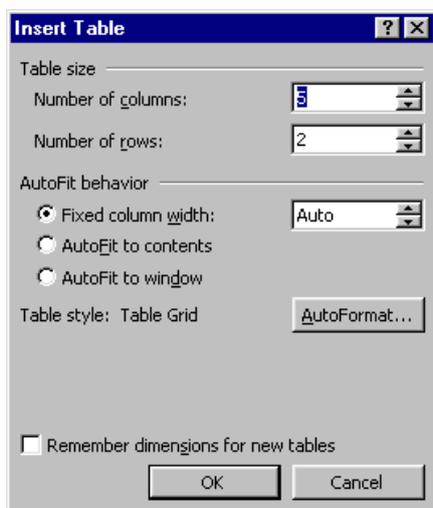
For most purposes, this is by far the easiest way of creating a table.



"Drawing" a table like this is normally only useful if you want a small number of irregular rows and columns.

Method 2: Click on the toolbar **Tables and Borders** button.

- The **Tables and Borders** toolbar will be displayed, and the cursor will change to a **pencil**. Click and drag to set up the table as you want it. The **eraser** tool is helpful!
- Click the **Draw Table** button (top left of this toolbar) to switch off and return to normal text entry mode.



Method 3: From the **Table Menu**, select **Insert**, then **Table**.

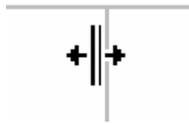
Use this method if you need a large number of columns in your table (up to 63).

About Autofit

If Method 3 is used, Word 2002/3 users can specify a table's *Autofit behaviour* at this stage. Autofit options can also be applied at any time after a table has been created – see the next page. *AutoFit to Window* was new to Word 2002 – it is mainly intended for tables which will be viewed online. Column width is measured in percentages, so the table will resize automatically to fit within a browser window, whatever dimensions this window is set to.

Adjusting the width of table columns

Once you have inserted a table, you will usually want to adjust column widths before you proceed any further.

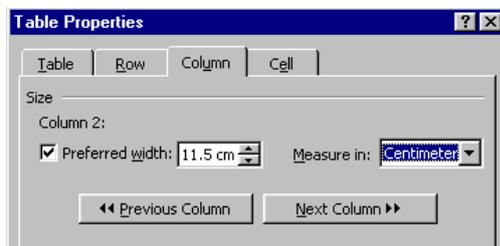


- Systematically work from left to right of the table.
- Move the mouse so that cursor is positioned over a column separator line. Notice how the shape of the mouse cursor changes when it's near a separator – see the illustration. While the mouse cursor is this "two-way arrow" shape:
- **Click and drag** to move the separator to the desired position.



Make sure *all or none* of your table is selected if you want settings to apply to the whole of it. If only *part* of your table is selected, the new settings will only apply to the selected cells.

An alternative method of changing column width:



- **Right-Click** anywhere in the table, then select **Table Properties**. (*Word 97: Cell Height and Width*).
- Click on the **Column** tab. Use the **Previous Column** and **Next Column** buttons to move between columns. In Word 2002/3, you can specify column widths either as a percentage of the total table, or as fixed measurements.
- Once you have typed text or data into your table, you can use **Autofit** to give the “best fit” automatically. Right-click anywhere in the table, and select from the shortcut menu. (*Word 97: from the Table menu, select Cell Height and Width, then Column.*)

Entering text or figures into the table

Note: the toolbar Show Formatting button has been switched on in the illustration below. ¶ denotes a paragraph end; ¶ is a cell marker.

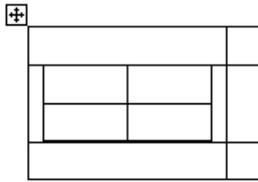
When you press Enter , you start a new paragraph within the same cell. ¶ I've done this here. ¶	When you press Tab , you move automatically to the top of the next cell. ¶
When you press Tab from the last cell in a row, a new row is automatically created. ¶	¶

Now I'm back typing outside my table again. ¶

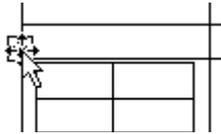
Hobsbawm, E.	<i>Captain Swing</i>
Pilger, John	<i>Distant Voices</i>
Hall, Radclyffe	

Once the first row is entered, Word will *automatically* switch between (for example) normal and italic for the two columns as you type.

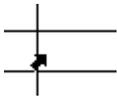
- Click in the first cell of the table, and start typing. Your typing *wraps* automatically to column width.
- *To start a new paragraph within a cell* Press **Enter**.
- *To move on to the next column:* press **Tab**.
- *To create a new row* at the bottom of your table: press the **Tab** key from within the last cell of the table.
- *Format and align the text* in your table just as you would any other text. Once you've formatted one cell, Word will assume that you want the same settings (for instance bold or aligned right) applied to subsequent cells in the same column.
- *To tab within a column:* use **Ctrl + Tab**.
- Click beneath the table to return to typing across your whole page as usual. **If you can't get outside your table to carry on typing as normal:** cut the table, press Enter a couple of times, and paste the table back between two empty lines.



Above: a table has been nested in the middle row of an existing table. The position of the Move handle shows the parent table is currently active.



Here, the position of the Move handle shows that the nested table is currently active.



Nested tables in Word 2002/3

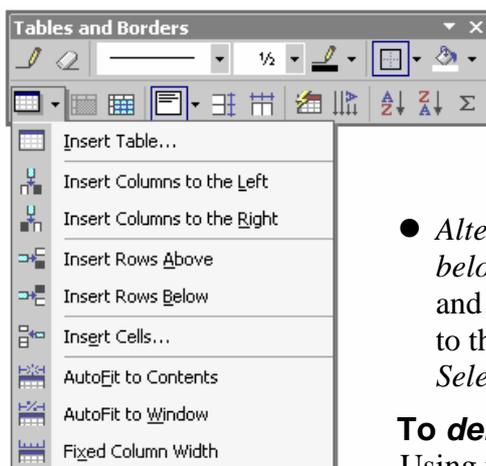
Word 2002 introduced the new capability of nesting one table inside another. You need to be aware of this whenever you're working with tables in 2002/3 – you can create a nested table without meaning to, and the results can be unexpected. This is especially likely to happen if you paste or drag cells from one table into another.

- *To create a nested table:* click in any cell of an existing table, then insert a table as usual. Or, drag one table into another table.
- *To "unnest" a table* – click anywhere in the nested table, then click and drag on the **Move handle** which appears at its top left corner. Drop the table anywhere outside the table it was nested in.

Selecting tables, rows, cells or columns

- *To select a whole table:* Word 2002/3 – click the table **Move handle**. Alternatively, or if using Word 97: Click anywhere in the table. From the *Table* menu, choose *Select Table*.
- *To select a single row:* click next to it in the lefthand margin area. Drag *down* with the mouse to select further rows.
- *To select a single column:* move the cursor until it's just above the column. **Click** when the cursor has changed to a **black arrow**, as illustrated. Drag *across* with the mouse to select further columns.
- *To select a single cell:* this happens as you would expect in Word 97 just by clicking and dragging, but Word 2002 seems more temperamental. If you're having difficulties: move your mouse until it's over the lefthand side of the cell you want to select. The cursor should now change to a **diagonal arrow**, as illustrated. Click once to select the cell, double-click to select the whole row.

Inserting and deleting table rows, cells or columns



- **Word 2002/3:** Click in *any* cell adjacent to where you want the new cells to be inserted. Click the **Tables and Borders** button to display the **Tables and Borders** toolbar. The **Insert** button is bottom left of the toolbar.

- *Alternatively, or in Word 97:* To add a new row: click in the row *below* where you want it to be. *Right-click* or go to the *Table* menu, and select *Insert Rows*. To add a new column: click in the column to the right of where you want it. From the *Table* menu, click on *Select Column*. Then, from the *Table* menu, select *Insert Columns*.

To delete:

Using the keyboard *Delete* key deletes only the *contents* of the table cells, not the cells themselves.

- **Select** the table, cell(s), row(s) or column(s) you want deleted.
- **Cut;** or from the **Table** menu, choose the appropriate **Delete** item.

Splitting a table

1996 sales totals

200	300	250
-----	-----	-----

1997 sales totals

150	250	200
-----	-----	-----

If you started your table right at the beginning of your file, and want to get above it to add some headings or introductory text, clicking in the top row then using "split table" is an easy way to do it. You may also want paragraphs of normal body text, or headings, between sections of a table – illustrated on the left.

- Click anywhere in the row *below* where you want the split to be.
- From the **Table** menu, select **Split Table** (*not* Split Cells).

The table will be split, and the cursor will be blinking ready for you to start typing between its two sections.

Splitting and merging cells

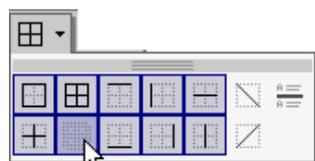
If you want some rows in your table to vary from the rest:

- **Select** the cell or cells you want to split or merge.
- **Right-click**, then select **Split Cells** or **Merge Cells**.

Be cautious about merging and splitting cells. It can make tables hard to handle – for example, if you want to select columns, or run a sort.

Printing a table without borders or gridlines

Tables will automatically be given black *gridlines* around each cell. If you want your table to print *without* gridlines:



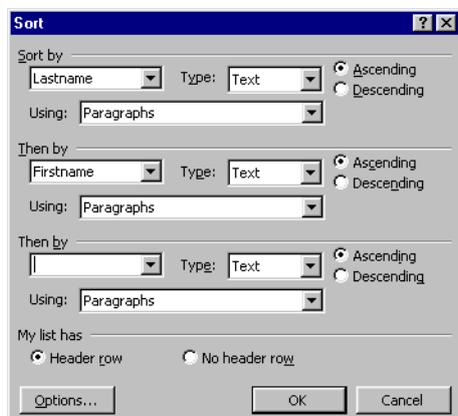
Word 97: No Border is bottom right of the pickbox.

- **Select** your table. Then: in *either* the standard Toolbar *or* the Tables and Borders toolbar, click on the **Borders** button, then click the **No Border** button. The grey cell borders which you'll continue to see won't appear when the table is printed.

Formatting tables



- Click the **Tables and Borders button** to access all the necessary tools for formatting a table. Or, use **Autoformat** (Right-click or Table menu) to choose from preset formats.



Sorting into alphabetical order

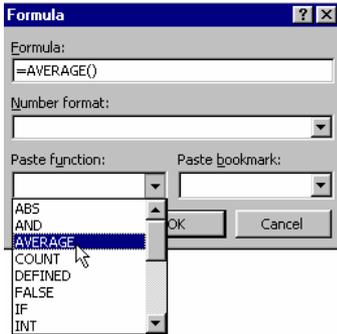
- Click anywhere in the table.
- In the **Table** menu, select **Sort**.

Set the column or columns you want to **Sort By**. If your top row consists of column headings, change **My list has** to **Header Row**.

You can sort any selected block of paragraphs using Sort from the Table menu: it doesn't need to be a table.

- *For quick sorts:* click in the column you want to sort by. In the **Tables and Borders toolbar**, choose **Sort**

Ascending or **Sort Descending**.



Applying calculations to a table

Simple formulae can be applied to a numerical table within Word. To total a column or row of figures quickly:

- Click in the cell below or to the right of the data.
- In the **Tables & Borders** toolbar, click **Autosum**.

A wider range of formulae can be applied from the **Table | Formula** menu. If you are familiar with using formulae in Excel, this shouldn't be difficult to understand – formulae are constructed in exactly the same way in Word. The companion document, *Making IT Happen with MS Excel*, tells you more about using and constructing formulae.

Transferring tables between Word, Excel & Access

It's easy to move data between a Word table, and a spreadsheet or database – these are basically tables too. Take your Word table into **Excel** to use its sophisticated **charts** and **formulae** capabilities. Using **Access**, you are able to **query** the data in your table – filter out the records which meet certain conditions. In reverse, you might want to include part of a spreadsheet or database as a table in a document file.

HOW LARGE IS LARGE?

Word may start running slowly with tables of around 5 pages or more. But this is affected by a number of factors:

Complexity of the table. A table with a lot of merged or split cells, or nested tables, will be more unwieldy.

Demands on computer RAM. The more RAM your computer has, and the less software and files you have active at one time, the better.

What drive you're working from. Word 2002/3 seem far happier with large tables if your file is open on the local hard disk (drive C:) rather than network space, USB storage device, or floppy.

If you find that your computer is handling a large Word table very slowly, this is a good reason to move it into Access (if it's mostly text) or Excel (if it's mostly figures).

When you're copying and pasting table data between Word, Excel and Access, bear in mind the following points:

- *If your Word table includes any merged or split cells, or (in Word 2002/3) nested tables, these can't be honoured in Excel or Access. Your table must have a consistent number of rows and columns throughout.*
- *If you want to paste from a Word table into Access, you must have a database table set up in Access ready to receive the data, with the correct number and width of fields, before you can paste a table from Word. It's often simpler to paste into Excel, then import the Excel file into Access. In Excel, use Autofit to reset column widths correctly before doing this, or you may lose data.*
- *When you paste from Excel or Access into Word, watch out for problems with overlarge Word tables. Select only the data you need before you copy and paste – for instance, use a filter, query or sort – rather than the pasting in large chunks of data then editing it down in Word.*

Using Tabs



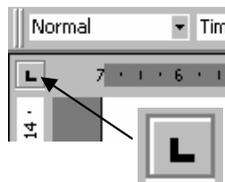
Using tabs allows you to set text items at *fixed positions* on the line: you *can't* line things up properly by repeatedly pressing the space bar.

You may well find that you hardly ever need to use tabs:

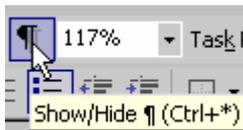
- It's often simpler to create a **table**.
- To place blocks of text at a fixed position – for instance, your address on a letter at the right of the page – you can set a **paragraph indent**. If you want the **first line** of every paragraph indented, you can set the top left **indent marker**. (page 5)

For many things, alternatives are better than tabs – tabs will often go wrong if you change your mind about type size or style.

Setting up tabs from the ruler



Tab button is set to *left tab* in the picture.



- Click on the **Tab Button** at the left of the ruler. Keep clicking, and notice that each time you do so, the icon will change to a different tab formatting – left, centre, right or decimal point. (Note – if *tool tips* aren't automatically appearing to show you which is which, move the cursor well away from the tab button, then back again.)
- In the **Toolbar**, click on the **Show/Hide** marker. Displaying formatting markers makes it easier to see what's going on. An arrow denotes a tab.



Expenditure	→	1997	→	1998	¶
Rent	→	2500	→	2500	¶
Telephone	→	480	→	970	¶

- With the Tab button set to the format you want, **click in the ruler bar** at the point where you want a tab. Look at the example in the illustration on the left. *Right tabs* have been set so that numbers line up correctly with one another.

- Tabs can be **moved** by dragging them along the ruler bar; or **deleted** by dragging them right off the ruler bar.



To clear all tabs:

- If necessary, select the text you want to remove tabs from.
- From the **Format** menu, select **Tabs**.
- In the *Tabs Dialog Box*, click the **Clear All** button.

Creating tabs with leaders

If you select **Tabs** from the **Format** menu, you can add leaders to tabs you've already set from the ruler. If you prefer, you can do the whole job of setting tab positions and alignment from here too.

- If you want to use the same tab settings at a number of places, create a **style** to apply them quickly (page 11).

Large & learned documents: Useful features

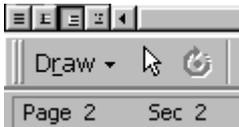
Dividing a document into Sections

Why use section breaks?

- ~ to include a **table** laid out landscape (short and wide) on a page, within a document where you want the rest of the pages laid out portrait (the usual tall and thin).
- ~ to have some parts of your document laid out in **columns**, and other parts right across the page.
- ~ to set up different **headers or footers** for different chapters or sections of a document.
- ~ to apply different page numbering formats to different sections of a document – most commonly, Roman numerals for introductory pages.

Inserting a section break

- Click at the point in your text where you want a new section to commence. Make sure the cursor is blinking *right at the beginning* of the line – the **Home** key gets you there quickly.
- From the **Insert** menu, select **Break**. Under **Section Breaks**, choose whether the new section is to start on a new page, or continue on the same page.
- From the **Status Bar** (bottom of the Word window) you can check which section of the document you're currently working within.



Status bar shows you're in Section 2 of the document.

Points to note about section breaks

- See the next page if you find that your page numbering has gone wrong after adding section breaks.**
 - **Avoid unnecessary section breaks.** Especially when sections have different headers or footers in long or complex documents, they are a common cause of corrupt Word files.
 - If a document has been broken into sections, you can set **Apply To** in **File | Page setup** so that changes made apply only to the current section. This is what you need to do if you want a page in your document set to landscape while the rest is portrait.
 - If you want different headers or footers for each section, *don't* use *continuous* section breaks – start each section on a new page.
 - Wherever possible, leave adding section breaks until the end, especially if each section has a different header or footer. Avoid reordering your document after you have added section breaks.

Headers and footers



Don't confuse "Headers" with "Headings".

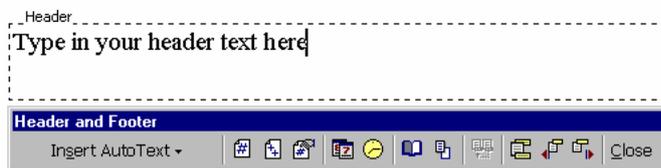
Headings are formatted within the main text of your document; headers and footers are created separately in the top or bottom margin areas, and appear on every page.



If simple page numbering is all you require: from the **Insert** menu, select **Page Numbers**.

Adding headers or footers

- From the **View** menu, select **Header/ Footer**. The **Header/Footer window and toolbar** will appear.
- Move the cursor *slowly* over the toolbar buttons to see what they do. You can insert Page Number and Date from here. More useful options are available from **Insert Autotext** – these include "**Page X of Y**", and **File Name**. You can include any combination of items, along with your own text.

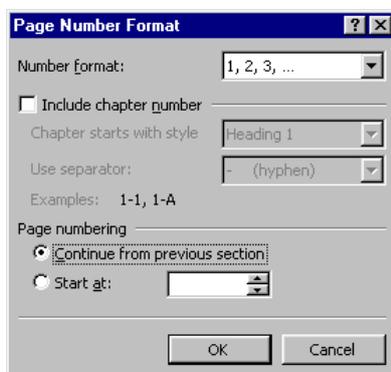


● If you use the "Page X of Y" autotext entry, you may find that it doesn't update automatically as the number of pages in your document increases. If not, select the autotext in the Header or Footer window, then click **F9** on the keyboard to update.

- Switch between header and footer areas with the third button from the right. The other buttons on the right are all to do with document **sections**. If you want different headers and footers for different sections of your document, **Close** the Header and Footer Toolbar now, and divide your document into sections first (page 19). **Format** items in a header or footer just as you would within the main document text.

If you want differently positioned headers and footers for odd and even pages, or on your first page:

- Click on the **Page Setup** button in the Header and Footer Toolbar. The Page Setup dialog box will be displayed, with the **Layout** tab selected. Check the appropriate Header and Footer options.



If your document contains sections, you may need to reset the page numbering so each new section doesn't start at 1.

- Click within the first section where numbering is wrong. In the **Insert** menu, select **Page Numbers**, click **Format** in the Dialog Box, then **Continue from Previous Section**.

When a document is broken into sections, always work through systematically from beginning to end when adding headers or footers. It's important whether the **Same as Previous** section button is set on or off – the default is *on*, but you may well want it off.

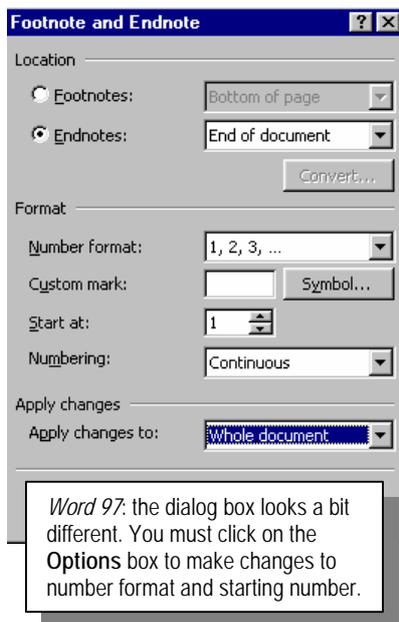
Footnotes and endnotes

Warning: There is a notorious "bug" in Word 97, which often results in footnotes being placed on a different page from the text to which they relate. A good reason for using endnotes instead whenever you can! Problems were still present in Word 2000, and may continue in Word 2002/3.

Word can take a lot of the headaches out of footnoting. You can trust the computer to get it right, if you let it do the work for you.

- ~ You can add footnotes in any order, at any time you want.
- ~ You can "cut and paste" your document into a new order, and the footnote renumbering will all take care of itself.
- ~ Choose between **Footnotes**, placed at the bottom of each page; or **Endnotes**, placed together at the end of the file.

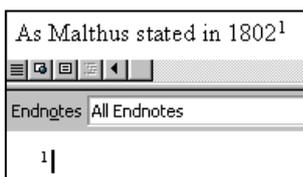
To insert a footnote or endnote:



1. Click at the place in your text where you want the footnote number to be inserted.
2. From the **Insert** Menu, select **Reference**, then **Footnote**. (Word 97: just Insert | Footnote.)

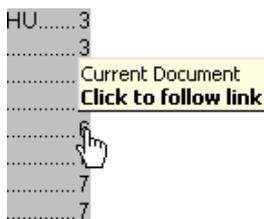
The *Footnote and Endnote dialog box* will appear.

3. Choose between Footnote or Endnote. (Endnotes are less troublesome – see the warning note above).
4. If you've chosen *Endnotes* rather than Footnotes, the format will be set to *Roman* numerals – i,ii,iii. Make the necessary changes from the **Number Format** picklist – in Word 97, click **Options** to reach this.
5. **Don't choose Custom mark** unless you know this is what you want. If you do, your footnotes *won't* automatically renumber when you reorder text in your document, or when you add in extra footnotes.
6. Set **Start at Number** as required. *If your document contains sections (page 19)*, select between numbering set at Continuous, or Restart each section. In Word 2002/3, you also have the option to apply changes to number format and location either to individual sections or the whole document.
7. When you OK, Word will put in the footnote number at your current position in the text, then take you to the footnote or endnote area. Type your reference in here, then return to the main text area.



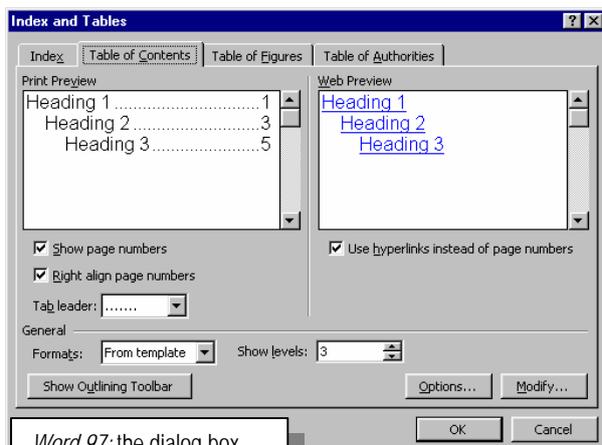
- **It's much easier to shift between your main text and your footnotes/endnotes if you're using Normal View rather than Page (or Print) Layout view.** In Normal View, you move between *two* windows displaying your main text and footnote/ endnote areas. Change views from the **View** menu.
- **You can easily change your footnote text later on**, so when you're producing your first draft, you may just want to add a "memory joggng" reference, and substitute full references later.

Generating a Table of Contents



You can only generate a Table of Contents automatically if you have applied *styles* to your headings; and it's much simpler if you have used the default Heading Style Names. (Heading 1, Heading 2, Heading 3 etc.) See page 10. A Table of Contents (TOC) isn't only useful for printed documents – page references will automatically be formatted as *hyperlinks* to take you there at a click of the mouse.

1. Click at the point in your document where you want your Table of Contents.
2. From the **Insert** Menu, select **Reference**, then **Index and Tables**. (Word 97: Insert | Index and Tables.)



The *Index and Tables dialog box* will appear.

3. Click on the **Table of Contents** button.
4. In the **Show Levels** box, specify how many heading levels you want to include in the Contents. The example on the left is set to include the top three levels (Heading 1 to 3).

Try out the different **formats** available. Watch the **Preview** window to see what they look like.

5. OK, and your Table of Contents will appear.

Word 97: the dialog box looks different. Web preview and using hyperlinks *instead of* page numbers aren't available.

You'll notice that the TOC area appears grey onscreen. It will print black and white as normal. **Select** the TOC to make overall formatting changes to font, typesize etc. You can also modify the style Word uses for different content levels – the names used are TOC1 (Heading 1 level), TOC2 (Heading 2) and so on – but this is a fiddly process. In Word 2002/3, use the **Reveal Formatting Task Pane**, and click on the **Paragraph Style** link.



- *To update a Table of Contents:* click anywhere in the Contents table, then press **F9** on the keyboard. (Or, right-click, then select Update Field.) Don't forget to do this as a final stage of document production! If you have customised the formatting of your TOC, select **Update page numbers only**, otherwise your formatting will go.



It's possible to generate a Table of Contents which runs across a number of different files. Microsoft tells you to do this by setting up a Master Document, but these are notorious for the problems they can cause. For more about this go to <http://www.mvps.org/word/FAQs/General/WhyMasterDocsCorrupt.htm> Inserting a *Referenced Document (RD)* field is a good alternative - see the following page.

Using referenced documents to create a Table of Contents over multiple files

If you're producing a book-length document, it's generally much easier if you create each chapter as a separate Word document. But you are then likely to want to create a Table of Contents across all these files. Microsoft would recommend creating a Master Document, but the procedure described here is much more robust.

The procedure may seem complicated at first! These instructions assume that you know how to create a Table of Contents in a single file. (See previous page.) The tedious part of this process is that there doesn't seem to be an alternative to typing or pasting in the name of each file you want to reference - there isn't a browse option for selecting from.

Step 6 Note: Word 2000 users only: you must now click the **Options** button, and add the \f switch.
Shortcut: In the Field Code box, delete the = and type in RD \f. If you don't add the \f switch, you'll need to specify the full pathname for the referenced document. This is a Word 2000 "bug" and isn't necessary in early or later versions of Word.

```
{RD "CIS1Essentials.doc" }  
{RD "CIS2Word.doc" }  
{RD "CIS3Excel.doc" }  
{RD "CIS4Powerpoint.doc" }
```

Word 2000 only: you should see RD \f - see note above.

1. For each file, set the "Start At" page number as required. From the **Insert** menu, select **Page Numbers**, then click the **Format** button and set from **Page Numbering**.
2. Make sure all the files you need to reference are placed in the same folder.
3. **Create a new file** in this folder to hold the Table of Contents.
4. Set **View** to **Normal**.
5. Select **Tools** from the Word Menu, then **Options**. Under **View - Formatting Marks (Nonprinting characters** in Word 97), switch on **Hidden Text**.
6. Select **Insert** from the Word Menu, then **Field**. Select **Field Name: RD (Referenced Document)**, and **OK**. In your document, you should now see: {RD }
7. After the RD and before the closing brace, **type the first filename to reference, preceded by a space**. If the filename is more than 8 letters long and/or includes spaces, you must put it in inverted commas and include the .doc extension within the inverted commas. Press Enter after the brace. Note that you **can't** just type in the braces direct from the keyboard - it won't be a Field Code box unless you have used Insert Field!
8. For other documents you wish to reference, you can copy this field code to subsequent lines in your document, and edit the filename.
9. Once you've created a list of referenced documents as illustrated: Click under the list, then use **Insert – Reference - Index and Tables** in exactly the same way as you would to generate a Table of Contents or Index from within a single file. (See previous page.)

Graphics in Word

In Word you can:

- Add Clip Art from Microsoft's extensive library
- Place your own pictures in a document
- Create drawings and diagrams with Office drawing tools.
- Add a wide range of effects: background patterns and pictures, page borders, fancy headings created with Word Art.



Above: A *vector* banana. It is an object in its own right, and can be resized and modified without loss of quality. Below: A *bitmap* banana. It has an identity as a banana to the human eye, but to the computer it's just dots.



When you enlarge a bitmap image, you can see the individual dots which it consists of. The aim when reproducing graphics is that these dots should be invisible to the human eye - the effect when you're able to see them is known as *pixellation*.

Each successive version of Word has brought new capabilities in all of these areas. This document focuses on using Word for academic and office documents, in the context of which Clip Art and fancy effects are generally not appropriate. In Powerpoint presentations, these features have a more valid use. Online help on using Clip Art is easily found, whichever version of Word you are working with.

Don't work with **View** set to **Normal** or **Outline** when there are pictures in your file. Pictures aren't displayed in these view modes.

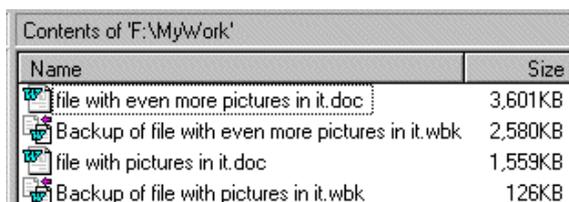
Using your own pictures: key points to consider

The ease with which Clip Art can be added to Word documents tends to give the impression that handling pictures in Word is always a simple matter. Unfortunately this isn't the case. There are two kinds of computer graphics: *vector* and *bitmap*. Clip Art, and the pictures or diagrams you can create using Word's Drawing Toolbar, are *vector* graphics. They can be reshaped and resized without any loss of quality, and they add relatively little to the size of a file.

In contrast, when you use pictures from a scanner, a digital camera, saved from a Web page, or from painting or photo-editing software, you are working with *bitmap* graphics. Resizing a bitmap can cause serious quality loss; and most importantly, bitmaps can add enormously to the size of a file. It's very easy indeed to create a file which is too large to fit on a 1.4 mb floppy disk; or even too large to fit on a USB storage device. If you have a PC of your own with a large hard disk, you're obviously much less likely to encounter "can't save" problems. Notwithstanding, overlarge files are always likely to cause grief. Obviously you'll have problems if you want to transfer a very large file to another computer. Less obviously, large files are likely to make your computer run very slowly; have a tendency to become corrupted; and may refuse to print.

Word files can be truly enormous - in one case where advice was sought because a file refused to print, it weighed in at nearly 500 mb! In fact, Word does have the capacity to incorporate bitmap images while file sizes remain surprisingly small. If you follow the advice on the next pages you should be able to combine small files with good-quality image reproduction.

Keeping an eye on file size



Name	Size
file with even more pictures in it.doc	3,601KB
Backup of file with even more pictures in it.wbk	2,580KB
file with pictures in it.doc	1,559KB
Backup of file with pictures in it.wbk	126KB

Whenever you save a file from Word, the previous saved version is kept with a "Backup of" name. This makes it easy to see when pictures are rapidly increasing the size of a file, as shown here.

- From the Windows desktop, open **My Computer** or **Windows Explorer** and browse to display your file. Set **View** to **Details**. Keep this window open and minimised while you're working in Word. Whenever you insert a picture, save your file and switch back to here from the Windows Taskbar to check file size. Press **F5** to refresh the view details.
- **Don't work from floppy disk, or from a USB storage device unless you have checked carefully that it has plenty of space.** To provide for what Word does behind the scenes, you need around three times as much free space as the size of the file you're working on.

Pasting pictures into Word: caution!

Why does this happen?

When you paste or send a picture from other software into Word, it gets treated as what Microsoft calls a software *object*. A massive amount of unnecessary information is included purely so that from within Word, a double-click on the picture will reload the software which it was pasted or sent from. In reality this is something you hardly ever want to do.

Problems most commonly arise when people work as follows:



First you display the picture on screen to check it's the one you want. You then copy the picture from whatever software you displayed it in, and paste it into Word.

If you do this, your file may be anything between 5 and 50 times larger than it needs to be. The same may apply if you use *Send To* in order to transfer a scanned image into Word.

The problem doesn't arise if you paste a picture between the main Microsoft Office packages, provided that the picture was initially inserted from file and not pasted. It *does* happen if you paste from Microsoft Photo-Editor or Paint, and from all non-Microsoft software. Pasting pictures from Internet Explorer may not cause overlarge files, but it can cause file corruption. If you encounter difficulties, use **Insert Picture** instead. (See next page.)

Test this out for yourself...

1. Double-click on any image file (as long as it's not a tiny GIF – see the note opposite) to open it. Now **copy** it.
2. **Create** a new Word file, **Paste** the picture into it, and **save**.
3. **Create** another new Word file, and this time **Insert** the picture **from file** (see next page) instead of pasting. Save the file and compare the size of the two.

How about using Edit | Paste Special?

This menu option lets you paste in a choice of different formats, and does let you change from the troublesome Software Object option. But your file will often still be much larger than if you use Insert Picture. See page 33 for more about Paste Special Options.



Name	Size
inserted.doc	54KB
pasted.doc	327KB

Above: test results with a 34 kb JPEG file. Using *Insert Picture* from File, a Word document could contain around 25 images of this size and still fit on a floppy. Only 4 pictures this size could be *pasted* in before the file was too big to fit on a floppy. Results can be a lot more dramatic than this, depending on the software the picture is pasted from. Small GIF files *may not* produce the same massive file size differences when pasted.

Inserting a Picture from File

What bitmap file formats can Word handle?

Compressed	Uncompressed
.jpg	.tif
.gif*	.bmp
.png	.pct
	.tga
	.pcx

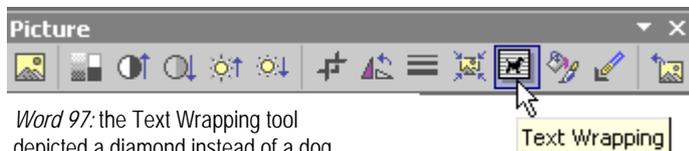
* In Word 2002/3, print quality is very poor from files saved in *transparent* GIF format.

- **If you're scanning**, make sure that dimensions and resolution aren't set so that your picture is unnecessarily large.
- **Make sure your picture is saved in a bitmap format Word can handle.** See the list on the left. To keep Word file size to a minimum, choose a *compressed* file format. For photos, .jpg is generally a good choice. Save to .jpg at high quality/low compression if your software gives you the option – using low-quality images *isn't* a good way of keeping file size down.
- *If you want to use a picture from a Website:* in the Web browser, **right-click** on the picture and select the **Save Picture** option. *Don't save from the File menu* – from here you can only save the entire Web page, or just the text. Always bear copyright issues in mind when you use pictures from the Web.
- **In Word:** Click in the document where you want your picture to be. From the **Insert** menu, select **Picture**, then **From File**.
- You have the choice at this stage to **Insert** or **Link** your picture. If you *Insert*, your picture will be saved as part of the Word file. If you *Link*, your Word file will always need to be accompanied by the linked image file. This can be a serious nuisance.

Text wrapping: "Inline" and "Floating" pictures

In *Word 2002/3*, by default images are inserted in **Inline with Text** mode. In *Word 97* the default is **Float over text** mode. Pictures act in a very different way depending which of these two modes is active. If your picture is in *Inline* mode, you can't wrap text around it, or move it easily around on the page. The picture acts as part of the line of text you inserted it into. You can use the toolbar text align tools to position your picture left, centre or right. For more control over positioning, your picture must be *Floating*.

- Click on your picture to **select** it. If the picture is in **Inline** mode, **black handles** will appear at the edges. If it's in **Floating** mode, the handles will be **white**.



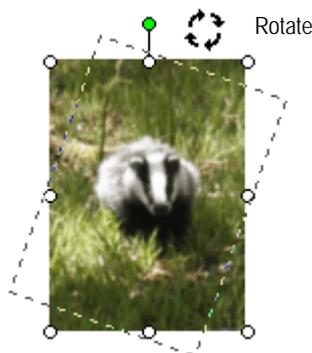
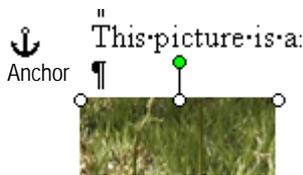
Word 97: the Text Wrapping tool depicted a diamond instead of a dog. To switch pictures between modes in *Word 97:* in the **Picture** Toolbar, select **Format Picture**. Click **Position**, and check or uncheck **Float over Text**.



- When a picture is selected, the **Picture Toolbar** should display automatically. If it doesn't: from the **View** menu, select **Toolbars**, then **Picture**.
- To set pictures to floating mode in *Word 2000/2002/2003:* click the **Text Wrapping** tool, and select any mode *except* **Inline with Text**. Select **Square** if you want text alongside your picture.
- To adjust the distance between a picture and wrapped text: click **Format Picture**. Select the **Layout** tab, then **Advanced**. Set **distance from text** at the bottom of the window. *Word 97:* from *Format Picture*, click the *Wrapping* tab and set from there.

Moving (and losing) pictures

When you're moving pictures in a Word file, they may jump around unexpectedly. Make good use of the **Zoom** tool in the Standard Toolbar. *Page Width*, *Whole Page*, and *Two Pages* are handy choices.



- *In Inline mode*(p.26): click to select your picture. Move it as you would a block of text – drag and drop, or cut and paste.
- *In Floating mode*(p.26): click to select. Move the mouse over the picture until the **move handle** appears, then click and drag.
- When in floating mode, a picture will be *anchored* to a paragraph. (In Word jargon, a paragraph doesn't have to have any text in it - it might just be a blank line where you pressed Enter.) **If you lose a picture from a Word file**, it's very often because you have deleted the paragraph to which it was anchored. The picture then gets deleted along with it. **Undo** straight away if this happens to you. To prevent this: in the **Standard Toolbar**, switch on the **Show/Hide** marker. When a picture is selected, its anchor will be displayed as illustrated. To delete the paragraph but not the picture: before you delete **click and drag the picture anchor** to a different paragraph.
- *Word 2002/3*: pictures may also disappear if you move them next to a table. *Workaround*: **lock the anchor** to a paragraph outside the table. From **Format Picture**, select **Layout**, then **Advanced**.
- *If a picture in floating mode won't move to the position you want*, try moving the anchor to a different paragraph as described above. It can be useful to create a blank paragraph just for the picture to anchor to.
- *Word 2000/2002/2003*: the green handle you see when a picture in floating mode is selected is the **rotate handle**. To rotate: click and drag while the cursor is this shape. *Word 97*: you can only rotate Word drawing objects, not bitmap images.

Resizing pictures

- **Select** your picture, and move your mouse over a **corner** handle. When the cursor changes to the **resize shape**, click and drag. This works the same in both floating and inline mode.
- **Always resize bitmaps from the corner handles, never from the side handles**. Otherwise you will distort the image proportions, and this is never desirable with photos. Worse still, distorting the image can sometimes make Word "throw a wobbly" behind the scenes, resulting in a massive file size increase. If this happens: delete the picture, resave the Word file, and insert again.
- **Never enlarge the size of a bitmap image too much**. If you have enlarged a picture to the extent that it looks blurred, blocky or pixellated onscreen when viewed at 100% zoom, it will look even worse when printed. **When you resize down** in Word, image quality *won't* be lost in a printout, although it *will* be lost onscreen.

Using Microsoft Office drawing tools

The same **Drawing tools** are available in all the main Office software packages. They offer a variety of sophisticated drawing capabilities, and work in much the same way as in specialist drawing software like CorelDraw. Objects created with the drawing tool are *vector graphics*, and so can be resized without loss of quality - unlike bitmap images.

The Drawing Toolbar: an overview



- If you don't see the **Drawing Toolbar** on screen (usually at the bottom): in the **Toolbar**, click on the **Drawing** button.
- Move the mouse *slowly* over the toolbar buttons to see what they



do.

Creating lines, arrows and other simple objects



- In the **Drawing Toolbar**, click on the **Line** tool.
- **Click** the mouse button, hold down and **drag** to create a line. To be sure it's completely vertical or horizontal, hold down the Shift key while you drag.
- **Select** the line if you want to *modify* it in any way. Click on the **Select Objects Tool**, then click on the object.
- *To change the angle of the line, or modify line length: select, move the mouse over an end handle, then **click and drag** when the cursor changes to the **resize shape**, as in the illustration.*
- *To modify Line Style:* in the Drawing Toolbar, click on the **Line Style**, **Dash Style** or **Arrow Style** tool.

The direction of arrows relates to how you drew your line.



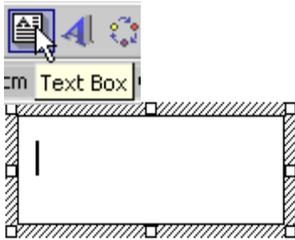
Word Art text with an AutoShape placed behind it, and a shadow added to the AutoShape.

- *To draw multiple lines:* **double-click** on the line tool. It will stay active until you click to switch it off. The other drawing tools mostly also work like this.
- Experiment with drawing boxes and ellipses, and changing fills. Try out Word Art (horribly overused!) and AutoShapes.
- You can insert text directly into a shape: click with the **right mouse button** on the shape, then select **Add Text**. Work as you would with a standard text box – see next page. You do have more control if you create text boxes separately, though.

Drawing objects can be **set to floating or inline with text mode**, and **moved** or **resized**, just like bitmap pictures. See pages 26-7. However, the picture toolbar won't automatically appear whenever you select a drawing object. Select the object, then from the **View** menu, select **Toolbars**, then **Picture**.

Using Text Boxes

Use text boxes to handle blocks of text separately from the main body of your document – for example, captions; information boxes which you want your main text to wrap around.



By default, a text box will have a line border. Click the Line Colour tool and select No line to remove it.



Some text in a text box with a texture fill and a 3-D effect applied.



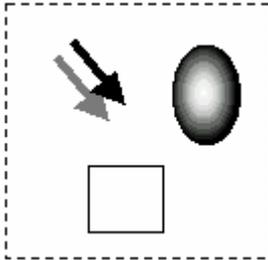
1. In the **Drawing Toolbar**, click on the **Text Box** tool. The cursor will change to a + shape.
2. **Click and drag** to set up your text box to roughly the shape and size you want – you can easily adjust it later.
3. **Click** anywhere in the text box. **Type in** your text, and format the size, typeface, alignment etc. as you want.
4. **Move** and **resize** the text box just as you would any other graphic object – see page 26. The big difference from other drawing objects is that when you resize a text box, type size won't increase. Instead, the text will *reflow* to fit the new textbox area.
5. Set **text wrap** to **Square** (page 26) if you're wanting an information box within your main text area.
6. Make sure the text box is **selected**, then use the **Line Style**, **Fill**, and any other effects you want.
7. You can control the **internal margins** between the box border and the text it contains. **Right-click** on the text box, then select **Format Text Box**. (Or, use the Picture Toolbar Format button.) Click the **Text Box** tab.
8. Text can be contained in a chain of **linked** text boxes. When you have a text box selected, a **Text Box toolbar** becomes available from the View-Toolbars menu. If you want to try learning about this from online help, looking up *Text box* will get you there.

Creating diagrams: good practice hints

- When using text boxes for captions, start with the one which needs the *most* text in it, and use this as the basis for making formatting decisions.
- Diagrams look better if text isn't all different sizes and formatting; if box sizes and positioning have some relationship to one another; and lines, arrows etc. are consistent width.
- To ensure consistency between these elements, it's usually best to copy, paste and modify, rather than create each object separately.
- Don't** create diagrams within a file which is already large – the computer may run very slowly or crash.
- You can resize a diagram when it's finished: create it at the easiest size to work. Add captions at the correct size, though.
- In Word 2002/3, the **Drawing Canvas** can be useful. See page 31.

- The following capabilities all apply to bitmap pictures in floating mode, as well as to Word drawing objects.

Selecting multiple objects

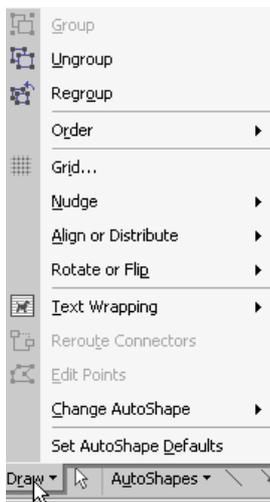


- Click on the **Select Objects** tool, then **click and drag** to create a **fence** (often called a marquee) around the objects you want to select. Only objects entirely *within* the fence will be selected. You can then move, resize etc. all in one go.

Or: click **Select Objects**, then hold down the **Shift** key while you **click** on each object. Clicking a *second* time on an object with the Shift key held down will *deselect* it.

You may need to **switch off** the **Select Objects** tool to return to normal typing.

The Draw menu

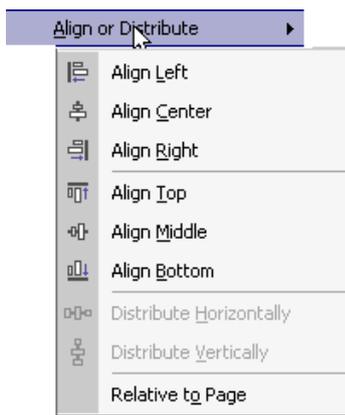


- Click the **Draw button** at the left of the drawing toolbar. The **Draw menu** will pop up. You mainly use this to define how drawing objects are placed in relation to one another.

- When you click **Set AutoShape Defaults** in the Draw menu, the settings for *all* drawing objects from now on will reflect the formatting of the object currently selected. You may not have expected this.

- Much of what you can do from the Draw menu can also be done with the *right mouse button*.

Aligning objects



Proper alignment between objects makes all the difference between amateurish and professional-looking presentation.

- **Select** the objects you want to align.
- From the **Draw** menu, select **Align or Distribute**.
- Make your alignment choices from the menu which appears.

Using a *grid* helps you to align objects as you create them:

- From the **Draw** menu, select **Grid**.

The *Snap to Grid Dialog Box* will appear. Make sure that the horizontal and vertical spacing is set up appropriately for your purposes. New objects will snap automatically to the grid; existing objects will snap as soon as you move them. If you're making fine adjustments to an object's position, switch *off* Snap to grid from here – by default, it's switched *on*.

- Nudging** is a useful way of making fine adjustments to position. Select the picture and use the keyboard arrow keys.

Word 2002/3: the Drawing Canvas

In the standard Word 2002/3 setup, the Drawing Canvas will appear as soon as you start drawing. You may find this an unwanted intrusion, and if so you can switch it off: from the menu: go to *Tools - Options - General*. You will still be able to enable the drawing canvas whenever you wish as described here. It can be a very useful tool for keeping drawing objects positioned correctly in relation to one another, and for resizing them all together. To use it:



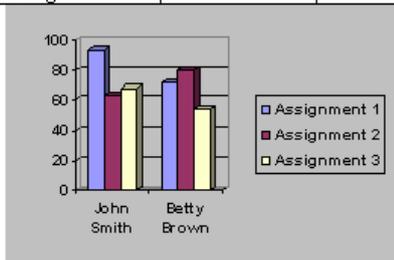
- From the **Insert** menu, select **Picture**, then **New Drawing**. A drawing boundary box will appear on your page, with the **Drawing Canvas Toolbar** close by.

- When you have finished assembling your drawing or diagram, click the Toolbar **Fit** button to remove unnecessary border areas.
- Use the **Expand** button if you need more space on your canvas.
- A **text wrapping** button is available on the Drawing Canvas toolbar. Use this if you want text to wrap round your drawing. (page 25).
- If you have used the Drawing Canvas, and then open your file in an earlier Word version, you may need to *ungroup* drawing objects before you can make any changes - see the next page. Additionally, objects may not maintain their original positioning.

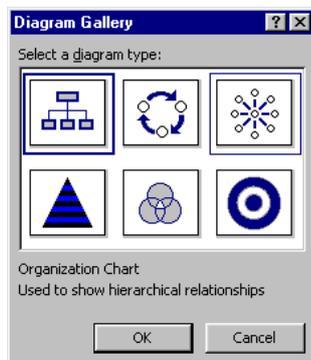
Charting and diagramming tools

Word offers a range of tools which have increased their sophistication with each new software version. This section provides just a brief indication of what's available.

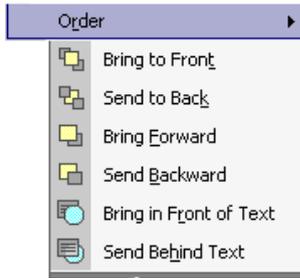
	John Smith	Betty Brown
Assignment 1	94	72
Assignment 2	63	80
Assignment 3	68	54



Word includes a **chart tool** which is available from the **Insert | Picture** menu. This has only limited capabilities – it allows you to produce a simple bar chart within your Word document. Set up the required data in a Word table, and **select** it before using this tool. For most charting purposes, it's better to use Excel's much more sophisticated capabilities. Charts can easily be pasted from Excel into Word. The companion document, *Making IT happen with MS Excel*, gives detailed guidelines.



Word 2002/3 provide a **Diagram** tool which can be accessed from the **Insert** menu or the Drawing Toolbar. The **Diagram Gallery** which is accessed from here offers a variety of standard diagram types. A dummy will appear on your page within a *drawing canvas* (see above). The **diagram toolbar** which will be displayed alongside the canvas provides the tools which you need to customise the dummy to your own requirements.



Ordering objects

You'll often need to change the order of one object in relation to another – for example, put a text box on top of a shape or picture.

- **Select** the object whose order you want to change.
- From the **Draw** menu, select **Order**.
- Make your choices from the menu which appears.
- Note that *Bring to Front/Send to Back*, and *Bring in Front of/Send Behind Text*, are different menu options. Send Behind Text is useful if you want to put a background image on your page. (But beware of making your text too hard to read.)

Grouping objects

Once you've got your graphic objects correctly positioned in relation to one another, *group* them so that you can't accidentally destroy this relationship, and can move, resize etc. as one object.

- **Select** the objects you want to group (page 30).
- From the **Draw** menu, select **Group**.
- You'll need to **ungroup** if you want to modify one object within the group, without affecting any others. To avoid wasting time at the production stage, it's best not to group until you're happy that all the individual objects in your drawing are as you want them.
- In Word 2002/3, the tediousness of having to ungroup often makes the **Drawing Canvas** easier to use than grouping.

Cropping pictures

You can't crop Word drawing objects. This section applies only to bitmap pictures.

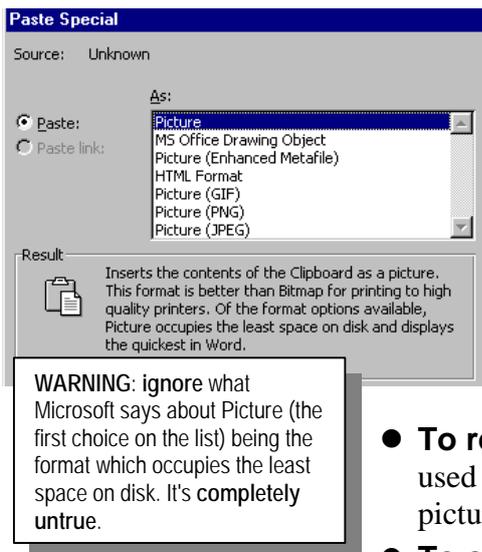
It's far better to crop substantial amounts from bitmaps *before* inserting them in your Word file.

When you crop in Word, all the cropped area remains stored with your image, making your file unnecessarily large. If you're just wanting to tidy up by taking thin slivers off sides of a picture, cropping in Word is fine – the discarded edges won't add much to the file size. In Word 2002 onwards, you can use the Compress Picture option to tackle this problem.



- **Select** the bitmap you want to crop.
- In the **Picture toolbar** select the **Crop** tool.
- Move the mouse towards the edge that you want to crop. When the cursor changes to the **crop shape** as illustrated, **click and drag**. If you've cropped too much, drag outwards again.
- In *Word 2002/3*, the Picture Toolbar includes a **Compress Picture** option which lets you delete cropped areas of pictures.

Using Paste Special options with pictures



The **Edit** menu **Paste Special** option lets you convert a selected picture from one format to another. In Word 97, your choices are limited to Object or Picture (see page 25). From Word 2000 onwards you have a far more useful range of options, which permit you to convert any objects in your document to .jpg, .gif, or .png format. These formats may not be available if you are pasting a picture into Word from other software, but can be used with any picture already in a Word document – drawing objects as well as bitmaps. Converting a picture to a different format can be useful for the following purposes:

- **To reduce file size.** Format conversion via Paste Special can be used as a rescue strategy if your file is bloated with pasted pictures. *For a Word 97 workaround:* see the next section.
- **To convert drawing objects to bitmap format.** This can be very handy if you want to display a drawing outside Word.

To convert a graphic object to a different format:

1. **Select** the object or objects you want to convert, and **Cut**.
2. **Edit | Paste Special**, then choose the format you want. Use .jpg for photos, .png for drawings where crisp definition is required. (The normal recommendation for this purpose would be .gif, but Microsoft does some funny things with .gif format.)
3. *If you want your picture saved to a separate file, see below.*

Saving pictures to file from Word

You can extract bitmap images at high quality from all Word versions from 97 onwards via **Microsoft Photo-Editor**. This comes as an "office extra" with Word, although you may have to return to your Word CD to install it.

Only Photo Editor always preserves the quality of the original when images are pasted from Word - Paint doesn't, Corel doesn't, Photoshop doesn't. The more the original pictures have been scaled down in your Word layout, the more noticeable the difference will be.

1. If the picture you want to extract consists of drawing objects, first convert to bitmap format – see previous section.
2. **Select** the bitmap and **copy**.
3. **Open Photo-Editor**. Select **Edit | Paste as New Image**.
4. From the Photo-Editor **File** menu, **save** the image in whatever format you choose. Avoid .gif format if possible – Microsoft often doesn't make a very good job of it.
5. If you're using this strategy to cut down the size of a file which you had previously pasted pictures into (see page 25): **delete** the original copy of your picture from the Word file, **resave** your file, then **Insert** your new copy **From File**.

HTML from Word

The information in this section is intended to make you aware of Word's capabilities, but *doesn't* set out to provide you with detailed "how to" information.

There are good reasons why creating Web (html format) pages from Word is frowned upon by serious Web page producers. Saving to html from Word (or any other Microsoft software) produces unnecessarily large html files. This means Web pages take a lot longer to download than they should. In addition to size issues, the "extended html" which Microsoft uses isn't fully understood by all Web browsers.

Sheffield		○ ○ ○	A Student Guide
Where are we?	Following months of research (and the need to fulfil an assignment deadline), I have created an online guide to Sheffield for all prospective and current students. If you want to get socialising, learn about the humble city, or money-save, there are nuggets of information for everyone.	So, you've got to do some study...	
10 Things to do		Things you won't see	
The student hang-outs		It's a quirky place	
I'll be there for you		Contact me	
Money, money, money		Source information	
			
Joel Akehurst, April 2002			

Html format doesn't give you the same simple control over layout as Word document format does. Whichever version of Word you are using, or when you create Web pages using other software, this will be an issue. In particular, the positioning of pictures in relation to text can't be controlled so easily in html.

Tables are an important tool in Web page production. This applies whatever software is being used. Tables offer a means of positioning pictures and text in relation to one another which can be easily translated into html. The example on the left was produced in Word 97 using a table layout. Even though html capabilities have improved radically in later versions of Word, it is still good a good idea to base Web page layouts on a table. It will display correctly in early browser versions, and a table can impose a discipline on your layout – a clear template.

- To include pictures in a table, set the pictures to *inline with text* mode (page 26).

Word's html capabilities

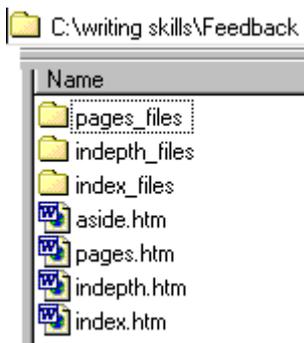
Why the two Save options?

Microsoft is very enthusiastic about what they call "round tripping". This means that a document can be moved to and fro between Word and Web page format without any loss of data. Features which can't be honoured in html (for example headers and footers) will still be there if the html file is opened again as a Word document. This is what makes files so large when saved in Word 2002/3's default Web Page format.

Some important new features were introduced in Word 2000; others were new to 2002. It remains the case that Word isn't an appropriate tool for fully-fledged Website production. However, where you have existing Word documents which you need to convert to html, or where you want to produce just one or two Web pages without learning a new software package, the new capabilities are very useful indeed.

1. **Word 2002/3 offer two html "Save As" options:** *Web page*, and *Web page filtered*. The difference in file size is significant. Filtering will often reduce the size of the html file to 50% or less of the unfiltered size. In terms of what gets displayed on the Web page, generally there's little or no difference – all that's lost is "round tripping" capability. (See the box.) Whether filtered or unfiltered, XP's html conversion depend heavily on CSS and use of layers. (And consequently requires 4.0 or later browser versions.)

2. **Word drawing objects.** Word 97 entirely fails to handle Word Art or text boxes when saved as html - you get nothing. In 2002/3, drawing objects can convert quite satisfactorily, as long as you bear in mind the following points:
 - If **text wrap** (page 26) on a drawing object is set to *in front of text* or *behind text*, the drawing object will disappear when you convert to html. Change wrap to a different mode before saving.
 - When a file containing drawing objects is saved as html from Word 2002/3, this automatic process sometimes uses *vector markup language* (vml) which isn't understood by all browsers. You can avoid difficulties by converting drawing objects to bitmap format before you save as html – see page 33.
3. **Pictures in "Float over text" mode.** In Word 97, these were converted to inline with text mode when you saved as html, so any text wrapping was lost. This no longer happens in Word 2002/3. However, results aren't always completely predictable – use of table templates for layout remains a more robust option.
4. **Site organisation.** When you save a Word document as a Web page, images will be saved separately in GIF or JPEG format, and *linked* to the html file which contains your text. The linked picture files must accompany the html file wherever it goes.



In Word 97, images in your document are saved in the same folder as the html file, named consecutively as Image1.jpg etc. In Word 2000 onwards, for each html file you save, a *separate* folder is automatically created where all images are placed. This is a great improvement.

- **Always avoid spaces in filenames when you save as html.** In Word 2000/2002/2003, spaces in the filename will also be contained in the names of the accompanying image folder. For example, the folder accompanying a file saved as *web pages.htm* would be named *web pages_files*. The space in the folder name between "web" and "pages" can result on some Web servers in the pictures not being displayed when the page is loaded.

In Word 2002/3, if you have *scaled* an image in your Word file, *two* copies of that image will be saved in the folder. The first will be the fullsize copy and the second will be the scaled file. The scaled version is used when the page is opened in a browser; the unscaled version is used if the page is opened again in Word. This is to

Name	Size	Modified	Type
filelist.xml	1KB	24/03/02 21:45	XML Document
image001.jpg	406KB	24/03/02 21:45	JPEG Image
image002.jpg	9KB	24/03/02 21:45	JPEG Image

ensure that print quality is maintained from Word. It can add massively to the size of a website. The illustration shows the contents of the files folder when a Word document containing *just one picture*, scaled down considerably in the layout, was saved as html.

- **If you save as *filtered* html, only the scaled version of the image file will be saved.** This is all that you need for your Web page.

5. **Hyperlinks.** Any text or image can act as a hyperlink. This applies in all Word versions from 97 onwards. To create a hyperlink:
 - **Select** the text or image you want to act as a link. From the **Insert** menu, select **Hyperlink**.

In Word 2002/3, *screen tips* can be added via the Insert Hyperlink menu item. These can provide handy information about what you'll get if you click on the link.
6. **Page backgrounds.** In all Word versions from 97, you can set a coloured or textured background from **Format | Background**. The background will only be visible when you **View** your page in **Web Layout** mode (*Word 97: Online Layout*)
7. Word 2002/3 lets you specify **Alternative text** which can be displayed instead of any pictures included in your Web page. This makes a Web page more accessible to users with impaired vision.
 - **Select** the picture, then open the **Format Picture** dialog box (page 26), and select the **Web** tab.
8. **Column layouts** (as opposed to columns in tables) *aren't* honoured when saving to html from Word, either in full or filtered html.

General points to bear in mind

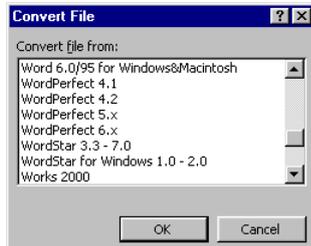
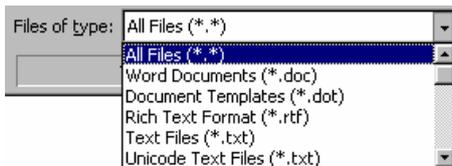
- **Always** save your file in Word document format just before you convert to html. You can then return to the .doc version if conversion has had unwanted results.
- If you've used fonts other than *Times*, *Arial* and *Courier*, you run the risk of those fonts not being available on the computer where your Web page is displayed.
- Standard html doesn't permit the same control over *type size* as you have in a Word document. If you want your Web page to view satisfactorily in any browser, your layout should use just a few different typesizes, and shouldn't depend on tight copyfitting.
- If you want fancy headings, a common approach which avoids the above difficulties is to create the headings in drawing or photo-editing software, then save in .gif, .png or jpeg format. If you do this and want your Web page to have anything except a white background, use a bitmap format which permits *transparency* – otherwise your heading will be surrounded by a white rectangle. Gif and .png formats have this capability, but not jpeg.
- If you're using Word to create a set of Web pages, *don't* add the hyperlinks between them until *after* you have converted to html – links which specify .doc files won't be recognised.
- **Dreamweaver** is the industry-standard Web authoring software. It will often be better to paste text from Word into Dreamweaver and format there, rather than save as html from Word.

Converting text to different formats

- Word 2002/3 files can be opened in Word 97/2000 without requiring conversion, and vice versa.** If you have used features which were new to Word 2002 (for example nested tables) these won't be honoured in earlier versions, and your file will need some adjustments.
- You *must* know what software the file was created in, and check that Word is capable of converting it.**
- If a converter isn't available, any document can be saved as *text only* from the software it was created in.** Formatting will be lost, but all your words will be there.
- Rich Text Format (RTF)** is an available "Save As" format from most word processors, and maintains most formatting. RTF files may become very large if they contain graphics.

To open a file created in different software:

- Click **Open** in the toolbar or file menu.
- The Open File Dialog Box will appear.
- Click on the arrow by the **List Files of Type** box, and select **All Files (*.*)**. *All* the files on your disk will now be listed, not just Word document files.
- Highlight the file name, and OK.

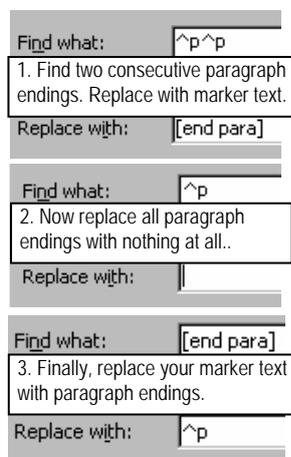


If Word immediately recognises your file format, it will open straight away. If not, the *Convert File Dialog Box* will appear.

- Select the file format you want, and OK.

If you're converting a plain text file, you will need to make the bewildering choice between Text only, MS-DOS text, and Unicode text. Try the different options and see which works best.

You may need to "tidy up" imported text files. You will often find a paragraph mark ending every line, which will result in unwanted line breaks. In the Toolbar, click on the **Show/Hide button** to display paragraph markers and see if this has happened. If you like being ingenious, you can devise a set of Replace routines to solve problems like this. In the Replace dialog box, click on the **Special** button if you want to search and replace formatting characters like paragraph markers. The example illustrated works only if the typist followed the usual practice of pressing enter twice between paragraphs.

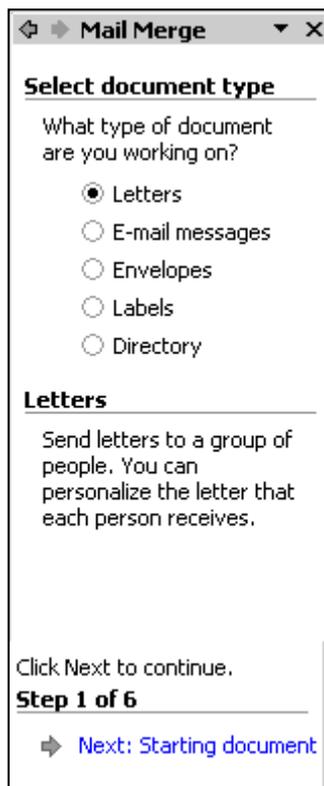


- This is the sort of procedure that can be stored as a macro for future use.** Not all macros are malicious viruses – they're a great way of storing a sequence of instructions you may want to use again in future. Look up *macro, creating* in Word Index help.

Using Word's Mailmerge feature

You can use Mailmerge to create personalised letters, documents or emails for a mass mailing; and to create address labels. Your standard letter (or whatever) is merged with data from your **data source file** – most commonly, an address list. This can be a Word table, Excel spreadsheet, or Outlook contacts list.

- **Create your data source file before you use Mailmerge.** Give thought to the fields (columns) you are going to need in order to supply the personalised information which you want to include. *The top row of the table must consist of headings for each column.* (For example Lastname, Firstname, Address Line 1, Address Line 2 etc.)

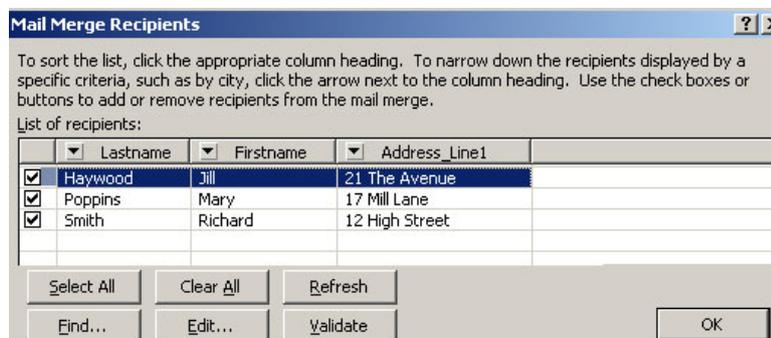


Using Mailmerge for personalised letters

This isn't just useful for adding names and addresses to "pro forma" letters. For example, teachers or lecturers might use it to provide feedback on assignments: all this requires is a column in your address list table for assignment marks, and perhaps another column with individual assignment feedback. Using mailmerge, individual feedback can be combined with general feedback aimed at the whole class.

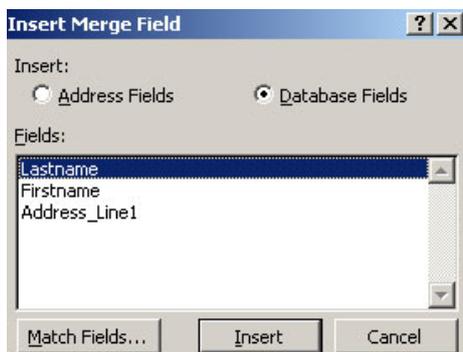
From the **Tools** menu, select Letters and Mailings, then **Mail Merge Wizard**. In Word 2002/3, the **Mail Merge Taskpane** will open on the right of the screen, as illustrated. This is where you do your work from. In earlier Word versions, the "Wizard" will open in a window. The steps you follow are otherwise the same.

1. **Select document type:** *Letters*. Click **Next**. (at the bottom of the Taskpane)
2. **Select starting document.** It's easiest if the document which you want to use as the main text for the group letter is the **Current Document** (i.e. the document which is currently active), and is already written before you mailmerge. Click **Next**.
3. **Select recipients.** If you have already prepared your data



source file, select *Use an existing list*. Click **Browse**, and select your list. Take a careful look at the data in the preview window - uncheck any heading rows, and take note of the name of the field(s) which contains the data you want to merge. Then click **Next**. (Ignore the Write your Letter heading, which is confusing if you've already done so!)

4. **Click in your document where you want the first item of personalised information to be placed.** (e.g. after "Dear" at the top of your letter.) Now click **More Items** in the Task Pane.



You'll now see a list of fields in your data source file, as illustrated. Select and click on the **Insert** button for the field you want. Repeat this process for each point in your document where you want to insert personalised information from your data source file. *Note:* at this stage you will see a Field Code marker, and *not* the actual data.

5. Follow through the next steps to preview your mails and complete the merge.

Using mailmerge to generate labels

It's essential that you know the *exact* label type and size you're using – it should tell you this on the label box. It may be helpful to browse through the label types available in Word before you start the merge. To do this, go to **Tools | Letters and Mailings | Envelopes and Labels**. Select the **Labels** tab, then click the **Options** button. Note the additional choices available under Details/New Label (Word 97: Other/Custom) if you can't find the label you're looking for.

When you're ready: From the **Tools** menu, select Letters and Mailings, then **Mail Merge Wizard**. The **Mail Merge Taskpane** will open on the right of the screen. This is where you do your work from.

1. Create a **new file**. Click the **Labels** button, then **Next: Starting document**.
2. Under **Change Document Layout**, click **label options**, and select the label you want. Your document will now show how the labels will be positioned on the page.
3. Click **Next: Select Recipients**. Under **Use an existing list**, click **Browse**. Select your data source as described in the previous section. The default options should work fine.
4. Click **Next: Arrange your labels**. From here, click **More Items**. You'll now see a list of fields in your data source. Insert each field in the order you want.

The first label in your document should now show the fields you have inserted. Add formatting instructions as you want to put things on separate lines, add spaces between firstname and lastname etc.

When the label is as you want it, under **Replicate labels**, click the **Update all labels** button.

5. Follow through the next steps to preview your labels and complete the merge.

Using Mailmerge to personalise emails from Outlook

This feature may not be available in Word 97. If you use MS Outlook for email, your **Outlook contacts list** can be used as the data source – all the recipient names and email addresses need to be in there. It's very easy to create a contacts list in Outlook – in the Outlook folder list, click **Contacts**, then for each contact, click **New** and add the details.

It doesn't seem to be possible to include attachments. In any case, it isn't good practice to send out unsolicited attachments en masse. Better to send a link to the file on a web page if that's possible; or ask people to reply if they would like the file sent to them.

From the **Tools** menu, select Letters and Mailings, then **Mail Merge Wizard**. The **Mail Merge Taskpane** will open on the right of the screen, as described for using Mailmerge to create personalised letters.

1. **Select document type:** *E-Mail messages*. Click **Next**. (at the bottom of the Taskpane)
2. **Select starting document** as described on p. 38, then click **Next**. Your open Word document must contain the text for your standard email message.
3. **Select recipients**. Check *Select from Outlook contacts*. Click **Choose Contacts Folder**, and follow through the dialog boxes to display your Contacts list. Take a careful look at the data in the preview window - uncheck any contacts you don't want to include, and take note of the name of the field(s) containing the data you want to use to personalise your email. Then click **Next**.
4. **Click in your document where you want the first item of personalised information to be placed** and follow the instructions at the top of the previous page. (*Note: there are some ready-made options available from Mailmerge –play with "address block" and "greeting line" to see what they do.*)
5. Follow through the next step to preview your mails – at this stage, you can exclude any recipients if you wish. Click **Next: Complete the Merge**.
6. Under merge, click **Electronic Mail**. A **Merge to Email window** will open. Add a **Subject Line** for your email. You should normally leave **Mail Format** set to **HTML**. OK, and at this point your mails will be sent one-by-one to the recipients.

Extra tricks

Adding pictures to labels: <http://support.microsoft.com/?kbid=212078>
Extensive mailmerge tips: <http://word.myps.org/FAQs/index.htm> - click the Mailmerge tab. This website is one of the most useful sources of advanced Word knowhow.

ECDL CROSS-REFERENCE

The ECDL (European computer driving licence) is an internationally accepted certificate of computing competence. The purpose of the table below is to set out what ECDL Word Processing module requirements are; and to indicate how the content of this document maps to these requirements.

This document can be used as a supplement to ECDL learning materials, but not as a replacement.

You need experience in traffic before you can pass a driving test; in the same way you'll need practical experience of working with a fairly substantial word processing projects. Items are marked with an asterisk * where this is particularly important to bear in mind.

ECDL "Getting started" basics which are the same in any Windows software, together with basic word processing knowhow, are covered in the companion document *IT Essential: Windows, Word and the Web*. This is referred to below as ITE.

This document covers some topics in considerably greater depth than is required by the ECDL syllabus. This applies particularly to the sections on Foreign Language capabilities; Useful features for academic documents; Graphics in Word; and HTML from Word.

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Opening files and other basic Word functions are described in the companion document: *IT Essentials: Windows, Word and the Web*. Referred to here as *ITE*.