

# **Word II Office 2003**



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## **Goal**

The goal of this class is to become familiar with more of the features of Microsoft Word

## **Objectives**

By the end of this class, you will be able to:

- Use the spell check
- Use the autocorrect
- Use find and replace
- Work with indents and tabs
- Work with images
- Create and work in tables
- Create and work with columns

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Before we cover new material, here is a brief review of the Word screen and Toolbars. Please refer to the Introduction to Word documentation for more information.

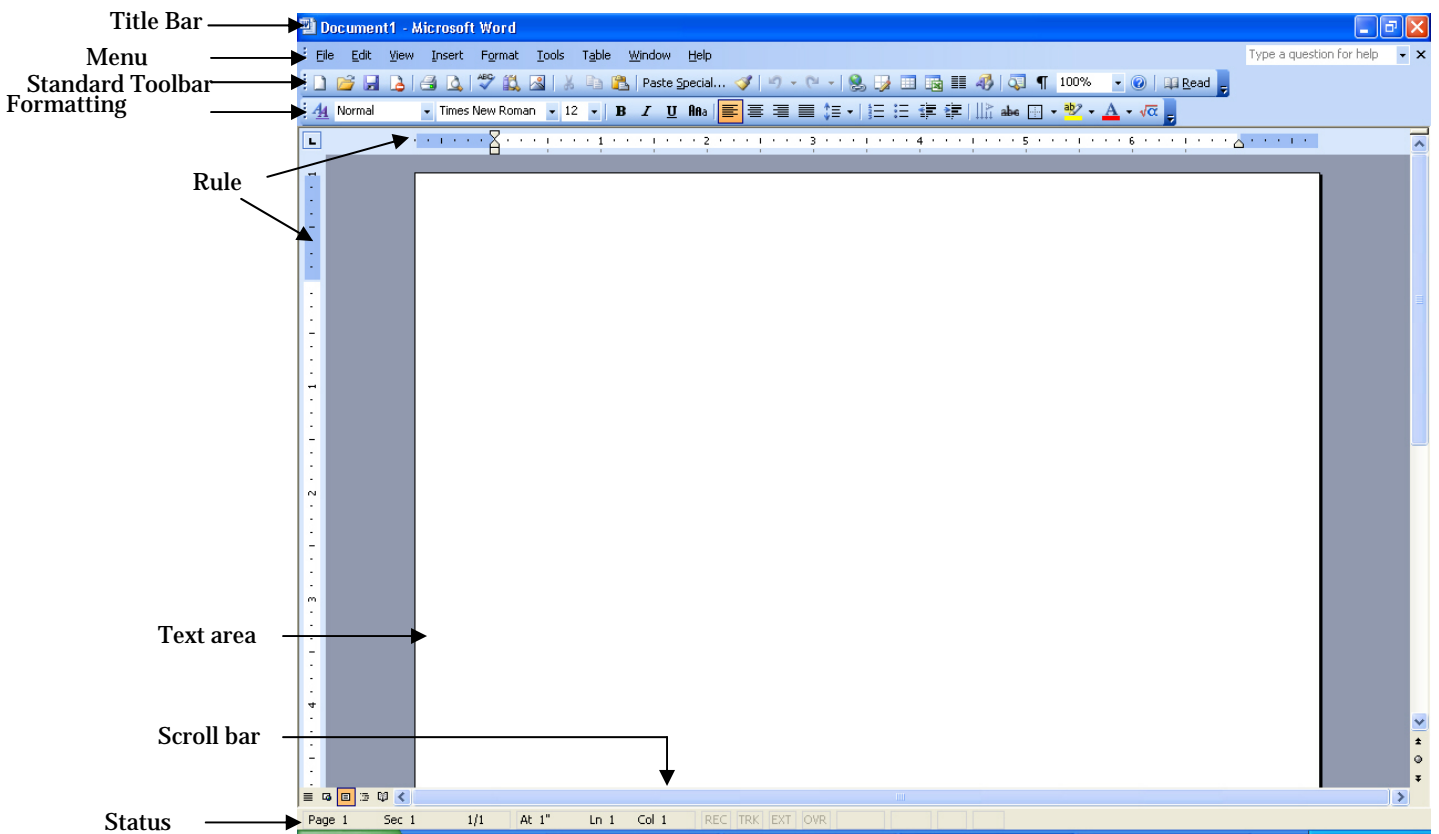
**To Open Word**

1. Click **once** on the **Word** icon in the Quick Launch Bar.

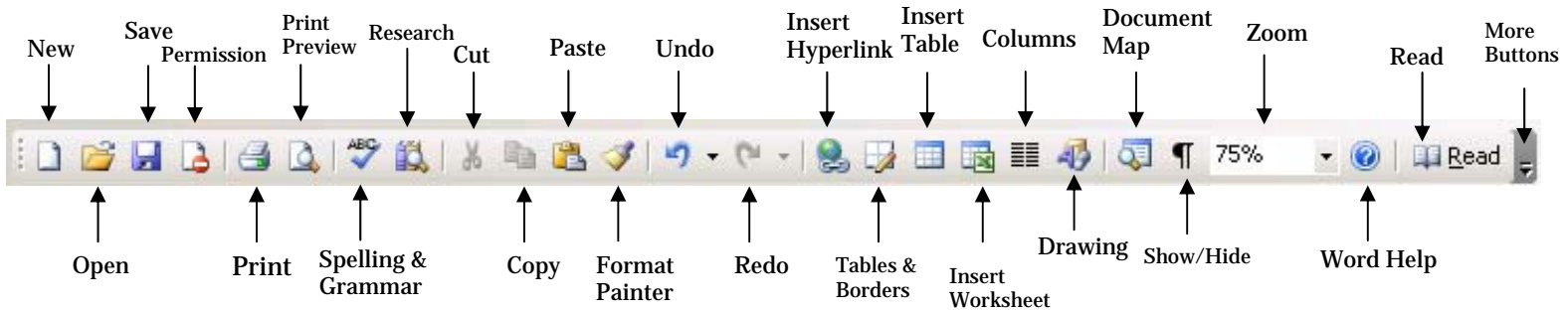
--OR--

Click on the **Start** button on the Task Bar, then choose **All Programs**. In the **Microsoft Office** folder, choose **Microsoft Office Word2003**.

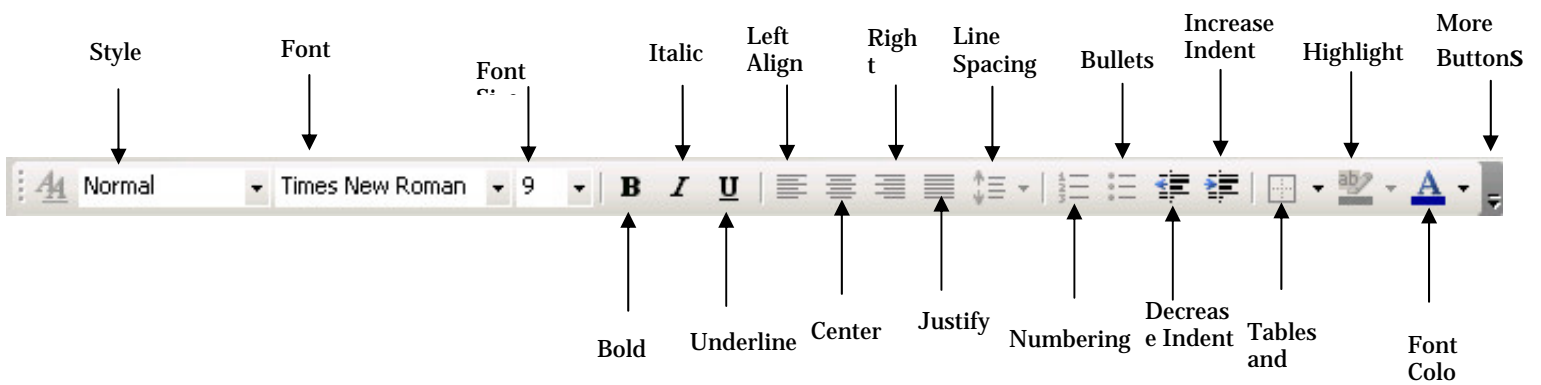
## The Word Screen



## The Standard Toolbar



## The Formatting Toolbar



## Proofing Documents

Word provides utilities to help you eliminate errors in your document. The Spell Checker searches for spelling and typing errors. AutoCorrect allows Word to automatically fix common mistakes as you make them. Find and Replaces allows you to search for specific characters, words, or phrases and replace them with other characters.

### Spell Check

Word automatically checks your document for errors as you type, and underlines duplicated and unrecognized words in red. You can then fix these mistakes as you write your document.

The custom dictionary contains words you use that are not found in the standard Word dictionary. Adding a word to the custom dictionary keeps Word from marking that word as an error. These words are typically names or technical and scientific terms. Once you have added a word to the custom dictionary, Word never suggests that word as a misspelling again.

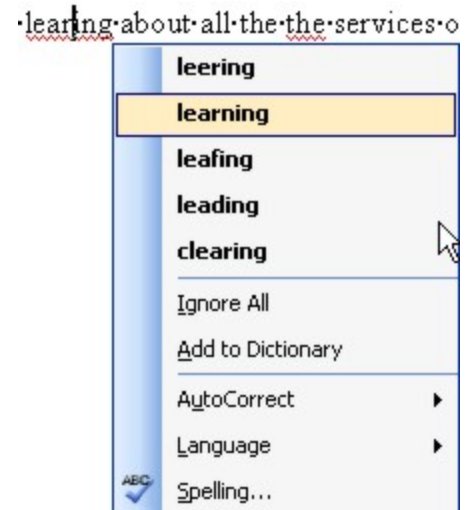
However, do not rely upon Word to find all the mistakes in your document. The spell checker only checks for misspelled and mistyped words. It does not differentiate between witch and which or there, they're, and their.

Because Word underlines spelling mistakes and typos as they are created, you can fix those mistakes on the fly. Right clicking on an underlined word provides a context menu with a list of alternate spellings.

Word also allows you to use the spell checker to run through your entire document pointing out spelling and grammar mistakes.

#### *To Correct Mistakes as You Type*

1. Open the file **Speller.doc** located on the **Desktop** in the **Word 2** folder.
2. **Right click** on any word underlined in red.
3. From the context menu, select the correct spelling, if it is listed.
4. If the word is spelled correctly, you can choose **Ignore All** to ignore the word in the current document, or **Add to Dictionary** to add the word to your custom dictionary.



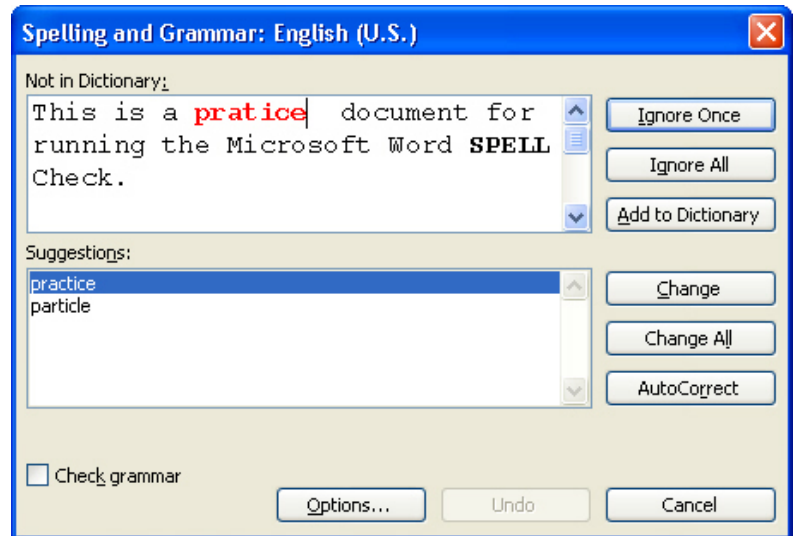
**To Correct Mistakes with the Spelling and Grammar Dialog Box**

1. Place the cursor at the beginning of the document, from the menu choose **Tools**, and then **Spelling and Grammar**.

--OR--

Use the keyboard command **F7**.

2. Word goes through the entire document, from top to bottom. When it finds a misspelled word, the Spelling and Grammar dialog box appears.
3. Select the desired option for each word listed as misspelled. The spell check dialog box provides the following options:



**Ignore Once**

Ignore this instance of the error

**Ignore All**

Ignore all instances of this error

**Add to Dictionary**

Adds the word to the custom dictionary

**Change**

Change the error to the highlighted suggestion

**Change all**

Change all occurrences of a the error to the highlighted suggestion

**AutoCorrect**

Automatically corrects the typing and spelling errors in the document

**Cancel**

Stops Spelling and Grammar and returns to the document

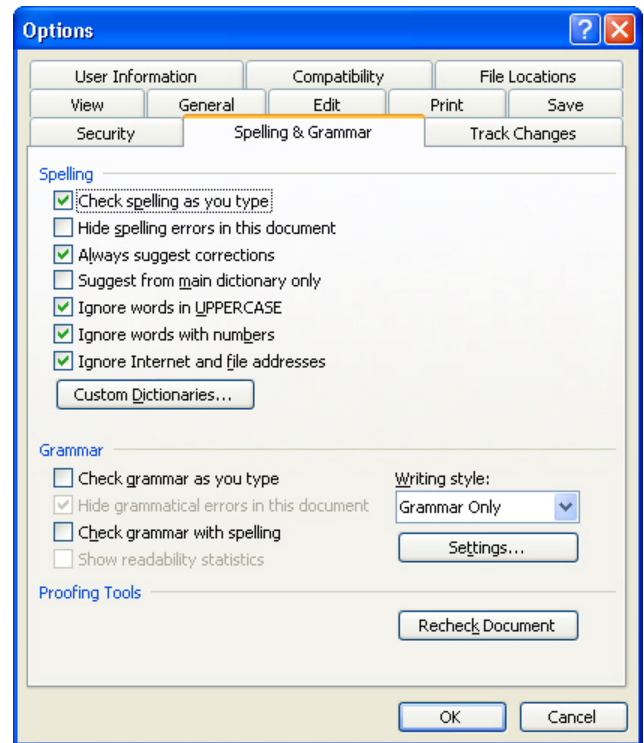
4. Click on the correct spelling from the **Suggestions** box and click **Change**. Click in the **Not in Dictionary** box to correct the spelling.
5. When the Spell Check is complete, a dialog box opens stating, "The spelling and grammar check is complete." Click **OK**.

## Spell Check Options

You can change the default settings for how Word checks your documents.

### *Spelling and Grammar Options*

1. From the menu select **Tools** and then **Options**.
2. The Options dialog box appears. Select the **Spelling & Grammar** tab.
3. **Check spelling as you type** will underline spelling errors in red and allow you to correct spelling errors as you type.
4. The **Recheck Document** button, located at the bottom-right corner of the dialog box, resets the Spelling and Grammar check. A dialog box appears stating, "This operation resets the spell check...Do you want to continue?" Choose **Yes**. Once completed, the document can be spell checked again.
5. Grammar check can be turned off by selecting the box beside **Check grammar as you type**, and **Check grammar with spelling**.
6. Other options for customizing the spelling and grammar checker are also available.

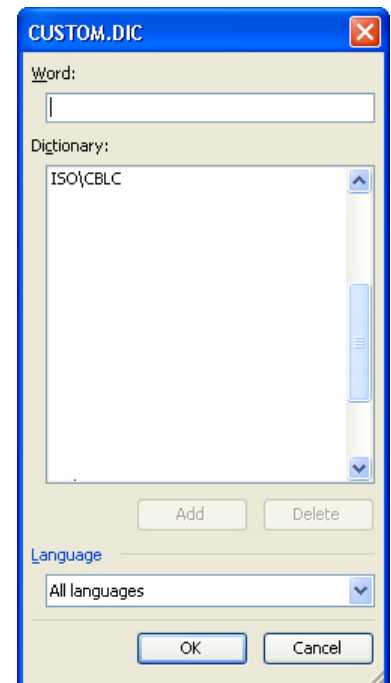
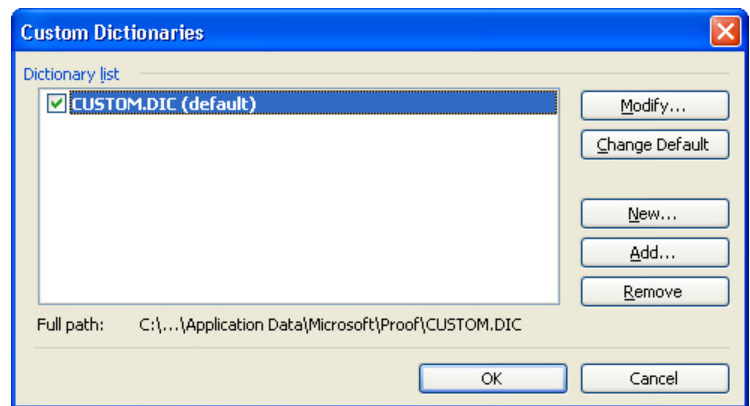


## The Custom Dictionary

Words not found in the default Word dictionary, such as names or scientific and technical terms, can be added to the custom dictionary. This keeps Word from marking these words as mistakes in your document. Words that have been accidentally added to the custom dictionary can be removed.

### *Edit a Word in the Custom Dictionary*

1. From the menu select **Tools**, then **Options**, then click the **Spelling and Grammar** tab.
2. Click the **Custom Dictionaries** button.
3. The Custom Dictionaries dialog box opens. Make certain the **Custom.dic** check box is selected.
4. Click the **Modify** button. The CUSTOM.DIC dialog box opens.
5. In the CUSTOM.DIC dialog box, select the word to be removed and click **Delete**.
6. Click **OK** to close the CUSTOM.DIC dialog box.



7. Click **OK** to close the Custom Dictionaries dialog box.
8. Click **OK** to close the Options dialog box.

## AutoCorrect

The AutoCorrect feature in Word fixes common errors as you type. Some of the things AutoCorrect fixes are common typos, common spelling mistakes, and capitalization errors.

If you dislike an individual change that Word makes in your document, you can override that correction with Undo. If you want to keep Word from ever making that change again, you can change the autocorrect options.

### AutoCorrect Options

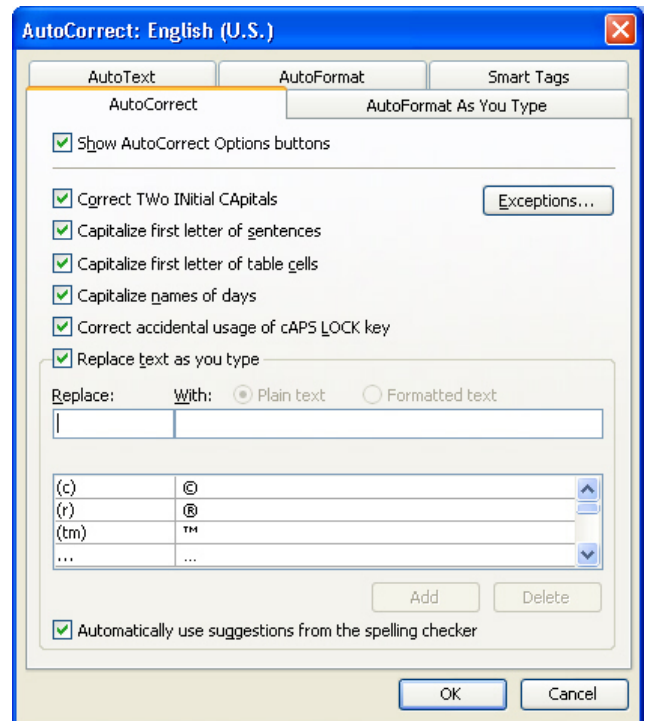
1. From the menu select **Tools**, and then **AutoCorrect Options**. The AutoCorrect dialog box opens.
2. The top portion of the dialog box sets the options for the correction of capitalization errors. The lower portion of the dialog box displays the options for **Replace text as you type**, which lists the characters that Word automatically changes.

### Adding Words to AutoCorrect

1. In the **Replace** text box, type the word as it is commonly misspelled. In the **With** portion of the line, type the correct spelling.
2. Click **Add** to place the words in AutoCorrect.
3. Click **OK** to exit the AutoCorrect dialog box.

### Removing Words from AutoCorrect

1. Scroll through the list until the offending correction is found. For some, the automatic correction of :) to ☺ may need to be removed.
2. Highlight the selection and click the **Delete** button.
3. Click **OK** to exit the AutoCorrect dialog box.



## Find

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The Find command allows you to find occurrences of a phrase, word, or character combination.

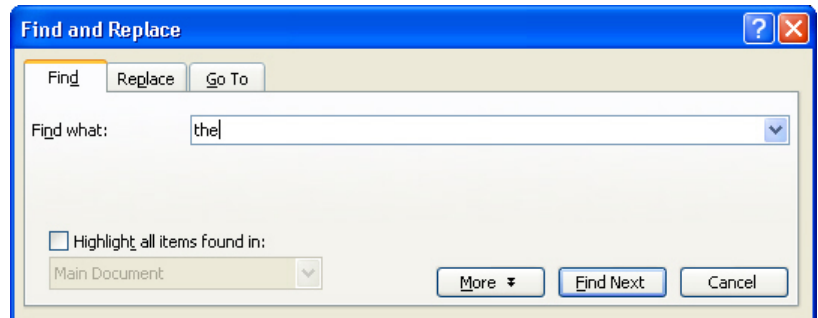
### *To Find Text*

1. From the menu, choose **Window** and then **Sample.doc**.
2. Click **Edit** and choose **Find**.

--OR--

Use the keyboard command **Ctrl + F**. The Find dialog box appears.

3. Type the word “**the**” in the Find what text box.
4. To begin the search, click the **Find Next** button. When an occurrence of the word “the” is detected, the screen moves to that section of the document, and the text appears selected to indicate its location.
5. To continue searching, click the **Find Next** button.
6. When Word reaches the end of the document it will display a dialog box saying, “Word has finished searching the document.” Click **OK**.
7. When you are finished, click **Cancel**.



## Replace

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The Replace command allows you to find text or formatting, and replace it with different text or formatting. You can replace a single instance of a word or phrase, or replace all instances of a word or phrase in your document. For example, if you have a staff change over in your office, you can use find and replace to change all instances of Mary Brown to James Smith.

The Replace box has four main buttons:

<b>Replace</b>	Replaces the selected text and then searches for the text occurrence.
<b>Replace All</b>	Replaces all occurrences of the text in the <b>Find what</b> box.
<b>Find Next</b>	Leaves the text unchanged and searches for the next text occurrence.
<b>Cancel</b>	Cancels the search and closes the dialog box.

Clicking the **More** button provides extra options that should be used when replacing text:

<b>Match case</b>	Looks for text exactly as it is typed into the <b>Find What</b> box, including capitalization.
<b>Find whole words only</b>	Searches for complete words. The option for find whole words only should almost always be selected when using find & replace.
<b>Use wildcards</b>	Allows you to search for parts of words or characters within a word, using the characters ?, *, [], and [-].
<b>Sounds like (English)</b>	Searches for words that sound like the word in the Find what box.
<b>Find all word forms</b>	Searches for all forms of the word, such as bag, bagged, baggie, and bagging.
<b>Match prefix</b>	Match the prefix of the word.
<b>Match suffix</b>	Match the suffix of the word.
<b>Ignore punctuation characters</b>	Ignores punctuation when searching for a word or phrase.
<b>Ignore white space characters</b>	Ignores spaces between words and letters when searching for a word.
<b>Format</b>	Allows you to search for specific formatting in your document, such as bold or highlighting.
<b>Special</b>	Allows you to search using special characters, such as a tabs or paragraph breaks.

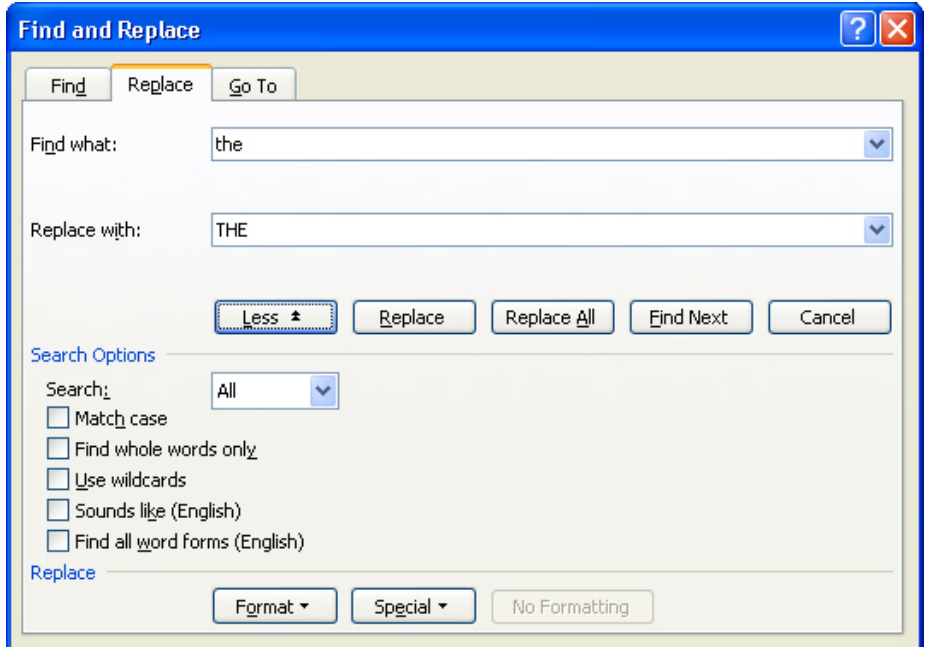
**To Replace Text**

1. Place the cursor at the beginning of the document.
2. From the menu select **Edit** and then **Replace**.

--OR--

Use the keyboard command **Ctrl + H**. The Replace dialog box appears.

3. In the **Replace** tab, click **More**. Additional options are now available.
4. Type the word to be replaced into the **Find what** box. For this class, type **Glaxo**.
5. In the **Replace with** box type **WVU**.
6. Make sure **All** is selected in the Search box, and click **Match case** and **Find whole words only**.
7. Click **Replace All**.

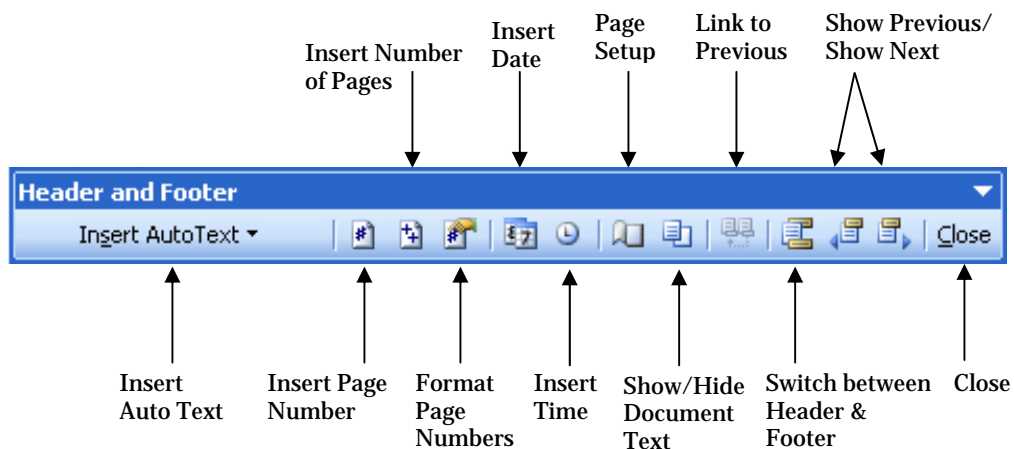


## Headers and Footers

Headers and footers contain text and images that appear at the top and bottom of all or most pages in a document. Journal or magazine names often appear in the header. Page numbering often appears in the footer.

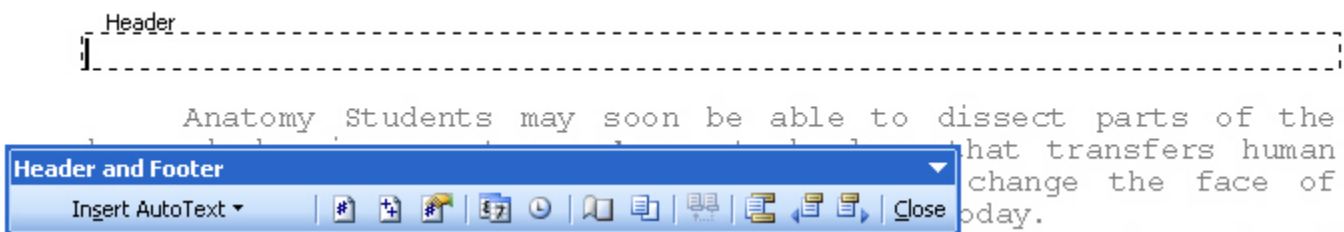
Once a header or footer has been created, that text (or object) appears on every page of your document. For information on suppressing a header or footer on certain pages, please see the Office Tips & Tricks handout.

Headers and footers are accessed from the Menu under View.



### To Create Headers And Footers

1. From the **Menu** choose **View**, and then **Header and Footer**. The Header/Footer Toolbar appears, boxes labeled Header and Footer appear in the Header and Footer, and the body of the document is grayed out.



2. The **Switch Between Header And Footer** icon on the **Header and Footer** Toolbar allows you to switch between the headers and the footers. You can also scroll through the document to move between the header and footer.
3. Type the desired text into the Header and/or Footer.
4. Make any needed formatting changes to the text using **Format** from the **Menu** or the **Formatting** Toolbar.
5. Click on the **Close** button to return to the body of your document.

## Page Numbering

Although page numbering can be added from the menu, it is usually best to add page numbering from the Header and Footer toolbar.

### *To Add Page Numbering in a Header or Footer*

1. Open the header or footer by choosing **View** from the menu and then selecting **Header and Footer**.
2. Position the cursor.
3. Click on the **Insert Page Number** button in the header/footer window.
4. Click **Close** when finished.

**NOTE:** Page numbers can also be added by choosing **Insert** from the **Menu** selecting Page Numbers. The Page Number Dialog Box appears. In the position section click on the down arrow to choose either header or footer. In alignment choose left, center, right, inside or outside. To change the number format, click on the Format Page Number icon.

## Indents

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An indent is the distance between the text and the margins. There are four types of indents: first line indents, hanging indents, left indents, and right indents. The most commonly used indent is the first line indent.

### First Line Indent

A first line indent moves the first line of text to the left, and keeps the remainder of the text flush with the left margin. First line indents are used to help readers distinguish one paragraph from another.

**The Learning Center helps Health Sciences Center students, faculty, and staff use computers effectively for teaching, learning, and research. Our goals are 1) to increase the availability and use of computers for teaching, learning, and research by students, faculty, and staff. And 2) support Health Sciences Center faculty in the use of computers to support their course curriculum and research.**

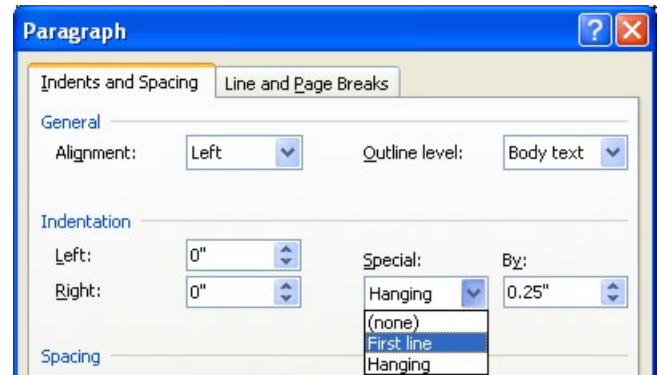
When you press the tab key to indent your first paragraph, Word automatically indents subsequent paragraphs.

### *To Create A First Line Indent Manually*

1. **Open** a new document.
2. Press the **Tab** key once. The cursor moves one half inch to the right.
3. Type the following paragraph:  
**Anatomy Students may soon be able to dissect parts of the human body via computer. A new technology that transfers human anatomy into three-dimensional models could change the face of medical research and education as we know it today.**
4. Press the **Enter** key. Word should automatically indent the next paragraph. (This setting can be changed under the AutoCorrect options.)

### ***To Create an First Line Indent Using the Paragraph Dialog Box***

1. Place the cursor where the indenting should begin.  
To set indenting for the entire document, select the entire document.
2. From the menu select **Format** and then **Paragraph**.  
--OR--  
**Right click** and choose **Paragraph**.
3. In the **Indentation** section, beneath **Special**, select **First line** from the drop down box. Set the desired indentation in the spin box to the right.
4. Click **OK**.



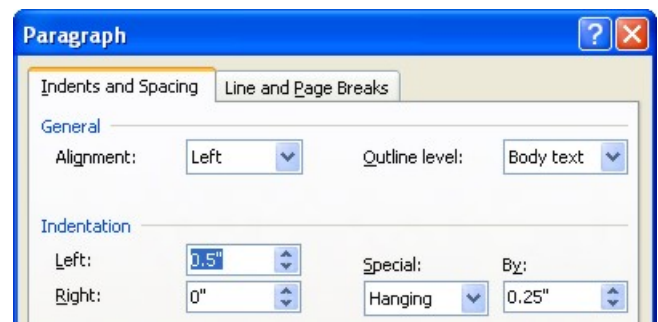
### **Left and Right Indents**

Left and right indents place distance between the text and the left and/or right margins. Left and right indents are typically used for long quotations and poetry.

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### ***To Create a Left Indent Using the Paragraph Dialog Box***

1. Place the cursor where the indenting will begin.
2. From the menu select **Format** and then **Paragraph**.  
--OR--  
**Right click** and select **Paragraph**.
3. In the **Indentation** section, in the spin box beside **Left**, select the desired indentation.
4. Click **OK**.



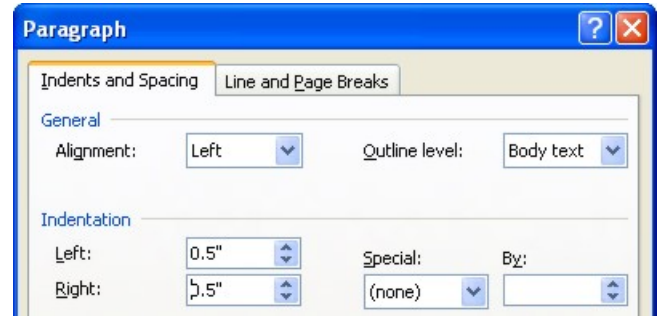
### ***To Create a Left Indent Using the Indent Icon***

1. Position the cursor where the indenting will begin.
2. From the Formatting Toolbar, click on the **Increase Indent** icon.



***To Create a Right Indent Using the Paragraph Dialog Box***

1. Position the cursor where the indenting will begin.
2. From the menu select **Format** and then **Paragraph**.  
--OR--  
**Right click** and select **Paragraph**.
3. In the **Indentation** section, in the spin boxes beside **Left** and **Right** select the desired indentations.
4. Click **OK**.

**Hanging Indents**

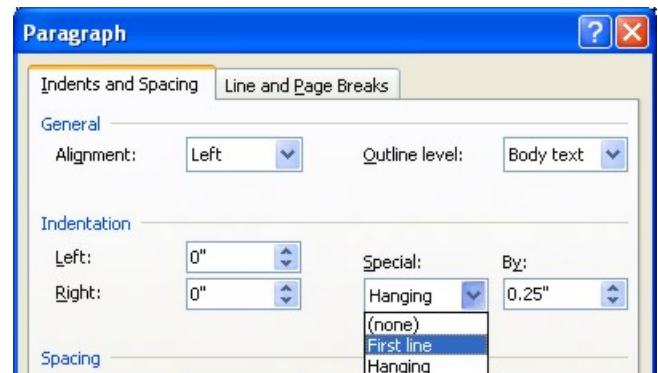
A hanging indent keeps the first line of text flush with the margin and moves the remaining lines of text to the right.

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Hanging indents are typically used for bibliographies.

***To Create a Hanging Indent Using the Paragraph Dialog Box***

1. Position the cursor where the indenting will begin.
2. From the menu select **Format** and the **Paragraph**.  
--OR--  
**Right click** and select **Paragraph**.
3. In the **Indentation** section, beneath **Special**, select **Hanging** from the drop down box. Set the desired indentation in the spin box to the right.
4. Click **OK**.



## Tabs

Tabs are used to offset text. Pressing the tab key automatically moves the cursor to the next 1/2 inch measurement in the document. However, you can specify your own tabs to override the default tables.

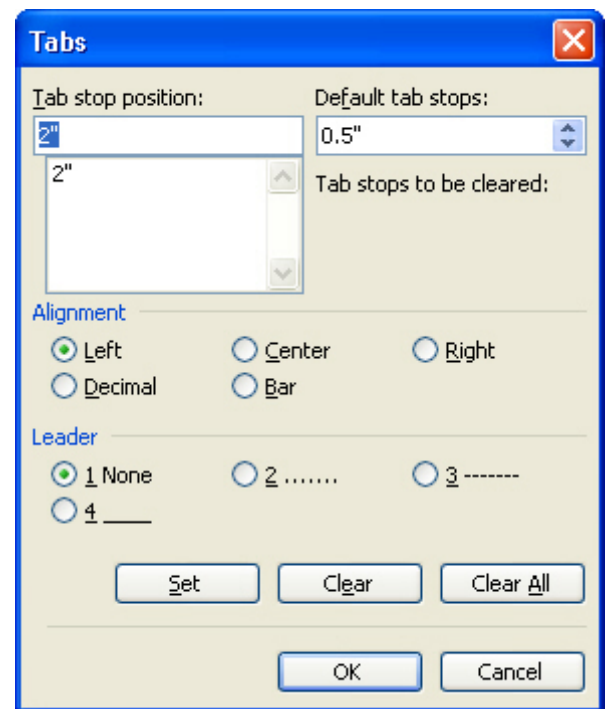
Word provides multiple tab styles: left, center, right, and decimal. Tabs can also have options, such as dot leaders, which are simply dots that appear between the tab and the text.

<b>Left Tab</b>	<b>Center Tab</b>	<b>Decimal.Tab</b>	<b>Right Tab</b>
Malcolm Reynolds	male	72.5	Captain
Zoe Washburn	female	71.75	First Mate
Jayne Cobb	male	75.75	Second Mate
Hoban Washburn	male	72	Pilot
Inara Serra	female	65.00025	Companion
Kaylee Frye	female	68.045	Mechanic

### *To Set Tabs Using the Tabs Dialog Box*

1. Place the cursor where the tabs are to be placed. Choose **Format** from the Menu, and then **Tabs**.
2. Under **Tab stop position** type in the distance from the left margin, where the tab will be placed.
3. Choose a tab style under the **Alignment** section.
4. Under the **Leader** section, select the desired leader.
5. Click on the **Set** button.
6. Click **OK** or press **Enter** when finished.

**NOTE:** To clear all custom set tabs, select the text and open the **Tabs** dialog box. Click the **Clear All** button. Click **OK** or press **Enter** when finished.



### *To Delete Tabs Using the Tabs Dialog Box*

1. Select the text containing the tabs to be deleted.
2. Double click on one of the tab markers in the Ruler. The Tabs dialog box will appear.
3. To delete a tab setting while in the Tabs dialog box, click on the tab position to be removed in the **Tabs Stop Position** section.
4. Click the **Clear** button to remove the desired tab.
5. Click **OK** or press **Enter** when finished.

## Images

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Images are placed into documents to clarify a section of text, to present data in graphical form, to entertain, etc. There are multiple types of pictures that can be inserted into a document, such as pictures, clip art, shapes, and charts.

Many different image types can be inserted into Word; the type of image inserted will often depend upon the type of document. The resolution of the image will also depend upon the quality of the final document.

### *To Insert Images into a Document*

1. Place the cursor where the image should appear.
2. From the menu select **Insert**, then **Picture**, and then **From File**.
3. In the **Insert Picture** dialog box, browse the location of the image. For class, the image will be located on the **Desktop** in the **Word2** folder.
4. Word presents thumbnails of the images to make the search easier. For class, select the image **Flying WV.gif**.
5. Click **Insert**.  
--OR--  
Press the **Enter** key.  
--OR--  
**Double click** on the image.
6. The image appears in the document.



## Formatting Images

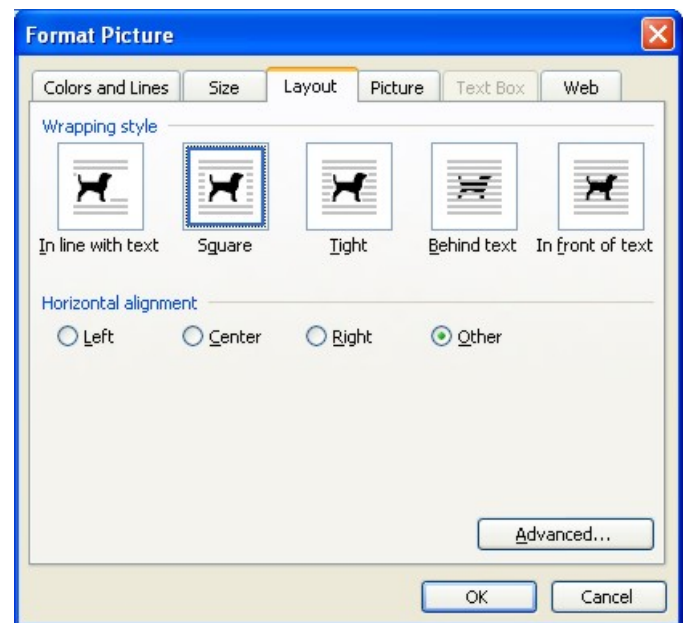
By default, images are inserted “in line with text.” This makes the image part of the sentence, and often makes it difficult to move images in the document. Word allows you to change the layout style so you can place images more precisely on the screen.

There are several formatting options available:

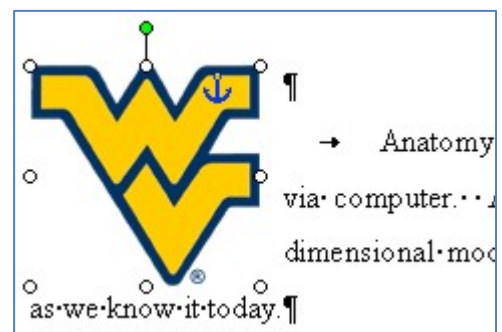
<b>In line with text</b>	Images appear in the same line as the text. Text does not wrap around the image. The image may be difficult to move in the document.
<b>Square</b>	Text wraps around the image, the image can be moved in the document with relative ease.
<b>Tight</b>	The same as square, only the text runs close to the edges of the image.
<b>Behind text</b>	Places the image behind the text.
<b>In front of text</b>	Places the image in front of the text.
<b>Horizontal alignment</b>	Aligns the image in the page. Left and right place the image flush against the corresponding margin.

### To Change the Image Layout

1. **Right click** on the image and select **Format Image**.  
--OR--  
Select the image and click the **Format Picture** icon from the Picture toolbar.  
--OR--  
Select the image and from the menu choose **Format** and then **Picture**.
2. Click on the **Layout** tab.
3. Select the desired wrapping style. **Square** is typically the best choice.
4. Click **OK**.



5. The image layout has now been changed. The sizing handles have changed from solid black squares to hollow circles.



## Resizing Images

Word allows you to change the size of an image to better fit the available space. Use the sizing handles at the corners of the image to maintain the proportion of the image—resizing from the edges may cause the image to become skewed.

### *To Change the Image Size*

1. Use the sizing handles on the corner of the image to resize the image. Make sure to drag from the corners to keep the image proportional.

--OR--

Right click on the image and select **Format Image**.

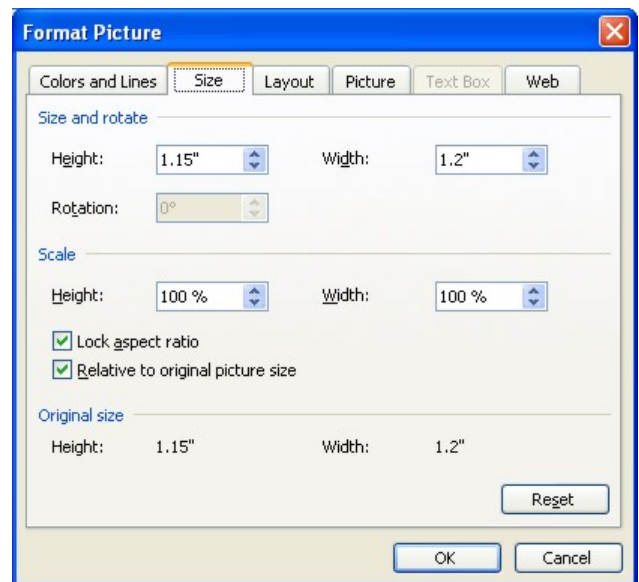
--OR--

Click the **Format Picture** icon from the Picture toolbar.

--OR--

Select the image and from the menu choose **Format** and then **Picture**.

2. Click on the **Size** tab.
3. Under **Scale** change the percentage to increase or decrease the size. To keep the image proportional, make sure that the **Lock aspect ratio** check box is selected.
4. If the image becomes skewed, click **Reset** to return the image to its original state.
5. Click **OK**.

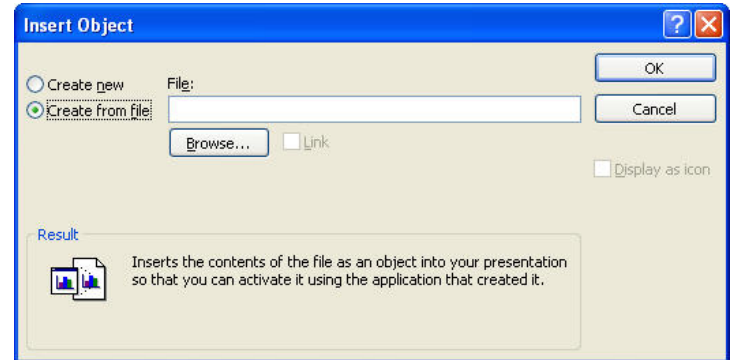


## Importing a Chart

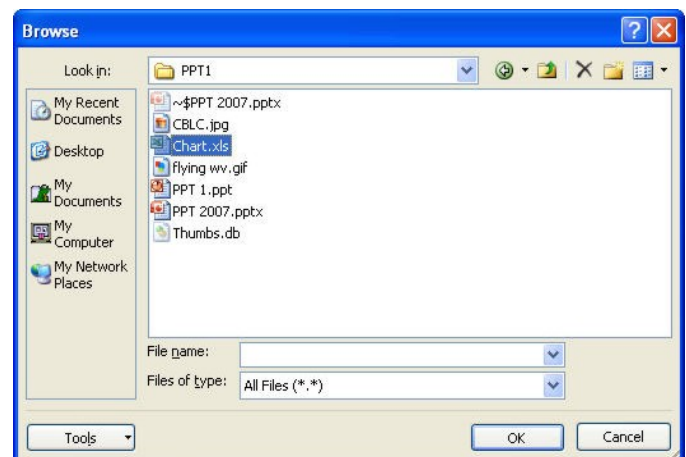
You may have charts that you have created in Excel that you want to bring into your Word document.

### To Import a Chart

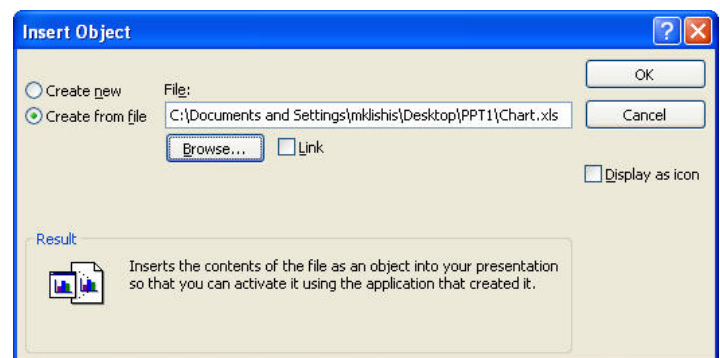
1. From the menu select **Insert** and then **Object**.
2. The Insert Object dialog box opens. Select **Create from file**.
3. The dialog box changes. Click the **Browse** button to find the chart.



4. In the Browse dialog box, find the chart you would like to use. For class, select the chart **Classes Taught.xls**.
5. Click **OK**.



6. The Insert Object dialog box returns. Click **OK**.



7. The chart is inserted into your document.

## Tables

A table is an element composed of individual cells that have been arranged into rows and columns. Rows are the horizontal elements of a table, columns are the vertical elements of a table. Tables are most frequently used to present data in an easy to read manner.

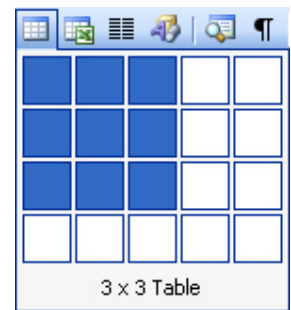
### Creating a Table

There are two main ways to create a table in Word: using the menu or using the table icon on the standard toolbar.

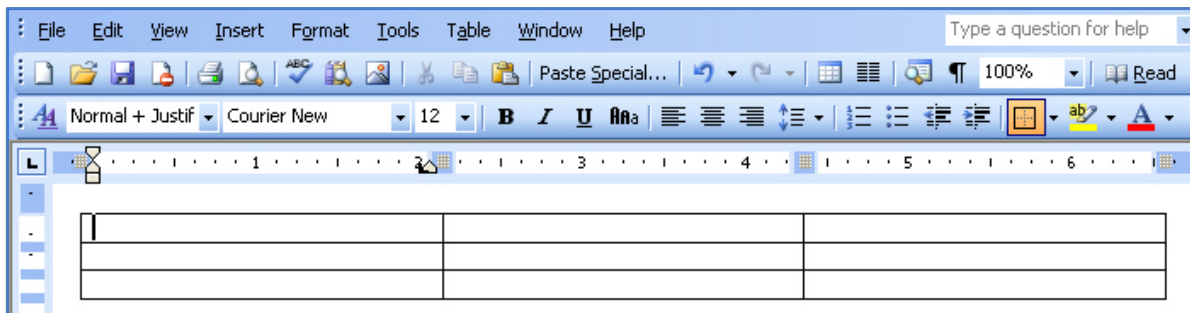
#### *To Create a Table from the Standard Toolbar*

1. Position the cursor where the table should appear.
2. Click and hold down the left mouse button over the **Table** button in the toolbar. A grid of cells will drop down.
3. Drag the mouse to highlight the desired number of cells (columns and rows) for the table. For class create a 3x3 table.

**NOTE:** Dragging the mouse down and across the grid adds more cells to the table.



4. Release the mouse; an outline of the table appears in the document.



#### *To Create a Table Using the Menu*

1. Position the cursor where the table will be inserted.
2. From the menu choose **Table** and then **Insert Table**. The Insert Table dialog box appears.
3. Enter the number of columns and rows in the text box.
4. Click **OK**.



**To Move in a Table**

- Press the **Tab** key to move to the right.
- Press **Shift + Tab** to move to the left.
- Press the **arrow keys** to move in the indicated direction.
- **Click** with the mouse to move to a desired cell.


**Inserting and Deleting Rows and Columns**

Rows and columns can be inserted from the right click context menu,

**Rows****To Select a Row**

1. Place your cursor to the left of the table, and when the cursor changes to a right pointing arrow, click to select the entire table.  
--OR--  
Click and drag to select all the cells in the row.

**To Add Rows to a Table**

1. From the menu choose **Table** and then **Insert**. Then select either **Rows Above** or **Rows Below**.  
--OR--
1. Select the row in the table *below* which the new row is to be inserted. To insert multiple rows, highlight a number of rows equal to the number of rows to be inserted.
2. On the **Standard** toolbar, the **Table** button is converted to the **Insert Rows** button. Click this icon to insert rows. 
- OR--
1. When the last cell in the table is reached, press the **Tab** key to insert another rows to the end of the table.

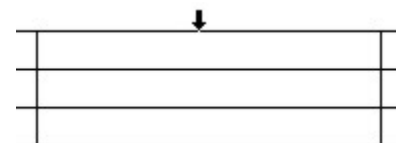
**To Delete Rows from a Table**

1. Position the cursor in the row to be deleted.
2. **Right click** and choose **Delete Cells**. The Delete Cells dialog box appears.
3. Choose **Delete entire row**.  
--OR--
1. Select the row or rows that are to be deleted.
2. From the menu select **Table** then **Delete**.
3. Choose **Rows**.  
--OR--
1. Select the row(s) to be deleted.
2. **Right click** and choose **Delete Rows**.

**Columns****To Select a Column**

Place your cursor directly above a column until the cursor changes to a small black arrow, then click the left mouse button.

- OR--  
Click and drag to select every cell in the column.



**To Add Columns to a Table**

1. Select the column in the table to the *right* of where you want to insert the new column. To insert multiple columns highlight a number of columns equal to the number of columns to be inserted.
2. From the menu select **Table**, then **Insert**, then **Columns to the Left** or **Columns to the Right**.

--OR--

**Right click** and choose **Insert Columns**.

--OR--

Click once on the **Insert Columns** button which was converted from the **Table** button on the standard toolbar.

**To Delete Columns In A Table**

1. Select the column or columns to be deleted.
2. From the menu select **Table** and choose **Delete** and then **Columns**.

--OR--

**Right click** and choose **Delete columns**.

**Row Height and Column Width**

Row height and column width are normally controlled by the size and amount of text and the cells. However, row height and column width can be set to a specific size.

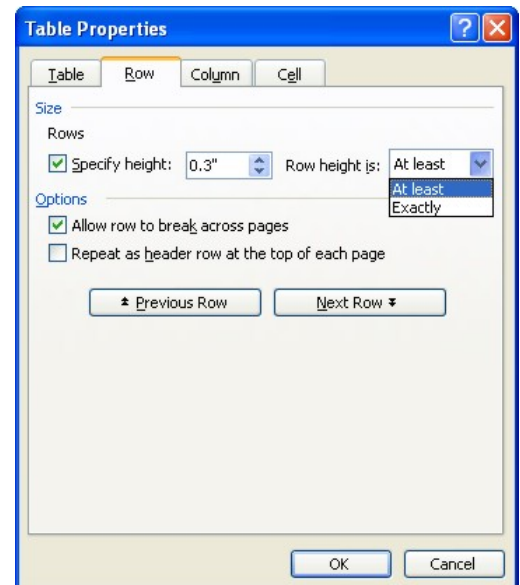
**To Set Row Height**

1. Select the row to be formatted.
2. From the menu, choose **Table**, and then **Table Properties**.

--OR--

**Right click** and choose **Table Properties**.

3. In the Table Properties dialog box choose the **Row** tab.
4. In the **Size** section, select **Specify height**. To the right of Specify height, set the row size.
5. Beside **Row height is**, choose **Exactly** to specify a fixed height or **At Least** to specify a minimum height.
6. Click **OK** or press **Enter**.

**Row Options**

**Allow row to break across page**

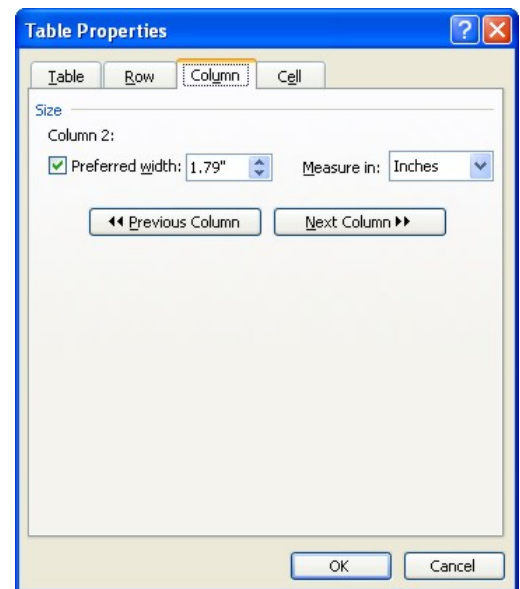
Allows a single row to be split across two pages. Deselecting this options forces all material in a single row.

**Repeat as header row at the top of each page**

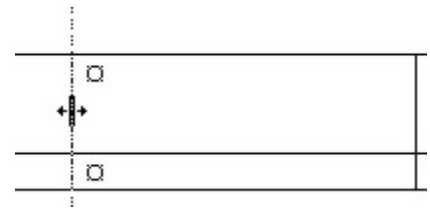
Repeats the selected row at the top of every page the table spans.

**To Set Column Width**

1. Select the column to be changed.
2. From the menu click **Table** and choose **Table Properties**.  
--OR--  
**Right click** and choose **Table Properties**.
3. In the Table Properties dialog box select the **Column** tab.
4. Under the size section, select **Preferred width**. To the right of Preferred width, set the column size.
5. Click the down arrow to the right of Measure in text box to display the drop down menu. Beside **Measure in** choose **Inches** or **Percent**.
6. Click **OK** or press **Enter**.

**To Change Column Width Using The Mouse**

1. Place the cursor on the column grid line to the *right* of the column to be modified. The pointer changes to a set of double lines with small arrows on both sides.
2. Click and hold down the mouse, and drag the column to the desired width, and release the mouse.

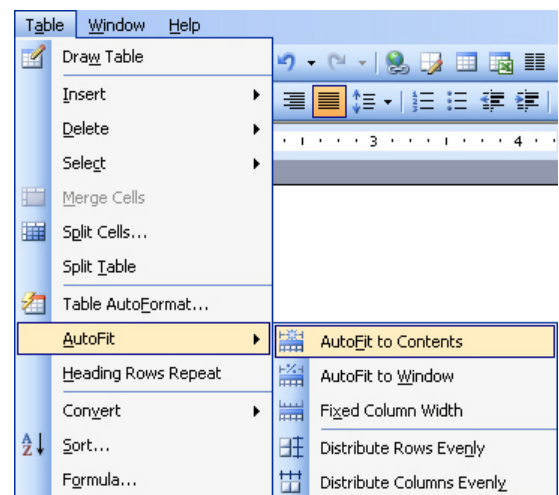
**AutoFit**

AutoFit automatically resizes the table to your specifications. There are three choices for AutoFit.

<b>AutoFit Contents</b>	The width of the table depends upon the contents of the table
<b>AutoFit Window</b>	The width of the table stretches across the entire page
<b>Fixed Column Width</b>	The width of the column(s) is fixed.

**To Use AutoFit**

1. Click into the table.
2. Select **Table** from the menu and choose **AutoFit**.  
--OR--  
**Right click** and choose **AutoFit**.
3. Select one of the options from the fly out menu:



## Columns

Newspaper style columns allow text to flow from the bottom of one column to the top of the next.

Columns are useful when creating newsletters and brochures, or when working with long lists of short items in a document.

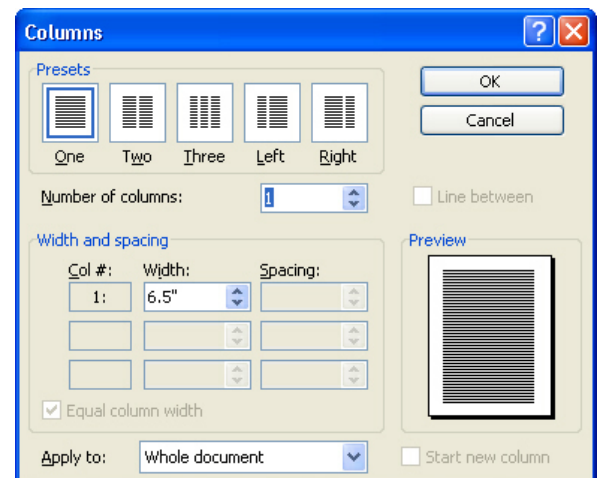
For example, the following text is divided into four columns:

Word I	Excel I	PowerPoint I	Access I
Word II	Excel II	PowerPoint II	Access II
Mail Merge	Statistics		Access III
Brochures	Pivot Tables		Access IV

Columns can be created for an entire document, or for selected portions of a document. Different sections of your document can have different numbers of columns. If only a portion of the document will be formatted with multiple columns, it may be easier to add the text that is to be placed in columns and then select and format that text.

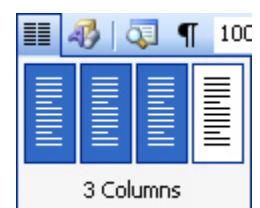
### ***To Create Columns Using the Columns Dialog Box***

1. Place the cursor where the columns will begin.
2. From the menu choose **Format** and then **Columns**.  
The Columns dialog box appears.
3. In the **Presets** section, select the desired column layout.  
--OR--  
In the **Number of columns** spin box, specify the desired number of columns.
4. In the **Apply to** section drop down box, select what portion of the document should be formatted as columns. Different options will appear, depending upon the document.
  - **Whole document** formats the entire document in columns.
  - **Selected text** formats the selected area as columns.
  - **This section** formats the current section of the document in columns.
5. Click **OK** or press **Enter**.



### ***To Create Columns Using the Toolbar***

1. Position the cursor where the columns will begin.
2. Click and hold down the mouse on the **Columns** button on the toolbar. A grid of columns will appear.
3. Drag the mouse until the desired number of columns is highlighted.  
**NOTE:** To create more than four columns, drag the mouse to the right.
4. Release the mouse. Gray and white spaces appear in the ruler to indicate the beginning and end of each column. The gray indicates the spacing between each column.



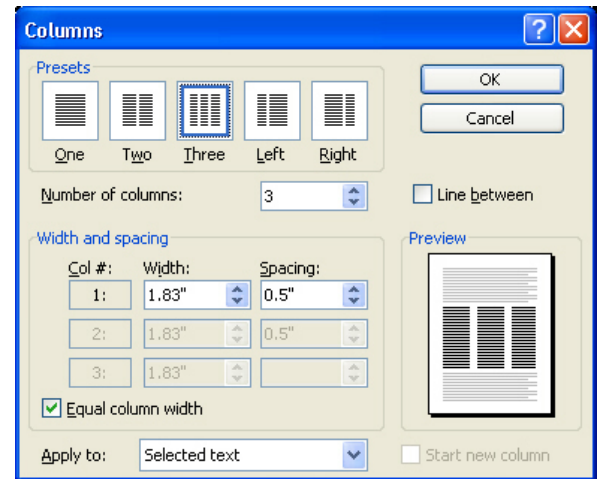
### ***To Create Newspaper-Style Columns Using Selected Text***

1. Select the text to be set in columns.
2. Select the desired number of columns using the columns icon.

--OR--

From the menu click **Format** and choose **Columns**. The Columns dialog box will appear.

3. Make a choice from **Presets** or set the number of columns desired in the **Number of Columns** text box.
4. Click **OK** or press **Enter**.

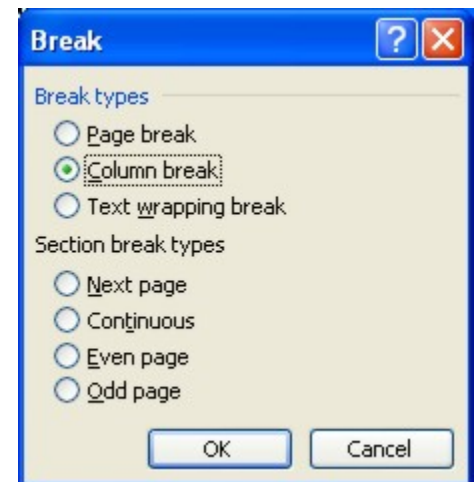


### **Column Breaks**

To move to the top of a new column, without filling the previous column with text, you can add a column break to the text.

#### ***Create Column Break***

1. Place the cursor where the new column should begin.
2. From the menu select **Insert** and **Break**.
3. In the **Break** dialog box, select **Column break**.
4. Click **OK**.



## Keyboard Commands

<b>Ctrl + B</b>	Bold
<b>Ctrl + E</b>	Center text
<b>Ctrl + C</b>	Copy
<b>Ctrl + X</b>	Cut
<b>Ctrl + F</b>	Find
<b>Ctrl + D</b>	Format Font
<b>Ctrl + M</b>	Indent
<b>Ctrl + I</b>	Italic
<b>Ctrl + Home</b>	Move to the beginning of the document
<b>Ctrl + End</b>	Move to the end of the document
<b>Ctrl + End</b>	Move to the end of the line
<b>Home</b>	Move to the start of the line
<b>Ctrl + N</b>	New
<b>Ctrl + O</b>	Open
<b>Shift + Enter</b>	Page Break
<b>Ctrl + V</b>	Paste
<b>Ctrl + P</b>	Print
<b>Ctrl + R</b>	Right align text
<b>Ctrl + S</b>	Save
<b>Ctrl + A</b>	Select all
<b>F7</b>	Spell check
<b>Ctrl + U</b>	Underline
<b>Ctrl + Z</b>	Undo

## Summary

This class has covered some of the more advanced features of Word for Windows. Specifically it has covered:

- ◆ Using spell check
- ◆ Using autocorrect
- ◆ Using find and replace
- ◆ Working with indents and tabs
- ◆ Working with images
- ◆ Creating and working with tables
- ◆ Creating and working with columns

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**- NOTES -**