

Academic Word Processing with Word 2003

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Prerequisites

This document assumes that you are familiar with the use of a computer keyboard and mouse and have a working knowledge of Microsoft Windows

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About this Document

Words in bold	Will need to be typed or chosen from a menu or window
Small capitals – e.g. ALT	Indicate keys that you press
Press KEY1 + KEY2	Press both keys together
Press KEY1, KEY2	Press each key consecutively
Bulleted lists	Are guidelines on how to perform a task
Choose Insert - Picture	Show menu commands – in this case, choose the option Picture from the Insert menu at the top of the screen

1 Introduction

Activity 1.1 Opening Word

Birkbeck's computers have Word 2003 installed on them, though the exercises below also apply to older versions. To start the programme, click on

- Start
- Programs
- Microsoft Office
- Microsoft Office Word 2003



Figure 1-1

For easier access, you may want to put the icon onto the computer's desktop. To do so, click (as above) on

- Start
- Programs
- Microsoft Office

Then

- Hold down the CTRL key (this takes a copy of the icon, thereby leaving a copy in the Microsoft Office folder rather than moving it)
- Click and drag the Microsoft Office Word 2003 icon onto the desktop
- Release the mouse button

The icon will remain on your desktop for future use.

2 Change the Default font

Objectives To change the font used by Word for all new documents

Activity 2.1 Format the Style

Although you may not know it, whenever you type text in Word, you are using the “normal” style – a “style” being set of instructions defining what font, size etc. should be used. You may find it useful to customise this style to save you from changing it whenever a new document is created.

Changing Word’s default font affects only new documents created after the change – not those already created and saved – and does not prevent you from using other fonts.

- Choose **Format – Styles and Formatting**

The styles and formatting task pane appears to the right of your document

- Scroll down the list, if necessary, and find the “Normal” style
- Move the mouse over the name to see that style’s details in a popup
- Click on the drop-down menu and choose **Modify**, as in Figure 2-1

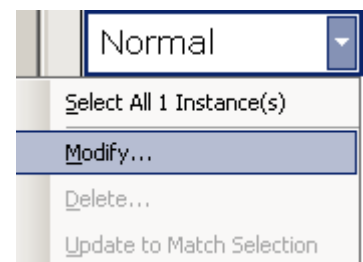


Figure 2-1

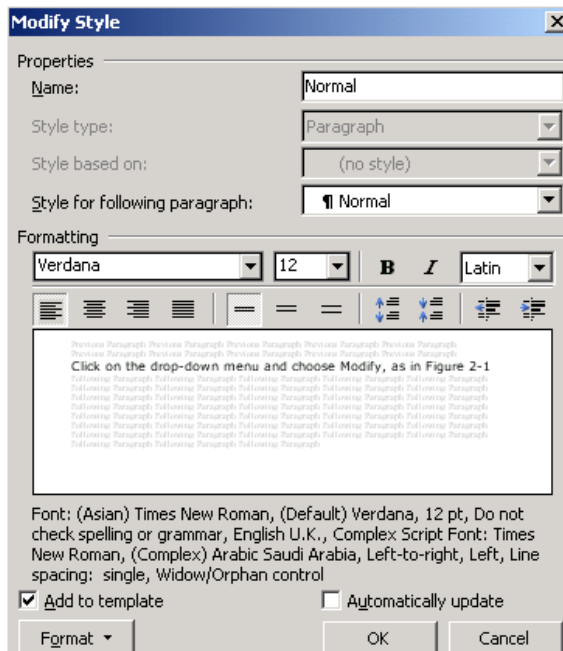


Figure 2-2

When you quit the programme Word may ask if you want to save changes to the template – click Yes to preserve changes you have made.

- Make the necessary changes to font, size etc – note the preview in the middle window

At the moment we have only changed the default font for **this** document. To make this font the default for new documents from now onward, we must add it to the template.

- Put a tick in the box “Add to template”, as in Figure 2-2
- Click OK

3 Control line spacing

Objectives To apply different line-spacing settings to a paragraph, and understand how to apply them to a whole document

Activity 3.1 Format Paragraph

You may change the line spacing of a document using the format menu, or from the **Extended Formatting** toolbar.

To use the Format menu

- Choose **Format – Paragraph**
- Use the drop-down menu to select **Double** line spacing, as in Figure 3-1
- Type =rand(2) and hit RETURN, to enter some text into your document and see the effect of the line spacing

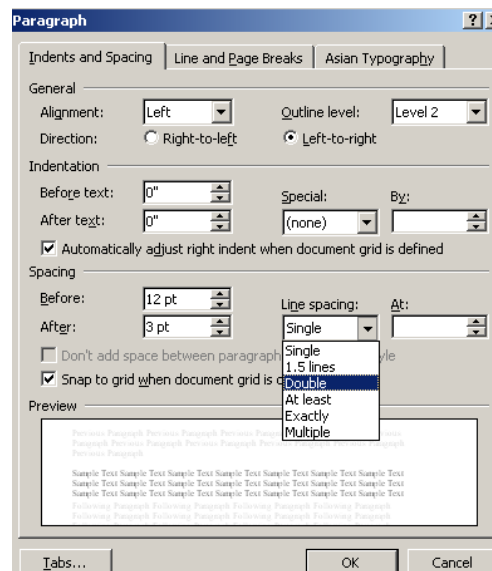


Figure 3-1

Activity 3.2 Extended Formatting toolbar

The toolbar provides immediate access to single, 1.5 and double line spacing, as in the screenshot below



Figure 3-2

- Choose **View – Toolbars – Extended formatting** to switch the toolbar on
- Click and drag the dotted line on the leftmost edge of the toolbar to move it (it may fit next to an existing toolbar)

The standard and formatting toolbars often appear on top of one another – hiding some functions, and cramping room underneath Word’s menus

- To show all functions, click on the drop down arrow at the right-most edge of a toolbar and choose **Show Buttons on Two Rows**, as in Figure 3-3

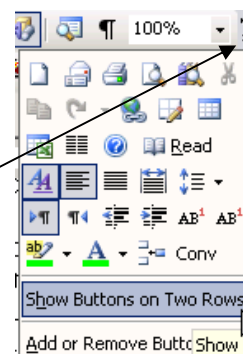


Figure 3-3

Activity 3.3 Apply throughout a document

If you set your line spacing at the top of a document, Word will apply the same line spacing to all consecutive paragraphs wherever you press RETURN. To apply double-line spacing to a whole document, you should first select the contents and then use one of the methods above.

- The command **Edit – Copy**, shortcut CTRL + A, will select all text in a document
- or
- Click at the beginning of a block of text, hold down SHIFT and click at the end to select everything in between the clicks (scroll down using the scrollbar if necessary)

4 Use Inbuilt Styles

Objectives Use Word's inbuilt styles to format a document

Activity 4.1 Word's Styles

Using styles allows you quickly to format – and re-format a document, maintaining consistency in the format of headlines, text and so on. Each style contains information about font, size, alignment and line spacing amongst others, which may be modified to your preference.

- Open the document
q:\samples\word\sample1.doc
- Select the text **What to do with grass and paths**
- On the formatting toolbar, use the drop-down next to the word Normal to select the style Heading 1, as in Figure 4-1



Figure 4-1

- Repeat for the other headings;
 - Weeds
 - Dodging Vegetable Duty
 - Keeping Flowers in their proper place

5 Build a Table of Contents

Objectives Make Word insert a table of contents from a document's headings

Activity 5.1 Table of contents

Word can automatically pick out headings in your document and create a table of contents from those. It does so by looking for text formatted using a heading style.

Word will insert the table of contents wherever you position the cursor.

- Scroll to the top of sample1.doc and click into the blank line after "The Reluctant Gardener"
- Choose **Insert – Reference – Index and Tables**
- Click on the Table of Contents tab

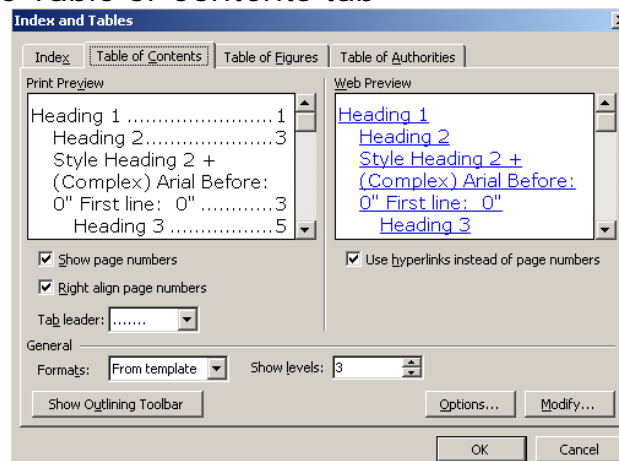


Figure 5-1

- Click **OK**

The table of contents is inserted into your document

Activity 5.2 Modifying the TOC

You may have noticed the various options for modifying the appearance of your table of contents – as in Figure 5-1, above. It is not too late to use some of those options once the table has been inserted.

- Choose **Insert – Reference – Index and Tables**
- Use the drop-down menu to change the Tab leader to (none)
- Click **OK**

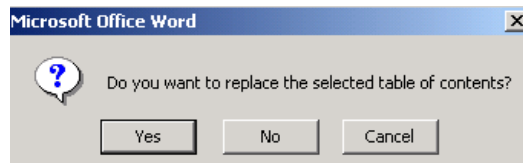


Figure 5-2

Word asks if you want to replace the existing table of contents.

- Click Yes

Word will always replace the original TOC when you make changes in this way – you need not scroll back to the beginning of the document after inserting the TOC the first time, and will not end up with multiple tables.

Activity 5.3 Updating Page Numbers

- Scroll down the document and click to place the cursor before the word **Keeping** in the last line
- Choose **Insert – Break**
- Check that Page Break is selected and click **OK**
- Add the letter S to the word Place

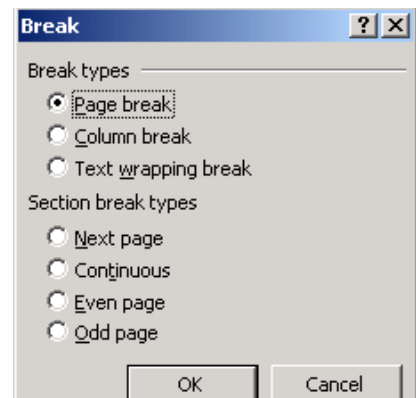


Figure 5-3

- Scroll back to the beginning of the document (CTRL + HOME is the shortcut)

Note that the table of contents has not been updated. Although Word will update page numbers when you print the document, it will not pick up changed titles.

- Right-click anywhere on the table of contents
- Choose **Update Field**, as in Figure 5-4

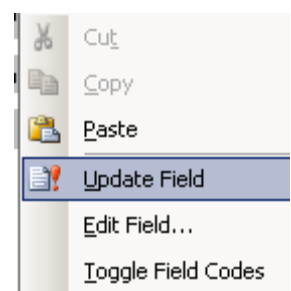


Figure 5-4

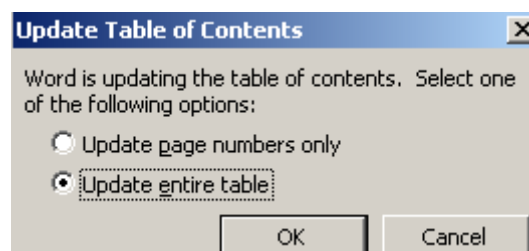


Figure 5-5

- The two options that appear are self-explanatory – in this case, we want to update the entire table, to include the modified title.

Activity 5.4 Advanced modification of the TOC

The options initially available to you to change the appearance of your table are fairly limited. It is, though, possible to change any aspect of the table – font, indent and so on – and also which styles are included within it – so you may create your own style for headings, and then include those headings within a table of contents.

- Choose **Insert – Reference – Index and Tables**
- Click the button marked **Options**

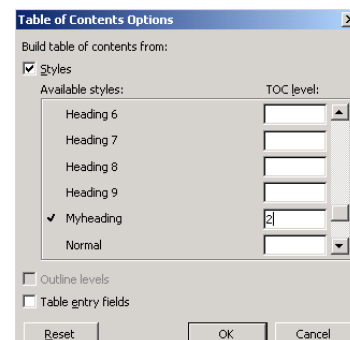


Figure 5-6

The options here allow you to change the “TOC level” of different styles. TOC levels (1,2,3) each have their own settings for font, indentation etc. – typically, TOC level 1 will apply to main headings, 2 to subheadings and be indented by more than 1 and so on.

- Scroll down to see a list of styles – putting a number next to them would allow you to include any text formatted using that style in your table of contents
- Click OK
- Click the button marked **Modify**

The options here allow you to change each TOC level’s appearance.

- Click **Modify**

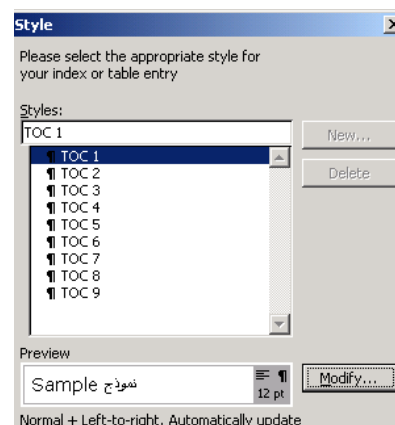


Figure 5-7

The window that appears allows you to make changes to the font used and its size

To change paragraph spacing etc., click on **Format** and select an option from the drop-down menu

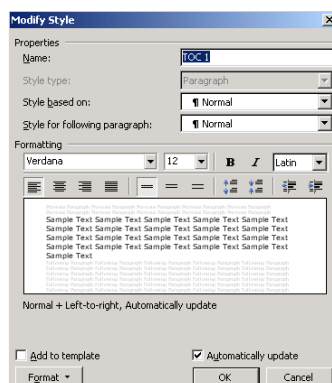


Figure 5-8

6 Modify an Inbuilt Style

Objectives To make changes to the Heading 1 style

Activity 6.1 Format – Styles

- Choose **Format – Styles and Formatting**

The styles and formatting task-pane appears on the right of your document

- Scroll down the list to find the style **Heading 1**
- Hold your mouse over the style in the list to make the drop-down arrow appear, as in Figure 6-1
- Click on the drop-down and choose **Modify**

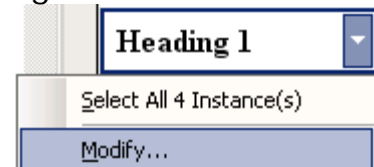


Figure 6-1

- Change the style using the popup window that appears, as below
- Click **OK**

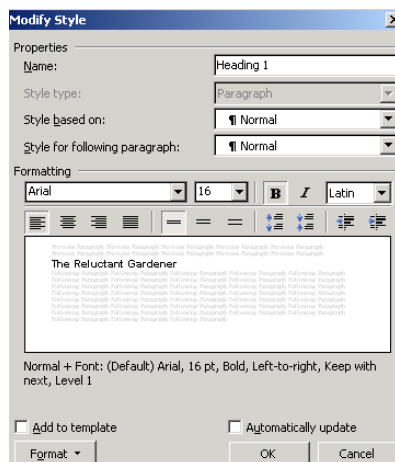


Figure 6-2

All the headings previously formatted with that style will be updated with the new font, size and so on.

It is possible to change the line spacing, border, tabs and other options of a style by clicking on the **Format** button at the bottom left.

This time you need not add the style to the template, unless you want to use that same **Heading 1** style in new documents.

7 Create a New Style

Objectives To create a new style for use within the current document

Activity 7.1 Format Text

It is possible to use the Styles and Formatting panel used in 6, above, to create a new style. An arguably easier method, though, is to use the style box on the toolbar.

- Format the first line of the document, "The Reluctant Gardener", as you might want the document title – e.g. make it large text, centred.

Next to the font chooser on the formatting toolbar is the style box.

- Click into the text in that box (i.e. **not** the drop-down menu)
- Type in a name for your heading – an example is shown in Figure 7-1

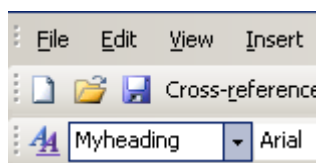


Figure 7-1

- Press RETURN

This last step is crucial – hitting RETURN confirms that Word should save the formatting you chose earlier, with the name you specified within the box.

The style is now available from the drop-down menu, for use within the current document.

Activity 7.2 Add a figure

We will add two pictures to the document in order to label them and produce a table of figures.

- Click into the text just after the text "...sitting in the shade"
- Press RETURN to add a new line
- Choose **Insert – Picture – Clipart**

The clipart task pane appears to the right of your document

- Enter the text to search for – e.g. arbor
- Click on the picture to add it to your document

When a picture is first inserted, it may only be aligned as if it were text – that is, left, right or centre aligned. Should you want text to flow around the picture;

- Double-click on the picture to bring up the format picture dialogue box
- Click on the **layout** tab
- Change the **wrapping style** to either **square** or **tight**

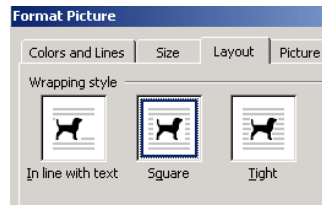


Figure 7-2

We will insert a second picture, further down the document

- Scroll down the document, and click in between the two paragraphs on weeds
- The Clip Art task pane should still be open, but if not, choose **Insert – Picture – Clip Art**
- Search for weed
- Click on a picture to insert it
- Click on the picture and drag the black boxes at the corners to resize it if necessary

Activity 7.3 Label the figures

- Click on the picture of a weed to select it
- Choose **Insert – Reference – Caption** (or right-click on the picture and choose caption from the pop-up menu)

You need make no changes to the default options that are presented, but note that you may add text if you want to.

- Click OK

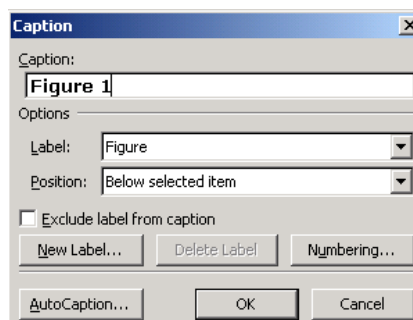


Figure 7-3

We will add a caption to the first image inserted

- Scroll up your document to find the first image
- Click on the image once to select it
- Choose **Insert – Reference – Caption**
- As before, you need make no changes – click OK

Although you may simply type in a caption for each image, using Word's caption function has two benefits

1. Word will automatically renumber captions if a new one is inserted
2. Word can produce and update a table of figures within your document

8 Create a Table of Figures

Objectives To add a table of figures, created using the captions inserted in the exercise above

Activity 8.1 Insert Table of figures

Although it is possible to use the Table of Contents feature to add multiple tables – basing them on different styles and thereby having (for example) a table of contents, table of figures and table of tables, Word has a separate Table of Figures command which allows you to insert such a table.

- Scroll up the document and click after the table of contents
- Insert a page break – either choose **Insert – Break** and click OK, or press CTRL + RETURN
- Choose **Insert – Reference – Index and Tables**
- Click on the **Table of Figures** tab

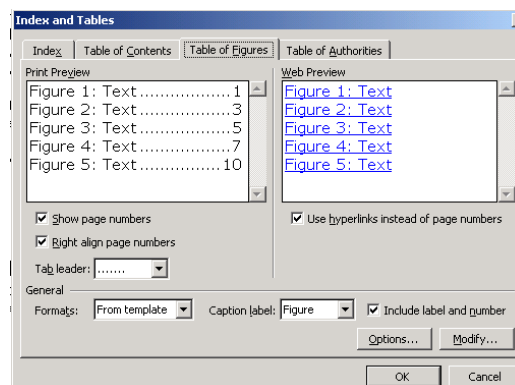


Figure 8-1

You may make changes to the settings here – the table of figures should probably have the same appearance as your table of contents, so you may want to change the tab leader setting.

- Click OK to insert the table

As with the table of contents, Word will not automatically update the displayed table, but will do so on printing the document. To update the display, right-click on the table and choose Update Field.

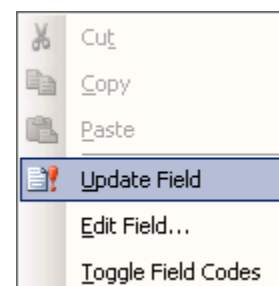


Figure 8-2

9 Mix Landscape and Portrait pages

Objectives To combine landscape and portrait pages within one document

Activity 9.1 Section break

Changing from portrait to landscape pages will normally affect your whole document. It is possible to mix the two types, however, by using a section break.

- Scroll to the end of the document (CTRL + END is the shortcut)
- Choose **Insert – Break**
- From the window that pops up, choose **Section break – Next page**, as in Figure 9-1
- Click **OK**

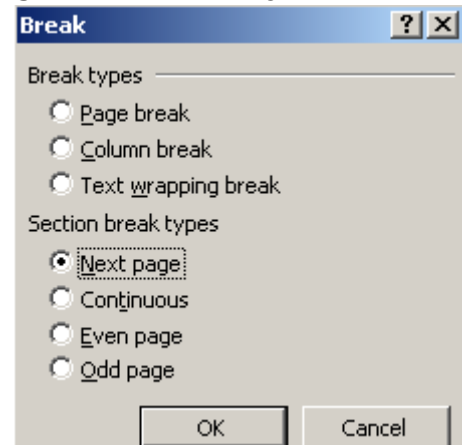


Figure 9-1

Word inserts a section break, and moves you to a new page.

Separate sections of a document may have their own page numbers, table of contents and page orientation.

- Choose **File – Page Setup**
- On the **Margins** tab, change the orientation to Landscape
- Check that the drop-down under **Apply to:** is set to **This section**

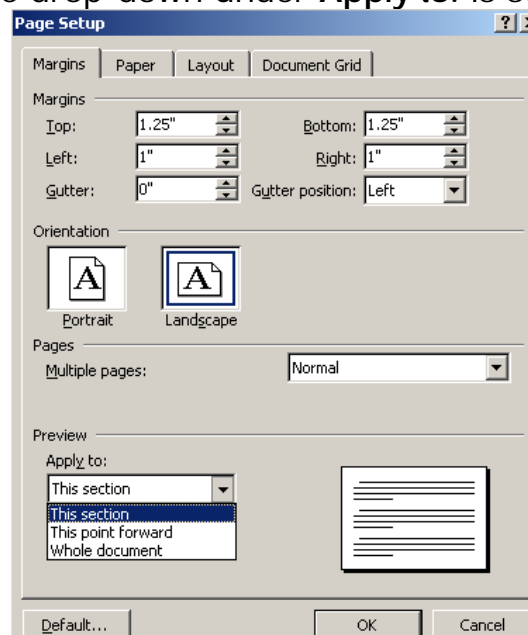


Figure 9-2

Note that the same effect may be achieved without inserting a section break, by choosing **This point forward** under **Apply to:**

Activity 9.2 Page Numbers

Note that page numbering may be set to a different style, and begin again from no. 1, within different sections.

To change the number format, or start the new section at 1;

- Choose **Insert – Page numbers**
- On the first popup, choose the position and alignment
- Click **Format**
- Choose Number format at the top right
- Click at the bottom to **Start at...**
- Click **OK**

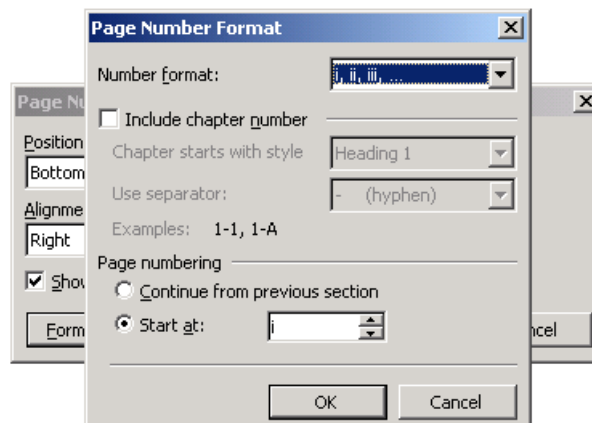


Figure 9-3

10 Use End and Foot-notes

Objectives To insert a footnote, convert it to an Endnote and back again

Activity 10.1 Insert a footnote

You may insert a footnote anywhere in your document. Word inserts the number (reordering as necessary) in the text and jumps to the footer of the current page for you to enter the text of the footnote.

- Scroll to the top of the document (CTRL + HOME is the shortcut)
- Click into the text after the word "Governor" in the first paragraph
- Choose **Insert – Reference – Footnote**

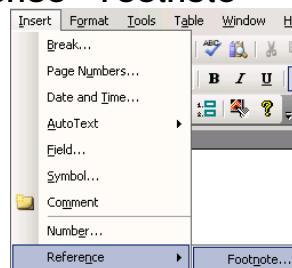


Figure 10-1

- Click Insert

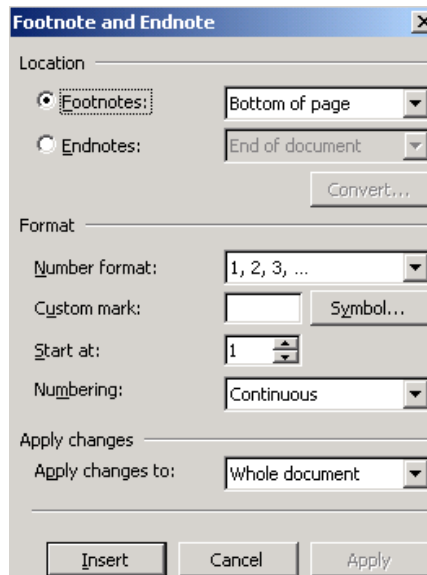


Figure 10-2

- Add the text Burnet, William – America, 1720-1728

Use the arrow keys or the mouse to move back to the main text of the document

Activity 10.2 Convert to an Endnote

Word can convert footnotes to Endnotes, or vice versa.

- Choose **Insert – Reference – Footnote...**
- Click **Convert**

A new window pops up

- Click **OK**

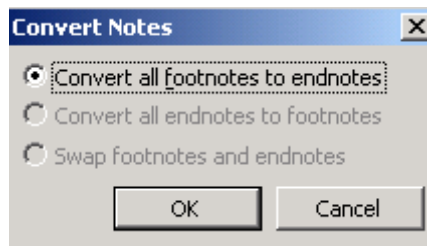


Figure 10-3

We are not inserting a new note, so need not do anything else on the popup window

- Click **Close**

To convert all endnotes back to footnotes, repeat the above. Instead of the window in Figure 10-3, you will see that in Figure 10-4, below.

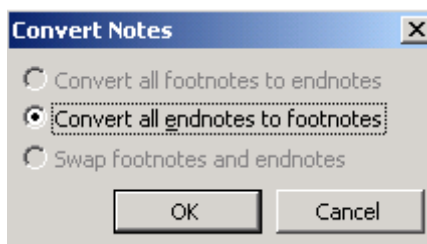


Figure 10-4

Use the other options available from the **Insert – Reference – Footnote** dialogue box to change the number format of foot or end notes – click **Apply** to make changes without having to insert a new note.

11 Use Symbols

Objectives Insert a variety of special symbols into the document

Activity 11.1 Insert Symbol

Word gives access to a wide range of mathematical and other useful symbols

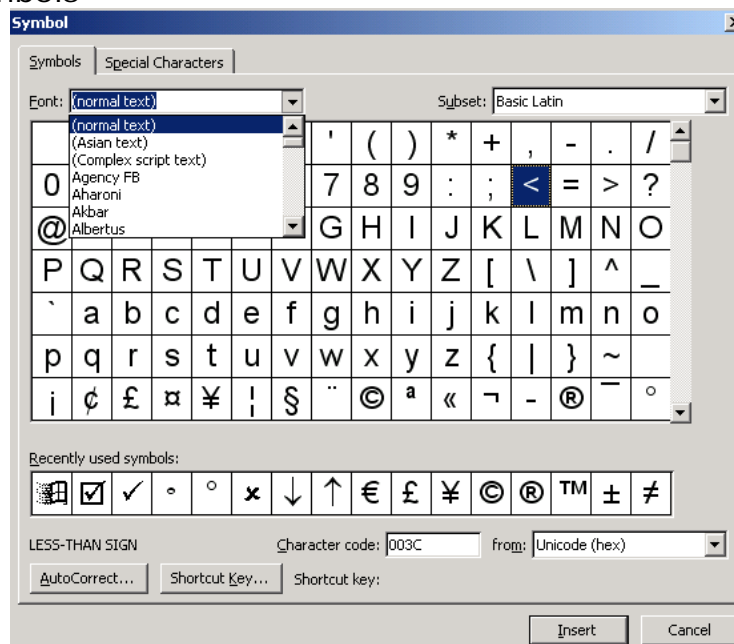


Figure 11-1

To insert symbols such as fractions, tick marks and the copyright symbol, you will use the symbol dialogue box.

- Choose **Insert – Symbol**

The window that appears may obscure most of your document – click and drag at its bottom-right corner to reduce its size.

- Click on a symbol and click **Insert** – or double-click the symbol - to add it to your document

Note the font drop-down at the top-left – different fonts have different symbols available

- Change the font to **Wingdings** and insert a ✓
- Change to **normal text** and insert a ©
- Change to **Zapf Dingbats** and insert a ✂

Note also the list of **Recently used symbols**, providing quick access to oft-used figures.

Activity 11.2 Using Autocorrect to insert symbols

Word's Autocorrect feature provides another way to add symbols to a document.

- Select a symbol from the insert – symbol window
- Click on the Autocorrect button
- Enter a unique piece of text to identify that symbol

Word will automatically enter the symbol whenever you type in this piece of text – e.g. you might use –x for scissors. It should be something you would not normally type (otherwise having a word replaced by a symbol would be distracting!), but note that Word will only insert the symbol when you press SPACE or RETURN after typing your text

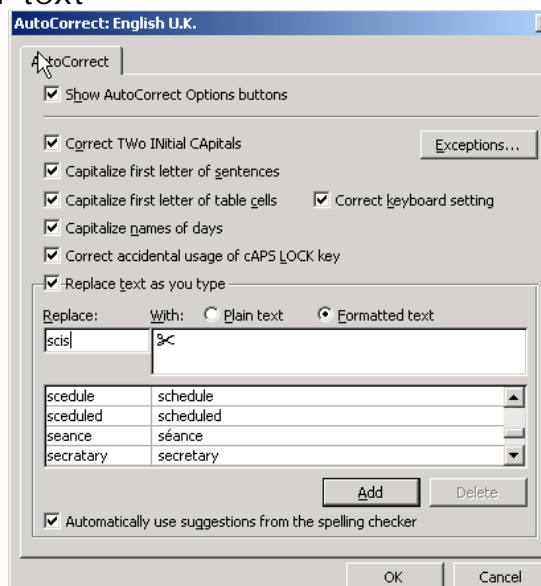


Figure 11-2

- Click **Add**
- Click **OK**
- You are returned to the insert symbol dialogue box – click close if you have finished with it