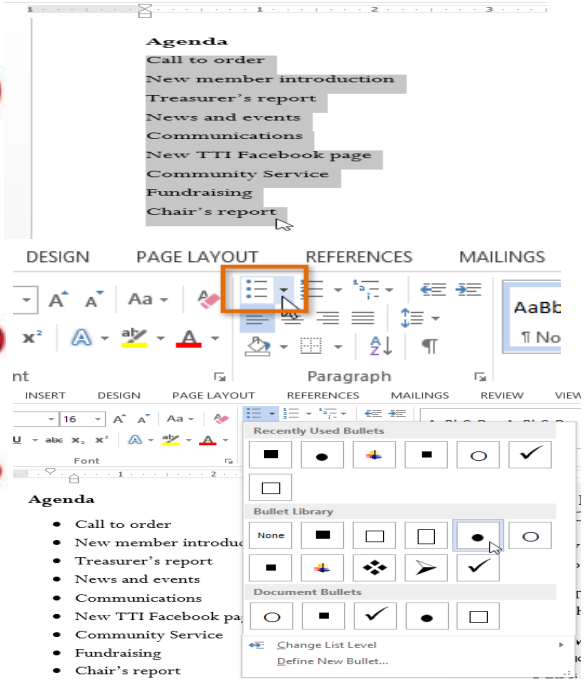
Document Creation – Reinforcement Handout

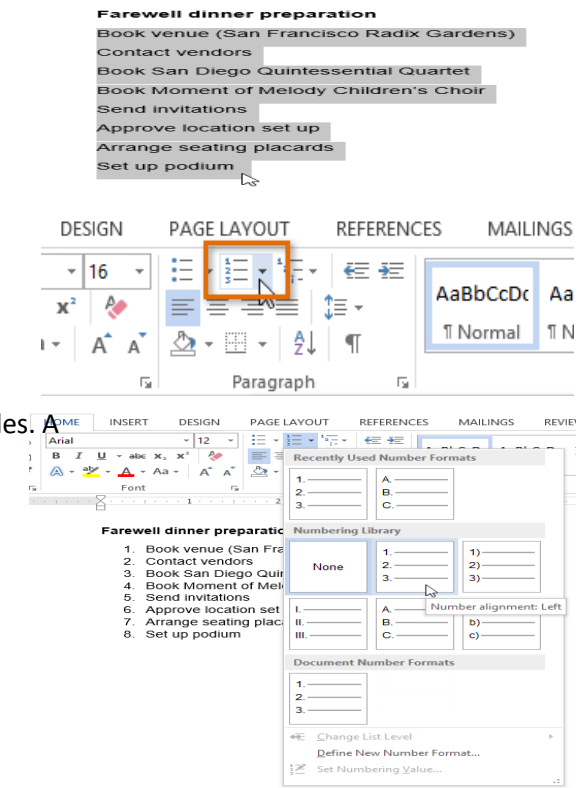
Create a Bulleted List:



1. Select the text you want to format as a list.
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. A menu of bullet styles will appear.
3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.
4. The text will be formatted as a bulleted list.

Create a Numbered List:

When you need to organize text into a numbered list, Word offers several numbering options. You can format your list with numbers, letters, or Roman numerals.



1. Select the text you want to format as a list.
2. On the **Home** tab, click the **drop-down arrow** next to the **Numbering** command. A menu of bullet styles will appear.
3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.
4. The text will be formatted as a numbered list.

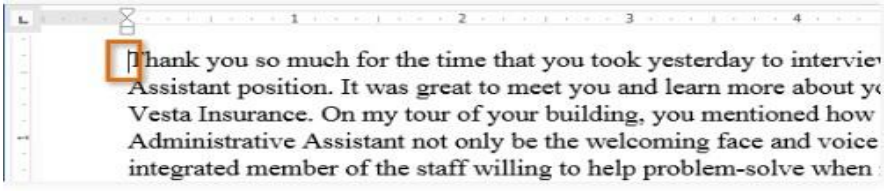
Indentation:

Indenting text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or an entire paragraph, you can use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents.**

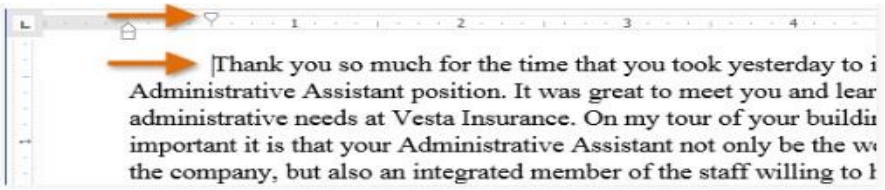
To Indent Using the Tab Key:

Another quick way to indent a text/paragraph is to use the **Tab** key as per your requirement. This will create a first-line indent of 1/2 inch.

1. Place the insertion point **at the very beginning** of the paragraph you want to indent.



2. Press the **Tab** key. On the ruler, you should see the **first-line indent marker** move to the right by 1/2 inch.
3. The first line of the paragraph will be indented.

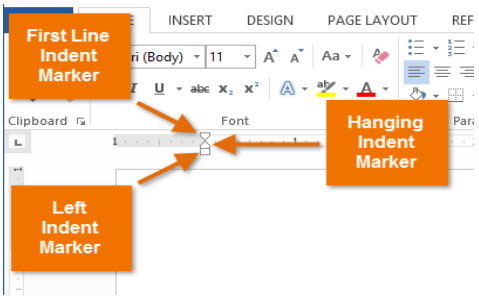


Note: If you can not see the ruler, select the **View** tab, then click the check box ☑ next to **Ruler**.

Indent Markers (Customized Indentation):

In some cases, you may want to have more control over indents. Word provides **indent markers** that allow you to indent paragraphs to the location you want. The indent markers are located to the left of the horizontal ruler, and they provide several indenting options:

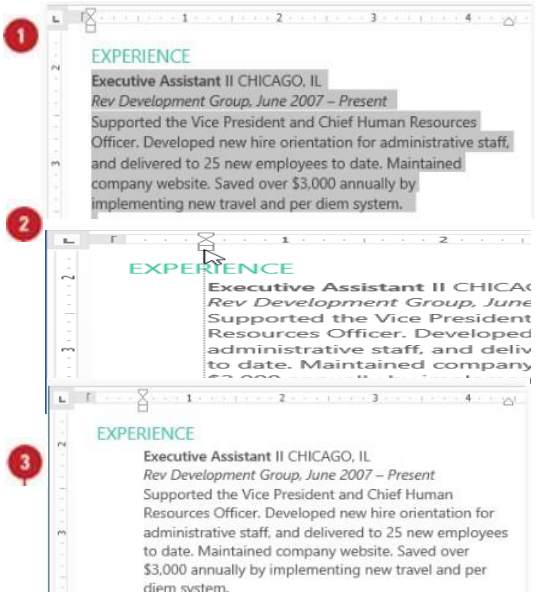
- **First-line indent marker** : Adjusts the first-line indent
- **Hanging indent marker** : Adjusts the hanging indent
- **Left indent marker** : Moves **both** the first-line indent and hanging indent markers at the same time (this will indent all lines in a paragraph)



Note: You can apply different indentations (customized) on each paragraph of the document using the **Tab** key and **Indent Markers**.

To Indent Using the Indent Markers:

1. Place the **insertion point** anywhere in the paragraph you want to indent, or select one or more paragraphs.
2. Click, hold, and drag the desired **indent marker**. In our example, we will click, hold, and drag the left indent marker. A live preview of the indent will appear in the document.
3. Release the mouse. The paragraphs will be indented.



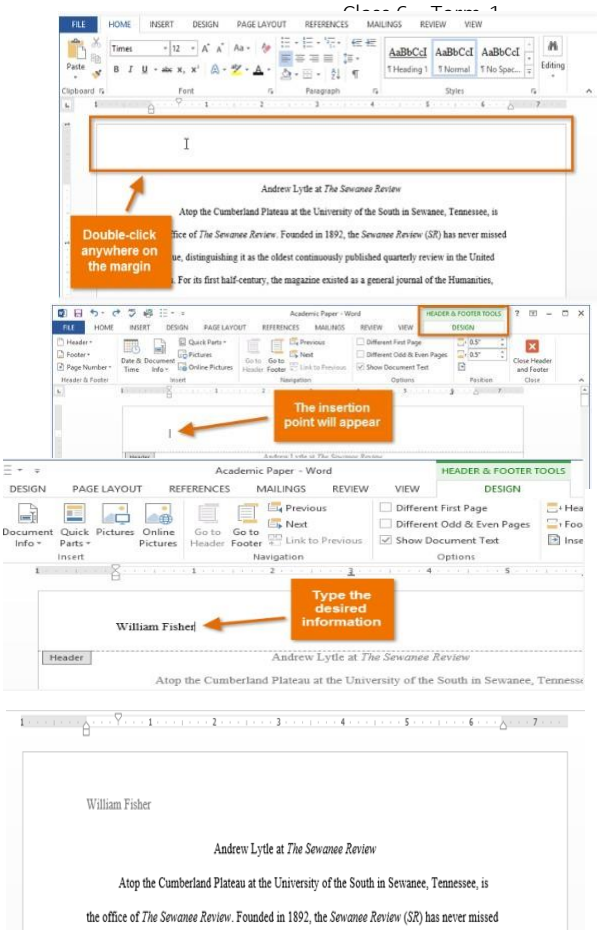
Header and Footer:

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers**, **dates**, **an author's name**, and **footnotes**, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

Insert Header and Footer in a Document:

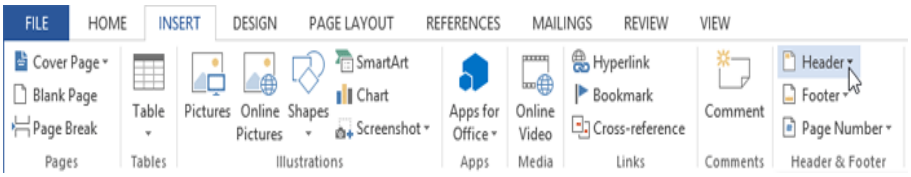
In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we will double-click the top margin.
2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.
3. Type the **desired information** into the header or footer. In our example, we will type the author's name.
4. When you are finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.
5. The header or footer text will appear.



MS Word has a variety of **preset headers and footers** you can use to enhance your document's design and layout.

1. Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we will click the **Header** command.



2. In the menu that appears, select the desired **preset header or footer**.

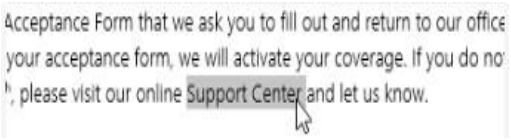
Note: After you close the header or footer, it will still be visible, but it will be **locked**. Simply double- click a header or footer to **unlock** it, which will allow you to edit it.

Hyperlinks:

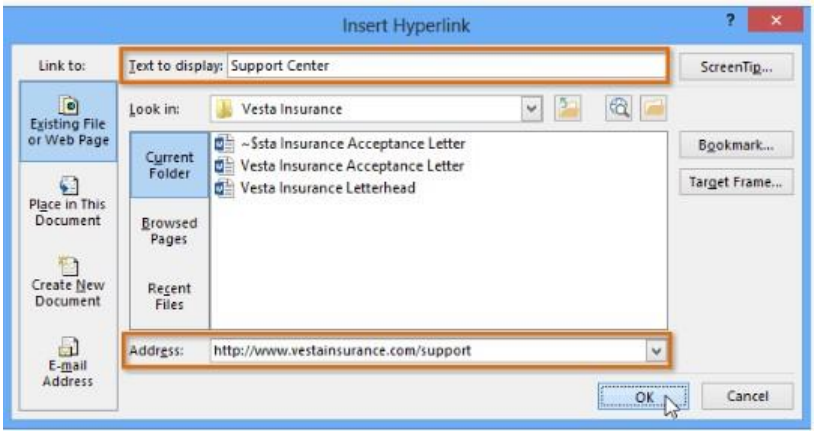
Adding **hyperlinks** to text can provide access to **websites** and **email addresses** directly from your document. There are a few ways to insert a hyperlink into your document. Depending on how you want the link to appear, you can use Word's **automatic link formatting** or **convert text** into a link.

Format Text With a Hyperlink:

1. Select the text you want to format as a hyperlink.
2. Select the **Insert** tab, then click the **Hyperlink** command.



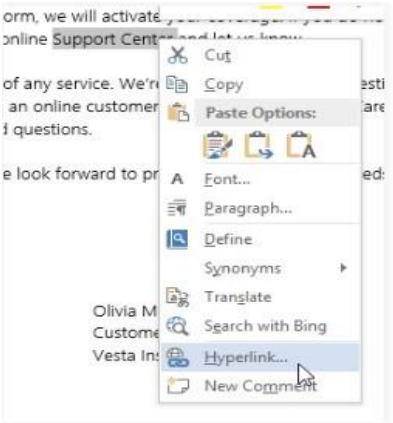
3. The **Insert Hyperlink** dialog box will appear.
4. The selected text will appear in the **Text to display:** field at the top. You can change this text if you want.
5. In the **Address**: field, type the address you want to link to, then click **OK.**

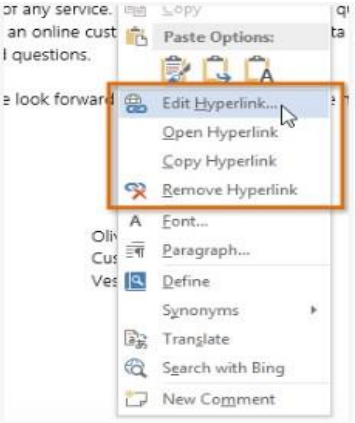


6. The text will then be formatted as a hyperlink.

Note: After you create a hyperlink, you should **test** it. If you have linked to a website, your web browser should automatically open and display the site. If it does not work, check the hyperlink address for misspellings.

Alternatively, you can open the Insert Hyperlink dialog box by right clicking the selected text and selecting **Hyperlink...** from the menu that appears. Once you have inserted a hyperlink, you can right-click the hyperlink to **edit**, **open**, **copy**, or **remove** it.





Remove the Hyperlink:

1. To remove a hyperlink, right-click the hyperlink and select **Remove Hyperlink** from the menu that appears.

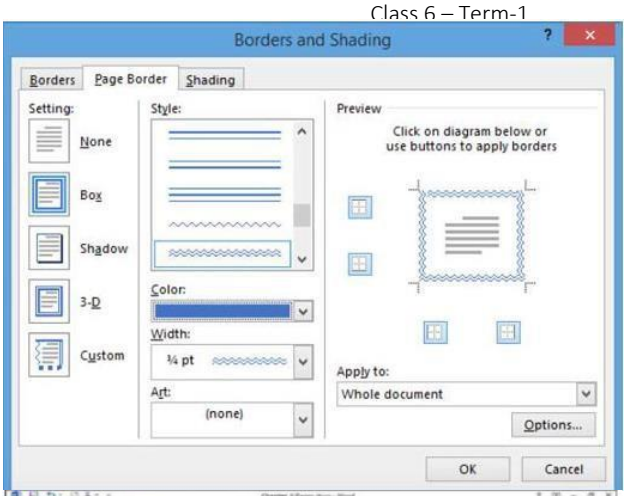
Insert Page Border in a Document:

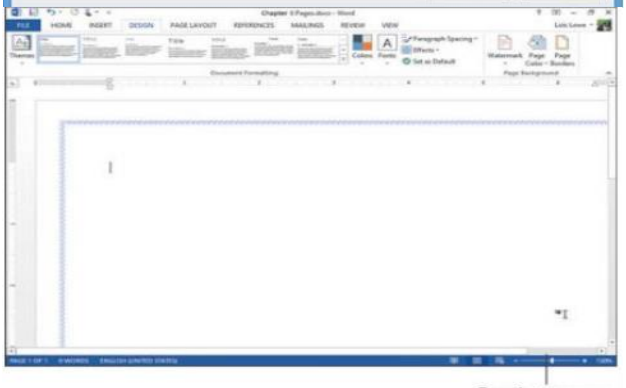
A **page border** is a border that appears outside the margins on each page. Border art is a repeated small image that forms a border around the outside of the document margins.

Page borders are primarily for decoration; you can use any style, color, and line thickness you want. You can also apply graphical borders (or border art) that repeat a small image as a pattern.

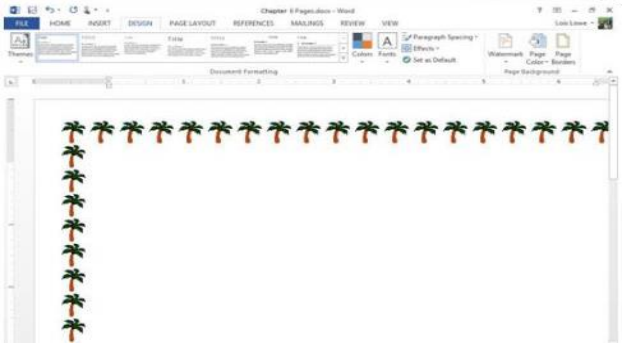
1. Choose Design→Page Borders.
2. The Borders and Shading dialog box opens with the Page Border tab selected.

3. In the Style section, scroll down and select the double wavy line. Then from the Color drop-down list, choose Blue, Accent 5.
4. If a preview of a blue wavy line does not appear in the Preview area, click the Box button to apply the current settings to all sides of the page. Some line styles have a variety of widths you can choose from; the double wavy line you select in Step 3 has only one width available.
5. Click OK. The border is applied to the blank page. Zoom in to see it better if desired.
6. Choose Design→Page Borders to reopen the Borders and Shading dialog box.
7. From the Art drop-down list, choose the palm trees; click the down increment arrow on the Width box to set the width to 28 points; and then click OK.
   The palm tree border is applied to the page.





Zoom in to see page border more clearly.

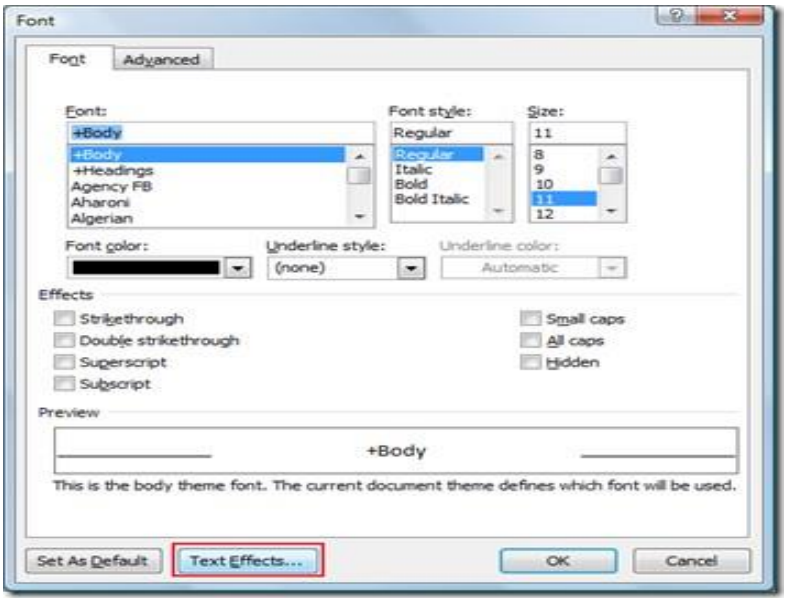


Apply Customized Font Effects on Text:

MS-Word provide **different text effects** that can be used to format the text you type or any selected text in the document. This can be done using the **Font dialog** box.

1. To display the font dialog box you either press Ctrl + D or option available as part of the menu as sown below:

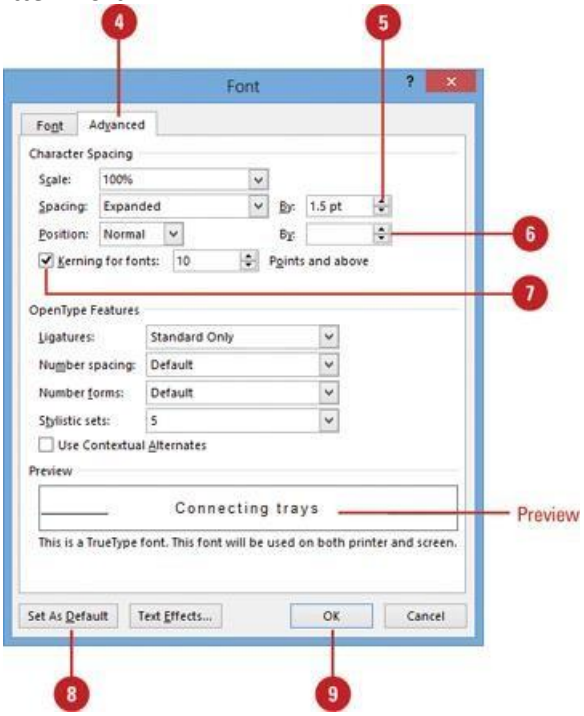
2. In the Font dialog box, click on the Text Effects button available at the bottom of the dialog box



Change the Character Spacing:

Kerning is the amount of space between each individual character that you type. Sometimes the space between two characters is larger than others, which makes the word look uneven.

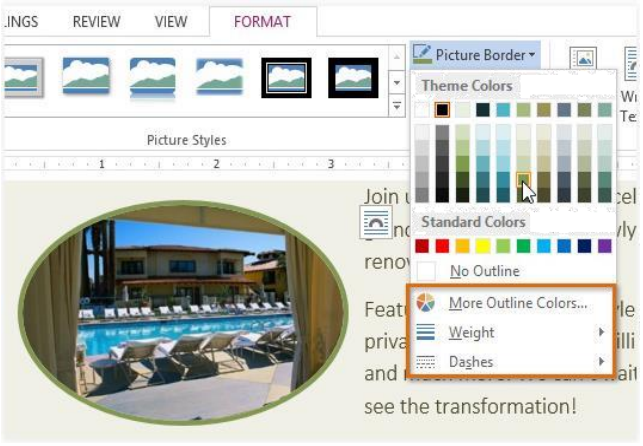
Here is the procedure to change the character spacing of any written word:



1. Select the text you want to format.
2. Click the **Home** tab.
3. Click the **Font Dialog Box Launcher**.
4. Click the **Advanced** tab.
5. Click the **Spacing** list arrow, click an option, and then specify a point size to expand or condense spacing by the amount specified.
6. Click the **Position** list arrow, click an option, and then specify a point size to raise or lower the text in relation to the baseline (bottom of the text).
7. Select the **Kerning for fonts** check box, and then specify a point size.
8. To make the new formatting options the default for all new Word documents, click **Set As Default**, and then click **Yes**.
9. Click **OK**.

The preview section shows the status of character spacing according to the configuration.

Add Border to a Picture:



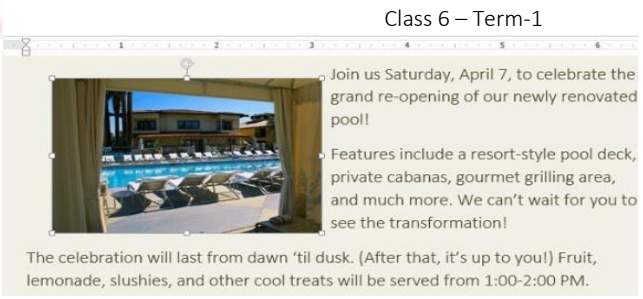
1. Select the picture you want to add a border to, then click the Format tab.
2. Click the Picture Border command. A drop-down menu will appear.
3. From here, you can select a color, weight (thickness), and whether or not the line is dashed.
4. The border will appear around the image.

Crop a Picture:

When you crop an image, a part of the picture is removed. Cropping may be helpful when a picture has a lot of content and you want to focus on only part of it.

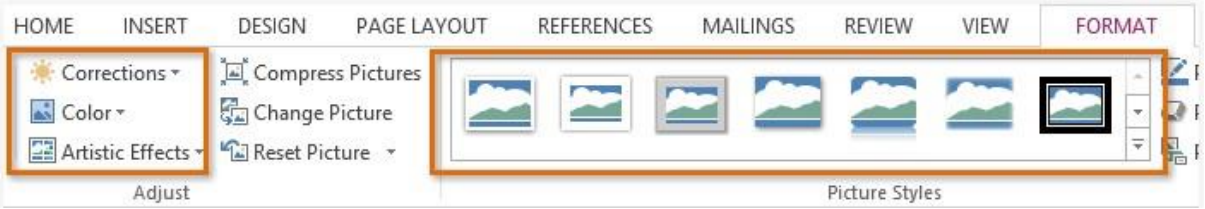
1. Select the image you want to crop. The Format tab appears.
2. On the Format tab, click the Crop command.
3. Cropping handles will appear around the image. Click, hold, and drag a handle to crop the image.
4. Click the Crop command again. The image will be cropped.

Note: The corner handles are useful for simultaneously cropping the image horizontally and vertically.



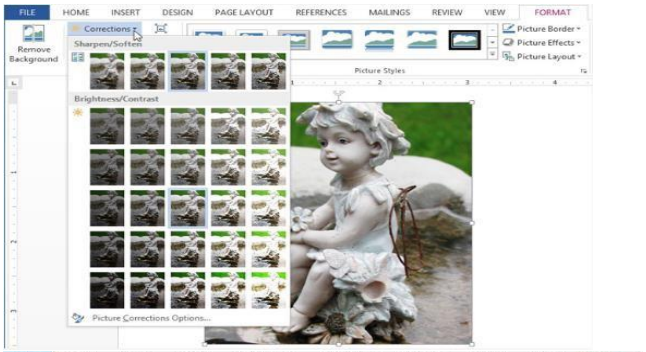
Apply Image Enhancement Features:

MS-Word offers several options for changing the way images appear in your document. For example, you can add a **frame**, make image **corrections**, change the image's **color** or **brightness**, and even add some stylish **artistic effects**. These options are located in the **Adjust** and **Picture Styles** groups on the **Format** tab.

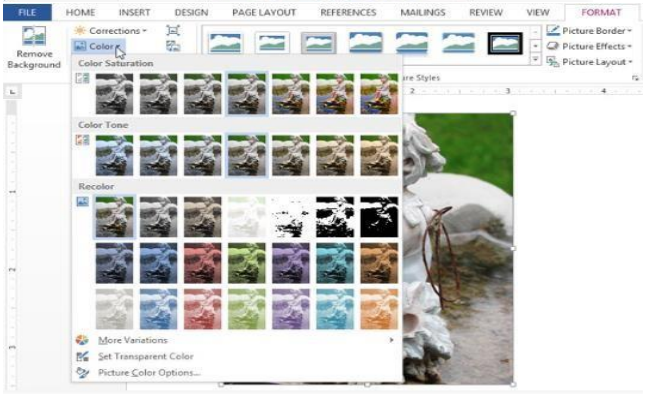


When you are ready to make adjustments or experiment with the look of an image, select the picture and choose one of these options from the Format tab:

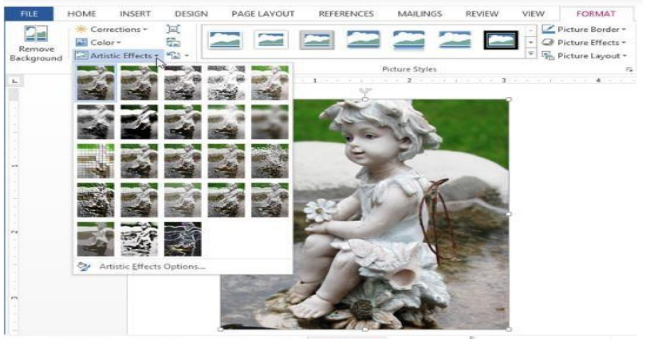
Corrections: This command is located in the **Adjust** group. From here, you can **sharpen** or **soften** the image to adjust how blurry or clear it appears. You can also adjust the **brightness** and **contrast**, which controls how light or dark the picture appears.



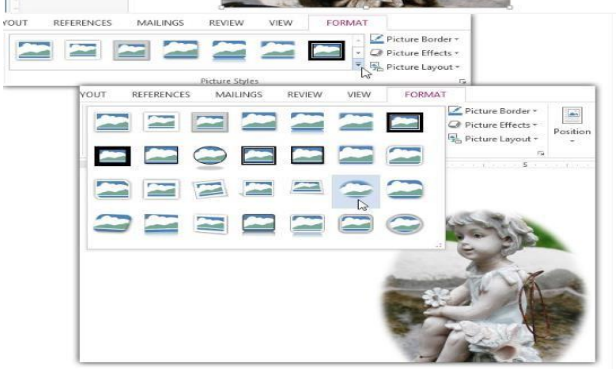
Color: This command is located in the **Adjust** group. From here, you can adjust the image's **saturation** (how vivid the colors are), **tone** (the temperature of the image from cool to warm), and **coloring** (changing the overall color of the image).



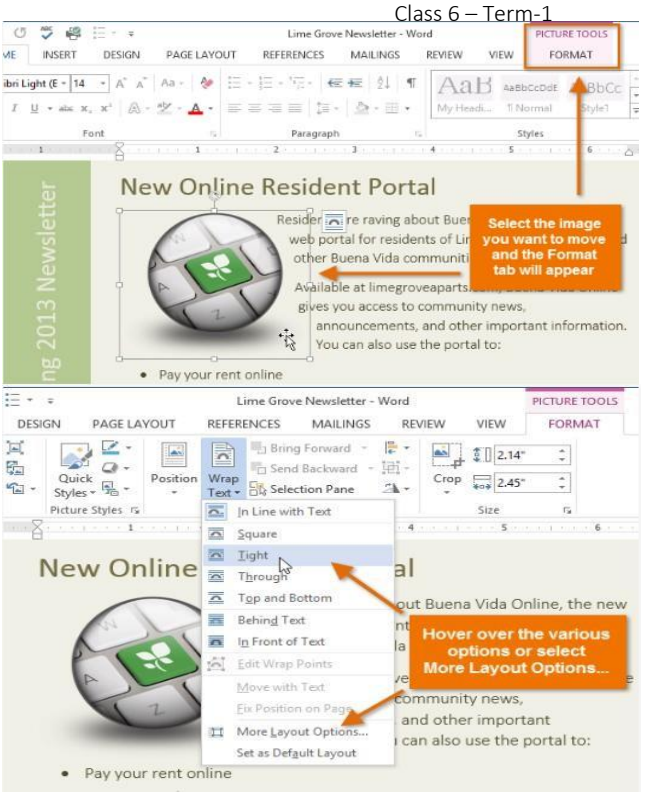
Artistic Effects: This command is located in the **Adjust** group. From here, you can add artistic effects such as pastels, watercolors, and glowing edges.



Picture Styles Group: This group contains a variety of styles you can apply to your picture, such as frames, borders, and soft edges.



To Wrap Text Around an Image:

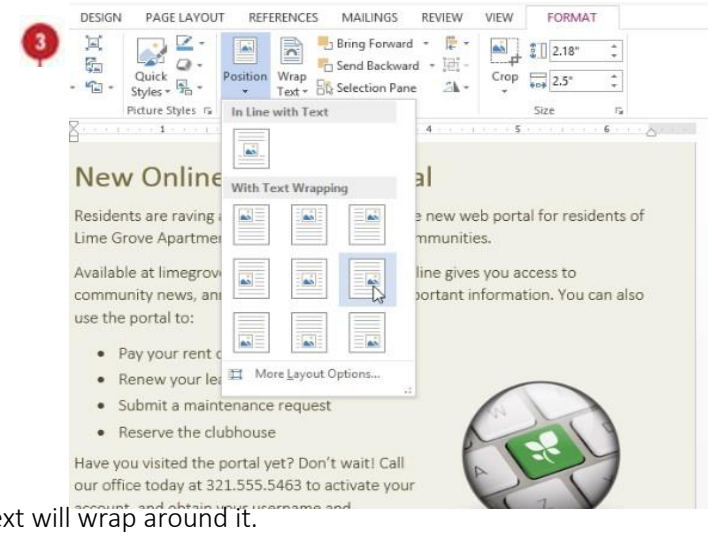


1. Select the image you want to wrap text around. The Format tab will appear on the right side of the Ribbon.
2. On the Format tab, click the Wrap Text command in the Arrange group.

   A drop-down menu will appear.
3. Hover the mouse over the various text-wrapping options. A live preview of the text wrapping will appear in the document. When you have found the text-wrapping option you want to use, click it. Alternatively, you can select More Layout Options... to fine tune the layout.
4. The text will wrap around the image. You can now move the image if you want. Just click, hold, and drag it to the desired location.

Use a Predefined Text Wrapping Setting:

Predefined text wrapping allows you to move the image to a specific location on the page.



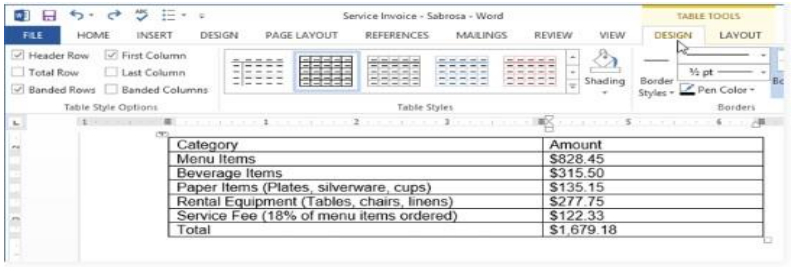
1. Select the image you want to move. The Format tab will appear on the right side of the Ribbon.
2. On the Format tab, click the Position command in the Arrange group.
3. A drop-down menu of predefined image positions will appear. Select the desired image position. The image will adjust in the document, and the text will wrap around it.

Tables:

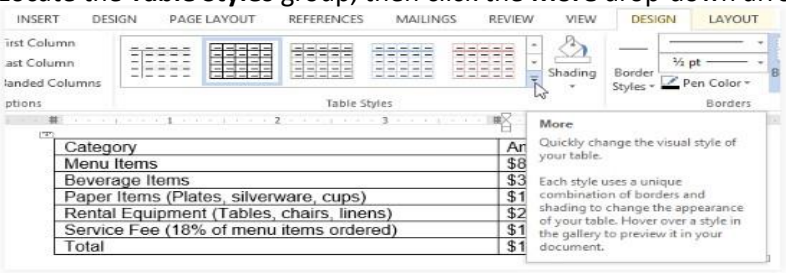
A **table** is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a **blank** table, **convert text** to a table, and apply a variety of **styles** and **formats** to existing tables.

Apply a Table Style:

1. Click anywhere on the table, then click the **Design** tab on the right side of the Ribbon.



2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see all available table styles.



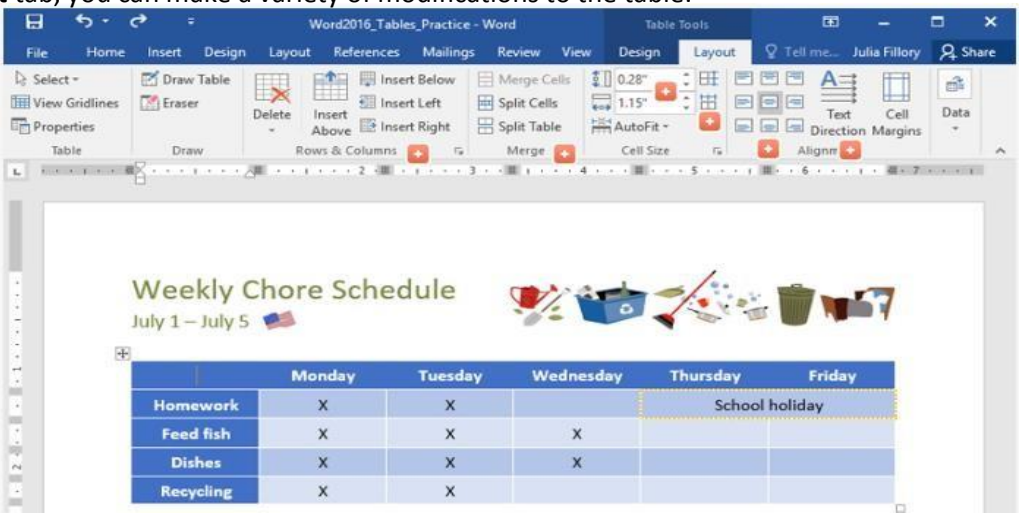
3. Select the **desired style**.

4. The selected **table style** will appear.

Category	Amount
Menu Items	$828.45
Beverage Items	$315.50
Paper Items (Plates, silverware, cups)	$135.15
Rental Equipment (Tables, chairs, linens)	$277.75
Service Fee (18% of menu items ordered)	$122.33
Total	$1,679.18

Modifying a Table Using the Layout Tab:

When you select a table in Word 2013, the **Layout** tab appears under **Table Tools** on the Ribbon. From the **Layout** tab, you can make a variety of modifications to the table.



Following features associated with the table can be controlled from Layout tab:

- Insert and Delete rows and columns.
- Merge and splits cells of a table.
- Change the row height and cell width of the table.
- Change the vertical and horizontal alignment of cell/table text.
- Change the direction of text from horizontal to vertical and vise versa.

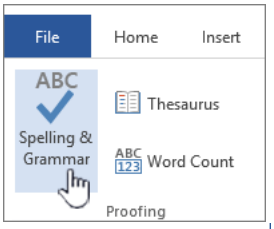
Change the Direction of Text:

You can easily change the direction of your text from **horizontal** to **vertical**. Making your text vertical can add style to your table; it also allows you to fit **more columns** in your table.

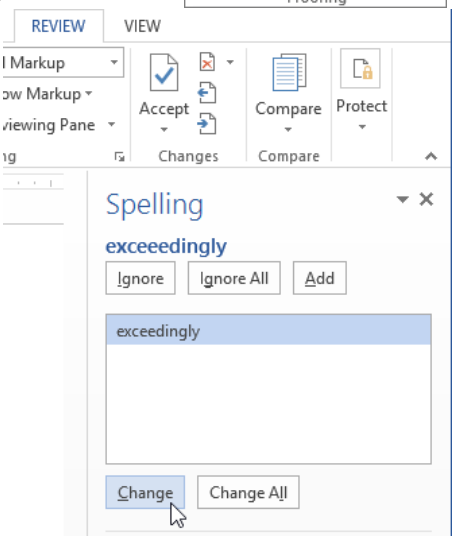
Grammar and Spelling Check:

When we prepare documents, we sometimes make mistakes. Two common types of mistake are spelling mistakes and grammar mistakes. By default, Microsoft Word checks spelling and grammar automatically as you type, using wavy red underlines to indicate possible spelling problems and wavy green underlines to indicate possible grammatical problems.

These mistakes can be corrected using an inbuilt spelling and grammar feature:



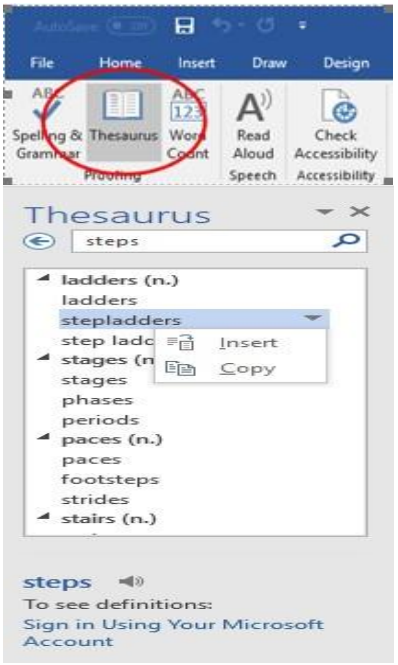
1. From the **Review** tab, click the **Spelling & Grammar** command.
2. The **Spelling and Grammar** pane will appear. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error. If the program finds spelling mistakes, a dialog box appears with the first misspelled word found by the spelling checker.
3. Word will move through each error until you have reviewed all of them. After the last error has been reviewed, a dialog box will appear confirming that the spelling and grammar check is complete. Click **OK**.



Use of Thesaurus:

A thesaurus helps you to find words with similar meanings (synonyms). It also shows antonyms words. An antonym is a word with the opposite meaning.

Here are the steps to use thesaurus to find the similar meaning of any word used in the document:



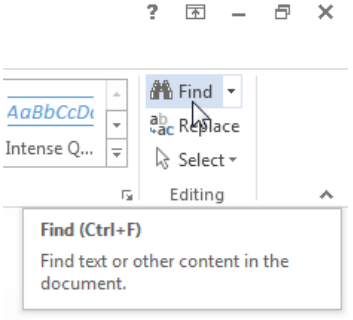
1. Select the word in your document that you want to check.
2. On the Review tab, click Thesaurus.
3. You will see multiple options of the words having the similar meaning.
4. To replace your selected word with your desired word from the suggested list, press the down arrow key in front of the desired word and click **Insert.**

Find and Replace Words:

When you are working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

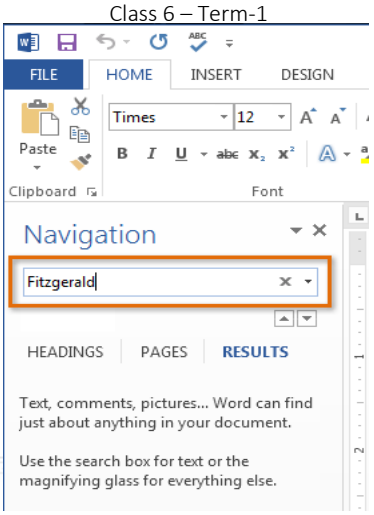
To Find Text:

In our example, we have written an academic paper and will use the Find command to locate all references to a particular author's last name.



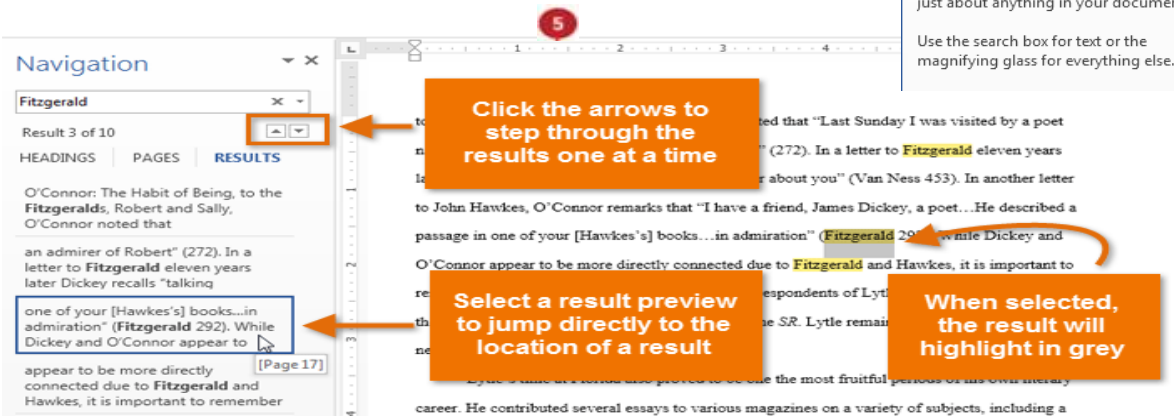
1. From the **Home** tab, click the **Find** command.
2. The **navigation pane** will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we will type the author's last name.
4. If the text is found in the document, it will be highlighted in yellow, and a **preview of the results** will appear in the **navigation pane**.

5. If the text appears more than once, choose a **review option** to review each instance. When an instance of the text is selected, it will highlight in gray:



Arrows: Use the arrows to move through the results one at a time.

Results previews: Select a result preview to jump directly to the location of a specific result in your document.

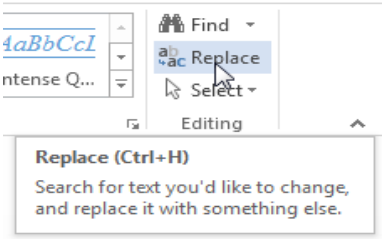


6. When you are finished, click the **X** to close the navigation pane. The highlighting will disappear.

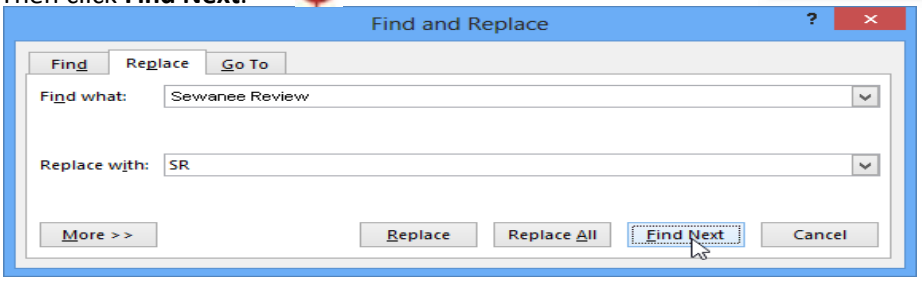
Note: You can also access the Find command by pressing **Ctrl+F** on your keyboard.

To Replace Text:

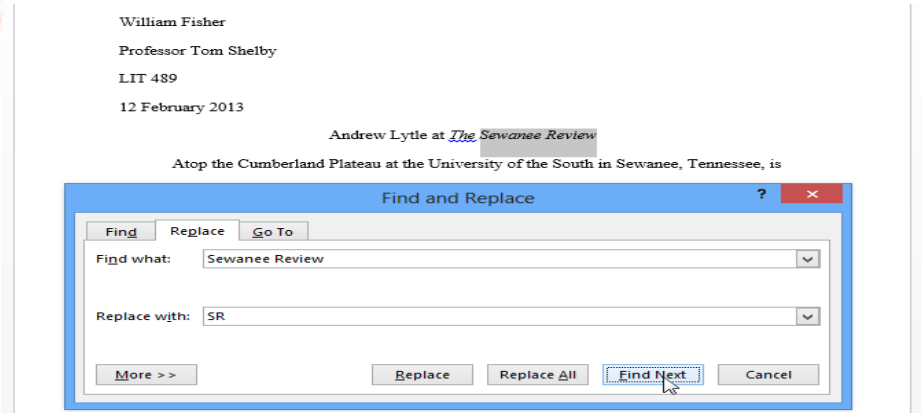
At times, you may discover that you have made a mistake repeatedly throughout your document— such as misspelling a person's name—or that you need to exchange a particular word or phrase for another. You can use Word's Find and Replace feature to quickly make changes. In our example, we will use Find and Replace to change the title of a magazine so it is abbreviated.



1. From the Home tab, click the Replace command.
2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field. Then click **Find Next**.



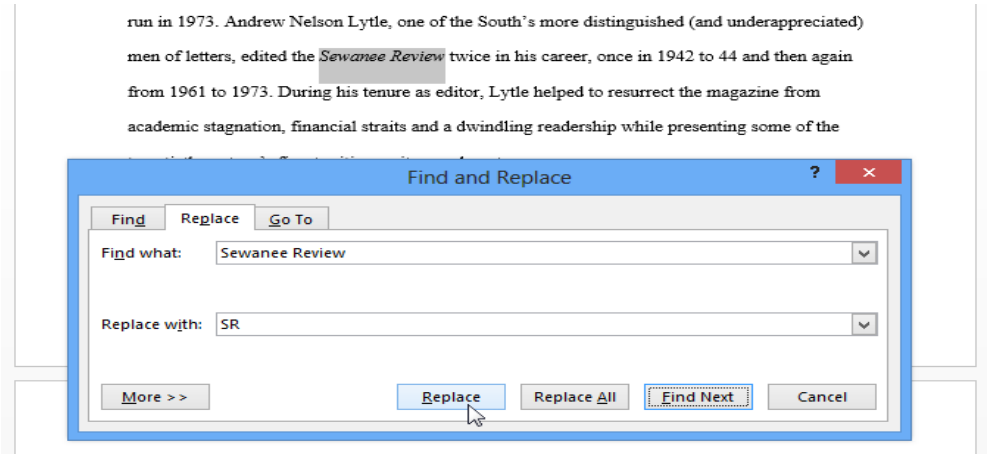
5. Word will find the first instance of the text and **highlight** it in gray.
6. **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We will click **Find Next** again.



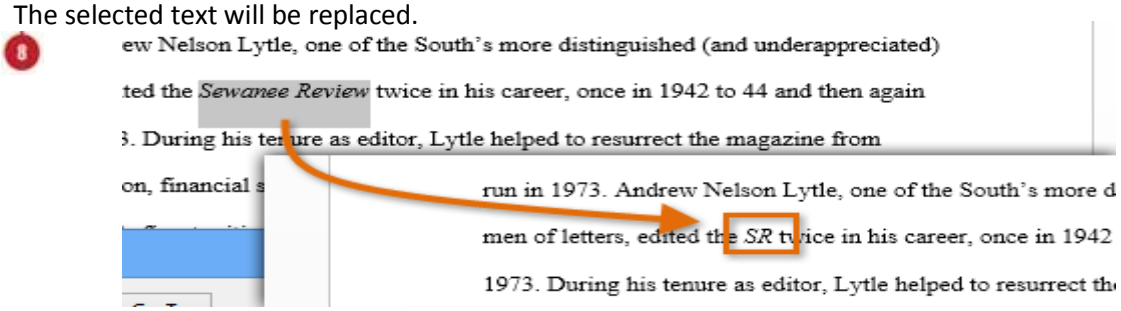
7. Word will jump to the next instance of the text. If you want to replace it, select one of the **replace** options:

Replace will replace individual instances of text. In our example, we will choose this option.

Replace All will replace every instance of the text throughout the document.



8. The selected text will be replaced.

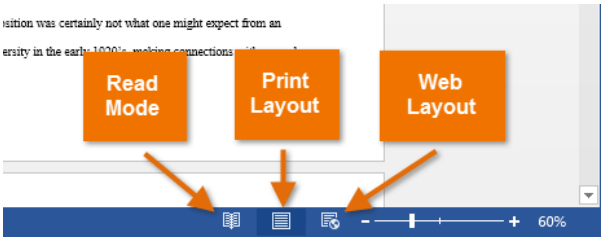


9. When you are done, click **X** to close the dialog box.

Note: You can also access the Find and Replace command by pressing **Ctrl+H** on your keyboard.

Document Views:

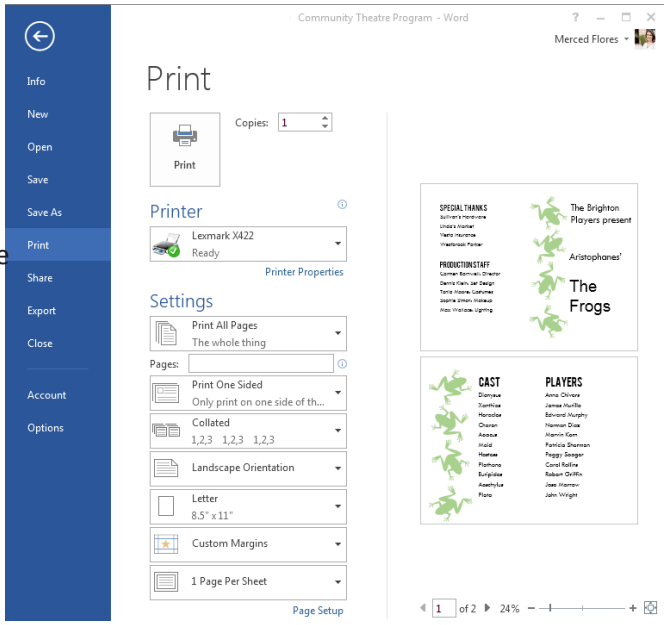
Word 2013 has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you are planning to **print** the document.
To change document views, locate and select the desired document view command in the bottom- right corner of the Word window.



- **Read Mode** is optimized for reading a document on the computer screen. In Full Screen Reading view, you also have the option of seeing the document as it would appear on a printed page.
- **Print Layout** is the default layout and the one you see most often.
- **Web Layout** is suitable if you are designing a web page in Word. Web Layout view shows how your document will look like a web page.

Printing a Document:

1. Select the **File** tab. **Backstage view** will appear.
2. Select **Print**. The **Print** pane will appear.
3. Navigate to the **Print** pane and select the desired **printer**.
4. Enter the number of **copies** you want to print.
5. Select any additional **settings** if needed.
6. Click **Print**.



Print a Page Range:

If you would like to print individual pages or page ranges, you will need to separate each entry with a **comma** (1, 3, 5-7, or 10-14 for example).

1. Navigate to the **Print** pane.
2. In the **Pages:** field, enter the pages you want to print.

3. Click **Print**.