



2ND EDITION

# MICROSOFT WORD COURSE

INTERMEDIATE  
MODULE

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# A Message From The Author

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Congratulations on taking ownership of your professional development. My name is Allen Aguilar and I am the author of this booklet. My intention with this message is to provide you with additional context about this booklet and details on how to use it.

## About This Booklet

This booklet can be used as a reference guide for any intermediate Word user. This booklet probably accompanies an in-person or online training, which is why this booklet was created with a different approach. This booklet was created mainly for training purposes and it reads step-by-step as if you were following along with a trainer. Additionally, I'm not a huge fan of the technical jargon and prefer to use words that the average user, like myself, can understand. Our Microsoft Word trainings typically consists of training content (either in-person or online) a reference booklet (such as the one you're reading) and exercise files where the participants get to practice what they learned. To learn more about my trainings, please visit [www.leadershipbuild.com](http://www.leadershipbuild.com).

## How To Use This Booklet

This booklet is a step-by-step manual for the intermediate Word user. There are various screenshots that will help you visualize my explanations. Additionally, there are practice exercises that will help you demonstrate mastery of the different tools covered in this booklet. This booklet *does not* replace a training, but definitely helps the reader master the concepts without additional assistance.

If you have any questions or would like to get in contact with me, please feel free to send me an email at [allenaguilar@leadershipbuild.com](mailto:allenaguilar@leadershipbuild.com). Enjoy!



**Allen Aguilar**  
Founder of Leadership Build

# Introduction

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Microsoft Word is the most popular word processing programs of our time. Microsoft word is typically used to write, document and author your writings. The software can be used for business and personal purposes and the goal of Word is to assist you through the process in the most efficient way.

## Examples of Word Documents

There are many uses of Microsoft Word. Below are some basic examples of what Microsoft Word can help you create:

1. A consistent and branded-like document that matches colors, fonts, sizes and text
2. Professional reports with amazing diagrams, charts or visuals
3. Ready-for-use templates and documents provided by Microsoft (such as calendars, agendas and flyers)
4. Documents with already-formatted sections, such as sidebars and cover pages
5. Personalized letters to various recipients without having to type the letter over and over or having to copy/paste the content multiple times
6. Personalized emails to multiple recipients with specific messaging
7. Books or manuals with table of contents, page numbers, footers and bibliographies
8. Essays with formatted text, margins and font formatting
9. Protected-documents with cautionary safeguards for any content-sensitive or confidential information

## Word 2010 Features

Microsoft (MS) Word, just like any other Microsoft software releases recent updates every three to four years. With advancements in technology, Microsoft uses the latest updates to help you do your job better and in a more effective way. There are a few differences between MS Word 2010 and previous versions.

Below are some examples of how MS 2010 has improved from previous versions. Please note that as of 2019, MS has stopped all technical support to MS Office 2003 users and will be halting all support to 2007 users. This means that it will not be

long until we find that MS will no longer support MS 2010. Here is the list of updates for MS 2010:

- Ribbon is now customizable, and users can create their own groups, tabs and choose what tools they want displayed in the ribbons
- Microsoft Word 2010 automatically recovers and saves unsaved files if your computer crashes or you simply forget to save your file. Excel will preserve your content only for a limited time, allowing you to recover the lost content and save the information. Please note that not *all* content will be automatically recovered since Excel periodically autosaves your work
- The 2010 version of Word also includes better graphics, effects and font designs
- Along with the better graphics, MS Word 2010 now allows you to edit pictures directly in Word
- The navigation task pane now replaces the Document Map from previous versions, allowing users to quickly find information, headings and pages
- MS Word 2010 now allows you to preview your copied content (such as formats and text) before pasting it
- MS Word 2010 also allows users to select a different language other than English and includes a very sophisticated translation tool
- The Backstage view now replaces the Microsoft Office button, allowing users to find all the tools needed to work in your file in one centralized location, apart from your content
- Online versions of Microsoft Word are now available via MS Sharepoint, allowing multiple users to edit the same file simultaneously

## The Evolution of MS Word

If you haven't really used MS Word in a long time, you have really been missing out. Those of you that maybe learned how to use a keyboard many years ago, will find that word processing has completely evolved, allowing users to have more control and creativity when creating documents.

Additionally, in this booklet, you will discover how much MS Word has evolved since the invention of the typewriter. Word, as a powerful word processor, allows for more flexibility, not only when creating files, but also when printing them. You will find that in this booklet we cover printing options in detail to help you bring your files to life.

## What you will learn in this booklet for Intermediate Users

Below is a list of learning objectives that you will encounter in this booklet:

1. Master the tools to correct your spelling and grammar
2. Use tools within word to find synonyms and to do research on a certain topic
3. Learn how to use the translation tools to translate words, phrases or entire documents
4. Discover how to use quick styles and how to customize it to your needs
5. Explore how to insert symbols, equations and screenshots into your Word document
6. Learn how to insert, use and remove watermarks from Word documents
7. Work with page colors and borders
8. Determine the difference between page breaks and section breaks and understand how to use both in your documents
9. Discover how to create a basic table in Word and how to create an Excel table directly into Word
10. Learn how to work with the several types of illustrations
11. Learn how to maneuver and position between images and text
12. Work with Smart Art, shapes and charts
13. Learn how to prepare for mail merges and mail merge letters to personalize a message
14. Discover the various types of Word templates and how to use them and customize them
15. Access a plethora of shortcuts for Microsoft Word

# Reminders About Microsoft Word

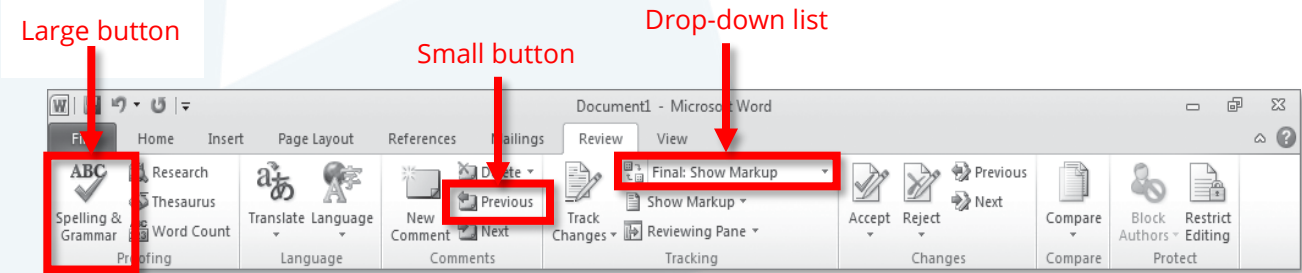
The ribbon is the most commonly accessed area of most Microsoft Office programs. Sometimes, the screenshots that we include in this booklet may not match 100% what you see in your screen. This could happen for a few reasons:

1. You or someone else has modified the ribbon in the past
2. Your resolution settings are different
3. You may be using a different version of Microsoft Office

Despite what you may encounter, we wanted to include a few tips for you to easily navigate through this booklet and your Microsoft Word program.

## The Ribbon is Customizable

The ribbon can be customized to fit your needs and access the most commonly used commands. The commands (also referred to as 'buttons' in this booklet) will change depending on the width of the ribbon and the section where it is located. This means that some commands may be displayed as a list entry, a small button or a large button. If the width of the ribbon is changed then some of the buttons in the ribbon will change the way they are displayed (by either shrinking their appearance or appearing as a list). See the screenshot below for an example.

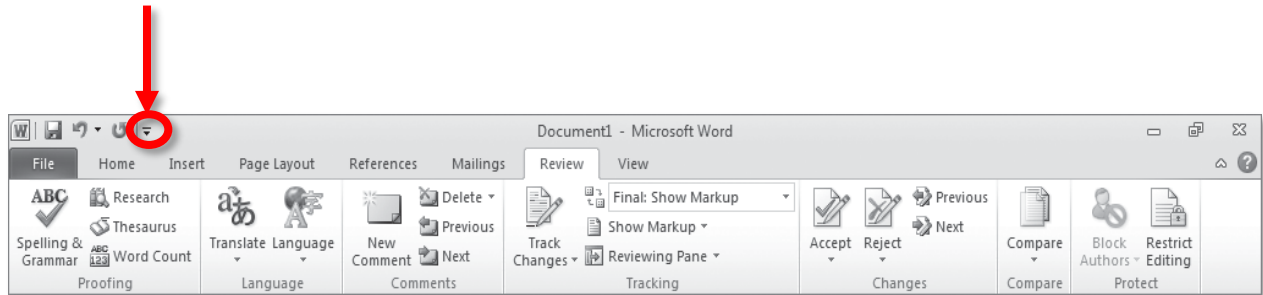


## The Quick Access Toolbar is Customizable

The Quick Access toolbar allows you to permanently see certain icons (or buttons) on your screen without having to navigate through different tabs. Typically, we see the Quick Access toolbar containing the Save icon, Print icon, Undo icon, Redo icon and Spell Check icon. You can always customize the Quick Access Toolbar by

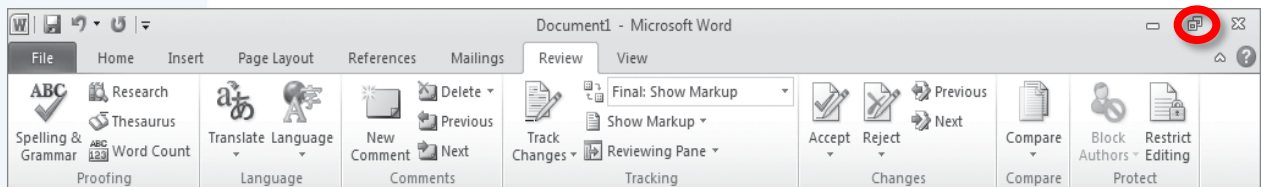
making your selections from the drop-down menu available. See the screenshot below for an example.

To customize the Quick Access toolbar



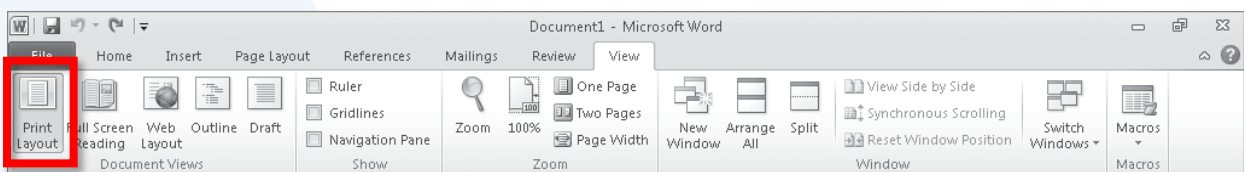
## Your Word Window Can Be Restored To Its Maximum Size

If you don't see certain sections of Word while you follow along, we recommend that you check one important thing in your window. As you know, the windows you work with can be minimized to an icon, but the windows can also be modified. If you find yourself playing with the window size too much, click on the Restore icon in the upper-right hand corner.



## Your User View is 'Print Layout'

Throughout this booklet, we'll be clicking through many parts of the Word user interface and sometimes your screen may not look like the screenshots included in this booklet. As a rule of thumb, remember that Microsoft Word defaults to the Print Layout view. You can always change your View by going to the View tab and ensuring you select 'Print Layout as pictured below.



## Working With Various Version of Microsoft Word

You may run into a situation in which a colleague of yours is using a different version of Word. Word may still be able to open that file, but some features may be lost. In 2007, Microsoft introduced file formats based on XML (Microsoft Office Open XML Format). With MS Office 2007's release, Word files began to automatically save as the *.docx* format. Basically, this format is just a variation of previous formats.

### *Advantages of the .docx format*

There are some advantages to using the *.docx* format instead of previous formats. For example:

1. You can recover parts of your content if the file is damaged because XML files can be open in other text programs (such as the Notepad that typically comes with your computer)
2. The file size of *.docx* files are smaller because they are automatically compressed when saved, which saves disk space and bandwidth if you're sending your work via email or sharing it in a cloud
3. The *.docx* files are more secure because these files do not contain macros

### *Opening previous versions of Word*

Although you are using Microsoft Word 2010, you can still open previous *.doc* files (created in earlier versions of Word). However, any new features available in Word 2010 will not be available in the new file. When opening a file that was created with an older version of Word, you will see at the top of your window the title bar with the words *[Compatibility Mode]*. You have a few options if you encounter this situation:

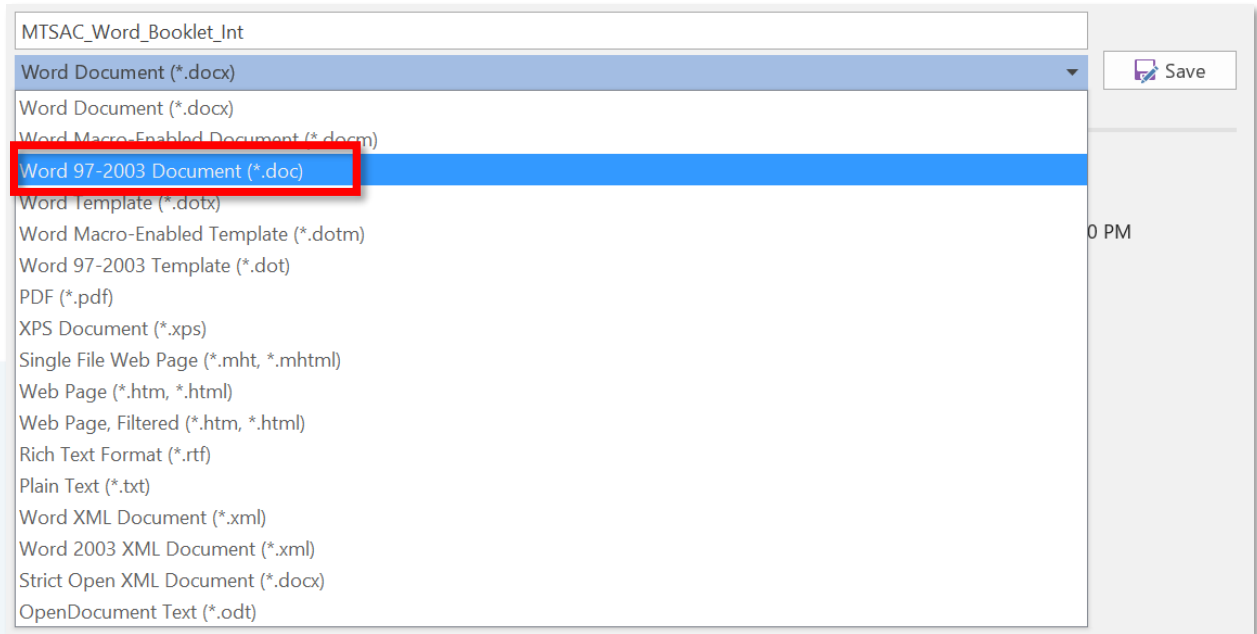
1. You can continue to work in Compatibility Mode to maintain the previous file type
2. You can convert the document to a *.docx* format either through the Backstage view or by saving the document as a newer format.

### *How to save your files with an older format*

Perhaps you are working with someone who only uses a very old version of Word (like 2003). In this case, the Backstage view gives you the option to save this file as a previous version, making it compatible for the other person to view the content and



edit. However, remember that any new features that you use in your current version will not be displayed to the person using an older version. In the screenshot below you can see that in the Backstage view, you can save the document as an older version of Word (after selecting Save As).





# Optimizing Your Writing & Editing Skills

This booklet is not an instructional manual on how to write. Whether you're helping your child with a book report or creating SOPs at work for your department, writing and editing skills are extremely important and Word has some great tools to make your job easier. Some of the tools we will cover in this section are:

- Editing tools: Tools to quickly help you copy/paste text or move text from one section to another without worrying about formatting issues
- Autocorrect and Spell Check (and Grammar) tools: An excellent feature included in the Word software that makes it easy to correct spelling mistakes, automatically fixes typos and checks your grammar
- Search Tools: Splendid features that help you quickly find words or phrases within your document and allows you to replace one word with another
- Research Tools: Amazing features in Word that help you find synonyms, translate your document and find information available online

Our goal for introducing these four types of tools is to make you aware of how powerful Word can be for your project. However, we will not be presenting these tools in this order that it was just announced, but we will cover all these tools throughout this booklet.

## Tools To Correct Spelling & Grammar

Typing has come a long way since the old typewriter. Using the built-in technology of a Word processor gives us the ability to quickly find mistakes and correct them. In this section we will cover some more advanced features when using the AutoCorrect, Error indicators and spelling and grammar checks.

### *The AutoCorrect Tool*

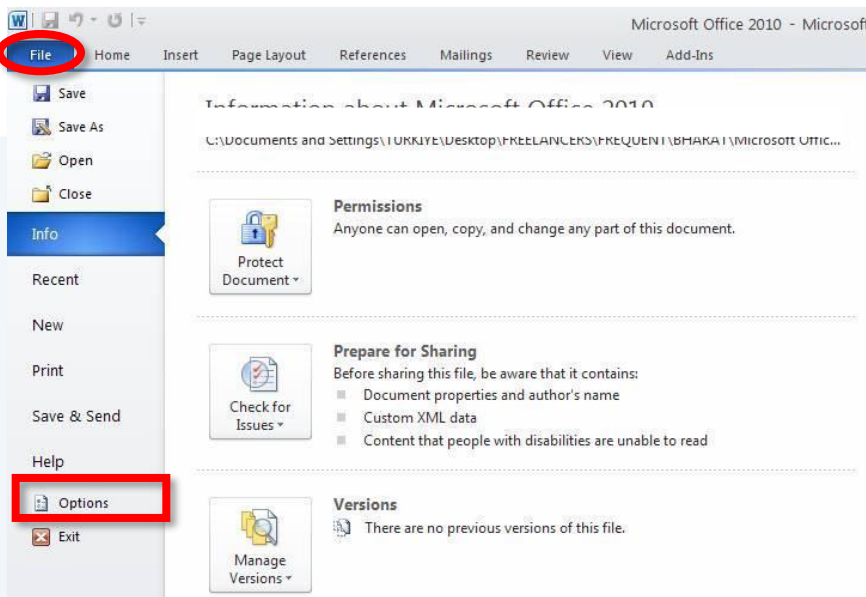
Microsoft can automatically detect most misspelled words and will correctly spell the word for you. There are no particular steps to use the AutoCorrect tool since it's automatically built-in to the Microsoft Word software. This means, that you can basically just type away and Word will correct any misspellings along the way. To test this feature, misspell a word such as "*misspelling*" and you will notice how Word will automatically add an extra 's' and change it to "*misspellings*".

## Customizing the AutoCorrect Tool

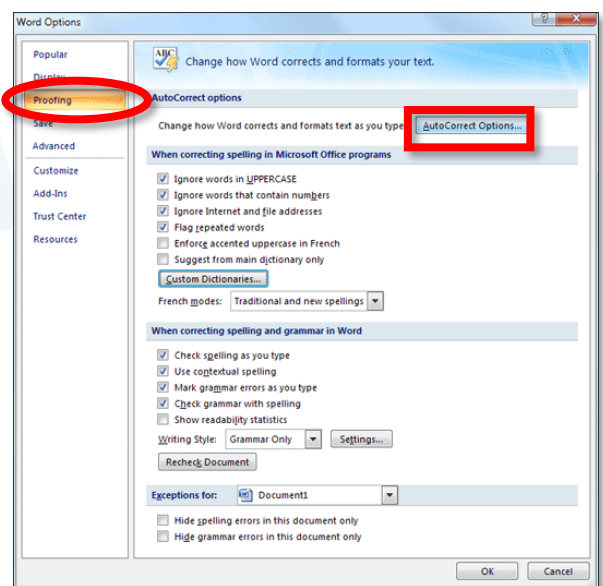
The AutoCorrect tool can be customized to your needs. You may need to do special customization to this tool if Word keeps correcting words you don't want corrected. For example, you may be working on a document for your business and you use certain acronyms or work jargon that Word keeps correcting.

To customize the AutoCorrect Tool:

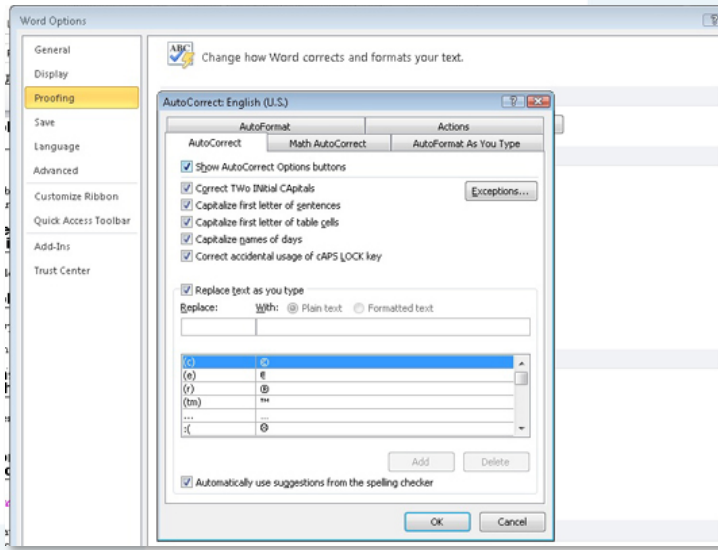
1. Access the Backstage view by clicking on the File tab
2. From the File menu, select 'Options'



3. After selecting 'Options' a dialog box will open (also referred as pop-up box or window in this booklet). Choose the 'Proofing' option in this window (as pictured in the screenshot provided)
4. From the 'Proofing' options window, click on the button called 'AutoCorrect Options' (as pictured in the screenshot provided)
5. In the new pop-up window, you'll have options to remove certain corrections that Word makes automatically (such as automatically capitalizing certain words,



and correcting certain misspelled words).

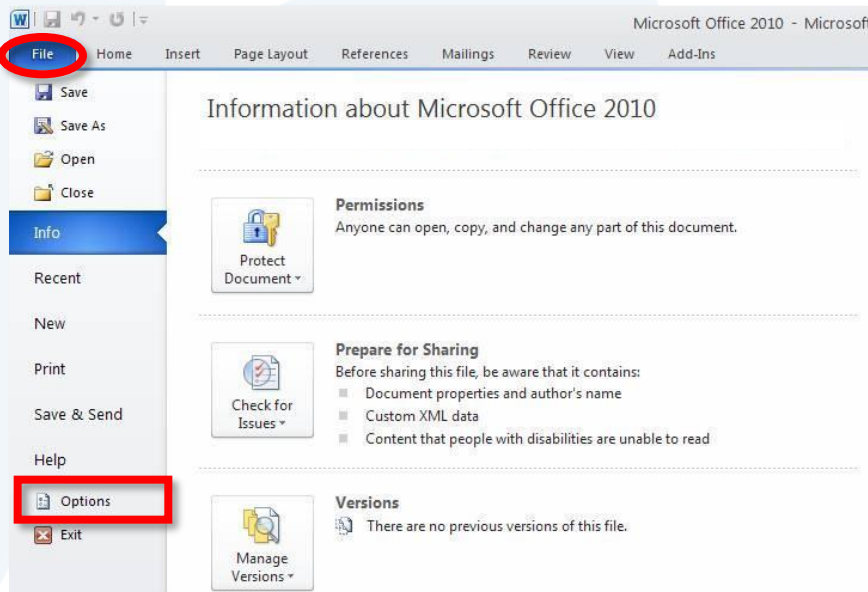


### *How to Add Words That AutoCorrect Doesn't Correct*

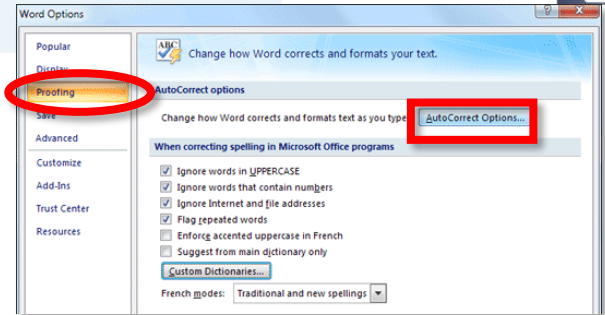
You might run into a situation in which AutoCorrect does not automatically correct frequently misspelled words. Perhaps Word doesn't recognize the word due to capitalization or the word has been used frequently that Word may believe that you want to use that word as is.

To tell Word to correct certain misspelled words that it isn't correcting:

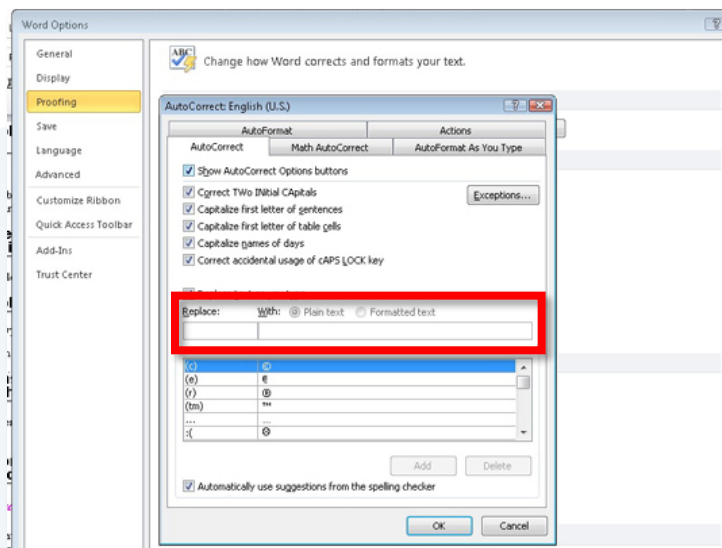
1. Access the Backstage view by clicking on the File tab
2. From the File menu, select 'Options'



- In the new dialog box, navigate to the 'Proofing' option in this window (as pictured in the screenshot provided)
- From the 'Proofing' options window, click on the button called 'AutoCorrect Options' (as pictured in the screenshot provided)



- In the new pop-up window, write the word(s) you want Word to correct and confirm how you want it replaced. Then, click the OK button.



If you followed these steps correctly, Word will correctly fix the misspelled words moving forward.

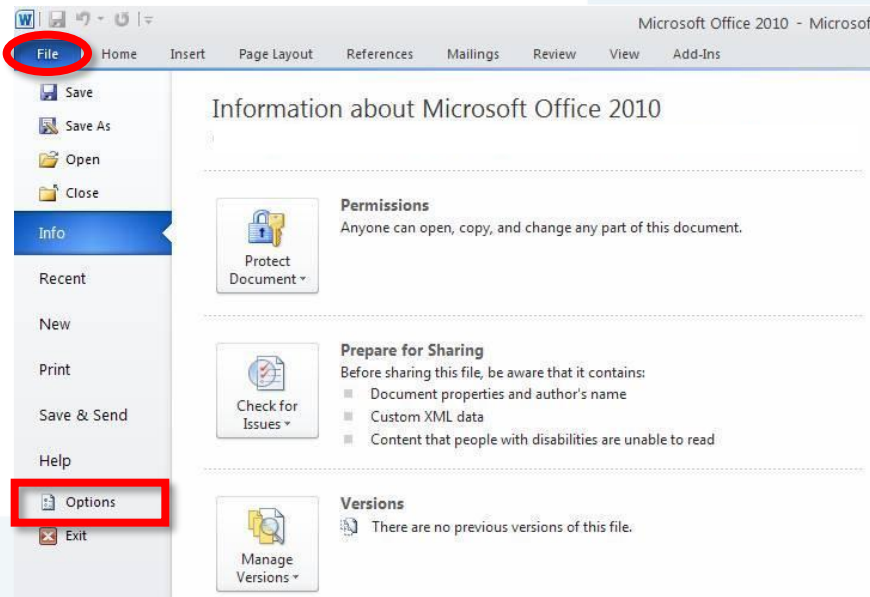
### *How to Exclude Certain Words From Being AutoCorrected*

Let's say that you're working on a document, but Word keeps correcting a word you don't want corrected. Perhaps, it's jargon you purposely wrote in your document that would obviously make sense to the reader (at work or school, for example). The quick-and-easy-way to not accept Word's autocorrection is by simply clicking on the 'Undo' button. However, if you want Word to recognize this as a 'normal' word so that it doesn't correct it, automatically, then you can add this word as an exception.

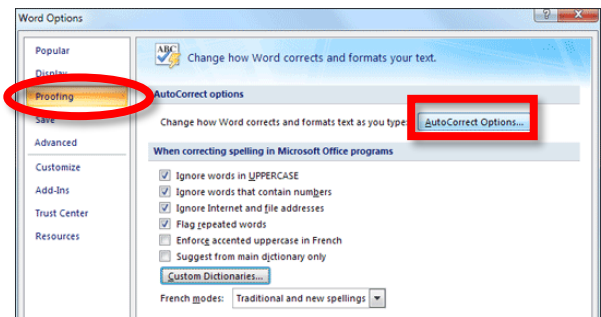
To add words as exceptions to AutoCorrect:

- Access the Backstage view by clicking on the File tab

- From the File menu, select 'Options'

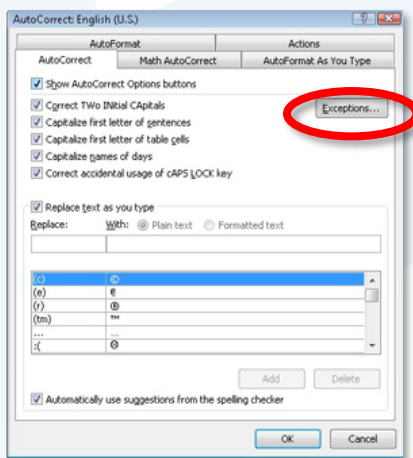


- In the new dialog box, navigate to the 'Proofing' option in this window (as pictured in the screenshot provided)



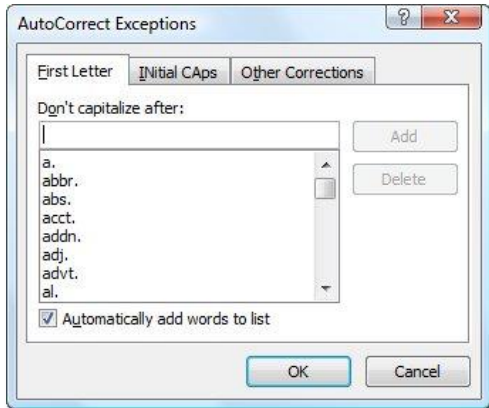
- From the 'Proofing' options window, click on the button called 'AutoCorrect Options' (as pictured in the screenshot provided)

- In the new pop-up window, click on the 'Exceptions' button



- In the Exceptions dialog box, you can add exceptions to capitalize words that you write or just type in a word that should be an exception to Autocorrect and not be

corrected. If you want to include your word or words to the 'Exceptions' list, then select the 'Other Corrections' option



If you followed these steps correctly, Word will no longer autocorrect the word you just added to the 'exceptions' list.

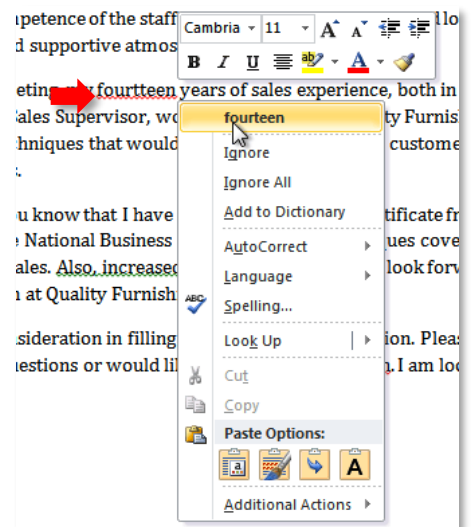
### Error Indicators

As a rule of thumb, Word will always let you know when a word is potentially misspelled or if there may be an issue with your grammar. Red wavy lines will appear below potential misspelled word and green wavy lines will appear below phrases or sentences with potential grammatical errors. Blue wavy lines represent contextual spelling errors (such as using the word 'no' instead of 'know').

To review the misspelled words or grammatical errors:

1. When a wavy line appears below a word or sentence, right-click on the word or phrase
2. Choose one of Word's suggestions to correct your misspelled word or choose to ignore Word's suggestion by selecting the 'Ignore' or 'Ignore All' option.

By right-clicking, you are also able to review the AutoCorrect options.



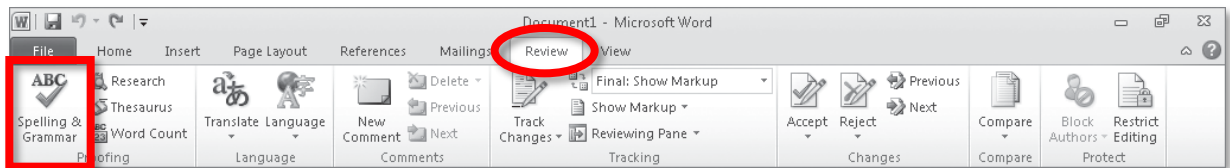


## Checking Your Spelling & Grammar For Your Entire Document

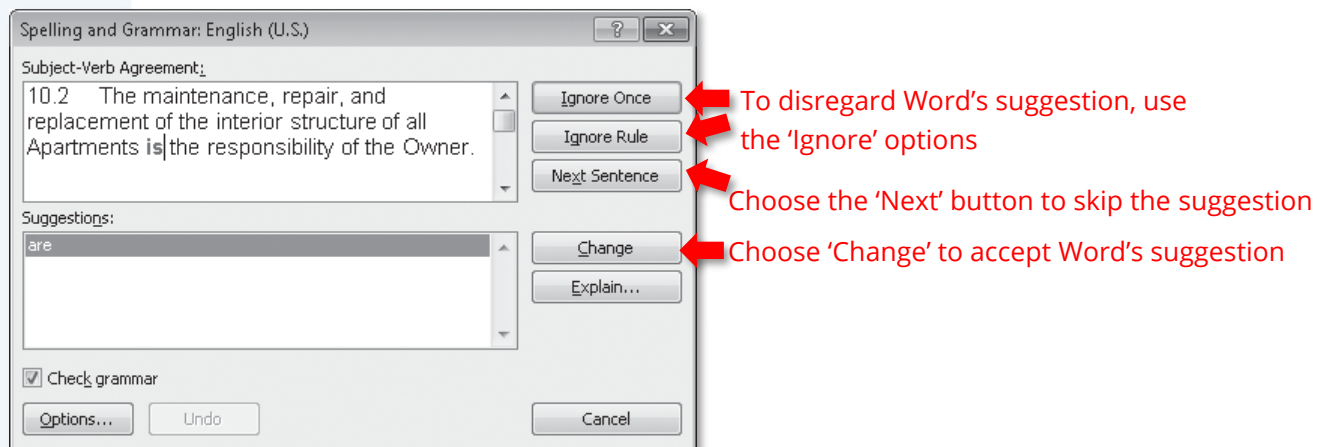
To check the spelling and grammar of your entire document, you'll need to select the Spelling & Grammar option available in Word (which is still referred to as 'spell check').

To check the spelling and grammatical errors of your entire file:

1. Navigate to the 'Review' tab
2. Click on the 'Spelling & Grammar' button



3. After clicking on the 'Spelling & Grammar' button, Word will take you through each error, one-by-one (as demonstrated in the screenshot below)



Unfortunately, the average user doesn't use the 'Spelling & Grammar' tool as much as they should.

## How Precise Is Word's AutoCorrect and Spelling/Grammar Tools?

We all wish that we could write what we need to write and have Word fix all our mistakes and move on. However, no spelling or grammar tools are infallible. Technology has come a long way and these tools are much better now than they were 10 years ago, but they are never 100%. We recommend that you always proof-read your work before submission or publishing because there are certain words or phrases that Word may skip, or just not detect.

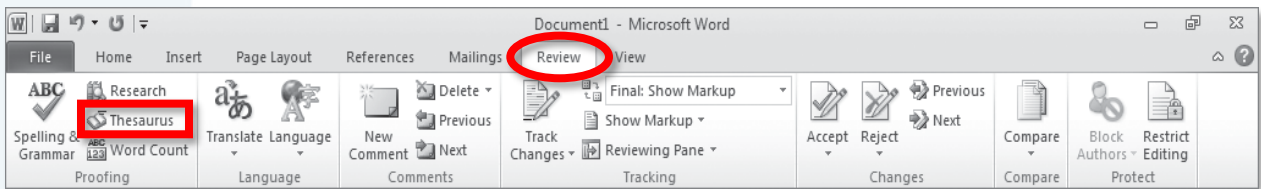
## Finding Synonyms for your Text

Many times, you want to diversify your words by using synonyms in your writing. Long-gone are the days in which households (and even schools) carried a thesaurus (or even a dictionary) to look up words. With such advancements in technology, we no longer need to physically do much.

### Using the Thesaurus in Word

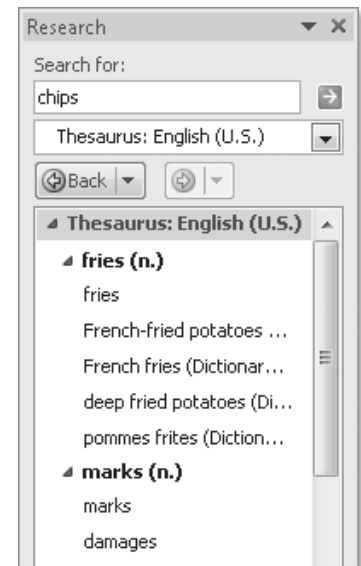
To use the thesaurus to look up alternative words (synonyms):

1. Highlight the word you want to replace with an alternative word
2. Navigate to the Review Tab
3. In the Proofing group (or section) click on the 'Thesaurus' button



4. The 'Research' pop-up window will appear. The word you selected will be displayed in the 'Search for' box
5. To select a synonym, click on the word of your choice and select 'Insert'

If you followed these steps correctly, you'll see that the original word that you highlighted has disappeared and has been replaced with the synonym that you selected from the Thesaurus list.



### A Faster Way to Find Synonyms

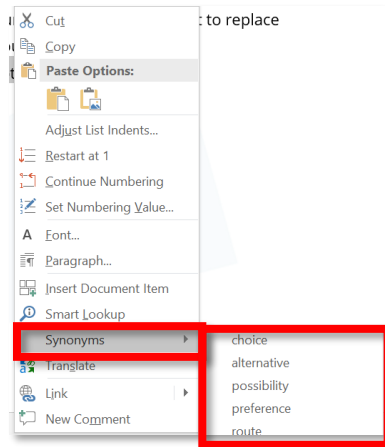
As previously mentioned, for all Microsoft's software, there are many ways to get the same thing done. This is particularly when searching for synonyms in Word.

Here is an alternate way to find synonyms in Word:

1. Point to the word in your document that you want to replace
2. Right-click with your mouse



3. Select the Synonyms option
4. Choose the synonym of your choice from the list provided



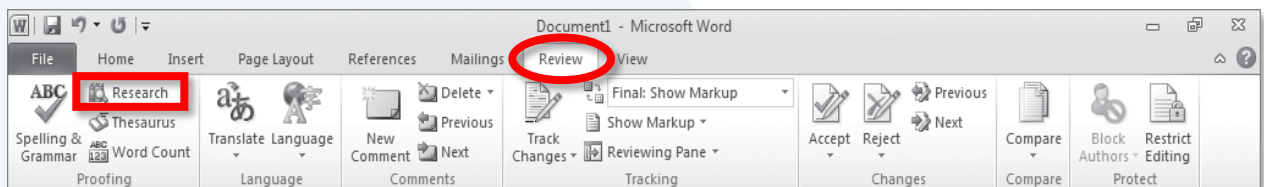
## Using the Research Tool

The research tool is one of the best features available in Microsoft Word. This tool specifically helps you find (or research) information from various sources, including online searches. Therefore, for example, if you are creating an employee manual, then you can use the research tool to find out more information about this topic.

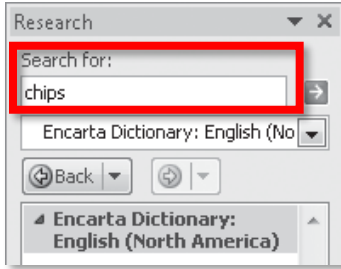
### *How to use the Research Tool*

In a similar fashion, the Research tool is accessed via the References tab. To use the research tool:

1. Navigate to the Review Tab
2. In the Proofing group click on the 'Research' button



3. After the pop-up window appears, type the word or topic you want to research in the 'Search for' box and click on the arrow



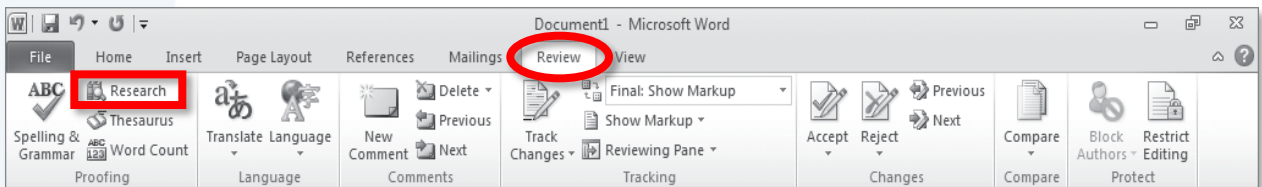
4. Word will now display information it finds, particularly from its built-in references

### More Research Options

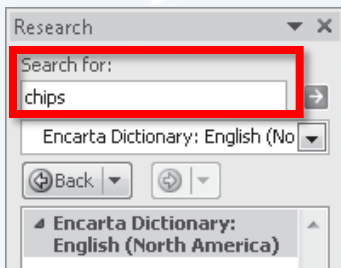
There is a chance that Microsoft Word may not find much information regarding your topic or may be limited with the information it displays. In this case, you can use other research options.

To have Word display more research options:

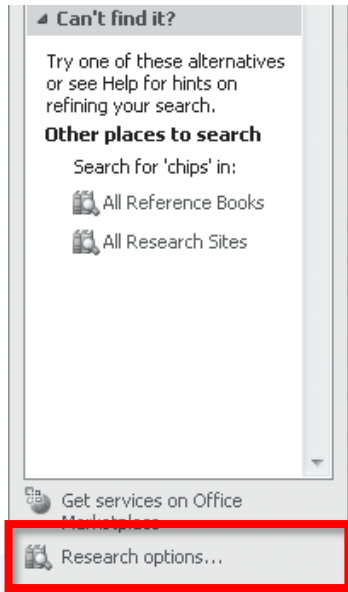
1. Navigate to the Review Tab
2. In the Proofing group click on the 'Research' button



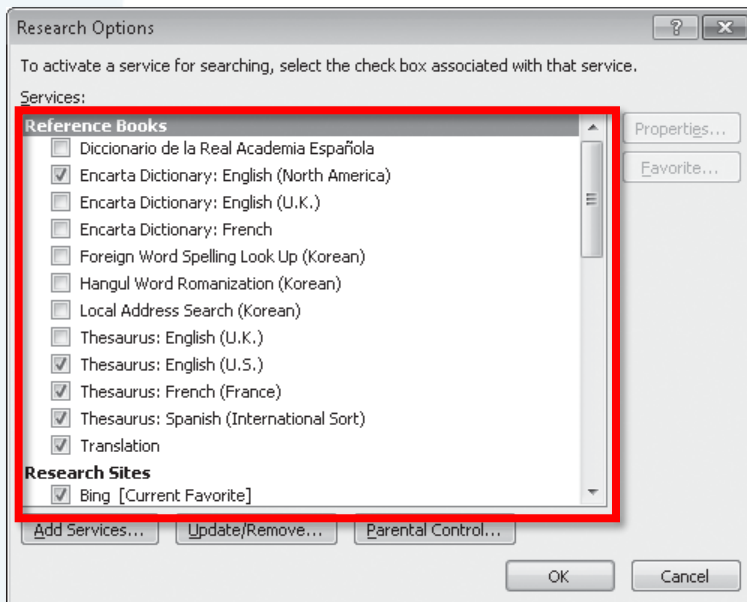
3. After the pop-up window appears, type the word or topic you want to research in the 'Search for' box and click on the arrow



4. At the bottom of the 'Research' pop-up window select the 'Research Options' selection



5. You will now see that a new dialog box will pop-up with the title 'Research Options'
6. From this list of references, select additional books and online websites to continue your research by checking the appropriate checkbox for each reference



7. Select the OK button

If you followed these steps correctly, you will now find a plethora of information that will help you with your research.

## Using the Translation Tools

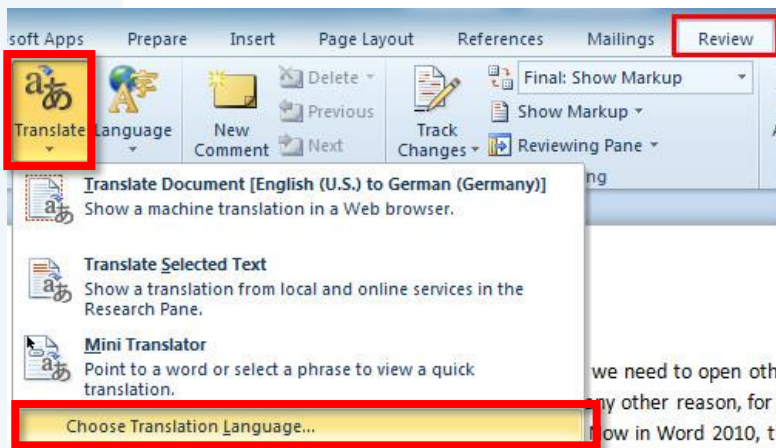
Language barriers may exist in our industry and even in our own workplace. Microsoft Word uses technology that can help you translate your words. The software includes three types of electronic translators. Let's explore each one.

### Choosing the Translation Language

The mini translator will auto-detect the words in your document and allow you to translate into the desired language. This is a great tool if you, for some reason, have received a document in a foreign language and need to understand the meaning of the words. This tool may also be helpful if you need to quickly translate text to another language. The mini translator *will not* convert your text to another language. Before you can use the mini translator or any of the other translating tools, you'll need to set up the language.

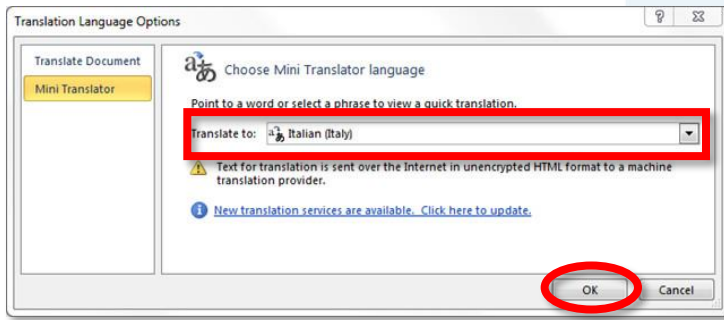
Here are the steps to properly set up the mini translator:

1. Navigate to the Review tab
2. Select the Translate button to display the drop-down menu
3. The last option available is 'Choose Translation Language'. Select that option



4. Now, you will receive a pop-up window called 'Translation Language Options'. In this dialog box, make sure that you select the 'Mini Translator' section (located on the left-hand panel)
5. In the 'Translate to' box, select your preferred language translation and press the OK button

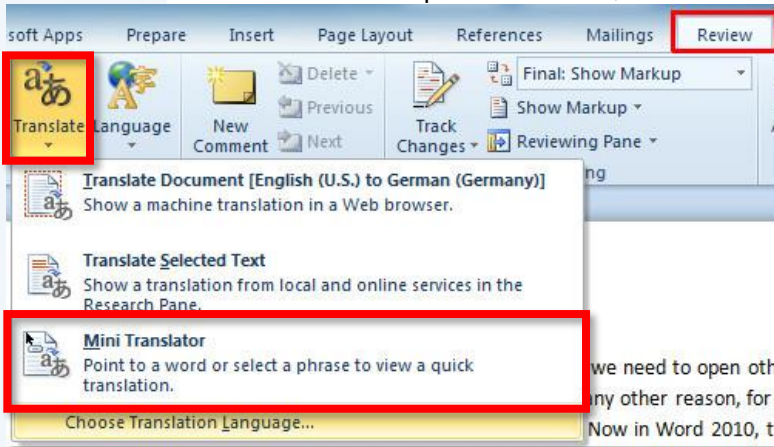




### Turning On the Mini Translator

Now you have set up the mini translator, it's time to turn on the mini translator. Here are the step-by-step instructions on how to turn on the mini translator *after* you have properly set up the mini translator settings (see section on *Setting up the Mini Translator* for more information):

1. First, you must turn on the mini translator by navigating to the Review tab
2. Select the Translate button
3. In the Translate button drop-down menu, choose Mini Translator

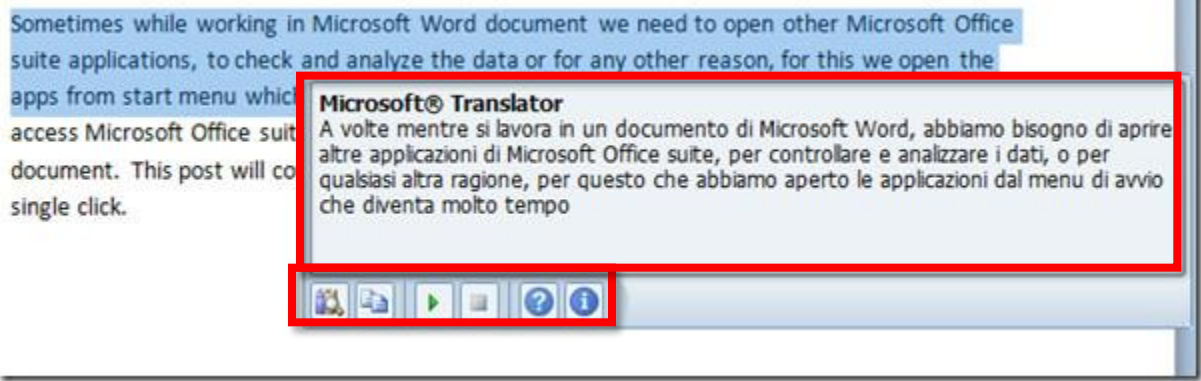


If you followed these steps correctly, you have turned on the mini translator and are ready to use it.

### How to Use the Mini Translator

By turning the mini translator on, you will have the ability to point to a word or phrase in your document and the translator will display a small box with translation options. To use the mini translator (after it has been turned on):

1. Point to a word, phrase or sentence
2. In the pop-up box, you will see the translation
3. You can choose to expand your selection, change the language, copy the text or have the text read to you by using the buttons at the bottom of the window

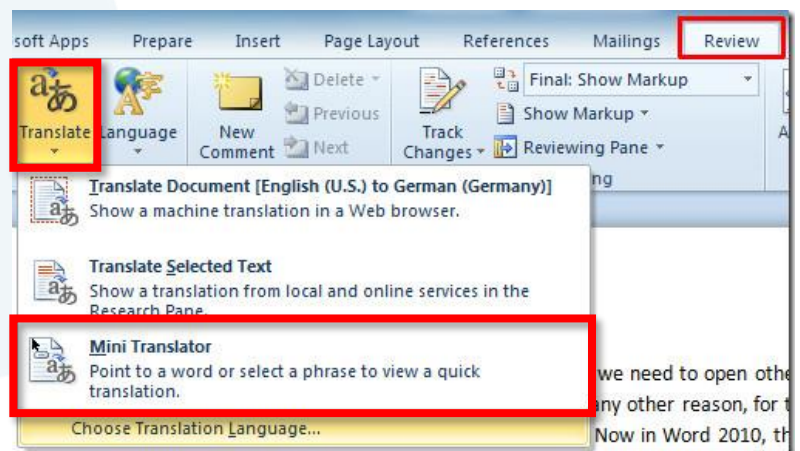


The mini translator is a quick way to translate highlighted text and saves the user time by preventing the user from having to do a search online.

### *Turning Off the Mini Translator*

The steps to turn off the mini translator are basically the same as turning on the mini translator.

1. Navigate to the Review tab
2. Select the Translate button
3. In the Translate button drop-down menu, choose Mini Translator



You know if you turned off the mini translator because the Mini Translator option will no longer be highlighted.

### *The Mini Translator vs the Online Bilingual Dictionary*

The online bilingual dictionary in Word helps you translate words that are not in your text or can also help you translate selected words (like the mini translator). The difference between the mini translator and the online bilingual dictionary is that the mini translator is a quick-and-easy way to view translated text. The online

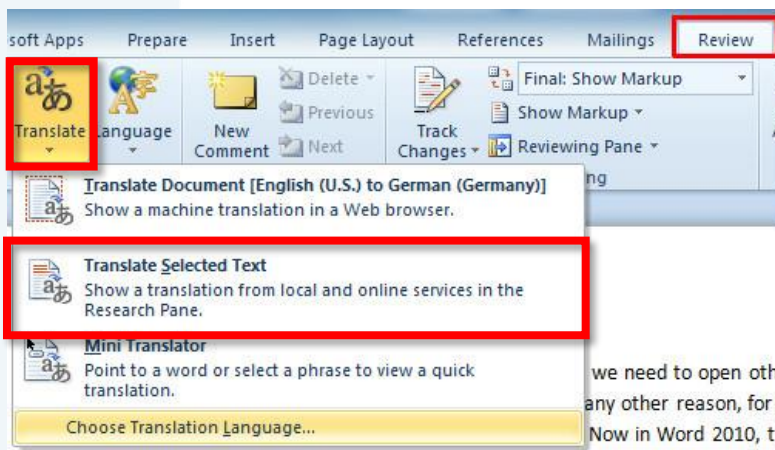


bilingual translator has a few more steps than the mini translator but also gives you more translating options that are not readily available with the mini translator. The Online bilingual translator also allows you translate words that are not at all in your document.

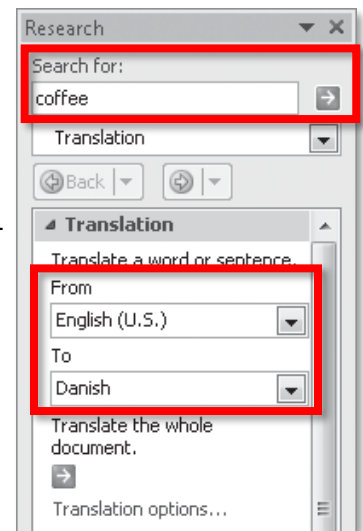
### Using the Online Bilingual Dictionary

As mentioned previously, the online bilingual translator helps you translate words that are not included in your document. Microsoft does this by using local and online translating services. To use the online bilingual translator:

1. Navigate to the Review tab
2. Select the Translate drop-down menu
3. From the Translate drop-down menu, select the 'Translate Selected Text' option



4. After choosing 'Translate Selected Text' you will see a dialog pop-up box
5. In the pop-up box, locate the 'Search For' box and type the word you want translated
6. You can also change the language for your translation in the *Translation* section of the window. To change the translation language, choose the 'To' language from the drop-down menu available.
7. Click 'Start Searching'



If you followed these steps correctly, Microsoft will display the translation results. If your goal was to use this translated word in your document, you can select the 'Insert' button displayed in the 'Microsoft Translator' section of the window (as pictured in the screenshot displayed on this page).

Additionally, you can translate a selected word in your document by *first* highlighted the word or phrases and then following the same steps that were just presented to you. The highlighted word(s) will then appear in the 'Search For' box of the window. If you're planning on translating the whole document, then you can follow the steps in the next section.

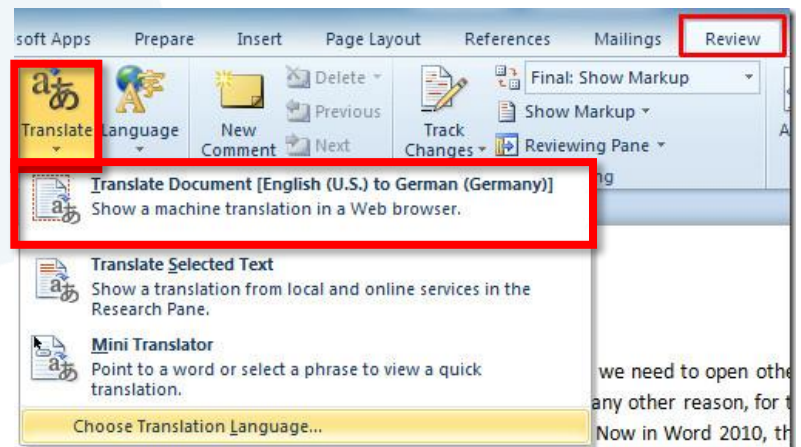


### *How to Translate Your Entire Document*

The first two translating tools presented to you in this booklet are great tools to use if you need to quickly find a translation for a word, a phrase, a sentence or a section in your document. However, if you need to translate an entire document, we recommend that you follow the steps described in this section.

Before you use these steps, please make sure that you select the translation language you desire (see the section in this booklet titled *Choosing the Translation Language*).

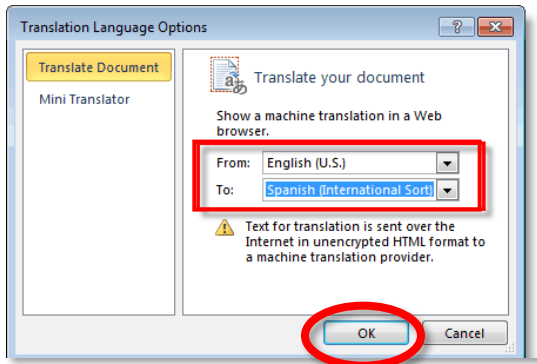
1. Navigate to the Review tab
2. Select the Translate drop-down menu
3. From the Translate drop-down menu, select the 'Translate Document' option. If you have already selected a translating language, then you will see that language displayed in this selection (as pictured in the screenshot provided).



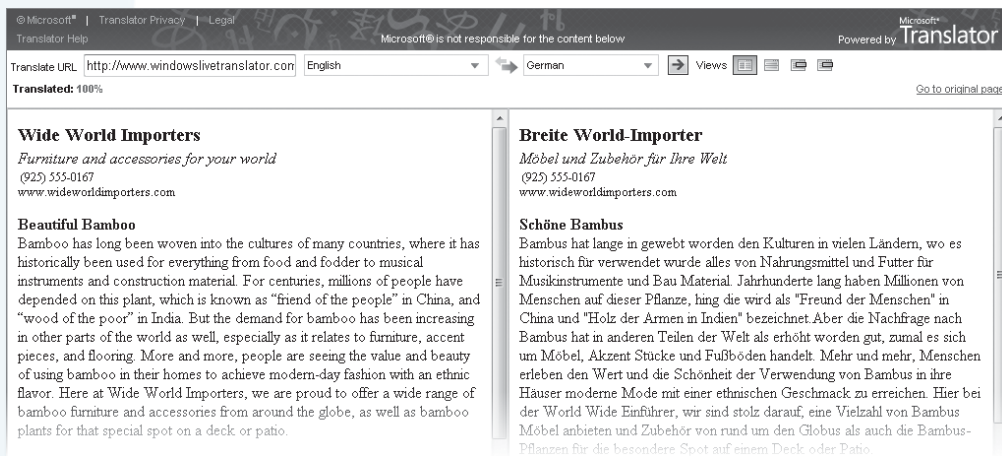
4. In the dialog box, Microsoft will ask you to confirm the translation language (since it's getting ready to send your document over the machine translator via a web



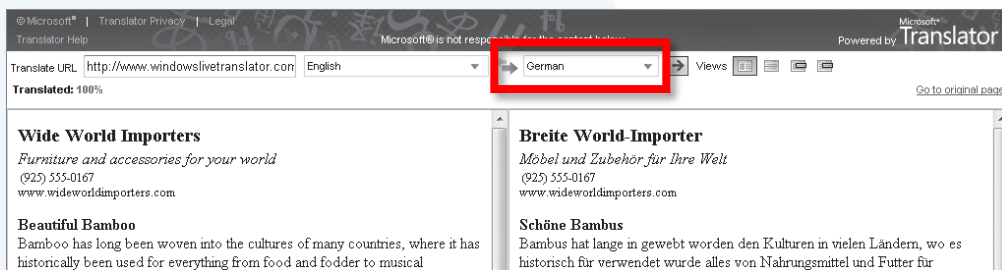
browser). Confirm the language. Select OK



- The document will now open in your Internet Browser on Microsoft's Translator website. The translation site will have your original document and the translation side by side so that you can easily compare the two documents.



- If you need to translate the document into another language, you can quickly change the language directly from the Microsoft Translator website



- If you are satisfied with the translation, copy the translated document
- In a new Word file, paste the translation and save your file

There are a few minor things you may consider when using this option in word. First, when you upload your document into the Microsoft Translator website, it is not encrypted. This means that you'll need to be careful depending on how confidential your information is. However, Microsoft has been updating their security so your document should be safe. You can view Microsoft **Terms of Use** for more information. Second, if you need to translate your original document into different languages, then you will just repeat these steps and save the documents as separate files.

### *How Well Do the Translation Tools Work?*

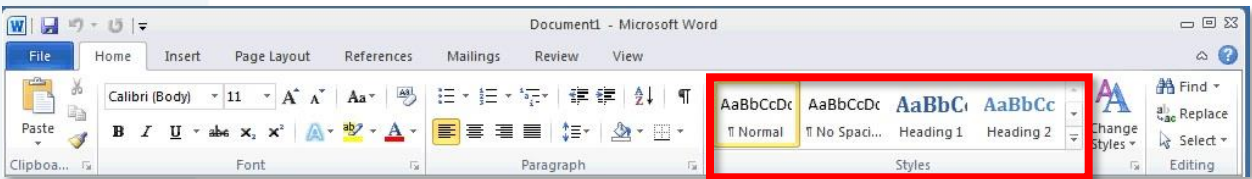
Obviously, we all want the best translation possible. Many of us may not even speak other languages so we can't confirm if the translation is correct. The translation tools have improved drastically over the years. You may not get a perfect translation, but you will get a translated document that is well understood by those who speak the language. If you are worried about the preciseness of your translations, then we recommend that you consult with someone that speaks that language or with a professional. The translation tools offered by Microsoft are a great alternative if you can't really hire a professional to do your translation.

# Intermediate Word Functions

Our goal in this section is to help you navigate through certain functions in Word to make your documents look more professional. Many times, Word users learn how to use Word on their own but may not know how to improve the work that they have done. This section moves beyond the basics of MS Word and assumes that the reader is familiar with the basic Word functions.

## Introducing Quick Styles

By default, Word has a set of styles embedded in a blank document. This means that you will typically find the font style to be Calibri, the font size to be 11, and so on. If you create a list, there is a default style created by Word and this is also true in the even that you use headings. These settings can be easily seen in the Styles group of the Home tab (as pictured below).



These document settings are called Quick Styles. The Quick Styles allow you to customize the paragraph formatting, font styles and sizes of your documents and keeping these styles consistent throughout the document.

### *Why Use Quick Styles?*

The reason Quick Styles are useful is because they allow the user to create a formal and consistent flow throughout the document. The predefined Quick Styles created by Word are easy to understand and ready-to-use. The Quick Styles can be applied to:

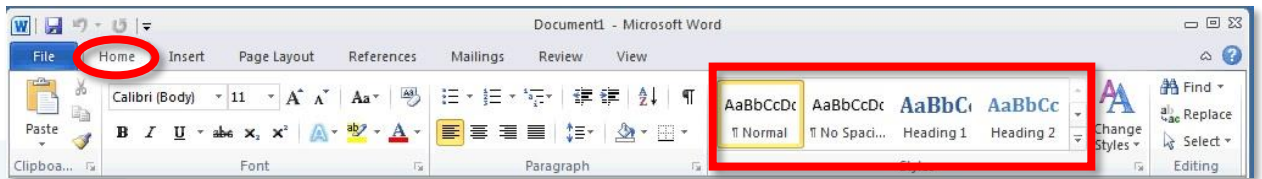
- Font sizes
- Font colors
- Font style
- Paragraph formatting, such as headings and spacing
- Lists

## How To Use Quick Styles

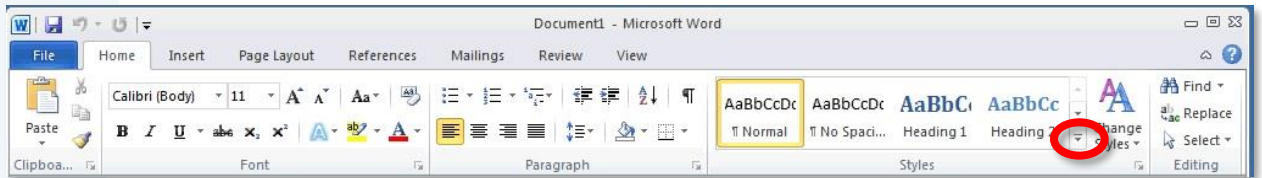
Quick Styles should be used when you are working on a professional document that needs to be consistent throughout the file. Consistency includes font styles, paragraphs and character styles. Quick styles can be used for letters, work documents, reports and presentations.

To use Quick Styles:

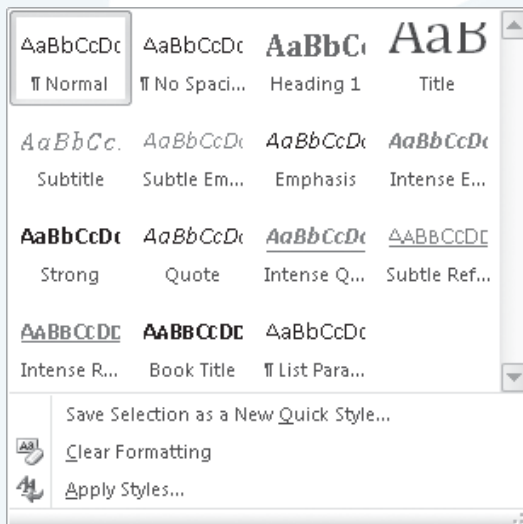
1. Navigate to the Home Tab
2. In the Styles group, access any of the selections of your choice



3. To see further styles from the Quick Styles gallery, click on the down arrow available



4. From the drop-down menu, explore the additional Quick Style selections for your document

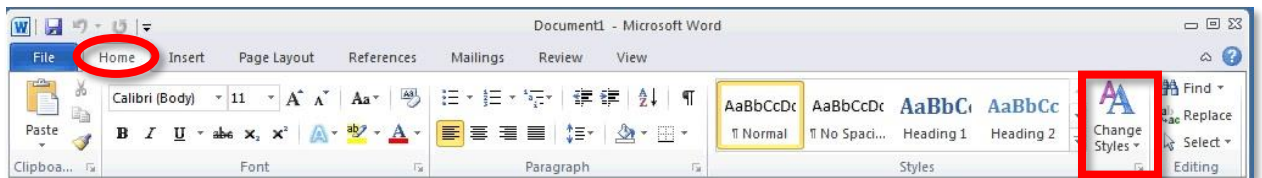


## Changing the Quick Styles

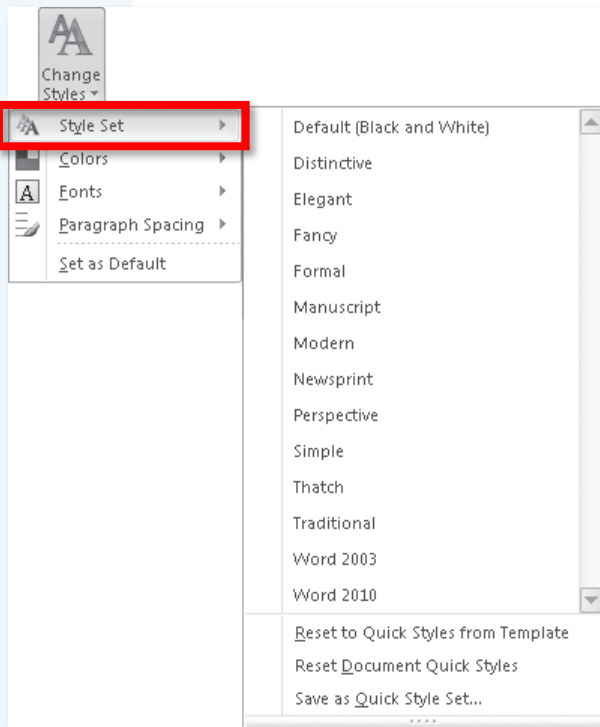
Previously, you discovered the Quick Styles gallery. The gallery you use with a new blank document uses default settings, but Word already has other predefined settings that you can use.

To change the Quick Styles:

1. Navigate to the Home tab
2. In the Styles group, click on the 'Change Styles' button



3. From the 'Change Styles' menu, select 'Style Set'



4. Select the Quick Styles of your choice

## Updating Text To Match Selections In Quick Styles

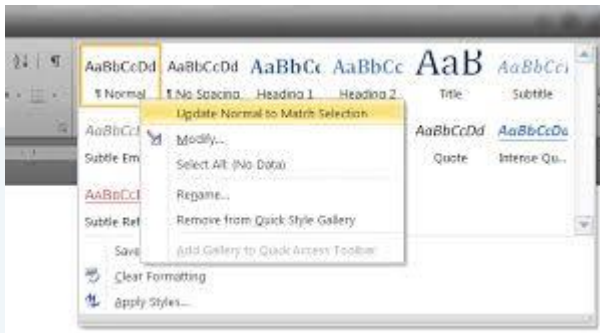
If you ever find yourself changing the font styles and sizes of your content and your document now has different font styles, sizes and colors and lacks synergy, then Word can help by matching your selection to your document's style.

To match a selection in Quick Style:

1. Navigate to the Home tab



2. In the Styles group, right-click on the appropriate Quick Style and select 'Update Normal to Match Selection' (if, for example, you are updating the 'Normal' Quick Style)



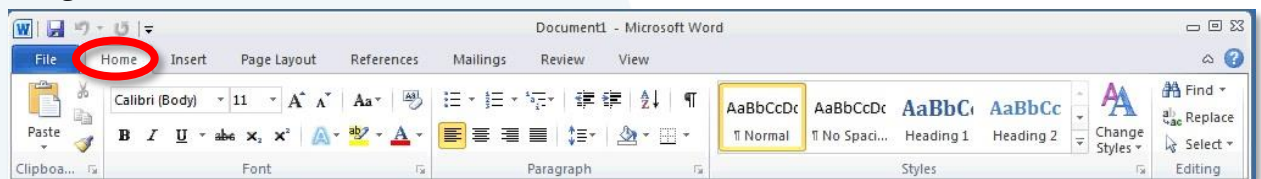
3. Word Will now update the Quick Style appropriately to match your document

### *Modifying Quick Styles*

If you want to add your own font types and take more control over the look of your document, you can modify the Quick Styles. This is particularly useful when you are working on keeping the branding of your company consistent with other company documents.

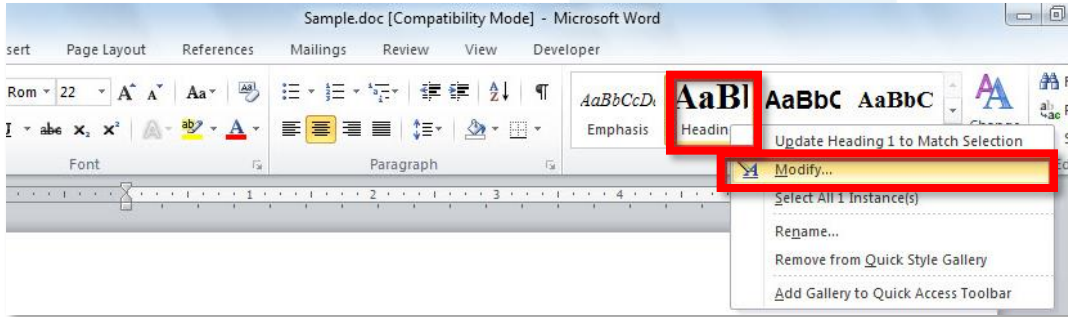
To modify Quick Styles:

1. Navigate to the Home tab

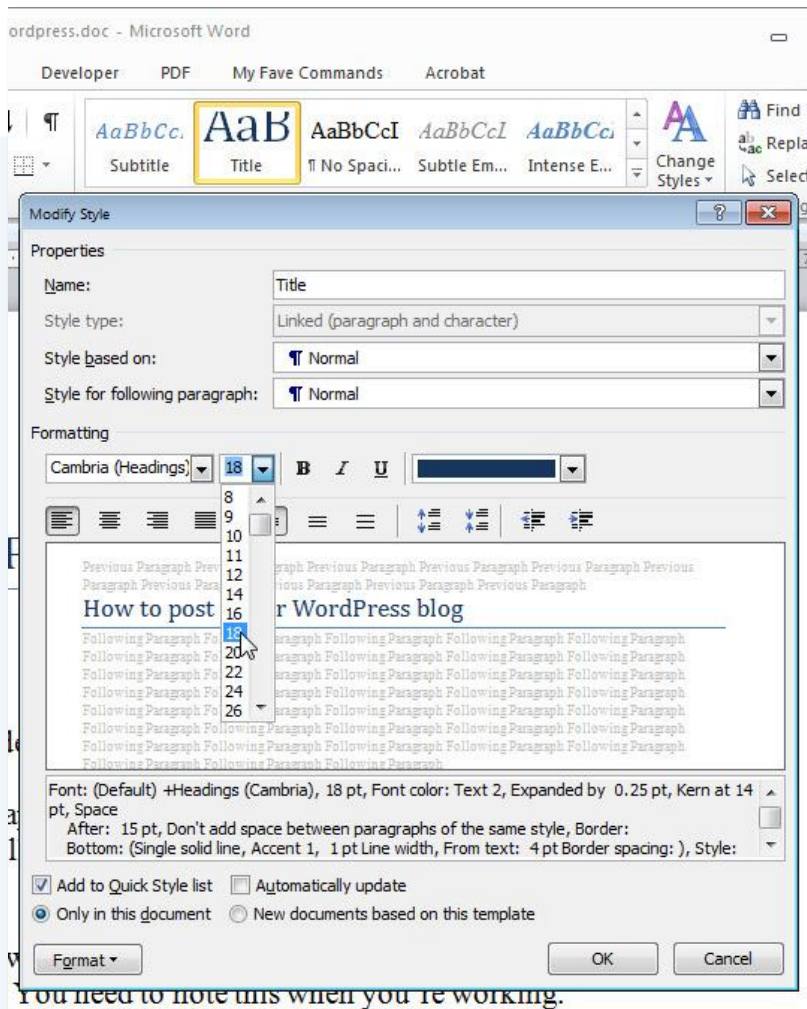


2. In the Styles group, right-click on the appropriate Quick Style and select 'Modify' to change the style of a paragraph style or heading





3. After selecting 'Modify', a pop-up window will appear which will allow you to change the formatting, font styles, sizes and more



4. After you have made the necessary changes, click on the OK button and your custom settings will be saved

## Using Symbols or Equations

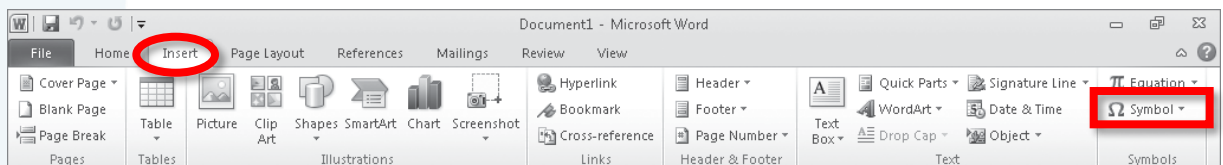
Many times, you may find yourself in the need of adding something in your document beyond the regular text. If you need to add a copyright or trademark sign or any other symbol not typically found in a keyboard, then you can insert a symbol. Additionally, if you need to add a math equation, then you can find those equations in Word as well.

### How To Insert A Symbol

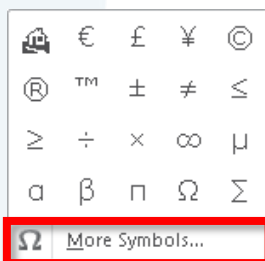
Symbols include trademark signs, Greek letters, foreign currency symbols, etc.

To insert a symbol:

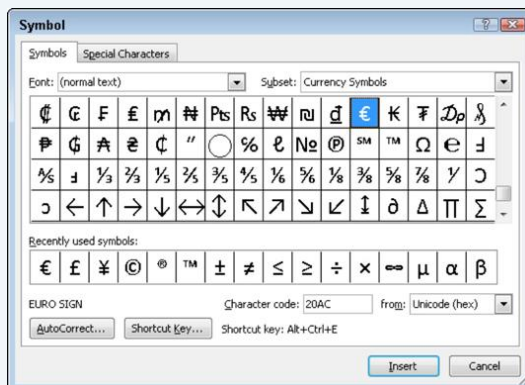
1. Navigate to the Insert Tab
2. From the Insert Tab, go to the Symbols section and select 'Symbols'



3. The 'Symbols' drop-down menu will provide common symbols that you can use, but if the symbol you are looking for is not listed, select 'More Symbols'



4. Select any of the available symbols and click the OK button



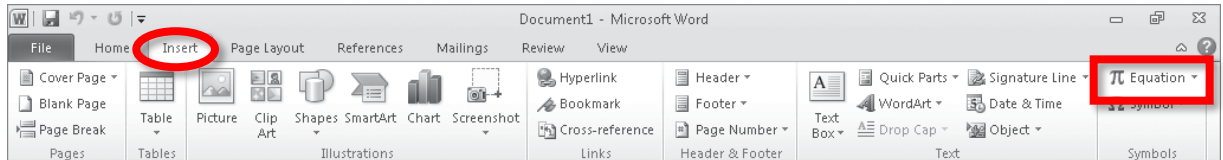


## How To Insert An Equation

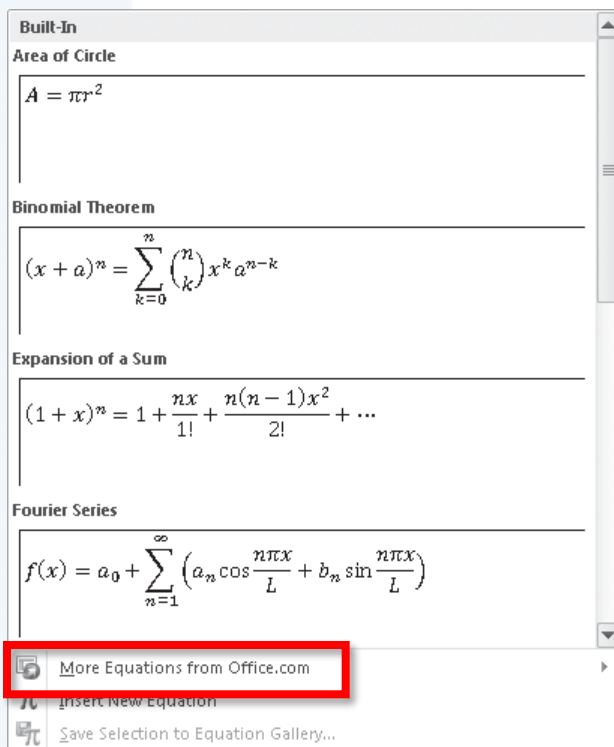
If you need to demonstrate a mathematical equation (or your own equation), you can insert an equation to your document.

To insert an equation:

1. Navigate to the Insert Tab
2. From the Insert Tab, go to the Symbols section and select 'Equations'



3. The 'Equations' drop-down menu will provide common built-in equations. To search beyond the built-in equations, you can find more equations in Office.com



## Using Screenshots & Screen Clippings

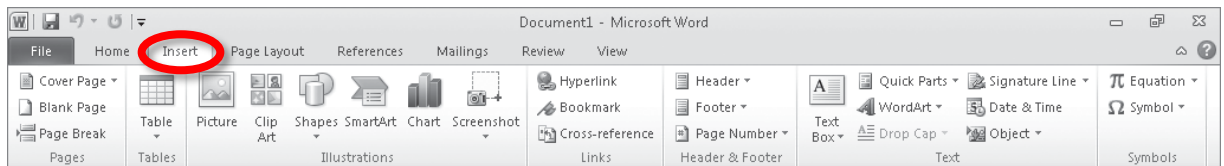
Including screenshots in your documents is a fantastic way to demonstrate a realistic illustration of what you're trying to convey. Screenshots are best to use when doing a demonstration (just like what we include in this booklet).

## How To Include A Screenshot In Your Document

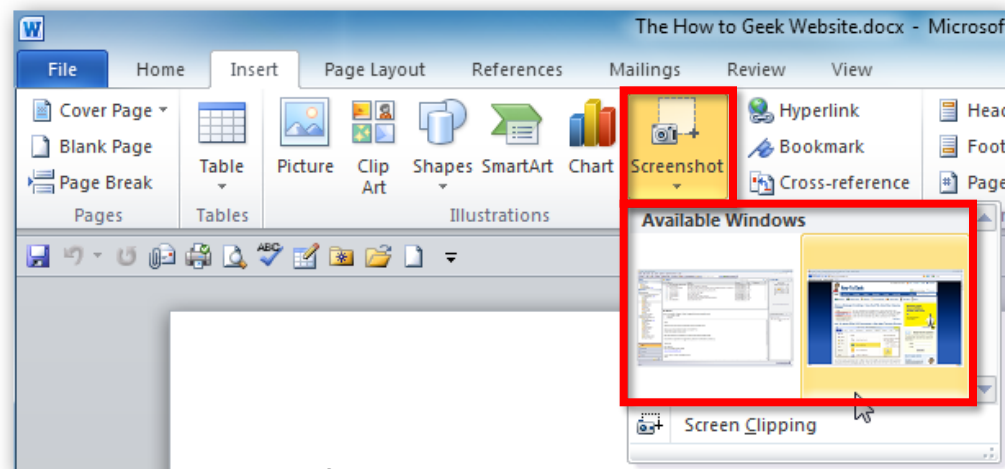
There is a difference between a screenshot and a screen clipping. A screenshot is basically a still picture of your entire screen. A screen clipping is a way to capture only a part of your screen.

To include a screenshot:

1. Click on the area in your Word document where you want to insert the screenshot
2. Navigate to the Insert Tab



3. In the 'Illustrations' section, click on the 'Screenshot' button and search through the 'Available Windows'. These are all the windows you currently have open to take screenshots.



4. Select the screenshot of your choice and Word will automatically paste the chosen screenshot into your desired area

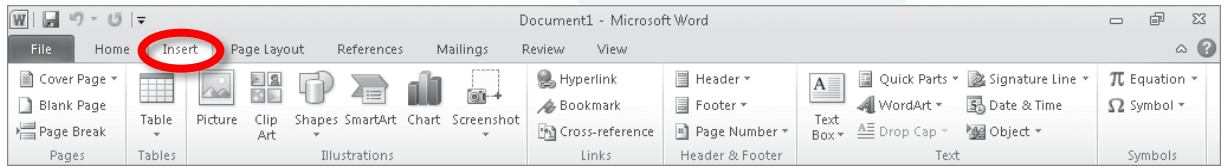
## How To Include A Screen Clipping In Your Document

If you don't want a picture of your entire screen but only want a picture of something you found in your document, then capturing a screen clip is the best choice.

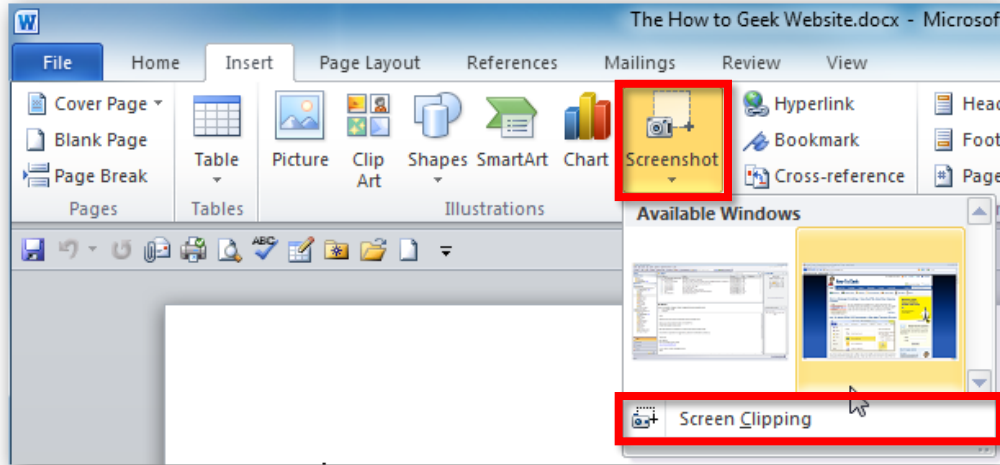
To include a screen clipping:

1. Click on the area in your Word document where you want to insert the screen clip

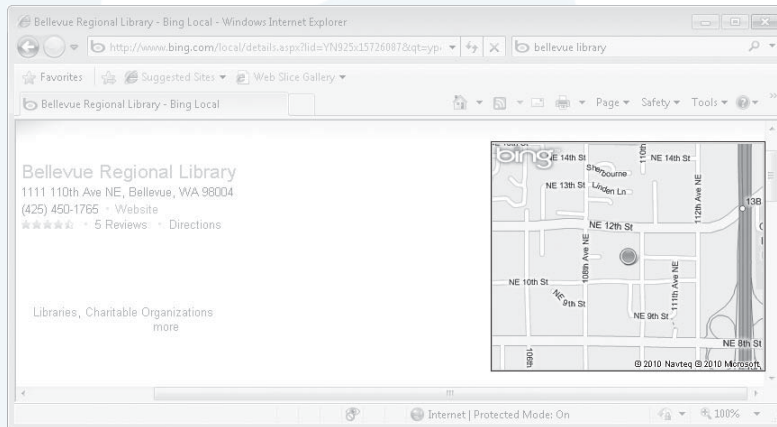
2. Navigate to the Insert Tab



3. In the 'Illustrations' group, click on the 'Screenshot' button and select 'Screen Clipping'



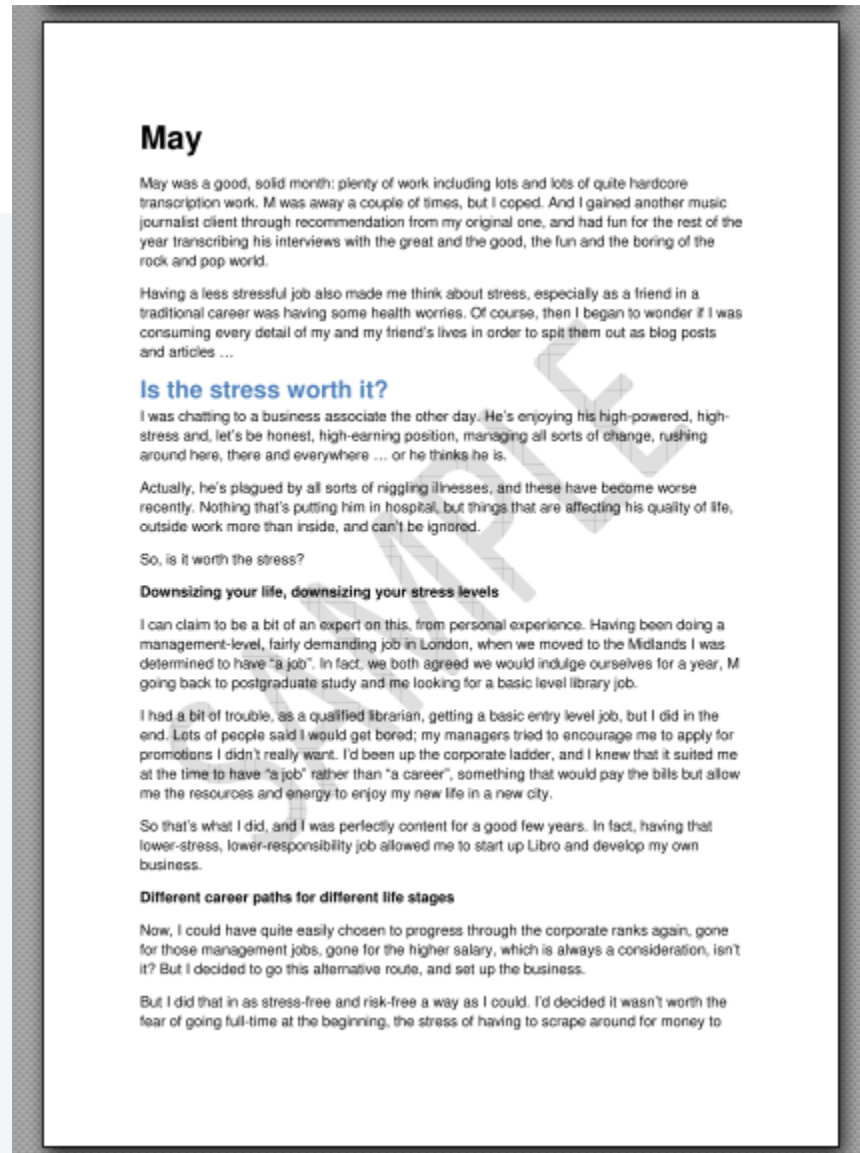
4. After selecting 'Screen Clipping', you will have a couple of seconds before your screen grays out. If you need to do a screen clipping of something you found online, then you'll need to quickly move to your internet browser.
5. After your screen turns gray, drag your cursor in a square to capture the clip of your choice (an example is provided below)



6. After you select your desired area for your screen clipping, Word will automatically include that screen clip in your document

## Inserting Watermarks

Watermarks are words or images that appear faintly in the background of your document. You will most likely use watermarks if you want to protect your printed documents with a certain logo, the words “CONFIDENTIAL” or a seal. You can also use watermarks to label a document as a “SAMPLE” or “FOR INTERNAL USE ONLY”. The watermarks are visible enough to see but do not override or interfere with the text or content of your document (see example below).



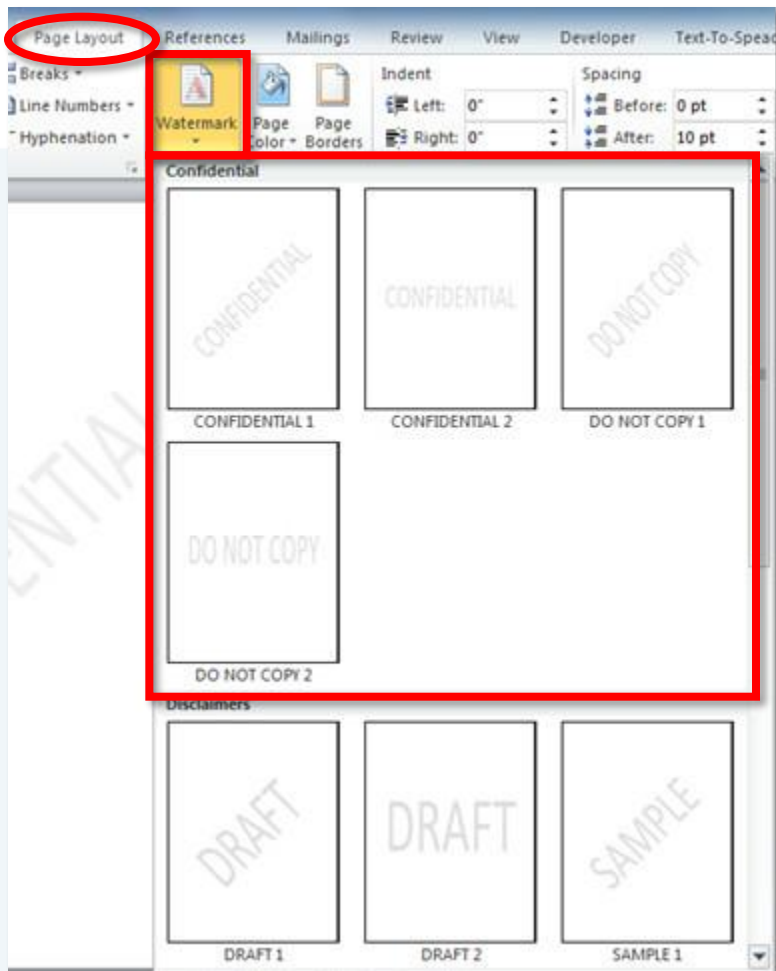
## How to Insert A Confidential Watermark

Microsoft Word makes it easy to insert a very basic, confidential watermark.

However, you are not limited to using these watermarks (as you will learn this in the next part of this booklet).

To quickly insert a confidential watermark:

1. Navigate to the Page Layout tab
2. In the Page Background Group, click on the Watermark Button to display the gallery of confidential watermarks



3. Select the watermark of your choice by clicking on the watermark available from the gallery
4. The watermark will now be inserted into your document

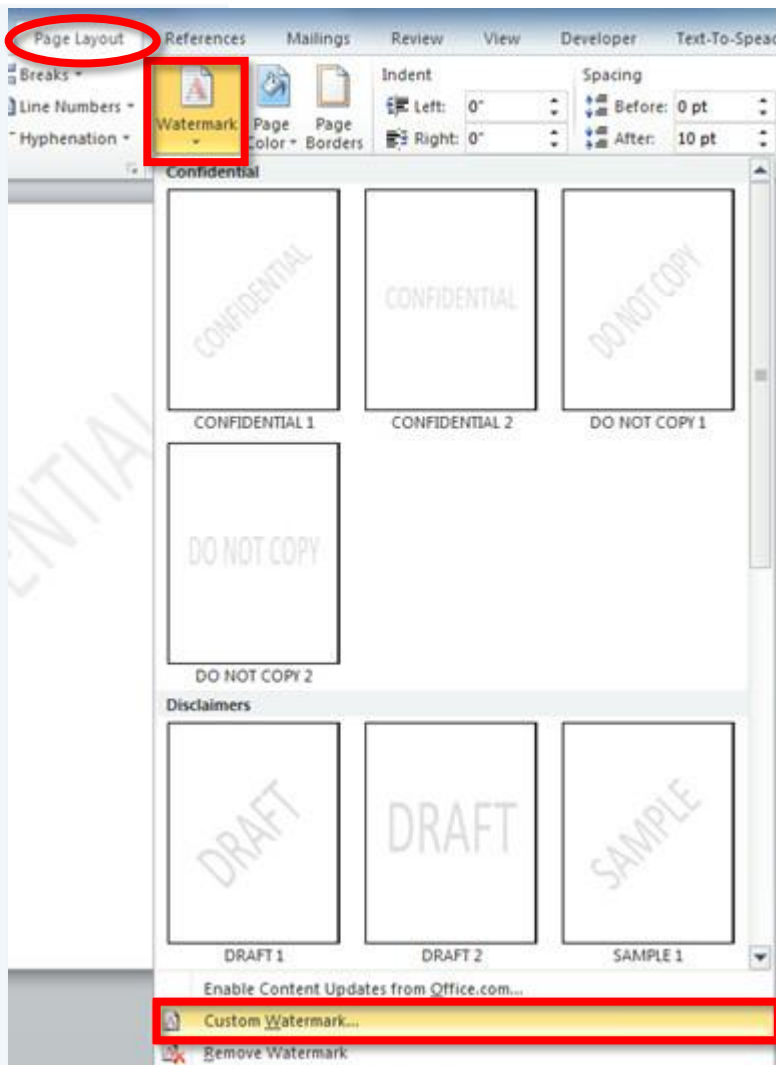
You can see from the gallery of watermarks that there are more types of watermarks available and distinctive styles that you can choose from. Let's discuss how to insert a watermark with a custom message.

### *How to Insert A Custom Watermark*

MS Word also allows you to make up your own watermark with a custom message.

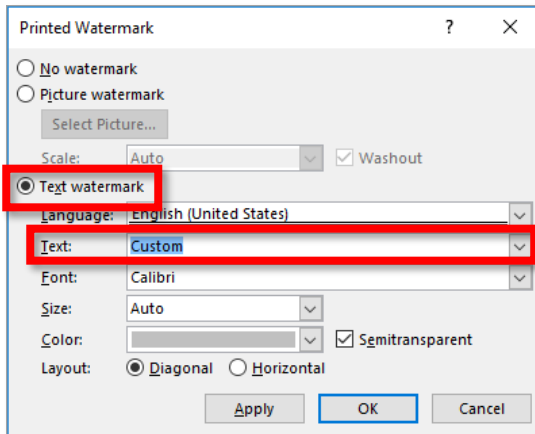
To insert a custom watermark into your document:

1. Navigate to the Page Layout tab
2. In the Page Background Group, click on the Watermark button
3. Select the 'Custom Watermark' option at the bottom

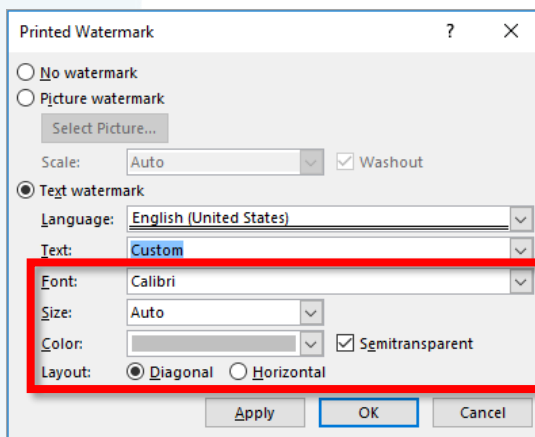


4. After selecting 'Custom Watermark', a dialog box will appear. Select the 'Text

Watermark' option and in the 'Text' box, type your custom message



5. Select your font type, the font size (although we recommend that you leave it as 'Auto', the watermark color and if you want the layout to be diagonal or horizontal across the page



6. Select the 'Apply' button and then the 'Ok' button

If you followed these steps correctly, then you will see your custom watermark appear in your document.

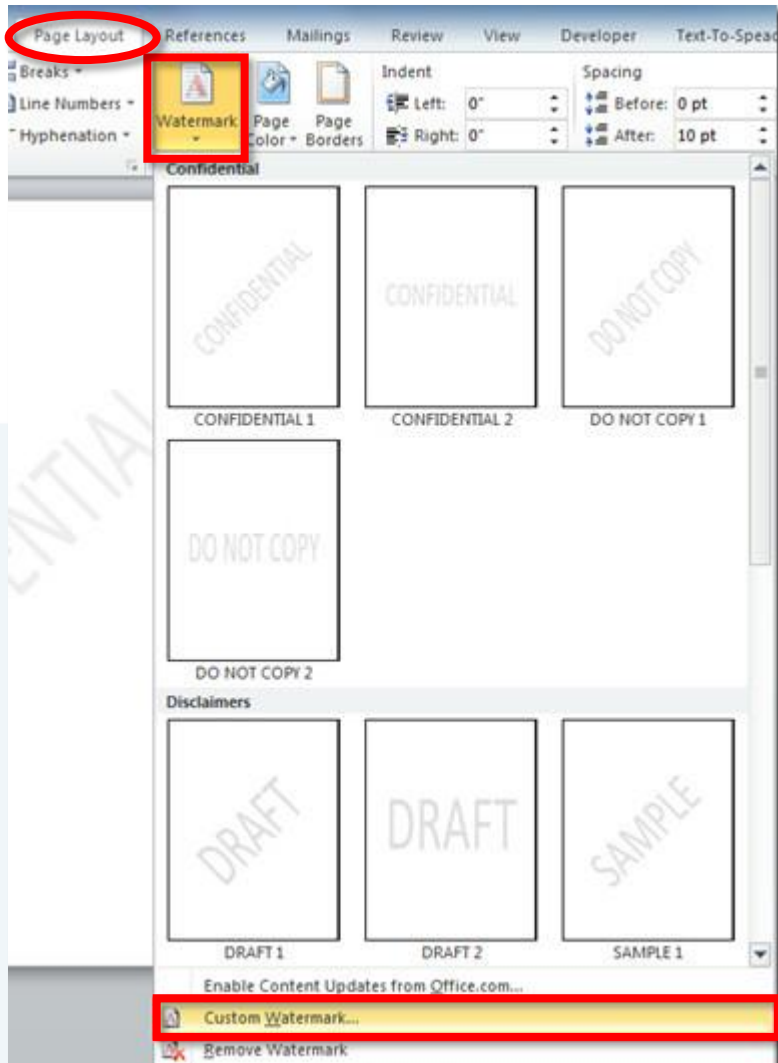
### *How to Insert a Picture As A Watermark*

You can also include a picture as a watermark. Commonly-used types of pictures include logos or branded images. If you upload an image as a watermark, Word will automatically faint the image so that it doesn't overpower the content of your work.

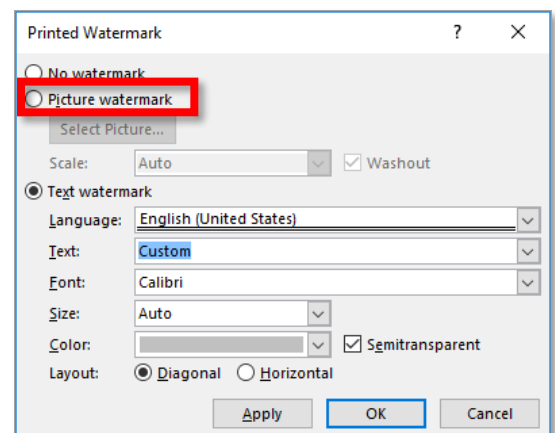
To use a picture as a watermark:



1. Navigate to the Page Layout tab
2. In the Page Background Group, click on the Watermark button
3. Select the 'Custom Watermark' option at the bottom



4. After selecting 'Custom Watermark', a dialog box will appear. Select the 'Picture watermark' option
5. Choose the file you want to use as a watermark and leave the scale as 'Auto'
6. If you want the image to appear as a watermark, make sure that the 'Washout' checkbox is checked
7. Select Ok to insert your image to your document



If you followed these steps correctly, then you will see your custom image used as a watermark in the background.

### *How to Remove A Watermark*

Perhaps you received a document with a watermark included or maybe after doing much thinking you decided not to include a watermark after all.

To remove a watermark from your document:

1. Navigate to the Page Layout tab
2. In the Page Background Group, click on the Watermark button
3. Select the 'Remove Watermark' option



If you followed these steps correctly, your document will no longer include a watermark.

## Page Colors & Page Borders

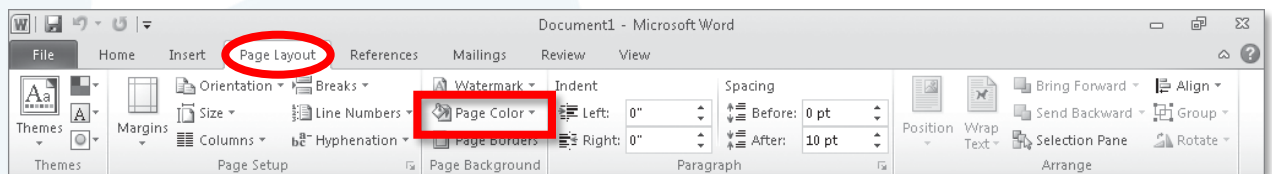
As you continue to learn how to customize and edit your Word documents, you can get very creative with your designs. Most of the time, it is recommended that you deeply customize the color scheme and designs of your document for branding purposes. In this section, we'll cover two ways to customize your document even more.

### *Adding Color To Your Page*

By default, documents in Word are on a white page. Typically, people print their documents on a white page. However, you can also use color paper to do your printing or you can change the color of the page as well. If you change the color of the page in Word, it is not recommended that you print the page color because you may use too much ink to do this. Colored pages are great to use for PDF files to share and distribute.

To add color to you page:

1. Navigate to the 'Page Layout' tab
2. In the 'Page Background' section, select 'Page Color'



3. Select the color of your choice and watch a preview of your document as you move your cursor from color to color

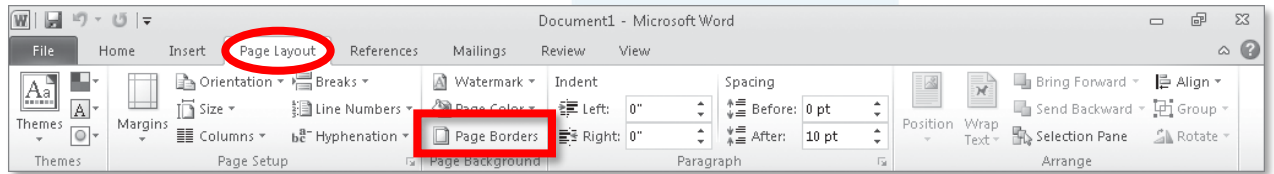
### *Adding A Border To Your Page*

Borders are great to use in documents, depending on the type of file you are creating. You can add a simple border or complicate it, depending on your taste.

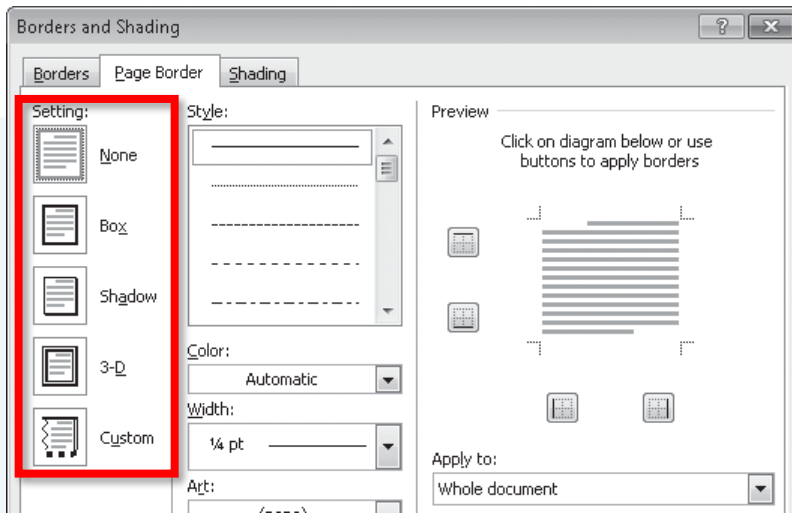
To add a border to your page:

1. Navigate to the 'Page Layout' tab

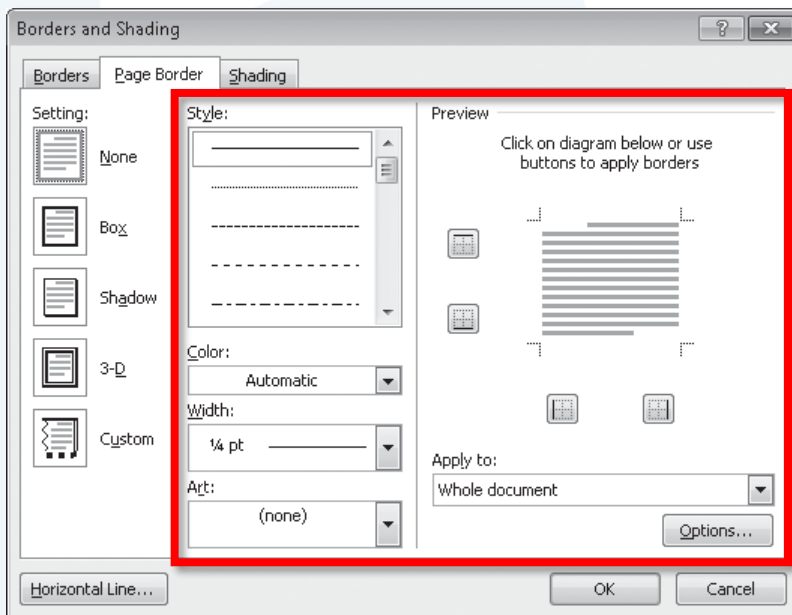
- In the 'Page Background' section, select 'Page Borders'



- After clicking on 'Page Borders', a pop-up dialog box will appear, where you can customize the border that you want. By default, a blank document does not use borders, which is why you'll see that 'None' is selected under settings. Change the border settings by selecting a dark box, a border with a shadow, a 3-D border or a custom border.



- You can also change the style (choosing a solid or dotted border). You can add color to your borders, thickness and apply the border to only parts of your document



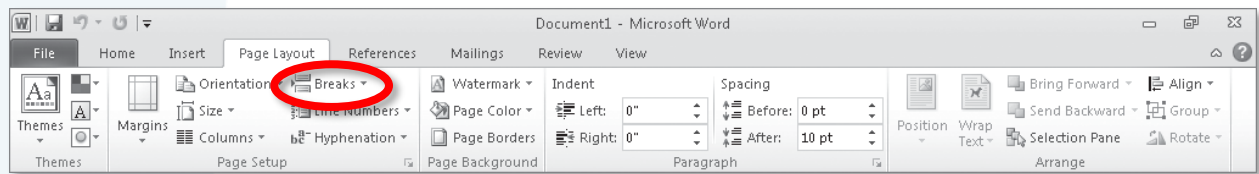
5. If you believe your borders look like what you want in your document, then click on the OK button

# Working with Breaks In A Word Document

In this section, you will explore the several types of breaks available in a Word document, when to you use each and how to insert them into a page in your file.

## Understanding Breaks

Breaks in Word allow the user greater control over the contents of a page, organization of the content and consistent formatting in a document. The Breaks are included in the Page Layout ribbon within the Page Setup group (as pictured below). Use Breaks to tell Word where pages (or certain sections of the document) end and start.



Technically, Word automatically inserts a break when a page has too much content that the content needs to be spread across a second page. This is considered a ‘soft break’. What you will be learning next are the different types of breaks that you can insert manually, but first, let’s discuss some terminology.

### Widows

Let’s say you are typing a document and you are writing your last paragraph at the bottom of the page. Sometimes, if the paragraph is too long the last line of your paragraph will move to the top of the next page. This one line that extended to the top of the following page is called a *widow*.

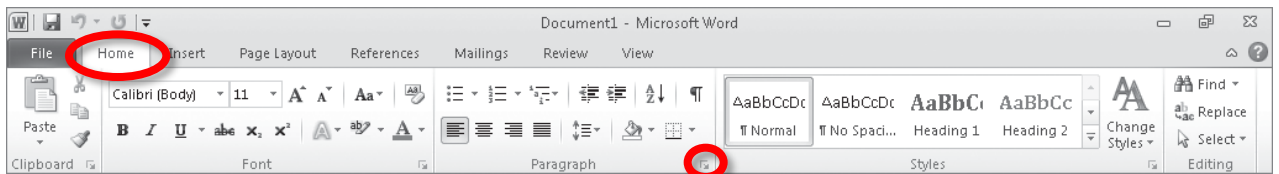
### Orphans

Now, let’s say that you are typing a document and you are writing your last paragraph, again, at the bottom of the page. This time, only one line in your paragraph stays at the bottom of the page and the rest of the paragraph moves to the next page. The content on the second page (because it contains much of the content in a paragraph) is now called an *orphan*.

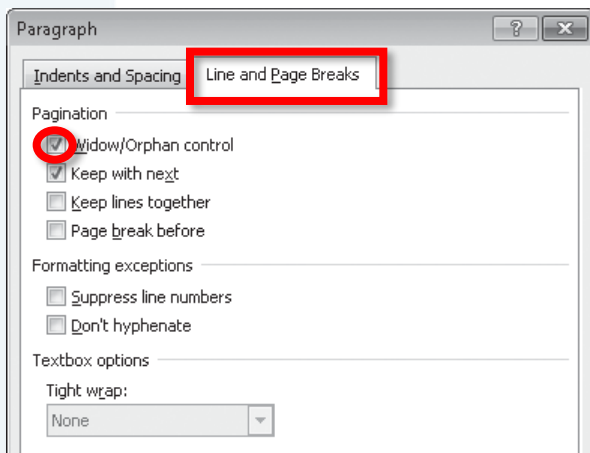
## Controlling Widows & Orphans

Shortly, you'll learn about manually inserting breaks to control where pages start and end. To deal with Word's automatic movement of *widows* and *orphans*, you'll have to change the settings so that Word no longer moves the content this way. To change these settings:

1. Navigate to the Home tab
2. In the Paragraph group, click on the small arrow pointing downwards in the lower-right hand corner of the group

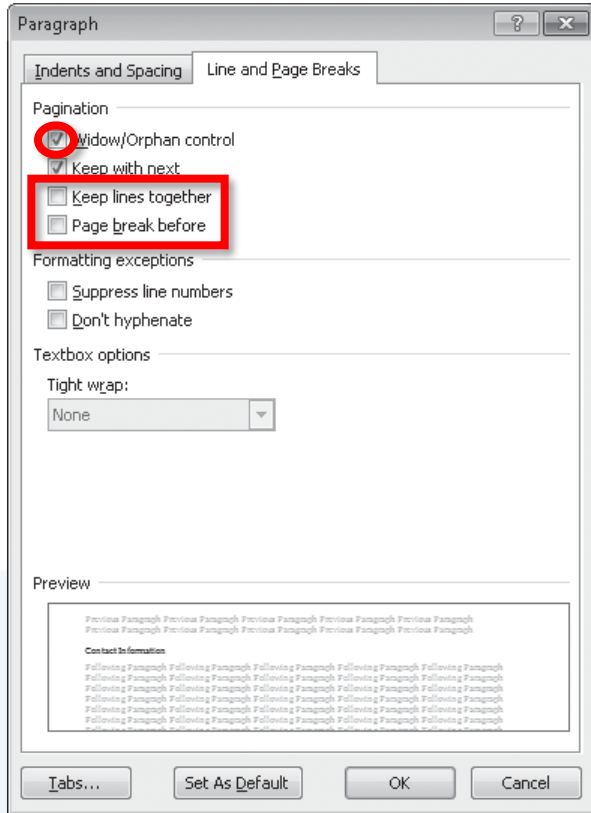


3. You will now see a pop-up window that will display the paragraph dialog box. Select the 'Line and Page Breaks' tab
4. Check the box that says 'Widow/Orphan control'



5. You can also select whether you want Word to keep the lines together and not split the paragraph at all by choosing to 'keep lines together' or decide if Word should create the 'page break before' the paragraph
6. Select the OK button





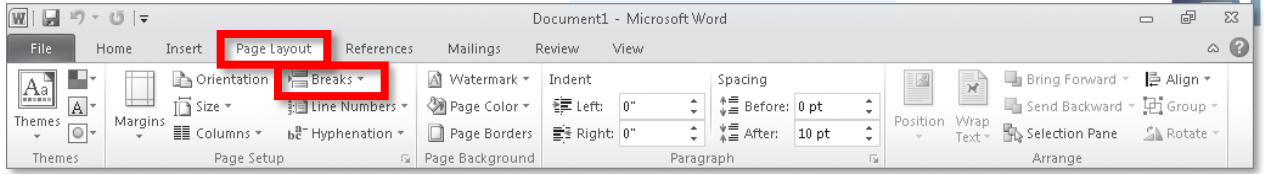
## Page Breaks

Now that you understand the way content is broken to appropriately fit in a document, let's explore how to manually create breaks and what each of the types of breaks do. We will begin the section talking about the types of page breaks, which allows content to be separated by pages.

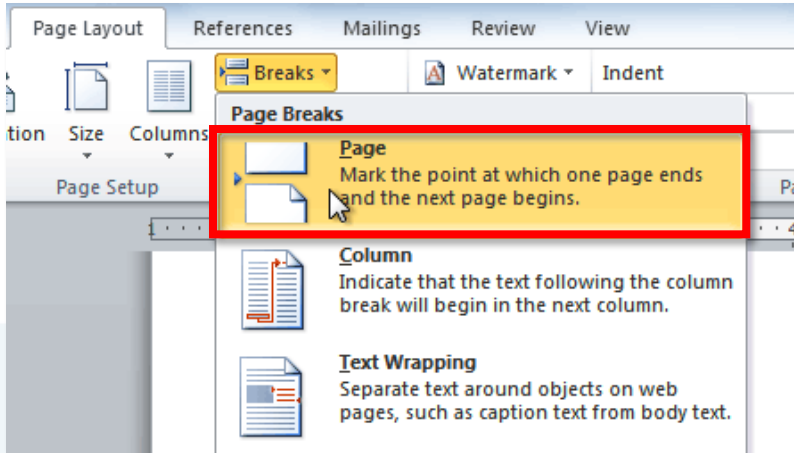
### *Inserting a Page Break*

The most commonly used break is the page break. The Page Break marks where one page ends, and the other page begins. To insert a page break:

1. Click on the line in Word where you want to end the page and start a new page
2. Navigate to the Page Layout tab
3. In the Page Layout tab, click on the 'Breaks' button inside the Page Setup group



4. From the 'Breaks' drop-down menu, choose the 'Page' option



If you followed the steps correctly, the page will end where you inserted the page break and the rest of the content will start at the beginning of the next page.

### Column Break

The other type of page break you can insert in a document is the column break. The column break only works if you are using columns in your document. If you are not using columns, then this option will not do anything. An example is provided below.

However, sometimes columns can be a bit frustrating, to say the least. You can never get your text to line up the way you want, maybe you want something specific in the right column and no matter how hard you try, you can't make that happen, maybe you want your columns to appear even, or maybe you just want to move to a new column at the end of a section.

Using column breaks, a close kin to section breaks, gives you more freedom and flexibility with your columns!

Click where you want your column to break.

Select Column Break from the Breaks drop-down menu on the Page Layout tab in the Page Setup section.

..... Column Break .....

breaks to the next column.

Insert a Continuous Break

If you want your columns to contain an even amount of text, consider using a Continuous Break. The Continuous Break will evenly balance the text in your columns.

Click at the end of the column that you want to have balanced.

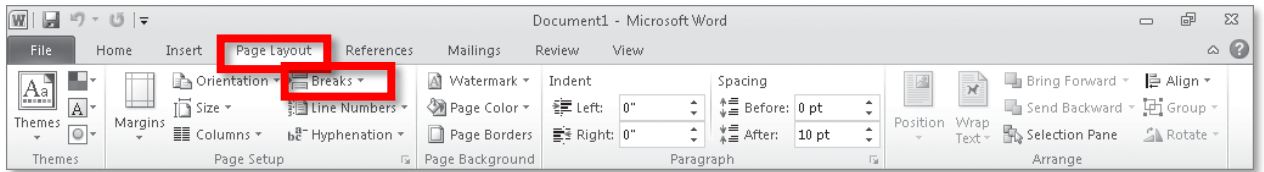
Select Continuous Break from the Breaks drop-down menu on the Page Layout tab in the Page Setup section.

Once you have your section break inserted, anytime you add text to a column, Microsoft Word will automatically move the text between the columns to make sure they are evenly balanced.

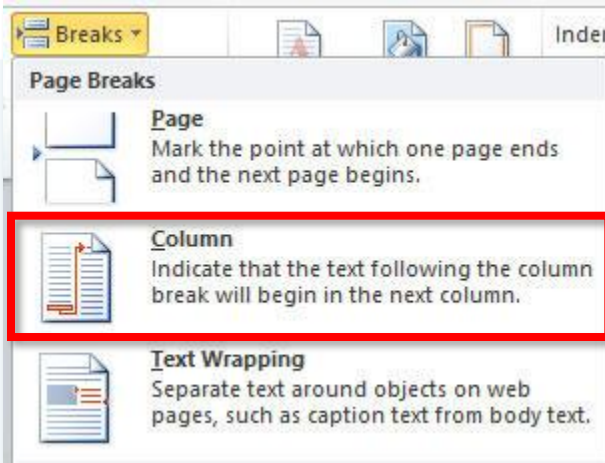
Delete a Break

To insert a column break:

1. Click on the line in Word where you want to end the column and start the next column
2. Navigate to the Page Layout tab
3. In the Page Layout tab, click on the 'Breaks' button inside the Page Setup group

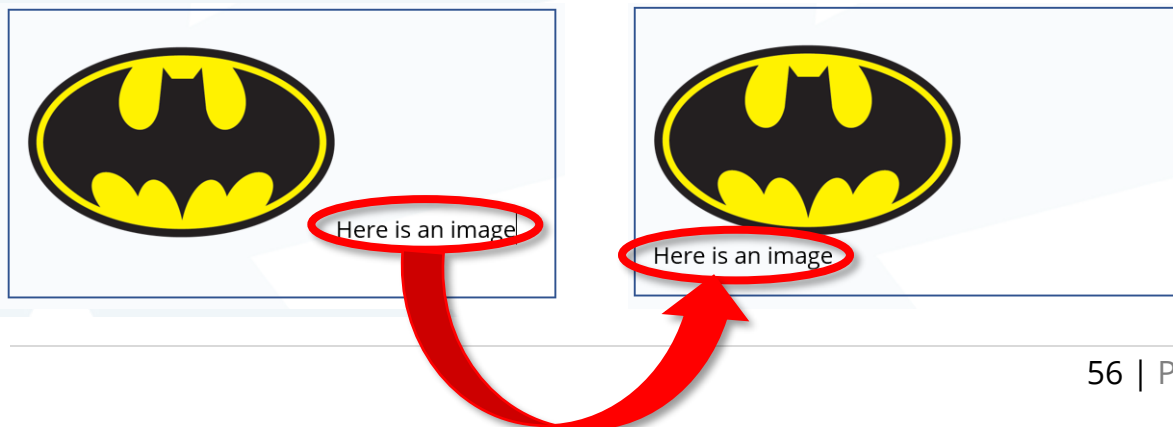


4. From the 'Breaks' drop-down menu, choose the 'Column' option



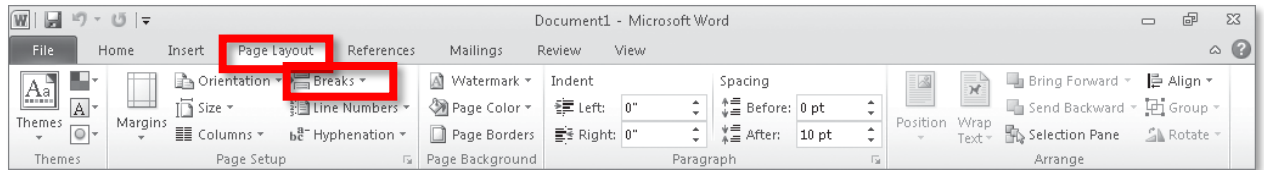
### *Text Wrapping*

Text wrapping breaks separate your text from objects that you include in your document, such as pictures or illustrations. Typically, Word will try to include the text, or captions, along with the images in a single line. The text wrap will push your text into a new paragraph. An example is demonstrated below

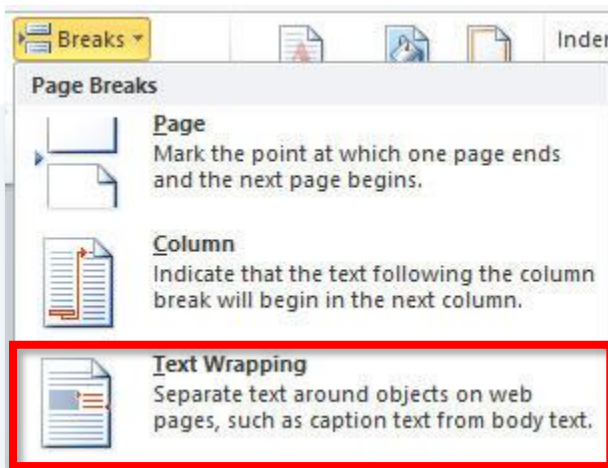


To insert a text wrapping break:

1. Click on the line in Word where you want to move the text next to your object
2. Navigate to the Page Layout tab
3. In the Page Layout tab, click on the 'Breaks' button inside the Page Setup group



4. From the 'Breaks' drop-down menu, choose the 'Text Wrapping' option



## Section Breaks

Section breaks allow you to insert breaks in a more customizable way. You can insert section breaks with Word's predefined options. Section breaks help you start a new section, not a new page. You can technically have two section breaks in the same page. Let's explore some of these section breaks.

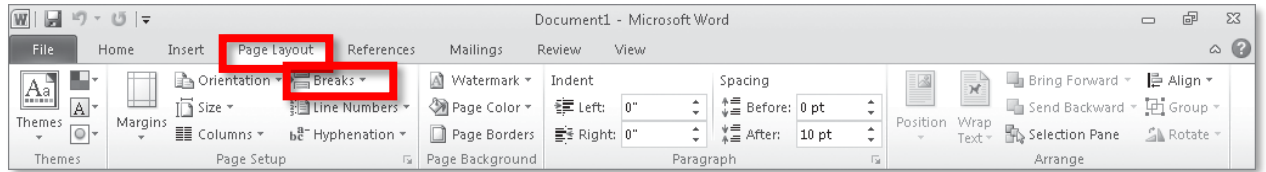
### *Inserting a Next Page Break*

The Next Page break differs from a regular page break in that the regular page break marks the end and beginning of a page. The Next Page break only moves the section to the following page.

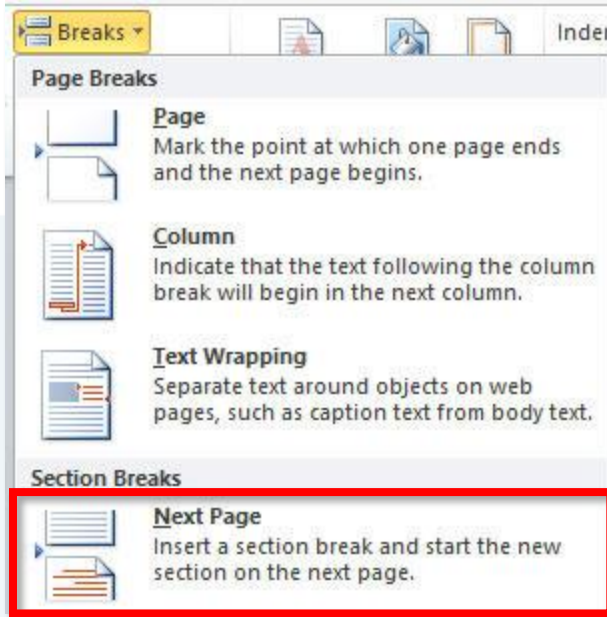
To insert a Next Page break:

1. Click on the line in Word where you want your section to move to the next page

2. Navigate to the Page Layout tab
3. In the Page Layout tab, click on the 'Breaks' button inside the Page Setup group



4. From the 'Breaks' drop-down menu, choose the 'Next Page' option



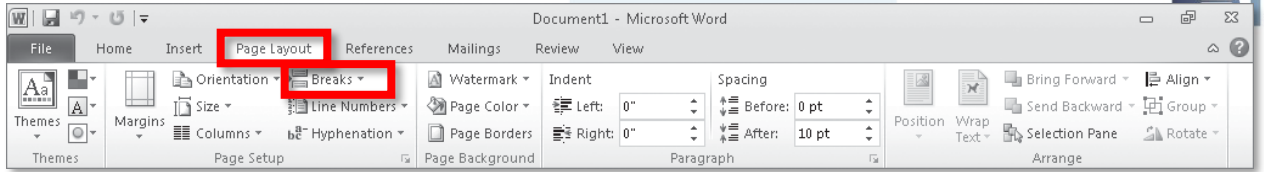
If you followed these steps correctly, your section would have moved to the following page.

### *Continuous Break*

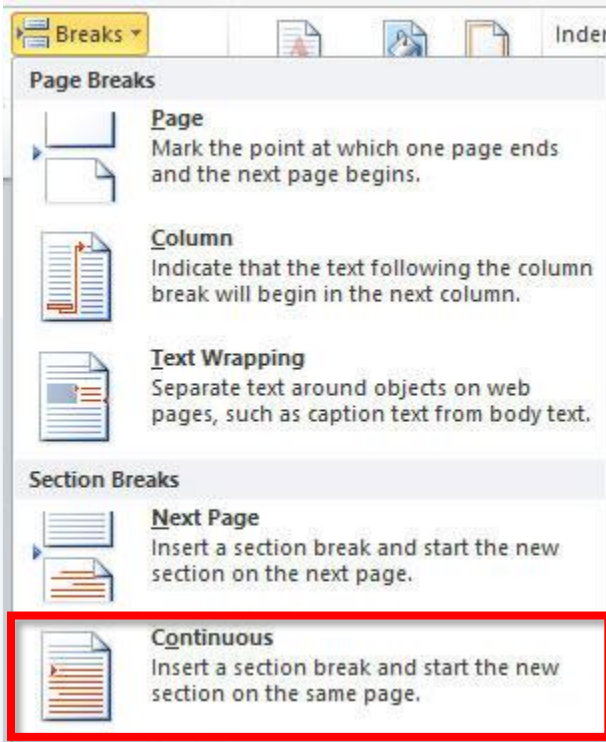
As previously mentioned, section breaks help you mark parts of your document and move content in an organized manner. A continuous break will insert a new section break and start the new section on the same page.

To insert a Continuous Page break:

1. Click on the line in Word where you want your section to move to the next page
2. Navigate to the Page Layout tab
3. In the Page Layout tab, click on the 'Breaks' button inside the Page Setup group



4. From the 'Breaks' drop-down menu, choose the 'Continuous' option



If you followed these steps correctly, your section would have moved to a new line on the same page (i.e. a new section on the same page).

# Creating and Using Tables in Word

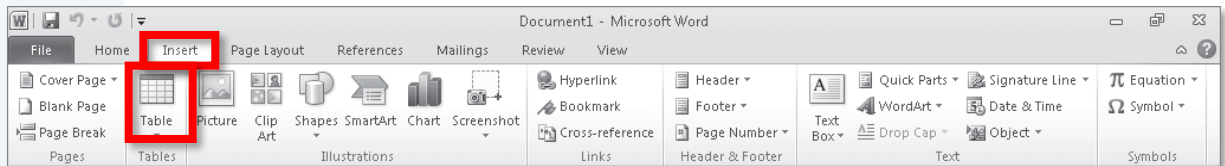
Word is used for many projects, reports, and authorships. It is common to use demonstrations in Word to prove a point or to present data. In this section, you will explore the diverse ways to create and use a table in Word.

## Creating a Table in Word

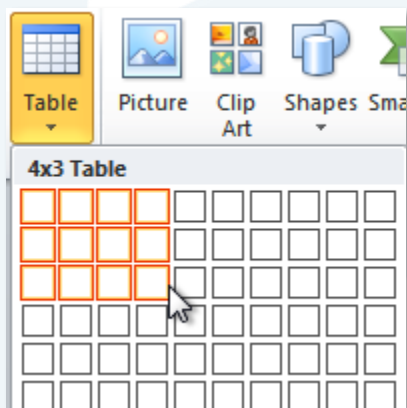
Word allows you to use a grid to quickly create a table with the rows and columns you choose. The table has no formatting, no color and is very basic. The columns also all have the same width.

To insert a table in Word:

1. In your Word document, click on the area where you want to insert a table
2. Navigate to the Insert page
3. Click on the 'Table' button, located in the Tables group



4. After clicking on the 'Table' button, a grid will show as a drop-down option. Select the size grid of your choice by moving your cursor and watching a preview of the table directly in your document.



5. After you selected your grid, click with your mouse



If you followed these steps correctly, you will see a table inserted in your document with the number of rows and columns you specified.

## Working With a Table in Word

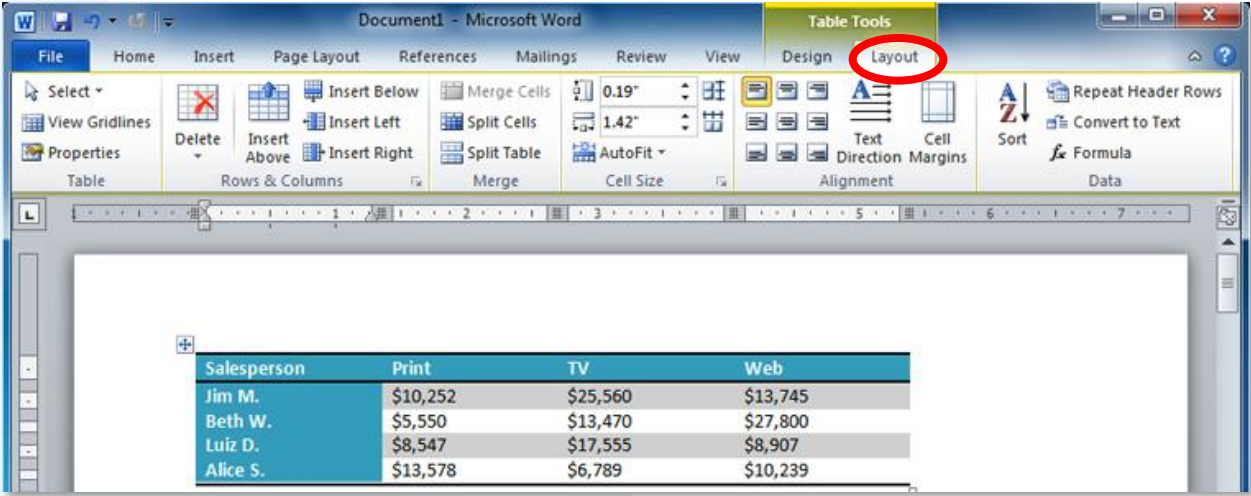
After your table is created, you can format the table any way that you want. You can obviously insert data into the table and add more columns and rows if you need to.

### How to Insert and Delete Columns or Rows

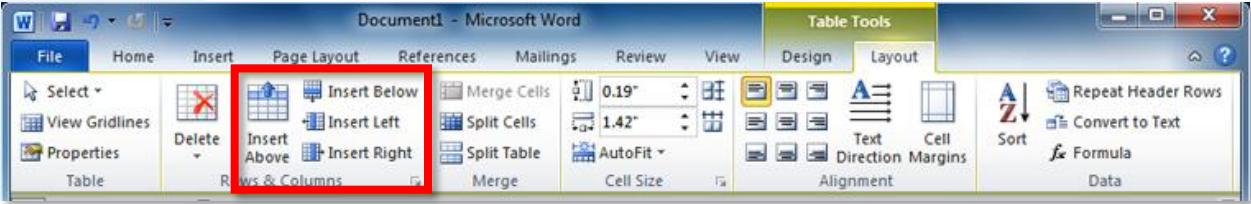
If, let's say, you created a 2x2 table (i.e. 2 rows and 2 columns), but you decided that you need an extra row, then you can insert a new row to your table.

To insert a new row to your table:

1. Click inside your table
2. By clicking inside your table, a new tab will appear specific to your table. This new tab is called Layout



3. In the Layout tab, you now have a button that allows you to Insert a row or column. To insert a new row, you can select 'Insert Above' or 'Insert Below'. To insert a column, you can select 'Insert Left' or 'Insert Right'. Click on the button of your choice.



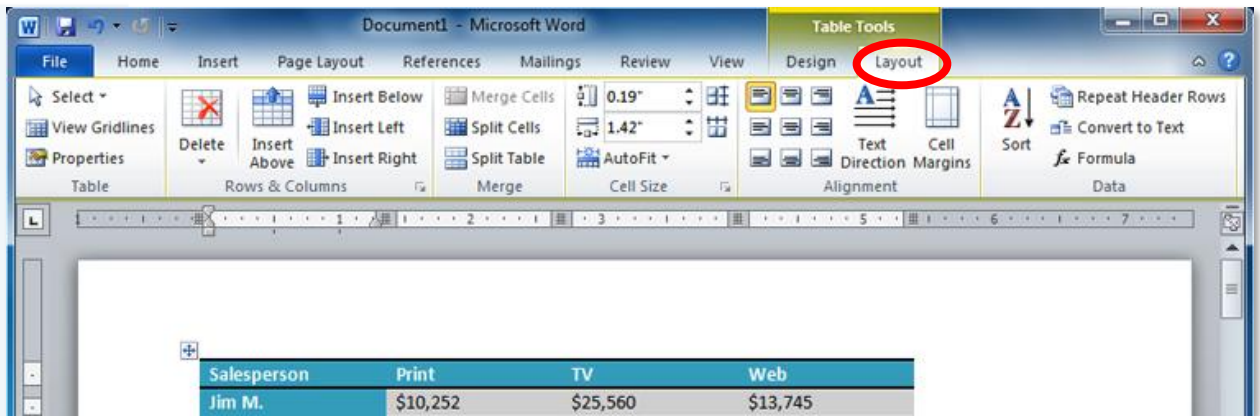
If you followed the steps correctly, you will see a new column or row in your table. You can then decide to add color to your headers, change the width of the columns or the height of your rows as well.

### How to Delete a Table

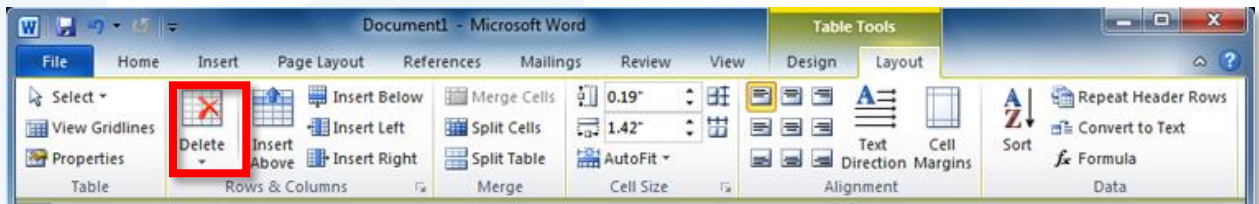
If you change your mind and no longer want to use a table in your document, there is a way to delete the table completely.

To delete a table:

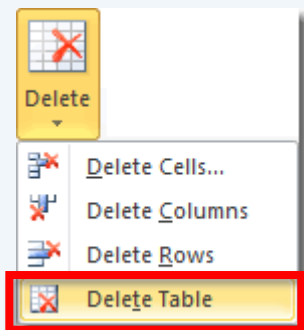
1. Click inside your table
2. Navigate to the Layout tab that appears when you click on your table



3. In the Layout tab, click on the 'Delete' button



4. In the 'Delete' button drop-down menu select the 'Delete Table' option



## Creating An Excel Spreadsheet In Word

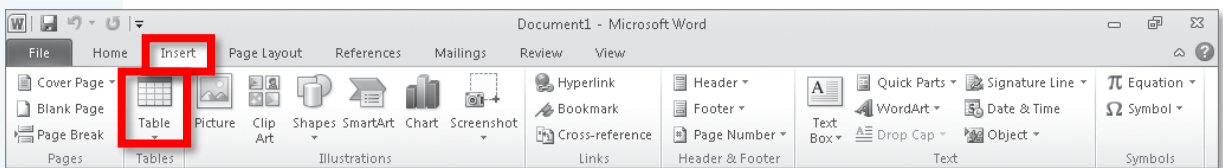
Although Word allows you to create a very simplistic table, there isn't much you can add to the table. If you are looking to use a table where you can make calculations, the best option is to create an Excel table. Word gives you the option to create an Excel table directly on a page, giving you access to create formulas and everything that you can do with Excel.

### How to Create An Excel Table In Word

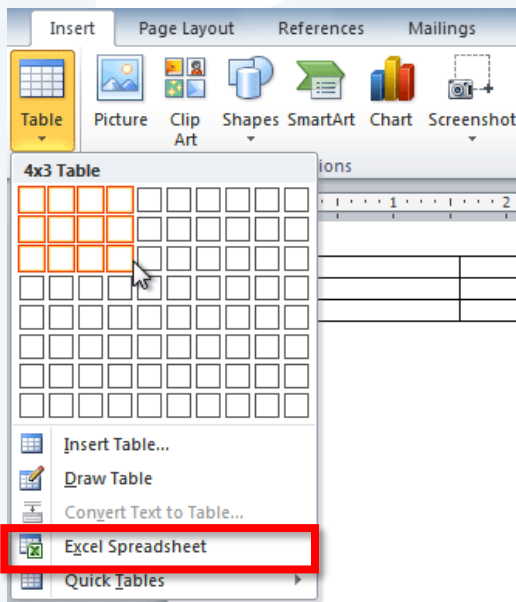
The following steps *do not* describe how to copy/paste an already-existing Excel spreadsheet to a Word document. Instead, the instructions describe how to create an Excel spreadsheet directly in your Word document.

To create an Excel table in Word:

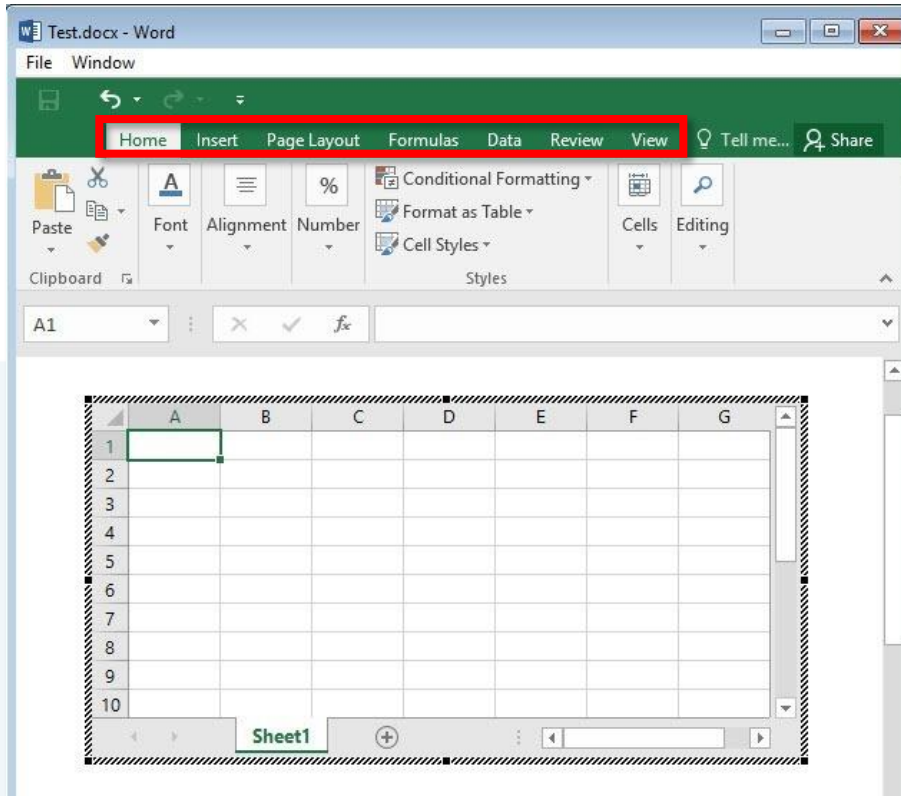
1. Click on the area where you want to create your Excel table
2. Navigate to the Insert tab
3. In the Insert ribbon, locate the Tables group and click on the 'Table' button



4. Select the 'Excel Spreadsheet' option from the drop-down menu



- After selecting 'Excel Spreadsheet', an Excel spreadsheet will appear in the place where you clicked on before inserting the spreadsheet. The spreadsheet will include the tables and ribbons that are typically available with the Excel software. You can now click anywhere on the spreadsheet to make your calculations and work on the table.



- To go back to editing your Word document, click out of the Excel spreadsheet
- To edit your Excel sheet, double-click on the spreadsheet

### *How to Remove Your Excel Spreadsheet*

If you decide that you no longer want to use this Excel spreadsheet that you created, you can always delete it.

To remove your Excel spreadsheet from your Word document:

- Right-click on the Excel sheet you just created
- Select the 'Cut' option

If you followed these steps correctly, the Excel spreadsheet will be deleted.

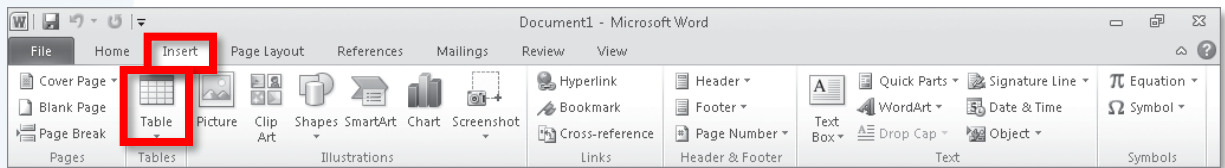
## Inserting A Quick Table

Quick tables are built-in tables that Word has available to its users. The tables include formatted and professional-looking diagrams that are editable and easy to manipulate. Some quick tables include:

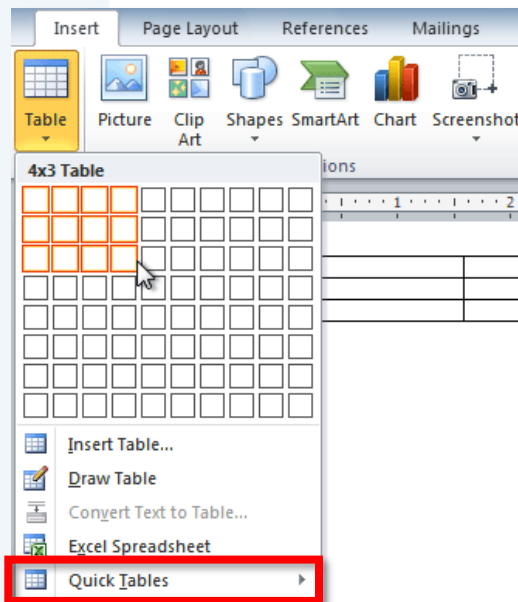
- Calendars
- Short tables
- Tables with subheads
- Lists

To insert a Quick Table into your Word document:

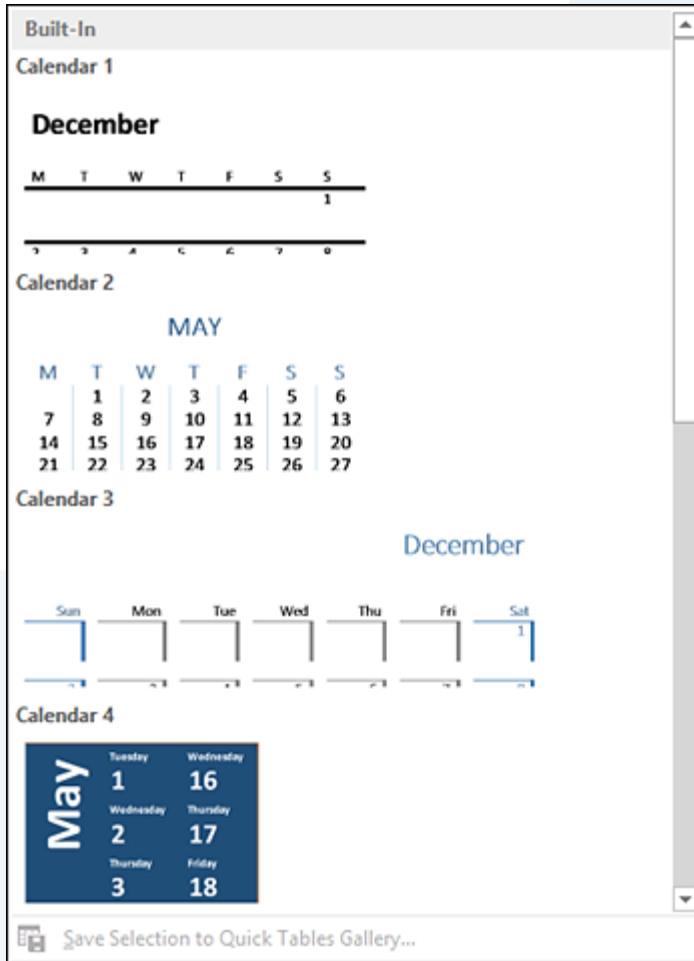
1. Click on the area where you want to create your Quick Table
2. Navigate to the Insert tab
3. In the Insert ribbon, locate the Tables group and click on the 'Table' button



4. Select the 'Quick Tables' option



5. From the Quick Tables gallery, select the Quick Table of your choice



If you followed these steps correctly, you will see your selected Quick Table inserted into your Word document. You are now ready to manipulate the Quick Table any way you want.



# Inserting Illustrations & Working With Images

Like we discussed in previous sections of this booklet, images and demonstrations are helpful to include in our Word documents. There is no substitution for a great visual for our readers. In this section, you will learn more about the several types of illustrations, how to insert illustrations in Word and how to work with images.

## Working with Illustrations

Word already has some built-in illustrations that you can use called 'Clip Art'. However, many of those illustrations are old and outdated. Most schools and government notices still use clip art, but our technology is quickly moving away from these old types of 'cartoons'.

Here is the list of the several types of illustrations available in Word 2010:

1. Picture
2. Clip Art
3. Shapes
4. Smart Art
5. Chart
6. Screenshots

It is easy to insert illustrations into a Word page and there are some rules to keep in mind when working with images. You'll also need a good understanding of the placement of images and wrapping text to make your documents look beautiful and professional. In the following sections, you'll explore each type of illustration in detail.

## Images In Word

The most commonly-used type of illustration is a Picture. Typically, Word identifies pictures by the file type. The most commonly used file types for pictures are JPEG, JPG and PNG.

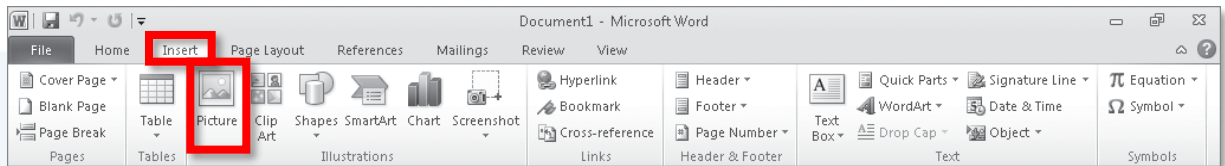


## Uploading Pictures Into Word

There are two main ways you can add a picture (or image) into your Word document. The first way to add a picture into your page is by uploading an image. Let's discuss the steps to upload a picture into word, and later we will discuss the second option to add a picture to your file.

To upload a picture into your Word document:

1. Click on the area in your page where you want the picture to appear (but please note that Word will treat the location of the picture as another line)
2. Navigate to the Insert tab
3. In the Illustrations group, click on the 'Picture' button



4. Select the saved picture/image that you want to upload
5. Select OK

If you followed these steps correctly, you will see your picture in your Word document.

## Using The Picture Tools Format Ribbon

After inserting an image (or any illustration for that matter), Word will display a new tab with a complete set of tools to use directly in the ribbon. For images, Word will display a Picture Tools Format tab with many options that will help you manipulate your image. In the following sections, you'll explore the different things you can do to an image that you added to your Word document.



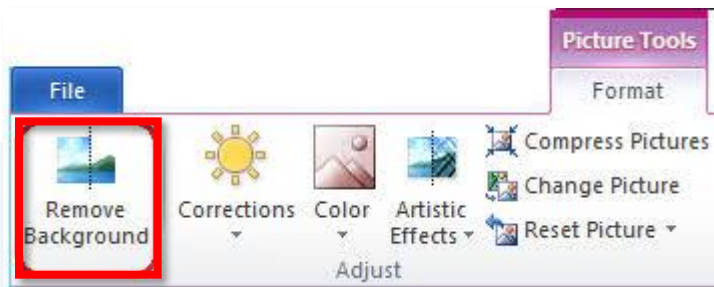
To make some of the tools (or buttons) active, make sure that you click on the image. Clicking on the image will also display the Picture Tools Format tab.

## How to Remove the Background of Your Images

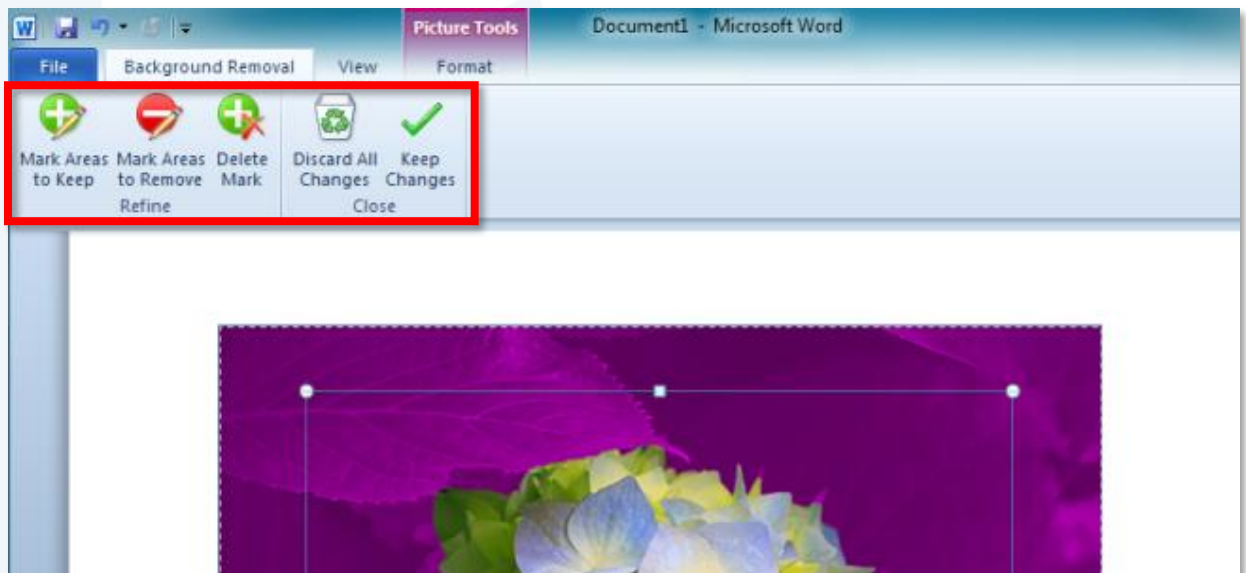
One of the Picture Tools available in the Format tab is the ability to remove the background of your image. This is a useful tool when you want to remove unwanted 'photo bombs', unnecessary background or parts of your images that are irrelevant to your project.

To remove the background of your images,

1. Click on your image
2. In the Picture Tools Format tab, click on the 'Remove Background' button



3. After clicking on the 'Remove Background' button, most of the background of your image will turn purple and a new set of options will appear in your ribbon (under a new 'Background Removal' tab). Word will try to do its best to show you (in purple) the background that it identified and will help you imagine what the image will look like without the background.



4. You can mark areas to keep by clicking on the 'Mark Areas to Keep' button and then clicking on the areas with your cursor directly on your image. You can also mark areas to remove by clicking on the 'Mark Areas to Remove' button and then clicking

on the background areas with your cursor directly on your image. Usually, marking the areas to delete is the better option.

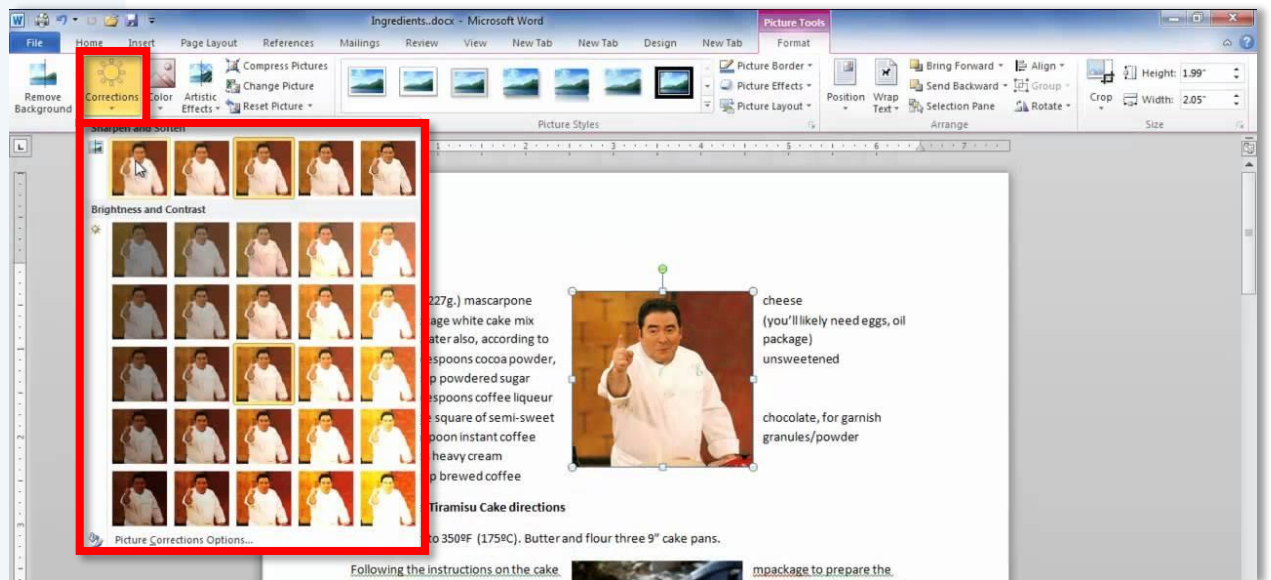
5. After you confirm that you like the edits you made, click on the 'Keep Changes' button

## Fixing Your Images

The Picture Tools Format is not perfect, but it does give you some powerful options to fix and edit your images.

To correct your images:

1. Click on your image
2. In the Picture Tools Format tab, click on the 'Corrections' button
3. The 'Corrections' button will display a gallery of images with predetermine corrections that will either sharpen your image to look clearer or improve the brightness to look a lot more visible



4. Choose the image that best fits the corrections you were looking for by clicking directly on the image.

If you follow these steps correctly, the image variation from the gallery will replace the image you were originally using. You also have more options if you click on the 'Picture Corrections Options' selection at the bottom of the drop-down menu.

## Other Adjustments To Images

There are more options available to you to work with images. Much of it depends on the type of image you want, the clarity of the image you're working with and what you want your outcome to be.

Some adjustments you can make to your images include:

- **Changing the color of the image:** you can make your image black and white or a light red
- **Adding artistic effects:** you can have your image look like a Picasso drawing, a pixelated image or a blurry image as well
- **Compressing picture:** you can reduce the size of the image by compressing it. This is extremely useful when you are working on many pages with many images and your computer is slowing down
- **Changing the picture:** you can replace the current picture with a new one while maintaining the current dimensions and the position of your current image
- **Resetting your picture:** you can start all over if you feel like you made too many changes to your image and you want to go back to the original picture



There are other effects and styles that you can use with your images that are beyond the scope of this booklet.

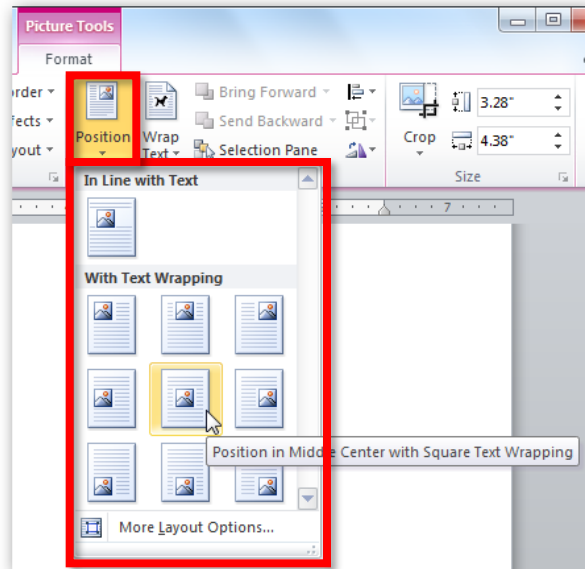
## Changing the Position of an Image

After you upload your image to your Word document, the image may not appear on your page the way you imagined. You may notice that the text near where you added the image has moved and you might have difficulty moving the image to another location. The quick way to position your image on a page is by using the 'Position' option in the Picture Tools Format tab.

To change the position of your image:

1. Click on your picture
2. Navigate to the Picture Tools Format tab
3. Click the 'Position' button in the Arrange Group

4. Select where you want your image to appear on the page and if you want the image to include text wrapping (which will be covered in the next section)



You also have more options to position your image in another location by selecting the 'More Layout Options' at the bottom of the drop-down menu.

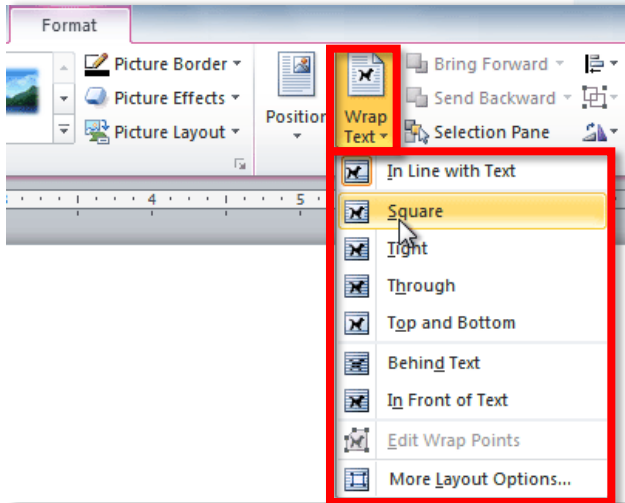
### *Using Wrap Text With Images*

Although you may have moved your image to your desired location (check the *Changing the Position of an Image* section of this booklet), the words on your page may not do what you hoped they would do. This is because, by default, Word treats images as part of a line in Word. This means that when you add the image, Word considers that as part of the text, so the following text will just appear afterwards. The best way to deal with these issues is to use the Text Wrapping feature. Text Wrapping allows for your words to wrap around the picture. You can choose how the text wraps around your picture, how close the words should be to the picture and if the picture should just be considered in the background so that the words are in front of the picture.

To use wrap text:

1. Click on your picture
2. Navigate to the Picture Tools Format tab
3. Click the 'Wrap Text' button in the Arrange Group
4. Select how you want your text to wrap around the image or if you prefer the image as a background or in front of your text (covering all your words)





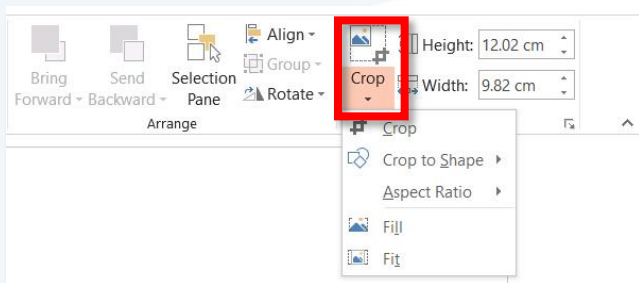
The Position option and Wrap Text option help you organize your images along with the words in your document.

### *Cropping Images*

Perhaps you found a picture online that you want to use in your Word document, but you only need certain parts of the picture. Word has the option to crop out the parts you don't need and leave the part of the picture that you do need.

To crop images:

1. Click on your picture
2. Navigate to the Picture Tools Format tab
3. Click the 'Crop' button in the Arrange Group
4. Choose the option that gives you the control that you want to crop the image. The 'Crop' option will only let you crop the image in a square or rectangle figure. You can crop into another shape by selecting the 'Crop to Shape' option, and you can also change the dimensions by selecting the Aspect Ratio. Let's assume, you'll just use the regular 'Crop' option



5. When cropping an image, you'll see these dark markers appear around your image that will allow you to crop in a certain direction.



6. To crop the image, click on any of those markers and hold, moving your cursor inward towards the image. You'll see that the parts of the image that you will cut out will be colored in a gray color.



7. After you decided that what you are cropping is the right decision, click outside of the image and you will be left with a cropped image (like the picture below)



If you decide that you cropped too much of the image, you can follow the same steps but this time, move the markers outward to disclose the hidden parts of your picture.

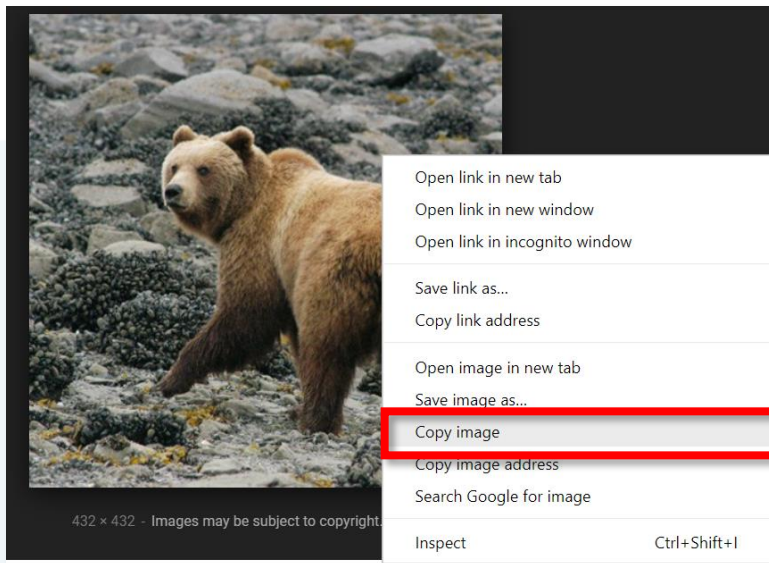


## Pasting Pictures Into Your Word Document

In a previous section, you learned how to upload an image to your Word document. This is one way to add an image to your page. Another way to add an image to your page is by copying the image from an outside source and pasting it on to your Word document.

To paste an image in your Word document:

1. Locate the image you want to use in your document
2. Copy the image by right-clicking and selecting 'Copy Image' from the mini-menu



3. Click on the area where you want to add the image in your Word document
4. Paste the image

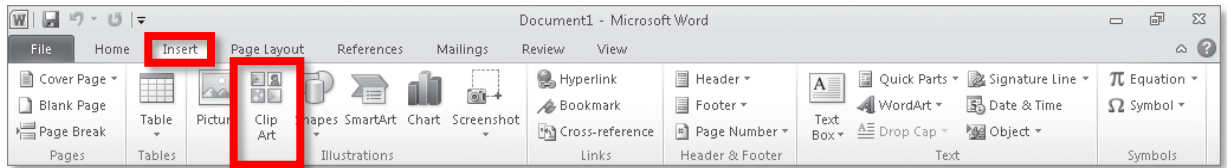
If you followed the steps correctly, your image will appear in your Word document. Sometimes adding a picture to your document by copying and pasting is best in case you don't have these images saved on your computer to upload.

## Inserting Clip Art

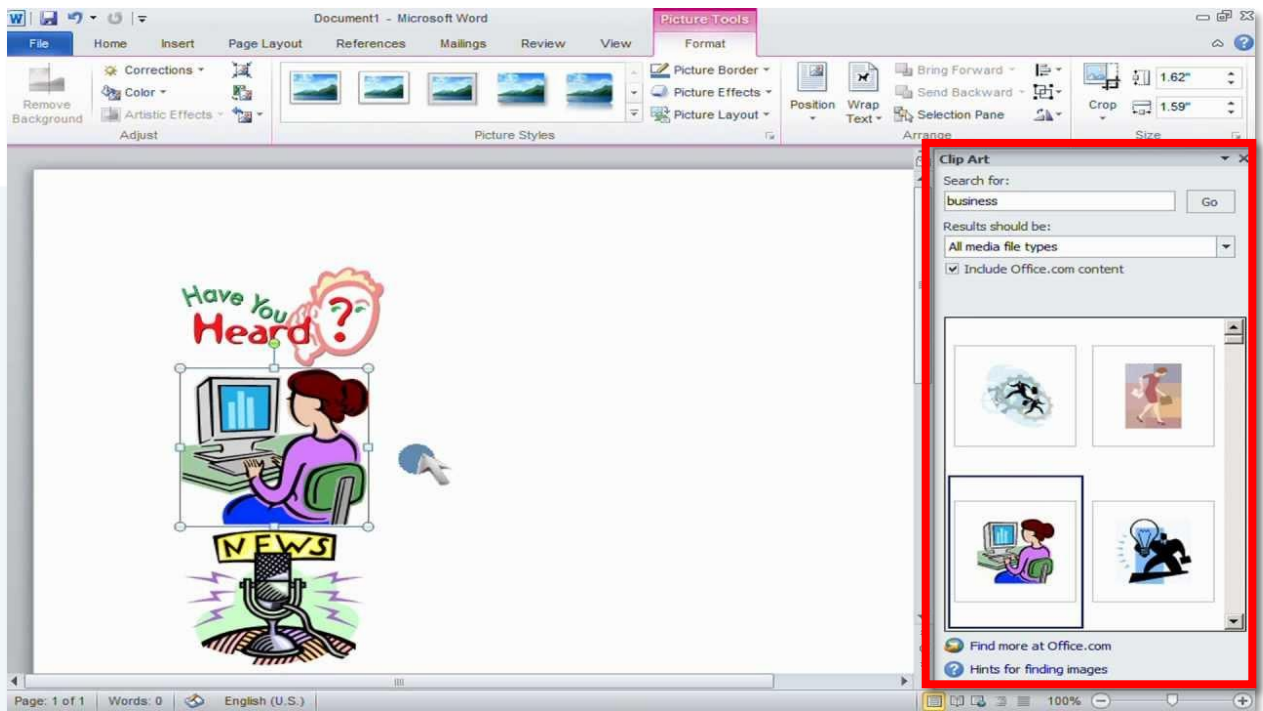
Earlier we discussed how Word has a bank of clip art images that users can use. Although many of those images are outdated, they are still an option for you to use in your documents.

To insert a clip art into your Word document:

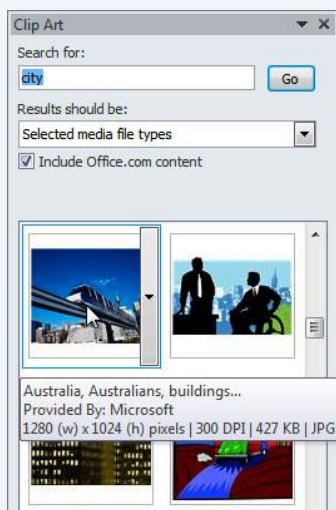
1. Navigate to the Insert tab
2. Click on the 'Clip Art' button located in the Illustrations group



3. After clicking on the 'Clip Art' button, Word will open a task window where you can search for the clip arts that are available



4. In the Clip Art window, enter the type of image you are looking for in the 'Search for'



box and press the 'Go' button

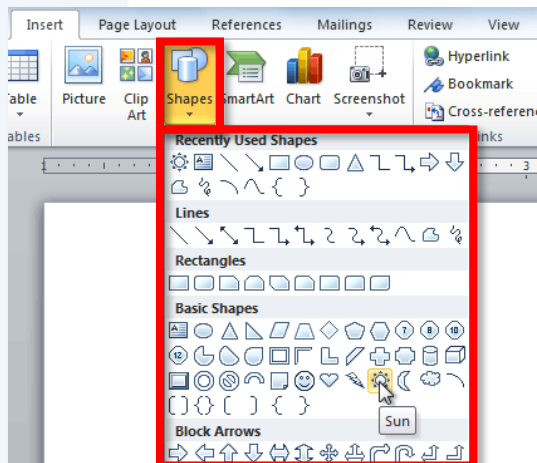
- From the search results, you can scroll and view the gallery of clip art available. Click on the image of your choice to add it to your Word document

## Inserting Shapes

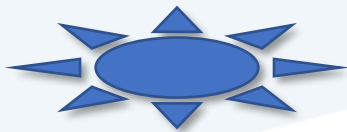
Perhaps you need to add shapes to your document. Commonly-used shapes in documents include circles, arrows and squares. These shapes are great to use when providing step-by-step instructions on how to do something. Word has a plethora of options to choose from.

To insert a shape into your Word document:

- Navigate to the Insert Tab
- Click on the 'Shapes' button located in the Illustrations group
- Clicking on the 'Shapes' button will display a drop-down menu with line shapes, rectangles and other basic shapes. Click on the shape of your choice.



- Your cursor now has the power to drop that shape and change the size of the shape by clicking and dragging the cross from one end to the other



- Let go of your cursor and the shape will stay where you place it.

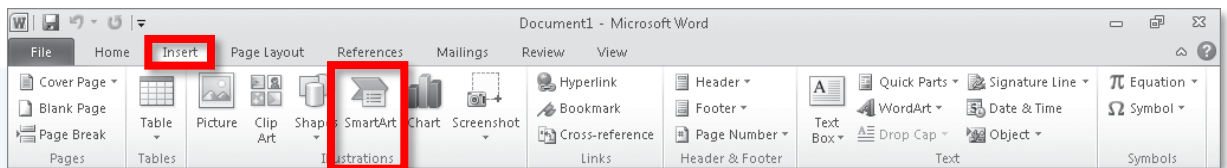
By default, the shape will be presented *in front* of your text so it will cover any words behind the shape. You can change this setting by configuring the Position and Text Wrap options (see those sections in this booklet).

## Inserting Smart Art

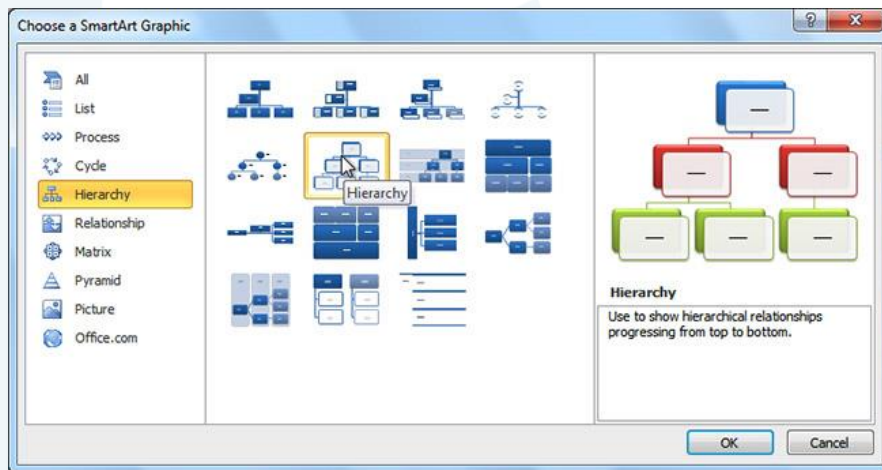
Smart Art is a function in Microsoft Word that allows you to insert a special graphic, typically to demonstrate a list, process, hierarchy or cycle. The Smart Art graphics make your document look more professional and help tell a better story because it's a great visualization.

To insert a Smart Art to your document:

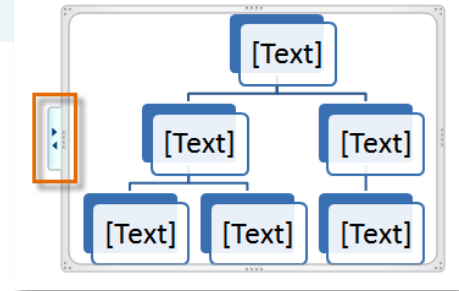
1. Navigate to the Insert tab
2. Click on the 'Smart Art' button located in the Illustrations group



3. After clicking on the 'Smart Art' button, a window will appear with the different built-in options available in Word. On the left column, you will see the types of categories for your graphics. In the middle column, you will find specific graphics to choose from. The column on the right side will display a preview of the Smart Art graphic along with a brief description. Click on the Smart Art of your choice and press the OK button.



- The graphic of your choice will now appear in your document with editable fields labeled as 'Text'. To edit the text, click on the element and begin typing. Word will display a new 'Format' tab that will help you modify the Smart Art and go back to change the Smart Art to a different graphic that best fits your need

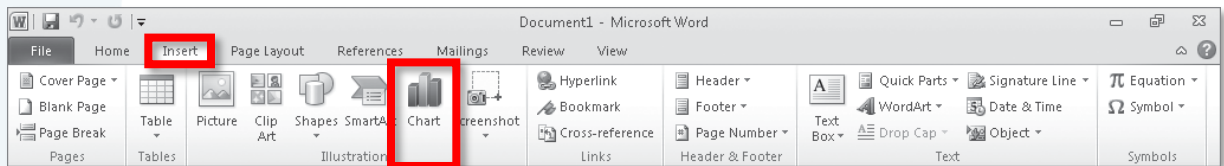


## Inserting A Chart

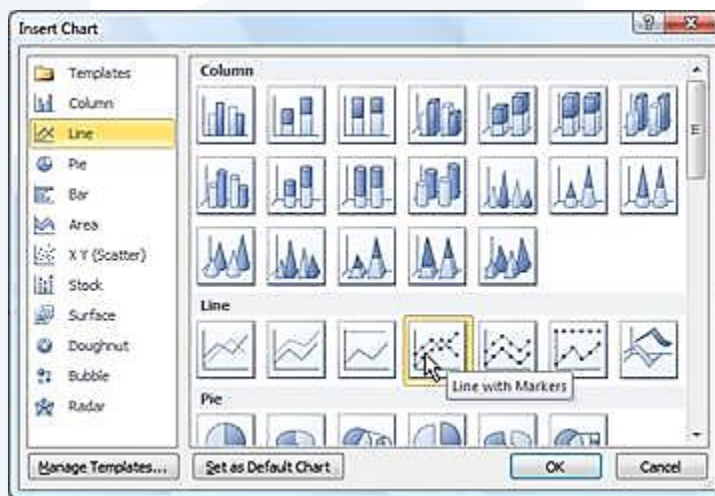
A Smart Art graphic and a chart are diverse types of illustrations. A Smart Art graphic is directly editable and only contains text. A chart is a typical pie chart, bar graph or number line that reads from Excel data. The chart is dependent on the Excel data.

To insert a chart into your Word document:

- Navigate to the Insert tab
- Click on the 'Chart' button located in the Illustrations group



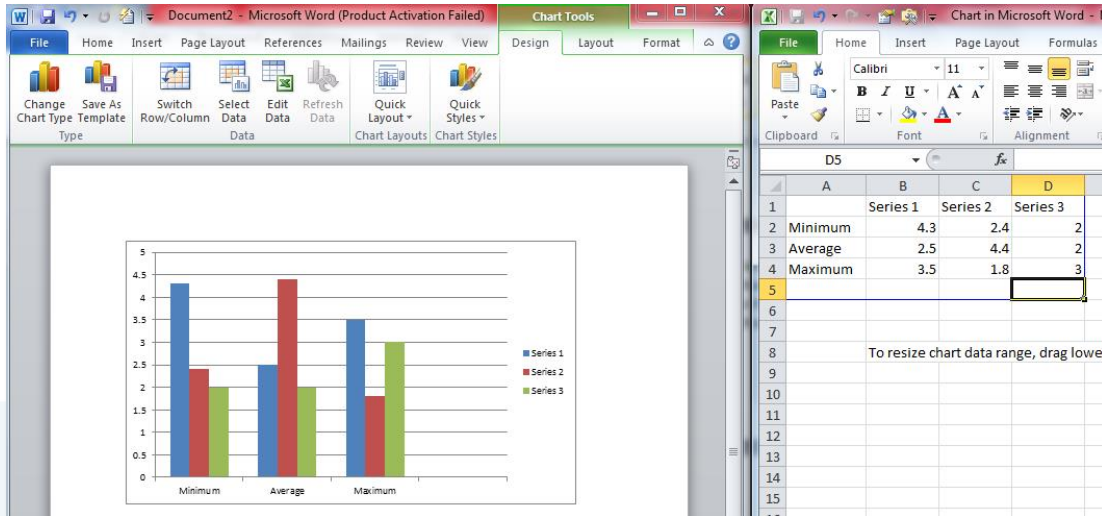
- After clicking on the 'Chart' button, a window will appear displaying the types of charts on the left column and the specific charts on the right column. Click on a chart to add it to your Word document and click on the OK button.



- After selecting your chart, Word will display your chart in your Word document and will open an Excel window referencing the data displayed on your chart. In fact, any



time that you click on your chart, the Excel window will open. To make edits to your chart, you can use the Design tab or the Layout tab as well. If you want to change the numbers displayed, make sure to change the numbers that appear in the Excel spreadsheet.



- To go back to editing your Word document, click outside of the chart and somewhere in your page

## Moving Illustrations

In previous section we covered how to position your illustration and how to use wrap text to control how your text react to the added image. However, it may be a bit tricky to move your illustration from one side of the page to the other. The concepts learned from the *Position* and *Wrap Text* sections of this booklet will come in handy during the next explanations.

### *How To Move Your Illustration*

There is a difference between making your illustration larger (or smaller) and moving your illustration to another spot on your page.

To move your illustration:

- Place your cursor over your image until you see the pointer with a black cross with arrows pointing in four directions (as pictured in the image below)



2. To move the image, click and hold and move your image to the desired location
3. Once you have selected the appropriate location for the image, let go of your cursor

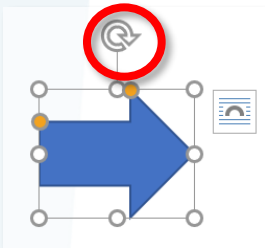
Your illustration may not be perfectly placed as you desired, but with your knowledge on text wrapping, you should be able to have more control over the location of your illustration.

### *How to Rotate Your Illustration*

In the previous section you learned how to move an illustration from one place to another. You can also rotate your illustration to give it the appearance of a special effect.

To rotate your illustration:

1. Click on your image
2. Above your image, a circular arrow will appear



3. Click on that circular arrow and hold, moving your cursor clockwise or counter clockwise to rotate the image



4. Once your image is rotated per your liking, let go of your cursor



# Mail Merging

Mail merging is a distinctive feature available in Word. It allows users to create a letter, an envelope, a label or an email that can be distributed and personalized to different people. For example, I can create a letter I want to mail to all customers and with the mail merge option in Word, I can address this one letter to all customers with their name on the letter. Mail merge is a quick way to customize and personalize your content to multiple recipients.

## Before You Begin A Mail Merge

Before starting to mail merge a document, you need a spreadsheet that contains all the necessary information you plan on merging (which is typically name and contact information). The sheet should be organized in a way that makes sense to you and should be clearly labeled. The headers in each columns of your spreadsheet should also be clear. The spreadsheet is basically your list of recipients. You *cannot* complete a mail merge without first having a spreadsheet with the mail merge information included. Technically, you can type your list of recipients as well, but using a spreadsheet makes the process much simpler and faster.

The second thing you will need for a mail merge is a template. The template can be the letter you just completed in Word, a type of label you want or a flyer you recently created. We recommend that you highlight (in yellow, for example) any labels that you may want to personalize (such as a greeting, a name or an address).

Once you have your recipient list *and* your template (in a Word file), you can now do a mail merge.

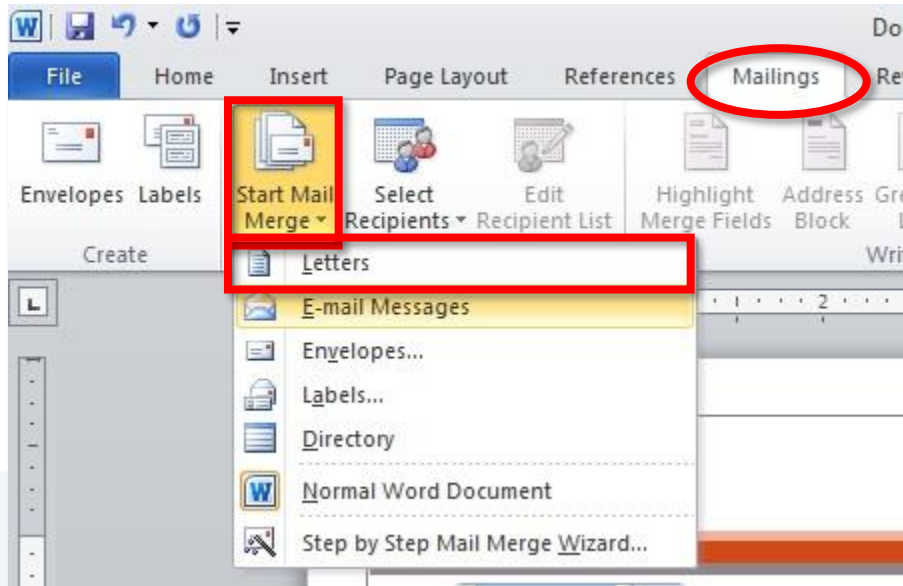
## Mail Merging A Letter

Now that you understand what a mail merge is, let's try mail merging a letter. Remember, before you begin a mail merge, you must first have a list of recipients (preferably a spreadsheet).

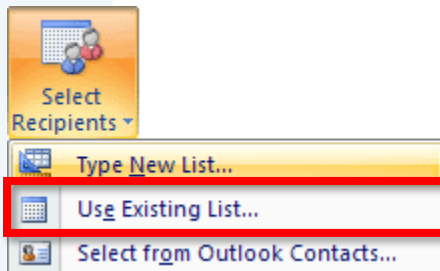
To mail merge a letter:

1. Navigate to the Mailings tab

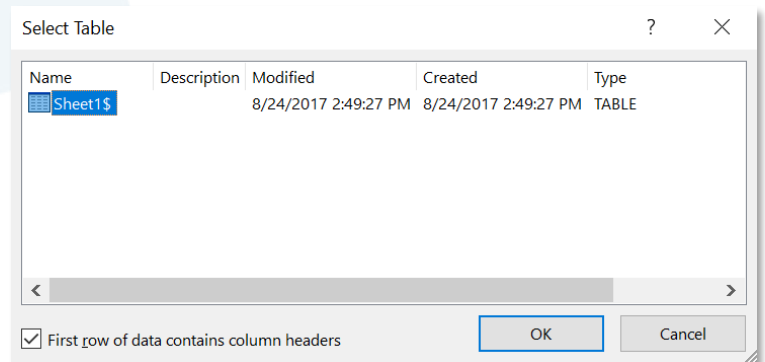
2. Click on the 'Start Mail Merge' button
3. Select 'Letters' as your option



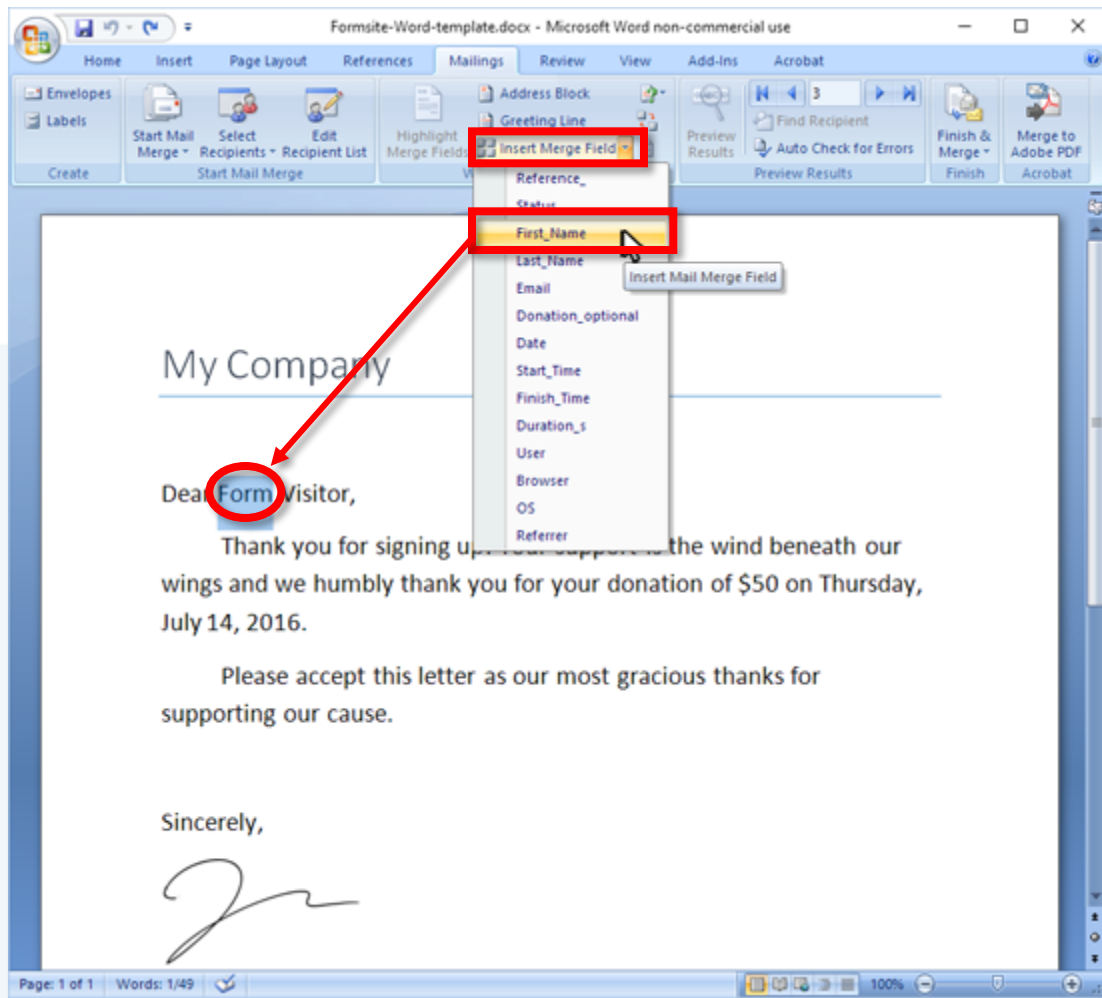
4. You will notice that nothing happens after you select 'letters'. This is because Word automatically defaults to a 'letter' template.
5. Click on the 'Select Recipients' button
6. Choose the 'Use Existing List' option



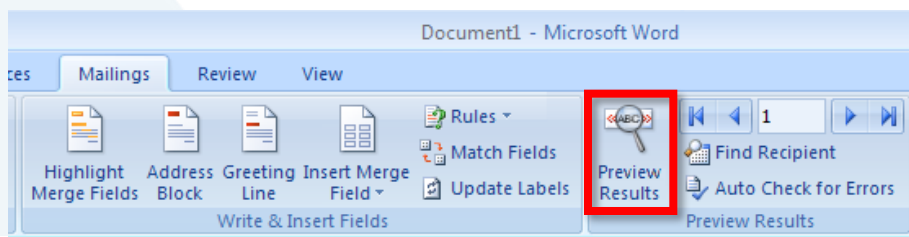
7. A window will appear, asking you to select the file that contains your recipients. Select your Excel file and click the 'Open' button
8. Confirm that the correct recipient table is selected by making sure that you click on the right sheet if your Excel file contains multiple sheets. The name of the sheet will have a dollar sign at the end, although you did not include that as the name of the sheet. Press the OK button.



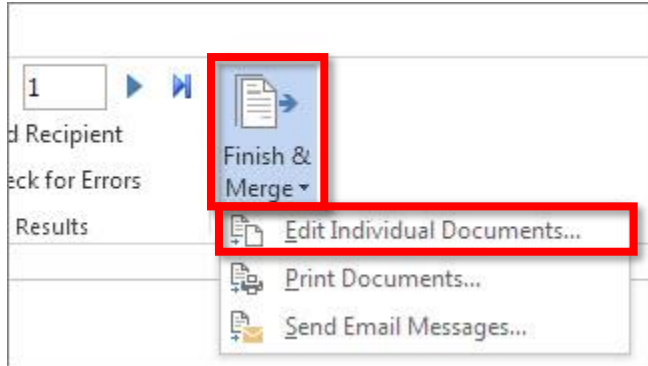
9. After uploading your list of recipients, you'll find that you have more access to the buttons in the Mailings ribbon
10. Now, select the word or label you want to merge, such as a name
11. Click on 'Insert Merge Field' to see a drop-down list of all the columns included in your recipient list. Select the appropriate label to merge (such as first name)



12. After selecting the appropriate field, the document will contain the name of the label surrounded by arrows (i.e. <<FIRST NAME>>)
13. Insert the fields for the rest of the document that you want to personalize. Once you have inserted all the necessary fields you can preview your work by clicking on the 'Preview Results' button.



14. Once all fields are inserted and your document looks good, click on the 'Finish & Merge' button and select 'Edit Individual Documents'. This will create a new file with multiple pages, each with a different recipient. (If you believe that the work you have done is 100% correct, then feel free to select the 'Print Documents' option instead).



## Using the Mail Merge Wizard

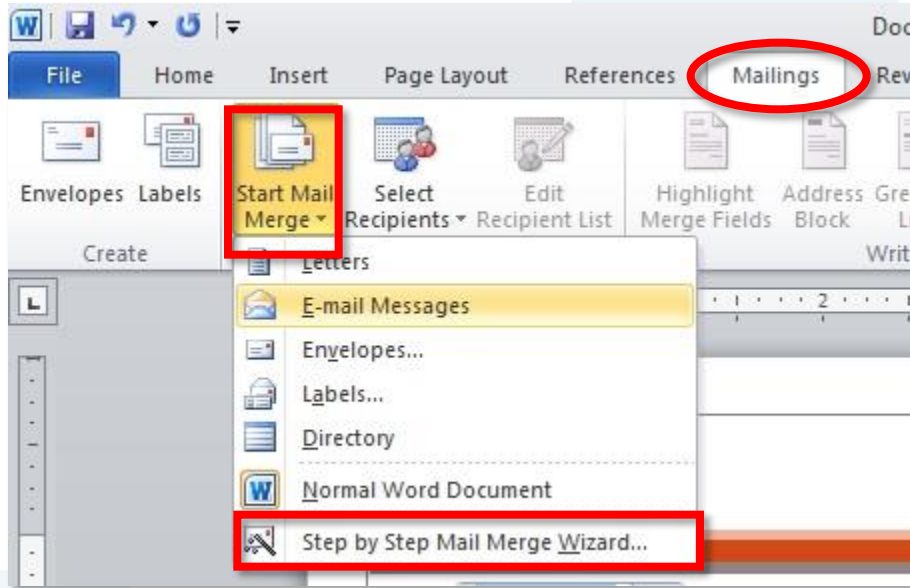
If you had trouble following the directions clearly listed in the previous section, well you are in luck because Word has made your job much easier. Word has a feature that walks you through a 6-step wizard to help you properly complete a mail merge. Word's mail merge wizard includes all types of documents. Although the wizard is easy to use, it does not replace the pre-work that needs to be done before you begin a mail merge (see the *Before You Begin A Mail Merge* section).

The mail merge wizard will also stop after the mail merge is complete, which means that you'll still need to figure out how to print the document or save the document if you decide to edit the individual documents.

Also note that this booklet barely touches the surface when it comes to mail merging documents. If you decide to use the mail merge wizard, you may need some more context on the questions Word will ask you (such as the size of a letter or a label). Therefore, some basic knowledge of Word is expected even when using the mail merge wizard.

To use the mail merge wizard:

1. Navigate to the Mailings tab
2. Click on the 'Start Mail Merge' button
3. Select 'Step by Step Mail Merge Wizard' as your option



4. Follow the steps provide by Word to complete your mail merge

# Using Word Templates

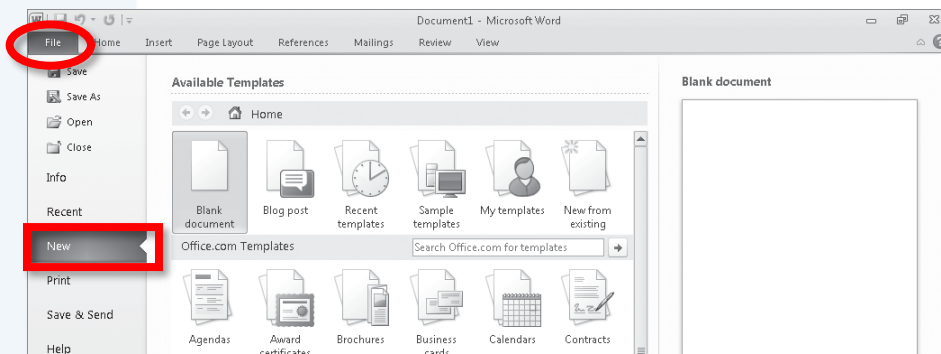
Microsoft Word has various document templates that you can use depending on your need. Word has built-in templates and other templates that you can use from its website (Office.com). Templates help users start with a pre-built document instead of having to build a document from scratch.

## How to Access Word's Ready-To-Use Templates

A blank document in Word is based on a template, believe it or not. Word has built-in formatting for new blank documents. This formatting includes character styles, text styles, paragraph styles and headings (all available from the Quick Styles gallery from the Home tab).

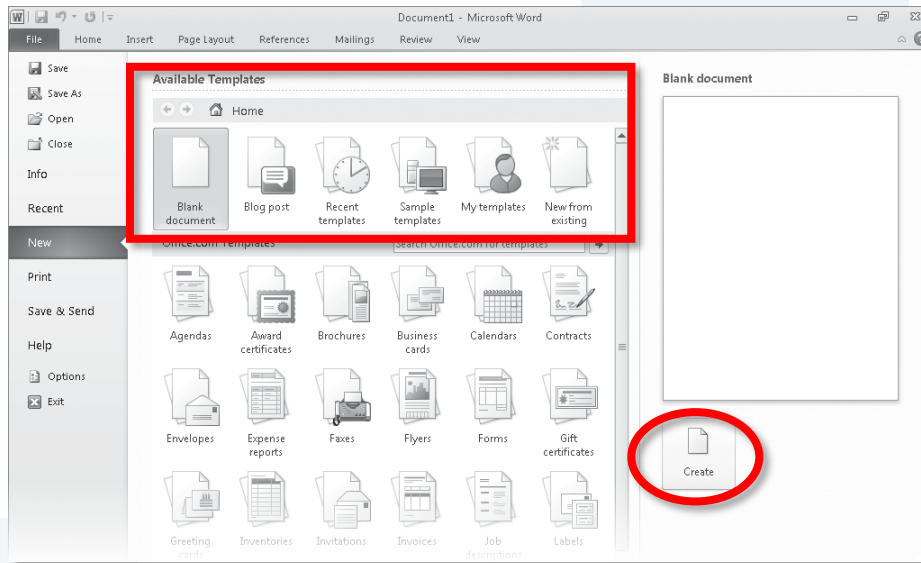
To use one of Word's built-in templates:

1. Access the backstage by clicking on the File tab
2. Click on the 'New' option



3. At the top, you'll see the 'Available Templates' (including a Blank document) and you'll also see a selection of templates from Office.com. Click on one of the templates to see a preview of that template

4. Select the template of your choice and press the 'Create' button



If you double click on any of the templates, Word will automatically open the template without showing you a preview.

## Templates from Office.com

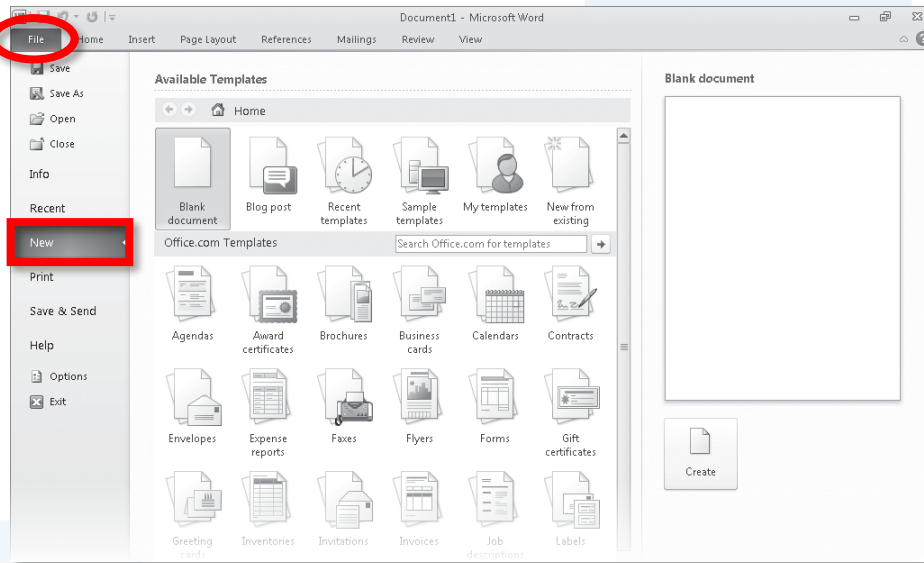
The Office.com templates are files created by individuals, professionals and the common user. Many of the templates are well done and user-friendly but may be difficult to customize.

To use one of the templates from Office.com:

1. Access the backstage by clicking on the File tab

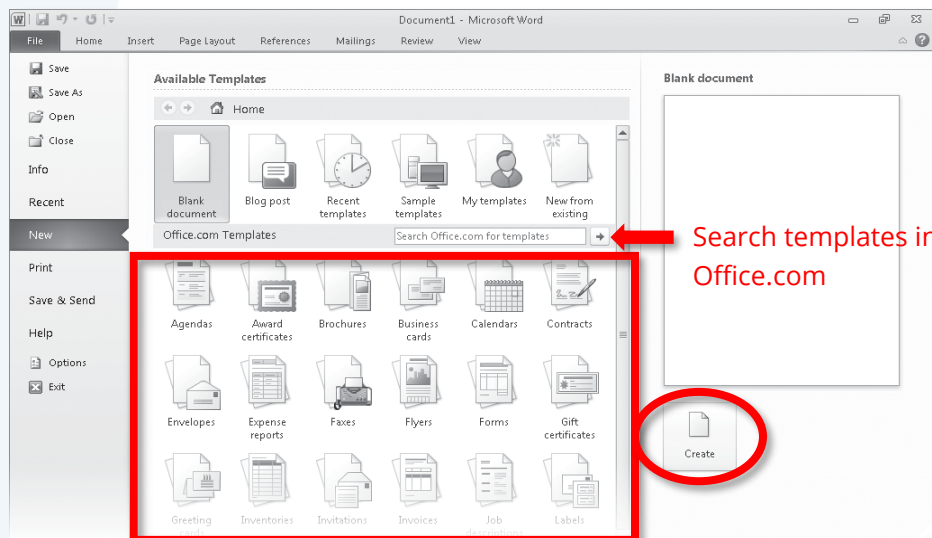


2. Click on the 'New' option



3. Towards the middle of the page, you'll see a selection of templates from Office.com. Click on one of the templates to see a preview of that template

4. Select the template of your choice and press the 'Create' button



You also have the option to search for templates in Office.com which will speed up your search and help you find a template much quicker.

## Types of Templates

Most of the templates available for use are business templates, but you may also find some templates for personal use. Here is a quick list of some of the templates you may be able to use:

- Expense reports
- Flyers
- Faxes
- Brochures
- Agendas
- Calendars
- Inventory forms
- Business cards
- Certificates
- Invoices

Office 2010 may be limited in the types of templates available, but there are other templates that you can find with a simple online search.

## How to Customize Templates

For the most part, templates already contain a set of page layout settings, formatting, backgrounds and themes. Most documents are ready to use and only require your content. However, you may have a need to change some of the settings that come with a template.

You can always use a template and add your ‘personal flavor’. You may encounter some difficulty using certain templates so below is a list of recommendations to help you easily customize templates.

### *Replace Samples With Your Content*

Most likely, the templates that you use will have content already inserted into the template. The content in the template is used more as a sample to help you understand what type of text should be included within certain parts of the template. You can easily override the sample content with your content, change the font types and colors.

### *Replace Placeholders With Your Text*

Some templates also have placeholders or fields for you to use. These placeholders will usually be surrounded by brackets (such as **[Date]**). The placeholder can be

easily replaced with your text. You can even completely remove the placeholder from the template if you wish as well. You do this by deleting it.

### *Use Graphics, Tables & Charts*

Some templates also have some great graphics and tables that you can use and are easily editable. These templates are great to use because you don't have to recreate some complicated tools, especially if you don't know how to create them. Most of the tables or charts use placeholders as well which can be replaced by your text.

### *Use Building Blocks*

Many templates also include built-in building blocks that you can customize, and some may include custom building blocks, such as headers and footers and Auto Text (such as copyright paragraphs or business contact information). Check for building blocks that you can edit and use to personalize the document.

### *Templates With Macros*

There are also some templates that contain macros, allowing user to perform automatic processes set by the person who built the macros. However, macros will not be covered in this booklet.

## **Templates in Compatibility Mode**

There may be an instance in which you choose a template to use and realize that when you try to edit, you are editing the file in (Compatibility Mode). As discussed in the beginning pages of this booklet, this type of designation occurs because the templates were created with an earlier version of Word (such as Word 2003).

You can still edit files in (Compatibility Mode) but some of the template's functionality may not be accessible in Word 2010.

## Creating Your Own Template

If you find yourself creating (or using) the same type of file repeatedly, then it might be a promising idea to convert the file into a template that you can use. If you create a template, then you will be able to keep the formatting, text and other elements you typically use.

### *Types of Template To Create*

Depending on the work that you do or how you plan on using your template, you might need to consider two options.

You can create two types of templates:

1. A template where you keep the necessary styles and formatting along with your content
2. A template where you keep the necessary styles and formatting but remove any text so that any user can edit

The first option is a good option for those people who need to use the same template and only need to make minor modifications.

### *Saving A File As A Template*

If the work you do is done routinely, then you can use one file and include it as an updated version of that file by saving it with another name. This is a good idea, for example, if you have a report that you need to update every week with data that accumulates every week.

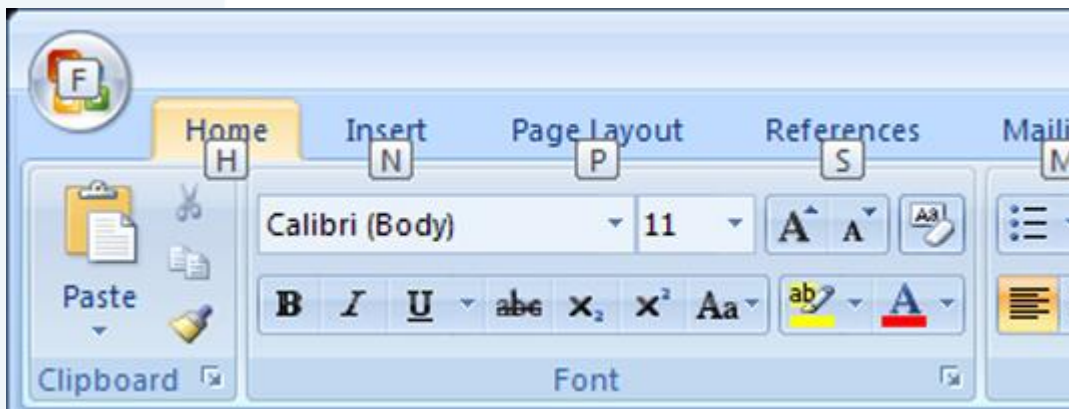
If you want to save a template that anyone can use, like an official, company agenda, then you can save the file in your default Templates folder, which will make that template available when you create a new template and access My Templates in the Backstage view.

# Shortcuts for Intermediate Users

The following pages contains lists of specific shortcuts to help you become faster while working with Microsoft Word.

## Shortcuts To Navigate through Ribbons

When using any Microsoft Office programs, you can navigate through the different ribbons without using a mouse. It may just save you a bit more time if you do it this way. The keyboard can be used to navigate through all the ribbons and buttons in the Word interface. The ALT button will display letters that show you which keys will take you to which ribbon or button. For example, after pressing the ALT key on the keyboard, Word will display letters next to my tabs and if I press, for example, the letter 'S' in my keyboard it will take me to the References tab.



## Universal & Commonly-Used Shortcuts

Shortcut Type	Buttons on your keyboard
<b>Copy</b>	CTRL + C
<b>Paste</b>	CTRL + V
<b>Cut</b>	CTRL + X
<b>Highlight All</b>	CTRL + A
<b>Bold</b>	CTRL + B
<b>Underline</b>	CTRL + U
<b>Italicize</b>	CTRL + I
<b>Find text</b>	CTRL + F
<b>Undo</b>	CTRL + Z

<b>Save a File</b>	CTRL + S
<b>Close a File</b>	CTRL + W
<b>Open a File</b>	CTRL + O

## Shortcuts to Navigate Around Your Keyboard (Cursor)

Cursor Movement	Buttons on your keyboard
<b>Left one character</b>	Left Arrow
<b>Right one character</b>	Right Arrow
<b>Down one line</b>	Down Arrow
<b>Up one line</b>	Up Arrow
<b>Left one word</b>	CTRL + Left Arrow
<b>Right one word</b>	CTRL + Right Arrow
<b>To the beginning of the current line</b>	Home button
<b>To the end of the current line</b>	End button
<b>To the beginning of the document</b>	CTRL + Home
<b>To the end of the document</b>	CTRL + End
<b>Up one screen</b>	Page Up button
<b>Down one screen</b>	Page Down button
<b>To the beginning of the previous page</b>	CTRL + Page Up
<b>To the beginning of the next page</b>	CTRL + Page Down