MICROSOFT WORD XP

NEW FEATURES

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NEW FEATURES

WORKING WITH WORD WINDOWS

Discussion

When upgrading from Word 97, the first feature you notice is the new interface. The Word 2002 interface has a new look and feel. To the right of the document area is the task pane. The **New Document** task pane provides links for opening new or existing documents.

You can ask the Office Assistant for help by typing a question in the **Ask a Question** box at the far right of the menu bar. This feature provides a fast, always-visible method of getting help. It is better to enter a full question or sentence rather than just a word or phrase.

Word 2002 now includes an Office Clipboard that can hold multiple items. You no longer have to complete the copy and paste operation before copying another item. As you copy items, they appear on the **Clipboard** task pane. You can gather multiple selections and then paste them as desired.

Several documents can be open at the same time, with each document displaying its own application title bar, menus, toolbars, scroll bars, and status bar. Open documents appear as buttons in your taskbar. The **Search** task pane is also available to perform simple or advanced file searches.

Word 2002 includes many enhancements to make working with documents easier and more professional looking.

Formatting and consistency are made easier through task panes. Use the **Reveal Formatting** task pane to display text formatting, such as font style, paragraph alignment, and section settings. The **Reveal Formatting** task pane also provides links to various formatting dialog boxes, giving you the ability to open a dialog box with a single click. In the **Styles and Formatting** task pane you can view, select, apply, and clear formatting from text. You can also use this task pane to select all the text of a similar style, allowing you to select non-contiguous text.

USING THE TASK PANE

Discussion

The task pane provides links to many common tasks in Word. For example, you can use the task pane to create a new, blank document or to reopen a recently modified one.

The task pane is actually comprised of several panes, which can be selected from the **Other Task Panes** list. The name of the current pane appears in the task pane title bar. You can use other task panes to find and insert clip art, search for files, and create and apply styles.

The **Back** and **Forward** buttons located in the task pane title bar navigate to previously viewed task panes. Blue text in the task pane indicates a link to an action or dialog box.

You can hide or display the task pane according to your needs. Although the features in the task pane are useful, you may want to hide it to display a larger document area. By default, the task pane appears each time you start Word. You can disable this feature by deselecting the **Show at startup** option at the bottom of the **New Document** task pane.

> 📖   The contents of a task pane vary, depending upon the currently selected text or object.

> 📖   Each task pane can be opened with a separate menu command. The **Task Pane** command on the **View** menu opens the most recently used task pane.

> 📖   You can change the size of the task pane by dragging the splitter bar (the border between the vertical scroll bar and the task pane) as needed.

✅ Procedures

1. If necessary, select the **View** menu to open the task pane.

2. Select the **Task Pane** command.

3. To view a different task pane, select the **Other Task Panes** list on the task pane title bar.

4. Select the desired task pane.

5. Click the **Back** or **Forward** button to return to a previous task pane.

6. To close the task pane, click the **Close** button in the upper, right corner of the task pane.

7. Display the task pane again, if desired.

USING ASK A QUESTION TO GET HELP

🗩 Discussion

The **Ask a Question** box at the far right of the menu bar provides a fast, always-visible method of getting help. Like the Office Assistant, it is better to enter a full question or sentence rather than just a word or phrase. After typing the question and pressing the **[Enter]** key, Word suggests possible help topics. Clicking any suggestion opens the Microsoft Word Help dialog box to the corresponding

topic. Once the Microsoft Word Help dialog box is open, you can navigate to other relevant help topics.

When you first open Word, the **Ask a Question** box displays the default prompt **Type a question for help**. Your question text replaces the prompt. The **Ask a Question** list displays your previous questions. You can use the list to select or review recently asked questions. Questions entered into the Office Assistant and the Answer Wizard also appear in the list.

> The **Ask a Question** list only displays the questions asked during the current editing session. Closing Word clears the list.

> If there are more topics than can be displayed at one time, you can use the **See more** and the **See previous** commands to scroll through the available topics.

✔ Procedures

1. Click in the **Ask a Question** box on the menu bar.

2. Type the question you want to ask.

3. Press **[Enter]**.

4. Select the desired help topic.

5. Click the **Close** button on the help window title bar.

LESSON 2 -
USING NEW FILE FEATURES

USING THE OPEN DIALOG BOX

🔲 Discussion

The most significant change in the Open dialog box is that it is now a resizable window. Other changes include the Places Bar, which appears on the left side of the dialog box. The Places Bar provides shortcuts to various folders containing commonly used files, as well as desktop options and recently opened files.

The **Views** button at the top of the Open dialog box allows you to select one of eight views: **Large Icons, Small Icons, List**, **Details**, **Properties**, **Preview**, **Thumbnails**, or **WebView**. The **Thumbnail** view displays a miniature image of supported graphic and HTML files. You can change views using the **Views** list or by repeatedly clicking the **Views** button to cycle through the available views.

The **Open** button now provides a list of options that allow you to open a document as read-only, open a copy of a document, open an HTML file in your browser, or open and repair a damaged file.

> 📖 You can also access the Open dialog box by selecting the **More documents** link in the **New Document** task pane.

> 📖 If you use the **Favorites** folder to quickly locate files, you can open it using the **Favorites** icon on the Places Bar. You can access the **Add to Favorites** command from the **Tools** menu in the Open dialog box.

✅ Procedures

1. Click the **Open** button on the **Standard** toolbar.

2. Select the **Look in** list.

3. Select the drive where the document you want to open is located.

4. Open the folder in which the document you want to open is located.

5. Click the arrow on the **Views** button .

6. Select the desired view.

7. Select the file name of the document you want to open.

8. Select the **Open** list.

9. Select the desired option.

USING THE MY PLACES BAR IN THE OPEN DIALOG BOX

Discussion

When in the Open dialog box, you may notice a bar containing icons on the left-hand side of the window. This is called the **My Places Bar**. The My Places Bar contains shortcuts to commonly-used folders, such as **My Documents, My Network Places, Favorites and History**, the latter of which is a history of the last places that you went to open or save a file.

You can add items to the My Places Bar, such as a shortcut to your A: and D: drives or to one or more of your mapped network drives (such as M:, H: or S:).

You can also remove items from the My Places Bar if you don't use them.

Finally, if you add too many items to the My Places Bar and it becomes overcrowded, you can tell the program to show the items as Small Icons so that you can see all of them at once. You can even move items around on the My Places Bar.

✔ Procedures

1. Click Open from the **File** menu (or click **More Documents** from the New Document Task Pane).

2. To add a folder to the My Places Bar, navigate to that folder and select the folder. Then click the **Tools** button on the toolbar to the right of the **Look in** box. Select **Add to "My Places**." The folder will be added to the My Places bar.

3. To add a drive to the My Places Bar, click on the drop-down arrow next to the **Look in** box and select **My Computer**. Click once on the drive that you want to add and then click the **Tools** button on the toolbar to the right of the **Look in** box. Select **Add to "My Places**." The drive will be added to the My Places bar.

4. To make the icons on the My Places Bar smaller, right-click on the My Places bar and select **Small Icons**. To return to large icons, right-click on the My Places Bar and select **Large Icons**.

5. To delete an item from the My Places Bar, right-click on the item and select **Remove.**

6. To rename an item on the My Places bar, right-click on the item and select **Rename**. Type the new name and hit enter.

7. To move and item up or down on the My Places Bar, right-click on that item and select either **Move Up** or **Move Down.**

USING THE NEW DOCUMENT TASK PANE

Discussion

When you open Word 2002, a new, blank document and the **New Document** task pane appear in the application window. The **New Document** task pane contains four sections; **Open a document**, **New**, **New from existing document**, and **New from template**. Links in each section allow you to create a new, blank document, create a new document from an existing document, open a recently opened document, and create a document from a template.

> 📖 Deselecting the **Show at startup** option at the bottom of the **New Document** task pane disables the task pane so that it does not automatically appear when you open Word.

> 📖 Word displays the names of the four most recently opened documents at the bottom of the **File** menu and in the **Open a document** list at the top of the **New Document** task pane. You can use the **General** page in the Options dialog box to change the number of documents that appear in the list.

> 📖 Clicking the **New** button on the **Standard** toolbar opens a new document and bypasses the **New Document** task pane. You can also create a new, blank document by clicking the **Blank Document** link in the **New Document** task pane.

✔ Procedures

1. Select the **File** menu.
2. Select the **New** command.
3. Select the desired link.

USING A TEMPLATE

Discussion

The **New Document** task pane allows you to access any of Word's preformatted templates (including templates for memos, reports, letters, and brochures) or any template you may have created. The **New Document** task pane includes links to templates available in the Templates dialog box, previously used templates, and templates stored on a web site, such as those available on the Microsoft Web site.

> 📖 Links to recently used templates appear in the **New Document** task pane under the **New from template** section.

> 📖 To delete a template, click the **General Templates** link in the **New Document** task pane. Then, in the Templates dialog box, right-click the template you want to delete and select the **Delete** command.

✔ Procedures

1. Select the **File** menu.
2. Select the **New** command.
3. Select the desired template link in the **New from template** section of the **New Document** task pane.
4. Select the tab or links as necessary, to locate the template you want to use.

5. Select the desired template.

6. Select **OK**.

USING THE BASIC SEARCH TASK PANE

Discussion

Word includes a **Search** task pane that you can use to locate files. The **Search** task pane actually involves three separate task panes; the **Basic Search** task pane, the **Advanced Search** task pane, and the **Search Results** task pane.

If you are unsure of the file name of a document or do not know where the document is located, you can use the **Basic Search** task pane to locate it. When you enter text into the **Search text** box, Word searches for those characters in file names, document text, and text fields in Properties dialog boxes.

You can expand or limit a search using the location and file type options under **Other Search Options**. You can search every available folder by selecting **Everywhere** from the **Search in** list and **Anything** from the **Results should be** list. Conversely, you can limit a search to specific folders or file types using the corresponding options.

When a search is performed, Word displays the found files on the **Search Results** task pane. You can click the **Stop** button at the bottom of the task pane at any time to stop the current search. The search is complete when the **Stop** button changes to **Modify**. If the file for which you are looking is not found, you can use the **Modify** button to modify the search or to create a new one.

Pointing to a file name in the **Search Results** list displays a ScreenTip, which lists the file properties. Clicking the file name opens it in Word. A list of options appears when you right-click a file name in the **Search Results** task pane or click its drop-down arrow. These options include opening the file, opening a copy of the file with a new name, copying a file link to the Clipboard, or opening the file's Properties dialog box.

Your search text is saved in the **Search** task pane for the entire Word session; but it is cleared when you exit Word. However, your selections under **Other Search Options** are permanently saved until you manually change them.

> You can use the **Search** button on the **Standard** toolbar to display and hide the **Search** task pane. If the task pane is already displayed, you can also select the **Search** task pane from the drop-down list in the task pane title bar.

> You can perform a basic search from the Open dialog box by selecting the **Tools** menu, the **Search** command, and the **Basic Search** tab.

✔ Procedures

1. Click the **Search** button ![icon] on the **Standard** toolbar.

2. Select the **Basic Search** link at the bottom of the task pane, if necessary.

3. Select the **Search text** box.

4. Type the text you want to find.

5. To modify where to search, click the **Search in** arrow.

6. Click the plus sign next to each location you want to expand.

7. Select and deselect the check boxes to the left of each folder you want to include or exclude from the search.

8. Press **[Esc]**.

9. To modify what to search, click the **Results should be** arrow.

10. Select or deselect the check box to the left of each file type you want to include or exclude from the search.

11. Press **[Esc]**.

12. Select **Search**.

USING THE DOCUMENT RECOVERY PANE

⚲ Discussion

Office XP provides a file recovery feature to recover data lost when an error prevents the normal saving and closing of a file, such as when your computer suddenly crashes or loses power. The next time you start Word after a system halt, the **Document Recovery** pane appears on the left side of the application window with a list of all documents that were open when the error occurred. For each document, the task pane shows the file name and when you last saved the document. If the document is marked as recovered, then it is probably a more recent version of the original document than the last saved version.

Pointing to document in the **Document Recovery** pane displays a drop-down arrow, from which you can choose a recovery option. The **Open** option opens the recovered file. The **Save As** option allows you to save the recovered file with a new name. If you save the file with the same name, the original file is overwritten. If the document is marked as recovered, you can select the **Delete** option to delete the recovered file or the **Show Repairs** option to view the repairs that were made to the file.

CREATING ADOBE PDF FILES

Discussion

Your new computer has the Adobe Acrobat 5.0 program installed on it, giving you the ability to create Adobe pdf files via Microsoft Word, Excel, PowerPoint, etc. A benefit of creating a pdf file is that the program takes something like a "picture" of the document on your screen so that you can share that document with others without requiring them to have MS Word on their computer. All they need to view your pdf file is the Adobe Acrobat Reader, which is a free program that can be downloaded from the Adobe website at www.adobe.com.

Another benefit of creating pdf files is that the file you create will look exactly as you created it on anyone's machine, regardless of the configuration of the viewer's computer. This is useful when you are sharing files with those who have different versions of Word or different printers than you do, both of which may change the formatting of your document and make it look different than when you created it. With pdf files, what *they* see is what *you* see.

Adobe pdf files are created within the software program that you created the file in. In other words, if you want to make a pdf file out of a Word document, you should do it from within MS Word.

Procedures

1. Create the Word document and save it.

2. Click the **Print** icon on the Standard Toolbar (or select **File, Print**).

3. Change the printer **Name** to the **Acrobat Distiller** (NOT the Acrobat PDFWriter).

4. Click **OK**. If you had not saved the document, you will be asked to.

5. You will be asked what you want to name the pdf file and where you want it to be saved. Name the file and select a location (My Documents is NOT the default location for pdf files, so select My Documents).

6. Adobe Acrobat may take a few moments to open up, but you will see it open up on the Taskbar. You can click on the Adobe program on the Taskbar, but you must wait for the file to finish being created.

7. Once the pdf file is created, it will appear within the Adobe Acrobat program for you to view. There is no need to save the file. You can simply close it. It has already been saved in the location that you selected during the creation of the file.

LESSON 3 -
USING NEW DOCUMENT FEATURES

SELECTING MULTIPLE TEXT BLOCKS

Discussion

A new Word 2002 feature allows you to select and format multiple, non-contiguous text selections concurrently. The **[Shift]** key allows you to extend a selection in a continuous block, and the **[Ctrl]** key allows you to select multiple, non-contiguous text blocks.

Procedures

1. Select a contiguous text block.

2. To select additional, non-contiguous text blocks, hold **[Ctrl]** and select the desired text.

USING THE PASTE OPTIONS BUTTON

Discussion

The **Paste Options** button, which appears after you have pasted a cut or copied item, allows you to apply the desired formatting to the pasted item. For example, if you are copying bolded text, you may want to paste the text without the bolding.

If you select the **Keep Source Formatting** option, the text is pasted with its original formatting. When the **Match Destination Formatting** option is selected, the formatting in the paste location is applied to the pasted text. The **Keep Text Only** option pastes the text without its original formatting, and the **Apply Style or Formatting** option opens the **Styles and Formatting** task pane.

Paste options may differ, depending upon the format of the cut or copied text. For example, different options will appear when you paste a list that uses automatic numbering.

You can hide the **Paste Options** button by pressing the **[Esc]** key.

> The **Paste Options** button can be turned off by selecting the **Tools** menu, the **Options** command, and the **Edit** page and then deselecting the **Show Paste Options buttons** option under **Cut and paste options**.

✔ Procedures

1. Select the text you want to move or copy.

2. Cut or copy the text as desired.

3. Position the insertion point in the location where you want to paste the text.

4. Click the **Paste** button .

5. Click the **Paste Options** button .

6. Select the desired option.

7. To hide the **Paste Options** button, press **[Esc]**.

USING THE CLIPBOARD TASK PANE

Discussion

The Office Clipboard can store multiple items, including graphics, cut or copied from any open Office application. The cut or copied items are then available to be pasted into any open Office file.

The Office Clipboard is accessed by opening the **Clipboard** task pane. When you first open the **Clipboard** task pane, it displays the last item cut or copied to the Windows Clipboard. As you continue to cut or copy items, they are collected on the **Clipboard** task pane and remain available to all Office XP products.

For each of the cut or copied items, the **Clipboard** task pane displays an icon and a portion of the text. You can click any item to paste it at the insertion point, or you can use the **Paste All** button to paste all the items at one time. Right-clicking an item displays a shortcut menu containing options to paste or delete the item.

After pasting text, the **Paste Options** button appears in the document, allowing you to control the formatting of the pasted item.

Once you have finished a particular copying sequence, you can clear the Office Clipboard of all items by clicking the **Clear All** button in the **Clipboard** task pane. In addition, the Office Clipboard clears automatically when you close all Office XP programs.

> 📖 If the task pane is open, you can display the **Clipboard** task pane by selecting the **Clipboard** command from the **Other Task Panes** list on the title bar.

> 📖 You can also open the **Clipboard** task pane by pressing **[Ctrl+C]** twice, since the **Clipboard** task pane opens automatically as soon as a second item is cut or copied.

✔ Procedures

1. Select the **Edit** menu.

2. Select the **Office Clipboard** command.

3. To clear all the items from the Office Clipboard, click the **Clear All** button in the **Clipboard** task pane.

4. Cut or copy the items you want to paste.

5. Position the insertion point where you want to insert an item.

6. Click any item in the **Clipboard** task pane to paste it into the document at the insertion point.

7. To paste all the items, click the **Paste All** button in the **Clipboard** task pane.

8. To remove an item from the Office Clipboard, right-click it in the **Clipboard** task pane.

9. Select the **Delete** command.

CHANGING OFFICE CLIPBOARD OPTIONS

Discussion

The **Options** button in the **Clipboard** task pane allows you to control the functioning of the Office Clipboard. By default, the **Clipboard** task pane opens automatically as soon as two items are cut or copied in succession. However, you can deselect the **Show Office Clipboard Automatically** option to suppress the automatic appearance of the **Clipboard** task pane.

When you close the **Clipboard** task pane, Word stops collecting cut or copied items. If you want to continue collecting items while the task pane is closed, select the **Collect Without Showing Office Clipboard** option.

When the **Clipboard** task pane is open in any Office XP product, a **Clipboard** icon appears in the Windows system tray. To hide the **Clipboard** icon in the system tray, you can deselect the **Show Office Clipboard Icon on Taskbar** option.

If you cut or copy an item when the Office Clipboard is open in any Office application, a screen prompt automatically appears above your Windows system tray, announcing the current status of the Office Clipboard. The status prompt appears even if the **Clipboard** icon is hidden. You can deselect

the **Show Status Near Taskbar When Copying** option to hide the appearance of this screen prompt.

> 📖 Closing the **Clipboard** task pane three times without pasting from it automatically disables the **Show Office Clipboard Automatically** option.

✅ Procedures

1. Open the **Clipboard** task pane.

2. Click the **Options** button in the **Clipboard** task pane.

3. Select or deselect the desired option.

4. Click in any blank area to close the list of options.

SWITCHING DOCUMENT VIEWS

🔎 Discussion

Although the views in Word 2002 have not changed, the names of the views have.

Page Layout view is now called **Print Layout** view and **Online Layout** view is now called **Web Layout** view. You can use the **View** menu or the **View** buttons to the left of the horizontal scroll bar to change document views.

A new feature in **Print Layout** view is the ability to hide the white space (margins) at the top and bottom of the page. To hide the white space, point to the top or bottom edge of the page and click when the mouse pointer displays as two arrows and the **Hide White Space** ScreenTip appears. To show the margins again, repeat the process. (The ScreenTip will display the text **Show White Space**.)

> 📖 **Master Document** view is now available in **Outline** view by selecting the **Master Document View** button on the **Outlining** toolbar.

PRINTING ENVELOPES AND LABELS

Discussion

Word makes it simple to address and print envelopes and labels. The procedures for creating envelopes and labels are similar, and both are completed in the Envelopes and Labels dialog box. The Envelopes and Labels dialog box now includes an **E-postage Properties** button that allows you to set options for an electronic postage program, if you have one installed.

> In order to access the **Envelopes and Labels** command, a document must be open.

Procedures

1. Select the **Tools** menu.

2. Point to **Letters and Mailings**.

3. Select the **Envelopes and Labels** command.

4. Select the **Envelopes** or **Labels** tab, as applicable.

5. Select the **Delivery address** box for envelopes or the **Address** box for labels.

6. If necessary, type the address, pressing **[Enter]** after each line.

7. When creating envelopes, select the **Return address** box.

8. Type the return address, pressing **[Enter]** after each line, if necessary.

9. Select **Options**.

10. When creating envelopes, select the **Envelope Options** tab, if necessary.

11. Select envelope or label options as desired.

12. For envelopes, select the **Delivery point barcode** option under **If mailed in the USA**, if desired.

13. Select **OK**.

14. For labels, select the **Delivery point barcode** option, if available and desired.

15. To print an envelope or a full page of the same label, place the envelope into the printer in the direction indicated under **Feed** or place the label sheet in the selected tray; then, select **Print**.

16. Alternately, to save the envelope with the current document, select **Add to Document**; to modify or save a sheet of labels, select **New Document**.

17. When creating envelopes, select **Yes** to change the default return address or **No** to retain the current default return address.

LESSON 4 -
USING NEW FORMATTING FEATURES

WORKING WITH NEW FORMATTING FEATURES

Discussion

Word 2002 provides several new feature that help with document formatting. The **Styles and Formatting** task pane allows you to apply different paragraph and character styles with a single click. You can also select a text sample and choose all instances in the document that use the same formatting, allowing you to select and format non-contiguous text en masse.

Bullets and numbering have been improved by the **AutoCorrect Options** tag that allows you to enable or disable numbering, restart the numbering, or continue the numbering from a previous list.

Another new feature is the **List Styles** found in the Bullets and Numbering dialog box. You can create your own bullet and numbering styles and assign different fonts or graphics to each list level.

APPLYING FORMATS WITH THE TASK PANE

Discussion

All the formatting combinations you apply to a document are listed on the **Styles and Formatting** task pane. You can use the task pane to easily apply a format. Using the formats in the **Styles and Formatting** task pane can help you keep a consistent look throughout the document.

When you point to a format or style in the **Pick formatting to apply** list, all of its attributes appear in a ScreenTip. Most of the attributes will include the word **Normal**. The **Normal** style contains all the default font attributes for the document based on the current template. When you use the task pane to apply a format, be aware that the formatting of the selected text is removed and all the attributes of the new format are applied. Therefore, if you apply a **Bold** format based on the **Normal** style to text formatted with a font size of 14 points, the font size of the selected text also changes.

In addition to applying formats, you can also find text to which a specific format has been applied. Using the shortcut menu for a format, you can select all the instances of that format, remove that format from all the instances in the document, or modify the format, thereby creating a new style.

> The **Styles and Formatting** button is a toggle; you can use it to close the task pane as well.

> 📖 You can delete a specific format by right-clicking it in the **Styles and Formatting** task pane and selecting **Delete**. If you delete a format, all text to which it had been applied returns to the **Normal** style.

> 📖 You can also select the **Format** menu and the **Styles and Formatting** command to open the task pane. If another task pane is already open, you can use the **Other Task Panes** list to switch to the **Styles and Formatting** task pane.

✔ Procedures

1. Click the **Styles and Formatting** button 🔲 on the **Formatting** toolbar.

2. Select the **Show** list at the bottom of the task pane.

3. Select **Available formatting** or **Formatting in use** as desired.

4. Select the text you want to format.

5. Click the desired format from the **Pick formatting to apply** list.

6. To select text formatted identically, select any text containing the formatting you want to find.

7. Click **Select All** in the **Styles and Formatting** task pane.

USING CLICK AND TYPE TO ALIGN TEXT

❓ Discussion

The **Click and Type** feature allows you to insert new text or graphics in one of three preset alignment areas in any blank line of a document. If you are creating a special page (such as a title page), the **Click and Type** feature allows you to type the title text in the middle of the page without having to set specific alignment options. You can simply double-click where you want the title to appear.

When the **Click and Type** feature is active, the mouse pointer appears as an I-beam with an alignment symbol attached; this alignment symbol changes to reflect the corresponding alignment area as you drag the mouse pointer across any blank line. To enter text, you simply point to the location in the line where you want to enter the text, double-click, and type.

The **Click and Type** feature is only available in the **Print Layout** or **Web Layout** views. Depending upon the location in which you want to use the **Click and Type** feature, you may first have to click in any blank area of the line to activate it.

> 📖   In order to use the **Click and Type** feature, the **Enable click and type** option on the **Edit** page in the Options dialog box must be selected.

> 📖   If you double-click in a blank line, but do not insert text, Word does not save the alignment setting.

✔ Procedures

1. Switch to **Print Layout** or **Web Layout** view.

2. Click once in any blank area of the line in which you want to insert text.

3. Point to the location in the line where you want to insert the text.

4. Double-click at the location in the line where you want to insert text.

5. Type the desired text.

REVEALING FORMATTING

Discussion

The **Reveal Formatting** task pane displays the attributes for the selected document text. Attributes are grouped under headings, the most common being **Font**, **Paragraph**, and **Section**.

The **Font** heading shows the name and point size of the font, as well as the language of the text. If other font attributes have been applied (for example, highlighting), they will also be listed here. The **Paragraph** heading displays the alignment and indentation of the current paragraph. In addition, if other paragraph attributes have been added (such as spacing or tabs), they will also be displayed. The **Section** heading displays attributes for margins, layout, and paper size.

You can expand and collapse the **Font**, **Paragraph**, or **Section** headings to view or hide the attributes. The underlined attributes under each heading are links to the corresponding dialog boxes; when you click a link, the corresponding dialog box opens and you can make changes as desired.

You can also use the task pane to compare the differences in formatting between two text selections.

> 📖   If the task pane is already open, you can use the **Other Task Panes** list arrow to change task panes.

> 📖   Other attribute headings such as **Table**, **Cell**, and **Bullets and Numbering** will appear if the document contains a table or a numbered or bulleted list.

✅ Procedures

1. Select the **Format** menu.

2. Select the **Reveal Formatting** command.

3. Select the text whose formatting you want to view.

4. Click in the **Reveal Formatting** task pane to expand the heading containing the attributes you want to view, if necessary.

5. Click the link for the formatting you want to change.

6. Make the desired formatting changes.

7. To compare text, select the first text to be compared.

8. Select the **Compare to another selection** option.

9. Select the comparison text.

USING THE AUTOCORRECT OPTIONS BUTTON

💬 Discussion

The **AutoCorrect Options** button appears as a hollow, blue bar when you point to or position the insertion point near text that was automatically corrected. When you point to the blue bar, the **AutoCorrect Options** button appears. You can use available AutoCorrect options to change the text back to what was originally typed, have AutoCorrect stop automatically correcting the text, or access the AutoCorrect Options dialog box.

> 📖 AutoCorrect can capitalize the first word in a sentence, the days of the week, and the first letter in a table cell. You can turn these options on or off by selecting the **Tools** menu, the **AutoCorrect Options** command, and the applicable option on the **AutoCorrect** page.

✅ Procedures

1. Point to text that has been AutoCorrected.

2. Point to the blue bar under the AutoCorrected word.

3. Click the **AutoCorrect Options** button.

4. Select the desired option.

TYPING A NUMBERED OR BULLETED LIST

Discussion

There may be times when you need to include a numbered or bulleted list in a document. Numbered lists are often sequential items or items listed in order of importance.

One way to create a numbered list is to use the **AutoFormat as you type** feature, which applies numbers or bullets as you type. Whenever you type a **1** (Arabic or Roman) or an **A** (uppercase or lowercase) and a period (**.**), dash (**-**), or parenthesis (**)**) followed by a space or tab indent and then text, Word assumes you want to sequentially list the items. Whenever you type an asterisk (*****) followed by a space or a tab indent and then text, Word assumes you want to create a bulleted list. Thereafter, each time you press **[Enter]**, the next applicable number or letter in the sequence appears in a numbered list or another bullet appears in a bulleted list.

After typing the first line of numbered or bulleted text and pressing **[Enter]**, the **AutoCorrect Options** button appears. At this point, you can accept the AutoFormat and continue typing your list, or you can use the **AutoCorrect Options** list to undo the previous automatic list formatting or to end the list on the current line.

> You can also disable numbering and bullets after the last list item by pressing **[Enter]** and then pressing **[Backspace]** or by pressing **[Enter]** twice.

> Once you have created a numbered or bulleted list, you can view the format in the **Styles and Formatting** task pane. You can then apply the list format to other text in the document.

> You can permanently disable the AutoFormatting of numbered and bulleted lists by selecting **Stop Automatically Creating Numbered Lists** or **Stop Automatically Creating Bulleted Lists** from the **AutoCorrect Options** list.

Procedures

1. Position the insertion point where you want to begin the numbered list.

2. To create a numbered list, type the number or letter you want to begin the list; to create a bulleted list, type an asterisk (*****).

3. Add the desired spacing or punctuation.

4. Type the desired text for the first list item.

5. Press **[Enter]**.

6. Enter additional list items as desired.

7. To turn off numbering or bulleting after the last list item, press **[Enter]** twice.

ADDING NUMBERS OR BULLETS TO TEXT

Discussion

Word can create a numbered or bulleted list from existing text. You can use the **Numbering** button on the **Formatting** toolbar to have Word number each paragraph of the selected text sequentially, beginning with the number 1. Alternately, you can use the **Bullets** button to have Word add a bullet to each paragraph of the selected text.

> If the document contains a numbered list above the current list, the **AutoCorrect Options** button appears, allowing you to continue the numbering sequence from the previous list or restart the numbering.

Procedures

1. Select the text to which you want to add numbers or bullets.

2. Click the **Numbering** button to add numbers or the **Bullets** button to add bullets to the selected text.

USING LIST STYLES

Discussion

Word allows you to create and customize bullet and numbering styles. You can create a new style from scratch, or you can edit an existing style and save it as a new style.

You can use the **List Styles** feature to create a new style. This feature allows you to define a style for each level of your bulleted or numbered list. This is particularly useful when you use a bullet and numbering style consistently and have to reformat it each time. Images and different font styles can be assigned to any level of your custom bullet or numbering style.

	You can also use the **Styles and Formatting** task pane to modify the current bullet or numbering style. Select the text of the style you want to modify, and then select the **Modify** command from the drop-down list of the style to be changed.

	To make a new bullets and numbering style available to other documents, you must add it to the template by checking the **Add to template** option in the Modify Style dialog box.

✔ Procedures

1. Select the list items of which you want to change the bullets or numbers.

2. Select the **Format** menu.

3. Select the **Bullets and Numbering** command.

4. Select the **List Styles** tab.

5. Select **Add**.

6. Type the desired name for the list style.

7. To create a picture bullet, select the **Insert Picture** button.

8. Select the desired image.

9. Select **OK**.

10. Select the **Apply formatting to** list.

11. Select the desired level.

12. To create a symbol bullet, select the **Insert Symbol** button Ω .

13. Select the **Font** list.

14. Select the desired font.

15. Select the desired symbol.

16. Select **OK** to close the Symbol dialog box.

17. Select **OK** to close the New Style dialog box.

18. Select **OK**.

REVEALING STYLES

Discussion

A style is a group of formatting attributes that are saved with a style name. There are four types of styles in Word 2002: character, paragraph, table, and list. You can apply styles as you type, or you can apply styles to existing text. Applying a style adds all the formatting attributes contained in that style to the selection.

Styles can be created, changed, and applied using the **Styles and Formatting** task pane. You can also use the task pane to view the style applied to selected text. Using the style's shortcut menu, you can select all the instances of a style, modify the style, delete a user-created style, or update the attributes in a style to match the current selection.

> The **Styles and Formatting** button is a toggle and can be used both to open and close the task pane.

> You can also open the **Styles and Formatting** task pane by selecting the **Format** menu and the **Styles and Formatting** command.

Procedures

1. Click the **Styles and Formatting** button on the **Formatting** toolbar.

2. Select the **Show** list at the bottom of the task pane.

3. Select **Available styles**.

4. To view the style applied to specific text, position the insertion point in the applicable text.

5. To find all text formatted with a specific style, right-click the style you want to find in the **Pick formatting to apply** list.

6. Select the **Select All # Instance(s)** option.

APPLYING CHARACTER AND PARAGRAPH STYLES

Discussion

Word supplies several different built-in styles for each of the four style types; character, paragraph, table, and list.

A character style is applied to selected text within a paragraph and affects aspects such as the text font type and size, as well as effects such as bold, italic, and small caps. Word provides several different built-in character styles, including **Emphasis** and **Strong**.

Whereas a character style is applied to specific text, a paragraph style is applied to an entire paragraph. Paragraph styles affect all aspects of a paragraph's appearance, including alignment, tab stops, line spacing, indentation, and borders. Paragraph styles, however, can also contain character formatting.

Word comes with several built-in paragraph styles. The most commonly used style is **Normal**. For example, you can use the **Normal** style for the body of a letter. Other commonly used styles include **Heading 1**, **Heading 2**, **Heading 3**, and **Body Text**. You can also create your own styles. Although some styles include the word **Heading** in them and are designed to be used for document headings, you can use them for other situations as well.

A table style applies border, alignment, and shading to a table; a list style applies consistent bullets, numbering, and indentation to a list. The symbol next to a style name indicates which type of style it is:

Style Type	Symbol
Character	a
Paragraph	¶
Table	⊞
List	☰

When you display **All styles** from the **Show** list, the most recently applied styles appear at the top of the **Pick formatting to apply** list, as well as in their correct alphabetic sequence within the list.

Procedures

1. Open the **Styles and Formatting** task pane.

2. Select the **Show** list at the bottom of the task pane.

3. Select **All styles**.

4. To apply a character style, select the text you want to format.

5. Click the character style you want to apply.

6. To apply a paragraph style, select the paragraph you want to format.

7. Click the paragraph style you want to apply.

EDITING AN EXISTING STYLE

Discussion

If you format text with a particular style and later decide that you want to change some of the style attributes, you can use the **Styles and Formatting** task pane to easily modify the style. Modifying a style allows you to reformat all text using that style at one time, without having to change each instance individually.

When you edit a style, you change its formats (such as font attributes, paragraph settings, tabs, and borders). You can modify styles you have created, as well as built-in styles. For example, if you prefer to use the Tahoma font for your document text, you can change the font of the **Normal** style to Tahoma.

> You can also modify a style by example. First, apply the desired formatting to text and then select it. Right-click the style you want to modify in the **Styles and Formatting** task pane and select **Update to Match Selection**.

Procedures

1. Open the **Styles and Formatting** task pane.

2. Select the **Show** list at the bottom of the task pane.

3. Select **Available styles**.

4. Right-click the style you want to modify.

5. Select **Modify**.

6. Select **Format**.

7. Select the type of formatting you want to modify.

8. Modify the formatting as desired.

9. Select **OK**.

10. Make additional formatting changes as desired.

11. Select **OK**.

CLEARING FORMATS AND STYLES

Discussion

You can use the **Clear Formatting** command to remove formatting and styles from text. When you remove all formatting and styles from text, it adopts the attributes of the **Normal** style. You can remove formatting and style from a single instance or from all instances of that formatting or style.

The **Clear Formatting** command appears at the top of the **Pick formatting to apply** list in the **Styles and Formatting** task pane whenever the **Show** option is set to **Available formatting**, **Formatting in use**, or **Available styles**. Since the **Normal** style is a paragraph style, all font, paragraph, tab, border, language, and numbering formats are returned to those defined by the **Normal** style.

If you clear formatting from text formatted with a character style, the text adopts the formatting of the paragraph around it, rather than that of the **Normal** style.

	Applying the **Normal** style has the same effect as selecting the **Clear Formatting** command.

	You can also clear formats by selecting the **Edit** menu, the **Clear** submenu, and the **Formats** command.

Procedures

1. Open the **Styles and Formatting** task pane.

2. Select the **Show** list at the bottom of the task pane.

3. Select **Available formatting**, **Formatting in use**, or **Available styles**.

4. Select the text containing the formatting or style you want to clear.

5. Select **Clear Formatting** at the top of the **Pick formatting to apply** list.

DELETING A STYLE

Discussion

If you no longer use a particular style, you can delete it from the document. When you delete a style, the **Normal** style is applied to any text formatted with the deleted style.

> If you accidentally delete a style, you can use Undo to reverse the action.

> You cannot use the **Style** box on the **Formatting** toolbar to delete a style.

Procedures

1. Open the **Styles and Formatting** task pane.

2. Select the **Show** list at the bottom of the task pane.

3. Select **Available styles** or **All styles**.

4. Right-click the style you want to delete in the **Pick formatting to apply** list.

5. Select **Delete**.

6. Select **Yes**.

CREATING A DRAWING OBJECT

Discussion

You can enhance a document by drawing an object such as a rectangle, oval, line, arrow, or polygon directly in it. Arrows, for example, can be used to point to important items; rectangles or ovals can be used to draw attention to specific items; and lines can be used to create divisions within a document. Drawing objects are created using the buttons on the **Drawing** toolbar.

As soon as you click a drawing object button on the **Drawing** toolbar, Word inserts a drawing canvas. The drawing canvas makes it easier to create and maintain complex drawings. All objects drawn within the confines of the drawing canvas are kept together as one unit. Although drawing objects are stored permanently on the drawing canvas, you can drag objects on or off the canvas as desired; Word allows objects to be stored in the document text as well.

When a drawing object button is activated, the mouse pointer changes into a crosshair. The center of the crosshair represents the outer border of the object. In addition, Word switches to **Print Layout** view as soon as you click a drawing object button.

Drawing objects can be moved or copied to any location in a document, and any objects stored on a drawing canvas are moved or copied as one unit. Once drawn, objects can be modified to change their shape, size, color, fill, and pattern, as well as a number of other attributes.

> You can hold the **[Shift]** key as you drag to draw a square with the **Rectangle** button or a circle with the **Oval** button. Simply clicking in the document after selecting a drawing object button inserts the object in a predefined size.

> To draw more than one object of the same type, double-click the applicable drawing object button. After you have drawn the desired number of objects, press the **[Esc]** key or click the drawing object button again to deactivate it.

> Word provides a grid of horizontal and vertical lines to help you create and align objects. From the **Drawing** toolbar, select the **Draw** menu, the **Grid** command, and the **Display gridlines on screen** option; then enter the desired amount of spacing between the vertical and horizontal grid lines.

✔ Procedures

1. Switch to **Print Layout** view.

2. Click the **Drawing** button ![icon] on the **Standard** toolbar to display the **Drawing** toolbar.

3. Click the desired drawing object button.

4. Drag in the drawing canvas to position and size the object as desired.

USING THE DRAWING CANVAS

🔖 Discussion

The drawing canvas acts as a frame in which you can create and arrange multiple drawing objects.

You can use the buttons on the **Drawing Canvas** toolbar to change the size of the drawing canvas. The **Fit** button resizes the canvas tightly around the objects within it. Conversely, the **Expand** button enlarges the canvas, creating more space between the border of the drawing canvas and the objects within it. Each time you click the **Expand** button, the canvas gets larger. These options only change the size of the drawing canvas; the size of the drawing objects within it are not affected.

The drawing canvas helps keep the objects in a complex drawing together and allows you to move and resize all the objects as one. Using the **Scale Drawing** button, you can resize all the objects within the drawing canvas at the same time. When you move the drawing canvas, all the objects remain in their relative positions and move with the canvas. However, you cannot move the drawing canvas if the **In Line With Text** option is enabled from the **Text Wrapping** menu on the **Drawing Canvas** toolbar. Selecting any other text wrapping option allows you to freely move the drawing canvas.

📖	The options on the **Text Wrapping** menu are not available if an object is selected in the drawing canvas. To deselect all objects, click in any blank area of the drawing canvas.

📖	To display the **Drawing Canvas** toolbar, right-click in the canvas and select the **Show Drawing Canvas Toolbar**.

📖	You can move and resize multiple objects as one object without using the drawing canvas by grouping them. Select all the objects (using the Shift key as you select each one) you want to group, and then select the **Group** command from the **Draw** menu on the **Drawing** toolbar.

✔ Procedures

1. Select any object in the drawing canvas.

2. Click the ⊞ **Fit** button on the **Drawing Canvas** toolbar to fit the drawing canvas to its contents.

3. Click the ⊞ **Expand** button as desired to enlarge the drawing canvas.

4. Select the ▣ **Scale Drawing** button to resize the contents in the drawing canvas.

5. Drag any sizing handle as desired to resize the objects.

6. Select the ▣ **Scale Drawing** button to disable scaling.

7. Select the **Text Wrapping** button ▥.

8. Select the desired text wrapping option.

9. Drag the drawing canvas to the desired position.

DRAWING WITHOUT THE DRAWING CANVAS

☺ Discussion

There are times when it may be more efficient to draw an object without using the drawing canvas. The drawing canvas was designed to help control the layout of text and diagrams in documents, as well as to manage multiple objects. If you are inserting only one object, you can do this without the drawing canvas.

To draw a single object without the drawing canvas, you can either draw the object outside of the drawing canvas, or you can press the **[Esc]** key when the drawing canvas first appears, before you draw the object. This removes the drawing canvas from the document, but only for the current instance. If you subsequently click a drawing object button or select an AutoShape from the **Drawing** toolbar, a drawing canvas will again appear.

In addition, pressing **[Esc]** hides the drawing canvas for an existing drawing, but does not remove it. When you reselect the object, the drawing canvas reappears.

You can permanently disable the drawing canvas for all new drawings. If you do so, the drawing canvas no longer appears when you click a drawing object button or select an AutoShape from the **Drawing** toolbar. However, existing drawing canvases are not affected.

> 📖 To disable the **Drawing Canvas** feature, select the **Tools** menu and the **Options** command On the **General** tab, deselect the **Automatically create drawing canvas when inserting AutoShapes** option.

> 📖 You can drag an existing object off its drawing canvas and move it to any desired position. You can then select the drawing canvas and press the **[Delete]** key to delete it.

✔ Procedures

1. Select the desired drawing button on the **Drawing** toolbar.

2. Press **[Esc]**.

3. Drag to draw the desired object.

CREATING WATERMARKS

Discussion

A watermark is a graphic or text that appears behind the text and objects on a page. Watermarks are commonly used to identify the status of a document (**DRAFT**, for example). When you add a watermark to a page, you can apply it to all pages of the document or just to the current section.

You can scale a picture watermark to increase or decrease its size. If you create a text watermark, you can select a text option from the **Text** list or type the text you want to use into the **Text** box. You can also select the font, font size, and font color of the text, as well as position it as desired on the page.

To be effective, the contrast and brightness of the watermark should be adjusted using either the **Washout** or **Semitransparent** options, so that the document text is legible.

You can access the watermark image after it has been inserted by displaying the Header area.

> 📖 Colors and fill effects available in the **Backgrounds** submenu are usually used to add interest to a document and are for viewing only, not printing.

> 📖 Selecting the **Apply** button in the Printed Watermark dialog box allows you to preview the watermark in your document.

✔ Procedures

1. Select the **Format** menu.

2. Point to the **Background** command.

3. Select the **Printed Watermark** command.

4. To use a picture as a watermark, select the **Picture watermark** option.

5. Click **Select Picture**.

6. Select the **Look in** list.

7. Select the drive containing the desired picture file.

8. Open the folder containing the desired picture file.

9. Select the picture you want to insert.

10. Select **Insert**.

11. Select **OK**.

INSERTING A CLIP ART IMAGE

☞ Discussion

You can include pictures in a Word document. A picture can enhance a document by depicting an idea that may be difficult to describe or by making the document more visually appealing. You can use the **Insert Clip Art** task pane to insert clip images.

To find a clip, enter a word related to the type of clip you want to insert in the **Search text** box. Words used in a search are called keywords. If you want to insert a clip, but you are not sure which one you want to add, you can perform a keyword search for clips. If your document deals with sporting goods, for example, you can use the keyword **sports** to search the Clip Organizer; any clip pertaining to **sports** will be found.

You can limit searches to a specific type of collection or media file by selecting the corresponding option under the **Other Search Options** area. If you have changed search criteria, but have not yet performed the search, you can use the **Restore** button to return to the previous settings.

After entering your search criteria and clicking the **Search** button, thumbnails of all clips found based on the search criteria appear in the **Results** box. You can expand the **Results** box by clicking the button above it. Clicking the button again returns the **Results** box to its previous size.

When you point to a clip, a ScreenTip displays the keywords related to that image, its size in pixels, its file size, and its graphic format. Clicking directly on a clip inserts it into your presentation at the insertion point. You can use the list of options that appears when you right-click a clip or click its drop-down arrow to copy or delete the clip, edit the clip keywords, find clips with a similar style, or view the clip properties.

If the list of found clips does not suit your needs, you can use the **Modify** button to modify the search or to create a new one.

> 📖 Not all Clip Art has been installed on your machine. If you want to have additional Clip Art installed, contact the Helpdesk at x97777.

> 📖 You can also open the **Insert Clip Art** task pane by selecting the **Insert** menu, pointing to the **Picture** command, and then selecting the **Clip Art** command.

> 📖 If you know the location of the clip you want to insert, you can select that location from the **Search in** list on the **Insert Clip Art** task pane.

> 📖 Keywords are editable; you can use the Preview/Properties dialog box to add keywords to a clip or to remove keywords from it, if desired. You can also add clips to the Clip Organizer, if desired.

✔ Procedures

1. Position the insertion point where you want the clip to be inserted.

2. Click the **Insert Clip Art** button on the **Drawing** toolbar.

3. Select the **Search text** box.

4. Type the desired keyword.

5. To limit the search, click the **Search in** arrow.

6. Click the plus sign next to each collection you want to expand.

7. Click check boxes as desired to select the collections you want to search or deselect the collections you do not want to search.

8. Press **[Esc]** to close the **Search in** list.

9. To limit what to search, click the **Results should be** arrow.

10. Click the plus sign next to the media types you want to expand.

11. Click check boxes as desired to select the media you want to search or deselect the media you do not want to search.

12. Press **[Esc]** to close the **Results should be** list.

13. Select the **Search** button.

14. Click the desired clip to insert it at the insertion point.

FORMATTING PICTURES

Discussion

Although pictures are inserted with default settings, you can change these settings at any time. You can change the size, alignment, fill color, and text wrapping style for inserted graphics.

The text wrapping style of a graphic determines whether or not you can drag the object independently of the text in which it is positioned. The **In line with text** option keeps the graphic image within the document text. To be able to freely move an object on the page, you may have to select another text wrapping style.

The **Web** page in the Format Picture dialog box is new to Word 2002. If the document containing a picture is going to be saved as a web page, you can use the **Web** page to enter the text that will appear while the browser is loading the picture or if the picture does not load.

> 📖 You can also open the Format Picture dialog box by clicking the **Format Picture** button on the **Picture** toolbar.

> 📖 The options available on the **Wrapping** page in Word 97 are now available in one of two places: the **Layout** page in the Format Picture dialog box or the Advanced Layout dialog box, available from the **Layout** page.

✔ Procedures

1. Switch to **Print Layout** view, if necessary.

2. Right-click the image you want to format.

3. Select the **Format Picture** command.

4. Select the tab with the settings you want to change.

5. Select the desired options.

6. Select **OK**.

LESSON 7 -
CONVERTING WORDPERFECT FILES TO WORD XP

Discussion

Your WordPerfect files can be read by Microsoft Word XP. There are two ways to open a WordPerfect file using MS Word. The first is to open the file from within Word. The second is to double-click on the file from within the Windows Explorer (My Computer or My Documents). The procedures for both are detailed below.

OPENING A WORDPERFECT FILE FROM WITHIN MICROSOFT WORD

1. Open MS Word.
2. Click either **File, Open** or **More documents…** from the **New Document** task pane.
3. Make sure that the **Files of Type** section at the bottom of the box says **All Files**, not **All Word Documents**.
4. Locate the WordPerfect file that you want to open and double-click on it.
5. Once you save this file, the document will be converted to Word format. Any conversion problems that may have occurred (e.g., footnotes did not convert properly) will be permanently saved the minute you hit **Save** and convert the file.
6. Click the **Save** button to complete the conversion.
7. You will the following message:
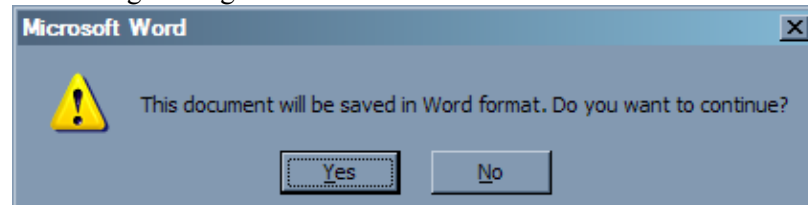
8. If you answer **Yes**, the file will be converted to Word format. You will still be able to open the file in WordPerfect, but any changes made to the file during the conversion to Word will be undoable at that point.
9. If you are not sure that you want to overwrite the original WordPerfect file to Word format, you could click **Save As…** instead of **Save**, giving the converted document a different name than the original. Otherwise, your original WordPerfect file will be overwritten with the new Word file.

Note: When you convert (and overwrite) a WordPerfect file to Word format using the directions above, you do *not* change the .wpd file extension at the end of the filename (which you cannot see because the file extensions are not set to be visible on your computer). Therefore, your computer will still recognize the file as a WordPerfect file and will denote the file with a generic Windows icon instead of the Word "W" icon in the **Open** dialog box. However, you can be assured that the file *has* been converted to the Word format.

OPENING A WORDPERFECT FILE FROM THE WINDOWS EXPLORER

1. Open either My Documents or My Computer and locate the WordPerfect file that you want to open in Word.
2. Double-click on the file. You will get the following message:
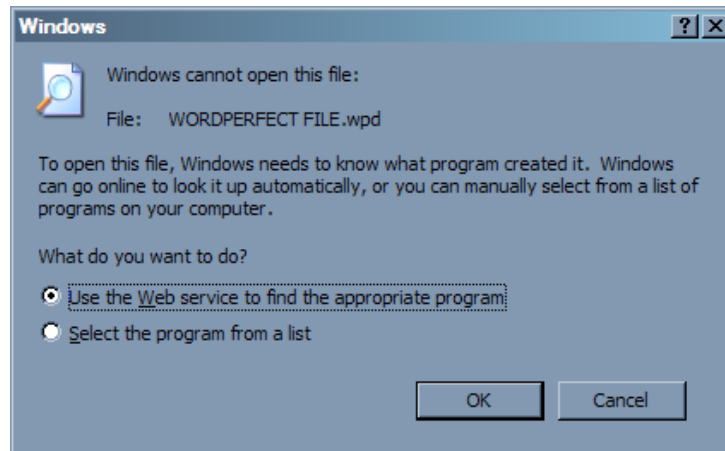
3. Choose **Select the program from a list** and click OK.
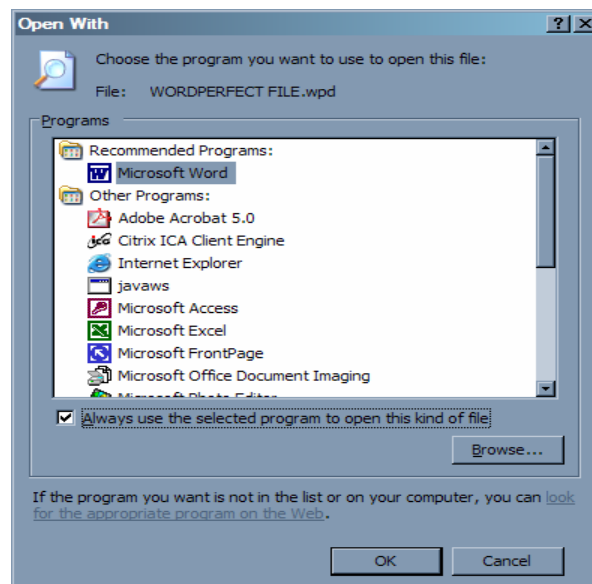
4. If **Microsoft Word** is listed under **Recommended Programs:**, then select it by clicking on it once. Otherwise, scroll down the **Other Programs:** list and click on Microsoft Word there.
5. Check the **Always use the selected program…** box and click **OK**.
6. The file will open in MS Word and now all other WordPerfect files will open in MS Word if you attempt to open them from outside of Word.
7. To finish the conversion from WordPerfect to Word, you must save the file. See steps 6-9 above to learn how to do this.

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