

**The
New York Society Library
Presents:**



Advanced Microsoft Word

(for versions 2003 and earlier)

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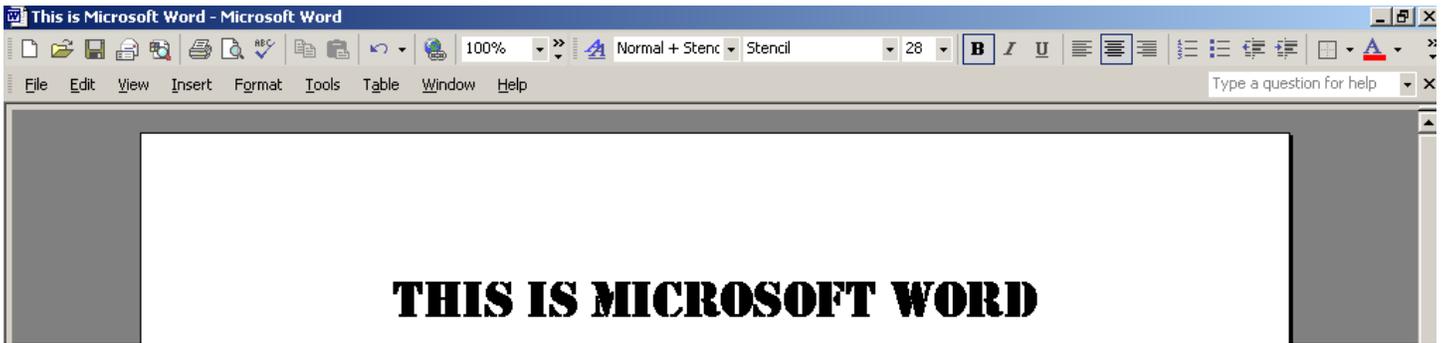
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ADVANCED MICROSOFT WORD

OVERVIEW



MICROSOFT WORD

Microsoft Word, first released in 1983, is a sophisticated word-processing program that can be used for writing and editing, as well as desktop publishing and bulk mailings.

Versions include:

- Word 95 (aka Word 7.0) 1995
- Word 97 (aka Word 8.0) 1997
- Word 2000 (aka Word 9) 1999
- Word 2002 (aka Word 10 or Word XP) 2002
- Word 2003 ("Microsoft Office Word 2003") 2003
- Word 2007* ("Microsoft Office Word 2007") 2007

*today's class will only cover Microsoft Word versions 2003 and earlier

Before You Start

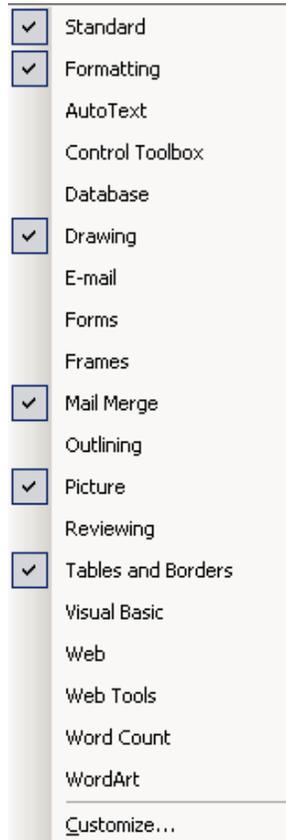
ADD TOOLBARS

View → Toolbars

All toolbar functions can be found on the text menus, but many people find it convenient to have the graphic icons on top of the document as well. You can add as many toolbars to your document as you wish, but your workspace decreases with each additional toolbar.

Toolbars that will be useful for working with the functions discussed in this class are as follows. Note that some of the functions will be available in multiple toolbars.

- Standard** – includes basic functions including open, save, print, copy, paste, undo
- Formatting** – allows you to change the font, style, size, color of text
- Drawing** – provides quick access to automatic shapes, lines, text boxes, as well as to Clip Art, Word Art, and pictures that can be added to your document
- Mail Merge** – includes buttons for all of the functions required to perform a mail merge in Word
- Picture** – allows you to insert and edit pictures found in your file directory
- Tables and Borders** – includes options for creating and formatting tables



SET UP DOCUMENT FOR PRINTING:

File→Page Setup

In the Page Setup dialog box set the margins, paper and layout options for your document. Press "Default" if you wish to use these settings for all your documents.

SET SECURITY OPTIONS:

File→Save As→Tools→Save Options

Allows you to set auto recovery time and create automatic backup copies of each document

File→Save As→Tools→Security Options

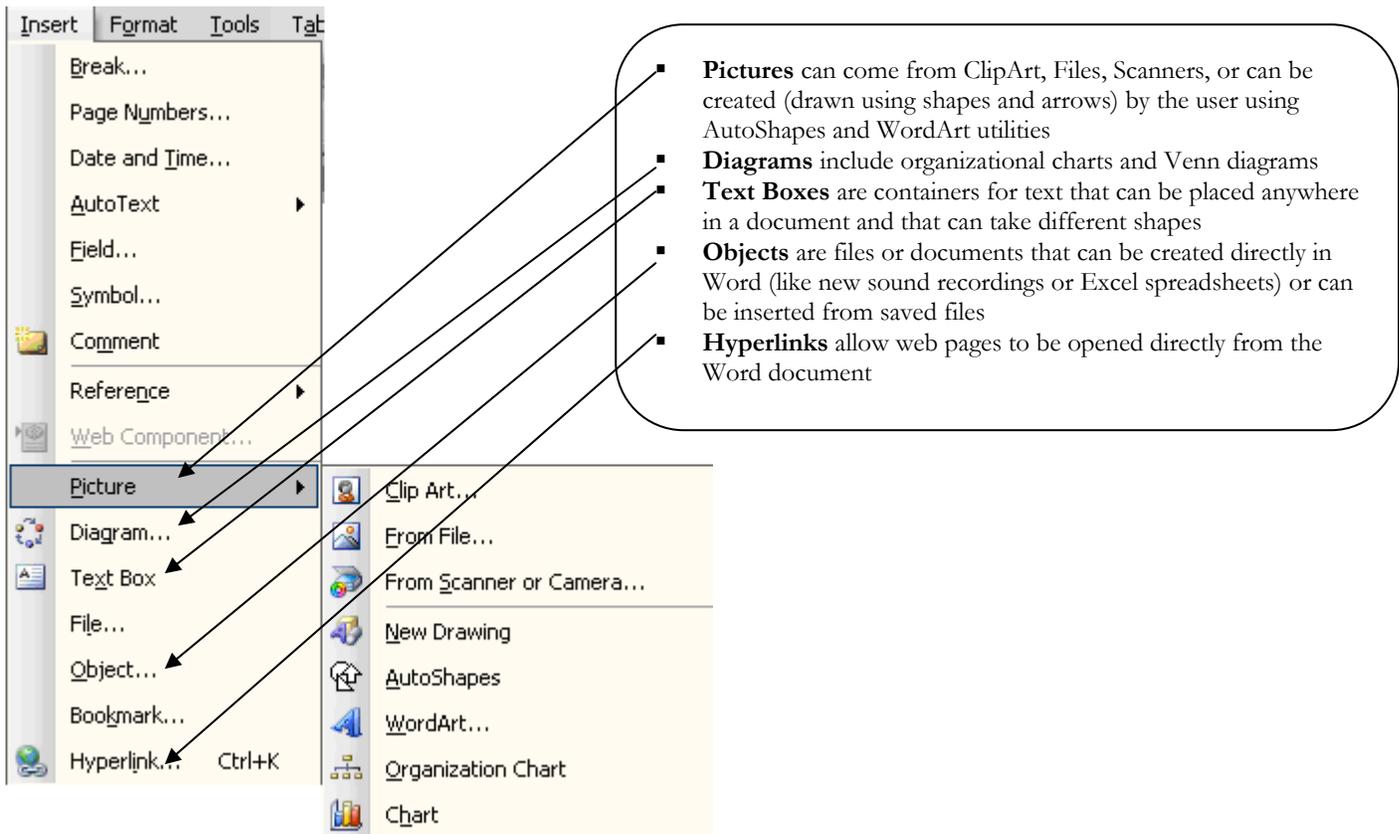
Gives you the ability to create passwords that will be required to open or modify your document. This can be particularly helpful, for instance, if you want to share your document, but you don't want to allow anyone other than yourself to modify it.

INSERTING SPECIAL OBJECTS

While there are a number of special objects that you can insert into your Word document, we will work with only the following few of the most common ones in today's class: pictures from files, ClipArt, text boxes, AutoShapes, sound, hyperlinks, and tables.

- 👉 Installing the **Drawing toolbar** will give you the easiest and more convenient access to inserting and working with pictures, ClipArt, text boxes, AutoShapes, and organizational charts and other diagrams.

Alternatively, you can use the following options from the **Insert** menu:



The screenshot shows the Microsoft Word application window with the **Insert** menu open. The menu items are: Break..., Page Numbers..., Date and Time..., AutoText, Field..., Symbol..., Comment, Reference, Web Component..., **Picture**, Diagram..., Text Box, File..., Object..., Bookmark..., and Hyperlink... (Ctrl+K). The **Picture** sub-menu is open, showing: Clip Art..., From File..., From Scanner or Camera..., New Drawing, AutoShapes, WordArt..., Organization Chart, and Chart. A callout box on the right contains the following text:

- **Pictures** can come from ClipArt, Files, Scanners, or can be created (drawn using shapes and arrows) by the user using AutoShapes and WordArt utilities
- **Diagrams** include organizational charts and Venn diagrams
- **Text Boxes** are containers for text that can be placed anywhere in a document and that can take different shapes
- **Objects** are files or documents that can be created directly in Word (like new sound recordings or Excel spreadsheets) or can be inserted from saved files
- **Hyperlinks** allow web pages to be opened directly from the Word document

INSERTING PICTURES:

Insert→Picture→ClipArt

OR click Insert ClipArt icon on the Drawing toolbar 

ClipArt are free graphic images (photos, cartoons, drawings) that come installed with your copy of Microsoft Word. If you are connected to the Internet, you will have access to an even wider array of ClipArt images (click **Clip art on Office Online**). In addition, many commercial websites make graphic art available both free and for a charge. Type "clipart" in your Internet search browser for options.

Insert→Picture→From File

OR click Insert Picture icon on the Drawing toolbar 

Have a photograph that you've taken or a drawing or other picture that you've scanned and want to include in your document? Select **Insert→Picture→From File** and select the item from your computer's directory.



Bean guy is from ClipArt!

GAA! The picture is WAY TOO BIG!

Just go ahead and resize it. Click on the picture and left click on one of the squares in the corners of the picture and drag it to make it smaller (or bigger, if you wish!).

- ❖ Use the corner squares to increase or decrease the picture size, which will keep the picture in proportion
- ❖ Be aware that dragging the middle squares will also change the size, but will skew the proportions of the picture

How do I insert the picture to the left (or the right) of the text?

You have a few options for arranging pictures around or near text.

1. Use Columns!

- Insert picture above (or below, if you want it to sit to the right of the text) the text
- Highlight the picture and the text
- Select **Format→Columns** and indicate the # of columns you want the picture and text to wrap around
- You can then adjust the width of each of the columns as necessary

2. Format the picture

- Click on the picture
- Select **Format→Picture** (from the main menu or by right clicking)
- Click **Layout** tab
- Select the appropriate option for how you want the picture to appear with the text

You can also do the same thing using **Tables**, which we'll get to in a minute...

I am a text box.

This call out box is actually a text box too...but in an AutoShape - more on that later...

INSERTING TEXT BOXES:

Insert→Text Box

- Select **Insert→Text Box** OR
- Click the **Text Box** icon on the Drawing toolbar 
- Use your mouse to draw the upper-left and bottom-right corners
- Type the text inside the text box

Removing text box borders or changing text box border style:

- Right-click on the edge of the Text Box and select **Format Text Box**
- Click the **Colors and Lines** tab
- In the **Line** section, make selections as appropriate
- To remove the border, click down arrow under **Color** and click **No Line**
- To create a dashed line border, click **Dashed** and select style of dashed line
- Click **Style** to select a variety of border styles
- Click **Weight** to change the thickness of the border line

Changing text box size:

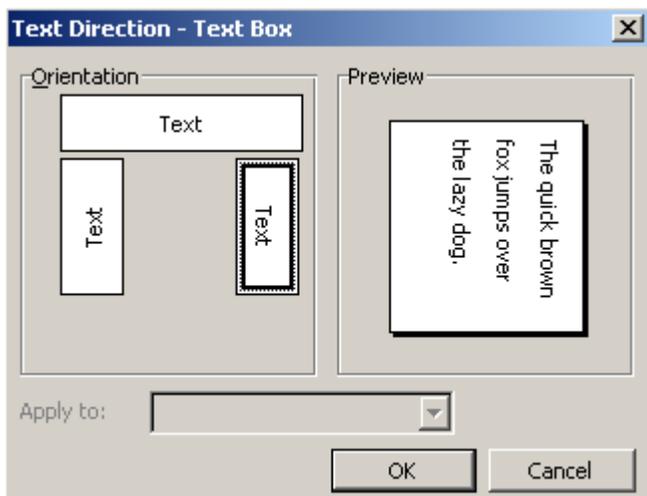
- Click on or in the box
- Left click on any of the eight white circles (or squares) surrounding it and drag the mouse to resize the text box
 - ❖ Use the corner circles to increase or decrease the box size
 - ❖ Use the middle circles to skew the proportions of the box

Deleting a text box:

- Right-click on the border of the text box and select **Cut**

Changing orientation of text in the box:

- Highlight the text (<CTRL><A> will select ALL of the text inside the box)
- Select **Format→Text Direction**
- Click on the orientation you want and click **OK**



ADVANCED MICROSOFT WORD

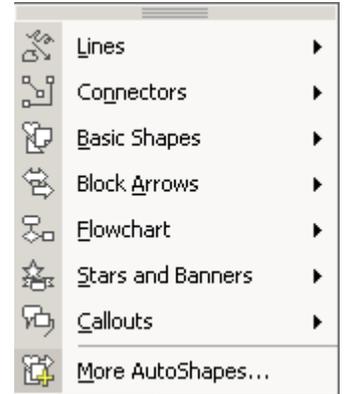
INSERTING AUTOSHAPES:

Insert→Picture→AutoShapes to bring up the AutoShapes dialog box

OR

Click the **AutoShapes icon** on the Drawing toolbar to bring up the AutoShapes menu:

- Select the type of AutoShape you want
- Left-click on it and place it where you want it in your document
- To reshape or stretch the shape, click on it to select it, then left-click on one of the circles around the shape and drag the mouse to the intended size



INSERTING FOREIGN CHARACTERS:

FRENCH:

Á	hold down <CTRL><'>	then type <A>
Â	hold down <CTRL><SHIFT><^>	then type <A>
Ä	hold down <CTRL><SHIFT><:>	then type <A>
É	hold down <CTRL><'>	then type <E>
È	hold down <CTRL><`>	then type <E>
Ê	hold down <CTRL><SHIFT><^>	then type <E>
Ë	hold down <CTRL><SHIFT><:>	then type <E>
Ï	hold down <CTRL><SHIFT><:>	then type <I>
Ô	hold down <CTRL><SHIFT><^>	then type <O>
Ç	hold down <CTRL><, >	then type <C>

SPANISH:

Á	hold down <CTRL><'>	then type <A>
É	hold down <CTRL><'>	then type <E>
Í	hold down <CTRL><'>	then type <I>
Ó	hold down <CTRL><'>	then type <O>
Ú	hold down <CTRL><'>	then type <U>
Ñ	hold down <CTRL><SHIFT><~>	then type <N>
í	hold down <CTRL><SHIFT><ALT><!>	
¿	hold down <CTRL><SHIFT><ALT><?>	
«	hold down <CTRL><`>	then type <
»	hold down <CTR><`>	then type >

GERMAN:

Ä	hold down <CTRL><SHIFT><:>	then type <A>
Ö	hold down <CTRL><SHIFT><:>	then type <O>
Ü	hold down <CTRL><SHIFT><:>	then type <U>
ß	hold down <CTRL><SHIFT><&>	then type <s>

ADVANCED MICROSOFT WORD

INSERTING SOUND:

Insert→Object→Create New →Wave Sound

You will need to have a sound card, microphone, and speakers installed on your computer for this function. Select an area where you wish to add sound.

- ♪ Choose **Insert→Object→Create New →Wave Sound**
- ♪ Record your message into the microphone and hit **Stop** when you are done
- ♪ Select **File→Exit→Return to Document**
- ♪ Your document will now have a speaker icon in the document
- ♪ To play the sound, double-click the speaker icon.



INSERTING HYPERLINKS:

Insert→Hyperlink



You can type a web address directly into the text and it will automatically be highlighted as a hyperlink. Alternatively, you can type an alias for the web address in the text and create a hyperlink as follows:

- Highlight the appropriate text
- Select **Insert → Hyperlink** (or <CTRL><K>)
- Type the web address where you want the text to link to

You can also save any document you type into HTML (Hypertext Markup Language) form by selecting **File→Save As→Files of Type→Web Page**. To view this document as a web page, open it up in a web browser (either Internet Explorer or Netscape Navigator).

WORKING WITH TABLES

A table is essentially an arrangement of data (text, numbers, images) into rows and columns.

Reading List	Date Completed	Notes
The Future of the Book	1/14/08	Essays on the future of the book – well written by eminent practitioners in the field; essays show excitement about possibilities of digitization, but also reflect a cautionary note as well as they look at how and why we read
Print is Dead	1/24/08	Also see Jeff Gomez's blog printisdeadblog.org
The Gutenberg Elegies	1/31/08	Very personal discourse from Sven Birkerts on the nature of reading in our culture.

Table→Insert→Table

- Select the number of columns and rows for your table
- Click **AutoFormat** button to select a different style for your table. **Table Grid** (like my *Reading List* table above) is the default table style.

Resizing columns or rows

- ⇒ To manually resize: left-click on a border line and drag it with your mouse
- ⇒ To make all rows or columns the same size, highlight the table and select:
Table→AutoFit→Distribute Rows Evenly OR
Table→AutoFit→Distribute Columns Evenly

Inserting a new column (or row) into the table

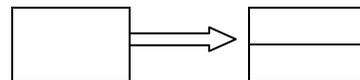
- Click in a column either to the right or to the left of where you want to add a column
- Select **Table→Insert→Columns to the Right** OR **Columns to the Left** as appropriate
- ⇒ Inserting rows works the same way, except you select **Rows Above** OR **Rows Below**

Splitting a single column or a cell into 2 columns

Splitting breaks up a single cell into two or more rows or columns

- Click in the column or the cell that you want to split
- Select **Table→Insert→Split Cells**
- Unclick **Merge cells before split**
- Click **OK**

Example: splitting 1 cell into 2 cells

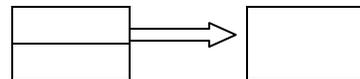


Merging cells or columns

Merging combines multiple cells or columns into one

- Click all of the columns or cells that you want to merge together
- Select **Table→Merge Cells**

Example: merging 2 cells into 1 cell



PRINTING SPECIAL FORMATS

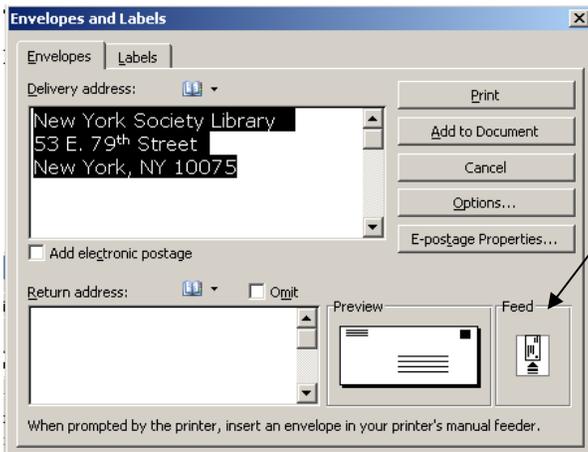
Microsoft Word makes it easy to print envelopes, labels, postcards, business cards, name badges, and all sorts of special formats using the Envelopes and Labels option.

Tools→Letters and Mailings→Envelopes and Labels

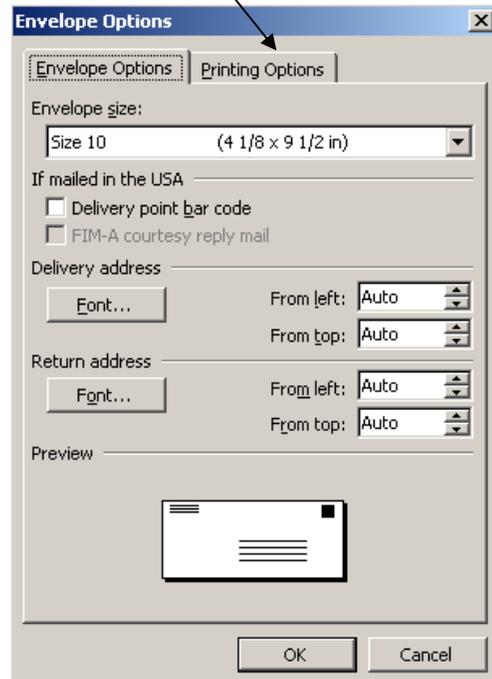


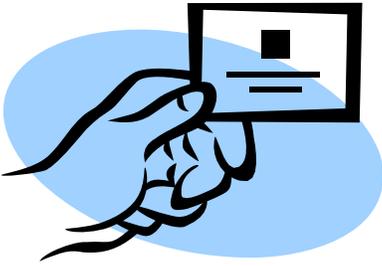
Addressing Envelopes

- Select **Tools→Letters and Mailings→Envelopes and Labels**
- Click **Envelopes** tab
- Input the Delivery address and Return address (optional)
- Click **Options** button to select the appropriate envelope size, change the font for the delivery or return address, or change default specifications for where you want the text to print on the envelope
- Place the envelope in your printer's manual feed in the direction shown (you may also change the feed direction by selecting the **Printing Options** tab)
- Click **Print**



Envelope feed direction



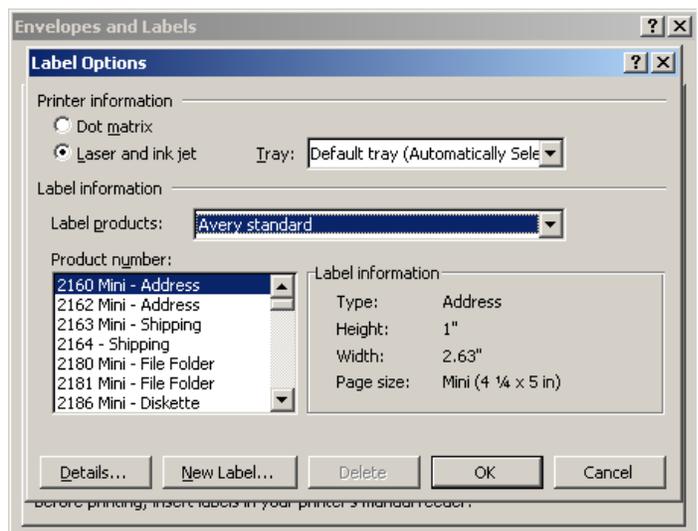
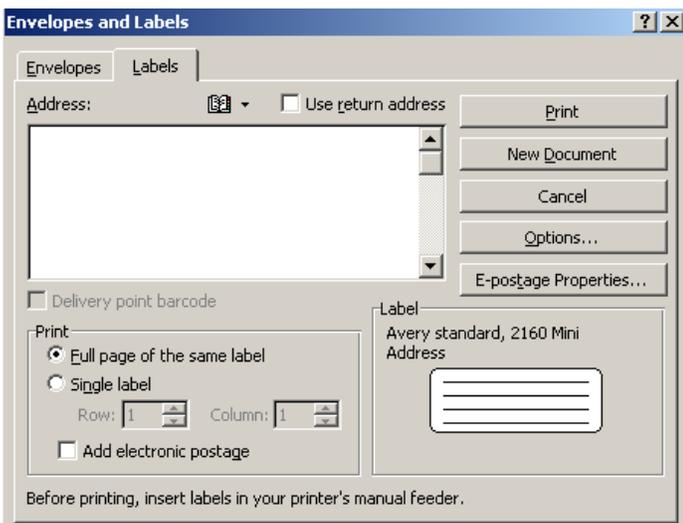


Printing Labels, Postcards, Business Cards, Name Badges and More

To print labels, postcards, business cards, name badges, or other special types of formats, you will need to purchase specially designed sheets of stickers or perforated card stock. Most stationery stores carry a variety of options.

- Select **Tools**→**Letters and Mailings**→**Envelopes and Labels**
- Click **Labels** tab
- Click **Options** button which opens the **Label Options** dialog box
- Choose the manufacturer* of your label product (postcard, business card, name badge, etc) from the *Label Products* drop-down list box and choose label product number from the *Product Number* list box
- Click **OK**
- Add the information you want on your (postcard, business card, etc). There are 2 ways to do this:
 - If you want a full page of the same label, or only a single label printed, type the information for the label (postcard, business card, etc) in the *Address* field
 - If you want each of the labels to have different text or you want to add images to the label, click **New Document** and a template for the label will appear for editing
- Place a label sheet (postcard, business card, etc) in your printer and click **Print**

* *Avery is a popular brand of stationery products; some other generic brands you find in the store may not be listed in the Label Options box in Word, but often include a note that indicates they are compatible with a specific Avery Product.*



PERFORMING MAIL MERGES

For this exercise, we'll create a simple mail merge for address labels. We'll use the *Mail Merge Wizard*, but you can also use the icons on the *Mail Merge* toolbar.

*If you have Word version 2000 or older, the steps to perform a mail merge are slightly different. To begin a mail merge in v.2000 or older, select menu options **Tools→Mail Merge** to begin and follow the prompts. They will be similar to the steps below.

1. Start Mail Merge

- Start a new document
- Choose **Tools→Letters & Mailings→Mail Merge Wizard**
- Select document type. For this purpose, select **Labels**
- Click **Next** to continue

2. Select a Starting Document

- Select **Change document layout** as your starting document, because we'll need to set up the page to print labels
- Click **Label options** which will bring up the *Label Options* dialog box (see p. 12)
- Choose the manufacturer* of your label product (postcard, business card, name badge, etc) from the *Label Products* drop-down list box and choose label product number from the *Product Number* list box
- Click **OK** and you will see the document setup with the format for the label type you chose
- Click **Next** to continue

3. Select Recipients

You can select where you want the recipient list for your letters to come from:

- Select **Use an existing** list if you already have the names in another document (Word, Excel). Select the file which has the recipient list.
- Select **Select from Outlook contacts** if you want to use names from your contact list. You will be asked which Outlook folder you want the list to be culled from and will be allowed to further edit that list before merging.
- For this exercise, we'll start from scratch and create a new list:
 - Select **Type a new list**
 - Click **Create....**
 - Type in the information you want to include for each recipient
 - Click **New Entry** to add additional names
 - Click **Close** when you're finished with all of the entries
 - Save the list when prompted
 - Click **Next** to continue

PERFORMING MAIL MERGES *continued*

4. Arrange your labels

- Layout your label using the first label on the sheet (each succeeding label will be pre-populated as <Next Record> Where you want to include information from the information that you typed in (see prior step) click **Address block** or **Greeting Line** as appropriate and select the elements that you want on your label.
- Click **Update all labels** to copy the layout of the first label to all of the others
- Include normal spacing and punctuation around and between merge fields
- Click **Next** to continue

5. Preview Your Labels

- Click the arrow buttons to preview each letter. You can also edit or exclude recipients as necessary by selecting those options.
- Click **Next** to continue

6. Complete the Merge

- Click **Edit individual labels** to further personalize a particular label or labels OR click **Print** to complete the merge
- In the **Merge to Printer** dialog box, click **ALL**

MINOR ANNOYANCES



STOP FINISHING MY SENTENCES!

Tools → Auto Correct

Does Microsoft Word keep trying to complete your sentences (i.e. you start typing "Febr" and a yellow note with the word "February" pops up)? You can either hit <ENTER> to accept the suggestion (and avoid typing the rest of the word), or select **Tools→Auto Correct** to turn these features off.

GO AWAY PAPERCLIP GUY!

Tools → Options → View → ScreenTips

To turn off the annoying paperclip guy (he's known as the Office Assistant and he'll offer you tons of Screen Tips when you start typing):

- Select **Tools→Options→ View**
- Uncheck **Screen Tips**

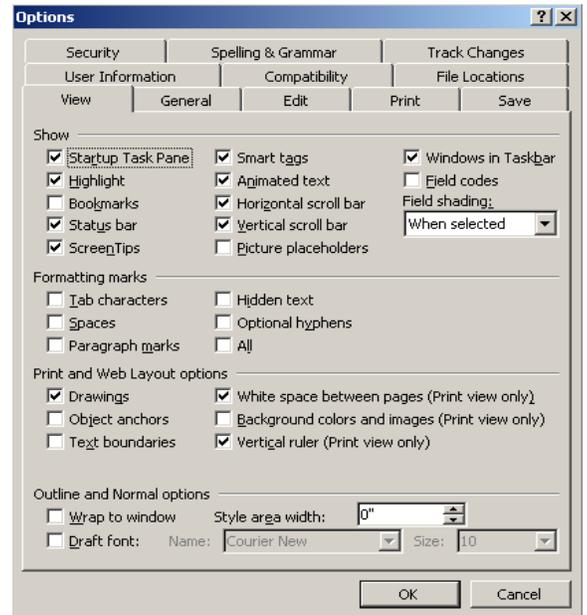
You can also right click on him when he pops up and select **Hide Assistant**. You can also change him from the paperclip into other, possibly less annoying things, like a jigsaw puzzle piece.

STOP CHECKING MY SPELLING and GRAMMAR!

Tools→Options→ Spelling & Grammar

Is your document plastered in red and green squiggly lines?

- Select **Tools→Options→ Spelling & Grammar**
- Uncheck **Check Spelling as you type** and/or **Check grammar as you type**



MACRO VIRUSES:

Tools → Options → General → Macro virus protection

The macro feature in Microsoft Word is how hackers can infect your computer. Since it is a program that runs in Microsoft Word, a damaging program can be recorded, sent to you as an attached document, and run when you open Microsoft Word. To protect yourself from viruses that could infect your system, follow these tips:

- ✓ Do not open any Microsoft Word attachments that you are not expecting, even if they are from your friends or co-workers
- ✓ Check **Tools →Options→General→Macro virus protection**. This will offer you a second level of security
- ✓ Keep a virus protection program running on your computer if you use the Internet. McAfee VirusScan and Norton AntiVirus are two popular ones and usually come installed on new p.c.s