

Styles: An Overview

- Styles define the appearance of various text elements (e.g., headings, captions, body text) in your document. You can apply character or paragraph formatting or both in one simple operation. Templates allow you to use preformatted styles, toolbars, menus, etc., and apply them to a document.

Character and Paragraph Styles

In Word, there are two main types of styles that you can create and apply: character styles and paragraph styles.

Character styles

Includes any of the options available from the *Font* dialog box, such as **bold**, *italic*, and SMALL CAPS.

Paragraph styles

Includes character and paragraph formatting, tab settings, paragraph positioning, borders, and shading.

Word Templates

When creating documents, Word saves the document's styles along with the active document. A template is a collection of styles, keyboard assignments, and toolbar assignments saved to a file.

Word provides templates for several common types of documents (e.g., memos, reports, and business letters). You can use these templates just as they are, you can modify them, or you can create your own templates. Word automatically bases new documents on the *Normal* template unless you specify another template. Some useful templates are:

- *Agenda*
- *Calendar*
- *Letter*
- *Newsletter*
- *Memo*
- *Resume*
- *Report*
- *Thesis*

Style Gallery

Each document you create is based on a template. When you create a new document, the styles that are part of the template you select are copied into that document. Each template contains a set of standard styles, most of which are available with all Word templates. Styles in one template may differ from those in another. You can use the *Format Style Gallery* command to preview and then change the appearance of a document by switching the style definitions to those of another template. When you change the styles in the *Style Gallery*, you are copying the style formatting from the new template into the active document. You are not replacing the template; you are only replacing the style definitions.

Once you have applied styles to text in a document, you can use the *Style Gallery* command to preview and change the overall appearance of a document. When you preview a document, you can select different templates and see how the document would look if you used styles from those templates.

Using the Style Gallery

1. Open your document
2. From the *Format* menu, select **Theme...**
The *Theme* dialog box appears.
3. Click **STYLE GALLERY...**
The *Style Gallery* dialog box appears.
4. To preview the styles in different ways, select one of the following options under *Preview*:
5. To update the styles in the active document, click **OK**
To your document without making any changes, click **CANCEL**

Accessing the Styles and Formatting Task Pane

The *Styles and Formatting* task pane is used extensively when working with styles in Word XP. Styles can be quickly set, applied, and modified by using the task pane.

1. From the *Formatting* toolbar, click **STYLES AND FORMATTING**
The *Styles and Formatting* task pane appears.

Creating Your Own Styles

The process of using styles of your own involves two steps. First you create the style, specifying formatting choices like paragraph indentations, line spacing, font, and font size. Second, you apply that style to other characters or paragraphs in your document. You can create paragraph styles in two ways: by example or by using the Styles and Formatting task pane.

Creating Your Own Style: By Example Option

To create a style by example, you must first format a paragraph the way you want it, and then create a style based on the formatting in that paragraph. As you format your first paragraph (the one you will be using as an example to create a style), remember that paragraph styles also contain character formatting. Character formatting includes the font, size, etc. If your example paragraph contains left and right indents and a border, those formatting choices will also be part of your style.

1. Format your example paragraph using character or paragraph formatting, borders and shading, frames and positioning, and tabs
2. Place your cursor within the newly formatted example paragraph

3. On the *Formatting* toolbar, in the *Style* pull-down list, select the entire name of the existing style
4. Type a new name for the style you want to create
5. To create the style, press [**Enter**]
The style will now appear in the *Styles* pull-down menu.

Creating Your Own Style: Using the Styles and Formatting Task Pane

If you want to create styles before you use them rather than creating them by example, use the *Styles and Formatting* task pane. Using this feature, you name a style, define its formatting characteristics, and select options such as whether to base the style on another style, whether to follow it with another style, and whether to add the style to the current template. You can also import and export styles to and from other documents and templates.

When you create a style by using the *Styles and Formatting* task pane, you have the option to apply that style to the currently selected paragraph or simply add it to the list of styles you created for your document or for your template.

1. Access the Styles and Formatting task pane
2. Click **NEW STYLE**
The *New Style* dialog box appears.
3. In the *Name* text box, type a name for the new style
All names are case sensitive, so be sure to type it in exactly as you want it.
4. To create a character style, from the *Style type* pull-down list, select **Character**
To create a paragraph style, from the *Style type* pull-down list, select **Paragraph**
5. From the *Style based on* pull-down list, select an existing style to base the new style on
NOTE: To create a completely new style, select **(no style)**.
6. In the *Formatting* section, make the appropriate adjustments for your style
7. OPTIONAL: To make additional formatting selections,
 - a. Click **FORMAT**
 - b. Select the attribute you want to change
A dialog box appears corresponding to the attribute you chose (e.g., *Font* dialog box, *Paragraph* dialog box).
 - c. Complete the corresponding dialog box
 - d. Click **OK**
To do more formatting, repeat steps 6 & 7
To create additional styles, repeat steps 2 through 8
8. Click **OK**

Applying Your Own Style

You can apply a paragraph or a character style by selecting a style name from the *Styles and Formatting* task pane or by using the *Formatting* toolbar.

Applying Your Own Style: Task Pane Option

1. Access the Styles and Formatting task pane
2. Select the text you wish to apply the style to

3. From the *Pick formatting to apply* section, select the style you wish to apply
The style is applied.

Applying Your Own Style: Toolbar Option

1. Select the text you wish to apply the style to
2. On the *Formatting* toolbar, from the *Style* pull-down list, select the style you want to apply

Modifying a Style

When you modify a style, all the text that has been formatted with that style is updated to reflect the changes you have made. Suppose that you finish a 15-page report with many subheadings formatted with a style called *Subhead* which includes 18-point, bold, Arial, centered text. Now you decide that the subheadings should be smaller and justified left. Just modify the *Subhead* style to reflect the new formatting and all the text within the *Subhead* style will change.

Each time you begin a new document based on the *Normal* template, Word uses the *Normal* style to determine the font, font size, line spacing, and other formats. If you find that you are always changing the font, the point size, or some other aspect of the *Normal* style, you can change its default format settings. If you are working in a lab, Word may not permanently update the *Normal* template.

1. On the *Styles and Formatting* task pane, under the *Pick formatting to apply* section, move your pointer over the style you wish to modify
An arrow for a pull-down list appears.
2. From the pull-down list, select **Modify...**
The *Modify Style* dialog box appears.
3. In the *Properties* section, make the desired changes
4. In the *Formatting* section, make the desired changes
5. When finished, click **OK**

Deleting a Style

When you delete a paragraph style that you created, Word applies the *Normal* style to all paragraphs formatted with that style. If you delete a character style you created, Word removes the style formats from any text that you applied the character style to.

NOTE: Not all built-in styles can be deleted.

1. On the *Styles and Formatting* task pane, under the *Pick formatting to apply* section, move your pointer over the style you wish to modify
An arrow for a pull-down list appears.
2. From the pull-down list, select **Delete...**
A confirmation dialog box appears.
3. To confirm that you want to delete the style, click **YES**
The style is deleted.

Clearing All Formatting

There may be times when you want to clear all formatting from selected text or even an entire document. It may be that you are working with text from another source or you just want to start fresh with unformatted text.

1. If the task pane is not displayed from the *View* menu, select **Task Pane**
NOTE: When the task pane is displayed, there will be a check mark next to it in the *View* menu.
2. From the task pane pull-down list, select **Styles and Formatting**
3. Select the text you want to remove the formatting from
4. From the *Pick formatting to apply* section, select **Clear Formatting**
All formatting is removed from the selected text.

Formatting with Styles Automatically

After you create a document, you can use the *AutoFormat* command to quickly apply an attractive format to your document. Word automatically formats each paragraph by applying a built-in style. Once Word has formatted text with a style, you can modify any of the style applications by reviewing the changes individually in the *AutoFormat* dialog box.

Formatting with Styles Automatically: AutoFormat

1. To format the entire document, position the insertion point anywhere in the document
To format a section, select the text you want to format
2. From the *Format* menu, select **AutoFormat...**
The *AutoFormat* dialog box appears.
3. Select **AutoFormat now**
4. Click **OK**
Word automatically formats the document.

Formatting with Styles Automatically: Reviewing AutoFormat Changes

1. To format the entire document, position the insertion point anywhere in the document
To format a section, select the text you want to format
2. From the *Format* menu, select **AutoFormat...**
The *AutoFormat* dialog box appears.
3. To review changes individually, select **AutoFormat and review each change**
4. Click **OK**
Word displays the second *AutoFormat* dialog box.
5. To review and revise changes one by one,
 - a. Click **REVIEW CHANGES...**
The *Review AutoFormat Changes* dialog box appears.

- b. Click **FIND NEXT** or **FIND PREVIOUS** to select individual changes
HINT: A description of each change appears in the *Changes* section.
 - c. If you do not like the change that *AutoFormat* has made, click **REJECT**
 - d. When done reviewing the changes, to close the *Review AutoFormat Changes* dialog box, click the **X** in the upper right hand corner
6. To accept the changes in the *AutoFormat* dialog box, click **ACCEPT ALL**
To discard the changes, click **REJECT ALL**
7. If you do not like the changes Word made,
 - a. Click **STYLE GALLERY...**
The *Style Gallery* dialog box appears.
 - b. From the *Preview* section, select a preview format for your document
 - c. From the *Template* scroll box, select a template style you would like to preview
 - d. To apply the template style, click **OK**
 - e.

Formatting with Styles Automatically: AutoFormat Options

You can customize the built-in *AutoFormat* styles before using the *AutoFormat* command. For example, you might not want to replace ordinals with superscript or apply the automatic bullet style that Word applies to bulleted lists. You can choose which built-in automated features to apply in the *AutoCorrect* dialog box.

1. To format the entire document, position the insertion point anywhere in the document
To format a section, select the text you want to format
2. From the *Format* menu, select **AutoFormat...**
The *AutoFormat* dialog box appears.
3. To customize *AutoFormat* built-in styles, click **OPTIONS...**
The *AutoCorrect* dialog box appears.
4. On the *AutoFormat* tab, select the options to apply
5. Click **OK**
You are returned to the *AutoFormat* dialog box.
6. Select **AutoFormat now**
7. Click **OK**
Word automatically formats the document including the updated styles.

Creating a Style Based on an Existing Style

You may need a group of styles that are similar to each other but have slight variations. You can create a "family" of styles based on one foundation style. Using the *Styles and Formatting task pane*, you can access the *New Style* dialog box to base one style on another style. For instructions, refer to *Creating a Style Using the Styles and Formatting Pane in Style Basics*.

Applying the Next Style to a Paragraph

Often a paragraph formatted with a particular style is routinely followed by a paragraph with another specific style. When you press **[Enter]** to end the first paragraph, Word can apply a specific style to the following paragraph. For example, headings are usually followed by *Normal* text.

1. On the *Styles and Formatting* task pane, under the *Pick formatting to apply* section, move your pointer over the style you wish to use for the initial paragraph
An arrow for a pull-down list appears.
2. From the pull-down list, select **Modify...**
The *Modify Style* dialog box appears.
3. In the *Properties* section, from the *Style for following paragraph* pull-down list, select the style you want to apply to the next paragraph
4. Click **OK**

Displaying or Hiding Style Names

To see which paragraph styles are applied to text, you can display style names at the left side of the document window. Word displays the style names in *Normal* and *Outline* view only.

1. From the *View* menu, select **Normal** or **Outline**
2. From the *Tools* menu, select **Options...**
The *Options* dialog box appears.
3. Select the **View** tab
4. To display style names, in the *Style area width* text box, type **1"**
To hide style names, in the *Style area width* text box, type **0"**
5. Click **OK**

Auto text

AutoText is used to save keystrokes while typing. An *AutoText* entry is composed of an abbreviation and an associated phrase. When the abbreviation is entered and *AutoText* is activated, the abbreviation is replaced by the associated phrase. This is an excellent way to reduce the number of keystrokes for frequently used phrases such as your department name, the University's address, and a signature block on a letter. *AutoText* entries can include both text and graphics. *AutoText* allows you to retain the formatting (font, size, justification, etc.) you used when you created the entry or match the entry to the current document's formatting. Once an entry is created, it can be used throughout the current document and other documents associated with the same template.

Displaying the AutoText Toolbar

The *AutoText* toolbar is important for navigating through the *AutoText* feature. Using the *AutoText* toolbar is also an easier way of creating *AutoText*.

1. From the *View* menu, select **Toolbars » AutoText**
The *AutoText* toolbar appears.

Creating an AutoText Entry

Word allows you to create an *AutoText* entry by using either the toolbar or the menu option. While the toolbar option is faster, the menu option allows you to edit or modify your *AutoText* entry.

Creating an AutoText Entry: Toolbar Option

1. In your Word document, type the phrase and/or insert the graphic
2. Select the phrase and/or graphic
3. From the *AutoText* toolbar, click **NEW...**
The *Create AutoText* dialog box appears.
4. In the *Please name your AutoText entry* text box, type a name for the entry
5. Click **OK**

Creating an AutoText Entry: Menu Option

1. In your Word document, type the phrase and/or insert the graphic
2. Select the phrase and/or graphic
3. From the *Insert* menu, select **AutoText » AutoText...**
The *AutoCorrect* dialog box appears with the first line or first 30 characters of your entry in the *Enter AutoText entries here* text box.
4. In the *Enter AutoText entries here* text box, type a name for the entry
5. Click **ADD**

Inserting an AutoText Entry

You can insert your *AutoText* by either using the *AutoText* toolbar or menu. Both ways allow you to select your *AutoText* entry through the *AutoCorrect* dialog box. Word also allows you to use the ALL ENTRIES button, which allows you to select your entry by category.

Inserting an AutoText Entry: Dialog Box

1. Place your insertion point where you want the phrase to appear
2. From the *Insert* menu, select **AutoText » AutoText...**
OR
From the *AutoText* toolbar, click **AUTOTEXT**
The *AutoCorrect* dialog box appears.
3. With the *AutoText* tab selected, from the scroll box, select the desired *AutoText* entry
4. Click **INSERT**
OR
Double click the entry

Inserting an AutoText Entry: All Entries Button

The ALL ENTRIES button of the *AutoText* toolbar also contains all available *AutoText* entries. The entries are organized by category. The entries you create will be found in the *Normal* category unless you have modified one of Word's preset *AutoText* entries.

1. From the *AutoText* toolbar, click **ALL ENTRIES**
2. From the *All Entries* pull-down list, select a category » select an *AutoText* entry

Inserting an AutoText Entry: Keyboard Option

1. Place your insertion point where you want the phrase to appear
2. Type the name you assigned to the *AutoText* entry
A callout box will appear with the *AutoText* entry displayed.
3. Press [**Enter**]

AutoCorrect: Corrections & Replacements

Selections made on the *AutoCorrect* tab designate corrections which will be made as you type. Use the options in this section of the *AutoCorrect* dialog box to set up automatic correction of capitalization errors and commonly misspelled words. You can also create special characters. Several options are preset with Word, but you can delete and modify existing entries. This document discusses the options available and how to make changes.

Using the Options on the AutoCorrect Tab

You can use the *AutoCorrect* options in Word which are appropriate for your work, while turning the others off.

Selecting/Deselecting AutoCorrect Options

1. Windows: From the *Tools* menu, select ***AutoCorrect Options...***
The *AutoCorrect* dialog box appears.
2. Select the ***AutoCorrect*** tab
The *AutoCorrect* options are preceded by check boxes.
3. Click the check boxes for the options you want to activate
NOTE: A check mark in the box indicates that an option has been selected and is active.
4. Click **OK**

Correction of Accidental Usage of CAPS LOCK Key

Correction occurs if the first letter is typed lowercase and following letters are uppercase, which is the case when *Caps Lock* is on and you press [**Shift**] to capitalize the first letter of a word. The correction makes the first letter uppercase and then turns off the *Caps Lock*. No correction will occur if the first letter is typed in caps.

Overriding AutoCorrect

Word may sometimes automatically "correct" a word or phrase that you do not want changed. If you will not be using the word often enough to warrant creating an

exception, you can undo the individual *AutoCorrection* without changing the settings. You may also use this method to override *AutoFormatting* such as bulleted and numbered lists.

1. Move your mouse over the *AutoCorrected* word
You will see a small rectangle under the first letter.
Thursday
2. Move your mouse over this rectangle
A *Smart Tag* appears.
3. Click the ▼
The *AutoCorrect Options* appear.

Templates

You can save time and effort by creating new documents using templates designed to format a specific type of document. If you create many similar documents, templates save time by formatting the page to predefined settings, allowing you to start writing immediately.

What is a Template?

A template is a document with preset formatting and settings that acts as a basic structure for a document. Many programs offer templates as a guide for creating readable, uniform documents. For example, when you open Word, it starts with a blank document based on the *Normal* template, which uses the following preset options:

- font type and size (usually Times New Roman at 12 points).
- language (usually US English)
- alignment (usually flush left)
- line spacing (usually single)
- widow/orphan control (usually set to on)

Types of Templates

There are two basic types of templates in Word: built-in templates and new templates.

Built-in Templates

Built-in templates provide a preset structure for several common types of documents, including memos, reports, and business letters. Although most Word documents are based on Word's *Normal* template, there are built-in templates for a variety of functions, including:

- Normal document
- Faxes
- Letters
- Memos
- Reports
- Web Pages

You can create documents using these basic templates as they are, or you can modify them for more efficient use.

New Templates

If there is a format you use frequently in your work, but that is not offered in Word's collection of preset templates, you can easily create a new template using your own formatting and setting selections.

Choosing a Word Template

1. From the *File* menu, select **New...**
The *New Document* task pane appears on the right side of the screen.
HINT: Clicking **NEW** on the *Standard* toolbar opens a new document using the *Normal* template.
2. From the *New Document* task pane, in the *New from template* section, click **GENERAL TEMPLATES...**
The *Templates* dialog box appears
3. Select the desired tab
4. Select the desired template
5. Click **OK**
The template is applied to the layout and format of the new document.

Customizing an Existing Template

If you like the overall style of an existing template, but would like to make a few changes, you can customize the template to more efficiently meet your needs. To do this, you can either modify the template file or create a new file closely based on the old template.

Modifying the Original Template File

1. From the *File* menu, select **Open...**
2. From the *Files of type* pull-down list, select **Document Templates (*.dot)**
3. Using the *Look in* pull-down list or other navigational buttons, select the file that you want to modify
4. Click **OPEN**
5. Modify the template by adding the text, graphics, and formatting you want to use in every document created with the altered template
6. From the *File* menu, select **Save**

Creating a New Template File Based on an Existing Template

1. Open a Word template
2. Modify the template by adding the text, graphics, and formatting you want in every document created with the altered template
3. From the *File* menu, select **Save As...**
4. From the *Save as type* pull-down list, select **Document Template (*.dot)**
5. In the *File name* text box, type the filename
6. Select the directory where the template will be saved
7. Click **SAVE**

Creating a Template

If there is a format you use frequently in your work, but that is not offered in Word's collection of preset templates, you can easily create a new template using your own format and settings.

1. Create a file that contains the elements and settings that you want included in the template
2. From the *File* menu, select **Save As...**
3. From the *Save as type* pull-down list, select **Document Template (*.dot)**
4. In the *File name* text box, type the filename
The template will be stored with the other Word templates.
5. Click **SAVE**

Cross-References

Page cross-references can improve the usability of documents by referring readers to related sections of your document. Using Word's automatic page cross-references can minimize the work involved when updates to your document cause page numbers to change. The reference is inserted as a field which refers to existing document divisions (e.g., headings) or to bookmarks that you create.

Adding Page Cross-References: Existing Document Divisions

Automated page cross-references can be based on existing document divisions. These instructions show you how to insert a page cross-reference to a section heading.

1. Place your insertion point where the page number should appear
2. From the *Insert* menu, select **Reference » Cross-reference...**
The *Cross-reference* dialog box appears.
3. From the *Reference type* pull-down list, select **Heading**
4. From the *Insert reference to* pull-down list select **Page number**
5. From the *For which heading* scroll box, select the heading you wish to reference
6. Click **INSERT**
7. Click **CLOSE**
The page number appears in your document.

To delete a page cross-reference:

1. Place your insertion point after the page number you wish to delete
2. Press [**Backspace**]
The page number (field) will become highlighted.
3. Press [**Delete**]

Adding Page Cross-References: Bookmarks

There may be times that you want to insert a reference to material which is not part of an existing division (heading, footnote, etc.) in your document. Then, you will want to create

a bookmark for the material you are referencing so that you can cross-reference the page on which it is located.

Creating the Bookmark

1. Select the word or phrase identifying the appropriate section
2. From the *Insert* menu, select **Bookmark...**
The *Bookmark* dialog box appears.
3. In the *Bookmark name* text box, type a name for the bookmark
Bookmark names should be short, descriptive, and contain no spaces.
4. Click **ADD**

To delete a bookmark:

1. From the *Insert* menu, select **Bookmark...**
2. From the *Bookmark name* scroll box, select the bookmark you want to delete
3. Click **DELETE**
4. Click **CLOSE**

Adding the Page Cross-Reference

Once you have created a bookmark, you are ready to insert a page cross-reference to it.

1. Place your insertion point where the page number should appear
2. Windows: From the *Insert* menu, select **Reference » Cross-reference...**
The *Cross-reference* dialog box appears.
3. From the *Reference type* pull-down list, select **Bookmark**
4. From the *Insert reference to* pull-down list select **Page number**
5. From the *For which bookmark* scroll box, select the bookmark you wish to reference
6. Click **INSERT**
7. Click **CLOSE**
The page number appears in your document.

To delete a page cross-reference:

1. Place your insertion point after the page number you wish to delete
2. Press [**Backspace**]
The page number (field) will be highlighted.
3. Press [**Delete**]

Updating Page Cross-References

Changes to your document may cause changes to page numbers for certain material or topics and require updating of page cross-references.

To update fields as new information is added:

1. To update an individual cross-reference, select the page number reference
To update all cross-references in your document, from the *Edit* menu, select **Select All**

2. Press **[F9]**

To update fields automatically before printing:

Windows:

1. From the *Tools* menu, select **Options...**
The *Options* dialog box appears.
2. Select the **Print** tab
3. In the *Printing options* section, select **Update fields**
4. Click **OK**
Each time you print, the fields in your document will be updated.

Generating a Table of Contents

To simplify your document production process, Microsoft Word automates the generation of a table of contents. This feature enables you to easily and efficiently generate and update a table of contents, which is an important aspect of an effective document.

Preparing for a Table of Contents

Before Word can create the table of contents, you must decide which material will be included and how it should appear. To indicate which elements should be included, you should designate each element using either the headings option the paragraph settings option.

You can not only designate what elements will be included in the table of contents, but how they are arranged as well. For example, a page title might be labeled Heading 1, and the subtopics that fall below it might be labeled Heading 2. When the table of contents is generated, its style will reflect the differences in your Heading designations.

Inserting a Table of Contents

After you have prepared a document, you can insert a table of contents. To add a table of contents to a document, use the following instructions.

1. Place your insertion point where the table of contents should appear
2. From the *Insert* menu, select **Reference » Index and Tables...**
The *Index and Tables* dialog box appears.
3. Select the **Table of Contents** tab
4. Windows: From the *Formats* pull-down list, select the desired style for the table of contents
5. To change the formatting of a level within the table of contents:
 - a. Click **MODIFY...**
The *Style* dialog box appears.
 - b. From the *Styles* scroll-box, select the level that you want to modify
 - c. Click **MODIFY...**
The *Modify Style* dialog box appears.

- d. Make the desired formatting changes
 - e. Select **Add to template**
 - f. Select **Automatically update**
 - g. Click **OK**
You are returned to the *Style* dialog box where your changes are shown in the *Preview* box.
6. To change the levels to be included within the table of contents, in the *Show levels* text box, select the appropriate number of levels
 7. In the *Index and Tables* dialog box, click **OK**
The table of contents is generated and appears in your document.

Updating a Table of Contents

After you have worked on a document which contains a table of contents, you have the option of updating the table of contents to reflect the changes you have made. You can make formatting changes (i.e. text size and color) to the table of contents as you would to ordinary text.

1. From the *Outlining* toolbar, click **UPDATE TOC**
If the *Outlining* toolbar is not present, from the *View* menu, select **Toolbars » Outlining**.
OR
Right click the table of contents » select **Update Field**
2. If only page numbers have changed in the document, select **Update page numbers only**
If headings have changed, select **Update entire table**
3. Click **OK**

Using Clip Art

- You can use *Clip Art* to add pictures to your document and make it more dynamic, colorful, and creative.

Inserting Clip Art

Inserting free *Clip Art* in Office XP is easy and can add creativity to your document.

Inserting Clip Art: Search Option

1. From the *Insert* menu, select **Picture » Clip Art**.
The *Insert Clip Art* task pane appears.
2. In the *Search text* text box, type keywords related to the *Clip Art* you desire
3. Click **SEARCH**
In the *Results* section, a list of images appears.
4. Double click the image you would like to insert
The *Clip Art* is now inserted into the document.
5. OPTIONAL: To perform a new search, click **MODIFY**

6. OPTIONAL: Repeat steps 2-4 as necessary

Inserting Clip Art: Browse Option

1. From the *Insert* menu, select **Picture » Clip Art**.
The *Insert Clip Art* task pane appears.
2. Under the *See also* section, click **CLIP ORGANIZER...**
The *Microsoft Clip Organizer* dialog box appears.
3. In the *Collection List* section, click the plus sign before *Office Collections*
A list of *Clip Art* categories appears.
4. Select a desired category
A list of *Clip Art* appears in the right half of the window.
5. Move the pointer over the desired piece of *Clip Art*
6. Click the arrow next to the *Clip Art* » select **Copy**
7. Return to the document you are creating by closing *Microsoft Clip Organizer*
8. From the *Edit* menu, select **Paste**
The *Clip Art* appears in the document

Inserting Clip Art: File Option

1. From the *Insert* menu, select **Picture » From File...**
The *Insert Picture* dialog box appears.
2. In the *Insert Picture* dialog box, using the *Look in* pull-down menu, navigate to the appropriate drive and/or folder
3. Select the image to be inserted
4. Click **INSERT**
The image is inserted.

Using Text Wrap

The text wrap feature allows you several options for positioning your *Clip Art* image in or around text.

NOTE: The text wrap feature is only available in Word.

Using Text Wrap: Toolbar Option

1. Select the *Clip Art* image
The *Picture* toolbar appears.
2. On the *Picture* toolbar, click the **TEXT WRAPPING** button
The *Text Wrapping* pull-down list appears.
3. From the list, select the appropriate *Text Wrapping* option:
 - **In Line with Text:** the image is placed on the same line as the surrounding text
 - **Square:** text is wrapped squarely around the image
 - **Tight:** text is wrapped closely and completely around the image
 - **Behind Text:** the image is placed behind the text
 - **In Front of Text:** the image is in front of the text, blocking the text from view

- **Top and Bottom:** the image is placed between lines of text
- **Through:** text is wrapped closely around the image
- **Edit Wrap Points:** you can select where you want the text to wrap around the image

Working with Watermarks

A watermark is an image or text that appears behind the main text of a document. It is usually a lighter shade than the text so you can read the document easily. *Text Watermarks* are often used to categorize or to show the purpose of a document with words such as *ASAP*. *Picture Watermarks* add visual attention and attractiveness to a document with the use of significant imagery such as logos.

Adding Watermarks

You can insert *Clip Art*, pictures, or text as watermarks in your print documents. For example, you might want the word *Confidential* to appear on all the pages of your document to remind readers the material is not to be read by everyone.

Adding Watermarks: Picture Watermarks

1. Open the document you want to add the watermark to
NOTE: To see the watermark, the document must be in *Print Layout* view.
2. From the *Format* menu, select **Background » Printed Watermark...**
The *Printed Watermark* dialog box appears.
3. Select **Picture watermark**
4. Click **SELECT PICTURE...**
The *Insert Picture* dialog box appears.
5. Using the *Look in:* pull-down list and navigation window, locate and select the image file you want to use
6. Click **INSERT**
7. OPTIONAL: To change the size of the image, from the *Scale* pull-down list, select a size
8. OPTIONAL: To make the image less vivid, select **Washout**
NOTE: Using the *Washout* option will make text that overlaps the watermark more readable.
9. Click **OK**
The watermark appears on all pages of your document.

Adding Watermarks: Text Watermarks

1. Open the document you want to add the watermark to
2. From the *Format* menu, select **Background » Printed Watermark...**
The *Printed Watermark* dialog box appears.
3. Select **Text watermark**
4. In the *Text* text box, type the text of the watermark

5. Format the text by making the appropriate selections from the *Font*, *Size*, and *Color* pull-down lists
6. OPTIONAL: To make the text of the watermark semitransparent, select ***Semitransparent***
NOTE: Using the *Semitransparent* option will make text that overlaps the watermark more readable.
7. Select the desired layout
8. Click **OK**
The watermark appears on all pages of your document.

Removing Watermarks

1. Open the document you want to remove the watermark from
2. From the *Format* menu, select ***Background » Printed Watermark...***
The *Printed Watermark* dialog box appears.
3. Select ***No watermark***
4. Click **OK**
The watermark is removed from the document.

Working with the Equation Editor

While creating your Word document, you may need to use math expressions. There are times when you may need to write fractions, summations, or insert symbols into your document. The *Equation Editor* lets you easily choose from a toolbar containing math symbols or templates you may need.

Opening the Equation Editor

The *Equation* toolbar has two different rows. The top row includes access to more than 150 different math symbols you can insert, and the bottom row accesses about 120 different templates. When you click a symbol or template button, an options palette appears. From the palette you can select the appropriate symbol or template, inserting it onto the work area in *Equation Editor*.

To open the Equation Editor and access the Equation toolbar:

1. In Word, place the cursor where you want the math symbol or template to appear
2. From the *Insert* menu, select ***Object...***
The *Object* dialog box appears.
3. Windows: From the *Object type* scroll box, select ***Microsoft Equation 3.0***
4. Click **OK**
The *Equation Editor* and *Equation* toolbar appear.

Columns

By creating columns, you are creating a separate section in your document. Therefore, any formatting changes such as margins, indents, or headers and footers that you make to the column text affect only the section, not the entire document. You can create columns before or after you start typing. You can create columns on your entire document or on selected text only.

Creating Columns

You can create columns which span a single page or the entire document. Using the toolbar to create columns is quick and easy, whereas the *Columns* dialog box offers more options for modification.

To accurately view columns:

1. Windows: From the *View* menu, select **Print Layout**

Creating Columns: Toolbar Option

Adding columns using the toolbar option is an easy way to put columns into your document.

1. Place your insertion point in the document where you want the columns
OR
Select the text to be placed in columns (refer to [About Columns](#)).
2. From the *Standard* toolbar, click **COLUMNS**
A submenu appears.
3. To select the number of columns, drag across the number desired
4. Click on desired number of columns

Creating Columns: Dialog Box Option

Using the *Columns* dialog box gives you more options for modifying columns than using the toolbar option. With the dialog box, you can adjust the width and spacing of columns. Also, the dialog box allows you to create up to 45 columns depending on the size of your paper, however, standard paper allows only 12 columns.

1. Select the text to be formatted into columns
OR
Place cursor within text in document
2. From the *Format* menu, select **Columns...**
The *Columns* dialog box appears.
3. To select the number of columns, in the *Number of columns* text box type the appropriate number
OR
Under *Presets*, select the appropriate option
4. From the *Apply to* pull-down list, select the desired option of having columns applied to
NOTE: Your choices will depend upon whether or not you selected the text or placed your cursor in the text to create columns.

5. Click **OK**

Deleting Columns

You can choose to delete all columns in a document or only a section of columns. You can either use the *Standard* toolbar, which is a quicker way to delete your columns, or you can choose to use the *Columns* dialog box.

Deleting Columns: Toolbar Option

To delete all columns in a document:

1. From the *Edit* menu, select **Select All**
2. From the *Standard toolbar*, click **COLUMNS**
The *Columns* pull-down list appears.
3. From the pull-down list, drag to select a single column
4. Click with one column selected

To delete columns from a section in a document:

1. Place the cursor in the column which you want deleted
2. From the *Standard toolbar*, click **COLUMNS**
The *Columns* pull-down list appears.
3. From the pull down list, drag to select a single column
4. Click on selected number of columns

Deleting Columns: Dialog Box Option

To delete all columns in a document:

1. From the *Edit* menu, select **Select All**
2. From the *Format* menu, select **Columns...**
The *Columns* dialog box appears.
3. Under *Presets*, select **One**
4. Click **OK**

To delete columns from a section in a document:

1. Place the cursor in the column which you want deleted
2. From the *Format* menu, select **Columns...**
The *Columns* dialog box appears.
3. Under *Presets*, select **One**
4. Click **OK**

Creating Headers and Footers

- You can create headers and footers in your Word document so that information such as the author's name, document title, or page numbers will appear in the top and/or bottom margin of your document.

Creating a Universal Header and Footer

If you want the same header and footer to appear on every page, create a universal header and footer. By using the buttons located on the *Header and Footer* toolbar, you can insert the page number, date, or time into the header and/or footer. Place the cursor on any page of the document

1. From the *View* menu, select **Header and Footer**
The *Header and Footer* toolbar appears.
2. In the *Header*, type the information you want to appear
3. Click **SWITCH BETWEEN HEADER AND FOOTER**
4. In the *Footer*, type the information you want to appear
5. To hide the *Header and Footer* toolbar, click **CLOSE**

Creating a Different First Page Header and Footer

You can create a first page header and footer that contains different information than the header and footer in the rest of the document.

1. Place the cursor on the first page of the document
2. From the *View* menu, select **Header and Footer**
The *Header and Footer* toolbar will appear.
3. Click **PAGE SETUP**
The *Page Setup* dialog box appears.
The *Document* dialog box appears.
4. Select the **Layout** tab
5. In the *Headers and Footers* section, select **Different first page**
6. Click **OK**
7. In the *First Page Header*, type the information you want to appear
8. Click **SWITCH BETWEEN HEADER AND FOOTER**
9. In the *First Page Footer*, type the information you want to appear
10. To create a header and footer for the rest of the document, click **SHOW NEXT**
11. To hide the *Header and Footer* toolbar and return to your document, click **CLOSE**

Inserting AutoText into Headers and Footers

With the *Insert AutoText* command in Word, you can quickly and easily add elements like filename and path, author's name, and save date to headers and footers without having to go through many menu options.

1. From the *View* menu, select **Header and Footer**
The *Header and Footer* toolbar will appear.
2. Place your cursor in the header or footer area where you want to add *AutoText*
3. Windows: On the *Header and Footer* toolbar, click **INSERT AUTOTEXT**
A submenu appears.
4. Select the desired *AutoText* option
5. Click **CLOSE**

Exercise

- Open this week's notes from the public drive.
- Remove all formatting.
- Create three different styles modifying Normal, Heading 1 and Heading 2. Pick fonts and sizes of your choice.
- Apply these to your document
- Now create a table of contents.
- Modify/Create a header and footer for the document.
- You should do it in such a way that in the header a title should appear and in the footer the page number.