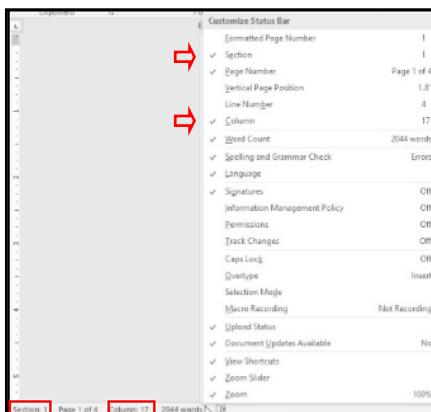




# ADVANCED WORD

Access Technology

# STATUS BAR



The **status bar** is found at the bottom of the Word window, just above the taskbar. It can display a variety of helpful information that shows you know where you are in the document and some of the document tools that are active.

Generally, the status bar in Word displays the number of the page you are on. Other helpful settings you may decide to use are for Section, Word Count, and Column.

To change a status bar setting:

- Right click on the status bar.
- Click on an option to select it.
- When incorporating sections and columns within a document, be sure to add those selections to the status bar.

# STYLES



Word styles are basically containers that hold all of the formatting information used for a paragraph. The paragraph mark at the end of each paragraph determines how its previous text displays.

Some of the formatting options included in a style are:

- Font name and size
- **Bold**, *italics*, underline
- Line spacing
- Paragraph alignment
- Indentation
- Numbering or bullets
- Tabs
- Borders

When you open a blank document, Word provides a gallery of pre-created styles on the Home tab. You can create your own styles, too.

# EDIT A STYLE

---

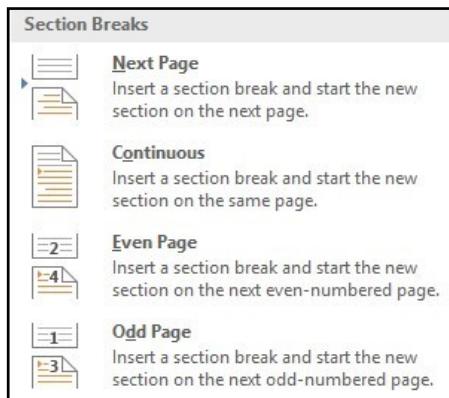
You may find that a paragraph has a specific style applied to it. While that style may be close to what you want, you may discover that it isn't exactly what is needed. For example, you may want to change the font size to create more space on each page.

Modifying a style is particularly helpful when you've applied the style more than one time in the document. Rather than editing each use of the style, all you need to do is change one example of the style and it will automatically update in the styles gallery as well as every other instance the style appears in the document!

To edit a style by using an example:

1. Select a paragraph with the current style.
2. Edit the text as needed.
3. From the Home tab, right click on the Style button in the Styles group and select **Update NameOfStyle to Match Selection**.
4. The button changes to reflect the changes you've made, and all other text using that style changes to match the selection.

# SECTION BREAKS



Create **section breaks** to separate your text into parts like chapters. Each section can be formatted independently of all others.

For example, section breaks are used to separate text that has columns and text that does not. They are often used for distinct page number formatting, such as Roman numerals for a table of contents or index and “regular” numbers for the main body of the text. Use sections to change the orientation or even page size of a few pages, while keeping the main document in portrait orientation on letter size paper.

Use the Show/Hide button to display section breaks in the document.

# INSERT A SECTION BREAK

## Our Great Adventure ¶

Hey Friends and Family! ¶

Last week, we decided to take a short trip and visit some towns in Missouri we may have driven through at some point, but didn't take time to appreciate. We wanted to stay relatively close to home, so we decided to follow **Route 66**. Armed with brochures from the Visitor's Center and printouts from some websites, we were on our way! ¶

..... Section Break (Continuous) .....

Day 1 ¶

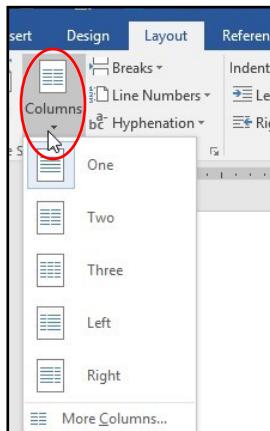
### To insert a section break:

1. Click in the document where the break will be added.
2. From the **Layout** tab, click the **Breaks** dropdown.
3. The most commonly used section breaks are:
  - **Next page** - The text following the break will move to a new page.
  - **Continuous** - The text following the break will remain on the same page.

### Notes

# ADDING COLUMNS

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**Adding columns** can make a document easier to read because the lines across the page are shorter. Columns can also save space on the page, allowing you to get more words on a page.

If the entire document is not going to use columns, be sure to set section breaks before and after the text that will be arranged into columns.

To add columns:

1. From the **Layout** tab, click the **Columns** dropdown.
2. Select the number of columns needed. Word can create equally-sized columns, or select **Right** or **Left** to format one column wider than the other.

# EDIT COLUMN WIDTH

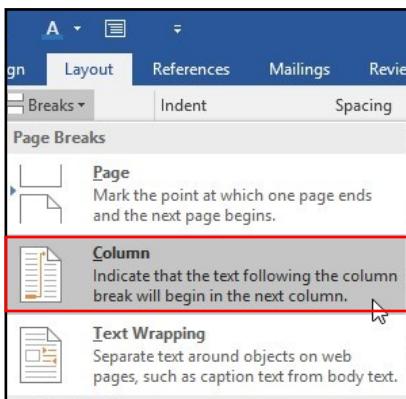
---

To **edit the width of columns** on a page or to change the space between columns, select the **Columns** button dropdown.

- The Columns window shows one-click fixes in the **Presets** section.
- The **Width and spacing** section lets you type the exact width of each column and the exact spacing between columns.
- Be careful to also determine if the column and spacing settings apply to:
  - This section
  - This point forward
  - Whole document

## Notes

# ADD A COLUMN BREAK



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

When text is put into columns, the left column on a page fills up first, then the remaining text goes to the right column. Sometimes there's more text on the left than on the right, or the last sentence on the left breaks at an awkward place. To balance the page out and to correct any awkward sentence breaks, insert your own **column break**.

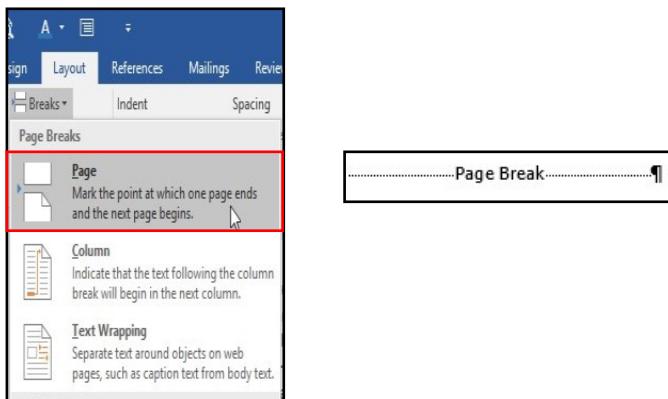
To add a column break:

1. Click before the text that will be moved to the next column.
2. From the **Layout** tab, select the **Breaks** dropdown.
3. From the **Page Breaks** section, click **Column**.

Column Breaks are visible in the document with the Show/Hide button on.

# ADD A PAGE BREAK

---



Text may need to be moved to the top of the next page for a variety of reasons. While you may have seen a document where moving text is accomplished by pressing the Enter key many times, that can cause future problems.

Here are two easy ways to add a **page break**.

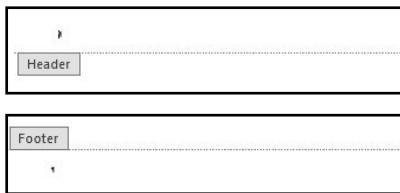
## Use a ribbon button

1. Click before the text that will be moved to the next page.
2. From the **Layout** tab, select the **Breaks** dropdown.
3. From the **Page Breaks** section, click **Page**.

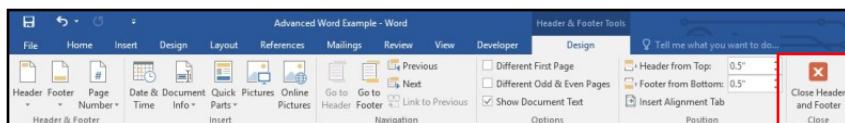
## Use a keyboard shortcut

1. Click before the text that will be moved.
2. Press **Ctrl + Enter**.

# HEADERS AND FOOTERS



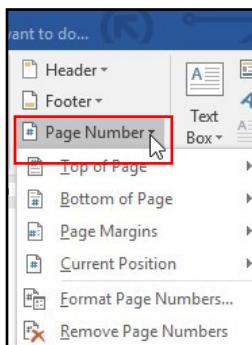
**Headers** are a designated space at the top of each page, while **Footers** are designated space at the bottom of each page. Once information is added to them, it is duplicated to every other page in a document. For example, the document title may be in a header at the top of each page, while the page number may appear in the footer at the bottom of each page.



Headers and footers are edited separately from the main document. Double click on the area for a header or footer to edit it. Click the Close Header and Footer button to return to the document.

# ADD PAGE NUMBERS

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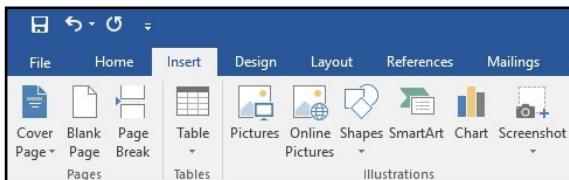


To add page numbers to a document:

1. Click the **Insert** tab.
2. From the **Header & Footer** group, select the **Page Number** dropdown.
3. Choose from several placement options.

## Notes

# INSERT IMAGES OR OBJECTS

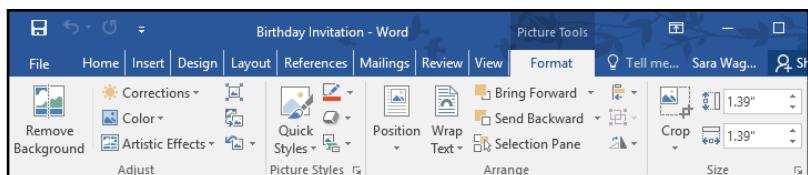


Though most people use Word primarily to enter text into a document, you can also insert other objects into your document.

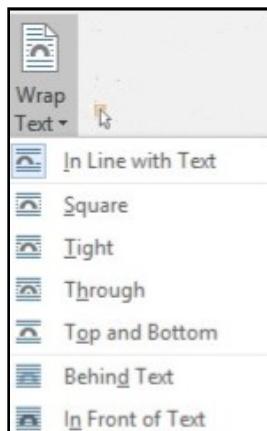
The **Insert Tab** includes options for:

- **Tables** - Allows you to add tables to use for comparisons, lists, calendars, or other items that require rows and columns.
- **Pictures from your computer** - Opens File Explorer for you to select an image from your files.
- **Online Pictures** - Opens a pop-up window with Microsoft's Bing search engine, allowing you to search for images online. You must be connected to the internet to use this feature.
- **Shapes** - Allows you to choose from a number of shapes to insert directly into your document.

# TIPS FOR ADDING IMAGES



Once you insert a picture or a shape, a new tab group appears in the ribbon. This tab group (**Picture Tools** for pictures, **Drawing Tools** for shapes and other objects) offers formatting options such as borders, size, text wrapping, and alignment.



Because Word is text-focused, images may be automatically inserted in a way that lines them up with the text. There are options to change the **text wrapping** around an image, which can be found in the **Picture Tools > Format tab**, or by clicking the **Layout Options** icon to the right of the selected image.

## FORMAT IMAGES

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- If an image is too large or small, long click on one of the sizing handles in the corner of the selected image and drag the mouse diagonally until the image reaches an appropriate size.
- Add a border around an image to make it stand out from the text. Click the **Picture Border** dropdown from the **Picture Tools > Format** tab to select a border color.

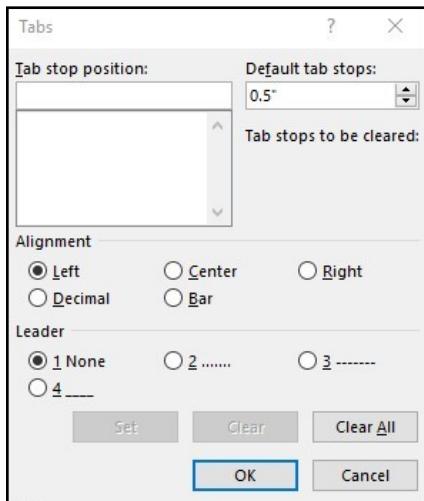


## CREATIVE COMMONS

The Online Pictures button on the Insert tab of the ribbon may use images licensed under **Creative Commons**. This means that the images offered are free and may not have copyright restrictions; however, it is still important to check the original website for instances where you may need to cite your source.

To search Creative Commons, go to [search.creativecommons.org](http://search.creativecommons.org).

# TABS



Default tab settings for a document are set at every half inch. When you press the **Tab** key on the keyboard, the insertion point moves to the next tab setting.

There are two ways you can change where tabs are set. One way is somewhat hidden, so few people use it.

1. Click the dialog box launcher button in the lower right of the Paragraph group on the Home tab. 
2. Click the **Tabs** button in the lower left of the Paragraph window that opens.
3. Complete the form by:
  - Typing the tab stop position
  - Determining its alignment
  - Selecting the type of leader it might use

# TAB SELECTOR AND RULER



The **ruler** provides a straightforward way to add tab locations to a document. It's easier to first type the text, using the Tab key between entries. Once the text is entered, select it and add tab stops to the ruler.

The **Tab Selector** button is to the left of the ruler and rotates through a series of several types of tabs you may want to set.

Simply click the Tab Selector to find the type of tab you want to use, then click on the lower edge of the horizontal ruler in the location of a tab stop you want to set. Drag the tab marker on the ruler to adjust its location, or drag it down to remove it.

The types tabs include:

- Left** tab - Text aligns to the right of the tab.
- Center** tab - Text centers over the tab.
- Right** tab - Text aligns to the left of the tab.
- Decimal** tab - Decimal points in numbers align on the tab.
- Bar** tab - Add a vertical line to the text.

## Online Learning opportunities: [mymcpl.org/online-learning](http://mymcpl.org/online-learning)

