

Microsoft® Word: Intermediate II

A Workshop for San Diego State University Faculty and Staff



Where to Find Help When You Need It

Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: <http://rohan.sdsu.edu/~facstaff>

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

Location: Adams Humanities, 1109
Phone Number: x45727
Semester Hours: 7:30am – 6:00pm Monday -Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Faculty Computing Help Line

Phone Number: x41348 **E-mail:** helpline@mail.sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Staff Computing Help Line

Phone Number: x40824 **E-mail:** staffhelp@sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

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CLIP ART

What is the Clip Gallery?

You can use the Clip Gallery to preview a wide variety of pictures, photographs, sounds, and video clips that you can insert in your documents.

Insert a Clip



To insert a clip:

1. Click **Insert Clip Art** on the Drawing toolbar, or click on **Insert** on the Menu Bar, select **Picture**, then select **Clip Art**. The Clip Gallery will open.
2. Select a Category by clicking on the **object**. A variety of images will appear.
3. Select an image to insert into your document. A window will open and all you need to do is select the button at the top of the menu. Your clip will be inserted into your document.

Search For a Specific Clip

To search for a specific clip on a specific topic:

1. Click **Insert Clip Art** on the Drawing toolbar, or click on **Insert** on the Menu Bar, select **Picture**, then select **Clip Art**. The Clip Gallery will open.
2. Enter a keyword describing the specific topic in the window in the “Search for Clips” window.
3. Press the <ENTER> key and clips matching the keyword will be displayed.

Search for On-line Clip Art

Microsoft provides a variety of free clip images on their site. To access these images:

1. Click **Insert Clip Art** on the Drawing toolbar, or click on **Insert** on the Menu Bar, select **Picture**, then select **Clip Art**. The Clip Gallery will open.
2. Click on the **Clips Online** icon at the top of the window. **NOTE:** You must use Internet Explorer for this to work.
3. Enter your search criteria in the **Search Window**. Click on the **GO** button. Clips matching your criteria will be displayed.
4. Put a check mark by the desired clip and click on the **Download # Clip(s)** link.

5. When the next window displays, click on the **Download Now** button.

The clip(s) will be downloaded to your computer and will be placed in the Downloaded Clips category in the Clip Gallery.

Format A Picture

You can use the Picture Toolbar to adjust your pictures as follows:

1. Open the toolbar by selecting **View** from the Menu Bar, selecting **Toolbars** and clicking on **Picture**.



2. The buttons (from left to right) function as follows:

Insert Picture – This button lets you insert a picture into your document

Image Control – You can use this button to make your picture black and white, shades of gray, or a watermark.

More Contrast & Less Contrast – Use these buttons to increase or decrease contrast.

More Brightness & Less Brightness – Use these buttons to brighten or darken the picture.

Crop – Position the cropping tool over a sizing handle and drag to cut out part of the picture

Line Style – This button allows you to change the thickness of a border.

Text Wrapping – Use this button to set the interaction of your picture with text in the document

Format Picture – This button brings up the Format Picture window where you can make additional adjustments to your picture.

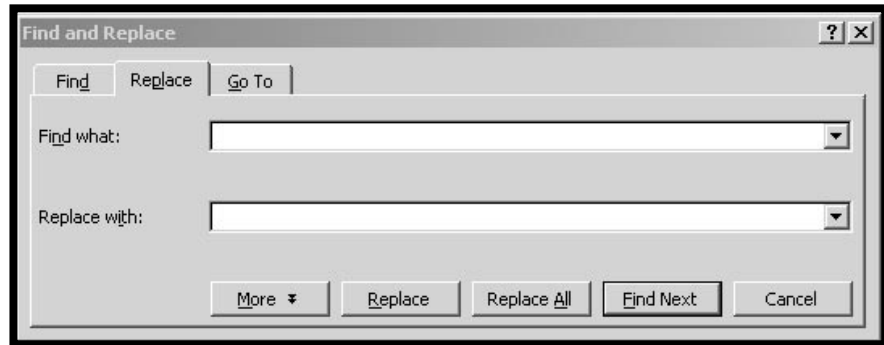
Set Transparent Color – When you want the background of your document to show through in parts of your picture, you can turn background areas into transparent colors.

Reset Picture – This button removes any previously applied cropping and returns the color, brightness and contrast to the original state.

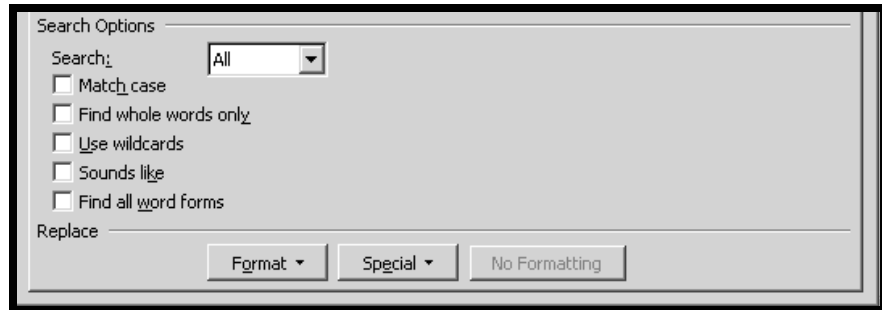
FIND AND REPLACE

Microsoft Word provides you with a variety of options for finding and replacing text and other special items in your document:

To activate this function, click on **Edit** on the Menu Bar and select **Replace**. The following window opens:



Click on the **More** button and the above window will expand to show the following:



Find and Replace Text

You can quickly search for every occurrence of a specific word or phrase. Simply type the text in the “**Find what:**” window. Once you locate the text, you can automatically replace the text by entering the replacement text in the “**Replace with:**” window.

Find and Replace Formatting



You can search for formatting such as character and paragraph formats, styles, language formats, and highlighting. If you click on the **Format** button you will see a menu of formatting options. Select the desired type of formatting to search for. When you locate the selected formatting, you can replace the formatting without changing the text or replacing the formatted text.

Find and Replace Special Characters




You can easily search for and replace items other than text or formatting - for example, special characters and document elements such as page breaks and tabs.

To search for special characters, click on the **Special** button and you will see a menu of special characters. Select the desired type of character to search for. When you locate the selected formatting, you can replace the formatting without changing the text or replacing the formatted text.

BROWSING A DOCUMENT



Microsoft gives you the ability to browse through your document a variety of ways. You will find the Browse Object button at the lower right hand corner of your window. Click on the button  to bring up the browse menu.

Once the menu is showing, you can select from ten browsing options. You can browse by Page, Section, Comment, Footnote, Endnote, Field, Table Graphic, Heading or by Edits.

Once you make your selection simply click on the **Next** button  to go to the next item or the **Previous** button  to browse to the previous item.

BOOKMARKS

A bookmark is an item or location in a document that you identify and name for future reference. You can use bookmarks to quickly jump to a specific location, create cross-references, mark page ranges for index entries, and so on.

Adding bookmarks To add a bookmark,

1. Select an item you want a bookmark assigned to, or click where you want to insert a bookmark.
2. From the Menu Bar click on **Insert** then click **Bookmark**.
3. Under Bookmark name, type or select a name.
4. Click **Add**.

Note - Bookmark names must begin with a letter and can contain numbers. You can't include spaces in a bookmark name.

Showing bookmarks Bookmarks generally aren't visible in your document. However, you might want to see your bookmarks when you're working in a document.

Word uses brackets to represent bookmarks around an item or an I-beam to represent a bookmark at a location.

NOTE: The bookmarks do not print.

To see your bookmarks in the document:

1. On the Tools menu, click **Options**, and then click the **View** tab.
2. Select the Bookmarks check box.

NOTE: If you assigned a bookmark to an item, the bookmark appears in brackets ([...]) on the screen. If you assigned a bookmark to a location, the bookmark appears as an I-beam. The brackets do not print.

Jumping to a Bookmark in a Document To go to a bookmark in your document:

1. From the Menu Bar click on **Insert** then click on **Bookmark**.
2. Double-click the **bookmark** or select it and click the **Go To** button.
3. Click **Cancel** or press **Enter**.

HYPERLINKS

You can enhance a reader's experience of reading a document on the screen by inserting hyperlinks.

A hyperlink is represented by a "hot" image or display text that the user clicks to go to a different location.

The hyperlink can redirect the reader to a location on your hard disk, to a location on the SDSU intranet, or to a web page on the Internet. You can create a hyperlink in a Word file that goes to a chart in Microsoft Excel that provides more detail.

Inserting a Hyperlink

You can insert a hyperlink that takes the reader to a variety of places.



1. Click on **Insert** on the Menu Bar and then click on **Hyperlink**. The Insert Hyperlink window will open.
2. Using the menu bar at the left of this window, click the **type of link** that you want to insert.

- To create a link to an existing file or Web page, click **Existing File or Web Page**.
- To link to a place within the current file, click **Place in This Document**.
- To link to a file that you haven't created yet, click **Create New Document**.
- To create a link that allows users to create an e-mail message with the correct address in the "To" line, click **E-mail Address**.



3. If you are linking to an existing file or web page, you can select one of the following three options:

- **Recent Files** - This will show you a listing of the most recently accessed files on your computer.
- **Browsed Pages** - This will show you a listing of the most recently browsed web pages.
- **Inserted Links** - This will show you the most recently inserted links that you've added to the file.

NOTE: You can quickly insert a hyperlink into a Word document or Web page by typing the address directly into your document. Word automatically formats the address as a hyperlink. Use **Insert Hyperlink** to insert a hyperlink into Word files and Web pages when you aren't using the automatic formatting features or when you want to browse for the destination address.



4. If you are linking to a location in the current document, you will see a list of places you can link to. You can link to the "Top of the document", to any location where you have applied "Heading Styles" and you can link to any "Bookmarks" you have created in the document.

NOTE: You can use the drag-and-drop method in Word files when you want to use the mouse to quickly create a hyperlink for text located in another Office file. You can create a hyperlink by

dragging selected text or graphics to your Word publication from a Word document, a PowerPoint slide, a selected range in Excel, or a selected database object in Microsoft Access.



5. If you are linking to a new document you can insert the path to the new document or click on **Change** and you will be presented with a window that will allow you to search through your computer (or through a networked drive) to find the location.
6. If you are creating an e-mail link, you will be provided with a window that allows you to insert the destination address and a subject line.

CHECK SPELLING

Spell Check

Microsoft Word includes powerful tools to help you to create your documents. The Spell Checker and Thesaurus are two tools that you will frequently use as you create your documents in Word.

To check your spelling:

1. Choose **Tools** from the Menu Bar, click on **Preferences** (Mac) or **Options** (PC) and then select **Spelling and Grammar**.
 - You can also use the **Spell Checking Icon** on the Standard toolbar.
2. Follow the prompts in the Spelling Checking dialog box to spell check your document. You can use the “**add**” button to add a word to Word’s dictionary. This is especially helpful for personal pronouns that are commonly picked up by the Spell Checker.
3. When spell checking has been completed, click **OK**.

Customizing the Spell Checker

You can add a custom dictionary so that when you are working on a document in another language or on a document that uses special acronyms, the new dictionary can contain these special words.

To add a custom dictionary, click on **Tools** on the Menu Bar and then select **Preferences** (Mac) or **Options** (PC). Click on the **Spelling and Grammar** tab, click on the **Dictionaries** tab and click on **New**. Name your new dictionary then make it the active dictionary by clicking on the **Custom Dictionary** button and selecting your new dictionary.

GRAMMAR CHECKER

You have the option of setting the level of grammar checking that is to be used when Word checks your document.

To view your options, click on **Tools** on the Menu Bar and then select **Preferences**. Click on the **Spelling and Grammar** tab, and under the Grammar section click on **Settings**. Choose your desired style and select or deselect the listed options until you are satisfied with the level of grammar that will be checked.

Click on **OK** to exit the Grammar Options window and click on **OK** to apply the new settings.

THESAURUS

To use the thesaurus:

1. Choose **Tools** from the Menu Bar, select **Language**, and then select **Thesaurus**. Word's Thesaurus can help you come up with more creative synonyms for commonly used words.