

Microsoft® Word: Intermediate I

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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BULLETS

Bullets allow you to segregate your information to make it easier to read.



The easiest way to apply bullets is to type your text, select it and then click on the Bullet icon on the toolbar. Word will then automatically apply bullets to your document.

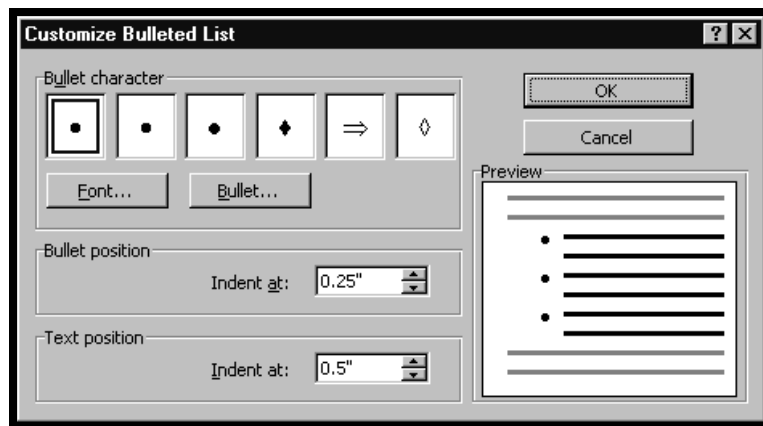
Standard Bullets

You can change the default bullets by selecting **Format** from the Menu Bar, and then select **Bullets and Numbering**. Click on the **Bulleted** tab. You can then choose from the standard options provided.



Customizing Bullets

You can easily customize the bullet font, characters, indentation and text position by selecting **Format** from the Menu Bar, and then select **Bullets and Numbering**. Click on the **Bulleted** tab. Select one of the options then click on the **Customize** button.



You can customize the font or the type of bullet used by clicking on the **Font** or **Bullet** buttons. You can also set the indentation position for the bullet or text at this window.

NUMBERING

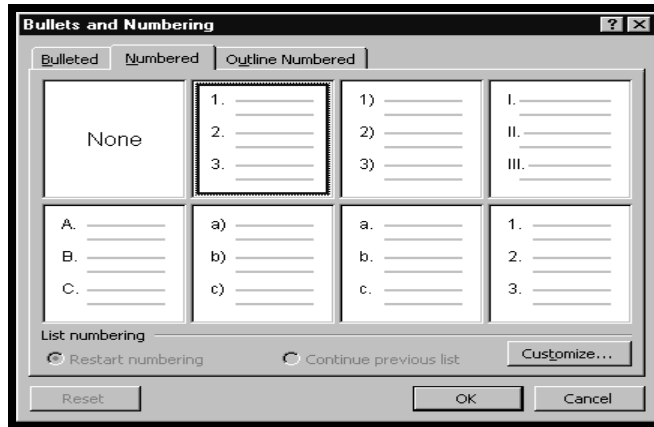


Numbers also allow you to segregate your information to make it easier to read.

The easiest way to apply numbers is to type your text, select it and then click on the Number icon on the toolbar. Word will then automatically apply numbers to your document.

Standard Numbers

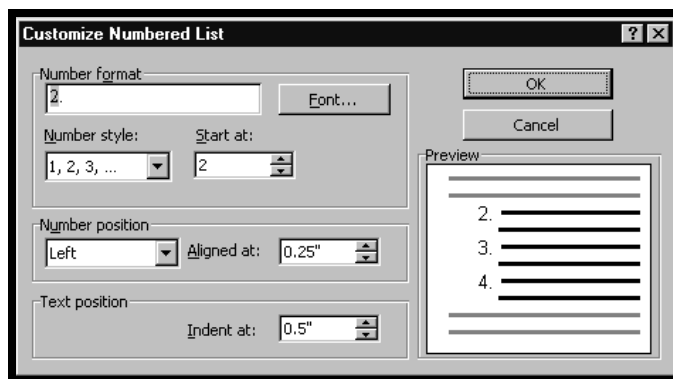
You can change the default numbering by selecting **Format** from the Menu Bar, and then select **Bullets and Numbering**. Click on the **Numbered** tab. You can then choose from the standard options provided.



Customizing Numbers

You can customize the font and style used for the numbers, and you can customize the number position and alignment.

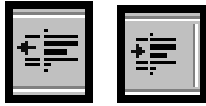
Selecting **Format** from the Menu Bar, and then select **Bullets and Numbering**. Click on the **Numbered** tab. Select one of the options then click on the Customize button



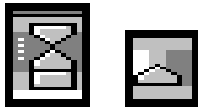
You can customize the font by clicking on the **Font** button. You can also set the number and text position and number style at this window.

INDENTING


Word allows you to change the indent of paragraphs in various ways.





The quickest and easiest way to change the look of a paragraph is to select the paragraph(s) to be affected, and then use the **“Increase Indent”** and **“Decrease Indent”** buttons on the toolbar. These buttons affect the left margin of the selected paragraph(s).




You can also use the indenting tools on the ruler to change the look of your paragraphs. The left most indenting icon actually consists of three separate tools.

To create a Left Indent, select the paragraph(s) and drag the  button to the desired position.

To create a First Line Indent, select the paragraph(s) and drag the  button to the desired position.

To create a Hanging Indent, select the paragraph(s) and drag the  button to the desired position.

To create a Right Indent, select the paragraph(s) and drag the  button located on the right side of the ruler to the desired position.

AUTOTEXT

If you have text that you use frequently (such as your signature), you can create an AutoText entry for this text. This allows you, with a few keystrokes or the click of the button, to insert this text anywhere in your document.

New Entry

To create an AutoText entry:

1. Type the text and highlight it.
2. Choose **Insert** from the Menu Bar, select **AutoText**, and then select **New**.
3. Name the AutoText entry and choose **OK**.

Add to Toolbar

To add the AutoText entry to the toolbar:

1. Choose **Tools** from the Menu Bar and select **Customize**.
2. Choose the **Command** tab.

3. From the **Category** list, choose **AutoText**.
4. Scroll through the Commands window and find your AutoText entry and select it.
5. To add your entry to the toolbar, **click once** on your **AutoText entry** and **hold**. Drag the entry to the toolbar. Choose the **Modify Selection** command to change the properties of the AutoText button.
6. Choose **Close**.

Key Combinations

To make your entry a combination of keys

1. Choose **Tools** from the Menu Bar and select **Customize**.
2. Click on the **Keyboard** button.
3. Scroll through the **Categories** window and choose **AutoText**.
4. In the **AutoText window**, find your **AutoText entry** and **select it**.
5. Place your cursor in the “**Press new shortcut key**” box. **Enter** the desired combination of shortcut keys.
6. Choose **Assign** then choose **Close**.

HEADERS AND FOOTERS

A header or footer is text, such as a page number, that appears at the top or bottom of every page. To add headers and footers choose **View** from the Menu Bar, then choose **Header and Footer**. Note that you must be in Page Layout view to see your headers and footers.

The Header and Footer Toolbar displays and you can insert AutoText into your header along with page numbers, date and time using buttons on the toolbar. You can also insert freeform text and images in a header or footer

If you want to use different headers and footers in the same document, you will need to separate the various parts of your document into sections. You will then be able to apply different headers and footers in each section of the document.

By default, headers and footers are linked throughout your document. Once the document is sectioned, you can click on the **Same as Previous** button on the toolbar to unlink the headers and footers from the previous section.

If you want to leave the header and footer off the first page, choose **File** from the Menu Bar, and then select **Page Setup**. Choose **Different First Page** on the Layout tab.

COLUMNS

You can do some desktop publishing with Word's Columns feature. If you are working with a newsletter, brochure or flyer, you can set the format to use multiple columns. This enables you to create a document that reads much like a newspaper.



To use the columns feature, select the text that you want to spread across your columns and click the **Column** button on the Standard Toolbar. When you click the button, you will have the option of selecting up to 7 columns for your text. Click on the desired number of columns and your text will be spread across the columns.

To gain complete control over your columns, click on **Format** on the Menu Bar and select **Columns**. The Columns dialog box will open and you can control the number of columns in your document, the width and spacing of each column, and you can cause a vertical line to be inserted between your columns.

You can also break a column and force the start of a new column in your document. Select the location of the break and click on **Insert** on the Menu Bar and then select **Break**. Select **Column Break** and a new column will start on the right side of your document or on a new page, depending on where the break was inserted.

You might also want to use the Column Break feature to balance the last page of your document. For instance, assume that you have a two column document, and that you have a long single column on the last page of your document. To balance the text on the page, select a point about half way down the column and insert a Column Break. Your text will be spread between the two columns.

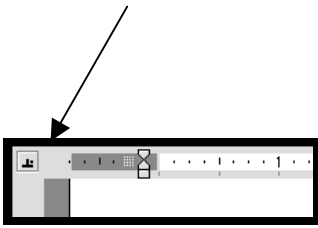
TABS

You use tabs to set stopping points in a line so you can align text or numbers.

Set Tab Stops

Word provides default tab stops at every .5 inch in the document. However if you want to use different tab stops in your document

you will need to manually set them. You can set the stops using the Ruler Bar or the Tabs Dialog Box.



To set tab stops using the Ruler Bar:

1. Select the paragraphs in which you want to set tab stops.
2. Click the icon at the far left of the horizontal ruler until it changes to the type of tab you want.

Left align



Right align



Center align



Aligns decimal points



Bar Tab



First line indent



Hanging indent



3. Click on the horizontal ruler where you want to set a tab stop.



To set tab stops using the Tabs Dialog Box:

1. Select the paragraphs in which you want to set tab stops.
2. Select **Format** from the Menu Bar, and select then the **Tabs** option. The Tabs Dialog Box will appear.
3. Enter the location where you want the tab to appear in the **Tab Stop Location** window.
4. In the **Alignment** area, choose the type of tab you want.
5. Click on the **Set** button.
6. Click on **OK**.

Clear or Move Tab Stops

To clear tab stops:

1. Select the paragraphs in which you want to clear or move a tab stop.
2. Drag the tab marker off the horizontal ruler.

To move a tab stop, drag the tab marker to the right or left on the horizontal ruler.

Change Default Tab Stop Spacing

To change the default tab stop spacing:

1. Select the paragraphs in which you want to set tab stops.
2. Select **Format** from the Menu Bar, and select then the **Tabs** option. The Tabs Dialog Box will appear.
3. Enter the amount of spacing you want between tab stops in the Default Tabs Stop window.

LEADERS

You will use leader characters to connect text at the left margin of the document to text at the right margin (as in a Table of Contents).

To set leader characters:

1. Select the paragraphs in which you want to set leaders.
2. Select **Format** from the Menu Bar, and select then the **Tabs** option. The Tabs Dialog Box will appear.
3. Select the leader style you want, and then click **Set**.
4. Click on **OK**.