

# Intermediate Microsoft® Word XP

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*A Workshop for San Diego State University Students*



## Where to Find Help When You Need It

### Student Computer Help Web Site

The computer help web site for students provides information about the type of help you can get and locations where help is available. To find this information, look to:

<http://rohan.sdsu.edu/~students>

### 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 Love Library Student Computing Lab

The Student Computing Lab's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the Internet, Netscape, SPSS, File Transfers, PC Operating Systems, Microsoft Office Software and Business Databases.

**Location:** 2<sup>nd</sup> floor of the Love Library building in LL-200

**Hours:** 10:00am – midnight Sunday  
7:00am – midnight Monday - Thursday  
7:00am – 6:00pm Friday  
10:00 am – 6:00pm Saturday

### Help from the Student Computing Help Desk

**Phone:** 594-3189

**Location:** Love Library 220

**Hours:** 8:00am – 4:30pm Monday  
8:00am – 4:30pm Tuesday  
8:00am – 7:30pm Wednesday  
8:00am – 7:30pm Thursday  
8:00am – 4:30pm Friday

**E-mail:** [problems@rohan.sdsu.edu](mailto:problems@rohan.sdsu.edu)

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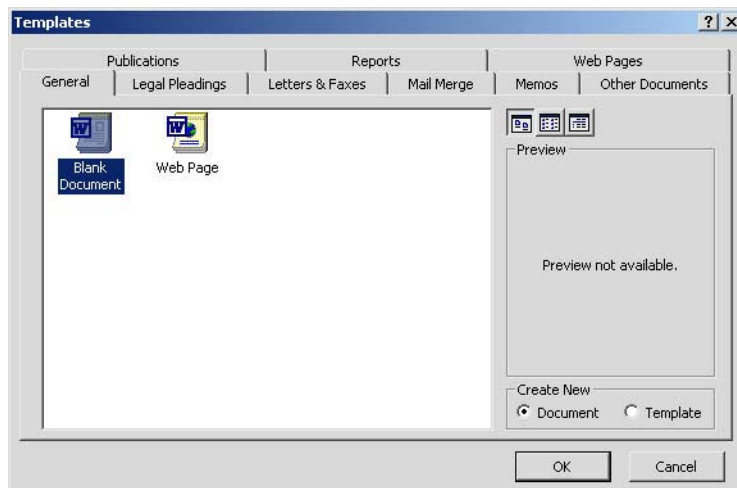
## Intermediate Microsoft® Word

This handout is to be used as a supplement while attending the Intermediate Word workshop taught as part of the BATS program at San Diego State University. The handout will follow along with the lesson and help you to review anything you have missed during the workshop. During the workshop you will learn about some of the more advanced uses of Word, including:

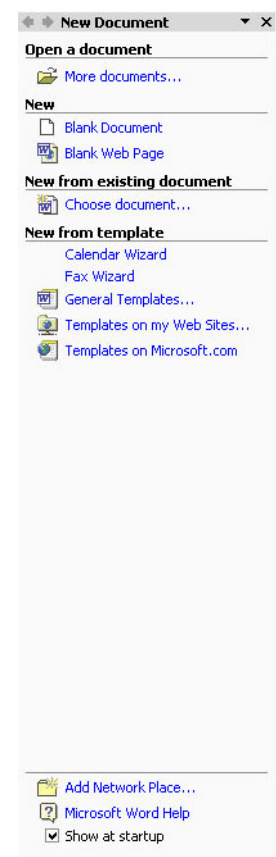
- Document Templates
- Documents Wizards
- Headers and Footers
- The Tab Ruler
- Footnotes
- The Use of Graphics and Charts
- Formatting with Styles
- Creating Tables of Content

## Templates and Wizards





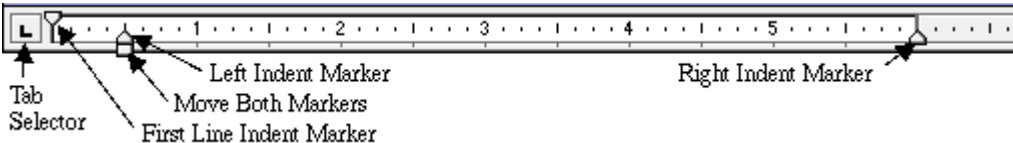
Something new was added as part of Microsoft® Office XP, it is called the task pane as shown here on the right. Here is where the templates and wizards that are included in Word are found. If you click on General Templates, you will see the template menu as shown below:








You can select from the different types by selecting the tabs at the top, both templates and wizards are listed. A wizard will guide you through the process of creating your new document by asking key questions, it will then create a custom template for you to start from.


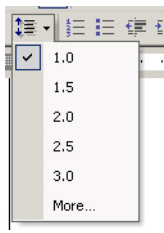




## Intermediate operations in Word:


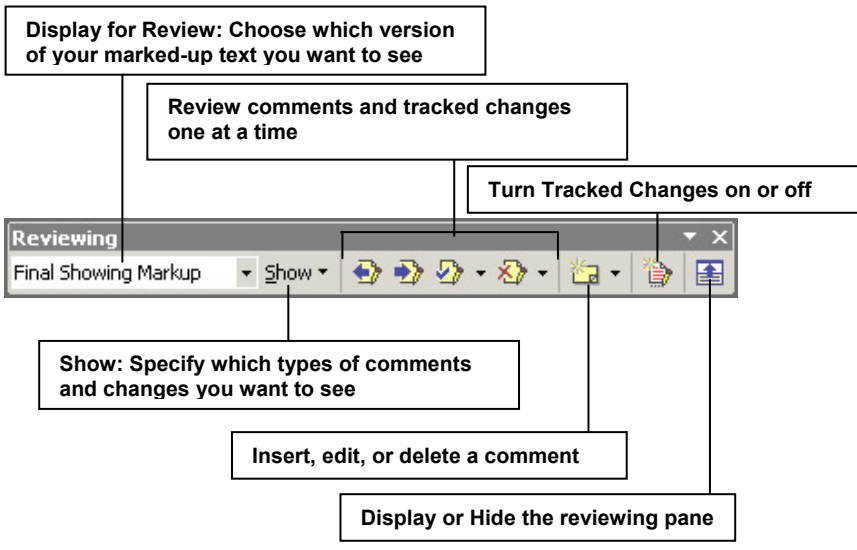

<p><b>Header and Footer</b></p>	<p>On the <u>V</u>iew menu, click Header and Footer.          To create a header, enter text in the header area.          To create a footer, click Switch Between Header and Footer           to move to the footer area. Then repeat step 2.          When you finish, click Close. </p>
<p><b>Page Numbers</b></p>	<p>On the <u>I</u>nsert menu, click on Page Number... or          On the <u>V</u>iew menu, click Header and Footer.          Switch to the footer, click Switch Between Header and Footer.          Click to place the insertion point within the footer window.          Decide where you wish to place the page number; flush left, centered, or flush right.          Click the Page Number icon  from the Header and Footer toolbar.</p>
<p><b>Different First Page</b></p>	<p>On the <u>F</u>ile menu, click Page Setup OR          From the Header and Footer toolbar click the page setup button           Select the Layout tab          Select the box to the left of "Different First Page"          Click Ok</p>
<p><b>Finding Text</b></p>	<p>On the <u>E</u>dit menu, choose Find.          Type the word you wish to find. The word will appear in the "Find What:" box of the "Find and Replace" dialog box.          Click the Find Next button. If the word found is not the one you want, continue to click the Find Next button until you find it.</p>
<p><b>Changing Text</b></p>	<p>On the <u>E</u>dit menu, choose Replace.          Type the text to change into the "Find What:" box.          Press the Tab key.          Type the text to replace with.          Click Replace All.</p>
<p><b>The Ruler</b></p> 	
<p><b>Indenting</b></p>	<p>Using the Ruler, you can indent paragraphs following these steps:          Select the paragraphs to be indented.          Drag the first line indent marker (the upper of the two triangles at the left end of the Ruler) to the where you want to indent to, then release the mouse button.          To cause every paragraph in the document to be indented, choose Select All from the Edit menu and indent as described above.</p>

<p><b>Hanging Indents</b></p>	<p>Select the paragraphs to have hanging indents  Drag the bottom triangle from the left end of the Ruler toward the right.</p>
<p><b>Tabs</b></p>	<p>Select the rows of text in which you want tab stops set.  Select the appropriate tab stop icon in the Ruler.  Click on the Ruler under the mark where you want to insert the tab stop.</p> <p>There are four types of tab stops:</p> <div style="display: flex; justify-content: center; gap: 20px; align-items: center;"> <div style="text-align: center;">   Left-aligned </div> <div style="text-align: center;">   Centered </div> <div style="text-align: center;">   Right-aligned </div> <div style="text-align: center;">   Decimal-aligned </div> </div>
<p><b>Footnotes</b></p>	<p>Position the pointer in your text where you want the footnote reference mark.  Choose Footnote from the Insert menu. The Footnote dialog box will open.  To create footnotes, make sure the "Footnote" option under "Insert" is selected. To create endnotes, make sure the "Endnote" option is selected.  The footnotes/endnotes for a document or section are automatically numbered beginning with "1." To start with a different number, click on Options, and change the number in the box to the right of "Start At:." Click OK to close the Note Options dialog box.  If you want to use a special symbol, such as a dagger, click on Symbol to view the palette of symbols. Click on the symbol you want, then click on OK.  If you wish to change where Word places the footnote and endnotes, click on Options and make your selection from the pull-down menu to the right of "Place At:." Click OK.  After you have made all selections and alterations, click OK in the "Footnote and Endnote" dialog to open the footnote window at the bottom of the screen.  Type your footnote text at the reference mark in the footnote window. (Text in a footnote can be changed in any way and can be viewed and edited in Page Layout view.)  When you are finished with the footnote text (if you are in Normal view), click on the Close button in the bar across the top of the footnote window to continue your work.</p>
<p><b>Deleting Footnotes and Endnotes</b></p>	<p>Delete the reference mark in the document text. Word will warn you that the footnote text will be deleted along with the reference mark. Subsequent notes will be renumbered automatically.</p> <p><b>You cannot delete a footnote by deleting the text in the footnote window.</b></p>

<p><b>Inserting Graphics and Charts</b></p>	<p>Create the graphic or chart in the appropriate program.          In Word, place the cursor where you want the graphic to appear.          From the Insert menu, choose Picture, Clip Art.          Select the graphics file you want to insert.          Click on the Insert button.</p>
<p><b>Formatting with Styles</b></p>	<p>Defining a Style: Styles are generally based on other styles. To do this:</p> <p>Choose Style... from the Format menu.          The Style dialog box will open. Click on New.          After the new dialog box opens, type a new style name.          Click and hold on the down-pointing arrow to the right of the "Based On:" box. From the menu that drops down, drag to select the name of the existing style on which you want your new style to be based (e.g., "Normal").          The instructions for the "based on" style will appear in the "Description" box. They can be changed by choosing commands using the Format button. Click and hold on the down-pointing arrow to the right of Format. Drag to different topics to modify different aspects of your new style.          When you have modified the instructions to your taste, click on the OK button.          When you have returned to the Style dialog box, click on Apply.</p>
<p><b>Applying a Style</b></p>	<p>To apply a style, select the paragraph(s) you wish to format.          Click and hold on the arrow to the right of the Style Selection box in the Formatting Toolbar.          Drag to highlight the desired style, and release the mouse button to apply it to the selected text.</p> 
<p><b>Removing a Style</b></p>	<p>Choose Style from the Format menu.          Select the name of the style you wish to remove from the list box.          Click on Delete.          An alert box will ask you to confirm the deletion. Click on Yes.          Any paragraphs that used the deleted style will become Normal style.          Click on Close to close the Styles window.</p>

<p><b>Creating a Table of Contents using Styles</b></p>	<p>If you consistently used styles through out your document, word can create a table of contents for you based on the use of the Heading styles in the document.</p> <p>All uses of Heading 1 will appear at the left margin, all subsequent headings (2, 3, 4,...) will be indented. As shown below:</p> <p>Heading 1..... 1  Heading 2..... 3  Heading 3..... 3</p> <p>To insert a table of contents, place the insertion point where you want the table to be, On the <u>I</u>nsert menu, click Reference &gt; Index and Tables... The Index and Tables menu will appear. You may select the options for the page numbers and to what level you want included in your Table of Contents.</p>
<p><b>Line Spacing</b></p>	<p>Select the paragraphs in which you want to change line spacing. On the Format Menu, click Paragraph, and then click the Indents and Spacing tab.</p> <p>Under Spacing, select the options you want. There is now a line space tool on the formatting tool bar. Selecting the arrow at the right of the line space icon , will give you the line space menu:</p> <p>You can select the spacing You want from the menu.</p> 
<p><b>Add an AutoCorrect entry to correct a typing error</b></p>	<p>On the <u>T</u>ools menu, click AutoCorrect Make sure the Replace text as you type check box is selected. In the Replace box, type a word or phrase that you often mistype or misspell In the With box, type the correct spelling of the word. Click Add.</p>
<p><b>Tables</b></p>	<p>Click where you want to create a table. On the <u>T</u>able menu click Insert, or click on the Insert Table Icon  on the standard toolbar. Select the number of rows and columns you want.</p> <p>To Design your table as you go, on the <u>T</u>able menu click on Draw Table, a pencil tool will appear that lets you draw your table the way you want it.</p>
<p><b>Sort Selected Paragraphs</b></p>	<p>Select all the paragraphs you want to sort. On the <u>T</u>able menu, click Sort. Select the options for your sort. Click Ok.</p>

<b>Page Breaks and Section Breaks</b>	<p>Click where you want to start a new page.  On the <u>I</u>nsert menu, click Break.  Click Page break.  To insert a Section Break, on the <u>I</u>nsert menu, click Break.  Click on the type of section break you want.</p>
<b>Insert a Hyperlink</b>	<p>On the <u>I</u>nsert menu, click on Hyperlink or  click the Insert Hyperlink button  on the standard toolbar.  Type the Web address in Link to file or URL box.  Click OK.</p>
<b>Word's Thesaurus</b>	<p>Select or type the word in the document for which you want to find a synonym, an antonym, or related words.  On the <u>T</u>ools menu, point to Language, and then click Thesaurus.  Select the options you want.</p>
<b>Word Count</b>	<p>To count all the words in your document, on the <u>T</u>ools menu, click Word Count. To count the words in a portion of your document, highlight your selection and click on word count.</p>

Reviewing Tools	
<p><b>The Highlighter Tool</b></p>	<p>The highlighter works just like a highlighter pen on paper. Select the text that you want highlighted, and then click on the highlighter icon  on the formatting tool bar. You may select other colors from the pull down menu by clicking the down arrow on the right of the icon.</p>
<p><b>The Reviewing Tool Bar</b></p>	 <p>The screenshot shows the Reviewing tool bar with the following callouts:</p> <ul style="list-style-type: none"> <li><b>Display for Review: Choose which version of your marked-up text you want to see</b> (points to the 'Final Showing Markup' dropdown)</li> <li><b>Review comments and tracked changes one at a time</b> (points to the 'Show' dropdown)</li> <li><b>Turn Tracked Changes on or off</b> (points to the 'Track Changes' icon)</li> <li><b>Show: Specify which types of comments and changes you want to see</b> (points to the 'Show' dropdown)</li> <li><b>Insert, edit, or delete a comment</b> (points to the comment icons)</li> <li><b>Display or Hide the reviewing pane</b> (points to the 'Reviewing Pane' icon)</li> </ul>
<p><b>Working with Comments</b></p>	<p>Comments are like little yellow stickies on a piece of paper, they are there to be seen, but do not affect the content of the document. To insert a comment, place the insertion point where you want the comment to appear, on the <u>I</u>nsert menu, click the comment icon  or the use the keystroke Alt+Ctrl+M. Your comment will appear as balloon with a dotted line to show where it is referenced to. If there are comments from several people, Word will automatically place the reviewer's name on the top of the comment.</p>
<p><b>Working with Tracking Changes</b></p>	<p>Comments are invaluable when you want reviewers to make observations or recommendations for changes in your documents. But when it comes to line-by-line editing changes, Word offers a better tool: Track Changes.</p> <p>With Track changes turned on, a document can be edited normally, and Word will keep visual track of all the text that is added or deleted by color coding the changes based on which user of the document made the change. Then you can walk through the changes—deciding which changes to accept, which to reject, and which to modify.</p> <p>Tracking changes should be used once your document is first draft form to limit the number of changes displayed. Tracking changes may be turned on four ways, on the reviewing tool bar as seen above, on the <u>T</u>ools menu, click on <u>T</u>rack Changes, use the keystroke Ctrl+Shift+E, or double-click on TRK in the Status bar at the bottom of the Word document window.</p>

# The Reviewing Pane

The image shows a Microsoft Word window with the Reviewing Pane open at the bottom. The document content includes a section titled "I. Introduction" and several paragraphs of text. A vertical line in the left margin indicates a change. A comment balloon is attached to the text "The Chapter headings should belike this: Chapter I Introduction". A deleted text balloon is attached to the text "My own view is that the allegation is not at all plausible". A marker indicates the location of changed text. The Reviewing Pane shows a list of changes, including comments, deletions, and formatting changes.

**Vertical line indicating change**

**A Comment Balloon**

**Marker indicating the location of changed text**

**Balloon indicating deleted text**

**TRK button on status bar indicating Word is Tracking Changes**

**The reviewing pane showing additions, deletions, comments, and formatting changes**

Comment	The Professor	12/5/2003 10:39 AM
The Chapter headings should belike this:		
Chapter I		
Introduction		
<b>Deleted</b>	<b>The Professor</b>	<b>12/5/2003 10:40 AM</b>
My own view is that the allegation is not at all plausible		
<b>Formatted</b>	<b>Your Name</b>	<b>12/4/2003 12:41 PM</b>
Line spacing: Double		
<b>Formatted</b>	<b>Your Name</b>	<b>12/4/2003 3:08 PM</b>
Formatted		

# This Workshop's Projects

During this workshop you will be creating several documents, a resume, a business letter, a research paper and a thesis report to demonstrate some of the intermediate editing abilities of Microsoft Word.

First will look at some of the templates and wizards in Word to create a resume and a business letter,



next, you will be transformed into a student in Dr Brown's Astronomy 101 class, Your assignment is to write a 500 word research paper using MLA guidelines that contains 1 footnote, 1 table, 3 references (1 from the Internet), and 1 image.

Your finished report will look something like this:

Your Name  
As Professor 101  
The Date

### Black Holes

The theory of a mass so concentrated and dense that even light cannot escape it goes back to the 18th century and the pioneering work of Pierre Simon, Marquis de Laplace. In 1914, but on the heels of Albert Einstein's theory of general relativity, German astronomer Karl Schwarzschild mathematically related the equations of the theory that described such an object. However, only with the work of J. Robert Oppenheimer and others twenty years later did scientists begin seriously to consider that black holes might actually exist in the universe and to describe how they might have come about. Most evidence of black holes has long been abstract but in the last few years, due to space exploration and sophisticated technology, physical proof of these intriguing celestial phenomena has been coming in thick and fast.

During a star's lifetime, nuclear fusion in its core generates electromagnetic radiation (energy waves that include light heat and radio waves, among others). During its evolution, a massive star exhausts its nuclear fuel, becomes unable to fight its own gravitational pull, and, if the core mass exceeds about 1.7 solar masses, collapses into a black hole. As the star continues to remove off fuel, heat and pressure decreases, and the core contracts further, until it reaches its infinite density, or "singularity." Any amount of mass can form a black hole if compressed to a high enough density. If black holes are produced during the deaths of massive stars, scientists believe a black hole should weigh about five to one hundred solar masses. A typical star five times a solar black hole will be about ten times the mass of the sun.

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<sup>1</sup> Another phenomenon possible is white holes. In this theory, once a white hole has formed, nothing can ever enter it, and it can never die. (Calk 97:84)

1

Your Name  
As Professor 101  
The Date

Galaxy NGC 4258 (Bode)

VLBA observations show a disk of dense material is orbiting within the nucleus of the NGC 4258 galaxy at velocities up to 500 miles per second. The Very Long Baseline Array allowed precise measurements of the rotation of the material in the disk, which provides some of the most direct and definitive evidence to date for the presence of a supermassive black hole in the center of another galaxy.

NGC 4258 black hole, mass equivalent to 40 million suns.

NGC 4258 galaxy, 21 million light years away in Coma Berenices.

**Figure 1. Galaxy NGC 4258**

As an object passes through space toward a black hole, it is in free fall and therefore weightless. As it crosses the event horizon and approaches the center of a black hole, it experiences "tidal" gravitational forces - much like being pulled overboard by an undercurrent. These tidal forces get stronger the closer the object gets to the center.

Time	Radial Distance
35	14
478	225

The fact that black holes besides the traditional phase, massive, stars, comets, and meteors exist in our universe is well accepted by astronomers. Oppenheimer's theories predicted collapsing stars and black holes so small and compact that light's forward trapped and time and space change phases. These theories have left the realm of cosmic book astronomy to become the scientific norm. As we enter the 21st century, our ability to witness our universe and reach beyond it becomes more and more finite. We now stand on the threshold of a new space-time, when the technology of the next century will prove the theories of the last.

2

Your Name  
As Professor 101  
The Date

### References

Calk, David H. (1987). "Astronomical Black Holes: The View from Beyond Earth's Atmosphere." *The Cosmos from Space*. Cowen.

Meibohm, James. "Black Holes and Beyond." <http://www.anselm.net/Cosmos/Book/BlackHoles.html> (14 Nov 1999)

Hendrick, JF. (1995). "Visual Evidence near a Black Hole and Newton's Law." *American Journal of Physics*, 63, 419.

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You will finally be transformed again into a graduate student who has written a thesis about the third President of the United States, Thomas Jefferson. Luckily, you have already written the paper, and just need to edit it and add a cover sheet, and a table of contents.

After you have electronically submitted your paper, we will review the suggested changes that your professor has made.