

# Document Formatting Microsoft® Word 2003

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*A Workshop for San Diego State University Students*

**BATS**  
Baseline Access,  
Training & Support



## 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://its.sdsu.edu/~bats>

### *Help in the Love Library Student Computing Lab (<http://scc.sdsu.edu>)*

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, Web Page, SPSS, File Transfers, PC Operating Systems, Microsoft Office Software and Business Databases.

**Location:** 2nd 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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## COMMENTS

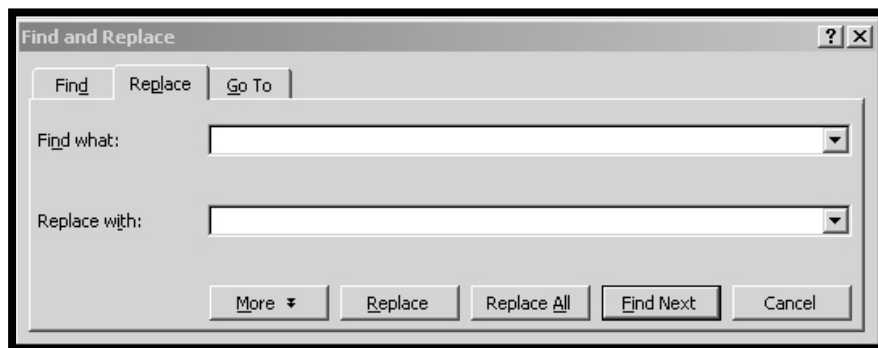
To insert a comment into the document:

1. Place the cursor where you want the comment to appear and then click **Insert** from the Menu Bar and choose **Comment**.
2. Type the comment text in the comment balloon.

## FIND AND REPLACE

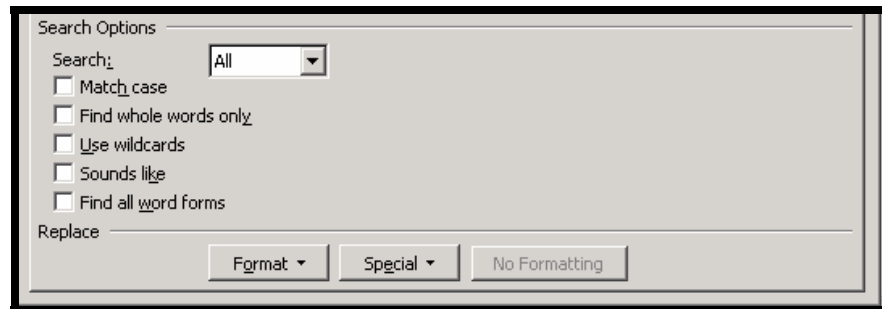
Microsoft Word provides you with a variety of options for finding and replacing text and other special items in your document:

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



### Find and Replace Formatting



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.

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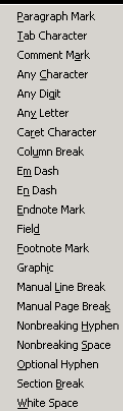
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You can search for formatting such as character and paragraph formats, styles, language formats, and highlighting. If you click on the **Format** button you will see a menu of formatting options. Select the desired type of formatting to search for. 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.



Paragraph Mark  
Tab Character  
Comment Mark  
Any Character  
Any Digit  
Any Letter  
Caret Character  
Column Break  
Em Dash  
Eq Dash  
Endnote Mark  
Field  
Footnote Mark  
Graphic  
Manual Line Break  
Manual Page Break  
Nonbreaking Hyphen  
Nonbreaking Space  
Optional Hyphen  
Section Break  
White Space

## FOOTNOTES & ENDNOTES

Footnotes generally appear at the bottom of the page in which a reference is made. Endnotes generally appear at the end of a document.

1. Position the pointer in your text where you want the footnote reference mark.
2. Choose **Footnote** from the **Insert** menu. The Footnote dialog box will open.
3. To create footnotes, make sure the "**Footnote**" option under "Insert" is selected. To create endnotes, make sure the "**Endnote**" option is selected.
4. 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.
5. 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, and then click on **OK**.

6. 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**.
7. 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.
8. 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.)
9. 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.

**Deleting Footnotes And Endnotes** 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.

**\*\*You cannot delete a footnote by deleting the text in the footnote window.**

### **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.

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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.

### HIGHLIGHTER TOOL



The Highlighter tool can be used to mark parts of the text in your document just as you would use a highlighter pen on a paper document.

To apply highlighting:

1. Click once on the **Highlight** button on the Formatting toolbar.
2. Select the text you want to highlight.

To turn off the highlighter:

3. Click the **Highlight** button again, or press ESC.

To change the highlighter color

4. Click the **arrow** next to the Highlight, button and click the **color** you want.

To remove highlighting from a document:

1. Select the text you want to remove highlighting from.
2. Click the **arrow** next to the Highlight, button and. then click **None**.

### 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.

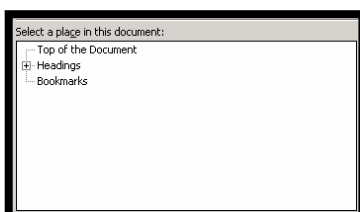
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**Inserting a Hyperlink** You can insert a hyperlink that takes the reader to a variety of places.



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.

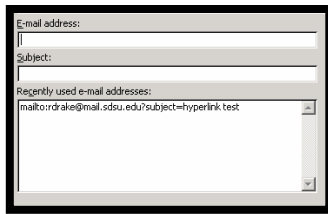
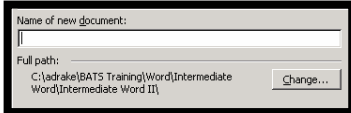
**NOTE:** You can quickly insert a hyperlink into a Word document or Web page by typing the address directly into your document. Word automatically formats the address as a hyperlink. Use **Insert Hyperlink** to insert a hyperlink into Word files and Web pages when you aren't using the automatic formatting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

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**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.

### IMAGES

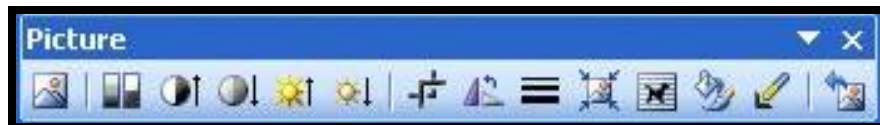
To insert an image:

1. Click on **Insert** on the Menu Bar, select **Picture**, then select **From File**. The Insert Picture Window will open.
2. Navigate to the image that you want to insert in the document.
3. Click on **Insert**.

### Format An Image

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 a **Picture**.



2. The buttons (from left to right) function as follows:
  - **Insert Picture** – This button lets you insert a picture.
  - **Color** – 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.

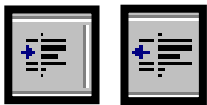
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- **More Brightness & Less Brightness** – Use these buttons to brighten or darken the picture.
- **Crop** – Position the cropping tool over a sizing handle and drag to cut out part of the picture
- **Rotate Left 90°** – Use this button to rotate the image.
- **Line Style** – This button allows you to change the thickness of a border.
- **Compress Pictures** – Use this button to reduce the resolution (to 96 dots per inch (dpi) for Web use and 200 dpi for print). You can also delete extra information such as cropped information.
- **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.

### 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.

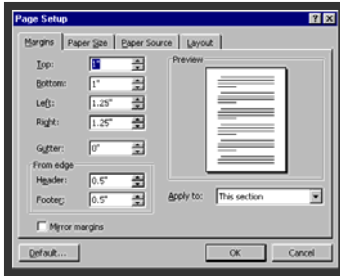
To create a **Hanging Indent**, select the paragraph(s) and drag the  button to the desired position.

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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.

## PAGE SETUP



When you start creating a document you will want to tell Word how the document is to be set up.

Select **File** from the Menu Bar and then choose the **Page Setup** option.

To establish your margins you can either accept the defaults of one-inch top and bottom margins, and 1 1/4 inch right and left margins. To change any of these settings, click on the up or down arrowhead in the desired box until the margin setting is to your satisfaction.

You can also establish header and footer margins by accepting the default or changing them to meet your needs.

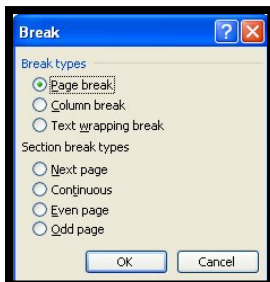
As you change the settings, the “Preview” display changes to reflect the new settings.

To establish the paper size and orientation of the document, select the **Paper Size** tab. To change the paper size, click on the down arrowhead in the Paper Size box and scroll through the options until the desired paper size is found. Click on the desired paper size and the document will be formatted for that sized paper.

As you change paper sizes, you will see the “Width” and “Height” values change to reflect the new paper size. The “Preview” document will also change to reflect the paper size.

## SECTION BREAKS

Documents can be broken into sections and each section can be formatted separately from the other sections. For instance, section 1 might be in portrait layout, section 2 could be formatted as a landscape layout and section 3 could be formatted as portrait, and so on.



A variety of section break types are available:

**Next Page** – the new section will start on the next page.

**Continuous** – the new section will start on the same page from the point where the section break was created.

**Odd Page or Even Page** – the new section will start on the next odd-numbered or even-numbered page.

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To create a Section Break, place your cursor where you want the break to occur and click on **Insert** on the Menu Bar, choose **Break** and then choose the type of **Section Break** you want.

### SHOW/HIDE BUTTON



To see the results of all your keystrokes, use the **Show/Hide** button. Paragraph marks, spaces and other special characters can be seen on the document when this feature is activated. Although the characters display on the screen, they will not print when the document is printed.

### SORTING PARAGRAPHS

To sort parts of a document;

1. Select all the paragraphs you want to sort.
2. On the **Table** menu, click **Sort**.
3. Select the options for your sort.
4. Click **OK**.

### STYLES

Styles make formatting your document easier. Not only can styles help you make sure all of your documents have a consistent look, they dramatically reduce the time it takes to format a document.

A style is a series of formats that can automatically be applied to either a paragraph or specific characters. Instead of applying formats one at a time, when you choose a style, Word automatically applies all the formatting for you.

If you want to change the appearance of your entire document, all you have to do is change the styles.

Additionally, styles are the building blocks for outlines and tables of contents. Word can automatically create a table of contents based on your headings.

### Applying an Existing Style

Word has over 100 built-in styles available for you to use. The fastest way to add styles to your document is to use the ones that already exist.

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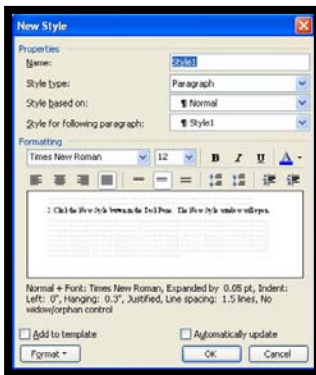
To apply a style:

1. Select the **text** you want to add a style to.
2. Click on **Format** on the Menu Bar and choose **Styles and Formatting**. The Task Pane will open.
3. At the bottom of the Task Pane select **All Styles** in the Show window.
4. Click on the style you want, and the text in your document takes on all the formatting of the selected style.

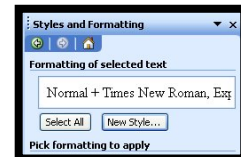
Note that in the Task Pane the style appears formatted so that you can see what that style looks like before you apply it.

## Creating New Styles

The quickest way to create a new paragraph style is to format a paragraph, select it, and then base the new style on the formatting and other properties applied to the selected text.



1. Click on **Format** on the Menu Bar and choose **Styles and Formatting**.
2. Select the text that contains the formatting you want to include in your style.
3. Click the **New Style** button in the Task Pane. The New Style window will open.
4. Type the new style name in the **Name** box.
5. Press **Enter**.



## Modifying a Style

Advanced style capabilities are available on the Task Pane. To open the Task Pane, choose **Format** from the Menu Bar and then click on **Styles and Formatting**.

1. Hover over the style you want to modify, and then click on the downward pointing arrow on the right of the style.
2. Choose **Modify**.
3. Select the attributes – such as Font or Numbering –you want to change.

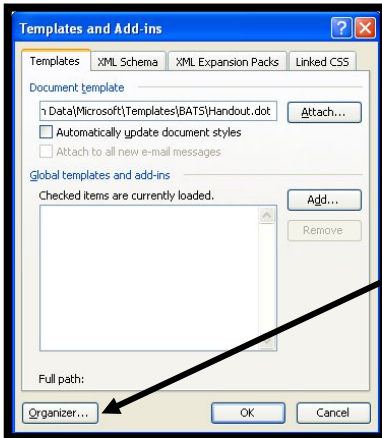
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4. Click **OK** after you have changed the attributes.

To use the modified style in new documents based on the same template, select the **Add to template check box**. Word adds the modified style to the template that is attached to the active document.

### Using the Style Organizer

Once you have created a set of styles that you like, you can add those styles to the Normal template, so that in all of your documents these styles are the default styles available.



Once you have modified your styles complete the following:

1. Click on **Tools** on the Menu Bar and choose **Templates and Addins**.
2. Click on the **Templates** tab and then click on **Organizer**.
3. In the left-hand window are those Styles available to you in your current document. Highlight those **Styles** you would like to make available in the Normal template, click **Copy**. These styles will copy to the right hand window, or the Normal template.

### Deleting a Style

To delete a style:

1. Hover over the style you want to delete, and then click on the downward pointing arrow on the right of the style.
2. Choose **Delete**.

Once a style is deleted, Word applies the Normal style to all paragraphs formatted with that style and then removes the style definition from the template. The Normal built in Heading styles are always present in the Styles list, and you cannot delete them.

### TABLE OF CONTENTS

To create a table of contents, apply the built-in heading styles (Heading 1 through Heading 9) to the headings you want to include in the table of contents.

Once you have applied the styles, you can choose a design and build the finished table of contents. When you build a table of contents, Word searches for headings with the specified styles, sorts them by heading level, references their page numbers, and displays the table of contents in the document.

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1. From the Menu Bar choose **Insert, Reference** then click on **Index, and Tables**.
2. Choose the **Table of Contents** tab
3. Click **Options** to define the level within the TOC assigned to each style.
4. Click **OK** then click **OK** again.
5. Once you have created your TOC, if your TOC changes you can update it by pointing to it and right-clicking. Choose **Update Fields**.

### TABLES

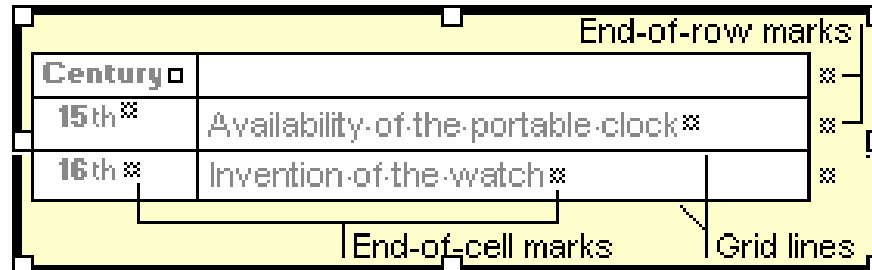
The Table feature in Word allows you to keep information in multiple columns lined up no matter how often the document is edited. A table consists of rows and columns of boxes, called cells, which you can fill with text and/or graphics. Within each cell, text wraps just as it does between the margins of a document. The cell expands vertically to fit the amount of text you type or the height of a graphic image.

With tables, you can arrange columns of numbers and text in a document without using tabs. Tables also provide a convenient way to present text in side-by-side paragraphs or to arrange text beside graphics.

	Product A	Product B
Basic Configuration	266 MHz processor 2.5 gigabyte hard drive 800 x 600 video output 32-bit Sound Blaster card	300 MHz processor 2.5 gigabyte hard drive 1024 x 768 video output
Memory	32 Mbyte built-in expandable to 164 Mbyte	48 Mbyte built-in expandable to 164 Mbyte
Drives	5.25" floppy drive 3.25" floppy drive	3.25" floppy drive Zip drive

	<p>The Water Cycle</p> <ol style="list-style-type: none"><li>1. Water evaporates and becomes water vapor.</li><li>2. Water vapor rises and cools.</li><li>3. As water cools, it condenses and becomes rain drops.</li><li>4. Rain falls to the ground.</li><li>5. Runoff flows into rivers, lakes, and oceans.</li><li>6. Water evaporation begins again.</li></ol>
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## Parts Of A Table



It is helpful to be familiar with the parts of a table before you begin creating and working with tables.

**End-of-cell marks** indicate where the contents (text or graphics) of a cell end.

**End-of-row marks** indicate where the rows of the table end.

**Grid lines** are non-printable borders outlining each cell a table.



If not already visible, you can view these items by clicking on the **Show/Hide ¶** toolbar button.

## Create A Simple Table

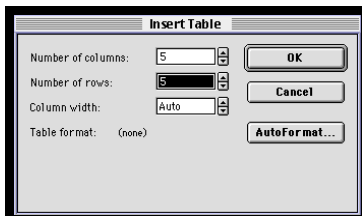
There are a number of ways to create a table. You can use the **Insert Table** button, select commands from the **Table** menu, or draw a table manually.



1. The quickest way to create a table is to use the **Insert Table** toolbar button. To do this, click the **Insert Table** toolbar button found on the Standard Toolbar.

Drag across the table grid to select the number of columns and rows desired in the table.

2. The next easiest way to create a table is to select **Table** from the Menu Bar and then select the **Insert Table** option.



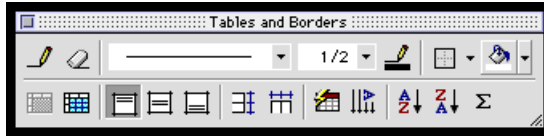
The Insert Table dialog box opens and you can select the number of rows and columns you want in your table. Click **OK** and the table is automatically created.

*Notice that all the columns of the table are the same size. By default, Word creates tables of equal column widths.*

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3. Finally, you can open the **Tables and Borders Toolbar**, and by using the pencil tool, you can draw a table to your specifications.



**Adding Text to a Table** Inserting text into a table cell is much like adding text to a normal Word document. As the text you type reaches the right-hand edge of the cell, the text automatically wraps onto another line in the cell and the height of the cell increases.

To add text to a table:

1. Click in a cell. *Notice the text I-beam appears next to the end-of-cell mark.*
2. Type text desired.
3. Format text as desired.

**Adding Graphics to a Table** You can place a graphic into a table to create a side-by-side multiple line text and graphic layout.

To add a graphic to a table:

1. Click in the cell where you want to insert a graphic.
2. From the **Insert** menu, select **Picture**.
3. Select the location the graphic is stored.
4. Select the graphic or graphic filename and click on **Insert**. The graphic is inserted into the cell.
5. Click on the handles of the graphic and drag to resize the image, if necessary.

**Moving Between Cells** There are two basic ways to move between cells.

1. To move to adjacent cells, press **tab** (next cell), **shift-tab** (previous cell), or use the directional arrow keys.

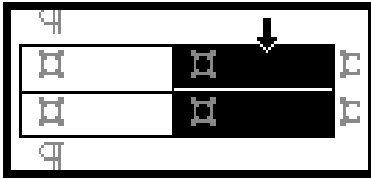
2. To move to non-adjacent cells, position the mouse pointer over the desired cell and click.

### Adding Columns or Rows To a Table

There may be times when you need to modify the structure of a table by adding additional columns or rows.

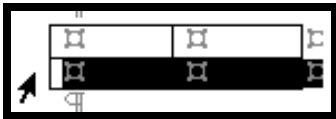
To add a column to a table:

1. Select the column to the right of where you want the new column to appear by clicking the column's top gridline or border.
2. Click the **Insert Columns** toolbar button.



To add a column to the right of the last column in a table:

1. Click outside the rightmost column.
2. From the **Table** menu, click **Select Column**.
3. Click the **Insert Columns** toolbar button.



To add a row to a table:

1. Select the row below where you want the new row to appear by clicking to the left of the row.
2. Click the **Insert Rows** toolbar button.

To add a row to the end of a table:

1. Click in the last cell of the table.
2. Press the **Tab** key. A new row is inserted.

### Deleting Columns or Rows From a Table

You may also need to modify the structure of a table by removing unused or unwanted rows or columns.

1. Select the columns or rows you want to remove.
2. From the **Table** menu, select either **Delete Columns** or **Delete Rows**.

*Note: if you select columns or rows containing data, the data is also removed from the document when the column or row is deleted.*

### Changing the Width of a Column

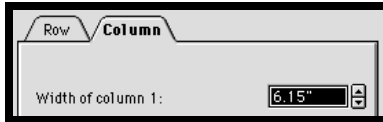
You may want to change the width of a column to better accommodate the type and amount of information placed in column cells.

To change the width of columns:

1. Select the column(s) whose width you want to change.
2. From the **Table** menu, select **Table Properties** and click on the **Column** tab.
3. Specify the width (inch measurement) desired.
4. Click the **OK** button.

You can also change the column width by dragging the column borders in the table.

- To change the width of a column and the column to its right, hold the **SHIFT** key while you drag. The table width does not change.
- To change the width of one column and make all columns to the right equal widths, hold the **CTRL** key while you drag. The table width does not change.
- To change the width of one column without affecting other columns, hold the **CTRL-SHIFT** keys while you drag. The table width will change accordingly.

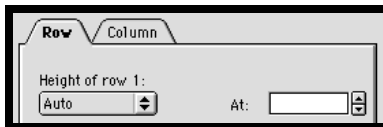


### Changing the Height of a Row

The height of a row generally depends on the amount and formatting of text or graphics cells contain. However, you can specify a precise row height. You must then change text and graphic attributes to fit within the specified row height.

To change the height of rows:

1. Select the row(s) whose height you want to change.
2. From the **Table** menu, select **Table Properties** and click on the **Row** tab.
3. Change the Height of Rows option from Auto to **At least** or **Exactly**
4. Specify the row height in either inch or point size measurement.
5. Click the **OK** button.



# Document Formatting - Microsoft Word 2003

**Split A Table** If you want to insert ordinary text between two rows, you can split the table.

GTAs	Fall Courses	Spring Courses
Anderson, Jill	IA 101	IA 105
Douglas, Ben	IA 101	IA 107
Faculty		
Castro, Diane	IA 350	IA 400
Henderson, Jeff	IA 300	IA 350

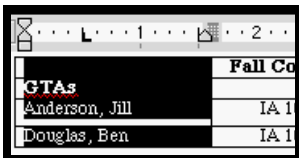
GTAs	Fall Courses	Spring Courses
Anderson, Jill	IA 101	IA 105
Douglas, Ben	IA 101	IA 107
Faculty		
Castro, Diane	IA 350	IA 400
Henderson, Jeff	IA 300	IA 350

1. Position the insertion point in the row where you want the table to be split.
2. From the **Table** menu, select **Split Table**. A blank line (paragraph mark) is inserted between the parts of the original table.

**Formatting Text** You can improve the readability of a table by formatting the text within the table, aligning text, creating column headings, and adding borders and shading.

You change text formatting with cells as you would in the rest of your document – select the text and then use the Formatting toolbar, Format menu commands, or the ruler.

**Insert Tabs In A Cell** By default, all text and objects placed in cells are aligned to the left. You may, however, want to indent text within a cell.



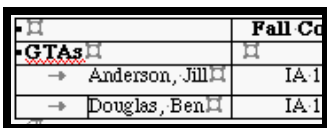
The image shows a table with a ruler above it. The ruler has a tab marker at the 1-inch mark. The table has two columns: 'GTAs' and 'Fall Co'. The 'GTAs' column contains 'Anderson, Jill' and 'Douglas, Ben'. The 'Fall Co' column contains 'IA 1'.

GTAs	Fall Co
Anderson, Jill	IA 1
Douglas, Ben	IA 1

1. Select the cell or column in which to set a tab.
2. Select the type of tab desired.
3. Click in the lower half of the ruler to place the tab marker.

**Moving to a Tab Position Within a Cell** Pressing the **tab** key moves the insertion point from cell to cell. To move the insertion point to a tab that is set within a cell:

1. Position the insertion point in the cell.
2. Press **Ctrl-tab** keys.



The image shows a table with a right-pointing arrow in the first cell of the 'GTAs' column, indicating the insertion point has moved to a tab position within that cell. The table has two columns: 'GTAs' and 'Fall Co'. The 'GTAs' column contains 'Anderson, Jill' and 'Douglas, Ben'. The 'Fall Co' column contains 'IA 1'.

GTAs	Fall Co
→ Anderson, Jill	IA 1
→ Douglas, Ben	IA 1

Notice that a right pointing arrow appears in the cell indicating the text has been tabbed over to its position.

## Document Formatting - Microsoft Word 2003

**Create Table Headings** By merging cells, you can create a heading that spans several columns.

1. Type the heading text in the first cell of the row.
2. Select the cells you want to merge.
3. From the **Table** menu, select **Merge Cells**. Cell divisions are removed and one cell spans the width of the selection.

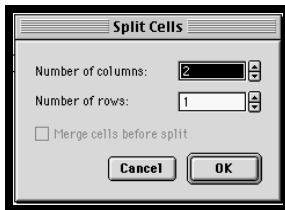
<b>Academic Year Offerings</b>	
<b>Fall Courses</b>	<b>Spring Courses</b>
IA 101	IA 105
IA 105	IA 107
IA 250	IA 250

<b>Academic Year Offerings</b>	
<b>Fall Courses</b>	<b>Spring Courses</b>
IA 101	IA 105
IA 105	IA 107
IA 250	IA 250

<b>Academic Year Offerings</b>	
<b>Fall Courses</b>	<b>Spring Courses</b>
IA 101	IA 105
IA 105	IA 107
IA 250	IA 250

**Split Cells** Just as you would merge cells to form a heading, splitting cells allows you to divide information into smaller groups.

To split cells:



1. Select the cell(s) you want to divide.
2. From the **Table** menu, select **Split Cells**.
3. In the Split Cells dialog box, type in the number of columns or rows by which to divide the cell(s).
4. Click the **OK** button.

**Repeat Table Headings On Each Page** You can repeat table headings when a table extends over multiple pages.

**NOTE.** *Table headings are only repeated for tables that are split by “soft” page breaks. If you insert a “hard” page break within a table, the heading is not automatically repeated.*

To repeat table headings:

1. Select the row or rows of text (beginning with the first row in the table), you want to use as table headings.
2. From the **Table** menu, select **Headings Rows Repeat**.

# Document Formatting - Microsoft Word 2003

If you make changes to the headings in a table that is split between pages, the text will automatically be updated in all repeated headings.

**Add Borders & Shading** By default, the gridlines that divide the cells of a table are printable. If you want to change the appearance of the vertical and/or horizontal lines between cells, you must add new borders to the table.

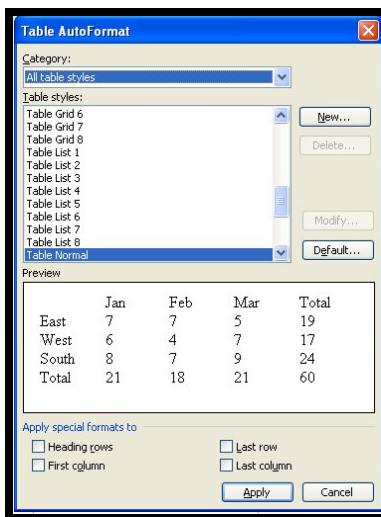
There are two methods of applying borders and shading to a table:

- Using the Table Autoformat feature
- Applying borders and shading to individual cells

## Using the Autoformat Feature

To add borders and shading to an entire table:

1. Position the insertion point in the table.
2. From the **Table** menu, select **Table Autoformat**.
3. Select the table style you want to use.
4. Under **Apply Special Format To** select as many of the check boxes as you want to apply to the table.
5. Click the **Apply** button.



**Example: Original table**

Required General Education Courses	IA 105	IA 250
Required Major Courses	IA 350	IA 399

**Example: Original table formatted using Autoformat**

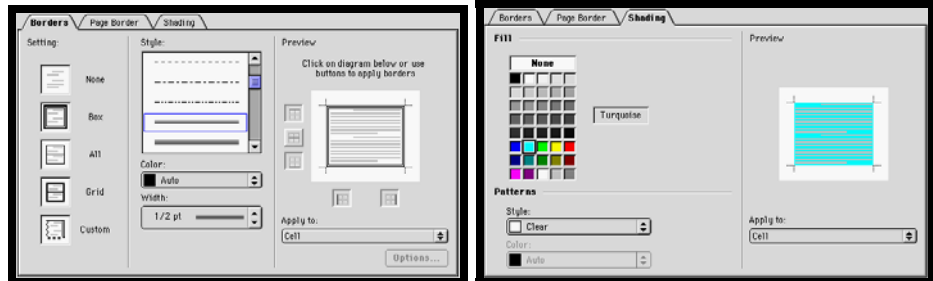
<b>Required General Education Courses</b>	IA 105	IA 250
<b>Required Major Courses</b>	IA 350	IA 399

**Adding Borders and Shading to Individual Cells** You can use the **Borders** toolbar or the **Borders and Shading** command on the **Format** menu to apply borders and shading, and to create custom borders and shading.

1. Select the cell or cells you want to change.
2. From the **Format** menu, select **Borders and Shading**.

## Document Formatting - Microsoft Word 2003

3. Select the options desired. A thumbnail image of the cell(s) appears on the right side of the window.
4. Click the **OK** button.



### Sorting, Numbering And Summing Cells

You can quickly sort and number table cells. You can arrange entries in alphabetic or numeric order, or you can sort by date. The order of the rows is changed based on the first column unless you specify a different column or columns as the basis for sorting.

To sort information:

1. Select the rows or cells you want to sort.
2. From the **Table** menu, select **Sort**.
3. If you have a heading that you do not want sorted, select the **Header Row** option.
4. Under **Sort By**, select the column number, field number, paragraph, or name.
5. Under **Type**, select **Text**, **Number**, or **Date**.
6. Select the **Ascending** or **Descending** option button.
7. To use additional columns as a basis for sorting, repeat steps 4-6, selecting option under **Then By** for each column.
8. Click the **OK** button.



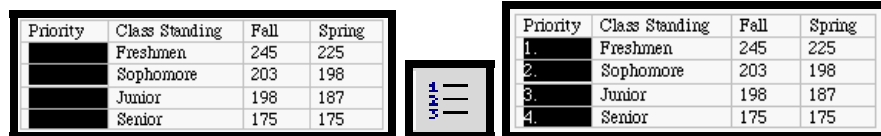
Class Standing	Fall	Spring
Freshmen	245	225
Junior	198	187
Senior	175	175
Sophomore	203	198

# Document Formatting - Microsoft Word 2003

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**Numbering Cells** To number cells in a table:

1. Select the cells that you want to number. If you want to number the left side of each row, select only the first column in the table.
2. On the **Formatting** toolbar, click the **Numbering** button.



Priority	Class Standing	Fall	Spring
	Freshmen	245	225
	Sophomore	203	198
	Junior	198	187
	Senior	175	175

Priority	Class Standing	Fall	Spring
1.	Freshmen	245	225
2.	Sophomore	203	198
3.	Junior	198	187
4.	Senior	175	175

**Summing Cells** The table feature in MS-Word is primarily designed to help you visually organize information in a document. However, there may be an occasion when you need to perform simple summation of data.

To sum a row or column of numbers:

1. Click the cell in which you want the sum to appear.
2. From the **Table** menu, select **Formula**.
3. If the cell you selected is at the bottom of a column of numbers, Word suggests the formula =SUM(ABOVE). Click the **OK** button.



If the cell you selected is at the right end of a row of numbers, Word suggests the formula =SUM(LEFT). Click the **OK** button.

***Hint:** To quickly sum a row or column of numbers, click the cell where you want the sum, and then click **AutoSum** on the **Tables and Borders** toolbar.*

## TABS

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

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 easily set the stops using the Ruler Bar.

**Set Tab Stops** To set tab stops:

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 as shown below:

**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

**Clear 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.

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

**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.

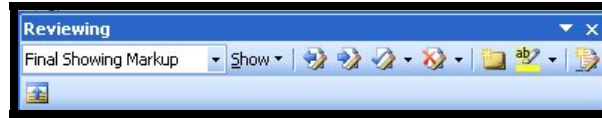
**TRACKING CHANGES** The Track Changes feature in Word lets you and others edit a document and it preserves each individual's edits separately. Once the other's have edited your document you can either accept or reject changes made by the other people.

# Document Formatting - Microsoft Word 2003

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To start the process:

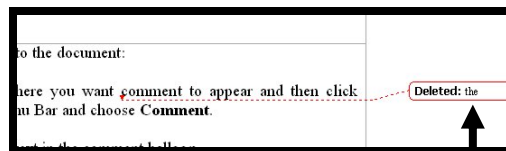
1. Open the document that you want to work on.
2. Activate the Reviewing Toolbar by clicking on Tools on the Menu Bar and then select **Track Changes**.



3. Click on the **Track Changes** button on the far right of the toolbar to activate the process.

As you and others trade your document back and forth, you can view the document a variety of ways:

- **Original** – This view accurately displays the original, unchanged document so that you can see how the document would look if you rejected all changes.
- **Final** – This view displays the document as it would look if you accepted all changes.
- **Original Showing Markup** – This view displays the document and the inserted text and formatting changes in balloons in the margins of the document. These balloons allow you to see reviewers' changes and comments. Deleted text is displayed with a strikethrough format.
- **Final Showing Markup** – This view displays the document as it would look if all the inserted text and formatting changes were made, and it shows any deleted text in balloons.



Example of balloon in margin

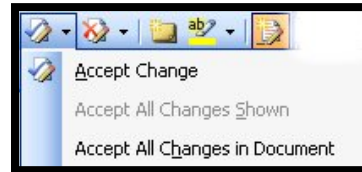


As you review the document you can move from one change to the next using the **Previous** and **Next** buttons on the toolbar.

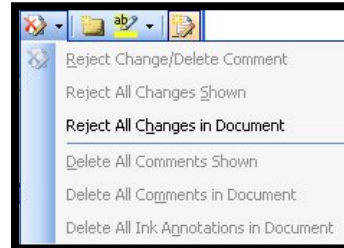
## Document Formatting - Microsoft Word 2003

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You can accept changes in the document by using one of the options from the **Accept Change** button.

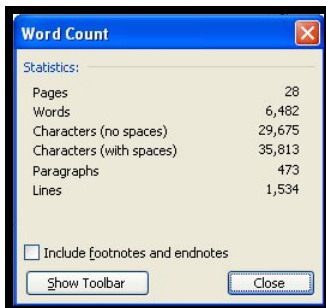


You can reject changes in the document by using one of the options from the **Reject Change** button.



**Printing a Document Showing Markups** Microsoft Word will automatically reduce the size of the text in the document or it will change the orientation of the document to enable it to show the balloons in the margins.

### WORD COUNT



To have Word provide you with a count of the words in the document, place your cursor where you want the count to appear in the document, then click on **Insert** from the **Menu Bar** and click on **Field**. Choose the **NumPages** field and click on **OK**.

To see word count and other information related to your document, click on **Tools** on the Menu Bar and choose **Word Count**.