

Microsoft Word

Part 2

Hanging Indent

The hanging indent feature indents each line except the first line by the amount specified in the **By** field in the Paragraph option under the format option, as shown in the example.

Example: Hanging Indent

Hanging Indent: The hanging indent feature indents the first line of the paragraph from the margin by the amount specified in the **Left** field. The amount in the **Left** field plus the amount specified in the **By** field indent all subsequent lines.

When you begin typing the following paragraph, you might find that your paragraph is indented one inch on both sides. When you start a new paragraph in Microsoft Word, the setting from the previous paragraph carries over. If you wish, you can reset the indentation. If you choose not to reset the indentation, it will not affect your ability to perform the exercise.

1. Type the following:
Hanging Indent: The hanging indent feature indents the first line by the amount specified in the Left field. The amount in the Left field plus the amount specified in the By field indent all subsequent lines.
2. Highlight the paragraph you just typed.
3. Click on **Format**.
4. Highlight **Paragraph**. Press **Enter**.
5. Click on the **Indents and Spacing** tab, if that tab is not in the front.
6. In the **Special** field, click to open the pull-down menu. Click on **Hanging**.
7. In the **By** box, type **2.0"**.
8. Click on **OK**.
9. Place the cursor after the colon following "Hanging Indent."
10. Press the **Tab** key.
11. Notice how the indentation changes.

Bullets and Numbering

In Microsoft Word, you can easily create bulleted or numbered lists of items. Several bulleting and numbering styles are available, as shown in the examples. You select the one you wish to use. Try the exercises to see how it works.

Examples -- Numbering

- | | | |
|-----------|-----------|------------|
| 1. Apple | 1) Apple | I. Apple |
| 2. Orange | 2) Orange | II. Orange |
| 3. Grape | 3) Grape | III. Grape |
| 4. Mango | 4) Mango | IV. Mango |
| 5. Cherry | 5) Cherry | V. Cherry |

- | | | |
|-----------|-----------|------------|
| A. Apple | A) Apple | (a) Apple |
| B. Orange | B) Orange | (b) Orange |
| C. Grape | C) Grape | (c) Grape |
| D. Mango | D) Mango | (d) Mango |
| E. Cherry | E) Cherry | (e) Cherry |

- i. Apple
- ii. Orange
- iii. Grape
- iv. Mango
- v. Cherry

Examples -- Bulleting

- | | | |
|----------|----------|----------|
| • Apple | ◆ Apple | ▪ Apple |
| • Orange | ◆ Orange | ▪ Orange |
| • Grape | ◆ Grape | ▪ Grape |
| • Mango | ◆ Mango | ▪ Mango |
| • Cherry | ◆ Cherry | ▪ Cherry |

- | | | |
|----------|----------|----------|
| □ Apple | ❖ Apple | ➤ Apple |
| □ Orange | ❖ Orange | ➤ Orange |
| □ Grape | ❖ Grape | ➤ Grape |
| □ Mango | ❖ Mango | ➤ Mango |
| □ Cherry | ❖ Cherry | ➤ Cherry |

- ✓ Apple
- ✓ Orange
- ✓ Grape
- ✓ Mango
- ✓ Cherry


Practice

1. Type the following as shown.
Apple
Orange
Grape
Mango
Cherry
2. Highlight the words you just typed.
3. Click on Format.
4. Highlight Bullets and Numbering. Press Enter.
5. Click on the Numbered tab, if it is not in the front.
6. Several styles are available to you. Click on the style you want to use.
7. Click on OK.
8. Your list should now be numbered.


To remove the numbering:

1. Highlight the list again.
2. Click on Format.
3. Highlight Bullets and Numbering. Press Enter.
4. Click on None.
5. Click on OK.

Alternate Method -- Numbering using the Icon.

1. Highlight the list you typed.
2. Click on the Numbering icon  on the Formatting toolbar.
3. Your list should now be numbered.

To remove the numbering:

1. Highlight the list again.
2. Click again on the Numbering icon .

Bulleting


1. Highlight the list you typed.
2. Click on Format.
3. Highlight Bullets and Numbering. Press Enter.
4. Click on the Bulleted tab, if it is not in the front.
5. Several styles are available to you. Click on the style you want to use.

6. Click on OK.
7. Your list should now be bulleted.


To remove bulleting:

1. Highlight the list again.
2. Click on Format.
3. Highlight Bullets and Numbering. Press Enter.
4. Click on None.
5. Click on OK.

Alternate Method -- Bulleting Using the Icon

1. Highlight the list you typed.
2. Click on the Bullets icon  on the Formatting toolbar.
3. Your list should now be bulleted.

To remove the bulleting:

1. Highlight the list again.
2. Click on the Bullets icon  again.

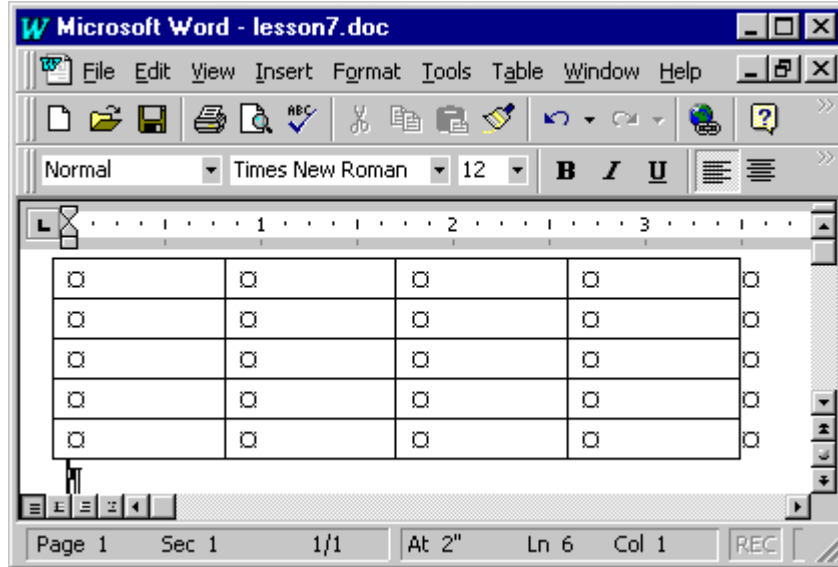
Tables

This lesson will teach you how to create tables. You use tables to format all or part of your document into columns and rows. Each exercise in this lesson is dependent on your having completed the exercise that preceded it. Complete the exercises in sequence. To begin the lesson, open Microsoft Word.

Creating a Table

To create a four-column, five-row table:

1. Click on Table, which is located on the Menu bar.
2. Highlight Insert Table on the drop-down menu.
3. Press Enter.
4. Type **4** in the Number of Columns field.
5. Type **5** in the Number of Rows field.
6. Select Auto in the Column Width field. Selecting Auto allows Microsoft Word to determine the size of your column widths. Alternatively, you can enter the column width you desire.
7. Click on OK. Your table should look like the one shown here, with four columns and five rows.



Alternate Method -- Creating a Table Using the Insert Table Icon

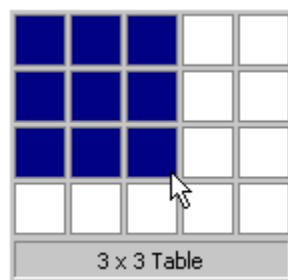
You can also create a table by clicking on the Insert Table icon on the Standard toolbar.

1. Click on the Insert Table icon.



Note: The Insert Table icon does not display on the toolbar if your cursor is located on a table. If you can not find the Insert table icon, move your cursor outside of the table.

2. Highlight the number of rows and columns you need. The maximum table size is a four-row by five-column table.



3. Press Enter (or Click) to create the table.

Note: Microsoft Word has a Tables and Borders toolbar. This lesson does not cover the Tables and Borders toolbar.

Moving Around a Table

You refer to each block in a table as a cell. Use the Tab key to move between cells from left to right. Use Shift-Tab to move between cells from right to left. The following exercise demonstrates.

1. Click in the first cell in the first column.
2. Press the Tab key nine times. The cursor moves forward nine cells.
3. Press Shift-Tab six times. The cursor moves backward six cells.

Note: You can also move to a cell by clicking in the cell with the mouse. In addition, you can move around the table by using the left, right, up, and down arrow keys.

Entering Text into a Table

To enter text into a table, simply type as you normally would. Press Tab to move to the next cell. Enter the text shown below into your table.

1. Type **Salesperson** in the first cell in the first column. Press the Tab key.
2. Type **Dolls** in the first cell in the second column. Press the Tab key.
3. Continue entering, until you have entered all of the text.

Salesperson	Dolls	Trucks	Puzzles
Kennedy, Sally	1327	1423	1193
White, Pete	1421	3863	2934
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203

Selecting a Row and Bolding the Text

You learned about bolding in Lesson Three. In this exercise, you will select the first row of the table and bold all of the text on the row.

1. Click anywhere on the first row of your table.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Row, which is located on the drop-down menu.
4. Press Enter. Microsoft Word should select the first row of the table.

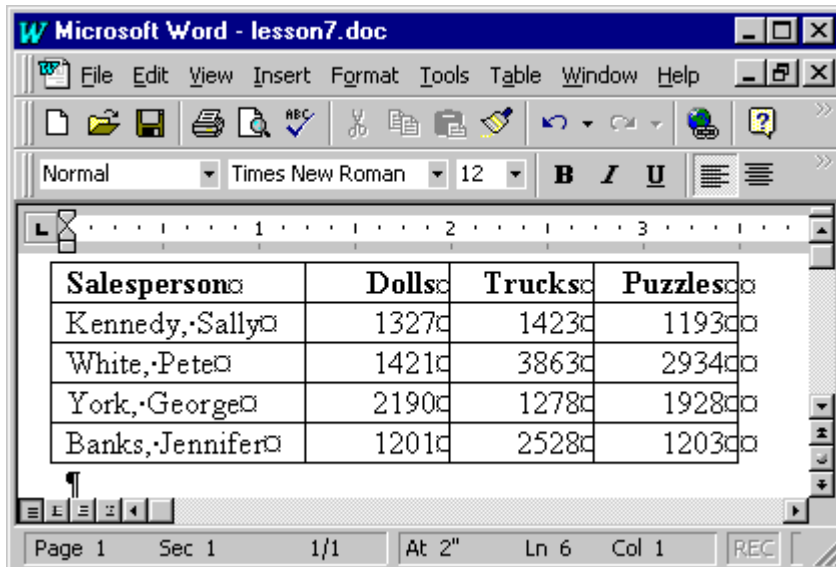
5. Press Ctrl-b to bold the row.

Right-Aligning Text

You learned about alignment in Lesson Five. In this exercise, you will right-align the second (Dolls), third (Trucks), and fourth (Puzzles) columns of the table you created.

1. You need to highlight "Dolls," "Trucks," and "Puzzles." Place the cursor before the "D" in "Dolls." Press the F8 key to anchor the cursor. Then press the right arrow key until you have highlighted "Dolls," "Trucks," and "Puzzles."
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Column, which is located on the drop-down menu.
4. Press Enter. Microsoft Word should select the Dolls, Trucks, and Puzzles columns.
5. Press Ctrl-r to right-align the cells.

Your table should look like the one shown here. Make any needed corrections before continuing.



Salesperson	Dolls	Trucks	Puzzles
Kennedy, Sally	1327	1423	1193
White, Pete	1421	3863	2934
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203

Note: All of the formatting options you learned about in previous lessons can be applied to cells in a table.

Adding a New Row to the End of the Table

You can add additional rows to your table. The simplest way to add a new row is to move to the last column of the last row and press the Tab key. You can then type any additional text you need to add.

1. Move to the last column of the last row of your table.
2. Press the Tab key.

3. Type the text shown here.

Atwater, Kelly	4098	3079	2067
-------------------	------	------	------

Adding a Row Within the Table

You can add a new row anywhere in the table. Microsoft Word adds new rows above your current row. The exercise that follows demonstrates.

To add a row just above York, George:

1. Place the cursor anywhere in the fourth row (the row with York, George as the salesperson).
2. Click on Table, which is located on the Menu bar.
3. Highlight Insert Rows on the drop-down menu.
4. Press Enter. Microsoft Word should create a new row above the York, George row.
5. Add the information shown here to the new row.

Pillar, James	5214	3247	5467
---------------	------	------	------

Resizing the Columns

You can easily change the size of your column widths. In this exercise, you will first select the entire table and then you will adjust all the column widths.

1. Click anywhere in your table.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Table.
4. Press Enter.
5. Click on Table, which is located on the Menu bar.
6. Highlight Cell Height and Width.
7. Press Enter.
8. Click on the Column tab, if it is not in the front.
9. Type **1** in the Width of Columns 1-4 field. This will cause Microsoft Word to set all the columns to a width of one inch.
10. Click on OK.

Depending on your font, the first column of your table might not be wide enough and the text might wrap (continue on the next line).

Salesperson	Dolls
Kennedy, Sally	13270
White, Pete	14210
Pillar, James	52140
York, George	21900
Banks, Jennifer	12910
Atwater, Kelly	40980

To widen the first column:

1. Place the cursor anywhere in the first column.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Column.
4. Press Enter.
5. Click on Table, which is located on the Menu bar.
6. Highlight Cell Height and Width.
7. Press Enter.
8. Click on the Column tab, if it is not in the front.
9. Type **1.5** in the Width of Column 1 field.
10. Click on OK.

Alternate Method -- Resizing Your Column Widths by Using the Width Indicator

You can resize your column widths by placing the cursor on the line that separates two columns. This will cause the width indicator to appear. After the width indicator appears, left-click and drag with the mouse to adjust the column width.

	Dolls	Trucks
	13270	14230
	210	38630
	140	32470
	210	12780
	12910	25280
	40980	30790

Width Indicator

Adding a New Column to a Table

You can add new columns to your table. Microsoft Word adds new columns to the left of your current location.

To add a new column between the Salesperson and Dolls columns:

1. Place the cursor anywhere in the Dolls column.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Column on the drop-down menu.
4. Press Enter. Microsoft Word should select the first column.
5. Click on Table, which is located on the Menu bar.
6. Highlight Insert Columns on the drop-down menu.
7. Press Enter. Microsoft Word should create a new column between the Salesperson and Dolls columns.
8. Label the new column **Region** and add the text shown in the table below.

Salesperson	Region	Dolls	Trucks	Puzzles
Kennedy, Sally	S	1327	1423	1193
White, Pete	N	1421	3863	2934
Pillar, James	N	5214	3247	5467
York, George	S	2190	1278	1928
Banks, Jennifer	S	1201	2528	1203
Atwater, Kelly	S	4098	3079	2067

Sorting a Table

With Microsoft Word, it is easy to sort the data in your table. To sort your table data by Region and within Region by Salesperson in ascending order:

1. Click anywhere on your table.
2. Click on Table, which is located on the Menu bar.
3. Highlight Sort on the drop-down menu.
4. Press Enter.
5. Select Region in the Sort By field.
6. Select Text in the Type field (because you are sorting text).
7. Select Ascending.
8. Select Salesperson in the Then By field.

9. Select Text in the Type field (because you are sorting text).
10. Select Ascending.
11. Select Header Row (because your table has titles across the top of the table).
12. Click on OK.

Microsoft Word should have sorted your table like the one shown here:

Salesperson	Region	Dolls	Trucks	Puzzles
Pillar, James	N	5214	3247	5467
White, Pete	N	1421	3863	2934
Atwater, Kelly	S	4098	3079	2067
Banks, Jennifer	S	1201	2528	1203
Kennedy, Sally	S	1327	1423	1193
York, George	S	2190	1278	1928

Deleting a Column

You can delete columns from your table. To delete the Trucks column:

1. Place your cursor anywhere in the Trucks column.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Column.
4. Press Enter. Microsoft Word will select the entire column.
5. Click on Table, which is located on the Menu bar.
6. Highlight Delete Column.
7. Press Enter.

Deleting a Row

You can delete rows from your table. To delete the York, George row:

1. Place your cursor anywhere in the York, George row.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Row.
4. Press Enter. Microsoft Word will select the entire row.
5. Click on Table, which is located on the Menu bar.
6. Highlight Delete Rows.
7. Press Enter.

Merge Cells

Using Microsoft Word, you can merge cells: turn two or more cells into one cell. In this exercise, you are going to create a new row at the top of your table, merge the cells, and add a title to the table.

1. Move to the cell located on the first row of the first column of your table (the Salesperson cell).
2. Click on Table, which is located on the Menu bar.
3. Highlight Insert Rows on the drop-down menu.
4. Press Enter. Microsoft Word should create a new row above your row of headings.
5. Click on Table, which is located on the Menu bar.
6. Highlight Merge Cells.
7. Press Enter.
8. Type **Toy Sales** in the new cell.
9. Press Ctrl-e to center the title.

Table Headings

If Microsoft Word splits your table with a page break, the table heading will display on the first page but not on subsequent pages. To correct this problem, you can designate rows as headings. Heading rows are repeated on the top of your table at the top of each page. To designate a row as a heading:

1. Place your cursor on the row.
2. Click on Table, which is located on the Menu bar.
3. Highlight Headings Row Repeat on the drop-down menu.
4. Press Enter.

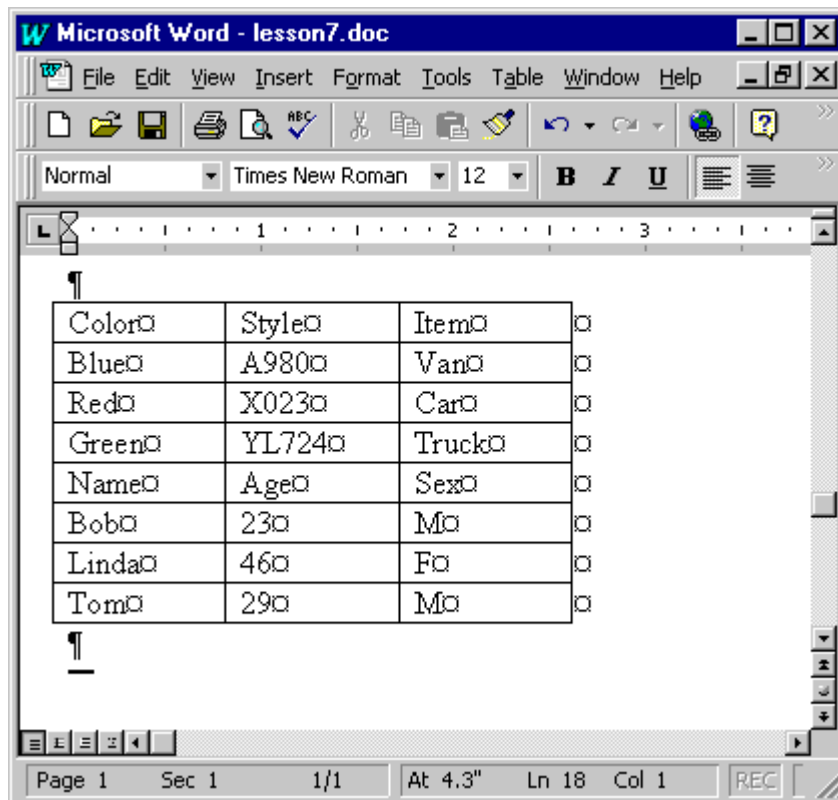
Converting Text to a Table

You can convert text to a table; however, a delimiter such as a comma, paragraph marker, or tab must separate columns of text. In the exercise that follows, you will convert comma-delimited text into a table.

1. Type the following as shown (do not bold).
Color, Style, Item
Blue, A980, Van
Red, X023, Car
Green, YL724, Truck
Name, Age, Sex
Bob, 23, M
Linda, 46, F
Tom, 29, M

2. Highlight the text.
3. Click on Table, which is located on the Menu bar.
4. Highlight Convert Text to Table on the drop-down menu.
5. Press Enter.
6. Type **3** in the Number of Columns field.
7. Select Auto in the Column Width field.
8. Highlight the Comma button in the Separate Text At frame.
9. Click on OK.

Microsoft Word should have converted your text to a table and your table should look like the one shown here.



Splitting a Table

With Microsoft Word, splitting a single table into two tables is easy. To separate the table you just created into two tables:

1. Place your cursor anywhere on the row that reads "Name, Age, Sex."
2. Click on Table, which is located on the Menu bar.
3. Highlight Split Table on the drop-down menu.
4. Press Enter.

You should now have two tables.

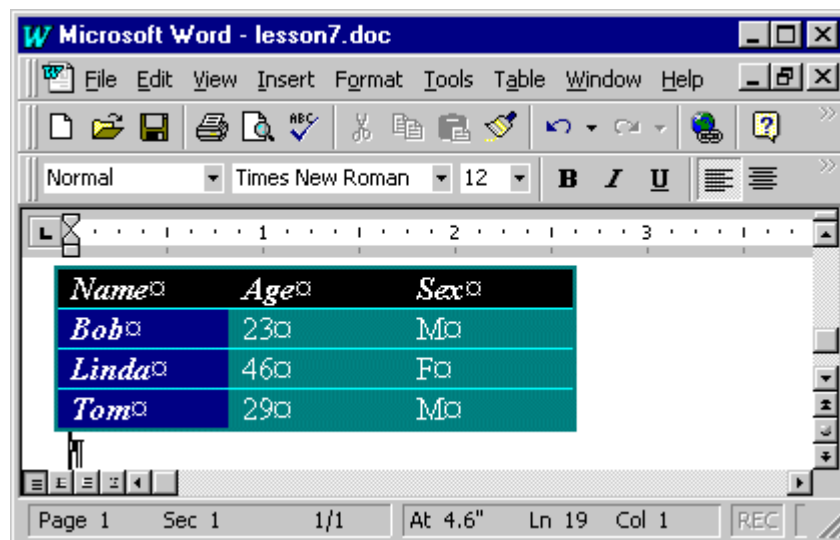
Table AutoFormat

You can use AutoFormats to easily apply borders, shading, special fonts, and color to your table. Microsoft Word lists all Formats in the Table AutoFormat dialog box. While in the Table AutoFormat dialog box, click on a format to see it displayed in the Preview box. You can customize how the format is applied. Check the features you want in the Formats to Apply and the Apply Special Formats To frames. Microsoft Word comes with a long list of AutoFormats.

To apply an AutoFormat to your Name, Age, and Sex table:

1. Click anywhere in the table.
2. Click on Table, which is located on the Menu bar.
3. Highlight table AutoFormat.
4. Press Enter.
5. Select Colorful 1 in the Formats box.
6. Select Borders, Shading, Font, and Color in the Formats to Apply frame. Do not select AutoFit.
7. Select Heading Rows and First Column in the Apply Special Formats To frame. Do not select Last Row and Last Column.
8. Click on OK.

Your table should look like the one shown here.



Header/Footer

To add a date and time, or any other field to a **Header** or **Footer**, select View, Header and Footer. At this point, you can choose to add autotext, such as a filename, or you can add page numbers, a date and time, or you can type the text that you want to add at the top or the bottom of the document.

The first one is the **AutoCorrect** feature. For example, if your company name is long, like: Computer Technologies of Tomorrow, Corporation, it is not necessary to type all of this every time. Just select Tools, and AutoCorrect. In the box that says Replace what with what, type in your shortcut. I typed replace CTT with Computer Technologies of Tomorrow, Corporation. So, now every time I type CTT and hit the spacebar to move on, the company information is replaced. You can also do this for long website addresses. I chose to replace cttw with <http://www.ComputersofTomorrow.com>.

The second feature that lets you easily insert frequently used text is the **AutoText** feature. For example if you want to type at the end of your letters:

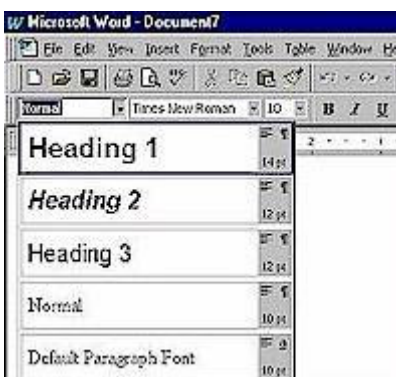
We are interested in your ideas and suggestions. Once you have used our products, email us and let us know what you think.

Then type your paragraph, highlight it and hit Alt-F3, and then name your auto text. You'll want to choose a very short name, but easy to remember, to reduce the number of keystrokes you have to enter.

Styles

To **replace text**, select Edit, Find, and hit the Replace tab. Then type in the text to find and the text to replace it with.

To **select a style**, such as Heading, click on the style box as shown below:



To **create your own style**, type in your text, choose your font, font size and formatting. Highlight your text, click in the Style text box, type the name of your style, and press Enter.

Mailing Lists

To type a **single mailing label**:

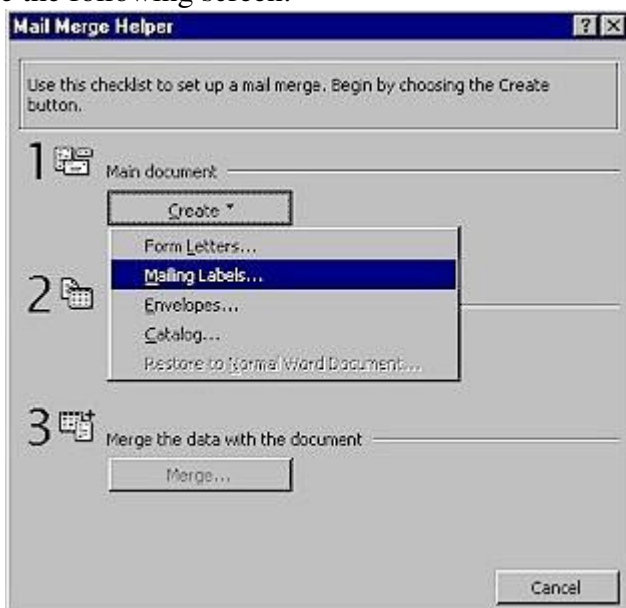
Click on Tools, Letters and Mailings then Envelopes and Labels.

On the label tab, type your mailing address.

If you want to mail an envelope, you can by typing in the mailing address and the return address on the envelope tab.

Click on Print.

To **create a new mailing list** in Word, click on Tools, Letters and Mailings then Mail Merge. You will see the following screen:



Select Create

Click on labels

Click Active Window

Click on Get Data

Click on Create Data Source

By default, all field names in the list will be included on your mailing labels. So highlight and Remove Field: Title, Address2, Home phone, and work phone.

Click on OK.

You will be prompted to save the file. Choose a name and click on Save.

Click on Edit Data Source.

You are now ready to begin entering data into the following screen:

After you have finished filling in one record, hit the Add New button, to continue entering more records.

When you are finished, you can view all the records by clicking the View Source button.

Once you have viewed the records, a Database toolbar will appear. You can then choose to: go back to the data form, manage fields, add records, delete records, sort ascending or descending, and find records.

On the Database toolbar, hit the Mail Merge Helper button.

Go back to Step #1, and hit the Edit button. You will be prompted to select your print setup for your labels. Choose the label style of your choice and hit okay.

You will see a screen as follows:

Insert Merge Field as shown above, and hit okay.

Step #3 - Click Merge to new document or merge to Printer. (I would recommend new document, before you print.)

This is your Print preview, so print when ready.

Creating a **mailing list** from an existing Excel file or Access file in Word is much easier.

Click on Tools, Mail Merge.

Click on Create, Mailing Labels.

Click on Active Window.

Click on Get Data, Open Data Source.

Browse for your file, highlight it, and click on open.

If you are merging an Excel file, you will be prompted to choose either the entire spreadsheet or certain columns. If you are merging an Access database, you will be prompted to either choose from the list of tables or queries. Make your selection and click okay.

You will be prompted to click on Setup Main Document. Choose your mailing label printer setup for your specific printer and click okay.

Click on Insert Merge Field and choose your fields exactly how you want them displayed on your mailing label and click okay.

Step #3 - Click Merge to new document or merge to Printer. (I would recommend new document, before you print.)

This is your Print preview, so print when ready.