

Intermediate Word

Work Views & Zoom

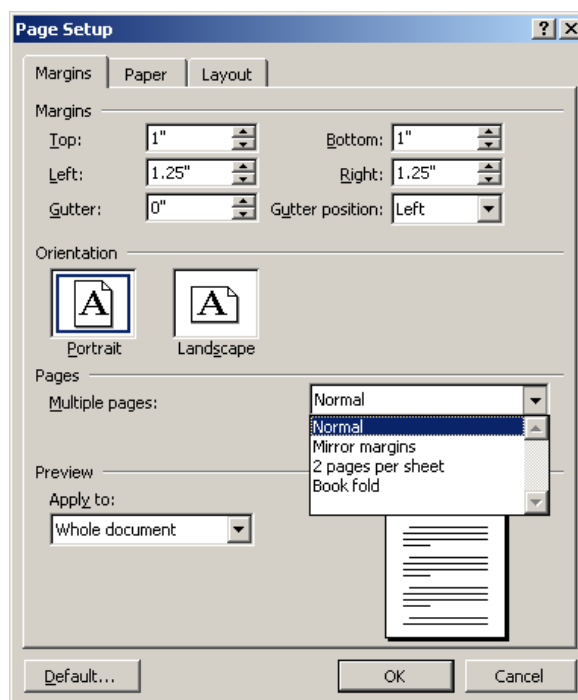
The different work views and *Zoom* feature are found on the *View* tab on the *Ribbon*. The various views are for working with the document in different ways depending on the document type and the tasks you will be doing to it.

- **Print Layout** – used when wanting to view and work on the entire document contents. Text, pictures, and margins appear exactly as they will on the printed page in this view.
- **Full Screen Reading** – used to make reading and editing a long document more comfortable. The Ribbon is different in this view and the pages do not appear as they will be printed.
- **Web Layout** – used when creating a document that will eventually be used on the web. Text and other objects are positioned as they would be on a web page.
- **Outline** – used when reorganizing a longer document. Allows for moving, copying, and reorganizing of text by dragging the headings of the areas of the document. Page boundaries, headers & footers, page margins, and graphics will not be included in this view.
- **Draft** – used when typing, editing, and formatting text only. Normal view shows text formatting on a simplified page so that text typing and editing can be done quickly. Page boundaries, headers & footers, page margins, and most pictures will not be included in this view.
- **Zoom** – useful for getting a close-up view of the document or to see more of the page at a reduced size. Choosing a larger percentage will zoom in to the document. Selecting a smaller percentage will zoom out to let you see more of the page at one time. Zoom also has a slider bar on the *Status bar*.



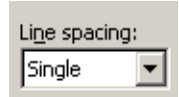
Changing Page Margins

1. Click on the *Page Layout* tab on the *Ribbon*.
2. Click on the *Margins* command.
3. Choose a preset option from the drop down menu, or click on *Custom Margins* at the bottom of the menu to open the *Page Setup* dialog box.
4. Check the tabs across the top of the *Page Setup* dialog box to be sure you are on the *Margins* tab.
5. Use the spin dials to change each of the margin sides individually. Remember that you can either use the up and down arrows to increase or decrease the number currently in the box, or you can click directly into the white text entry box where the current margin number is displayed and edit the number using the keyboard.
6. Click on the *OK* button to return to the document and apply the margin change.



Line Spacing

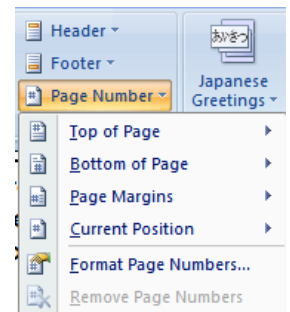
1. Click on the *Home* tab on the *Ribbon*.
2. In the *Paragraph* group, click on the down arrow on the *Line Spacing* command.
3. Choose a number from the drop down menu or click on *Line Spacing Options* to open the *Paragraph* dialog box.
4. Make sure you are on the *Indents and Spacing* tab.
5. In the center area of the dialog box under *Line spacing*, click on the down arrow next to *Single* and click on your choice from the drop down menu.
6. Click on the *OK* button to return to the document and apply the change.



REMEMBER: Do not treat the word processor as a typewriter. If double spacing is needed, do not insert extra blank lines by pressing the *Enter* key on the keyboard. Instead, use the commands in the *Paragraph* group on the *Home* tab of the *Ribbon*.

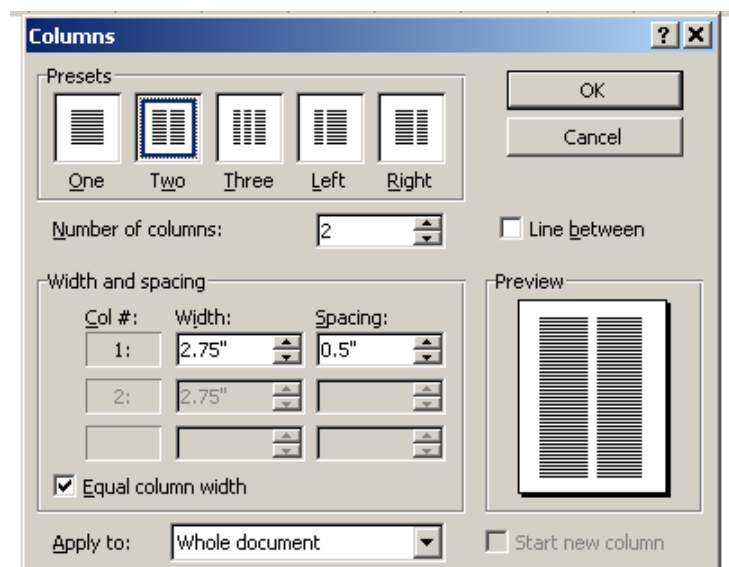
Adding Page Numbers

1. Click on the *Insert* tab on the *Ribbon*.
2. Click on *Page Number* in the *Header and Footer* group.
3. In the drop down menu, choose the position you want for the page number. A flyout menu will appear for each option. Click on the option you want from the flyout menu.
4. When the *Header and Footer Tools* tab appears on the *Ribbon*, you can change settings for your page numbers and other options.
5. Click on the *Close Header and Footer* command when you are finished.



Columns

1. Click on the *Page Layout* tab on the *Ribbon*.
2. Click on the *Columns* command in the *Page Setup* group.
3. Choose an option from the drop down menu, or click on *More Columns...* for more options.
4. In the *Presets* area across the top of the *Columns* dialog box you can select a standard option for columns or use the spin dial below to select a *Number of columns*.
5. In the center area of the dialog box under *Width and spacing*, use the spin dials to adjust the width of the columns. If you want to have different sized columns, uncheck the checkbox next to *Equal column width*.
6. Click on the *OK* button to return to the document and apply the changes.



REMEMBER: Setting up columns for a document works best if you are expecting to type down the entire first column before moving on to the second column. If you instead want to move across the columns, typing in the first line of each before moving down to the next line, you don't want to use columns. Instead, line up your text columns using the *Tab* key on the keyboard.

Breaks & Sections

The use of breaks and sections allows you to decide how to divide your document. Breaks are used for starting a new page or column in the middle of the current one without inserting unnecessary blank lines. Sections are used to divide a document to be able to use different page setups, such as margins or page orientations, in the various sections.

To Insert the Breaks:

1. Click to move the cursor where you want the break to be inserted.
2. Click on the *Page Layout* tab on the *Ribbon* and then click on the *Breaks* command in the *Page Setup* group.
3. A drop down menu will appear with 3 page break types and 4 sections break types.

Break Types:

- *Page Break* inserts a new page where the cursor is placed.
- *Column Break* starts a new column where the cursor is currently.
- *Text Wrapping Break* ends the current line of text and forces it to continue below a picture, table, or other graphic.

Section Break Types:

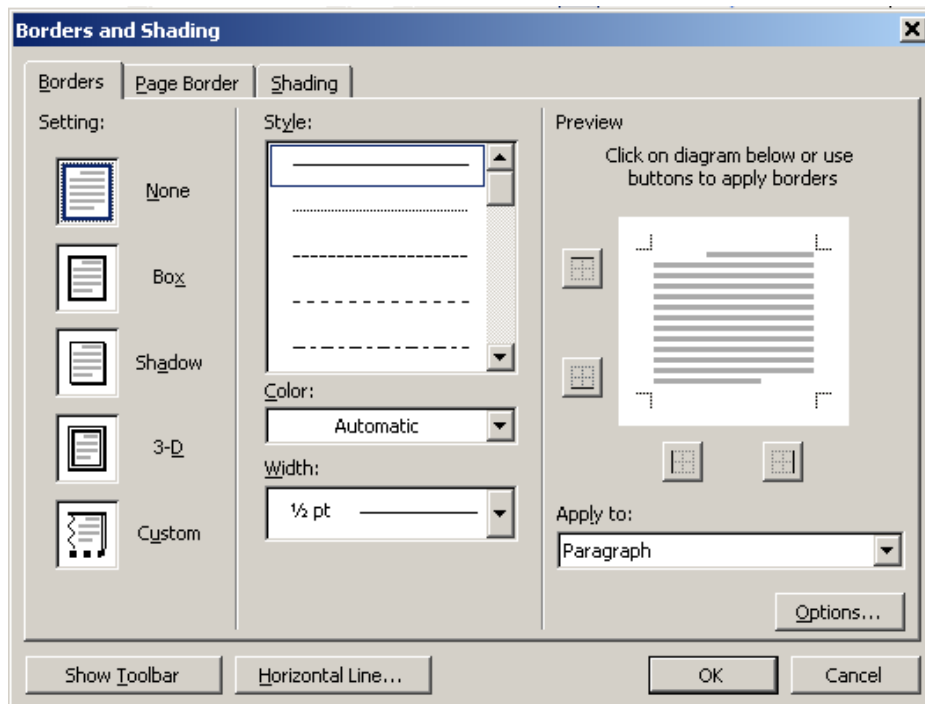
- *Next Page* inserts a new page and starts the new section on that page.
 - *Continuous* starts a new section without starting a new page.
 - *Even Page* starts a new section on the next even page.
 - *Odd Page* starts a new section on the next odd page.
4. Click on the option you would like to insert the break and return to the document.

NOTE: You will not necessarily see the breaks in the document on the screen. You will know that they are there by clicking on the *Show/Hide ¶* command in the *Paragraph* group of the *Home* tab on the *Ribbon*. To remove a break, simply use the *Delete* or *Backspace* keys on the keyboard.

Borders, Page Borders, & Shading

Adding borders and shading are ways to make your document more colorful and fancy. Remember that Borders are for selections of text and Page Borders are for the outside of an entire page.

1. If you are adding a Border, begin by selecting the text the border is to surround. If you are adding a Page Border, you do not need to select anything before beginning.
2. Click on the *Page Layout* tab on the *Ribbon*. In the *Page Background* group, click on the *Page Borders* command.
3. The *Borders and Shading* dialog box will now appear. Remember that the *Borders* tab is for a border around a selection of text, the *Page Border* tab is for a border around the perimeter of the whole page, all pages, of a document, and the *Shading* tab is for a color inside the border that will be behind the text. You will want to work with this dialog box from left to right.



4. When using the *Borders* or *Page Borders* tabs, first select the *Setting* on the left side of the dialog box by clicking on your choice: *Box*, *Shadow*, *3-D*, or *Custom*.
5. Then in the center area, select your *Style*, *Color*, and *Width*. If you are on the *Page Borders* tab, you can also select an *Art* border.
6. In the *Preview* area, you will be able to select which sides of the border are used. You can add or remove borders from all four sides by either clicking on the side shown in the preview or by using the side border buttons located below and to the left of the preview.
7. When using the *Shading* tab, simply select the color you would like to use by clicking on the down arrow to the right of *No Color* under the *Fill* area. Then select the color of your choice by clicking on the corresponding box.
8. Click on the *OK* button to return to the document and apply the borders and/or shading.