

Using Microsoft Office XP Intermediate Word Handout

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Intermediate Microsoft Word XP

Microsoft Word XP is one of the most efficient applications of the Microsoft Office XP suite. Microsoft has made some major changes in the current version of this program. Word XP now gives you the tools to easily create professional-quality documents with the combination of Web functions.

This is an intermediate handout. All the basic functions were discussed in the [Introduction to Microsoft Word XP](#) handout. If you want to obtain a copy of that handout, you can click the above link or visit <http://www.calstatela.edu/handouts>. This handout will guide you through useful functions that Word XP has available, such as adding section breaks, inserting page numbering, using multilevel lists, checking for spelling and grammar, using Web features, and much more. Refer to the Contents page for a general overview of the topics that are discussed in this handout.

Document Formatting

As stated in the [Introduction to Microsoft Word XP](#) handout, document formatting refers to the appearance of the text of a document. The following are more advanced methods of document formatting than those described in the [Introductory](#) handout.

!NOTE:

Here is an easy way to remove all the formatting from a Word document or a selected portion of the document:

To remove formatting:

1. Select the entire document by pressing the [CTRL+A] key combination, or use the mouse to select the portion of the document to be changed.
2. Press the [CTRL+SHIFT+N] key combination. The formatting will be removed from the document/selection.

SECTIONS

A section is a portion of a document that can include as little as one paragraph to as much as the entire document.

Inserting a Section Break

A section break is a mark you insert to show the beginning and the end of a section. A section break stores the section formatting elements, such as the margins, page orientation, headers and footers, and sequence of page numbers. In *Normal View*, a section break appears as a double dotted line that contains the words “*Section Break (Continuous)*” and the type of break (see Figure 1).

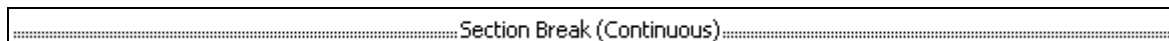


Figure 1 – Section Break Marker (Continuous)

There are four types of section breaks. Each one is used differently. See Table 1 for a description of each type.

Table 1 – Section Breaks

Break Type	Description
Next page	Used to insert a section break at the top of the next page. For example, you can print one page in landscape orientation and the rest of the document in portrait orientation.
Continuous	Used to create a new section on the same page as the previous section. This type of section break can be used in adding newspaper style columns to one part of a page.
Even page	Inserts a section break at the next even-numbered page (usually a left page) and may leave an odd-numbered page blank.
Odd page	Inserts a section break at next odd-numbered page (usually a right page). If the section break falls on an odd-numbered page, Word leaves the intervening even-numbered page blank.

Inserting a section break at a certain point in the document marks where the break is located; this allows Word to identify where the separate sections belong.

To insert a section break:

1. Position the insertion point where a new section will be created.
2. Select the **I**nsert menu ► **B**reak... command; the *Break* dialog box opens (see Figure 2).
3. Under *Section Break Types* section, select the desired type of section break by selecting the proper option button.
4. Click the **OK** button.

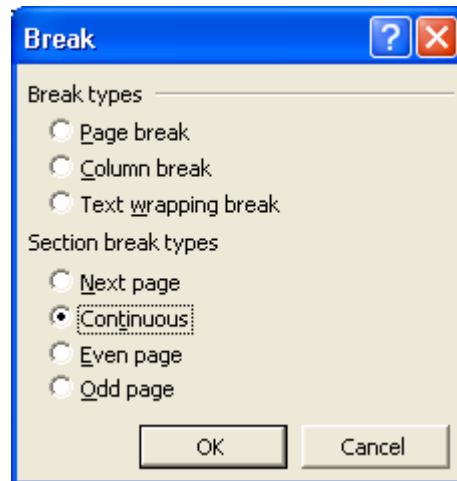


Figure 2 – Break Dialog Box

Formatting a Section

Once a section is created, you can use different formatting and layout elements (such as the margins, page orientation, headers and footers, and/or sequence of page numbers) for each section in the document.

To format a section:

1. Position the insertion point in the section that you want to format.
2. Select the **File** menu ► **Page Setup...** command; the *Page Setup* dialog box opens (see Figure 3).
3. Apply layout changes, such as margins and page orientation.
4. Click on the **Apply to:** drop-down arrow under the *Preview* section.
5. Select the “**This section**” option.
6. Click the **OK** button.

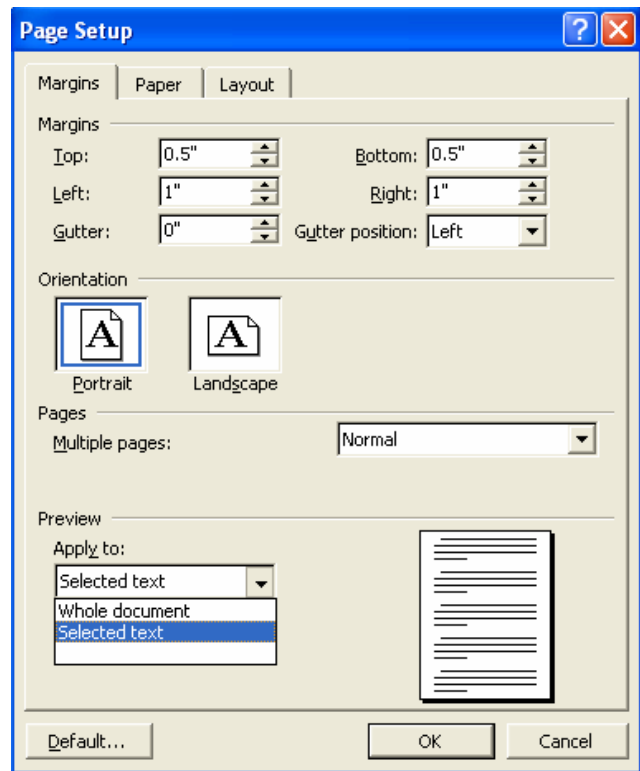


Figure 3 - Page Setup Dialog Box

PAGE NUMBERING

Numbered documents are easier to reference and read. Page numbering can start in any section and at any number specified.

To insert page numbers:

1. Position the cursor in the page where the numbering will start.
2. Select the **Insert** menu ► **Page Numbers...** command, the *Page Numbers* dialog box opens (see Figure 4).

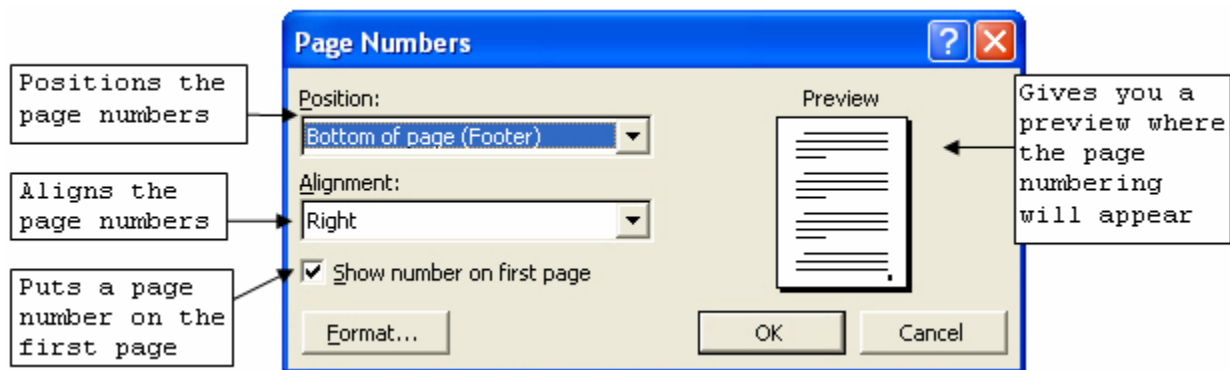


Figure 4 – Page Numbers Dialog Box

!NOTE:

You can manipulate the ***Position:*** and/or ***Alignment:*** of text, as well as indicate if you would like to have a page number on the first page (e.g. the title page).

3. Click the **Format...** button, the *Page Number Format* dialog box opens (see Figure 5).

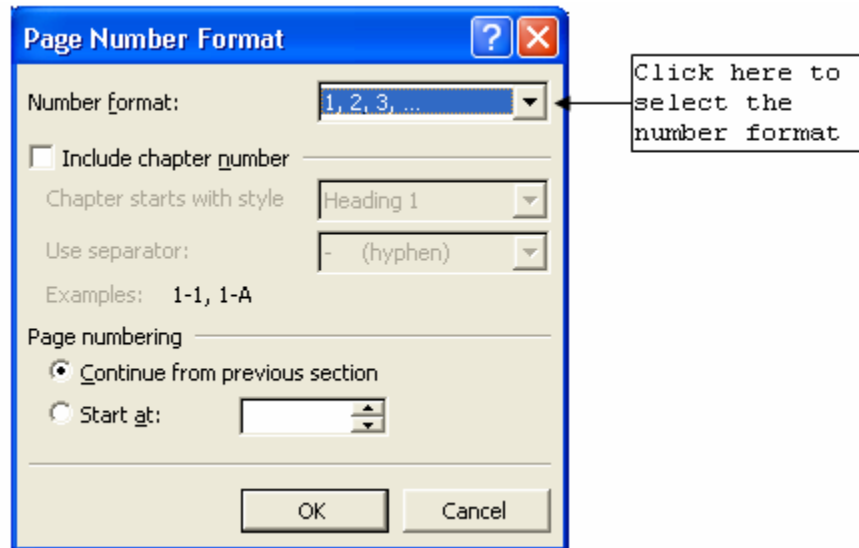


Figure 5 – Page Number Format Dialog Box

4. Select the numbering style from the *Number format:* drop-down list.
5. Select the *Continue from previous section* option button under *Page numbering* section; this will number the pages in continuation from the previous section. Selecting the *Start at:* option button allows you to specify the page number to start at in the *Start at:* spin box.

!NOTE:

If some of the document has been formatted in a heading style, a unique page number style can be applied.

6. Click the **OK** button.

PARAGRAPH FORMATTING

Paragraphs are building blocks of any document. Each time you press the **[Enter]** key, a paragraph mark is inserted. Therefore, a document may consist of many paragraphs and each paragraph may be formatted individually or collectively. The next sections involve using the *Paragraph* dialog box.

To open the Paragraph dialog box:

1. Select the **Format** menu ► **Paragraph...** command. The *Paragraph* dialog box opens (see Figure 6).

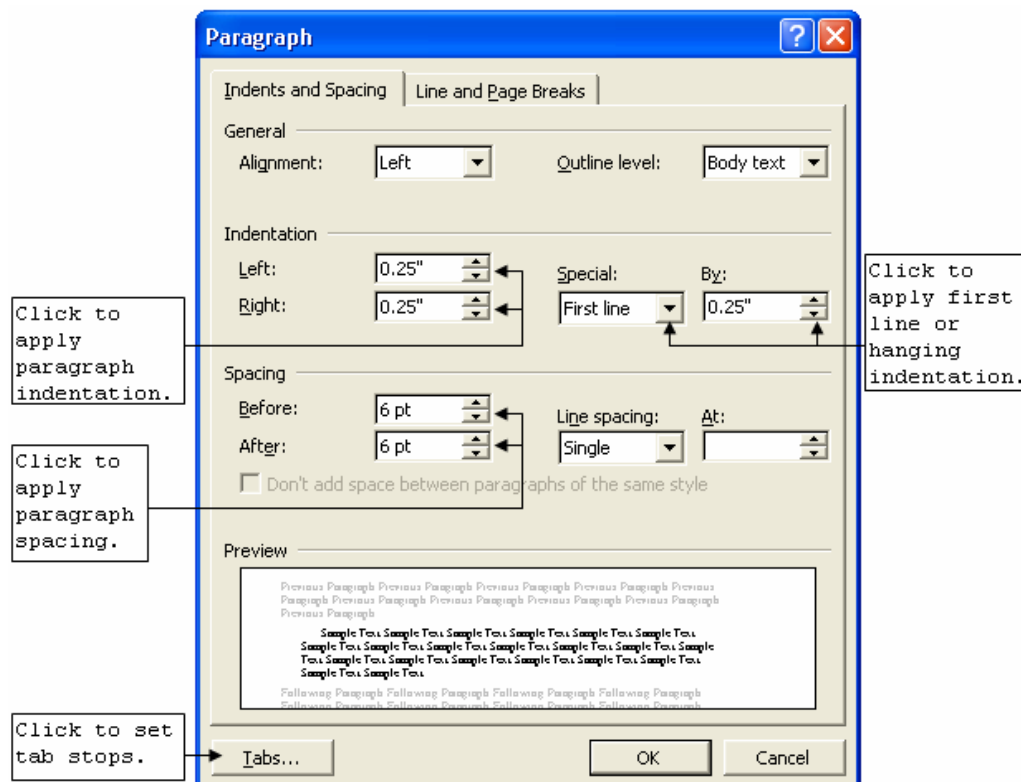


Figure 6 – Paragraph Dialog Box

Indentations

An indentation is the space between the text and the left and/or right margins. The [Introductory](#) handout describes how to apply indentations using the horizontal ruler. This section describes how to apply indentations using the *Paragraph* dialog box.

To apply indentations by using the *Paragraph* dialog box:

1. Place the insertion point within the paragraph you want to apply indentations to.
2. Open the *Paragraph* dialog box (see Figure 6).
3. Select the *Indents and Spacing* tab if necessary.
4. Click on the ***Left:*** and/or ***Right:*** spin boxes under *Indentation* section to apply and adjust left and right indentations.
5. Click on the ***Special:*** drop down list to apply a “***First line***” or “***Hanging***” indentation.
6. Click on the ***By:*** spin box to set the size of the ***Special:*** indentation.

!NOTE:

You can indent to both the left and/or right of the paragraph. A sample of the changes is provided in the ***Preview*** window. If you choose to implement the changes, proceed to step six. If not repeat the above steps.

6. Click the **OK** button.

Changing Paragraph Spacing

You may want to add a blank line before and/or after a paragraph to make it stand out.

To change the spacing before and/or after a paragraph(s):

1. Position the insertion point within the paragraph, or select the paragraphs that the spacing will be applied to.
2. Open the *Paragraph* dialog box (see Figure 6).
3. Select the *Indents and Spacing* tab if it has not already been selected.
4. In the *Spacing* section click the ***Before:*** and/or ***After:*** spin boxes to select the amount of blank space you wish to insert between paragraphs.
5. Preview changes from the preview box, and close the dialog box by clicking on the **OK** button.

Inserting Tab Stops

The [Introductory](#) handout describes how to set basic tab stops using the *Horizontal Ruler*. The *Tabs* dialog box provides you with additional options for setting tabs.

To set tab stops using the *Tabs* dialog box:

1. Place the insertion point within the paragraph where the tab stops will be set.
2. Select the **Format** menu ► **Tabs...** command; the *Tabs* dialog box opens (see Figure 7).
3. Enter the number in inches where you want a tab stop to be set in the ***Tab stop position:*** text box.
4. Select how you want the text to be aligned relative to the tab stop by clicking on the corresponding option button in the *Alignment* section.
5. Select a leader for the tab stop in the *Leader* section.
6. Click the **Set** button to set the tab stop.
7. Click the **OK** button.

!Note:

Figure 8 shows a 3” right aligned tab stop with a type “2” (dotted) leader.

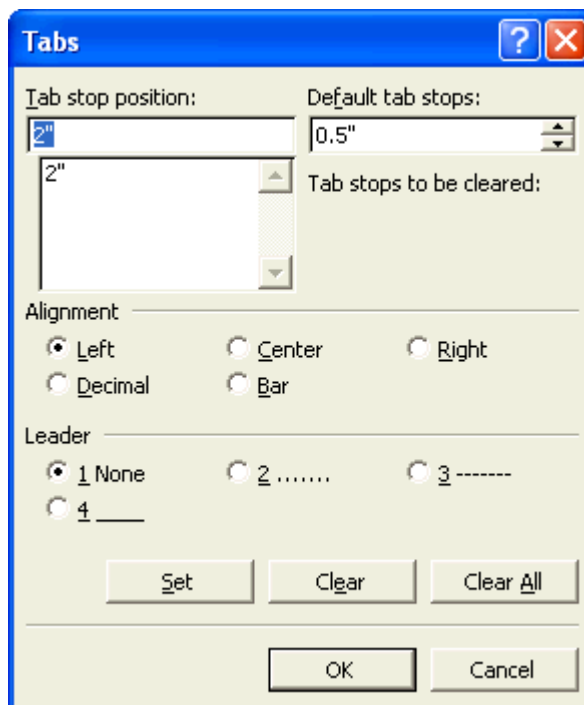


Figure 7 – Tabs Dialog Box

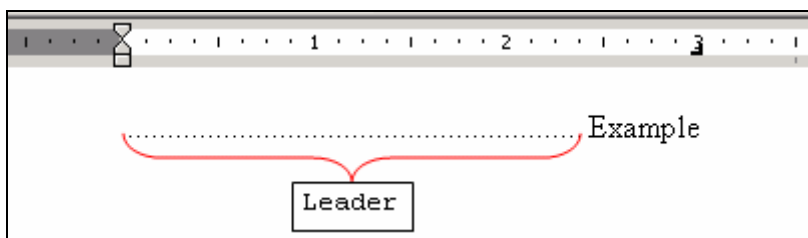


Figure 8 – Example of a Tab Stop

To change or clear tab stops:

1. Select the relevant paragraph(s).
2. Select and drag the tab markers off of the **Horizontal Ruler**.
3. To move a tab stop, drag the tab marker to the right or left on the **Horizontal Ruler**.

Line and Page Breaks

Word XP automatically creates page breaks as you write, but you can control how paragraphs are positioned relative to these page breaks. For example, you may want to prevent page breaks within boxed or shared paragraphs. To control such page breaks, use the options in the **Line and Page Breaks** tab of the **Paragraph** dialog box.

To access the **Line and Page Breaks** tab:

1. Open the **Paragraph** dialog box.
2. Select the **Line and Page Breaks** tab (see Figure 9).
3. Select the desired check boxes.

!NOTE:

See Table 2 below to identify each element in the dialog box.

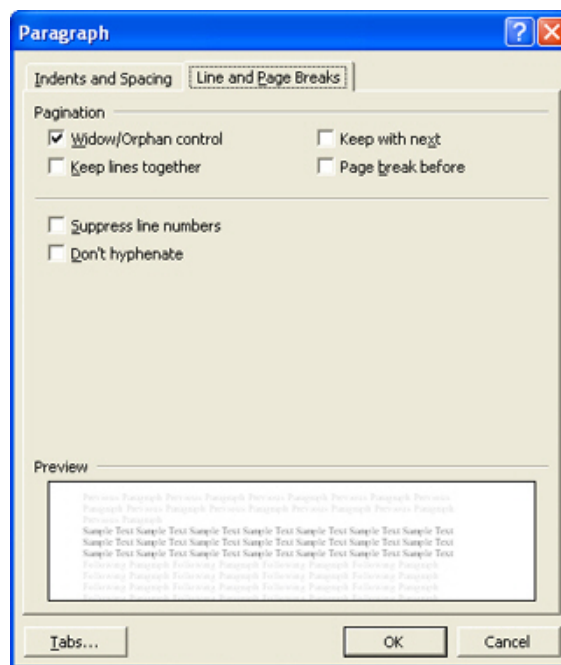


Figure 9 - Line and Page Breaks Tab

Table 2 – Line and Paragraph Elements

Element	Description
Widow/Orphan control	Instructs Word not to let a single line from a paragraph appear by itself. A <i>Widow</i> is the final line of a paragraph that jumps to the top of the next page. An <i>Orphan</i> is the first line of a paragraph appearing at the end of a page with the remainder of the paragraph appearing on the next one.
Keeps lines together	Instructs Word not to split the paragraph into separate pages. This is useful when working with lists.
Keep with next	Instructs Word to place the paragraph with the next paragraph. Useful when working with captions and lists.
Page break before	Instructs Word to place the paragraph on top of the next page. This is useful when working with figures, tables, and graphics.
Suppress line numbers	Removes line numbers from the selected text if your document displays line numbers.
Don't hyphenate	Exclude the selected paragraph from automatic hyphenation.

CREATING COMPLEX BULLETED LISTS

Bulleted lists help distinguish a series of important items or points from the rest of the text in a document. Symbols as well as pictures can be used as bullets. Bullets are typically applied where the order of the text is not important. Word XP provides flexible, easy-to-use methods for creating bulleted lists with a variety of formats. The [Introductory](#) handout describes how to create a basic bulleted list. This section describes how to create a more complex bulleted list.

To create a bulleted list:

1. Highlight the list of items that will be bulleted.
2. Select the **Format** menu ► **Bullets and Numbering...** command. The *Bullets and Numbering* dialog box opens (see Figure 10).
3. Select the *Bulleted* tab; there are seven bullet styles to choose from.
4. Click the desired bullet style.
5. Click the **OK** button.

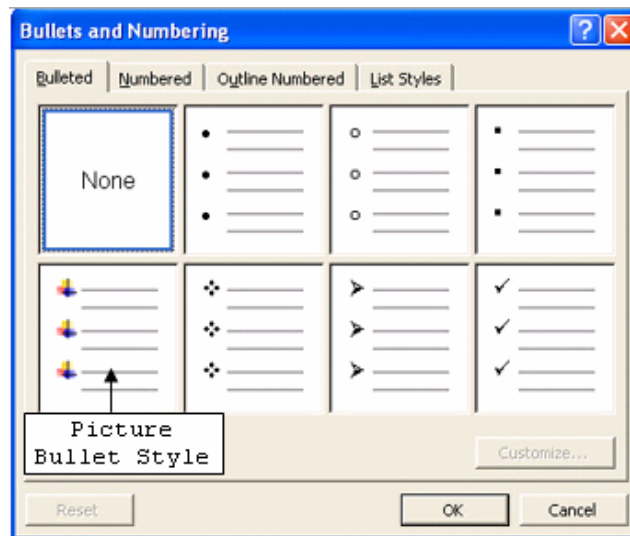


Figure 10 - Bullets and Numbering Dialog Box

Customized Bullet Styles

You can also customize the selected bullet style by changing the *Font*, *Bullet character*, and/or *Bullet position* relative to the text.

To customize a selected bullet:

1. Click the **Customize...** button **Customize...** on the *Bullets and Numbering* dialog box (see Figure 10). The *Customize Bulleted List* dialog box opens (see Figure 11).
2. Click on the **Font** button **Font...** to format the selected bullet, the *Font* dialog box opens (see Figure 12)
3. Make the desired changes to the font, such as color or size.
4. Click the **OK** button on the *Font* dialog box and again in the *Customize Bulleted List* dialog box. This will bring back the *Bullets and Numbering* dialog box.
5. Click the **OK** button.

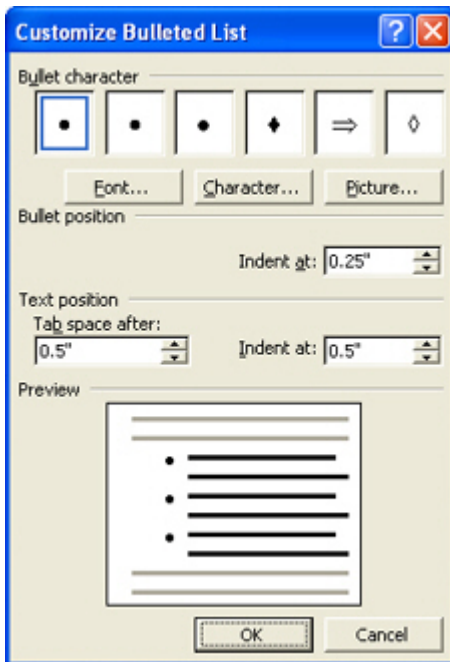


Figure 11 - Customize Bulleted List Dialog Box

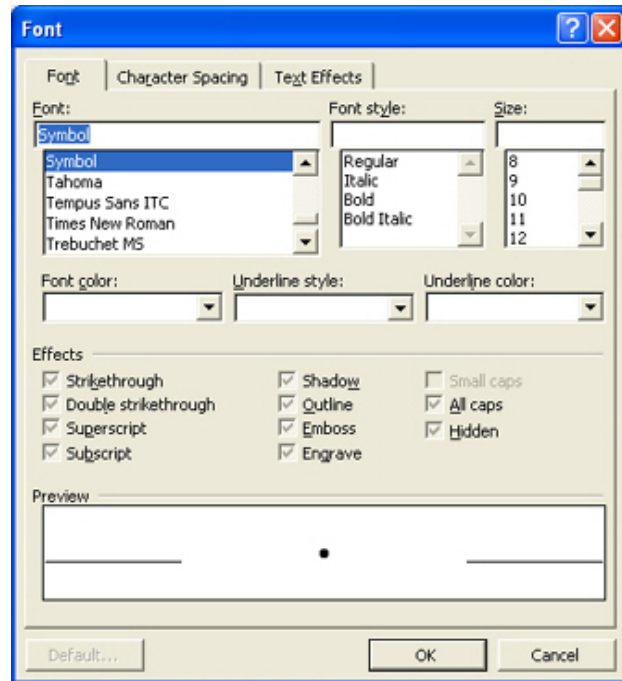


Figure 12 – Font Dialog Box

Adding a Picture as a Bullet

Word XP also provides the option to use pictures as bullets.

To add a picture as a bullet:

1. Click the “**Picture Bullet**” style on the *Bullets and Numbering* dialog box (see Figure 13).
2. Click the **Customize...** button.
3. Click the **Picture...** Picture... button, the *Picture Bullet* dialog box opens with several picture bullet styles (see Figure 13).
4. Select the desired picture bullet from the given choices; or you may search for a specific style by typing a description in the *Search Text:* text box and clicking on the **Search** button.
5. Once a bullet style is selected, click the **OK** button and the selected graphic will be inserted onto the document.

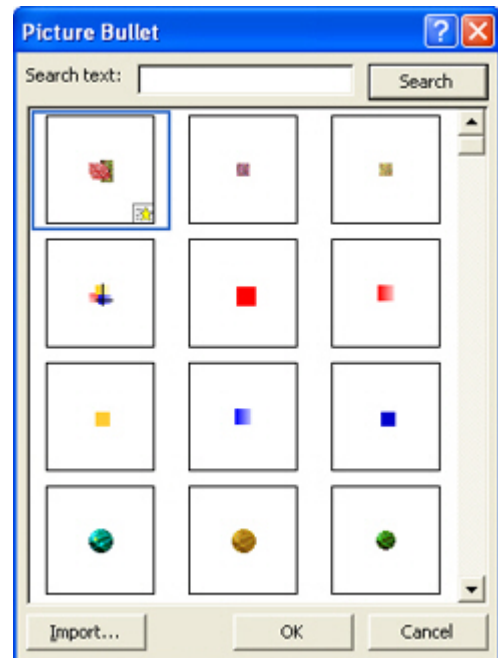


Figure 13 – Picture Bullet Dialog Box

CREATING COMPLEX NUMBERED LISTS

Like bulleted lists, numbered lists distinguish a series of important items or points from the rest of the text in a document. However, numbered lists also emphasize an order for a list of items (i.e. sequence of instructions). The [Introductory](#) [handout](#) describes how to create basic numbered lists; this section will describe how to create a more complex numbered lists.

To create a numbered list:

1. Place the insertion point where the numbered list is to be inserted.
2. Select the **Format** menu ► **Bullets and Numbering...** The *Bullets and Numbering* dialog box opens.
3. Select the *Numbered* tab (see Figure 14).
4. Select the desired numbering style.
5. To customize the numbering (i.e. number and text indentations), click on the **Customize...** button, the *Customize Numbered List* dialog box opens (see Figure 15).

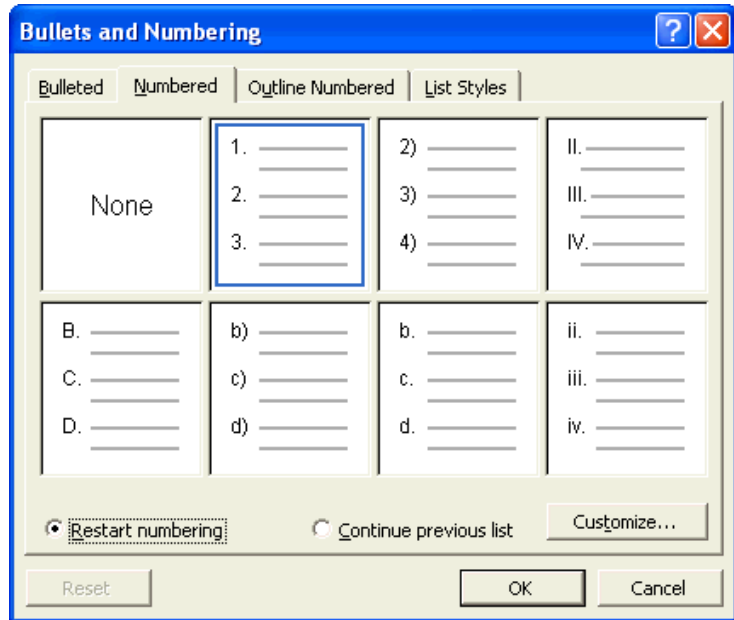


Figure 14 – Numbered Tab

6. Define the different properties of the numbered list as desired:
 - a. Define how the numbers will look with the selections in the *Number style*: drop-down arrow.
 - b. The *Number position* section, defines how the numbers will be indented.
 - c. Set the text positioning in the *Text position* section.
 - i. The *Tab space after*: spin box sets how the first line of each list item will be indented relative to the left margin.
 - ii. The *Indent at*: spin box sets how the rest of the lines of each list item will be indented relative to the left margin.
7. Click the **OK** button.
8. Type a list item and press the **[Enter]** key. The next number will automatically appear on the next line.
9. After typing the last item of the list, press the **[Enter]** key twice to end the numbering.

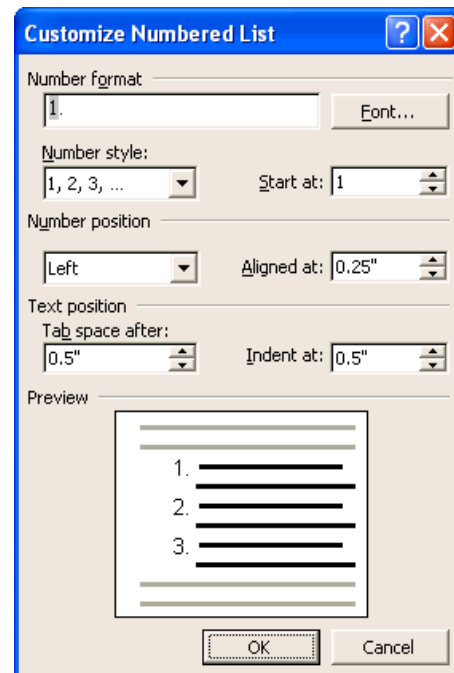


Figure 15 – Customize Numbered List Dialog Box

MULTILEVEL LISTS

In addition to creating a bulleted and numbered list, Word XP also allows the creation of multilevel (outline numbered) lists by allocating various numbering systems to each level of a list of items in order to distinguish the order. Using the multilevel style helps arrange documents in a professional manner.

To create an outline numbered list:

1. Place the insertion point where the outline numbered list is to begin.
2. Select the **Format** menu ► **Bullets and Numbering...** command. The *Bullets and Numbering* dialog box opens.
3. Select the *Outline Numbered* tab (see Figure 16).

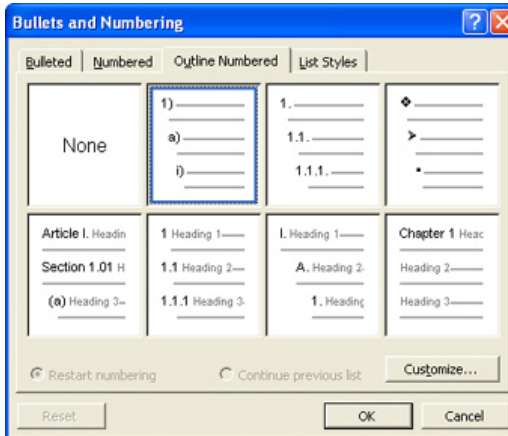


Figure 16 – Multilevel Bullets

!NOTE:

If none of the predefined bullet or numbering schemes meets your needs, you can customize the bulleted or numbered list style. To customize the selected style, continue with Step 4.

4. Click the **Customize...** button. The *Customize Outline Numbered List* dialog box opens (see Figure 17).

!NOTE:

Table 3 identifies each element in the *Customize Outline Numbered List* dialog box.

5. Click the **OK** button.

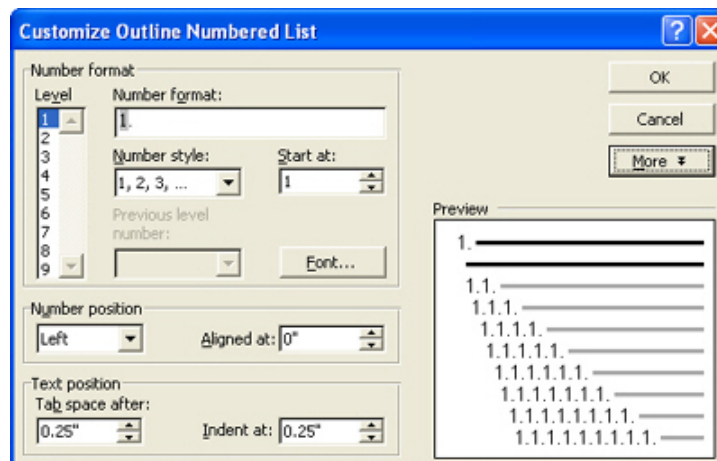


Figure 17 - Customize Outline Numbered List Dialog Box

Table 3 - Elements of Multilevel Lists

Element	Description
Level	Clicking on the list of numbers allows you to preview the number and bullet style applied at each level.
Number format	Allows you to format the selected level by typing inside the box. (Only for a numbered list - not bullets).
Number style	Clicking on the drop-down arrow gives you various selections of styles to choose from.
Start at	An option to specify the starting letter or number for your list. (Not available for bullets).
Font...	Allows you to format the selected bullet or number style by changing colors, size, font style, etc.
Previous level number	Clicking the drop-down arrow allows you can view all the numbered styles.
Number position	Allows you to position your bullets or numbers to the left, right, or center.
Aligned at	Adjusts the alignment.
Indents at	Indents the text away or close to the bullets or number.

COLUMNS

With Word XP, you can create newspaper-style columns that make text more appealing and readable. Column style is simple to apply since it automatically and continuously wraps the text from the bottom of one column to the top of the next. You can apply column formatting to a section, selection, multiple sections, or even the entire document. What you format as columns depends on the position of the insertion point or the text selection.

To apply a column layout to a document:

1. Position the insertion point or highlight the text to be applied to.
2. Select the **Format** menu ► **Columns...** command. The *Columns* dialog box opens (see Figure 18).
3. Click on the desired column style in the *Presets* section.
4. For more column selections, enter the desired number of columns in the **Number of Columns:** spin box.
5. Select the **Equal column width** check box to automatically adjust the sizes of all columns.

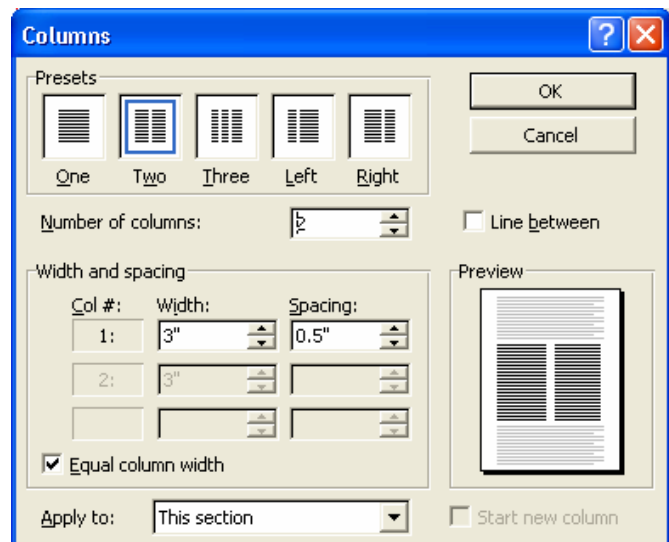


Figure 18 - Customize Outline Numbered List Dialog Box

6. To apply different width and spacing for each column, deselect the **Equal column width** text box, and enter the desired values in the **Width:** and **Spacing:** spin boxes.
7. You may also put a line in between the columns by selecting the **Line between** check box. This will give a clear distinction between each column.
8. The **Apply to:** drop-down list allows changes to be applied to the whole document or to a selected portion of a document.
9. Click the **OK** button.

Working with Tables

It is useful to organize information by using tables in your documents. A table is composed of horizontal rows and vertical columns. The intersection of a row and a column is referred to as a cell.



TABLES AND BORDERS TOOLBAR

The **Tables and Borders** toolbar provides shortcuts for working with tables, including **Insert Table**, **Table AutoFormat**, **Outside Borders**, **Merging and Splitting Cells**, and **Sorting** (see Figure 19).



Figure 19 – Tables and Borders Toolbar




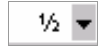








To display the **Tables and Borders** toolbar:







1. Click the **Tables and Borders** button  on the **Standard** Toolbar or right-click in the toolbar area and select the **Tables and Borders** command from the drop down menu.
2. To close the **Tables and Borders** toolbar, click the **Close** button , or click the **Tables and Borders** button if the toolbar is not docked. If the toolbar is docked, right-click in the toolbar area and deselect the toolbar.

!NOTE:

Make sure you click the **Close** button on the **Tables and Borders** toolbar and not on the **Menu** bar or **Title** bar.

Table 4 – Elements of Tables and Borders Toolbar


Shortcut button	Command	Description
	Draw Table	Drag the mouse to draw your own table.
	Eraser	Removes a table cell line.
	Line Style	Selects the desired style for the borderline.
	Line Weight	Selects the desired width for the borderline.
	Border Color	Selects the desired color for the borderline.
	Outside Borders	Adds or removes a specific border style around the selected object.
	Shading Color	Adds or changes the fill color or shading color for the selected object.
	Insert Table drop-down list	Inserts a table and applies AutoFit features.
	Merge Cells	Combines two or more adjacent cells into a single cell.
	Split Cells	Splits a cell or cells to create multiple cells.
	Cell Alignment	Positions contents at a desired place in a cell or cells.
	Distribute Rows Evenly	Changes the selected rows or cells to the same row height.

Shortcut button	Command	Description
	Distribute Columns Evenly	Changes the selected columns or cells to the same column width.
	Table AutoFormat	Provides various types of shading and line formats to give the table a more professional look.
	Change Text Direction	Adjusts the selected text direction to read either horizontally or vertically.
	Sort Ascending	Sorts data in ascending order.
	Sort Descending	Sorts data in descending order.
	AutoSum	Calculates the sum of the values in the selected cells.

CREATING A TABLE

There are several ways to create a table. To quickly create a simple table, use the **Insert Table** button, or enter the desired rows and columns in the *Insert Table* dialog box. You can also use the **Draw Table** tool to create a complex table.

To create a table by using the **Insert Table** button:

1. Click the **Insert Table** button  on the **Standard** Toolbar.
2. Drag to select the desired table size (see Figure 20).

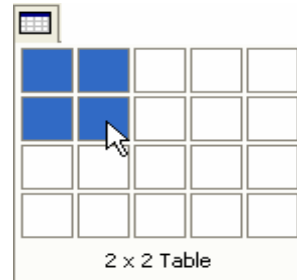


Figure 20 – Insert Table Button

To create a table using the *Insert Table* dialog box:

1. Select the **Table** menu ► **I**nsert command ► **T**able... option. The *Insert Table* dialog box opens (see Figure 21).
2. Enter the number of columns and rows in the text boxes in the *Table size* section.
3. Select how the table will be fitted on the page by selecting the desired option button in the *AutoFit behavior* section.
4. Click the **OK** button.

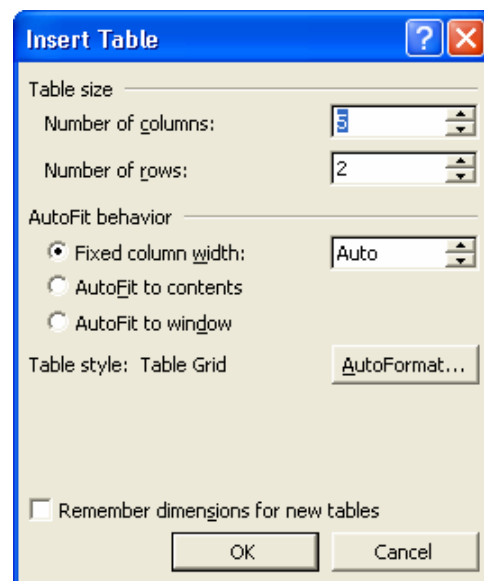




Figure 21 – Insert Table Dialog Box

To insert a table using Draw Table:

1. Open the **Tables and Borders** toolbar if it is not already displayed.
2. Click the **Draw Table** button . The cursor will change to a pencil  while hovering over the document.

!NOTE:

If the **Draw Table** button is already selected it will be highlighted and have a box around it.

3. Draw the table on the page as desired.
4. Deselect the **Draw Table** button.

USING TABLE AUTOFORMAT

Table AutoFormat allows you to select various types of shading and lines, which makes the table easier to view and adds a more professional look.

To use the Table AutoFormat feature:

1. Place the insertion point inside the table.
2. Select the **Table** menu ► **Table AutoFormat...** command. The *Table AutoFormat* dialog box opens (see Figure 22).
3. Select the desired style in the **Table styles:** list box.
4. Click the **Apply** button.

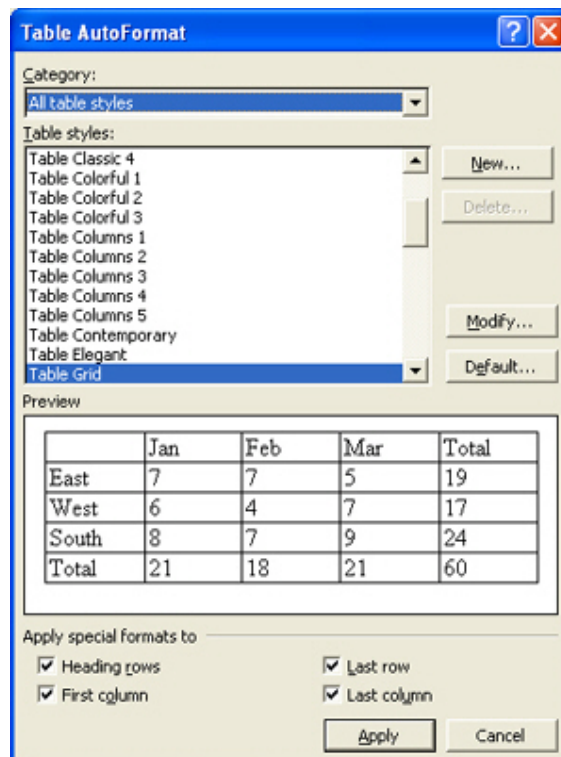


Figure 22 - Table AutoFormat Dialog Box

HIDING AND SHOWING GRIDLINES

Gridlines are gray guidelines that border every cell of the table and are helpful in seeing how contents will appear in the table when you decide to remove the drawn borders around its cells. You can choose to show or hide the gridlines. When hidden, the gridlines appear in the document, but they are not printed with the table.


To hide or show gridlines:

1. Place the insertion point inside the table.
2. Select the **Table** menu ► **Hide Gridlines** or **Show Gridlines** command.

INSERTING ROWS AND COLUMNS IN A TABLE

You can add additional rows or columns to an existing table instead of recreating the table.

To insert rows and columns:

1. Place the insertion point in a cell of the row or column next to where you want to insert the new row or column.
2. Click on the **Insert Table** drop-down arrow  on the **Table and Borders** toolbar (see Figure 19).
3. Select the desired option to insert new columns or rows.

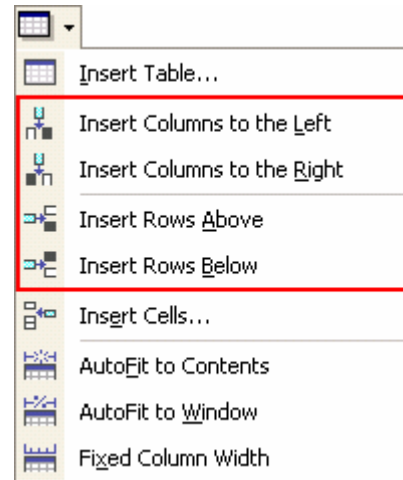


Figure 23 – Insert Table Menu

DELETING ROWS AND COLUMNS IN A TABLE

You can delete extra rows or columns in a table. Deleting a column or row deletes the contents.



To delete rows and columns:

1. Place the insertion point in a cell of the row or column you want to delete.
2. Select the **Table** menu ► **Delete** command ► **Columns** or **Rows** option.

MERGING CELLS

You can combine two or more cells in the same row or column into a single cell. This is useful when you want to place content in a cell that spans an entire table, such as a table heading.


To merge cells:

1. Highlight to select the cells to be merged.
 - a. Place the cursor next to the right border of one of the cells to be merged with another so that it turns into a black arrow .
 - b. Click and hold down the left mouse button and drag the cursor into the other cell(s) to be merged.
2. Click the **Merge Cells** button  on the **Tables and Borders** toolbar.

SPLITTING CELLS

Splitting cells is the opposite of merging cells. You can create multiple cells by breaking a single cell or a group of cells.

To split cells:

1. Highlight the cell or cells you want to split.
2. Click the **Split Cells** button  on the **Tables and Borders** toolbar. The *Split Cells* dialog box opens (see Figure 24).
3. Change settings as necessary. (For example, type 4 in the *Number of rows*: spin box to split the selected row into 4 rows).
4. Click the **OK** button.

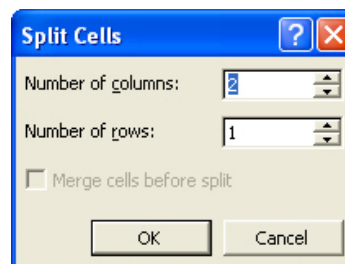


Figure 24 – Split Cells Dialog Box

AUTOFIT

The AutoFit option allows you to automatically fit data into a table. The table will be resized once you apply this feature.

To AutoFit the table:

1. Place the insertion point inside the table where you want to apply AutoFit.
2. Select the **Table** menu ► **AutoFit** command ► select an option (see Table 5).

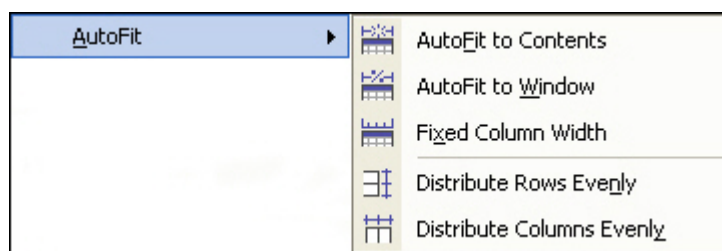




Figure 25 - AutoFit

Table 5–AutoFit Command

Command	Description
AutoFit to Contents	Automatically adjusts the width of columns in a table based on the length of the content in the columns.
AutoFit to Window	Automatically resizes the table so that it fits in the window of a Web browser.
Fixed Column Width	Makes every column a fixed width by using the current widths of the columns.
Distribute Rows Evenly	Changes the selected rows or cells to the same row height.
Distribute Columns Evenly	Changes the selected columns or cells to the same column width.

To AutoFit the table using the **Tables and Borders** toolbar:

1. Select the desired rows or columns.
2. Click the **Distribute Rows Evenly** button  or **Distribute Columns Evenly** button  on the **Tables and Borders** toolbar.

HEADING ROWS REPEAT

You can assign a column heading within a table to appear on multiple pages.



To create a repeating heading:

1. Highlight the heading row(s) that will be placed on multiple pages.
2. Select the **Table** menu ► **Heading Rows Repeat** command.

SORTING TABLE DATA

You can sort text, numbers, or dates in ascending or descending order. The ascending option sorts the data from lowest to highest, while the descending option sorts data from highest to lowest.

To sort a table:

1. Place the insertion point in the column which contains data to sort.
2. Click the **Sort Ascending** button  or **Sort Descending** button  on the **Tables and Borders** toolbar.

USING BORDERS

Borders are lines around an object. You can add borders to a table, a single cell, or multiple cells. You can also remove any existing borders.

To add or remove borders using the *Borders and Shading* dialog box:

1. Place the insertion point inside the table or in the desired cell(s).
2. Select the **Format** menu ► **Borders and Shading...** command. The *Borders and Shading* dialog box opens (see Figure 26).

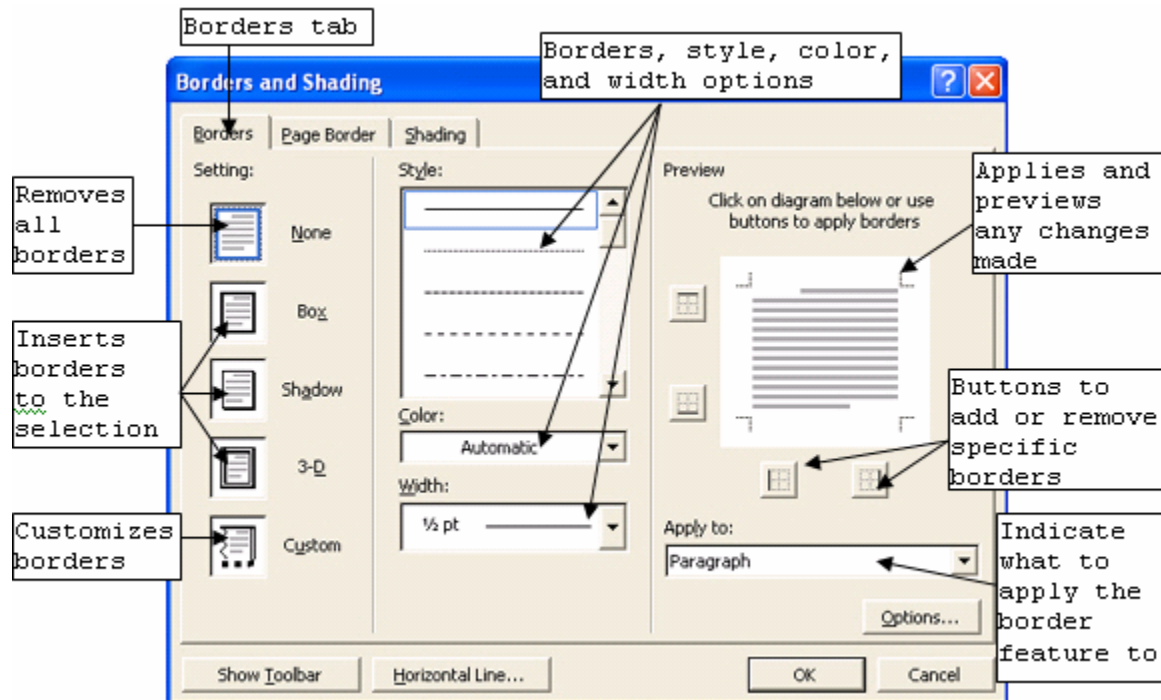



Figure 26 – Borders and Shading Dialog Box - Borders

3. Select the Borders tab.
4. Select the preferred options to add or remove borders.
5. Click the **OK** button.

To add or remove borders using the **Tables and Borders** toolbar:

1. Place the insertion point in the desired rows, columns, or cells.
2. Click the **Outside Borders** drop-down arrow  on the **Tables and Borders** toolbar to select the border features.

USING SHADING

Shading is the background color or pattern behind the text. You can use shading to enhance the appearance of a table.

To apply shading:

1. Place the insertion point in the desired row(s), column(s), or cell(s).
2. Select the **Format** menu ► **Borders and Shading...** command.
3. Click the *Shading* tab (see Figure 27).

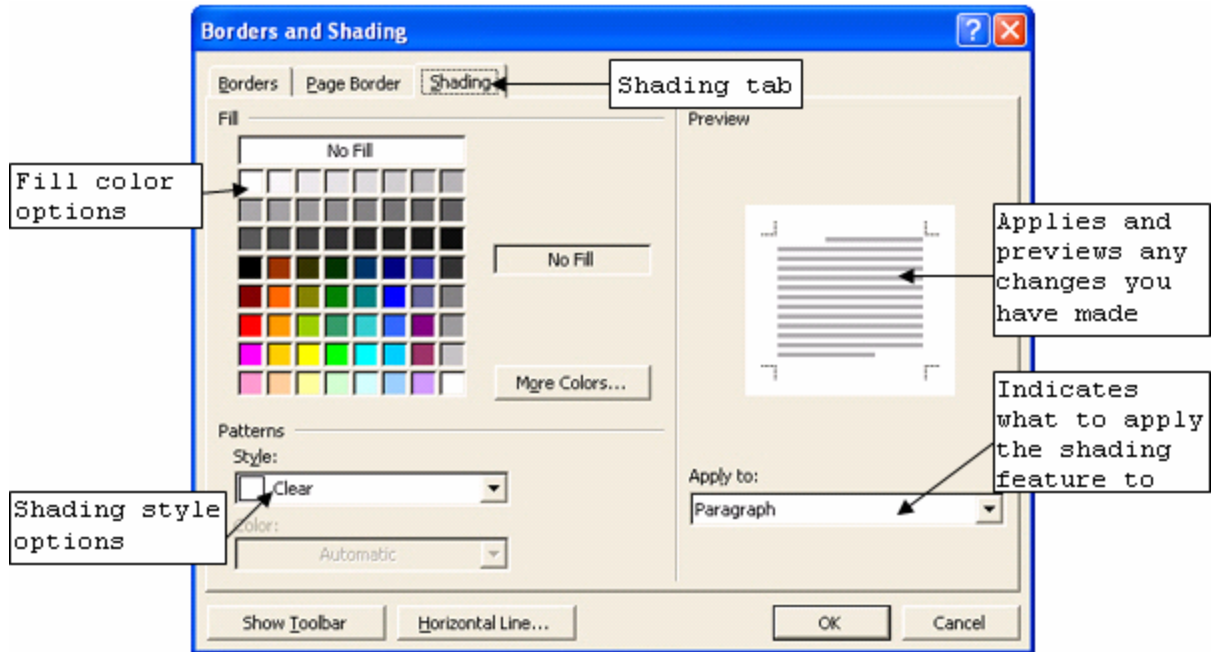


Figure 27 – Borders & Shading Dialog Box - Shading

4. Select the desired color or pattern to format your table.
5. Click the **OK** button

To apply shading using the Tables and Borders toolbar:


1. Place the insertion point inside the table or in the desired cell(s).
2. Click the **Shading Color** drop-down arrow  on the **Tables and Borders** toolbar to apply shading features.

TABLE PROPERTIES

Table properties provide additional options to format the table, including table size, alignment, text wrapping, row height, column width, cell size, alignment, etc.

To use table properties:

1. Place the insertion point inside the table or in the desired rows, columns, or cells.
2. Select the **Table** menu ► **Table Properties...** command. The *Table Properties* dialog box opens (see Figure 28).

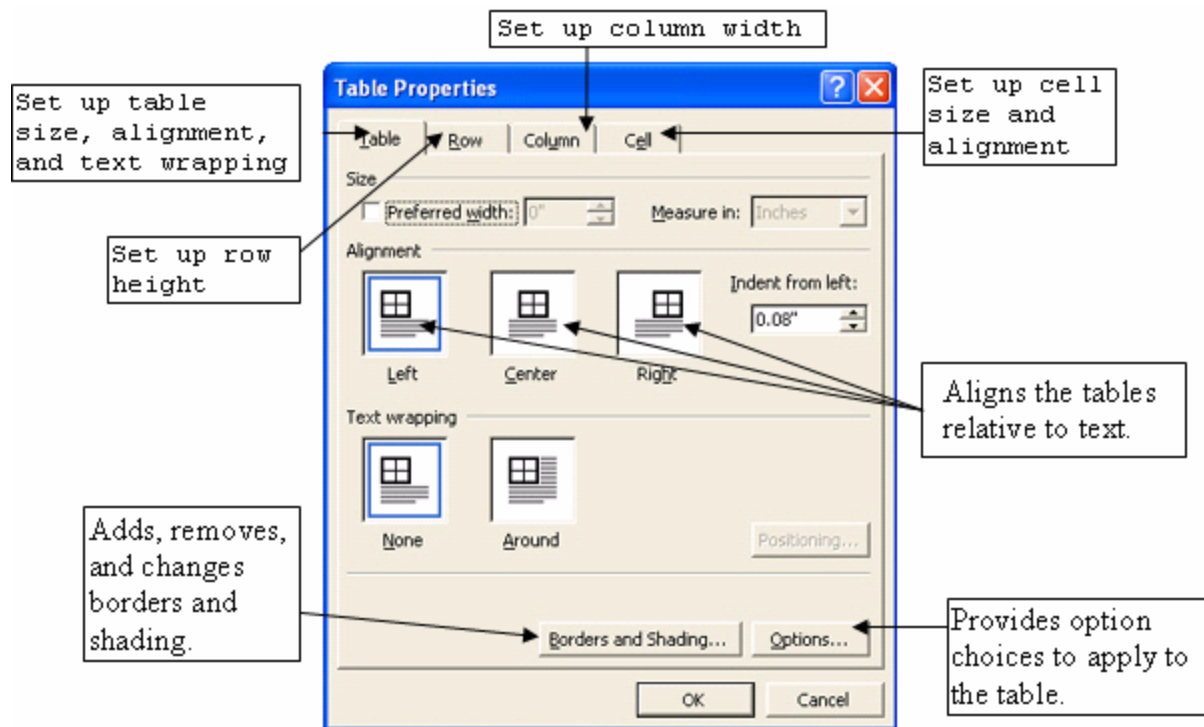


Figure 28 – Table Properties

3. Select the relevant tab.
4. Select desired options to format the table.
5. Click the **OK** button.


Web Features

Word has features such as “*Bookmark*”, “*Hyperlink*”, and “*Themes*” to enhance a document or simple web page.

HYPERLINK

Hyperlinks are words that when clicked, will take you to a defined URL (Uniform Resource Locator - an address on the Web), or a local page. The destination can be in the same document by adding bookmarks or it can be in an entirely different document or page on the Web. You can change the color of a hyperlink and deactivate the underline in Word XP if you wish. Text is not the only type of character that can be linked; images can have a hyperlink. Hyperlinks are commonly used in Web pages but they can be very useful in an ordinary document, especially when you are using bookmarks.

To insert a hyperlink:

1. Select the text that will have a hyperlink.
2. Click the **Insert Hyperlink**  button on the **Standard** toolbar, the *Insert Hyperlink* dialog box opens (see Figure 29).
3. Click the **Existing File or Web Page** button under the *Link to:* section.

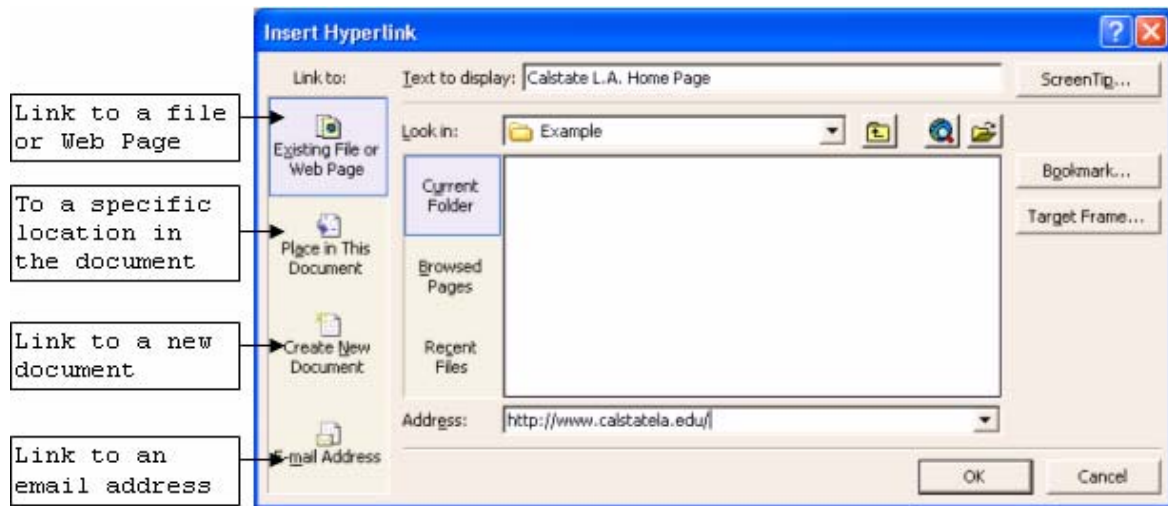



Figure 29 – Insert Hyperlink Dialog Box

4. Enter the Web address in the **Address:** text box, or locate a file to link to under **Look in:** textbox.
5. Click the **OK** button.

HYPERLINK AN IMAGE

Word XP also allows you to add a hyperlink in the form of an image.

To create an image hyperlink:

1. Select the image by clicking on the image that you want to add a link to.
2. Click the **Insert Hyperlink**  button, the *Insert Hyperlink* dialog box opens (see Figure 29).
3. Follow steps 3 – 5 of [To insert a hyperlink](#).

BOOKMARKS

Bookmarks can be used to link to a specific part of a document or a location in a different document. It is commonly used on Web pages but it can also be used in documents that are lengthy. A good example is the table of contents; readers can simply click on a topic and they will be taken to that section of the document.

To insert bookmarks:

1. Place the insertion point where you want to add a bookmark.
2. Select the **Insert** menu ► **Bookmark...** command. The *Bookmark* dialog box opens (see Figure 30).
3. Type the desired bookmark name inside the **Bookmark name:** textbox.

!NOTE:

Do not include spaces when adding bookmark names.

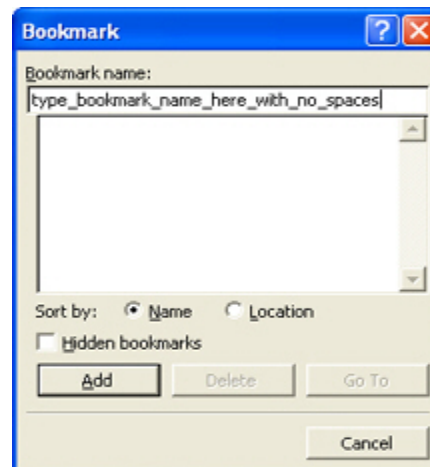


Figure 30 – Bookmarks Dialog Box

4. Select the desired option button, and then click the **Add** button.

To apply the bookmark:

1. Highlight the text that will link to the bookmark
2. Click the **Insert Hyperlink** button on the **Standard** toolbar, the *Insert Hyperlink* dialog box opens.
3. Click the **Place in this document** button in the *Link to:* section (see Figure 31).

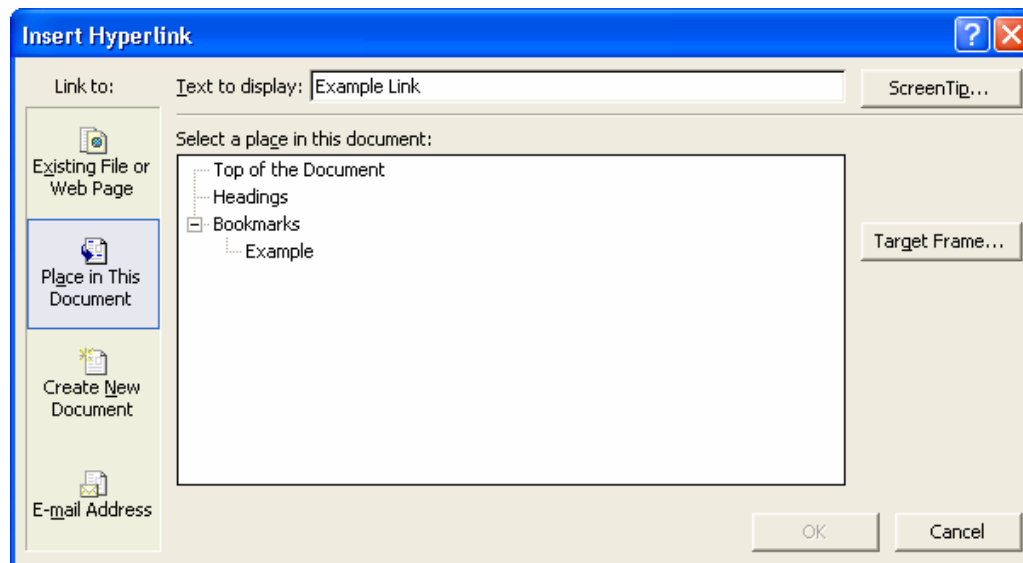


Figure 31 – Insert Hyperlink Dialog Box: Place in This Document

4. Select the bookmark you want the text to link to under **Bookmarks** in the *Select a place in this document:* list box.
5. Click the **OK** button.

BACKGROUND

Backgrounds are commonly used in Web page development to add color. This will give your page or document a striking look. You can use one color, a gradient of two colors together, a texture, a pattern, or a picture as a background. When creating a document with a background, your page should be viewed in Web Layout view.

To add a background color to your document or page:

1. Select the **Format** menu ► **Background** command ► Select a color from the palette or choose another color from the **More Colors...** option (see Figure 32). The *More Colors* dialog box will open.

!NOTE:

If you choose the **More Colors...** option, you can choose a color from the *Standard* palette or from the *Custom* palette sections of the *More Colors* dialog box which has more tones.

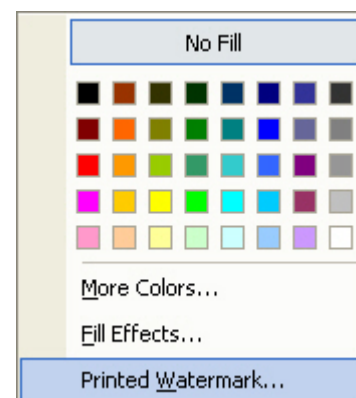


Figure 32 – Fill Color

To add a gradient background, a texture, a pattern, or a picture:

1. Select the **Format** menu ► **Background** command.
2. Choose the **Fill Effects...** option, the *Fill Effects* dialog box opens (see Figure 33); there will be four tabs: *Gradient*, *Texture*, *Pattern*, and *Picture* (The *Picture* tab has a unique effect, which is different from the others).

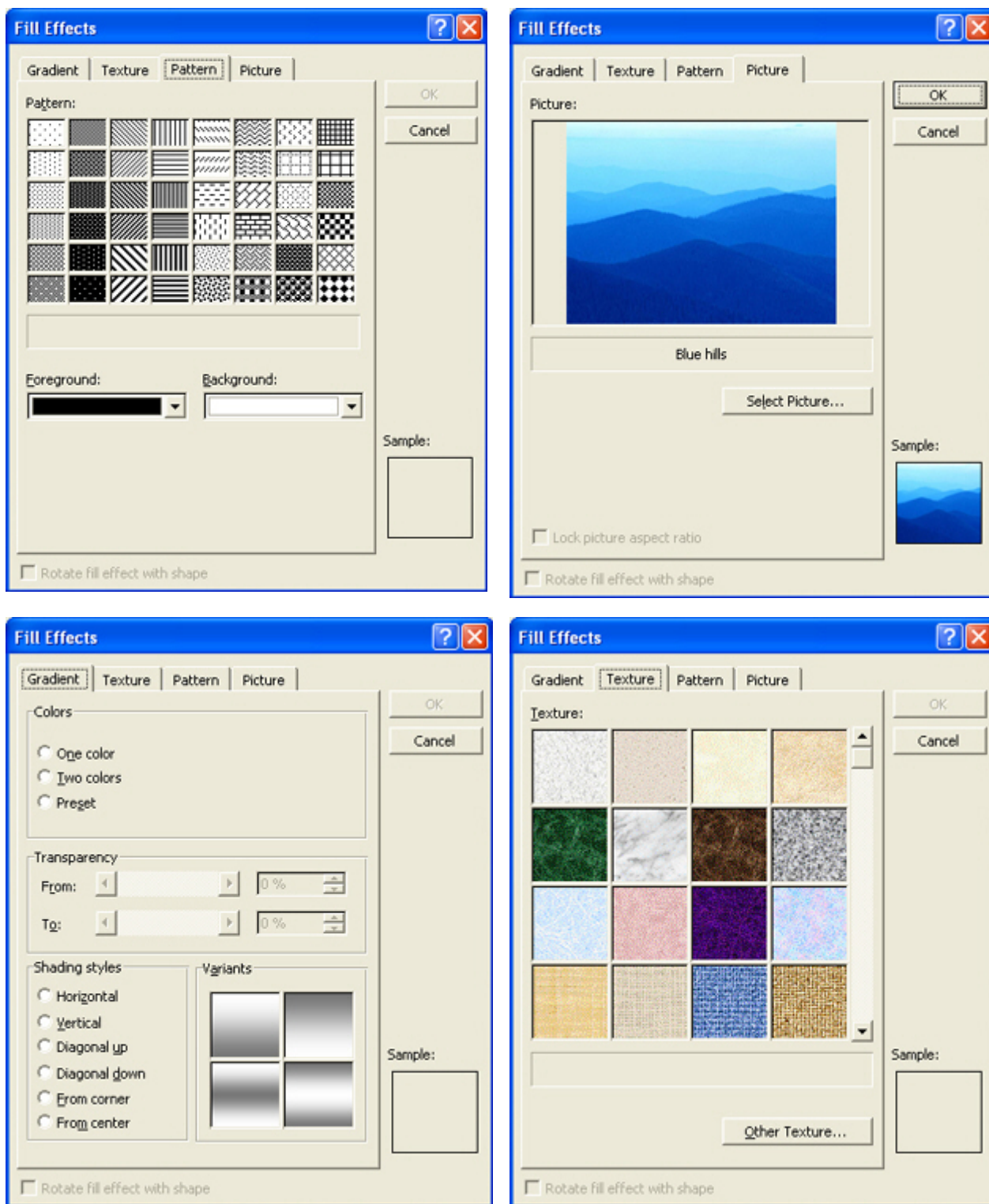


Figure 33 -Background Fill Effects

3. Once you have chosen an effect you like, click the **OK** button

THEMES

Themes are predefined designs that will give a consistent look to your document or web page. Design elements that are included in a theme are the heading styles, bullets, horizontal lines, regular text, regular hyperlinks, and followed hyperlinks.

To choose a theme:

1. Select the **Format** menu ► **Theme...** command. The *Theme* dialog box opens (see Figure 34).
2. Choose a theme in the **Choose a Theme:** list box. A sample of the theme will be shown on the right side of the dialog box.
3. Click the **OK** button.

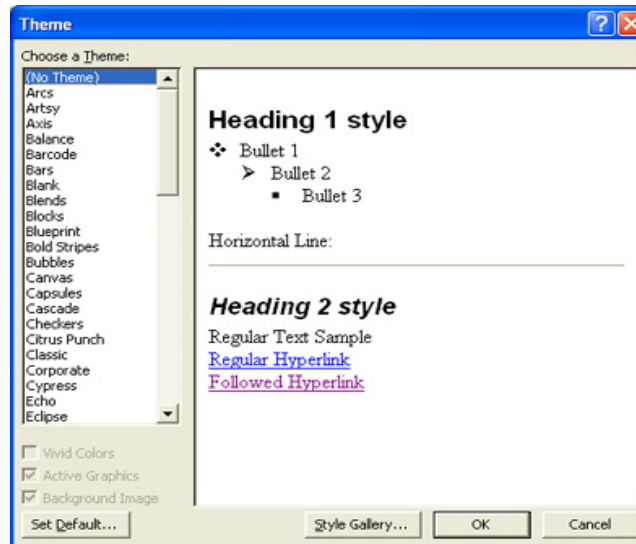


Figure 34– Themes for Web Feature


Word Features

Word has many features and tools that are helpful to you in editing your documents. These features include Spelling and Grammar check, Language, Thesaurus, Auto Correct and Track Changes.

SPELLING AND GRAMMAR

Spelling and Grammar check runs simultaneously when you click on the **Spelling and Grammar** button on the **Standard** toolbar. Spell check identifies words that are not in Word's dictionary and gives suggestions on the correct word or a more identifiable word. Grammar check also gives suggestions on incorrect verb tense, punctuation and other potential grammatical errors.

To use spelling and grammar check:

1. Position the insertion point at the top of the document to start from the beginning of the document.
2. Click the **Spelling and Grammar** button  on the **Standard** toolbar.
3. If there is an error in the document, the *Spelling and Grammar* dialog box opens (see Figure 35). Misspelled words are bold and in red while possible grammatical errors are bold and in green.

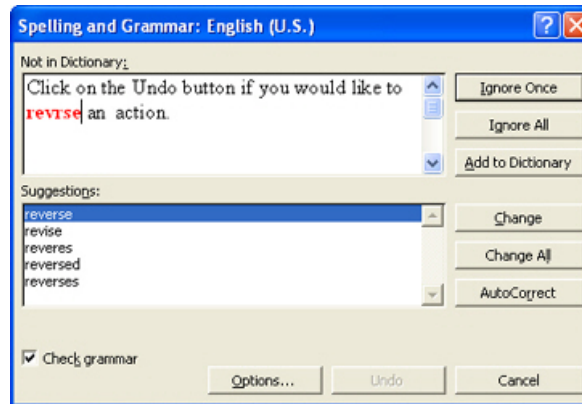


Figure 35 – Spelling and Grammar Dialog Box

4. Click on one of the suggested words in the **Suggestions:** list box
5. Click the **Change** or **Change All** button.

!NOTE:

To ignore the suggestion, click on the **Ignore** button. If it is spelled correctly and you would like for Word to recognize it in the future, add it to the dictionary with the **Add to Dictionary** button.

6. Click the **Undo** button to reverse an action.
7. Click the **OK** button after the Spelling and Grammar check has completed its function.

LANGUAGE AND THESAURUS

Microsoft Word allows you to select a specific language (Spanish, French, German, etc.) for Spell check to work with; a Thesaurus is also provided for your use.

To set a specific language other than English:

1. Select the **Tools** menu ► **Language** command ► **Set Language** option.
2. The *Language* dialogue box opens. Locate and select the preferred language in the **Mark selected text as:** list box.

!NOTE:

You may also select the **Do not check spelling or grammar** check box if you would like Word XP not to identify misspelled words.

3. Click the **OK** button when finished.

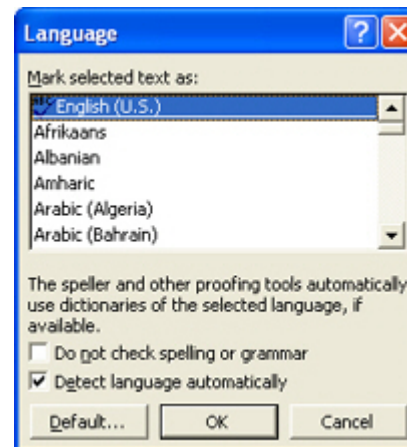


Figure 36 – Language Dialog Box

To use the Thesaurus:

1. Highlight the word you would like to look up in the thesaurus.
2. Select the **Tools** menu ► **Language** command ► **Thesaurus** option. The *Thesaurus* dialog box opens (see Figure 37– **Thesaurus Dialog Box**
3.).
4. Select the alternative word from the **Replace with Synonym:** list box on the right-hand side of the dialog box.

5. Click on the new word to replace the old one.
6. Click the **Replace** button.

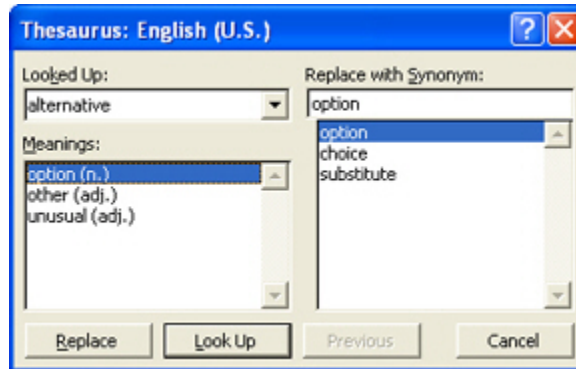


Figure 37– Thesaurus Dialog Box

AUTOCORRECT

The AutoCorrect feature allows you to select or deselect automatic correction while you type. It is helpful when you want Word to correct as soon as you make a type a mistake, such as ensuring a capital letter after a period.

To select or deselect AutoCorrect:

1. Select the **Tools** menu ► **AutoCorrect Options...** command. The *AutoCorrect* dialog box opens (see Figure 38).

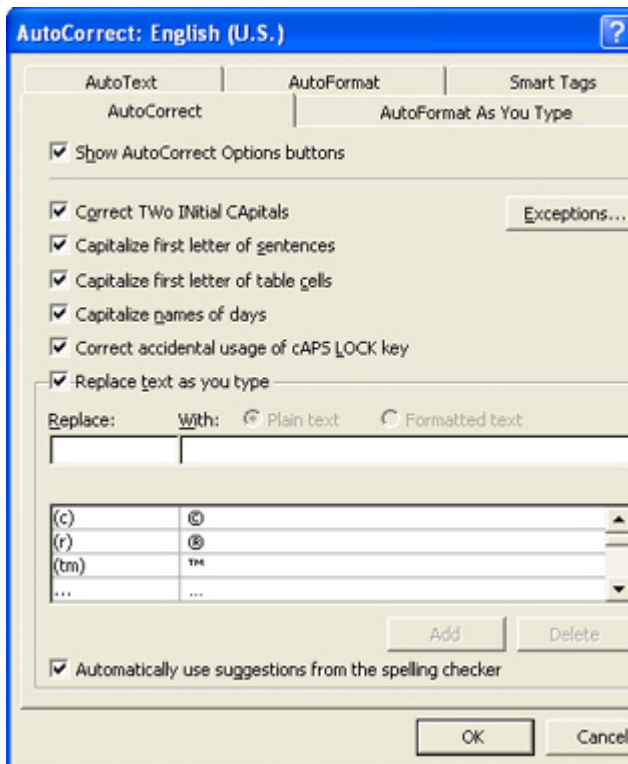


Figure 38 – Auto Correct Dialog Box

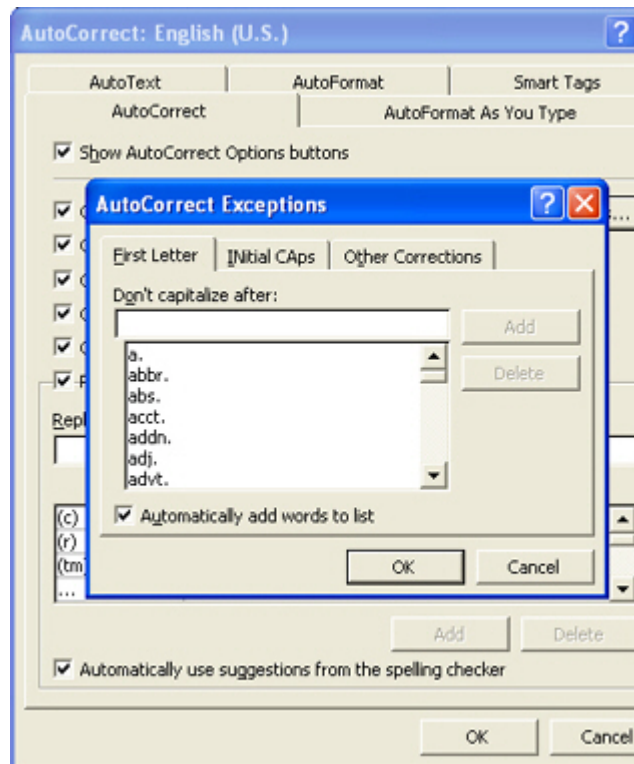


Figure 39 – Exceptions Dialog Box

2. Word XP gives several options; click on the desired check boxes.

!NOTE:

A check mark selects an option; when there is no check mark, it deselects an option.

3. There are exceptions to the rules as well. Click the **Exceptions...** button on the right-hand side and select the various exceptions to the rules set in AutoCorrect.
4. Click the **Add** button after selecting the exceptions (see Figure 39).

!NOTE:

You may select as many exceptions as needed.

5. Select the **OK** button, then click the **OK** button again to close the *AutoCorrect* dialog box.

To select the *AutoFormat as you Type* option:

2. Select the **T**ools menu ► **A**utoCorrect Options... command.
3. The *AutoCorrect* dialog box opens. There are several options displayed (see Figure 38).
4. Select the *AutoFormat As You Type* tab; several options will be displayed (see Figure 40).
5. Click the desired check boxes.
6. Click the **OK** button when finished or click the **C**ancel button to not proceed further.

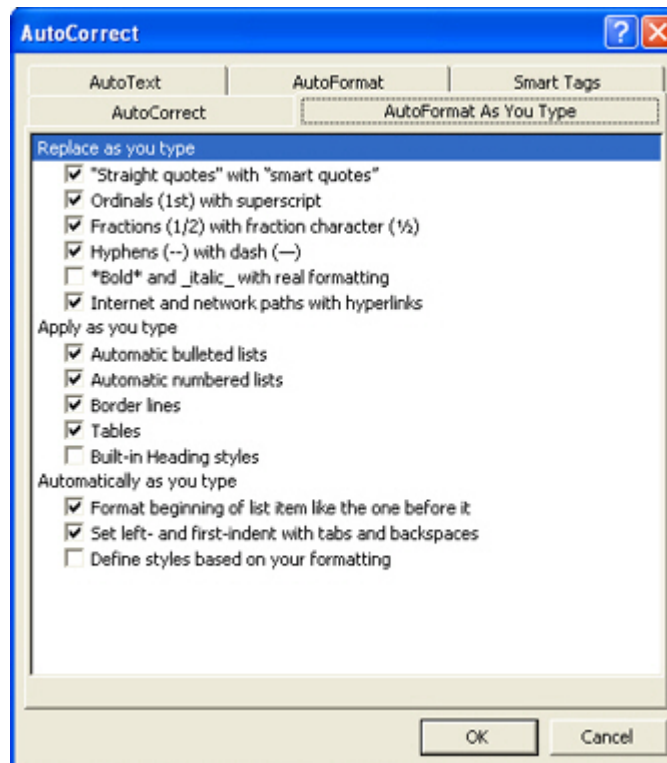


Figure 40– AutoFormat As you Type