



MSc in International Shipping, Finance and Management

Microsoft Office Word

Shipping, Finance & Management Skills

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Management

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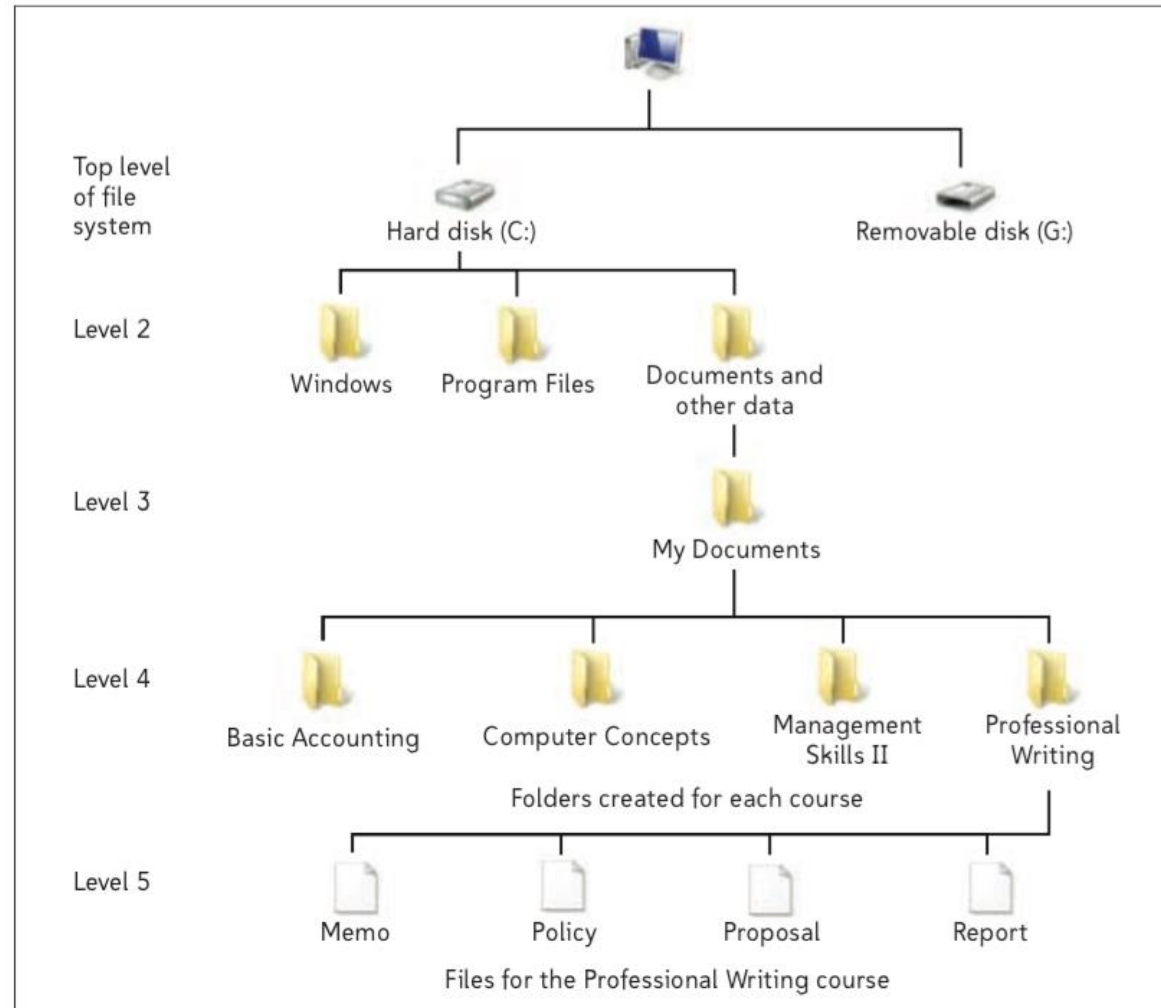
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ORGANIZING FOLDERS AND FILES



- The **root directory**, or top level, of the hard disk is for system files and folders only—you should not store your own work here because it could interfere with Windows or a program. (If you are working in a computer lab, you might not be allowed to access the root directory.)
- **Do not delete or move any files or folders from the root directory** of the hard disk—doing so could disrupt the system so that you can't run or start the computer.
- In fact, you should not reorganize or change any folder that contains installed software because Windows expects to find the files for specific programs within certain folders. If you reorganize or change these folders, Windows cannot locate and start the programs stored in that folder.
- Likewise, you should not make changes to the folder (usually named Windows) that contains the Windows operating system.
- A computer distinguishes one **drive** from another by assigning each a drive letter. The hard disk is usually assigned to drive C. The remaining drives can have any other letters, but are usually assigned in the order that the drives were installed on the computer—so your USB drive might be drive D or drive G.
- **Knowing how to save, locate, and organize computer files** makes you more productive when you are working with a computer.

ORGANIZING FILES AND FOLDERS ON A HARD DISK



CREATING AND MOVING FILES AND FOLDERS



- **Creating a Folder:**

- In the Navigation pane, click the drive or folder in which you want to create a folder.
- Click New folder on the toolbar.
- Type a name for the folder, and then press the Enter key.

OR

- Right-click a folder in the Navigation pane or right-click a blank area in the folder window, point to New, and then click Folder.
- Type a name for the folder, and then press the Enter key.

- **Moving a File or Folder:**

- Right-click and drag the file or folder you want to move to the destination folder.
- Click Move here on the shortcut menu.

OR

- Right-click the file or folder you want to move, and then click Cut on the shortcut menu. (You can also click the file or folder and then press the Ctrl+X keys.)
- Navigate to and right-click the destination folder, and then click Paste on the shortcut menu. (You can also click the destination folder and then press the Ctrl+V keys.)

CREATING AND MOVING FILES AND FOLDERS



- **Copying a File or Folder:**

- Right-click and drag the file or folder you want to move to the destination folder.
- Click Copy here on the shortcut menu.

OR

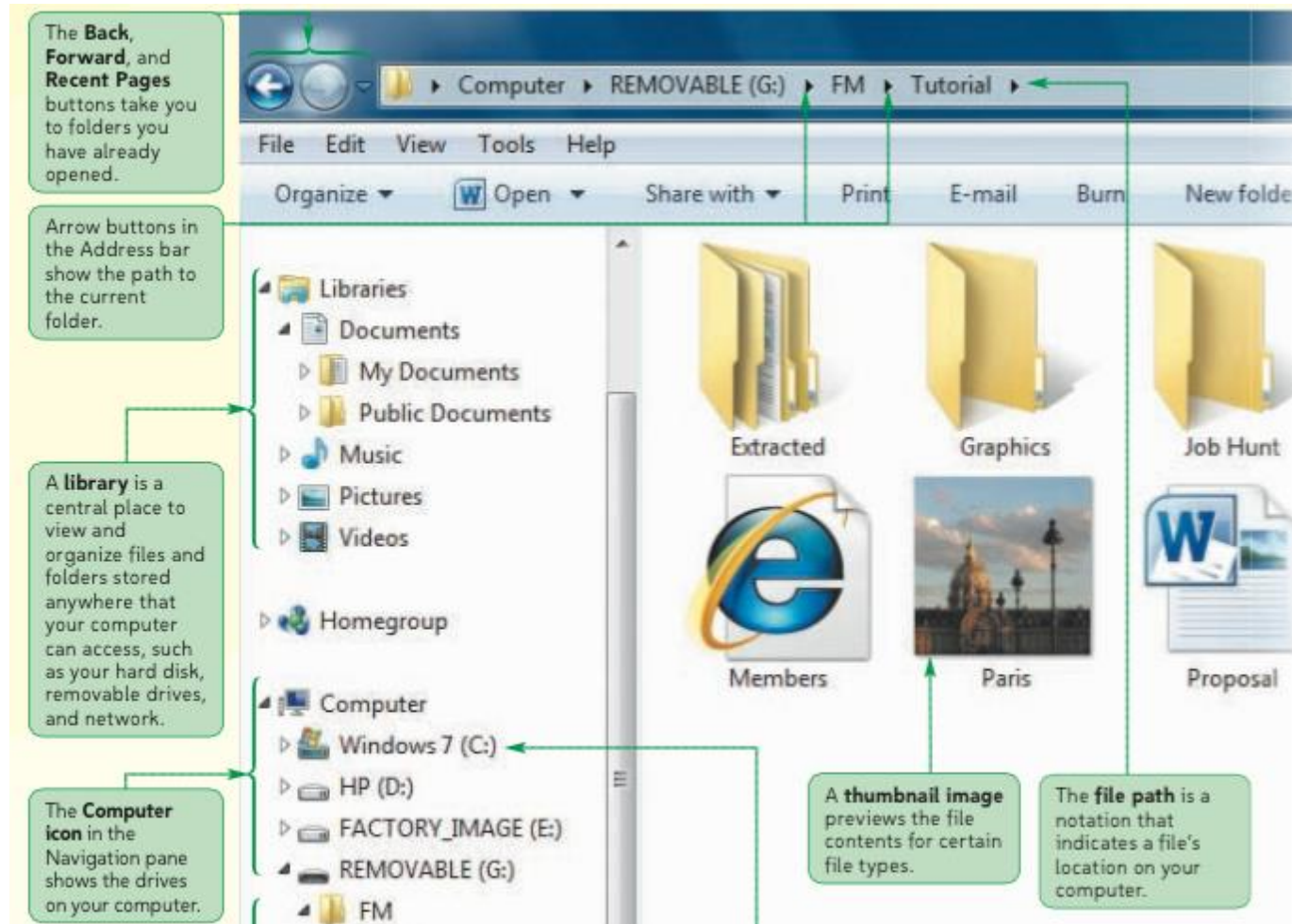
- Right-click the file or folder you want to copy, and then click Copy on the shortcut menu. (You can also click the file or folder and then press the Ctrl+C keys.)
- Navigate to and right-click the destination folder, and then click Paste on the shortcut menu. (You can also click the destination folder and then press the Ctrl+V keys.)

GUIDELINES FOR NAMING FILES

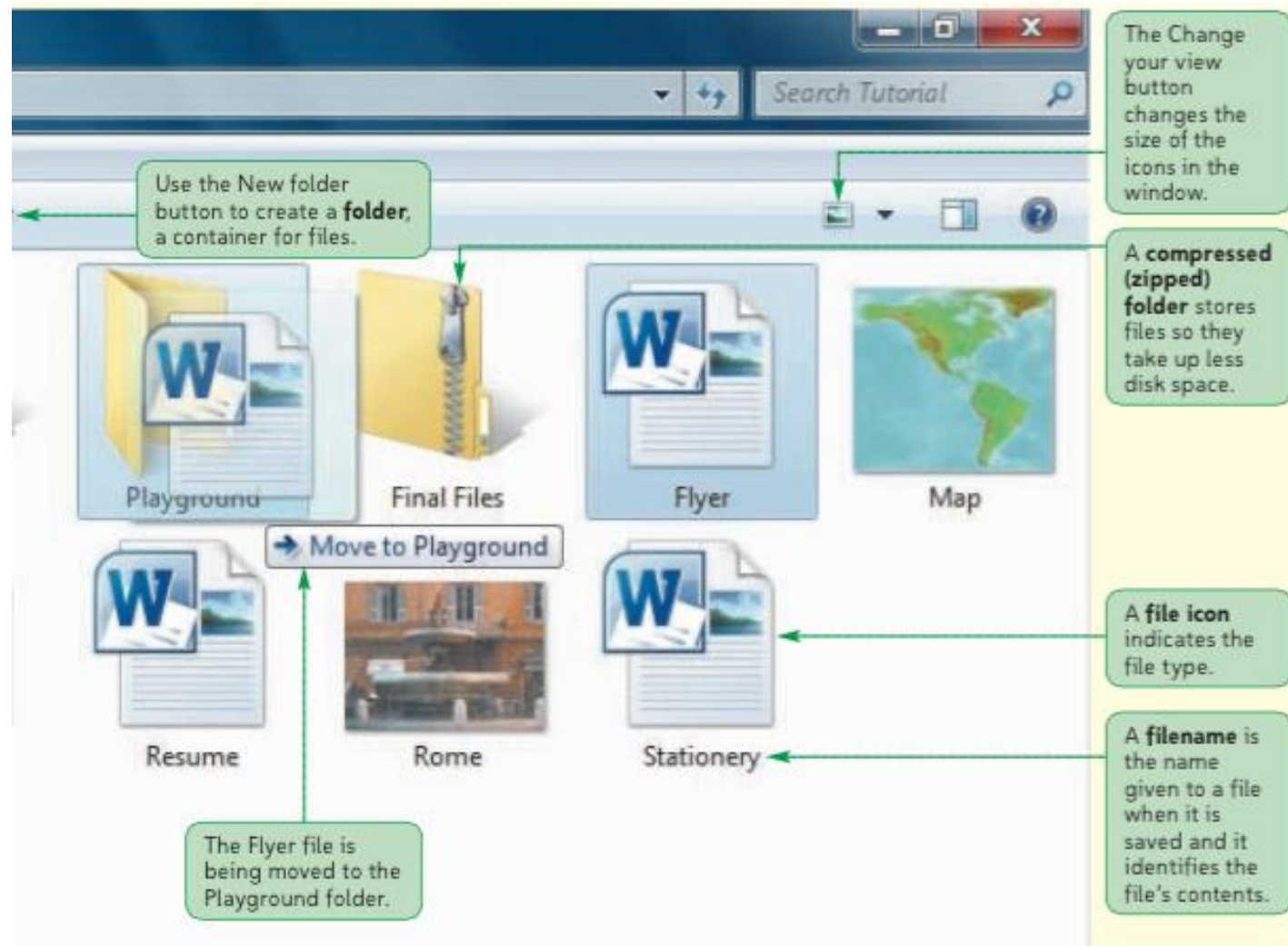
- **The following are a few suggestions for naming your files:**

- Use common names: Avoid cryptic names that might make sense now, but could cause confusion later, such as nonstandard abbreviations or imprecise names.
- Don't change the file extension: When renaming a file, don't change the file extension. If you do, Windows might not be able to find a program that can open it.
- Find a comfortable balance between too short and too long: Use filenames that are long enough to be meaningful, but short enough to read easily on the screen.

VISUAL OVERVIEW



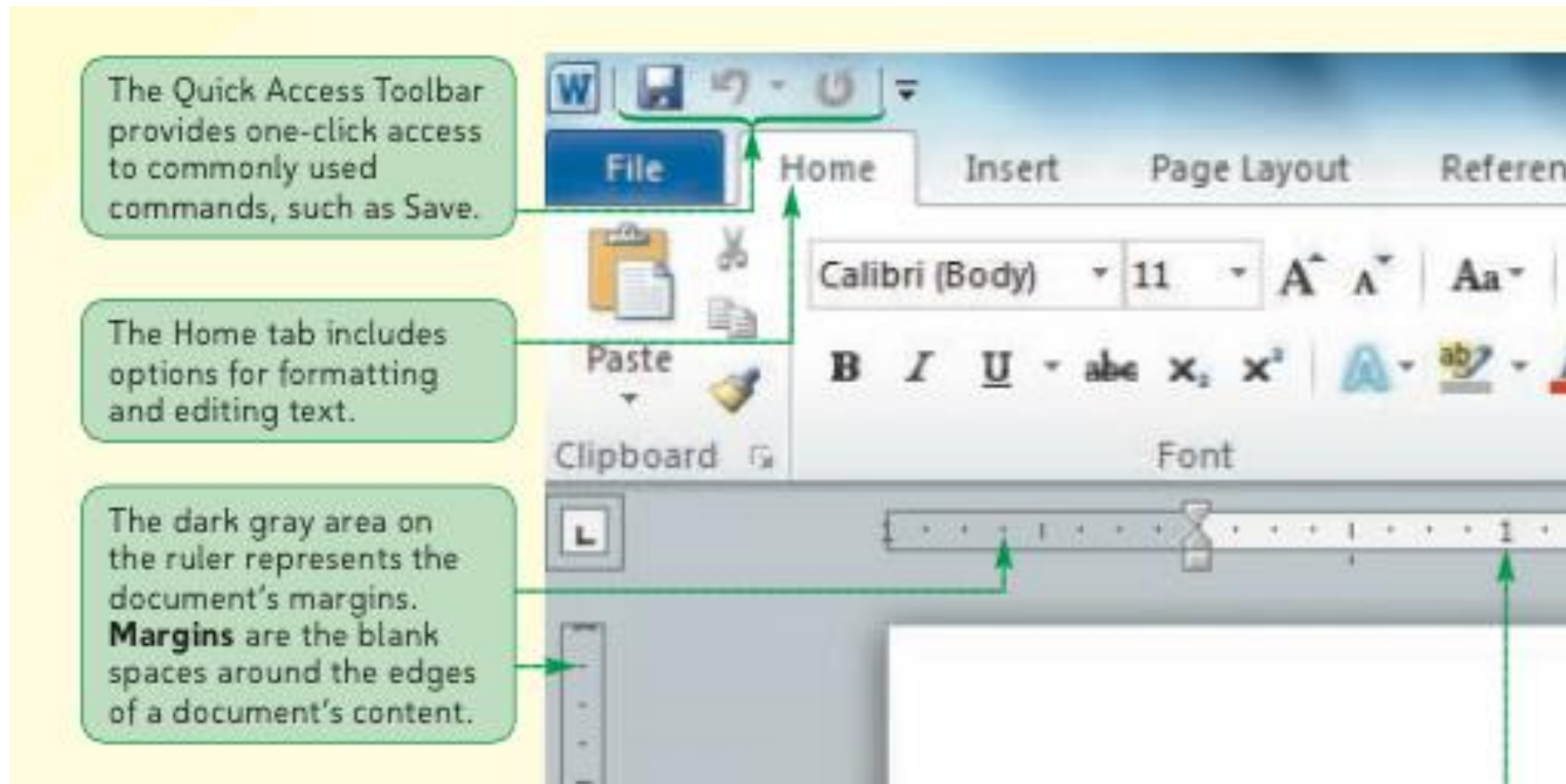
VISUAL OVERVIEW



STARTING MS WORD AND SETTING UP THE WORD WINDOW

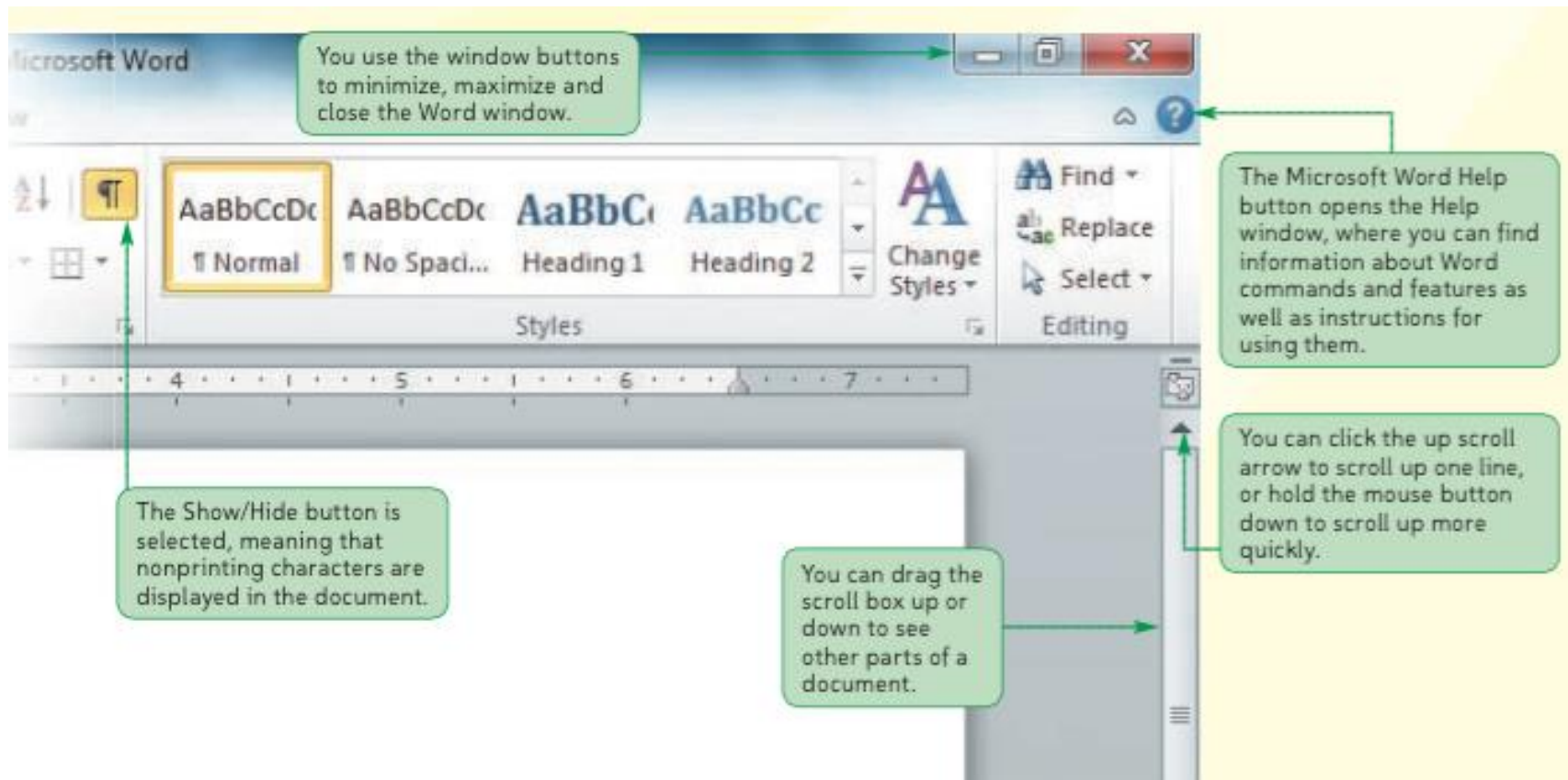
- **To start Microsoft Word:** click the Start button on the taskbar, click All Programs, click Microsoft Office, and then click Microsoft Word 2010. The Word window opens.
- **To set up the window:**
 - If the Word window does not fill the entire screen, click the **Maximize button** in the upper-right corner of the Word window.
 - It is useful to have the **rulers displayed** in the Word window while you work: click the View tab on the Ribbon (the View tab provides options for changing the appearance of the Word window). In the Show group, click the Ruler check box to insert a check, if necessary. If the rulers were not displayed, they should be displayed now.
 - **Change the Zoom level:** In the Zoom group, click the Page Width button. If necessary, click the Print Layout button on the status bar to select it (the Print Layout button is the first of the View buttons located on the right side of the status bar).
 - It is helpful to **display nonprinting characters**: click the Home tab on the Ribbon, and then in the Paragraph group, click the Show/Hide ¶ button. The Show/Hide ¶ button should now be highlighted in orange, indicating that it is selected, and the paragraph mark (¶) appears in the first line of the document, just to the right of the insertion point.

VISUAL OVERVIEW

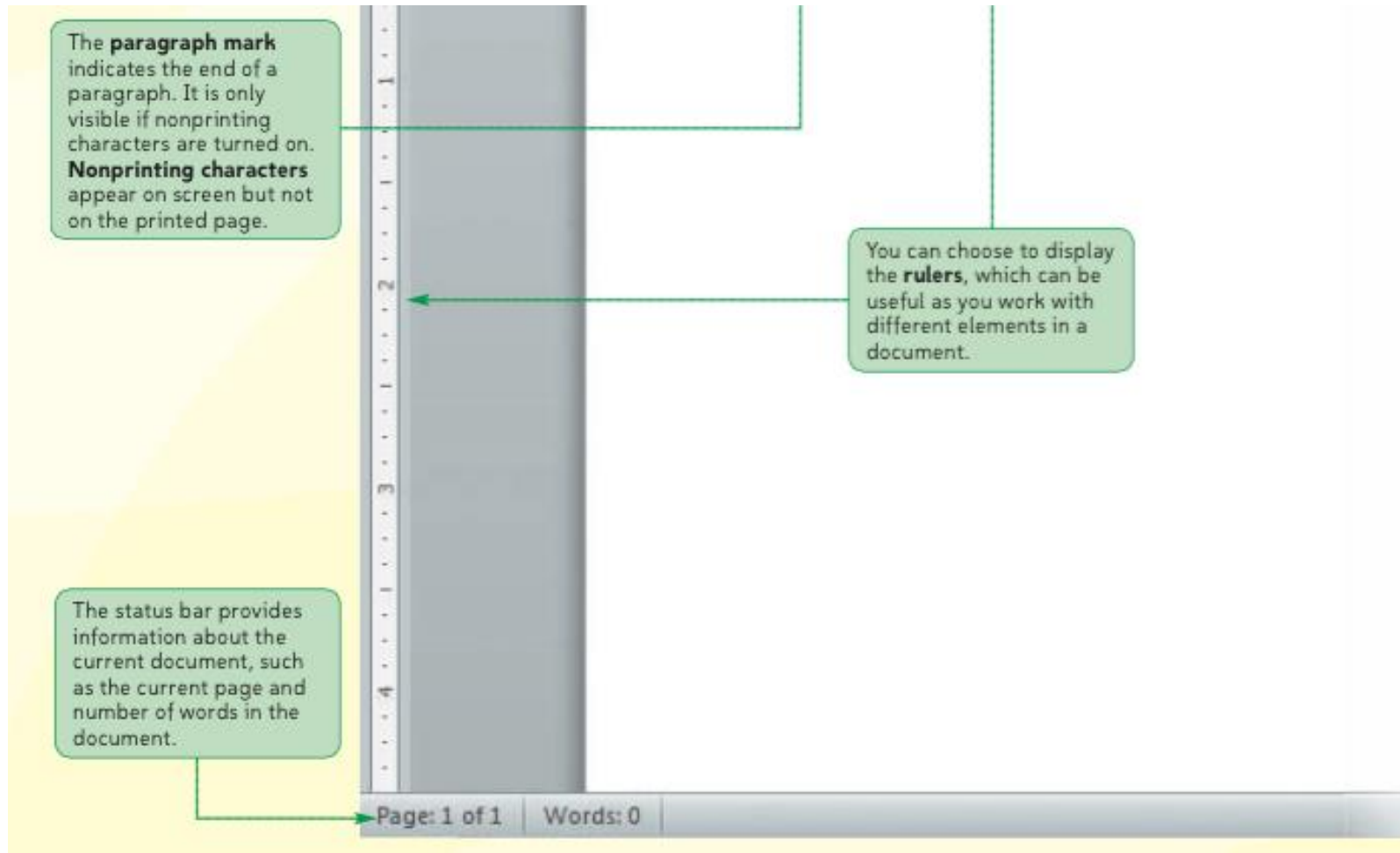


VISUAL OVERVIEW

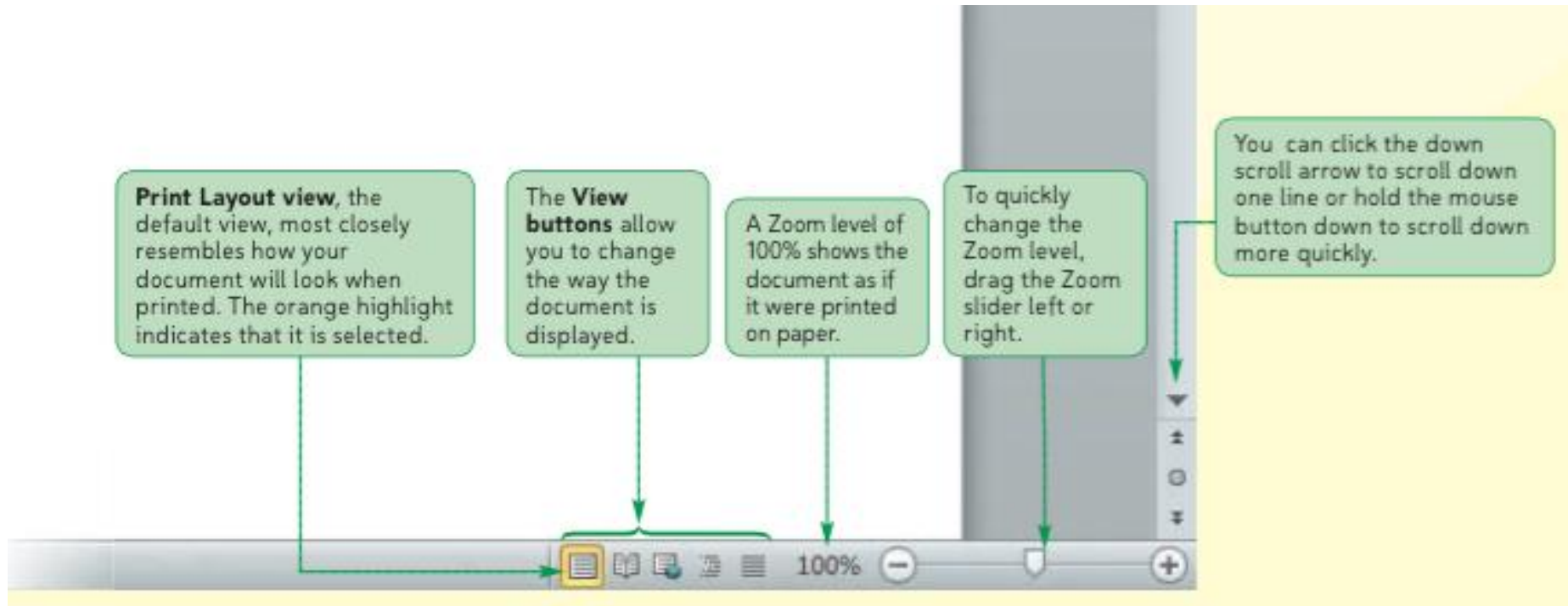
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VISUAL OVERVIEW



VISUAL OVERVIEW



CUSTOMIZING THE RIBBON

- **To Get to the ‘Customize the Ribbon’ window:**
 - Click the File tab.
 - Under Help, click Options.
 - Click Customize Ribbon.
 - You can also get to the Customize the Ribbon window, by right-clicking any tab on the ribbon, and then clicking Customize the Ribbon.
- **To Add a custom tab:**
 - When you click New Tab, you add a custom tab and custom group. You can only add commands to custom groups.
 - In the Customize the Ribbon window under the Customize the Ribbon list, click New Tab.
 - In the Choose commands from list, click the list you want to add commands from, for example, Popular Commands or All Commands.
 - Click a command in the list that you choose.
 - Click Add.
 - To see and save your customizations, click OK.

KEYSTROKES FOR MOVING THE INSERTION POINT

To move the insertion point	Press
Left or right one character at a time	← or →
Up or down one line at a time	↑ or ↓
Left or right one word at a time	Ctrl+← or Ctrl+→
Up or down one paragraph at a time	Ctrl+↑ or Ctrl+↓
To the beginning or to the end of the current line	Home or End
To the beginning or to the end of the document	Ctrl+Home or Ctrl+End
To the previous screen or to the next screen	Page Up or Page Down
To the top or to the bottom of the document window	Alt+Ctrl+Page Up or Alt+Ctrl+Page Down

METHODS FOR SELECTING TEXT



To select	Mouse	Keyboard	Mouse and keyboard
A word	Double-click the word	Move the insertion point to the beginning of the word, press and hold Ctrl+Shift, and then press →	
A line	Click in the white space to the left of the line	Move the insertion point to the beginning of the line, press and hold Shift, and then press ↓	

METHODS FOR SELECTING TEXT



To select	Mouse	Keyboard	Mouse and keyboard
A sentence	Click at the beginning of the sentence, then drag the pointer until the sentence is selected		Press and hold Ctrl, then click any location within the sentence
Multiple lines	Click and drag in the white space to the left of the lines	Move the insertion point to the beginning of the first line, press and hold Shift, and then press ↓ until all the lines are selected	

METHODS FOR SELECTING TEXT

To select	Mouse	Keyboard	Mouse and keyboard
A paragraph	Double-click in the white space to the left of the paragraph, or triple-click at any location within the paragraph	Move the insertion point to the beginning of the paragraph, press and hold Ctrl+Shift, and then press ↓	
An entire document	Triple-click in the white space to the left of the document text	Press Ctrl+A	Press and hold Ctrl, and click in the white space to the left of the document text

METHODS FOR SELECTING TEXT

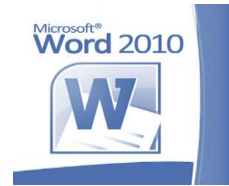


To select	Mouse	Keyboard	Mouse and keyboard
Multiple paragraphs	Click in the white space to the left of the first paragraph you want to select, and then drag to select the remaining paragraphs	Move the insertion point to the beginning of the first paragraph, press and hold Ctrl+Shift, and then press ↓ until all the paragraphs are selected	

METHODS FOR SELECTING TEXT

To select	Mouse	Keyboard	Mouse and keyboard
A block of text	Click at the beginning of the block, then drag the pointer until the entire block is selected		Click at the beginning of the block, press and hold Shift, and then click at the end of the block
Nonadjacent blocks of text	Press and hold Ctrl, then drag the mouse pointer to select multiple blocks of nonadjacent text		

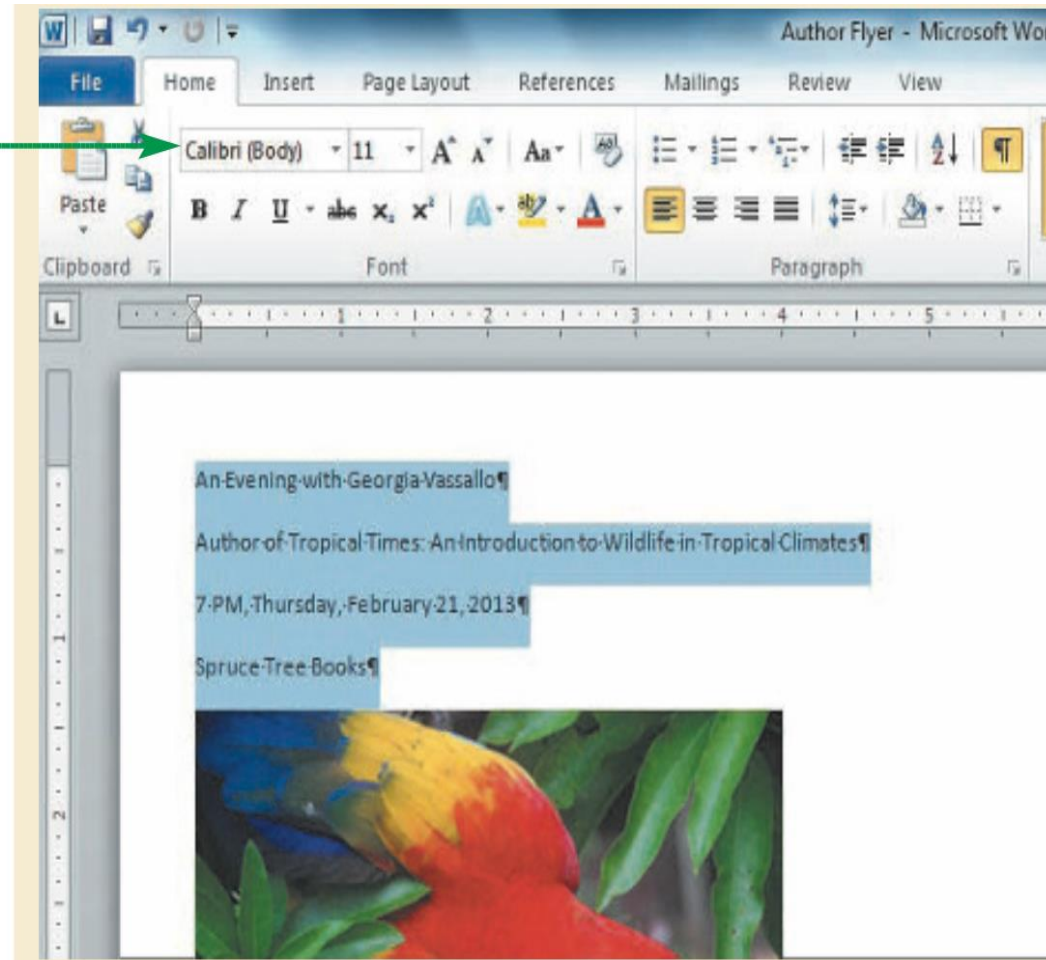
CHANGING THE FONT AND FONT SIZE



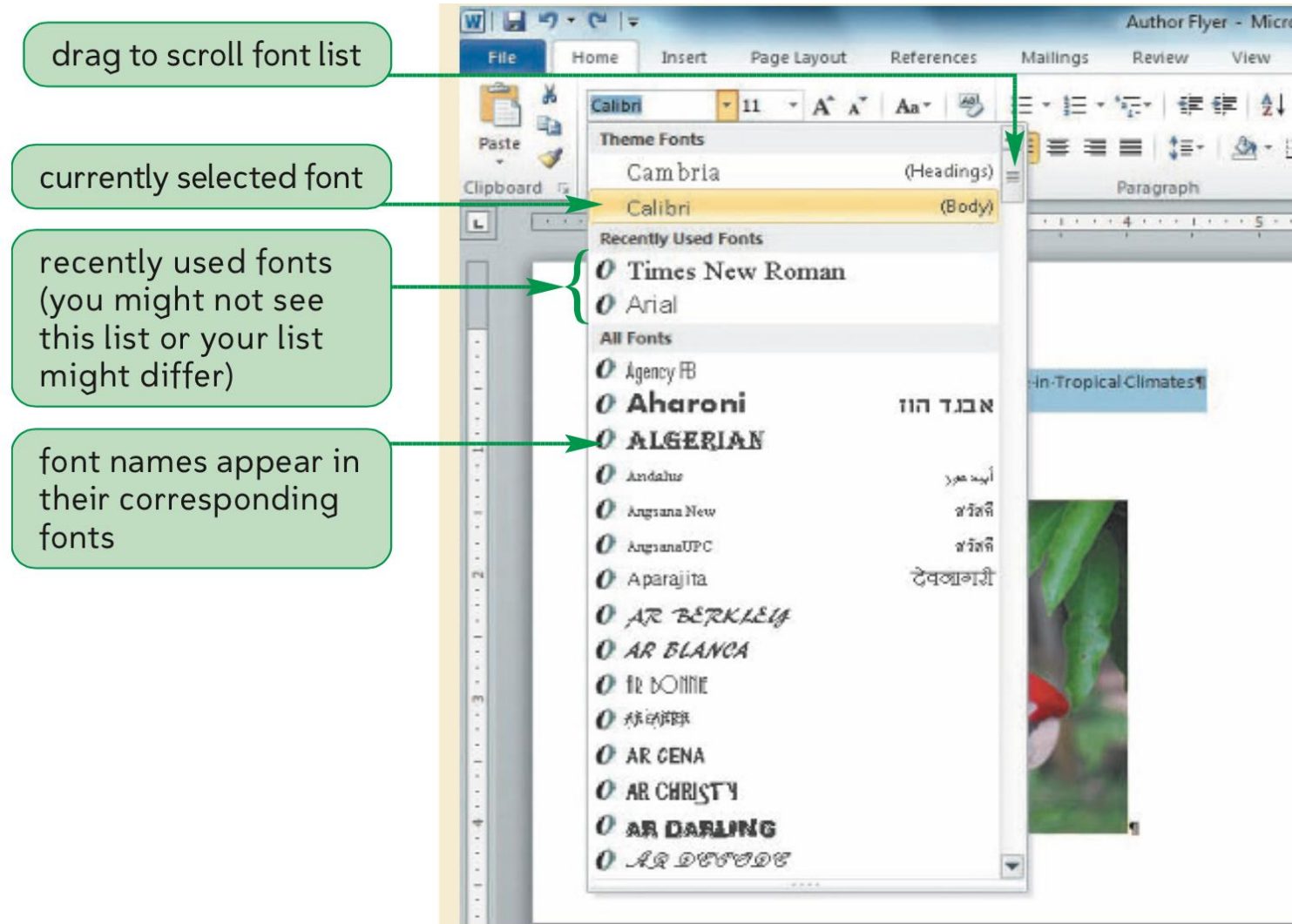
- **To change the Font and Font size:**
 - Click the View tab on the Ribbon, click the Page Width button to make it easier to see the document text, and then click the Home tab on the Ribbon.
 - Select the text that you want to apply Font changes to.
 - The Font box in the Font group indicates the Font which the selected text is formatted in. The word “Body” next to the font name indicates that the specific font is intended for formatting body text. Body text is ordinary text, as opposed to titles or headings. The word “Headings” next to the font name indicates that the specific font is intended for formatting headings.
 - In the Font group, click the Font arrow. A list of available fonts appears.
 - Without clicking but by only moving the pointer over a font, the selected text in the document changes to show a Live Preview of the font the pointer is resting on.
 - Scroll down the list and click Times New Roman. The Font menu closes, and the selected text is formatted in Times New Roman.
 - The Font Size box displays the number that the selected text is formatted in. Click the Font Size arrow to display a menu of font sizes. As with the Font menu, you can move the pointer over options in the Font Size menu to see a Live Preview of that option.
 - To modify the size of the selected text, click on the desired size or type it in the Font size box. Alternatively, you can click on the increase or decrease size buttons to take respective action.

CHANGING THE FONT

Font box shows font
currently applied to
selected text



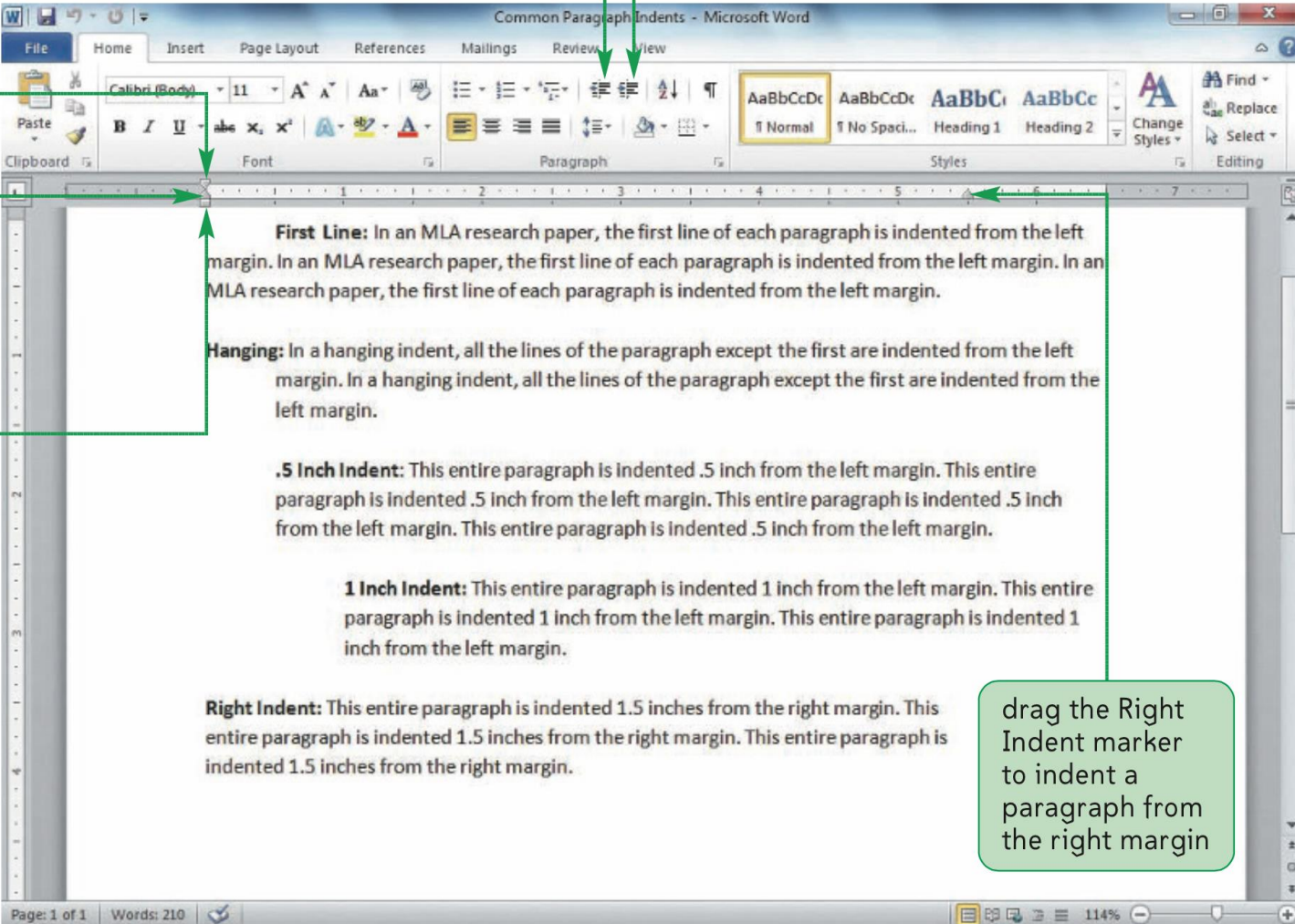
CHANGING THE FONT



CREATING AND INDENTING A PARAGRAPH

- To **create a paragraph** in the next line, place the insertion point in the previous one and then press enter.
- To quickly **indent an entire paragraph .5 inch** from the left, position the insertion point in the paragraph you want to indent and then click the Increase Indent button in the Paragraph group on the Home tab. You can continue to indent the paragraph in increments of .5 inches by repeatedly clicking the Increase Indent button. To move an indented paragraph back to the left .5 inch, click the Decrease Indent button.
- **To create first line, hanging, or right indents**, you can use the indent markers on the ruler. First, click in the paragraph you want to indent, or select multiple paragraphs. Then drag the appropriate indent marker to the left or right on the horizontal ruler.
- Note that when you indent an entire paragraph using the Increase Indent button, the three indent markers move as a unit along with the paragraphs you are indenting.

INDENTING A PARAGRAPH



The screenshot displays the Microsoft Word 2010 interface with the 'Common Paragraph Indents' task pane open. The document contains five paragraphs illustrating different indentation styles: First Line, Hanging, .5 Inch Indent, 1 Inch Indent, and Right Indent. Green callout boxes with arrows point to specific features in the task pane and the document:

- click the Decrease Indent button to move a paragraph .5 inches to the left**: Points to the 'Decrease Indent' button (left arrow) in the task pane.
- click the Increase Indent button to move a paragraph .5 inches to the right**: Points to the 'Increase Indent' button (right arrow) in the task pane.
- drag the First Line Indent marker to indent the first line of a paragraph**: Points to the First Line Indent marker (top triangle) on the horizontal ruler.
- drag the Hanging Indent marker to indent every line except the first line of a paragraph**: Points to the Hanging Indent marker (bottom triangle) on the horizontal ruler.
- drag the Left Indent marker to indent an entire paragraph**: Points to the Left Indent marker (left triangle) on the horizontal ruler.
- drag the Right Indent marker to indent a paragraph from the right margin**: Points to the Right Indent marker (right triangle) on the horizontal ruler.

The document text includes the following examples:

First Line: In an MLA research paper, the first line of each paragraph is indented from the left margin. In an MLA research paper, the first line of each paragraph is indented from the left margin. In an MLA research paper, the first line of each paragraph is indented from the left margin.

Hanging: In a hanging indent, all the lines of the paragraph except the first are indented from the left margin. In a hanging indent, all the lines of the paragraph except the first are indented from the left margin.

.5 Inch Indent: This entire paragraph is indented .5 inch from the left margin. This entire paragraph is indented .5 inch from the left margin. This entire paragraph is indented .5 inch from the left margin.

1 Inch Indent: This entire paragraph is indented 1 inch from the left margin. This entire paragraph is indented 1 inch from the left margin. This entire paragraph is indented 1 inch from the left margin.

Right Indent: This entire paragraph is indented 1.5 inches from the right margin. This entire paragraph is indented 1.5 inches from the right margin. This entire paragraph is indented 1.5 inches from the right margin.

CREATING BULLETED AND NUMBERED LISTS



- **Creating a bulleted list:**
 - Select the paragraph you want to modify.
 - In the Paragraph group of the Home tab, click the Bullets button. Black circles appear as bullets before each item in the list. Also, the bulleted list is indented and the paragraph spacing between the items is reduced.
- **To format the bullets:**
 - In the Paragraph group, click the Bullets button arrow. A gallery of bullet styles opens.
 - The Recently Used Bullets section is shown at the top of the gallery of bullet styles; it displays the bullet styles that have been used since you started Word. You'll probably see just the round black bullet style, which was applied by default when you clicked the Bullets button. However, if you had used several different bullet styles, you would see them here.
 - The Bullet Library, which offers a variety of bullet styles, is shown below the Recently Used Bullets.

CREATING NUMBERED LISTS



- **Creating a numbered list:**
 - Select the paragraphs you want to apply the numbered list to.
 - In the Paragraph group, click the Numbering button. Consecutive numbers appear in front of each item in the list, with a period after each number.
 - Just as with the Bullets button arrow, you can click the Numbering button arrow and then select from a gallery of numbering styles. For example, you could choose a style with Roman numerals or letters instead of the Arabic letters applied to the list.

CREATING BULLETED LISTS

The screenshot shows the Microsoft Word 2010 interface with the 'Bullets' button in the 'Paragraph' group of the 'Home' tab. A callout points to this button, stating 'click to apply the most recently used bullet style'. Another callout points to the 'Bullets' button, stating 'click to open Bullets gallery'. The 'Bullets' gallery is open, showing the 'Bullet Library' with various bullet styles. A callout points to the first bullet style in the library, stating 'one bullet style used since you started Word'. Another callout points to the 'None' option in the library, stating 'bullet styles in the Bullet Library'. A third callout points to the 'None' option, stating 'you'll use this style'. The 'Document Bullets' section shows the default bullet style currently applied to the list. The list contains four items: 'What was the color...', 'Was the room cluttered...', 'Was the furniture...', and 'Would you describe...'. Below the list, there is a paragraph of text: 'For the next few weeks, con...', 'bolstered by this new aware...', and 'to incorporate into your ow...'.

click to apply the most recently used bullet style

one bullet style used since you started Word

bullet styles in the Bullet Library

default bullet style currently applied to list

click to open Bullets gallery

you'll use this style

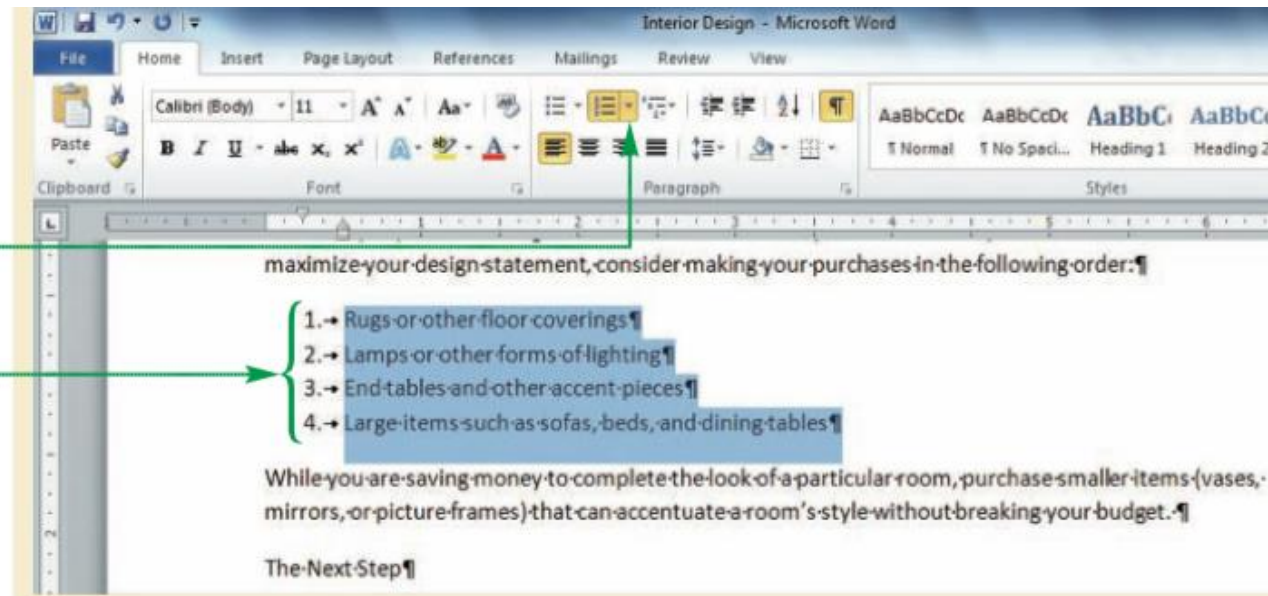
TIP

The Bullets button is a toggle button. To remove bullets from selected text, click the Bullets button.

CREATING NUMBERED LISTS

click the Numbering button arrow to display a gallery of numbering styles

default numbering style applied to selected paragraphs



TIP

The Numbering button is a toggle button, which means you can click it to turn numbering on or off. To remove numbers from selected text, click the Numbering button.

PARAGRAPH SPACING

- **Paragraph spacing:**
 - Paragraph spacing refers to the space that appears directly above and below a paragraph. In Word, any text that ends with a paragraph mark symbol (¶) is a paragraph. So, a **paragraph** can be a group of words that is many lines long, a single word, or even a blank line, in which case you see a paragraph mark alone on a single line. Paragraph spacing is measured in points; a **point** is 1/72 of an inch. The default setting for paragraph spacing in Word is 0 points before each paragraph and 10 points after each paragraph.
- **Adjusting Paragraph spacing:**
 - To adjust paragraph spacing in Word, you use the Line and Paragraph Spacing button in the Paragraph group on the Home tab. The paragraph spacing options that appear at the bottom of the menu are streamlined: you can choose to add or remove the default 10 points of space before or after each paragraph.
 - Select the paragraphs you want to apply changes to: move the pointer to the white space just to the left of the first line of the first paragraph until the pointer changes to a right-facing arrow. Press and hold the mouse button, drag the pointer down up to the end point of your selection and then release the mouse button.

PARAGRAPH SPACING

- **Adjusting Paragraph spacing:**
 - In the Paragraph group on the Home tab, click the Line and Paragraph Spacing button. A menu of line spacing options appears, with two paragraph spacing options at the bottom. If your goal is to remove the default 10 points of space after each paragraph, click Remove Space After Paragraph. The menu closes, and the paragraphs are now closer together.

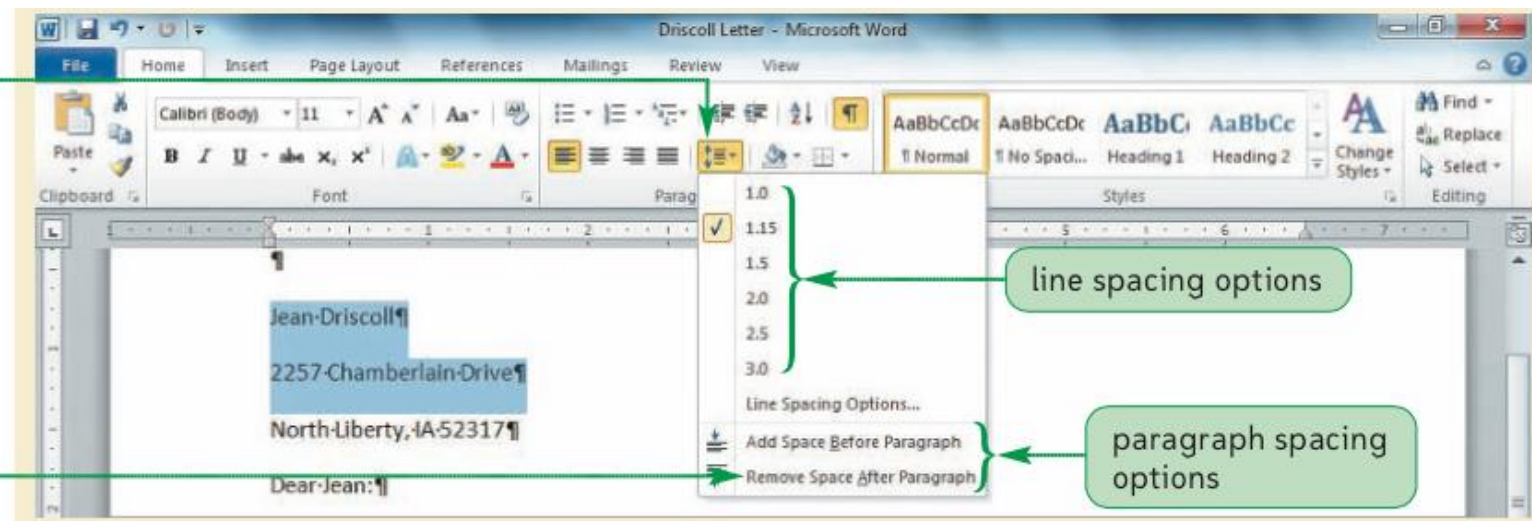
LINE SPACING

- **Line spacing**
 - Line spacing is the amount of space that appears between lines of text within a paragraph. Word offers a number of preset line spacing options. The 1.0 setting, which is often called **single spacing**, allows the least amount of space between lines. All other line spacing options are measured as multiples of 1.0 spacing. For example, 2.0 spacing (sometimes called **double spacing**) allows for twice the space of single spacing. The default line spacing setting is 1.15, which allows a little more space between lines than 1.0 spacing.
- **Adjusting Line spacing:**
 - To adjust line spacing in Word, you use the Line and Paragraph Spacing button in the Paragraph group on the Home tab. Clicking this button displays a menu of the preset line spacing options (1.0, 1.15, 2.0, and so on).
 - Select the paragraphs you want to apply changes to: move the pointer to the white space just to the left of the first line of the first paragraph until the pointer changes to a right-facing arrow. Press and hold the mouse button, drag the pointer down up to the end point of your selection and then release the mouse button.
 - In the Paragraph group on the Home tab, click the Line and Paragraph Spacing button. A menu of line spacing options appears from which you can select the desired option.

ADJUSTING PARAGRAPH AND LINE SPACING

Line and Paragraph
Spacing button

click to remove space
after each of the
selected paragraphs

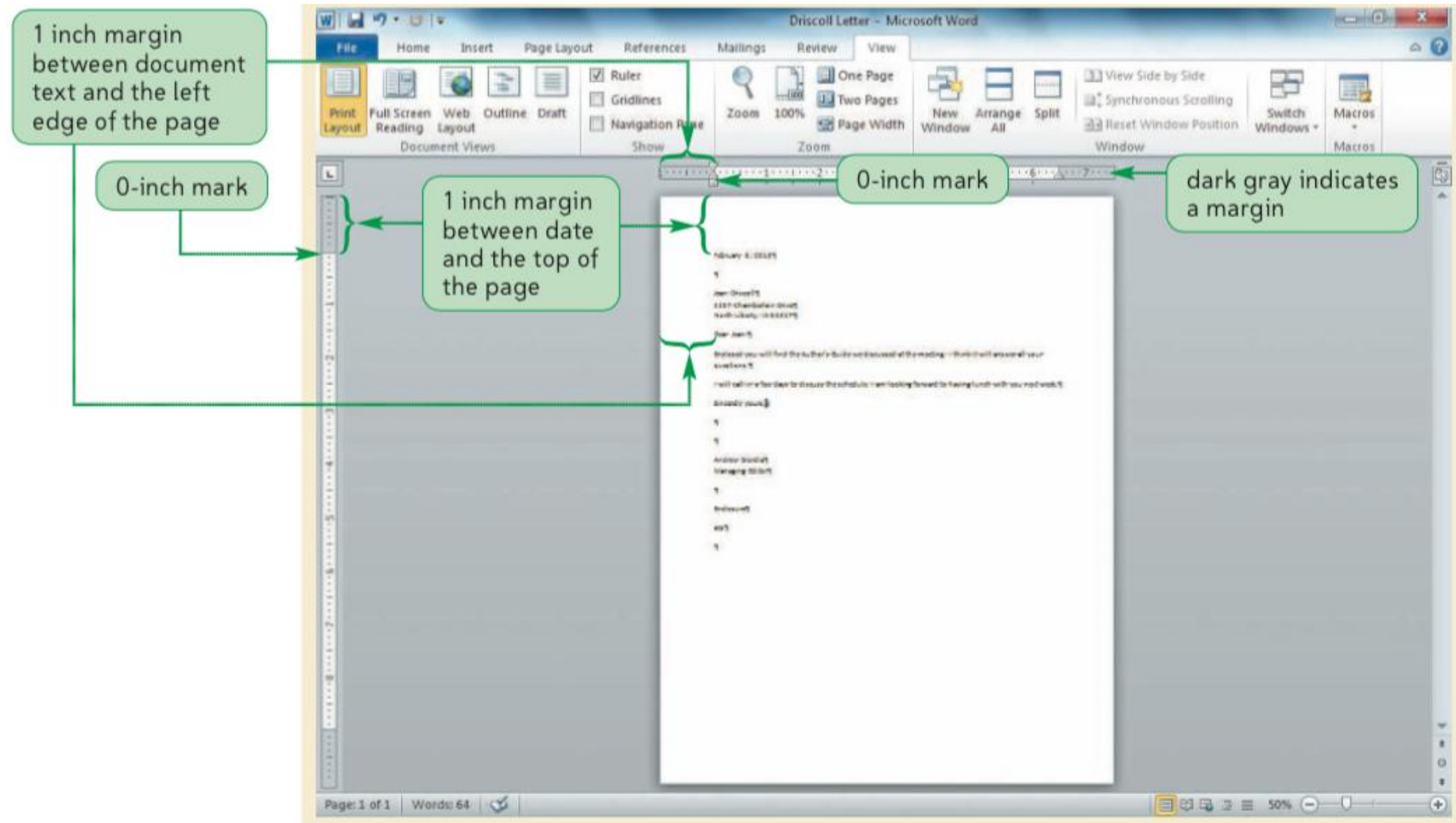


ADJUSTING THE MARGINS



- Another aspect of document formatting is **how the document fits on the printed page**. You can check the document's margins by changing the zoom to display the entire page.
- On the rulers, the margins appear dark gray. By default, Word documents include 1-inch margins on all sides of the document.
- Reading the measurements on the rulers can be tricky at first. On the horizontal ruler, the 0-inch mark is the right edge of the left margin. It's like the origin on a number line. You measure from the 0-inch mark to the left or to the right. On the vertical ruler, the 0-inch mark is the bottom edge of the top margin.
- **To change the page margins:**
 - Click the Page Layout tab on the Ribbon. The Page Layout tab displays options for adjusting the layout of your document.
 - In the Page Setup group, click the Margins button. The Margins menu opens. Here you can choose from a number of predefined margin options, or you can click the Custom Margins command to select your own settings. After you create custom margin settings, the most recent set appears as an option at the top of the menu.
 - To customize the margins, click Custom Margins. The Page Setup dialog box opens, with the Margins tab displayed. The default margin settings are displayed in the boxes at the top of the Margins tab. The top margin of 1 is already selected, ready for you to type a new margin setting.

ADJUSTING THE MARGINS

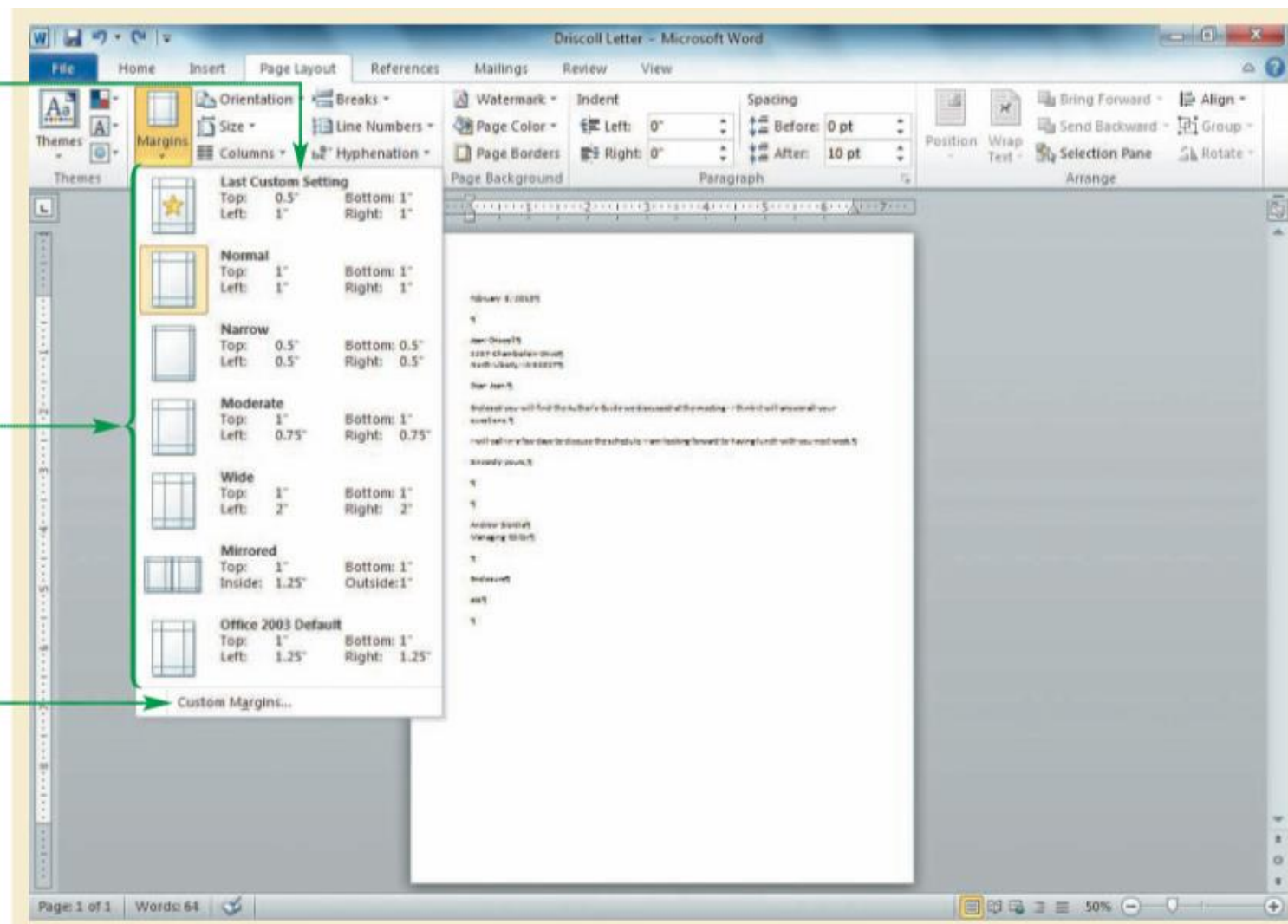


ADJUSTING THE MARGINS

most recent margin settings selected via the Custom Margins option; you may not see this

predefined, commonly used margin settings

click to access custom margin settings



CUSTOMIZING MARGINS

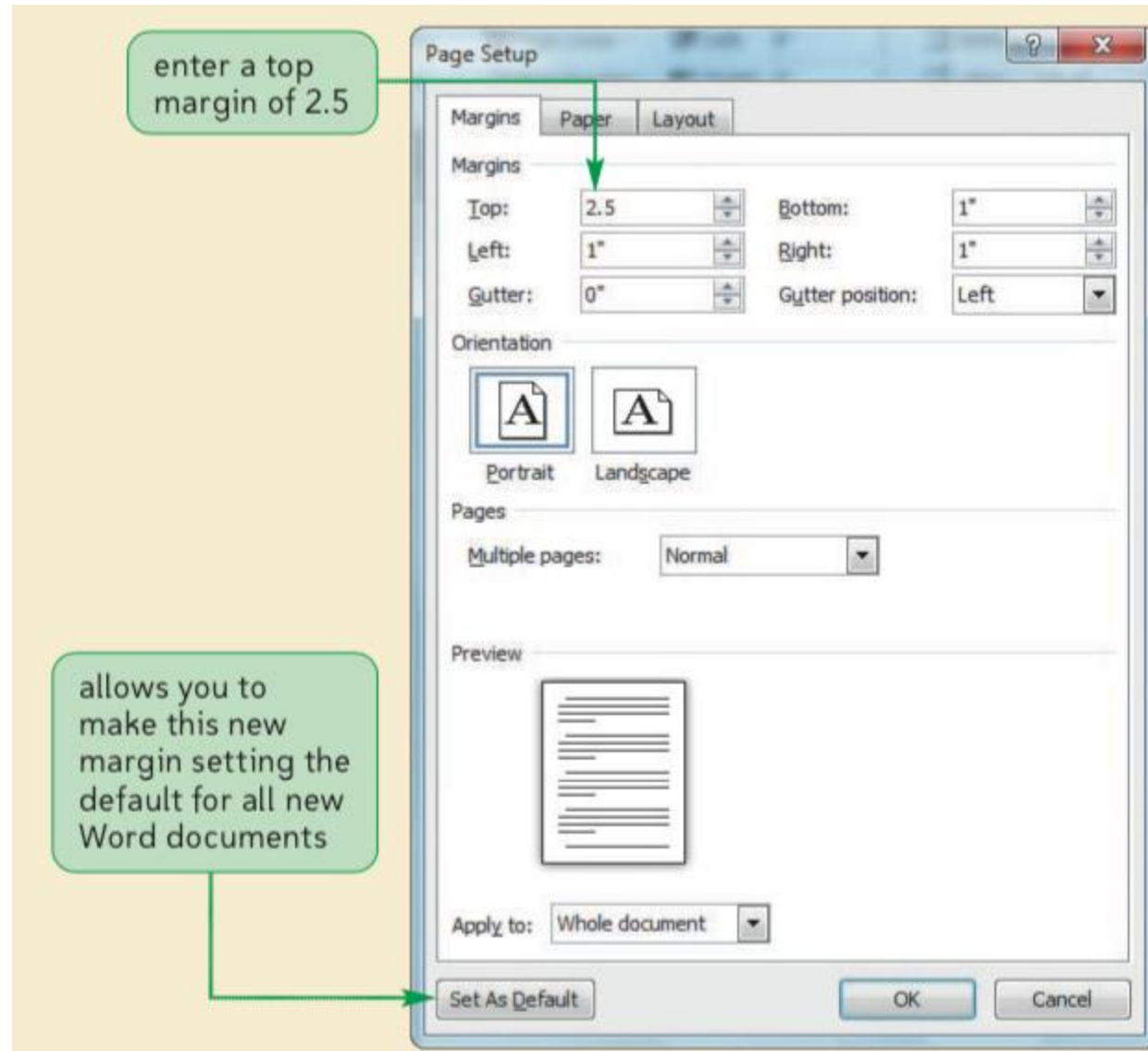
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Working with Custom Margins

For most documents, the Word default of 1-inch margins is fine. In some professional settings, however, you might need to use a particular custom margin setting for all your documents. In that case, define the custom margins using the Margins tab of the Page Setup dialog box, and then click the Set As Default button to make your settings the default for all new documents. Keep in mind that most printers can't print to the edge of the page; if you select custom margins that are too narrow for your printer's specifications, Word alerts you to change your margin settings.

CUSTOMIZING MARGINS



PREVIEWING AND PRINTING A DOCUMENT

Microsoft Office
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- To be sure the document is ready to print, and to **avoid wasting paper and time**, you should first review it on the Print tab to make sure it will appear as you want it to when printed. You cannot actually edit the document on the Print tab. It simply provides one last quick look at the document before printing.
- **To preview the document:**
 - Click the File tab and then click the Print tab in the navigation bar. The Print tab displays a full-page version of your letter in the right pane, showing how the letter will fit on the printed page.
 - The Print settings in the left pane allow you to control a variety of print options. For example, you can change the number of copies from the default setting of “1.” You can also use the navigation controls at the bottom of the right pane to display other pages in a document.
 - Review your document and make sure its overall layout matches the document. If you notice a problem with paragraph breaks or spacing for example, click the Home tab on the Ribbon, edit the document, and then repeat the document preview.
 - Make sure your printer is turned on and contains paper. Click the Print button in the left pane of the Print tab. Your file gets printed.

PREVIEWING AND PRINTING A DOCUMENT

The screenshot shows the Microsoft Word 2010 interface with the 'Print' command selected in the 'File' menu. The 'Print' task pane is open on the right side of the ribbon. Annotations with green boxes and arrows point to specific features:

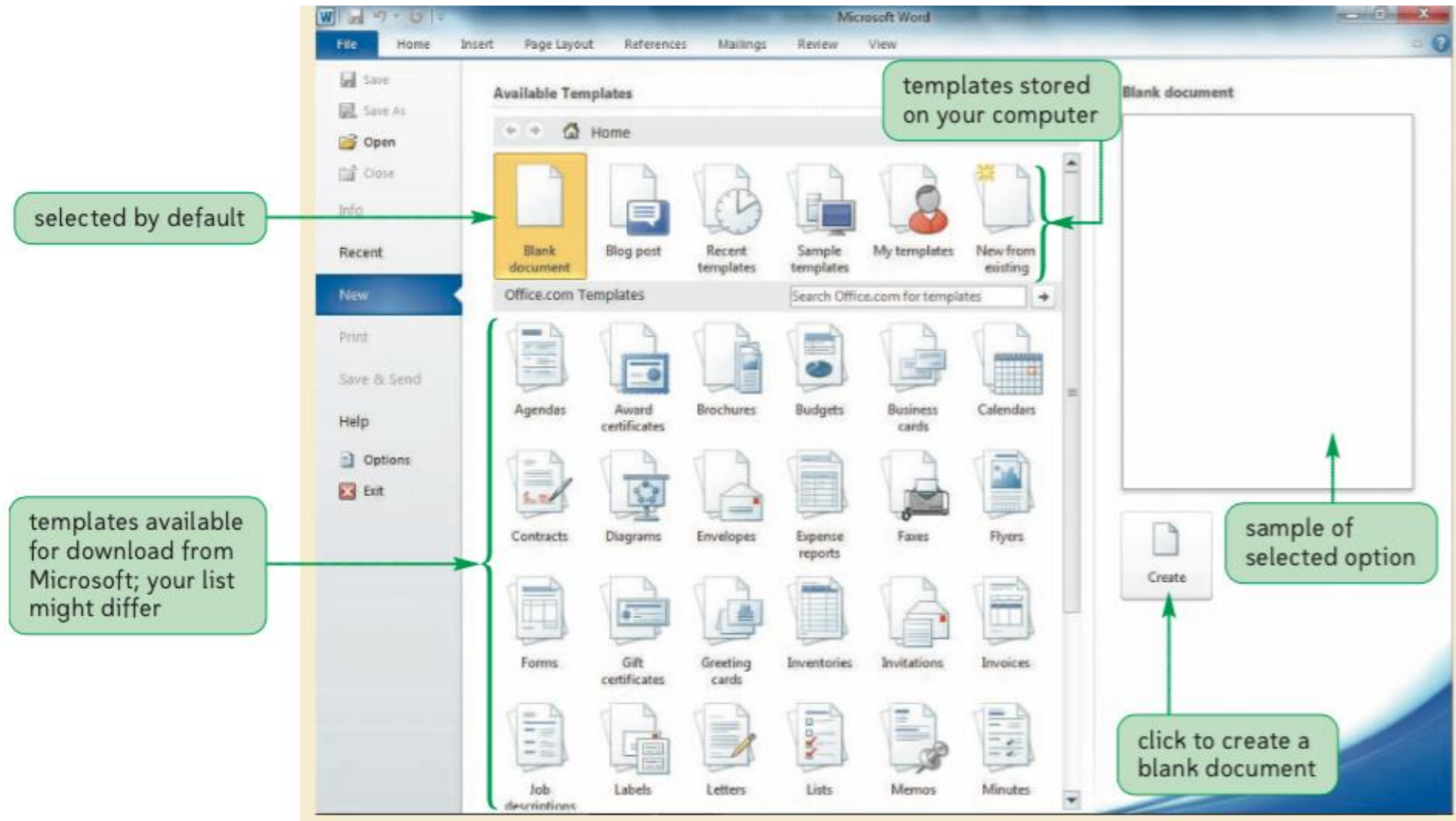
- click when you are ready to print**: Points to the 'Print' button in the task pane.
- specify number of copies here**: Points to the 'Copies' dropdown menu, which is set to 1.
- preview of page when printed**: Points to the preview window on the right, which shows a letter dated February 6, 2012, from Jean Driscoll to Andrew Stankis.
- click to navigate to subsequent pages**: Points to the 'Pages' dropdown menu at the bottom of the task pane, which shows '1 of 1'.

The 'Print' task pane also includes a 'Printer' section showing 'HP Photosmart C5500 series' as the selected printer, and a 'Settings' section with options for 'Print All Pages', 'Print One Sided', 'Collated', 'Portrait Orientation', 'Letter', 'Last Custom Margins Setting', and '1 Page Per Sheet'.

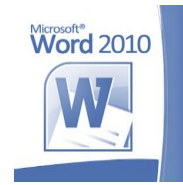
OPENING A BLANK DOCUMENT TO CREATE AN ENVELOPE

- When you create a new document, you can start with a new blank document, or you can start with one that already contains formatting and generic text commonly used in a variety of professional documents such as a fax cover sheet or a report. These preformatted files are called **templates**. You could use a template to create a formatted envelope, but sometimes you need to create one on your own.
- **To create an envelope on your own**, you need to start with a new, blank document:
 - Click the File tab and then click the New tab in the navigation bar. The New tab displays a variety of template options. By default, the Blank document is selected. A sample of the selected option (in this case, an empty document) is displayed in the right pane of the New tab.
 - The template options in the Home section are stored on your computer. The options in the Office.com Templates section are stored on the Office.com Web site, but are available to download for free. Microsoft offers predesigned templates for all kinds of documents, including agendas, calendars, invoices, and letters.
 - Verify that the Blank document option is selected, and then click the Create button. A new document opens in the document window.

OPENING A BLANK DOCUMENT TO CREATE AN ENVELOPE



CREATING AND PRINTING AN ENVELOPE



- Now you can **create an envelope** in the blank document you just opened:
 - Click the Mailings tab on the Ribbon.
 - In the Create group, click the Envelopes button to open the Envelopes and Labels dialog box.
 - The Envelopes and Labels dialog box opens, with the Envelopes tab on top. The insertion point appears in the Delivery address box, ready for you to type the recipient's address. Depending on how your computer is set up, and whether you are working on your own computer or a school computer, you might see an address in the Return address box.
 - If necessary, type a return address. If you are using preprinted stationery that already includes a return address, click the Omit check box to insert a check mark.
 - To print the envelope immediately, insert an envelope in your printer, and then click the Print button.
 - To store the envelope along with the rest of the document, click the Add to Document button. The dialog box closes, and you return to the document window. The envelope is inserted at the top of the document, with 1.0 line spacing. The double line with the words "Section Break (Next Page)" indicates how the envelope is formatted, and will not be visible when you print the envelope.

CREATING AND PRINTING AN ENVELOPE

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select this checkbox to omit a return address

you might see an address here

if your printer was stocked with envelopes, you could click here to print the envelope immediately

click to save the envelope as part of the document

INSERTING A DATE WITH AUTOCOMPLETE



- **To insert a date**, you can take advantage of **AutoComplete**, a Word feature that automatically inserts dates and other regularly used items for you. In this case, you can type the first few characters of the month, and let Word insert the rest. To insert the date:
- Type Febr (the first four letters of February). A ScreenTip appears above the letters, suggesting “February” as the complete word. If you wanted to type something other than February, you could continue typing to complete the word.
- If you want to accept the AutoComplete suggestion, Press the Enter key. The rest of the word “February” is inserted in the document.
- Press the spacebar, type 8, 2013 and then press the Enter key.
- If February happens to be the current month, you will see a second AutoComplete suggestion displaying the current date after you press the space- bar. To ignore that AutoComplete suggestion, continue typing the rest of the date.

INSERTING A DATE WITH AUTOCOMPLETE

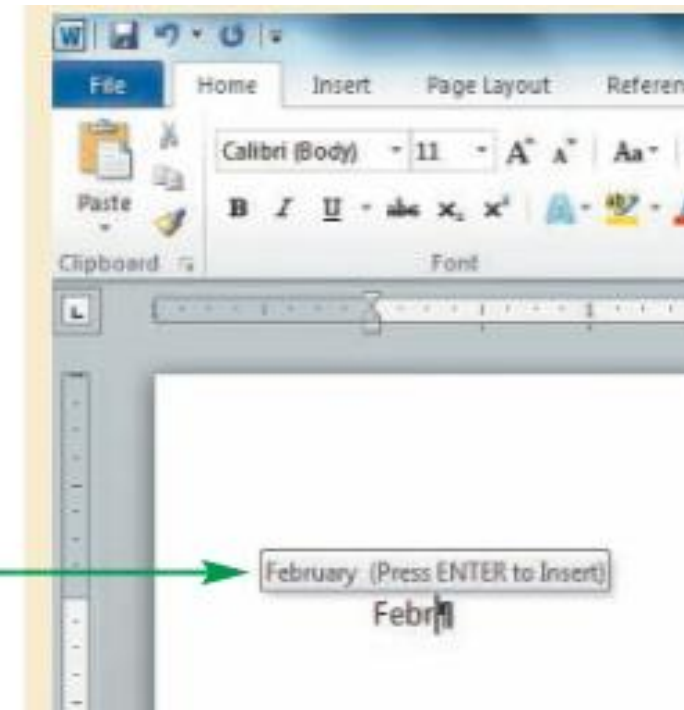
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TIP

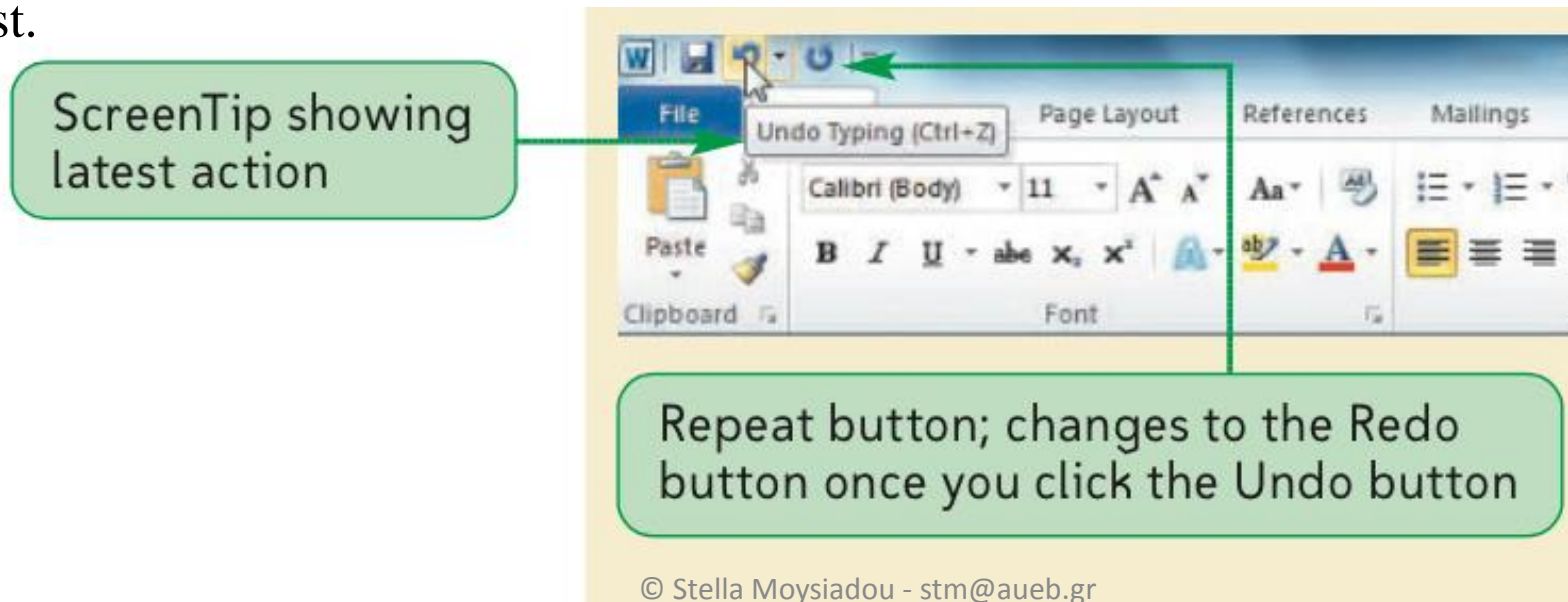
AutoComplete works for long month names like February, but not shorter ones like May, because "Ma" could be the beginning of many words, not just "May."

ScreenTip tells you how to enter the rest of the word "February"



USING THE UNDO AND REDO BUTTONS

- **To undo** (or reverse) the last thing you did in a document, click the Undo button on the Quick Access Toolbar.
- **To restore** your original change, use the Redo button, which reverses the action of the Undo button (or redoes the undo).
- To undo more than your last action, you can continue to click the Undo button, or you can click the Undo button arrow on the Quick Access Toolbar. This opens a list of your most recent actions, in which you can click the action you want to undo; Word then undoes every action in the list, up to and including the action you clicked in the list.



CORRECTING ERRORS AS YOU TYPE



- **Backspace and Delete keys**

- If you notice a typing error as soon as you make it, you can press the Backspace key, which deletes the characters and spaces to the left of the insertion point one at a time. You can also press the Delete key, which deletes characters to the right of the insertion point one at a time.

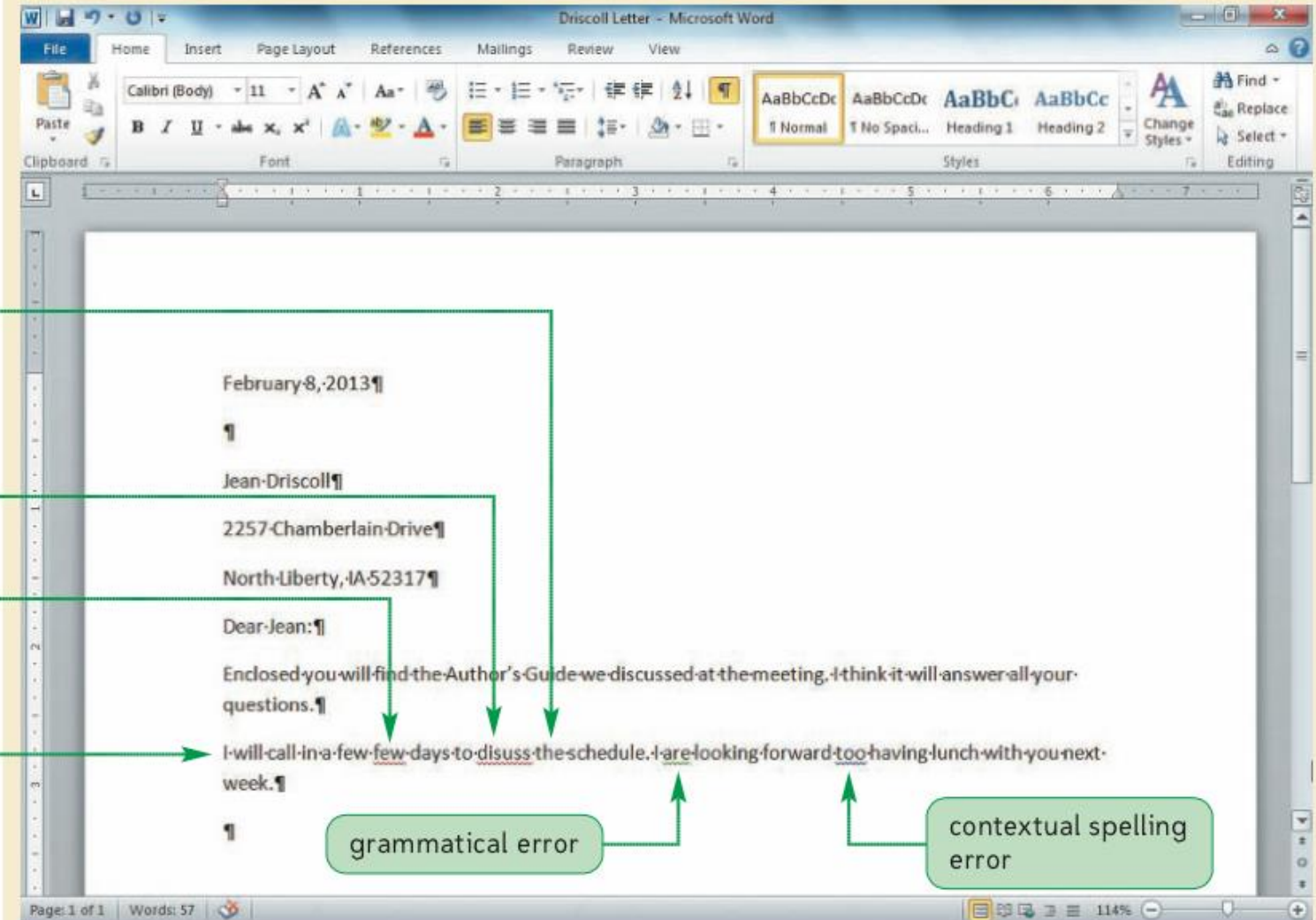
- **AutoCorrect**

- In many cases, however, Word's AutoCorrect feature will do the work for you. Among other things, AutoCorrect automatically corrects common typing errors, such as typing "adn" for "and."

- **Spelling and Grammar Checker**

- Another useful tool for correcting errors is Word's spelling checker, which continually checks your document against Word's built-in dictionary. If you type a word that doesn't match the correct spelling in Word's dictionary, or if a word, such as a last name, is not in the dictionary at all, a wavy red line appears beneath it. A wavy red line also appears if you mistakenly type the same word twice in a row. Words that are spelled correctly but used incorrectly (for example, "you're" instead of "your") are underlined with a wavy blue line, although Word doesn't always catch every instance of this type of error, which is known as a contextual spelling error. Finally, the grammar checker marks grammatical errors with a wavy green line.

CORRECTING ERRORS AS YOU TYPE



The screenshot shows a Microsoft Word 2010 window titled "Driscoll Letter - Microsoft Word". The ribbon is set to "Home" with the "Font" group selected. The text in the document is as follows:

February 8, 2013

Jean Driscoll

2257 Chamberlain Drive

North Liberty, IA 52317

Dear Jean:

Enclosed you will find the Author's Guide we discussed at the meeting. I think it will answer all your questions.

I will call in a few few days to disuss the schedule. I are looking forward to having lunch with you next week.

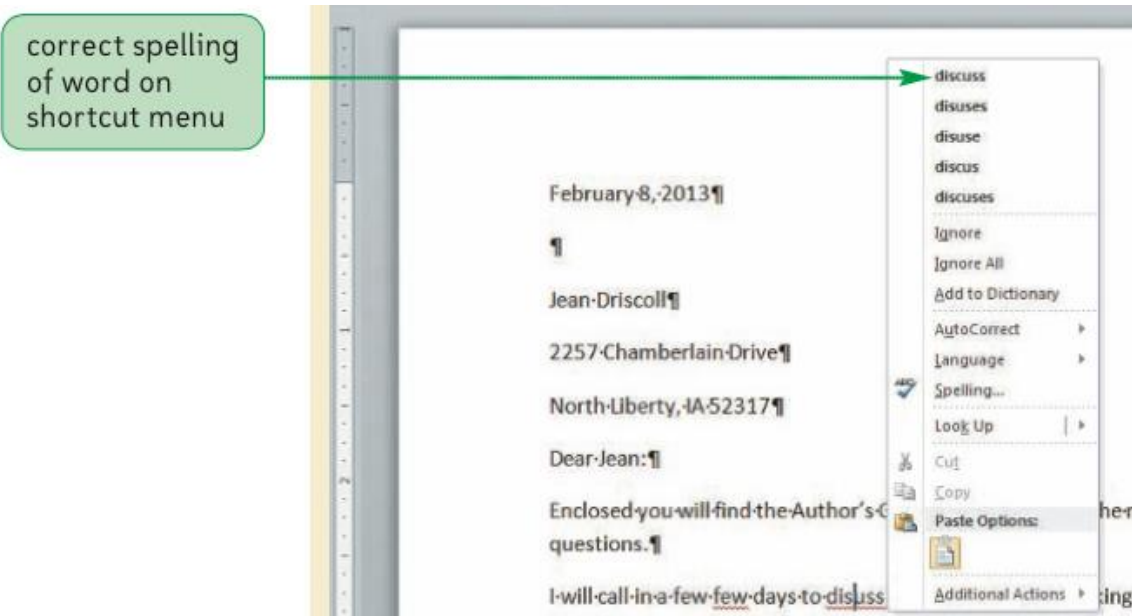
Annotations and corrections:

- AutoCorrect changed "teh" to "the" and "shedule" to "schedule"**: Points to the word "the" in "the Author's Guide" and "shedule" in "the schedule".
- spelling error**: Points to the word "disuss" in "to disuss the schedule".
- duplicate word**: Points to the word "few" in "a few few days".
- AutoCorrect changed from lower case "i" to upper case "I"**: Points to the word "I" in "I will call in a few few days".
- grammatical error**: Points to the word "are" in "I are looking forward".
- contextual spelling error**: Points to the word "are" in "I are looking forward".

The status bar at the bottom indicates "Page: 1 of 1" and "Words: 57".

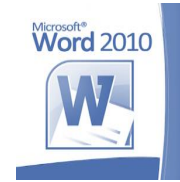
CORRECTING ERRORS AS YOU TYPE

- **To correct an error marked** by either the spelling or grammar checker, you can right- click the error, and then select the correct replacement on the shortcut menu.



- If you don't see the correct word on the shortcut menu, you can click anywhere in the document to close the menu, and then type the correction yourself. If you know the correct spelling of a word marked as an error, you can bypass the shortcut menu, and simply delete the error and type a correction.

SETTING TAB STOPS



- A **tab stop** (often called a tab) is a location on the horizontal **ruler** where the insertion point moves when you press the Tab key. There are default tab stops every one-half inch on the horizontal ruler, indicated by the small tick marks that appear along the ruler's bottom edge. When you press the Tab key, the insertion point moves to the next tab stop to the right. It's important to have the Show/Hide ¶ button selected when you work with tab stops, because then you can see the nonprinting tab character () that is inserted when you press the Tab key. A tab is just like any other character you type; you can delete it by pressing the Backspace key or the Delete key.
- The **five major types of tab stops** are Left, Center, Right, Decimal, and Bar. The Left style is selected by default and is probably the tab style you'll use most often.
- You can **set tab stops a few different ways**. The simplest is to first select an alignment style from the tab alignment selector, located at the left end of the horizontal ruler, and then click the horizontal ruler where you want to insert the tab stop. When you insert a tab stop, all of the default tab stops to its left are removed. This means you have to press the Tab key only once to move the insertion point to the newly created tab stop.
- **To create more complicated tab stops**, you can use the Tabs dialog box. Among other things, the Tabs dialog box allows you to insert a dot leader, which is a row of dots (or other characters) between tabbed text. A dot leader makes it easier to read a long list of tabbed material because the eye can follow the dots from one item to the next.
- **To remove a tab stop**, drag it off the ruler.

TYPES OF TAB STOPS

tab alignment selector with Left tab stop selected

Bar tab stop marker

Left tab stop marker

Center tab stop marker

Right tab stop marker

Decimal tab stop marker

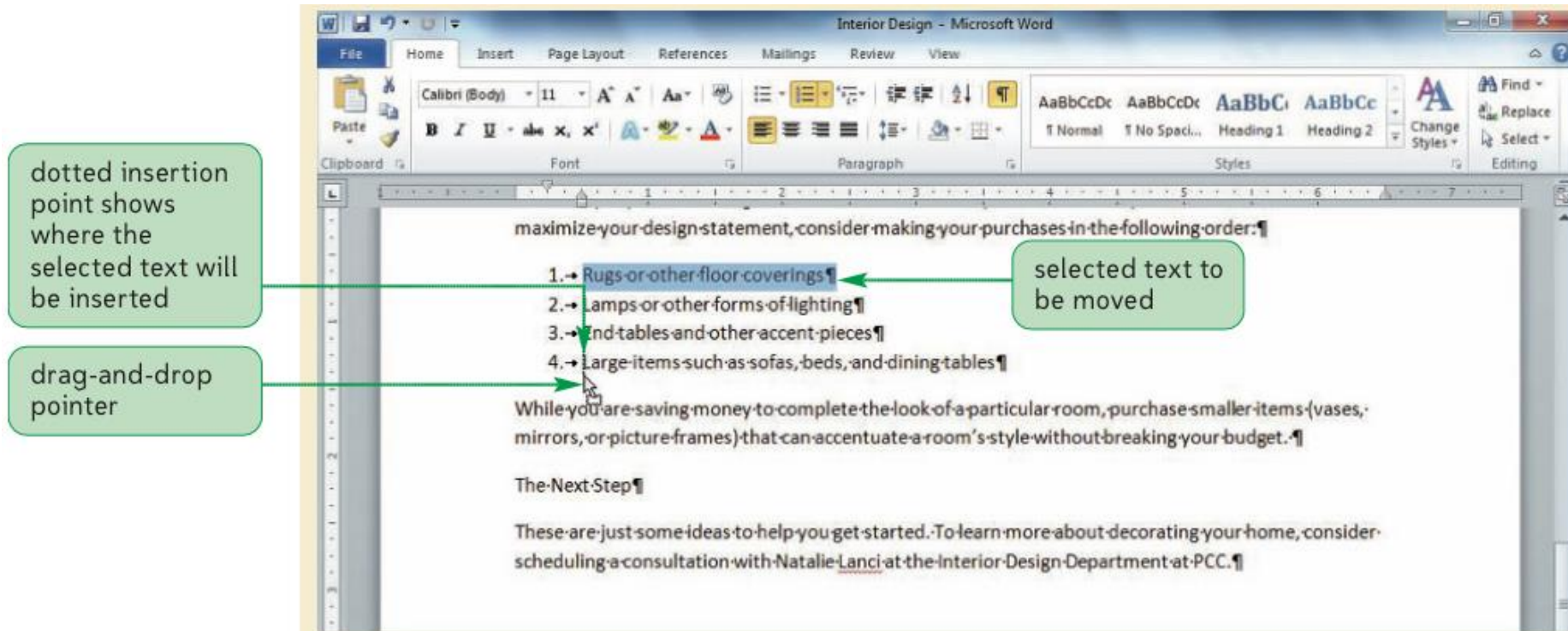
default tab stop appears as small gray tick mark below ruler

Left	Center	Right	Decimal	Bar
→ A-Left →	A-Center →	A-Right →	A-Decimal →	A-Bar →
→ tab-stop →	tab-stop →	tab-stop →	tab-stop →	tab-stop →
→ positions-text →	positions-text →	positions-text →	aligns →	inserts-a →
→ so-its-left →	so-it-appears →	so-its-right →	→ numbers →	→ vertical-bar →
→ edge-aligns. →	centered. →	edge-aligns →	→ on-the →	below-the-tab →
→ below-the. →	below-the →	below-the →	→ decimal →	stop-and-then →
→ tab-stop →	tab-stop. →	tab-stop →	→ point →	left-aligns-text-at →
→ →	→ →	→ →	→ 345.567 →	the-next-default →
→ →	→ →	→ →	→ .037 →	tab-stop. →
→ →	→ →	→ →	→ 893 →	→
→ →	→ →	→ →	→ 30.65 →	→

MOVING TEXT IN A DOCUMENT

- **Dragging and Dropping Text**

- To move text with drag and drop, you select the text you want to move, press and hold the mouse button while you drag the selected text to a new location, and then release the mouse button.



MOVING TEXT IN A DOCUMENT



- **Cutting or Copying and Pasting Text using the Clipboard**

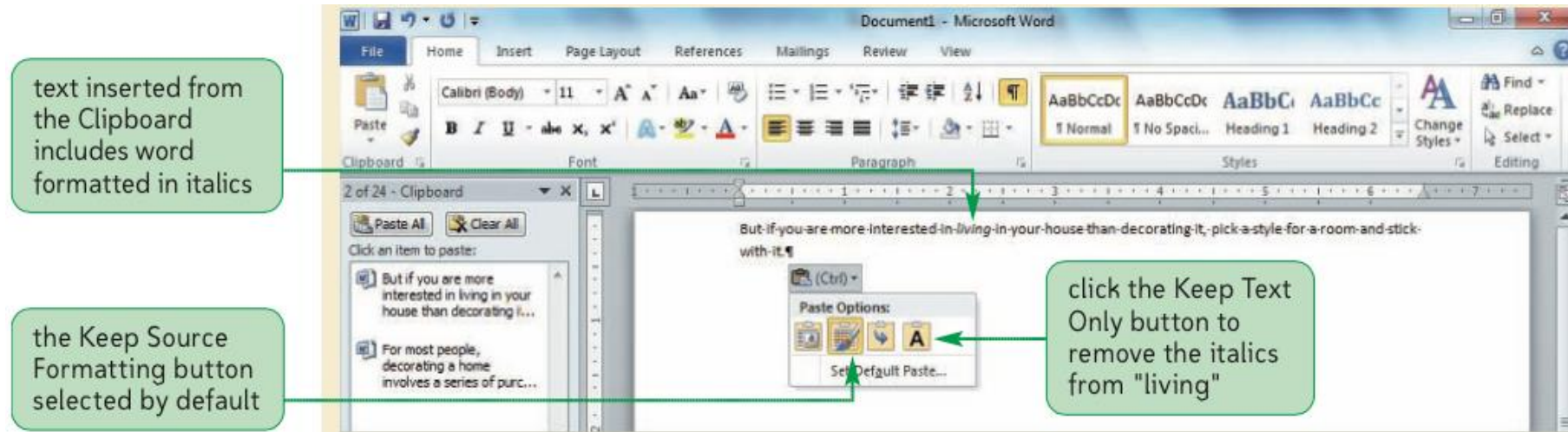
- The Clipboard is a temporary storage area on your computer that holds objects such as text or graphics until you need them.
- To cut means to remove something from a document and place it on the Clipboard. Once you've cut something, you can paste it somewhere else.
- To copy means to copy a selected item to the Clipboard, leaving the item in its original location.
- To paste means to insert a copy of whatever is on the Clipboard into the document; it gets pasted at the insertion point.
- The buttons for cutting, copying, and pasting are located in the Clipboard group on the Home tab.

PASTING TEXT IN A DOCUMENT



- **To preview the copied or cut material in a new location** before you actually paste it, you can click the Paste button arrow, and then move the mouse pointer over the Paste Options icons on the Paste menu.
- The icons you see on the Paste menu depend on what you have copied to the Clipboard. When pasting text, the icons that you'll use most often are Keep Source Formatting and Keep Text Only. You can see the effects of these buttons by resting the mouse pointer over the icon to see a Live Preview of the pasted text. To actually paste the item, click the appropriate Paste Option icon on the menu.
- The **Keep Source Formatting** option allows you to retain the formatting that the copied or cut item had in its original location.
- The **Keep Text Only** option inserts the text using the formatting of the surrounding text in the new location.
- Note that when you paste an item from the Clipboard into a document, the item also remains on the Clipboard so you can paste it again somewhere else if you want.

PASTING TEXT IN A DOCUMENT



FINDING AND REPLACING TEXT

- When **working with a longer document**, you can waste a lot of time reading through the text to locate a particular word or phrase. It's more efficient to type the item you're searching for in the Navigation Pane:
 - Press the Ctrl+Home keys to move the insertion point to the beginning of the document.
 - In the Editing group on the **Home tab**, click the **Replace button**, or click the Find button in the Editing group on the Home tab, click the Find Options button in the Navigation pane, then click Replace.
 - In the **Find and Replace dialog box**, on the Replace tab, click the More button if necessary to expand the dialog box and display the Search Options section.
 - Type the characters you want to find in the 'Find what' box.
 - Type the replacement text in the 'Replace with' box.
 - Select the appropriate check boxes in the Search Options section of the dialog box to narrow your search.
 - Click the Find Next button.
 - Click the Replace button to substitute the found text with the replacement text and find the next occurrence.
 - Click the Replace All button to substitute all occurrences of the found text with the replacement text, without reviewing each occurrence.

FINDING TEXT



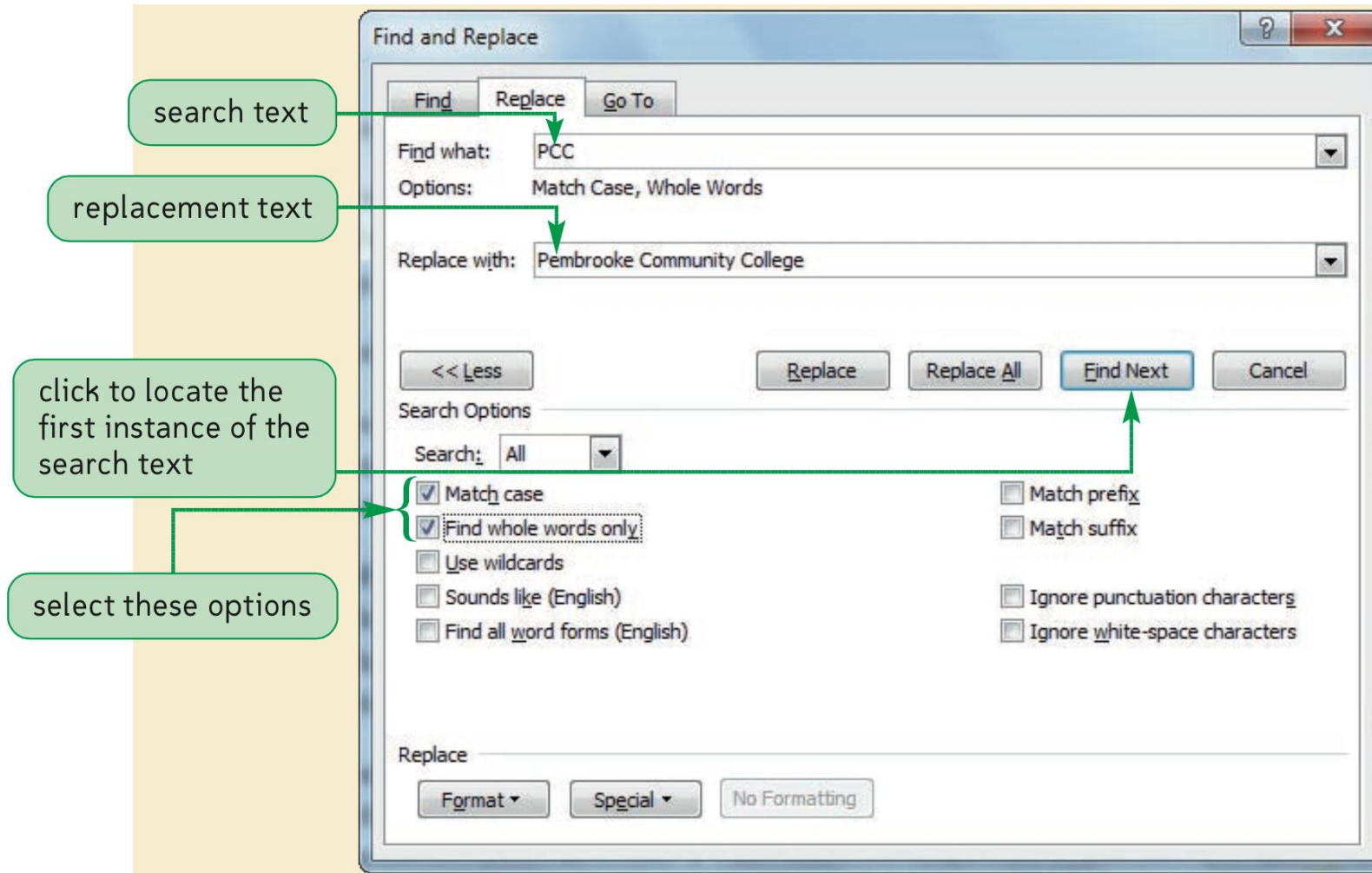
search text

search text highlighted in document

search results

click to open the Navigation Pane

FINDING AND REPLACING TEXT



SEARCHING FOR FORMATTING



- You can **search for formatting using the Find and Replace dialog box** in the same way that you can search for text. For example, you might want to check a document to see where you used bold formatting.
- To search for formatting, click the Format button located near the bottom of the Find tab of the Find and Replace dialog box, click the category of formatting that you want to look for (such as Font, Paragraph, Style, and so on), and then select the formatting you want to find.
- You can also use the Replace tab to **replace formatting in the same way you use it to replace text**.
- To replace formatting, click the Replace tab in the Find and Replace dialog box, click the Format button, and click the category of formatting that you want to replace. You can look for formatting that occurs only on specific text, or you can look for formatting that occurs anywhere in a document.
- If you're looking for formatting on certain text (such as all instances of "Contemporary Furniture" that are bold), enter the text in the Find what box and then specify the formatting you're looking for. To find formatting on any text in a document, leave the Find what box empty and then specify the formatting.

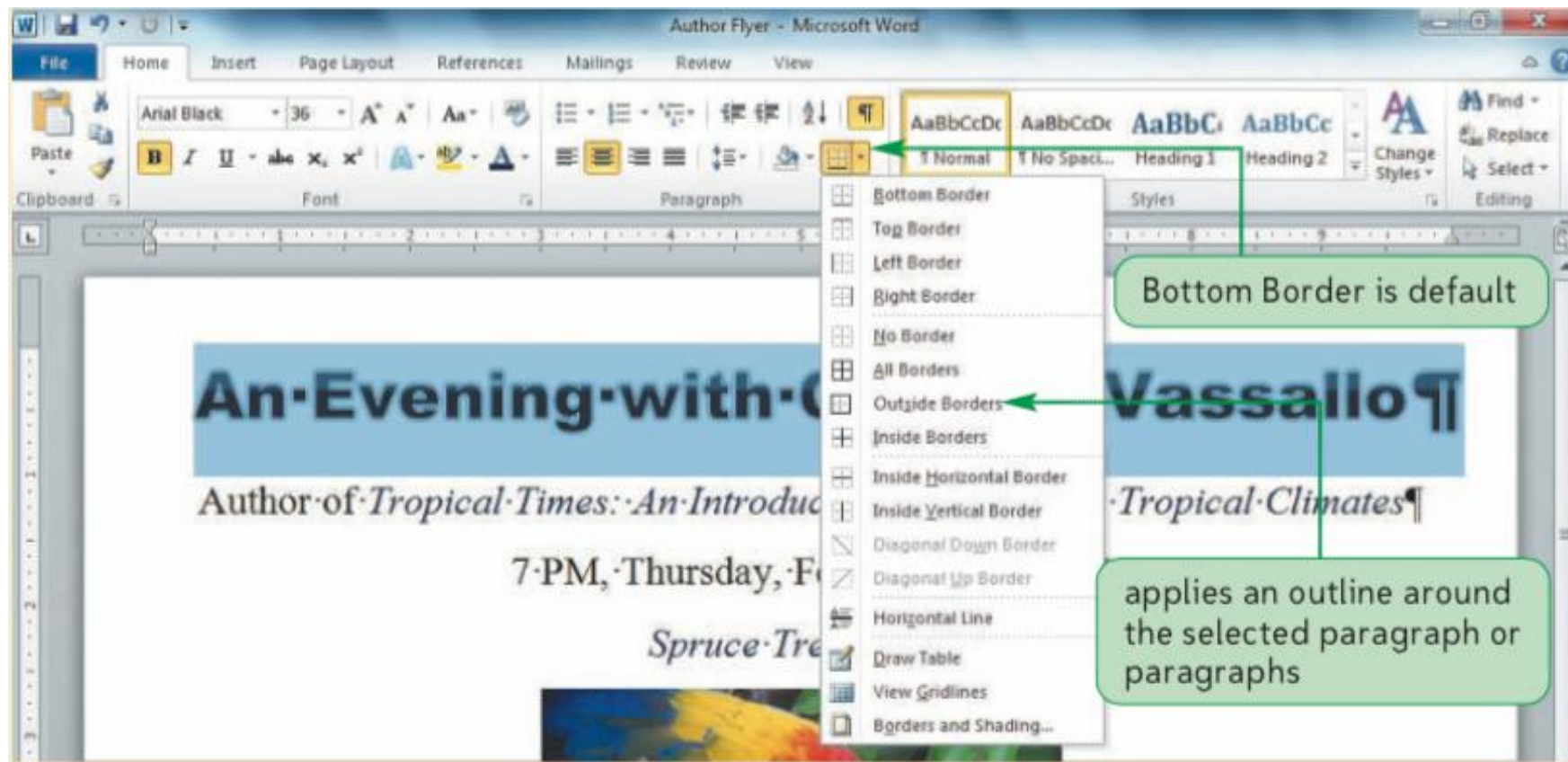
ADDING A PARAGRAPH BORDER



- A **paragraph border** is an outline that appears around one or more paragraphs in a document. You can choose to apply only part of a border—for example, a bottom border that appears as an underline under the last line of text in the paragraph—or an entire box around a paragraph. You can select different colors and line weights for the border as well, making it more prominent or less prominent as needed.
- You **apply paragraph borders** using the Border button in the Paragraph group on the Home tab:
 - Select the paragraphs in the document, which you want to apply borders to.
 - In the Paragraph group, click the Border button arrow. A menu of border options appears. To apply a complete outline around the selected text, you use the Outside Borders option.
 - On the Border menu, click Outside Borders. The menu closes and a black border appears around the selected paragraph, and the Border button in the Paragraph group changes to show the Outside Borders option.

ADDING A PARAGRAPH BORDER

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PERFORMING A MAIL MERGE



- In the Start Mail Merge group, click the **Select Recipients** button. The Select Recipients menu allows you to use an existing list, select from Outlook Contacts (the address book in Outlook), or create a new recipient list.
- **To create a new recipient list**, click Type New List. The New Address List dialog box opens. The default fields for a data source appear in this dialog box. However, before you begin creating the data source, you need to identify the fields and records you want to include.

CREATING A DATA SOURCE



- On the Mailings tab, click the Select Recipients button in the Start Mail Merge group, and then click **Type New List** to open the New Address List dialog box.
- To create the fields for your data source, click the **Customize Columns** button to open the Customize Address List dialog box.
- To delete an unnecessary field, select it, click the Delete button, and then click the Yes button.
- **To add a new field**, click the Add button, type the name of the field in the Add Field dialog box, and then click the OK button.
- **To rearrange the order of the field names**, click a field name, and then click the Move Up or Move Down button.
- **To rename a field**, click a field name, click the Rename button to open the Rename Field dialog box, type a new field name, and then click the OK button to close the Rename Field dialog box.

CREATING A DATA SOURCE



- Click the OK button to close the Customize Address List dialog box.
- In the **New Address List** dialog box, enter information for the first record, click the New Entry button, and type another record. Continue until you are finished entering information into the data source, and then click the OK button to open the Save Address List dialog box.
- Type a name for the data source in the File name box, and then click the **Save** button. The file is saved with the .mdb file extension.

INSERTING MERGE FIELDS



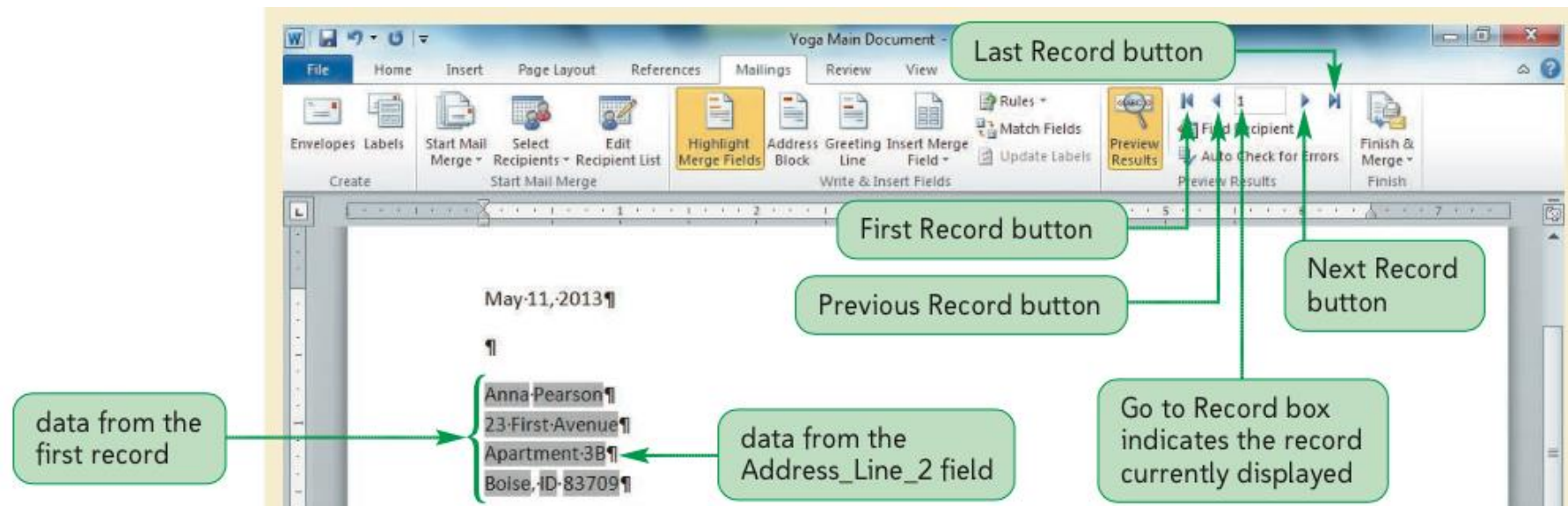
- In the Write & Insert Fields group, click the **Insert Merge Field** button arrow. A menu containing all the merge fields in the data source opens. Note that the spaces in the merge field names have been replaced with underlines.
- Click First_Name. The Insert Merge Field menu closes, and the merge field is inserted into the document. The merge field consists of the field name surrounded by double angled brackets << >>, also called chevrons.
- In the Write & Insert Fields group, the Highlight Merge Fields button is now available, which means you can use it to display the merge field on a gray background.
- In the Write & Insert Fields group, click the **Highlight Merge Fields** button. The First Name merge field is displayed on a gray background, making it easier to see in the document.

INSERTING MERGE FIELDS

The screenshot shows the Microsoft Word 2010 interface with the 'Mailings' tab selected. The ribbon includes options for 'Envelopes', 'Labels', 'Start Mail Merge', 'Select Recipients', 'Edit Recipient List', 'Highlight Merge Fields', 'Address Block', 'Greeting Line', 'Insert Merge Field', 'Rules', 'Match Fields', 'Update Labels', 'Preview Results', 'Find Recipient', 'Auto Check for Errors', and 'Finish & Merge'. A green callout box points to the 'Highlight Merge Fields' button with the text 'click to turn on gray highlighting'. In the document body, the date 'May 11, 2013' is followed by a merge field '«First_Name»'. A green callout box points to this field with the text 'merge field is surrounded by chevrons'. Another green callout box points to the same field with the text 'merge field with gray highlight'. Below the merge field, there is a paragraph of text: 'Lily Road Yoga Studio has moved to an expanded location at 4722 Lily Road. This is just two blocks south of our original location, but it feels like a whole new world. Our sunny new studio offers off-street parking, private changing rooms, and a much larger studio space. We also have a separate, smaller.'

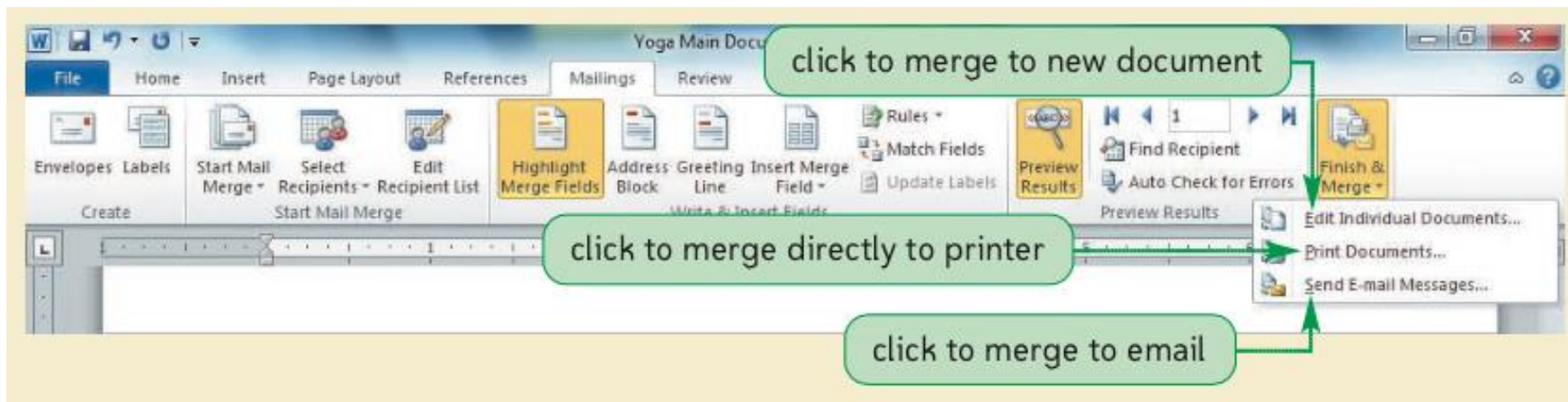
PREVIEWING THE MERGED DOCUMENT

- In the Preview Results group, click the **Preview Results** button. The data for the first record replaces the merge fields in the form letter.
- The Go to Record box in the Preview Results group shows which record is currently displayed in the document.
- In the Preview Results group, click the **Next Record** button. The data for the next record is displayed in the letter.



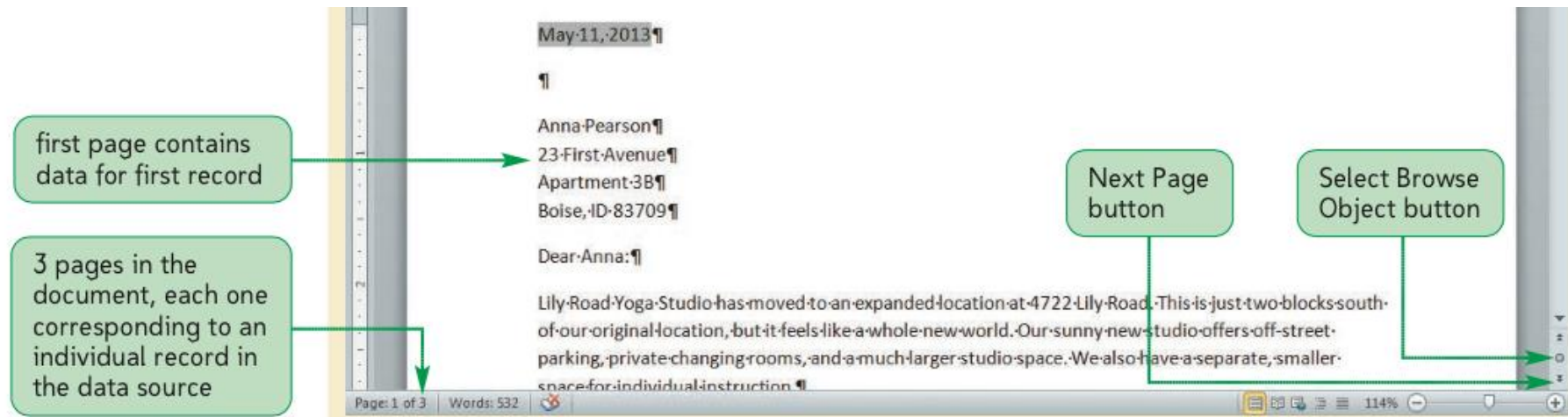
MERGING THE MAIN DOCUMENT AND THE DATA SOURCE

- In the Finish group, click the **Finish & Merge** button. The Finish & Merge menu displays the three merge options.
- In the Finish & Merge menu, click **Edit Individual Documents**. The Merge to New Document dialog box opens. Here, you need to specify which records to include in the merge.
- Verify that the All option button is selected, and then click the OK button. Word creates a new document named Letters1, which contains three pages, one for each record in the data source. In this new document, the merge fields have been replaced by the specific names, addresses, and so on, from the data source. The gray highlighting will not print.



MERGING THE MAIN DOCUMENT AND THE DATA SOURCE

- To quickly review the pages of a document, you can use the Select Browse Object button at the bottom of the vertical scroll bar.
- Scrolling through the letters, notice that each letter is addressed to a different client and that they are separated by page breaks.
- Save the merged document.
- After completing a merge, you need to **save the main document**. That ensures that any changes you might have made to the data source in the course of the mail merge are saved along with the main document.



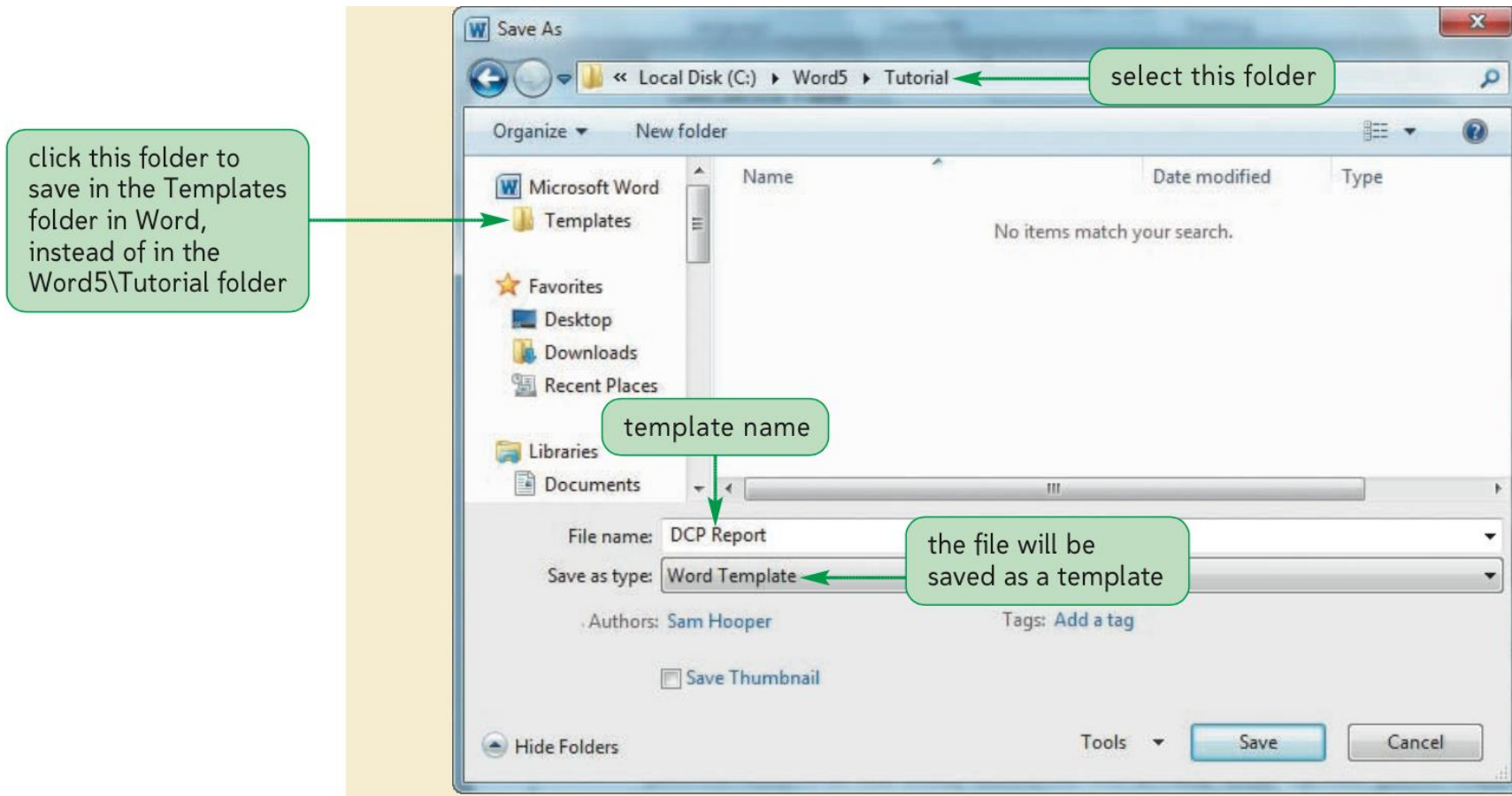
SAVING A DOCUMENT AS A TEMPLATE



- If you will frequently need to create a particular type of document, it's a good idea to **create your own template** for that type of document.
- When creating a template, you can save it to any folder on your computer. However, if you save it to the Templates folder that is installed with Word, you can easily open the template later by clicking the '**My templates**' option on the New tab in Backstage view.
- **To Save a document as a template:**
 - Click the File tab, and then click Save As to open the Save As dialog box.
 - Click the Save as type arrow, and then click Word Template.
 - Navigate to the folder in which you want to save the template. To save the template to the Templates folder that is installed with Word, click the Templates folder in the Navigation pane of the Save As dialog box.
 - In the File name box, type a name for the template.
 - Click the Save button.

SAVING A DOCUMENT AS A TEMPLATE

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OPENING A NEW DOCUMENT BASED ON YOUR TEMPLATE

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- Click the File tab, and then click the New tab. The New tab displays a variety of template options.
- Under “Home,” click New from existing. The **New from Existing Document** dialog box opens. You can use this dialog box to open a copy of a template as a new document, or to open a copy of a regular document as a new document.
- Click the file of your choice and then click the Create New button. A new document opens containing the text and formatting from the template. Changes you make to this new document will not affect the template file, which remains unchanged.

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