



**MSc in International Shipping, Finance and Management**

# **Microsoft Office Word**

## ***Shipping, Finance & Management Skills***

**Instructor:** Stella Moysiadou, Researcher  
Laboratory for International Shipping, Finance and  
Management

**Contact Details:** [stm@aueb.gr](mailto:stm@aueb.gr)

# CONTENTS



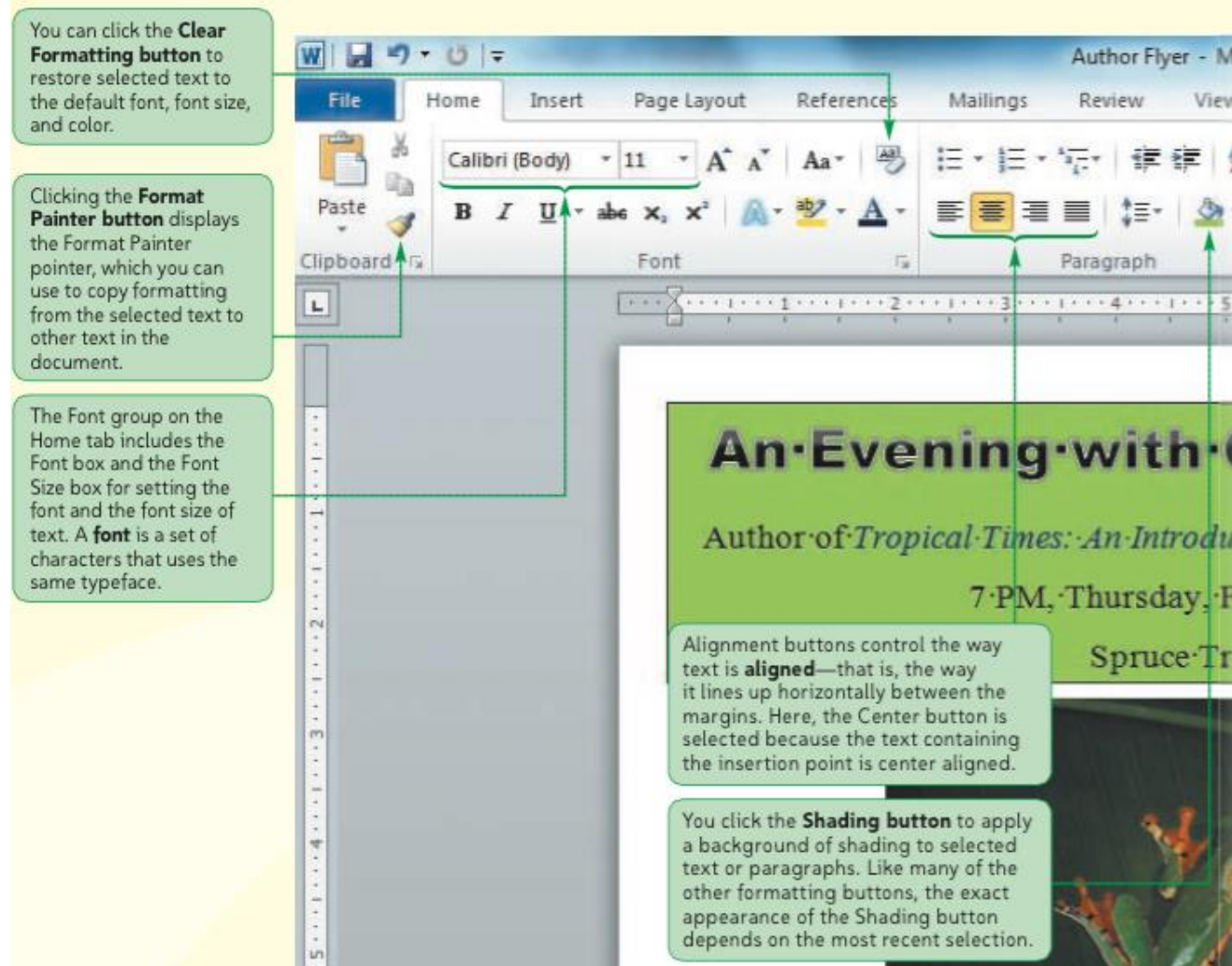
- Opening an Existing Document
- Applying Text Effects, Font Colors, and Font Styles
- Using the Format Painter
- Adding Paragraph Shading
- Working with Styles
- Working with Themes
- Changing Page Orientation
- Formatting a Document in Sections
- Adding Headers and Footers
- Inserting Drop Caps
- Inserting Symbols and Special Characters
- Using WordArt
- Creating SmartArt
- Inserting, Deleting and Resizing a Photo
- Wrapping Text Around a Graphic
- Inserting Clip Art
- Cropping a Graphic
- Using The Snipping Tool to capture screenshots
- Inserting a Border Around a Page
- Inserting a Cover Page
- Creating a Table of Contents
- Restricting Editing To Secure the Document

# OPENING AN EXISTING DOCUMENT



- Click the File tab and then click the Open command in the navigation bar. The Open dialog box is displayed.
- Navigate to the file you want to open, click to select the file, and then click the 'Open' button.
- The document opens with the insertion point blinking in the first line of the document.
- If the orange 'Protected View' bar appears at the top of the document window, click the 'Enable Editing' button.

# VISUAL OVERVIEW



The screenshot shows the Microsoft Word 2010 ribbon with the Home tab selected. The ribbon is divided into groups: Clipboard, Font, and Paragraph. The Font group includes buttons for Bold (B), Italic (I), Underline (U), and text color. The Paragraph group includes buttons for alignment (Left, Center, Right, Justify) and bullet points. A ruler is visible at the bottom of the ribbon. The document content shows a flyer for 'An Evening with C...' with text 'Author of Tropical Times: An Introduction' and '7 PM, Thursday, February 7, 2010'. The background of the flyer is green with a photo of a spruce tree.

You can click the **Clear Formatting** button to restore selected text to the default font, font size, and color.

Clicking the **Format Painter** button displays the Format Painter pointer, which you can use to copy formatting from the selected text to other text in the document.

The Font group on the Home tab includes the Font box and the Font Size box for setting the font and the font size of text. A **font** is a set of characters that uses the same typeface.

Alignment buttons control the way text is **aligned**—that is, the way it lines up horizontally between the margins. Here, the Center button is selected because the text containing the insertion point is center aligned.

You click the **Shading** button to apply a background of shading to selected text or paragraphs. Like many of the other formatting buttons, the exact appearance of the Shading button depends on the most recent selection.

# VISUAL OVERVIEW

The screenshot displays the Microsoft Word 2010 interface. The ribbon is set to the 'View' tab, and the 'Styles' group is visible. The 'Normal' style is selected. The document content is highlighted with a green background and a black border. The text within the highlighted area is as follows:

**Georgia Vassallo**

*duction to Wildlife in Tropical Climates*

February 21, 2013

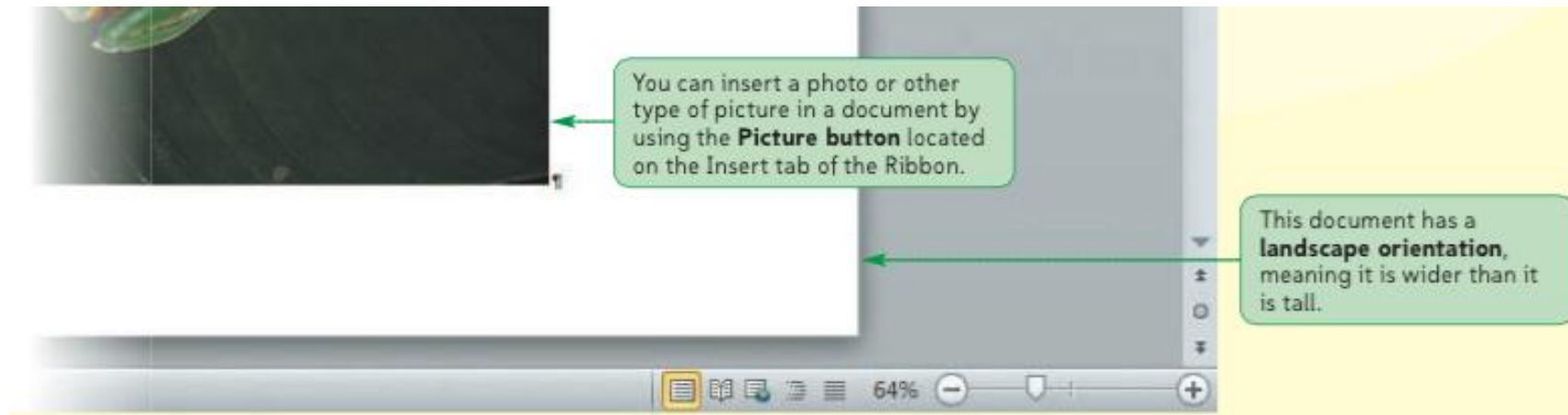
Tree Books

Below the highlighted text is a small image of a green frog.

Four callout boxes provide additional information:

- Border button:** You use the **Border** button to apply an outline to the selected paragraph. The image on the Border button reflects the most recently used Border option—in this case, a full border.
- Text effects:** This paragraph has text effects applied to it—a white outline and a fading effect at the top of the letters.
- Formatting:** The italics and blue font color applied to this line of text are examples of formatting that you would use sparingly to draw attention to a specific part of a document.
- Paragraph formatting:** The black border and green shading that appear around these four paragraphs are examples of **paragraph formatting**.

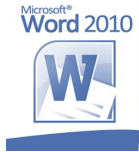
# VISUAL OVERVIEW



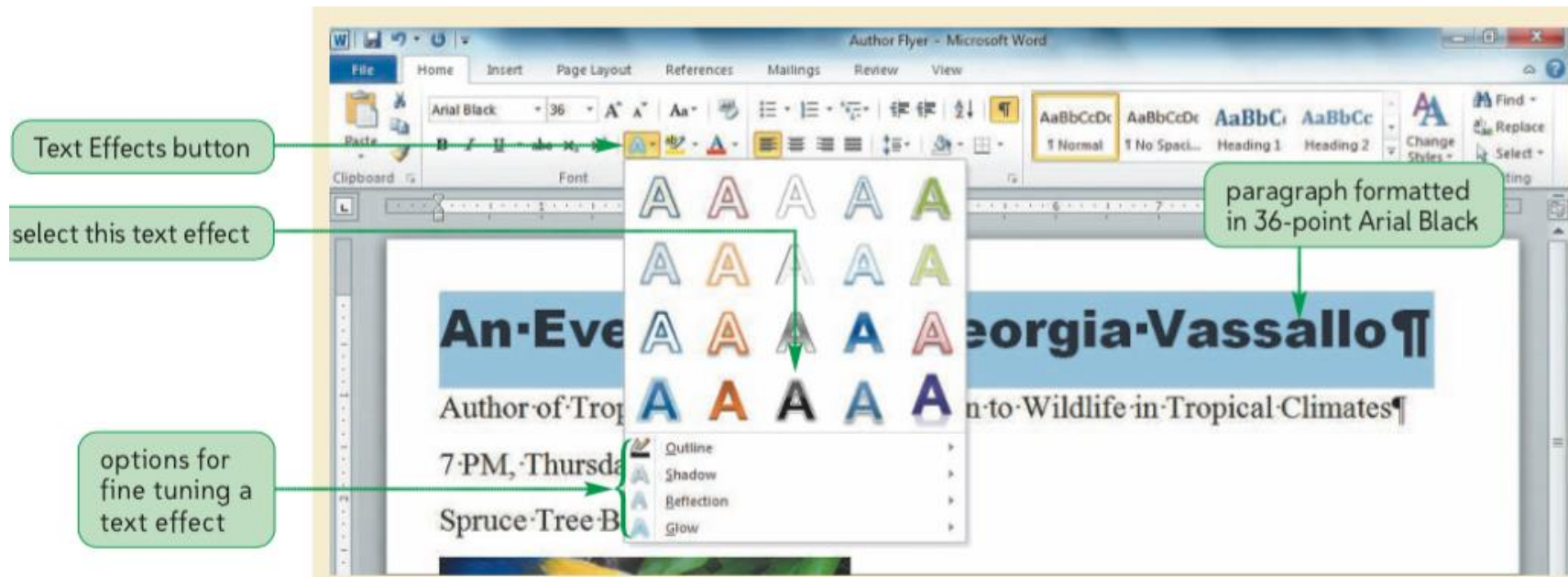


# APPLYING TEXT EFFECTS, FONT COLORS, AND FONT STYLES

Microsoft Office  
Shipping, Finance &  
Management Skills

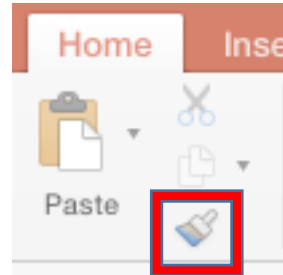


- **To apply text effects:**
  - In the Font group, click the Text Effects button. A gallery of text effects appears. Some options that allow you to fine tune a particular text effect, perhaps by changing the color or adding an even more pronounced shadow, are listed below the predefined text effects in the gallery.



# USING THE FORMAT PAINTER

- Select the text whose formatting you want to copy.
- Click the Format Painter button in the Clipboard group on the Home tab. The mouse pointer changes to the Format Painter pointer, the I-beam pointer with a paintbrush.

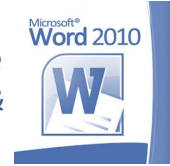


- Drag the Format Painter pointer over the text you want to format.
- To restore selected text to the default font, size, and color, click the **Clear Formatting** button in the Font group on the Home tab.





# ADDING PARAGRAPH SHADING



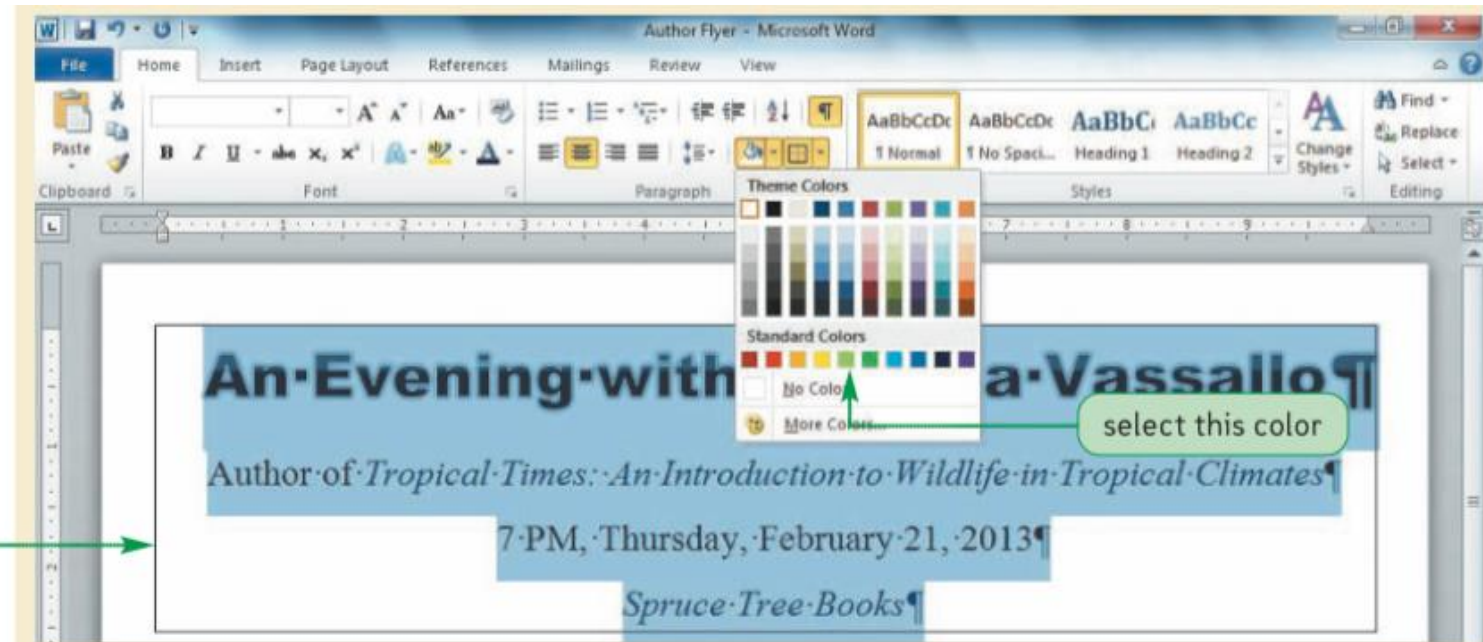
- **Shading** is background color that you can apply to one or more paragraphs and can be used in conjunction with a border for a more defined effect.
- You **apply shading** using the Shading button in the Paragraph group on the Home tab:
  - Select the paragraphs in the document, which you want to apply Shading to.
  - In the Paragraph group, click the Shading button arrow. A gallery of shading options opens, divided into Theme Colors and Standard Colors. As with other formatting menus and galleries, you can move the pointer over an option to see a Live Preview of the option applied to the selected text in the document.
  - In the Standard Colors group, click the shading color you want to apply.
  - Click a blank area of the document to deselect the text. The green shading is applied to the paragraphs.
- **Formatting Professional Documents:**
  - In professional documents, use color and special fonts sparingly. The goal of letters, reports, and other documents is to convey important information, not to dazzle the reader with fancy fonts and colors. Such elements only serve to distract the reader from your main point.

# ADDING PARAGRAPH SHADING

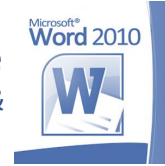
Microsoft Office  
Shipping, Finance &  
Management Skills



Outline border  
around the  
document text



# WORKING WITH STYLES



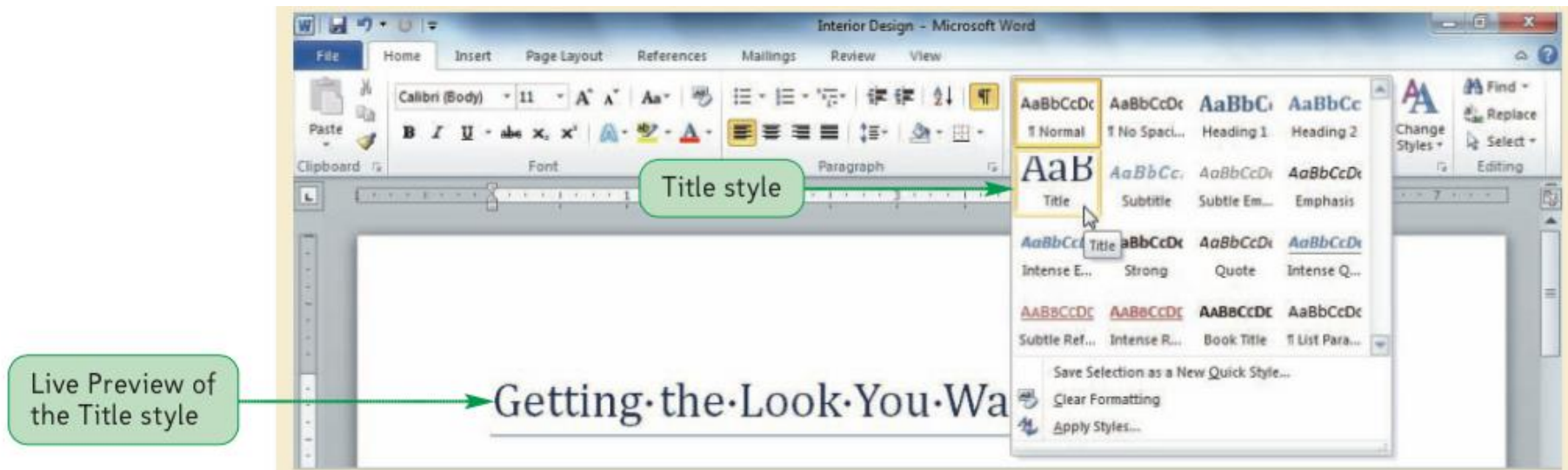
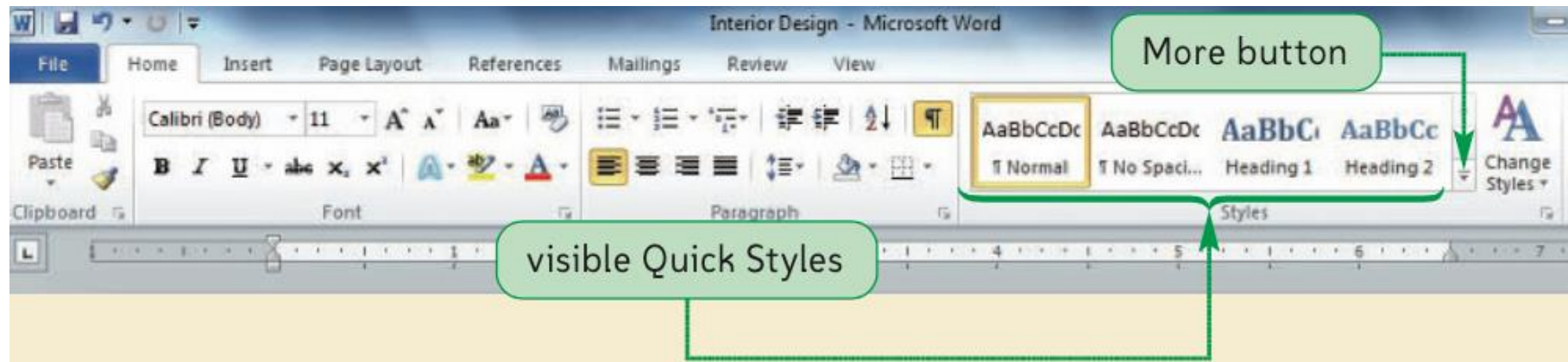
- A style, also known as a **Quick Style**, is a set of formatting options that you can apply by clicking its icon in the Quick Style gallery on the Home tab. Each style is designed for a particular use, with a name that reflects that use. For example, the Title style is intended for formatting the title at the beginning of a document.
- All the text you type into a document has a style applied to it. By default, text is formatted in the Normal style, which applies 11-point Calibri font, left alignment, line spacing set to 1.15, and a small amount of extra space between paragraphs.
- Note that some styles apply **paragraph-level formatting**—that is, they are set up to format an entire paragraph, including changing the paragraph and line spacing. Other styles apply character-level formatting—that is, they are set up to format only a few characters or words (for example, formatting a book title in italics).
- One row of the Quick Styles gallery is always visible on the Home tab. When you first open a document, the visible row contains the Normal, No Spacing, Heading 1, and Heading 2 styles. These all apply paragraph-level formatting, so to use one, you place the insertion point anywhere in the paragraph you want to format, and then click one of the visible styles. To **access more styles**, click the More button in the Styles group to display the entire Quick Styles gallery.

# FORMATTING A TITLE WITH A STYLE

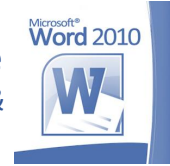


- **To format a title with a style:**
  - Position the cursor in the line of the document, which contains the title.
  - In the Styles group on the Home tab, locate the 'More' button in the Styles group.
  - Click the More button. The Quick Styles gallery opens, displaying a total of 16 styles.
  - Point to (but don't click) the Title style, the first style in the second row of the gallery. The ScreenTip "Title" displays, and a Live Preview of the style appears in the paragraph containing the insertion point. The Title style inserts a blue line below the text, changes the font color to blue, and changes the font to 26-point Cambria.
  - Click the Title style. The style is applied to the paragraph containing the heading.
- You can choose from **different levels of heading styles**. The highest level, Heading 1, is used for the major headings in a document and applies the most noticeable formatting, with a larger font than all the other heading styles. (In heading styles, the highest level has the lowest number.) The Heading 2 style is used for headings that are subordinate to the highest level headings; it applies slightly less dramatic formatting than the Heading 1 style.

# FORMATTING A TITLE WITH A STYLE



# BENEFITS OF WORKING WITH STYLES



- By default, the Quick Style gallery offers 16 styles, each designed for a specific purpose.
- Styles allow you to change a document's formatting in an instant. But the benefits of heading styles go far beyond attractive formatting. Heading styles allow you to reorganize a document or generate a table of contents with a click of the mouse.
- Also, the heading styles are set up to keep a heading and the body text that follows it together, so a heading is never separated from its body text by a page break.
- Each Word document includes nine levels of heading styles, although only the Heading 1 and Heading 2 styles are available by default in the Quick Styles gallery. Whenever you use the lowest heading style on the Quick Styles gallery, the next lowest level is added to the Quick Styles gallery. For example, after you use the Heading 2 style, the Heading 3 style appears in the Styles group in the Quick Styles gallery.



# CHANGING AND MODIFYING STYLES

- **To change an applied Style:**
  - Click the Home tab, and then click the Change Styles button in the Styles group. The Change Styles menu opens. To select a new style set, you use the Style Set option.
  - Point to Style Set. The Style Set menu opens, displaying a list of style sets.
  - As you drag the mouse pointer over the style sets, a Live Preview shows some of the styles that make up the different style sets in the menu.
  - Click the style set you want to apply. The styles in the document change to reflect the styles in the style set you have chosen.

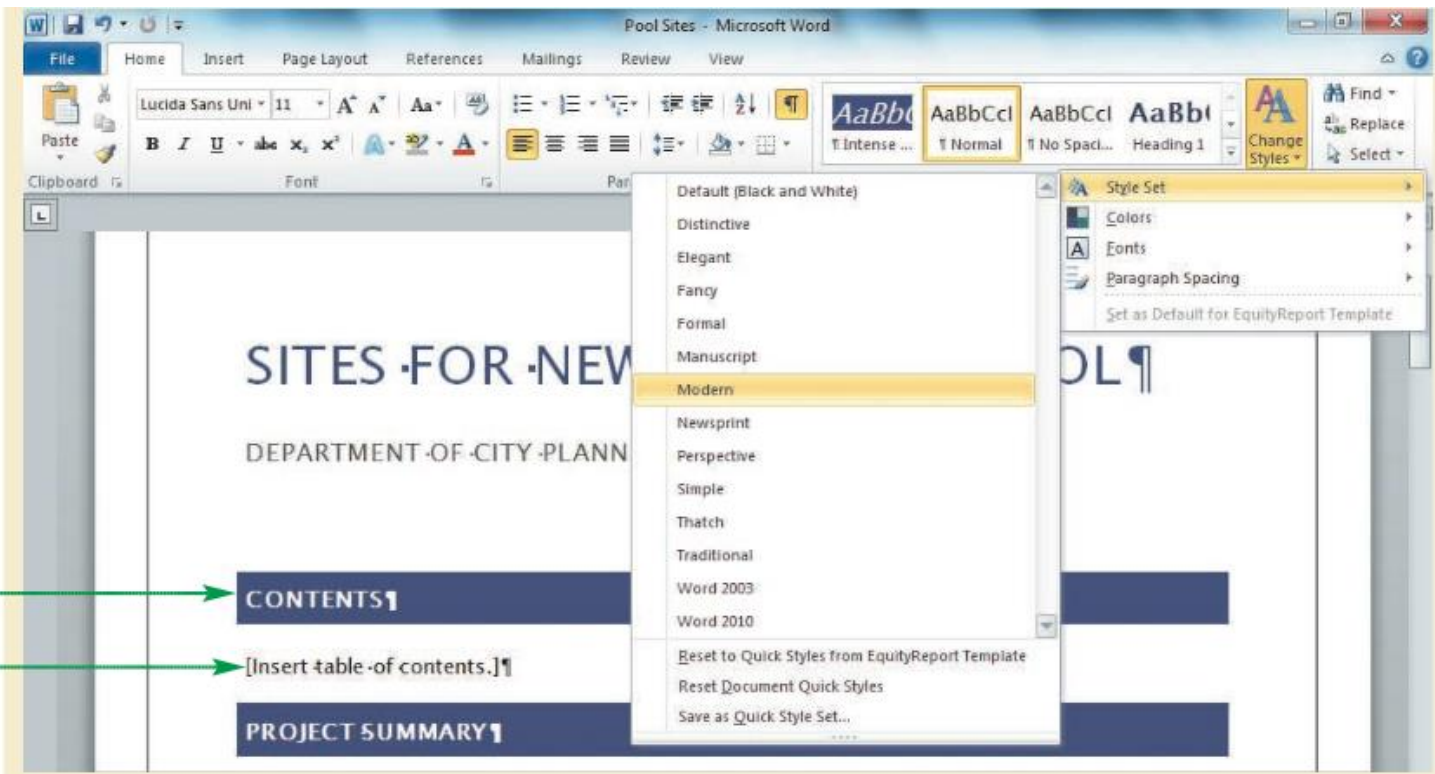


# CHANGING AND MODIFYING STYLES

- **Modifying Styles:**

- In the document, select text formatted with the style you want to modify, and make the formatting changes you want to add to the style.
- In the Styles group on the Home tab, click the Dialog Box Launcher to open the Styles pane.
- With the text still selected in the document, move the mouse pointer over the style you want to modify in the Styles pane to display an arrow next to the style's name, and then click the arrow.
- To save the modified style to the current document, click Update Style Name to Match Selection (where Style Name is the name of the style you want to modify).
- To save the modified style to the current template, click Modify to open the Modify Style dialog box, click the New documents based on this template option button, and then click the OK button.

# CHANGING STYLES



preview of the  
Heading 1 style in  
the Modern style set

preview of the  
Normal style in the  
Modern style set

SITES FOR NEW  
DEPARTMENT OF CITY PLANNING

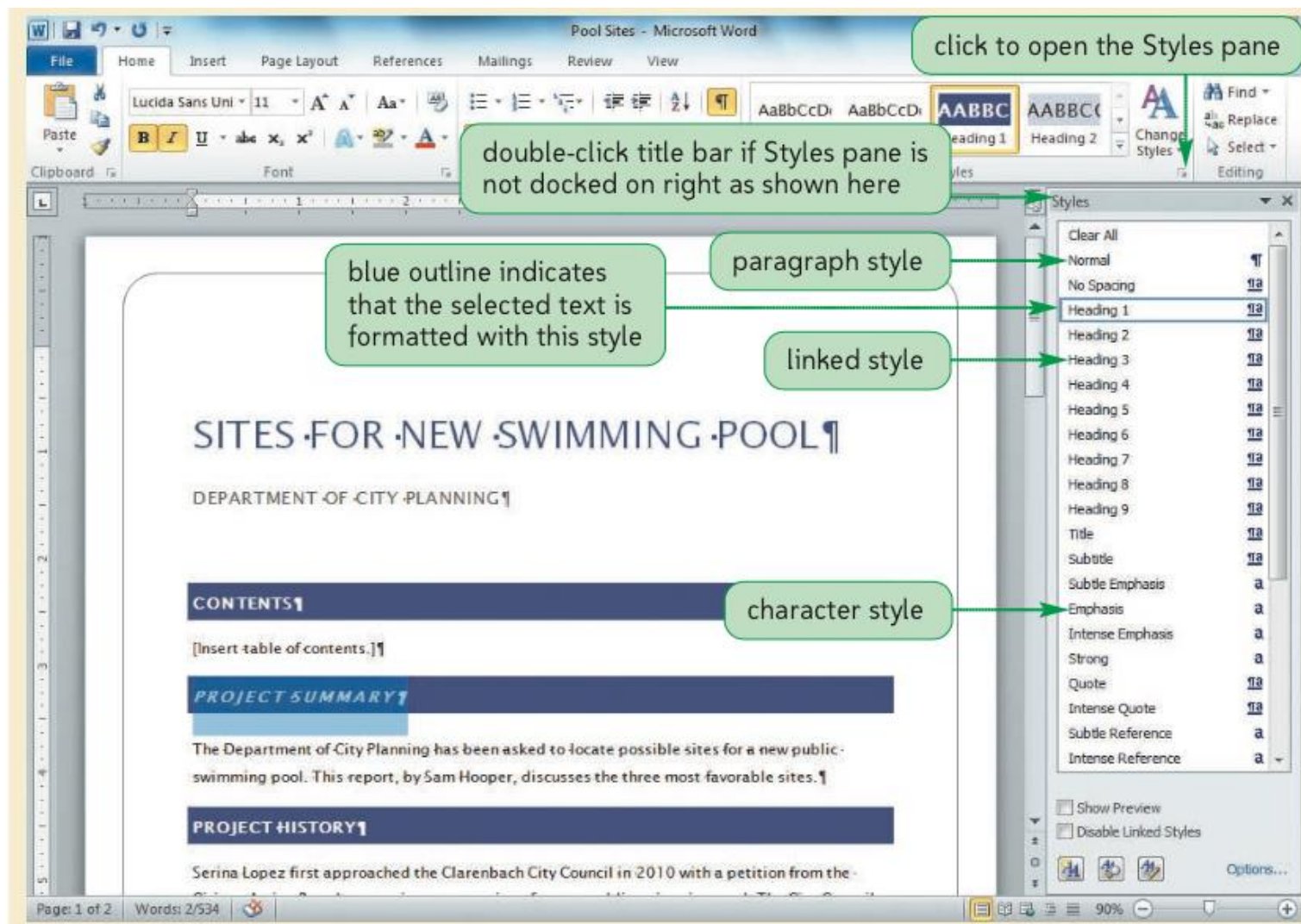
CONTENTS

[Insert table of contents.]

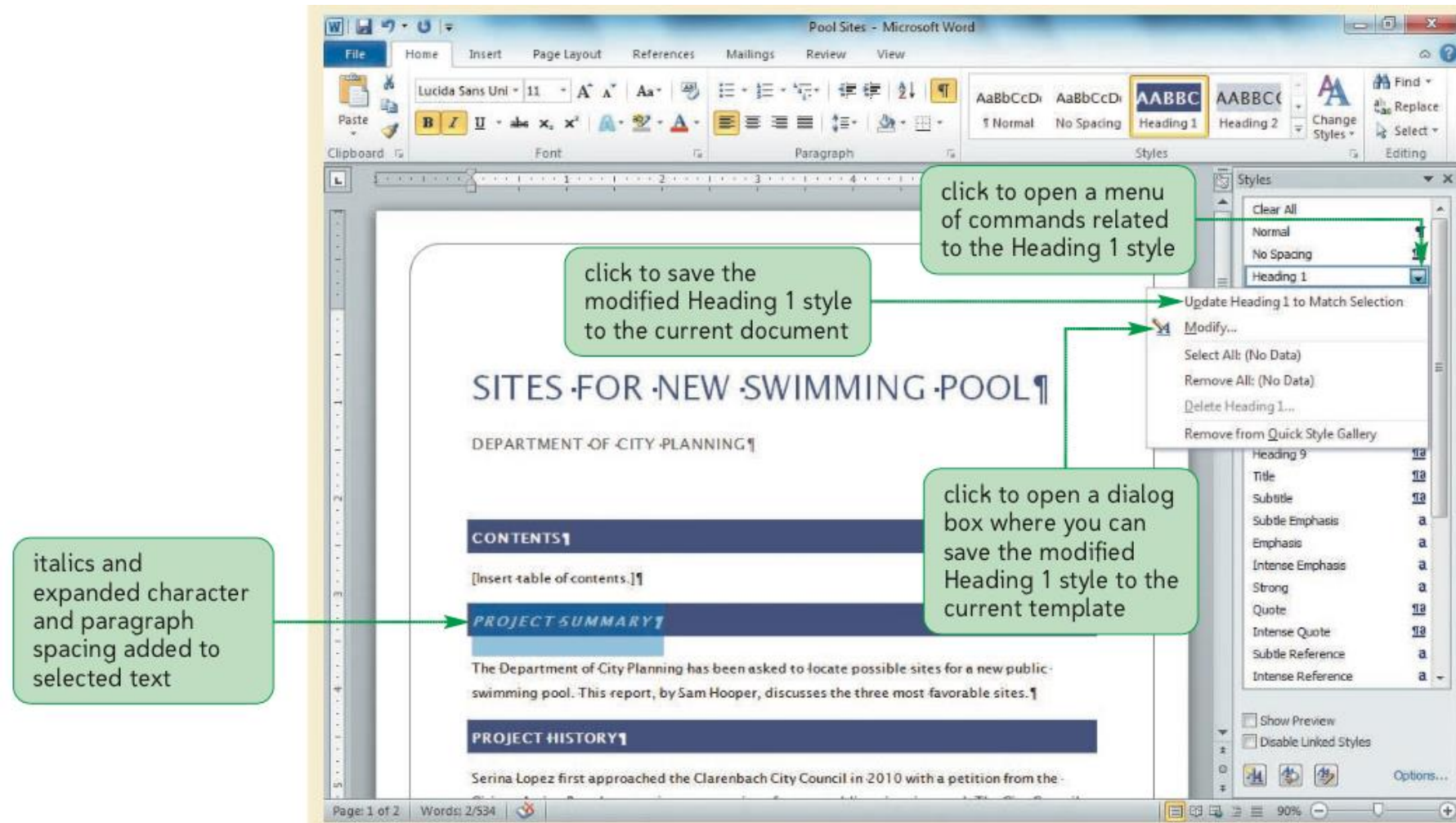
PROJECT SUMMARY

# MODIFYING STYLES

Microsoft Office  
Shipping, Finance &  
Management Skills



# MODIFYING STYLES



# CREATING A NEW STYLE



- Select text with the formatting you want to save as a new style.
- In the lower-left corner of the Styles pane, click the New Style button to open the **Create New Style** from Formatting dialog box.
- Type a name for the new style in the Name box.
- Verify that the Style based on box displays the style on which you want to base your new style.
- Click the Style for following paragraph arrow, and click Normal.
- To **save the new style to the current document**, verify that the Only in this document option button is selected.
- To **save the style to the current template**, click the New documents based on this template option button.
- Click the OK button.



# CREATING A NEW STYLE

name for the new style

the new style is based on the Heading 1 style

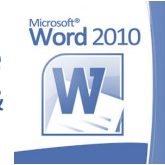
Normal style will be applied to a new paragraph following a paragraph formatted with this style

leave this unselected

the new style will be saved only to the current document

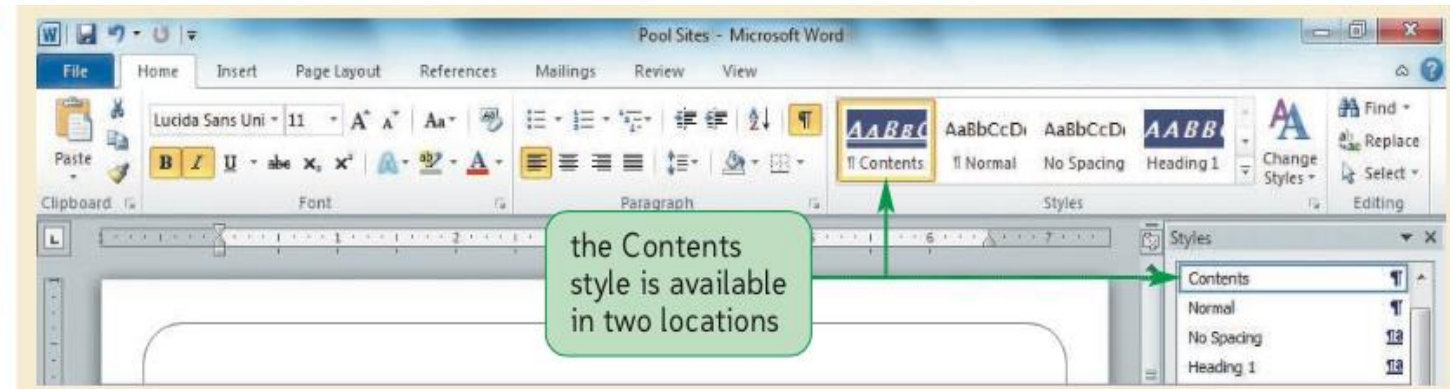
# CREATING A NEW STYLE

Microsoft Office  
Shipping, Finance &  
Management Skills



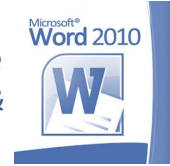
## TIP

To remove a style from the Quick Styles gallery, right-click it in the Quick Styles gallery and then click Remove from Quick Style Gallery.





# INSPECTING STYLES



- If you create a document with many styles, it's easy to lose track of the style applied to each paragraph and the formatting associated with each style. To see a comparison of two styles, you can use the Reveal Formatting pane.
- **To quickly determine which style is applied to a paragraph**, you can click a paragraph, and then look to see which style is selected in the Styles Pane. However, if you need to check numerous paragraphs in a long document, it's easier to use the Style Inspector pane, which remains open while you scroll through the document and displays only the style for the paragraph that currently contains the insertion point.
- **To use the Style Inspector:**
  - Click anywhere in the paragraph.
  - At the bottom of the Styles pane, click the Style Inspector button. The Style Inspector opens. The top pane displays the name of the style applied to the paragraph that currently contains the insertion point.

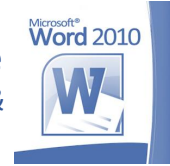
# INSPECTING STYLES

style applied to paragraph containing the insertion point

paragraph containing the insertion point

click to open the Style Inspector window

# COMPARING STYLES



- Select the paragraph, click the Reveal Formatting button at the bottom of the Style Inspector window to open the Reveal Formatting pane, and then close the Style Inspector. The Reveal Formatting pane displays detailed information about the the style applied to the selected paragraph.
- In the **Reveal Formatting pane**, click the Compare to another selection check box to select it. The options in the Reveal Formatting pane change to allow you to compare one style to another.
- Under Selected text, both text boxes display copies of the selected text. This tells you that, currently, the style applied to the selected text is being compared to itself.
- Select a different paragraph to compare it with your initial selection.
- Text of the second paragraph selected appears in the ‘Reveal Formatting’ pane. The ‘Formatting differences’ section displays information about the styles applied to the two different text samples.
- The information in the Reveal Formatting pane contains a lot of detail. But, generally, if you see two settings separated by a hyphen and a greater than symbol, the item on the right relates to the text in the bottom box.

# COMPARING STYLES

Microsoft Office  
Shipping, Finance &  
Management Skills



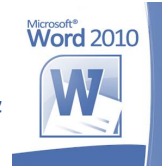
select to compare two styles

font size of Normal style

font size of Heading 2 style



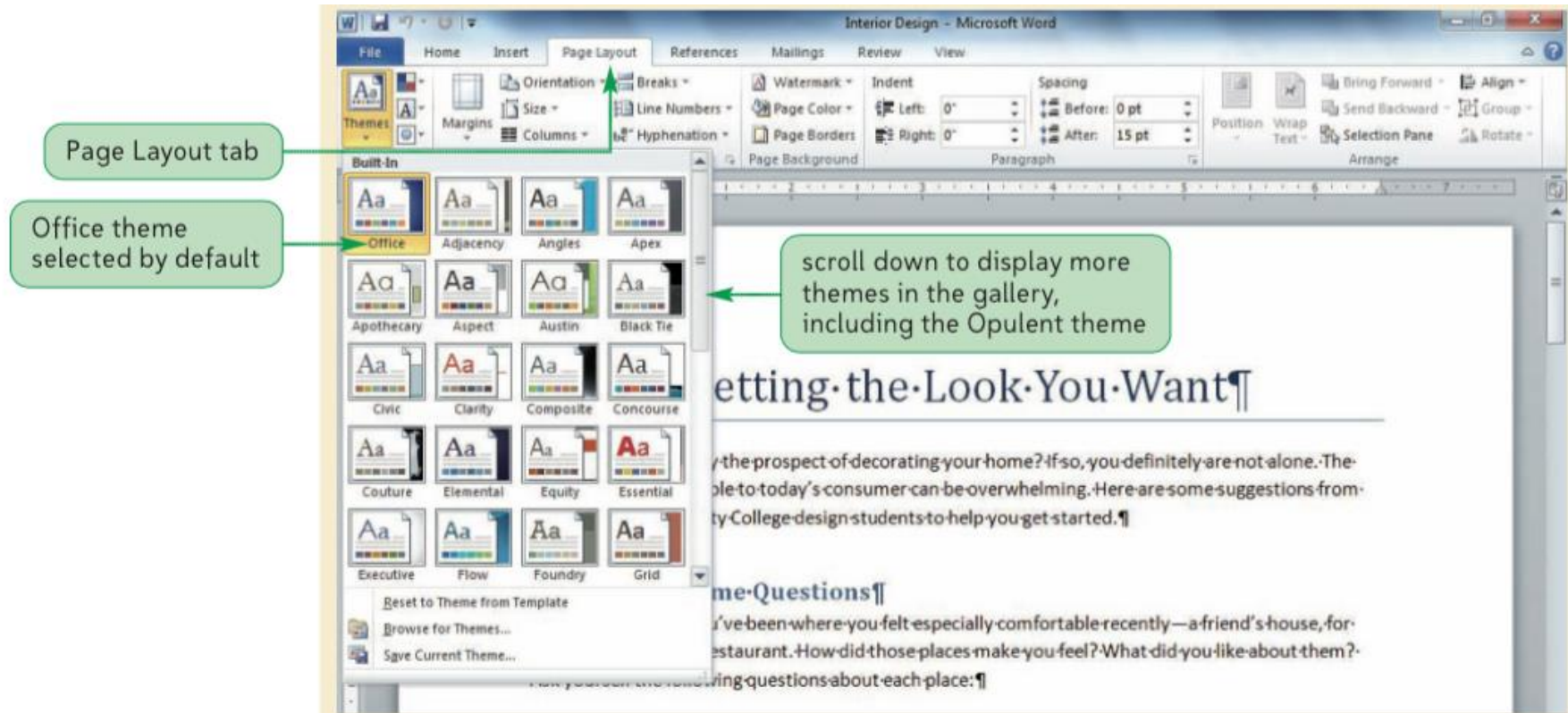
# WORKING WITH THEMES



- The **document theme** controls the variety of fonts, colors, and other visual effects available as you format a document. Forty-four different themes are included in Word, with each offering a coordinated assortment of fonts, colors, and text effects. Created by professional designers, themes ensure that a document has a polished, coherent look.
- **In order to ensure that your documents have a harmonious** look, each theme assigns one font or font style for headings and one for body text. In some themes, the same font is assigned to each use. In the Office theme, the heading font is Cambria, and the body font is Calibri. These two fonts appear at the top of the Font list, as “Cambria (Headings)” and “Calibri (Body)” when you click the Font box arrow in the Font group on the Home tab. When you begin typing text in a new document with the Office theme, the text is by default formatted as body text with the Calibri font. If you change the document theme, the theme fonts in the Font list change to match the fonts for the new theme.
- **To change the document’s theme**, click the Themes button, located in the Themes group on the Page Layout tab, and select the theme you want. The new theme is applied to the entire document and all the elements within it, with the colors and fonts changing to match the colors and fonts of the new theme.

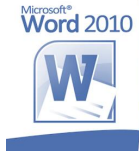
# WORKING WITH THEMES

Microsoft Office  
Shipping, Finance &  
Management Skills



# WORKING WITH THEMES

Microsoft Office  
Shipping, Finance &  
Management Skills



The screenshot shows the Microsoft Word 2010 interface with the 'Page Layout' tab selected. The 'Themes' group on the ribbon has the 'Theme Fonts' button highlighted. A context menu is open, showing the current theme 'Opulent' and the fonts 'Trebuchet MS' for headings and body text. The document content is formatted according to this theme, with headings in purple and body text in black. Green callout boxes provide additional information:

- Theme Fonts button**: Points to the 'Theme Fonts' button on the ribbon.
- ScreenTip for Theme Fonts button lists current theme and its fonts**: Points to the context menu showing 'Current: Opulent', 'Heading: Trebuchet MS', and 'Body: Trebuchet MS'.
- headings and title now formatted in purple Trebuchet MS font**: Points to the heading 'Getting the Look You Want'.
- body text in Trebuchet MS font**: Points to the body text 'Are you intimidated by the prospect of decorating your home? If so, you definitely are not alone. The endless choices available to today's consumer can be overwhelming. Here are some suggestions from Pembroke Community College design students to help you get started.'

Getting the Look You Want

Are you intimidated by the prospect of decorating your home? If so, you definitely are not alone. The endless choices available to today's consumer can be overwhelming. Here are some suggestions from Pembroke Community College design students to help you get started.

Ask Yourself Some Questions

Think about places you've been where you felt especially comfortable recently—a friend's house, for instance, or a stylish restaurant. How did those places make you feel? What did you



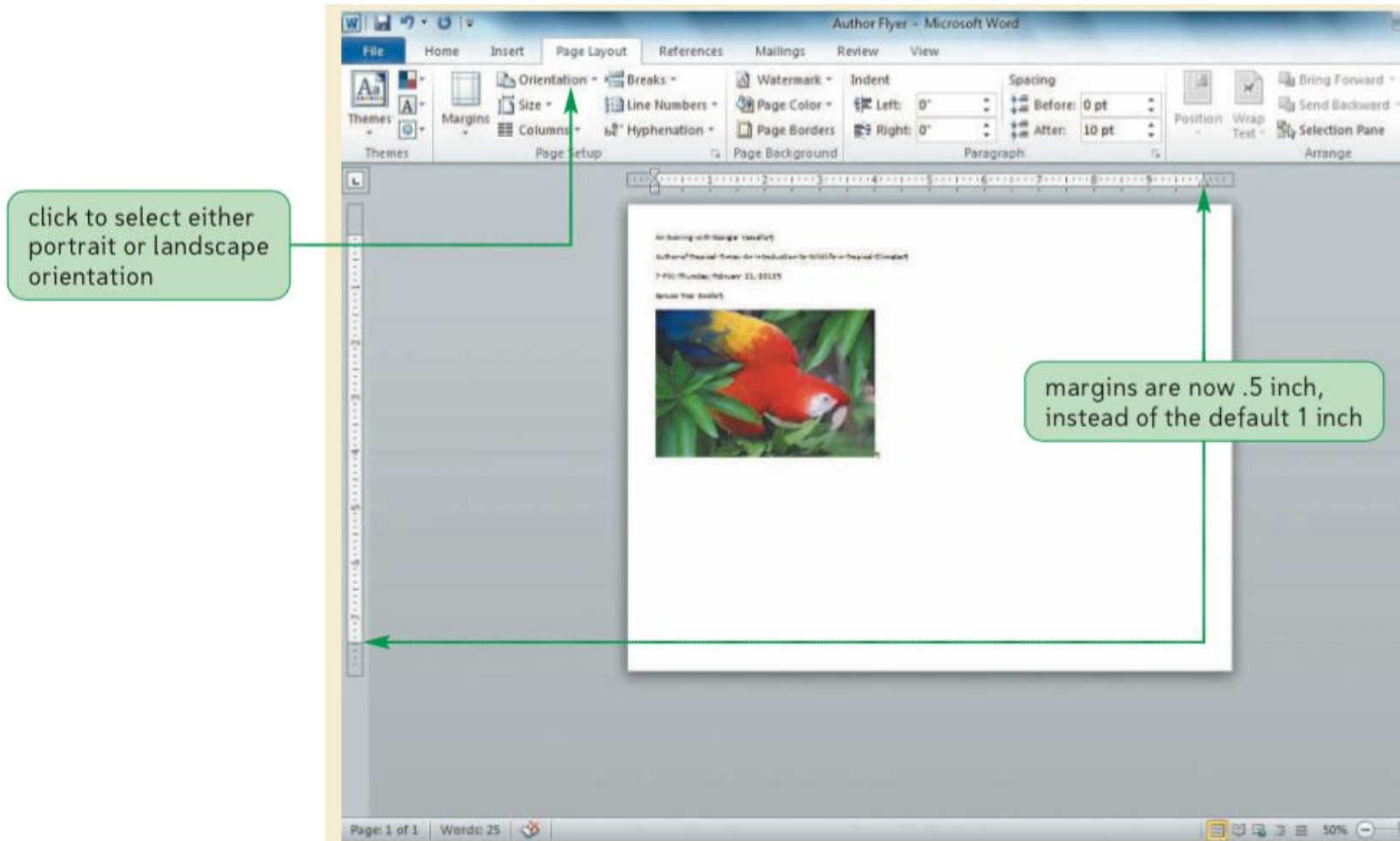
# CHANGING PAGE ORIENTATION



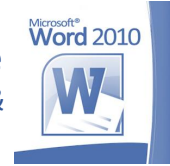
- **Portrait orientation**, with the page taller than it is wide, is the default page orientation for Word documents because it is the orientation most commonly used for letters, reports, and other formal documents.
- **Landscape orientation**, with the page turned so it is wider than it is tall, may be preferable in some cases, e.g. to better accommodate a photo.
- You can change page orientation by using the Orientation button located on the Page Layout tab on the Ribbon.
- **To change the page orientation:**
  - Click the Page Layout tab. The Ribbon changes to display options for formatting the overall layout of text and images in the document.
  - In the Page Setup group, click the Orientation button, and then click Landscape on the menu. The document changes to landscape orientation, with the page wider than it is tall.

# CHANGING PAGE ORIENTATION

Microsoft Office  
Shipping, Finance &  
Management Skills



# FORMATTING A DOCUMENT IN SECTIONS



- A section is a part of a document that can have its own page orientation, margins, headers, footers, and so on. Each section, in other words, is like a document within a document.
- **To divide a document into sections**, you insert a section break, which appears as a dotted line with the words “Section Break.”
- You can select from a few **different kinds of section breaks**. For example, a Next page section break inserts a page break and starts the new section on the next page. A Continuous section break starts the section at the location of the insertion point, without changing the page flow.
- **To insert a section break**, you use the Breaks button in the Page Setup group on the Page Layout tab to select the type of section break you want to insert.
- **To delete a section break**, click the line representing the break, and then press the Delete key.

# FORMATTING A DOCUMENT IN SECTIONS

The screenshot shows the Microsoft Word 2010 interface with the 'Page Layout' tab selected. The 'Breaks' button in the 'Page Setup' group is highlighted. A dropdown menu is open, showing options for 'Page Breaks' and 'Section Breaks'. Three green callout boxes with arrows point to specific options in the menu:

- inserts a page break, like Page Break button on Insert tab** (points to the 'Page' option under 'Page Breaks')
- starts a section on a new page** (points to the 'Next Page' option under 'Section Breaks')
- starts a section on the same page, immediately after the insertion point** (points to the 'Continuous' option under 'Section Breaks')

The background document is titled 'Energy Report - Microsoft Word' and contains text about 'resulting' and 'High-efficiency' weather, followed by a table titled 'Materials Cost'.

Materials Cost
\$10,000
\$8,500
\$350

# ADDING HEADERS AND FOOTERS



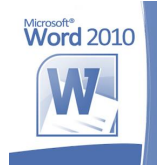
- There are **three ways to open Header and Footer view**: (1) insert a page number using the Page Number button in the Header & Footer group on the Insert tab; (2) double-click in the header area (in a page's top margin) or in the footer area (in a page's bottom margin); or (3) click the Header button or the Footer button on the Insert tab.
- By default, Word assumes that when you add something to the header or footer on any page of the document, you want the same text to appear on every page of the document.
- **To create a different header or footer for the first page** you select the Different First Page check box in the Options group on the Header & Footer Tools Design tab.
- When a document is divided into **sections**, you can choose to create a different header or footer for each section.

# ADDING HEADERS AND FOOTERS



- For a **simple header or footer**, switch to Header and Footer view, and then type the text you want directly in the header or footer area, formatting the text as you would any other text in a document.
- To choose from a selection of **predesigned header or footer styles**, use the Header and Footer buttons on the Header & Footer Tools Design tab (or on the Insert tab). These buttons open galleries that you can use to select from a number of header and footer styles, some of which include page numbers and graphic elements such as horizontal lines or shaded boxes. Some also include document controls that are similar to the kinds of controls (text boxes, list boxes, etc.) that you might encounter in a dialog box.

# CREATING A FOOTER



- Double-click in the white space below the footnotes. The document switches to Header and Footer view. On the Ribbon, the Header & Footer Tools Design tab appears. The insertion point is positioned on the left side of the footer area, ready for you to begin typing. The label “Footer -Section 1-” tells you that the insertion point is located in the footer for section 1. The document text (including the footnotes) is gray, indicating that you cannot edit it in Header and Footer view. The header area for section 1 is also visible on top of page 2. The default footer tab stops are visible on the ruler.
- Type the text you want, and then press the Enter key. The insertion point moves to the second line in the footer, aligned along the left margin.
- To insert a page number, click the Page Number button in the Header & Footer group. The Page Number menu opens. If the insertion point is already located where you want to insert the page number, you will use the Current Position option.
- Point to Current Position. A gallery of page number styles opens.
- Click the style you want to use. The page number is inserted in the footer.
- To move between headers or footers in separate sections, you can use the buttons in the Navigation group on the Design tab. In the Navigation group, click the Next button. Word displays the footer for the next section in the document. The label at the top of the footer area reads “Footer-Section 2-” and it contains the same text in this footer as in section 1, because Word assumes, by default, that when you type text in one footer, you want it to appear in all the footers in the document.



# CREATING A FOOTER

document text is unavailable for editing

insertion point in footer for section 1

header area for section 1

Header & Footer Tools Design tab

default footer tab stops

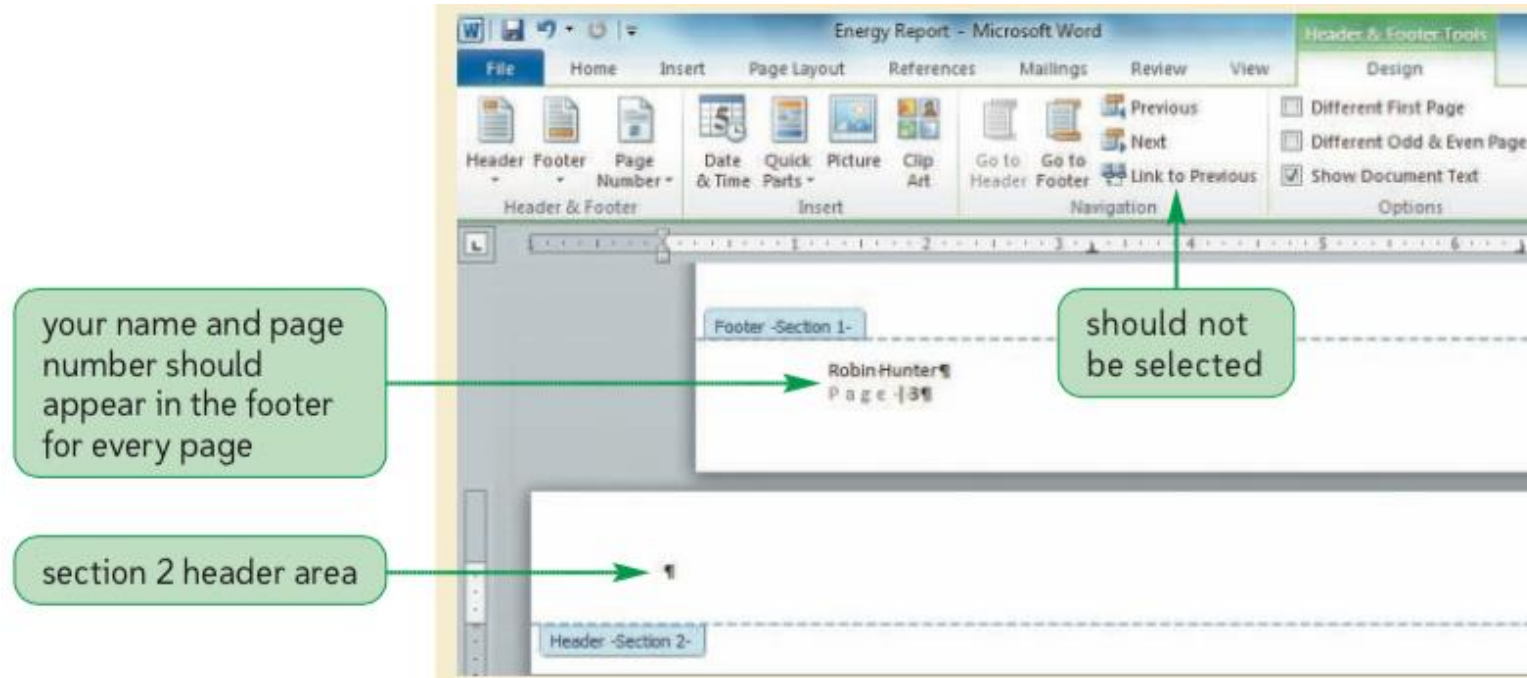
# SEPARATING THE HEADERS FOR DIFFERENT SECTIONS



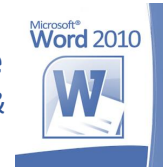
- To switch from the footer to the header in the current section, you can use the Go to Header button in the Navigation group.
- In the Navigation group, click the Go to Header button. The insertion point moves to the header at the top of the page.
- Notice that in the Navigation group, the 'Link to Previous' button is selected and the blue tag on the right side of the header border contains the message "Same as Previous," indicating that current section's header is linked to the header in the previous section. Anything you add to the previous section's header will also be added to the current section's header. To make the current section's header a separate entity, you need to break that link.
- In the Navigation group, click the 'Link to Previous' button to deselect it. Deselecting this button ensures that the header you create in one section will not appear in the next one. The Same as Previous tab disappears from the right side of the header border.

# SEPARATING THE HEADERS FOR DIFFERENT SECTIONS

Microsoft Office  
Shipping, Finance &  
Management Skills



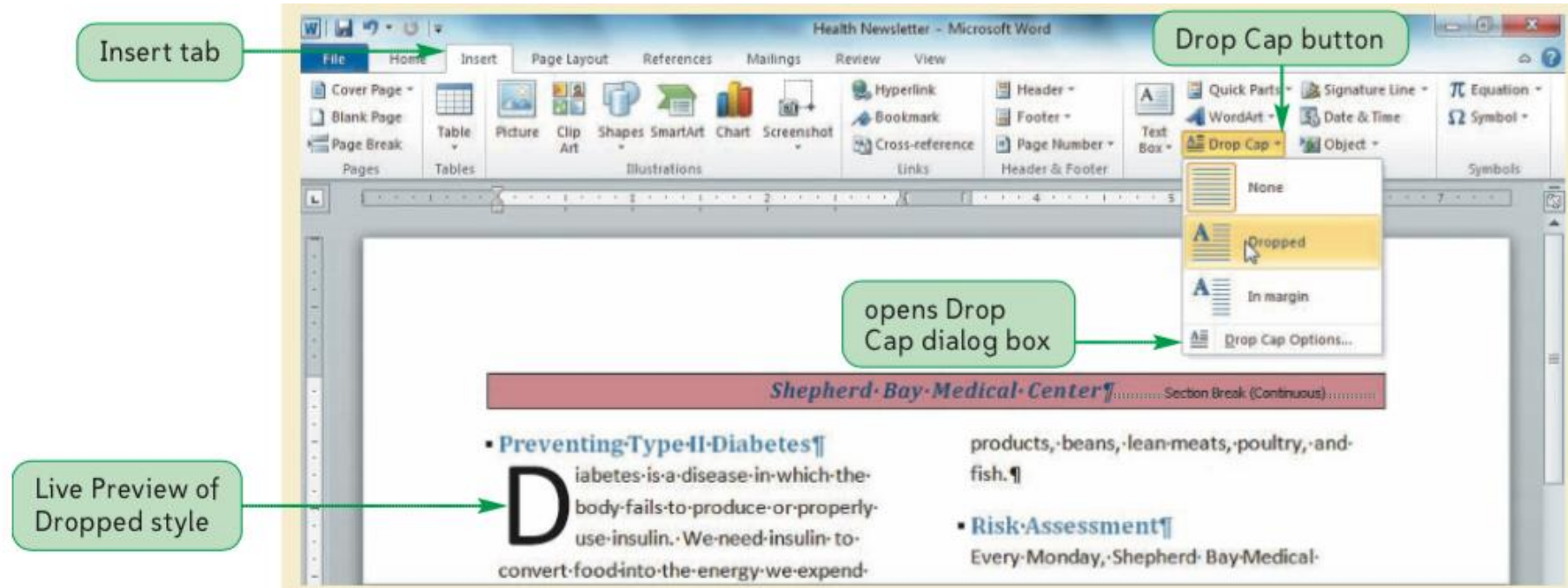
# INSERTING DROP CAPS



- **A drop cap** is a large, graphical version of a letter that replaces the first letter of a paragraph. You can place a drop cap in the margin, next to the paragraph, or you can have the text of the paragraph wrap around the drop cap.
- Move the insertion point at the beginning of the paragraph you want to place a Drop Cap.
- Click the Insert tab, and then click the Drop Cap button in the Text group. The Drop Cap menu opens.
- Move the mouse pointer over the In margin option and then the Dropped option, and observe the Live Preview of the two types of drop caps in the document. The default settings applied by these two options are fine for most documents.
- Clicking Drop Cap Options, at the bottom of the menu, opens the Drop Cap dialog box, where you can select more detailed settings.
- Click Dropped on the Drop Cap menu. The Drop Cap menu closes, and Word formats the first character of the paragraph as a drop cap. The blue box with square selection handles around the drop cap indicates it is selected.
- To change the size of the drop cap, drag the sizing handle in its lower-right corner.

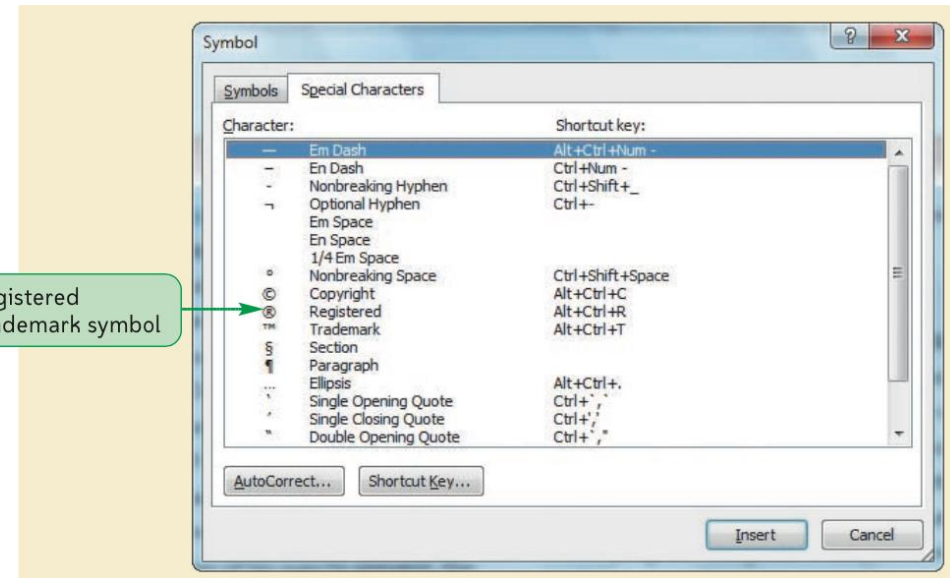
# INSERTING DROP CAPS

Microsoft Office  
Shipping, Finance &  
Management Skills



# INSERTING SYMBOLS AND SPECIAL CHARACTERS

- Move the insertion point to the location where you want to insert a particular symbol or special character.
- Click the Insert tab, and then, in the Symbols group, click the Symbol button.
- If you see the symbol or character you want in the Symbol gallery, click it. For a more extensive set of choices, click More Symbols to open the Symbol dialog box.
- In the Symbol dialog box, locate the symbol or character you want on either the Symbols tab or the Special Characters tab.
- Click the symbol or special character you want, click the Insert button, and then click the Close button.

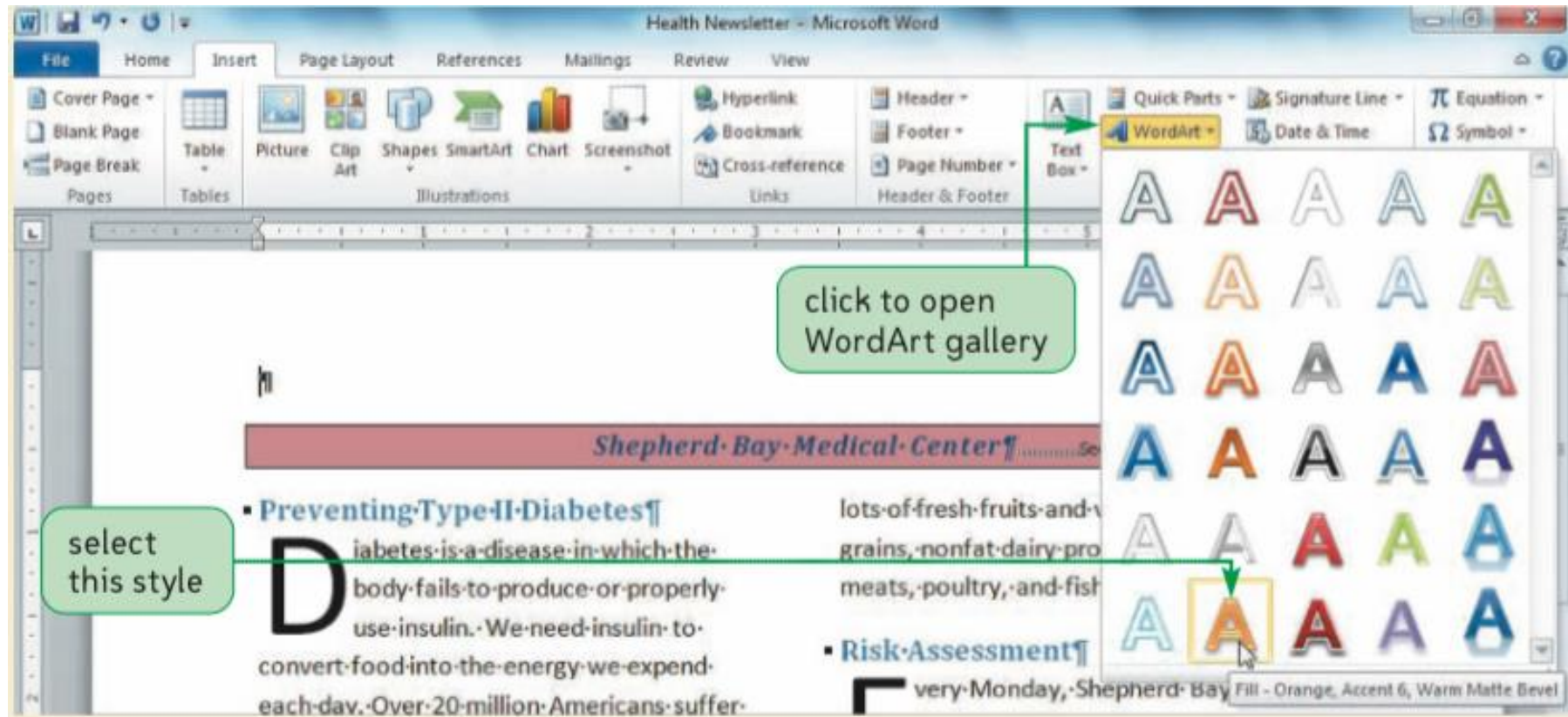




# USING WORDART

- WordArt is specially formatted, decorative text.
- In addition to the formatting you apply to regular text, you can apply to WordArt special effects such as shadows, outlines, and fill colors similar to those you would use to enhance other graphical objects.
- You can **create WordArt out of existing text** in a document by first selecting the text, and then, in the Text group on the Insert tab, clicking the WordArt button, and then selecting a WordArt style from the gallery that opens.
- You can also click the WordArt button in the Text group on the **Insert tab**, and then click the style you want in the WordArt gallery to open a WordArt text box containing placeholder text, which you can then replace with the text you want to format as WordArt.
- After you type your new WordArt text, you can format it just as you would ordinary text, by changing its font and font size, adding bold and italics, and so on.
- **To delete WordArt**, click the WordArt text to display the dashed line text box border, click the text box border again so it appears as a solid line, and then press the Delete key.

# USING WORDART



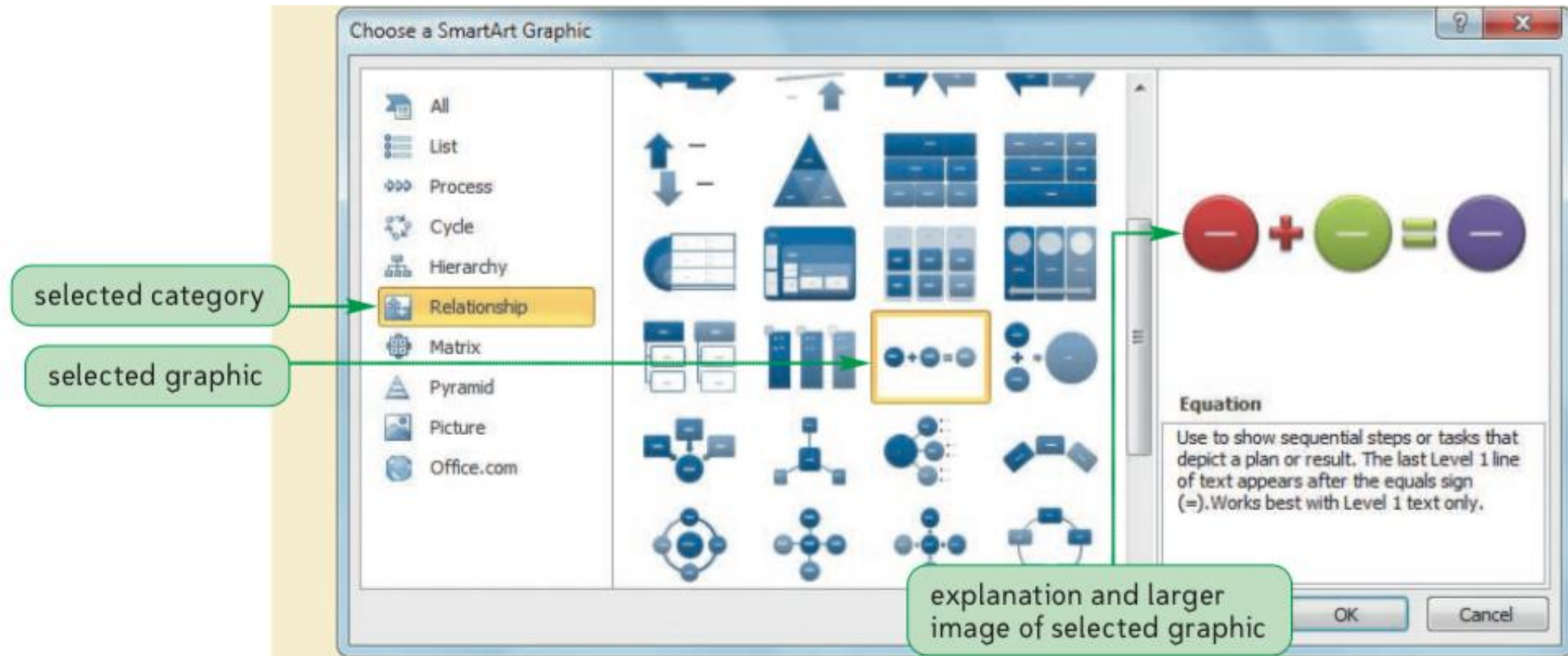
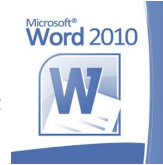
# CREATING SMARTART



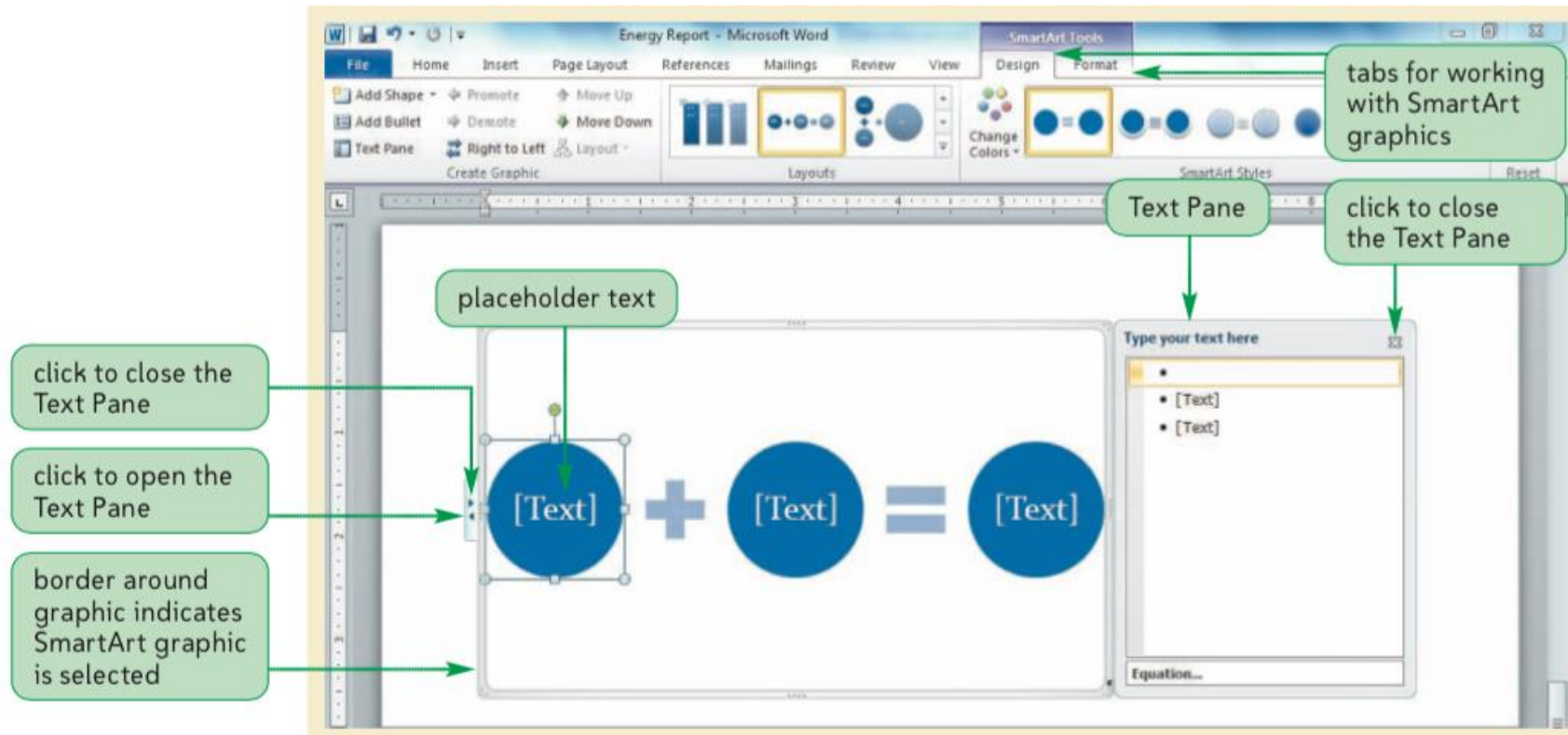
- A SmartArt graphic is a diagram or chart that illustrates concepts that would otherwise require several paragraphs of explanation.
- **To create a SmartArt graphic**, you switch to the Insert tab and then, in the Illustrations group, click the SmartArt button. This opens the Choose a SmartArt Graphic dialog box, where you can select from seven categories of graphics, including graphics designed to illustrate relationships, processes, and hierarchies.
- Within each category, you can then choose from numerous designs. Once inserted into your document, a SmartArt graphic contains placeholder text that you replace with your own text.
- When a SmartArt graphic is selected, the SmartArt Tools Design and Format tabs appear on the Ribbon.

# CREATING SMARTART

Microsoft Office  
Shipping, Finance &  
Management Skills

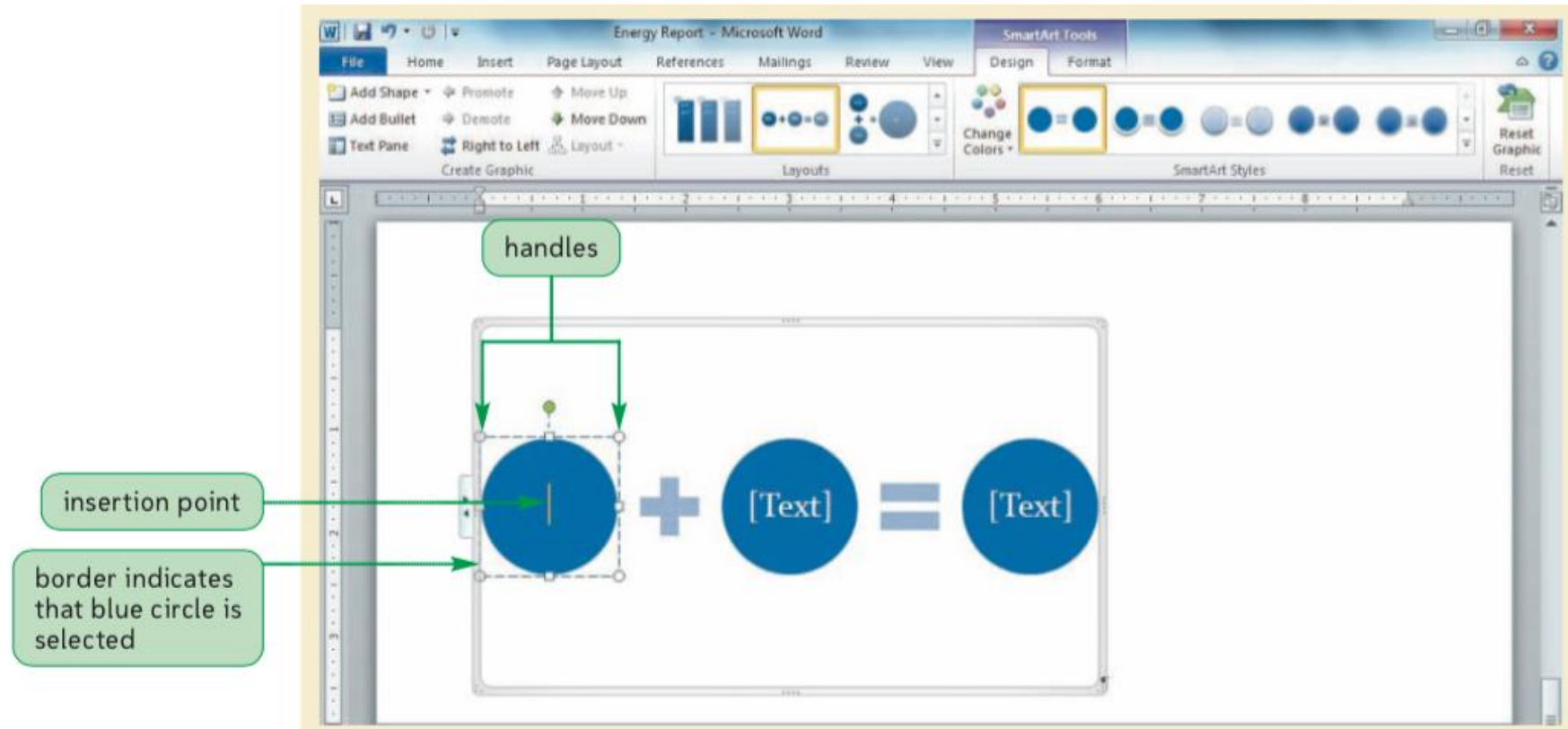


# CREATING SMARTART





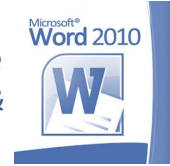
# CREATING SMARTART





# INSERTING, DELETING AND RESIZING A PHOTO

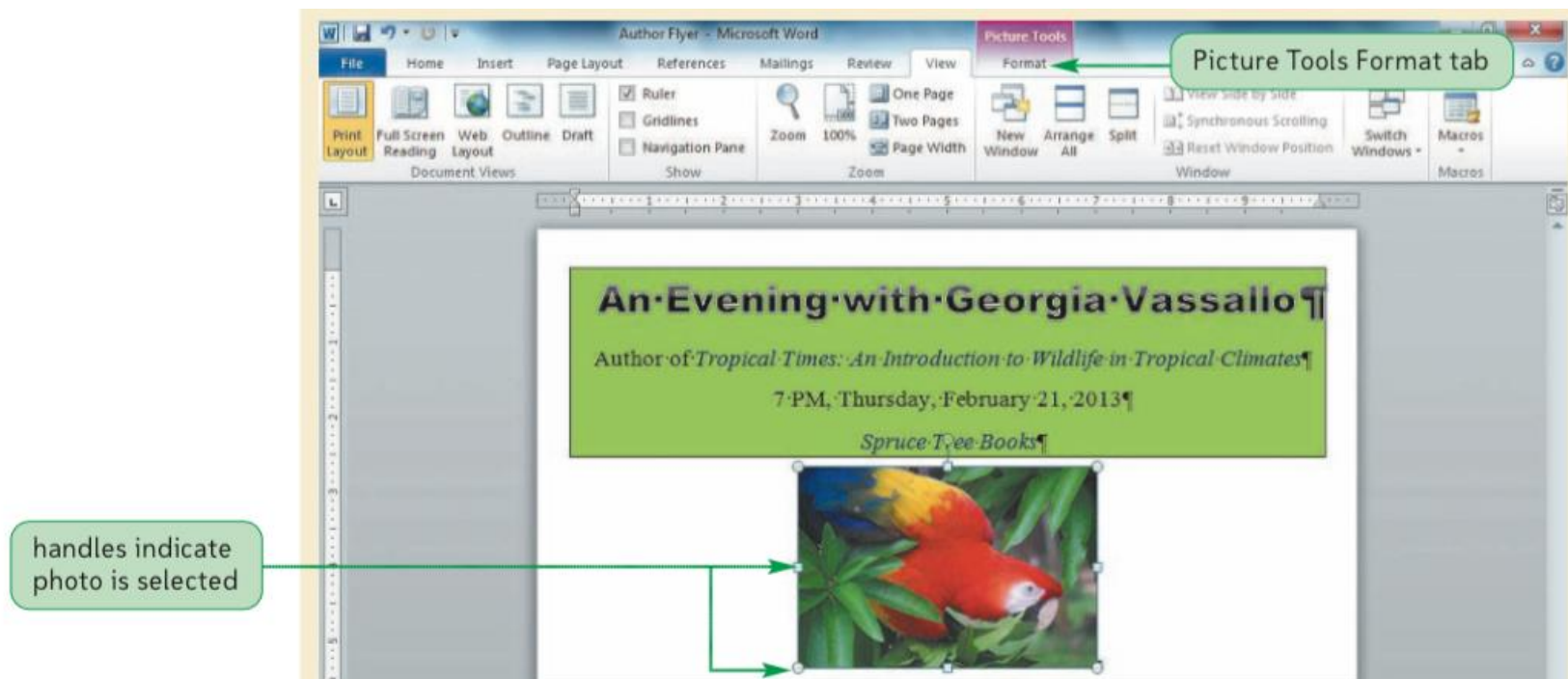
Microsoft Office  
Shipping, Finance &  
Management Skills



- **To insert a photo:**
  - To insert a new photo or other type of picture, you use the Picture button in the Illustrations group on the Insert tab.
  - Click the Insert tab on the Ribbon. The Ribbon changes to display the Insert options.
  - In the Illustrations group, click the Picture button. The Insert Picture dialog box opens.
  - Navigate to the folder where the picture you want to insert is stored.
  - Select the picture file. The name of the selected file appears in the File name box.
  - Click the Insert button to close the dialog box and insert the photo.
- **To resize a photo:**
  - The photo is selected, as indicated by the border with handles that appears around it.
  - You can drag one of the circular handles to make the photo a little bigger/smaller.
- **To delete a photo:**
  - Select the picture you want to delete.
  - Press the Delete key. The photo is deleted from the document.

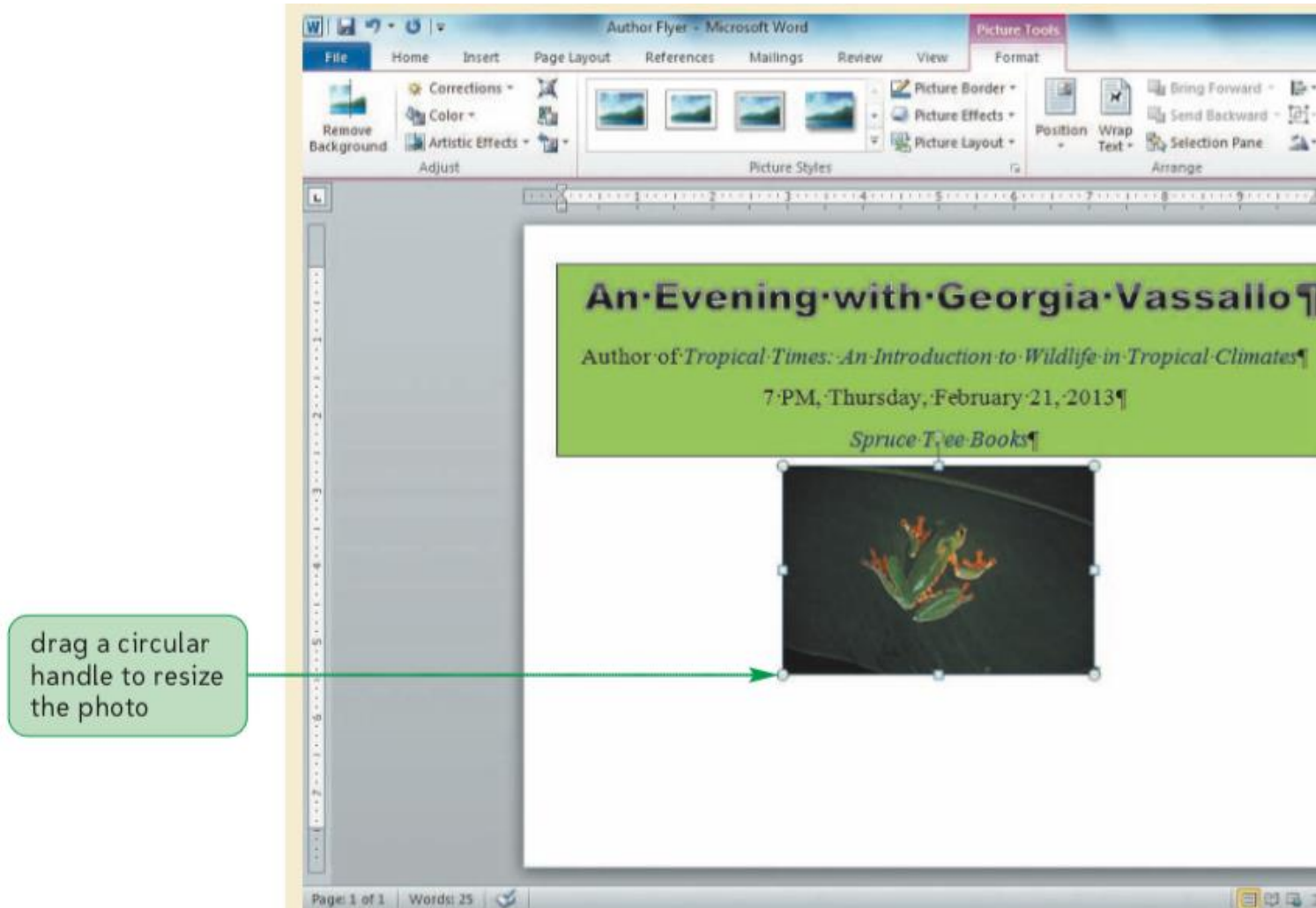
# INSERTING, DELETING AND RESIZING A PHOTO

Microsoft Office  
Shipping, Finance &  
Management Skills



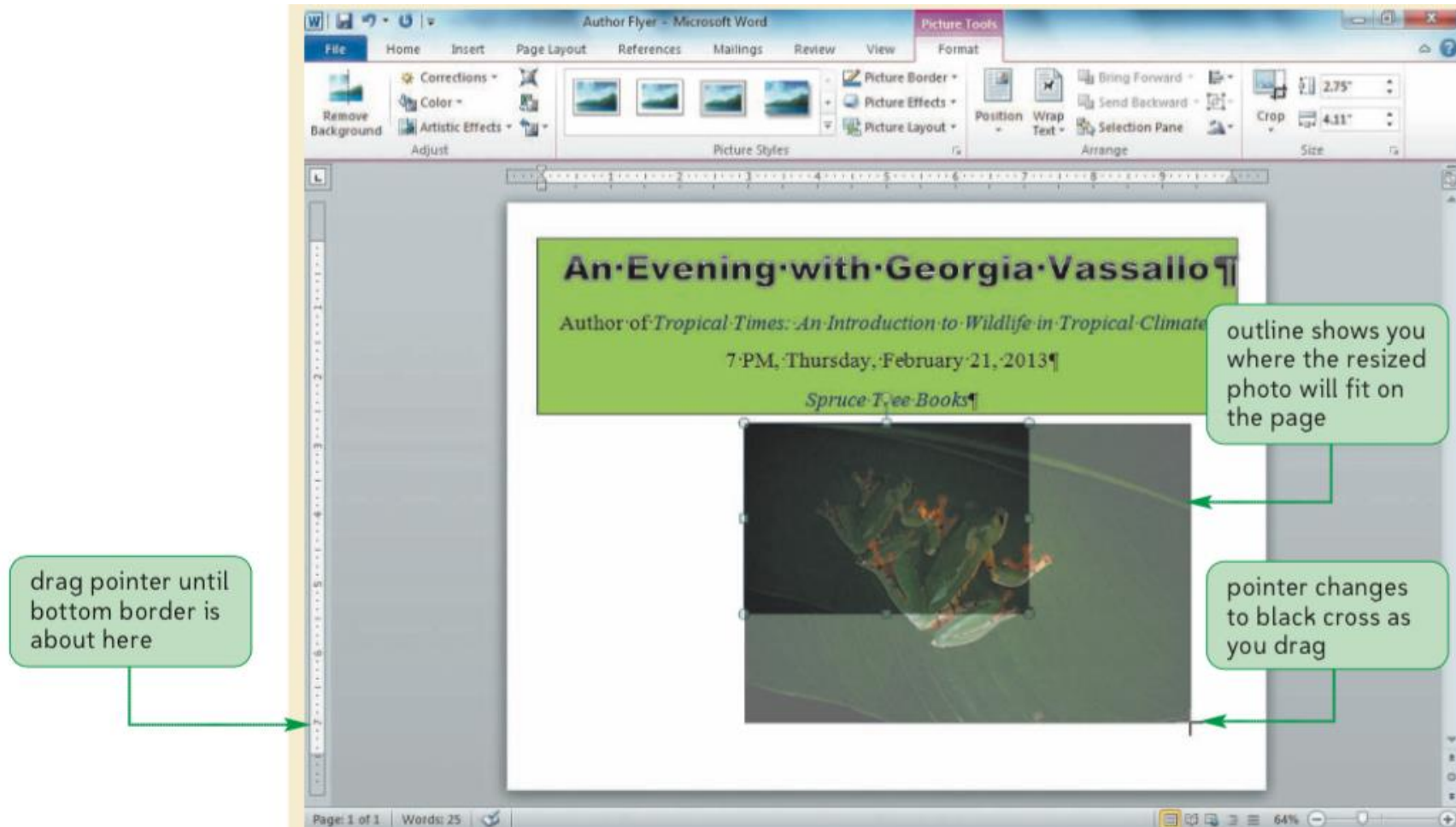
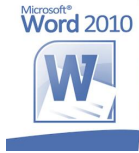
# INSERTING, DELETING AND RESIZING A PHOTO

Microsoft Office  
Shipping, Finance &  
Management Skills



# INSERTING, DELETING AND RESIZING A PHOTO

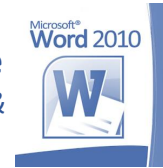
Microsoft Office  
Shipping, Finance &  
Management Skills



# WRAPPING TEXT AROUND A GRAPHIC

- Graphic objects in a document can be **either floating or inline**.
- **WordArt is considered a floating graphic**, meaning it is attached, or anchored, to a specific paragraph. It can still be moved, however, to a new location in the document.
- **When you move a floating graphic**, its text wrap setting dictates how text will wrap around it in its new location. If you add text to a document, the floating graphic does not move to accommodate the new text. Instead, the floating graphic remains in position, with the new text flowing around it.
- The default text wrap setting for WordArt is In Front of Text. The **other wrap settings for graphics** are:
  - Square—Text flows around the straight edges of an object's border.
  - Tight—Text flows around the curved edges of the object itself—for example, following the contours of the WordArt letters, or the lines of a drawing.
  - Through—Similar to Tight text wrapping, except that text also fills any open spaces in the graphic.
  - Top and Bottom—Text stops at the top border of an object and resumes below the bottom border. If the object is anchored to the first paragraph in the document, the first line of text begins below the bottom border of an object.
  - Behind Text—Text flows over the graphic.

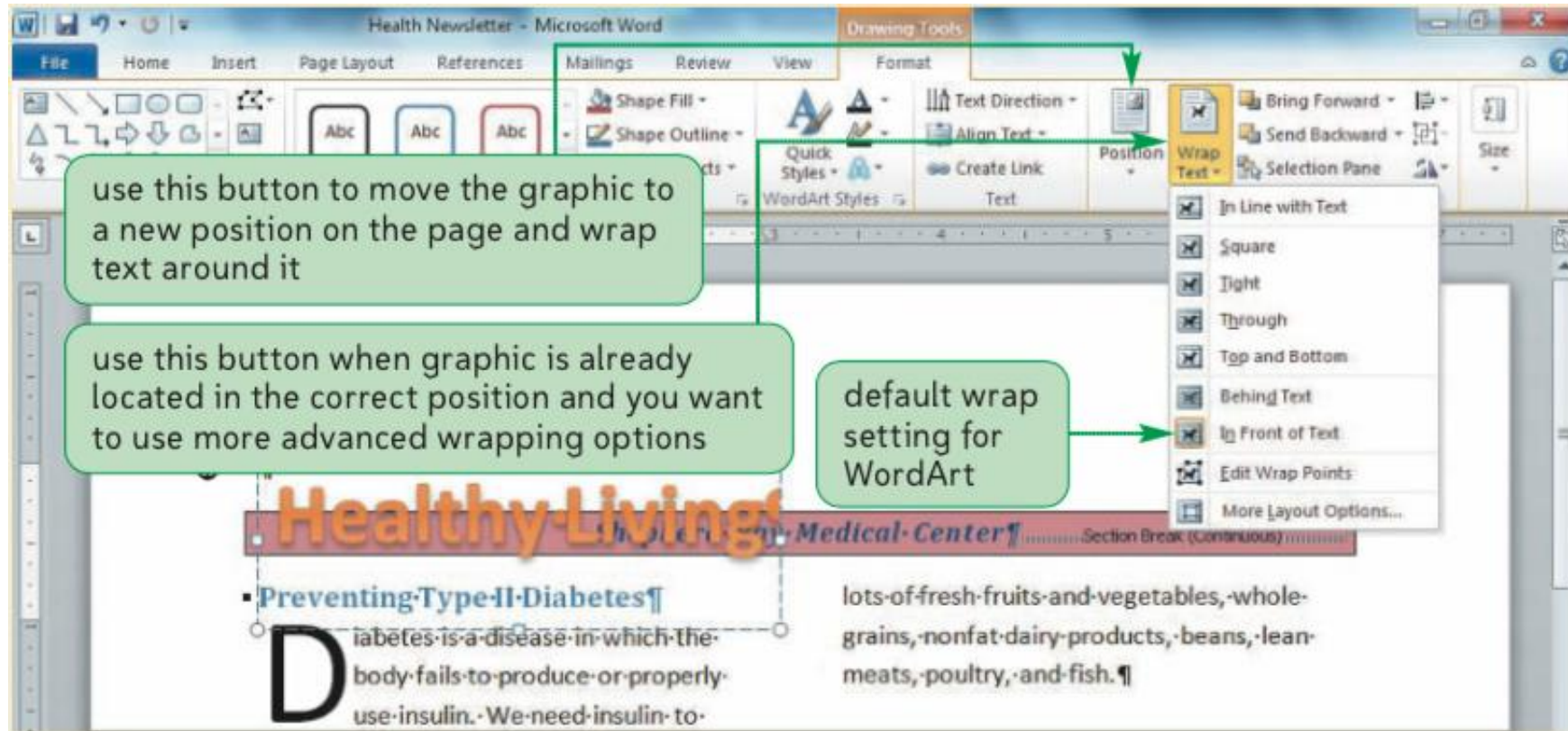
# WRAPPING TEXT AROUND A GRAPHIC



- Other graphic objects, such as photos and the Smart Art diagram, are examples of inline graphics.
- An **inline graphic** differs from a floating graphic in that it is located in a specific position in a specific line of text in the document. Text does not wrap around an inline graphic; instead, the graphic moves along with the text. For example, if you type text to the left of an inline graphic, the graphic moves right to accommodate the new text.
- A document containing inline graphics is hard to work with because every time you edit the text, the graphics move to a new position. You can change an inline graphic to a floating graphic by applying one of the text wrap settings to it.
- **To adjust the text wrapping for the WordArt**, the Arrange group on the Drawing Tools Format tab contains two useful tools for controlling the way text wraps around all graphical objects, including WordArt.
- You can use **the Position button** to position the WordArt or graphic in one of several preset locations on the page (top left, top middle, top right, and so on) and to wrap the document text around it.
- You can also use **the Wrap Text button**, which allows you to move the WordArt or graphic after you wrap text around it, and allows you to choose from a number of wrapping options. (The Wrap Text button also appears in the Arrange Group of the Picture Tools Format tab, for working with photos and other graphics.)



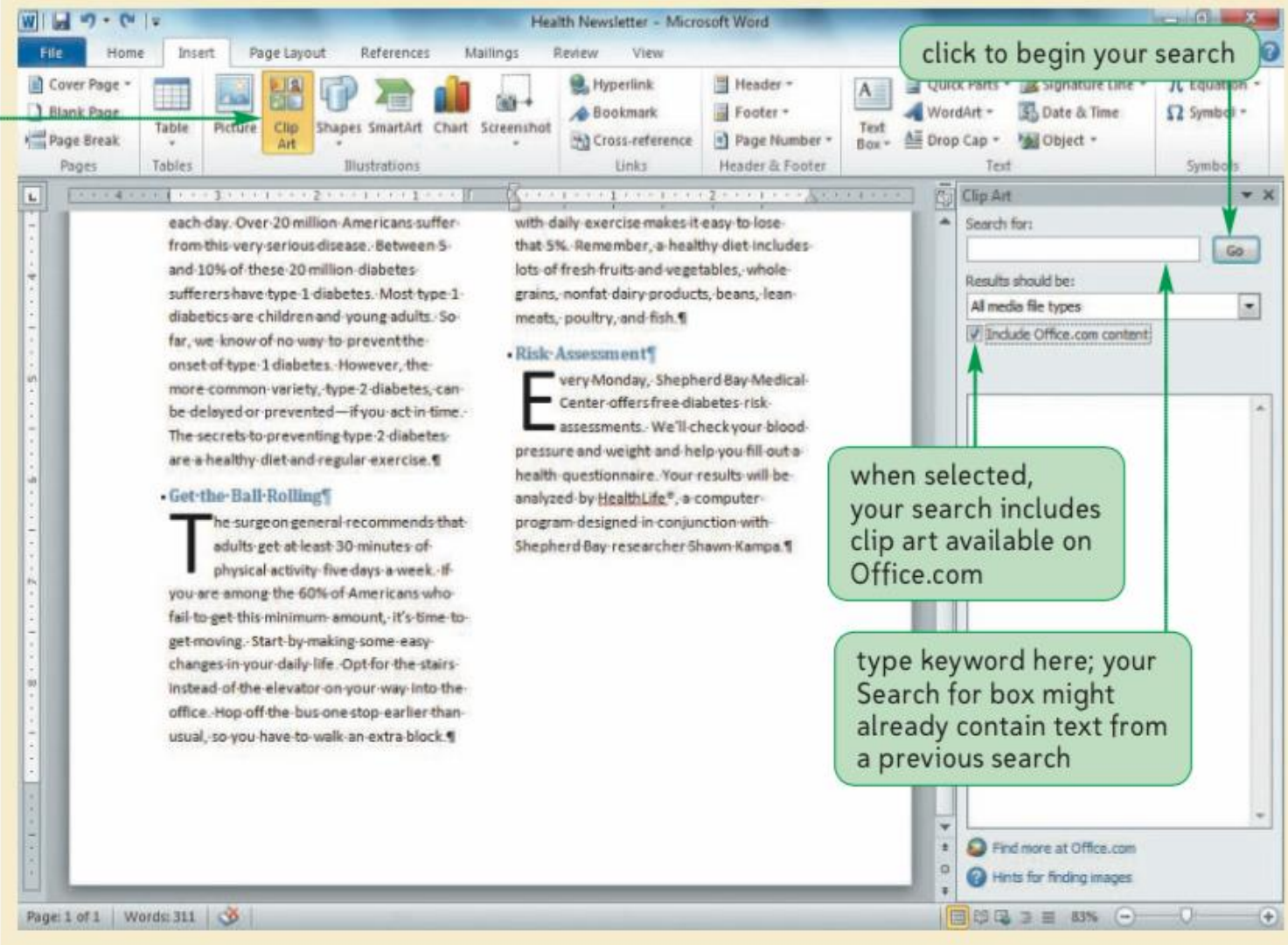
# WRAPPING TEXT AROUND A GRAPHIC



# INSERTING CLIP ART

- You can add **premade illustrations** known as clip art to your documents. Clip art comes in all forms of media, including video, audio, and photographs.
- A small collection of clip art is included on your computer with your installation of Word, and you are free to use it in your documents. You can also download more clip art from the Microsoft Web site, Office.com.
- **To search for and then insert clip art in your document**, you use the Clip Art task pane. In the Search for box in the Clip Art task pane, you enter words or phrases, known as keywords, that describe the image, sound, or video you need.
- Each of the clip art files included with Word is associated with a set of keywords. For example, clip art of a car might have the keywords “car” and “racing” associated with it, and if the clip art is a car going down a road, additional keywords might be “road” and “driving.” If you search using any one of these keywords, that image will appear in your results, along with images of cars not on a road and images of cars without drivers.
- After you insert clip art into a document, you can resize it, drag it to a new location, and wrap text around it.

# INSERTING CLIP ART



click to open the Clip Art task pane

click to begin your search

when selected, your search includes clip art available on Office.com

type keyword here; your Search for box might already contain text from a previous search

each day. Over 20 million Americans suffer from this very serious disease. Between 5 and 10% of these 20 million diabetes sufferers have type 1 diabetes. Most type 1 diabetics are children and young adults. So far, we know of no way to prevent the onset of type 1 diabetes. However, the more common variety, type 2 diabetes, can be delayed or prevented—if you act in time. The secrets to preventing type 2 diabetes are a healthy diet and regular exercise.

• **Get the Ball Rolling**

The surgeon general recommends that adults get at least 30 minutes of physical activity five days a week. If you are among the 60% of Americans who fail to get this minimum amount, it's time to get moving. Start by making some easy changes in your daily life. Opt for the stairs instead of the elevator on your way into the office. Hop off the bus one stop earlier than usual, so you have to walk an extra block.

with daily exercise makes it easy to lose that 5%. Remember, a healthy diet includes lots of fresh fruits and vegetables, whole grains, nonfat dairy products, beans, lean meats, poultry, and fish.

• **Risk Assessment**

Every Monday, Shepherd Bay Medical Center offers free diabetes risk assessments. We'll check your blood pressure and weight and help you fill out a health questionnaire. Your results will be analyzed by HealthLife®, a computer program designed in conjunction with Shepherd Bay researcher Shawn Kampa.

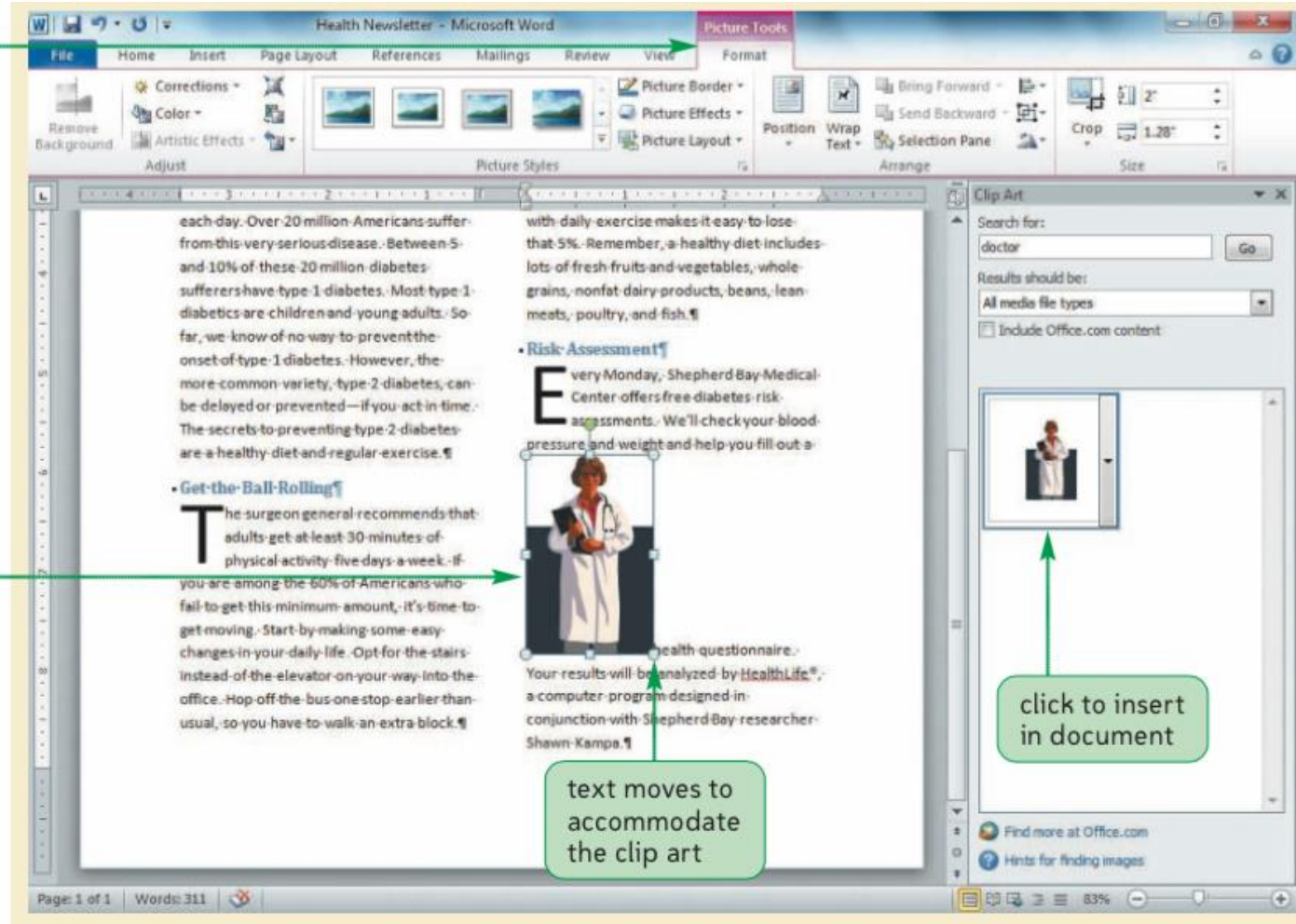
Page: 1 of 1 Words: 311



# INSERTING CLIP ART

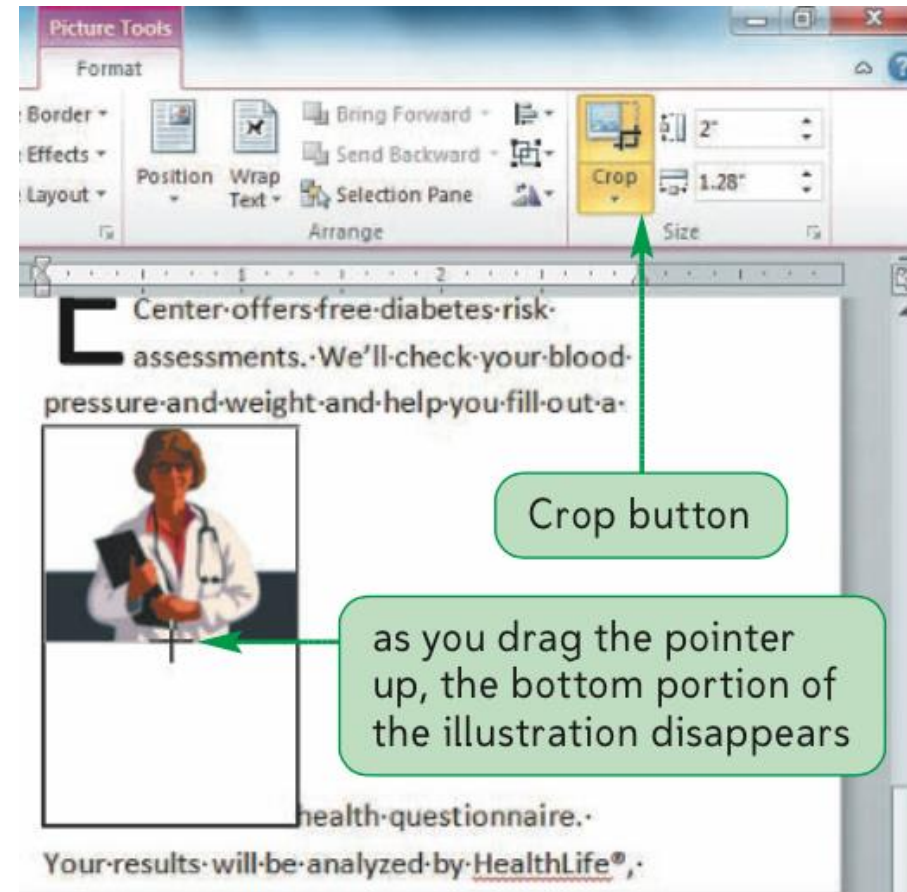
Picture Tools  
Format tab

border and  
handles indicate  
clip art is selected

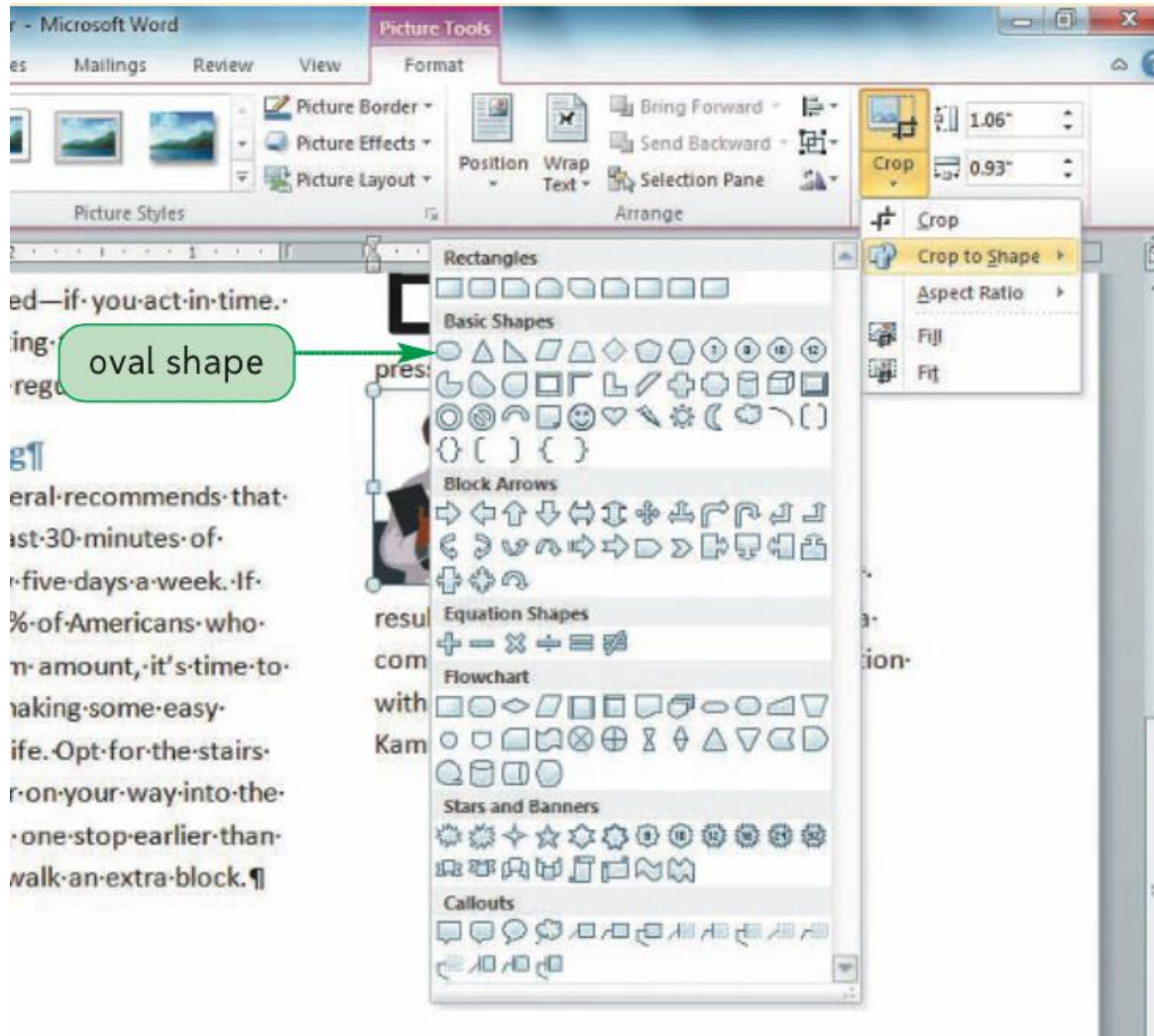


# CROPPING A GRAPHIC

- **Cropping a graphic** means cutting off part of the graphic. For example, you could crop an illustration of an ice cream cone by cropping off the cone, leaving only the ice cream itself. Word also offers several more advanced cropping options; of these, the one you'll probably use most often is cropping to a shape, which means trimming the edges of a graphic so it fits into a star, oval, arrow, or other shape.
- Once you crop a graphic, the part you cropped is hidden from view. However, it remains a part of the graphic, in case you change your mind and want to restore the cropped graphic to its original form. To begin cropping a graphic, you click the Crop button in the Size group on the Picture Tools Format tab.



# CROPPING A GRAPHIC





# USING THE SNIPPING TOOL TO CAPTURE SCREENSHOTS



- Sometimes the easiest way to make a copy of something is to **take a snapshot of your screen**—this is what Snipping Tool does.
- You can capture any of the following types of snips:
  - Free-form Snip: Draw a free-form shape around an object.
  - Rectangular Snip: Drag the cursor around an object to form a rectangle.
  - Window Snip: Select a window, such as a browser window or dialog box, that you want to capture.
  - Full-screen Snip: Capture the entire screen.
- After you capture a snip, it's automatically copied to the Snipping Tool window. From there, you can annotate, save, or share the snip.

# USING THE SNIPPING TOOL TO CAPTURE SCREENSHOTS



- **To Open the Snipping Tool:**

- For Windows 10: Type Snipping Tool in the search box on the taskbar, and then select Snipping Tool.
- For Windows 8.1 / Windows RT 8.1: Swipe in from the right edge of the screen, tap Search (or if you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then click Search), enter Snipping Tool in the search box, and then tap or click Snipping Tool.
- For Windows 7: Click the Start button. In the search box, type Snipping Tool, and then, in the list of results, click Snipping Tool.

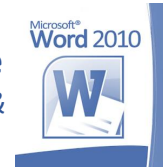
- **To Capture a snip:**

- In Snipping Tool, select the arrow next to the New button, choose the kind of snip you want, and then pick the area of your screen that you want to capture.

- **To Capture a snip of a menu:**

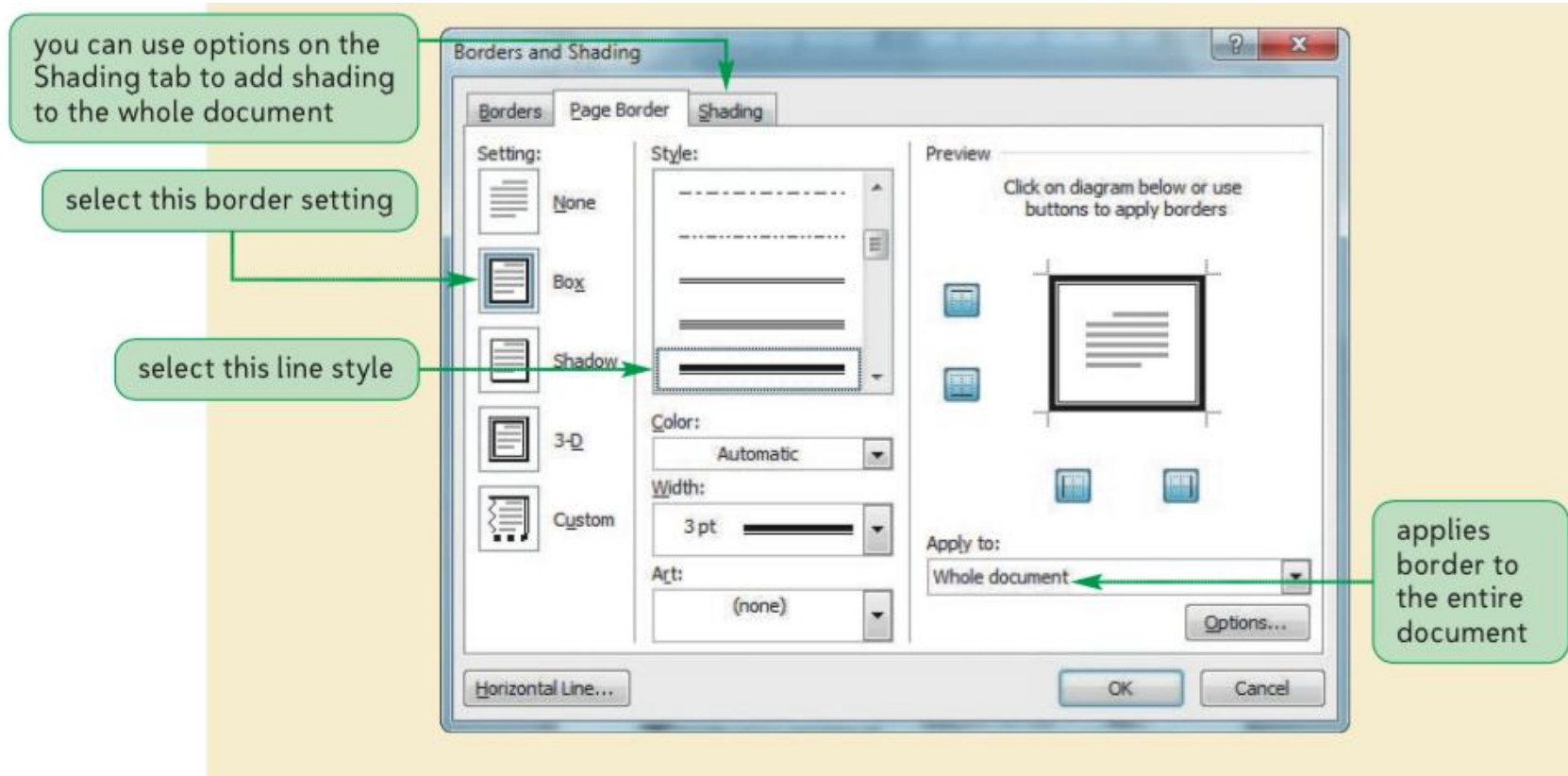
- After you open Snipping Tool, open the menu that you want a picture of. (For Windows 7, press Esc before opening the menu.)
- Press Ctrl + PrtScn.
- Select the arrow next to the New button, choose the kind of snip you want, and then pick the area of the screen that you want to capture.

# INSERTING A BORDER AROUND A PAGE



- In the Page Background group, click the Page Borders button.
- The **Borders and Shading dialog box** opens, with the Page Border tab displayed.
- You can use the **Setting options** on the left side of this tab to specify the type of border you want.
- You can also choose the style of line that will be used to create the border.
- Select the type of border and the style of line you want, and then verify that the Apply to option is set to Whole document.
- Click the Options button in the lower-right corner of the Borders and Shading dialog box. The Border and Shading Options dialog box opens. By default, the border is positioned 24 points from the edges of the page. To ensure that your printer will print the entire border, you need to change the Measure from setting so that it is positioned relative to the outside edge of the text rather than the edge of the page.
- Click the Measure from arrow and then click Text. The settings in the Top and Bottom boxes change to 1 pt, and the settings in the Left and Right boxes change to 4 pt, indicating the border's position relative to the edge of the text.
- Click the OK button in the Border and Shading Options dialog box, and then click the OK button in the Borders and Shading dialog box.

# INSERTING A BORDER AROUND A PAGE



# INSERTING A COVER PAGE

- A document's cover page typically includes the title and the name of the author. Some people also include a summary of the report on the cover page; this is commonly referred to as an abstract. In addition, you might include the date, the name and possibly the logo of your company or organization, and a subtitle. A cover page should not include the document header or footer.
- **To create a cover page**, you can use the Cover Page button on the Insert tab. The Cover Page button inserts a cover page with a predefined style at the beginning of the document.
- The cover page includes **document controls** in which you can enter the document title, the document's author, the date, and so on. These document controls are linked to any other document controls in the document. For example, if you have already entered a title into a document control in the header, if you use a cover page that contains a similar document control, the title will appear on the cover page automatically. Note that document controls sometimes display, by default, information entered when either Word or Windows was originally installed on your computer. If your computer has multiple user accounts, the information displayed in some document controls might reflect the information for the current user. In any case, you can easily edit the contents of a document control.



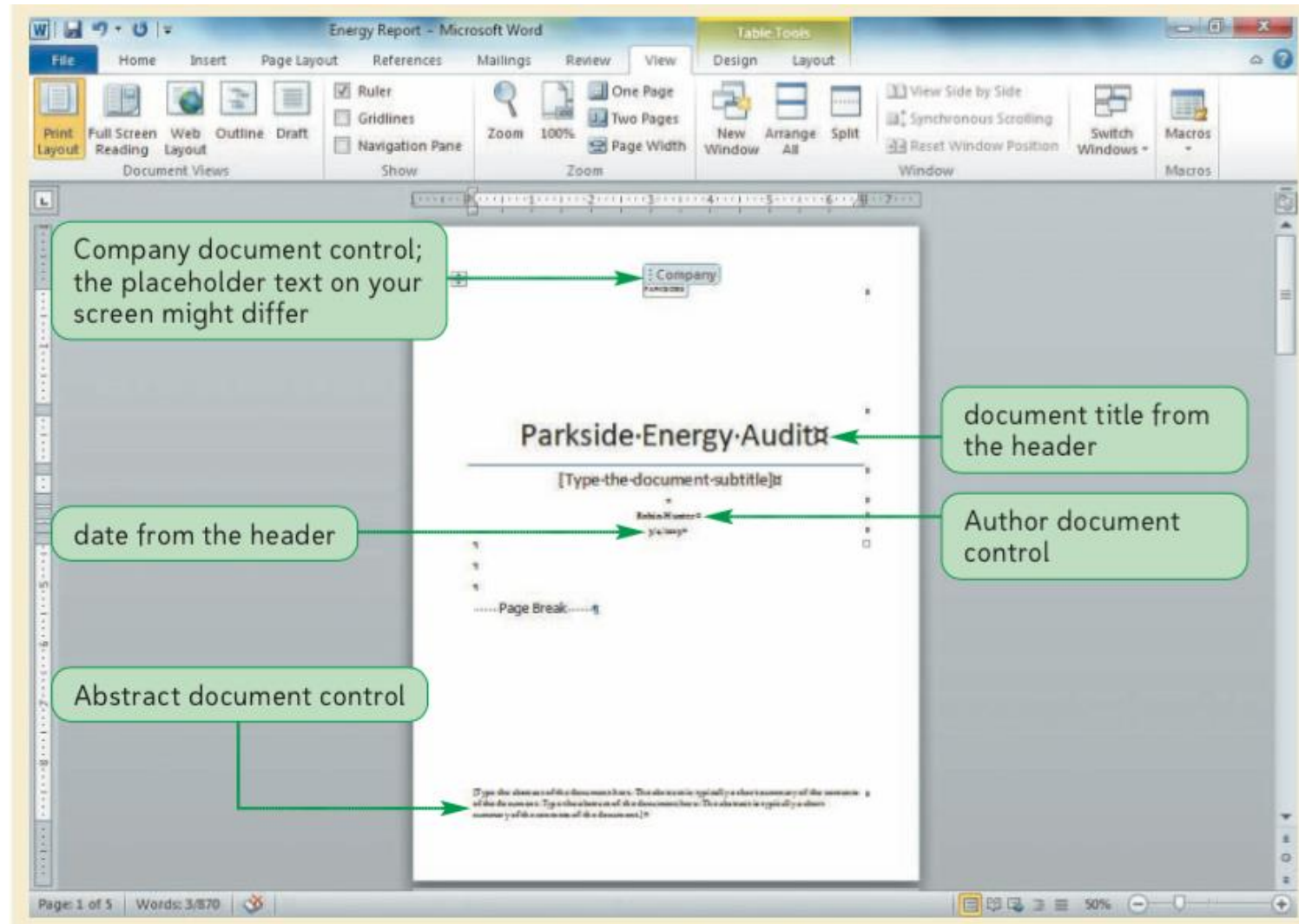
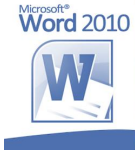
# INSERTING A COVER PAGE



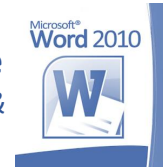
- **To insert a cover page at the beginning of the document:**
  - Press the Ctrl+Home keys. The insertion point moves to the beginning of the document.
  - Click the Insert tab, and then click the Cover Page button in the Pages group. A gallery of cover page styles opens. Notice that the names of the cover page styles match the names of the preformatted header styles. To give a document a coherent look, it's helpful to use elements (such as cover pages and headers) with the same style throughout.
  - Scroll down the gallery to see the cover page styles, and then locate the cover page style you want to use.
  - Click your preferred cover page style. The new cover page is inserted at the beginning of the document, containing already document controls you inserted in the Header of the document, such as a title.
  - You can manually edit any element appearing on the cover page.
  - To delete a cover page that you inserted from the Cover Page gallery, click the Cover Page button in the Pages group, and then click Remove Current Cover Page.

# INSERTING A COVER PAGE

Microsoft Office  
Shipping, Finance &  
Management Skills



# CREATING A SIMPLE COVER PAGE MANUALLY



- **To create a simple cover page** for a report, insert a Next Page section break at the beginning of the document, being sure to adjust the header and footer settings so the header and footer do not appear on the cover page.
- Type the title and other information you want to include on the cover page, and format it appropriately.
- If you want the cover page text to appear centered on the page, click the Dialog Box Launcher in the Page Setup group on the Page Layout tab, click the Layout tab of the Page Setup dialog box, click the Vertical alignment arrow, and then click Center.

# CREATING A TABLE OF CONTENTS

- You can use the Table of Contents button in the Table of Contents group on the References tab to **generate a table of contents** that includes any text to which you have applied heading styles.
- A table of contents is essentially an **outline of the document**. By default, Heading 1 text is aligned on the left, Heading 2 text is indented slightly to the right below the Heading 1 paragraphs, Heading 3 text is indented slightly to the right below the Heading 2 paragraphs, and so on.
- The page numbers and headings in a table of contents in Word are **hyperlinks that you can click to jump to a particular part of the document**. If you add or delete a heading in the document, or add body text that causes one or more headings to move to a new page, you can quickly update the table of contents by clicking the Update Table button in the Table of Contents group on the References tab. To add text that is not formatted as a heading to the table of contents, you can select the text, format it as a heading, and then update the table of contents.

# CREATING A TABLE OF CONTENTS



- However, if you already have the References tab displayed, it's more efficient to select the text in the document, use the Add Text button in the Table of Contents group to add a Heading style, and then **update the table of contents**.
- When **inserting a table of contents**, you can insert one of the predesigned formats available from the Table of Contents button in the Table of Contents group on the References tab. If you prefer to select from more options, you can open the Table of Contents dialog box. From within the Table of Contents dialog box, you can adjust the level assigned to each style within the table of contents.



# TO INSERT THE TABLE OF CONTENTS



- Apply the built-in heading styles, such as Heading 1, Heading 2, and Heading 3, to the appropriate text in the document.
- Move the insertion point to the location in the document where you want to insert the table of contents.
- Click the References tab, and then click the Table of Contents button in the Table of Contents group.
- To insert a predesigned table of contents, click one of the Automatic table of contents styles in the Table of Contents menu.
- To open a dialog box where you can choose from a variety of table of contents settings, click Insert Table of Contents to open the Table of Contents dialog box. The Table of Contents dialog box opens, with the Table of Contents tab displayed. The Print Preview on the left shows the appearance of the table of contents in a Print Layout view, while the Web Preview on the right shows what the table of contents would look like if you displayed it in Web Layout view. The Formats box shows the default option, From template, which applies the table of contents styles provided by the document's template.
- Click the Formats arrow and select a style, change the Show levels setting to the number of heading levels you want to include in the table of contents, verify that the Show page numbers check box is selected, and then click the OK button.

# TO INSERT THE TABLE OF CONTENTS

click either one to insert a table of contents made up of the document headings with the default settings

click to insert a table of contents with placeholder text that can be replaced with text you type

click to open a dialog box where you can adjust table of contents settings

Pool Sites - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Table of Contents Add Text Update Table Insert Endnote Next Footnote Insert Footnote Show Notes Manage Sources Style: APA Fifth Insert Table of Figures Update Table Insert Index Update Index Mark Entry Mark Citation

Built-In

Automatic Table 1

CONTENTS

HEADING 1

HEADING 2

HEADING 3

Automatic Table 2

TABLE OF CONTENTS

HEADING 1

HEADING 2

HEADING 3

Manual Table

TABLE OF CONTENTS

TYPE CHAPTER TITLE (LEVEL 1)

TYPE CHAPTER TITLE (LEVEL 2)

TYPE CHAPTER TITLE (LEVEL 3)

More Table of Contents from Office.com

Insert Table of Contents...

Remove Table of Contents

Save Selection to Table of Contents Gallery...

has been asked to locate possible sites for a new public Sam Hooper, discusses the three most favorable sites.

Clarenbach City Council in 2010 with a petition from the construction of a new public swimming pool. The City Council was conducted by Porter Feasibility Consultants, LLC. The entered the already wide-spread public support for a new pool. A running referendum passed with an overwhelming majority in the fall, 2012 election. Clara.

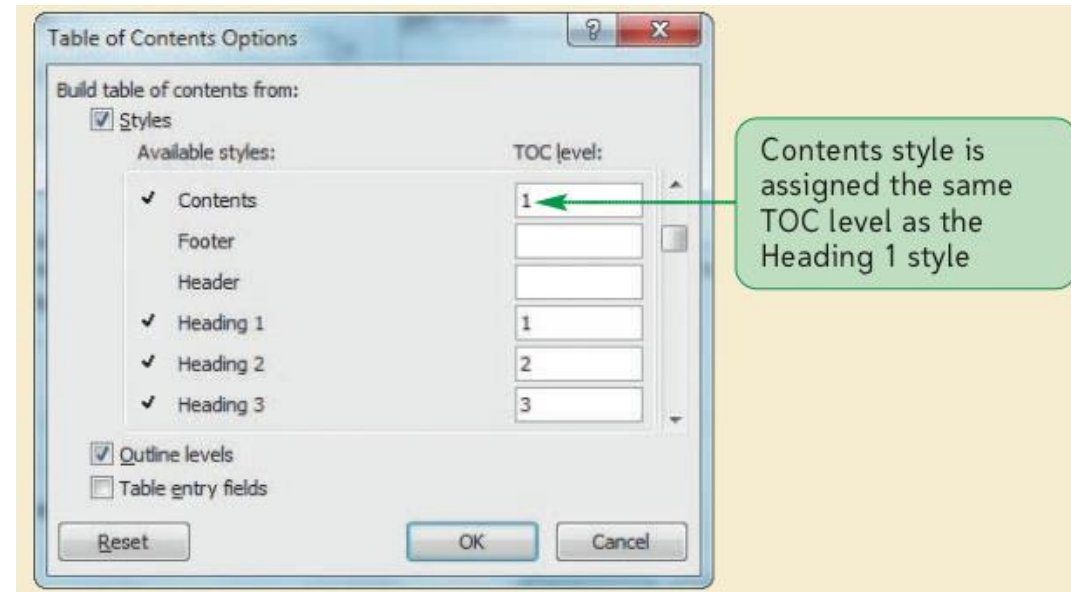
# TO INSERT THE TABLE OF CONTENTS

The screenshot shows the 'Table of Contents' dialog box in Microsoft Word 2010. The 'Table of Contents' tab is selected. The 'Print Preview' section shows a table of contents with 'CONTENTS' at level 1, 'HEADING 1' at level 1, 'HEADING 2' at level 3, and 'HEADING 3' at level 5. The 'Web Preview' section shows the same headings as hyperlinks. The 'Show page numbers' and 'Right align page numbers' checkboxes are checked. The 'Tab leader' is set to '.....'. The 'General' section shows 'Formats' set to 'From template' and 'Show levels' set to 3. Annotations with arrows point to various parts of the dialog:

- preview for Print Layout view (points to the Print Preview section)
- preview for Web Layout view (points to the Web Preview section)
- "Contents" heading appears in the table of contents, at the same level as headings formatted with the Heading 1 style (points to the 'CONTENTS' entry in the Print Preview)
- indicate the page numbers will be shown for each heading and will right align (points to the 'Show page numbers' and 'Right align page numbers' checkboxes)
- Headings 1, 2, and 3 will appear in table of contents (points to the 'Show levels' dropdown set to 3)
- table of contents format will come from document's template (points to the 'From template' dropdown in the General section)

# TO INSERT THE TABLE OF CONTENTS

- Click the **Options button** in the lower-right corner of the Table of Contents dialog box. The Table of Contents Options dialog box opens. The Styles check box is selected, indicating that Word will compile the table of contents based on the styles applied to the document headings.
- Use the vertical scroll bar in the TOC level list to see the priority level assigned to each of the document styles. Heading 1 is assigned to level 1, and Heading 2 is assigned to level 2. Like Heading 1, the Contents style is also assigned to level 1. To remove, for example, any text formatted with the Contents style from the table of contents, you need to delete the Contents style level number.
- Click the OK button to accept the default settings in the Table of Contents dialog box. Word searches for text formatted with styles Heading 1, Heading 2, and Heading 3, and then places those headings and their corresponding page numbers in a table of contents.



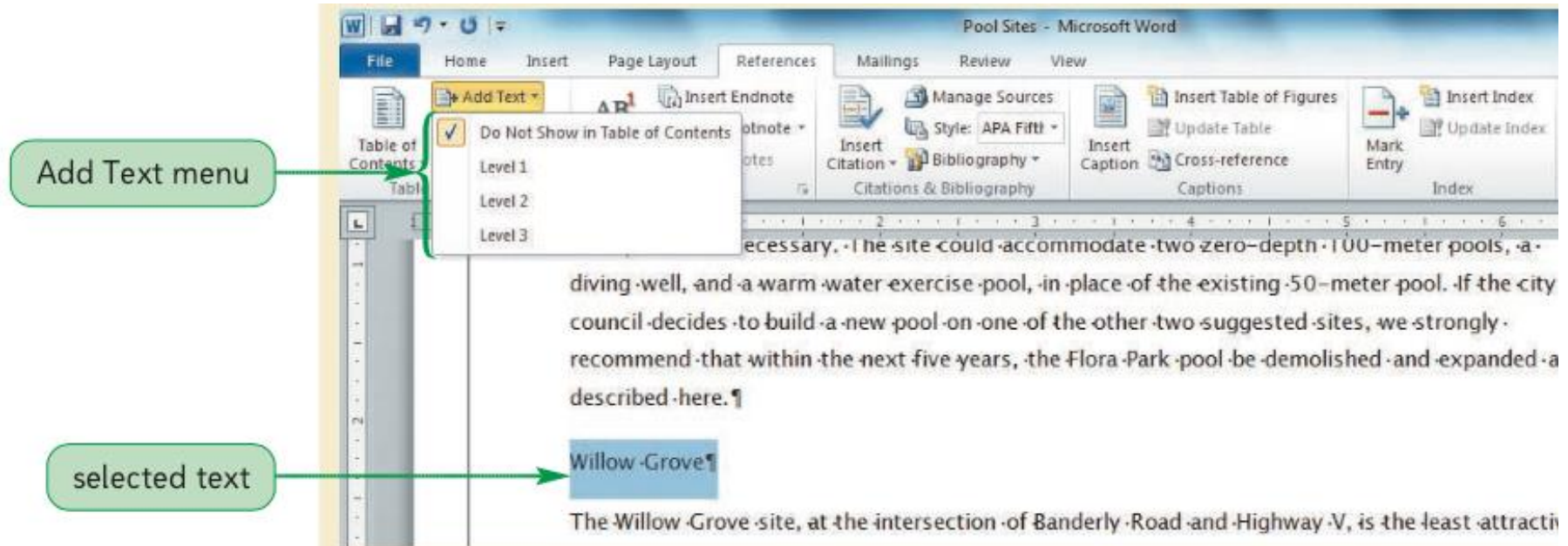
# TO UPDATE THE TABLE OF CONTENTS



- Suppose you have added a paragraph in the document and you want to update the table of contents.
- Select the paragraph and click the References tab, and then click the Add Text button in the Table of Contents group.
- Click the Headings level you want to apply. Now that the text is formatted with a heading style, you can update the table of contents.
- Scroll up so you can see the table of contents, and then click the Update Table button in the Table of Contents group. The Update Table of Contents dialog box opens. You can use the Update page numbers only option button if you don't want to update the headings in the table of contents. In this case, you have added a new section, so you want to update the entire table of contents.
- Click the Update entire table option button to select it, and then click the OK button. The table of contents is updated.
- You can also format new text with a heading style in the Quick Styles gallery, and then update the table of contents.



# TO UPDATE THE TABLE OF CONTENTS



# RESTRICT EDITING TO SECURE THE DOCUMENT

- **Keeping your important document protected from any external source** would be extremely beneficial. Sometimes while writing document it become dire need to maintain confidentiality of document and preventing document from being edited from any unauthenticated source.
1. Navigate to Review tab and click Restrict Editing.
  2. You will see Restricting Formatting and Editing pane at the right sidebar providing numerous options to restrict editing.
  3. Under Formatting restrictions enable Limit formatting to a selection of styles option. For configuring advance options click Settings.
  4. Upon click Formatting Restrictions dialog will appear, here you can restrict formatting to the desired styles and prevent others from modifying styles and change formatting of the document. Scroll through the list and disable the desired options. You can also use the recommended settings by clicking Recommended Minimum. Under Formatting you can enable several options that lets you to Allow AutoFormat usage which overrides formatting restrictions, Block Theme or Scheme switching, and Block Quick Style Set Switching. Click OK to continue.
  5. If you want users to edit portion of the document content then select the content and under Exceptions (options), select the users you want to give permission of editing. If you want to add users for this, click More users.

# RESTRICT EDITING TO SECURE THE DOCUMENT

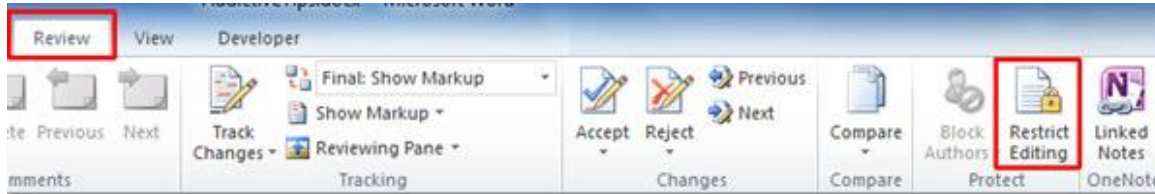
6. Click Yes, Start Enforcing protection to protect document from any unauthenticated user. Now enter passphrase to make your document password protected. If you want to encrypt document and allow authorized users to remove protection when they want, then enable User authentication. Click OK and save the document.
7. When someone will try to edit the document, Restrict Formatting and Editing bar will appear, but they can find the regions which they can edit.
8. Upon clicking Find Next Region I can Edit, it will take them to the content they can edit.
9. If you want to disable protection then click Stop protection. Enter password to let Word know that you are an authorized user.

# RESTRICT EDITING TO SECURE THE DOCUMENT

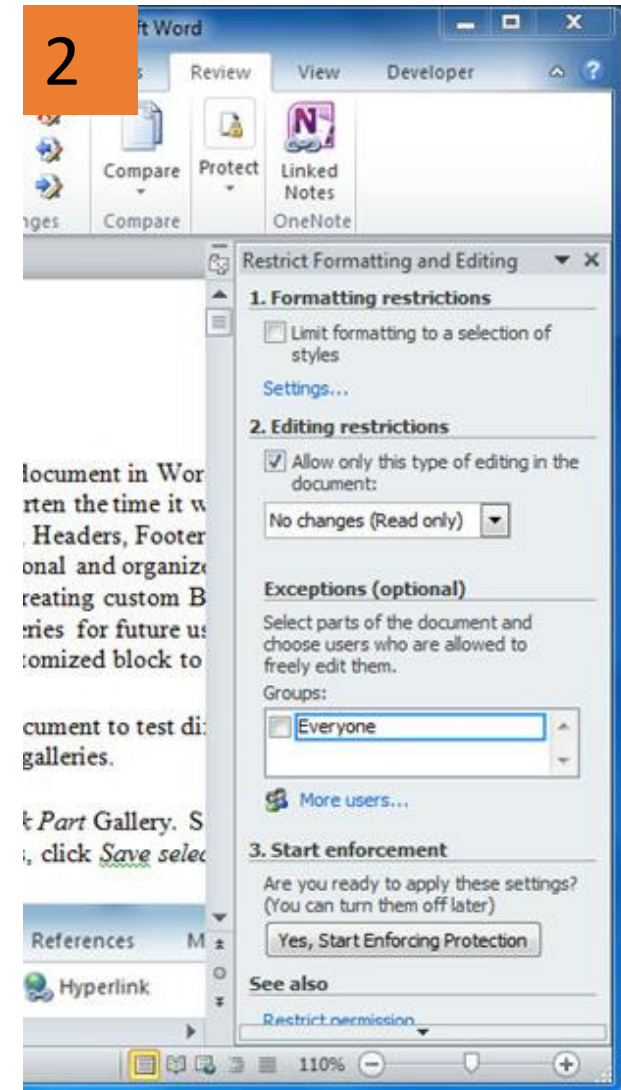
Microsoft Office  
Shipping, Finance &  
Management Skills



1



2

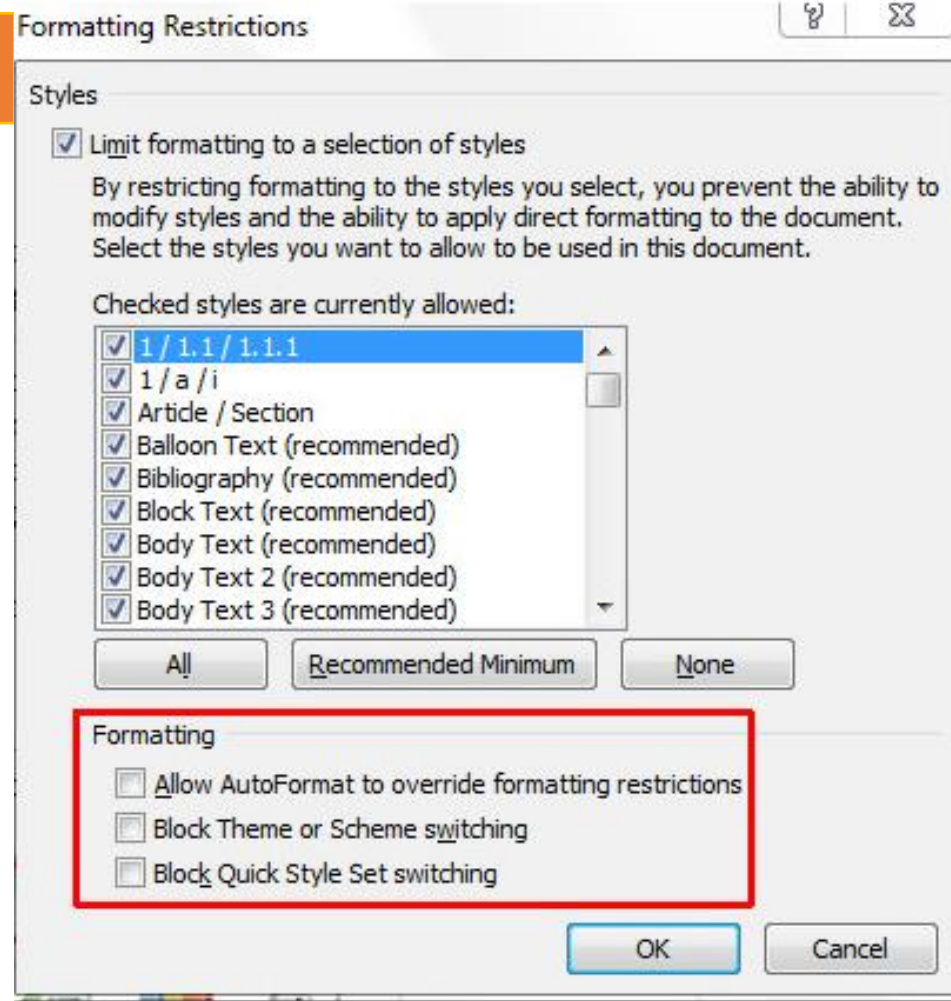


3

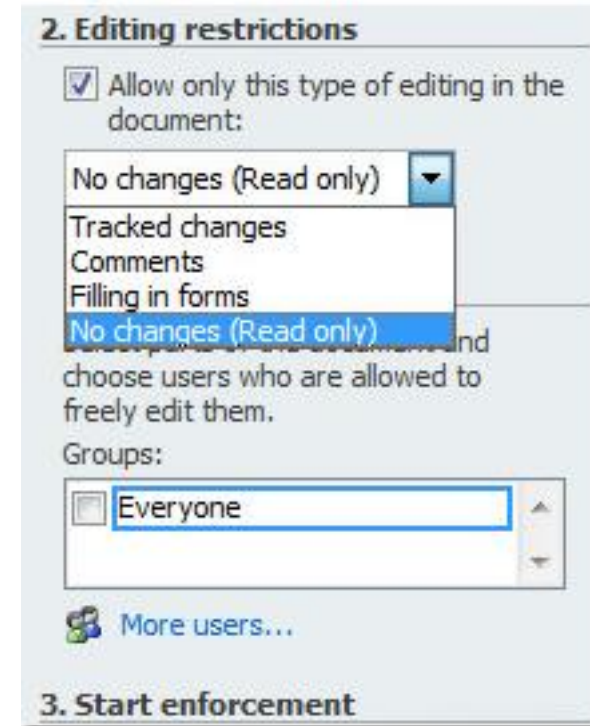


# RESTRICT EDITING TO SECURE THE DOCUMENT

4



5



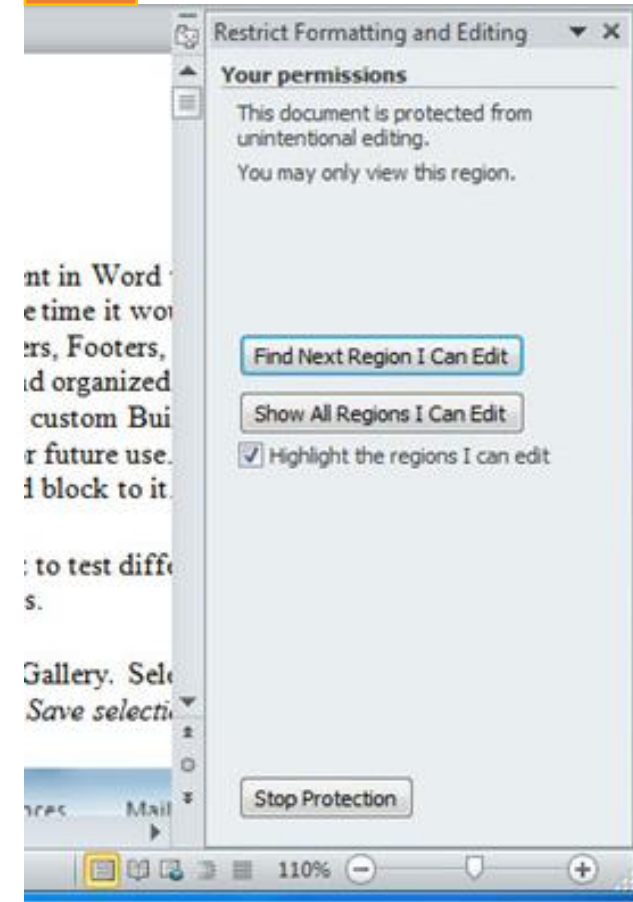


# RESTRICT EDITING TO SECURE THE DOCUMENT

6

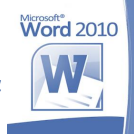


7

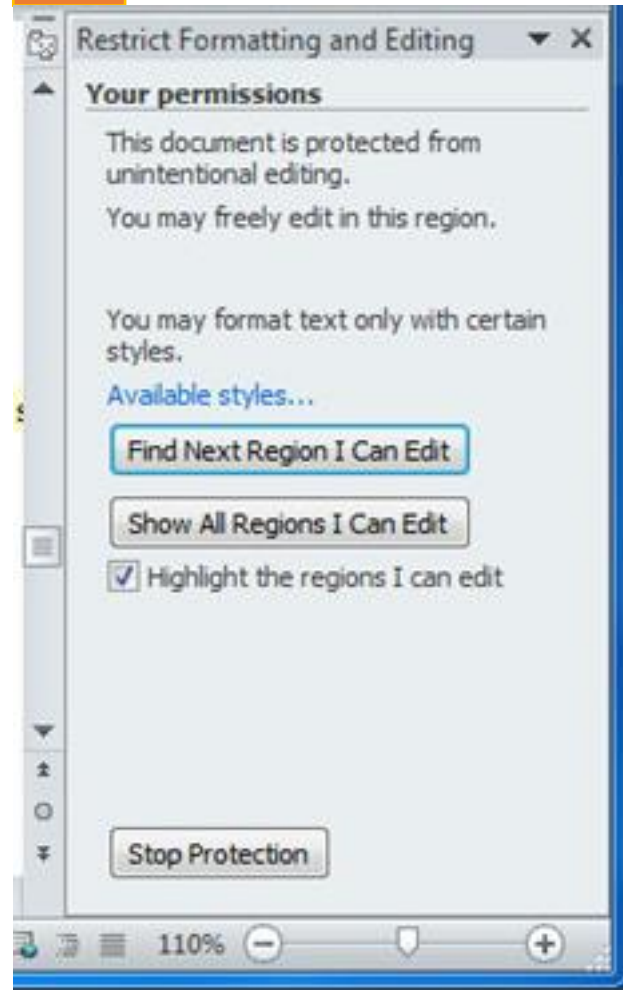


# RESTRICT EDITING TO SECURE THE DOCUMENT

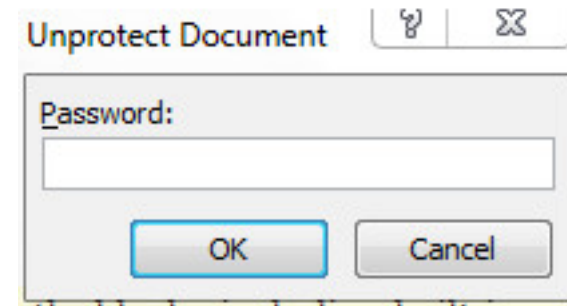
Microsoft Office  
Shipping, Finance &  
Management Skills



8



9



# BIBLIOGRAPHY



- Ann Shaffer, P.Carey (2012), 'New Perspectives on Microsoft Office 2010', Course Technology
- J.J. Parsons, D. Oja, D.W.Beskeen, C.M. Cram, J. Duffy (2012), 'Computer Concepts and Microsoft Office 2010 - Illustrated Series', Cengage Learning
- Joan Lambert, Joyce Cox (2010), 'Microsoft Office Professional 2010 Step by Step', Microsoft Press
- R. T. Grauer, M. Poatsy (2013), 'Exploring Microsoft Office 2010 Plus', Pearson New International Edition
- R. T. Grauer, M. Poatsy, (2013), 'Exploring Microsoft Office Excel 2010 Comprehensive', Pearson New International Edition
- R. T. Grauer, M. Poatsy, C. Krebs, L. Hogan (2010), 'Exploring Microsoft Office PowerPoint 2010 Comprehensive', Pearson Education Limited
- R. T. Grauer, M. Poatsy, M. Hulett, L. Hogan (2010), 'Exploring Microsoft Office Word 2010 Comprehensive', Pearson Education Limited