



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

# **Microsoft Office Word**

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

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# CONTENTS



- Aligning Text
- Formatting Text in Columns
- Using the Research Task Pane
- Looking Up a Definition
- Looking Up a Synonym in the Thesaurus
- Translating Text
- Inserting Comments
- Editing a Document with Tracked Changes
- Creating Footnotes and Endnotes
- Creating Citations
- Generating a Bibliography
- Comparing and Combining Documents
- Embedding and Linking Objects from Other Programs
- Working with Tables
- Using Hyperlinks in Word
- Create and run a macro
- Saving and Sharing Files on SkyDrive
- Emailing Word Documents
- Compress and extract files

# ALIGNING TEXT



- Alignment refers **to how the text lines up according to the margins** on a page.
- By default, Word aligns text along the left margin, with the text along the right margin ragged, or uneven. This is called left alignment.
- With **right alignment**, the text is aligned along the right margin and is ragged along the left margin.
- With **center alignment**, text is centered between the left and right margins and is ragged along both the left and right margins.
- With **justified alignment**, full lines of text are spaced between both the left and the right margins, and the text is not ragged.
- The Paragraph group on the Home tab includes a button for each of the four major types of alignment described.
- To align a single paragraph, click anywhere in that paragraph and then click the appropriate alignment button. To align multiple paragraphs, select the paragraphs first, and then click an alignment button.

# ALIGNING TEXT



## **left alignment**

The term "alignment" refers to the way a paragraph lines up between the margins. The term "alignment" refers to the way a paragraph lines up between the margins.

## **right alignment**

The term "alignment" refers to the way a paragraph lines up between the margins. The term "alignment" refers to the way a paragraph lines up between the margins.

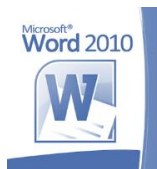
## **center alignment**

The term "alignment" refers to the way a paragraph lines up between the margins.

## **justified alignment**

The term "alignment" refers to the way a paragraph lines up between the margins. The term "alignment" refers to the way a paragraph lines up between the margins.

# FORMATTING TEXT IN COLUMNS



- **To format an entire document in columns**, click the Columns button in the Page Setup group on the Page Layout tab, and then select the number of columns you want on the Columns menu.
- **To format only part of a document in columns**, use the More Columns command to open the Columns dialog box. In this dialog box you can choose to insert a section break at the current location of the insertion point, and then format only the text that appears after the section break into columns.
- The Columns dialog box also allows you to insert a vertical line between columns, and select a specific column width.
- 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.
- 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.

# FORMATTING TEXT IN COLUMNS

The image shows the 'Columns' dialog box in Microsoft Word 2010. The 'Presets' section at the top has five icons: 'One', 'Two', 'Three', 'Left', and 'Right'. The 'Two' icon is selected. Below this, the 'Number of columns' is set to 2. The 'Line between' checkbox is checked. The 'Width and spacing' section has a table with columns for 'Col #', 'Width', and 'Spacing'. The first two columns are set to 3 inches, and the spacing is 0.5 inches. The 'Equal column width' checkbox is checked. The 'Apply to' dropdown is set to 'This point forward'. A 'Preview' section on the right shows a document with two columns. At the bottom are 'OK' and 'Cancel' buttons.

formats text in two columns

places a line between columns

creates columns of the same width

adds a section break at the insertion point

shows how columns will look with current settings

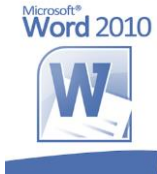
# USING THE RESEARCH TASK PANE



- You can use the Research task pane to **look up dictionary definitions** in the Encarta Dictionary, which is installed with Word, and to search for synonyms in Word's thesaurus.
- In addition, you can **search for information** in online general interest encyclopedias and in sources devoted to particular topics, such as business and finance.
- If you prefer, you can use Microsoft's Bing search engine to **search the entire Web** from the Research task pane.
- The **Research and Thesaurus** buttons in the Proofing group both open the Research task pane.
- However, it's easiest to right-click the word or the selected phrase you want to look up, and then select an option on the shortcut menu.

# LOOKING UP A DEFINITION

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The screenshot shows the Microsoft Word 2010 interface with the 'References' tab active. A right-click context menu is open over the word 'encumbrance' in the text 'encumbrance stimulating that the house be transformed into an educational nature center, and that its be transformed into a public botanical garden. Thus, a public pool commodate the nature center and garden on the northwest corner'. The 'Look Up' option is highlighted, and a sub-menu is displayed showing various research sources. Green callout boxes provide instructions: 'right-click this word' points to the word 'encumbrance'; 'point here to display menu of research options' points to the 'Look Up' option; 'this option looks up "encumbrance" on the Web' points to the 'Look Up' option; and 'Sam wants to use this dictionary, which is installed on your computer with Word' points to 'Encarta Dictionary: English (North America)' in the sub-menu.

right-click this word

point here to display menu of research options

this option looks up "encumbrance" on the Web

Sam wants to use this dictionary, which is installed on your computer with Word

FLORA PARK

The current pool at Flora Park is centrally located and well-used. However, the current facility is in drastic need of repair. The entire facility could be demolished and replaced with a greatly

# LOOKING UP A DEFINITION

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The screenshot shows the Microsoft Word 2010 interface. The document is titled "Pool Sites - Microsoft Word". The ribbon is set to "References", and the "Table of Contents" pane is visible on the left. The main text area contains two paragraphs. The first paragraph discusses the transformation of a house into an educational nature center and a public pool. The second paragraph, titled "FLORA PARK", discusses the current pool facility and the need for expansion. The "Research" task pane is open on the right, showing the search results for "encumbrance" from the Encarta Dictionary. A green callout box with the text "definitions for 'encumbrance'" points to the definition in the task pane.

encumbrance stipulating that the house be transformed into an educational nature center, and that its surrounding gardens be transformed into a public botanical garden. Thus, a public pool on the site would have to accommodate the nature center and garden on the northwest corner of the property.¶

¶

FLORA PARK¶

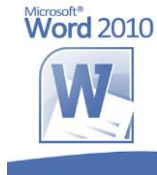
The current pool at Flora Park is centrally located and well-used. However, the current facility is in drastic need of repair. The entire facility could be demolished and replaced with a greatly expanded facility. The site already has more than enough parking, with room for additional lots if they become necessary. The site could accommodate two zero-depth 100-meter pools, a diving well, and a warm water exercise pool, in place of the existing 50-meter pool. If the city council decides to build a new pool on one of the other two suggested sites, we strongly recommend that within the next five years, the Flora Park pool be demolished and expanded as described here.¶

definitions for "encumbrance"

Search for:  
encumbrance  
Encarta Dictionary: English (North America)  
Back  
Encarta Dictionary: English (North America)  
en·cum·brance (noun)  
en·cum·brance [in kúmb·ranss, en kúmb·rəns] (en·cum·brances)  
1. burden or hindrance  
a hindrance or burden to somebody  
2. burden or claim on property  
a charge or claim on property, especially a mortgage  
Can't find it?  
Try one of these alternatives or see Help for hints on refining your search.  
Other places to search  
Search for 'encumbrance' in:  
All Reference Books  
Get updates to your services...  
Get services on Office Marketplace  
Research options...

# LOOKING UP A SYNONYM IN THE THESAURUS

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The screenshot shows the Microsoft Word 2010 interface with the 'References' tab selected. The document is titled 'Pool Sites - Microsoft Word'. The 'Research' task pane is open on the right, showing the search results for 'encumbrance'. A right-click context menu is open over the word 'favorable' in the text 'The Department of City Planning has been asked to locate possible sites for swimming pool. This report, by Sam Hooper, discusses the three most favorable sites for a new swimming pool.' The 'Synonyms' option is highlighted in the context menu. A list of synonyms for 'favorable' is displayed in the Research task pane, including 'promising', 'auspicious', 'satisfactory', 'fortunate', 'advantageous', 'encouraging', 'unfavorable (Antonym)', and 'positive'. The 'Thesaurus...' option is also visible at the bottom of the list.

right-click this word

point here to display menu of synonyms

synonyms for "favorable"

click to display a complete list of synonyms from the thesaurus in the Research task pane

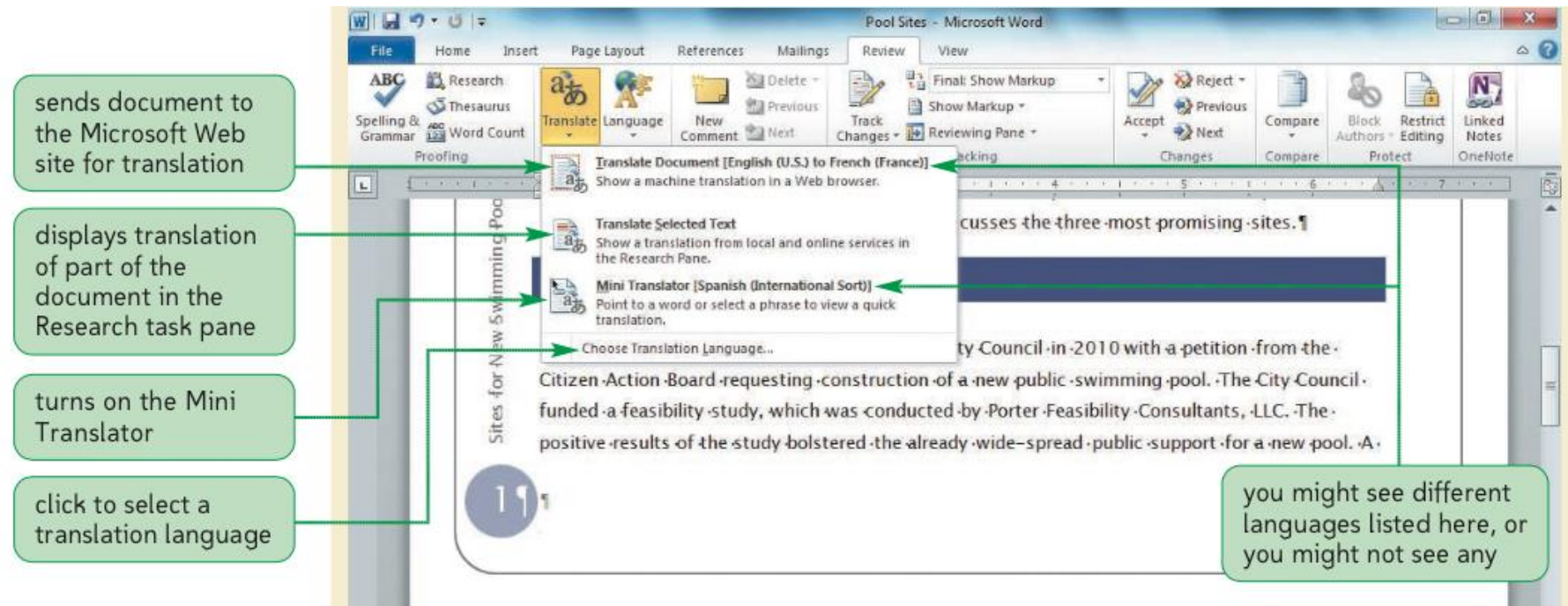
# TRANSLATING TEXT



- **The Translate button** in the Language group on the Review tab offers three options for translating text into other languages.
  - The **Translate Document** option sends your entire document to the Microsoft Translator Web site, which then displays your original document in a browser, side-by-side with the translated version.
  - The **Translate Selected Text** option opens the Research task pane (if it is not already open), where you can select the language you want to translate your text into, and then read the translation in the Research task pane.
  - The Mini Translator option opens a small window that displays a translation when you point to selected text in your document.
- Before you can use the Translate Document option or the Mini Translator, you need to select the original language and the translation language. To do that, you click the Choose Translation Language command on the Translate menu to open the Translation Language Options dialog box. This dialog box includes two sections, one for the Translate Document option, and one for the Mini Translator, where you can select the language into which you want to translate the current text.
- As you use Word's translation tools, keep in mind that the translations are generated by computer, so they are not necessarily perfect. That is, they might not sound exactly right to a native speaker.

# TRANSLATING TEXT

- Click the Review tab, and then click the Translate button in the Language group. The Translate menu opens. You might see translation languages specified in brackets next to some of these options or you might not.



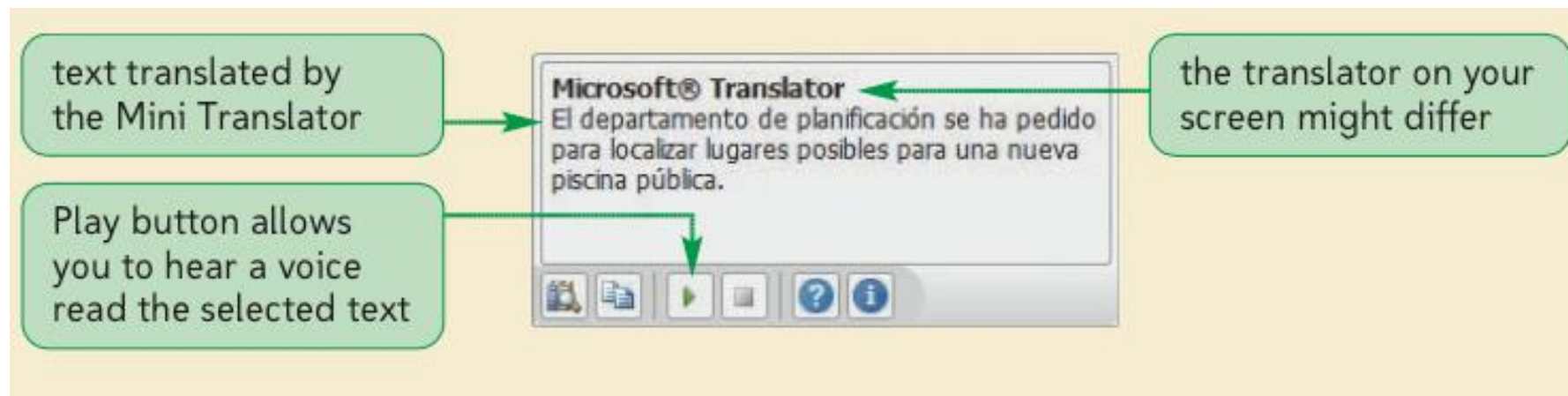
# TRANSLATING TEXT

- Click Choose Translation Language. The Translation Language Options dialog box opens. You can use the top box to select the language that the Mini Translator will translate the current document into. You can use the bottom two boxes to select the languages you want to translate to and from when using the Translate Document option on the Translate menu.



# TRANSLATING TEXT

- To use the translator to translate portions of the document:
  - In the Language group, click the Translate button, and then click Mini Translator [Spanish (International Sort)]. The Translate menu closes. To display the Mini Translator, you need to point to a word or a selected phrase.
  - Position the mouse pointer over the selected text. A faint image of the Mini Translator appears.
  - Move the mouse pointer down or up over the Mini Translator window to display it fully.
- In the Mini Translator window, click the Expand button. The Research task pane opens, displaying the translation. To replace the selected text with a copy of the translation, click the Insert button.



# TRANSLATING TEXT



- Click the Translate button, and then click Translate Document [English (U.S.) to Spanish (International Sort)].
- The Translate Whole Document dialog box opens. It displays a message explaining that the entire document will be sent over the Web to a translation service. (If the Translate Document option is not available on the Translate menu, you may not have the necessary translation options installed on your computer).
- Click the Send button. Your computer's Web browser opens, displaying the original English document side-by-side with a Spanish translation.

# TRANSLATING TEXT

translation displayed in a browser, which might be Internet Explorer, or some other browser

original document in English

Spanish translation created by a computer; might contain errors

The screenshot shows a web browser window titled 'Translator - Windows Internet Explorer'. The address bar shows the URL 'http://www.microsofttranslator.com/bv.aspx?ref=OfficeTrans&lp=en-es&la=http%3a%2f%2fwww'. The page is titled 'Microsoft Translator' and 'Powered by Translator'. The 'Translate URL' field contains 'http://www.windowstetranslator.com/vofri'. The 'From' language is 'English (Auto-Detected)' and the 'To' language is 'Spanish'. The 'Translated: 100%' status is shown. The original document on the left is titled 'SITES FOR NEW SWIMMING POOL' and 'DEPARTMENT OF CITY PLANNING'. The translated document on the right is titled 'SITIOS PARA LA NUEVA PISCINA' and 'DEPARTAMENTO DE PLANIFICACIÓN'. The 'CONTENTS' section on the left lists 'PROJECT SUMMARY', 'PROJECT HISTORY', 'PROJECT PERSONNEL', 'PROJECT DESCRIPTION', 'VILLAS PARK', 'LANCERBROOK FARM', and 'FLORA PARK'. The 'CONTENIDO' section on the right lists 'RESUMEN DEL PROYECTO', 'HISTORIA DEL PROYECTO', 'PERSONAL DEL PROYECTO', 'DESCRIPCIÓN DEL PROYECTO', 'PARQUE DE VILLAS', 'LANCERBROOK FARM', and 'PARQUE DE FLORA'. A green arrow points from the 'translation displayed in a browser' text to the browser window. Another green arrow points from the 'original document in English' text to the left side of the browser window. A third green arrow points from the 'Spanish translation created by a computer; might contain errors' text to the right side of the browser window.

# INSERTING COMMENTS

- Comments are another useful revision tool. For example, you can use comments to insert notes to yourself as you create a document, or as a means of communicating ideas and feedback to coworkers who are also contributing to the same document.
- Select the text to which you want to attach a comment, or, to attach a comment to a single word, click in that word.
- Click the Review tab, and then click the New Comment button in the Comments group.
- Type the text of your comment in the balloon that appears in the margin.
- To display comments in the Reviewing Pane, click the Reviewing Pane button arrow in the Tracking group on the Review tab, and then click Reviewing Pane Vertical or Reviewing Pane Horizontal.



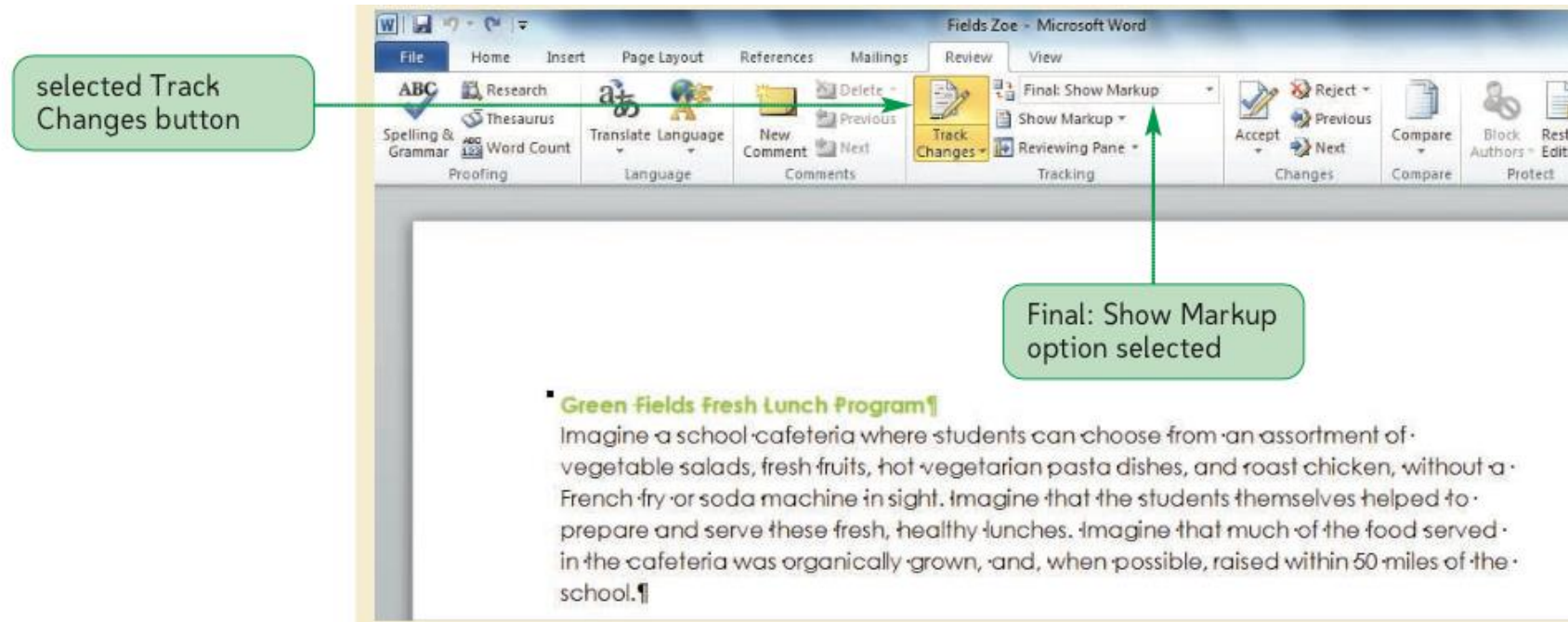
# EDITING A DOCUMENT WITH TRACKED CHANGES



- The Track Changes feature in Word simulates the process of marking up a hard copy of a document with a colored pen, but with many more advantages.
- Word keeps track of who makes each change, assigning a different color to each reviewer, and providing ScreenTips indicating details of the change, such as the reviewer's name and the date and time the change was made.
- Using the buttons in the Tracking group on the Review tab, you can move through the document quickly, accepting or rejecting changes with a click of the mouse.
- **To change the user name and turn on Track Changes:**
  - Click the Review tab on the Ribbon. The Review tab provides options for reviewing and editing documents.
  - Click the Track Changes button arrow in the Tracking group to open the Track Changes menu, and then click Change User Name. The General tab of the Word Options dialog box opens.
  - Click the User name box, delete the current user name, and type the new one. You also need to change the contents of the Initials box.
  - Click the Initials box, delete the current initials, type the new ones, and then click the OK button. The Word Options dialog box closes.
  - In the Tracking group, click the Track Changes button. The Track Changes button is highlighted in orange, indicating that the Track Changes feature is turned on.

# EDITING A DOCUMENT WITH TRACKED CHANGES

- In the Tracking group, locate the Display for Review box, and verify that it displays “Final: Show Markup.” If it doesn’t, click the Display for Review arrow and click Final: Show Markup. This setting ensures that tracked changes will appear on the screen and in the document as you edit it.



# EDITING A DOCUMENT WITH TRACKED CHANGES

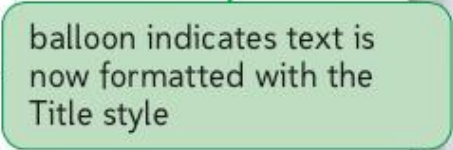
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crossed-out sentence in original location

sentence moved to new location

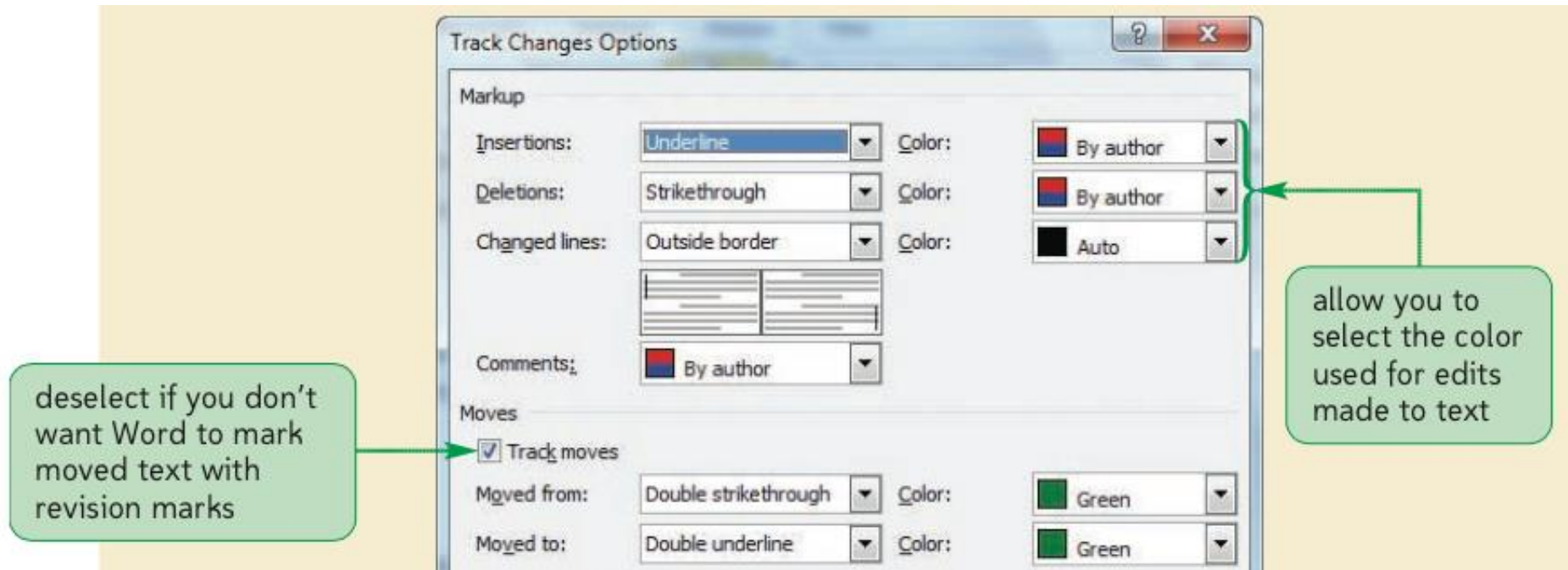
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document automatically zoomed out so you can see the balloon in the margin

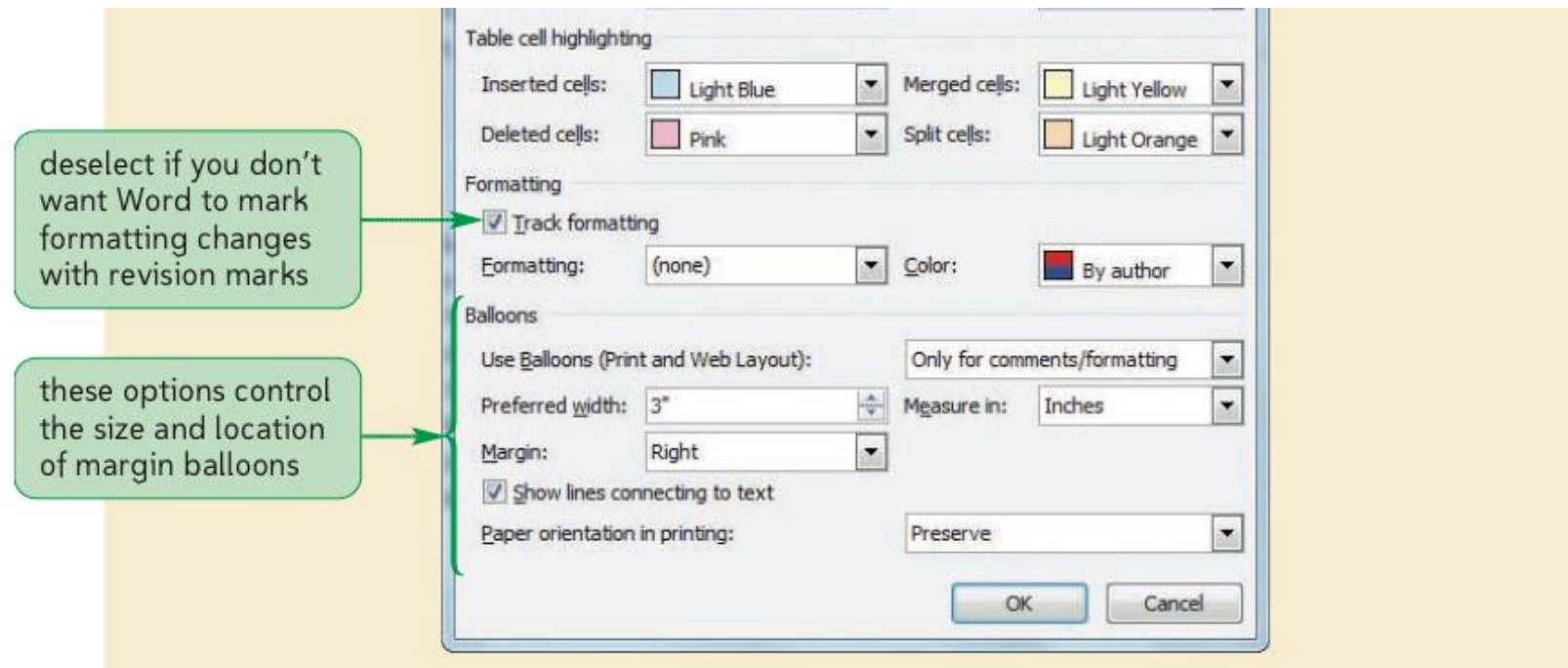
# ADJUSTING TRACK CHANGES OPTIONS

- In the Tracking group on the Review tab, click the Track Changes button arrow. A menu appears below the Track Changes button.
- Click Change Tracking Options. The Track Changes Options dialog box opens. You can use the options in the Balloons section to control the size and location of the balloons in the margins. Other options in this dialog box allow you to select the colors you want to use for various types of edits.



# ADJUSTING TRACK CHANGES OPTIONS

- Note that the default setting for Insertions, Deletions, Comments, and Formatting is By author. This means that Word assigns one color to each person who edits the document.



# ACCEPTING AND REJECTING CHANGES

- When you review tracked changes in a document, the best approach is to move the insertion point to the beginning of the document, and then navigate through the document one change at a time using the Next and Previous buttons. In this way, you'll be sure not to miss any edits. As you review a tracked change, you can either **accept the change or reject the change**.
  - Move the insertion point to the beginning of the document.
  - In the Changes group on the Review tab, click the Next button to select the first edit or comment in the document.
  - To accept a selected change, click the Accept button in the Changes group.
  - To reject a selected change, click the Reject button in the Changes group.
  - To accept all the changes in the document, click the Accept button arrow, and then click Accept All Changes in Document.
  - To reject all the changes in the document, click the Reject button arrow, and then click Reject All Changes in Document.

# ACCEPTING AND REJECTING CHANGES



# ACCEPTING AND REJECTING CHANGES

- **To determine whether or not a document contains any tracked changes or comments:**
  - In the Tracking group on the Review tab, verify that the Display for Review box is set to Final: Show Markup.
  - In the Tracking group on the Review tab, click the Show Markup button, point to Reviewers, and confirm a check mark appears next to All Reviewers.
  - Press the Ctrl+Home keys to move the insertion point to the beginning of the document, and then in the Changes group on the Review tab, click the Next button. This will either display a dialog box indicating the document contains no comments or tracked changes, or the insertion point will move to the next comment or tracked change.

# CREATING FOOTNOTES AND ENDNOTES



- A footnote is an **explanatory comment or reference** that appears at the bottom of a page.
- When you create a footnote, Word inserts a small, **superscript number** (called a reference marker) in the text. The term superscript means that the number is raised slightly above the line of text. Word then inserts the same number in the page's bottom margin and positions the insertion point next to it so you can type the text of the footnote.
- **Endnotes** are similar, except that the text of an endnote appears at the end of a section, or in the case of a document without sections, at the end of the document. Also, by default, the reference marker for an endnote is a lowercase Roman numeral.
- **Word automatically manages the reference markers for you**, keeping them sequential from the beginning of the document to the end, no matter how many times you add, delete, or move footnotes.
- **To insert a Footnote or an Endnote**, click the location in the document where you want to insert a footnote or endnote.
- Click the References tab, and then in the Footnotes group, click the Insert Footnote button or the Insert Endnote button.
- Type the text of the footnote in the bottom margin of the page, or the text of the endnote at the end of the document.
- When you are finished typing the text of a footnote, click in the body of the document to continue working on the document.

# CREATING FOOTNOTES AND ENDNOTES

The screenshot displays the Microsoft Word 2010 interface. The 'References' tab is selected in the ribbon, showing options like 'Table of Contents', 'Footnotes', 'Citations & Bibliography', 'Captions', 'Index', and 'Table of Authorities'. A green callout box labeled 'References tab' points to the 'References' tab. Another green callout box labeled 'click to insert a footnote' points to the 'Insert Footnote' button in the 'Footnotes' group. The document text reads: 'term. The cost of auditing a single home (somewhere between \$400 and \$700) is usually earned back in utility savings in two years or less. Studies show that a residential energy audit can result in a 25% reduction in utility bills for the average household.' A green callout box labeled 'superscript reference marker' points to the superscript '1' at the end of this sentence. Below the main text, a horizontal separator line is shown, with a green callout box labeled 'separator line' pointing to it. Below the separator line, the text 'Final Recommendation' is followed by 'I recommend hiring a professional energy auditor to conduct residential audits of all buildings owned by the Parkside Housing Coalition. The engineers at Energy Experts Consulting, LLC,'. A green callout box labeled 'insertion point' points to the cursor position at the end of this text.

# CITATIONS AND BIBLIOGRAPHY



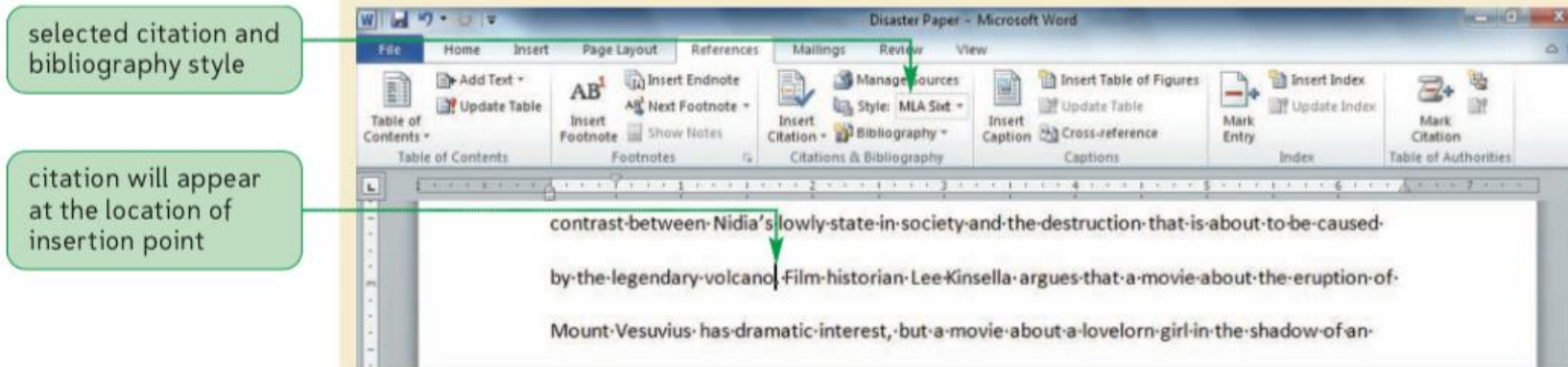
- A **bibliography** ( or a ‘works-cited list’) is an alphabetical list of all the books, journal articles and other works that you refer to in your research paper. The items listed in a bibliography are known as sources. The entry for each source includes information such as the author, the title of the work, the publication date, and the publisher.
- Within the research paper itself, you include a parenthetical reference, or citation, every time you quote or refer to a source. Every source included in your citations then has a corresponding entry in the works-cited list. A **citation** should include enough information to identify the quote or referenced material, so that the reader can easily locate the source in the accompanying works-cited list. The exact form for a citation varies, depending on the style guide you are using and the type of material you are referencing.
- Acknowledging all the sources of the information presented in your research paper is essential. If you fail to do this, you might be subject to charges of plagiarism, or trying to pass off someone else’s thoughts as your own. Plagiarism is an extremely serious accusation, for which you could suffer academic consequences ranging from failing an assignment or even being expelled from school.
- **To ensure that you don’t forget to cite a source**, you should be careful about creating citations in your document as you type it. It’s very easy to forget to go back and cite all your sources correctly after you’ve finished typing a research paper.

# CREATING CITATIONS



- Click the **References tab**, click the Bibliography Style button arrow in the Citations & Bibliography group, and then select the style you want.
- Click where you want to insert the citation. Typically, a citation goes at the end of a sentence, before the end punctuation.
- **To add a citation for a new source**, in the Citations & Bibliography group on the References tab, click the Insert Citation button, click Add New Source, enter information in the Create Source dialog box, and then click the OK button.
- To add a citation for an existing source, in the Citations & Bibliography group click the Insert Citation button, and then click the source.
- **To add a page number to a citation**, click the citation, click the Citation Options list arrow, click Edit Citation, type the page number, and then click the OK button.
- **To display only the page number in a citation**, click the citation, click the Citation Options list arrow, and then click Edit Citation. In the Edit Citation dialog box, select the Author and Title check boxes to suppress this information, and then click the OK button.

# CREATING CITATIONS



The 'Create Source' dialog box is shown, with the 'Type of Source' set to 'Book'. The 'Bibliography Fields for MLA Sixth Edition' section contains the following fields:

- Author: Alexander Sobel
- Corporate Author: ☐
- Title: Five Essential Silent Films for Modern Students of Cinema
- Year: 2005
- City: New York
- Publisher: Silverton Academy Press

At the bottom, there is a checkbox for 'Show All Bibliography Fields' (unchecked), a 'Tag name' field with 'Ale052', and an 'Example: Adventure Works Press' field. The 'OK' and 'Cancel' buttons are at the bottom right.

# CREATING CITATIONS

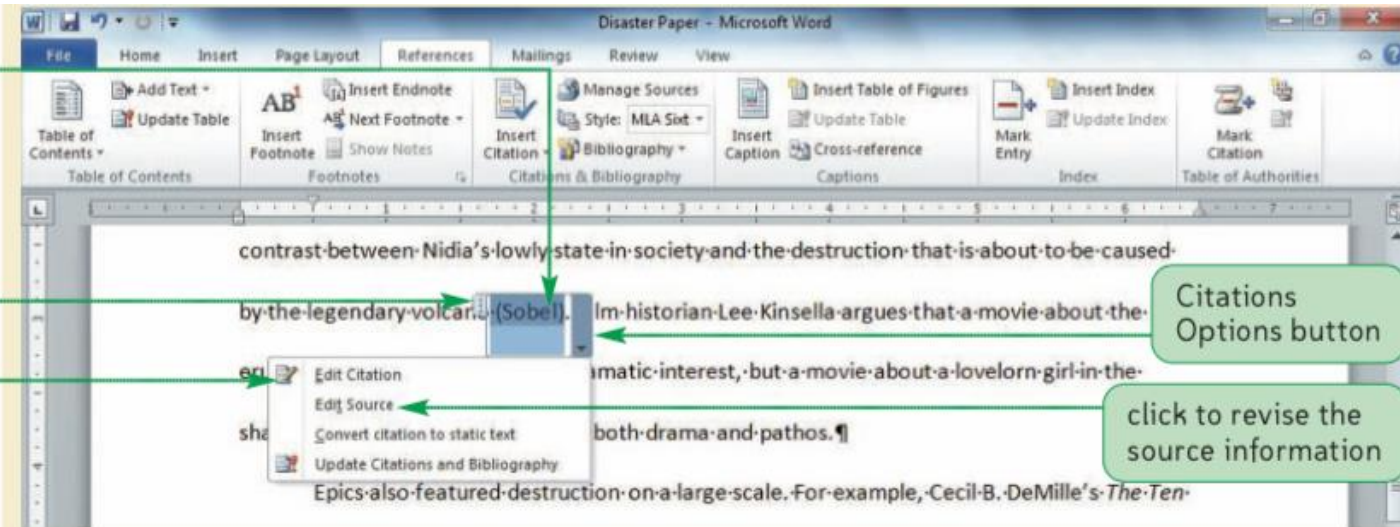
click the citation to display it in a document control

to delete a citation, click this tab and then press the Delete key

click to revise the information in this citation

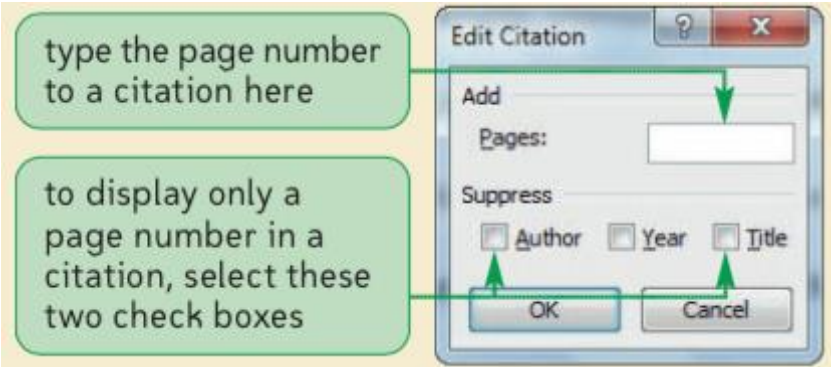
Citations Options button

click to revise the source information

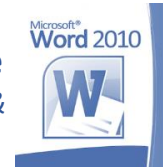


type the page number to a citation here

to display only a page number in a citation, select these two check boxes



# GENERATING A BIBLIOGRAPHY



- Once you have created a citation for a source in a document, you can generate a bibliography. When you do, Word scans all the citations in the document, collecting the source information for each citation, and then creates a list of information for each unique source. The format of the entries in the bibliography will reflect the style you specified when you created your first citation
- **The bibliography itself is a field**, similar to a page number field. In other words, it is in fact an instruction that tells Word to display the source information for all the citations in the document. Because it is a field, and not actual text, you can update the bibliography later to reflect any new citations you might add.
- You can choose to insert a bibliography with no style, which means without a title or heading, or you can choose **a bibliography style option** that includes the preformatted heading “Bibliography” or “Works Cited.”
- Using a bibliography style is best because then Word inserts the bibliography field in **a content control**, which in turn includes some useful buttons that you can use to make additional changes to your bibliography. One of these buttons allows you to transform the bibliography field into static text—that is, into ordinary text that you can edit but that cannot be updated later.

# GENERATING A BIBLIOGRAPHY

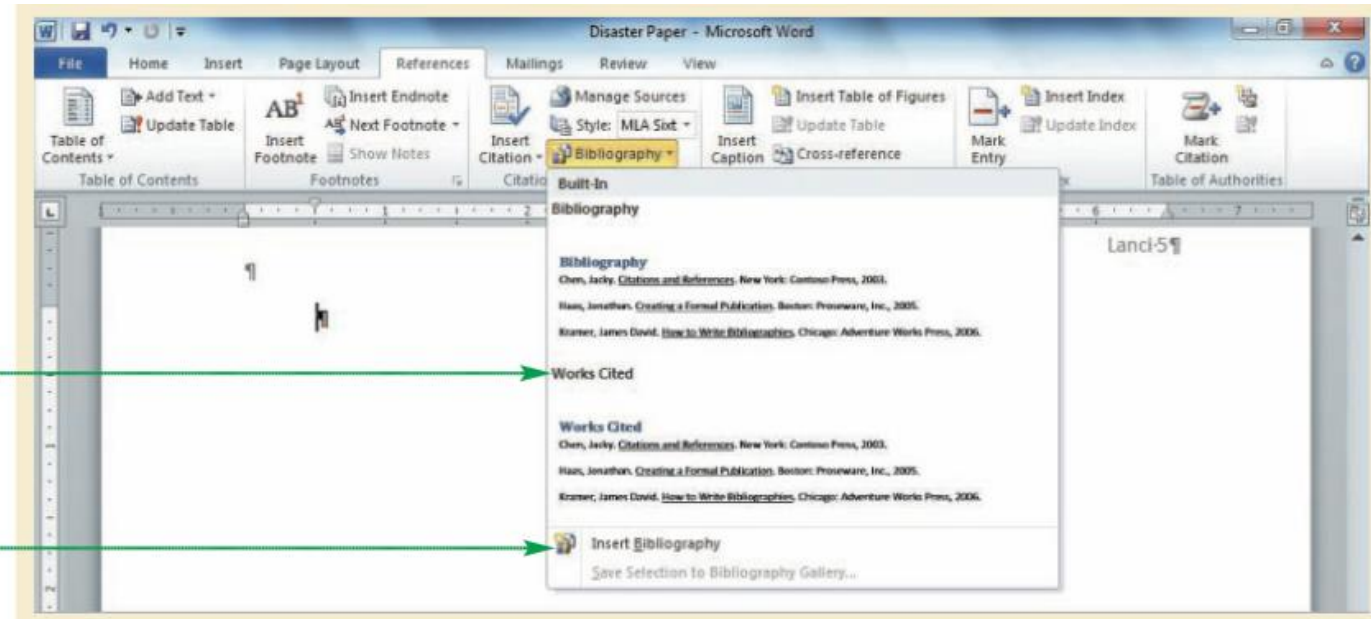


- **To insert the bibliography:**
  - Click the References tab, and then in the Citations & Bibliography group, click the Bibliography button. The Bibliography menu opens, displaying two styles with preformatted headings, “Bibliography” and “Works Cited.” The command at the bottom inserts a bibliography without a preformatted heading.
  - Click Works Cited. Word inserts the bibliography. The bibliography text is formatted in Calibri, the default font for the Office theme. The “Works Cited” heading is formatted with the Heading 1 style. To see the content control that contains the bibliography, you need to select it.
  - Click the bibliography. The bibliography is highlighted in gray, indicating that it is a field and not regular text. The content control containing the bibliography is also visible, in the form of a blue border and a blue tab with two buttons.
- **To update the bibliography:**
  - In the content control tab, click Update Citations and Bibliography.

# GENERATING A BIBLIOGRAPHY

use this style for an  
MLA research paper

inserts a  
bibliography  
without a  
preformatted  
heading



# GENERATING A BIBLIOGRAPHY

Microsoft Office  
Shipping, Finance &  
Management Skills



The screenshot displays the Microsoft Word 2010 interface with the 'References' tab selected. The 'Bibliography' group in the ribbon is active, showing options like 'Bibliography' and 'Table of Authorities'. A 'Works-Cited' field is inserted into the document, containing two entries: 'Kinsella, Lee. "Love in the Midst of Disaster: A Study of Romance in Modern Horror Films." Journal of Cinema Studies International 30.5 (2008): 122-145.' and 'Sobel, Alexander. Five Essential Silent Films for Modern Students of Cinema. New York: Silverton Academy Press, 2005.' The field is enclosed in a gray border, and the text within is highlighted in gray. Green callout boxes with arrows point to specific features: 'content control tab' points to the 'Bibliography' button; 'heading formatted in Heading 1 style' points to the 'Works-Cited' heading; 'content control border' points to the gray border around the list; and 'gray highlight indicates the bibliography is a field' points to the gray text of the entries.

content control tab

heading formatted in Heading 1 style

content control border

gray highlight indicates the bibliography is a field

# COMPARING AND COMBINING DOCUMENTS



- When you work in a collaborative environment with **multiple people contributing to the same document**, Word's Compare and Combine features are essential tools. They allow you to compare documents, with tracked changes highlighting the differences. The Compare and Combine features are similar, but they have different purposes.
- Use **the Compare feature** when you have two different versions of a document and you want to see the differences between the two. Use the Combine feature when you have two or more versions of a document that you want to combine into a single document.
- When you compare two documents, you select one document as the original and one as the revised document. Word then creates a new, third document, which consists of the original document with tracked changes added to show how the revised document differs from the original. The original document and the revised document are left unchanged.
- For example, suppose the original document contains the sentence "The sky is blue." Also, suppose that in the revised document, the sentence reads "The sky is dark blue." When you compare these two documents, you create a third document where the sentence looks as if you took the original document, turned on tracked changes, and inserted the word "dark."

# COMPARING AND COMBINING DOCUMENTS



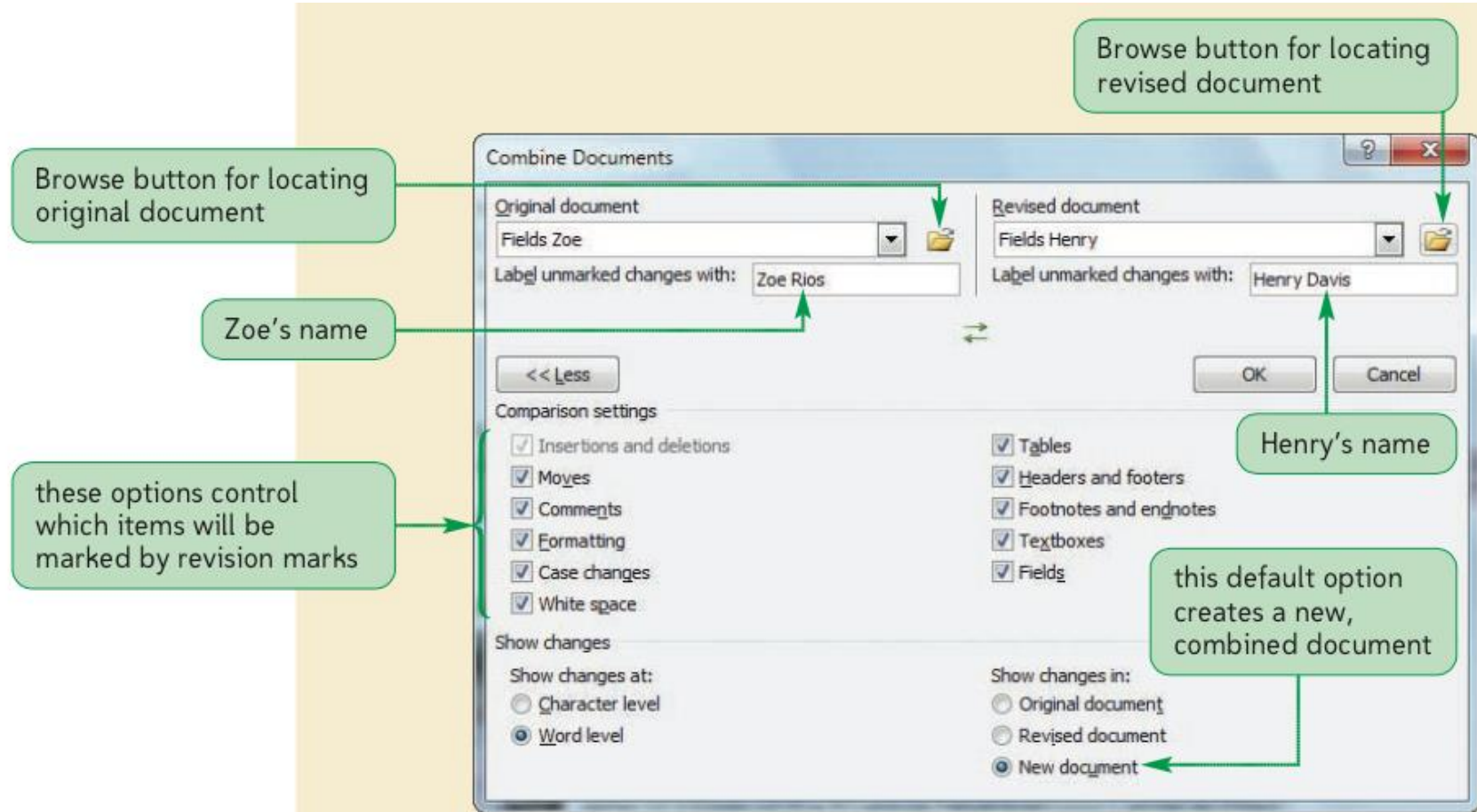
- When **combining documents**, you also start by selecting one document as the original and the other document as the revised document. Word then creates a new document that contains the tracked changes from both the original document and the revised document. If you want, you can then take this new document and combine it with a third. You can continue using this process to incorporate changes from as many authors as you want.

# COMPARING AND COMBINING DOCUMENTS



- Click the Compare button in the Compare group on the Review tab.
- Click either Compare (to open the Compare Documents dialog box) or Combine (to open the Combine Documents dialog box).
- Next to the Original document box, click the Browse button, navigate to the location of the document, select the document, and then click the Open button.
- Next to the Revised document box, click the Browse button, navigate to the location of the document, select the document, and then click the Open button.
- Click the More button, if necessary, to display options that allow you to select which items you want marked with tracked changes, and then make any necessary changes.
- In the Show changes section at the bottom of the dialog box, the New document option button is selected by default, indicating that Word will create a new, combined document rather than importing the tracked changes from the original document into the revised document, or vice versa.
- Click the OK button.

# COMPARING AND COMBINING DOCUMENTS



# COMPARING AND COMBINING DOCUMENTS

Microsoft Office  
Shipping, Finance &  
Management Skills



The screenshot displays the Microsoft Word 2010 interface with the 'Review' tab selected. The 'Compare' group in the ribbon shows the 'Track Changes' and 'Reviewing Pane' buttons. The 'Reviewing Pane' is open on the left, showing a list of changes. The 'Compare' group also shows 'Compare' and 'Block Authors' buttons. The 'Compare' group also shows 'Compare' and 'Block Authors' buttons. The 'Compare' group also shows 'Compare' and 'Block Authors' buttons.

new, combined document

original document

Revising Pane

revised document

# EMBEDDING AND LINKING OBJECTS FROM OTHER PROGRAMS

- Sometimes it is useful to combine information created in the different Office programs into one file. You can incorporate the Excel data and chart into a Word document by taking advantage of object linking and embedding, or OLE, a technology that allows you to share information between the Office programs. This process is commonly referred to as integration.
- Recall that an object is anything that can be selected and modified as a whole, such as a table, picture, or block of text. When referring to OLE, the program used to create the original version of the object is called the source program. The program into which the object is integrated is called the destination program. Similarly, the original file that contains the object you are integrating is called the source file, and the file into which you integrate the object is called the destination file. You can integrate objects by either embedding or linking.
- **Embedding is a technique that allows you to insert a copy of an object into a destination document.** In the destination document, you can double-click an embedded object to access the tools of the source program, allowing you to edit the object within the destination document using the tools of the source program. Because the embedded object is a copy, any changes you make to it are not reflected in the original source file, and vice versa.

# EMBEDDING AND LINKING OBJECTS FROM OTHER PROGRAMS



- **Linking is similar to embedding, except that** the object inserted into the destination file maintains a connection to the source file—not just the source program. Just as with an embedded object, you can double-click a linked object to access the tools of the source program. However, unlike with an embedded object, if you edit the source file in the source program, those changes appear in the linked object; likewise, if you change the object from the destination program, the changes will also appear in the file in the source program. The linked object in the destination document is not a copy; it is a short-cut to the original object in the source file.
- A document that contains a linked object takes up less space on a disk than does a document containing an embedded version of the same object.
- **When linking objects, it is important to** keep the source and destination files in their original storage locations. If you move the files or the folders in which they are stored, you will disrupt the connection between the source file and the document containing the linked object, because the shortcut in the destination file will no longer have a valid path to the source file. For example, if you insert a linked Excel file into a Word document, close the Word document and the Excel file, and then later a colleague moves the source file (the Excel file) to a different folder or even deletes it, the next time you open the Word document containing the linked object, you will get an error message or you won't be able to update the linked object.

# DECISION MAKING: CHOOSING BETWEEN EMBEDDING AND LINKING

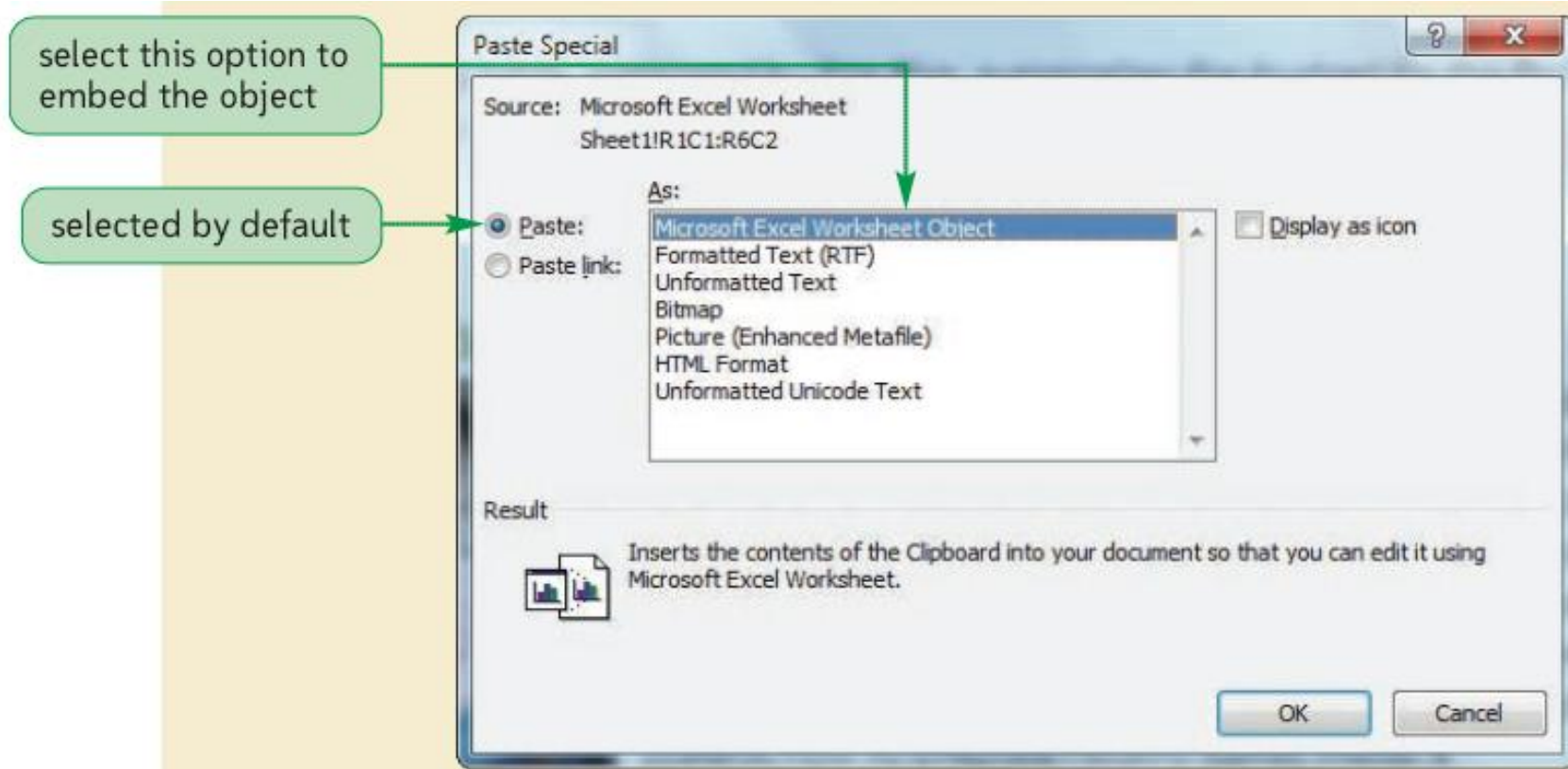


- Embedding and linking are both useful when you know you'll want to edit an object after inserting it into Word. But **how do you decide whether to embed or link the object?**
- Create an embedded object if you won't have access to the original source file in the future, or if you don't need to maintain the connection between the source file and the document containing the linked object.
  - An advantage of embedding is that the source file is unaffected by any editing in the destination document, and the two files can be stored separately. You could even delete the source file from your disk without affecting the copy embedded in your Word document. A disadvantage is that the file size of the Word document containing the embedded object will be larger.
- Create a linked object whenever you have data that is likely to change over time and when you want to keep the object in your document up to date.
  - The advantage to linking is that the data in both the source file and destination file can reflect recent revisions. A disadvantage to linking is that you have to keep track of two files (the Excel file and the Word file) rather than just one.

# EMBEDDING AN EXCEL WORKSHEET

- Open the Excel file and copy the object you want to embed (e.g. a range of cells including data).
- Open the Word file and locate the insertion point in the place you want to embed the object.
- Click the Home tab, click the Paste button arrow in the Clipboard group, and then click Paste Special to open the Paste Special dialog box. Here you can choose to embed the Excel object or link it, depending on whether you select the Paste option button (for embedding) or the Paste link option button (for linking). The Paste option button is selected by default. To embed the data, you need to select Microsoft Office Excel Worksheet Object in the As list.
- In the As list, click Microsoft Office Excel Worksheet Object.
- Click the OK button. The Excel object is inserted in the Word document.
- The Excel data looks like an ordinary table. But because you embedded it as an Excel worksheet object, you can modify it from within Word, using Excel tools and commands.

# EMBEDDING AN EXCEL WORKSHEET



# LINKING AN EXCEL CHART

- **If you wish to make changes to the object after you link it** and leave the original workbook file unchanged, it is advisable that you make a copy of the object workbook before you link it.
- Make a copy of the Excel file and save it in the same folder with the Word file.
- Open the Excel file and copy the object you want to link (e.g. an excel chart).
- Open the Word file and locate the insertion point in the place you want to embed the object.
- Click the Home tab, click the Paste button arrow in the Clipboard group, and then click Paste Special to open the Paste Special dialog box.
- Move the mouse pointer over the icons in the Paste Options menu and notice the changing appearance of the chart, depending on which Paste Option you are previewing. Note that, for linking, you can choose between the Keep Source Formatting & Link Data option, which retains the font and colors from the Excel workbook, or Use Destination Theme & Link Data, which formats the chart with the document's current theme.
- On the Paste Options menu, click the Use Destination Theme & Link Data button . The chart is inserted.
- The advantage of linking compared to embedding is that you can update the data in the source file, and those changes will automatically be reflected in the destination file as well.

# LINKING AN EXCEL CHART

inserts linked chart using the colors and font of the document's current theme, Austin

inserts linked chart using the colors and font of the source file

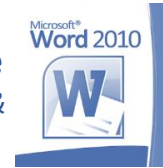
Live Preview of the linked chart with formatting from the document's current theme

The effects of the high fat, high salt, and high sugar content of school lunches are well-

Category	Percentage
Canned Vegetables	45%
Canned Fruit	25%
Frozen Vegetables	12%
Fresh Fruit	10%
Fresh Vegetables	8%

Page: 1 of 2 Words: 520 117%

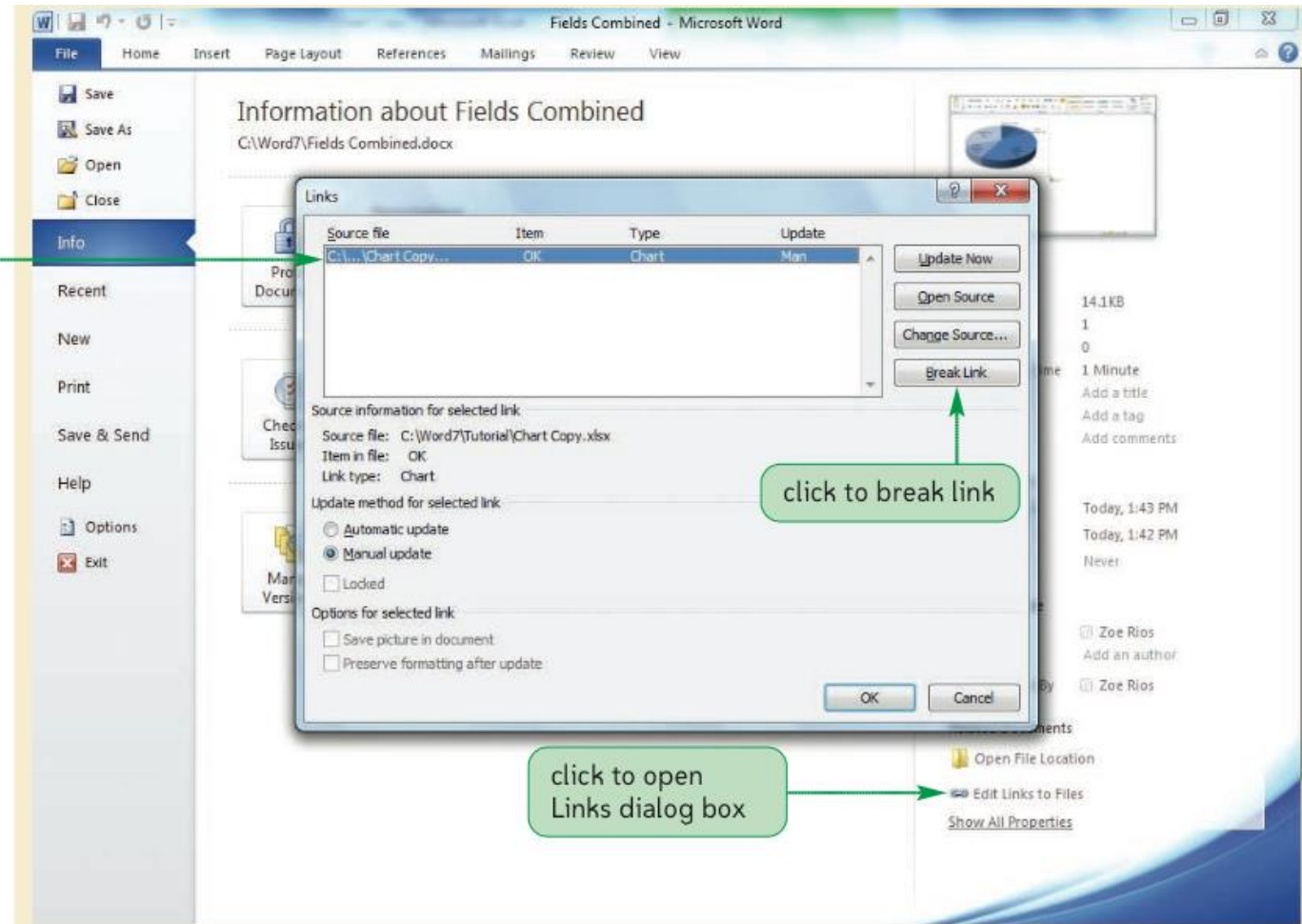
# BREAKING A LINK TO A SOURCE FILE



- Click the File tab to open Backstage view, and then click the Info tab, if necessary.
- Click Edit Links to Files in the right pane of the Info tab to open the Links dialog box.
- In the list of links in the document, click the link that you want to break.
- Click the Break Link button.
- Click the Yes button in the dialog box that opens asking you to confirm breaking the link.
- Click the OK button to close the Links dialog box.

# BREAKING A LINK TO A SOURCE FILE

only link in document  
is selected

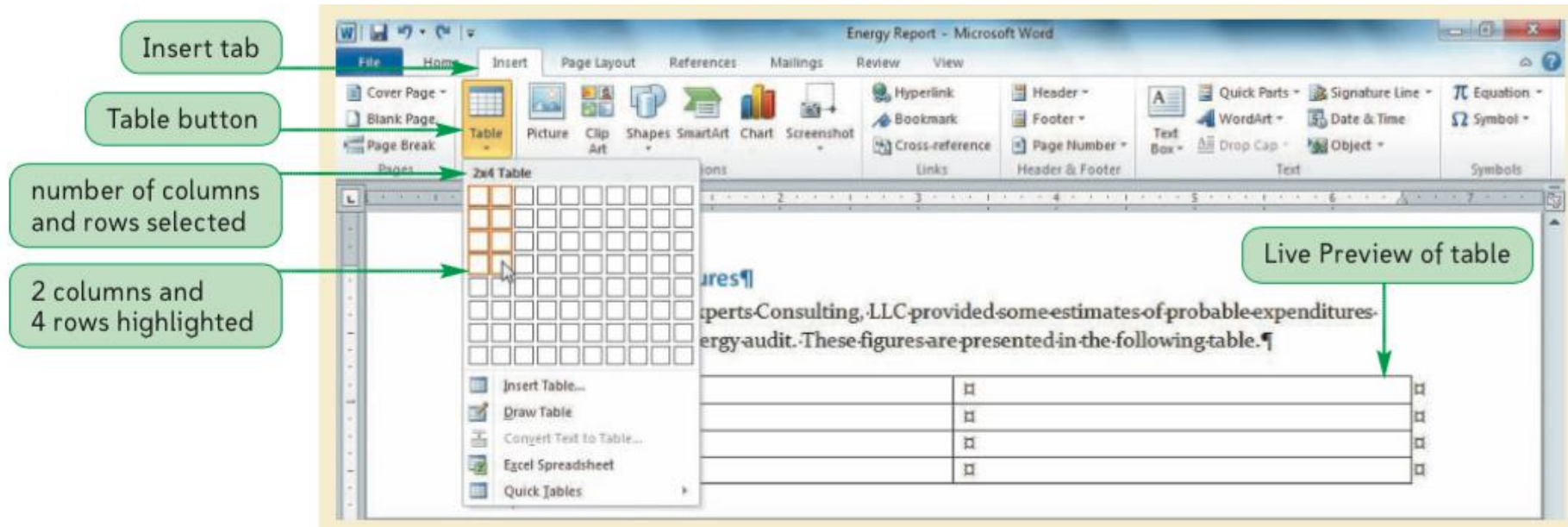


# INSERTING A BLANK TABLE



- A table is a useful way to present information that is organized into categories, or fields. For example, you could use a table to organize contact information for a list of clients.
- The complete set of information about a particular client is called a record. In a typical table, each column is a separate field, and each row is a record. A row at the top, called the header row, contains the names of each field.
- **Creating a table in Word** is a three-step process. First, you use the Table button on the Insert tab to insert a blank table structure. Then you enter information into the table. Finally, you format the table to make it easy to read.
- **The Table button** allows you to drag the mouse pointer across a blank grid to select the numbers of rows and columns you want to include in your table. A Live Preview of the table structure appears in the document as you drag the mouse pointer. The table is inserted in the document when you release the mouse button.
- **To delete a table**, select it, right-click it, and then click Cut. If you press the Delete key instead, you'll delete the contents of the table, but not the table itself.

# INSERTING A BLANK TABLE



Insert tab

Table button

number of columns and rows selected

2 columns and 4 rows highlighted

Live Preview of table

Energy Report - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cover Page Blank Page Page Break Pages

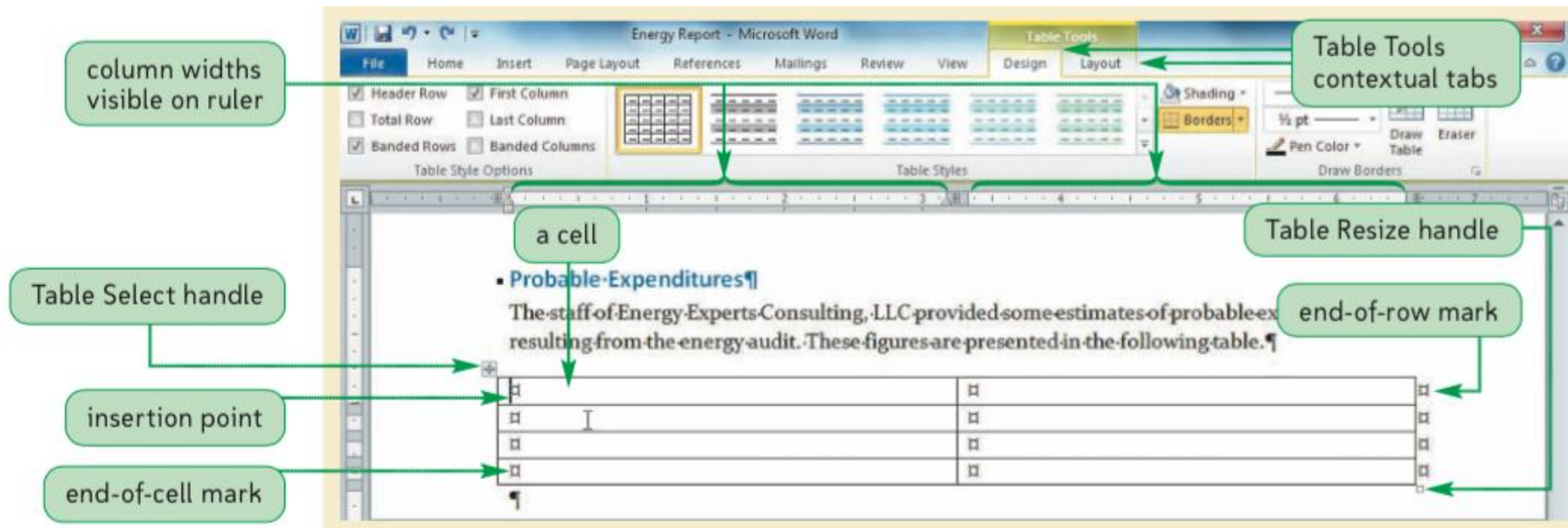
Table

Insert Table... Draw Table Convert Text to Table... Excel Spreadsheet Quick Tables

Experts Consulting, LLC provided some estimates of probable expenditures energy audit. These figures are presented in the following table.


# INSERTING A BLANK TABLE

- Move the mouse pointer over the empty table to display handles for moving and sizing the table. The Table Select handle appears in the table's upper-left corner. You can click to select the entire table, or you can drag it to move the table. You can drag the Table Resize handle, the small rectangular handle in the lower-right corner, to change the size of the table.



# ENTERING DATA IN A TABLE AND SELECTING PART OF IT

- **Entering Data in a Table:**

- You can enter data in a table by moving the insertion point to a cell and typing. If the data takes up more than one line in the cell, Word automatically wraps the text to the next line and increases the height of that cell (and all the cells in that row). To move the insertion point to another cell in the table, you can click in that cell, use the arrow keys, or use the Tab key.

- **Selecting Part of a Table:**

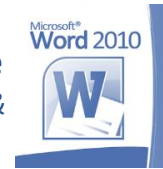
- When selecting a part of a table, you need to make sure you select the end-of-cell mark in a cell or the end-of-row mark at the end of a row. The foolproof way to select part of a table is to click the Select button on the Table Tools Layout tab and then click the appropriate command—Select Cell, Select Column, or Select Row. Alternatively, to select an entire row, you can click in the left margin next to the row. Similarly, you can click just above a column to select it. After you've selected an entire row, column, or cell, you can drag the mouse to select adjacent rows, columns, or cells.

# SELECTING PART OF A TABLE

The screenshot shows the Microsoft Word 2010 interface with the 'Table Tools' ribbon active. The 'Table Style Options' group has 'Header Row', 'First Column', 'Banded Rows', and 'Banded Columns' checked. The 'Table Styles' group shows various table styles. The 'Table Tools' ribbon also includes 'Shading', 'Borders', 'Pen Color', 'Draw Table', and 'Eraser' options. The document text reads: 'Probable Expenditures¶ The staff of Energy Experts Consulting, LLC provided some estimates of probable expenditures resulting from the energy audit. These figures are presented in the following table.¶'. Below the text is a table with two columns: 'Item' and 'Materials Cost'. The table contains four rows of data. Annotations with green arrows point to specific parts of the table: 'click here to select header row' points to the 'Item' header cell; 'end-of-cell marks are selected' points to the small square marks at the end of the 'Item' and 'Materials Cost' header cells; 'end-of-row mark is selected' points to the small square mark at the end of the first data row.

Item	Materials Cost
Weather stripping	\$350
High-efficiency water heaters	\$8,500
High-efficiency furnaces	\$10,000
Insulation	\$700

# SORTING ROWS IN A TABLE



- When you sort a table, you arrange the rows based on the contents of one of the columns.
- For example, you could sort a table based on the contents of the Item column—either in ascending alphabetical order (from A to Z) or in descending alphabetical order (from Z to A).
- **To sort a table**, select the table, then, on the Table Tools Layout tab, click the Sort button to open the Sort dialog box. This dialog box provides a number of options for fine-tuning the sort, including options for sorting a table by the contents of more than one column. This is useful if, for example, you want to organize the table rows by last name, and then, within each last name, by first name.
- You'll have to change fewer settings in the Sort dialog box if you first take the time to format the headers in bold. That way Word recognizes the bold text as headers and excludes them from the sorting process, leaving them at the top of the table.

# STEPS OF SORTING ROWS IN A TABLE



- Format the column headers in bold, and then click anywhere within the table.
- In the Data group on the Table Tools Layout tab, click the Sort button.
- In the Sort dialog box, click the Sort by arrow, and then select the header for the column you want to sort by.
- In the Type box located to the right of the Sort by box, select the type of information stored in the column you want to sort by; you can choose text, numbers, or dates.
- To sort in alphabetical, chronological, or numeric order, verify that the Ascending option button is selected. To sort in reverse order, click the Descending option button.
- To sort by a second column, click the Then by arrow and click a column header. If necessary, specify the type of information in the Then by column, and the sort order of ascending or descending.
- Make sure the Header row option button is selected. This indicates that the table includes a header row that should not be included in the sort.
- Click the OK button.

# SORTING ROWS IN A TABLE

click to open the Sort dialog box

type of data in the Item column

sort based on the contents of the Item column

indicates header row will be excluded from the sort

default sort order

# INSERTING / DELETING ROWS AND COLUMNS IN A TABLE

- **Inserting Rows and Columns:**

- To insert a column, first click anywhere in the column to the left or right of the location where you want to insert a new column, and then click either the Insert Left or Insert Right button in the Rows & Columns group on the Table Tools Layout tab.
- Inserting a row is similar to inserting a column. First, click anywhere in a row above or below where you want to insert the new row, and then, in the Rows & Columns group, click either the Insert Above button or the Insert Below button.

- **Deleting Rows and Columns:**

- When you consider deleting a row, you need to be clear about whether you want to delete the contents of the row, or the contents and the structure of the row.
- You can delete the contents of a row by selecting the row and pressing the Delete key. This removes the information from the row, but leaves the row structure intact. The same is true for deleting the contents of an individual cell, a column, or the entire table.
- To delete the structure of a row, column, or the entire table—including its contents—you select the row (or column or the entire table) and then use the Delete button in the Rows & Columns group. To delete multiple rows or columns, start by selecting all the rows or columns you want to delete.

# INSERTING / DELETING ROWS AND COLUMNS IN A TABLE

The screenshot shows the Microsoft Word 2010 interface with the 'Table Tools' ribbon active. The 'Delete' button is highlighted in the 'Table' group. A callout menu is open, showing options: 'Delete Cells...', 'Delete Columns', 'Delete Rows', and 'Delete Table'. A green arrow points from the 'Delete Rows' option to a row in a table below. The table is titled 'Probable Expenditures' and contains the following data:

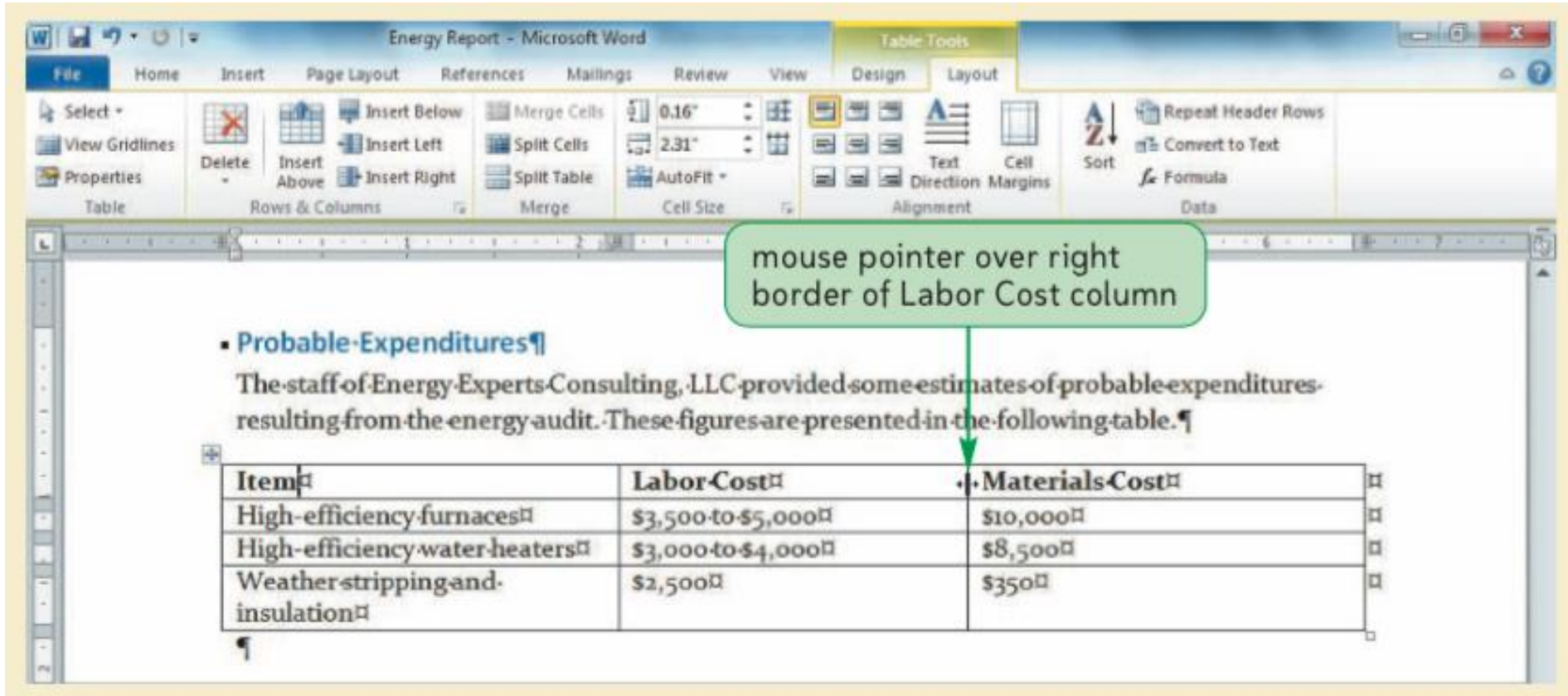
Item	Labor Cost	Material
High-efficiency furnaces	\$3,500 to \$5,000	\$10,000
High-efficiency water heaters	\$3,000 to \$4,000	\$8,500
Insulation	\$1,000	\$700
Weather stripping and insulation	\$2,500	\$350

# CHANGING COLUMN WIDTHS



- Columns that are too wide for the material they contain can make a table hard to read.
- You can **change a column's width** by dragging the column's right border to a new position. Or, if you prefer, you can double-click a column border to make the column width adjust automatically to accommodate the widest entry in the column.
- To **adjust the width of all the columns to match their widest entries**, click anywhere in the table, click the AutoFit button in the Cell Size group on the Table Tools Layout tab, and then click AutoFit Contents.
- To **adjust the width of the entire table** to span the width of the page, click the AutoFit Contents button and then click AutoFit Window.

# CHANGING COLUMN WIDTHS



The screenshot shows the Microsoft Word 2010 interface with the 'Table Tools' ribbon active. The 'Layout' tab is selected, displaying options for 'Table', 'Rows & Columns', 'Merge', 'Cell Size', 'Alignment', and 'Data'. A table titled 'Probable Expenditures' is shown, containing three columns: 'Item', 'Labor Cost', and 'Materials Cost'. A green callout box with a green arrow points to the right border of the 'Labor Cost' column, with the text 'mouse pointer over right border of Labor Cost column'.

■ **Probable Expenditures**

The staff of Energy Experts Consulting, LLC provided some estimates of probable expenditures resulting from the energy audit. These figures are presented in the following table.

Item	Labor Cost	Materials Cost
High-efficiency furnaces	\$3,500 to \$5,000	\$10,000
High-efficiency water heaters	\$3,000 to \$4,000	\$8,500
Weather stripping and insulation	\$2,500	\$350

# FORMATTING TABLES WITH STYLES

- Click in the table you want to format, and then click the Table Tools Design tab.
- In the Table Styles group, click the More button to display the Table Styles gallery.
- Position the mouse pointer over a style in the Table Styles gallery to see a Live Preview of the table style in the document.
- In the Table Styles gallery, click the style you want.
- To apply or remove style elements (such as special formatting for the header row, banded rows, or banded columns), select or deselect check boxes as necessary in the Table Style Options group.

visible styles change depending on recent selections

style currently applied to the table

More button

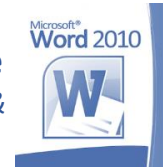
• **Probable Expenditures¶**

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Item¶	Labor Cost¶	Materials Cost¶
High-efficiency furnaces¶	\$3,500 to \$5,000¶	\$10,000¶
High-efficiency water heaters¶	\$3,000 to \$4,000¶	\$8,500¶
Weather stripping and insulation¶	\$2,500¶	\$350¶

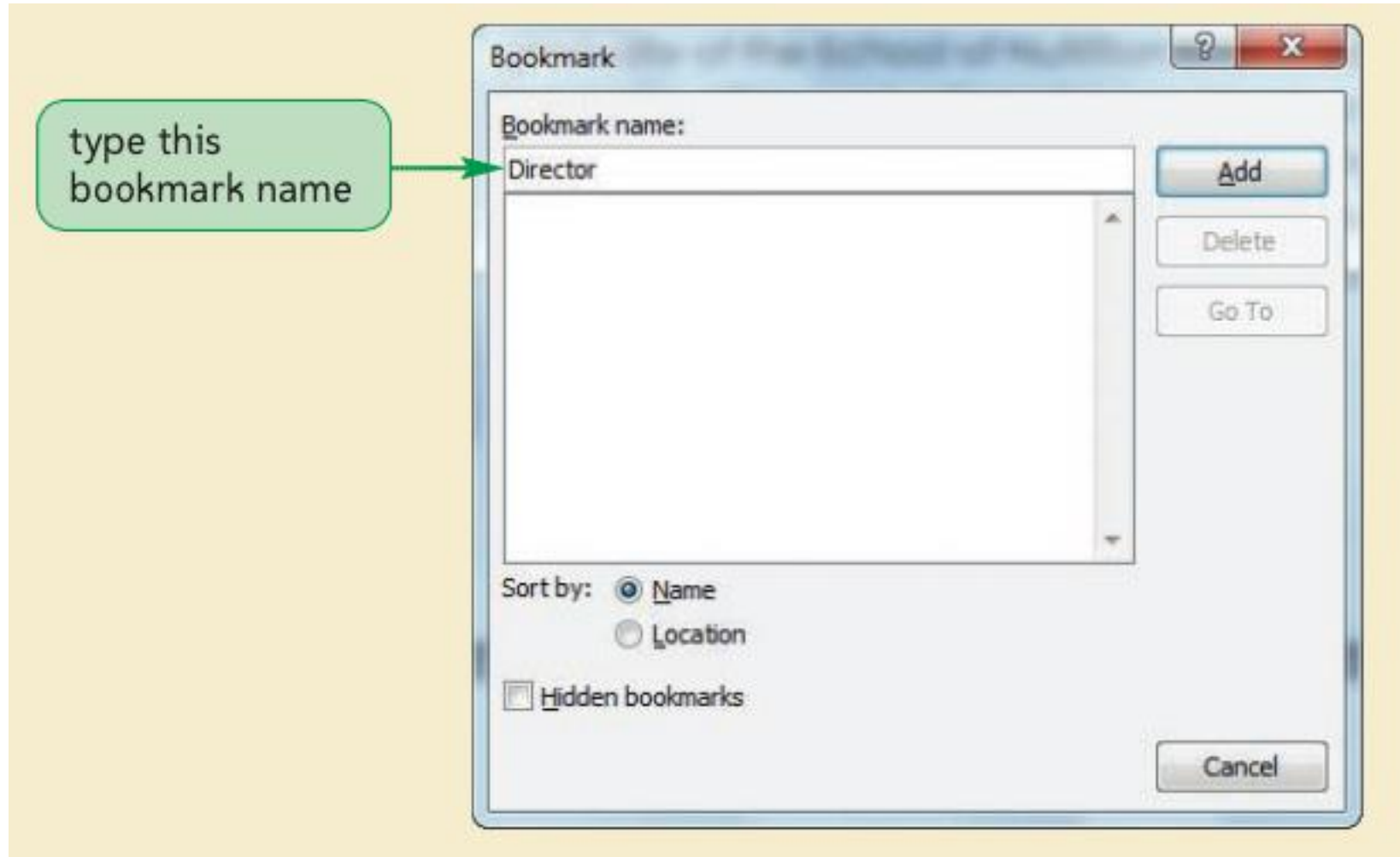
© Stella Moysiadou - stm@aueb.gr

# USING HYPERLINKS IN WORD

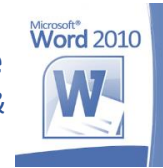


- **Creating a hyperlink within a document is actually a two-part process.**
  - First, you need to mark the text you want the link to jump to—either by formatting the text with a heading style or by inserting a bookmark. A bookmark is an electronic marker that refers to a specific point in a document.
  - Second, you need to select the text that you want users to click, format it as a hyperlink, and specify the bookmark or heading as the target of the hyperlink. The target is the place in the document to which the link connects.
- **To insert a bookmark:**
  - Select the text you want to add the bookmark to.
  - Click the Insert tab, and then click the Bookmark button in the Links group. The Bookmark dialog box opens. You can now type the bookmark name, which cannot contain spaces.
  - Click the Add button. The Bookmark dialog box closes. Although you can't see it, a bookmark has been inserted
  - The bookmark you just created will be the target of the hyperlink you will create next.

# USING HYPERLINKS IN WORD

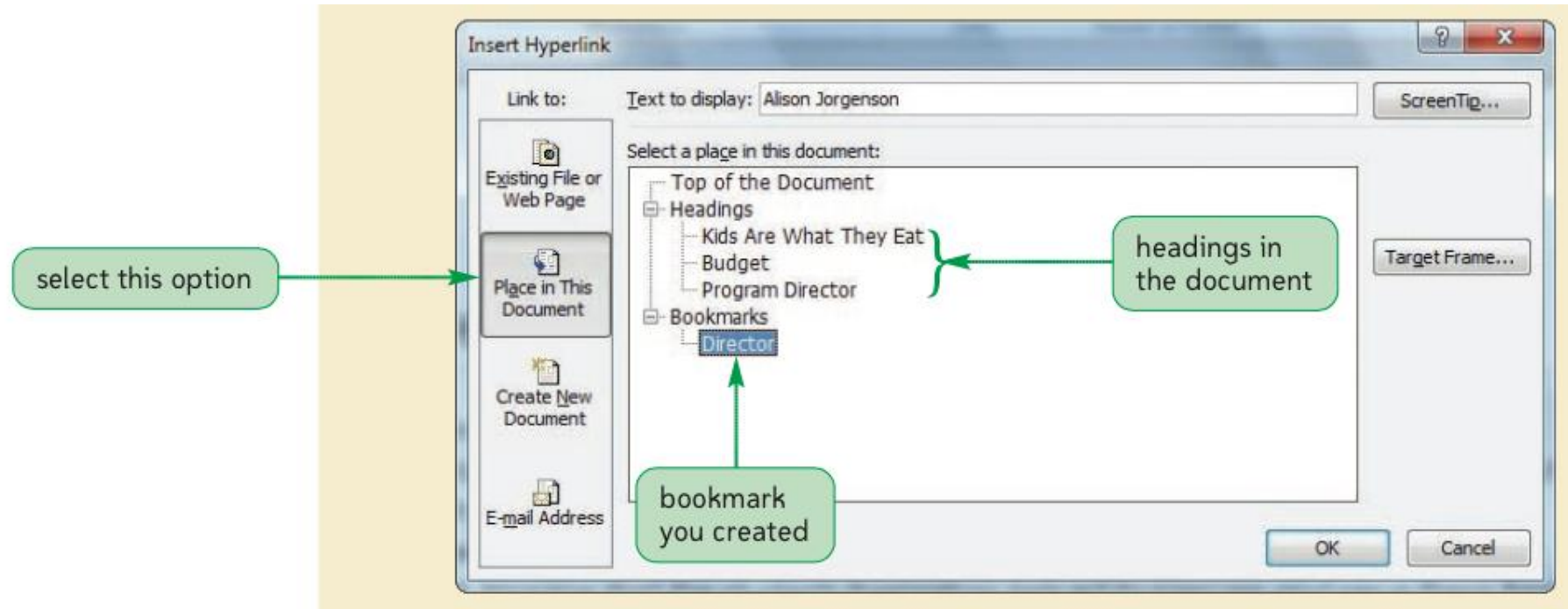


# USING HYPERLINKS IN WORD



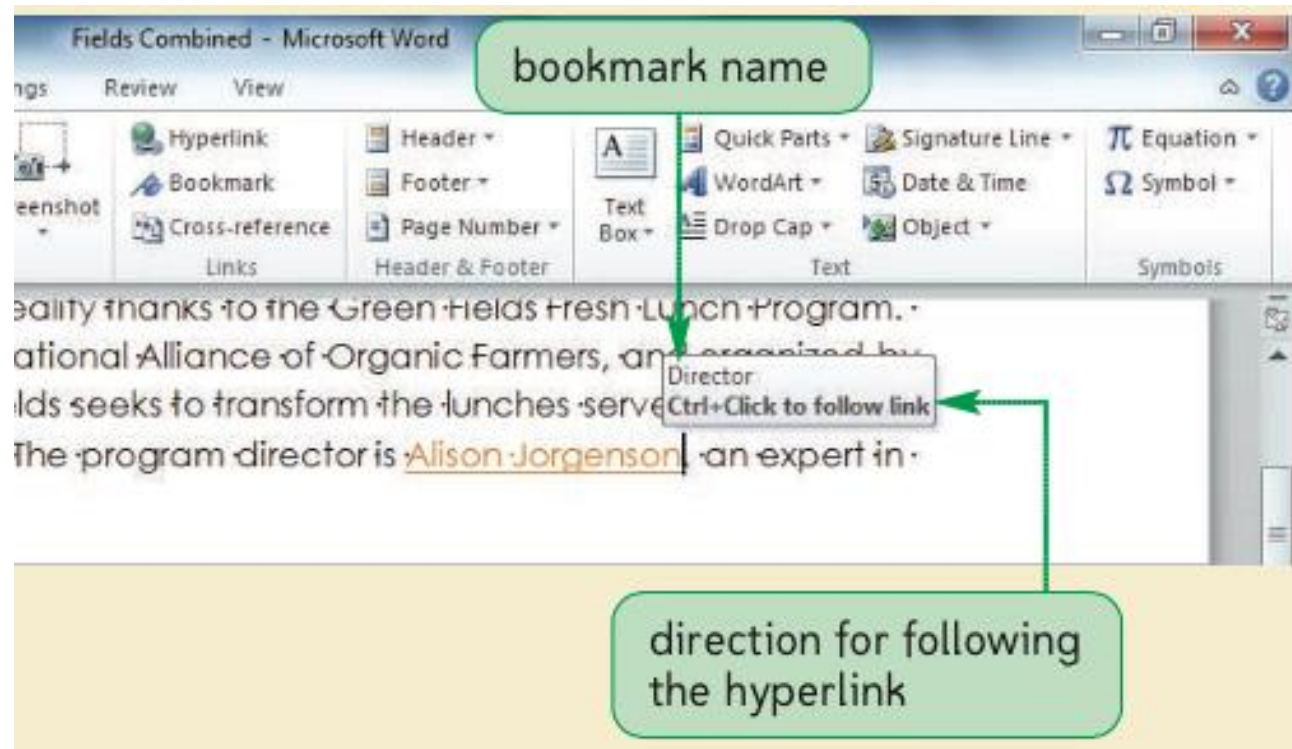
- **To create a hyperlink to the bookmark:**
  - Select the text you want to add the hyperlink to.
  - In the Links group on the Insert tab, click the Hyperlink button. The Insert Hyperlink dialog box opens.
  - In the Link to pane, click Place in This Document. The Select a place in this document list shows the headings and bookmarks in the document. Here you can click the bookmark or heading you want as the target for the hyperlink.
  - Click the bookmark you want.
  - Click the OK button.
  - The selected text is formatted in the hyperlink style for the document's theme, e.g. an orange font color with an underline. The hyperlink now targets the bookmark that you created.
- **To test the hyperlink in your document:**
  - Move the mouse pointer over the hyperlink. A ScreenTip appears with the name of the bookmark (Director) and instructions for following the link.
  - Press and hold the Ctrl key, and then click the hyperlink. The insertion point jumps where you inserted the bookmark.
  - To edit the text that appears in a hyperlink's ScreenTip, click the ScreenTip button in the Insert Hyperlink dialog box, type the text you want for a ScreenTip, and then click the OK button.

# USING HYPERLINKS IN WORD



# USING HYPERLINKS IN WORD

Microsoft Office  
Shipping, Finance &  
Management Skills



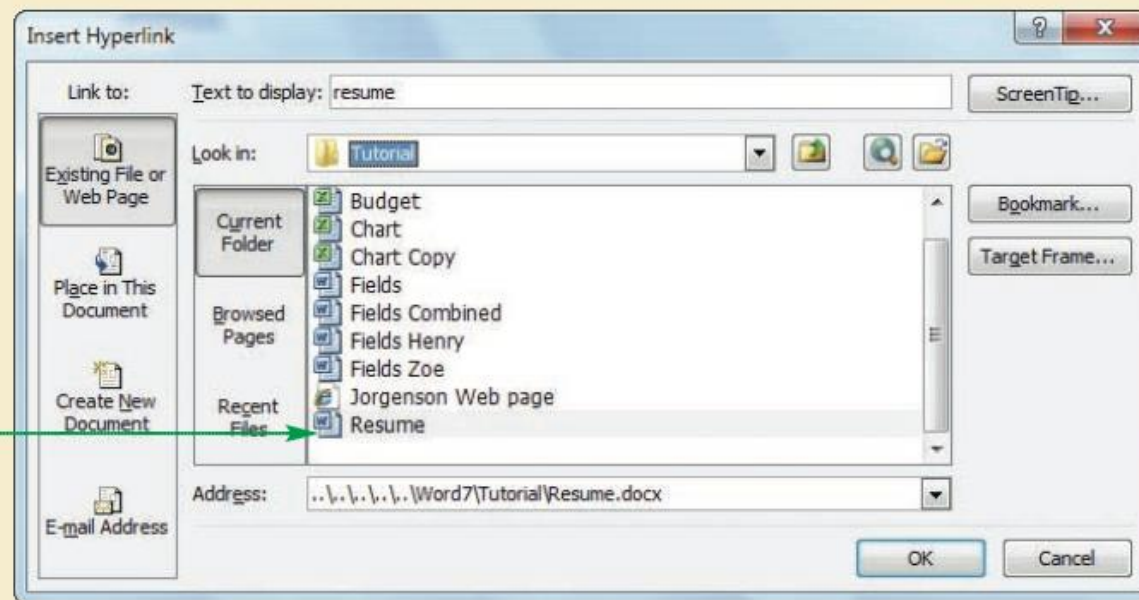
## CREATING A HYPERLINK TO ANOTHER DOCUMENT



- When you **create a hyperlink to another document**, you need to specify the document's filename and storage location as the hyperlink's target. The document can be stored on your computer, a network, or it can even be a Web page stored somewhere on the Web. In that case, you need to specify the Web page's URL (Web address) as the target. When you click a hyperlink to another document, the document opens on your computer, with the beginning of the document displayed. Keep in mind that if you move the source or target documents after you create a hyperlink, the hyperlink will no longer work.
- **To create the hyperlink:**
  - Select the text you want to format as a hyperlink.
  - In the Links group on the Insert tab, click the Hyperlink button to open the Insert Hyperlink dialog box.
  - In the Link to pane, click Existing File or Web Page.
  - To target a specific file on your computer or network, use the Look in arrow to open the folder containing the file, and then click the file in the file list.
  - To target a Web page, type its URL in the Address box.

# CREATING A HYPERLINK TO ANOTHER DOCUMENT

the new hyperlink  
will open this  
document

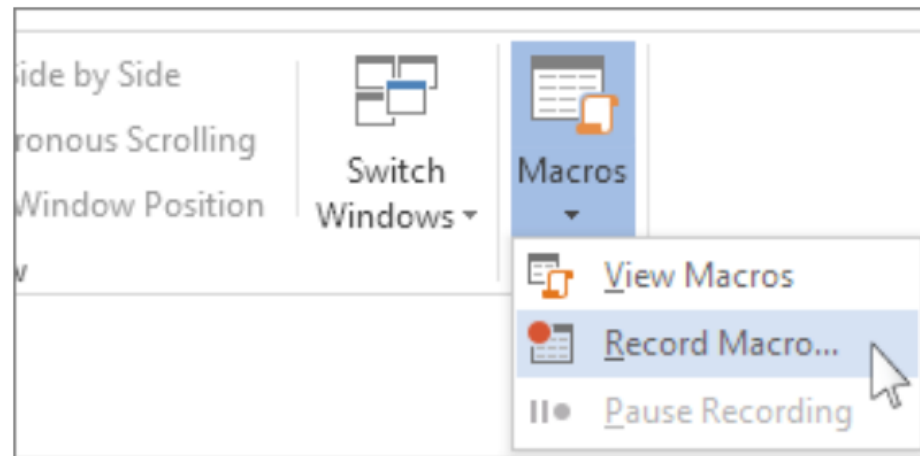


# CREATE AND RUN A MACRO

- In Word, you can **automate frequently used tasks by creating and running macros**. A macro is a series of commands and instructions that you group together as a single command to accomplish a task automatically.
- To save time on tasks you do often, bundle the steps into a macro. First, you **record the macro**. Then you can run the macro by clicking a button on the Quick Access Toolbar or pressing a combination of keys. It depends on how you set it up.

## Record a macro with a button

1. Click View > Macros > Record Macro.



**Check Microsoft's Tutorial for Creating and Running Macros:**

<https://support.office.com/en-us/article/Create-or-run-a-macro-c6b99036-905c-49a6-818a-dfb98b7c3c9c>

# SAVING AND SHARING FILES ON SKYDRIVE



- **SkyDrive is Microsoft's online storage and file sharing service**, which you can access with a free Windows Live account.
- You **upload files** to SkyDrive so you can access the documents from another computer, share the documents with other people, or use SkyDrive's additional storage. Each Windows Live account comes with its own SkyDrive.
- After you have saved a document on SkyDrive, you can edit it in the Word Web App, which is a limited version of Word 2010 that you can access from any computer connected to the Internet.
- If you want to save a document to SkyDrive for your own **private use**, save it to your My Documents folder, which no one else can access. To make a file available to other people, you can save it to your **Public folder**, or create a new folder and invite individual people to access the file.
- To save documents to SkyDrive or to use Office Web Apps, **you need a Windows Live ID**. You obtain a Windows Live ID by going to the Windows Live Web site at [www.windowslive.com](http://www.windowslive.com) and creating a new account.

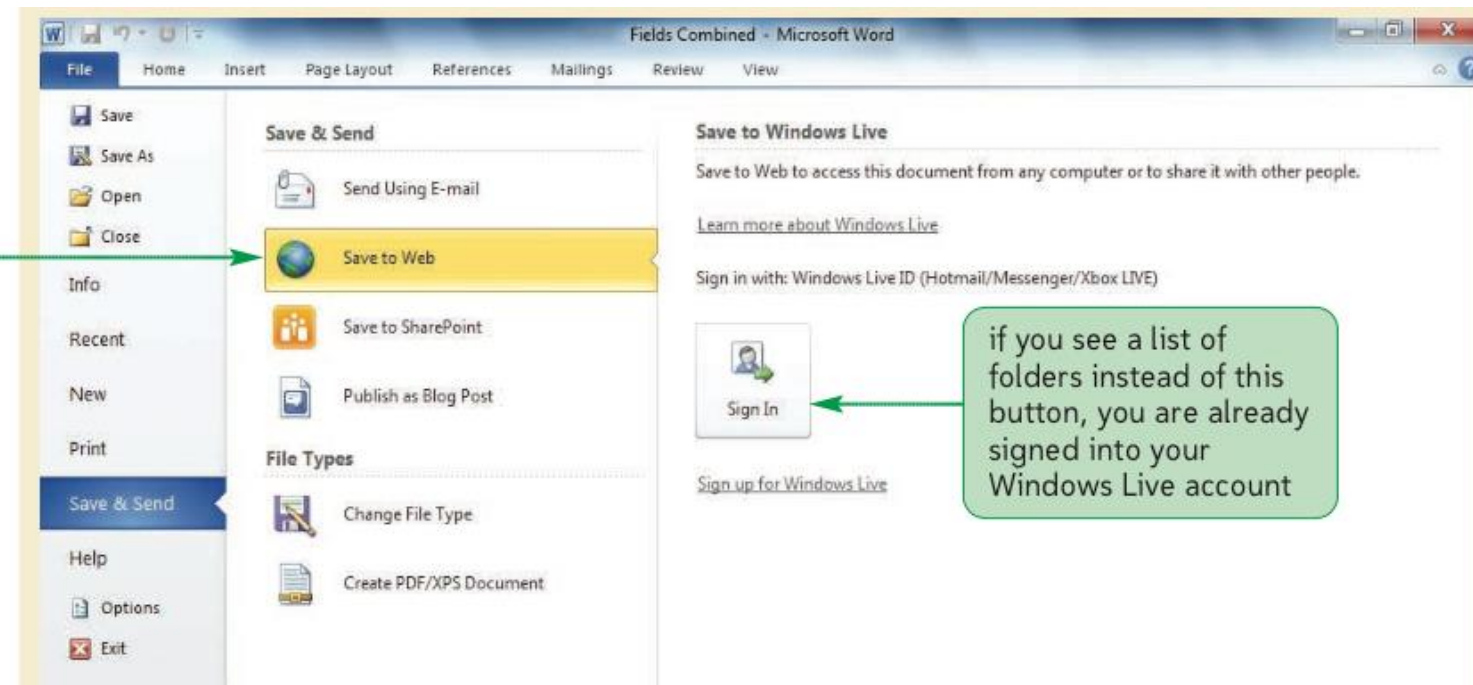
## TO SAVE A DOCUMENT TO THE 'MY DOCUMENTS' FOLDER ON YOUR SKYDRIVE:



- Click the File tab, and then click the Save & Send tab in the navigation bar. The Save & Send options available in Word appear in Backstage view.
- In the Save & Send section, click Save to Web. The right pane changes to display a Sign In button that you can use to sign into your Windows Live account.
- Before you can complete the rest of these steps, you need to set up a Windows Live account, which is free, by going to the Windows Live Web site at [www.windowslive.com](http://www.windowslive.com) and following the steps on the site to create a new account.
- Click the Sign In button. The Connecting to docs.live.net dialog box opens.
- In the E-mail address box, type the email address associated with your Windows Live account, press the Tab key, and then type the password associated with your Windows Live account in the Password box.
- Click the OK button. The dialog box closes, and after a few moments, the right pane in Backstage view changes to list the folders on your SkyDrive
- In the right pane, click the My Documents folder to select it (if necessary), and then click the Save As button. Backstage view closes, and then after a few moments the Save As dialog box opens.
- In the Save As dialog box, type the filename and then click the Save button. The Save As dialog box closes. The document is currently open on your computer, but it is stored on your SkyDrive.

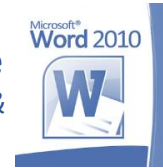
# TO SAVE A DOCUMENT TO THE 'MY DOCUMENTS' FOLDER ON YOUR SKYDRIVE:

click to display  
the Sign In button



if you see a list of  
folders instead of this  
button, you are already  
signed into your  
Windows Live account

# SHARING FILES ON SKYDRIVE



- After you save a document to your Public folder on SkyDrive, you can make it available to other people by emailing them the URL for the file.
- To copy a document's URL, display the document on SkyDrive, right-click the URL in the Address bar, click Copy on the shortcut menu, then open your email program and paste the URL into a new email message. Anyone who receives the email can click the URL to view the document, whether or not they are signed into Windows Live.
- Another option is to invite people to join your network on Windows Live. By default, anyone in your network has access to your Public folder from within their own SkyDrive.
- Finally, you can create a new folder on SkyDrive, grant specific people access to the contents of the folder, and then upload a document to the new folder.
- To create a new folder, sign in to Windows Live, display your Sky Drive, click New, click Folder, type a name for the folder, click Change, select the sharing options you want, click Next, click Add files, and then select documents from your computer to begin uploading them to your SkyDrive.
- If your computer is part of a network that runs Microsoft SharePoint, you can use Word's co-authoring feature, which allows you and one or more colleagues to edit a document on SkyDrive simultaneously.

# ACCESSING FILES STORED ON SKYDRIVE



- After you save a document to SkyDrive, you can access it from any computer connected to the Internet by logging into your Windows Live account and displaying your SkyDrive. You can simply view the document, or open it for editing either from within the Word Web App or from the Word program stored on your computer. In both cases, any changes are saved to the document on your SkyDrive.
  - Start Internet Explorer, go to [www.windowslive.com](http://www.windowslive.com), and sign into your Windows Live account.
  - If you don't see the folders for your SkyDrive account, click Office.
  - Click the folder in which you stored the document, and then click the document.
  - To edit the document on your computer, click Open in Word.
  - To edit the document online in the Word Web App, click Edit in Browser.

# ACCESSING FILES STORED ON SKYDRIVE

The screenshot shows the Microsoft Office Windows Live interface in a Windows Internet Explorer browser window. The address bar displays the URL: <http://office.live.com/summary.aspx?lc=1010&wa=wsignin1.0>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows 'Office - Windows Live'. The main content area features a navigation pane on the left with sections: Personal (My Documents, View all), Shared (Public, View all, Recent comments), and Shared with me (View all). The main area displays 'Recent documents on SkyDrive' with a list of documents, including 'Fields Travel Copy' by Zoe Rios, 'A moment ago'. Below this is a 'Messenger social' section. On the right, there's a search bar, a 'Create a new online document' section with icons for Word, Excel, PowerPoint, and OneNote, and an advertisement titled 'How Much Interest Can You Save on Your Debt?' with a 'Find Out INSTANTLY!' button. Several green callout boxes with arrows provide annotations: 'My Documents folder is a personal folder that only you can access' points to 'My Documents'; 'Public folder is a Shared folder' points to 'Public'; 'folders others have shared with you appear here' points to 'Shared with me'; 'the Office link' points to the 'Office' link in the top navigation bar; 'information about the files you've most recently used on or posted to SkyDrive' points to the 'Recent documents on SkyDrive' section; and 'advertisement; yours will differ' points to the debt-related advertisement.

My Documents folder is a personal folder that only you can access

Public folder is a Shared folder

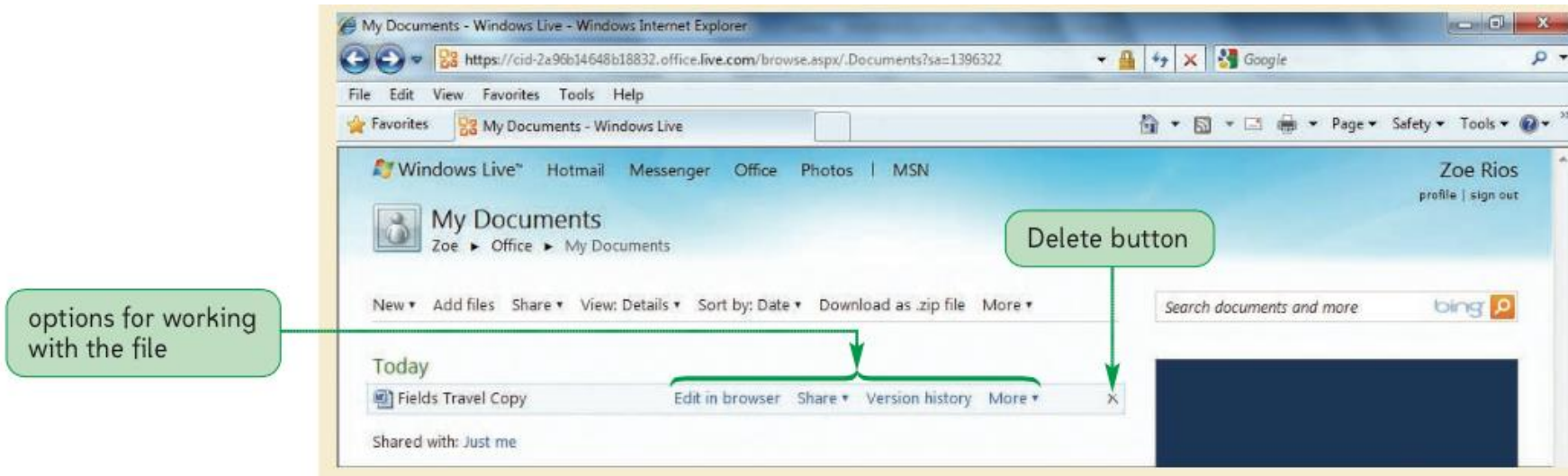
folders others have shared with you appear here

the Office link

information about the files you've most recently used on or posted to SkyDrive

advertisement; yours will differ

# ACCESSING FILES STORED ON SKYDRIVE

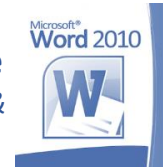


# EMAILING WORD DOCUMENTS



- SkyDrive is a powerful tool for sharing documents among co-workers. But sometimes emailing a document as an attachment is the simplest way to share a file. To get started emailing a document, click the File tab, click Save & Send, verify that Send Using E-mail is selected, and then select the email option you want. When you email documents, keep in mind a few basic rules:
  - Many email services have difficulty handling attachments larger than 4 MB. Consider storing large files in a **compressed (or zipped) folder** to reduce their size before emailing.
  - Other word-processing programs and early versions of Word might not be able to open files created in Word 2010. To avoid problems with conflicting versions, you have two options. You can save the Word document as a rich text file (using the Rich Text File document type in the Save As dialog box) before emailing it. All versions of Word can open rich text files. Another option is to convert the document to PDF format, which is essentially a picture of a Word document that can be read on any computer system using Adobe Acrobat Reader. To save a Word Document as a PDF file, use the Create PDF/XPS Document command from the Save & Send tab in Backstage view.
  - If you plan to email a document that contains links to other files, remember to email all the linked files.
  - **Attachments**, including Word documents, are sometimes used maliciously to spread computer viruses. Remember to include an explanatory note with any email attachment so that the recipient can be certain the attachment is legitimate. Also, it's important to have a reliable virus checker program installed if you plan to receive and open email attachments.

# COMPRESS AND EXTRACT FILES



- Zipped (compressed) files take up less storage space and can be transferred to other computers more quickly than uncompressed files. In Windows, you work with zipped files and folders in the same way that you work with uncompressed files and folders. Combine several files into a single zipped folder to more easily share a group of files.
- **To zip (compress) a file or folder:**
  - Locate the file or folder that you want to zip.
  - Press and hold (or right-click) the file or folder, select (or point to) **Send to**, and then select **Compressed (zipped) folder**.
  - A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select **Rename**, and then type the new name.
- **To unzip (extract) a file or folder:**
  - Locate the zipped folder that you want to unzip (extract) files or folders from.
  - Do one of the following:
    - To unzip a single file or folder, open the zipped folder, then drag the file or folder from the zipped folder to a new location.
    - To unzip all the contents of the zipped folder, press and hold +or rightclick1 the folder, select Extract All, and then follow the instructions.

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