

Advanced word processing - Microsoft Word 2010

Handbook

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Introduction

Today's society is characterized by rapid growth and development of information technology (IT), which resulted in society's high dependence, in a broader sense, on the knowledge and competence of a person in the IT field. And although that dependency keeps growing each day, the human right to education and information is not extended to the IT area. Problems appeared that affect society as a whole, creating gaps and distancing people from the main reason and motivation for advancement, from opportunities. Being a computer illiterate person today means being a person who is unable to participate in modern society, a person without opportunities. Despite the recognition from the European Commission, UNESCO, OECD and other relevant institutions about the necessity and usefulness of computer literacy, there are still groups of people with difficult access to basic computer education (e.g., persons with disabilities, people with learning disabilities, migrant workers, the unemployed, people living in remote places with no access to computer education).

This guide, along with other materials published on the ITdesk.info webpage represents our contribution to the realization and promotion of the human right to education and information in the IT field. We hope that this education will help you in mastering basic computer skills and we wish you to learn as much, thus becoming an active member of modern IT society.

Sincerely yours,

ITdesk.info team



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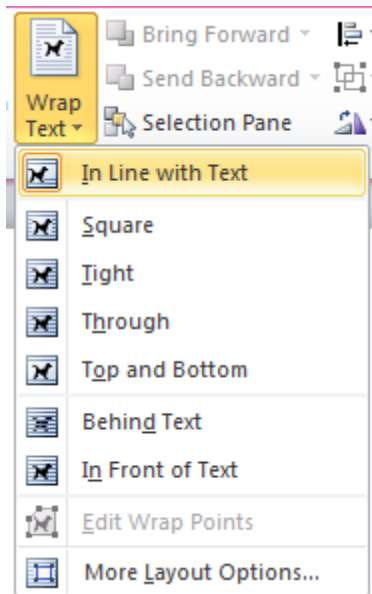
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1. FORMATTING

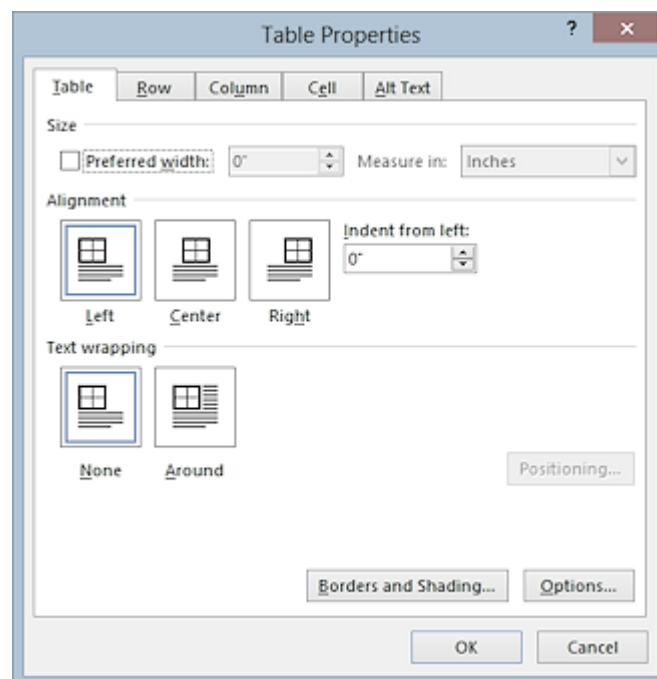
1.1 TEXT

Apply text wrapping options on graphical objects (picture, image, chart, diagram, drawing), tables.

- **Graphical objects:** To apply text wrapping on graphical objects, select the object to apply wrapping to. When the help menu named **Picture tools** appears, go to **Format Picture -> Arrange -> Wrap text** and select the desired wrapping style.



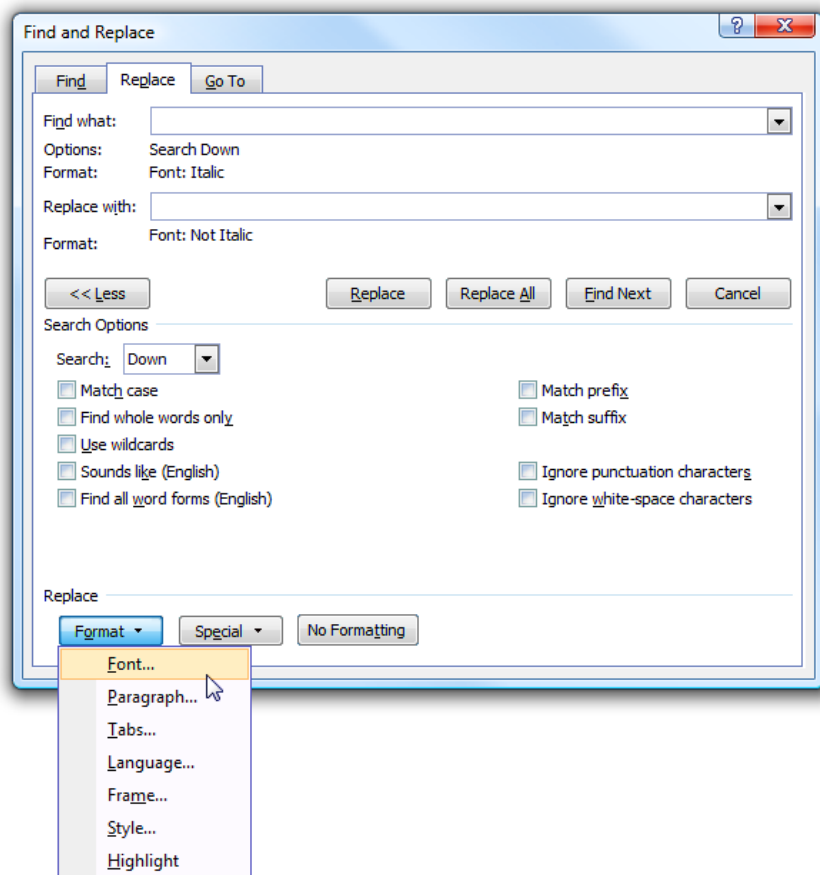
- **Tables:** To apply text wrapping for tables, first select the table. A help menu, named **Tables** will appear. Go to **Table layout -> Properties**. In the dialog box, select the desired wrapping style under the subheading **Table** in the **Table Properties** window.



Using option, Find and Replace such as: font formats, paragraph formats, paragraph marks, page breaks

Using the advanced option, Find and Replace, which can search a word in whole document by typing it in 'Find what' and swap it with some other word by typing it in 'Replace with' textbox. Except of searching a specific word, a person can also choose to change its font or color, you can also search for specific formatting and modify it, etc.

You can use this option under the **Home** tab in the group **Editing** and by then clicking on **Replace**.

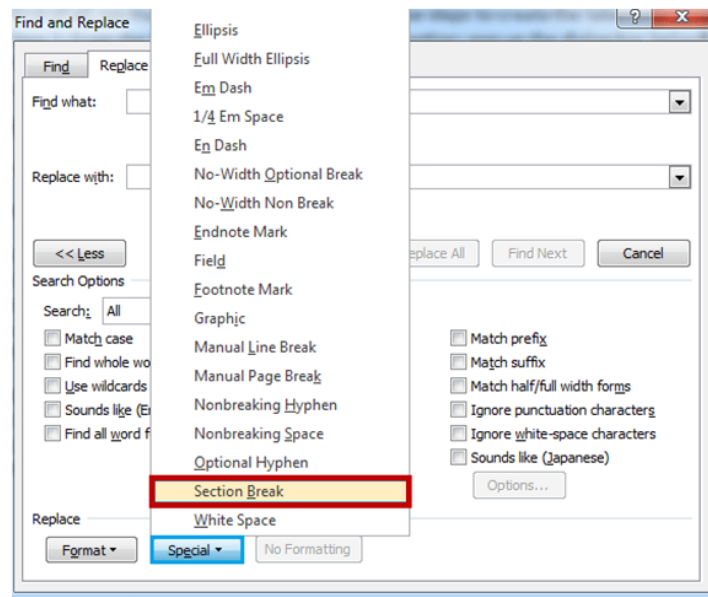


A dialog box will open in which you need to click on **Format** to obtain a drop down menu with additional Find and Replace options.

To change the font of a specific word or phrase in the **Find what**, enter the desired word/phrase. Then click on **Format** and under the category **Font** select the desired formatting.

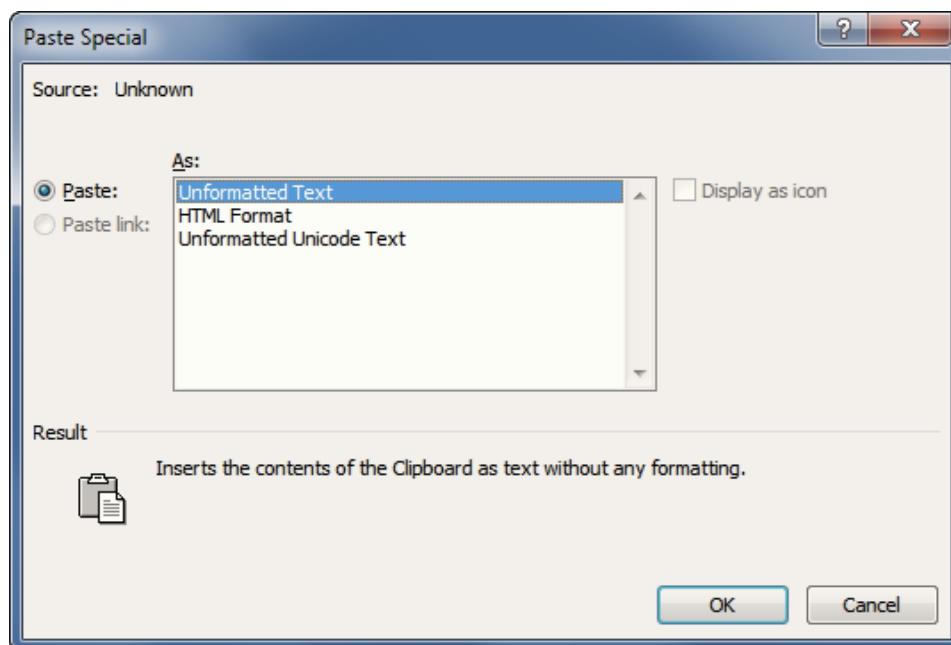
For changing the paragraph formatting, select **Paragraph** in the drop down menu **Format**.

For paragraph mark, section and page break, position in the box **Find what** and click on **Special** and select the desired symbol from the drop down menu. For **Replace with**, repeat the procedure.



Using paste special options, formatted text, unformatted text.

Select the text you want to copy and click on Copy. After that, position the cursor on the spot where you want to paste the selected text and go to **Home -> Clipboard -> Paste -> Paste Special**. In the dialog box that appears, select the desired copy format. If you select Unformatted text, all formatting will be removed from the text which you selected to copy. Formatted text retains the original formatting.



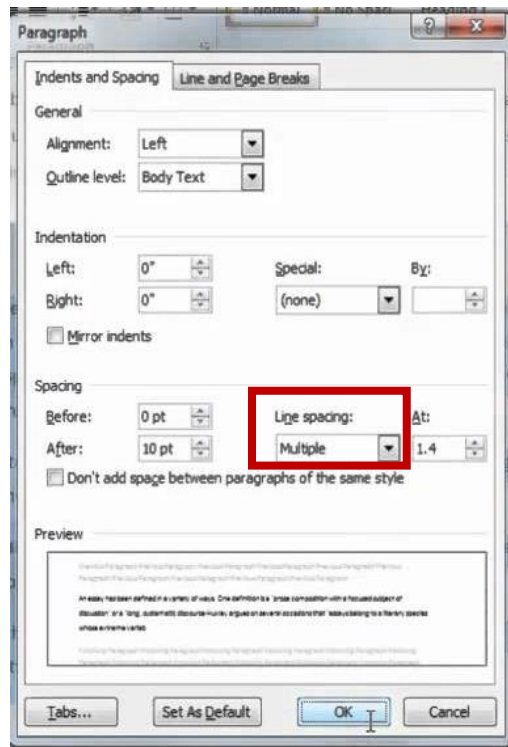
1.2 PARAGRAPHS

Apply line spacing within paragraphs: at least, exactly or fixed, multiple or proportional.

- **At least:** This option sets the minimum space required to accommodate the largest font or graphics in a row.

- **Exactly:** This option sets specified spacing.
- **Multiple:** This option sets the line spacing which increases or decreases space from single to the specified percentage. For example, setting line spacing from 1 to 1.3 will increase the line space by 30%.

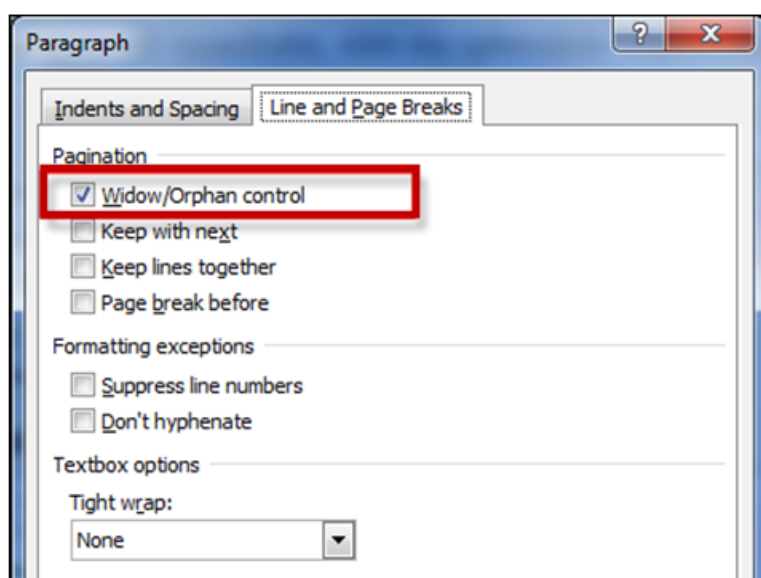
To set line spacing, follow the path, **Home -> Paragraph -> Spacing between lines and paragraphs -> Line spacing options.**



Using paragraph breaks.

Go to **Page Layout -> Paragraph** and click on the dialog box. In the dialog box under the tab **Line and Page Breaks**, there are four options available.

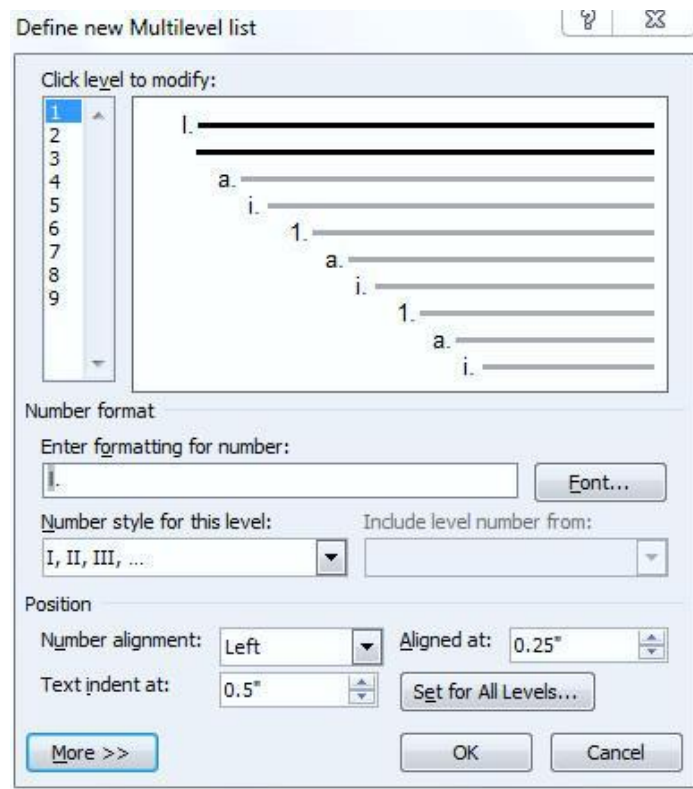
- **Widow/orphan control:** If checked, it prevents a page to end with one line of a new paragraph.



- **Keep the following:** This option prevents page breaks between paragraphs.
- **Do not split lines:** This prevents a page break in the middle of a paragraph.
- **Page break before:** This determines a page break before a paragraph.

Apply, modify hierarchically numerated lists.

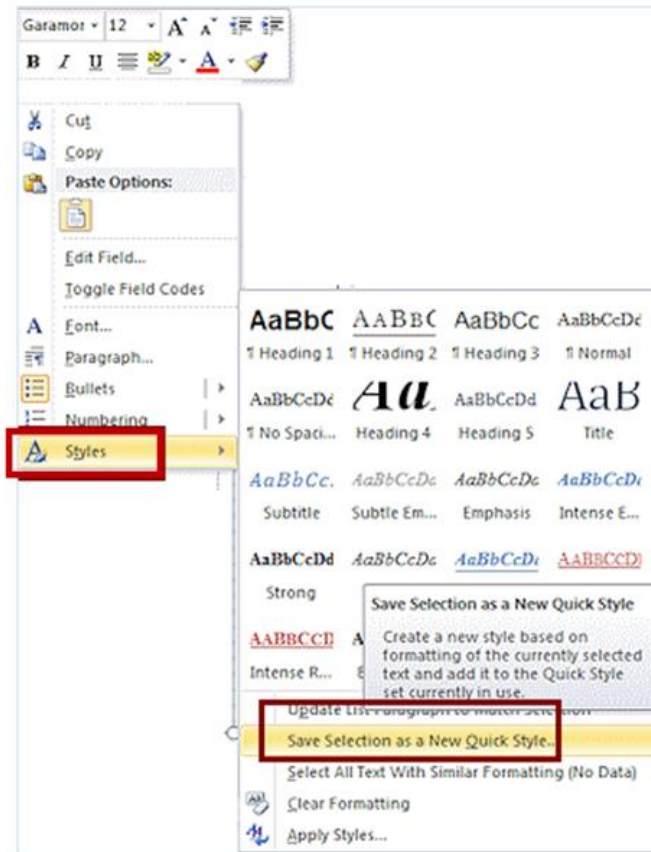
- 1) Position the cursor in the document where you want to enter the list and go to **Insert -> Paragraph -> Multilevel list**. Select the desired style, and start writing the list. To move between levels use TAB or SHIFT + TAB. If you want to change the label numbering for certain levels, go back to **Insert -> Paragraph -> Multilevel list** and select **Define New Multilevel List**. In the dialog box you can then select a specific level and modify the design.



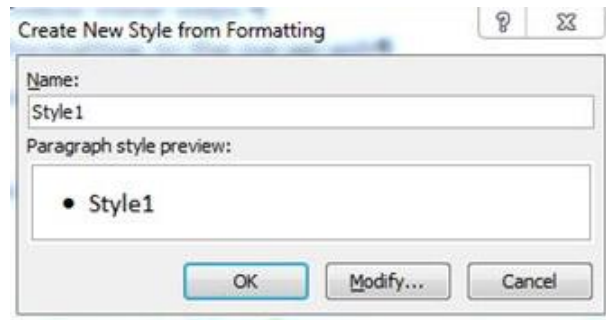
1.3 STYLES

Create, modify, and update a character style.

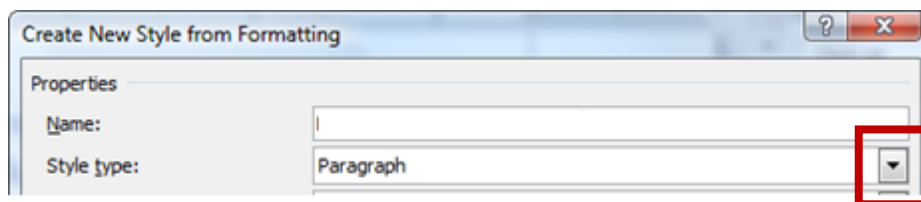
The simplest way to create a style is to mark a particular word or a set of words and make the changes you want (in the example shown below, the font is bold and colored in red). After that, right click and choose **Styles -> Save Selection as a New Quick Style**.



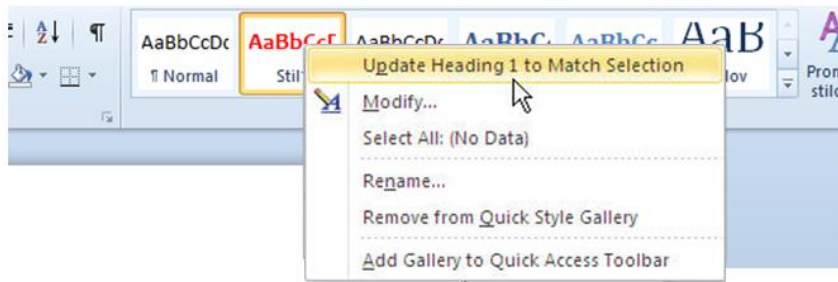
When saving a style a dialog box will open in which you can enter the name of the style.



To define that it is a character style, click on **Modify**, and select **Character** under the **Style type**.

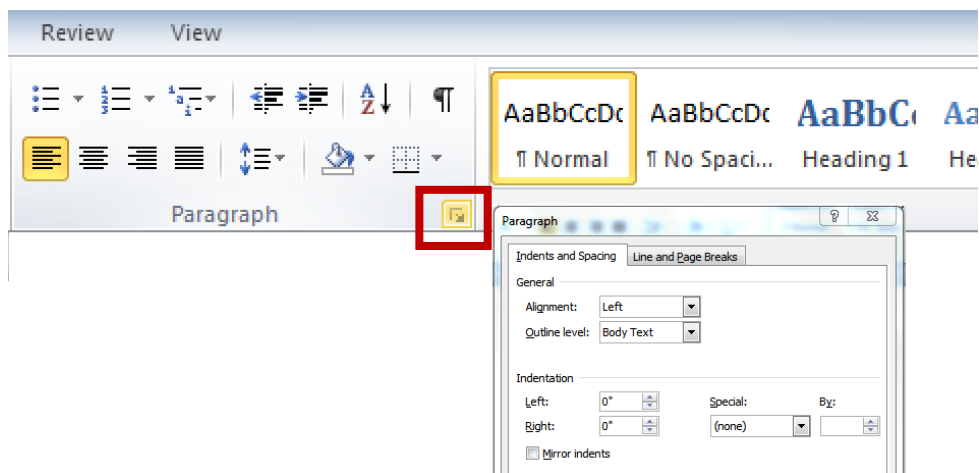


The created style will appear in the toolbar among listed styles. If you click on it you will see options for editing.



Create, modify, and update a paragraph style.

A Paragraph Style can be created, modified or updated in a similar manner as the Character Style. Click anywhere in the paragraph you want to shape and on the **Home** tab, under **Paragraph** section, run the dialog box where you can define desired settings.

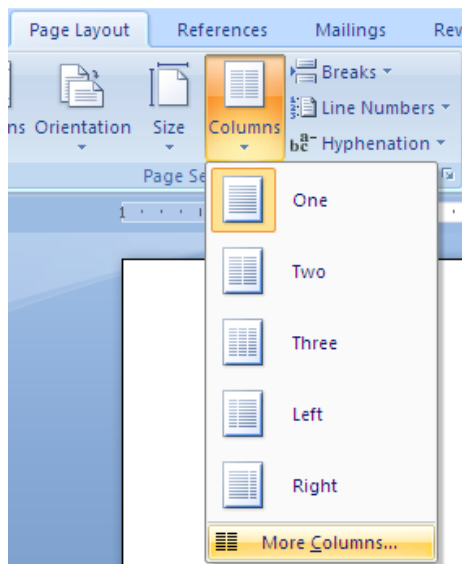


The steps for further work are the same as for creating a Character Style, the difference being that when you save once you click **Modify**, you need to choose **Paragraph** as a **Style type**.

1.4 COLUMNS

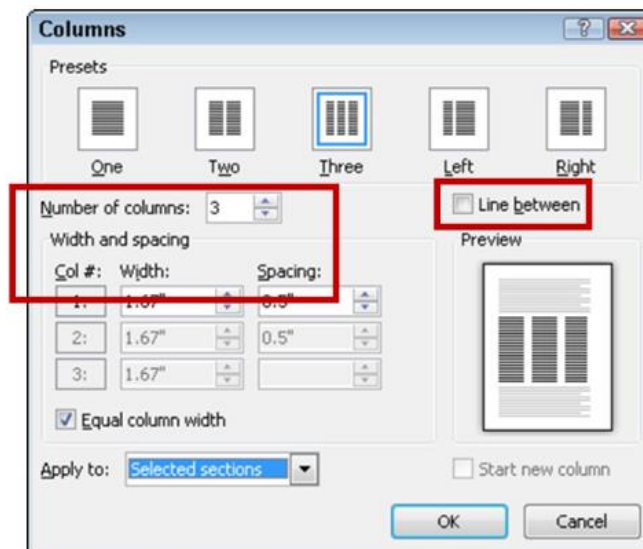
Create multiple column layouts. Change number of columns in a column layout.

To create a layout with multiple columns, select the text and go to **Page Layout** -> **Columns** and select the desired number of columns. To change the number of columns repeat the process and choose different number of columns.



Change column width and spacing. Insert, remove lines between columns.

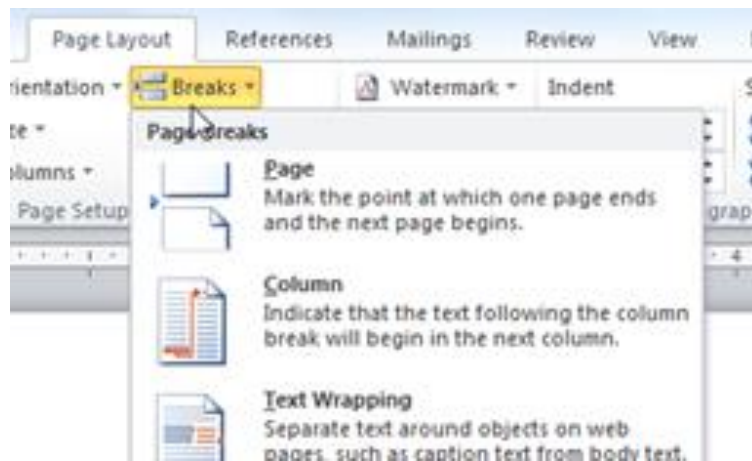
Page Layout -> Columns -> Multiple columns. A dialog box will open where you can define settings related to the number of columns, width and you can also choose to remove or display lines between columns.



Insert, delete a column break.

Position the cursor within the column where you want to insert the break and go to **Page Layout -> Page Setup -> Break** and select **Column**. The text after the break will be transferred to the next column.

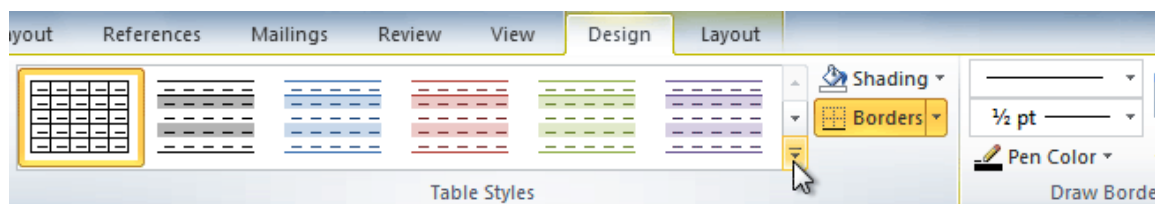
Breaks can be removed by going to **View -> Show Document -> Draft**. Mark the break line and press the DELETE key.



1.5 TABLES

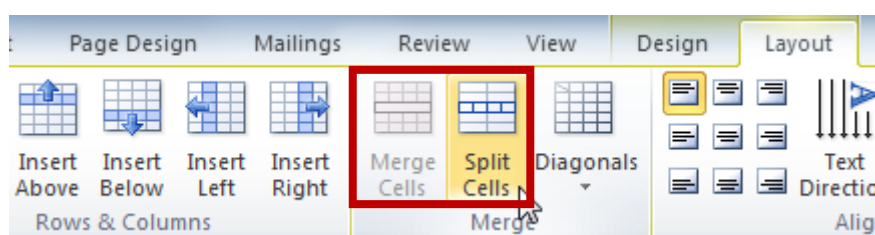
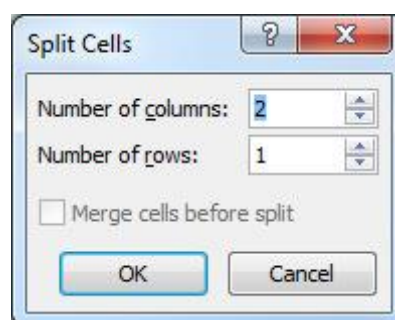
Apply a table autoformat or table style.

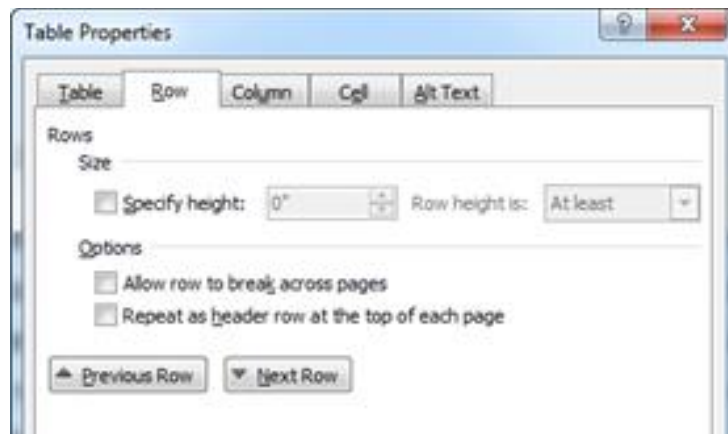
When you select a table, a help menu **Table options** will appear. Go to **Design -> Table styles** and select the desired style.



Merge, split cells in a table.

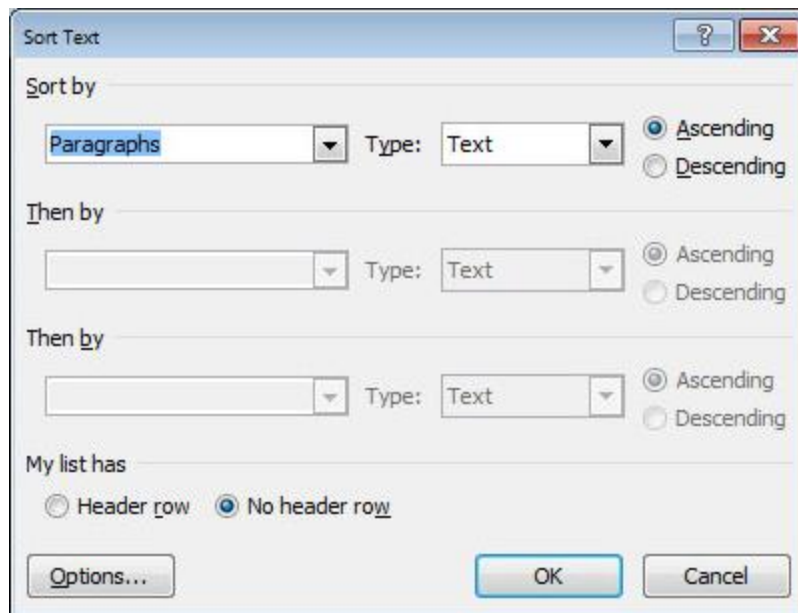
If you select the **Split cells** option, a dialog box will appear where you can then define in how many rows or/and columns you want to split a cell(s).





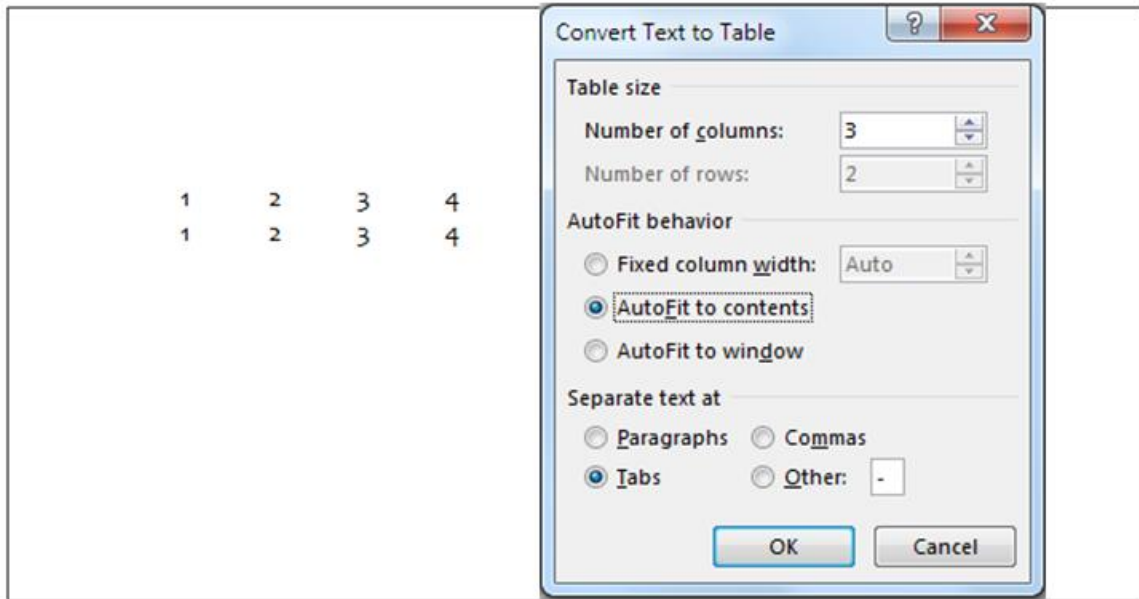
Sort data by one column or by multiple columns simultaneously.

Select a table and go to **Layout -> Data -> Sort**. In the dialog box then enter the sorting criteria.



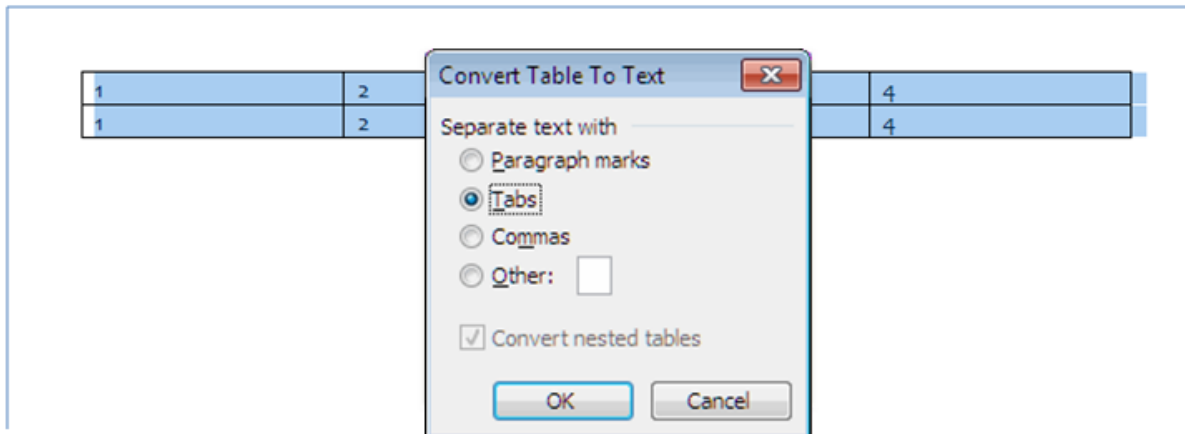
Convert delimited text to a table

In the text you are transforming to a table, insert a tab, a semicolon or any other sign of demarcation in each place where you want to start a new column. In places where you want to start a new line, insert a paragraph mark. Finally, select the text and go to **Insert -> Table -> Convert Text to Table**. In the dialog box that appears, enter the required parameters.



Convert a table to text

Select a table and then go to **Layout -> Data -> Convert Table to Text**.

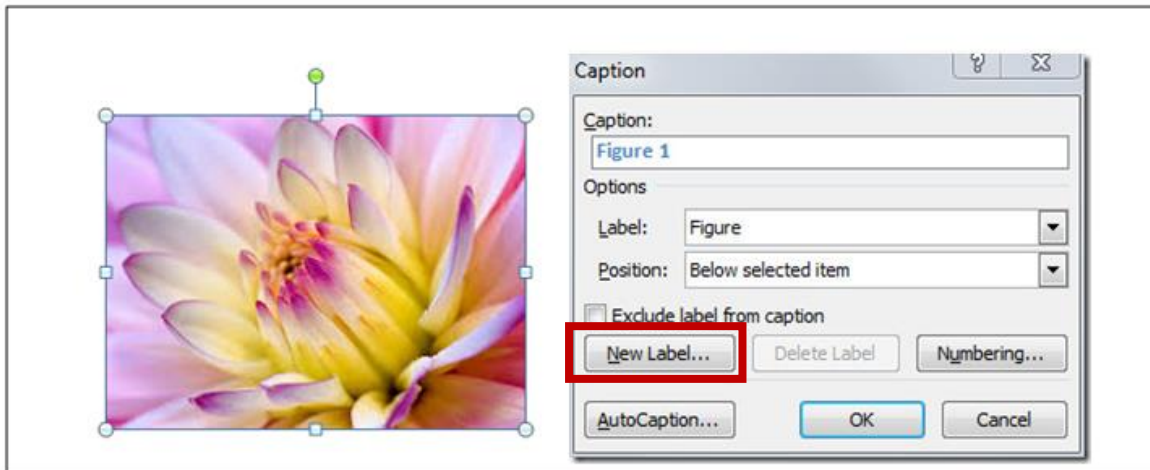


2. REFERENCING

2.1 CAPTIONS, FOOTNOTES AND ENDNOTES

Add a caption above, below a graphical object, table.

Mark a graphical object or table, go to **References -> Captions -> Insert caption**. In the dialog box under **Label**, select Picture or Table, and under **Position** select the desired location.



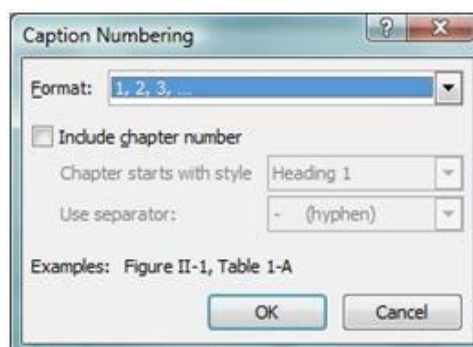
Add, delete a caption label.

Besides the already offered descriptions (like Picture, Table, Equation), you can also create your own descriptions. Go to **References -> Captions -> Insert caption** and click on **New label**. In the dialog box, enter the label name. For the inserted label, a caption will be automatically created. For example, if we insert the label Photo, a matching caption Photo 1 will automatically be created.

To delete a caption, choose a label from the Caption drop-down menu and click on **Delete label**. Only user-created labels can be deleted; for the built-in labels the **Delete label** button is grayed out.

Change caption number format.

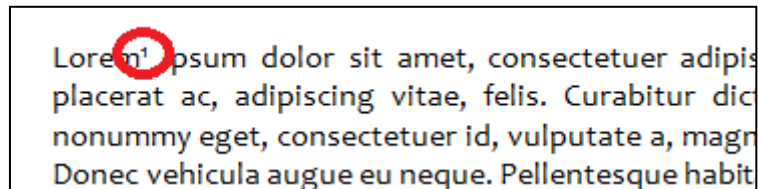
Go to **References -> Captions -> Insert caption** of the image and click on **Numbering**. In the dialog box, you can then select a caption number format.



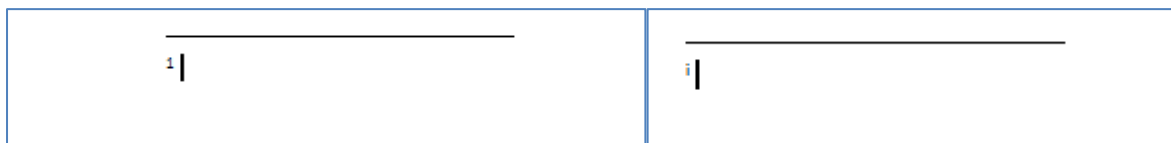
Insert, modify footnotes, endnotes.

The footnote or endnote consists of two linked parts, a reference mark of a note and the corresponding note text. Microsoft Word automatically numerates footnotes and endnotes. You can use only one numbering scheme throughout a document or different schemes for each section of the document. The commands for inserting and editing footnotes and end notes are in the **References** tab in the **Footnotes** group.

To insert a footnote/endnote, position the cursor first in the text where you want to insert the reference note mark, and then click on **References** -> **Footnotes** -> **Insert Footnote** or **Insert Endnote**.

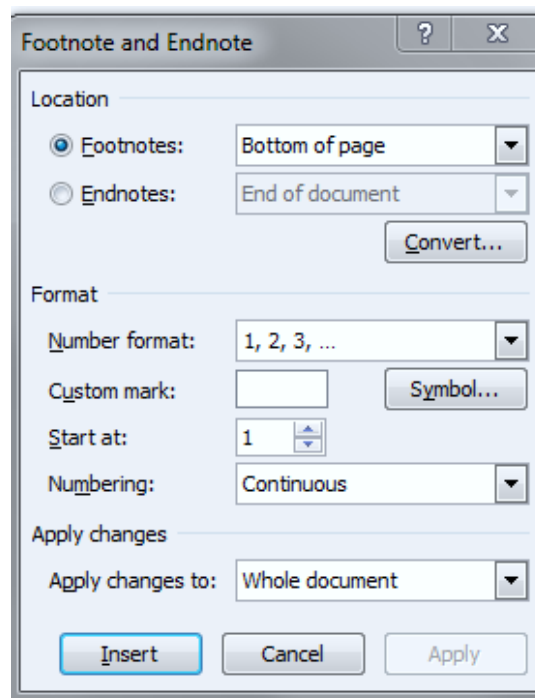


Word will insert a reference note mark and set the insertion point in the text of the new footnote or endnote. By default, Word sets footnotes at the end of each page and endnotes at the end of the document. The following images are examples of footnotes and endnotes.



Enter the text for each note and double-click the reference mark of the footnote or endnote to return to the reference mark in the document.

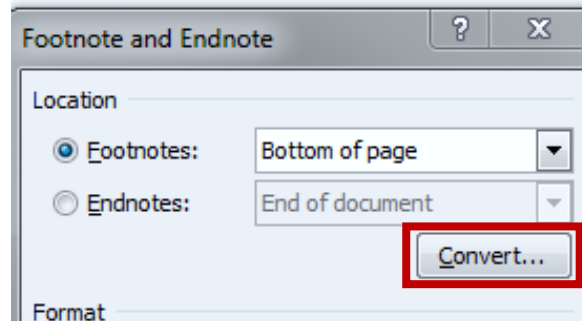
To edit a footnote or an endnote click on the **Footnote and endnote** dialog box to make any desired changes.



Convert a footnote to an endnote. Convert an endnote to a footnote.

References -> Footnotes -> Dialog box Launcher

Under **Location** select Footnotes or Endnotes and click on **Convert**. Select the desired option in the menu, **Convert Notes** and click on OK.

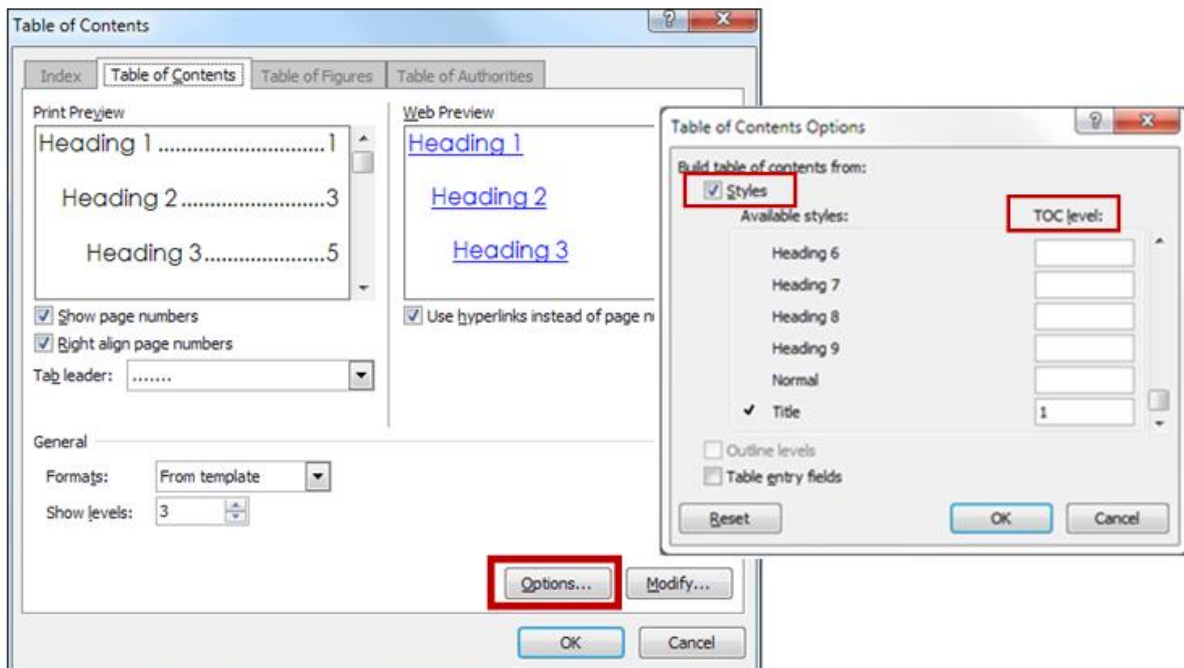


2.2 TABLES AND INDEXES

Create, update a table of contents based on specified heading styles and formats.

The simplest way to create a table of contents is by using built-in header styles. You can also create a table of contents that is based on certain styles that you applied.

- **Table of contents with built-in styles:** Mark text for which you want to show in your table of contents. On the **Home** tab, under the **Styles** group, select a desired style. After you highlight the text with the desired style, go to **References -> Table of Contents -> Table of Contents -> Custom Table of contents** and select a **Table of Contents** layout.
- **Table of contents from custom styles:** Go to **References -> Contents -> Table of contents** and select **Insert/Custom table of contents**. Click the **Options** tab and then under **Available styles**, find the styles that you applied and under the **TOC levels**, enter the level you worked on. If you have used style A for headings and style B for subheadings then for Style A enter 1 and for style B enter 2.

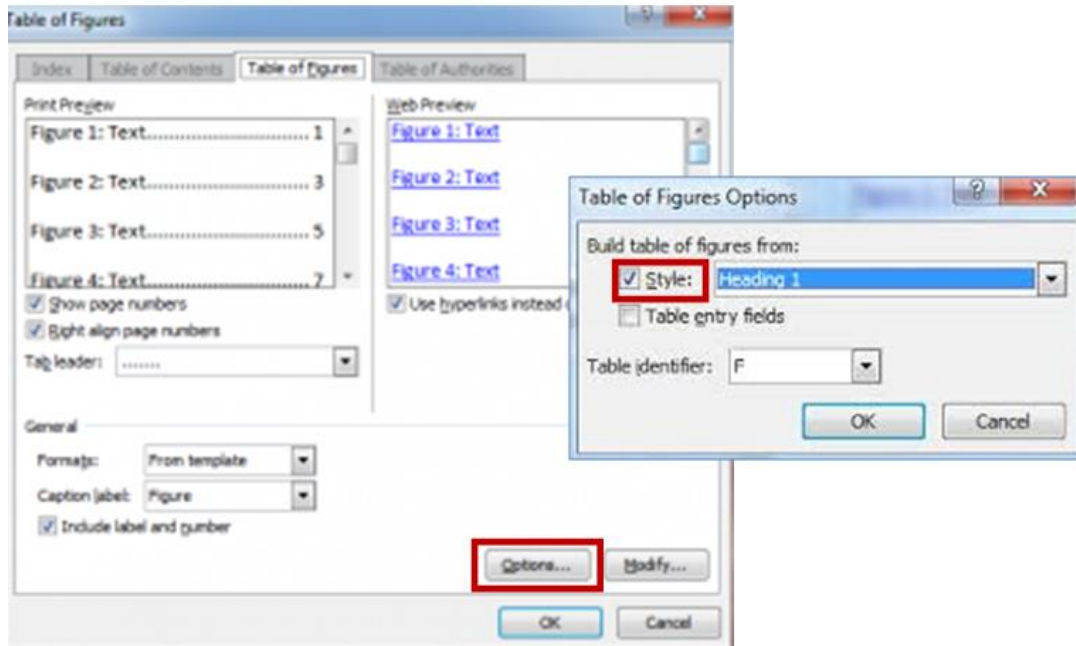


Updating a table of contents is done by clicking inside it. At this point, a dialog box appears in which you need to click on **Update table**.



Create, update a table of figures based on specific styles and formats.

First, you need to add captions as previously described in this chapter. After that, click on **References -> Captions -> Insert Table of Figures**.



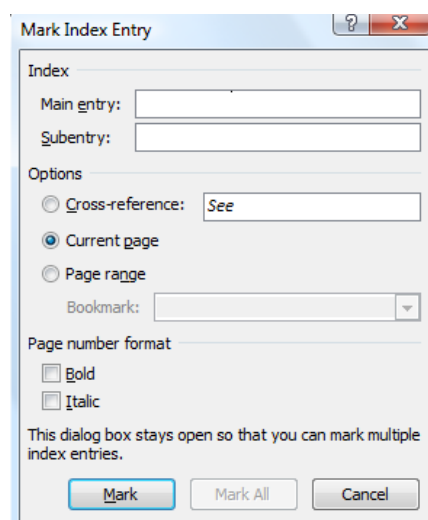
Mark an index as main entry or subentry. Delete a marked index entry.

An index contains a list of terms and topics discussed in a document, along with the number of pages on which they appear. To create an index, it is necessary to mark index entries by specifying the name of the main entry and the optional cross-references in your document.

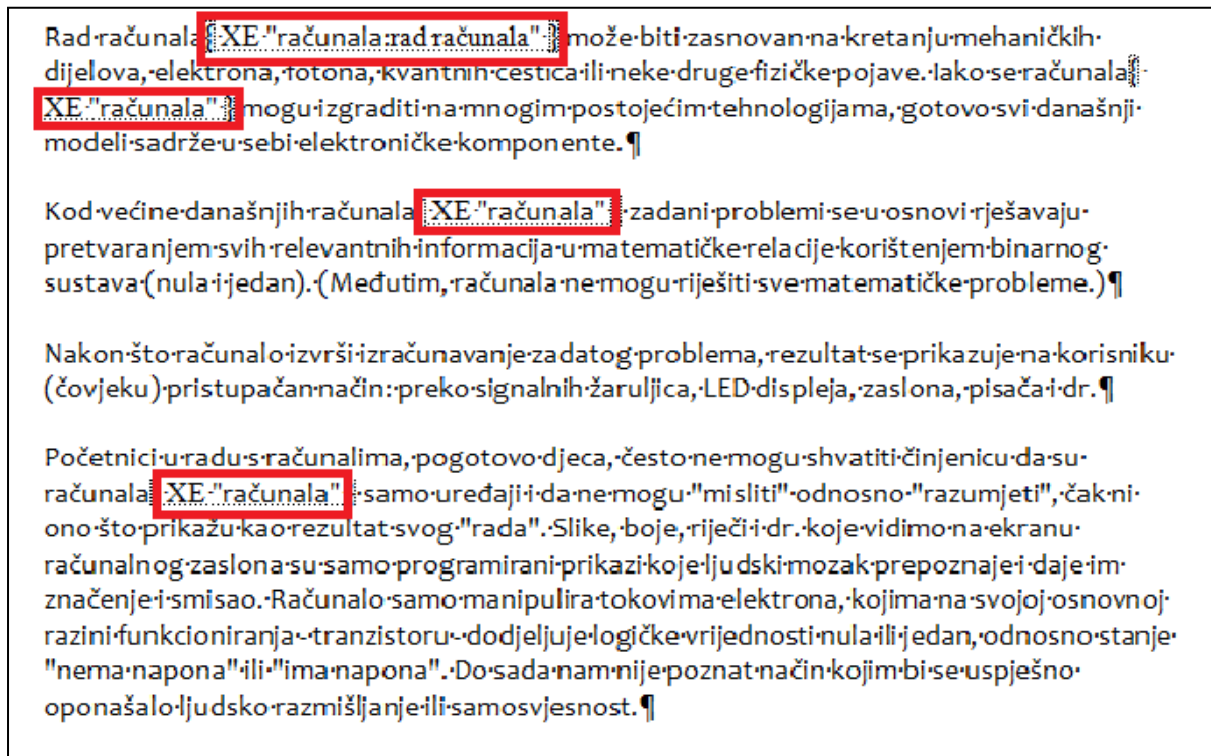
You can create an index entry as follows,

- each word, phrase or symbol
- a topic that spans through multiple pages
- a topic that is related to the other input, such as "Transportation. See Bicycles"

Marking words or phrases: To use a text as an input index, first select it, then go to **References -> Index -> Mark Entry**. A dialog box will appear in which you can enter the required parameters. Enter subentries to describe details of a particular entry.



To mark a particular entry, click **Mark**. If you want to mark all entries, click **Mark All**. The figure below shows how the Word inserts tags. The first occurrence of the word "računala" is defined by an entry and a subentry and selected via the option **Mark**; other occurrences of the word "računala" are defined only by the main entry and are selected via the option **Mark all**.



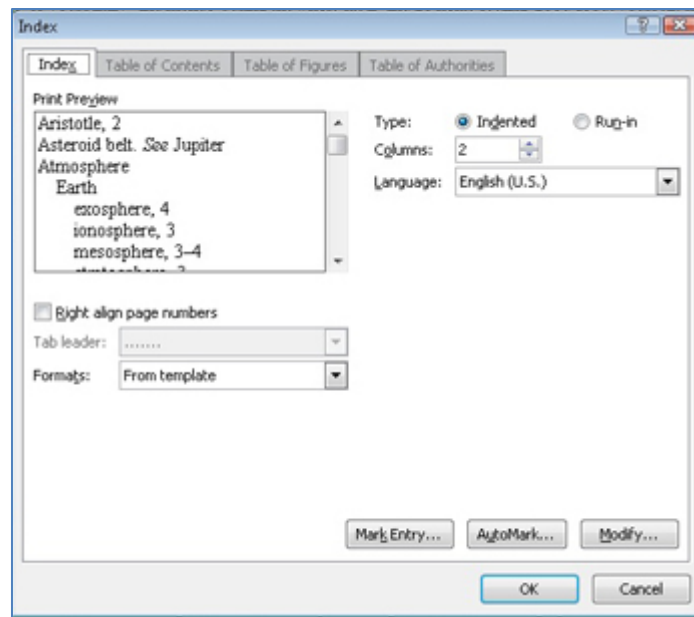
To delete an entry, select the entire field of index entries, including brackets ({}), and then press DELETE.

Za brisanje unosa odaberite čitavo polje unosa indeksa, uključujući i zagrade ({}), a zatim pritisnite DELETE.

Create, update an index based on marked index entries.

When you mark all the desired entries, you can proceed to selection of the index design and insertion of the index into the document. Click where you want to add the index and go to **References -> Index -> Insert Index**. In the dialog box that will open, you can define the index design.

To update the index, click on the index and then press F9 or click on **References -> Index -> Update Index**. If you find an error in the index, find the entry you want to change, change it and update the index.

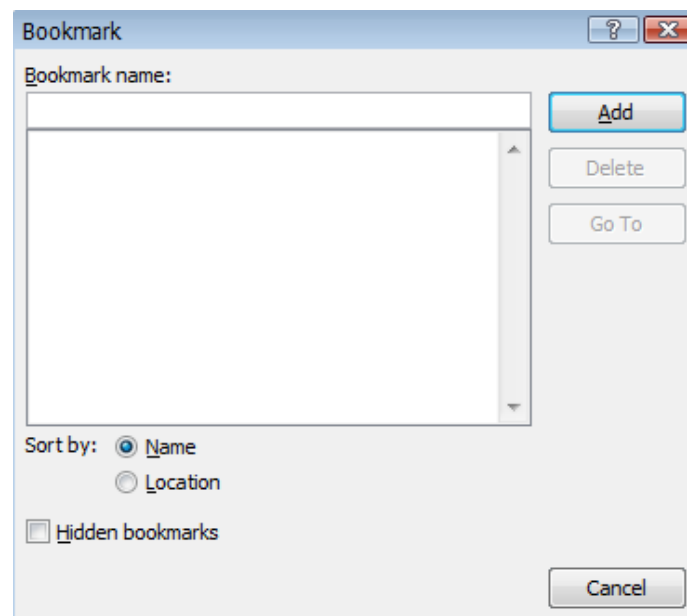


2.3 BOOKMARKS AND CROSS-REFERENCES.

Add or delete a bookmark.

Bookmarks make it easy to navigate in a document. For example, if there is a part of a document that you want to edit later without having to search for it the entire document again, you can simply add a bookmark and return to that part.

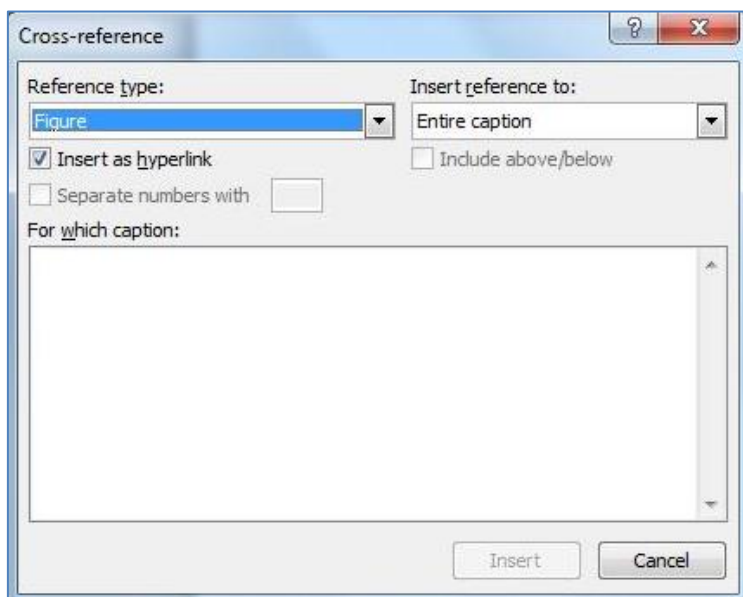
To add a bookmark, select the text you wish to bookmark and go to **Insert -> Links -> Bookmark**. In the dialog box, enter the name for the bookmark and click on **Add**. Afterwards, if you want to go back to a certain bookmark, select **Insert -> Links -> Bookmark**, select the desired bookmark you want to go to and click on **Go To**.



For deleting in this same dialog box, click on **Delete**.

Create, delete cross-references for numbered items, headings, bookmarks, figures and tables.

When you create a cross-reference, a field will be inserted into the document which is used to refer the element that you specified in the cross-reference. As an example, a cross-reference for an image will be created. Firstly, it is necessary to assign a caption to the image and then mark that caption as an input (as described earlier in this document). After that, place the cursor in the location where you want to insert a cross-reference and go to **Insert -> Links -> Cross-reference**. Select the desired type of reference and the caption for which you are adding the reference, and click on **Insert**.

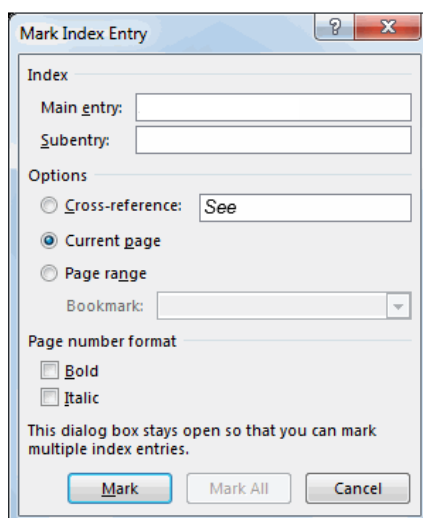


At the location that you specified a reference will be inserted which you can access if you press CTRL + click.

You can remove the reference from the document by highlighting and deleting it.

Add cross-references to an index entry.

Highlight the text and go to **References -> Mark Entry**. In the dialog box, select **Cross-reference** for the term you want to be referenced by the entry.



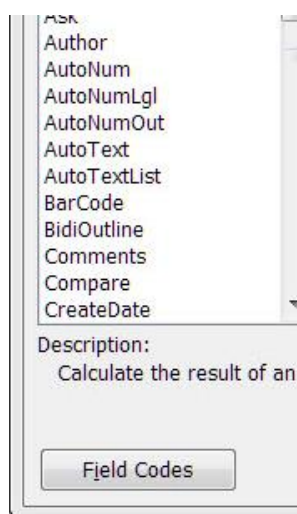
3. ENHANCING PRODUCTIVITY

3.1 USING FIELDS

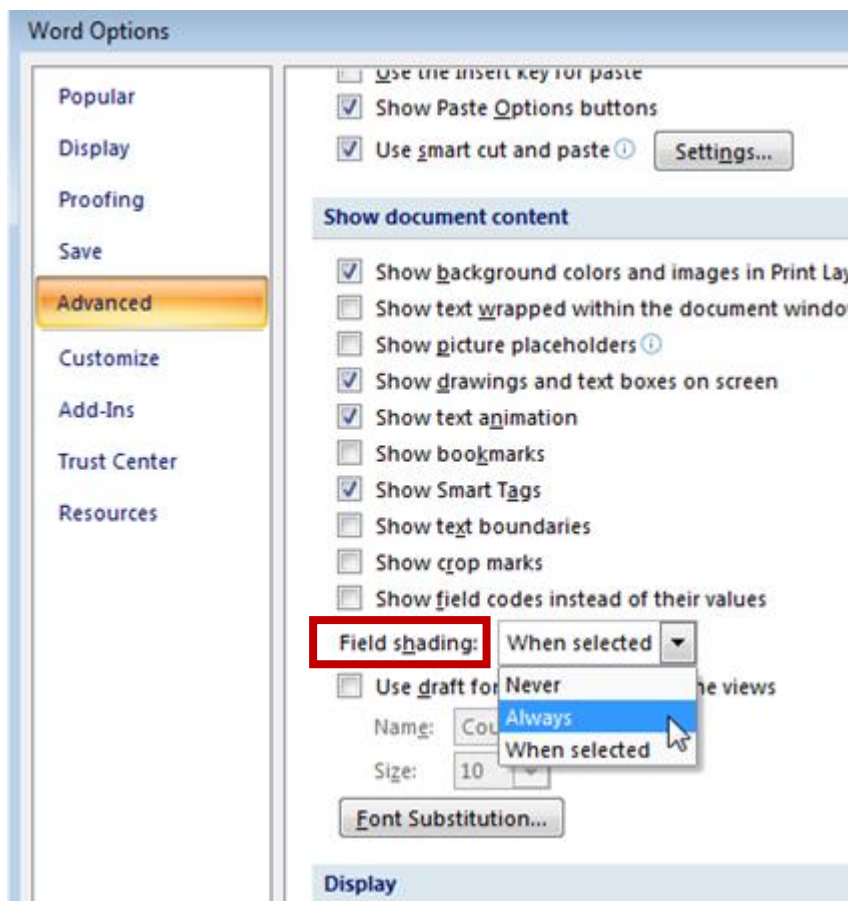
Insert, or delete fields like author, file name, path, file size, fill in or input.

Fields in Word are used as placeholders for data that can be changed in the document. To insert a field, click in the document where you want to enter the field and go to **Insert -> Text -> Quick Parts -> Field** and in the dialog box, select the field you want to enter. If desired, choose Field properties or options.

Field codes represent the presentation that Word uses to recognize fields, for instance, {AUTHOR} is a placeholder for the name of the author of the document. If the author is changed by clicking on the field and selecting the **Update field** option, the field will take on a new value.



By default, Word displays the field results as part of the other contents of the document, so it is difficult to identify whether it is a field or other content. If desired, the fields can be displayed on the shaded background in order to highlight the document. Go to **File -> Options -> Advanced** and select the desired style.

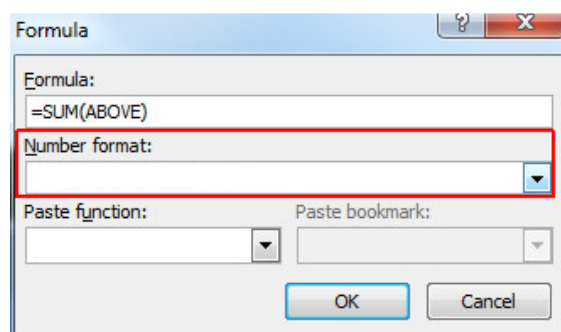


The fields like file name, size or path work the same way as the field {AUTHOR}. The insertion field works in a slightly different principle.

You can create a question that will be given to the user and then their response will be inserted into the document as desired..

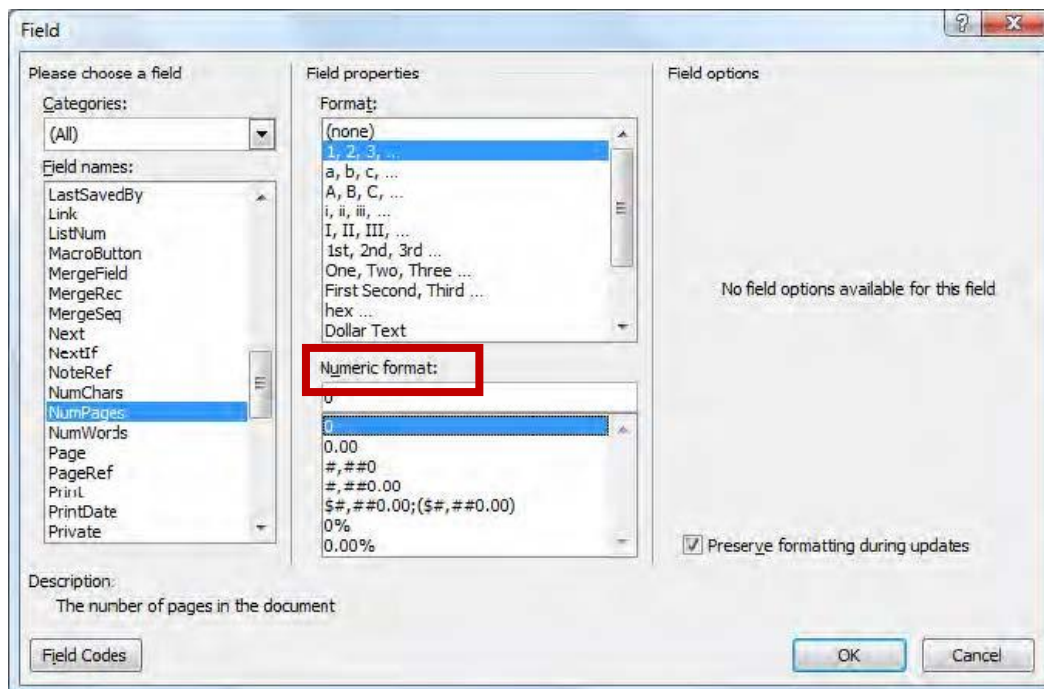
Insert a sum formula field in a table

Place the cursor in the cell where you want to insert the sum and then go to **Schedule -> Data -> Formula**. A dialog box will open where you can select the desired formula (Paste function). To define which cells you want to add as parameters in parentheses: ABOVE (cell above), BELOW (cell below), LEFT (left of the cell), RIGHT (right of the cell). There may also be combinations of these parameters such as SUM (LEFT, ABOVE) for the sum of cells to the left and above.



Change field number format

If a field contains some numeric value in order to change the shape, select it, then right click and click on **Edit field** option.



Lock, unlock, update a field.

To lock a field (in some cases, it cannot be updated), mark it and press Ctrl + F11. To unlock a field, mark the field and press CTRL + SHIFT + F11.

To update a field, mark it, then right click and select **Update Field**.

3.2 FORMS, TEMPLATES

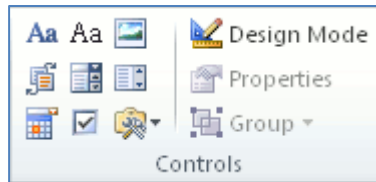
Create, modify a form using available form field options like text field, check box and drop-down menu.

In Word, it is possible to create forms such as website forms in which the user can enter data, select options from drop-down menus or select check box fields.

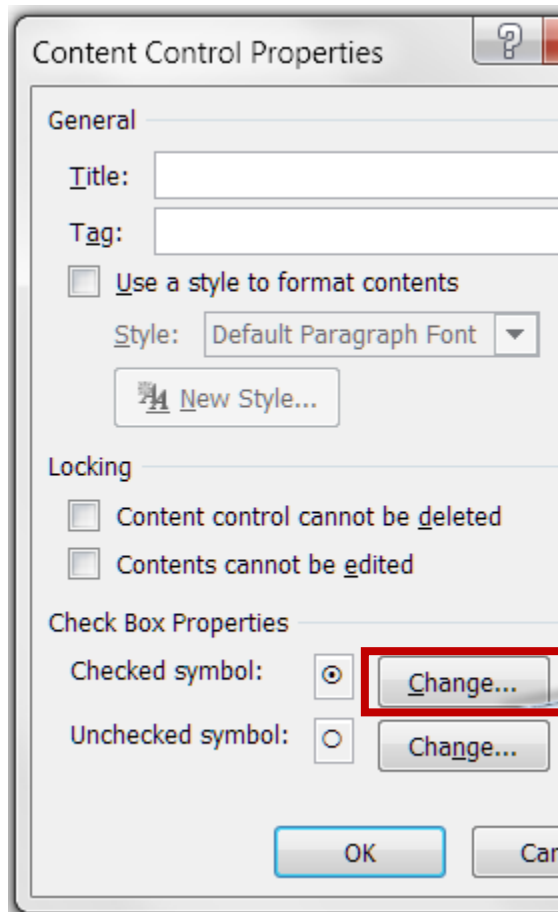
To create a form you need to add the Developer tab. Go to **File -> Options -> Customize Toolbar** and add the **Developer** tab. To create a form, you can customize an existing one or start with a blank document.

If you start from a blank document, save the document as a template first.

You can add elements by going to **Developer -> Controls** and selecting the **Design mode** first, and then you add an element to a desired location in the document.



You can customize elements by clicking on **Properties**. For example, for a check box you will see a dialog box as shown in the figure, in which you can change options offered for selection.

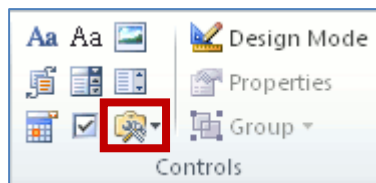


Once you have finished adding elements, click again on **Design mode** to get the display as shown in the figure below.

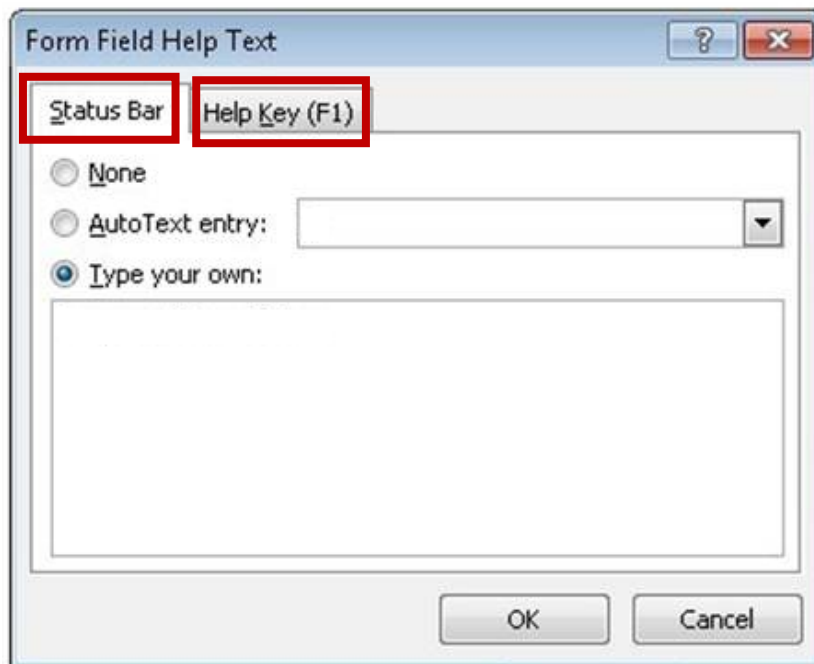
Name	« Name (Click here to enter text.) Name »
Date	« Date (Click here to enter a date.) Date »
Are you interested in our newsletter?	Yes <input type="checkbox"/> Yes Yes <input type="checkbox"/> No No

Add help text to a form field.

This option is possible if you choose the option **Inherited control**.



Mark an element and click on **Properties**. In the dialog box, select the **Status bar/Help button** and enter the desired text.



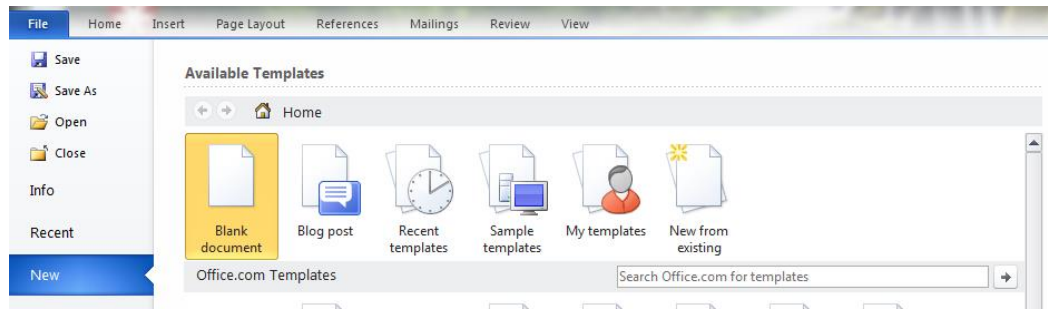
Protect, unprotect a form

You can protect a form in two ways,

- Through **Developer -> Protect -> Restrict editing** where you can define what you want to disable. Removal is done by clicking again on **Restrict editing** and then **Remove restriction**.
- You can add the **Lock** option to the toolbar. When you turn it on, all changes on the form become forbidden and only data entry into the corresponding fields on the form become allowed. To remove protection, again click on **Lock**.

Modify a template

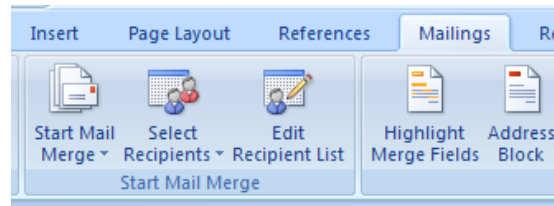
Open a template and make any desired changes.



Upon completion go to **Save As**, and under the **Format** option select **Word template**.

3.3 MAIL MERGE

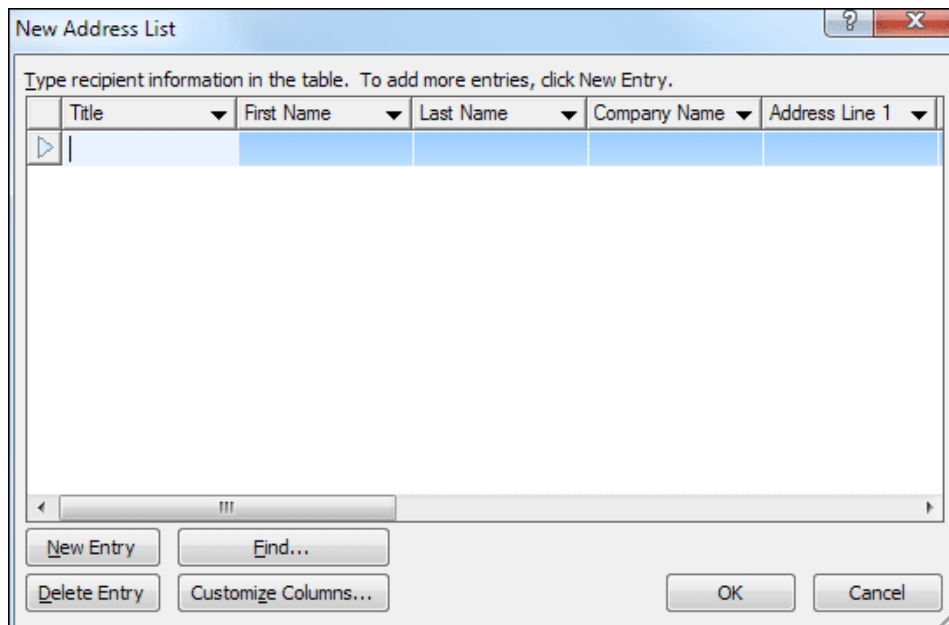
Edit, sort a mail merge recipient list.



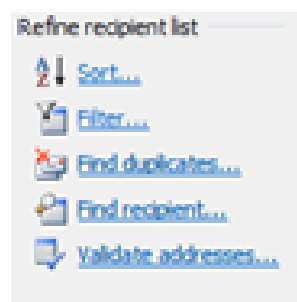
The first step is to select a recipient. When you click on **Mail Merge -> Select Recipients** three options will appear, namely,

- Enter a new list
- Use an existing list
- Select from Outlook contacts

If you have an existing list, you can import it, or, you can create a new list.



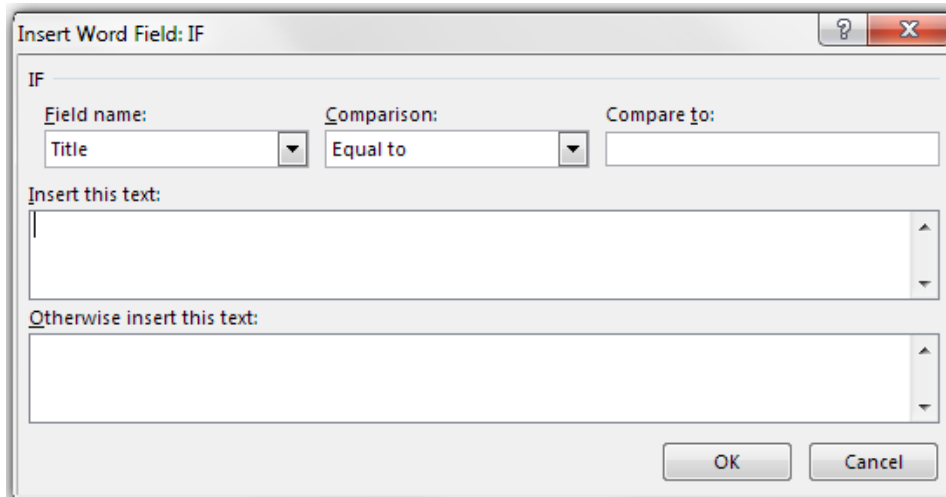
Once you have created or imported a list, the **Refine recipient list** option will appear. Clicking on this options will open a dialog box in which you can then edit or sort the list as required.



Insert Ask field: if...then...else...

If you send a letter to multiple addresses and want to personalize the letter as much as possible, then it is convenient to use the 'If ... Then ... Else' functionality. Go to the **Mail Merge -> Write & Insert Fields -> Rules** and select **If ... Then ... Else**.

Let's say that on your list of recipients you have recipients from Company A and Company B, and depending on whether someone is from the Company A or B, you want to enter a letter subject "Cooperation with A/B". We would then set the conditions as shown in the figure below.



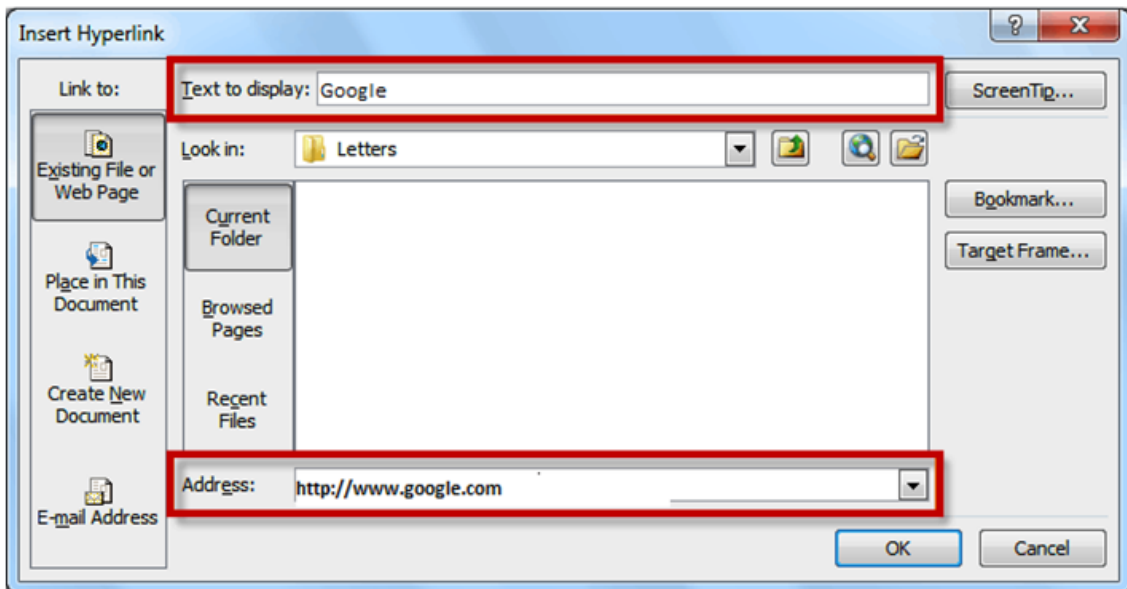
Merge a document with a recipient list using the appropriate merging criteria.

To define a merging criteria, use **Filter**. Click on **Filter** within **Refine recipient list** section. In the dialog box that appears, define the conditions. For example, we can set a condition that the document is sent only to those contacts that have Zagreb as the place of residence.

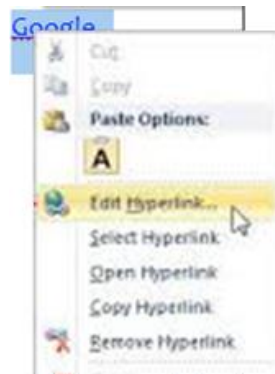
3.4 LINKING, EMBEDDING

Insert, edit, remove a hyperlink.

To insert a hyperlink, select the text you wish to set as hyperlink and go to **Insert -> Links -> Hyperlink**. In the dialog box that appears, set what you want to add the link (in the example shown in the figure below, a hyperlink to a Web page is added) and click **OK**.

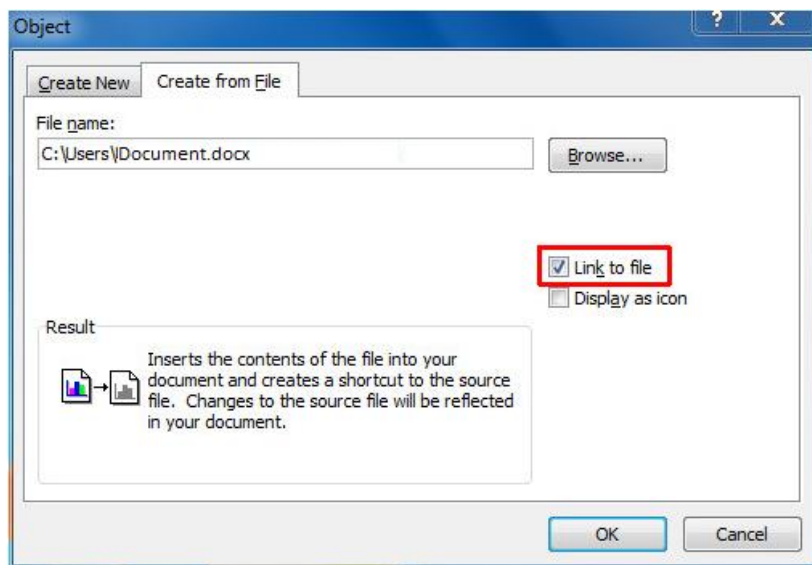


Select a hyperlink and right click to edit or remove it.



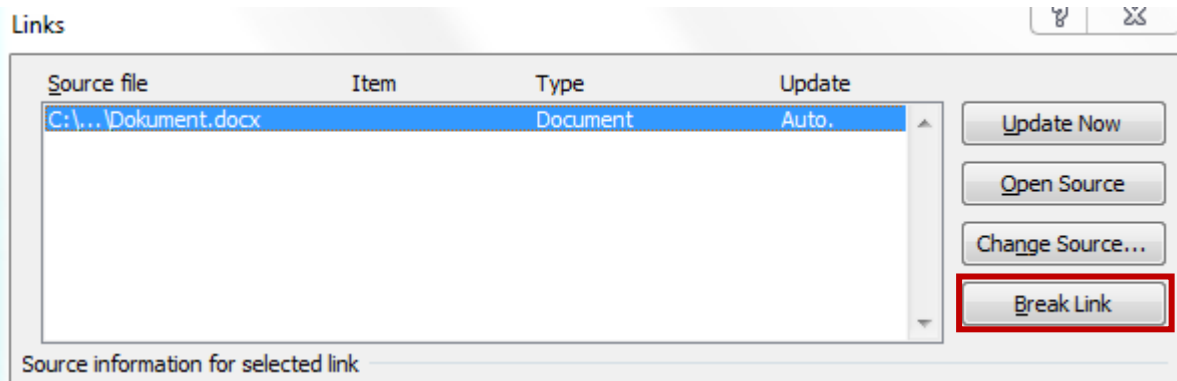
Link data to a document, application and display as an object, icon

Bring the cursor in the document where you want to insert the object and go to **Insert -> Text -> Object**. In the dialog box, select **Link to File**.



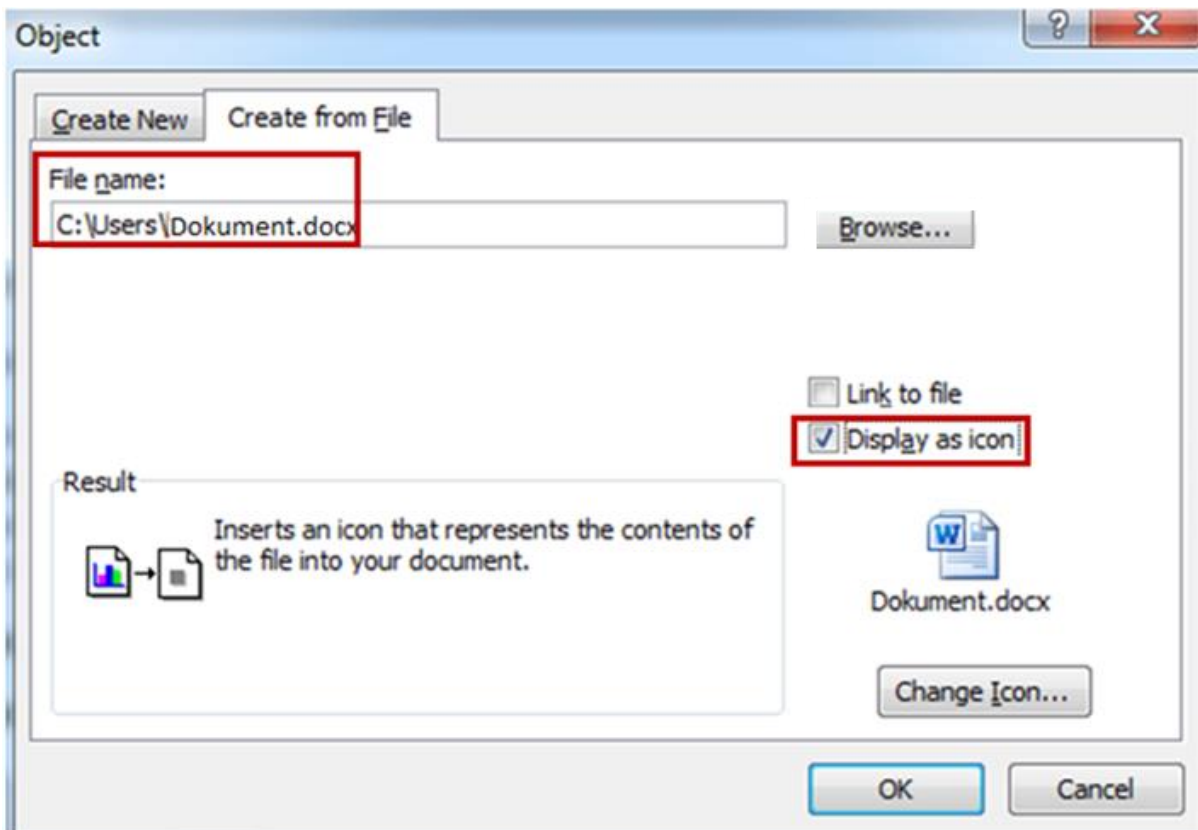
Update, break link

To update a hyperlink, select it, right click and click **Update link**. To remove the connection, right-click to select **Linked Document Object -> Links**. In the dialog box, click on **Break link**.



Embed data into a document as an object

Bring the cursor in the document where you want to embed an object and go to **Insert -> Text -> Object**. When you click on the Object, a dialog box will open where you can select what you want to embed.



After you click on OK, an object link to the embedded document will be created in the current document.



Edit, delete embedded data

Embedded data can be deleted by highlighting it and pressing DELETE.

To update, double-click on the object, to open the original document in which you can make changes. Those changes will be reflected in the embedded data.

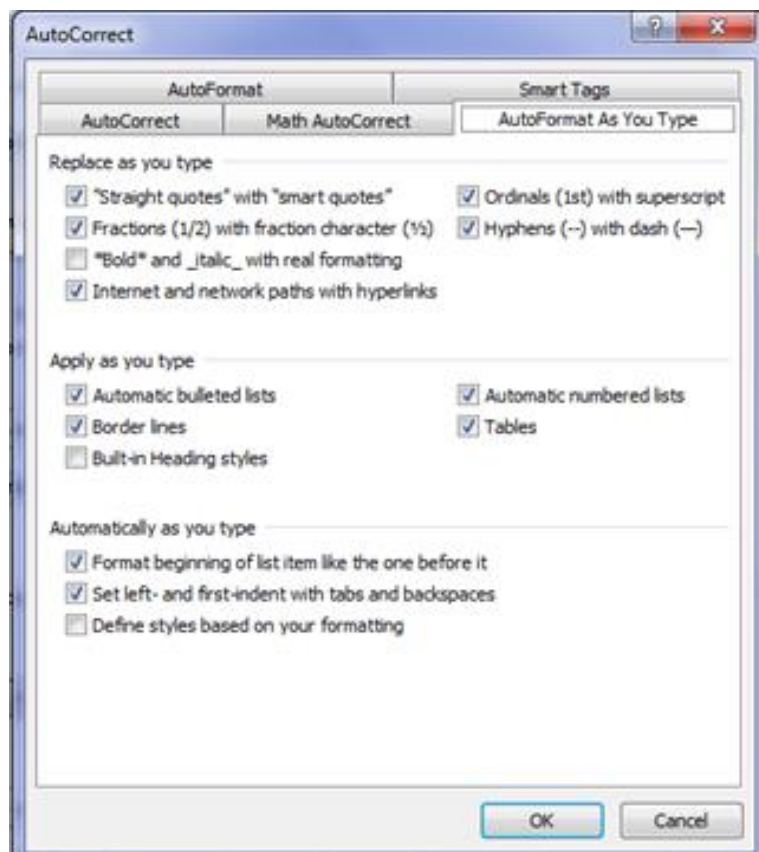
3.5 AUTOMATION

Apply automatic text formatting options

When you set certain options in the **AutoFormat** tab, Word can automatically format text as you type into a document.

For example, if you select the option: ***Bold*** and **_italic_**, the text between two asterisks (*) shall apply bold formatting, and the text between two underscores (_) italics. For example: ***computer*** becomes **computer** and **_computer_** becomes *computer*.

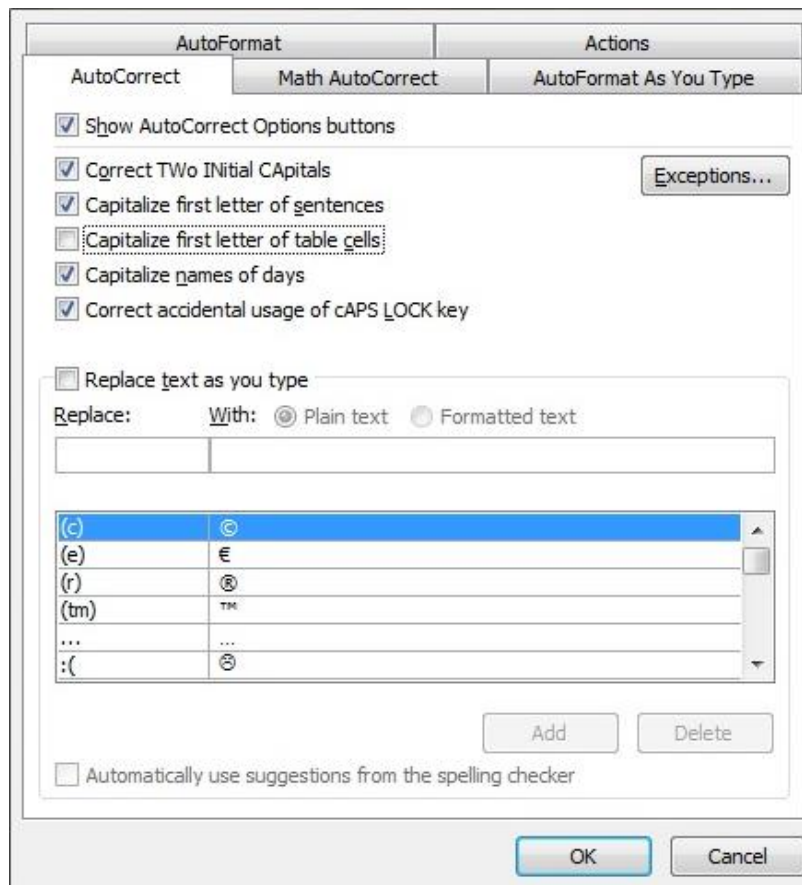
To set up Auto-Formatting options, go to **File -> Help -> Options -> Proofing -> AutoCorrect options -> AutoFormat As You Type**.



Create, modify, delete automatic text correction entries.

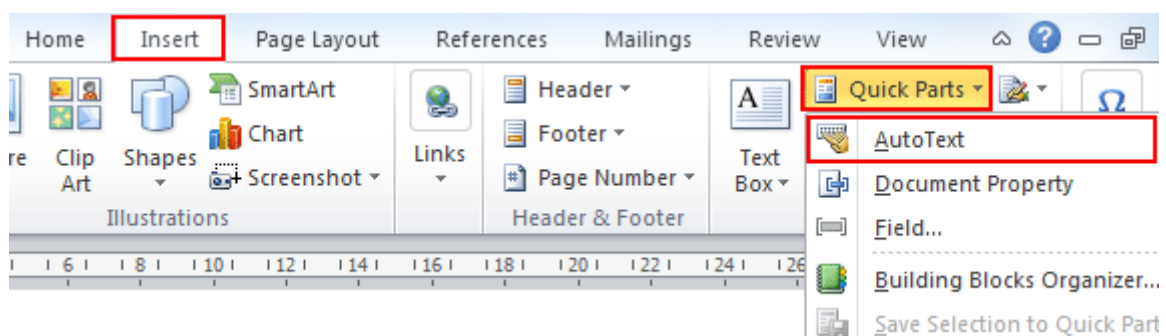
AutoCorrect lists the common spelling mistakes that you can, if necessary, correct.

Go to **File -> Options -> Language test -> AutoCorrect Options**. In the dialog box that appears, go to the **AutoCorrect** tab, and define rules. The example below shows that we want to replace (e) with €. If you check the box in front of the **Replace Text as you type**, next time you write (e) it will be automatically converted into €. To delete a rule select it and click on **Delete**.



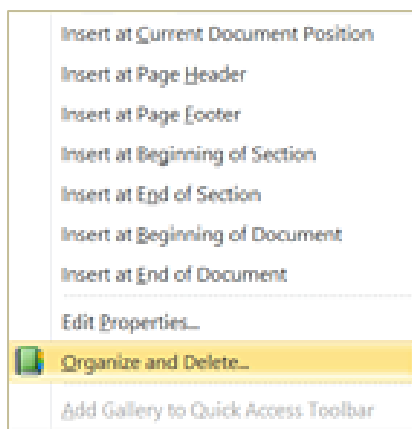
Create, modify, delete automatic text correction entries.

To create an automatic text entry, highlight the desired text and go to **Insert -> Text -> Quick Parts -> AutoText** and select **Save Selection to Quick Part Gallery**.



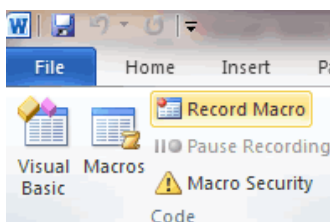
When you want to insert text for automatic entry in some place in the document, go to **Insert -> Text -> Quick Parts -> AutoText** and select the desired text.

Text can be edited or deleted by highlighting it in the menu and selecting the desired option.

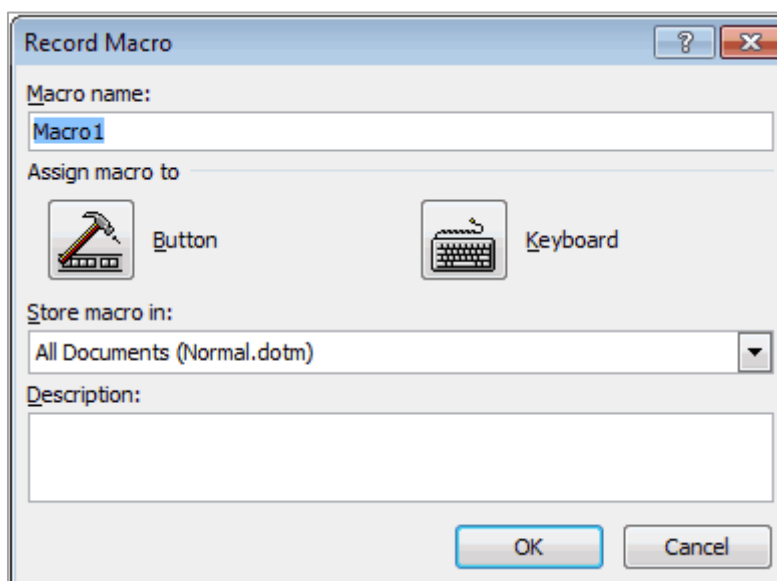


Record a macro such as: change page setup, insert a table with a repeating heading row, insert fields in document header or footer.

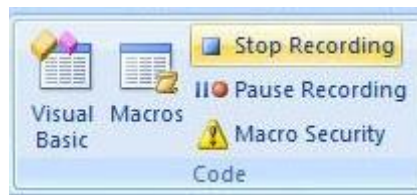
Go to **Development -> Code -> Record Macro**.



In the dialog box, enter a name and other parameters as per requirement.

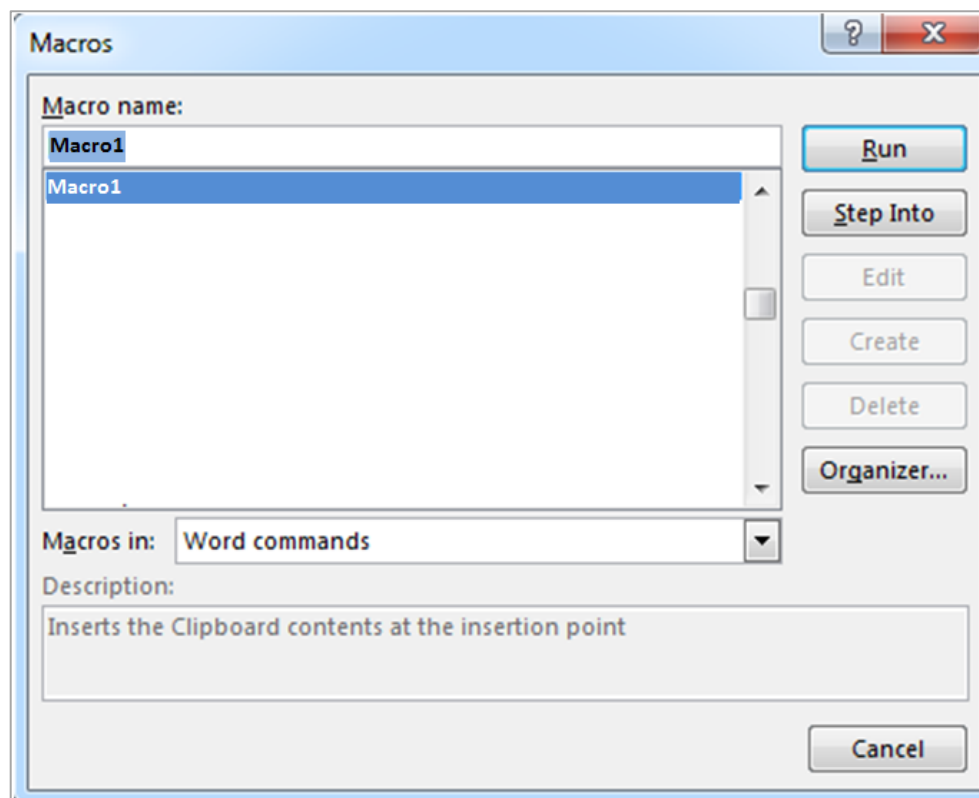


After clicking **OK** the macro recording will begin. Anything that you then do will be recorded in order to play afterwards. When you are done with work, click **Stop Recording**.



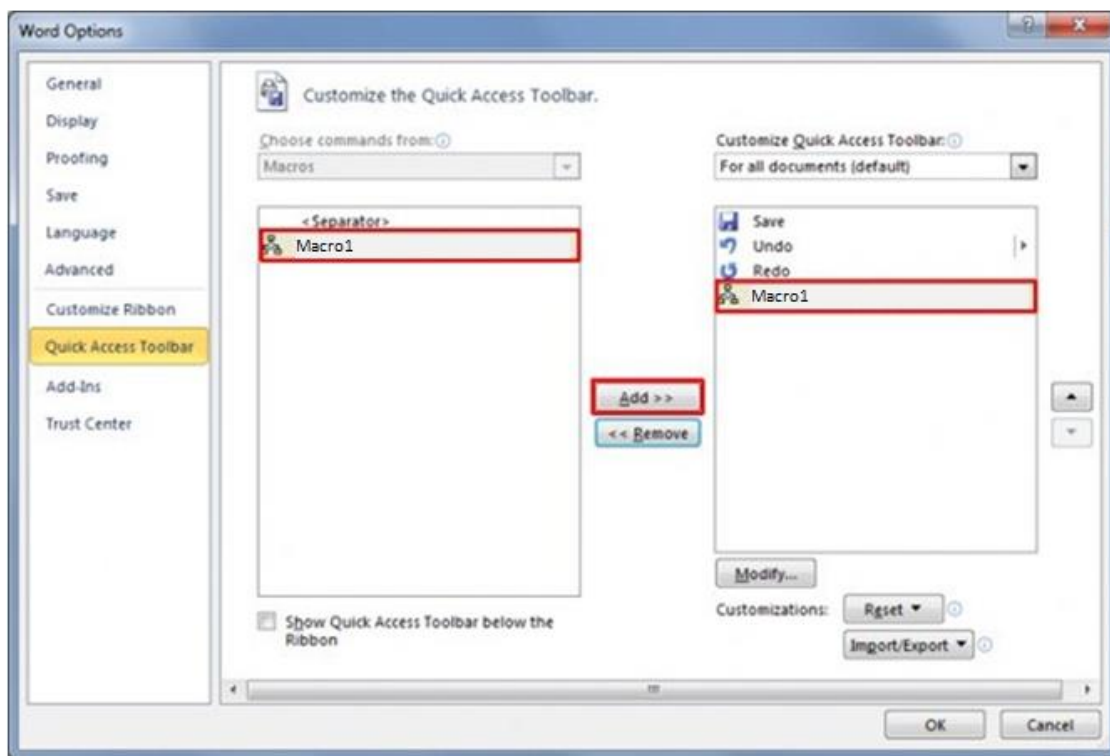
Run a macro

To run the macro to go to **Development -> Code -> Macros** and in the dialog box, select the macro you want to run and click on **Run**. Depending on what you recorded with the selected macro, that will be played (if say, you made a macro that puts some text in the header of a document, when you run that macro in a new document, the text will be added in the document header).



Assign a macro to buttons on the toolbar.

Go to **File -> Options -> Customize Ribbon**. Under **Choose commands from**, select **Macros**, and under **Customizing the Ribbon**, select where you want to insert the macro and click **Add**.

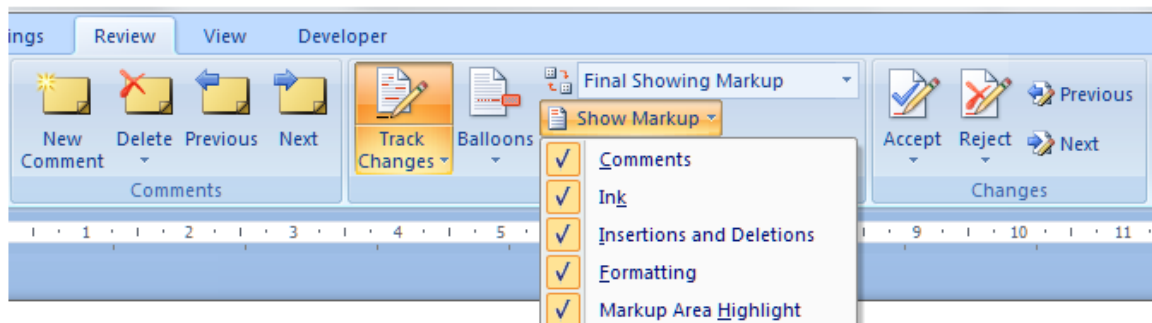


4. COLLABORATIVE EDITING

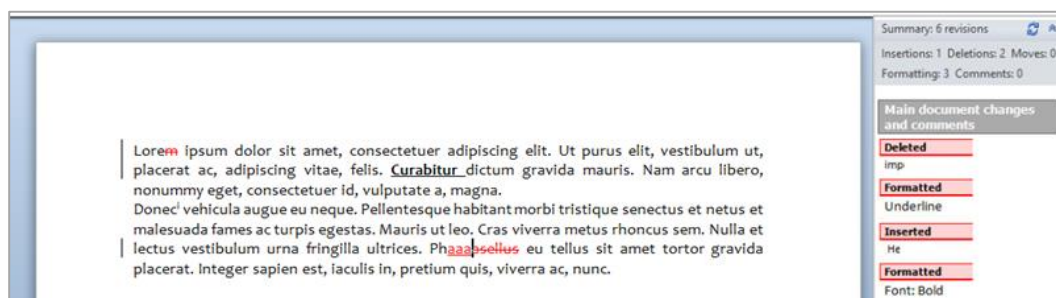
4.1 TRACKING AND REVIEWING

Turn on, turn off track changes. Track changes in a document using a specified display view.

Track changes option is turned on/off via **Review -> Tracking -> Track Changes**. In the same section, under the command **Show Markup**, you can choose which changes you want to track or display in the document (like comments, insertion and deletion, formatting, etc.).

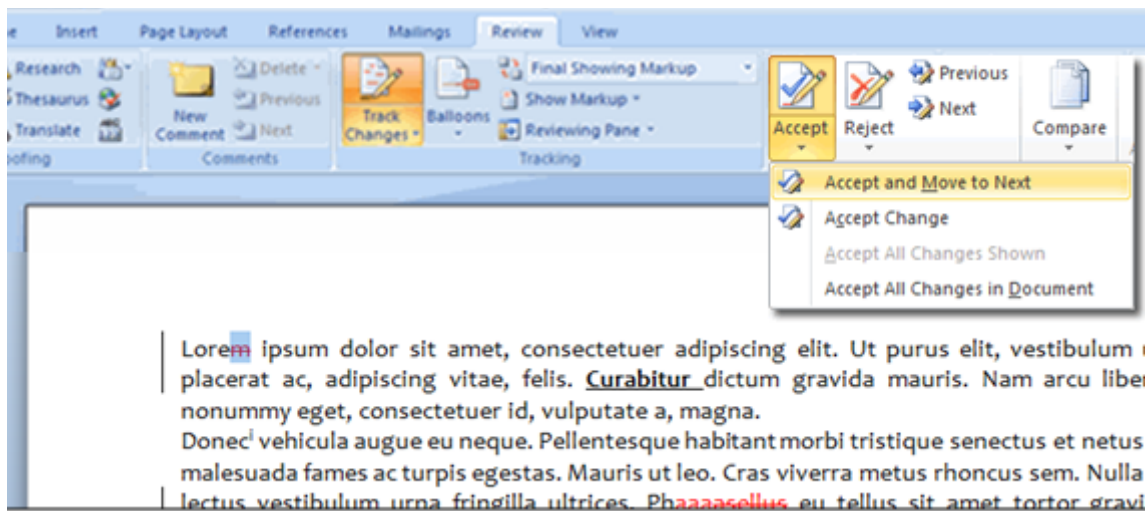


To track changes through the preview pane, click on the **Reviewing pane** in the same section. You will have the option of vertical and horizontal preview pane, so you can choose the option you prefer. Vertical reviewing pane is shown in the following figure. As you can see, on the right side, a pane appears where you can see all the changes that have been made in the document.



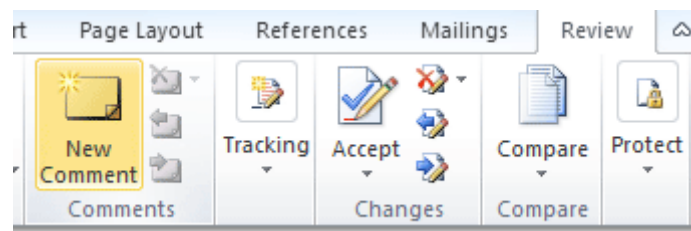
Accept, reject changes in a document.

Commands to accept or reject the changes can be found in **Review -> Changes**. By using the **Previous/Next** commands, you can navigate the changes and depending on the need, reject or accept the changes.

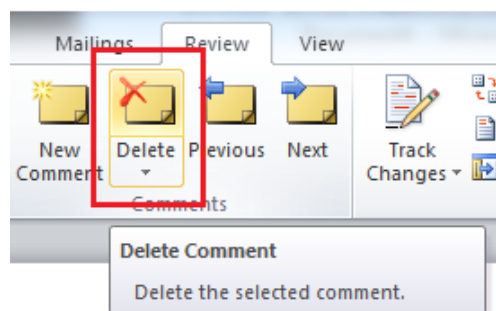


Insert, edit, delete, show, hide comments/notes

To insert a comment, bring the cursor to the place where you want to insert a comment and go to **Review -> Comments -> New Comment**. In the dialog box that appears, enter the comment text.



To delete a comment, select it and go to **Review -> Comments -> Delete**.



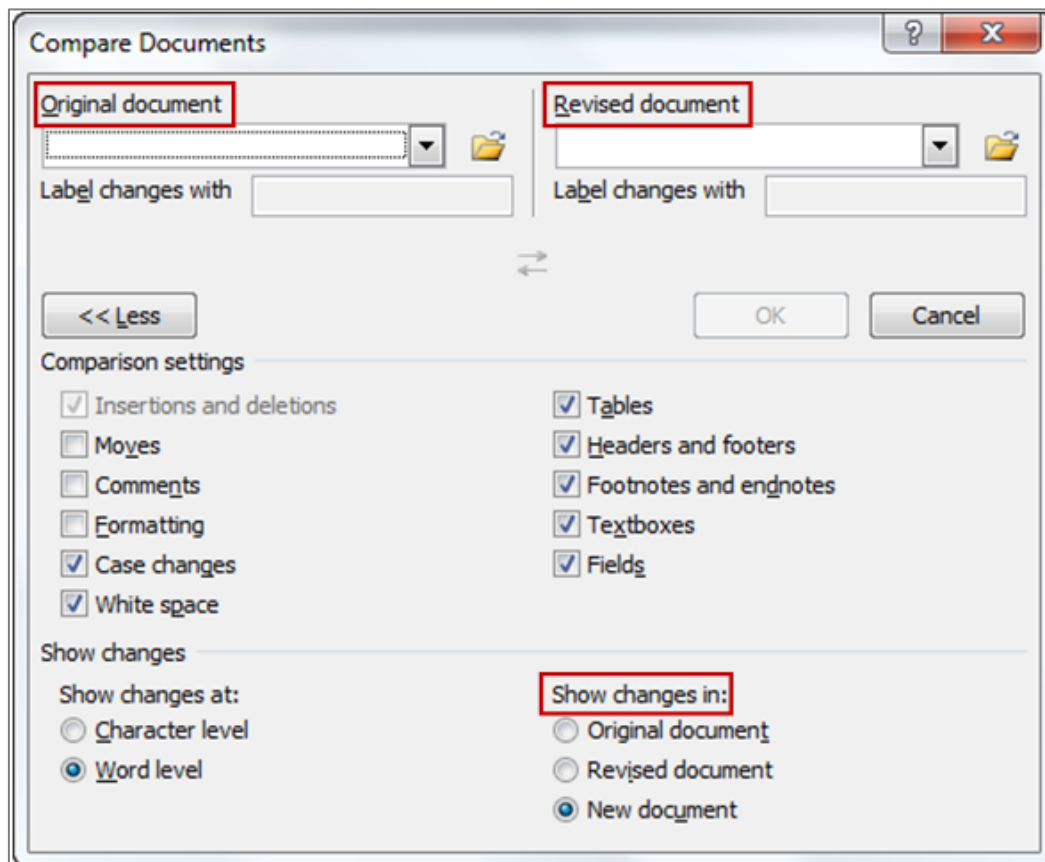
To edit comments, go to **Review -> Tracking -> Reviewing pane**, and alter the comments as needed.

You can hide/show comments by going to **Review -> Tracking -> Show Markup** and selecting the **Comments** option.

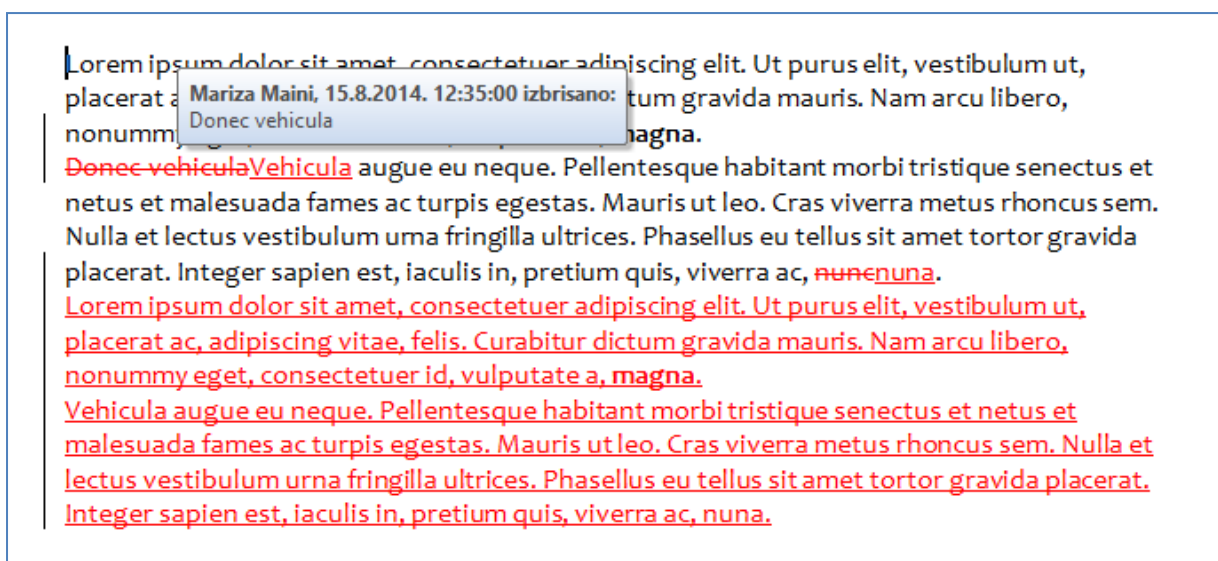
Compare and merge documents

Go to **Review -> Compare -> Compare** and select **Compare**.

In the dialog box select the original document, revised document and specify where you want the changes to be shown.



After you click OK, depending on where you chose the changes to be shown, the differences between the two documents will appear. This also results in the merge of these documents.

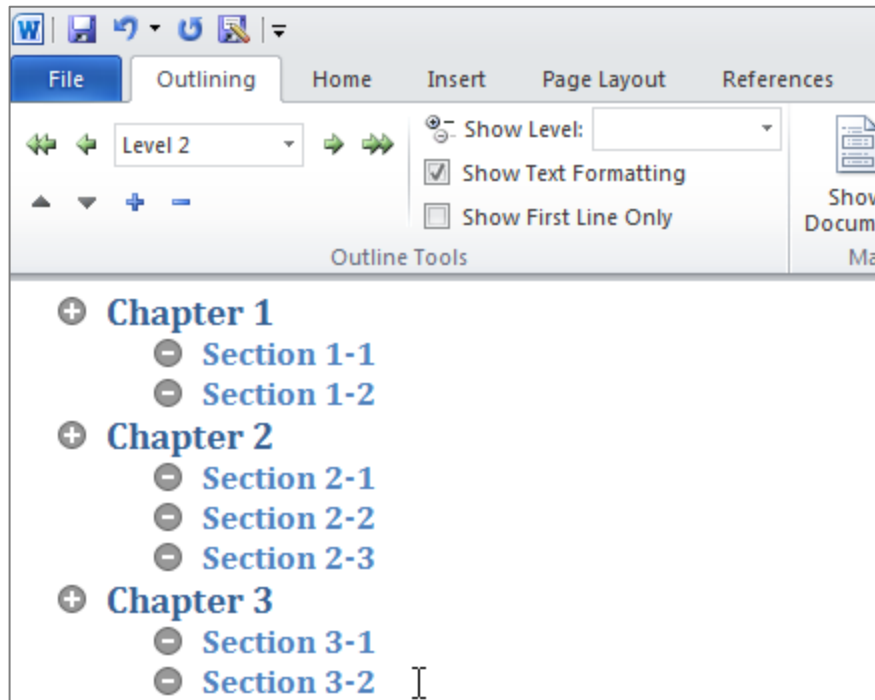


Now you can to accept or reject the changes and save the document via **View -> Changes**.

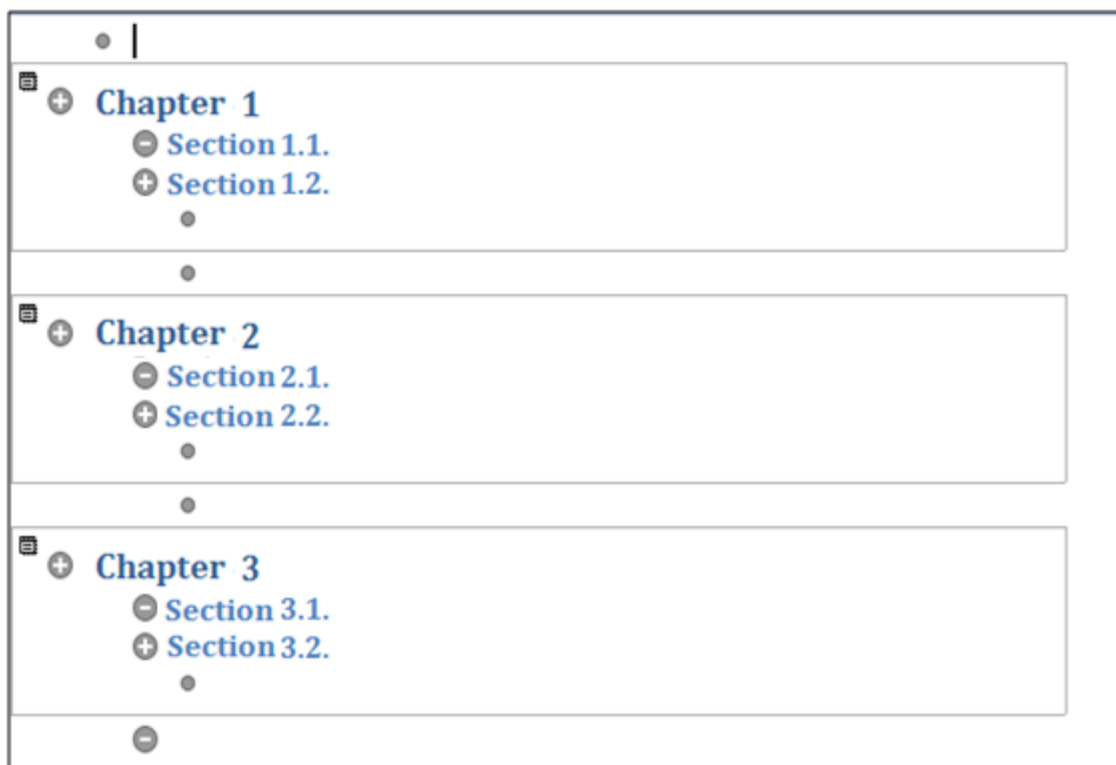
4.2 MASTER DOCUMENTS

Create a new master document by creating a subdocument from headings.

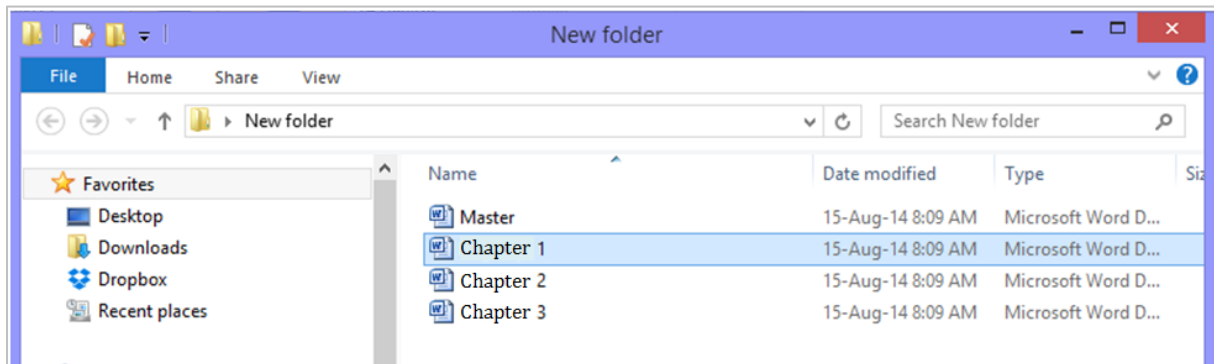
Open a new blank document, and save it, preferably in a separate folder. Subdocuments will be saved later on, in the same folder. Then go to **View -> Views -> Outline**. Now you can start entering the names of subdocuments. When you are finished, click on **Show document** and then more options will appear.



Highlight the entire structure, and click on **Create**. This command will group each document with headings and subheadings in its own section.



Now you can save the document again. Word will automatically create subdocuments with the names that you specified and the documents will already be inserted with headings and subheadings as you defined in the master document.



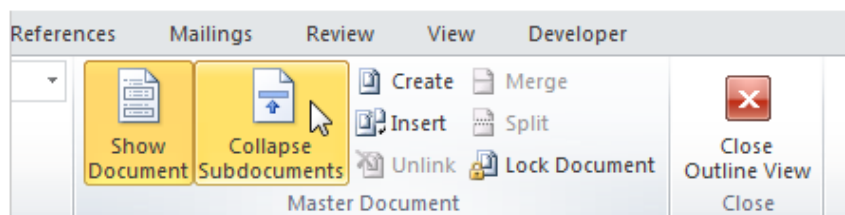
Insert, remove a subdocument in a master document.

To add a document open the master document and go to **View -> Views -> Outline**. Within the outline, bring the cursor where you want to insert a subdocument and click on **Master Document -> Insert** and select the desired document. The document can be removed by highlighting it in the structure and pressing DELETE.

Use text outline/navigator options: promote, demote, expand, collapse, move up, move down.

These options become available when in the master document, the **View -> Views -> Outline** options are selected.

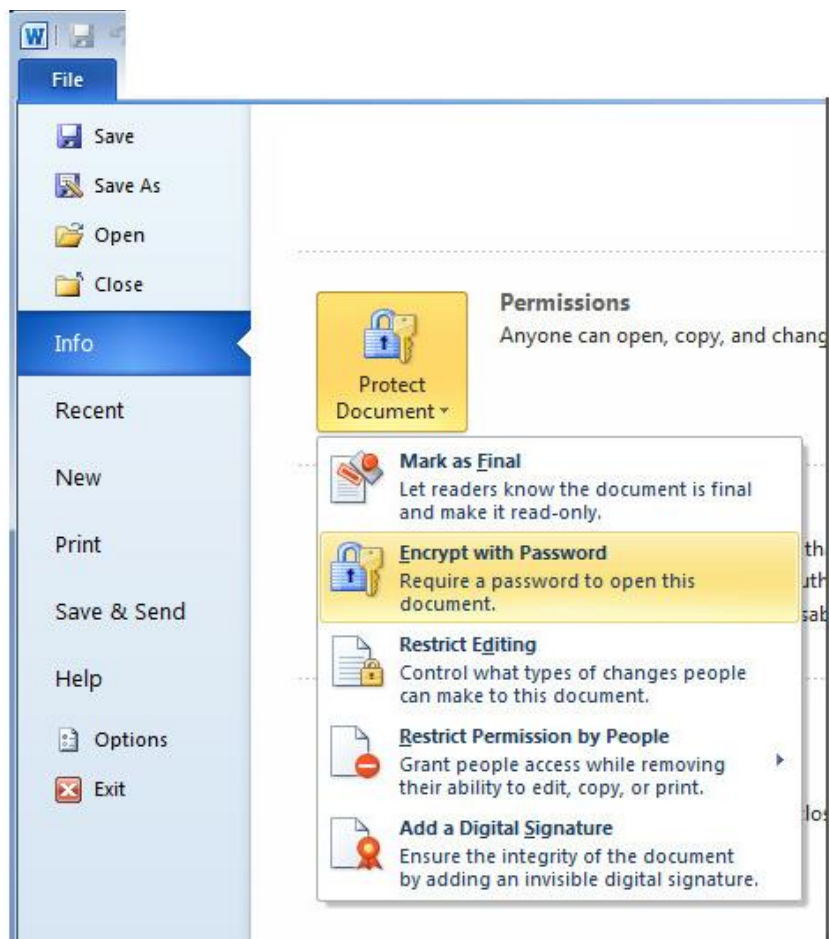
Promoting and demoting is used to change the level (for example, converting a heading into a subheading and vice versa), collapsing and expanding are used to hide/show the whole structure of a document, and by moving up/down the element position or order can be changed.



4.3 SECURITY

Add, remove password document protection: open, modify.

To add a password to protect the document, go to **File -> Information -> Protect Document** and select **Encrypt with Password**. In the dialog box, enter the desired password. The next time you open the document you will need to enter the password to access the contents.



To remove the password, repeat the previous steps, and when prompted to enter the password, clear the contents and leave the password field blank.

Protect a document to allow only tracked changes and comments

Under the Review tab, in Protect group, click on **Restrict Editing**. A dialog box will appear on the side where you can then define limits of editing and select tracked changes or comments. The Tracked changes option means that change tracking will automatically start, and all of the changes in the document will be recorded. The Comments option means that other users can only enter comments.

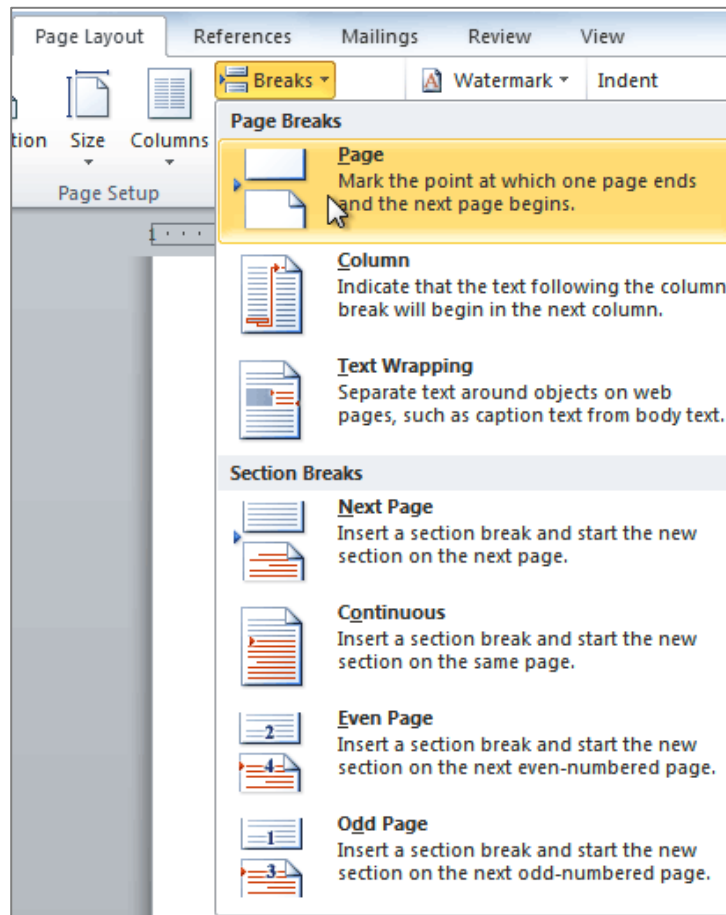


5. PREPARE OUTPUT

5.1 SECTIONS

Create, modify, delete section break in a document.

Bring the cursor in the document at the place where you want to insert a page break. Go to the **Page Layout** -> **Page Setup** -> **Breaks**, and select the desired break.



The following figure shows the insertion of two page breaks (for the purposes of this handbook the word BREAK is added into the text; in actual work nothing is printed in the document when a break is created). The first break is designed to separate two different types of formatting. The second break is just breaking one column to continue the text in the second column.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut purus elit, vestibulum ut, placerat ac, adipiscing vitae, felis. Curabitur dictum gravida mauris. Nam arcu libero, nonummy eget, consectetur id, vulputate a, magna.

Donec vehicula augue eu neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Mauris ut leo. Cras viverra metus rhoncus sem. Nulla et lectus vestibulum urna fringilla ultrices. Phasellus eu tellus sit amet tortor gravida placerat. Integer sapien est, iaculis in, pretium quis, viverra ac, nunc.

BREAK

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut purus elit, vestibulum ut, placerat ac, adipiscing vitae, felis. Curabitur dictum gravida mauris. Nam arcu libero, nonummy eget, consectetur id, vulputate a, magna.	senectus et netus et malesuada fames ac turpis egestas. Mauris ut leo. Cras viverra metus rhoncus sem. Nulla et lectus vestibulum urna fringilla ultrices. Phasellus eu tellus sit amet tortor gravida placerat. Integer sapien est, iaculis in, pretium quis, viverra ac, nunc.
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Donec vehicula augue eu neque. Pellentesque habitant morbi tristique

BREAK

You can see all page breaks if you go to **View -> Views -> Draft**.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut purus elit, vestibulum ut, placerat ac, adipiscing vitae, felis. Curabitur dictum gravida mauris. Nam arcu libero, nonummy eget, consectetur id, vulputate a, magna.

Donec vehicula augue eu neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Mauris ut leo. Cras viverra metus rhoncus sem. Nulla et lectus vestibulum urna fringilla ultrices. Phasellus eu tellus sit amet tortor gravida placerat. Integer sapien est, iaculis in, pretium quis, viverra ac, nunc.

-----Section break (continuous)-----

-----Section break (continuous)-----

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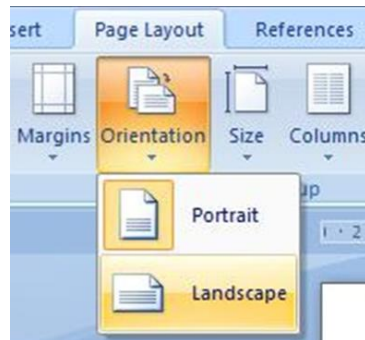
Donec vehicula augue eu neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Mauris ut leo. Cras viverra metus rhoncus sem. Nulla et lectus vestibulum urna fringilla ultrices. Phasellus eu tellus sit amet tortor gravida placerat. Integer sapien est, iaculis in, pretium quis, viverra ac, nunc.

-----Section break (continuous)-----

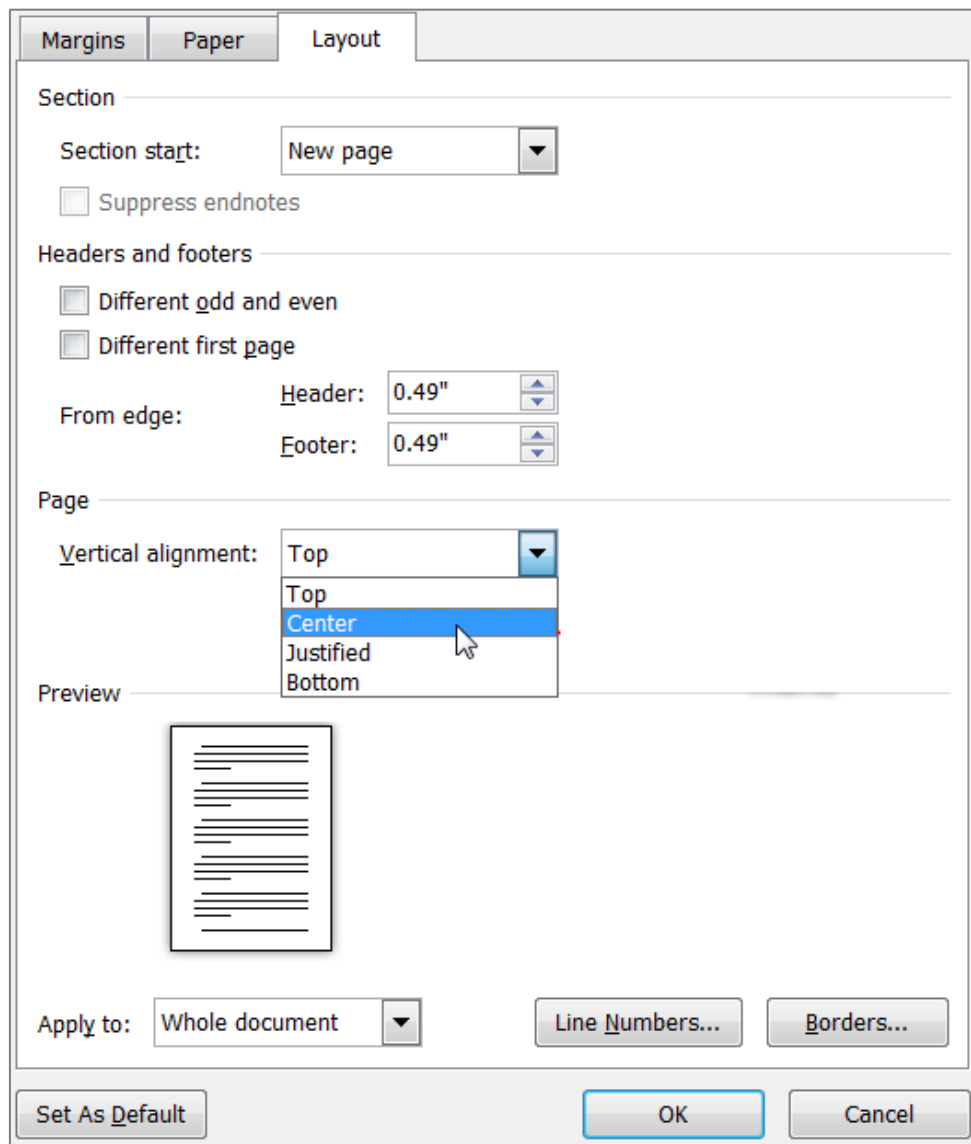
To remove a page break, select the break and press the DELETE button.

Change page orientation, vertical alignment on a page, margins for document sections.

Once you have divided a document into sections, you can apply special formatting to the sections. If you want to change the orientation for a particular section, select the desired section and go to **Page Layout -> Page Setup -> Orientation** to select Portrait/Landscape option, depending on the current page orientation.



Vertical alignment can be changed by going to **Page Layout** in the **Page Setup** group, and clicking on the dialog box. In the Layout tab of the new dialog box that appears, you can define the desired alignment option and the section to which you want to apply it.

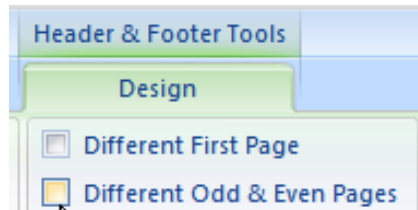


The steps are the same for margins as they are for alignment. Just select the **Margins** tab in the dialogue box, instead of **Layout** tab.

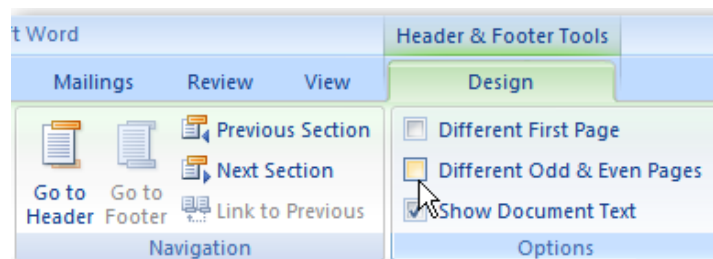
5.2 DOCUMENT SETTINGS

Apply different headers and footers to sections, first page, odd and even pages in a document.

Different header and footer on the first page: go to **Insert -> Header and Footer** and select **Header/Footer**, as needed. Click on Edit header or footer. This will open a new tab in which you can then check the option, **Different first page**.



Different headers and footers on even and odd pages: let's say you want to insert page numbers in a way that the odd page numbers are aligned to the left, and even page numbers to the right. While on an odd page, go to **Insert -> Header and Footer -> Page number** and select the left-aligned page number. When you insert a page number, an extra tab will open and then check the box **Different odd and even pages**. After that, in the Navigation group on the same tab click on **Next** and on the next page (even) select the insertion of numbers once again, but this time with the right alignment.



In the same way, you can make changes in the footer.

Different headers and footers on sections: click on the beginning of a page that will be the initial or final page of a header/footer. Go to **Page Layout -> Page Setup -> Breaks** and select **Next page**. Double-click the header or footer area to open the **Design** tab. On the **Design** tab in the **Navigation** group, deselect **Link to Previous**. Edit the header/footer as desired.

Add, modify, remove a watermark in a document

Design -> Page Background -> Watermark. In the dialog box, you can then select one of the proposed watermarks, or you can create your own. To create your own watermark, select **Custom Watermark**. Through this option, a watermark can also be changed.

You can use a picture, or text as a watermark.



To remove a watermark, **Design -> Page background -> Watermark -> Remove Watermark.**

**This manual is designed for studying with materials
available on the following links:**

Using the quizzes posted on the links below, test your knowledge of advanced text processing in Microsoft Word 2010 (prepared by Goran Čelebić and Mario Dujlo):

Apply the following effects on the text: strikethrough, superscript, subscript, shadow, etc.;	start the quiz
Use the automatic text correction entries and automatic text formatting options	
Use the gallery options for WordArt;	start the quiz
Use the options of shading and bordering paragraphs;	
Apply the separation control of the first/last line of a paragraph	
Create, modify, update a style;	start the quiz
Use text outline/navigator options;	
Create and modify a template	
Adding, deleting, and editing comments in the text;	start the quiz
Track changes in a document using a specified display view, accept or reject changes	
Insert, edit, delete, show, hide comments	
Create a new master document by creating subdocuments from headings	start the quiz
Insert, remove a subdocument in a master document;	
Create, update, modify and format a table of contents	
Create, modify, delete section breaks in a document;	start the quiz
Apply multiple column layouts. Change number of columns in a column layout.	
Insert, delete a column break	
Insert or delete a bookmark;	start the quiz
Create, edit, delete an index and a cross-reference;	
Insert a field like: author, file name and path, file size, fill-in/input;	
Edit, update, delete the inserted field;	
Lock or unlock a field	
Insert, delete, modify footnotes and endnotes;	start the quiz
Convert a footnote to an endnote. Convert an endnote to a footnote.	
Add password protection for a document: to open, to modify. Remove the password from the document	

<p>Use the options to merge and splitting of cells in a table;</p> <p>Convert the text to a table. Convert a table to text.</p> <p>Sort data (textual or numerical) in the table (ascending and descending) by one column, and by multiple columns at the same time.</p> <p>Create and modify a form;</p> <p>Use the available form field options: text field, check box, drop-down menu, etc.;</p> <p>Delete fields from the form; Protect, unprotect a form</p>	<p>start the quiz</p>
<p>Insert, delete, move and link the text boxes;</p> <p>Apply border and shading options to a text box;</p> <p>Modify a table inserted in the document;</p> <p>Create a chart within a document from the pasted data from a spreadsheet;</p> <p>Apply text wrapping options for tables and graphical objects (picture, image, chart, diagram, drawn object).</p>	<p>start the quiz</p>
<p>Create a simple drawing using built-in tools for drawing;</p> <p>Use formatting options for shapes;</p> <p>Change the order of shapes;</p> <p>Group or ungroup shapes;</p> <p>Add, modify, remove watermark in a document</p>	<p>start the quiz</p>
<p>Add or update caption of an image or a table;</p> <p>Add numbered captions;</p> <p>Use option of automated captions;</p> <p>Edit a data source or a data file for mail merge;</p> <p>Sort the records in a data source or a data file;</p> <p>Merge a document with a data source or a data file by the specified criteria for the merger</p>	<p>start the quiz</p>
<p>Record a simple macro;</p> <p>Copy and run a macro;</p> <p>Assign a macro to a button on the toolbar;</p> <p>Print only even or odd pages;</p> <p>Print the selected part of the document;</p> <p>Print the default number of pages on a sheet of paper</p>	<p>start the quiz</p>

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