

Tips for Using MS WORD Effectively

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Dedication

As always, I dedicate this work to my beloved wife, Deborah Black, light of my life.

Foreword

Learning to use one's tools effectively is always a worthwhile exercise – and the more we use our tools, the better it is for us to master them.

Some users of **MS-WORD** go for years without learning time-saving tips which are already fully documented features of this software. I hope that this guide will help many people save time, eliminate common time-wasters and reduce frustration.

The topics are *not* arranged alphabetically. They are arranged in rough order of utility – at least, from my perspective. I am sure that others might want to rearrange the document to meet their needs. However, the Table of Contents (ToC) and the Index should help anyone locate what they're looking for. You may use the **Ctrl_left-click** action on any of the entries in the ToC to jump to the relevant page.

Please send me your suggestions for additions and corrections. Use

< <mailto:mekabay@gmail.com> > and let me know if I may thank you in the next editions.

Acknowledgements

I am grateful to the readers and colleagues who have contributed suggestions for improvement to this guide. Specific contributions are acknowledged in footnotes.



1 Introduction

Many features of **MS-WORD** are useful as long as you know they're enabled; however, if you don't know what's happening, they can be extremely frustrating. Here are some suggestions that I have frequently made to students writing essays or colleagues writing papers. Similar functions are generally available with MS-**WORD** under the Macintosh operating systems, but the menus and screen shots would look different. Later versions of **WORD** have slightly different layouts, but readers will quickly adapt to the differences with a bit of practice.

2 Help

Learn to use the **Help** functions of your version of **WORD** right away. There are definitions, demonstrations and even tutorials available. Here are some ways to get help from **WORD**:

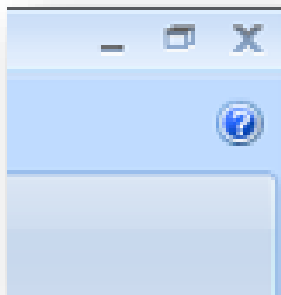
2.1 Press the F1 function key.

In **WORD 2016**, here's what you see right away:

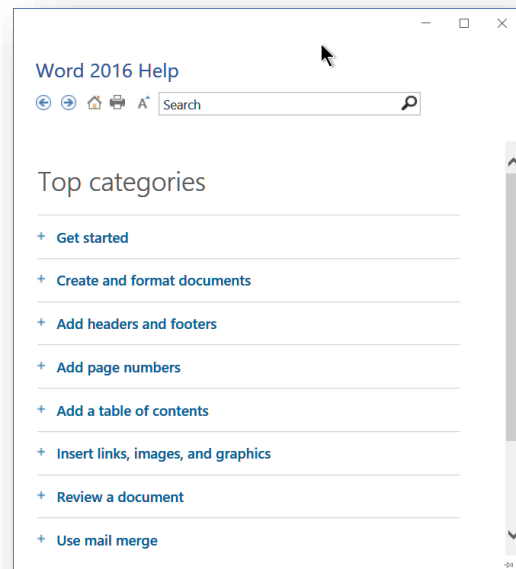
Explore using the **Search** box.

2.2 Use the Question Mark symbol

In older versions of **WORD**, there's a circle with a question mark in it at the top right corner:

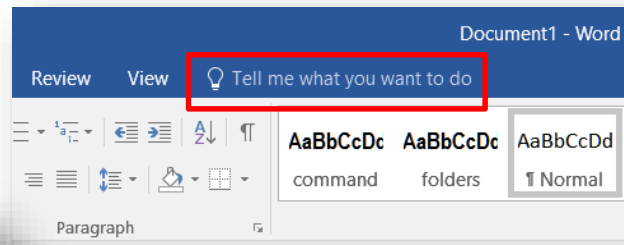
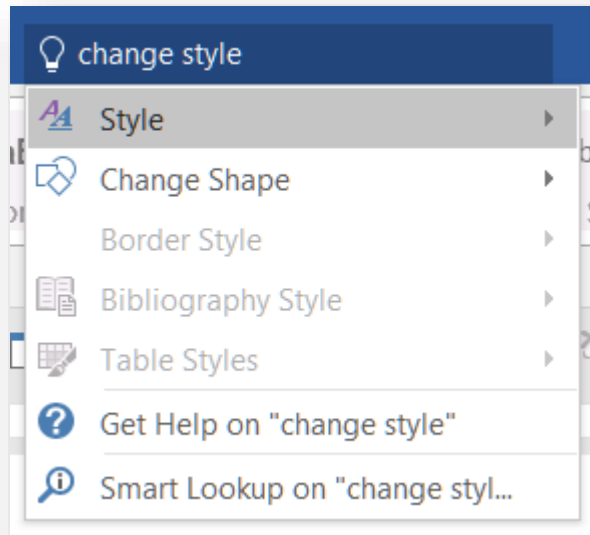


It brings up the Help functions for you in a separate window.



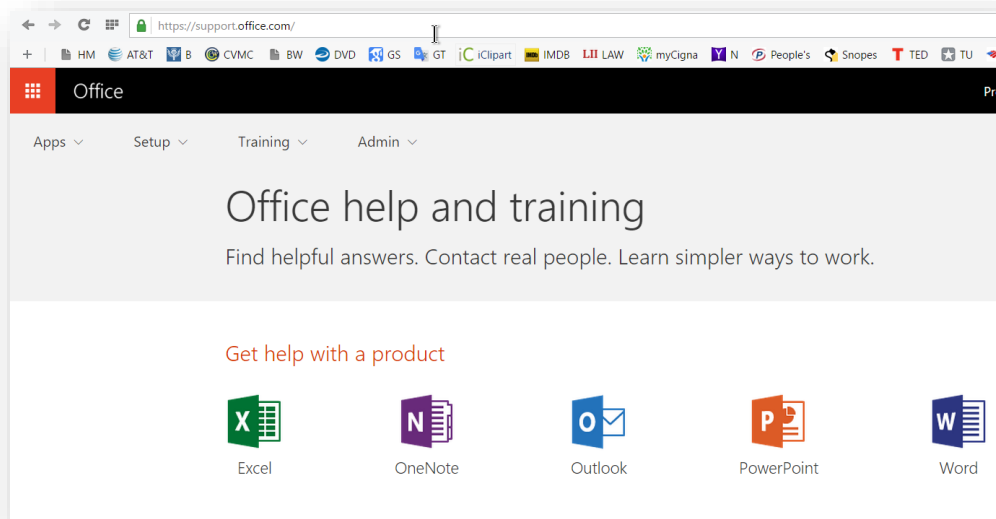
2.3 Use WORD 2016's "Tell me what you want to do" function

Type something into the field (outlined in red in this figure). The screenshot below shows the results of typing "change style" to see what happens:



2.4 External Support

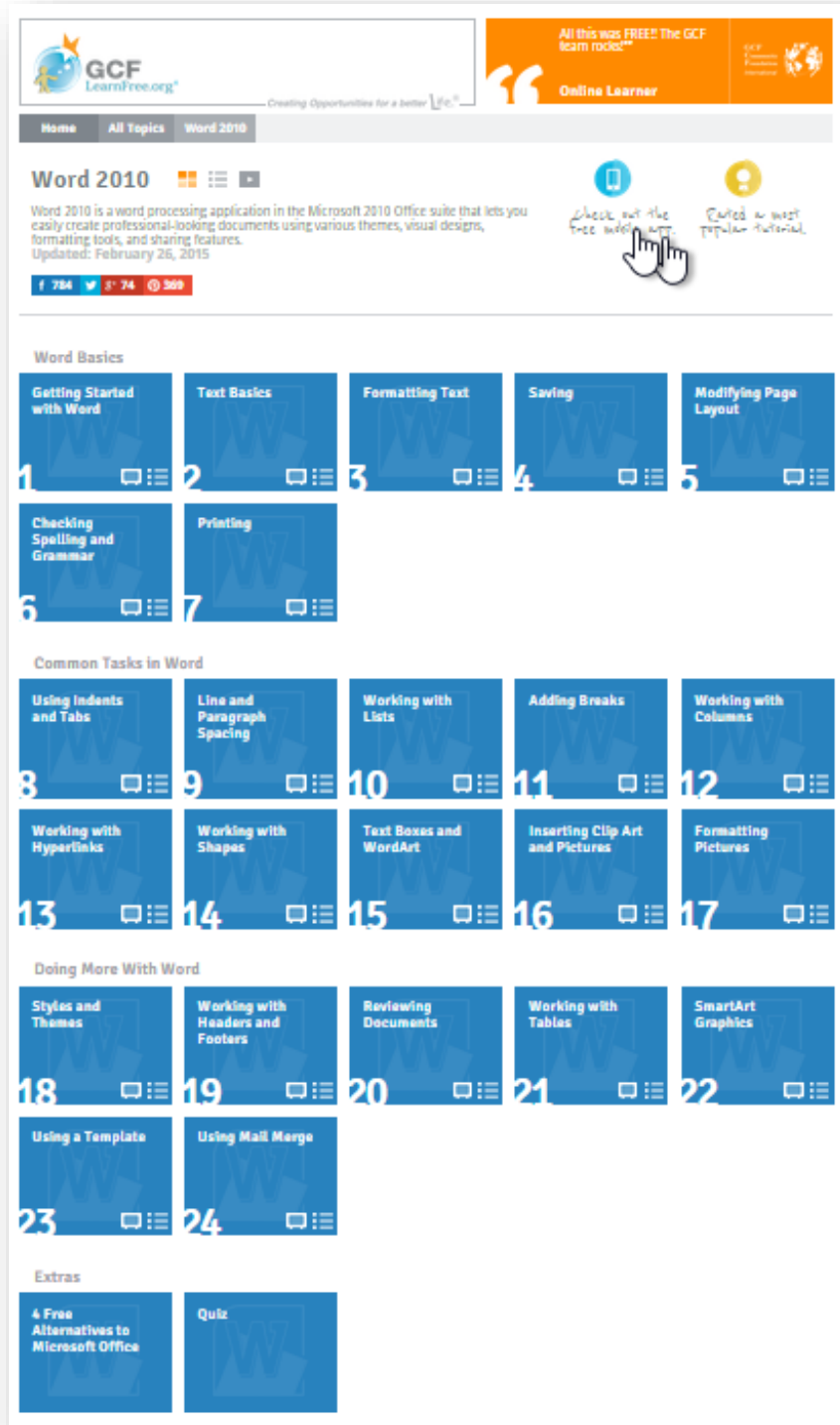
You can usually find useful information about a specific Microsoft product online. One of the most helpful sites is the *Microsoft Office help and training* page at < <https://support.office.com/> >:



2.5 External Training

The highest-rated link I have found for free **WORD 2010** training is the following:

< <http://www.gcflearnfree.org/word2010> >

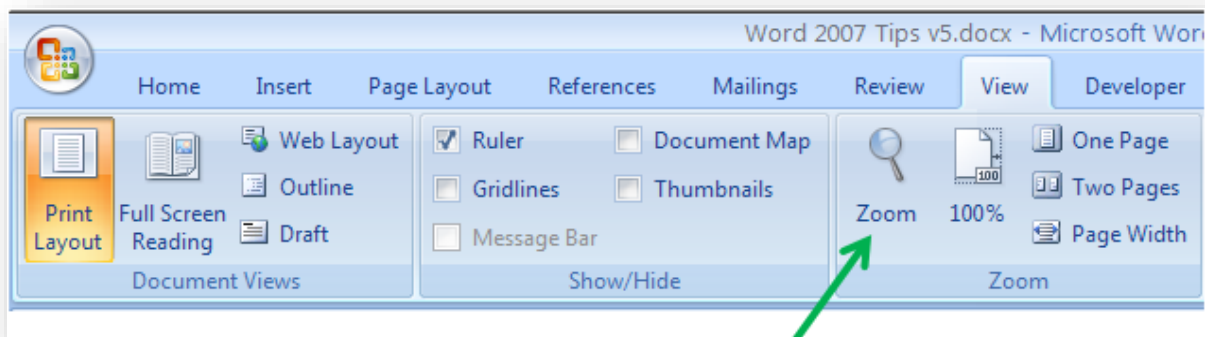


3 Basics of the User Interface

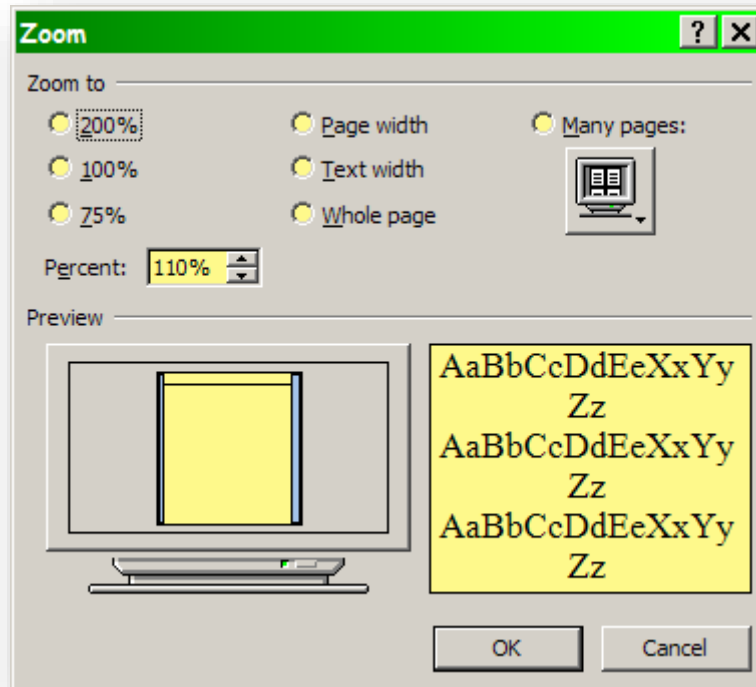
3.1 Showing your Text in Larger or Smaller Views

We've noticed beginners squinting at their screen trying to read tiny print in the **WORD** window. Although this function is related to Windows, it's worth reminding users that you have complete control over how big you make the text look on your screen – and this has nothing to do with changing the point size of the text in your document! Some beginners have actually changed the size of their text and been irritated when their printouts come out with random selections of words in 48-pt print per page.

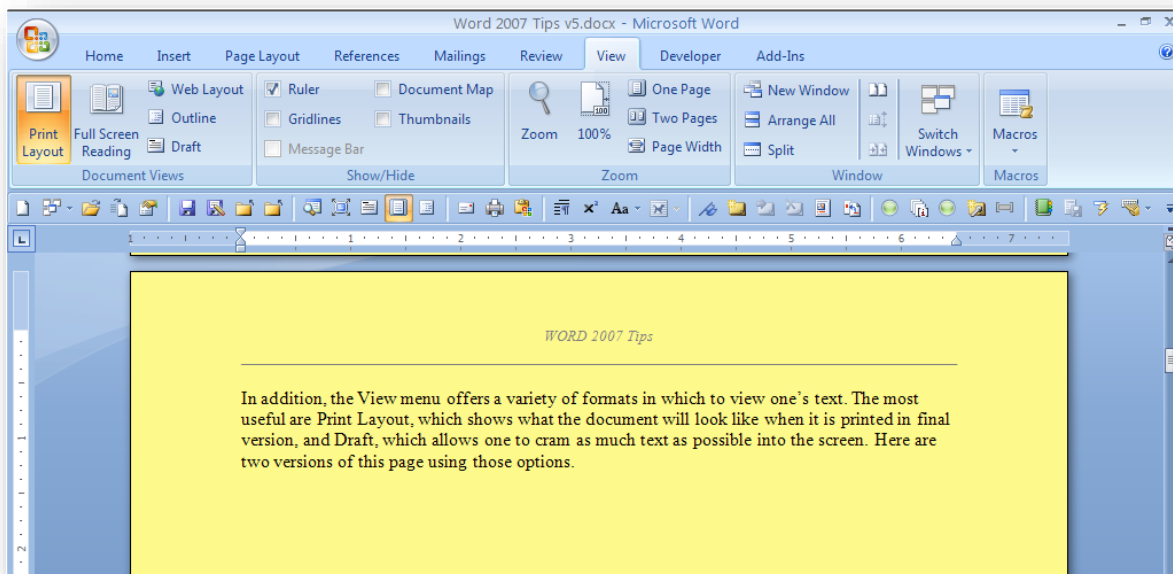
First of all, you can use the **View | Zoom** function to make your page fit your preference.

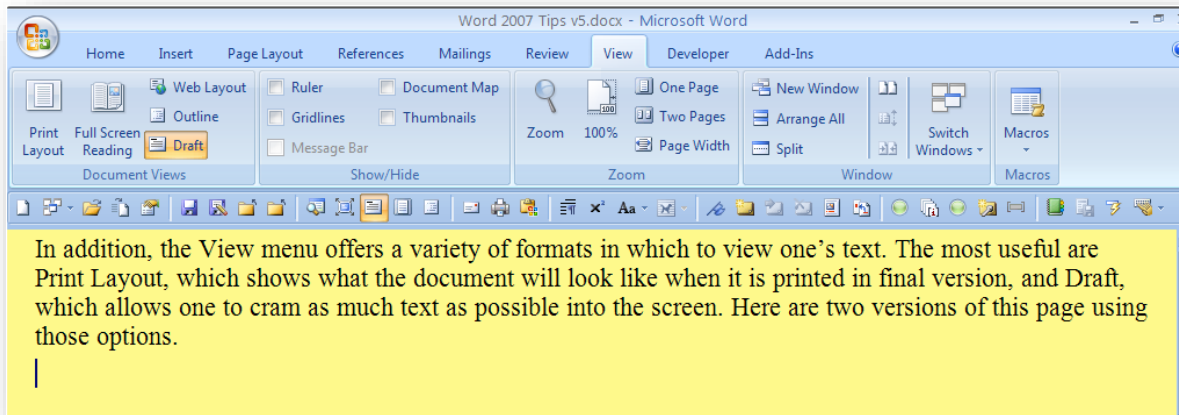


Clicking on the **Zoom** button (see green arrow above) brings up a menu with plenty of useful options.



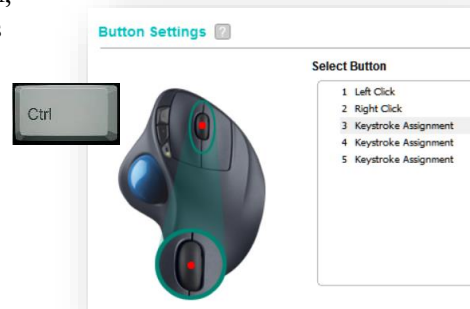
In addition, the View menu offers a variety of formats in which to view one's text. The most useful are **Print Layout**, which shows what the document will look like when it is printed in final version, and **Draft**, which allows one to cram as much text as possible into the screen. Here are two versions of this page using those options.





Notice that the draft view (above) omits headers and footers (also images) and that it can use the entire screen to display text instead of wrapping at the margins. To do the latter (show text all over the window), one must set an option in the **Office Button | Word Options | Advanced | Show text wrapped within the document window**. This option will be explained below.

Finally, if you have a roller wheel on your mouse or trackball, holding down the **Ctrl** key and rolling the roller wheel makes your text appear larger or smaller. Be careful to roll slowly or your text will quickly become illegible or gigantic.

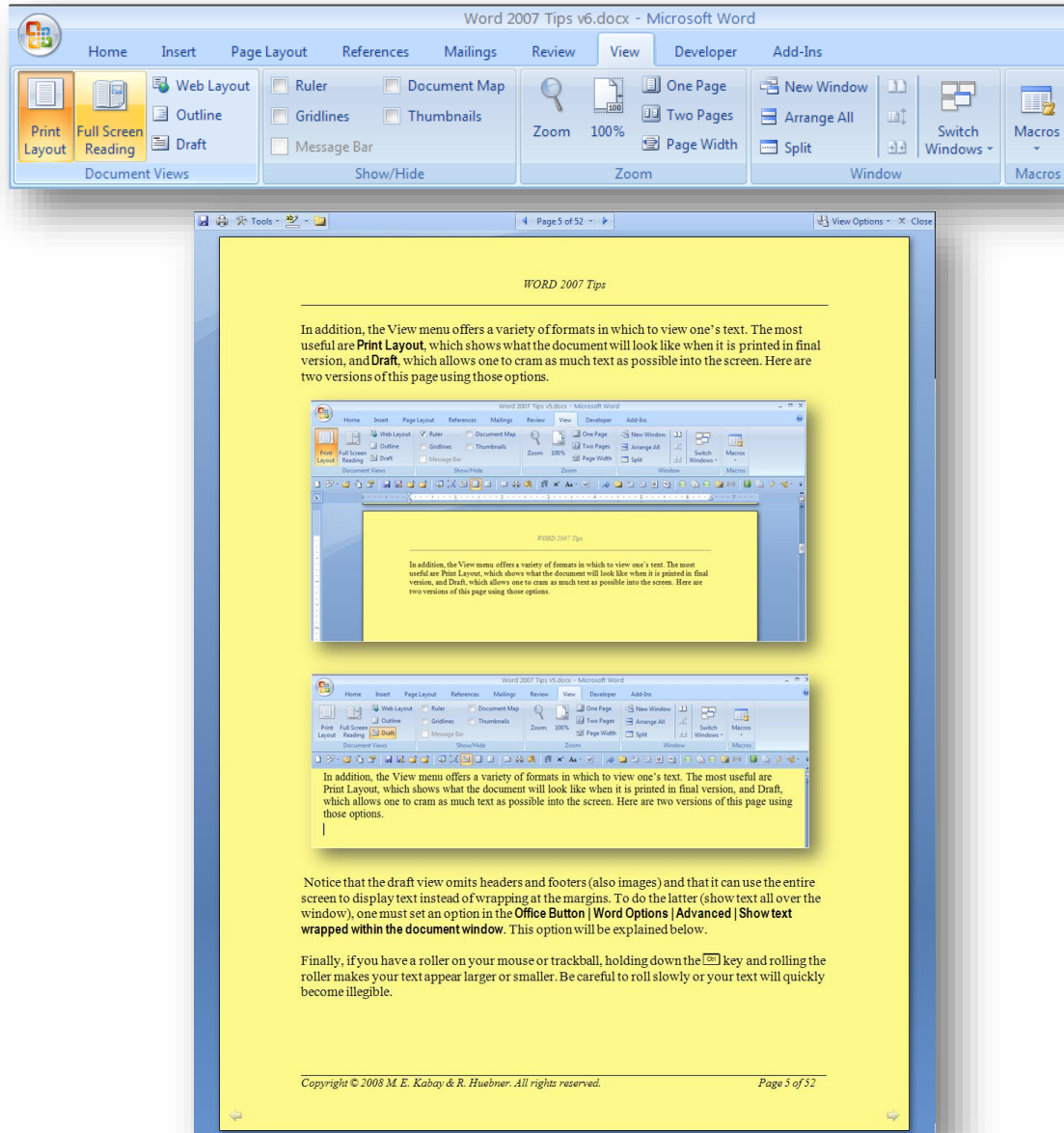


or gigantic.

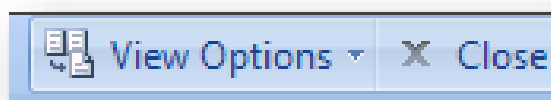


3.2 Full Screen Reading

A useful format for reading (but not changing) text is the **Full Screen Reading** button available on the **View** menu:

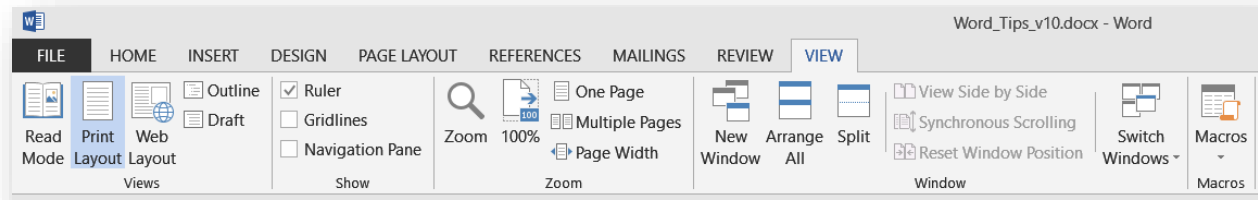


The screen shot above illustrates this view on a portrait-oriented screen. To move to the next or previous pages, click on the arrows at the bottom left and bottom right of the screen or use your cursor at the right or



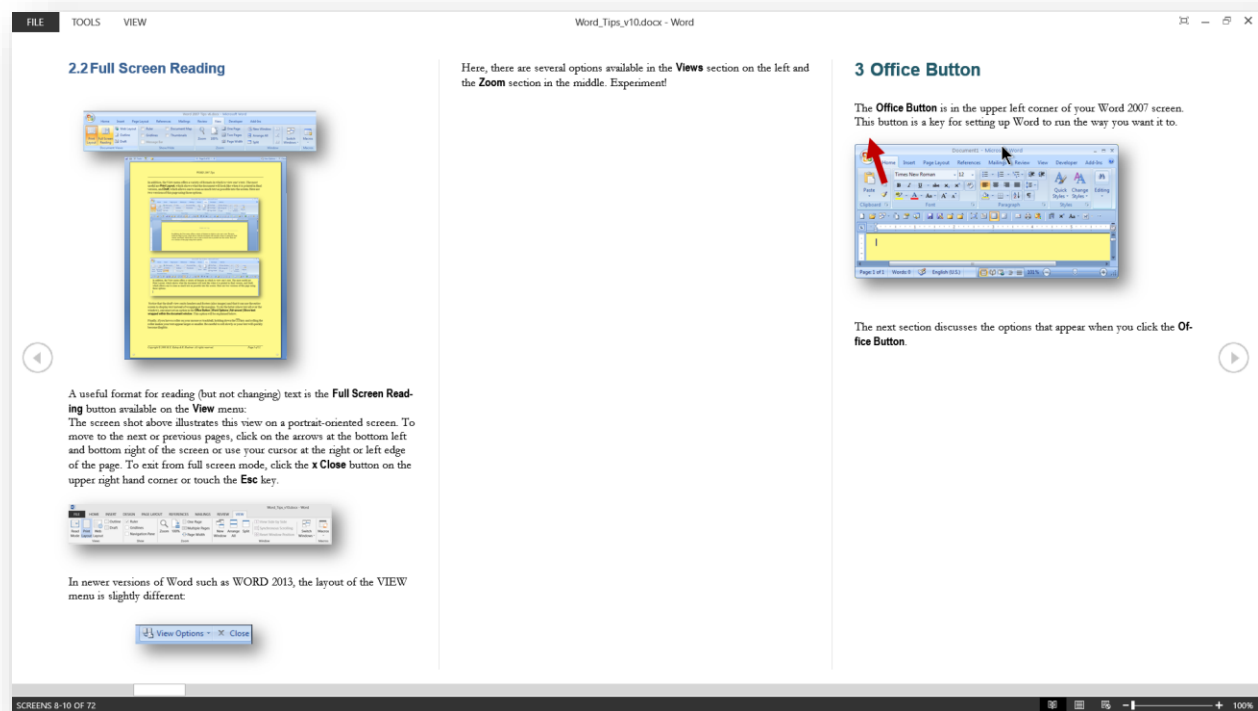
left edge of the page. To exit from full screen mode, click the **x Close** button on the upper right hand corner or touch the **Esc** key.

In newer versions of **WORD** such as **WORD 2013**, the layout of the **VIEW** menu is slightly different:



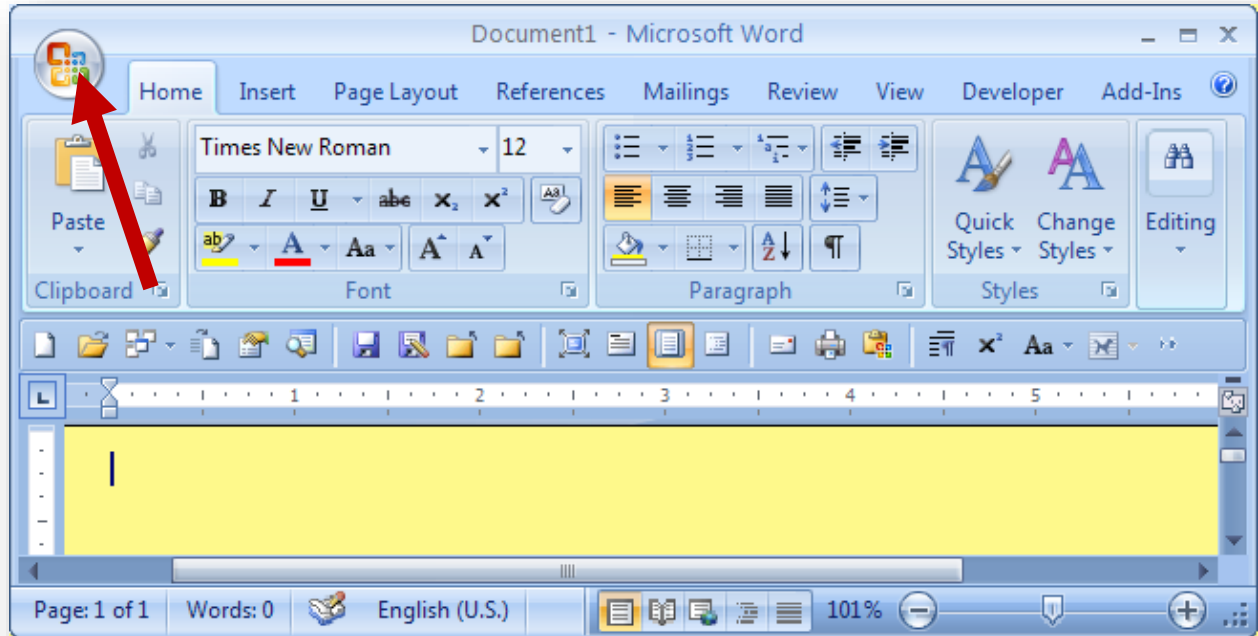
Here, there are several options available in the **Views** section on the left and the **Zoom** section in the middle. Experiment!

In particular, the **Read Mode** button puts as many pages as it can fit onto your screen; to exit, touch the **Esc** key.

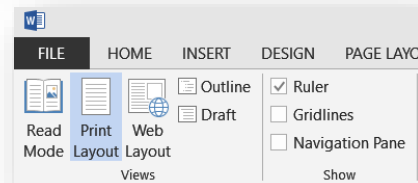


3.3 Office Button

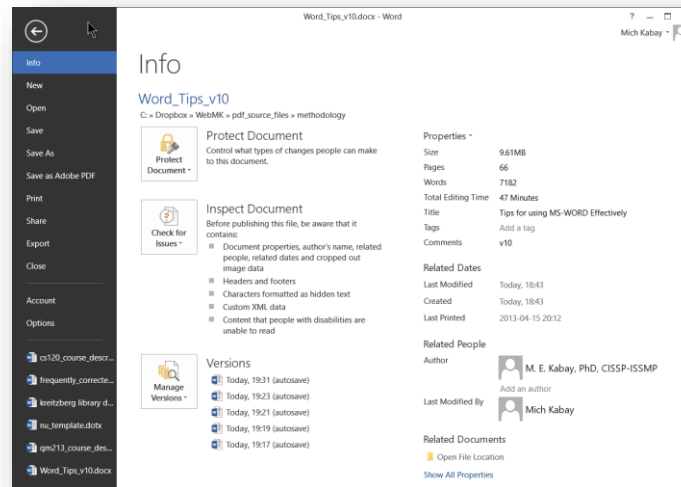
The **Office Button** is in the upper left corner of your **WORD 2007** screen. This button is a key for setting up **WORD** to run the way you want it to.



The equivalent in **WORD 2013** is the **FILE** menu:



This item switches you to a page of options (the screenshot below is from **WORD 2013**):

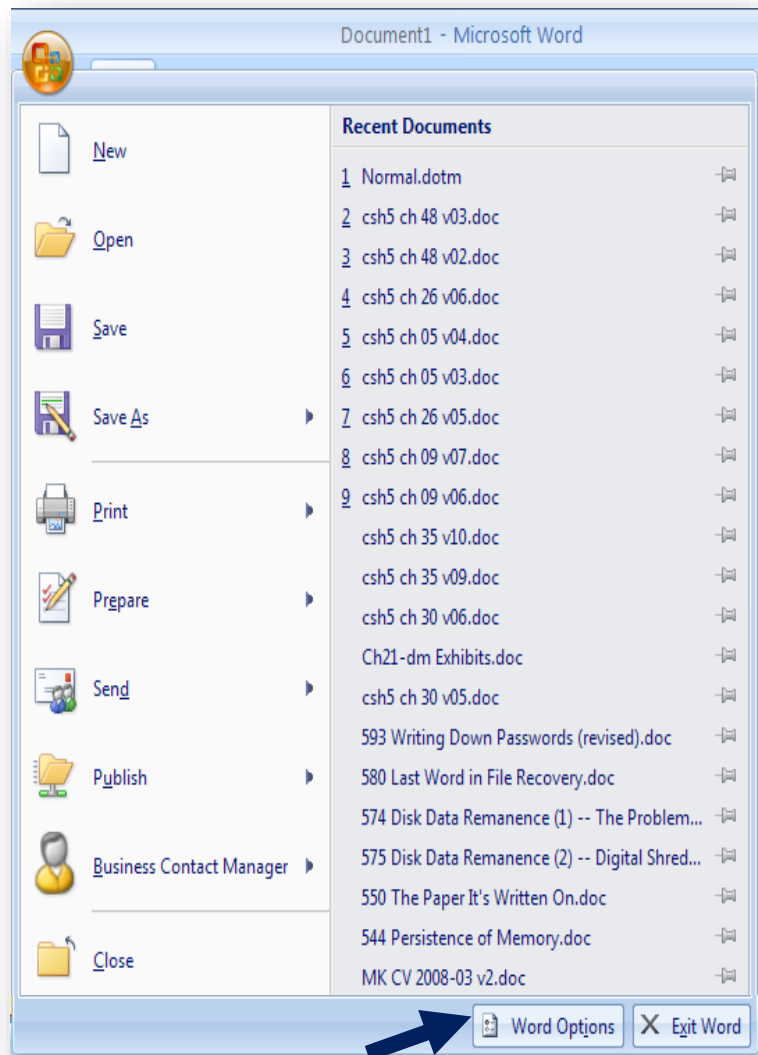


The next section discusses the options that appear when you click the **Office Button** or the **FILE** menu.

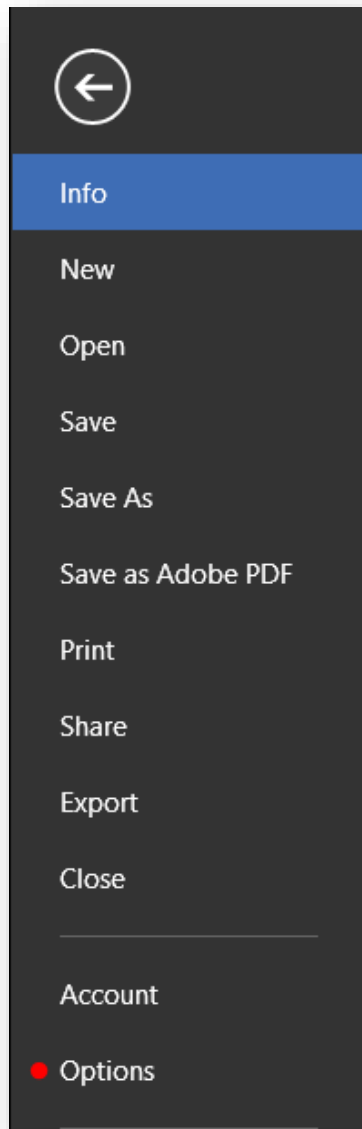
3.4 WORD Options

The list on the right panel in the image below shows the *most recently used files*. You can determine how many files will be visible using the options discussed below. The push-pin (“**Pin this Document to the Recent Documents list**”) on the right hand side allows you to keep a specific document on the list instead of dropping off as other, later, documents move onto the top of the list. Thus you can create your own “frequently used documents” list.

The **Word Options** button is at the lower right of the **Office Button** menu screen in earlier versions of **WORD**.



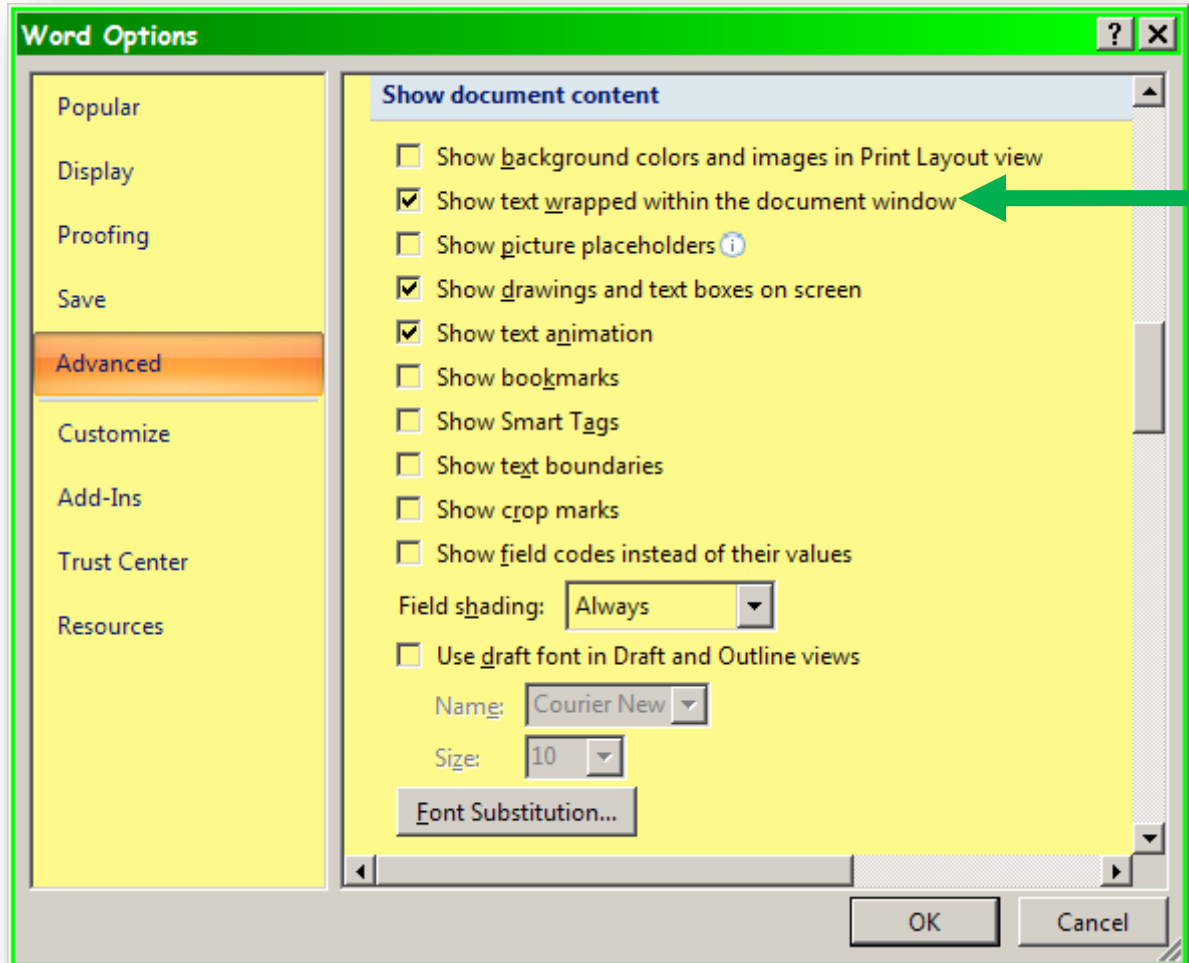
In **WORD 2013**, the options are available through the **FILE** menu:



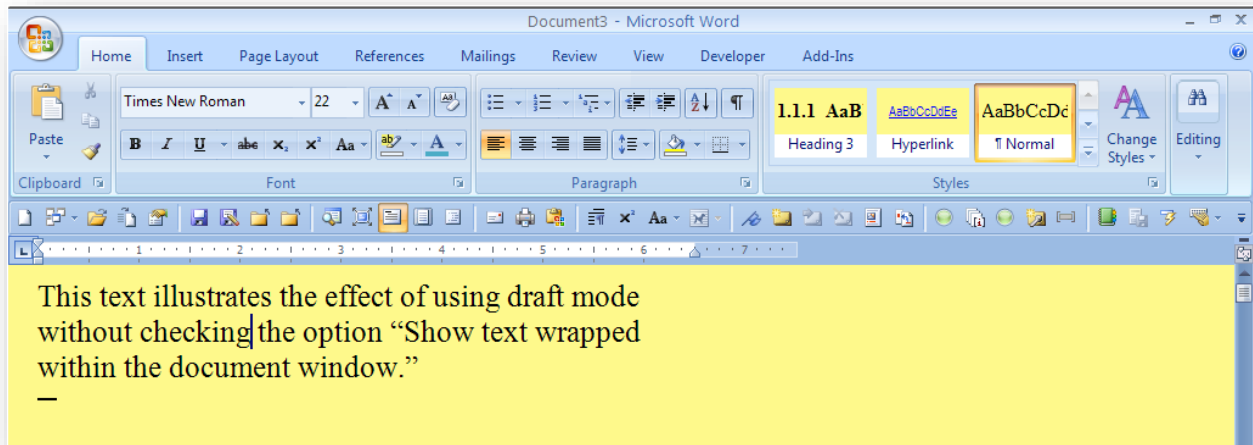
3.5 Displaying Text Wrapped at the Window Edge Instead of at the Margins

As mentioned above, making the best use of the screen involves showing all the text in the available space regardless of margins. The sequence is shown in the following screen shot.

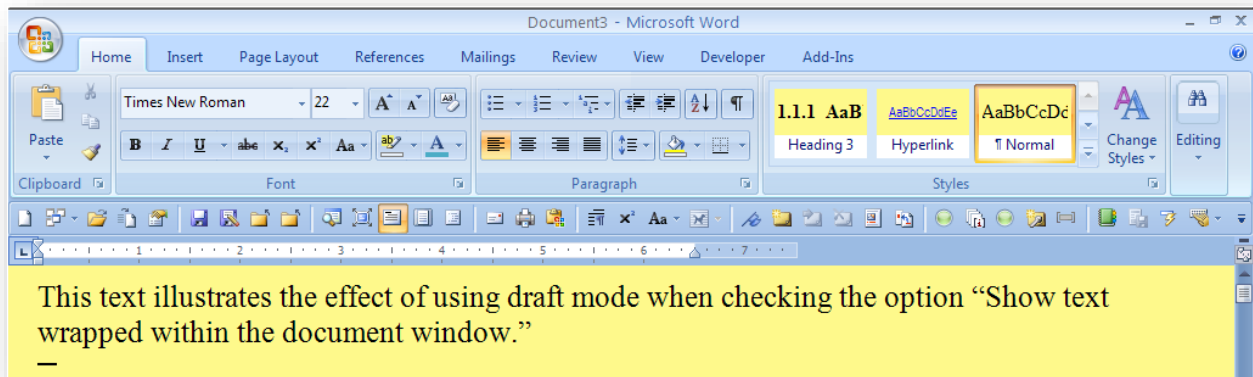
The desired option is the second from the top in the older **WORD** versions and is checked. The next page shows the contrast between having the option in effect (checked) or not (unchecked).



UNCHECKED:

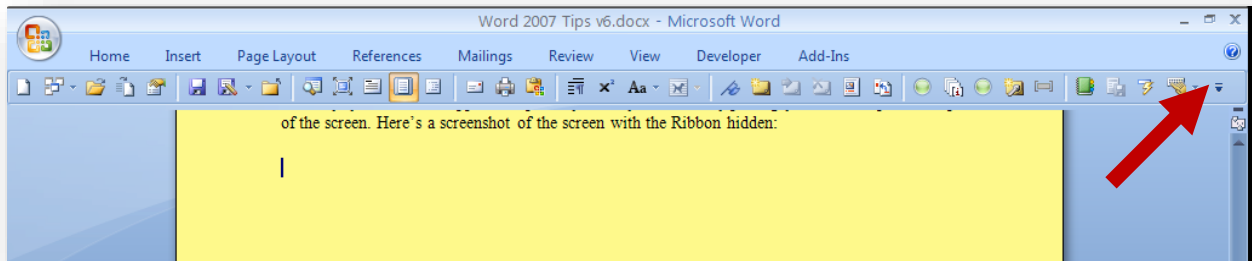


CHECKED:

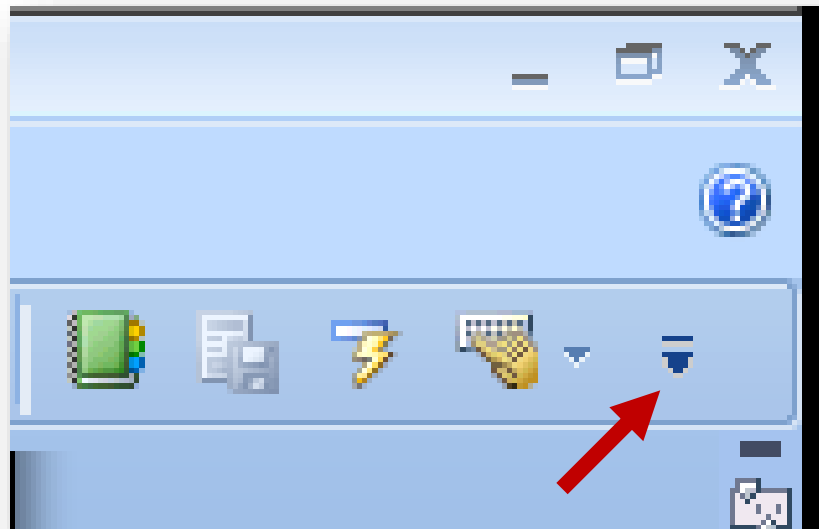


3.6 Hiding the Ribbon (Menu Bar)

You can also make more room on a small screen if you wish by making the **Ribbon** roll up invisibly; you make it reappear temporarily when you need it by putting your cursor up to the top of the screen. Here's a screenshot of the top of the screen with the Ribbon hidden (we'll look at the **Quick Access Toolbar** soon):

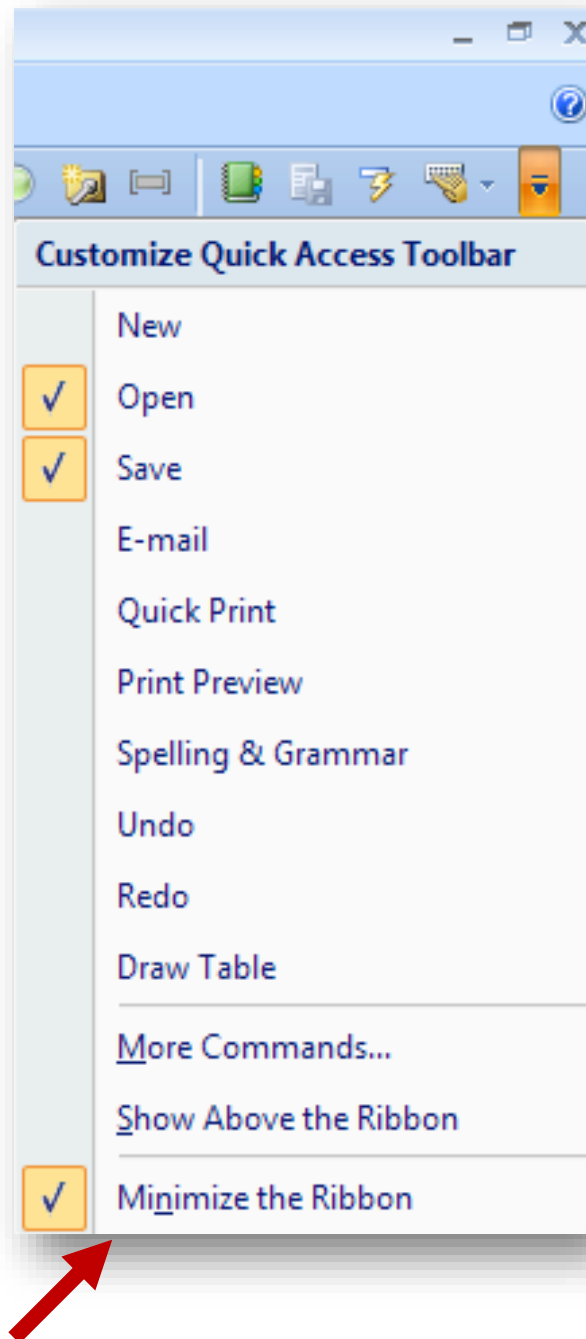


You control whether the ribbon hides by using the pop-up menu that appears when you click the down-arrow on the far right of the customizable ribbon shown; in the figure above, it is marked with a red arrow. The figure below shows it in an expanded view.



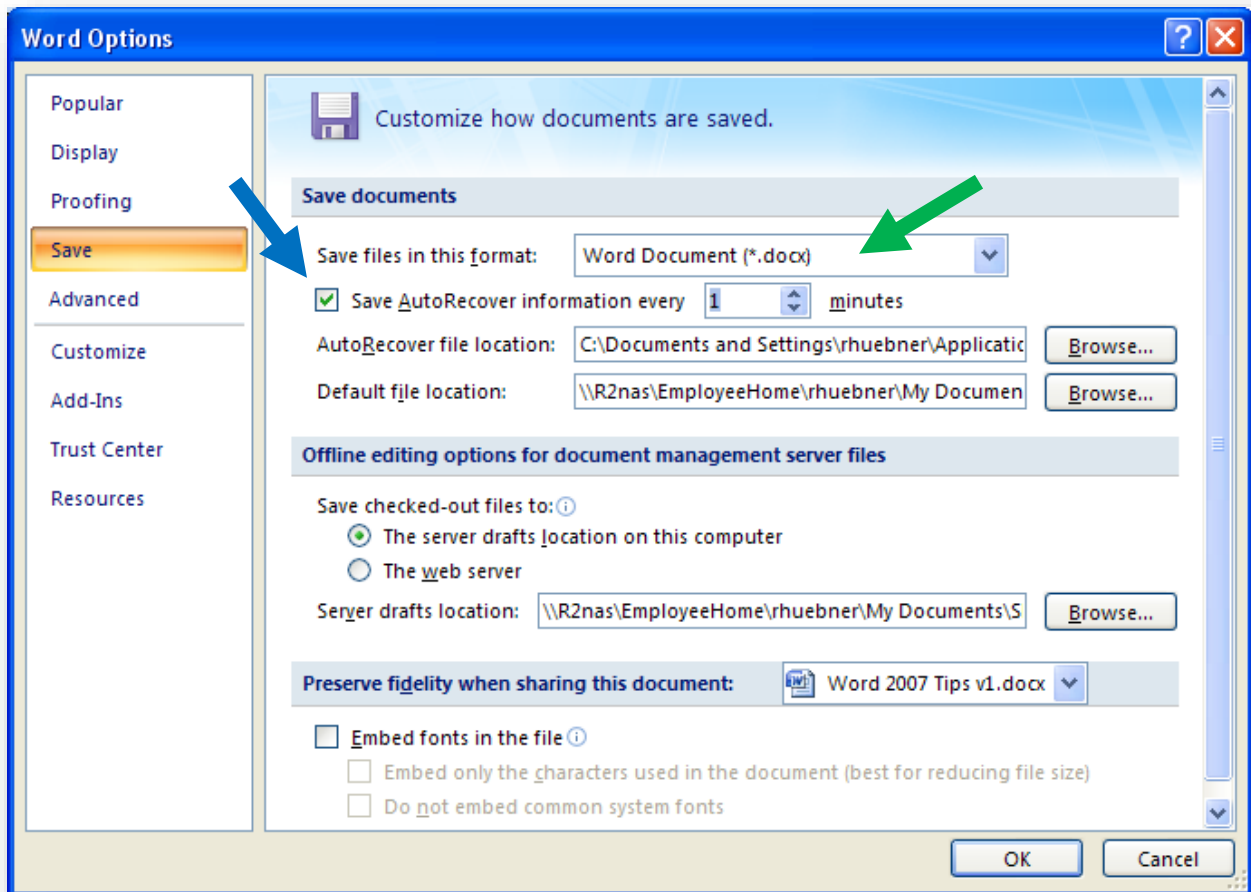
(continued on next page)

In addition, one of the options in the pull-down menu that appears when you click on that symbol is the toggle **Minimize the Ribbon**. It has a check mark when the **Ribbon** is minimized and you can click on the command (or on the check mark itself) to return to normal at any time.



3.7 AutoRecover

You should have **WORD** make a spare copy of your work every minute or two in case the program or the computer crashes before you save. When you re-enter **WORD**, your automatic backup will appear, preventing loss of your changes. In the menu sequence **Office Button | Word Options | Save**, set the **Save AutoRecover information every xx minutes** feature to enable automatic backup files, and set the frequency at 1 or 2 per minute. You can reduce the frequency (increase the period) if your document size grows to such a point that the automatic backup interferes with your work. However, on today's computers, disk I/O is so fast that the **AutoRecover** function rarely causes any noticeable delay until you reach very large documents (hundreds of pages).



3.8 Document Format

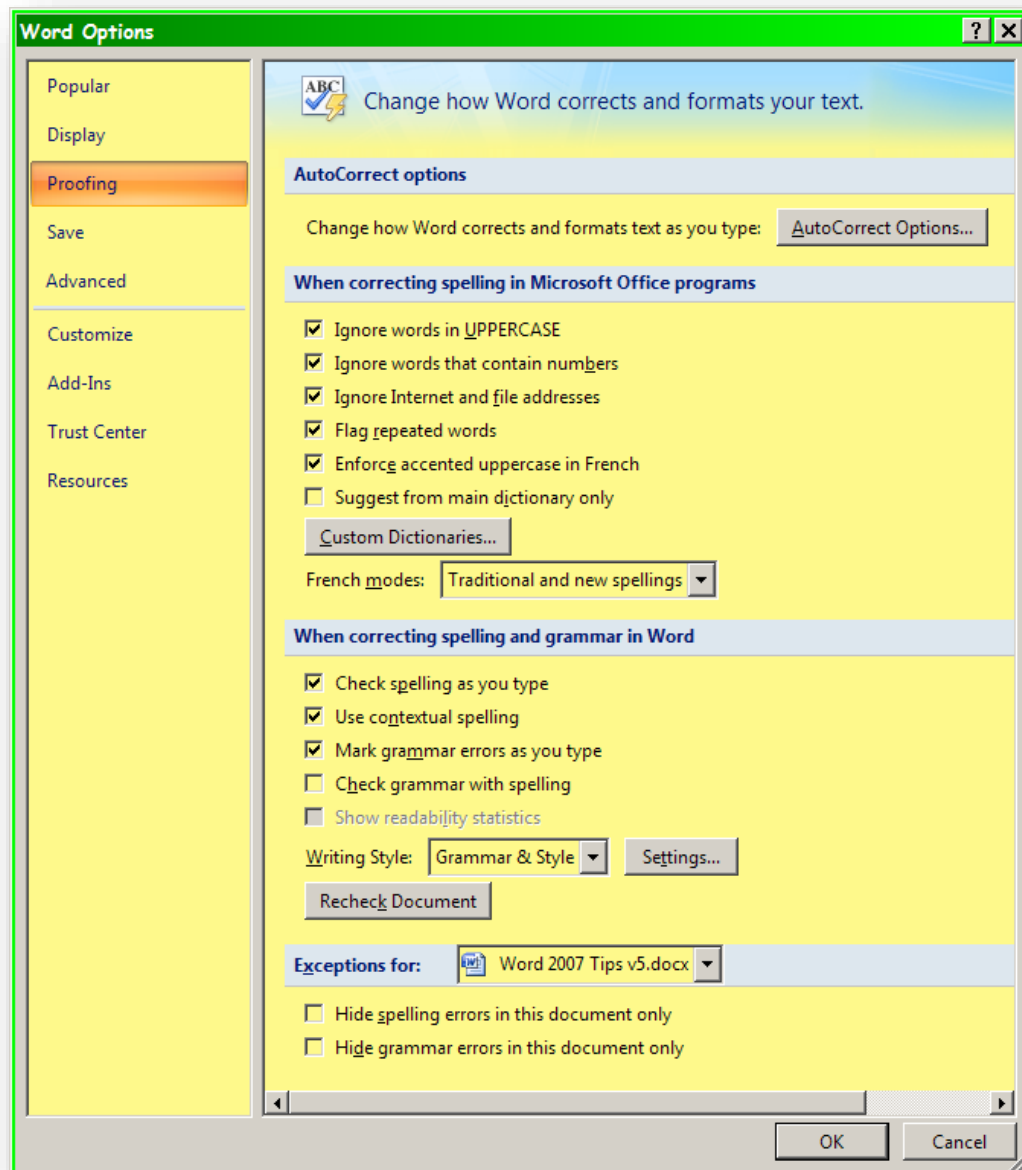
WORD 2007 and later versions automatically save in their default **.docx** format. If you are working with colleagues who still have **OFFICE 2003**, they will not be able to read the **.docx** file unless they have loaded an add-in. To change the default document format to the older **.doc** format, change the **Save files in this format:** option to **WORD 97-2003 document (*.doc)** on the above screen. Click **OK** to save your preferences.

3.9 Spell Checker

Other features are little-known or little-used. For example, most people know about the spell checker, which puts wavy underlines when you misspell words or use some that the dictionary doesn't include; for example, "gzornoplatz" is clearly not in the dictionary, although you may add it if you use it often. To force the Spell Checker to operate, you can press

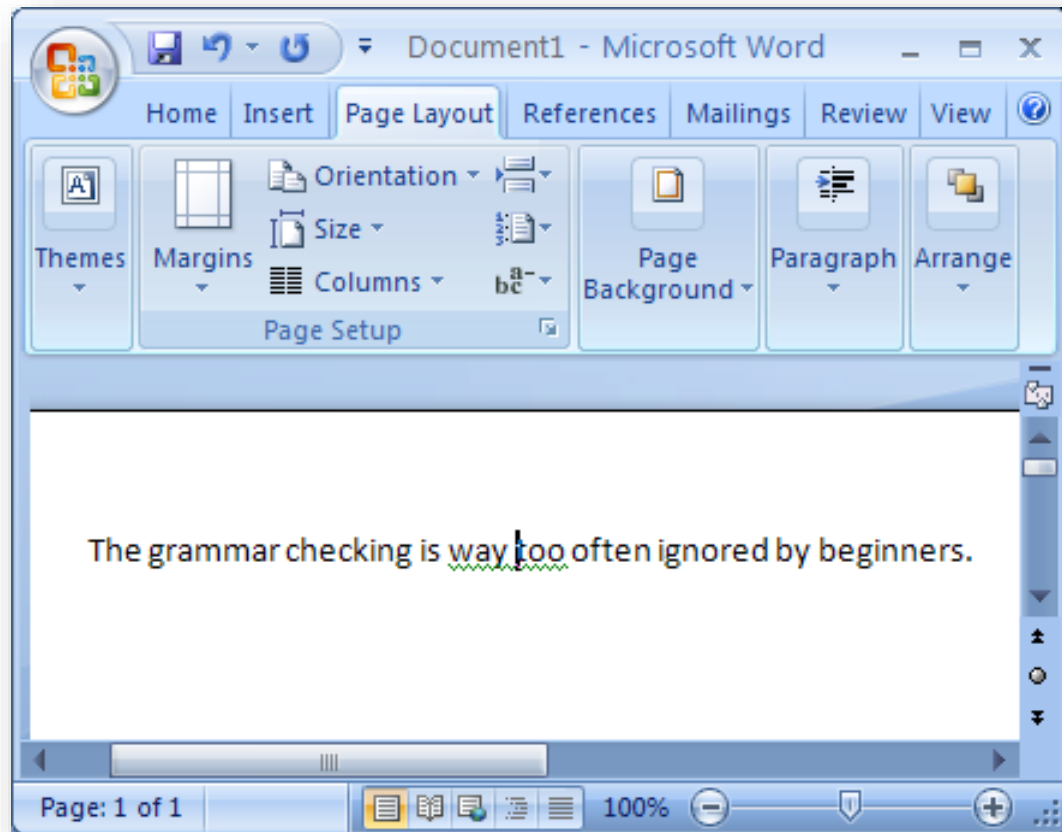
F7 (function key 7).

To change spell check options, click **Office Button | Word Options | Proofing** and change the settings to your liking. When finished, click the **OK** button.

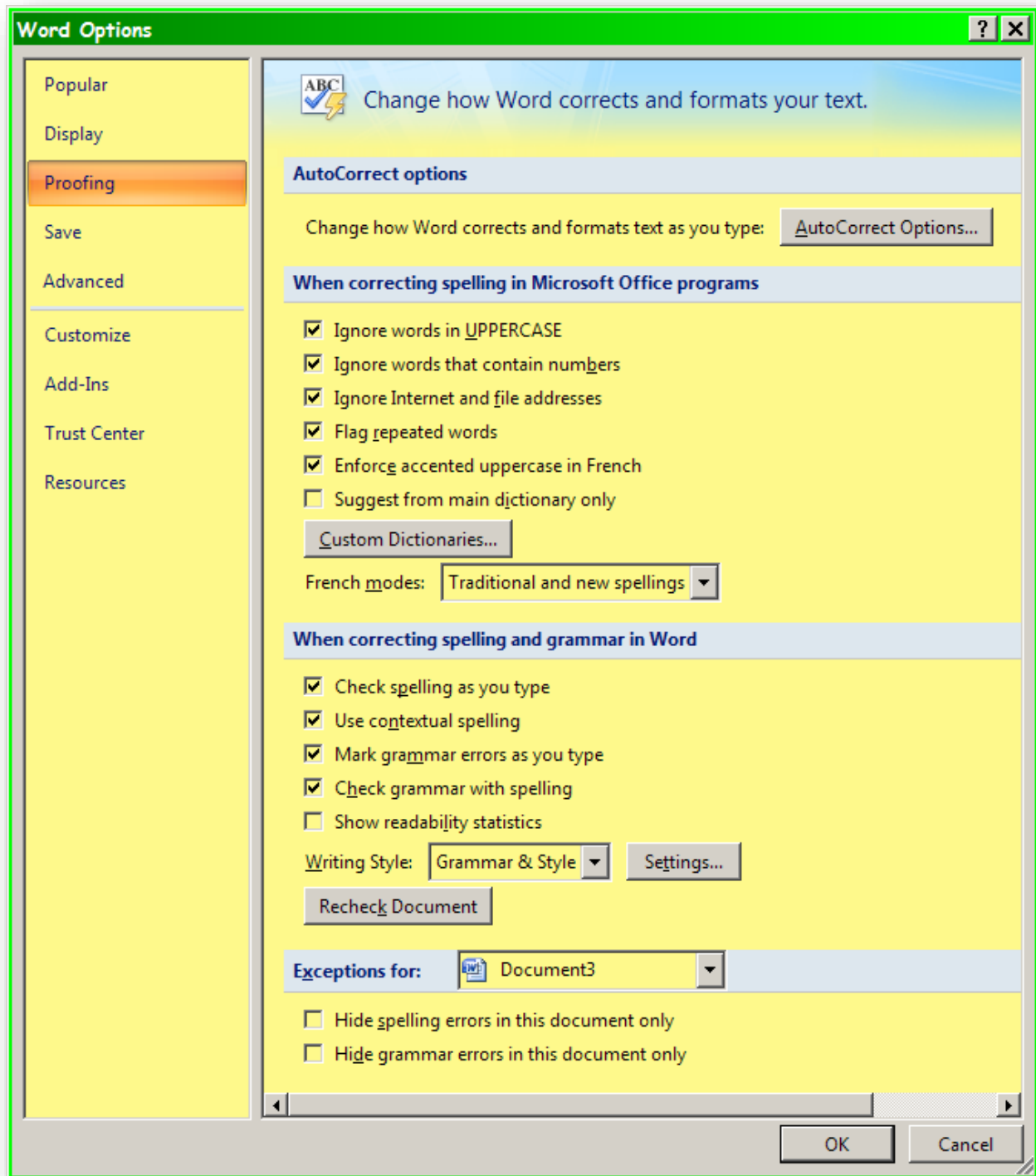


3.10 Grammar Checker

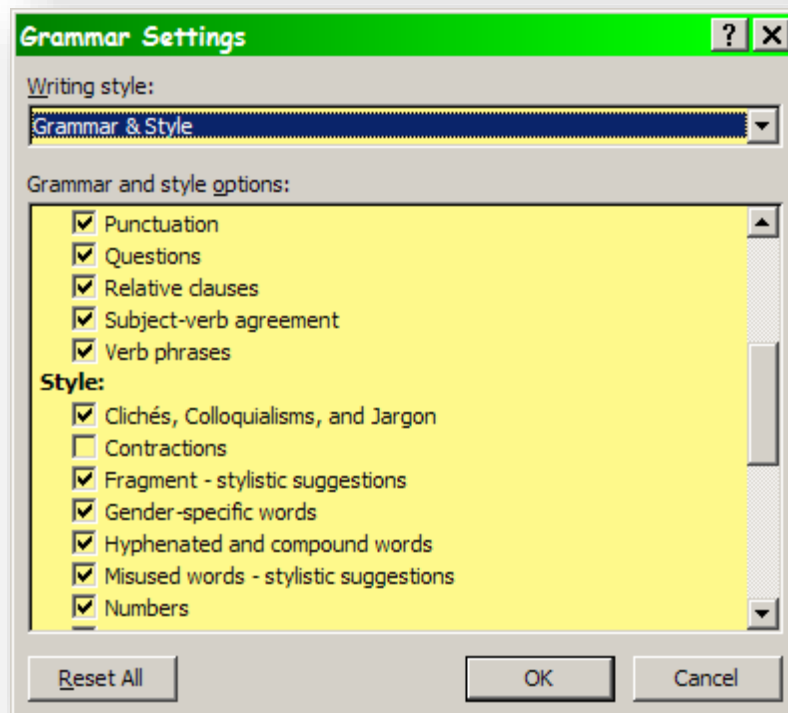
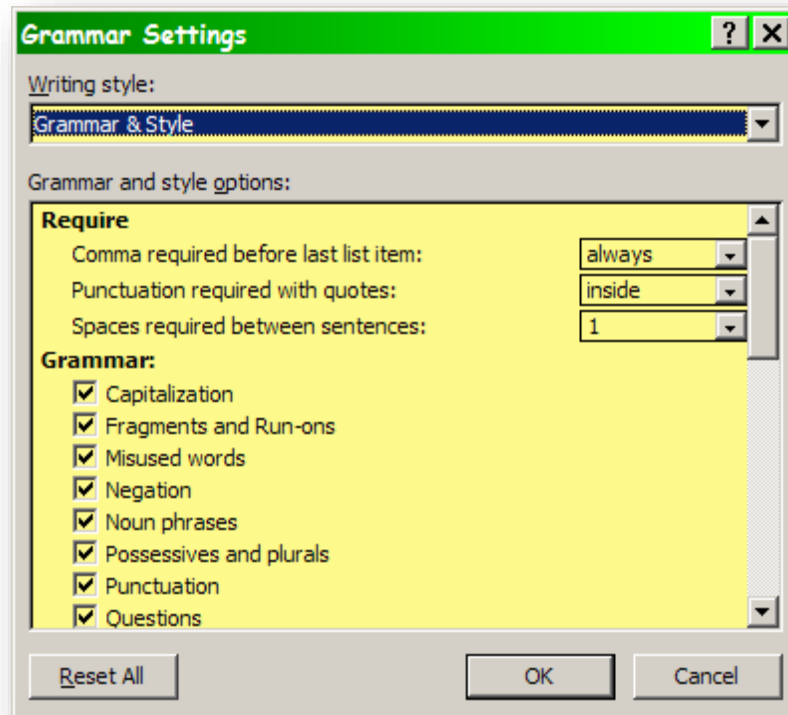
Unfortunately, beginners often ignore the grammar checker, even though it can help identify errors. If the grammar checker is turned on, you will notice the green wavy lines under the clause below; in this case, there is an error, so the grammar checker raises an issue that is worth considering (a colloquialism). See the snapshot below. In **WORD**, you can right-click on the highlighted text for suggestions.



The next screenshot shows the options you can select in the proofing menu:

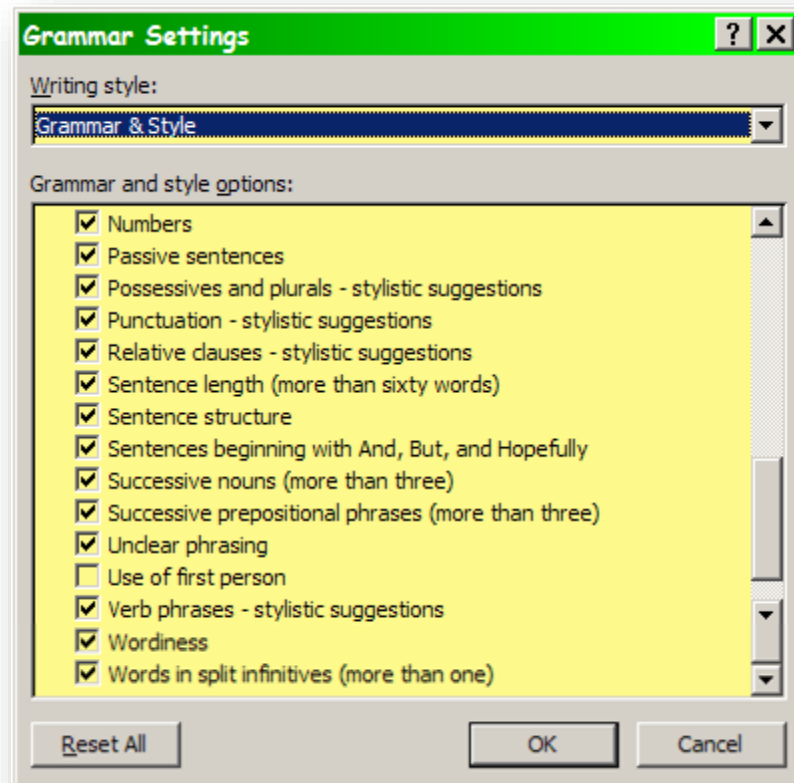


Next we see the Settings menu next to the “Writing Style” combo-box above:



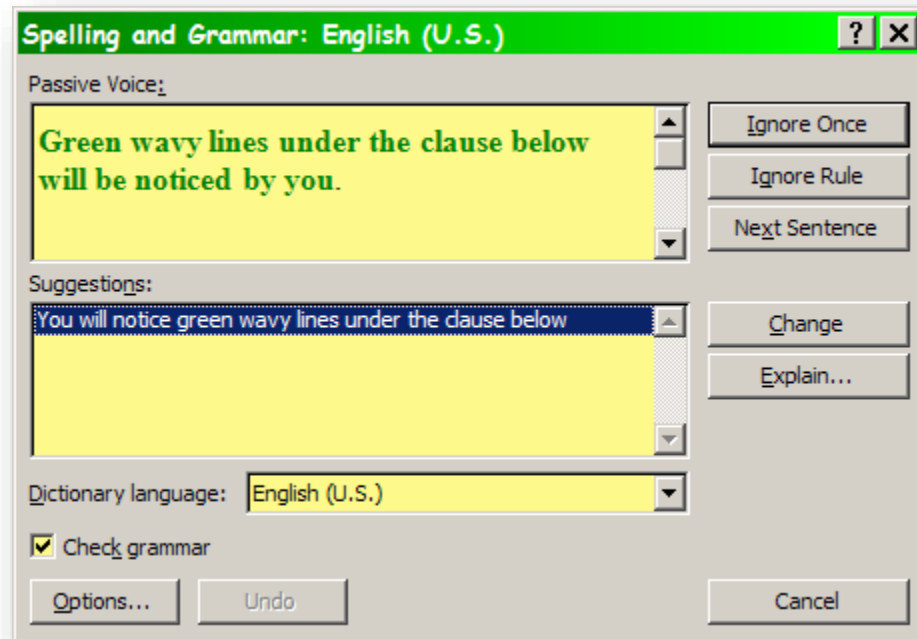
(Continued on next page – the menu spans several of these little windows)

(This one is actually a fake: I glued the last two lines of the list into one window to avoid having to use two screen shots with repeated entries.)



You should adjust the specific aspects of the style to suit yourself or the requirements of your assignment or publisher.

The following example shows the kind of correction screen you might see when using the grammar and style checker:



This tool can help you catch errors but it is not a magic wand that turns wretched writing into Pulitzer Prize material. It is not necessarily going to understand exactly what you mean, and it can thus flag perfectly good writing as a mistake. You can't just automatically accept everything it suggests; however, you should *think* about what it identifies and then make your own decision based on your own best judgement.

For additional help in improving writing, see < <http://www.mekabay.com/methodology/index.htm> > where you can find these guides:

Frequently Corrected Errors [PDF](#)

I've been editing technical writing since 1970 and notice that some errors keep popping up in many writers' papers. I've been collecting the comments I make about these errors and hope that you will find some of them helpful. Several colleagues and students have contributed suggestions that I have gratefully incorporated and acknowledged in the file.

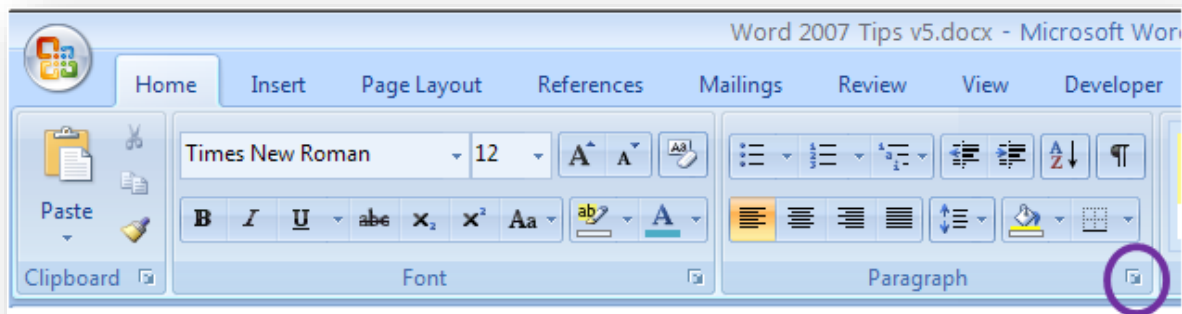
On Writing [PDF](#)

I have compiled some essays about writing (originally posted on the *Norwich University MSIA Graduate Portal*) into this document and hope that all students will find the ideas and resources interesting, stimulating and useful.

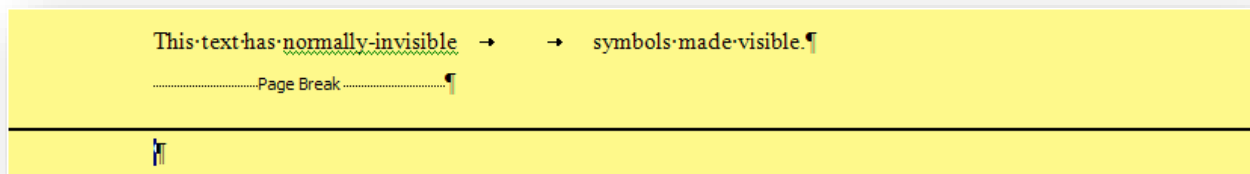
3.11 Paragraph Formatting

Notice also that we do not have to bother to put a separate **ENTER** character (called a “hard carriage return” by some aged folk who remember typewriters)(a “carriage” was a cylinder on a “typewriter” that carried the paper left and right in front of the fixed position where individual letters smacked up against a cloth or plastic ribbon carrying ink to print letters on paper)(paper was compressed fibers in flat sheets ... oh, never mind) between paragraphs. It is much better to use the automatic paragraph-formatting features to control the appearance of paragraphs than to use manual intervention for such features (it’s easy to make mistakes using manual processes). So just use the **HOME tab | Paragraph ...** options (ignore the purple circle for the moment):

As you can see, you can format your selected text in a variety of bullets, numbered formats, outline formats;

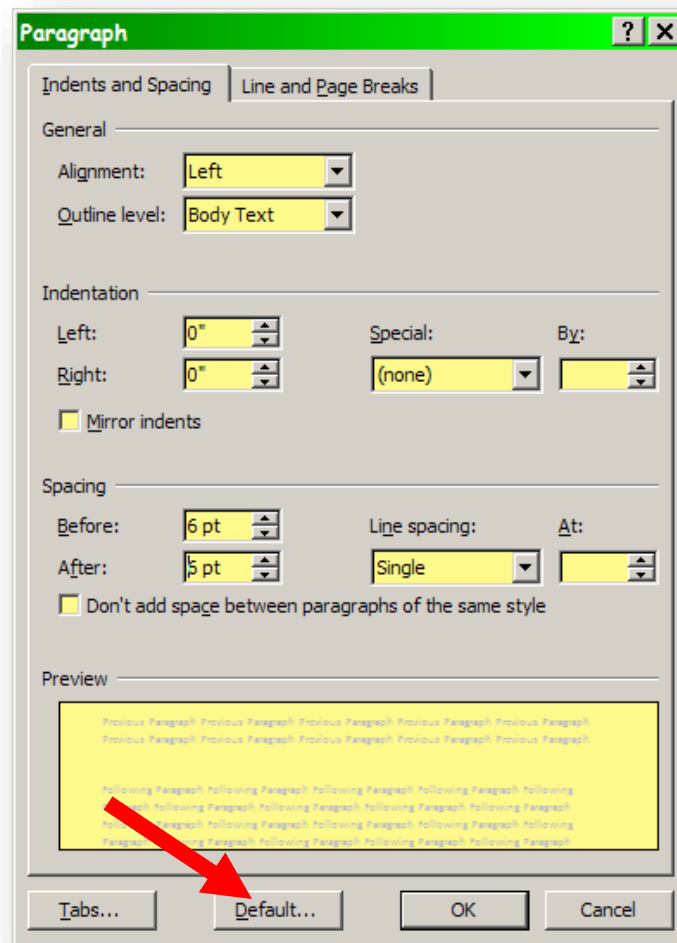


you can adjust left, centered, right or (yechh) fully justified. You can color the background behind your text (the paint bucket icon) and you can surround your text with a variety of borders. You can also sort text (the AZ-arrow symbol) and you can make normally-invisible formatting characters visible (e.g., blanks, page breaks, tabs and so on) as shown in this screen shot:



3.12 Paragraph Spacing

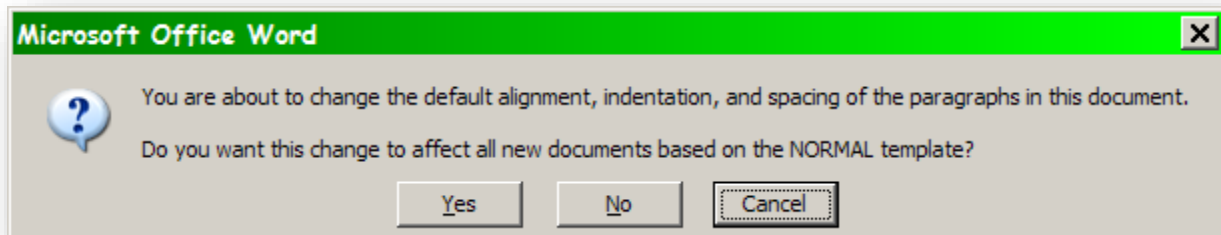
The paragraph spacing options have been moved in Office 2007. All options for paragraph spacing can be found on the HOME ribbon in the Paragraph section (the section to the right of FONT). Clicking the small arrow at the lower right-hand corner of the paragraph section (circled in purple in the screenshot above) will open the **Paragraph** dialog box below. At this point, you can change settings accordingly and click OK when you are finished.



You may choose to change the line spacing to “**Single**” and the spacing “**Before**” and “**After**” to 6 pt or any other choice you wish.

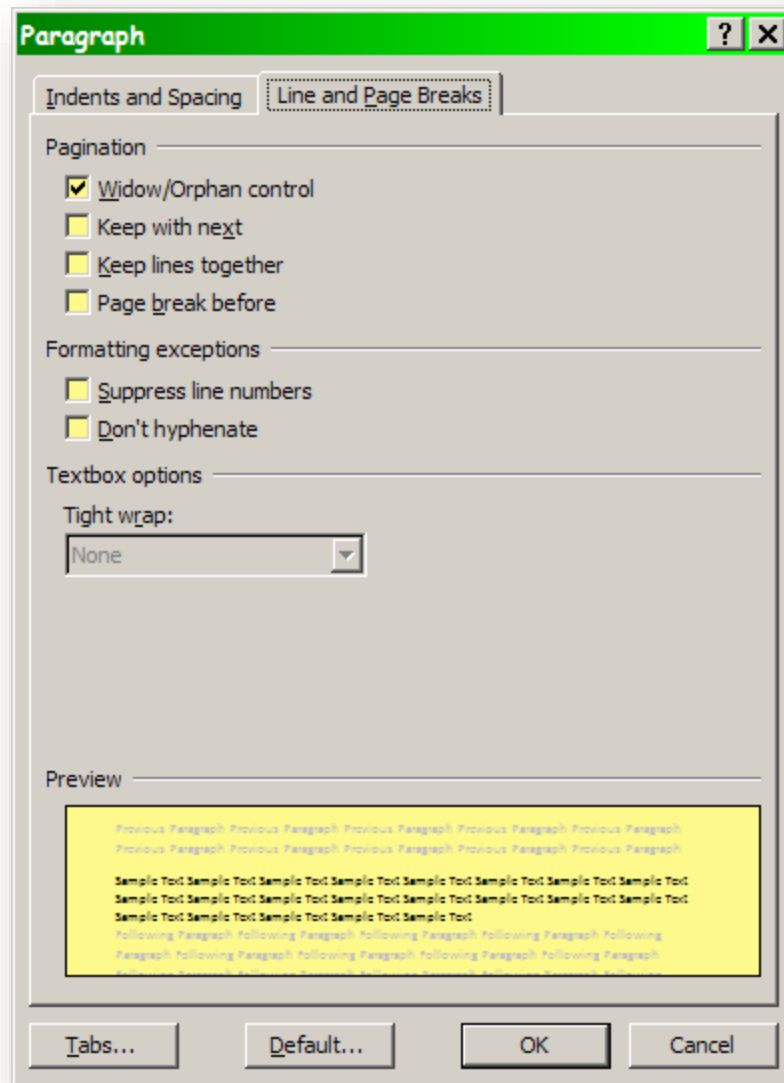
3.13 Setting Default Paragraph Characteristics

You can also force your options to be the default by clicking the **Default...** button at the bottom of the dialog box shown above (marked by the red arrow). You will see the following popup:



3.14 Controlling How Text Responds to Page Breaks

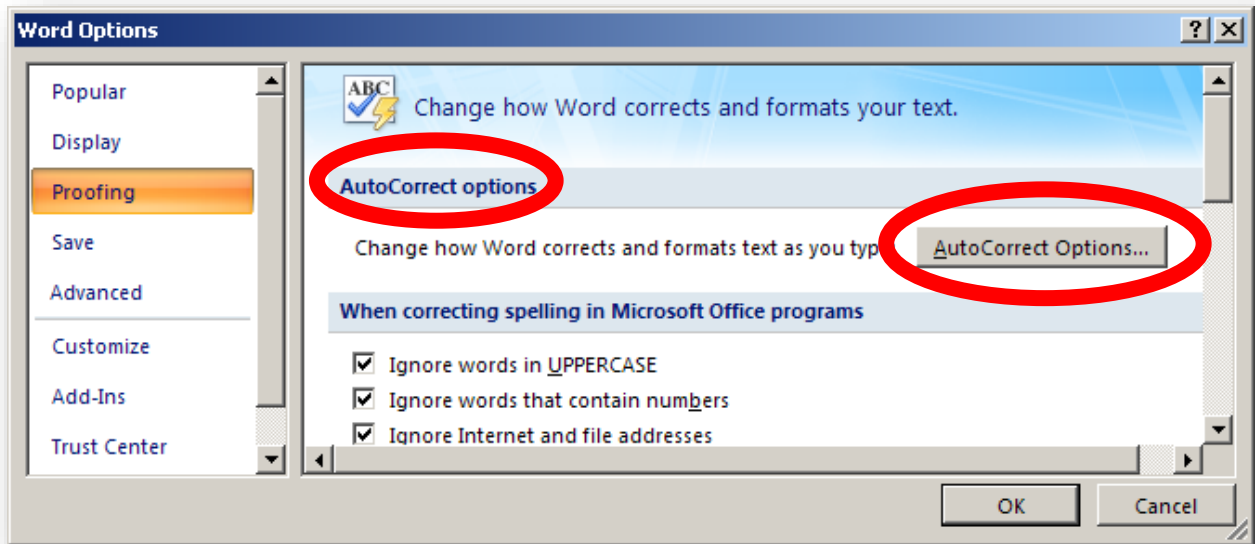
The other tab you may have noticed in the screenshot showing the paragraph formatting options is the **Line and Page Breaks**.



- **Widow/Orphan** control is almost always enabled; it prevents a single line of a paragraph from being left at the bottom of a page (a widow) or at the top of the next page (an orphan).
- **Keep with next** forces all the selected text to be treated as if it were a single paragraph; it will move to the next page if necessary even if there is a blank line in the selection.
- **Keep lines together** is used for text in a block that should all appear on one page if possible.
- **Page break before** automatically puts the text at the top of a new page.

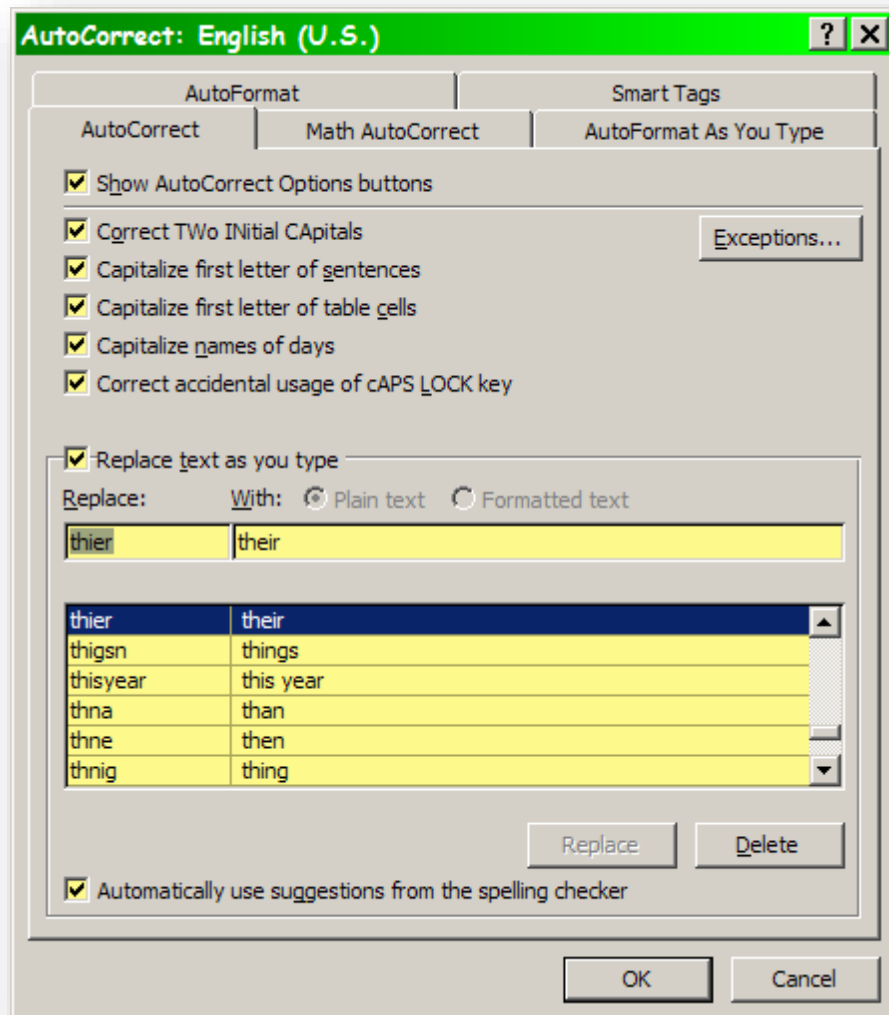
3.15 Autotext

Pay attention to the **autotext** feature and the **autocorrect** functions. Both can produce odd results if you're not expecting them to be enabled, but both can save you a lot of time by allowing you to configure your own keyboard shortcuts ("macros") to let you type abbreviations for common words, correct common misspellings that you may make, and to expand abbreviations into longer text. The autocorrect options in Office 2007 are located under **Office Button | Word Options | Proofing**.



3.16 Autocorrect

The **autocorrect** feature will change text automatically from one form into another. The feature is mostly used to correct spelling mistakes; e.g., typing *thier* produces *their* instead instantly. If that's not what you meant, pressing **CTRL Z** will reverse the correction and leave what you typed.



Notice also the array of checkboxes for various forms of autocorrection. Most are self-explanatory. “**Correct TWo INital Capitals**” means that typing what you see in the previous quotation would actually come out as “**Correct Two Initial Capitals.**” Similarly, “**Correct accidental usage of cAPS LOCK key**” means that if you accidentally hit the CAPS LOCK in the middle of a sentence, **WORD** would turn it off. Thus typing “writING SOMETHING LIKE THIS” would instantly be switched to “writing something like this.”

3.17 Copy & Paste

One of the most useful features of any word-processing package is the **copy/paste** functions.

To copy anything, highlight it in your text or point to it (e.g., images) and click the **Ctrl** and **C** buttons together (**Ctrl C**). That button-pair puts whatever you are copying into the **Paste Buffer**.

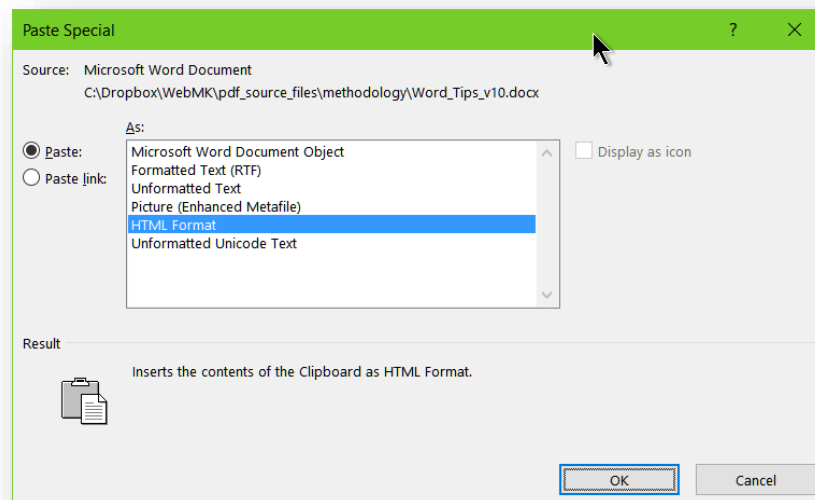
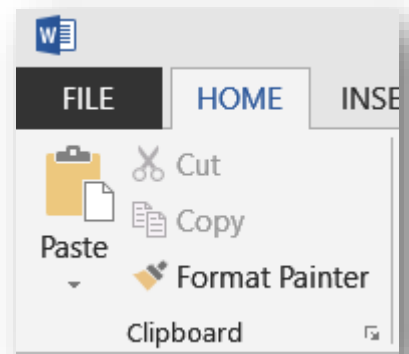
To paste whatever is in the **Paste Buffer** somewhere in your document (or a new document, or some other document), just click the **Ctrl** and **V** buttons together (**Ctrl V**). That's it!

It is also true that the **HOME** panel has buttons for **Cut**, **Copy** and **Paste**.

However, I have always found these to be much more trouble than simply using the keystroke combinations above.

In addition to ordinary paste, one can also select special functions using the pulldown menu below the **Paste** symbol (shown at right) or more simply by using **Ctrl Alt V**. This three-key combination brings up a menu that depends on what is in the **Paste Buffer**.

For example, highlighting text, pressing Ctrl C and then moving the cursor to a new position and pressing **Ctrl Alt V** brings up the following menu:



These choices offer ways of pasting material with or without formatting, as text or as an image, and so on.

Once again, the best way to learn about these options is simply to experiment with them – preferably not in a production document! Use a copy that can be deleted if something goes wrong.

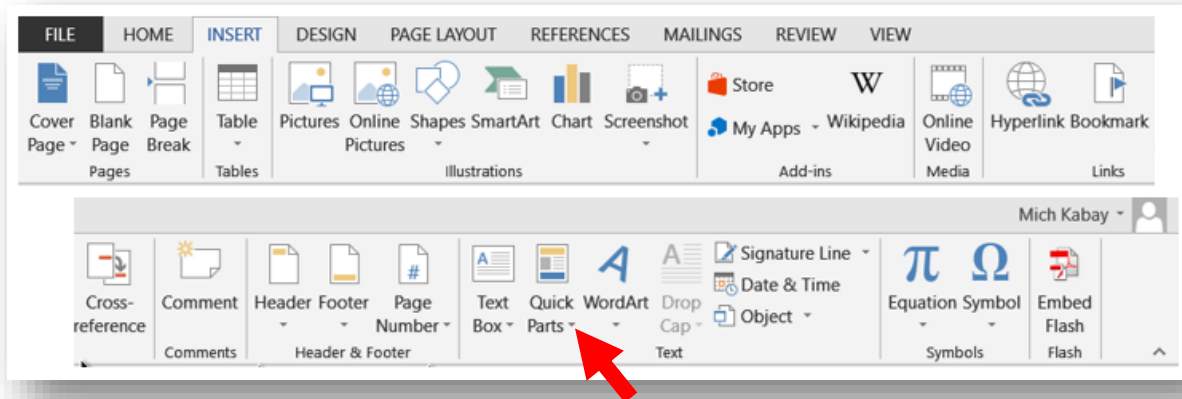
3.18 Undo and Redo

You can undo a series of actions from most recent to oldest by pressing the key combination **Ctrl Z**; you can repeat the series going forward using **Ctrl Y**. The number of steps stored is variable and depends on memory and other factors.

4 Advanced Features

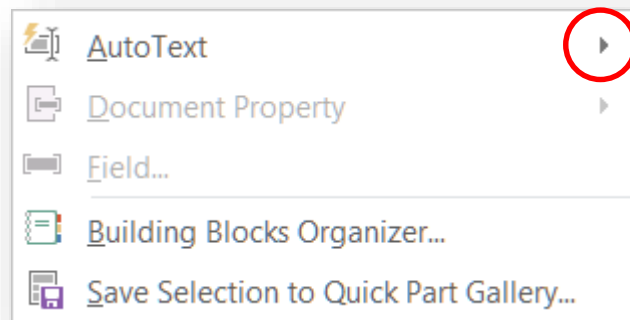
4.1 Quick Parts

The **Quick Parts** function in the **INSERT** menu of the **Ribbon** lets you define your own text at will. Since I am using a wide screen as I prepare this document, I have to split the image of the **Ribbon** in two to fit it on this page in a readable size.

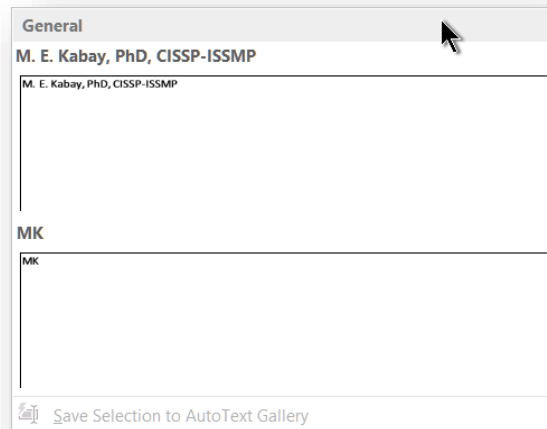


Left-clicking on the little triangle in the lower-right corner of **Quick Parts** (see red arrow on the image above) shows a drop-down menu shown at right.

Left-clicking the triangle next to **Autotext** (red circle in the image at right) brings up a list of anything you have defined as a **Quick Part**.



The image at right shows a simple two-element list of Quick Parts available for use by left-clicking on them.



4.2 Customizing the Spell Checker

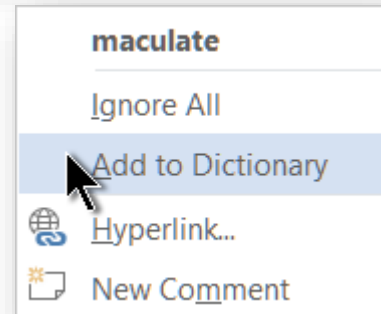
The **Autocorrect** functions are immensely useful for adding specialized terms that the ordinary spelling dictionary doesn't know about. Thus if you use the term, say, *Archaeopteryx maculata* in a scientific paper describing a new kind of flying dinosaur, you are

The **Autocorrect** functions are immensely useful for adding specialized terms that the ordinary spelling dictionary doesn't know about. Thus if you use the term, say, *Archaeopteryx maculata* in a scientific paper describing a new kind of flying dinosaur, you are likely to have the spell checker put a wavy red line under it because the spell-checker doesn't have the species name in its list. Indeed, here's a screenshot of how WORD 2013 reacted to this exceedingly long sentence:

likely to have the spell checker put a wavy red line under it because the spell checker doesn't have the species name in its list. Indeed, here's a screenshot of how **WORD 2013** reacted to this exceedingly long sentence with the unknown word in it:

Right-clicking on *maculate* brought up the suggestion at right:

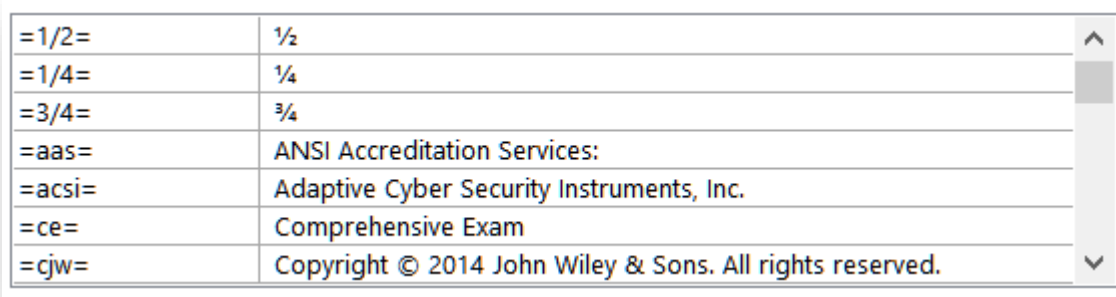
Since “maculate” (spotted) wasn't the right word, I simply left-clicked **Add to Dictionary** and solved the problem. No more wavy red line.



4.3 Defining Macros

The spelling dictionary can be used to store any string you like. For example, here are just a few of the strings I insert using codes that begin and end with the equal sign (=):

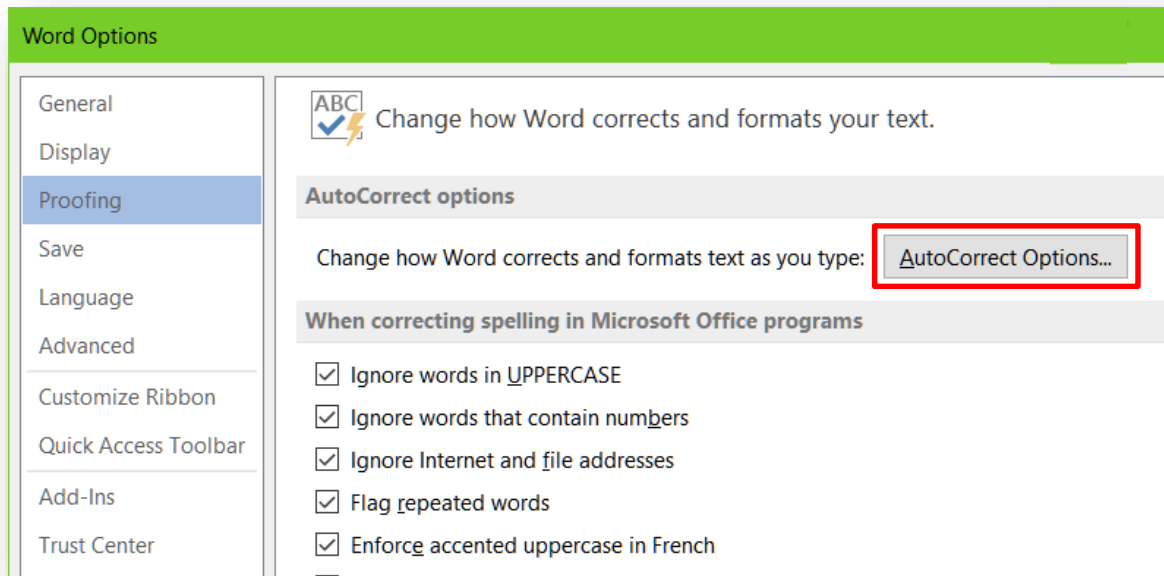
For example, typing =1/2= instantly substitutes ½. We call the abbreviation =1/2= a *macro*.



=1/2=	½
=1/4=	¼
=3/4=	¾
=aas=	ANSI Accreditation Services:
=acsi=	Adaptive Cyber Security Instruments, Inc.
=ce=	Comprehensive Exam
=cjw=	Copyright © 2014 John Wiley & Sons. All rights reserved.

The next page shows how to load your own macros into the spell checker in **WORD 2013**. Similar functions exist in the older versions of **WORD**.

First, access the **Options** menu (**FILE** in **WORD 2013** and the **Word Button** in older versions) and left-click the **Proofing** button.



Left click the **AutoCorrect Options...** button (red rectangle added above).

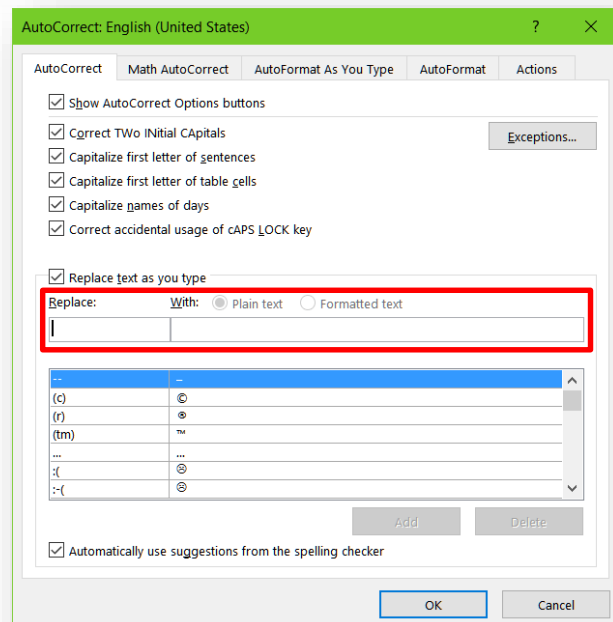
As you can see in the **Replace:** **With:** boxes shown in the screenshot to the right (also highlighted with an added red rectangle), anything you type that has been defined in the Replace: box is instantly changed to whatever you typed in the With: box. The desired end-values don't have to be symbols – they can be whole text blocks. For example, the sequence =ia= stands for “indefinite antecedent” and instantly gets replaced by this text (shown in a different font here to be clear about what's generated by the macro):

Avoid indefinite antecedents for pronominal adjectives "this" and "that." Provide a specific object so that the reader does not have to guess to know exactly to what you are referring. Thus

WRONG: *The countries went to war in 1914 and used poison gas. This led to serious death tolls across Europe in the next four years.*

What led to serious death, the war itself or the poison gas? Normally, the word "this" would point to the proximate (nearest) noun - in our example, "gas." If the author meant that the war caused the serious death tolls, that meaning might not come through to all the readers.

RIGHT: *The countries went to war in 1914 and used poison gas. This conflict led to serious death tolls across Europe in the next four years.*



4.4 Using Macros

The MSIA's Professor John Mason, CISA, CISM, CFE, CFSSP, CBA, CFSA offered the following examples of using macros, whether defined in autocorrect or in Quick Parts, as a form of keyboard macros using the autocorrect feature for speedier editing:

When editing, I typically use the comment feature frequently. To make it easier on myself when typing, following are a number of the autocorrect items that I use to automatically insert the desired comments; this usually saves me at least an hour or two when editing and provides for more consistency. Oddly enough, I've used these enough that I often think of the acronym, not the meaning when editing. Once you get the hang of most of them, you may find that you think of the error as the acronym, not the meaning. In any event, these have been quite helpful.

agaf	As for grammar and formatting, be careful of:	nlrt	numbers less than 10 s/b spelled out
b&p italics	book and periodical name s/b underlined or in italics	np	needs a period
cp	caps	nsff	nonstandard footnote/citation format
da	define acronym	nspp	no second person pronouns
dqq	Double quotes/quotation marks s/b used	ntaa	numbers 10 & above s/b numerals (except at the beginning of a sentence)
fcn	footnote/citation needed	owo	one word
fotp	what is the focus of the paper?	qotl	Quotes of three lines or more s/b a separate paragraph & indented
g&f	As to the grammar and formatting, the comments are self-explanatory. (this is used on the essay exams)	ros	run-on sentence
ic	intro clause (needs a comma)	saa	same as above
idap	identifier/appositive	sosp	subject-object singular-plural inconsistency
indc	independent clause (needs a comma)	sotm	series of three or more (needs a comma)
iua	inconsistent use of acronym	spi	singular-plural inconsistency
ncp	no caps	sv	subject-verb inconsistency
nct	no contractions	vas	vague & subjective; quantify
nfpp	no first person pronouns	vts	verb tense shift
nindc	not an independent clause (no comma)		

All users can define autocorrect macros to suit themselves. I (Kabay) use a delimiter to make sure that there are no accidental hits from a particular sequence that might occur in a normal word; for example, in editing a particular text, I defined special macros such as = **cjw** = which generates

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The =..= construction makes it almost impossible to generate the macro-defined text by accident.

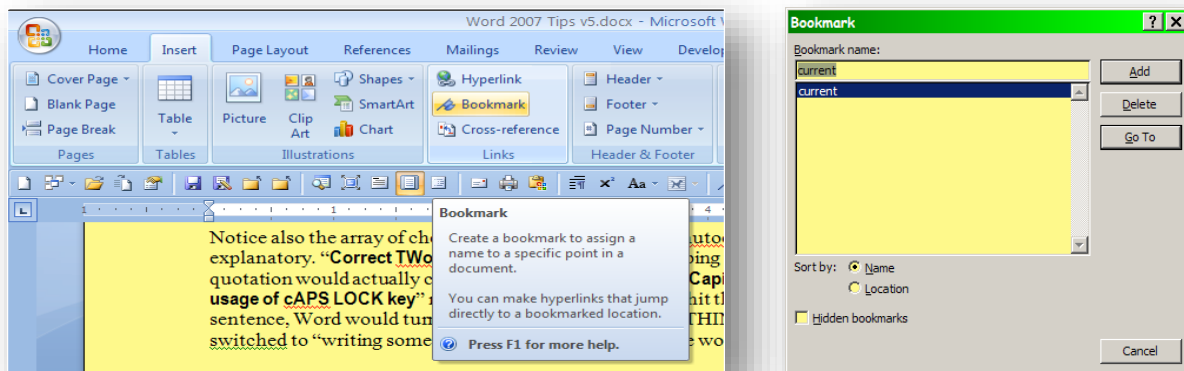
Finally, you have the option of pasting **Plain text** (as in the example above) or **Formatted text** (bold, italics, font etc.) as you see fit by selecting the appropriate button.



Plain text simply adopts whatever the current formatting is where you insert the macro. Formatted text maintains whatever appearance you stored when you defined the macro.

4.5 Bookmarks

Another useful feature that few users know about is bookmarks; these let you move to specific parts of the document at will – very helpful when you are trying to check on something earlier in your document and then return to a particular location to continue writing. You can set a bookmark at will (**Insert | Bookmark...**) anywhere in the text so that you can mark where you are currently working and go off to inspect some other part of the text. When you want to return to your working spot, you can go to your bookmark. We have buttons we have added to the Quick Access Toolbar to allow us to set a bookmark called **current** (or whatever you would like to call it) and then to return to that specific bookmark with a click of the mouse – very convenient.



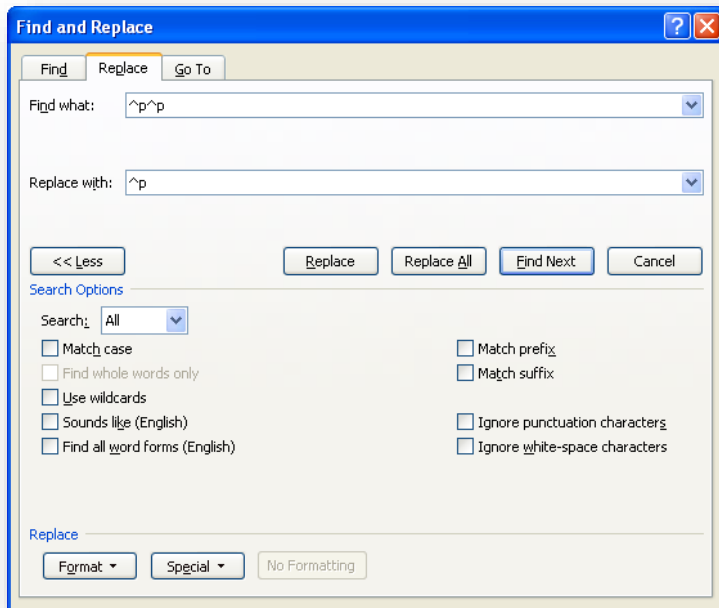
You can have lots of uniquely named bookmarks if you need them.

4.6 Special Characters

Yet another feature that beginners generally don't know is that special functions such as the **Enter** key or the **Tab** key are actually characters that can be manipulated using the edit functions. For example, **Tab** is represented as **^t** and **Enter** is **^p** in a **Find and Replace** dialog box (accessed using **Ctrl H**).

Click the **HOME | Replace** function or more simply, press the **Ctrl H** keys together. You will need to click **More>>** to view the full search options shown below. Click **<< Less** to collapse the additional options.

See the next page.



The **Match case** option selects only strings that match the case of your **Find what** string.

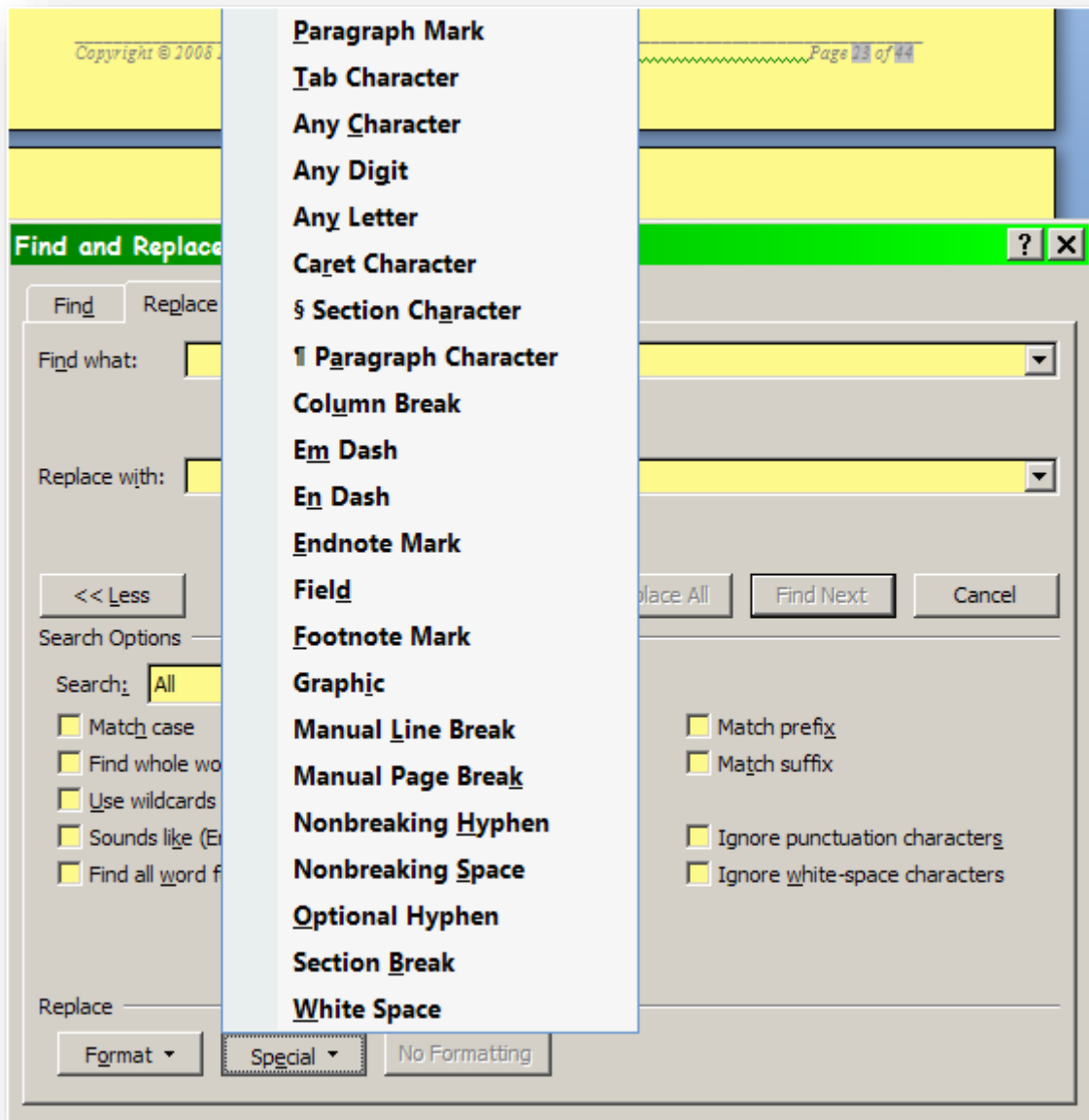
Find whole words only does exactly what it says; thus if you search on *Web* the function will not stop at *Website*.

You can experiment with the other options, which are more rarely used.

The instruction shown above removes all manual paragraph double-spacing (**^p^p**) in a document, leaving a single **^p** after every paragraph; editors often have to do this to be able to control the format of the entire document using paragraph formatting instead of manually worrying about how many lines there are between paragraphs. One problem with manual spacing is that writers sometimes become inconsistent; another is that there are few options available to control the actual spacing between paragraphs with the manual method.

Sometimes beginners who don't know about paragraph formatting manually indent the first line of their paragraphs with a **Tab** key instead of using the easy way. To remove those unnecessary tabs that follow an **Enter** character –but not the ones in the text itself – one can find all the occurrences of **^p^t** and replace them by **^p**.

Clicking on the **Special** tab at the bottom of the **Find and Replace** menu provides an easy list of special characters to use in the **Find** and **Replace** fields.



4.7 Defeat Automatic Formatting

Another useful feature is the ability to defeat automatic paragraph formatting by holding down the **SHIFT** key when pressing **ENTER**; this combination allows separate lines to follow each other without a paragraph space, as shown in the last two lines of the signature block below:

Best wishes

M. E. Kabay, PhD, CISSP-ISSMP
Program Director, MSIA

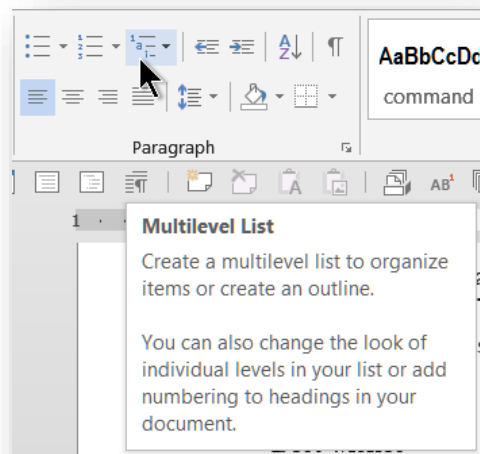
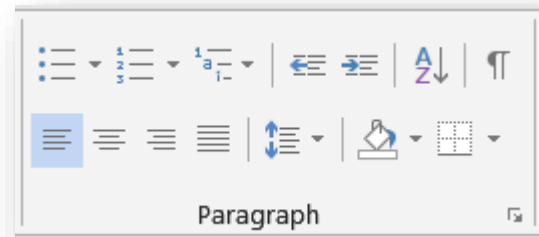


Held down **SHIFT** while
pressing **ENTER** at this
point.

4.8 The Paragraph Functions

The **HOME | Paragraph** pane includes controls for bullets, numbering, outline numbering, left adjustment, centering, right adjustment and justified text, as shown in the screenshot at right.

Hovering the mouse cursor over any of these symbols brings up a description in a little popup box, as shown below:

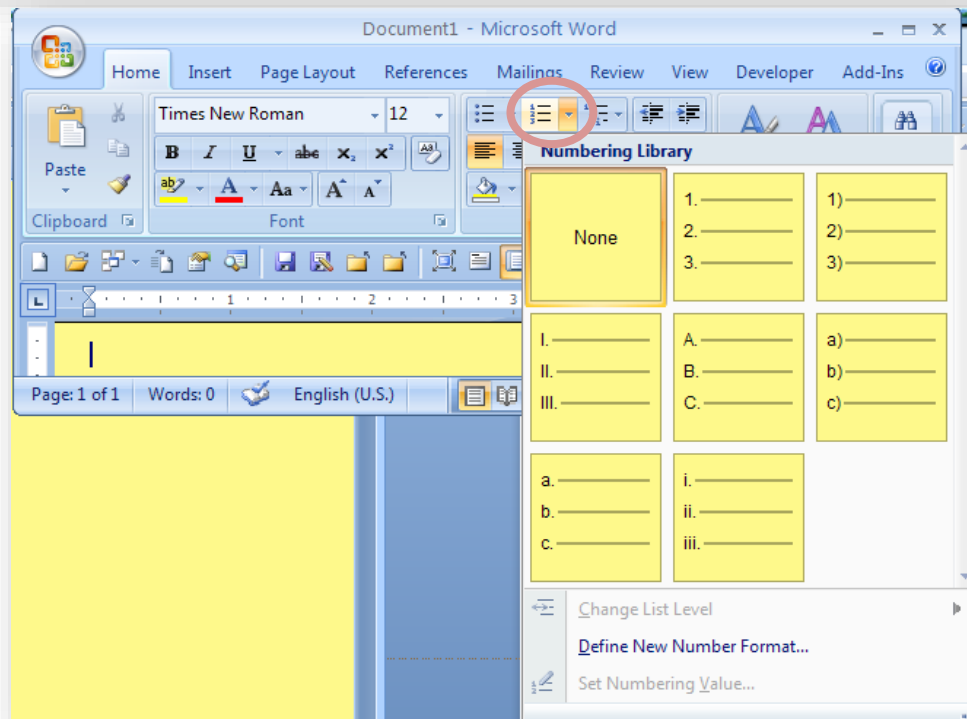
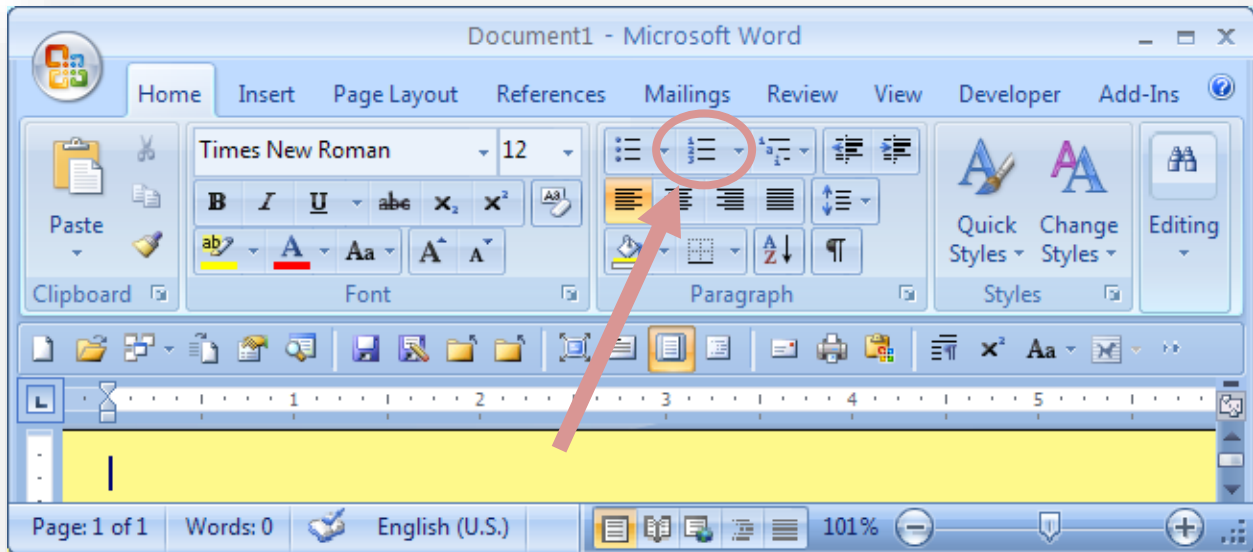


You can thus learn everything you need to know about these buttons simply by examining them yourselves – nothing complicated here.

4.9 Automatic Bullets and Numbers

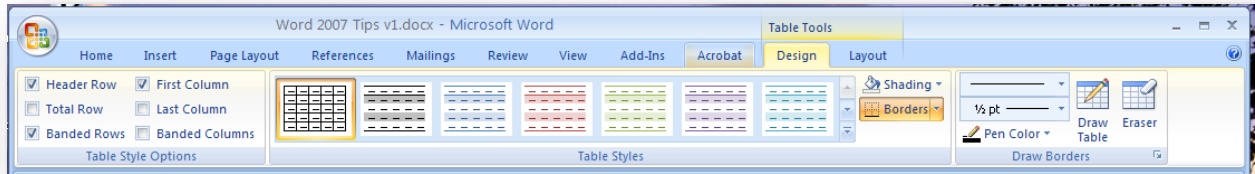
Automatic bullets are useful, as are automatic numbers. One can control the appearance of both and also the starting points of the number sequences.

Automatic numbering is useful and you can decide whether to reset the numbering to 1 at each new list or to continue with the existing list; e.g., 1, 2, 3.... 1, 2, 3 vs 1, 2, 3.... 4, 5, 6...

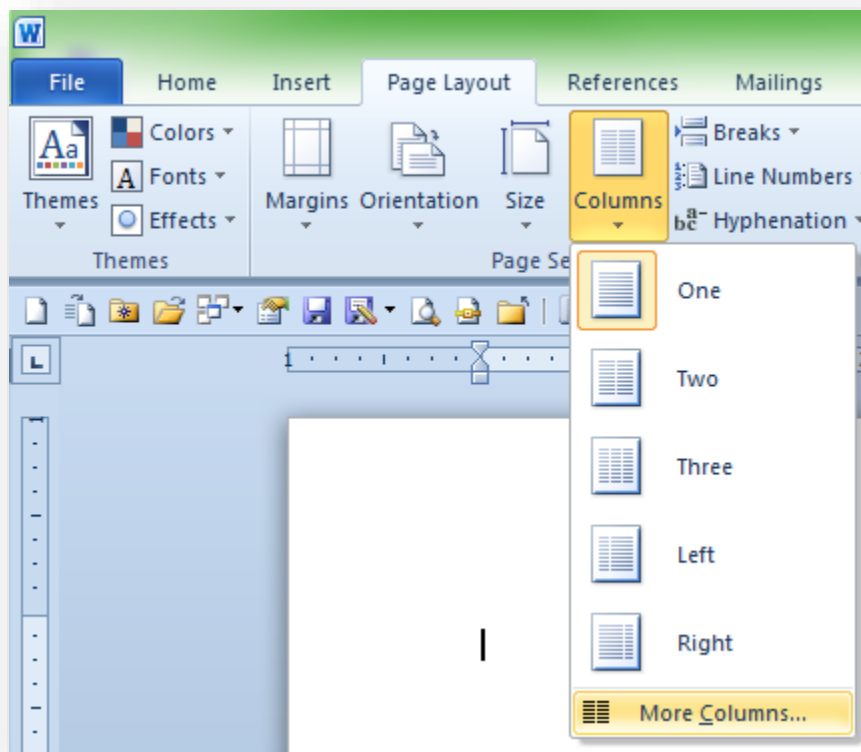


4.10 Columns

Columns are helpful and can be controlled easily from the **Table Tools / Design or Layout** menu. In Office 2007, Microsoft has instituted context tabs, which appear only when certain items are selected. For example, when I select a table, the “**Table Tools**” context tabs appear.

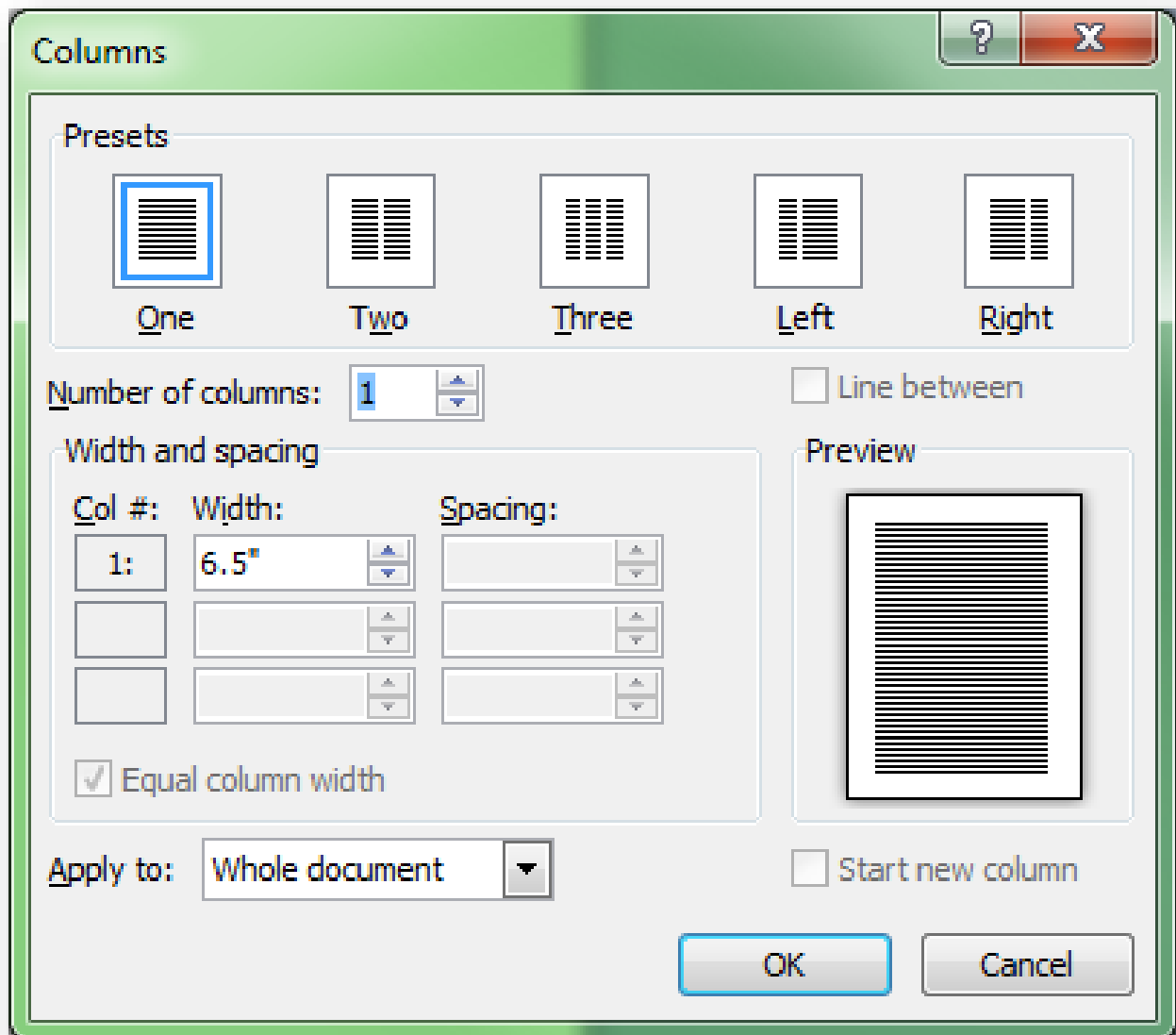


You can resize the width of each column; decide how big a blank space to put between them; and decide whether to include a vertical line between them. You can also force text into the next column any time you need to.



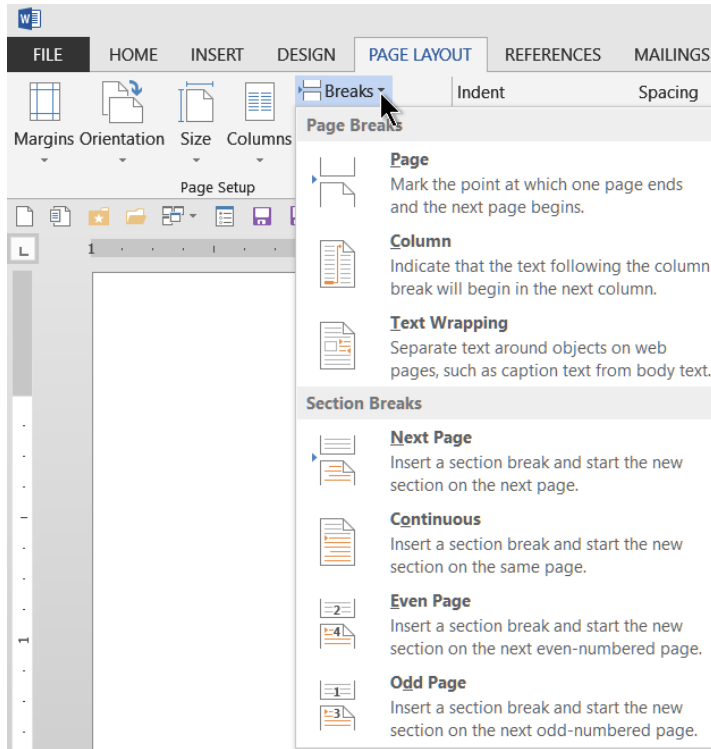
For columns that aren't tables, use the **Page Layout | Columns** functions. The default options shown below work fine; for more control, click on the **More Columns...** choice.

The menu that appears (shown below) provides complete control over your columns. You can choose equal or unequal spacing and choose to include a vertical line between the columns as you see fit.



4.11 Column Breaks

There are several useful functions available in the **PAGE LAYOUT | Page Setup | Breaks** menu shown below in **WORD 2013**:

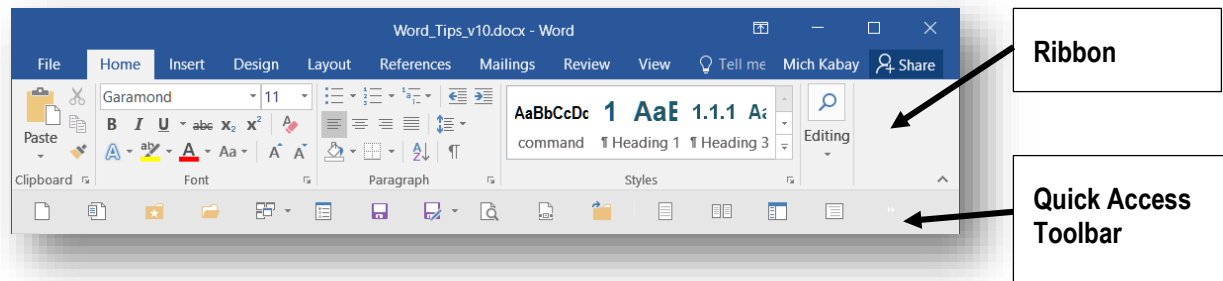


You can

- Force a page break
- Force text to the top of the next column
- Move text blocks to desired positions
- Create a new identified part of the document that may have different appearance parameters...
 - With a page break or
 - Without a page break
- Create a new section that is forced to start on the next
 - Even-numbered page or
 - Odd-numbered page.

4.12 Customizing the User Interface

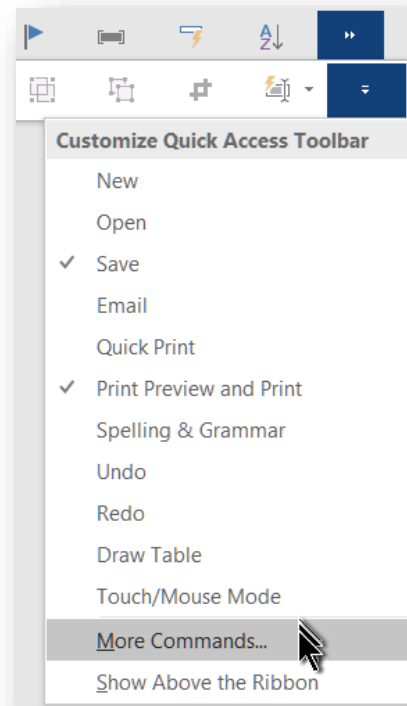
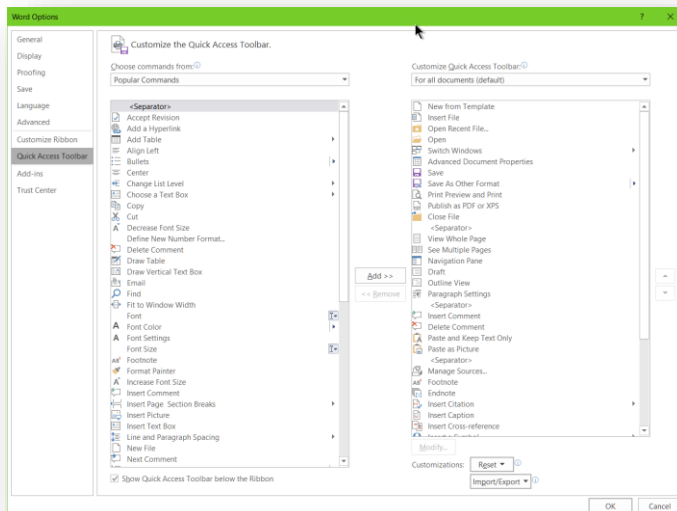
WORD allows you to customize the **Quick Access Toolbar (QAT)** that you can place above or below the **Ribbon**.



4.12.1 The Quick Access Toolbar

The **QAT** lets you put icons in an order that makes sense to you.¹ Instead of having to click on a panel of the Ribbon to locate frequently used functions, you can access them in a single click.

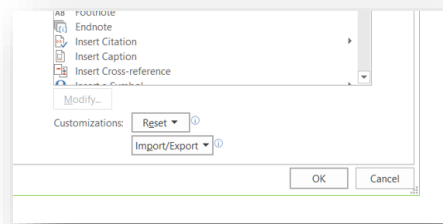
To customize the **QAT**, select the drop-down menu arrow at the far right of the toolbar and click on **More Commands...** to bring up the extensive menu of options:



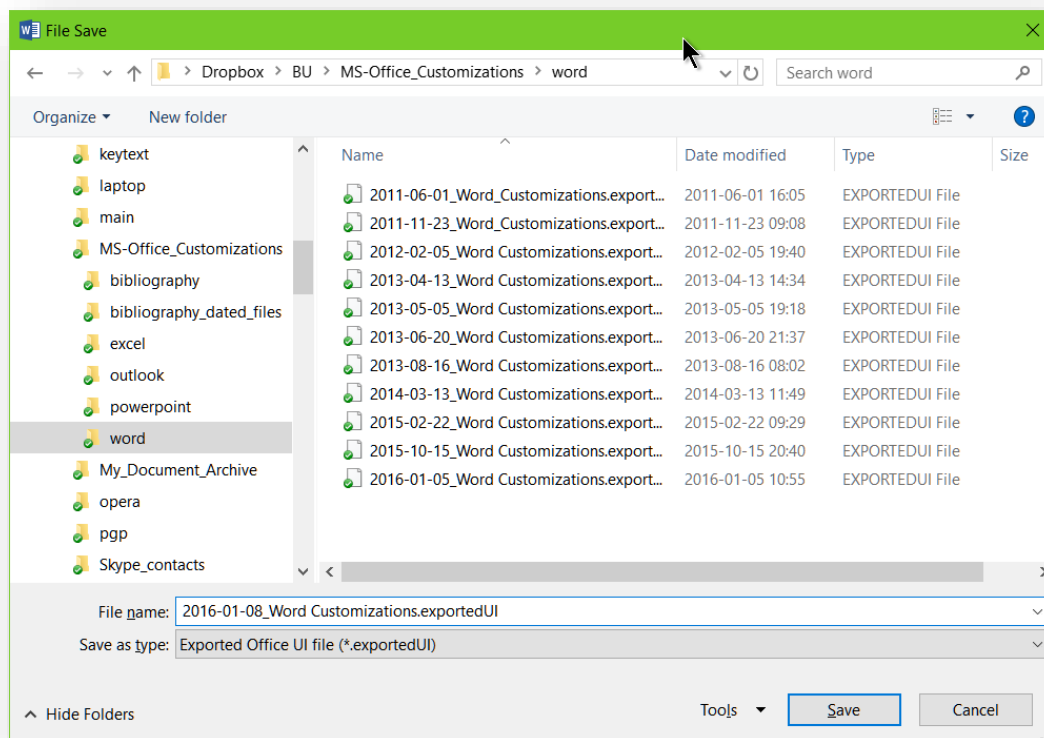
¹ Unfortunately, as I was updating this document, I foolishly allowed Microsoft to install **WORD 2016** on my system. It changed the size of the icons so that fewer fit on the strip; however, there are promises online that MS will change the icons back to the smaller size “soon.”

You can add, remove, and change the order of the icons to suit yourself.

Once you have settled on your current arrangement, you can save a copy of the information using the **Import/Export** button at the bottom right of the window:

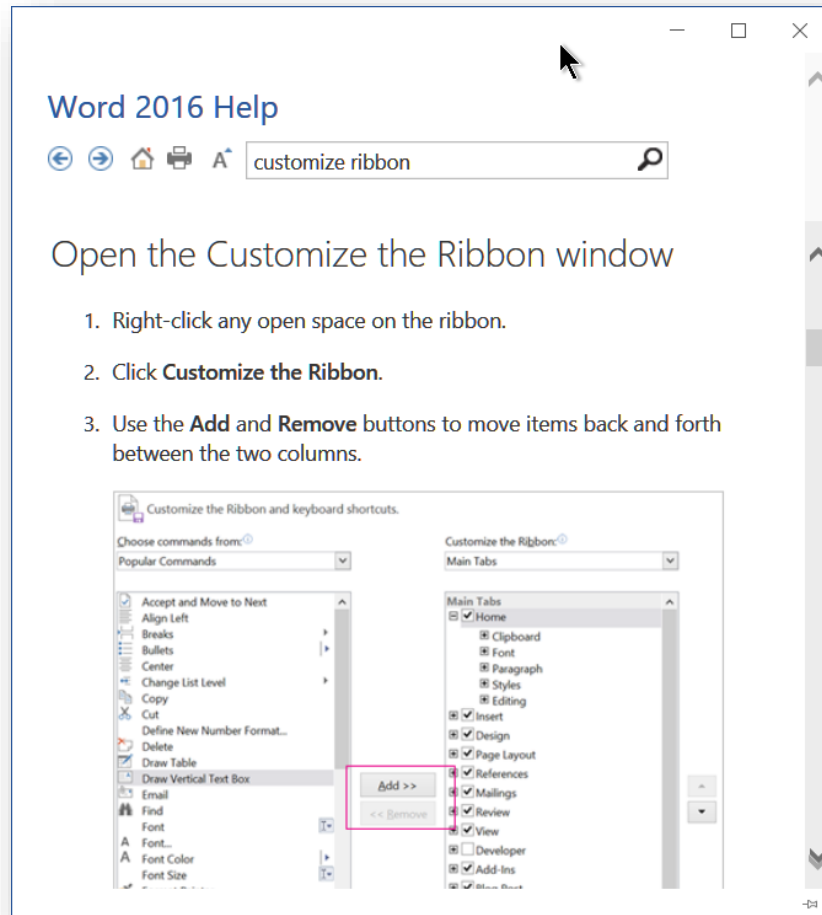


You can save (**Export**) your customization files in a directory in your **BU** folder with subfolders for **EXCEL**, **OUTLOOK**, **POWERPOINT** and **WORD**; you can simply insert the date in front of the standard filename. If you want to revert to a previous configuration, you can just **Import** from the appropriate backup file.



4.12.2 Customizing the Ribbon

The **Ribbon** is customized the same way you change the **QAT**. The **WORD 2016 Help** shows how to do it:

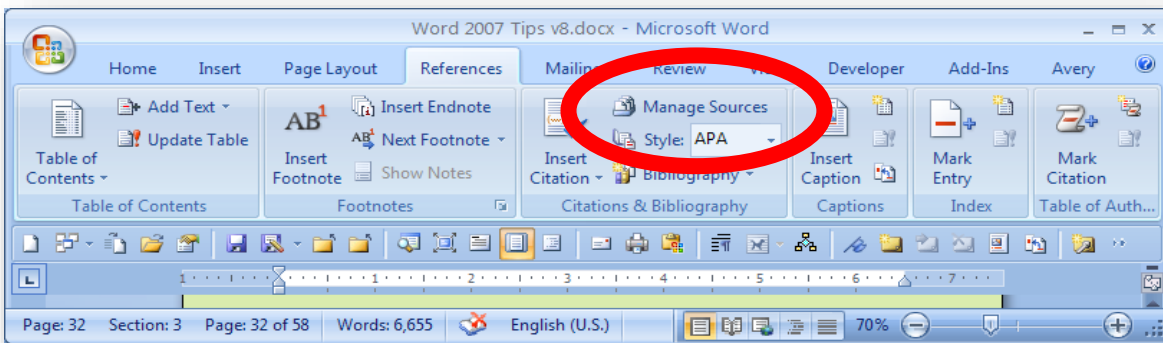


You can hide or show any parts of the **Ribbon** that you wish and you can change the order to suit your preferences.

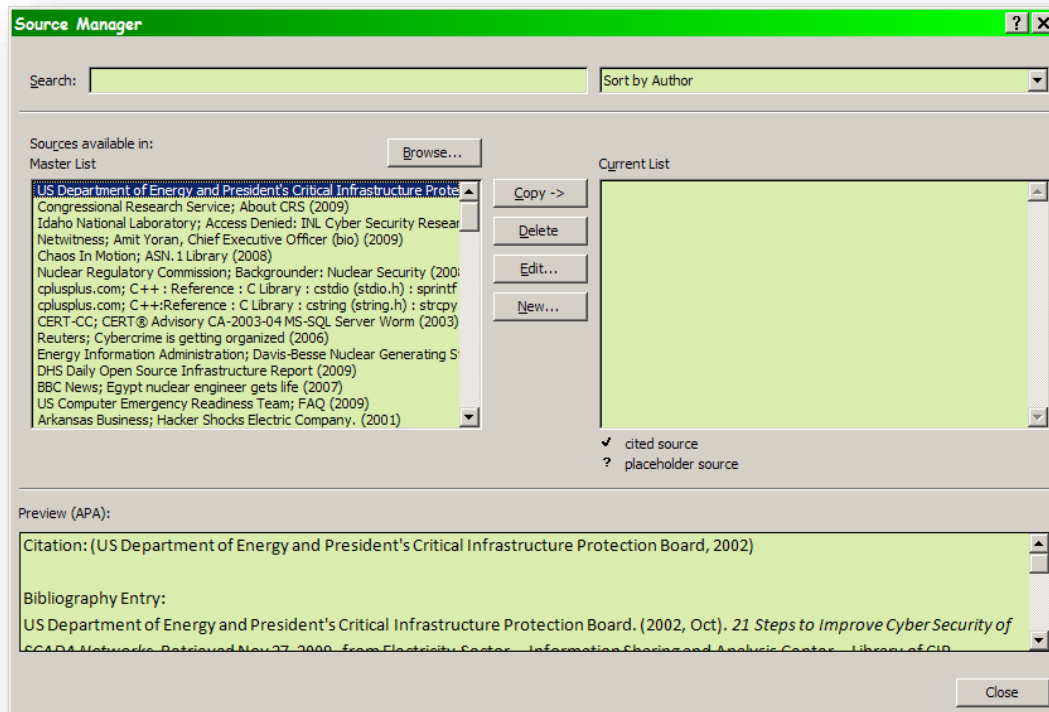
5 Managing References

5.1 Bibliographic Entries

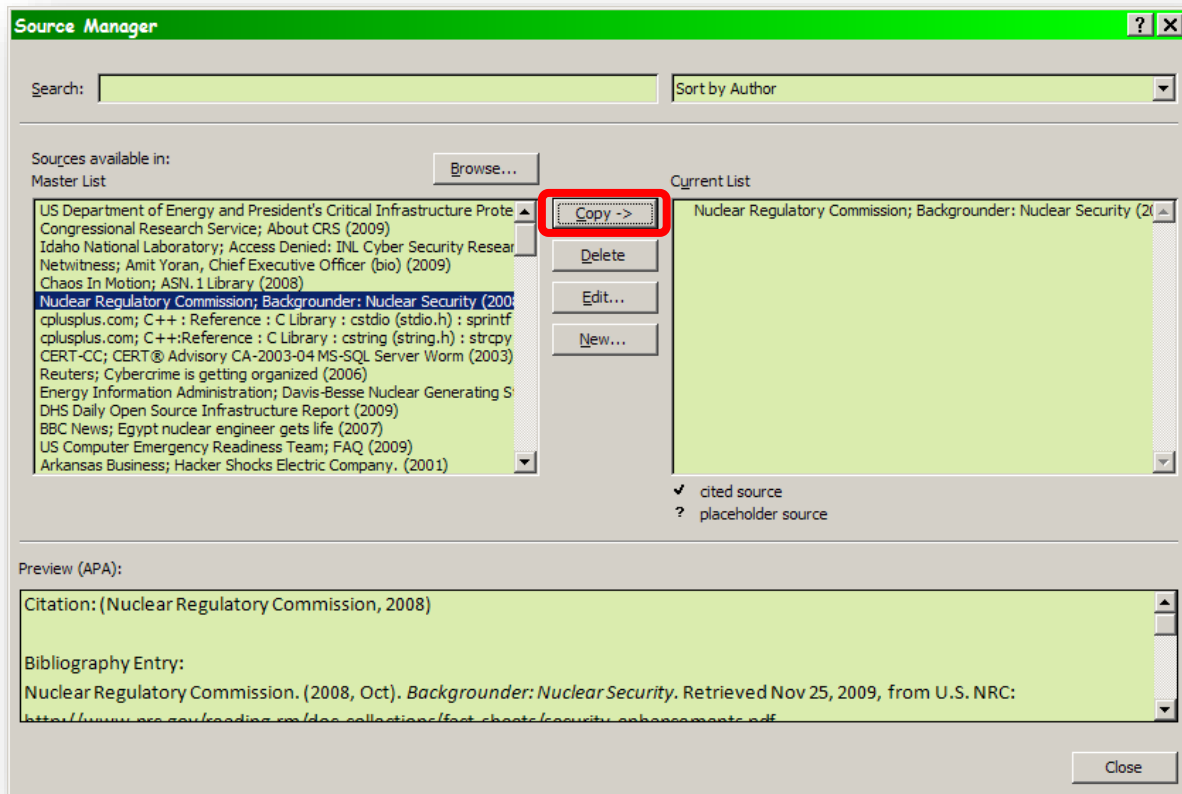
Use the automatic bibliographic functions of **WORD 2007** to manage the references you accumulate as you do your research. Start by selecting the **References** tab:



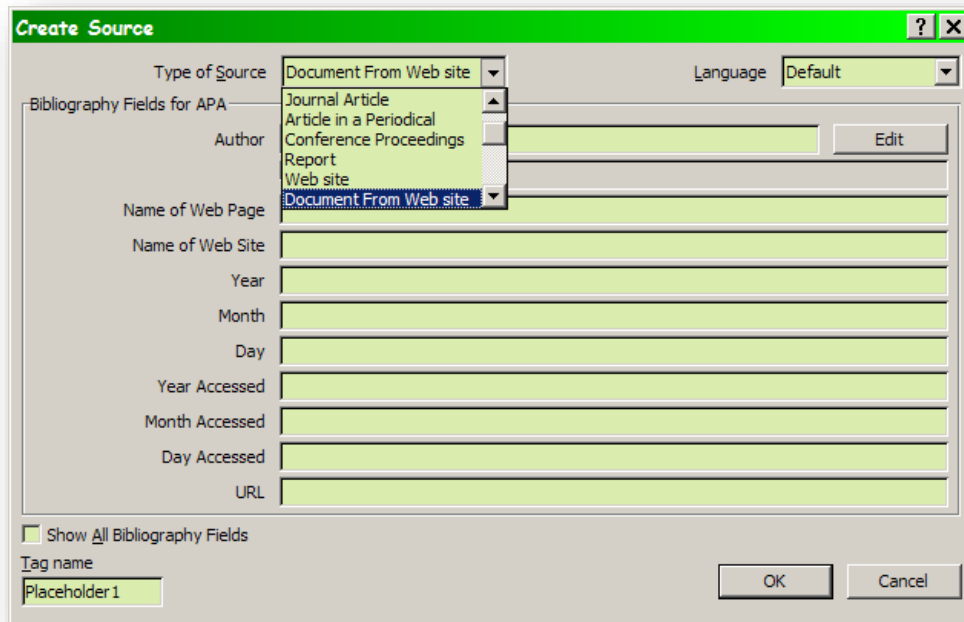
Select **Manage Sources** to access your collection of sources:



To use an existing reference from your collection in your current document, highlight it by clicking on it and then click the **Copy->** button:

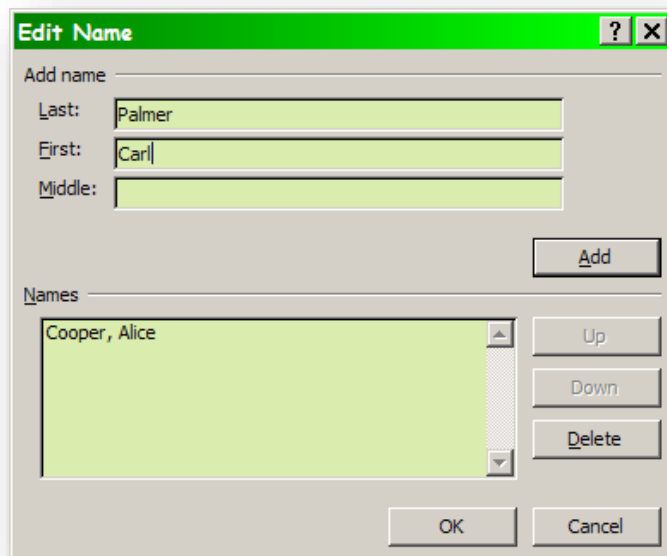


To add a new reference, click on **New....** to get the add menu:



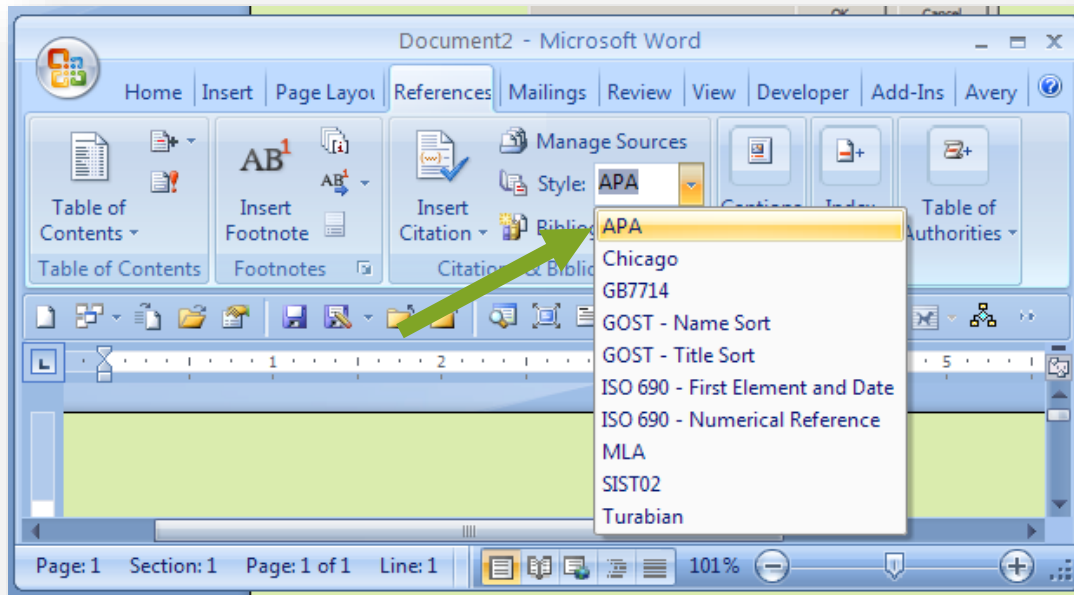
The 'Create Source' dialog box is shown with a green title bar. It contains a 'Type of Source' dropdown menu set to 'Document From Web site' and a 'Language' dropdown set to 'Default'. Below these is a list of 'Bibliography Fields for APA' with a dropdown menu showing 'Journal Article', 'Article in a Periodical', 'Conference Proceedings', 'Report', 'Web site', and 'Document From Web site' (which is highlighted). To the right of this list is an 'Edit' button. Below the list are several text input fields for 'Name of Web Page', 'Name of Web Site', 'Year', 'Month', 'Day', 'Year Accessed', 'Month Accessed', 'Day Accessed', and 'URL'. At the bottom left, there is a checkbox for 'Show All Bibliography Fields' and a 'Tag name' field containing 'Placeholder1'. 'OK' and 'Cancel' buttons are at the bottom right.

Select the type of document from the drop-down menu at the top of the box and then fill in the fields appropriately. You may use the **Edit** pop-up box for Author to ensure that you enter one or more authors correctly:

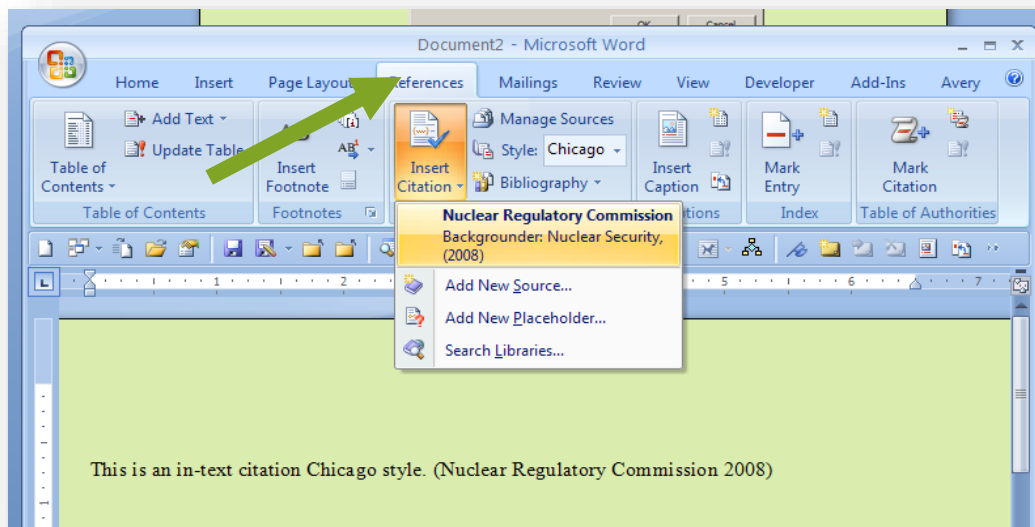


The 'Edit Name' dialog box has a green title bar. It features an 'Add name' section with three text fields for 'Last:' (containing 'Palmer'), 'First:' (containing 'Carl'), and 'Middle:'. An 'Add' button is to the right. Below this is a 'Names' section with a list box containing 'Cooper, Alice'. To the right of the list box are 'Up', 'Down', and 'Delete' buttons. 'OK' and 'Cancel' buttons are at the bottom.

To use a reference, you can choose a reference **Style** (e.g., **APA** in the example below)...



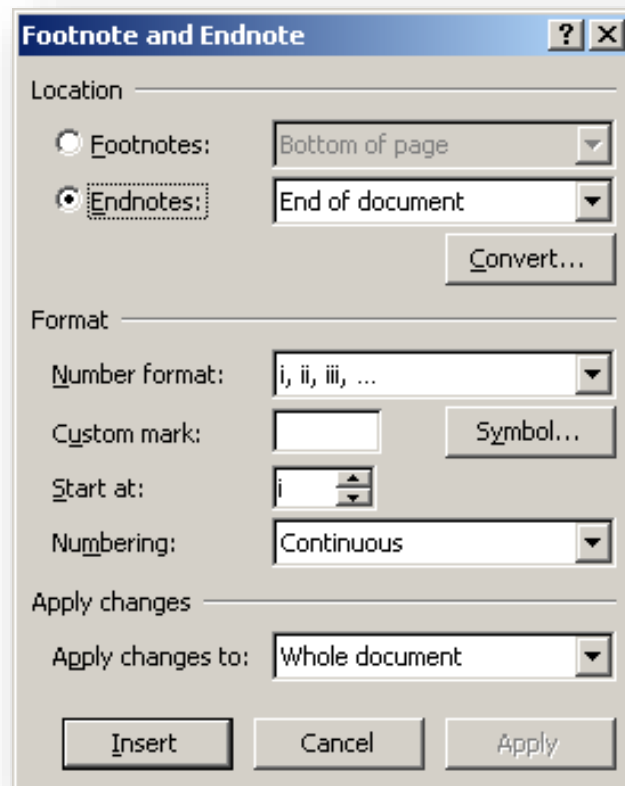
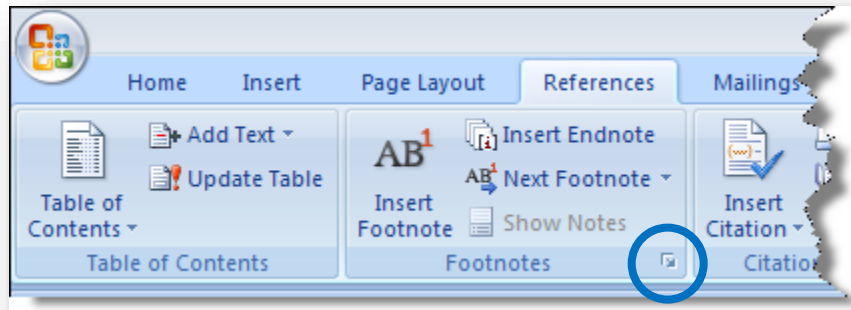
... and then use **Insert Citation** to put the reference into your text or into a footnote or endnote (see below).



The citation style changes automatically throughout the entire document whenever you select a different style from the menu, so it's not critical to select your final style at the start – you can change it at any time.

5.2 Footnotes or Endnotes

Never try to insert numbers manually to refer to footnotes or endnotes. If you move text or insert a new reference, all the numbers from that point on will be wrong. Use the automated functions of **Reference tab | Insert Footnote** or **Insert Endnote** and then choose your preferences. To get this dialog box, click the small arrow in the bottom right-hand corner of the **Footnotes** section of the **Reference** tab (shown circled in blue below).

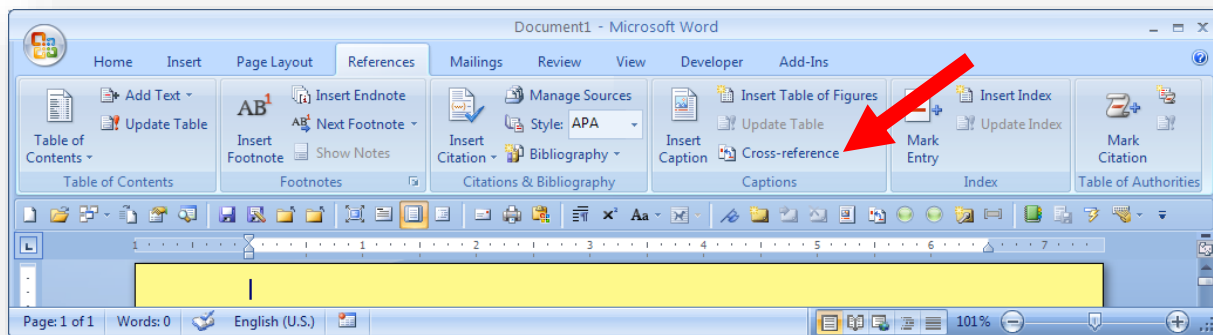


You can easily choose among Roman numerals, Arabic numerals, and even symbols. You can also convert a set of footnotes into endnotes or a set of endnotes into footnotes using the Convert option button shown below.

5.3 Cross-referencing footnotes or endnotes

When you need to refer to the same document as you have referenced in a previous footnote or endnote, you should not repeat the same text over and over or use the abbreviations *Ibid.* or *Op. cit.* Those expressions depend on the exact sequence of the footnotes; move text around or insert or delete a footnote and your references may be wrong.

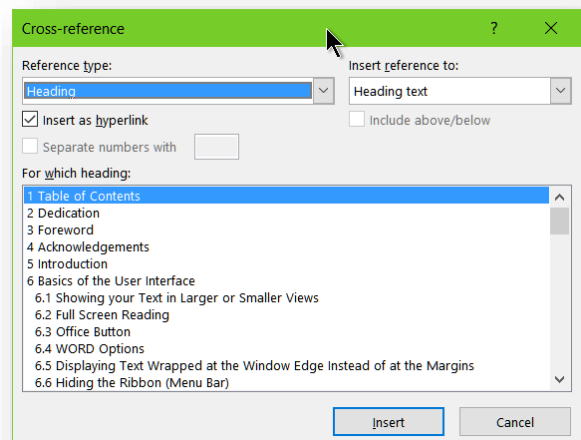
Instead, use the automatic **Cross-reference** function so that all numbers naturally change automatically if you move text or change references.



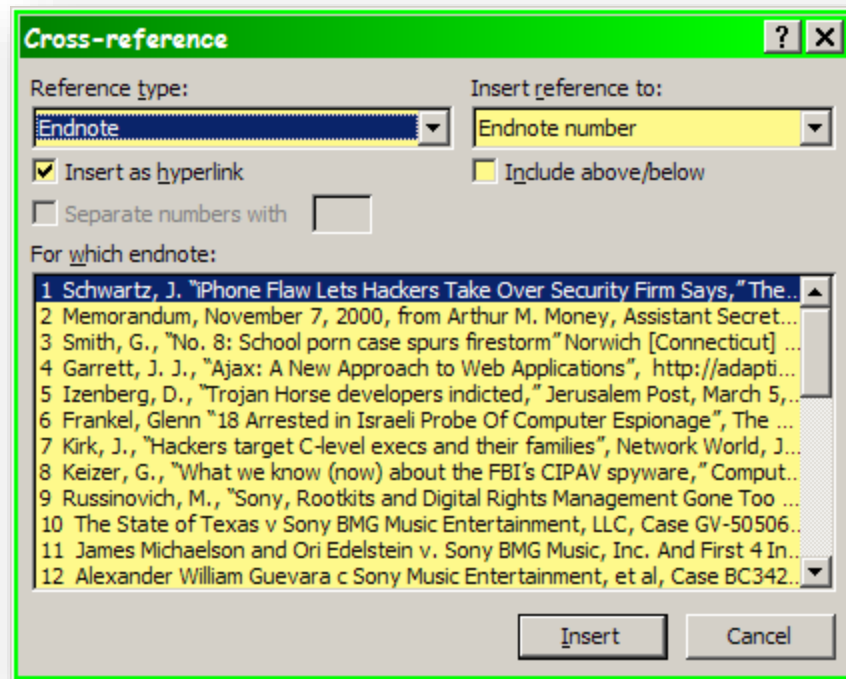
Activate the **References** tab, and then click **Insert Cross-reference**. (See red arrow above.)

You can point to any sort of numbered item, including headings, footnotes and so on. Here's an example showing cross-references to headings:

Now if you alter the headings sequence, all heading numbers will automatically be corrected without further manual intervention.



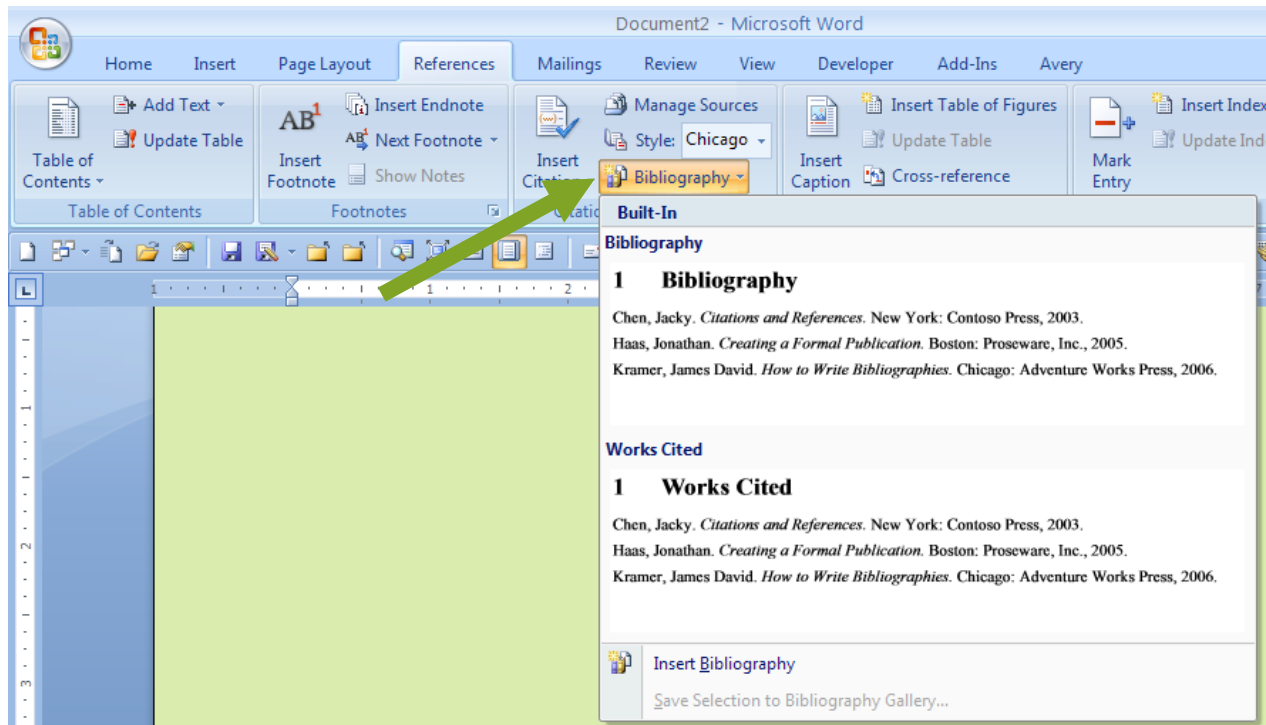
Exactly the same procedures are available for tables, figures, and headings by choosing the appropriate **Reference type**. You can also choose whether to use the original formatting or not and whether to include just the numbered-text identifiers or more of the captions by choosing the right options in the **Insert reference to** menu. Here's another example, this time from an older **WORD** version, showing endnotes for cross-references.



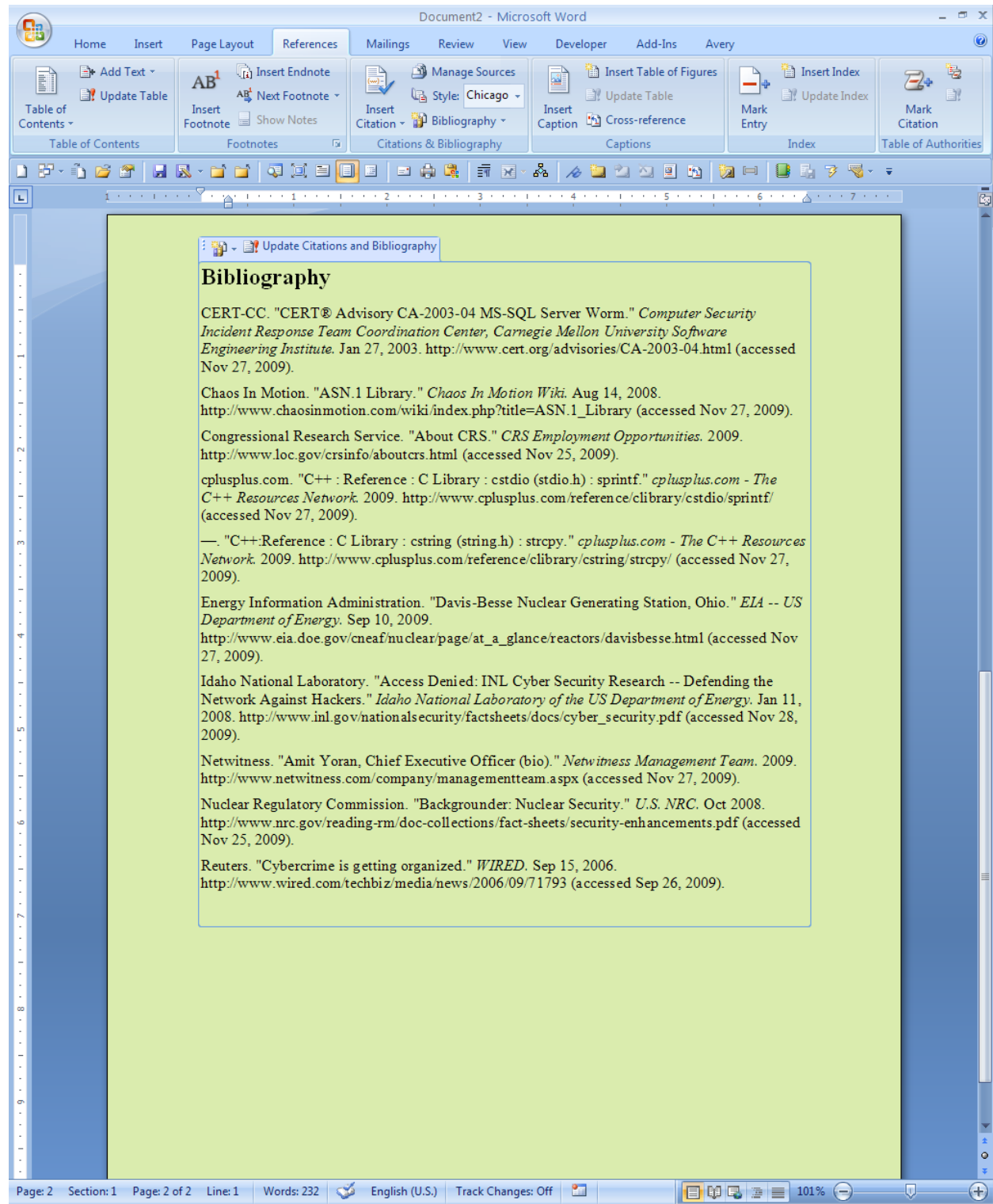
I repeat: NEVER use manual numbering for ANYTHING in **WORD**!

5.4 Creating a Bibliography

When you have finished your writing, you can automatically generate (and update) a list of works cited.

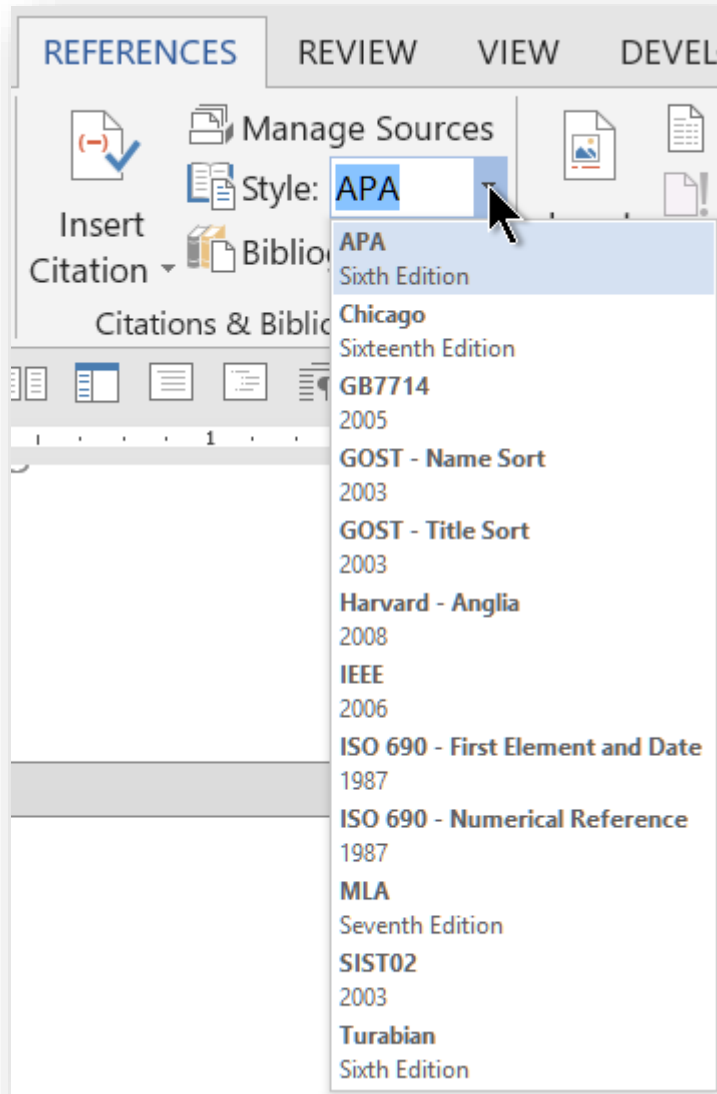


Clicking on the appropriate style (**Bibliography** or **Works Cited**) inserts a table that can be updated at any time:



5.5 Applying a Bibliography Style

An instructor, editor or publisher may specify a specific style for formatting citations and references. The styles available are shown in the drop-down menu labeled “Style:”



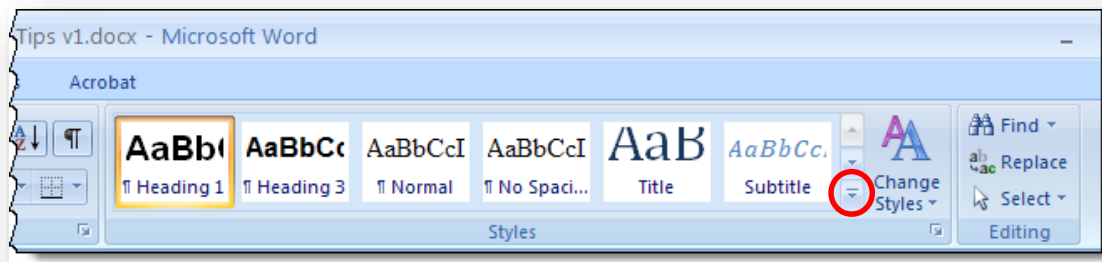
You can change all the formatting of *all* the footnotes, endnotes, and bibliography or works cited list instantly. You will never have to manually italicize, space, underline, or capitalize a reference again! **Don't EVER use manual formatting for references.**²

² If you write a lot of academic papers and need journal-specific styles, buy and install EndNote® < endnote.com >.

6 Automatic Formatting

Manually formatting *anything* more than once in a WORD document is silly. Why not take advantage of the many options for (a) saving time and (b) avoiding inconsistencies?

6.1 Styles

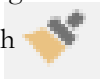


Styles are perhaps one of the more problematic aspect of **WORD**. Styles can ensure that your documents have a consistent appearance, with every heading of a particular level showing the same appearance. People get into problems when they accidentally create variations of the original styles and fail to realize that they can select all occurrences of oddball styles to convert them back to standard formats one style at a time. Use the menu sequence **Home | Styles** to modify styles globally. Notice you can also click the small down arrow to get access (circled in the screenshot above) to the full list of styles.

6.2 Format Painter

For a one-off, occasional transfer of style, you can pick up the desired style using the

Format Painter brush

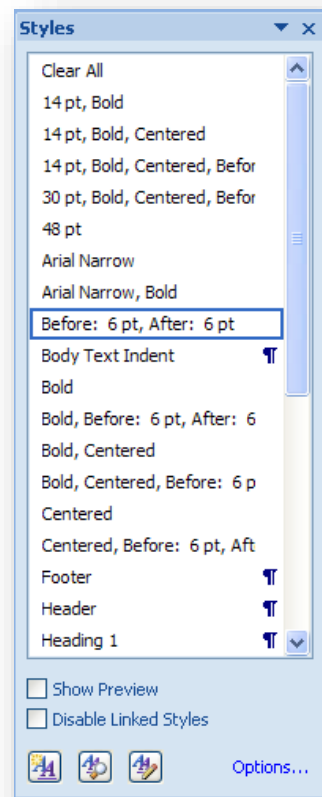
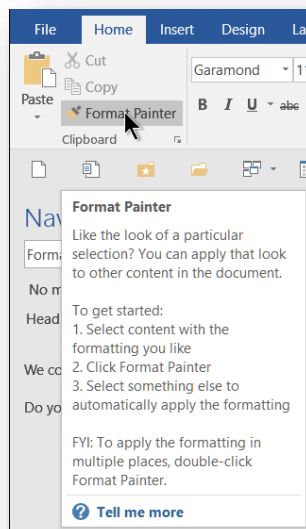


and then use the

cursor-brush



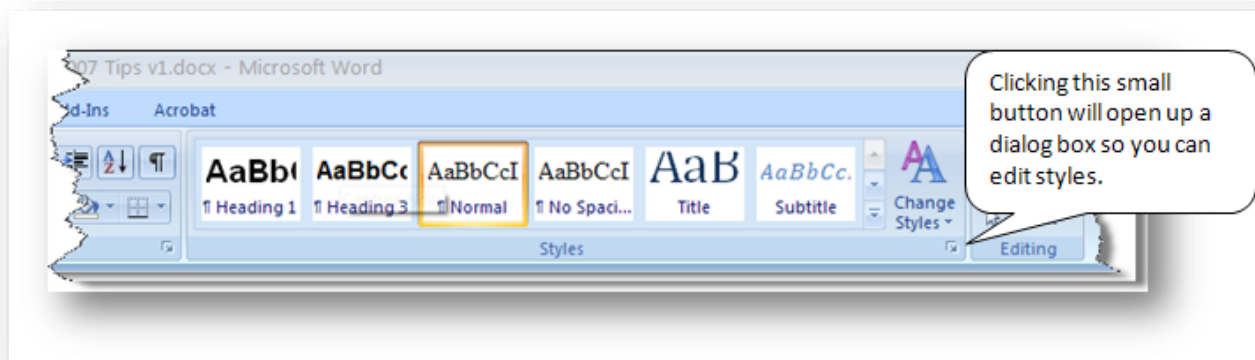
to apply the style to some other text.



6.3 Headings

Use section headings to guide the reader; use your word processor's headings styles, not manual formatting, to distinguish the headings from the surrounding text. The automatic styles can be modified at will and applied instantly to all the headings of any given level without having to find each one and change it by hand. In addition, it's easy to shift a level of a heading (e.g., from **Heading 1** to **Heading 2**) using a keystroke or a button on a toolbar.

To apply a style, be sure you have selected the **HOME** tab, and then select a heading or style from the **Styles** panel. You can also click the small arrow in the lower right-hand corner of the **Styles** panel to get a longer list of available styles. You can also edit these styles to your liking.

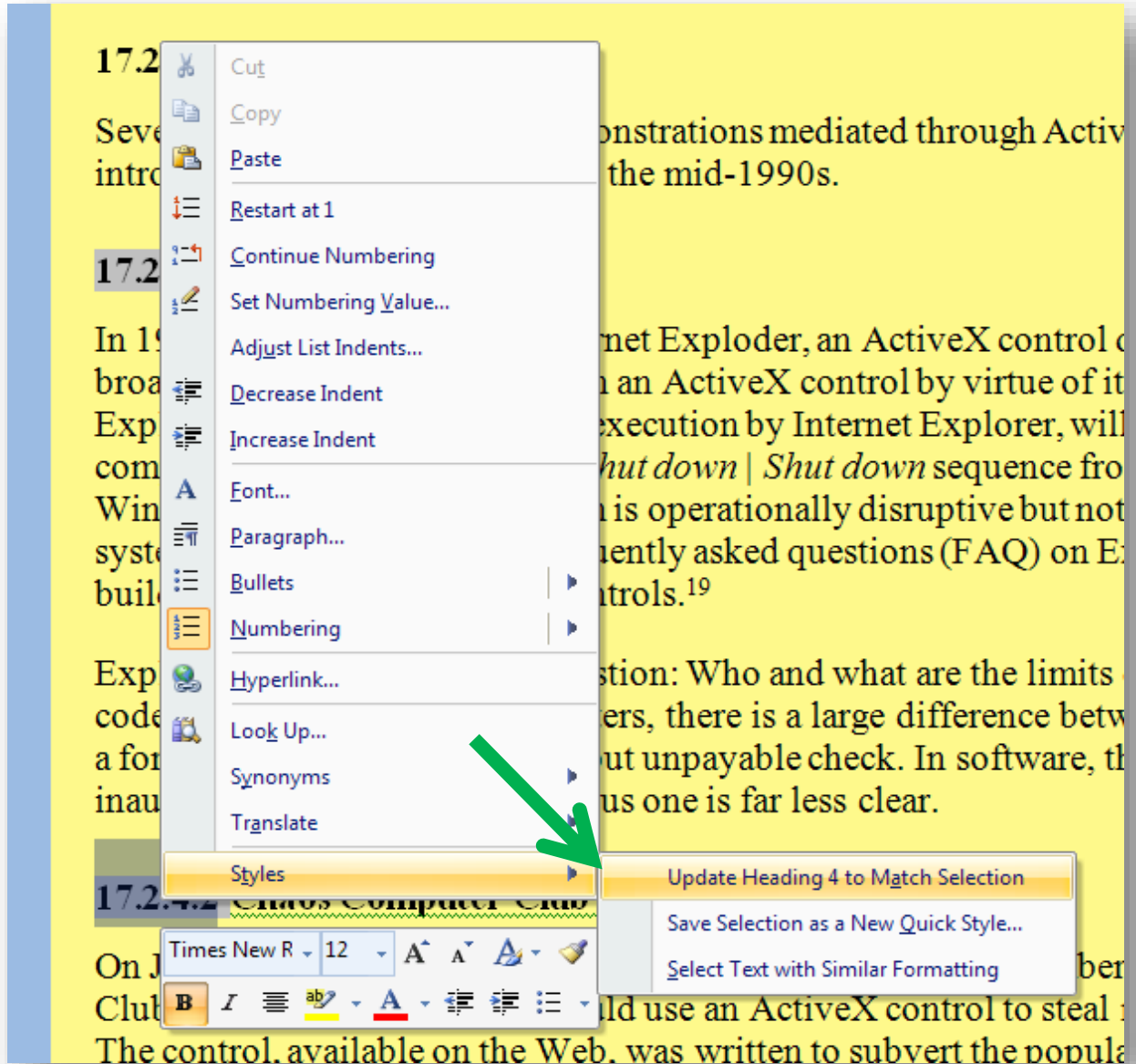


Using section headings is also useful because it lets you use the **Layout** and **Outline** displays – and those let you collapse and expand the parts of the document that you want to work on instead of having to scroll through huge portions of text all the time. The layout and outline options are available from the **VIEW** tab.

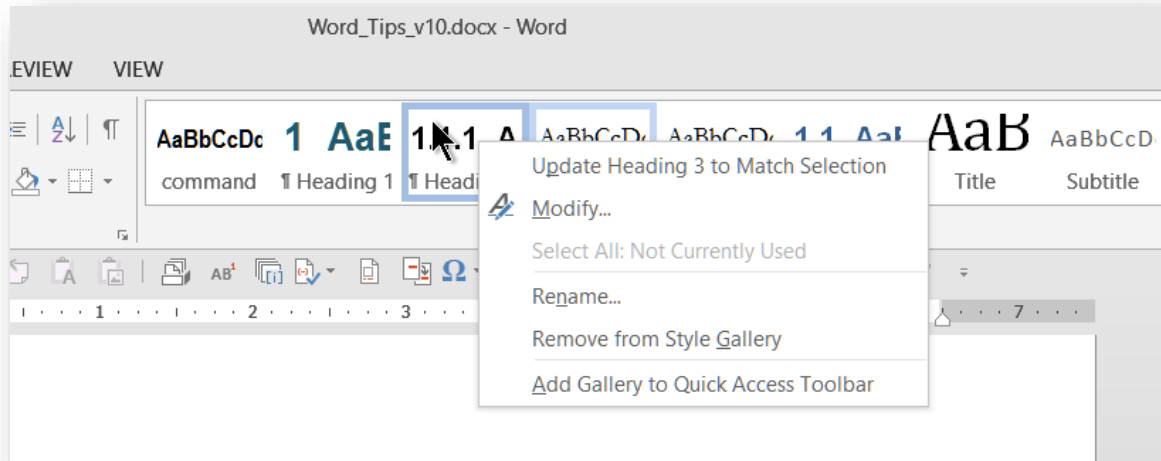
Page headings are easy to manage once you understand the basic concepts – headers, footers, whether to make the first page different, and the various kinds of **BREAKS** that are available.

6.4 Modifying Heading Styles

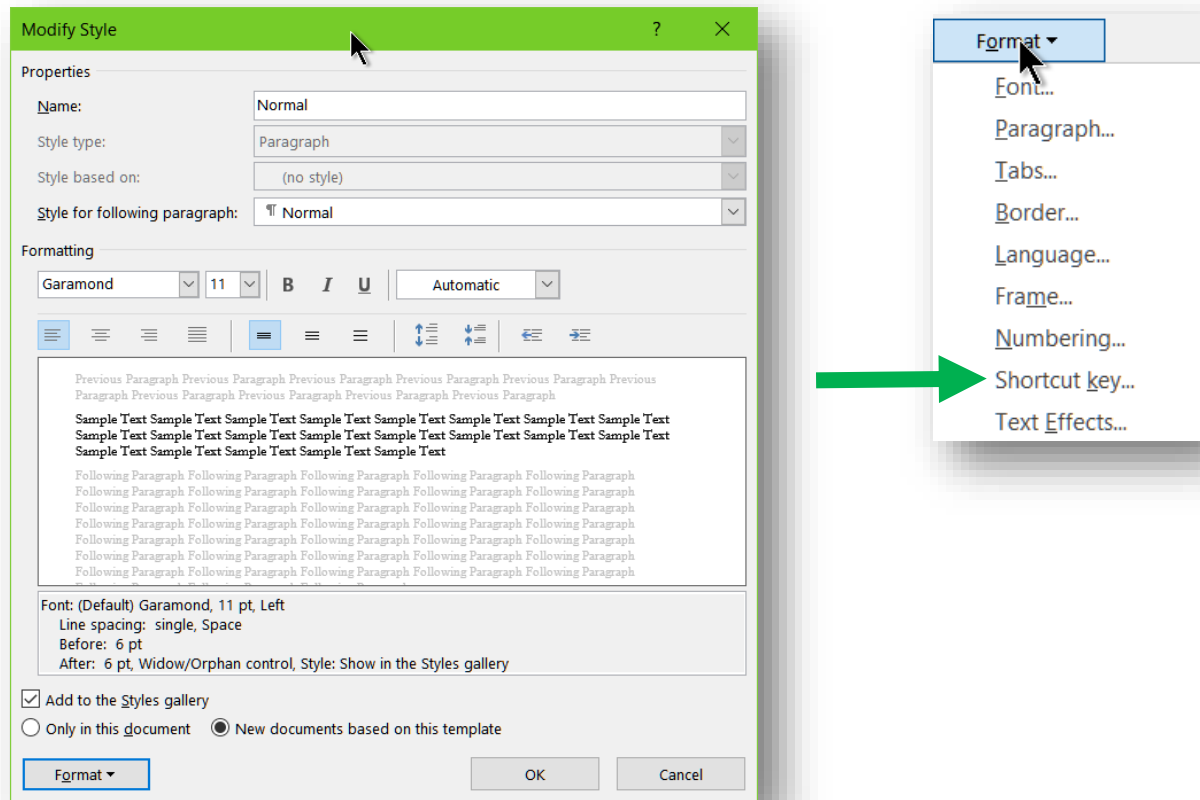
If you don't like a particular style of heading and change it, you can change it and then fix the style (that is, redefine it) by right-clicking on the heading label and using the pop-up option **Update Heading x to Match Selection** as shown in the screen shot below.



Another way of changing style attributes is available in **WORD 2013**: right-click on the style in the ribbon. Right-clicking on a selected style brings a drop-down menu that includes style-related functions, including **Update Heading x to Match Selection**.



For further options, use the **Modify...** drop-down menu:



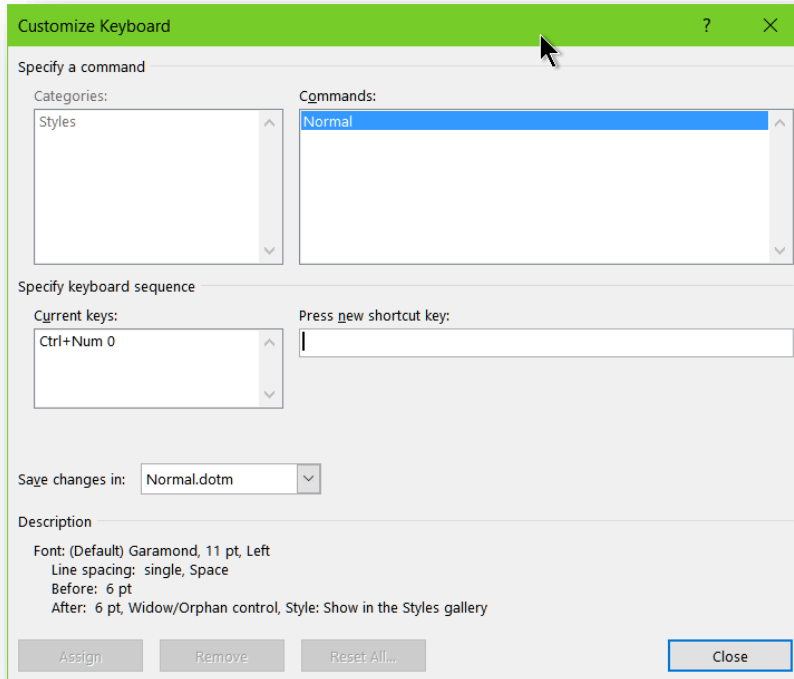
Left-clicking the **Format** button at the bottom left of the menu shown on the previous page brings the following drop-down menu into focus, as shown in the image above at right.

Options are largely self-explanatory. See the next section for an expanded discussion of **Shortcut key...**

6.5 Shortcut Keys

One of the least-known functions that can greatly speed your formatting is the Shortcut key... option shown marked with an arrow in the screenshot at the right.

This function brings up the menu below.

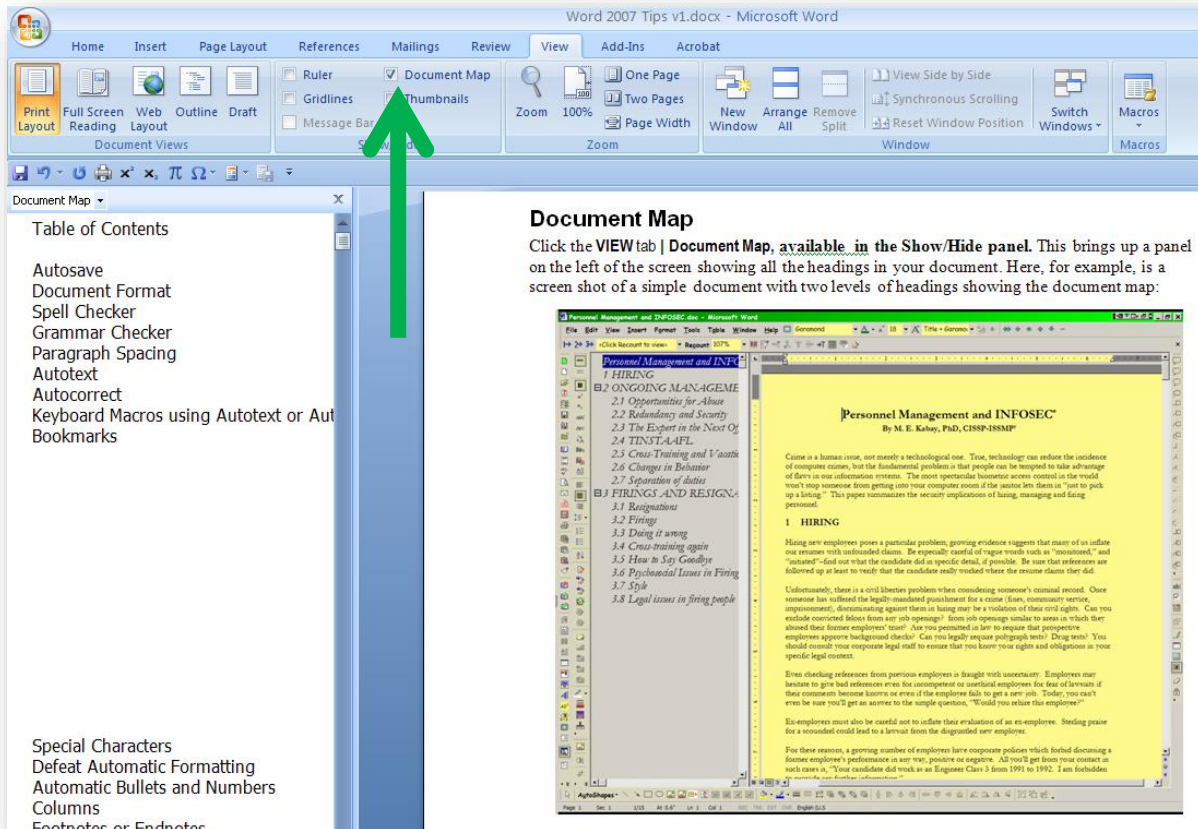


As you can see in this example, simultaneously holding the **Ctrl** and the **number-pad's 0** key when a text has been highlighted converts it to the desired format. I use

- **Ctrl Num 0** for the **Normal** heading
- **Ctrl Num 1** for **Heading 1**
- **Ctrl Num 2** for **Heading 2**
- and so on.

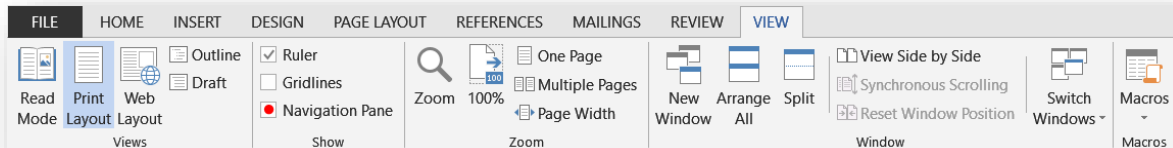
6.6 Document Map

In older versions of **WORD**, click the **VIEW | Document Map**, available in the **Show/Hide** panel. This brings up a panel on the left of the screen showing all the headings in your document. Here, for example, is a screen shot of a simple document with two levels of headings showing the document map:



Not only can one switch immediately to the location of any heading in the document by clicking on it in the **Document Map**: one can also simplify the map by clicking on any level to collapse (-) or expand (+) it.

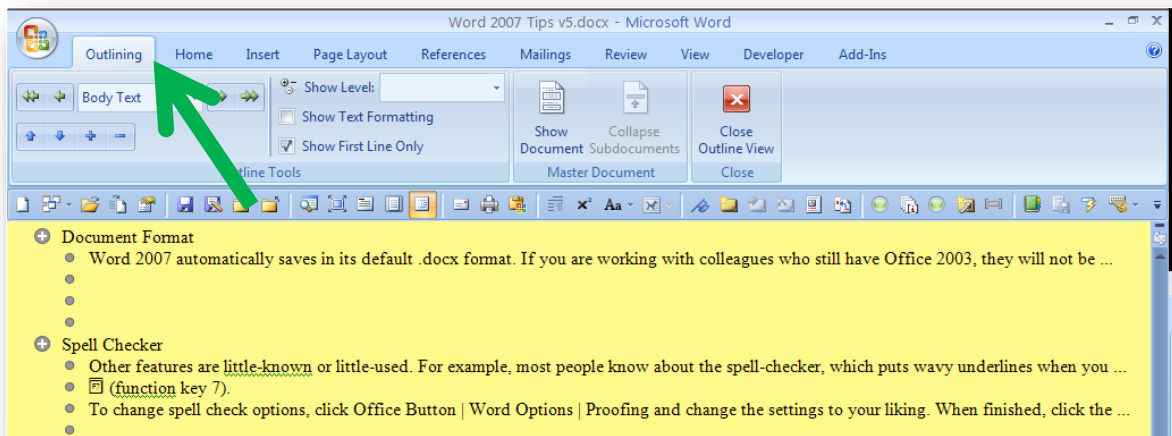
In **WORD 2013**, the same function is available in a slightly different place in the **VIEW** menu (I added a red dot):



7 Outline View

7.1 Basics of Outlining

Another useful tool is the **Outline View**, accessible using the menu sequence **View tab | Outline**. Be aware that outline view does not show all of your text; paragraphs are truncated on the right and only the first line is shown. However, the function of the outline view is to help you see the big picture and also to move blocks of text around in your document and to change the heading levels of entire blocks. See the following section, “Outline Tools” for details.



The gray circle with the white + sign next to a heading is a toggle that controls whether you see the details below that level or not. For example, here is the appearance of a collapsed section:

+ Showing your Text in Larger or Smaller Views

Clicking on the + sign turns expands it to the following:

+ Showing your Text in Larger or Smaller Views

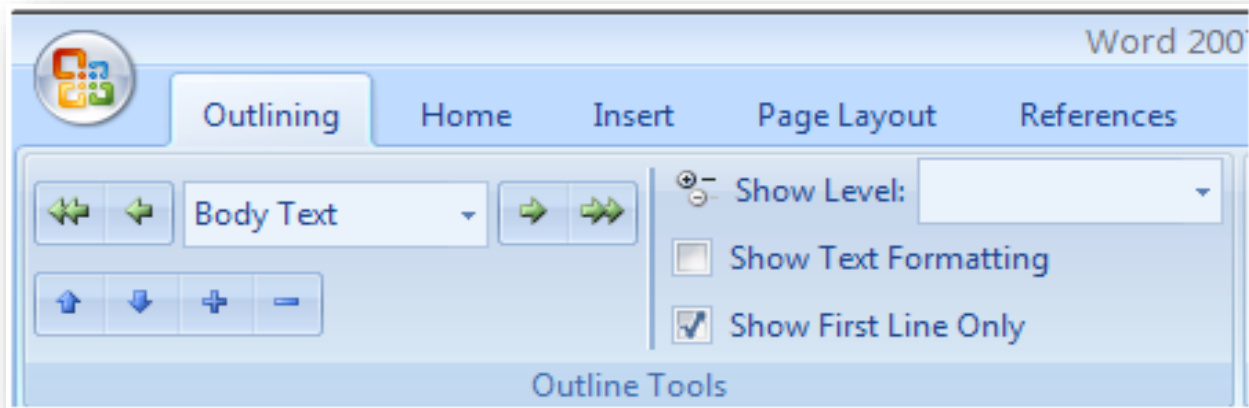
- We've noticed beginners squinting at their screen trying to read tiny print in the Word ...
- First of all, you can use the View | Zoom function to make your page fit your preference.
- Clicking on the Zoom button brings up a menu with plenty of useful options.
- In addition, the View menu offers a variety of formats in which to view one's text. The ...
- Notice that the draft view omits headers and footers (also images) and that it can use the ...
- Finally, if you have a roller on your mouse or trackball, holding down the **Ctrl** key and ...

7.2 Outlining Tools

Outlining tools are available by clicking **View | Outline**, available under the **Document Views** panel.

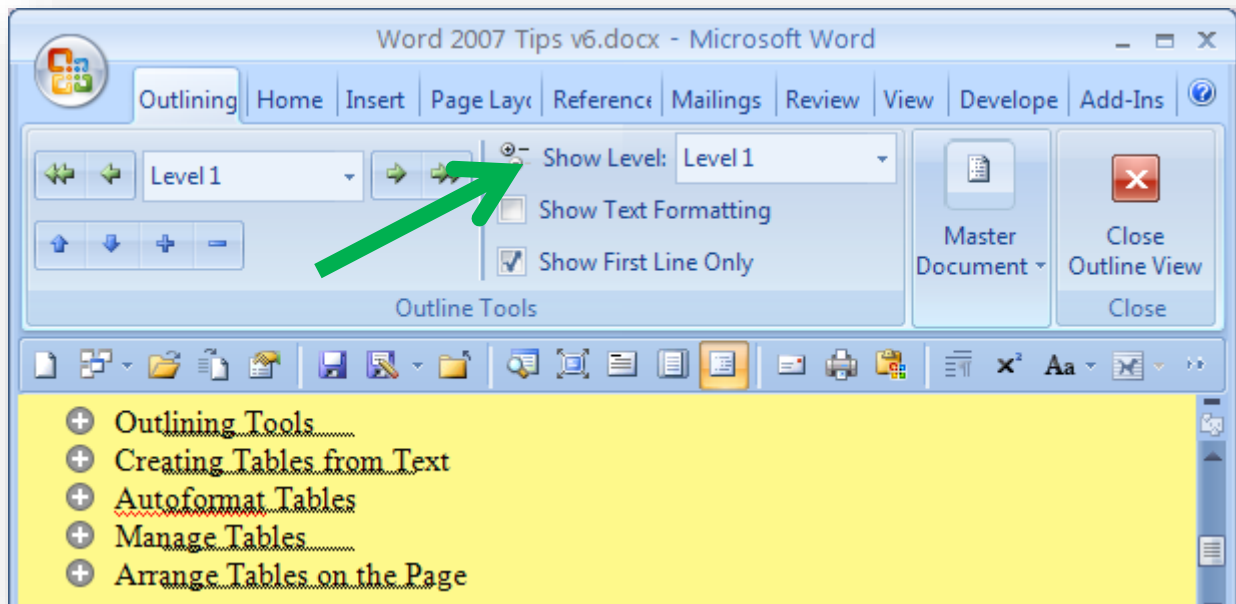
The headings are highest at level 1. The Document Map is optional and can be turned on or off independently. One can *expand* or *compress* sections; i.e., one can suppress visibility of all the text levels below a given value or make it visible. Double-clicking on the ⊕ sign next to any compressed section expands the section to show the next level down; that level may an outline level or it can be body text. Double-clicking on the ⊕ sign next to any expanded section compresses the section to show only the heading.

Notice the **Outlining** tab has appeared and several outlining options appear, such as increase and decrease indent level (represented by the green left and right arrows respectively). The double-left arrow means “Promote to Heading 1” and the double-right arrow means “Demote to Body Text.”

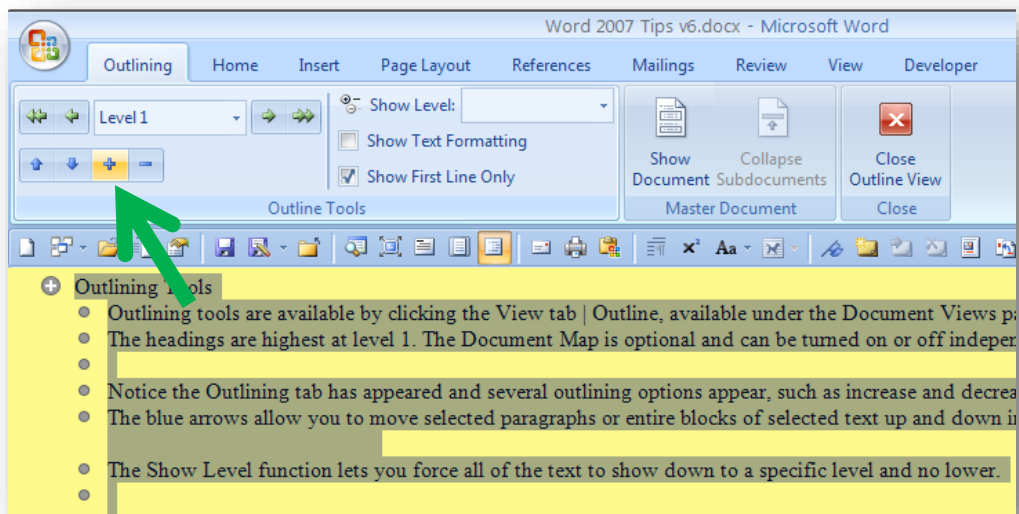


The blue arrows allow you to move selected paragraphs or entire blocks of selected text up and down in your document.

The **Show Level** function lets you force all of the text to show down to a specific level and no lower.



The blue + sign expands a specific collapsed section of the outline just like the ⊕ sign in the gray circle next to each paragraph so you can see more details.



When finished using Outline view, click **Close Outline View** to return to your normal document view.

8 Tables

8.1 Creating Tables from Text

Another helpful feature is tables, which can be quite complex. One can start tables from scratch or one can format blocks of text as tables; in the latter case, every **TAB** character will force an entry into another cell. Observe the following:

This is row one, column 1**TAB** and this is r1c2**TAB** **TAB** but this is r1c4

R2c1**TAB** r2c2**TAB** r2c3**TAB** r2c4

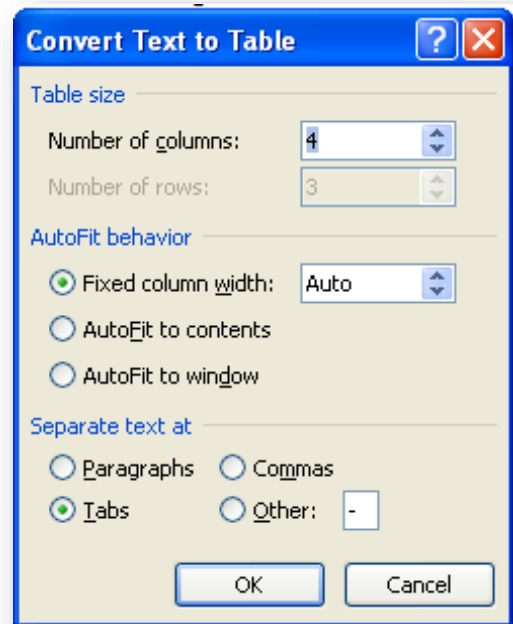
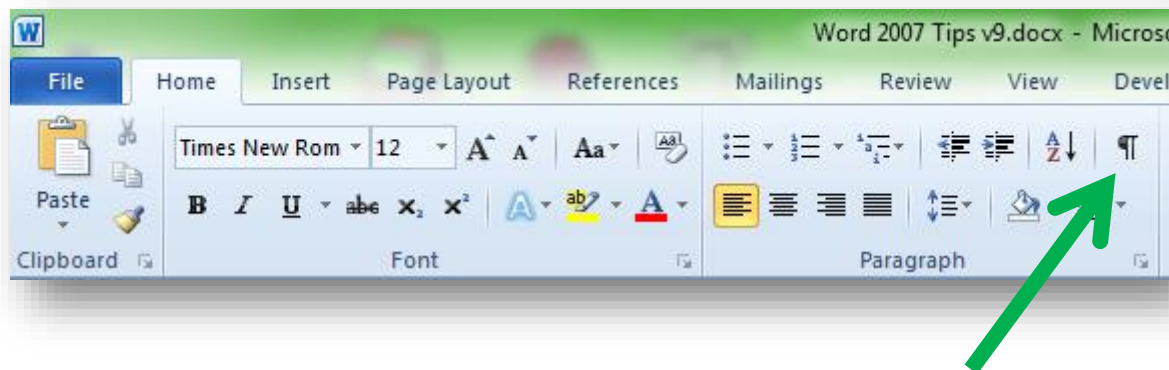
TAB R3c2**TAB** r3c4

Then use **Insert | Table | Convert Text to table**:

The instructions above produce the following table, which we have adjusted to fit into this space:

This is row one, column 1	and this is r1c2		but this is r1c4
R2c1	r2c2	r2c3	r2c4
	R3c2		r3c4

Incidentally, the **TAB** character can be visualized using either the keystrokes **CTRL SHIFT-*** or using the ¶ option in the Home menu:



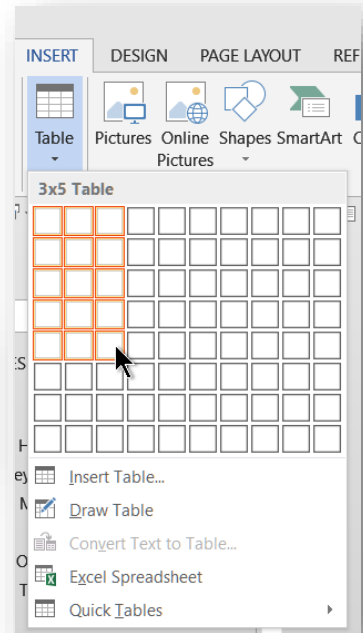
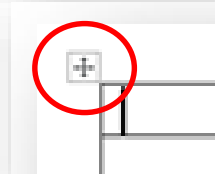
8.2 Creating a Table for Manual Data Entry

You may wish simply to create a blank table with a certain number of columns and rows so you can fill them in yourself. **INSERT | Table** has a pulldown function that gives you a grid that you can highlight with your cursor to define a new blank table. For example, here is how to create a 3-column by 5-row table:

The table that is created looks like this:

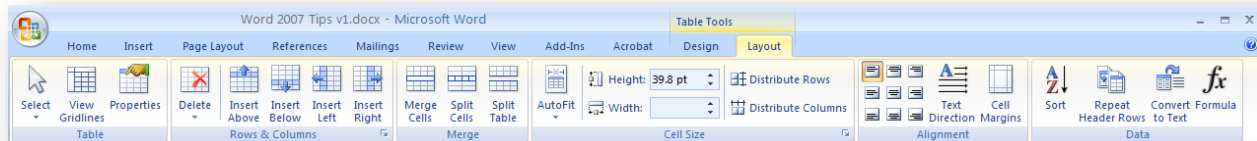
Note the all-important four-way arrow symbol in the upper left corner:

That symbol is how you can select the entire table and move it around.



8.3 Selecting and Managing Tables

Remember to select the table first, When you hover the mouse cursor over a table, a small + sign appears over the upper left corner:

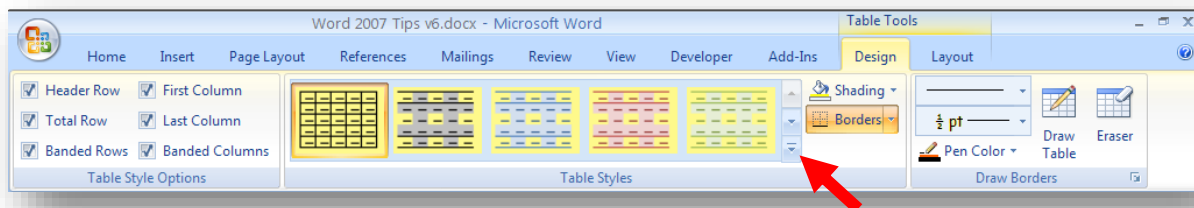


This is row one, column 1	and this is r1c2		but this is r1c4
R2c1	r2c2	r2c3	r2c4
	R3c2		r3c4

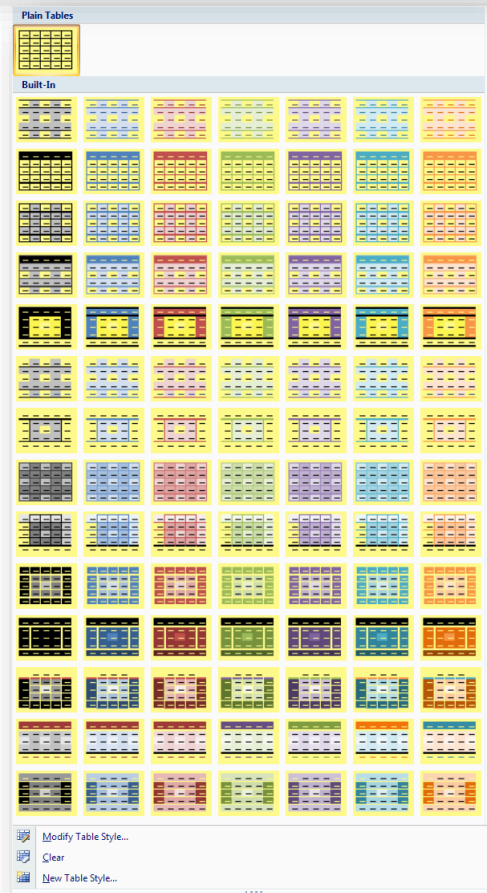
Right click on that symbol. Then you can use a variety of table commands such as the **LAYOUT** tab under the Table Tools context tabs. There are many options available to you to help you manage your tables within **WORD 2007**.

8.4 Autoformat Tables

Once you have a table, you can automatically format it in various decorative ways. First, select the table. The **Table Tools** context tabs appear. Click the **Design** context tab. Then select one of the table styles by clicking on your selection. Notice that **WORD** will automatically show a preview of what it will look like before you click the **Style** option.



In particular, the central area has a large menu of options (click on the down-arrow symbol marked with a red arrow in the diagram above) to see the whole list) that appears when you need it – and options in **Modify Table Style...** (at the bottom) such as **Shading** and **Borders** that you can play with to suit yourself.

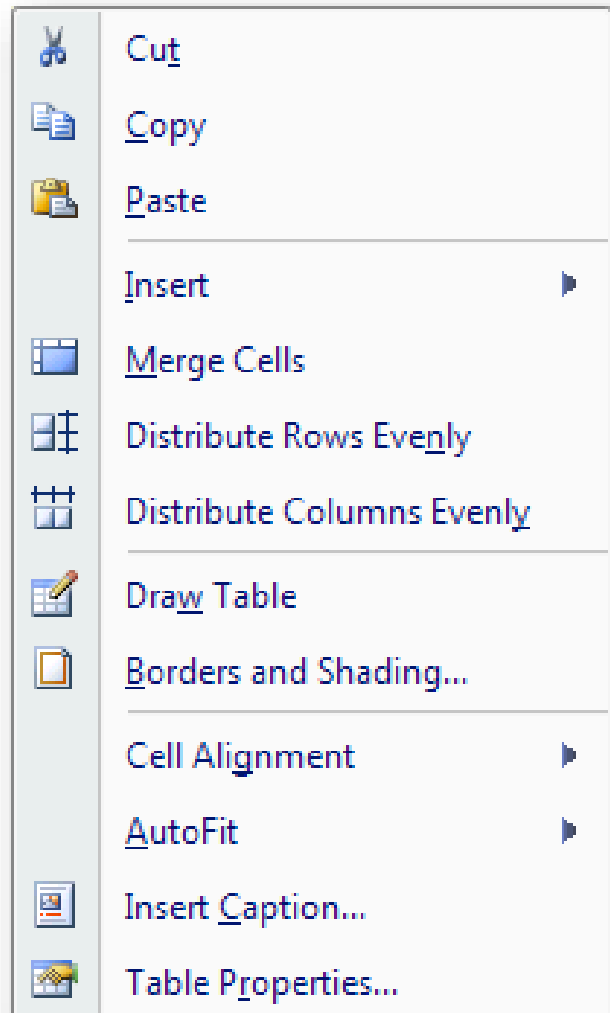
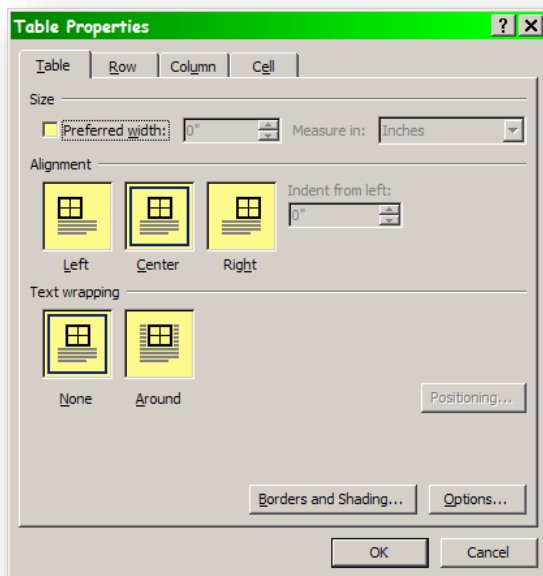


8.5 Placing Tables on the Page

Right-click on the plus sign at the top left of a table to bring up a menu of options, as shown below:

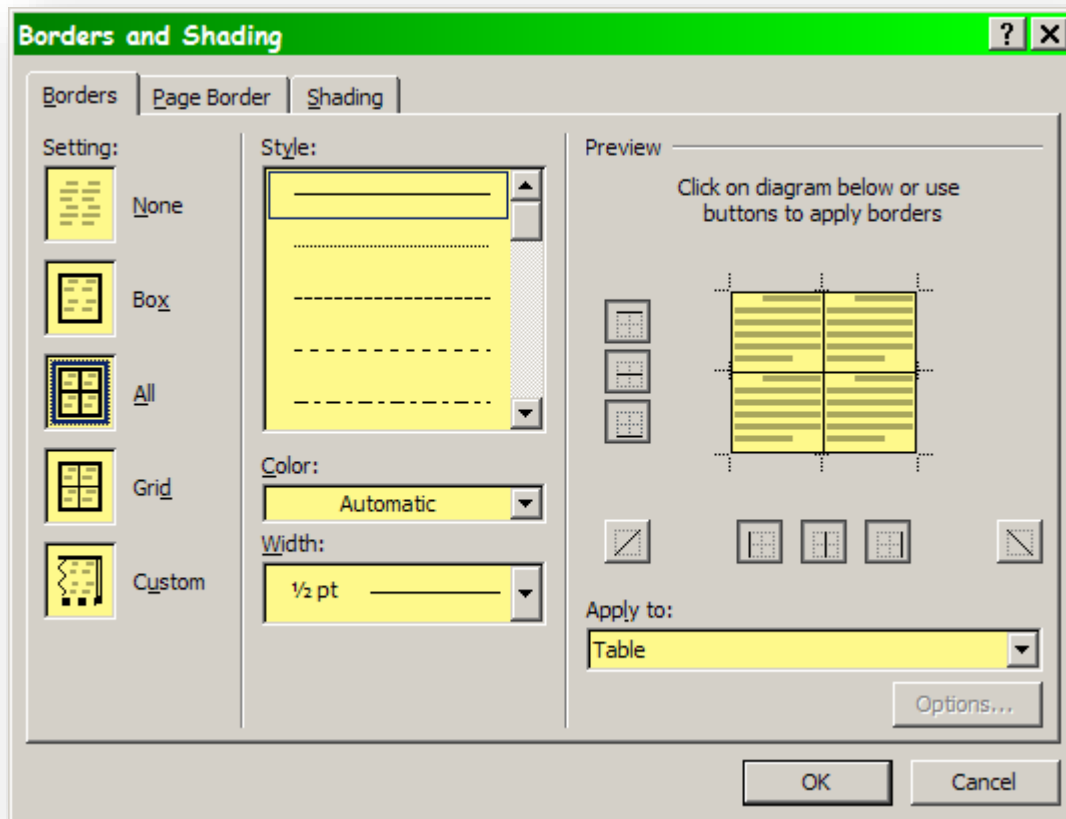
Click on **Table Properties** (the bottom option in the menu shown above) to bring up a menu that provides options on placement of the table on your page:

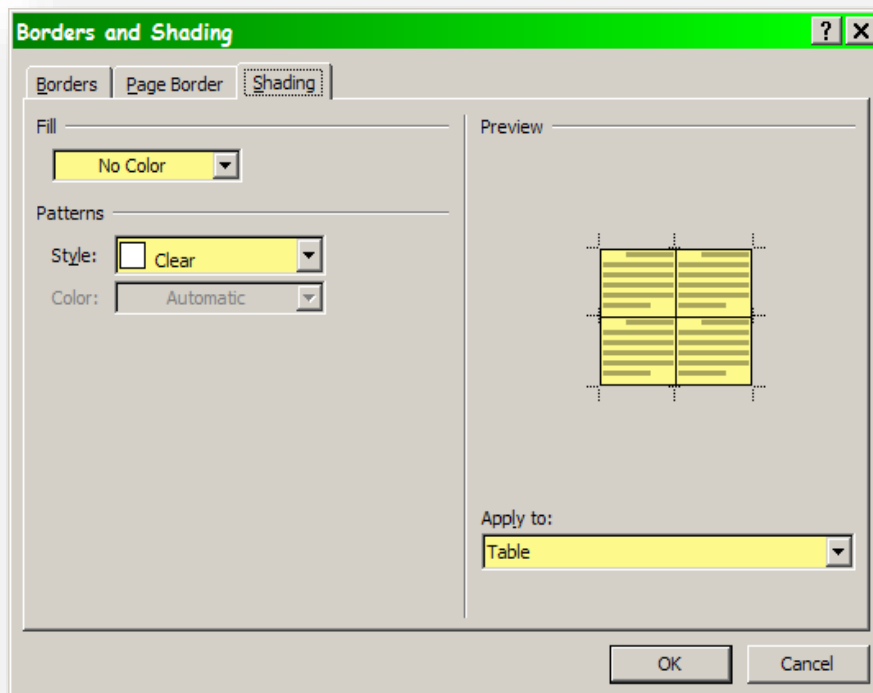
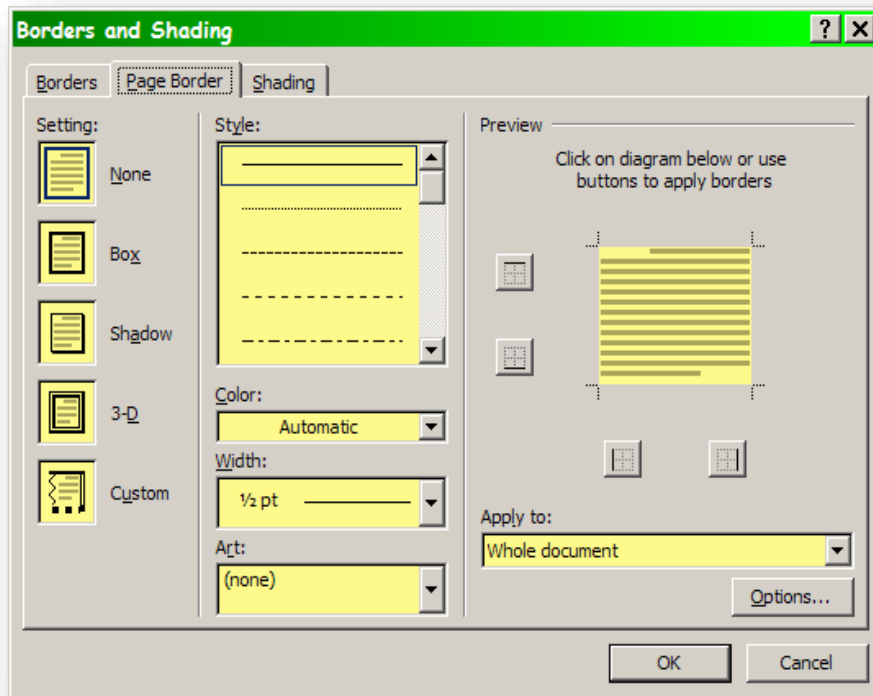
The diagrams are self-explanatory (I hope).



8.6 Formatting Your Tables Manually

The menu shown on the preceding page has an option called **Borders and Shading...** which allows you to apply manual formatting to your tables. These functions have three tabs: **Borders**, **Page Border** and **Shading**.



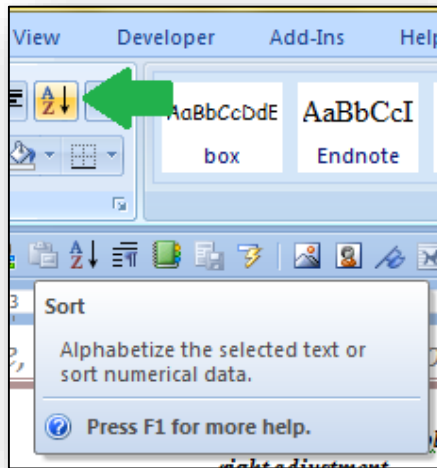


8.7 Simple Sorting

The figure below shows data that the user wants to sort so that each column will be sorted in ascending order – all the data in the first column in order, with any values that are the same in the first column sorted by the value of the second column, and then again using the third column.

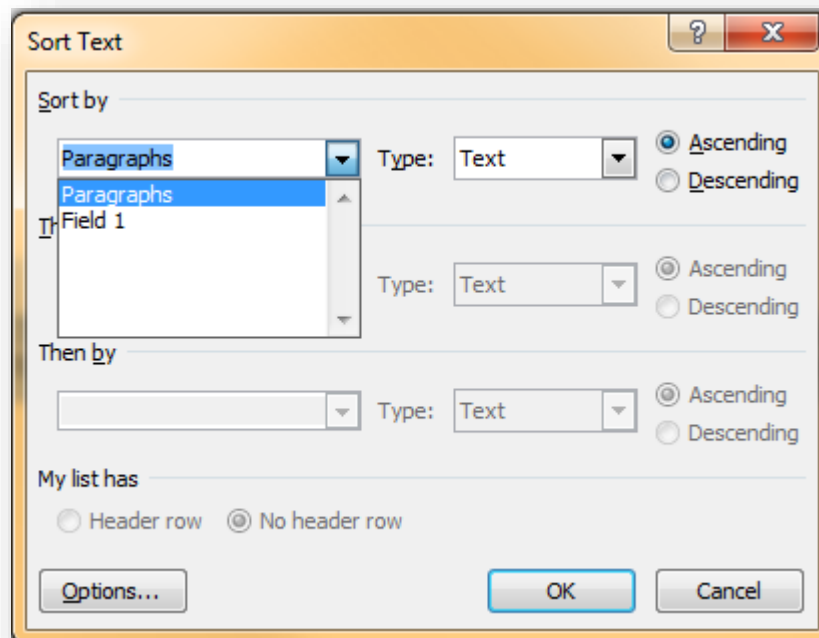
Variable 1	Variable 2	Variable 3
229	6.5	8.0E+03
433	5.3	8.0E+03
462	8.9	1.1E+04
229	7.9	1.1E+04
126	9.1	8.0E+03
126	9.1	1.1E+04
492	7.4	1.1E+04
192	7.4	1.1E+04
126	5.3	1.1E+04
462	6.6	1.1E+04
211	9.4	1.3E+04
126	7.9	1.1E+04
433	9.0	1.1E+04
170	7.1	1.1E+04
460	8.6	1.1E+04
229	6.6	1.1E+04
229	7.9	8.0E+03
211	9.4	8.0E+03
428	6.6	1.3E+04
211	9.5	1.1E+04

Highlight the text to sort and select the **Sort** button:



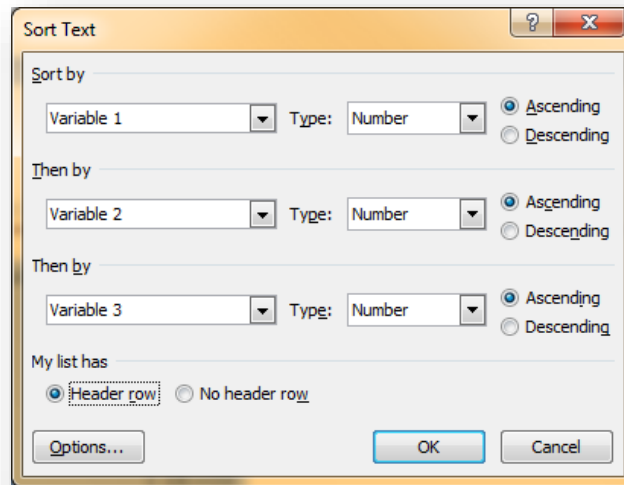
to start the **Sort Text** dialog box (Figure 8-1).

Figure 8-1. Word sort dialog box showing options of what to sort by.

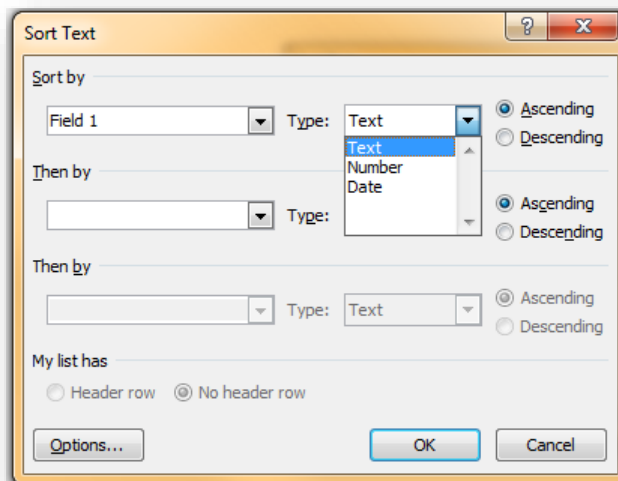


The sort can be ascending (e.g., from A to Z) or descending (Z to A). Clicking on the **Header row** buttons tells **WORD** whether to include the top row (if it's a header) or include it in the sort (if it's not a header). Selecting paragraphs is useful for blocks of information such as multi-line text in bullet points. Selecting fields uses the **Tab** characters we discussed earlier as separators defining Field 1, Field 2 and Field 3 corresponding to columns.

As you can see, the sort instructions specify fields rather than paragraphs and the check in **Header row** converts the column references to the names in the first row.



Stipulating **Number** as the **Type** of variable is important, because sorting by text or date can result in different sort orders. The screenshot below shows the pull-down menu for the **Type**.



As shown in the next screenshot, the sort results in sequences where values of the first column are in ascending order. Within groups of identical values of Variable 1 (e.g., 126), the lines (also called *records* from the terminology of databases) are sorted according to the value of Variable 2, the second column. For Variable 1 = 126, the records where Variable 2 is the same (= 9.1) are together and sorted by the value in the third column, Variable 3 (first 8.0E+03 then 1.1E+04).

Variable 1	Variable 2	Variable 3
126	5.3	1.1E+04
126	7.9	1.1E+04
126	9.1	8.0E+03
126	9.1	1.1E+04
170	7.1	1.1E+04
192	7.4	1.1E+04
211	9.4	8.0E+03
211	9.4	1.3E+04
211	9.5	1.1E+04
229	6.5	8.0E+03
229	6.6	1.1E+04
229	7.9	8.0E+03
229	7.9	1.1E+04
428	6.6	1.3E+04
433	5.3	8.0E+03
433	9.0	1.1E+04
460	8.6	1.1E+04
462	6.6	1.1E+04
462	8.9	1.1E+04
492	7.4	1.1E+04

9 Pictures

9.1 Pasting images

You can paste pictures into your text; the most common problem is that beginners don't realize that there are options for how the picture relates to the underlying text.

First of all, a good way of inserting an image is using the **Insert | Picture** function. If you have captured a screen image of the window on which you have focused (that is, it's the window you are working in) using the **ALT PRtSCN** combination then you can use **CTRL V** to paste (or right-click in **WORD** and then select **Paste** from the pop-up). This will insert the captured image into the **WORD** document at the location where you clicked Paste.

You can *crop* (i.e., trim off the edges) a picture you've pasted by using the tools available on the **Picture Tools | FORMAT context tab**. When you click on a picture in **WORD 2007**, the **FORMAT** context tab appears.

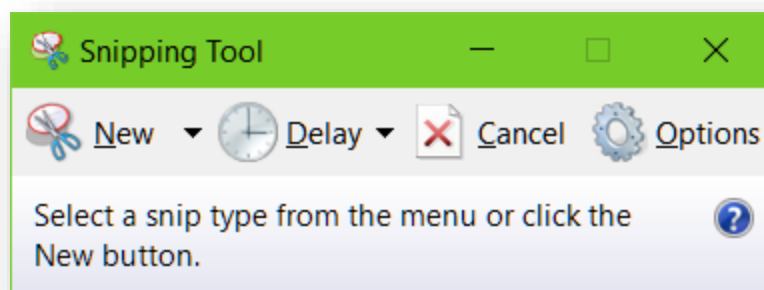
9.2 Capturing Screenshots

You may want to put in a picture of something you have on screen. The **Snipping Tool** that comes with **WINDOWS** is always available.

I use it so much that I have defined it as a programmable key on my keyboards. If you have a keyboard with programmable keys, look into how to define them. In my case, my #3 programmable key instantly brings up the **Snipping Tool** – very handy!

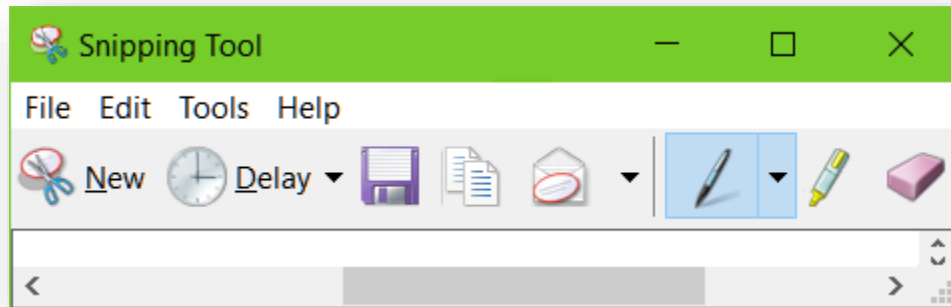
If you want to capture an entire window on your screen without having to use the Snipping Tool, you can simply bring the window into focus and then use the key combination **Ctrl Alt PrtScn** to put the image of that window into the **copy/paste buffer**.

Here's the window for the **Snipping Tool** when you load the program:



The **New** button has a drop-down menu with options for the shape of your snip; the **Options** button has self-explanatory options. The **Delay** button gives you seconds of time after you click on **New** so that you can, for example, reset the focus to a different window, move your cursor out of the way, or activate a drop-down menu that would otherwise disappear were you to click **New**.

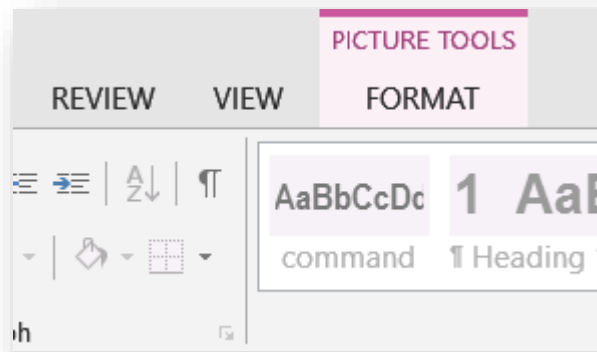
Once you have captured an image with **Snipping Tool**, you can save it to disk (the little floppy-disk icon that amuses young people who have never *seen* a floppy disk), copy it to the paste buffer (the two-pages icon) or send it by email (the envelope icon). You can also select a “pen” and color for markup on the spot and an eraser to clear what you’ve added.



9.3 Enhancing Your Images

There are many ways to alter the appearance of your pasted images to suit your preferences. The only warning I give is that you should be consistent within any one document.

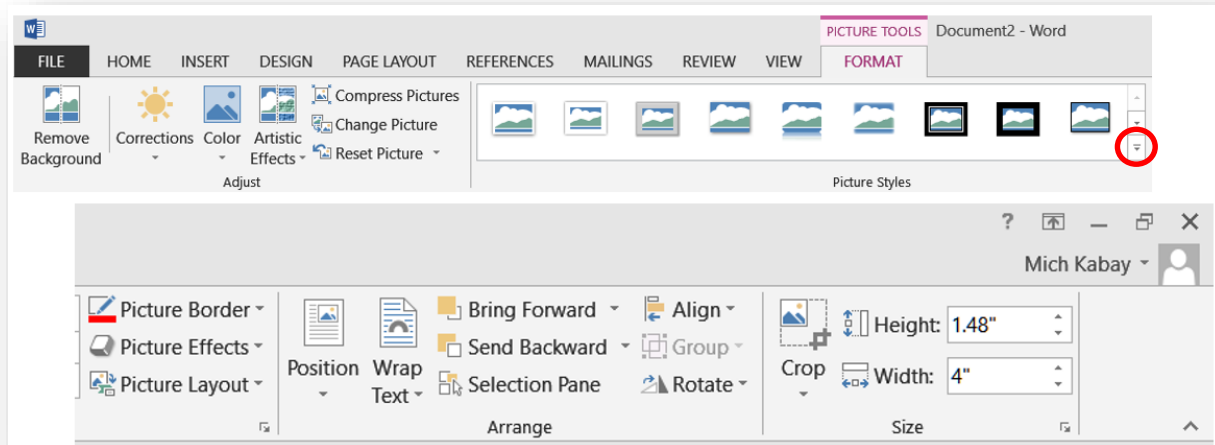
Click on the image you’re working with to bring it into focus and you’ll see a new menu appear at the top of your **WORD** window: **Picture Tools**.



Click on the **FORMAT** menu and you’ll see a host of new options appear (I had to cut these in half to make them more readable here):

Most of these options are self-evident. The row of nine options for adding shadows and borders or changing the shape of the image can be expanded to show all of the options by using the down-arrow in the bottom left (circled in the image above).

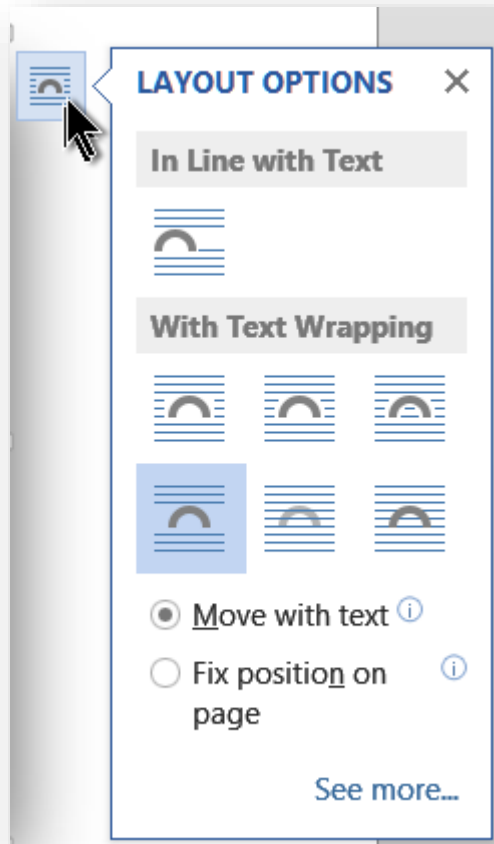
You can easily experiment with these options, but be aware that once you enhance an image, there's no way to get back to the original unenhanced version except by using the **UNDO (Ctrl Z)** function. You may want to keep a backup of the version of your document with the unenhanced image before you test lots of options. You may also simply open a new document and paste the original image there in case you need it.



9.4 Text Wrapping

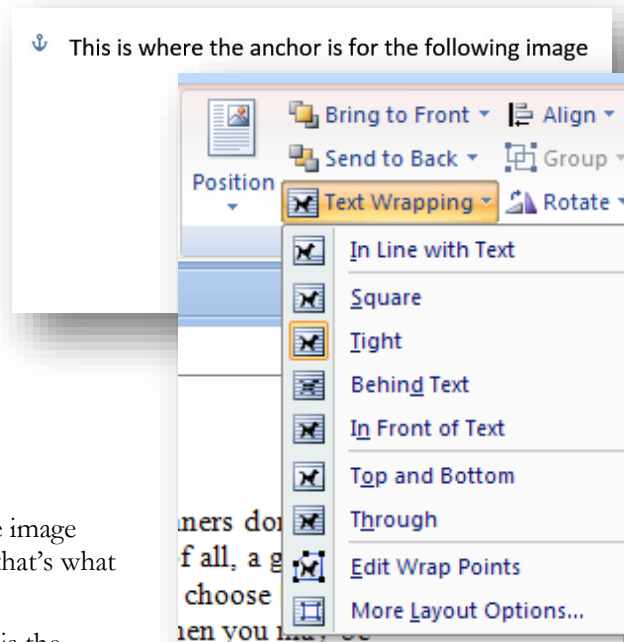
When you click on a pasted image, a symbol appears at the top right corner:

That symbol is for the menu of **LAYOUT OPTIONS** shown below:



You can choose to have text flow above and below only (**Top and Bottom** – the selection shown in the screenshot at left of this text) or various other formats. Experiment!

If you choose the default Move with text option shown as the selected button at the bottom of the image at left, then clicking on the image generates an **anchor** symbol on the page:



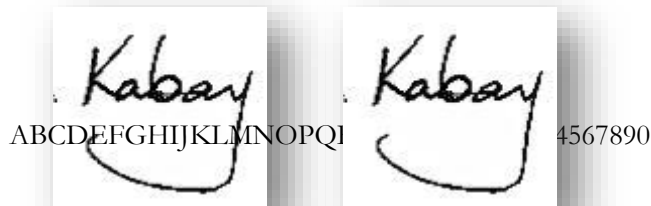
If you move the text where the anchor is placed, the image will move with it – for example, to the next page if that's what you want.

The most important aspect of the choices you have is the **Layout**. If you choose “**In line with text**” then the picture will be inserted into the text, will move with it, and will allow a line of text to begin next to the bottom if there is room.

Square and **Tight** do what the images show on the menu. **Tight** also provides user control over how the text wraps around the edges of the image.

The image to the right is formatted as **Square** text flow.

Behind text is used if you intend to have text overlaying your picture (e.g., if you are inserting a picture of a signature and want to let text appear on top of , say, the tail of a g or a y). **In front of text** is hard to work with because it can cover your text without forcing it around the picture area. The left image below is *behind* and the right image is *in front* of text.



Other options are available on the **More Layout Options** dialog box, by clicking that option from the menu as seen above. **Through** is similar to **Tight** but allows text to appear inside the image in blank parts; like **Tight**, it provides sizing handles to allow user control over exactly where the text can appear.

Top and bottom is similar to **In line with text** but allows no overlap at all to the left or right of the image.

9.5 Combining Images

You may need to combine several images into a single object; in this document, I've had to do that whenever I add a highlight such as an arrow or a circle to a screenshot. Without combining these elements, moving one of them will not move the others – so the arrow can stay on one page when the underlying image is moved to another page.

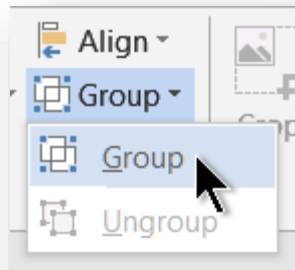
Here are two objects: the picture of the anchor we just saw plus a red arrow from the **INSERT Shapes** menu.

To combine these into a single image, highlight the picture

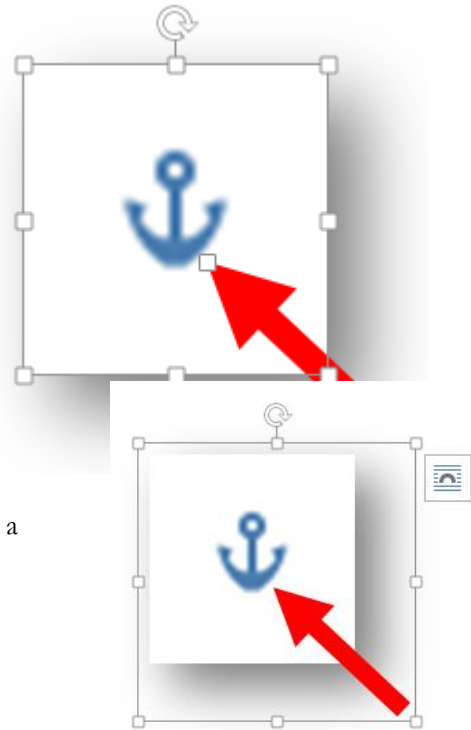


and then hold the **Ctrl** key down as you click on the arrow:

At that point, both images are highlighted. Now access the **PICTURE TOOLS | FORMAT** menu and select the **Group** functions:



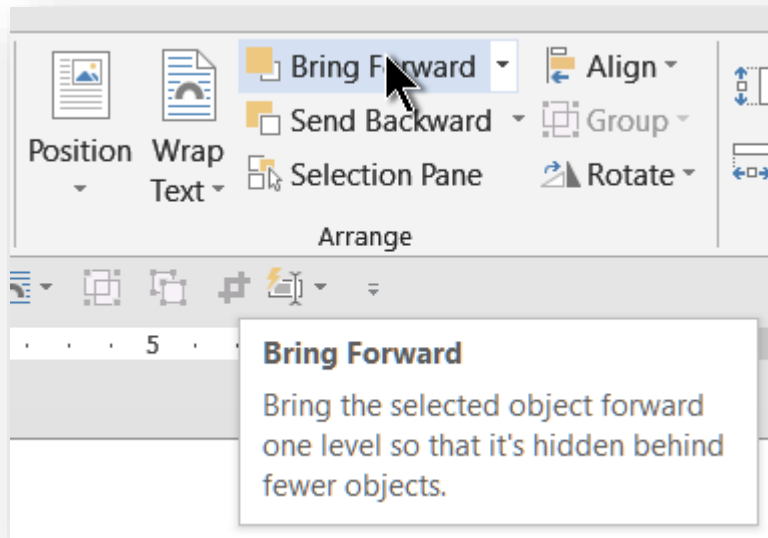
Clicking the **Group** function combines the separate elements into a single image:



9.6 Adjusting Layers

Sometimes elements of a combination of images may be in the wrong arrangement. For example, the arrow in the image at right has moved *under* the image it's supposed to point at:

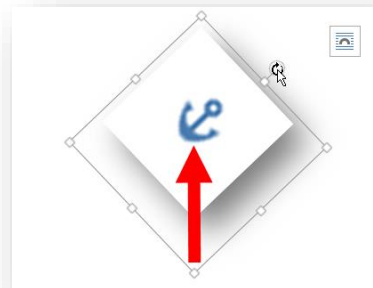
Click on the arrow and, in the **DRAWING TOOLS | FORMAT** menu, select the **Bring Forward** function:



Alternatively, you can click on the arrow image and use the **Send Backward** function.

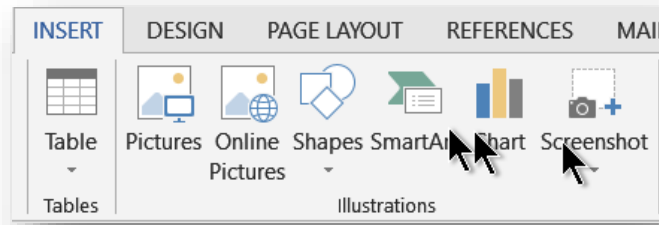
9.7 Rotating Images

Any image can be rotated by using the mouse cursor on the circular symbol at the (original top) of the image and moving left or right:



9.8 Other Image Tools

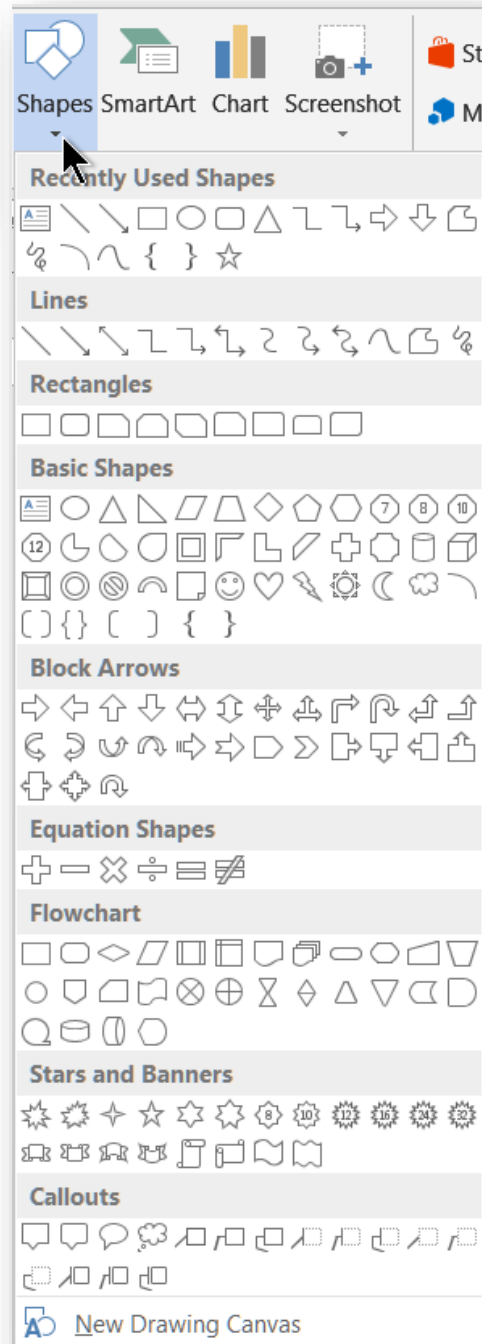
The **INSERT** panel has a number of options useful for professional and scholarly articles.



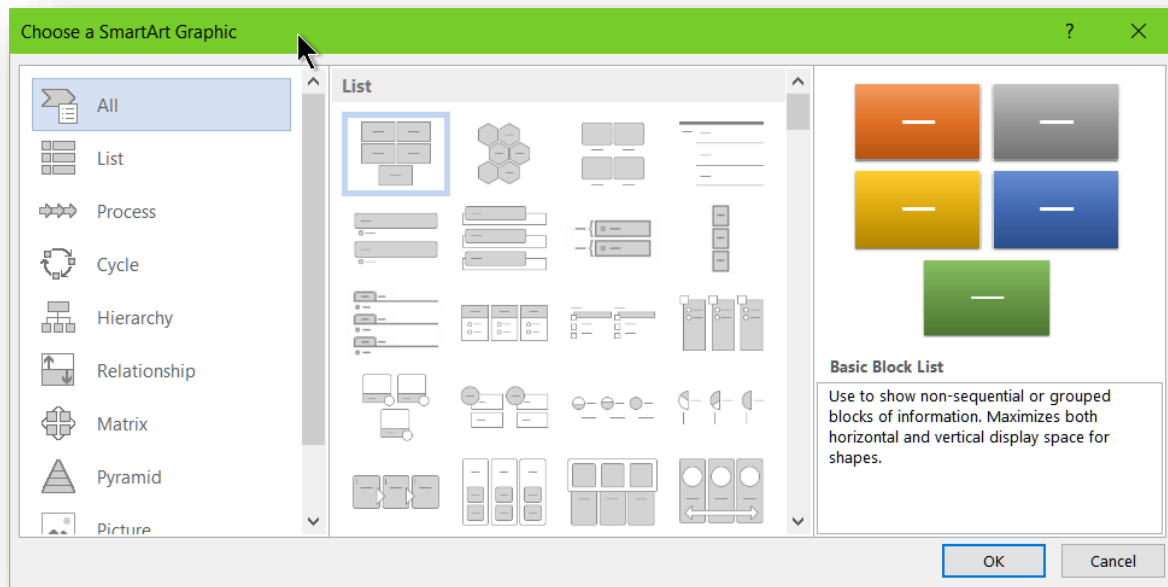
See section **8 Tables** for how to work with tables in **WORD**.

- **Pictures** opens a file-selection menu so you can choose any image that you have stored in your file system (e.g., on your hard disks, SSDs, flashdrives, or cloud-based and network storage).
- **Online Pictures** opens a browser window so you can search for pictures on the Web.
- **Shapes** offers a wide range of options for drawing elements, as shown in the screenshot at right:

There are so many shapes that the best thing I can suggest is that you simply experiment with them!



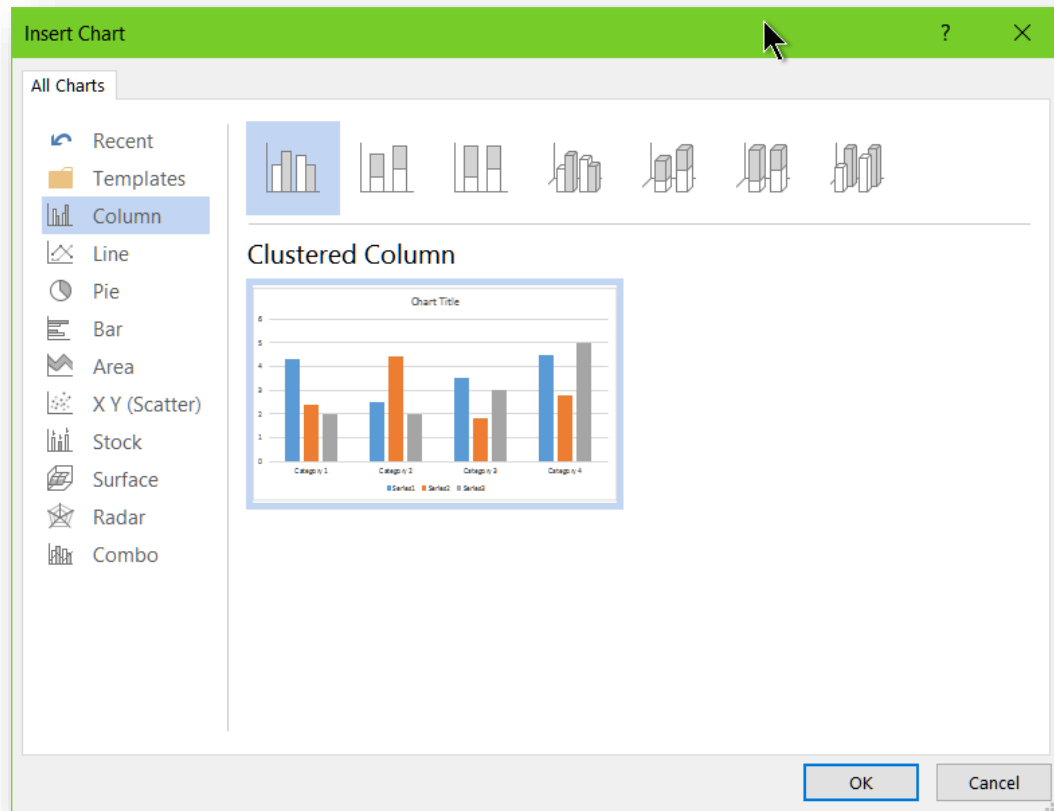
SmartArt offers pre-designed shapes that can be useful in creating diagrams.



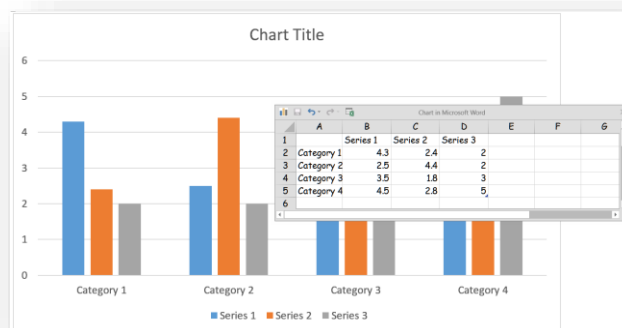
Again, there are so many options that the only suggestion I can make without writing a real textbook is simply to try them out to see what is useful to you in any specific situation. The elements of each suggested diagram are entirely under your control: you can move them, change their size and color patterns, remove them, or add more with **copy/paste**.

9.9 Charts

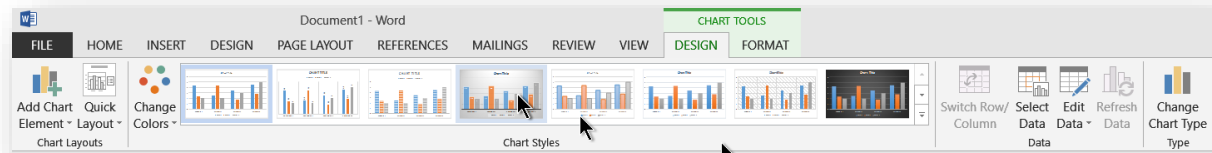
When you **INSERT |Chart** in **WORD 2013**, a menu pops up that offers a wide range of options:



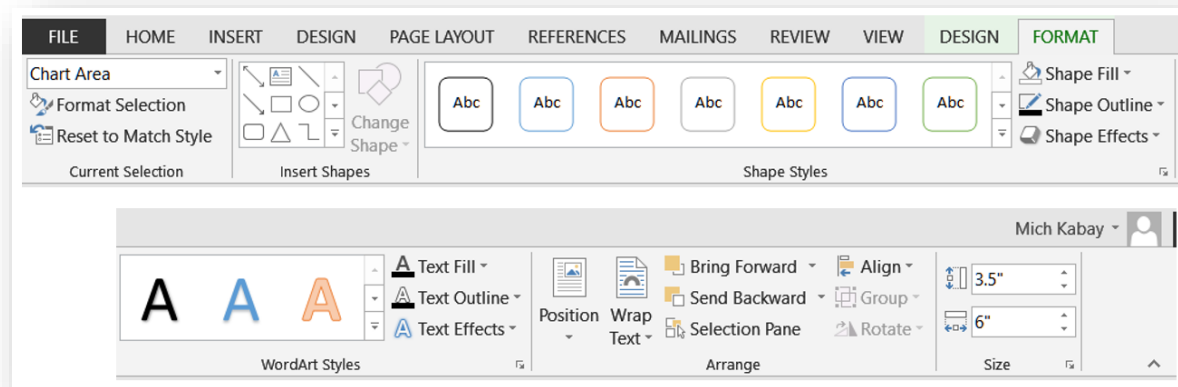
In the example above, **Clustered Columns** have been selected. When you click **OK**, the following appears on your page:



The spreadsheet and the dummy chart can be moved and resized independently. The spreadsheet is not actually in your document at all – you can move it to another screen, for example. You may add or remove variables (labeled Category and Series in the example) and rename them at will. When you select a column, the spreadsheet shows which column and rows are generating that bar. However, far more flexibility is available by highlighting the chart itself and using the many options of **CHART TOOLS** as shown below:



The **DESIGN** tools are shown above. The **FORMAT** tools are shown below (because of its width, the single row is shown in two parts):

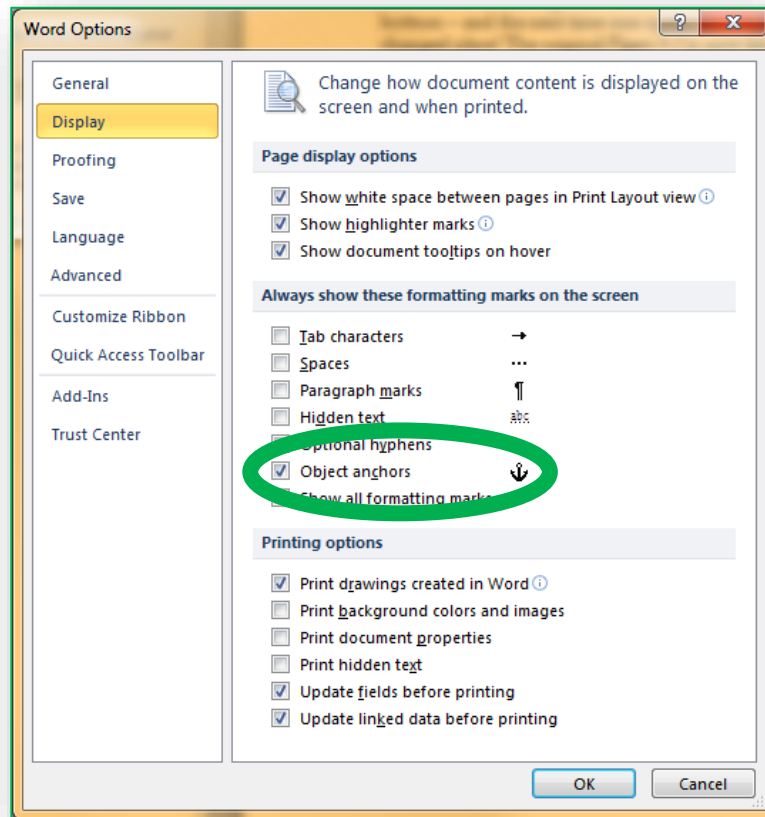


Again, there are so many options, but they are so obvious when you try them, that I will not take any further space and time in going through all the choices you have to create your preferred style of chart. Try things out!

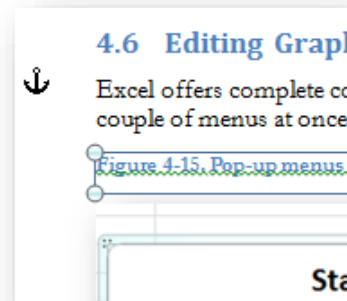
9.10 Managing Figure & Table Numbers

One of the most annoying features of pasting graphics into a **WORD** document is that their identifying numbers sometimes go out of order. One can have a *Figure 3-2* at the top of a page and *Figure 3-3* at the bottom – and the next time one opens the file, the figures are still in the same place but their labels have changed place! The original *Figure 3-2* is now labeled *Figure 3-3* and has the wrong description; the original *Figure 3-3* is now labeled *Figure 3-2* and has the wrong description. Cross-references become scrambled, too.

The solution is to go to the **File | Options** menu and check the **Object anchors** box, as shown below.



If labels, figures or tables are out of order, click on the top of the label or of the image to make **WORD** show you where the anchor is located as shown in the image to the right, then drag the anchor to the appropriate position (paragraph) in the text ensure that the numbers are in the right order. This process also helps in positioning tables that seem eager to escape onto the next page or who jump on top of another figure.



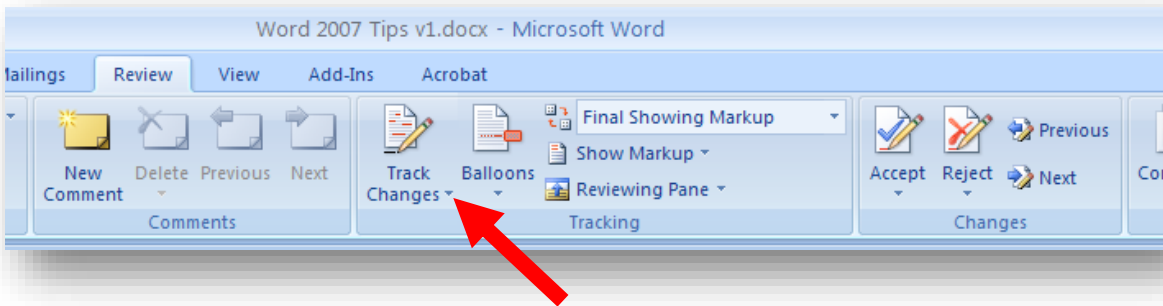
If all else fails, you can cut an image from your document, paste it into a temporary blank document, remove the caption, and then start again. You have to remove inline cross-references when you do this and insert them again too to avoid the “Error!” message in your text.

Finally, a useful trick for updating all cross-references is to highlight the entire document (**Ctrl-A**) and then press **F9**. Using the **Print Preview** function also works.

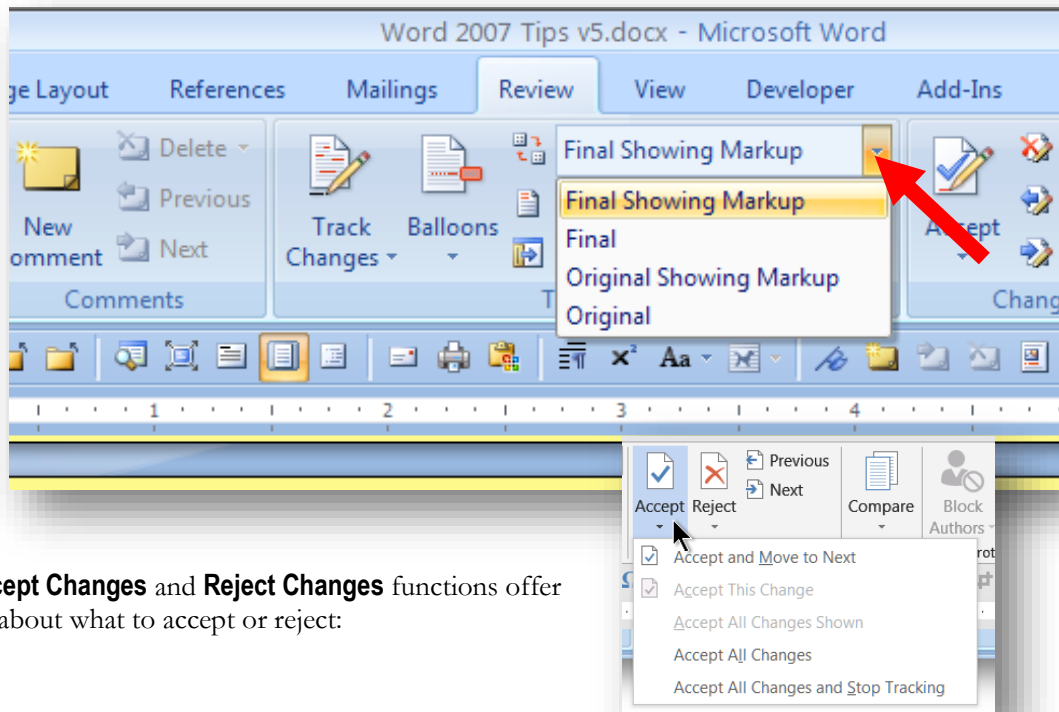
10 Editing and Final Formatting

10.1 Track Changes

Track Changes functions are helpful when you are working in a team or with an editor. You can see exactly who made which changes to a text and then you can integrate changes from several people into a single master document. After that, you can cycle through every change and decide whether to accept or to reject it for your next version. You can also accept or reject entire sets of changes if you prefer.



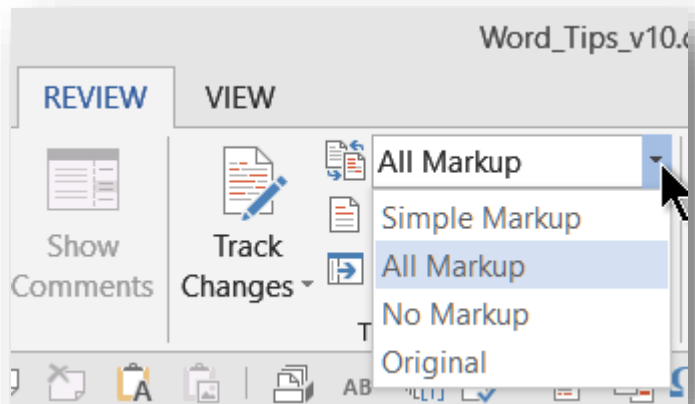
Using the **REVIEW** tab sequence, you can show a convenient set of options that allow quick access to different ways of seeing your text and the changes (e.g., final text showing changes vs final text with no audit trail visible).



The **Accept Changes** and **Reject Changes** functions offer choices about what to accept or reject:

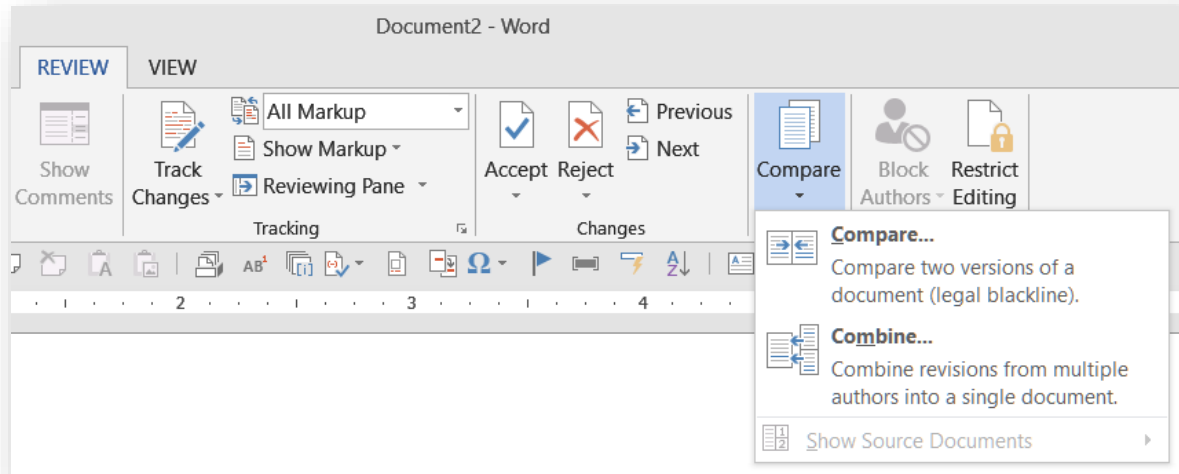
In **WORD 2013**, the **Tracking** panel includes options for controlling exactly what you want to see in your edited document.

The easiest way to understand what the four options shown at right do is simply to try them!

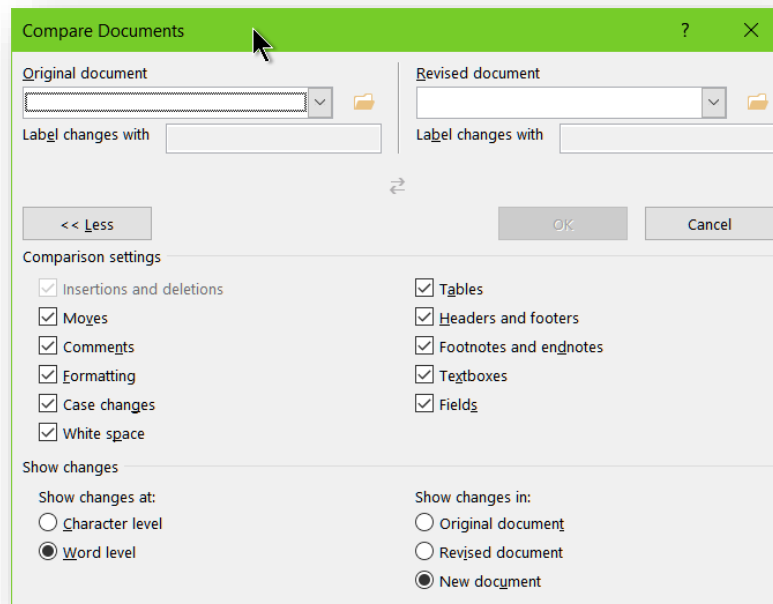


10.2 Compare Documents

Another useful function in the **REVIEW** panels is the **Compare** menu.



Compare... allows you to generate a document showing everything that differs between two documents. If you have asked a colleague to edit your draft but they forgot to turn on **Track Changes**, the comparison will generate a display highlighting what's different.

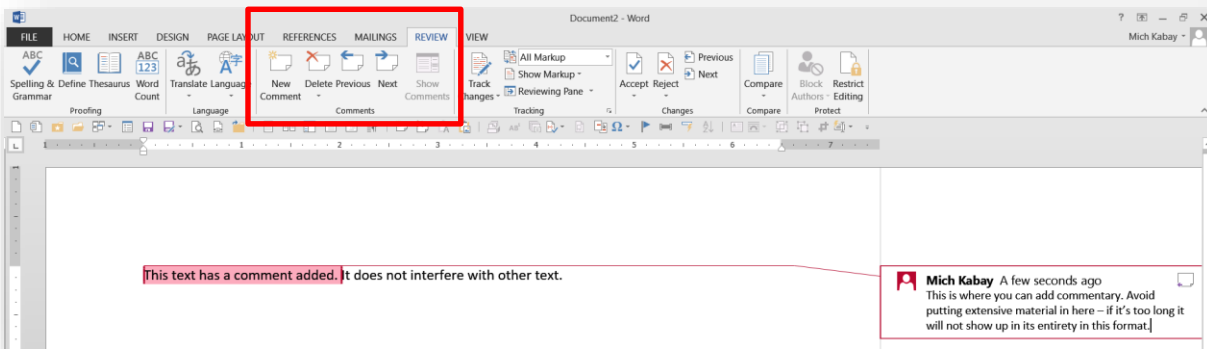


Combine... creates a document with all the changes integrated so you can easily decide what to accept and what to discard.

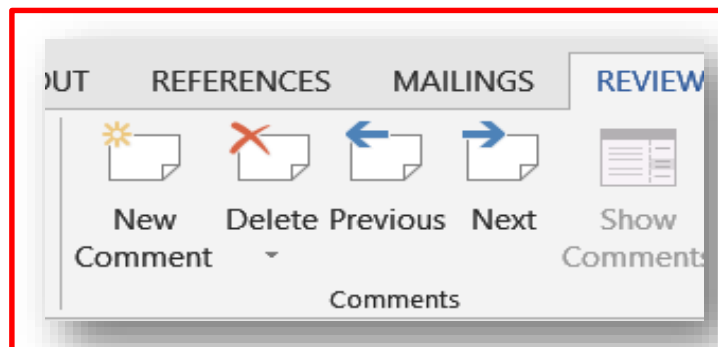
10.3 Comments

Another useful function when communicating with colleagues as you edit their work (or with students when you are grading their work) is the **Comments** section of the **REVIEW** menu.

The functions are self-described.



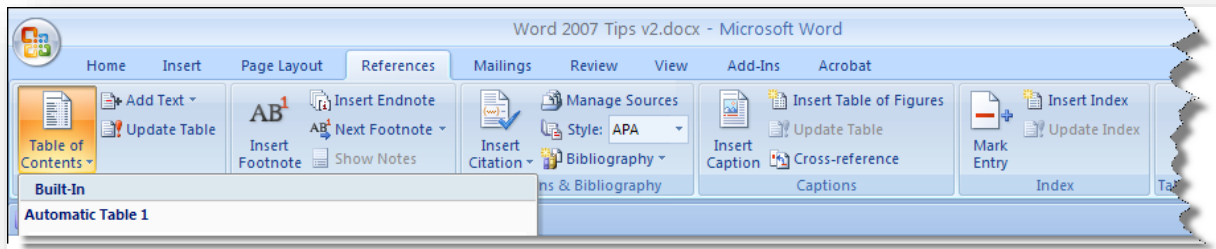
You can add a **New Comment**, **Delete** a comment, go to the **Previous** comment, and go to the **Next** comment.



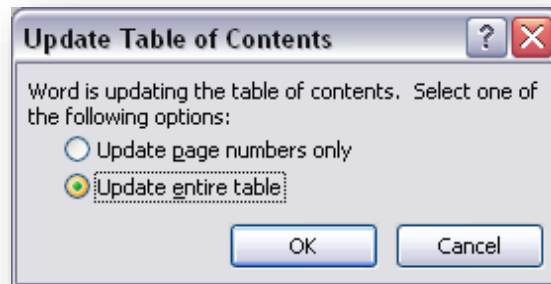
If you have hidden the comments using the options in the **Tracking** panel discussed on the preceding pages, you can **Show Comments** again.

10.4 Adding and Updating a Table of Contents

When you use proper headings, you can easily add a **Table of Contents** (TOC) by using the menu sequence **Reference | Table of Contents...** which is shown below for older versions of **WORD** but is similar in **WORD 2013**.

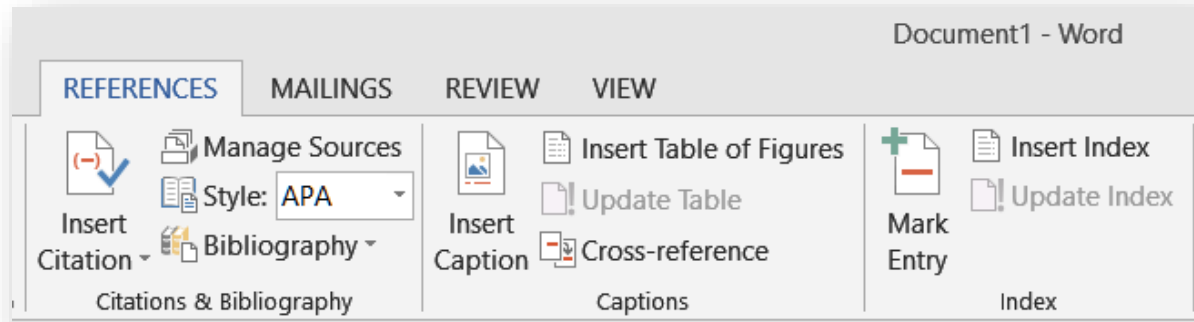


To update your TOC automatically, you can right-click anywhere in the TOC and choose **Update Field** to bring up a small menu. Unless you are absolutely sure that you have not modified any headings, you should always use **Update entire table**. You may have to reapply your own formatting to the table after updating it. If you use **Update page numbers only**, you won't have any reformatting to do.



10.5 Indexing

You can even create your own index in **WORD**. The first step is to decide what words and phrases you want to include in the alphabetic list showing page number for the entries. Then you use the **Mark Entry** function in the **Index** panel of **REFERENCES**:

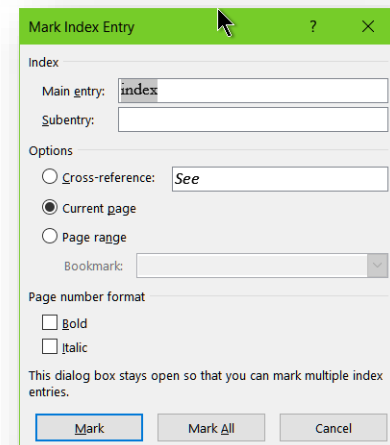


For example, when I highlighted the word *index* in the first line of the paragraph above, then clicked on **Mark Entry**, the following window appeared:

Click on **Mark** and the entry is noted for inclusion in the index when you generate it as one of the last steps in final formatting of the document.

To create the index, use the **Insert Index** function shown at the upper right of the first image on this page. Indexes are often formatted in multiple columns because the lines can be very short.

Here is a snapshot of the index for an older version of this very document that you are reading:



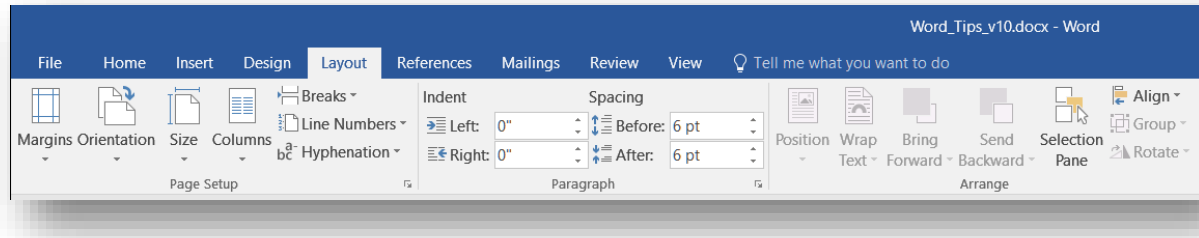
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10.6 Design Options

You can modify the appearance of your document using custom controls or sets of suggested patterns.

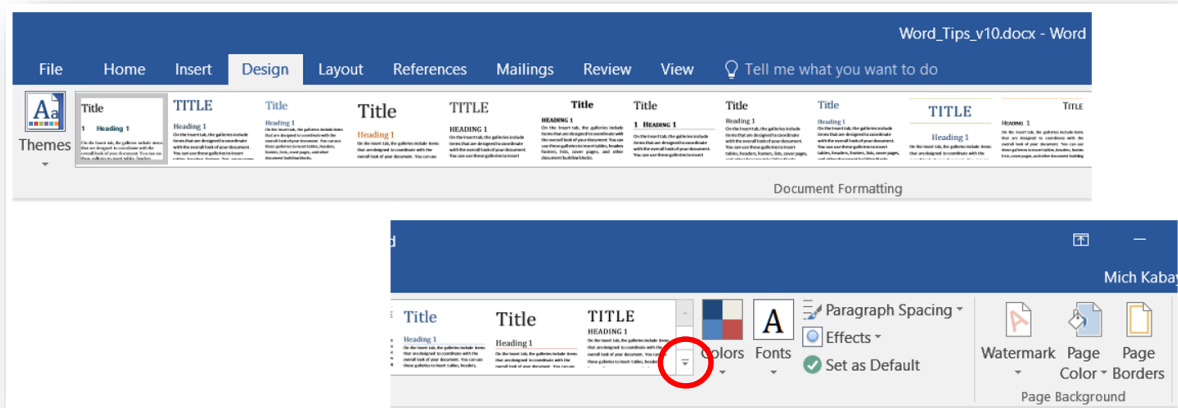
10.6.1 Layout Panel



The options shown above are largely self-explanatory. You can arrange the appearance of your document to suit your requirements of page size, landscape vs portrait orientation, margins, numbering, indentations, spacing and so on. Again, experiment!

10.6.2 Design Panel

The **Design Panel** provides pre-defined styles that you can try out easily. The image below is split in two because of the width of my screen, but it shows some of the options. Click on the drop-down menu arrow (circled in the screenshot) to see a few more styles.



11 Suggestions and Corrections

Please see in addition the article “On Writing” available from MK’s Web site at

<http://www.mekabay.com/methodology/writing.pdf>

Readers may also find the document “Frequently Corrected Errors” helpful:

<http://www.mekabay.com/methodology/fce.pdf>

I would greatly appreciate receiving additional suggestions to add to this document as well as corrections. Please send your suggestions and corrections to me at

< <mailto:mekabay@gmail.com> >.

If someone would like to create a version of this document suitable for Macintosh users, please contact me and I’ll send you the file for conversion and add you to the author list.



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