***Microsoft Word***

Documents are created by the user using the application Microsoft Word. At the college we use Microsoft 2010. Other available versions include 2013, 2011, 2007 and 2003. If you use an earlier version of Microsoft at home you will note a significant difference between 2003 and 2007 (the drop down menus in 2003 have been replaced with Ribbons, Tabs and Groups).

***Cover Page***

Adding a cover page to a document enhances the appearance and makes it look more professional. Cover pages should not have a page number and therefore a section break is required between the cover page and the main section of the report.

1. Make sure the cursor is at the top of the document (Ctrl + Home)
2. Insert a section break
3. Ensure the cursor is at the top of the document
4. **Insert** > **Cover Page**
5. Click once on the cover page you want from the built in templates

A cover page will now appear at the beginning of your document where you can edit, format and delete place holders.

***Styles***

***Normal Style***

Normal Style is the default text and paragraph formats applied to all documents when created. Lots of users prefer to apply their own style to each document, for example, 1.5 spacing and justified alignment. To save making these changes to each new document a user can make the changes in the Normal Style and ensure this is applied to all documents created in the future.

1. **Home** > Right click on **Normal** from the **Styles** group
2. **Modify** > From the **Modify Style** dialog box select the options you want to apply
3. Check **New documents placed on this document** > **OK**

***Heading Styles***

Rather than using direct formatting to all headings, using heading styles is a great way to quickly and easily apply a set of formatting choices consistently throughout the document. Using heading styles also provides the user with the ability to create an automatic table of contents.

1. Highlight the heading
2. **Home** > **Heading 1**

Repeat the process for different levels of headings, for example for a sub heading of heading 1, select heading 2.

Word 2010 has various predefined styles. To view and select these:

1. **Home** > **Change Styles** > **Style Set**
2. Choose a style from the list

***Note each style can be previewed on screen when you highlight it.***

To change the format of style headings to your own style;

1. Right click on the heading style > **Modify**
2. From the **Modify Style** dialog box, apply the formatting style you want
3. **OK**

***Table of Contents***

Adding a table of contents to a report is a great way to jump to specific sections and also makes the report look more professional. If you have used heading styles you can automatically create a table of contents. A table of contents should not contain page numbers and therefore a section break is required between the table of contents and the main section of the report.

1. Make sure the cursor is at the top of the document (after the cover page)
2. Insert a section break
3. Ensure the cursor is at the top of the new blank page
4. **References** > **Table of Contents**
5. Select the design
6. A table of contents is now automatically created using the heading styles you applied

To update a table of contents;

1. Click inside the table of contents to highlight
2. **Update Table** > **Update entire table** > **OK**

***Page Numbering***

**To insert page numbers as a header or footer:**

1. Ensure your cursor is in the section where you want to start the page numbering
2. **Insert** > **Page Number** > **Bottom of Page** > Choose location
3. Remove **Link to Previous** and uncheck **Different First Page** (if this removes page number then click on **Insert** > **Page Number** > **Current Position**)
4. **If the page number starts at anything other than 1:**
   1. **Highlight page number**
   2. **Header & Footer Tools, Design > Page Number > Format Page Numbers**
   3. **From the Page Numbering section select Start at: 1 - this tells Word to start the page numbering at page one from this section onwards**
5. **Check there is no page numbers on the cover page or table of contents – if there is highlight and Delete**
6. **Headers & Footers Tools/Design** > **Close**

***Charts***

Using charts in Word is a great way to make your document visually appealing. Charts no longer have to be created in a spreadsheet and then imported into a document.

1. **Insert** > **Chart**
2. Choose the type of chart and sub chart you want > **OK**
3. A Microsoft Excel Workbook will open, splitting the screen with the document
4. Enter the series and category data in the workbook
5. Close down Microsoft Excel
6. **Chart Tools, Design, Layout** and **Format** > use these ribbons to edit and format the chart

***Templates***

A template creates a copy of itself when you open it. Instead of adding standard information, styles and formatting for every document you can use a template to predefine the style and formatting. A lesson plan is a document that is used daily and is a good example of where a template would be beneficial.

1. Create the structure, layout and formatting of the document and add any standard information
2. **File** > **Save As** > Browse to locate drive/folder where you want to save the template
3. Add file name
4. From the **Save as Type:** drop down menu, select **Word Template** > **Save**

Close the document and view it from **Windows Explorer**, note that the icon attached to a template document is different than that of a normal document.

To use a template;

1. Open the template document
2. Note the title bar – Word has created a copy
3. Add the information required for that day/week/month
4. Save as normal – Word will save the file as a normal document

***Tables***

Creating tables in Microsoft Word allows you to present figures and information in an easy to read format.

1. **Insert** > **Table**
2. On the grid use your mouse to highlight how many rows and columns you require
3. Click with your mouse on the last block when finished

Each block in a table is called a cell. Use the tab key or arrow keys to move from cell to cell. Once you have created a table you will note the Table Tools ribbons will be activated. The Design ribbon allows you to add a table style, shading, add or remove borders and change line style and width.

***Insert a Row, Column or Cell***

1. Highlight the row, column or cell next to where you wish to create a new one
2. **Table Tools, Layout** > select the required option i.e. **Insert Right**

***Delete a Table, Row, Column or Cell***

1. Highlight the row, column or cell you want to delete
2. **Table Tools, Layout** > **Delete**

***Merge a Table, Row, Column or Cell***

The merge function allows you to turn two or more cells into one.

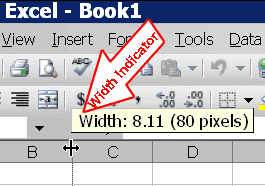
1. Highlight the rows, columns or cells you want to merge
2. **Table Tools, Layout** > **Merge Cells**

***Split a Table, Row, Column or Cell***

The split function allows you to turn a cell or table into multiple rows and/or columns.

1. Highlight the rows, columns or cells you want to split
2. **Table Tools, Layout** > **Split Cells** / **Split Table**

***Resizing Column Widths***

You can resize your column widths by placing the cursor on the line that separates two columns. This triggers the width indicator to appear. After the indicator appears, click and drag with the mouse to adjust the column width. You can automatically adjust the column width to fit the text by double clicking rather than clicking and dragging.

***Sorting a Table***

Table data can be sorted in ascending or descending order.

1. Highlight the column/row you want the data sorted by
2. **Table Tools, Layout** > **Sort**
3. In the **Sort** dialog box ensure the correct column/row is selected that you want to sort by
4. Select either **Header row** or **No header** row depending on the cells you highlighted
5. **OK**

***Table Headings***

If a table continues on more than one page, the table headings will display on the first page only. To correct this problem, you can assign a row as the heading row. Heading rows are repeated on the top of your table at the top of each page.

1. Highlight the row you want as the header row
2. **Table Tools, Layout** > **Repeat Header Rows**

***Search and Replace***

The search and replace function enables you to replace or change the formatting of words or phrases.

To replace words or phrases:

1. **Home** > **Replace**, alternatively press **Ctrl** + **H**
2. In the **Find what:** text box type the word or phrase you want replaced
3. In the **Replace with:** text box type the word or phrase you want the above replaced with
4. **Replace All**
5. A dialog box will appear indicating how many words or phrases have been replaced > **OK**

To change the formatting of words or phrases:

1. **Home** > **Replace**, alternatively press **Ctrl** + **H**
2. In the **Find what:** text box type the word or phrase you want to format
3. **More** > **Format** > **Font**
4. Choose the formatting options
5. **OK** > **Replace All**
6. A dialog box will appear indicating how many words or phrases have been formatted > **OK**

Note that you can also remove formatting from words or phrases following steps 1 – 3, then selecting **No Formatting**.

***Saving Document as a PDF***

Saving documents as a PDF file is a great way to distribute files to colleagues without them having the ability to edit!

1. **File** > **Save** > Browse to locate drive/folder where you want to save the document
2. Add file name
3. From the **Save as Type:** drop down menu, select **PDF** > **Save**

The saved document will open in Adobe.

***Mail Merge***

Mail merge is a great tool when you want to create a standard document and send it to many customers. The only information that will change is the customer’s name and address.

1. Create the source data (in a spreadsheet or database)
2. **Mailings** > **Start Mail Merge** > **Letter**
3. **Mailings** > **Select Recipients** > **Use Existing List** > Browse to locate file and double click
4. Add your address
5. **Mailings** > **Address Block**
6. Add date
7. **Mailings** > **Greeting Line**
8. Complete letter
9. **Mailings** > **Finish & Merge** > **Edit Individual Document**