Introduction

Course Description
This Intermediate class will allow you to enter special commands and build long document structure. You will learn how to create tables and format them. As text is entered, the page will break automatically, or you can insert a specific code to break the page. Placing headers and footers on each page can finalize the document for printing. Specific pages can be split into multiple columns to provide a newsletter style layout. You can look up words for translation as well as insert special codes such as dates and symbols. Styles allow you to define a specific format in order to create titles and text for consistency. From “Styles” you can generate a table of contents and an index for quick reference. Graphics will enhance your document using Style Galleries, Clip Art, and Word Art. Mail merge allows you to create multiple letters from a list of names automatically.

Prerequisite
This course requires a working knowledge of Microsoft Word 2010 including basic document creation techniques.

Course Outline
Day 1
Chapter 1 - Working With Tables
Chapter 2 - Applying Borders And Shading
Chapter 3 - Using Section Breaks

Day 2
Chapter 4 - Working With Headers & Footers
Chapter 5 - Using Newsletter-Style Columns
Chapter 6 - Exploring Research Task Pane
Chapter 7 - Inserting Dates And Symbols

Day 3
Chapter 8 - Using Styles
Chapter 9 - Creating A Table Of Contents
Chapter 10 - Creating An Index

Optional
Appendix A – Inserting Graphics
Appendix B - Using Mail Merge

Highlights in Document
Commands, keyboard combinations and specific menu choices are highlighted in bold. These are the most important text statements in the Step-By-Step and Practice Exercises. For example: the word “Insert” bolded text (Example: insert ribbon tab) is the most important statement in the text string and “Shift F1” is a keyboard command that is highlighted for emphasis.
**About the Author**

Jeff Hutchinson is a computer instructor teaching a variety of classes around the country. He has a BS degree from BYU in Computer Aided Engineering and has worked in the Information Technology field supporting and maintaining computers for many years. He also owned a computer training and consulting firm in San Francisco, California. After selling his business in 2001, he has continued to work as an independent computer instructor in California and Utah. Jeff Hutchinson lives in Utah and provides training for the Utah Valley University Community Education system, offering valuable computer skills for the general knowledge of students, career development, and career advancement. Understanding the technology and the needs of the students has been the basis for developing this material. Jeff Hutchinson can be contacted at JeffHutch@Excel-Networks.com or (801) 376-6687.

**Released Version**

This documentation is based on Microsoft Word 2010. The latest revision of this Intermediate book is Word 2010 Intermediate Rev: 1.0 Date: 11/2/2011

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Exercise Download

The exercise are posted on a web site and can be downloaded to your computer. Please do the following:

Step 1 - Open Internet Explorer.

Step 2 - Type the web address: Excel-Networks.com

Step 3 - Go to the home page and look for the link called “Exercises”.

Step 4 - Click in the “Word 2010 Level 2 UVU” download file.

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Download This File</th>
<th>Optional Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word 2010 Level 1 UVU</td>
<td>Downloadable Executable</td>
<td>Downloadable ZIP File</td>
</tr>
<tr>
<td>Word 2010 Level 2 UVU</td>
<td>Downloadable Executable</td>
<td>Downloadable ZIP File</td>
</tr>
<tr>
<td>Excel 2010 Level 1 UVU</td>
<td>Downloadable Executable</td>
<td>Downloadable ZIP File</td>
</tr>
<tr>
<td>Excel 2010 Level 2 UVU</td>
<td>Downloadable Executable</td>
<td>Downloadable ZIP File</td>
</tr>
<tr>
<td>Access 2010 Level 1 UVU</td>
<td>Downloadable Executable</td>
<td>Downloadable ZIP File</td>
</tr>
<tr>
<td>Outlook 2010 Level 1 UVU</td>
<td>Downloadable Executable</td>
<td>Downloadable ZIP File</td>
</tr>
<tr>
<td>Acrobat X Level 1&amp;2</td>
<td>Downloadable Executable</td>
<td>Downloadable ZIP File</td>
</tr>
<tr>
<td>PowerPoint2010-1 UVU</td>
<td>Downloadable Executable</td>
<td>Downloadable ZIP File</td>
</tr>
</tbody>
</table>
Introduction

**Step 5** - Click the **Run** button.

**Step 6** - Choose the **Run** button again.

**Step 7** - Choose the **OK** button.

**Step 8** - Click the **Extract** button.

**Step 9** - Choose the **OK** button.

**Step 10** - Choose the **Close** button.

**Step 11** - The files are now located in the C:\Data\Word2010-2 folders on your computer. Windows Start button (located in the lower left corner of computer) → Computer option to open Windows Explorer → Click on the C: drive on the left and you will see the data folder on the right:

If there are any questions or problems, you can contact Jeff Hutchinson at JeffHutch@Excel-Networks.com
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CHAPTER 1 - Working with Tables

1.1 Creating a Table

It is often useful to place information from your documents into table format. For example, an employee phone list is usually easier to read in a table.

You can navigate a table using the mouse or the keyboard. Using the mouse, just click in the desired cell. Using the keyboard, press the [Tab] or arrow keys. If there is text in the next cell and you press the [Tab] key, the text will be selected. If there is text in an adjacent cell and you use an arrow key to access it, the text will not be selected. If you press the [Tab] key when the insertion point is in the last cell of the table, Word inserts a new row below the current row.

![Dragging to create a table]

**Step-by-Step**

1. Create a new, blank document.

2. Click **Insert** ribbon tab→Click **Table** button

3. Drag to create a 3x3 **Table**

4. Click in the cell you want to select.

5. Press [Tab] to move to the next cell.

6. Press [Shift+Tab] to move to the previous cell.

7. Press [Down ↓] to move down one cell.

8. Press [Right →] to move right one cell.

9. Press [Left ←] to move left one cell.

10. Press [Up ↑] to move up one cell.

1.2 Entering Text into a Table

When creating a table, the insertion point appears in the first cell of the table by default. This makes it possible to immediately begin typing text into the table.
Chapter 1 – Working with Tables

Step-by-Step

1. Click in the top left cell, if necessary  Type Regional Office
2. Type the following text into the table. To move from cell to cell, press [Tab] or use the mouse.

<table>
<thead>
<tr>
<th>Regional Office</th>
<th>Office Manager</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeast</td>
<td>Nancy J. Smith</td>
<td>610-555-1234</td>
</tr>
<tr>
<td>Southeast</td>
<td>Nathan T. Brown</td>
<td>404-321-8563</td>
</tr>
</tbody>
</table>

3. Press [Ctrl+Home]  Press [Enter] (this will insert a blank line above the table)
4. Type the heading text Regional Office Phone List and press [Enter]. Then bold, center, and italicize the heading text.
5. Click outside of the table, on the left side Row 1.
   Note: Look for the white arrow  on the left.
6. The row should be selected.
7. Press Bold and Center formatting.

1.3 Using Table Styles

Word’s built-in table styles provide many combinations of shading and borders to make the table easier to view as well as to add a more finished, professional look. As soon as an existing table is selected or the insertion point is positioned within an existing table, the Table Tools Design and Layout tabs are added to the Ribbon.

Step-by-Step

1. Click anywhere in the table  Click Design ribbon tab.
2. Hover the pointer over any table style button in the Table Styles group.
3. Click the Down Arrow to see more tab styles.
4. Choose the desired style.
5. Click in the table again and open the Table Styles gallery. Apply the Plain Tables Table Grid to the table (located on the top of the Styles gallery). Notice that all table formatting has been removed.
1.4 Converting Existing Text into a Table

You can easily create a table from existing text in a document. The Convert Text to Table dialog box allows you to select the number of columns you want in the table.

![The Convert Text to Table dialog box](Image)

**Step-by-Step**

1. Click anywhere in the table
2. **Layout** ribbon tab → **Data** ribbon group → **Convert to text** → Click [Tabs], if necessary → **OK**.
3. Select the text, if necessary → **Insert** ribbon tab → **Table** → **Convert text to table**
4. Choose the defaults → **OK**
5. Close the table without saving it.

1.5 Inserting Quick Tables

In addition to Word's built-in table styles, Word also provides a number of Quick Tables. These are ready-formatted table types for particular styles of tables, including calendar month, matrix and tabular list.
Chapter 1 – Working with Tables

Step-by-Step

1. Insert a Quick Table. If necessary, create a new, blank document.
2. Open a new blank document

3. Click Insert ribbon tab → Click Table button → Point to Quick Tables → Scroll as necessary and click the Matrix Quick Table.

4. Close the document without saving it.

1.6 Selecting Table Components

You can select a single table cell, row, or column using the mouse. You might want to select a single cell, row, or column in order to format or edit its contents.

Step-by-Step

1. From the C:\Data\Word2010-2 directory, open Table Selecting.Docx. Select a table cell, row, and column. Display the table gridlines, if necessary.
2. Click to the left of the text 125 lbs. (third row, second column).
3. Click to the left of the Exer-Fit Stepper row.
4. Click above the Product column and look for the black down arrow (▼).
5. Click anywhere in the middle of the table.
6. Layout ribbon tab → View Gridlines
7. Click anywhere in the document to deselect the cells.

1.7 Inserting Rows and Columns into a Table

You can insert a row above or below the current row or a column to the left or right of the current column. You can also add multiple rows or columns by first selecting the same number of rows or columns you want to add and then inserting the rows or columns.

<table>
<thead>
<tr>
<th>Product</th>
<th>Weight</th>
<th>Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life-Fit 805 Treadmill</td>
<td>98 lbs.</td>
<td>TM55805</td>
</tr>
<tr>
<td>Treadmaster Treadmill</td>
<td>125 lbs.</td>
<td>TM55101</td>
</tr>
<tr>
<td>Life-Fit Exercise Bike</td>
<td>89 lbs.</td>
<td>TM55205</td>
</tr>
<tr>
<td>Life-Fit 1000 Stepper</td>
<td>85 lbs.</td>
<td>TM55305</td>
</tr>
</tbody>
</table>

A new row has been inserted above the first row

Step-by-Step

1. Click in the Product cell → Click Layout ribbon tab → Click Insert Below
2. Click anywhere in the document.
3. Click in the Product cell. → Click Insert Left
4. Click anywhere in the document.
5. Click in the Product cell and insert a row above the first row.
6. Click anywhere in the document to deselect the new row.
7. Press the keyboard Ctrl Z several times to test out the concept again.

1.8 Merging Cells

You can merge two or more adjacent cells into a single cell. You may want to merge cells, for example, to create a table heading by spanning text in one cell across the entire table.

<table>
<thead>
<tr>
<th>Equipment Catalog</th>
<th>Excel Sporting Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product</td>
<td>Weight</td>
</tr>
<tr>
<td>Life-Fit 805 Treadmill</td>
<td>98 lbs.</td>
</tr>
<tr>
<td>Treadmaster Treadmill</td>
<td>125 lbs.</td>
</tr>
<tr>
<td>Life-Fit Exercise Bike</td>
<td>89 lbs.</td>
</tr>
<tr>
<td>Life-Fit 1000 Stepper</td>
<td>85 lbs.</td>
</tr>
</tbody>
</table>

Two groups of cells have been merged
Chapter 1 – Working with Tables

**Step-by-Step**

1. Select all the cells in the first column.  
2. Click **Layout** ribbon tab.  Click **Merge Cells**  
3. Type **Equipment Catalog** in the merged cell.  
4. Type **Excel Sporting Goods** in the cell above the **Product** cell. Then select the **Excel Sporting Goods** cell and the two blank cells to the right and merge the cells.  
5. Bold the text **Equipment Catalog** and **Excel Sporting Goods**.  
6. Center the **Excel Sporting Goods**.

**1.9 Rotating Text in a Table**

You can rotate text in table cells. This option allows you to create special effects. For example, you can change the orientation of long labels so that they fit within the table.

<table>
<thead>
<tr>
<th>Equipment Catalog</th>
<th>Excel Sporting Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product</strong></td>
<td><strong>Weight</strong></td>
</tr>
<tr>
<td>Life-Fit 805 Treadmill</td>
<td>98 lbs.</td>
</tr>
<tr>
<td>Treadmaster Treadmill</td>
<td>125 lbs.</td>
</tr>
<tr>
<td>Life-Fit Exercise Bike</td>
<td>89 lbs.</td>
</tr>
<tr>
<td>Life-Fit 1000 Stepper</td>
<td></td>
</tr>
<tr>
<td>Exer-Fit Stepper</td>
<td>85 lbs.</td>
</tr>
</tbody>
</table>

*Step-by-Step*  
Rotate text in a table.  
1. Click in the **Equipment Catalog** cell.  
2. Click **Layout** ribbon tab.  
3. Click **Text Direction** twice.

**1.10 Changing Column Width and Row Height**

You can quickly adjust the width of any table column by dragging its column border to the desired width. You can adjust as many columns in a table as desired, although adjusting the width of any one column (except the last) does not affect the overall width of the table. If you hold the [Alt] key as you drag a column or row border, the exact column or row measurement appears on the corresponding ruler. You can also change column width by dragging the table column markers on the horizontal ruler.
Step-by-Step
1. Change column width and row height. If necessary, switch to Print Layout view, and display the horizontal and vertical rulers.
2. Drag the column border to the right of the text Equipment Catalog to the 1-1/2 inch mark on the horizontal ruler.
3. Drag the row border below the text Excel Sporting Goods down to the 3/4 inch mark on the vertical ruler.
4. Hold [Alt] and click the column border to the right of the Equipment Catalog column. Continue holding [Alt] and drag the column border until a column measurement of 1" appears on the horizontal ruler. Note: Watch the horizontal border.

1.11 Distributing Rows and Columns Evenly
Although you can individually size each cell, row, and column in a table, you may decide that a table would look better if all the rows or columns were the same size.

Step-by-Step
1. Select by dragging from the Product cell to the TM55305 cell
2. Click Layout ribbon tab → Click Distribute Columns
3. Click anywhere in the document to deselect the cells.
1.12 Splitting Cells
You can split cells to break a single cell or group of cells into a larger number of cells. Splitting cells is the opposite of merging cells. Instead of creating a single cell from multiple cells, you are creating multiple cells from a single cell.

<table>
<thead>
<tr>
<th>Equipment Catalog</th>
<th>Excel Sporting Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Product</td>
</tr>
<tr>
<td></td>
<td>Life-Fit 805</td>
</tr>
<tr>
<td></td>
<td>Treadmill</td>
</tr>
<tr>
<td></td>
<td>Treadmaster</td>
</tr>
<tr>
<td></td>
<td>Treadmill</td>
</tr>
<tr>
<td></td>
<td>Life-Fit Exercise Bike</td>
</tr>
<tr>
<td></td>
<td>Life-Fit 1000 Stepper</td>
</tr>
<tr>
<td></td>
<td>Exer-Fit Stepper</td>
</tr>
</tbody>
</table>

The Split Cells dialog box

Step-by-Step
1. Drag to select the Life-Fit 1000 Stepper cell and the blank cell to its right.
2. Click Layout ribbon tab → Click Split Cells
3. Click Number of columns ➔ to 3. ➔ Click OK.
4. Click anywhere in the document to deselect the split cells. Notice that the new cells are sized consistently with the existing columns of cells.
5. Type 99 lbs. in the blank cell in the Weight column and TM55545 in the blank cell in the Order Number column.

1.13 Deleting Columns and Rows
You can delete any rows and/or columns you no longer need in a table. Deleting a column or row deletes not only the column or row, but also all the contents within it.

<table>
<thead>
<tr>
<th>Excel Sporting Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product</td>
</tr>
<tr>
<td>Life-Fit 805</td>
</tr>
<tr>
<td>Treadmill</td>
</tr>
<tr>
<td>Treadmaster</td>
</tr>
<tr>
<td>Treadmill</td>
</tr>
<tr>
<td>Life-Fit Exercise Bike</td>
</tr>
<tr>
<td>Life-Fit 1000 Stepper</td>
</tr>
<tr>
<td>Exer-Fit Stepper</td>
</tr>
</tbody>
</table>
Step-by-Step

1. Click in the **Equipment Catalog** cell

2. Click **Layout** ribbon tab ➔ Click **Delete** ➔ Click **Delete Columns**

3. Select the blank row below the **Product** cell and use the shortcut menu to delete the blank row.

### 1.14 Setting Table Properties

When you create a table, Word sets certain defaults for the table and the table cells. You can customize the table by changing table settings to override these defaults. The options available in the Table Properties dialog box are listed in the following tables:

<table>
<thead>
<tr>
<th>Table Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred width</td>
<td>Sets the width of the entire table to a specific measurement in inches or to a percentage of the page width</td>
</tr>
<tr>
<td>Alignment</td>
<td>Controls the alignment of the table on the page; can be used to center, right, or left align a table</td>
</tr>
<tr>
<td>Indent from left</td>
<td>Controls the indent of the table from the left margin; available only when the <strong>Left</strong> alignment option is selected</td>
</tr>
<tr>
<td>Text wrapping</td>
<td>Controls the placement of text around a table; when the <strong>Around</strong> option is selected, you can use the Positioning button to specify the exact table position, the distance between the text and the table, and table movement options</td>
</tr>
<tr>
<td>Borders and Shading</td>
<td>Opens the Borders and Shading dialog box, in which you can change border options and apply or modify shading</td>
</tr>
<tr>
<td>Options</td>
<td>Opens the Table Options dialog box, which allows you to set the default margins between text and cell borders for all cells in the table, set the default spacing between cells, and set the table to resize automatically to fit its contents</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify height</td>
<td>Sets the height of the selected row to a specific or minimum height in inches; use the Previous Row and Next Row buttons to select adjacent rows</td>
</tr>
<tr>
<td>Allow row to break across pages</td>
<td>Allows a row to be split across a page break; to prevent rows from breaking, deselect this option</td>
</tr>
</tbody>
</table>
Chapter 1 – Working with Tables

<table>
<thead>
<tr>
<th>Row Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeat as header row at the top of each page</td>
<td>Sets the top row or rows in a table as a header that repeats at the top of the table on each page; header rows make long tables spanning multiple pages easier to read</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred width</td>
<td>Sets the width of the selected column(s) to a specific measurement in inches or to a percentage of the table width; use the Previous Column and Next Column buttons to select adjacent columns</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred width</td>
<td>Sets the width of the selected cell to a specific measurement in inches or a percent of the table width</td>
</tr>
<tr>
<td>Vertical alignment</td>
<td>Controls the alignment of text within a cell; use this option to align text to the top, center, or bottom of a cell</td>
</tr>
<tr>
<td>Options</td>
<td>Opens the Cell Options dialog box, which allows you to set the margins within a cell, have text wrap within a cell, or allows Word to size text to fit within a cell</td>
</tr>
</tbody>
</table>
### Setting properties for a table

#### Step-by-Step

1. Click in the Excel Sporting Goods cell ➔ Click Layout ribbon tab ➔ Click Properties
2. Click the Table tab, if necessary ➔ Click Preferred width, if necessary.
3. Enter 6 in the Preferred width spin box and Inches in the Measure in box, if necessary. Select the Center option under Alignment ➔ Click OK.
4. Display the Reveal Formatting task pane (Shift F1). Click in the table and expand the Table and Cell sections in the task pane, if necessary.
5. Select rows 2 to 8 (from the Product row to the end of the table) ➔ Properties
   Display the Row page in the Table Properties dialog box and set the row height to .5.
6. Switch to Print (File ribbon tab ➔ Print) and view the changes. Close by selecting Home ribbon tab.

### 1.15 Creating a Table Heading

You can create a table heading that appears on multiple pages. For example, if your table extends to two or more pages, you might want to have your column headings repeat at the top of each page.
Chapter 1 – Working with Tables

Step-by-Step
1. From the C:\Data\Word2010-2 directory, open Table Heading.Docx.
2. Create a table heading. If necessary, switch to Print Layout view. Print view and review page 2 and notice there are no headers on the top row.
3. Select the top two rows of the table.
4. Click Layout ribbon tab. → Click Repeat Header Rows
5. Switch to Print view and select the Two Pages view. Notice that the table heading appears on each page. (File ribbon tab → Print → Choose the – in the zoom slider in the lower right corner)
6. Close the document without saving it.

1.16 Sorting a Table Alphabetically
Tables are frequently used to list items that need to be sorted. You can use the Sort feature to organize information in a table. The Sort feature can sort by text, dates, and numbers. The column can be sorted in ascending order (A to Z) or in descending order (Z to A). You can sort on up to three columns and you can specify in what order the sort should be performed. If you create column headings in the first row of the table, you can specify the column heading rather than the column number when you sort the table.

The Sort dialog box

Step-by-Step
1. From the C:\Data\Word2010-2 directory, open Table Sort.Docx.
2. Click anywhere in the table, if necessary.
3. Click Layout ribbon tab
   A Z
4. Click Sort → Click Header row, if necessary.
5. Click Sort by  Click Product.
6. Click Type  Click Text  Click Ascending, if necessary.
7. Click OK
8. Click anywhere in the document to deselect the table. Notice that the items in the table are sorted alphabetically by the Product column.
9. Click anywhere in the table.
10. Click Layout ribbon tab  Click Sort  Click Header row, if necessary.
11. Click Sort by  Click Retail Price  Click Ascending, if necessary.
12. Click the first Then by  Click Release Date  Click Descending.
13. Click the second Then by  Click Product  Click Ascending, if necessary.
14. Click OK
15. Close the document without saving it.

Practice Exercise 1 - Working with Tables

1. If necessary, create a new, blank document.
2. Show the paragraph marks
   Home ribbon tab  Paragraph ribbon group  Show Paragraph Marks.
3. Use the Table button in the Tables ribbon group to insert the Quick Table Tabular List.
   Insert ribbon tab  Table button  Quick Tables  Tabular List.
4. Overwrite the existing entries with the following text, using either the mouse or the keyboard to move from cell to cell:

<table>
<thead>
<tr>
<th>Representative</th>
<th>Clothing Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy J. Smith</td>
<td>Gymnastics</td>
</tr>
<tr>
<td>Nathan T. Brown</td>
<td>Martial Arts</td>
</tr>
</tbody>
</table>

Double click in the first box (top row left column  Delete the word Item  Type: Representative  Tab key  Continue typing the data in the example.
5. Select the six rows that are not needed.
   Select the column with the word Notebook  Select to the end of the table.
6. Select the Layout ribbon tab under the title Table Tools. Use the Delete button in the Rows & Columns ribbon group to delete the selected rows.
   Layout ribbon tab  Delete button  Delete Rows.
7. Insert two blank lines above the table and type the title Presentation Assignments in the top line. Bold and center the title.
Chapter 1 – Working with Tables

Click in front of the R in Representative → Press the Enter key → Press the Enter key → Type: Presentation Assignments.

8. Choose a desired Table Styles to reformat the table.
   Click inside the table → Design ribbon tab → Table Styles ribbon group → Click the down arrow to the lower right of the Table Styles → Choose a desired table style.

9. Use the Table Styles gallery to remove all table formatting. Click inside the table → Design ribbon tab → Table Styles ribbon group → Click the down arrow to the lower right of the Table Style group → Select Clear.

10. Select the Layout ribbon tab. Use the View Gridlines button in the Table group to show the table gridlines.
    Click inside the table → Layout ribbon tab → Table ribbon group → Click View Gridlines.

11. The following is an example of the end result:

12. Close the document without saving it.
    File ribbon tab → Close → No.

Practice Exercise 2 – Convert a Table

1. From the C:\Data\Word2010-2 directory, open Table Practice2 Convert.Docx.

2. Select the contents of the entire document.
   Select the text by dragging using the mouse.

3. Use the Table button in the Tables group to convert the selected text into a table.
   Insert ribbon tab → Table → Convert text to table.

4. Use two columns and eight rows. Leave the default behavior to Auto.
   Separate the text at: X Tab
   Number of columns: 2 → Number of rows: 8 →
   X Fixed column width: Auto → Separate text at: X tabs.

5. Deselect the text to view the table.
   Click outside the table.

6. Hide the formatting marks and close all documents without saving them.
   Home ribbon tab → Paragraph ribbon group → Show/Hide formatting marks.
7. The following is an example of the result:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Extensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, George W.</td>
<td>301</td>
</tr>
<tr>
<td>Adams, Stephien</td>
<td>656</td>
</tr>
<tr>
<td>Adelson, Troy</td>
<td>395</td>
</tr>
<tr>
<td>Anderson, Pamela</td>
<td>543</td>
</tr>
<tr>
<td>Bates, Norman</td>
<td>911</td>
</tr>
<tr>
<td>Boomer, Steve</td>
<td>789</td>
</tr>
<tr>
<td>Brown, Nathan T.</td>
<td>654</td>
</tr>
</tbody>
</table>

8. Close the document without saving it.
   File ribbon tab → Close → No

**Practice Exercise 3 - Editing a Table**

1. From the C:\Data\Word2010-2 directory, open Table Practice3 Edit.Docx.
2. If necessary, switch to Print Layout view.
   View ribbon tab → Document Views ribbon group → Print Layout view.
3. Zoom to 75%.
   View ribbon tab → Zoom button → X 75% check box → Ok
4. Rotate the Excel Sporting Goods text so that it is vertical and oriented from bottom to top.
   Select Excel Sporting Goods → Layout ribbon tab → Alignment ribbon group → Text Direction button → Text direction button.
5. Select the Excel Sporting Goods column and split it into 1 column and 42 rows.
   Select the left most column → Layout ribbon tab → Merge ribbon group → Split Cells button → Column: 1, Rows: 42 → Ok.
   Select the left most column → Layout ribbon group → Delete button → Delete Columns option.
7. Use the Table Properties dialog box to make the table 6 inches wide and centered.
   Click inside the table → Layout ribbon tab → Table ribbon group → Properties button → Preferred width: 6 inches → Click the Alignment: Center button → Ok.
8. Change the width of the Name column to 4.7 inches and the Phone Extensions column to 1 inch. *(Note: Try holding the [Alt] key and dragging the border between the columns.)*
   Select the entire name column → click the line between the Name column and the Phone Extensions column → hold the Alt key down → drag using the mouse.
9. Add a row above the Corporate Phone List row and type Excel Sporting Goods into it.
   Select top row → Layout ribbon tab → Insert Above button → Type: Excel Sporting Goods.
10. Delete the Eastern Region row.
    Select the Eastern Region row → Layout ribbon tab → Delete button → Delete Rows button.
11. Merge the top two rows. Center the merged cell both horizontally and vertically.
    Select the top 2 rows → Layout ribbon tab → Merge ribbon group → Merge cells button.
12. Drag to decrease the merged cell's row height to approximately 0.7 inch. *(Hint: hold the Alt key down while dragging the row up)*
    Select the top row → click the line below the selected text box → hold the Alt key down → drag using the mouse.
Chapter 1 – Working with Tables

13. Distribute the columns evenly across the page.
   Select the two columns → **Layout** ribbon tab → **Cell Size** ribbon group → **Distribute Columns** button.

14. Convert the entire table to text, using tabs as separators.
   Select the table → **Layout** ribbon tab → **Data** ribbon group → **Convert to text** button → X Tabs → Ok.

15. Close the document without saving it.
   File ribbon tab → Close → No

### Practice Exercise 4 - Sorting Table Data

1. From the C:\Data\Word2010-2 directory, open **Table Practice4 Sort.Docx**.

2. Sort the table only by the **Presenter** column in ascending order. *Hint: You may need to select (none) in the first Then by list.*
   Select in the table → **Layout** ribbon tab → **Data** ribbon group → **Sort** button → **Sort by:**
   **Presenter** → **Type:** Text → **Using:** Paragraphs → X Ascending → Ok

3. Click anywhere in the document to deselected the table.
   Click outside the table.

4. Next, sort the table first by the **Event** column, then by the **Location** column and finally, by the **Presenter** column, all in ascending order.
   Select in the table → **Layout** ribbon tab → **Data** ribbon group → **Sort** button → **Sort by:**
   **Event** → **Then by:** Location → Ok

5. Sort the table by **Start Time** and then, by **End Time** only.
   Select in the table → **Layout** ribbon tab → **Data** ribbon group → **Sort** button → **Sort by:** Start Time → **Then by:** End Time → Ok

6. Close the document without saving it.
   File ribbon tab → Close → No
Chapter 2 - Applying Borders and Shading

2.1 Adding Borders and Shading to Text

You can use the Borders and Shading dialog box to add borders or shading to text and paragraphs. You can also remove borders and shading from text and paragraphs.

Excel Sporting Goods

1234 Leisure Drive
Medina, MA 19107
(610) 555-4321

Step-by-Step
1. From the C:\Data\Word2010-2 directory, open Borders and Shading.Docx.
2. Click in the text Excel Sporting Goods, if necessary.
3. Click Home ribbon tab → Click Borders and Shading → Click Borders and Shading… button → Borders tab.
4. Scroll as necessary and click the double line with the thick top line and thin bottom line (ninth style from the top).
5. Click Color → Click Dark Blue (Standard Colors, ninth column).
6. Click Width → Click 2 ¼ pt.
7. Click Shading → Click Fill.
8. Click Tan, Background 2 (first row, third column).
9. Click OK.

2.2 Adding a Border to a Page

Page borders can enhance the appearance of a document such as an invitation. The Options button on the Page Border page provides selections for modifying the border placement on the page. Borders can be placed at specific distances from the edge of the page or from the text.
Chapter 2 - Applying Borders and Shading

Adding a page border

**Step-by-Step**

Add a page border to a document.

1. Click **Page Layout** ribbon tab ➔ Click **Page Borders**
2. Click **Shadow**
3. Scroll to the bottom of the **Style** list and select:
   a. The thick gray gradient line (third style from the bottom).
   b. From the **Color** list, select **Dark Blue** (**Standard Colors**, ninth column).
   c. From the **Width** list, select **3 pt**, if necessary.
4. Click **Apply to**
5. Click **This section - First page only**.
6. Click **OK**

### 2.3 Adding a Border to a Table

Even though you can use the Quick Table feature to apply a combination of formats, shading, and borders to a table, you can add your own border style to a table as well. Similar to adding borders to text, you can select a border style from the **Line Style**, **Line Weight** and **Pen Color** buttons in the **Draw Borders** group on the **Table Tools Design** tab. In addition, you can apply diagonal borders to tables in which the cells are divided diagonally.
Adding a border to a table

**Step-by-Step**

1. Scroll as necessary to view the table at the bottom of the page.
2. Drag to select the entire table.
3. Click **Design** ribbon tab → Click the **Line Styles**
4. Scroll as necessary and click the thin top and thick bottom line style (eleventh from the top).
5. Click **Borders** → Click **Outside Borders**
6. Display the **Reveal Formatting** task pane (Shift F1)
7. Select the entire table.
8. Click the **Borders** link under the **Cell** section.
9. Select the **All** setting on the **Borders** page.
10. Close the **Borders and Shading** dialog box.
11. Click anywhere in the document to deselect the table and view the changes.
12. Close the **Reveal Formatting** task pane.
13. Close the document without saving it.

**Practice Exercise 1 - Applying Borders and Shading**

1. From the C:\Data\Word2010-2 directory, open **Borders and Shading Practice1.Docx**.
2. Place a 1½ point, red border under the title **Equipment Showcase**.
   a. Select the text “**Equipment Showcase**”.
   b. **Home** ribbon tab → **Paragraph** ribbon group → **Border down arrow** (Located in the lower right corner of the Paragraph ribbon group) → **Border down arrow** → **Borders and Shading** (Located on the bottom of the list).
   c. **Color**: Red → **Width**: 1 ½ point → **Apply to**: Paragraph → Click on the bottom of the displayed box.
   d. **Ok**
3. Place a 1½ point, dark blue border at the table located at the bottom of the page.
   a. Select the Table on page 1
   b. **Home** ribbon tab → **Paragraph** ribbon group → **Border down arrow** → **Borders and Shading**
   c. **Color**: Dark Blue → **Width**: 1 ½ point → **Apply to**: Table →
Click the Box (Located on the left side of the dialog box).

d. OK

4. Shade the first row of the table with **White, Background 1, Darker 25%** (first column, fourth row) and add a 1½ point, dark blue border to the bottom edge of the row.
   a. Select the first row of the Table on page 1
   b. **Home** ribbon tab → **Paragraph** ribbon group → **Border down** arrow → **Borders and Shading** → **Shading** tab →
   c. Choose the **White, Background 1, Darker 25%**.
   d. **Ok**

5. Remove the shading from the **Excel Sporting Goods** and **Equipment Showcase** titles.
   a. Select the title of the document.
   b. **Home** ribbon tab → **Paragraph** ribbon group → **Shading** button (Located next to the borders button)
   c. Choose **No Color**
   d. **Ok**

6. Remove the border under the title **Equipment Showcase**.
   a. Select the text “**Equipment Showcase**”
   b. **Home** ribbon tab → **Paragraph** ribbon group → **Border down** arrow → Choose **No Border** option.

7. Apply a 3-D page border. Select the triple-line style with the thick line in the center (eleventh style from the top of the list).
   a. **Home** ribbon tab → **Paragraph** ribbon group → **Border down** arrow → **Borders and Shading**
   b. Choose **Page Border** tab → Choose **3D** button → Choose the desired style
   d. **Ok**

8. Switch to Print view to see the borders in the document. (**File** ribbon tab → **Print**.)

9. Close the document without saving it (**File** ribbon tab → **Close** → **No**)
Excel Sporting Goods
Equipment Showcase

To our valued customers:

You are invited to attend our Fitness Equipment Showcase next month at the Central Valley Convention Center.

Join over 50 experts from more than 20 equipment manufacturers for demonstrations of their new product lines. There will also be workshops on equipment sales and product training. In addition to demonstrations and workshops, you can look forward to:

- special offers
- discounts
- free samples
- promotional items

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>Special appearances by professional baseball and football players, as well as former Olympic figure skating and gymnastics medalists</td>
</tr>
<tr>
<td>Midday</td>
<td>Refreshments served on the mezzanine and lower levels of the convention center. Lunch tickets are available for $5.00 in advance, $6.00 at the door. Free coffee/tea.</td>
</tr>
<tr>
<td>Evening</td>
<td>Drawings for door prizes. Grand prize - Complete Build-a-Body Flex-All System. Other prizes include merchandise certificates ranging from $25 to $500.</td>
</tr>
</tbody>
</table>

The hours for the Equipment Showcase are 9:00 a.m. to 8:00 p.m. We look forward to seeing you at the convention center.
Chapter 3 - Using Section Breaks

3.1 Inserting a Next Page Break

A section is a portion of a document and can include as little as one paragraph or the entire document. Usually, you create a section in order to format it differently from the rest of the document. If you want to change the margins, page layout, page orientation, column formats, page numbering, or headers and footers within part of a document, you can do that within a new section.

In Print Layout view, a section break is only visible when you show the formatting marks. In Draft view, a section break is always visible. It appears as a double dotted line in the document and is identified by the words Section Break, followed by the type of break in parentheses. The following is an example of the section break:

You can create a section that starts from a new page by inserting a Next Page section break. For instance, you may need to print one page of a document in landscape orientation and the rest of the document in portrait orientation. To perform this task, you can create one or more Next Page sections and adjust the page layouts for each section as desired.
Step-by-Step
1. From the C:\Data\Word2010-2 directory, open Page Sections1.Docx.
2. Insert a Next Page section break. If necessary, show the formatting markings.
3. Scroll as necessary and click to the left of the text Directions and Information.
4. Click Page Layout ribbon tab → Click Breaks button → Click Next Page

3.2 Formatting a Section
After you have created a new section, you can set different margins, page layouts, page
orientations, column formats, page numbering, headers, and footers for each section in the
document. Section formatting is stored in the Section Break mark found at the end of each
section.

Step-by-Step
1. Press [Ctrl+Home]
2. Click Page Layout ribbon tab → Click Page Setup → Click the Layout ribbon
   tab, if necessary
3. Click the Vertical alignment list and select Center.
4. Click Apply to → Click This section, if necessary.
5. Click OK.
6. Select the View ribbon tab, and select the Two Pages button in the Zoom group
   so that you can view both pages of the document. Notice the different page
   formatting in each section. Then, select the 100% button in the Zoom group to
   return to the regular view.
7. Close document without saving it.

3.3 Inserting a Continuous Break
To create a new section on the same page as the previous section, you must insert a Continuous
section break. You would use this type of break to create multiple layouts on the same page. For
instance, you might insert a Continuous section break to add newspaper style columns to one
part of a page.
Continuous sections with different margins

Step-by-Step
1. From the C:\Data\Word2010-2 directory, open file Page Sections2.Docx.
2. Click in the blank line above the table.
3. Click Page Layout ribbon tab → Click Breaks button → Click Continuous.
4. Position the insertion point in the section containing the table (but not in the table itself) and use the Page Setup dialog box to change the left margin of the section to 0.5 inch (or 1.25cm). Notice that the left margin of the section containing the table is different than the rest of the document. The paragraphs of text below the table are also included in the section formatting.
5. Click in the blank line below the table and add another Continuous section break between the table and the following paragraph of text. Change the left margin of the section below the table to 1.25 inch (or 3.17cm).
6. Select the View ribbon tab, and select the One Page button in the Zoom group so that you can view the whole page. Notice the different margins in each section of the document. Then, select the 100% button in the Zoom group to return to the regular view.

3.4 Inserting an Odd/Even Page Break
You can create an Even Page section break to begin a new section on the next even-numbered page or an Odd Page section break to begin a new section on the next odd-numbered page. For instance, you might want to begin the first page of each chapter on an odd-numbered page.

If necessary, Word prints a blank page to force the section to the next even-numbered or odd-numbered page.
Chapter 3 - Using Section Breaks

**Step-by-Step**

1. Insert an **Odd Page** or **Even Page** section break. Move to the top of the document. Notice that the status bar displays the page number as **Page: 1 of 1**.
2. Click in the blank line below the **Equipment Showcase** title.
3. Click **Page Layout** ribbon tab ➔ **Breaks** Button ➔ Click **Odd Page**.
4. Notice that the status bar now displays the page number as **Page: 3 of 3**. Word has inserted a blank page (page 2) in order to force the new section to start on an odd-numbered page.
5. View the three pages using Print view. **File** ribbon tab ➔ **Print** ➔ Use the – in the zoom slider located in the lower right corner.

### 3.5 Modifying and Removing a Section Break

When you remove a section break, you also remove the formatting associated with that section. The **Section Break** mark stores the formatting for the section above it, just as the paragraph mark stores the formatting of the paragraph preceding it.

When you remove a section break, the text above the deleted section break assumes the section formatting of the text below the deleted section break.

**Step-by-Step**

1. Modify and Remove a section break. Display the formatting marks and make sure you are in **Print Layout** view. Move to the top of the document.
2. **View** ribbon tab ➔ **Draft** ➔ Double click on the section break to modify it ➔ **OK**
3. Click on the section break ➔ Press the **DEL** key
4. **View** ribbon tab ➔ **Print Layout**
5. Close the document without saving it.

**Practice Exercise 1 - Using Section Breaks**

1. From the C:\Data\Word2010-2 directory, open **Page Sections Practice1.Docx**.
2. Create a section break to place the table title, the table, and the graph on a separate, odd-numbered page of the document.
   a. Click above the title **Southeastern Region Annual Sale** (Located just above the table in the middle of the page) ➔ **Page Layout** ribbon tab ➔ **Page Setup** ribbon group ➔ **Breaks** button ➔ **Odd Page** break.
   b. Click above the chart ➔ **Page Layout** ribbon tab ➔ **Page Setup** ribbon group ➔ **Breaks** button ➔ **Odd Page** break.
3. Change the orientation of the page containing the table to landscape.
   a. Click anywhere in the table area ➔ **Page Layout** ribbon tab ➔ **Page Setup** ribbon group ➔ **Orientation** button ➔ **Landscape**.
4. Select the **View** ribbon tab and use the **Two Pages** button to view the whole document. Then, select the **100%** button, and return to the **Page Layout** ribbon tab.
   a. **View** ribbon tab ➔ **Zoom** ribbon group ➔ **Two Pages** button.
   b. **View** ribbon tab ➔ **Zoom** ribbon group ➔ **100%** button.
6. Insert a continuous section break after the Subject.
   a. Click under the subject on page 1 → Page Layout ribbon tab → Page Setup ribbon group → Breaks button → Continuous page break.

7. Select the TO, FROM, and SUBJECT paragraphs at the top of the document and change the Left Margin to 2 inches. Apply the layout to the selected text only.
   a. Select the text → In the ruler change the left margin to 2”.
   Note: the rest of the page is not affected because of the continuous page break.

8. Switch to the View ribbon tab and view the whole document to see the sections.
   a. View ribbon tab → Zoom ribbon group → One Page button.

9. View the break markers by viewing the document in Draft view.
   a. View ribbon tab → Document Views ribbon group → Draft button.

10. Close the document without saving it.
    File ribbon tab → Close → No
Chapter 4 - Working with Headers & Footers

4.1 Creating Headers/Footers

You can create your own headers and footers for a document, but Word also provides predesigned headers and footers which can be applied easily to your document. These are listed and displayed under the Built-In sections of the Header and Footer dialog boxes. If you create your own header or footer, you can save it for future use in the Header and Footer galleries.

Step-by-Step

1. From the C:\Data\Word2010-2 directory, open Headers and Footers1.Docx. Create headers/footers using the galleries.

2. Click the Insert ribbon tab → Click Header
3. Scroll as necessary and click Pinstripes.
4. Leave the header text as it is; it is using the Title field specified in document properties.

5. Click the Insert ribbon tab → Click Footer
6. Scroll as necessary and click Pinstripes.
7. Press [Delete] twice to remove [Type text].

4.2 Inserting Page Numbers using the Gallery

If you want a document to contain page numbers, Word can automatically number each page and will then keep the numbering updated as you edit the document. You can insert a page number into the header or the footer, or into the left or right margins of the document.
Chapter 4 - Working with Headers and Footers

Step-by-Step
Insert page numbers using the gallery. Open a new, blank document, if necessary. Make sure you are in Print Layout view.

1. Click Insert ribbon tab

2. Click Page Number
3. Point to Page Margins.
4. Click Accent Bar, Left.

5. Click Close Header and Footer Close

4.3 Inserting the Current Date
Word can automatically add the current date in the header or footer of a document. This task is accomplished using the Date & Time button available in the Header & Footer Tools tab. Word inserts the date as a field, which then updates automatically to show the current date. You can choose from a variety of formats.
Step-by-Step

1. Insert the current date into the header or footer of a document. Open a new, blank document.

2. Click Insert ribbon tab ➔ Click ➔ Click Edit Header ➔ Press [Tab] twice

3. Click Date & Time ➔ Click the third option in the list ➔ Click OK.

4. Select the Go to Footer button ➔ Press [Tab] twice.

5. Select the Date & Time button in the Insert ribbon tab and select the last time format option in the list ➔ OK

   This accomplishes the same objective as step 1-2 above.


4.4 Creating a First Page Header/Footer

In many documents, the first page has a different header and footer than the rest of the document. If you have a title page on which you do not want to display the header or footer, you can choose to have a different first page header or footer.

You can use the Previous Section and Next Section buttons on the Header & Footer toolbar to navigate between the different headers and footers.
Chapter 4 - Working with Headers and Footers

Creating a first page header

Step-by-Step
1. From the C:\Data\Word2010-2 directory, open Headers and Footers2.Docx.
2. Click Insert ribbon tab → Click Header → Click Edit Header.
3. Click Different First Page.
4. Select the Date & Time button in the Insert ribbon tab. Select your preferred date format, and select OK.
5. Click Next Section
6. Select the Page Number button in the Header & Footer group. Point to the Top of Page option and select Accent Bar 1 from the gallery.
7. Close the Header & Footer Tools tab.
8. View the first two pages in the print view. File ribbon tab → Print → Select the – in the Zoom Slider to zoom to two pages. Notice that the headers are different on the first and the subsequent pages. Return to a one page view.

4.5 Alternating Odd and Even Headers/Footers
Documents that are printed on both sides and bound in book form contain facing pages. You can create different header and footer content for odd- and even-numbered pages. For example, you can alternate your page numbers by left-aligning the page number for even page footers and right-aligning the page number for odd page footers. You can also create odd and even headers and footers that contain different text. You can use the Previous Section and Next Section buttons on the Header & Footer toolbar to navigate between the different headers and footers.
Creating an even page footer

Step-by-Step

1. Click Insert ribbon tab → Click Header → Click Edit Header.
2. Click Different Odd & Even Pages.
3. Click Next Section
4. Select the Page Number button in the Header & Footer group. Point to the Top of Page option and select Accent Bar 1 from the gallery.
5. Click Next Section
6. Now that we have different odd and even headers this choice of page number style is no longer appropriate. Select the Page Number button in the Header & Footer group. Point to the Top of Page option, and select Accent Bar 2 from the gallery.
7. Select the Previous Section button in the Navigation group to return to the Even Page Header area.
8. Select the Go to Footer button in the Navigation group to display the Even Page Footer area. Press [Tab] and type Excel Sporting Goods.
9. Select the Next Section button in the Navigation group to display the Odd Page Footer area. Press [Tab] and type Fitness Equipment Show.
11. View the first two pages in the print view. File ribbon tab → Print → Select the – in the Zoom Slider to zoom to two pages. Notice that the headers and footers are different on the first, the even and the odd pages.

4.6 Setting the Starting Page Number
The Page Number Format dialog box allows you to select a number format other than the default option of 1, 2, 3. Options include letters and Roman numerals. It also enables you to add chapter numbers to the page numbers, based on the heading styles. You can also control the page numbering by specifying at what number you wish the page count to begin. You may also want to reset your page numbers if your document contains a cover page. Page numbers are usually not printed on the cover page of a document.
Chapter 4 - Working with Headers and Footers

Step-by-Step

1. Set the starting page number. If necessary, switch to Print Layout view.

2. Click Insert ribbon tab \(\rightarrow\) Click Page Number \(\rightarrow\) Select Format Page Numbers.

3. Click Number format \(\downarrow\)

4. Click 1, 2, 3, ... if necessary.

5. Click Start at.

6. Click \(\rightarrow\) to 0.

7. Click OK.

8. Notice that the page number does not appear at the top of the first page. Scroll to the top of the second page, which is the first of the content pages of the document. Notice that the page numbering in the header of the second page now starts as appropriate at page 1.

9. Notice that despite this change to the page numbering format, the Status Bar shows the second page as Page: 2 of 4. Word still numbers the pages consecutively from the first page of the document, no matter what page numbering format you use. The document pagination will not show in the document unless you insert it; however, you will need to remember that when printing, for example, page 2, Word will print the second page of the document, not the page numbered or formatted as 2 in the content.


Practice Exercise 1 - Working with Headers and Footers

1. From the C:\Data\Word2010-2 directory, open Headers and Footers Practice1.Docx.
2. Open the **Header** area for editing.  
   Insert ribbon tab → **Header & Footer** ribbon group → **Header** button → **Edit Header**.

3. Change the header so that the first page is different.  
   Design ribbon tab → **Options** ribbon group → **Different first page**.

4. Leave the first page header blank and switch to the first page footer.  
   Design ribbon tab → **Navigation** ribbon group → **Go to Header** button.

5. Insert ribbon tab → **Quick Parts** button, then select **Field**. Scroll down to find the **Filename** field and select **OK**.  
   Insert ribbon tab → **Text** ribbon group → **Quick Parts** button → Field → **Filename**.

6. Add the current date at the right tab position, using the format that includes the day of the week.  
   Click on the **Tab** key twice → Design ribbon tab → Insert ribbon group → **Date & Time** button → **Monday, August 23, 2010** → **Ok**.

7. Display the horizontal ruler. Adjust the tab stops by dragging the centered tab stop to **3.25** and the right tab stop to **6.5**.  
   a. View ribbon tab → X Ruler.  
   b. Drag the center tab marker to **3.5** → Drag the right tab marker to **6.5**.

8. Display the next footer. In the center of the footer, type the word **Page**, add a space, and insert the page number.  
   a. Design ribbon tab → **Navigation** ribbon group → **Next Section** button.  
   b. Design ribbon tab → Insert ribbon group → **Page Number** button → select **Current Position** → **Plain Number**.

9. Adjust the tab stops by dragging the centered tab stop to **3.25** and the right tab stop to **6.5**.  
   a. Drag the center tab marker to **3.5** → Drag the right tab marker to **6.5**.

10. Switch to the header. Type **All Products** at the right margin.  
    Design ribbon tab → **Navigation** ribbon group → **Go to Header** button.

11. Adjust the right tab stop by dragging it to **6.5** so that the header text is aligned to the right margin of the document.  
    Drag the right tab marker to **6.5**.

12. Use the Page Number Format dialog box to reset the starting page number to **0**.  
    a. Design ribbon tab → **Headers and Footers** ribbon group → **Page Number** button → **Top of Page** → **Plain Number 3**.  
    b. Design ribbon tab → Insert ribbon group → **Page Number** button → **Format Page Numbers** → **Start at: 0** → **Ok**.

13. Close the **Header & Footer Tools** tab.  
    Design ribbon tab → Close Headers & Footers.

14. Look at the document in Print view. File ribbon tab → **Print**. Notice that the cover page does not contain a header and that the first page of the document containing body text is numbered **Page 1**.

15. Close the document without saving it. File ribbon tab → **Close** → **No**.
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Microsoft Application Classes:

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<tr>
<th>Application</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Microsoft Excel</td>
<td>Learn how to use Formulas, Formatting Numbers, Text, Cells,</td>
</tr>
<tr>
<td></td>
<td>Protect Sheet, Pivot Table, Macros, and Charting.</td>
</tr>
<tr>
<td>Microsoft PowerPoint</td>
<td>Learn how to use Outlining, Design Templates, Bullets, Graphics,</td>
</tr>
<tr>
<td></td>
<td>Org Charts, Master Slide, Special Effects, and Custom Shows.</td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td>Learn how to use Send Email, Receiving Email, Rules, Calendar,</td>
</tr>
<tr>
<td></td>
<td>Contacts, Journal, and manage Junk mail.</td>
</tr>
<tr>
<td>Microsoft Word</td>
<td>Learn how to use Formatting, Styles, Bullets, Sections, Header/Footer,</td>
</tr>
<tr>
<td></td>
<td>Columns, Tables, Borders, Macros, and Mail Merge.</td>
</tr>
<tr>
<td>Microsoft Visio</td>
<td>Learn how to use Stencils, Drawing Objects, Network Diagrams,</td>
</tr>
<tr>
<td></td>
<td>Floor Plans, Flow Charts, Organization Chart, and Maps.</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>A graphic design program used to layout graphics and text to</td>
</tr>
<tr>
<td></td>
<td>produce fliers, brochures and formal documentation.</td>
</tr>
<tr>
<td>Windows 7</td>
<td>Learn how to use the desktop operating system such as instant search,</td>
</tr>
<tr>
<td></td>
<td>Desktop sidebar, 3D flip, grouping, filtering and stacking.</td>
</tr>
</tbody>
</table>

Adobe Classes:

<table>
<thead>
<tr>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Photoshop</td>
<td>Learn how to use Retouch image, Brighten Image, Layers, Mask, and Channels.</td>
</tr>
<tr>
<td>Adobe InDesign</td>
<td>Learn how to use Merge Text and Graphics, Text Threads, Colors, Swatches,</td>
</tr>
<tr>
<td></td>
<td>and Tables.</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>Learn how to create PDF files, modify PDF files, security, and</td>
</tr>
<tr>
<td></td>
<td>document review.</td>
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</table>
**Database Reporting Class:**

<table>
<thead>
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<tbody>
<tr>
<td><strong>Crystal Reports</strong></td>
</tr>
<tr>
<td>Learn how to use Formulas, Formatting, Charts, Export, Prompts, Templates, and SubReports.</td>
</tr>
<tr>
<td><strong>Microsoft Access</strong></td>
</tr>
<tr>
<td>Learn how to Create Tables, Format Tables, Sort, Find, Filter, Relationships, Query, Form, Report, and build Subforms.</td>
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**Project and Project Management**

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<thead>
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<tbody>
<tr>
<td><strong>Microsoft Project</strong></td>
</tr>
<tr>
<td>Learn how to use Create a Project (Tasks, Linking, Resources) and Manage a Project (Critical Path, Baseline, and Tracking).</td>
</tr>
<tr>
<td><strong>Project Management PMI</strong></td>
</tr>
<tr>
<td>Learn the skills to better manage your projects by developing a team, running an effective meeting, creating a risk management plan, and budgeting. Become PMI certified. ms-projectskills.htm</td>
</tr>
<tr>
<td><strong>Microsoft Project Server</strong></td>
</tr>
<tr>
<td>Project Server is a web based version of Microsoft’s Project. It allows a project manager to upload the project to the server to be reviewed, adjusted, and updated by the team. ms-projectserver.htm</td>
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</table>

**Web Development**

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<tbody>
<tr>
<td><strong>HTML</strong></td>
</tr>
<tr>
<td>Learn how to develop an Html Structure, Links, Images, Tables, Style Sheet, Forms, and Font.</td>
</tr>
<tr>
<td><strong>Dreamweaver</strong></td>
</tr>
<tr>
<td>Used to create sophisticated web sites for small and large businesses.</td>
</tr>
<tr>
<td><strong>FrontPage/Expressions Web</strong></td>
</tr>
<tr>
<td>Microsoft’s web authoring tool used Creating a web page, Photo Gallery, Hyperlinks, Tables, Web Template, Publishing, and Forms.</td>
</tr>
<tr>
<td><strong>Trivantis Lectora</strong></td>
</tr>
<tr>
<td>Trivantis Lectora is an eLearning development tool used to create interactive eLearning training material.</td>
</tr>
<tr>
<td><strong>Cascade Style Sheets</strong></td>
</tr>
<tr>
<td>CSS is a web tool to provide higher level capabilities defining your web site.</td>
</tr>
</tbody>
</table>

Thank You,
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