

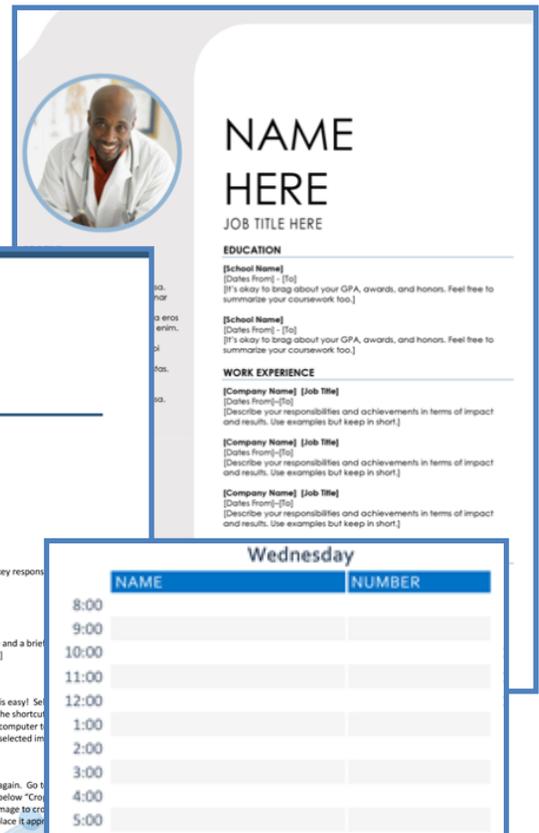
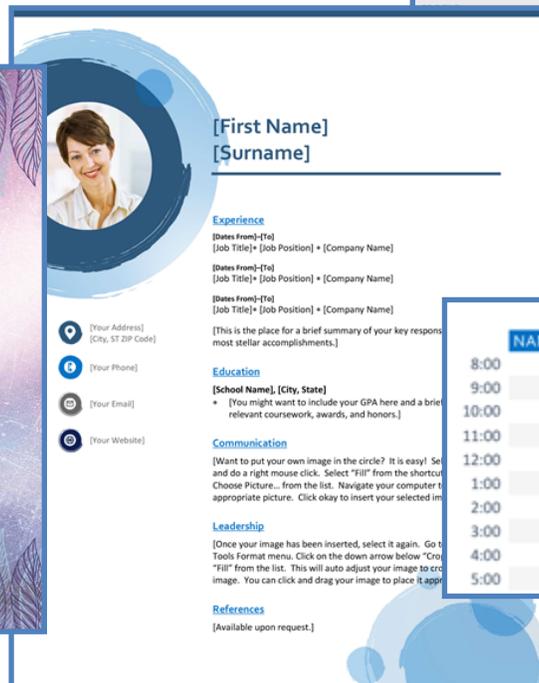
WORD BEYOND BASICS

Learn advanced skills in Microsoft Word 2016

Making the most of Word

Once you have a handle on the basics of using Word, there are many advanced features to learn for specialized documents. Word provides the ability to design documents with columns, indents, shapes, images, and more. Many Word templates provide examples of these features. The material we cover today will allow you to make these types of documents from scratch

with your own designs. In this course, we will go over using the header and footer, creating tables, adjusting indents and tabs, and adding images and shapes.



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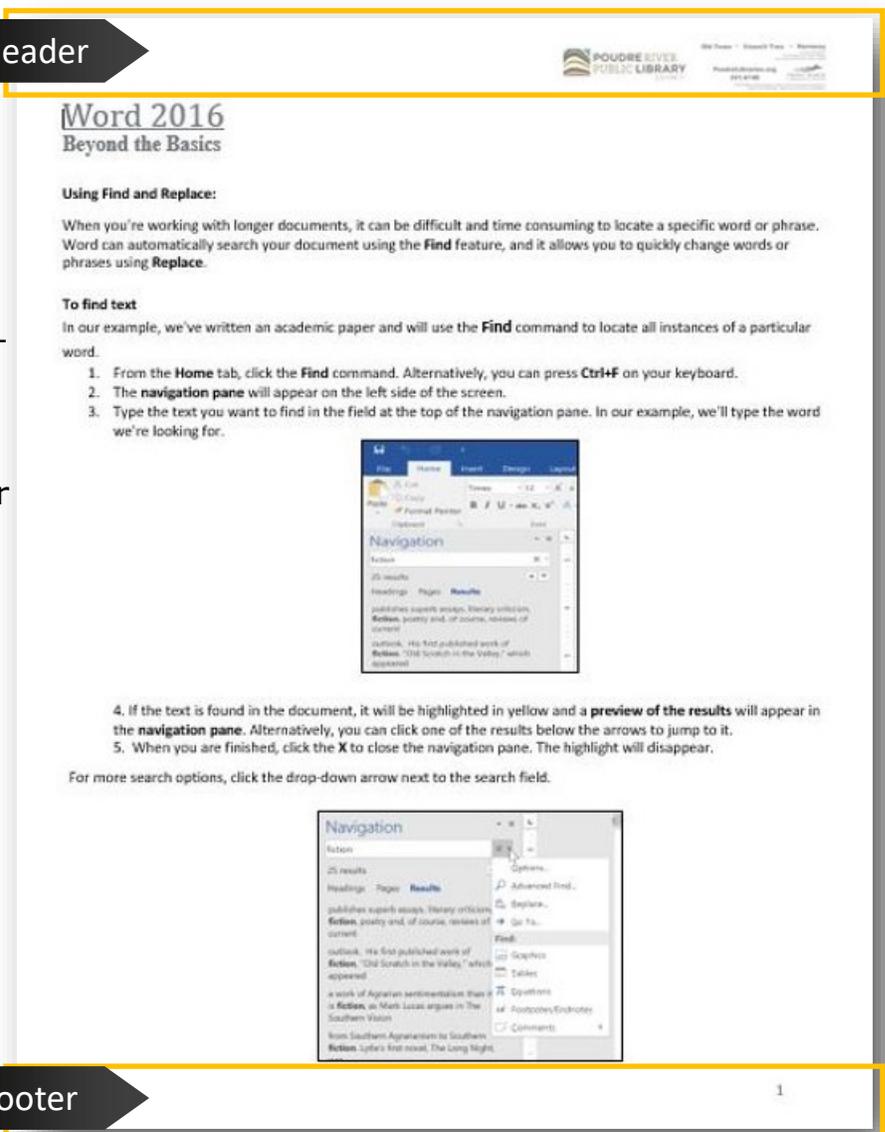
Header and Footer

The space at the top of a document above where the text appears is called the header. The header holds content that appears on every page. It is a good place to include items like page numbers or company logos. Some academic papers may require the author's last name to appear in the header as well. The area along the bottom of a document page below where the text appears is called the footer. The footer is used in the same way as the header.

To access the header or footer area and add content, move your mouse cursor to the area above or below your text and double-click. Once the header or footer is open, a menu for that area will appear on the Ribbon and you will be able to type, add page numbers, or insert images like a logo. Once you are done working in the header or footer, double-click outside of the area to close it. Or, choose the Close Header or Footer option on the Ribbon. The content in the header or footer will

appear grey while working in your document. It will not print out in grey. This simply indicates that the header or footer is not active for editing. In the same way, when the header or footer is open, the rest of the document's content will appear grey to indicate it is inactive .

Header



Using Find and Replace:

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

To find text

In our example, we've written an academic paper and will use the **Find** command to locate all instances of a particular word.

1. From the **Home** tab, click the **Find** command. Alternatively, you can press **Ctrl+F** on your keyboard.
2. The **navigation pane** will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.

4. If the text is found in the document, it will be highlighted in yellow and a **preview of the results** will appear in the **navigation pane**. Alternatively, you can click one of the results below the arrows to jump to it.

5. When you are finished, click the **X** to close the navigation pane. The highlight will disappear.

For more search options, click the drop-down arrow next to the search field.

Footer

Tables can be created in Word for numerical or textual data. To create a table, choose the Insert tab and select Table. A dropdown will appear and with a grid representing the number of rows and columns for a table. As you move your cursor over the grid, a preview of the table will appear in the work area. Click on the appropriate number of columns and rows to create the table. Now, data can be typed into the cells.

If you have existing data in your document that you would like to make into a table. Select the text and choose Convert text to table in the Table dropdown menu. A dialog box will appear with options for the number of rows and columns. It will also give the option to separate text at Tabs, Paragraphs, or Commas. Choose the one that matches how

your data is separated. If your data has not been separated, try inserting a tab between each piece of data before converting to a table and select separate at Tabs from the dialog box.

Once you have created a table, a new menu of options will appear on the Ribbon including Design and Layout features for your table. With these options, you can choose the look of your table and fine-tune the spacing of cells. The Table Tools Layout tab gives easy access to adding more rows and columns. Rows can also be added by selecting the plus symbol that appears when you hover over your table. If you right click in your table, you will see the option for adding columns or rows appear within the text menu. Experiment with creating and editing tables to try it out.

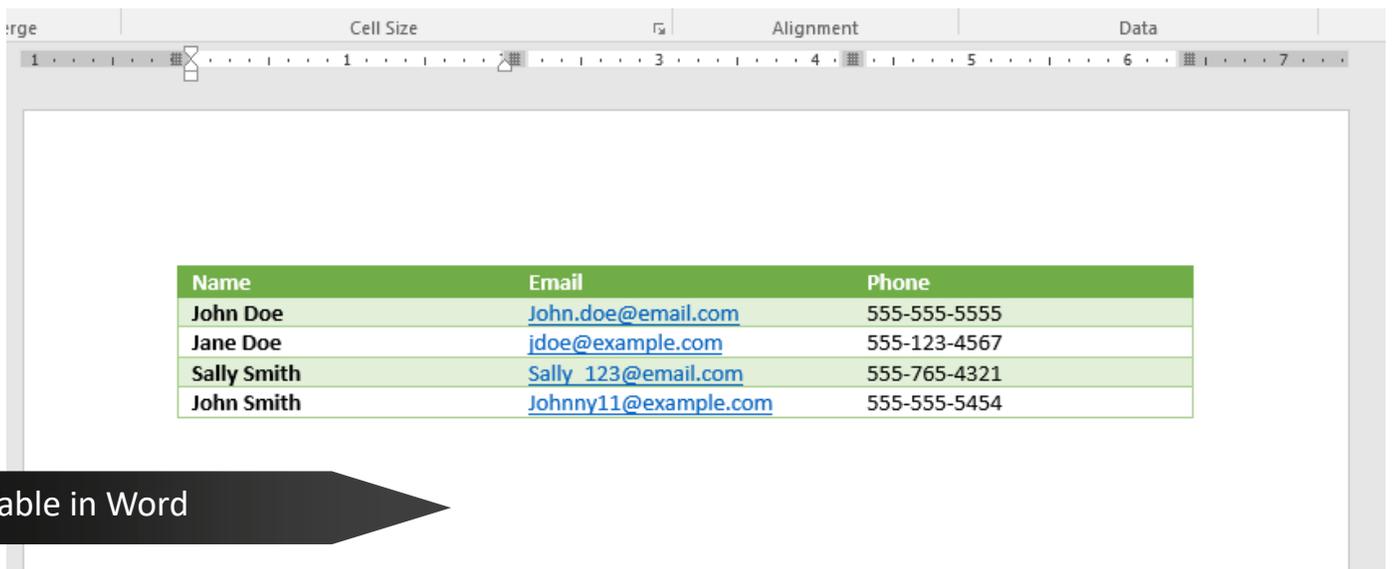


Table in Word

Word offers page layout control via indents and tab stops. To utilize this feature, you will want to make sure your Ruler is visible. To show the Ruler, go to the View tab and make sure the box is checked next to Rulers. The Ruler will indicate the length of the document's margins in grey. The hourglass shaped icon on the ruler shows the current position of the First Line Indent, Hanging Indent, and Left Indent. The right end of the ruler will show a triangle that indicates the Right Indent. When you select text and drag one of these icons, the asso-

ciated indent for that text will change. In addition to changing the indents, tab stops can be used to line up text. When you press the Tab key on your keyboard the insertion point will jump 1/2 inch increments at a time. Applying a tab stop will make the tab key jump to wherever the tab stop is located. To select a tab use the selector in the upper left corner where the rulers from the side and top of the document meet.



The Ruler

FIRST NAME LAST NAME

Address · Phone
[Email](#) · [LinkedIn Profile](#) · [Twitter/Blog/Portfolio](#)

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

..... DATES FROM – TO
JOB TITLE, COMPANY
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

..... DATES FROM – TO
JOB TITLE, COMPANY
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

The Tab Selector gives the following options:

Left Tab—Aligns text left at the tab stop

Center Tab—Centers text at the tab stop

Right Tab—Aligns text right at the tab stop

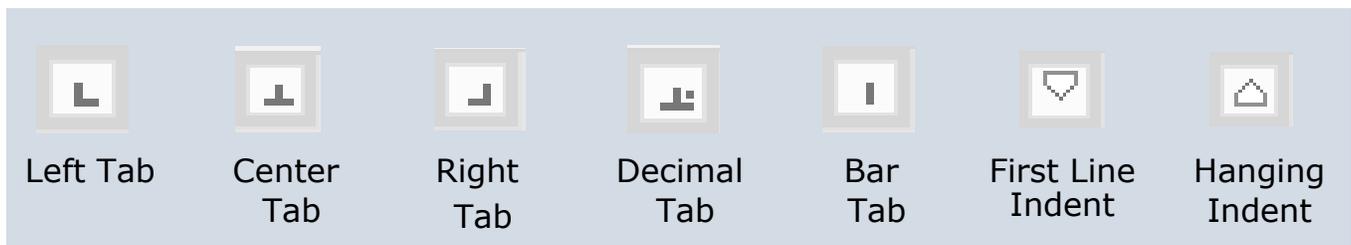
Decimal Tab—Aligns numbers at the decimal point

Bar Tab—Creates a line on the document

First Line Indent—Determines the length of the indent for the first line of a paragraph

Hanging Indent—Creates an indent in all lines of a paragraph after the first line.

To create a tab stop, choose from the Tab Selector and click on the ruler where you would like the Tab Stop to appear. If you do not select text first, the Tab Stop will apply to the whole document To remove a Tab Stop, simply drag it off of the ruler.



Inserting Pictures

Adding images to a document can be used to add color or illustration. It is useful for creating flyers, invitations, or posters. To insert an image into your document, go to the Insert tab. Choosing the Pictures button will let you choose an image file located on your computer. Navigate in the File Explorer window until you locate your image and select Insert.

If you would like to find an online image, choose the Online Pictures button. This will open a window with a

Bing search bar or a OneDrive option. Bing will search the web with the search term you provide and show possible images. *Remember to check credit information for images from the internet as they may be copyrighted.*

The OneDrive option is available for Microsoft account holders. OneDrive is Microsoft's cloud storage. If you have an image located in your OneDrive account, you may choose this option to navigate to it and insert it into your document.

Working with Images

Once an image is added to your document, a new tab of options appears on the Ribbon. These Picture Tools give photo editing and styling options. You can apply special effects or adjustments to make your photo stand out.

To adjust the size of your image, drag the resize handles on the sides and corners of the image. To maintain the same proportions, drag the corner handles. If you would like to rotate the image, you can choose the rotation handle.

Photo editing options in Word include cropping to adjust the edges of the image and color corrections. Try the style options for some preset image designs.

When working with images in Word, it is important to understand how they interact with text. When an image is added, the text wrapping de-

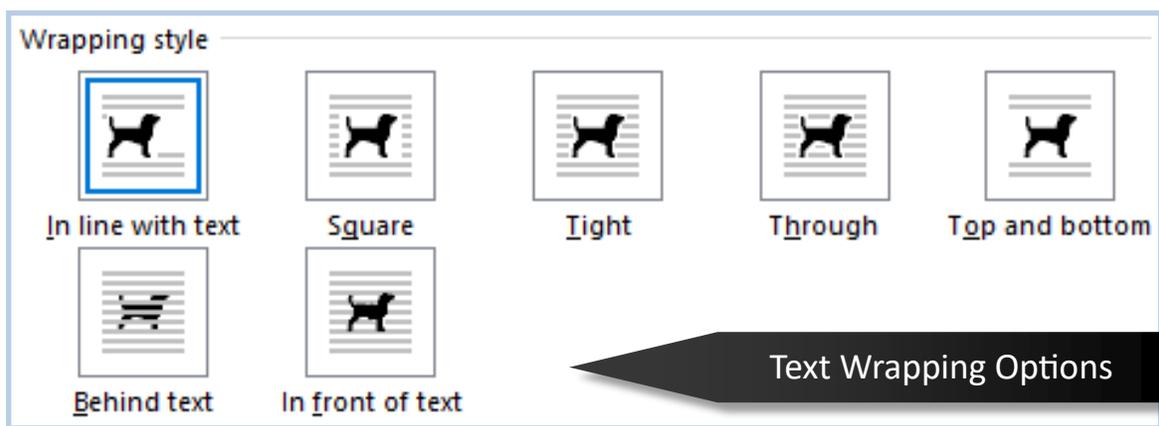
Resize Handles



Rotation Handle

Text Wrapping

fault is, "In line with text." This treats the image as if it were text and keeps it in line with text in the document. To move the image, try changing the text wrapping. On the Ribbon, choose the Wrap Text option and choose a wrapping style. Images can be placed behind or in front of text. Choosing Through or Square often gives you the most options for moving the image around.

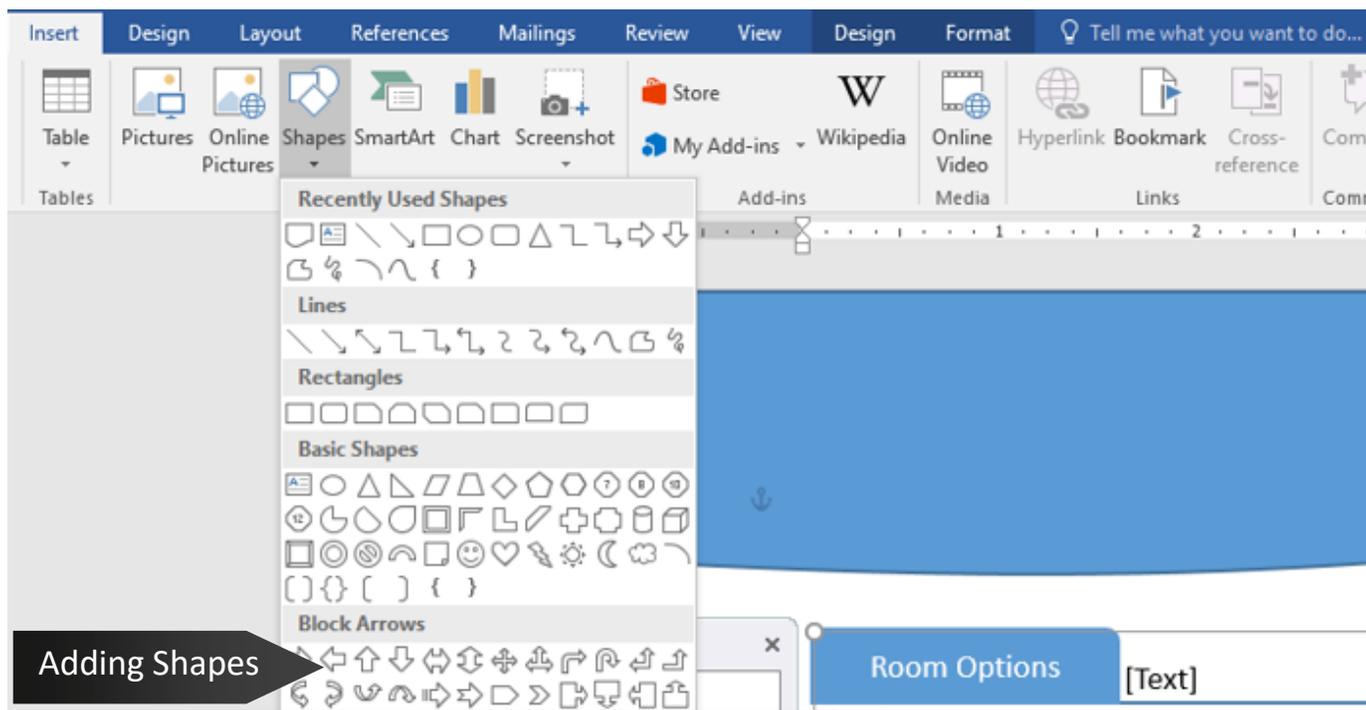


Shapes can add eye-catching design elements to your document. Shapes can be found on the Insert tab. When you select Shapes, a dropdown menu will appear showing a variety of options. Once you select a shape, your cursor will change to a cross shape. Click and drag to create the shape. Once it is created, you can change its size by dragging the handles along the edge in the same way as resizing an image. Drawing Tools will appear on your Ribbon when the shape is selected. You can make adjustments to your shape's color, edit points, and add effects.

When using shapes in your docu-

ment, it is important to understand layering. Layering allows you to set objects, images, and text in the front or background. If you select an image or shape, you will see layering options on the Ribbon. Choose Bring Forward or Send Backward to make adjustments. These options also have dropdown menus to bring items to the front or send them all the way to the back.

Another useful feature when working with objects is the Align option. After selecting multiple objects, you can choose to align the objects as a group. To select multiple objects, hold down the Ctrl key on your keyboard while you click on the objects. The Selection Pane is a handy tool for ordering objects as well.



Resources for Further Learning

Continue developing computer skills with the following resources:

Poudre River Public Library — We are committed to supporting you as you Connect to Curiosity in technology tools. Take advantage of our free assistance at a class or by stopping by a help desk.

Recommends: Microsoft Excel and Google Docs. Visit our resources at <https://read.poudrelibraries.org/research/z264.html>

GCF Learn Free — Quality collection of technology tutorials free of advertisements and free to use.

Recommends: Word 2016, Word Tips, and Office for Macs. Check out courses at <https://edu.gcfglobal.org/en/subjects/tech/>

NorthStar Digital — Tutorials and assessments for a variety of computer skills. Earn badges and completion certificates.

Recommends: Microsoft Word tutorial and assessment. Access on our computer resources page: <https://read.poudrelibraries.org/research/z264.html>

LinkedIn Learning — Access to this database of computer and business classes is offered with a library card.

Recommends: Learning Word and Word Tips and Tricks. Find it on the Library's Research page: <https://read.poudrelibraries.org/research/eresources.cfm?filter=all>

Microsoft Support Tutorials — Microsoft has created several tutorials to help computer users get started with Word. Check out there videos here: <https://support.microsoft.com/en-us/office/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73>



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