

Microsoft Word 2004 for Macintosh, Part 2

In this workshop, the following Word 2004 features will be covered:

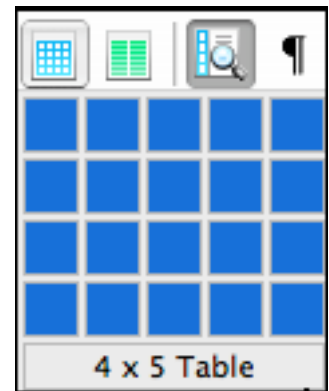
- Creating and using Tables
- Formatting text using Styles
- Arranging text in Columns
- Inserting Page Breaks and Section Breaks
- Using Footnotes and Endnotes
- Sorting text
- Inserting Smart Quotes and Straight Quotes

Creating and Using Tables

Using tables allows you to line up information in rows and columns and use borders and shading. You can create a table using the **INSERT TABLE** command or the **DRAW TABLE** command on the **TABLE** menu. You can also use the **INSERT TABLE** button on the **STANDARD TOOLBAR** as follows:

Create a simple table:

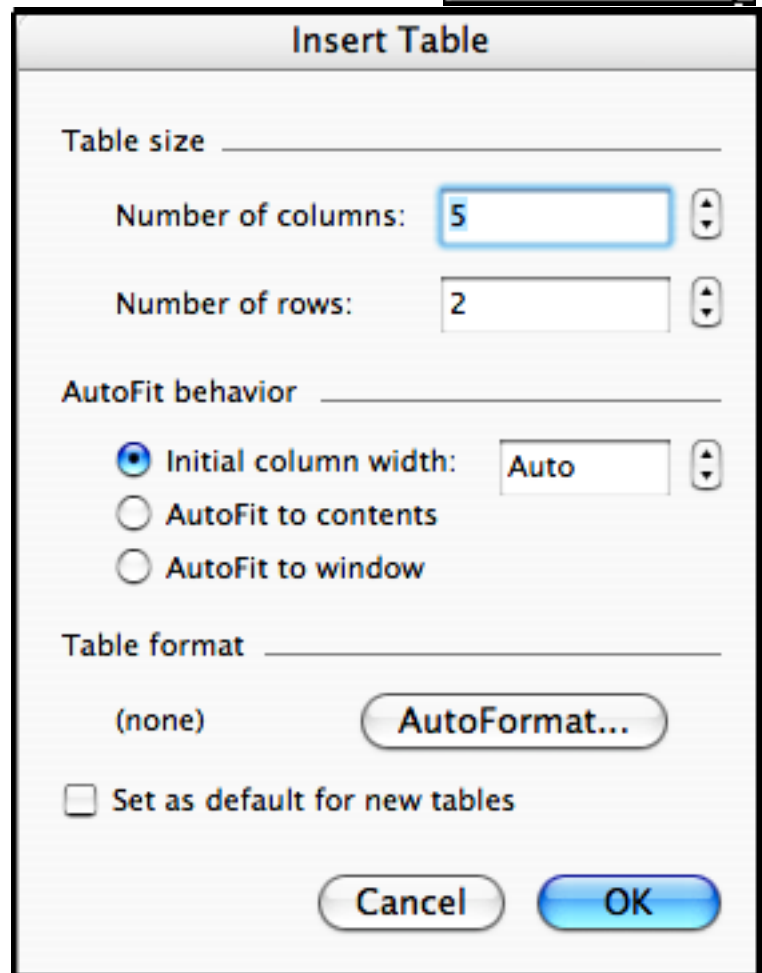
1. Click on the **INSERT TABLE** button on the Standard toolbar.
2. Drag down and to the right to select the number of rows and columns you want.



Note: By default, WORD tables have a half-point black, single solid-line border that prints. If you do not want the border, immediately after inserting the table, press **CMD+OPTION+U**. The border disappears. The little end-of-cell or end-of-row markers do not print. You can show them or hide them by pressing the **SHOW/HIDE PARAGRAPH** button on the **STANDARD TOOLBAR**.

Use the Insert Table command

1. Click on the **INSERT TABLE** command on the **TABLE** menu. See the Insert Table dialog.
2. Specify the number of columns and rows.
3. Under Auto Fit Behavior, you can choose the initial column width by clicking the up arrow, select to auto fit to contents, or select auto fit to window.
4. Click the **AUTOFORMAT** button to select and preview the many built-in format options from which to select.
5. Any AutoFormat you choose will become

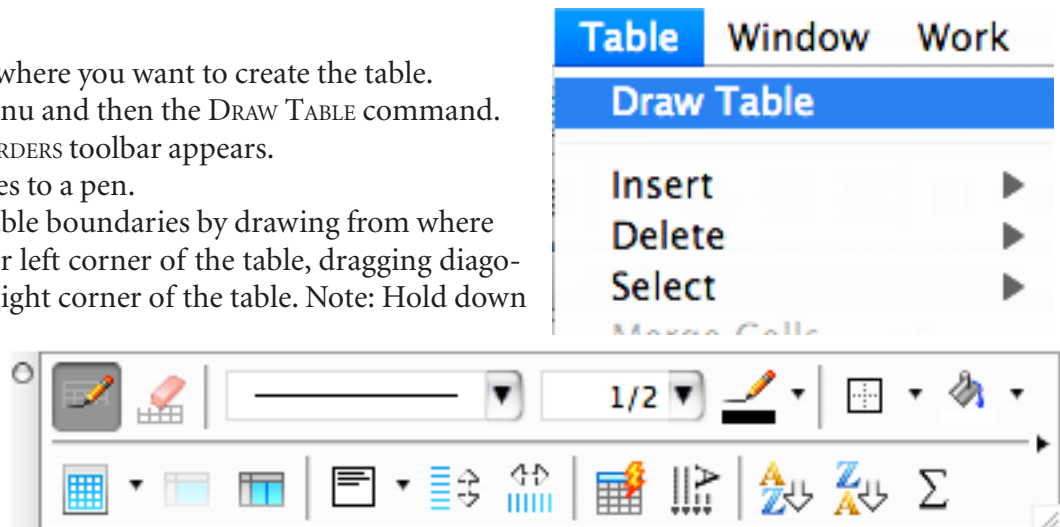


the default if you click the small box.

6. Click the OK button.

Draw a table:

1. Click the location where you want to create the table.
2. Click the TABLE menu and then the DRAW TABLE command. The TABLES AND BORDERS toolbar appears.
3. The pointer changes to a pen.
4. Define the outer table boundaries by drawing from where you want the upper left corner of the table, dragging diagonally to the lower right corner of the table. Note: Hold down the CMD key to automatically apply text wrapping while you draw the table.
5. Draw the column and row lines inside the table boundary.
6. If you are not satisfied with a line you have drawn, click on ERASER found on the TABLES AND BORDERS toolbar, and drag over the line.



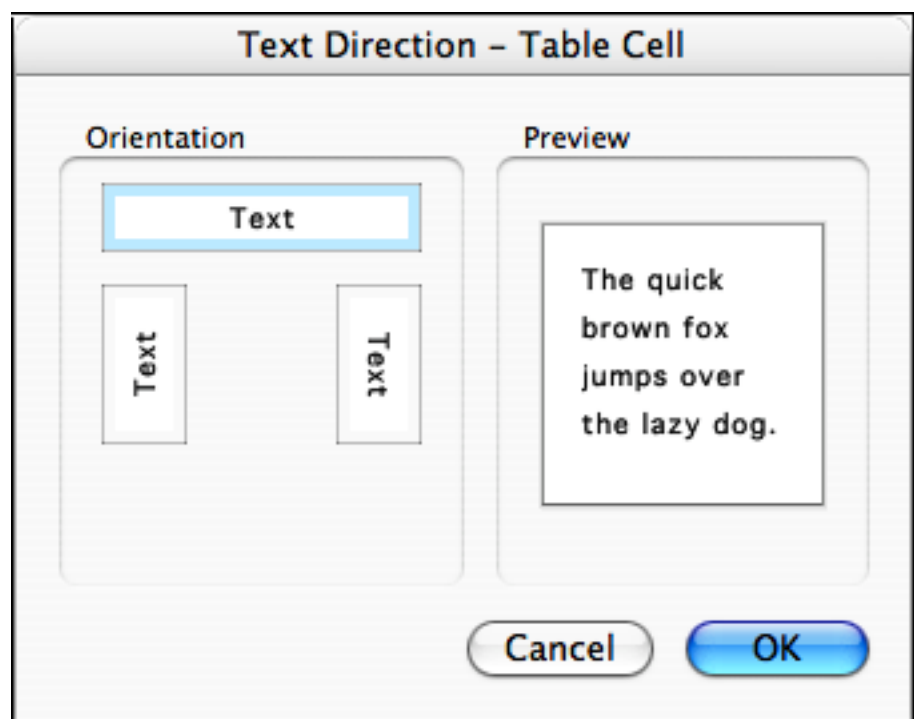
Tables and Borders Toolbar

Top Toolbar: On the top toolbar, from left to right, the icons represent the following: Draw Table, Eraser, Line, Style, Line Weight, Border Color, Border Settings, and Shading Color.

Bottom Toolbar: From left to right the icons contain these actions: Insert table, Merge cells, Split cells, Align top left, Distribute rows evenly, Distribute columns evenly, Table Auto Format, Change text direction, Sort ascending, Sort descending, and AutoSum.

Change text orientation in a table cell

1. Click the table cell that contains the text you want to change.
2. On the FORMAT menu, click TEXT DIRECTION.
3. The Text Direction dialog displays.
4. The screen picture of the Text Direction dialog is shown at right. This one shows the text direction as it is normally in a table cell.
5. The second dialog shows the text direction in a vertical position with the orientation of the line, bottom to top.



7. There is another text direction that you can set from this dialog, the text in a vertical position with the line beginning at the cell top.
8. Choose the text direction you want, and then click the OK button.

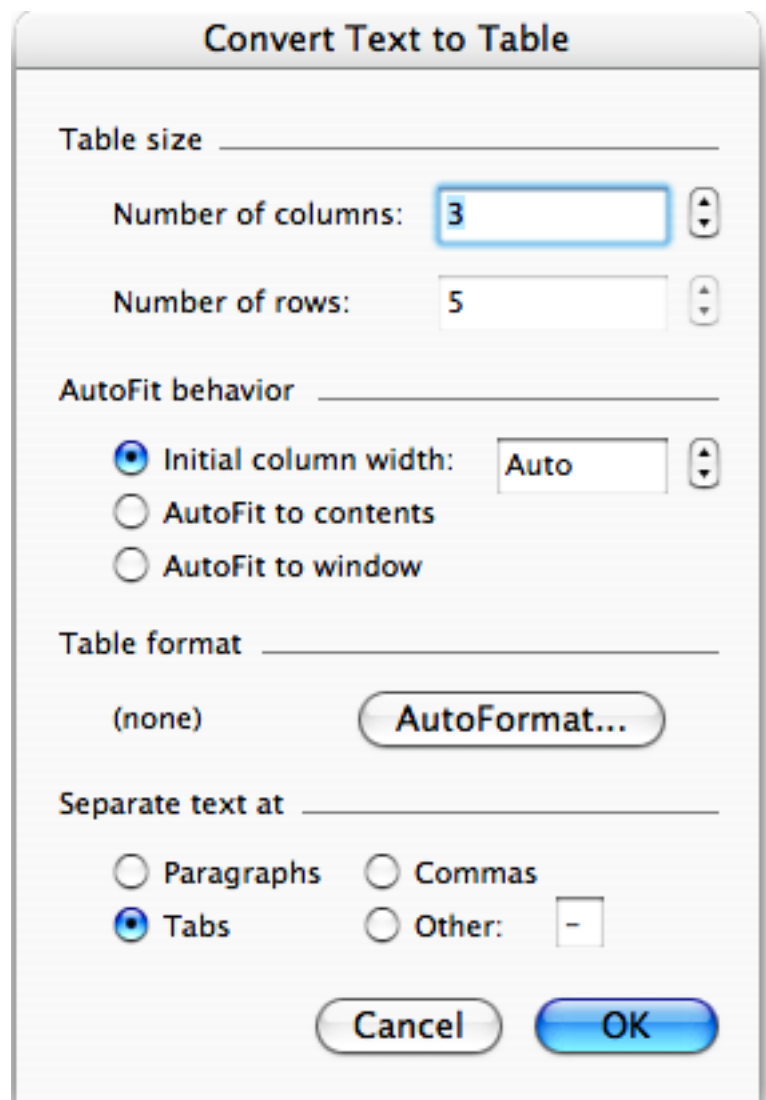
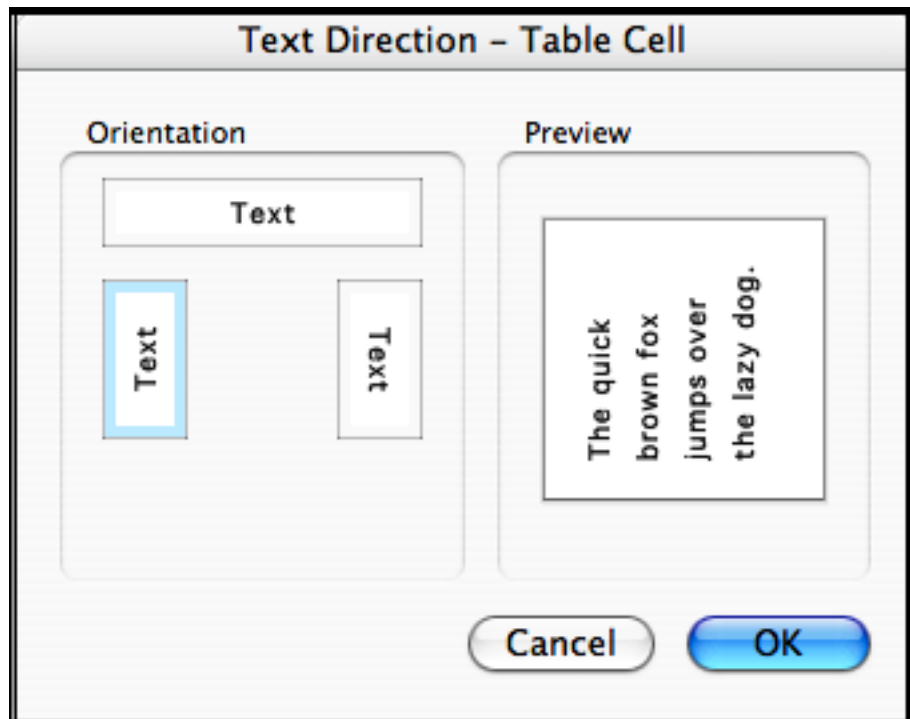
Create a table from tabbed text:

1. Select the text you want to convert. (Your columns of tabbed text should be separated with one tab for each column).
2. On the TABLE menu, click CONVERT and then select TEXT TO TABLE.
3. The CONVERT TEXT TO TABLE dialog displays. See a screen picture of this dialog at the right.
4. In this dialog box, you can specify the number of columns. The number of rows is set at the number of lines of your selected text.
5. Notice the AUTOFIT BEHAVIOR section that offers you the following settings: INITIAL COLUMN WIDTH, AUTOFIT TO CONTENTS, AND AUTOFIT TO WINDOW.
6. In the SEPARATE TEXT AT section, you can choose PARAGRAPHS, COMMAS, TABS, or OTHER. If you have used a tab on each line to separate items, choose TABS.
7. Click the OK button.

Create text from a table

To convert contents of a table to text, do the following:

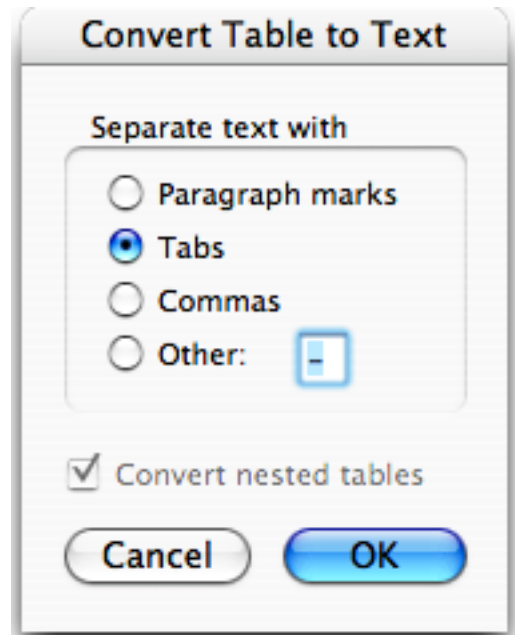
1. With your cursor in the table, pull down the TABLE menu.
2. Choose the CONVERT command, then choose TABLE TO TEXT.
3. The CONVERT TABLE TO TEXT dialog displays.
4. Specify how you want the text separated.



Note: See a screen picture at the right of the Convert Table to Text dialog.

Also see the screen picture of the text converted from a table. It has been arranged in columns separated by tabs.

Para1	para12	para123
Para2	para22	para123
Para3	para32	para123
Para4	para42	para123
Para5	para52	para123



Modifying Tables

Change the alignment of a table on a page:

To horizontally center a table that may not fill a page between the left and right page margins:

1. Select the whole table (on the TABLE menu, choose SELECT. You then see the submenu (pictured here) that gives you choices. Choose TABLE.
2. Click the ALIGN CENTER button on the Formatting toolbar.
3. You can also use the ALIGN LEFT and ALIGN RIGHT buttons on the Formatting toolbar.

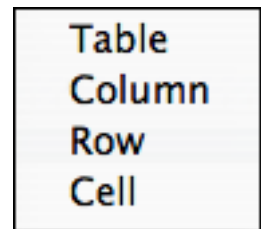


Table Properties

1. To set table properties that relate to the entire table, select the entire table. If your table is large, and you want to select the entire table, you may wish to use the SELECT command on the TABLE menu.
2. Select TABLE PROPERTIES from the TABLE menu.
3. The TABLE PROPERTIES dialog (shown at right) has also Row, Column, and Cell tabs.

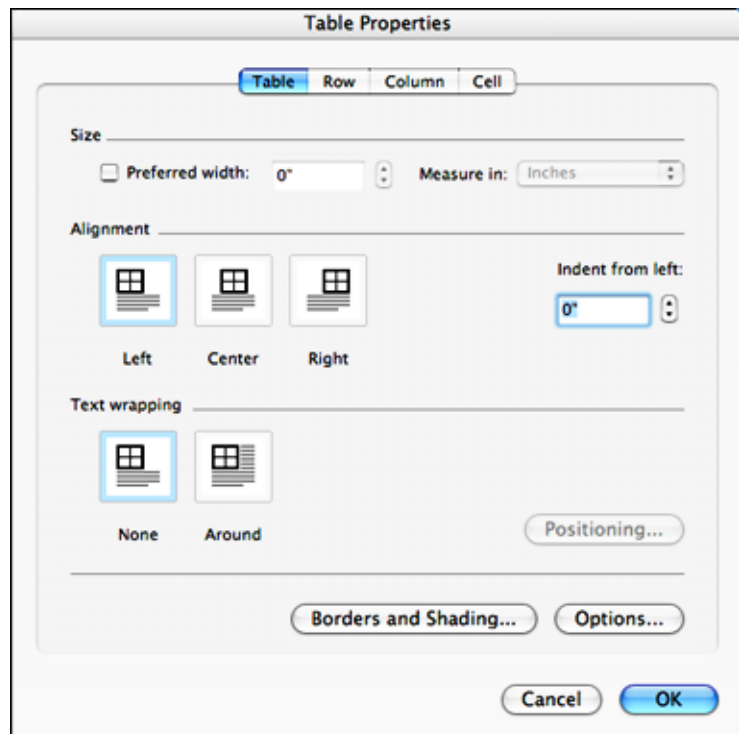


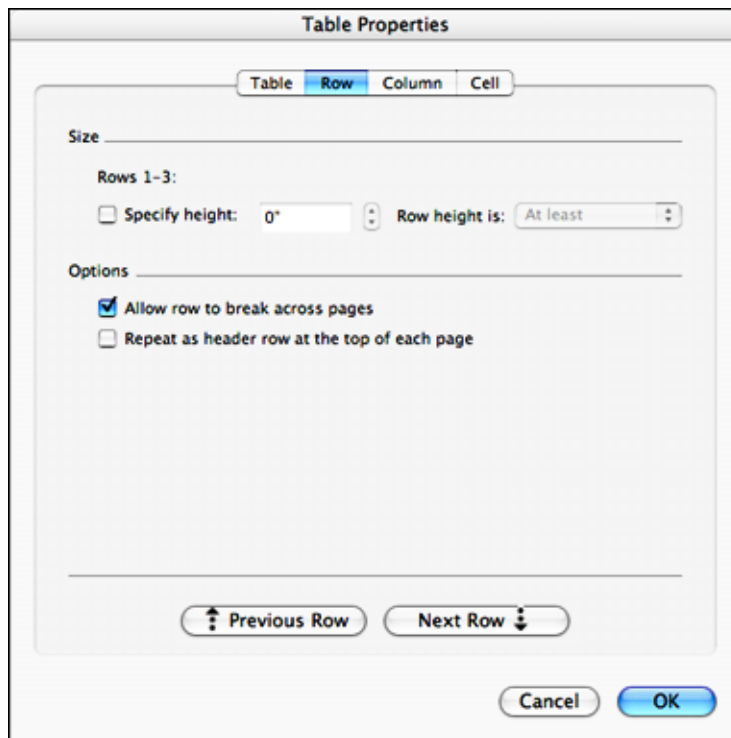
Table settings

1. With the TABLE tab selected, note the sections. In the SIZE section, you can click the PREFERRED WIDTH box and then specify the table width by either inches or percent.
2. In the ALIGNMENT section, you can click an icon to select LEFT, CENTER, or RIGHT. These icons show graphically the relationship between the table's position and the text beneath it. At the right, you can specify an indent from left.

3. In the **TEXT** wrapping section, you can click to select:
NONE (for no text wrapping around the table, or **AROUND** (to specify text wrapping around the table)).
4. You can also click on the **BORDERS AND SHADING** button to set these features.
5. The **OPTIONS** button displays the **TABLE OPTIONS** dialog that allows you to set various default options that will affect the entire table: **CELL MARGINS**, **CELL SPACING BETWEEN CELLS**, and you can choose to automatically resize the table to fit its contents. Click **OK** to return to **TABLE** dialog.
6. When finished with **TABLE** settings, click **OK**.

Table Row settings

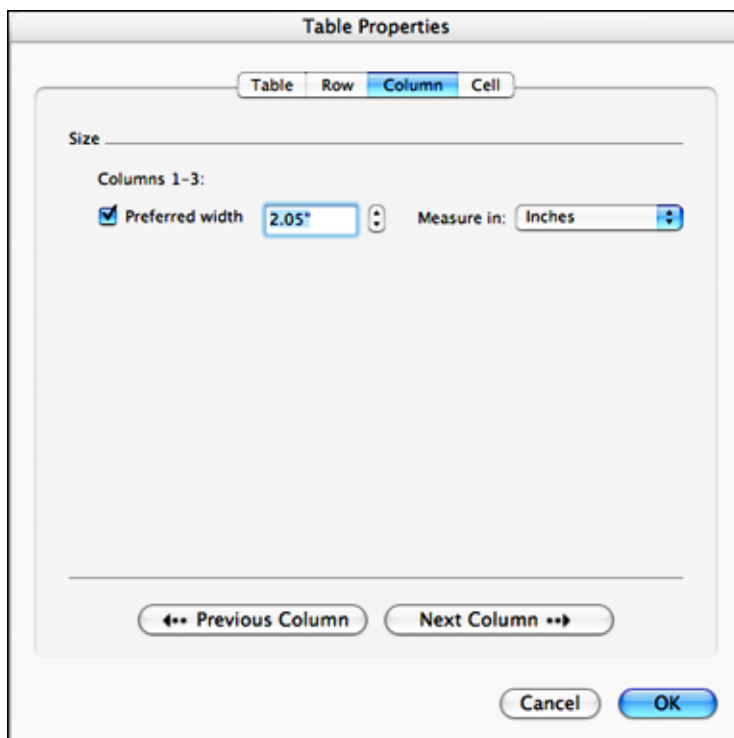
1. Click the **Row** tab.
2. In the **SIZE** section, the current row is identified. You can enter a row height and then choose that the measurement will be at least the specified height or exactly that height.
3. At the bottom of the dialog box, you can change the current row by clicking on either the **Previous row** or the **next row** button.
4. In the **OPTIONS** section, you click to specify that the selected row will be allowed to break across pages. You can also specify that **Row 1** of the table will be a header row that will appear at the top of each page of the table if the table is longer than one page.
5. When finished, click the **OK** button.



Note: **WORD** repeats table headings for tables that are split with automatic page breaks. If you insert a manual page break in a table, the heading row(s) will not repeat. View headings only in **PRINT LAYOUT** view.

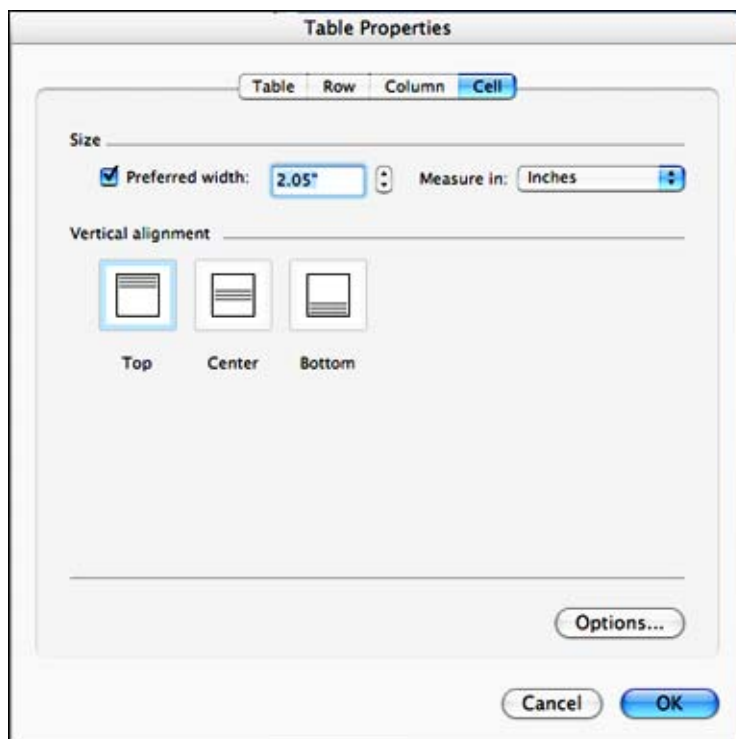
Column settings

1. Click the **COLUMN** tab to show the **COLUMN** page.
2. In the **Size** section, the current column is noted or if more than one column is selected, the column spread is noted.
3. Click the width box and enter the column width setting. You can specify the measurement in inches or percent.
4. The settings apply to the columns noted.
5. You can use the buttons in the dialog to move to a **PREVIOUS COLUMN** or to the **NEXT COLUMN**.
6. When finished, click the **OK** button.



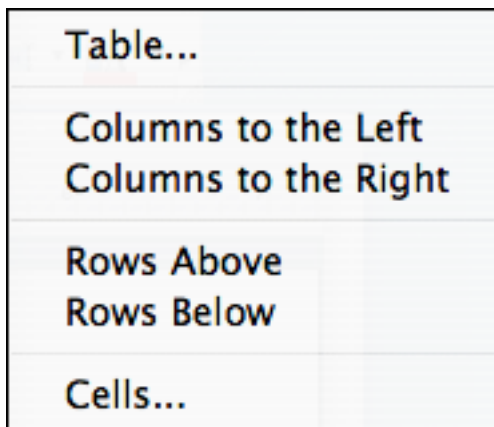
Cell Settings

1. Click the **CELL** tab to display the **CELL** page.
2. In the **SIZE** section, in the **PREFERRED WIDTH** box you can specify the cell width in inches or percent.
3. In the **VERTICAL ALIGNMENT** section, you see three pictures: the first shows text aligned across the top, the middle shows text aligned at center, and the last shows text aligned across the bottom. See the screen picture of the **CELL** page shown at the right.
4. Click the **OPTIONS** button to set the cell margins. You can specify that the cell margins will be the same as the whole table. You can also choose to wrap the text in the cell.
5. Click the **Ok** button when you are satisfied with your cell settings.



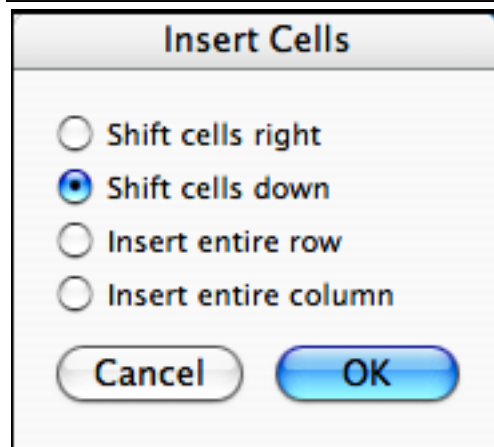
Insert table row or column

1. Select the row, column, or cell next to where you want to insert a row or column.
2. Choose **INSERT** command on the **TABLE** menu which displays a sub-menu giving you these choices: **TABLE**, **COLUMNS TO THE LEFT**, **COLUMNS TO THE RIGHT**, **ROWS ABOVE**, **ROWS BELOW**, or **CELLS**.
3. If your cursor is in a cell and you choose **TABLE**, a table will be inserted into a cell. If you have a column selected, you can choose to insert a column to the left or right. If you have a row selected, you can insert **ROWS ABOVE** or **ROWS BELOW**. If you choose **CELLS**, you will see the menu displayed below right that gives you these choices: **SHIFT CELLS RIGHT**, **SHIFT CELLS DOWN**, **INSERT ENTIRE ROW**, or **INSERT ENTIRE COLUMN**.



Delete cells, rows, or columns from a table

1. Place your cursor in or select the cell(s), row(s), or column(s) you want to delete.
2. Choose the **DELETE** command on the **TABLE** menu.
3. You have your choice in a menu that displays to delete the table, columns, rows, or cells.
4. If you choose cells, you will see a window that gives you these choices: **SHIFT CELLS LEFT**, **SHIFT CELLS UP**, **DELETE ENTIRE ROW**, or **DELETE ENTIRE COLUMN**.



Split a table or insert text before a table:

- Click in the row that will be the first row of the second table.
- Click **SPLIT TABLE** on the **TABLE** menu.

- To insert text before a table, click at beginning of first cell of table and press ENTER.

Selecting Text in Tables

In order to edit text in *Word*, you must first select the text.

- To select a cell, click the left edge of the cell.
- To select a row, click at the left of a row.
- To select a column, click a column's top gridline or border.
- To select multiple cells, rows, or columns, drag across cells, rows, or columns.
- To extend the selection to other cells/rows/columns, select a single cell/row/column, press the SHIFT key, then click in the last cell/row/column you want to select.

Note: When working with tables, you may have difficulty in selecting only part of the text in a cell because WORD most often selects the entire cell. This is especially a problem when you use tables to create parallel columns of text or if you have placed multiple paragraphs of text in one cell. When you click to the left of the first character of any line, WORD automatically selects the entire cell rather than moving the cursor to that character. To avoid this problem, carefully position the mouse pointer over the first character in the selection rather than to the left of it, and then click and drag to select the desired text.

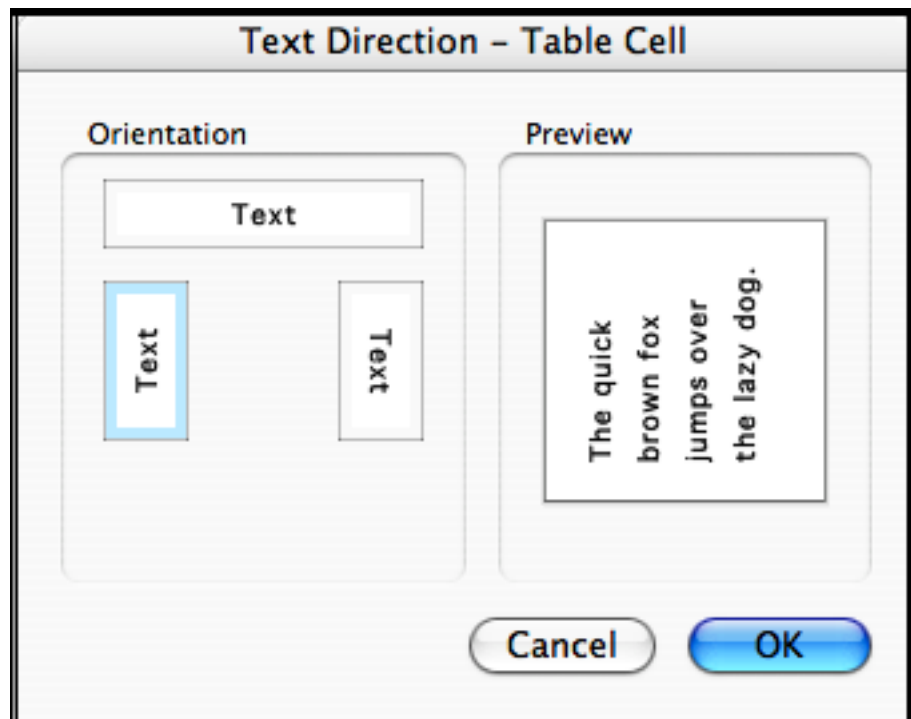
Move or copy items in a table

- To move or copy text to a new location and replace the existing text and formatting in the new location, select the text you want to move or copy and the end-of-cell mark. See at right a section of a table with the end-of-cell marks showing. (To show or hide these marks, click the small paragraph mark icon on the standard toolbar.)
- To move the selection, drag it to the new location.
- To copy the selection, hold down CMD while you drag the selection to the new location.
- If you do not want to replace the text in the new location, select only the text within a cell and not the end-of cell mark.

☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐

Change text orientation in a table cell

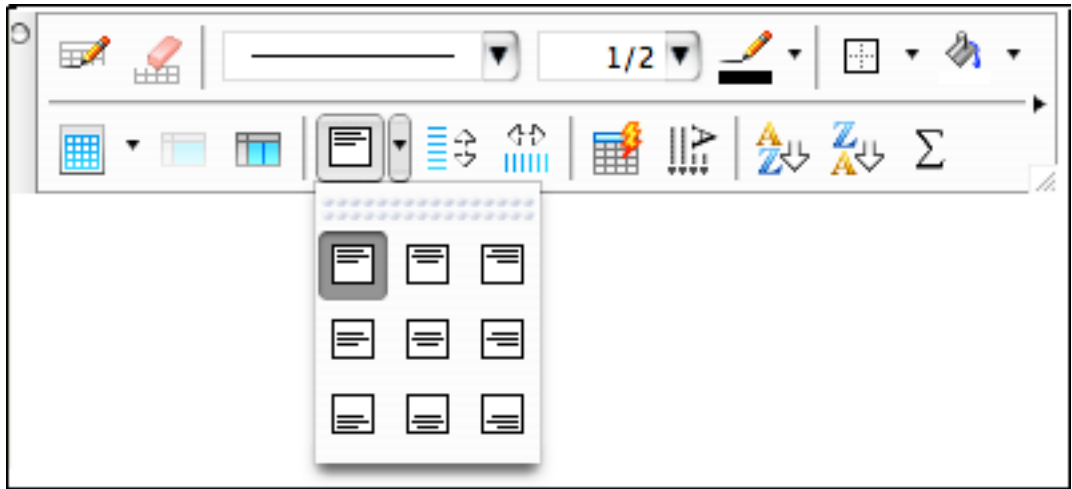
1. Click in the table cell that contains the text.
2. On the FORMAT menu, click TEXT DIRECTION.
3. See the Text Direction Table Cell dialog.
4. Click the orientation you



want. Note that the row height has been automatically changed to accommodate the rotated text but the column width does not change.

Change the alignment of text in a table cell

1. Click the cell that contains the text you want to align.
2. If the TABLES AND BORDERS toolbar is not on screen, display this toolbar from the VIEW menu.
3. Select the option for the horizontal and vertical alignment that you want. To align horizontally or vertically oriented text within the cell, use the ALIGN TOP (left, center and right), ALIGN CENTER (left, center, and right), and ALIGN BOTTOM (left, center, and right) buttons.
4. See the thumbnails that drop down for you to make your selection. Depending on the orientation of the text in the cell you select, the thumbnails illustrate either horizontally oriented or vertically oriented text.
5. There is also a TEXT DIRECTION button on the toolbar that allows you to change the text direction.



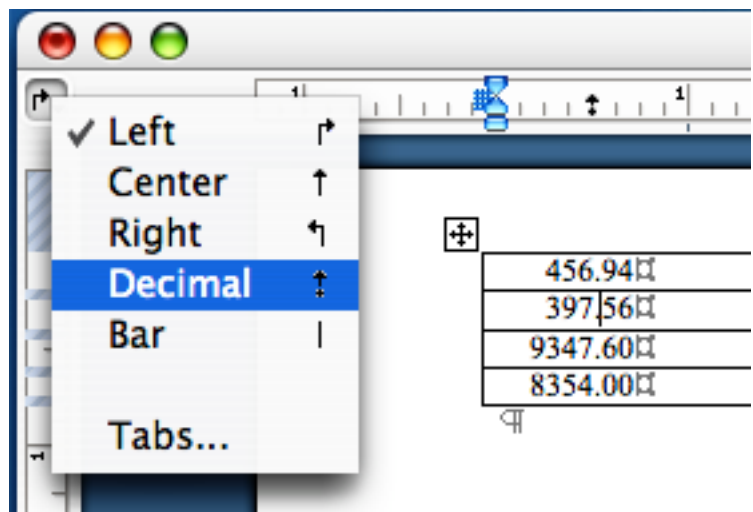
Text indent

You can indent text in a cell just as you indent text in the rest of a document by using the PARAGRAPH command on the FORMAT menu or the RULER.

Line up Table Data

To align a column of numbers in a WORD table on the decimal point, follow these steps:

1. Highlight the column containing the numbers you want to align.
2. Click the TAB TYPE icon at the left end of the ruler until it changes to a decimal tab icon.
3. Click on the ruler where you want the decimals to align. WORD will align the numbers in the selected column. You don't need to insert a tab character in front of each number as you do outside a table.



Display or hide gridlines in a table

Gridlines cannot be printed. They help you to see which cell you are in. Gridlines can be turned on or off by choosing SHOW or HIDE GRIDLINES from the TABLE menu. To print lines between cells, add borders to the table.

Handy Table Keyboard Shortcuts

PRESS	To
TAB	move to next cell
SHIFT + TAB	move to previous cell
UP or DOWN ARROW	move to preceding or next row
Cmd + END	move past end of table
OPTION + END	move to last cell in row
CMD + X	delete a table that has been selected

Formatting Text in Word 2004 Using Styles

Styles have these advantages:

- Styles save time formatting any type of document.
- Styles help ensure a consistent format. This is especially important for long documents or projects involving many documents and writers, and the finished document is professional in appearance.
- Styles allow design changes to be made easily, even at the last minute.
- Styles are very easy to use and to modify.
- Using Styles allows you to easily change document formatting of text to which a style has been attached in one easy step.
- Always use styles in a Word document you plan to convert to PDF (portable document format).

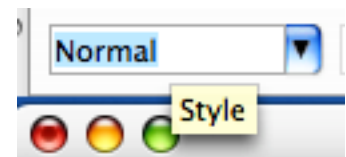
What is a style?

A style consists of formatting characteristics that you can apply to text that quickly changes its appearance. When you apply a style, you apply a whole group of formats in one step. When you start *Word*, the new blank document is based on the NORMAL style. When it is applied, it applies to an entire paragraph, which is any text that ends with a RETURN or ENTER. The NORMAL style specifies the font, font size, line spacing, text alignment, and other formats currently defined for the NORMAL style. On your own computer, you may create new styles and make certain styles default styles for your computer.

There are several style types: paragraph, character, table, or list. A paragraph style consists of a group of formats (such as character, paragraph, and tab stops) identified by a unique name. When you have applied a style to text in a document, and if you later decide to change that style, you can modify the style and all the text throughout the document that has that style attached will change to reflect the changed format.

Add a current style to your style list

1. Click the Down arrow at the right of the style box. See picture at right.
2. Note the styles that appear. You may see only the default Normal style.
3. The Normal style does not provide any space after a paragraph, so that many people are in the habit of pressing the RETURN key twice to enter space after a paragraph,
4. This is a waste of space, and it does not look professional. You don't need that much space between paragraphs. A style named "Body Text" provides correct space after a paragraph.

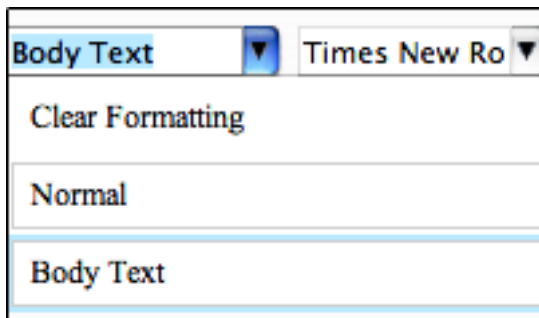
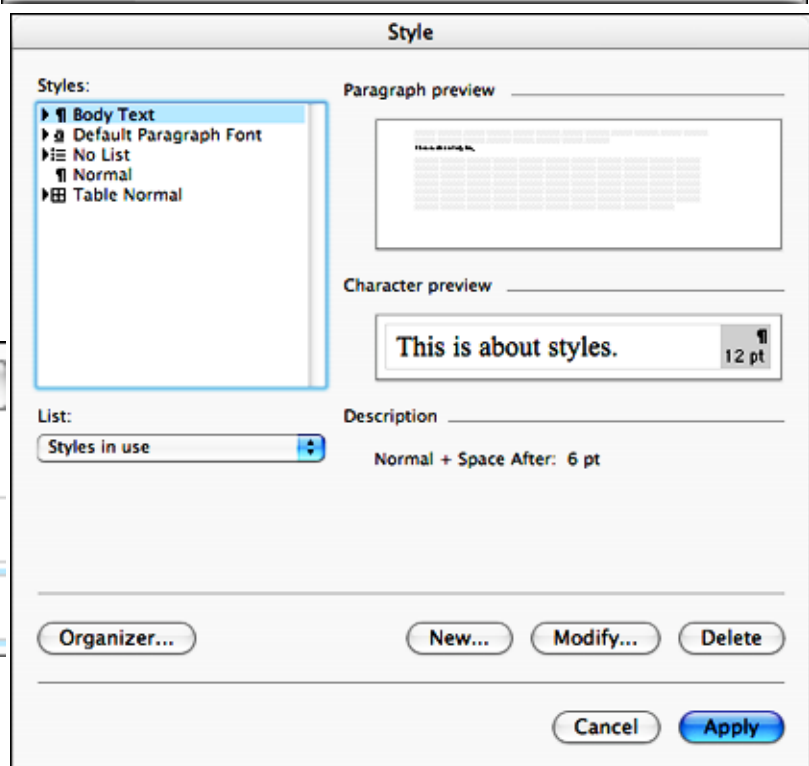
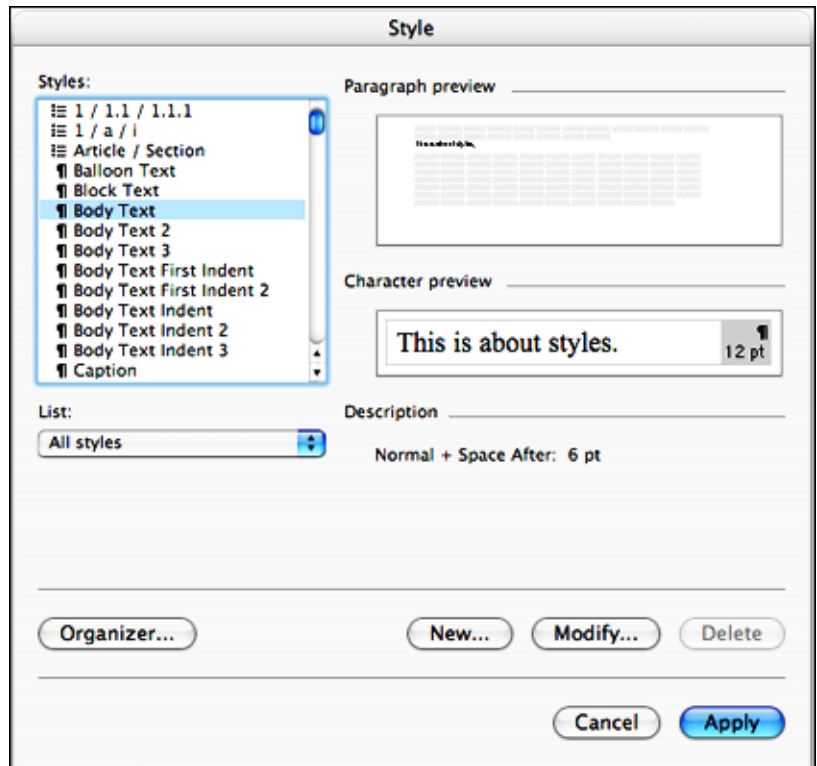
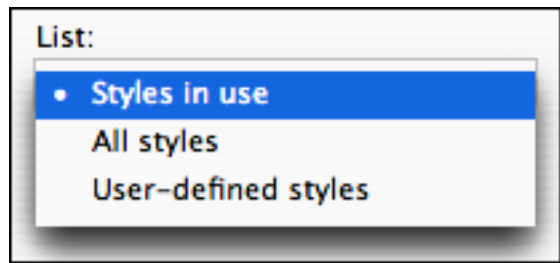


Add a new style to your style list

1. From the FORMAT menu, choose the STYLE command.
2. The Style dialog displays.

3. See under List the selections from which you can choose.
4. Choose **All styles**.
5. In the Styles box, note the long list of styles that are available.
6. Scroll until you see the style **Body Text**.
7. Note under DESCRIPTION, that this style is Normal plus Space After: 6 points. That means that if you are using the NORMAL style, you are using a 12-point font. The BODY TEXT style would give you the same font and other paragraph attributes of the NORMAL style with SPACE AFTER of 6 points added.
8. This is exactly what you want. Remember that one point is one-seventy-second of an inch. Twelve points would be twelve-seventy-second of an inch. That gives you a fraction of 12/72, which you would reduce to 1/6. That is why, when you use a 12-point font, you end up with approximately 6 lines per inch vertically. The space between these paragraphs would be half that, or 6 points.
9. Fonts are measured by points. This is a vertical measurement, measuring the distance vertically between the baseline of one line of text to the baseline of the adjacent line of text using the same font.
10. Click the APPLY button.

Look at your Style box, and notice that now the BODY TEXT style has been added.



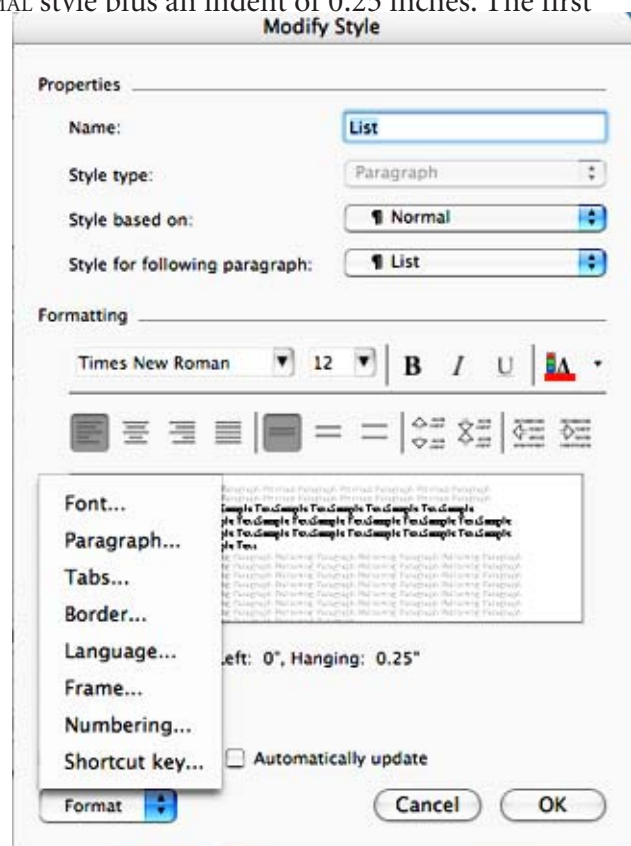
Add more styles to your style list for your current document

You can probably find most styles to fit your needs for your document, and you can use the method just described to make them available in your Style Box. Learn to use styles. If you ever decide to convert any of your *Word* documents to PDF, your styles can become bookmarks, which makes your PDF document easily searchable.

Modify a style

Often people would like to, for example, design their own hanging indent without bullets or numbers. Suppose you want to start the paragraph with a word, press the tab, and then type with the balance of the paragraph text wrapping, lined up with the tabbed text with was indented to, for example, one inch. You could start with a hanging indent and modify it. There is one named **List**.

1. Choose **FORMAT > STYLE** to open the **STYLE** dialog box.
2. For this lesson, choose **List**. This style uses the **NORMAL** style plus an indent of 0.25 inches. The first line starts at the left margin, and there is a tab at 0.25 inches.
3. Click the **MODIFY** button in the lower right area of the **STYLE** dialog box.
4. The **MODIFY STYLE** dialog box displays.
5. Click the **FORMAT** button, and choose **PARAGRAPH**. See the drop-down menu in the picture at the right.
6. The **PARAGRAPH** dialog displays, with the **INDENTS AND SPACING** tab selected.
7. Notice under **INDENTATION** that **HANGING** is selected. In the **By** box, increase the indentation to suit your need. In this lesson, increase the indentation to one inch.
8. Click **Tab** and set the tab at 1 inch. When back at the **Modify Style** dialog, delete the name **List** and type in your own name for this style. For example, you could use the name **ListOne**.

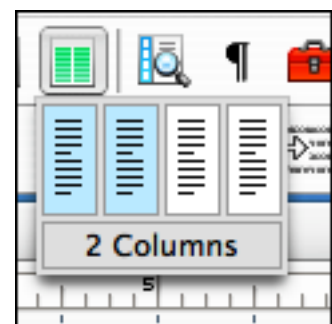


Arranging Text in Columns

You can format text in different numbers of columns within the same document, on the same page, or in a section of a page.

1. Switch to **PAGE LAYOUT** view.
2. Select a portion of text you want to convert into two columns.
3. Click on the **COLUMNS** button on the **STANDARD** toolbar and drag to select the number of newsletter-style columns you want.
4. In the screen picture, two columns have been selected in the drop-down column selection window. The text that had been selected changed to two columns.

Text in newsletter-style columns flows continuously from the bottom of one column to the top of the next column on the same page. If you want to change



the number of columns for the entire document, first select all of the document text, then change the number of columns. If you want to change the number of columns for existing document sections, click in the section or select multiple sections, then specify the number of columns.

Start a new newsletter-style column

You can lay out text on a page in which the text flows continuously from the bottom of one column to the top of the next column, and you can specify the number of newsletter-style columns, adjust their width, and add vertical lines between columns. You can also add a banner heading that spans the width of the page.

1. On the VIEW menu, select PAGE LAYOUT. This view allows you to see the document as it will appear when you print it.
2. On the Format menu, choose Columns.
3. The Columns dialog displays. Choose the two column preset. This dialog offers you more selections that you have using the COLUMNS icon on the Standard toolbar.
4. Start typing. Your type will wrap to the width of the column, and when the column reaches the bottom of the page, it will wrap to the top of the next column.

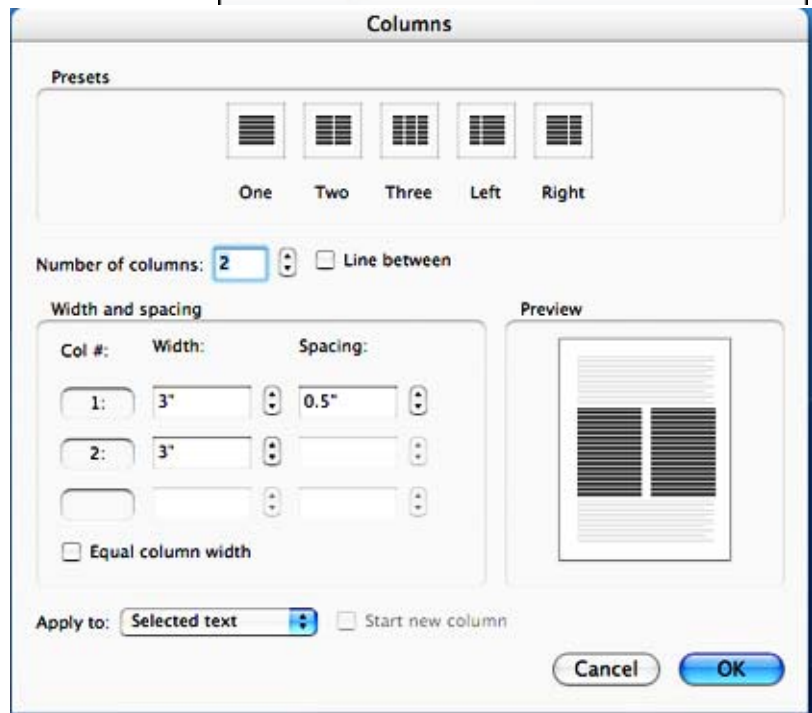
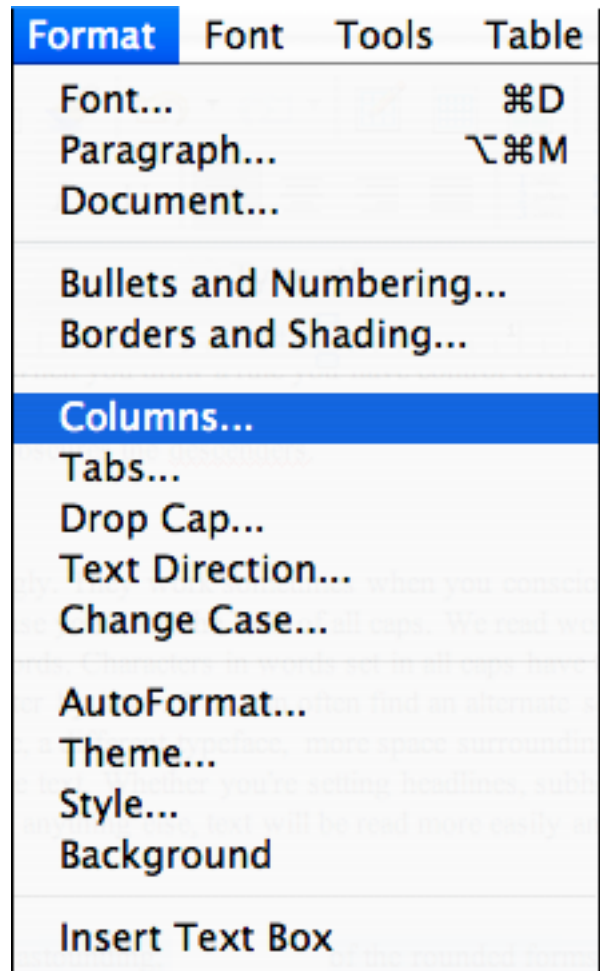
Notice at the top, you are given the choice of five presets. You can specify the number of columns and, in addition, specify the width and spacing of each column. You can also place a vertical line between columns by choosing LINE BETWEEN.

Note: You cannot use newsletter columns in headers, footers, comments, or frames. To arrange text in these areas, use a table.

Column breaks

To stop typing in one column and continue in the next column before the column reaches the end of the page, you will need to insert a column break.

1. Pull down the INSERT menu and select BREAK.
2. Select COLUMN BREAK in the window that appears.
3. When you click OK, your insertion point will be moved to the top of the next column on your page.



Balancing columns

If you only want columns on a portion of your page, you will need CONTINUOUS SECTION BREAKS to end the area of the page that has the columns.

1. In Print Layout view, place the insertion point below the end of your text in the last column on the page.
2. Pull down the INSERT menu and select BREAK.
3. Under SECTION BREAK TYPES, select CONTINUOUS..
4. Click OK.

Understanding Typography

What is a typeface - a font?

When you refer to a “font,” it is helpful to understand the meaning of the term. The terms “typeface” and “font” are often used interchangeably, but a font is a typeface in a specific size, or, more accurately, a font consists of three elements: typeface (e.g., Arial, Times), weight (e.g., Bold or Regular), and size (e.g., 12 point).

A typeface is a set of characters—letters and numbers—which has been designed with a certain distinctive shape and is given a name. The “family” or group name of the typeface is often named after its designer; or the designer may give it a name that suggests its use, i.e., **Bookman or Century Schoolbook**.

When a printer is installed, a “Printer Driver” for that particular printer is also installed so that the programs on that computer can communicate with that printer. A printer driver consists of a set of instructions that are sent to the printer to tell it to print with the font with which it is

capable of printing, how much space to move forward before it prints the next character, and how to produce a word in bold print, etc.

The two printers in the HUB (the HP LaserJet 4100 and the LaserJet 5M) have a PCL (the Hewlett Packard printer “language”) mode and a Postscript (Adobe Postscript language) mode. The printers in the HUB can produce a font size that you specify.

One point is about 1/72 of an inch. There are approximately 72 points to an inch. A point size of 11 or 12 will give you type that is quite readable, depending on the typeface style. The fonts that are measured in points are measured vertically, from the baseline of one line of type to the baseline of the adjacent line of type. The baseline is the invisible line on which characters are aligned. Most fonts are proportionally spaced and their characters take up varying amounts of space horizontally.

5. Click on the COLUMNS button in the Standard toolbar, and select a single column to change to a single column for the rest of the text on the page, if this is applicable.

Note: If you want to force a new page to start after the balanced columns, click after the continuous section break, and then insert a manual page break.

Change the width of newsletter-style columns

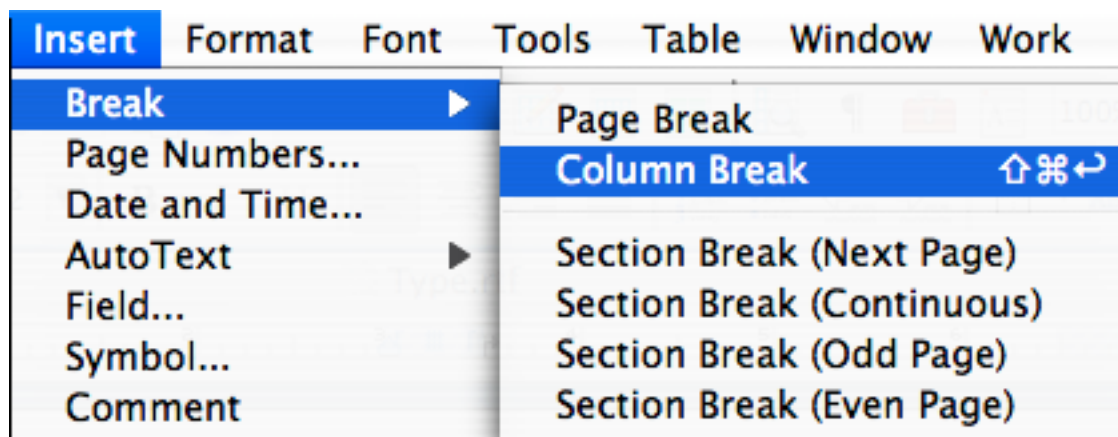
Drag the column markers on the horizontal ruler to adjust the width of columns. To specify exact measurements for column widths and spacing, use the **COLUMNS** command on the **FORMAT** menu.

Page Breaks and Section Breaks

Look at the **STATUS BAR** at the bottom of the document window. You will see your page number and section number. If you decide to work with page and section breaks, the **STATUS BAR** helps you keep track of what page you are on and what section you are in.

Sections and Section Breaks

In *Word*, a section is a portion of a document in which you set certain page formatting options. Types of formats you can set for sections are: margins, paper size or orienta-



tion, paper source for a printer, page borders, vertical alignment, headers and footers, columns, page numbering, line numbering, and footnotes and endnotes.

Create a section break as follows: Pull down the **INSERT** menu and select **BREAK**. Choose the type of section break (as explained below) from the dialog box, then click **OK**.

- **NEXT PAGE**. These breaks are used much like a page break. When you insert a **NEXT PAGE** section break, it will move your insertion point to the next page and create a new section that allows you to create different page numbering formats, headers, and footers for the new section.
- **CONTINUOUS**. This type of section break is used mainly with columned text and allows you to combine columned text and non-columned text on the same page.
- **ODD AND EVEN PAGE**. These types of breaks are used when creating manuals intended for double-sided (duplex) printing where something in your header or footer is different for odd pages and even pages.

Delete a Section Break

Select the section break you want to delete. Move to Normal view. A Section Break is a double line across the page and is identified as such. Highlight this double line and press the **DELETE** key. When you delete a section break, you also delete the formatting for the text above it. The text above the deleted section break becomes part of the following section, and it assumes the formatting of that following section.

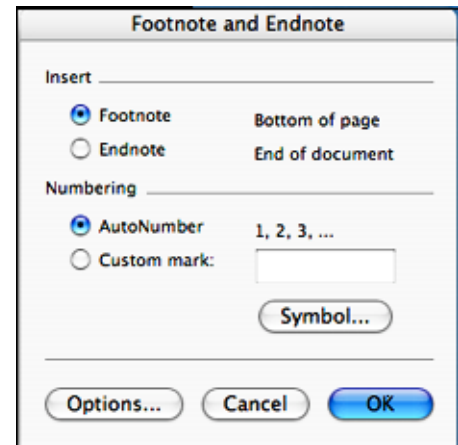
Inserting Footnotes or Endnotes

A footnote is a type of text that can appear at the bottom of a page. You may use a footnote to acknowledge a source of information or to provide additional information. Endnotes provide the same type of information as footnotes, but they are positioned at the end of the document or section.

You may wish to use both footnotes and endnotes in the same document. For example, you could use footnotes for citation of sources and endnotes for detailed comments. You can insert a footnote or an endnote as text of any length and format note text just as any other text. You can choose to automatically number marks or create your own custom marks.

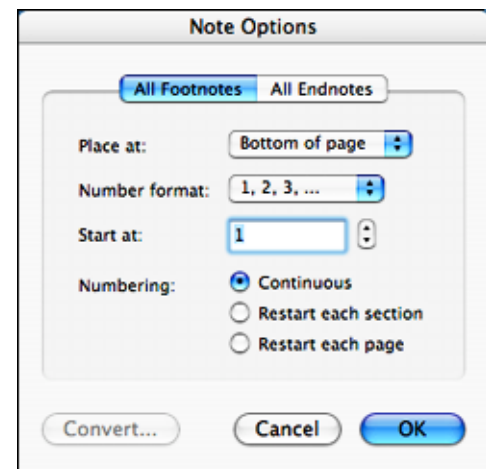
A footnote or an endnote consists of two linked parts--the note reference mark and the corresponding note text. Insert a footnote reference mark (in page layout view), as follows:

1. Click where you want to insert the note reference mark.
2. Pull down the INSERT menu and click FOOTNOTE.
3. On the dialog box that displays, click FOOTNOTE or ENDNOTE.
4. Under NUMBERING, click the desired option. Use the AUTONUMBER feature
5. Click OK.
6. Word inserts the note number and places the insertion point next to the note number.
7. Type the note text.
8. Scroll to your place in the document and continue typing.



Word separates document text from notes with a short horizontal line called a note separator. If a note overflows onto the next page, Word prints a longer line called a note continuation separator, to which you can add text. You can customize separators by adding borders, text, or graphics. Note: In Internet browsers, custom note separators appear as short horizontal lines.

When you add, delete, or move notes that are automatically numbered, Word rennumbers the note reference marks. You can restart note numbers from 1 on each page or in each section, and you can number notes sequentially from one document to another document. To restart note numbers, choose FOOTNOTE from the INSERT menu, then in the FOOTNOTE AND ENDNOTE dialog, click the OPTIONS button. The NOTE OPTIONS dialog displays. See a picture of this dialog at the right.



Viewing and Printing notes

Word automatically changes the footnotes and endnotes to hyperlinks and moves the footnotes to the end of the Web page. To view notes on a Web page, click the note reference mark to follow a hyperlink to the note text. Footnotes and endnotes appear at the end of the Web page. If the document also contains footnotes and endnotes, Word places them directly after the footnotes. Word inserts short note separators to separate the main text from the footnotes and the footnotes from the endnotes. In the browser, custom note separators appear as short horizontal lines. If you are viewing the printed document on the screen, you can view notes by resting the pointer on the note reference mark in the document. The note text appears above the mark. To display the note text in a note pane at the bottom of the screen, double-click the note reference mark.

To print endnotes on a separate page, insert a page break at the end of the section or the document, depending on where endnotes are placed.

Convert footnotes to endnotes and vice versa

1. Switch to NORMAL view.
2. On the VIEW menu, click FOOTNOTES.
3. In the note pane, click ALL FOOTNOTES or ALL ENDNOTES.
4. In the PLACE AT pop-up menu, click the option you want.

Note: To convert all notes to footnotes or endnotes, click FOOTNOTE on the INSERT menu, click OPTIONS, click CONVERT, and then click the option you want.

Refer to the same note more than once

1. Click where you want the reference located.
2. On the Insert menu, click Cross-reference.
3. Do one of the following:
 - To insert the cross-reference in regular text, click Footnote or Endnote on the Reference type pop-up menu.
 - To insert the cross-reference in superscript text, click Footnote number (formatted) or Endnote number (formatted) on the Insert reference to pop-up menu.
4. In the FOR WHICH box, click the note to which you want to refer.
4. Click INSERT, and then click CLOSE.

Keys for working with footnotes and endnotes

Press	To
z+Option+F	Insert a footnote
z+Option+E	Insert an endnote

Bullets and Numbering

The NUMBERING button and BULLETS button are two paragraph formatting tools found in the FORMATTING TOOLBAR. They are used to make lists stand out in a document. The two buttons positioned at their right, DECREASE INDENT and INCREASE INDENT, are used to move the selected paragraph to the left or to the right.



Create a Bulleted or Numbered list

1. Highlight the text in your document you want bulleted or numbered.
2. Click the BULLETS button or the NUMBERING button in the Formatting Toolbar. In the picture above right, the bulleted button is selected.

Note: You can click the BULLETS or NUMBERING button and then type your list. When you have finished your list, then click the BULLETS or NUMBERING button again to turn the feature off. The pictures at the right show a bulleted list and a numbered list.

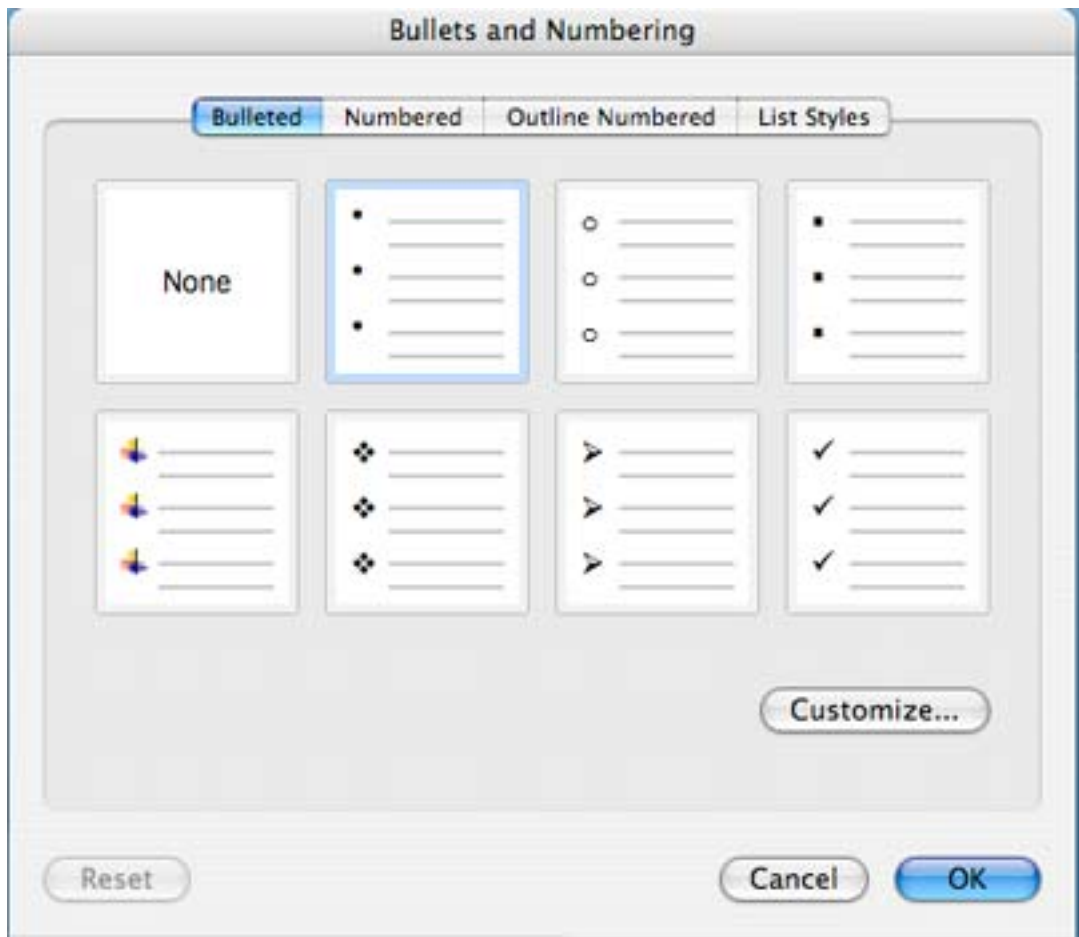
- Add bullets or numbering to existing text
- Create bulleted or numbered lists as you type
- Tips
- You can move an entire list to the left or the right. Click the first number in the list and drag it to a new location. The entire list moves as you drag, without changing the numbering levels in the list.
- You can turn an existing list into an outline numbered list by changing the hierarchical level of items in the list. Click a number in the list other than the first number, and then press TAB or SHIFT+TAB, or on the Formatting Palette under Bullets and Numbering, click Increase Indent or Decrease Indent.
- Modify bulleted list or numbered list formats
- Select the paragraphs that have the bullet or number format you want to change.
- On the Format menu, click Bullets and Numbering, and then click the tab for the type of list you want to modify.
- Click the list format that matches your list's existing bullet or number format.
- Click Customize.
- Select the formatting options you want.

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7. Select the paragraphs that have the bullet or number format you want to change.
8. On the Format menu, click Bullets and Numbering, and then click the tab for the type of list you want to modify.
9. Click the list format that matches your list's existing bullet or number format.
10. Click Customize.
11. Select the formatting options you want.

Formatting Bullets and Numbering

1. Highlight a bulleted or numbered list in your document.
2. Pull down the FORMAT menu and choose BULLETS AND NUMBERING.
3. Click the BULLETED tab to see the choice of bullet formats.

4. Click the **NUMBERED** tab to see the choice of number formats.
5. Select a different choice in the samples available.
4. If you do not see any samples you like, click the **CUSTOMIZE** button to customize your list.



Lists created automatically

If you are using the **AUTOFORMAT** feature, (found on the **Format** menu) *Word* analyzes each

paragraph to see how it's used in the document and then applies an appropriate style. If you find you do not want your list turned into an automatic list, you can turn off this feature in **AutoCorrect**.

Handling numbering problems

When you copy part of a numbered list in **WORD** and paste it into a new document, **WORD** automatically renumbers the first line with a 1 (one).

To preserve the original numbering sequence of the text, do this:

1. Click anywhere within the first numbered line.
2. Select **BULLETS AND NUMBERING** on the **FORMAT** menu.
4. In the **BULLETS AND NUMBERING** dialog box, click the **NUMBERED** tab and then click **CUSTOMIZE**.
4. In the **CUSTOMIZE NUMBERED LIST** dialog box, change the value in the **START AT** field to the starting number you want, and click **OK**.

If you are having difficulty with getting your numbered list to begin at number 1:

1. Pull down the **FORMAT** menu and choose **BULLETS AND NUMBERING**.
2. On the **NUMBERED** tab page, click **RESTART NUMBERING**.

To join separate numbered lists in a document:

1. Select the item with which you want to continue numbering.
2. On the **FORMAT** menu, click **BULLETS AND NUMBERING**.
3. On the **NUMBERED** tab, click **CONTINUE PREVIOUS LIST**.

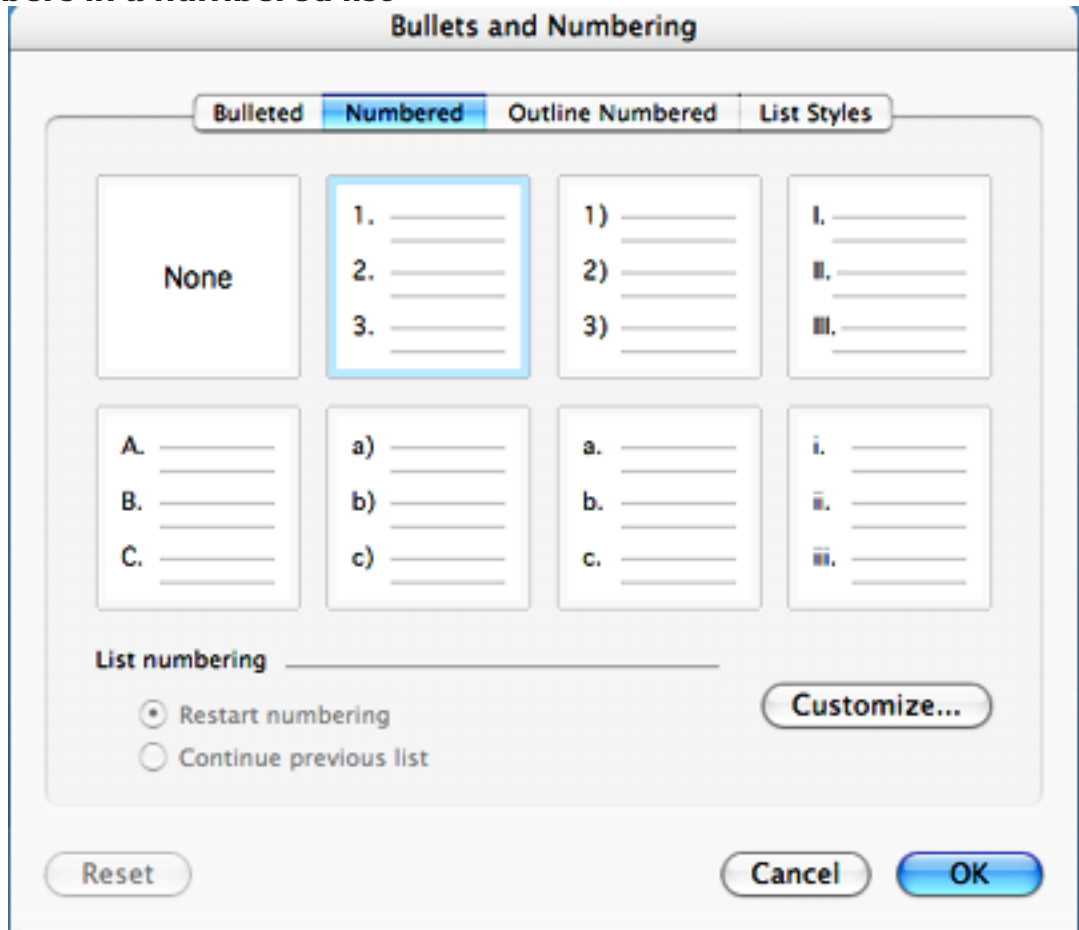
To remove a single bullet or number:

1. Click between the bullet or number and the corresponding text, and then press **DELETE**.
2. If needed, to remove the indent, press **DELETE** again.

Right-align numbers in a numbered list

When using the numbered list feature, the numbers line up at the left. If your numbers exceed nine characters, you may want to right-align the numbers. Or, you may be using decimals, and you want your numbers right aligned so that the decimals will line up. Try the following on your own computer.

1. Before creating a numbered list or after selecting an existing numbered list, select **BULLETS AND NUMBERING** on the **FORMAT** menu.



2. If necessary, click the **NUMBERED** tab in the **BULLETS AND NUMBERING** dialog box, and select one of the numbering options samples featured in that dialog.
3. Click **CUSTOMIZE**.
4. In the **NUMBER POSITION** box, click on the **DOWN ARROW** to display the list and choose **RIGHT**.
5. Click on the **OK** button.

Sorting text

You can sort text in *Word* either in ascending or descending order. Even though the **TABLE > SORT** command might give the impression that you can only sort text inside of tables, you can sort text anywhere in *WORD* using this command. When sorting text, Word first sorts items that begin with punctuation marks, items that begin with numbers, then items that begin with letters, which are sorted last. Word treats dates and numbers as text. For example, the text **ITEM 12** is listed before **ITEM 2**.

A simple sort:

1. Choose the **SORT** command on the **TABLE** menu.
2. If your items are paragraphs, then, in a simple sort, you will sort alphabetically (either ascending or descending) on the first word of the paragraph. If you have a bulleted list, for example, you can select this list and sort it on the first word of the paragraph.
3. To sort a part of the data in your file, first select the paragraphs to sort, then choose the **SORT** command on the **TABLE** menu.

4. You see the SORT dialog. Notice that in the SORT BY box, PARAGRAPH is selected. The TYPE is TEXT, and ASCENDING is selected. Notice also that under the section MY LIST HAS, no header row is selected. If the text is not in a table, there would be no header row.

A complex sort:

To do a complex sort, your data items outside a table are on lines that do not wrap, each line ends in a carriage return, and each data item is separated by a tab. Your data can also be in a table.

1. Select the entire list including a header row if there is one.
2. Drop down the TABLE menu, then choose the SORT command.
3. For the primary sort, select the desired column, then click on ASCENDING or DESCENDING.
4. For a secondary sort (and then a third), select the desired column, click the DOWN ARROW at the right of THEN BY: text box, choose ASCENDING or DESCENDING, and then choose OK.

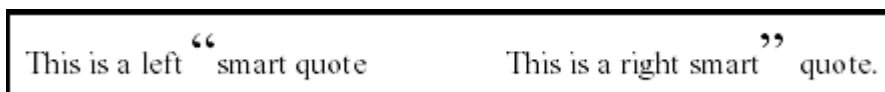
Note: When you sort text in tables, you can select to sort a single column in a table or the entire table. You can also sort by more than one word or field inside a single table column. For example, if a column contains both last and first names, you can sort by either the last name or the first name, just as you could if the last and first names were in a list instead of a table.

Ascending order is sorting A to Z, a to z, zero to 9, or earliest to latest date. Descending order is sorting Z to A, z to a, 9 to zero, or latest to earliest date.

Using Smart Quotes and Straight Quotes

Smart quotes are set up in *Word's* AUTOCORRECT feature in which *Word* automatically inserts an opening quotation mark at the beginning of a certain section of text (“) and a closing quotation mark (”) at the end. However, this may not be what you would like. You might want to use a straight single or double quote (indicating a foot or inch), for example.

If you want to leave *Word's* AUTOFORMAT AS YOU TYPE feature on, you can work around it in order to be able to insert straight quotation marks into your document. With the AUTOFORMAT AS YOU TYPE feature on, press CMD+Z immediately after typing the smart quotation mark. WORD'S AUTOCORRECT feature will convert the smart quote into a straight quote.



This is a left “ smart quote This is a right smart ” quote.

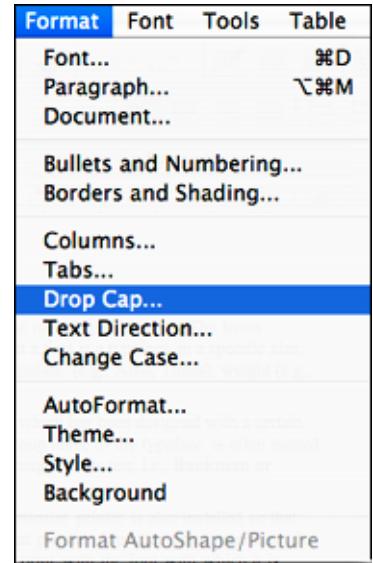
Drop Cap

A drop cap is an enlarged capital letter (or letters) at the beginning of a paragraph. To create a drop cap for the first letter of the first word in a paragraph, follow these instructions:

1. If you are not in PAGE LAYOUT view, change to that view.
2. Position the cursor anywhere in the paragraph and select the DROP CAP command on the FORMAT menu.
3. In the DROP CAP dialog box, select a POSITION for the dropped cap. The three choices are NONE, DROPPED, or IN MARGIN.
4. Select DROPPED. If you decide to choose IN MARGIN make sure your margins are set wide enough to allow the drop cap to print.

- Adjust the drop cap's font, size (number of lines to drop), and distance from text. Start with the default settings and see how you like the effect.

Note: To remove a drop cap, click the paragraph that contains it, then in the **FORMAT** menu, click **DROP CAP** then click **NONE**.



Finding Synonyms Fast

When you type a word and wish you could come up with a better one, press **SHIFT+F7** to open *WORD'S THESAURUS* dialog box. The word you just typed will appear in the **LOOKED UP** text box. The **REPLACE WITH SYNONYM** list box will contain a list of alternatives. If you see a word (or phrase) you like, select it and click **REPLACE**. *Word* will close the Thesaurus dialog box and replace your word with the selected synonym. The entire process takes only a few seconds—much less stressful than staring at a word in your document and trying to come up with an alternative.

See a screen picture of the portion of text that has the drop cap positioned according to the settings in the Drop Cap dialog pictured at right.

