

# Word 2008, Part 2 (Mac)

In this lesson, the following Word 2008 features will be covered:

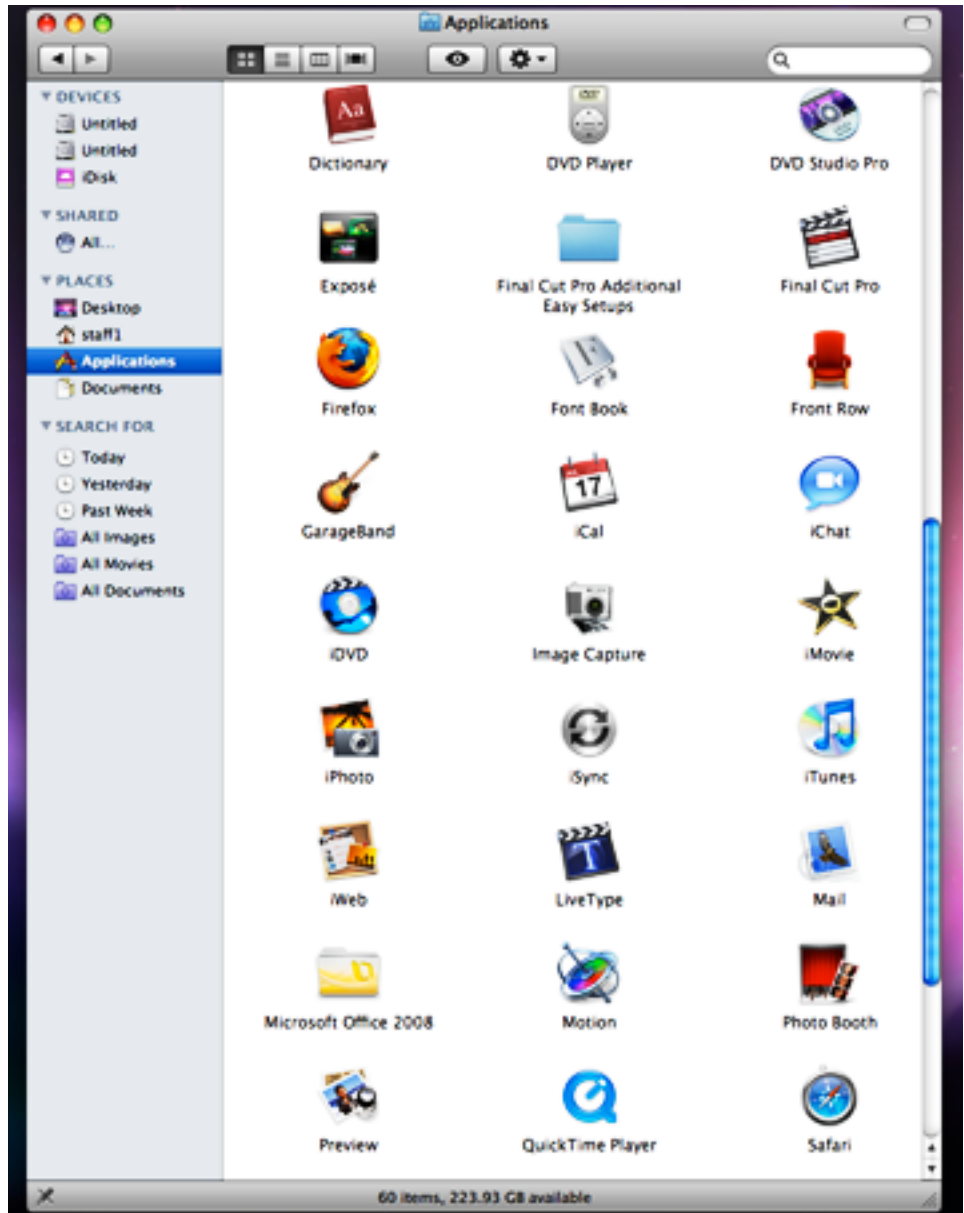
- Creating and using Tables
- Searching for and Replacing Text
- Formatting text using Styles
- Using AutoCorrect

## Start Word 2008

1. Click the Finder.
2. Click Applications in Finder Window.
3. In Applications window, double-click the Microsoft Office 2008 icon. In the screen picture at right, see the Microsoft Office 2008 icon pictured in the left column just above the Preview icon.
4. Double-click MS Office 2008 icon, and then double-click the Microsoft Word icon.



If you see the Word icon on the Dock (as pictured below), you can skip the above steps and simply click the W icon to start Microsoft Word 2008.



## Open Blank Document and set page margins

1. Start a new blank document.
2. Pull down the FORMAT menu and choose the DOCUMENT command.
3. Set the Page margins to one (1) inch all around (top, bottom, and sides).

## Creating and Using Tables

Using tables allows you to line up information in rows and columns and use borders and shading.

If you are using a document in PORTRAIT orientation (tall) that is based on a letter size of 8.5 inches by 11 inches, and if you have set your page margins at one inch, then you will have a maximum of 6.5 inches from the left margin to the right margin for the width of your table.

For a table that will require more columns or wider columns than will fit on a page with the PORTRAIT (tall) orientation, then plan to use the LANDSCAPE (wide) orientation. The page will be 11 inches wide and 8.5 inches tall. You will then have 9 inches from the left margin to the right margin of your page if you have set your margins to one inch.

It is more important to know the number of columns you will require for your table, as it is easier to add rows to a table as you fill it in. You can add columns, but you will need to have enough space on your page horizontally.

You can create a table using the TABLE > INSERT > TABLE command.

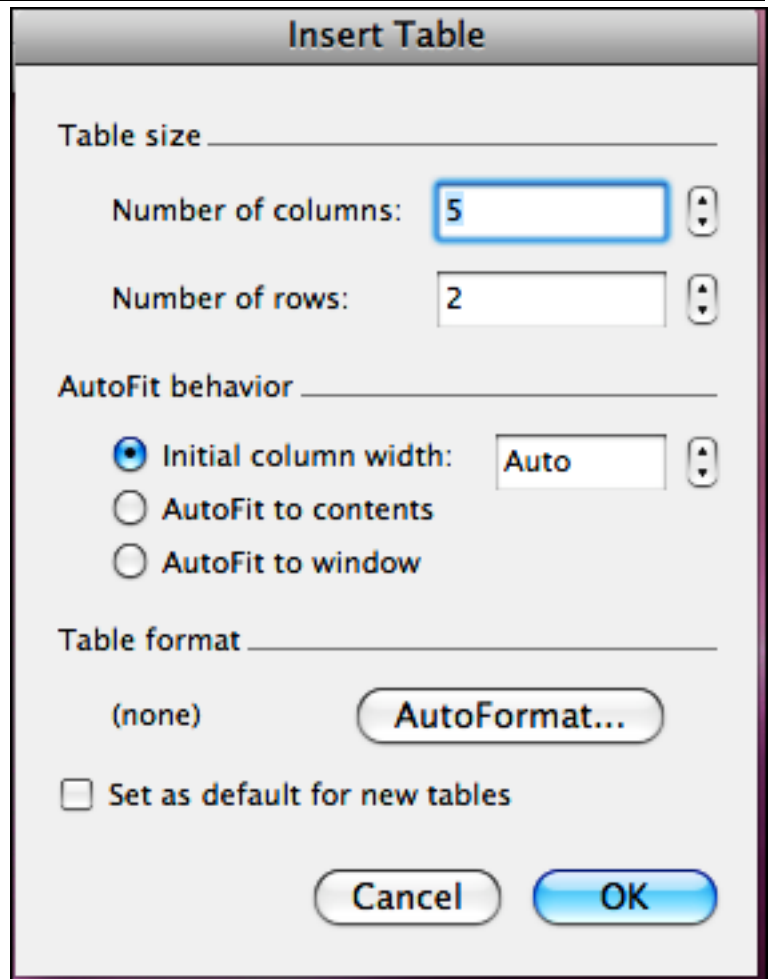
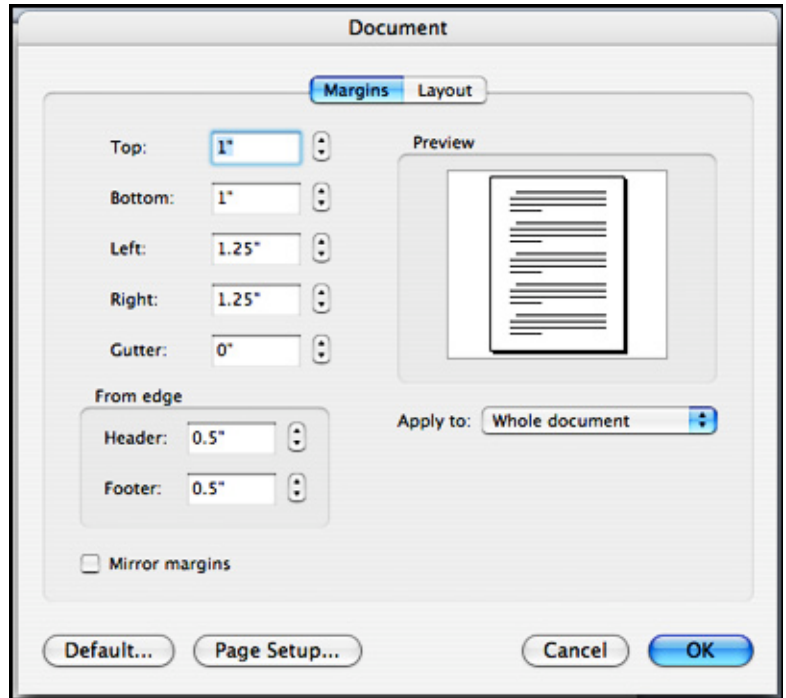
1. Pull down TABLE menu.
2. Click the INSERT command.
3. See the INSERT TABLE dialog, pictured at right.
4. Type in the number of columns and the number of rows.
5. Click OK.

## Working with Tables

The FORMATTING PALETTE can help when working with a Table. To display the FORMATTING PALETTE, either pull down the VIEW menu and click the FORMATTING PALETTE, or click the TOOLBOX icon.

You can also drop down the VIEW menu, click the TOOLBARS command, and then select the TABLES AND BORDERS toolbar, pictured below.

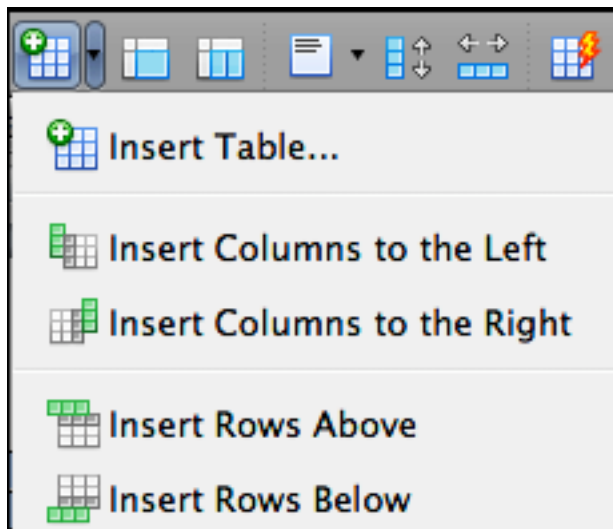
The first icon on the left allows you to create a table by drawing it. The second icon is the eraser tool. You can erase part of the table you have drawn that you don't want. The next four icons can be used to set a border line style, line weight, border color, outline border, and shading color relating to table cells that have been selected. The rest of the icons in this toolbar are also offered in the FORMATTING PALETTE.



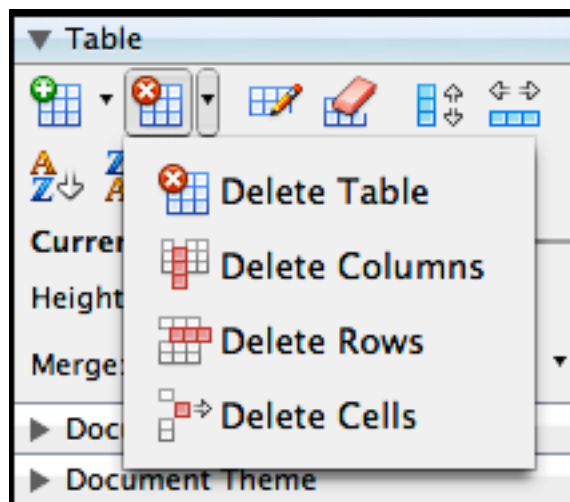
Look at the **FORMATTING PALETTE** that displays when you are working on a **TABLE**. The icons that you see in the **TABLE** section of the **PALETTE** are, for the most part, the same as the icons you see in the **BORDERS AND TABLES** toolbar.

The first icon (in the **TABLE** section of the **FORMATTING PALETTE**), has a white plus sign in a green circle. The

screen picture here shows the menu that drops down when you click the **DOWN ARROW** at the icon's right. You can insert a table, insert columns to the left or insert columns to the right (of the selected column), insert rows above or insert rows below (the selected row).



The next icon has a white X in a red circle. It will give you these choices when you click the **DOWN ARROW** at its right: **DELETE TABLE**, **DELETE COLUMNS** (that are selected), **DELETE ROWS** (that are selected), or **DELETE CELLS** (that are selected).

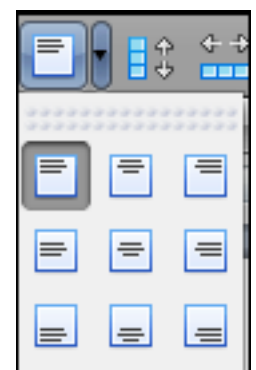
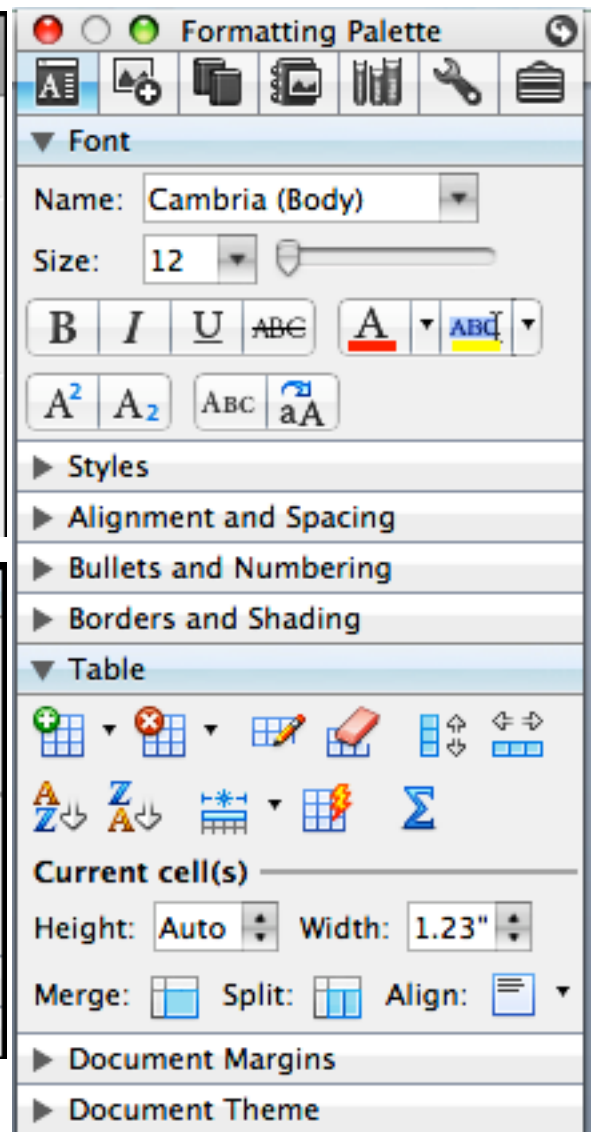


The small icon with a pencil showing will allow you to draw a table, and the one to its right is an eraser, which you can use to erase parts of the table you have drawn.

The icon at the right of the eraser will even the rows that are selected, and the one to its right (the last one in the top row) will even the columns that are selected.

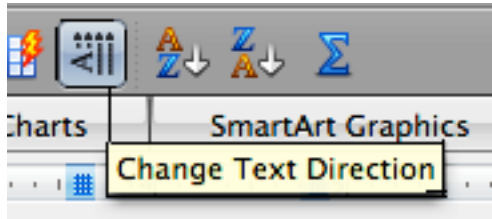
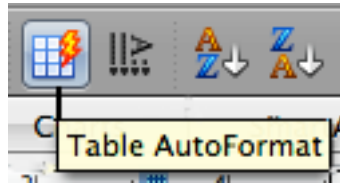
The first icon in the group of icons in the second row, will allow you to sort a series of items in a table column in **ASCENDING** order, while the one to its right will sort in **DESCENDING** order. The next icon will autofit to cell contents, the next one is the **AutoFormat**, and the last icon is the **AutoSum** icon.

In the **CURRENT CELLS** section, the cell height can be set at a specific height, the cell width can be set a specific width. In the second row in the **CURRENT CELLS** section, from left to right, the first icon is the **MERGE** icon, which allows you to merge the selected cells. The next is the **SPLIT** icon which allows you to split cells. The last icon in the second row is the **ALIGN**



icon. When you click the down arrow at the right of the Align icon, you see the drop down pane, which will allow you to specify the alignment of text in the table cells you have selected.

See the picture here of the Table AutoFormat icon. The Table AutoFormat dialog shows a variety of formats you can choose. You can click the name of the format on the list and see what the format will look like in the Preview area.

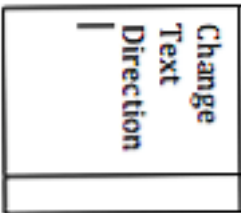
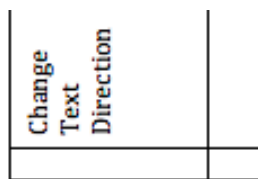
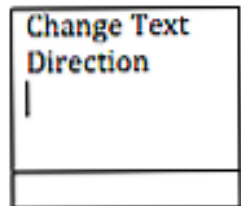


### Change Text Direction

The Text Direction icon is pictured above. You can easily change the text direction in a table cell. Click in the table cell, and then click the Change Text Direction icon.

Your text will change direction so that the top of the text will point to the left.

Click the icon again, and the top of the text will point to the right. Click again, and the top of the text will point up, as originally.



### Adjust Row Height

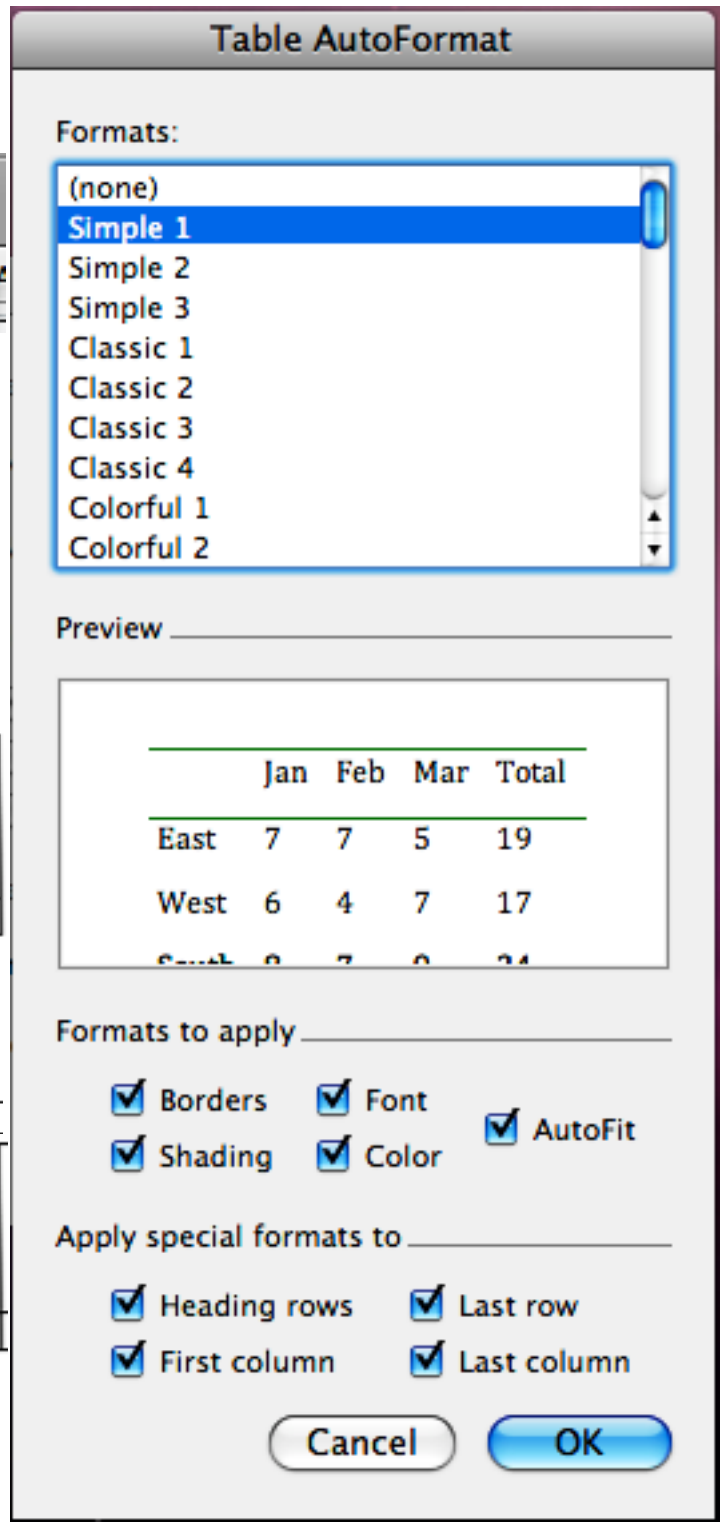
You may not be satisfied with the way your text looks when its direction has been changed, and you may decide to increase the row height. Follow these steps:

1. On the VIEW menu, click PRINT LAYOUT.
2. Rest the pointer on the row boundary that you want to move until a bar with an up-pointing arrow above it and a down-pointing arrow beneath it appears.
3. Drag the boundary until the row is the height you want and will accommodate the text that you want to appear vertically in as narrow a column as you want.

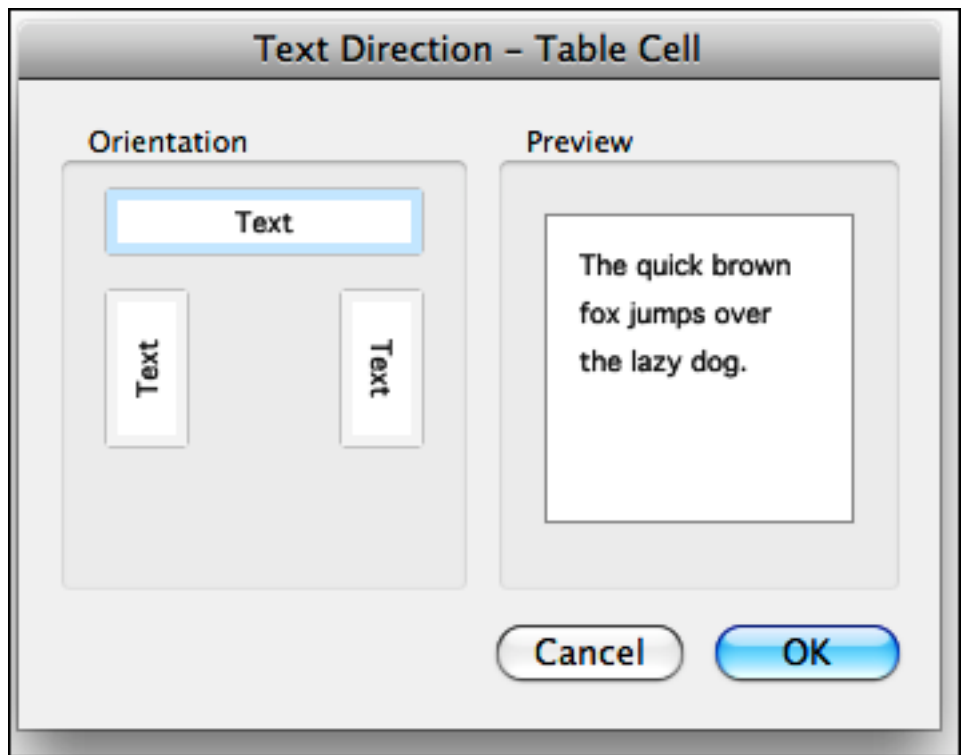
### Use the Text Direction Command on the Format Menu

Select the table cells in which you want to change the direction of the text. Then follow these steps:

1. Drop down the FORMAT menu.



2. Click the TEXT DIRECTION command.
3. You will see the Text Direction Table Cell dialog. This dialog has an Orientation section that displays the text direction for the text in the table cell when you click the text that is shown in the orientation you desire.
4. The Preview section shows the text in the orientation you have chosen.
5. When you are satisfied with the text in the orientation you have chosen, click the OK button.



**Note:**

When you are working with tables in Word 2008, take the time to try all the features offered.

In addition to the FORMATTING PALETTE, take a look at the icons on the BORDERS AND TABLES toolbar.

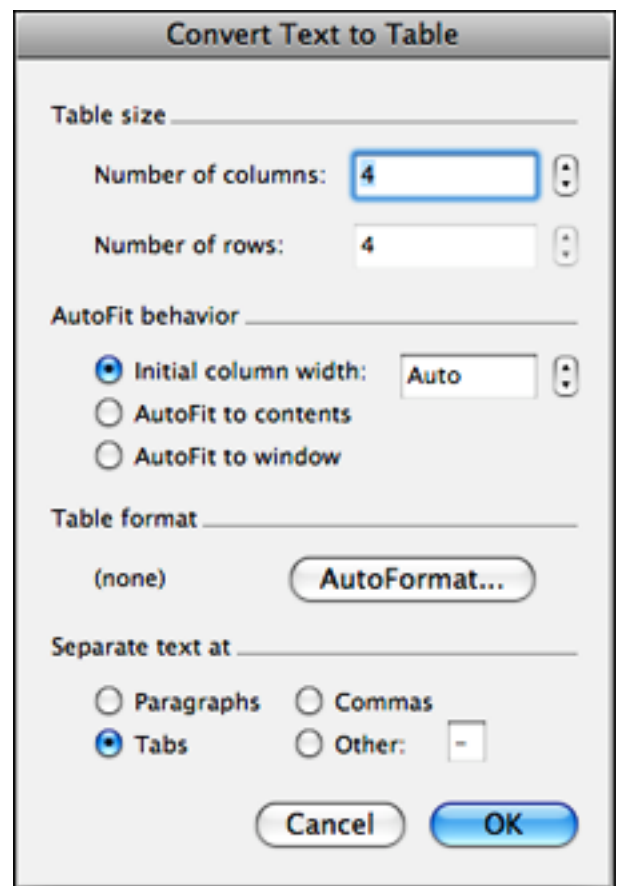


Above right is a screen picture of the left half of the BORDERS AND TABLES TOOLBAR. And below it is a picture of the right half of the BORDERS AND TABLES TOOLBAR.

## 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.
4. Note that the program detected that the table should be made up of four columns and four rows. If this is not correct, you should correct it here.
5. In the AutoFit behavior, you may adjust the column width, set AutoFit to contents, or choose AutoFit to window.
6. This dialog gives you the ability to choose a format for the table.
7. You can choose to separate text at Tabs, which you should do if you have separated your text with Tabs as you were instructed to do.

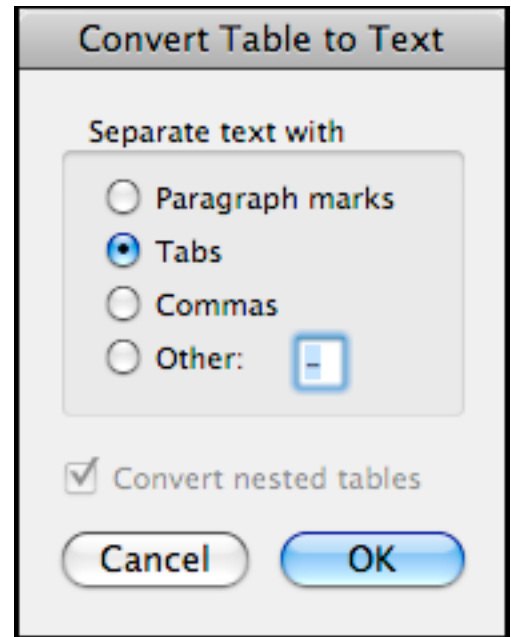
Row1Col1	Row1Col2	Row1Col3	Row1Col4
Row2Col1	Row2Col2	Row2Col3	Row2Col4
Row3Col1	Row3Col2	Row3Col3	Row3Col4
Row4Col1	Row4Col2	Row4Col3	Row4Col4



## Convert Table to Text

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

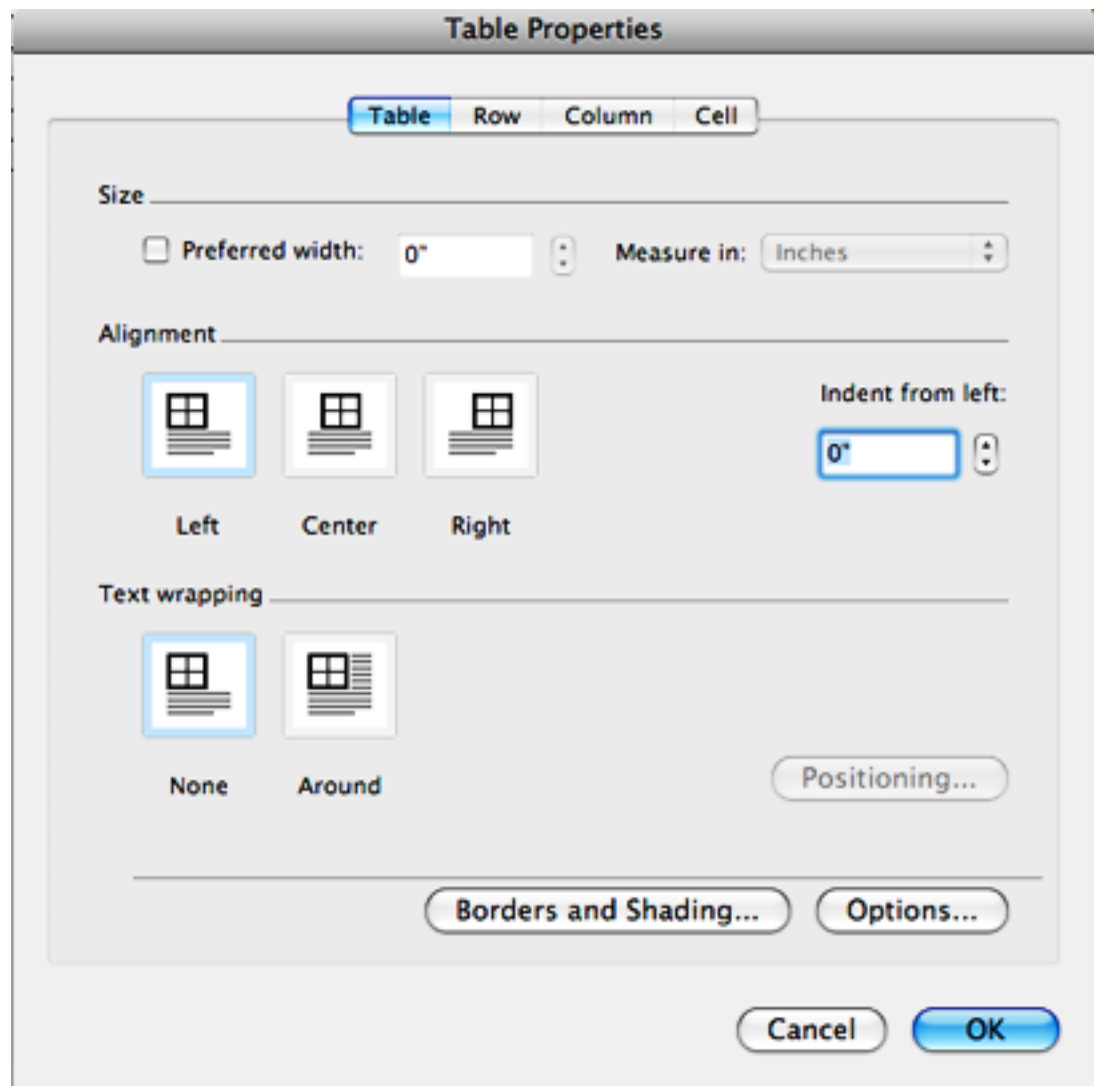
1. With your cursor in the table, pull down the **TABLE** menu.
2. Choose the **CONVERT** command.
3. On the submenu that appears, choose **CONVERT TABLE TO TEXT**.
4. The **CONVERT TABLE TO TEXT** dialog appears.
5. You have several choices of how to separate your converted text.
6. You probably will want to use **Tabs**.
7. If you separate the text with **Tabs**, then adjust your tab stops to separate the columns of text by the spaces you want.



## Table Properties

### For the entire table

1. To set **TABLE PROPERTIES** that relate to the entire table, select the entire table. If the table is too large for you to easily select it, then drop down the **TABLE** menu and choose the **SELECT** command.
2. Select **TABLE PROPERTIES** from the **TABLE** menu.
3. Note that you can set the size for the table.
4. You can align the table left, center, or right on the page, and the icons show the alignment for the text wrap around the table.
5. In the **TEXT WRAPPING** section, you can choose **NONE** (for no text wrapping around the table) or **AROUND** (to allow text wrapping around the table).
6. The **BORDERS AND SHADING** button gives you an opportunity to set borders and shading features.
7. The **OPTIONS** button displays the **TABLE OPTIONS** dialog that allows you to set various default options that will affect the entire table:



The table options include adjusting **Cell Margins**, **Cell spacing** between cells, and you can choose to automatically resize the table to fit its contents. Click **OK** to return to the **TABLE** dialog.

8. The TABLE PROPERTIES dialog has also ROW, COLUMN, and CELL tabs.

## Table Row Settings

In the SIZE section, you can specify the height of the selected row. The Specify height setting sets the height which will be set according to the setting chosen in ROW HEIGHT IS: The choices are AT LEAST or EXACTLY.

The AT LEAST setting allows the row height to expand as text is typed into any cell in that row that requires more space than the height setting specifies. If you choose EXACTLY, then you can only fit the amount of text within the row height you have specified.

Note in the OPTIONS section, that you can allow a selected row to break across pages. You can select a row at the top of the table to repeat at the top of each page as a header. If you try to select a row that is not at the top of the table as a header row, then the header row option is grayed out.

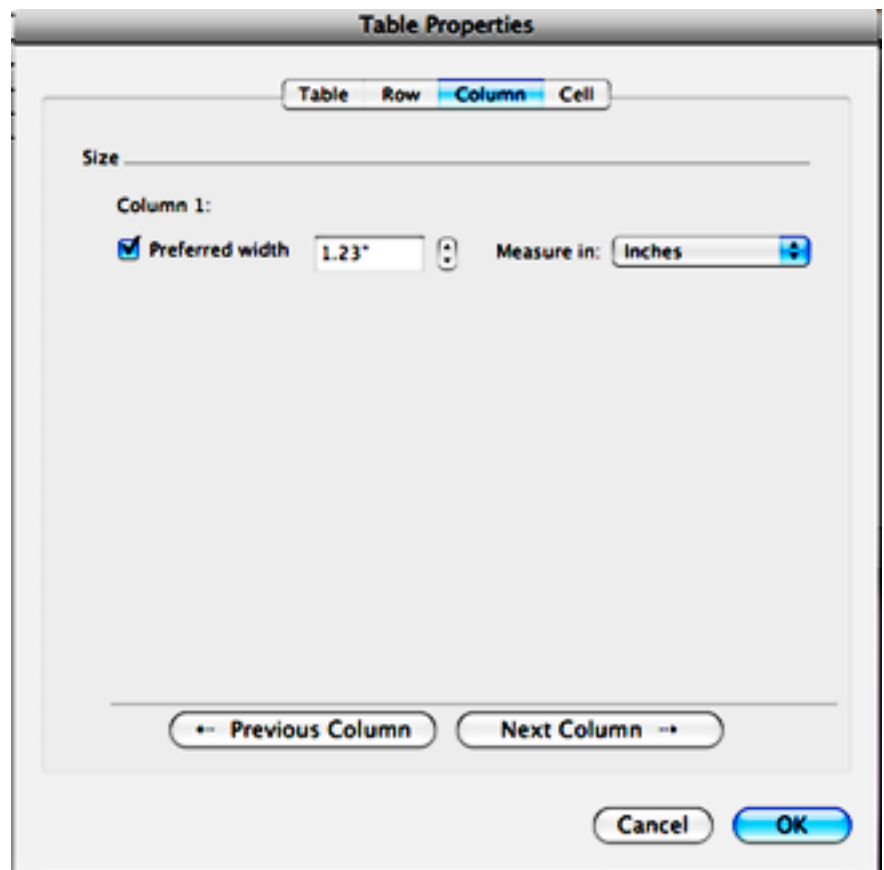
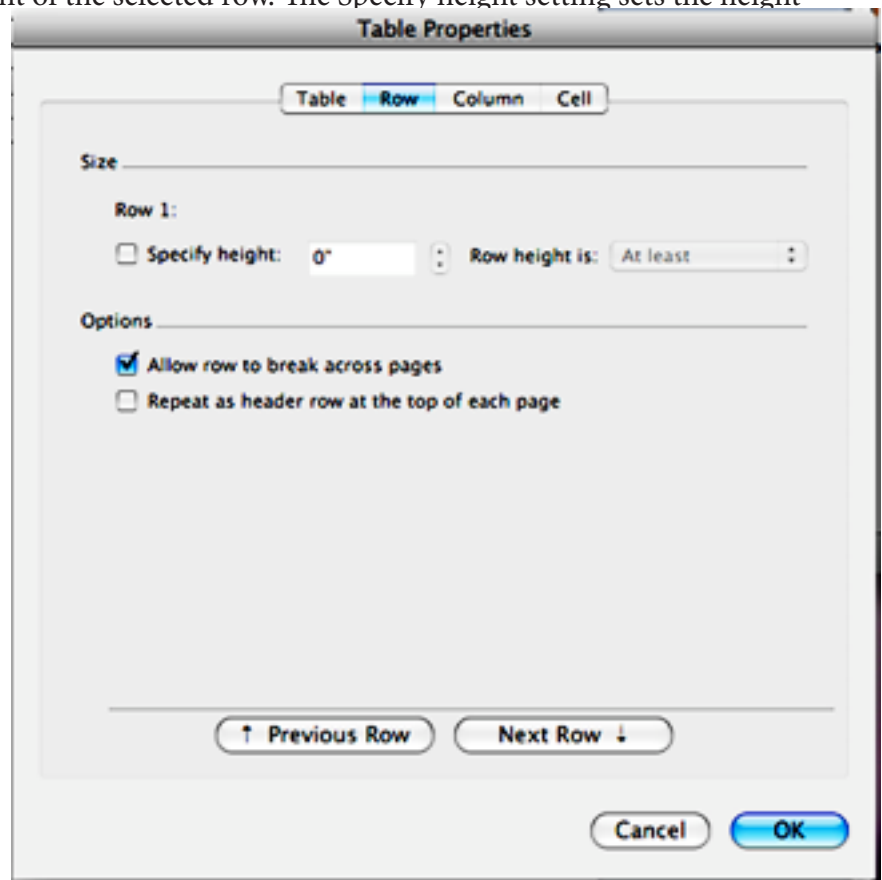
## Table Columns Settings

In the size section, the column or columns to which the column width settings will pertain are noted. If you want all the columns to be affected by the settings in this dialog box, then select them first.

This feature will allow you to select a certain column and then set the column width for just that selected column.

You can use the PREVIOUS COLUMN or the NEXT COLUMN button to move to another column, and when you do this, you can see in your table that the column you have moved to has been selected.

As you move through the table columns, from left to right, you can see the column widths change if you have changed the widths. Keep in mind if you increase column widths that you do not want your table to bump into your right page margin.



# Table Cell Settings

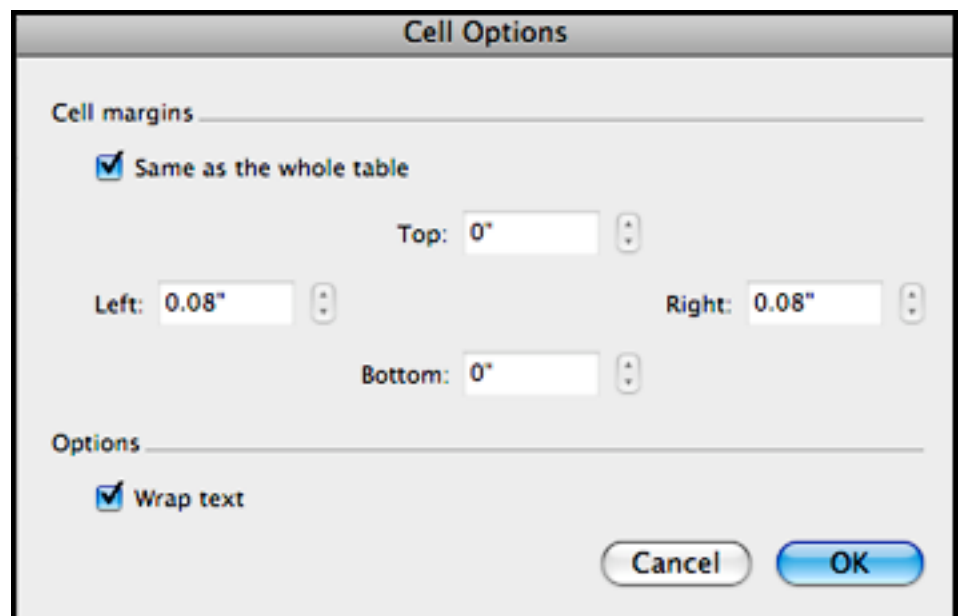
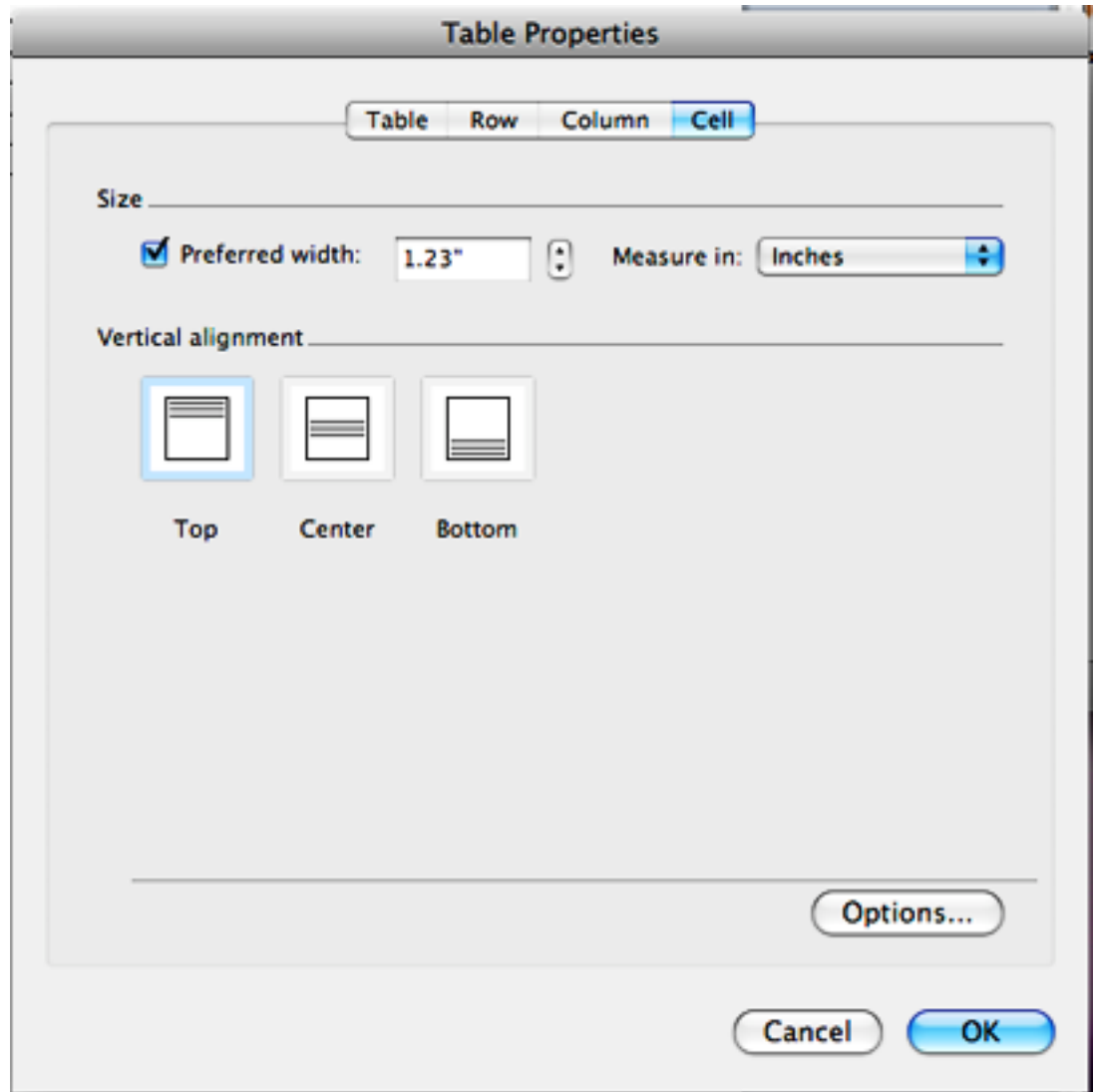
Usually the width of a table cell will be the width of a column. However, if you have split a cell, and you want to set the width of one of the cells that was created from the split cell, be sure your cursor is in the cell, and then adjust the cell width here.

In the Vertical Alignment section, with the cell selected, set the vertical alignment of the text that is or will be typed into the cell.

Click the **OPTIONS** button and see the cell settings that are available in this dialog box, named **CELL OPTIONS**.

In the Cell margins section, you can set cell margins to be the same as all the cells in the table. This setting is selected by default. If you want to set cell margins for the selected cell that you want to be different from the cell margins of the other cells in the table, click to uncheck this feature and proceed to fill in the cell margins settings you want after first selecting the cells.

In the **OPTIONS** section, note that the feature **WRAP TEXT** is chosen by default. If you do not want the text to wrap in the cell or cells you have selected, then click to remove the **WRAP TEXT** feature for those cells.

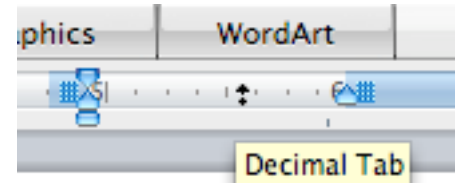


Click **OK** to return to the **TABLE PROPERTIES - CELL** dialog box. When you have finished setting the cell Table Properties, click the **OK** button.

## Line up Table Data

To align a column of numbers in a *Word* 2008 table on the decimal point, follow these steps:

1. Highlight the column containing the numbers you want to align at the decimal.
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. See the picture at the right that illustrates these instructions.



## 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

A screenshot of a table with five rows and one column. The numbers in the column are 456.94, 397.56, 9347.60, 8354.00, and 462.65. The decimal points in all numbers are perfectly aligned vertically, demonstrating the result of using the decimal tab feature.

## Formatting Text in Word 2008 Using Styles

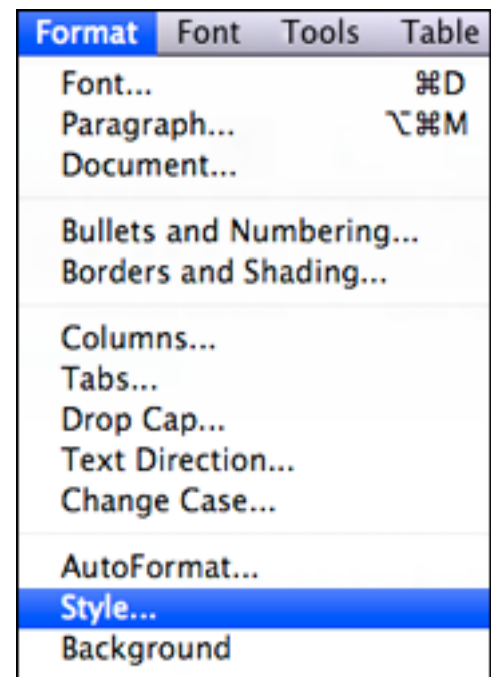
Using Styles has these advantages:

- 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.
- Always use styles in a *Word* document you plan to convert to PDF (portable document format).

## What is a Style?

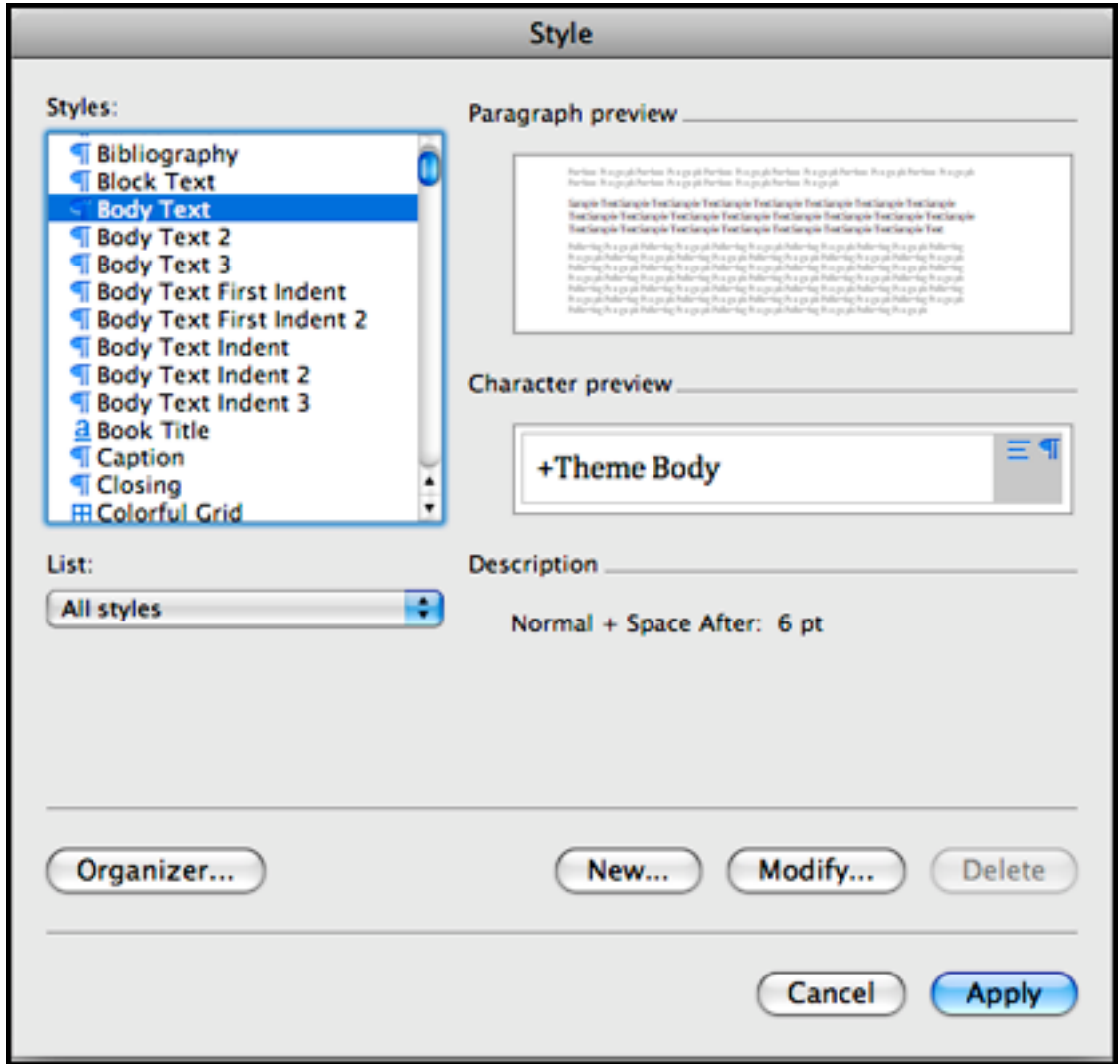
A style consists of formatting characteristics that you can apply to text that quickly changes its appearance. When you apply a style, you apply a group of formats in one step. When you start *Word*, and when you select the type of blank document, its settings are based on the default settings for that blank document.

There are several style types: the one this lesson deals with is a paragraph style. A paragraph style consists of a group of text formats (such as character, paragraph, and tab stops) identified by a unique name. When you apply a paragraph style to text in a document, it applies to the entire paragraph. If you later decide to change that style, you can modify all the text throughout the document to which that style has been applied simply by changing that style. Character formats apply only to a text string (such as one word) to which the character style has been applied.



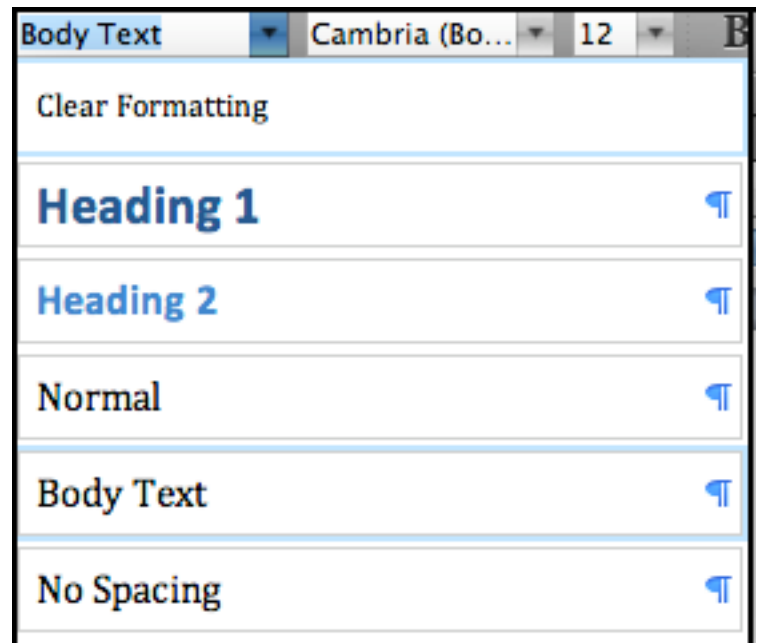
# Add a New Style to your Style List

1. From the **FORMAT** menu, choose the **STYLE** command.
2. The **STYLE** dialog displays.
3. See under **STYLES**, the selections from which you can choose.
4. **BODY TEXT** is highlighted.
5. In the **PARAGRAPH PREVIEW**, see how a paragraph of text will appear with this paragraph style attached.
6. In the **DESCRIPTION** area, see that this style is the **NORMAL** style with the **SPACE AFTER** of 6 points. That means that you are using the same font and other paragraph attributes of the **NORMAL** style with **SPACE AFTER** of 6 points added.



This means that when you press the **RETURN** or **ENTER** key after typing a paragraph with this style attached, there will be a space after this paragraph of 6 points.

7. This is exactly what you want. Remember that one point is one seventy-second of an inch. Twelve points would be twelve seventy-seconds of an inch (12/72) which, when reduced would give you a fraction of 1/6 of an inch. When you use a 12-point font, you end up with approximately 6 lines of text per inch vertically. The space between these paragraphs would be half that, or 6 points. This is a better space than pressing the **RETURN** or **ENTER** button twice between paragraphs, which produces an unprofessional-looking document. See the font list at the right showing **Body Text**.
8. 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.

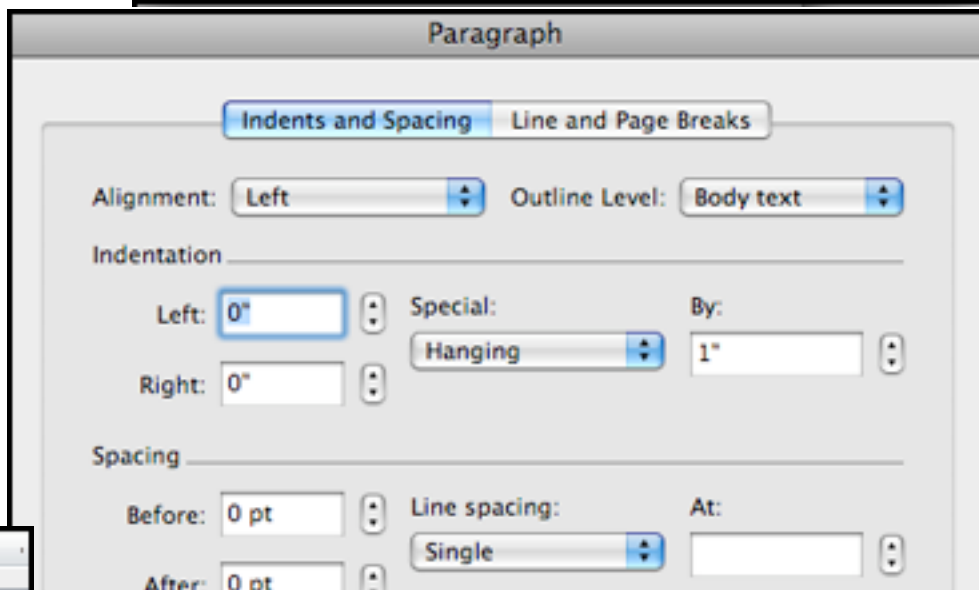
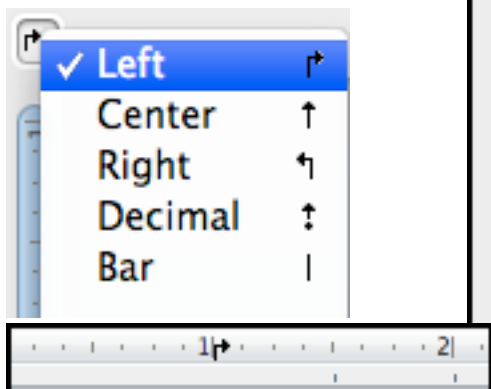
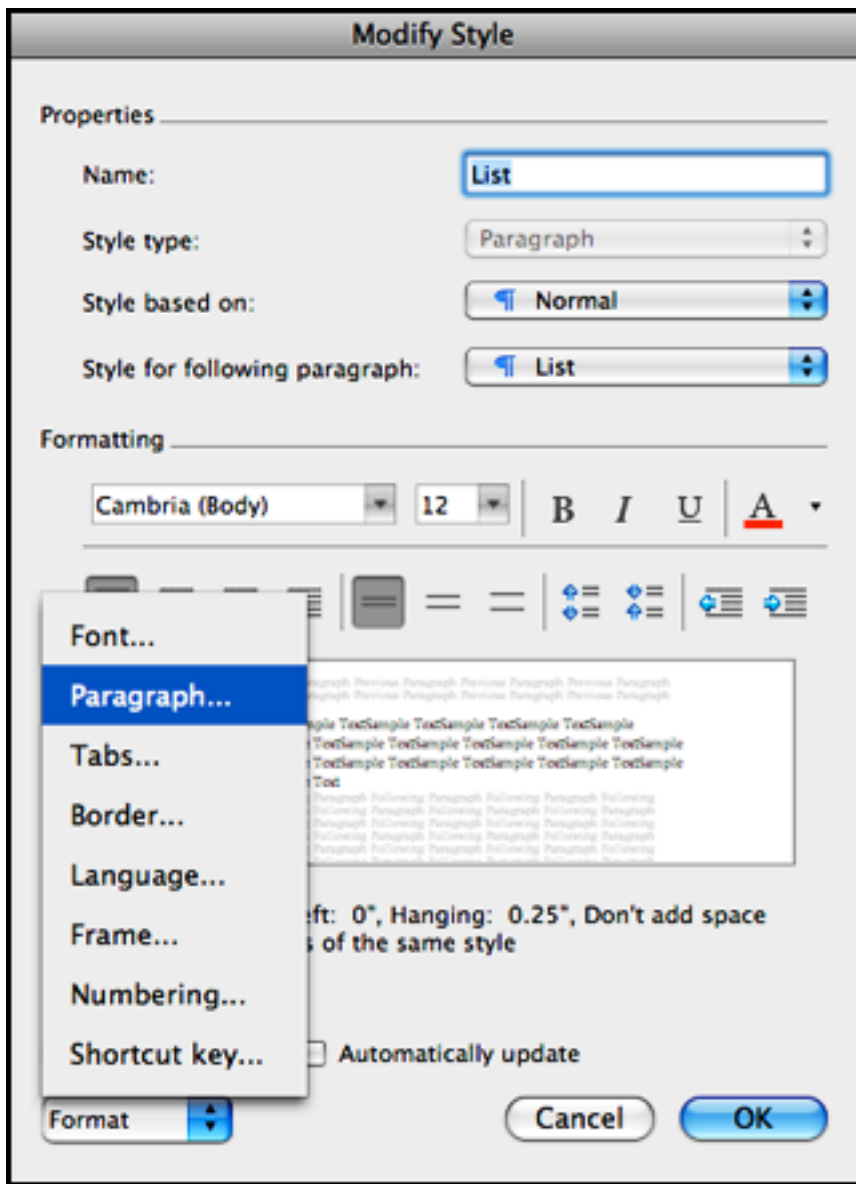


- See the list of text styles in the drop-down menu. It now includes the Body Text style, that has been selected. See at the top that it is the current text style in use.

## Modify a Style

Often you might like to, for example, design your own hanging indent without bullets or numbers. Suppose you want to start a paragraph with a word, press the tab, and then type with the balance of the paragraph text wrapping, lined up with the tabbed text which was indented to, for example, one inch. You could start with a hanging indent and modify it (you don't have to start from scratch). You could start with a hanging indent named List.

- Choose **FORMAT > STYLE** to open the Style dialog box.
- Choose **LIST**. This style uses an indent of 0.25 inches. The first line starts at the left margin, and there is a tab at 0.25 inches.
- Click the **MODIFY** button in the lower right area of the **STYLE** dialog box.
- The **MODIFY STYLE** dialog box displays.
- Click the **FORMAT** button, and choose **PARAGRAPH** from the pop-up menu. See the screen picture at right.
- The **PARAGRAPH** dialog displays, with the **INDENTS AND SPACING** tab selected.
- 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.
- Click **TABS** and set the left tab at one (1) inch.
- When back at the **MODIFY STYLE** dialog, delete the name **LIST** and type in your own name for this style.



# Bullets and Numbering

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



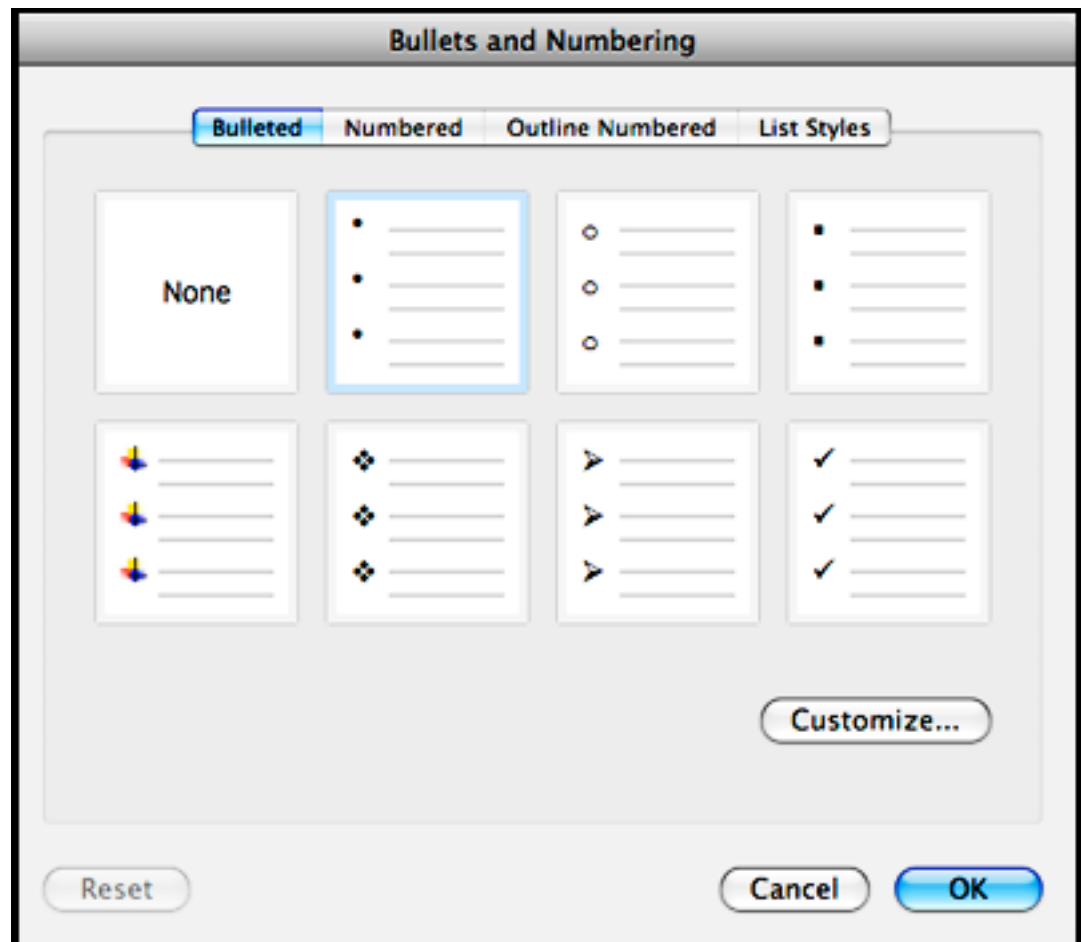
See above a picture of a portion of the FORMATTING TOOLBAR. In this picture, the format features are, from left to right, BOLD, ITALIC, UNDERLINE, LEFT JUSTIFICATION, CENTER JUSTIFICATION, RIGHT JUSTIFICATION, FULL JUSTIFICATION, NUMBERING, BULLETS, DECREASE INDENT, and INCREASE INDENT.

## Create a Bulleted or Numbered list

1. Highlight the text in your document you want bulleted or numbered.
2. Click the NUMBERING or the BULLETS button in the FORMATTING TOOLBAR.

## Formatting Bullets and Numbering

1. Highlight a bulleted or numbered list in your document.
2. From the FORMAT menu, choose BULLETS AND NUMBERING.
3. See at right the BULLETS AND NUMBERING DIALOG box. See the choices offered.
3. If you have a numbered list, you can click the NUMBERED tab and see formatting choices.
4. If you do not see any samples you like, click the CUSTOMIZE button to customize your list.
5. Often, you will have to adjust the space between the custom bullet and the beginning of the text using the RULER.



## 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.

3. 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:*

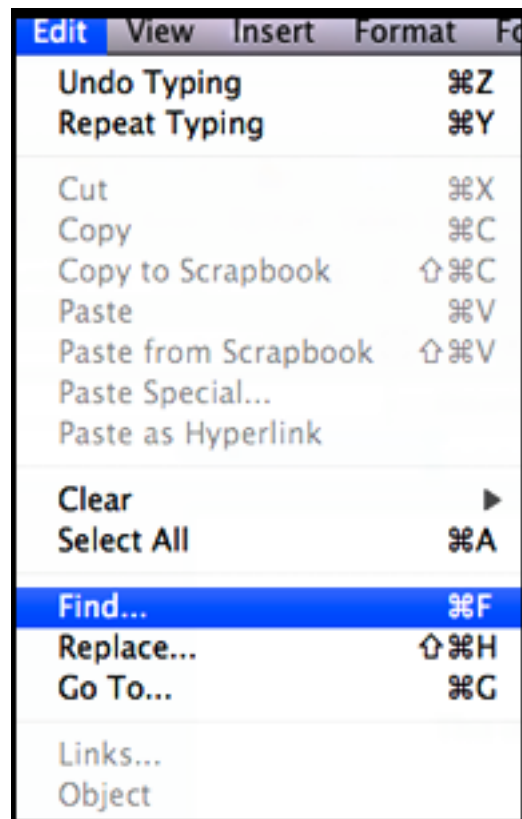
1. Pull down the FORMAT menu and chose BULLETS AND NUMBERING.
2. On the NUMBERED tab page, click RESTART NUMBERING.

*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.



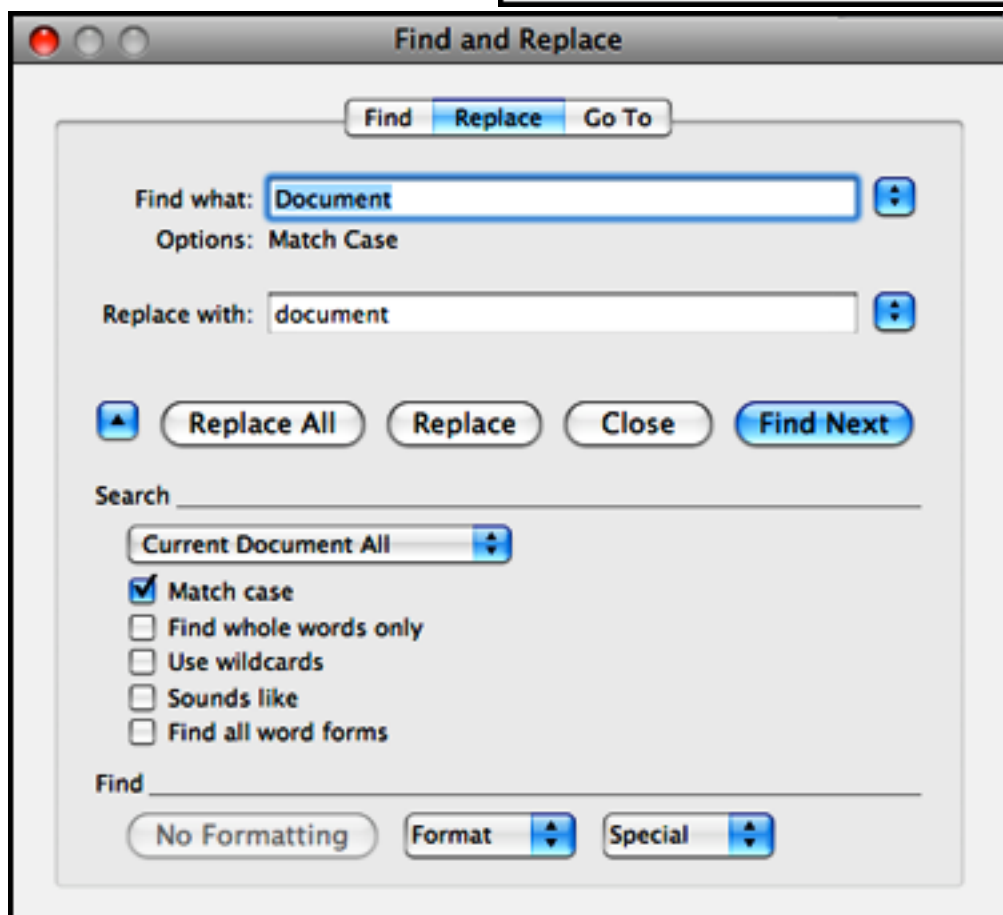
## Searching for and Replacing Text

### Search for a Word or Phrase:

1. Choose FIND on the EDIT menu, or press Cmd+F.
2. The FIND AND REPLACE dialog displays with the FIND panel in view.
3. Type the text string in the FIND text box.
4. Click FIND NEXT button.
5. Click the Close button when finished.

### Replace one word

1. Select REPLACE from the EDIT menu.
2. See the FIND AND REPLACE dialog box pictured at right.
3. Type the word to be found in the FIND WHAT text box and its replacement in the REPLACE WITH box.
3. To verify each replacement, click FIND NEXT and then REPLACE.
4. To replace all without verifying each replacement, click REPLACE ALL.
5. See in the SEARCH section, the various choices. In this illustration, the word to be found is "Document" with an initial capital. The Replace with word is "document" with no initial capital. You will have to select under Search, MATCH CASE.



6. Notice the other settings you can use under SEARCH.
  - Use wild cards
  - Sounds like
  - Find all word forms

## Turn off Automatic Changes

Many times you prefer to work in *Word* with the automatic changes turned off.

### Turn off automatic spelling corrections and all automatic formatting

1. On the TOOLS menu, click AUTOCORRECT.
2. Clear the AUTOMATICALLY CORRECT SPELLING AND FORMATTING AS YOU TYPE check box. Note: To specify options for checking spelling, on the *Word* menu, click PREFERENCES, and then under AUTHORIZING AND PROOFING TOOLS, click SPELLING AND GRAMMAR.

### Turn off automatic capitalization and text corrections

1. On the TOOLS menu, click AUTOCORRECT.
2. Click the AUTOCORRECT tab, and then clear the check boxes for the options that you want to turn off.
3. To turn off automatic spelling corrections as you type, clear the REPLACE TEXT AS YOU TYPE check box.

### Turn off automatic formatting of text, lists, and document elements

1. On the TOOLS menu, click AUTOCORRECT.
2. Click the AUTOFORMAT AS YOU TYPE tab, and then clear the check boxes for the options that you want to turn off.

### Stop Word from suggesting text

1. On the TOOLS menu, click AUTOCORRECT.
2. Click the AUTOTEXT tab.
3. Clear the SHOW AUTOCOMPLETE TIP FOR AUTOTEXT, CONTACTS, AND DATES check box.

## Using Smart Quotes and Straight Quotes

Smart quotes are set up in *Word's* AUTOCORRECT feature. You may not want to have to turn this feature off when typing 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. Simply press **Cmd+Z** immediately after typing the smart quotation mark. *Word's* AUTOCORRECT feature will convert the smart quote into a straight quote.