

Word 2002: Expert

(OFFICE EXPERT)

Task Reference List

KEY

Description of task

Exercise reference(s)

AutoCorrect entry, create **6-2**
 Choose Tools, AutoCorrect Options; key entry in Replace box and in With box; click Add.

Summary of recommended procedure

3-D style, apply to objects 1-7	AutoShapes, format 1-7
Click object to select. Click 3-D Style button  on Drawing toolbar and choose style. To change settings, choose 3-D Settings and then click buttons on 3-D Settings toolbar.	Double-click shape. Choose options in Format AutoShape dialog box.
AutoShapes, add text 1-9	AutoShapes, group 1-11
Right-click shape and choose Add Text. Key text.	Select shapes. Right-click selection and choose Group.
AutoShapes, align 1-12	AutoShapes, modify 1-4
Select shapes. Click Draw, Align or Distribute. Choose one of the Align options.	Click shape to select it. Drag yellow diamond.
AutoShapes, apply fill color to 1-7	AutoShapes, move 1-4
Click shape to select it. Click Fill Color button  on Drawing toolbar and choose color. To use fill effect, choose Fill Effects and click tab (Gradient tab for one- or two-color fills, Texture tab, Pattern tab, or Picture tab).	Click shape to select it. Drag with four-headed arrow pointer.
AutoShapes, change 1-8	AutoShapes, resize 1-4
Click shape. Click Draw, Change AutoShape. Choose another AutoShape.	Click shape to select it. Drag one of the sizing handles.
AutoShapes, change order of 1-10	AutoShapes, rotate 1-5
Right-click shape and choose Order. Choose one of the Send or Bring options.	Click shape to select it. Drag green rotate handle.
AutoShapes, copy 1-6	AutoShapes, ungroup 1-11
Press and hold Ctrl and drag shape.	Right-click grouped shapes and choose Ungroup.
AutoShapes, delete 1-6	Axis, change font in 8-10
Click shape to select it. Press Delete .	Double-click axis to open Format Axis dialog box. Click Font tab. Select desired font options. Click OK.
AutoShapes, distribute 1-12	Balance columns 2-11
Select shapes. Click Draw, Align or Distribute. Choose one of the Distribute options.	Position insertion point at end of last column. Choose I nsert, B reak, C ontinuous to insert continuous section break.
AutoShapes, draw 1-3	Body text, show first line of 10-2
Click AutoShapes on Drawing toolbar. Choose type of AutoShape. Click specific shape and then draw.	Select a heading. Click Show First Line Only button  on Outlining toolbar.
AutoShapes, flip 1-5	Bookmarks, go to 3-9
Click shape to select it. Choose D raw, R otate or F lip. Choose option.	Choose E dit, G o To or press Ctrl + G . Under G o to what, choose B ookmark. Under E nter bookmark name, click down arrow to see list of bookmarks in this document. Choose bookmark. Click G o T o.

Bookmarks, insert 3-8	Choose I nser t , B ook m ark. Under B ook m ark name, key bookmark name. Do not key a space between words. Click A dd button.
Bookmarks, view 3-8	Choose T ools, O ptions, V iew tab. Select B ook m arks. Click O K.
Borders and shading, use 2-4	Choose F ormat, B orders and S hading. Click appropriate tab and set options.
Browse the Web, download clip art 14-5	Open Insert Clip Art task pane. Click C lips O nline to open Microsoft Office Design Gallery Live. Using B rowse or S earch for text box, whichever is available, key your search word and search for clip art. Click any clip to see larger preview and list of associated keywords. Click preview of clip or down arrow below clip to download clip. File is automatically downloaded into your Clip Organizer in folder within new category called Downloaded Clips.
Character formatting, clear 2-2	Press C trl + S pacebar.
Character spacing, set 2-2	Choose F ormat, F ont, C haracter S pacing tab. Choose scale, spacing, position, or kerning options.
Chart gridlines, add 8-6	Select chart. Choose C hart, C hart O ptions, G ridlines tab. Select check box for each gridline you want to appear in chart. Click O K.
Chart title, move 8-11	Select title by clicking it. Drag it to new location.
Chart titles, add 8-6	Select chart. Choose C hart, C hart O ptions, T itles tab. Click in C hart t itle box and type title. Type titles for each axis, if desired. Click O K.
Chart type, apply a different type 8-4	Select chart to be modified. On Microsoft Graph toolbar, click Chart Type button down arrow  and select desired chart type from list. To apply a chart sub-type, choose C hart, C hart T ype, S tandard T ypes tab. In C hart t ype list, select chart type. In C hart s ub- t ype list, select sub-type. Click O K.
Chart types, combine 8-5	Select a data series in chart. Choose C hart, C hart T ype, S tandard T ypes tab. In C hart t ype list, select chart type for selected series. In C hart s ub- t ype list, select sub-type. Click O K. Repeat for each data series that will have a different chart type.
Check box form field, insert 4-5	Position insertion point where you want field to appear. Click Check Box Form Field button  on Forms toolbar.
Clip art, recolor 1-14	Right-click clip and choose E dit P icture. Click element of picture that you want to recolor. Use F ill C olor button  to choose color.
Clip art, rotate or flip 1-15	Click clip. Click D raw, R otate or F lip. Choose R otate or F lip option. If clip is not an in-line graphic, drag its rotate handle to rotate.
Column chart, change color of columns in a data series 8-8	Right-click column in the data series and choose F ormat D ata S eries from shortcut menu. When Format Data Series dialog box appears, click P atterns tab. Select new color. Click O K.
Column layout, create 2-10	Position insertion point. Choose C olumns from F ormat menu. Choose options (set A pply to box to T his point forward or W hole document). Click O K.
Column, resize by dragging 7-11	Point to column's right-hand border. When mouse pointer changes to two-headed arrow, drag border to resize column. To see column's precise measurement on horizontal ruler, press A lt as you drag border.
Column, resize by using Table Properties dialog box 7-12	Click in table. Choose T able, T able P roperties, C olumn tab. Click P revious C olumn or N ext C olumn button to choose desired column. Select P referred w idth check box. Specify width for column. Click O K.

Concordance file, use to create multiple index entries	11-3	Document, create two versions of	13-6
Create new document that contains a two-column table. In first column, key each word (in a separate cell) that you want to include in index. In second column, key words as they should appear in index. Save and close document. In document to be indexed, open Index and Tables dialog box and click AutoMark . Select concordance file and click Open .		Make change to original document. Choose Versions from File menu. Click Save Now button and key a comment. Click OK .	
Cross-reference, create	11-5	Document, protect from revisions	13-4
Select text to use as main index entry. Open Open Mark Index Entry dialog box. Click Cross-reference option. In Cross-reference text box, type text that will appear in index as cross-reference. Click Mark .		Choose Protect Document from Tools menu. Choose Tracked Changes . Click OK .	
Custom menu, add commands to	6-16	Documents, distribute for revision via e-mail	13-5
Right-click any menu or toolbar and choose Customize . Click Commands tab. From Save in drop-down list, choose file to save menu in. Under Categories , click Format or other listing. On menu bar, click menu you want to customize. Drag Customize dialog box out of the way to see menu. Under Commands , scroll down and click and drag command from dialog box to menu.		Choose Tools , Letters and Mailings , Mail Merge Wizard . Mail Merge Wizard opens. Under Select document type , choose E-mail messages . Click Next: Starting Document . Use current document and click Next: Select recipients . Click Browse to locate existing list. Click Open . Click OK when Mail Merge dialog box appears. Click Next: Write your e-mail message . Key message. Click Next: Preview your e-mail message . Click Next: Complete the merge . Save document. Click Electronic Mail to merge to E-mail. Merge to E-mail dialog box opens. In To text box, make sure Email_Address is selected. In Subject line text box, key subject. In Mail format text box, choose Attachment . Click OK . Microsoft Outlook will launch and send your messages.	
Custom menu, remove new commands from	6-16	Drawing canvas, expand	1-2
Right-click any menu or toolbar and choose Customize . Open menu on menu bar and click and drag command off of menu.		Click Expand button  on Drawing Canvas toolbar.	
Data series, plot against different axis	8-7	Drawing canvas, fit	1-2
Right-click data series and choose Format Data Series from shortcut menu to open Format Data Series dialog box. Click Axis tab. Select appropriate axis. Click OK .		Click Fit button  on Drawing Canvas toolbar.	
Document changes, create bookmark to locate	13-7	Drawing canvas, scale drawing on	1-2
Choose Bookmark from Insert menu. Key bookmark name in Bookmark name text box. Click Add to save bookmark.		Click Scale Drawing button  on Drawing Canvas toolbar.	
Document Map, navigate in	10-4	Drawing canvas, use text wrapping on	1-2
In Document Map pane, click heading to jump to that section of document.		Click Text Wrapping  button on Drawing canvas toolbar and choose wrapping option.	
Document Map, open and close	10-4	Drawing toolbar, view	1-1
Choose View, Document Map to open Document Map pane. Choose View, Document Map again to close pane. (Standard toolbar also contains a button for Document Map .)		Choose View, Toolbars and click Drawing .	
		Drop-down list form field, insert	4-6
		Position insertion point where you want field to appear. Click Drop-Down Form Field button  on Forms toolbar. Click Form Field Options button  to open Drop-Down Form Field Options dialog box. In Drop-down item text box, key items to appear in drop-down list. Press Enter or click Add button.	

Endnote, convert to footnote	9-8	Existing Excel worksheet, link to document	7-29
Select endnote in pane or in Print Layout view. Right-click endnote and choose Convert to Footnote .		In Word document, place insertion point where you want table to appear. Switch to Excel document, select cells whose data will appear in the table, and click Copy button  . Switch back to Word document and choose Edit, Paste Special to open Paste Special dialog box. Choose Microsoft Excel Worksheet Object from list. Select Paste link option. Click OK.	
Endnotes, place on separate page	9-9	Field code view options, set	3-1
Insert page break at end of document. Switch to Normal view. Display endnote pane by choosing View, Footnotes, View endnote area . Choose Endnote Separator from drop-down list in pane. Delete separator, replace with heading such as "NOTES," and add space before and after heading.		Open file. Choose Tools, Options, View . Click to select Field codes . Click OK.	
Excel chart, embed in Word document	8-2	Field codes, display and hide	7-22
Place insertion point where chart will appear in Word file. Open Excel file and select chart. Choose Edit, Copy to copy chart to Clipboard. In the Word file, choose Edit, Paste Special . In Paste Special dialog box, select Paste option and select Microsoft Excel Chart Object . Click OK. Click Paste Options button  drop-down arrow and click Picture of Chart (smaller file size).		Press Alt + F9 to display all field codes in document. Press Alt + F9 again to hide codes.	
Excel chart, link to Word document	8-3	Field properties, change	3-4
Place insertion point where chart will appear in Word file. Open Excel file and select chart. Choose Edit, Copy to copy chart to Clipboard. In the Word file, choose Edit, Paste Special . In Paste Special dialog box, select Paste link option and select Microsoft Excel Chart Object . Click OK. Click Paste Options button drop-down arrow and click Link to Excel Chart .		Double-click to the left of field. Choose Insert, Field . In Field properties section of dialog box, choose field format.	
Excel data, import into Word chart	8-1	Fields, apply multiple options to	3-5
Double-click chart in Word document to activate Microsoft Graph tools. Click first cell of datasheet. Click Import File button  and select worksheet file to import. In Import File Options dialog box, specify worksheet or range to import and set other options. Click OK.		Double-click to the left of field. Choose Insert, Field . In Field properties section of dialog box, choose field format. Click Field Codes . Click Options and choose appropriate option from list. Click Add to Field button. Click OK twice.	
Existing Excel worksheet, embed in document	7-28	Fields, insert	3-2
In Word document, place insertion point where you want table to appear. Switch to Excel document, select cells whose data will appear in the table, and click Copy button  . Switch back to Word document and choose Edit, Paste Special to open Paste Special dialog box. Choose Microsoft Excel Worksheet Object from list. Select Paste option. Click OK.		Choose Insert, Field . Under Categories , choose field category. Under Field names , choose field name.	
		Fields, update	3-7
		Right-click field and choose Update Field from shortcut menu. Or click field and press F9 .	
		Fields, view and edit	3-6
		Right-click field and choose Toggle Field Codes from shortcut menu. Edit field codes with appropriate syntax.	
		Find and replace formatting or styles	2-9
		Choose Replace from Edit menu. Click in Find what box and clear text. Click Format to choose formatting or style. Do the same in Replace with box. Click Find Next . Click Replace .	

Find and replace special characters 2-8	Form field shading, turn on and off 4-3
Choose R eplace from E dit menu. Enter text or special character in F ind what box (use S pecial button to choose a character). Do the same in R eplace with box. Click F ind Next. Click R eplace.	Click Form Field Shading button  to turn on/off shading.
Footnote, convert to endnote 9-7	Form field, add Help text to 4-4
Select footnote in pane or in Print Layout view. Right-click footnote and choose C onvert to E ndnote.	Click within field or select it. Click Form Field Options button  on Forms toolbar. Text Form Field Options dialog box opens. Click A dd H elp T ext button to open Form Field Help Text dialog box. Click S tatus B ar tab, if it is not active. In text box under T ype your own, key help text. Click O K twice.
Footnote/endnote, add 9-1	Form field, choose Number option for 4-4
Position insertion point. Press (Alt)+(Ctrl)+(F) and key footnote text, or choose I nser t , R efer e nce, F oot n ote.	Click within field or select it. Click Form Field Options button  on Forms toolbar. Open T ype drop-down list and choose N umber. Open N umber format drop-down list and choose format. Under F ield settings, make sure F ill-in e nabled option is checked. Click O K.
Footnote/endnote, change number format for 9-10, 9-11	Form, create a document based on 4-9
In pane or in Print Layout view, right-click footnote or endnote and choose N ote options from shortcut menu. Open N umber format drop-down list and choose format.	Right-click Windows Start button  and choose E xplore from shortcut menu. In F olders list, navigate to folder containing the form. Double-click file, or right-click file and choose N ew from shortcut menu.
Footnote/endnote, change placement of 9-6	Form, edit 4-11
In pane or in Print Layout view, right-click footnote/endnote and choose N ote options from shortcut menu. Choose option in dialog box under L ocation.	Click O pen button  . Choose D ocument T emplates from F iles of t ype drop-down list. Navigate to folder containing form. Choose form template and then click O pen button. Unlock form and make changes. Resave template or S ave A s to assign a different name.
Footnote/endnote, copy 9-5	Form, enter data in 4-10
Copy reference mark in document. Paste to new location.	Click in a field. Key data or choose from a drop-down list. Press (Tab) to move to next field.
Footnote/endnote, delete 9-5	Form, insert table in 4-12
Select reference mark in document. Delete it.	Use D raw T able button  or I nser t T able button  to create table in the form.
Footnote/endnote, edit or format 9-3	Form, protect 4-7
In pane or in Print Layout view, select footnote/endnote text. Edit or apply paragraph/character formatting.	Choose T ools, P rotect D ocument; in Protect Document dialog box, click F orms option and click O K. Or click the Protect Form button  on the Forms toolbar.
Footnote/endnote, move 9-4	Form, save 4-8
Cut reference mark in document. Paste to new location.	Choose F ile, S ave A s. A folder named T emplates should appear in S ave i n box. Save your form as document template with new name.
Footnote/endnote, view 9-2	
To see footnote/endnote text, point to reference mark in document and read ScreenTip. Or change to Print Layout view or Print Preview.	
Footnote/endnote, view in pane 9-2	
In Normal view, choose V iew, F ootnotes to open footnotes pane. To see endnotes, open drop-down list in pane and choose E ndnotes.	










Heading, collapse	10-2	Hyperlink, insert bookmark	14-1
Select heading in outline. Either click Collapse button  on Outlining toolbar or double-click selection symbol  in front of heading.		Create bookmark. Select word or phrase to use as hyperlink. Click Insert Hyperlink button  or press Ctrl + K . Under Link to, click <u>P</u> lace in This Document button. Under Bookmarks, click bookmark name. Click OK.	
Heading, demote	10-1, 10-7	Hyperlink, insert using Copy and Paste as Hyperlink	14-1
Collapse document to show desired heading levels. Click heading's selection symbol to select heading and all its subtext. Click Demote button  on Outlining toolbar.		Copy text to become a hyperlink. Position insertion point where you want hyperlink. From <u>E</u> dit menu, choose Paste as <u>H</u> yperlink.	
Heading, demote to body text	10-1, 10-7	Hyperlink, insert heading	14-1
Select heading in outline. Click Demote to Body Text button  on Outlining toolbar.		Style heading. Select word or phrase to use as hyperlink. Click Insert Hyperlink button  or press Ctrl + K . Under Link to, click <u>P</u> lace in This Document button. Under Headings, click heading name. Click OK.	
Heading, expand	10-2	Index entry, create	11-1
Select heading in outline. Click Expand button  on Outlining toolbar or double-click selection symbol  in front of heading.		Select text to be used for main index entry. Press Alt + Shift + X to open Mark Index Entry dialog box. Click <u>M</u> ark.	
Heading, promote	10-1, 10-7	Index entry, use range of pages in	11-4
Collapse document to show desired heading levels. Click heading's selection symbol to select heading and all its subtext. Click Promote button  on Outlining toolbar.		Select all text to be covered by index entry. Create bookmark for selected text. Place insertion point at end of bookmarked text. Open Mark Index Entry dialog box. Click in <u>M</u> ain <u>e</u> ntry box and key main index entry. Click <u>P</u> age <u>r</u> ange and select desired bookmark from <u>B</u> ookmark list. Click <u>M</u> ark.	
Headings, show multiple levels	10-2	Index subentry, create	11-2
Click Show Level button drop-down arrow  on Outlining toolbar. Select lowest heading level you want to appear in outline. Word hides all headings and body text below the level you select.		Select text to be used for main index entry. Press Alt + Shift + X to open Mark Index Entry dialog box. Click <u>S</u> ubentry text box and key text to be used as subentry. Click <u>M</u> ark.	
HTML format, round-trip document from	14-10	Index, add to master document	12-11
Open HTML document. Choose <u>S</u> ave <u>A</u> s from <u>F</u> ile menu. Open Save as type drop-down list and choose Word Document. Click <u>S</u> ave.		Place insertion point at end of master document, but not within a subdocument. Choose <u>I</u> nsert, <u>R</u> eference, <u>I</u> ndex and Tables, <u>I</u> ndex tab. Select desired options for your index. Click OK.	
HTML, convert document to	14-7	Index, compile and format	11-6
Open file. Choose <u>F</u> ile, <u>S</u> ave as Web Page.		Place insertion point on blank line at end of document. Open Index and Tables dialog box. Click <u>I</u> ndex tab. Select desired formatting options. Click OK.	
Hyperlink to a Web site, create	14-4		
Key Web site address. Word automatically creates hyperlink.			
Hyperlink to another document, create	14-2		
Select word or phrase to use as hyperlink. Click Insert Hyperlink button  or press Ctrl + K . In Insert Hyperlink dialog box, under Link to, click <u>E</u> xisting File or Web Page. Click <u>C</u> urrent Folder if it is not active. In <u>L</u> ook in text box, locate and click file to link to. The filename appears in <u>A</u> ddress text box. Click OK.			

Index, edit and update	11-7	List style, create	2-6
In document, make changes to one or more index entry fields. Right-click index and choose Update Field from shortcut menu, or press F9 .		Display Styles and Formatting task pane (Format, Styles and Formatting). Click New Style , choose List as style type, and choose options. To create a bulleted list, click Bullets button  and choose symbol character for each list level.	
Legend, change font options in	8-9	List, sort	7-19
Select legend. Choose Format, Selected Legend to open Format Legend dialog box. Click Font tab. Select font options for legend's text. Click OK .		Select list. Choose Table, Sort to open Sort Text dialog box. (If you want Word to recognize each word as a separate field, click Options to open Sort Options dialog box. Under Separate fields at , specify the character that separates words, such as a blank space. Click OK .) In Sort by list , choose word or field on which to sort. In Type list , choose Text . Click Ascending or Descending option. Click OK .	
Legend, remove borders from	8-9	Macro, assign keyboard shortcut to	6-14
Select legend. Choose Format, Selected Legend to open Format Legend dialog box. Click Patterns tab. Under Border , click None . Click OK .		Choose Tools, Customize . Click Keyboard button. Under Categories , scroll to bottom of list and choose Macros . Make sure your template file is selected from Save changes in list box . Under Macros , choose macro name. In Press new shortcut key box , press keyboard combination. Click Assign . Click Close . Click Close again.	
Legend, reposition in a chart	8-9	Macro, copy individual	6-11
Select legend. Choose Format, Selected Legend to open Format Legend dialog box. Click Placement tab. Select position for legend. Click OK .		Open Macros dialog box. Select macro to be copied. Click Edit button. Select all text in macro. Click Copy button  on Visual Basic Standard toolbar. Go to bottom of code window and position insertion point on blank line below last macro. Click Paste button  on Visual Basic Standard toolbar.	
Line chart, change color of markers in data series	8-8	Macro, create AutoText entry to use with	6-1
Right-click line in data series and then choose Format Data Series from shortcut menu. When Format Data Series dialog box appears, click Patterns tab. Under Marker , select new foreground and/or background color. Click OK .		Open template file. Create AutoText entries. Resave template file or save it with new name.	
Line chart, change color of lines in data series	8-8	Macro, delete	6-13
Right-click line in data series and then choose Format Data Series from shortcut menu. When Format Data Series dialog box appears, click Patterns tab. Under Area , select a new color. Click OK .		Open Macros dialog box. Select macro to be deleted. Click Delete button. Click Yes . Click Close .	
Line, draw	1-1	Macro, edit	6-7
Click Line button  on Drawing toolbar. Draw line in drawing canvas. To draw a straight line, hold Shift as you draw.		Choose Tools, Macro, Macros or press Alt+F8 . In Macros in text box, choose template containing macro. Choose macro from list above and click Edit . In Visual Basic Editor window, make changes to macro code. Click Save button  . Then choose File, Close and Return to Microsoft Word , or press Alt+Q .	
Link text boxes	2-13		
Draw text box. Insert text. Draw second text box. Click in first text box. Click Create Text Box Link button  on Text Box toolbar. Click in second text box to flow text.			
Link, edit to make documents portable	7-30		
Press Alt+F9 to display field codes. Find code for linked worksheet. Edit it to remove all the file's path information. Leave file's name intact in field code. Press Alt+F9 again to hide field codes.			

Macro, prepare to record 6-2	Mail Merge, complete merge 5-5
Choose T ools, M acro, R ecord New Macro. In M acro name text box, key macro name. Under S tore macro in, choose Documents Based On. In D escription box, edit text to indicate that you recorded macro. Press E nter to start new line and then key a description of what the macro does. Click K eyboard button. With insertion point in P ress new shortcut key text box, press a keyboard shortcut (for example, A lt + 1). Click A ssign button. Click C lose.	In Mail Merge wizard task pane, click N ext: C omplete the merge, and click P rint to merge to printer or click E dit individual letters to merge to new document. Or click Merge to New Document button  on Mail Merge toolbar.
Macro, record 6-3	Mail Merge, create data source 5-2, 5-3
Using recording pointer, choose commands that you want macro to perform. Click Stop Recording button  .	In Mail Merge wizard task pane, click N ext: S elect Recipients. Choose T ype a new list. Click C reate (fields can be added, deleted, and renamed). Key data for records. Click N ew Entry after each new record entered.
Macro, rename 6-12	Mail Merge, create labels 5-12
With Visual Basic window open, select macro name inside quotation marks and key new name. Click Save button  .	Open new document. Choose T ools, L etters and M ailings, M ail Merge Wizard. Choose L abels as document type. Choose starting document and label options (type and size). Choose data source. Arrange labels by inserting merge fields. Click U ppdate all labels button. Preview and complete the merge.
Macro, run 6-5	Mail Merge, create main document 5-1
Choose T ools, M acro, M acros. Make sure correct template is selected in M acros in list box. Select macro. Click R un.	Choose T ools, L etters and M ailings, M ail Merge Wizard; choose document type; click N ext: S tarting document; select starting document. Or display Mail Merge toolbar and click Main document setup button  .
Macro, set security 6-4	Mail Merge, edit main document 5-9
Choose T ools, M acro, S ecurity. Display S ecurity Level tab. Choose security level. Click O K.	Open document. Edit text as needed. Use I nsert Merge Fields button  on Mail Merge toolbar to insert new fields. Use V iew Merge Data button  and N ext Record button  to preview merged records.
Macro, use letter template macros to create letter 6-9	Mail Merge, filter data source 5-11
Start new document based on template. Click E nable Macros. Run macros. Save template as a letter.	Open data source file. Use M ail Merge Recipients button  to open Mail Merge Recipients dialog box. Click down arrow next to a column heading and choose records you want to filter.
Macros, copy 6-10	Mail Merge, insert merge fields 5-4
Open template file. Press A lt + F 8 to open Macros dialog box. Click O rganizer button. In Organizer dialog box, click M acro Project Items tab. On right side of dialog box, click C lose File. Click O pen File on right side of dialog box and navigate to folder containing file with macros. Click O pen. Make sure N ewMacros is selected in list on right side, and then click C opy button to copy all macros in NewMacros module to list on left side. The left and right side might be reversed depending on what file you are copying to. Click C lose.	In Mail Merge wizard task pane, click N ext: W rite your letter; choose A ddress Block, G reeting Line, or M ore items. Or click I nsert Merge Fields button  on Mail Merge toolbar.

Mail Merge, preview merged data 5-5 In Mail Merge wizard task pane, click Next: Preview your letters and click double-arrows to preview each record. Or click View Merge Data button  on Mail Merge toolbar.	Nested tables, create multiple 7-16 Select first table you want to nest (and its caption). Drag it into an empty cell of parent table. Repeat for any other tables to be nested.
Mail Merge, sort data source 5-10 Open data source file. Use Mail Merge Recipients button  to open Mail Merge Recipients dialog box. Click column name heading to sort list. Click down arrow next to a column heading and choose (Advanced...). Click Sort Records tab and in Then by drop-down list choose second sort option.	New Excel worksheet, embed in document 7-24 In Word document, place insertion point where you want Excel worksheet to appear. Click Insert Microsoft Excel Worksheet button  . When grid appears below button, drag to set number of rows and columns for sheet. When you release mouse button, worksheet appears in document and Excel tools are added to Word's menu bar and toolbars.
Mail Merge, use Excel data source 5-7 Click Open Data Source button  . Locate Excel file and open it. Use Mail Merge Recipients button  to view records. Click Merge to New Document button  .	New Excel worksheet, enter data and navigate 7-25 Click in cell and key data. Use mouse or arrow keys to move insertion point to another cell. Click outside worksheet to turn off Excel tools. Double-click worksheet to reactivate Excel tools.
Mail Merge, use Outlook data source 5-8 Choose Tools, Letters and Mailings, Mail Merge Wizard . Click Select from Outlook contacts . Click Choose Contacts Folder . Click OK to accept Outlook as Profile Name. Click OK to choose Contacts Personal Folders . Click OK to choose recipients from Outlook. Use Merge to New Document button  to merge records. If Invalid Fields dialog box appears, replace fields with fields from Outlook data source.	Outline view, switch to 10-1 Click Outline View button  on horizontal scroll bar.
Mail Merge, use Word data source 5-6 Click Open Data Source button  . Locate Word file and open it. Use Mail Merge Recipients button  to view records. Click Merge to New Document button  .	Outline, copy and paste text in 10-6 Collapse document to show desired heading levels. Click heading's selection symbol to select heading and all its subtext. Choose Edit, Copy or click the Copy button  to copy selected text to Clipboard. Place insertion point where the copy will go. Choose Edit, Paste or click the Paste button  to insert the copied text.
Master document, lock 12-4 Place insertion point in master document, but not in a subdocument. For example, click within section break before first subdocument to place insertion point there. Click Lock Document button  .	Outline, delete text in 10-6 Collapse document to show desired heading levels. Click heading's selection symbol to select heading and all its subtext. Press Delete .
Merge documents 13-3 Choose Tools, Compare and Merge Documents . In Compare and Merge Documents dialog box, locate another revision of same file. Click Merge down arrow and choose Merge into current document . Word merges new file into currently open file and displays revision marks identifying changes between revised file and original file.	Outline, move text by dragging 10-5 Collapse document to show desired heading levels. Click heading's selection symbol to select heading and all its subtext. Move selected text to new location by clicking Move Up button  or Move Down button  on Outlining toolbar. Or you can move selected text by pointing to its selection symbol; when mouse pointer changes to four-headed arrow, drag text to its new location.

Outline, navigate in 10-3	Row, resize by dragging 7-11
Click Select Browse Object button  . Click Browse by Heading button  . Click Next Heading button  to jump to next heading in outline, or click Previous Heading button  to jump to previous heading in outline.	Point to row's bottom border. When mouse pointer changes to double-headed arrow, drag border to resize row. To see row's precise measurement on vertical ruler, press Alt as you drag border.
Oval, draw 1-1	Row, resize by using Table Properties dialog box 7-12
Click Oval button  on Drawing toolbar. Draw oval in drawing canvas. Hold Shift as you draw to create a circle.	Click in table. Choose T able, T able P roperties to open Table Properties dialog box. Click R ow tab. Click P revious R ow or N ext R ow button to choose desired row. Select S pecify height check box. Specify a height for the row. Click O K.
Paragraph formatting, clear 2-3	Rows, keep together at page break 7-13
Press Ctrl + Q .	Select first of two rows you want to keep together. Choose F ormat, P aragraph, L ine and P age B reaks tab. Select K eep with next check box. Click O K.
Paragraphs, sort 7-20	Secondary axis, add 8-7
Select paragraphs to sort. Choose T able, S ort. In Sort Text dialog box, under S ort by, choose P aragraphs. In T ype drop-down list, choose T ext. Click A scending or D escending option. Click O K.	Select chart. Choose C hart, C hart O ptions to open Chart Options dialog box. Click A xes tab. Select check box for each secondary axis you want to add to chart. Click O K.
Photographs, insert 1-16	Shadow, apply to objects 1-7
Click Insert Clip Art button  on Drawing toolbar. In S earch text box, enter keyword. Open R esults should be drop-down list, select P hotographs, and clear all other check boxes. Click S earch. Click thumbnail to insert.	Click object to select. Click S hadow S tyle button  on Drawing toolbar. Choose style. To change settings, choose S hadow S ettings; then click buttons on Shadow Settings toolbar.
Photographs, resize 1-17	Starting page number, change 2-15
Double-click photograph. Use S ize tab to specify size.	In header or footer pane, click F ormat P age N umber button  . Change option under P age numbering.
Plot area, change color of 8-8	Style, create 2-5
Right-click plot area and then choose F ormat P lot A rea from shortcut menu. When F ormat P lot A rea dialog box appears, click P atterns tab. Select new color. Click O K.	Display S tyles and F ormatting task pane (F ormat, S tyles and F ormatting). Click N ew S tyle. Choose options (including style type—paragraph, character, list, or table). Click O K.
Position objects 1-22	Styles, modify 2-7
Double-click object. Click L ayout tab. Click A dvanced. Click P icture P osition tab. Under H orizontal, choose alignment type and what object is relative to. Under V ertical, do the same. Click O K twice.	Right-click style name in S tyles and F ormatting task pane and choose M odify. Choose options. Click O K.
Pull quote, create 2-12	Subdocument, create from existing document 12-2
Select text. Click T ext B ox button  on Drawing toolbar. Format text box as desired.	Switch to O utline view. Show desired heading levels. Select heading and its subtext. Click C reate S ubdocument button  on O utlining toolbar.
Rectangle, draw 1-1	
Click R ectangle button  on Drawing toolbar. Draw rectangle in drawing canvas. Hold Shift as you draw to create a square.	

Subdocument, create from headings in Outline View	12-1	Table of contents, add to master document	12-10
Switch to Outline view. Create heading. Select it. Click Create Subdocument button  on Outlining toolbar.		Place insertion point at top of master document, but not within a subdocument. Choose <u>I</u> nsert, <u>R</u> eference, <u>I</u> ndex and Tables, <u>T</u> able of <u>C</u> ontents tab. Select desired options for your table of contents. Click OK.	
Subdocument, insert into master document	12-3	Table of contents, create	11-8
Place insertion point where you want new subdocument to appear in master document. Click Insert subdocument button  . In Insert Subdocument dialog box, select document to be inserted. Click <u>O</u> pen.		Make sure Heading styles are applied to all headings in document. Place insertion point where table of contents should appear. Open Index and Tables dialog box. Click <u>T</u> able of <u>C</u> ontents tab. Click OK.	
Subdocument, lock	12-4	Table of contents, edit and update	11-10
Place insertion point in subdocument. Click Lock Document button  .		Make changes to headings or other text in document that might affect page numbering. Click next to table of contents (in right or left margin) and press F9 . Select <u>U</u> ppdate <u>e</u> ntire <u>t</u> able option. Click OK.	
Subdocument, move	12-6	Table of contents, format	11-9
Expand one or more subdocuments so their section breaks are visible. Click subdocument symbol  next to subdocument you want to move. Drag subdocument symbol up or down; a gray horizontal line appears to show subdocument's location. When line appears between desired subdocuments' section breaks, drop it.		Place insertion point in table of contents. Open Index and Tables dialog box. Click <u>T</u> able of <u>C</u> ontents tab. Select formatting option from <u>F</u> ormats list box. Select leader style from <u>T</u> ab leader list. Click OK twice to apply changes to table.	
Subdocument, open in separate window	12-1, 12-5	Table style, create	7-9
Do one of the following: (A) If subdocument's heading is visible, double-click subdocument symbol  for desired subdocument. (B) If subdocument is displayed as a hyperlink, press Ctrl and click hyperlink.		Click in table. Display Styles and Formatting task pane. Click <u>S</u> how drop-down arrow and choose <u>A</u> ll styles. Click <u>N</u> ew <u>S</u> tyl to open New Style dialog box. Specify name for new style in <u>N</u> ame box. Click <u>S</u> tyl <u>t</u> ype drop-down arrow and choose <u>T</u> able. Click <u>A</u> pply formatting to drop-down arrow and select a part of the table (or entire table) to format. Set formatting options for selected portion of table. Select and format different parts of the table, as needed. Click OK. Find new style's name in task pane. Click it to apply it to table.	
Subdocument, remove	12-9	Table style, modify	7-9
Select subdocument you want to remove from master document. Click Remove Subdocument button  . If you want to delete former subdocument's text from master document, leave it selected and press Delete .		Click in table. Choose <u>T</u> able, <u>T</u> able <u>A</u> uto <u>F</u> ormat to open Table AutoFormat dialog box. Choose <u>M</u> odify to open Modify Style dialog box. Select any portion of table and change its formatting. Click OK. When Table AutoFormat dialog box reappears, click <u>A</u> pply.	
Subdocument, split	12-7		
Position insertion point where you want to split subdocument. Click Split Subdocument button  .			
Subdocuments, collapse	12-1		
In master document, click Collapse Subdocuments button  .			
Subdocuments, merge	12-8		
Select subdocuments you want to merge. Click Merge Subdocument button  .			
Table form, enter data in	4-15		
Navigate to fields by using Tab . Enter data.			

Table, add caption to	7-10	Table, change all cell margins	7-6
Click in table's first row. Choose I nsert, R eference, C aption. In Caption dialog box, edit text in C aption text box. Click O K.		Select table. Choose T able, T able Properties, T able tab. Click O ptions button. Set left, right, top, and bottom margins. Click O K twice.	
Table, adjust height of	7-17	Table, change single cell's margins	7-6
Select table. Choose T able, T able Properties, R ow tab. Deselect S pecify Height check box. Click O K. Drag table's resize handle upward or downward to adjust its height. Table's rows will adjust proportionately to table's overall height.		Select cell. Choose T able, T able Properties, C ell tab. Click O ptions button. Clear S ame as the whole table check box. Set left, right, top, and bottom margins. Click O K twice.	
Table, AutoFit to Contents	7-8	Table, change vertical alignment in cells	7-7
Select table. Choose T able, point to A utoFit, and then choose A utoFit to Contents. Table's column widths are adjusted to best fit their contents.		Select table. Choose T able, T able Properties, C ell tab. Under V ertical alignment, choose alignment setting. Click O K.	
Table, AutoFit to Window	7-10	Table, control page breaks in	7-1
Click in table. Choose T able, A utoFit, A utoFit to W indow. Table expands horizontally to fill page.		Select table. Choose T able, T able Properties, R ow tab. Clear A llow row to break across pages check box. Click O K.	
Table, AutoFormat	7-8	Table, create from Excel worksheet	7-27
Click in table. Choose T able, T able AutoFormat. Select A ll table styles from C ategory list. In T able styles list, select style. Under A pply special formats to, select check boxes for portions of the table that should receive special formats for selected style. Click A pply.		In Word document, place insertion point where you want table to appear. Switch to Excel document, select cells whose data will appear in table, and click C opy button  . Switch back to Word document and click P aste button  .	
Table, calculate average values in row or column	7-22	Table, define heading row	7-2
Click in the table cell that will display the result. Choose T able, F ormula to open Formula dialog box. Delete all text in F ormula box except the equals sign (=). Click P aste function drop-down arrow and choose A VERAGE. In the parentheses following the function's name, type a bookmark (such as ABOVE or LEFT), the addresses of the individual cells to be averaged (such as B3,C3,D3), or the cells' range (such as B3:D3). Select a format from the N umber format list. Click O K.		Select row or rows that will repeat at top of each page where table appears. Choose T able, H eading Rows Repeat.	
Table, calculate total values in row or column	7-23	Table, draw with gridlines	7-15
Click in table cell that will display result. Choose T able, F ormula to open Formula dialog box. Delete all text in F ormula box except the equals sign (=). Click P aste function drop-down arrow and choose S UM. In parentheses following the function's name, type bookmark (such as ABOVE or LEFT), addresses of individual cells to be totaled (such as B3,C3,D3), or the cells' range (such as B3:D3). Select format from N umber format list. Click O K.		Display D rawing toolbar. Click D raw button. Click G rid. In D rawing Grid dialog box, select S nap objects to grid and D isplay gridlines on screen check boxes. Click O K. Using pointer, draw table on screen by dragging to create cells.	
		Table, insert form fields for calculation in	4-13
		Move to appropriate cell in table. Click T ext Form Field button  on F orms toolbar. Click F orm Field Options button  . Under T ype, choose N umber. In D efault number text box, key number 0. Click C alculate on exit check box to select that option. Click O K.	
		Table, insert text above	7-5
		If there is no blank paragraph mark above table, click in table's first cell. Choose T able, S plit T able. Click newly inserted paragraph mark and type your text.	

Table, resize proportionately 7-14	Text box, format 1-20
Click in table. Rest mouse pointer over table so table resize handle appears. Point to table resize handle. When mouse pointer changes to two-headed arrow, drag handle in desired direction to resize table.	Right-click border of text box, choose Format Text Box , click tab, and choose options. Or select text box and use buttons on Drawing toolbar.
Table, sort on multiple columns 7-18	Text box, insert 1-18
Click in table you want to sort. Choose Table, Sort . In Sort dialog box, specify first column on which to sort, specify type of sort, and select Ascending or Descending . Specify second (and third, if desired) column on which to sort, and set its sorting options. Click OK .	Click Text Box button  on Drawing toolbar and draw text box in drawing canvas. Or press [Esc] to delete drawing canvas and then draw text box.
Table, sort on one column 7-18	Text box, select 1-19
Click in column on which you want to sort table. Display Tables and Borders toolbar. Click either Sort Ascending button  or Sort Descending button  .	Click border of text box.
Table, split 7-4	Text box, size 1-19
Click in row that will become first row of new table. Choose Table, Split Table .	Click border of text box and drag a handle to resize. To resize to exact measurement, double-click border and use Size tab of Format Text Box dialog box.
Table, turn off heading rows 7-3	Text flow options, apply 2-11
Select table's heading row or rows. Choose Table, Heading Rows Repeat .	Select text. Choose Format, Paragraph, Line and Page Breaks tab. Choose Keep with next to keep two paragraphs together, choose Keep lines together to keep lines of a paragraph together, or choose Page break before to start a paragraph at a new page.
Table, use AutoSum in 4-14	Text form field, insert 4-3
Move to appropriate cell in table. Click AutoSum button  on Tables and Borders toolbar.	Position insertion point where you want field to appear. Click Text Form Field button  on Forms toolbar.
Template, create new 4-1	Text wrapping, apply to objects 1-2, 1-23
If New Document task pane is not open, choose File, New to open it. Under New from template , click General Templates and the Templates dialog box opens with Blank Document highlighted. Under Create New , choose Template (in the lower-right corner). Blank Document might change to gray. Click OK .	Click Text Wrapping button  for object, if available, and choose option. Or double-click object, click Layout tab, click Advanced , click Text Wrapping tab. Under Wrapping style , choose option. Under Wrap text , choose option. Click OK twice.
Template, save document as 1-26	Toolbar, add buttons to 6-17
Choose File, Save As . In File name box, key template name. From Save as type list, choose Document Template . Click Save .	Right-click any toolbar and choose Customize . Click Toolbars tab. Click New . Key toolbar name. Click OK . Drag Customize dialog box out of the way to see new toolbar. Click Commands tab. In Categories list, select category of buttons. In Commands list, locate button you want and drag it onto new toolbar. Close Customize dialog box.
Text box, change direction of text in 1-21	
Click border of text box. Click Change Text Direction button  on Text Box toolbar.	
Text box, delete 1-20	
Click border of text box. Press [Delete] .	

Toolbar, delete 6-17 Open Customize dialog box. Display Toolbars tab. Select toolbar from list. Click D el e te. Click O K when asked if you're sure you want to delete toolbar. Close Customize dialog box.	Watermark, create from picture 1-24 For clip already inserted, click C olor button  on P icture toolbar, choose W ashout, and send picture behind text. Or choose F ormat, B ackground, P rinted Watermark, P icture watermark, S elect P icture; then navigate to folder/picture file, click picture, click I nsert, and click O K.
Toolbar, remove buttons from 6-17 Open Customize dialog box. Drag button off toolbar to remove it. Close Customize dialog box.	Watermark, create from text 1-25 Choose F ormat, B ackground, P rinted Watermark, T ext watermark. Choose option from T ext drop-down list or key text. Click O K.
Track changes, accept 13-2 Click revision and click A ccept Change button  on R eviewing toolbar to accept change. Or right-click revision and choose A ccept I nsertion or A ccept D eletion from shortcut menu.	Web page, add a frame 14-9 In W eb page, choose F ormat, F rames, N ew F rames P age. F rames toolbar opens. W ord opens new document with the W eb page content in it. Click N ew F rame button (L eft, R ight, A bove, or B elow). Add text, images, or buttons in your new frame.
Track changes, accept all 13-2 Choose T ools, T rack C hanges. Click A ccept C hange button down arrow  . Choose A ccept A ll C hanges in D ocument.	Web page, create using Web Page Wizard 14-6 Choose F ile, N ew. Click G eneral T emplates, and then click W eb P ages tab. Select W eb P age W izard and click O K. Click N ext to display T itle and L ocation dialog box. In W eb site t itle text box, key W eb page title. Set W eb site l ocation to your L esson folder (use B rowse button, if needed). Click N ext. In N avigation dialog box, choose navigation type. Click N ext. In A dd P ages dialog box, click B lank P age 2 , if it is not highlighted, and then click R emove P age, if you want to remove the second page. Click N ext. In O rganize P ages dialog box, click N ext. In V isual T heme dialog box, click B rowse T hemes. Click theme you want to apply and then click O K. Click N ext. Click F inish.
Track changes, enter revision marks 13-1 Turn on T rack C hanges mode: double-click " TRK " on status bar, or choose T ools, T rack C hanges, or click T rack C hanges button  on R eviewing toolbar.	Web page, format 14-8 Use standard formatting commands to format W eb page. Add a background, bulleted list, and any type of formatting you wish. To add scrolling text, open W eb T ools toolbar and click S crolling T ext button  . Key scrolling text in text box. Change B ackground color of scrolling text if you want. Click O K.
Track changes, move to next revision 13-2 Click N ext button  on R eviewing toolbar.	
Track changes, reject 13-2 Click revision and then click R eject C hange/ D elete C omment button  on R eviewing toolbar. Or right-click revision and choose R eject I nsertion or R eject D eletion from shortcut menu.	
Track changes, reject all 13-2 Choose T ools, T rack C hanges. Click R eject C hange/ D elete C omment button down arrow  . Choose R eject A ll C hanges in D ocument.	
Unlink section headers/footers 2-15 Choose V iew, H ead e r and F ooter to open H ead e r pane. If unlinking footer, click S witch B etween H ead e r and F ooter button  . Use S how N ext button  to go to section you want unlinked. Click S ame as P revious button  to break link.	