

Word 2002: 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	13-7	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.
AutoShapes, add text to	13-9	Right-click shape and choose Add Text. Key text.
AutoShapes, align	13-12	Select shapes. Click Draw, Align or Distribute. Choose one of the Align options.
AutoShapes, apply fill color to	13-7	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).
AutoShapes, change	13-8	Click shape. Click Draw, Change AutoShape. Choose another AutoShape.
AutoShapes, change order of	13-10	Right-click shape and choose Order. Choose one of the Send or Bring options.
AutoShapes, copy	13-6	Press and hold Ctrl and drag shape.
AutoShapes, delete	13-6	Click shape to select it. Press Delete .
AutoShapes, distribute	13-12	Select shapes. Click Draw, Align or Distribute. Choose one of the Distribute options.
AutoShapes, draw	13-3	Click AutoShapes on Drawing toolbar. Choose type of AutoShape. Click specific shape and then draw.
AutoShapes, flip	13-5	Click shape to select it. Choose Draw, Rotate or Flip. Choose option.
AutoShapes, format	13-7	Double-click shape. Choose options in Format AutoShape dialog box.
AutoShapes, group	13-11	Select shapes. Right-click selection and choose Group.
AutoShapes, modify	13-4	Click shape to select it. Drag yellow diamond.
AutoShapes, move	13-4	Click shape to select it. Drag with four-headed arrow pointer.
AutoShapes, resize	13-4	Click shape to select it. Drag one of the sizing handles.
AutoShapes, rotate	13-5	Click shape to select it. Drag green rotate handle.
AutoShapes, ungroup	13-11	Right-click grouped shapes and choose Ungroup.
Axis, change font in	20-10	Double-click axis to open Format Axis dialog box. Click Font tab. Select desired font options. Click OK.
Balance columns	14-11	Position insertion point at end of last column. Choose I nsert, B reak, C ontinuous to insert continuous section break.
Body text, show first line of	22-2	Select a heading. Click Show First Line Only button  on Outlining toolbar.
Bookmarks, go to	15-9	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	15-8	Chart types, combine	20-5
Choose I nsert, B ookmark. Under B ookmark name, key bookmark name. Do not key a space between words. Click A dd button.		Select a data series in chart. Choose C hart, C hart T ype, S tandard T ypes tab. In C hart type list, select chart type for selected series. In C hart sub- t ype list, select sub-type. Click O K. Repeat for each data series that will have a different chart type.	
Bookmarks, view	15-8	Check box form field, insert	16-5
Choose T ools, O ptions, V iew tab. Select B ookmarks. Click O K.		Position insertion point where you want field to appear. Click Check Box Form Field button  on Forms toolbar.	
Borders and shading, use	14-4	Clip art, recolor	13-14
Choose F ormat, B orders and S hading. Click appropriate tab and set options.		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.	
Browse the Web, download clip art	26-5	Clip art, rotate or flip	13-15
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.		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.	
Character formatting, clear	14-2	Column chart, change color of columns in a data series	20-8
Press C trl + S pacebar.		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.	
Character spacing, set	14-2	Column layout, create	14-10
Choose F ormat, F ont, C harter Spacing tab. Choose scale, spacing, position, or kerning options.		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.	
Chart gridlines, add	20-6	Column, resize by dragging	19-11
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.		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.	
Chart title, move	20-11	Column, resize by using Table Properties dialog box	19-12
Select title by clicking it. Drag it to new location.		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.	
Chart titles, add	20-6		
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	20-4		
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 type list, select chart type. In C hart sub- t ype list, select sub-type. Click O K.			

Concordance file, use to create multiple index entries 23-3	Document, create two versions of 25-6
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 <u>A</u> utoMark. Select concordance file and click <u>O</u> pen.	Make change to original document. Choose <u>V</u> ersions from <u>F</u> ile menu. Click <u>S</u> ave Now button and key a comment. Click <u>O</u> K.
Cross-reference, create 23-5	Document, protect from revisions 25-4
Select text to use as main index entry. Open Mark Index Entry dialog box. Click <u>C</u> ross-reference option. In <u>C</u> ross-reference text box, type text that will appear in index as cross-reference. Click <u>M</u> ark.	Choose <u>P</u> rotect Document from <u>T</u> ools menu. Choose <u>T</u> racked Changes. Click <u>O</u> K.
Custom menu, add commands to 18-16	Documents, distribute for revision via e-mail 25-5
Right-click any menu or toolbar and choose <u>C</u> ustomize. Click <u>C</u> ommands tab. From <u>S</u> ave in drop-down list, choose file to save menu in. Under <u>C</u> ategories, click <u>F</u> ormat or other listing. On menu bar, click menu you want to customize. Drag Customize dialog box out of the way to see menu. Under <u>C</u> ommands, scroll down and click and drag command from dialog box to menu.	Choose <u>T</u> ools, <u>L</u> etters and Mailings, <u>M</u> ail Merge Wizard. Mail Merge Wizard opens. Under <u>S</u> elect document type, choose <u>E</u> -mail messages. Click <u>N</u> ext: <u>S</u> tarting Document. Use current document and click <u>N</u> ext: <u>S</u> elect recipients. Click <u>B</u> rowse to locate existing list. Click <u>O</u> pen. Click <u>O</u> K when Mail Merge dialog box appears. Click <u>N</u> ext: <u>W</u> rite your e-mail message. Key message. Click <u>N</u> ext: <u>P</u> review your e-mail message. Click <u>N</u> ext: <u>C</u> omplete the merge. Save document. Click <u>E</u> lectronic Mail to merge to E-mail. Merge to E-mail dialog box opens. In <u>T</u> o text box, make sure <u>E</u> mail_Address is selected. In <u>S</u> ubject line text box, key subject. In <u>M</u> ail format text box, choose <u>A</u> ttachment. Click <u>O</u> K. Microsoft Outlook will launch and send your messages.
Custom menu, remove new commands from 18-16	Drawing canvas, expand 13-2
Right-click any menu or toolbar and choose <u>C</u> ustomize. Open menu on menu bar and click and drag command off of menu.	Click <u>E</u> xpand button  on Drawing Canvas toolbar.
Data series, plot against different axis 20-7	Drawing canvas, fit 13-2
Right-click data series and choose <u>F</u> ormat Data Series from shortcut menu to open Format Data Series dialog box. Click <u>A</u> xis tab. Select appropriate axis. Click <u>O</u> K.	Click <u>F</u> it button  on Drawing Canvas toolbar.
Document changes, create bookmark to locate 25-7	Drawing canvas, scale drawing on 13-2
Choose <u>B</u> ookmark from <u>I</u> nsert menu. Key bookmark name in <u>B</u> ookmark name text box. Click <u>A</u> dd to save bookmark.	Click <u>S</u> cale Drawing button  on Drawing Canvas toolbar.
Document Map, navigate in 22-4	Drawing canvas, use text wrapping on 13-2
In Document Map pane, click heading to jump to that section of document.	Click <u>T</u> ext Wrapping  button on Drawing canvas toolbar and choose wrapping option.
Document Map, open and close 22-4	Drawing toolbar, view 13-1
Choose <u>V</u> iew, <u>D</u> ocument Map to open Document Map pane. Choose <u>V</u> iew, <u>D</u> ocument Map again to close pane. (Standard toolbar also contains a button for Document Map.)	Choose <u>V</u> iew, <u>T</u> oolbars and click <u>D</u> rawing.
	Drop-down list form field, insert 16-6
	Position insertion point where you want field to appear. Click Drop-Down Form Field button  on Forms toolbar. Click <u>F</u> orm Field Options button  to open Drop-Down Form Field Options dialog box. In <u>D</u> rop-down item text box, key items to appear in drop-down list. Press <u>E</u> nter or click <u>A</u> dd button.

Endnote, convert to footnote	21-8	Existing Excel worksheet, link to document	19-29
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	21-9	Field code view options, set	15-1
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	20-2	Field codes, display and hide	19-22
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	20-3	Field properties, change	15-4
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	20-1	Fields, apply multiple options to	15-5
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	19-28	Fields, insert	15-2
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	15-7
		Right-click field and choose Update Field from shortcut menu. Or click field and press F9 .	
		Fields, view and edit	15-6
		Right-click field and choose Toggle Field Codes from shortcut menu. Edit field codes with appropriate syntax.	
		Find and replace formatting or styles	14-9
		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 14-8	Form field shading, turn on and off 16-3
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 21-7	Form field, add Help text to 16-4
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 21-1	Form field, choose Number option for 16-4
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 21-10, 21-11	Form, create a document based on 16-9
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 21-6	Form, edit 16-11
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 21-5	Form, enter data in 16-10
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 21-5	Form, insert table in 16-12
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 21-3	Form, protect 16-7
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 P rotect F orm button  on the Forms toolbar.
Footnote/endnote, move 21-4	Form, save 16-8
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 21-2	
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 21-2	
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 22-2	22-2
Select heading in outline. Either click Collapse button  on Outlining toolbar or double-click selection symbol  in front of heading.	
Heading, demote 22-1, 22-7	22-1, 22-7
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.	
Heading, demote to body text 22-1, 22-7	22-1, 22-7
Select heading in outline. Click Demote to Body Text button  on Outlining toolbar.	
Heading, expand 22-2	22-2
Select heading in outline. Click Expand button  on Outlining toolbar or double-click selection symbol  in front of heading.	
Heading, promote 22-1, 22-7	22-1, 22-7
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.	
Headings, show multiple levels 22-2	22-2
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.	
HTML format, round-trip document from 26-10	26-10
Open HTML document. Choose Save As from File menu. Open Save as type drop-down list and choose Word Document. Click Save.	
HTML, convert document to 26-7	26-7
Open file. Choose File, Save as Web Page.	
Hyperlink to a Web site, create 26-4	26-4
Key Web site address. Word automatically creates hyperlink.	
Hyperlink to another document, create 26-2	26-2
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 Existing File or Web Page. Click Current Folder if it is not active. In Look in text box, locate and click file to link to. The filename appears in Address text box. Click OK.	
Hyperlink, insert bookmark 26-1	26-1
Create bookmark. Select word or phrase to use as hyperlink. Click Insert Hyperlink button  or press Ctrl + K . Under Link to, click Place in This Document button. Under Bookmarks, click bookmark name. Click OK.	
Hyperlink, insert by using Copy and Paste as Hyperlink 26-1	26-1
Copy text to become a hyperlink. Position insertion point where you want hyperlink. From Edit menu, choose Paste as Hyperlink.	
Hyperlink, insert heading 26-1	26-1
Style heading. Select word or phrase to use as hyperlink. Click Insert Hyperlink button  or press Ctrl + K . Under Link to, click Place in This Document button. Under Headings, click heading name. Click OK.	
Index entry, create 23-1	23-1
Select text to be used for main index entry. Press Alt + Shift + X to open Mark Index Entry dialog box. Click Mark.	
Index entry, use range of pages in 23-4	23-4
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 Main entry box and key main index entry. Click Page range and select desired bookmark from Bookmark list. Click Mark.	
Index subentry, create 23-2	23-2
Select text to be used for main index entry. Press Alt + Shift + X to open Mark Index Entry dialog box. Click Subentry text box and key text to be used as subentry. Click Mark.	
Index, add to master document 24-11	24-11
Place insertion point at end of master document, but not within a subdocument. Choose Insert, Reference, Index and Tables, Index tab. Select desired options for your index. Click OK.	
Index, compile and format 23-6	23-6
Place insertion point on blank line at end of document. Open Index and Tables dialog box. Click Index tab. Select desired formatting options. Click OK.	

Index, edit and update	23-7	List style, create	14-6
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	20-9	List, sort	19-19
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	20-9	Macro, assign keyboard shortcut to	18-14
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	20-9	Macro, copy individual	18-11
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	20-8	Macro, create AutoText entry to use with	18-1
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	20-8	Macro, delete	18-13
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	13-1	Macro, edit	18-7
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	14-13		
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	19-30		
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 18-2	Mail Merge, complete merge 17-5
Choose T ools, M acro, R ecord New Macro. In M acro name text box, key macro name. Under S ore 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 + T). 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 18-3	Mail Merge, create data source 17-2, 17-3
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 18-12	Mail Merge, create labels 17-12
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 18-5	Mail Merge, create main document 17-1
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 18-4	Mail Merge, edit main document 17-9
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 18-9	Mail Merge, filter data source 17-11
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 18-10	Mail Merge, insert merge fields 17-4
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.

<p>Mail Merge, preview merged data 17-5</p> <p>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.</p>	<p>Nested tables, create multiple 19-16</p> <p>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.</p>
<p>Mail Merge, sort data source 17-10</p> <p>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.</p>	<p>New Excel worksheet, embed in document 19-24</p> <p>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.</p>
<p>Mail Merge, use Excel data source 17-7</p> <p>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 .</p>	<p>New Excel worksheet, enter data and navigate 19-25</p> <p>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.</p>
<p>Mail Merge, use Outlook data source 17-8</p> <p>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.</p>	<p>Outline view, switch to 22-1</p> <p>Click Outline View button  on horizontal scroll bar.</p>
<p>Mail Merge, use Word data source 17-6</p> <p>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 .</p>	<p>Outline, copy and paste text in 22-6</p> <p>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.</p>
<p>Master document, lock 24-4</p> <p>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 .</p>	<p>Outline, delete text in 22-6</p> <p>Collapse document to show desired heading levels. Click heading's selection symbol to select heading and all its subtext. Press Delete.</p>
<p>Merge documents 25-3</p> <p>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.</p>	<p>Outline, move text by dragging 22-5</p> <p>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.</p>

Outline, navigate in 22-3	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.
Oval, draw 13-1	Click Oval button  on Drawing toolbar. Draw oval in drawing canvas. Hold (Shift) as you draw to create a circle.
Paragraph formatting, clear 14-3	Press (Ctrl) + (Q) .
Paragraphs, sort 19-20	Select paragraphs to sort. Choose T able, S ort. In Sort Text dialog box, under S ort by, choose Paragraphs. In T ype drop-down list, choose Text. Click A scending or D escending option. Click OK.
Photographs, insert 13-16	Click Insert Clip Art button  on Drawing toolbar. In Search text box, enter keyword. Open Results should be drop-down list, select Photographs, and clear all other check boxes. Click Search. Click thumbnail to insert.
Photographs, resize 13-17	Double-click photograph. Use S ize tab to specify size.
Plot area, change color of 20-8	Right-click plot area and then choose F ormat Plot Area from shortcut menu. When Format Plot Area dialog box appears, click P atterns tab. Select new color. Click OK.
Position objects 13-22	Double-click object. Click L ayout tab. Click A dvanced. Click P icture Position tab. Under H orizontal, choose alignment type and what object is relative to. Under V ertical, do the same. Click OK twice.
Pull quote, create 14-12	Select text. Click Text Box button  on Drawing toolbar. Format text box as desired.
Rectangle, draw 13-1	Click Rectangle button  on Drawing toolbar. Draw rectangle in drawing canvas. Hold (Shift) as you draw to create a square.
Row, resize by dragging 19-11	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.
Row, resize by using Table Properties dialog box 19-12	Click in table. Choose T able, T able P roperties to open Table Properties dialog box. Click R ow tab. Click P revious Row or N ext Row button to choose desired row. Select S pecify height check box. Specify a height for the row. Click OK.
Rows, keep together at page break 19-13	Select first of two rows you want to keep together. Choose F ormat, P aragraph, L ine and P age Breaks tab. Select K eep with next check box. Click OK.
Secondary axis, add 20-7	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 OK.
Shadow, apply to objects 13-7	Click object to select. Click Shadow Style button  on Drawing toolbar. Choose style. To change settings, choose S hadow S ettings; then click buttons on Shadow Settings toolbar.
Starting page number, change 14-15	In header or footer pane, click Format Page Number button  . Change option under P age numbering.
Style, create 14-5	Display Styles and Formatting 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 OK.
Styles, modify 14-7	Right-click style name in Styles and Formatting task pane and choose M odify. Choose options. Click OK.
Subdocument, create from existing document 24-2	Switch to Outline view. Show desired heading levels. Select heading and its subtext. Click Create Subdocument button  on Outlining toolbar.

Subdocument, create from headings in Outline View 24-1	24-10
Switch to Outline view. Create heading. Select it. Click Create Subdocument button  on Outlining toolbar.	Table of contents, add to master document
Subdocument, insert into master document 24-3	24-10
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.	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, lock 24-4	23-8
Place insertion point in subdocument. Click Lock Document button  .	Table of contents, create
Subdocument, move 24-6	23-8
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.	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, open in separate window 24-1, 24-5	23-10
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.	Table of contents, edit and update
Subdocument, remove 24-9	23-10
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 .	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, split 24-7	23-9
Position insertion point where you want to split subdocument. Click Split Subdocument button  .	Table of contents, format
Subdocuments, collapse 24-1	23-9
In master document, click Collapse Subdocuments button  .	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.
Subdocuments, merge 24-8	19-9
Select subdocuments you want to merge. Click Merge Subdocument button  .	Table style, create
Table form, enter data in 16-15	19-9
Navigate to fields by using Tab . Enter data.	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.
	19-9
	Table style, modify
	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.

Table, add caption to	19-10	Table, change all cell margins	19-6
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 P roperties, T able tab. Click O ptions button. Set left, right, top, and bottom margins. Click O K twice.	
Table, adjust height of	19-17	Table, change single cell's margins	19-6
Select table. Choose T able, T able P roperties, R ow tab. Deselect S pecify H eight 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 P roperties, 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	19-8	Table, change vertical alignment in cells	19-7
Select table. Choose T able, point to A utoFit, and then choose A utoFit to C ontents. Table's column widths are adjusted to best fit their contents.		Select table. Choose T able, T able P roperties, C ell tab. Under V ertical alignment, choose alignment setting. Click O K.	
Table, AutoFit to Window	19-10	Table, control page breaks in	19-1
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 P roperties, R ow tab. Clear A llow row to b reak across pages check box. Click O K.	
Table, AutoFormat	19-8	Table, create from Excel worksheet	19-27
Click in table. Choose T able, T able A uto F ormat. 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	19-22	Table, define heading row	19-2
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 R ows R epeat.	
Table, calculate total values in row or column	19-23	Table, draw with gridlines	19-15
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 G rid 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	16-13
		Move to appropriate cell in table. Click T ext F orm F ield button  on F orms toolbar. Click F orm F ield O ptions 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	19-5
		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 19-14	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.
Table, sort on multiple columns 19-18	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 .
Table, sort on one column 19-18	Click in column on which you want to sort table. Display Tables and Borders toolbar. Click either Sort Ascending button  or Sort Descending button  .
Table, split 19-4	Click in row that will become first row of new table. Choose Table, Split Table .
Table, turn off heading rows 19-3	Select table's heading row or rows. Choose Table, Heading Rows Repeat .
Table, use AutoSum in 16-14	Move to appropriate cell in table. Click AutoSum button  on Tables and Borders toolbar.
Template, create new 16-1	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 .
Template, save document as 13-26	Choose File, Save As . In File name box, key template name. From Save as type list, choose Document Template . Click Save .
Text box, change direction of text in 13-21	Click border of text box. Click Change Text Direction button  on Text Box toolbar.
Text box, delete 13-20	Click border of text box. Press Delete .
Text box, format 13-20	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.
Text box, insert 13-18	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.
Text box, select 13-19	Click border of text box.
Text box, size 13-19	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.
Text flow options, apply 14-11	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.
Text form field, insert 16-3	Position insertion point where you want field to appear. Click Text Form Field button  on Forms toolbar.
Text wrapping, apply to objects 13-2, 13-23	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.
Toolbar, add buttons to 18-17	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.

Toolbar, delete 18-17 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 13-24 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 n s ert, and click O K.
Toolbar, remove buttons from 18-17 Open Customize dialog box. Drag button off toolbar to remove it. Close Customize dialog box.	Watermark, create from text 13-25 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 25-2 Click revision and click A ccept Change button  on R eviewing toolbar to accept change. Or right-click revision and choose A ccept I n s ertion or A ccept D eletion from shortcut menu.	Web page, add a frame 26-9 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 25-2 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 26-6 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 25-1 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 26-8 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 25-2 Click N ext button  on R eviewing toolbar.	
Track changes, reject 25-2 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 n s ertion or R eject D eletion from shortcut menu.	
Track changes, reject all 25-2 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 14-15 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.	