

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 1-5	AutoShapes, format 1-5
Click object to select. Click 3-D Style button  on Drawing toolbar and choose style. To change settings, choose <u>3</u> -D Settings and then click buttons on 3-D Settings toolbar.	Double-click shape. Choose options in Format AutoShape dialog box.
AutoShapes, add text 1-7	AutoShapes, group 1-9
Right-click shape and choose <u>A</u> dd Text. Key text.	Select shapes. Right-click selection and choose <u>G</u> rouping, <u>G</u> roup.
AutoShapes, align 1-10	AutoShapes, modify 1-3
Select shapes. Click <u>D</u> raw, <u>A</u> lign or <u>D</u> istribute. Choose one of the <u>A</u> lign options.	Click shape to select it. Drag yellow diamond.
AutoShapes, apply fill color to 1-5	AutoShapes, move 1-3
Click shape to select it. Click <u>F</u> ill Color button  on Drawing toolbar and choose color. To use fill effect, choose <u>F</u> ill Effects and choose tab (<u>G</u> radient tab for one- or two-color fills, <u>P</u> attern tab, or <u>P</u> icture tab).	Click shape to select it. Drag with four-headed arrow pointer.
AutoShapes, change 1-6	AutoShapes, resize 1-3
Click shape. Click <u>D</u> raw, <u>C</u> hange AutoShape. Choose another AutoShape.	Click shape to select it. Drag one of the sizing handles.
AutoShapes, change order of 1-8	AutoShapes, rotate 1-4
Right-click shape and choose <u>O</u> rder. Choose one of the <u>S</u> end or <u>B</u> ring options.	Click shape to select it. Drag green rotate handle.
AutoShapes, copy 1-5	AutoShapes, ungroup 1-9
Press and hold <u>C</u> trl and drag shape.	Right-click grouped shapes and choose <u>G</u> rouping, <u>U</u> ngroup.
AutoShapes, delete 1-1	Axis, change font in 9-10
Click shape to select it. Press <u>D</u> elete.	Double-click axis to open Format Axis dialog box. Click <u>F</u> ont tab. Select desired font options. Click <u>O</u> K.
AutoShapes, distribute 1-10	Balance columns 2-9
Select shapes. Click <u>D</u> raw, <u>A</u> lign or <u>D</u> istribute. Choose one of the <u>D</u> istribute options.	Position insertion point at end of last column. Choose <u>I</u> nsert, <u>B</u> reak, <u>C</u> ontinuous to insert continuous section break.
AutoShapes, draw 1-2	Body text, show first line of 11-2
Click <u>A</u> utoShapes on Drawing toolbar. Choose type of AutoShape. Click specific shape and then drag pointer to draw.	Select a heading. Click <u>S</u> how First Line Only button  on Outlining toolbar.
AutoShapes, flip 1-4	Bookmarks in Ref fields, make changes to 4-11
Click shape to select it. Choose <u>D</u> raw, <u>R</u> otate or <u>F</u> lip. Choose option.	Position insertion point in bookmark and make the change. Right-click <u>R</u> ef field containing text from bookmark and choose <u>U</u> ppdate Field from shortcut menu.

Bookmarks, go to	4-9	Chart gridlines, add	9-6
Choose E dit, G o To or press C trl + 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.		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.	
Bookmarks, insert	4-8	Chart title, move	9-11
Choose I nsert, B ookmark. Under B ookmark name, key bookmark name. Do not key a space between words. Click A dd button.		Select title by clicking it. Drag it to new location.	
Bookmarks, use in a calculation	4-12	Chart titles, add	9-6
Create bookmarks for numerical values to be used in calculation. Choose I nsert, F ield. Select = (Formula) from E quation and F ormulas category. Click F ormula button. In F ormula text box of Formula dialog box, key formula containing bookmarks after equals sign. Click O K to insert field.		Select chart. Choose C hart, C hart O ptions, T itles tab. Click in C hart title box and type title. Type titles for each axis, if desired. Click O K.	
Bookmarks, view	4-8	Chart type, apply a different type	9-4
Choose T ools, O ptions, V iew tab. Select B ookmarks. Click O K.		Select chart to be modified. On Microsoft Graph toolbar, click C hart T ype 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-type list, select sub-type. Click O K.	
Borders and shading, set	2-2	Chart types, combine	9-5
Choose F ormat, B orders and S hading. Click appropriate tab.		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-type list, select sub-type. Click O K. Repeat for each data series that will have a different chart type.	
Borders, modify	3-2	Check box form field, insert	5-5
Choose F ormat, B orders and S hading. Choose border. Click right, left, top, or bottom border button to remove.		Position insertion point where you want field to appear. Click C heck B ox F orm F ield button  on F orms toolbar.	
Browse the Web, download clip art	15-5	Clip art, crop	2-5
Open I nsert C lip A rt 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 C lip O rganizer in folder within new category called D ownloaded C lips.		Select clip art. Click C rop button  . With cropping tool  , drag to crop picture.	
Character formatting, clear	3-5	Clip art, insert	2-4
Press C trl + S pacebar.		Click I nsert C lip A rt button  on D rawing toolbar. In S earch text box, enter keyword. Open R esults should be drop-down list, check C lip art, and clear all other check boxes. Click S earch. Click thumbnail to insert.	
Character spacing, set	3-11	Clip art, recolor	2-6
Choose F ormat, F ont, C haracter S pacing tab. Choose scale, spacing, position, or kerning 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.	
		Clip art, rotate or flip	2-7
		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	9-8	Custom menu, remove new commands from	7-16
Right-click column in the data series and choose Format Data Series from shortcut menu. When Format Data Series dialog box appears, click Patterns tab. Select new color. Click OK .		Right-click any menu or toolbar and choose Customize . Open menu on menu bar and click and drag command off of menu.	
Column layout, create	2-8	Data series, plot against different axis	9-7
Position insertion point. Choose Format, Columns . Choose options (set Apply to box to This point forward or Whole document). Click OK .		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 .	
Column, resize by dragging	8-11	Document changes, create bookmark to locate	14-7
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 (Alt) as you drag border.		Choose Insert, Bookmark . Key bookmark name in Bookmark name text box. Click Add to save bookmark.	
Column, resize by using Table Properties dialog box	8-12	Document Map, navigate in	11-4
Click in table. Choose Table, Table Properties, Column tab. Click Previous Column or Next Column button to choose desired column. Select Preferred width check box. Specify width for column. Click OK .		In Document Map pane, click heading to jump to that section of document.	
Concordance file, use to create multiple index entries	12-3	Document Map, open and close	11-4
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 .		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.)	
Cross-reference, create	12-5	Document, create two versions of	14-6
Select text to use as main index entry. 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 .		Make change to original document. Choose File, Versions . Click Save Now button and key a comment. Click OK .	
Custom menu, add commands to	7-16	Document, protect from revisions	14-4
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, Protect Document . Choose Tracked Changes . Click OK .	
		Documents, distribute for revision via e-mail	14-5
		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.	

Drawing canvas, expand	1-2	Excel chart, link to Word document	9-3
Click Expand button  on Drawing Canvas toolbar.		Place insertion point where chart will appear in Word file. Open Excel file and select chart. Choose <u>E</u> dit, <u>C</u> opy to copy chart to Clipboard. In the Word file, choose <u>E</u> dit, <u>P</u> aste <u>S</u> pecial. In Paste Special dialog box, select <u>P</u> aste <u>l</u> ink option and select Microsoft Excel Chart Object. Click OK. Click Paste Options button drop-down arrow and click <u>L</u> ink to Excel Chart.	
Drawing canvas, fit	1-2	Excel data, import into Word chart	9-1
Click Fit button  on Drawing Canvas toolbar.		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.	
Drawing canvas, scale drawing on	1-2	Existing Excel worksheet, embed in document	8-28
Click Scale Drawing button  on Drawing Canvas toolbar.		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 <u>E</u> dit, <u>P</u> aste <u>S</u> pecial to open Paste Special dialog box. Choose Microsoft Excel Worksheet Object from list. Select <u>P</u> aste option. Click OK.	
Drawing canvas, use text wrapping on	1-2	Existing Excel worksheet, link to document	8-29
Click Text Wrapping  button on Drawing canvas toolbar. Choose wrapping option.		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 <u>E</u> dit, <u>P</u> aste <u>S</u> pecial to open Paste Special dialog box. Choose Microsoft Excel Worksheet Object from list. Select <u>P</u> aste <u>l</u> ink option. Click OK.	
Drawing toolbar, view	1-1	Field code view options, set	4-1
Choose <u>V</u> iew, <u>T</u> oolbars and click Drawing.		Open file. Choose <u>T</u> ools, <u>O</u> ptions, <u>V</u> iew. Click to select <u>F</u> ield codes. Click OK.	
Drop-down list form field, insert	5-6	Field codes, control print options for	4-13
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 <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.		Choose <u>F</u> ile, <u>P</u> rint. In Print dialog box, click <u>O</u> ptions button. Under Include with document, check <u>F</u> ield codes. Click OK. Click OK again to print document with field codes. Open Print dialog box again and click <u>O</u> ptions button. Clear <u>F</u> ield codes option. Under Printing options, check <u>U</u> ppdate fields option. Click OK twice to print document.	
Endnote, convert to footnote	10-8		
Select endnote in pane or in Print Layout view. Right-click endnote and choose <u>C</u> onvert to Footnote.			
Endnotes, place on separate page	10-9		
Insert page break at end of document. Switch to Normal view. Display endnote pane by choosing <u>V</u> iew, <u>F</u> ootnotes, <u>V</u> iew <u>e</u> ndnote 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.			
Excel chart, embed in Word document	9-2		
Place insertion point where chart will appear in Word file. Open Excel file and select chart. Choose <u>E</u> dit, <u>C</u> opy to copy chart to Clipboard. In the Word file, choose <u>E</u> dit, <u>P</u> aste <u>S</u> pecial. In Paste Special dialog box, select <u>P</u> aste option and select Microsoft Excel Chart Object. Click OK. Click Paste Options button  drop-down arrow and click <u>P</u> icture of Chart (smaller file size).			




Field codes, display and hide	8-22	Footnote/endnote, change number format for	10-10, 10-11
Press [Alt]+[F9] to display all field codes in document. Press [Alt]+[F9] again to hide codes.		In pane or in Print Layout view, right-click footnote or endnote and choose Note options from shortcut menu. Open Number format drop-down list and choose format.	
Field properties, change	4-4	Footnote/endnote, change placement of	10-6
Double-click to the left of field. Choose Insert, Field . In Field properties section of dialog box, choose field format.		In pane or in Print Layout view, right-click footnote/endnote and choose Note options from shortcut menu. Choose option in dialog box under Location .	
Fields, apply multiple options to	4-5	Footnote/endnote, copy	10-5
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.		Copy reference mark in document. Paste to new location.	
Fields, insert	4-2	Footnote/endnote, delete	10-5
Choose Insert, Field . Under Categories , choose field category. Under Field names , choose field name.		Select reference mark in document. Delete it.	
Fields, update	4-7	Footnote/endnote, edit or format	10-3
Right-click field and choose Update Field from shortcut menu. Or click field and press [F9] .		In pane or in Print Layout view, select footnote/endnote text. Edit or apply paragraph/character formatting.	
Fields, view and edit	4-6	Footnote/endnote, move	10-4
Right-click field and choose Toggle Field Codes from shortcut menu. Edit field codes with appropriate syntax.		Cut reference mark in document. Paste to new location.	
Find and replace formatting or styles	3-9	Footnote/endnote, view	10-2
Choose Edit, Replace . 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 .		To see footnote/endnote text, point to reference mark in document and read ScreenTip. Or change to Print Layout view or Print Preview.	
Find and replace special characters	3-8	Footnote/endnote, view in pane	10-2
Choose Edit, Replace . Enter text or special character in Find what box (use Special button to choose character). Do the same in Replace with box. Click Find Next . Click Replace .		In Normal view, choose View, Footnotes to open footnotes pane. To see endnotes, open drop-down list in pane and choose Endnotes .	
Footnote, convert to endnote	10-7	Form field shading, turn on and off	5-3
Select footnote in pane or in Print Layout view. Right-click footnote and choose Convert to Endnote .		Click Form Field Shading button  to turn on/off shading.	
Footnote/endnote, add	10-1	Form field, add Help text to	5-4
Position insertion point. Press [Alt]+[Ctrl]+[F] and key footnote text, or choose Insert, Reference, Footnote .		Click within field or select it. Click Form Field Options button  on Forms toolbar. Text Form Field Options dialog box opens. Click Add Help Text button to open Form Field Help Text dialog box. Click Status Bar tab, if it is not active. In text box under Type your own , key help text. Click OK twice.	

Form field, choose Number option for Click within field or select it. Click Form Field Options button  on Forms toolbar. Open Type drop-down list and choose Number. Open Number format drop-down list and choose format. Under Field settings, make sure Fill-in enabled option is checked. Click OK.	5-4	Heading, demote to body text Select heading in outline. Click Demote to Body Text button  on Outlining toolbar.	11-1, 11-7
Form, create a document based on Right-click Windows Start button  and choose Explore from shortcut menu. In Folders list, navigate to folder containing the form. Double-click file, or right-click file and choose New from shortcut menu.	5-9	Heading, expand Select heading in outline. Click Expand button  on Outlining toolbar or double-click selection symbol  in front of heading.	11-2
Form, edit Click Open button  . Choose Document Templates from Files of type drop-down list. Navigate to folder containing form. Choose form template and then click Open button. Unlock form and make changes. Resave template or Save As to assign a different name.	5-11	Heading, promote 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.	11-1, 11-7
Form, enter data in Click in a field. Key data or choose from a drop-down list. Press  to move to next field.	5-10	Headings, show multiple levels 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.	11-2
Form, insert table in Use Draw Table button  or Insert Table button  to create table in the form.	5-12	HTML format, round-trip document from Open HTML document. Choose File, Save As. Open Save as type drop-down list and choose Word Document. Click Save.	15-10
Form, protect Choose Tools, Protect Document; in Protect Document dialog box, click Forms option and click OK. Or click the Protect Form button  on the Forms toolbar.	5-7	HTML, convert document to Open file. Choose File, Save as Web Page.	15-7
Form, save Choose File, Save As. A folder named Templates should appear in Save in box. Save your form as document template with new name.	5-8	Hyperlink to a Web site, create Key Web site address. Press  or key punctuation or text. Word automatically creates hyperlink.	15-4
Heading, collapse Select heading in outline. Either click Collapse button  on Outlining toolbar or double-click selection symbol  in front of heading.	11-2	Hyperlink to another document, create Select word or phrase to use as hyperlink. Click Insert Hyperlink button  or press  . 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.	15-2
Heading, demote 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.	11-1, 11-7	Hyperlink, insert bookmark Create bookmark. Select word or phrase to use as hyperlink. Click Insert Hyperlink button  or press  . Under Link to, click Place in This Document button. Under Bookmarks, click bookmark name. Click OK.	15-1
		Hyperlink, insert by using Copy and Paste as Hyperlink Copy text to become a hyperlink. Position insertion point where you want hyperlink. Choose Edit, Paste as Hyperlink.	15-1

Hyperlink, insert heading 15-1	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 12-1	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 12-4	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 12-2	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 13-11	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 12-6	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 12-7	In document, make changes to one or more index entry fields. Right-click index and choose Update Field from shortcut menu, or press F9 .
Legend, change font options in 9-9	Select legend. Choose Format, Selected Legend to open Format Legend dialog box. Click Font tab. Select font options for legend's text. Click OK.
Legend, remove borders from 9-9	Select legend. Choose Format, Selected Legend to open Format Legend dialog box. Click Patterns tab. Under Border , click None . Click OK.
Legend, reposition in a chart 9-9	Select legend. Choose Format, Selected Legend to open Format Legend dialog box. Click Placement tab. Select position for legend. Click OK.
Line chart, change color of markers in data series 9-8	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.
Line chart, change color of lines in data series 9-8	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.
Line, draw 1-1	Click Line button  on Drawing toolbar. Drag pointer to draw line. To draw straight line, hold Shift as you draw.
Link, edit to make documents portable 8-30	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.
Link text boxes 2-11	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.
List, sort 8-19	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.

<p>List style, create 3-6</p> <p>Display Styles and Formatting task pane (Format, Styles and Formatting). Click New Style, choose List as style type, and choose options. To create bulleted list, click Bullets button  and choose symbol character for each list level.</p>	<p>Macro, record 7-3</p> <p>Using recording pointer, choose commands that you want macro to perform. Click Stop Recording button .</p>
<p>Macro, assign keyboard shortcut to 7-14</p> <p>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.</p>	<p>Macro, rename 7-12</p> <p>With Visual Basic window open, select macro name inside quotation marks and key new name. Click Save button .</p>
<p>Macro, copy individual 7-11</p> <p>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.</p>	<p>Macro, run 7-5</p> <p>Choose Tools, Macro, Macros. Make sure correct template is selected in Macros in list box. Select macro. Click Run.</p>
<p>Macro, create AutoText entry to use with 7-1</p> <p>Open template file. Create AutoText entries. Resave template file or save it with new name.</p>	<p>Macro, set security 7-4</p> <p>Choose Tools, Macro, Security. Display Security Level tab. Choose security level. Click OK.</p>
<p>Macro, delete 7-13</p> <p>Open Macros dialog box. Select macro to be deleted. Click Delete button. Click Yes. Click Close.</p>	<p>Macro, use letter template macros to create letter 7-9</p> <p>Start new document based on template. Click Enable Macros. Run macros. Save template as a letter.</p>
<p>Macro, edit 7-7</p> <p>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.</p>	<p>Macros, copy 7-10</p> <p>Open template file. Press Alt+F8 to open Macros dialog box. Click Organizer button. In Organizer dialog box, click Macro Project Items tab. On right side of dialog box, click Close File. Click Open File on right side of dialog box and navigate to folder containing file with macros. Click Open. Make sure NewMacros is selected in list on right side, and then click Copy 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 Close.</p>
<p>Macro, prepare to record 7-2</p> <p>Choose Tools, Macro, Record New Macro. In Macro name text box, key macro name. Under Store macro in, choose Documents Based On. In Description box, edit text to indicate that you recorded macro. Press Enter to start new line and then key a description of what the macro does. Click Keyboard button. With insertion point in Press new shortcut key text box, press a keyboard shortcut (for example, Alt+1). Click Assign button. Click Close.</p>	<p>Mail Merge, complete merge 6-5</p> <p>In Mail Merge wizard task pane, click Next: Complete the merge, and click Print to merge to printer or click Edit individual letters to merge to new document. Or click Merge to New Document button  on Mail Merge toolbar.</p>
	<p>Mail Merge, create data source 6-2, 6-3</p> <p>In Mail Merge wizard task pane, click Next: Select Recipients. Choose Type a new list. Click Create (fields can be added, deleted, and renamed). Key data for records. Click New Entry after each new record entered.</p>

Mail Merge, create labels 6-20 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.	Mail Merge, insert Fill-in field 6-10 Place insertion point where you want field to be. Click I nsert Word Field on Mail Merge toolbar. Choose F ill-in from menu. In dialog box, key prompt text in P rompt text box. Key default fill-in text in D efault fill-in text text box. Make sure A sk o nce check box is not selected. Click O K twice.
Mail Merge, create lists and catalog-type documents 6-16, 6-17 Start blank document. Click M ain document setup button  on Mail Merge toolbar. Choose D irectory from list. Click O K. Locate and open data source. Click I nsert Merge Fields button  . Choose field name to insert from list of fields in Insert Merge Field dialog box and click I nsert. Choose other field names from list and click I nsert. Click C lose. Insert paragraph return after last field in paragraph. Format document as a list.	Mail Merge, insert merge fields 6-4 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, create main document 6-1 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 M ain document setup button  .	Mail Merge, perform by using Ask and Fill-in fields 6-13 Click M erge to New Document button  . In Merge to New Document dialog box, select records to be merged. Click O K. In Microsoft Word dialog box asking question for Fill-in field, key fill-in result you want and click O K. In Microsoft Word dialog box asking question for Ask field, key ask result you want and click O K.
Mail Merge, edit main document 6-9 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.	Mail Merge, preview merged data 6-5 In Mail Merge wizard task pane, click N ext: P review your letters and click double-arrows to preview each record. Or click V iew Merge Data button  on Mail Merge toolbar.
Mail Merge, filter data source 6-15 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.	Mail Merge, sort data source 6-14 Open data source file. Use M ail 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 S ort R ecords tab and in T hen by drop-down list choose second sort option.
Mail Merge, insert Ask field 6-11 Place insertion point where you want field to be. Click I nsert Word Field on Mail Merge toolbar. Choose A sk from menu. In B ookmark text box, key bookmark name. In P rompt text box, key prompt text. In D efault bookmark text text box, key default bookmark text. Make sure A sk o nce check box is not selected. Click O K twice.	Mail Merge, use Ask field results 6-12 After you insert Ask field, choose I nsert, F ield. Choose R ef from L inks and R eferences category. Choose bookmark name under B ookmark n ame. Click O K to insert R ef field in document.
Mail Merge, use Excel data source 6-7 Click O pen Data Source button  . Locate Excel file and open it. Use M ail Merge Recipients button  to view records. Click M erge to New Document button  .	

<p>Mail Merge, use If...Then...Else to refine merge 6-19</p> <p>Place insertion point where you want field to appear. Click Insert Word Field on Mail Merge toolbar. Choose If...Then...Else from menu list. Under Field name, choose field you want to test results of from drop-down list. Under Comparison, choose comparison to test with. In Compare to text box, key comparison text. In Insert this text text box, key text to insert if comparison is true. In Otherwise insert this text text box, key text to insert if comparison is false. Click OK.</p>	<p>New Excel worksheet, embed in document 8-24</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 Outlook data source 6-8</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>New Excel worksheet, enter data and navigate 8-25</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 Word data source 6-6</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 view, switch to 11-1</p> <p>Click Outline View button  on horizontal scroll bar.</p>
<p>Master document, lock 13-4</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, copy and paste text in 11-6</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>Merge documents 14-3</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, delete text in 11-6</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>Nested tables, create multiple 8-16</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>Outline, move text by dragging 11-5</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> <p>Outline, navigate in 11-3</p> <p>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.</p>

Outline, number 11-8	Rectangle, draw 1-1
Switch to Outline view. Display all heading levels without body text. Click insertion point in first heading. Choose Format , Bullets and Numbering . Click Outline Numbered tab. Click desired option. Click OK .	Click Rectangle button  on Drawing toolbar. Drag pointer to draw rectangle. To create a square, hold (Shift) as you draw.
Oval, draw 1-1	Ref fields, use bookmarks in 4-10
Click Oval button  on Drawing toolbar. Drag pointer to draw oval. To create circle, hold (Shift) as you draw.	Insert bookmark in your document. Choose Insert , Field . Choose Links and References from Categories list and then choose field name Ref . Make sure Preserve formatting during updates check box is checked. Click Options button. Click Bookmarks tab. Choose bookmark name and then click Add to Field . Click OK twice.
Paragraph formatting, clear 2-3	Row, resize by dragging 8-11
Press (Ctrl) + (Q) .	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.
Paragraphs, sort 8-20	Row, resize by using Table Properties dialog box 8-12
Select paragraphs to sort. Choose Table , Sort . In Sort Text dialog box, under Sort by , choose Paragraphs . In Type drop-down list, choose Text . Click Ascending or Descending option. Click OK .	Click in table. Choose Table , Table Properties to open Table Properties dialog box. Click Row tab. Click Previous Row or Next Row button to choose desired row. Select Specify height check box. Specify a height for the row. Click OK .
Picture, insert 1-11	Rows, keep together at page break 8-13
Click Insert Clip Art button  on Drawing toolbar. In Search text box, enter keyword. Open Results should be drop-down list, check Photographs , and clear all other check boxes. Click Search . Click thumbnail to insert.	Select first of two rows you want to keep together. Choose Format , Paragraph, Line and Page Breaks tab. Select Keep with next check box. Click OK .
Picture, resize 1-13	Secondary axis, add 9-7
Double-click photograph. Use Size tab to specify size.	Select chart. Choose Chart , Chart Options to open Chart Options dialog box. Click Axes tab. Select check box for each secondary axis you want to add to chart. Click OK .
Picture, select 1-12	Shadow, apply to objects 1-5
Click picture.	Click object to select. Click Shadow Style button  on Drawing toolbar. Choose style. To change settings, choose Shadow Settings ; then click buttons on Shadow Settings toolbar.
Plot area, change color of 9-8	Style, create 3-5
Right-click plot area and then choose Format Plot Area from shortcut menu. When Format Plot Area dialog box appears, click Patterns tab. Select new color. Click OK .	Display Styles and Formatting task pane (Format , Styles and Formatting). Click New Style . Choose options (including style type—paragraph, character, list, or table). Click OK .
Position objects 1-18	
Double-click object. Click Layout tab. Click Advanced . Click Picture Position tab. Under Horizontal , choose alignment type and what alignment is relative to. Under Vertical , do the same. Click OK twice.	
Pull quote, create 2-10	
Select text. Click Text Box button  on Drawing toolbar. Format text box as desired.	

Styles, apply predefined 2-3 Select text. From Style drop-down list on Formatting toolbar (or from Styles and Formatting task pane), choose style.	Subdocument, remove 13-9 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 .
Styles, modify 3-7 Right-click style name in Styles and Formatting task pane and choose Modify . Choose options. Click OK .	Subdocument, split 13-7 Position insertion point where you want to split subdocument. Click Split Subdocument button  .
Subdocument, create from existing document 13-2 Switch to Outline view. Show desired heading levels. Select heading and its subtext. Click Create Subdocument button  on Outlining toolbar.	Subdocuments, collapse 13-1 In master document, click Collapse Subdocuments button  .
Subdocument, create from headings in Outline View 13-1 Switch to Outline view. Create heading. Select it. Click Create Subdocument button  on Outlining toolbar.	Subdocuments, merge 13-8 Select subdocuments you want to merge. Click Merge Subdocument button  .
Subdocument, insert into master document 13-3 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 Open .	Table form, enter data in 5-15 Navigate to fields by using Tab . Enter data.
Subdocument, lock 13-4 Place insertion point in subdocument. Click Lock Document button  .	Table of contents, add to master document 13-10 Place insertion point at top of master document, but not within a subdocument. Choose Insert, Reference, Index and Tables, Table of Contents tab. Select desired options for your table of contents. Click OK .
Subdocument, move 13-6 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.	Table of contents, create 12-8 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 Table of Contents tab. Click OK .
Subdocument, open in separate window 13-1, 13-5 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 12-10 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 Update entire table option. Click OK .
	Table of contents, format 12-9 Place insertion point in table of contents. Open Index and Tables dialog box. Click Table of Contents tab. Select formatting option from Formats list box. Select leader style from Tab leader list. Click OK twice to apply changes to table.

Table style, create	8-9	Table, calculate average values in row or column	8-22
Click in table. Display Styles and Formatting task pane. Click Show drop-down arrow and choose All styles . Click New Style to open New Style dialog box. Specify name for new style in Name box. Click Style type drop-down arrow and choose Table . Click Apply 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.		Click in the table cell that will display the result. Choose Table , Formula to open Formula dialog box. Delete all text in Formula box except the equals sign (=). Click Paste function drop-down arrow and choose AVERAGE . 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 Number format list. Click OK .	
Table style, modify	8-9	Table, calculate total values in row or column	8-23
Click in table. Choose Table , Table AutoFormat to open Table AutoFormat dialog box. Choose Modify to open Modify Style dialog box. Select any portion of table and change its formatting. Click OK . When Table AutoFormat dialog box reappears, click Apply .		Click in table cell that will display result. Choose Table , Formula to open Formula dialog box. Delete all text in Formula box except the equals sign (=). Click Paste function drop-down arrow and choose SUM . 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 Number format list. Click OK .	
Table, add caption to	8-10	Table, change all cell margins	8-6
Click in table's first row. Choose Insert , Reference , Caption . In Caption dialog box, edit text in Caption text box. Click OK .		Select table. Choose Table , Table Properties , Table tab. Click Options button. Set left, right, top, and bottom margins. Click OK twice.	
Table, adjust height of	8-17	Table, change single cell's margins	8-6
Select table. Choose Table , Table Properties , Row tab. Deselect Specify Height check box. Click OK . 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 Table , Table Properties , Cell tab. Click Options button. Clear Same as the whole table check box. Set left, right, top, and bottom margins. Click OK twice.	
Table, AutoFit to Contents	8-8	Table, change vertical alignment in cells	8-7
Select table. Choose Table , point to AutoFit , and then choose AutoFit to Contents . Table's column widths are adjusted to best fit their contents.		Select table. Choose Table , Table Properties , Cell tab. Under Vertical alignment , choose alignment setting. Click OK .	
Table, AutoFit to Window	8-10	Table, control page breaks in	8-1
Click in table. Choose Table , AutoFit , AutoFit to Window . Table expands horizontally to fill page.		Select table. Choose Table , Table Properties , Row tab. Clear Allow row to break across pages check box. Click OK .	
Table, AutoFormat	8-8	Table, create from Excel worksheet	8-27
Click in table. Choose Table , Table AutoFormat . Select All table styles from Category list. In Table styles list, select style. Under Apply special formats to , select check boxes for portions of the table that should receive special formats for selected style. Click Apply .		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 Copy button  . Switch back to Word document and click Paste button  .	


Table, define heading row	8-2	Table, turn off heading rows	8-3
Select row or rows that will repeat at top of each page where table appears. Choose T able, H eading Rows Repeat.		Select table's heading row or rows. Choose T able, H eading Rows Repeat.	
Table, draw with gridlines	8-15	Table, use AutoSum in	5-14
Display Drawing toolbar. Click D raw button. Click G rid. In Drawing 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.		Move to appropriate cell in table. Click Auto-Sum button  on Tables and Borders toolbar.	
Table, insert form fields for calculation in	5-13	Template, create new	5-1
Move to appropriate cell in table. Click Text Form Field button  on Forms toolbar. Click Form 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.		If New Document task pane is not open, choose F ile, N ew to open it. Under N ew from template, click G eneral Templates and the Templates dialog box opens with B lank Document highlighted. Under C reate New, choose T emplate (in the lower-right corner). B lank Document might change to gray. Click O K.	
Table, insert text above	8-5	Template, save document as	1-21
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.		Choose F ile, S ave A s. In F ile n ame box, key template name. From S ave as type list, choose D ocument Template. Click S ave.	
Table, resize proportionately	8-14	Text box, change direction of text in	1-17
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.		Click border of text box. Click Change Direction button  on Text Box toolbar.	
Table, sort on multiple columns	8-18	Text box, delete	1-16
Click in table you want to sort. Choose T able, S ort. In Sort dialog box, specify first column on which to sort, specify type of sort, and select A scending or D escending. Specify second (and third, if desired) column on which to sort, and set its sorting options. Click O K.		Click border of text box. Press D elete.	
Table, sort on one column	8-18	Text box, format	1-16
Click in column on which you want to sort table. Display Tables and Borders toolbar. Click either Sort Ascending button  or Sort Descending button  .		Right-click border of text box, choose F ormat T ext B ox, click tab, and choose options. Or select text box and use buttons on Drawing toolbar.	
Table, split	8-4	Text box, insert	1-14
Click in row that will become first row of new table. Choose T able, S plit T able.		Click Text Box button  on Drawing toolbar, drag pointer to draw text box.	
		Text box, select	1-15
		Click border of text box.	
		Text box, size	1-15
		Click border of text box and drag a handle to resize. To resize to exact measurement, double-click border and use S ize tab of F ormat T ext B ox dialog box.	
		Text flow options, apply	3-10
		Select text. Choose F ormat, P aragraph, L ine and P age B reaks tab. Choose K eep with next to keep two paragraphs together, choose K eep lines together to keep lines of a paragraph together, or choose P age b reak before to start a paragraph at a new page.	

Text form field, insert 5-3	Track changes, move to next revision 14-2
Position insertion point where you want field to appear. Click Text Form Field button  on Forms toolbar.	Click Next button  on Reviewing toolbar.
Text wrapping, apply to objects 1-2, 1-12, 2-4	Track changes, reject 14-2
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.	Click revision and then click Reject Change/Delete Comment button  on Reviewing toolbar. Or right-click revision and choose R eject I nsertion or R eject D eletion from shortcut menu.
Toolbar, add buttons to 7-17	Track changes, reject all 14-2
Right-click any toolbar and choose C ustomize. Click T oolbars tab. Click N ew. Key toolbar name. Click OK. Drag Customize dialog box out of the way to see new toolbar. Click C ommands tab. In C ategories list, select category of buttons. In C ommands list, locate button you want and drag it onto new toolbar. Close Customize dialog box.	Choose T ools, T rack C hanges. Click Reject Change/Delete Comment button down arrow  . Choose R eject A ll C hanges in D ocument.
Toolbar, delete 7-17	Unlink section headers/footers 3-4
Open Customize dialog box. Display T oolbars tab. Select toolbar from list. Click D elete. Click OK when asked if you're sure you want to delete toolbar. Close Customize dialog box.	Choose V iew, H eaders and F ooter to open Header pane. If unlinking footer, click Switch Between Header and Footer button  . Use Show Next button  to go to section you want unlinked. Click Same as Previous button  to break link.
Toolbar, remove buttons from 7-17	Watermark, create from picture 1-19
Open Customize dialog box. Drag button off toolbar to remove it. Close Customize dialog box.	For clip already inserted, click Color button  on Picture toolbar, choose W ashout, and send picture behind text. Or choose F ormat, B ackground, P rinted W atermark, P icture watermark, S elect P icture. Navigate to folder/picture file, click picture, click I nsert, and click OK.
Track changes, accept 14-2	Watermark, create from text 1-20
Click revision and click Accept Change button  on Reviewing toolbar to accept change. Or right-click revision and choose A ccept I nsertion or A ccept D eletion from shortcut menu.	Choose F ormat, B ackground, P rinted W atermark, T ext watermark. Choose option from T ext drop-down list or key text. Click OK.
Track changes, accept all 14-2	Web page, add a frame 15-9
Choose T ools, T rack C hanges. Click Accept Change button down arrow  . Choose A ccept A ll C hanges in D ocument.	In Web page, choose F ormat, F rames, N ew F rames P age. Frames toolbar opens. Word opens new document with the Web page content in it. Click New Frame button (Left, Right, Above, or Below). Add text, images, or buttons in your new frame.
Track changes, enter revision marks 14-1	
Turn on Track Changes mode: double-click "TRK" on status bar, or choose T ools, T rack C hanges, or click Track Changes button  on Reviewing toolbar.	


Web page, create by using Web Page Wizard 15-6

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 **s**ite **t**itle text box, key **W**eb page title. Set **W**eb **s**ite **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.

Web page, format 15-8

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.

WordArt, insert 3-3

Click **I**nsert **W**ord**A**rt button  on **D**rawing toolbar. In **W**ord**A**rt **G**allery dialog box, choose style. Click **O**K.