A joint project of:
Twin Cities PC Users' Group
mini'app'les
Word SIG

Special Thanks To:
Calvary Church
Roseville, Minnesota

March 31, 2007 9:00am — Noon

Objectives

- Demonstrate basic functions in Word & similar word processing programs, e.g., OpenOffice Writer
- Help you produce better looking documents
 - Easier
 - Faster
 - That are easier to revise

Assumptions

You already know basic Windows/Mac functions, e.g.

- Starting programs
- Saving files
- Switching between applications: ALT

We're not going to

- Insert or manipulate clip art, photos, etc.
- Use Text Boxes
- Cover "specialized operations" like interrupting/resuming numbered lists
- Perform Mail Merge operations

Non-Word Preliminaries

- The Keyboard is always faster than the mouse!
- : Learn a few keyboard shortcuts
 - CTRL C

Copy ("C" for Copy)

CTRL V

Paste (an arrow pointing down)

CTRL X

Delete ("X" it out)

CTRL Z

Undo

ALT 🖺

Switch applications

Word Preliminaries

- I'm using Word 2003
- Very little is specific to Word 2003
- Concepts apply to all versions of Word
 - And other word processors, e.g. OpenOfffice Writer
- Office 2007 makes very dramatic changes to the user interface

normal.dot

- Word's "memory" for many settings
- Unique for each user account
- Must exist; basis for all documents
- "Safe" to delete;
 Word will recreate a new one, if necessary
- Deleting this file corrects some problems
- Delete only when Word isn't open

Some Defaults are DUMB!

- You can't find an unfamiliar menu choice if Word keeps hiding them!
- Fix it:
 - Tools>Customize>Options
 - Select "Always show full menus"
 - While you're there:
 - Select: "Show Standard and Formatting toolbars on two rows
 - Select: "List font names in their font"

The Computer is NOT A TYPEWRITER!

- "Never" more than two consecutive like characters! E.g.,
- Let the computer handle new lines within paragraphs
 - End paragraphs with
 - Manual line breaks with Image: Manual line breaks wit
 - Addresses

The Computer is NOT A TYPEWRITER!

- Tabs are easier to use than those on a typewriter
- Paragraph boundaries handle special paragraphs
- Paragraph spacing, before and after, produces consistent results

Comments on Fonts*

- Choice of Fonts is highly personal
- Fonts with Serifs are easier to read in body text (printed)
- Sans Serif fonts work well for Headings, Titles, etc.
- Avoid using many different fonts in a single document (ransom note syndrome)

^{*} It's OK to have fun, sometimes (Comic Sans MS)

Monospaced vs. Proportional

Traditionally, typewriters used monospaced fonts, e.g., a lower case "i" is as wide as an upper case "M"

Courier New:

iii

MMM

Proportional fonts vary character width based upon the character

Times New Roman:

MMM

Proportional Font Benefits

- Increased readability
- Increased text density
- Gives a more professional, typeset look

Times New Roman

- Word's default
 - Generally a poor choice
 - Unless you're writing a newspaper with short line lengths
 - Overused by people that don't know better
- One better choice:

Book Antigua Times New Roman

Show/Hide (That paragraph thingy)

On the Tools Toolbar

Next to the Zoom dialog

¶ Show/Hide

Allows you to see non-printable characters, some examples:

(Raised dot) Space

→ Tab

¶ (Pilcrow) Paragraph mark

End of table cell

O (Raised circle) Non-breaking space

¶ Show/Hide

- SHOW to see what you're instructing Word to do
 - This should be your normal operating mode
- HIDE when you want to get a quick view of what will be printed

Text Selection Methods

- Single Click
 - Places the "insertion point" (I-Beam)
- Click and Drag
 - Selects what you move over, automatic extension to "word" boundaries
- **Double Click**
 - Selects the "word"
- Triple Click
 - Selects the Paragraph

Commonly Used Tabs

- Left tab: The standard, sets the left edge of following text
- Right tab: Sets the right edge of following text
- Center tab: Centers text around the tab position
- Decimal tab: Aligns columns of numbers on the decimal point

Exotic Tabs

Leader tabs - automatically generate:

- Dots (periods)
- **Dashes**
- **Underbars**

Useful for tables of contents, forms

Bar tabs – generate vertical bars, may pass through text

What are they good for? (I don't know)

Paragraph

- A collection of text that belongs together and generally shares attributes
- Font: Family, size, attributes
- Line spacing
- Alignment: Left, Center, Right, Fully Justified
- Special attributes:
 - Indent/outdent (hanging indent) first line
 - Extra space before
 - Extra space after
 - Borders and Shading (not commonly used in plain text)

Styles The most powerful feature in Word?

Paragraph styles:

"A style is a collection of formatting commands that's given a name so it can be easily accessed and all the formatting it contains applied as a group (in a single click). Better yet, when formatting is applied using styles, changing the formatting throughout a long document means changing it just once in the style itself — then it's automatically changed throughout the document wherever the style has been applied."

Character styles:

A little too esoteric to worry about here

"NORMAL" Style

- **Basis for other styles**
- Very important to customize Word to <u>your</u> liking

Curt's Very Basic Preferences normal.dot "Normal" Style

- Page Margins: 1.0" all around
 - Use what you like
- Default Font: Book Antigua
 - Very similar to Palatino
- Font Size: 11.5 points
 - It just works well; use what you like

Curt's SECRET TIP

 Add 6 points of space AFTER paragraphs to your Normal style!

Use (manual line break) when you don't want extra space — or change in formatting

Let's Look at a Letter

M. T. Cicero

Philosophy

One Appian Way

Rome

1-800-NOPHONE

45 BC

Julius Caesar Rome, Italy

Julius:

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Integer auctor, orci ac commodo hendrerit, uma magna elementum purus, nec volutipat neque nisi eget odio. Vestibulum rutrum portitior mi. Pellentesque in nisi. Mauris tortor tellus, porta sed, blandit at, porta eu, metus. Vestibulum sollicitudin nulla nec libero. Etiem condimentum ac cumsan tellus. Aeneam luctus. Cras venenatis massa vitae enim. Praes ent vehicula, ante ac facilisis elementum, nunc lectus pulvinar dui, nec condimentum leo purus eget augue. Praesent sollicitudin augue quis libero.

Suspendisse ultricae est sed uma. Morbi sagititis scalerisque ligula. Aenean eget lectus sit amet orci fermentum facilisis. Cras fermentum. Cras mattis. Vivamus rhoncus. Praesent sit amet tellus quis libero mollis placerat. Sed pretium eros at sem. Nulla justo quam, rutrum ac, consecteure et, faucibus eget, lorem. Fusce nibh. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nunc nibh ligula, pretium sed, iaculis vitae, vulputate id, libero. Cras interdum, leo eget convallis congue, felis augue tristique sem, id lacinis elit arcu non felis. Integer interdum tincidunt erat. Duis eget ligula sed nunc tincidunt sodales. Pellentesque nulla lacus, sodales vitae, varius et, fincidunt sed, quam. Curabitur et sepien.

Integer ac nulla. Donec sit amet diam. Mauris accums an eleifend mi. Curabitur ipsum. Nullam pulvinar dui vel quam. Fusce tortor. Fusce ante metus, aliquet sed, porta sit amet, consectetuer eu, lorem. Suspendisse blandit ligula et nisl. Aliquam enim risus, lacinia ac, iaculis sit amet, convallis at, purus. Vestibulum diam. Sed ullamcorper bibendum purus. Proin sodales auctor neque. Morbi molestie. Suspendisse ac sem id enim blandit omare. Pellentesque nonummy. In orci. Præsent fringilla uma ac mi. Duis magna augue, tincidunt eget, adipiscing sit amet, tincidunt non. odio.

Morbi purus velit, dictum sit amet, tincidunt quis, egestas a, lectus. Phasellus dapibus, risus quis neque. Morbi molestie. Suspendisse ac sem id enim blandit omare. Pellentesque nonummy. In Fusce vestibulum nisl vel libero. Sed vestibulum aliquet dui. Vullam nec leo non eros pulvinar vulputate. Sed in lorem. Nam et mi. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenseos. Nam ac dui at tellus molestie accums an. Vestibulum ante ipsum primis in fluccibus

Quisque elit. Etiam imperdiet tellus dictum dui. Praesent tempus ligula ac augu e convallis

accumsan. Morbi euismod tristique justo. Nunc consequat quam sit amet diam.

Maecenas eu leo, orci luctus et ultrices posuere cubilia Curae; Suspendisse congue nisi sed turpis. Curabitur arcu diam, nonummy eget, blandit feugiat, nonummy quis, elit. Nullam pharetra uma feugiat elit. Aliquam imperdiet. Aenean consequat, ligula commodo mollis consequat, nibh risus dictum tellus, ac tincidunt leo arcu eu quam. Praesent nec dolor vel uma posuere ultrices.

Class aptemt taciti sociosqu ad litora torquent per comubia nostra, per inceptos hymenasos. Aliquam non neque. Proin eleifend feugi at quam. Morbi mollis tristique mibh. Curabitur tincidunt quam in odio. Aemean tincidunt commodo tellus. Aliquam vitae libero. Aliquam vitae elit. Aemean luctus mulla eu diam. Vivamus uma erat, dictum eu, cursus ac, cursus a, eros. Aliquam sollicitudin portitor sugue. Etiam semper, elit et matris tincidum, quam nist placerat arcu, in molestie neque tortor sit amet mauris. Proin sed est. Nulla dolor mi, pretium ut, fermentum ac, mattis id, nunc. Aemean consequat lorem vestibulum lacus. Donec ut ipsum. Cras elementum viverra uma.

In placerat enim ac mauria. Duis ac nulla. Vestibulum neque pede, faucibus porta, ultricies ut, varius et, nunc. Donec ligula. In quis tellus. Cum sociis natoque penatibus et magnis dis parturi ent montes, nascetur ridi culus mus. Fusce pharetra. Sed lobortis magna vel mauris. Suspendisse pharetra uma quis dolor. Sed sem ligula, malesuada nec, tristique sit amet, pellentesque sed, justo. Aliquam aliquam metus a lacus. Nullam luctus, ante id pulvirar lobortis, quam dui pretium eros, egestas urturun tellus arcu vitas tortor. Phasellus agestas volutpat eros.

Donec malesuada est a massa. Quisque nec lorem eu arcu tristique congue. Aliquam tellus. Mauris eu lacus a lectus adipicing lobortis. In hac habitass e plates dictumst. Phasellus faucibus sagittis sem. Donec tincidunt egestas nulla. Vivamus at lectus. Morbi porta, lacus et dapibus dapibus, orci diam vivera falis, id tristique nunc ligula nec magna. Suspendisse ut dolor. Proin val rurpis sed orci ultrices consequat. Donec sem lacus, volutpat ut, sollicitudin vitae, imperdiet val, ipsum. Sed omare neque ut dui.

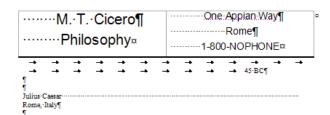
Ut ullamcorper, leo mattis accumsan commodo, arcu nisi vehicula nunc, sit amet tincidunt neque velit eleifend diam. Fusce auctor, lacus quis dictum gravida, dolor neque cursus turpis, ultricies tempor ligula pede vitae pede. Etiam odio. Integer molestie mattis magna. Maecenas ultrices lorem eu libero. Pellentesque vel ante. Vivamus portitior. Mauris sit amet sem et eros consequat cursus. Nullam est justo, vestibulum eu, viverra sed, pellentesque id, justo. Vivamus tortor.

Integer laorest. Nulla nonummy tincidumt eros. Proin a erat vitae lorem rutrum lacinia. Nullam euismod vulputate quam. Fusce nec lectus at eros interdum rutrum. Etiam sapien erat, pellentesque id, pulvinar lobortis, tincidumt scelerisque, felis. Quisque ultrices, arcu a egestas auctor, enim lacus euismod lectus, sed commodo turpis turpis et ante. Vivamus ut sapien quis velit pulvinar malesuada. Suspendisse potenti. Vestibulum id ipsum ac quam aliquet sollicitudin.

Sincerely, Marcus

Julius:¶

Another View



Cram-ipsum-dolor sit amet, consectetuer adipiscing-elit. Integer auctor, orci ac commodo ¶ hendrerit, uma magna elementum purus, nec volutpat neque nisi-eget odio. Vestibulum-rutrum ¶ portitior mi. Pellentesque in nisi. Mauris tortor tellus, porta sed, blandit at, porta eu, metus. ¶ Vestibulum-sollicitudin nulla nac-libero. Etiam-condimentum-ac umasa-tellus. Aene an-luctus. ¶ Cras-venen atis-massa-vitae-enim. Prase ent-vehicul a, ante-ac facilisis-elementum, nunc lectus ¶ pulvinar-dui, nec condimentum-leo-purus-eget-augu e-Praseant-sollicitudin-augue-quis-libero. ¶

Suspendisse ultrices-est-sed-uma. Morbi-sagittis-scelerisque-ligula. Aenean-eg et-lectus-sit-amet ¶ orci-fermentum-facilisis. Cras-fermentum. Cras-mattis. Vivamus-rhoncus. Præsent-sit-amet-tellus-¶ quis-libero-mollis-placerat. Sed-pretium-eros-at-sem. Nulla-justo-quam, rutrum-ac, consectetur-et, ¶ faucibus-eget, Jorem. Fusce-mibh. Cum-sociis-natoque-penatibus-et-magnis-dis-parturient-montes, ¶ nasc etur-ridiculus-mus. Nunc-nibh-ligula, pretium-sed, riaculis-vitae, vulputate-id, libero. Cras-¶ interdum, Heo-eget-convallis-congque, felis-sague-tristique-sem, id-lacinia-elit-seru-non-felis. ¶ Integer-interdum-tincidum-tat. Duis-eget-ligula-sed-munc-tincidum-tosdales. Pellentesque-mulla-¶ lacus, sociales-vitae, varius-et, rincidum-tad, quam. Curabitur-et-sapien. ¶

Integer ac nulla. Donec sit amet diam. Mauris accums an eleifend mi. Curabitur ipsum. Nullam ¶ pulvinar dui val quam. Fusce tottor. Fusce ante metus, aliquet sed, porta sit amet, consectatuer ¶ eu, lorem. Suspendisse blandit ligula et nisi. Aliquam enim risus, lacinis ac, iaculis sit amet, ¶ convallis at, purus. Vestibulum diam. Sed-ullamcoper bibendum purus. Proin sodales auctor ¶ neque. Morbi molestie. Suspendisse ac sem id-enim blandit omare. Pellentesque nonummy. In ¶ orci. Prassent fringilla uma ac mi. Duis magna sugue, tincidunt eget, adipiscing sit amet, ¶ incidunt non, odio. ¶

Morbi purus velit, dictum sit amet, tincidunt quis, egestas a, lectus. Phasellus dapibus, risus quis ¶
naque. Morbi molestie. Suspendisse ac sem id-enim blandit omare. Pellenteaque nonumpy. In ¶
Fusce vestibulum sits velibero. Sed vestibulum aliquet dui. Nullan mec leo non-eros pulvinar ¶
vulputate. Sed in-lorem. Nam-et mi. Class-aptent taciti sociosqu-ad-litora torquent per conubis ¶
nostra, per inceptos hymenaeos. Nam-ac dui-at tellus molestie accums an. Vestibulum-ante-ipsum ¶
primis in factions ¶

Quisque-elit. Etiam-imperdiet-tellus-dictum-dui. Praesent-tempus-ligula-ac-augu e-convallis-¶

accumsan. · Morbi-euismod-tristique-justo. · Nunc-consequat-quam-sit-amet-diam. ¶

Maecen as-eu-leo, orci-luctus-et-ultrices-posuere-cubilia-Curse; Suspendisse con gue nisi-sed. ¶
turpis: Curabir-excu-diam, nonummy-eget, blandir-fæugiat, nonummy-quis, elit: Nullam-pharetra-¶
turns-fæugiat-eit: Aliquam-impendiet. Aene-ar-consequat, liguale commodo-mollis-consequat, nibh. ¶
risus-dictum-tellus, ac-tincidum-leo-arcu-eu-quam. Prassent-nec-dolor-vel-uma-posuere-ultrices. ¶

Class agrent taciti sociosqu ad litora torquent per comubis nostra, per inceptos hymen aeos. «
Aliquem non neque. Proire delefend feigi sir quam. Morbi mollis tristique nibh. Curabitur tincidunt «
quam in odio. Aeneen tincidunt commodo tellus. Aliquem vitae ilbero. Aliquem vitae elist. «
Aeneen luctus mulla su diam. Vivamus uma erat, dictum eu, cursus ac, cursus a, eros. Aliquem «
sollicitudin portitior sugue. Etiam semper, elit eri matis rincidunt, quam nist placer ai eru, in «
molestie neque tortor sit amet mauris. Proire sed est. Nulla dolor mi, pretium ut, fermentum ac, «
mattis di, munc. Aenean consequat lorem vestibulum lacus. Donec ut ipsum. Cras elementum «
vevera uma."

In placerat enim-ac mauris. Duis ac mulla. Vestibulum neque pede, faucibus porta, ultricies ut, ¶ varius et, munc. Donse ligula. In quis tellus. Cum sociis natoque penatibus et magnis dis ¶ patrui ent montes, nasceut ridi culus mus. Fusce phaerte . Sed loborits magna vel mauris. ¶ Suspendisse phaertes uma quis dolor. Sed sem ligula, malesuada nec, tristique sit amet, ¶ pellentesque sed, justo. Aliquam aliquam metus e lacus. Nullam luctus, ame id pulvinar loborits, ¶ quam dui pretium eros, egestas rutrum tellus arcu vitae tortor. Phaesllus egestas volupat eros. ¶

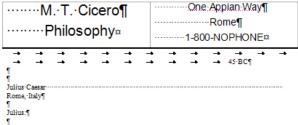
Done omalesuade estre massa. Qui sque nec·lorem eu arcu-tristique congue. Aliquam tellus. ¶
Mauris eu lacus e lectus adipiscing lobortis. In hac habitass e platea dictumst. Phasellus faucibus ¶
sagittis sem. Donec tincidunt egestas mulla. Vivemus et lectus. Morbi porta, lacus et dapibus ¶
dapibus, orci-diam vivera felis, id-tristique nunc ligula nec magna. Suspendiase ut-dolor. Proint ¶
vel. turpis sed-orci-ultrices-cons equat. Donec sem-lacus, volutpat ut, sollicitudin vitae, imperdiet ¶
vel, ipsum. Sed-omare neque ut-dui. ¶

"Ut-ullamcorper, leo-mattis-accumsan-commodo, arcu-nisi-vehicula-nunc, sit-amet-tincidunt-neque ¶
velit-eleifand-diam. Fusce-au-ctor, lacus-quis-dictum-gravida, dolor-neque-cursus-turpis, ultricies-¶
tempor-ligula-pede vita-pede. Eliam-odio. Integer-molestie-mattis-magna-Mascenas-ultrica-lorem-eu-libero-Pellenteaque-vel-ante-Viyamus-portition-Mauris-sit-amet-sem-et-eros-consequat-¶
cursus. Nullam-est-justo, vestibulum-eu, viverra-sed, pellentes que-id, justo. Vivemus-torttor-¶

Integer laor est. Nulla nonunmy-tincidunt-eros. Proin a erat-vitae lorem rutrum-lacinia. Nullam-¶ euismod-vulputate quam. Flusce nec lectus at-eros interdum-rutrum. Etiam-sapien-erat, ¶ pellenteque (d. pulvina: loborits, tincidunt-scelerique, felia: Quisque-ultrices, acru-a egest as-¶ auctor, enim-lacus-euismod-lectus, sed-commodo-turpis-turpis-et-ante. Vivamus-ut-sapien quis-¶ velit-pulvinar-malesuada. Suspendisse potenti. Vestibulum-id-ipsum-ac-quam-aliquet-sollicitudin.¶ q

¶ Sincerely,¶ Marcus¶

What's Wrong?



Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Integer auctor, orci ac commodo ¶ hendreit, uma magna elementum purus, mec volutpar neque nisi eget odio. Vestibulum rutrum ¶ portitor mi. Pellentesque in nisi. Mauris tottor tellus, porta sed, blanditat, porta eu, metus. ¶ Vestibulum: sollicitudin nulla nec libero. Etiam condimentum accumsan tellus. Aenean luctus. ¶ Cras venen atis massa vitae enim. Praes ent vehicula, ante ac facilisis elementum, nunc lectus. ¶ pulvinar dui, nec condimentum leo purus eget augue. Praesent sollicitudin augue quis libero. ¶

Suspendisse-ultrices-est-sed-uma. Morbi-sagittis-scelerisque-ligula. Aen ean-eg et-lectus-sit-amet-¶ orci-fermentum facilisis. Cras-fermentum. Cras-mattis. Vivamus-rhoncus. Pressent-sit-amet-tellus-¶ quis-libero-mollis-placerat. Sed-pretium-eros-at-sem. Nulla-justo-quam, rutrum-ac, consected er-et, ¶ faucibus-eget, iorem. Fusce-nibh. Cum-sociis-natoque-pensitibus-et-magnis-dis-parturient-montes, ¶ nascetur-ridiculus-mus. Nunc-nibh-ligula, pretium-sed, riaculis-vitae, vulputate-id, libero. Cras-¶ nascetur-ridiculus-mus. Nunc-nibh-ligula, pretium-sed, riaculis-vitae, vulputate-id, libero. Cras-¶ interdum, ileo-eget-convallis-congue, felis-augus-tristique-sem, id-lacinis-elit-acu-non-felis. ¶ Integer-interdum-triodum-todales. Pellentesque-nulla-¶ lacus, sodales-vitae, varius-et, tincidum-sed, quam. Curabitur-et-sapien. ¶

Integer ac mulla. Donec sit amet diam. Mauris accums an eleifend mi. Curabitur ipsum. Nullam.¶
pulvinar dui vel-quam. Fusce tortor. Fusce ante metus, aliquet sed, porta sit amet, consectatuer ¶
eu, lorem. Suspendisse blandit ligula et nisi. Aliquam enim-risus, lacinia ac, iaculis sit amet, ¶
convallis at, purus. Vestibulum-diam. Sed-ullamcoper-bibendum purus. Proin-sodales suctor ¶
neque. Morbi-molestie. Suspendisse ac sem-id-enim-blandit ornare. Pellentesque nonummy. In ¶
orci. Praesent fingilla uma ac mi. Duis magna augue, tincidunt-eget, adipiscing sit amet, ¶
tincidunt non, odio. ¶

Morbi purus velit, dictum sit amet, tincidunt quis, egestas a, lectus. Phasellus dapibus, risus quis ¶ naque. Morbi molestie. Suspendisse ac sem id-enim blandit omare. Pellentesque nonumny. In ¶ Fusce vestibulum sits vel libero. Sed vestibulum situque dui. Vullam nac lee non-eros pulvinar ¶ vulputate. Sed in lorem. Nam et mi. Class-aptent taciti sociosqu-ad-litora torquent per conubia ¶ nostra, per inceptos hymenaeos. Nam ac dui at tellus molestie accums an. Vestibulum ante ipsum ¶ primis in fascibus ¶

Quisque-elit.-Etiam-imperdiet-tellus-dictum-dui.-Praesent-tempus-ligula-ac-augue-convallis-¶

- Multiple spaces instead of center alignment
- Multiple tabs instead of styled paragraphs
- Spaces instead of manual line break
- Each line is a paragraph
- "Null Paragraph"
 between paragraphs
- Widow

Can we do better?

- Letterhead
 - Table: One Row, Two Columns, or
 - Two Rows, Two Columns
 - Center alignment
 - Border (only bottom, or middle)
- Appropriate styles:
 - Inside address
 - Salutation
 - Normal (body)
 - Closing
 - Signature

Let's Do It!

Launch Word...

Demo1.doc

How Did We Do?

M. T. Cicero Philosopher One Appian Way Rome 1-800-NO-PHONE

46 BC

Julius Caesar Rome

Dear Julius,

Lorem ipsum dolor sit amet consectetuer adipiscing elit. Maecenas sed justo. Aenean malesuada interdum sem. Duis dui orci, pulvinar ac, auctor quis, elementum tempor, tellus. Sed nunc magna, feugiat ut, nonummy et ultrices quis, odio. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ri diculus mus. Suspendisse potenti. Nam nec libero quis eros consequat bibendum. Sed pretium semper turpis. Vestibulum mi. Aenean in metus vitae nunc fermentum ullamcorper. Sed quis turpis vitae turpis feugiat porta. Sed vestibulum adipiscing lorem. Maecenas gravida vulpu tate leo. Vestibulum at risus ut leo viverra blandit. In hac habitasse platea dictumst. Maecenas fermentum risus sit amet sapien. Nullam a pede. Ut non nulla vitae felis egestas placerat. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Curabitur cursus. Fusce vitae enim consequat uma viverra scelerisque. Mae cenas dictum, mauris in hendrerit euismod, enim orci dignissim dolor, mole stie venenatis ipsum magna sit amet sapien. Vestbulum volutpat malesuada mi. Fusce sodales mollis felis. Donec sit amet nunc vel tortor ullamcorper ullamcorper. Pellente sque ultricies. Mauris sed ante. Mauris interdum, pede ac lacinia venenatis, purus arcu dapibus nisl, at ultricies lacus arcu et erat. Phasellus eu quam id risus laoreet pulvinar. Fusce vehicula iaculis tellus. Pellentesque vulputate imperdiet est. In hac habitasse platea dictumst. Sed eu ante.

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Page 2 of 2

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Sincerely,

Marcus T. Cicero

More About Styles

- Previous examples were pretty simple:
 - Set paragraph spacing
 - Selected a font family, font style (regular, bold, italic, bold italic), size
- Other uses:
 - Headings (especially if we want a Table of Contents)
 - Quotations

Let's Take A Look At What We Can Do: Before

WORD BOOT CAMP

My Important Report

I. M. Mee

Presented March 31, 2007

Note: Text in Crange is simply marked to make it easter to find during the demo

Important Foint

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Sub Point 1

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Important Foint 2

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Sub Point 2

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It's OK if you can't read the example.

Just look at the shapes.

How Did We Do?

WORD BOOT CAMP

My Important Report I. M. Mee

> Presented March 31, 2007

Sub-Peter S. Imperiors Faint 2

Important Point 1

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Important Point 2

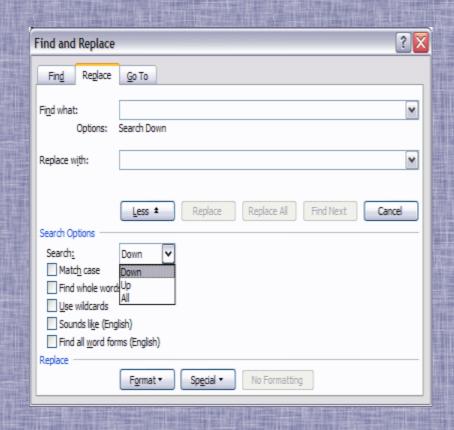
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Find & Replace

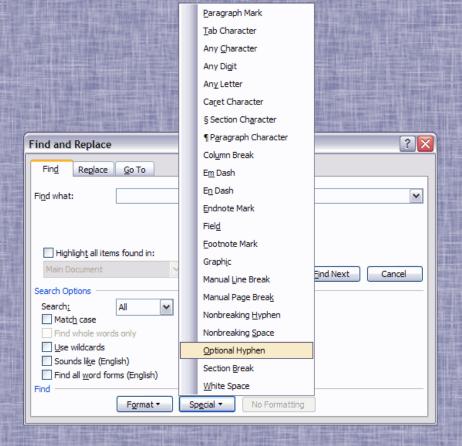
Similar Tools:

- Shared Interface
- Find/Replace
 - Text
 - Special Characters
 - Formatting
- Direction sensitive
- Starts at beginning of the document
 - Continues at the insertion point
- Works with whole document or selected text



Replace Special Characters

- Dialog easier to use than ^ combinations
- May require multiple applications
- Let's look at Cicero's original letter and clean it up just a little...



Tables The most powerful feature in Word?

- Tables in Word are primarily for organizing and displaying data—if you need to compute you should probably use a spreadsheet
- Gridlines don't print; Borders do print
 - 99.44% of the time I allow gridlines to be shown
- Can have Headings (can auto repeat each page)
- Can be sorted! (Paragraphs can be sorted too, but tables are more flexible.)

Some Table Uses

Organizing Data in a Document

Mythical Wheels Bicycles							
Product Number	Product Description	Notes Price		Shipping Weight Lbs Oz			
476930-sz	Thunder Road BMX	26*2.25; Frame sizes 13", 15", 17" Good seller last year	\$259.95	32	8		
853208	26*2.25 Tube		\$6.95	1	4		
934529	26*2.25 Tire	BXM	\$23.95	3	4		
978003	Bar End Mirror	Priced to sell	\$6.55	1	3		

- Data Source for Mail Merge Applications
- Labels; Format Source for Mail Merge
- Forms

Tables 101

Defaults:

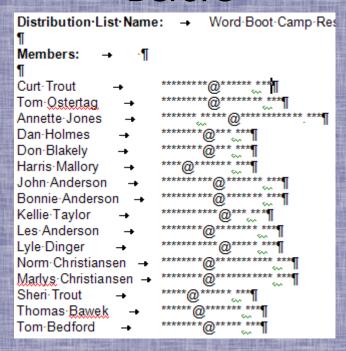
- Table Width: Current margins
- Alignment: Left (top)
- Border: ½ pt solid line, all borders
- Cell Margins:
 - Top & Bottom: 0 (determined by paragraph)
 - Left & Right: 0.08"
- Column width: Equal size columns
- Row Height: One line of current font/paragraph

Table Cell Properties

- Every Cell has/can have
 - Borders and Shading
 - Styled text
 - Anything you can put in "open text," even other tables
 - Specified Text Direction:
 - Right to Left (default/normal)
 - Bottom to Top (read from right side)
 - Top to Bottom (read from left side)
- Each border is shared with the adjacent cell
- Tab key advances to next cell, or adds a row
- to get a real tab in a cell

Turn Text Into A Table

Before



After

THE PERSON	建多数形式 25 克拉斯特 医多糖 能力	
Name	LastName	E-mail
Bonnie	Anderson	********@******.***
John	Anderson	********@******.***
Les	Anderson	********@*******
Thomas	Bawek	******@******.***
Tom	Bedford	*********
Don	Blakely	********@***.***
Marlys	Christiansen	********@*********.***
Norm	Christiansen	*********
Lyle	Dinger	*************
Dan	Holmes	********@***.***
Annette	Jones	******. ***** @**********. ***
Harris	Mallory	****@******
Tom	Ostertag	********@*******.***
Kellie	Taylor	************@***.***
Curt	Trout	********@******
Sheri	Trout	*****@******

Microsoft Word Training Courses On the Web

About 30 "Word 2003" courses available at:

http://office.microsoft.com/enus/training/CR061958171033.aspx

About 5 "Word 2007" courses available at:

http://office.microsoft.com/enus/training/CR100654561033.aspx

Or Search Microsoft.com for "Word Training"