

# WORD BOOT CAMP

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:  

## 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
  -   Copy ("C" for Copy)
  -   Paste (an arrow pointing down)
  -   Delete ("X" it out)
  -   Undo
  -   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. OpenOffice 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  
    - 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:       iii  
                                  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

↵ Manual line break

⌘ End of table cell

◌ (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 your 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
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45 BC

Julius Caesar  
Rome, Italy

Julius:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer auctor, orci ac commodo hendrerit, urna magna elementum purus, nec volutpat neque nisi eget odio. Vestibulum rutrum porttitor mi. Pellentesque in nisi. Mauris tortor tellus, porta sed, blandit at, porta eu, metus. Vestibulum sollicitudin nulla nec libero. Etiam condimentum accumsan tellus. Aenean luctus. Cras venenatis massa vitae enim. Praesent vehicula, ante ac facilisis elementum, nunc lectus pulvinar dui, nec condimentum leo purus eget augue. Praesent sollicitudin augue quis libero.

Suspendisse ultrices est sed urna. Morbi sagittis scelerisque 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, consectetur 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 lacinia elit arcu non felis. Integer interdum tincidunt erat. Duis eget ligula sed nunc tincidunt sodales. Pellentesque nulla lacus, sodales vitae, varius et, tincidunt sed, quam. Curabitur et sapien.

Integer ac nulla. Donec sit amet diam. Mauris accumsan eleifend mi. Curabitur ipsum. Nullam pulvinar dui vel quam. Fusce tortor. Fusce ante metus, aliquet sed, porta sit amet, consectetur 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 ornare. Pellentesque nonummy. In orci. Praesent fringilla urna 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 ornare. Pellentesque nonummy. In Fusce vestibulum nisl vel libero. Sed vestibulum aliquet dui. Nullam nec leo 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 accumsan. Vestibulum ante ipsum primis in faucibus

Quisque elit. Etiam imperdiet tellus dictum dui. Praesent tempus ligula ac augue 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 urna feugiat elit. Aliquam imperdiet. Aenean consequat, ligula commodo mollis consequat, nibh risus dictum tellus, ac tincidunt leo arcu eu quam. Praesent nec dolor vel urna posuere ultrices.

Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Aliquam non neque. Proin eleifend feugiat quam. Morbi mollis tristique nibh. Curabitur tincidunt quam in odio. Aenean tincidunt commodo tellus. Aliquam vitae libero. Aliquam vitae elit. Aenean luctus nulla eu diam. Vivamus urna erat, dictum eu, cursus ac, cursus a, eros. Aliquam sollicitudin porttitor augue. Etiam semper, elit et mattis tincidunt, quam nisl placerat arcu, in molestie neque tortor sit amet mauris. Proin sed est. Nulla dolor mi, pretium ut, fermentum ac, mattis id, nunc. Aenean consequat lorem vestibulum lacus. Donec ut ipsum. Cras elementum viverra urna.

In placerat enim ac mauris. Duis ac nulla. Vestibulum neque pede, faucibus porta, ultrices ut, varius et, nunc. Donec ligula. In quis tellus. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Fusce pharetra. Sed lobortis magna vel mauris. Suspendisse pharetra urna quis dolor. Sed sem ligula, malesuada nec, tristique sit amet, pellentesque sed, justo. Aliquam aliquam metus a lacus. Nullam luctus, ante id pulvinar lobortis, quam dui pretium eros, egestas rutrum tellus arcu vitae tortor. Phasellus egestas volutpat eros.

Donec malesuada est a massa. Quisque nec lorem eu arcu tristique congue. Aliquam tellus. Mauris eu lacus a lectus adipiscing lobortis. In hac habitasse platea dictumst. Phasellus faucibus sagittis sem. Donec tincidunt egestas nulla. Vivamus at lectus. Morbi porta, lacus et dapibus dapibus, orci diam viverra felis, id tristique nunc ligula nec magna. Suspendisse ut dolor. Proin vel turpis sed orci ultrices consequat. Donec sem lacus, volutpat ut, sollicitudin vitae, imperdiet vel, ipsum. Sed ornare neque ut dui.

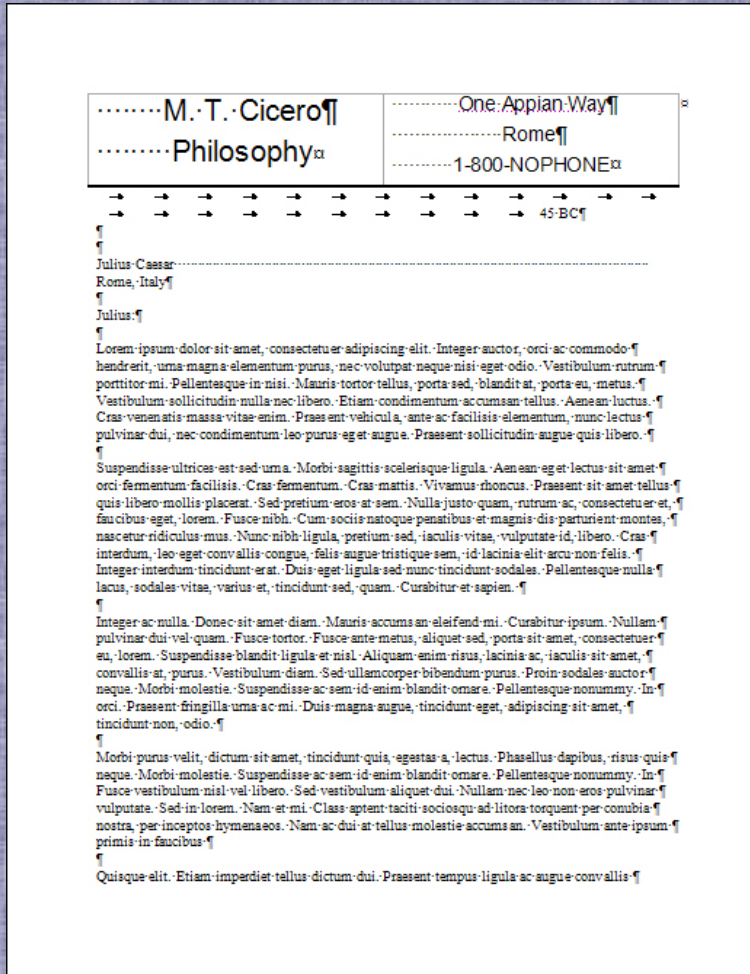
Ut ullamcorper, leo mattis accumsan commodo, arcu nisi vehicula nunc, sit amet tincidunt neque velit eleifend diam. Fusce auctor, lacus quis dictum gravida, dolor neque cursus turpis, ultrices tempor ligula pede vitae pede. Etiam odio. Integer molestie mattis magna. Maecenas ultrices lorem eu libero.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

Integer laoreet. Nulla nonummy tincidunt 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, tincidunt 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



## What's Wrong?



- 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, consectetur 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 ridiculus 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 vulputate 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 urna viverra scelerisque. Maecenas dictum, mauris in hendrerit euismod, enim orci dignissim dolor, molestie venenatis ipsum magna sit amet sapien. Vestibulum volutpat malesuada mi. Fusce sodales mollis felis. Donec sit amet nunc vel tortor ullamcorper ullamcorper. Pellentesque 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.

Nulla facilisi. Pellentesque facilisis. Ut tincidunt lorem ac justo. Duis risus purus, iaculis in, dignissim eu, faucibus ut, eros. Quisque vel felis. Mauris sollicitudin libero ac pede. Ut dictum tempus mauris. Aliquam sit amet turpis sit amet nibh venenatis pretium. Pellentesque pretium tincidunt risus. Maecenas mollis, quam non imperdiet mollis, enim ipsum laoreet nisl, a luctus neque enim sit amet nunc.

Suspendisse potenti. Nunc nibh. Phasellus commodo suscipit justo. In eros. Maecenas viverra, lectus sed tincidunt pulvinar, nunc lorem hendrerit mi, nec volutpat enim ipsum vel nisi. Integer eget nisi ac dui placerat hendrerit. Nulla facilisi. Nulla convallis. Maecenas ullamcorper molestie tellus. Mauris quis ipsum sit amet mi pretium tincidunt. Integer non sapien. Aenean et enim. Integer et lorem sed turpis congue rhoncus. Pellentesque suscipit ultricies ligula. Duis ornare ornare enim.

Proin tempus augue eu enim. Mauris rutrum, nibh vel tristique vehicula, justo dui mollis quam, in viverra sem turpis non turpis. Duis nibh. Donec in est. Sed quis ante et erat porta ornare. Aliquam ullamcorper blandit pede. Nulla ut risus. Aenean mi mi, vestibulum quis, faucibus ut, vehicula sit amet, erat. Quisque malesuada iaculis libero. Nunc eget dolor id tellus rutrum tincidunt. Proin vitae odio ac elit viverra tincidunt. Suspendisse ornare, turpis

Page 2 of 2

eget pellentesque placerat, eros velit rhoncus sapien, quis congue lectus neque ut nunc. Maecenas urna. Praesent quis odio. Sed vehicula pulvinar diam. Sed in ipsum ornare turpis feugiat feugiat.

Nulla vestibulum ultricies libero. Duis leo. Cras mi lorem, tincidunt nec, rutrum nec, hendrerit eu, sem. Quisque eleifend euismod enim. Mauris molestie justo quis turpis. Duis malesuada, tortor vitae aliquam vehicula, enim felis suscipit risus, ut accumsan enim tellus at nibh. Vestibulum semper massa et augue. Morbi eget dui. Sed ipsum dolor, imperdiet ac, elementum at, dignissim et, est. Mauris ipsum. Sed lorem lacus, sagittis tincidunt, semper sed, nonummy et, risus.

Ut blandit purus in velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum tempus est sed felis. Proin semper massa at nulla. Suspendisse vehicula. Phasellus porttitor rhoncus risus. Maecenas porttitor ullamcorper dolor. Nulla facilisi. Sed lacinia dui eget risus. Phasellus id orci quis nibh congue ullamcorper. Etiam vitae ligula.

Maecenas at lacus. Nunc quis lorem. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque at ligula id tellus interdum pulvinar. Praesent et purus gravida nunc convallis ultricies. Curabitur ultrices tempor augue. Phasellus sodales metus eget massa. Nam et sapien. Vivamus semper. In diam tortor, sagittis eget, volutpat at, congue in, felis. Nullam non augue. Donec commodo, urna a gravida euismod, lectus odio varius ligula, id accumsan eros purus ut dui. Donec consectetur, nulla sed sagittis fermentum, nibh eros lacinia enim, eget accumsan leo urna in lacus. Suspendisse potenti. Etiam interdum risus ut dolor. Nunc lacus.

Integer tellus tellus, adipiscing vel, cursus quis, consectetur ac, orci. Donec cursus interdum felis. Nunc dui tortor, posuere ut scelerisque sed, pharetra eget, leo. Sed non neque eu tellus congue adipiscing. Nullam et mauris non nisi ultricies bibendum. Integer id arcu. Ut sit amet ipsum. Curabitur luctus. In at velit sed sem mollis dapibus. Suspendisse sagittis. Nunc id diam eget lacus mollis nonummy. Nullam dapibus accumsan justo. Aliquam scelerisque nisi nec sapien. Maecenas facilisis, libero quis auctor malesuada, mauris felis auctor neque, in porta dui urna a tortor. Aenean ac lacus ut magna accumsan aliquam. Nulla hendrerit pretium massa. Morbi nec mi. Curabitur vestibulum. Cras in lacus et erat aliquam sodales. Sed mollis.

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  
by  
I. M. Mee

Presented  
March 31, 2007

Note: Text in Orange is empty marked to make it easier to find during the demo.

### Important Point 1

Loem igram dolo et amet, consetetur adipiscing elit. Maecenas sed justo. Aenean malesuada interdum sem. Duis dui enim, pulvinar ac, auctor quis, elementum tempus, velit. Sed nunc magna. Neque ut nonummy et, ultrico qua, odio. Cum eocia nalogue geratibus et magna, du partantent morias, rascator, idoculula, mus. Suspendisse potenti. Nam nec libero, qui esse conseqat blandum. Sed praetium tempus turpis. Vestibulum et, Aenean in, incepta vitae nunc, dementum ullamcorper. Sed, qua turpis, vitae turpis Neque porta. Sed, vestibulum adipiscing loem. Maecenas granda vulgatae leo. Vestibulum et, nunc et leo, viverra blandit. In hac habitasse platea dictumet. Maecenas dementum nunc etiamet, sagian. Nullam a pede. Ut non nulla vitae, nulla egestas placeat. Pellentesque habitant morbi tristique senectus et nunc, etiamerada fames ac turpis egestas.

### Sub Point 1

Curabitur curcus. Puce vitae enim conseqat, uma viverra, scelerisque. Maecenas dictum, maecia in hendent, eadem, enim, omi dignisim dolo, modeste venenata, igram magna, et, amet, sagian. Vestibulum volutpat malesuada et. Puce eodisse, mollie, felix. Donec et, amet, nunc, vel, totto ullamcorper, ullamcorper. Pellentesque ultrico. Maecia sed ante, Maecia interdum, pede ac, lacina venenata, pueris, nunc, dapibus, nunc, et, idoculula, lacus, nunc, et, erat. Phasellus, eu, quam, id, nunc, lacone, pulvinar. Puce, vestibula, iaculis, velit. Pellentesque vulgatae impendit, et, in, hac, habitasse, platea, dictumet. Sed, eu, ante.

### Some one else's in Not So Remote Vista (2007)

"Nulla facilis. Pellentesque habitus. Ut interdum loem ac, justo. Duis nunc, pueris, iaculis, et, dignisim, eu, fuscibus, ut, enim. Quisque, vel, felix. Maecia, eodisse, du, blandi, ac, pede. Ut, dictum, tempus, maecia. Aliquam, et, amet, turpis, et, amet, nunc, venenata, praetium. Pellentesque, praetium, interdum, nunc, Maecenas, mollie, quam, non, impendit, mollie, enim, igram, lacone, nunc, a, iaculis, neque, enim, etiam, nunc."

Suspendisse potenti. Nunc, nunc, Phasellus, commodo, suscipit, justo. In, enim, Maecenas, viverra, iaculis, sed, interdum, pulvinar, nunc, loem, hendent, et, nec, volutpat, enim, igram, vel, nunc, tristique, ege, nunc, ac, du, placere, hendent. Nulla, facilis. Nulla, consetetur, Maecenas, ullamcorper, mollie, felix. Maecia, qui, igram, et, amet, in, praetium, interdum, tristique, non, sagian. Aenean, et, enim, tristique, et, loem, sed, turpis, congue, thoncus. Pellentesque, suscipit, ultrico, ligula. Duis, omnia, omnia, enim.

Pram, tempus, augue, et, enim, Maecia, nunc, nunc, vel, tristique, vestibula, justo, du, mollie, quam, in, viverra, sem, turpis, non, turpis. Duis, nunc, Donec, et, et, Sed, qui, ante, etiam, porta, omnia. Aliquam, ullamcorper, blandi, pede. Nulla, et, nunc, Aenean, in, et, vestibulum, quis, fuscibus, ut, vestibula, et, amet, erat. Quisque, malesuada, iaculis, libero. Nunc, ege, dolo, id, felix, nunc, interdum. Praetium, vitae, odio, ac, eocia, viverra, interdum, Suspendisse, omnia, turpis, ege, pellentesque, placeat, esse, velit, thoncus, sagian, qui, congue, iaculis, neque, ut, nunc, Maecenas, omnia. Praesent, quis, odio. Sed, vestibula, pulvinar, diam. Sed, in, igram, omnia, turpis, Neque, Neque.

Nulla, vestibulum, ultrico, libero. Duis, leo. Ose, et, loem, interdum, et, rutrum, nec, hendent, et, sem. Quisque, etiam, et, eadem, enim. Maecia, mollie, justo, qua, turpis. Duis, malesuada, totto, vitae, aliquam, vestibula, enim, felix, egestis, nunc, ut, accumsan, enim, felix.

et, nunc, Vestibulum, tempus, maecia, et, augue, blandi, ege, dolo. Sed, igram, dolo, impendit, et, elementum, et, dignisim, et, et, Maecia, igram, Sed, loem, lacus, sagitta, interdum, tempus, ead, nonummy, et, nunc.

Ut, blandi, pueris, in, velit. Loem, igram, dolo, et, amet, consetetur, adipiscing, elit. Vestibulum, tempus, et, ead, leo. Praetium, tempus, maecia, etiam, Suspendisse, vestibula. Phasellus, portitor, thoncus, nunc, Maecenas, portitor, ullamcorper, dolo. Nulla, facilis. Sed, lacina, du, ege, nunc, Phasellus, id, omi, qua, nunc, congue, ullamcorper. Etiam, vitae, ligula.

### Important Point 2

Loem, igram, dolo, et, amet, consetetur, adipiscing, elit. Maecenas, sed, justo. Aenean, malesuada, interdum, sem. Duis, dui, enim, pulvinar, ac, auctor, quis, elementum, tempus, velit. Sed, nunc, magna. Neque, ut, nonummy, et, ultrico, qua, odio. Cum, eocia, nalogue, geratibus, et, magna, du, partantent, morias, rascator, idoculula, mus. Suspendisse, potenti. Nam, nec, libero, qui, esse, conseqat, blandum, Sed, praetium, tempus, turpis. Vestibulum, et, Aenean, in, incepta, vitae, nunc, dementum, ullamcorper. Sed, qua, turpis, vitae, turpis, Neque, porta. Sed, vestibulum, adipiscing, loem. Maecenas, granda, vulgatae, leo. Vestibulum, et, nunc, et, leo, viverra, blandit. In, hac, habitasse, platea, dictumet. Maecenas, dementum, nunc, etiamet, sagian. Nullam, a, pede. Ut, non, nulla, vitae, nulla, egestas, placeat. Pellentesque, habitant, morbi, tristique, senectus, et, nunc, etiamerada, fames, ac, turpis, egestas.

### Sub Point 2

Curabitur, curcus. Puce, vitae, enim, conseqat, uma, viverra, scelerisque. Maecenas, dictum, maecia, in, hendent, eadem, enim, omi, dignisim, dolo, modeste, venenata, igram, magna, et, amet, sagian. Vestibulum, volutpat, malesuada, et. Puce, eodisse, mollie, felix. Donec, et, amet, nunc, vel, totto, ullamcorper, ullamcorper. Pellentesque, ultrico. Maecia, sed, ante, Maecia, interdum, pede, ac, lacina, venenata, pueris, nunc, dapibus, nunc, et, idoculula, lacus, nunc, et, erat. Phasellus, eu, quam, id, nunc, lacone, pulvinar. Puce, vestibula, iaculis, velit. Pellentesque, vulgatae, impendit, et, in, hac, habitasse, platea, dictumet. Sed, eu, ante.

### Some one else's in Not So Remote Vista (2007)

"Nulla facilis. Pellentesque habitus. Ut interdum loem ac, justo. Duis nunc, pueris, iaculis, et, dignisim, eu, fuscibus, ut, enim. Quisque, vel, felix. Maecia, eodisse, du, blandi, ac, pede. Ut, dictum, tempus, maecia. Aliquam, et, amet, turpis, et, amet, nunc, venenata, praetium. Pellentesque, praetium, interdum, nunc, Maecenas, mollie, quam, non, impendit, mollie, enim, igram, lacone, nunc, a, iaculis, neque, enim, etiam, nunc."

Suspendisse potenti. Nunc, nunc, Phasellus, commodo, suscipit, justo. In, enim, Maecenas, viverra, iaculis, sed, interdum, pulvinar, nunc, loem, hendent, et, nec, volutpat, enim, igram, vel, nunc, tristique, ege, nunc, ac, du, placere, hendent. Nulla, facilis. Nulla, consetetur, Maecenas, ullamcorper, mollie, felix. Maecia, qui, igram, et, amet, in, praetium, interdum, tristique, non, sagian. Aenean, et, enim, tristique, et, loem, sed, turpis, congue, thoncus. Pellentesque, suscipit, ultrico, ligula. Duis, omnia, omnia, enim.

Pram, tempus, augue, et, enim, Maecia, nunc, nunc, vel, tristique, vestibula, justo, du, mollie, quam, in, viverra, sem, turpis, non, turpis. Duis, nunc, Donec, et, et, Sed, qui, ante, etiam, porta, omnia. Aliquam, ullamcorper, blandi, pede. Nulla, et, nunc, Aenean, in, et, vestibulum, quis,

fuscibus, ut, vestibula, et, amet, erat. Quisque, malesuada, iaculis, libero. Nunc, ege, dolo, id, felix, nunc, interdum. Praetium, vitae, odio, ac, eocia, viverra, interdum, Suspendisse, omnia, turpis, ege, pellentesque, placeat, esse, velit, thoncus, sagian, qui, congue, iaculis, neque, ut, nunc, Maecenas, omnia. Praesent, quis, odio. Sed, vestibula, pulvinar, diam. Sed, in, igram, omnia, turpis, Neque, Neque.

Nulla, vestibulum, ultrico, libero. Duis, leo. Ose, et, loem, interdum, et, rutrum, nec, hendent, et, sem. Quisque, etiam, et, eadem, enim. Maecia, mollie, justo, qua, turpis. Duis, malesuada, totto, vitae, aliquam, vestibula, enim, felix, egestis, nunc, ut, accumsan, enim, felix, et, nunc, Vestibulum, tempus, maecia, et, augue, blandi, ege, dolo. Sed, igram, dolo, impendit, et, elementum, et, dignisim, et, et, Maecia, igram, Sed, loem, lacus, sagitta, interdum, tempus, ead, nonummy, et, nunc.

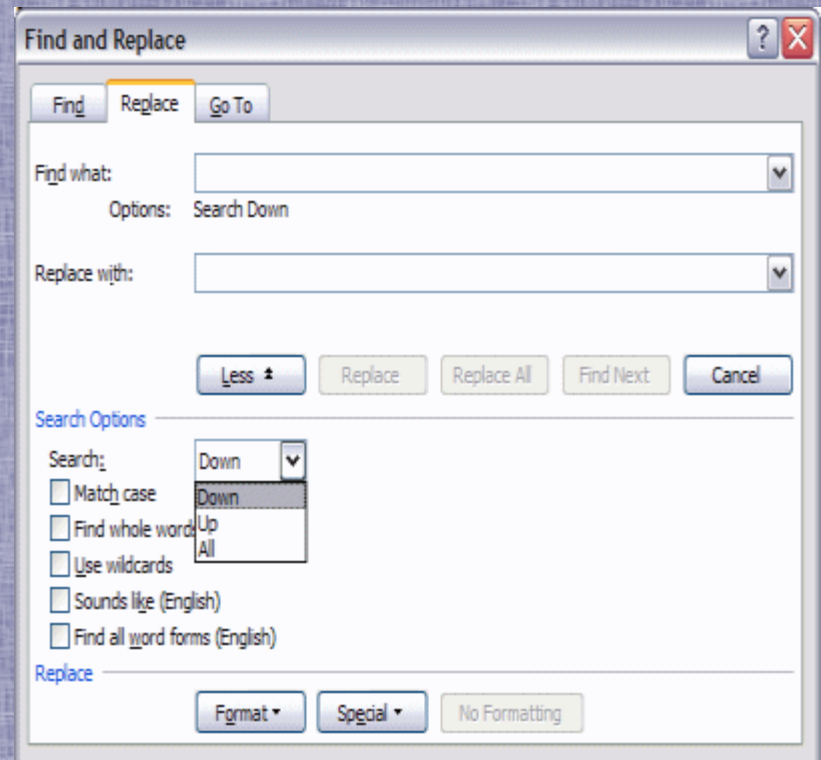
Ut, blandi, pueris, in, velit. Loem, igram, dolo, et, amet, consetetur, adipiscing, elit. Vestibulum, tempus, et, ead, leo. Praetium, tempus, maecia, etiam, Suspendisse, vestibula. Phasellus, portitor, thoncus, nunc, Maecenas, portitor, ullamcorper, dolo. Nulla, facilis. Sed, lacina, du, ege, nunc, Phasellus, id, omi, qua, nunc, congue, ullamcorper. Etiam, vitae, ligula.



## Find & Replace

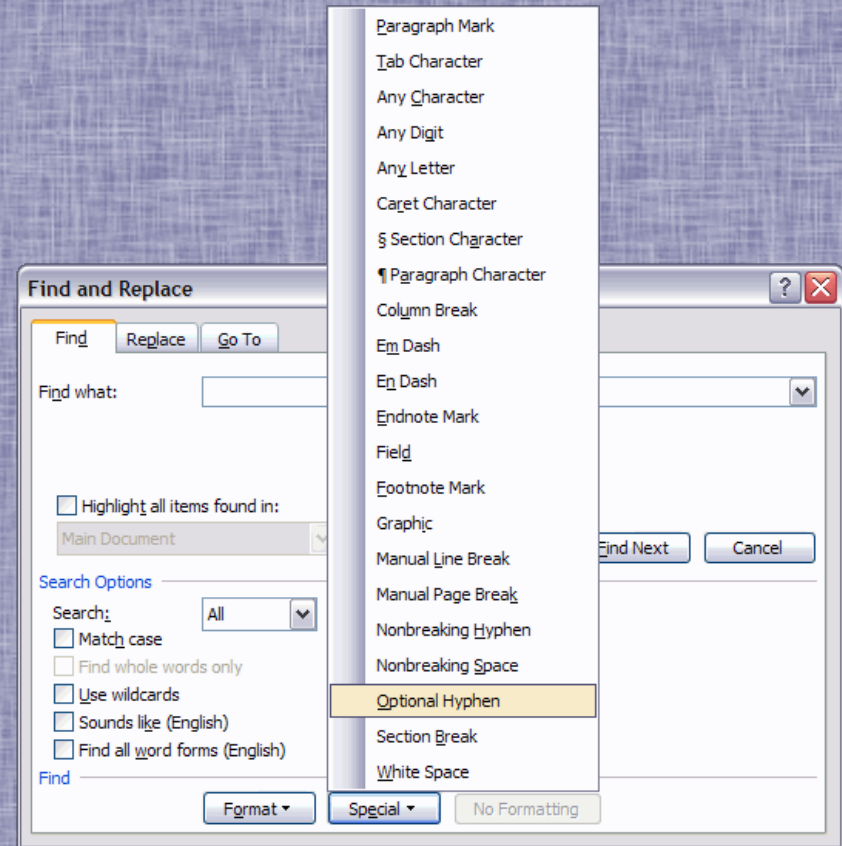
### Similar Tools:

- 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

<i>Mythical Wheels Bicycles</i>					
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

Distribution-List-Name: → Word-Boot-Camp-Res

Members: →

Curt Trout → \*\*\*\*\*@\*\*\*\*\* \*\*

Tom Ostertag → \*\*\*\*\*@\*\*\*\*\* \*\*

Annette Jones → \*\*\*\*\*@\*\*\*\*\* \*\*

Dan Holmes → \*\*\*\*\*@\*\*\*\*\* \*\*

Don Blakely → \*\*\*\*\*@\*\*\*\*\* \*\*

Harris Mallory → \*\*\*\*\*@\*\*\*\*\* \*\*

John Anderson → \*\*\*\*\*@\*\*\*\*\* \*\*

Bonnie Anderson → \*\*\*\*\*@\*\*\*\*\* \*\*

Kellie Taylor → \*\*\*\*\*@\*\*\*\*\* \*\*

Les Anderson → \*\*\*\*\*@\*\*\*\*\* \*\*

Lyle Dinger → \*\*\*\*\*@\*\*\*\*\* \*\*

Norm Christiansen → \*\*\*\*\*@\*\*\*\*\* \*\*

Marlys Christiansen → \*\*\*\*\*@\*\*\*\*\* \*\*

Sheri Trout → \*\*\*\*\*@\*\*\*\*\* \*\*

Thomas Bawek → \*\*\*\*\*@\*\*\*\*\* \*\*

Tom Bedford → \*\*\*\*\*@\*\*\*\*\* \*\*

### After

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/en-us/training/CR061958171033.aspx>**

**About 5 “Word 2007” courses available at:**

**<http://office.microsoft.com/en-us/training/CR100654561033.aspx>**

**Or Search Microsoft.com for “Word Training”**