

Word Processing

PART II

Objectives

In Part I, we have discussed different terminologies of Word processing and the basics features Ms Word software. In this Part(II) we will discuss the most advance features in Microsoft Word (2007) such as:

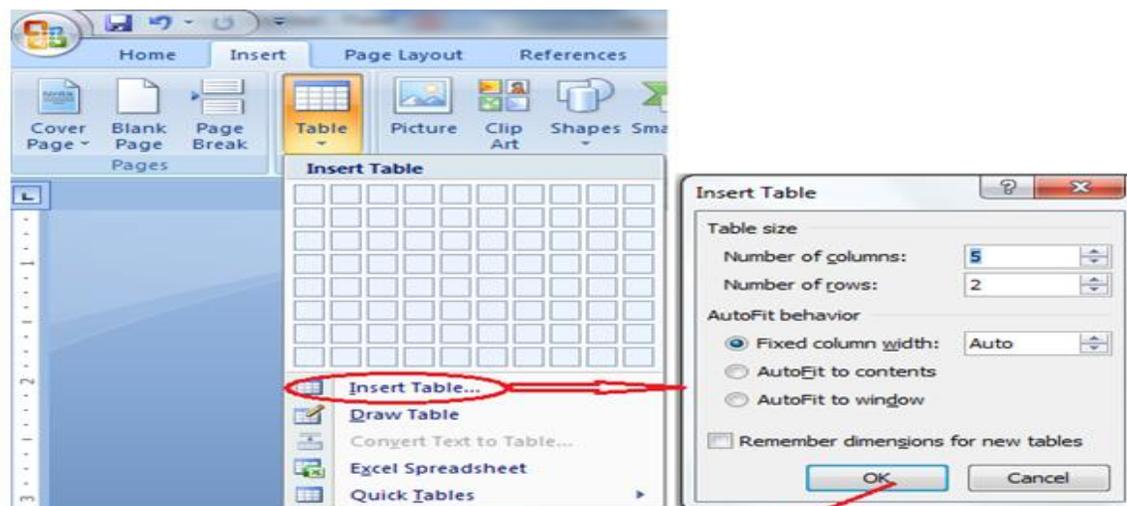
- Inserting tables, headers and footers, page numbers, hyperlink
- Managing footnotes and endnotes, references and cross-references
- Using word template, table of contents, spell check, grammar and thesaurus, mail merge, and
- Setting paragraphs and character styles
- Recording macro

Advance Features of MS Word 2007

1. Working with Tables

Inserting a table in a Microsoft Word document can be a lot easier than trying to insert text areas in a spreadsheet application like Excel. Creating tables of various sizes and styles in Word is a skill that can be useful when financial or numerical information and written text need to be presented in the same document. Word allows us to insert simple tables, pre-designed tables and complex, customizable tables in a document with little effort.

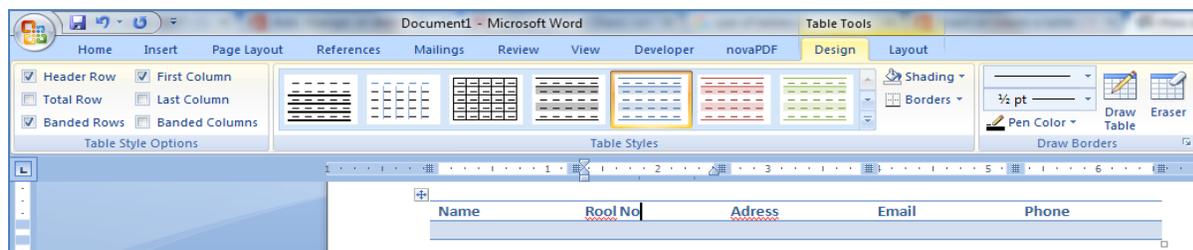
- On the Insert tab, in the Tables group, click Table, and then click Insert Table.
- Under Table size, enter the number of columns and rows.
- Under AutoFit behaviour, choose options to adjust the table size.



Name	Roll No	Address	Email	Phone

We can also insert an Excel spreadsheet or draw a table on the Word document. Apart from that MS Word provides inbuilt tables to be used in the document file.

After inserting a table, the next step is design or customizing the Tables. On selecting the table, the ribbon interface changes to the Design Ribbon under Table Tools, where we can use the built-in templates and other options for customizing.

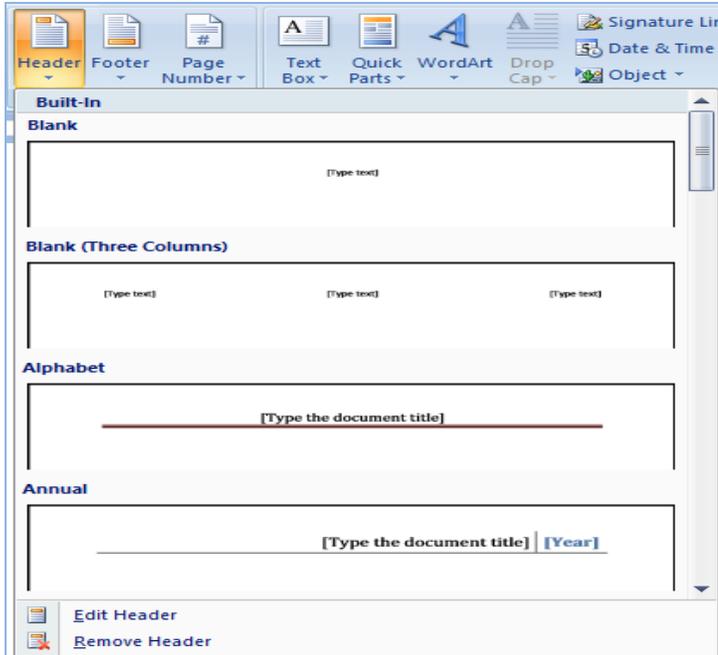


2. Headers and Footers

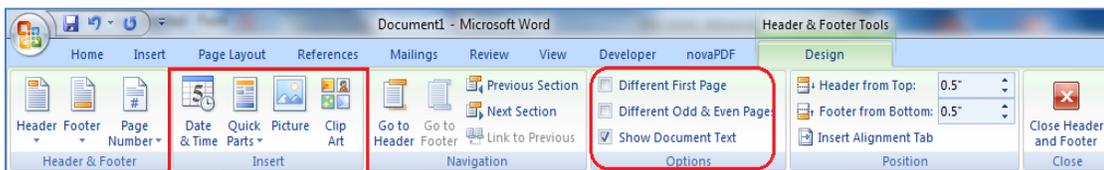
Word includes many predesigned headers or footers that we can insert into our document. Or we can create a header or footer from scratch. The header or footer is inserted on every page of the document.



- On the **Insert** tab, in the Header & Footer group, click Header or Footer.
- Select and insert one of the built-in header or footer design to the Word document.



- After inserting the Header and Footer, the next step is to design its looks. We can type text or insert graphics and other content by using the options in the **Insert** group on the **Design** tab, under the **Header & Footer Tools** tab.



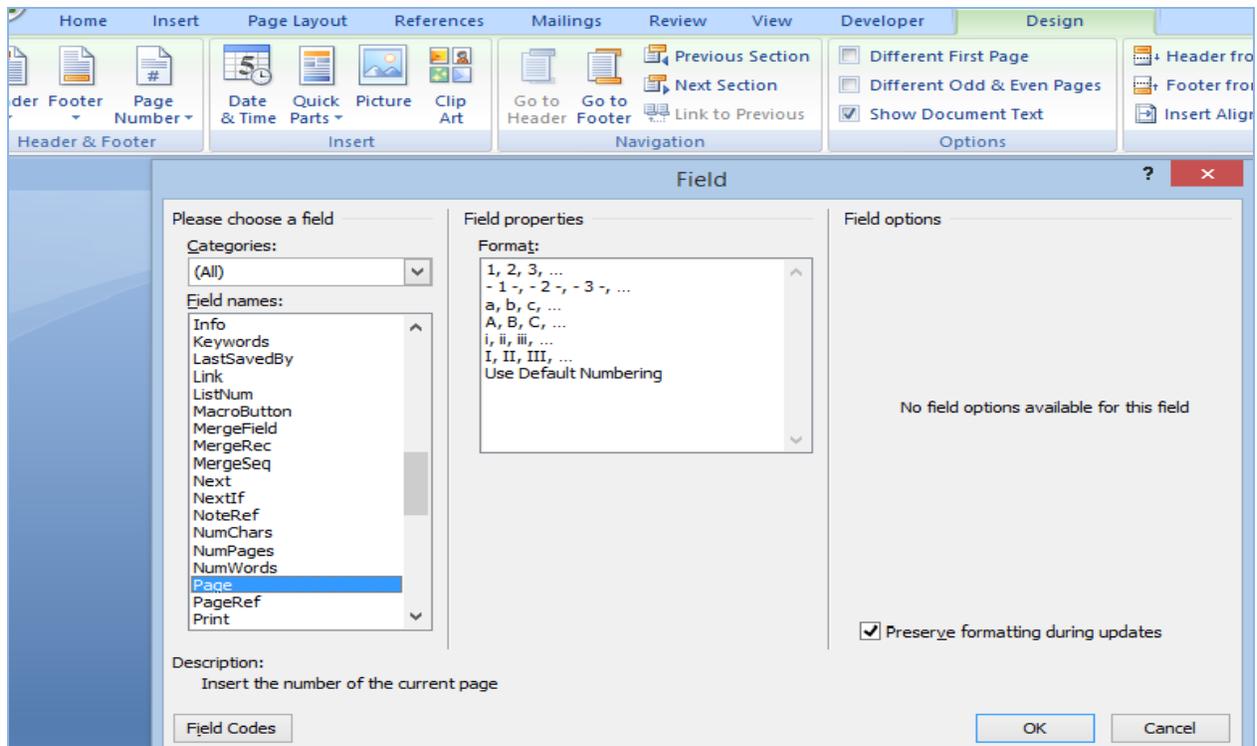
- Also we can select the **Different First Page** check box under, in the **Options** group, on the **Design** tab under **Header & Footer Tools**.

3. Page Numbering

If our document has multiple pages, we can display the page number on each page. Page numbers appear in either the header or the footer of each page. Microsoft Office Word 2007 has many preformatted page number designs, so that we can quickly insert headers or footers that display the page number and additional content, such as a graphic, the document title, the author's name, or the date.

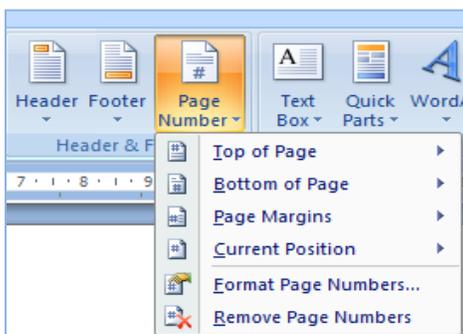
If we have already selected header or footer in our document, and we want to add page numbers without losing any information in that header or footer, use the Page field code.

Click **Insert** → **Quick Parts** → **Field** → **Field Names** → **Page**

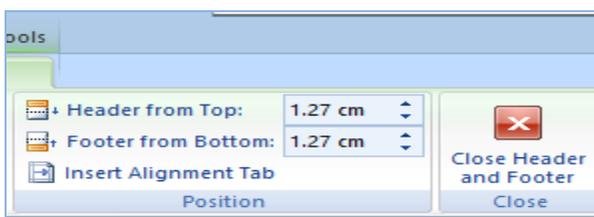


And if we don't have Header and Footer in our document then,

- Click **Insert** → **Page Number**, click a location (such as **Top of Page**), and then pick a style. Word automatically numbers every page.



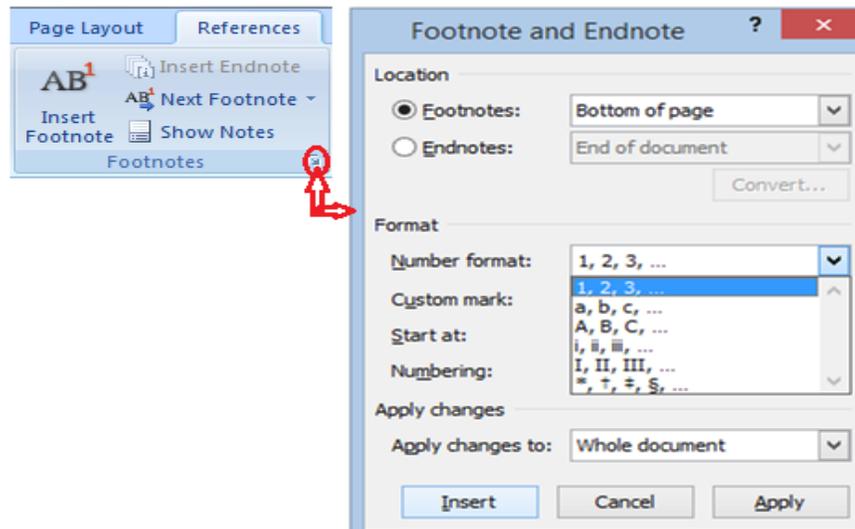
- When we're done, click **Close Header and Footer**, or double-click anywhere outside the header and footer area.



4. Managing Footnotes and Endnotes

Footnotes and endnotes are used in printed documents to explain, comment on, or provide references for text in a document. Footnotes can be used for detailed comments and endnotes for citation of sources.

- Go to the References Tab in MS-Word
- In the **Footnotes** group, click the Footnote or Endnote button.



- In the **Number format** box, click one of the options and click on Insert button. By default, Word places footnotes at the end of each page and endnotes at the end of the document.

Keyboard shortcuts:

- To insert a subsequent footnote, press CTRL+ALT+F.
- To insert a subsequent endnote, press CTRL+ALT+D.

5. Managing References

Word 2007 offers great tools for citing sources, creating a bibliography, and managing the sources. The first step to creating a reference list and citations in a document is to choose the appropriate style that we will be using for formatting the citations and references.

A. Style

To choose a publishing style:

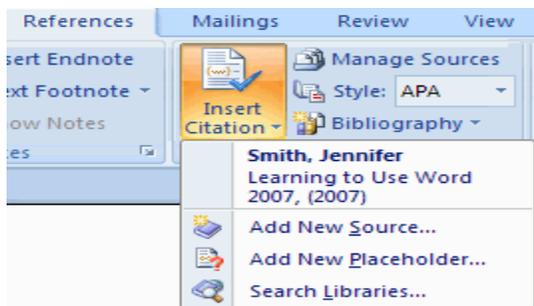
- Click the References Tab on the Ribbon
- Click the drop down box next to Style in the Citations & Bibliography Group
- Choose the appropriate style



B. Citations

To insert a citation in the text portion of our document:

- Click the **References** Tab on the Ribbon
- Click the **Insert Citation** Button on the Citations & Bibliography Group
- If this is a new source, click **New Source**
- If we have already created this source, it will in the drop down list and we can click on it

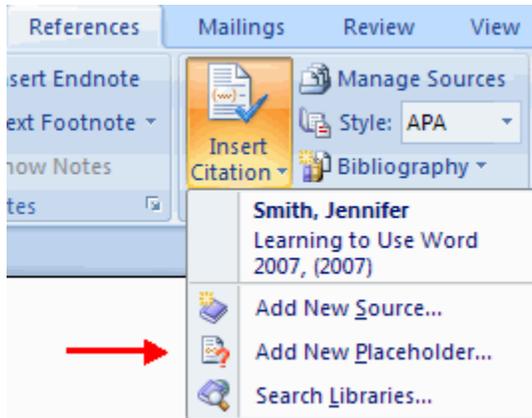


- If we are creating a **New Source**, choose the **type of source** (book, article, etc.)
- Complete the **Create Source Form**
- If we need additional fields, be sure to click the **Show All Bibliography Fields** check box
- Click **OK**

C. Placeholders

Placeholders can be utilized when there is a reference to be cited, but we do not have all of the information on the source. To insert a Placeholder:

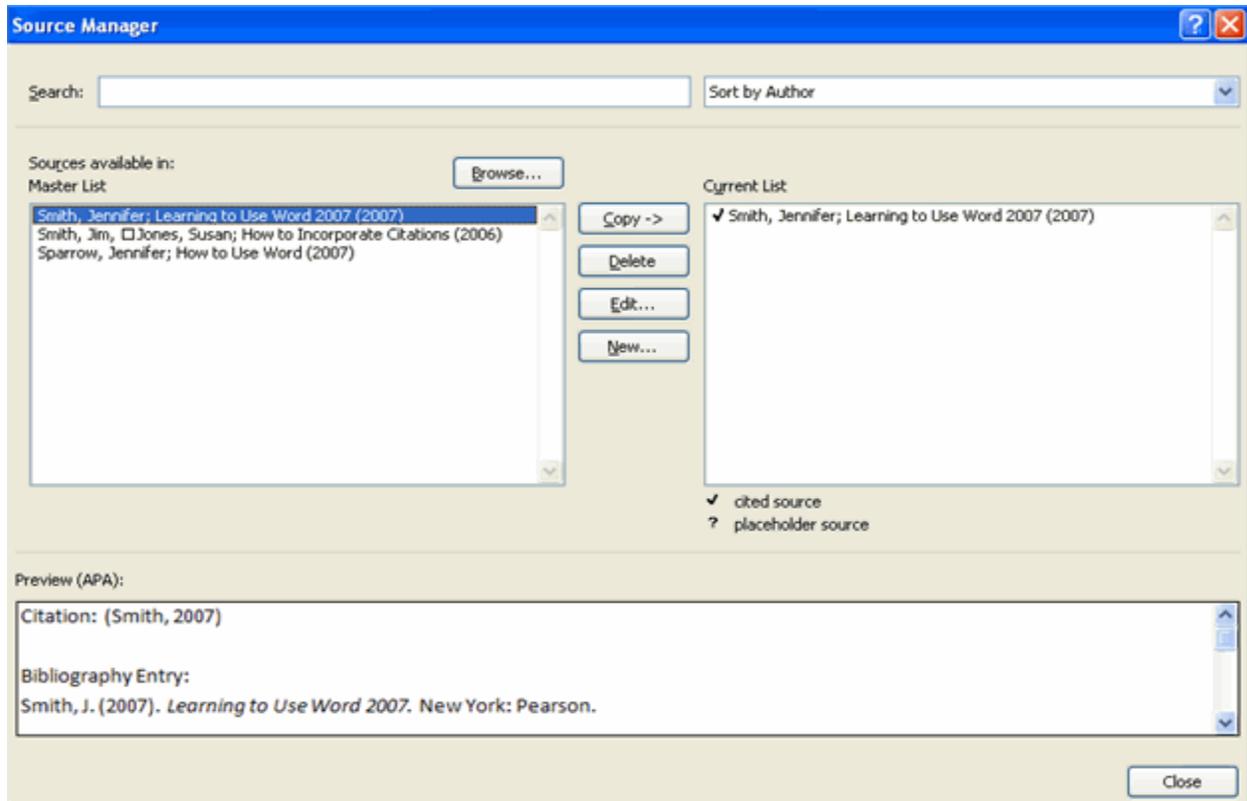
- Click **Insert Citation**
- Click **Add New Placeholder**



D. Manage Sources

Once we have completed a document we may need to add or delete sources, modify existing sources, or complete the information for the placeholders. To Manage Sources:

- Click the **References** Tab on the Ribbon
- Click the **Manage Sources** Button on the Citations & Bibliography Group
- From this menu we can **Add, Delete, and Edit Sources** (note, we can preview the source in the bottom pane of the window)



E. Bibliography

To add a Bibliography to the document:

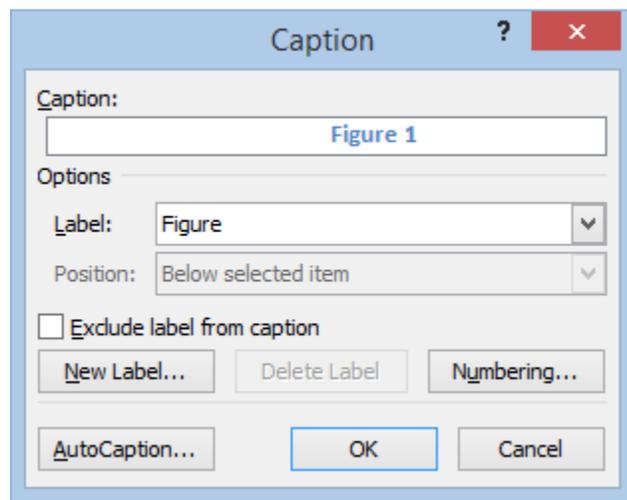
- Place the cursor in the document where we want the bibliography
- Click the **References** Tab on the Ribbon
- Click the **Bibliography** Button on the Citations & Bibliography Group
- Choose **Insert Built-in Bibliography/Works Cited** or **Insert Bibliography**



6. Inserting Captions

We can add captions to figures, equations, or other objects, and use those captions to create a table of the captioned items, for example, a table of figures or a table of equations.

- Select the object (table, equation, figure,) that we want to add a caption to.
- On the **References** tab, in the **Captions** group, click **Insert Caption**.
- Click **New Label**, type the new label in the **Label** box, and then click **OK**.
- Type any text, including punctuation that we want to appear after the label.
- Select any one of options from Level Box.
- Then click the **Position** dropdown box and select the position where the caption to be appeared in relation to the object (e.g., above or below it)
- Add any text for the caption in the Caption field.
- Click **OK**.



7. Forging Cross References

A cross-reference refers to an item that appears in another location in a document. For example, we can mention in document and refer the reader to the figure's location elsewhere in the document.

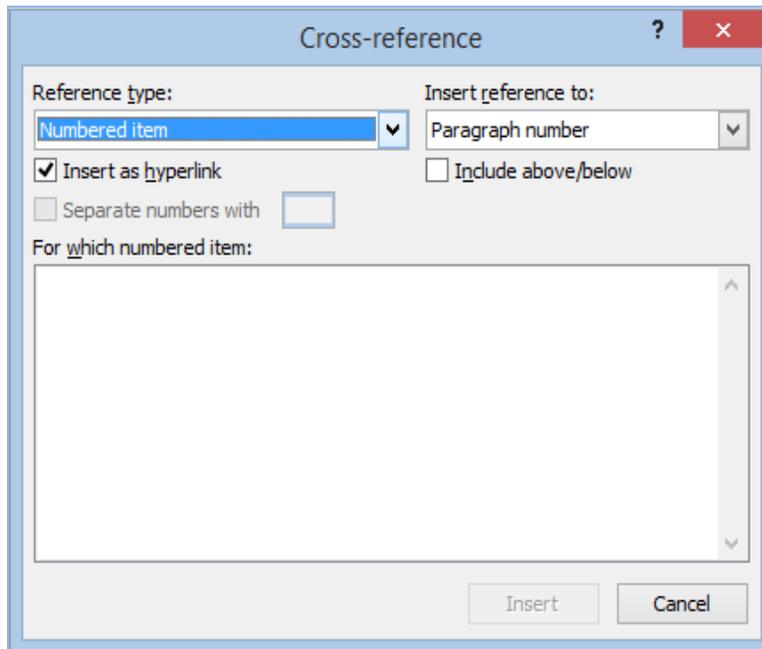
We can insert the cross references manually. However, this will quickly get unruly as our document grows. We would need to go back and correct the cross references when our document is complete. Or, we can use Word's Cross-reference feature. It will update the cross references automatically. We can also click on a Cross-reference in a document to be taken to a reference's target.

Simply follow these steps to use Word 2007's Cross-reference feature:

- Position the cursor where we would like to insert the cross reference'
- Open the Insert tab
- In the Links section, click Cross-reference

- Select the type of item we would like to reference. For example, we can select headings, footnotes or numbered items. To reference figures or tables, we must use Word's Caption feature
- Other options in the dialog box will change automatically. The options will let us select from available items to reference. For example, we will see a list of headings or numbered items from which to choose
- After making the selection, click Insert
- Close the dialog box

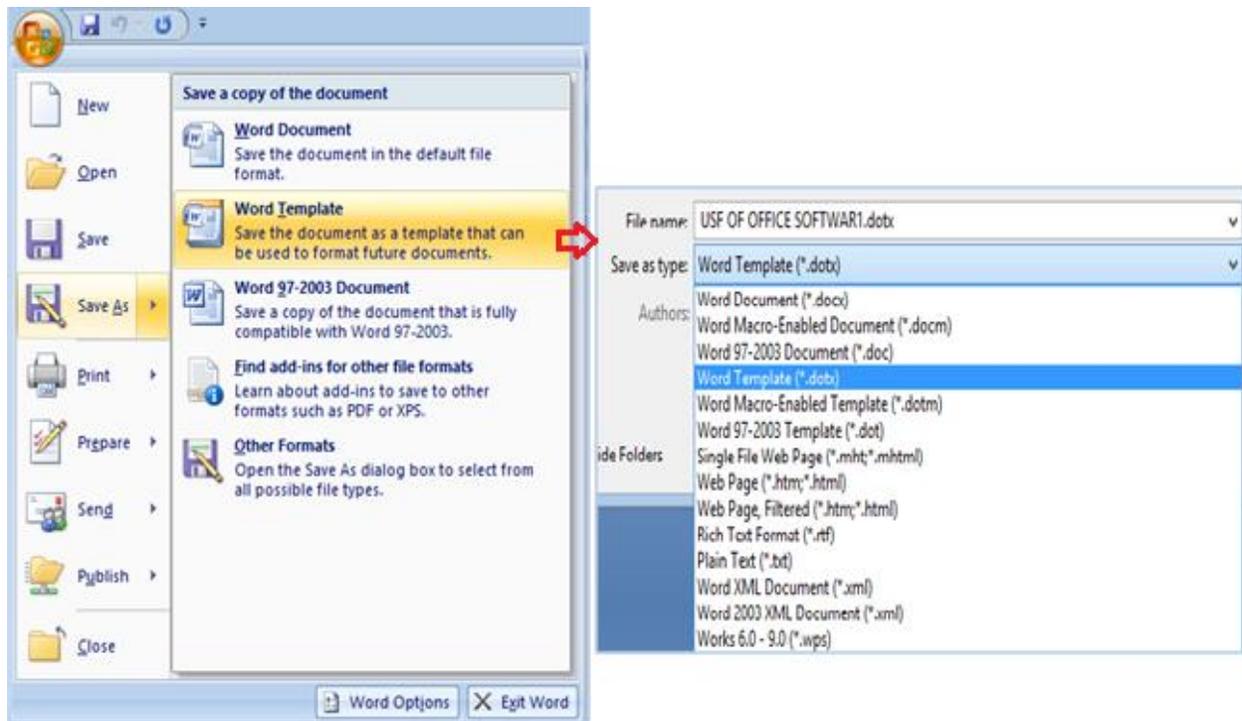
If we want to delete a cross reference, simply highlight cross reference and press the delete key.



8. Word Templates

If we frequently create a certain type of document, such as a monthly report, a sales forecast, or a presentation with a company logo, save it as a template so that we can use that as our starting point instead of recreating the file from scratch each time we need it.

- To save a file as a template, click **File > Save As**.
- For a basic template, click the template item in the **Save as type** list. In Word for example, click **Word Template**.
- If the document contains macros, click **Word Macro-Enabled Template**.
- Then enter a file name for the template and click on the **Save** button.

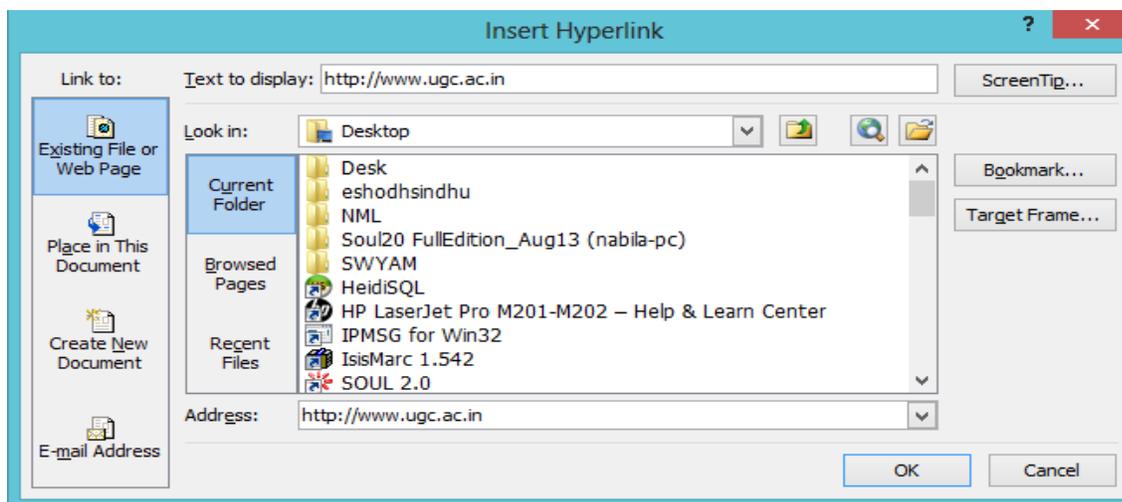


9. Hyperlinks

We can insert links in our Word document to pictures, music files, video files folders and even web pages. Our links can be pictures, text or any other object in our document. We can also create links to a blank email message or to other locations in the same document.

Select the text or picture or a webpage that we want to display as the hyperlink.

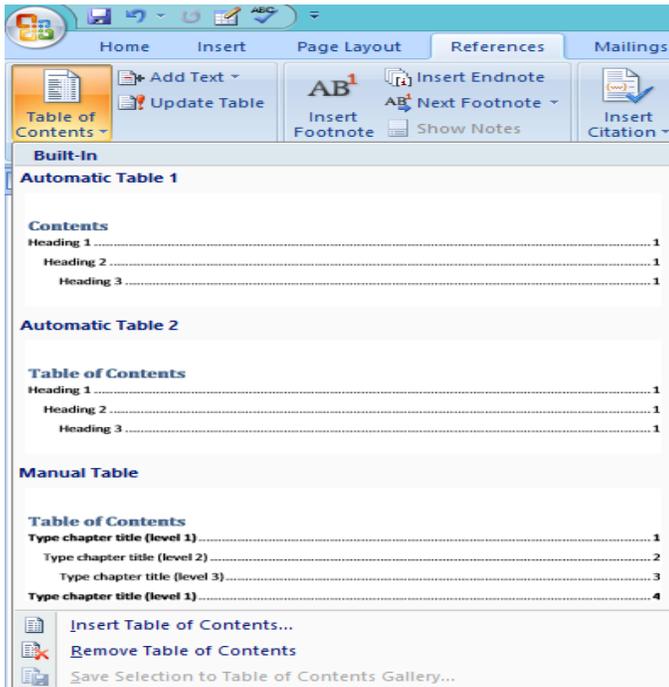
- On the **Insert** tab, in the **Links** group, click **Hyperlink** .
- We can also right-click the text or picture and then click **Hyperlink** on the shortcut menu.
- Click **Existing File or Web Page** under **Link to**, and then type the address that we want to link to in the **Address** box.



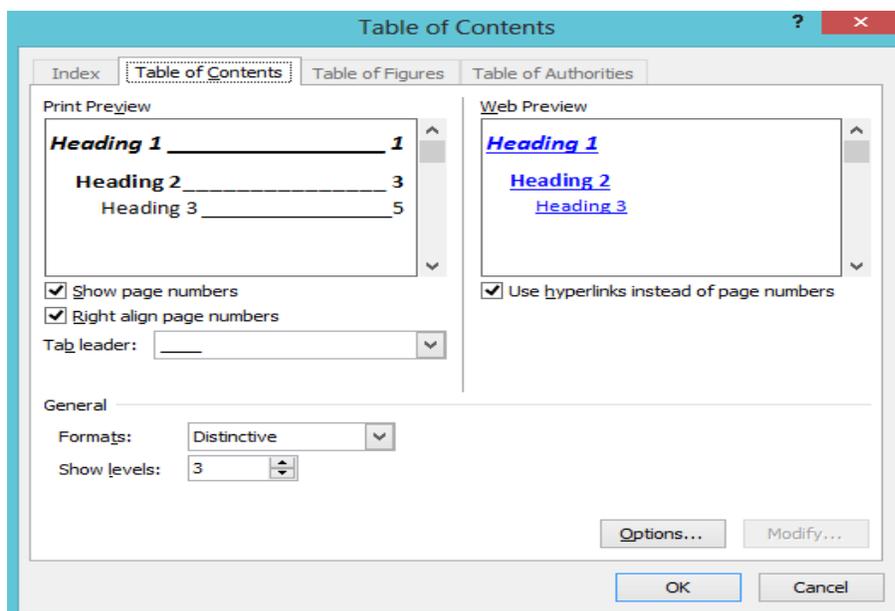
10. Table of Contents

The easiest way to create a table of contents is to use the built-in heading styles.

1. Click where we want to insert the table of contents, usually at the beginning of a document.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click the table of contents style that we want.



If we already have a table of contents in our document, we can change the options. by **inserting a new table of contents** by using the **Table of Contents** dialog box.



In the **Table of Contents** dialog box, do any of the following:

- To change how many heading levels are displayed in the table of contents, enter the number that we want in the box next to **Show levels**, under **General**.
- To change the overall look of table of contents, click a different format in the **Formats** list. We can see it like in the **Print Preview** and **Web Preview** areas.
- To change the way heading levels are displayed in the table of contents, click **Modify**. In the **Style** dialog box, click the level that we want to change, and then click **Modify**. In the **Modify Style** dialog box, then change the font, the size, and the amount of indentation.

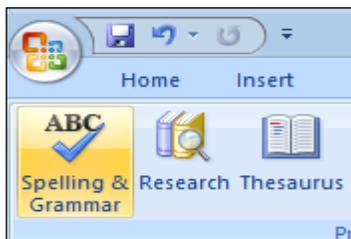
If we added or removed headings or other table of contents entries in our document, we can quickly update the table of contents.

11. Spell Check and Grammar

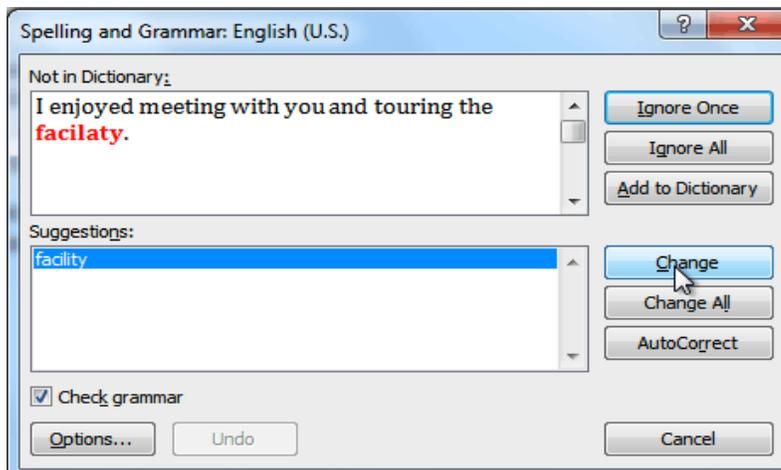
Spell check is a software tool for correcting spelling. It is available in word processing programs, email programs, cell phones, and a variety of other applications, such as blogs and forums.

In MS Word 2007

- Go to the **Review** tab.
- Click on the **Spelling & Grammar** command.



- The **Spelling and Grammar** dialog box will open. For each error in our document, Word will try to offer one or more **suggestions**. We can select a suggestion and click **Change** to correct the error.
- If no suggestions are given, we can manually type the correct spelling.



12. Thesaurus

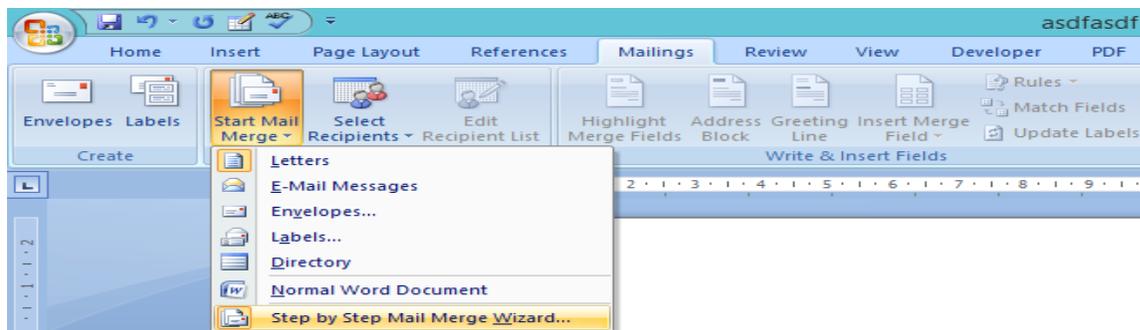
A thesaurus is a dictionary of synonyms, words and phrases that mean the same thing as a particular word or phrase. Microsoft Word, and in more recent versions of Microsoft Office, other programs in the Office suite, come equipped with a thesaurus feature that enables us to look up both synonyms and antonyms, on selecting a particular word/phrase.

13. Mail Merge

Mail Merge is a useful tool in Word processor that allows us to produce multiple letters, labels, envelopes, name tags and more, using information stored in a list, database, or spreadsheet. Mail merge can be used for so much more than just producing mass mailings. Mail merge can be used to create any type of printed document, as well as electronically distributed documents and faxes.

To use Mail Merge:

- Select the **Mailings** on the Ribbon
- Select the **Start Mail Merge** command
- Select **Step by Step Mail Merge Wizard**

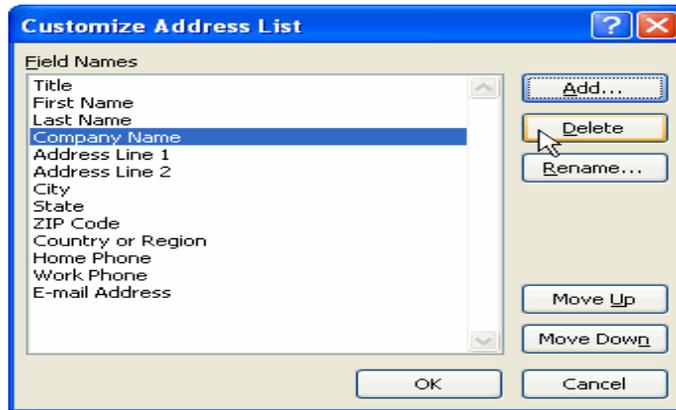


The Mail Merge task pane appears on the right hand side of the Word document which guide us through the **six main steps** to complete a merge. We will have several decisions to make during the process. The following is an example of how to create a form letter and merge the letter with a data list.

Step 1-3

- Choose the type of document we want to create In this example, select Letters -Step 1
- Click **Next: Starting document** to move to Step 2
- Select **Use the current document**
- Click **Next: Select recipients** to move to Step 3
- Select the **Type a new list** button
- Click Create to create a data source. **The New Address List** dialog box appears
 - Click **Customize** in the dialog box. The Customize Address List dialog box appears
 - Select any field we do not need, and click **Delete**
 - Click **Yes** to confirm that we want to delete the field
 - Continue to delete any unnecessary fields

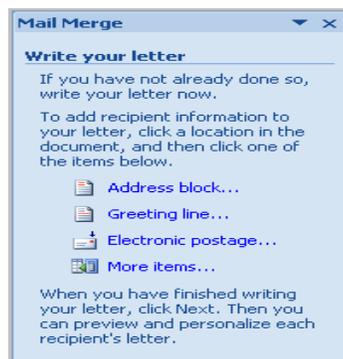
- Click **Add** The Add Field dialog box appears
- Enter the new field name
- Click OK
- Continue to add any fields necessary
- Click **OK** to close the Customize Address List dialog box



- Enter the necessary data in the New Address List dialog box.
- Click **New Entry** to enter another record.
- Click **Close** when we have entered all of our data records.
- Enter the file name we want to save the data list as.
- Choose the location where we want to save the file.
- Click **Save**. The Mail Merge Recipients dialog box appears and displays all of the data records in the list.
- Confirm that the data list is correct, and click **OK**.
- Click **Next: Write your letter** to move to Step 4.

Steps 4-6

- Write a letter in the current Word document, or use an open existing document.
- To insert recipient data from the list:
 - Place the insertion point in the document where we want the information to appear.
 - Select **Address block**, Greeting line, or Electronic postage from the task pane. A dialog box with options will appear based on our selection.

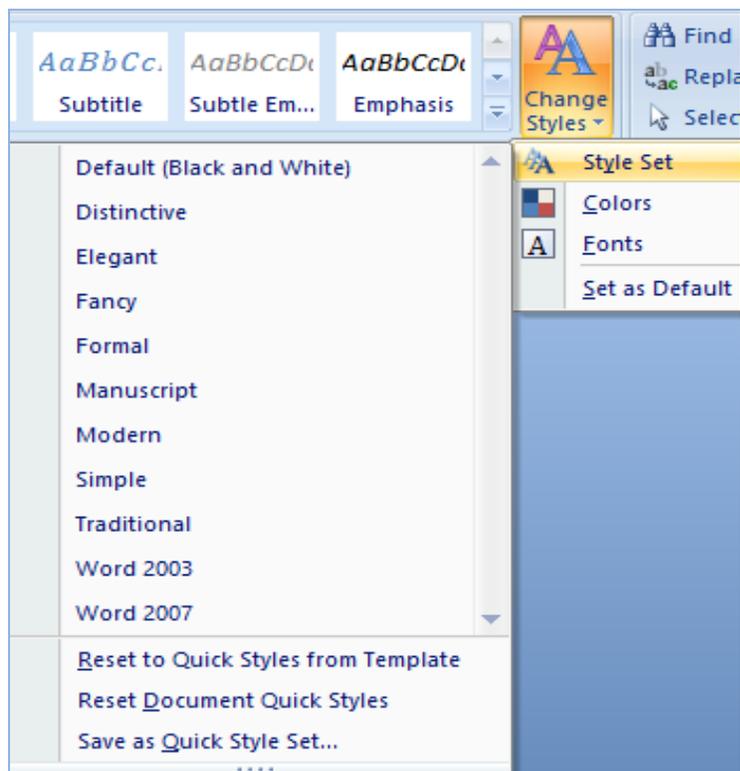


OR

- Select More Items. The Insert Merge Field dialog box will appear.
 - Select the field we want to insert in the document.
 - Click **Insert**. Notice that a placeholder appears where information from the data record will eventually appear.
 - Repeat these steps each time we need to enter information from our data record.
-
- Click **Next: Preview your letters** in the task pane once we have completed our letter.
 - Preview the letters to make sure the information from the data record appears correctly in the letter.
 - Click **Next: Complete the merge**.
 - Click Print to print the letters.
 - Click **All**.
 - Click **OK** in the Merge to Printer dialog box.
 - Click **OK** to send the letters to the printer.

14. Paragraph and Character Style

Word provides several ways to achieve each of these effects in our document. We can easily change the paragraph and character style in Word document. For example, to format headings, We can select the text, apply bold formatting, and then apply a slightly larger font size than the size that we use for the body text.

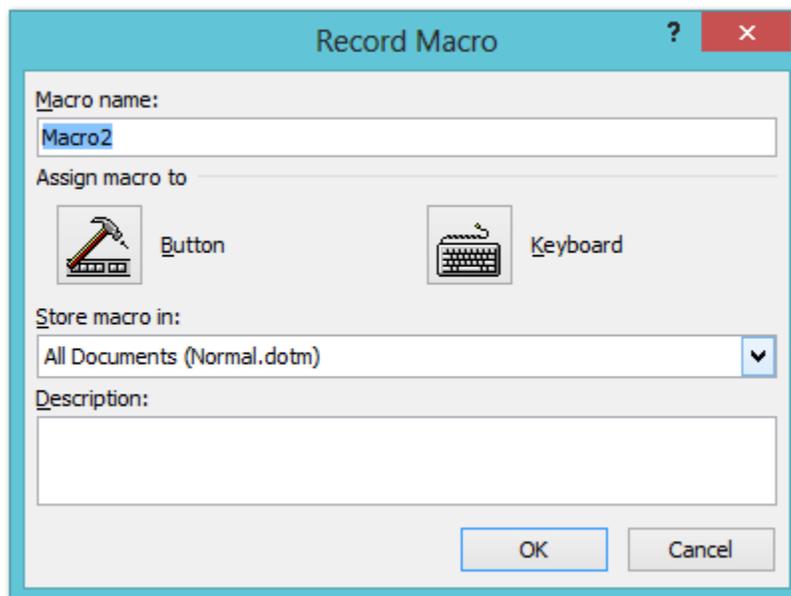
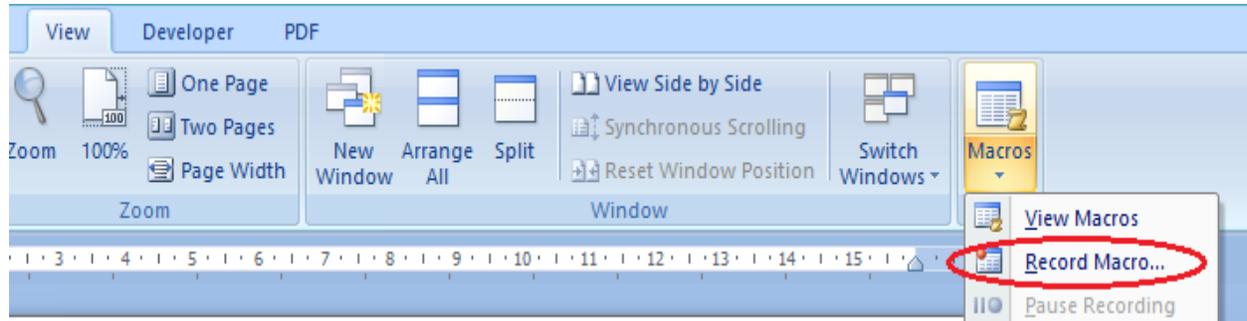


15. Macros

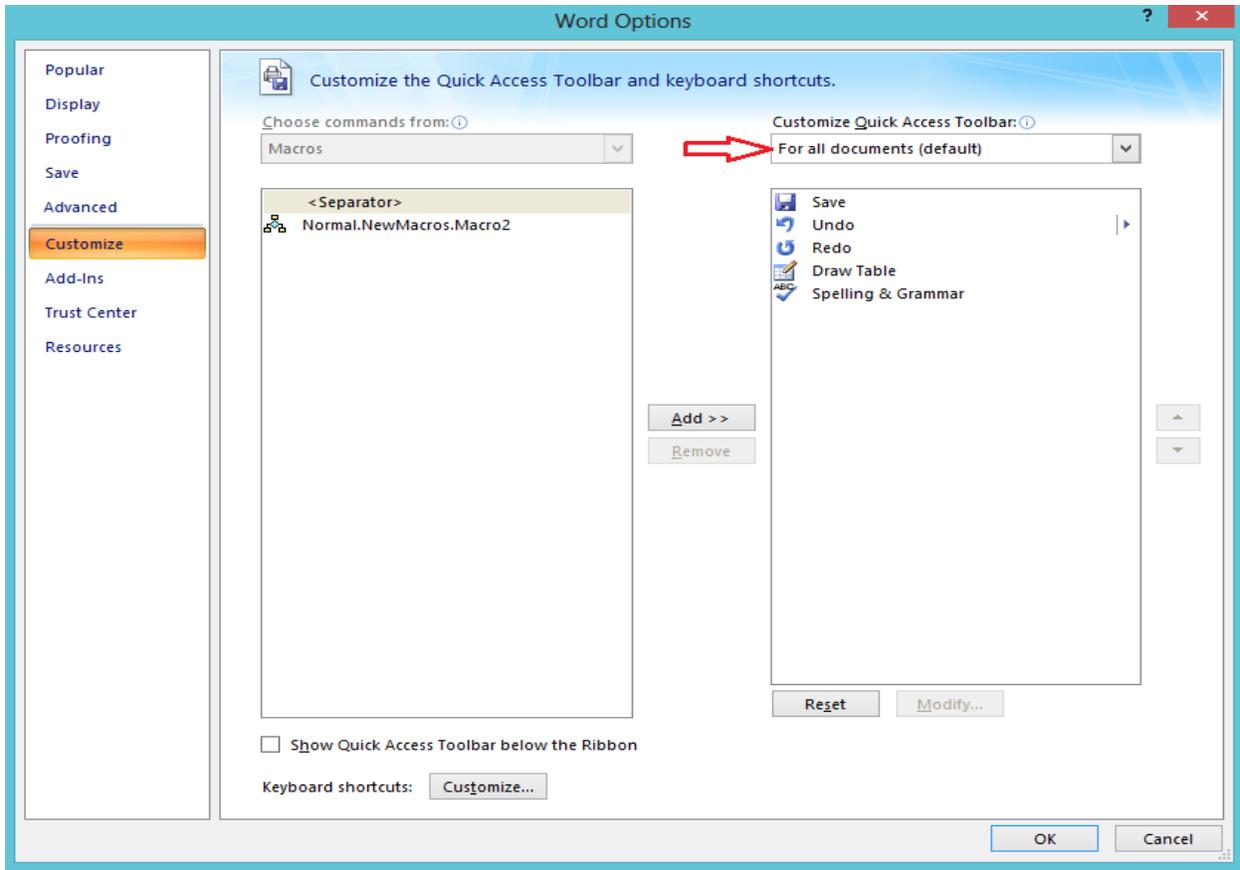
Macros are advanced features that can speed up editing or formatting we may perform often in a Word document. They record sequences of menu selections that we choose so that a series of actions can be completed in one step.

To record a Macro:

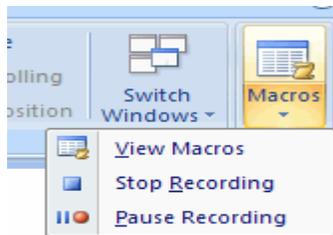
- Click the **View** Tab on the Ribbon
- Click **Macros**
- Click **Record Macro**



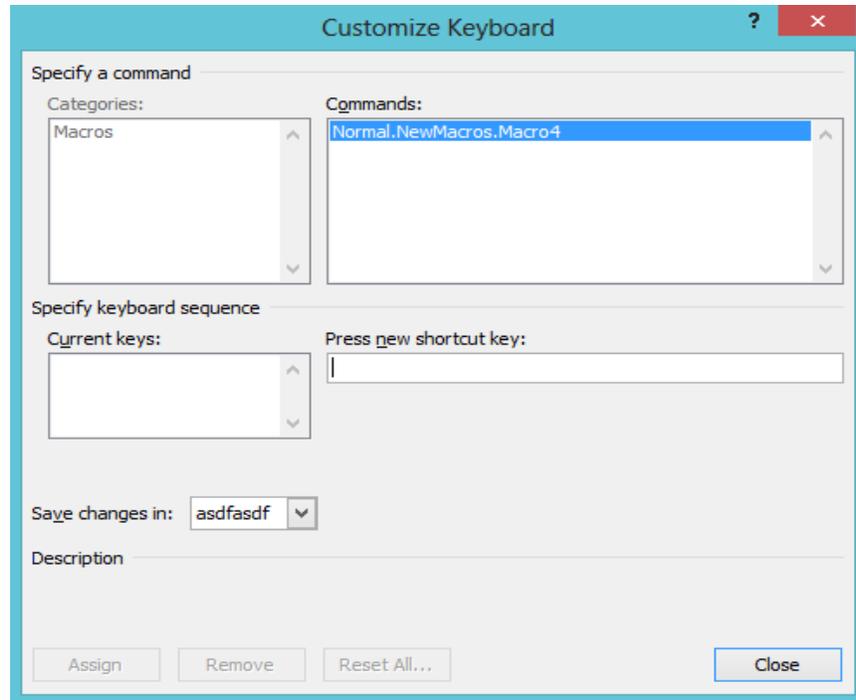
- Enter a name (without spaces)
- Click whether we want it assigned to a **button** (on the Quick Access Toolbar) or the **keyboard** (a sequence of keys)
- To assign the macro a **button** on the Quick Access Toolbar:
 - Click **Button**
 - Under the **Customize Quick Access Toolbar**, select the document for which we want the Macro available



- Under Choose Commands: Click the **Macro** that we are recording
- Click **Add**
- Click **OK** to begin Recording the Macro
- Perform the actions we want recorded in the Macro
- Click on **Macros**
- Click on **Stop Recording Macros**



- To assign a macro button to a **keyboard shortcut**:
 - Click **Keyboard**
 - In the **Press New Shortcut Key** box, type the key sequence that we want and click **Assign**



- Click **Close** to begin recording the Macro
- Perform the actions we want recorded in the Macro
- Click on **Macros**
- Click on **Stop Recording Macros**

15.1 Running a Macro

Running a macro depends on whether it's been added to the Quick Access Toolbar or if it's been given a Keyboard Shortcut.

- To run a Macro from the Quick Access Toolbar, simply click the **Macro Icon**



- To run a Macro from the Keyboard shortcut, simply **press the keys** that we have programmed to run the Macro.

Summary

In this chapter we have discussed the most advanced features of Microsoft word software such as inserting tables, headers and footers, page numbers, hyperlink, managing footnotes and endnotes, references and cross-references, using word template, table of contents, spell check, grammar and thesaurus, mail merge, setting paragraphs and character styles and recording macro.

Links:

- <https://supportofficecom/en-us/article/Insert-or-create-a-table-de20e78c-ed3-4043-a9fb-27f0b73fb447>
- <http://www.wikihow.com/Add-a-Footnote-to-Microsoft-Word>
- <https://supportofficecom/en-us/article/Insert-headers-and-footers-f22334fb-4455-4b18-9354-7c9c70c3b032>
- <https://supportofficecom/en-us/article/Add-page-numbers-to-a-header-or-footer-46d6dfe5-f99b-40d8-8809-be4808a291f4>
- <https://supportofficecom/en-us/article/Add-page-numbers-9f366518-0500-4b45-903d-987d3827c007>
- <http://www.fgcu.edu/support/office2007/word/references.asp>
- <https://supportofficecom/en-gb/article/Add-or-delete-captions-2dfedcf0-95b1-40e3-9674-96d0ee25faca>
- <https://supportofficecom/en-us/article/Create-or-update-a-cross-reference-aa35c606-34e8-4c64-b6eb-c6321d190645>
- <https://supportofficecom/en-us/article/Create-format-or-delete-a-hyperlink-0c2f680d-5f61-48b9-9f6f-894c6f3cab55>
- <https://supportofficecom/en-us/article/Create-a-template-86a1d089-5ae2-4d53-9042-1191bce57deb>
- <http://wordprocessingabout.com/od/microsoftword2007/a/crossreferences.htm>
- <https://supportofficecom/en-us/article/Create-a-table-of-contents-or-update-a-table-of-contents-eb275189-b93e-4559-8dd9-c279457bfd72>
- <http://www.gcflernfree.org/word2007/23.3>
- <http://www.fgcu.edu/support/office2007/word/macros.asp>