

**Course Manual:**

# **Word Beginner**



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# Word Environment

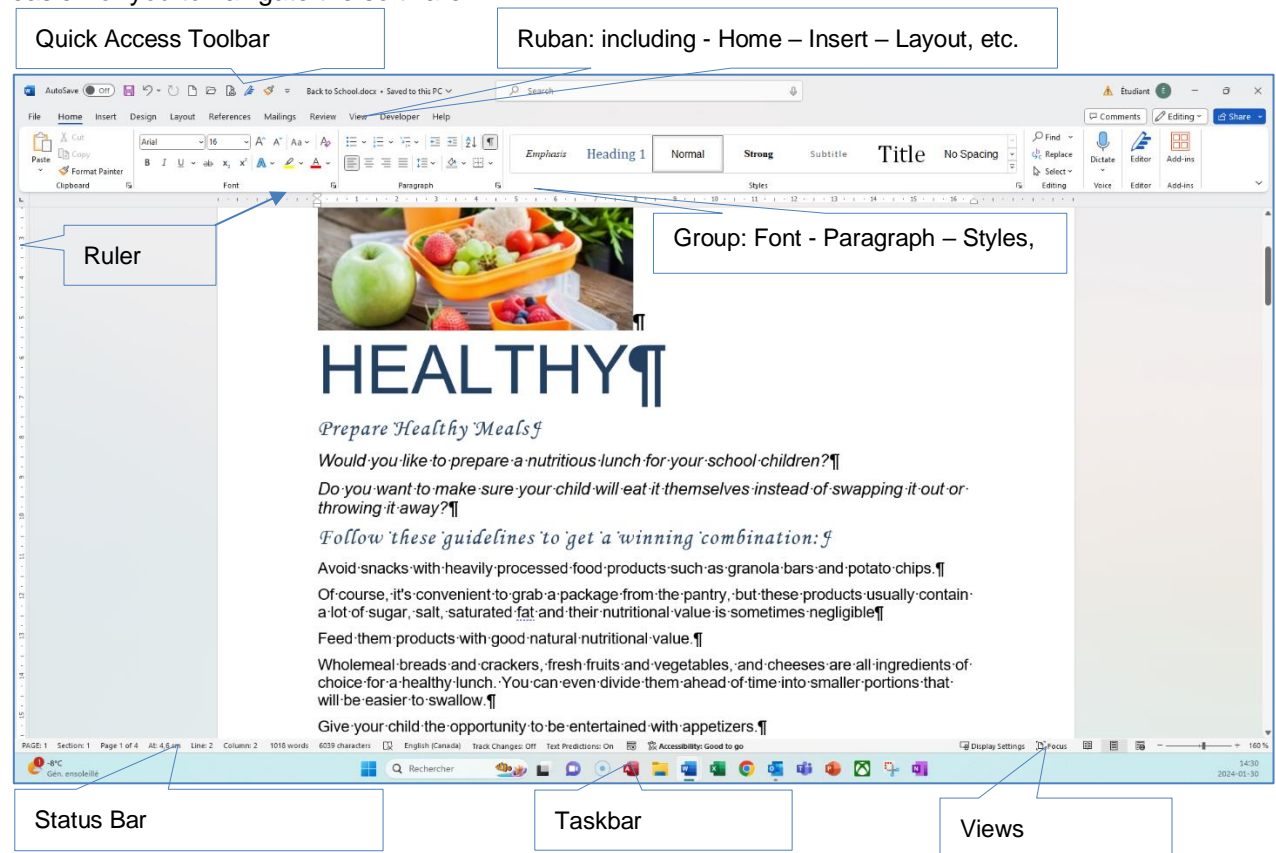
The **Word** processor is a software that allows the creation of lists of all kinds, the writing of letters or reports, the creation of labels or any other direct mail document. **Word** is one of the most widely used software both at home and at work.

The most common use of Word is probably letter creation. However, you can use it to efficiently perform tasks such as:

- ✖ **Table**
- ✖ **Web page**
- ✖ **Sending Letters**
- ✖ **Document Comparison**
- ✖ **Form**

## GET TO KNOW THE WORD INTERFACE

As a first step, it is imperative to familiarize yourself with the **Word** environment. This will make it easier for you to navigate the software.

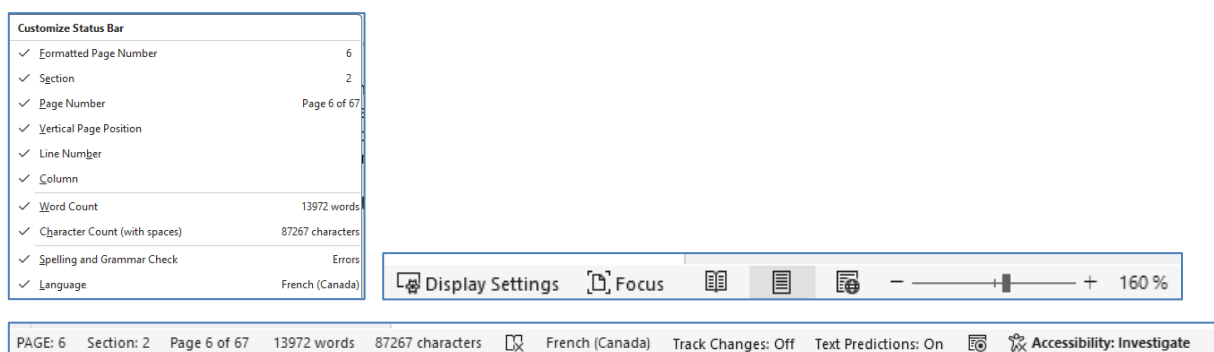


## THE STATUS BAR

You can customize the status bar (click on the status bar) with the right button.

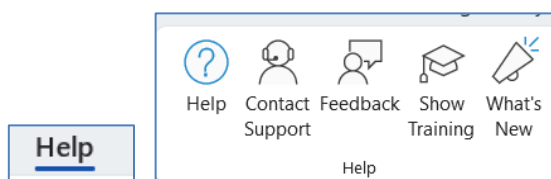
It displays the page number, the distance from the top edge of the page, the number of words, and/or the number of lines. It indicates the working language of the document. It can also indicate which spelling or grammar mode is found. Select the word underlined in red, click on this button marked with a cross, a context menu appears, choose the correctly written term.

Or right-click in the status bar to toggle on or off



## THE HELP BUTTON

To get help with an open dialog box, follow these steps: Click on **Help** "Tell me what you want to do", which is located at the end of the **Tabs**



**Keyboard shortcut:** To view Help, tap **F1**.

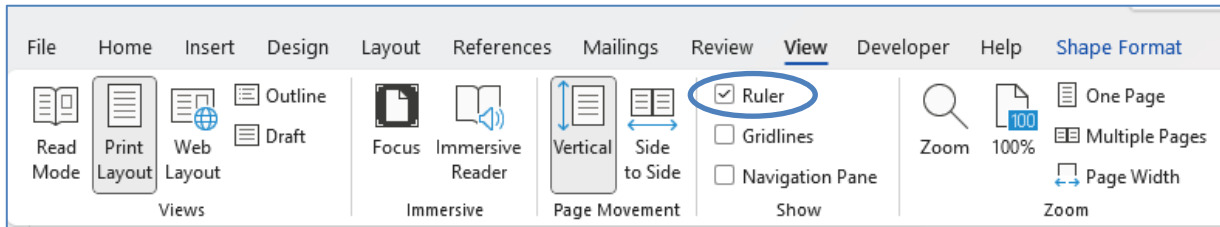
## ON-SCREEN READING MODES

- ✕ **Print layout:** Allows you to view the document on the screen as it will be printed on a page.
- ✕ **Read Mode:** Allows you to make the most of the available screen space for reading, typing, or inserting comments. This mode has its own options.
- ✕ **Web layout:** Allows you to view your documents as they will appear on the web browsing screen.
- ✕ **Outline:** Allows you to visualize the structure of your document and quickly reorganize it. There is a specific tab associated with this mode.
- ✕ **Draft:** Replaces the "normal" mode of previous versions. Eliminates all graphical effects from the document.

## THE RULER

Horizontal and vertical rulers in Word are very useful for aligning text, charts, tables, or other elements in a document.

To display the horizontal ruler at the top of the Word document and the vertical ruler on the left side, it is located on the **View** tab, click **Ruler** in the **Show** group

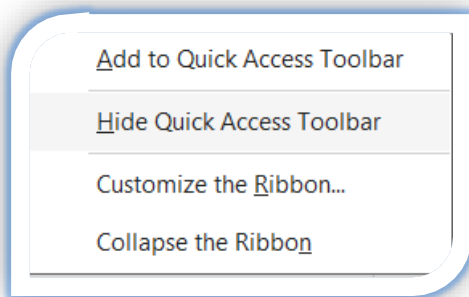


## QUICK ACCESS TOOLBAR



You can customize the Quick Access Toolbar according to our needs and contains a series of commands: It can appear above the ribbon or below.

- ✕ On the ribbon, click the appropriate tab or group to display the command you want to add to the Quick Access toolbar.
- ✕ Right-click the command (**Example: Format Painter**), and then click **Add to Quick Access Toolbar** on the shortcut menu.



## THE RIBBON

The Ribbon is designed to make it faster to find the commands you need to complete a task. Commands are organized into logical **groups**, which are grouped into **tabs**.

Each tab relates to a type of activity (such as writing or formatting a page). To avoid clutter, some tabs only appear when they are needed. For example, the **Picture Tools** tab appears only when an image is selected.

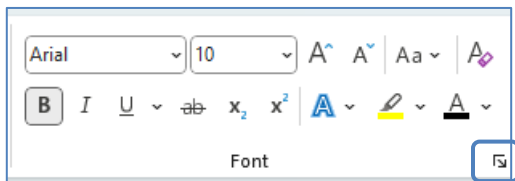


## RIBBON TABS

A tab contains a large number of commands, separated by function into several groups (comparable to the toolbars of earlier versions). Their advantage is that they gather all the commands you may need for a type of task (Example: The "Home" tab has a few groups: **"Clipboard"**, **"Font"**, **"Paragraph"**, **"Styles"** and **"Editing"**).

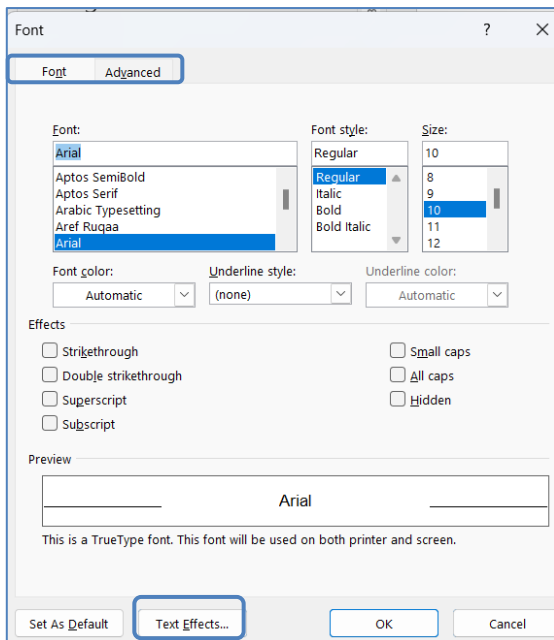
## GROUPS

A group is designed to allow you to perform a number of operations of the same type. Example The Font group:








Allows you to set the appearance of text by selecting options in the **Font** dialog box

Clicking on the button in the lower right corner of the group will take you to a dialog box : (Opening a dialog box will give us more options, e.g. **"Text Effects"**, also **"Advanced Settings"**)




## THE FILE TAB

It is located in the upper left corner of the **Word** window. It provides access to basic commands and allows you to change the various options in **Word**.

ELEMENT	DESCRIPTION
 Home	New
 New	Allows the creation of a new document.
 Open	Opens an existing document.
 Close	Closes the current document.
 Get Add-ins	Info
Info	Prepares the document for distribution Document Protection Inspect the document
Save	Save
Save As	Saves the current document.
Print	Save As
Share	Saves the current document under a different name or location or format.
Export	Print
Close	Specifies printing options.
	Share
	Sends the document by email.
	Export
	Create a PDF document or change the document type


### Feedback

**Feedback**




I Like Something  
It's nice to know when we've made a positive change.

Send a Smile



I Don't Like Something  
If something's not right we'd like to know so we can fix it.

Send a Frown



I Have a Suggestion  
Do you have an idea for a new feature or an improvement?

Send a Suggestion

### Options:

Allows access to options, such as display, general, location, proofing, etc.

Word Options

General

Display

Proofing

Save

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

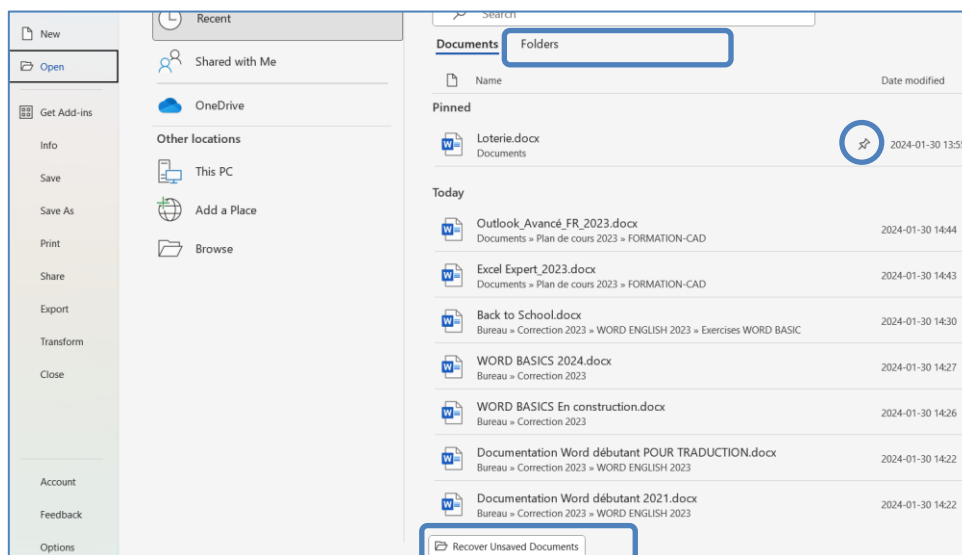
Trust Center

## LIST OF RECENT DOCUMENTS (LAST USED FILES)

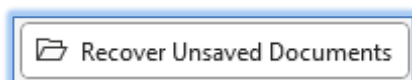
Click on "**Open**", located on the right, we get the list of the last files opened in the program as well as the recent folders consulted. The links in this list provide quick access to recently opened documents or folders with a single click.

## KEEP A DOCUMENT IN THE RECENT DOCUMENTS LIST

The list of documents can be customized so that certain documents are always available.



- ✦ From **Word**, click the **File** tab, and then **click Open**
- ✦ In the **Recent Documents** area, locate the name of the file or folder you want to always make available. You will have Today – Yesterday – Last week
- ✦ To the right of the file or folder name, click the **Pin this item to list** icon. The icon takes an image of a pin from above.
- ✦ Located at the very bottom of the window: Recover Unsaved Documents








If a document is closed and then moved, the link to that document no longer works. You must then use the **Open** dialog box to find the file and retrieve it again.

Retrieval of unsaved documents will be available as long as your computer is not closed.

## IDENTIFY THE DIFFERENT MOUSE POINTERS

The use of the mouse is a great advantage over the keyboard for most operations. All **Word** commands can be executed with the left mouse button, and some commands can be found in the context menu accessible by the right mouse button.

When you move the mouse pointer in the **Word** window, you will notice that it changes shape. In fact, the shape of the pointer determines the action that the current position allows to perform. Here are the different forms and their meanings.







POINTER	NAME	DESCRIPTION
	The arrow pointing to the left	It appears when you move the pointer out of the working document. It is then ready to select a button, tab, etc.
	The arrow pointing to the right	It appears when the pointer is in the left margin of the document to select text.
	The Insert pointer	It appears in the text box. Once you click, you can type or edit data in the document.
	The Click & Type pointer	It appears in the text box. It allows you to type text anywhere on the page after double-clicking. It changes shape depending on the position on the page.
	The brush pointer	It appears when you click the brush in the <b>Clipboard</b> group. It is used to copy the formatting of the selected text.

## SHOW OR HIDE FORMATTING MARKERS

From the **Home** tab, click the **Show All** button in the **Paragraph** group.



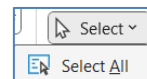
Formatting markers are non-printable characters that control the location of text, such as spaces or tabs. Because they are often used as markers to better see the operations performed on the text. Word gives you the option to display all these characters or only the ones you want.

CHARACTER	DESCRIPTION	KEY
	Paragraph Marker	[Enter]
	Line Break (False Return)	[Shift] + [Enter]
	Tab	[Tab]
	Space	[Spacebar]
	Non-breaking space	[Ctrl] + [Shift] + [Spacebar]
	Non-breaking hyphen	[Ctrl] + [Shift] + [Hyphen]

## SELECT TEXT

Text selection is a prerequisite for most operations in word processing software. Once the selection is activated, you can perform the command of your choice: move, copy, delete, bold, center, etc.

SELECTION	MOUSE ACTION
Any Item	Click at the beginning of the text you want to select, hold down the left mouse button and drag the mouse over the text you want to select.
A word	Double-click the word you want to select.
Multiple words	Click at the beginning of the area you want to select, click and hold the shift key and click once at the end of the selection.
One sentence	Press the <b>Ctrl</b> key and click on the sentence you want to select.
One paragraph	In the margin, double-click next to the paragraph.
Full text	In the margin, triple-click or CTRL+ A or group <b>Editing</b> and <b>Select</b> and <b>Select All</b>



## TEXT INPUT

### CREATING A NEW DOCUMENT

- ✦ Click on the office button, and then click on New
- ✦ Quick keyboard key: **Ctrl + N**

### SAVE OR SAVE AS...

- ✦ **Save:** Saves changes to an existing document.
- ✦ **Save as...** Allows you to save a document that has never been saved, change its name, or change its location.
- ✦ Quick keyboard key: **Ctrl + S** to Save
- ✦ **F12:** To save as

### TO UNDO OR F4 TO REPEAT AN ACTION

It's interesting to be able to cancel an operation without having to start all over again:

- ✦ Click the Undo button (CTRL+ Z) and the characters return to their original values. Click the Redo button characters reset to original value



- ✦ It is possible to cancel several operations at once:  
Click the down arrow to the right of the button (you can see the list of changes that have been made).

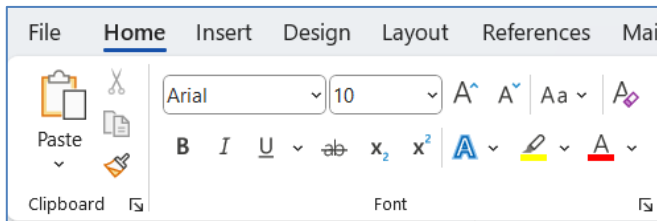
- ✱ **Touch F4** to repeat the last action. Also, very interesting in **Excel and PowerPoint**



## FONT GROUP

A font is the style of writing used when typing text. To customize your document, you can change the font styles in several ways:

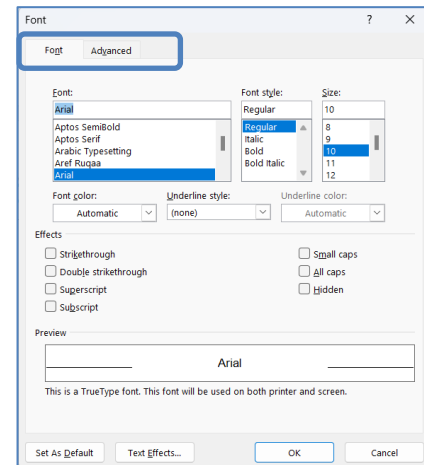
### FROM THE RIBBON



- ✱ Click the **Home** tab
- ✱ Select the text whose font you want to change
- ✱ In the **Font** group, click the down arrow on the font drop-down list: Select your choice

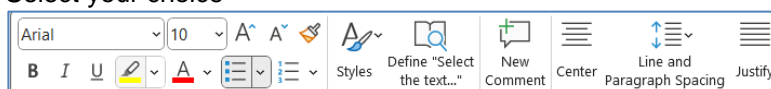
### FROM THE "FONT" WINDOW - EVEN MORE OPTIONS

- ✱ Click the **Home** tab
- ✱ Select the text whose font you want to change
- ✱ In the **Font** group, click the dialog box launcher
- ✱ Select the font of your choice
- ✱ In "**Underline**" you get even more underline
- ✱ In "Advanced Settings", the "Spacing" option is interesting for titles and also to get a text that is easier to read.
- ✱ The Preview area displays the selected terms considering the change in font.



### FROM THE MINI TOOLBAR

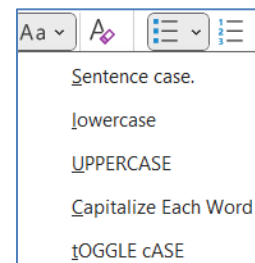
- ✱ Select the text whose font you want to change
- ✱ Let your cursor hover
- ✱ A mini toolbar appears
- ✱ Click the down arrow on the font drop-down list
- ✱ Select your choice



## CHANGE CASE

To change text from **lowercase** to **UPPERCASE** or vice versa

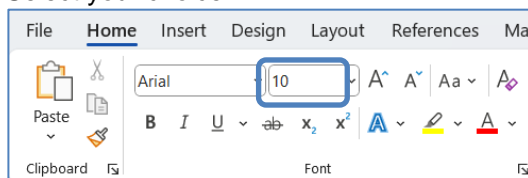
- ✦ Click the **Home** tab
- ✦ Select the text whose font you want to change
- ✦ In the **Font** group, click the dialog box launcher
- ✦ Select the option of your choice
- ✦ Click the OK button



## FONT SIZE

### FROM THE RIBBON

- ✦ Click the **Home** tab
- ✦ Select the text whose size you want to change
- ✦ In the **Font** group, click the down arrow in the size drop-down list
- ✦ Select your choice



OR

### TO ENLARGE OR REDUCE THE SIZE

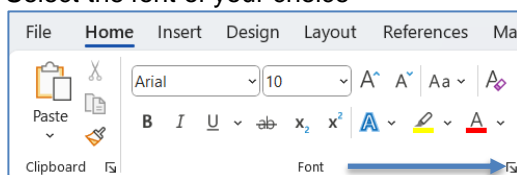
- ✦ Click the **Home** tab
- ✦ Select the text whose size you want to change
- ✦ In the **Font** group, click the up arrow to enlarge or down to reduce



OR

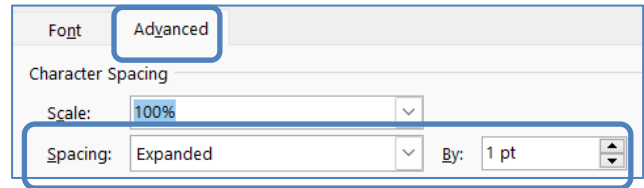
### FROM THE "FONT" WINDOW

- ✦ Click the Home tab
- ✦ Select the text for which you want to change the font size
- ✦ In the **Font** group, click the dialog box launcher
- ✦ Select the font of your choice



## FROM THE "ADVANCED" WINDOW

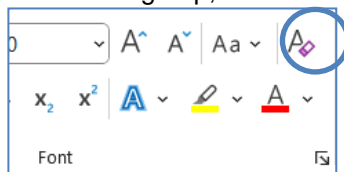
- ✦ Select a title in your document
- ✦ Open Font Window and Advanced tab
- ✦ Replace Character Spacing Normal by Expanded
- ✦ See the difference in your text
- ✦ Go back to Advanced and replace the size 1 pt by 20 pt
- ✦ See the difference again



- ✦ **Hello** (normal text)
- ✦ **Hello** (Expanded by 1pt)
- ✦ **H e l l o** (Expanded by 20pt)

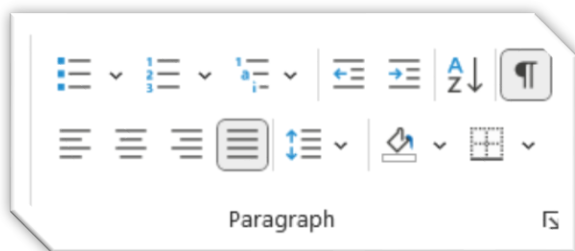
## TO CLEAR FORMATTING

- ✦ Click the Home tab
- ✦ Select the text you want to unformat
- ✦ In the Font group, click the Clear All Formatting button



## GROUP PARAGRAPH





In the same way that you have several commands that allow you to change the appearance of characters, **Word** offers you the opportunity to change the appearance of paragraphs.



## ALIGNING A PARAGRAPH

Alignment refers to how the left and right edges of a paragraph align with the left and right margins of the page. **Word** offers four types of alignment: left, right, center, and justify.



<p><b>Earth</b></p> <p>For nearly 500 million years after its formation, the Earth had a constant temperature of 874.68 degrees Celsius (2000 degrees Fahrenheit). Composed mainly of iron and silicates, it also contained small amounts of radioactive elements, mainly uranium, thorium and potassium. As they decayed, these elements produced radiation that gradually heated the surface, melting the iron and silicates. The iron sank toward the center, forcing the lighter silicates to come to the surface and causing the powerful process that formed the Earth's surface as we know it today, and as it continues to evolve.</p> <hr/> <p><b>Venus</b></p> <p>Shrouded in mystery, Venus, our closest neighbour, is named after the Roman goddess of love. For some unknown reason, Venus rotates on its axis in the opposite direction, that is, in the opposite direction of its rotation around the Sun. Venus' veil of mystery consists of an impenetrable layer of clouds of sulphuric acid covering an atmosphere composed of 96% carbon dioxide.</p> <p>Sunlight entering Venus' atmosphere is converted into heat and cannot escape due to carbon dioxide. This phenomenon is called the 'greenhouse effect'. The surface temperature reaches 341.33 degrees Celsius (800 degrees Fahrenheit), and the atmosphere seems to be permanently disturbed by lightning.</p> <hr/> <p><b>Mercury</b></p> <p>Mercury is named after the winged-footed messenger of the Roman gods. It orbits its orbit at a dizzying speed of 48 kilometers per second, making a year on Mercury only 88 Earth days. On the other hand, a rotation around its axis – one day – lasts 59 Earth days 30 miles.</p> <p>Mercury does not have what we call an atmosphere, which is a gaseous envelope that produces clouds and changes in precipitation or protects the planet's surface from solar radiation. Mercury's weak magnetic field captures very few charged particles from the Sun.</p> <hr/> <p><b>Mars</b></p> <p>It was because of its blood-red color that the Romans named Mars after their god of war. This color comes from the iron oxide accumulated on the surface of the planet. Canal-like configurations have long led to speculation that it may be possible to find water on Mars, which could indicate the existence of some form of life on the planet.</p> <p>It was because of its blood-red color that the Romans named Mars after their god of war. This color comes from the iron oxide accumulated on the surface of the planet. Canal-like configurations have long led to speculation that it may be possible to find water on Mars, which could indicate the existence of some form of life on the planet.</p>		✦ Left-aligned to align the selection to the left (default)
		✦ Right aligned to align the selection to the right
		✦ In the center, to center the selection
		✦ Justify, to justify the selection

## Keyboard shortcuts:

- ✦ Align Left: **Ctrl + L**
- ✦ Align Right: **Ctrl + R**
- ✦ Align Center: **Ctrl + E**
- ✦ Align justify: **Ctrl + J**

## LINE SPACING

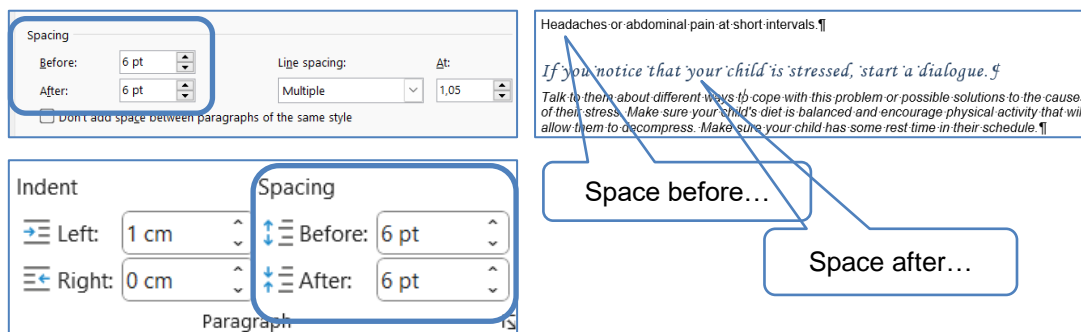
The Indents and Spacing tab of the **Paragraph** dialog box provides **several options** for setting **line spacing**.

OPTIONS	DESCRIPTION
Simple	Default.
1.5 line	Sets line spacing one and a half times larger than single line spacing.
Double	Defines line spacing that is twice as large as single line spacing.
At least	Allows you to set a minimum line spacing between lines. This option is selected when more than one font size or chart is used in a single paragraph.
Exactly	Allows you to set a fixed line spacing. If you use a font size larger than line spacing or decrease single line spacing by a multiple, if you enter a value of 3, then line spacing will equal three times single line spacing. You can set line spacing to 1.2, for example, if you find that single line spacing is too small and 1.5 is too large.

## SPACING BETWEEN PARAGRAPHS.

- ✦ Select the paragraph(s) you want to format

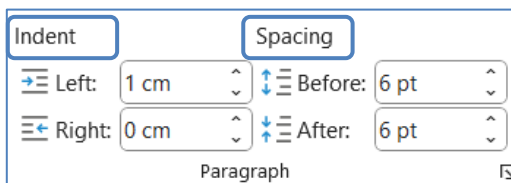
- ✦ From the Layout tab ► Paragraph Group
- ✦ To change the spacing between paragraphs, and/or paragraph indents, enter the value of the spacing in points in the Before or After text boxes in the Spacing group, Click OK



## PARAGRAPHS INDENT

Indenting a paragraph aligns the paragraph to a location other than the left or right margins. This is done on paragraphs that need to capture attention or on certain data that requires a particular presentation. This is particularly the case for bibliography entries, where the first line is negatively indented.

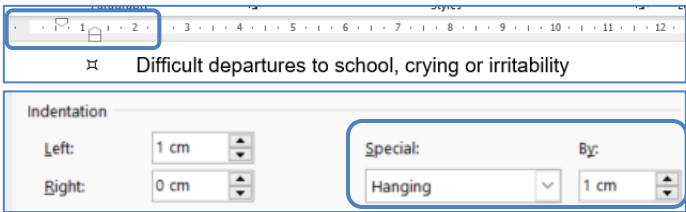
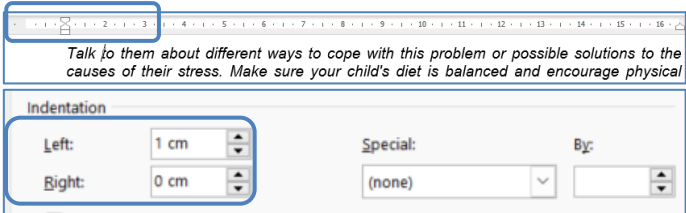
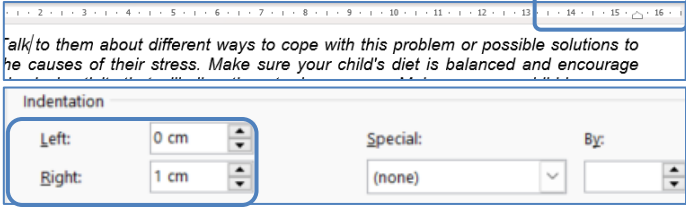
We will find **Indent** and **Spacing** in **paragraph**, from **Home Tab** or **Layout Tab**.



## USING INDENT INDICATORS ON THE RULER

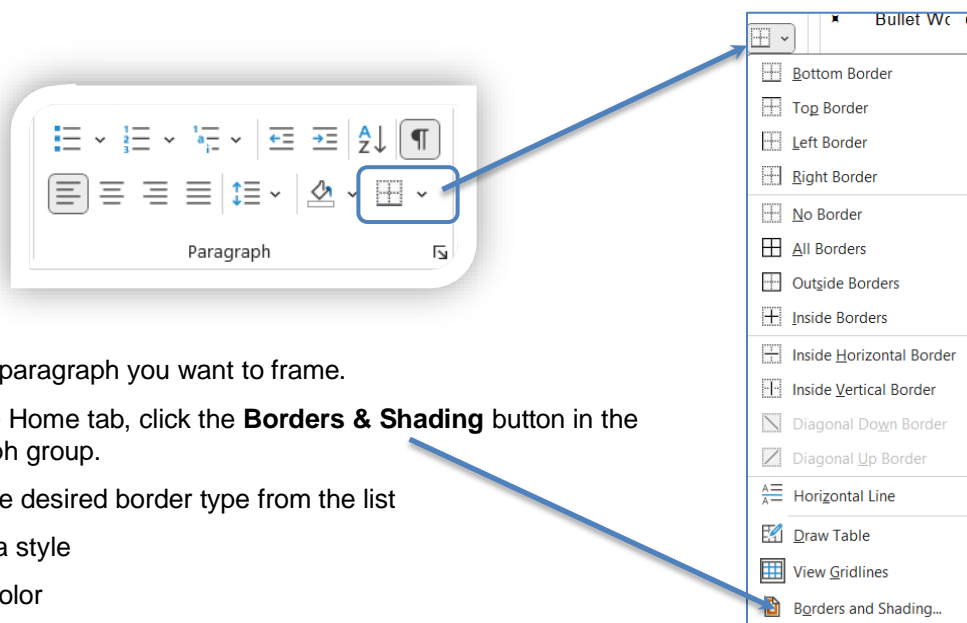
Here are the different indent indicators that, when moved, change the value and type of indent of the selected paragraphs.

WORD OFFERS 4 TYPES OF WITHDRAWAL	DESCRIPTION
<b>FIRST LINE INDENT</b> <ul style="list-style-type: none"> <li>✦ Indents the first line of a paragraph</li> </ul>	

WORD OFFERS 4 TYPES OF WITHDRAWAL	DESCRIPTION
<p><b><u>HANGING INDENT</u></b></p> <ul style="list-style-type: none"> <li>Indents the entire paragraph, except for the first line that protrudes from the others</li> </ul>	
<p><b><u>LEFT INDENT</u></b></p> <ul style="list-style-type: none"> <li>Shifts the entire paragraph from the left margin</li> </ul>	
<p><b><u>RIGHT INDENT</u></b></p> <ul style="list-style-type: none"> <li>Shifts the entire paragraph from the right margin. This option is often combined with an indent before the text</li> </ul>	

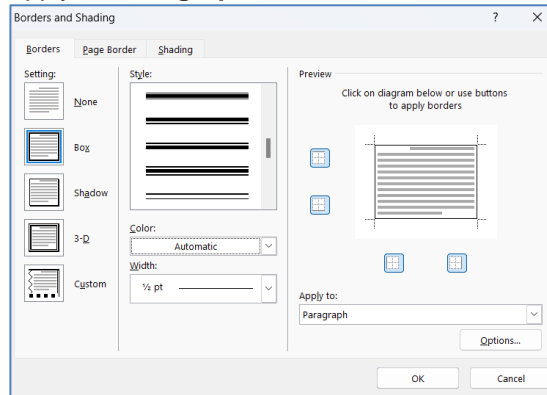
## BORDERS AND SHADING

Borders help emphasize certain data. **Word** offers a variety of border styles to achieve more than satisfactory results.



- ✦ Select a paragraph you want to frame.
- ✦ From the Home tab, click the **Borders & Shading** button in the Paragraph group.
- ✦ Select the desired border type from the list
- ✦ Choose a style
- ✦ Then a color
- ✦ Then Width

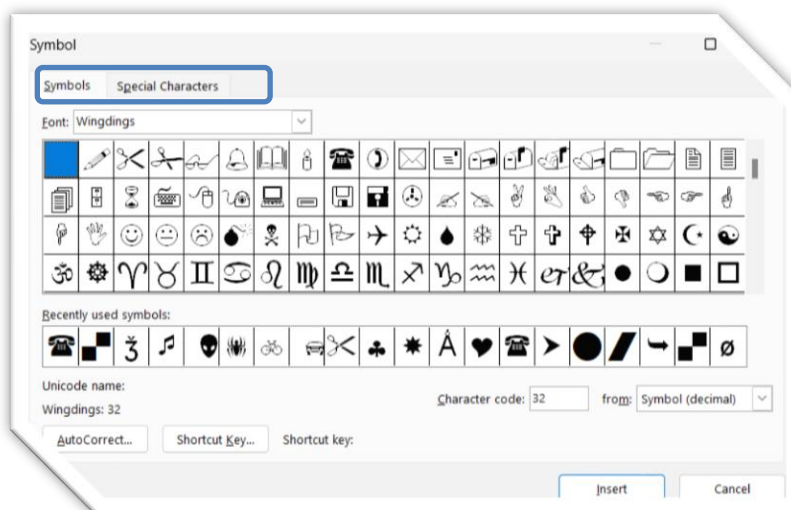
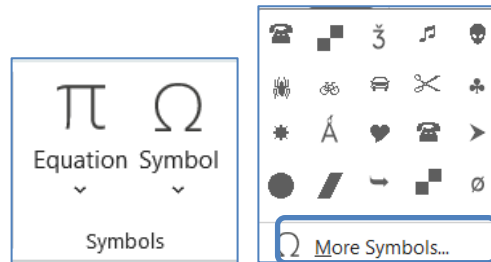
- ✖ Apply to: **Paragraph** and click OK



- ✖ If you select a word, it will enclose the word instead of the paragraph

## INSERTING SPECIAL CHARACTERS & EQUATION

- ✖ Click where you want to insert the special character.
- ✖ On the **Insert** tab, in the **Symbols** group, click **Symbol**, and then click **More Symbols**.



- ✖ Click the character you want to insert, and then click **Insert**.

## SPECIAL CHARACTERS

Word gives you the ability to insert special characters to make it easier to manage spacing and hyphens. This can be found in the **Insert, Symbol** tab. See also **Equation**

### INSERT NON-BREAKING SPACE

Non-breaking space is used to avoid separation between two words. For example, between an amount and a \$ symbol, or between the day, month, and year of a date. (e.g. 1°000,00°\$)

- ✦ Click where you want to insert the non-breaking space.
- ✦ Press the keyboard keys **CTRL + Shift + Spacebar**.

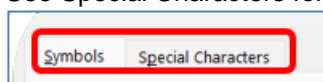
### INSERT A NON-BREAKING HYPHEN

A non-breaking hyphen is used to avoid separation between words containing hyphens. For example, in first names or compound words. (e.g. Jean-François)

- ✦ Click where you want to insert the non-breaking hyphen.
- ✦ Press the keyboard keys **CTRL + Shift + Hyphen**.

### OTHER IMPORTANT SPECIAL CHARACTERS

- ✦ See Special Characters for more symbols




## STYLES

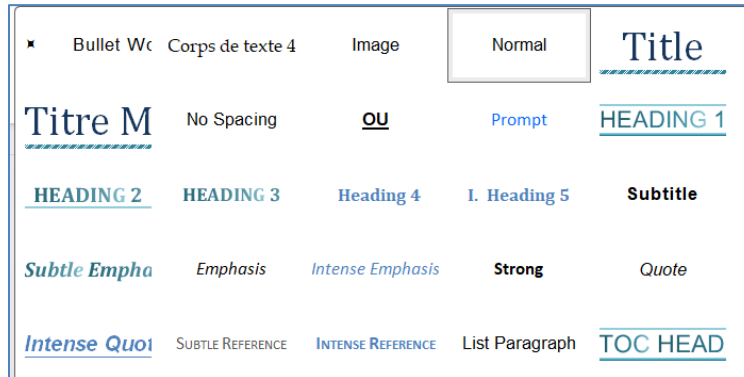
# Styles save you time and improve the look of your documents

A style is a set of formatting characteristics, such as font name, size, color, alignment, and paragraph spacing. Some styles even include borders and shading.

**For example, you can select a text to present as a title. If you want to change the style of an entire paragraph, click anywhere in the paragraph.**

Click the **Home** tab, in the **Styles** group, select the style you want. If you don't like any style, click the **More** button  to expand the **Quick Styles** gallery.

- ✦ To see how the selected text will appear in the styles you choose, hover your pointer over a particular style and preview the result.
- ✦ If the style you're looking for isn't in the Quick Styles gallery, press **CTRL+SHIFT+S** to open the **Apply Styles** task pane. Under **Style Name**, type the name of the style you want. The list displays only the styles that you have used in your document, but you can type the name of any other styles that have been defined for that document.



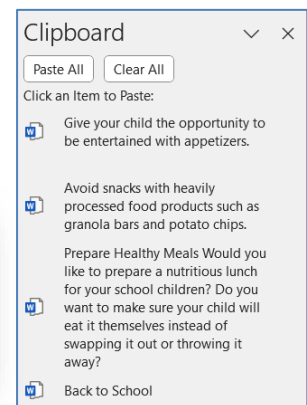
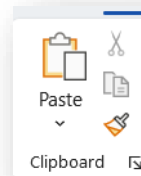
- ✖ Headings use a font that distinguishes them from the body of the document.
  - ✖ Paragraphs are separated by an appropriate amount of space.
  - ✖ Elements such as bulleted lists are in the background.
  - ✖ The highlighted text appears in a particular color.
  - ✖ The document may even include special elements such as a table of contents
1. The quick styles you see in the style gallery are designed to work together. For example, the Heading 2 quick style is designed to appear subordinate to the Heading 1 quick style.
  2. The body in your document is automatically formatted to the Normal quick style.
  3. Quick styles can be applied to paragraphs, but you can also apply them to simple words or characters. For example, you can highlight a sentence using the Emphasis quick style.
  4. When you format text that is part of a list, each item in the list is automatically formatted using the List Paragraph quick style.

If you want to make your headings look and feel next, simply change the Heading 1 style to Heading 2 and Word will automatically update all instances of the Heading 1 style in the document. You can also apply another quick style set or theme to change the look of titles without changing the styles.

## THE CLIPBOARD

The Office clipboard is used with the **Copy** and **Paste** commands. Simply copy an item to the Office Clipboard and add it to your collection, then paste it from the Office Clipboard into any Office document at any time. Items remain on the Office Clipboard until you exit the Office programs or remove them from the **Clipboard** task pane.

After you quit all Office programs, only the last copied item remains on the Office clipboard. When you quit all Office programs and restart your computer, the Office clipboard is emptied of all items.



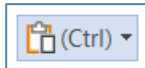
**COPY – PASTE**

- ✦ Select the first item you want to copy
- ✦ Quick keyboard key: **Ctrl + C**

- ✦ Place your cursor where the paste is located, with the clipboard tool, click on the item and paste.
- ✦ Quick keyboard key: **Ctrl + V**
- ✦ Continue copying items from the same file or from other files until you have collected all the items you want.

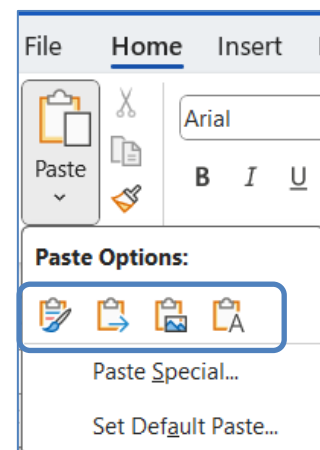
## PASTE OPTIONS

The Paste Options icon appears



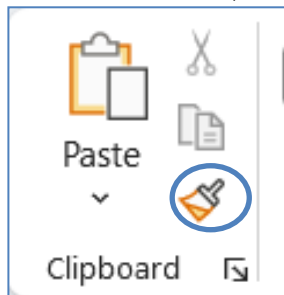
By clicking on it, the options offered are:

By default, the **Keep Source Formatting** option is checked.



## REPRODUCE FORMATTING

- ✦ From the Home tab, you can apply formatting to selected text and basic formatting to graphics, such as borders and fills.
- ✦ Select the text that has the formatting you want to copy.
- ✦ If you want to copy the formatting of the text, select a portion of a paragraph. If you want to copy the text and paragraph formatting, select an entire paragraph, including the paragraph marker.
- ✦ Click the Home tab, in the Clipboard group, click Format Painter.

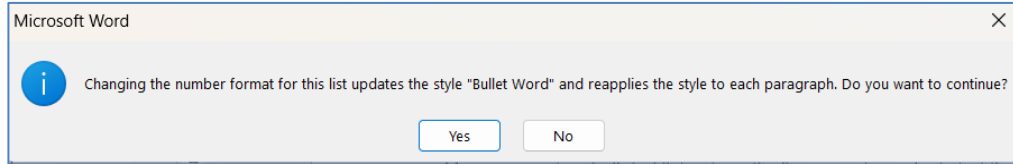


- ✦ The pointer changes to a brush.
- ✦ Click the items where you want the formatting to be applied.
- ✦ Double-click the **Format Painter** button if you want to change the formatting of multiple selections in your document.
- ✦ Select the text or graphic you want to format.
- ✦ To stop formatting, press ESC.


## BULLETED LIST OR NUMBERING

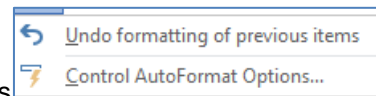
You can create a bulleted list automatically as you type. Just start the paragraph with a hyphen (-) or an asterisk (\*) for example, Word converts automatically

- ✖ This paragraph in bulleted element. A smart tag will appear and offer you:



- ✖ If you click YES, all your bullets will be change

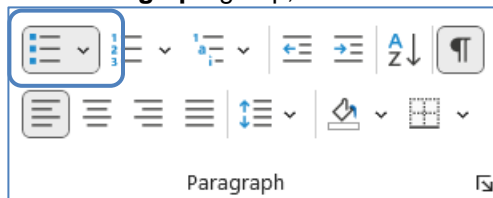
- ✖ But if you click in this button 



- ✖ You will be able to Undo formatting of previous items
- ✖ Or Control AutoFormat Options: To configure options.

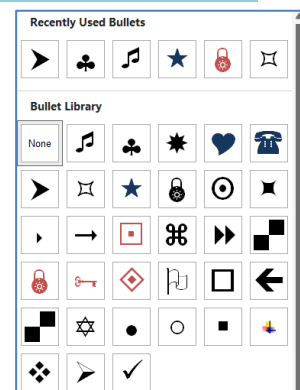
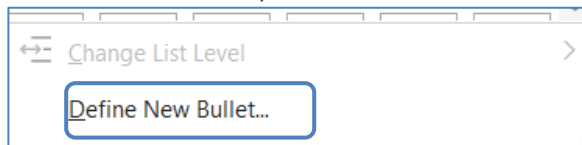
## USE OF EXISTING BULLETS

- ✖ Click the **Home** tab
- ✖ In the **Paragraph** group, click the Bullets button



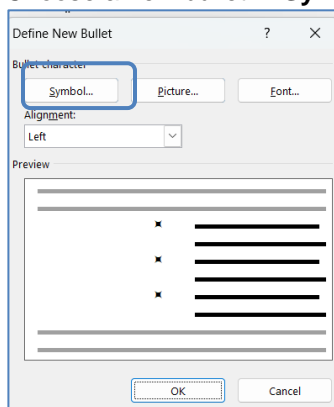
## CREATION OF NEW BULLET FORMATS

- ✖ Click the **Home** tab
- ✖ Place your cursor where you want to insert a bullet
- ✖ In the **Font** group, click the down arrow on the **Bullets** button
- ✖ Click on the desired bullet format
- ✖ To make a new bullet, click Define New Bullet...





- ✦ Choose a new bullet in **Symbol**

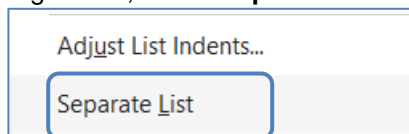


## SINGLE-LEVEL LIST

- ✦ Select the items to which you want to add bullets or numbers.
- ✦ From the **Home** tab, click the **Bullets** or **Numbering** button in the **Paragraph** group.
- ✦ Choose your **bullet** or **Numbering**
- ✦ **Word** can automatically create bulleted or numbered lists as you type, but you can also quickly add bullets or numbers to existing text.



- ✦ Change bullet
- ✦ If you would like a different style of bullet  
Right click, select **Separate List**

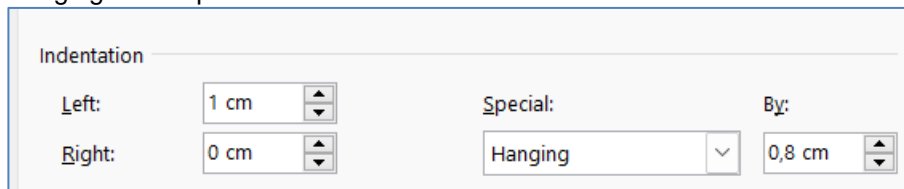


- ✦ Then, change your bullet if necessary

## BULLET OR NUMBERING POSITION

We can change position of the bullet with paragraph

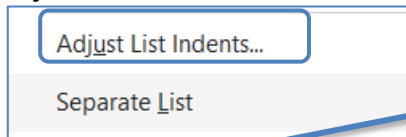
- ✦ Left is the position of the bullet
- ✦ Hanging is the space between the bullet and text



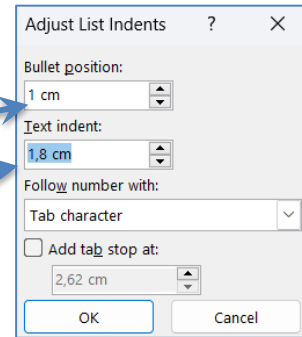
- ✦ On your ruler, you will have this view



- ✦ If you prefer to use the right click with your mouse, choose **Adjust List Indents**



- ✦ Bullet position
- ✦ Text indent is where start the text on your rule (not the space between)

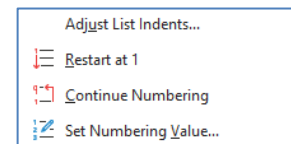


## SET NUMBERING VALUE...

Sometimes we like to restart the numeration. So, how you do this.

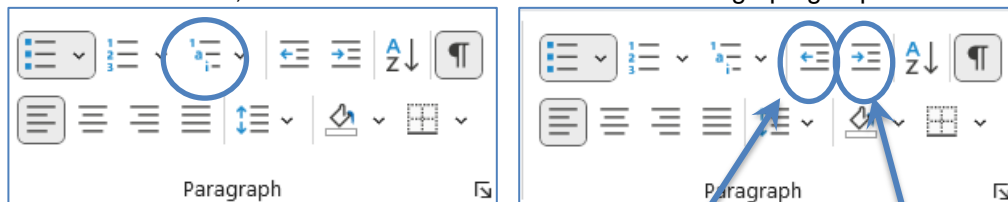
To make a change, with right click of your mouse, choose

- ✦ Restart at 1
- ✦ Or Continue Numbering
- ✦ Or Set Numbering Value

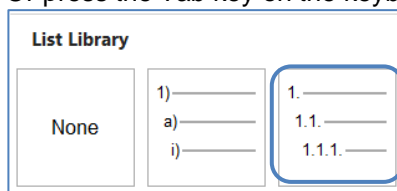


## MULTI-LEVEL LIST

- ✦ Select the items to which you want to add bullets or numbers.
- ✦ From the Home tab, click the Multilevel List button in the Paragraph group.



- ✦ Select the type of list you want. The number of the first level is displayed.
- ✦ To move to the other levels, click any where in the paragraph and click on **Increase Indent**
- ✦ Or press the Tab key on the keyboard to change level

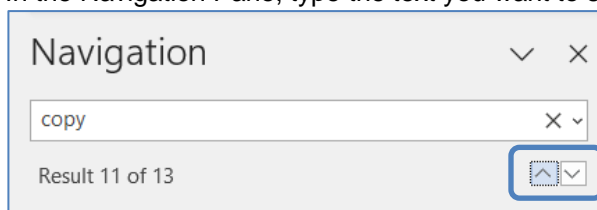


- ✦ Click on **Increase Indent** or **Decrease Indent** icon to change level.
- ✦ We will have an exercise later with this list (Page 51)

## SEARCH FOR TEXT

This function allows you to search for one instance of words and replace it with another. It also allows you to search for special characters such as tab, page break, line break, etc.

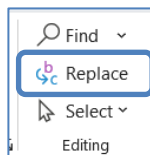
- ✦ Click the Home tab, in the Editing group, click Find.
- ✦ In the Navigation Pane, type the text you want to search for.



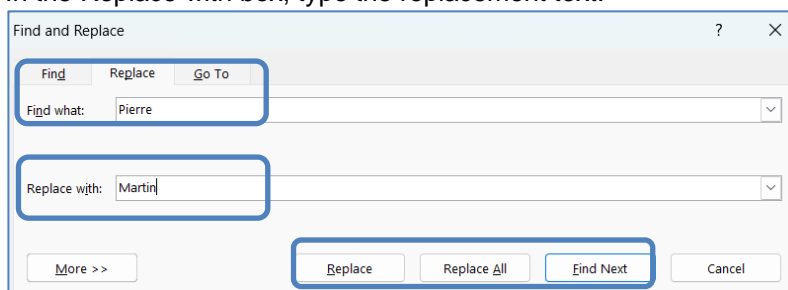
- ✦ This example: you have 13 results of the word Copy,
- ✦ To search for each instance of a term or phrase, click Arrow up or down.
- ✦ To search for all instances of a term or phrase at the same time, click Find All, and then click Main Document.

## REPLACE TEXT

- ✦ Click the Home tab, in the Editing group, click **Replace**.



- ✦ In the Search box, type the text you want to search for.
- ✦ In the Replace with box, type the replacement text.

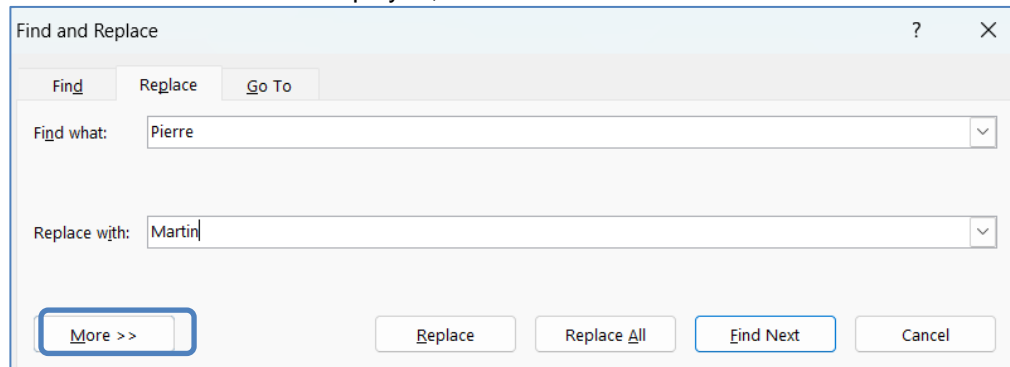


- ✦ To find the next occurrence of the text, click Find Next.
- ✦ To replace an instance of the text, click Replace. After you click Replace, Office Word displays the next instance of the text.
- ✦ To replace all instances of the text, click Replace All.
- ✦ To cancel an in-progress replacement, press ESC.
- ✦ Keyboard shortcuts: **CTRL + F**
- ✦ Find Text and **CTRL + H**: Find and Replace

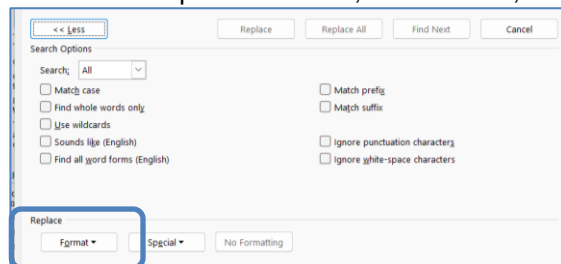
## FIND AND REPLACE A SPECIFIC FORMATTING

You can find and replace or delete character formatting. For example, you can search for a specific term or phrase and change the font color, or you can search for a specific formatting, such as bold, and change it.

- ✦ Click the Home tab, in the **Editing** group, click **Replace**.
- ✦ If the Format button is not displayed, click More.



- ✦ To search for text with a particular formatting, type the text in the Search box. To search for formatting only, leave this box blank.
- ✦ Click Format and select the formats you want to search for and replace.
- ✦ Click in the Replace With box, click Format, and then select the replacement formats.



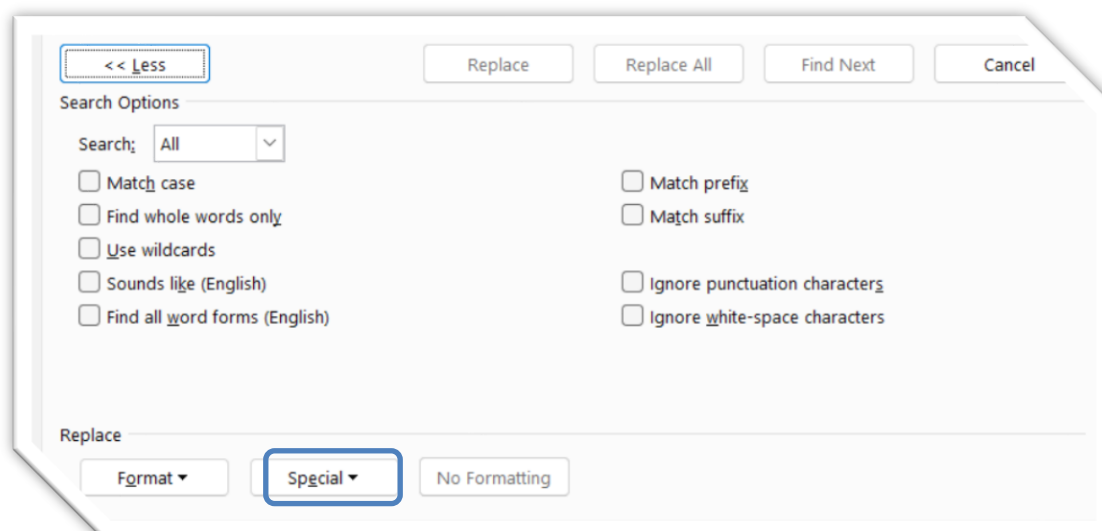
- ✦ If you also want to replace the text, type the replacement text in the Replace With box.
- ✦ To find and replace each instance of the specified formatting, click Find Next, and then click Replace. To replace all instances of the specified formatting, click Replace All.

## FIND & REPLACE: PARAGRAPH MARKS, PAGE BREAKS

You can find and replace special characters and document elements such as tabs and page breaks. For example, you can find all duplicate paragraph markers and replace them with a single paragraph marker.

- ✦ On the Home tab, in the **Editing** group, click **Find**.
- ✦ If you don't see the Special button, click **More**.

- ✖ Click Special, click the item you want.

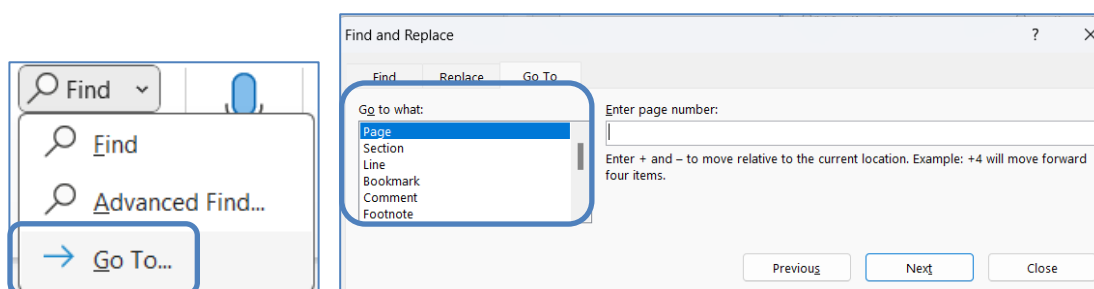


- ✖ If you want to replace the item, click the Replace tab, and then type what you want to use as a replacement in the Replace With box.
- ✖ Click Find Next, Find All, Replace, or Replace All.

## TO QUICKLY SEARCH FOR ITEMS - "GO TO"

What are you looking for in the document? **"Go to"** which is located in the **"Edit"** Group or Press **F5**

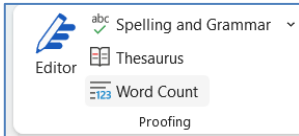
- ✖ Or Press F5
- ✖ Type in the page number or choose what you want to reach, then next or previous as needed.



- ✖ Page
- ✖ Footnote
- ✖ Table
- ✖ Section
- ✖ Object
- ✖ Graphic

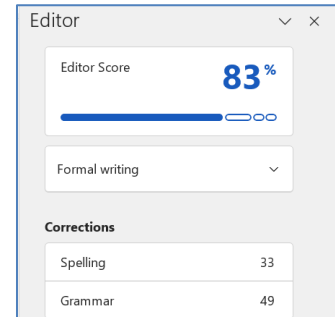
## SPELLING - CORRECTING MISTAKES

Spell checking searches a dictionary for the words you type. If, however, the word you entered does not exist in the dictionary, the Word proofer will indicate this by underlining it with a wavy red line. We will find **Spelling and Grammar** in **Review** Tab, group **Proofing**.



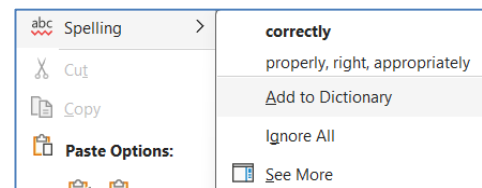
**Editor** will appear to the right.

You also can add the icon to your **Quick Access Toolbar**



### QUICK FIX:

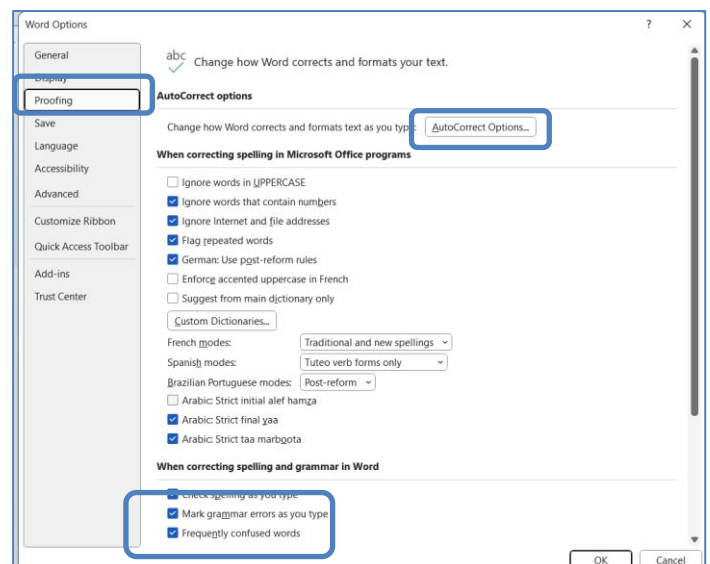
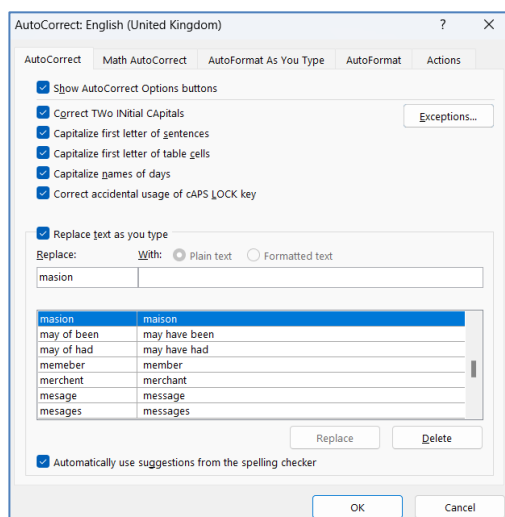
- ✦ You can right-click on the underlined word, a drop-down menu will offer you corrections.
- ✦ By clicking on the correctly spelled word, the correction will be made immediately.
- ✦ You can also ignore or ignore all (in the case of proper nouns for example) or add to the dictionary (when you type this word again, Word will no longer notify you).



## AUTOCORRECT

You can set your program to automatically correct misspelled words that are similar to words in the main dictionary that the spelling checker uses.

- ✦ Click **File**, and then click **Options**
- ✦ Click **Proofing**.
- ✦ Click **AutoCorrect** Options.



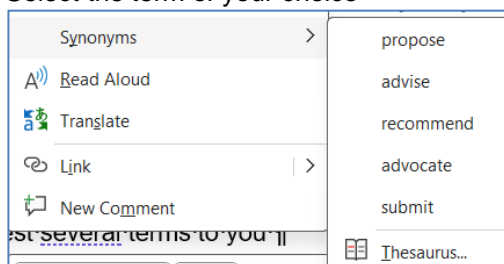
## FIND A SYNONYM

After you enter a term, you can search for a synonym to replace an occurrence. Word will help you with a thesaurus.

- ✦ Select the term for which you are looking for a synonym.
- ✦ Click the Review tab.
- ✦ Click Thesaurus in the Proofing group.
- ✦ A pane on the right side of your screen will open and offer you several terms.
- ✦ From the synonyms, click the right arrow and click the Insert command.
- ✦ The selected term has been replaced with the synonym of your choice.

OR

- ✦ Right-click on the word you're looking for a synonym
- ✦ Word will suggest several terms to you
- ✦ Select the term of your choice

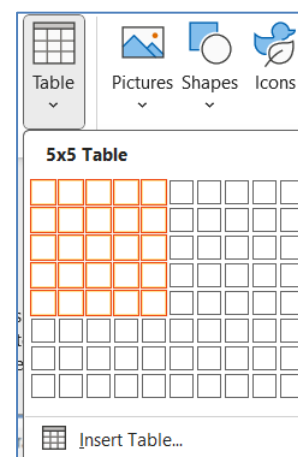


## TABLES

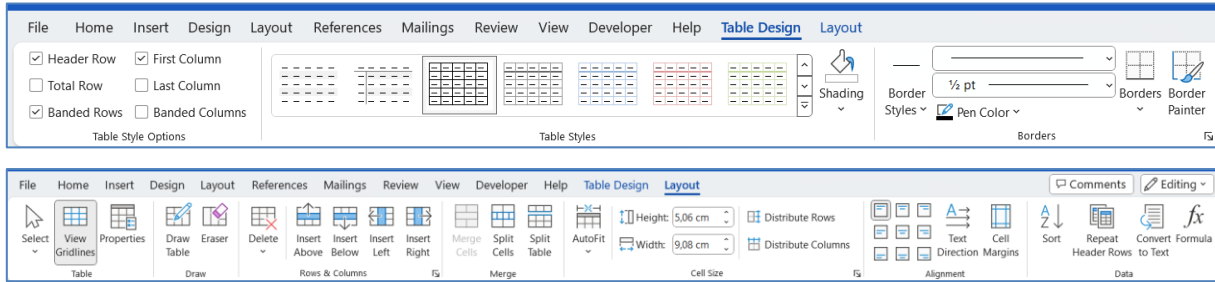
Arranging text in tables is one method of presenting data.

### CREATE A TABLE

- ✦ Position the cursor where you need to insert the table.
- ✦ From the Insert tab, click the Table button in the Tables group.
- ✦ Select the desired number of rows and columns by dragging the mouse over the grid and click to insert the table.
- ✦ The Table Design and Layout tabs appear on the right side of the ribbons.

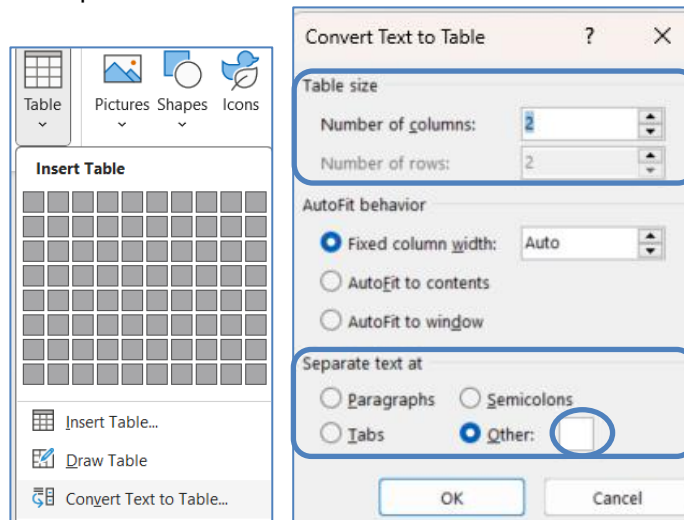


## TABS: Table Design and Layout



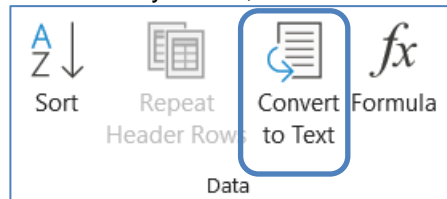
### CONVERT TEXT TO TABLE

- ✦ Select the text you want to convert.
- ✦ From the Insert tab, click the Table button in the Tables group.
- ✦ Select **Convert Text to Table**.
- ✦ If Number of columns is 1: choose Other locate at the bottom box Separate Text at and do a space in Other



### CONVERT TABLE TO TEXT

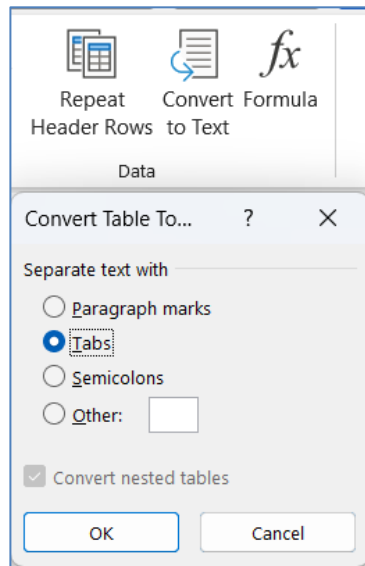
- ✦ Select the table you want to convert.
- ✦ From the Layout tab, click the **Convert to Text** button in the Data group.



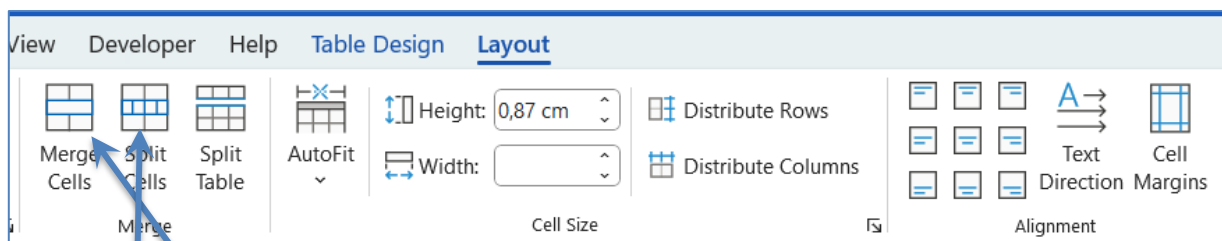
- ✦ In the Convert Table to Text dialog box, select the separator you want.



- ✱ Click the OK button.



## TAB: LAYOUT



### MERGE CELLS

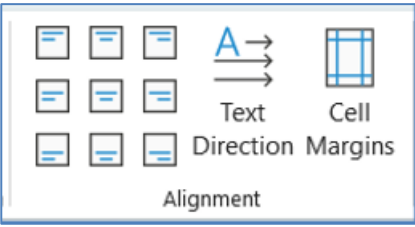
**Word** allows you to **merge cells** horizontally or vertically. Using this function also allows you to create a heading that covers several columns of the table. It also allows you to vary the number of columns in a table without changing the overall appearance. Finally, it allows you to vary the appearance of the table by creating rows with a different number of cells. Merging cells changes the structure of the table. As a result, **Word** redefines the address of the cells in the table, which will have a definite effect on the result of certain operations.

### SPLIT CELLS

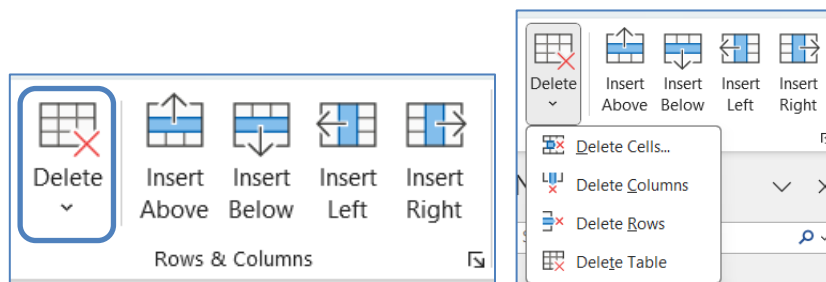
The **Split Cells** command allows you to divide a single cell or group of cells into two or more columns and/or two or more rows without changing the dimension of adjacent columns. Therefore, the overall dimension of the table does not change.

### ALIGNING TEXT IN A TABLE

To enter text in a table, move the insertion point in the cell where you want to contain the text, and then type the text as plain text. Any formatting of characters and paragraphs can be applied to text inserted into a table cell.

Blue	Red	White	Green	
Yellow	Black	Pink	Orange	

## INSERT OR REMOVE ROWS AND COLUMNS IN A TABLE



In group **Rows & Columns**, we can delete or insert cells, rows, columns, or tables

## MOVE THE INSERTION POINT IN A TABLE


You can move the insertion point directly from one cell to another in a table by clicking in the desired cell.

To move from one cell to another using the keyboard, from the top of the table and from left to right, press the **Tab** key. **Shift+Tab** moves the insertion point to the left and then up, line by line.

Because pressing the Tab key moves the insertion point to the next cell, you must use the **Ctrl+Tab** key combination if you want to **move the insertion point of a tab bullet** in a table cell.

## MAKE COLUMNS LARGER OR SMALLER WITH THE MOUSE

When you create a table, **Word** sets all columns in the table to the same width and extends the table between the left and right margins of the document. You can increase or decrease the width of a column or the entire table using the mouse. Depending on the technique used, various results are obtained.

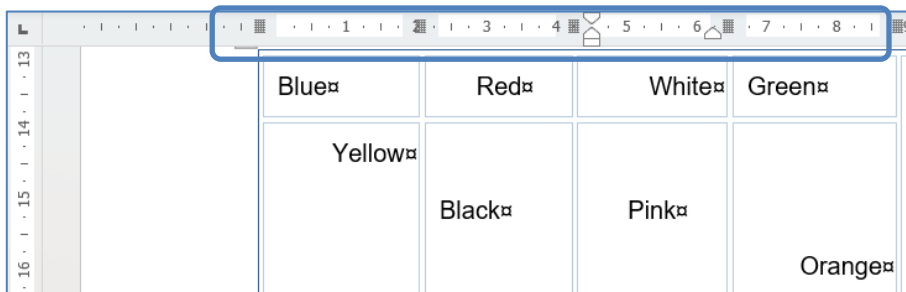
To change the width of a column using the mouse, drag the right boundary of the column in question and the mouse pointer takes the following shape: . When you use this procedure, only columns that share the column boundary are resized. The other columns retain their original dimensions. The overall width of the table remains intact.

However, if you press and hold the **Shift** or **Ctrl** key while moving a straight column boundary, the results will differ. The results are presented in the table below.

## EXPAND OR SHRINK ROWS AND COLUMNS

Previously, you learned how to change the width of columns using the mouse. Next, you'll learn how to accurately determine the size of one or more columns from the Cell Size dialog box.

When you use this method to change the dimension of one column, the other columns retain their settings. As a result, the dimension of the entire table is also changed (reduced or increased).

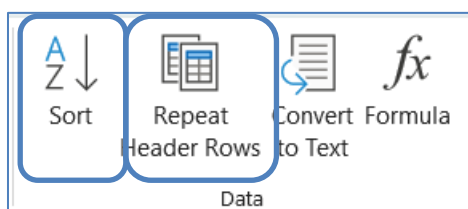


Blue	Red	White	Green
Yellow	Black	Pink	Orange

From the Cell Size dialog box, you can also change the space between the left boundary of the columns (vertical dashed gridlines) and the text inserted into the cells. By default, this space is 0.25 cm. This makes it easy to distinguish each cell in the table, especially when a border (row) is added to them. Be aware that if you change this setting, all cells in the table will be affected.

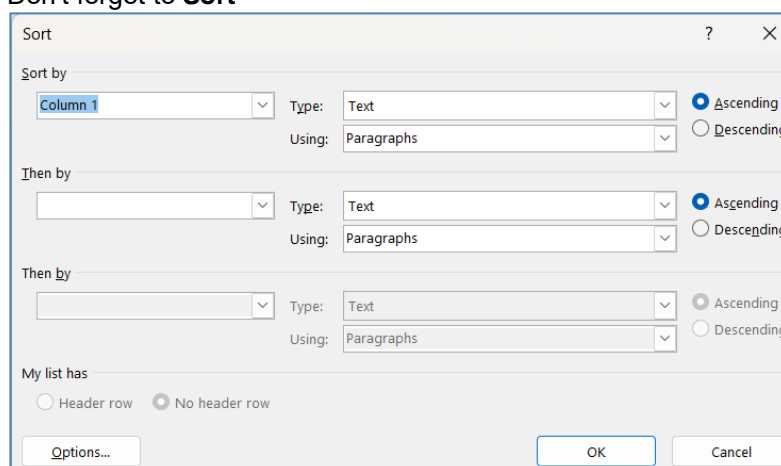
## INSERT HEADERS ON ALL PAGES

Select the Title row and choose ► Repeat Header Rows ► Group Data ► Tab Layout



## SORT DATA

- ✱ Don't forget to **Sort**

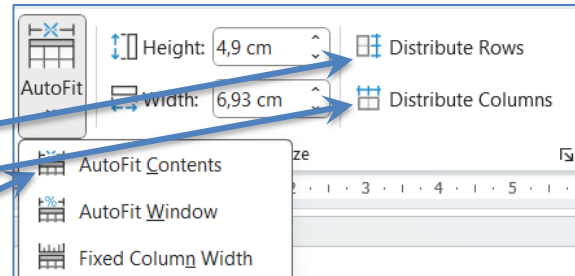


- ✱ We have a maximum of three choices.

## AUTO-ADJUSTMENT:

- ✦ To change the width of a column, you can double-click the right border of the column
- ✦ Or choose the measure to change the height of rows or columns from the ► Cell Size Group ► Layout tab

- ✦ Distribute Rows
- ✦ Distribute Columns
- ✦ Auto-Adjust
- ✦ AutoFit Contents
- ✦ AutoFit Window
- ✦ Fixed Column Width



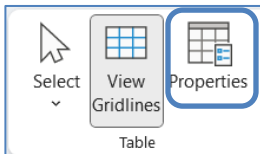
## TABLE ALIGNMENT

When a table is created, it extends between the left and right margins of the document. As columns are added or removed, or enlarged or shrunk, the table is either squeezed to the left or spread to the right since the table is, by default, left-aligned.

Word allows three types of horizontal alignment for a table: left, centered, or right.

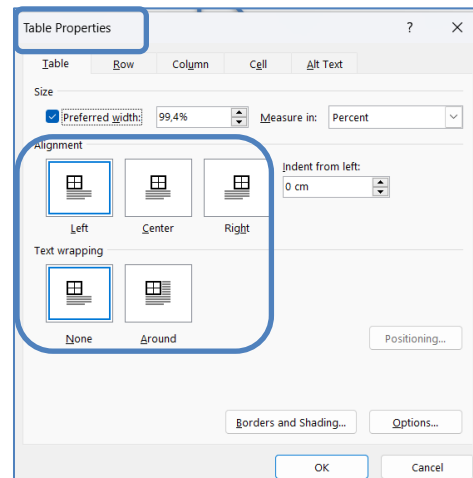
- ✦ Click **Layout** tab,
- ✦ Then **Table Group**

1. **Properties** to open the dialog box ► **Table Properties**



2. It's up to you to choose between

- ✦ Left
- ✦ Center
- ✦ Right
- ✦ Text underneath
- ✦ Text Around



## TAB: DESIGN

### CHANGING BORDERS AROUND TABLE CELLS

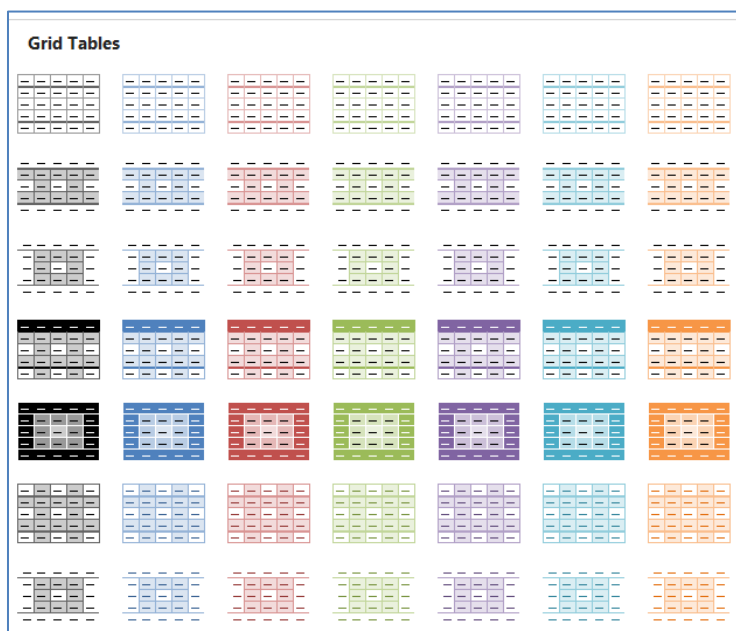
Editing or deleting borders can be applied to a single cell, a group of cells, cells in an entire row, cells in an entire column, or cells in the entire table.

## ADDING SHADES TO TABLE CELLS

You can modify your cells with a variety of shadings. Background screens are printed differently from what appears on the screen and differ from printer to printer.

## CHOOSE A (TEMPLATE) TABLE STYLE

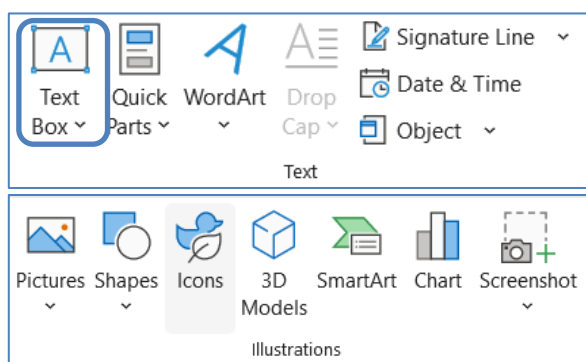
In the **Design** tab, you will be able to choose a table style, click on the button located at the far right of the Group ► **Table Styles**



## INSERT: TEXT BOX OR SHAPES, WORDART, IMAGES

### TEXT BOXES AND/OR SHAPES

To insert a text box: Under the **"Insert"** tab, in the **"Text"** group, click the **"Text box"** button. or Group **"Illustrations"**, **"Shapes"**.



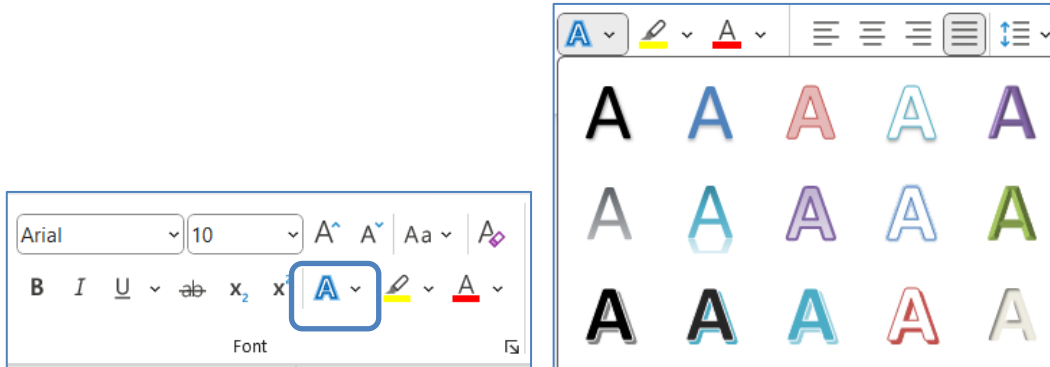
To set up the text, you can use the commands in the **"Font"** and **"Paragraphs"** groups (**"Home"** tab). On an object where it is not possible to write, you can always add a **text box**.

## WORDART

**WordArt** refers to a text presented artistically. This is also in the **"Font"** group

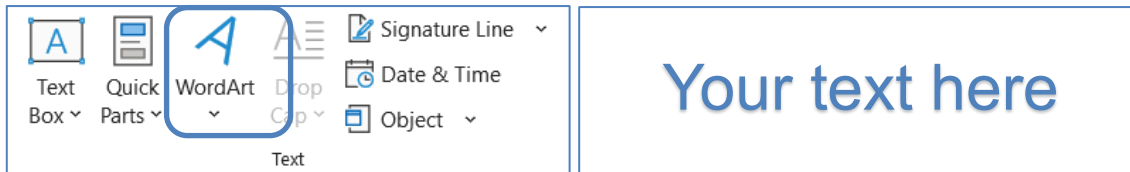
It can be considered either as a formatting of characters or as a graphic object. The result is the same.

Select the text beforehand and choose a style from the **"Font"** group, the button represented with an A with visual effect.



Or you can write it down instead of **"Your text here"**.

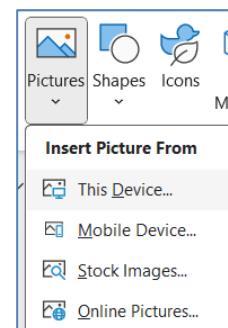
To view the WordArt gallery: under the **"Insert"** tab, in the **"Text"** group, activate the **"WordArt"** button. Click on the desired effect.



To format text and shape, use the **"Formatting"** tab in the **"Shape Format."** As far as text is concerned, you can use the commands in the **"Font"** and **"Paragraph"** in the **"Home"** tab.

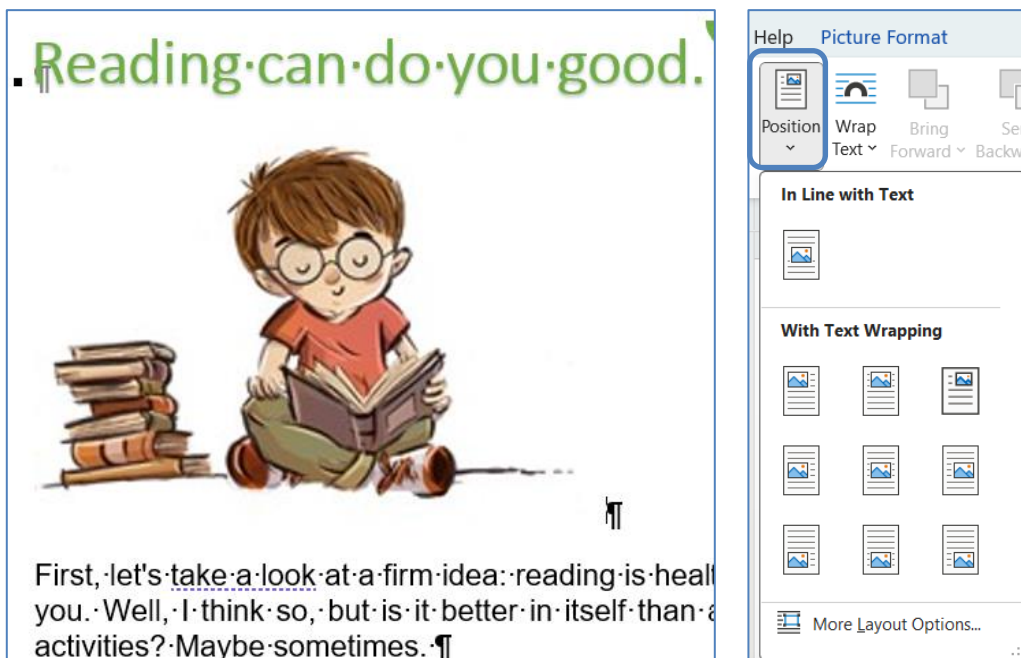
## IMAGE FROM A FILE

- ✦ Open the **"Reading"** file
- ✦ Under the **"Insert"** tab, in the **"Illustrations"** group, click the **"Pictures"** button
- ✦ In the **"Insert Picture From"** window, then **"This Device,"** browse your **"Word Pictures"** folder and files to find the **"Read"** image and double-click on it to insert it. Or click on the image and press the **"Insert"** button.
- ✦ The image is aligned with the text



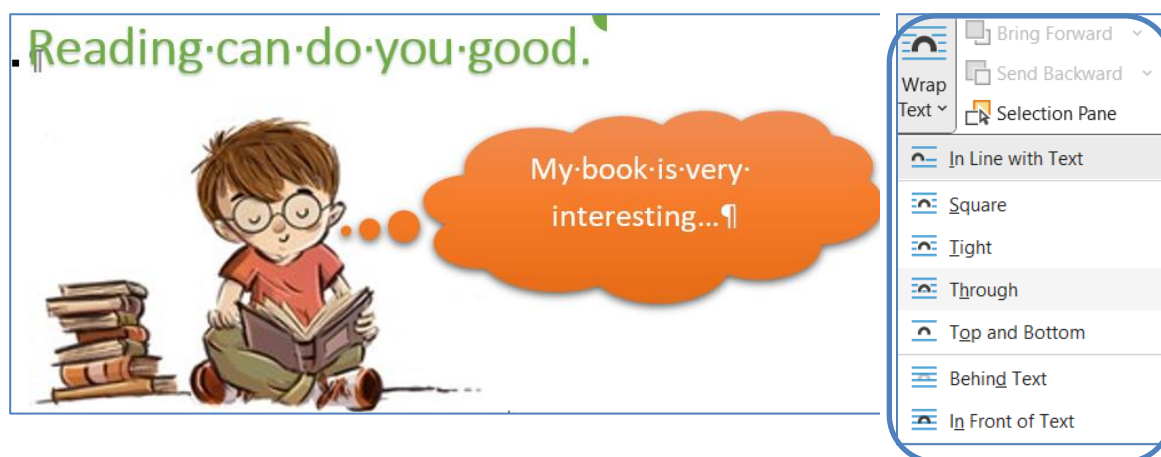
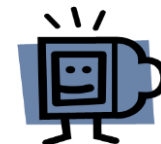
## IMAGE POSITION

Now, where do you want to drop your image, in **"Picture Format"**, explore **"Position"**



The other option in **"Picture Format"** is to move the image in the document to the desired location with **"Wrap Text"**

*Here's an example of an image with a shape*



## LAYOUT OF A DOCUMENT

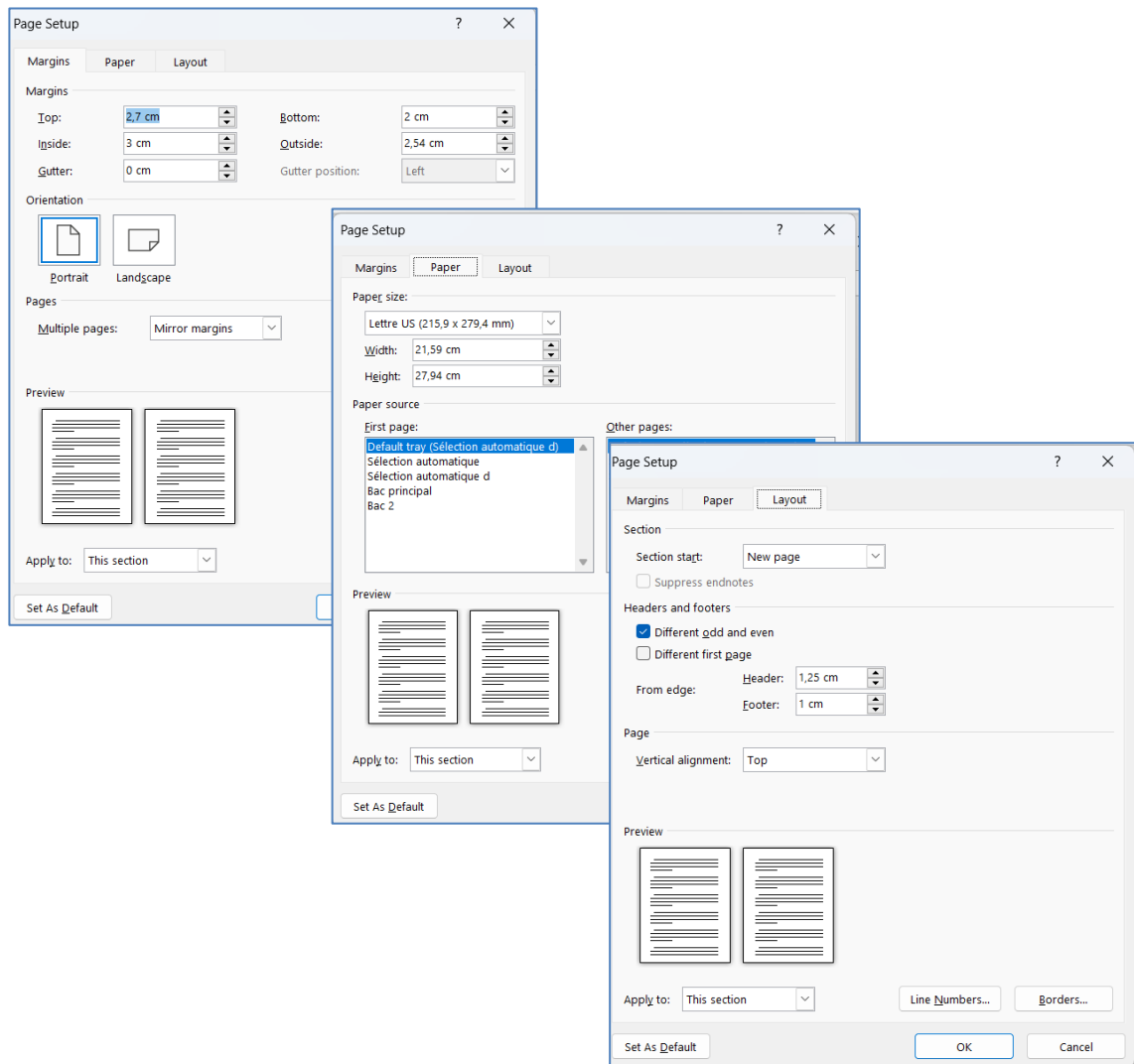
The margins are used to define the frame within which you want to place the text. You need to set the vertical and horizontal margins.

Word offers the ability to print your documents in two orientations: portrait or landscape. Portrait orientation print the document vertically, while landscape orientation prints widthwise.

You also have the option of printing on sheets of different sizes. For example, you may need to print the first page of your document in a regular size, on letterhead, and the other pages of your document on regular paper.

Word allows you to change the type of section break, header and footer settings, vertical alignment, and more.

- ✦ From the **Layout** tab, click the dialog box launcher in the **Page Setup** group.
- ✦ Change the options you want.





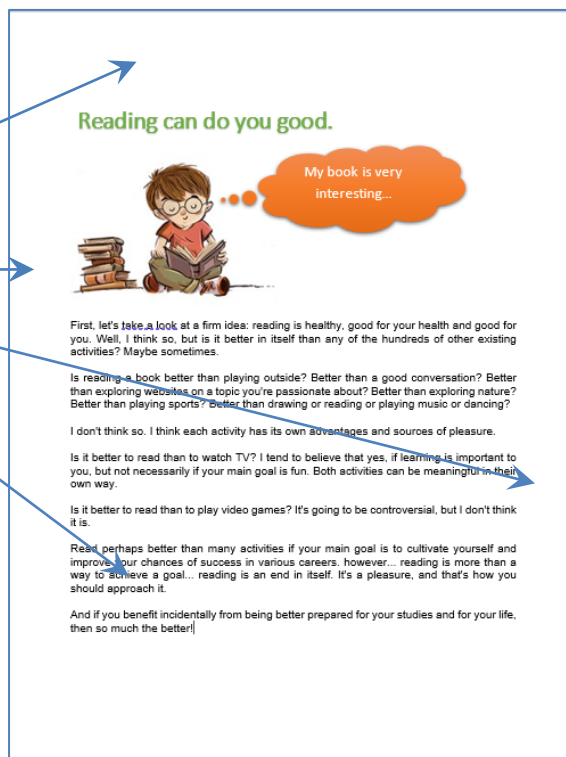
## SETTING MARGINS

When you create a document in **Word**, you must first define the margins, size, and orientation of the paper.

The top, bottom, left, and right margins are the blank spaces, measured in centimeters or inches, on either side of the page

- ✦ Top Margin
- ✦ Left margin
- ✦ Right margin
- ✦ Bottom margin

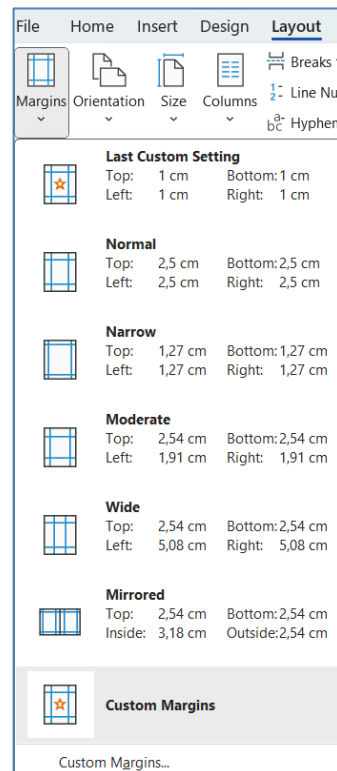
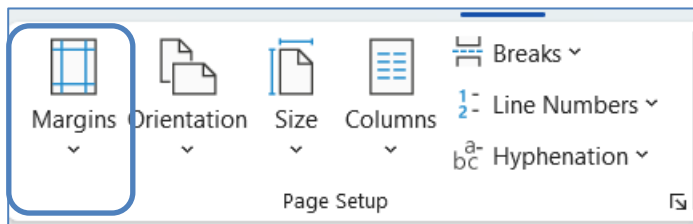
By default, **Word** assigns values of 2.54 cm (or 1 inch) to the top and bottom margins, and a value of 3.17 cm (1.25 inches) to the left and right margins. You can increase or decrease the value of margins to improve the presentation of your document.



This value can be changed either with the horizontal and vertical rulers, or by using the "**Layout**" dialog box tab **Layout** **»** button located on the far right **»** Group **Page Setup**

You can use the margin gallery in the Layout tab

Use Custom Margins to specify desired margins



## SECTIONS

### DEFINITION OF A SECTION:

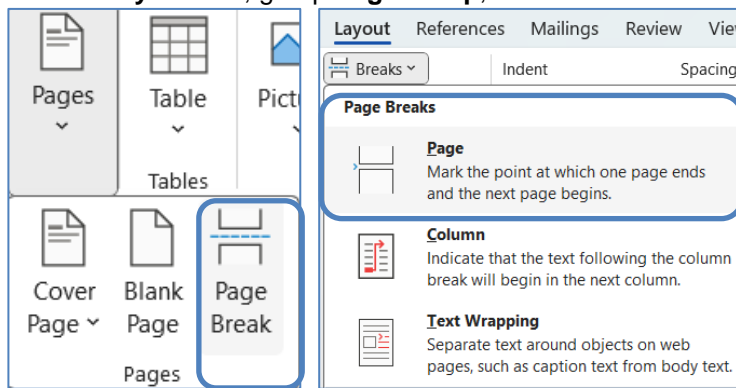
A section is a part of a document that has distinct formatting elements (margins, paper orientation, header and footer, and numbering). A section can be described as a document **within a document**.



### Do the difference between Page Breaks and Section Breaks

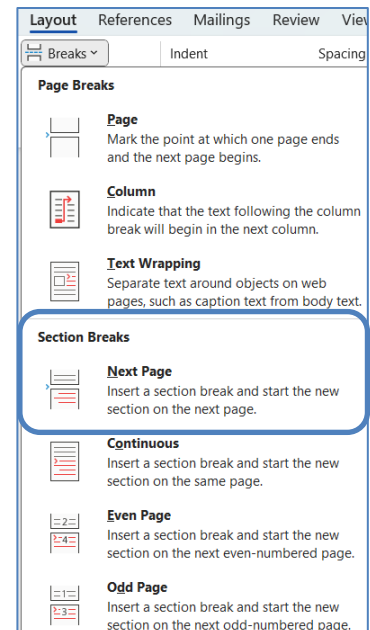
#### INSERT A SIMPLE PAGE BREAKS

- ✦ To insert a Page Break with **Insert** Tab, from group **Pages**, choose **Page Break**
- ✦ Or from **Layout** Tab, group **Page Setup, Breaks** and choose **Page Breaks**



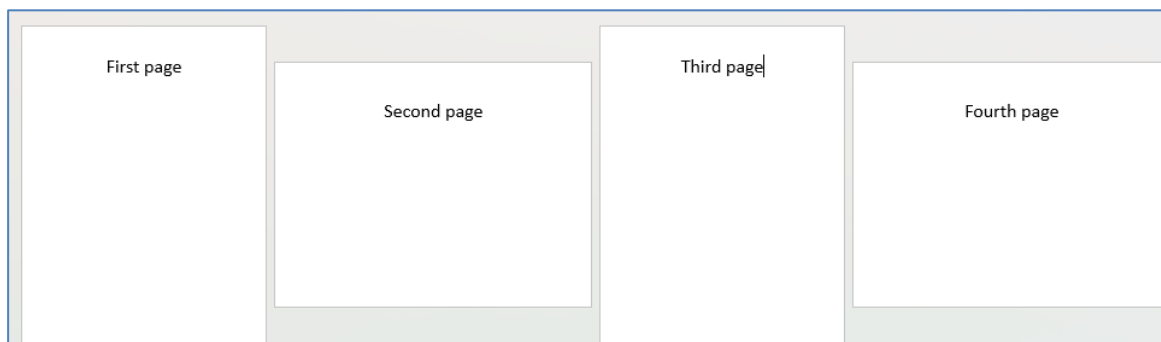
#### INSERT SECTION BREAKS

- ✦ Layout Tab, group Page Setup, in Section Breaks choose Next Page
- ✦ You will not be able to do modification a header or footer from one page to another if there's no New Section
- ✦ Not able to modify from Portrait to Landscape
- ✦ To be able to modify anything, always choose "Section Breaks" and "Next Page"



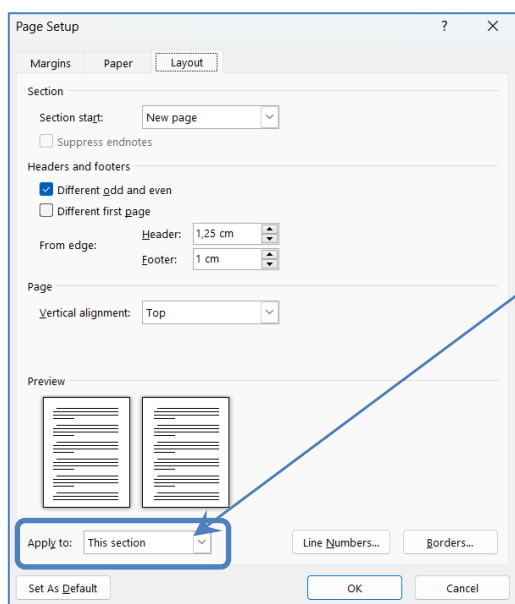
## PAPER ORIENTATION OF A DOCUMENT

Example: A four-page document with odd-numbered pages displayed in portrait orientation and even-numbered pages in landscape orientation



- ✦ At the end of Page 1, insert a section  
**Layout** Tab, group **Page Setup**, in **Section Breaks** choose **Next Page**
- ✦ On the second page, go back to **Page Setup** and change the orientation for **Landscape**
- ✦ Repeat again the last step if you want to return to Portrait

At any time, you can change the layout of a section: go to "**Apply to**" and choose "**To this section**" and **Layout**. Be sure to apply **to this section**. You also have other options, such as: To or from selected texts.

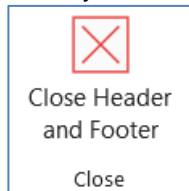


## PAGE HEADERS

A header is text that appears at the top of pages. It can appear on all pages or only on certain pages (even page, odd page).

### CREATING A NEW HEADER

- ✦ Click the **Insert** tab.
- ✦ In the **Header & Footer** group, click the **Header** button.
- ✦ Click the **Edit Header** command.
- ✦ The Design tab opens. The page header pane appears, separated from the body by a dotted line.
- ✦ Type the header text.
- ✦ When you're done, click the **Close** button

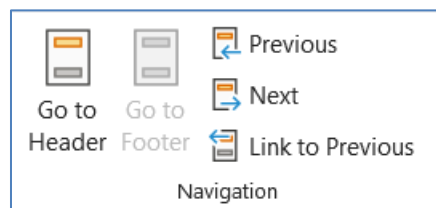


## FOOTER

A footer is text that appears at the bottom of pages. It can appear on all pages or only on certain pages (even page, odd page).

### CREATING A NEW FOOTER

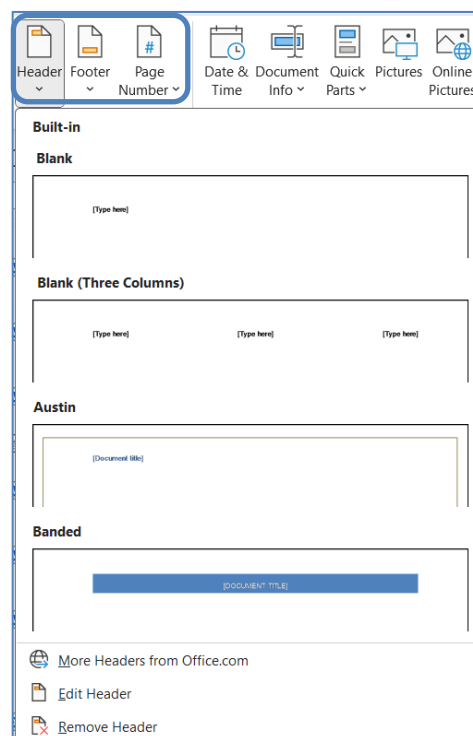
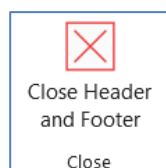
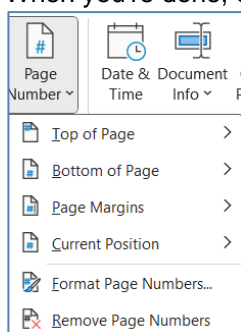
- ✦ Click the Insert tab.
- ✦ In the **Header & Footer** group, click the **Footer** button.
- ✦ Click the **Edit Footer** command.
- ✦ The Design tab opens. The page header pane opens, separated from the body by a dotted line.
- ✦ Type the footer text.
- ✦ When you're done, click the **Close** button
- ✦ One can easily switch from the header to the footer or vice versa by the buttons



## USING THE GALLERY

Word offers you many templates to insert into your document.

- ✦ Click the Insert tab.
- ✦ In the **Header & Footer** group, click the **Header** button.
- ✦ Select the desired header from the templates in the header gallery.
- ✦ You can do the same to access the footer gallery.
- ✦ Page Number is interesting also
- ✦ When you're done, click the Close button.



## TRICK: CORRECTING A DOCUMENT WITH VARIOUS HEADERS AND FOOTERS

To correct a document with multiple sections and various headings and footers, always start the review from the end. This will allow you to link headers and footers or not, and review whether or not the first pages of each section are different from the section headers and footers.

It is important to remember that when you create a new section, this new section inherits the layout of the previous section.

## KEYBOARD SHORTCUTS

DESCRIPTION	KEY
View online help	[F1]
Undo an action	[CTRL] + [Z]
Go to the end of the document	[CTRL] + [End]
Go to the beginning of the document	[CTRL] + [Home]
Paste a selected item	[CTRL] + [V]
Copy a selected item	[CTRL] + [C]
Cut a selected item	[CTRL] + [X]


DESCRIPTION	KEY
Save a document	[CTRL] + [S]
Print	[CTRL] + [P]
Update Fields	[F9]
Search for text	[CTRL] + [F]
Repeat the last operation	[F4]
Revert what you just undone	[CTRL] + [Y]
Select All	[CTRL] + [A]

WORD	KEY
Insert Page Break	[CTRL] + [Enter]
Insert paragraph break	[Enter]
Move the insertion point to the beginning of the document	[CTRL] + [Start]
Move the insertion point to the end of the document	[CTRL] + [End]
Insert Page Break	[CTRL] + [Enter]
Insert paragraph break	[Enter]
Move the insertion point to the beginning of the document	[CTRL] + [Home]
Move the insertion point to the end of the document	[CTRL] + [End]
Create a non-breaking space	Ctrl+Shift+Space
Create a non-breaking dash	Ctrl+Shift+- (hyphen)
Apply bold formatting	Ctrl+Shift+B
Apply italic formatting	Ctrl+I
Apply underlined formatting	Ctrl+U
Decrease font size by one value	Ctrl+Shift+»
Increase font size by one value	Ctrl+Alt+Shift+»
Decrease font size by one point	Alt+Ctrl+»
Increase font size by one point	Alt+Ctrl+Shift+»
Remove formatting from a paragraph or character	Ctrl+Space
Copy Selected Text or Object	Ctrl+C
Cut the selected text or object	Ctrl+X
Paste text or an object	Ctrl+V
Special Bonding	Ctrl+Alt+V
Paste Format Only	Ctrl+Shift+V
Undo Last Action	Ctrl+Z

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## EXERCISE FONT AND PARAGRAPH

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- 1 **Open the document "Atmosphere", Save as: "Planet Final"**
  - ✖ Request a justified alignment to the entire document
  - ✖ Title ➔ Center horizontally, Color Blue, Small Caps, underlined, size ➔ 20 pt.
  - ✖ Title ➔ "Font" ➔ "Advanced" ➔ "Expanded" ➔ character spacing of 15 pt
- 2 **In the paragraphs in the "Earth" section**
  - ✖ Select words: "500 MILLION YEARS" Change case for Uppercase (All caps), ➔ italics, double underline
  - ✖ Select the 2nd paragraph of this section and choose ➔ All caps and Text Effect located in ➔ Font, (choose a style), explore and change color.
- 3 **In the paragraphs in the "Venus" section**
  - ✖ Paragraph indent (left and right) at 0.7 inches on each side (1 cm)
- 4 **In the paragraphs in the "Mercury" section**
  - ✖ Line spacing at 1.5
- 5 **In the paragraphs in the "Mars" section**
  - ✖ Blue color ➔ , size 11.5 pt and small caps letters
- 6 **In the paragraphs in the "Jupiter" section**
  - ✖ Framing of your choice ➔ Paragraph ➔ Borders & Shading ➔ choose a style, a color and apply to "Paragraph " and click OK
- 7 **In the paragraphs in the "Saturn" section**
  - ✖ Monotype Corsiva Font, size 14pt
  - ✖ Line Spacing ➔ Exactly
  - ✖ Left and right paragraph indent at less than (-1cm)
- 8 **In the paragraphs in the "Uranus" section**
  - ✖ Uppercase, Bold, and ➔ Font Choose a style 
- 9 **In the paragraphs in the "Neptune" section**
  - ✖ This paragraph will be ➔ copied ➔ and pasted to the end of the document.
- 10 **After pasting it, change the font color of the original paragraph (color of your choice)**
  - ✖ Line Spacing ➔ 1.2 pt
- 11 **In the paragraphs of the "Pluto" section**
  - ✖ Font ➔ Comic sans MS ➔ underlined ➔ size 14 pt ➔ blue color
  - ✖ Expanded character spacing ➔ 1 pt
- 12 **Replace all words "earth" with "EARTH"**
  - ✖ Bold, underlines
  - ✖ Font size 14 points ➔ "Comic sans MS and color of your choice".

## EXERCISE: TREE



### CREATE A NEW DOCUMENT SIMILAR TO THIS ONE.

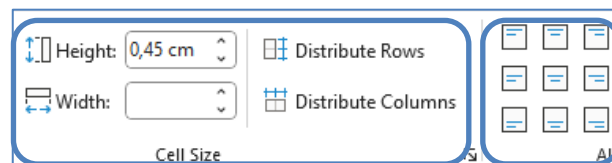
1. Font of your choice
2. Writing just big enough for the word "Tree" switches to the other line, you have the right to use the spacing in Font, Advanced tab
3. The design of the tree is a few "X"
4. The font must be in the "Time New Roman", bold, size: 36
5. **The spacing before and after the tree (in drawing) should be 36 pt**
6. "Presented by" on one line and "Your Name" on the next line, but both lines must be part of the same paragraph. Also, same font as the top text but the size reduced by half
7. Layout: Left, right, top and bottom at 2.5 cm
8. Vertical page alignment should be "CENTERED"
9. In Border & Shading ➤ Choose a Page Border with "Art"
10. FINALLY, the background color of the tree should be green with Highlight color
11. Save as: "TREE"



## EXERCISE – TABLE 1 AND 2

*Open File: "Table 1"*

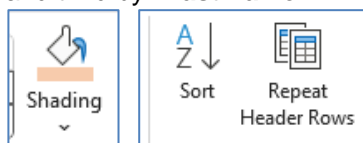
- 1 First thing to do is to **"Distribute Rows"** and **"Distribute Columns"**
- 2 First column: Width at 5.5 cm
- 3 **Column:** January, February and March  
Column "Width" at 3.50 cm
- 4 Text: centered horizontally and vertically,  
except for the first column which will be left-aligned
- 5 Title: Line height: 1.5 cm
- 6 Balance: Line height: 1 cm
- 7 **Insert the sum** of sales into the appropriate cells
- 8 Merge cells first row, Font 18, replace XXXX for the present year
- 9 Double and single outer edging on the inside, color **"Blue "**
- 10 Last row: Bold and double line on the top
- 11 Can we try to remove the border on Text "Table -1 "
- 12 Save as: **"Quarter 1"** and verify your result

**Table -1**

Quarter 1 for the year XXXX			
Monthly Sale	January	February	March
Electric Range	480	555	619
Refrigerator	157	213	323
Washer	380	417	599
Dryer	355	401	532
<b>Statistics</b>	<b>1372</b>	<b>1586</b>	<b>2073</b>

*Open file: "Table 2"*

- ✖ First row with a fill color
- ✖ "Repeat Header Rows "
- ✖ Sort the table: first sort by **"Department "** second **"City "** and third by **"Last name "**



## EXERCISE – TABLE - CALENDAR

*Please create a calendar similar to this one, with a different month and year, different color*

*Also, don't forget to create "Character spacing" between letters in Font Group "Advanced tab"*

Character Spacing

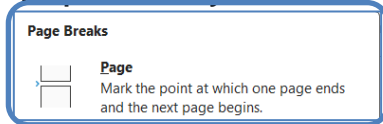
Scale: 100%

Spacing: Expanded By: 30 pt

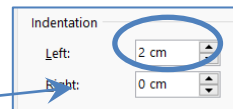
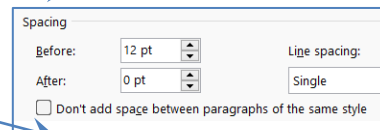
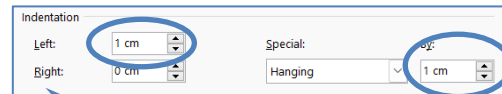
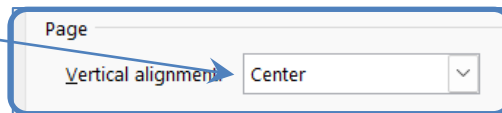
F E B R U A R Y							
2024	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1.	2.	3.
	4.	5.	6.	7.	8.	9.	10.
	11.	12.	13.	14.	15.	16.	17.
	18.	19.	20.	21.	22.	23.	24.
	25.	26.	27.	28.			

## EXERCISE: LAYOUT AND NUMBERING

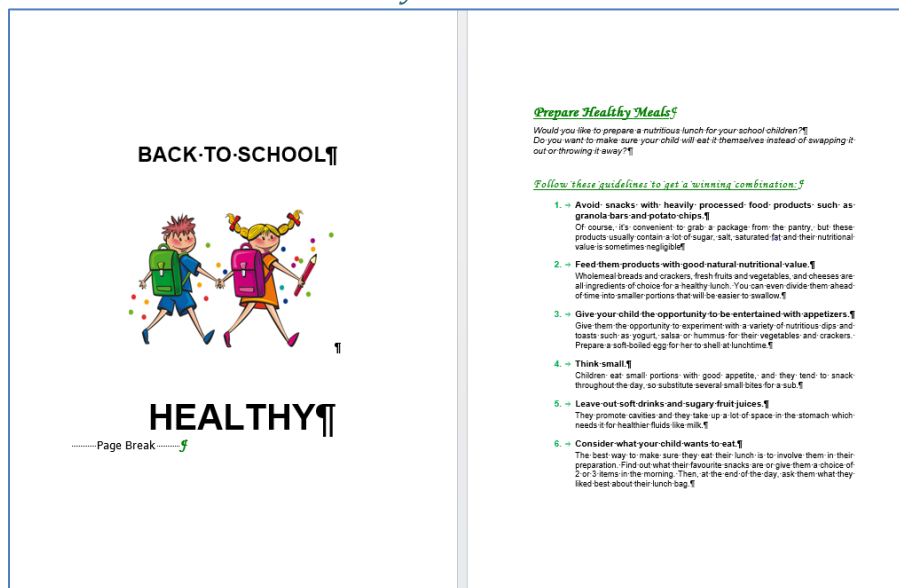
1. Open "Layout\_Bullet Back to school" file.
2. Title "Back to school Healthy" should be on the first page, balance on the second page.
3. To create a **Page Breaks**, click before "Prepare Healthy Meals"



4. Click in **Layout Tab** ➔ group **Page Setup**, open the **Page Setup** dialog box
5. Click on the ➔ **Layout tab** ➔ Choose ➔ **Center**
6. Use **Spacing before and After** with your first page (Your choice)
7. On the second page, numbers to create
8. All your text in bold: number to insert Number at 1 cm and text at 2 cm  
You should have from 1 to 6
9. Make sure to uncheck "Don't add space between paragraph of the same style"
10. All the paragraph under Numbering should follow the text above  
If the number start at 1 cm and the space between text and the bullet is 1 cm  
Indentation, Left should be 2 cm



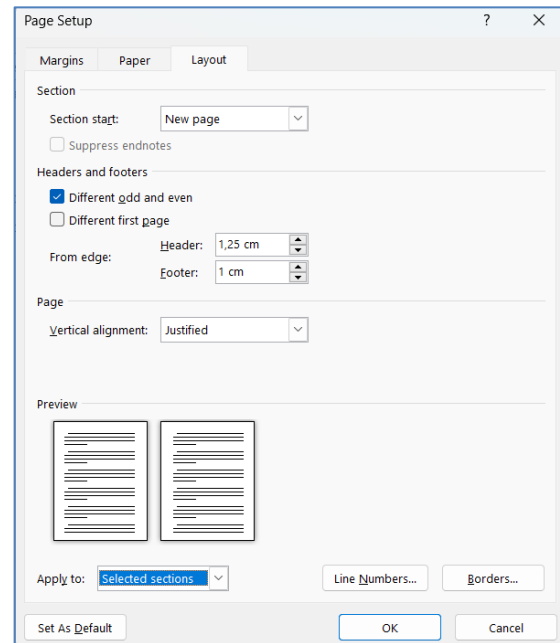
See your res ult below



## EXERCISE - ORIENTATION (PORTRAIT – LANDSCAPE)

1. Open "**Page\_Break\_Landscape**" file
2. Drop the insertion point at the end of the first page:  
"**...all the gold in the world!**"
3. From **Layout tab**, click on **Breaks** choose **Next Page** in Section Breaks
4. Drop the insertion point on the second page and from the Layout tab **Orientation** choose **Landscape**
5. Click **OK**
6. You have now **"2 sections"**
  - ✕ First page **"Portrait"**
  - ✕ Second page **"Landscape"**
7. Click anywhere in the first page, open **Page Setup** (dialogue box) **Layout tab** choose **Vertical alignment** **Justified**

*See your result below*



THE GIFT	
<p>The best gift in the world It's a gift with love</p>	
<p>The best gift for children It's tenderness and affection</p>	
<p>A parent's greatest gift He's a child</p>	
<p>And the greatest gift I've received since I was born I wouldn't trade it for all the gold in the world!</p>	

## EXERCISE - HIERARCHICAL NUMBERING

### File: Personnel Management

- ✦ 1st level: Uppercase, blue color, 12pt paragraph spacing before and after
- ✦ 2nd level: Uppercase, red color, paragraph spacing before 12pt and after 6pt
- ✦ Layout: document center on page vertically
- ✦ Use the **Fomat Painter** to reproduce the same format

#### 1. GENERAL PERSONNEL MANAGEMENT

##### 1.1. HISTORICAL DEVELOPMENTS

- 1.1.1. Personnel management in its embryonic stage.
- 1.1.2. The reorientation of personnel management activities.
- 1.1.3. Consolidation of personnel management activities.
- 1.1.4. The age of maturity of personnel management.

##### 1.2. DEFINITIONS AND OBJECTIVES OF PERSONNEL MANAGEMENT

- 1.2.1. Conventional definitions.
- 1.2.2. Systemic Definitions
- 1.2.3. Objectives

##### 1.3. PERSONNEL MANAGEMENT ACTIVITIES

- 1.3.1. Personnel administration
- 1.3.2. Personnel management (in the broadest sense)
- 1.3.3. Communication and information.
- 1.3.4. Working conditions
- 1.3.5. Industrial relations.

#### 2. ROLES OF PERSONNEL MANAGEMENT

##### 2.1. FUTURE ROLE OF THE FUNCTION

- 2.1.1. According to some French authors
- 2.1.2. According to some American authors.

#### 3. STRUCTURAL SUPPORT FOR PERSONNEL MANAGEMENT.

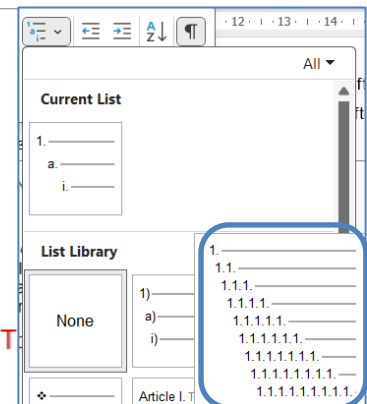
##### 3.1. GENERAL

- 3.1.1. The resources that make up the organization.
- 3.1.2. Organization Life Cycle
- 3.1.3. The personnel department.
- 3.1.4. The environment.

#### 4. CORPORATE SOCIAL RESPONSIBILITY

##### 4.1. NATURE OF SOCIAL RESPONSIBILITY

- 4.1.1. Implications
- 4.1.2. People Management vs. Social Responsibility
- 4.1.3. Profile of a manager.



## EXERCISE "BACK TO SCHOOL"

1. The entire document:	<ul style="list-style-type: none"> <li>★ Alignment: Justified</li> <li>★ Paragraph spacing: 12pt before and after</li> </ul>
2. Picture:	<ul style="list-style-type: none"> <li>★ Alignment: <b>Centered</b></li> </ul>
3. Title: Prepare Healthy Meals	<ul style="list-style-type: none"> <li>★ Centered Title</li> <li>★ Bottom Border Color: Blue</li> </ul>
4. Next Paragraph	<ul style="list-style-type: none"> <li>★ Italic and Size 12</li> </ul>
5. Title: Follow these guidelines....	<ul style="list-style-type: none"> <li>★ Spacing Before 24 pt</li> </ul>
6. Numbering on the first page Under Follow these.... See result	<ul style="list-style-type: none"> <li>★ First sentence in bold</li> <li>★ Number: Bold and blue color</li> <li>★ Clear the checkbox in paragraph: "Don't add space between paragraphs of the same style"</li> <li>★ Indent Left at 2 cm</li> </ul>
7. Next page - Paragraph under the heading: "Identify back-to-school stress"	<ul style="list-style-type: none"> <li>★ Font: Comic Sans MS</li> <li>★ Borders &amp; Shading, double border ⇒ width 1 1/2 pt</li> <li>★ Colour: <b>blue</b></li> </ul>
8. Section under: " Signs that your child may be stressed... "	<ul style="list-style-type: none"> <li>★ Bullet: Blue (will be nice if you change the bullet in Symbol)</li> <li>★ Indent ⇒ Left at 2 cm</li> <li>★ Line Spacing: 2.2</li> </ul>
9. First paragraph under the heading: If you notice...	<ul style="list-style-type: none"> <li>★ Font: Comic sans MS</li> <li>★ "Wave" underline</li> <li>★ Line Spacing: 1.2</li> </ul>
10. Next paragraph:	<ul style="list-style-type: none"> <li>★ Bold, italic</li> <li>★ Left and right indentation: 2cm</li> </ul>
11. Third paragraph	<ul style="list-style-type: none"> <li>★ Italic and Small Caps</li> <li>★ Size: 11.5</li> <li>★ Alignment: <b>Centered</b></li> </ul>
12. Third page: Paragraph: under "Beware of these pests... "	<ul style="list-style-type: none"> <li>★ Font: size 12</li> <li>★ Character Spacing: <b>Expanded to 1pt</b></li> </ul>
13. Step 1 – 2 – 3 and 4	<ul style="list-style-type: none"> <li>★ Open paragraph</li> <li>★ Indentation: Left at 0 cm, Special "Hanging" by 2 cm</li> <li>★ See the result</li> </ul>
14. Subtitle: (last page) How to Get Rid of Head Lice How to Get Rid of Pinworms	<ul style="list-style-type: none"> <li>★ Paragraph Spacing:</li> <li>★ Before: 24 pt</li> <li>★ After: 12 pt</li> </ul>
15. Last three paragraphs:	<ul style="list-style-type: none"> <li>★ Bullet of your choice</li> <li>★ Bullet Indent: Left at 1.5</li> <li>★ Respect paragraph spacing (without making unnecessary feedback)</li> <li>★ Bullet: Bold and blue color</li> </ul>
16. Picture	<ul style="list-style-type: none"> <li>★ <b>Explore "Picture Format"</b></li> </ul>
17. Footer	<ul style="list-style-type: none"> <li>★ Insert a page number in the footer (Your choice)</li> </ul>

See the result on the following pages. **Good luck!**



## *Prepare Healthy Meals*

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*Would you like to prepare a nutritious lunch for your school children? Do you want to make sure your child will eat it themselves instead of swapping it out or throwing it away?*









*Follow these guidelines to get a winning combination:*

- 1. Avoid snacks with heavily processed food products such as granola bars and potato chips.** Of course, it's convenient to grab a package from the pantry, but these products usually contain a lot of sugar, salt, saturated fat and their nutritional value is sometimes negligible
- 2. Feed them products with good natural nutritional value.** Wholemeal breads and crackers, fresh fruits and vegetables, and cheeses are all ingredients of choice for a healthy lunch. You can even divide them ahead of time into smaller portions that will be easier to swallow.
- 3. Give your child the opportunity to be entertained with appetizers.** Give them the opportunity to experiment with a variety of nutritious dips and toasts such as yogurt, salsa or hummus for their vegetables and crackers. Prepare a soft-boiled egg for her to shell at lunchtime
- 4. Think small.** Children eat the small portions with a good appetite, and they tend to snack throughout the day, so substitute several small bites for a submarine.
- 5. Leave out soft drinks and sugary fruit juices.** They promote cavities and they take up a lot of space in the stomach which needs it for healthier fluids like milk
- 6. Consider what your child wants to eat.** The best way to make sure they eat their lunch is to involve them in their preparation. Find out what their favourite snacks are or give them a choice of 2 or 3 items in the morning. Then, at the end of the day, ask them what they liked best about their lunch bag.

## *Identify back-to-school stress*

Sometimes children don't respond well to changes, and it can take some time to adjust to the start of the school year. Back-to-school stress can have a variety of causes. These include adjusting to new teachers and classmates, homework in addition to homework, or simply changing routines. Stress can sometimes come from more important causes, such as bullying by other children or the presence of a school-related phobia. To properly prepare to help your child, there are some important signs you need to pay attention to.

*Signs that your child may be stressed or worried include:*

-  Difficult departures to school, crying or irritability
-  Sudden bouts of bedwetting or incontinence during the day
-  Sleep disturbances
-  School truancy or dropping out of social activities
-  The occurrence of problems in the school environment
-  The appearance of nervous tics (twisting of the hair or biting of the nails)
-  Regressive driving
-  Headaches or abdominal pain at short intervals.

*If you notice that your child is stressed, start a dialogue.*

Talk to them about different ways to cope with this problem or possible solutions to the causes of their stress. Make sure your child's diet is balanced and encourage physical activity that will allow them to decompress. Make sure your child has some rest time in their schedule.

***Involve your child's teachers or the school principal if a problem-solving method is required. And consult your doctor if stress seems like an excessive or unsolvable problem.***

***ABOVE ALL, REASSURE YOUR CHILD BY TELLING THEM THAT YOU SUPPORT AND LOVE THEM, KISSING THEM OFTEN, HUGGING THEM FREQUENTLY, AND ENCOURAGING THEM.***



## *Beware of these two parasites: Head lice and pinworms*

In schools across Canada, lice and pinworms are two of the most common parasites in children.

### *How to get rid of head lice:*

- Step 1: Check your child's hair every week, especially looking for lice or their nits. You can also use a lice comb with very fine teeth.
- Step 2: Remove as many parasites and eggs as possible by hand, then talk to your pharmacist about therapeutic products like medicated shampoos.
- Step 3: Wash all clothes and bedding in very hot water to kill lice and nits. Vacuum furniture and floors.
- Step 4: Don't let your child, whether infected or not, share a hairbrush, comb, headband or hat with friends.

### *How to get rid of pinworms:*

Use a medicine prescribed by your doctor to free your child from pinworms. You should also treat other family members even if they don't have any symptoms. A second dose is usually taken 2 weeks later to prevent reinfection

- ♣ Wash sheets, underwear, and pajamas to remove eggs
- ♣ Make sure your children's nails are cut short and don't let them bite their nails or suck their fingers.
- ♣ Teach your child, whether infected or not, to wash their hands thoroughly and regularly, especially after using the toilet and before meals.

