

Course Manual:

Word Advanced



Technical support: info@formationcad.ca or (514) 316-6824

TABLE OF CONTENTS

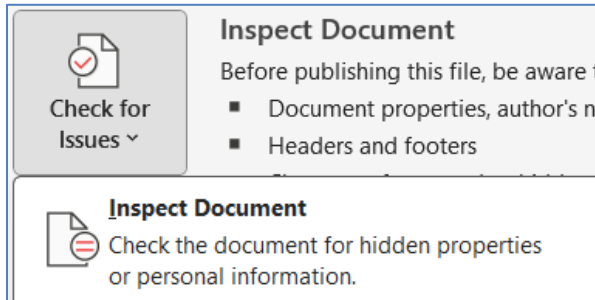
1.	CHECK FOR ISSUES – INSPECT DOCUMENT	4
1.1.	INSPECT DOCUMENT	4
2.	THE IMPORTANCE OF THE BRUSH	4
2.1.	REMOVE CHARACTER FORMATTING.	4
3.	LAYOUT OF TEXT IN COLUMNS	5
3.1.	CREATE COLUMNS FROM THE COLUMNS DIALOG BOX.....	5
3.2.	HANDLING COLUMN BREAKS	5
3.3.	DROP CAP.....	6
4.	DESIGN TAB	6
4.1.	EDIT A THEME.....	7
5.	STYLES & FORMATTING.....	7
5.1.	QUICK STYLES	7
5.2.	STYLE CHARACTERISTICS	8
5.3.	VIEWING THE STYLES APPLIED TO A DOCUMENT.....	8
5.4.	STYLE "NORMAL"	9
5.5.	SELECTION OF TEXTS IN THE SAME STYLE	10
5.6.	CANCEL A STYLE.	11
5.7.	WHAT TO DO IF YOUR STYLE DOES NOT APPEAR INTO THE STYLES BOX.....	11
5.8.	CREATE A NEW STYLE	12
5.9.	MANAGING QUICK STYLES	13
5.9.1.	Edit a style	13
5.9.2.	Delete a style in a document	13
5.10.	CREATE CHARACTER STYLES	14
5.11.	STYLE MANAGEMENT	14
5.12.	STYLES OPTIONS	15
5.13.	MANAGE STYLES.....	16
5.14.	IMPORT/EXPORT STYLES	16
6.	TABLE OF CONTENTS.....	18
6.1.	CREATE A TABLE OF CONTENTS FROM HEADING STYLES	18
6.2.	UPDATE A TABLE OF CONTENTS.....	19
6.3.	CUSTOMIZE A TABLE OF CONTENTS	19
6.4.	CREATE A TABLE OF CONTENTS FROM LEVEL IN PARAGRAPH	20
7.	FORMAT LONG DOCUMENTS	22
7.1.	CREATE A HEADER OR FOOTER	22

7.2.	WINDOW: HEADER	23
7.3.	WINDOW: FOOTER.....	23
7.4.	DIFFERENT FIRST PAGE	23
7.5.	EXERCISE – DIFFERENT FIRST PAGE.....	24
7.6.	DIFFERENT ODD AND EVEN PAGES	25
7.7.	CHANGE THE SECTION – IN CASE OF A BLANK PAGE	25
8.	CREATE A SECTION.....	26
8.1.	DOCUMENT CONTAINING SEVERAL SECTIONS	26
8.2.	PAGES BREAKS.....	26
9.	BOOKMARKS	27
9.1.	CREATE A BOOKMARK.....	27
9.2.	USE A BOOKMARK.....	27
10.	CROSS-REFERENCE	28
11.	FOOTNOTES – ENDNOTES.....	28
11.1.	CREATE FOOTNOTES	29
11.2.	MOVE OR COPY NOTES	29
11.3.	TO DELETE A NOTE	29
11.4.	TO CONVERT ALL FOOTNOTES TO ENDNOTES	29
12.	CREATE A TABLE OF FIGURES.....	30
12.1.	INSERT CAPTIONS TO ITEMS	30
13.	CREATE A BIBLIOGRAPHY	30
14.	INSERT A FILE INTO AN OPEN DOCUMENT	32
15.	TRACK CHANGES.....	32
15.1.	VIEW CHANGE TRACKING	32
15.2.	USE THE DIFFERENT TYPES OF REVISION MARKINGS	33
15.3.	CHANGE TRACKING OPTIONS.....	33
15.4.	VIEW AND HIDE REVIEWS.....	34
15.5.	SHOW MARKUP	35
15.6.	REVIEWERS	35
15.7.	REVIEWING PANE	35
15.8.	COMMENT A TEXT	36
15.9.	DELETE ALL COMMENTS.....	36
15.10.	ACCEPT, REJECT CHANGES AND COMMENTS	36
15.11.	PRINT COMMENTS AND EDITS	37
15.12.	DOCUMENT PROTECTION (RESTRICT EDITING)	37

15.13. COMPARE AND COMBINER DOCUMENTS	39
15.14. COMBINING DOCUMENTS.....	40
16. INDEX.....	41
16.1. CREATE AN INDEX.....	41
16.2. MARK THE ENTRIES	41
17. ADDITIONAL EXERCISES	43
17.1. EXERCISE 1 – COLUMNS.....	43
17.2. EXERCISE 2 – COLUMN JUMP.....	43
17.3. EXERCISE 1 – STYLE	44
17.4. EXERCISE 2 – USING QUICK STYLES	45
17.5. EXERCISE 3 – CREATE A STYLE & TEMPLATE	46
17.6. TWO WAYS TO APPLY EXISTING STYLE	47
17.6.1. Step one – Use your template	47
17.6.2. Step two – By Importing style	48
17.7. HOW TO CORRECT A TEMPLATE	50
17.8. COMPARE AND MERGE EXERCISES (COMBINE)	50
18. EXERCISE - HELP ENDANGERED ANIMALS.....	51
18.1. SECTION BREAKS.....	51
18.2. BOOKMARK	52
18.3. INSERT A CROSS-REFERENCE.....	52
18.4. FOOTNOTE – ENDNOTE	52
18.5. CAPTION (PICTURES & EXCEL CHART)	53
18.6. BIBLIOGRAPHY	53
18.7. OPEN "AFRICAN RHINOS" FILE TO INSERT OBJECT	54
18.8. INSERT BIBLIOGRAPHY AT THE END AT THE END OF THE DOCUMENT.....	54
18.9. HEADER & FOOTER TO CREATE	54

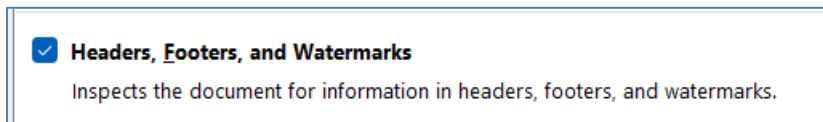
1. Check for Issues – Inspect Document

In **File Tab – INFO**, we find two important options for our Advanced Word course

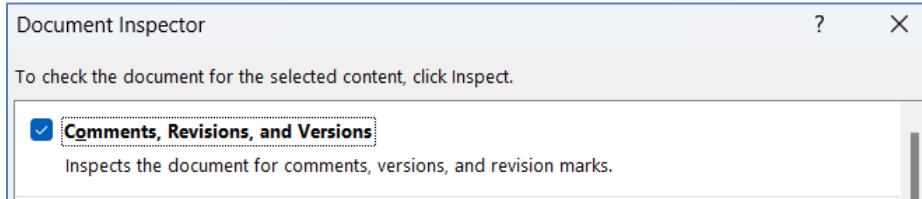


1.1. Inspect Document

It is important to be able to remove **Headers, Footers, and Watermarks**

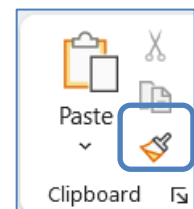


Also to remove **Comments, Revisions, and Versions**



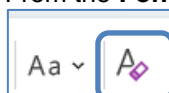
2. The Importance of the Brush

The **brush** is a very important tool in **Word**, it will reproduce the formatting of the text to be modified in a very efficient way. Select the text you want to reproduce, then click once on the brush, or click twice on the brush to reproduce as many times as you want, then select the text you want to edit. To turn off the brush, click **Esc** on the keyboard or click the brush again.



2.1. Remove character formatting.

1. Select the text for which you want to **remove formatting**
2. From the **Font** group ► **Clear All Formatting**



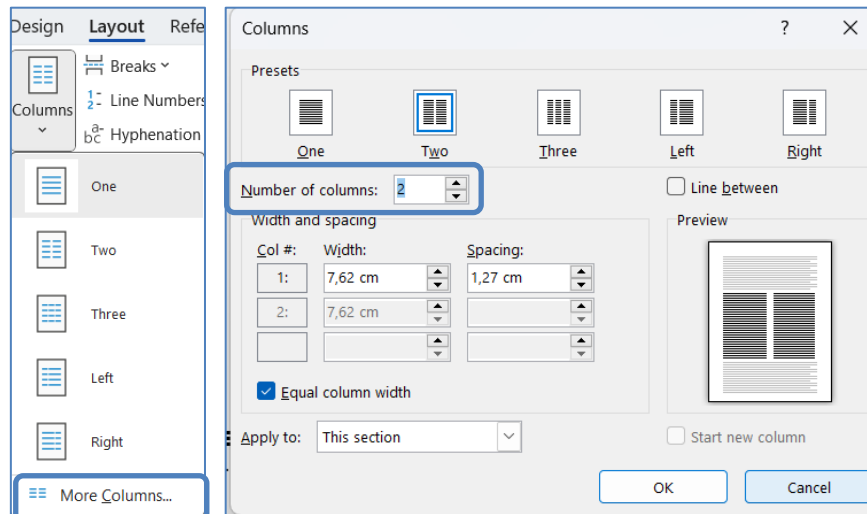
3. Layout of text in columns

Word allows you to arrange text in multiple columns. Those columns are of the "Journal" type. Columns can be the same width or different widths. If only part of the document is to be arranged in multiple columns, you have two choices. If the text you want to format is short, you can select it and then set the format of the columns. **Word** will then insert a **continuous section break** at the beginning and end of the selected text. In the case of text that takes longer to select, you can insert the section breaks yourself before setting the column format.

3.1. Create Columns from the Columns Dialog Box

You can set columns of the same width or columns of different widths. In addition, you can set the value of the space between columns.

- ▶ From the tab ► **Layout**, ► click ► **Columns** ► **More Columns** to open the "**Columns**" dialog box.
- ▶ Enter the desired number of columns in the **Number of Columns** text box.



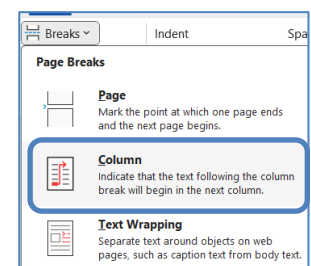
- ▶ To set columns with different widths, clear the **Equal column width** check box.
- ▶ To specify the width of the columns, enter the desired dimensions for each column in the **Width** text box.
- ▶ To specify the amount of space you want to have between columns, enter the desired dimensions in the **Spacing** text box.
- ▶ Click the OK button.

3.2. Handling Column Breaks

A column break allows you to start a new column from the insertion point. By default, **Word** places column breaks based on the free vertical space on the page. You can change this formatting by forcing Word to do so through column breaks.

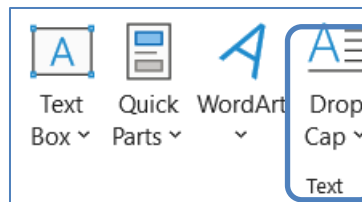
See **Column** and **Column Break** Exercises and Explore **Drop Cap**

in **ADDITIONAL EXERCISES** at the end of the documentation (p.45-46)

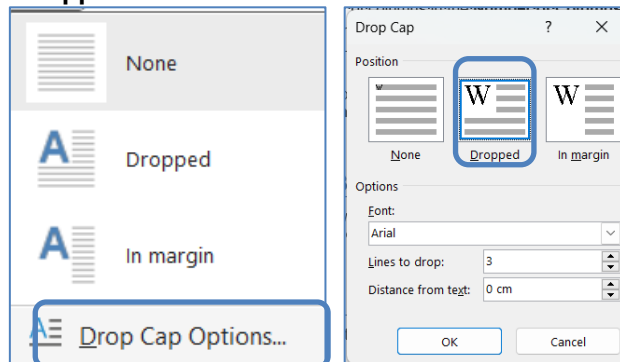


3.3. Drop cap

Sometimes it's interesting to see the first letter prominently displayed in a document with columns.



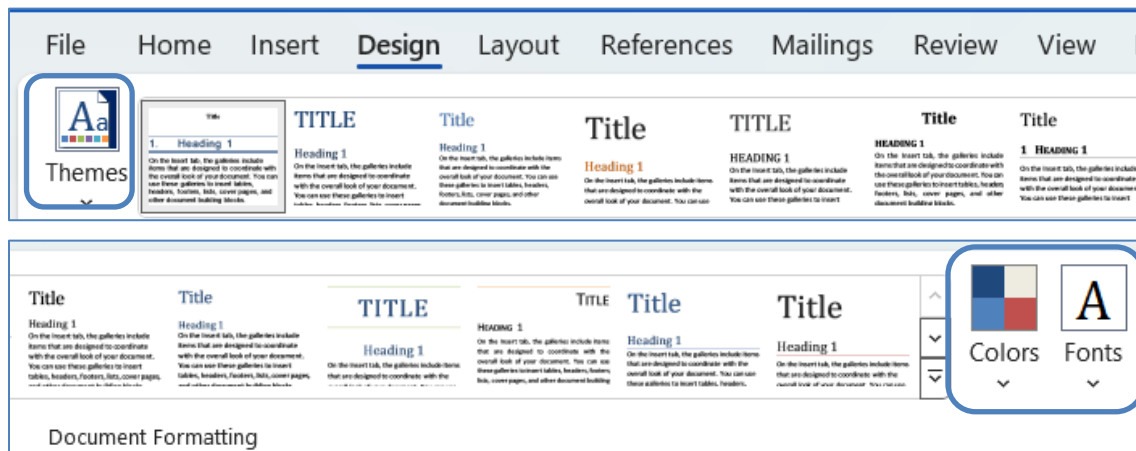
- Click in a paragraph, from the **Insert** tab, **Text** group, click on "Drop Cap" and choose "Dropped".



- See **Drop Cap Options...** To change the font and number of lines as needed.

4. Design tab

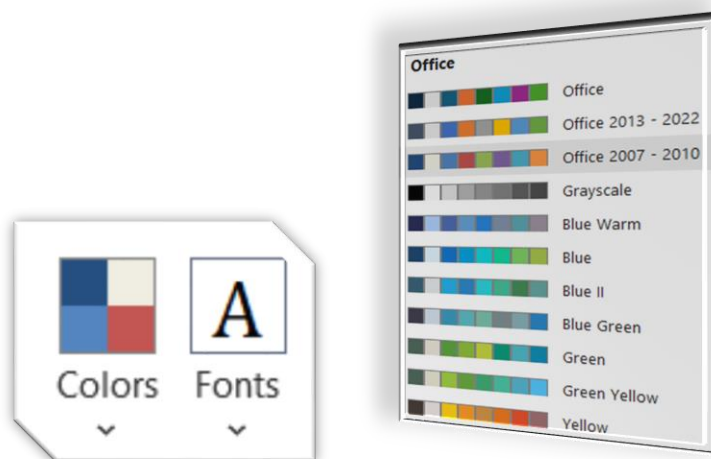
We can't talk about Styles without talking about DESIGN



The "Design" tab contains options for **themes** and document formatting. This will make changes in styles, formatting your entire document by changing colors and fonts, also touching on the paragraph: spacing, alignment, and even a theme for hierarchical numbering.

4.1. Edit a theme

- ▶ In it, we change the colors and fonts
- ▶ If you just want to change the Colors or Fonts, click on the last 2 options

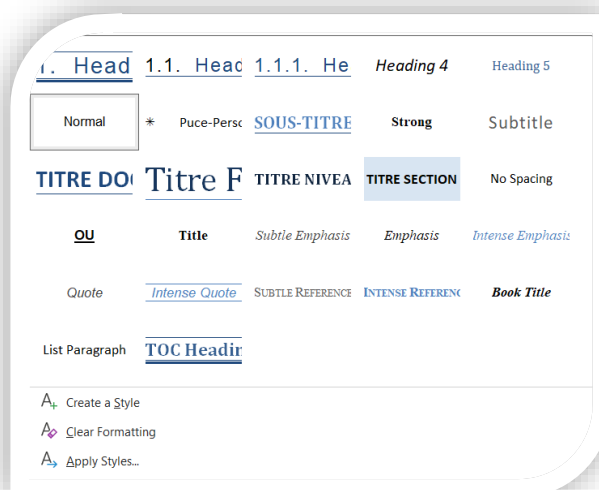


5. Styles & Formatting

5.1. Quick Styles

Click on the "**Home**" tab, "**Style**" group, The appearance of the paragraph is changed automatically, demonstrating what the style corresponds to.

We'll need to go back into the styles to change the **Titles**, **Normal**, etc.



5.2. Style Characteristics

A style is a group of formatting of paragraphs and/or characters. A style has a name and can be applied as many times as needed.

By default, all documents are created from the Normal style, which contains paragraph and character formatting that is already defined.

Several styles already exist in Word templates: footnotes, headers, and footers, heading 1, etc. Styles that meet users' needs can be created and reused in other documents.

To quickly change the formatting of the text for which a style has been used, simply change that style and the change will be reflected throughout the document.

In summary, the advantage of this technique is that if, for some reason, you want to change one of the formatting, you will only have to change the style concerned. The changes will automatically apply to the different sections of the text to which the style was applied.

Styles are the basis of plans and tables of contents.

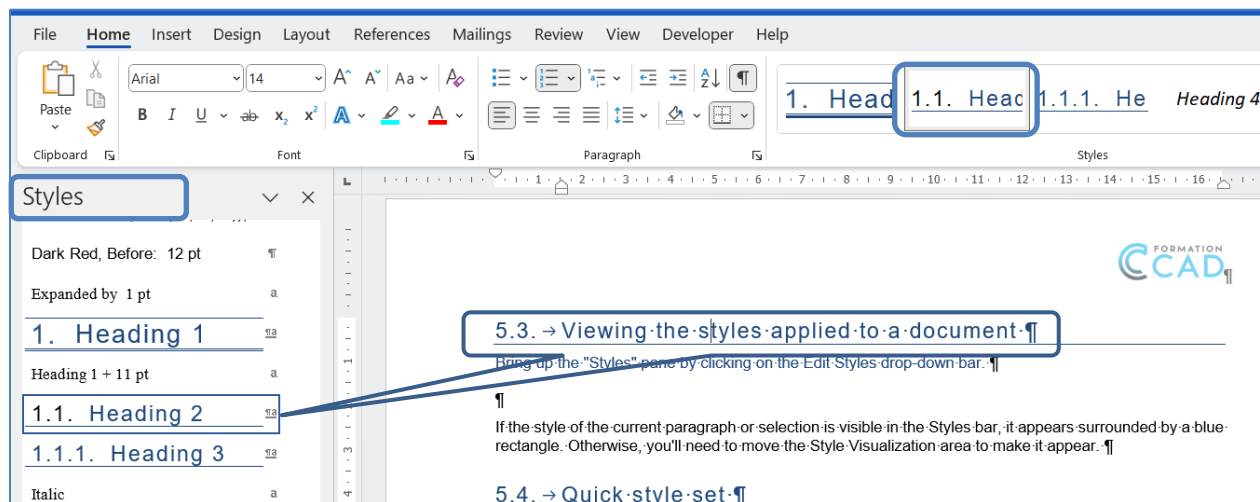
ATTENTION:



Word automatically creates styles as you type when the Set styles from your formatting check box. (AutoCorrect options in File ► OPTIONS ► Proofing ► Check spelling as you type is enabled. Word detects the type of formatting and position of the text, and then applies the styles associated with that formatting.

5.3. Viewing the styles applied to a document

Bring up the "Styles" pane by clicking on the Edit Styles drop-down bar.



If the style of the current paragraph or selection is visible in the Styles bar, it appears surrounded by a blue rectangle. Otherwise, you'll need to move the Style Visualization area to make it appear.

Please note:

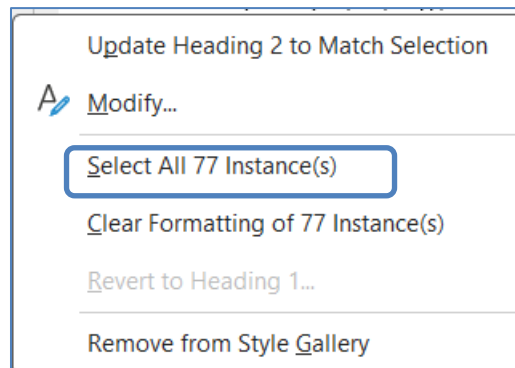
A style can be based on another style, so that if the base style is changed, the derived style can be modified in the same way.

You can set the style to be automatically applied to the next paragraph. For example, you can ask to apply the "subtitle" style to the paragraph after the "title" style. If you type a paragraph in "title" style, pressing the <Enter> key will present a new paragraph in "subtitle" style.



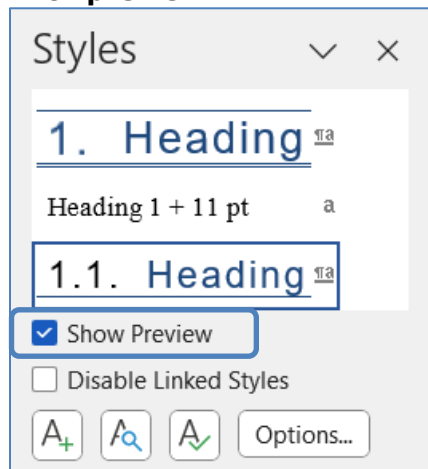
5.5. Selection of texts in the same style

It may be interesting to select all the texts in your document that have the same style applied. This cannot be done for list and table styles.



It is also possible to select text from the style drop-down, select the style you want to search for and right-click on the style you want to select in the document and click on the **Select All Occurrences** option (n is the number of texts involved).

With preview



5.6. Cancel a style.

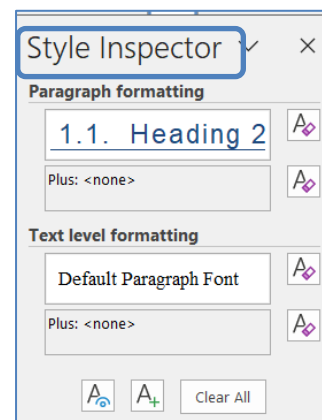
This manipulation affects character and paragraph styles. It allows you to find the layout of the text before the style was applied.

- ▶ To undo the application of a character style, select the affected characters or, if it is a paragraph, click in the relevant paragraph.
- ▶ Display the **Styles** pane) and click the **Style Inspector** button visible at the bottom of the window.



The **Style Inspector** pane appears on the screen.

To undo the paragraph style, click the button to the right of the style name in the **Paragraph Formatting** area.



To undo the character style, click the button to the right of the style name in the Text Formatting box.

To undo the paragraph or character style for all text with that style in the document, right-click the style name visible in the **Style Inspector** pane. Then click the **Clear Formatting of n Instances** option, where **n** is the number of texts involved.

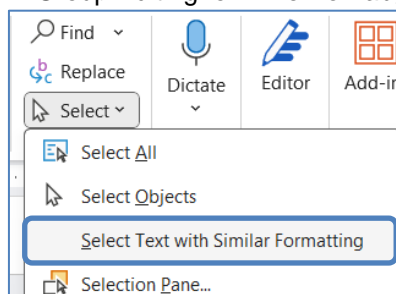
To undo the application of a paragraph or character style to all text with that style in the document, you can also right-click on the name of the style in the **Styles** window and click the **Clear Formatting of N Instances** option.

If, in addition to the paragraph or character style, other formatting has been added, you can clear these formatting by clicking the button visible to the right of the corresponding grayed area: the grayed area will then display the text **<none>**.

To undo the style and other formatting, click the **"Clear All"** button: the **Normal** style is applied to the paragraph and the Font style defaults to the characters; the grayed-out areas display the text **<none>**.

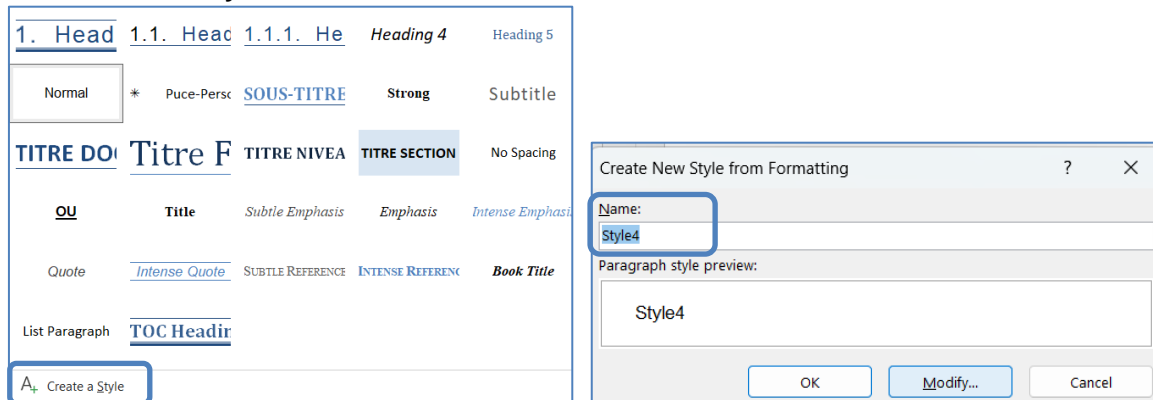
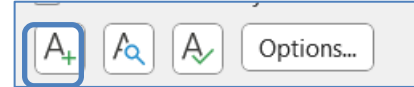
5.7. What to do if your style does not appear into the styles box

- ▶ Select your **style**
- ▶ In Group Editing form **Home** Tab, choose ► **select** and click **Select Text with Similar Formatting**



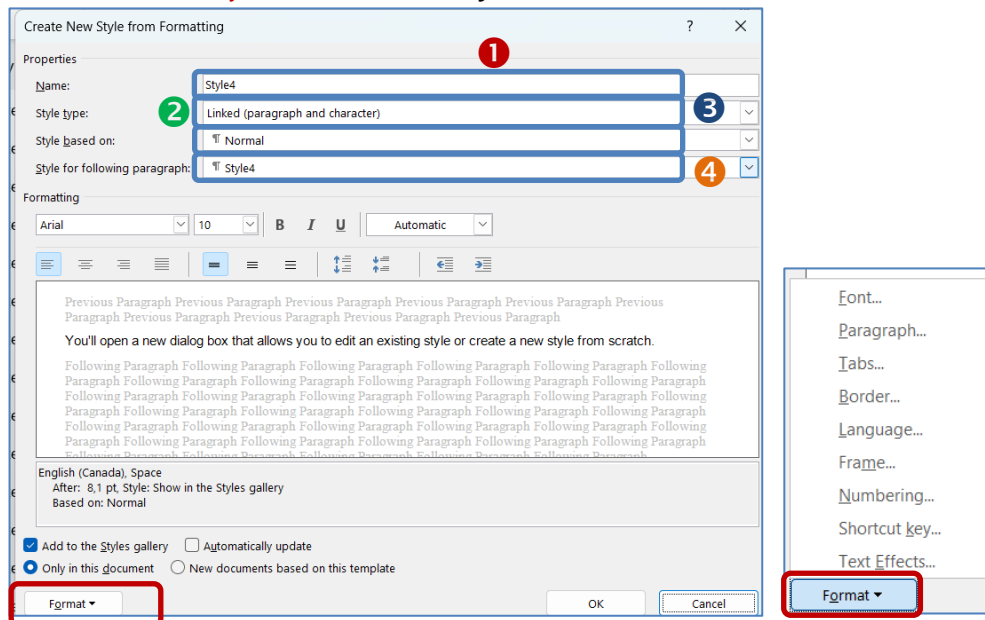
5.8. Create a new style

- ▶ Click the button under Edit Styles
- ▶ To create a new style: You need to click on the create style button.
- ▶ Click on **Create Style**, enter the new name



- ▶ Choose the style from which you base your new style (a change to the base style will affect your style)
 - ▶ Specify character formats, paragraphs, borders, etc.
1. You'll open a new dialog box that allows you to edit an existing style or create a new style from scratch.

The name of the style ▶ Click on **Modify**



2. The type of style, the two most common are paragraph and character
 3. The style on which the creation is based
 4. The style of the next paragraph (for a title for example, this will be normal)
 5. The format button allows you to change the style more precisely.
- ▶ After clicking the **Format** button, you have the option to choose which style attributes you want to change.

5.9. Managing quick styles

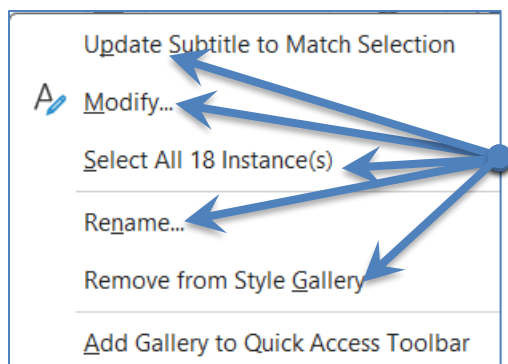
☒ Add to the Styles gallery
 ☐ Automatically update

☒ Only in this document
 ☐ New documents based on this template

1. You must check this box if you want your new style to be present in all documents based on this template.
2. Determine if this style will be added to the list of quick styles
3. Determine if this style will only belong to this document or if it will be present in any new document
4. Pay attention to the mention Automatically Update

5.9.1. Edit a style

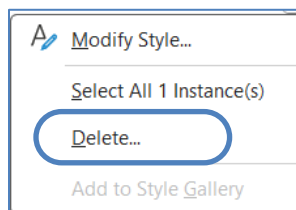
We have a few options to select or modify a style (See window below)



5.9.2. Delete a style in a document

Click the button under Edit Styles

- Select the style you want to delete from the Styles list.



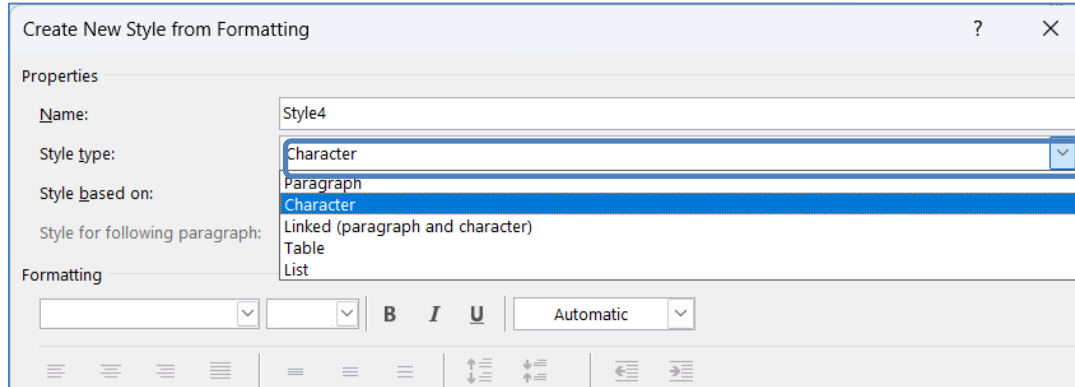
- Click on Delete... and confirm the deletion of the style by clicking Yes.



Little exercise with Quick Style on page 46

5.10. Create Character Styles

- ▶ Click the button under Edit Styles
- ▶ Click New, enter new name
- ▶ Style Type, select Character

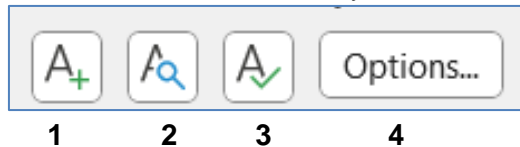


- ▶ Modify Format, Font
- ▶ To use it, point to the desired paragraph and activate shortcut keys

5.11. Style Management

The styles created are linked to the document in which they were made. To use them in other documents, they should be incorporated into the most commonly used template (usually **Normal.dot**)

- ▶ Open the document containing the styles you want to add to the template
- ▶ Click the button under Edit Styles



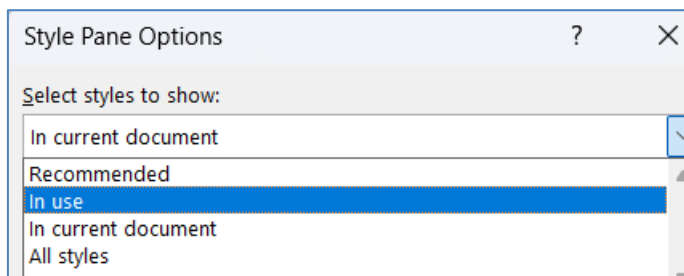
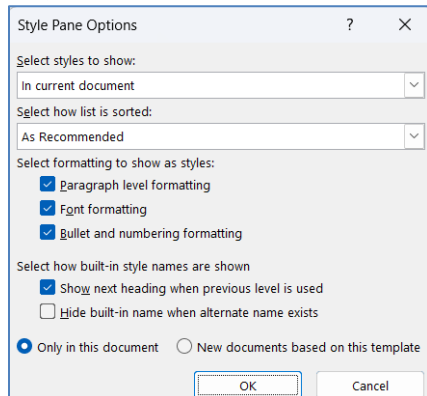
- ▶ Then select the Manage Styles button
 1. Create a style
 2. Inspect a style
 3. Manage styles
 4. Options

Note :

5.12. Styles Options

In your styles, you have different options: **In current document** or **in use** or **Recommended** or **All styles**

If you choose ► **All styles**, next document will keep the same option.




Let's do a little exercise together and open a new document

1. Open a new document
2. Open styles Box and Active Show Preview
3. How many styles do you have? (A few, a lot?)
4. See the difference

In use or in current document	Recommended	All styles
<div> <div>Styles</div> <div> <div>Clear All</div> <div>Normal</div> <div>Majuscule</div> <div>Heading 1</div> <div>Heading 2</div> <div>Title</div> <div>Subtitle</div> <div>Intense Emphasis</div> <div>Quote</div> <div>Intense Quote</div> <div>INTENSE REFERENCE</div> <div>List Paragraph</div> </div> </div>	<div> <div>Styles</div> <div> <div>Clear All</div> <div>Normal</div> <div>Majuscule</div> <div>No Spacing</div> <div>Heading 1</div> <div>Heading 2</div> <div>Title</div> <div>Subtitle</div> <div>Subtle Emphasis</div> <div>Emphasis</div> <div>Intense Emphasis</div> <div>Strong</div> <div>Quote</div> <div>Intense Quote</div> </div> </div>	<div> <div>Styles</div> <div> <div>Clear All</div> <div>Normal</div> <div>Default Paragraph Font</div> <div>Majuscule</div> <div>No Spacing</div> <div>Heading 1</div> <div>Heading 2</div> <div>Heading 3</div> <div>Heading 4</div> <div>Heading 5</div> <div>Heading 6</div> <div>Heading 7</div> <div>Heading 8</div> <div>Heading 9</div> </div> </div>

Now, open "Atmosphere"

In use or in current document	Recommended	All styles
<div> <div>Styles</div> <div> Clear All Normal <div>Title section</div> <div><i>Title subsection</i></div> Majuscule Heading 1 Title List Paragraph </div> </div> <p>In this document, we don't have a lot of style</p> 	<div> <div>Styles</div> <div> Clear All Normal <div>Title section</div> <div><i>Title subsection</i></div> Majuscule No Spacing Heading 1 Heading 2 Title Subtitle Subtle Emphasis Emphasis Intense Emphasis Strong </div> </div>	<div> <div>Styles</div> <div> Clear All Normal <div>Title section</div> <div><i>Title subsection</i></div> Default Paragraph Font Majuscule No Spacing Heading 1 Heading 2 Heading 3 Heading 4 Heading 5 Heading 6 Heading 7 <div><input checked="" type="checkbox"/> Show Preview</div> </div> </div>

5.13. Manage Styles

The **Manage Styles** dialog box that is displayed allows you to create new styles or delete unnecessary styles from the **Edit** tab.

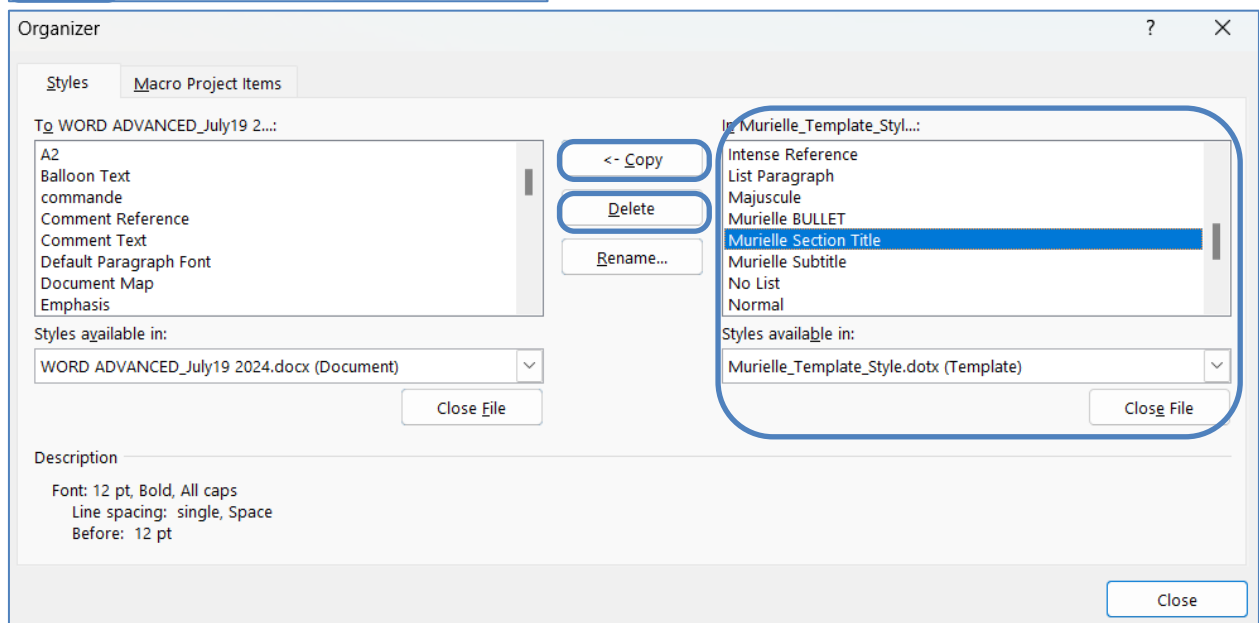
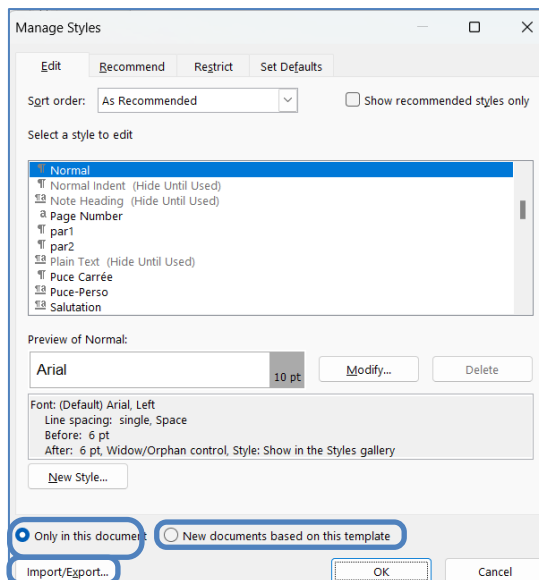
Also to Import or Export STYLES



5.14. Import/Export styles

This involves importing styles from another document or template into the active document or template.

- Open the document or template where you want to import styles.
- On the **Home** tab, click the button visible in the **Style** group to display the corresponding window.
- Click the **Manage Styles** button at the bottom of the **Styles** pane, and then click the **Import/Export** button at the bottom of the **Manage Styles** dialog box.



- ▶ Make sure that the **Styles** tab is active in the **Organizer** dialog box.
- ▶ Click the **Close File** button visible below the right-hand box: the Close File button is replaced by the **Open File** button.
- ▶ Click the **Open File** button.
- ▶ Select the document or template that contains the styles you want to import; by default, only the templates are visible in the **Open** dialog box. If you want to view the documents, you must choose the **All Word Documents** option from the list to the right of the **File Name** box. ✓ Click the **Open** button.

If the styles you want to import are not contained in the **Normal template**, close the template, and then open the document or template that contains the styles:

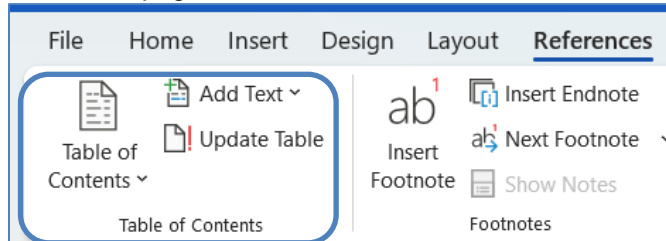
6. Table of contents

The easiest way to create a table of contents is to format all the headings that you want to appear in the table of contents using Word's built-in styles (example: Title 1 to Title 9).

If you prefer, you can apply personal styles or styles that contain hierarchy-level formatting.

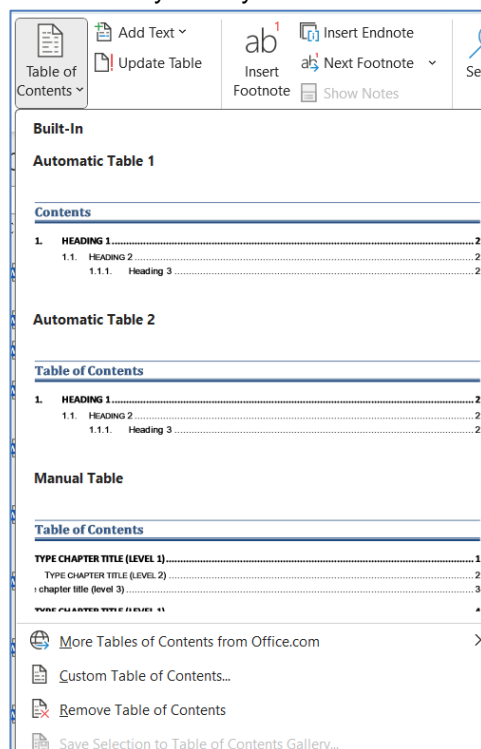
When the styles are applied, you can select a formatting and create the table of contents. During this process, Word searches for the titles with the specified styles, sorts them by level, lists their page numbers, and displays the table of contents in the document.

Once the table of contents is created, you can use it to quickly move through an online document. The table of contents is based on hyperlink. To navigate to a specific page or section within the document, simply click on a page number in the table of contents to display the corresponding title in the document.



6.1. Create a table of contents from HEADING styles

1. Heading styles must be applied before generating the table of contents
2. **References**, Table of Contents, choose the desired format, and click the OK button.
3. Select the layout of your choice from the list box

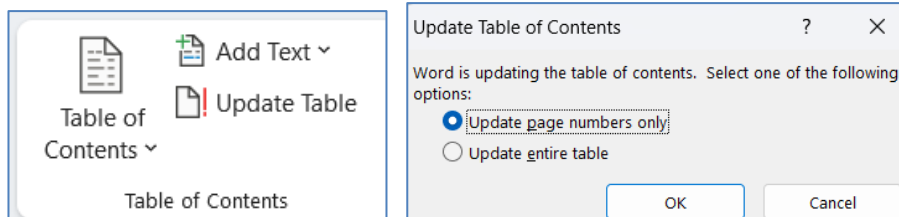


4. Your table of contents will generate where your cursor was positioned.

6.2. Update a table of contents

If text, structure, or pagination changes are made in the document, the table of contents does not update automatically. The user must take care of updating the table of contents.

1. Position your cursor in the table of contents.
2. Press the F9 key to update your table or click on the field tab



3. Select the required option.

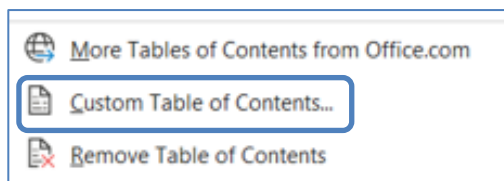
Note: When updating an entire index or table, any text or formatting changes made individually to the final table or index are lost

6.3. Customize a table of contents

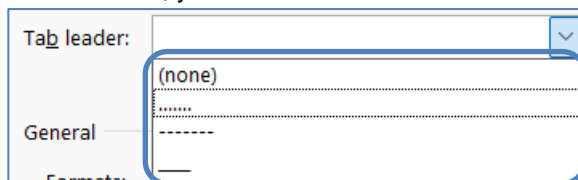
When Word constructs a table of contents, it assigns styles TM1 – TM9 to the various entries in the table of contents according to their heading level in the document. To change the formatting of entries at the same level, simply change the corresponding built-in table of contents style (TM1 –TM9).

To do this:

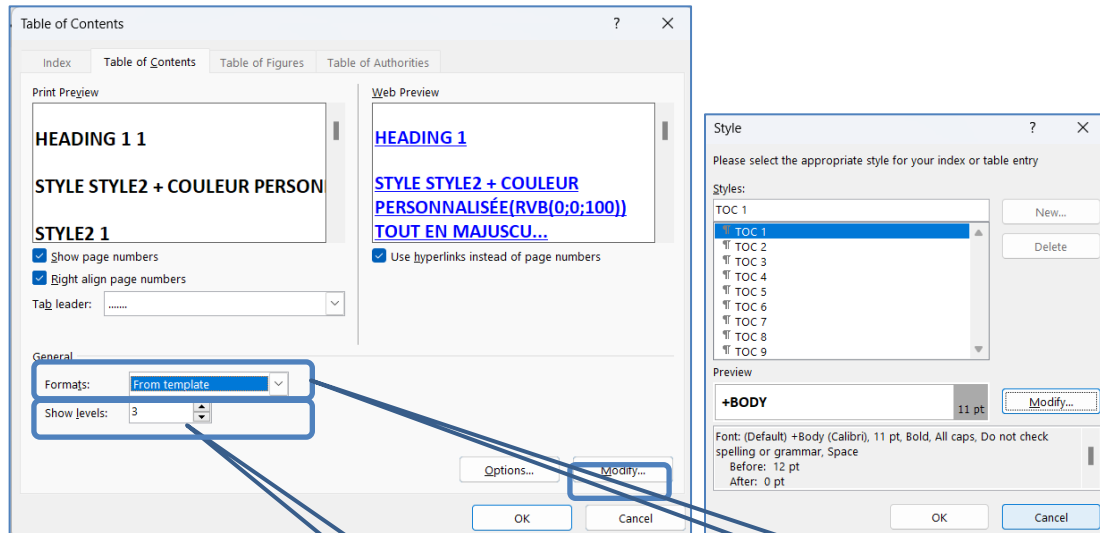
1. On the **References** Tab ➤ click **Tables of Contents**.
2. Choose **Custom Table of Contents**



3. In Tab leader, you have a few choice



4. In the Format box, click From Template, and then click on **Modify**;



5. In the Styles area, click on the style you want to edit instead of **"Template"**
6. Show levels is the number of **"Heading (Level)"** to see in the Table of Contents

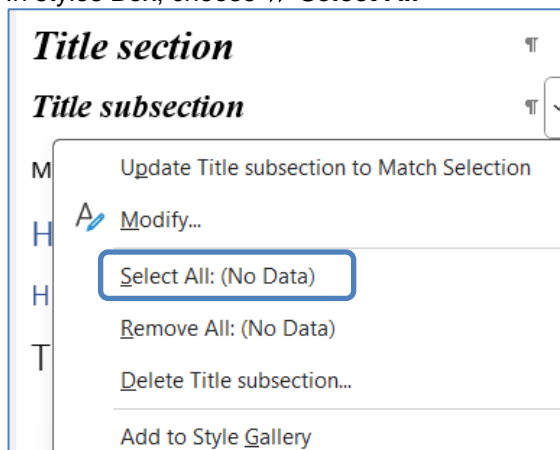
6.4. Create a table of contents from LEVEL in Paragraph

Everything is the same to create a table of contents. Instead of using "HEADING", we use Level in Paragraph Box.

When or why using **"Level"** instead of **"Heading"**? That could be a subtitle or a style and this one as to be in your Table of Contents but not formatting as a title, you want to keep your style.

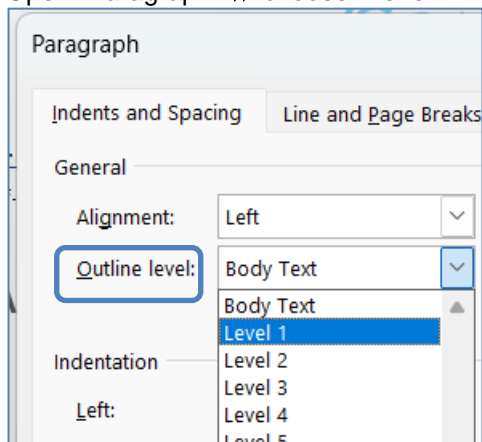
See an example together with Document **"Atmosphere"**

1. Select your Title **"Atmosphere"**
2. In styles Box, choose ► **Select All**

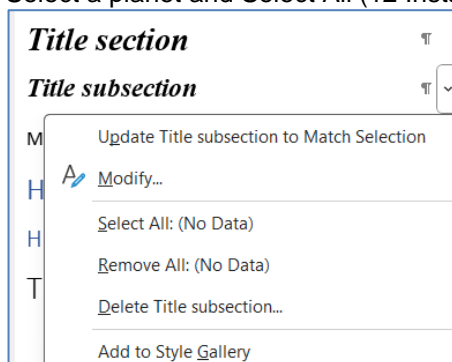


3. You will have **2 instance(s)**

4. Open "Paragraph" ► choose "Level 1" in Outline level

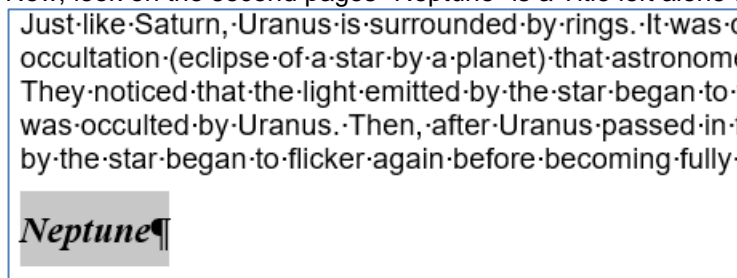


5. Select a planet and Select All (12 Instance(s))

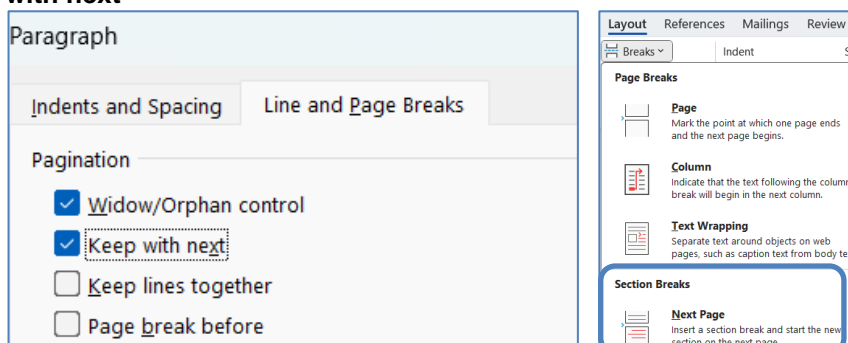


6. In Paragraph, choose "level 2"

7. Now, look on the second pages "Neptune" is a Title left alone at the end



8. Never, a title should stay alone at the end of a page. What to do?
Reselect all your planets ► reopen ► Paragraph ► Line and Page Breaks Tab ► choose ► Keep with next"



9. See the difference
10. In the preview section, we have explore "**Quick Styles**", click on any word in the text
11. With right click on "**Normal**" style ► modify for "**Justify**" instead of "**Left**"
12. Now, you want your "**Table of Contents**"
13. Insert "**Table of Contents**" at the beginning of the document with a new section ► **Layout** Tab ► "**Section Break**" ► **Next page**
14. Insert your "**Table of Contents**"

We will see later how to change the level of the Table of Contents with the style

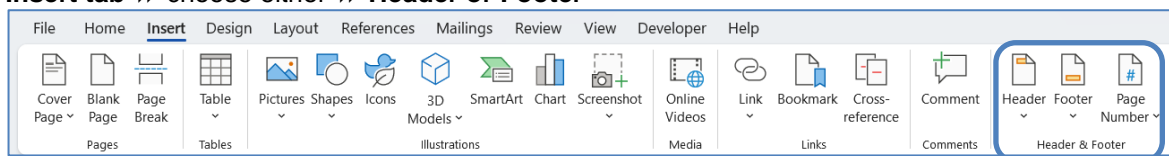
7. Format long documents

Headers and footers are layout options. By default, they apply to the entire document even if the document is divided into sections. Thus, a header or footer defined in one section will appear in the other sections of the document. There are ways to handle this situation if you want to set a particular header or footer for a given section. In future sections, we will look at how to manipulate headers and footers.

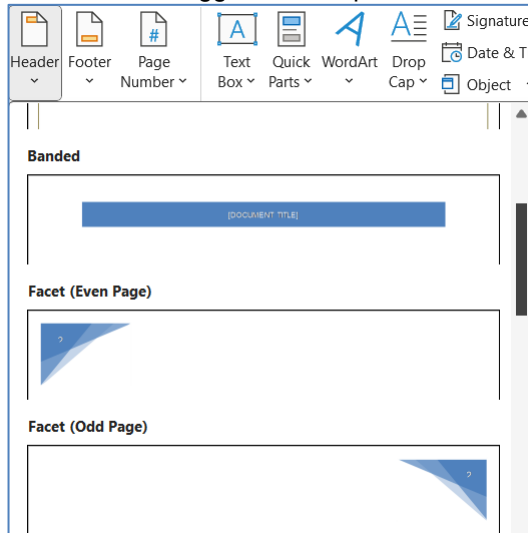
7.1. Create a header or footer

How to: Create a Header or Footer

1. Place the insertion point in the section where the **header or footer** should appear, from ► **the Insert tab** ► choose either ► **Header or Footer**

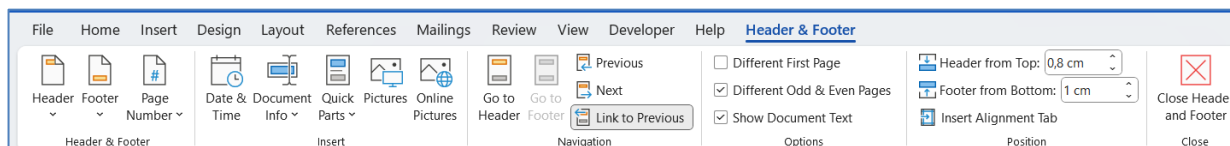


2. Choose from Suggested Templates



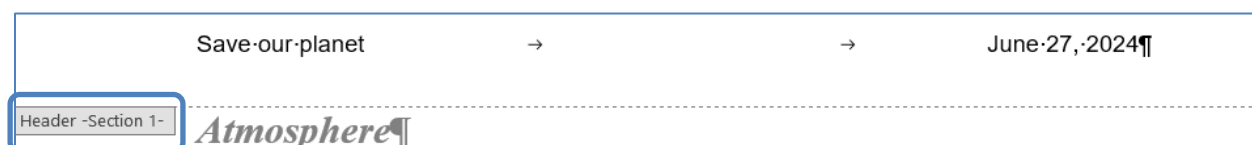
3. Enter text and change formatting as needed (font and size)

4. Click the **close button** on the **Design tab** to exit ► **Header & Footer**



In the header or footer input box, two tabs stops have been set on the ruler to make it easier to align text either at the center of the line or at the right margin. This tab definition aligns text as shown only if you use the default values of the left and right margins. If you've changed these settings, use the Alignment paragraph formatting instead to center or right-align the text, or to customize the tab.

7.2. Window: Header



7.3. Window: Footer

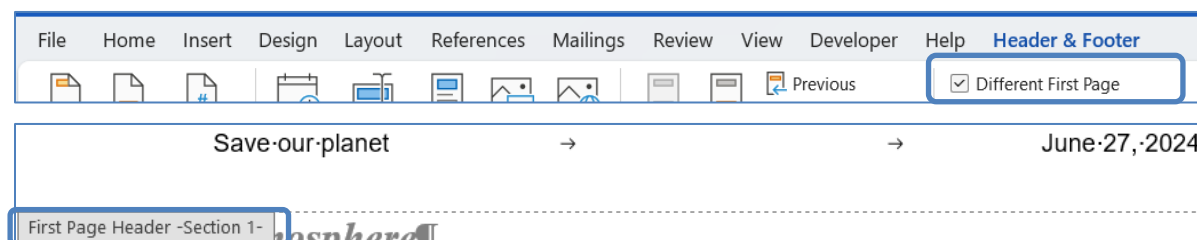


When creating a different header and/or footer, don't forget to disable "Link to Previous"

It's always better to start headers and footers **on the first page**. We do the opposite to remove all header or footer (Start at the end).

7.4. Different first page

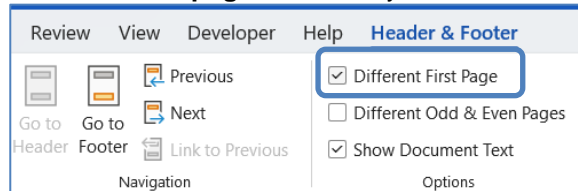
This option applies for the purpose of not having a header or footer on the first page



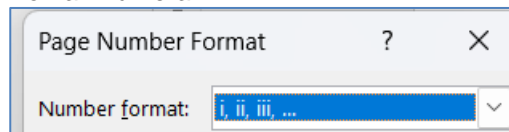
7.5. EXERCISE – Different First Page

Create a header and footer from the "Numerology" file

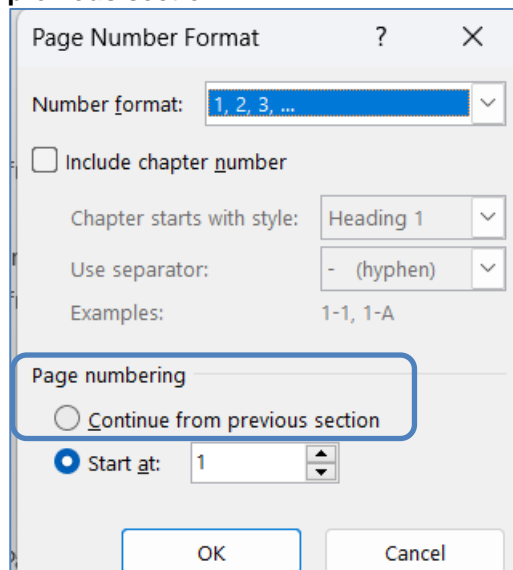
1. From the ► **Insert tab ► Header & Footer**
2. Enter the contents of the **Header** ► Choose the first option ► Type **"Numerology"**
3. This page header should not appear on the first page, you should check the option: **"Different first page"**. Observe your result.



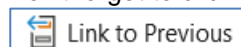
4. Switch to the footer area, choose ► **Page X of Y**, insert it in the center of the page
5. Select text, apply **Arial** formatting, and set font size to **9 points**
6. **Remove all Header and Footer**
7. Insert a new section to Insert Table of Contents
8. Change TOC 2 ► Left indent ► 1 cm – Font color of your choice
Update TOC 2
9. Footer of "Table of Contents" ► left ► File Name – right ► Page Number Format ► Roman numeral



10. Balance of the document (11 pages) – Normal numbers but start at Page 1
If you want to continue instead, choose from ► **Page Number Format ► Continue from previous section**

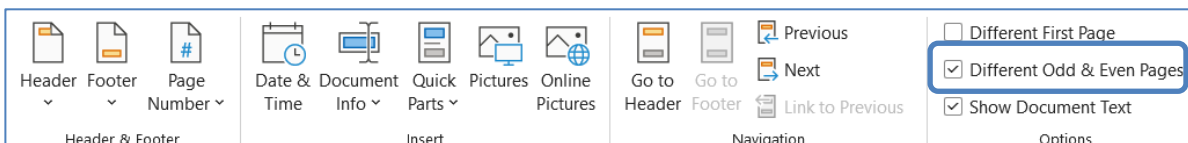


11. Don't forget to click on **"Link to Previous"** to cut link.

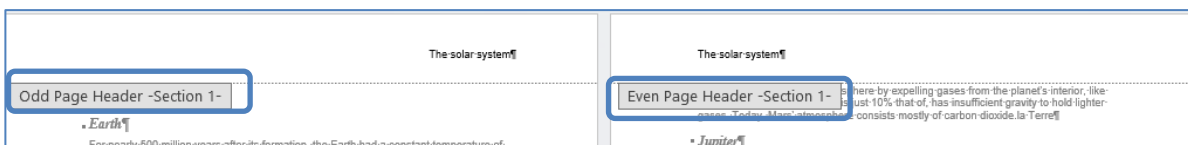


7.6. Different Odd and Even Pages

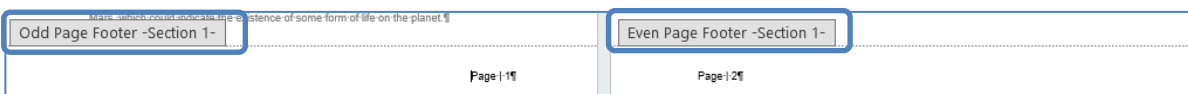
If your document needs to be bound, you may want to create headings for both even-numbered and odd-numbered pages. When viewing the pages facing a bound document, the **odd and even pages are indicated in the header and footer**



Header



Footer

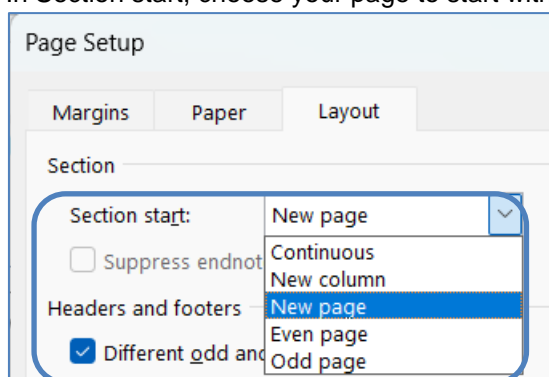


7.7. Change the section – In case of a blank page

When you have ► Odd and even pages in a document and you need to create new section break, you will create a blank page, how can you correct to remove the empty page?

Usually when you insert a "**Cover Page**", we like to have an empty page to start the document to the right side. But sometime, it is the opposite, so what to do?

- Click in your page from the new section
- Open Page Setup
- In Section start, choose your page to start with **Even page or Odd page**



- If you leave on ► New page, you will get a empty page, so change it.

8. Create a Section

The **role of sections** in the layout of a document is very important when you want to **change certain settings**. For example, to **vertically center** a title page, to change the orientation of a page that should be "Landscape".

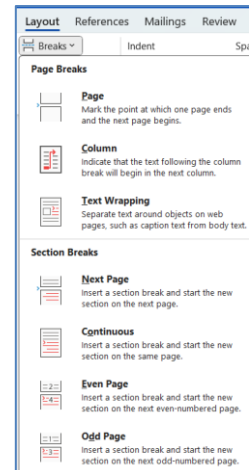
8.1. Document containing several sections

The **next page break** is required when you want to apply a header or footer, either to get a new numbering or a different header than the previous section.

Also, **Word** will create a **new section**, and create a "Next Page Break" when you make a change in a section of your document that involves a different layout than the previous or following pages, such as **Landscape Page**, different **vertical alignment** (centered or justified)

We will find **Page break** in **Insert Tab**, this Break is a simple Page Break, you will not be able to change a page from Portrait to Landscape, you have to create a section to make a change.

To create a section ►► **Layout Tab** ►► **Breaks** ►► **Section Breaks** ►► **Next page**.



8.2. Pages Breaks

TYPE	RESULT
Next page	The new section starts at the top of the next page
Continuous	The new section starts on the same page and immediately follows the previous section. (e.g. Column)
Even-numbered page	The new section starts at the top of the next even-numbered page
Odd-numbered page	The new section starts at the top of the next odd-numbered page

Note :

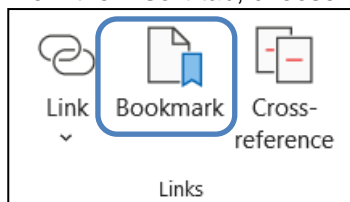
9. Bookmarks

Among other things, bookmarks make it easier to locate specific places in the text. A bookmark is a LINK.

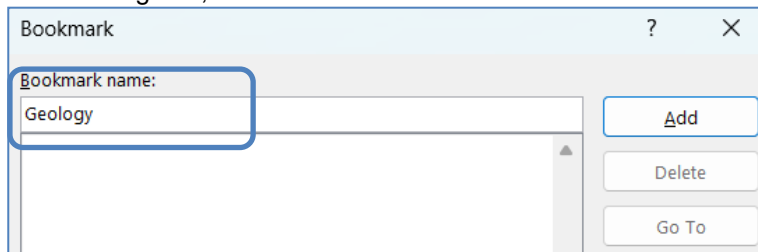
You can use a "Title" instead of a Bookmark" to do a LINK.

9.1. Create a bookmark

1. Open "Atmosphere" file
2. **Select the text to include in the bookmark**
Example: "Geology", use your **Navigation Pane** to find your word
3. From the **Insert** tab, choose **Bookmark (Links Group)**



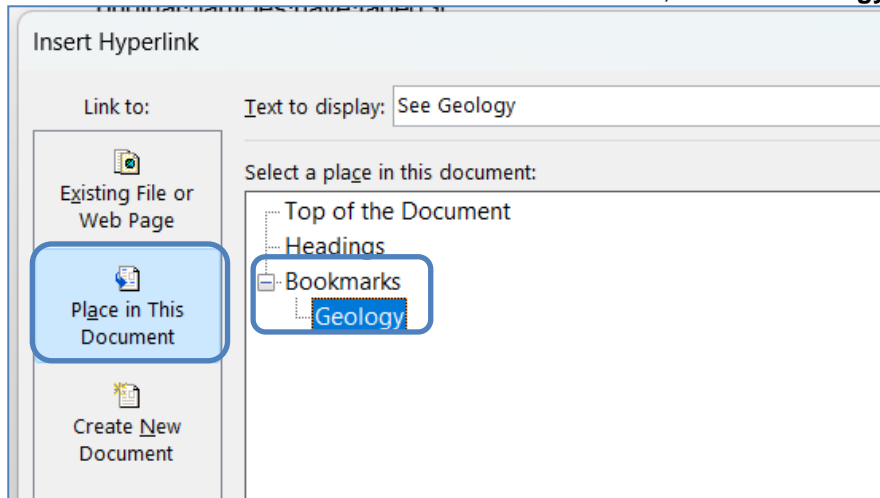
4. In the dialog box, enter the name of the bookmark and confirm using "Add".



9.2. Use a bookmark

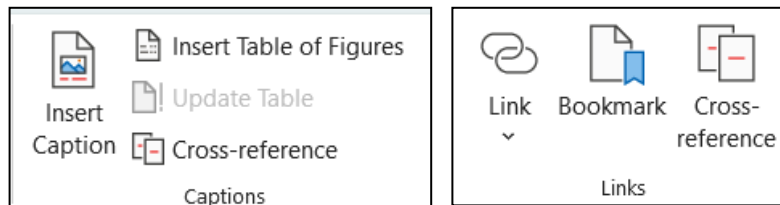
Now you want to utilise this **Bookmark ►► Geology**

1. Go to the end of your document and type "**See information from Geology**"
2. Select your text and In your **group Links ►►** choose ►► **Link**
3. Choose **Place in this Document** and from **Bookmarks**, choose "Geology"

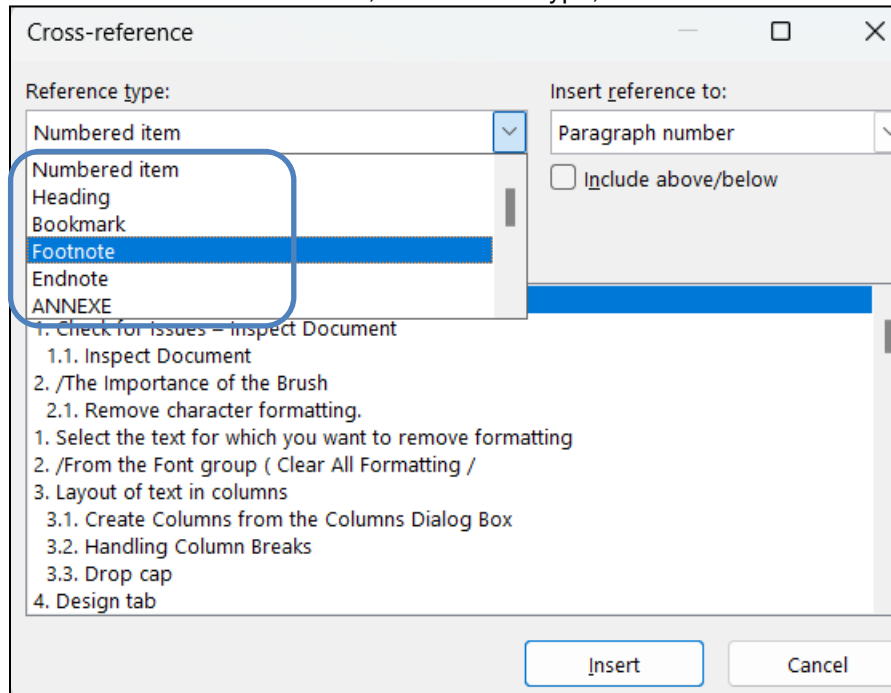


10. Cross-reference

A cross-reference is also a link to a location in the document. Located in **Insert**, also in **References**.



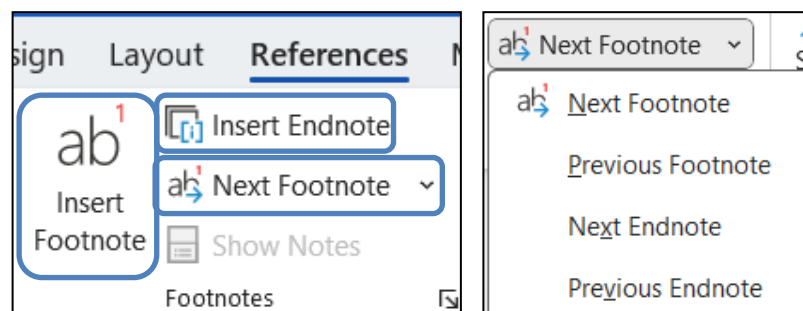
In the Cross-reference window, in Reference type, choose **Title** as the example.



The difference using "**Cross-reference**" is that we don't see that there is a link like a bookmark or link

11. Footnotes – Endnotes

Footnotes and endnotes are used in printed materials to explain, annotate, or provide references to the text of a document. Footnotes in the document refer either to the bottom of the page or to the end of the document.



11.1. Create footnotes

1. Position the insertion point where the footnote call is desired
2. On the tab ►► **Reference**, choose **Footnotes** or **Endnotes**
3. In the Format box, click on the desired format
4. **Click Insert**
5. Enter the text of the note
6. Move back into the document to continue typing.

11.2. Move or copy notes

All you have to do is intervene directly on the footnote call and not on the text displayed in the note. When moving or copying a note call, **Word automatically rennumbers the notes**.

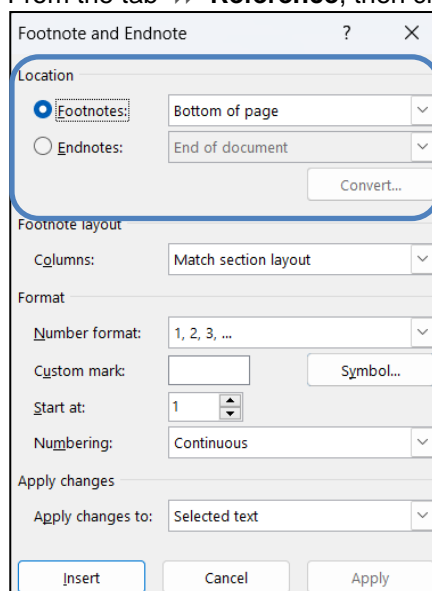
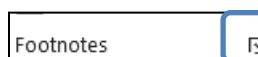
1. In the document, **select the note call for the** note that needs to be moved or copied
2. **Move or copy** footnote:
 - To **move**, drag **to the desired location**
 - To **copy**, hold down the CTRL key, **then** drag the note call to the desired location.

11.3. To delete a note

Intervene directly on the note call, **select it and press "DEL"**.

11.4. To convert all footnotes to endnotes

1. From the tab ►► **Reference**, then click on Footnote

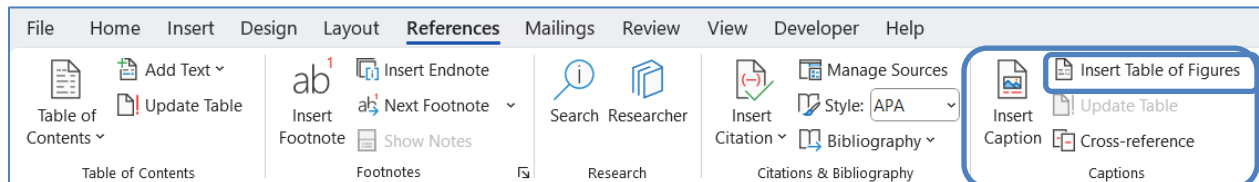


2. Click **Convert**
3. **Click on the desired option, then click Apply**

12. Create a table of figures

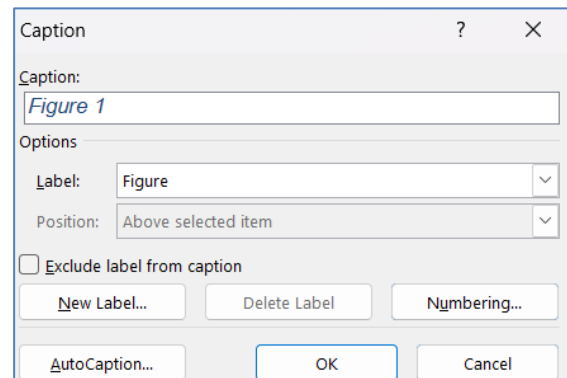
Like the table of contents, the **table of figures** can be **useful** for the reader to **search for tables, graphs, and figures**.

The table of figures **is created in the same way as the table of contents – Reference – Captions group – Insert Table of Figures**. However, it is important to have labelled the illustrations, tables, graphs, and assigned a caption to them so that they can be included.



12.1. Insert captions to items

1. Select the item to which you want to add a caption
2. In **Reference Tab**, and then click **Insert Caption**
3. In the **Caption box**, **enter the name** you want to assign to the item
4. **Options Label** could be a **Figure** or a **Table** or a **Chart** (you can create a new Label)
5. Option **Position** is the position of your Item: **Above or Below**
6. Select all the other options you want, **confirm**.

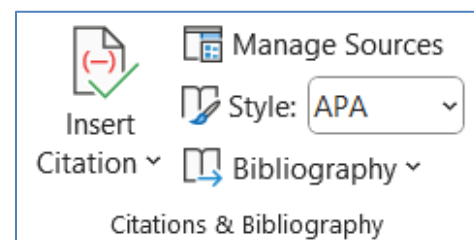


13. Create a bibliography

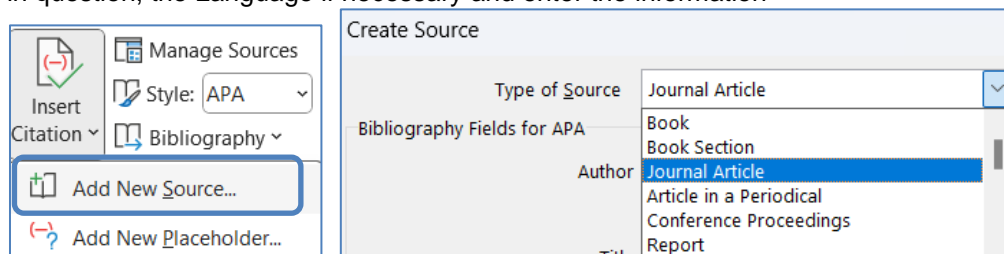
If you need to refer to external sources of information when writing your document, it is essential to cite the author and the name of the source to avoid being sued for plagiarism. This is what represents the bibliography of your document.

It's very user-friendly and easy to achieve with your Word software. Here are the steps to follow:

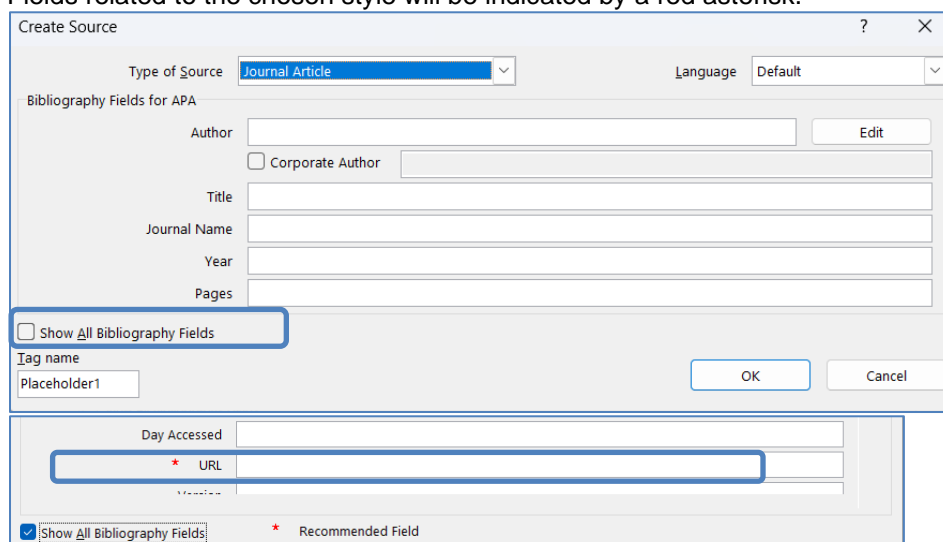
1. Place your cursor at the end of the text you want to quote.
2. Go to the **References** menu in the **Citations and Bibliography group**, and then go to the **Style** drop-down menu if necessary. The objective here is to choose how the information will be presented in the Bibliography.
3. Click **Add New Source** in **Insert Citation**.



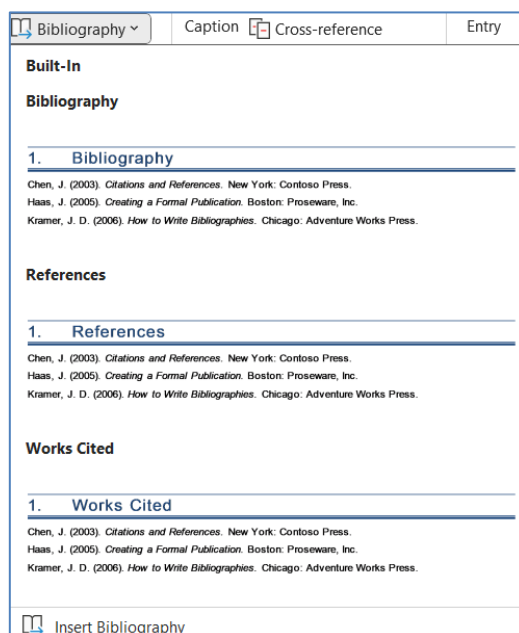
- In the dialog box that appears, insert your source information. Choose the **Type of Source** in question, the Language if necessary and enter the information



- Type the name of the Author, Title, Journal Name if necessary, Year, etc...
- By checking **Show all bibliography fields**, you will have the option to fill in more fields. Fields related to the chosen style will be indicated by a red asterisk.



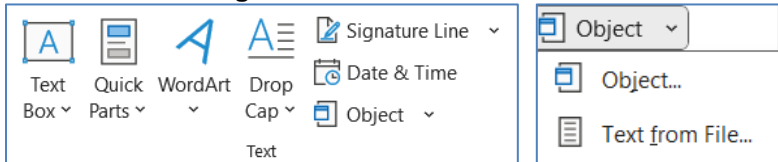
- Word generates code for the tag visible at the bottom of the dialog box.
- Confirm the creation of your Citation by clicking OK.
- If needed, **Manage Sources** will allow you to use the same sources in another document, edit or delete a source.
- The **Add New Placeholder...** will allow you to insert a quote that you will complete later, when you have all the information.
- When the time comes to place the Bibliography with the style chosen beforehand. Insert a new page, then simply click on **Bibliography**, and **choose your presentation template** or customize your template by clicking on **Insert Bibliography**.



14. Insert a file into an open document

This **feature** can be **useful for assembling several** short documents **or sections of documents into a** larger **document**.

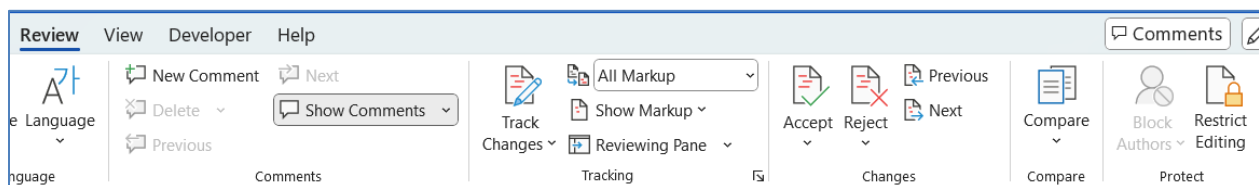
1. Place the insertion point where the new document is to be inserted
2. From the **Insert** menu, click on **Object ► Text from file...**
3. In the window, **navigate to view the correct file**



4. The insert button offers the option to insert the **file as such or as a link**.
5. Choose the insert option you want (otherwise, Word will default to the Insert option).

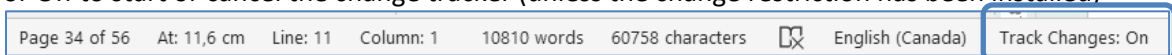
15. Track changes

When you work with several people on the same document, it is necessary to be able to easily see the changes and comments of the users who have intervened on the said document. That's what **Track Changes** mode is going to do.



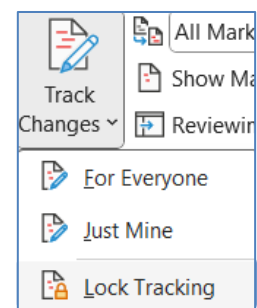
15.1. View change tracking

1. This feature can be accessed through the "Review" tab, then "Track changes". When **Track Changes mode** is enabled, this button is highlighted.
2. If the option "Track Changes (Enabled/Disabled)" has been added to the status bar; simply click On or Off to start or cancel the change tracker (unless the change restriction has been installed)



Trick:

To prevent a user from intentionally or unintentionally disabling change tracking, click the **Track Changes** button, click **Lock Tracking**, and enter a password.



15.2. Use the different types of revision markings

When **Track Changes** mode is enabled, all your corrections are "flagged." If you hover over a correction, a tooltip displays the object of the correction.

Word can mark all kinds of changes, such as inserts, deletions, formatting changes, changes in tables, text moves. Changes in a table are marked differently depending on whether they are inserting or deleting cells, merging, or splitting cells.

Note: A text is marked as *Moved* only if it is an entire paragraph. Otherwise, it will be noted as deleted and then inserted.

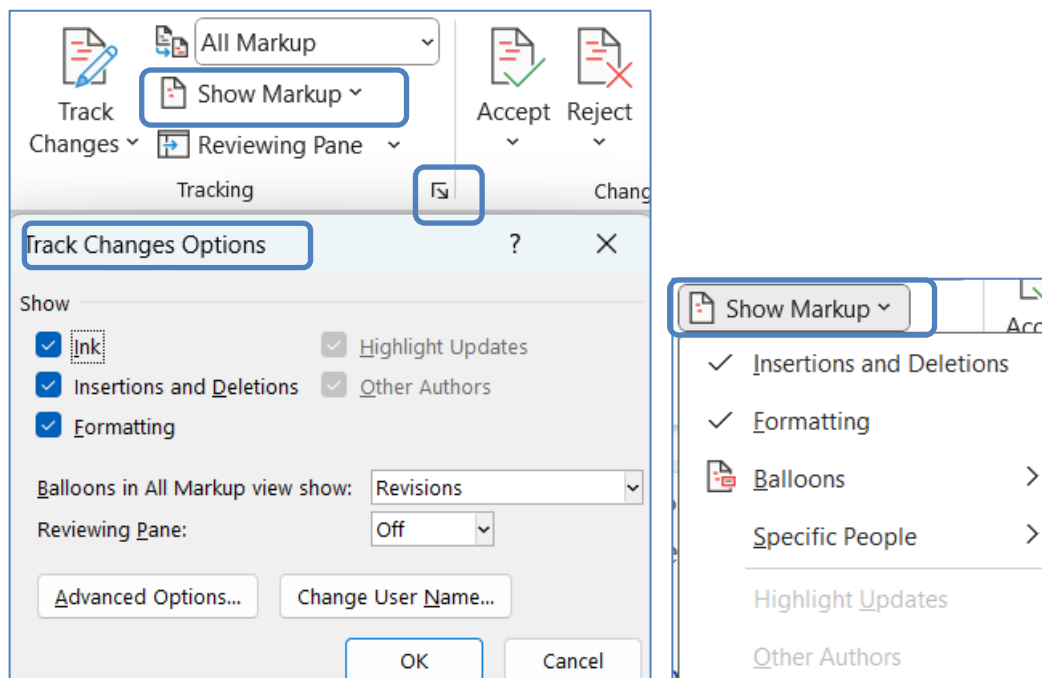
Tip: Where is the moved text? To find out where a text has been moved, or to find out where the moved text came from, click on the arrow in each of the bubbles.

15.3. Change Tracking Options

Each type of modification can be displayed differently: using tooltips located in the margin or only in the text, using colors, particular formatting (underlined, bold, etc.), etc.

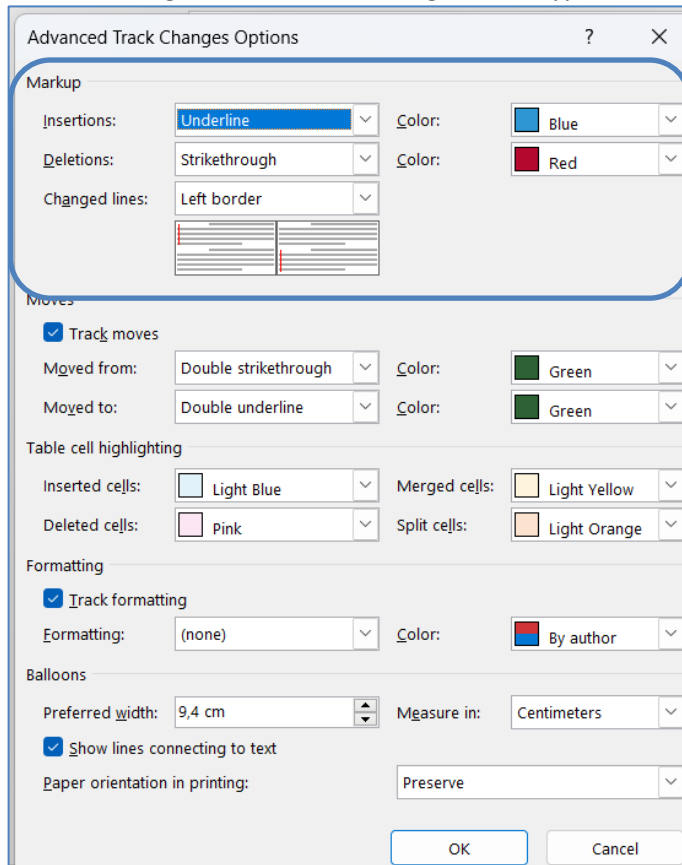
To access the options, click the dialog box launcher at the bottom right of the **Tracking** group.

A first dialog box is a duplicate of the drop-down list in the **Show Markup** button.

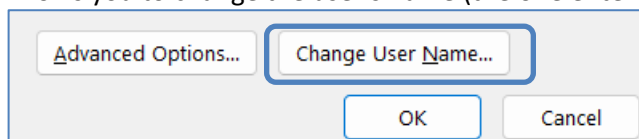


Clicking on **Advanced Options** brings up a second dialog box in which

1. You can change the colors according to each type of correction

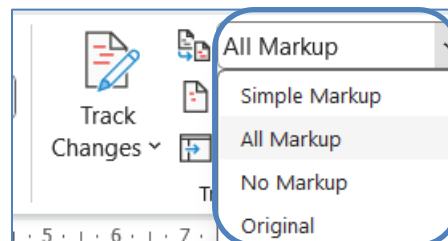


2. Allows you to change the user's name (the one entered in the "General" tab of Options)



15.4. View and Hide Reviews

There are four view modes that can be accessed through the button **Show Markup** in the Tracking **group** on the **Review** tab.



The display of changes in the document is based on the use of balloons. Here's how revisions are visualized in the mode you choose, and when the balloons are displayed in the margin.

All markup	All markups are visible
Simple markup	Displays the document as it will be if the changes are accepted, but with a line in the margin to indicate them.
No markup	This is the final mode. Displays the document as it will be when revisions are accepted.
Original	Displays the document exactly as it was before the changes. No markups are visible.

15.5. Show Markup

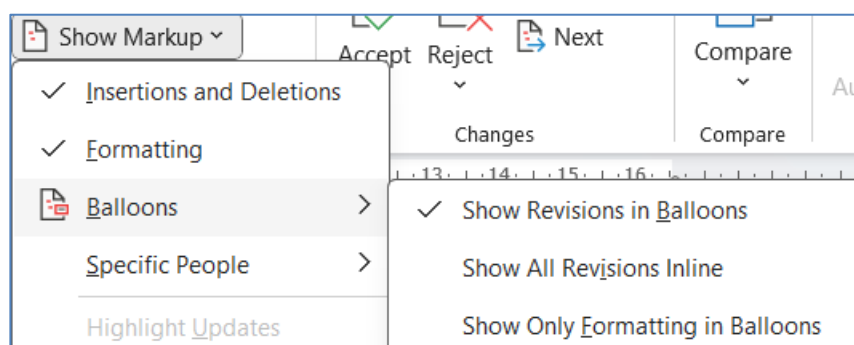
Careful! Hiding changes by choosing *No Markup* or *Original* modes does not remove them from the document. To remove markups from your document, you must first accept or reject the changes. As a security measure, when you open a document that contains revision marks, the marks are automatically visible, regardless of the view you chose before you closed the document.

Show revisions in balloons
or **Show only comments and formatting in balloons:**

Comments will be displayed in balloons to the right of the document.

Show all revisions Inline

Comments are embedded in the text and are displayed when hovering over the comment box.

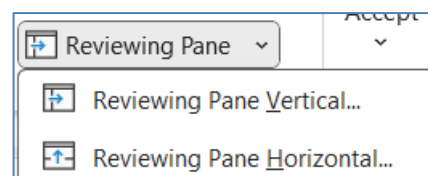


15.6. Reviewers

It is possible to review the revision markups of one reviewer at a time or all of them. This feature combined with the pane is very interesting.

15.7. Reviewing Pane

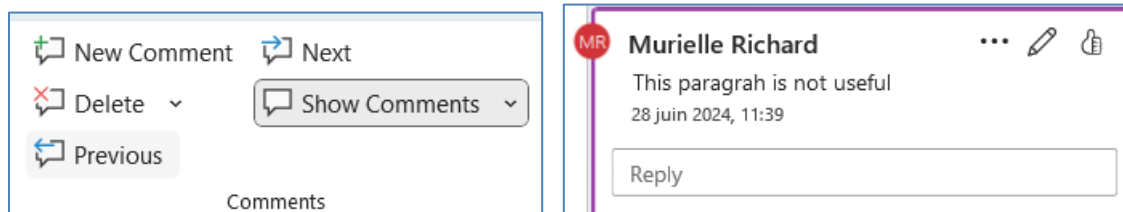
The use of a vertical or horizontal reviewing pane allows you to have a summary of the revision markups contained in a document. This pane also allows you to see the various changes by type and by specific location in a document. **It also allows you to quickly access a markup without having to re-read the entire document.**



15.8. Comment a text

Actions around comments

Select the text you want to annotate, select "New Comment". The word or phrase chosen to insert the annotation appears highlighted in the text and in the margin, your initials numbered in a bubble containing the comment. To reply to a comment with another comment, click in the comment and click the **New** button, or right-click the comment and choose **Reply to Comment**.

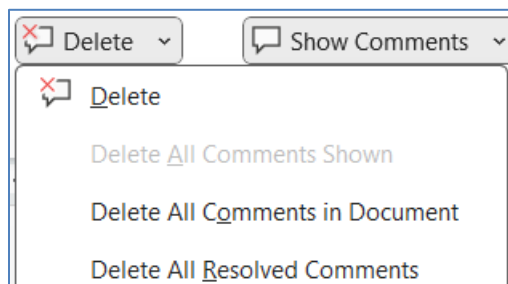


By using the "Resolve" option and entering a comment, the "Resolve" option will be changed to "Reopen" implying that the comment query is resolved but can be reopened by another reviewer.

You will be able to move from one comment to another by the "**Previous**" and "**Next**" icons, delete a comment or insert new ones.

15.9. Delete All Comments

Click on the "Delete" button in the "Comments" group of the "Review" tab to delete all comments from a document in a single operation.



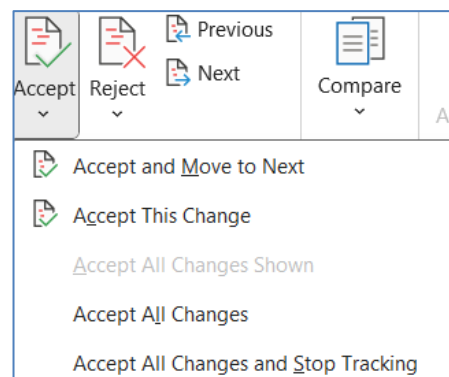
15.10. Accept, reject changes and comments

When your document is finished, and before distributing it, you must of course remove the revision markups permanently. To do this, you have to accept or reject them, and this is the one and only way:

Position the insertion point at the beginning of the document, and choose the Simple Markup or All Markup view, then click the Next button to go to the first revision.

Then click Accept or Decline depending on your choice: any markup of a revision that is accepted or rejected will automatically disappear.

Clicking one of these buttons automatically moves the insertion point to the next revision.



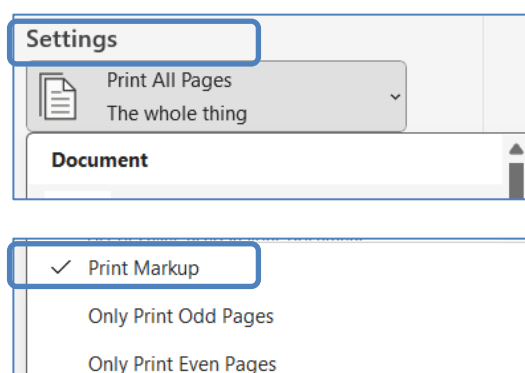
You can accept or reject all changes at once by selecting the corresponding options from the drop-down lists linked to these two buttons.

For example, if you want to accept all corrections from a specific reviewer, view that person's revisions and then choose the Accept All Displayed Changes option from the drop-down list in the Accept button. The icons above will allow you to accept or reject a change and switch between them through the "Previous or Next" buttons.

The "Accept/reject all changes" option ensures that they are all accepted or rejected in bulk without flowing from one to the other. The "Accept/reject all changes and stop tracking" option will disable further tracking after accepting or rejecting all changes.

The "Accept/reject all changes displayed" option applies to multiple reviewers, allowing you to accept or reject all of a reviewer's edits at once.

15.11. Print Comments and Edits



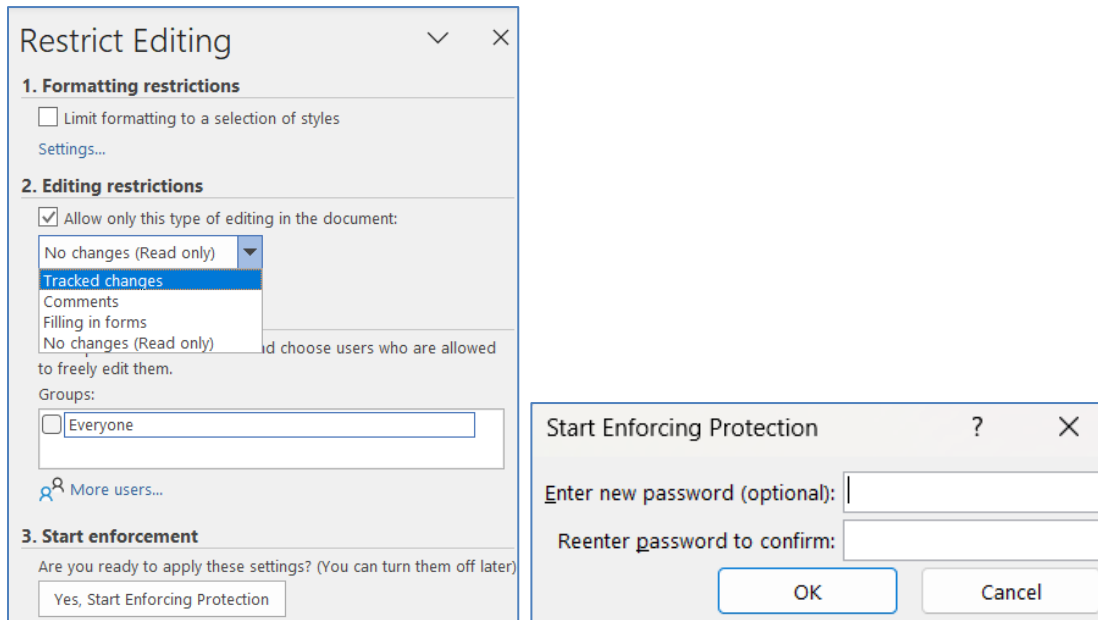
Pay attention to the parameter If disabled, the document will be printed without the revisions. **However, it will retain its markups at the time of saving.**

It is possible to print only revisions: you must choose the "List of Markup" option in Print Setting. They can't be seen in preview mode.

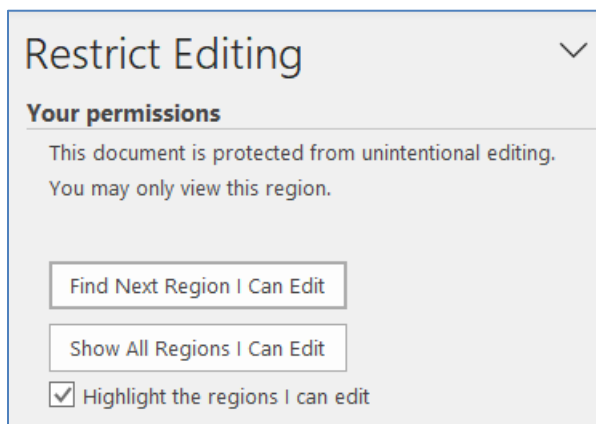
15.12. Document protection (Restrict Editing)

You can "force" to work in change tracking by activating "Restrict editing"

- ▶ Click **Restrict Editing**.
- ▶ In the **Formatting Restrictions** section, select the **Limit formatting to a selection of styles** check box, and then click **Settings** to specify which styles are applicable or editable for the reviewer.
- ▶ Under **Editing Restrictions**, select the checkbox, select "Revision Markups" if you want to hear suggestions and comments from reviewers. If only comments are allowed, select "Comments". Then check **Allow only this type of editing in the document**.
- ▶ Under **Start Enforcement**, click **Yes, Start Enforcing Protection**.
- ▶ To assign a password to the document so that only reviewers who know the document can remove the protection, type a password in the **Type a new password (optional)** box, and then confirm it.

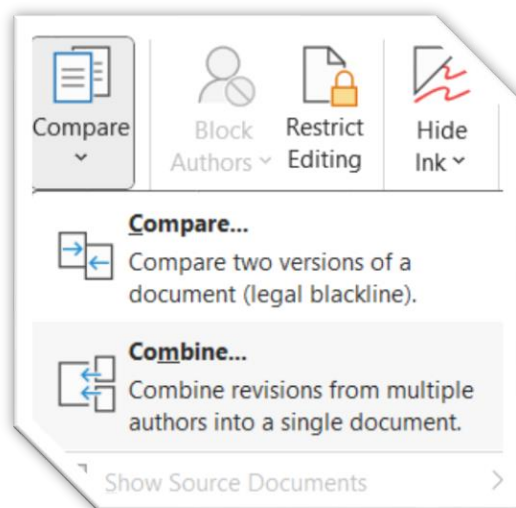


- ▶ It is possible to make exceptions when using the protection. By selecting "Read Only" or Comments, editable areas are allowed for designated groups.
- ▶ Select areas where editing is allowed (use CTRL, for non-contiguous areas)
- ▶ Choose from 2. Restrictions either the "No Edit Read Only" or "Comments" option and then indicate the proposed group(s) (e.g. everyone)
- ▶ Enable protection and save
- ▶ Users of the document will then see the window below when the document is opened



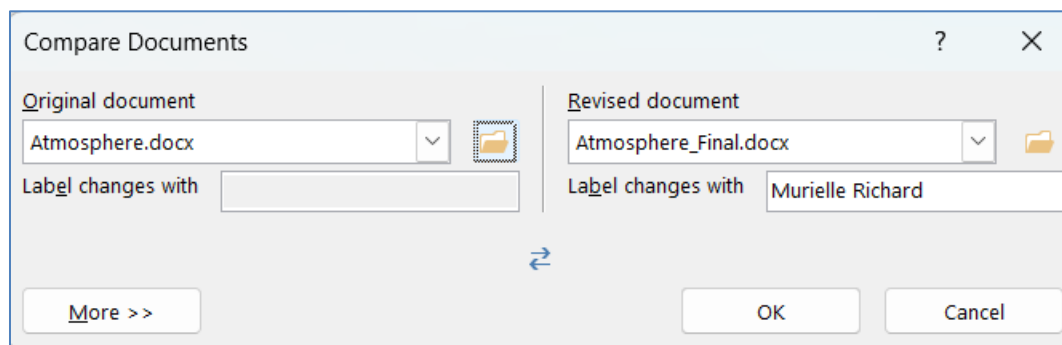
- ▶ They will be able to move efficiently from one freely editable area to another or have them displayed.

15.13. Compare and combiner documents



When you are working together on the same document and you have omitted to restrict the changes, you can still find out what changes have been made by selecting "Compare documents" from the "Review" tab.

The window below appears. On the left, select the original document and the revised document without markups in the right-hand box. These changes may be labelled with initials or other text. Comparison parameters are used to indicate which elements should be taken into account.

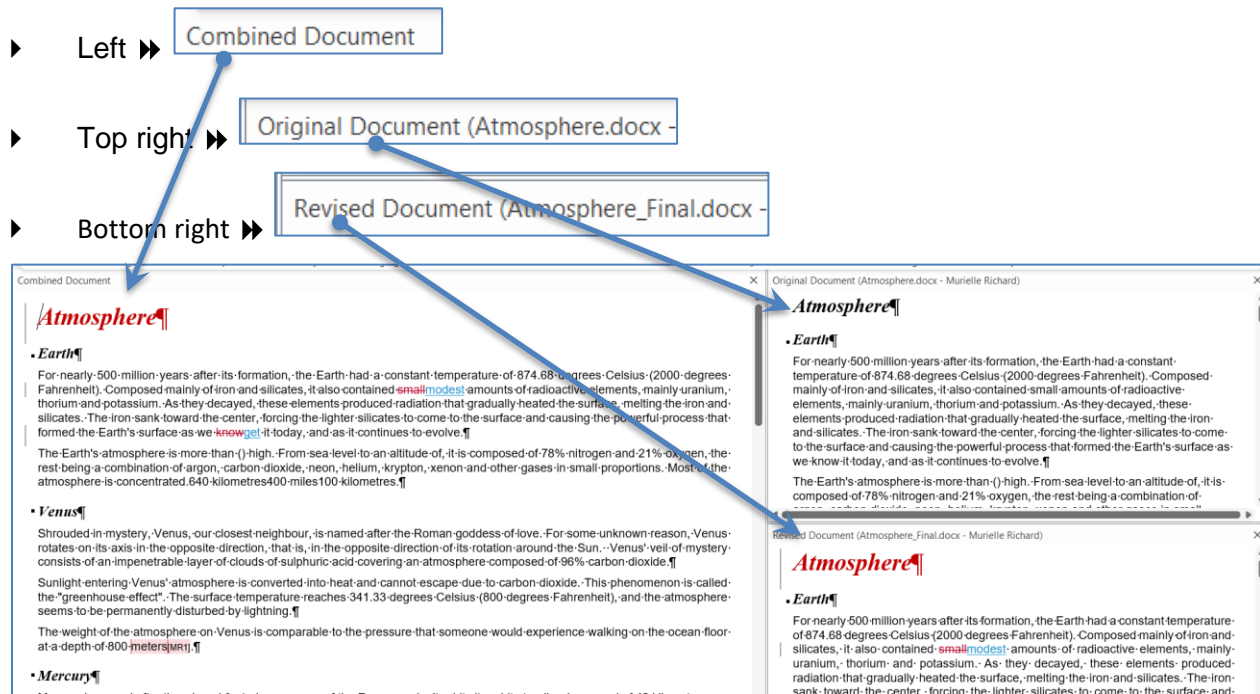
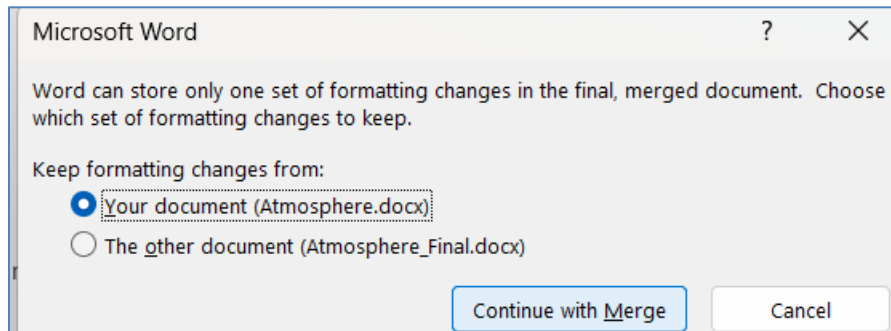
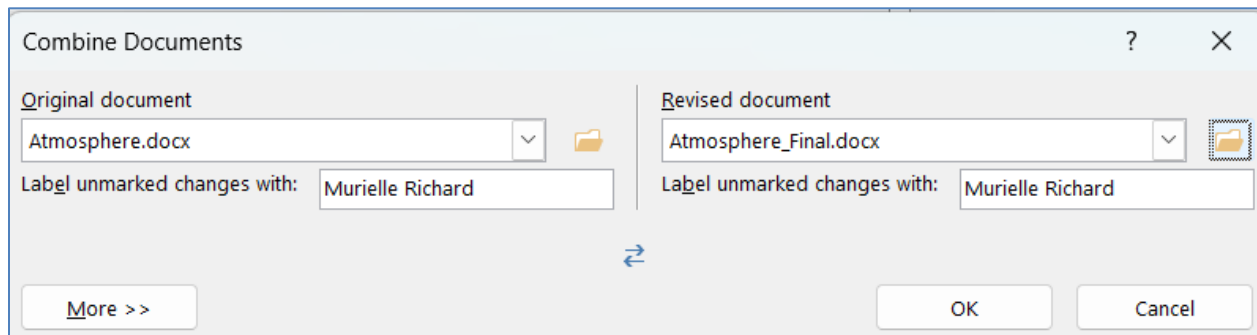


It is important to specify to display the changes in a new document if the original is to be used for further checks.

The process of tracking changes (acceptance, rejection, etc.) then applies.

Note :

15.14. Combining documents



It is also possible to combine the different document versions.

The text present in the first but absent in the second appears in blue, and conversely that present in the second and absent in the first appears in red. Moved paragraphs appear twice, in the corresponding colors.

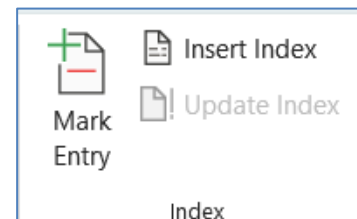
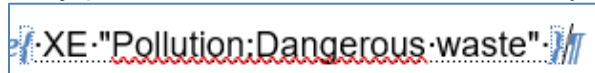
You can then accept or reject the changes as you see fit.

16. Index

16.1. Create an index

To create an index, we mark the entries with the name of the main entry and the subentry in your document, Word will refer to the page of the source in the document.

When you select text and mark index, Word will add a special **XE {"Index Entry"}** field that includes the marked main entry and subentry.

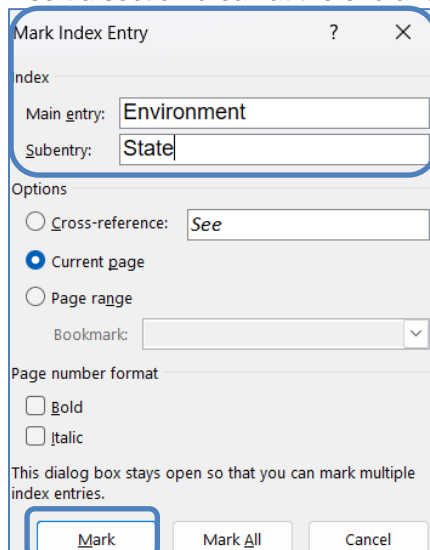


16.2. Mark the entries

These steps show you how to mark words or phrases for your index, but you can also Mark index entries for text that spans a range of pages.

Open: Environment_Even_Odd

1. Select **The state of the environment**
2. In **Reference** tab ► **Index** group ► click ► **Mark Entry**
3. In **Main entry** type "Environment"
4. **Subentry**, type "State"
5. Click on "**Mark**" at the bottom.
6. The text in Bold is already done.
7. See table on next page
8. Insert a section break at the end and insert your INDEX



9. Insert index at the end of the document, 1 column (If you don't have a lot of entries.

Index

Index | Table of Contents | Table of Figures | Table of Authorities

Print Preview

Aristotle 2
Asteroid belt See Jupiter
Atmosphere
 Earth
 exosphere 4
 ionosphere 3

Type: ☒ Indented ☐ Run-in
Columns: 1
Language: English (Canada)

☒ Right align page numbers
Tab leader:
Formats: From template

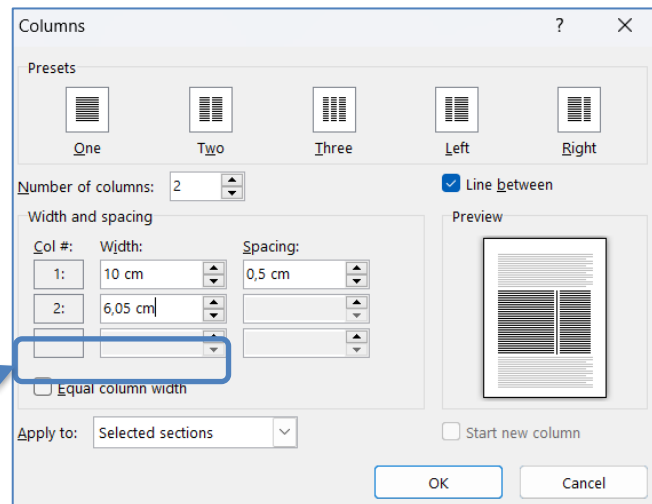
Mark Entry... AutoMark... Modify...
OK Cancel

<i>Page</i>	<i>Text to select</i>	<i>Main Entry</i>	<i>Secondary Entrance – (Subentry)</i>
1	The state of the environment	Environment	State
1	The concept of ecosystem	Environment	Notion
2	Ecological resources	Ecological resources	
2	The atmosphere	Ecological resources	Atmosphere
2	Water	Ecological resources	Water
3	Earth	Ecological resources	Earth
3	Flora and fauna	Ecological resources	Flora and Fauna
4	Renewable resources	Ecological resources	Renewable resources
5	Damage to the environment	Environment	
5	Types of pollution	Pollution	
5	Industrial pollution	Pollution	Industrial

17. ADDITIONAL EXERCISES

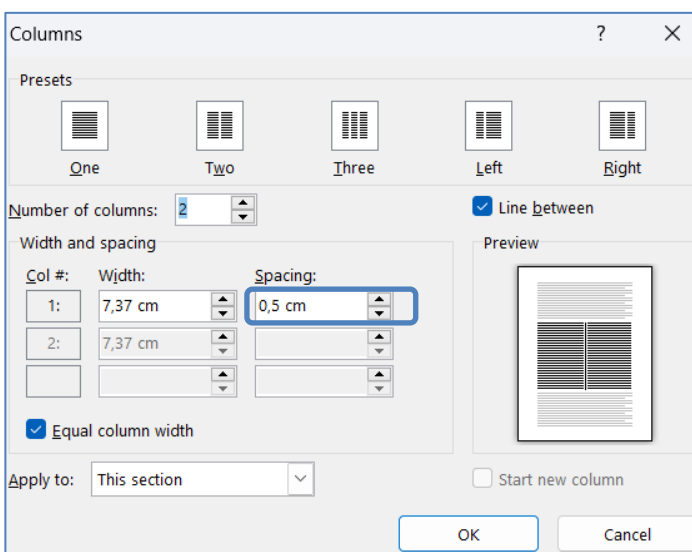
17.1. Exercise 1 – Columns

1. Open **"Column 1_Bengal tiger"** file
2. Place the insertion point at the beginning of the paragraph: **"Animal in danger"**
3. From **» the Layout tab »** Click **Page Breaks » Choose » Continuous**
4. Place the insertion point **at the end of the page** and repeat the step ③ to insert another **continuous » from section break**
5. Place the **insertion** point anywhere in the text, from **» the Layout tab »** click **» on Columns » Other Columns** to open the dialog box
6. Clear **Equal Column Width** » check box
7. Request a separator line
8. 1st column measurement **» 10 cm**
9. 0.5 cm spacing
10. Click in a paragraph and choose **"Dropped"** from **"Drop Cap"**
11. If you want more **"Drop Cap"**, repeat the operation in the paragraph.
12. Modify your **"Layout"** if you have 2 pages to get only one.



Result of the exercise on the next page

17.2. Exercise 2 – Column Jump



1. Open **"Column 2_Tiger and Panda"** file
2. Select the document from **"Bengal tiger to the end of the document"**
3. From the **» Layout tab, »** click **» on Columns » Other Columns**
4. Choose **» 2 Columns**
5. Request a **separator line**
6. Spacing as shown in the dialog box on the left (0,5 cm)
7. Drop the cursor in front of **» "The giant panda"**, choose **» column break** (in Page Break on the Page Layout tab)

Result – Exercise 1 (Column)

• **Bengal-tiger** Section Break (Continuous)

• **Animal-in-danger**

The **Bengal** tiger is a feline, and the most well-known subspecies of tiger. Also called the Royal Bengal Tiger, it is lighter and less imposing than the Siberian tiger. Its population, thanks to the protection actions of the Indian government, has been increasing for several years, in 2019, it probably exceeds 3000 individuals in India.

• **Distribution and habitats**

The strongest population of Bengal tigers is found in the nature parks of Bengal and Bangladesh. They can also be found in central and northern India as well as Burma and Nepal. Tigers need an extensive living space on which they can hunt. They mark and defend territories of varying size that can exceed 100 km² for a male. Because they are solitary animals, even a small population needs a large area in which to live and hunt. A tiger has several dens on its home range and uses the one that suits it best at the time. It is a tiger more versatile than the others: at the level of the biotope, it likes to frequent the forest (dense or clear), the savannah (shrub or discovery) as well as the marshes. It usually sleeps in the forest and moves in the morning and late in the day in open savannah and at the edge of marshes in search of water and prey.

• **Protection**

In 1900, the Indian tiger population was estimated at between 40,000 and 50,000 individuals. By 1972, that figure had dropped to 1,850 and the Indian government established national parks to safeguard its tiger population. A protection program has put it back to about 4,000 in 1984.

The latest census of 2013 released by the Nepalese Minister of Forests and Soil Conservation, puts their population at 196 in Nepal and Bhutan, 150 in Bangladesh, 200 in western Burma. The 2007 census gives 1,411 tigers in India. This figure is lower than that of the 1973 census when Project Tiger was launched. In contrast, in the 2014 census, there were 2226 tigers across India, which predicted that the tiger population in India would continue to skyrocket.

• **Reproduction**

Bengal tigers reach sexual maturity at 3-4 years for females and 4-5 years for males. They usually breed in the spring. A male from a nearby estate visits the female on his estate. During this period, the female is fertile only from 3 to 7 days. After mating, the male immediately returns to his own home range and does not participate in the breeding of the young. About 15 weeks later (95 to 112 days), the tigress gives birth to 2 to 4 pups, sometimes more, blind for the first 10 days. The mother breastfeeds them for 8 weeks and then also brings them small prey to eat.

At 6 months, she leaves them alone in the den, for days, while she hunts. Older ones, she takes them with her. At 11 months they can hunt alone and at 16 months they are strong enough to prey on large prey. Young tigers stay 2 or 3 years with their mother; it is then ready to mate again. It can measure up to 2.80 meters.

Result – Exercise 2 (Column)

Endangered animals.

• **Bengal-tiger**

The **Bengal** tiger is a feline, and the most well-known subspecies of tiger. Also called the Royal Bengal Tiger, it is lighter and less imposing than the Siberian tiger. Its population, thanks to the protection actions of the Indian government, has been increasing for several years, in 2019, it probably exceeds 3000 individuals in India.

• **Protection**

In 1900, the Indian tiger population was estimated at between 40,000 and 50,000 individuals. By 1972, that figure had dropped to 1,850 and the Indian government established national parks to safeguard its tiger population. A protection program has put it back to about 4,000 in 1984.

The latest census of 2013 released by the Nepalese Minister of Forests and Soil Conservation, puts their population at 196 in Nepal and Bhutan, 150 in Bangladesh, 200 in western Burma. The 2007 census gives 1,411 tigers in India. This figure is lower than that of the 1973 census when Project Tiger was launched. In contrast, in the 2014 census, there were 2226 tigers across India, which predicted that the tiger population in India would continue to skyrocket.

• Column Break

The-giant-panda

The giant panda is probably one of the most powerful symbols when it comes to species conservation. A national treasure in China, the panda has a special meaning for WWF, since it has been its symbol since its foundation in 1961. This peaceful member of the bear family, which feeds on bamboo, faces several threats. Its forest habitat is fragmented, and populations are small and isolated from each other. Not to mention poaching, which is a permanent threat to the panda.

In the 1980s, there were only 1,114 pandas in China. But the most recent censuses from 2014 reveal that there are 1,864 pandas living in the wild. Their population has increased by 17% in just one decade.

• **Where can it be found?**

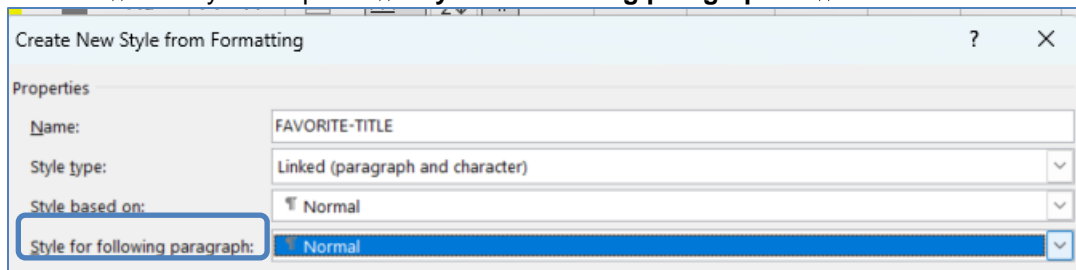
The giant panda could once be frequently seen in southern and eastern China, as well as Myanmar and northern Vietnam. Due to population growth and extensive development activities, its range is now reduced to some 20 patches of isolated forest in the mountains in Sichuan, Shaanxi, and Gansu provinces.

• **Avoiding the worst for the panda**

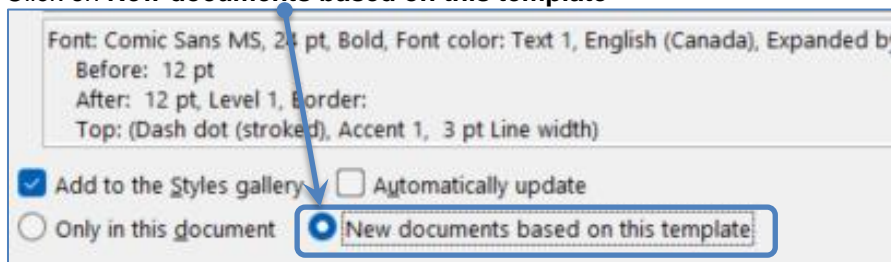
After 30 years of slow but steady progress, the giant panda's status has now changed on the IUCN Red List of Threatened Species from endangered to vulnerable. The decision is a recognition of the work done over several years by the Chinese government, local communities, nature reserve employees and WWF.

17.3. Exercise 1 – Style

1. Open "**Healthy Meals**" file.
2. Select your title "**Prepare healthy meals**"
 - Apply a border of your choice to the title.
 - Specify a text distance of 12 points for the top and bottom.
 - Alignment center.
 - Change the title to "**Comic without MS**" font 24 points, bold
 - Create a style from the title and name it "**FAVORITE-TITLE**"
 - Click on ►► Modify and replace ►► **Style for following paragraph** to ►► "**Normal**"



- ♣ Click on **New documents based on this template**



3. Apply the Heading 1 style to all bolded sentences
4. Modify Normal
 - ♣ Justified
 - ♣ Change the color of the text
5. Modify the first paragraph under "**Think small**"
 - ♣ Left indent at 1 cm
 - ♣ Line Spacing: 1.15
 - ♣ Bottom border only (your choice)
 - ♣ Create a style with this paragraph: Name: Type "your first name" then Quote (ex. Formation-Cad_Quote)
 - ♣ Apply **this style to all other paragraphs under Heading 1**
6. Change **Heading 1** style fill with a color.

17.4. Exercise 2 – Using quick styles

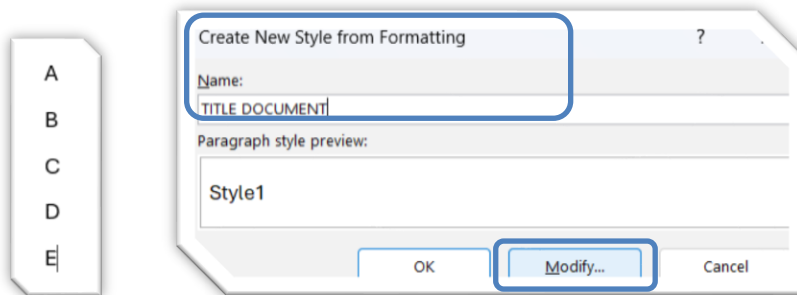
1. Open " **Numerology**" file
2. Drop the insertion point in the text to be modified in the Formatting, i.e.: **PLANET: THE SUN**
3. Open the **Styles** ➤ window group **Styles** ➤ **Home** tab
4. Observing that **Heading 2** is framed, click on the menu (far right) which informs us that there are **69 instances** of **Heading 2** in the whole document
5. Choose "**Modify style**"
6. In the "**Formatting**" box, choose a different color for all instances ➤ **Heading 2**
7. Click **OK**

Note :

17.5. Exercise 3 – Create a style & Template

OPEN A BLANK DOCUMENT

1. Type letter A – B – C -C – D -E (We will create a style with each letter)
2. **Select letter "A"**. Click on **Create New Style from formatting**
Name: **TITLE DOCUMENT**



- ♣ Click on "**Modify**"
 - ♣ Font color: **BLUE**, size **18 pt**, **bold**
 - ♣ Capital letter (All caps)
 - ♣ Bottom border, Color in blue
 - ♣ Based on: **Normal**
 - ♣ Next paragraph: **Normal**
3. **Select letter "B"**. Style Name: (Your first name) **SECTION TITLE Ex. (Mary_Section Title)**
 - ♣ Click on "**Modify**"
 - ♣ Font color: **BLUE**, size **12 pt**, **bold**
 - ♣ Capital letter
 - ♣ Based on: **Normal**
 - ♣ Next paragraph: **Normal**
 - ♣ Paragraph: Before & After Spacing: 12pt
 - ♣ Line Spacing: **Single**
 - ♣ Paragraph with color fill (your choice)
 - ♣ Paragraph: **LEVEL 1**
 4. Modify the Normal Style
 - ♣ Default Color: **Custom Color of your choice**
 - ♣ Paragraph: Before & After Spacing: 3 pt
 - ♣ Line Spacing: **Single**
 - ♣ Paragraph: **Justified**
 5. **Select letter "C"** Style Name: (Your first name)-**SUBTITLE ex. (Murielle Subtitle)**
 - ♣ Click on "**Modify**"
 - ♣ Based on: **Heading 2**
 - ♣ Next paragraph: **Normal**
 - ♣ Paragraph: Justified

6. **Select letter "D". Create a bullet**

- ♣ Bullet of your choice
- ♣ Left indentation: 1cm. Suspended: .8cm

Indentation

Left: 1 cm Right: 0 cm Special: Hanging By: 0,8 cm

- ♣ Next Paragraph: Same style
- ♣ Save as a new quick style **"New documents based on this template"**
- ♣ Give a name of your style: (Your first name)-BULLET ex. (Murielle BULLET)

Style for following paragraph:

☒ Add to the Styles gallery ☐ Automatically update

☐ Only in this document ☒ New documents based on this template

- 7. Save as your document has a **"Template" (.dotx)** in your folder
- 8. Remove everything. (all your text), save again

17.6. Two ways to apply existing style

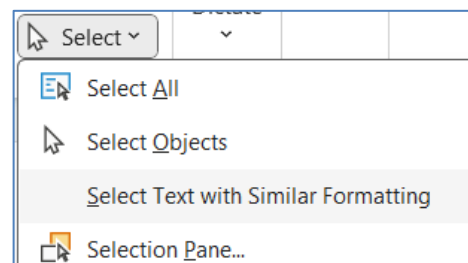
♣ **Step one – by opening your template**

♣ **Step two – by Importing style**

17.6.1. Step one – Use your template

1. Open your template document (a copy of the template)
2. Open **"PERSONNEL MANAGEMENT"**
3. Copy THE ENTIRE DOCUMENT
4. Paste in your new document
5. Keep the same formatting to be able to past the good style

- ♣ **Personnel Management** is **TITLE DOCUMENT**
- ♣ Select text with Similar Formatting (second sentence) **"General information in personnel management"**, you should have 5 instances
- ♣ Style to be used ►► **(Your first name) SECTION TITLE**
- ♣ All instances in blues are **"(Your first name)-SUBTITLE"**
- ♣ Balance with the bullet **(Your name BULLET)**
- ♣ Make sure to keep your **TEMPLATE**



See your result on next page

PERSONNEL-MANAGEMENT¶

GENERAL-INFORMATION-IN-PERSONNEL-MANAGEMENT¶

- Historical-development¶
 - ◆ → Personnel-management-in-its-embryonic-stage.¶
 - ◆ → The-reorientation-of-personnel-management-activities.¶
 - ◆ → Consolidation-of-personnel-management-activities.¶
 - ◆ → The-age-of-maturity-of-personnel-management.¶
- Definitions-and-objectives-of-personnel-management¶
 - ◆ → Conventional-definitions.¶
 - ◆ → Systemic-Definitions¶
 - ◆ → Objectives¶
- Personnel-management-activities¶
 - ◆ → Personnel-administration¶
 - ◆ → Personnel-management-(in-the-broadest-sense)¶
 - ◆ → Communication-and-information.¶
 - ◆ → Working-conditions¶
 - ◆ → Industrial-relations.¶

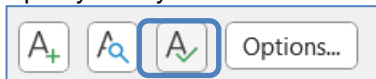
ROLES-OF-PERSONNEL-MANAGEMENT¶

- Future-role-of-the-function¶
 - ◆ → According-to-some-French-authors¶
 - ◆ → According-to-some-American-authors.¶

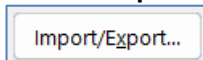
17.6.2. Step two – By Importing style

We will have a problem with the bullet style, this is the reason it's better to use the first step with styles.

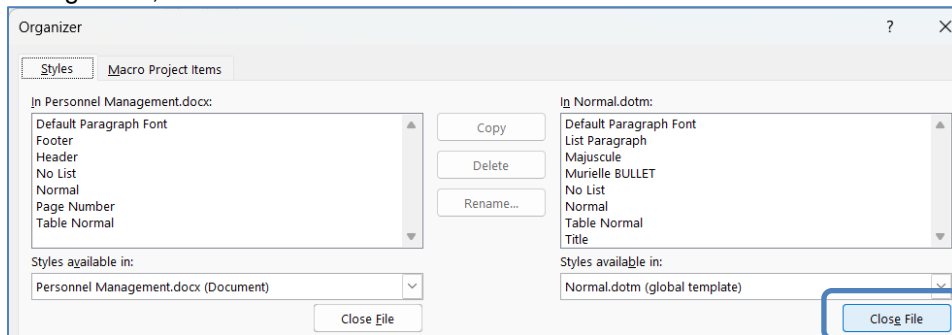
1. Open "**PERSONNEL MANAGEMENT**"
2. Open your style and click on **Manage Styles**



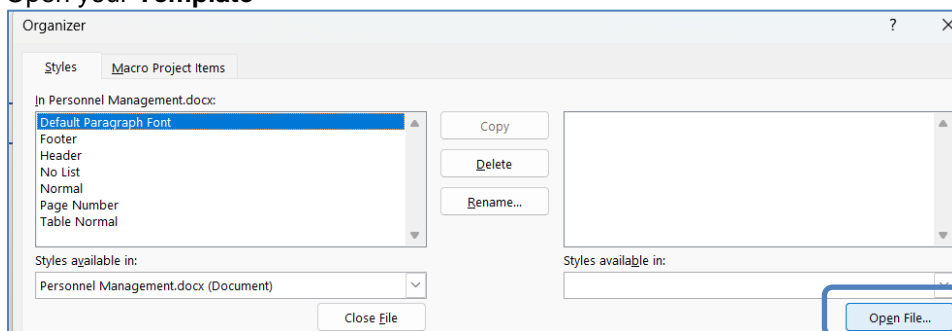
3. Click on **Import/Export**



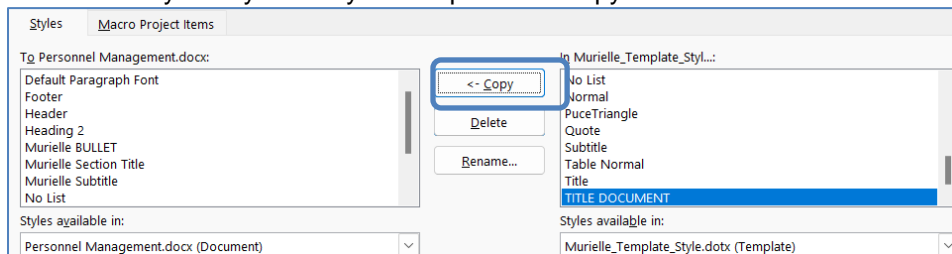
♣ In Organizer, we have to close the **Normal**



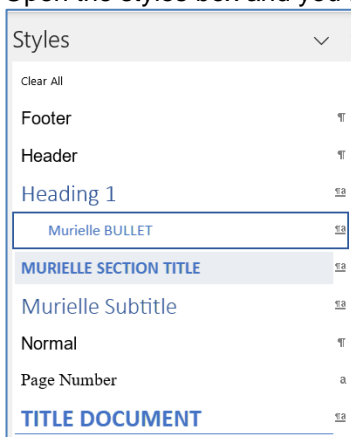
♣ Open your **Template**



♣ Now transfer your style from your template and copy to the left



4. Open the styles box and you are now able to utilize your style in the document



5. Observe the bullet style.

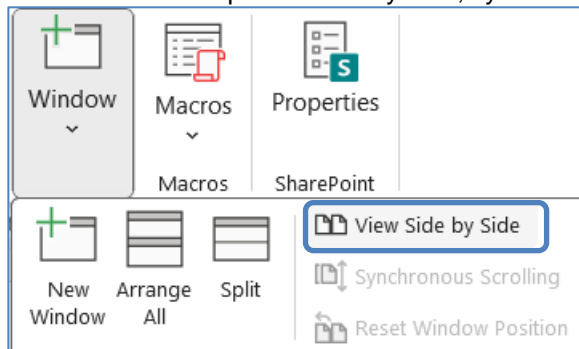
17.7. How to correct a template



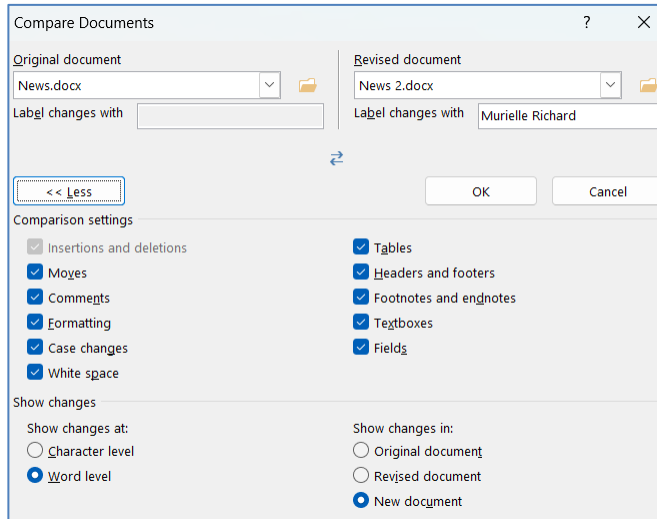
To make a correction, you have to open Word first, then open your template. If you open your template without opening Word, you will have a new document.

17.8. Compare and Merge Exercises (Combine)

1. Open file **News2** and **News**
2. In **View** tab ► Request a side-by-side, synchronously scrolling view.



3. In **Review** tab ► Compare "**News**" document with "**News2**" document in a new document.



4. Display the changes pane. See the number of revision marks
5. Combine "**Log**" with the "**News2**" document. See revision marks directly in the document or in the navigation pane.
6. You are able to make changes directly to create a new document (Name **News3**)

18. Exercise - Help endangered animals

Open the "Help endangered animals" file

It's better to use the navigation pane when working with the table of contents

We have make 3 mistakes at the beginning in the document, Texte in RED, can you apply correction (Heading 1 or heading 2). You can use Level too.

This is the result you should have with **Headings** or **levels** in Paragraph.

Bengal Tiger	Heading 1	Level 1
Distribution and habitats	Heading 2	Level 2
Protection	Heading 2	Level 2
Giant Pandas	Heading 1	Level 1
What does he eat?	Heading 2	Level 2
Population	Heading 2	Level 2
Where can it be found?	Heading 2	Level 2
Avoiding the worst for the panda	Heading 2	Level 2

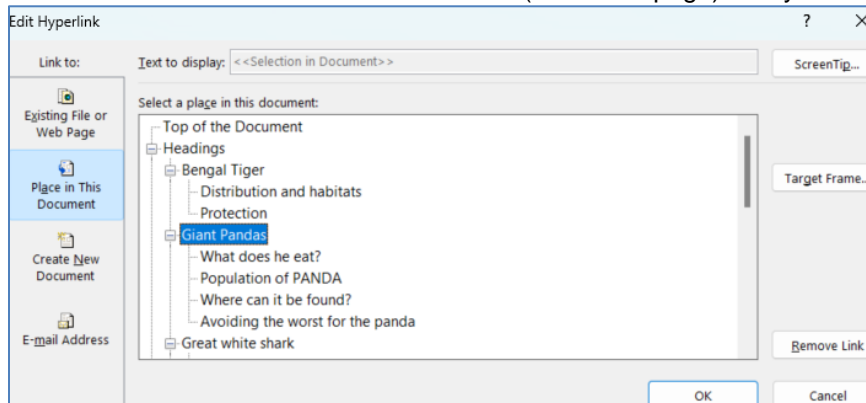
1. Modify normal: Justified, spacing before 6 pt
2. Insert a **Section Breaks** ►. **Next page** after your Cover page
3. Insert the **table of contents**
From the Reference ribbon, select ► **Insert** ► **Reference** ► **Table of Contents**
4. Return to Reference, **Custom Table of Contents** and explore **formats** and sequences. Cancel if necessary.
5. Modify TOC 1 and TOC 2 styles as follows:
 - ◆ TOC 1 –All caps, Spacing ► before– 9 pt
 - ◆ TOC 2 – Paragraph indentation –1 cm – Line spacing – 1 cm (Single)

18.1. Section Breaks

- ◆ Bengal Tiger
- ◆ Giant Pandas
- ◆ Great White Shark
- ◆ Polar Bear
- ◆ African Elephant: strong, smart, but vulnerable species
- ◆ The Rhinoceros
- ◆ **See after each Statistical, we have Section Breaks**
- ◆ **Update your "Table of contents"**
- ◆ **SEE IF CHANGES NEED TO BE MADE TO HAVE YOUR TABLE OF CONTENTS ON ONE PAGE ONLY**

18.2. Bookmark

6. Select "Table of contents" on the second page.
 - ◆ Insert Bookmark and type TableOfContents
 - ◆ Reach the end of the document
 - ◆ Type: Home page
 - ◆ Select your text and create a link to the bookmark
7. Select See more information about PANDA (Statistical page) Use your Navigation Pane



- ◆ Insert link to the heading Giant Pandas
8. Select "Biography" (First Page Heading) and create a bookmark
 - ◆ Go to the end of the document
 - ◆ Type: Home page
 - ◆ Create a link to the bookmark

18.3. Insert a cross-reference

See the difference between Cross-reference, regular Link and Bookmark

9. Select "See more information about African Elephant" (Page Statistical) and Link to Heading 1 LOCATED IN THE DOCUMENT "AFRICAN ELEPHANT"
10. Select "Reason of danger" (Create CROSS-REFERENCE) WITH HEADING 2 (Same name)

18.4. Footnote – Endnote

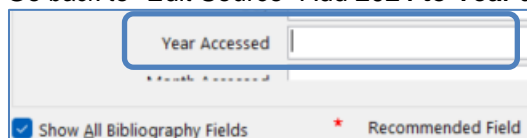
11. Insert Footnote:
 - ◆ Research: **Protection (Bengal Tiger page) – (Taper) See chart in Annexe A**
 - ◆ Research Title "**Polar Bear**" and insert a **Footnote**: Text wrote in French and translated in English
12. See Endnote end of document:
 - ◆ This "end of document" note should have been in the "Bibliography"
 - ◆ Delete this note (Site no longer exists)

18.5. Caption (Pictures & Excel Chart)

13. Work with F5 if necessary
14. See IMAGES THAT are already marked
15. Pictures to be marked
 - ◆ Bengal Tiger
 - ◆ Giant Panda
 - ◆ Feeding: FABRICE GUÉRIN
16. Create a new Label called: **Chart**
17. Select the chart in **STATISTICAL – TIGER** page and create the Caption name: **POPULATION OF TIGER 2013**
18. See Great white shark & Rhinos have a caption too

18.6. Bibliography

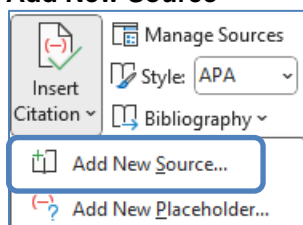
19. See the source at the end of panda's section.
 - ◆ Go back to "Edit Source" Add **2024 to Year accessed**



20. Click at end of Great White Shark section

- ◆ **Cut the link Web Site**

- ◆ **Add New Source**



- ◆ Author: FishiPedia
- ◆ Year: updated in 2023
- ◆ Year accessed: 2024
- ◆ URL: <https://www.fishipedia.fr/fr/poissons/carcharodon-carcharias>

21. Click at the end of the first paragraph "Where do polar bears live? "RADIO-CANADA"

- ◆ You forgot to add the publication date
return to the source and add **September 14 in 2016**

18.7. Open "African Rhinos" file to Insert Object

22. Copy everything from this document
23. Paste below "Protection" (Under the picture)

Table of Pictures & Charts to be insert after Table of Contents

24. Type "Table of Pictures", Style: Heading 1
25. Type "Excel Charts", Heading 1

18.8. Insert Bibliography at the end at the end of the document

18.9. Header & Footer to create

26. HEADER

- ◆ First page: Nothing
- ◆ Table of contents: **Endangered animals** at left
- ◆ Keep link and stop at "Statistical"
- ◆ **No Header on "Statistical Page"**
- ◆ No header in next section

27. FOOTER

- ◆ First page: nothing
- ◆ Table of contents: DATE AT LEFT PAGE NUMBER TO THE RIGHT (ROMAN NUMERAL)
Ex. « TOC p. i », number start at "i"
- ◆ Table of Pictures **LINK to Previous**
- ◆ Continuous page number with Roman numeral)
- ◆ At each animal: Page xx in the middle (Start at 1)
Style of your choice
- ◆ Appendix, start at A (Tiger)
- ◆ Remove Page number on the last page (Bibliography) NOTHING