Office Doc

MS-OFFICE 2016 - WORD

English version

Correspondence
Standard tables

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2016 ENVIRONMENT

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DEFAULT OPTIONS

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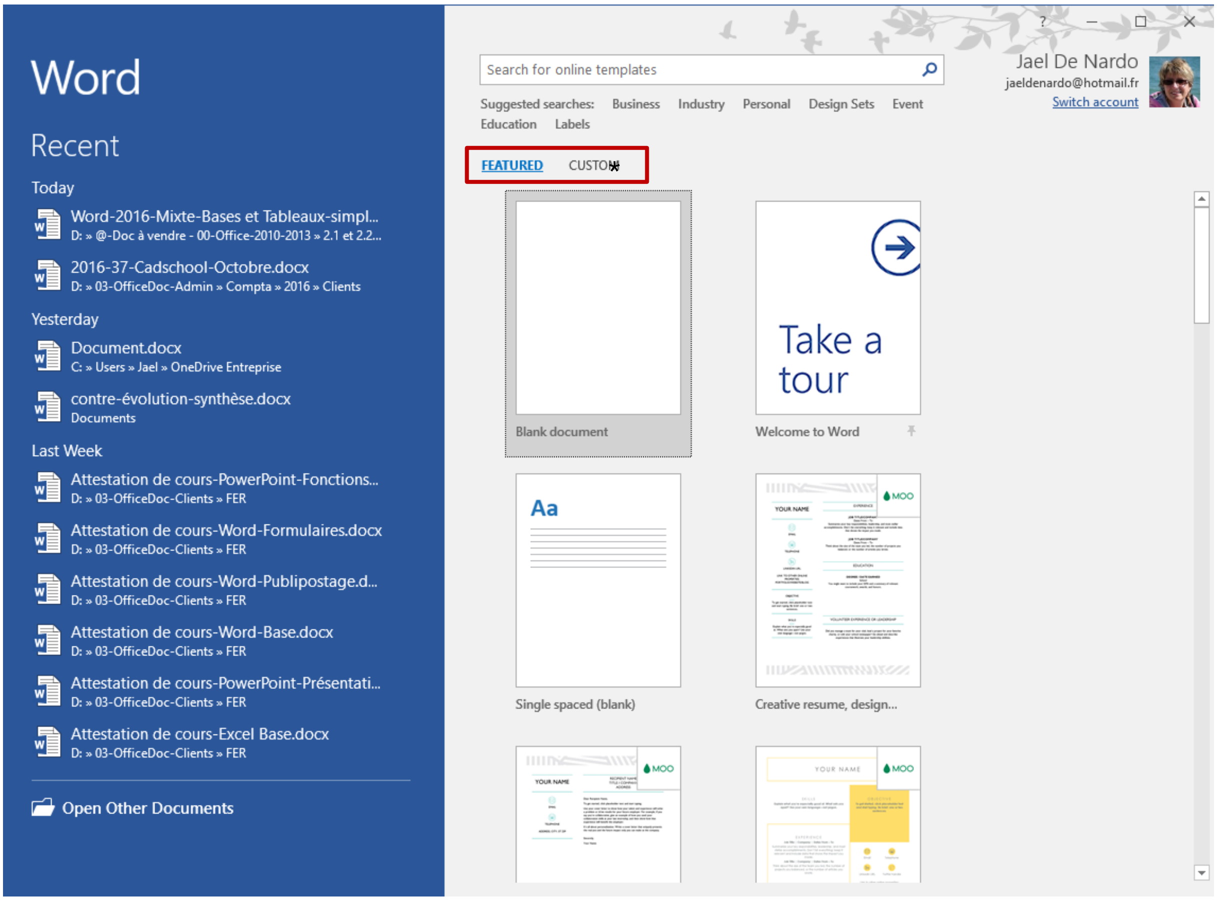
HELP

1 Choices for getting started

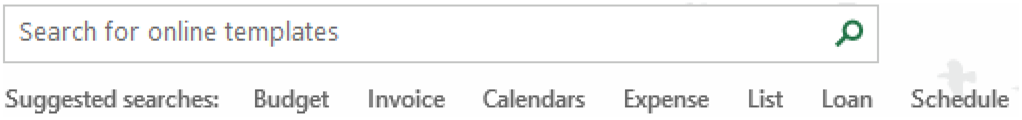
Here below the default suggestions when you run Word :


Word
Recent
Today
Yesterday
Last Week
Open Other Documents
Search for online templates
Suggested searches: Business Industry Personal Design Sets Event
Education Labels
FEATURED
CUSTOM
Jael De Nardo
jaeldenardo@hotmail.fr
Switch account
Blank document
Take a tour
Welcome to Word
Aa
Single spaced (blank)
Creative resume, design...
MOO
YOUR NAME

Word-2016-Mixte-Bases et Tableaux-simpl...
D: » @-Doc à vendre - 00-Office-2010-2013 » 2.1 et 2.2...
2016-37-Cadschool-Octobre.docx
D: » 03-OfficeDoc-Admin » Compta » 2016 » Clients
Document.docx
C: » Users » Jael » OneDrive Entreprise
contre-évolution-synthèse.docx
Documents
Attestation de cours-PowerPoint-Fonctions...
D: » 03-OfficeDoc-Clients » FER
Attestation de cours-Word-Formulaires.docx
D: » 03-OfficeDoc-Clients » FER
Attestation de cours-Word-Publipostage.d...
D: » 03-OfficeDoc-Clients » FER
Attestation de cours-Word-Base.docx
D: » 03-OfficeDoc-Clients » FER
Attestation de cours-PowerPoint-Présentati...
D: » 03-OfficeDoc-Clients » FER
Attestation de cours-Excel Base.docx
D: » 03-OfficeDoc-Clients » FER

*** These two options are for templates (custom or corporate).** They are displayed only if one template at least is saved in the corresponding folder (see documentation about this topic)

Left pane	Recent documents (pinned or not) At the bottom of the pane : an OPEN button …
Right section	Templates to choose from (after a while this will be the list of recently used templates) You may search templates on the Microsoft website (free). Type the required text or select the required theme.

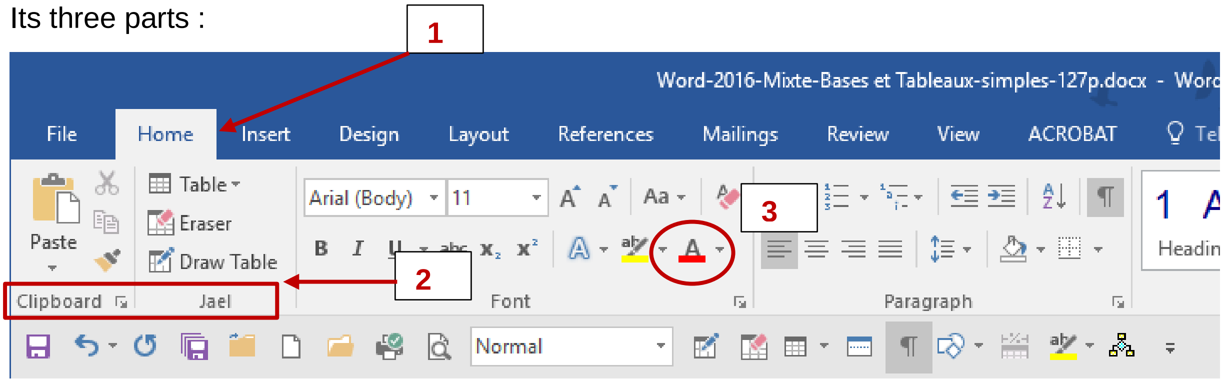

Search for online templates
Suggested searches: Budget Invoice Calendars Expense List Loan Schedule

Blank file ?	A blank document, workbook … is always the first suggestion **Press the ESC key**

2 The 2016 environment

2.1 The Ribbon

Its three parts :


1
Word-2016-Mixte-Bases et Tableaux-simples-127p.docx - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
ACROBAT
Paste
Table
Eraser
Draw Table
Arial (Body)
11
Aa
3
2
Clipboard
Jael
Font
Paragraph
Headin
Normal

1. **Tabs**
   Each one of them represents an activity area. If you point the ribbon and at the same time scroll with your mouse, you automatically switch from one tab to the other.

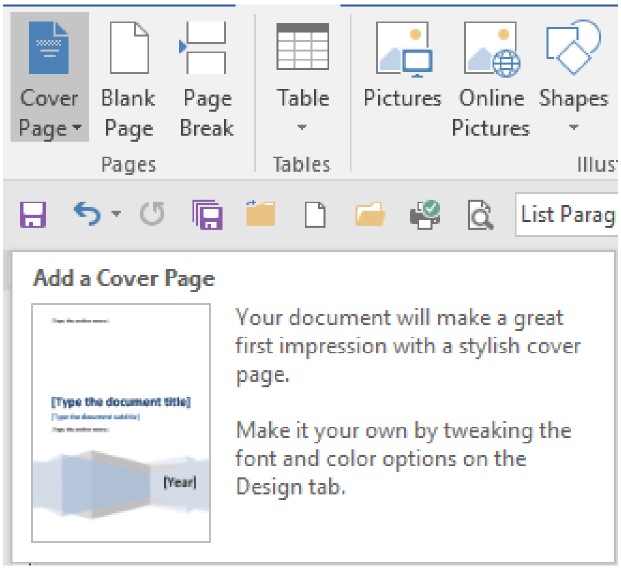
   A special tab : FILE. It does not really belong to the Ribbon but displays the commands linked to files managing, help and default options. You exit the FILE menu by pressing the ESC key or simply clicking onto another tab on the Ribbon.

2. **Groups**
   Each tab has several groups that show related items together (buttons, tear-off and so on). If you reduce the size of the Word window and there is not enough place to display each button, one only button will show the various commands.

3. **Commands**
   A command is a button, a box to enter information or a menu

2.2 Help on a button

Simply point the required button : some explanations sometimes with a visual sample will be automatically displayed :

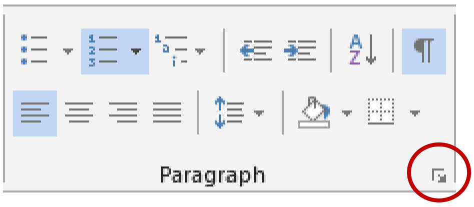

Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
Illus
List Parag
[Type the document title]
[Year]

Add a Cover Page

Your document will make a great first impression with a stylish cover page.

Make it your own by tweaking the font and color options on the Design tab.

2.3 Dialog box launcher

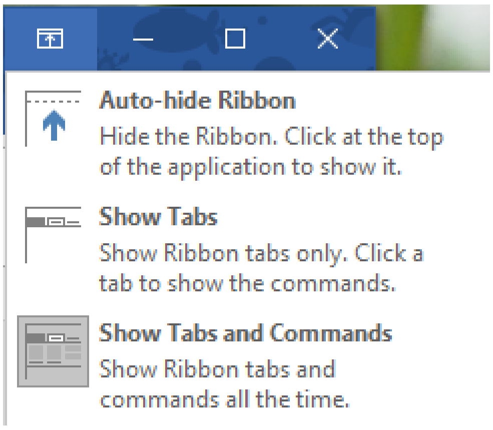


The diagonal arrow in the lower-right corner is called a dialog box launcher. Click and additional options related to that group will be displayed. Those options will often appear in the form of a dialog box that you may recognize from a previous version or they may appear in a familiar-looking task pane.

As an example, the *Font* dialog box launcher will show the previous FORMAT – FONT box and the *Styles* launcher will display the familiar styles task pane…

2.4 Managing the Ribbon

At the right end of the program's window :



Auto-hide Ribbon
Hide the Ribbon. Click at the top of the application to show it.

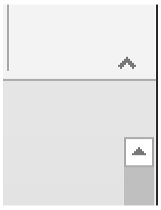
Show Tabs
Show Ribbon tabs only. Click a tab to show the commands.

Show Tabs and Commands
Show Ribbon tabs and commands all the time.

Minimize the ribbon

Click on the minimize arrow at its right end.

Also : double-click on any tab on the ribbon or right click on the ribbon and select option COLLAPSE THE RIBBON

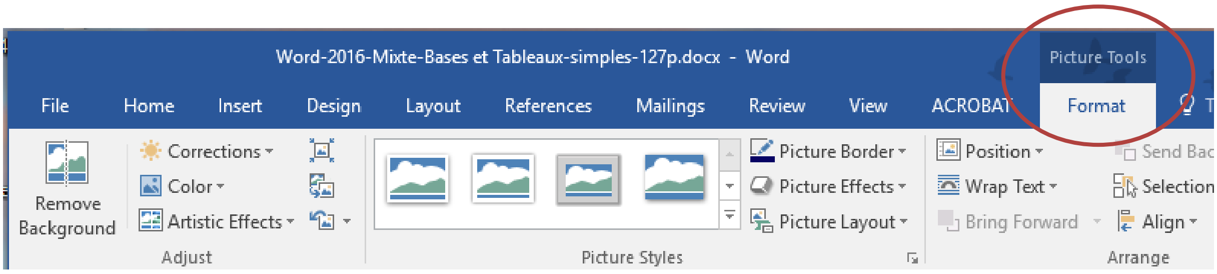


Aim : to make the workspace bigger. Important for small laptops. .

Each time you click on one of the ribbon tabs, the related buttons are displayed but when you click back in the document, they will be hidden.

Double-click a tab again, right click, click on the pin … to dock it again.

2.5 Additional tabs


Word-2016-Mixte-Bases et Tableaux-simples-127p.docx - Word
Picture Tools
File
Home
Insert
Design
Layout
References
Mailings
Review
View
ACROBAT
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Picture Styles
Picture Border
Picture Effects
Picture Layout
Position
Wrap Text
Bring Forward
Send Bac
Selection
Align
Arrange

Additional tabs will automatically appear when you are working with specific items such as a picture, a table, an autoshape, a diagram or a chart and so on.

Click on the idem (sometimes double-click) and the tab will be automatically displayed

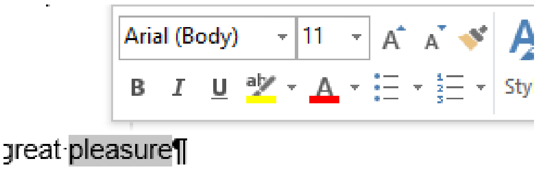
The Ribbon can show two of those program tabs together (because you may be working on a picture but inside a table cell, or because two tabs are needed for a given functionality …)

When you click outside the item, the additional tab disappears.

2.6 The Mini Toolbar

- Select the required text

Advantage : fast access to formatting options while working in a different activity area.


Arial (Body)
11
B
I
U
A
Sty
great pleasure¶

Characteristics

- Cannot be customized (adding buttons for instance)
- Can be turned off (FILE – OPTIONS – GENERAL Category – The first option)
- Always displayed when you right click a text (this cannot be turned off)

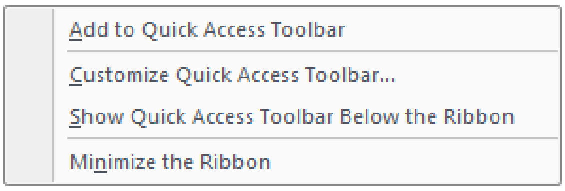
2.7 The QUICK ACCESS toolbar

The Quick Access Toolbar is the small area to the upper left of the Ribbon.
By default it contains only 3 buttons : **Save, Undo and Repeat**

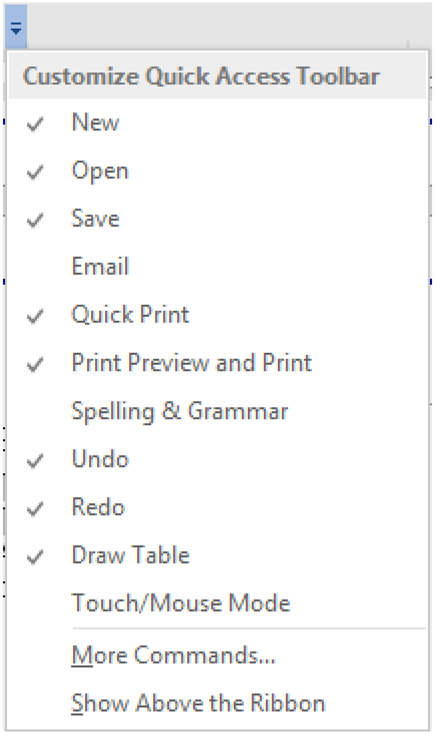
But you may add all your favorite commands so that they will be available no matter which tab you are on.

2.7.1 Add a button

Example : right click any button on the Ribbon :


Add to Quick Access Toolbar
Customize Quick Access Toolbar...
Show Quick Access Toolbar Below the Ribbon
Minimize the Ribbon

Or click on the chevron at the right end of the bar :


Customize Quick Access Toolbar
✓ New
✓ Open
✓ Save
Email
✓ Quick Print
✓ Print Preview and Print
Spelling & Grammar
✓ Undo
✓ Redo
✓ Draw Table
Touch/Mouse Mode
More Commands...
Show Above the Ribbon

The FILE menu options.

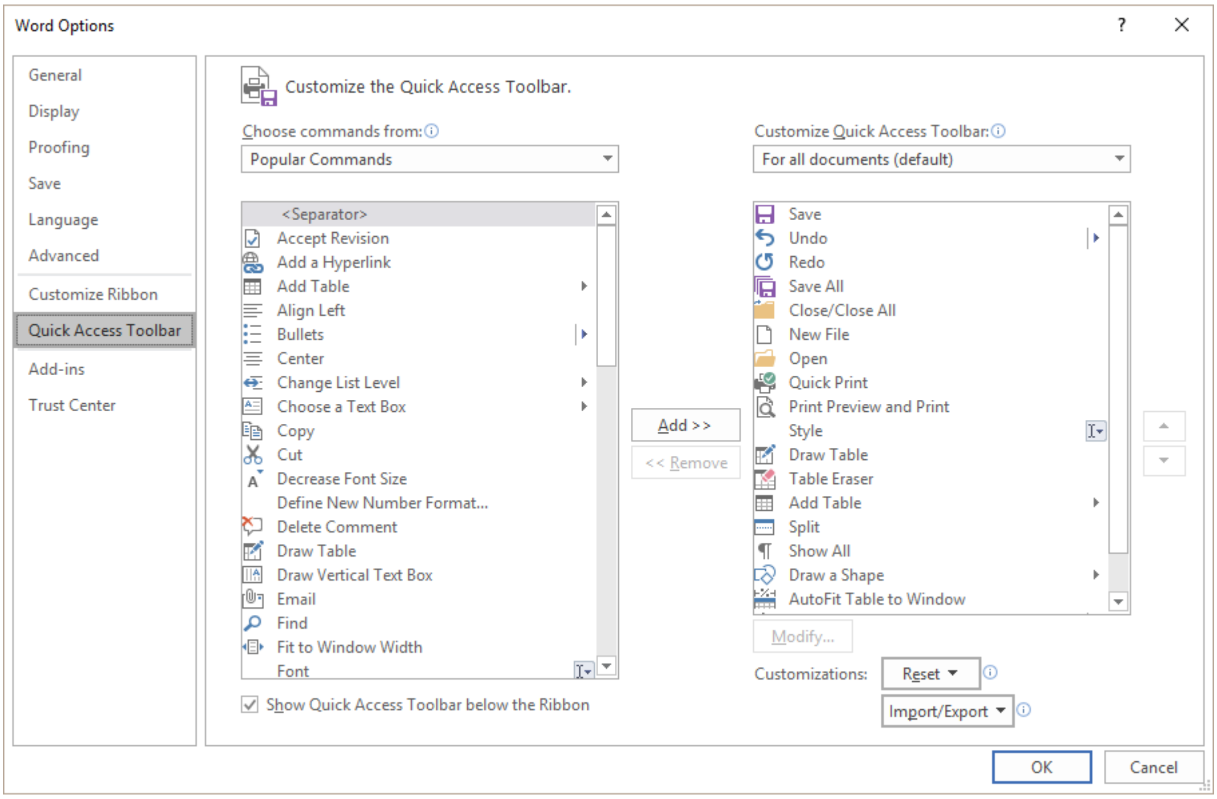
More commands : customizing box

2.7.2 *Remove a button*

Right click on any button and the previous command turns into REMOVE FROM QUICK ACCESS TOOLBAR

2.7.3 *Manage the buttons*

The above CUSTOMIZE QUICK ACCESS TOOLBAR option or the MORE COMMANDS option.


Word Options
?
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Customize the Quick Access Toolbar.
<Separator>
Accept Revision
Add a Hyperlink
Add Table
Align Left
Bullets
Center
Change List Level
Choose a Text Box
Copy
Cut
Decrease Font Size
Define New Number Format...
Delete Comment
Draw Table
Draw Vertical Text Box
Email
Find
Fit to Window Width
Font
Add >>
<< Remove
Save
Undo
Redo
Save All
Close/Close All
New File
Open
Quick Print
Print Preview and Print
Style
Draw Table
Table Eraser
Add Table
Split
Show All
Draw a Shape
AutoFit Table to Window
Modify...
Reset ▾
Import/Export ▾
OK
Cancel

Choose commands from: Popular Commands

Customize Quick Access Toolbar: For all documents (default)

☑ Show Quick Access Toolbar below the Ribbon

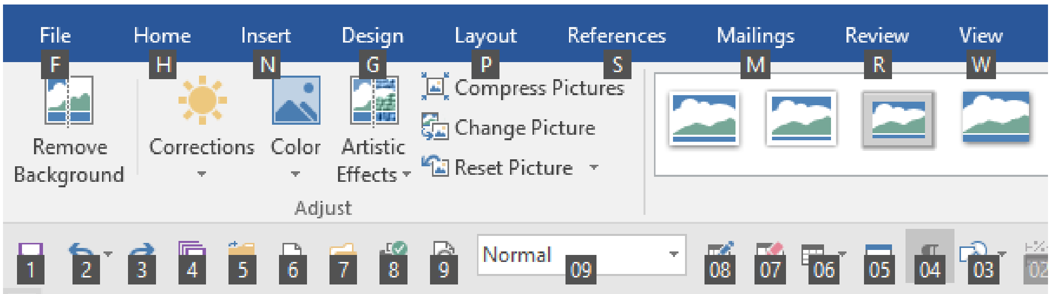
Customizations: Reset

The dialog box options are quite clear : scroll down the various commands to add those you need and add them through the ADD button. Remove any button using the REMOVE button. Also set the buttons order using the up and down arrows. *(no drag and drop with the mouse)*

- This toolbar is not shared by Excel or PowerPoint. You will have to set the buttons you need for each program.
- You cannot change the button image unless it is a macro command (the MODIFY button then becomes available). You may not display the button **and** the text (the text will be displayed when you *point* the button*)*.

2.8 Using the Key Tips

When the mouse suddenly no longer works, what can you do to save and exit the file ? which shortcut should you use ? All the Ribbon buttons can be accessed with the keyboard. Press the ALT key for one good second and all buttons will show **badges**.


File
F
Home
H
Insert
N
Design
G
Layout
P
References
S
Mailings
M
Review
R
View
W
Remove Background
Corrections
Color
Artistic Effects
Compress Pictures
Change Picture
Reset Picture
Adjust
1
2
3
4
5
6
7
8
9
Normal
09
08
07
06
05
04
03
02

ALT and then press the key or the keys in sequence that correspond to what you need.

Remove the badges ? Simply press the ESC key

2.9 Customizing the status bar

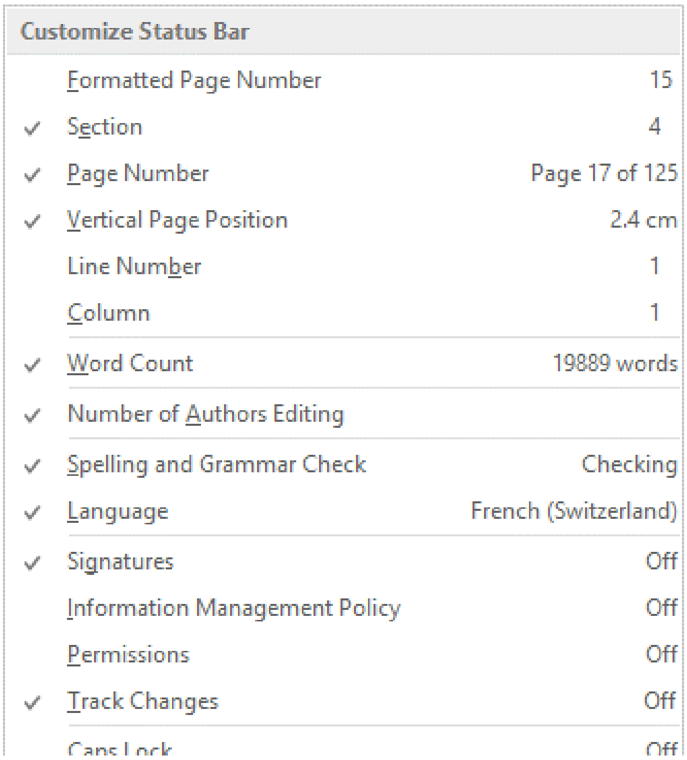
You might be surprised but the status bar shows few information (by default : *pagination, word count, language, whether the file contains macros or not*).

It is up to you to add whatever information you need.

Right click the status bar :

* For instance *Section* is not one of the default information

* *Click on the information displayed on the status bar* and a dialog box showing more details or options usually pops up.



Customize Status Bar

	Formatted Page Number	15
✓	Section	4
✓	Page Number	Page 17 of 125
✓	Vertical Page Position	2.4 cm
	Line Number	1
	Column	1
✓	Word Count	19889 words
✓	Number of Authors Editing	
✓	Spelling and Grammar Check	Checking
✓	Language	French (Switzerland)
✓	Signatures	Off
	Information Management Policy	Off
	Permissions	Off
✓	Track Changes	Off
	Caps Lock	Off

2.10 Right clicking and double-clicking

Right clicking : important	The shortcut menus have not really changed. But think twice before right clicking : sometimes the option you are looking for is absent from the menu but just above on the Ribbon …
Double-clicking a picture, an autoshape …	The related tab on the Ribbon is automatically activated

3 Themes

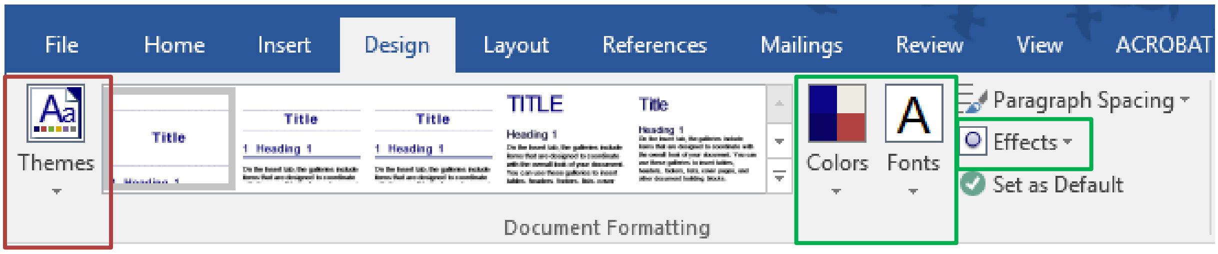
3.1 What is a theme ?

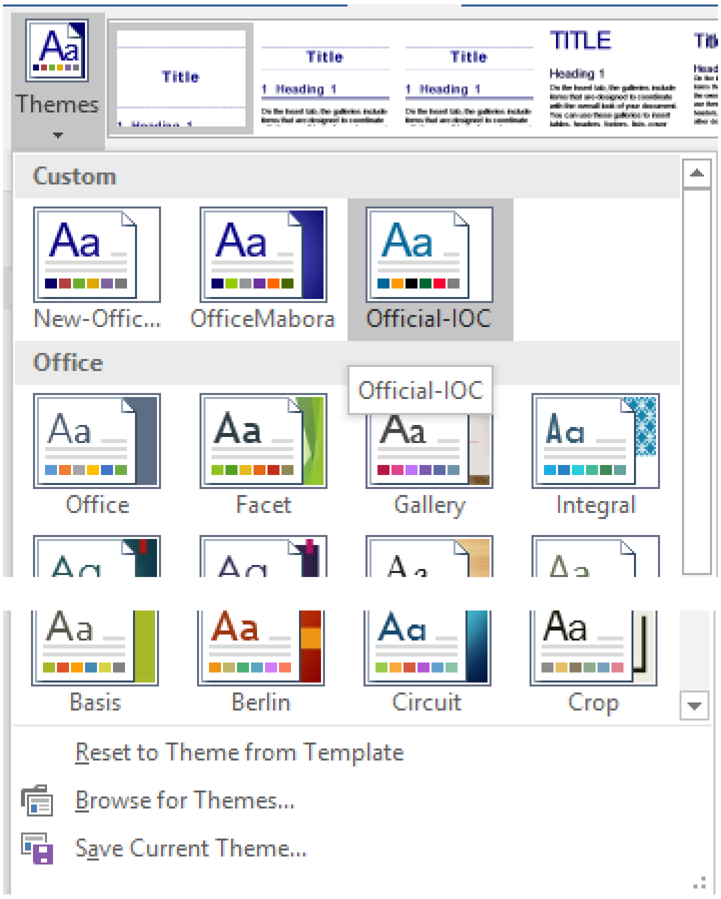
Quoted from the Microsoft online help : *'in the past it took time to format Microsoft Office documents to match because you had to choose color or style options for your tables, charts, shapes and diagrams separately. The Office themes simplify the process of creating matching, professional-looking documents not only within one program but across multiple programs. Use themes to give all of your organization's communications a branded look'.*

Indeed themes are identical across all Office programs and any theme you have created will be available in Word, Excel, PowerPoint … The themes colors, fonts and effects are applied to Office elements such as a table, a chart, to *Style sets* in Word …

You access the themes through the DESIGN Tab in Word and PowerPoint, through the PAGE LAYOUT Tab in Excel and the OPTIONS Tab in Outlook (from a new message)

DESIGN Tab – DOCUMENT FORMATTING Group

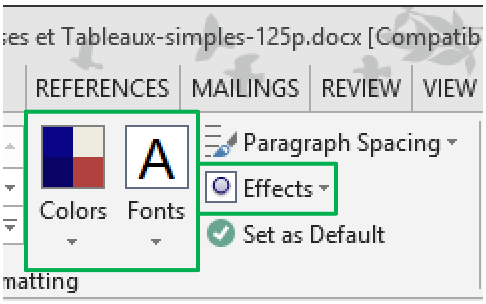

File
Home
Insert
Design
Layout
References
Mailings
Review
View
ACROBAT
Themes
Title
TITLE
Heading 1
Colors
Fonts
Paragraph Spacing
Effects
Set as Default
Document Formatting


Themes
Title
TITLE
Heading 1
Custom
New-Offic...
OfficeMabora
Official-IOC
Office
Official-IOC
Office
Facet
Gallery
Integral
Basis
Berlin
Circuit
Crop
Reset to Theme from Template
Browse for Themes...
Save Current Theme...

The first two themes are custom themes. The default theme is OFFICE.

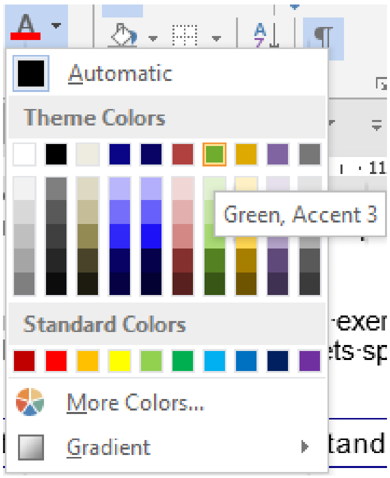
If your document contains items affected by a theme, you will notice that they will be automatically formatted by pointing a theme in the gallery.

A theme is made of 3 parts :


ses et Tableaux-simples-125p.docx [Compatib
REFERENCES
MAILINGS
REVIEW
VIEW
Colors
Fonts
Paragraph Spacing
Effects
Set as Default
matting

- **A color scheme.** It has 12 colors that will be automatically chosen according to the item (paragraph defined in Heading 1 or chart …)
- **A font scheme.** 2 fonts, one for titles (Title style, Heading 1, 2, 3 ..) and the other for the body text. Professional document designers recommend to only use 2 different fonts in a document.
- **An effects scheme.** Automatically applied to drawn shapes for instance. Made of a « matrix » in three parts : lines, fills and effects.

3.2 Implications when applying one of the theme colors or a standard color



Theme Colors
These colors are “automatic” as they are controlled by the active theme. If you apply another theme to the document, it will be replaced by its counterpart from the new theme.

Why ? Because you don’t select a color, you select *a number (called Accent).*

Standard Colors and *More Colors*
The color is independent from the theme and will not change if you apply another theme to the document

3.3 Custom theme

This belongs to advanced functions but it is important for end-users to have an idea about it as most companies will use their own theme rather than a Microsoft preset one.

The user responsible for the company theme.

This person will create a *colors and fonts scheme.* An .xml file will be created for each scheme. The whole set (colors-fonts-effects) will be saved as a theme (a .thmx file). **All of this should be done from PowerPoint** because the theme will include many items from the Master.

All these files will be stored on the user's local hard drive. Then the theme will be applied to all the Office company's templates (Word, Excel, etc …).

Finally, the theme will be either *installed* on each user's workstation or *sent* to each user with instructions on how to install the theme and make it available to any Office file.

The other users or « end-users »

The theme has been saved onto the local hard drive
It is displayed in the themes gallery and is available to any Office file.

No theme file on the hard drive
The theme is not displayed in the themes gallery and is not available to any Office file.

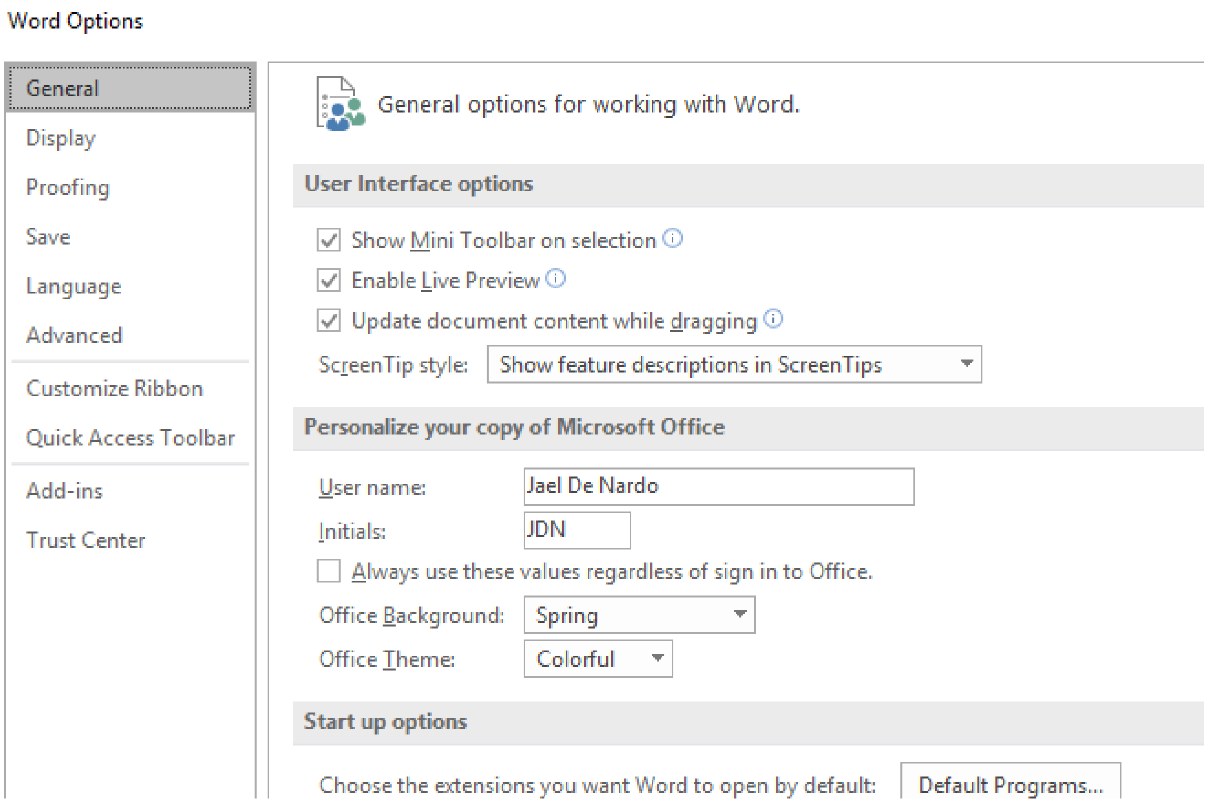
How to retrieve the theme ? If you receive a file from the outside but containing the theme, it will be present when you edit the file. If your company has a PowerPoint template, the theme has certainly been applied to it. *Indeed the theme is incorporated into the file – but this is invisible. To check it : create an item using an automatic sequence of colors – you will see that the theme colors have been applied* automatically.

Open the file that contains the theme (preferably the PowerPoint one)
Save the current theme onto the hard disk (option at the bottom of the themes gallery).

4 Word default settings

Why cover this chapter before more important topics such as typing, formatting paragraphs …. ? To help you to use Word with no « passive » behavior, rather actively choosing which settings will make your daily work comfortable and pleasant.

- FILE - OPTIONS



General options for working with Word.

User Interface options

☑ Show Mini Toolbar on selection
☑ Enable Live Preview
☑ Update document content while dragging
ScreenTip style: Show feature descriptions in ScreenTips

Personalize your copy of Microsoft Office

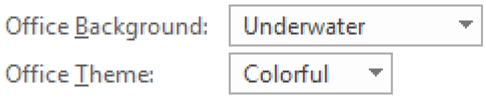
User name: Jael De Nardo
Initials: JDN
☐ Always use these values regardless of sign in to Office.
Office Background: Spring
Office Theme: Colorful

Start up options

Choose the extensions you want Word to open by default: Default Programs...

The options found in the various categories will answer questions such as :

- Office environment : background color and customization of the title bar ?



Office Background: Underwater
Office Theme: Colorful

Graphics at the top of the window' Title bar (right end)

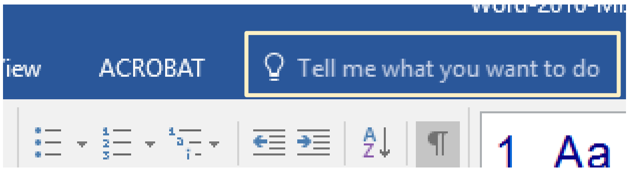
Background color of Title Bar and Word window (365 subscribers : additional **Black** option)

- Default view mode when you open a Word file directly from an Outlook message?
- Default folder when you save / open documents ?
  etc ….

5 Help

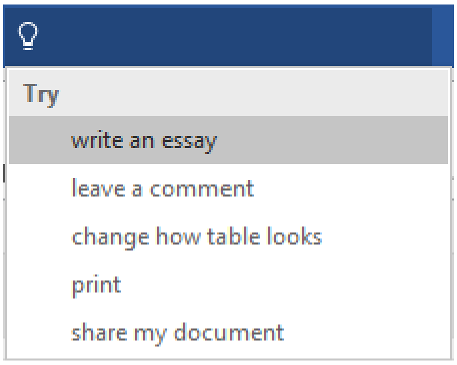
5.1 Quick access to a command : the bulb of Tell me what you want to do

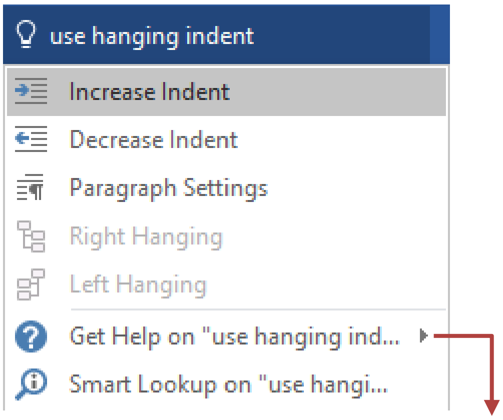
- Click on the blue « question mark » button located at the top right side of the Word window :


iew
ACROBAT
Tell me what you want to do
1 Aa

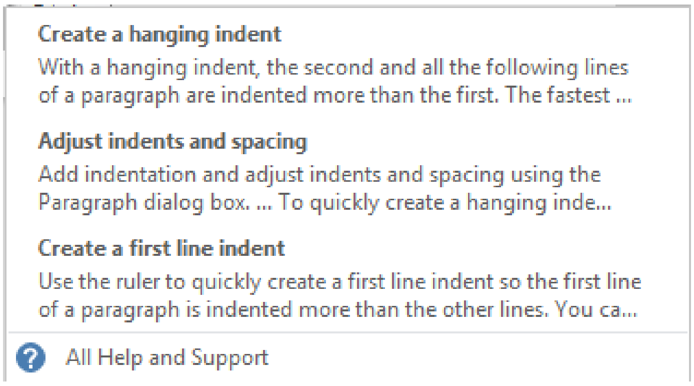
Some suggestions

Type the required command
Caution : the displayed options are not *suggestions* but a direct access to the given command …


Try
write an essay
leave a comment
change how table looks
print
share my document


use hanging indent
Increase Indent
Decrease Indent
Paragraph Settings
Right Hanging
Left Hanging
Get Help on "use hanging ind...
Smart Lookup on "use hangi...

Get Help : access to *explanations* on the functionality



Create a hanging indent
With a hanging indent, the second and all the following lines of a paragraph are indented more than the first. The fastest ...

Adjust indents and spacing
Add indentation and adjust indents and spacing using the Paragraph dialog box. ... To quickly create a hanging inde...

Create a first line indent
Use the ruler to quickly create a first line indent so the first line of a paragraph is indented more than the other lines. You ca...

All Help and Support

Smart Lookup …. : next topic

5.2 Smart Lookup

The above option

Smart Lookup on "use hangi...

Or the same one accessed by right clicking a selection
Or select and then REFERENCES Tab – RESEARCH Group

A pane will be displayed on the right of the Word window with a list of related web sites (the sites are searched by Bing, the Microsoft search program). You cannot add your own manual search to the Bing result …

VIEWING

-

TYPING

-

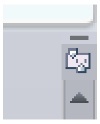
NAVIGATING AND SELECTING

1 Viewing

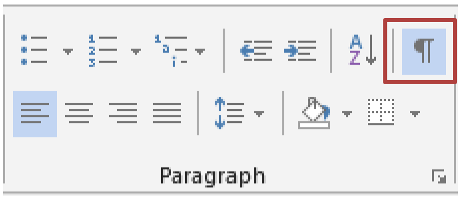
1.1 Viewing the ruler (off by default)

- VIEW Tab – SHOW/HIDE Group – RULER Option

2010 users : the following button located at the top of the vertical scroll bar has been removed



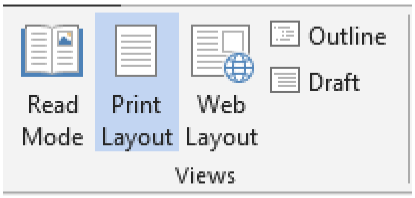
1.2 Viewing non printable characters



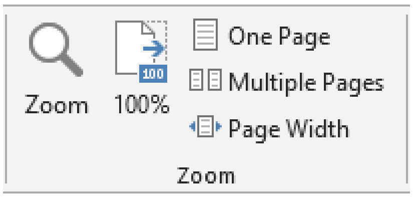
This is a switch to view or hide the spaces, tabs, paragraphs codes, non-breaking spaces and dashes and so on.

1.3 Print Layout, Full screen, Draft, Zoom …

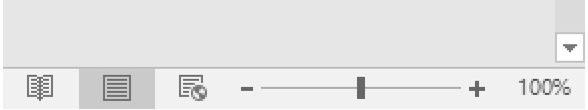
- VIEW Tab – DOCUMENT VIEWS and ZOOM Groups


Read Mode
Print Layout
Web Layout
Outline
Draft
Views

and


Zoom
100
100%
One Page
Multiple Pages
Page Width
Zoom

- *Or* any tab : at the bottom right of the Word window



- **Read Mode** (rubrique suivante)
- **Print Layout** that is the common default view mode (the page is fully displayed, showing headers and footers, footnotes, drawings and so on.)
- **Web Layout** : the window is re-arranged for possible online screen reading
- **Outline** : shows the document hierarchy (chapters and sub-chapters)

  2010 users : the Outline button was also in the status bar, next to the zoom button. It has been removed.
- **Draft** : no header/footer, footnotes, drawing and so on.
- **Zoom buttons *or* Zoom cursor :** various zoom percentages. The ZOOM button displays a dialog box to set *a custom percentage* and a button to *show more than 2 pages.*

1.4 A special view mode : READ MODE

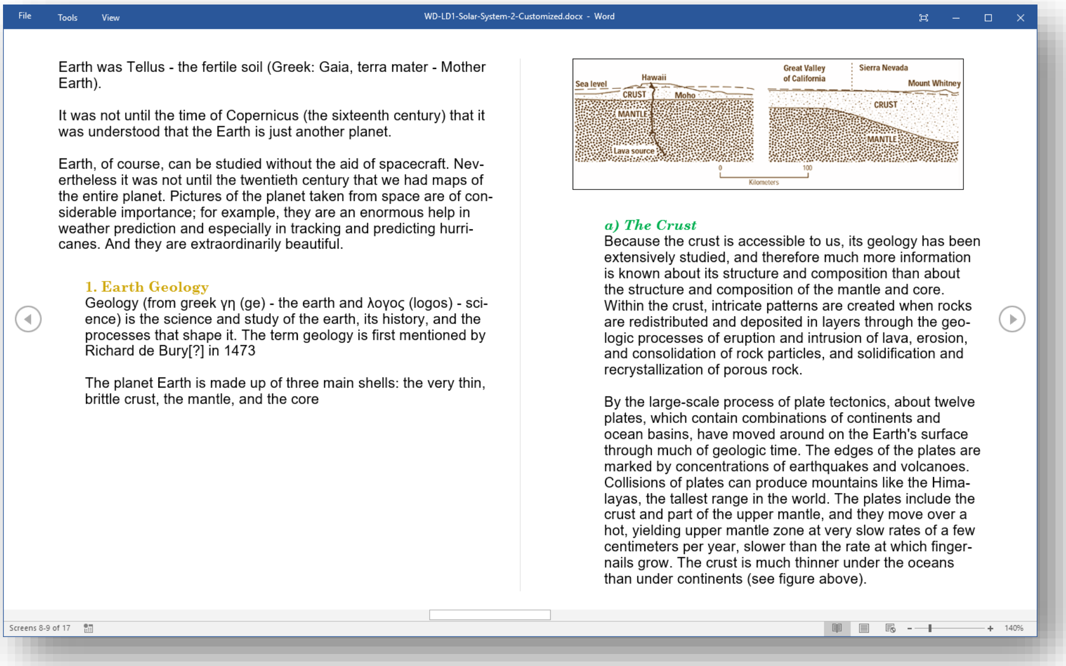
Note : this mode is particularly handy with tactile monitors, tablets …

The ribbon is replaced with a small bar showing some tools such as save, print, search options etc …)

✐ FULL SCREEN READING is the default view mode when you open a Word document directly from inside an Outlook message (by double-clicking on the attached file).

To change this setting : FILE – OPTIONS - Category GENERAL – Topic START UP OPTIONS – Option OPEN E-MAIL ATTACHMENTS IN FULL SCREEN READING VIEW

- VIEW – READ MODE



Earth was Tellus - the fertile soil (Greek: Gaia, terra mater - Mother Earth).

It was not until the time of Copernicus (the sixteenth century) that it was understood that the Earth is just another planet.

Earth, of course, can be studied without the aid of spacecraft. Nevertheless it was not until the twentieth century that we had maps of the entire planet. Pictures of the planet taken from space are of considerable importance; for example, they are an enormous help in weather prediction and especially in tracking and predicting hurricanes. And they are extraordinarily beautiful.

1. Earth Geology

Geology (from greek γη (ge) - the earth and λογος (logos) - science) is the science and study of the earth, its history, and the processes that shape it. The term geology is first mentioned by Richard de Bury[?] in 1473

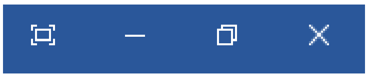
The planet Earth is made up of three main shells: the very thin, brittle crust, the mantle, and the core

a) The Crust

Because the crust is accessible to us, its geology has been extensively studied, and therefore much more information is known about its structure and composition than about the structure and composition of the mantle and core. Within the crust, intricate patterns are created when rocks are redistributed and deposited in layers through the geologic processes of eruption and intrusion of lava, erosion, and consolidation of rock particles, and solidification and recrystallization of porous rock.

By the large-scale process of plate tectonics, about twelve plates, which contain combinations of continents and ocean basins, have moved around on the Earth's surface through much of geologic time. The edges of the plates are marked by concentrations of earthquakes and volcanoes. Collisions of plates can produce mountains like the Himalayas, the tallest range in the world. The plates include the crust and part of the upper mantle, and they move over a hot, yielding upper mantle zone at very slow rates of a few centimeters per year, slower than the rate at which fingernails grow. The crust is much thinner under the oceans than under continents (see figure above).

Top right of the screen



Hide the tools
(they are located at the top left of the screen)
Minimize
Previous size / Full screen

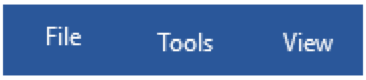
Double-clicking a graphic item such as a picture, a chart …

Zoom in (light)

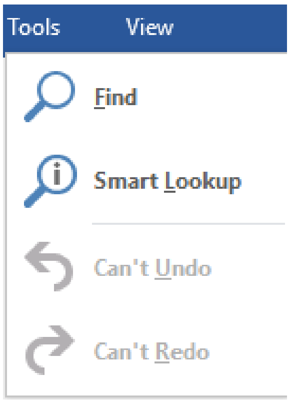
◀ and ▶

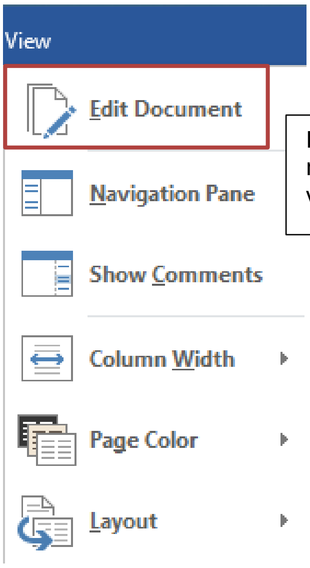
In horizontal orientation : navigation from page to page

Top left of the screen



The usual FILE menu

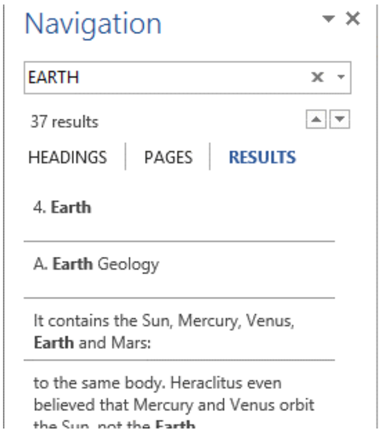

Tools
View
Find
Smart Lookup
Can't Undo
Can't Redo


View
Edit Document
Navigation Pane
Show Comments
Column Width
Page Color
Layout

Revert to normal view mode

TOOLS – FIND

Searching for specific text in the document. The Navigation Pane will be displayed on the left and the found text will be highlight on the right but also in the styles/ pages tree if you click on HEADINGS / PAGES.

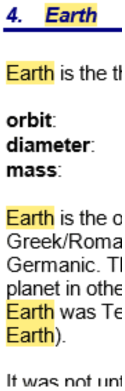

Navigation
EARTH
37 results
HEADINGS
PAGES
RESULTS

4. Earth

A. Earth Geology

It contains the Sun, Mercury, Venus, Earth and Mars:

to the same body. Heraclitus even believed that Mercury and Venus orbit the Sun, not the Earth


4. Earth

Earth is the tl

orbit:
diameter:
mass:

Earth is the o
Greek/Roma
Germanic. Tl
planet in othe
Earth was Te
Earth).

It was not unt

TOOLS – SEARCH WITH BING

The Bing search engine is run (Internet)

TOOLS – UNDO / REDO

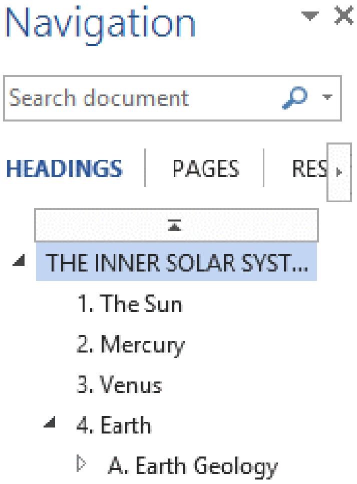
Some tests : systematically greyed out …

VIEW – EDIT DOCUMENT

Back to normal view. ESC is faster and more comfortable …

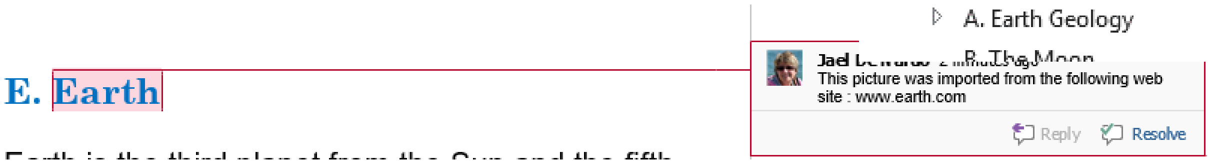
VIEW – NAVIGATION PANE

It is the Navigation Pane (normal view mode) (clearly inspired from PDF)


Navigation
Search document
HEADINGS
PAGES
RES
THE INNER SOLAR SYST...
1. The Sun
2. Mercury
3. Venus
4. Earth
A. Earth Geology

VIEW – SHOW COMMENTS

Comments are displayed in either in a text box or as a button to click on


E. Earth
B. The Moon
Reply
Resolve

This picture was imported from the following web site : www.earth.com

You can reply to a comment or declare it “resolved”

VIEW – COLUMN WIDTH / LAYOUT

To set as the pages should be displayed : on 3 columns rather than 2, with a background sepia color, as one *continuous page* as in PDF files …

2 Typing

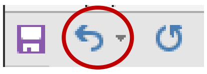
2.1 Automatic corrections applied when you type a space

Word has been set to automatically correct some of your typing. When you type *a space,* Word checks in a fraction of a second what it could do for you …

Some examples : *adding a capital letter to the beginning of a sentence, correcting some common typing mistakes, changing the look of a fraction or ordinal number and so on.*

This automatic correction can be canceled straight away using the

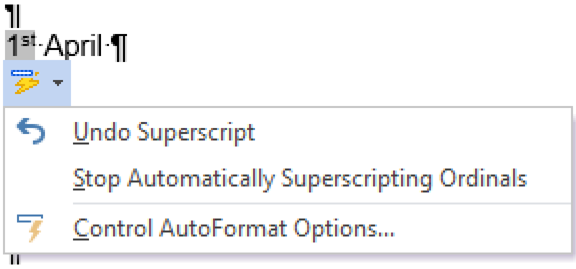
UNDO



or you can also use CTRL + Z

You will then retrieve the initial typing.

If you do not undo straight away, you may do so later on. Word automatically adds a « tag » below the correction that offers several options to manage the correction :

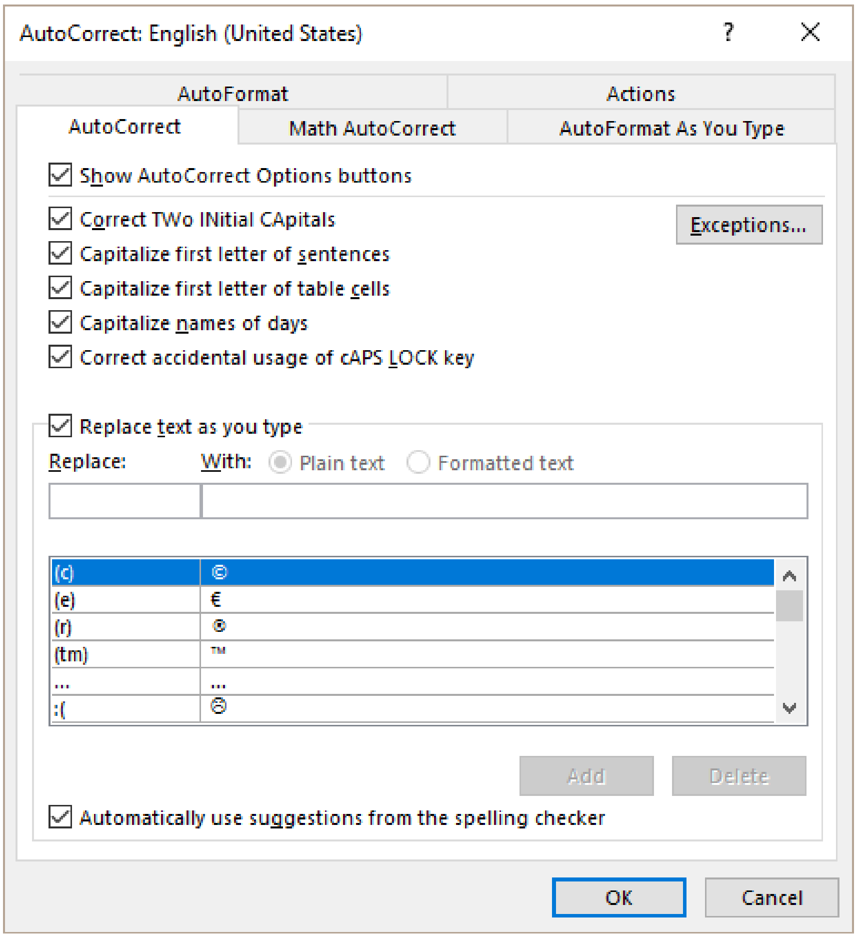


¶
1st April ¶

Undo Superscript
Stop Automatically Superscripting Ordinals
Control AutoFormat Options...

Undo … = Undo only this correction
Stop … = Turn off completely the automatic correction

Control … = Check and manage the general auto-correct options.
(other access : FILE – OPTIONS – Category PROOFING – AUTOCORRECT OPTIONS button)


AutoCorrect: English (United States)
?
AutoFormat
Actions
AutoCorrect
Math AutoCorrect
AutoFormat As You Type
Exceptions...
Add
Delete
OK
Cancel

☑ Show AutoCorrect Options buttons

☑ Correct TWo INitial CApitals

☑ Capitalize first letter of sentences

☑ Capitalize first letter of table cells

☑ Capitalize names of days

☑ Correct accidental usage of cAPS LOCK key

☑ Replace text as you type

Replace: With: ● Plain text ○ Formatted text

(c)	©
(e)	€
(r)	®
(tm)	™
...	…
:(	☹

☑ Automatically use suggestions from the spelling checker

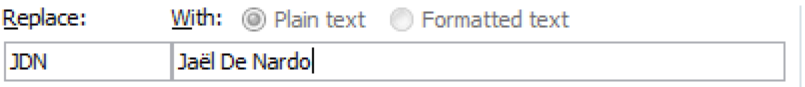
To mention :

☑ Correct accidental usage of cAPS LOCK key

When the CAPS LOCK is on and you have forgotten about it : if you type Charlotte the result will be cHARLOTTE because the case is toggled. When you press the space bar, it is automatically toggled correctly and the CAPS LOCK key is turned off. *Caution :does not work in French with accented letters such as gENèVE for instance.*

☑ Replace text as you type

The first section is dedicated to automatic replacements

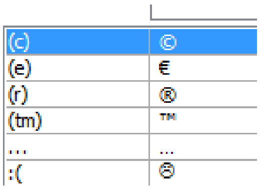


Replace: With: ● Plain text ○ Formatted text

Replace	With
JDN	Jaël De Nardo

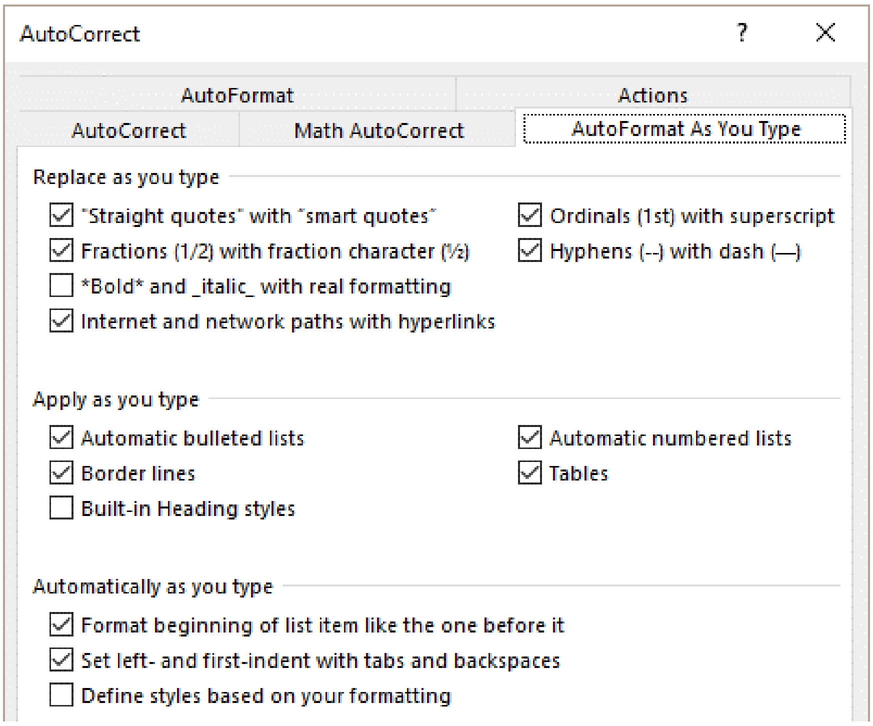
When I type « JDN + space », Word automatically replaces JDN with Jaël De Nardo
You may add your own « replacements » (current typing mistakes).

The section below displays the list of automatic corrections (the list depends on the paragraph language)



(c)	©
(e)	€
(r)	®
(tm)	™
...	…
:(	☹

The entries are available in all Office applications (totally or partially)



Replace as you type

☑ "Straight quotes" with "smart quotes"
☑ Fractions (1/2) with fraction character (½)
☐ *Bold* and _italic_ with real formatting
☑ Internet and network paths with hyperlinks
☑ Ordinals (1st) with superscript
☑ Hyphens (--) with dash (—)

Apply as you type

☑ Automatic bulleted lists
☑ Border lines
☐ Built-in Heading styles
☑ Automatic numbered lists
☑ Tables

Automatically as you type

☑ Format beginning of list item like the one before it
☑ Set left- and first-indent with tabs and backspaces
☐ Define styles based on your formatting

To mention :

☑ "Straight quotes" with "smart quotes"

Option turned on	The quotes are as follows : “ “ (in English) and « » (in French) - any space before a punctuation sign is protected (non-breaking space)
Option turned off	The quotes are as follows : " " (in English and in French) – any space before a punctuation sign is not protected).

The above settings cannot be dissociated. Impossible to set " " quotes and protected punctuation signs. Moreover when the option is on, it often changes the way the decimal tab works (when the thousand separator is an apostrophe). *See chapter on tabs at page 44.*

☑ Hyphens (--) with dash (—)

Replaces .-- with .— when you type a figure such as : FF 45.-- and then pressing the ENTER key. The result will be FF 45.—

Some options can be very irritating and you might find useful to turn them off:

☑ Automatic bulleted lists

To avoid that a paragraph beginning with a special character (through INSERT Tab – SYMBOLS Group – SYMBOL Button …) be automatically converted into a bulleted list when you press the ENTER key.

Word 2010 no longer does it with numbered lists (when a paragraph start with a figure + TAB) – great !

☐ Set left- and first-indent with tabs and backspaces

To avoid that pressing the Tab or BackSpace key leads to moving the current paragraph indents in the ruler when the cursor happens to be at the beginning of a line.

2.2 Page break and blank page

2.2.1 Page break

CTRL + ENTER ou **INSERT Tab – PAGES Group - PAGE BREAK Button**

A narrow dotted line appear with the indication "········Page Break·········".
The break is said to be **forced**. You can delete it like any character.

- **Do not mix it with the automatic page break**. This break is the page break generated automatically by Word when your text gets to the point corresponding to the pre-set margins. Invisible, unless you display the document into the DRAFT view mode (light dotted line).

2.2.2 Navigation

Use the sliding box on the vertical scroll bar. The pages are indicated into a small tool tip *Or* F5 – type the required page number in the dialog box.

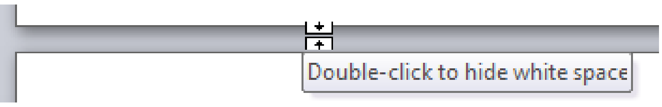
Or if you like it complicated
HOME Tab – EDITING Group –FIND Button – GO TO Option

2.2.3 Inserting a blank page

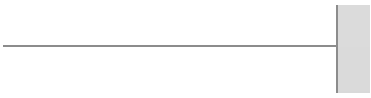
- Cursor between two texts or paragraphs …. on a given page
- INSERT Tab – PAGES Group – BLANK PAGE Button
- Word automatically inserts two page breaks with an empty paragraph in the middle, in order to create a blank page.

2.2.4 Hiding the white space between pages

The unused space at the bottom of pages, headers and footers … can be hidden to get a better view on the document text. Point the space between two pages (usually a grey area). The following tooltip will be displayed :



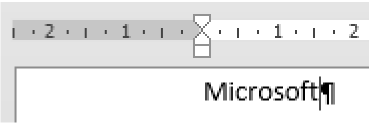
The space will be replaced with a thick black line :



Simply double-click on the thick row to revert to « normal » view.

But caution, this command can be performed at the top of a page, even though your document contains only one page.

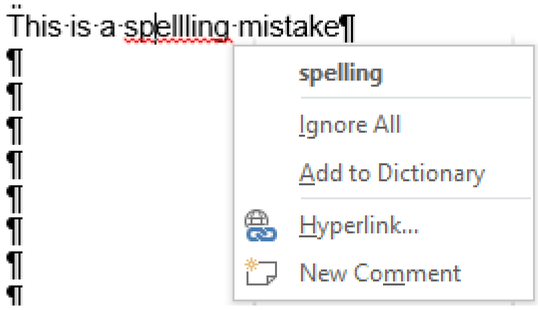
Here below the result :
If you miss the tooltip, you will have the nasty impression that your text begins near the paper edge (although this is only an impression).



Spell check

Word looks up the words in the main dictionary. If the word is misspelled or absent from its dictionary, it is underlined with a red wavy line. The dictionary varies according to the language set for the current word or paragraph.

- Point on the word and click with the mouse right button

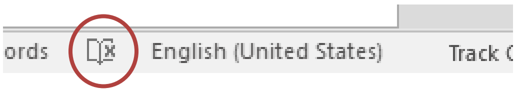


In bold : suggested corrections

Ignore All : the red wavy line disappears – no correction is applied

Add to Dictionary : the word is added to the *custom* user dictionary (*perso.dic)* to stop pointing it out as misspelled.

Using the status bar



A pane will be displayed on the right of the Word window. The options are the same.
You can install – most of the time free – a dictionary with more words in the active language

By default : grammar check goes along with spell check.
By default : spell check ignores words in capital letters

The language is automatically detected when you type. But Word's detection will be easier if you end your string of characters with a dot, a RETURN … to create a complete grammatical entity. If Word cannot detect the language : REVIEW Tab - PROOFING Group – SET LANGUAGE Button … *or* simply click on the language information on the status bar.

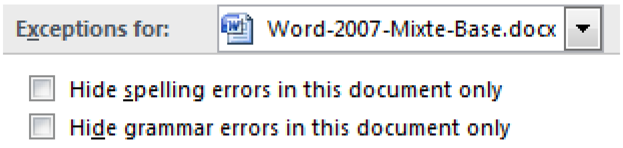
Hiding grammar mistakes for a portion of text
Select the portion of text – REVIEW Tab – PROOFING Group – SET LANGUAGE Button – DO NO CHECK SPELLING OR GRAMMAR Option or simple click on the language information on the status bar.

To modify spelling & grammar settings : FILE - OPTIONS

LANGUAGE Category
The editing languages (for language tools such as the spell check)
The display and help language (menus and dialog boxes)
The language for tooltips

PROOFING Category
Default settings such as those for the spell or grammar check : should Word ignore words in capital letters ? Can a capital letter in French be accented ? …

Hiding spelling and grammar mistakes for THIS document only:

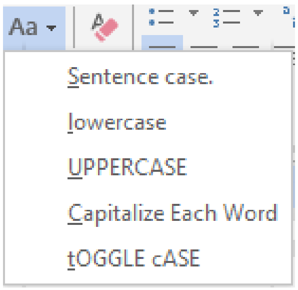


Exceptions for: Word-2007-Mixte-Base.docx

☐ Hide spelling errors in this document only
☐ Hide grammar errors in this document only

2.3 Changing the case

- Highlight the required text
- HOME Tab – FONT Group


Aa
Sentence case.
lowercase
UPPERCASE
Capitalize Each Word
tOGGLE cASE

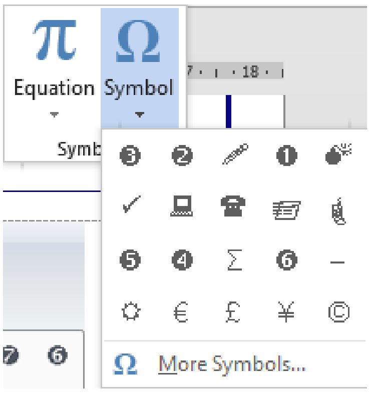
Or faster and more user-friendly

Highlight the text and SHIFT + F3

Three possibilities : each time you press SHIFT + F3 the text in turn appears in capital letters, in small letters, the first letter of each word capitalized.

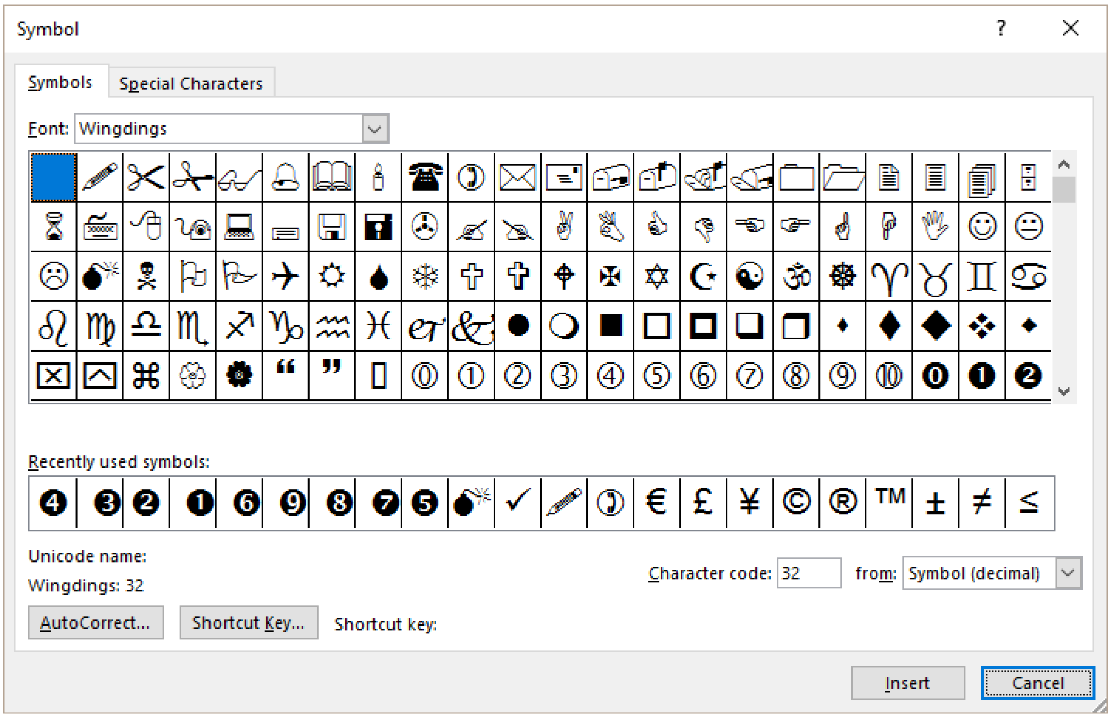
2.4 Inserting special characters

- INSERT Tab – SYMBOLS Group – SYMBOL Button
- A tear-off shows the symbols recently used and the option at the bottom displays the special characters dialog box.


Equation
Symbol
Symb
More Symbols...

Option MORE SYMBOLS : symbols for all fonts and special characters

2.4.1 The symbols from the Wingdings font


Symbol
?
Symbols
Special Characters
Recently used symbols:
AutoCorrect...
Shortcut Key...
Shortcut key:
Insert
Cancel

Font: Wingdings

Unicode name:
Wingdings: 32

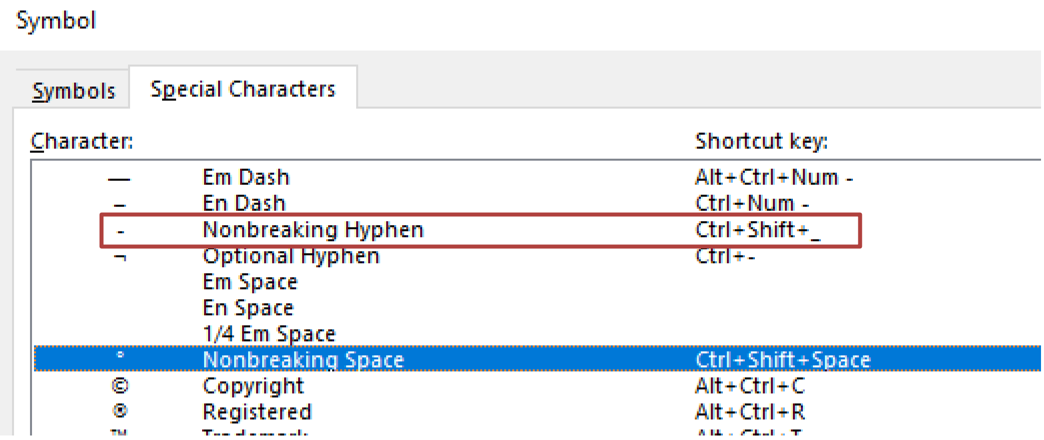
Character code: 32 from: Symbol (decimal)

Choose the required symbol and click on the INSERT button. The dialog box remains open to let you insert other symbols. When you have finished, close the box.

2.4.2 Two well-known special characters : the nonbreaking space and nonbreaking hyphen

Some words, although separated with a space or a dash, are not meant to be separated by a line break. You need to keep them together on the same line: Examples :

Please find enclosed a bank draft for the amount of Frs 20'000.-	*Even if you are ignorant of painting, you will agree that Picasso is one of the best-known artists in the world.*

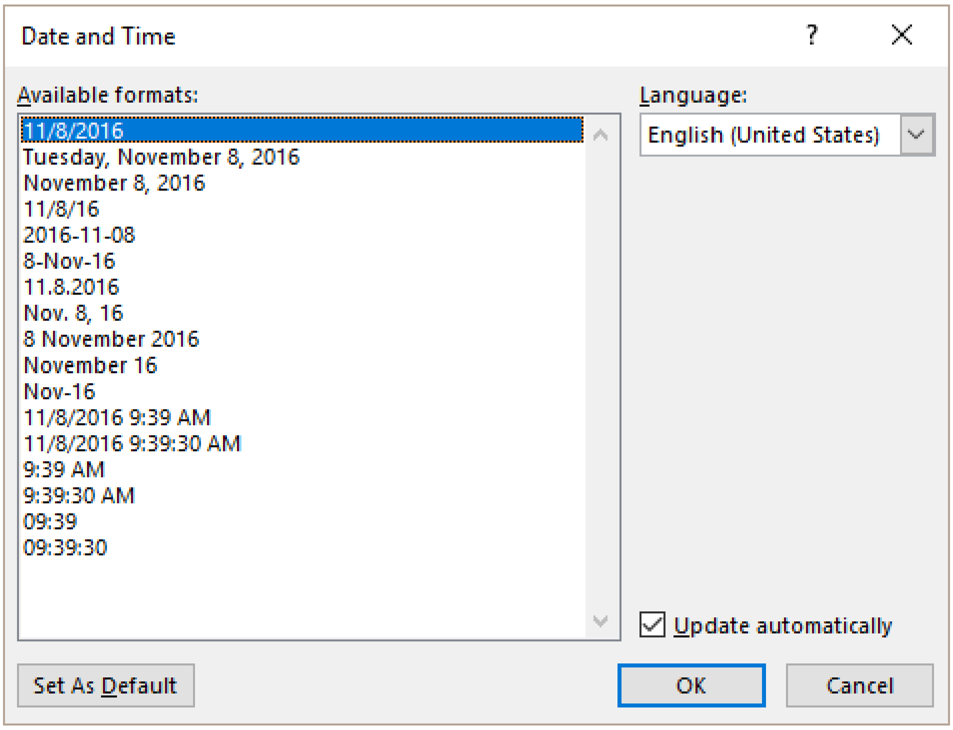


	Character:	Shortcut key:
—	Em Dash	Alt+Ctrl+Num -
–	En Dash	Ctrl+Num -
-	Nonbreaking Hyphen	Ctrl+Shift+_
¬	Optional Hyphen	Ctrl+-
	Em Space	
	En Space	
	1/4 Em Space	
°	Nonbreaking Space	Ctrl+Shift+Space
©	Copyright	Alt+Ctrl+C
®	Registered	Alt+Ctrl+R

* CTRL + MAJ + _ ➔ CTRL + MAJ + dash

2.5 Inserting the date and time

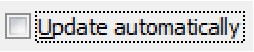
- INSERT Tab – TEXT Group – DATE & TIME Button



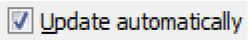
Available formats:
11/8/2016
Tuesday, November 8, 2016
November 8, 2016
11/8/16
2016-11-08
8-Nov-16
11.8.2016
Nov. 8, 16
8 November 2016
November 16
Nov-16
11/8/2016 9:39 AM
11/8/2016 9:39:30 AM
9:39 AM
9:39:30 AM
09:39
09:39:30

Language: English (United States)

☑ Update automatically


☐ Update automatically

You simply avoid typing on the keyboard. It will not be possible to update the date later on.


☑ Update automatically

A *field code* or coded instruction is inserted

Switching from code to result : ALT + F9 or right click the field and option TOGGLE FIELD CODES.

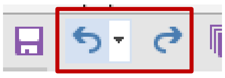
Updating : Automatic when printing your document
Automatic when opening your document

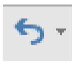
- SET AS DEFAULT button : the chosen format is added to the global template *Normal.dotm*
- Keyboard shortcut to insert the time as a field code and in default format : ALT + SHIFT + D

2.6 Multiple undo and redo - repeat

2.6.1 Multiple undo - redo

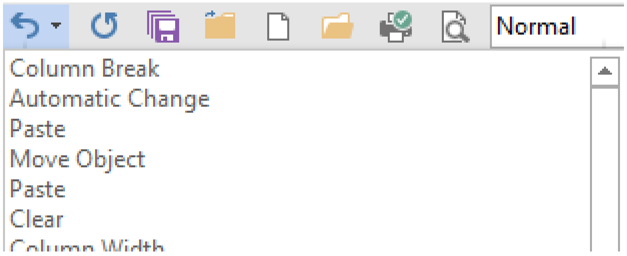
The buttons are on the QUICK ACCESS TOOLBAR





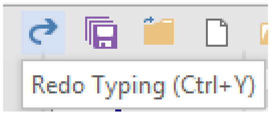
To undo the last command
Goes back one command each time you click

Ou
CTRL + Z



Column Break
Automatic Change
Paste
Move Object
Paste
Clear
Column Width

The list is set back to zero when you close the document

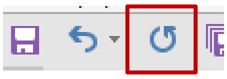

Redo Typing (Ctrl+Y)

To redo the undone command
Repeats the undone command each time you click

2.6.2 Repeating the last command

The well-known F4 keyboard shortcut or the Microsoft combination : CTRL + Y

Or also the following button :



3 Moving

3.1 Moving with the keyboard

↑	Previous line.
↓	Following line.
←	Previous character.
→	Following character.
HOME	Beginning of current line.
END	End of current line.
PgUp	Previous ***screen***.
PgDn	Next ***screen.***
CTRL + ←	Previous word.
CTRL + →	Next word.
CTRL + ↑	Beginning of current paragraph.
CTRL + ↑ twice	Beginning of previous paragraph.
CTRL + ↓	Beginning of following paragraph.
CTRL + PgUp	Top of previous page.
CTRL + PgDn	Top of next page.
ALT + CTRL + PgUp	Top of current screen.
ALT + CTRL + PgDn	Bottom of current screen.
CTRL + HOME	Top of document.
CTRL + END	End of document.

3.2 Moving using the scroll bars

Any move using the keyboard implies a move of the text cursor or insertion point. Moreover the selection is lost. If you do not want this to occur, then use the scroll bars.

When you click on the scroll cursor : Word displays the current page number and its first heading. The double-arrows at the bottom of the bar : to go to the next/previous page.

3.3 Navigating to a given page or special item

F5 *or*

HOME Tab – EDITING Group – Drop-down list of the FIND Button – GO TO Option *or*

Click on the page indication on the status bar.

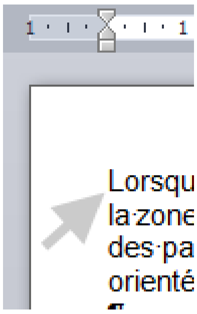
For the three above possibilities, a navigation dialog box will be displayed to help you go to a given page or special item such as a bookmark, a comment, a table, an object ….

4 Selecting

4.1 Using the mouse

Jargon :

The *selection bar* is the empty zone between the left border of editing area and the beginning of document paragraphs, where the pointer becomes a right-oriented arrow :



A portion of text	Click on the first character (the mouse pointer will have the shape of a capital I), keep button pressed and drag the mouse to the end of the required portion. **If the selection is wrong, cancel it and then start again. Or extend/reduce the selection with keyboard. Do not try to extend it with the mouse or you might end up moving the selected text.**
A word	Double-click on it.
A sentence	CTRL + click on it.
A line	Click in the selecting bar in front of it.
Several lines	Click in the selecting bar and drag mouse up or down.
A paragraph	Double-click in the selecting bar in front of it or Triple-click on the paragraph text.
Several paragraphs	Double-click in the selecting bar and drag mouse.
All document	Triple-click in the selecting bar (pointing anywhere).
Column selection	ALT + drag mouse horizontally and vertically as needed *(the selection is valid for one operation only).*

4.2 Using the keyboard

How to proceed : SHIFT + moving keys (arrows, HOME, END, CTRL+HOME and so on ....).

Very handy to extend or reduce a bad mouse selection or to select something very narrow such as a space or a dot.

Some examples :

Left/Right character	SHIFT + left/right arrow.
End of left/right word	CTRL + SHIFT + left/right arrow.
Beginning of line	SHIFT + HOME.
End of line	SHIFT + END.
From the cursor position to the beginning of paragraph	CTRL + SHIFT + Up arrow.
From the cursor position to the end of paragraph	CTRL + SHIFT + Down arrow.
Next screen	SHIFT + PgDn.
Previous screen	SHIFT + PgUp.
Until end of document	CTRL + SHIFT + END.
Until beginning of document	CTRL + SHIFT + HOME.
All document	CTRL + A or CTRL + 5 of numeric pad.
Selection in column	Place cursor : CTRL + SHIFT + F8. Define the column to be selected using the arrows

4.3 Combining keyboard and mouse

A string of text	Place cursor on the first character, then press the SHIFT key and click on the last character.
Discontinuous selection	Select the first portion of text CTRL + select the second portion and so on.

By default, typing over selected text twill overwrite it
To change this default setting, turn off the following option : FILE - OPTIONS Button – ADVANCED Category – EDITING OPTIONS Topic - TYPING REPLACES SELECTED TEXT Option

CHARACTER FORMATTING

-

PARAGRAPH FORMATTING

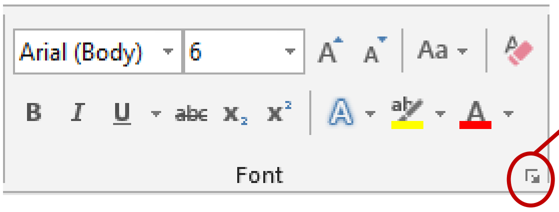
1 Character formatting

Word default settings : Calibri font, 11 size.

Calibri ? A new font.
What happens in Office 2003 when opening an Office 2007 document set in Calibri ? The font is automatically installed along with the *FileConverter*, therefore no problem.

1.1 Formatting characters

HOME Tab – the following group :


Arial (Body)
6
Aa
B
I
U
abc
x₂
x²
A
Font

Accès boîte de dialogue

Type the text and use the above buttons to format it as required.

New 2010 : TEXT EFFECTS (effects similar to WordArt effects but applied to caracters)

TEXT EFFECT Text effect Text effect

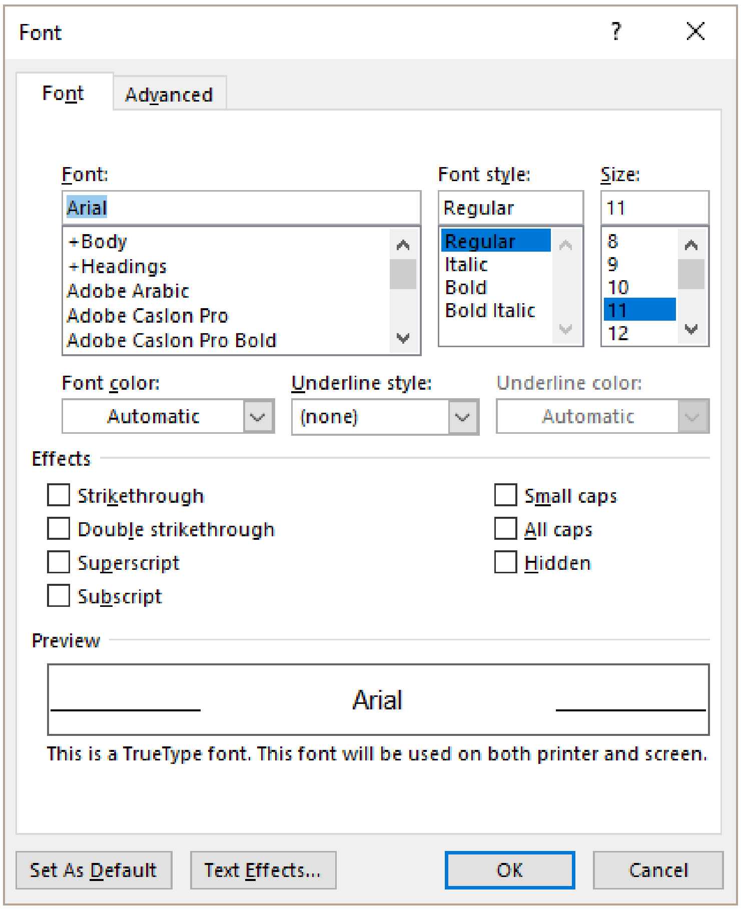
For any additional option : click on the dialog box launcher. The usual *Format – Font* will be displayed :

- *All caps*

Do not mix up with typing in capital letters. The result looks strictly the same but here this corresponds to an *attribute*.

Advice : do not use

Note for users of previous versions : the SHADOW, EMBOSS, ENGRAVE … options have been replaced by the new TEXT EFFECTS.


Font
?
X
Font
Advanced
+Body
+Headings
Adobe Arabic
Adobe Caslon Pro
Adobe Caslon Pro Bold
Italic
Bold
Bold Italic
8
9
10
12
Effects
Preview
Set As Default
Text Effects...
OK
Cancel

Font: Arial

Font style: Regular

Size: 11

Font color: Automatic

Underline style: (none)

Underline color: Automatic

☐ Strikethrough
☐ Double strikethrough
☐ Superscript
☐ Subscript
☐ Small caps
☐ All caps
☐ Hidden

Arial

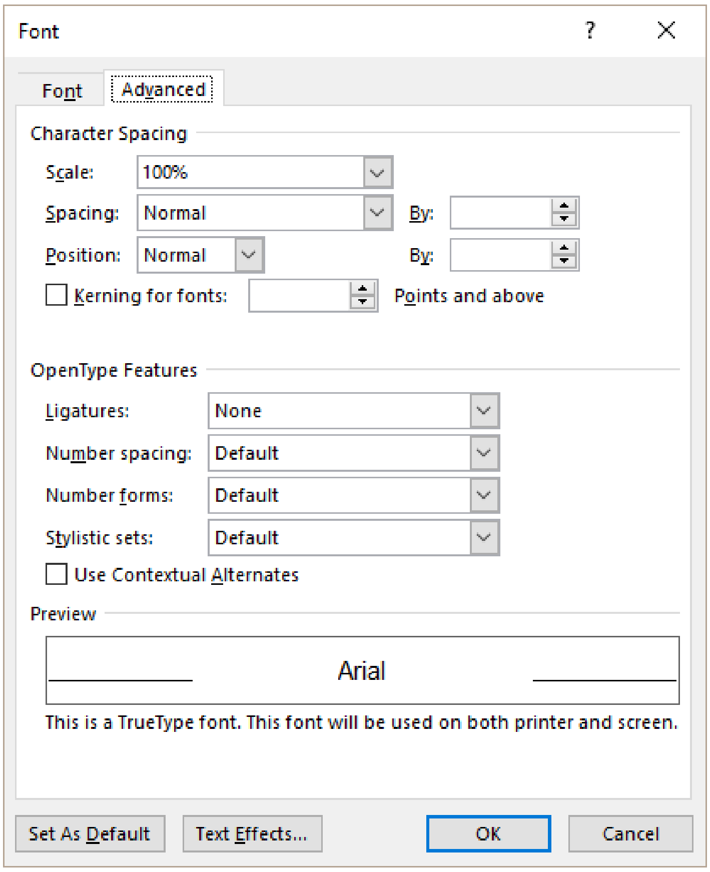
This is a TrueType font. This font will be used on both printer and screen.

Scale
Same as Spacing but set as a percentage, rather than a number of points.

Spacing
No size modification but modifies the spacing between the characters.
normal spacing : Gaelle
expanded 2pt : Gaelle

Position
To set a specific number of points for Superscript or Subscript.

Kerning …
To reduce the space between 2 letters that have a different inclination such as « AV ». A negative kerning value will make the two letters get nearer. More visible with Serif fonts such as Times New Roman. Mostly used for large titles by the printing industry.



Scale: 100%
Spacing: Normal
Position: Normal
☐ Kerning for fonts:

Ligatures: None
Number spacing: Default
Number forms: Default
Stylistic sets: Default
☐ Use Contextual Alternates

Arial

This is a TrueType font. This font will be used on both printer and screen.

OpenType functionalities
When font designers create fonts, they often add designs for special features. You can check with the font provider for details
Exemple : (for more details, check help)

The red fox – standard Gabriola font

The red fox – Gabriola fond and stylistic set 5

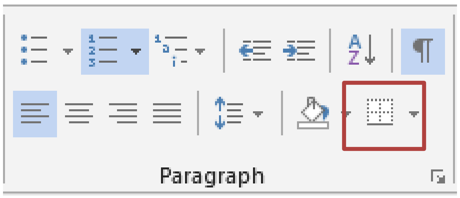
1.2 Keyboard shortcuts for common attributes

Bold	Ctrl + B
Italic	Ctrl + I
Underlining	Ctrl + U
Double-underlining	Ctrl + SHIFT + D

1.3 Setting another font as default font

Choose the font, the size and click on the DEFAULT button in the FONT dialog box. You will be prompted to set whether this change will only affect the current document or the Word global template *Normal.dotm.* This file manages the default settings applied to any new standard document that you create.

1.4 Text border



To assign a text border to a string of characters provided the selection does not include the paragraph mark.

Note : the result is not particularly esthetic

Bill Gates founded Microsoft in …

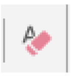
This can be undone easily. See next topic.

1.5 Erasing

- Select the text and apply the keyboard CTRL + BARRE D'ESPACEMENT shortcut

Or

- Select the text and click on :



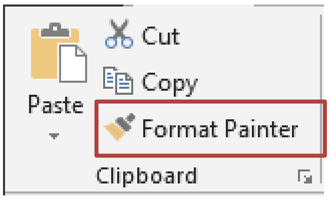
Caution, this last method can be a bit « hard » : if your selection contains the paragraph mark or if you have omitted the paragraph mark but have selected all words in the paragraph, then any *paragraph formatting* will also be removed (centering, spacing, line spacing and so on).

✎ The only attribute that will not be affected by this erasing method : text highlighting ( )

1.6 Copying an existing character format

To « paste » an existing format onto another portion of text, without having to set the format manually, one attribute after the other : use the *paint brush button*

- Select the text showing the required format (one word minimum)
- HOME Tab – CLIPBOARD Group
- Click on the following button :



- Move the mouse and click-and-drag over the destination portion of text : a word, a sentence …

✎ One « paste » = click / Multiple « paste » = double-click.

1.7 Selecting all text showing the same format (throughout the whole document)

- Point the text showing the required format
- HOME Tab – EDITING Group – Drop-down list of the SELECT button
- SELECT TEXT WITH SIMILAR FORMATTING Option

This option is sensitive to the paragraph formatting. This implies that a portion of text may well display the required format and not be selected just because it has a different paragraph formatting.

You may also :

- Point the text showing the required format and **right click it**
- STYLES Option – SELECT TEXT WITH SIMILAR FORMATTING Option

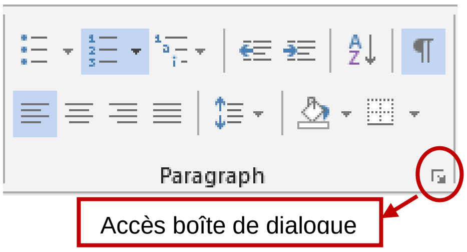
If the text happens to be inside a table cell, the shortcut menu will not display the STYLES option.

2 Paragraph formatting

By default and because of the HTML format : 10 pts spacing after the paragraph.

Paragraph attributes includes (among others) :	Left and right indents, first line indent Tabulators Borders and shading Bullets and numbering Language

Here after the group on the HOME Tab that contains most commands related to paragraph formatting :



2.1 What is a paragraph ?

The paragraph mark = ¶

Word considers a paragraph any character found between the beginning of a line and the paragraph mark.

If no character has been typed - *we* would call this an empty line - for Word it is a paragraph.

To select a paragraph	Place insertion point inside the paragraph
To select several paragraphs	Select them

The formatting is memorized in the paragraph mark : indents, tabs, bullets ….

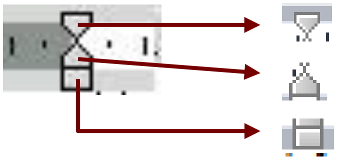
If you press the ENTER key in front of the paragraph mark, the current formatting is automatically applied to the new paragraph.

The paragraph mark is a normal character : you can insert it, move it, delete it and so on

2.2 Indents

Left indent

What happens if you drag it



First line of the paragraph

From the 2nd line onwards

All lines of the paragraph

Equivalent to clicking on the following buttons :
Move = 1.25 cm by default

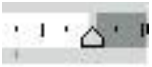
- A small ToolTip appears when you point to one of the three elements and tells you what it corresponds to.

- When you drag the left or right indent, the pre-set interval is 0.25cm. Hold down the ALT key while dragging if you wish to work on mm.

- If your view is PRINT LAYOUT (default view mode) and if you point just between the two symbols, the pointer turns into a double-headed arrow and the ToolTip shows "Left Margin". Caution : this is related to the document margins and has nothing to do with indenting a given paragraph. See corresponding chapter.

Right margin

What happens if you drag it



All lines of the paragraph

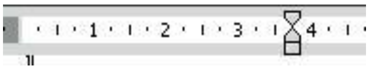
- If you point the vertical line located right to the indent, the ToolTip will show « Right margin ». Again this is related to the document margins and has nothing to do with the current paragraph.

- Double-click on a given indent : the PARAGRAPH dialog box will be displayed.

Examples :

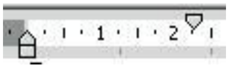
Full left indent (that is all lines of the paragraph)

What is in fact the religion called Hinduism ? Does it fit the usual "cliché" that we Western people have in mind : sacred animal veneration, baths in the river Ganges, heavy casts system ? Or is it far more than this ?



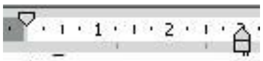
First line indent

What is in fact the religion called Hinduism ? Does it fit the usual "cliché" that we Western people have in mind : sacred animal veneration, baths in the river Ganges, heavy …



From 2nd line onwards

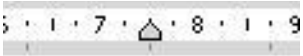
What is in fact the religion called Hinduism ? Does it fit the usual "cliché" that we Western people have
→ in mind : sacred animal veneration, baths in the river Ganges, heavy casts …



✏ As such this indent is never used ! See what is explained under the topic "Negative indent" after the tabs sub-chapter.

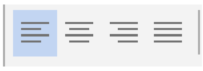
Right indent

What is in fact the religion called Hinduism ?
Does it fit the usual "cliché" that we Western ←
people have in mind : sacred animal …



2.3 Aligning

The following buttons :



Keyboard shortcuts	
Left align	Ctrl + L
Center	Ctrl + E
Right align	Ctrl + R
Justify	Ctrl + J
Add an empty line in front of the paragraph	Ctrl + 0 (zéro) on the keyboard and not on the NUM PAD

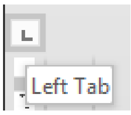
2.4 Tabs

How does this work ?

The horizontal positioning needs 2 steps (order is indifferent) :

- **Press the TAB key (on the keyboard)** : but caution, you only press the key ONCE
- **Place the TAB on the ruler**. The tab type comes from the « tab selector » :

2.4.1 Tabs selector



2.4.2 How to set a tab

Check the type of tab required and *if necessary change* it by clicking on the above symbol. Then point on the ruler at the required position and click.

2.4.3 How to move a tab

Click on the tab and drag it
(press the ALT key simultaneously for a mm measure)

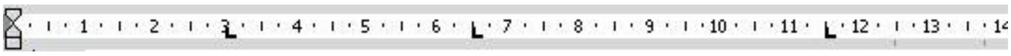
2.4.4 How to delete a tab

Click on the tab and drag it out of the ruler (above or below)

2.4.5 The left, decimal, center and right tab

Left tab

Smith	John	4 Park Avenue	Wembley
De Nardo	Jael	16 Newnham Way	Kenton

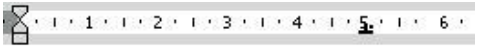


Decimal tab

CHF for 100 in foreign currency

Danish Crown	18.039
Algerian Dinar	1.32
USA Dollar	96.674
Euro	134.907

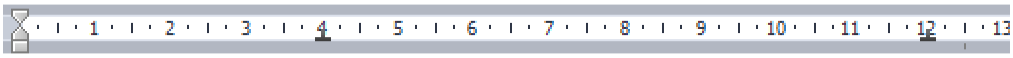
Caution : for aligning purposes only. No adding allowed. To add you need a table.



Center tab

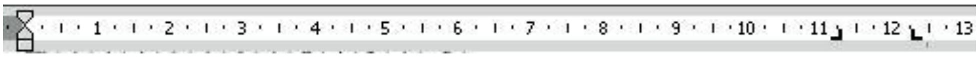
Yours faithfully,

Jean-Charles Dupont	Jaël De Nardo
General Manager	Sales Manager



Right tab (Ex : chapter title being repeated in the footer, next to the page number)

Report on ENGLAND	Page 1
Report on SWITZERLAND	Page 3



- **Default tabs** : these are pre-set tabs. Placed every 1.25 cm by default but invisible on the ruler. Avoid going to a 10cm position pressing 8 times on the tab key to use those pre-set tabs. As soon as you set a "real" tab, the pre-set ones preceding the tab are automatically removed.
- **Never press the tab key more than once and never press the space bar, use a tab**

- **When aligning using a decimal tab fails :** if you are using the apostrophe as the thousand separator, Word may not work properly if the following option has been turned on : FILE – OPTIONS – PROOFING - AUTOCORRECT OPTIONS Button – AUTOFORMAT AS YOU TYPE Tab – "STRAIGHT QUOTES" WITH “SMART QUOTES” Option. Turn the option off and retype the apostrophe. *If you like using smart quotes and appreciate the non breaking space before :, ?, ! … re-activate the option until the next time you use decimal tabs.*

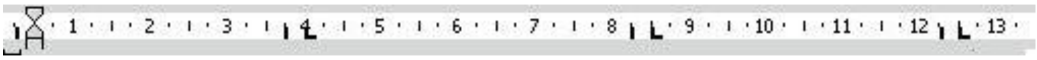
- *When you drag a tab, the pre-set interval is 0.25cm. Hold down the ALT key while dragging if you wish to work on mm.*

- Double-click a tab and the TABS dialog box will be displayed. (PARAGRAPH box – TABS Button) Handy : the CLEAR ALL button to remove all tabs from a paragraph (less « hard » than the famous CTRL + Q)

2.4.6 Special « tabs » : bars

This tab does not position the text. It simply insert a vertical bar.

Smith	John	4 Park Avenue	Wembley - LONDON
De Nardo	Jael	16 Newnham Way	Kenton - LONDON



Click on the tab panel until you get the following indication :

Then click on the ruler at the required position just as you would do for a normal tab *the bar automatically appears – you do not need to press the TAB key.*

2.4.7 Assigning leader to a given tab

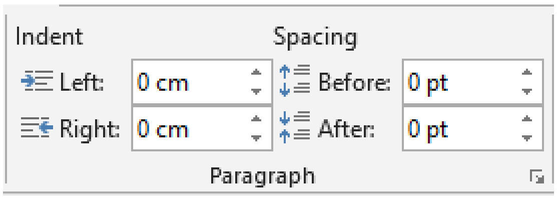
1. Pick up participants at airport..10 am
2. Lunch...noon
3. Conference..2 p.m.
4. Back to airport ....6 p.m.

- Select required paragraphs
- Display the PARAGRAPH dialog box - TABS button
- Select the tab that *will* *__end__* *the leader*
- Choose required style and click on the SET button

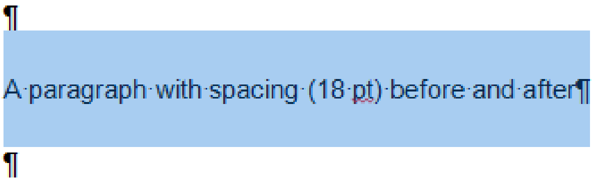
2.5 Spacing (before or after) and line spacing

PAGE LAYOUT Tab – PARAGRAPH Group :

Spacing means adding spacing before or above the paragraph.



Left: 0 cm
Right: 0 cm
Before: 0 pt
After: 0 pt

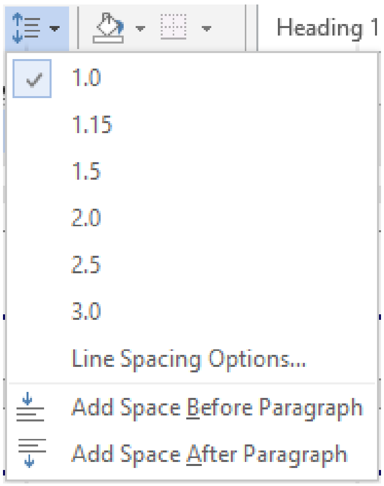


¶

A·paragraph·with·spacing·(18·pt)·before·and·after¶

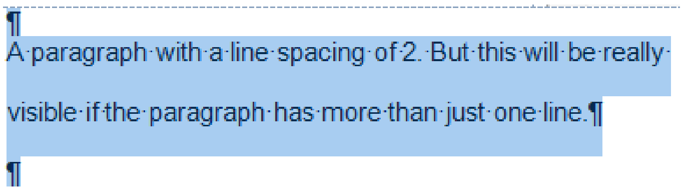
¶

HOME Tab – PARAGRAPH Group



Line spacing means setting a vertical spacing between the paragraph lines.

1 line =12 pt
« one space » = 12pt



¶
A paragraph with a line spacing of 2. But this will be really visible if the paragraph has more than just one line.¶
¶

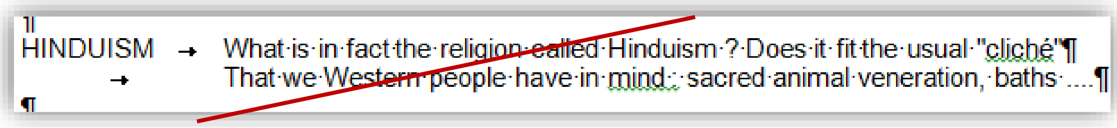
I do not want to keep this 10 pt defaut spacing after

Modify a standard paragraph (with no special format attribute) and click on the DEFAULT button (paragraph dialog box). This affects the NORMAL style in the Word global template *Normal.dotm*

2.6 Hanging indent (what I call the « special tab for paragraphs with more than one line)

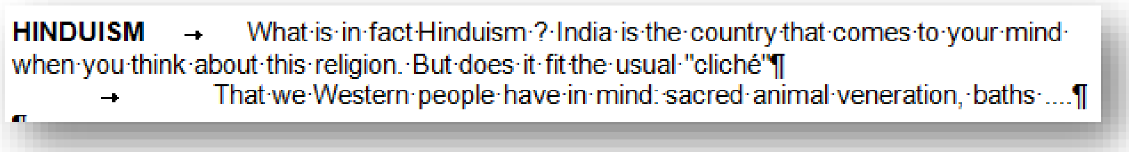
2.6.1 The alignment has only one level

If you use a tab to get reproduce the following horizontal positioning, the result will “look” ok but really it is totally wrong :



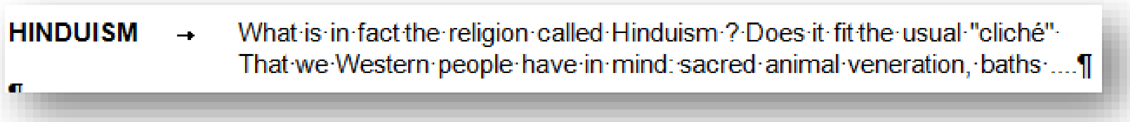
¶
HINDUISM → What is in fact the religion called Hinduism ? Does it fit the usual "cliché"¶
→ That we Western people have in mind : sacred animal veneration, baths ....¶
¶

You cannot “miss” the end of the line – as if you were working with an old typewrite !
Every new line you type starts with a capital letter ! Any modification turns to the nightmare :



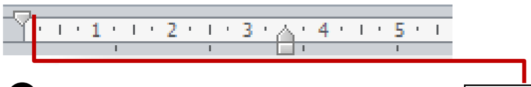
HINDUISM → What is in fact Hinduism ? India is the country that comes to your mind when you think about this religion. But does it fit the usual "cliché"¶
→ That we Western people have in mind: sacred animal veneration, baths ....¶
¶

Here after the solution :



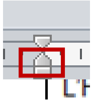
HINDUISM → What is in fact the religion called Hinduism ? Does it fit the usual "cliché" That we Western people have in mind: sacred animal veneration, baths ....¶
¶

Ruler for the 1st paragraph indent



❶ Make sure that the symbol of *first line* is at the appropriate starting place.

❷ Place the *hanging indent* where needed. You can place the hanging indent either by :

by clicking on  **and dragging it to the required position** ***or***

by using the keyboard shortcut : CTRL + T. It moves the symbol from pre-set tab to pre-set tab (CTRL + SHIFT + T to go backwards if have moved it too far).

Then press the TAB key.

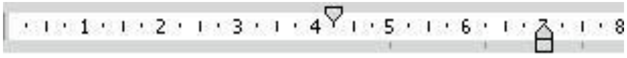
✎ If you type only one line, using a tab or the hanging indent is indifferent. But if you need a second line or more, then you must absolutely use the hanging indent.

2.6.2 The alignment has more than one level

HINDUISM	What is in fact the religion called Hinduism ? Does it fit the usual "cliché" that we Western people have in mind : sacred animal veneration, baths	
	Karma	Belief that your present life condition is the result of your life course in your previous life.

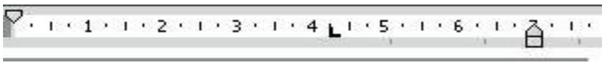
Using only the left indent symbol

Ruler for the 2nd and 3rd paragraph indent.



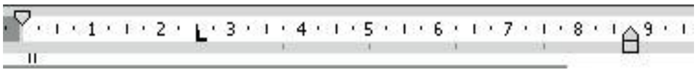
If you instinctively press the TAB key

Keep the first line indent position unchanged. Replace the hanging indent with a tab and place the hanging indent at the appropriate position.



There are times where using a tab is not a choice but a necessity, as in the following example :

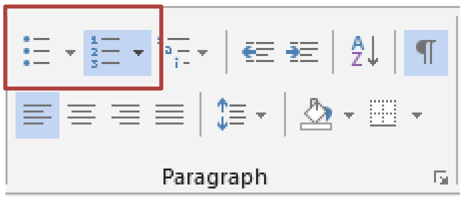
August 19th	*Whole morning (from 9 a.m.)*	The president will deliver a short speech on the project. Then small working groups will be formed to cover the following topics :



2.7 Bulleted or numbered lists (simple)

2.7.1 Creating

- Select the required paragraphs
- Click on the corresponding button (PARAGRAPH Group) :



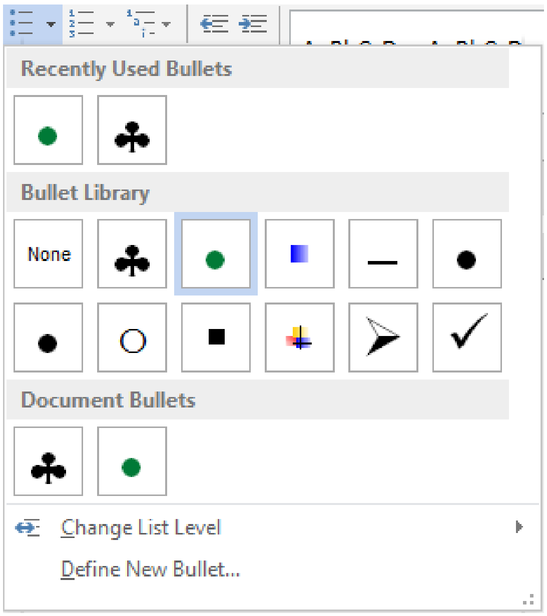
The type of bullet or numbering applied to the list corresponds to your last choice.

Gallery (here bullets)

Recently Used Bullets
Whatever the document, the last used bullets during this Word session

Bullet Library
Default list

Document Bullets
The bullets used in the active document



Word automatically applies a 0.63cm indent and also hanging indent. You may not change this value *by default.* You will have to work manually on the ruler each time you create a bulleted/numbered list or set it through the *Multilevel List* command.

Enter	ENTER at the end of a bulleted/numbered paragraph : the format remains the same
Stop	Press the ENTER key twice *or* Click again on the bullet/number button *or* CTRL + Q *Whatever your choice : back to a standard paragraph*
Skip	SHIFT + ENTER *The bullet / number is removed but the indents remain*

For numbered lists

Continue numbering	Click on the tag that is usually displayed at the right of the numbered paragraph. If there is no tag, right click the number and click on the CONTINUE NUMBERING option.
Restart numbering	Right click the number and click on the RESTART AT 1 option or the SET NUMBERING VALUE option for a number other than 1

2.7.2 Modifying

Possibilities are few as indenting does not belong to attributes that can be modified.
What can you modify ?

You may add more indenting to your bulleted/numbered list. The new level will automatically display another bullet/number along with an increased indenting.

To do so, the most comfortable method is to click on the *decrease/increase indent* buttons :

But note that you can get the same result by choosing the CHANGE LIST LEVEL, located at the bottom of the bullet/number gallery.

2.7.3 Creating a new bullet/number list (automatically added to the Library)

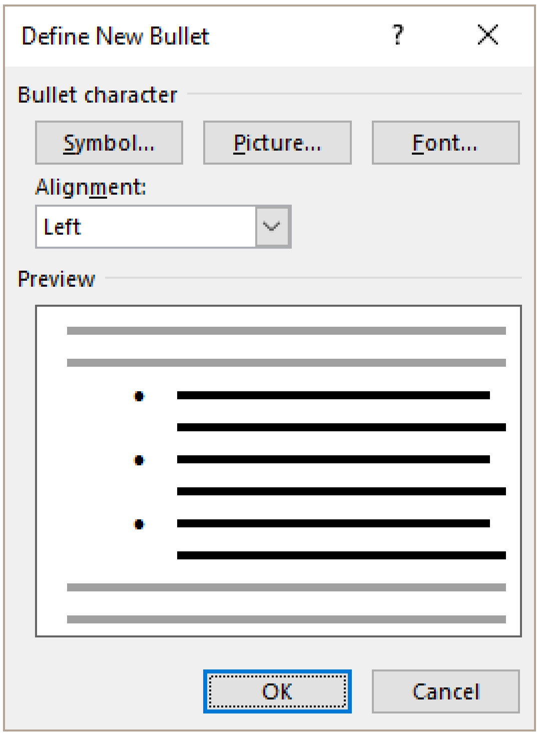
Click on the DEFINE NEW BULLET / DEFINE NEW NUMBERFORMAT option in the bullet/number gallery.

Symbol = the various Windows fonts and their characters. The most famous one is the Wingdings font.

Picture = you may choose a picture as bullet. You cannot modify the picture.

Font = usual font attributes such as bold, italic … that can be added to a symbol.

Alignment = left, right, center .. .but no indent set in cm.

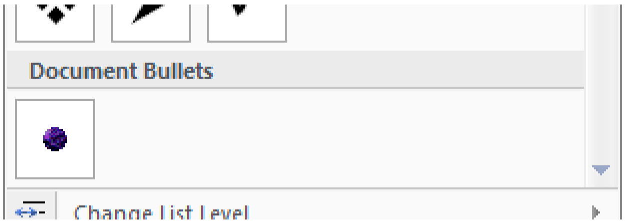


Alignment: Left

Creating a new bullet list AUTOMATICALLY ADD THE BULLET TO THE LIBRARY. (it is memorized for the next Word session but not saved in *Normal.dotm*)

2.7.4 Adding a new bullet/number to the Library (from an opened document)

When you open an existing Word document, its bullets and numbers are automatically listed at the bottom of the bullet/number gallery.

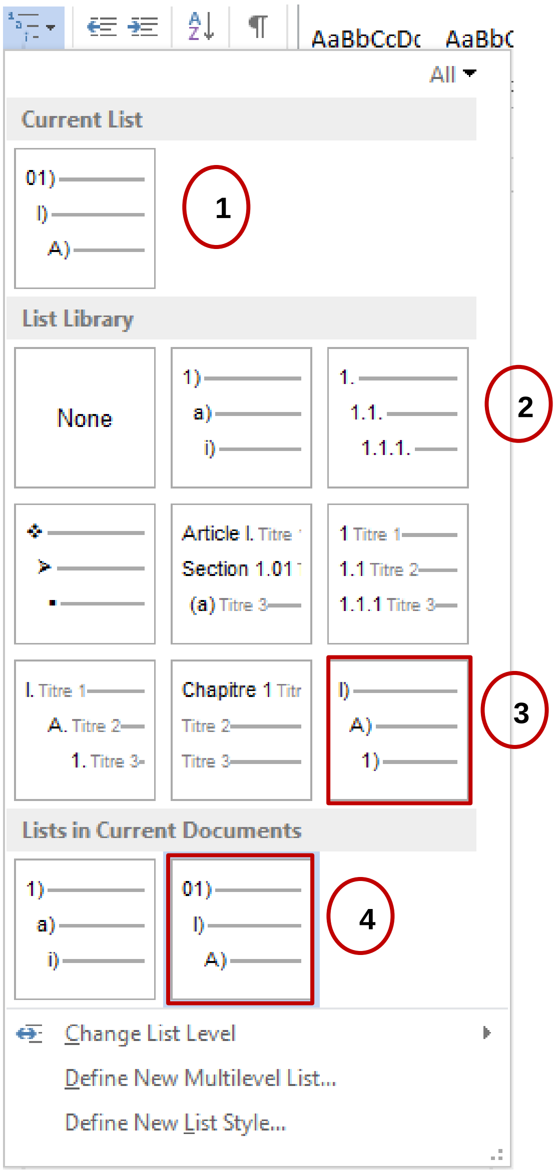


If you like a given bullet or number, you may add it to the Library. Right click the bullet or the number and option ADD TO LIBRARY (it is memorized for the next Word session but not saved in *Normal.dotm*).

Remove later on : right click again and option REMOVE

2.8 Multilevel lists (with a hierarchy)

The rules are similar to those applied to simple bullets/numbers. The major difference is that you choose such a list to apply hierarchy levels to a *portion of text*


AaBbCcDc
AaBbC
All
Current List
01)
I)
A)
1
List Library
None
1)
a)
i)
1.
1.1.
1.1.1.
2
Article I. Titre
Section 1.01
(a) Titre 3
1 Titre 1
1.1 Titre 2
1.1.1 Titre 3
I. Titre 1
A. Titre 2
1. Titre 3
Chapitre 1 Titr
Titre 2
Titre 3
I)
A)
1)
3
Lists in Current Documents
1)
a)
i)
01)
I)
A)
4
Change List Level
Define New Multilevel List...
Define New List Style...

❶ The type of list applied automatically when you click on the *Bullets* or *Numbering* buttons (the two previous buttons). Simply the last used type.

❷ All available types. Caution, when the word *Heading* appears next to a list, it means that the list can only be applied to paragraphs that have been set into the *styles* Heading 1, Heading 2, 3 … In this latter case, the multilevel list is no longer applied to a relatively small portion of text but to the *whole document* (set into *chapters, sub-chapters …).*

❸ A user-defined list that has been saved into the Library.

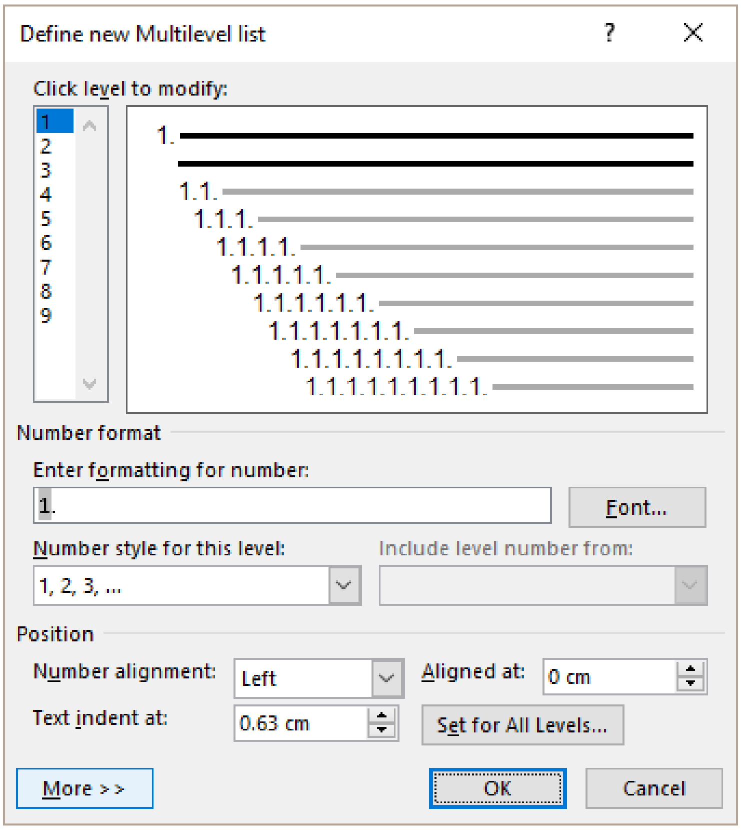
❹ A user-defined list that has not yet been saved into the Library. Therefore it will be available only during this Word session (but into any opened document)

Change List Level	To assign a different level to the paragraph (inferior or superior). But the ⇤ ⇥ buttons are more handy to use
Define New Multilevel List	To modify an existing list or create a new one

Define New List Style	Special and not covered here : to create a new multilevel list (as the previous option. But the dialog box will be slightly different. Moreover you will be asked to *name* the list and *save* it into the current document or into a specific template as it is a *style* (that way you will be able to re-use it in other documents)

2.8.1 Creating a new list or modifying an existing one

- *If you need to modify a list, it is necessary to have applied it at least to one paragraph.*
- Display the list gallery and option DEFINE NEW MULTILEVEL LIST


Define new Multilevel list
?
Click level to modify:
1
2
3
4
5
6
7
8
9
1.
1.1.
1.1.1.
1.1.1.1.
1.1.1.1.1.
1.1.1.1.1.1.
1.1.1.1.1.1.1.
1.1.1.1.1.1.1.1.
1.1.1.1.1.1.1.1.1.
Number format
Font...
Include level number from:
Position
Set for All Levels...
More >>
OK
Cancel

Enter formatting for number: 1.
Number style for this level: 1, 2, 3, ...
Number alignment: Left
Aligned at: 0 cm
Text indent at: 0.63 cm

You may modify the number type or the bullet
You may modify the indent values (in cm)
Interesting : the indent values can be set for all levels with the SET FOR ALL LEVELS button.

The MORE/LESS button offers some additional settings, such as *follow number with a tab character or not …*

2.8.2 Saving the modifications and adding the new type of list to the Library

Contrary to the simple bulleted/numbered lists, a modified list or a new one *is not automatically added to the Library*. These lists are simply displayed at the bottom of the gallery in *Lists in Current Documents* (that means all active documents)

They are available during the Word session. When you exit Word and re-run the program, they will no longer be displayed, unless you open the document into which they have been used.

If you wish to keep one of those lists, right click the required list and choose the SAVE IN LIST LIBRARY option (saved in Word but not saved in *Normal.dotm)*

Caution : if changing the indents is the only modification, Word considers that the list is not a new one. Right clicking is possible and displays the option to save to the gallery but it has NO EFFECT.

> Solution : you could make a minor change in the numbering so that Word accepts to save the list to the gallery (tip : modify level 9 that you will most likely never apply).

2.8.3 Applying the next level down

- When you press ENTER, Word automatically applies th same level (and its number) to the new paragraph. Then simply click on the button (Tab HOME – Group PARAGRAPH)
  Sometimes you may also press the TAB key
- When you wish to resume to a higher level, click on the button
  If the TAB key did work, press SHIFT + TAB.

If you prefer working inside a dialog box to apply levels : option CHANGE LIST LEVEL at the bottom of the list gallery…

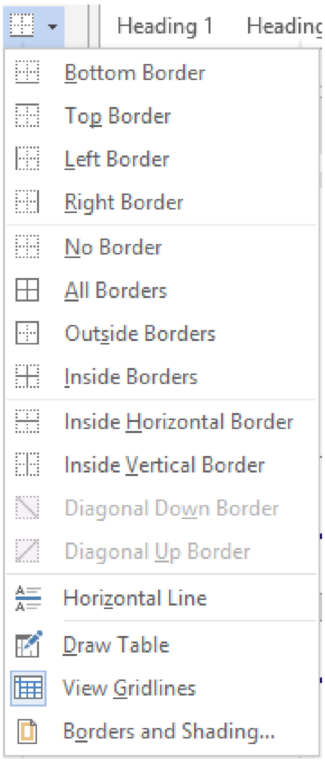
2.9 Borders

- Make sure to include the paragraph code if you highlight the paragraph or you will only obtain a text border, as in the examples below :

John Smith = paragraph border

John Smith – electrician = text border

- HOME Tab – PARAGRAPH Group – Drop-down list of the BORDER AND SHADING button
- Choose the required border

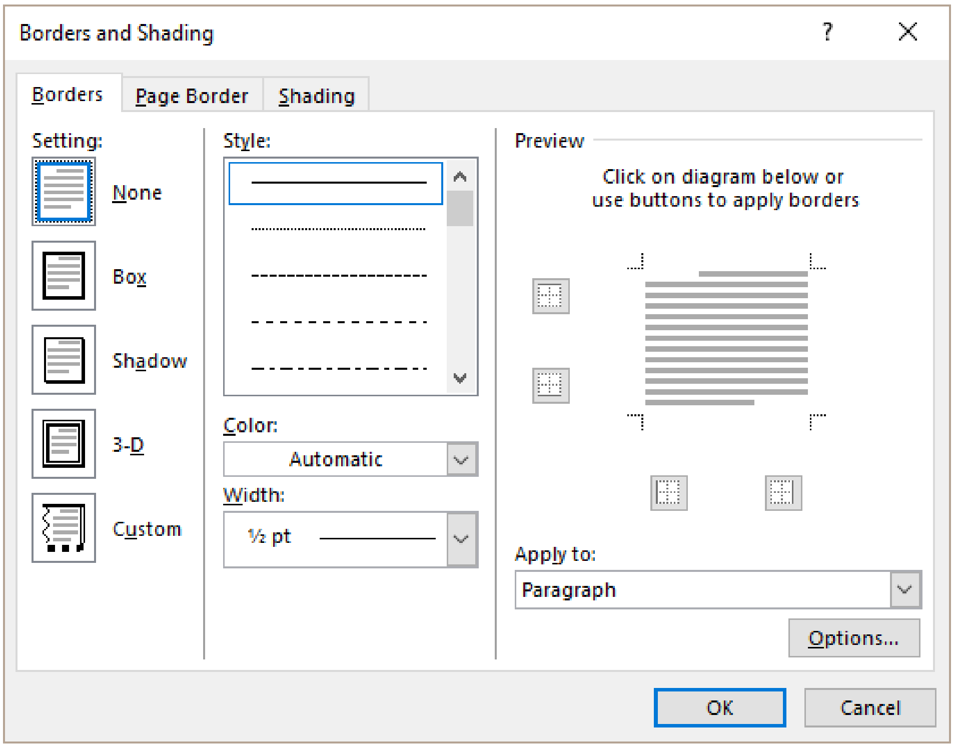

Heading 1
Heading
Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Inside Borders
Inside Horizontal Border
Inside Vertical Border
Diagonal Down Border
Diagonal Up Border
Horizontal Line
Draw Table
View Gridlines
Borders and Shading...

The HORIZONTAL LINE, DRAW TABLE and VIEW GRIDLINES options are not directly related to borders, rather paragraphs.

Horizontal line : a drawing (a nice esthetical effect). Caution : to be managed like a « very large » character as you may not click it and drag it freely around to place it.

Draw Table and View Gridlines : table options

The last option : BORDERS AND SHADING – it displays the border dialog box


Borders and Shading
?
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Preview
OK
Cancel
Options...

Click on diagram below or use buttons to apply borders

Color: Automatic

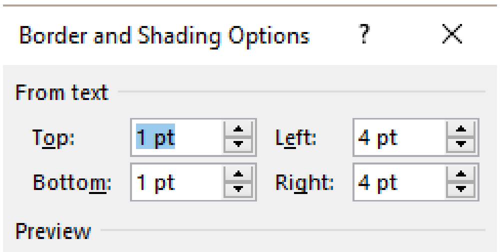
Width: ½ pt

Apply to: Paragraph

The BORDERS Tab will let you set the line color, its width, its style … The OPTIONS button is interesting :

To set the distance between the text and the border line.

- Caution, this has nothing to do with reducing the width of the border itself:

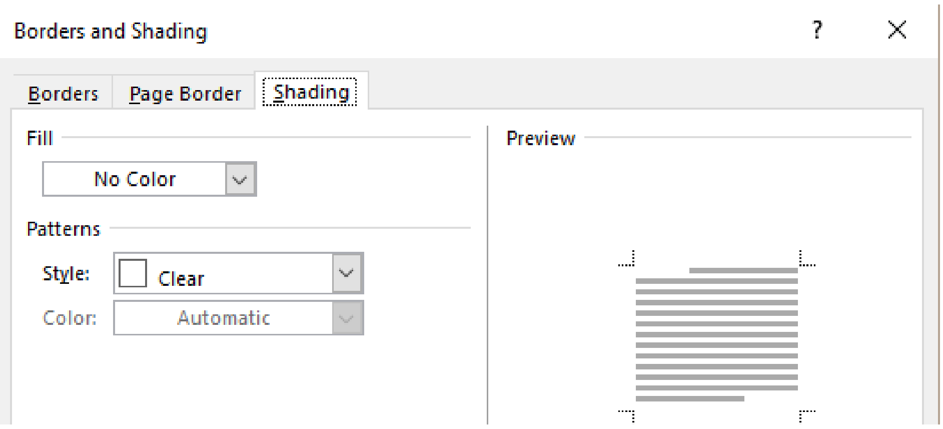

Border and Shading Options
?
From text
Preview

Top: 1 pt
Left: 4 pt
Bottom: 1 pt
Right: 4 pt

You can also use the mouse : point the border, click and drag *(unfortunately this works only partially as 99% of the time you may only drag one side).*

The PAGE BORDER Tab is not linked to paragraphs. It is to set a *page border* (simple line or art). See topic on GLOBAL LAYOUT.

The SHADING Tab will let you set a fill


Borders and Shading
?
Borders
Page Border
Shading
Fill
Patterns
Preview

No Color

Style: Clear

Color: Automatic

If you set a pattern, there will be a Foreground and a Background.

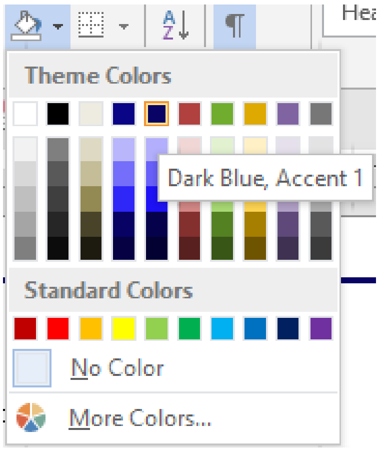
Fill	Background
Patterns	Foreground (a percentage of dots and the chosen color)

To reduce the width of a border / To remove the border on the last paragraph

The border follows the paragraph indents. It is therefore necessary to reduce the left and/or right indent accordingly.

Removing a border simply means restoring the paragraph to its normal settings. Therefore use the magical keyboard combination : CTRL + Q.

2.10 Border color (line or fill)



Theme Colors
A tear-off showing the main colors and their various shades. These colors are controlled by the active theme. It is important to know that if you choose a color from the theme, this color will be “automatic”, that is will change if you choose to apply another theme to the document. It will be replaced by its counterpart from the new theme.

Standard Colors and *More Colors*
The color is independent from the theme and will not change if you apply another theme to the document

2.11 Resetting to a standard paragraph

You are not supposed to leave unused tabs, indents in the ruler. You also often need to “get out” of a bordered paragraph …. To "clear" a paragraph of all its formatting and start with a new “clean” paragraph :

Place cursor in the required paragraph or select the required paragraphs ::

CTRL + Q *Or*

HOME Tab – FONT Group – ERASER Button :

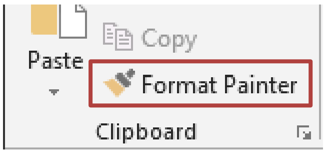
Caution : the erasing is rather « hard » as it corresponds to assigning the Normal style (basic and with no attribute)

Highlighting is not considered as a paragraph attribut, therefore you need to remove it manually.

2.12 Copying the format of a given paragraph

- Select the paragraph mark displaying the required format or do not select anything but make sure the cursor is located inside the paragraph.

Click on

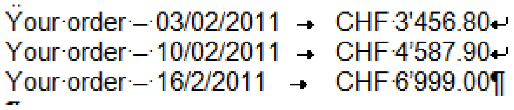


*To copy it to **one** location*	*simple click*
*To it to **various** locations*	*double-click*

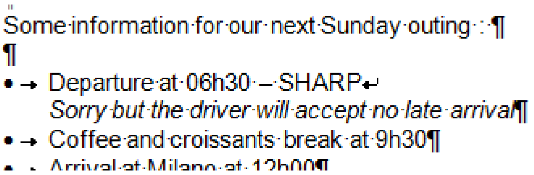
- “Paint" on the paragraph (s) you want to format.
- To stop, click on the same button again or press the ESC key.

2.13 Line break instead of paragraph break

Aim : **avoid selecting** paragraphs that have the same format when you want to make a modification, particularly in the case of tabulated columns, centered lines and so on.
Examples ::



Your order – 03/02/2011 → CHF 3'456.80↵
Your order – 10/02/2011 → CHF 4'587.90↵
Your order – 16/2/2011 → CHF 6'999.00¶



Some information for our next Sunday outing : ¶
¶
• → Departure at 06h30 – SHARP↵
Sorry but the driver will accept no late arrival¶
• → Coffee and croissants break at 9h30¶
• → Arrival at Milano at 12h00¶

- Instead of ENTER you press SHIFT + ENTER

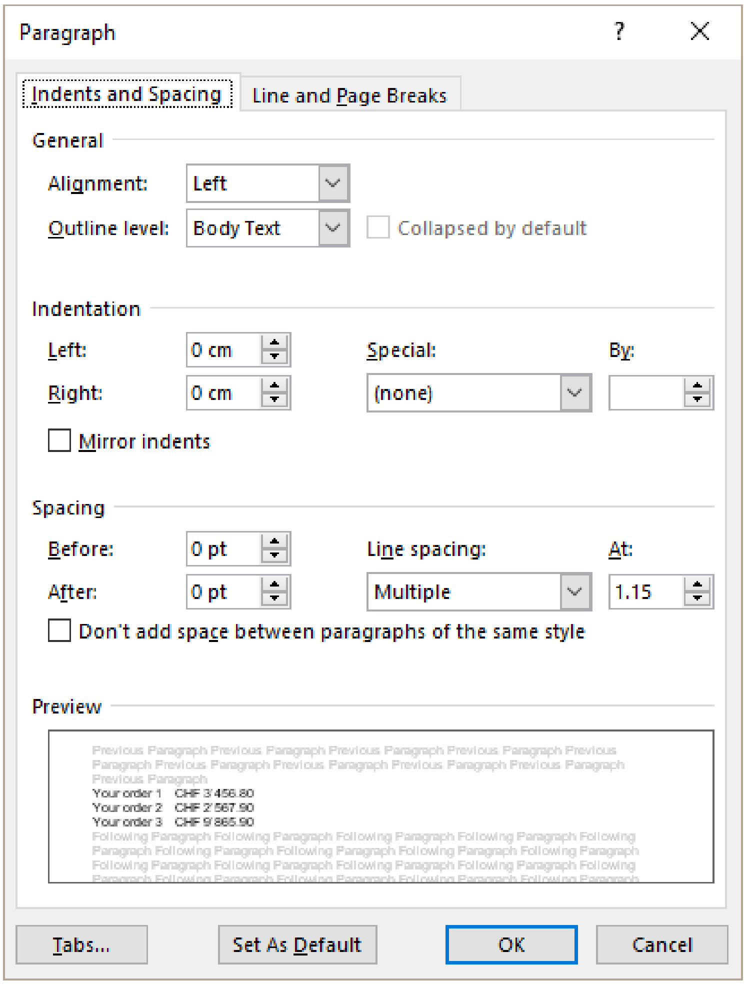
  Symbol used to represent the line break : ↵

2.14 Additional options

Click on the dialog box launcher :

Most options in the box are on the Ribbon.

To mention . the TABS button to access the tabs dialog box.



Paragraph

Indents and Spacing | Line and Page Breaks

General
Alignment: Left
Outline level: Body Text
☐ Collapsed by default

Indentation
Left: 0 cm
Right: 0 cm
Special: (none)
By:
☐ Mirror indents

Spacing
Before: 0 pt
After: 0 pt
Line spacing: Multiple
At: 1.15
☐ Don't add space between paragraphs of the same style

Preview
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Your order 1 CHF 3'456.80
Your order 2 CHF 2'567.90
Your order 3 CHF 9'865.90
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following

Mirror indents : replaces *Left* with *Inside* and *Right* with *Outside*

Don't add space between paragraphs of the same style : to omit the spacing (before or after) automatically added when pressing the ENTER key when the paragraphs are consecutive – but without changing the spacing of the previous/next paragraphs.

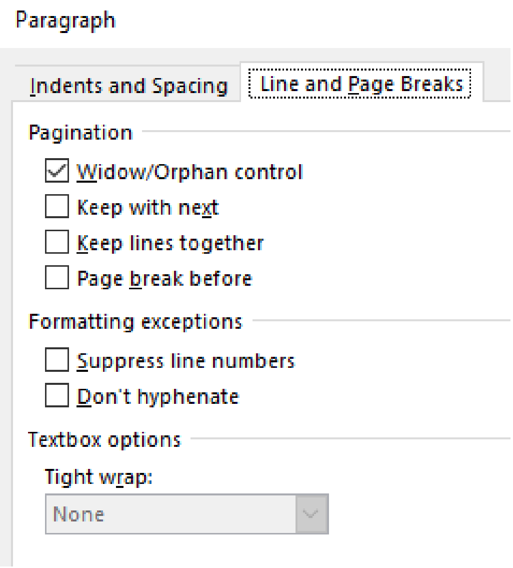
The LINE AND PAGE BREAKS Tab

Widow/Orphan control : this gives a tolerance of two lines before or after a page break.

For long documents :

Keep with next : to prevent a page break separating two paragraphs (ex. a sub-chapter title and its paragraph)..

Keep lines together : to prevent a page break in the current paragraph, whatever the number of lines.



Pagination

☑ Widow/Orphan control
☐ Keep with next
☐ Keep lines together
☐ Page break before

Formatting exceptions

☐ Suppress line numbers
☐ Don't hyphenate

Textbox options

Tight wrap: None

2.15 Special : using the click and type method to format a paragraph

You can point anywhere on the page and simply double-click. Word inserts the necessary paragraph codes for the missing lines.

Depending on the exact location of the double-click, Word will move either the first line indent or activate the center alignment or add a tab.

The shape of the pointer will indicate the action : *tab* *centering* *first line indent*

In the case of a tab : caution, if the text spreads over more than on line, do not expect an automatic alignment. You are working with a normal tab and not with a hanging indent.

✐ This option is set by default in : FILE - OPTIONS – ADVANCED Category – EDITING OPTIONS Topic —ENABLE CLICK AND TYPE Option.

CUT – COPY – PASTE

-

FIND AND REPLACE

-

LANGUAGE TOOLS

-

AUTOTEXT ENTRIES

1 Cut – copy - paste

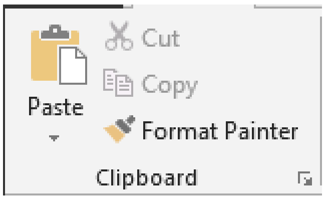
Reminder : what is the Windows Clipboard ?

This is a temporary memory belonging to Windows. It is the tool used to move or copy any text, graphic, table and so on.....

Important reminders :

- You do not need to *run* the Clipboard. It is automatically on when you run Windows.
- The Clipboard is reset (emptied) when you quit Windows.
- Any new entry overwrites the previous one.
- You can paste its contents as many times as you wish

The buttons to work with the Clipboard are located in the HOME Tab – CLIPBOARD Group :



1.1 Cut-copy-paste

- Select the text to be copied or cut.
- Click on the CUT or COPY button
  or right click the selection – the options are the same
  or CTRL + X / CTRL + C
- Place the cursor at the destination location
- Click on the PASTE button
  or right-click and same option
  or CTRL + V

1.2 Drag & Drop

MOVE

- Select the text to be moved.
- Click anywhere on the selection and drag the mouse.
  Caution : do not follow the pointer but rather the little grey "split" cursor.
- At the required place : release mouse button - the text will be inserted at the insertion point

COPY

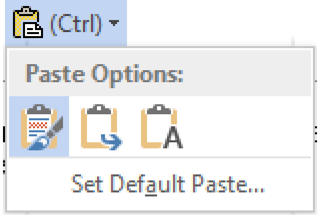
- Same as explained above, but start the operation by first pressing the **CTRL** key.

✐ Drag-and-drop will be available only if the following option is activated : FILE – OPTIONS – ADVANCED Category – EDITING OPTIONS Topic - ALLOW TEXT TO BE DRAGGED AND DROPPED Option.

- *Shortcut menu*
  Select the text
  ***Right** click and drag*
  Various options including copy-cut-cancel …

1.3 The Paste options

Once you have pasted the data (whatever the method), a tag will be displayed (bottom right side). Click on the tag to see the options to manage the format of the pasted data :


(Ctrl)
Paste Options:
Set Default Paste...

Keep Source Formatting
Match Destination Formatting
Keep Text Only

You may also use the options from the PASTE SPECIAL dialog box :

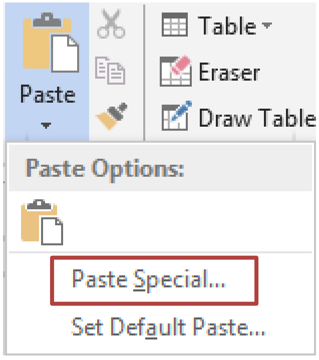
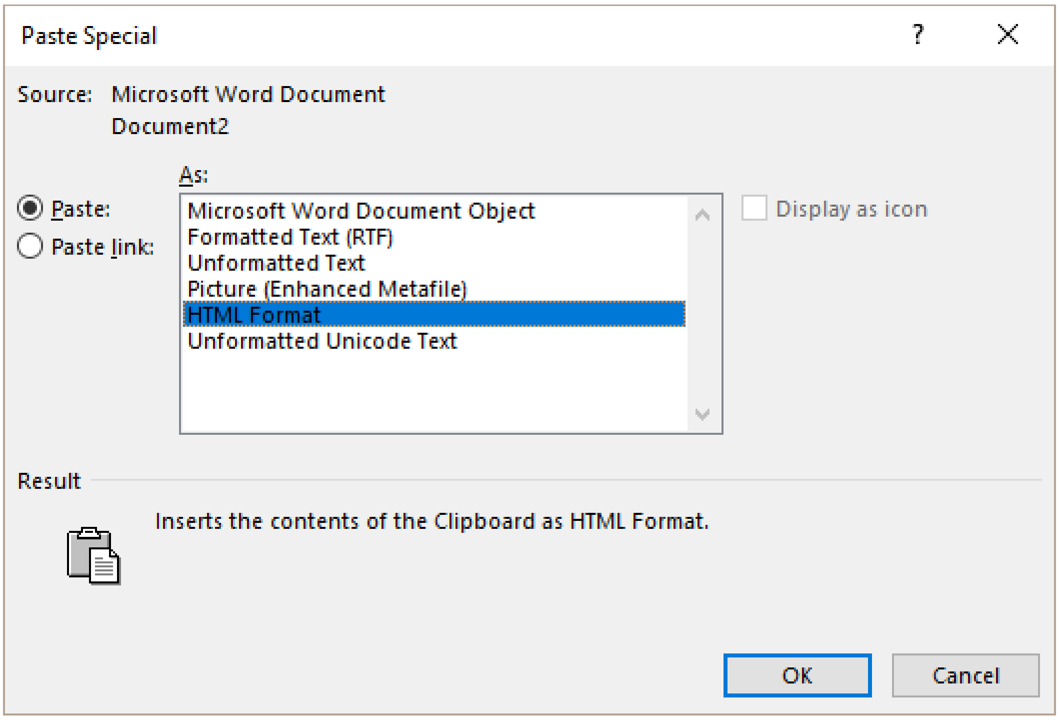


Table
Eraser
Draw Table
Paste
Paste Options:
Paste Special...
Set Default Paste...


Paste Special
?

Source: Microsoft Word Document
Document2

As:

● Paste:
○ Paste link:

Microsoft Word Document Object
Formatted Text (RTF)
Unformatted Text
Picture (Enhanced Metafile)
HTML Format
Unformatted Unicode Text

☐ Display as icon

Result

Inserts the contents of the Clipboard as HTML Format.

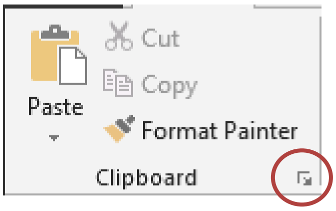
OK
Cancel

HTML Format and *Formatted Text* correspond to *Keep formatting source*
Unformatted Text corresponds to *Keep text only*

1.4 The Office Clipboard

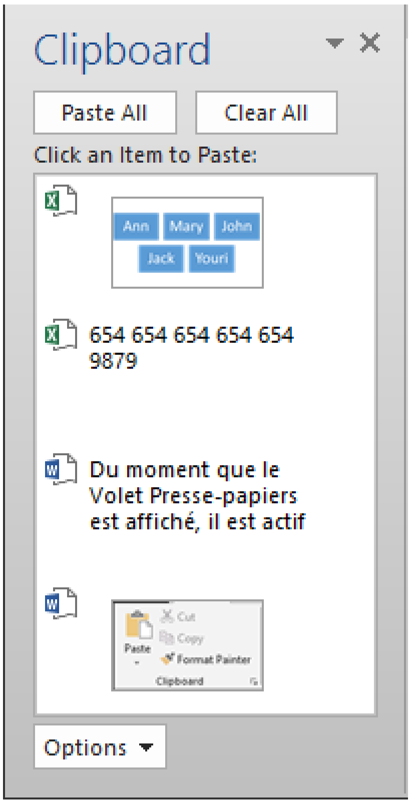
The OFFICE Clipboard is a very nice alternative to the usual Windows Clipboard. Instead of memorizing just one entry, this Clipboard can contain up to 24 entries maximum that you can paste whenever and wherever you need. *Caution : entries remain active provided you do not exit OFFICE.*

Click on the following dialog box launcher to display the Office Clipboard Pane



Provided the Office Clipboard is displayed, it is active.

As you can notice form the screen capture, the memorized items can be collected (by CUT or COPY) in all OFFICE applications – here they come from Excel and Word.



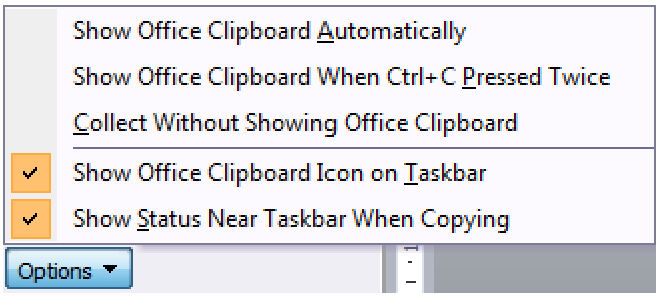
654 654 654 654 654
9879

Du moment que le
Volet Presse-papiers
est affiché, il est actif

Manage :

To paste an entry	*Click on the element.*
To delete an entry	*Click on the little black triangle located at the right of the entry and choose the DELETE option.*
To paste or clear all entries	*Click on the corresponding buttons.*

Some additional options are available through the OPTIONS button



Show Office Clipboard Automatically
Show Office Clipboard When Ctrl+C Pressed Twice
Collect Without Showing Office Clipboard
✓ Show Office Clipboard Icon on Taskbar
✓ Show Status Near Taskbar When Copying

(default activated options) :

Show Office Clipboard Automatically
When you cut or copy twice without pasting, the Task Pane showing the CLIPBOARD options is automatically displayed

Show Office Clipboard Automatically When CTRL + C Pressed Twice
To activate and display the Clipboard when you copy using keyboards shortcuts.

Collect Without Showing Office Clipboard
The entries are collected but the Office Clipboard is not activated and visible on the screen. In this case, it could therefore be a good idea to turn on the option SHOW OFFICE CLIPBOARD ICON ON TASKBAR

Show Office Clipboard Icon On Taskbar
An icon representing the Clipboard is displayed at the right end of the Task Bar. It indicates that the Office Clipboard is active. Double-click on it to view the Task Pane.

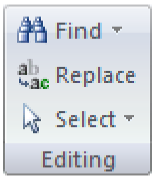
Show Status Near Taskbar When Copying
A ToolTip shows the number of entries you have just created through cutting or copying.

✎ What happens when you get to 24 ?
Nothing. The oldest entry is removed and the new entry will bear the number 24.

✎ When you don't activate the Office Clipboard, you use the traditional Windows Clipboard. As soon as you activate the Office Clipboard, it will show the Windows Clipboard contents as its first entry.

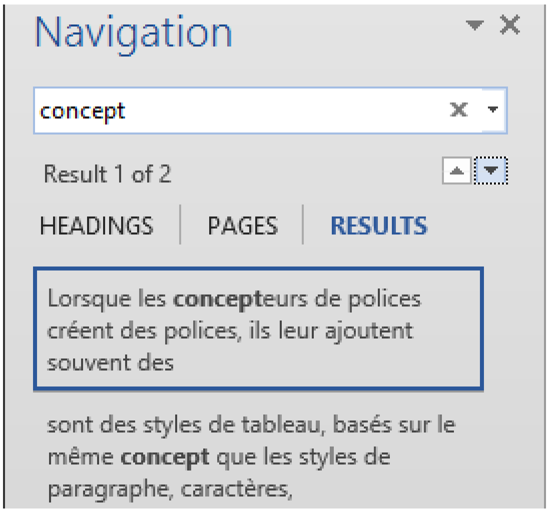
2 Find & Replace

Here after the corresponding group, on the HOME Tab :



2.1 The NAVIGATION PANE

The FIND button displays the Navigation Pane on the left



concept

Result 1 of 2

Lorsque les **concept**eurs de polices créent des polices, ils leur ajoutent souvent des

sont des styles de tableau, basés sur le même **concept** que les styles de paragraphe, caractères,

- Type the text to be found and press ENTER

Headings
Page

Provided that your document has been hierarchized into *chapters and subchapters …*

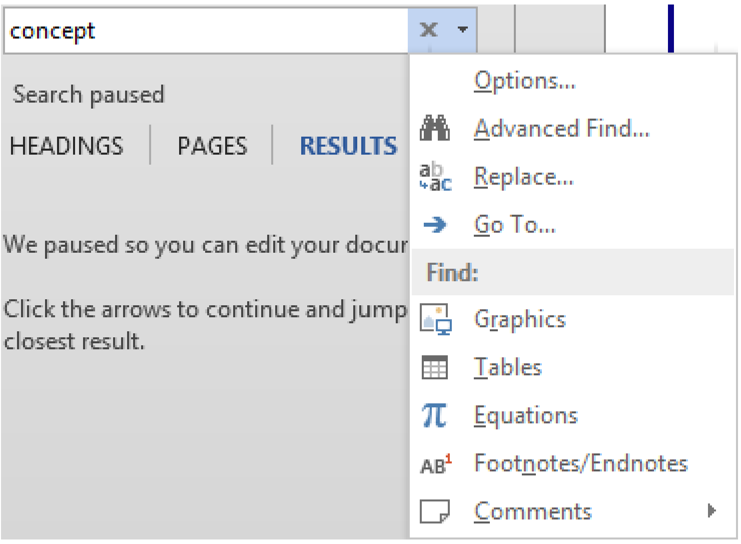
Titles that include the searched text are highlighted in yellow.
The occurrences are also hightlighted in the doucment itself.
Click on the triangles to switch from one occurrence to the other.

ings
Pages
Res

Thumbnails are not very handy for a search but click on the triangles to switch from a page containing the searched text to the other.

ges
Results

Blocks displayed the searched text
Click on the block and the corresponding page is displayed
Click on the triangles to « jump » from one occurrence to the other



concept

Search paused

We paused so you can edit your docur

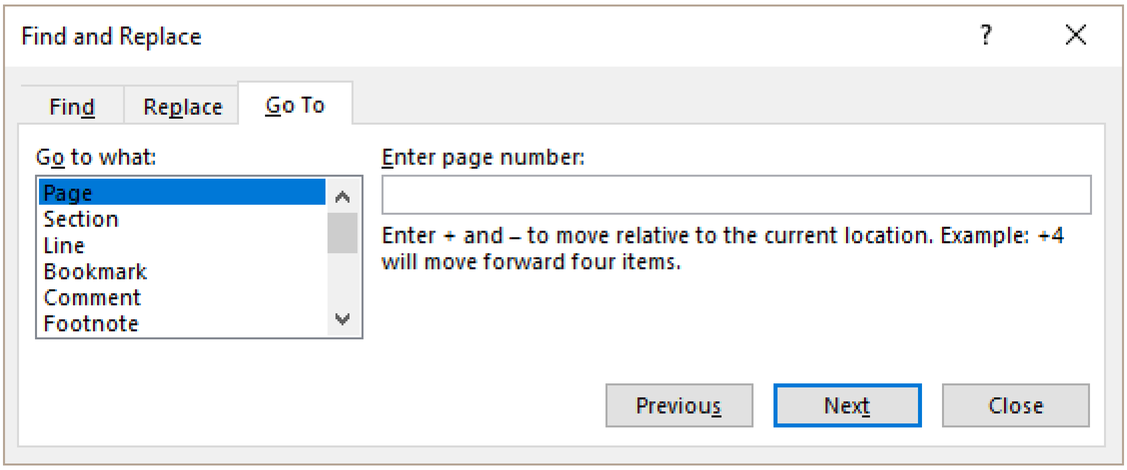
Click the arrows to continue and jump closest result.

HEADINGS
PAGES
RESULTS
Options...
Advanced Find...
Replace...
Go To...
Find:
Graphics
Tables
Equations
Footnotes/Endnotes
Comments

Use the drop-down list to navigate by « item » such as *Graphics, Tables, Equations …*

2.2 Go To

The drop-down menu of the FIND button includes a GO TO option.
The dialog box that will be displayed allows to navigate page by page but also item by item (by section, by table, by object etc …)



Go to what: Page

Enter + and – to move relative to the current location. Example: +4 will move forward four items.

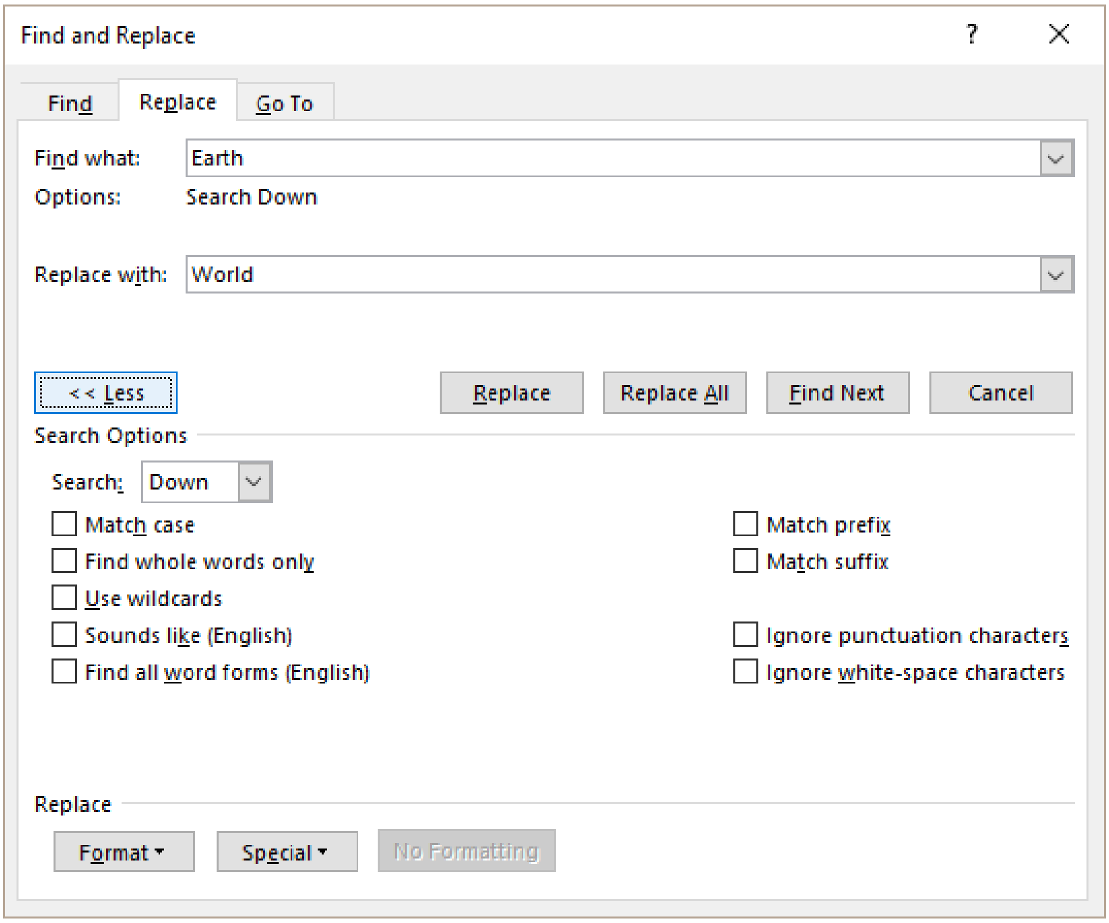
Find and Replace
?
Find
Replace
Go To
Go to what:
Page
Section
Line
Bookmark
Comment
Footnote
Enter page number:
Previous
Next
Close

2.3 Find and replace

The find and replace options are as usual – *replacing a text with another one* – but it is interesting to note that you may find and replace *formats.*

- Click on the FIND or REPLACE button *or*
  Drop-down list of the FIND button and option ADVANCED FIND
- Click on the MORE button (become LESS afterwards)

The only difference between FIND and REPLACE : the READING HIGHLIGHT and FIND IN buttons (instead of REPLACE / REPLACE ALL) that are only on the Find tab.


Find and Replace
?
Find
Replace
Go To
<< Less
Replace
Replace All
Find Next
Cancel
Search Options
Replace
Format
Special
No Formatting

Find what: Earth
Options: Search Down
Replace with: World

Search: Down
☐ Match case
☐ Find whole words only
☐ Use wildcards
☐ Sounds like (English)
☐ Find all word forms (English)
☐ Match prefix
☐ Match suffix
☐ Ignore punctuation characters
☐ Ignore white-space characters

In FIND only

Find in button	In the main document ? Also in headers and footers ? Also in a textbox in the main document ?
Reading Highlight button	The words are highlighted (yellow by default) Then you close the dialog box to check them *Remove* : go back into the above dialog box and click on the CLEAR HIGHLIGHTING button.

Common to both tabs

Match case	The search will be case sensitive

Find whole words only	If turned off, a search for « load » will find *download, upload, loading*
Use wildcards	Whole words and Match case are automatically dimmed ☐ Search * ? = will search for those characters ☒ * replaces an unknown number of characters ? replaces 1 character Search « pa?e » to find *paie* and *paye*
Sounds like (English)	To find an English word that *sounds* like the one you have typed. Type *organisation* (in French) to find in the document the English word *organization*
Match prefix / suffix	Search the word : *load* *Prefix* the word must start with *load* will find *loading* but not *download* *Suffix* the word must end with *load* will find *download* but not *loading*
Ignore punctuation characters / white-space characters	Search for the word ToolTip *Punctuation* will find *tool-tip* *White space* will find *tool tip*
FORMAT button	Find formats (with or without text)
SPÉCIAL button	Finds special characters such as paragraph marks, nonbreaking spaces … The special character is displayed in a coded form : ^p for a paragraph mark - ^s for a nonbreaking space

Run the same search when the dialog box is closed :

SHIFT + F4 or click on the double-arrows at the bottom of the vertical scroll bars (they will be displayed in blue).

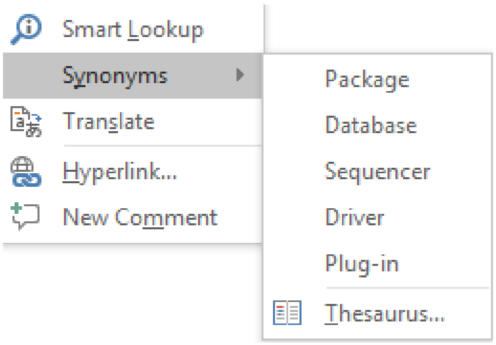
3 Language tools

3.1 Right clicking : thesaurus and translation

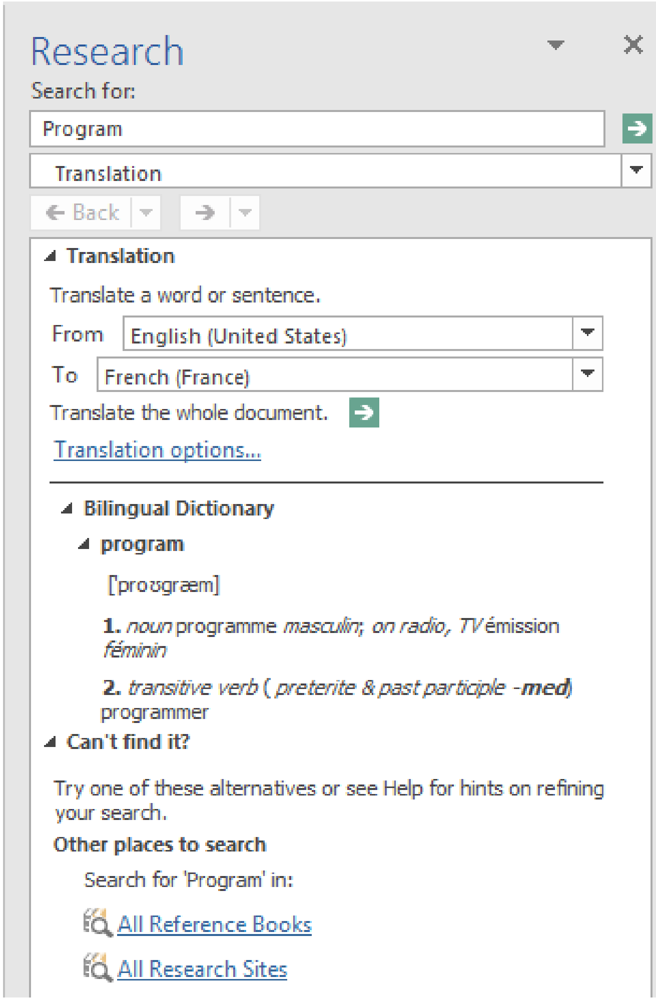
Right click a word – the word should not be misspelled – and the following shortcut menu will display *Synonyms* and *Translate* options :

For the word *program*

Synonyms : instant suggestions – as for the spelling suggestions


Smart Lookup
Synonyms
Translate
Hyperlink...
New Comment
Package
Database
Sequencer
Driver
Plug-in
Thesaurus...

Translate : the corresponding pane will be displayed on the right side of the Word window


Research
Back

Search for:

Program

Translation

Translation

Translate a word or sentence.

From English (United States)

To French (France)

Translate the whole document.

Translation options...

Bilingual Dictionary

program

['proʊɡræm]

1. *noun* programme *masculin*; *on radio, TV* émission *féminin*

2. *transitive verb* (*preterite & past participle* ***-med***) programmer

Can't find it?

Try one of these alternatives or see Help for hints on refining your search.

Other places to search

Search for 'Program' in:

All Reference Books

All Research Sites

Who translates ?
The translation is done by Microsoft Translator

Insert the translation

- Select one the suggestions
- Right click and COPY
- Activate destination and PASTE

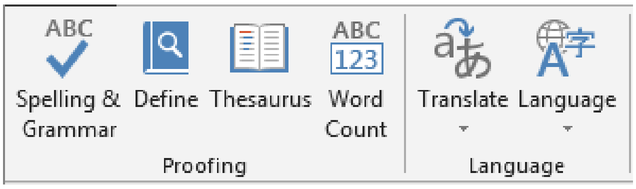
Switch to another word
ALT + select in the document

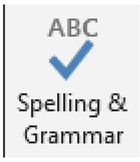
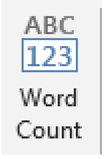
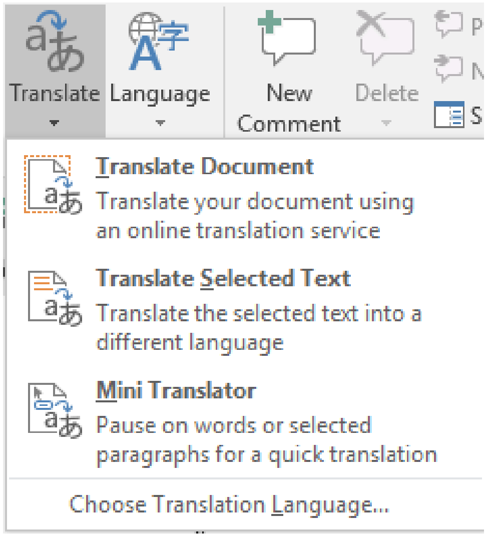
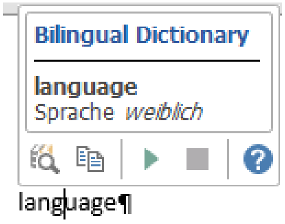
Translate the whole document

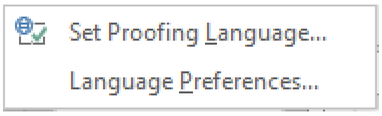
- Message : Word informs you that the document will be sent to Microsoft®Translator in html format. Accept, it is free and instant.
- Wait a few seconds
- Internet Explorer displays a window with the translation (to be fine-tuned of course).

3.2 The REVIEW Tab

Its commands are a complement to the possibilities provided by right clicking, the status bar … And some are new and handy.


ABC
Spelling & Grammar
Define
Thesaurus
ABC 123
Word Count
Proofing
Translate
Language
Language

 ABC Spelling & Grammar	The dialog box options are similar to those of the shortcut menu (right click onto a misspelled word)
 	The RESEARCH pane provides the same options as the shortcut menu (right click a word)
 ABC 123 Word Count	Number of pages, words, characters, lines … *Reminder : the status bar can display the number of words and the document advanced properties the same information as Word Count.*
 	 Translate Language New Comment Delete Translate Document Translate your document using an online translation service Translate Selected Text Translate the selected text into a different language Mini Translator Pause on words or selected paragraphs for a quick translation Choose Translation Language... The first two options are equivalent to those of the shortcut menu (right click a word or a selection) Third option : when the mini translator is on, you can simply point a word and a tooltip will display the translation (according to the language set through the CHOSE TRANSLATION LANGUAGE option). Point the word – The tooltip is half solid – hover with the mouse and it turns solid :  Bilingual Dictionary language Sprache weiblich language¶ *CHOOSE TRANSLATION LANGUAGE* Set the language for the mini translator and also for the « standard » translation.

 	 Set Proofing Language... Language Preferences... **SET PROOFING LANGUAGE** Standard dialog box to assign a language to a paragraph (same as clicking on the language info on the status bar). **LANGUAGE PREFERENCES** To set the preferred language for language tools (spellcheck for ex) To set the preferred language for the Word interface (menus and dialog boxes). If you have a monthly subscription for your Office version, additional languages are free (language & interface). If you have a license, some languages are included in the language tools, others have to be purchased. For the interface languages, they need to be purchased but the price is quite low (around 30 CHF)

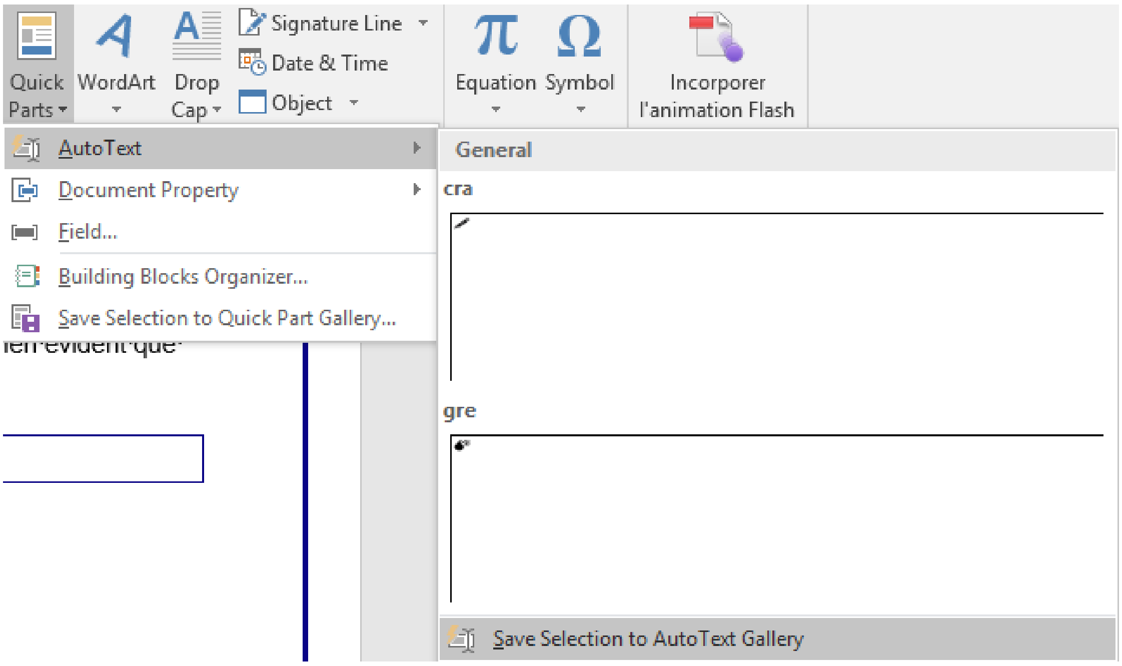
4 Autotext entries

Autotext entries are related to the concept of *building blocks.*

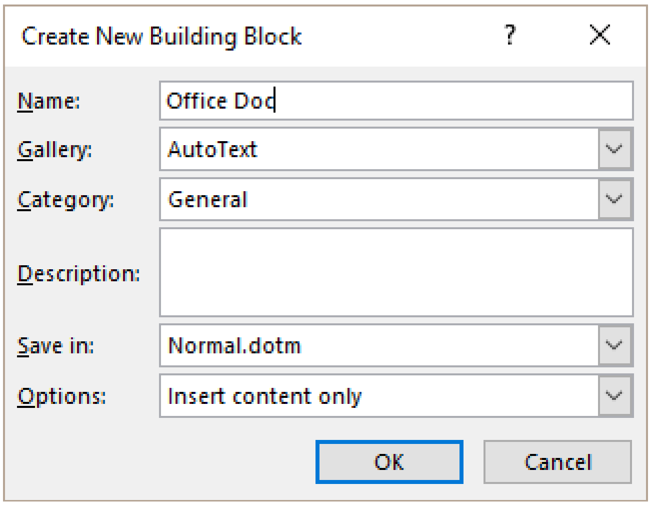
Indeed, Word is now a collection of *modules.* Behind each preset item you see in a gallery, there is a *building block.* To get more convinced, take a closer look at what is displayed by INSERT – TEXT Group - QUICKPARTS Button – Option BUILDING BLOCKS ORGANIZER. But caution, it is obvious that you should **NOT DELETE ANY OF THOSE BLOCKS**.

4.1 Creating the entry

- Select the text – INSERT Tab – TEXT Group – QUICKPARTS Button


Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Equation
Symbol
Incorporer l'animation Flash
AutoText
Document Property
Field...
Building Blocks Organizer...
Save Selection to Quick Part Gallery...
General
cra
gre
Save Selection to AutoText Gallery

- Option SAVE SELECTION TO AUTOTEXT GALLERY


Create New Building Block

Name: Office Doc

Gallery: AutoText

Category: General

Description:

Save in: Normal.dotm

Options: Insert content only

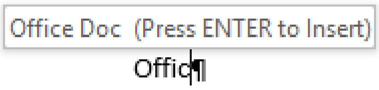
- Confirm or change the suggested name. *Word automatically comes up with the first characters of the selected text but you can type you own abbreviation.*
- **Microsoft has created a gallery dedicated to autotext entries. It has its own category (AUTOTEXT) in the building blocks. Saving is by default in NORMAL.DOTM**

  The « normal » building blocks are saved in a specific template called Building Blocks.dotx.
- Define how it is to be inserted : content, paragraph … ?

4.2 Inserting the entry

When typing

Start typing the first characters of the abbreviation (min 4) and a tooltip will prompt you to press ENTER to insert the remaining contents


Office Doc (Press ENTER to Insert)

Offic¶

Gallery

- INSERT Tab – TEXT Group - QUICKPARTS Button – Option AUTOTEXT
- The gallery displays the entries (see previous screen capture)
- Click to insert (at the insertion point)

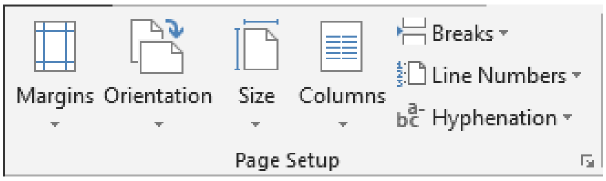
✐ **Still working** : type the abbreviation then F3. Handy when the abbreviation does not correspond to the first characters of the contents

PAGE LAYOUT AND PRINTING

1 Page layout

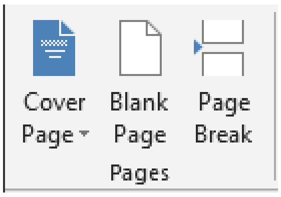
1.1 Margins, orientation, size and page break

PAGE LAYOUT Tab – PAGE SETUP Group

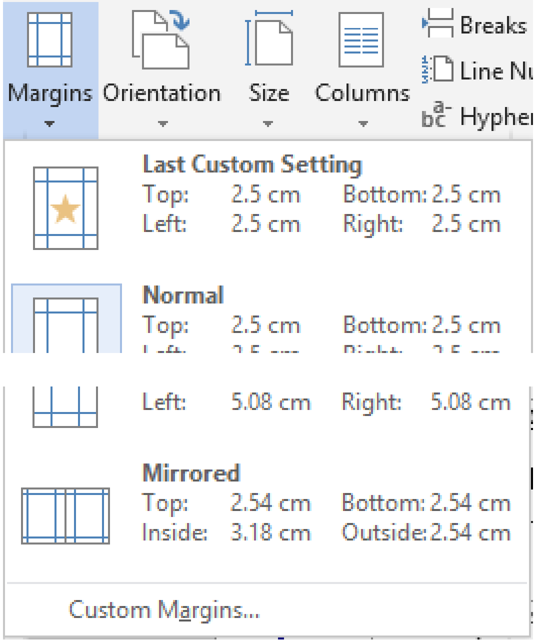

Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup

Page break – other access :

INSERT Tab – PAGES Group – The BLANK PAGE and PAGE BREAK Buttons


Cover Page
Blank Page
Page Break
Pages

The MARGINS and SIZE buttons display galleries with preset values but you can set your own (click on the CUSTOM MARGINS / MORE PAPER SIZE …option). The dialog boxes that will be displayed are those of Office 2003. Your last choice becomes the first option in the gallery : *Last Custom Setting.*


Margins
Orientation
Size
Columns
Breaks
Line Nu
Hyphe

Last Custom Setting
Top: 2.5 cm Bottom: 2.5 cm
Left: 2.5 cm Right: 2.5 cm

Normal
Top: 2.5 cm Bottom: 2.5 cm

Left: 5.08 cm Right: 5.08 cm

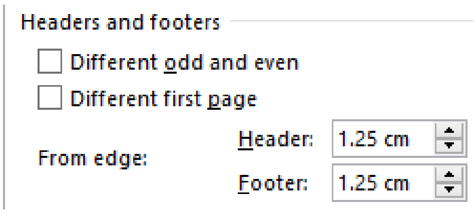
Mirrored
Top: 2.54 cm Bottom: 2.54 cm
Inside: 3.18 cm Outside: 2.54 cm

Custom Margins...

✎ Double-clicking on the horizontal or vertical rules (but outside the white graduated area) will also display the PAGE SETUP dialog box.

ADDITIONAL OPTIONS

PAGE SETUP Group – Dialog box launcher – LAYOUT Tab. The extra options are related to headers and footers (explained later).



Headers and footers
☐ Different odd and even
☐ Different first page
From edge: Header: 1.25 cm
Footer: 1.25 cm

✎ Even if you turn off the DIFFERENT ODD - FIRST PAGE … the prepared content remains. It is simply hidden and will be displayed when the turn the options on again.

✎ If you activate DIFFERENT ODD AND EVEN, prepare two different contents and then turn the option off, the header/footer will be the one prepared for odd pages.

1.2 Cover page

- INSERT Tab – PAGES Group – COVER PAGE Button

A gallery of preset templates will be displayed. Some include pre-set boxes with information coming from the document properties.

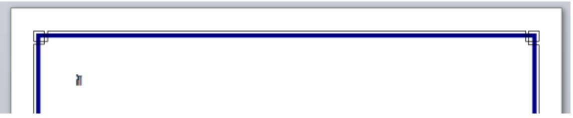
Remove : bakc to the gallery and click on REMOVE CURRENT COVER PAGE:

1.3 Page color and page border

- DESIGN Tab – PAGE BACKGROUND Group

The PAGE COLOR button : background color, texture, pattern, picture … in the theme colors or not etc … Caution when selecting a picture. It will be automatically tiled and depending on its size, repeated on the whole page. *Not printed unless you specify so in the Word options.*

The PAGE BORDERS button : corresponds to the PAGE BORDER Tab in the borders dialog box. You may choose which type of line, style or art you need. *Will be printed*.

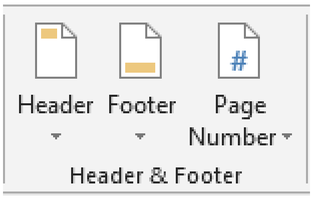


Delete : choose *None* for both commands

2 Header and footer

2.1 Built-in header / footer / page number

- INSERT Tab – HEADER & FOOTER Group



Or

- Point the header/footer zone – *it should not be empty* – and double-click

The DESIGN Tab (HEADER & FOOTER TOOLS) is displayed. It includes the same group as in the above screen capture and also all the other commands related to headers and footers.

2.1.1 Galleries

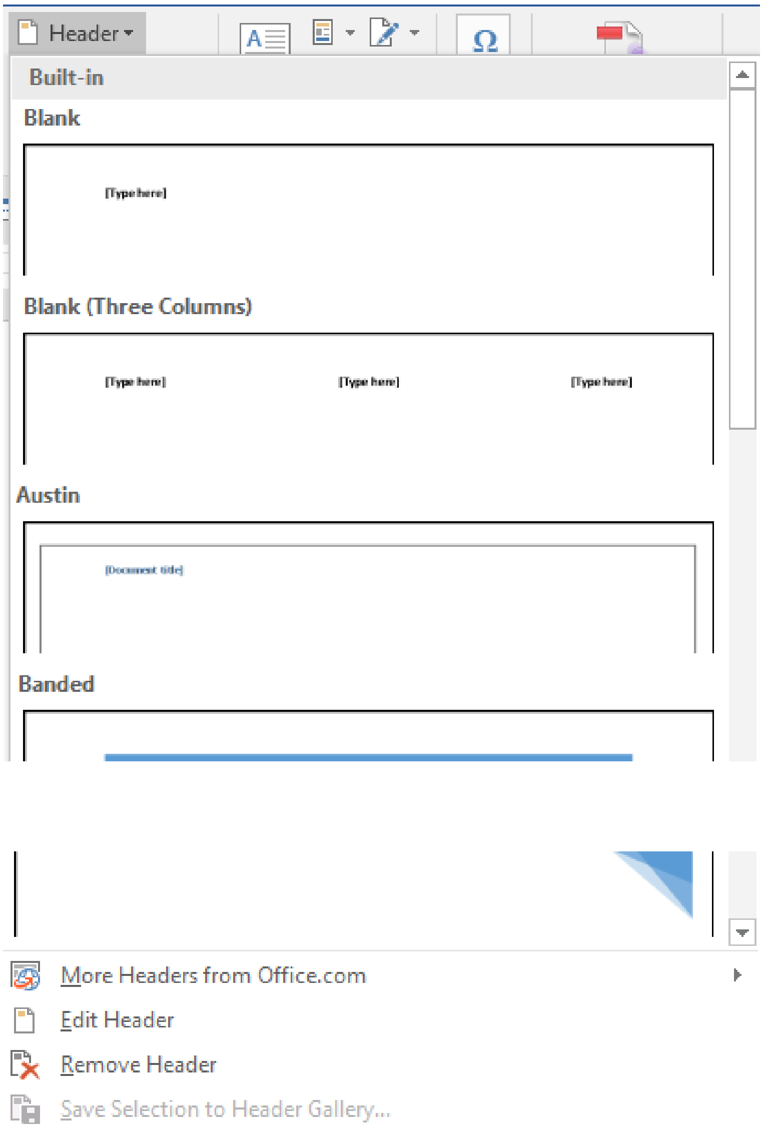
Microsoft wants to display a gallery of built-in sets you can choose from. The choice is rather wide. The page number gallery comes up with even more than one gallery.

Each gallery starts with some blank combinations so that you can organize the content more freely. If you accept Microsoft “help”, galleries are as following :

HEADER Gallery	Various content controls (text, date …), field codes and page number

FOOTER Gallery	Various content controls (text, date …), field codes and page number
PAGE NUMBER Gallery	**ONLY THE PAGE NUMBER** - top of page (header) - bottom of page (footer) - inside the page margins - current cursor position anywhere in the header or footer or in the document itself

Here below the HEADER Gallery


Header
Built-in
Blank
[Type here]
Blank (Three Columns)
[Type here]
[Type here]
[Type here]
Austin
[Document title]
Banded
More Headers from Office.com
Edit Header
Remove Header
Save Selection to Header Gallery...

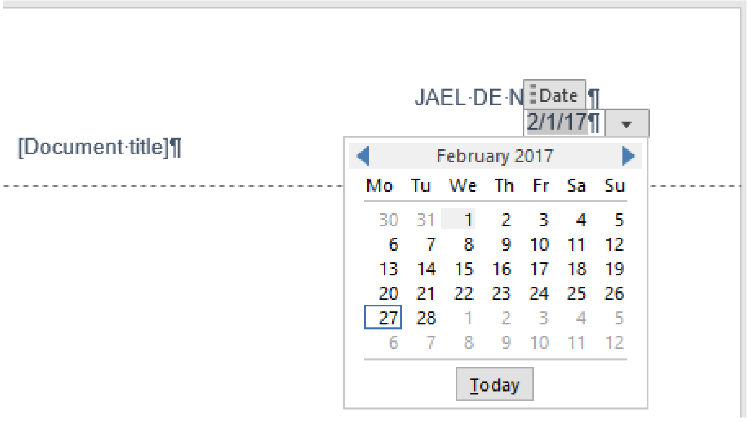
Many more combinations in BOTTOM OF PAGE, PAGE MARGINS …

2.1.2 Content controls and field codes

In order to help you better understand the controls you will see when rolling down a header, footer or page number gallery, here below some examples :

DOCUMENT TITLE
Simply a « text box » the user can fill in

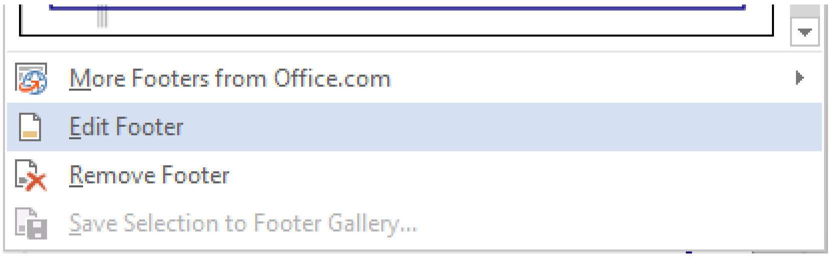
DATE
A date navigator is automatically displayed when you click on the triangle located at the right of the control


[Document·title]¶
JAEL·DE·N
Date
2/1/17¶
February 2017
Mo Tu We Th Fr Sa Su
30 31 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 1 2 3 4 5
6 7 8 9 10 11 12
Today

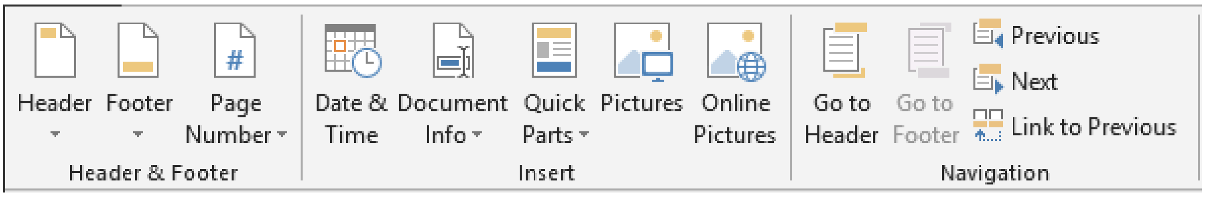
To mention : if you are not satisfied with the format (7 January 2008 instead of 17.01.2008 for instance), no modification at this level. You will need to modify the control properties through the CONTROLS Group (DEVELOPER Tab). This tab is not displayed by default unless you set so in the Word options.

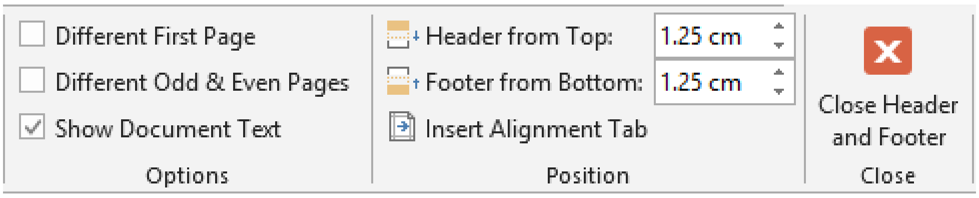
2.1.3 Modifying an existing header or footer

Double-click inside the header or footer area *or* click on the EDIT HEADER option at the bottom of the header or footer gallery


More Footers from Office.com
Edit Footer
Remove Footer
Save Selection to Footer Gallery...

The ribbon displays the DESIGN Tab :


Header
Footer
Page Number
Header & Footer
Date & Time
Document Info
Quick Parts
Pictures
Online Pictures
Insert
Go to Header
Go to Footer
Previous
Next
Link to Previous
Navigation

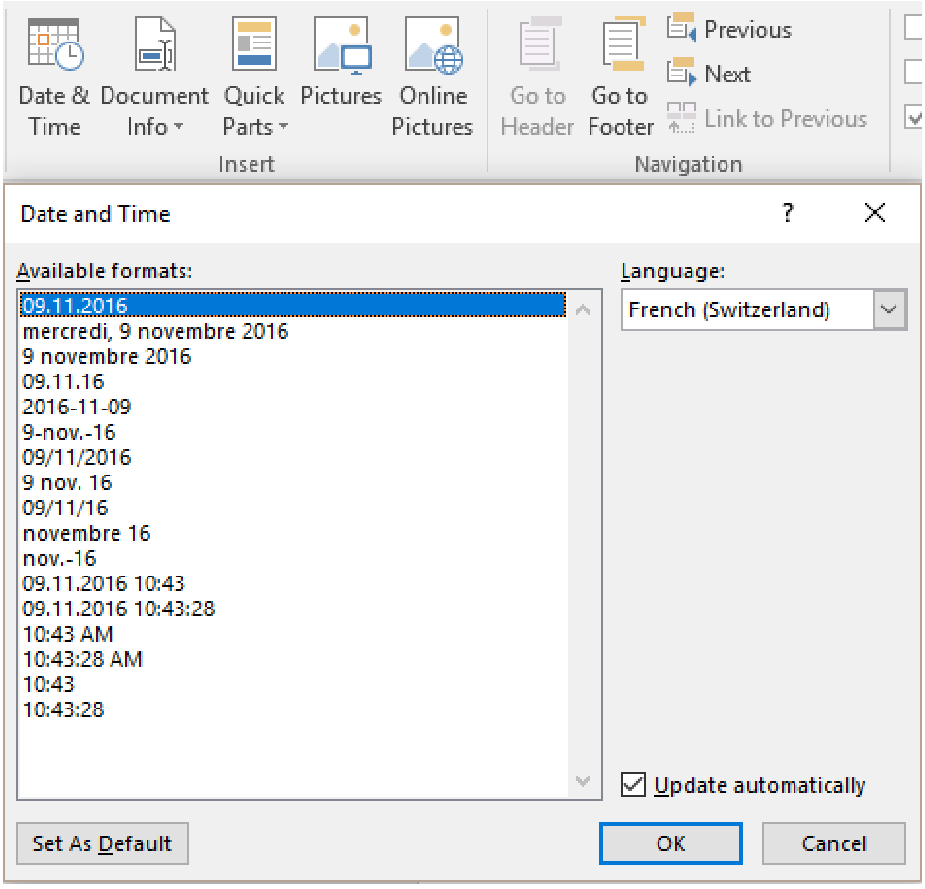

Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top:
1.25 cm
Footer from Bottom:
1.25 cm
Insert Alignment Tab
Position
Close Header and Footer
Close

Text :
Click at the required position and simply type

Page number
To add the page number : place the cursor at the required location - PAGE NUMBER button - CURRENT POSITION - set the type of number you need.

Date and time

INSERT Group - DATE & TIME Button. Here below the dialog box that will be displayed :


Date & Time
Document Info
Quick Parts
Pictures
Online Pictures
Insert
Go to Header
Go to Footer
Previous
Next
Link to Previous
Navigation
Date and Time
?
X
Set As Default
OK
Cancel

Available formats:

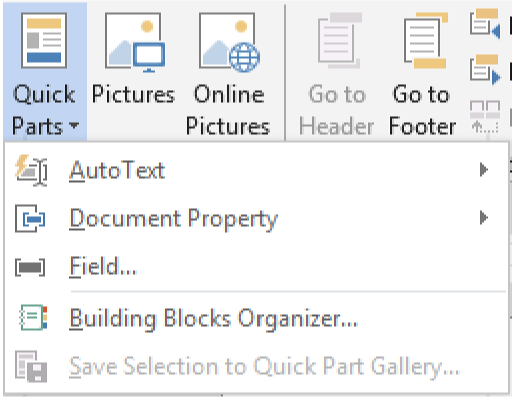
09.11.2016
mercredi, 9 novembre 2016
9 novembre 2016
09.11.16
2016-11-09
9-nov.-16
09/11/2016
9 nov. 16
09/11/16
novembre 16
nov.-16
09.11.2016 10:43
09.11.2016 10:43:28
10:43 AM
10:43:28 AM
10:43
10:43:28

Language: French (Switzerland)

☑ Update automatically

Other items you can add

INSERT Group – QUICK PARTS Button

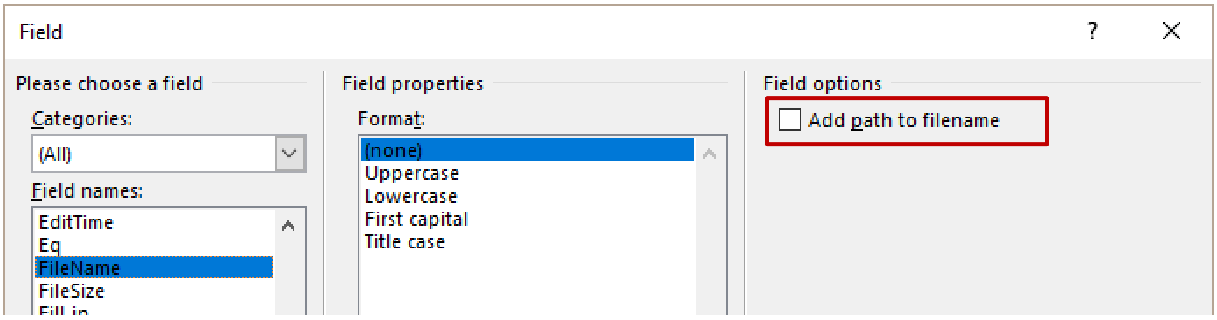

Quick Parts
Pictures
Online Pictures
Go to Header
Go to Footer
AutoText
Document Property
Field...
Building Blocks Organizer...
Save Selection to Quick Part Gallery...

AUTOTEXT

The famous 2003 autotext entries to memorize various texts. A gallery will display the already saved entries but you may select any text in the header/footer and set it as an entry.

DOCUMENT PROPERTY : information such as *Author, Title, Subject, …*
(each time as a content control)

FIELD : other information such as *the file name (FileName) including the possibility to add the path.*


Field
?
Please choose a field
Field properties
Field options
EditTime
Eq
FileSize
Fill-in
Uppercase
Lowercase
First capital
Title case

Categories: (All)

Field names: FileName

Format: (none)

☐ Add path to filename

Help, I can't type text, move/delete content controls …

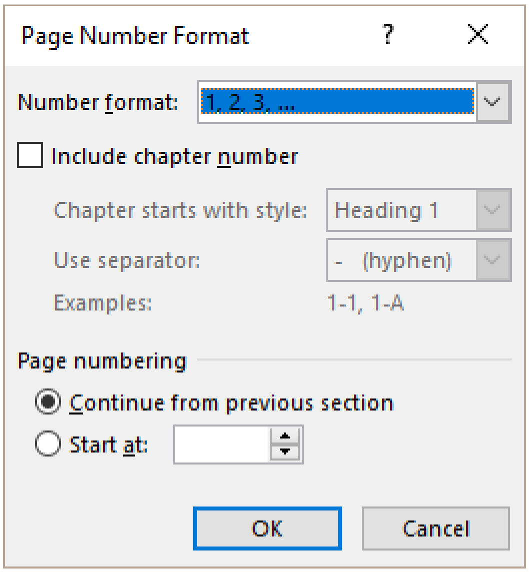
Take a close look at your header/footer : it could be simply a problem of text right alignment. Or the footer is made of content controls placed into table cells where the text alignment is set on the right.

To remove the content control : right click it and click on REMOVE CONTENT CONTROL

2.1.4 Modifying only the style of the page number or its starting number

- PAGE NUMBER Button (INSERT Tab) (or if the header is edited : HEADER & FOOTER TOOLS – PAGE NUMBER Button)
- FORMAT PAGES NUMBERS Option

✎ Caution if using the -1-, -2- … numbering. Dashes *will be part of the page number and a delete will not remove them.* For « free » dashes, choose a 1,2,3 … numbering and add them manually.


Page Number Format
?
Page numbering
OK
Cancel

Number format: 1, 2, 3, ...

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

● Continue from previous section

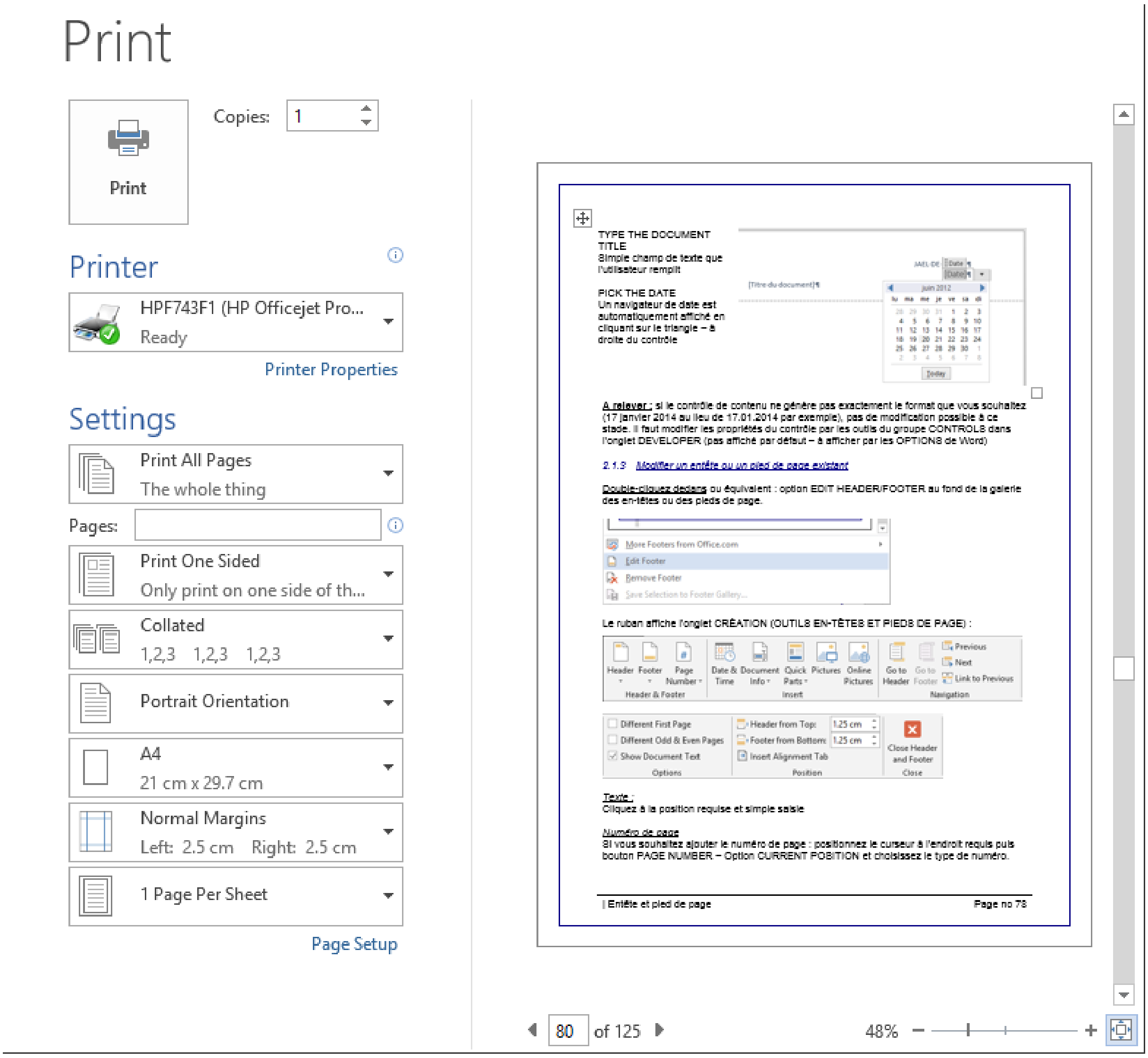
○ Start at:

2.1.5 Deleting the header or footer content

Back into the gallery and click on the REMOVE … option.

3 Print preview and printing

- FILE – PRINT


Print
Print
Copies: 1
Printer
HPF743F1 (HP Officejet Pro...
Ready
Printer Properties
Settings
Print All Pages
The whole thing
Pages:
Print One Sided
Only print on one side of th...
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
A4
21 cm x 29.7 cm
Normal Margins
Left: 2.5 cm Right: 2.5 cm
1 Page Per Sheet
Page Setup
80 of 125
48%
[Titre du document]¶
JAEL-DE [Date]¶
juin 2012
Today
More Footers from Office.com
Edit Footer
Remove Footer
Save Selection to Footer Gallery...
Header
Footer
Page Number
Date & Time
Document Info
Quick Parts
Pictures
Online Pictures
Go to Header
Go to Footer
Previous
Next
Link to Previous
Header & Footer
Insert
Navigation
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top: 1.25 cm
Footer from Bottom: 1.25 cm
Insert Alignment Tab
Position
Close Header and Footer
Close

TYPE THE DOCUMENT TITLE
Simple champ de texte que l'utilisateur remplit

PICK THE DATE
Un navigateur de date est automatiquement affiché en cliquant sur le triangle – à droite du contrôle

A relever : si le contrôle de contenu ne génère pas exactement le format que vous souhaitez (17 janvier 2014 au lieu de 17.01.2014 par exemple), pas de modification possible à ce stade. Il faut modifier les propriétés du contrôle par les outils du groupe CONTROLS dans l'onglet DEVELOPER (pas affiché par défaut – à afficher par les OPTIONS de Word)

2.1.3 Modifier un entête ou un pied de page existant

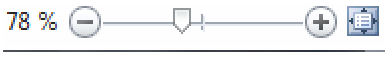
Double-cliquez dedans ou équivalent : option EDIT HEADER/FOOTER au fond de la galerie des en-têtes ou des pieds de page.

Le ruban affiche l'onglet CRÉATION (OUTILS EN-TÊTES ET PIEDS DE PAGE) :

Texte :
Cliquez à la position requise et simple saisie

Numéro de page
Si vous souhaitez ajouter le numéro de page : positionnez le curseur à l'endroit requis puis bouton PAGE NUMBER – Option CURRENT POSITION et choisissez le type de numéro.

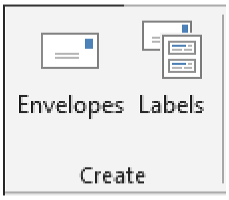
| Entête et pied de page Page no 78

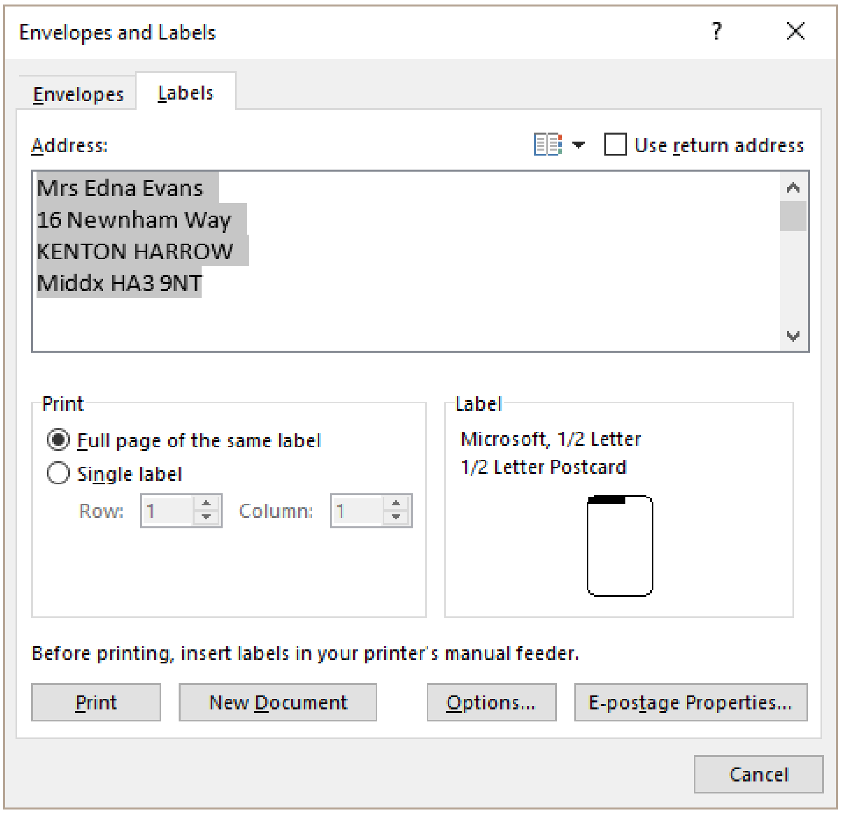
PRINT Button	Send to the printer and select the number of copies *Printer Properties :* according to the type of printer : color ? recto-verso ?
Printer and Settings	Select the printer and set you print settings such as which pages to print, the paper orientation or size etc …
PAGE SETUP Option	The dialog box PAGE SETUP is run and displays the LAYOUT Tab. (caution, some options might not be available. In this case, go through the same dialog box but from the document)
ZOOM (bottom right)	 Drag the slider to zoom in/out. If you zoom in strongly the print preview will show more than one page. Click on the zoom button to revert to a one page standard print preview
Esc or click any tab	Back to the document

4 Printing an envelope or a label

Caution : this has nothing to do with mail merge.

- Select the address you have certainly typed at the top of the letter
- MAILINGS Tab – CREATE Group
- Click on the required button (the same dialog box will be displayed) :





Address:

Mrs Edna Evans
16 Newnham Way
KENTON HARROW
Middx HA3 9NT

☐ Use return address

Print

● Full page of the same label
○ Single label
Row: 1 Column: 1

Label

Microsoft, 1/2 Letter
1/2 Letter Postcard

Before printing, insert labels in your printer's manual feeder.

Text formatting : right click and select the FONT or PARAGRAPH option.

Use return address

If the option is turned on, the recipient address is replaced with the sender address.
(this address comes from what has been set in : FILE – OPTIONS - Button –ADVANCED Category – GENERAL Topic – MAILING ADDRESS

Full page of the same label *(The NEW DOCUMENT button becomes available)*

The labels are automatically created as a Word table where the cells measures correspond to the label size. Two interesting possibilities : a PRINT button to print the page of labels but without keeping the document or the NEW DOCUMENT button to create a separate file that you will save.

Single label *(Only the PRINT button is available)*

Use the number of row and column to set on which label you wish to print the address

Envelope ? Similar
The command adds a 0 page at the top of the document (envelope size and landscape orientation).

MANAGING FILES

1 Saving : the file format

Office 2007 introduced a new file format based on XML (Extensible Markup Language). This means a really different structure, even though it may not be visible.

On one side the new format helps to improve the security, reduce the size, get the most out of new features specific to 2007-2010-2013-2016… but on the other side previous versions can only open 2007-2010-2013-2016 files under specific conditions.

1.1 Benefits of the new format

1. **New features specific to Office 2007-2010-2013-2016**
   For instance : SmartArt, equations, themes and content controls

2. **Files are more compact.** They are automatically compressed and can be up to 75 percent smaller in some cases. (zip type compression). When the file is opened, it is automatically unzipped and when you close it automatically zipped again.

3. **Improved damaged file recovery**. Files are structures in a modular fashion that keeps different data components in the file separate from each other. This allows files to be opened even if a component within the file (for example, a chart or table) is damaged or corrupted.

4. **Better privacy and more control over personal information.** Personally identifiable information and business-sensitive information, such as author names, comments, traced changes, and file paths can be easily identified and removed by using the Document Inspector.

5. **Easier detection of document that contain macros.** Macros and other scripts are saved separately from the text and the file extension indicates whether the file you are about to work on contains macros or not (see table below) :

Word – file extension	Usage
.docx	Standard Word document with no macro
.dotx	Word template with no macro
.docm	Word document that contains macros
.dotm	Word template that contains macros

Excel - file extension	Usage
.xlsx	Standard Excel workbook with no macro
.xltx	Excel template with no macro
.xlsm	Excel workbook that contains macros
.xltm	Excel template that contains macros

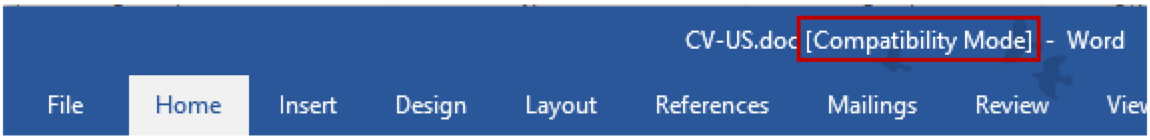
PowerPoint - file extension	Usage
.pptx	Standard PowerPoint presentation with no macro
.potx	PowerPoint template with no macro
.ppsx	Slideshow with no macro
.sldx	Slide with no macro (only with SharePoint)
.pptm	PowerPoint presentation with macros
.potm	PowerPoint template with macros
.ppsm	Slideshow with macros
.sldm	Slide with macros (only with SharePoint)

Other	Usage
.thmx	Office theme

1.2 2013 opens a file created in a 2003 version

1.2.1 Compatibility mode

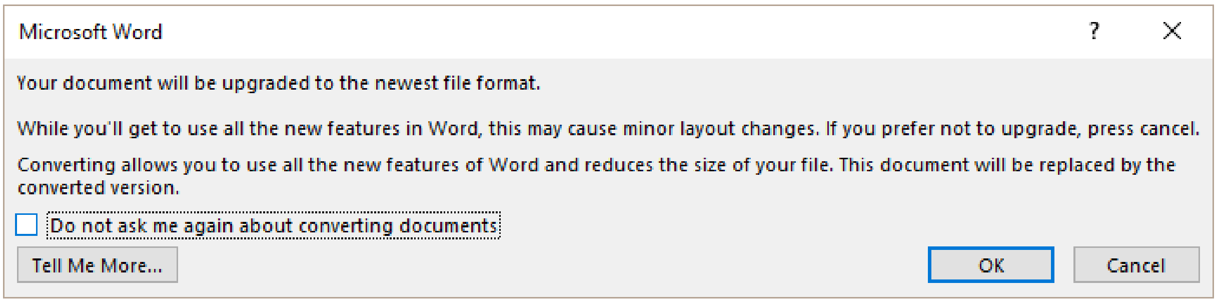
The file is opened in a special mode, the *compatibility mode* (here below Word)



You can work as usual. But you certainly do not want to introduce any features supported only by the 2013 Office release. Therefore the new features will be disabled or modified : for instance if you need to insert a SmartArt, the dialog box will be that of the old diagrams.

1.2.2 Open and then convert

- Open the file - FILE – INFO - CONVERT
- A warning message will be displayed


Microsoft Word

Your document will be upgraded to the newest file format.

While you'll get to use all the new features in Word, this may cause minor layout changes. If you prefer not to upgrade, press cancel.

Converting allows you to use all the new features of Word and reduces the size of your file. This document will be replaced by the converted version.

☐ Do not ask me again about converting documents

Caution : have you noticed ? The source file can no longer be restored.

Converting will be final when you save and close the file. : the *xxx.doc* file will be replaced with a *xxx.docx* file (if you close the file without saving, you will retrieve the xxx.doc file)

1.3 Compatibility with 2007 – 2010 - 2013

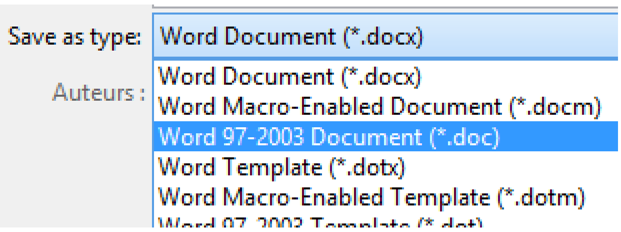
Total as the file structure is the same. Nevertheless, those files are opened in the same compatibility mode. But obviously the implications are minor as they concern “light” new features.

1.4 Saving in the 2003 format (backsaving)

❶ ***A 2003 file opened in 2016:*** with no conversion, 2016 automatically saves in the source format.

❷ ***A 2016 file* :** you may choose to save in the previous format

FILE – SAVE AS – SAVE AS TYPE

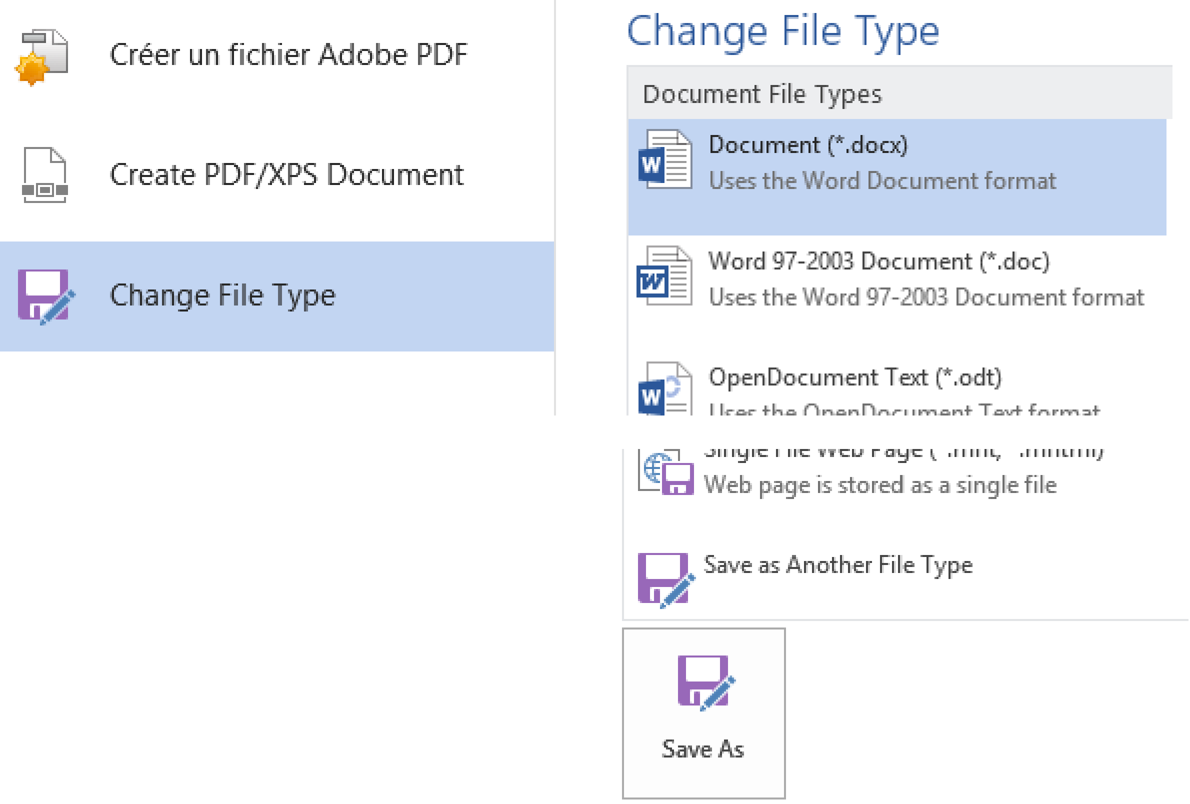


Save as type: Word Document (*.docx)

Auteurs :

Word Document (*.docx)
Word Macro-Enabled Document (*.docm)
Word 97-2003 Document (*.doc)
Word Template (*.dotx)
Word Macro-Enabled Template (*.dotm)

Or FILE – EXPORT



Créer un fichier Adobe PDF
Create PDF/XPS Document
Change File Type

Change File Type

Document File Types

Document (*.docx)
Uses the Word Document format

Word 97-2003 Document (*.doc)
Uses the Word 97-2003 Document format

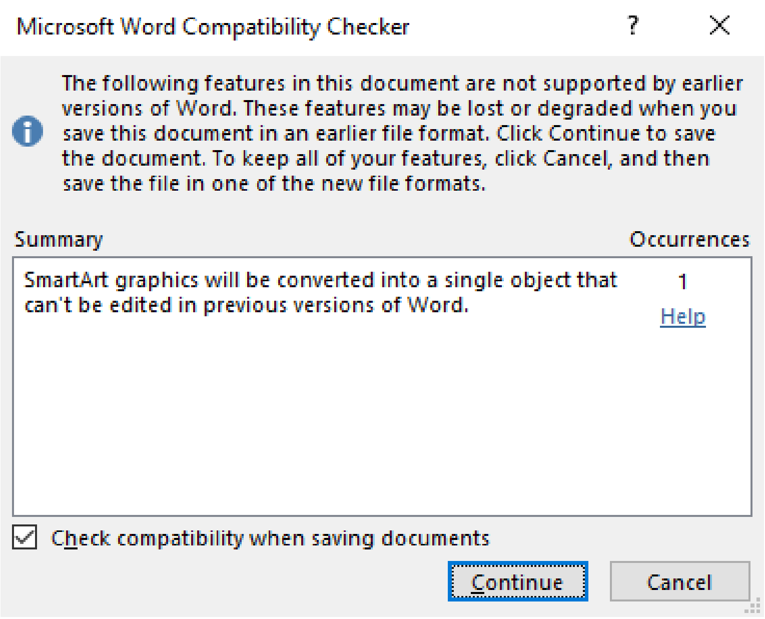
OpenDocument Text (*.odt)

Web page is stored as a single file

Save as Another File Type

Save As

If the file contains items supported only by Office 2013, you will be automatically warned :



The following features in this document are not supported by earlier versions of Word. These features may be lost or degraded when you save this document in an earlier file format. Click Continue to save the document. To keep all of your features, click Cancel, and then save the file in one of the new file formats.

Summary	Occurrences
SmartArt graphics will be converted into a single object that can't be edited in previous versions of Word.	1 Help

☑ Check compatibility when saving documents

The items not supported in earlier versions can be displayed / printed but not *modified.* And once re-opened in Office 2016 with a conversion, this will not change (one exception : equations and SmartArt).

1.5 Can 2003 open a 2016 file ?

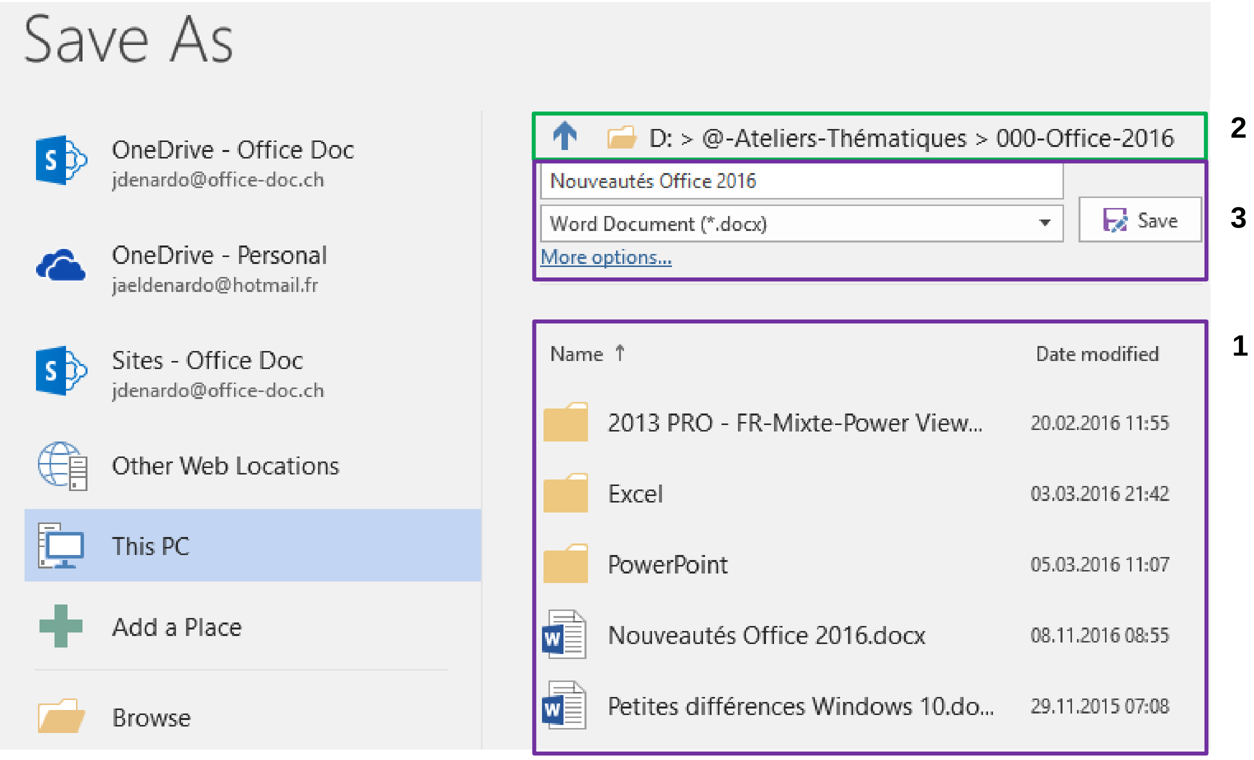
Microsoft has informed its users that support for the 2003 version was stopped during 2014. It is possible to open a 2016 file in a previous version but it is necessary to install a converter : MICROSOFT COMPATIBILITY PACK (it can be downloaded and everything is automatic). Search the Internet.

2 Saving the document

2.1 Saving for the first time (or assigning a new name)

- FILE - SAVE AS

2.1.1 Destination options


Save As
OneDrive - Office Doc
jdenardo@office-doc.ch
OneDrive - Personal
jaeldenardo@hotmail.fr
Sites - Office Doc
jdenardo@office-doc.ch
Other Web Locations
This PC
Add a Place
Browse
D: > @-Ateliers-Thématiques > 000-Office-2016
Save
More options...
2
3
1

Nouveautés Office 2016

Word Document (*.docx)

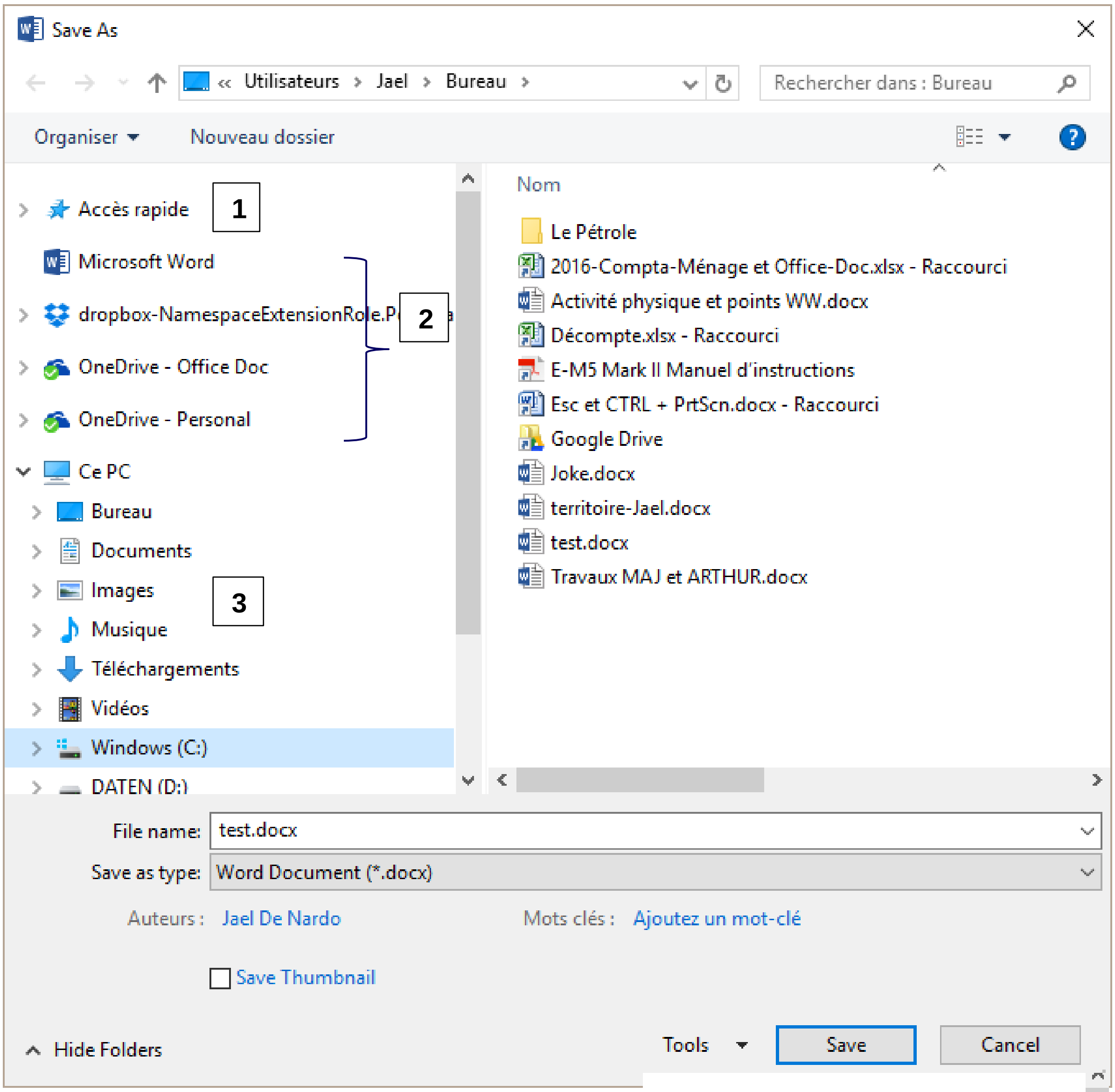
Name ↑	Date modified
2013 PRO - FR-Mixte-Power View...	20.02.2016 11:55
Excel	03.03.2016 21:42
PowerPoint	05.03.2016 11:07
Nouveautés Office 2016.docx	08.11.2016 08:55
Petites différences Windows 10.do...	29.11.2015 07:08

OneDrive (old SkyDrive)	Direct access to the Cloud OneDrive is accessible provided you have created a Microsoft account. In the above screen capture I have a private account (through Hotmail.fr) and a professional one (through office-doc.ch). If you do not have such an account, the option will still be displayed but will prompt you to subscribe one. And if OneDrive does not appear at all, this means your company has decided not to authorize it.
Sites – Office Doc	SharePoint (through my Office 365 subscription)
Other Web Locations	Web sites for which you have access authorizations
This PC	Your various local or network drives
Add a Place	Add what Microsoft calls a « service », such as SharePoint or OneDrive

Selecting the destination folder – navigation

1	Simple click to open the folder
2	Blue arrow to display parent folders Simple click on the displayed folder to open the SAVE AS box
3	Name and type of file. If you click directly on the SAVE button, no SAVE AS box

2.1.2 The SAVE AS dialog box (Windows 10)


Save As
« Utilisateurs › Jael › Bureau ›
Rechercher dans : Bureau
Organiser
Nouveau dossier
Accès rapide
1
Microsoft Word
dropbox-NamespaceExtensionRole.P
2
OneDrive - Office Doc
OneDrive - Personal
Ce PC
Bureau
Documents
Images
3
Musique
Téléchargements
Vidéos
Windows (C:)
DATEN (D:)
Nom
Le Pétrole
2016-Compta-Ménage et Office-Doc.xlsx - Raccourci
Activité physique et points WW.docx
Décompte.xlsx - Raccourci
E-M5 Mark II Manuel d'instructions
Esc et CTRL + PrtScn.docx - Raccourci
Google Drive
Joke.docx
territoire-Jael.docx
test.docx
Travaux MAJ et ARTHUR.docx
Save Thumbnail
Hide Folders
Tools
Save
Cancel

File name: test.docx

Save as type: Word Document (*.docx)

Auteurs : Jael De Nardo

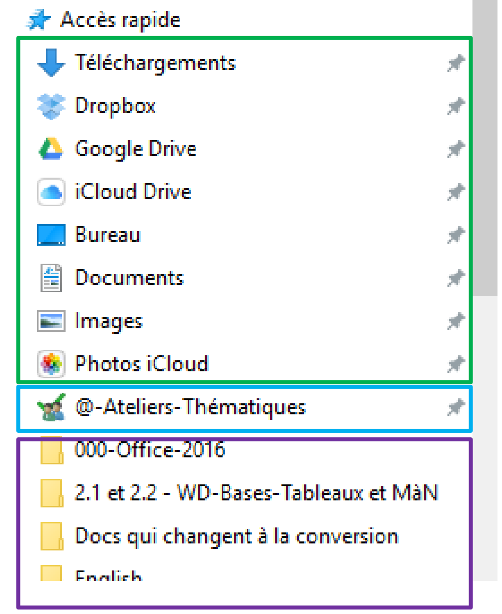
Mots clés : Ajoutez un mot-clé

☐ Save Thumbnail

1. Quick Access / Accès rapide

Includes three types of files

- **Green** : some Microsoft preset folders. They are *pinned*
- **Blue** : you can add any one of your folders. . *Add a personal folder* : display the folder in the Explorer section and drag it into the quick access section. It will be automatically pinned. *Remove it later :* right click and UNPIN …
- **Violet** : recent folders. *Remove :* right click and DELETE …


Accès rapide
Téléchargements
Dropbox
Google Drive
iCloud Drive
Bureau
Documents
Images
Photos iCloud
@-Ateliers-Thématiques
000-Office-2016
2.1 et 2.2 - WD-Bases-Tableaux et MàN
Docs qui changent à la conversion
English

2. **CLOUD access**
   Note : this cloud tree of folders can also be accessed through the Windows Explorer
   You can simply drag one of your local files into one of the OneDrive folders.

3. **Computer**
   Your tree, showing the usual drives and folders.

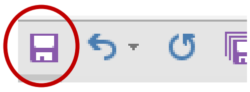
✐ The *Save Thumbnail* check box does not limit its effects to THIS document and it is an important setting : when you create a new document from an existing one, the box will display a preview of the document content.

Default folder	Usually DOCUMENTS (or its equivalent folder in case of a network), created when you install Windows and default folder for all OFFICE programs. This can be modified through FILE - OPTIONS – SAVE Category – SAVE DOCUMENTS Topic - DEFAULT FILE LOCATION Option.
Create a new folder	Click on
File name	Word automatically retrieves the first characters in your document and turns them into a file name suggestion. Simply type over the selected suggestion and give a name of maximum 255 characters (you are allowed to use a space, a point ….) The use of capital letters is only an "esthetical" choice as Windows ignores the case of letters. *Some characters cannot be used :* / \ : * ? " < > .
Save as type	Usually you do not bother about the extension as it is automatically added. You may just check that the appropriate extension *(*.docx)* has been set by default. If you require choosing another type (a template for instance), choose from the drop-down list.

2.2 Updating an already saved document

- FILE - SAVE

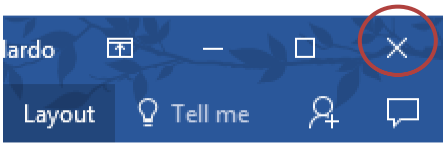
  Or Quick Access toolbar and click on the SAVE button



And if this was an error and the document has not yet been named, Word will automatically display the SAVE AS dialog box

3 Closing the document

- Click on the closing window button

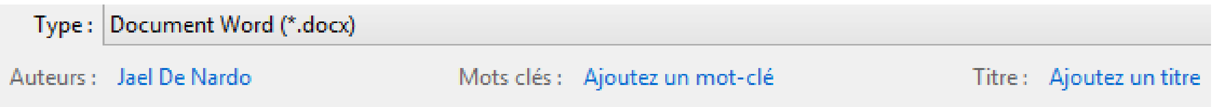


Or FILE – CLOSE

If only one document is opened, clicking on the closing button means EXITING Word.

4 The document properties

It is the lower section of the saving dialog box.



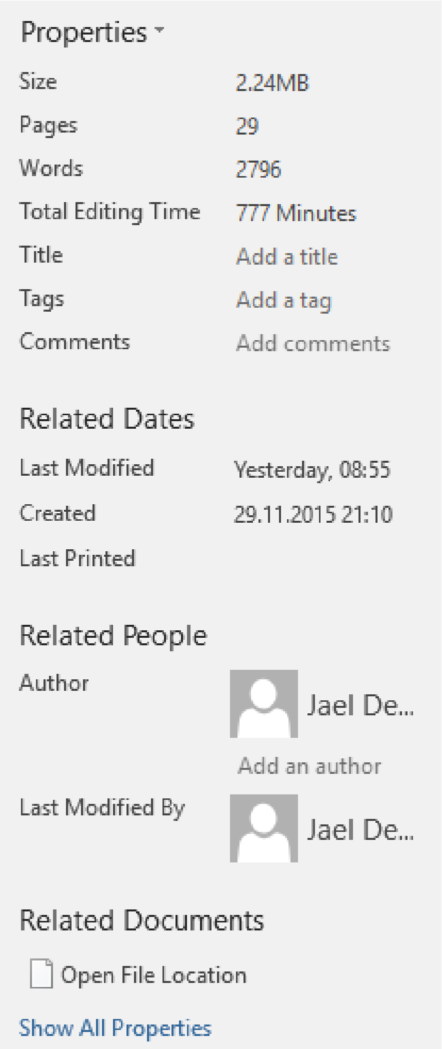
Type : Document Word (*.docx)

Auteurs : Jael De Nardo Mots clés : Ajoutez un mot-clé Titre : Ajoutez un titre

Any information displayed in blue characters can be modified.

If you wish to check the file properties from the inside of the document :

- FILE - INFO – PROPERTIES area (on the right)



Properties

Size	2.24MB
Pages	29
Words	2796
Total Editing Time	777 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Yesterday, 08:55
Created	29.11.2015 21:10
Last Printed	

Related People

Author	Jael De... Add an author
Last Modified By	Jael De...

Related Documents

Open File Location

Show All Properties

✐ Access to the file properties from an Open dialog box :: right click the file and select the PROPERTIES option.

✐ More details :
Click on SHOW ALL PROPERTIES or drop-down list of PROPERTIES option (top)

5 Opening a document

5.1 FILE - OPEN

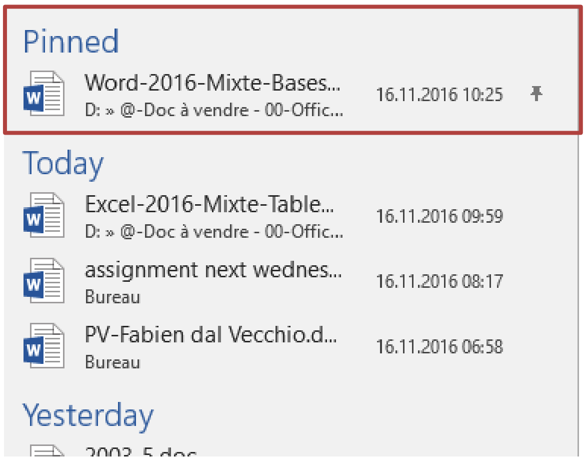
You should first check the *Recent Documents* list to see if your document is there. If it is, simply click to open it. If not, select COMPUTER and navigate to the required folder.

The list of recent documents : 25 files memorized and displayed

5.2 Pinning

If you regularly open a given document, then you should think of pinning it (point the file and the pin icon will be displayed at its right end) so as to turn it into a favorite.

Pinned documents are displayed at the top of the list :



Pinned

Word-2016-Mixte-Bases... D: » @-Doc à vendre - 00-Offic... 16.11.2016 10:25

Today

Excel-2016-Mixte-Table... D: » @-Doc à vendre - 00-Offic... 16.11.2016 09:59

assignment next wednes... Bureau 16.11.2016 08:17

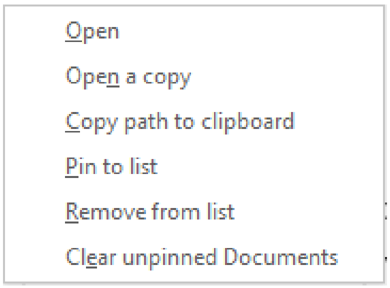
PV-Fabien dal Vecchio.d... Bureau 16.11.2016 06:58

Yesterday

* Less common but possible : the same list of pinned documents is displayed when you run Word (on the left). Point a document to pin it.

5.3 Managing the Recent list

Right click a pinned file :



Open

Open a copy

Copy path to clipboard

Pin to list

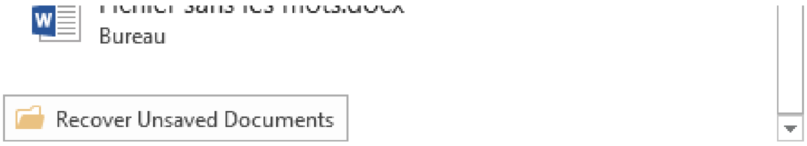
Remove from list

Clear unpinned Documents

Clear unpinned Documents : this empties the list of recent documents, only the pinned documents are left. You are prompted to confirm.

5.4 You can retrieve unsaved files

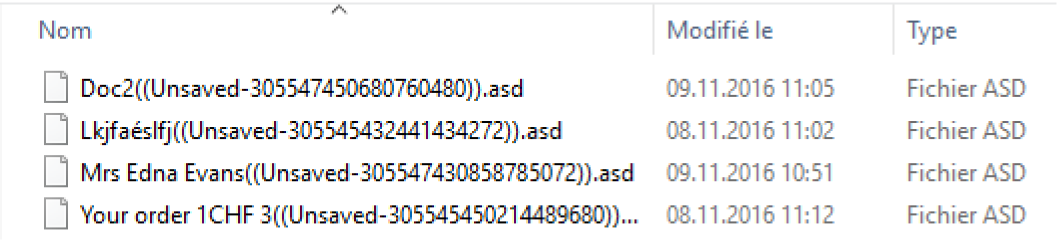
Click on this button (at the bottom of the list) :



Bureau

Recover Unsaved Documents

You are given the possibility to retrieve an unsaved file ***during 4 days.***



Nom	Modifié le	Type
Doc2((Unsaved-305547450680760480)).asd	09.11.2016 11:05	Fichier ASD
Lkjfaéslfj((Unsaved-305545432441434272)).asd	08.11.2016 11:02	Fichier ASD
Mrs Edna Evans((Unsaved-305547430858785072)).asd	09.11.2016 10:51	Fichier ASD
Your order 1CHF 3((Unsaved-305545450214489680))...	08.11.2016 11:12	Fichier ASD

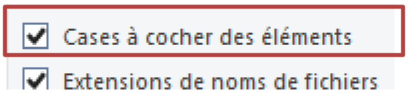
Double-click the required file, which will be open in Word. Then decide to save it or not.

5.5 Selecting more than on file to open

Use the usual Windows techniques :

1 file only	Click on the document.
non-contiguous files	Click on the first one, then CTRL + click on the others.
contiguous files	Click on the first one, then SHIFT + click on the last one. *You can also click and drag to include all required files.*

✎ If you have activated the Windows « Use check boxes to select items » option you can also simply tick the required files. (VIEW Tab – VIEW / HIDE Group – Option :

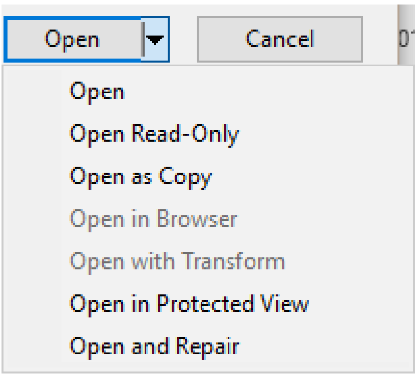


☑ Cases à cocher des éléments
☑ Extensions de noms de fichiers

5.6 Opening a Read-Only, as Copy or Repair

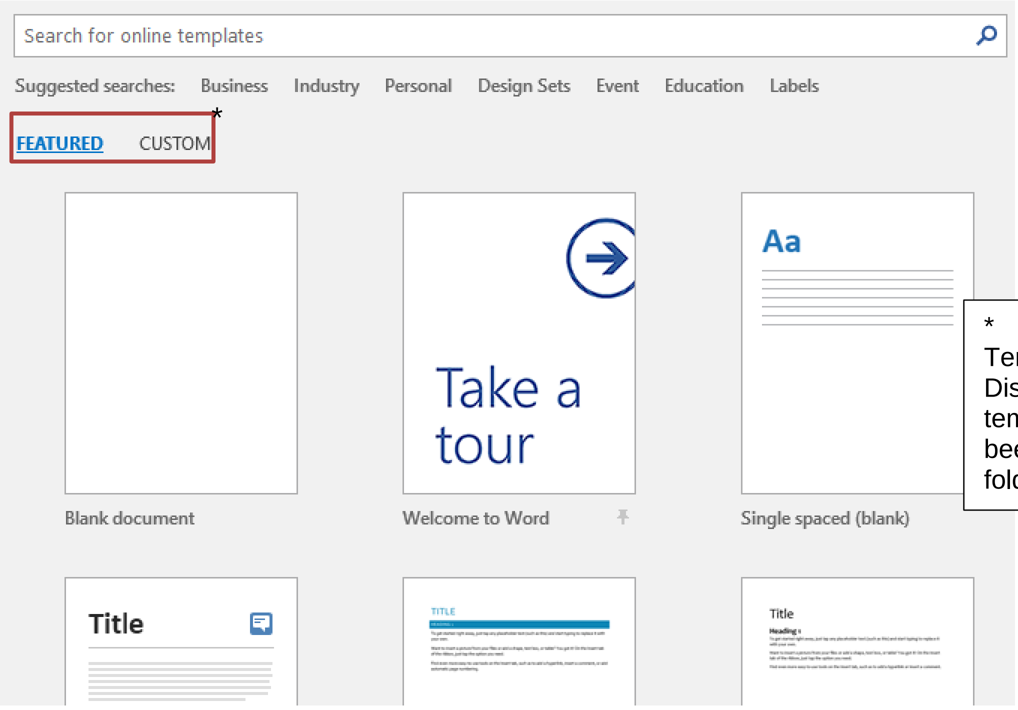
Click on the triangle located at the right of the OPEN button.

Open as Copy : a file named *Copy of …*is automatically created in the same folder. It will be up to you to rename it or deleted it later on.



6 Creating a new document

- FILE - NEW displays the same suggestions (new document and various templates) as when you run Word.


Search for online templates
Suggested searches: Business Industry Personal Design Sets Event Education Labels
FEATURED CUSTOM*
Take a tour
Aa
Blank document
Welcome to Word
Single spaced (blank)
Title
TITLE
Title
Heading 1

*
Templates folders Displayed only if one template at least has been saved into the folder

6.1 Blank document or from a template

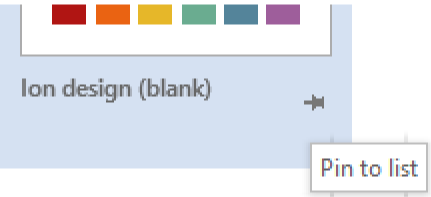
Blank document ? Click the first suggestion

A specific need ? Choose from the suggested templates or search the online templates.

6.2 Pin a template you regularly use

Point the template thumbnail and click on the pin (it will change directions) 📌

Pinned templates are always displayed at the beginning of the tear-off.


Ion design (blank)
Pin to list

6.3 Storage path for templates

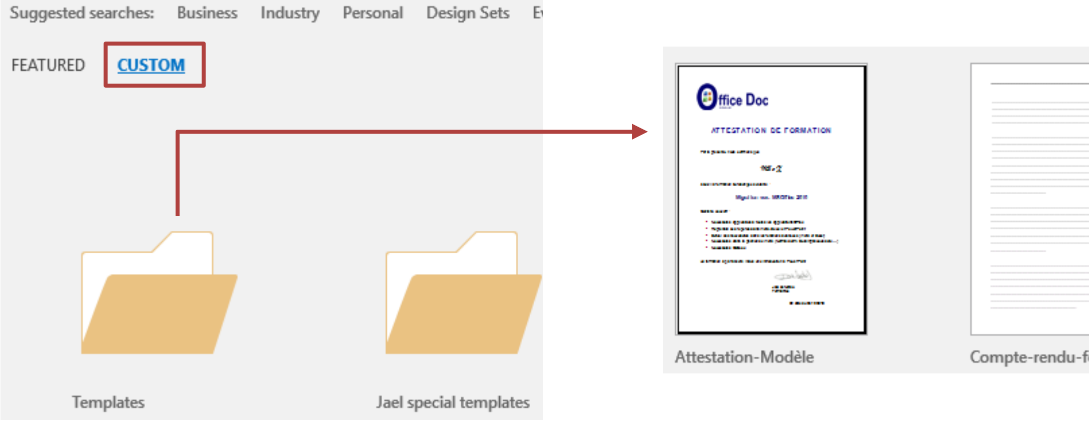
They are stored at this address : C:\Program Files (x86)\Microsoft Office\Templates\1033

6.4 How to access the company’s templates (corporate templates) ?

The address is set in FILE – OPTIONS – ADVANCED Category – Right at the bottom : GENERAL Section - FILE LOCATIONS Button - *Workgroup Templates* Row

In the next screen capture, a TEMPLATES folder has been created by the company on one of its network drives :

- When Word is run or through FILE - NEW



Select the template
A new blank document is created, with the template's content and settings.

Info : not so common but possible : the user can create his / her own personal templates (files with the .dotx - .dotm extension). The following folder must be set in FILE – OPTIONS – SAVE Category – DEFAULT PERSONAL TEMPLATES LOCATION Option.

This corresponds to the folder *Jael special templates* in the above capture.

7 Switching between documents

Each document – whether saved or not – has a reference button on the Windows Taskbar. You simply click on the button to bring the document into the foreground.

Other possibility : VIEW Tab – WINDOW Group – SWITCH WINDOWS Button.
Or also the old but still valid Windows keyboard ALT + TAB combination

8 Arranging files on the screen

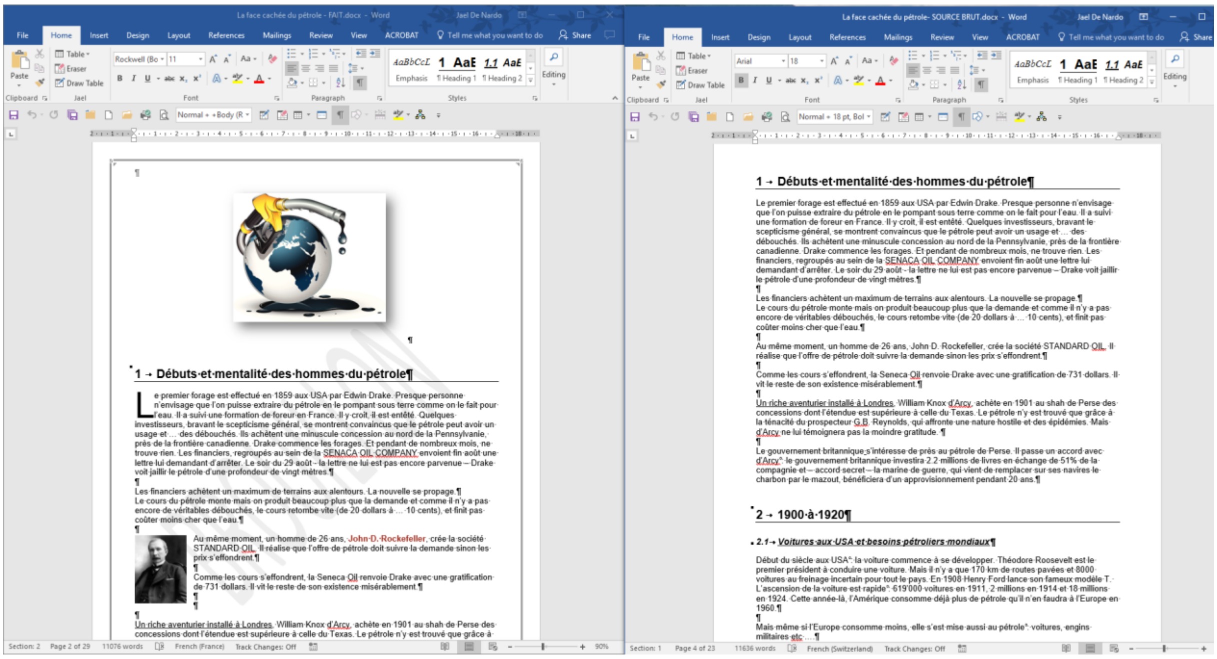
- All documents to arrange need to be opened.
  The documents that will not be part of the arrange command should be *minimized* or *closed.*
- VIEW Tab – WINDOW Group – ARRANGE ALL Button : the documents are horizontally tiled.

9 Comparing side by side

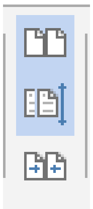
This functionality was first introduced in the 2003 release. You can compare two documents, their windows arranged side by side on the screen. Scrolling will be synchronous.

- Open both documents
- Activate the document that should be displayed on the left
- VIEW Tab – WINDOW Group – VIEW SIDE BY SIDE Button
- *If more than one document is opened, a dialog box will be displayed to choose which one to compare.*

Here below two documents in side by side mode :



Scrolling one document implies scrolling the other one.



View Side by Side – To turn on or off the mode. The active document will be displayed full screen

Synchronous Scrolling – To turn on or off. Handy when the documents don't have the same number of pages

Reset Window Position – Back to half/half if you have sized the windows.

✏ Sometimes it happens that the side by side command seems to have failed. In fact it is active but in the background. Solution : click on the ARRANGE ALL button. Word will automatically show the documents half/half but horizontally arranged. Resize them vertically and you will see that the scrolling is synchronous.

10 Copying, moving, renaming … from Word

From an OPEN or SAVE AS dialog box :

- *Managing files*
  Select the document and click on the ORGANIZE button : a wide choice of managing options are displayed (cut, copy, paste, rename …)

  Right click the file or the selected files and select from the options CUT/COPY/RENAME

- *Managing folders*
  Check that the *parent folder* is selected and click on the NEW FOLDER button

  Right click the folder and select from the options CUT/COPY/RENAME/NEW …

Windows reminder : F2 is a handy keyboard shortcut to rename a file.

11 Sending the document by Outlook

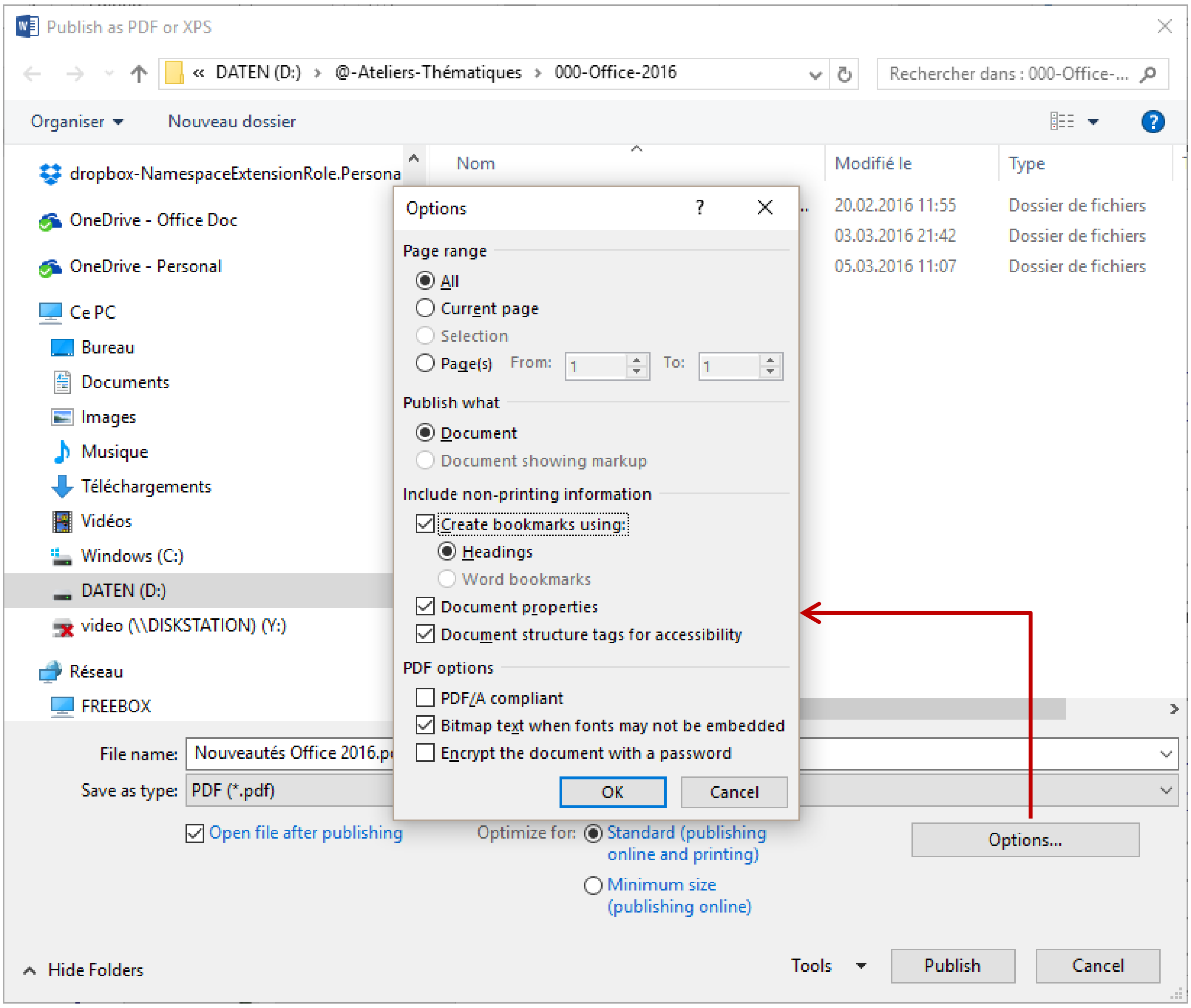
- FILE – SHARE - EMAIL
  Several possibilities : *as an attachment, as a PDF file …*

12 PDF or XPS format

12.1 Saving in PDF format

- FILE – EXPORT – CREATE PDF/XPS DOCUMENT

PDF : the well-known ADOBE ACROBAT format
XPS : the same format but from MICROSOFT


Publish as PDF or XPS
« DATEN (D:) › @-Ateliers-Thématiques › 000-Office-2016
Rechercher dans : 000-Office-...
Organiser
Nouveau dossier
dropbox-NamespaceExtensionRole.Persona
OneDrive - Office Doc
OneDrive - Personal
Ce PC
Bureau
Documents
Images
Musique
Téléchargements
Vidéos
Windows (C:)
DATEN (D:)
video (\\DISKSTATION) (Y:)
Réseau
FREEBOX
Nom
Modifié le
Type
20.02.2016 11:55
Dossier de fichiers
03.03.2016 21:42
Dossier de fichiers
05.03.2016 11:07
Dossier de fichiers
Hide Folders
Tools
Publish
Cancel
Options...

File name: Nouveautés Office 2016.p
Save as type: PDF (*.pdf)
☑ Open file after publishing
Optimize for: ● Standard (publishing online and printing)
○ Minimum size (publishing online)

Options

Page range
● All
○ Current page
○ Selection
○ Page(s) From: 1 To: 1

Publish what
● Document
○ Document showing markup

Include non-printing information
☑ Create bookmarks using:
● Headings
○ Word bookmarks
☑ Document properties
☑ Document structure tags for accessibility

PDF options
☐ PDF/A compliant
☑ Bitmap text when fonts may not be embedded
☐ Encrypt the document with a password

OK Cancel

Create bookmarks using
If you need to retrieve the document hierarchy (Heading 1, 2, 3 …) in the Bookmarks Pane, make sure to turn on the CREATE BOOKARKS USING …. option

Adobe Reader (free) will be a perfect tool to open and read the file.
For touchup needs (small modifications), Adobe Standard or Pro (to be purchased) will be required.

12.2 Direct PDF editing

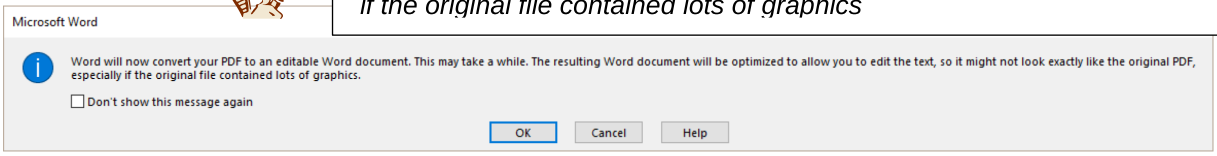
Reminder on how to save a Word document in PDF format :

❶ FILE – EXPORT – CREATE PDF/XPS DOCUMENT
❷ FILE – SAVE AS – Change the file type in the dialog box.

The PDF file will be listed in the Recent Documents and you can open it directly from Word through a simple FILE - OPEN

Here below the warning message displayed before you convert it to a Word format :

Word will now convert your PDF to an editable Word document. This may take a while. The resulting Word document will be optimized to allow you to edit the text, so t might not look exactly like the original PDF, especially if the original file contained lots of graphics



Microsoft Word

Word will now convert your PDF to an editable Word document. This may take a while. The resulting Word document will be optimized to allow you to edit the text, so it might not look exactly like the original PDF, especially if the original file contained lots of graphics.

☐ Don't show this message again

Test with this document :

Borders (page or paragraph) : the lines are dissociated and turned into drawings
Tables : not always retrieved
Styles Heading 1, 2 …. : no homogeneity : Heading 2 and 3 are now in Normal style. Heading 1 has been retrieved but its bottom border is now a separate drawing. Heading 2 has been integrated into a table …
Page breaks : not top !

On the other hand :

Pictures and text : correctly retrieved. You can type into any paragraph, edit text in tables, move around pictures …

Feeling about the result :

The tested doc was quite a complex one, therefore quite some work to get it back 100% Word …

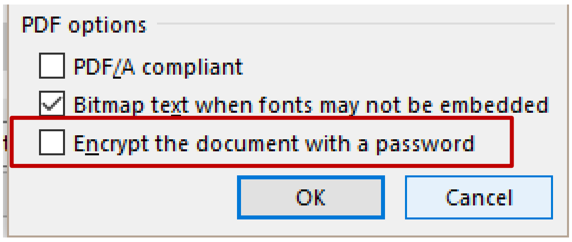
This possibility to retrieve the text from a PDF file is definitely better than any of the old ways (Adobe Acrobat itself or one of those third-party converters you can find on the net).

On the other hand it must be reminded that to the vast majority of users, PDF format means "the recipient cannot modify my text". Consequently this *editing security* gets drastically reduced ! If the text is simple, it is now easy to edit it, change it and re-save it in the PDF format. If the file has a more complex structure, it will require a long and annoying "cleanup" and rearranging but still, it is *possible* !

If your PDF file needs to be "edit proof", choose to add a password when you convert the Word source file. A password is not a 100% guarantee but it will make the return to Word more difficult …

Here below how to proceed :

- In the saving dialog box
- OPTIONS button



PDF options

☐ PDF/A compliant

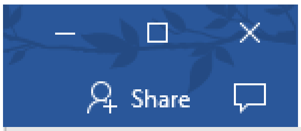
☑ Bitmap text when fonts may not be embedded

☐ Encrypt the document with a password

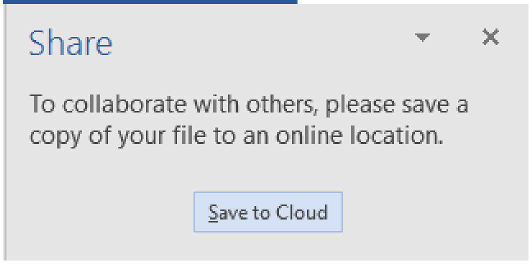
Only Word files converted into PDF can be "re-convertible" (from PDF back to Word). I have done some tests with Excel and PowerPoint : not satisfactory.

13 Sharing a file through OneDrive

- In the given file, click on SHARE at the top right of the Word window



- A pane will be displayed on the right. You are prompted to save the file into the Cloud



Share

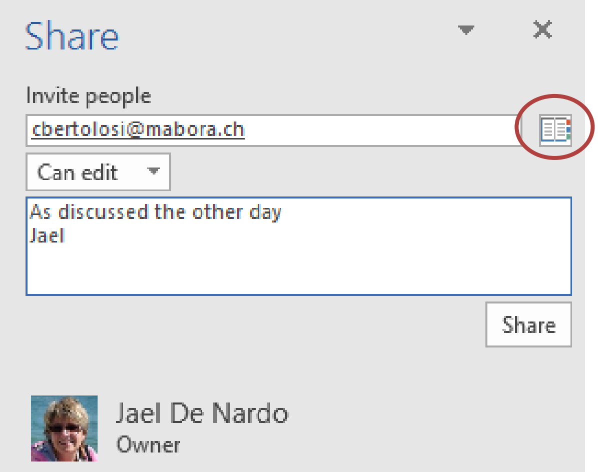
To collaborate with others, please save a copy of your file to an online location.

- Select the people you want to share the file with by clicking the *address book* button (with a red circle on the screen capture). It corresponds to the address book of your default mailer.

  Set the user access right
  CAN EDIT – CAN VIEW

  Add a message if you need

  Click on the SHARE button



Share

Invite people

cbertolosi@mabora.ch

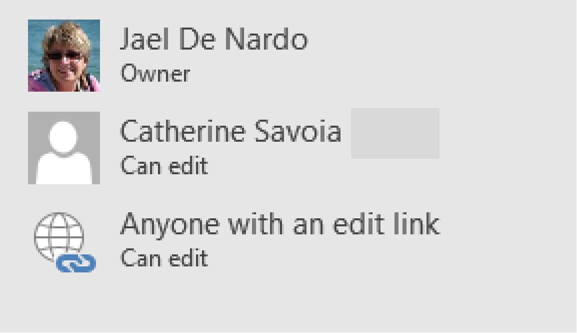
Can edit

As discussed the other day
Jael

Jael De Nardo
Owner

- The people you have shared the file with can read or edit the document according to the right you have set for them either in the free Word Online program or their own Word 2016. In the latter case, the sharing is a *real-time* one. It works just like the famous GoogleDocs, you *see* the modification !

  If they only have Word 2010 – 2013 or Word for Mac 2011, they can still read or edit the file but there will be no *real-time* sharing. The modifications will be displayed only once the file is saved.

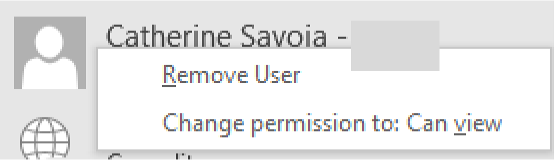


Jael De Nardo
Owner

Catherine Savoia [redacted]
Can edit

Anyone with an edit link
Can edit

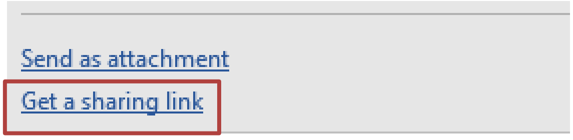
Managing the user rights
Right click the name

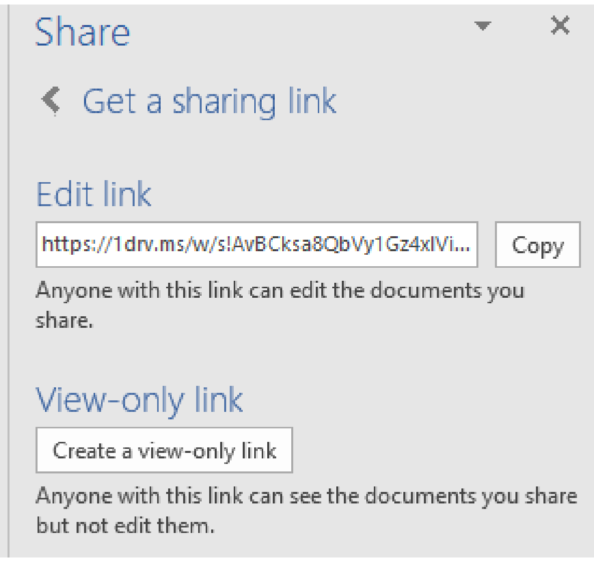


Catherine Savoia - [redacted]

SHARING THROUGH A LINK

At the bottom of the pane :





Edit link

https://1drv.ms/w/s!AvBCksa8QbVy1Gz4xlVi...

Anyone with this link can edit the documents you share.

View-only link

Anyone with this link can see the documents you share but not edit them.

Paste the generated link in any mail message and send it to the required user, who need not necessarily have Word 2016.

Test with a Gmail user.
- The recipient was able to read / edit the document
- The recipient was not listed in the shared list
- When the file was saved, the modifications were added to the file (but no indication of *who when….* as in the Track Changes mode)

Note
All the above sharing commands car be done directly online from OneDrive.

“MAGICAL” KEYBOARD SHORTCUTS

CTRL + SHIFT + SPACE	To insert a non-breaking space
CTRL + SHIFT + HYPHEN	To insert a non-breaking hyphen
CTRL + A	To select the whole document
ALT + selection	To select in column
CTRL + ENTER	To insert a forced page break
SHIFT + ENTER	To insert a line break
CTRL + SPACE	To clear the selected characters of any formatting
CTRL + Q	To clear the selected paragraphs of any formatting
CTRL + SHIFT + N	To go back to NORMAL style if Word has automatically applied a style and CTRL + Q has no effect
ALT + SHIFT + D	To insert the date as a field (a code)
SHIFT + F3	To change the letter case : small caps, all caps, 1st letter of each word in capital letters
ALT + click in the ruler	To place or move a tab, an indent not every 0.25cm but every mm
F4	To repeat the last command
ALT + F9 **F9**	To view the document field codes To update a given field code
F2	To rename a document in FILE - OPEN or FILE SAVE AS

* SHIFT and not CAPS LOCK

STANDARD TABLES

1 Creating the table

- INSERT Tab – TABLES Group – TABLE Button

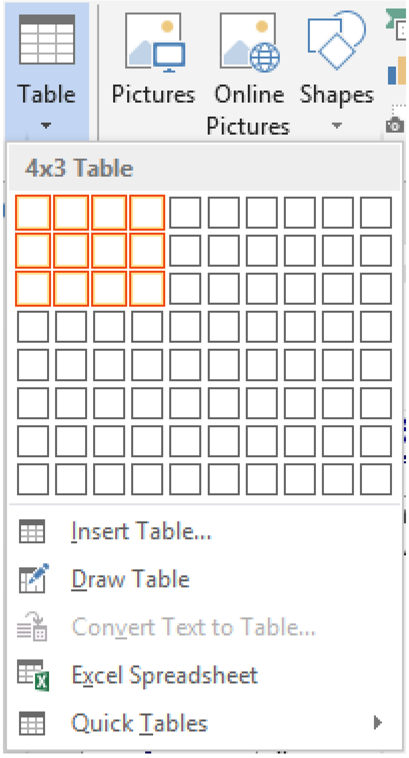


Table
Pictures
Online Pictures
Shapes
4x3 Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables

1.1 Using the grid

Point on the grid the required number of rows and columns. Real-time : the table is created in the document. If the result seems satisfactory to you, click to finalize the insertion.
Max number of columns = 63

1.2 Using the dialog box

It is the INSERT TABLE option :

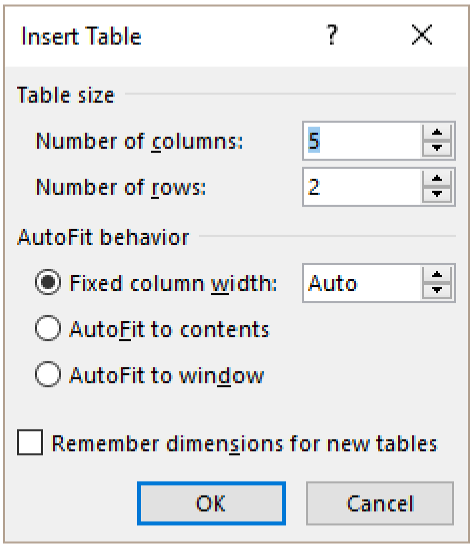

Insert Table

Table size
Number of columns: 5
Number of rows: 2

AutoFit behavior
● Fixed column width: Auto
○ AutoFit to contents
○ AutoFit to window

☐ Remember dimensions for new tables

AutoFit behavior

Fixed column width	Word divides the current page width (according to the set margins) by the number of columns you have indicated. The column width will not be automatically modified when you type but you can set the width manually.
AutoFit to contents	The default column width is one character wide and it is automatically enlarged when you type text. But once a column has been manually modified, this autofit behavior stops..
AutoFit to window	The table width is adjusted to fit the window, between the visible margins. When you type, the column width remains fixed, there will be no autofit.

Remember dimensions for new tables …

The number of columns and rows, the settings indicated for the *AutoFit Behavior* options are saved and they become the default dialog box propositions (valid for next sessions but not saved in Normal.dotm).

1.3 Using the mouse to *draw* the table

It is the DRAW TABLE option. The pointer becomes a *pencil*. First draw a line starting from a table corner right to the opposite corner in order to set the table size. Then draw the lines and columns inside the table. The DESIGN Tab will be automatically displayed where you will find the *pencil* button but also an *eraser* button.

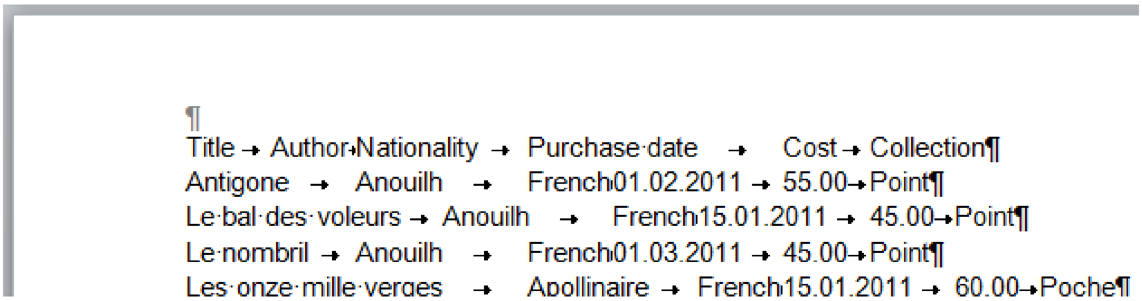
When you have finished : press the Esc key.

Modifying later on

The *Draw Table* button … will let you split a cell. The *Eraser* button does the contrary, it removes the inside « separation » in order to merge cells. To merge cells, simply point the separation (the pointer displays a sort of sparkle) and click. If merging is not possible – because of other separations depend on this one – then the command simply removes the border line.

1.4 Using text conversion

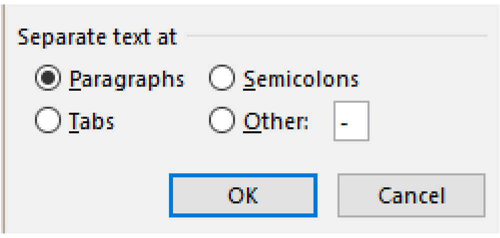
It is the CONVERT TEXT TO TABLE option. Select the list of items (they should be separated with a comma, a semi-colon … as in the following screen capture) : .



```
¶
Title → Author→Nationality → Purchase·date → Cost → Collection¶
Antigone → Anouilh → French→01.02.2011 → 55.00→Point¶
Le·bal·des·voleurs → Anouilh → French→15.01.2011 → 45.00→Point¶
Le·nombril → Anouilh → French→01.03.2011 → 45.00→Point¶
Les·onze·mille·verges → Apollinaire → French→15.01.2011 → 60.00→Poche¶
```

The INSÉRT TABLE dialog box will be displayed, showing a few extra options at its bottom :

Make sure you select the correct separation character


Separate text at

● Paragraphs ○ Semicolons

○ Tabs ○ Other: -

1.5 Using one of the built-in templates

It is the QUICK TABLES option, displaying a gallery of built-in tables. Each sample includes format that you can easily modify and text that you can also overwrite.

Sample : a « standard » table (With Subheads 1)

The Greek alphabet

Letter name	Uppercase	Lowercase	Letter name	Uppercase	Lowercase
Alpha	Α	α	Nu	Ν	ν
Beta	Β	β	Xi	Ξ	ξ
Gamma	Γ	γ	Omicron	Ο	ο
Delta	Δ	δ	Pi	Π	π
Epsilon	Ε	ε	Rho	Ρ	ρ
Zeta	Ζ	ζ	Sigma	Σ	σ
Eta	Η	η	Tau	Τ	τ
Theta	Θ	θ	Upsilon	Υ	υ
Iota	Ι	ι	Phi	Φ	φ
Kappa	Κ	κ	Chi	Χ	χ
Lambda	Λ	λ	Psi	Ψ	ψ
Mu	Μ	μ	Omega	Ω	ω

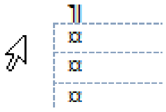
✎ Any possible totals are not automatic because they are not field codes (therefore no F9 to update)

✎ If you right click one of the built-in tables, you may also set the insertion point (At Current Document Position, At Page Header, At Beginning of Section and so on).

2 Working with the mouse : selection, width, height …

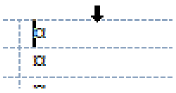
2.1 Selecting

Point the row – in front of the table



➔ Simple click to select a row
Click and drag to select more than one row

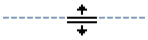
Point the top of a column



➔ Simple click to select the column
Click and drag to select more than one column

2.2 Modifying the row height

Point the separation line



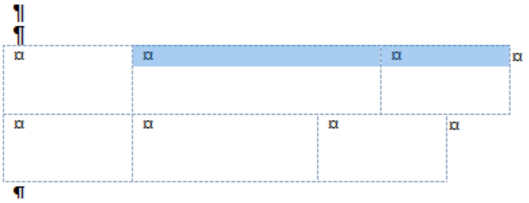
➔ Click and drag to set the height

3 Modifying the column width

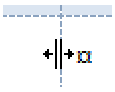
Caution about the selection

No selection : the width will be applied to the active column (the column containing the insertion point)

One or more cells are selected : the width will be applied ONLY to the selection even if this means disorganizing the table.



Point the separation between two columns, with no special selection



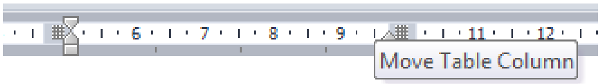
Effects on the other columns when you modify the width of one column

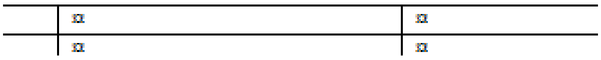
Click and drag	➔	The column located to the right will be enlarged/reduced accordingly. The table total width is not be modified.
ALT + click and drag	➔	The column located to the right will be enlarged/reduced accordingly but this can be done to the exact mm. The table total width is not be modified.

Click and drag to modify one column WHILE ALSO MODIFYING THAT OF THE OTHERS

SHIFT + click and drag	➔	The column located to the right is not affected. The table total width IS MODIFIED ACCORDINGLY.

This is equivalent to clicking and dragging the columns “squares” in the ruler :





CTRL + SHIFT + click and drag	➔	All columns located to the right are distributed evenly. The table total width is not modified

Enlarge or reduce the last column

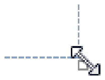
You enlarge/reduce the column and the table total width is modified accordingly

Autofit like in Excel

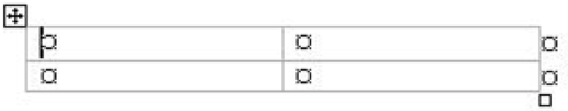
Provided the table does not use the total available width
Double-click on the column separation.

3.1 Resizing a table

Rest the pointer on the table until the table resize handle appears on the lower-right corner of the table, then click and drag as required



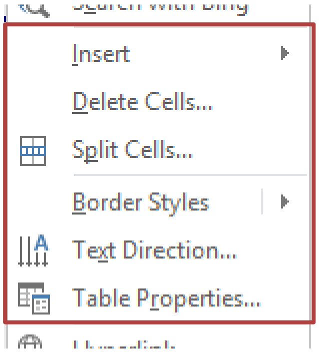
Caution : if you point the top-left corner of the table, you will see a double-cross arrow. If you click and drag it, you will move the table but as a floating object.
See documentation on graphic objects



3.2 Shortcut menu

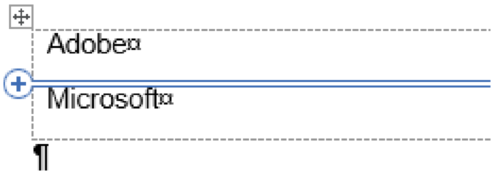
A lot of the table commands have a correspondence if you right click into a table :

Don't hesitate



3.3 Adding a row / column the fast way

Point the separation between two rows (in front of them) or two columns (at the top) and the following button will automatically appear :



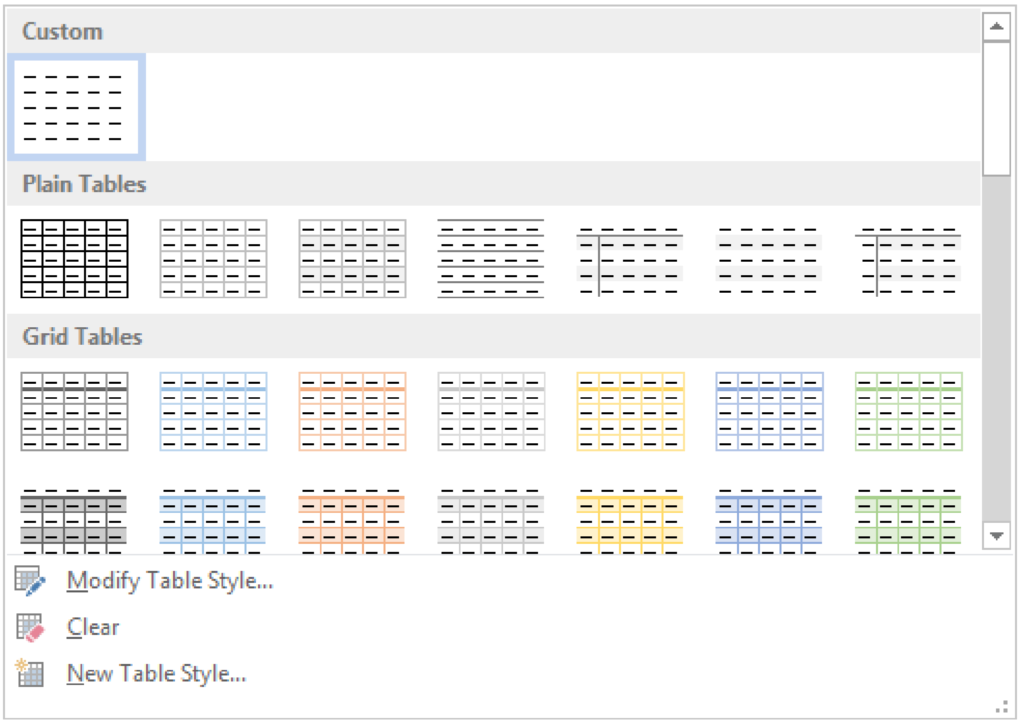
Clic et c'est fait !

4 DESIGN Tab : format options

4.1 Styles

4.1.1 Applying a preset table style

TABLE STYLES Group : here below the styles gallery



The colors come from the current theme. This means that if you choose a theme color, it will be "dynamic". Change the theme and the color will automatically adapt to the new theme. If you don't want this to occur, make sure to select an "off-theme" color, one from the *Standard Colors* or *More Colors.*

When you point a given style, it is instantly applied to the current table. If you are satisfied with the result, click and you will *actually apply* it.

4.1.2 Removing the style

No special selection. Just make sure that the cursor be placed inside the table, then display the styles gallery (previous screen capture) and click on the CLEAR option. The default format will be applied to the table.

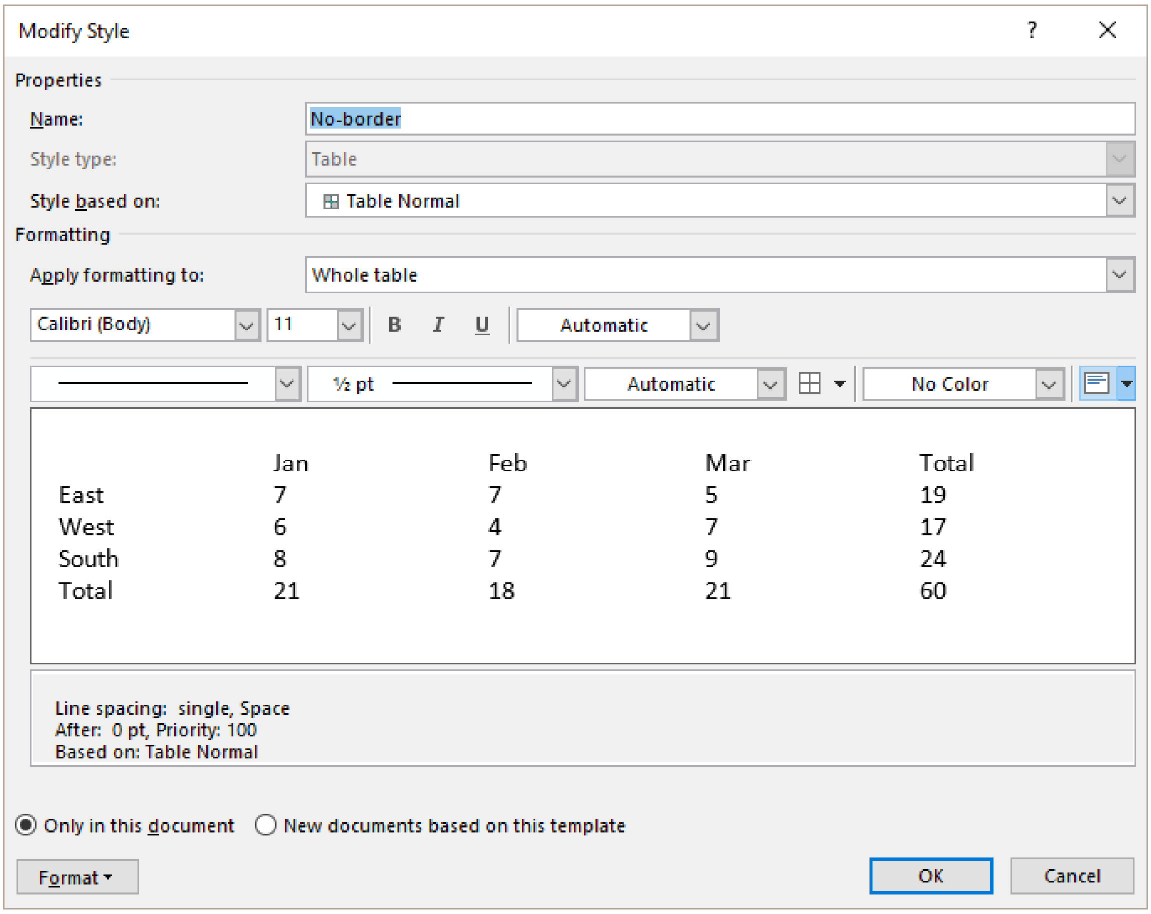
4.1.3 Modifying one of the built-in table styles

They are *table* styles, a concept similar to *paragraph, characters, list … styles.*

✐ Table styles are not listed in the Styles Pane (displayed by clicking the dialog box launcher located below the CHANGE STYLES button, on the HOME Tab).

You may modify preset attributes for a given style and this can be applied to THIS document or ALL documents (via the Word global *Normal.dotm* template or a custom template)

- Start from a table whose style can be a good start (it will be easier)
- Place cursor in the table and display the table styles gallery
- Click on the MODIFY TABLE STYLE option



Name: No-border
Style type: Table
Style based on: Table Normal
Apply formatting to: Whole table
Calibri (Body) 11 Automatic
½ pt Automatic No Color

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Line spacing: single, Space After: 0 pt, Priority: 100
Based on: Table Normal

● Only in this document ○ New documents based on this template

✎ If you modify the name, you will not create a new style, you will RENAME the style.

- Modify as required
- Set the range of application by clicking either on the ONLY IN THIS DOCUMENT (by default) or NEW DOCUMENTS BASED ON THIS TEMPLATE.

4.1.4 Creating a new table style

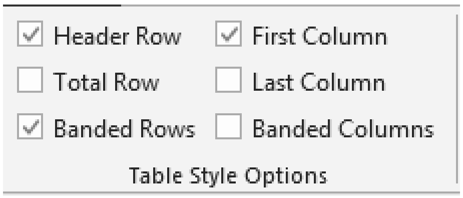
- Place cursor inside the table
- Display the table styles gallery
- Click on the NEW TABLE STYLE option

The dialog box is the same as the previous one.

Give a name to your new style and set its format attributes.

The new format will be displayed in the styles gallery, at the top, under the CUSTOM section (point the style and the name will be indicated).

4.2 Modifying the format, the shading, the borders – using the draw and eraser buttons.



☑ Header Row ☑ First Column

☐ Total Row ☐ Last Column

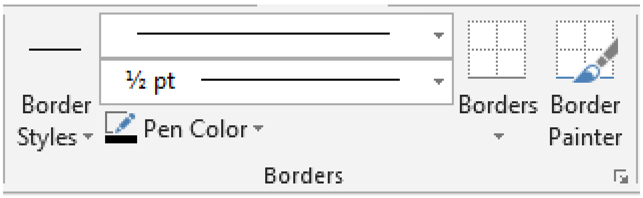
☑ Banded Rows ☐ Banded Columns

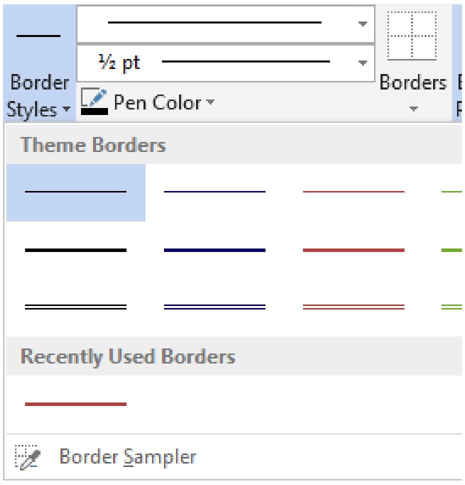
Table Style Options

No special selection

Tick on/off according to your needs.
The changes affect the bold attribute, the shading, the borders …

Fill the active selection
The colors will be those of the current theme (standard or custom)


Border Styles
½ pt
Pen Color
Borders
Border Painter
Borders


Border Styles
½ pt
Pen Color
Borders
Theme Borders
Recently Used Borders
Border Sampler

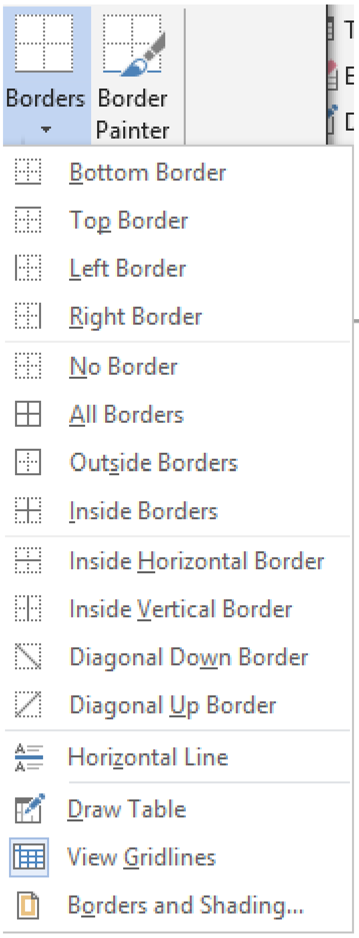
Gallery of default types : fine, thick or double line … in the active theme colors

Make your choice : the mouse pointer turns into a *brush.* Click on a cell border to apply the chosen type.

Border Sampler
The mouse pointer turns into a *dropper* : click onto a border whose custom style you need. The format is memorized. The mouse pointer now turns into a *brusch* to « paint » the required cell borders.

Border Painter

Make your choice : gallery of pen styles and line colors. Click the button and the mouse pointer turns into a *brush* to « paint » the required borders.


Borders
Border Painter
Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Inside Borders
Inside Horizontal Border
Inside Vertical Border
Diagonal Down Border
Diagonal Up Border
Horizontal Line
Draw Table
View Gridlines
Borders and Shading...

Applied to the selected cells

Shading : theme colors or standard colors

Borders : as usual. The last options of the menu can be mentioned :

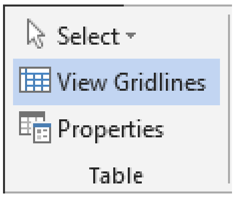
- Horizontal line : to insert a separation line inside de cell but that will not lead to a cell *splitting.* Just like this one :

This line is not a floating picture but a special drawing, anchored to the insertion point. Double-click on the line for additional options (color, alignment in the cell …)

- Draw table : the pointer turns into a pencil. It is then possible to drag the mouse between two borders to *split* the cell.
- View Gridlines : to see the table « cell structure ». Will not be printed.
- Borders and shading : displays a dialog box with a fair number of additional options.

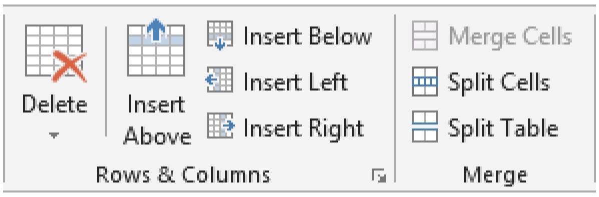
5 LAYOUT Tab : working deeper on the table

5.1 Selection, gridlines


Select
View Gridlines
Properties
Table

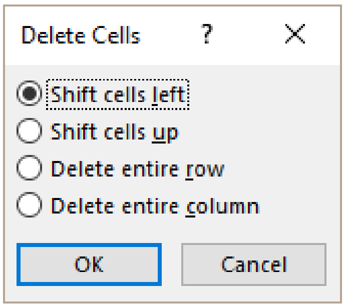
Select	Cell, Column, Row, Table
View Gridlines	Caution : do not mix up with borders. (not active by default)
Properties	Dialog box for additional options (explained later)

5.2 Inserting and deleting rows / columns


Delete
Insert Above
Insert Below
Insert Left
Insert Right
Rows & Columns
Merge Cells
Split Cells
Split Table
Merge

Delete A drop-down menu will be displayed to delete *cells, rows, columns, table.* Deleting will be done according to your selection (insertion point to delete the current row or column, number of rows/columns selected).

If you have selected cells, Word will display a dialog box giving the possibility to “shift” :


Delete Cells
?
OK
Cancel

● Shift cells left
○ Shift cells up
○ Delete entire row
○ Delete entire column

Insert … Select the number of required rows or columns
Choose the type of insertion : *above, below, left, right.*

Inserting columns : implication on the table width:

If the table does not occupy the full available width, the table will be automatically enlarged each time you insert a column

If the table does occupy the full available width, the column will be inserted and the other columns distributed evenly. The table width will not be modified.

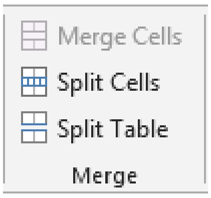
Adding a row at the bottom of the table

Place the cursor inside the last cell and press the TAB key.

Keyboard tip to delete rows / columns

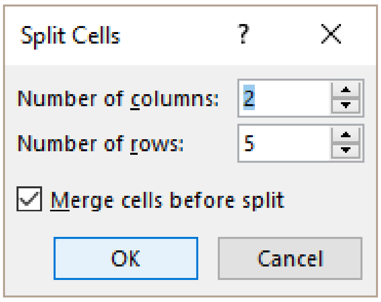
Select the required rows or columns and press the Backspace key (Del = content only)

5.3 Merging and splitting cells


Merge Cells
Split Cells
Split Table
Merge

Merge Cells Word merges the selected cells into one.

Split Cells The selected cells are equally divided according to the number set in the following dialog box :



Number of columns: 2

Number of rows: 5

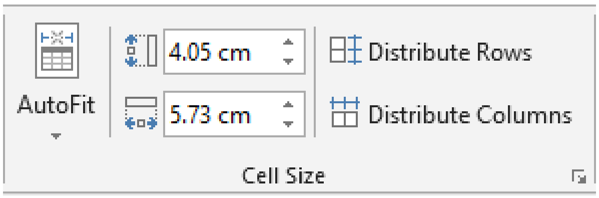
☑ Merge cells before split

✎ Merge or split : you can also use the DRAW TABLE and ERASER buttons (LAYOUT Tab – DRAW Group)

Split Table Splits a table by inserting an empty paragraph in front of the row containing the insertion point. This is equivalent to the following keyboard combination : CTRL + SHIFT + RETOUR

Caution, the CTRL + ENTER keyboard combination generates the same result but adds a page break.

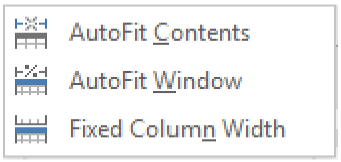
5.4 Size of rows/columns/cells – AutoFit – Distribute rows/columns



4.05 cm

5.73 cm

AutoFit



AutoFit Contents
The table gets as small as possible, the columns will be enlarged when you start typing.

AutoFit Window
The table uses the page width. The columns width will be changed accordingly. Caution : in real and not on the screen only.

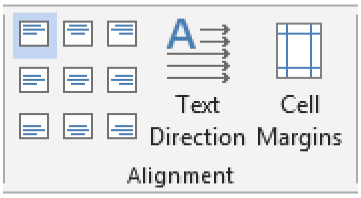
Fixed Column Width
Any new column MODIFIES THE TABLE WIDTH

Size in cm Make sure your selection is correct and set the required number of cm

Distribute Rows/Columns Select the required rows / columns
Rows/columns are equally divided

Dialog box launcher	The table PROPERTIES dialog box (explained later)

5.5 Horizontal/vertical text alignment – Text orientation – Default cell margins



According to selection : **Text alignment buttons**	Choose from the tear-off
According to selection **:** **Text Direction**	Click on the button to get another orientation
By default for the whole table : **Cell Margins**	

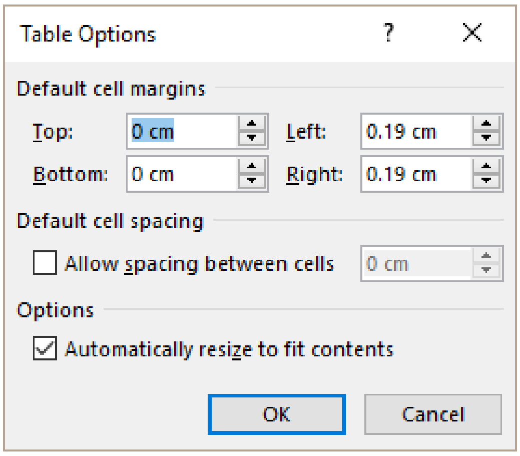


Table Options ? ×

Default cell margins

Top: 0 cm Left: 0.19 cm

Bottom: 0 cm Right: 0.19 cm

Default cell spacing

☐ Allow spacing between cells 0 cm

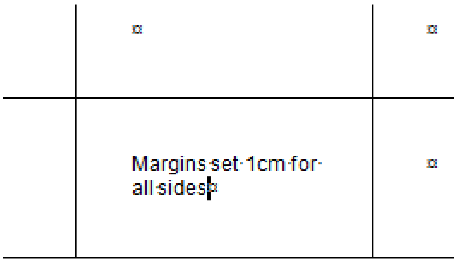
Options

☑ Automatically resize to fit contents

OK Cancel

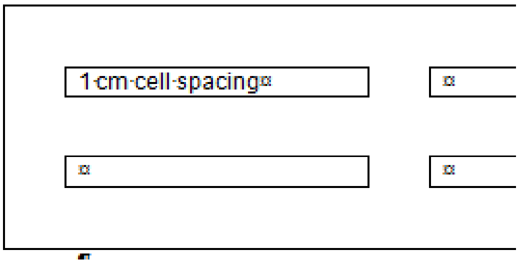
Default cell margins

The number of cm before the text starts (left, right, top and bottom)


Margins set 1cm for all sides

Default cell spacing

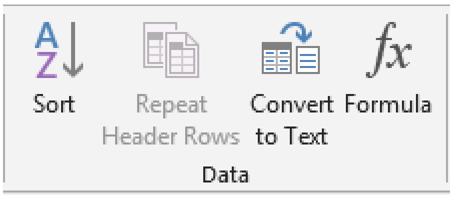
To create a space between each cell in the table. Not very common.



Automatically resize to fit contents

Only if the table does not occupy the full available width : type a large word and the column will be automatically enlarfed (the table width will be modified)

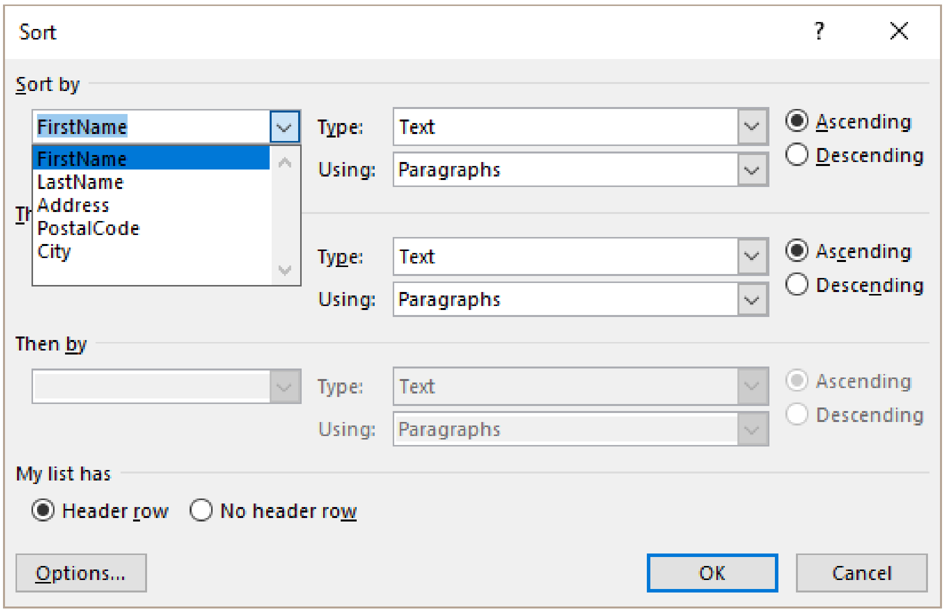
5.6 Sorting – Header Rows – Convert to Text - Formula



Sort

Text or number sorting (in ascending/descending order)
(no sort if the table contains merged cells)

- Ideal : place the cursor in the column containing the sorting criteria
- SORT button. *The table is automatically selected*



Sort

Sort by: FirstName
FirstName
LastName
Address
PostalCode
City

Type: Text — ● Ascending ○ Descending
Using: Paragraphs

Then by
Type: Text — ● Ascending ○ Descending
Using: Paragraphs

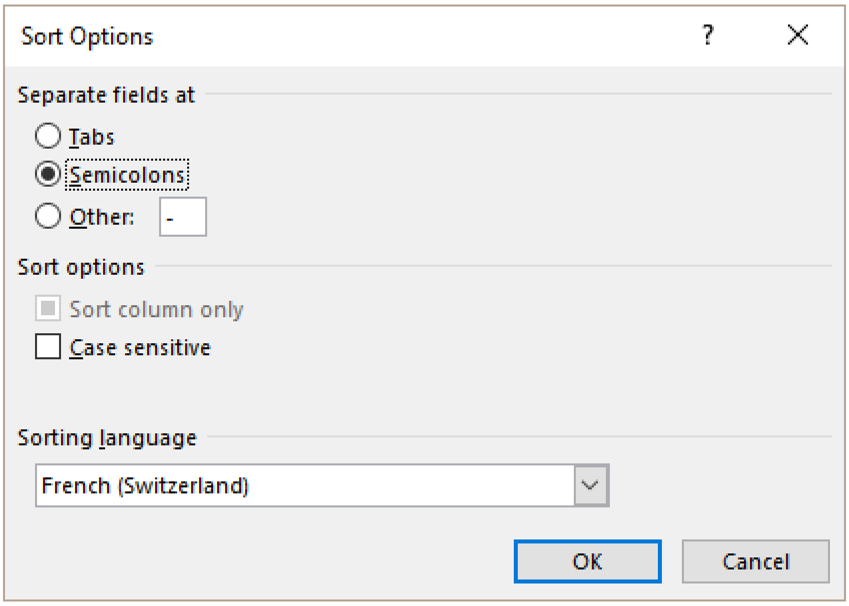
Then by
Type: Text — ○ Ascending ○ Descending
Using: Paragraphs

My list has
● Header row ○ No header row

Header row
If your table has a header row, the sorting keys will show the text of the cells in the header row. If there is no header row, then the sorting keys will show *Column 1, 2 …*

Sorting always affects the full record (each row is taken as a whole)

The OPTIONS button



Separate fields at

○ Tabs
● Semicolons
○ Other: -

Sort options

☐ Sort column only
☐ Case sensitive

Sorting language

French (Switzerland)

Sort column only
To force the sorting on the selected columns only
Caution, are you certain about your selection ?

Case sensitive
How will sorting affect words in capital letters ? When two words are identical – case is the only difference - Word will place the word in small letters BEFORE the word after the one in capital letters.

Repeat Header Rows

The first row or the first *n* rows of the table can be repeated at the top each new printed page.

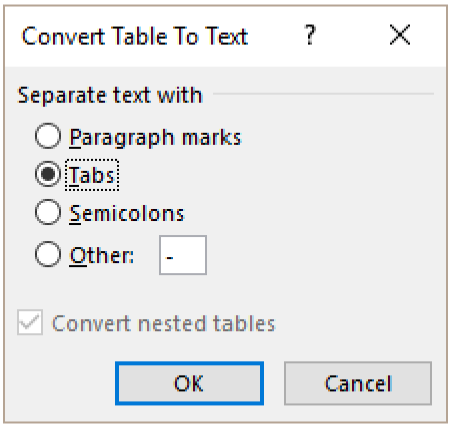
- Select the row(s) and click on the REPEAT HEADER ROWS button. Caution, this does not work with *floating* page breaks

Equivalent to : TABLE Group – PROPERTIES Button – ROW Tab – REPEAT AS HEADER ROW AT THE TOP OF EACH PAGE Option

Convert to text

Select the table
Here below the dialog box :

Choose the character that will separate items in the new text list.



Separate text with

○ Paragraph marks
● Tabs
○ Semicolons
○ Other: -

☑ Convert nested tables

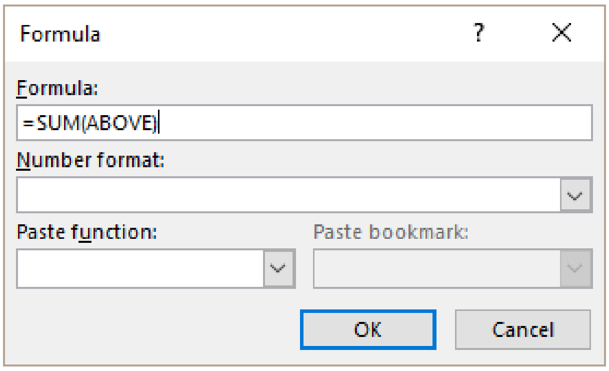
Reminder to convert a text into a table : INSERT Tab – Drop-down list of the TABLE Button - CONVERT TEXT TO TABLE Option.

Formula

Place the cursor in the cell where you need a formula
Usually it will be a sum.

Here below the dialog box :

Number format = Excel formats



Formula: =SUM(ABOVE)

- **The function is a field code, such as this one : ={**SUM(ABOVE)**}**
  Therefore it will not be updated automatically

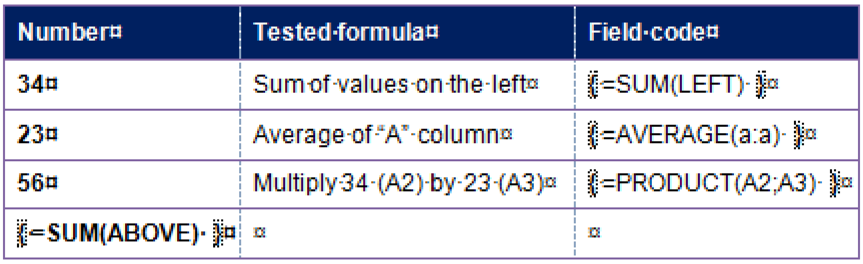
  Update : F9 on the field or right click the field code and click on the UPDATE FIELD option.

  Modifying the code : SHIFT + F9 on the field code or right click the field code and click on the TOGGLE FIELD CODES option.

Other formulas or functions ? Possible but heavy

How are references represented :	*Above, below*	All cells – above, below
	Left, right	Left - right
	(b:b)	The B column
	(b1:b3)	B1 to B3 cells
	(a1:b2)	A1 to B2 cells
	(a1;a3;c5)	A1 cell and A3 cell and C5 cell

Here below some examples :



Number¤	Tested·formula¤	Field·code¤
34¤	Sum·of·values·on·the·left¤	{=SUM(LEFT)·}¤
23¤	Average·of·"A"·column¤	{=AVERAGE(a:a)·}¤
56¤	Multiply·34·(A2)·by·23·(A3)¤	{=PRODUCT(A2;A3)·}¤
{=SUM(ABOVE)·}¤	¤	¤

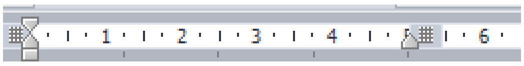
Add to this the fact that you need to set a decimal tab to get a correct decimal alignment. And add also that updating is not automatic, F9 every time you make a change in the formula precedents.

This is why users rarely go beyond the SUM function. For more complicated formulas, they prefer Excel (you may insert an Excel table directly inside a Word document – this is called an OLE object)

6 Working on the cell paragraphs

6.1 Indents, alignment etc …

When you select a cell, a small ruler is displayed :



Indents, center, justify … it works just like a standard paragraph.

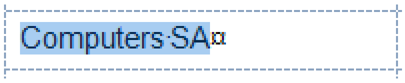
When you select more than one cell, only the ruler for the first cell is displayed. Prepare the format for the first cell and it will be automatically applied to the others.

6.2 Tabs and cells

Place the tab	Set the tab as you would for a standard paragraph
Using	Pressing the TAB key means selecting the next cell and its content. Therefore you cannot use it to work with the tab. You need the following keyboard combination : CTRL + TAB. One exception : the decimal tab. The alignment is automatic, as soon as you have set the tab in the ruler.

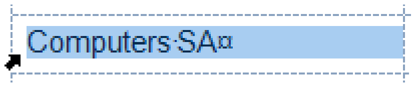
6.3 Copy- Cut- Paste

Your selection will be most important



Computers·SA¤

Standard : the copied text is inserted at the cursor insetion point

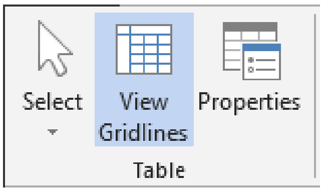


Computers·SA¤

The copy REPLACES any text in the destination cell

7 The table properties – additional options

LAYOUT Tab – The first group on the Ribbon :



A lot of options have a button on the ribbon and you will recognize them easily.

7.1 TABLE Tab : total width, position on the page ...

No prior selection necessary .

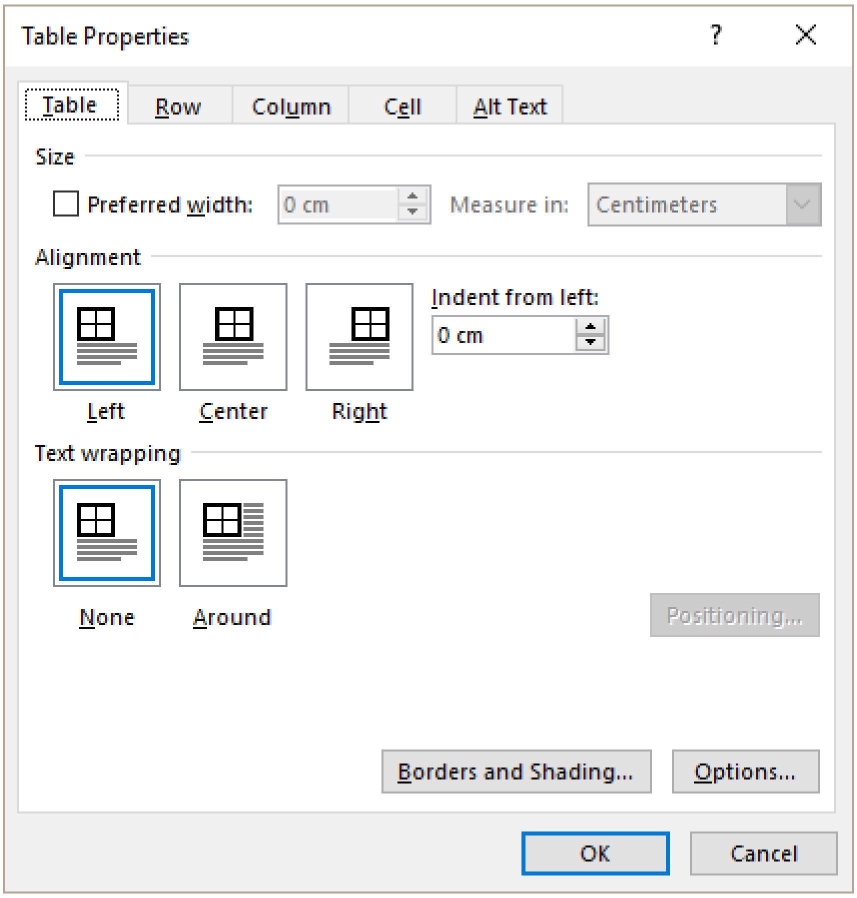


Table Properties
?
Table
Row
Column
Cell
Alt Text
Size
Alignment
Left
Center
Right
Text wrapping
None
Around
Positioning...
Borders and Shading...
Options...
OK
Cancel

☐ Preferred width: 0 cm

Measure in: Centimeters

Indent from left: 0 cm

Preferred width	Corresponds to the table total width. If you type in a value, each column will be enlarged/reduced accordingly but there will be no « even distribution » of the columns.
Alignment	The table will placed left, center, right to the *total available width.* If you type in a value in cm, the table will be indented accordingly.
Text wrapping	*None* The table belongs to the text. *Around* The table becomes a floating object. *See documentation on graphic objects*

7.2 ROW Tab : fixed height, allow row to break across pages

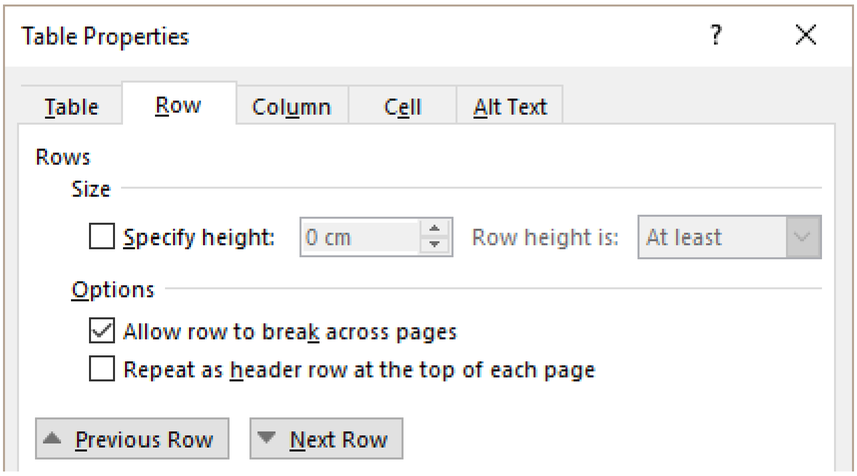


Table Properties

Table | Row | Column | Cell | Alt Text

Rows

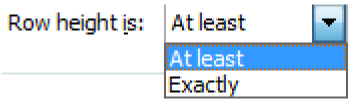
Size

☐ Specify height: 0 cm Row height is: At least

Options

☑ Allow row to break across pages

☐ Repeat as header row at the top of each page

Specify height	Easier to work with the mouse …  Row height is: At least At least Exactly Very interesting : you type in a special height and you set that this height should be *Exactly.* Usually when the typing is long, the table row is automatically adjusted to display the whole text. Unless the row has been set as *Exactly.* When you get to the bottom of the cell, the text twill « disappear », a visual hint to warn you that you should not carry on. Very handy with online forms. Indeed typing too much might result in inserting a page break in the middle of the form.
Allow row to break across pages	On by default. When the text inside a cell is really long and that the available space on the page is no longer sufficient, a page break will be automatically inserted inside the cell..
Repeat as header row …	Equivalent to the button of the same name on the Ribbon

7.3 COLUMN Tab : column width

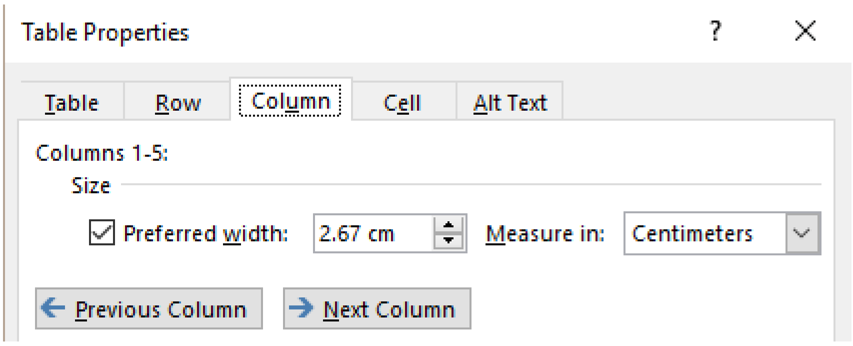


Table Properties

Table | Row | Column | Cell | Alt Text

Columns 1-5:

Size

☑ Preferred width: 2.67 cm Measure in: Centimeters

No option that would have its equivalent on the Ribbon.

7.4 CELL Tab : width and text alignment inside the cell

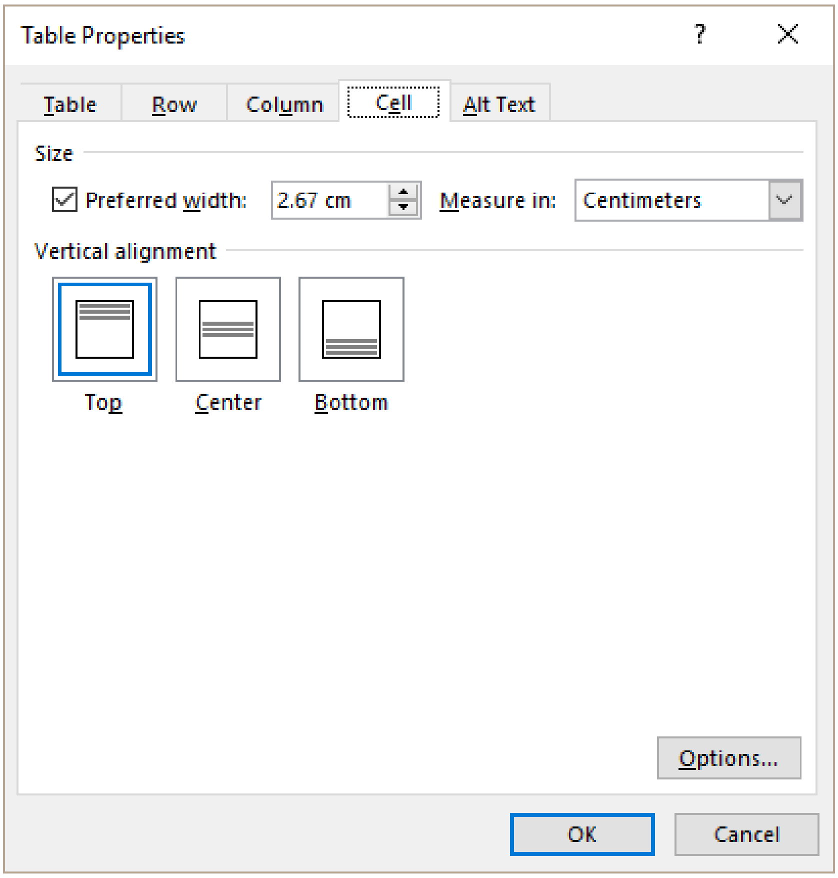
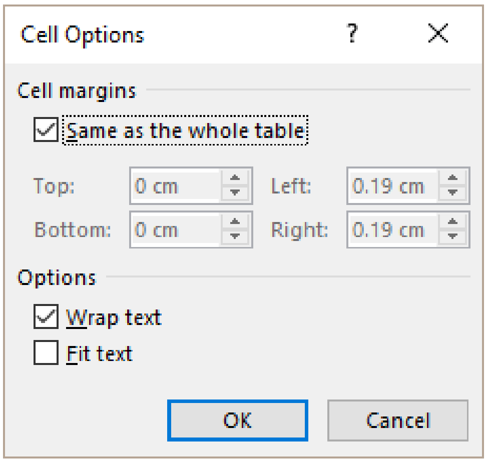


Table Properties
?
Table
Row
Column
Cell
Alt Text
Size
Vertical alignment
Top
Center
Bottom
Options...
OK
Cancel

☑ Preferred width: 2.67 cm Measure in: Centimeters

Only the OPTIONS button shows additional options :


Cell Options
?
Cell margins
Options
OK
Cancel

☑ Same as the whole table

Top: 0 cm Left: 0.19 cm

Bottom: 0 cm Right: 0.19 cm

☑ Wrap text

☐ Fit text

According to the selection	Text margins – just as in the screen capture on page 120
Cell margins	
Wrap text	On by default . when typing goes beyond one line, there will be an automatic text wrapping.
Fit text	Never or rarely used : no wrapping (even though the option might be ticked on). The text occupies one line only and spreads across the cell width. Caution : the more characters, the smaller they will be …