

Microsoft Word – Level 2 Guide

Format Painter to Copy Text Formatting

The format painter tool enables you to copy all character formatting to newly selected text.

1. Highlight the text that contains the formats you want to copy.
2. Click the **Format Painter** icon in the standard toolbar. (This copies the format.)
3. Click, hold and drag the paintbrush insertion point over the text you want to format.


Insert a Section Break

Sometimes sections of long documents must be formatted differently. In order to set up various formatting for different parts of the document, Microsoft Word gives you the option to divide your document into sections. A section is all of the text between section breaks. To break a document into multiple sections:

1. Place the insertion point where you want to insert the section break.
2. From the **Insert menu**, select **Break**.
3. Under **Section break types**, click the option that describes where you want the new section to begin.
 - **Next page** inserts a section break and starts the new section on the next page.
 - **Continuous** inserts a section break and starts the new section on the same page.
 - **Odd page** or **Even page** inserts a section break and starts the new section on the next odd-numbered or even-numbered page.
4. Click **OK**.

Change the Header or Footer for Part of the Document

You may use the same header and footer throughout a document or change the header and footer for part of the document. For example, you may want a unique header or footer on the first page of a document, or to use different headers and footers on odd and even pages.

1. From the **View** menu, click **Header and Footer**.
2. To create a different header or footer on the first page, click the **Page Setup** button  from the **Header and Footer** toolbar.
3. In the Page Setup dialog box, click the **Different first page** checkbox.
4. Click **OK**.
5. Move the insertion point to the first page of the document, and enter the text that you want to appear in the header or footer on the first page of the document.
6. Highlight and format all header/footer text as desired (font, font style, size, etc.).
7. Click the **Close** button on the header and footer toolbar.

Insert a Symbol (i.e., copyright symbol: ©)

1. Place the insertion point on the page where you want to insert the symbol.
2. From the **Insert** menu, select **Symbol**.
3. Click to select the desired symbol. (If you don't see the symbol you want, you may choose a different font set.)
4. Click **Insert**.
5. Click **Close**.
6. Press the space bar and continue typing text.

Use Tabs (i.e., to create a table of contents)

You may use tabs to align text. Tabs are pre-defined locations on the ruler. By default, Microsoft Word provides tab stops every 0.5" on the ruler. Each time you press the Tab key, text will automatically move to the correct tab position. There are five types of tabs. Left-aligned, Centered, Right-aligned, Decimal aligned, and Bar.

1. Highlight the text that is to be modified.
2. From the **Format** menu, select **Tabs**.
3. In the *Tab stop position* field, enter the measurement for the position where you want the tab stop (example: 4" position on the ruler).
4. Select the desired alignment (i.e., right) and style of leader.
6. Click **Set**.
7. Click **OK**.
8. After pressing the Tab key, the insertion point will automatically go to the specified tab stop position.

Build a Table of Contents

To create a table of contents, you must apply heading styles (Heading 1 through Heading 9) to the headings that you want to include in the table of contents. Once you have applied the heading styles, you can build a table of contents. To apply built-in heading styles:

1. Highlight the text (*heading, chapter title, etc.*) that is to be included in the table of contents.
2. Apply a Heading Style from the **Style** dropdown list in the formatting toolbar.
3. Continue following steps 1 and 2 through the entire document.

To Build the Table of Contents:

1. Position the insertion point where you want to insert the table of contents.
2. From the **Insert** menu, trace to **Reference**, and click **Index and Tables**.
3. Click the **Table of Contents** tab.
4. Under *Formats*, click the desired format.
5. Click to select additional options (*Show page numbers, Right align page numbers, select a Tab Leader format, etc.*).

6. In the Preview Pane, verify your selections.
7. Click **OK**.

Update a Table of Contents

When you add or remove text, the text on each page will change. As a result you may need to update the table of contents to reflect changes to the pagination.

1. Right-click the table of contents and select **Update Field**.
2. Click to select one of the following: *Update page numbers only* or *Update entire table*.
3. Click **OK**.

Tables

A table is a grid that is made up of columns and rows. The intersection of a column and a row is called a *cell*. Tables are much more effective than tabs for aligning information in columns and rows. (Tabs become very difficult to manage if you want the text to wrap or if you decide to change your margins or font size.)

Cell — A cell is the intersection of a column and a row.

Column — A column is a vertical division of information within a table.

Row — A row is a horizontal division of information within a table.

Gridlines — Gridlines are the lines within the table that separate each column and row. Gridlines in a table normally do not print, unless you have selected a table format that prints those lines

1. From the **Table** menu, trace to **Insert** and select **Table**.
2. Specify the *Number of Columns* and *Number of Rows*.
3. Click **OK**.

Insert a Row or Column into a Table

1. Click to place your insertion point where you want to insert a row or column.
2. From the **Table** menu trace to **Insert** and select **Rows Above** or **Rows Below** (*or Columns to the Left or Columns to the Right*).

Delete a Row, Column, or Cell from a Table

1. Click to place your insertion point where you want to delete a row or column.
2. From the **Table** menu, trace to **Delete** and select **Rows** or **Columns** (*or Table, Column, or Cells*).

Delete a Table

1. Click to place your insertion point where you want to delete a row or column.
2. From the **Table** menu, trace to **Delete** and select **Table**.

Use the Find Feature

When you are working with a long document, it can be time consuming to find a specific word or words. The find feature will help you locate specific text.

1. From the **Edit** menu, select **Find**.
2. In the *Find what* field, type the word you want to locate.
3. Click the **Find Next** button until you locate the appropriate occurrence of the word.

Use the Replace Feature

Similar to the find feature, the replace feature will perform a search for a specific word and replace it with another word.

1. From the **Edit** menu, select **Replace**.
2. In the *Find what* field, enter the word you want to locate.
3. In the *Replace with* field, enter the word you want to use as a replacement.
4. Click the **Replace** button for each desired occurrence of the word. You may also use the **Replace All** feature.

Note: The **Replace All** button can be very useful, but sometimes the Replace All button will prompt Microsoft Word to replace variations in the document that might not have occurred to you. If you were replacing “form” with “from” and clicked Replace All, you would also change “formula” to “fromula” and “transform” to “transfrom.”

Use Numbered Lists

1. Highlight the text that is to be numbered.
2. Click the **Numbering** button, in the formatting toolbar.

To apply additional numbering formatting:

1. Highlight the text that is numbered.
2. From the **Format** menu, select **Bullets and Numbering**.
3. Select the preferred style of numbering by clicking the appropriate example.
4. Click the **Customize** button to specify additional options.
5. Click **OK**.

Restart Numbering from a Previous List

1. Highlight the text that is numbered.
2. From the **Format** menu, select **Bullets and Numbering**.
3. Click to select **Restart Numbering**. Or you may select **Continue previous list**, if you want the numbering to continue from the previously numbered list.
4. Click **OK**.

Use Bulleted Lists

Bullets are small symbols that precede items in a list.

1. Highlight the text that is to be bulleted.
2. Click the **Bullets** button in the formatting toolbar.

To apply additional bullet formatting:

1. Highlight the text that is bulleted.
2. From the **Format** menu, select **Bullets and Numbering**.
3. Select the preferred style of bullet by clicking the appropriate example.
4. Click the **Customize** button to specify additional options (character, picture, bullet position, text position, etc.).
5. Click **OK**.

Insert Footnotes or Endnotes

Footnotes and endnotes provide references for text in a document. Footnotes appear at the bottom of each page, while endnotes appear at the end of the document.

1. Position the insertion point where the note reference mark is to be inserted.
2. From the **Insert** menu, trace to **Reference** and select **Footnote**.
3. Select Footnote (bottom of page) or Endnote (end of document). Specify **Number format** and **Start at** options and click **Insert**.
4. Type the reference text in the note pane, and then click in the document to continue typing.
5. To view footnotes, from the **View** menu, select **Print Layout**.