

# Advanced Word



## Here at EPL:

Elmhurst Public Library is committed to offering enriching programs to help our patrons Explore, Learn, and Grow. Today, technology skills are more than a valuable skill; they are a necessity in the twenty-first century workforce and daily life. With Advanced Word, by the end of the class you will be better able to create professional Word documents and have a deeper understanding of Word's more complex features.

Thanks so much for attending and be on the lookout for further Microsoft Office classes and more!

## Introduction

At this point, you should have excellent working knowledge of Microsoft Word. If you are unfamiliar with most of the functions on the Ribbon tabs, text boxes, or bringing images into Word, we recommend taking or reviewing our Intermediate level.

In this third level class, we will cover handling some of the most complicated and potentially frustrating tasks on Microsoft Word. Word is a professional and powerful program which allows advanced formatting and control.

Many of the functions covered today include detailed menus and additional options beyond the regular tabs presented on the Ribbon.

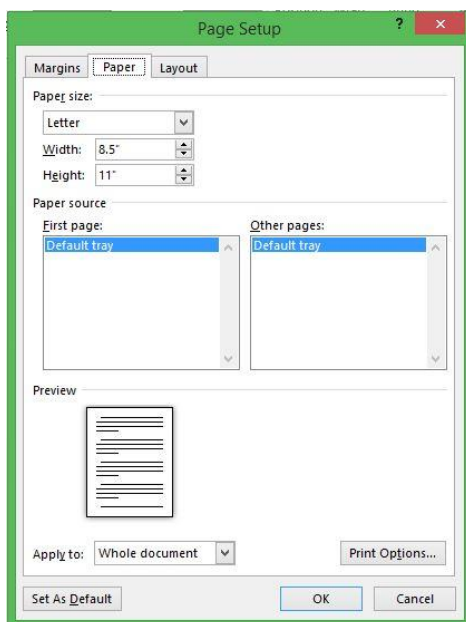
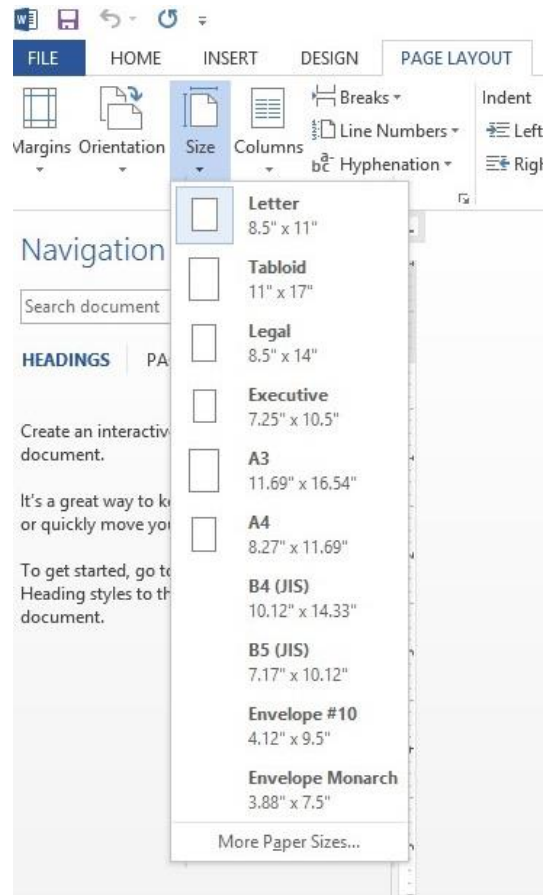
## We'll cover:

- **Paper Sizes**
- **Advanced Page Headers**
- **Advanced Line Spacing Options**
- **Tables**
- **Symbols**
- **Citation (footnotes)**
- **Mail merge**

## Page Size

While most people typically use Microsoft Word to create 8 ½ by 11 documents, there are plenty of reasons you may need an irregularly sized document.

In the tab PAGE LAYOUT, select the button 'Size.' Word has several commonly used preset sizes.

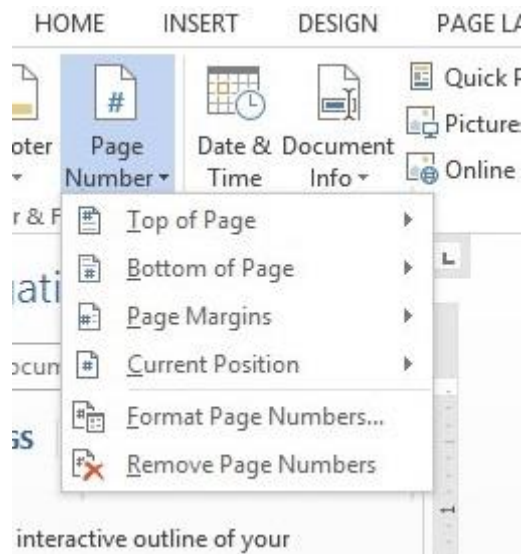
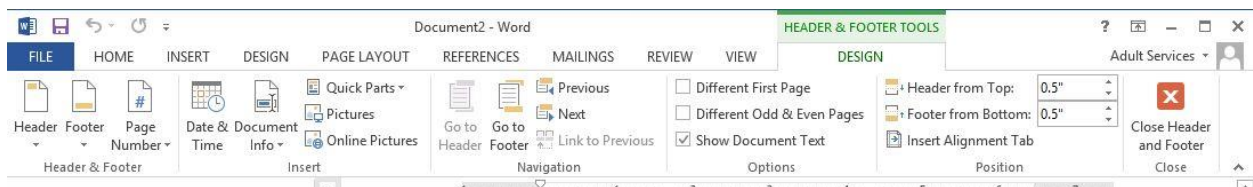


By clicking 'More Page Sizes...' you can also manually enter page sizes. Note that changing the page size does not change the paper size so some cutting may be required!

## Page Headers

One of the most difficult aspects when finishing up a document is formatting the headers correctly. While creating page numbers can seem simple, formatting documents that need several different headers, such as a novel or certain reports, becomes extremely challenging.

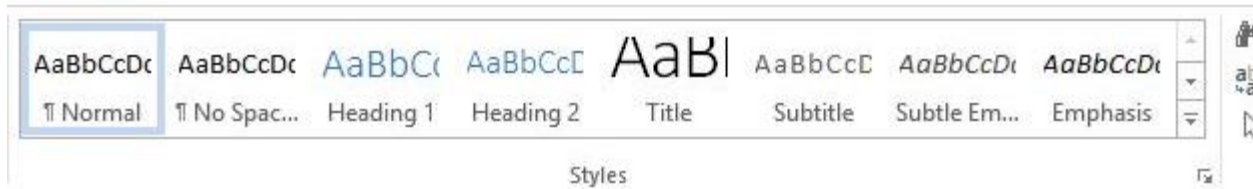
First you will need to break the document into sections. This will be done by inserting page breaks in the INSERT tab. Sections will then be labeled in chronological order. To check the number, double click on the header and look for the name in the center near the top.



## Working with Styles

Ever wish Word would remember formatting choices you've made as you've typed? Picking, creating, or editing Styles allows you to save formatting decisions and allow for quick time-saving access.

You've probably noticed several style presets in the HOME tab, but most people just ignore them. Clicking on a style changes the formatting of the following text or highlighting text and selecting a style will also cause the text to change.



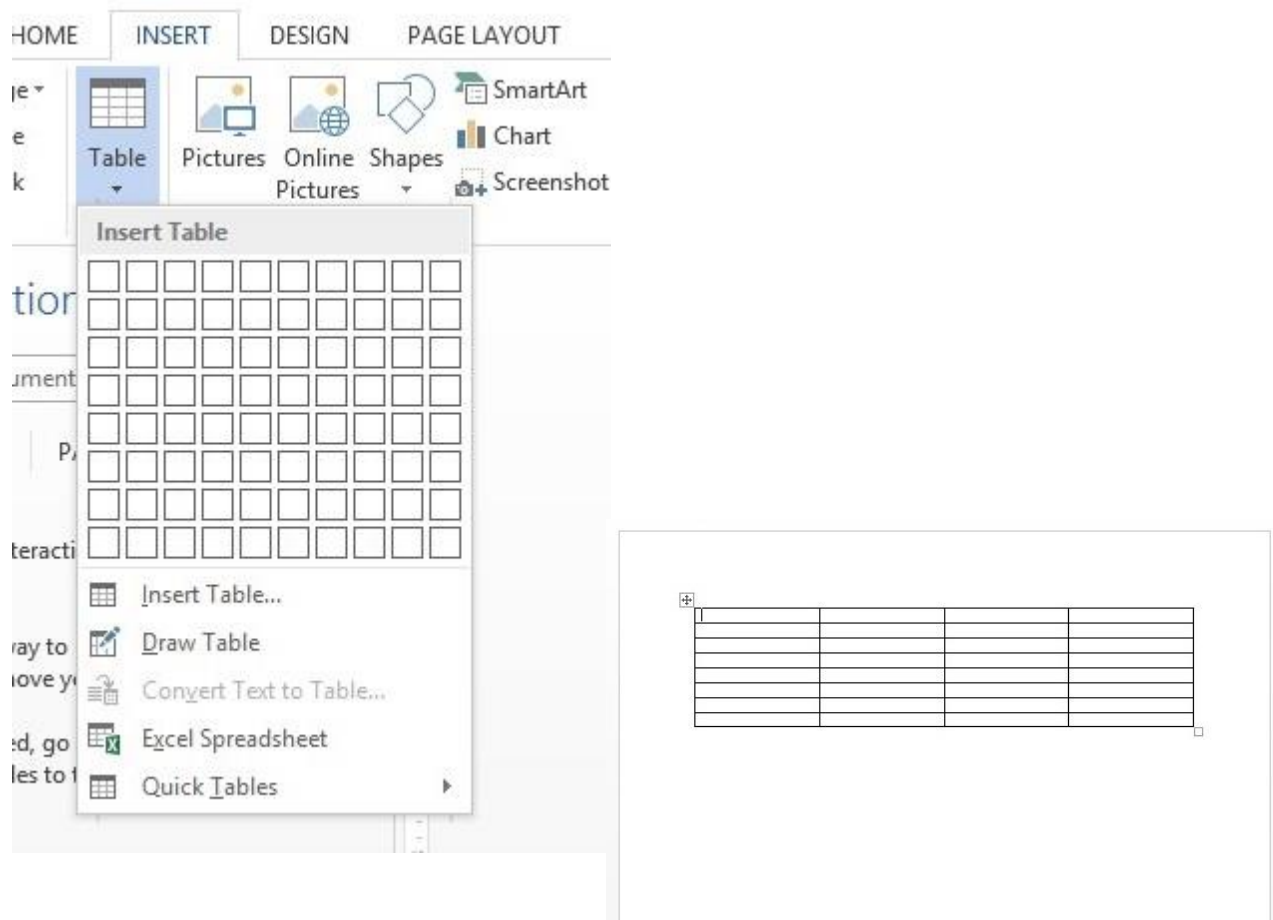
Custom-created or -edited styles will only be available on the computer for which they are saved -- so it might not make sense to create a style on a public computer.

### Let's try it!

1. Create a new custom Style.
2. Give the Style the name - Advanced Word.
3. Change the style font to Times New Roman.
4. Change the line spacing to 2.

## Tables

While it is fairly easy to import or paste Microsoft Excel tables (more on that in a little bit), it is sometimes preferable to create a table in Word. On the INSERT tab select 'Tables.' A drop-down menu will appear including a large group of squares -- these are the potential cells of the table about to be created. In addition, clicking 'Insert Table...' will allow for numeric values to be entered. Once a table is created, it works extremely similarly to an Excel document, albeit a little more awkward and difficult to control.



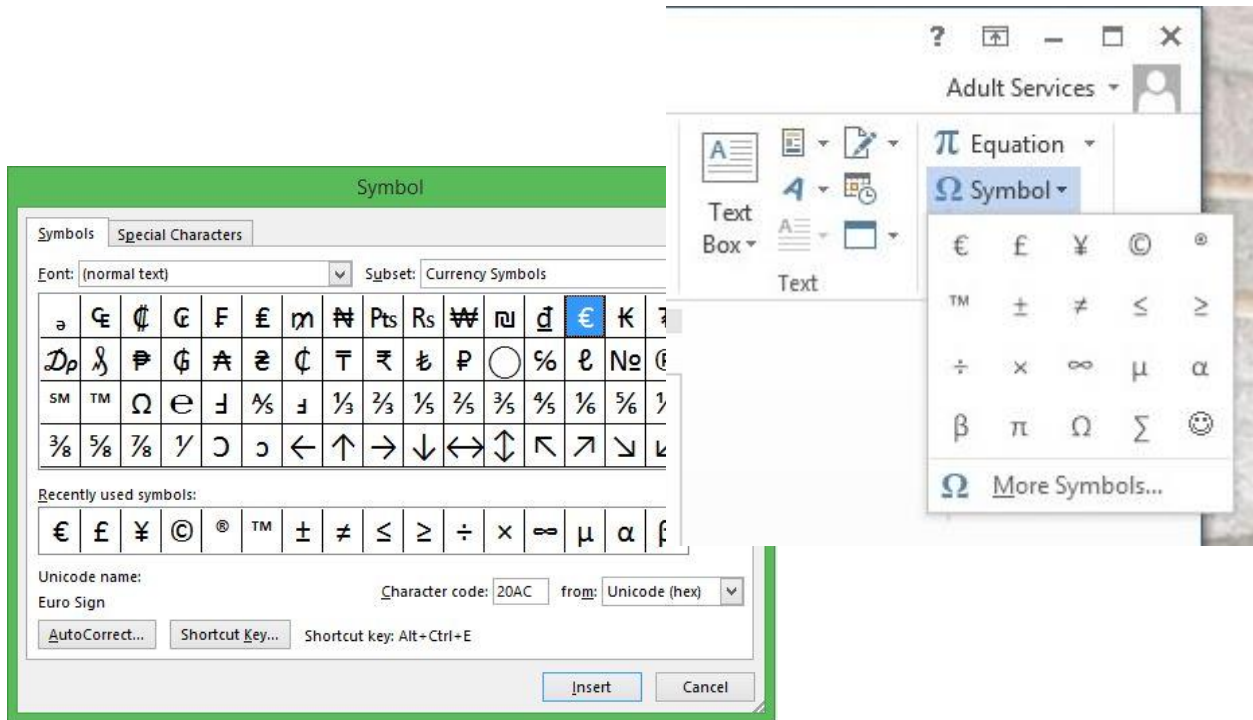
### Let's try it!

1. Insert a table that is 2 columns wide and 5 rows tall.

# Symbols

Often non-English letters or symbols are needed in a document, especially if you are writing in Spanish.

Two options include using the 'Symbol' button located on the INSERT tab or using keyboard commands.



To insert foreign language accented characters, use these commands to quickly add them while typing numbers into the numeric keypad on the right of the keyboard:

Some examples include:

á hold ALT and type 160

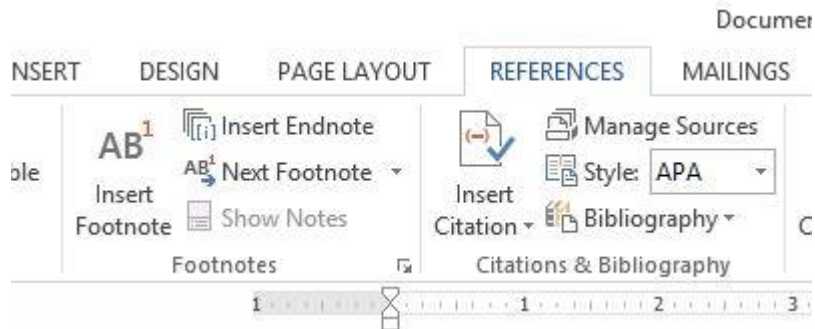
é hold ALT and type 130

ü hold ALT and type 130

(That was just a short list of some popular examples; however, full lists can be found online for all applicable letters.)

## Citations (footnotes)

Need to cite something with footnotes? Using the REFERENCES tab, click the 'Insert Footnote' button. Word will then insert a footnote number by the text and the corresponding number on the bottom.



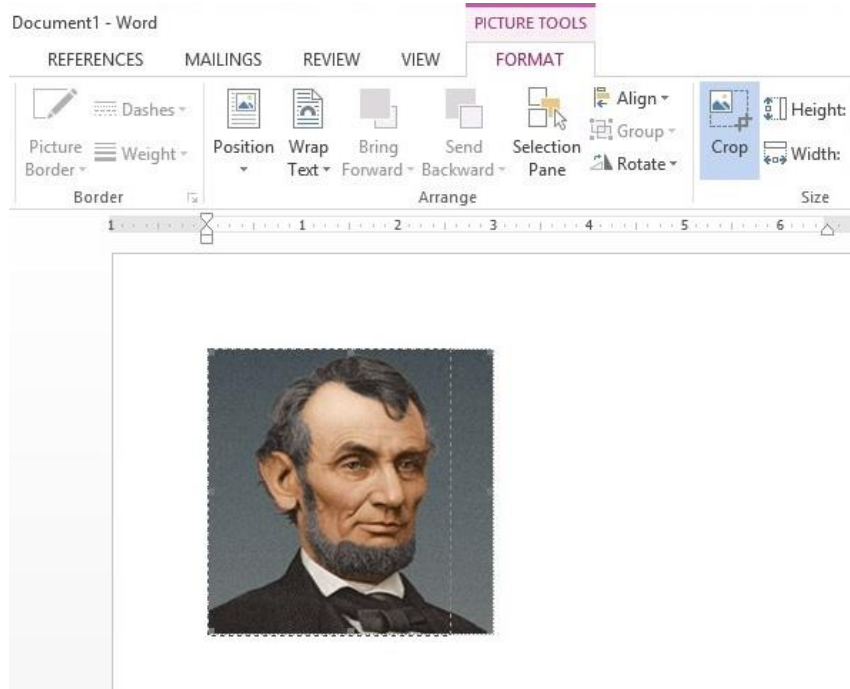


## Editing Photos in Word

While Word is not specifically designed to be a picture editor, it does offer some basic functions that can be helpful when working with a document.

### Crop

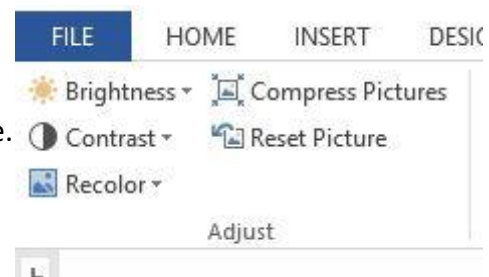
The first feature we'll cover is the crop function. To crop, double-click on the picture. This action will open up the PICTURE TOOLS tab. On the right, hit crop. Moving over to any of the borders of the picture will put brackets around the photo and turn the pointer into a T shape. Left-click, hold, and drag to crop the photo, removing excess negative space.



### Image Adjustments

Word will also allow basic image adjustments.

Select Brightness, Contrast, or Recolor to change the image.



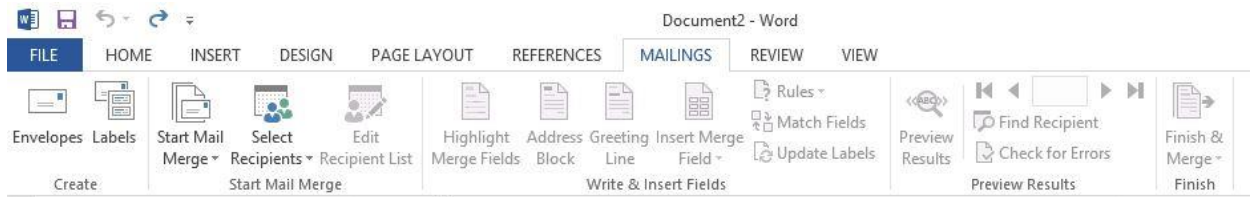
### Let's try it!

5. Go to the SAMPLE WORD DOCUMENT and select the first picture of Abraham Lincoln.
6. Crop the photo on both the left and right side.
7. Increase the contrast.

## Mail Merge

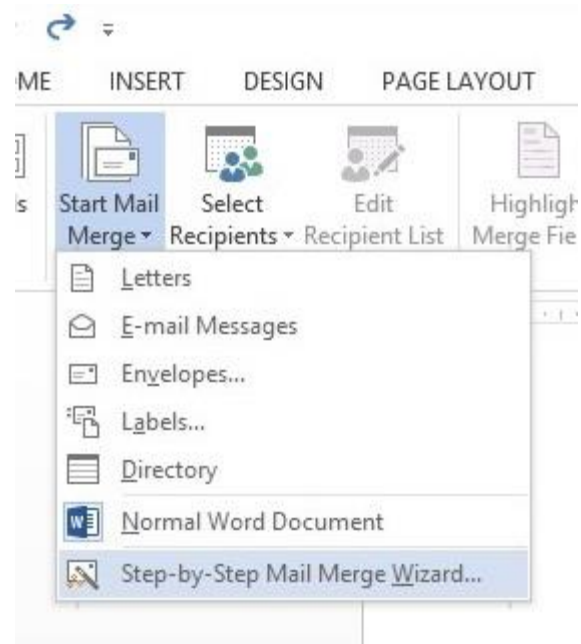
Possibly the most difficult task in Microsoft Word, but also extremely time-saving, is running a mail merge. A mail merge allows you to bring information from a spreadsheet (Excel) over to Microsoft Word. This is used to put postage information onto envelopes without having to manually type them all.

First you'll want to make sure that your information is set up correctly in Excel. You'll need to have the (Name) (Address) and (City, State, and Zip) separated into three columns.



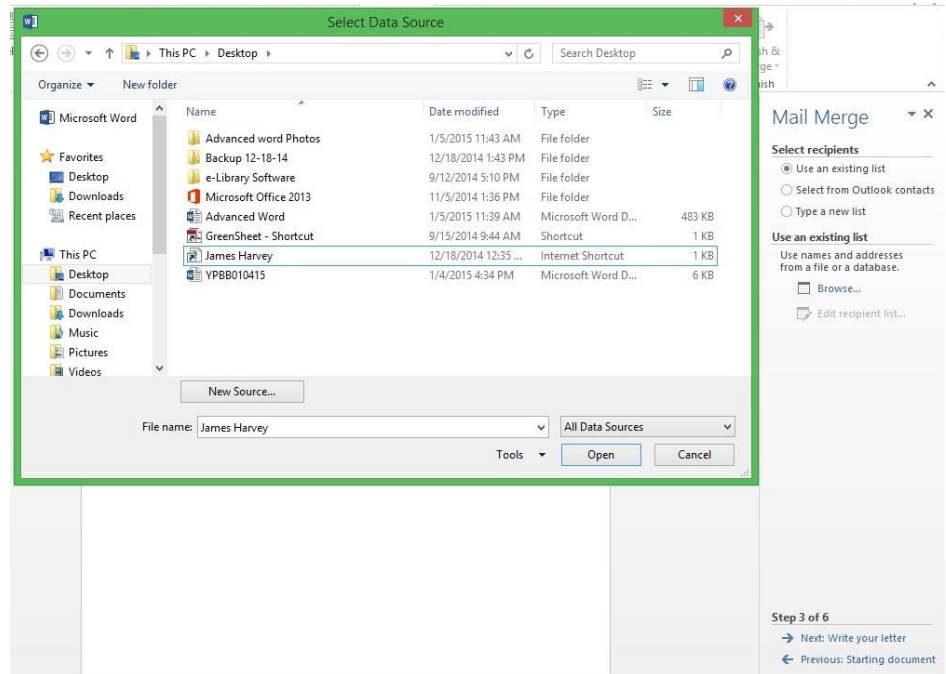
Next we'll set up our envelope. Select Envelope in the right corner and pick the specifications that fit your job.

Next, click 'Start Mail Merge' and select 'Step-by-Step Mail Merge Wizard'



Following the mail-merge guide, when you get to the prompt 'Select recipients,' select 'Use an existing list.' You will then have the option to find and choose an Excel document -- in this case, 'Mail Merge Test.'

After following the prompts, the document will consist of the names from the mail merge on separate pages for each recipient, ready for you to print on a stack of envelopes!



### Let's try it!

1. Set up your envelope.
2. Start the mail merge using the Step-by-Step mail merge wizard.
3. Use the Excel list 'Mail Merge Test' on the desktop.
4. Choose the proper formatting for the information from the mail merge.