

Advanced Editing and Formatting

Lesson Skill Matrix

Skill	Exam Objective	Objective
Formatting Text with Styles	Create paragraph and character styles.	2.2.1
	Modify existing styles.	2.2.2
	Resolve style conflicts by using Paste Options.	2.1.6
	Copy custom styles, macros, and building blocks to other documents or templates.	1.1.2
	Change the application default font.	1.1.8
Setting Font Defaults	Manage multiple options for +Body and +Heading fonts.	4.3.3
Controlling Pagination	Set advanced page setup layout options.	2.1.3
	Set paragraph pagination options.	2.1.5
Using Text Boxes for Layout	Link text boxes.	2.1.4
Creating a Table of Contents	Customize a table of contents.	3.2.1
	Create and modify a table of figures.	3.2.3
Adding Captions	Insert and modify captions.	3.2.2
Creating Globalized and Accessible Documents	Configure language options in documents.	4.3.1
	Add alt-text to document elements.	4.3.2
	Utilize global content standards.	4.3.4

Formatting Text with Styles

Word provides predefined styles that enable you to format documents with a number of character and paragraph attributes in a single step. You can make modifications to existing styles, or create new styles and place them in the Styles gallery on the Home tab, in the current document, or in a template. In this exercise, you learn to apply a style and to modify an existing style.

The Styles pane lists the same styles displayed in the Styles gallery. When you point to a style in the list, a ScreenTip displays the style's properties.

There are two types of styles: paragraph styles and character styles. Styles created for paragraphs are marked in the Styles pane by a paragraph mark to the right of the style name. When you select a paragraph style, the format is applied instantly to all text in the paragraph where the insertion point is located, whether or not that text is selected.

Character styles are applied to individual characters or words that you select. In the Styles pane, character styles have a lowercase letter *a* beside them.

Some styles can be used for either selected paragraphs or characters. These linked styles have a paragraph symbol as well as a lowercase *a* beside them. Select the text to which you want to apply a linked style.

Applying Styles

In this exercise, you learn to use Word's Styles to apply paragraph styles and character styles to selected text and paragraphs, to create a uniform and polished look within your document.

Step by step Apply a Style

GET READY. Before you begin these steps, **LAUNCH** Microsoft Word.

1. Locate and **OPEN** the file named **Classes**.
2. Select the **Active Older Adults** heading. On the Home tab, in the Styles group, click **Heading 1**. The style is applied to the heading.
3. Use multi-selection to select all of the remaining headings and then click **Heading 1**. The Heading 1 style is applied to all the headings.
4. In the second sentence of the *Active Older Adults* description, select the phrase **low-impact**. In the Styles group, click the **dialog box launcher**. The Styles pane appears, as shown in Figure 2-1.

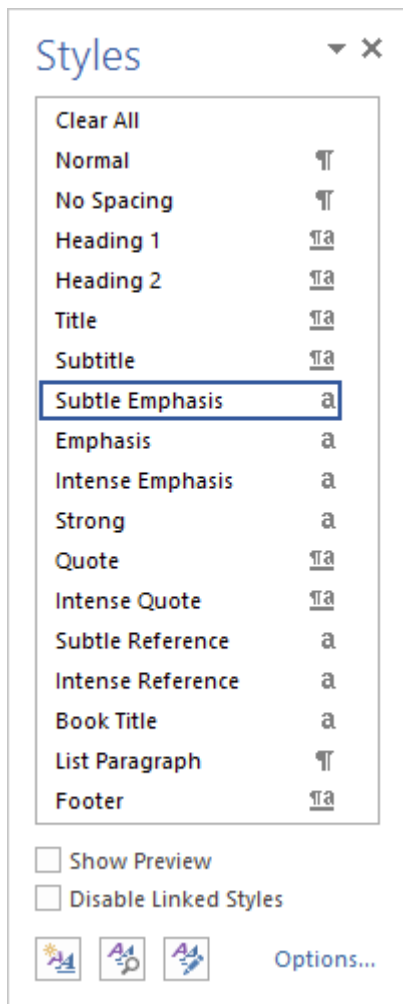


Figure 2-1
Styles pane

5. Point to **Subtle Emphasis** in the Styles list. Notice a ScreenTip appears with the defaults for this style. Click **Subtle Emphasis**. The style is applied to the selected text.
6. In the *Boot Camp* description, select **challenging** and then click **Subtle Emphasis** in the Styles pane.
7. In the *Core Express* description, select **strengthen** and then click **Subtle Emphasis** in the Styles pane.
8. In the *Indoor Cycling* description, select **high-energy** and then click **Subtle Emphasis** in the Styles pane.
9. In the *Yoga* description, select **breathing** and **relaxation** and then click **Subtle Emphasis** in the Styles pane. Deselect the text. Click the **X** to close the Styles pane.
10. On the View tab, in the Show group, select the Navigation Pane checkbox. Practice browsing through the document using the Headings tab. Then, clear the checkbox to close the Navigation Pane.
11. **SAVE** the document as **Classes 2** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Modifying Styles

You can make modifications to an existing style using the Modify Style dialog box. Word also gives you several options of where to place changes made to styles, such as adding them to the Styles gallery, applying them to the current document, or applying them to new documents based on a template. In this exercise, you learn to use the Modify Style options to modify styles in Word.

To change an existing style, right-click the style's name in the Style gallery or the Style pane and then click *Modify*. The Modify Style dialog box appears. You can apply character attributes to a style by clicking on the *Bold* button, the *Italics* button, and the *Underline* button. Similarly, clicking the Font and Font Size drop-down arrows enables you to adjust both of these settings.

The Modify Style dialog box has options for where to place the new modified style. The modified style can be placed in the Style gallery so you can access it quickly. Selecting the option to *save the style Only in this document* affects only the current document. Selecting the option for *New documents based on this template* ensures that the same style is applied in future documents. For example, if you are writing a group research paper and would like uniformity for the paper, providing everyone in the group with a copy of the template ensures consistency in the formatting of the paper. All styles within the document will update automatically.

Step by step Modify Styles

GET READY. USE the document that is open from the previous exercise.

1. On the Home tab, in the Styles group, click the [dialog box launcher](#) to display the Styles pane.
2. In the Styles pane, right-click [Subtle Emphasis](#) to display the Subtle Emphasis menu or click the [drop-down arrow](#), as shown in Figure 2-2.

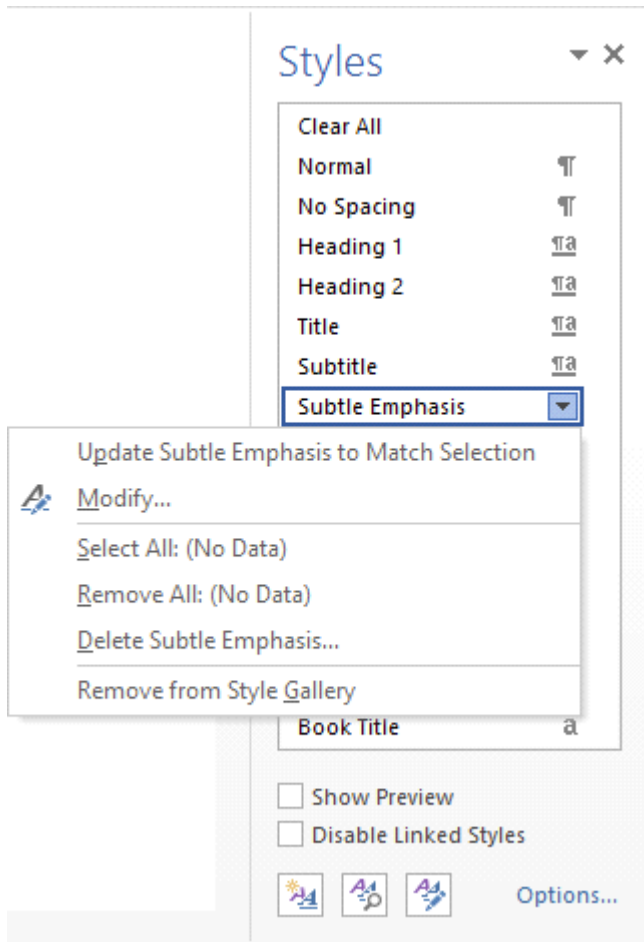


Figure 2-2
Subtle Emphasis menu

3. Click **Modify**. The *Modify Style* dialog box appears, as shown in Figure 2-3.

14. Click the **Font Size** drop-down arrow and select **18**.
15. Clear the **Add to the Styles gallery** checkbox. The modifications made apply to this document and will not appear on the Style list.
16. Click **OK**. All the headings with the Heading 1 style update automatically to the new color and size.
17. **SAVE** the document as **Classes 3** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Creating a New Style

In the preceding exercise, you modified the Subtle Emphasis style, which is one of the built-in styles in Word. Instead of using the built-in style, you might choose to create a brand-new style with a name that you choose. Creating a new style is very much like modifying an existing one—all the same formatting options apply, and the dialog boxes are virtually identical.

You can define a new style using a dialog box, as you did in the preceding exercise, or you can select already-formatted text to use as an example.

For ease of applying a style, you can assign a keyboard shortcut to it. If you choose a key combination that is already assigned to some other action, the new assignment overrides the previous one.

Step by step Create a New Character Style

GET READY. USE the document that is open from the previous exercise.

1. In the Active Older Adults section, select the text **low-impact**. This text previously had the Subtle Emphasis style applied to it.
2. On the Home tab, click the **Increase Font Size** button once to increase the font size to 12 points for the selected text.
3. On the Home tab, click the **dialog box launcher** in the Styles group. The Styles pane opens.
4. At the bottom of the pane, click the **New Style** button. The *Create New Style from Formatting* dialog box appears (see Figure 2-4).

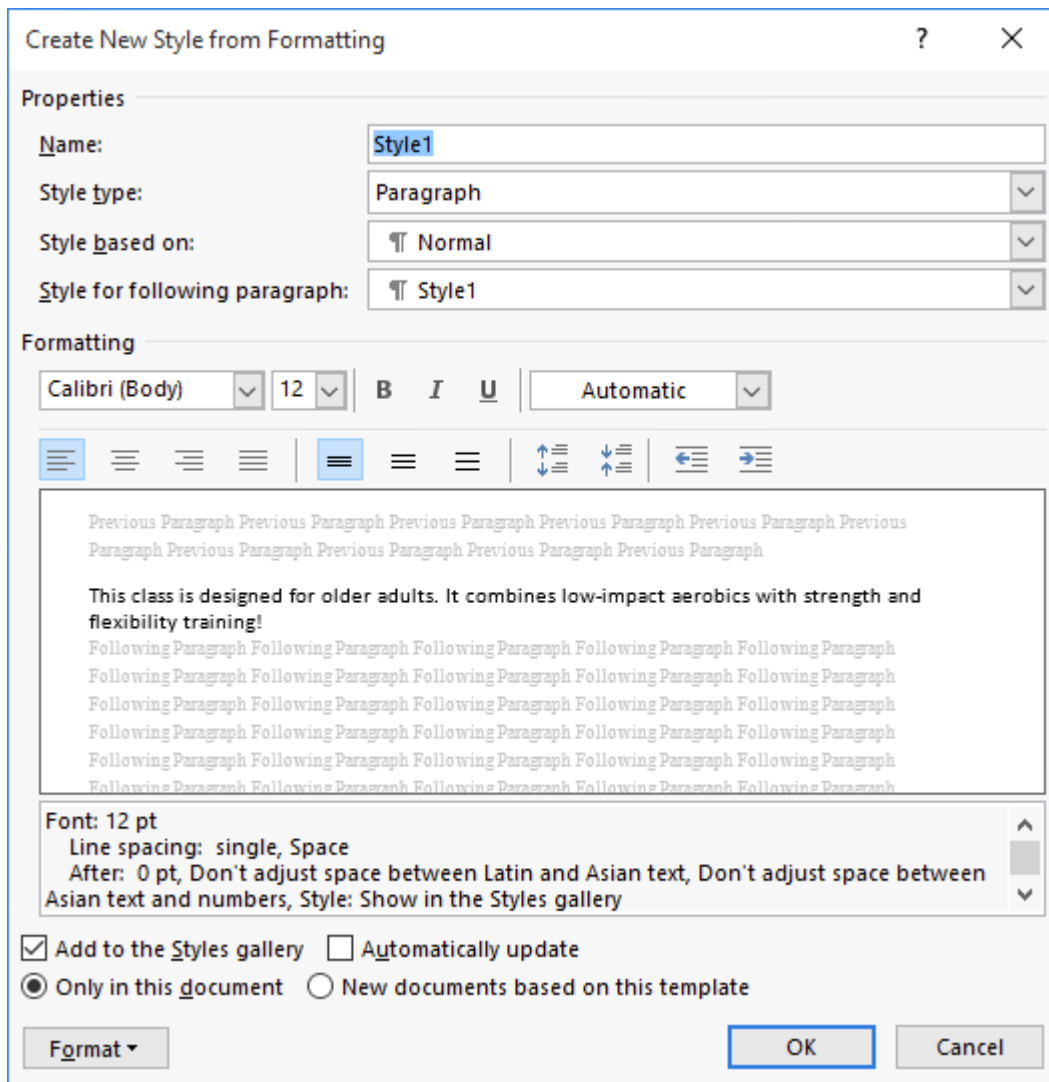


Figure 2-4
Create New Style From Formatting dialog box

5. In the Style type drop-down list, select **Character**.
6. In the Name text box, type **Key Term**.
7. Click the **Format** button. A menu appears.
8. On the menu, click **Shortcut key**. The *Customize Keyboard* dialog box appears, as shown in Figure 2-5.
9. In the Press new shortcut key text box, press **Ctrl+Alt+Shift+K**.
10. In the Save changes in drop-down list, select **Classes 3**. Click **Assign** and then click **Close**.
11. Click **OK** to close the *Create New Style from Formatting* dialog box.

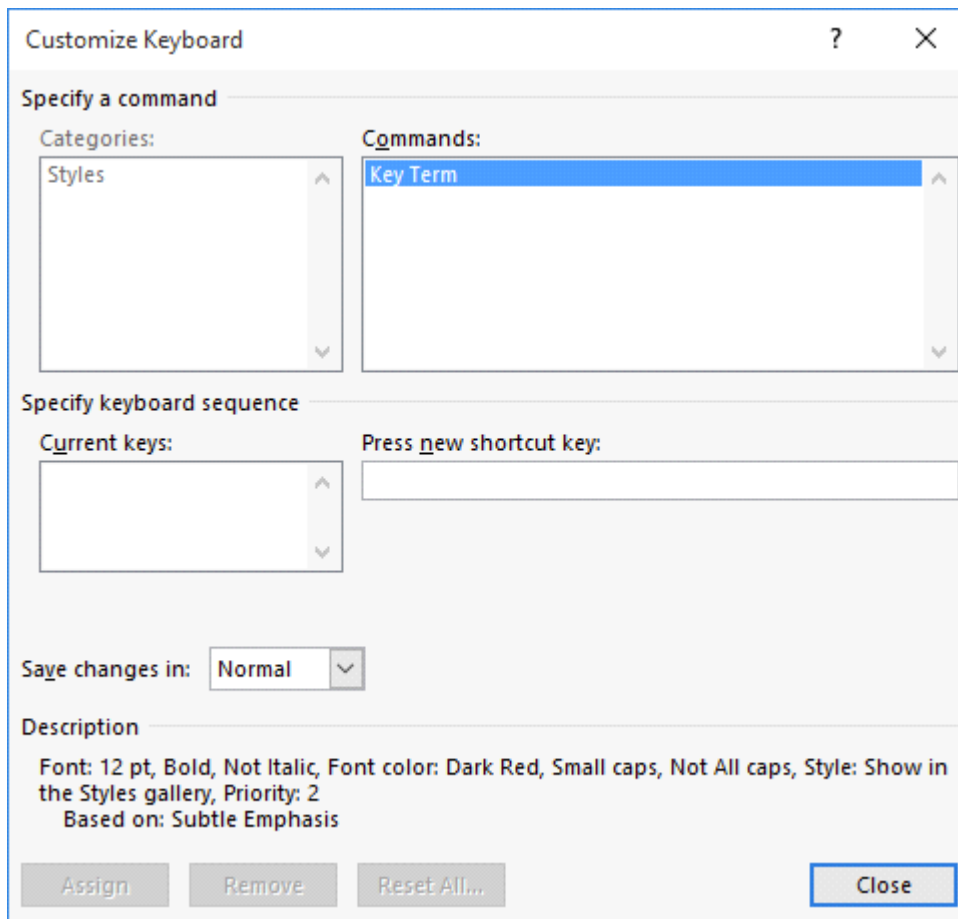


Figure 2-5
Customize Keyboard dialog box

12. In the Styles pane, right-click the Subtle Emphasis style and click [Select All](#).
13. In the Styles pane, click the [Key Term](#) style to apply it to all the selected text.
14. Click the [Close](#) button in the upper-right corner of the Styles pane to close it.
15. [SAVE](#) the document as [Classes 4](#) in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Copying Styles Between Documents and Templates

In the preceding exercise, you created a new custom style called Key Term. That style is stored in the document in which you created it, but it isn't automatically accessible in other documents. You might want to copy your custom styles to other documents or templates so that you can reuse them there.

To copy a style, you use a feature called the Style Organizer. It enables you to view a list of the styles in two different documents or templates and then copy them from one location to another.

In the following exercise, you will copy the Key Terms style to a template.

Step by step **Use the Style Organizer to Copy Styles**

GET READY. USE the document that is open from the previous exercise.

1. **OPEN** the **Class Descriptions** file from the lesson folder on your flash drive.
2. Save the file as a Word Template with the name **Class Descriptions Template** in the lesson folder on your flash drive.

Take Note

As you save the file, when you select the Word Template file type, the location changes to your default Templates folder. Be sure to browse to your lesson folder before you click Save.

3. Close the file.
4. In the **Classes 4** document's window, on the Home tab, click the **dialog box launcher** in the Styles group. The Styles pane appears.
5. At the bottom of the Styles pane, click the **Manage Styles** button. The *Manage Styles* dialog box appears.
6. In the bottom left corner of the dialog box, click the **Import/Export** button. The *Organizer* dialog box appears, as shown in Figure 2-6. The styles in the **Classes 4** document appear in the list on the left. On the right, the styles in the Normal.dotm template appear.

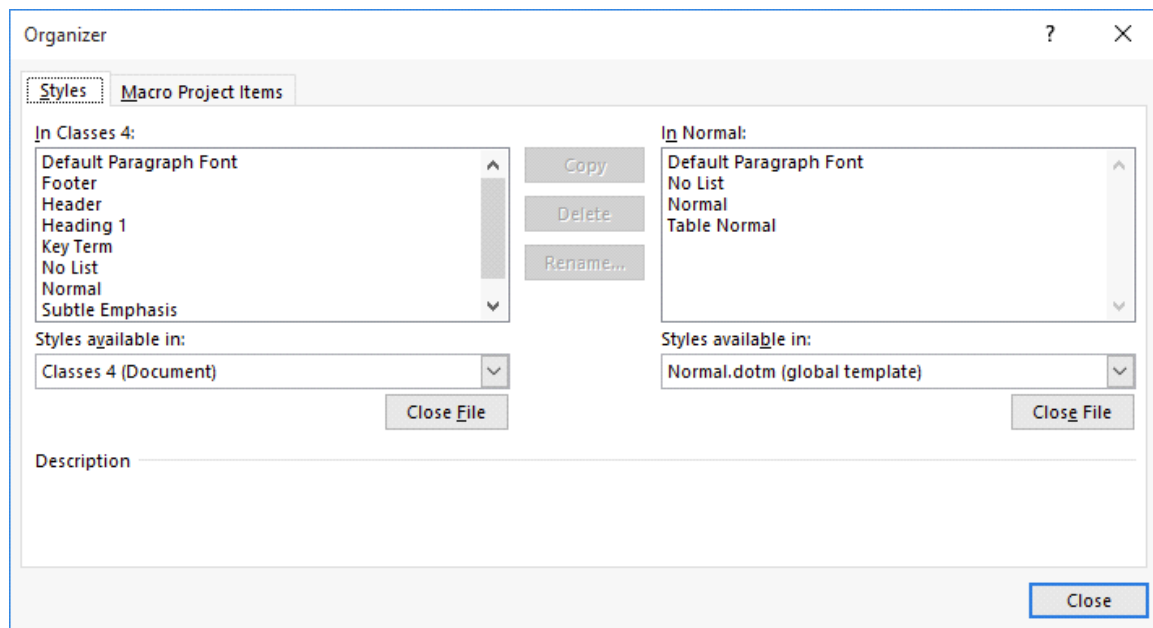


Figure 2-6
Organizer dialog box

7. Click the **Close File** button under the Normal template's file list. The button changes to Open File.
8. Click **Open File**. The Open combo box appears.
9. Browse to the location containing the **Class Descriptions Template** file that you created. Select the file and then click **Open**. That template's styles appear in the list on the right side of the *Organizer* dialog box.
10. Click the **Key Term** style in the **Classes 4** list and then click the **Copy >** button. The style appears in the Class Descriptions Template list.

11. Click **Close**. A dialog box appears, asking if you want to save your changes to the template.
12. Click **Save**.
13. Click the **Close** button in the upper-right corner of the Styles pane to close the Styles pane.

PAUSE. CLOSE the document and leave Word open to use in the next exercise.

Resolving Style Conflicts

It is often necessary to copy or move text from one document and place it in another. When you use the copy or cut command, the Clipboard stores the items for you to paste in another location of the document or another Office file. When you cut text, Word removes it from the original location and places the text in the Clipboard collection. When you copy text, Word places a duplicate copy in the Clipboard. The Paste command then pastes text from the Clipboard to a new location in either the original document or a new document.

When you are working with styles, cutting or copying text and pasting it in a different document can result in style conflicts. When you cut or copy text that has a new style to a different document, Word copies the style along with it, as long as the style does not already exist in the destination document. However, if you have styles with the same name in both documents, and those styles are configured differently, then cutting and pasting text with those styles creates a conflict.

By default, pasting text with a style that already exists in the destination file will cause Word to apply the destination style's attributes to the text. However, Word also detects that a style conflict has occurred and displays a Paste Options (Ctrl) button.

Clicking this Ctrl button displays a menu (see Figure 2-7) in which you can select from the following options:

- **Keep Source Formatting** - Retains the style formatting from the source document
- **Merge Formatting** - Combines non-conflicting attributes from both source and destination styles, favoring the destination style when there are attribute conflicts
- **Keep Text Only** - Pastes the raw text, without style formatting

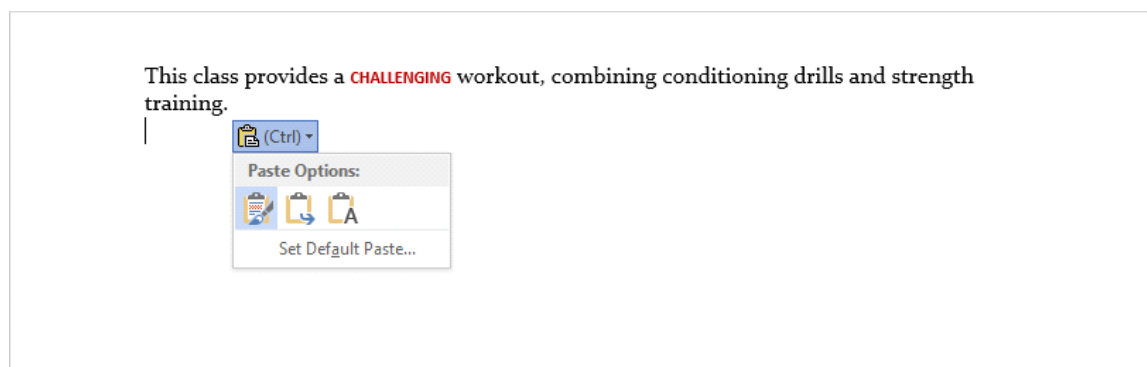


Figure 2-7

Paste Options menu

There is also a Set Default Paste option on the menu that opens the Word Options dialog box to the Advanced screen. There, in the Cut, copy, and paste section (see Figure 2-8), you can use the Pasting between documents when style definitions conflict drop-down list to modify Word's default behavior when it detects a conflict.

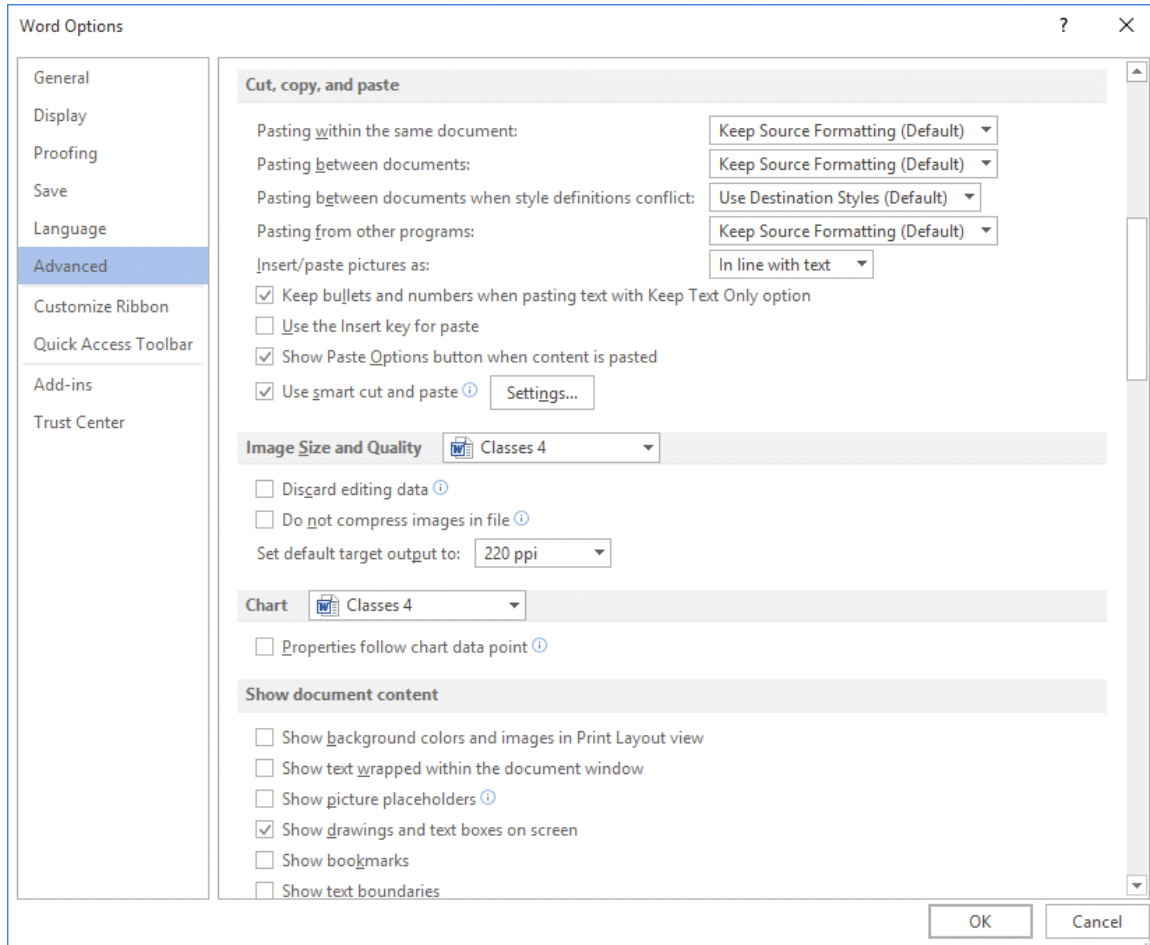


Figure 2-8
Set Default Paste settings

Setting Font Defaults

Word makes it easy to change the font used for your text, but there are some settings you can use to specify the fonts Word will use as the defaults in certain situations. In the following sections, you learn how to change the application default font and the default Body and Heading fonts.

Setting the Default Application Font

When you create a new document in Word, it uses the Calibri font by default. This is the font that Word assigns to the Body variable. In the following exercise, you will copy the Key Terms style to a template.

Step by step Set the Default Font

GET READY. CREATE a new blank document.

1. Notice that it uses the Calibri font by default.
2. On the Home tab, in the Font group, click the [dialog box launcher](#). The *Font* dialog box appears (see Figure 2-9).

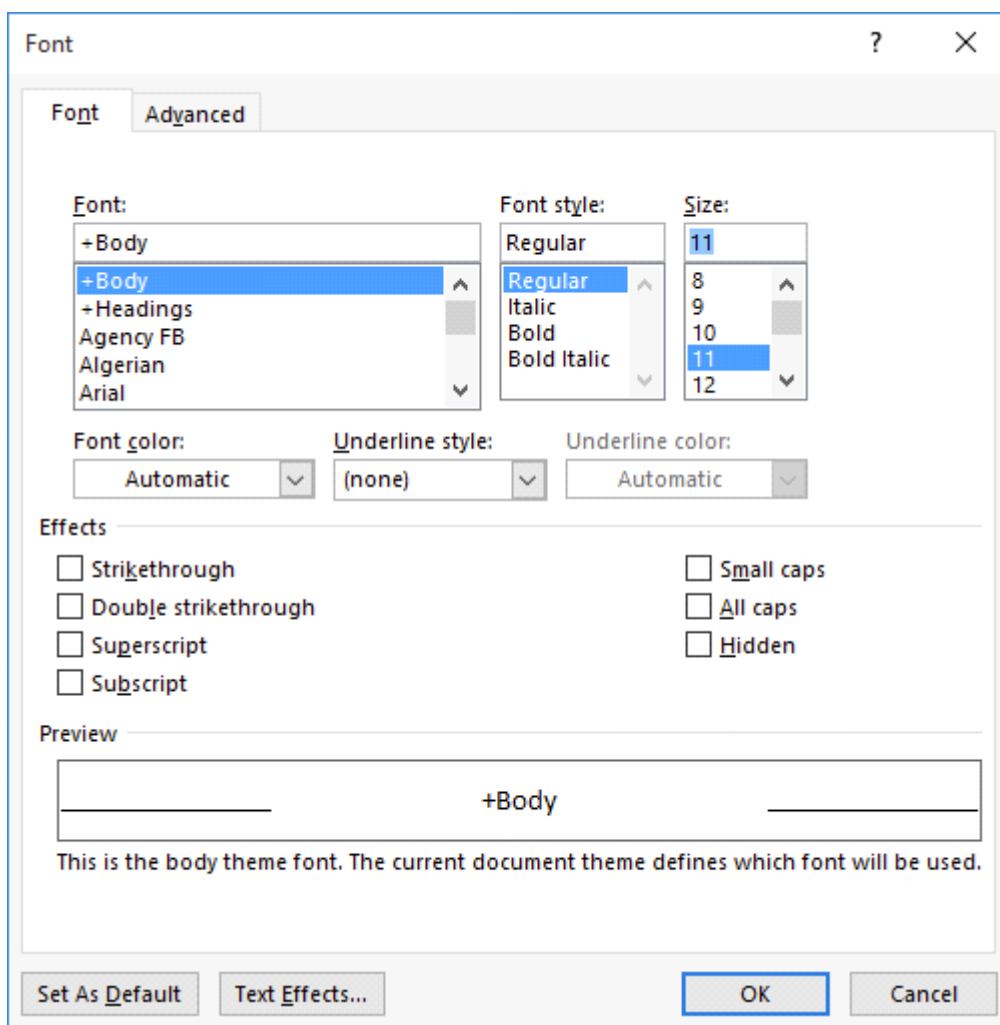


Figure 2-9

Font dialog box

3. In the Font list, select **Arial**.
4. In the Size list, select **12**.
5. In the lower-left corner of the dialog box, click the **Set as Default** button. A message box appears, asking if you want to set the selected font as the default for the current document only, or for all documents using the Normal template.
6. Select the **All documents based on the Normal template** option and then click **OK**. The *Font* dialog box closes.

Take Note

When you set a new default font, Word provides the option to save it in whatever template the document is currently using. When you create a new blank document, this is the Normal template, but if you are currently working in a document that uses another template, the message box enables you to save the default font setting in that template.

7. Create another new blank document. On the Home tab, notice that the font used by default is now Arial.

PAUSE. CLOSE the two blank documents and leave Word open to use in the next exercise.

Managing Body and Heading Fonts

Instead of manually changing the font, you can instead choose to apply one of two font placeholders: Headings or Body. Notice that, on the Home tab, when you open the Font drop-down list, there are two fonts in the Theme Fonts section. One is followed by (Headings) and the other is followed by (Body). In the Font dialog box, these placeholders appear at the top of the Font list as +Headings and +Body.

Headings and Body are variables that are defined with specific fonts in the theme that the document is currently using. The default for the Headings variable is Calibri Light, and the default for the Body variable is Calibri.

By choosing the Headers or Body variable for the text in your documents, you enable the font to change as needed when a different theme or style set is applied.

To modify the fonts used for the Headings and Body variables, you must change the font set used by the document's current theme. Word includes several preconfigured font sets, or you can create your own. In this exercise, you create a new font set and apply it to a document.

Step by step Create a Font Set

GET READY. CREATE a new blank document.

1. On the Home tab, in the Font group, click the **Font** drop-down arrow. Notice that the Theme Fonts section lists Calibri Light and Calibri as the Headings and Body fonts, respectively.
2. On the Design tab, in the Document Formatting group, click the **Fonts** button. The Fonts menu appears (see Figure 2-10).

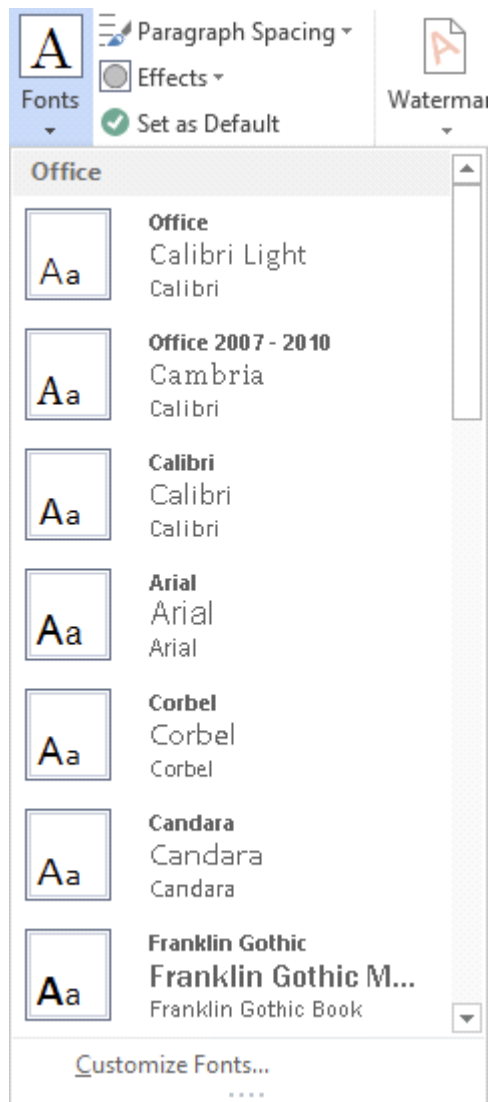


Figure 2-10
Fonts menu

3. Click **Customize Fonts**. The *Create New Theme Fonts* dialog box appears (see Figure 2-11).

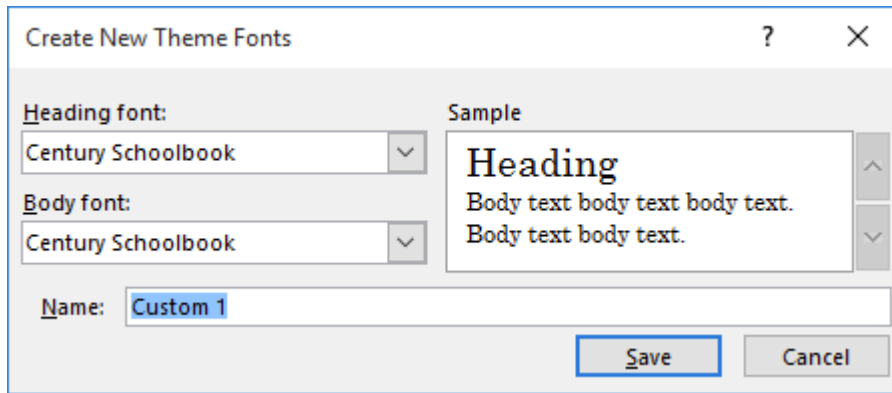


Figure 2-11
Create New Theme Fonts dialog box

4. In the Name text box, replace *Custom 1* by typing [New Font Set](#).
5. In the Heading font drop-down list, select [Arial Black](#).
6. In the Body font drop-down list, select [Arial](#). Notice that a preview of your font choices appears in the Sample box.
7. Click [Save](#) to close the dialog box and apply your font choices to the document.
8. On the Design tab, click the [Fonts](#) button again. Notice that the New Font Set you created appears in the Custom section.
9. On the Home tab, click the [Font](#) drop-down arrow. Notice that the Theme Fonts section now lists Arial Black and Arial as the Headings and Body fonts, respectively.

PAUSE. CLOSE the two blank documents and leave Word open to use in the next exercise.

Once you create a font set, it becomes available in all of your documents using the current template. If you select a different font set as you are working on a document, any text that is configured to use the +Headings or +Body fonts will change to the fonts in the set you have selected.

Controlling Pagination

A well-organized and formatted document captures and maintains the reader's attention. Microsoft Word enables you to control how your text flows onto different pages.

Controlling Widows and Orphans

To maintain an appealing appearance and readable content, you might need to keep the first or last line of a paragraph from appearing alone on the page. Word provides options for keeping text lines together and avoiding single lines of text at the top or bottom of a page. By default, the Widow and Orphan control is enabled. In this exercise, you manage Word's Widow/Orphan control.

A widow is the last line of a paragraph that appears as a single line of text at the top of a page as shown in Figure 2-12.

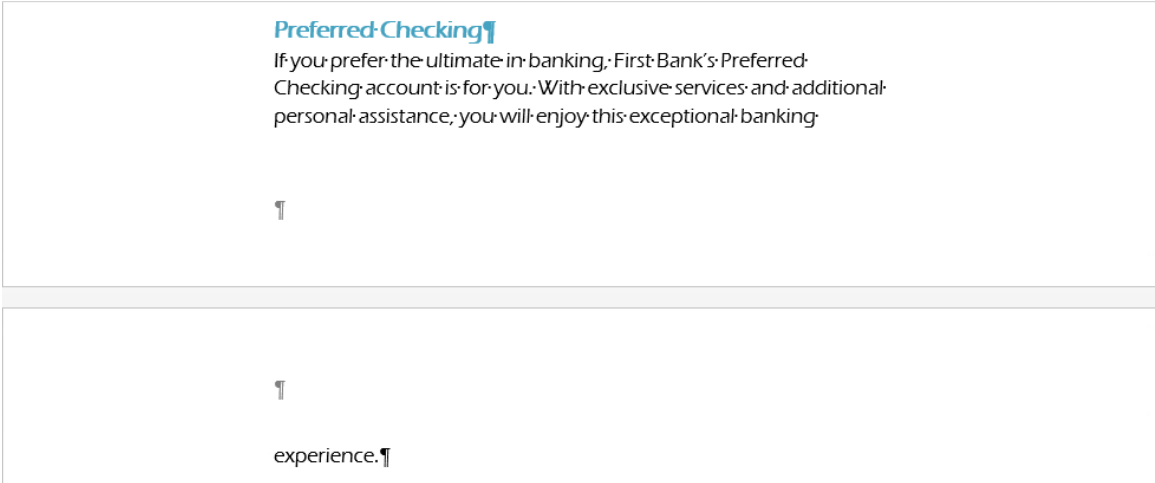


Figure 2-12
A widow at the top of a page

An orphan is the first line of a paragraph that appears alone at the bottom of a page as shown in Figure 2-13.

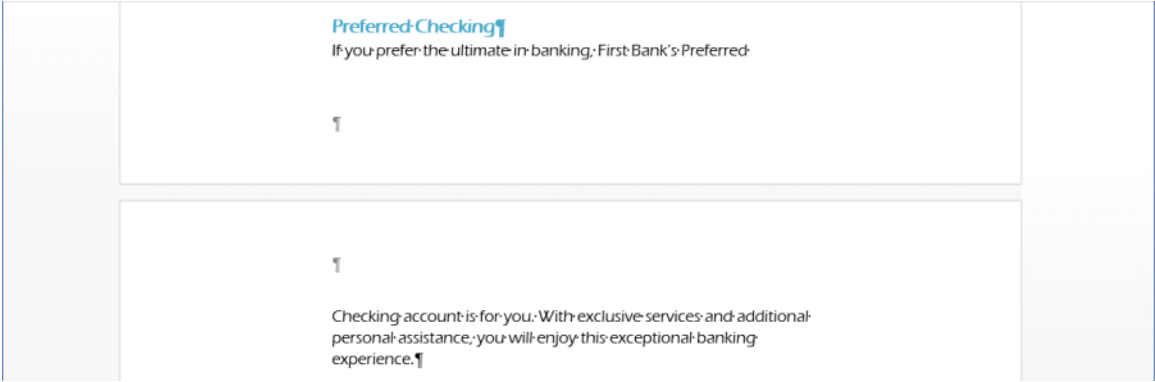


Figure 2-13

An orphan at the bottom of a page

Step by step Turn on Widow/Orphan Control

GET READY. OPEN the **Checking** document from the data files for this lesson.

1. Scroll to the top of page 2 and notice the widow *experience . . .* at the top of the page.
2. On page 1 of the document, place the insertion point anywhere in the paragraph under *Preferred Checking*.
3. On the Home tab, in the Paragraph group, click the **dialog box launcher**. The *Paragraph* dialog box appears.
4. Click the **Line and Page Breaks** tab, as shown in Figure 2-14.

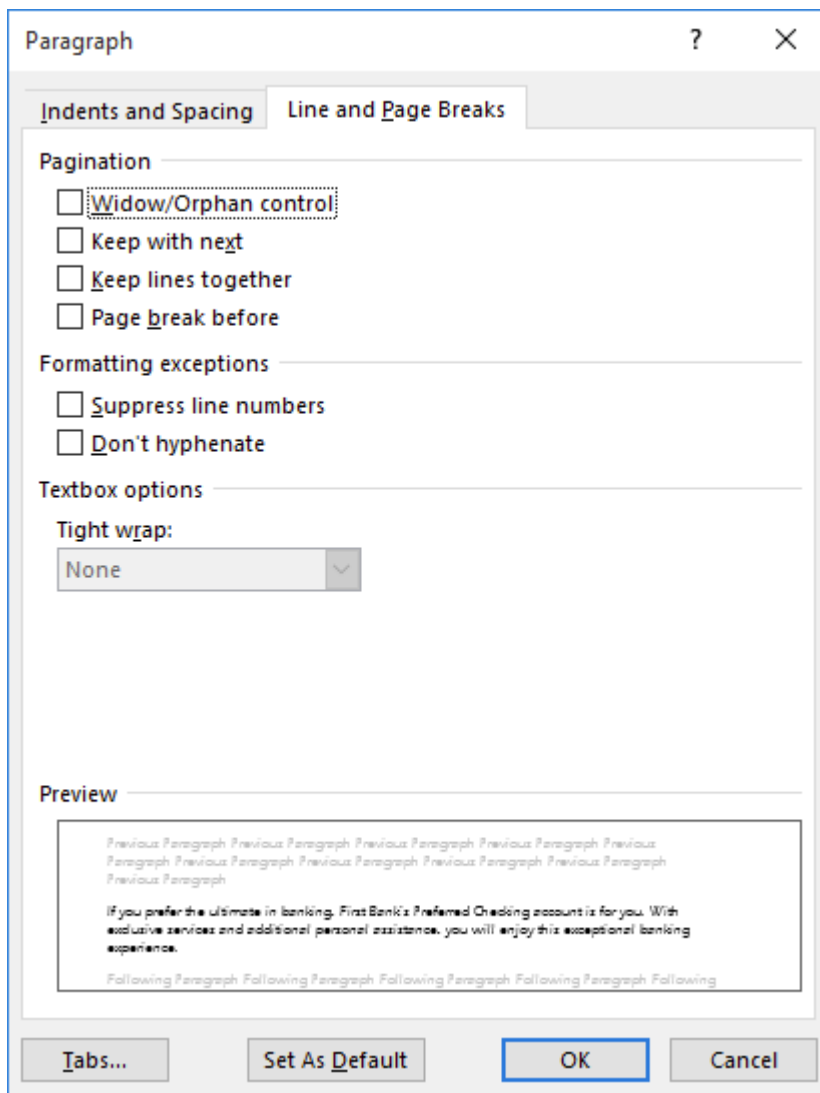


Figure 2-14
Paragraph dialog box

5. In the Pagination section, select the **Widow/Orphan control** checkbox; then click **OK**. Notice that another line of the paragraph moves to the second page.
6. **SAVE** the document as **Checking 2** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Using Line Numbers

Word numbers the lines in a document automatically, but it does not display those line numbers by default. There are certain times when you might want these numbers to be visible, such as when several persons are collaborating on a document or when you are working on a legal document in which line numbers are expected.

To see the line numbers in a document, you must be using the Print Layout view and you must configure Word to display the numbers. In this exercise, you configure Word to display line numbers in a document.

Take Note

In Word's default line numbering, tables and figures count as one line. Text boxes count as one line when they are positioned in line with the text on the page. If the text wraps around the text box, only the lines of text on the page are counted. The lines inside the text box are not.

Step by step Turn on Line Numbering

GET READY. USE the document that is open from the previous exercise.

1. On the Layout tab, in the Page Setup group, click the **Line Numbers** button to display a menu (see Figure 2-15). The currently selected value is None, so no line numbers appear.

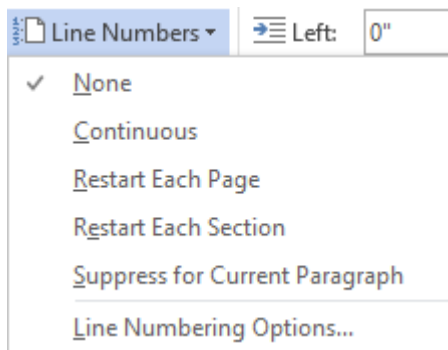


Figure 2-15

Line Numbers menu

2. Click **Continuous**. Scroll through the document and notice that each line, including headings and bullets, is numbered. There are a total of 65 lines in the document.
3. Open the Line Numbers menu again and select **Restart Each Page**. Now when you scroll through the document, you can see that each page begins with a line numbered 1.
4. Open the Line Numbers menu again and select **Line Numbering Options**. The *Page Setup* dialog box appears, with the Layout tab selected.
5. Click the **Line Numbers** button. The *Line Numbers* dialog box appears (see Figure 2-16). This dialog box provides more granular control over line numbering

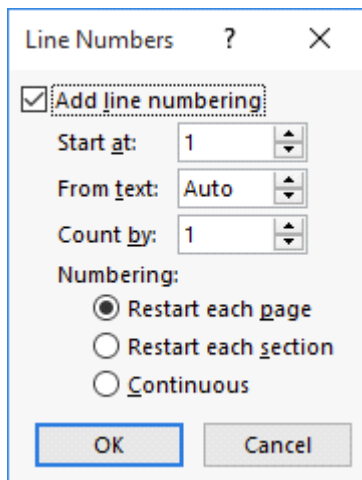


Figure 2-16
Line Numbers dialog box

6. In the Start at spin box, type 100.
7. In the Count by spin box, type 10.
8. Under Numbering, select the **Continuous** option and then click **OK**.
9. Click **OK** to close the *Page Setup* dialog box. Notice that numbers now appear every tenth line, starting with 100.
10. On the Layout tab, click the **Line Numbers** button and select **None**.

PAUSE. LEAVE the document open to use in the next exercise.

Controlling Hyphenation

Hyphenation can be an important element in the appearance of a document. Word is capable of using hyphens to break up words between lines, giving documents a neater appearance. Without hyphenation, text can appear uneven on the right side, because lines end at different places. In publisher's parlance, text that is left justified is often called rag right, because the line endings are uneven. This is acceptable in some documents, but without hyphenation, the right side can sometimes be too ragged.

In documents that use full justification, that is, when both the left and right sides are even, lack of hyphenation can result in lines with large spaces between the words.

In this exercise, you learn to control the hyphenation feature in Word.

Step by step Turn on Hyphenation

GET READY. USE the document that is open from the previous exercise.

1. Scroll down in the document and place your insertion point at the beginning of the Preferred Checking section heading.
2. Press **Ctrl+Enter** to start the section on a new page. Notice how the first paragraph has lines that end unevenly.
3. On the Layout tab, in the Page Setup group, click the **Hyphenation** button to

display a menu (see Figure 2-17). The currently selected value is None, so there is no hyphenation in use.

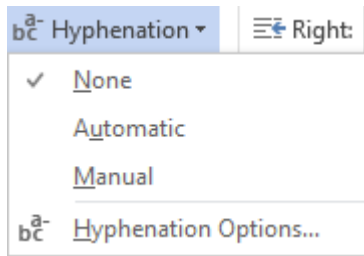


Figure 2-17
Hyphenation menu

4. Click **Automatic**. Notice how three words in the paragraph are now hyphenated, resulting in much more even line endings. When you use the Automatic setting, Word determines where in the words the hyphens should appear. There might be times when you want a hyphen to appear in a different place in a word, so there is also a Manual setting.
5. Click the **Hyphenation** button again and select **None**. The hyphenations disappear.
6. Click the **Hyphenation** button again and select **Manual**. A Manual Hyphenation message box appears displaying the first word that is a candidate for hyphenation.
7. Click **Yes**, because the word (Checking) is only two syllables and there is no other place for the hyphen. A message box appears, informing you that the hyphenation is complete.
8. Click **OK**.
9. Click the **Hyphenation** button and select **Manual** again. Another Manual Hyphenation message box appears, this time containing the word personal (see Figure 2-18). This word has three syllables, so there are two possible places where the hyphen can appear. Word has already selected the first possibility, between the syllables per and son. To change the selection, you would use the right arrow key to move the highlight to the other hyphen, between the syllables son and al.

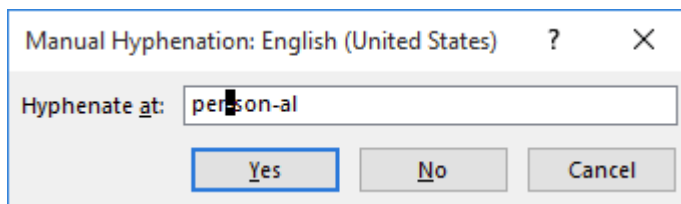


Figure 2-18
Manual Hyphenation

10. Click **Yes** to accept the default suggestion. The word is now hyphenated.
11. **SAVE** the document as **Checking 3** in the lesson folder on your flash drive.

PAUSE. CLOSE the document and leave Word open to use in the next exercise.

Software Orientation

Text Box Tools in the Ribbon

Before you begin working with text boxes, it is a good idea to become familiar with the tools available in the Ribbon. When you insert a text box, the Drawing Tools - Format tab appears in the Ribbon, as shown in Figure 2-19.

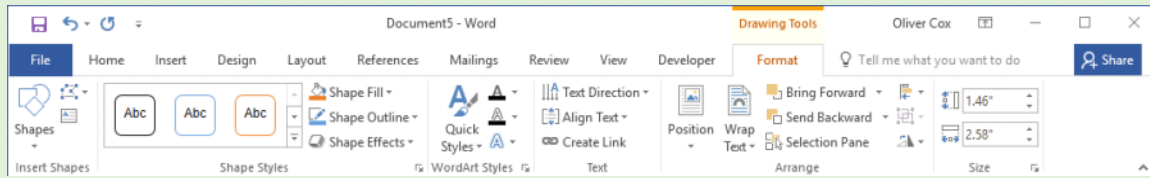


Figure 2-19

The Drawing Tools - Format tab

The Drawing Tools - Format tab provides commands for editing text boxes. Use this figure as a reference throughout this lesson as well as the rest of this book.

Using Text Boxes

A text box is a formatted box in which you can insert and position text and/or graphic objects. You can use text boxes for a variety of purposes. Most often, they are used to insert text within other document text or to lay out text for specific emphasis or visual interest.

A pull quote is a small selection of text that is pulled out or quoted from a larger selection of text. It is displayed within a box on the page that is formatted for emphasis, and it is often used along with drop caps in newsletters, advertisements, and magazines.

After you insert a text box, you can format the box using the controls on the Drawing Tools - Format tab.

Inserting a Text Box

Word provides a gallery of built-in text boxes with pull quotes and sidebars that you can insert in a document. When you need a different kind of text box, you can draw and insert your own empty, unformatted text box. When drawing a text box, the Layout Options provide the ability to wrap text around the object. In this exercise, you insert a preformatted text box and draw a text box.

Step by step Insert a Text Box

GET READY. OPEN the **Hosting** document from the data files for this lesson.

1. Position the insertion point after the first paragraph after the *Introduction* heading.
2. On the Insert tab, in the Text group, click the **Text Box** button. A menu of built-in quote and sidebar text box styles appears.
3. Click the **Simple Text Box** option. The text box, containing placeholder text, is inserted in the first paragraph.
4. Select the second paragraph beginning with *Questions or comments...* and then drag and drop it into the text box. The Layout Options button appears to the right of the text box.
5. Click the **Layout Options** button to open the Layout Options menu.
6. In the With Text Wrapping section, select **Tight**. The text box wraps tightly around the paragraph. You also have the option to type text in the text box.
7. Press **Ctrl+End** to go to the end of the document.
8. On the Insert tab, in the Text group, click the **Text Box** button and then select **Draw Text Box**. A crosshair appears.
9. Press and hold the **left mouse** button to draw a text box in the blank line below the last paragraph under the *Refusal of Service* heading.
10. On the Drawing Tools - Format tab, in the Size group, change the width and height settings to **2.22"** wide and **.95"** high.
11. Select the first sentence under the *Refusal of Service* heading beginning with *Flatland Hosting . . .* and then drag and drop it into the text box.

12. Press **Ctrl+E** to center the text in the text box.
13. Select the border of the text box until you see the move arrow and then drag it to the right to horizontally center it on the page. Your document should resemble Figure 2-20.

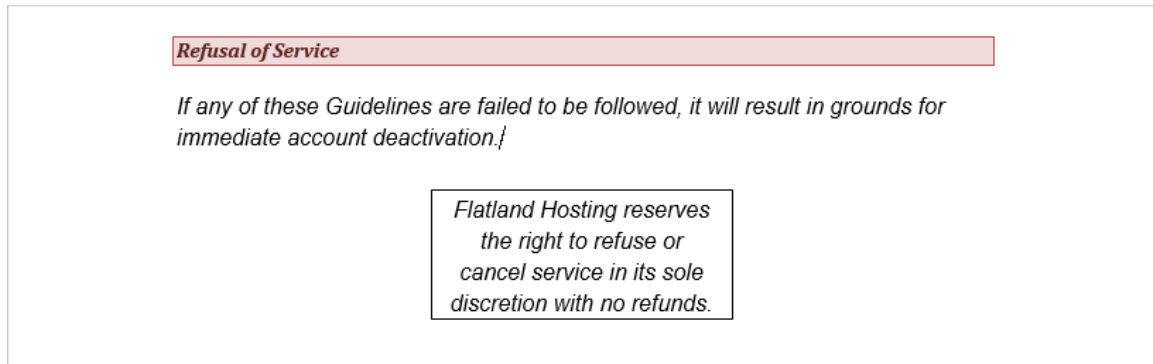


Figure 2-20
Document with text box horizontally centered

14. **SAVE** the document as **Hosting 2** in the lesson folder on your flash drive and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

Creating a Text Box Layout

A text box layout provides maximum flexibility because you can make text appear anywhere on the page. Just place a text box where you want it. To help with placement, you might find it useful to turn on the Gridlines feature, found on the View tab. This places a non-printing grid in the area defined by the document's Margin settings.

To make text flow from one text box to another, use the Create Link button on the Drawing Tools - Format tab. This makes it possible to flow text not only between columns, but between pages. For example, you can continue a story on another non-contiguous page of a publication.

Step by step Create a Text Box Layout with Linked Text Boxes

GET READY. OPEN the **Layout** document from the data files for this lesson.

1. On the View tab, in the Show group, select the **Gridlines** checkbox so that gridlines are visible. Then, in the Zoom group, click the **One Page** button.
2. On the Insert tab, in the Text group, click **Text Box** and then click **Draw Text Box**.
3. To the right of the existing text box, drag to draw a new text box that is approximately 3" wide and 5.5" high. Position it in the upper right corner, so that it aligns with the top and the right edge of the grid, as shown in Figure 2-21.

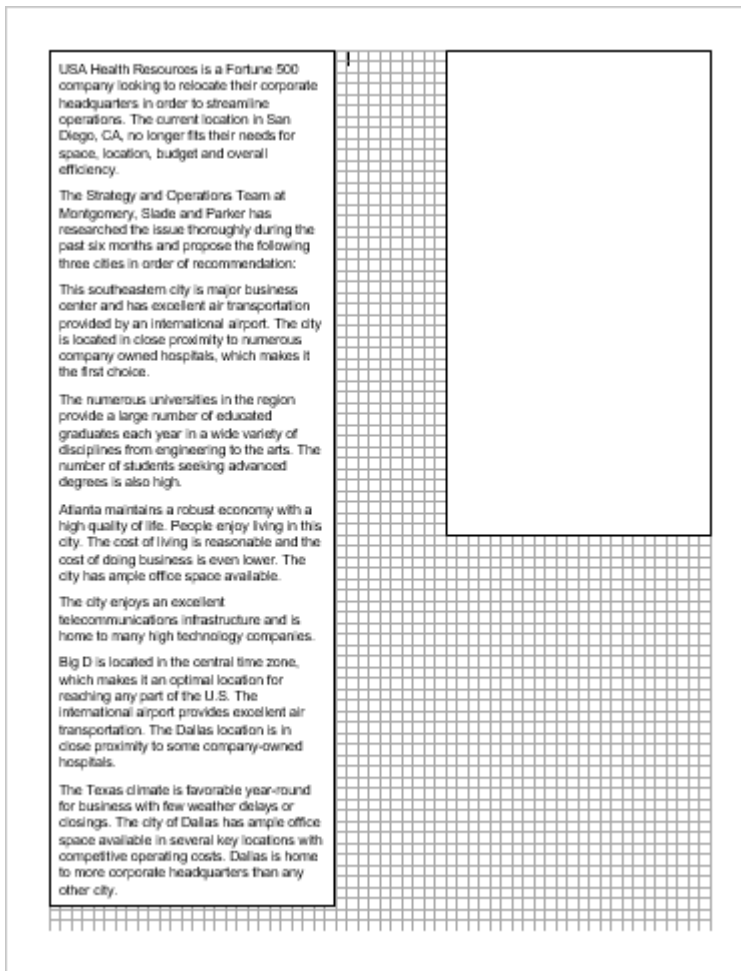


Figure 2-21

Create a new text box to the right of the existing one

4. Click in the text box on the left to select it.
5. Drag the text box's bottom selection handle upward, decreasing the size of the text box until it is even with the bottom of the new text box you created. Some of its text is now hidden from view, because there is no room to display all of the text.
6. On the Drawing Tools - Format tab, in the Text group, click [Create Link](#).
7. Move the mouse pointer over the new text box. The mouse pointer appears as a pitcher pouring liquid.
8. Click in the new text box. The text flows from the left text box to the right one, as shown in Figure 2-22.

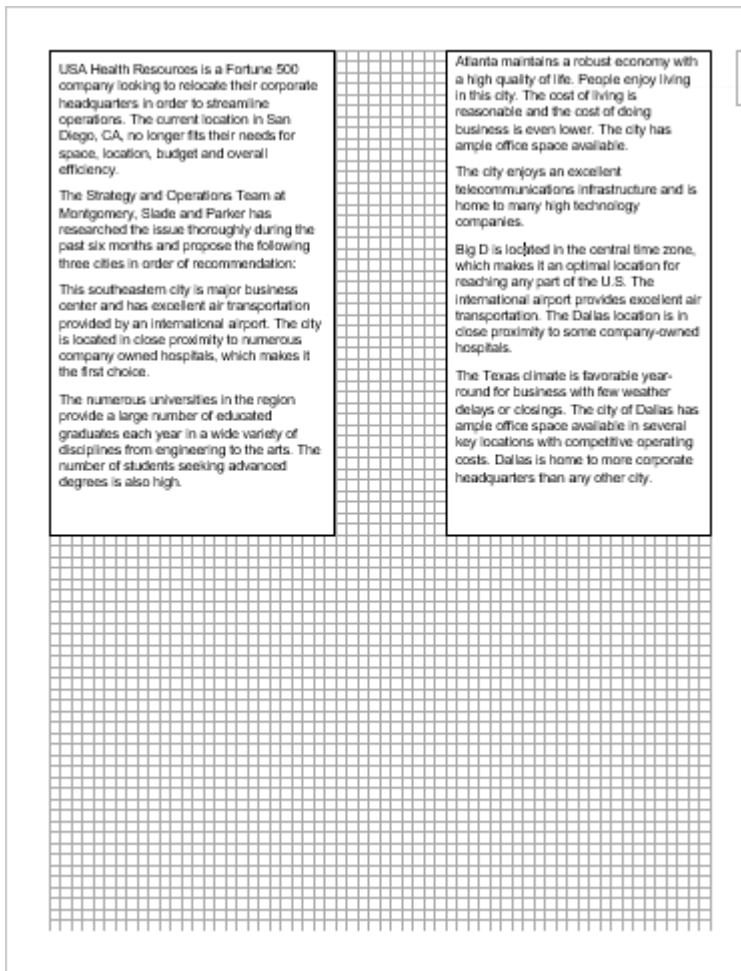


Figure 2-22

Use Create Link to flow excess text from one text box into another

9. On the View tab, in the Show group, clear the **Gridlines** checkbox. Then, in the Zoom group, click the **100%** button.
10. **SAVE** the document as **Box Layout** in the lesson folder on your flash drive.

PAUSE. CLOSE the file and leave Word open for the next exercise.

Creating a Table of Contents

When working on a research paper or other long document, adding a table of contents can make it easy for the reader to locate a section of your paper quickly. The table of contents makes it easy to jump from one location in your document to another. Word automatically creates links for you, and, should you decide to present the paper online, the links will be in your document.

A table of contents is usually found at the beginning of a long document to help readers quickly locate topics of interest. A table of contents (TOC) is an ordered list of the headings in a document, along with the page numbers on which the headings are found. The table of contents typically follows the title page.

Creating a Table of Contents

Word makes inserting a table of contents easy by providing a built-in gallery of styles on the Table of Contents menu. You can use one of the styles from the built-in gallery or manually format a table of contents. Your document must contain heading styles for Word to automatically build a Table of Contents. Word will construct your Table of Contents based on any heading style in the document. For example, if you use *Heading 1*, *Heading 2*, and *Heading 3* styles in your document and then generate a table of contents, Word automatically knows which heading style you are using. In this exercise, you learn to create a table of contents.

Step by step Create a Table of Contents

GET READY. OPEN the **First Ladies** document from the data files for this lesson.

1. Position the insertion point at the beginning of the document.
2. On the *Layout* tab, in the *Page Setup* group, click **Breaks** and, in the *Section Breaks* section, select **Next Page**. Then, move the insertion point to the top of the first page. By inserting a section break, you separate the Table of Contents from the rest of the document, because you may need to insert page numbers differently.
3. Press **Enter** twice to create a blank line above the section break and then place the insertion point on the top line.
4. On the *References* tab, in the *Table of Contents* group, click the **Table of Contents** button. A menu appears, containing a gallery of built-in styles.
5. Select the **Automatic Table 2** style. The table of contents is inserted in the document. Each entry is linked to a heading in the document and has a ScreenTip instructing you to **Ctrl+Click** to advance to that heading. This particular Table of Contents style contains headings and right tab settings with dot leaders. The page numbers are automatically inserted for each heading. When you select the table, the *Table of Contents* tab appears at the top, enabling you to select the table, change the format, and update its contents (see Figure 2-23).

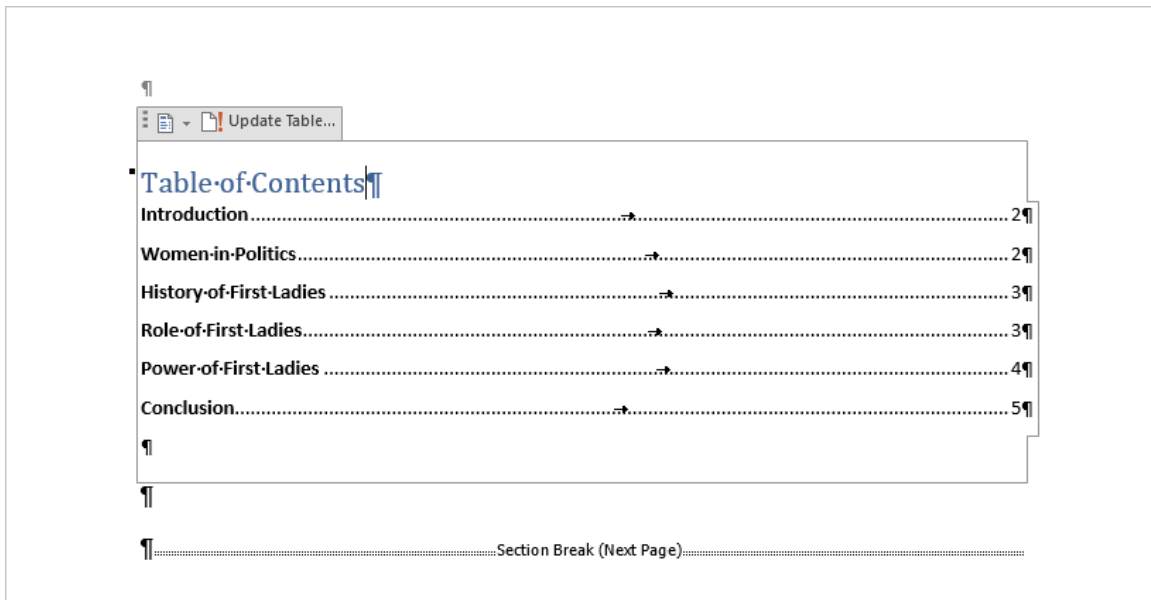


Figure 2-23
Automatic Table 2 style applied to document

6. Press **Ctrl** and then click the mouse button to follow the link to the *Power of First Ladies* heading. *Word* jumps to that section of the document. Press **Ctrl+Home** to go to the beginning of the document.
7. **SAVE** your document as **First Ladies 2** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Customizing a Table of Contents

The Table of Contents dialog box has other formatting options, including whether to show page numbers or right-align page numbers. You can also specify tab leaders, which are the symbols that appear between the table of contents topic and the corresponding page number. In this lesson, you learn to format a table of contents by changing the alignment tab leaders and levels.

Step by step **Format a Table of Contents**

GET READY. USE the document that is open from the previous exercise.

1. Select the table of contents you created and then on the References tab, in the *Table of Contents* group, click the **Table of Contents** button.
2. Select **Custom Table of Contents** from the menu. The *Table of Contents* dialog box appears (see Figure 2-24). The *Print Preview* box shows the style used to create the printed table of contents. The *Web Preview* box displays the same content using hyperlinks instead of page numbers. Using the controls in the *Table of Contents* dialog box, you can specify whether to show page numbers and whether to right-align those page numbers. Tab leaders are symbols that serve as a visual guide connecting the headings to the page numbers. These can appear as periods, hyphens, lines, or nothing at all. You can also change the format of the *Table of Contents* to display multiple heading levels.

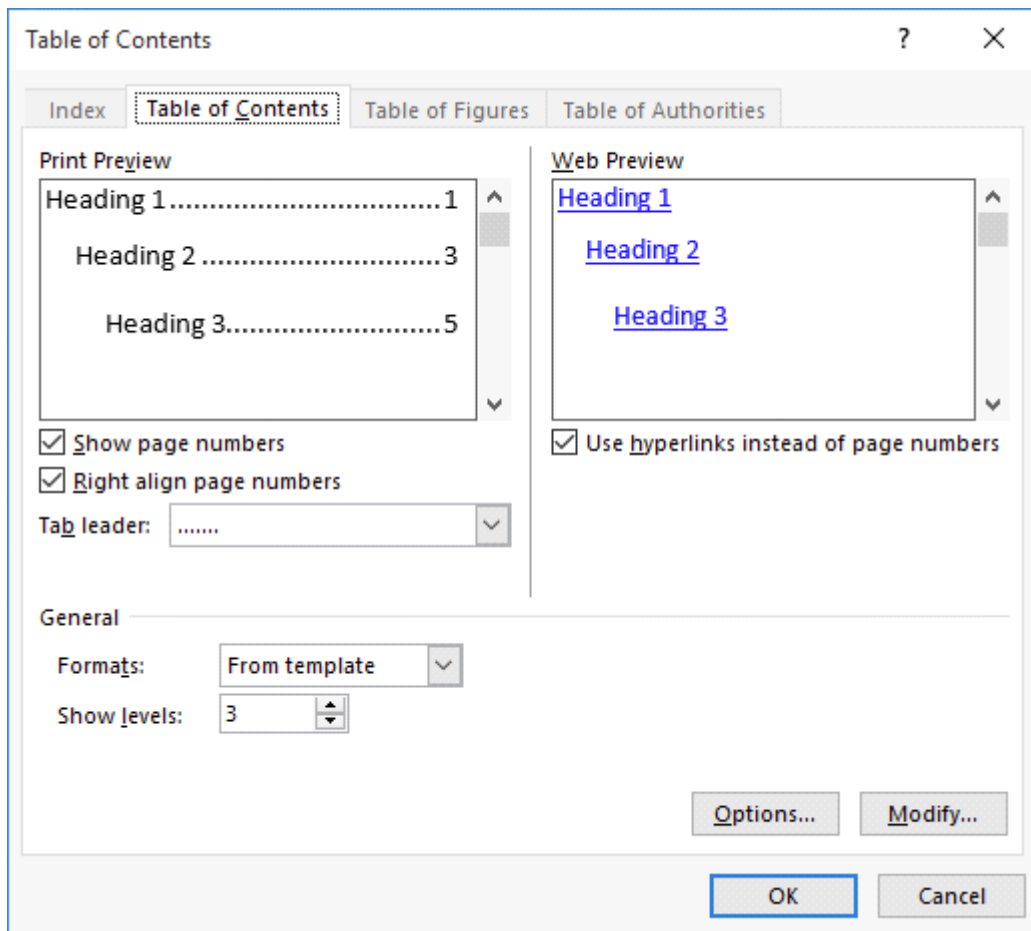


Figure 2-24
Table of Contents dialog box

3. In the General section, from the Formats drop-down list, select the **Simple** format. You can see the format's differences in the preview areas.
4. Click the **Options** button. The *Table of Contents Options* dialog box appears (see Figure 2-25).
5. In the Build table of contents from section, scroll down in the TOC level list until you come to the styles and their levels marked for inclusion in the table of contents.
6. Add a TOC level 4 by typing **4** in the box by Heading 4. A check mark appears by the heading.

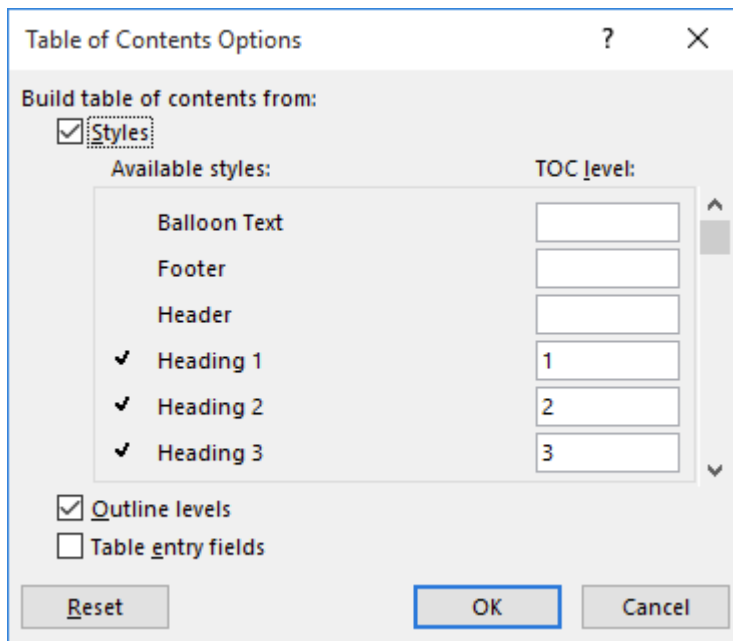


Figure 2-25
Table of Contents Options dialog box

7. Click **OK** to close the *Table of Contents Options* dialog box and then click **OK** to close the *Table of Contents* dialog box.
8. When a message box appears, prompting you to replace the table of contents, click **OK**. The table of contents now contains the page number next to the heading with no tab leader. If you had four heading levels in your document, you would see *Heading 4* in the Styles group of the Home tab.
9. Open the *Table of Contents* and the *Table of Contents Options* dialog boxes again and remove the *Heading 4* you created earlier.
10. Click **OK** to close the *Table of Contents Options* dialog box.
11. In the *Table of Contents* dialog box, in the Format drop-down list, select **Distinctive**. The table of contents now appears with a line as a tab leader followed by the page number.
12. Click **OK** to close the dialog box and then click **Yes** to replace the table of contents.
13. **SAVE** the document as **First Ladies 3** in the lesson folder on your flash drive and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

Creating a Table of Figures

Some documents sequentially number and caption figures. If you like, you can create a table of figures to summarize them. A table of figures is like a table of contents except that it lists each figure number, caption, and the page number on which it appears, rather than each text heading in the document.

Step by step Create a Table of Figures

GET READY. OPEN the **First Ladies with Figures** document from the data files for this

lesson.

1. Move the insertion point to the end of the document and then press **Ctrl+Enter** to create a page break.
2. Type **Table of Figures** and then apply the **Heading 1** style. Then press **Enter** to start a new paragraph.
3. On the References tab, click **Insert Table of Figures**. The *Table of Figures* dialog box appears (see Figure 2-26).
4. Clear the **Use hyperlinks instead of page numbers** checkbox.
5. In the General section, in the Formats drop-down list, select **Distinctive**.

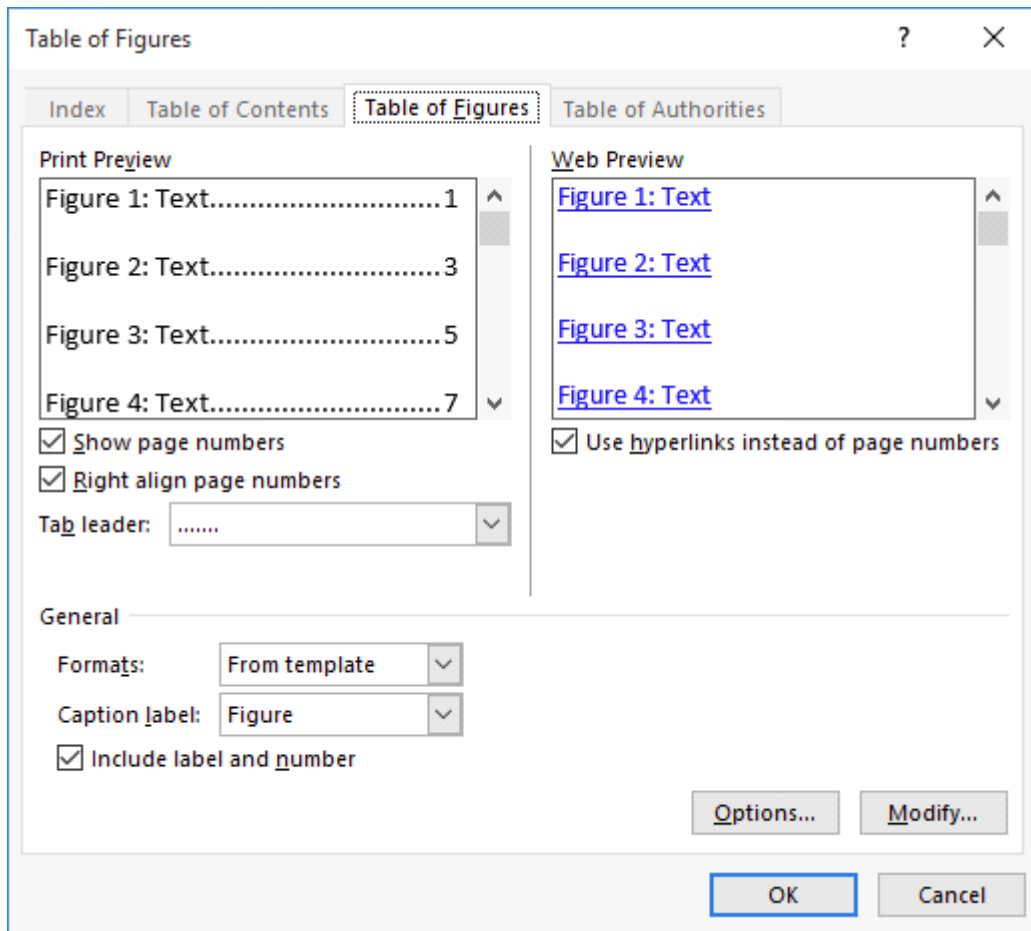


Figure 2-26
Table of Figures dialog box

6. Click **OK**. The Table of Figures is created.
7. **SAVE** the file as **First Ladies with Figures 2** in the lesson folder on your flash drive and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

Adding Captions

Word can automatically add captions to your document when you have tables, figures, or other objects, or you can manually add captions.

Adding Captions

A caption is a line of text that describes an object, which can appear above or below the object it describes. As you work on a document, you might decide to add a table and insert pictures. Adding a caption below or above the table would be informative to anyone who reads your report. As you continue working with captions, you also learn that you can use captions for figures and equations. In this exercise, you learn to add a caption to a figure, a table, and an equation.

Step by step Add Captions to a Table

GET READY. OPEN the **First Ladies** document from the data files for this lesson.

1. Under the *Power of First Ladies* heading, position the insertion point at the end of the last paragraph (ending with *...hurt her husband's career*) and then press **Enter** to add a blank line.
2. Insert a table with two columns and three rows at the blank line. Type the following information in the table.
First column first row: [First Ladies](#)
Second column first row: [Years in White House](#)
Second column second row: [January 20, 1981](#) – [January 20, 1989](#)
Second column third row: [January 20, 1993](#) – [January 20, 2001](#)
3. Place the insertion point in the first column, second row and, from the lesson folder, insert the **Nancy Reagan** image into that cell.
4. Place the insertion point in the first column, third row and, from the lesson folder, insert the **Hillary Clinton** image into that cell.
5. Adjust the height for both images to **1.27"**.
6. Select the entire table and apply the **AutoFit to Contents** command.
7. Position the insertion point below the table at a blank line.
8. On the References tab, in the *Captions* group, click the **Insert Caption** button to open the *Caption* dialog box (see Figure 2-27).

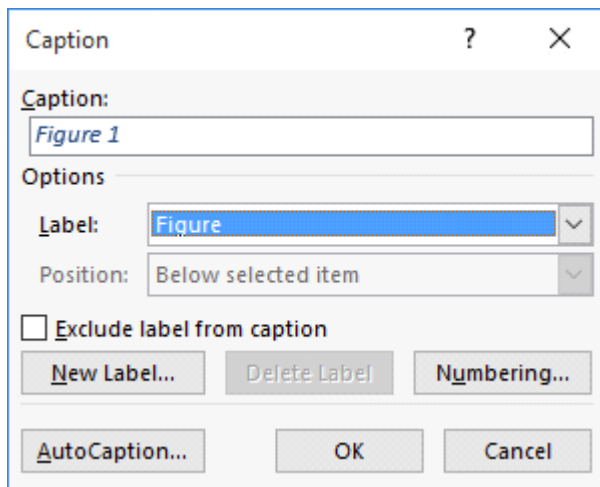


Figure 2-27
Caption dialog box

9. In the Label drop-down list, select **Table**. This changes the label option in the Caption box. The Caption box now displays *Table 1*.
10. Place the insertion point in the *Caption* box after *1* then press the **spacebar** once. Type **First Ladies** then click **OK**. The caption is inserted below the table.
11. **SAVE** the document as **First Ladies 4** in the lesson folder on your flash drive.

PAUSE. LEAVE the file open to use in the next exercise.

Adding Captions to a Figure

The same process you used to add a caption for a table is applicable to figures and any other objects. Your paper contains two images, and you would like to insert a caption for each image. In this exercise, you insert a caption for the images you inserted earlier.

Step by step Add Captions to a Figure

GET READY. USE the document that is open from the previous exercise.

1. Select the **Nancy Reagan** image.
2. Click the **Insert Caption** button and, in the *Caption* dialog box, change the Label value to **Figure**.
3. In the Caption text box, after *Figure 1*, press the **Space** bar and type **Nancy Reagan**.
4. In the Position drop-down list, select **Above selected item** and then click **OK**. The caption appears above the image.
5. Select the **Hillary Clinton** image.
6. Click the **Insert Caption** button. The *Caption* dialog box appears.
7. In the Caption text box, after *Figure 2*, press the **Space** bar and type **Hillary Clinton**.
8. In the Position drop-down list, leave **Above selected item** selected and then click **OK**. The caption appears above the image.
9. **SAVE** the document as **First Ladies 5** in the lesson folder on your flash drive.

PAUSE. CLOSE the file and **LEAVE** Word open for another exercise.

Adding Captions to an Equation

The same method for adding captions to tables and figures applies to equations as well; you simply select a different item in the *Label* list—or create a new label. If you are writing a paper that contains equations, you can add a description for each one. When you reopen the Caption dialog box, the label and numbering format you previously selected appear along with the next sequential number. For example, if you inserted the caption "Figure 1," the next time you open the Caption dialog box in that document, "Figure 2" appears. In this exercise, you learn to add a caption, reposition it, and change the numbering format.

Step by step Add Captions to an Equation

GET READY. CREATE a new blank document.

1. Press **Enter** to create a blank line.
2. On the Insert tab, in the Symbols group, click the drop-down arrow next to the *Equation* button to display the menu (see Figure 2-28).

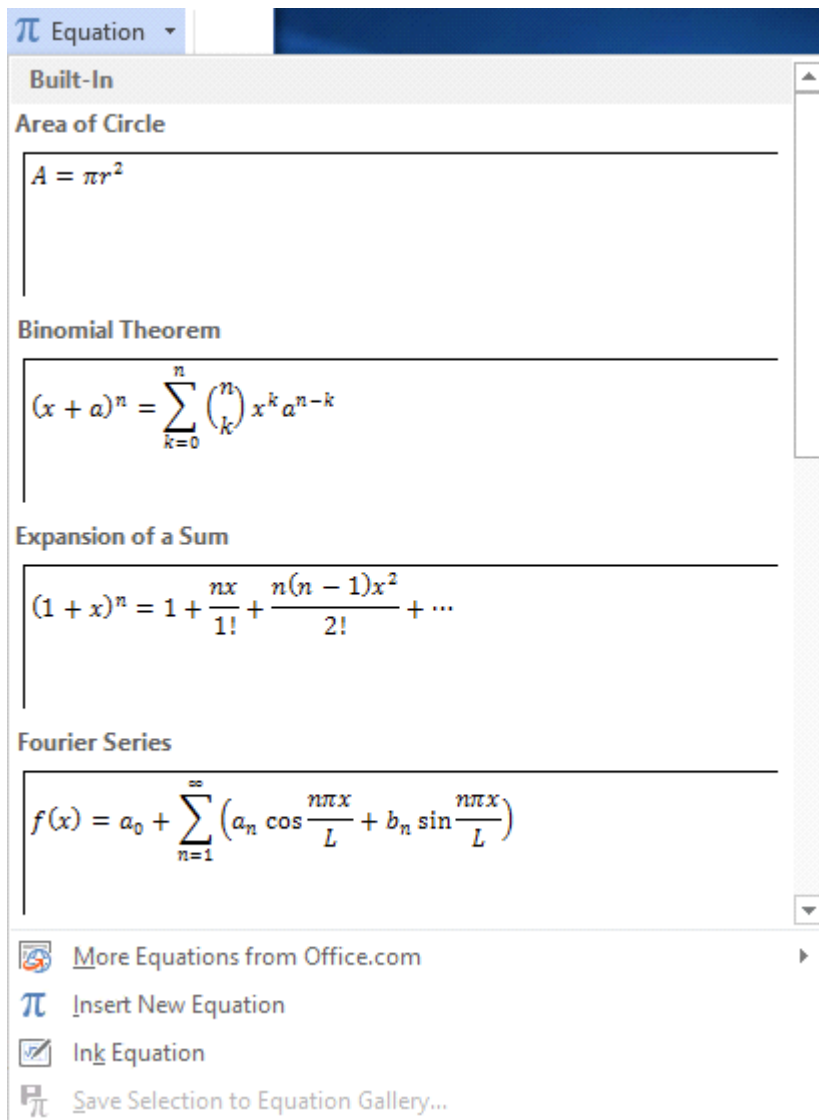


Figure 2-28
Equation menu

3. Click **Area of Circle** to insert the equation into the document.
4. Click the shortcut drop down arrow by the equation, point to Justification, and then click **Left**. The equation moves to the left side of the document.
5. Move the insertion point to the blank line above the equation.
6. On the References tab, in the Captions group, click the **Insert Caption** button to display the *Caption* dialog box.
7. In the Label drop-down list, select **Equation**. In the Position list, the caption is already set to Above selected item. The Position list is grayed out because the equation was not selected. Selecting the equation activates the option to select to Above selected item or Below selected item. The insertion point is above the equation; therefore, the caption will be placed on the blank line above the equation.
8. Select the **Exclude label from caption** checkbox. The text, *Equation*, is removed from the Caption text box.
9. Click the **Numbering** button to display the *Caption Numbering* dialog box.
10. In the Format drop-down list, select **A, B, C . . .** and then click **OK**.
11. A new numbering caption appears in the Caption box. Clear the **Exclude label from caption** checkbox. The text *Equation A* appears in the Caption text box.
12. In the Caption text box, place the insertion point after *A*. Then type a colon, press the **Spacebar** once, and type **Area of a Circle**.
13. Click **OK**. The caption appears on the line above the equation.
14. Place the insertion point at the end of the equation and press **Enter** twice.
15. Insert the Binomial Theorem equation.
16. Select the equation (by clicking the three dots) and then then click the **Insert Caption** button to display the *Caption* dialog box. In the Caption text box, *Equation B* is automatically added. Word tracks which caption you are using and renumbers it for you.
17. In the Caption text box, position the insertion point after *B*. Type a colon followed by a space and then then type **Binomial Theorem**.
18. In the Position drop-down list, leave *Above selected item* selected and then click **OK**. The caption appears above the equation. The document should now appear as shown in Figure 2-29.

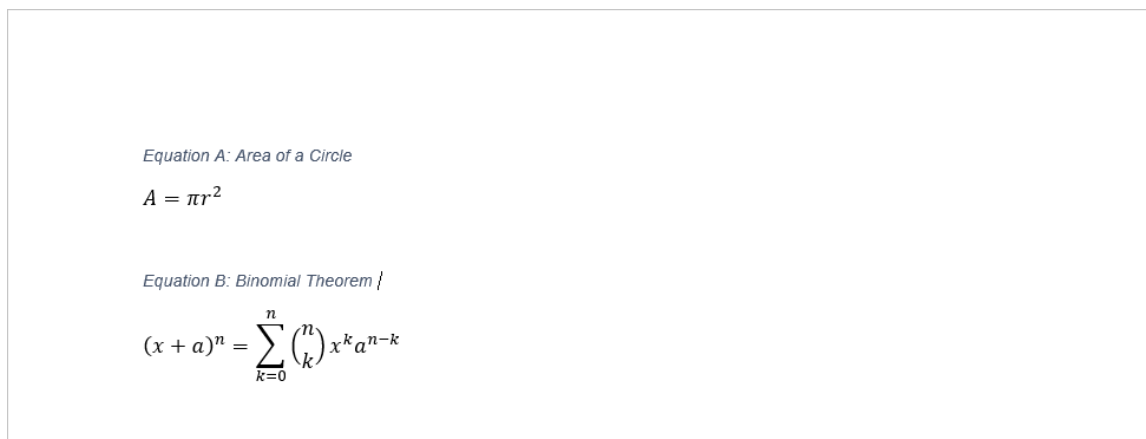


Figure 2-29

Document with captioned equations

19. **SAVE** the document as **Equations** in the lesson folder on your flash drive and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.



Troubleshooting

Word inserts captions as text, but the sequential caption number is inserted as a field. If your caption looks similar to {SEQ Figure * ALPHABETIC}, Word is displaying field codes instead of field results. To see the field results, press

Global and Accessible Documents

When you are creating documents for readers who are disabled or who are non-native speakers of English, there are additional factors to consider. Word includes tools you can use to accommodate the specific needs of these readers.

Configuring Language Options

Word bases its default language settings on the language that the Windows operating system is configured to use. If you have configured Windows with multiple language options, then the currently selected language will be in use when you open Word.

Therefore, if you are going to work extensively in a language other than English, it might be a good idea to use the Windows language settings to configure the environment for your entire computer. However, if you use Word to create documents that contain text in multiple languages, you can add those languages to your editing environment. This enables Word to detect text in the additional languages and proofread them using spelling and grammar dictionaries for those languages.

You can also configure Word to use a specific language for its interface buttons and tabs, and for its help screens, rather than match the designated Windows language.

In this exercise, you add an editing language and use it to proofread text.

Step by step Add an Editing Language

GET READY. CREATE a new blank document.

1. On the Review tab, in the [Language](#) group, click the Language drop-down list and select [Language Preferences](#). The *Word Options* dialog box appears, displaying the Language page (see Figure 2-30).

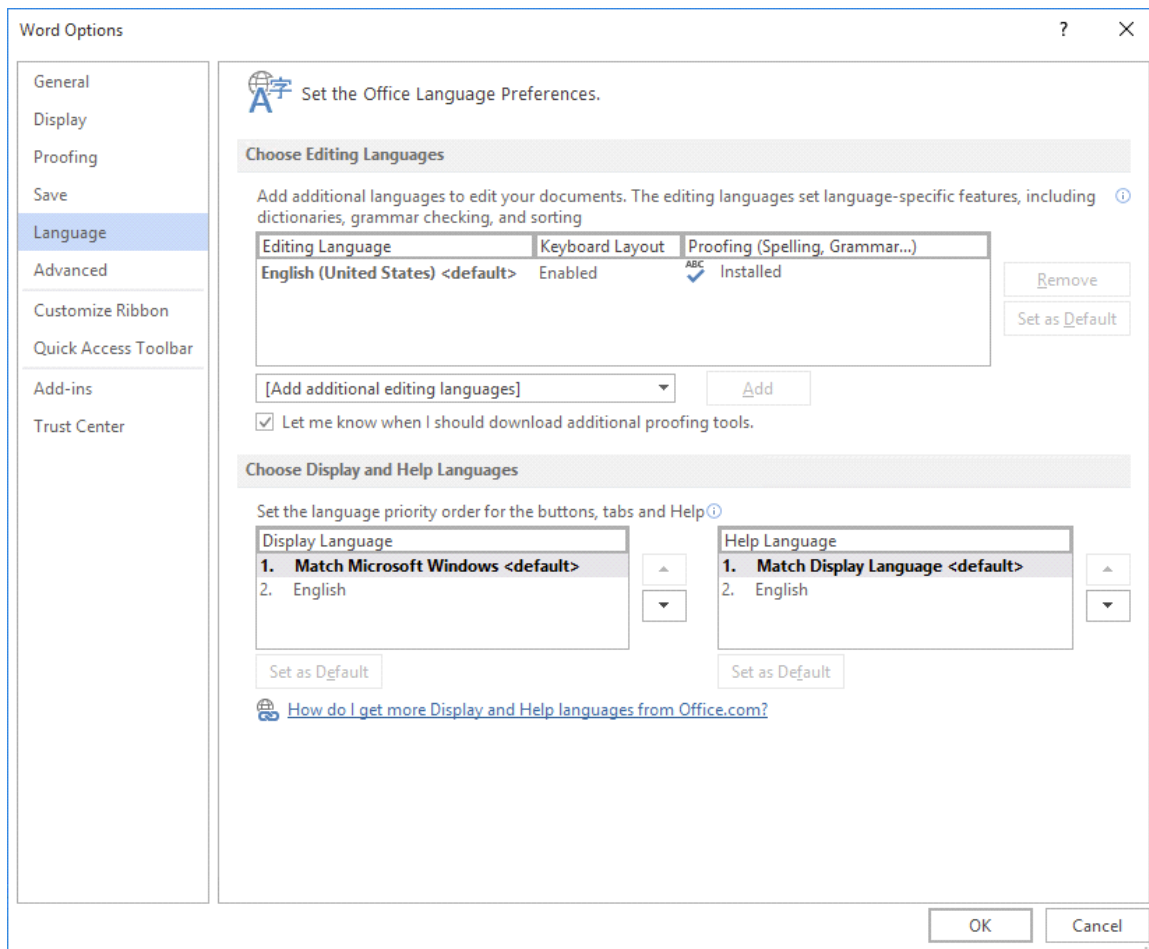


Figure 2-30
Language page of the Word Options dialog box

2. In the Choose Editing Languages section, in the Add additional editing languages drop-down list, select **French (France)** and then click **Add**. French (France) appears in the list of editing languages.
3. Click **OK**. A message box appears, prompting you to restart Office so that the language changes can take effect.
4. **CLOSE** the current document without saving it.
5. **CLOSE** Word and any other Office applications that are running...
6. Restart Word and open the **English French** file from the lesson folder on your flash drive.
7. Place your insertion point anywhere in the first paragraph.
8. On the Review tab, in the Language group, click the **Language** drop-down list and select **Set Proofing Language**. The *Language* dialog box appears. Notice that the English (United States) language is highlighted.
9. Click **Cancel**.
10. Place your insertion point anywhere in the second paragraph.
11. On the Review tab, in the Language group, click the **Language** drop-down list and select **Set Proofing Language** again. The *Language* dialog box appears (see Figure 2-31). Notice that, for this paragraph, the French (France) language is highlighted. Word has automatically recognized that the second paragraph is in French.

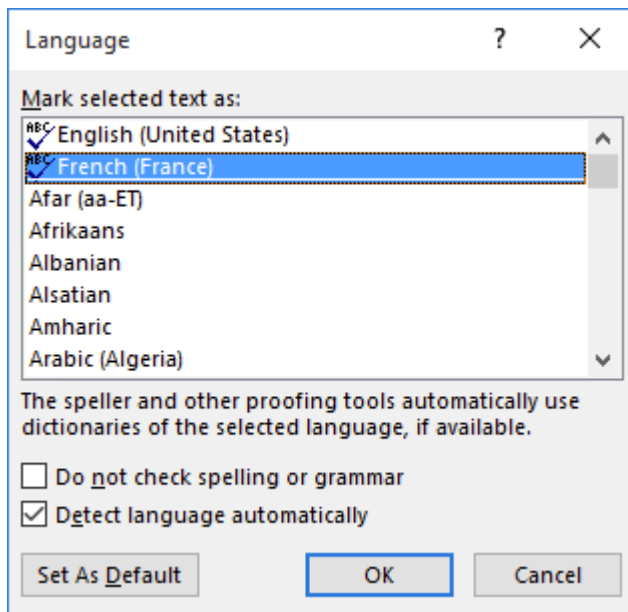


Figure 2-31
Language dialog box

12. Click **Cancel**.
13. Place the insertion point at the beginning of the document and then click the **Spelling & Grammar** button. The Spelling pane appears.
14. Click through the spelling errors in the document and accept the suggested corrections. Notice that, for the errors in the second paragraph, Word suggests French words, such as *producteur* and *d'autres*.
15. **SAVE** the document as **English French 2** in the lesson folder on your flash drive.

PAUSE. CLOSE the file and **LEAVE** Word open for another exercise.

Adding Alternative Text

Alternative text is a useful interpretation tool for tables, diagrams, images, and other objects. Alternative text is also used by web browsers—when you hover over the object, text appears describing the object. The title and description that is added can be read to the individual with a disability. In this exercise, you learn to add alternative text to a table.

Step by step Add Alternative Text to a Table

GET READY. OPEN the **Clients Table** document from the data files for this lesson.

1. Place the insertion point anywhere in the table on page one. On the Table Tools - Layout tab, in the Table group, click **Select** and then then click **Select Table**.
2. Click the **Properties** button. The *Table Properties* dialog box appears.
3. Click the **Alt Text** tab (see Figure 2-32) and, in the Title box, type **Listing by Company**. In the Description box, type **Contact listing of individuals by company. The listing includes phone numbers, current positions that are open and titles for the contact person.**

4. Click **OK**.
5. **SAVE** the document as **Clients Table Final** in the lesson folder on your flash drive and then **CLOSE** the file.

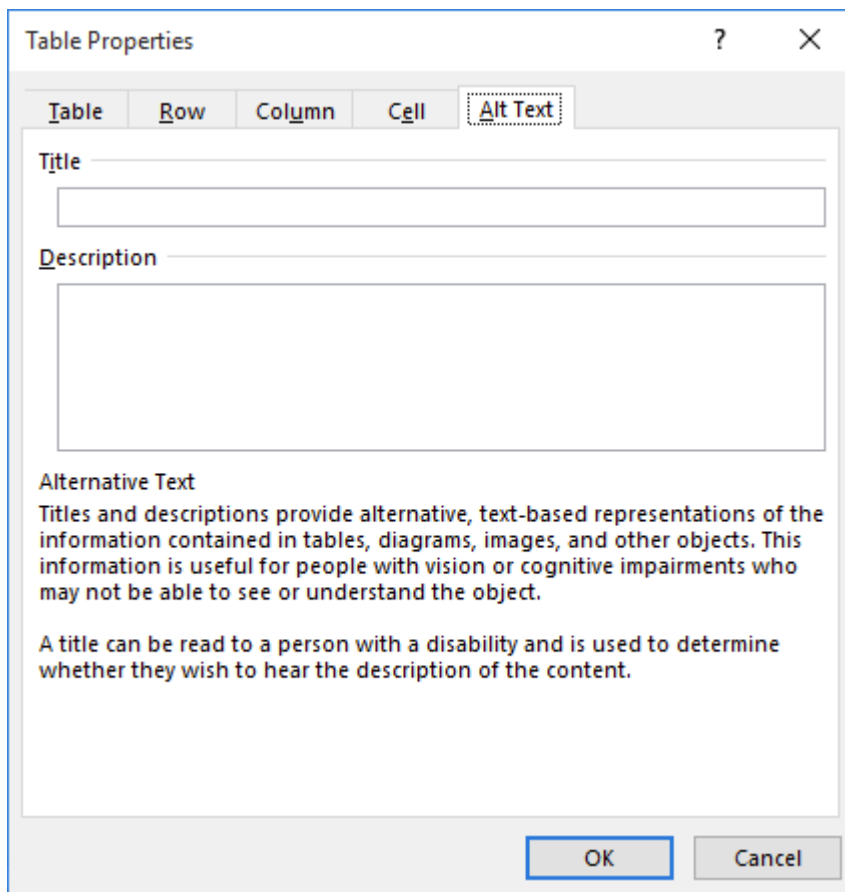


Figure 2-32
Alt Text tab of the Table Properties dialog box

STOP. CLOSE Word.

Utilizing Global Content Standards

When the target audience for your documents is international, there are certain steps you should take to make sure that they are easily understood.

- **Simplify your syntax:** Keep sentences relatively short, use the active voice, and avoid idiomatic and colloquial phrases. Common English phrases like “in a nutshell” and “on the same page” might not be understood by non-native English speakers, even when translated.
- **Break down complicated information:** Use tables and bulleted lists, rather than paragraphs, wherever possible. Globalize your time and date references - Use 24-hour time references, such as 15:00 rather than 3:00 PM. Be sure to specify the time zone. For dates, spell out month names instead of using numbers. In some places, 2/9/16 refers to February 9, but in other places, it is September 2.
- **Use standard fonts:** Fonts such as Arial, Times New Roman, and Courier are available on computer systems and browsers worldwide. Using obscure fonts can produce unpredictable results when other computers substitute for them.

- **Avoid technical jargon:** The use of technical terminology might be required in certain documents, but in situations where the terms are not essential to the meaning, try to use more familiar words or phrases.
- **Globalize examples:** If your documents use the names of people and places as examples, consider using a mixture of names from other countries.

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

1. Which menu enables you to add content to the table of contents?
 - a. Update Table
 - b. Add Text
 - c. Add Bookmark
 - d. None of the above
2. Which of the following is the term for the last line of a paragraph when it is left alone at the top of a page?
 - a. Orphan
 - b. Widow
 - c. Widow/Orphan Control
 - d. Keep Lines Together
3. Which of the following is the first line of a paragraph that is left alone at the bottom of a page called?
 - a. Widow
 - b. Orphan
 - c. Widow/Orphan Control
 - d. Keep Paragraphs Together
4. When Heading Styles have been applied to a document, the user has the option to navigate through the document using which tab on the Navigation Pane?
 - a. Headings
 - b. Pages
 - c. Results
 - d. None of the above
5. Opening the *Modify Style* dialog box enables you to do which of the following?
 - a. change formatting.
 - b. change the alignment.
 - c. change the line spacing.
 - d. All of the above

True/False

Circle T if the statement is true or F if the statement is false.

- T F** 1. To copy styles from one document to another, you use the Modify Styles dialog box.
- T F** 2. A text box layout enables you to continue a block of text on a later page of the document.
- T F** 3. To create a table of figures, your document must contain figures with captions.
- T F** 4. Word can automatically generate a table of contents based on a documents

heading styles.

T F 5. Character styles are applied only to the text that is currently selected.

Projects

Project 2-1: Using Theme Fonts

In this project, you will create a new theme for a document.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the **First Ladies Text** document from the data files for this lesson.
2. **SAVE** the document as **2-1 First Ladies Text Formatted** in the lesson folder on your flash drive.
3. Press **Ctrl+A** to select all of the document.
4. On the Home tab, in the Styles group, click the **Normal** style. The text changes to the current body font: Calibri.
5. Place your insertion point anywhere in the first line of the document and then click **Heading 1**. The Heading 1 style is applied to the line.
6. Place your insertion point in the second line of the document (Introduction) and then click **Heading 2**. The Heading 2 style is applied to the line.
7. Apply the Heading 2 style to the remaining headings in the document, as follows:
Women in Politics
History of First Ladies
Role of First Ladies
Power of First Ladies
Conclusion
8. On the Design tab, in the Document Formatting group, click the **Fonts** button and select **Customize Fonts**. The *Create New Theme Fonts* dialog box appears.
9. In the Heading font drop-down list, select **Arial Black**.
10. In the Body font drop-down list, select **Arial**.
11. Click **Save**. The document uses the fonts you just selected.
12. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the file open for the next project.

Project 2-2: Modifying Styles

In this project, you will modify a style in the document you worked with in Project 2-1.

GET READY. LAUNCH Word if it is not already running.

1. **SAVE** the document as **2-2 First Ladies Text Formatted** in the lesson folder on your flash drive.
2. Place your insertion point anywhere in the document's first body paragraph.
3. Open the Styles pane.
4. Right-click the **Normal** style and, from the menu that appears, select **Modify**. The *Modify Style* dialog box appears.
5. In the Font drop-down list, select **Times New Roman**.
6. In the Font size drop-down list, select **12**.

7. Click the **Format** button and, on the menu that appears, select **Paragraph**. The *Paragraph* dialog box appears.
8. In the Indentation area, in the Special drop-down list, select **First line**.
9. In the Spacing area, change the After value to **0** and then click **OK**
10. Click **OK** again to close the *Modify Style* dialog box. The title changes.
11. Select the title of the document.
12. Right-click the **Heading 1** style and, from the menu that appears, select **Modify**. The *Modify Style* dialog box appears.
13. Set the Font size to **18** and the Font color to **Dark Red**.
14. Remove the First line indent.
15. Change the Spacing After setting to 12 pt
16. Modify the Heading 2 style to use the following parameters:
 - Font:** **Times New Roman**
 - Font size:** **14**
 - Underline**
 - Font color:** **Black**
 - No First line indent
 - Spacing Before:** **12 pt**
 - Spacing After:** **6 pt**
17. Click **OK** to close the *Modify Style* dialog box. The headings change to the newly defined style.
18. **SAVE** the document in the lesson folder on your flash drive, then **CLOSE** the file.

CLOSE Word.