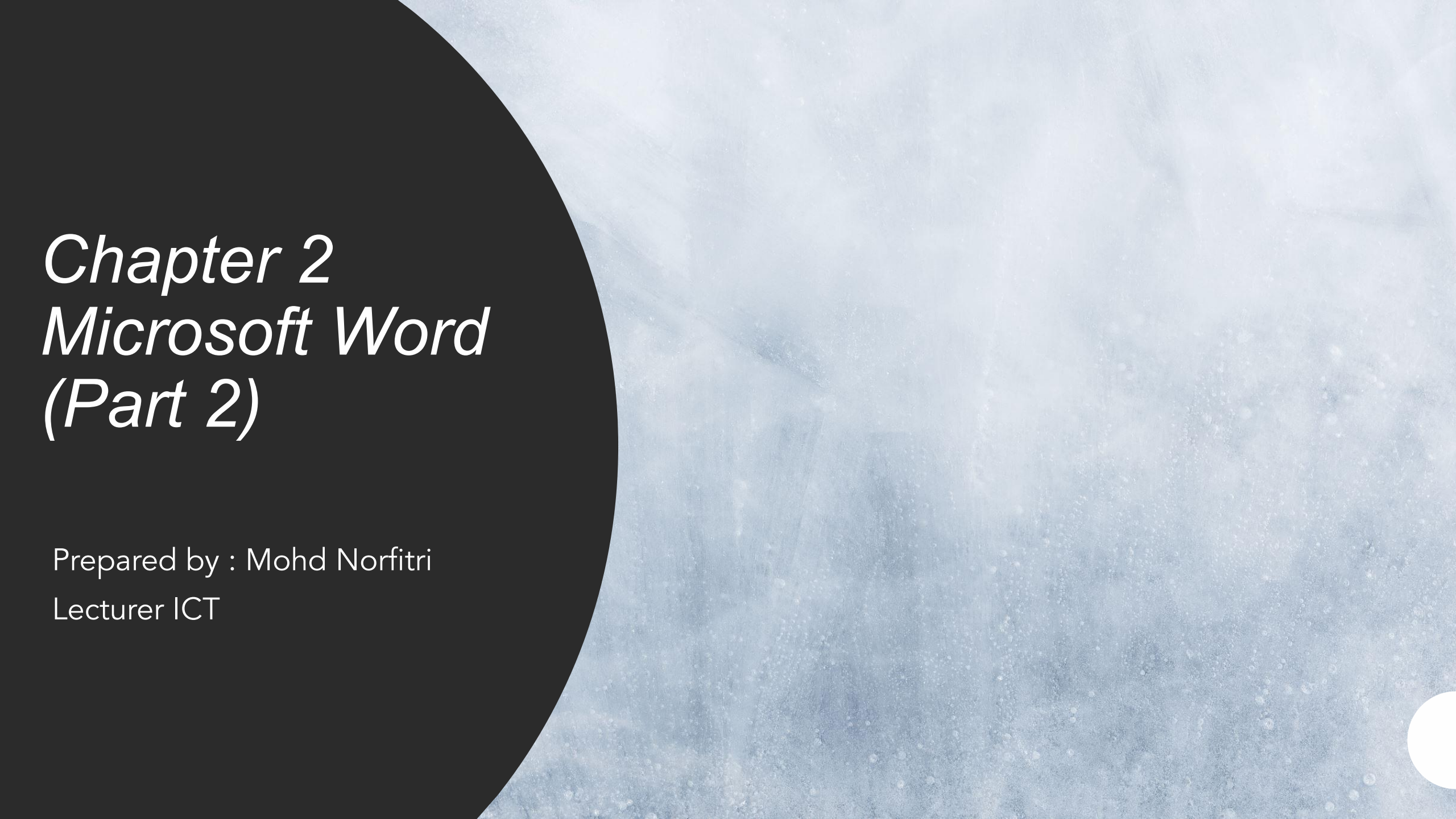




Chapter 2

Microsoft Word

(Part 2)

Prepared by : Mohd Norfitri
Lecturer ICT

Microsoft Word Skills

Part 2

Introduction to Page Layout

What you'll learn to do: change page layout.

There is more to a document than the text it contains.

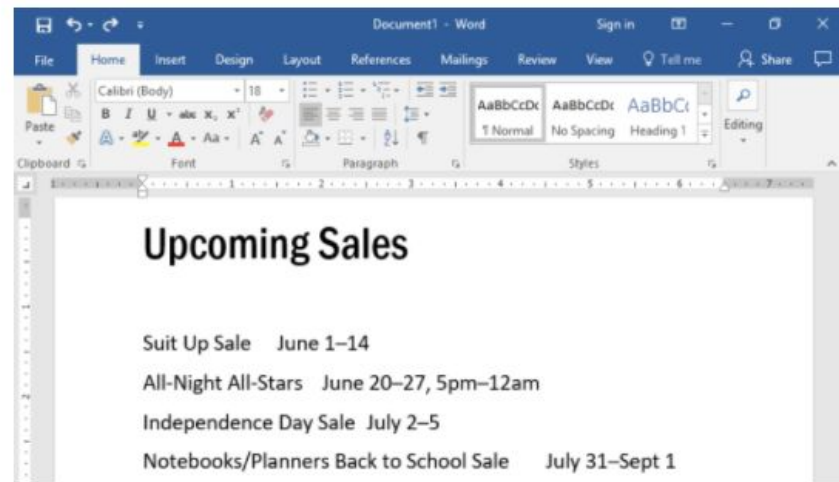
How that text is arranged can contribute to how a document is read or perceived.

In this section, you will learn a few page layout tools that can help you fit more information on a page or arrange information so that it is communicated clearly.

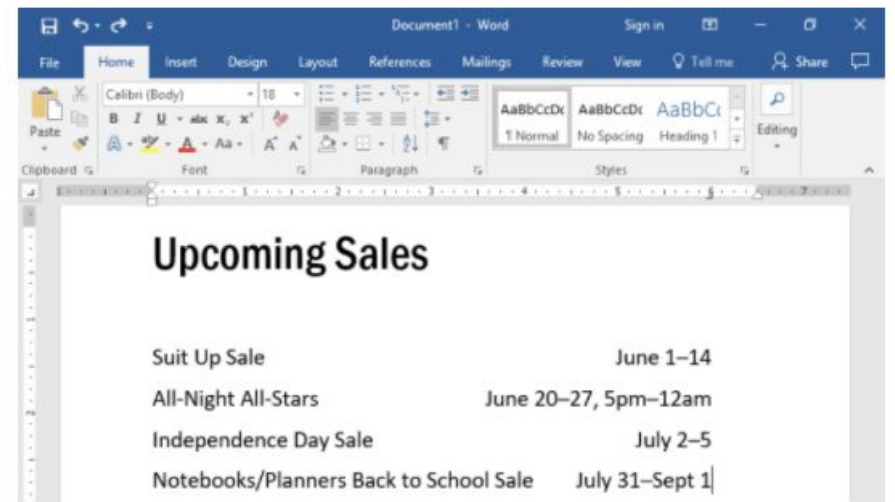


Tab Stops

- ❑ Each hit of the Tab key inserted a tab space. By default, a tab space stretches to fit the next 1/2 inch interval on the page. Tab stops control the width of a tab space so that it can be greater or less than 1/2 an inch.
- ❑ By changing the width of tab spaces, you can align text with tab stops rather than the edge of a column, page, or margin. This can be useful for aligning text different ways in the same line.



Without tab stops



With tab stops

Tab Stops

The Left Tab



Left tab

Aligns text left along the tab stop line



Example

Example text

Example

Example text

The Centre Tab



Center tab

Aligns text centrally to the tab stop line



Example

Example text

Example

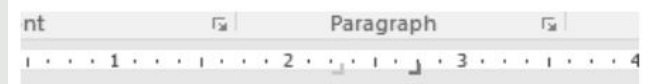
Example text

The RightTab



Right tab

Aligns text right along the tab stop line



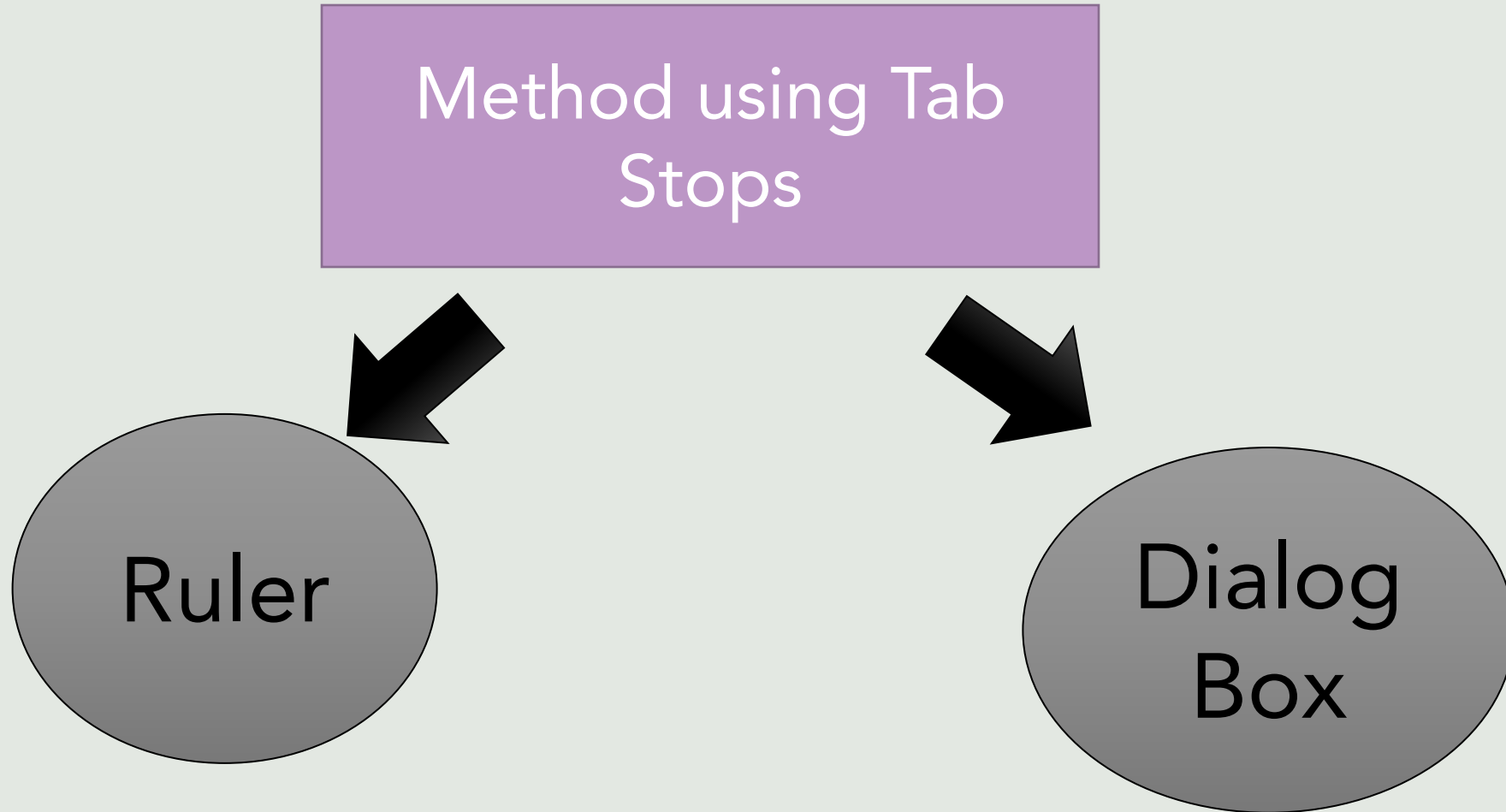
Example

Example text

Example

Example text

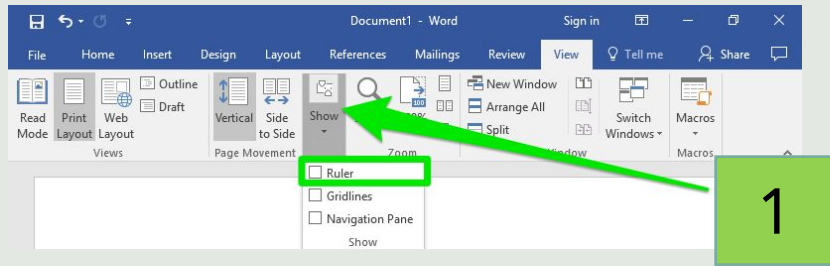
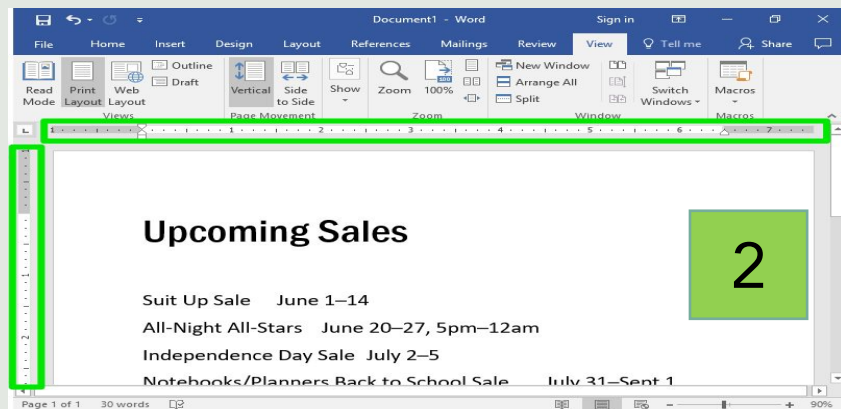
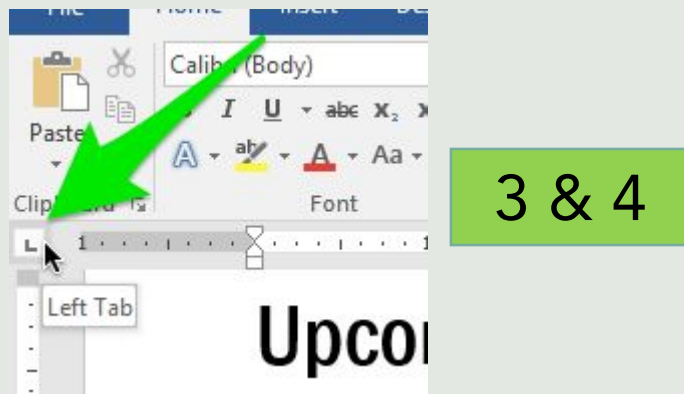
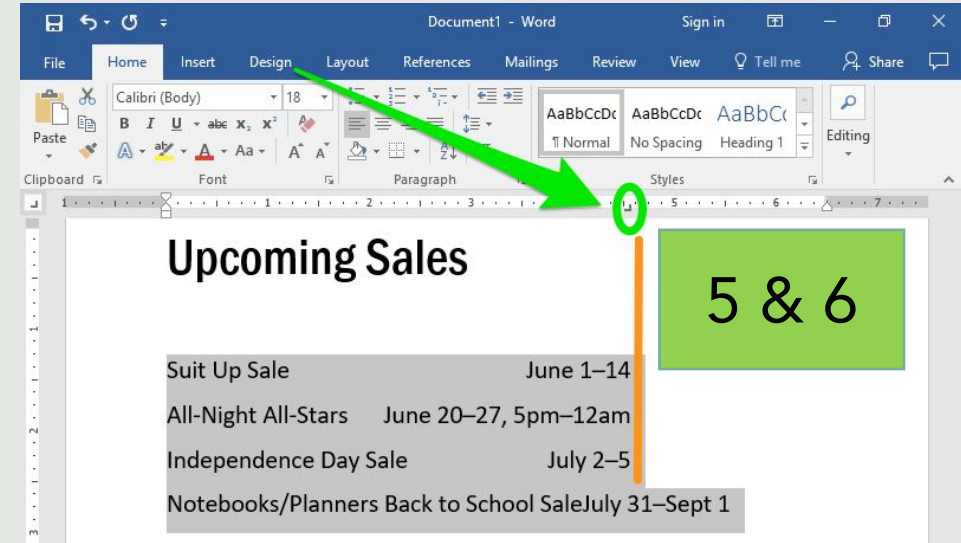
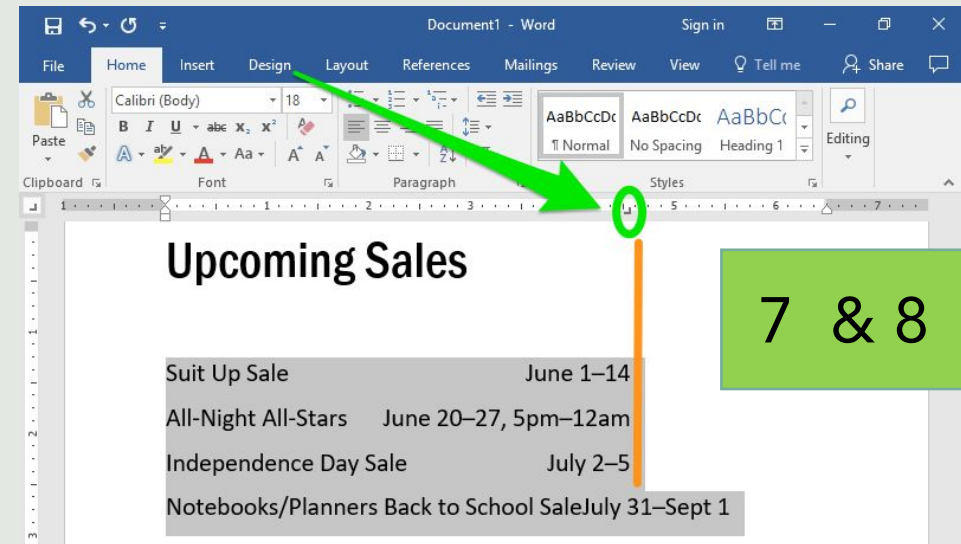
Tab Stops



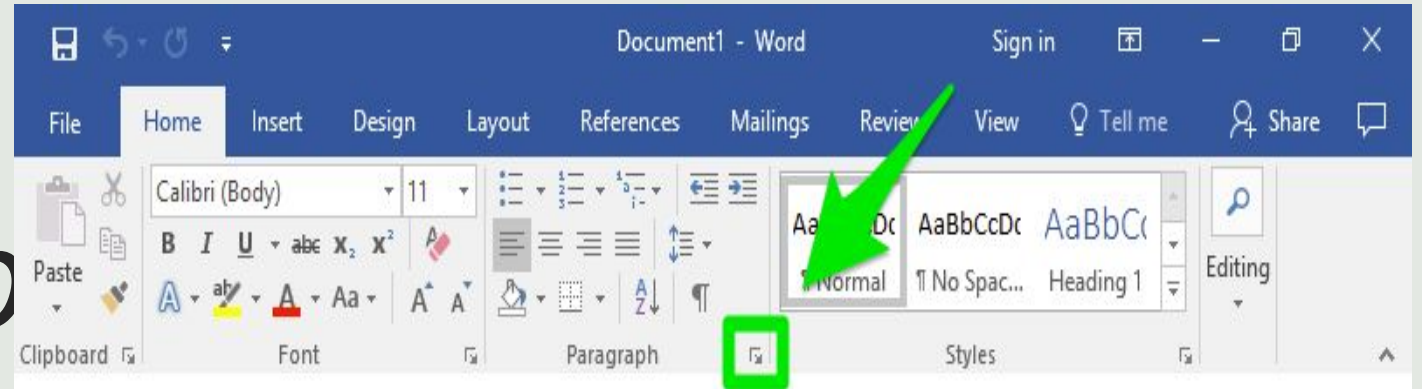
Tab Stops using Ruler

1. First, make the ruler visible (if it isn't visible already). Go to View>Show and check the Ruler box.
2. The rulers display the width of the page in inches. The shaded-in gray spaces on the ruler represent the margins. This screenshot shows margins of one inch.
3. To add a tab stop,
 - ✓ select the paragraph or paragraphs the tab stop will be added to.
 - ✓ Select the type of tab stop by clicking the tab selector icon in the top-left corner until it shows the appropriate icon (A black L shaped figure representing left tab., An upside down T shaped figure representing center tab., A backwards black L shaped figure representing right tab.).
 - ✓ The tab selector button is located at the top of the vertical ruler and to the left of the horizontal ruler.
4. Once the type of tab stop you want is selected, click anywhere along the horizontal ruler to place the tab stop.
5. The tab stop is represented by the icon in the ruler. In the screenshot above, the right tab is marked with a green circle. Notice that the lines below are right-aligned with the tab stop, with the exception of the last line. The last line is not aligned because the line is too long for the text to fit with the right-align.
6. To move the tab stop, click and drag the tab icon along the ruler.
7. The selected paragraphs moved with the tab stop. (And notice that the last line is aligned now that there is enough space for the text.)
8. To remove a tab stop, click the icon and drag it off of the ruler.

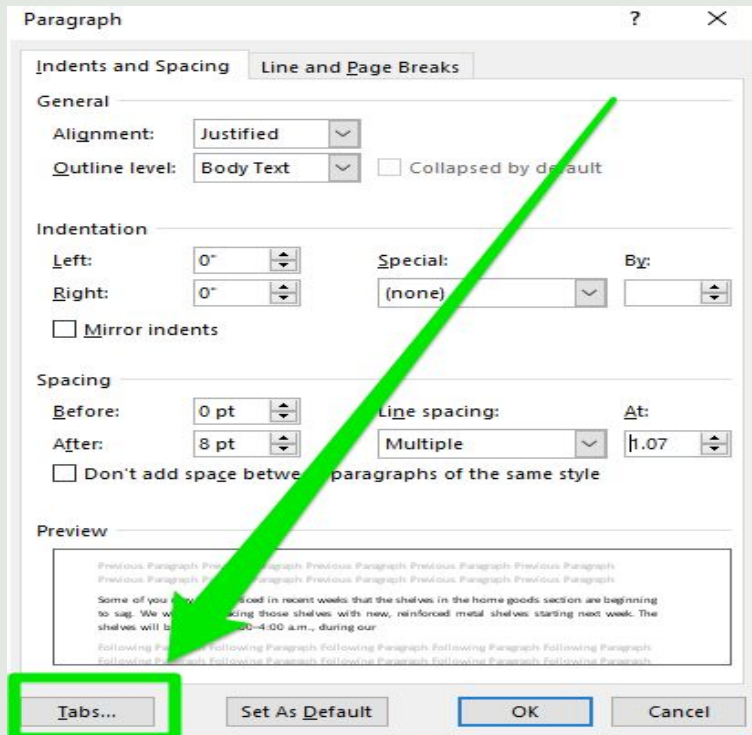
Tab Stops using Ruler



Tab Stops Using the Tab Dialog Box



You can also add and move tab stops using the tab dialog box. To reach it, go to the Paragraph dialog box in the Home tab.



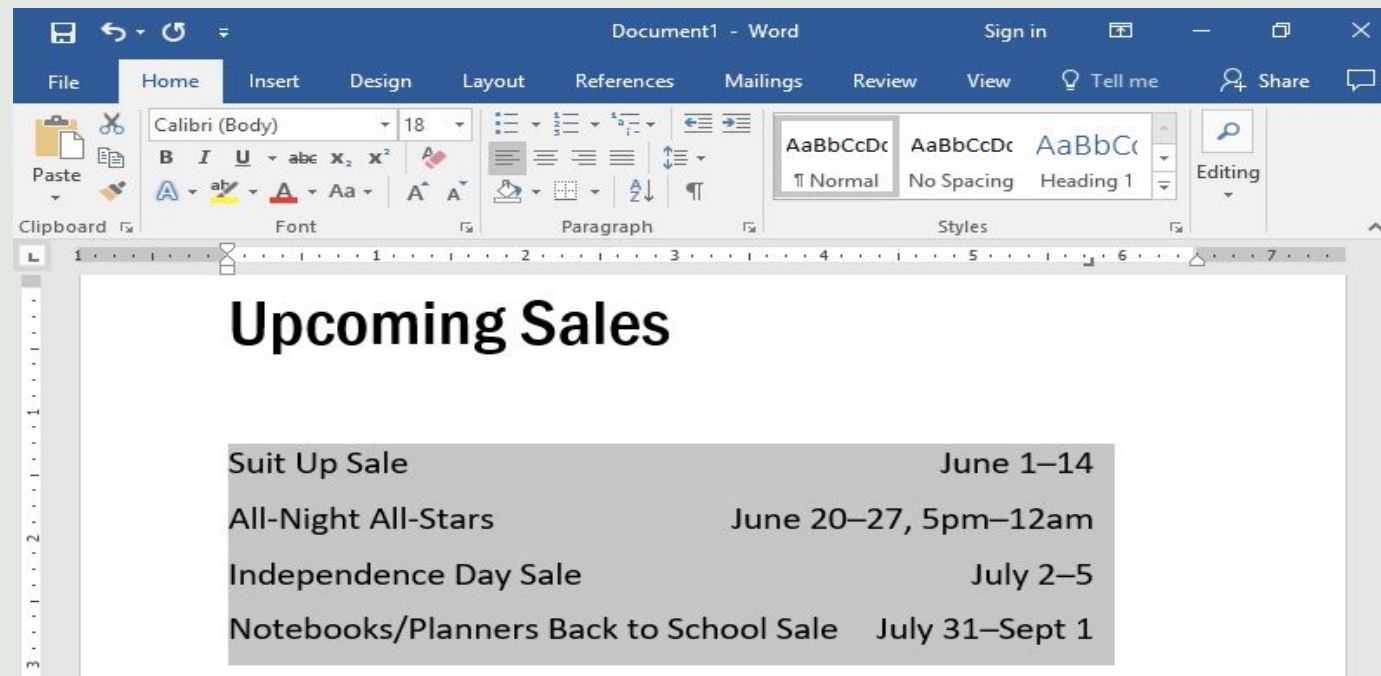
Then click the Tabs button at the bottom-left corner of the Paragraph dialog box.

Tab Stops Using the Tab Dialog

- ❑ You have now reached the Tab dialog box.
- ❑ Choose which type of tab stop you want in the Alignment area (Left, Center, Right, Decimal, or Bar). Type the distance of the tab stop in inches, then click Set or OK to apply that tab stop to whichever lines are selected.
- ❑ Use Clear to remove tab stops. You can also still click and drag the tab stop along the ruler to change its location or drag the tab stop off the ruler to delete it.

The 'Tabs' dialog box is shown with the following settings:

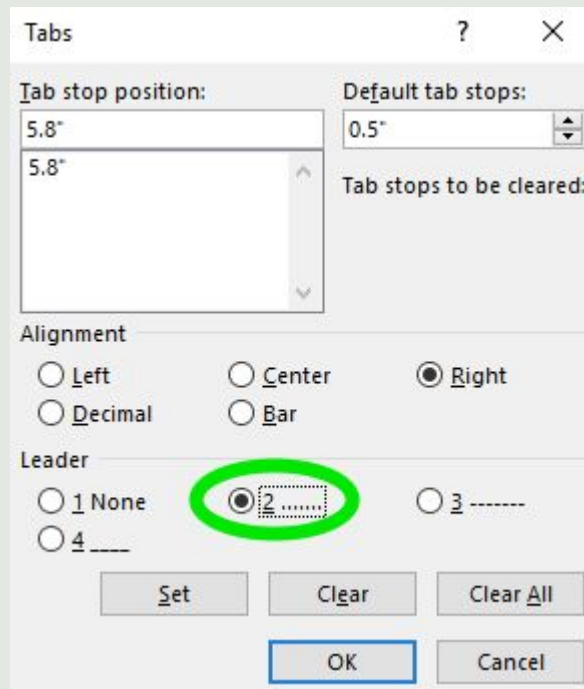
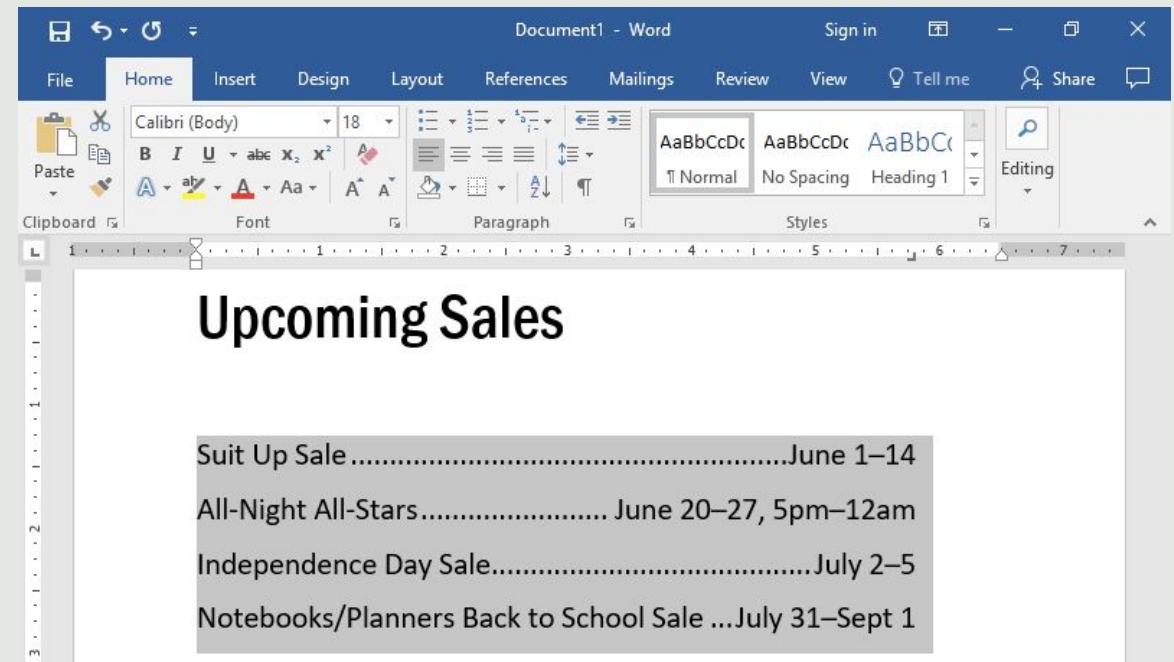
- Tab stop position:** An empty list box.
- Default tab stops:** 0.5"
- Tab stops to be cleared:** An empty list box.
- Alignment:** ☒ Left, ☐ Center, ☐ Right, ☐ Decimal, ☐ Bar.
- Leader:** ☒ 1 None, ☐ 2, ☐ 3 -----, ☐ 4 ____.
- Buttons:** Set, Clear, Clear All, OK (highlighted with a blue border), Cancel.



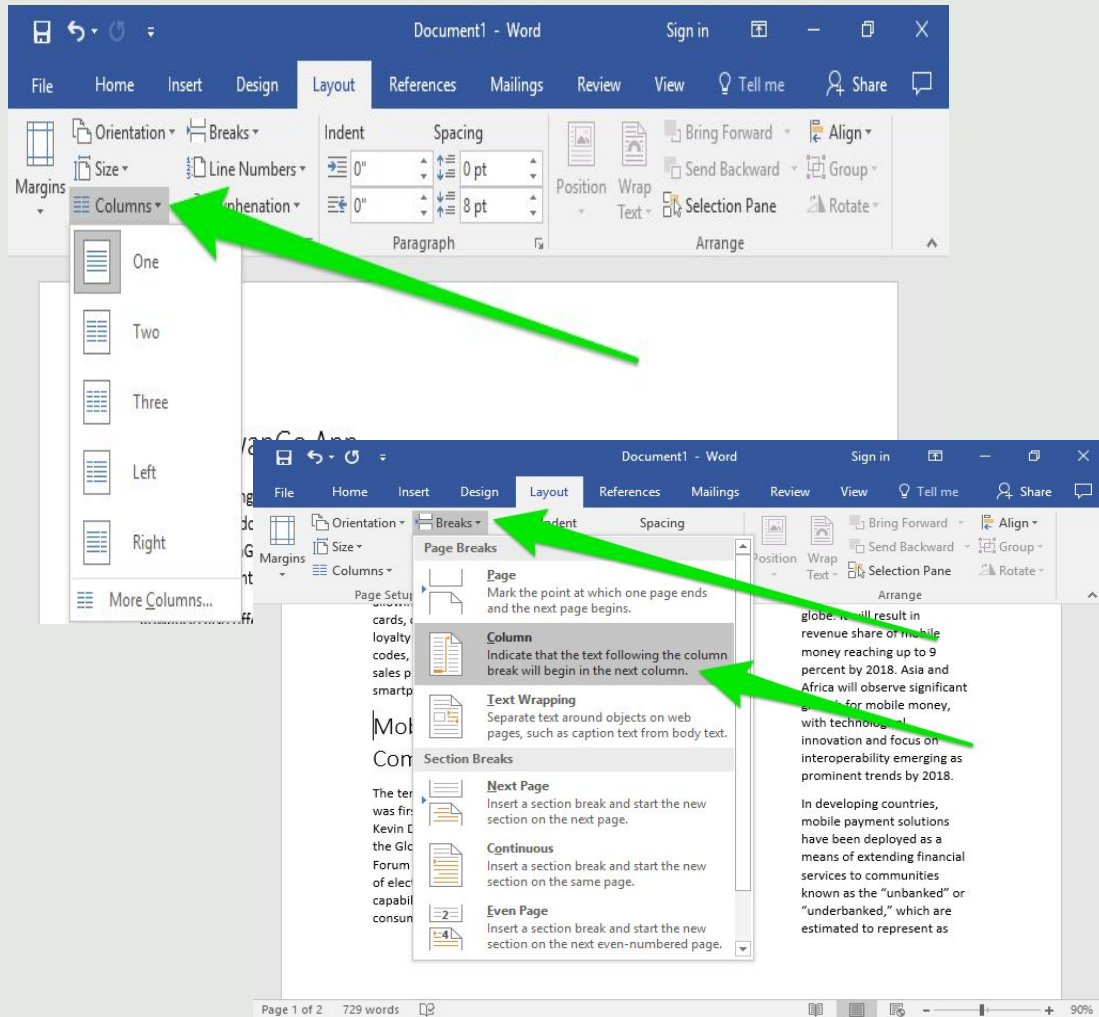
Tab Stops Using the Tab Dialog Box

Leader

- ❑ The leader is a filler for the tab space. Instead of leaving the tab space blank, you can fill it with periods or other characters.
- ❑ This is particularly useful for a table of contents, but it can have other applications too.
- ❑ To choose a leader, select one of the options under the Leader section of the Tab dialog box.

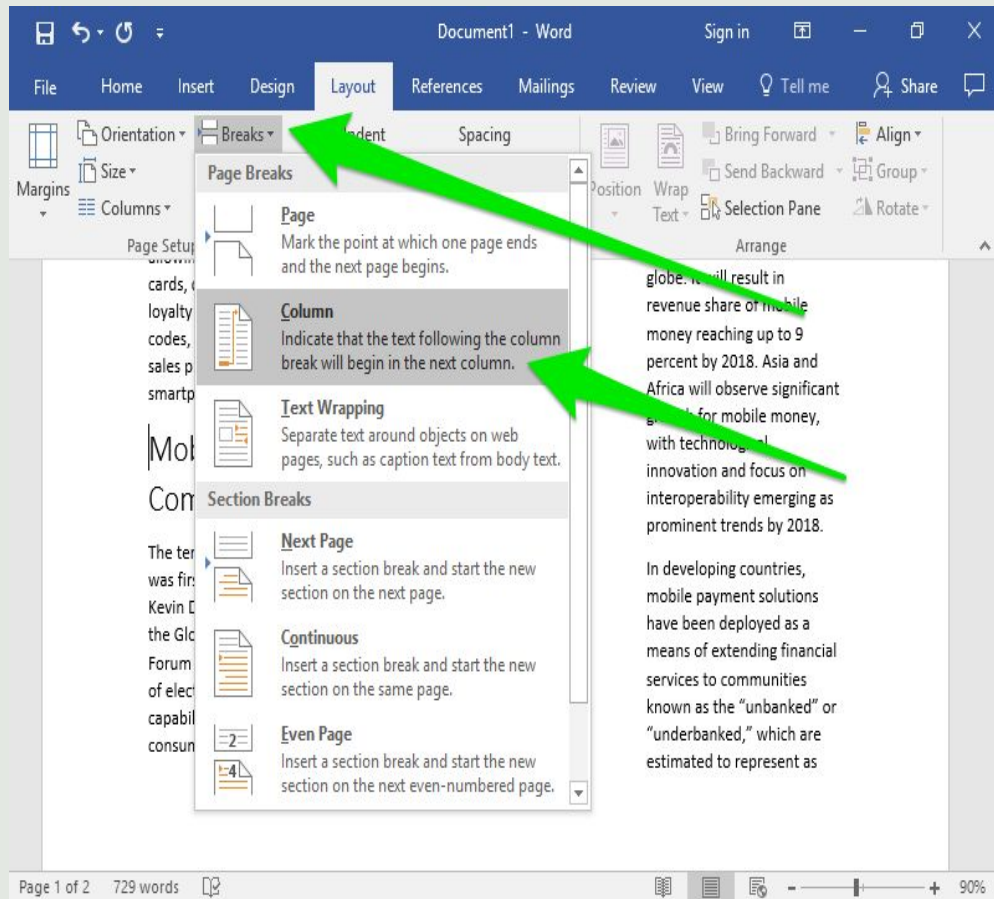


Columns



- To add columns, either select the text you want to arrange into columns or place your cursor where you want columns to start. Then, go to Layout>Columns and select the number of columns. (For more than three columns, select More Columns... at the bottom of the menu.)
- You can also end a column with a column break. Place the cursor where you want to end a column, then select Layout>Breaks>Column Break.

Columns

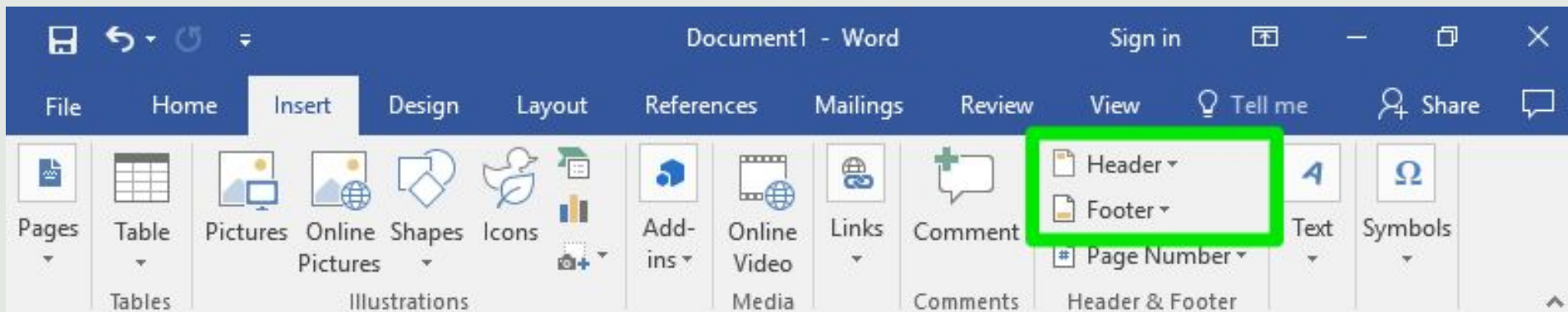


- Adding a column break will end the column and send text to the next column. Note that a column break is tied to the location within the text, not the location on the page. Putting a column break before the Mobile Commerce headline will put a column break before the Mobile Commerce headline, regardless of how much text comes before or after the Mobile Commerce headline.

Header and Footer

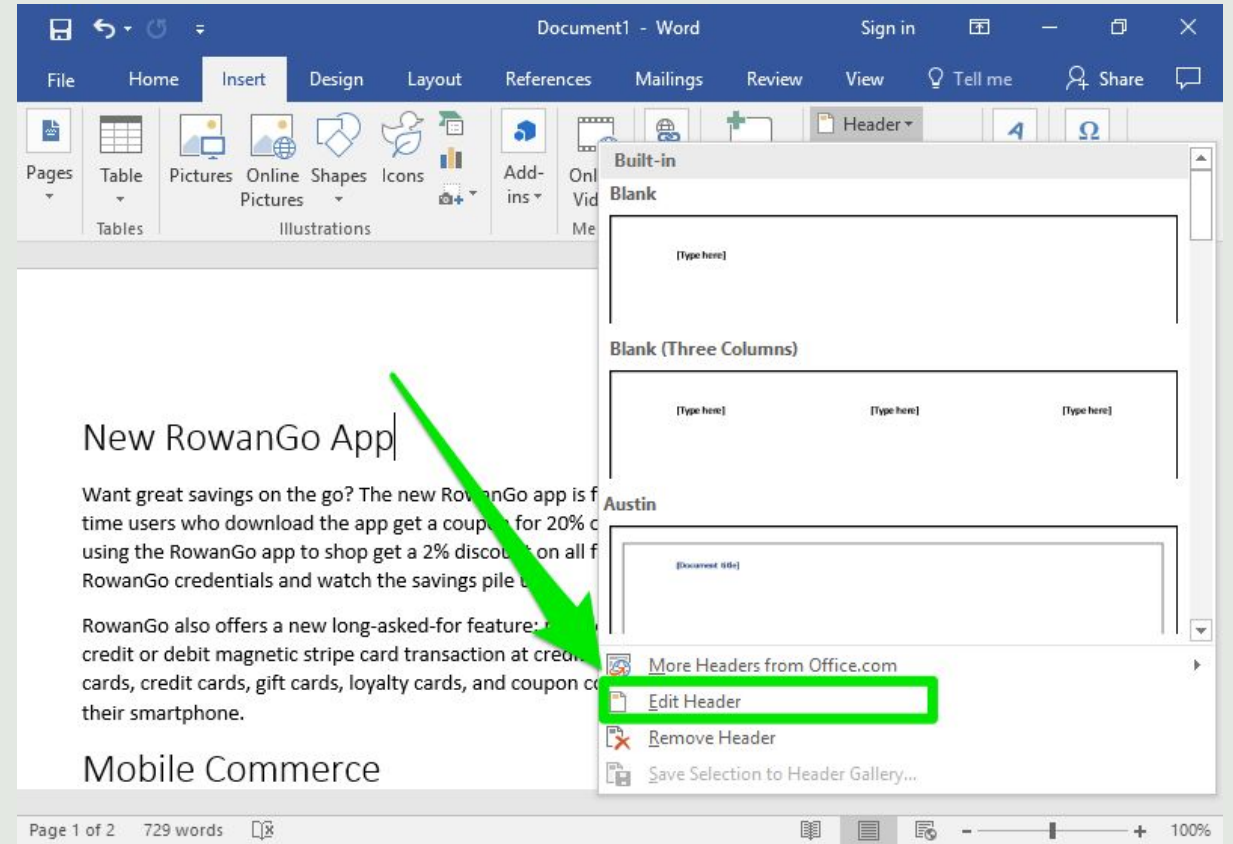
Headers and footers are the top and bottom sections of the document respectively. They are separate sections from the main document, and are often used to hold footnotes, page numbers, titles, and other information.

The header and footer controls are in the Header & Footer group of the Insert tab. (Insert>Header & Footer)



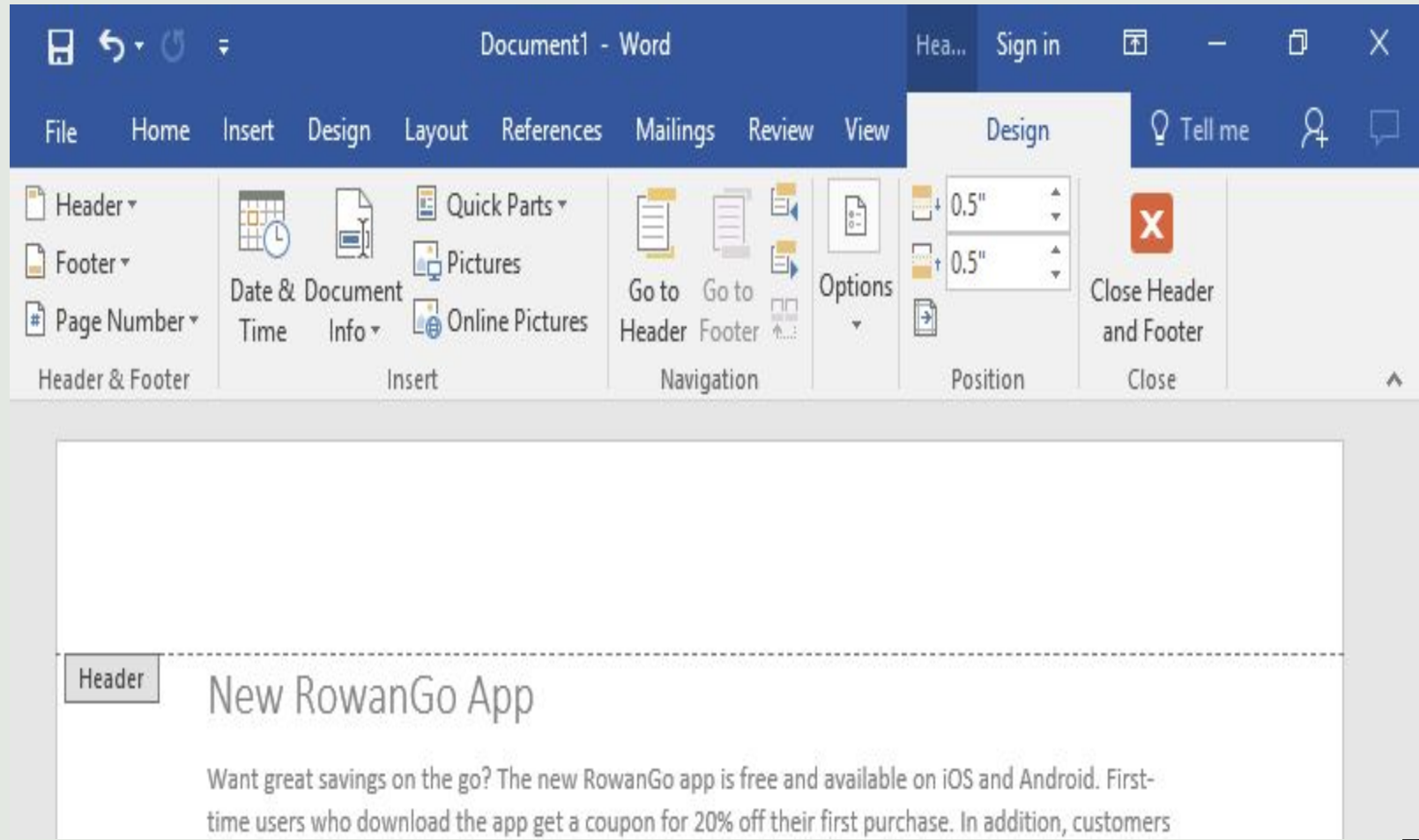
Header and Footer

The Header and Footer options each contain a dropdown menu. Click one of the Built-in options to insert it, or select Edit Header (or Edit Footer) to edit the header (or footer).



Header and Footer

The header/footer will be represented by a dotted line. While in header/footer mode (when the dotted lines are visible), you cannot edit the main text. You can go back to editing the main text by selecting the Close Header and Footer option on the right side of the ribbon.



Header and Footer

The information in the header or footer is repeated in every header or footer in the document.

Rowan Monthly

Header

New RowanGo App

Want great savings on the go? The new RowanGo app is free and available on iOS and Android. First-time users who download the app get a coupon for 20% off their first purchase. In addition, customers

Rowan Monthly

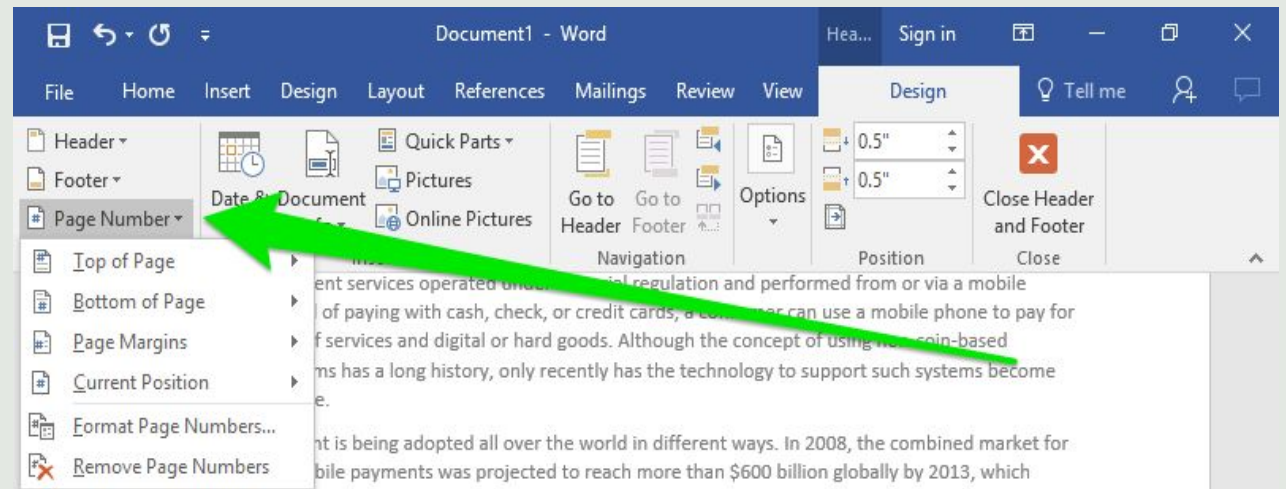
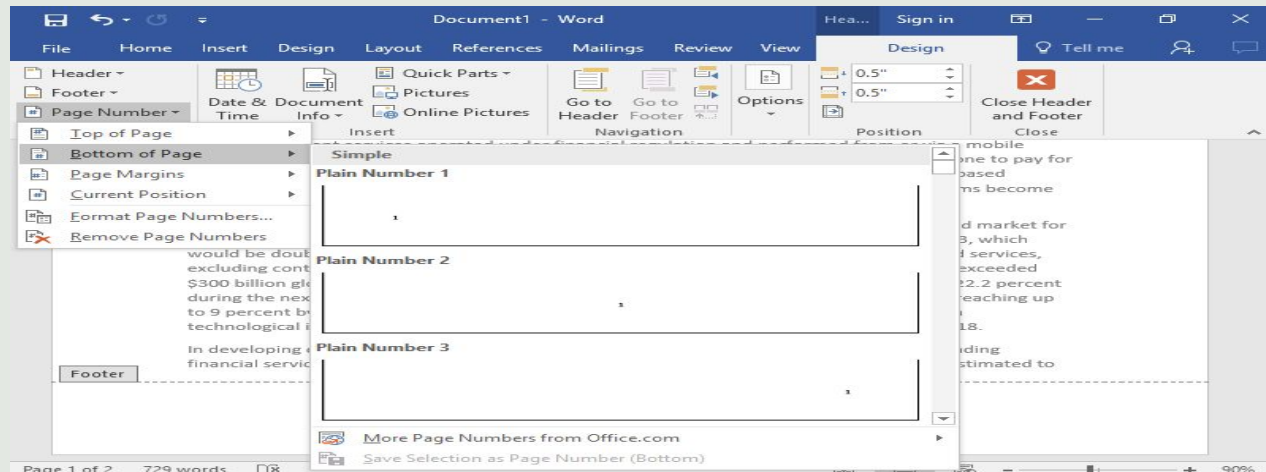
Header

represent as much as 50 percent of the world's adult population, according to Financial Access's 2009 Report "Half the World is Unbanked."

Forms of Mobile Payment

Page Number

You can number the pages in your document automatically in the header/footer options with the Page Number option.



Choose a location on the page by going to the Top of Page, Bottom of Page, Page Margins, or Current Position options and selecting an alignment. (Current Position refers to where the cursor is located.)

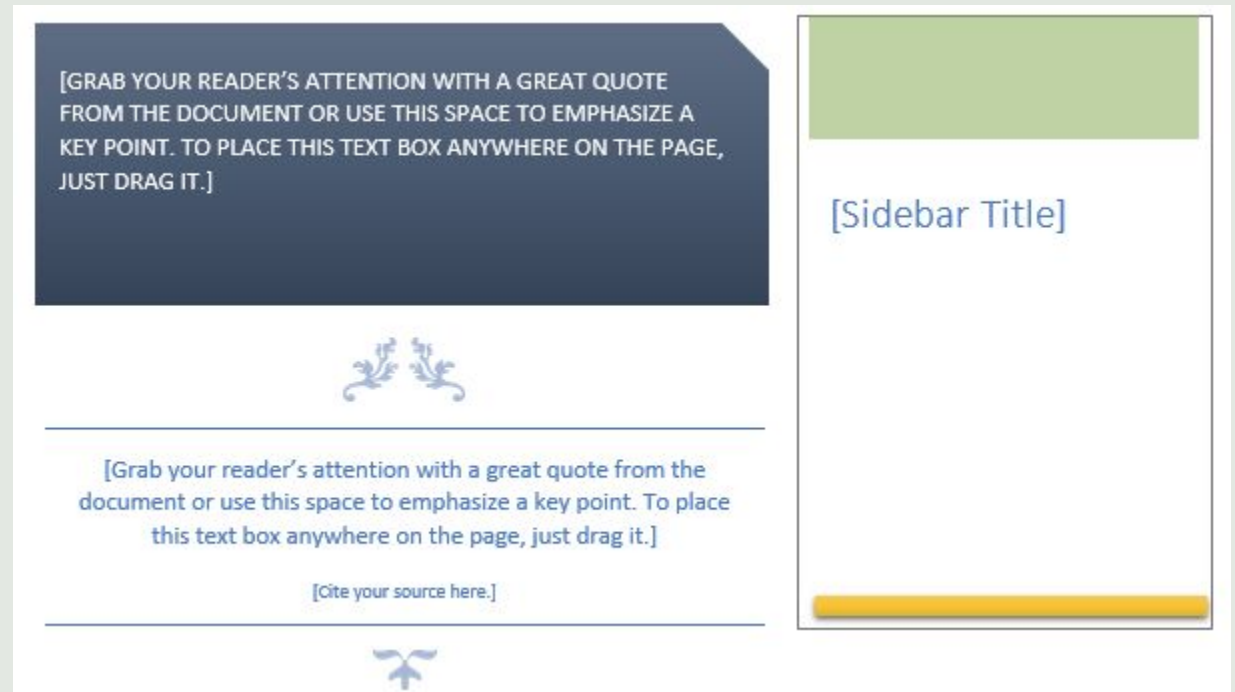
The page number will be repeated on every page in the header or footer, but the number will change to reflect the appropriate page number. You can also change the way the pages are numbered by going to the Format Page Numbers option.

Introduction to Text Boxes

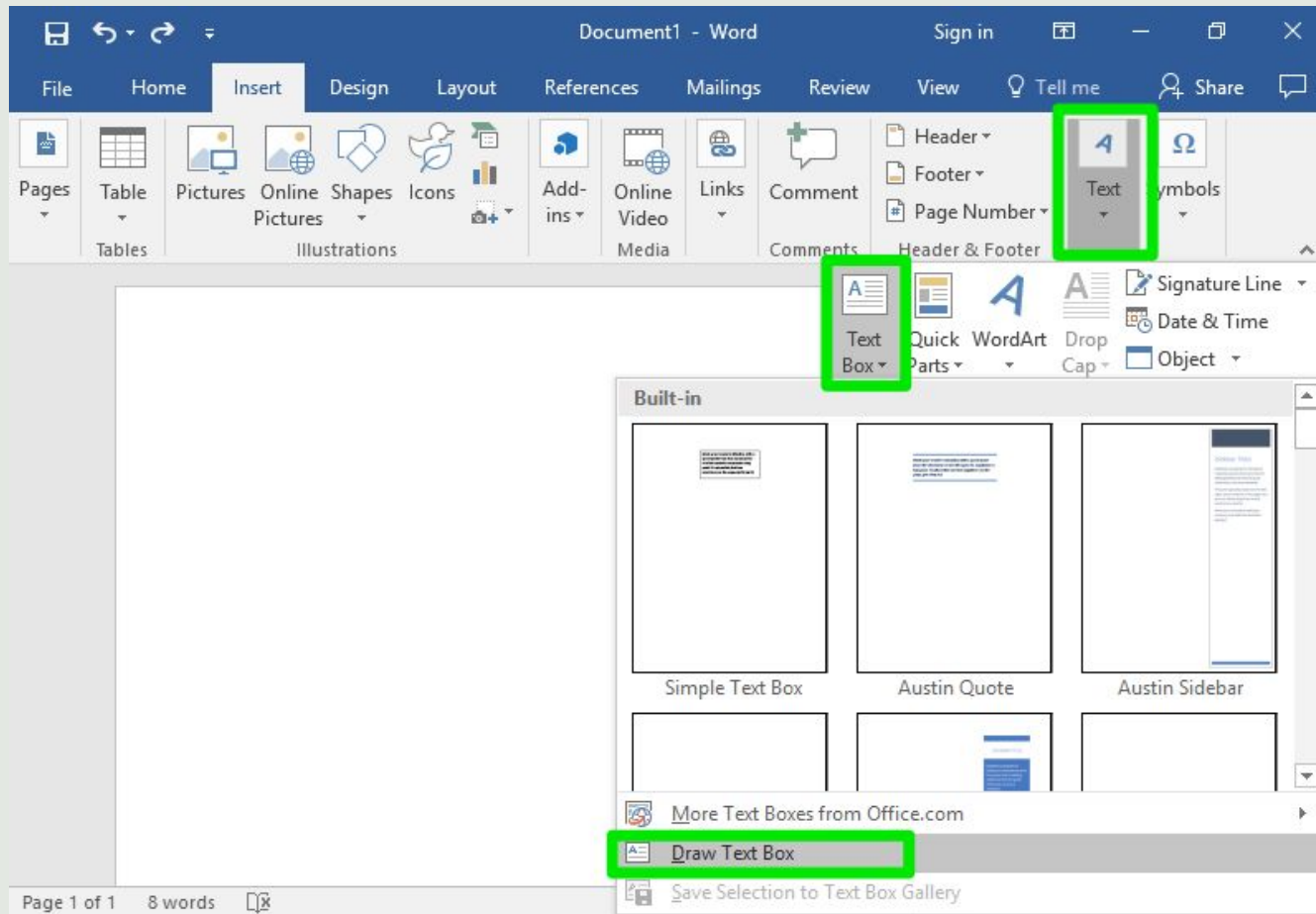
What you'll learn to do:

- ❑ Create and modify text boxes.
- ❑ Things in a Microsoft Word document that are not text are called "objects."
- ❑ The first object we will cover is a text box.
- ❑ Many of the controls and features of text boxes are also applicable to images, another important object in Microsoft Word.

- ❑ Text boxes are containers for text that can be customized and moved around.
- ❑ They are useful for emphasizing or decorating text.

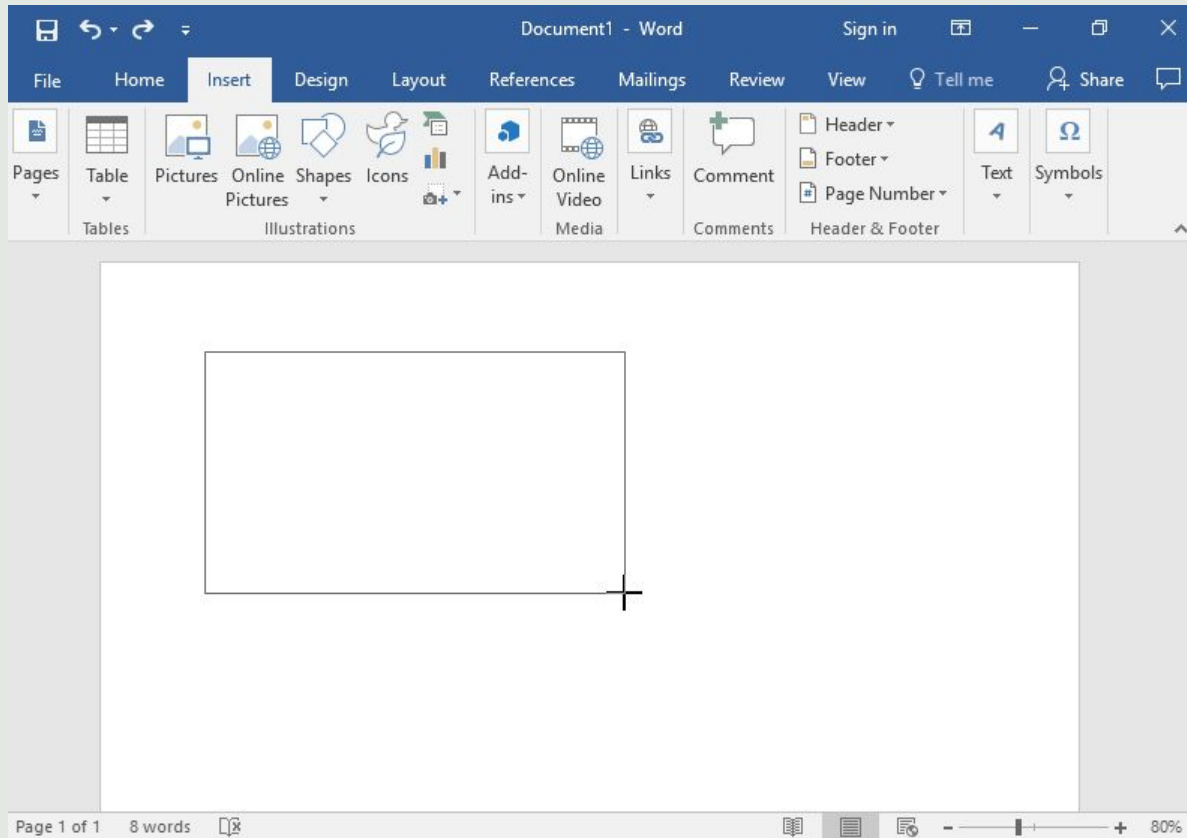


Text Box



- ❑ To add a textbox, go to Insert>Text>Text Box.
- ❑ There are a few pre-created Built-in options to choose from.
- ❑ Click one of the Built-ins to add it to the document.
- ❑ You can also draw your own by choosing Draw Text Box, then clicking and dragging where you want the text box to be.

Text Box

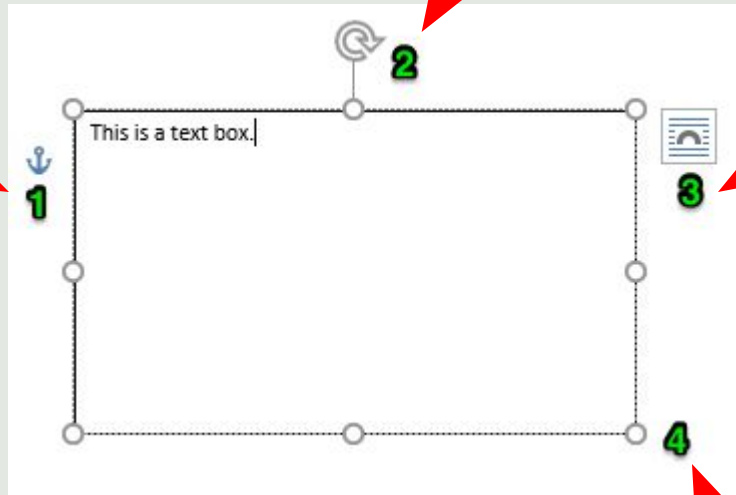


- ❑ Once created, you can type in the text box, change the size of the text box, move the text box around, and even rotate the text box

Text Box

Anchor point. The anchor is the point at which the text box intertwines with the rest of the document. Click the anchor icon to select the entire text box.

Rotation control. Click the circular arrow and then drag to rotate the text box.



Wrap text. This controls how content in the rest of the document interacts with the text box. Text can go around the text box, in front of the text box, or skip over the text box. Text wrap is covered in more detail in the Images section

Resize points. The white dots on the border of the text box control the width and height of the text box. Click and drag any of the white dots to move that side or corner.

Text Box

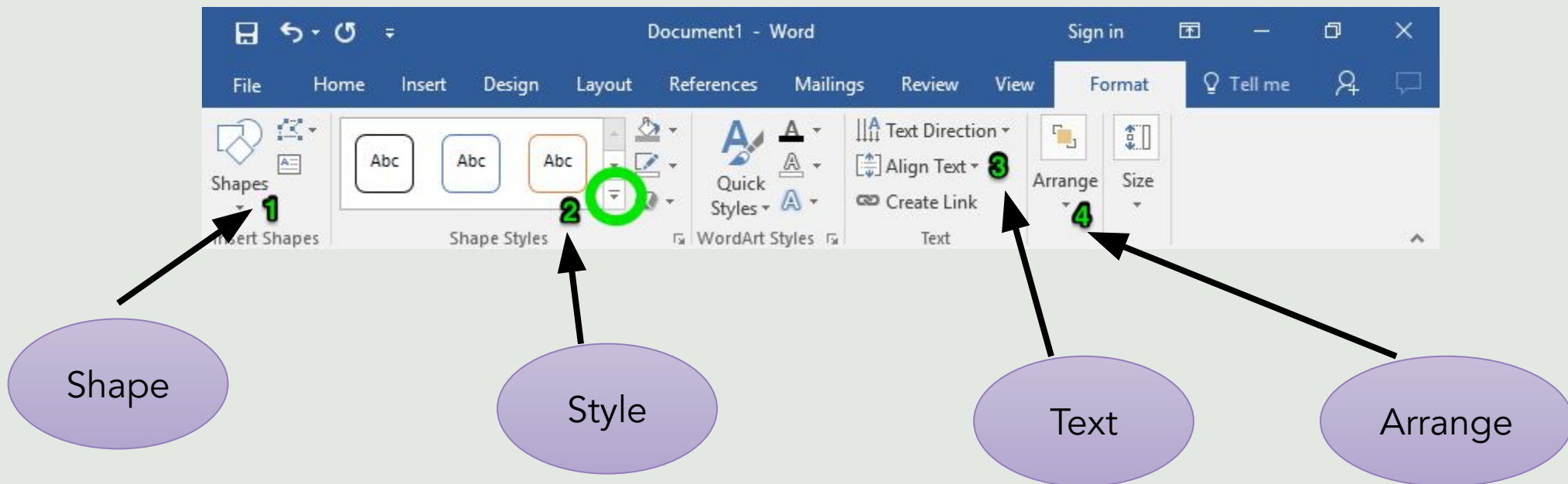
To move the text box, hover your cursor near the edges of the box. When you see four arrows behind the cursor, you can click and drag the box wherever you want it.



Text Box

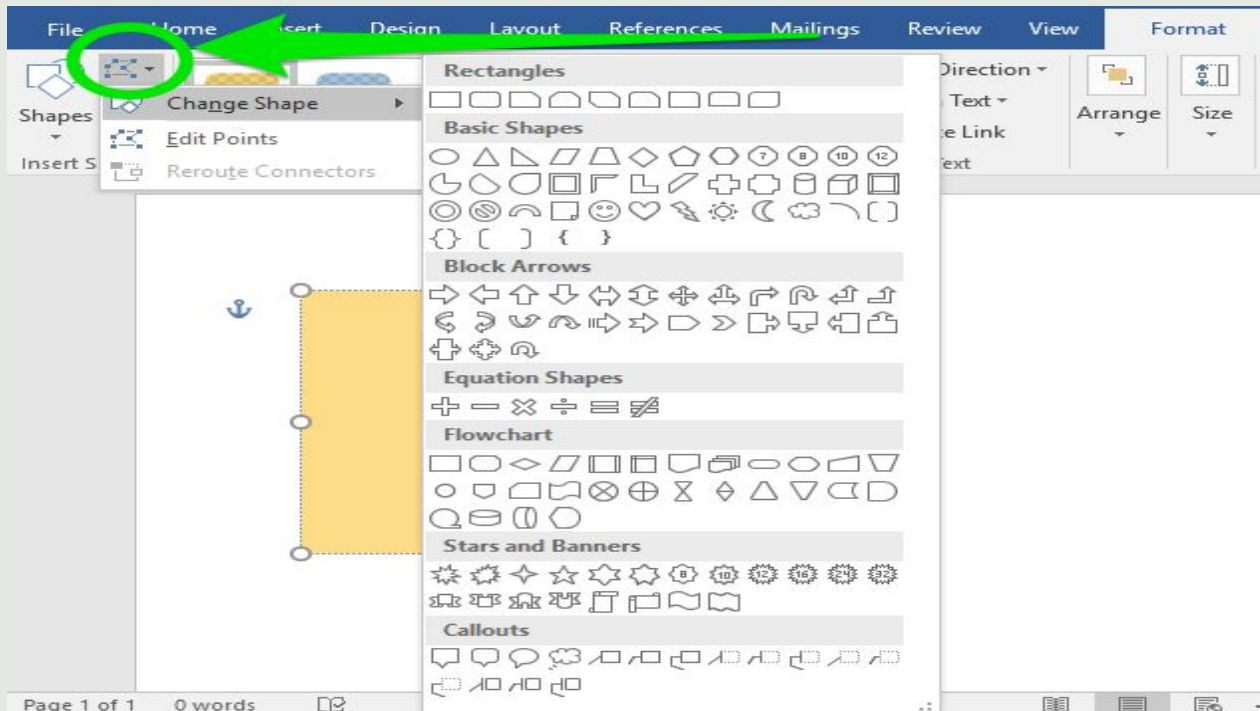
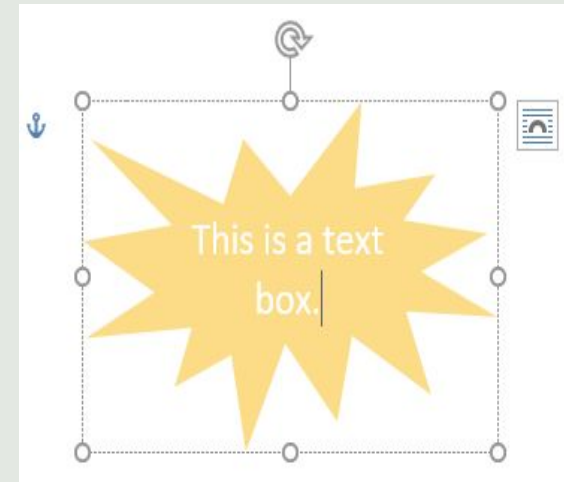
Formatting Text Boxes

When you create a text box, a new tab will appear on the ribbon called Format. There are a lot of different tools in the Format tab, some of which may look familiar.



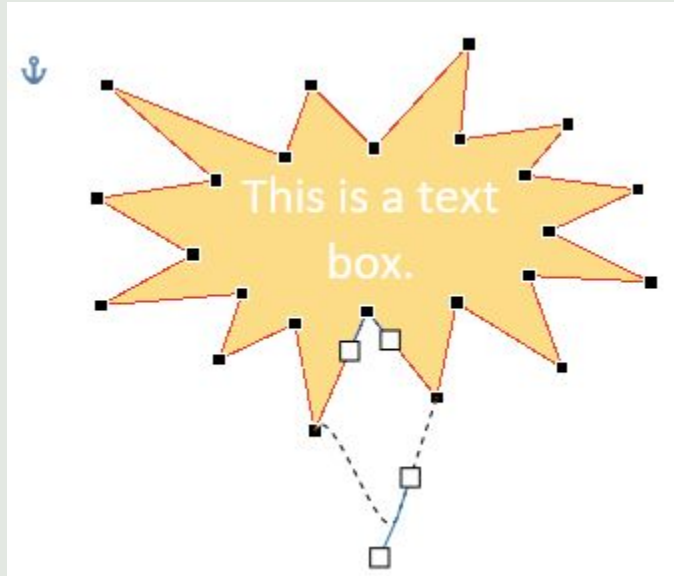
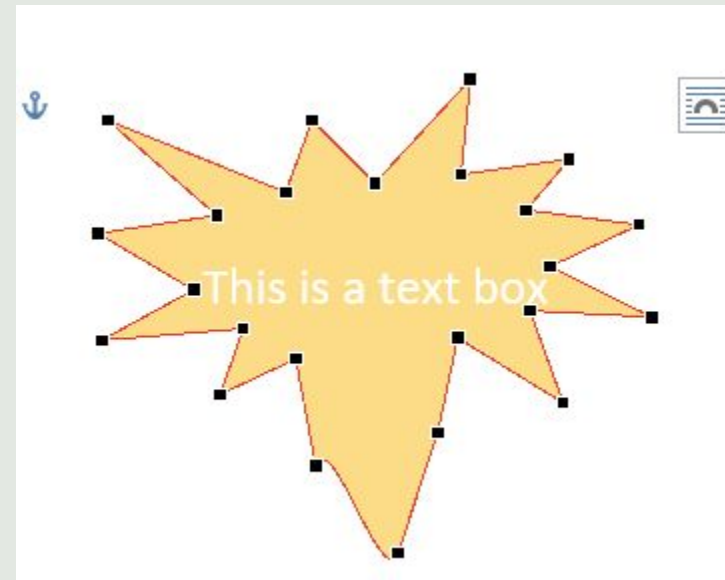
Shapes

- ❑ The Shapes group (at the far left) allows you to change the shape of the text box.
- ❑ Click the Change Shape button in the Shapes group and then Change Shape to see a dropdown menu with many shape options.
- ❑ Click an option to apply it to the text box.



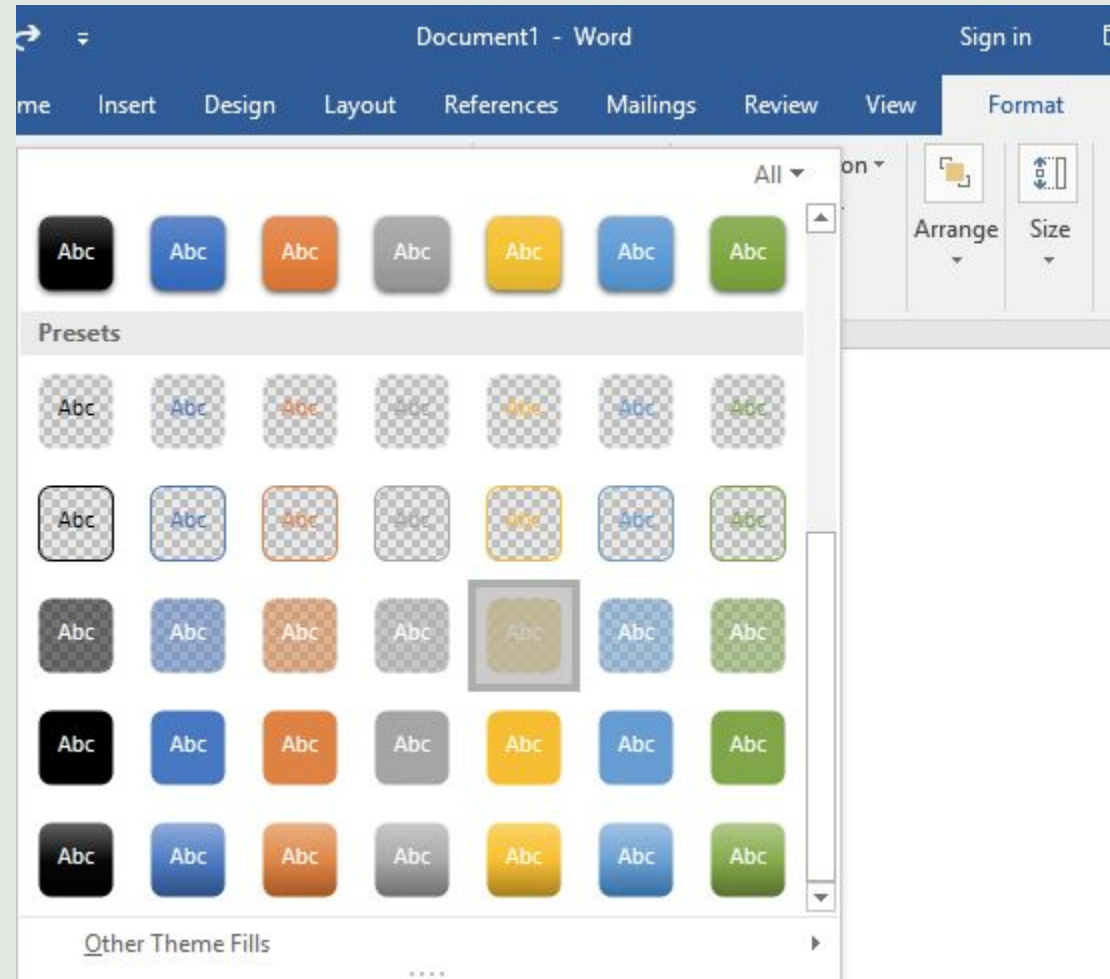
1.Shapes

- ☐ You can also create a custom shape using the Edit Points option (just below Change Shape).
- ☐ The points of the text box will be outlined. Click and drag the black dots to alter the shape of the text box.



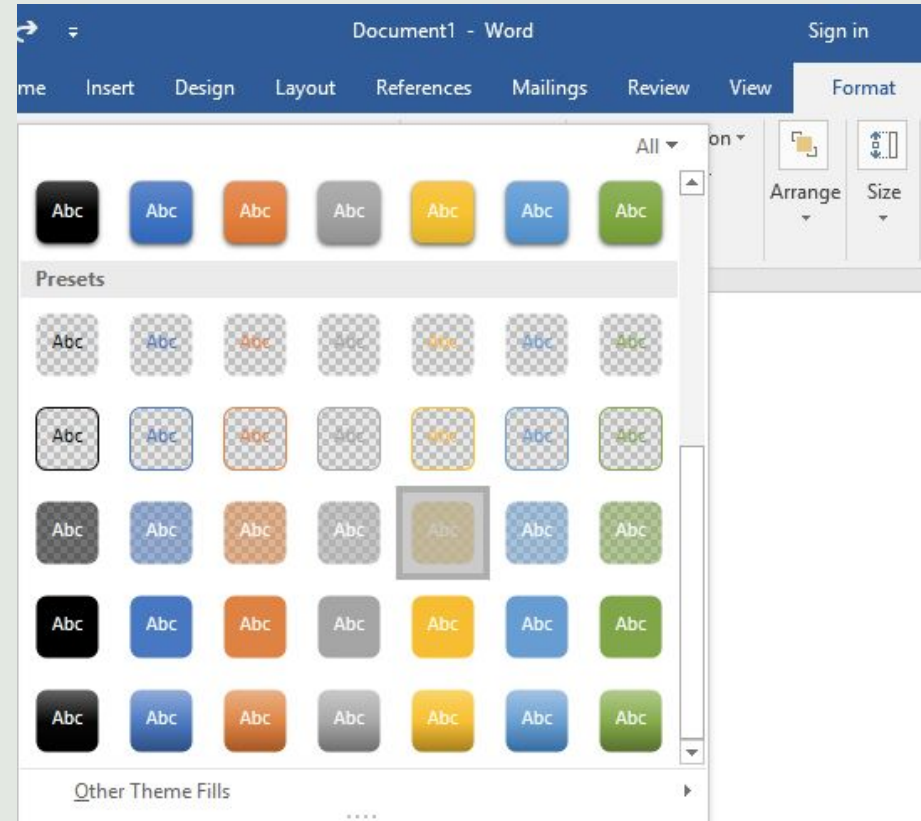
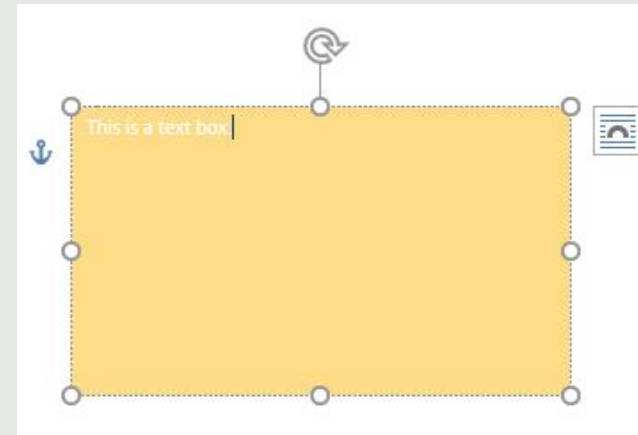
2. Styles

- ❑ Click the dropdown arrow to open a dropdown menu with a variety of styles for your text box.
- ❑ Some styles may have a gray checkered pattern.
- ❑ The gray checkered pattern indicates transparency. Hover over each effect to preview the results; click to apply the effect.



2. Styles

- ❑ Click the dropdown arrow to open a dropdown menu with a variety of styles for your text box.
- ❑ Some styles may have a gray checkered pattern.
- ❑ The gray checkered pattern indicates transparency. Hover over each effect to preview the results; click to apply the effect.

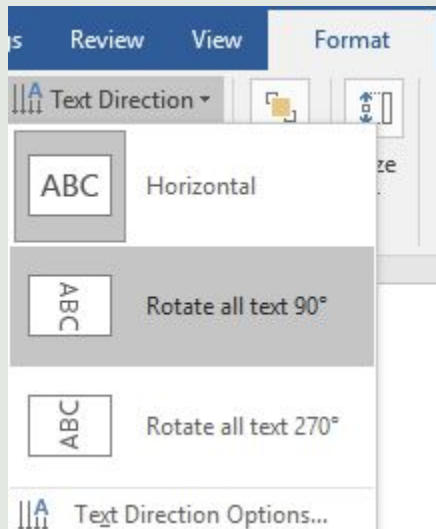
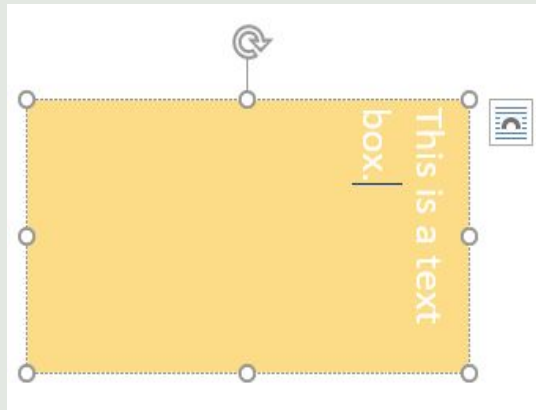


3. Text

The Text group of the Format tab gives you additional control of the text in the text box.

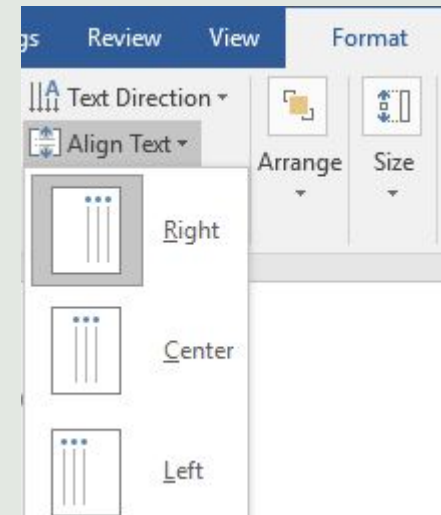
Text Direction

By default, text runs horizontal in the text box. But you can choose to rotate the text so that it runs vertically by choosing Rotate all text 90° or Rotate all text 270°.



Text Alignment

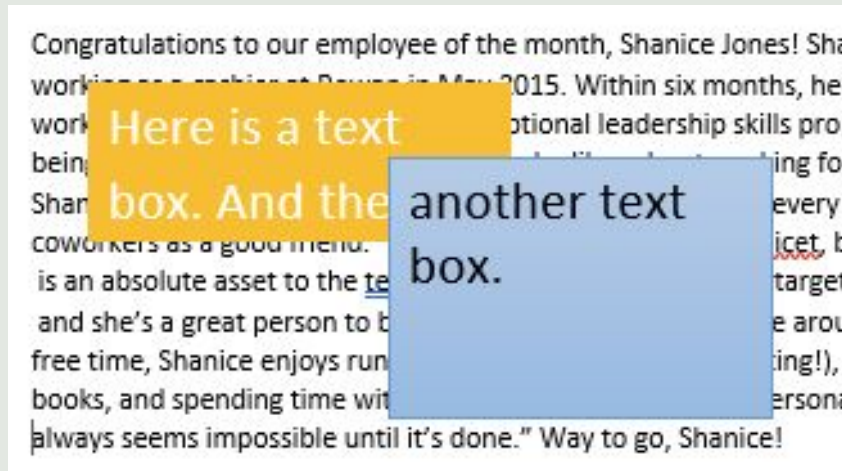
Text alignment of text boxes works much like text alignment in the main document. Instead of the margin or border of the page, the text aligns with the border of the text box.



4.

Arrange

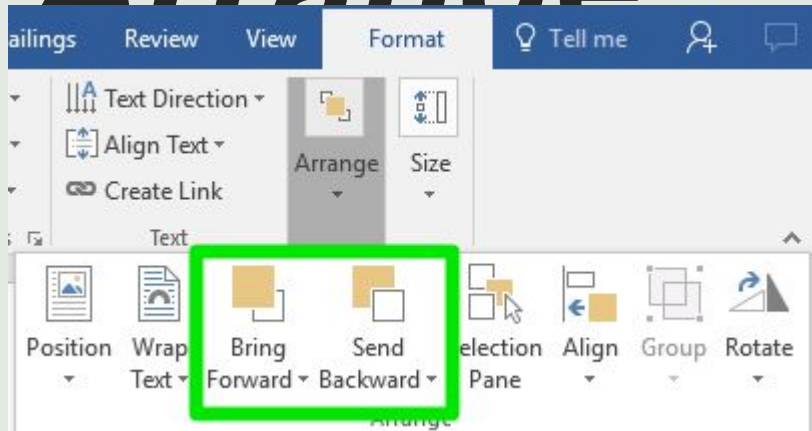
- ❑ The arrange option controls the order of text boxes and other elements on a page. Although a Word document is a two-dimensional file, arranging elements requires a bit of three-dimensional thinking.
- ❑ The main document, where the main text is, is the bottom layer of the document. When you create a text box, the text box is on top of the rest of the document. Adding another text box puts the new text box on top of the first one.



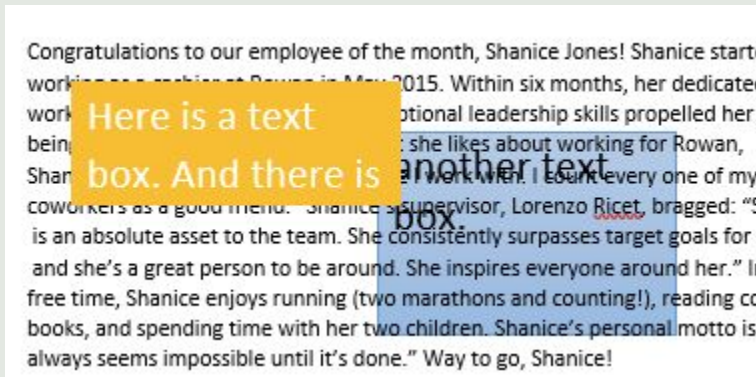
- ❑ With the Arrange option, the text box order can be rearranged.

4.

Arrange

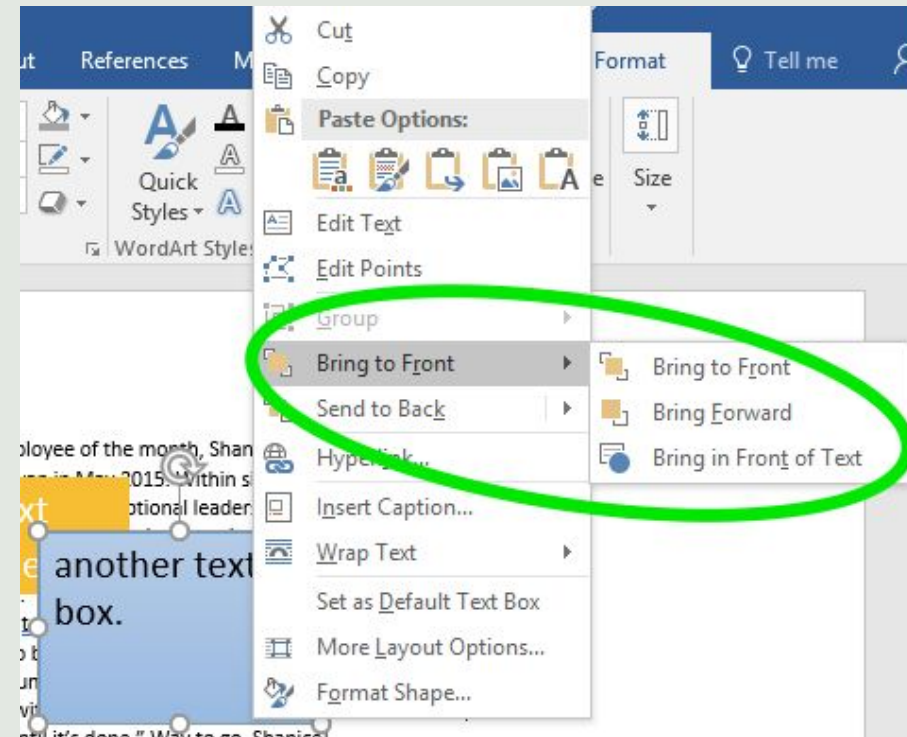


- ❑ Bring forward brings the text box forward one spot.
- ❑ Send backward sends the text box backward one spot.



These options are also available when right-clicking on a text box:

- ❑ Bring to front brings the text box to the very front so that it is on top of everything else.
- ❑ Send to Back sends the text box to the very back so that everything else is on top of it.



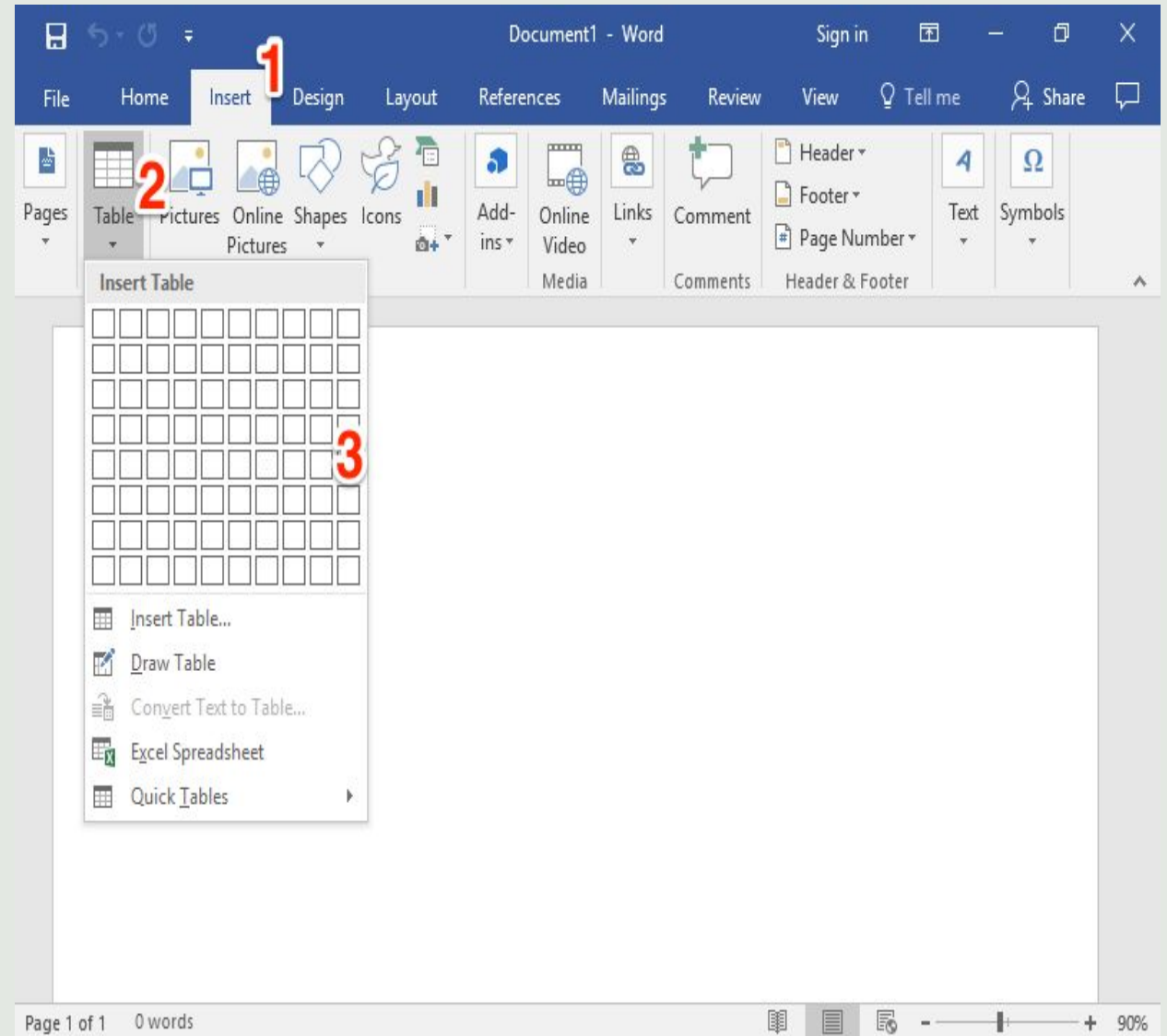
Introduction to Tables

What you'll learn to do:

- ☐ create tables to organize information in a Word document.
- ☐ Inserting tables into your Word document can help organize and display data.

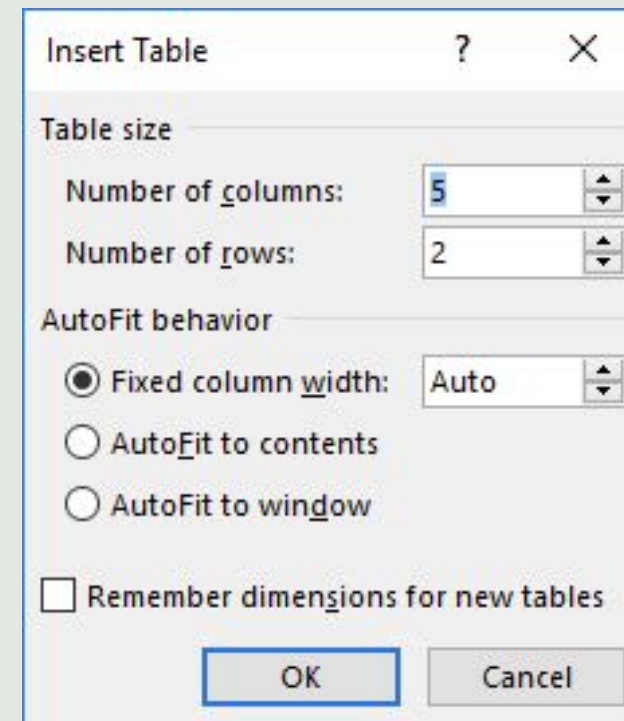
Creating Tables

- ❑ Inserting tables into your Word document can help organize and display data.
- ❑ To create a table, click Insert>Table. A small menu will open with a grid that represents table cells. Mouse over and select how many rows and columns you would like in your table.



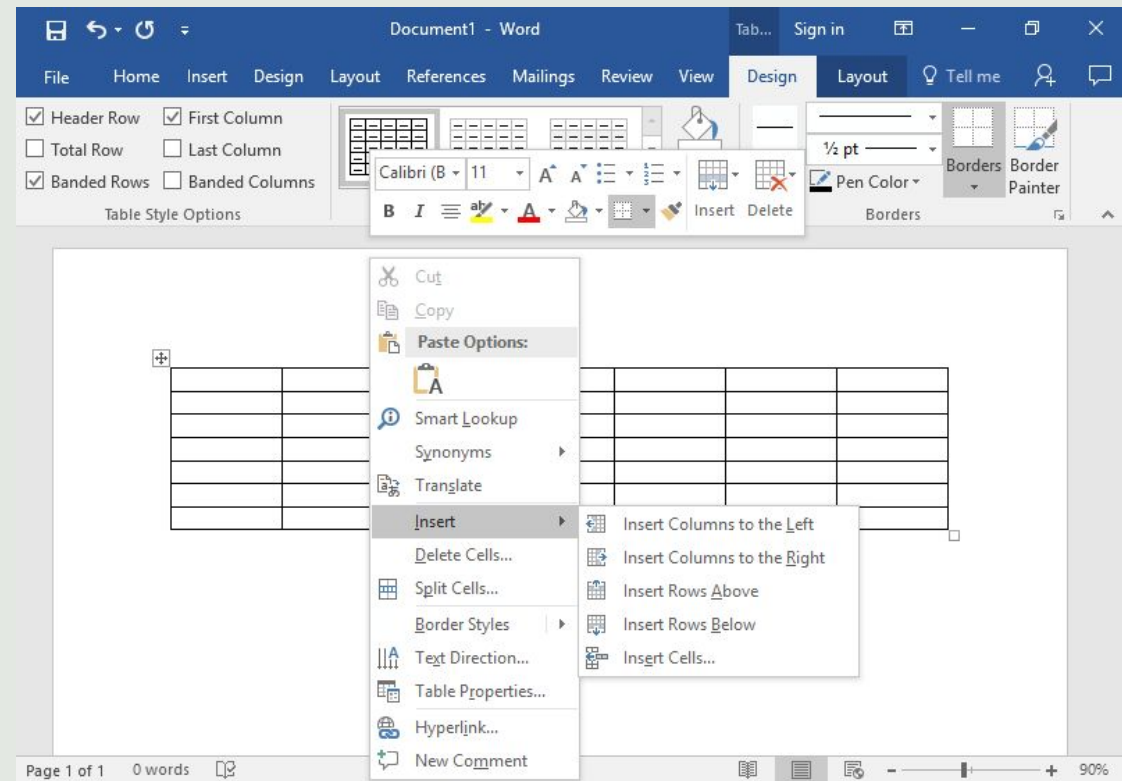
Creating Tables

You can also choose the Insert Table... option below the grid instead. This will take you to a dialog box where you can choose how many rows or columns you want, as well as the column width. Using the Insert Table... option is also a good choice if you need more cells than the grid provides



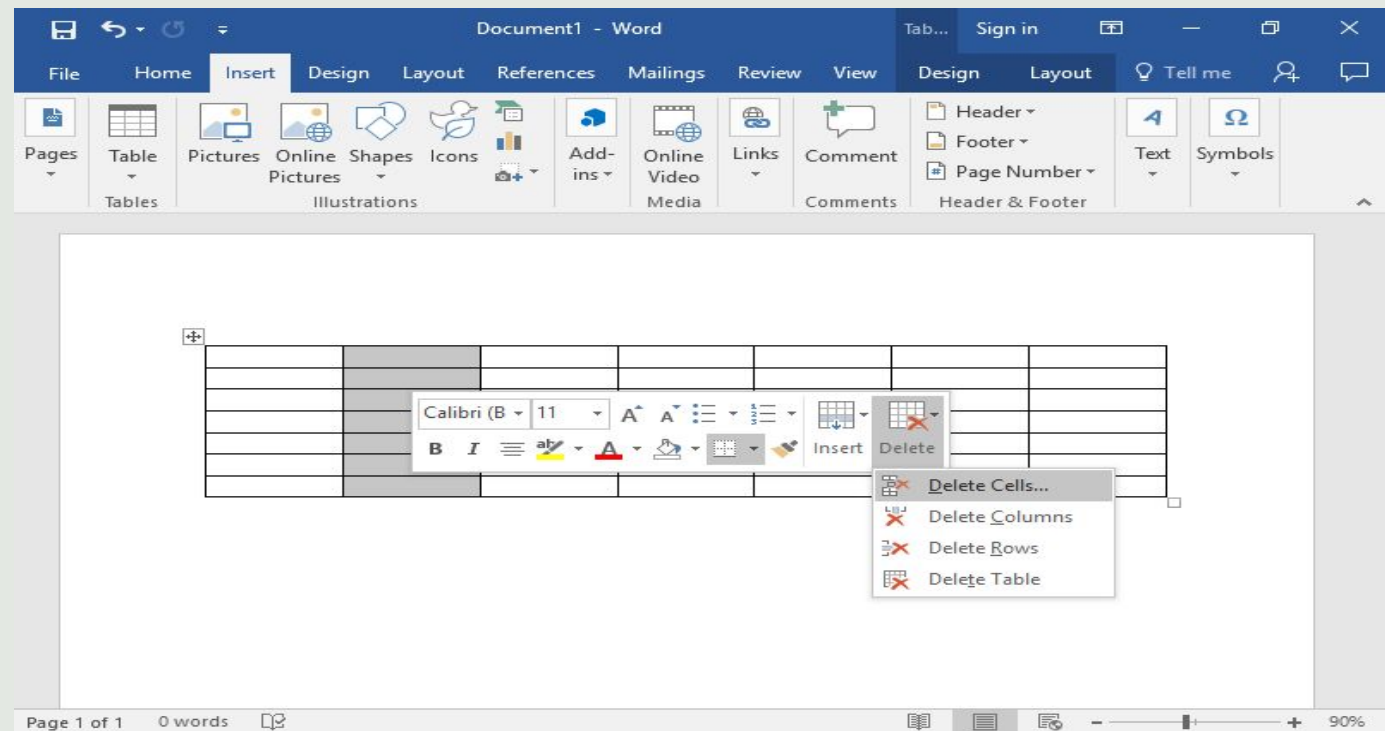
Creating Tables

If you ever want to change the dimensions of your table, you can right-click in the table and choose to insert more columns and rows, as shown below.



Creating Tables

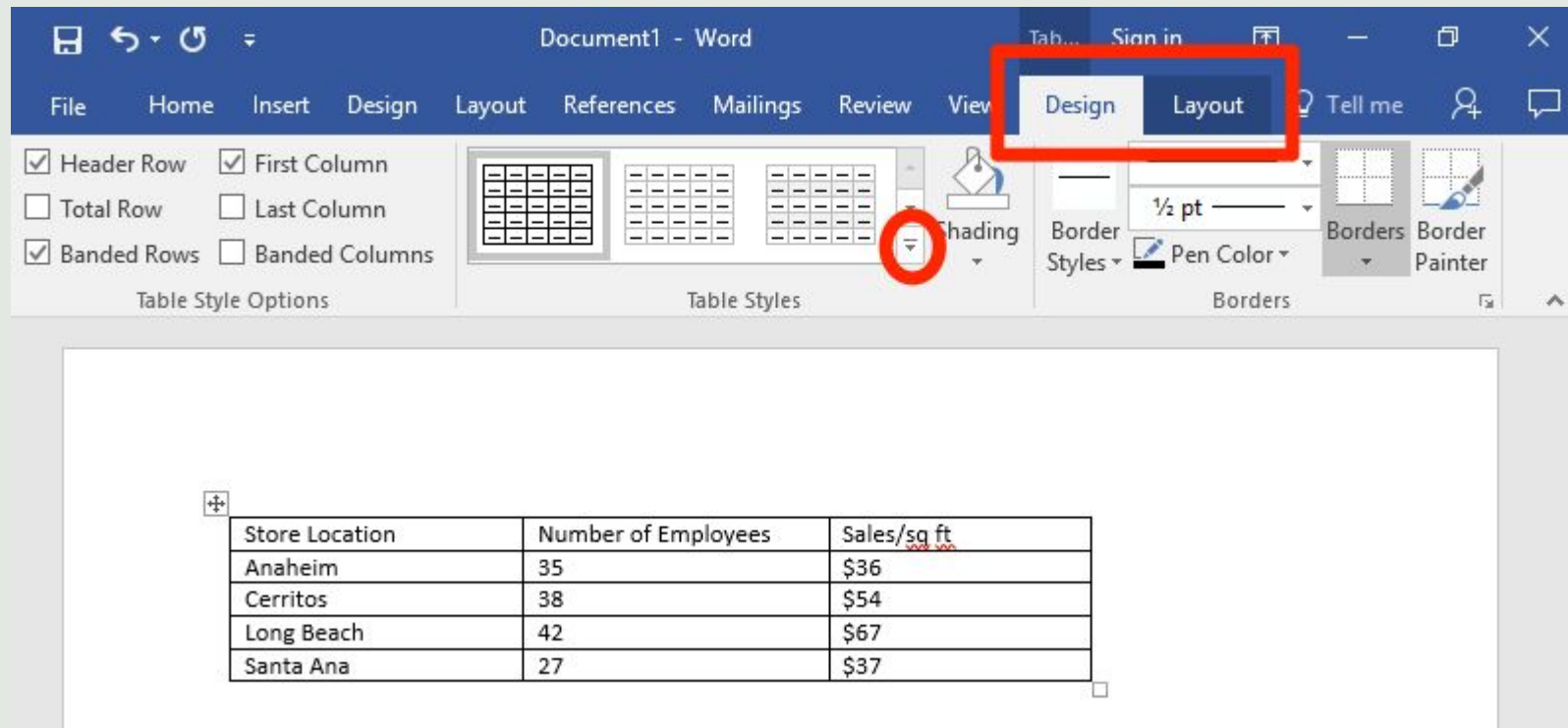
You can select multiple cells or even entire rows or columns by clicking and dragging your mouse across the cells. Right-click on selected cells for more options to insert or delete cells.



To enter data into the table, simply select a cell and start typing.

Formatting Tables

- ❑ Once the table is created, you can make the table more interesting to look at and easier to read by applying formatting such as colors, spacing, and borders.
- ❑ Click somewhere in your table, and some new menu options will appear in the top menu, Design and Layout.

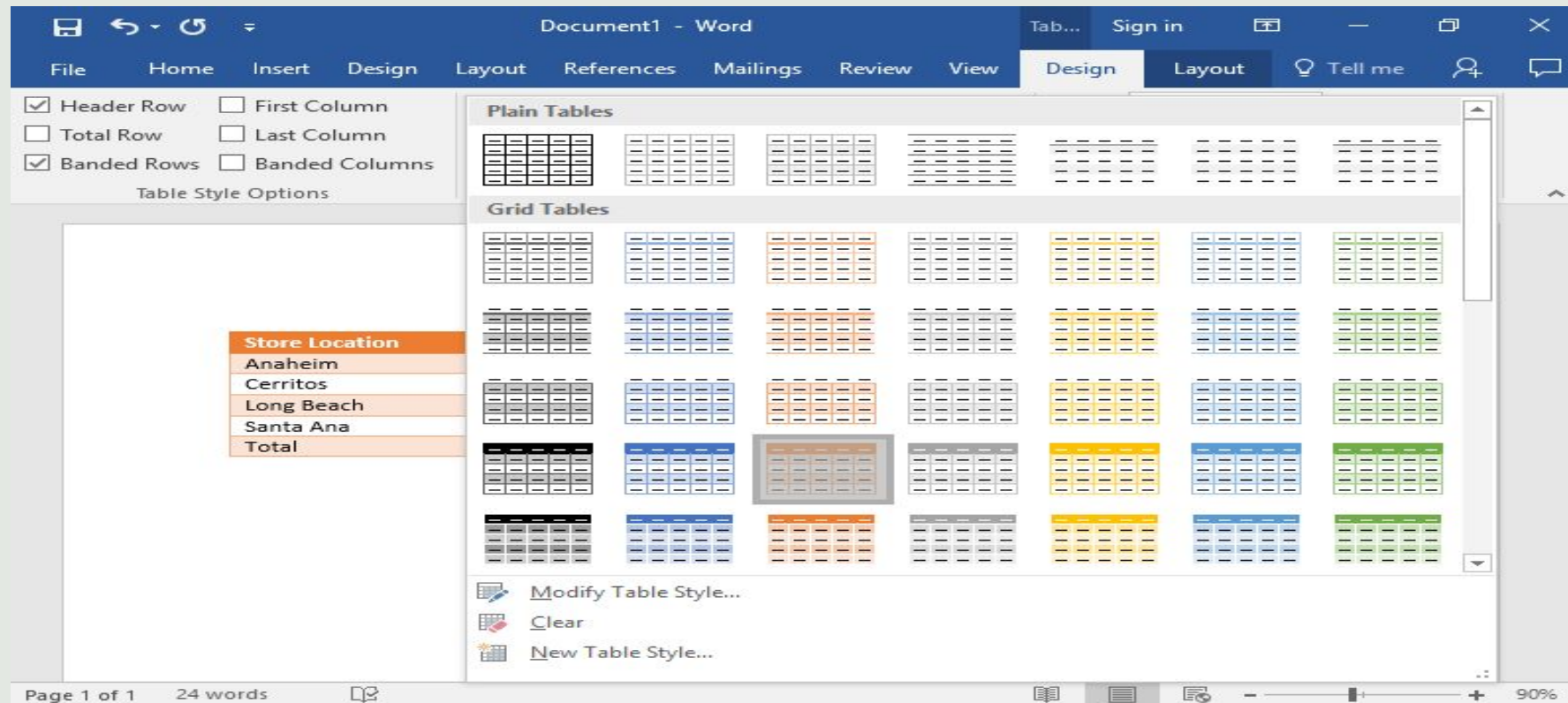


The screenshot shows the Microsoft Word interface with the 'Design' and 'Layout' tabs highlighted in the ribbon. Below the ribbon, a table is displayed with the following data:

Store Location	Number of Employees	Sales/sq ft
Anaheim	35	\$36
Cerritos	38	\$54
Long Beach	42	\$67
Santa Ana	27	\$37

Formatting Tables

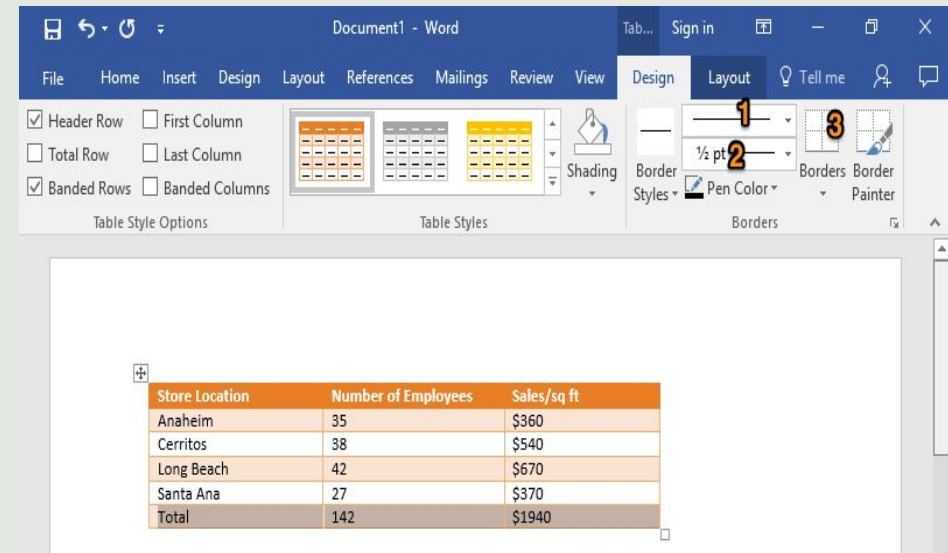
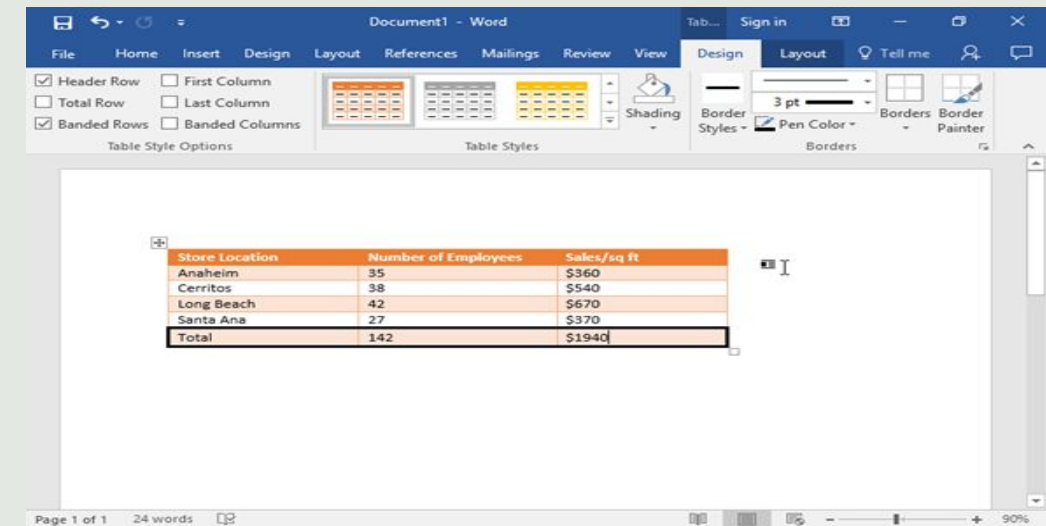
- ❑ There are many options in the Design menu. A table style will do a lot of formatting for you.
- ❑ Click on the Table Styles dropdown menu (circled in the screenshot above) and hover over each style to see a preview of it.
- ❑ Click on a style to apply it to the table.



Formatting Tables

You can add borders to individual cells, rows, or columns. Select the cells, then go to the Borders area of the menu in the top-right corner to customize the border settings. In the screenshot below:

1. This changes the type of border. There are solid, dotted, and dashed borders to choose from.
2. This changes the width or thickness of the border. The smaller the point, the thinner the line.
3. This controls which side or sides of the cell the border appears on. From here, you could make only vertical borders appear, only outside borders appear, and so on.

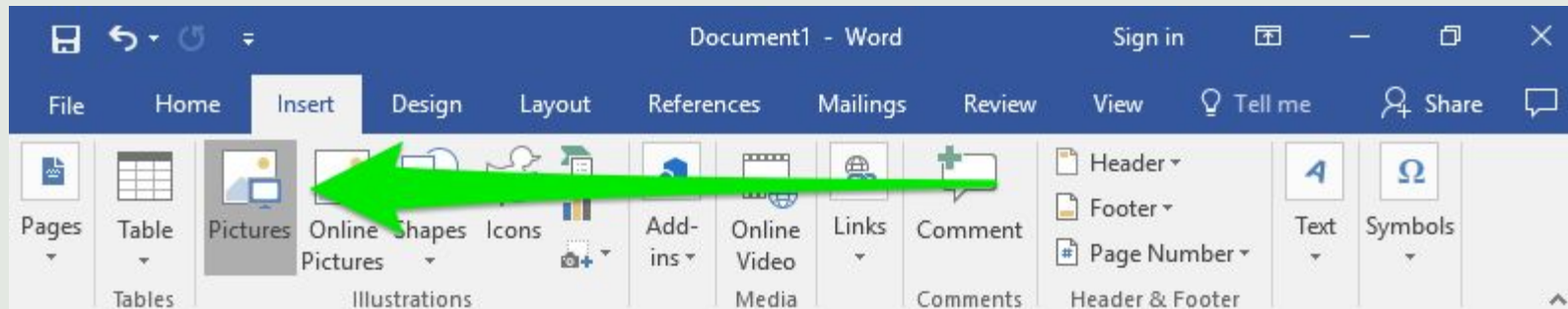


Introduction to Images

What you'll learn to do:

- ❑ Place images in a Word document.
- ❑ Images are a huge asset for certain documents. A brightly colored image can draw customers in to look at a flyer, or a graph can explain a concept better than a paragraph.
- ❑ Placing images into your document can really make it pop

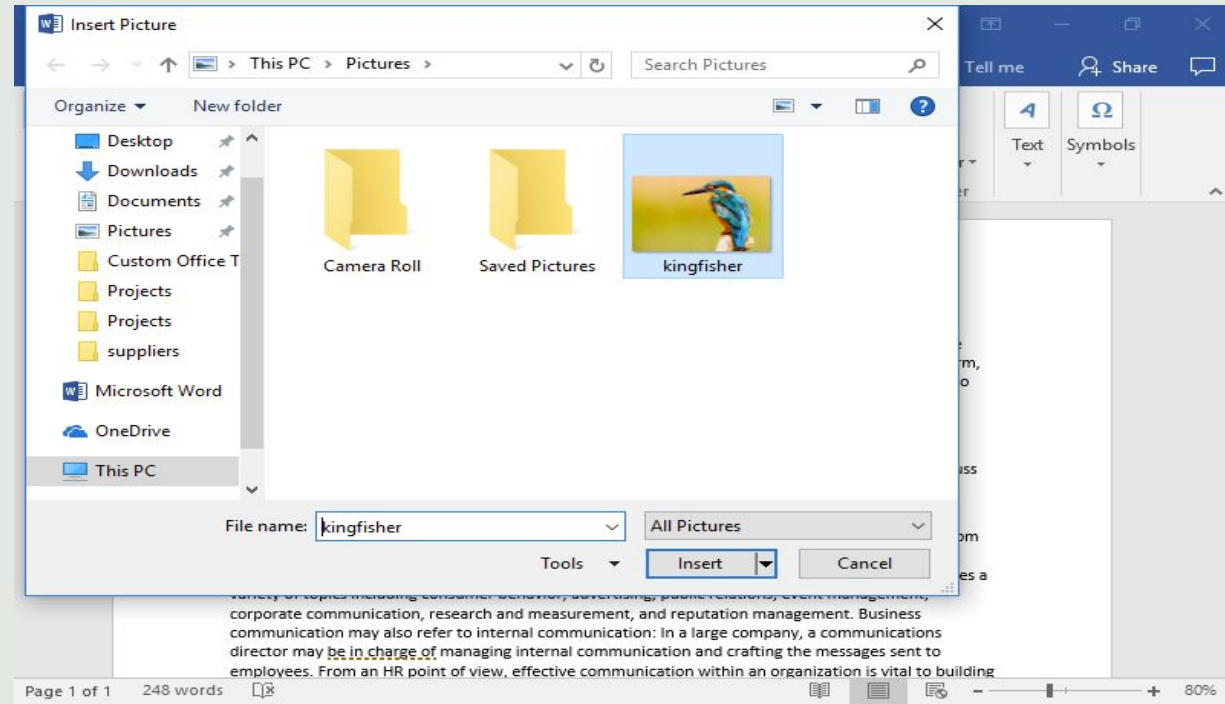
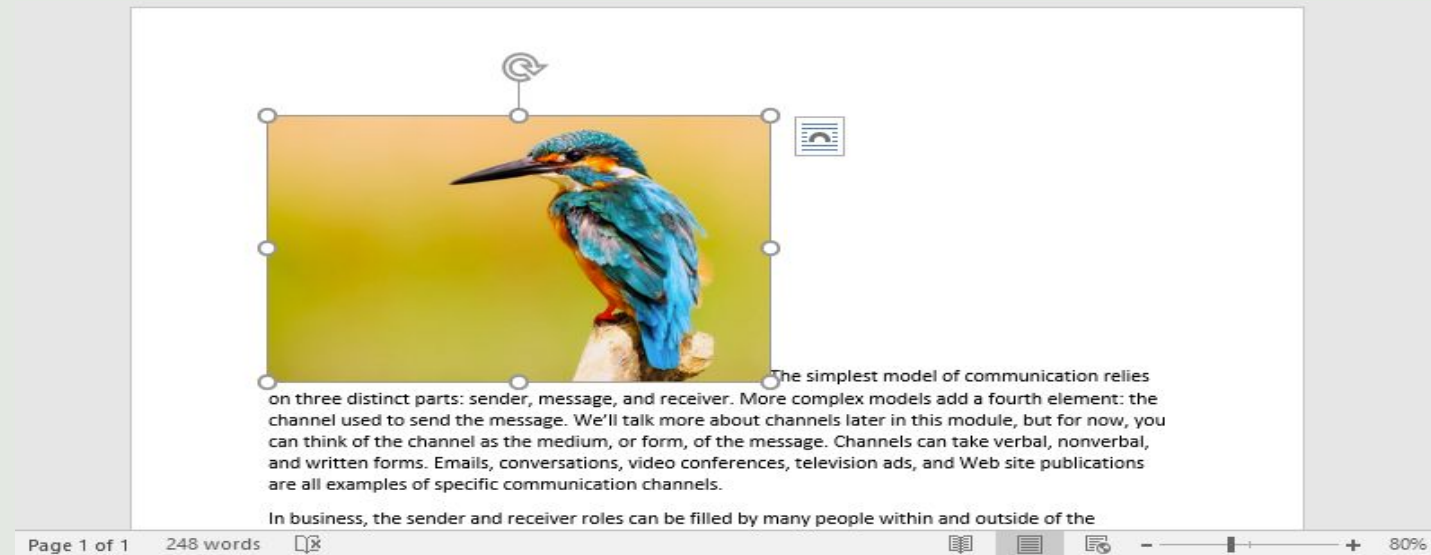
Adding Images



To add an image, put your cursor where you want the image to appear (at the beginning of a paragraph is a good place). Then go to Insert>Pictures.

Adding Images

A window will pop up to let you choose a picture saved on your computer.



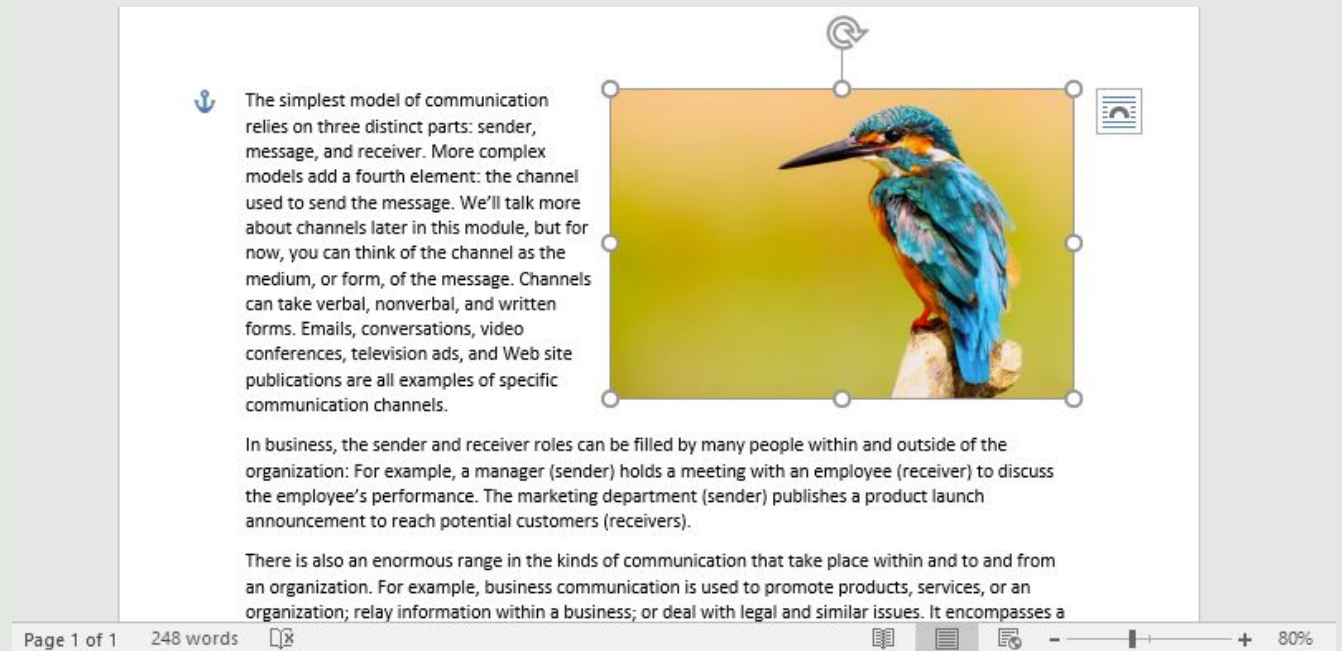
Text Wrap: Change image layout options.

Notice that wherever the image is placed, the line spacing dramatically increases to fit the size of the picture.

This is because images are treated as an inline text character. In other words, Word treats the image like it would treat any word or letter of text.

You can change this by applying a text wrap.

Text wrap causes all of the text to wrap around the image so that the image does not interfere with line spacing.



The screenshot shows a Microsoft Word document with a text block on the left and an image of a kingfisher on the right. The text is wrapped around the image. The image has a yellow background and is surrounded by a white border with black corner handles. A small icon of a kingfisher is visible in the top right corner of the image area. The text on the left is as follows:

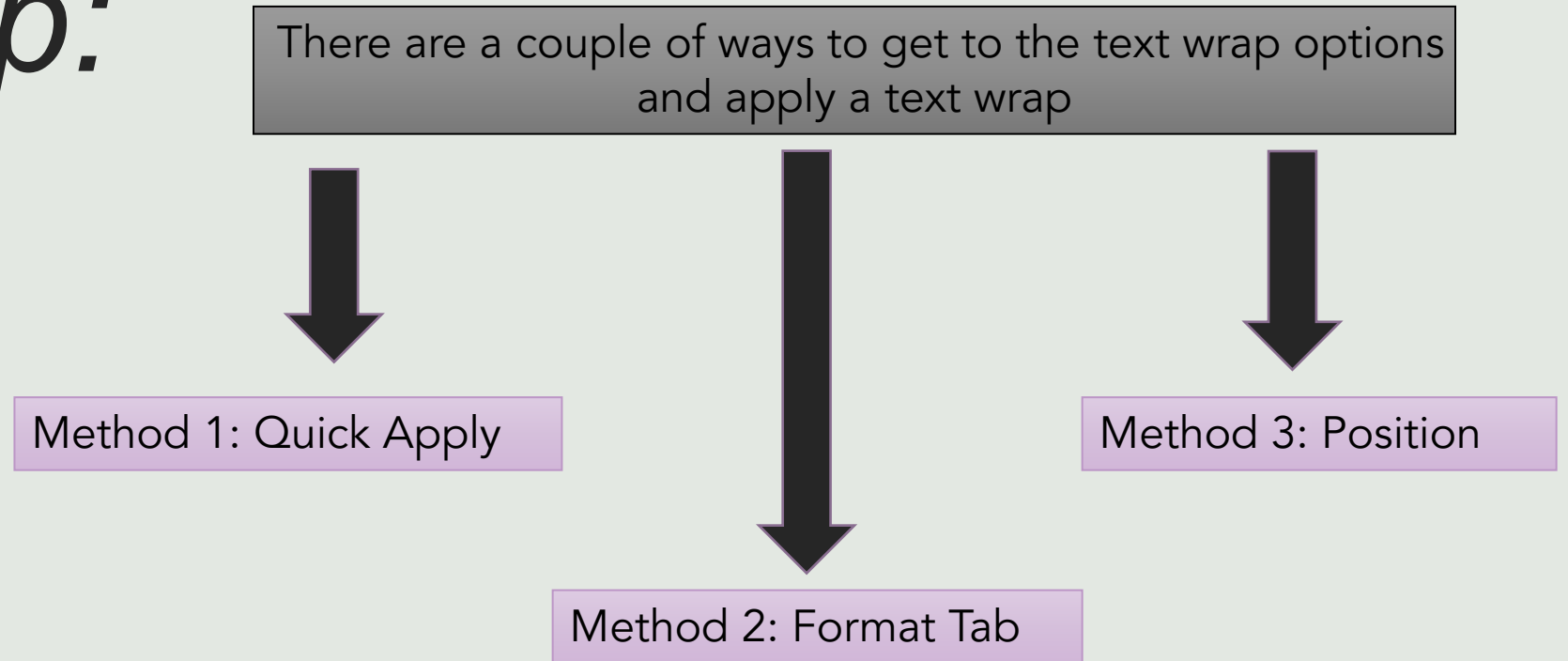
The simplest model of communication relies on three distinct parts: sender, message, and receiver. More complex models add a fourth element: the channel used to send the message. We'll talk more about channels later in this module, but for now, you can think of the channel as the medium, or form, of the message. Channels can take verbal, nonverbal, and written forms. Emails, conversations, video conferences, television ads, and Web site publications are all examples of specific communication channels.

In business, the sender and receiver roles can be filled by many people within and outside of the organization: For example, a manager (sender) holds a meeting with an employee (receiver) to discuss the employee's performance. The marketing department (sender) publishes a product launch announcement to reach potential customers (receivers).

There is also an enormous range in the kinds of communication that take place within and to and from an organization. For example, business communication is used to promote products, services, or an organization; relay information within a business; or deal with legal and similar issues. It encompasses a

Page 1 of 1 248 words 80%

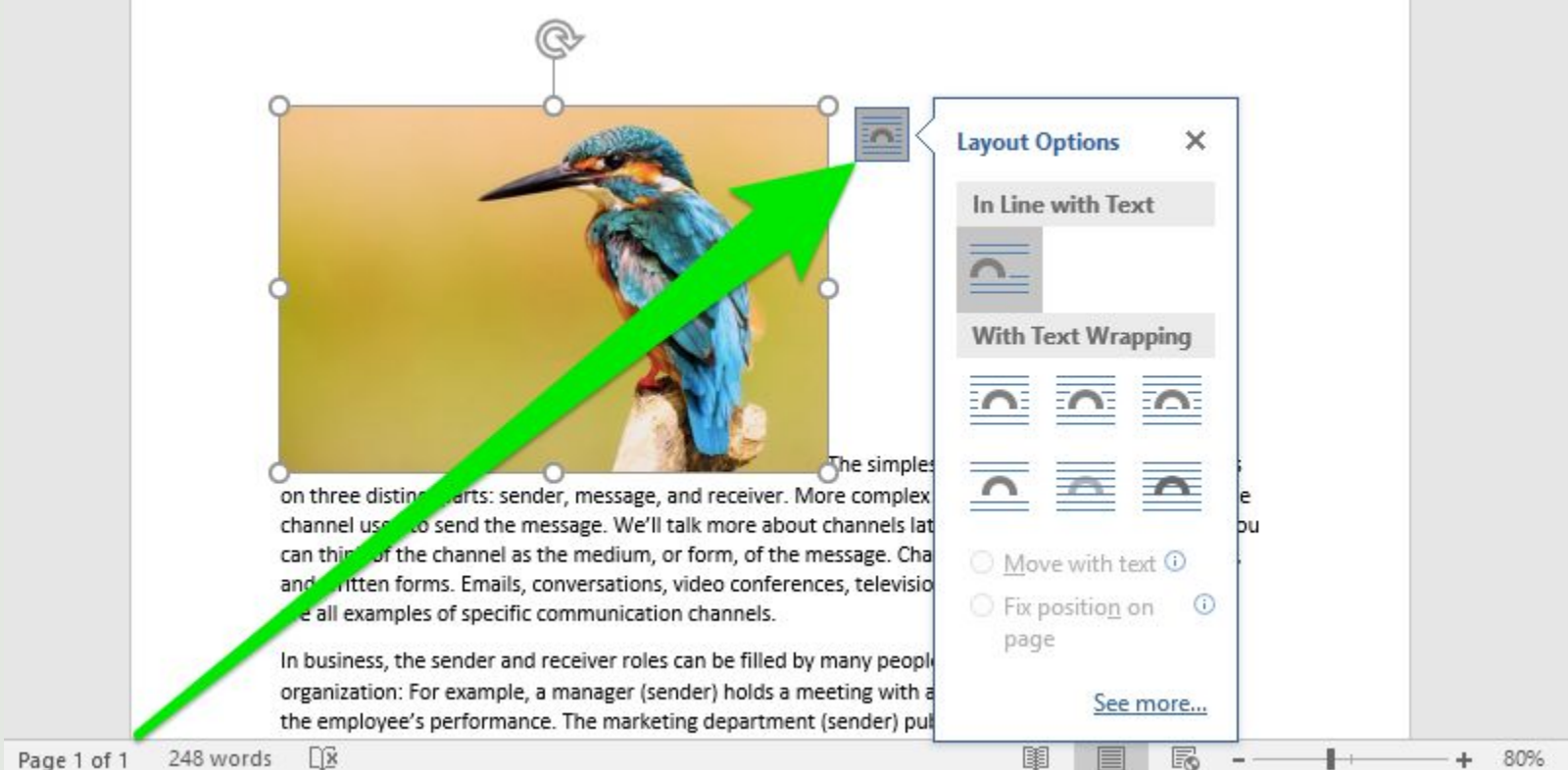
Text Wrap: Change image layout options.



Text Wrap: Change image layout options.

Method 1: Quick Apply

Click the box to the right of the image with a rainbow-shaped icon.



The screenshot shows a document editor interface. A kingfisher bird is the central image, surrounded by a selection border with handles. To its right is a small menu icon with a rainbow-colored background. A large green arrow points from the bottom-left towards this icon. The menu, titled "Layout Options", is open and shows two main sections: "In Line with Text" and "With Text Wrapping". The "In Line with Text" section has a single icon selected. The "With Text Wrapping" section has three icons, each representing a different text wrap style (top, bottom, and both sides). Below these are two radio button options: "Move with text" (selected) and "Fix position on page". A "See more..." link is at the bottom of the menu. The document text below the image is partially visible, discussing communication channels. The footer shows "Page 1 of 1", "248 words", and a zoom level of "80%".

The simplest communication channel consists of three distinct parts: sender, message, and receiver. More complex channels use multiple parts to send the message. We'll talk more about channels later in the course. You can think of the channel as the medium, or form, of the message. Channels include written forms. Emails, conversations, video conferences, television news, and social media are all examples of specific communication channels.

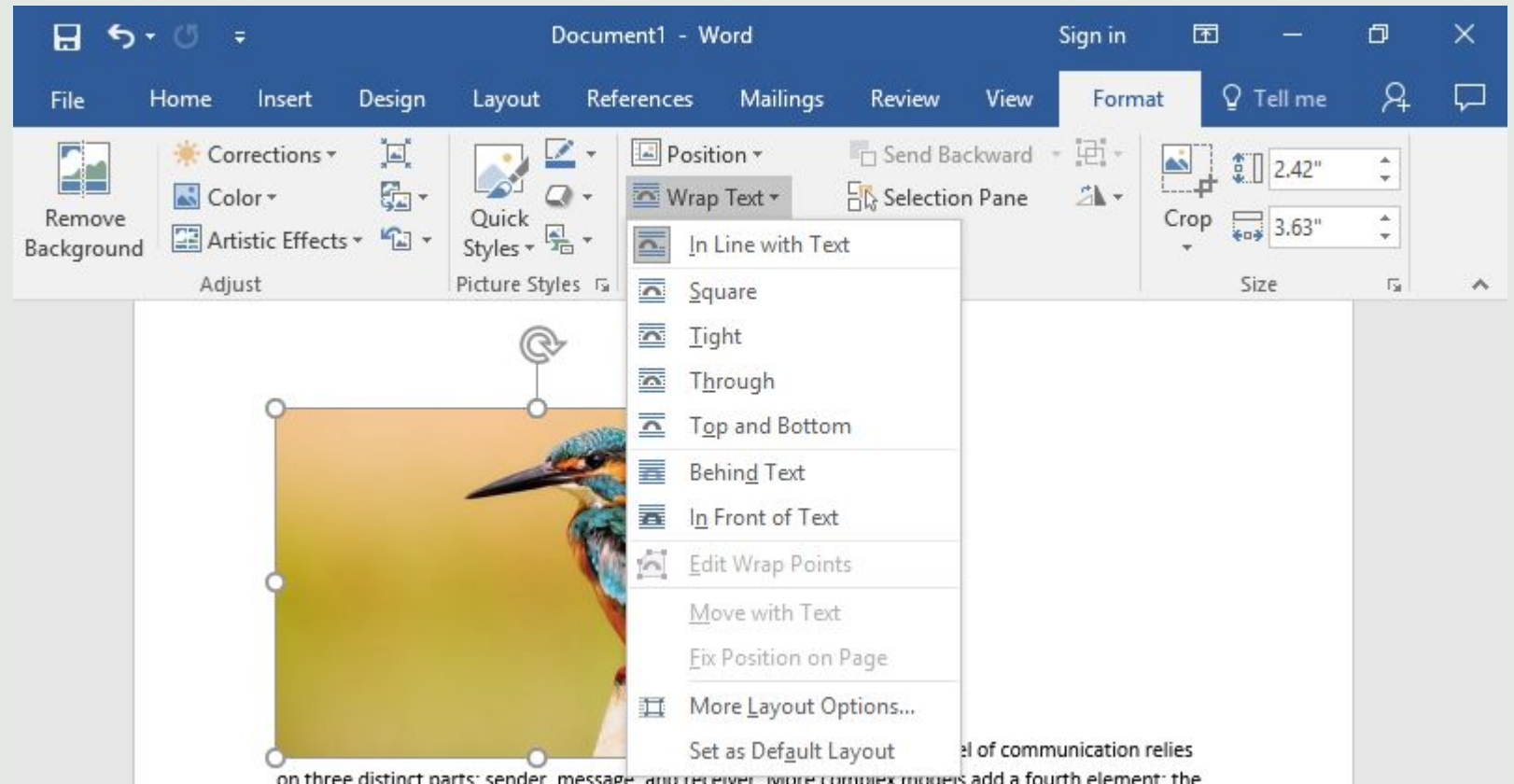
In business, the sender and receiver roles can be filled by many people in an organization. For example, a manager (sender) holds a meeting with an employee to discuss the employee's performance. The marketing department (sender) pulls together a campaign to promote a new product.

Page 1 of 1 248 words 80%

Text Wrap: Change image layout options.

Method 2: Format Tab

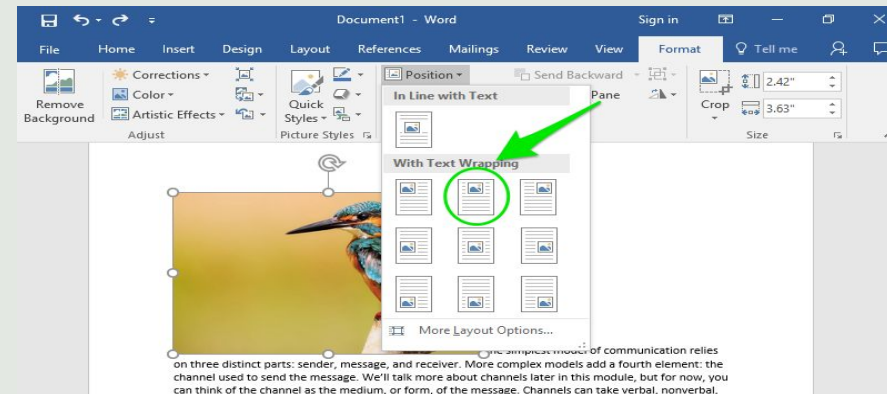
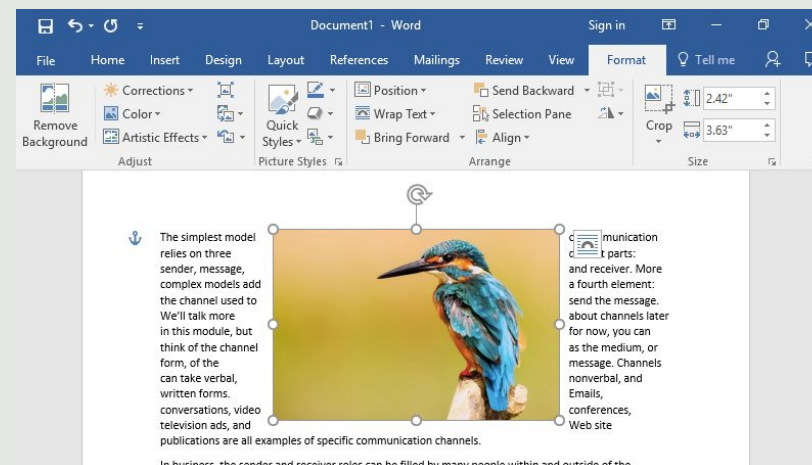
When you click on the image, the Format tab will appear in the ribbon. From the Format tab, you can choose Warp Text.



Text Wrap: Change image layout options.

Method 3: Position

Go to Format>Position for options that not only apply text wrap but also position the image on the page.



Position in Top Center with Square Text Wrapping

Text Wrap: Change image layout options.

Text Wrap Options

Regardless of which method you use, the text wrap options are the same. The text wrap you will probably use the most is the square text wrap, but there are other text wraps too.

The simplest model of communication relies on three distinct parts: sender, message, and receiver. More complex models add a fourth element: the channel used to send the message. We'll talk more about channels later in this module, but for now, you can think of the channel as the medium, or form, of the message. Channels can take verbal, nonverbal, and written forms. Emails, conferences, television ads, and Web site publications are all communication channels.

In business, the sender and many people within and outside of the organization: For example, a manager (sender) holds a meeting with an employee (receiver) to discuss the employee's performance. The marketing department (sender) publishes a product launch announcement to reach potential customers (receivers).

There is also an enormous range in the kinds of communication that take place within and to and from an organization. For example, business communication is used to promote products, services, or an organization; relay information within a business; or deal with legal and similar issues. It encompasses a variety of topics including consumer behavior, advertising, public relations, event management, corporate communication, research and measurement, and reputation



Square: text wrap around the image in a square shape

Text Wrap: Change image layout options.

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In business, the sender and people within and outside of the organization. For example, a manager (sender) holds a meeting with an employee (receiver) to discuss the employee's performance. The marketing department (sender) publishes a product launch announcement to reach potential customers (receivers).

There is also an enormous range in the kinds of communication that take place within and to and from an organization. For example, business communication is used to promote products, services, or an organization; relay information within a business; or deal with legal and similar issues. It encompasses a variety of topics including consumer behavior, advertising, public relations, event management, corporate communication, research and measurement, and reputation management. Business communication may also refer to internal communication: In a large company, a communications director may be in charge of managing internal communication and crafting the messages sent to employees. From an HR point of view, effective

Tight/Through—Text wraps around image, regardless of what shape the image is. This text wrap works best with images that have no background.

Text Wrap: Change image layout options.

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of the message. Channels can take verbal, nonverbal, and written forms. Emails, conversations, video conferences, television ads, and Web site publications are all examples of specific communication channels. In business, the sender and receiver roles can be filled by many people within and outside of the organization: For example, a manager (sender) holds a meeting with an employee (receiver) to

Top and Bottom—Text stops when it hits the top of the image and continues at the bottom of the image; no text is to the left or right of the image

Text Wrap: Change image layout options.

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In business, the sender and receiver roles can be filled by many people within and outside of the organization: For example, a manager (sender) holds a meeting with an employee (receiver) to discuss the employee's performance. The marketing department (sender) publishes a product launch announcement to reach potential customers (receivers).

There is also an enormous range in the kinds of communication that take place within and to and from an organization. For example, business communication is used to promote products, services, or an organization; relay information within a business; or deal with legal and similar issues. It encompasses a variety of topics including consumer behavior, advertising, public relations, event management, corporate communication, research and measurement, and reputation management. Business communication may also refer to internal communication: In a large company, a communications director may be in charge of managing internal communication and crafting the messages sent to employees. From an HR point of view, effective communication within an organization is vital to building trust and job satisfaction among employees.

Behind text—Image is behind text. Text will cover image.



Text Wrap: Change image layout options.

The simplest model of communication relies on three distinct parts: sender, message, and receiver. More complex models add a fourth element: the channel used to send the message. We'll talk more about channels later in this module, but for now, you can think of the channel as the medium, or form, of the message. Channels can take verbal, nonverbal, and written forms. Emails, conversations, video conferences, television ads, and Web site publishing are all examples of specific communication channels.

In business, the sender and receiver roles can be played by people within and outside of the organization: For example, a manager (sender) might communicate with an employee (receiver) to discuss the employee's performance. The marketing department publishes a product launch announcement to reach potential customers (receiver).

There is also an enormous range in the kinds of communication that take place within and to and from an organization. For example, business communication can be used to promote products, services, or an organization; relay information within a business; or deal with legal and similar issues. It encompasses a variety of topics including consumer behavior, advertising, public relations, event management, corporate communication, research and measurement, and human resource management. Business communication may also refer to internal communication. In a company, a communications director may be in charge of managing internal communication and crafting the messages sent to employees. From an HR point of view, effective communication within an organization is vital to building trust and job satisfaction among employees.



In front of text—Image is in front of text. Text behind the image is not visible.

Hyperlinks

A hyperlink is a piece of text that when clicked takes the user to a webpage. Hyperlinks can also link to email addresses; when clicked, these hyperlinks will open an email program (likely Microsoft Outlook) to send an email to that address. Hyperlinks are formatted with a different color (blue, by default) and an underline.

Inserting a Hyperlink

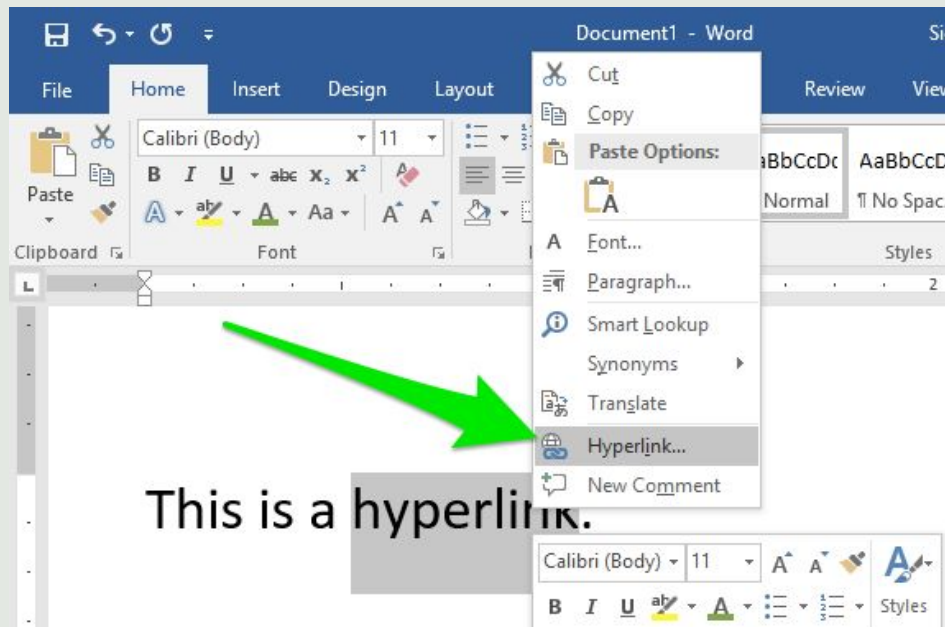
To add a hyperlink to a Word document, select the text to be changed into a hyperlink

This is a hyperlink.

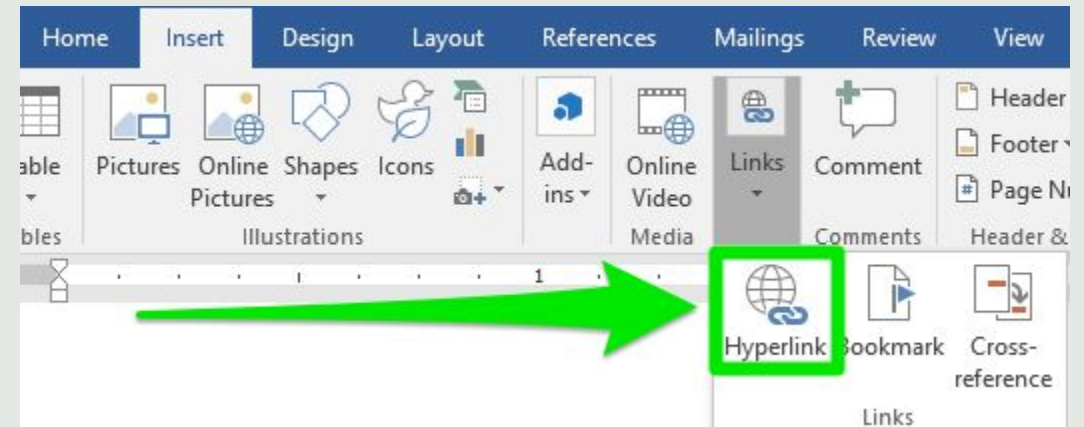
Hyperlinks

There are three options to add a hyperlink:

1. Use the shortcut Ctrl+K.
2. Right-click the selected text and select Hyperlink...

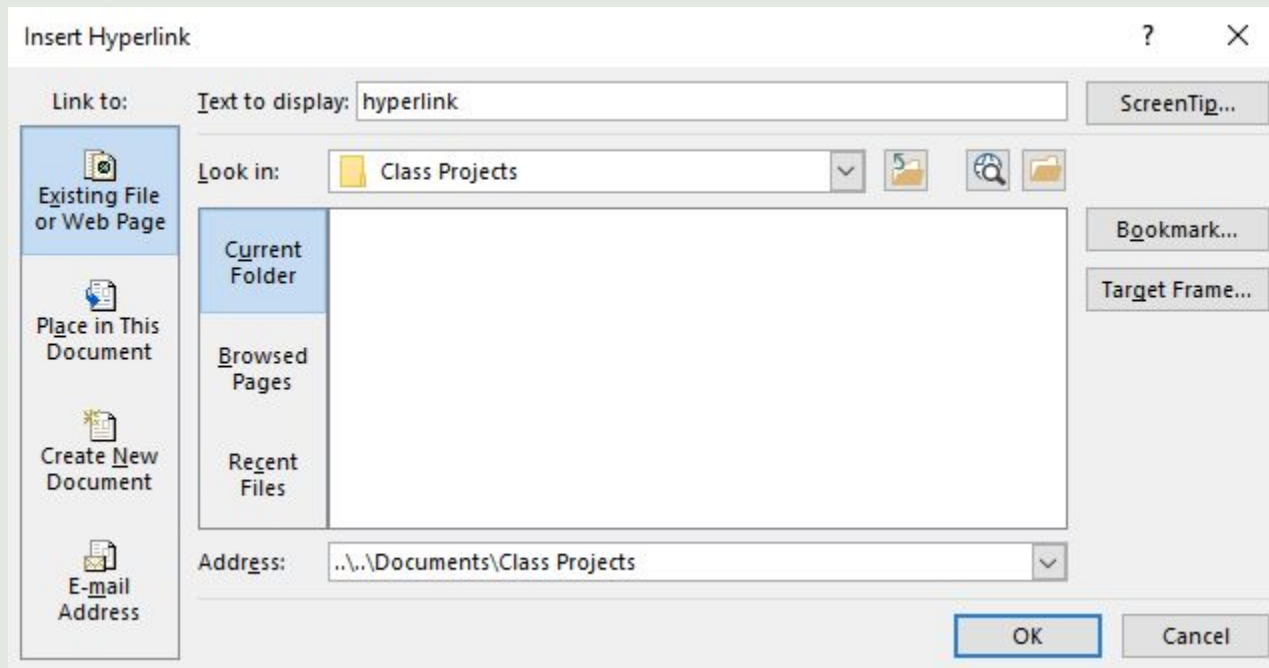


3. Insert>Links>Hyperlink.



Hyperlinks

Any of these options will open up the Hyperlink dialog box.

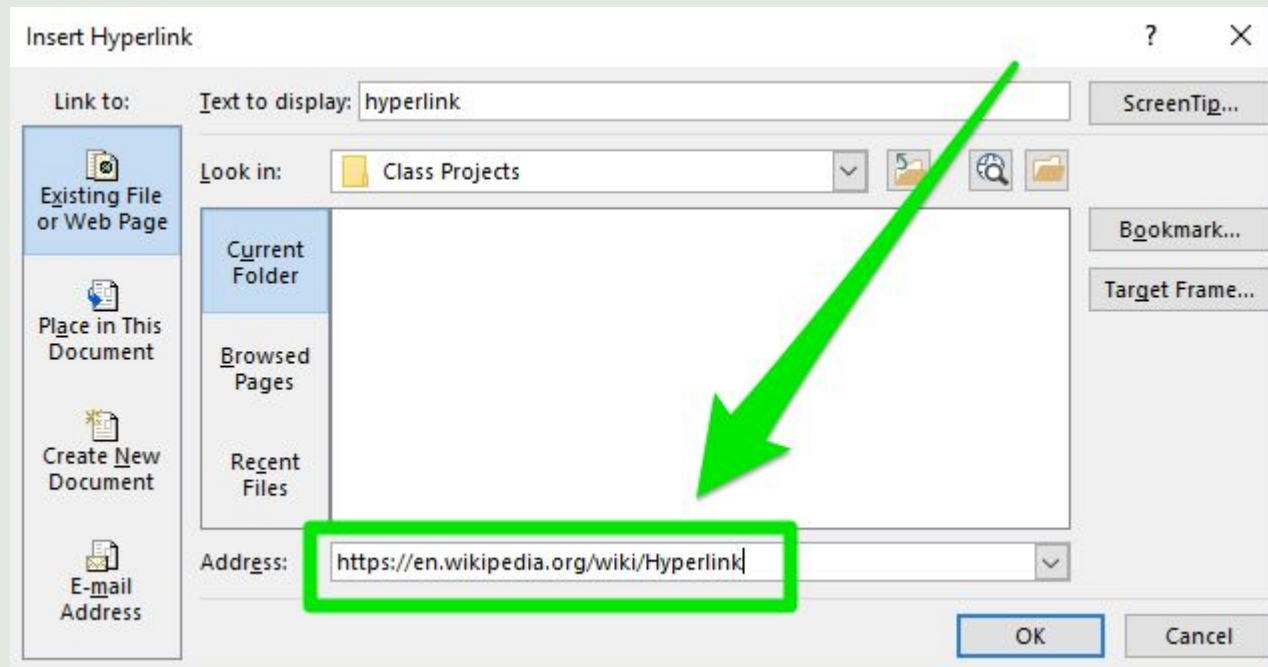


Note that in the screenshot above, the Address textbox contains a file path. You can type in a file path to link to files stored on your computer or in a shared database. Be aware that a hyperlink is only a path to a file, not the file itself—if a user does not have the file on his or her computer, they will not be able to open whatever file you have linked.

Hyperlinks

The Text to display textbox at the top contains the text that will be formatted as a hyperlink. It can be changed from this window.

The Address textbox at the bottom is where the hyperlink will send users. Type a webpage URL or email address in the Address textbox.



Hyperlinks

When the hyperlink is inserted, the text will change to the hyperlink style. By default, this is blue and underlined, but this is customizable in the Color Theme options. (Design>Colors>Customize Colors...).

This is a [hyperlink](#).

Visiting a Hyperlink

Hover over the hyperlink to see a preview of where the link will take you. Be careful when following hyperlinks to unfamiliar websites.

This is a [hyperlink](https://en.wikipedia.org/wiki/hyperlink).

https://en.wikipedia.org/wiki/hyperlink
Ctrl+Click to follow link

Hold down the Ctrl key while clicking on the hyperlink to open the webpage or email (on a Mac, you don't have to hold any key—just click). If the link was to a webpage, Microsoft Edge (or Internet Explorer) will open and load the hyperlinked page. If the link was to an email address, Microsoft Outlook will open and create a new message with that email address in the To field.

