MS-Word

Week 2

Official resource for MS-Office products: https://support.office.com

Activities In Tutorial

- TA demos:
  - Used for more complex features (typically multiple steps are required).
  - The tutorial instructor will show on the projector/instructor computer each step for running the feature in Word.
  - Unless otherwise specified the tutorial material will take the form of a TA demonstrating the use of features in Word.
- Student exercises:
  - Used instead of TA demos for simpler features.
  - You will have already been given a summary of how to invoke the feature and the purpose of the exercise is to give you a chance to try it out and get help if needed.

First Tutorial

Working With Tables

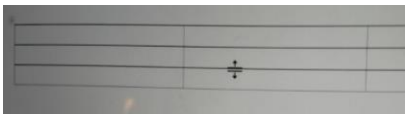
- Creating a new table
  - `Insert->Tables group: Table`
- Converting existing text into a table
  - Select text
  - `Insert->Tables group: Convert Text to a Table`
- Tables in Word allow for simple (as compared to a spreadsheet such as Excel) calculations to be performed
  - `Layout->Data group: Formula`
  - More on this feature later

Basic Table Operations

- Merging cells
  - Select the cells to merge
  - Right click and select the "`Merge Cells`" option
- Inserting new rows or columns
  - Select a location in the table
  - Right click and select either the "Insert rows above/below" or the "Insert columns to the left/right" option as appropriate
- Deleting existing cell(s)
  - Select cell or cells to delete
  - Right click and select the "`Delete cells`" option

Basic Table Operations (2)

- Changing the height/width of rows/columns
  - Mouse over (move the mouse over) the boundary of the row or column to resize until the cursor appearance changes.



  - (In the image above) the specified row may be thickened or narrowed using the modified cursor.

Basic Table Operations (3)

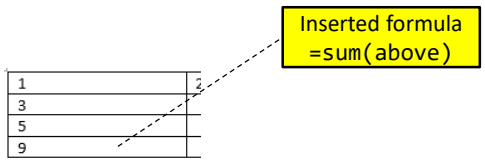
- Resizing the entire table
  - Mouse over the bottom right corner of the table until the cursor appearance changes (different appearance from resizing rows or columns).

  - The table may now be shrunk or enlarged (the aspect ratio – height to width) will be maintained.

Table Formulas To Know For The Exam

- `Average(<direction>)`
- `Max(<direction>)`
- `Min(<direction>)`
- `Sum(<direction>)`

- Directions: above, below, left, right
- Example (created via: Layout->Data group: Formula & inserting into Row 4, Column 1):



Note: Inserting Formulas Via Running a Feature In The Ribbon Vs. Typing

- With the previous example and the data in the first three rows:

1	2
3	
5	

- Selecting the 4th row and directly typing in that row '`=sum(above)`' will have the result be treated as text and

1
3
5
=sum(above)

Tutorial Demo:

- Start with the Word document: `table_example`

	Col 1	Col 2	Col 3
Row 1	1	1	1
Row 2	2	2	2
Row 3	3	3	3
Row 4	4	4	4
Row 5	5	5	5

- Enter new values (overwrite existing values) into the following locations:
  - Enter a new value into Row 1, Column 3 via (`Layout->Data group: Formula`) `=sum(left)`
  - Enter a new value into Row 5, Column 2 via (`Layout->Data group: Formula`) `=average(above)`
  - Directly type int Row 3, Column 3: `=sum(right)`

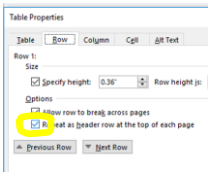
Repeating Table Headings

- Always ensure that the headings appear at the top of each page even after the table is modified (deleted and added rows)
- Steps:
  - Right click on the table
  - Select "`Table properties`"
  - Select the 'row' tab
  - Check the box "`Repeat header at the top of each page`".
    - By default the box is not checked

Courses taught

Semester/year	Course name and number	Enrollment
Winter 2018	CPSC 203	175
Winter 2018	CPSC 231	125
Fall 2017	CPSC 203 (L01)	150
Fall 2017	CPSC 203 (L02)	150
Spring 2017	CPSC 231	54
Winter 2017	CPSC 203	175
Winter 2017	CPSC 231	125
Fall 2016	CPSC 203 (L01)	150
Fall 2016	CPSC 203 (L02)	150
Winter 2016	CPSC 203	175
Winter 2016	CPSC 231	125
Fall 2015	CPSC 203 (L01)	150
Fall 2015	CPSC 203 (L02)	150
Winter 2015	CPSC 203	175
Winter 2015	CPSC 219	125
Winter 2015	CPSC 233	225
Fall 2014	CPSC 203 (L01)	150
Fall 2014	CPSC 203 (L02)	150
Winter 2014	CPSC 203	175
Winter 2014	CPSC 219	125
Winter 2014	CPSC 233	225

Semester/year	Course name and number	Enrollment
Fall 2013	CPSC 203 (L01)	150
Fall 2013	CPSC 203 (L02)	150



Headers / Footers

- Items inserted in these locations can appear on each page
- Example:
  - `Insert->(Header & Footer group: Page Number)`

Text Styles

- `Home tab->(‘Styles’ group)`
- Styles have pre-defined fonts, font sizes and font effects which can be applied with a single click.
- Word comes with pre-defined styles that can be applied to text.
  - Alternatively one can use the format painter (copy-paste formatting)
    - `Home->(Clipboard group)->Format painter`
- New styles can also be pre-defined
- Some documents may be formatted (e.g. margins, spacing, fonts, font effects etc.) to conform to common writing styles:
  - APA template:
    - https://templates.office.com/en-US/APA-style-report-6th-edition-TM03982351

Text Styles: Demo #1

- (There is no starting document needed for this demo as the tutorial instructor is creating a new style. The TA just has to create a new document add a little text and apply the newly created style to some of the text).
- Tutorial instructor will demonstrate how to create a new style:
  - Font style that the new style is based on: Normal
  - Name: ‘Tut style’
  - Font type: Arial
  - Font size: 16
  - Save the new style
- Select some text and apply the style to it

Text Styles: Demo #2

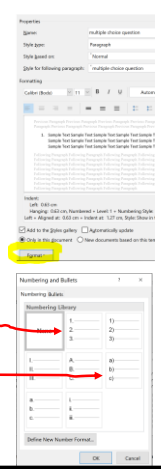
- Starting document: `Multiple_styles`
- It can be specified in Word where instances of one style will be followed by instances of another style e.g. each multiple choice question (#1, 2, 3…) includes and is immediately followed by a number of selections (typically 4 or 5).
  - Font settings for both styles is: Garamond, 12 point based on the 'Normal' style
  - First style name: Multiple choice question

    1. What is the name and number for this course
       a. COMP 101
       b. COMP 203
  - Second style name: Multiple choice selection

    1. What is the name an
       a. COMP 101
       b. COMP 203
       c. CPSC 101

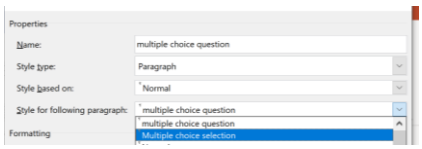
Text Styles: Demo #2

- List numbering effects can be set via the 'Format' option of the 'Properties' of the new style and select the 'Numbering' option.
- Types of lists to create for the demonstration:
  - Multiple choice question: First option
  - Multiple choice selection: Fifth option



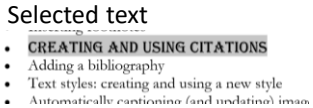
Text Styles: Demo #3

- Ensuring an instance of one style is followed by an instance of another style.
  - (In this demonstration each instance of “Multiple choice question” will be immediately followed by an instance of “Multiple choice selection”).

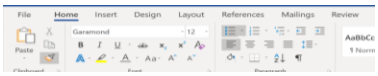


Format Painter

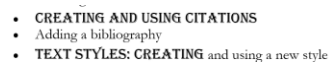
- It can be used as quick way of applying the formatting effects (such as font type, size, color) from selected text to other text.
  - Selected text



  - Click on the “Format Painter’ (cursor changes to a paint brush)



  - ‘Paint’ (apply) the formatting to other text (“Text Styles: Creating”)



Second Tutorial

Finding Text In A Document

- This is one of the major advantage for having an electronic vs. paper version.
  - Example: “Where in this *giant* section of notes did Tam talk about ‘inserting’ things into Word”
- Shortcut:
  - `<Ctrl>-<f>` Press both keys (same time or one after another without releasing the first)
  - Home->(Under the ‘Editing group’)->Find (or Replace)
  - Styles can even be ‘found’ and replaced

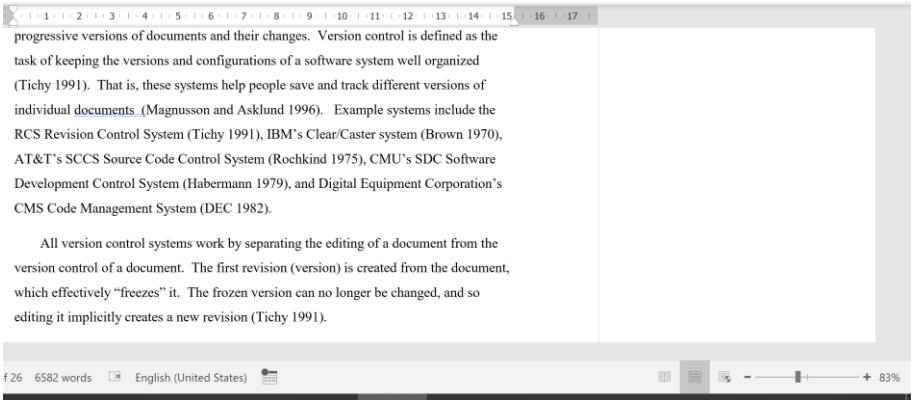
Document Views

- Read mode:
  - Approximates reading a book (or tablet, magazine). “An easy (JT?)
  - to read view”
  - Two-page representation allows easy flipping forward/backward
- Print layout:
  - Default view, onscreen appearance largely matches appearance when printed.
- Web layout
  - View the document as if it were posted as a web page (no page breaks because web documents are typically one continuous document).

Document Views (2)

- Outline
  - Outline shows the headings (sub-headings and sub-sub-heading) view of the document.
  - Even text in paragraph form is formatted in list form (bulleted and numbered lists)
  - Pro: allows faster access to specific list elements
  - **Use this view for creating master-sub documents**
- Draft
  - Useful for slower computers: images and non-text objects are not shown, page breaks are shown with simple graphics (dotted lines)
- An online resource for understanding the different views:
  - http://www.peachpit.com/articles/article.aspx?p=2044335&seqNum=2

Zooming Into/Out Of A Document


progressive versions of documents and their changes. Version control is defined as the task of keeping the versions and configurations of a software system well organized (Tichy 1991). That is, these systems help people save and track different versions of individual documents (Magnusson and Asklund 1996). Example systems include the RCS Revision Control System (Tichy 1991), IBM's Clear/Caster system (Brown 1970), AT&T's SCCS Source Code Control System (Rochkind 1975), CMU's SDC Software Development Control System (Habermann 1979), and Digital Equipment Corporation's CMS Code Management System (DEC 1982).

All version control systems work by separating the editing of a document from the version control of a document. The first revision (version) is created from the document, which effectively "freezes" it. The frozen version can no longer be changed, and so editing it implicitly creates a new revision (Tichy 1991).

Creating Master-Subdocuments

- Important: a master document **DOES NOT** contain the sub documents.
  - No text, images or other data from the subdocument(s) is contained within the master document.
- Instead a master document contains links to the subdocument.
  - Advantage: this allows multiple users to edit different subdocuments. (This is because each subdocument is a separate document rather than having one large master document – under normal circumstances only one person can edit a document).
  - If you are required to implement a master-subdocument and you do things this correctly (as a real master-subdocument(s)) then **you will be awarded no credit**.

When Can You Use Master Documents

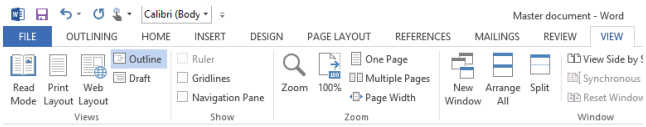
- A document consists of several sections
  - E.g. Chapters of a book, a report that contains different parts
- Question: what is the advantage of creating a master document over alternatives such as creating one large document or several smaller documents (which aren't linked with a master document)

Outlining The Process Of Creating Master Documents

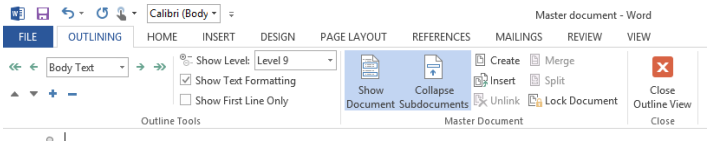
- Documents needed
  1. Each section or 'sub-document' (e.g. book chapter) is created as a normal Word document
     - Don't set up formatting and style yet.
  2. Then create an additional Word document is created that will become the master document
- Process
  - Links to the different 'sections' (Step #1) are added to the master document making the 'section documents' sub documents of the master document.
  - The sub documents can be accessed via the master document.

Linking Documents (As Master-Sub Documents)

- (Information from the MS-Office help system)
  - `View->(Document Views group: click Outline)`

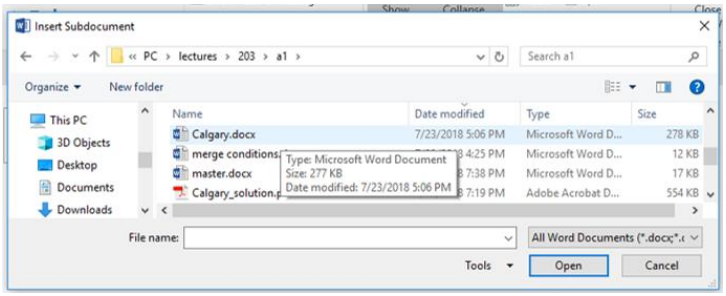


  - `Outlining->(Master Document group: Show document) ->Insert`



Linking Documents (As Master-Sub Documents)

- (After clicking 'insert'): select the sub-documents to link into the master document



- **Important!** This step '**links**' the master and sub-document but *does not copy and paste* the contents

Note: The Master Document Does Not Contain The Sub-Document

- Look at the file sizes! (Correct)

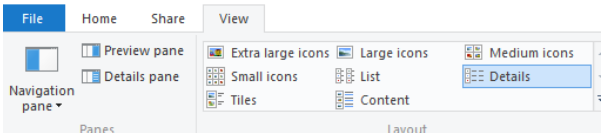
Name	Date modified	Type	Size
World.docx	7/20/2018 4:56 PM	Microsoft Word D...	279 KB
Calgary_solution.docx	7/20/2018 7:18 PM	Microsoft Word D...	542 KB
master.docx	7/20/2018 7:38 PM	Microsoft Word D...	17 KB

- (Incorrect: copy-pasted smaller documents into big one)

Name	Date modified	Type	Size
Calgary_solution.docx	7/20/2018 7:18 PM	Microsoft Word D...	542 KB
not master - BIG DOC.docx	7/26/2018 4:58 PM	Microsoft Word D...	800 KB
World.docx	7/20/2018 4:56 PM	Microsoft Word D...	279 KB

Determining File Sizes In Windows

- (In Windows): View tab->details



- (Another example of master-sub documents:
  - 'master.docx' links to but doesn't contain contents of the 5 chapters.

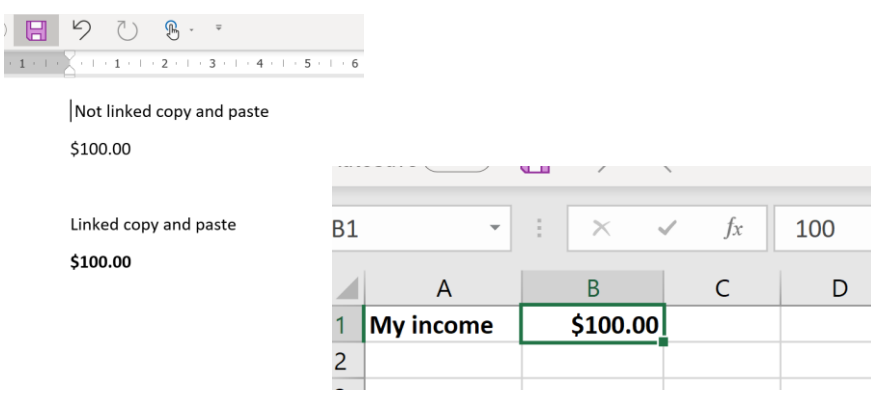
chapter 1 - computers.docx	2016-08-15 1:58 PM	Microsoft Word D...	766 KB
chapter 2 - spreadsheets.docx	2016-08-15 1:58 PM	Microsoft Word D...	3,225 KB
chapter 3 - databases.docx	2016-08-15 1:58 PM	Microsoft Word D...	5,981 KB
chapter 4 - VBA.docx	2016-08-15 1:58 PM	Microsoft Word D...	3,256 KB
chapter 5 - web pages.docx	2016-08-15 1:58 PM	Microsoft Word D...	3,585 KB
master.docx	2016-08-15 1:59 PM	Microsoft Word D...	26 KB

Multiple Programs: Linked Documents

- Example files can be found in the tutorials link for this week under the subfolder '`linked_documents_example`'
- Contents of this folder:
  - Word document: `linked_document` (links income to the spreadsheet with the second but not the first example which is a simple copy-paste of the spreadsheet data)
  - Excel spreadsheet: `Income`

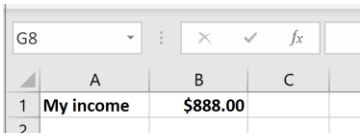
TA Demo: Original Income $100

- TA opens both the Excel the spreadsheet and the Word document.
  - In the Word document income is $100 for both examples.

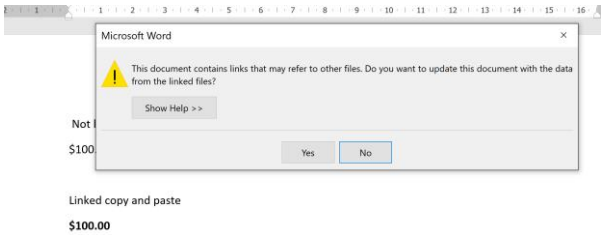


TA Demo: Change Income To $888

- The Excel spreadsheet is edited and saved.

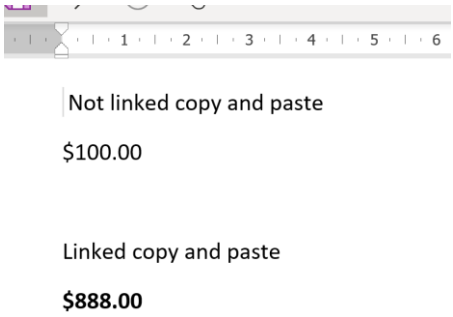


- Close and reopen the Word document and prompt will appear to update the linked information.
  – Select 'Yes'



TA Demo: Change Income To $888 (2)

- The income for the linked version (second) is updated to the new value.



Advantage Of Linking Documents

- The calculating capabilities of the spreadsheet can be utilized by determining results in Excel.
- Links will then allow the most recent version of those results to be displayed in Word (which has more options than Excel for formatting and laying out text).
- A master-subdocument relationship is another example of linking documents (coming up).