# MS-Word

Week 1

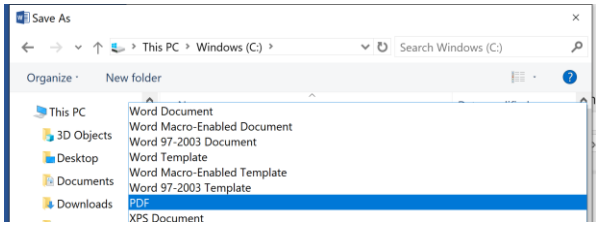
Official resource for MS-Office products: https://support.office.com

## 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.

## Creating PDF Documents

- PDF (Portable document Format) documents
  - Allows documents to be saved and viewed with different computer operating systems.
  - Ensures a consistent layout and formatting.
- PDF documents can be created out of a Word document using the “Save As” feature.
  - Select ‘PDF’ as the file type under the pull down menu.




## Configuring Word To Mitigate Against Disaster

- AutoRecover:
  - Word can **save a document periodically** (default is 10 minutes)
  - Situations designed to mitigate: Word crashes, loss of power
  - Configuring save duration:
    - `File->Options->Save->Save Auto recovery information`
- Automatic Word backups:
  - Word will **save a backup document every time that you save** (same location)
  - Situations designed to mitigate: document becomes in accessible (e.g. corrupted, deleted) the backup may still be usable
  - Default: this feature is turned off
  - Configuring auto backup:
    - `File->Options->Advanced->(Save group: Always create backup copy)`

## Manual Backups:

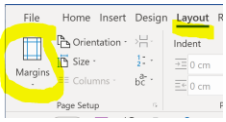
- With all the features built into Word why bother making backups yourself?

## Converting Between Versions Of Word

- Different version of Word (and Office) have different features
- https://support.office.com/en-us/article/Compare-Word-features-on-different-platforms-5e00dfba-3d7c-4222-b850-a0527ff7b066
- https://support.office.com/en-us/article/Compatibility-changes-between-versions-CB713C85-3145-4E83-A8B6-1E3227A4C059
- Checking for compatibility issues in a document
  - `File->Info->Check for issues->Check compatibility`
- Converting older versions to the newest version of Word
  - `File->Info->Convert` (the 'convert' option only appears for older versions of Word documents).
  - `File->Save As` (Word Document `*.docx`) i.e. save under the new file type to do the conversion.

## Changing Margins

- Via the Ribbon: `Layout tab -> Page Setup group: Margins`

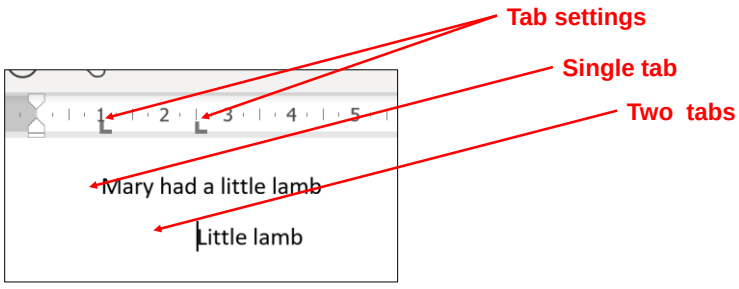



- Via the ruler (the ruler must be made visible first, this can be done via: `View ribbon->(Show group: checking the ruler option)`

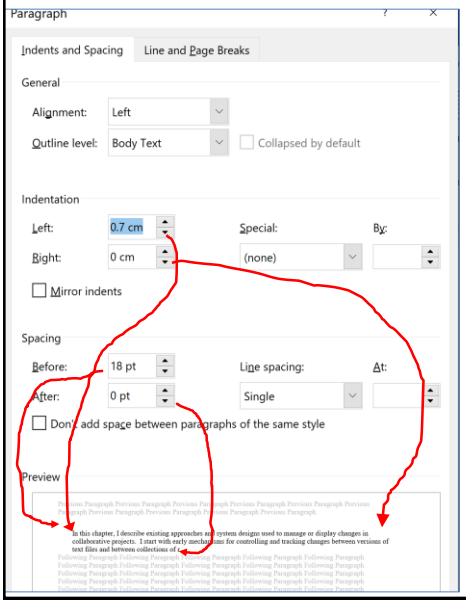



## Tabs

- A “tab stop” can be added with the ‘Tab’ key
- The amount of indenting produced by a tab can be changed with the ruler.

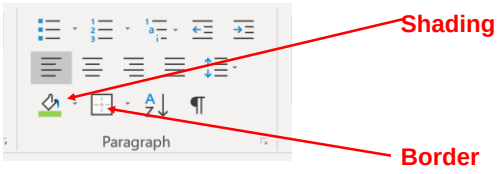


# Paragraph Formatting Options




# Paragraph Formatting Options (2)

- To emphasize a paragraph, borders and shading can be added (this should be done only sparingly).
  - Location of controls: Home->Paragraph group




  - Effects applied

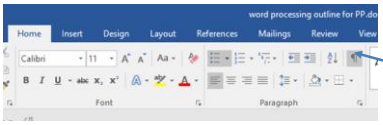
them halfway". To paraphrase one of my student evaluations:

Tam is greedy; he wants to make sure everybody can learn the

It took me several years but eventually I have developed ways of meeting students h

## Show/Hide Formatting Symbols

- Some characters (e.g. formatting) affect formatting but have no visible appearance (e.g. space, tab etc.)




**View formatting symbols**

- Formatting symbols (tabs vs. spaces)

¶
Department:···Computer·Science¶
Telephone:·····(403)210-9455¶
Office:·····ICT707¶
¶
¶
Department: · Computer·Science¶
Telephone: · (403)210-9455¶
Office:· · · ICT707¶

## Example: How Formatting Symbols Can Be Useful

- Why won't the thickness of Row 2 decrease?
- Showing the formatting marks can provide the answer.

| | |
|---|---|
| Cell 1 | Cell 2 |
| Cell 3 | Cell 4 |
| Cell 5 | Cell 6 |

| | | |
|---|---|---|
| Cell·1¤ | Cell·2¤ | ¤ |
| Cell·3¶<br>¤ | Cell·4¤ | ¤ |
| Cell·5¤ | Cell·6¤ | ¤ |

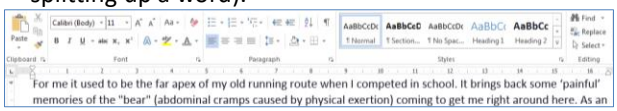
¶

## Moving Text To The Next Line

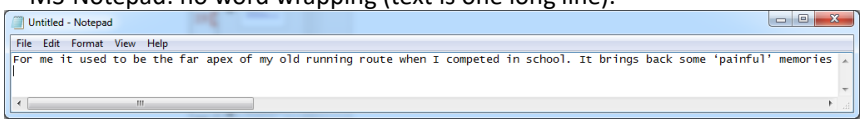
- Word wrap
- Hard return
- Soft return

## Word Wrap

- A feature automatically built into Word processors (e.g. Word) and many text editors (WordPad but not Notepad). Long text is moved to the next line.
  - MS-Word: word wrapped, words are move to the next line (without splitting up a word).




  - MS-Notepad: no word wrapping (text is one long line).




  - Word wrapping can be affected by variables such as margin settings in a document.

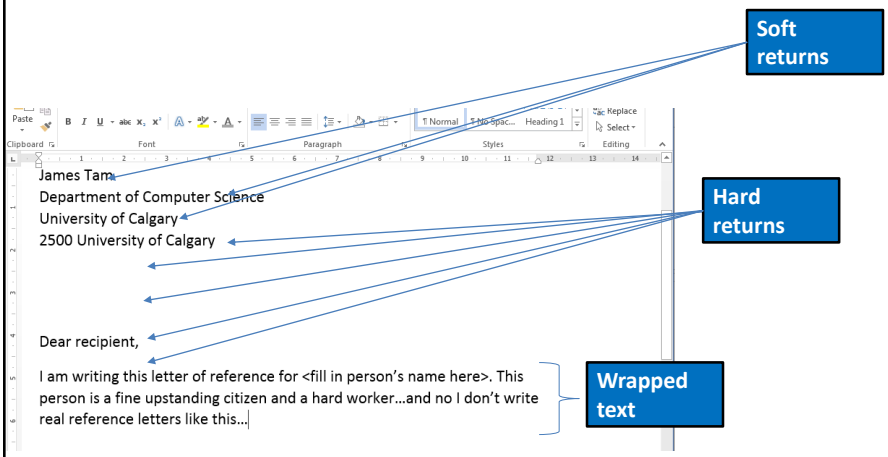
## Hard Return

- Used when the editor specifically wants text to always appear on a separate line regardless of variables such as margin settings.
- In word processors and text editors a hard return can be added to a document by hitting the ‘enter’ key.

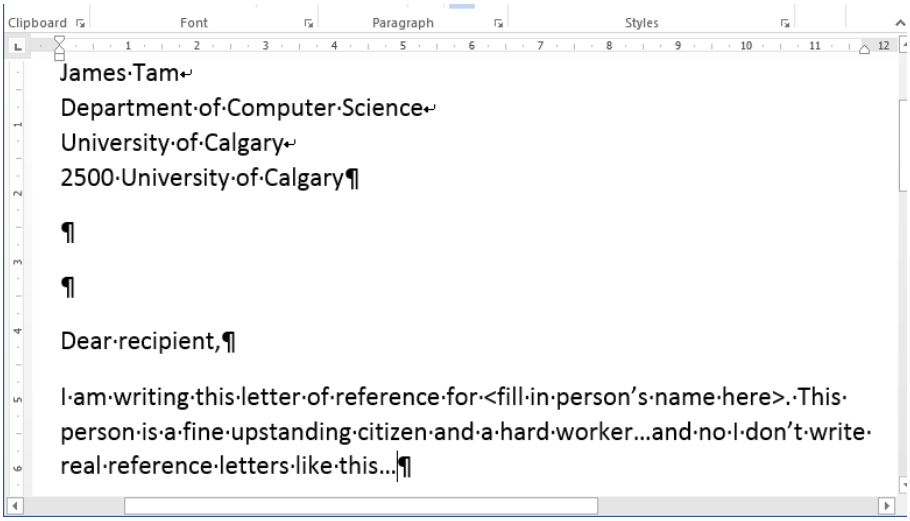
## Soft Return

- Similar to a hard return a soft return will move text to another line.
- The difference is that the distance between the two lines is not as large as the case with a hard return.
- In Word a soft return is inserted by pressing the ‘shift’ and the ‘enter’ key at the same time.
  - Shorthand notation: `<Shift>-<Enter>`
- Soft returns can be used where the two lines must be separate but still in close proximity e.g. lines of an address, headings and sub-headings.

# Line Separators: An Example




# Showing Line Separators: Formatting Marks On



## Insertions In Word

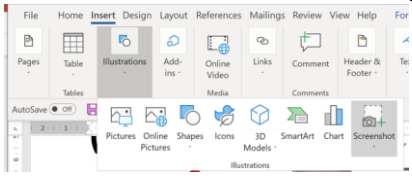
1. Images
2. Page breaks
3. Cover pages
4. Section breaks (changing the layout)
5. Symbols & Equations

## 1. Insertions: Images

- Images from your computer
  - `Insert->Illustrations group: Pictures`
- Online images
  - `Insert->Illustrations group: Online pictures`
  - Advantage over a regular web search: by default the images have a Creative Common license (allow for legal non-commercial use)
    - For more information on a CCLs and copyright:
    - https://creativecommons.org/licenses/
    - https://www.microsoft.com/en-us/legal/copyright/default.aspx

## Getting Screenshots Of Open Windows

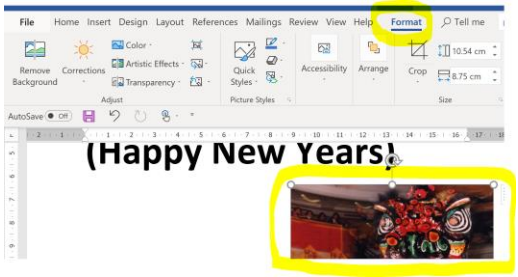
- JT: Yes you can use a phone camera but it may not be of sufficient quality.
- Getting screenshots is built into Word:
  - `Insert tab -> Illustrations group: Screenshot`




- Side note (getting screenshots beyond Word):
  - Snipping tool (Available Windows Vista onwards and even XP via an add-on) – in the future the feature is moving to "`Snip & Sketch`")
  - `Print Screen` – useful for situations where menu options must be opened.

## Editing Images

- The 'format' tab only appears on the ribbon when an image is selected in Word:




- JT's note: for simple imaging editing tasks I prefer using PowerPoint (handles layout better).

## 2. Insertions: Page Breaks

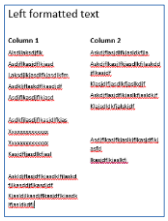
- `Insert->Pages group: Page Break`
- Moves text after the page break to the top of the next page
- If an assignment instruction specifies a page break vs. hard returns make sure you don't mix the two up or **your grade will be affected**.

## 3. Insertions: Cover Page

- `Insert->Pages group: Cover Page`
- Pre-created cover pages already specify things such as: layout, alignment, images, fonts etc.

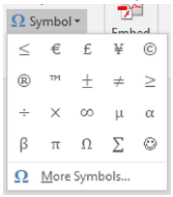
## '4th Insertion': Section Break

- Sections in a document can have different formatting applied or have it's own sequence of page numbering
- Sections can be on different pages or reside on the same page.
- (Section breaks are actually not 'inserted' into a Word document).
  - They 'change' layout although one may think that a section break has been 'inserted' so it's covered now.
- Sections on different page
  - `Layout->Page Setup group: Breaks->Next page`
- Sections on same page
  - `Layout->Page Setup group: Breaks->Continuous`




## 5. Insertions: Symbols & Equations

- A useful time saver:
  - Symbols
    - `Insert->Symbols group: Symbols`

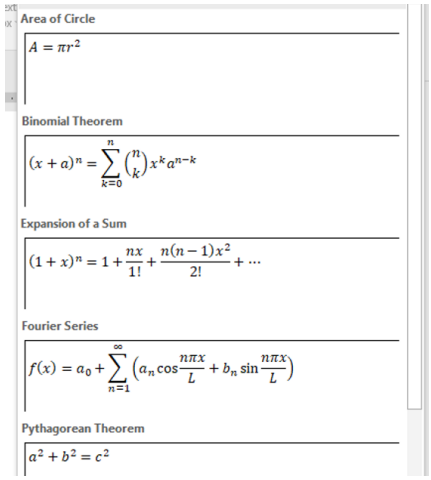



  - Equations (Math and other formulas)
    - `Insert->Symbols group: Equations`

## 5. Insertions: Symbols & Equations (2)

– Equations

- Insert->Symbols group: Equations




## Options For Setting Picture Layout

- Select a picture
- Right click and select the 'Picture' option
- Pull up the 'Layout' tab

