

Previous session

Wednesday 17th March 2004

Basic operations, Tables and Templates

Wednesday 22nd September 2004

Some advanced feature, outlining and automated data fields

Customise Toolbars

<Tools> <Customise> <Options> Uncheck Standard & Formatting toolbars on one row & menus show recently used commands first.

<View> <Toolbars> or Right click in toolbar area to select toolbars required

Navigating in a document

Cursor Keys	Cursor	One character at a time in direction of key
Key +<CTRL>	up/down one paragraph left/right one work	
Page up/down	Page up	One screen at a time
+CTRL	Page down *-	Top of Previous page
<CTRL>	Home/End	Top of Next Page
Home/ End +<CTRL>	Start of End of Current Line	
		Start or End of document

Techniques for Selecting Text (using mouse)

Drag	Hold left mouse key and drag over text
Word	Double click on the word
Sentence	Hold CTRL and click anywhere in the sentence
Line	Move mouse into margin area and click
Multiple Lines	Margin area, click and drag
Paragraph	Triple click in Paragraph or double click in margin area
Multiple Paragraphs	Double click in margin area and with mouse button held down drag up or down
The document	Triple click in margin area
Extend a Selection	Make a selection, hold <Shift> and click to extend the selection.
Shorten a Selection	Make a selection, hold <Shift> and click inside the selection to shorten it.
Vertical Block	Hold <Alt> and drag over the text.

A non-adjacent area

Word 2002 onwards Select text Hold
<CTRL> and make additional selection.

Deselect

Click anywhere in the text area.

Show non-printing characters

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Button shows non-printing characters

Character & Paragraph Formatting

Using the Font dialog box

Effects - Strikethrough to Hidden

Font size must be between 1 and 1638 (22.75 inches)

Character spacing

SCALE Allows to stretch or squeeze characters

SPACING Add or reduce space between characters

POSITION Raise or lower characters

KERNING Adjust spaces between certain character combinations

Paragraph alignment Align Right

Align Left

Centre

Justify

Indents

First Line Indent marker

Hanging Indent marker

Left Indent marker

Right Indent marker Using

the Paragraph formatting dialog box

Indentation

Spacing

Line breaks and line spacing

Widow/Orphan control - Prevents the last line of a paragraph at the top of a page or the first line at the bottom.

Keep lines together Prevents a page break within this paragraph

Keep with next Prevents page breaking between this paragraph and the next

Page break before - Starts a new page

Suppress Line numbers

Don't hyphenate Stops automatic hyphenation

Using non breaking spaces <Shift><CTRL><Space>

Introduction to Tabs

Using the default tab stops - Tab stops at *V* inch intervals

Customising tab stops

Using the ruler to set move and delete a tab stop

Click on the tab stop button to select the type of tab stop required, and then click in ruler to set the tab stop point.

Choose tab stop on the ruler and drag it off the ruler.

Different types of tab stops

Left Tab

Right Tab

Centre Tab

Decimal Tab

Bar Tab

Setting tab stops with Leaders <Format><Tab>

Introduction to Tables

Inserting tables <Insert><Table>

Navigating inside a table

Right one cell <Tab>

Left one Cell <Shift><Tab>

Up one row <Up Arrow>

Down one row <Down Arrow>

Adding a row Tab at end of table

Adding a column <Table><Insert> columns/rows etc

Changing column width and row height

<Table><Properties>

Drag boundaries

Deleting rows and columns

<Table><Delete> columns/rows etc

Move Table

Use table handle hover over table and move to the table handle in top left, then drag to new position.

Gridlines

By default Word adds a border to the table.

Gridlines do not print and can also be hidden by choosing <Table><Hide gridlines>

Heading Rows repeat To repeat the table heading at the start of each page highlight the rows to be repeated and choose <Table><Heading Rows Repeat?