

Lab 07

Creating Documents with Efficiency and Consistency

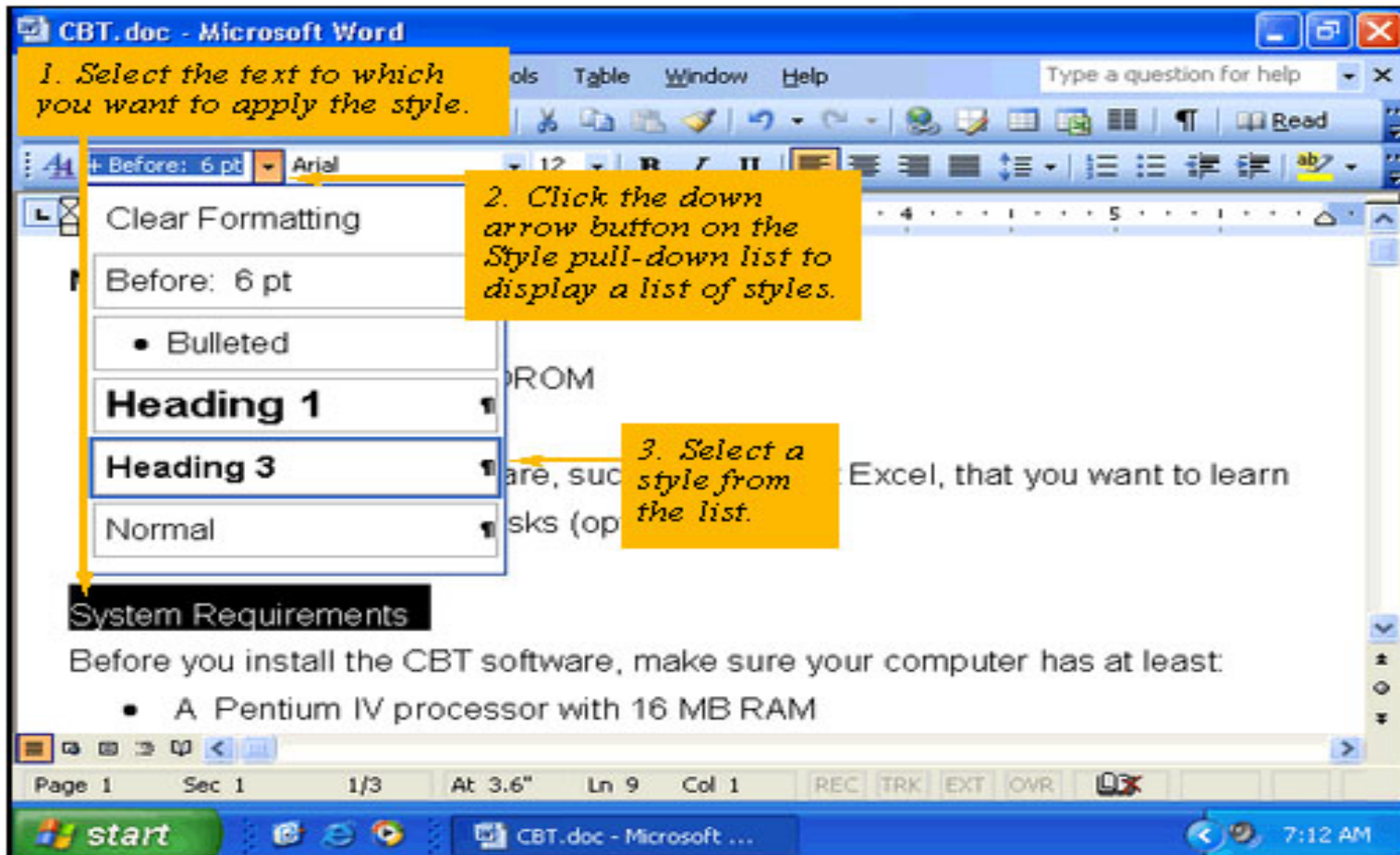
Creating Documents with Efficiency and Consistency

- Following features of MS Word help in creating documents with efficiency (*less time and effort*) and consistency (*one type of documents always looks the same*)
 1. Styles
 2. Find and replace
 3. Spell check and grammar
 4. Track changes
 5. Templates
 6. Mail merge documents

Styles

- A style consists of predefined formatting that you can apply to selected paragraphs.
- The advantage is that they allow you to be consistent in formatting text throughout a document.
- To create a style, format a selected text using the desired font, font size, font style, and paragraph setting. Click Format on the menu bar, then click Styles and Formatting to display the Styles and Formatting task pane. Click the New Style button to display the New Style dialog box. Click the Name text box, then type the name for your new style. Click the OK button to close it.

How to use styles?



How to create a new style?

The screenshot shows the Microsoft Word interface with the 'New Style' dialog box open. The dialog box is titled 'New Style' and has several sections: 'Properties', 'Formatting', and 'Add to template'. The 'Name' field is set to 'TestStyle1', 'Style type' is 'Paragraph', and 'Style based on' is 'Body Text'. The 'Formatting' section shows 'Times New Roman' font, size '10', and 'Latin' language. The 'Add to template' section has 'Add to template' and 'Automatically update' checkboxes. The 'OK' button is highlighted.

1. Select the paragraph you want to apply. Use the format setting you desire.

2. Click Format, click Styles and Formatting.

3. Click New Style.

4. Click the name textbox, then type the name for your new style.

5. Click the OK button to apply.

How to modify a style?

3. Click Format, then click any option you want to change.

4. Click the OK button to apply the change.

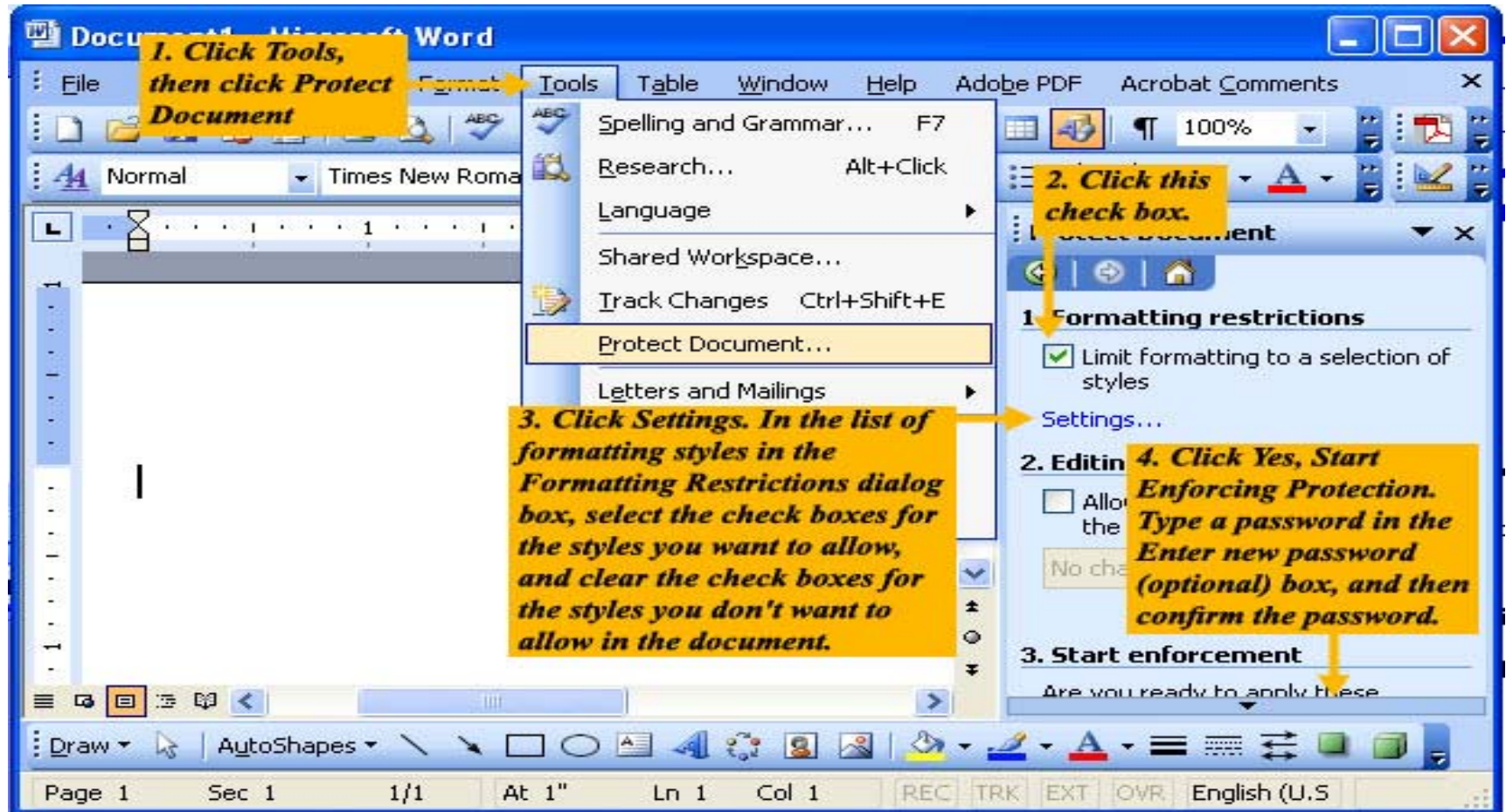
2. Click Modify.

1. Click the down-arrow of the style you want to change.

How to delete a style?

- ❑ If the Styles and Formatting task pane is not open, click **Styles and Formatting** on the **Format** menu.
- ❑ In the Pick formatting to apply list, right-click the style you want to delete, and then click **Delete**.
- ❑ If you delete a paragraph style that you created, Microsoft Word applies the *Normal* style to all paragraphs that were formatted with that style and removes the style definition from the task pane.

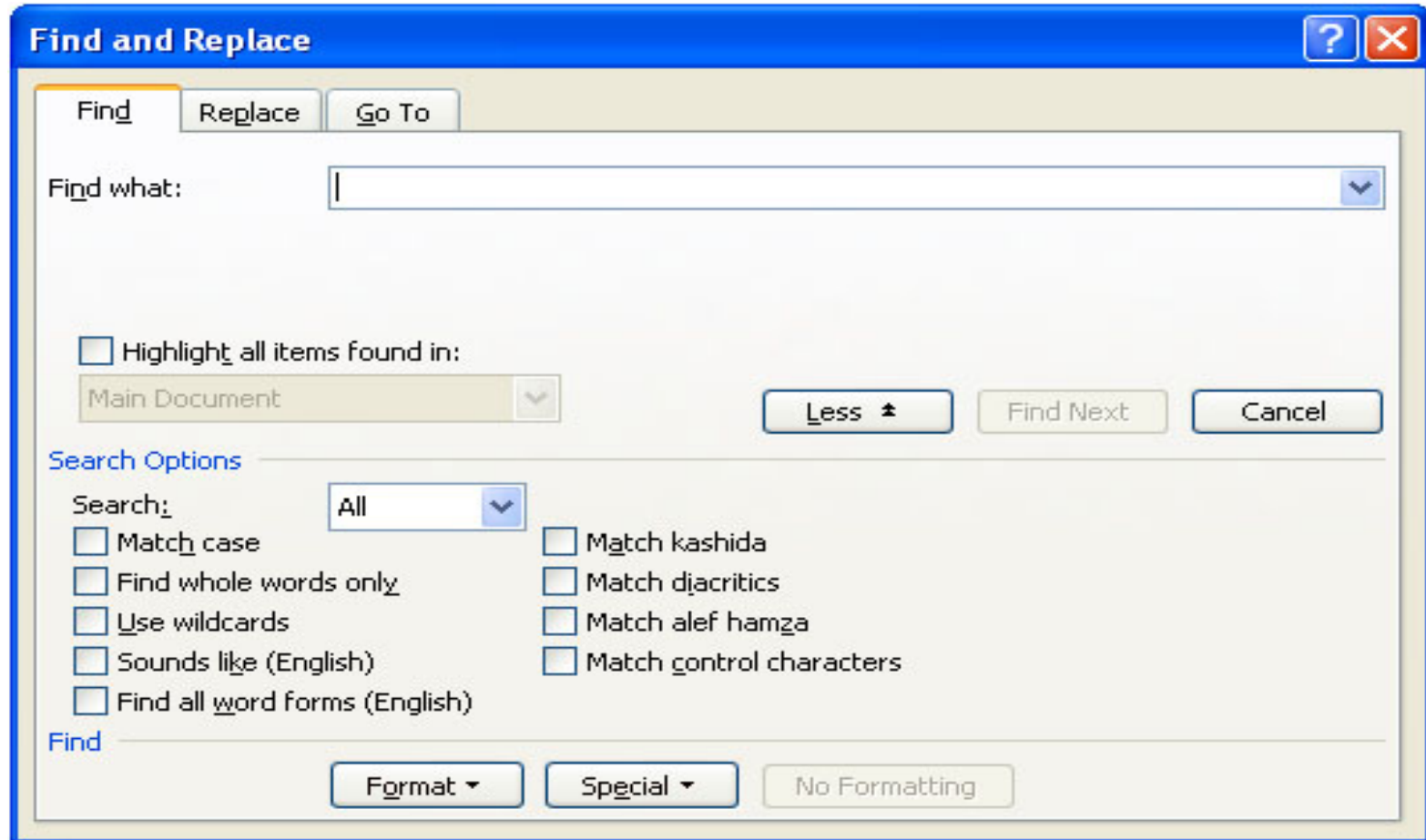
How to lock styles and formatting?



How to find text or phrase?

- ❑ Use Microsoft Word to find and replace text, formatting, paragraph marks, page breaks, and other items. You can extend your search by using wildcards and codes.
- ❑ On the **Edit** menu, click **Find**.
- ❑ In the **Find what** box, enter the text that you want to search for.
- ❑ Select any other options that you want.
- ❑ To select all instances of a specific word or phrase at once, select the **Highlight all items found in** check box, and then select which portion of the document you want to search in by clicking in the Highlight all items found in list.
- ❑ Click **Find Next** or **Find All**.
- ❑ To cancel a search in progress, press ESC.

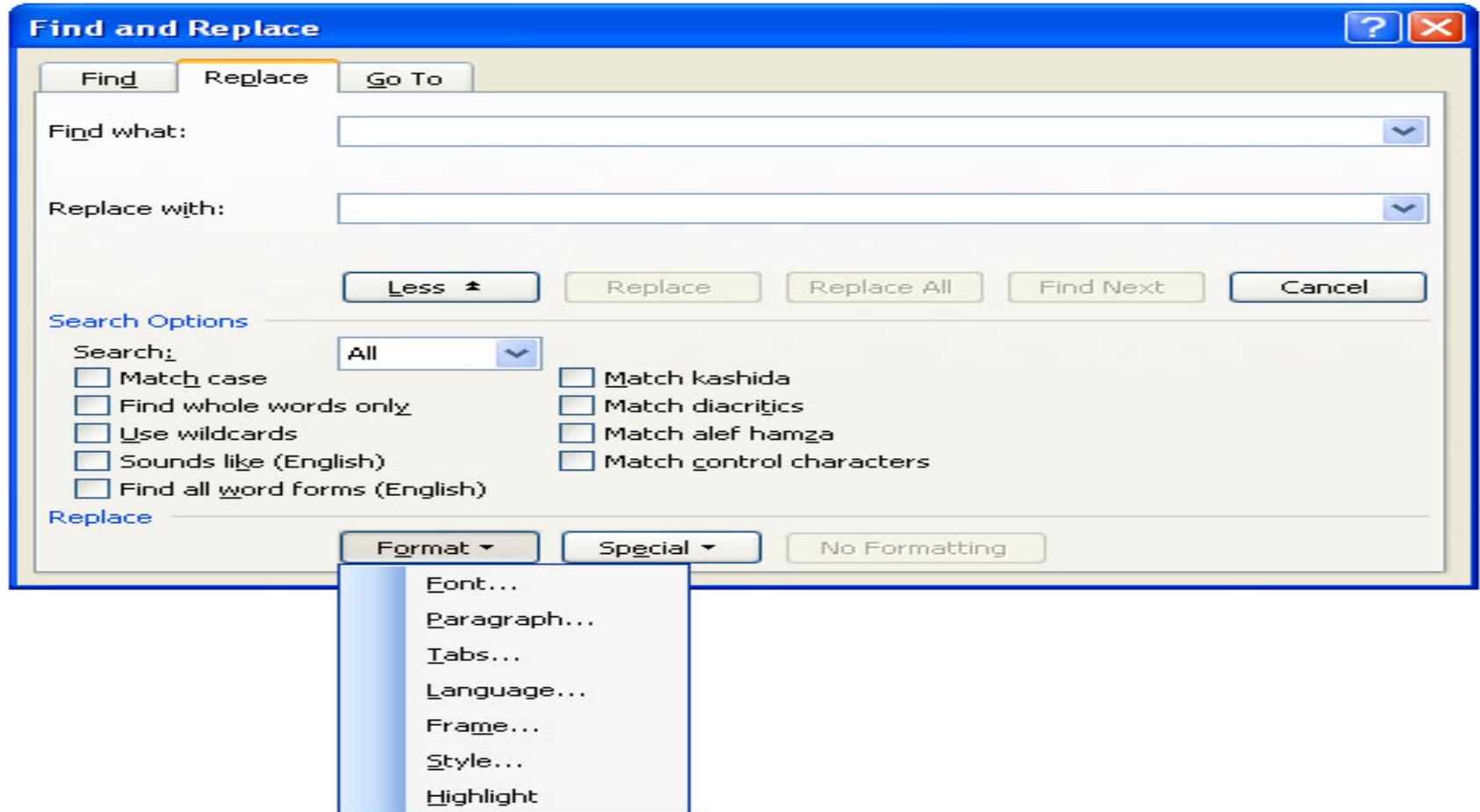
How to find text or phrase (cont.)?



How to replace text?

- ❑ On the **Edit** menu, click **Replace**.
- ❑ In the **Find what** box, enter the text that you want to search for.
- ❑ In the **Replace with** box, enter the replacement text.
- ❑ Select any other options that you want.
- ❑ Click **Find Next**, **Replace**, or **Replace All**.
- ❑ To cancel a search in progress, press ESC.

How to replace text?



How to check spelling, grammar, and readability?

The screenshot shows the Microsoft Word interface with the 'Spelling and Grammar: English (U.S.)' dialog box open. The dialog box displays the text 'Part of my duties included setting up store front and window displays.' The word 'store front' is highlighted in green, indicating a grammar error. A context menu is open over the word 'store', showing suggestions like 'companies', 'complies', and 'Ignore All'. The dialog box also has buttons for 'Ignore Once', 'Ignore Rule', 'Next Sentence', 'Change', and 'Explain...'. The status bar at the bottom shows 'Page 1', 'Ln 15', 'Col 18', and the time '10:48 AM'.

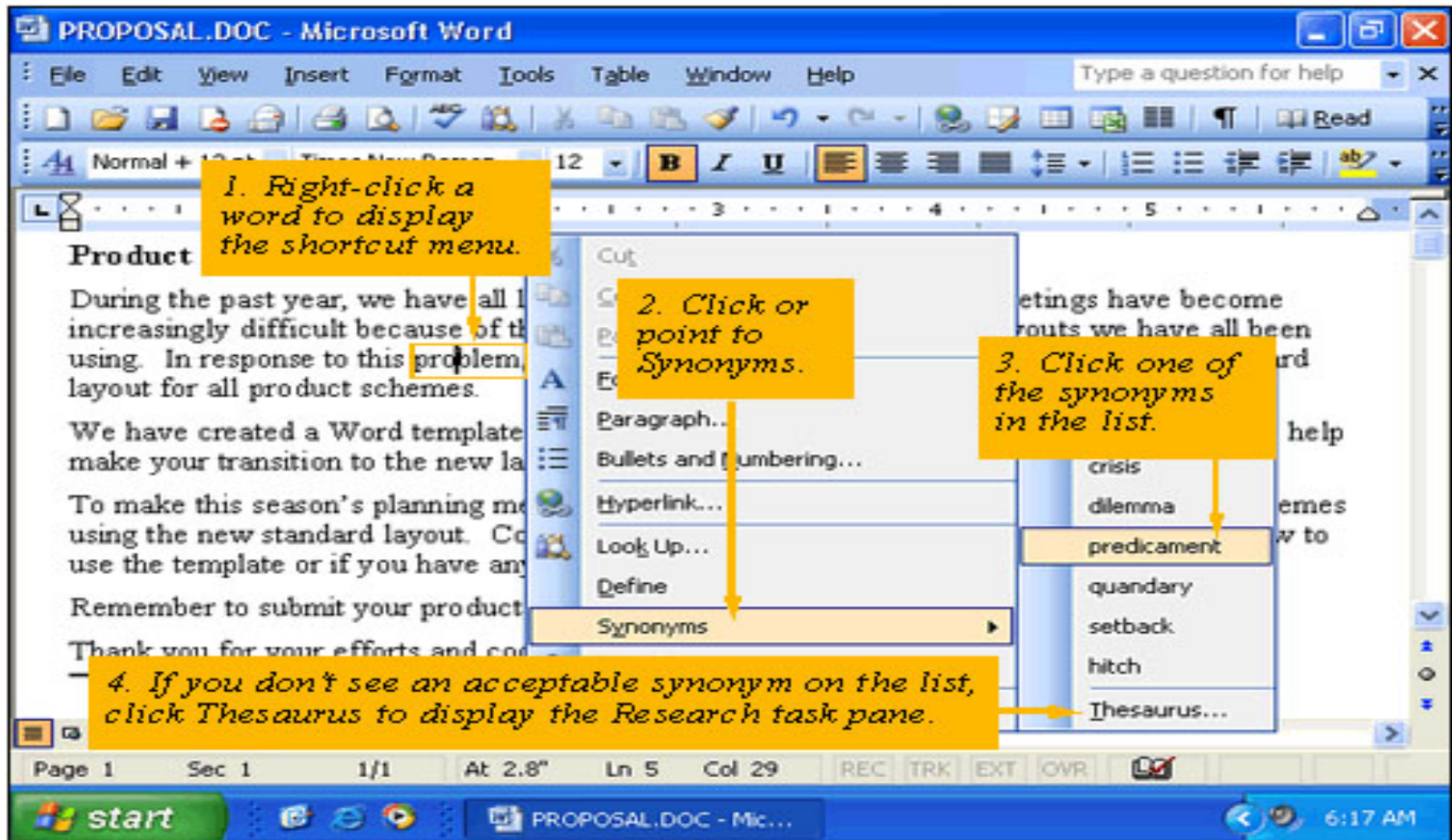
To check the spelling for an entire document, click the Spelling and Grammar button to display the Spelling and Grammar dialog box.

Use these buttons to ignore a word, change a word, or add a word to the spelling dictionary.

A wavy red line indicates a possible misspelling. Right-click the word to display the shortcut menu that contains suggested correct spellings.

A wavy green line indicates a possible grammar error. Right-click the green line to display suggestions. If you like the sentence as it is, click Ignore Once.

How to use the thesaurus?



The Track Changes

- ❑ As a document is revised, you might want to maintain a record of the original wording.
- ❑ The Track Changes feature maintains all deleted, changed, and inserted text for a document and displays it in a contrasting font color.
- ❑ Also, the user can insert “sticky notes” in a document.

How to turn on/off the track changes?

- ❑ On the **Tools** menu, click **Track Changes**.
- ❑ When the Track Changes feature is enabled, TRK appears on the status bar at the bottom of your document. When you turn off change tracking, TRK is dimmed.

How to track changes and insert comments?

The screenshot displays the Microsoft Word interface for a document named 'CBT.doc'. The 'Final Showing Markup' view is active, showing various changes and comments. A yellow callout box points to the Reviewing toolbar, stating: 'The Reviewing toolbar includes tools to accept or reject changes.' Another yellow callout points to a shaded comment bubble in the margin, stating: 'Comments are displayed in a shaded bubble in the margin.' A red callout points to a red underlined line of text, stating: 'Text added by a reviewer is underlined and displayed in red.' A yellow callout points to a red-bordered box containing the text 'Deleted: There are advantages pro and con', stating: 'Deleted text is noted in the margin.' The document text includes: 'Screen 6 of 12', 'The size of these tutorials is about 100 MB.', 'If you put all 100 MB of the CBT files on your hard disk, CBT will', 'your commands have to insert the', 'one you use CBT.', 'of the CBT files', 'from your CDROM, response will be slower, but you will use only 25 MB of hard drive space.', and 'When you install CBT, you will have a choice of putting all files or only some files on your hard disk.' The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 1:36 PM.



Show or hide comments or tracked changes

- click **Markup** on the **View** menu.

Footnote and Endnote

- A footnote is a comment that appears at the bottom of the page
- An endnote is a comment that appears at the end of section or chapter
- To insert a footnote or endnote, click the Insert menu, point to Reference and then click Footnote
- Use the Format options in the Footnote/Endnote dialog box to customize the Footnote/Endnote
- Click the Insert button to enter text for footnote/endnote
- To delete a footnote/endnote, select the appropriate number/symbol and press Delete key

How to add footnotes or endnotes?

The image shows a screenshot of Microsoft Word with the 'Footnote and Endnote' dialog box open. The dialog box has four sections: Location, Format, Apply changes, and buttons. Four yellow callout boxes with arrows point to specific elements in the dialog box, each containing a numbered instruction:

- 1. From the Insert menu, point to Reference, then click Footnote to display the Footnote and Endnote dialog box.** (Arrow points to the 'Insert' menu in the Word ribbon)
- 2. Choose Footnotes or Endnotes.** (Arrow points to the 'Footnotes' radio button in the Location section)
- 3. Specify formatting options.** (Arrow points to the 'Number format' dropdown menu in the Format section)
- 4. Click the Insert button, then type text for the note.** (Arrow points to the 'Insert' button at the bottom of the dialog box)

The dialog box settings shown are: Location: Footnotes (selected), Bottom of page; Format: Number format: 1, 2, 3, ...; Custom mark: [empty]; Start at: 1; Numbering: Continuous; Apply changes to: Whole document.

Table of Contents

- If you have formatted the different sections of document by appropriate heading styles, the table of contents can be generated easily

ICS

Page 1

3/27/2005

| | |
|-----------------|---|
| Heading 1 | 1 |
| Head 1.1 | 1 |
| Heading 2 | 2 |
| Head 2.1 | 2 |
| Heading 3 | 3 |
| Head 3.1 | 3 |

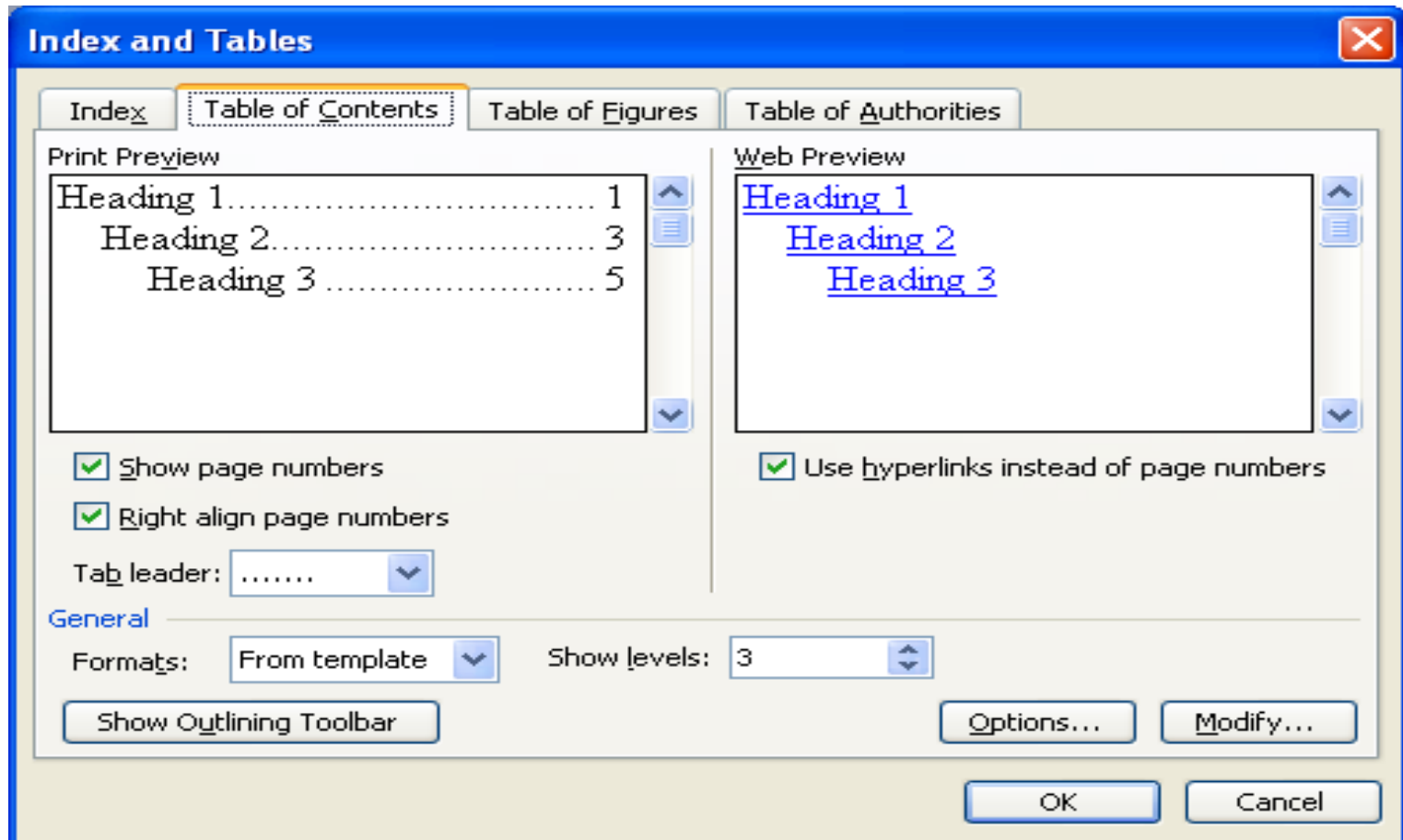
Heading 1

Head 1.1

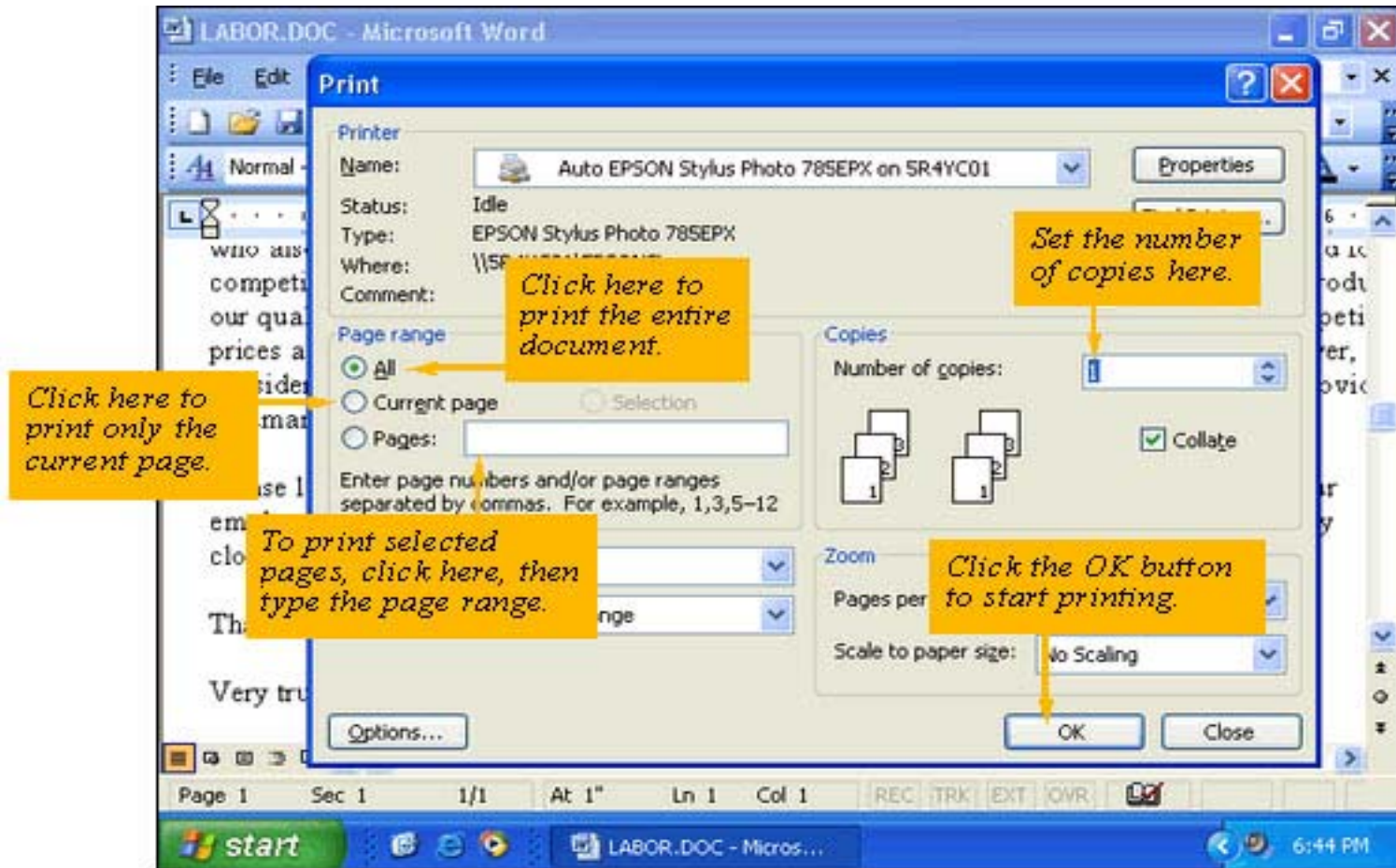
Formatting Table of Contents

- In the previous example, each section heading is of Style “Heading 1” and the each sub section is of style “Heading 2”
- *Note: The heading styles for the different section of your document must be formatted as explained above to generate the table of contents.*
- Once the formatting is done, to insert table of contents choose
Insert → Reference → Index and Tables

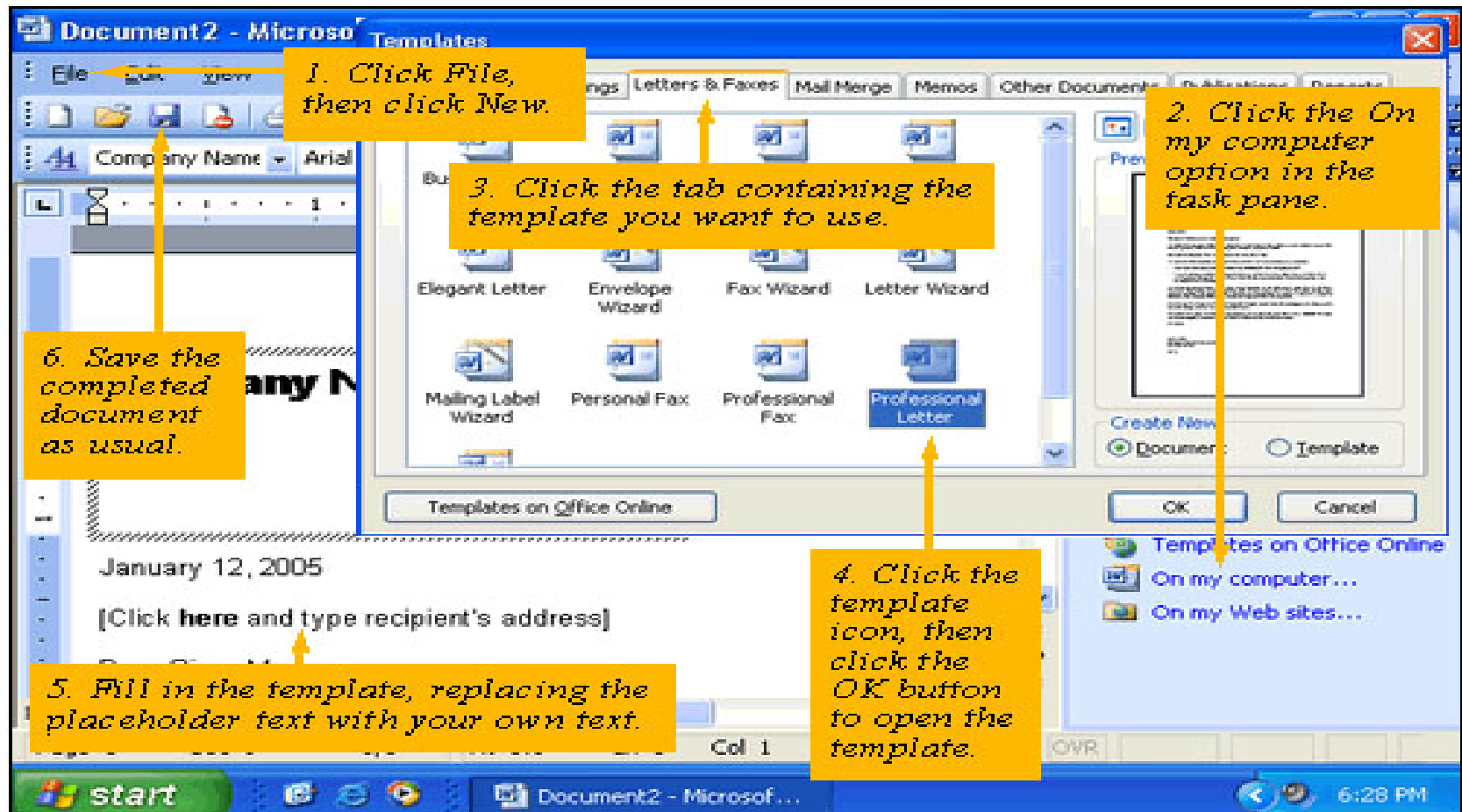
Formatting Table of Contents



How to print a document?

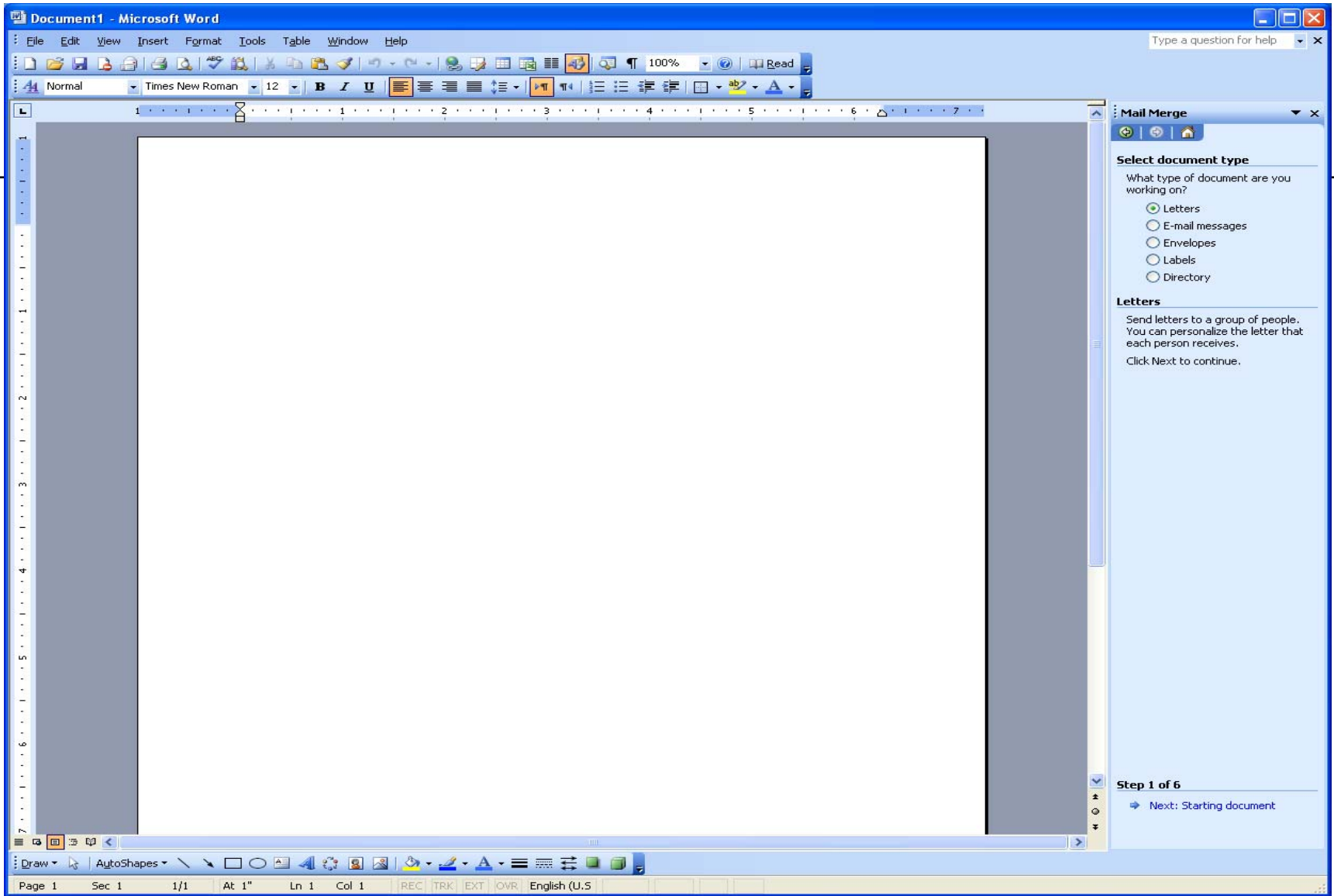


How to use a document template?



Mail merge

- Mail merge documents
Tools | Letters and Mailings | Mail Merge ...
A window as shown in the next slide will appear
- Choose document type and follow steps



Summary

- We learned , how to
 1. Initiate a document
 2. Build a document
 3. Edit and format a document
 4. Save a document
 5. Print a document
 6. Create documents with efficiency and consistency