

Word Document Enhancement Features



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Abstract: Microsoft Word is a powerful word processing program. This document introduces tasks, such as creating and managing tables, inserting and editing images, inserting and using hyperlinks, and using editing tools to review and revise documents,.

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Introduction

Microsoft Word is a word processing program that can be used to create various types of documents from letters and memos to calendars and lists.

Note: This handout is designed for Microsoft Word XP. Much of the content will be the same if Word 97 or 2000 is used, however the various screen shots will appear differently between the versions of Word.

Objectives

The goal of this workshop is to introduce participants to be able to enhance documents by using Microsoft Word features like tables, images, hyperlinks and breaks. After today's workshop, participants will be able to:

- Create a table
- Add and delete rows and/or columns from a table
- Apply borders and shading to a table
- Insert and edit images in a document
- Add Section Breaks and Hyperlinks to a document
- Customize toolbars

Prerequisites

The prerequisite is the **Microsoft Word: Everyday Tasks** workshop or equivalent skills.

Related Training Available from Instructional Services

All workshops offered by Instructional Services are free to KU students, staff, faculty, and [approved affiliates](#).

To learn more about or register for workshops, receive automatic announcements of upcoming workshops, and track workshops you've registered for and have attended, visit www.lib.ku.edu/instruction/workshops. For further workshop related questions, please email training@ku.edu.

Definitions

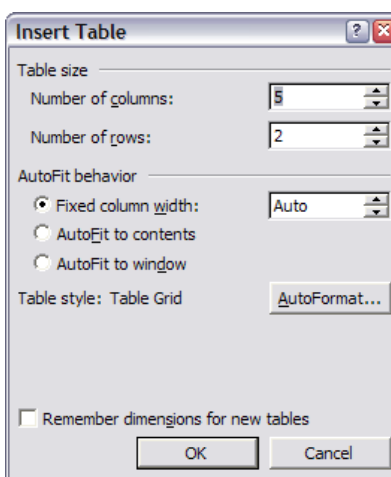
Term	Definition
Task Pane	A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.
Tables	A table is made up of rows and columns of cells that can be filled with text and graphics.
Clip Organizer	Hundreds of new clips, an easy task pane interface, as well as the same abilities to organize clips and find new digital art on the Web are part of the updated Clip Organizer (formerly Clip Gallery).
Hyperlink	Create customized hyperlinks to existing or new documents, files, or Web pages, email addresses, specific locations in another document or Web page, locations in the current document or Web page, and another file or program that you drag from.

Tables

Creating a New Table

Microsoft Word has powerful tools to handle tables. With tables, you can arrange columns of numbers and text in a document without using tabs. Tables also provide a convenient way to present text in side-by-side paragraphs, as in a newsletter, or to arrange text beside graphics.

To create a table, select the place in the document where you want to insert a table, and click at the location so that the blinking cursor appears there. Click the **Table** menu, point at **Insert**, and from there choose **Table...** The Insert Table dialog box appears.



Insert Table dialog box

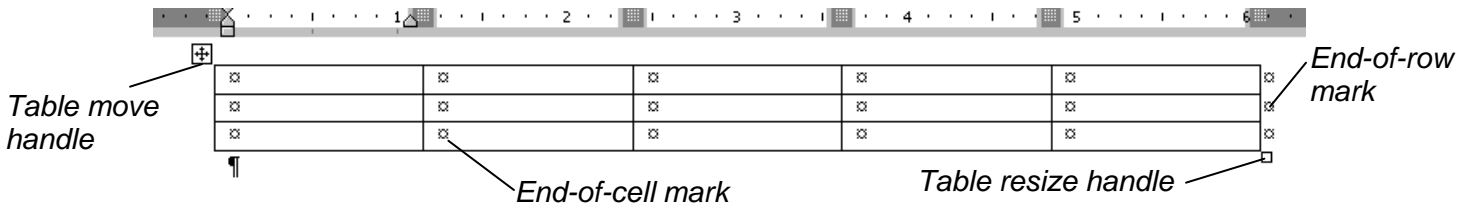
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In the *Number of columns:* and the *Number of rows:* fields, enter the number of columns and rows you want in your table. In the *Fixed column width:* field, type in a specific width (for example, 2 if you wanted to have 2" columns) or you can leave it on the default of Auto, which selects the width of the columns according to the space available.

The other option, **AutoFormat...**, allows you to select a pre-set format of colors and fonts for your table.

When you have made all your selections, click **OK**. A table of rows and columns marked by gridlines appears.

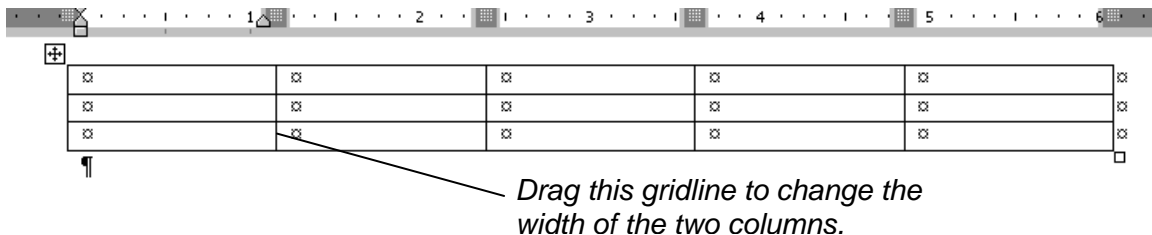


Each box in the grid is a cell. Once your table has been created you can type text into the cells. When you type in text that is longer than the cell, the text wraps around and the height of the row increases to fit. To move to the next column in a row, use the [TAB] key. If you reach the last column in the last row and want to enter additional data, press the [TAB] key and a new row is created. To start a new paragraph within a cell, press [ENTER]. To insert a tab character within a cell, press [Ctrl + TAB].

You can add, delete, and format text in a cell just as you would in any paragraph. You can even add graphics to a cell.

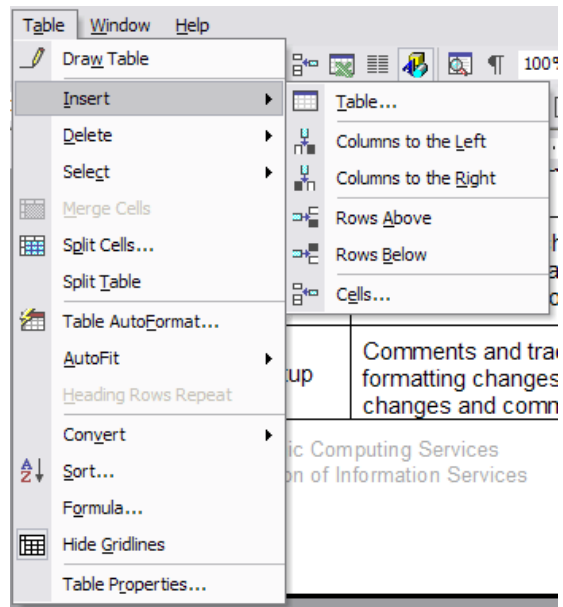
Changing a Column Width Manually

To adjust the width of an individual column, click on the vertical line between cells and drag it to a new location. You can also select a column and click the **Table** menu, select **Table Properties...**, select the **Column** tab and enter the new width.



Adding Columns or Rows

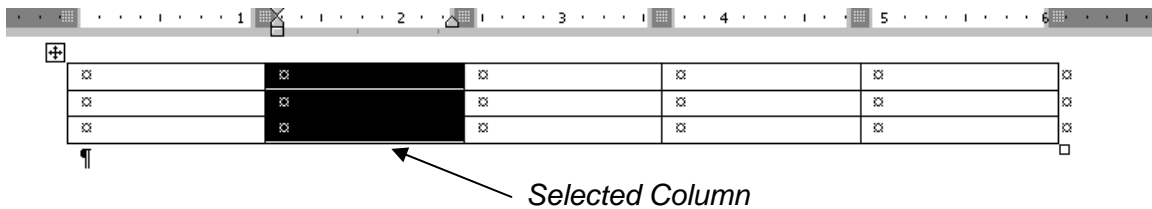
Sometimes, you might find you need to add a column that you originally forgot. To do this, place the cursor in a column adjacent to the desired location of the new column. Click the **Table** menu, point at **Insert**, and chose between **Columns to the Left** or **Columns to the Right**. Determine which side of the current insertion point you want to insert the column, and choose that option. Adding a row is accomplished in the same manner, however the options **Rows Above** and **Rows Below** should be used when inserting rows.



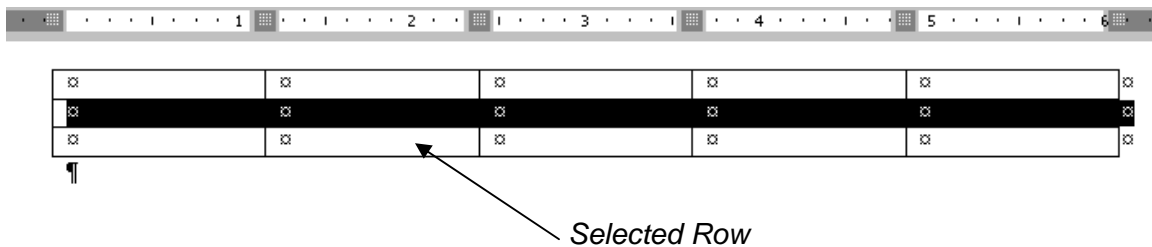
View for adding columns or rows to a table

Deleting Columns or Rows

To delete a column or row, place the cursor in a column or row that you wish to delete. Click the **Table** menu, point at **Delete** and choose the option **Table**, **Columns**, **Rows**, or **Cells...** whichever you wish to delete.



You can also use the mouse to select the column or row to delete. Once selected, you can use the **Table** menu to delete the highlighted selection or the right-click option on the mouse.

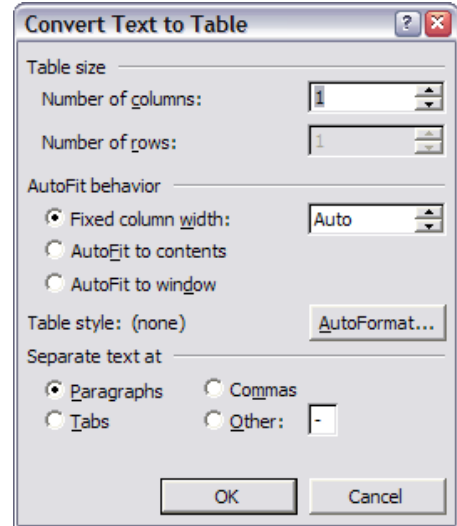


Moving or Copying the Contents of a Column or Row

To move or copy the contents of one or more cells, you can utilize the cut, copy and paste methods you would normally use when editing a document. You can find these buttons on the **Standard** toolbar or under the **Edit** menu. The drag-and-drop method can also be used in a table.

Creating a Table from Existing Text

You may already have information entered that you want to turn into a table. To convert text to a table format, highlight the text you want to convert. Click the **Table** menu, point at **Convert**, and select **Text to Table...** A dialog box appears asking you to confirm the number of columns and the way the text should be separated into fields. If the information looks correct, click **OK**.

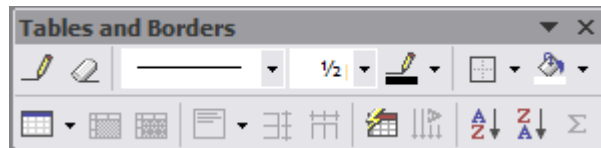


Adding Borders and Shading

There are many different ways to apply a border to a table.

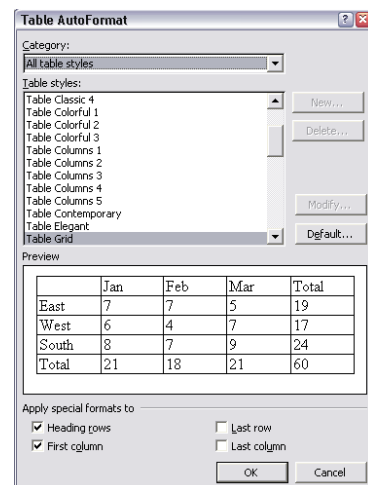
- You can go to the **Outside Border** button on your **Tables and Borders** toolbar and select the **Border**

button. Make sure that you select the table where you want the border(s) to be changed. If you want to change the borders for the entire table, you can click on the cross that appears when you click inside of the table.



Note: The dotted lines in the **Outside Border** button will not be printed in the original document; only the bold lines are printed. So you can select whichever style of border you need.

- You can quickly give your table a professional design by using any of the built-in table formats. Place the cursor anywhere in the table; click the **Table** menu and select **Table AutoFormat...** In the *Table Styles*: box, select the design you want. Under the *Apply special formats to* fields, select as many of the check boxes as you want to apply to the table. Click **OK** to accept the new settings.



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- You can also use the **Borders and Shading** option under the **Format** menu to apply borders and shading and to create custom borders and shading. By using this option, you can select from a variety of border thickness and colors, as well as different patterns and intensities of shading.

Creating Table Headings

By merging cells, you can create a heading that spans several columns. To merge two or more cells within a row, highlight the cells you want merged. You can select more than one row of cells, but the cells are only merged horizontally. Click the **Table** menu and select **Merge Cells**. The highlighted cells are merged into one. If there was text in the cells, the contents of each merged cell is displayed in paragraphs within the combined cell.

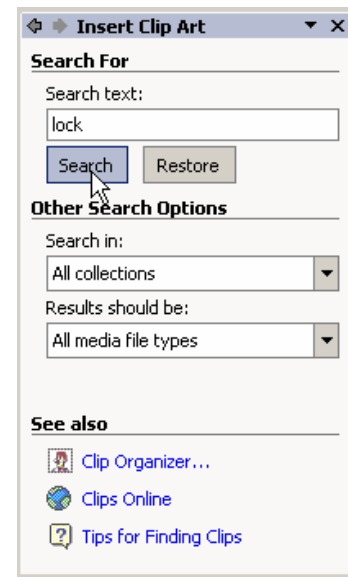
Inserting Images

Microsoft Word contains several options you can take advantage of when you need graphic objects in your document: drawing objects and pictures. Drawing objects are items such as AutoShapes, WordArt, and other types of freeform objects on the drawing toolbar. Pictures are graphics that were created from another file. They include bitmaps, scanned pictures and photographs, and clip art.

Inserting ClipArt

There are two types of pictures: pictures that cannot be ungrouped — such as most imported pictures, and pictures that can be ungrouped and converted into objects — such as metafiles (Clip Art) from the Clip Organizer. Most clip art is in metafile format, which means you must ungroup an image and convert it to a drawing object in order to use the **Drawing** toolbar and enhance it. The Clip Organizer includes a wide variety of clip art that makes it easy for you to enhance your documents with professionally designed images. You'll find everything from scenic backgrounds to maps, buildings, or people.

1. To insert Clip Art into the document, click the **Insert** menu, point at **Picture** and select **Clip Art...** The Insert Clip Art task pane appears.
2. In the *Search text:* box, type a word or phrase that describes the clip you want.
3. To narrow your search, do one or both of the following:
 - To limit search results to a specific collection of clips, in the *Search in:* box, click the arrow and select the collections you want to search.
 - To limit search results to a specific type of media file, in the *Results should be:* box, click the arrow and select the check box next to the types of clips you want to find.

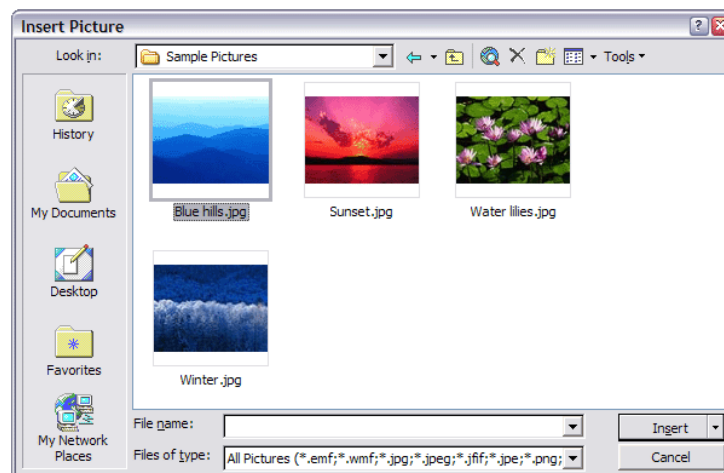


Tip: If you don't know the exact file name, substitute wildcard characters for one or more real characters. Use the asterisk (*) as a substitute for zero or more characters in a file name. Use the question mark (?) as a substitute for a single character in a file name.

4. Click **Search**.

Inserting Pictures from a File

In addition to clip art, pictures from other sources that are saved as files can be inserted into a document. Bitmaps, GIFs, scanned images, photographs and various other graphical formats can be inserted as pictures. To insert these types of images, click on the **Insert** menu; point at **Picture**, and select **From File...** Browse to find the appropriate file (picture) you want to insert, click it to select it, and then click **Insert** or double click on file name to add the picture to the document.



Insert Picture dialog box

Clips Online

If you want more pictures for your document, apart from the ones available in the clip art gallery, then you can connect to *Microsoft Office Online* Clip Art and Media — a Web site where you can download picture and movie clips.

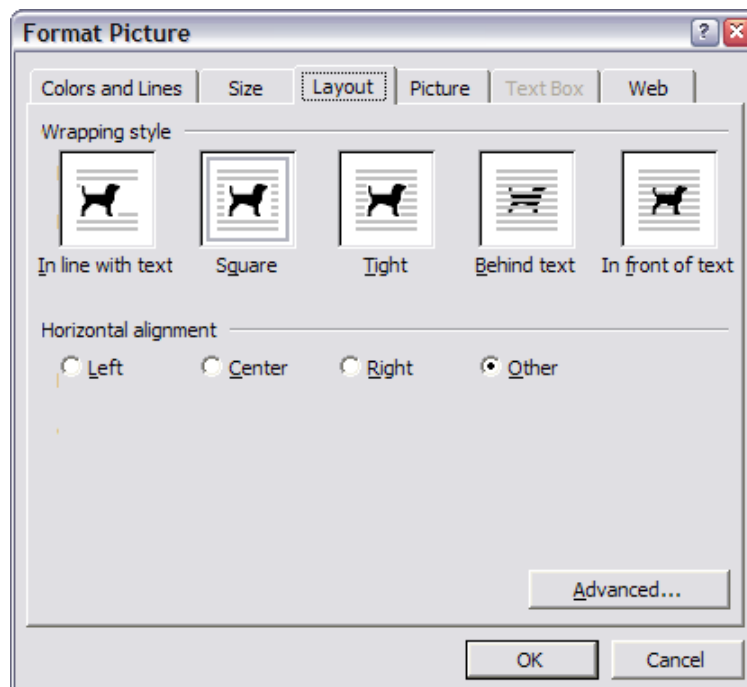
You can do this by selecting **Clips Online** from the *Insert ClipArt* task pane.

You can click one or more clip art to download.

Formatting Images

In addition to adding clip art and other images to your Word document, you can also format those images to make them appear as *floating*. Whenever you bring an image into your document, the *In line with text* wrapping style is applied. To change this style and make your image float, click on the picture to highlight it, click on the **Format** menu, and select **Picture...** The Format Picture dialog box appears.

The **Layout** tab allows you to change the wrapping style to enable the picture to float. When this option is chosen, you can move the picture wherever you want it to be just by clicking and dragging on it. For even more options on how your text and pictures will interact, click the **Advanced...** button at the bottom of the Format Picture dialog box.



Inserting Symbols

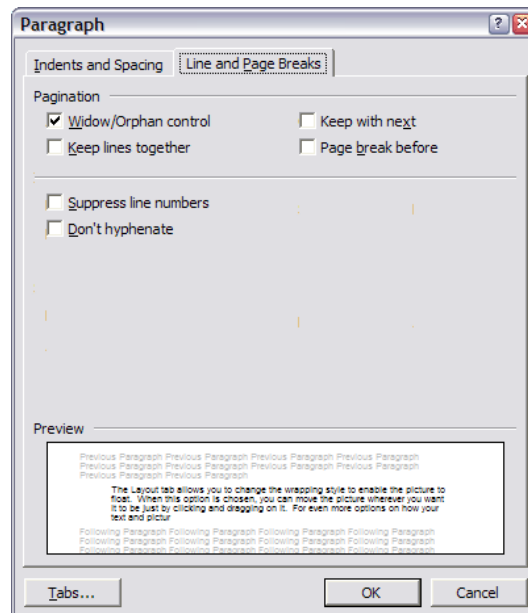
Sometimes you might need a special symbol in your document, like a copyright, pie, trademark, or other type of symbol. By using **AutoCorrect Options...** under the **Tools** menu or **Symbol...** under the **Insert** menu, you can easily display these types of signs within your documentation.

Working with Page Breaks

Microsoft Word automatically inserts a page break and starts a new page when you complete a page. However, there may be times when you want to control the page break: if it breaks in the middle of a table, breaks in the middle of a paragraph, or you might want a new chapter to always start on a new page. You can insert a manual page break wherever you want to.

1. First select the text or paragraph after which you want to insert the page break, click on the **Format** menu, click **Paragraph...** The Paragraph dialog box appears.

2. Click the **Line and Page Breaks** tab.



3. Select the type of pagination you would like to use at that point in the document
 4. Click **OK**. The selected page break format affects only the selected area.
-

Tip: If you want to change the page break format of the complete document, choose **Select all** from the **Edit** menu first, and then go through the same procedure.

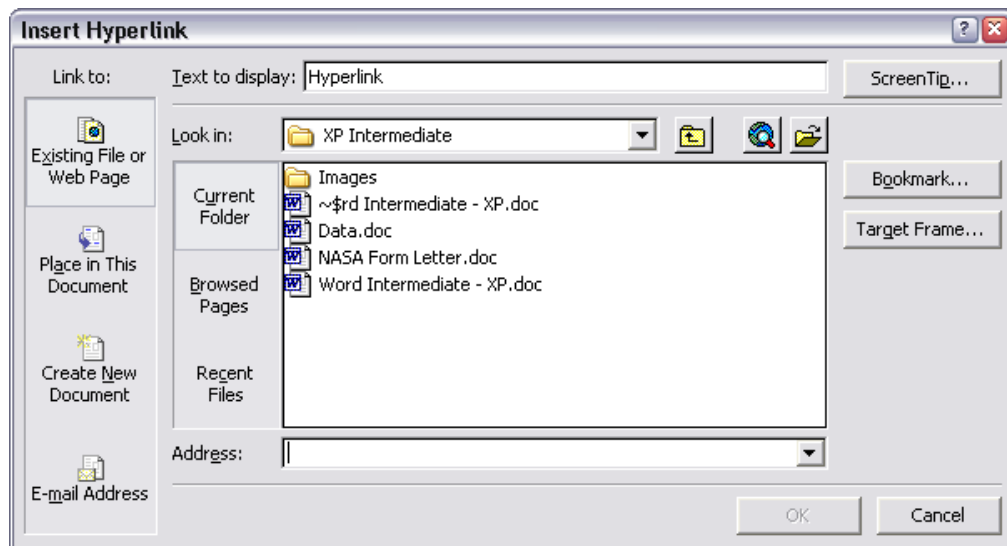
Inserting Hyperlinks

There might be times where you need to create a hyperlink in your document. Hyperlinks are convenient because they allow a user to click on the link you provide and jump to the location the link points to. For instance, if you type in a URL in your document that is a hyperlink, you can email the document to another person and they can click on the link and jump to that web page without having to open a web browser and type the URL in the address bar. You can also create a hyperlink that goes to an existing file, a new file, or opens a default email program and addresses the *To:* field of an email for you.

Creating a Link

Hyperlinks to other documents, files, or web pages can be inserted into a document.

1. Click in the document where you want the link to be. Click on the **Insert** menu and choose **Hyperlink...** The Insert Hyperlink dialog box appears:



2. On the *Link to:* object bar, choose **Existing File or Web Page**.
3. Now use the *Or select from list:* options to choose **Recent Files**, **Browsed Pages**, or **Inserted Links**.
 - The **Recent Files** option shows a list of files you have used recently.
 - The **Browsed Pages** option lists web pages and help files that you have recently used.
 - The **Inserted Links** option displays the most recent links that you have typed inside of your web browser's address bar.
4. Once you've chosen the option that you want, click on the link you want to use from the list. The *Address:* field displays the URL or address for the link.
5. The *Text to display:* field displays the name of the web page, document, or other type of header. If the *Text to display:* field does not have the correct information or you want to change it, you can click in the box and type in your own text.
6. Click **OK** and your text is displayed in blue in your document.

Tip: If you type a hyperlink directly into your document, such as www.ku.edu, and the text does not change to the default color of blue or you do not see the hand which allows you to jump to that location click on the **Tools** menu, click on **AutoCorrect Options...** and then click the **AutoFormat As You Type** tab. Make sure the box is checked beside *Internet and network paths with hyperlinks*. Then click **OK** and try typing in the hyperlink again. This is where you would also go if you want to turn your hyperlinks off.

Using and Modifying Hyperlinks

To use the hyperlink, simply place your mouse over the text in the document. Your mouse pointer appearance changes to a hand with an index finger pointing to the link. When you click on the link, you will go to that location, whether it be a web page (your web browser automatically opens and relocates you to that web page), a file (the file is

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automatically opened), or an email address (your default mail program automatically opens with a new message created and the *To:* field filled in with the recipients email address).

If you have had the hyperlink for quite some time and you find the link no longer takes you to the correct location because the web address has changed, you can edit the hyperlink by right clicking on the text, choosing **Edit Hyperlink...** The Edit Hyperlink dialog box opens for you to change the linking information. Click **OK** again once you have made the change.

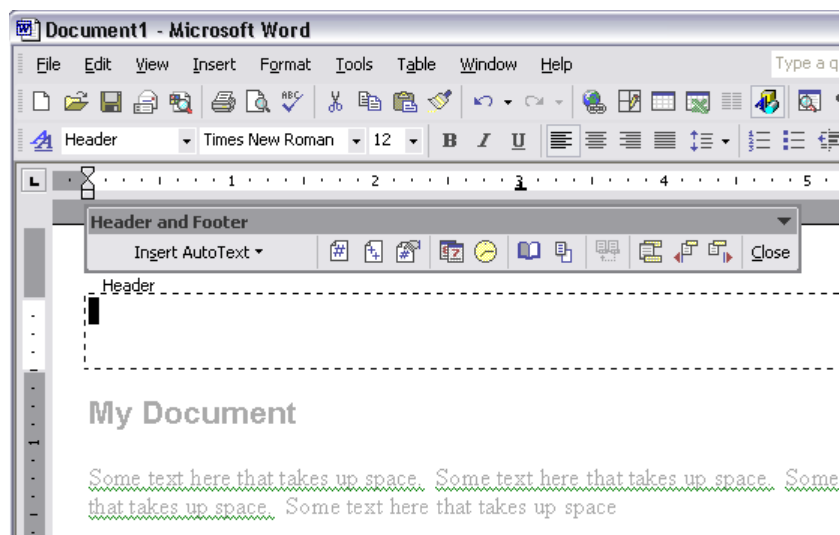
You can also remove a hyperlink from its text, so that when a user clicks on the text, they won't jump to that location. To do this, right click on the hyperlinked text and click the **Remove Hyperlink** option. The hyperlink is removed, and the text color is no longer blue. To remove a hyperlink and the text, select the hyperlinked text by clicking and dragging with the I-beam, and press the [DELETE] key on your keyboard. Both the text and the link are removed.

Headers and Footers

Every Word document contains headers and footers, areas in which you can put a document or chapter title, author name, page number, graphics, watermarks, and any other essentials that you want to repeat over several (or all) pages in the document. The header and footer of this page contain a department name, the document title, and page numbers. If you don't put anything in them those headers and footers still exist, but are left blank and take up no space on the page.

Usually, what you put in the header or footer appears on every page of the document. However, you can create customized headers and footers that are different for the first page, have different text for different chapters in a book, and contain different numbering styles for different sections of your document (i, ii, iii, or 1, 2, 3).

To get into the headers and footers of a document, click the **View** menu and select **Header and Footer**. The body of your document turns gray, and dashed boxes labeled "Header" and "Footer" appear at the top and bottom of each page, along with a Header and Footer toolbar.













Header view

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Anything you put in the Header or Footer boxes – text, graphics, page numbers, etc. – by default appear on every page. You can format these items the same way you format items in the body of your document.


The Header and Footer toolbar has many options that are described below:

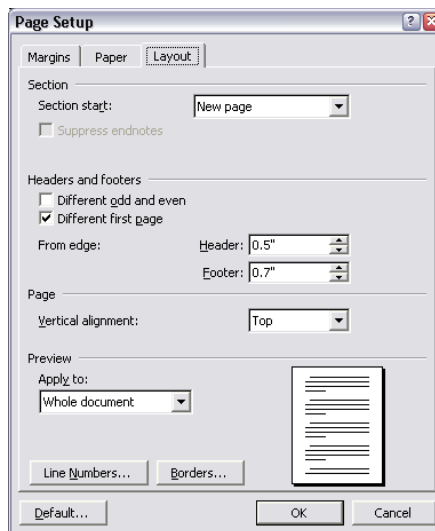
	<p>Page Number Inserts page numbers that automatically update when you add or delete pages.</p>
	<p>Insert Number of Pages Prints the total number of pages in the active document by inserting a NUMPAGES field at the insertion point. To print page numbers in the style "Page 3 of 12," type the word "Page", click  where you want to insert the current page number, type the word "of", and then click  where you want to insert the total number of pages.</p>
	<p>Format Page Number Formats the page numbers in the current section.</p>
	<p>Date (Header and Footer toolbar) Inserts a date field that automatically updates so that the current date is displayed when you open or print the file.</p>
	<p>Time (Header and Footer toolbar) Inserts a time field that automatically updates so that the current time is displayed when you open or print the file.</p>
	<p>Page Setup (File menu) Sets margins, paper source, paper size, page orientation, and other layout options for the active file.</p>
	<p>Show/Hide Document Text Displays or hides the document text while you work in the header or footer area.</p>
	<p>Switch Between Header and Footer Moves the insertion point between the areas in which you create or change headers and footers.</p>

To get out of the Header/Footer and return to the normal view, click **Close** on the toolbar, or double-click the body of the document.

Different First Page Header/Footer

In many documents, the first page is the title page. Therefore, it's often redundant (and repetitious, too) to have the header and footer information appear on a title page.

1. To choose a different header/footer for the first page, click the **View** menu and select **Header and Footer**.
2. On the Header and Footer toolbar, click the **Page Setup**  button. The Page Setup dialog box appears.
3. Click the **Layout** tab, and then check **Different first page**. Click **OK**.
4. The header and footer on the first page are labeled "First Page Header" and "First Page Footer." Add any content you like to the header and footer for the first page, and then scroll down to another page to add content to the header and footer for the rest of the pages.




Selecting a different first page option for the Headers and Footers feature

Toolbars

Customizing Toolbars

Word has several toolbars that can help you perform standard operations quickly without having to search for it in the **Menu** toolbar. The buttons on these toolbars can be added or removed easily from them. If there are features you use fairly often, you can add a button to one of the toolbars so that they are only a click away. You can also remove icons from the toolbar that you rarely use. These options can still be accessed through the menus or keyboard shortcuts.

To quickly add or remove buttons from a toolbar, you can use the **More Buttons** drop-down arrow at the end of the toolbar you're working with . When you click on this button, select **Add or Remove Buttons** and point at **Formatting....** When you hover your mouse over **Formatting**, a large drop-down menu appears with many different icons

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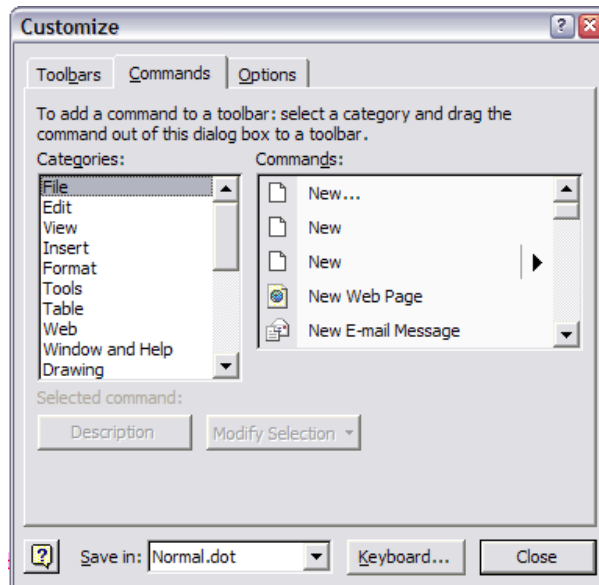
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on it. Most of them will probably have check marks to the left. The checkmark indicates that the button is already on your toolbar.

To add a button to the toolbar, locate it on the menu and click on it. The button appears at the end of the toolbar, and a checkmark is placed beside the icon in the list.

To remove a button, find the button you no longer need and click on it. The button is removed from your toolbar, and the checkmark disappears.

If you need a button that is not in the list, click on **Customize...** at the bottom of the menu or click the **Tools** menu and select **Customize...** The Customize dialog box appears. Select the **Commands** tab.



The *Categories:* field allows you to select a subset of Word Commands. For each Category, a different set of icons appears to the right under the *Commands:* field. If you want to know the function the button executes, click once on a button, and then click on the **Description** button.

To add an icon to the toolbar, click and drag the button to the spot on the toolbar where you want the icon placed.

To remove a button, click on the one you want to remove and drag it off the toolbar somewhere into the document. A large 'X' appears near the tail of the mouse pointer. When you release the mouse, the button is removed from the toolbar.

When the Customize dialog box is open you can also move icons to different locations by clicking and dragging.

Getting Additional Help

The Help Desk provides consulting and Q&A help in a variety of ways:

785/864-0200

question@ku.edu

www.ku.edu/~helpdesk

Last Update: 2/28/07