

Fayetteville State University
presents:

Microsoft® Office Word 2007 Training

Make documents look great

Course contents

- Overview: Make your documents stand out
- Lesson: Format text and apply styles

The lesson includes a list of suggested tasks and a set of test questions.

Overview: Make your documents stand out



What you type in a document is just the beginning — words alone won't always get your message across.

Is the document easy to read? Do important points stand out? Would a paragraph read better as a list?

Here you'll see how to emphasize text and make lists, and how to make a stylish document.

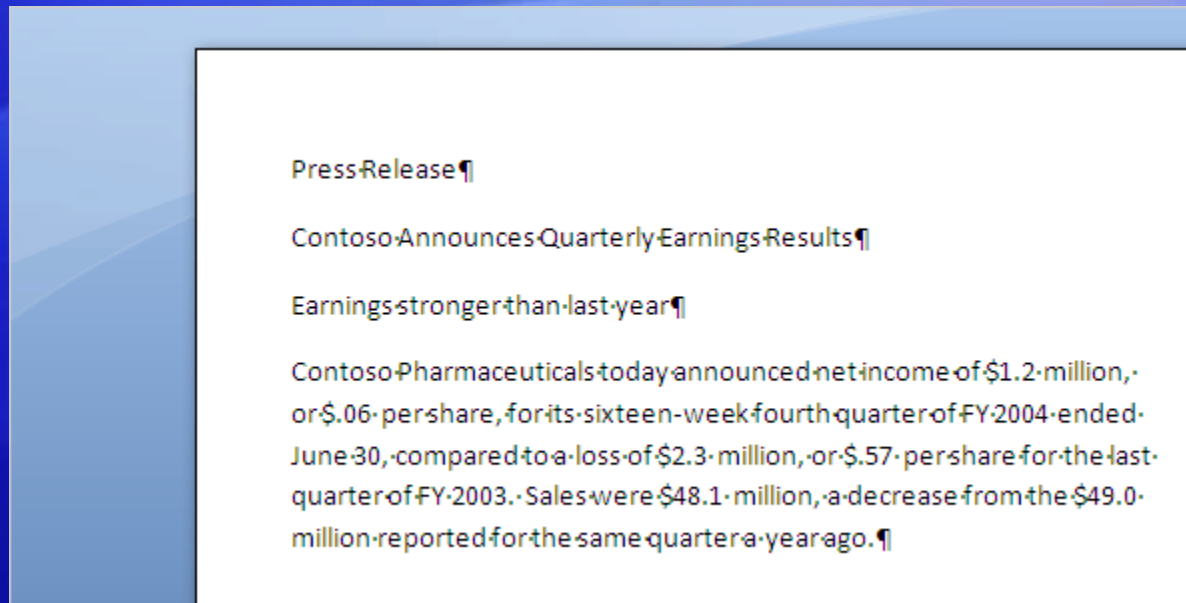
Course goals

- Emphasize text with bold, italic, or underline formatting.
- Create bulleted and numbered lists.
- Use styles to format text.

Lesson 1

Format text and apply styles

Format text and apply styles



In the picture is a nicely typed press release.

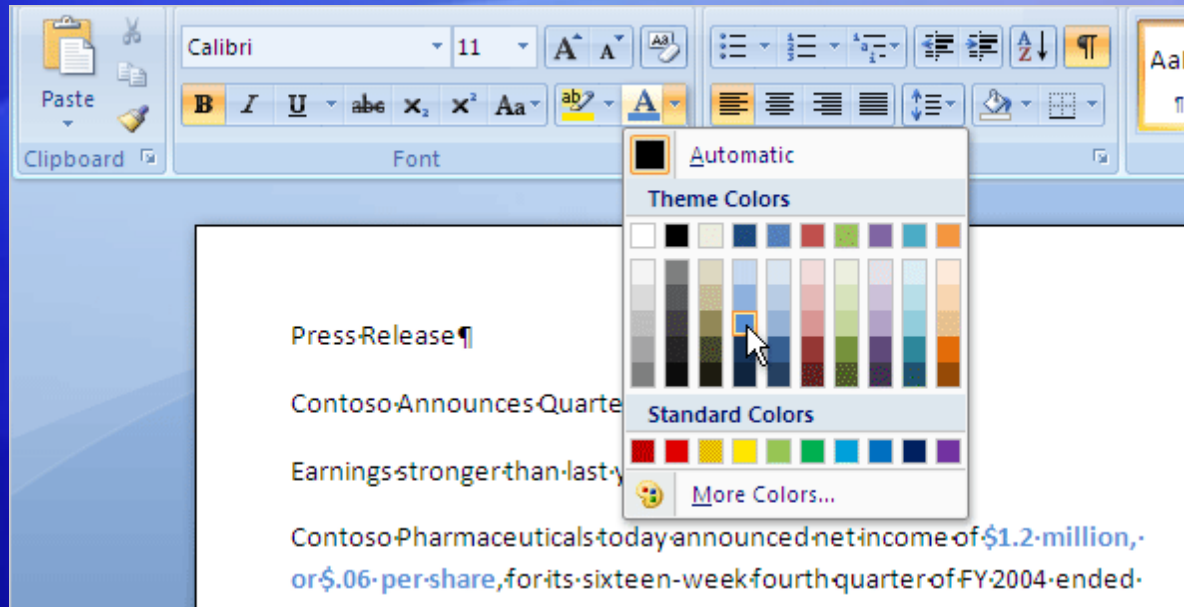
But all the text looks the same.

There are no titles or headings, no signposts or guides. Nothing says, “This is important; look here.”

But you can quickly change how a document looks. You can emphasize text with bold, italic, or underlined formatting; create lists; and use a style, a tool that helps you format a document.

Make documents look great

Add emphasis

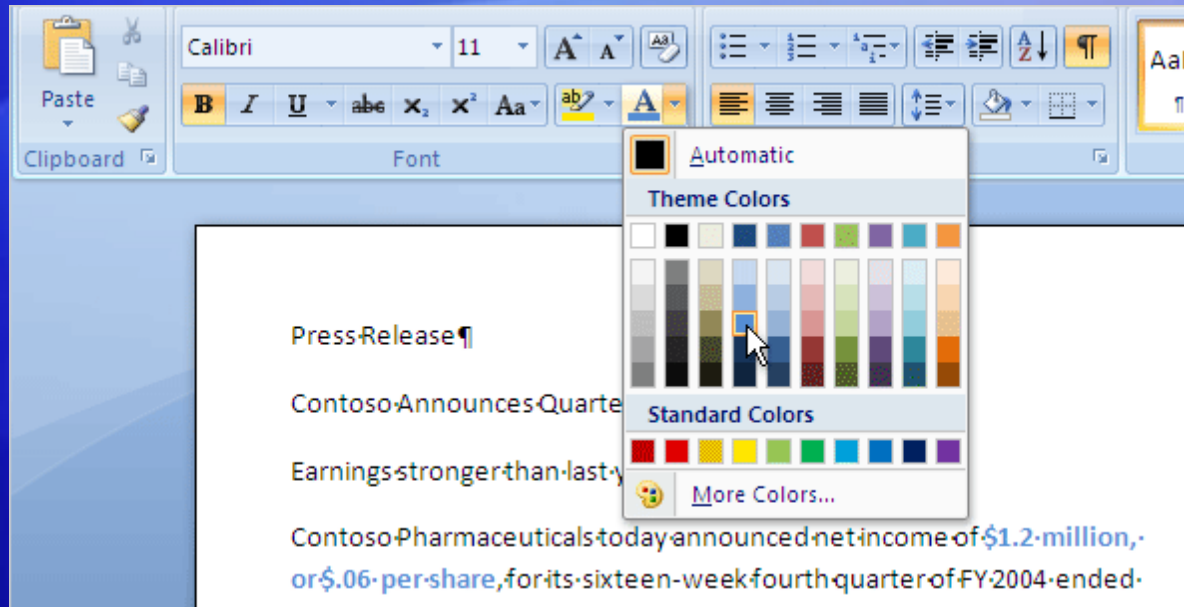


This press release announces the net income and price per share for Contoso Pharmaceuticals.

Call attention to this important information by adding emphasis with bold, italic, underlined, or colored formatting.


You can do this either by clicking a button or by using a simple keystroke.

Add emphasis

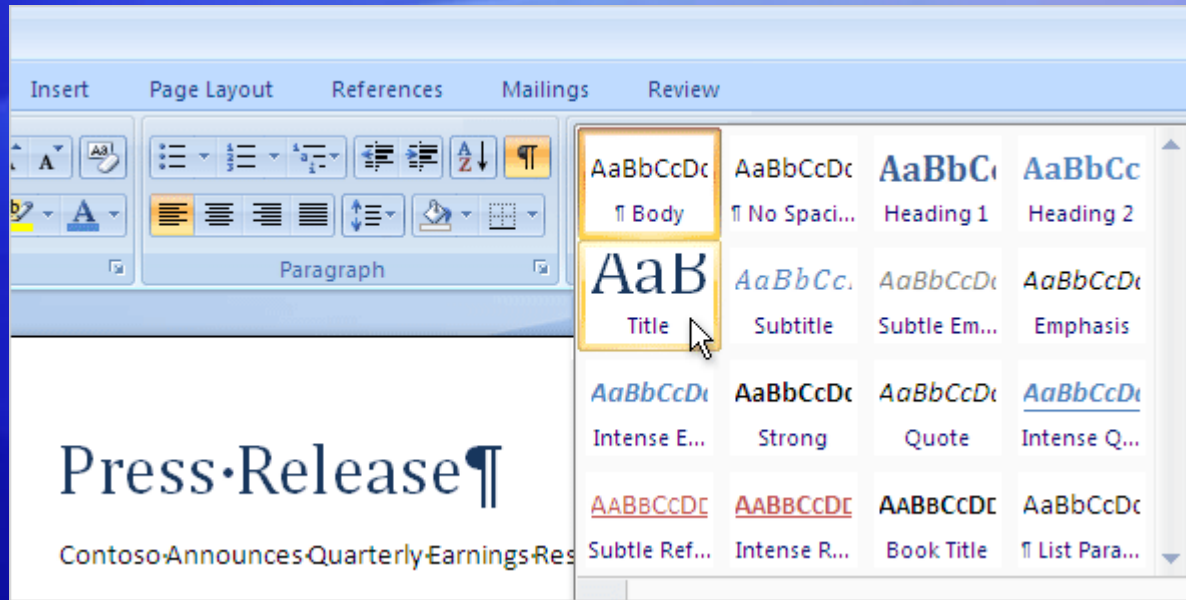


The picture shows how you can apply bold and colored formatting.

To make text bold, select the it, and then on the Ribbon, on the **Home** tab, in the **Font** group, click **Bold** .

To change the font color, point to **Font Color**  click the arrow, and move the cursor over the colors to preview. Click the one you like.

Quickly add some style



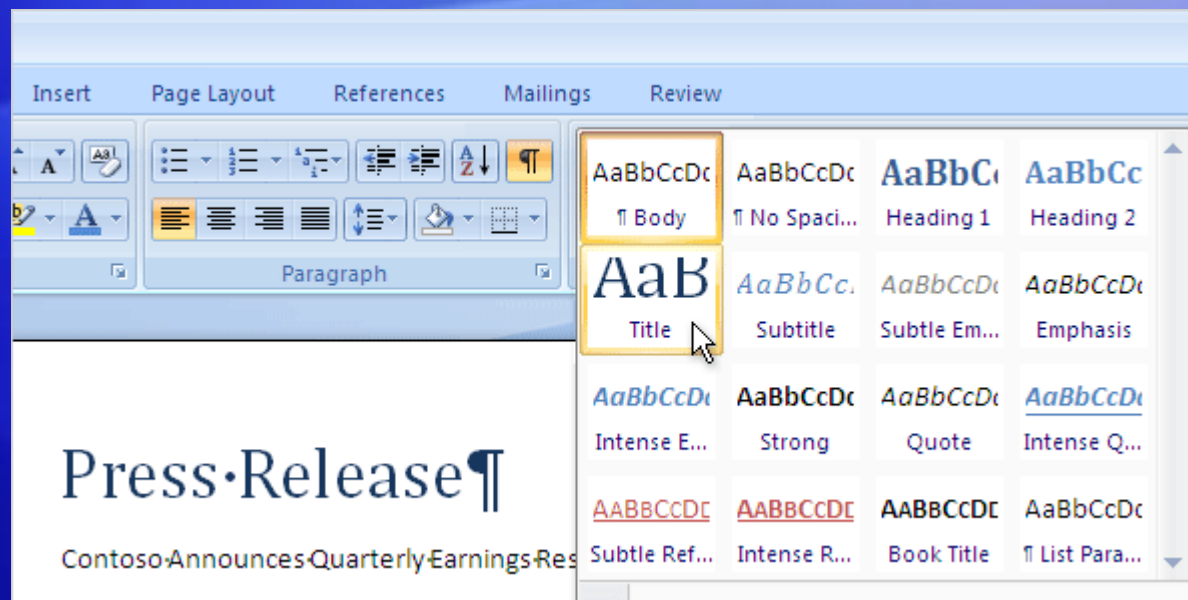
“Press Release” should stand out and announce what the document is about.

You could add bold or italic formatting and change the font size or color separately.

But instead of doing all these steps separately, you can apply **Quick Styles**, ready-made sets of formatting that you can use to change font, font size, or font color with one click.

You can easily format titles and headings, for example, by using Quick Styles.


Quickly add some style



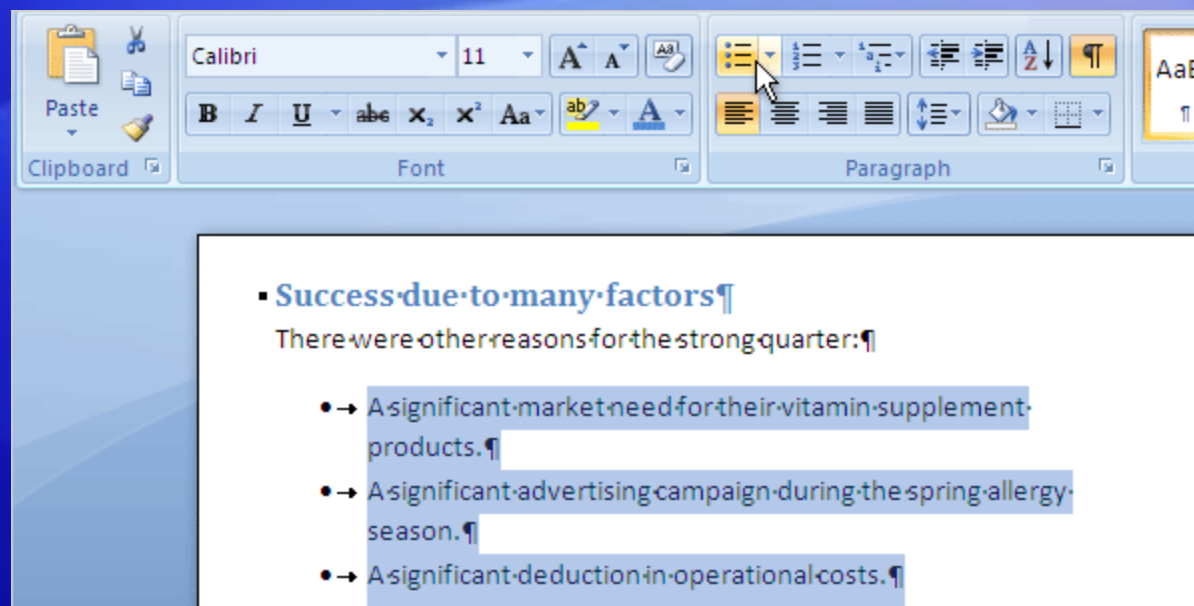
To add a style, select the text you want to change.

Then, on the Ribbon, on the **Home** tab, in the **Styles** group, place the pointer over a style.

You can see how a style will look in your document just by pointing to it, without having to click it.

If you don't see the style that you want, click the **More** button  to expand the Quick Styles gallery. When you see a style that suits you, click it.

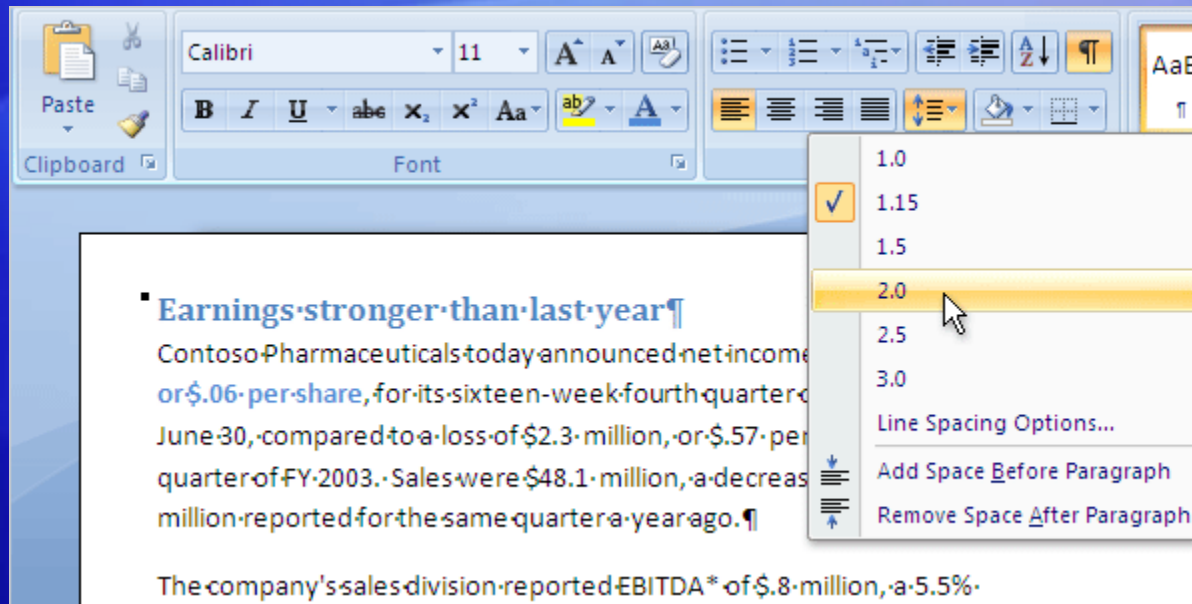
Make a list



The press release points out reasons for the strong quarter. The text would stand out better if formatted as a bulleted or numbered list to show key points or step-by-step instructions.


Select the text you want to make into a list. Then, on the **Home** tab, in the **Paragraph** group, click **Bullets** or **Numbering**.

When you need more (or less) space

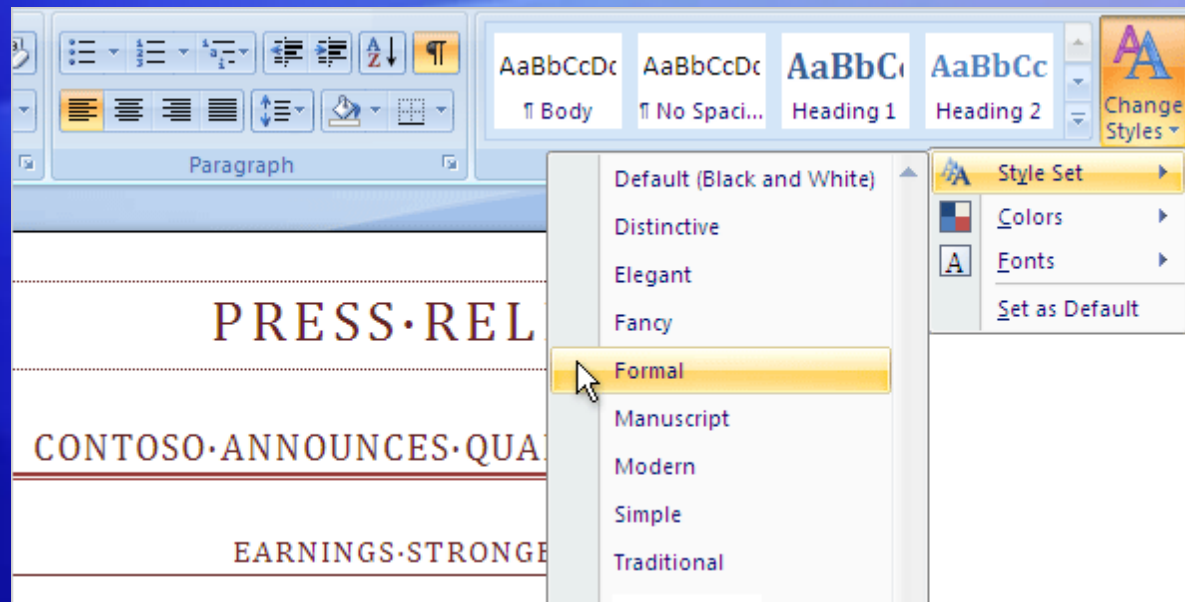


If you need more or less space between lines throughout your document, or in a selected area of text such as a letter address, it's easy to change line spacing.

To change the line spacing for an entire document, press CTRL+A to select all the text. To change line spacing for a single paragraph, place the insertion point inside the text; you don't have to select the text.

Then, on the **Home** tab, in the **Paragraph** group, click **Line Spacing**  and click the line spacing you want.

Apply a style extravaganza

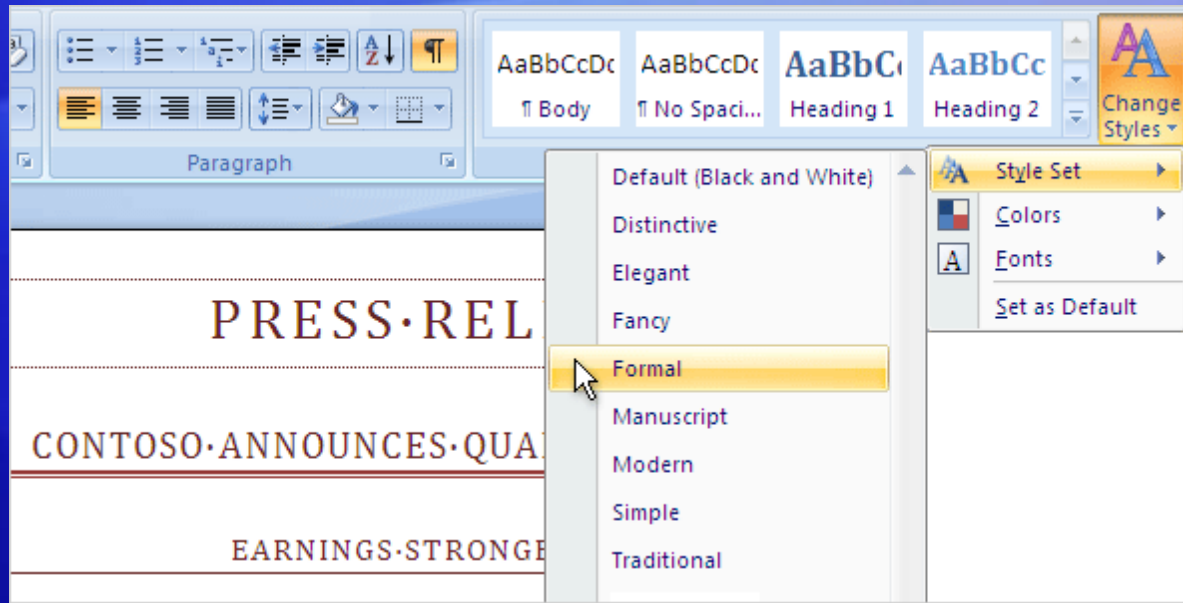


The press release is in good shape. It has a title and headings, bold formatting with a different font color to call out the net income, and a nicely formatted list.

As a last step, take a look at Quick Style sets. These are sets of styles that can dramatically change the look of the entire document with one click.

Each set includes styles for different heading levels, body text, quotes, and titles, all designed to work together.

Apply a style extravaganza



To see how your document would look with a Quick Style set, on the **Home** tab, in the **Styles** group, click **Change Styles**, and then click **Style Set**.

Move your pointer over the styles in the list. As it rests on each style set, you can see the changes in the document. Click the set you like.

The picture shows how to select the **Formal** set for this press release.

Suggestions for practice

1. Show formatting marks
2. Add basic formatting
3. Change line spacing
4. Add styles
5. Create a list
6. Center text
7. Preview the document before printing

[Online practice](#) (requires Word 2007)

Lesson 2

Add page numbers, date,
and more

Course contents

- Overview: Little signposts
- Lesson: Add page numbers, date, and more

The lesson includes a list of suggested tasks and a set of test questions.

Overview: Little signposts



Headers and footers are those little identifiers that run across the top and bottom of your document, providing important background information about it. They include such things as page numbers, dates, book or chapter titles, and author name.

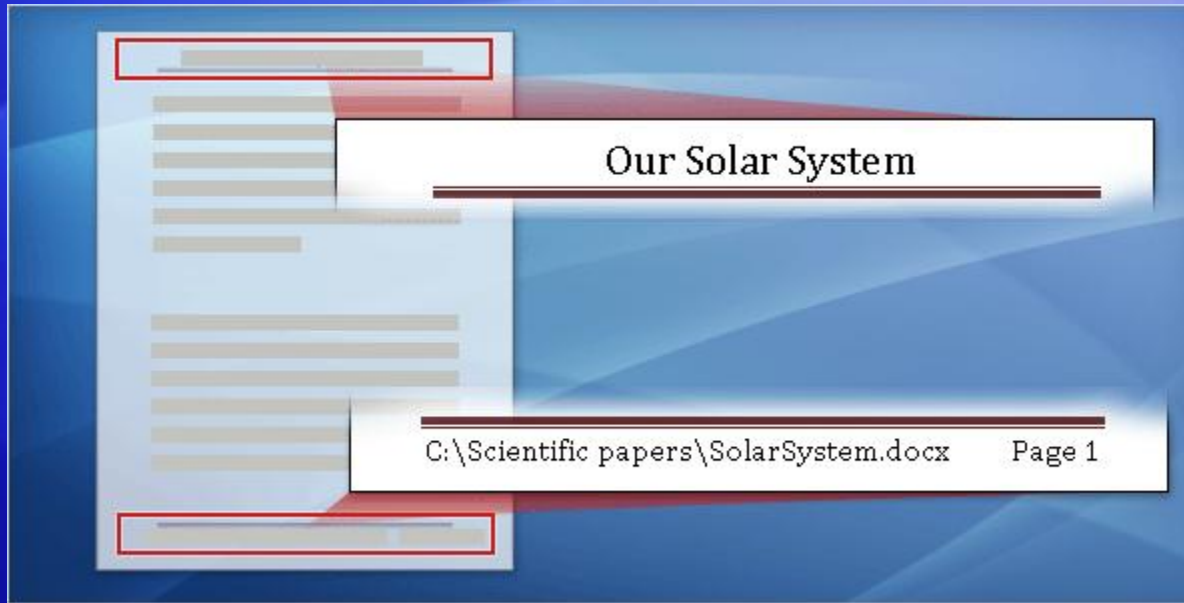
These small signposts improve the usability of your document, and they make it look professional.

In this course, you'll see how to add and work with headers and footers

Course goals

- Add page numbers.
- Add more elaborate headers and footers, with areas for document title, date, and other information.
- Work in the header and footer areas to format content and add text.
- Add the document file name and path.
- Delete a header or a footer.

Add page numbers, date, and more



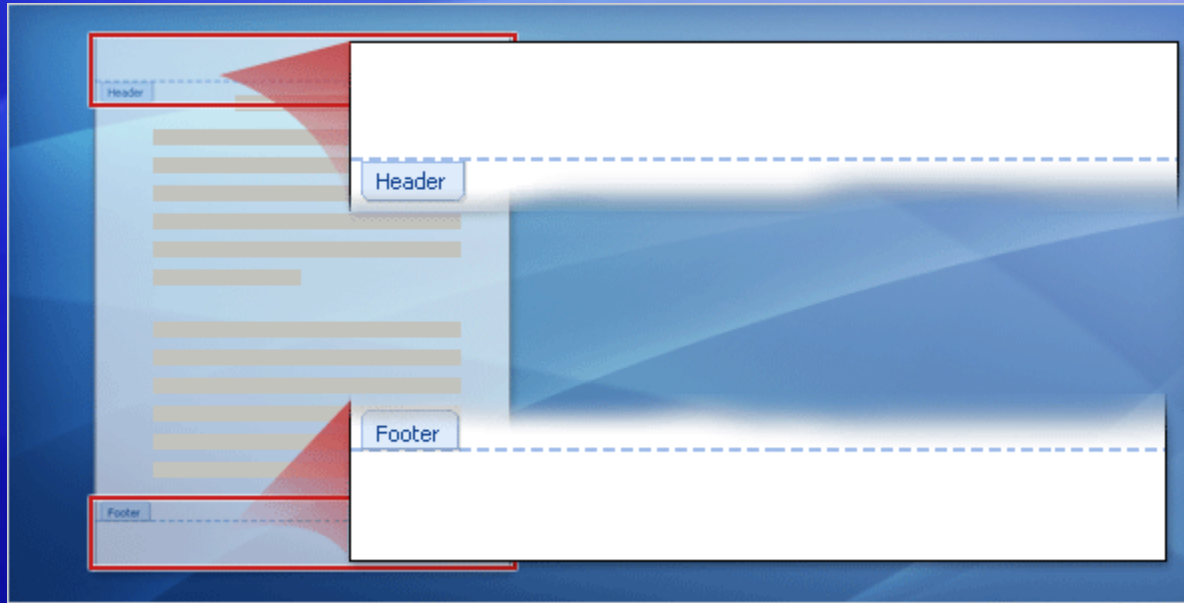
Think of page formatting in a book.

The book title is at the top of one page, the chapter title is at the top of the facing page, and the page number is at the bottom.

These textual details are **headers** and **footers**, and they have a similar application in Word documents.

Most commonly, you want page numbers throughout a document, but there are all sorts of other types of information you can include — there's no prescription.

The header and footer workspace

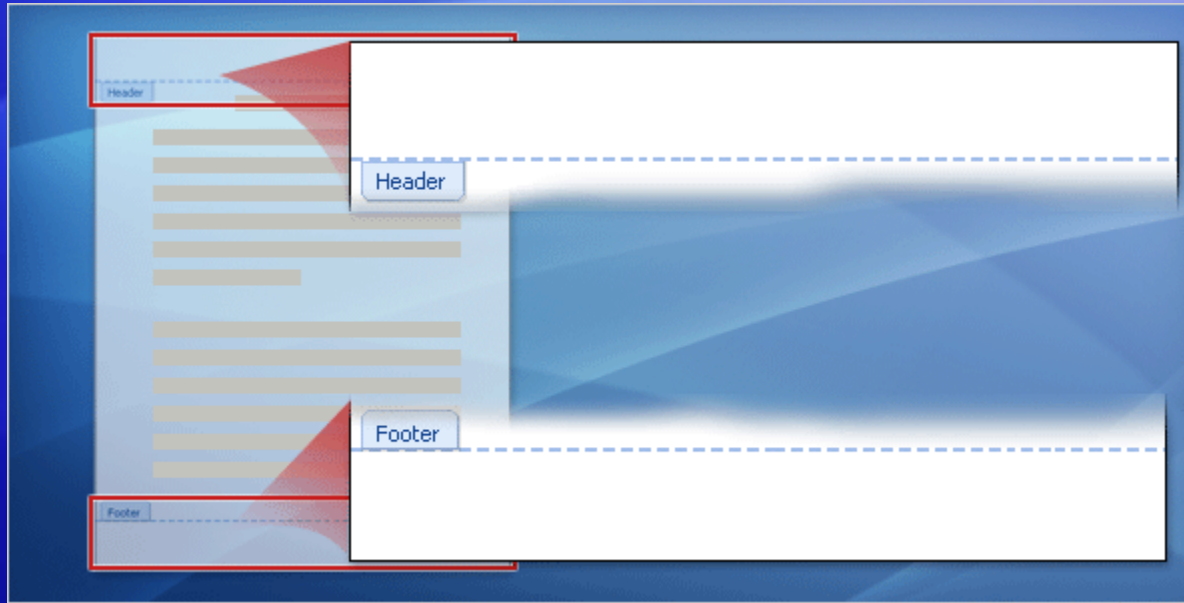


Before we go into specifics, here's a word about the **header and footer workspace**.

This workspace includes areas at the top and bottom of a document page that are specifically for header and footer content.

After you insert a header or footer, the areas become active and editable, and they're marked with a dashed line, as the picture shows.

The header and footer workspace

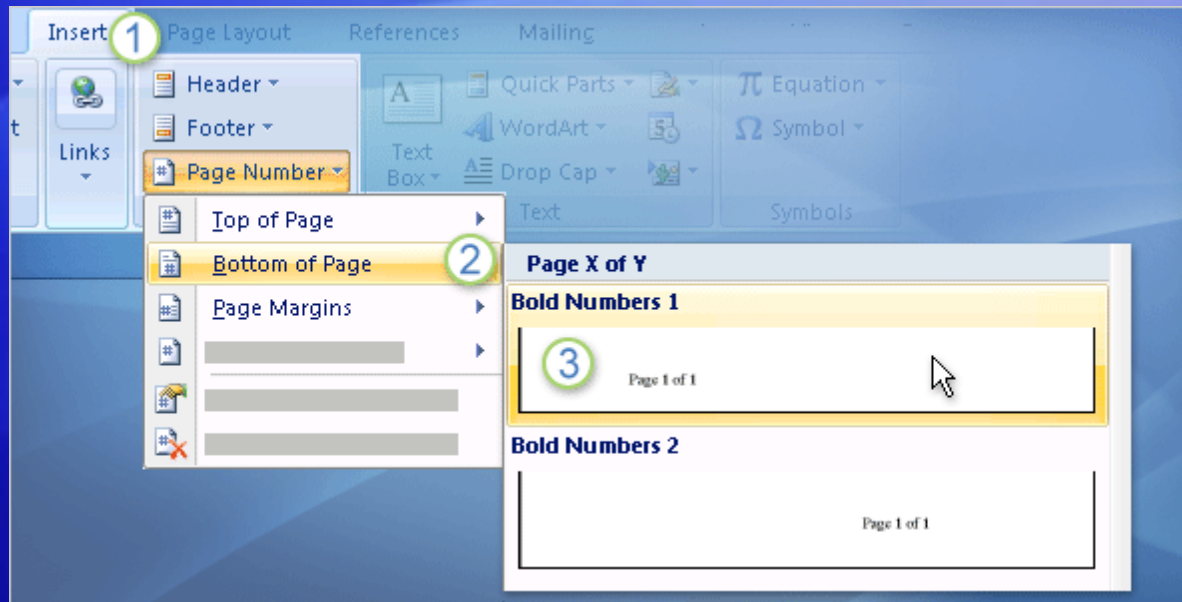


The main point is that header and footer content inhabits a layer of the document that is separate from the main body, and behaves differently from your document's main content.

When you add one header or footer, such as a page number or date, it appears on every page.

In the case of page numbers, they're programmed to be consecutive and to update themselves automatically when the number of pages changes.

Insert page numbers

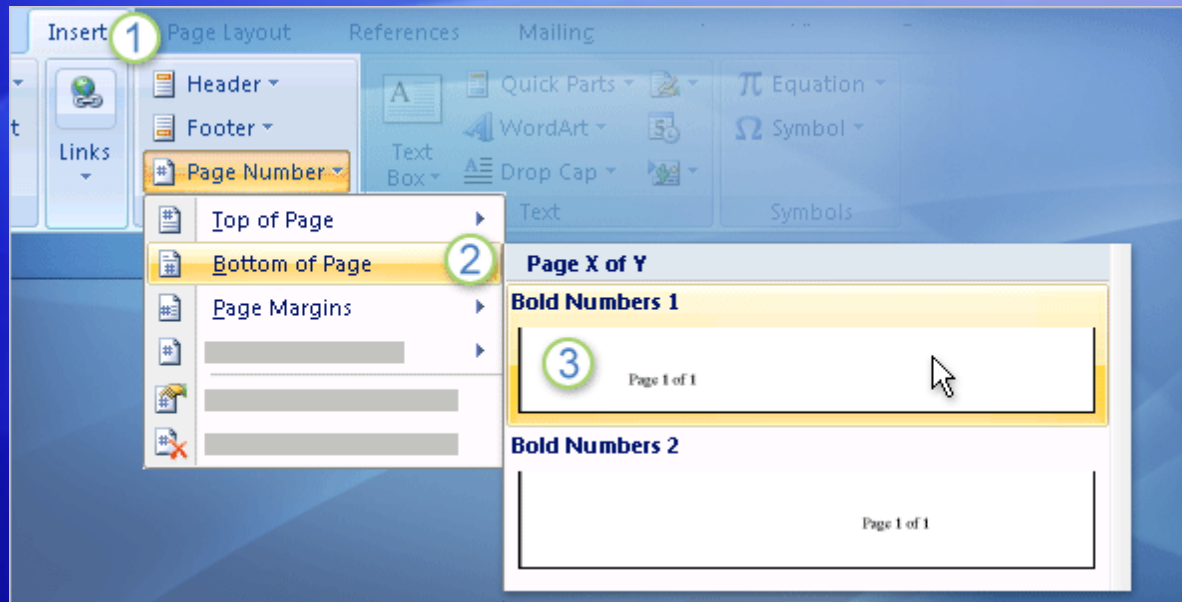


Page numbers are the most common type of header or footer. They're such a necessary element in documents that they get their own button and gallery of choices.

To add page numbers:

- ① On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.
- ② Choose where you want the numbers on the page, at the top or on the bottom, for example.

Insert page numbers

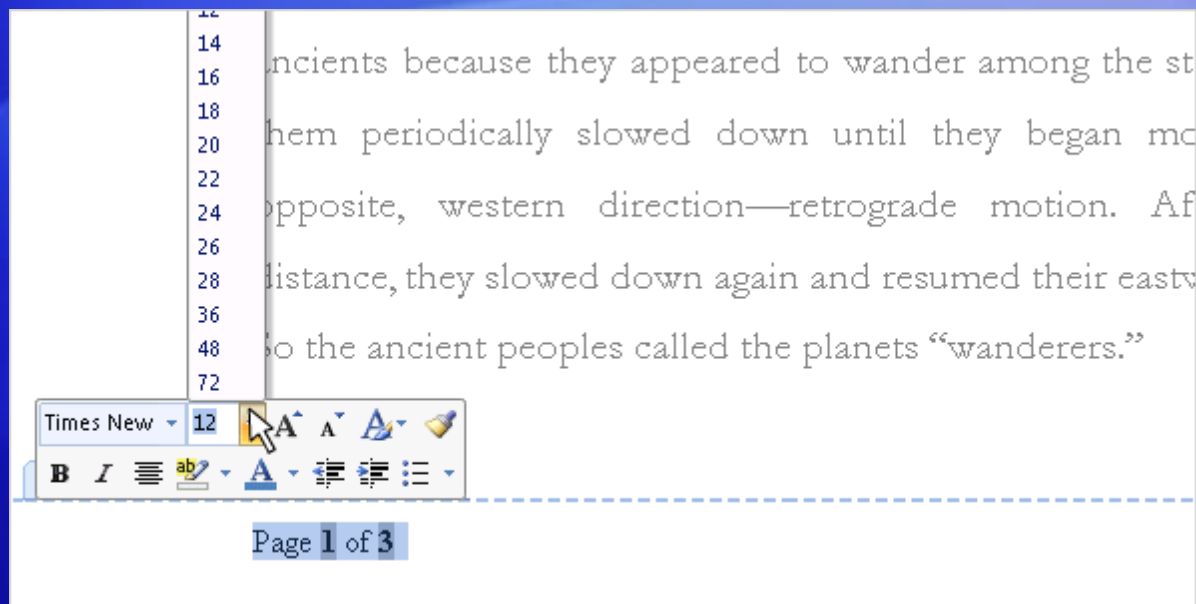


Page numbers are the most common type of header or footer. They're such a necessary element in documents that they get their own button and gallery of choices.

To add page numbers:

- 3 Then choose a page number style from a gallery of possibilities.

Edit the page numbers

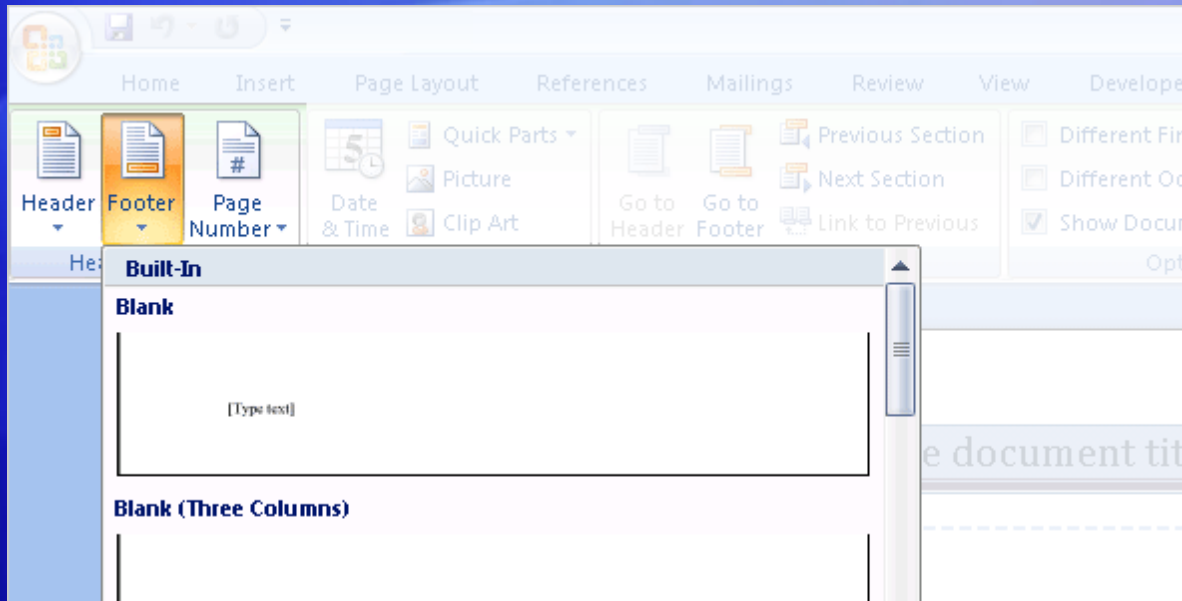


When you insert page numbers or other headers and footers, Word opens the header and footer workspace.

This enables you to make formatting changes or add text of your own.

For example, select the page number and use the Mini toolbar to change the font size.

Other headers and footers

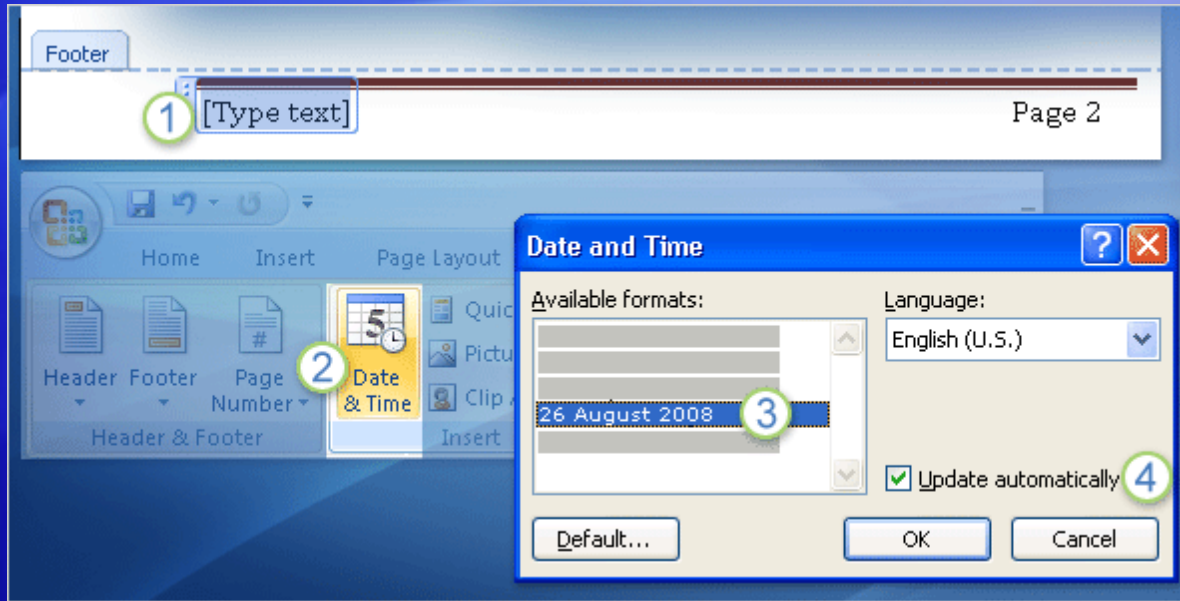


Page numbers are one type of header or footer.

Now see what else is available by looking at the Header and Footer galleries.

On the **Insert** tab, click **Header** or **Footer** next to the **Page Number** button, and choose what you want.

Add the current date

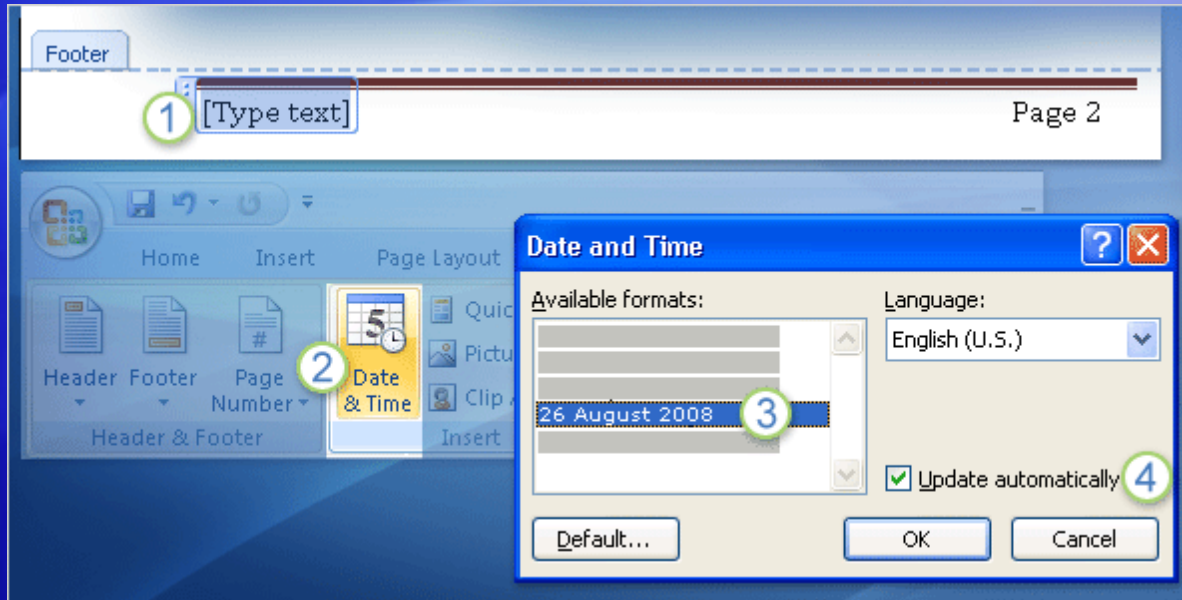


Some of the headers and footers available in the galleries include a special text area for the date.

But you can also separately add the current date and time to a header or footer:

- 1 Click in the header or footer where you want the date to go. If there's text there already that you don't want, select it.

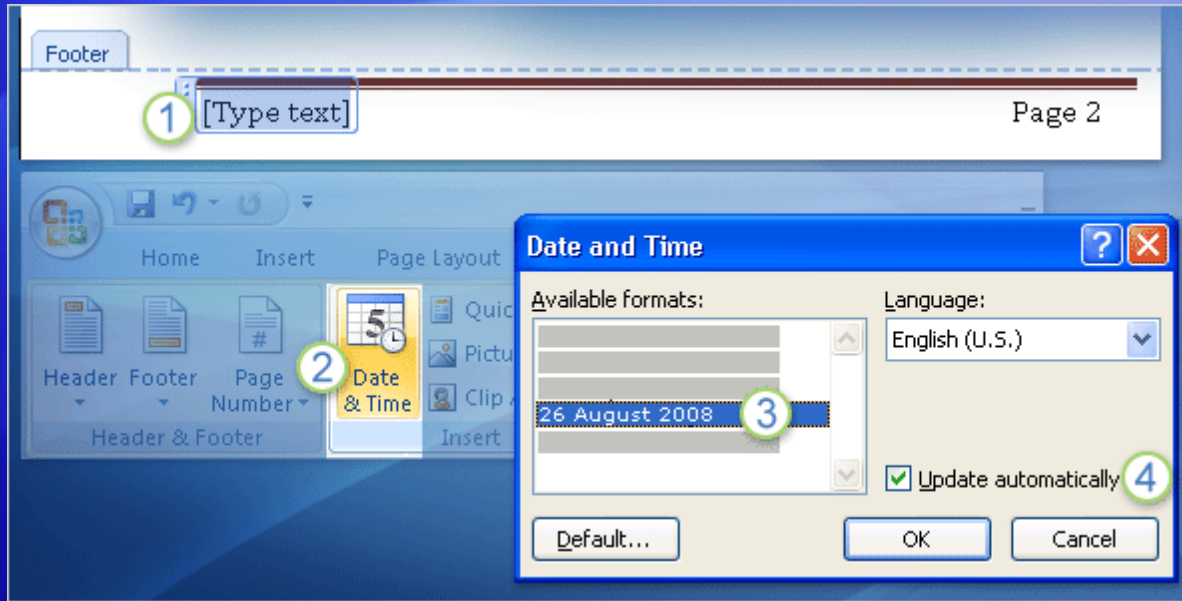
Add the current date



Some of the headers and footers available in the galleries include a special text area for the date.

- 2 In the **Insert** group, click **Date & Time**.
- 3 Choose a format. You can have just the date, just the time, or both.
- 4 Select the **Update automatically** check box.

Add the current date

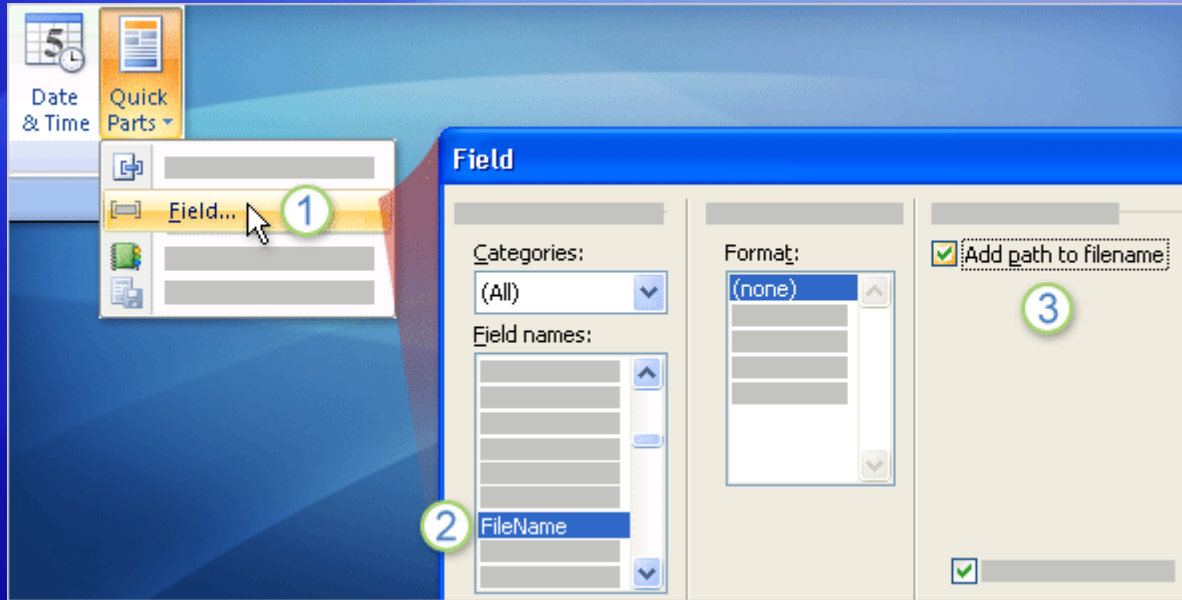


You can also update while the file is open, and set Word options to update before printing.

The Date & Time feature has this updating capacity because it is a **field**.

A field has functionality built into it that makes it perform certain actions.

Add the document path and file name

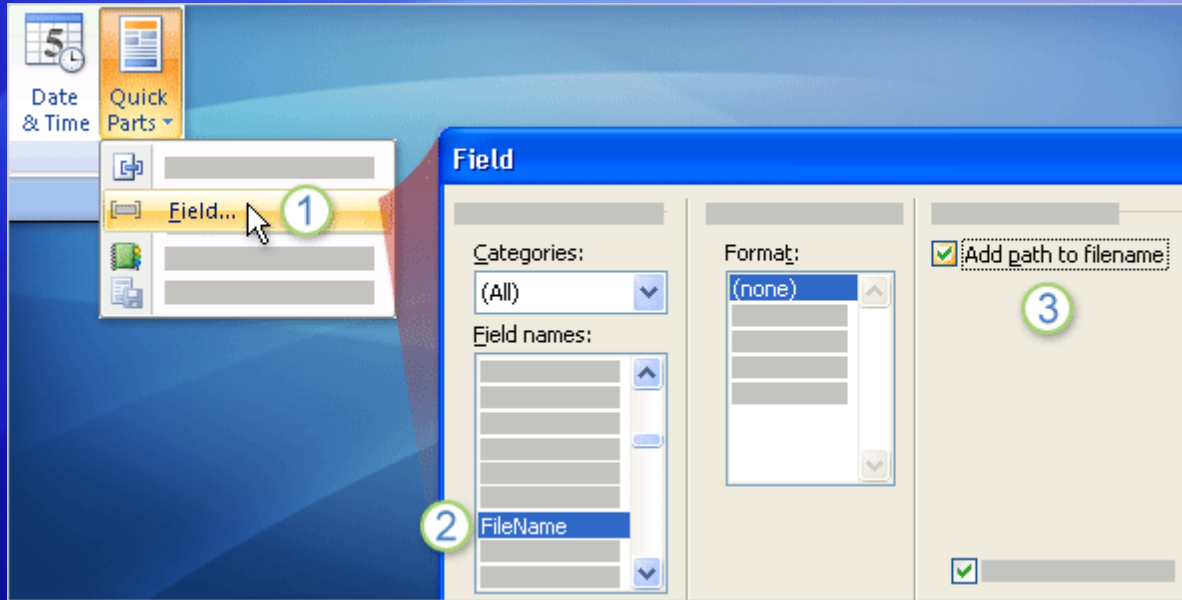


Another common need in headers or footers is to include the document's file name and the path to its location.

To insert this information, you once again use fields.

Don't worry, no special training in fields is required.

Add the document path and file name

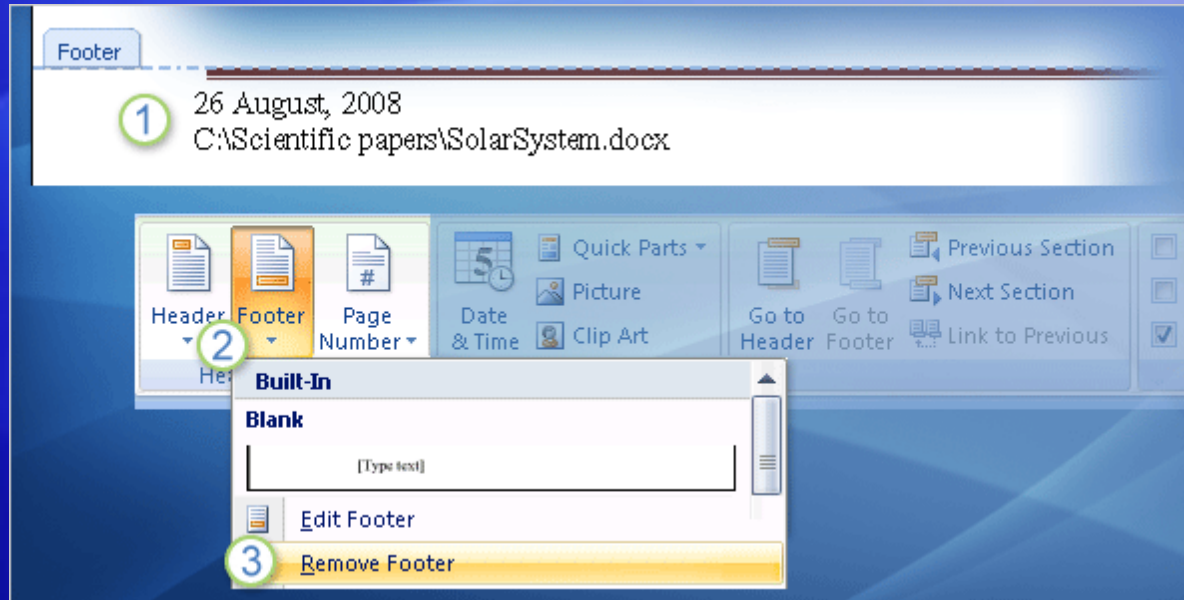


First, position the cursor where you want the file name and path to go.

Then follow these simple steps.

- 1 In the **Insert** group, click **Quick Parts**, and click **Field**.
- 2 In the **Field** dialog box, under **Field names**, click **FileName** (you may have to scroll).
- 3 Click the **Add path to filename** check box to select that option.

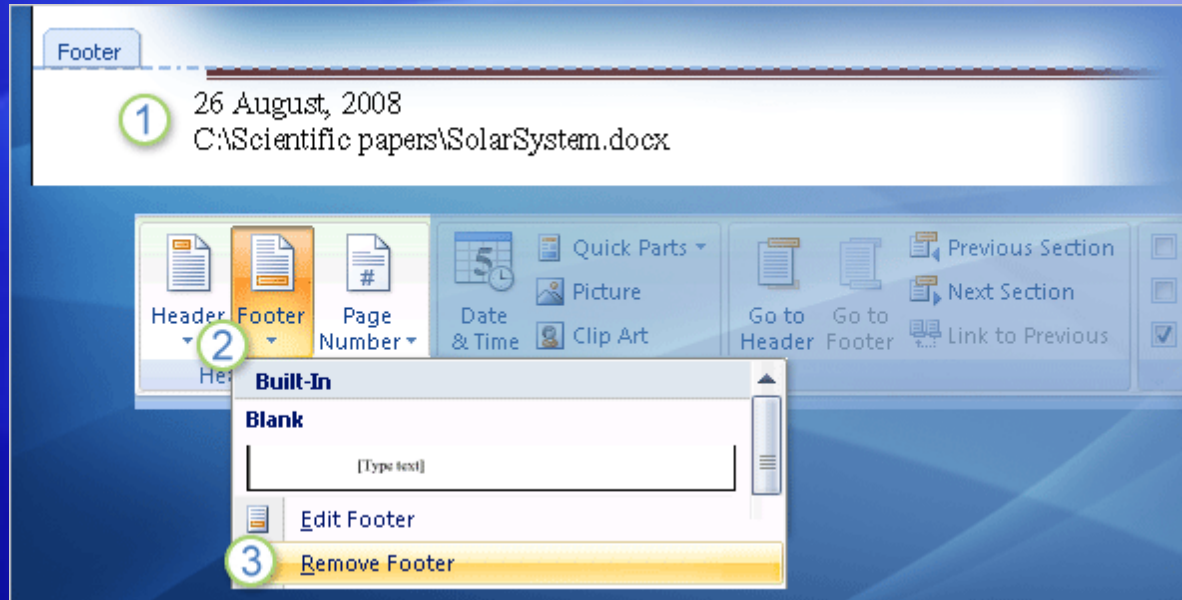
Remove a header or footer



You might inherit a document and find you need to remove header or footer content.

- 1 For example, say that the footer information, such as a document path and file name, is no longer current or desired.
- 2 In the **Header & Footer** group, click **Footer**.

Remove a header or footer



You might inherit a document and find you need to remove header or footer content.

- 3 At the bottom of the Footer gallery, click **Remove Footer**. That wipes the footer clean.

Suggestions for practice

1. Add page numbers.
2. Choose a different look for the page numbers.
3. Learn shortcuts for switching views.
4. Create a header with a title and date.
5. Add text.
6. Add the document path and file name.
7. Change the font color.
8. Remove a footer.