

Learning Units Word Basics

1. Creating document

1.1 AutoFormat during the input

Paragraphs and other elements are formatted automatically with function **AutoFormat** during the input. The formatting listed in the Menu **Format? AutoFormat? Options?** Register Card **AutoFormat during the input** in the dialog box **Auto Correction**, which Word can carry out at the input directly. The desired options can be activated or deactivated here. Formats assigned automatically can be taken back immediately:

- ✎ With click on the button **declining** (undo) in the symbol bar Standard.
- ✎ By pushing of **Enter** for the confirmation of the select action in the list of the button declining?

1.2 Office-Assistant

The **Office-Assistant** offers a fast way to access **information** into Microsoft Word. The **Office-Assistant** can be **displayed** about the button **Microsoft Word-Help** in the standard symbol bar and **blinded out** about the corresponding command in the context menu. If a "yellow light bulb" on the button's **Microsoft Word-Help** appears, then the assistant has ready **tips** and **tricks** in the current working situation.

With a click on the button you can call these **tips** and **tricks**.

1.3 Automatic spell verification

Faults in the spelling and the grammar are immediately checked at the input of texts. With a **red wavy line writing faults** are labelled and with a **green wavy line the grammar faults** are marked.

To **correct** a word underlined red or green in the form of waves, you must click with the **right mouse button** on this word. A context menu opens in which correction suggestions and commands are offered to the spelling correction.

With a double click on the button **status of the spelling and grammar verification** in the symbol bar you move in the document of one labelled word to the next. The context menu is opened to the spelling correction simultaneously.

1.4 Storing document for the first time

To store a document, the button **storing** in the standard symbol bar can be used. The commands **storing** or **save as** can be used in the menu **file**.

Key combination Storing
Ctrl+z.

At the first storing the dialog field **save as** opens automatically, in this the details are suggested automatically for the **file name** and **storage place** standardized. The settings can be changed or taken unchanged.

2. Processing document

2.1 Copying text

Between different files texts and other data can be copied to and fro within a document. There are several possibilities to the selection:

- ✍ Marking text ? about the menu bar **Processing** ? **copying** command ? Placing the cursor to the target position ? menu **Processing** ? **Inserting** command
- ✍ Marking text ? -about the symbol bar **standard** copying button (Pull-down-Menu) placing the cursor to the target position ? **Inserting** button.

If several texts are copied, the **clipboard** symbol bar is displayed automatically. With click of one of the contents of the clipboard this is inserted at the position of the cursor.

2.2 Relocating text

In Word there also is the possibility of relocating besides the possibility of copying. The following procedures stand you by the choice:

- ✍ About the menu bar **Processing**: marking text ? command **cut** ? placing the cursor to the target position ? menu **processing** command **inserting**
- ✍ About the symbol bar **standard**: marking text ? **cut** button inserting to the clipboard ? placing the cursor to the target position ? **inserting** button
- ✍ By **Drag & Drop**: marking text ? dragging the mouse pointer with depressed mouse button up to the insertion point ? when letting the mouse button off the text is put down at the insertion point.
- ✍ About the symbol bar **clipboard**: If several texts are relocated, the **clipboard** symbol bar displays itself. With click on one of the contents of the clipboard this is inserted at the position of the cursor.

2.3 Inserting Graphic

To loosen and illustrate texts, you can work with graphics.

Procedure:

Menu **Inserting** - Submenu **graphic** - command **From File – Inserting**

2.4 Clicking and entering

To be able to enter a text, a graphic or a table fast **Word** offers the function click and enter. Double click to the desired position and Word takes care about the formatting of the document automatically.

3. Forming document

3.1 Head and footer line

A **head and footer line** is created to insert information in a document, which shall be repeated on all sides in a document automatically. The document must be subdivided in **sections** to be able to create various head and footer lines.

Head and footer lines are inserted about the identically named command in the menu **view** and opened to the processing. During the work on the **head and footer line** the other area of the document isn't active. A symbol bar opens at the call of the head and footer line with special commands for the work in this area automatically.

Buttons to the page numbering **inserting page number** and **inserting the number of pages** or to the navigation **changing between head and footer line**.

3.2 Field functions

Information such as the page number detail, the document name or the date can be inserted in a document as **field**.

For the desired information a placeholder inserts the field functions. Therefore the respectively current information can be calculated and issued as actualized **result** in the document automatically. With the grey field shades you can recognize a field.

3.3 Side view

The **side view** offers a general view together with head and footer line. This view is suitable for the check of the layout of the sides. The number of sides to be shown can be selected about the **Several Sides** button.

Elements reduced strongly can be extended any time with the mouse pointer changed to the **magnifying glass**.

3.4 Manual change

At the input Word set up automatically at which place's text are breaking down and displaced on a new side. Unlike the **automatic changeover** a **manual page turning** can be defined. Menu **Inserting** - Command **manual change**. This command offers different **options** to set up text or page makeup's. After inserting of a manual change a special formatting sign is distributed in the document in this place, that expels the manner of change. When deleting this sign the manual change is removed.

3.5 Paragraph

A new document consists per default of a single **paragraph** with **page settings** defined into this. As page format DIN A4 is set for example in the vertical format. These defaults refer to all sides of the document automatically as long as this consists of only one section. A document must be subdivided into several sections, if within a document various side attitudes shall be used.

At the use of various numbers of columns within a document **Word** inserts the **paragraph change automatically**. At the change of other page settings the scope of the divergent settings is determined by inserting a **manual** paragraph change.

4. Printing document

4.1 Printing preparation

Before printing it is useful to check the presetting of the document to keep the number of possible error printouts little. The following functions belong to these printing preparations:

- ✍ **Side view:** The document is shown in the side view as it appears in the expression. Possible errors can this way be discovered before printing. The call is carried out via the button **side view** or the command **side view** in the menu **file**.
- ✍ **Margins:** For setting the margins the dialog field **setting up page** is called in the menu **File**. Besides the margins further page formats like setting the paper format can be defined.
- ✍ **Syllabification:** Word has an automatic syllabification. If late text is completed, the makeups are actualized automatically. The function is activated in the dialog field **syllabification** in the menu **Extras**, submenu activated **language**.

4.2 Printing document

The following ways stand to the disposal for printing documents:

- ✍ About the **symbol bar**: With click on the button **Printing** in the symbol bar **standard** the current document is printed with the default options. If you have selected another printer in the **printing** dialog field before, this attitude is kept.
- ✍ About the menu bar: Menu **File** - Dialog box **printing** can be adapted different printing options. Besides the selection of the printer the number of the copies to be printed or the page area to be printed is included for example.

5. AutoText

5.1 Creating Auto text

Greeting formulas, naming or standard sentences are **text passages frequently needed** which can be put down as AutoText. Therefore they are available to additional documents.

A new Auto text can either be created about the dialog box **Auto correction** or the dialog box AutoText.

The dialog field **Auto correction** is called in **inserting** menu about the command **Auto text**. You can define a new entry on the register map's **Auto text**.

The contents of the Auto text can manually be written into the entry field. You create the Auto text about the **Adding** button. This is sorted into the alphabetical list.

The dialog box **creating AutoText** can only be called, if a marking of the desired AutoText-Contents is carried out in the document.

In a Auto text coherent paragraphs can be filed together.

To the call of the dialog box you select the command **New** in the **Inserting** menu, submenu **Auto text**, or uses the button combination ALT + F3.

5.2 Inserting Auto text

Auto text entries can be inserted fast in a document at any time.

You avoid typing work and mistakes in the document. There are various ways for inserting a AutoText in the document.

- ✍ Selection of the desired entry directly from the single select lists thematically subdivided in the menu **Inserting**, submenu **Auto Text**.
- ✍ Dialog field **Auto Correction**. In the **AutoText-list** on the register card **AutoText** the name for AutoText-Entry is **selected** for this. Before the takeover into the document the **contents** can be checked in the preview window of the dialog field.
- ✍ With help of the function **AutoComplete**. To this so many **characters** of the AutoText-Name are **entered** in the document till the desired AutoText is shown on a **QuickInfo**. Following the AutoText is inserted with Enter or F3 at the current position.

6. Format Pattern

6.1 Assigning format pattern

Several formats can be assigned on one command. With a format pattern this is reduced. You therefore make sure, that the same formatting are always assigned to paragraphs of the same format and in addition make the reformatting of paragraphs easier. All presentations stand by the choice in the dialog field format pattern. A lower number also can be assigned over the field format pattern of the symbol bar format. At the format pattern you distinguishes between **paragraph format pattern** and **character format pattern**.

- ✍ **Paragraph format pattern:** The complete paragraph the cursor position is in this is formatted. If several paragraphs are marked, the format pattern is taken on by all of them.
- ✍ **Character format pattern:** Only the currently marked characters are assigned in the document unlike the paragraph format pattern.

6.2 Processing Format Pattern

The formatting of a format pattern can afterwards be changed. Several work steps are necessary for the processing:

1. Marking paragraph of the format pattern to be changed in the document.
2. Opening dialog field **format pattern** in the menu **Format**.
3. About the button **Processing** the dialog field **processing format pattern**.
4. Calling the dialog field in which the desired format changes are carried out over the list of the button **format**. For example: dialog field **character** to the change of the **font**.
5. Confirmation of the changes carried out in all still open dialog fields. The changed format pattern is only available to the active document after the change. To be able to access in all documents of the same document pattern on this the option **adding to the pattern** must be activated in the dialog field **Processing format pattern**.

7. Creating table

7.1 creating table

The fastest way to making a table leads about the button **inserting table**.

A grid is opened with a click on **inserting table**. With depressed mouse button the desired number of the columns and rows can be fixed by marking. When letting the mouse button off the table is inserted.

7.2 marking table elements

Within a table different ways to marking must be distinguished.

- ✎ **Marking row.** The mouse pointer is led in front of the **left table margin**. As soon as the indicator changes into a white upward arrow, the row is marked by mouse click.
- ✎ **Marking column.** The mouse pointer is moved **on the upper column margin**. Changes his form into a black arrow downward the column is marked.
- ✎ **Marking cells:** The mouse pointer is led to the **left margin within the cell**. If the pointer changes its form in a black directing upward arrow, the cell is marked by a click.
- ✎ **Marking text:** Text in tables is marked as usual. You move the mouse pointer at depressed mouse button over the text. If the text is marked about several cells, all of the cells are marked automatically.

7.3 inserting columns and rows

To insert rows and columns, the number, which shall be created newly, must be marked respectively.

If the button **Inserting columns** or **inserting rows** is used for creating this, the position of the preceded marking must be paid attention to. New **columns** appear on the **left** of the marking, new **rows above** the marking, on this way.

Commands to the free position determination for **columns** and **rows** are available about the menu **Table** in the submenu **inserting cells**.

If the cursor position is in the last table cell, it can be enlarged at the end also with the tabulator key around per one **row** downwards.

8. Formatting table

8.1 Adapting column width

The column width of a table can be adapted on different ways:

- ✎ **Automatic:** In the first step the marking of the table is carried out. To change a single column width, this must be marked completely. To adapt however all column widths, it suffices to place the cursor position within the table. Column contents and column width are coordinated with each other automatically about the command **AutoAdapting Content**, in the menu **Table**, Submenu **AutoAdapting**.
- ✎ **Manual:** As marking the placing of the cursor position suffices within the table. The mouse pointer is led to the right column border line of the column to be changed in the ruler. If the mouse pointer changes into a double arrow, the column width is corrected at depressed mouse button.

8.2 Deleting row

To delete one or several rows, these must be marked. Following the **rows** are removed from the **table** about the identically named command in the menu table, submenu **deleting**. At the use of the delete-key only the contents of the marked rows are deleted, not however the rows to itself.

8.3 sorting data

An alphabetical entry of the data can be renounced at the construction of a table. Instead Word offers a function in the menu **Table**, Command **Sorting**, with which the data can be aligned up-and-down in alphabetical order afterwards. The sorting criteria for this process are defined over the fields **sorting key**.

8.4 Displacing Column and table

Single columns as well as the complete table can be moved.

- ✎ **Displacing column:** In the first step the column in question is marked with click on the **upper frame** of the column. The column then can be displaced at depressed mouse button.
- ✎ **Displacing table:** To displace a table, the mouse pointer must be moved on the left upper table corner. If the pointer changes into a fourfold arrow, the table can be put newly at depressed mouse button.

8.5 AutoFormat and Frame

A table is readable well then, if it is structured by means of corresponding formats.

- ✎ **AutoFormat:** Time expensive formatting of a table can be reduced with help of the AutoFormats on a command. The dialog field **table AutoFormat** is called about the menu **table**. More than 40 pre-packaged formats to the direct takeover are available.
- ✎ **Frame:** Tables made newly are framed in Word standardized. These formatting can be altered according to the desired table structure over the pallet of the button **frame line**.

9. Character and paragraph formats

9.1 Character formatting

Layout possibilities belong to the **character formatting** which changing the single characters, for example: font, font size and font serration. To be able to assign **character formats**, the **characters** in question must be marked.

You find the large part of the character formats in the menu **format?** dialog field **characters**. A selection of frequently needed character formats is available in the symbol bar's **format** for the fast access.

9.2 paragraph formatting

Layout possibilities, which apply to the complete, paragraph automatically, belonging to the **paragraph formatting**.

For example: Text alignment or the space of paragraphs to each other, paragraph embraced next to text, the paragraph marker following the text. All paragraph formats are stored in the paragraph marker. If new paragraph shall be created, this inherits the paragraph formats of the previous automatically. For changing a paragraph format, at first the paragraph in question must be marked. About the dialog field **paragraph** in the menu **format** a large part of the paragraph formats can be assigned. A selection of paragraph formats frequently need to the fast access is available in the symbol bar's **format**.

9.3 Enumeration character

The format enumeration character belongs to the paragraph formats. About the button **enumeration character** in the symbol bar "format" the enumeration character used last is activated respectively. You carry out further customizations in the dialog field **numbering and enumeration character**. The dialog field is either called about the context menu or the menu **format**.

9.4 Format: Frame

The **frame format** can belong both to the character and to the paragraph formats. Decisive is whether merely characters or a paragraph were marked before. Correspondingly either single words or the complete sales are framed. About the button **frame line** in the symbol bar "format" the frames are assigned.

9.5 Transferring format

The function **transferring format** offers the possibility to transfer several formats in a work step from one text passage to the other. The source format is marked to this and is included with click on the button **transferring format**. The format will transfer by mark in the connection automatically.