

Copying and Moving Text

There are many ways to reorganise text in your document including using the Clipboard group from the Home Tab Ribbon, the Keyboard and the Mouse. We will look at the most common commands – these are the same methods used for copying and moving text in any Windows application.

Once you have the background knowledge in Word, you will be able to copy and move text within any other Windows application.

The two procedures that will be discussed are *Copying* text and *Moving* text.

- **Copying text** places a duplicate copy of selected text in another location.
- **Moving text** removes the original text and takes it to another location.
- It is the **Office Clipboard** that takes care of it all. It stores

The Office Clipboard

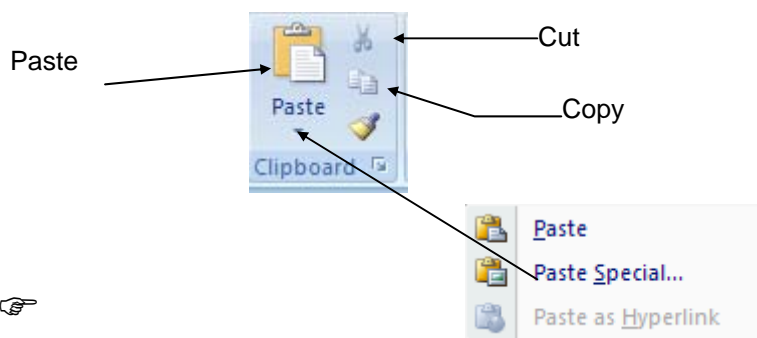
The **Office Clipboard** can hold up to 24 objects, these can be text or graphic objects. These items can then be pasted one by one, or all at once into any application you have on your computer. You can choose which items to paste at any time. You can delete all the objects from the Clipboard at once or just delete the ones you don't want. Any items left on the Clipboard will stay there until you exit Office.



Copying Text



Open the document called **TEAM MEMBERS.DOCX**.


We will copy the first three lines and place them at the end of the document using the Buttons on the Clipboard group from the Home Tab on the Ribbon.



-  Select the first three lines and choose the **Copy** button from the Clipboard group on the Home Tab Ribbon.
-  Press [**Ctrl End**] to place the cursor at the end of the document.

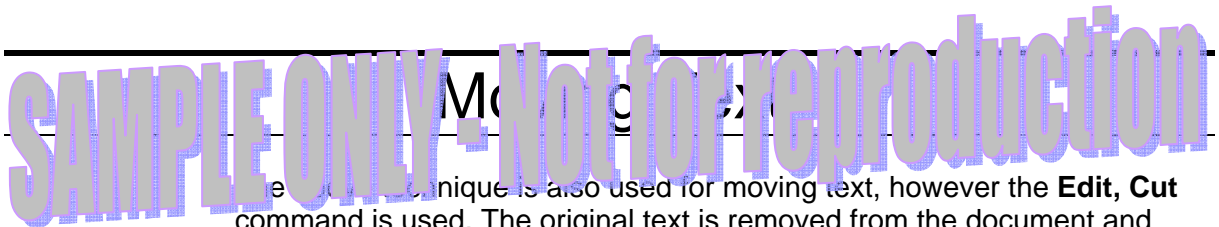
This action positions the cursor for the destination.

Pasting Text

-  Choose the **Paste** button from the Clipboard group on the Ribbon.







A copy of the first three lines is pasted at the end of the document.

You may find that a Paste button is displayed close to the text you have just pasted. This icon gives you the option of choosing the formatting of the text you have just pasted.



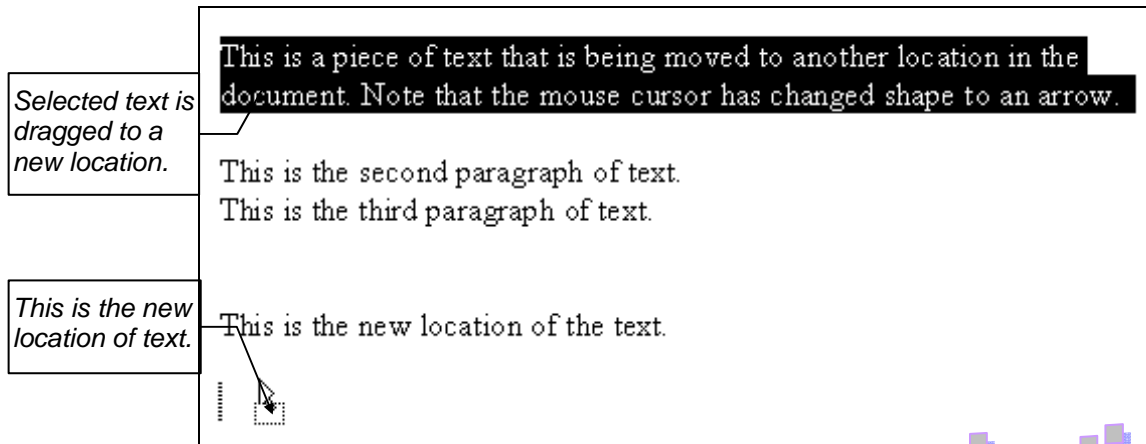
The **Cut** technique is also used for moving text, however the **Edit, Cut** command is used. The original text is removed from the document and placed in the Clipboard. It is then pasted into another location.

We will swap the positions of the *Navigator* and *Photographer* paragraphs.

-  Select the *Navigator* heading and the four lines underneath the heading.
-  Choose the **Cut** button. 
-  Place the cursor at the beginning of the text "The Expedition Medic".
-  Choose **Paste** button. 

Dragging Text

Word enables text to be moved and copied but not go via the Clipboard. This technique is called *drag-and-drop text editing* and requires moving the selected text with the mouse.



Mov

- ☞ Select the heading *Expedition Medic* and the three lines of text underneath the heading.
- ☞ Move (don't click) the mouse over the selected text. Note that the mouse cursor is an arrow.
- ☞ Click and hold the mouse anywhere on the selected text.
- ☞ Move the mouse so that the small vertical bar is at the top of the document, then let the mouse go.

The text has relocated to the top of the document.

Copying Text

The same drag-and-drop procedure is used to copy text from one location to another. The difference is that you must hold down the **[Ctrl]** key when dragging the text.

- ☞ Close the document without saving.

Exercises – Copying and Moving



Open the document called **EDIT.DOCX** and reorder the paragraphs so that they are in numerical order.



Save and close the document.



Open the document called **CAREER.DOCX**.

Perform the following editing actions using the document as a guide. Save and close the document when finished.

*Senior Lending Manager
Career Opportunity
Dynamic Team Environment!*

*Copy
Phone
Number*

*Reorder
and
Renumber*

Swap

*Move
Sentence*

Copy

Our client is a well respected group that has a reputation for providing specialist banking services to the medium sized business market.

You will have the following skills:

1. Sound contemporary accounting management skills
2. Commercial judgement
3. Experience in policy development
4. Management of significant fund levels

Phone: (02) 456 7890 or send resume to:

GPO Box 1234
North Sydney
NSW 2000

Interested? Then written applications are now being received.

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Save and close the document.


Collect and Paste

You can collect and paste up to 24 objects on the Office Clipboard. These items can then be pasted individually into a document, or all pasted at the one time. You can also paste these items into other Microsoft Office programs.

☞ Open the document called **ELECTRONIC.DOCX**.

We will collect all of the numbered headings, and paste these into a new document.

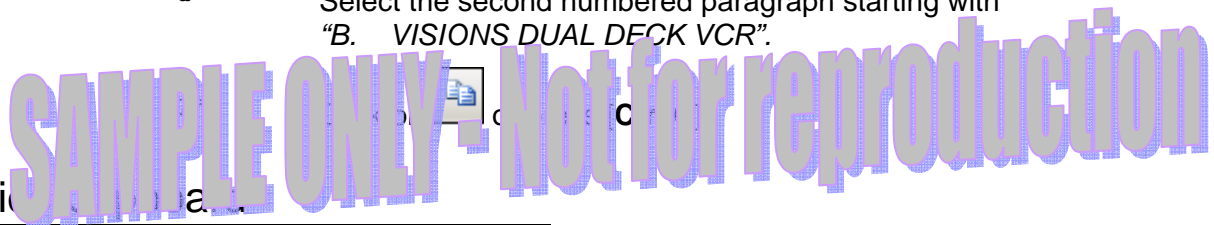
☞ Select the first numbered paragraph starting with "A. AM/FM/TWIN CASSETTE".

☞ Click on  or press **[Ctrl C]**.

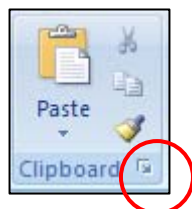
So far these actions appear no different to copying and pasting text.

☞ Select the second numbered paragraph starting with "B. VISIONS DUAL DECK VCR".

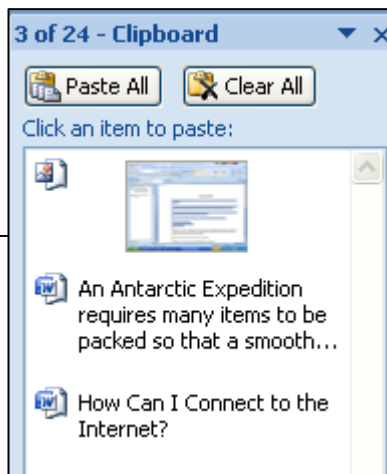
Office Clipboard





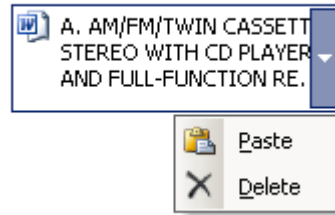
The Office Clipboard is displayed as a Task Pane on the left hand side of the Window by clicking the Clipboard launch button at the bottom of the Clipboard group.




Copied items
Text and graphics



-  Position the mouse over the first copied item in the Clipboard.
-  Click on the down arrow to the right of the item.



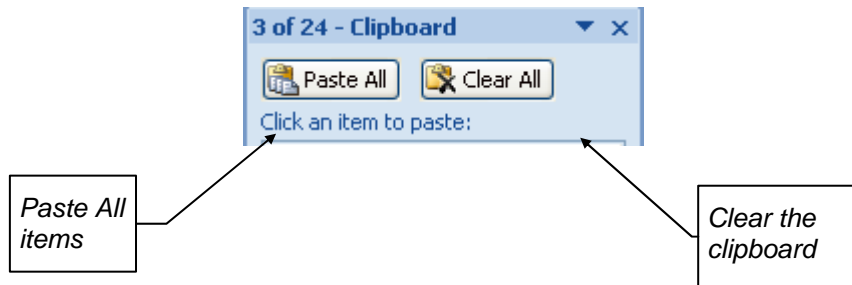
The item is active, and a number of options are displayed in the drop down list. We'll use these options later in this exercise.

-  Copy the remaining numbered paragraphs to the Clipboard.
You will have 6 items on the clipboard.

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The Clipboard Toolbar

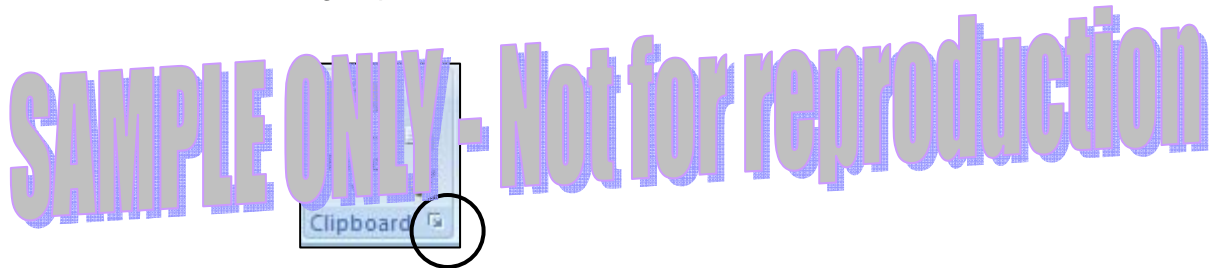
The Clipboard toolbar contains two icons:



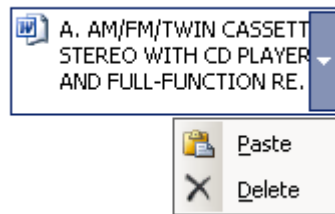
Pasting one item



Create a new document. If the Office Clipboard is not visible, Click the Clipboard launch button at the bottom of the Clipboard group on the Home tab of the Ribbon.



Click on the down arrow next to the first copied item.



Choose  Paste.

This action pastes the individual item into the document. Note that the copied item is still on the clipboard and could be pasted again.



Paste the first copied item four more times into the document – just to prove that it is available until you clear the clipboard. You can also click on the text in the Clipboard to paste the item.



Close this blank document without saving.


Pasting all items

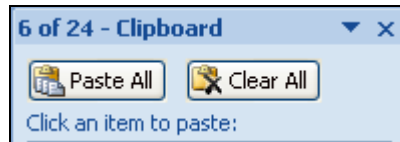
We will paste all of the items in one step into a new document.



Create a new document. If the Office Clipboard is not visible, Click the access button at the bottom of the Clipboard group on the Home tab of the Ribbon.



Click on  Paste All in the Clipboard Task Pane.



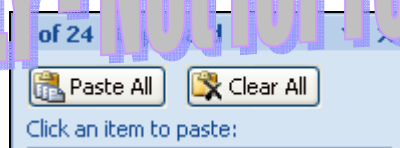
This action pastes all of the collected items into the document.

Clearing the Clipboard

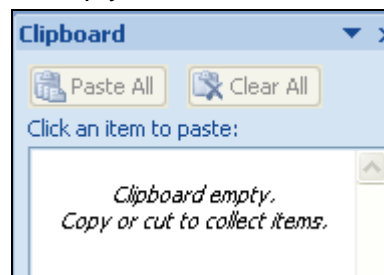
You clear the clipboard when you want to copy another set of items and the clipboard is full. The clipboard can only store 24 items.



Click on  Clear All in the Clipboard Task Pane.



The clipboard is empty.



Copying a 25th item

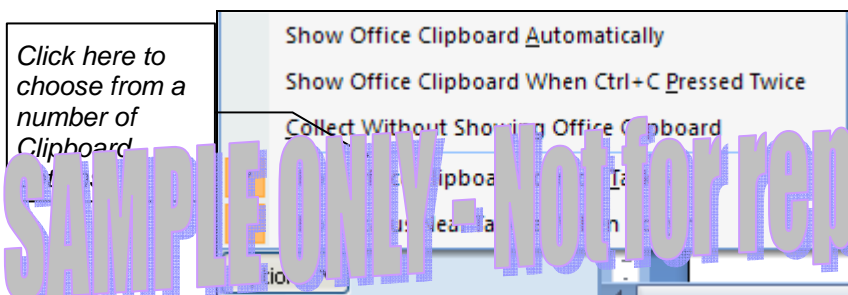
What happens if you copy a 25th item?

Copying the next item adds it to the end and discards the first item. The first item is no longer available for pasting.

Clipboard Options

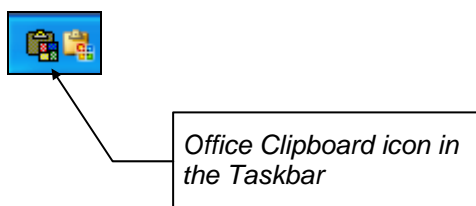
☞ The Clipboard options are accessed from the bottom of the Clipboard Task Pane.

☞ Click on .



☞ Choose  until it is displayed with a 'tick'.

The Taskbar is at the bottom of the screen.

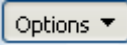


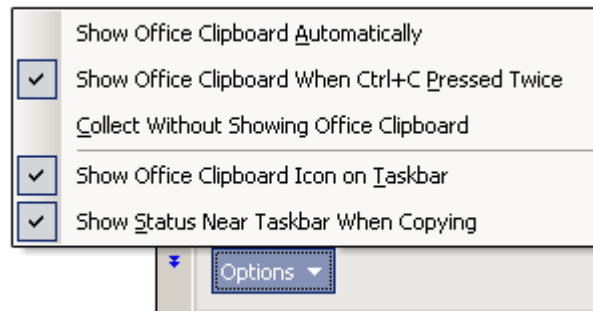
☞ Copy a number of words to the clipboard and watch the Clipboard icon in the Taskbar display the status.

Turning off the Clipboard


There will be times when you do not want to view the Office Clipboard in the Task Pane. You can remove the display of the Office Clipboard and choose to display it only when necessary.



From the Office Clipboard in the Task Pane, click on the  button.



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Choose  until it appears without a 'tick'.



Now when you copy multiple items, the Office Clipboard is not displayed automatically. To view the items in the Clipboard, click the access button at the bottom of the Clipboard group on the Home tab of the Ribbon.

Close all documents without saving.

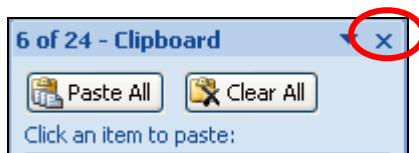
Notes

- You can use the same procedure to Cut and Paste multiple items.
- If you have access to another Office product such as Excel, you can try collecting text in Word, and using the Office Clipboard to paste the items.

Closing the Office Clipboard



Click on cross at the top-right of the Task Pane.



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Tables

The **Table** command has been moved to the **Insert** tab on the **Ribbon** in Microsoft Word.2007.

Tables are a flexible way of creating columns of text or numbers. Tables consist of **rows** and **columns** and the text editing areas are called **cells**.

Each cell acts independently of each other where text will wrap within a cell, if necessary.

Text can be typed into a table, converted into a table, or be converted from a table.

Inserting a Table

There are four ways to insert a table.

The Table button from the Insert Tab on the Ribbon

The Insert Table command in the Insert drop down menu

Draw Table command from the Table drop down Menu

Quick Tables from the Tables drop down Menu.

We will use the Table button to create a table. Then we will draw a table.

The Table Button



Open the document called **SALES FIGURES.DOCX** and position the cursor at the end of the document.

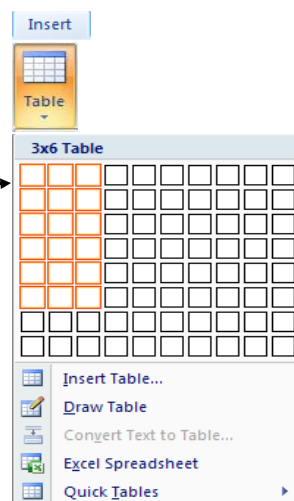


Click on the down arrow of the Table button .



Drag the mouse down and to the right of the table grid to choose **3 columns** and **6 rows**.

Click and hold, then drag, on this icon to choose the number of columns and rows for the table



The Completed Table

The completed table will look like this:

Western Region Sales (\$'000)		
	North West Clothing	South West Clothing
Q1	\$12	\$14
Q2	\$75	\$65
Q3	\$78	\$98
Q4	\$65	\$32
Total	\$230.00	\$209.00

Text is typed into each *cell* and the text will wrap in the cell if the column is not wide enough. Use the **[Tab]** key to move from cell to cell. **[Shift Tab]** will move the cursor back through the table.

Typing the Headings

Your cursor is located in the first cell. Type the heading "Western Region Sales (\$'000)". Press **[Tab]** to move to the next cell. Type the heading "North West Clothing". Press **[Tab]** to move to the next cell. Type the heading "South West Clothing". Press **[Tab]** to move to the next cell. Type the heading "Q1". Press **[Tab]** to move to the next cell. Type the heading "\$12". Press **[Tab]** to move to the next cell. Type the heading "\$14". Press **[Tab]** to move to the next cell. Type the heading "Q2". Press **[Tab]** to move to the next cell. Type the heading "\$75". Press **[Tab]** to move to the next cell. Type the heading "\$65". Press **[Tab]** to move to the next cell. Type the heading "Q3". Press **[Tab]** to move to the next cell. Type the heading "\$78". Press **[Tab]** to move to the next cell. Type the heading "\$98". Press **[Tab]** to move to the next cell. Type the heading "Q4". Press **[Tab]** to move to the next cell. Type the heading "\$65". Press **[Tab]** to move to the next cell. Type the heading "\$32". Press **[Tab]** to move to the next cell. Type the heading "Total". Press **[Tab]** to move to the next cell. Type the heading "\$230.00". Press **[Tab]** to move to the next cell. Type the heading "\$209.00". Press **[Tab]** to move to the next cell. Press **[Shift Tab]** to move back to the first cell. Press **[Tab]** to move to the first subheading - "North West Clothing". Type this heading.



Press **[Tab]** and type the heading "South West Clothing".

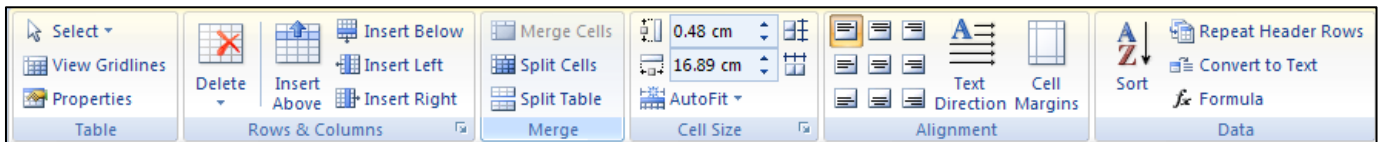
Centering the Heading



Click the mouse to the left of the first row. This action selects all cells in the first row.



Choose the **Table Tools** tab and **Layout** tab to activate the Layout ribbon.



Click on **Merge Cells** command from the **Merge** group to merge these cells together.



Click on **Centre** command from the **Alignment** group to centre the heading vertically and horizontally across the table.

The Result

Western Region Sales (\$'000)		
	North West Clothing	South West Clothing

Typing the Text and Figures

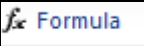
- ☞ Position the cursor in the first cell in the third row.
- ☞ Type the text and figures for the table.
You have to type the **\$** before each value.

Western Region Sales (\$'000)		
	North West Clothing	South West Clothing
Q1	\$12	\$14
Q2	\$75	\$65

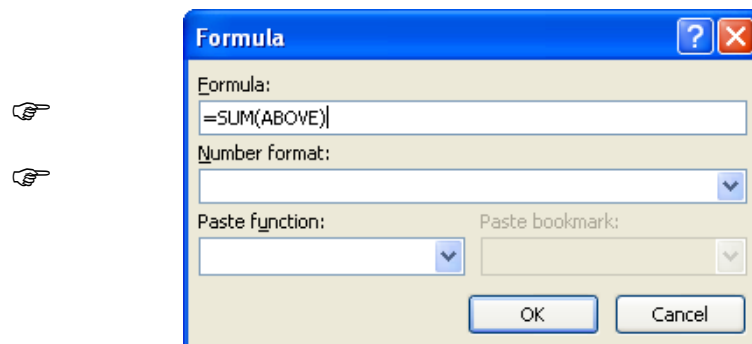
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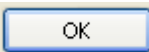

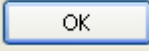
☞ Centre the text and figures in the table.

Formulas

- ☞ Click in the last cell in the table, press [**Tab**] and type "Total".
- ☞ Press [**Tab**].
- ☞ Click on  from the **Data** group on the Table ribbon.

Word opens the **Formula** dialogue box and writes the formula =SUM(ABOVE). This means Word will add all the contents of the above cells in the above column.



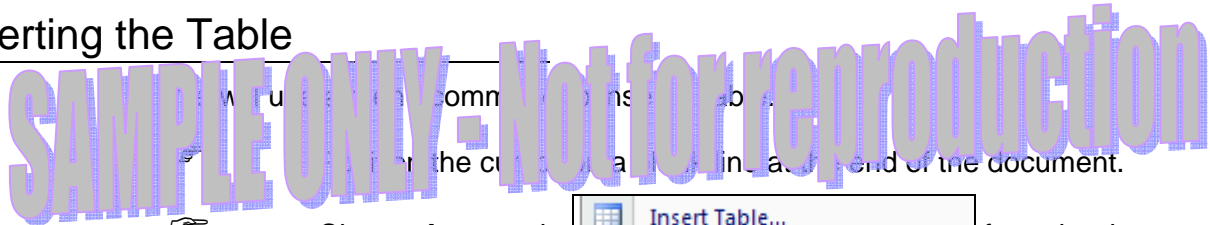
- ➔ Click  to complete the formula
- ➔ Press [**Tab**] to move to the second totals cell.
- ➔ Click on  again and then choose  to complete the formula

A Second Table

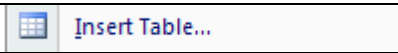
We will create the following table at the end of the document.

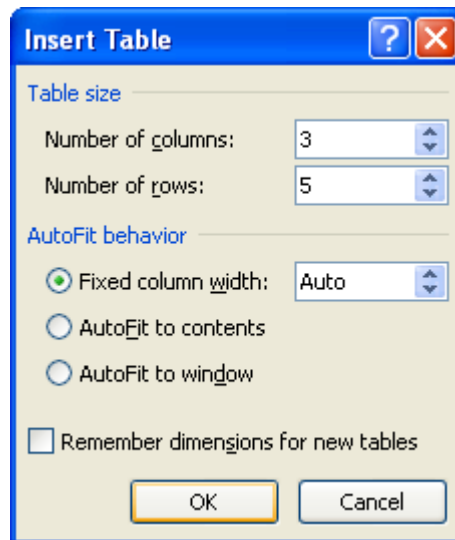
TRIP	DATE	PRICE
Kashmir	25 July	\$2971
Kulu Adventure	19 August	\$1891
K2 Trek	29 Sep	\$3709
Tibet Journey	11 May	\$5270

Inserting the Table



➔ Click on the **Insert** tab, then click on the **Table** button in the ribbon to open the **Insert Table** task pane.

➔ Choose **Insert** tab,  from the drop down menu





Type **3** in the *Number of columns* field.



Type **5** in the *Number of rows* field and choose **OK**.

Typing the Table



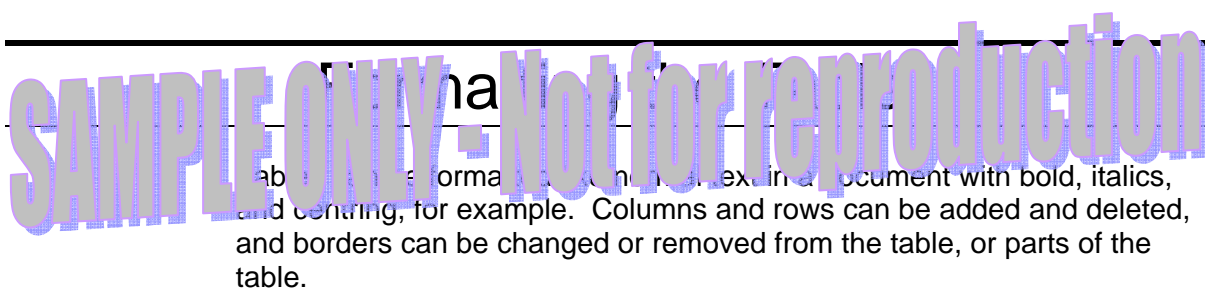
Type the following table, pressing **[Tab]** to move to each cell:

TRIP	DATE	PRICE
Kashmir	25 July	\$2971
Kulu Adventure	19 August	\$1891
K2 Trek	29 Sep	\$3709
Tibet Journey	11 May	\$5270



Press **[Tab]** at the end of the table and add the extra line:

Classic Everest	9 Nov	\$2650
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Text can be changed using the normal editing techniques.

Selecting Text

There are a number of useful selecting techniques for tables:

To Select:	Click:
Row	To the left of the row - outside of the table
Cell	To the left of the cell



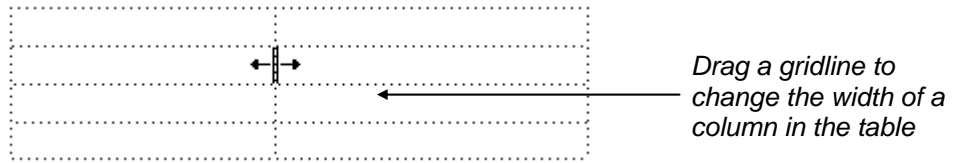
Perform the following formats and edits. Remember to select the area to format first and return to the **Home** tab on the Ribbon to access the formatting tools.

1. Change **Kulu Adventure** to **Kulu Adventure - Introductory trek**.
2. Select the first row and bold the headings
3. Select the second column and centre the dates
4. Italicise the names of the trips

Changing Column Widths

To change the widths of the columns, use the mouse to drag a column to its new location.

- ☞ Move the mouse to a column gridline and watch it change shape.
- ☞ Drag the mouse left or right to change the width of the column.



If you have cells selected, only the selected cells will change width. If you want to change the entire column, don't have any cells selected.

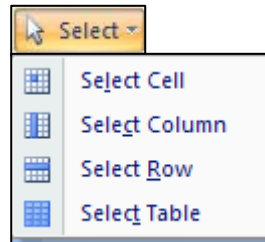
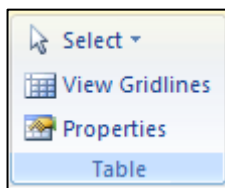
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Autofit


- ☞ Double-click a column gridline to autofit the width of the column to the text.

Even Columns

- ☞ Select the last two columns in the table – you can select cells in both of these two columns, then from the Table group on the Ribbon use the **Select, Column** command.




- ☞ Right-click anywhere in the selection.

- ☞ Choose 

This button distributes selected columns evenly.

Changing Row Heights

To change the height of a row, drag the bottom row boundary with the mouse.

Wait for the mouse pointer to become  before you drag.



Move the mouse to the row boundary below the first row.

TRIP	DATE	PRICE
<i>Kashmir</i>	25 July	\$2971
<i>Kulu Adventure – Introductory trek</i>	19 August	\$1891
<i>K2 Trek</i>	29 Sep	\$3709
<i>Tibet Journey</i>	11 May	\$5270
<i>Classic Everest</i>	9 Nov	\$2650



Drag the mouse down to change the height of the row.



Change the height of the row by dragging the mouse down. You can be guided by the measurements in the vertical ruler.



Move the mouse to the row boundary below the first row.



Hold down [Alt] and drag the row up and down.



Watch the measurements in the vertical ruler.



TRIP	DATE	PRICE
<i>Kashmir</i>	25 July	\$2971
<i>Kulu Adventure – Introductory trek</i>	19 August	\$1891
<i>K2 Trek</i>	29 Sep	\$3709

Even Rows



Select the last five rows in the table.



Right-click anywhere in the selection.



Choose Distribute Rows Evenly.

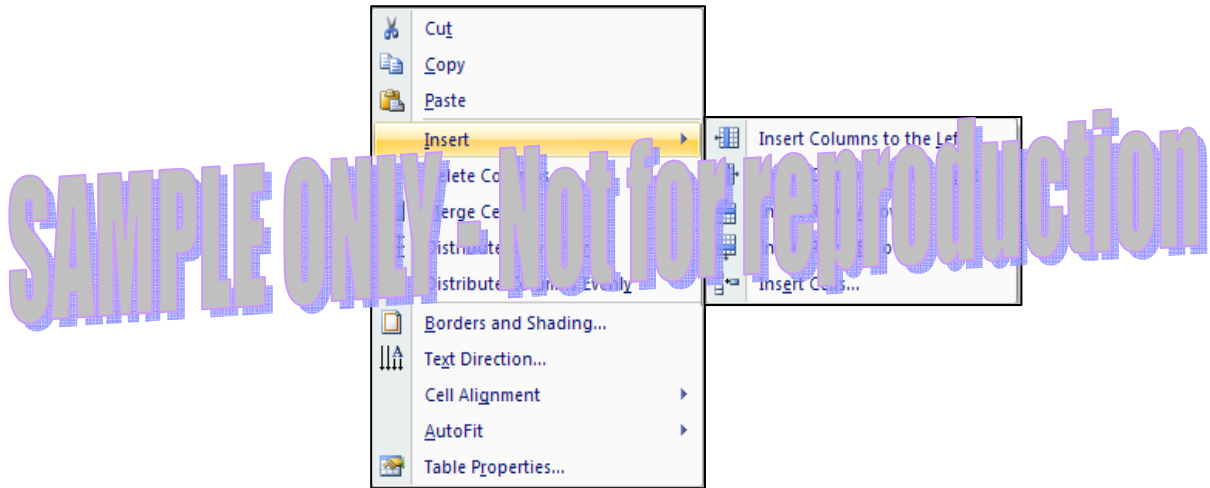
This command distributes the height of selected rows evenly.

Inserting a Column

You have decided that an extra column is needed in the table to show the number of days for each trek. When a column is inserted, it can appear to the left or the right of the selected column if you use the **Table** menu to insert the column.

We will use a mouse shortcut, which always inserts a column to the left.

- ☞ Select the *Date* column.
- ☞ Right-click anywhere in the *Date* column.



- ☞ Choose Insert Columns to the Left.
- ☞ Add the following data and change the size of the column to suit the figures.

DAYS

9
14
21
22
8

- ☞ Distribute the last three columns evenly.

Text Direction



Insert a column at the beginning of the table.

	TRIP	DAYS	DATE	PRICE
	<i>Kashmir</i>	9	25 July	\$2971
	<i>Kulu Adventure – Introductory trek</i>	14	19 August	\$1891
	<i>K2 Trek</i>	21	29 Sep	\$3709
	<i>Tibet Journey</i>	22	11 May	\$5270
	<i>Classic Everest</i>	8	9 Nov	\$2650



With the column still selected, choose the Table Tools and then the Layout Tab, if not already showing.

This action merges the selected cells together.



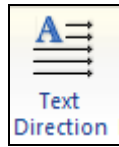
Type *Trips!* in the merged cell.



Format the word *Trips!* with a fancy larger font, and a color of grey.

<i>Trips!</i>	TRIP	DAYS	DATE	PRICE
	<i>Kashmir</i>	9	25 July	\$2971
	<i>Kulu Adventure – Introductory trek</i>	14	19 August	\$1891
	<i>K2 Trek</i>	21	29 Sep	\$3709
	<i>Tibet Journey</i>	22	11 May	\$5270
	<i>Classic Everest</i>	8	9 Nov	\$2650

☞ Click in the merged cell.



☞ Click on **Text Direction** button from the Alignment group twice.

You have changed the direction of the text.

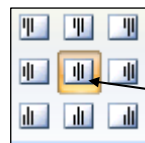
	TRIP
rips! (written vertically)	<i>Kashmir</i>
	<i>Kulu Adventure – Introductory trek</i>
	<i>K2 Trek</i>
	<i>Tibet Journey</i>

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Text Alignment

You can align vertical text any place in the cell.

☞ Click on **Align Centre** button in the **Alignment** group from the Ribbon.



Align Centre

☞ Choose the **Align Centre** button.

This button centres the text vertically and horizontally in a cell.

Inserting a Row

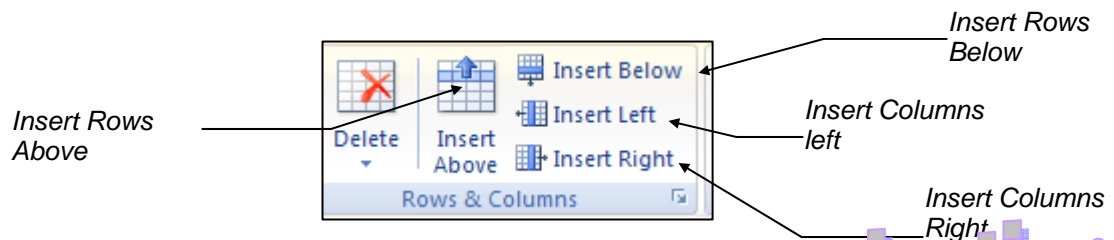
Rows can be inserted above or below a selected row.



Click in the *K2 Trek* row.



Choose **Insert Rows Above** from the Rows & Columns group on the ribbon.



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A row is inserted above the selected row.

	TRIP	DAYS	DATE	PRICE
Trips!	<i>Kashmir</i>	9	25 July	\$2971
	<i>Kulu Adventure – Introductory trek</i>	14	19 August	\$1891
	<i>K2 Trek</i>	21	29 Sep	\$3709
	<i>Tibet Journey</i>	22	11 May	\$5270
	<i>Classic Everest</i>	8	9 Nov	\$2650

Splitting Cells

In an earlier exercise we merged selected cells together. You can also split cells.




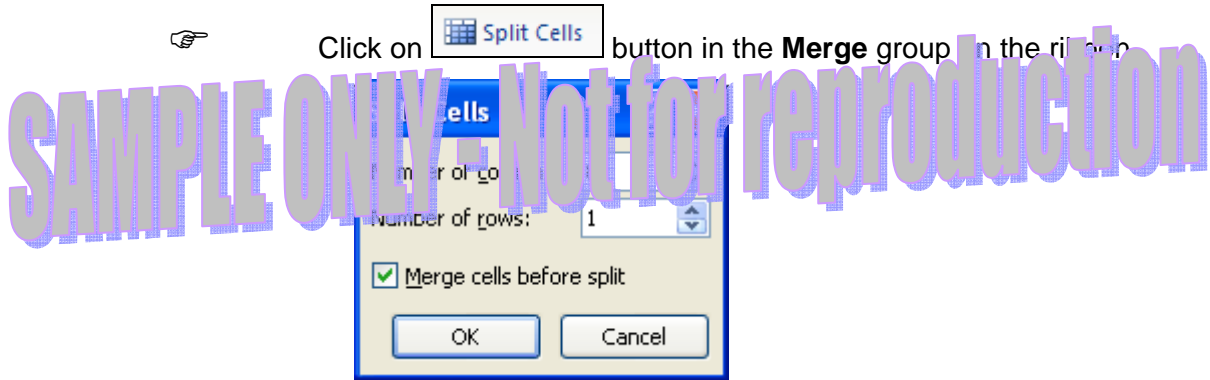
Select the cells that you have just inserted.

rips

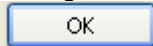
<i>Kulu Adventure – Introductory trek</i>	14	19 August	\$1891
<i>K2 Trek</i>	21	29 Sep	\$3709



Click on  button in the **Merge** group in the ribbon.



Change the settings to match the above picture and choose



to accept these options.

Each cell has been split into two cells.

<i>Kulu Adventure – Introductory trek</i>	14	19 August	\$1891
<i>K2 Trek</i>	21	29 Sep	\$3709

Before we start typing into these cells, we will change the widths of the cells.



Select the eight new cells.



Drag the cell boundaries so that two cells line up with the cell above and below. Use the picture below as your guide to the end result.

<i>Kulu Adventure – Introductory trek</i>		14	19 August		\$1891	
<i>K2 Trek</i>		21	29 Sep		\$3709	



Type the following text:

<i>Kulu Adventure – Introductory trek</i>		14	19 August		\$1891	
<i>China 1</i>	<i>China 2</i>	12	6	3	12	\$500
<i>2</i>						

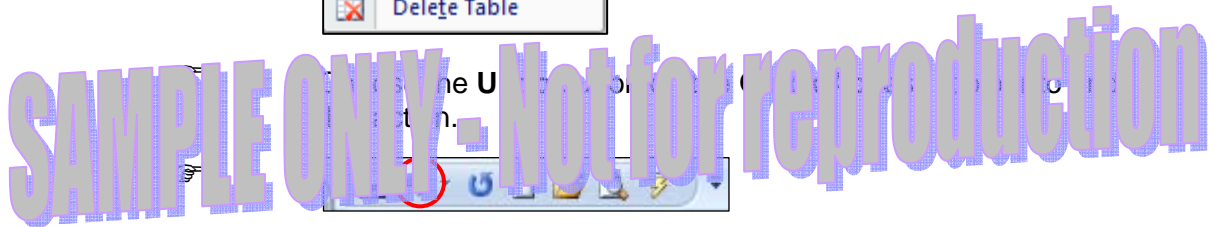
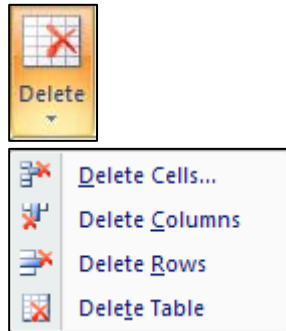


Align all text and numbers in the last four columns as **Centre Left** using the **Align** group from the Ribbon.

Deleting Rows and Columns

You use the commands in the **Table** menu to delete columns or rows.

- ☞ Click in the *K2 Trek* row.
- ☞ Choose **Delete** button from **Rows & Columns** group on the Ribbon.

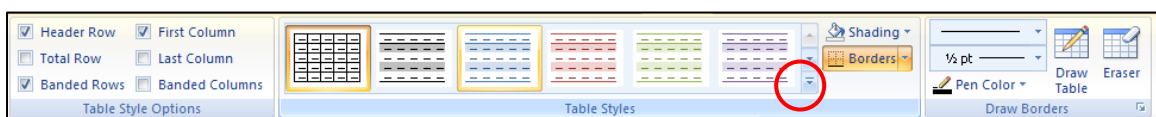


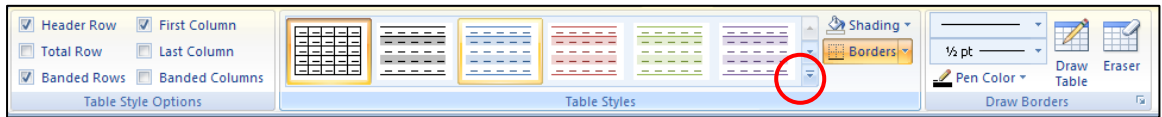
- ☞ Delete the **DAYS** column, then undo the action.

AutoFormat

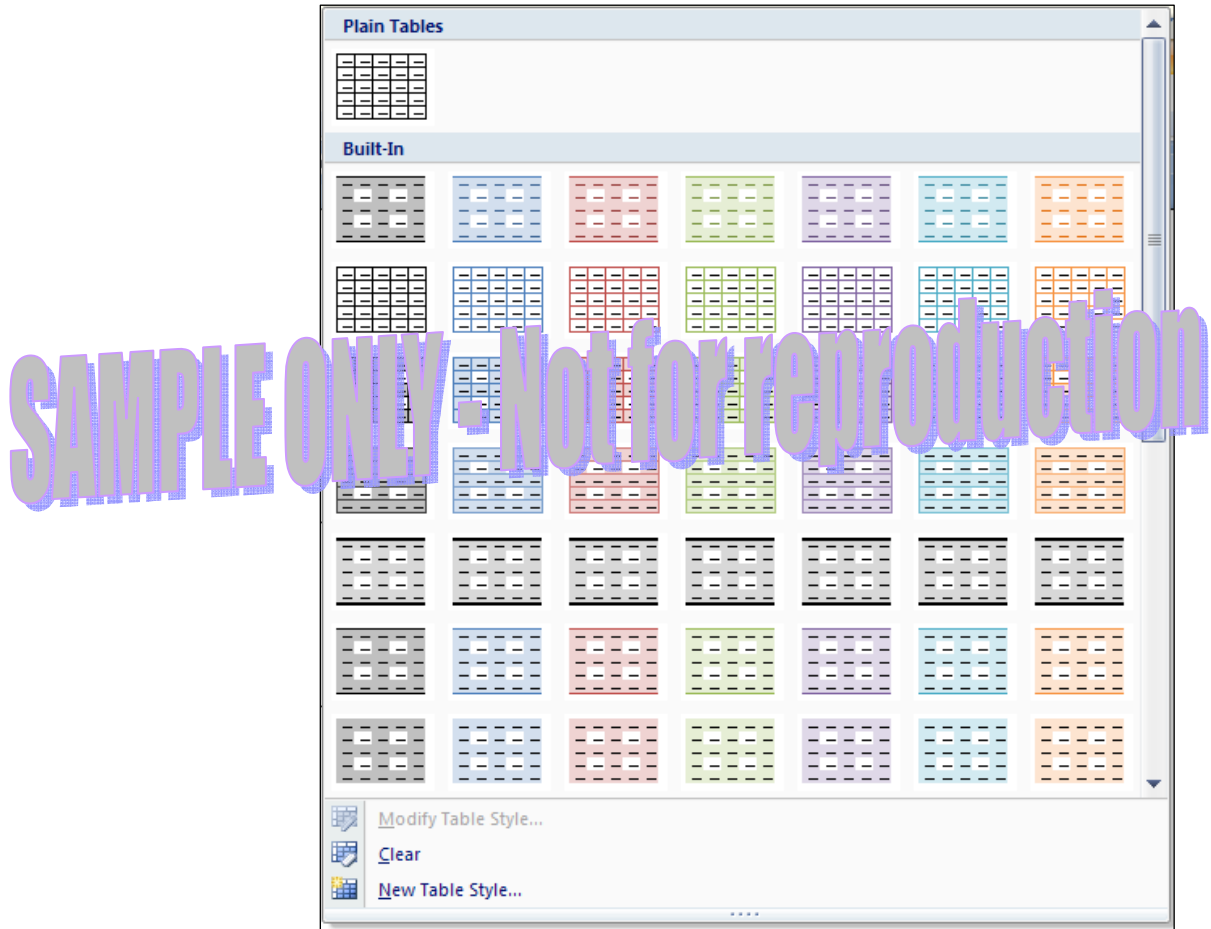
The **Table Styles** commands from the **Design** tab on the Ribbon are used to automatically format a table and show different accent colours.

- ☞ Position the cursor anywhere in the table.
- ☞ Choose the **Design** Tab and click on any of the Table Styles from the Ribbon.
- ☞ This will apply borders and colour shading in the cells.





- ☞ Click in the access button on the right of the styles to see more formats.
- ☞ This will give you a huge range of formatting ideas for the table.
- ☞ Use the scroll bar on the right hand side to view more table f


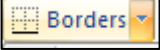




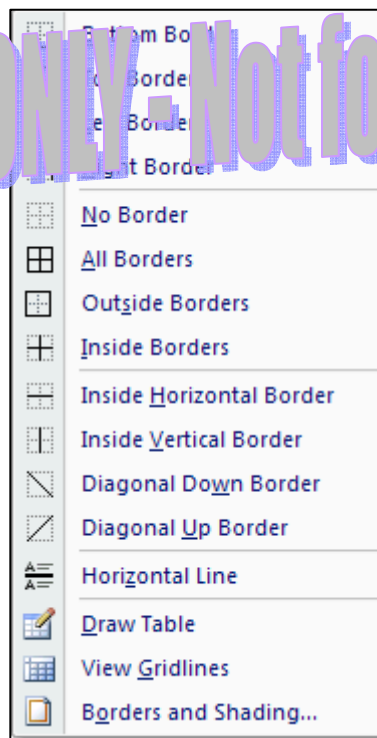
- ☞ Click on any of the formats of your choice.
- ☞ Your table will now take on the formatting features.

Table Borders

If you would like more flexibility with the table borders you can add, remove or change border using the **Borders** button from the Table Styles group on the Ribbon.

Select the area of the table first before applying any borders. You can also add shading to cells in the table.

-  Click on the drop down arrow on the  button from the Ribbon.
-  This will activate the Borders Menu.
-  Add or change the borders in your table by clicking any of the items from the menu




Removing Table Borders



Select the table.



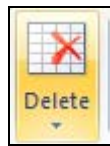
Click on  **No Border** in the **Borders** drop down menu.


These actions remove all borders from the table.

Deleting a Table



Click anywhere in the table and choose the **Layout** tab from the Ribbon.



Choose  button from the Rows & Columns group on the Ribbon.

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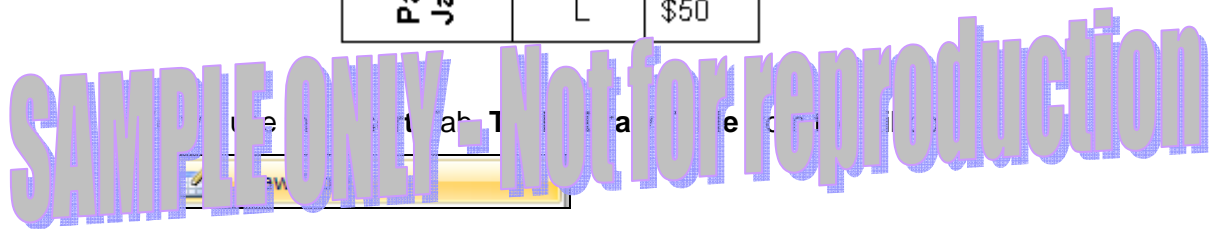
Click on the **File** tab on the Ribbon and choose **Save and Close** to save and close the document.

Drawing a Table

To create a more complex table, you can use the Draw Table feature. This allows you greater flexibility with uneven columns and rows.

We will create the following table:

	Size	Price
Long Sleeve Shirts	2 - 12	\$20
	14 - 24	\$25
Parachute Jackets	S	\$40
	M	\$45
	L	\$50



Starting to Draw

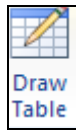
➡ Create a new document and click on **Insert** tab, **Table** button and **Draw Table** item from the drop down menu.

➡ Draw out an area for the table starting from the top left and dragging down to the bottom right.

This action creates an outside border for the table.

➡ Draw the following lines:

Typing the Text



Click on **Draw Table** button to remove the pen.



Type the text into the table, and format the text using the following picture as a guide:

	Size	Price
Long Sleeve Shirts	2 – 12	\$20
	14 - 24	\$25
Parachute Jackets	S	\$40
	M	\$45
	L	\$50

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Select the entire table.



Align the cells horizontally and vertically in the centre.



Align Centre

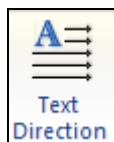
Text Direction



Select the text in the first column.



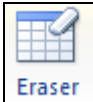
Choose the **Layout** tab from the Ribbon.

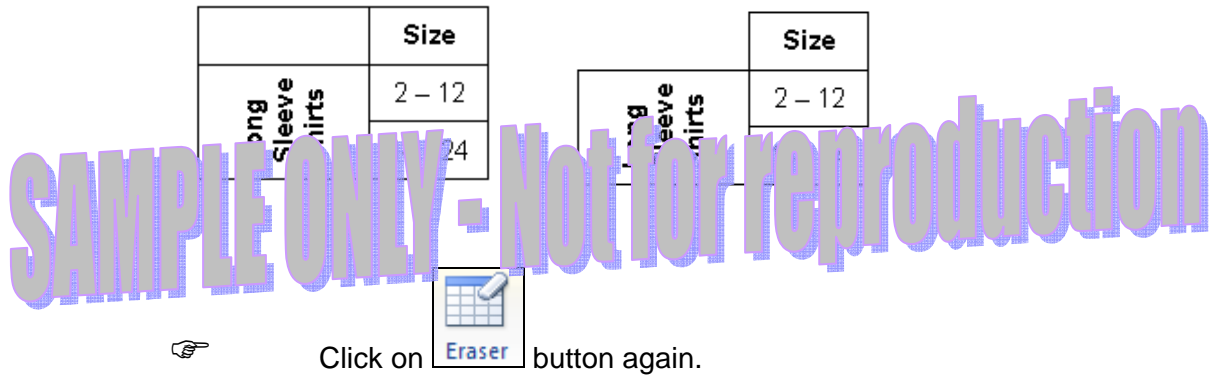


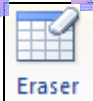
Click twice on **Text Direction** button from the Alignment group.

Using the Eraser

We will remove the top and left border from the first cell.

- ☞ Click on the Design Tab
- ☞ Click on  button from the Draw Borders group.
- ☞ Drag the mouse along the top border of the first cell.
- ☞ Repeat this procedure for the border on the left of this cell.



☞ Click on  button again.

Moving and Sizing a Table

- ☞ Click in the table and look for the symbols at the top left, and the bottom right of the table.


These symbols are used to move and size a table.



	Size	Price
Long Sleeve Shirts	2-12	\$20
	14-24	\$25
Parachute jackets	S	\$40
	M	\$45
	L	\$50

Moving the table



Click on the table move handle - 



Drag the table to another location in the document.

Sizing the table




Click on the table size handle – 



Drag the mouse up, and to the left.

These actions resize the table.

You may need to adjust the font size or the row height of some cells after sizing a table.

 Save the document as DRAWING.MXD
 Return to the main menu in the menu bar.

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Automatic Formatting

There are many character and formatting changes that Word will automatically correct as you type.

These include:

- Automatic Ordinals and Fractions
- Automatic Borders
- Number and Bullets

Note In the Word 2007 version the Automatic Formatting feature is no longer included but you can customise your **Quick Access** toolbar to add the feature via a tool button.



Click the **Microsoft Office Button** , and then click **Word Options** at the bottom of the box.




Click **Customize** in the **Word Options** task pane, in the **Commands from the list**, click **All Commands**.



In the list of commands in the selected category, click **AutoFormat As You Type** and then click **Add**.



This will add  this button to your **Quick Access** tool bar.

We will make sure that these settings are turned on before we start the exercise.



Click on  from the **Quick Access** toolbar to create a new document **OR**



From the keyboard use **CTRL + N**

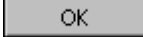


Choose  from the **Quick Access** toolbar



Turn on the options displayed in the following picture:



Choose  to return to the document.

Ordinals and Fractions



Create a new document.



Type the following words and note the changes as you press **[Spacebar]**.

1st
2nd
3rd
1/2
3/4

Automatic Formats



Move to a blank line of your document.



Type the following characters and press **[Enter]** after each line:

===

— (Press **[Shift Hyphen]** for this symbol)

Automatic Bullets

In this exercise we will look at the corrections that Word makes when you type the *, - or o symbols at the beginning of the paragraph.

Word will replace:

- * 1st Item
- * 2nd Item

with:

- 1st Item
- 2nd Item

Adding Automatic Bullets



Move to a blank line in your document.



Type * and press [Tab].



Type **1st Item** and press [Enter].



Word formats the symbol as a bullet and adds a list marker.



Type **2nd Item** and press [Enter] twice.

Word removes the bullets from the next line of text.

Automatic Numbers



Move to a blank line in your document.



Type **1.** and press [Tab]. (*Don't forget the full stop.*)



Type **1st Item** and press [Enter].

Word converts the **1.** to an automatic number and places a consecutive number to the next line of text.



Type **2nd Item** and press [Enter] twice.

Word removes the numbering from the next line of text.

Automatic Tables



On a blank line of your document, type four plus (+) signs separated by many spaces. Make sure that you finish with a plus sign.

+ + + +




Press [**Enter**] and Word creates a table row for you.

Turning off Automatic Formats

If you do not want Word to make these changes to your text as you type, you will have to turn off the associated options.



Click on the  button from the Quick Access toolbar.



Click off the options that you do not want.




Use the **OK** button to save your changes. Use the **Cancel** button to return to the original state when you have finished.

The 2007 Help Feature

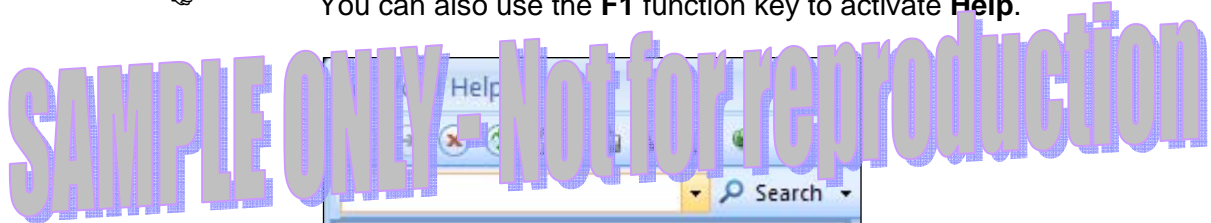
The online Help feature in the 2007 Microsoft Office system has been completely redesigned and the new design does not include the Microsoft Office Assistant.

Search Help Content on your Computer

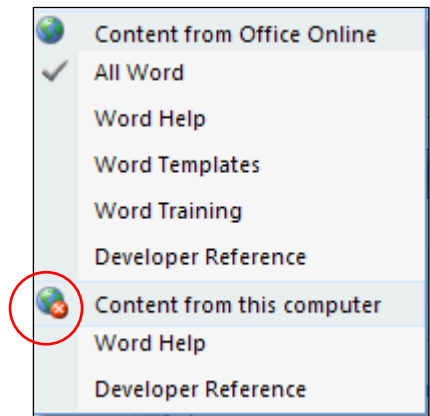
The new Office Online feature is a great resource library, but sometimes you will not be connected to the Internet and require to use offline Help. When you are offline, you can search your local files and see the search results that Help finds there. When you search offline Help, additional online content is not available.

☞ Click the **Help** button on the right of the document screen. 

☞ You can also use the **F1** function key to activate **Help**.

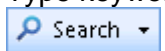


☞ In the Help window, click in the down arrow to activate the **Search** list.



☞ Click on Content from this computer.

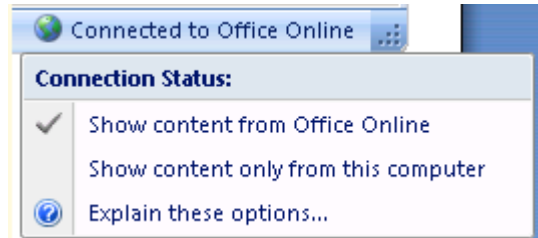
☞ Type keywords in the search criteria list, and then click **Search**



Switch between Online and Offline Help



The **Connection Status** menu in the lower-right corner of the Help window indicates whether you are looking at Help online or offline.



Do one of the following, depending on whether you are connected to the Internet or offline:



To see Help on Office Online, on the **Connection Status** menu in the lower-right corner of the Help window, click **Show content from Office Online**.



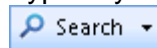
To see Help on your computer, on the **Connection Status** menu in the lower-right corner, click **Show content only from this computer**.




This setting is retained after you close the Help window. The next time you open Help, the offline or connected status is the same as you left it.



Type keywords in the search criteria list, and then click **Search** button.



Printing a Topic

- ☞ Once you have found a Help topic you may decide you could use it at a later stage and you are able to Print from the Help resource.
- ☞ Click on  button at the top of the screen.
- ☞ This will print the topic for you.

Other Help Places


Some of the features in Word show a Help tip when you hover over the item. You can activate Help on the topic by pressing the **F1** Function Key. Also when you are in a dialogue box you can activate Help on that feature.

We will activate Help on Tables.

☞ Create a blank document

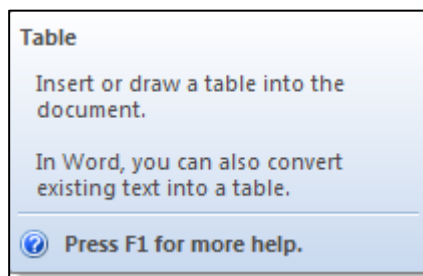
on the Insert ribbon (see [Inserting a Table](#))


from the Tables group.



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- ☞ A message box will appear suggesting to Press F1 for more Help on this feature.



- ☞ Click on the **Table** button and choose Insert Table from the drop down Menu.
- ☞ The Insert Table dialogue box is activated
- ☞ Click the  button at the top of the box.
- ☞ This will open Help on that specific topic.

Revision One



Open the document called **INSURE.DOCX**.



Make the following editing changes:

1. Remove the first line of text.
2. Add the words “*and business cheque*” to the second “Features...”
3. On the next line, change the word, “*Short*” to “*No*”.
4. Add a blank line between the two Q and A paragraphs.



Save the document again.




Spell and grammar check the document.

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Make the following formatting changes to the heading “*Now you can...*”

1. Remove the italics.
2. Centre.
3. Change the font size to 16 points.
4. Place a thick border above and a thin border below the heading.

Hint: Click on  to display the Tables and Borders toolbar. Choose a line weight, then chose a position for the border. Repeat this procedure for the border under the text.





The result should be:

Now you can get affordable business protection

-  Place bullets in front of the 3 “Features” lines.
-  Change the type of bullet for these paragraphs.
-  Number the four questions.
-  Move the first Q & A paragraphs underneath the second one.
-  Add the following table to the end of the document.

Discount Table

<i>Insurance Type</i>	<i>Discount</i>
Building only	0%
Building & Contents	5%
Business auto each	10%

-  Insert a column at the beginning of the table and merge the cells in this column.
-  Type the word “options” into the merged cells.
-  Change the text direction of the word “options”.
-  Preview, Print, Save and Close the document.

Appendix

Character Quick Keys

Use [Ctrl] with:

B	Bold
I	Italic
U	Continuous Underline
Shift D	Double underline
Shift W	Word-only underline
Shift A	All Caps
Shift H	Hidden Text
Shift K	Keynotes
Shift L	Link
=	Subscript
Shift P	Points box
Shift F	Fonts box
Shift 8	Displays all non-printing symbols
[Spacebar]	Removes character formatting
D	Display the Format, Font dialog box

Other Keys:

[Ctrl Shift >]	Next larger point size
[Ctrl Shift <]	Next smaller point size
[Shift F3]	Change case of letters from Upper case to Lower case to Initials Case.

Paragraph Quick Keys

Use [Ctrl] with:

Alignment

E	Centred
L	Left-aligned
R	Right-aligned
J	Justified

Indents

M	Increase left indent
Shift M	Reduce left indent
T	Hanging indent
Shift T	Remove hanging indent

(Z) Open/Close a paragraph

Line Spacing

1	Single-spaced lines
2	Double-spaced lines
5	1.5 line spacing

Removing Formatting

Q	Remove all paragraph formatting
---	---------------------------------

Inserting Breaks

To create this:	Press:
New line	[Shift Enter]
New paragraph	[Enter]
New column	[Ctrl Shift Enter]
New page	[Ctrl Enter]
Optional hyphen	[Ctrl Hyphen]
No breaking hyphen	[Ctrl Shift Hyphen]
No breaking space	[Ctrl Shift Spacebar]

Other Handy Keys

Use [Ctrl] with:

- Y** Repeat last action
- X** Cut
- C** Copy
- V** Paste
- F** Find
- H** Replace
- G** Go To
- A** Select entire document
- O** Open a document
- N** New document
- S** Save a document
- P** Print a document
- W** Close a document

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