



Australian
National
University

Digital literacy training

Word for Academic Writing

Formatting your Document
2023

Windows version

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Course structure

This course set consists of three workshops covering those features of Word that are instrumental for working with long documents such as theses. It is recommended, but not necessary, that the training workshops are completed in the following order:

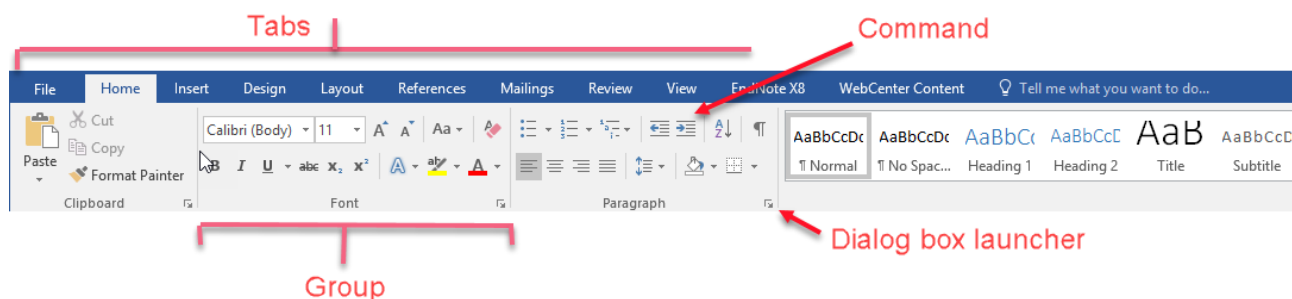
- Formatting your Document
- Maintaining Consistency in your thesis
- Putting your thesis all together

This sequence of training workshops has been developed to emulate the normal process for creating a document. The process followed is to plan the document, create the document structure, create styles, create a document template, create chapters from the template or apply the template to the existing chapters and finally create a master document.

Identify components of the Word window

The Ribbon

A feature of Word is the Ribbon. The Ribbon is a tabbed bar at the top of the screen, divided into groups of icons (commands) and buttons and organised by tasks.



The Ribbon has three basic components

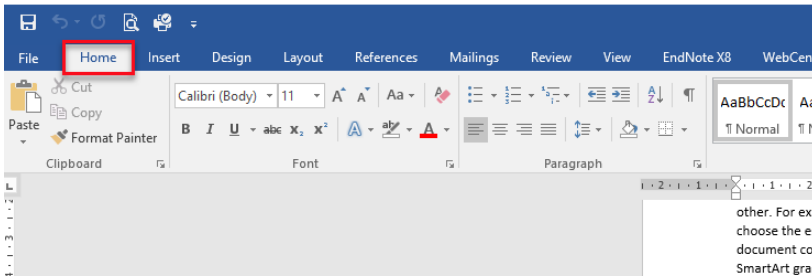
- Tabs** Activity areas across the top of the ribbon.
- Groups** Each tab has several groups that show related items.
- Commands** Commands can be buttons, dropdown lists or a box to enter information.

Tabs consist of:

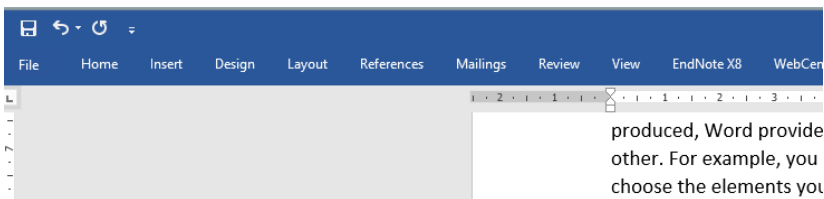
- File** It is known as Backstage View (where you manage your files: open, print, close and the advanced features settings).
- Home** Commands for formatting documents. Clipboard, font formatting, paragraph formatting, styles, Find and Replace.
- Insert** Used for inserting new pages, tables, pictures, shapes, headers and footers, and more.
- Design** Themes, Styles and Page Borders
- Layout** Page Setup (margins & orientation) and Paragraph Settings
- References** Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, Table of Authorities
- Mailings** Commands for creating mail merges.
- Review** Proofing, Comments, Tracking Changes, Compare and Protect.
- View** Document views, Ruler, Navigation Pane, Zoom and Macros.
- Note: Other** Extra Tabs display when certain functions are used. eg look for extra tabs on the right of the Ribbon when working inside a Table (Table Tools: Design & Layout) or SmartArt (SmartArt Tools: Design & Format).

Collapse the Ribbon

For additional viewing space on the screen collapse or minimize the Ribbon by **double-clicking** the active Tab.



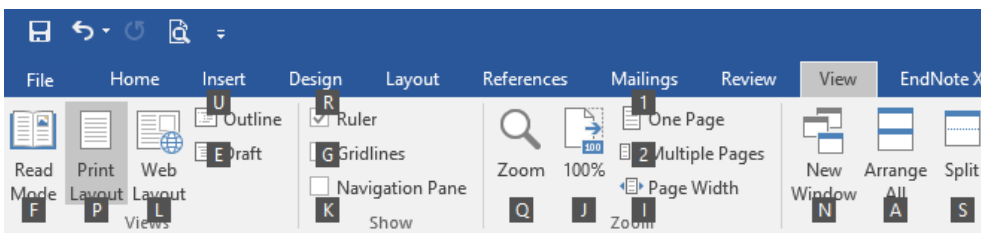
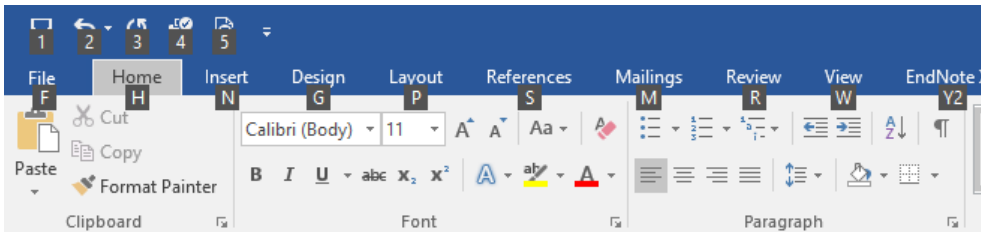
Ribbon collapsed:



Ribbon keyboard shortcuts

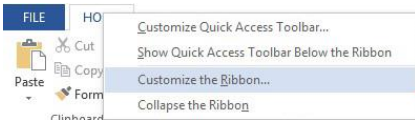
If you prefer using the keyboard, the commands on the ribbon can be accessed in the following way:

1. Press the **ALT** key.
2. Press the displayed **character** of the tab you wish to select.
3. Press the displayed character of the required command.
4. Press **Esc** to remove the displayed characters.



Create a new ribbon tab

1. Right mouse click on any tab along the Ribbon
2. Select **Customise the Ribbon**

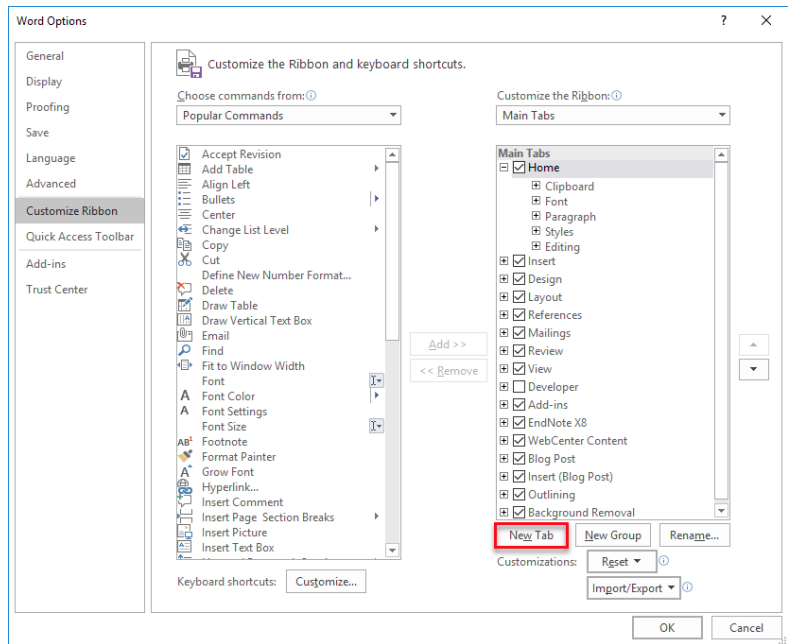


3. On the **Word Options** dialog select <New Tab> in the **Customise the Ribbon** column
4. Other options can be utilised to customise the newly created ribbon tab

The order of Tabs and Groups can be changed.



New tabs with customised groups can be created. (Inbuilt tabs and groups cannot be removed.)



Tip: In the **Customise the Ribbon** column untick any tabs you want to remove from the ribbon.

The Word Screen

Quick Access Toolbar (QAT)

Located on the left of Title Bar. The QAT contains commands that are frequently used, such as Save, Undo, Repeat and Redo. .



More commands can be added.

Title Bar

Word opens with a new document - Document 1. The Minimise, Restore and Close buttons for the application are on the right of the Title bar.









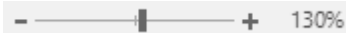


Ruler

The Horizontal Ruler appears beneath the Ribbon and is also used to set margins and tab stops. To display/hide the ruler choose the View tab. Select the Ruler check box located in the Show group or click the <View Ruler> button located at the top of the vertical scroll bar.

The Vertical Ruler displays in Print Layout view. Listed below are the ruler elements:

- Tab marker (Click to choose a different type of tab.)
- Margin and left Indent markers
- Right Indent marker
- Default Tab stops and set Tabs



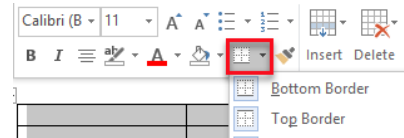
Document Window	The area where text is displayed. A new document window is empty except for the insertion point (a vertical blinking bar).
Scroll Bars	There are two scroll bars, a vertical one to the right of the text window and a horizontal one at bottom of the text window. Use the mouse to scroll through the document. This does not move the insertion point. Click the mouse in the document to reposition the insertion point.
Status Bar	<p>Located at the bottom left of the screen it contains information about the document.</p> <p></p> <p>Right click the status bar to see a list of options that can be displayed.</p>
Word count	<p>Total word count updates as writing and selection of text will perform a detailed word count </p>
View buttons	<p>Displayed at the bottom of the document window to the left of the 'zoom' slider. </p> <p>Click a button to change the view of the document.</p> <p>Print Layout  Use Print Layout view when working on page layouts or with tables or graphics.</p> <p>Full Screen Reading  An option which displays document's text in a large, readable font.</p> <p>Web Layout  Used only for documents posted to the Web. It is not intended for documents to print, email or view on screen within Word.</p>
Zoom control	<p>The Zoom control is at the bottom right corner. It has a slider which can be used to zoom in or out, decreasing or increasing the size of the document display on the screen.</p> <p></p> <p>Alternatively, it is possible to hold the Ctrl key on your keyboard and zoom in and out with the mouse wheel.</p>
Show/Hide button	<p>Click the Home tab to display the Paragraph group. Click the Show/Hide button to display all nonprinting characters. </p>
Tell button	<p>Located on Ribbon Tab or Tell Me <ALT+Q> to display. Tell me takes user to feature searched. </p>
Help button	<F1> to display Word Help Search.
Help videos	youtube.com search for Word (version number) and feature help is required eg. line spacing or table breaks

The Mini Toolbar

The Mini Toolbar appears when text is selected. It provides shortcuts to some common Word options. Move the white arrow onto the Mini Toolbar to activate these options.



The Mini Toolbar when working within a table contains shortcut to table borders



If you do not wish to use the Mini Toolbar it can be disabled.

1. Click the **File** tab.
2. Select **Options**.
3. Select **General**.
4. Remove the tick from '**Show Mini Toolbar on selection**'.

Quick Access Toolbar (QAT)

Add regularly used commands to this toolbar.

To add a command:

1. In the **Ribbon** > **right click** on the required command.
2. Left click **Add to Quick Access Toolbar**.



Remove a command:

1. On the **QAT** > **right click** on the command to remove.
2. Left click on **Remove from Quick Access Toolbar**.

To add or remove several buttons:

1. Click the **More** button on the right of the QAT.
2. Click **More Commands...**
3. Click on commands in the 'Choose Commands from' list and <Add> or <Remove> as required.



Move around a document

The Scroll bar is the most commonly used method for moving around a document. Three other methods are possible.

- Shortcut keystrokes
- Navigation pane

Opening multiple windows also assists in moving between documents or different parts of a document.

Keyboard shortcuts

Listed are some useful keys for navigating a document.

Home	Moves the insertion point to the beginning of the current line
End	Moves the insertion point to the end of the current line
Ctrl + Home	Moves the insertion point to the beginning of the document
Ctrl + End	Moves the insertion point to the end of the document
Page Up	Moves up a screen
Ctrl + Page Up	Moves up a page
Page Down	Moves down a screen
Ctrl + Page Down	Moves down a page
F5 Ctrl + g	Opens 'Go To' dialog

Tip: Ctrl + y Re-do can be used for repeating last action when formatting eg. Spacing After: change to 3pt

Navigation Pane

The **Navigation** pane is used to quickly navigate through a document.

Display the Navigation Pane

1. Activate the **View** tab.
2. In **Show** group tick <Navigation Pane>.

The Navigation Pane tabs

Tab 1: headings in your document

Displays text that has been formatted with Styles. e.g. Heading 1.

Navigate through the document.

- Click on the required heading in the Navigation pane.

Use the Navigation pane to move text

- Drag a heading up or down - All sub headings or text will move with the heading.

Tab 2: pages in your document

Displays the document pages as a series of thumbnails.

- Click on **required page** to move to it.

Tab 3: results from your current search

A search can be conducted (from the Search Document box just under the Navigation title bar) from any of the three tabs.

This tab lists the entries that have been found.

The drop-down arrow next to the Search text box on the Navigation pane enables you to navigate your document by

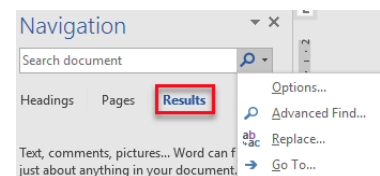
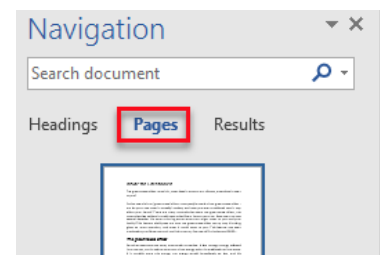
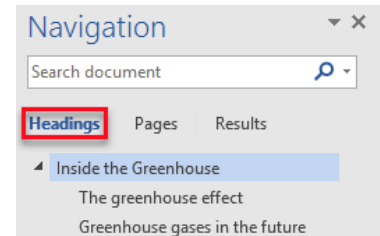
- Graphics
- Tables
- Equations
- Footnotes/Endnotes
- Comments

Close the Navigation pane

- Click the [**x**] to **Close**.

OR

- Remove the tick in the **View** tab > **Show** group <Navigation Pane>.

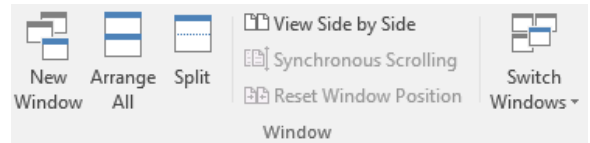


Work with multiple windows

Viewing two parts of the same document concurrently can simplify copying or moving text.

Split the document window

1. Activate the **View** tab.
2. In the **Window** group, click <Split>
(A horizontal line appears in the document.)



3. Move the mouse cursor and click to confirm the position of the split. (Note: It is still just one document – anything done in one window will be seen in the other.)

Return to a single window

- In the View tab > **Window** group > click <Remove split>.

OR

- Double-click left mouse button on the split bar

Work with multiple documents

Multiple documents can be opened at the same time. Text can be copied, moved and compared by switching between open documents, or by choosing to display them next to each other on the screen.

To open several documents at once.

- Click the **File** tab > **Recent** to display recent documents and open one document at a time by clicking the name. Repeat for all documents.

OR

- To select multiple documents
 1. Click the **File** tab > **Open** and navigate to a directory to display a file list.
 2. Hold **Ctrl** key and select (click on) more than one file from the file list.
 3. Click the <Open> button or tap the **Enter** key.

Switch between open documents

1. Activate the **View** tab.
2. In the **Window** group click the <Switch Window> button to switch between open documents by clicking on the document name.

OR

- Pressing **Ctrl + F6** (or **ALT + Tab**) switches sequentially between all open documents.

Display more than one document on the screen

1. Activate the **View** tab.
2. In the **Window** group click the <Arrange All> button. The screen tiles to display all open documents.

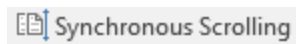


Tip: Use Maximise and Restore buttons to view 1 document or switch to tiled documents.

Compare documents side by side

This feature allows synchronous scrolling of two documents which is useful for comparing two different versions of the same text.

1. Open documents to be compared.
2. Activate **View** tab.
3. In **Window** group click button to compare their contents.
4. Click button to synchronise two documents so they scroll together.



OR



5. Click button to reset the documents being compared so they share the screen equally.



Tip: Outside the Office – Word environment this can still be done by right clicking in the Windows task bar.

Document formatting

There are a number of techniques involved when formatting a document. These cover:

- the look of the text
- the structure of the page

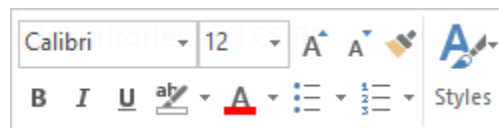
Character formatting (font)

There is a variety of features available to enhance the appearance of text in a document.

To apply character formatting to existing text, the text **MUST** be **highlighted** (selected).

Formatting affects shape, size, style and other visual aspects of characters and can be applied by:

Some character formatting buttons are displayed on the Home tab > Font group. More options (strikethrough/small caps/double underline) are found by clicking the Font launcher button.



Shortcuts for selecting text

Selecting text with mouse	Single word	Double click within a word
	Paragraph	Triple + click in a paragraph
	Sentence	Ctrl + click anywhere in the text

The Selection Bar is in the left hand margin of the page (*it can't be seen*). Position the mouse over the left hand margin and it will change to an inwards facing arrow.

	Single line	Single click on the Selection Bar
	Paragraph	Double click on the Selection Bar
	Entire document	Triple click or Ctrl + click on Selection Bar
	Non contiguous	Ctrl + click on the Selection Bar

Paragraph formatting

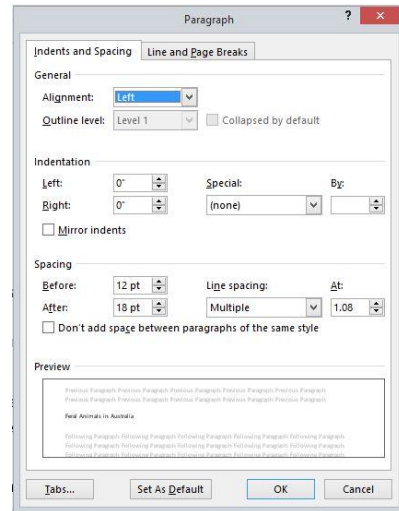
A paragraph is a unit of text containing formatting.

The ¶ symbol follows it when <Show and Hide> is turned on. Word stores the paragraph formatting in the paragraph mark.

To apply paragraph formatting just click to leave the cursor anywhere within the paragraph.

Paragraph formatting includes:

- Indents
- Text alignment
- Line spacing
- Space above and below text



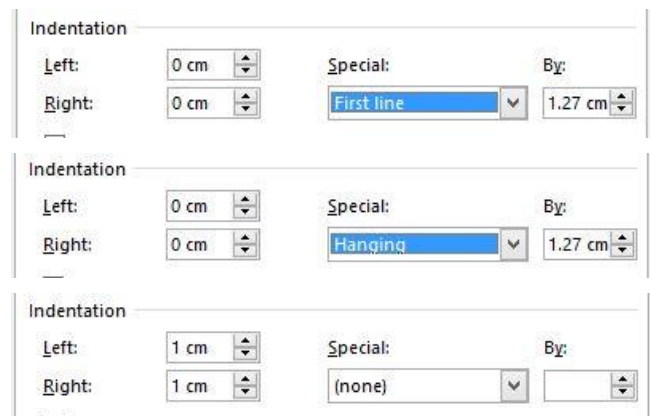
Indent text

Indents define the distance between margins of the document and the left and right side of a paragraph.



The four types of indents

- First line indent
- Hanging indent
- Left indent and
- Right indent

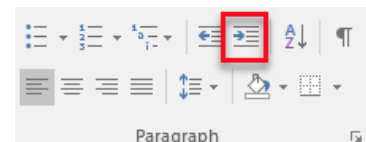


Indents are set by doing the following.

1. Place insertion point in the paragraph(s) to be indented.
2. Drag **Indent** markers to location on the **Ruler**.

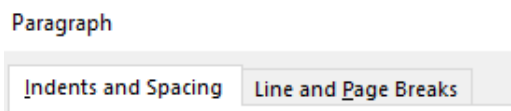
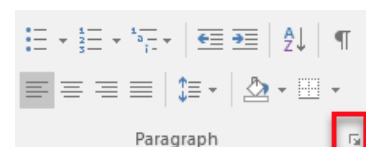
OR

1. Activate the **Home** tab.
2. In the **Paragraph** group click on **Increase Indent** button.




OR

1. Activate the **Home** tab.
2. In the **Paragraph** group click the **Paragraph** launcher.
3. Click the **Indents and Spacing** tab to type precise indent.




Use the Format Painter

The <Format Painter>  button in the Clipboard group of the Home tab is used to copy both character and paragraph formatting from one place to another.



1. **Click** in the text which already has the **required format**.
2. **Click** the <Format Painter> button once to copy the formatting of selected text. (*A small paintbrush attaches to the cursor.*)
3. Paste the formatting by **selecting** the text where the copy is required.

Formatting can be copied to multiple locations:

1. **Click** in the text which already has the **required format**.
2. **Double-click** the <Format Painter> button.
3. Paste the formatting by selecting each piece of text where the format is required.
4. Press the **Esc** key to cancel, or click back on the  button.

TIP: Ctrl + Shift + C copies the formatting of selected text, Ctrl + Shift + V pastes the formatting to new location.

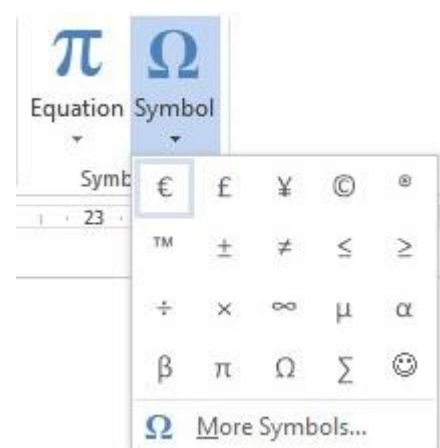
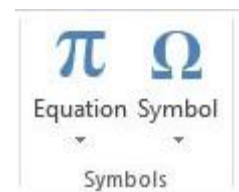
Insert symbols, special characters and text breaks

In addition to the letters, numbers and symbols shown on the keyboard there are numerous other characters. The type of font chosen will determine the type of symbol or special character that can be inserted.

Symbols & special characters

Insert a symbol

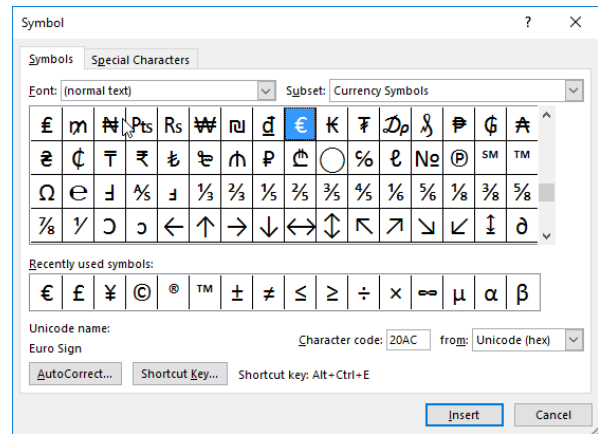
1. Position the insertion point where the symbol is to be inserted.
2. Activate the **Insert** tab.
3. In the **Symbols** group click **Symbol**. *Note the list of recently used symbols.*
4. Click on a recently used symbol to insert it to the page.
5. For the full list of symbols > click **More Symbols...** (*A dialog box of symbols opens.*)
6. **Double-click** on the **Symbol** to be inserted or select it and press <Insert>.
7. Click <Cancel> to close the dialog box.



Insert special characters

The **Special Characters** tab provides nonprinting characters as well as some commonly used symbols from the (Normal text) group.

1. Position the insertion point where the **Special Character** is to be inserted.
2. In the **Symbol** dialog box > Click the **Special Characters** tab.
3. **Double-click** on the **Special Character** to be inserted or select and click the <Insert> button.
4. Click **Cancel** to close the dialog box.



Technique for inserting accented characters

Type character	Key combination
à, è, ì, ò, ù, À, È, Ì, Ò, Ù	CTRL+` (ACCENT GRAVE), let go press the letter
á, é, í, ó, ú, ý, Á, É, Í, Ó, Ú, Ý	CTRL+' (APOSTROPHE), let go press the letter
â, ê, î, ô, û, Â, Ê, Î, Ô, Û	CTRL+SHIFT+^ (CARET), let go press the letter
ã, ñ, õ, Ã, Ñ, Õ	CTRL+SHIFT+~ (TILDE), let go press the letter
ä, ë, ï, ö, ü, ÿ, Ä, Ë, Ì, Ö, Ü, ÿ	CTRL+SHIFT+: (COLON), let go press the letter

Insert Dashes

One mark of professionally set type is the proper use of **en dashes**, and **em dashes**. Each is a different size roughly equivalent to the width of the lowercase <m> and <n> for the typeface in which they are used.

To create en dashes (–)

Hold down the **CTRL** key and press <-> (minus key) on the numeric keypad
OR

Hold down the **ALT** key and using Keypad with **Num Lock key ON** press 0150
e.g. The meetings will be held October 11–October 15, 2012

To create em dashes (—)

Hold down the **CTRL** and **ALT** keys together and press <-> (minus key) on the numeric keypad.
OR

Hold down the **ALT** key and using Keypad with **Num Lock key ON** press 0151

- a word from the preceding clause is being expanded: 'Other countries' official transfers—that is to say, foreign aid, usually on grant or highly concessional terms—have been the major source of funding...'
- to mark off a long list that serves as part of the subject or object of the sentence: 'It is necessary to consider other aspects of efficiency—allocative, technical, locational, technological and scope'
- to mark an abrupt change in the structure: 'His first premise—a vitally important one—is that the macroeconomic performance of these countries...'

(Crawford School of Public Policy, 2015)

Text breaks

Line breaks

Line breaks are used to create a manual line break within a paragraph. They are useful when an item in a numbered or bulleted list requires a new line, without a new list item being created when pressing the **Enter** key.

To insert a manual line break use **Shift + Enter**. This is shown in item 1 below, where the word 'Red' appears on the second line of text inside the first list item.

1. Blue ↵
Red ¶
2. Green ¶
3. Yellow ¶

Non-breaking space

A non-breaking space is used to keep words together on the same line.

When needed press **Ctrl + Shift + Spacebar** instead of pressing the **Spacebar**.

In the following examples the words (separated by <°>) will not break across two lines. The character <°> is a non-printing character.

- 26°January°2010
- Albert°Einstein

Hyphenation

If a word is too long to fit at the end of a line, Word moves the whole word to the next line.

Automatic hyphenation

With automatic hyphenation turned on MS Word will automatically hyphenate words as needed.

Optional hyphen

An Optional Hyphen can be used to control the break in a word **should it happen to fall at the end of a line**. Where required, press **Ctrl + Hyphen** (*not the minus on the number pad*). A non-printing hyphen character is inserted in the word, which will determine how the word will break when and if it ends up at the end of a line.

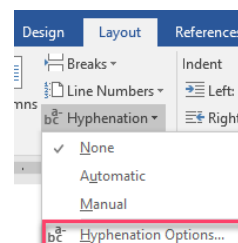
Manual hyphenation

With Manual Hyphenation turned on Word searches for words to hyphenate and displays them in turn. After moving the insertion point to the required location within the word click <Yes> as required.

Hyphenation Zones

Hyphenation Zones are the maximum allowable space between a word and the right margin without hyphenation of the word. To turn on and set Hyphenation Zones, or to remove, do the following:

1. Select the text that you want to hyphenate.
2. Activate the **Layout** tab.
3. In the **Page Setup** group click **Hyphenation**.
4. Choose Hyphenation Options to set Hyphenation Zones and to automatically or manually hyphenate the document.



Non-breaking hyphen

A non-breaking hyphen is used to keep hyphenated words together if they fall at the end of a line of text.

When needed press **Ctrl + Shift + Hyphen**.

Multilevel numbering (outline numbering)

In a multilevel numbered list the number format changes according to the list item's level of indentation, e.g.

1. Australia
 - 1.1. New South Wales
 - 1.1.1. Sydney

To create an outline numbered list, do the following:

To number existing text.

1. Select the paragraph(s) to be numbered.
2. Click **Multilevel List** button and select from **List Library**.
(Numbers will be applied to the selected text.)
3. Click in a paragraph to be **promoted** or **demoted** > click the increase indent or decrease indent buttons.

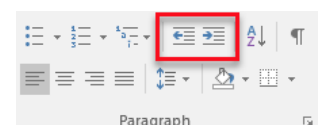
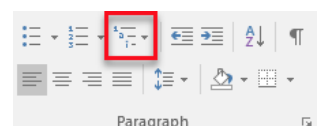
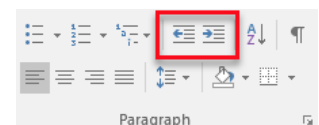
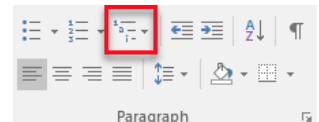
OR

To start a new multilevel numbered list.

1. Position the cursor where the numbering is to start.
2. Click **Multilevel List** button and select from **List Library**.
3. Type the text, press **Enter** key after each list item > press Tab (demote) or Shift+Tab (promote) **before** typing the text.

OR

Click in a paragraph to be **promoted** or **demoted** > click the increase indent or decrease indent buttons.



Tip: Click the right mouse button in selected bulleted or numbered text to display shortcut menu.

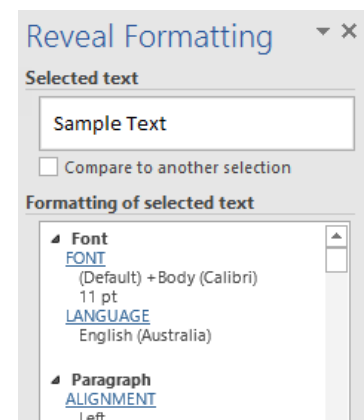
Reveal document formatting

This is used to check on the formatting specifications that have been used for text and pages.

Word formats documents on three levels: font, paragraph and section.

The Reveal Formatting pane will display details of formatting applied to the document:

1. Press **Shift + F1** to open Reveal Formatting task pane.
2. Click on paragraphs in turn to view their **specifications** in the pane.



Page layout

A page layout consists of margins, paper size, page orientation, page start and end.

Word automatically creates a new page when there is too much text for one page. Sometimes text needs to be controlled by forcing a page break, eg before a chapter heading.

Use breaks

Two types of breaks are used to structure the document:

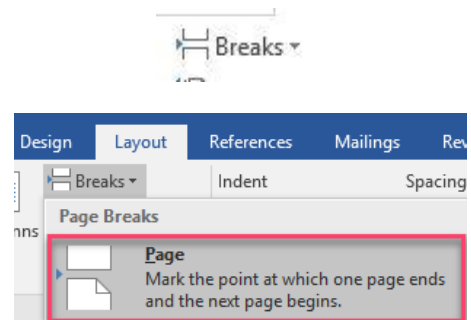
- Page breaks
- Section breaks

Page break

1. Position the cursor where the page break is required.
2. Activate the **Insert** tab.
3. In **Pages** group click **Page Break**.

OR

1. Activate the **Layout** tab.
2. In **Page Setup** group. Click <Breaks>
3. Choose <Page>
4. A code is placed in the document.



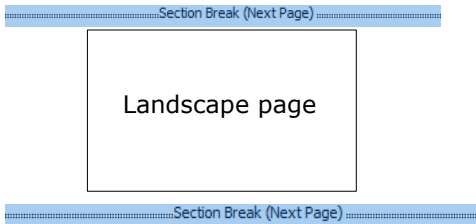
Tip: Ctrl + Enter key is a quick way to insert a Manual Page Break in a document.

Delete a manual page break

- Select the Page Break code and press Delete.

Section break

Section breaks are used to divide the document into different formatting zones. eg. one page to be landscape or to allow different page numbering formatting eg Roman (iii) and Arabic (3).



NOTE: to isolate one page in order to make it landscape, insert two Next Page section breaks – one before and one after.

1. Position cursor where break is required.
2. Click the **Layout** tab.
3. In the **Page Setup** group click

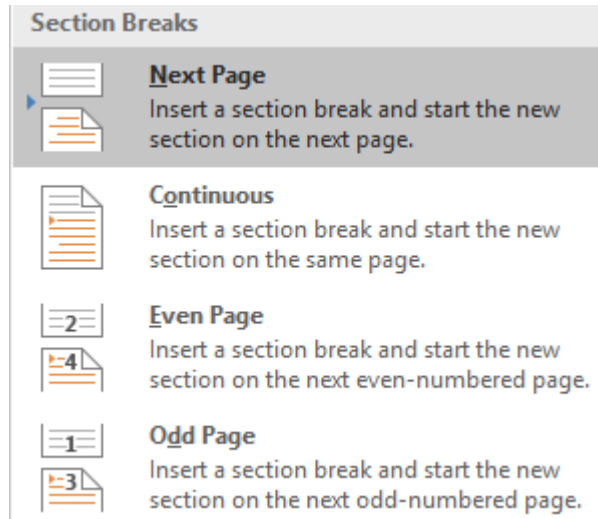


4. Select Section Breaks > <Next Page>.
5. A code

..... Section Break (Next Page)

is placed in the document.

Note: There are other Section Break options in the list.

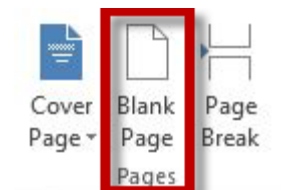


Add and remove pages

Insert a blank page

Position the cursor where the new page is to be inserted.

1. Activate **Insert** tab.
2. In **Pages** group click **Blank Page**.
3. Inserted page appears before cursor location.



Add and remove a Cover Page

Word has a variety of **Cover Pages** with sample text. A **Cover Page** is always inserted at the beginning of the document regardless of where the cursor is positioned.

Add a Cover Page

1. Activate **Insert** tab.
2. In **Pages** group click **Cover Page**.
3. Scroll to select from **Built-In** list.



Remove a Cover Page

1. Click the **Insert** tab.
2. Click **Cover Page** in **Pages** group
3. Click to **Remove** at bottom of dialog box.

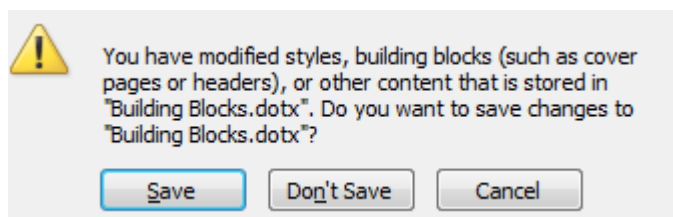


Create a customised Cover Page

1. Type and format the **cover design** > select **all elements** to be included in the saved cover.
2. Activate **Insert** tab.
3. Click **Pages** group > **Cover Page**.
4. Choose **Save Selection to Cover Page Gallery**.

If the customised cover page is saved (as below), it will be available for all new documents.

If a customised cover page has been created Word will prompt to save it permanently on closing the program



Configure margins and page setup

To set the orientation, size, margins and layout of pages:

1. Activate the **Layout** tab.
2. In the Page Setup group, click on the **launcher** arrow (The Page Setup dialog box opens.)
3. Click on the appropriate dialog box tab and make required changes.

Adjust document margins

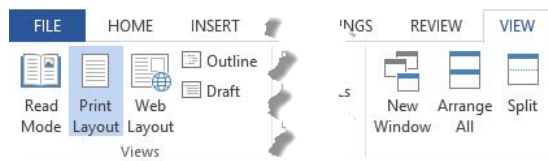
Margin settings determine the printing area on a page. **Headers** and **Footers** are printed within the margin boundaries. Document margins can be adjusted as follows.

Use the Ruler in Print Layout view

Activate the Ruler on the View tab > Show group > Ruler

Position mouse on the left/right/top/bottom margin of the horizontal or vertical ruler. When the mouse cursor changes to an arrow \leftrightarrow hold the left mouse button and drag the margin to adjust.

Depressing the Alt key at the same time will display measurements.



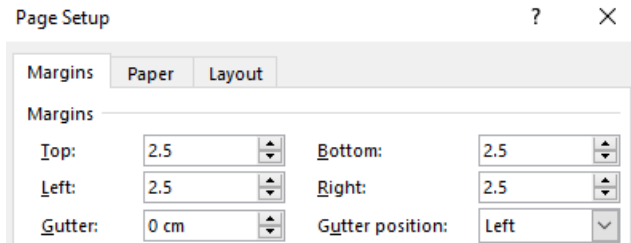
Layout tab

Page Setup group > <Margins> button: Select as required

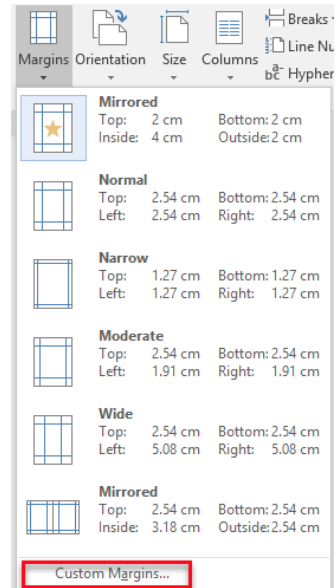


Set Custom Margins:

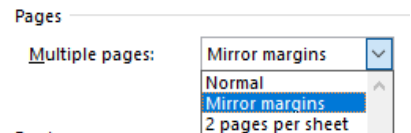
Modify the margins by typing in the measurement required, or clicking in the Spin box \blacktriangleup \blacktriangledown till required measurement is displayed.



(ANU Policy ANUP_012815)



Select Mirror margins if you intend to print double sided.

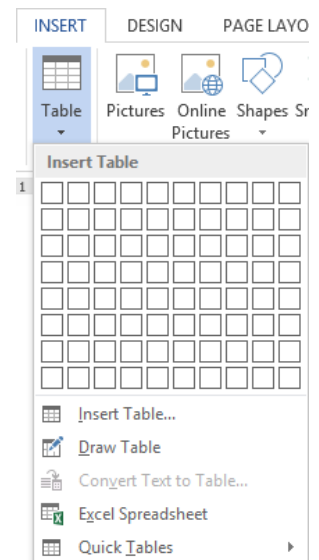


Tables

Tables are composed of horizontal rows and vertical columns. Each box is called a cell. Tables can be created in the following ways:

Insert a table

- Choose **Insert** tab > **Tables** group <Table> button **Insert Table...** > type settings <OK>.
- OR
- Choose **Insert** tab > **Tables** group <Table> button **Draw Table.** (*Pencil tool allows drawing a table.*)
- OR
- 1. Choose **Insert** tab > **Tables** group <Table> button.
- 2. **Drag** over the grid for the required number of cells.



Tips:

The draw table tool was provided to facilitate the creation of custom sized cells. However, this tool can cause users difficulty and it is not recommended. It should only be used to modify an existing table.

When creating a table the number of columns is all that matters because you can add rows by pressing Tab at the end of the last row.

Right-click the mouse button to access a shortcut menu in a table. Changes can be made to cell alignment, text direction and other table properties.

Navigate within a table

1. Use Mouse to click in a cell.
2. Press **Tab** key to move forward in cell.
3. Press **Shift + Tab** to move backward in cells.

Type text in a table

Click in the first cell > type text > press the Tab key to move to the next cell.

Table Tools Contextual Tab

To change table settings the Table Tools contextual tab must be active.

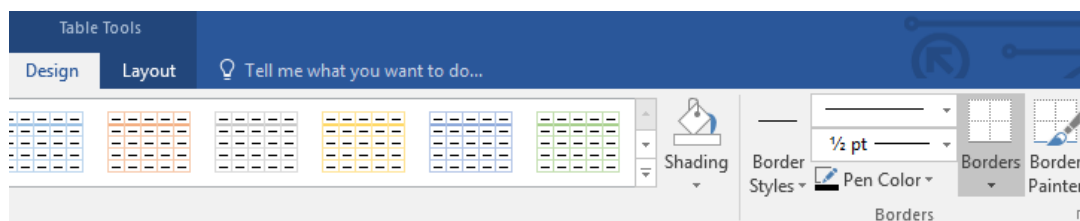
The cursor must be clicked within a table to see the Table Tools category at the top right of the Ribbon. Table Tools has two tabs – Design and Layout which are used extensively for modifying the table.



Format a table

The look and structure of the table are formatted using the Table Tools Design tab. All or part of the table should be selected to indicate customised Borders or Shading.

Table Design tab



Select parts of a table using the mouse


- | | |
|------------------------|---|
| To select text | Drag cursor over text. |
| To select row | Position mouse point in left margin until it is a white arrow pointing up, then click or point to any cell in row and double click. |
| To select column | Position mouse over top of column until it becomes a stubby black arrow pointing down, then click; drag if you wish to select adjacent columns, or hold ALT anywhere in column and click mouse. |
| To select entire table | In print layout view click table selection icon  , located in upper left of table. |
-

Table borders

A table has a ½ point border around cells, creating a grid. This border can be removed if desired.

1. **Select** the table > choose **Design** tab > **Borders** group <Borders> drop-down .

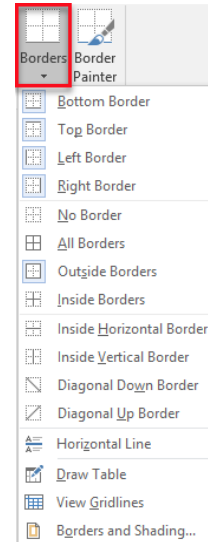
2. Select **no borders**.

OR

Press **Ctrl + Alt + U**. (This may not work in a language other than English.)

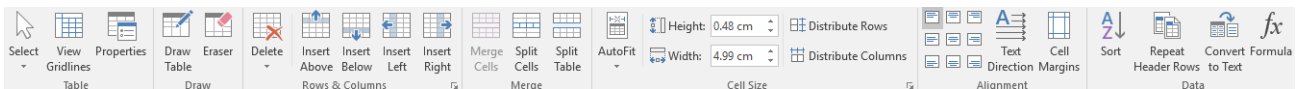
Non printing dashed gridlines

Non printing dashed gridlines are a visual aid and will not print. They are turned on and off in the **Table Tools** > **Layout** tab.



Structure and size a table

Table Layout tab



Add and delete rows and columns

1. Select a row or column then right click mouse.
2. Choose insert row or insert column from shortcut menu.

OR

1. Select table or place insertion point in table.
2. Choose **Layout** tab on the Table Tools contextual tab.
3. Click on the appropriate option in the **Rows and Columns** group.

Select more than one row or column and Word will insert the number of rows or columns selected.

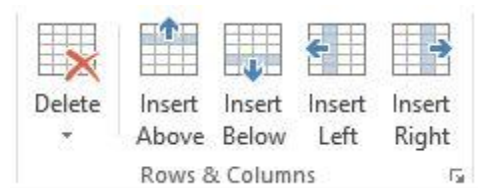
Delete rows, columns and tables

1. Select row or column then right click mouse.
2. Choose **Delete row** or **Delete column** or **Cut**.

OR

1. **Select** table > Click **Layout** tab.

2. Click <Delete> button  in the **Rows and Columns** group.



Tip: A table can quickly be deleted by selecting the Table then pressing the backspace key.

Size rows and columns

Size columns

Drag mouse pointer over gridline between two columns, it will change to a double arrow; keep mouse button down and **drag** column border.

- **Shift + click** and **drag** will maintain the width of the column to the right
- Using **Ctrl + click** and **drag** will make cell to left wider and take space equally from remaining cells
- **Alt + click** and **drag** will display dimensions on ruler
- Sizing can also be done by **dragging markers** on ruler

Sometimes changing the width of a column has an unexpected result. For example, a single cell width may change rather than the width of an entire column.

With one or more cells selected, any change made to the width of a column only affects the selected cells. However, if nothing is selected, the entire column width will be altered.

Size rows

- Hover mouse on row border and **drag down**.

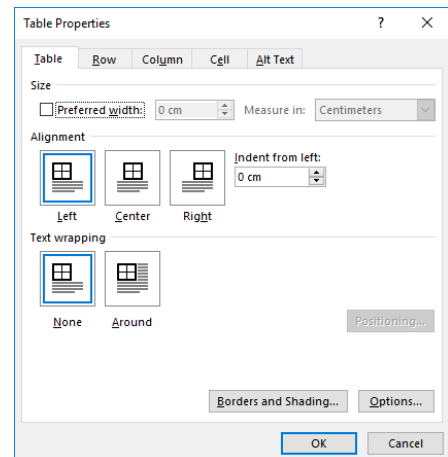
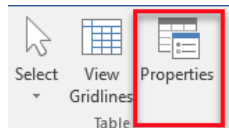
OR

- Choose Layout tab, Cell Size group



Tip: Many table settings can be changed in the Table Properties dialog box.

1. Choose **Layout** tab.
2. Select **Table** group.
3. Click **Properties** button.



Move a row

To move a row after creating a table.

1. Select row.
2. Hold **Alt + Shift** and **up** or **down** arrow keys. (When the row moves past the top or bottom of the table, the row will break free and form a second table.)

Merge and split tables

Merge two tables

1. **Select** the whole table.
2. Press **Alt + Shift + up** or **down** arrow to move the table up or down to join the other table and even embed it inside it. Split a table using the same process.

Split a table

1. **Select** row where split is required.
2. Choose **Table Tools > Merge** group > <Split Table>.

Repeat table headings on the next page

If working with a long table it may be necessary to have heading row(s) repeated. Headings will only be repeated if a **Soft Page** break occurs, that is one that is automatic, **NOT** one the user inserts with **Ctrl+Enter** OR *Insert tab >Page Break*.

- Select **Row/s** to be repeated > Choose **Layout** tab > **Data** Group > Select **Repeat Heading Rows**.

Add page breaks in tables

Sometimes there is a need to break a table at a certain point. If a hard page break is inserted (Ctrl + Enter) heading rows will not repeat. To solve this problem:

1. **Select the row** that should start on a new page.
2. Choose **Home** tab > Click on **Paragraph** group's <launcher arrow>.
3. Select **Line and Pages Breaks** tab.
4. Tick **Page break before**.

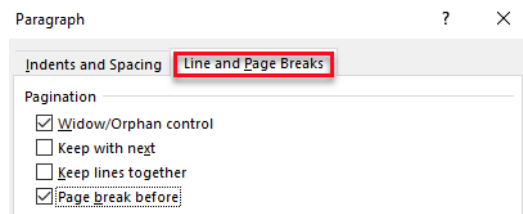
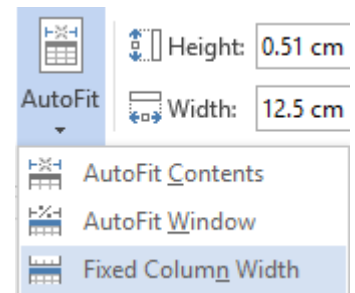


Table AutoFit options

When a table is created the default setting is AutoFit to window. To change:

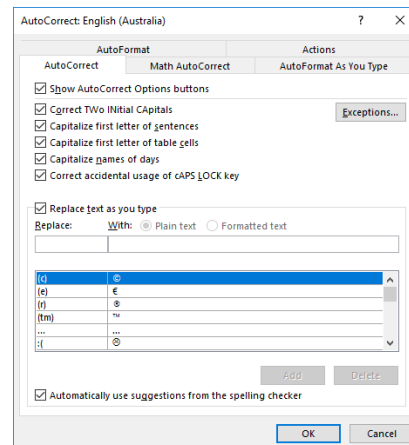
1. Select Table or place insertion point in Table.
2. Choose **Layout** tab > Select **Cell size group**.
3. Select **Autofit**.
4. Choose from the available options.



AutoCorrect

Word contains list of built-in AutoCorrect entries that detect and correct misspelled words and incorrect capitalisation. To customise AutoCorrect in Word, follow these steps:

1. Activate **File** tab > Click **Options**.
2. Choose **Proofing**.
3. Click the <AutoCorrect Options> button .
4. Select **AutoCorrect** tab.
5. Type name for the entry in '**Replace**' box. If you selected text or an object in your document, this will appear here.
6. Type text to replace entry in '**With**' box.
7. Click <Add> button to store entry.
8. Click <OK>.



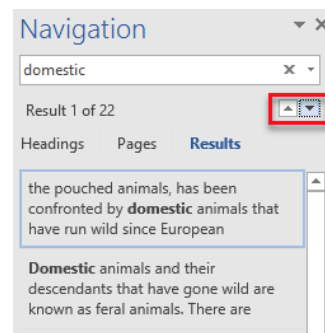
Tip: At times an unexpected AutoCorrect entry will appear. An example is when typing (c) the © symbol appears. To revert back to (c) press Ctrl + Z or depress the <Backspace> key.

Find and Replace

Use Find to find text (Navigation pane)

Use Word's Find feature to quickly locate occurrences of **Text**.

1. Activate **Home** tab.
2. In the Editing group, click **Find**. (*The Navigation pane opens on the left.*)
3. Type the search term in the Search Document box. (*References to the term are listed both in the Navigation pane and highlighted within the document.*)
4. Click on a **result** in the Navigation pane to jump to that location OR browse through the results by clicking the **Next and Previous Search Result** arrows beside the tab.

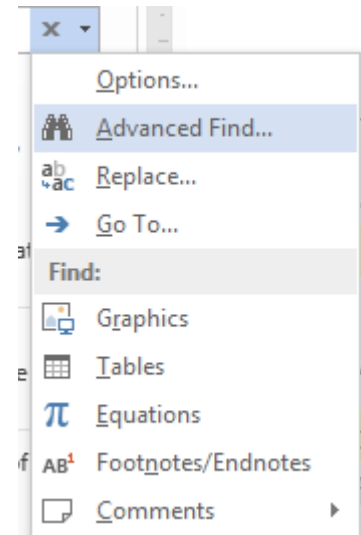


Use Find to find other elements

1. Activate the **Navigation pane** as above > Click the **down arrow** at the end of the search box.
2. Choose the **required** element. (*The results may not display in the pane.*)
3. Browse through the results by clicking the **Next and Previous Search Result** arrows beside the tab.

Use advanced Find techniques (dialog box)

1. Click the **down arrow** at the end of the search box in the Navigation pane > Click **Advanced Find**. OR
 Activate the **Home** tab > **Editing** group > **Find**.
2. Click <More> to display **Search Options**.
3. Type text to search for in '**Find what**'.
4. The <Find Next> button is enabled: Click to move to the next occurrence. (*This approach finds the results one by one.*)
5. A message is displayed when there are no more occurrences > Click <OK>.
6. Click <Cancel> or press the **Esc** key to close Find and Replace.

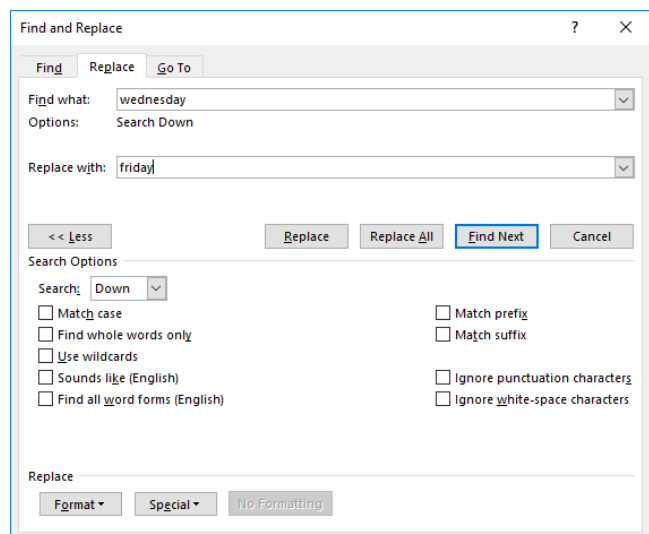


Tip: You can also use Ctrl + F (Find) or Ctrl + H (Replace) to open the dialog box.

Use Find and Replace to change text

Replace displays in a similar box to the **Advanced Find** feature. All occurrences of **Text**, **Formatting** or **Special Characters** can be replaced. To access the **Replace** command do one of the following:

1. Click the **down arrow** at the end of the search box in the Navigation pane > Click **Replace** OR
 Activate the **Home** tab > **Editing** group > **Replace**.
2. Click <More> to display **Search Options**.
3. Type text to search for in the '**Find what**'.
4. Type text to replace in '**Replace with**'.
5. Click <Find Next> to skip a replacement.
6. Click <Replace> to control replacement.
7. Click <Replace All> to replace all occurrences. When this option is chosen a message is displayed showing number of replacements.



Tip: Take care when using <Replace All> feature as you may replace the wrong text.

Description of search options

Click the <More> button to display the following options:

Click in to enable

Search:

Match case

Find whole words only

Use wildcards

Sounds like (English)

Find all word forms (English)

Match prefix

Match suffix

Ignore punctuation characters

Ignore white-space characters

Description

Change search direction.

To be case specific.

Ignore parts of words.

* replaces any number of characters w* will find any word starting with the letter w.

? only replaces 1 character w? would find we.

Text that sounds like (eg. their and there).

Locates all forms of the word – not available if **Sounds Like** or **Use Wildcards** is ticked.

Text before word.

Text at end of word.

Any punctuation mark.

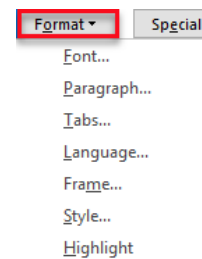
Ignore space between characters.

Find and Replace formatting and special characters

For changes to formatting or nonprinting characters:

To Find/Replace formatting:

1. Click in '**Find**'
2. Click <Format> to display list
3. Select from list
4. Click in '**Replace With**'. and choose replacement formatting



To Find/Replace nonprinting characters:

1. Click in '**Find What**'
2. Click <Special>
3. Select from list
4. Click in '**Replace With**'
5. Choose replacement character

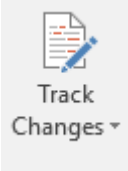
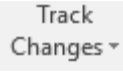
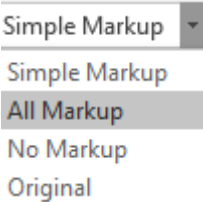
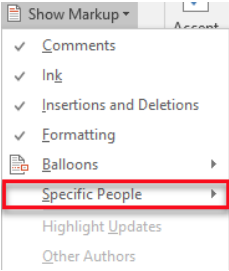
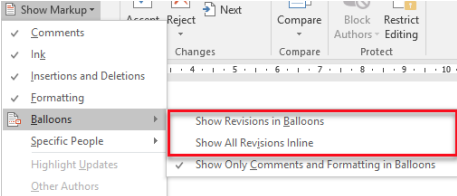
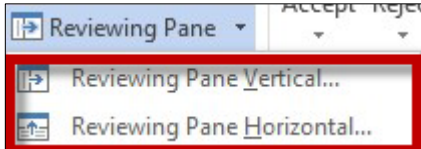
Review a document – Track Changes

Working in a team environment often requires several members to review a document. The Track Changes feature enables the reviewer to keep track of comments and changes made when editing the document.






Activate the **Review** tab to display the groups to work with when tracking changes.

The Review tab


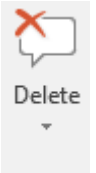

Tracking group

Button	Explanation
	<p>Click to turn on/off tracking</p> <p>Click  to display and make changes to options</p>
	<p>Choose option to display the tracked changes or view the final copy or the original copy</p>
	<p>Limit/display Markup changes or changes by specific reviewers</p>
	<p>On the <Show Markup> drop-down > change the Revisions to display as Balloons in the margin or choose to view Inline.</p> <p>The Balloons display in Print Layout view.</p>
	<p>Choose to show revisions in a separate window displayed horizontally or vertically. A summary of tracked changes displays at the top of the pane.</p>

Changes group

Button	Explanation
	Click to Accept a change or click  to access more options.
	Click to Reject change or click  to access more options.
	Move to previous change or next change.

Comments group

Button	Explanation
	Click to insert a comment relating to a selection or cursor position in a document.
	Click to delete a comment.
	Click to move to previous/next comment.

View tracked changes while editing

When **Track Changes** is turned on, Microsoft Word uses revision marks to indicate the changes. These changes can be accepted or rejected before the document is finalised.

1. **Open** the document to be reviewed.
2. Turn tracking on by clicking **Review** tab > <Track changes>.
3. Make **changes** to text, graphics or formatting.

Note: Deleted text will not disappear from the page but will be displayed in colour with a line through it. A change bar will be placed in the left hand margin.

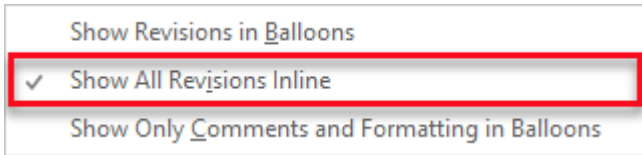
Review tracked changes by a specific reviewer

Click  and clear check boxes of reviewer/s not required.

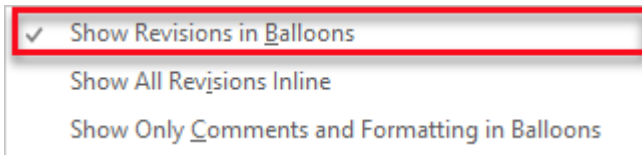
Choose a different display for the revision marks

Review tab > **Tracking** group > **Show Markup** > Balloons.

Example

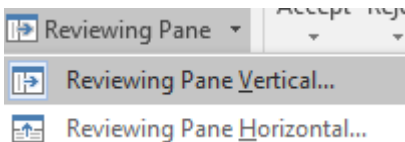


The quick brown fox jumps over the lazy sleepy dog. The quick brown fox jumps over the lazy dog.



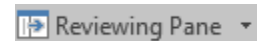
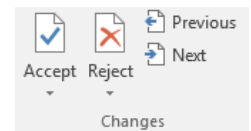
The quick brown fox jumps over the sleepy dog. The quick brown fox jumps over the lazy dog.

Formatted: Font: Bold, Italic
Deleted: lazy



Accept and reject changes

1. Activate the **Review** tab.
2. In the **Changes** group, click **Next** or **Previous**.
3. **Accept** or **Reject** changes and **Delete Comments** until there are no more tracked changes or comments in your document.
4. Display the **Reviewing** pane to ensure that all tracked changes have been dealt with.



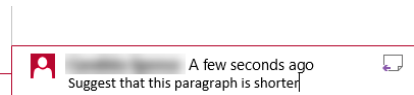
Add comments

1. **Click** where the comment is to be placed.
2. **Comments** group > **New comment**.
3. **Type** text of comment.

Comments can be viewed inline where the cursor was placed within the page, or as balloons. If inline, hover the mouse over the comment to see the text or switch on the Reviewing Pane. Select Simple Markup from the Show Markup dropdown to enable these options.

Balloon

choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.



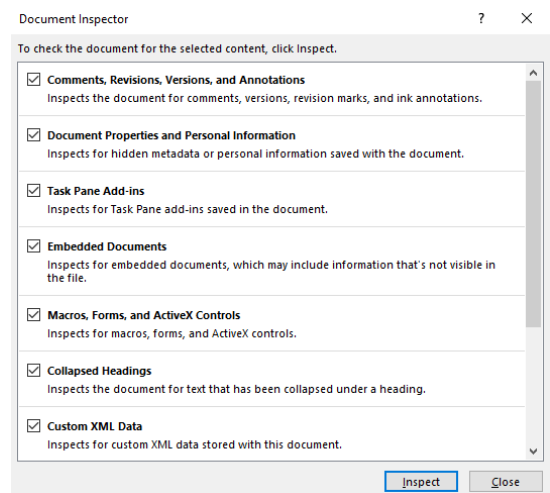
Inline

SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

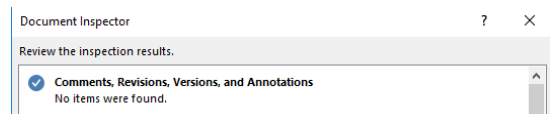
Document Inspector

The **Document Inspector** is a feature that checks the document for tracked changes, comments, hidden text and personal information.

1. Open the document > activate the **File** tab.
2. Click the **Check for Issues** button.
3. Click the <Inspect Document>.
4. Check the items to be inspected.
5. Click <Inspect>.



6. Click to <Remove all>.



Cross-references

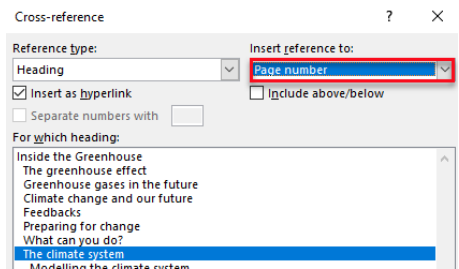
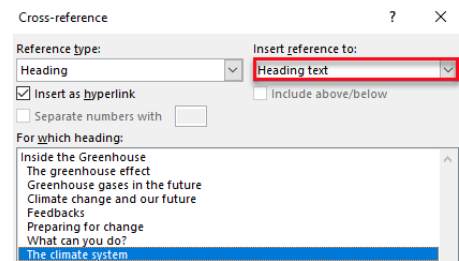
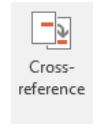
A **Cross-reference** informs the reader where to find additional information on a related topic within the open document or another document. Supporting text should be typed for the cross-reference, for example **See 'heading text' on page #**.

Create a cross-reference

This example is for cross-referencing text that has been formatted with a Heading style.

given so much attention, and what it could mean to you. This feature has been produced by the Department of the Environment, Sports and Territories and CSIRO **see** **The climate system on page 2.**

1. Click in the page where the cross-reference is required > **type** supporting text e.g. '**see**'
2. Activate the **Insert** tab
3. In the **Links** group click **Cross-reference**
4. In **Reference type** > choose a category e.g. **Heading** (*a list of headings is displayed below*) > **select** the required heading.
5. In **Insert reference to** select: **Heading text** > Click <Insert>.
6. Click back on the page after the inserted text and type the text '**on page**'.
7. Click back in the Cross-reference box > change the **Insert reference to**: **Page number** > click <Insert>.



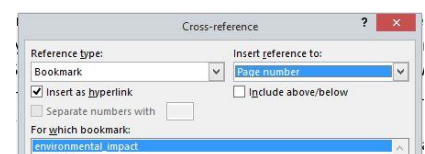
The climate system on page 2.

The above will be the result on the page. The grey shading indicates the fields which can be updated if the title or page reference changes.

Insert a page number cross-reference to a bookmark

This example is for referencing an existing bookmark.

1. Place the cursor where the **Cross-reference** is required.
2. **Type** relevant text to accompany the Cross-reference.
3. Activate the **Insert** tab.
4. In the Links group click Cross-reference.
5. From Reference type, choose **Bookmark**.
6. From Insert reference to, choose **Page Number**.
7. Select from **For which bookmark**.
8. Click <Insert>.



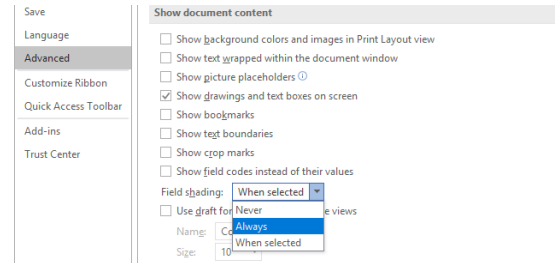
Tip: To update all **Cross-reference/s**, select text containing the field, or highlight the whole document and press the **F9** key.

Field Codes

Fields are used as placeholders for data that might change in a document (eg cross-references or table of contents). They are also used to create links and references to other documents or items. Field codes appear between braces { } .

View field shading

1. Activate the **File** tab > <Options>.
2. Click Advanced.
3. Scroll to Show document content.
4. In **Field shading** list, select one of the following:
 - To make fields stand out, select **Always**
 - To make fields blend in, select **Never**
 - To make users aware that they have clicked in a field, select **When selected**
5. Click <Ok>.



Tip: Activate field shading for EndNote citations and bibliography (see EndNote course).

Note: Field shading will not print.

Update fields manually

If information changes, fields can be updated to produce new field results eg a table of contents if pagination changes.

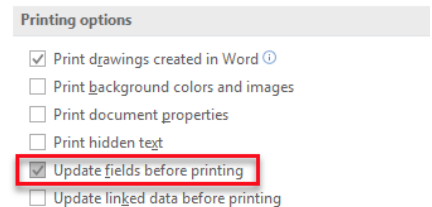
To update a single field, position the insertion point within the field and press **F9** on your keyboard (or right mouse click on the field and choose 'Update Field').

To update all fields in a text selection:

1. Select text with **fields** to be updated (or press **Ctrl + A** to select all text in a document).
2. Press **F9** on your keyboard (or select 'Update Field' after right mouse click).

Update fields before printing

1. Activate the **File** tab.
2. Click **Options**.
3. Choose Display> Printing options.
4. Tick Update fields before printing.

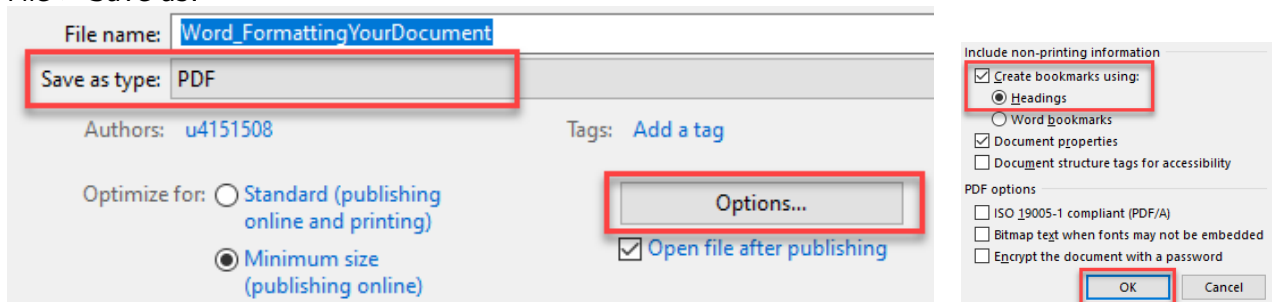


Keystrokes for field codes

- | | |
|--------------------|---|
| F9 | Update a field |
| Alt + F9 | Toggle between all field codes and results |
| Shift + F9 | Toggle a selected code and its result |
| Ctrl + Shift + F9 | Unlink a field, <i>i.e. will not update</i> |
| Ctrl + F11 | Lock a field |
| Ctrl + Shift + F11 | Unlock a field |

Save as interactive pdf

File > Save as:



Footnotes and Endnotes

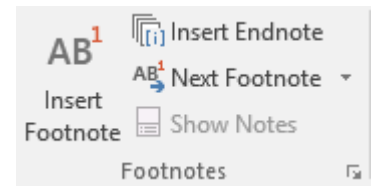
Footnotes and Endnotes consist of three key elements:

- Footnote/EndNote reference
- Footnote/EndNote text
- Footnote/EndNote separator

Word automatically applies consecutive numbering to **Footnotes** and **Endnotes**.

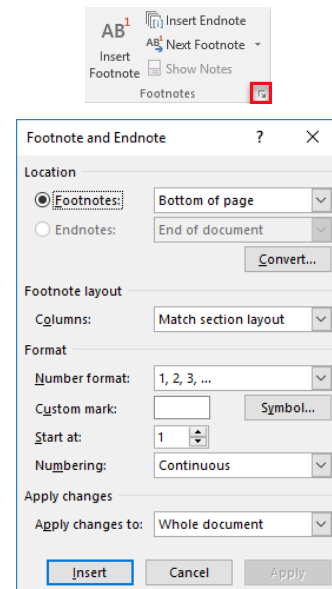
Insert footnotes/endnotes

1. Position the insertion point within the text where a footnote reference is required.
2. Activate the **References** tab.
3. Click **Insert Footnote** or **Insert EndNote** in **Footnotes** group (*the cursor moves to the appropriate location*).
4. Type the text for the footnote.



For more options click the launcher arrow in the Footnotes group:

1. Under Location choose **Footnotes** or **Endnotes**.
2. Drop down **1, 2, 3, ...** in 'Number format' to change the numbering format
3. Spin **1** from 'Start at' to change start number
4. Drop down **Continuous** from 'Numbering' to select whether numbering is to restart each Page or Section



Shortcuts for footnote and endnotes

Alt + Ctrl + F	Insert a footnote
Alt + Ctrl + D	Insert an endnote
Footnote or Endnote number	Double click on a number to move quickly between the reference and the text

Delete a footnote or endnote

Delete the **reference number** embedded in the text. This deletes both the number and the associated footnote or endnote reference.

A guide to maintaining good health while studying at ANU

Workstation set-up and design

Research has shown that health problems can be avoided by setting up your computer workstation along proven guidelines that suit you as an individual. The following principles apply to all workstations.

Desk

Sitting Desk

- The desk should be single surface and height adjustable
- If not adjustable, it should have a height adjustable keyboard shelf of sufficient width to accommodate both the keyboard and mouse
- The desk should be adjusted so that the keyboard is located in front of the user when elbows are bent at 90 degrees

Standing Desk / sit-to-stand desktop converters

- The desk should be adjusted so that the keyboard is located in front of the user when elbows are bent at 90 degrees
- Anti-fatigue anti-slip mats are recommended.

Office chair

- Should be in good condition, meet Australian Standards
- Always adjust the chair so that feet are flat on the floor and your upper legs are horizontal and parallel with the floor

Keyboard & mouse

- Switch the mouse to alternate sides regularly
- Use Keyboard shortcuts to reduce mouse use
- During pauses in keying and mouse work, relax hands in lap or by your sides
- The keyboard should be placed close to the front of the body
- Place the mouse on the same level as the keyboard
- If using the alphabetic part of the keyboard only, move the keyboard to the right and use the left hand for the mouse
- If using the numeric part of the keyboard, move the keyboard to the left and use the right hand for the mouse
- Learn to touch type to improve efficiency in keyboarding and to keep the head and neck in a comfortable posture facing the monitor

Monitor

- Adjust the contrast and brightness on the monitor to avoid eye strain and avoid glare on the screen
- Position the monitor screen at comfortable eye height (50 mm below the level of your eyes) and an arm's length away from the face
- Always use a document holder – either between keyboard and monitor, or beside the monitor
- Avoid holding the head in a bent and/or twisted position while reading documents

Laptops

- Attach an external keyboard and mouse to make it more like a desktop machine.
- Raise the screen to emulate a desktop monitor. Use books or risers to achieve the correct height and distance from the face.
- If available, use the docking station if one is provided.
- Maintain the recommended breaks and regularly vary the sitting posture.
- Use the laptop on the desk only.

Exercises

Static muscle tension and sitting for long periods of time at the computer may cause health problems. Perform the following exercises gently, slowly and regularly during computer work to help stretch and relax muscles and to improve blood circulation. Repeat each exercise every 45 minutes throughout the day!

Head and neck

Gently turn head to left, then to right. Lower chin gently to chest, then raise head until looking straight ahead.

Upper back

Grasp raised arm below elbow. Gently pull elbow towards opposite shoulder.

Repeat with the other arm. Place both arms straight out behind the back and lock fingers together

Shoulders

Roll shoulders forward in a circular motion five times, then reverse direction.

Wrists

Extend arms in front of body. Raise and lower hands. Repeat several times.

Rotate hands in one direction several times, then reverse direction.

Hands and fingers

Form fingers into a fist, then release by spreading fingers wide apart with palm down. Repeat several times.

Keyboard shortcuts

F1	Get online help
Ctrl F1	Display/hides Ribbon
F3	Insert AutoText entry
Shift + F3	Change case of selected text
Alt + F3	Create an AutoText from selection
F4	Repeat last action
F5 + or Ctrl + G	Go to eg. Page; Section; Bookmark etc.
F7	Starts Spelling & Grammar check
Shift + F7	Opens research pane
F12	Displays SaveAs dialog box

Keys for character formatting

Ctrl + A	Highlights whole document
Ctrl + Shift + A	Formats selection as all capitals
Ctrl + B	Bolds selected text
Ctrl + U	Underlines selected text
Ctrl + Shift + D	Double underlines selected text
Ctrl + Shift + W	Underlines words but not spaces of selected text
Ctrl + Shift + H	Applies hidden text formatting to selected text
Ctrl + I	Italicises selected text
Ctrl + Shift + K	Formats selected text as small capitals
Ctrl + =	Applies subscript formatting to selected text
Ctrl + Shift+ =	Applies superscript formatting to selected text
Ctrl + Spacebar	Cancels all manual character formatting to selected text

Keys for paragraph formatting

Ctrl + 1	Applies single spacing to selected paragraphs
Ctrl + 2	Applies double spacing to selected paragraphs
Ctrl + 5	Applies 1.5 spacing to selected paragraphs
Ctrl + E	To centre a paragraph
Ctrl + J	To justify a paragraph
Ctrl + L	To left align a paragraph
Ctrl + R	To right align a paragraph
Ctrl + M	To indent a paragraph from the left
Ctrl + Shift + M	To reduce a paragraph indent from the left
Ctrl + T	Create a hanging indent
Ctrl + Shift + T	To reduce hanging indent
Ctrl + Q	Remove paragraph formatting

Keys for working with documents

Ctrl + N	Create a new document
Ctrl + O	Open an existing document
Ctrl + W	Close document window
Ctrl + S	Save active document