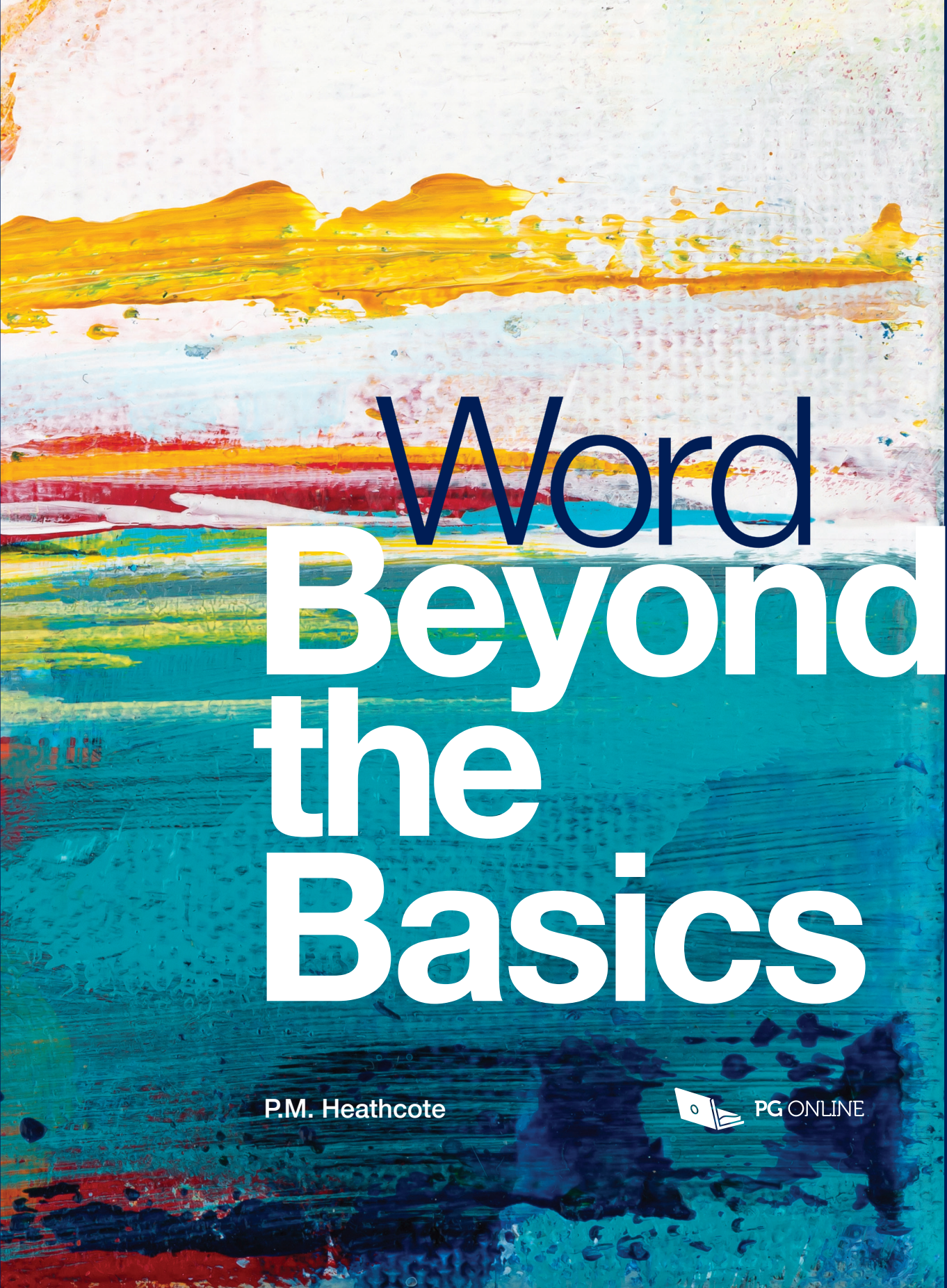
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By W.J. Jackman and Thos. H. Russell 1912

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Preface

Microsoft Word is one of the most useful applications for anyone who uses a computer in their studies, at work or at home. However, a great many people have never been taught the best or most efficient way of performing simple tasks such as creating a neat list in columns, placing images exactly where they want them or quickly changing text styles throughout a document. Additionally, many users struggle to adapt to newer versions of Word, and need help learning the best ways of doing familiar tasks or using new facilities introduced in Word 2013 and subsequent versions.

This book assumes that you know the basics of how to create and edit a simple document, and shows you how to do much, much more. The mysteries of the tabs and ribbon interface used in Word 2013 and Word 2016 are laid bare. You will soon find you can do all you wanted and more in a fraction of the time it took before. It really is all very simple once it's explained!

Find out why you never again need to press the space bar two or more consecutive times when creating tabular lists, how to type accents or fractions, how to create reports with different headers and footers in different sections of the document, how to group and manipulate graphics, draw lines that are precisely horizontal or vertical, and use keyboard shortcuts to speed up common tasks.

How to use this book

You can work through the book from start to finish, pick out a particular chapter or simply use the book as a quick reference guide. A comprehensive index will help you find the information you are looking for.

You can learn and practise the skills using your own documents or use the documents provided in the folder **WBTB exercise documents** which you can download from the website **www.pgonline.co.uk** and save on your own computer.

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Chapter 1 Getting started

Objectives

- Open a new blank document
- Get familiar with the various parts of the window
- Recognise the quick access toolbar, ribbon tabs, ribbon, ruler, scroll bar, status bar
- Choose a page layout for a new document
- Save and close a document

Starting Word

This book refers to **Word 2016**, part of **Office 365**. However, you will find very few differences between this version and Word 2010 or Word 2013 that will affect your use of this book.

You can load Microsoft Word in different ways:

- Click the **Word** icon in the Taskbar at the bottom of the screen, if it is there.
- Double-click the icon on the desktop, if it is there.
- Click the **Windows** icon at the bottom left of the screen. Click **Microsoft Office 2016**. and then choose **Word 2016**.
- Type **Word** into the search box in the Taskbar and select **Word 2016**.

When you open Word, you can either open a blank document, use a template, open a recent file or open another file stored online or on your computer.

From time to time as you use this book, you will be asked to open a file which you can download from the website **www.pgonline.co.uk**. You should download the folder containing all these files and save it somewhere on your computer for future use.

The screenshot on the next page shows the opening screen that appears when you launch Word and choose **Blank Document**.

The opening screen

The opening screen will be displayed. The appearance of the ribbon partly depends on the width of your document, so it may not be identical to the screen shown in **Figure 1.1**. If the ruler is not shown, select **View**, **Ruler**.

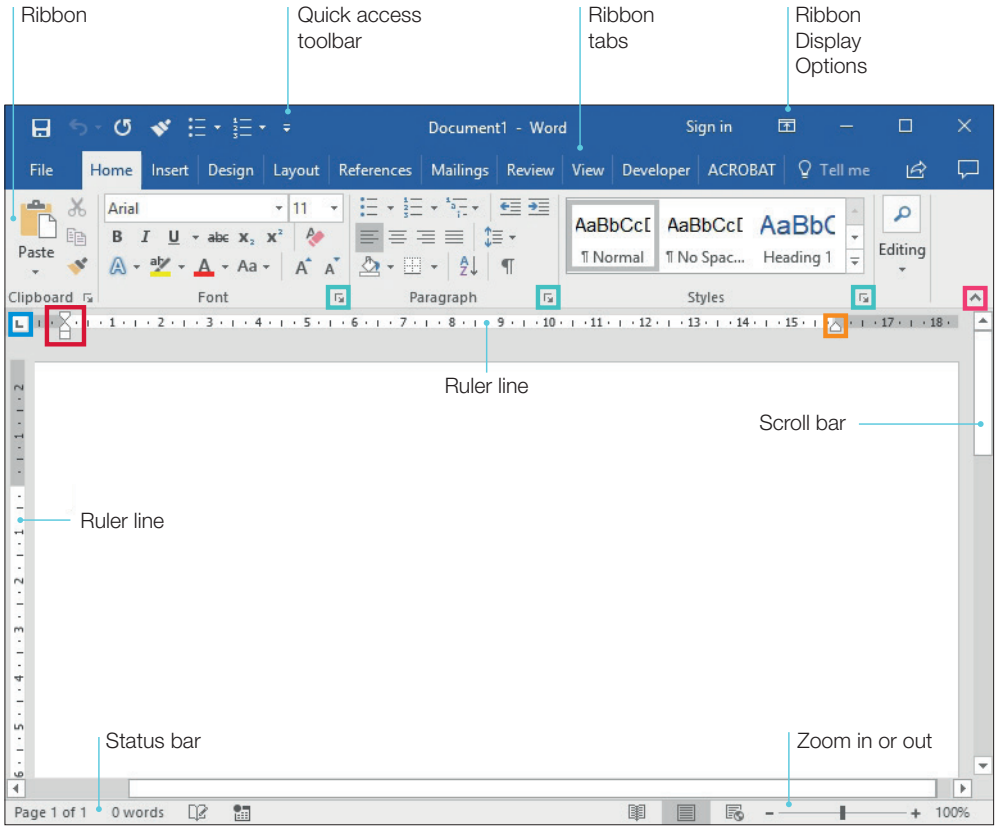


Figure 1.1: The opening screen

- The **ribbon**, located underneath the **ribbon tabs**, contains the tools for each of the ribbon tabs, **File**, **Home**, **Insert**, **Design** and so on. The ribbon will change its appearance depending on which ribbon tab is selected. In the screenshot, the **Home** tab is selected.
- Tools on the ribbon are displayed in groups, for example the **Clipboard** group, **Font** group, **Paragraph** group and **Styles** group. Further options in each group are displayed by clicking the **dialogue box launcher**, the small arrow at the bottom right of each group.
- The ribbon can be hidden, or "collapsed", if you need more space, and restored using one of the **Ribbon Display Options**.

Chapter 2 Editing a document

Objectives

- Select, edit, copy and paste text
- Navigate around a document
- Spell-check a document

Opening an existing document

For the purposes of this chapter you will find it useful to have open a document which has more than one page, if you want to try out the Word features described. Click the **File** tab, select **Open** and open the document **Ch 2 Constructing a gliding machine.docx**, which is in the folder **WBTB exercise documents** downloadable from the website www.pgonline.co.uk.

Selecting text

The most common method of selecting text is to hold down the left mouse button while you drag the cursor across the text to be selected. Text and objects may be selected using the **Select** menu on the **Home** tab. Display the **Home** tab and click **Select** from the **Editing** group at the right-hand end of the ribbon.

Figure 2.1: Selecting text or objects

Chapter 3
Styles and formatting

Objectives

- Use and customise styles
- Select font style, size and characteristics
- Set line and paragraph spacing
- Use columns
- Insert column breaks and page breaks
- Show non-printing characters

Using styles

Clicking the **Home** tab displays the Formatting tools on the ribbon.

Figure 3.1:
Home ribbon

The five groups on this tab are:

- **Clipboard** for editing, copying and pasting text and formats
- **Font** for setting and amending type, size and characteristics of font
- **Paragraph** for setting and amending paragraph spacing, borders and more
- **Styles** for setting font styles
- **Editing** for finding, replacing and selecting text

Default styles

Using default Word styles has many advantages, particularly in a document of several pages in which you want to maintain a consistent appearance throughout and perhaps add a Table of Contents.

The screenshot in **Figure 3.2** shows a document that has used the default style called **Normal** throughout.

- Load the document, called **Ch 3 Top Cruise destinations.docx**, from the folder **WBTB exercise documents**, downloadable from the website **www.pgonline.co.uk**.
- Click the dialogue box launcher (down-arrow) at the bottom right of the **Styles** group in the ribbon to display the **Styles** pane at the right-hand side of the document.
- Click the **Show Preview** checkbox to see what the styles look like.

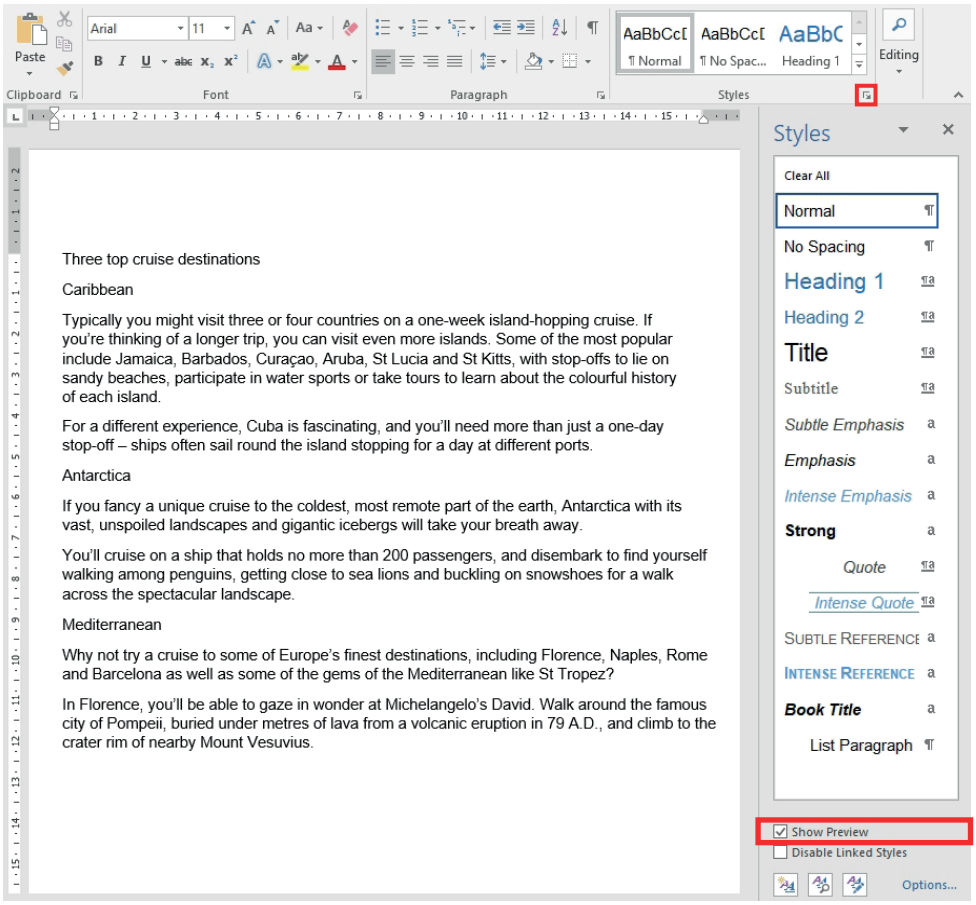


Figure 3.2: Displaying styles

Chapter 4 Tabs and lists

Objectives

- Set tabs and indents on the ruler line
- Create numbered and bulleted lists

Creating a list in columns

Creating a list of names, products, numbers etc., neatly laid out in columns is a very common operation. Here is a table taken from the document **Ch 4 Flying machines 1912 wind velocities** which is in the folder **WBTB Exercise documents** downloadable from www.pgonline.co.uk.

on an obstructed field difficult and uncertain. To handle a glider successfully the place of operation should be clear and the wind moderate and steady. If it is gusty postpone your flight. In this connection it will be well to understand the velocity of the wind, and what it means as shown in the following table:

Miles per hour	Feet per second	Pressure per sq. foot
10	14.7	.492
25	36.7	3.075
50	73.3	12.300
100	146.6	49.200

Pressure of wind increases in proportion to the square of the velocity. Thus wind at 10 miles

Figure 4.1: Columns in a list

Displaying non-printing characters

You can display the non-printing characters to see how the list has been formatted by clicking the **Show/Hide** icon (¶) in the **Paragraph** group on the **Home** tab.

Displaying the non-printing characters in the list reveals that the columns of figures have been created with repeated use of the Space bar (denoted by a dot).

```
·····Miles·per·hour·Feet·per·second·····Pressure·per·sq.·foot¶
··········10···················14.7···················.492¶
··········25···················36.7···················3.075¶
··········50···················73.3···················12.300¶
··········100··················146.6··················49.200¶
```

Figure 4.2: Non-printing characters revealed

(To hide the non-printing characters, press the same symbol again.)

Chapter 5 Inserting images

Objectives

- Insert an image into a document
- Wrap text around an image
- Group and manipulate images

Inserting an image into a document

Digital photographs, images created using a drawing package and scanned images can all be inserted into Word documents.

- Open the document **Ch 5 Top Cruise destinations with columns.docx** from the **WBTB Exercise documents** folder downloaded from **www.pgonline.co.uk**.
- Open the second document **Ch 5 Top Cruise destinations with images.docx**. You need three images similar to the ones in this document. You can search the Internet for images of Antarctica and an emperor penguin, and save them in your folder. Name them **Antarctica** and **Emperor-penguin**. Close the document when you have found the images you need.
- In **Ch 5 Top Cruise destinations with columns.docx**, insert a blank line after the heading, and centre the cursor using the icon in the **Paragraph** group.
- From the **Insert** ribbon tab, select **Pictures**. In the dialogue box, navigate to the folder containing the saved images and double-click the image **Antarctica.jpg** to insert it.

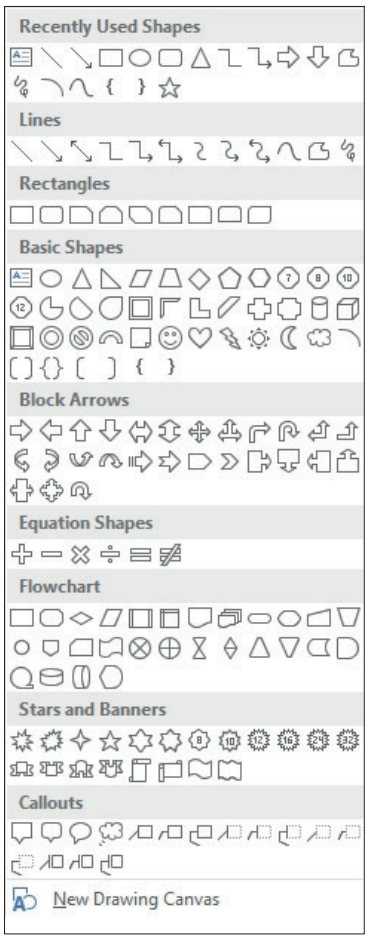
You may need to crop or resize the image to fit.

- Cropping an image will trim it. To crop an image, select the image and click the **Format** tab. Click the **Crop** icon and drag a crop handle. Click the **Crop** icon again to deselect it.
- To resize an image, drag one of the image handles. Hold **Shift** to constrain the proportions using a corner handle.

Chapter 6 Inserting shapes

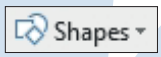
Objectives

- Insert and manipulate shapes
- Group and ungroup shapes
- Use the drawing canvas



Inserting a shape into a document

To insert a ready-made shape such as a circle, square or arrow, click the **Insert** tab and select **Shapes** in the **Illustrations** group on the ribbon.



A pop-up window shows the different shapes available (Figure 6.1).

- Click a shape and then click in your document where you want it inserted.
- Drag a side or corner handle to make it the required size.
- Drag an edge to position the shape more precisely. To centre the shape between left and right margins, drag it horizontally and a vertical green guide line appears as the centre handles of the shape move across the centre of the page.

After you have inserted a shape, the **Format** tab appears whenever the shape is selected. Using icons on the **Format** ribbon you can insert, edit and manipulate shapes and text within shapes.

Figure 6.1:
Shapes Gallery

5. To insert the labels “Yes” and “No” on the flowchart, on the **Format** tab select **Shapes** and choose **Text Box**. Draw a small text box, insert “Yes”, format it with no border or fill and place it on the flowchart. Copy, paste and amend it to create the other text boxes.

The completed flowchart

Here it is!

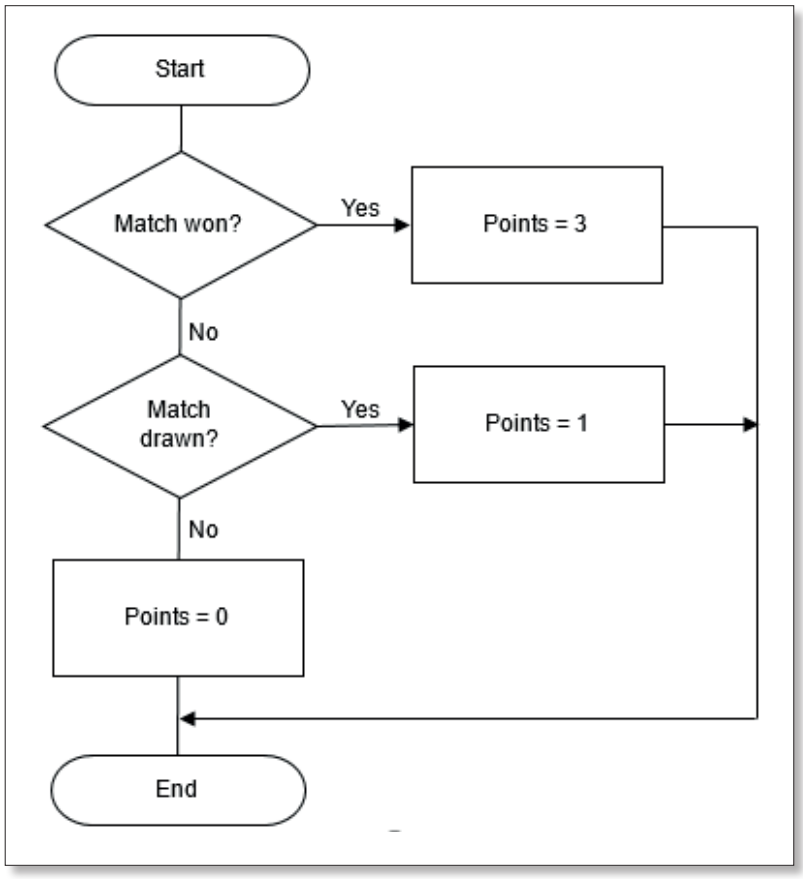


Figure 6.14: The completed flowchart

Chapter 7 Tables

Objectives

- Insert a table of several columns into a document
- Format a table

Why use tables?

Tables are useful in any situation where data needs to be laid out neatly in rows and columns, for example tables of currency or weight conversions, maximum and minimum temperatures in different months or times of film showings at a cinema.

The table below shows the opening times of a garden and woodland which the public can visit.

		M	T	W	T	F	S	S
Garden, shop and tea-room								
29 Mar – 31 May	12-5*		**T**	**W**	**T**			
1 Jun – 31 Aug	12-5*		**T**	**W**	**T**			**S**
1 Sep – 27 Oct	12-5*		**T**	**W**	**T**			
Woodland trail								
1 Mar – 30 Oct	11-5:30		**T**	**W**	**T**		**S**	**S**
*House opens at 1pm. Also open Good Friday and Easter Sunday, Sundays 1 and 29 May and Bank Holiday Mondays								

Figure 7.1:
A sample table

Chapter 8
Special symbols and equations

Objectives

- Use the numeric keypad
- Enter symbols and special characters
- Use the equation editor

The numeric keypad

Most keyboards supplied with a PC have a numeric keypad at the right-hand end. This is convenient for entering data consisting entirely of numbers.

When you switch on your computer, by default the **Num Lock** key, located above the numeric keypad, is normally ON. This is indicated by the leftmost light at the top of the keyboard.

In the same way as the **Caps Lock** key turns all letters into uppercase, the **Num Lock** key switches on or off the secondary function of the keys on the numeric keypad. In order to use the **Alt** key combinations described in this chapter, the **Num Lock** key must be ON.

(Note that on a laptop, once you have turned on **Num Lock**, the numeric keys are 7, 8, 9, U, I, O, J, K, L and M. These correspond to 7, 8, 9, 4, 5, 6, 1, 2, 3, 0).

Figure 8.1:
A standard keyboard

Typing accents

Commonly accented letters as used in many foreign languages can be typed by holding down the **Alt** key while typing the appropriate number combination using the numeric keypad. Alternatively they can be inserted by typing a **Ctrl** key combination followed by the letter that needs the accent. Here are some examples:

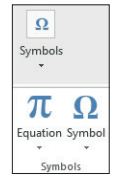
	Alt key	Ctrl key	Comment /Further guidance	Example
é	**Alt** + **130**	**Ctrl** + **'**	**Ctrl** + single quote mark followed by **e**	café
â	**Alt** + **131**	**Ctrl** + **^**	**Ctrl** + **Shift** + **6** followed by **a**	gâteau
à	**Alt** + **133**	**Ctrl** + **`**	**Ctrl** + back tick (under Esc key) followed by **a**	à la carte
ç	**Alt** + **135**	**Ctrl** + **,**	**Ctrl** + comma followed by **c**	François
ê	**Alt** + **136**	**Ctrl** + **^**	**Ctrl** + **Shift** + **6** followed by **e**	fête
è	**Alt** + **138**	**Ctrl** + **`**	**Ctrl** + back tick (under Esc key) followed by **e**	crèche
ö	**Alt** + **148**	**Ctrl** + **:**	**Ctrl** + **Shift** + **:** followed by **o**	Nöel

For example, to type **à**, hold down **Alt** while you type **133**, or alternatively, hold down **Ctrl** while you type a back-tick character (located under the **Esc** key), and then type **a**.

The **AltGr** (**Gr**aph) key to the right of the Space bar is seldom used but one useful key combination is **AltGr-4** which produces the Euro currency symbol **€**. (The **€** symbol commonly appears on the keyboard key **4**.)

Inserting symbols

To insert symbols such as mathematical symbols or tick boxes, click the **Insert** tab and on the ribbon, click the **Symbol** button and then **Symbol**, **More Symbols**… A dialogue box will open:



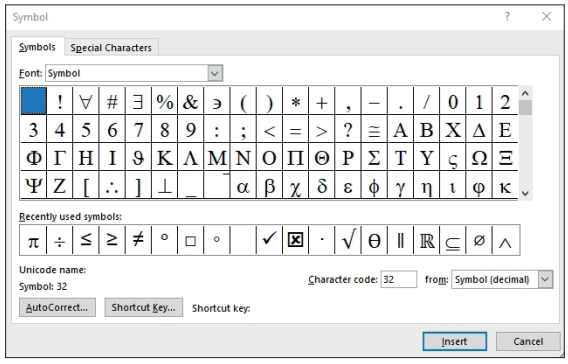


Figure 8.2:
Symbol dialogue box

Chapter 9 Long documents

Objectives

- Use and edit styles
- Create a Table of Contents
- Create section breaks with customised headers and footers

Formatting a document

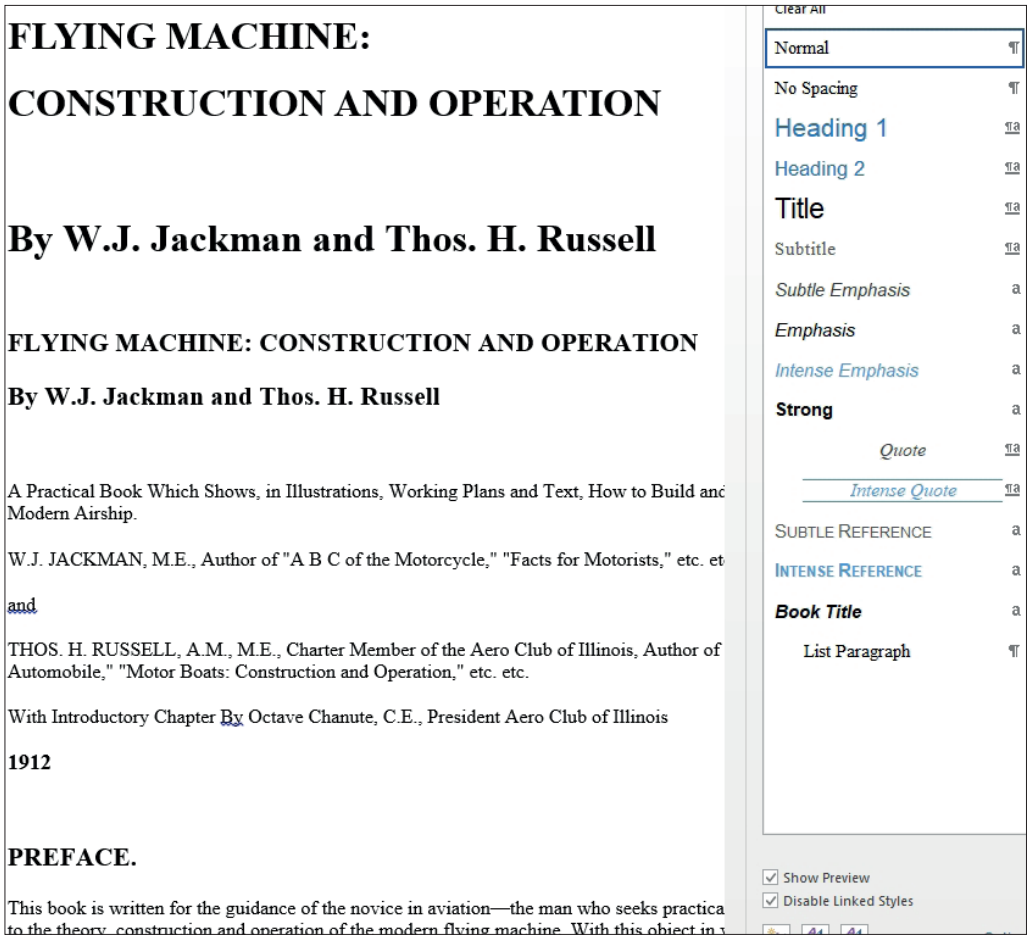
There are hundreds of different types of document, including reports written for a school project, scientific studies, magazines and so on. Although they may each vary in format, many have certain elements in common:

- title page
- Table of Contents
- several parts, chapters or sections, which may be numbered, each typically starting on a new page
- subsections, which may be numbered.

A document may be formatted in Word using default or customised styles for each section and subsection. When the report is written using styles, a Table of Contents can be automatically created at the front of the document.

In this chapter you will learn how to format a multi-page document with a title page, preface and five chapters, each containing several sections. You will then add a Table of Contents after the preface, and add different headers and footers for the Preface and each chapter.

Open the eleven-page document named **Ch 9 Flying Machines 1912 extracts** which is in the folder **WBTB exercise documents** downloadable from the website **www.pgonline.co.uk**. This contains extracts from a much longer document published in 1912. The document contains very little formatting and uses no predefined styles, and you can use it to practise the Word skills described.



FLYING MACHINE:

CONSTRUCTION AND OPERATION

By W.J. Jackman and Thos. H. Russell

FLYING MACHINE: CONSTRUCTION AND OPERATION

By W.J. Jackman and Thos. H. Russell

A Practical Book Which Shows, in Illustrations, Working Plans and Text, How to Build and Modern Airship.

W.J. JACKMAN, M.E., Author of "A B C of the Motorcycle," "Facts for Motorists," etc. et

and

THOS. H. RUSSELL, A.M., M.E., Charter Member of the Aero Club of Illinois, Author of Automobile," "Motor Boats: Construction and Operation," etc. etc.

With Introductory Chapter By Octave Chanute, C.E., President Aero Club of Illinois

1912

PREFACE.

This book is written for the guidance of the novice in aviation—the man who seeks practica to the theory, construction and operation of the modern flying machine. With this object in v

Figure 9.1: The first page of the sample document

Setting font styles for the document

The title page

Make sure you have the inbuilt styles showing, by clicking the down-arrow at the corner of the **Styles** group on the **Home** ribbon. The **Styles** pane is displayed showing built-in styles called **Title** and **Subtitle**, which you could use for the title and authors' names.

Chapter 10
Templates and fillable forms

Objectives

- Use a template
- Create a fillable form
- Make a document read-only

Using a template

MS Word provides a collection of templates which you can use for different purposes. Shown below is a selection of templates that you can choose from when creating a new document.

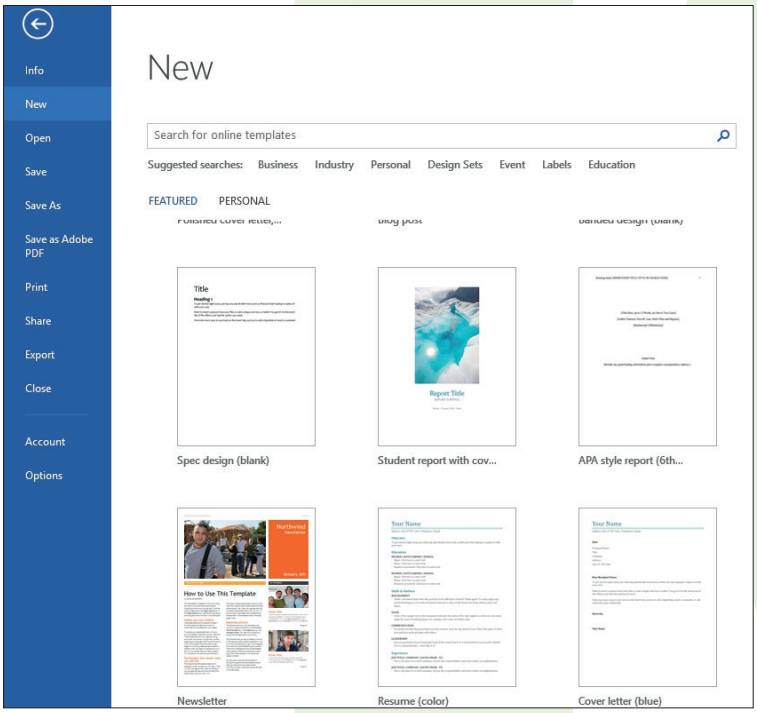


Figure 10.1: A selection of Word templates

Appendix – Useful shortcuts and key combinations

Editing shortcut key combinations

Ctrl + **A**	Select all
Ctrl + **B**	Apply or remove bold formatting
Ctrl + **C**	Copy
Ctrl + **Shift** + **C**	Copy formatting
Ctrl + **F**	Find
Ctrl + **I**	Apply or remove italic formatting
Ctrl + **P**	Print
Ctrl + **S**	Save
Ctrl + **V**	Paste
Ctrl + **Shift** + **V**	Paste formatting
Ctrl + **X**	Cut
Ctrl + **Y**	Redo or repeat last action
Ctrl + **Z**	Undo an action
Shift + **F3**	Toggle case
Alt + **=**	Insert equation
Shift + **Enter**	Create a soft line break
Ctrl + **Enter**	Insert a page break
Ctrl + **[**	Decrease font size
Ctrl + **]**	Increase font size

Navigation shortcuts

Ctrl + **Home**	Go to beginning of document
Ctrl + **End**	Go to end of document
Shift + **F5**	Go to last place text was edited

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Microsoft Word is one of the most useful applications for anyone who uses a computer in their studies, at work or at home. However, a great many people have never been taught the best or most efficient way of performing simple tasks such as creating a neat list in columns, placing images exactly where they want them or quickly changing text styles throughout a document. Additionally, many users struggle to adapt to newer versions of Word, and need help learning the best ways of doing familiar tasks or using new facilities introduced in Word 2013 and subsequent versions.

This book assumes that you know the basics of how to create and edit a simple document, and shows you how to do much, much more. The mysteries of the tabs and ribbon interface used in Word 2013 and Word 2016 are laid bare and you will soon find you can do all you wanted and more in a fraction of the time it took before. It really is all very simple once it's explained!

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sales@pgonline.co.uk
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