The topics in our titles

- *Introductory Word XP for Windows*
- *Intermediate Word XP for Windows*

or in their combined title

- *Becoming Specialist in Word XP for Windows*

help you prepare to attain the Word XP Specialist designation under the Microsoft Office User Specialist (MOUS) program

The topics in our titles

- *Introductory Word XP for Windows*
- *Intermediate Word XP for Windows*
- *Advanced Word XP for Windows*

or in their combined title

- *Becoming Expert in Word XP for Windows*

help you prepare to attain the Word XP Expert designation under the Microsoft Office User Specialist (MOUS) program
# Table of contents

## 1 Managing files
- Chapter objectives  10
- Launching Word XP  10
- Saving for the first time  11
- Saving updated files  12
- Saving under a different path or filename  13
- Creating folders  13
- Saving all documents  14
- Opening existing documents  14
- Creating new documents  16
- Switching documents  19
- Closing files  20
- Closing all files  20
- Exiting Word XP for Windows  21
- Review exercises  22

## 2 General structure
- Chapter objectives  26
- Pull–down menus  26
- Pop–up menus  27
- Toolbars  27
<table>
<thead>
<tr>
<th>Task pane</th>
<th>28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displaying or hiding buttons</td>
<td>29</td>
</tr>
<tr>
<td>Displaying or hiding menu options</td>
<td>32</td>
</tr>
<tr>
<td>Rulers</td>
<td>32</td>
</tr>
<tr>
<td>Normal View</td>
<td>33</td>
</tr>
<tr>
<td>Web Layout View</td>
<td>34</td>
</tr>
<tr>
<td>Zoom View</td>
<td>34</td>
</tr>
<tr>
<td>Moving the INSERTION POINT</td>
<td>36</td>
</tr>
<tr>
<td>Selecting text</td>
<td>37</td>
</tr>
<tr>
<td>Undoing changes</td>
<td>38</td>
</tr>
<tr>
<td>Repeating commands</td>
<td>39</td>
</tr>
<tr>
<td>Smart tags</td>
<td>39</td>
</tr>
<tr>
<td>Review exercises</td>
<td>41</td>
</tr>
</tbody>
</table>

# 3 Editing text

<table>
<thead>
<tr>
<th>Chapter objectives</th>
<th>45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inserting text</td>
<td>46</td>
</tr>
<tr>
<td>Typing over existing text</td>
<td>46</td>
</tr>
<tr>
<td>Deleting text</td>
<td>46</td>
</tr>
<tr>
<td>Moving text</td>
<td>47</td>
</tr>
<tr>
<td>Copying text</td>
<td>49</td>
</tr>
<tr>
<td>Dates and times</td>
<td>50</td>
</tr>
<tr>
<td>Inserting fields</td>
<td>50</td>
</tr>
<tr>
<td>Non–breaking spaces</td>
<td>51</td>
</tr>
<tr>
<td>Hyphenation</td>
<td>52</td>
</tr>
<tr>
<td>Non–breaking hyphens</td>
<td>52</td>
</tr>
<tr>
<td>Optional hyphens</td>
<td>52</td>
</tr>
<tr>
<td>Automatic hyphenation</td>
<td>53</td>
</tr>
<tr>
<td>Manual hyphenation</td>
<td>54</td>
</tr>
<tr>
<td>Special typographic characters</td>
<td>55</td>
</tr>
<tr>
<td>Section</td>
<td>Chapter objectives</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>4 Printing documents</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Print Preview</td>
</tr>
<tr>
<td></td>
<td>Portrait and landscape</td>
</tr>
<tr>
<td></td>
<td>Paper size</td>
</tr>
<tr>
<td></td>
<td>Printing entire documents</td>
</tr>
<tr>
<td></td>
<td>Printing the current page</td>
</tr>
<tr>
<td></td>
<td>Printing page ranges</td>
</tr>
<tr>
<td></td>
<td>Review exercises</td>
</tr>
<tr>
<td>5 Finding and replacing</td>
<td>78</td>
</tr>
<tr>
<td></td>
<td>Finding text</td>
</tr>
<tr>
<td></td>
<td>Replacing text</td>
</tr>
<tr>
<td></td>
<td>Going to pages or other locations</td>
</tr>
<tr>
<td></td>
<td>Review exercises</td>
</tr>
<tr>
<td>6 Spelling and grammar</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>Spell and grammar checking features</td>
</tr>
<tr>
<td></td>
<td>Spell and grammar checking</td>
</tr>
<tr>
<td></td>
<td>Automatic spell checking</td>
</tr>
<tr>
<td></td>
<td>Automatic grammar checking</td>
</tr>
<tr>
<td>7 Formatting text</td>
<td>Chapter objectives 100</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td></td>
<td>Fonts 100</td>
</tr>
<tr>
<td></td>
<td>Font sizes 103</td>
</tr>
<tr>
<td></td>
<td>Boldface and italics 105</td>
</tr>
<tr>
<td></td>
<td>Underline 106</td>
</tr>
<tr>
<td></td>
<td>Colour 107</td>
</tr>
<tr>
<td></td>
<td>Subscripts and superscripts 108</td>
</tr>
<tr>
<td></td>
<td>Strikethrough text 109</td>
</tr>
<tr>
<td></td>
<td>Small caps 110</td>
</tr>
<tr>
<td></td>
<td>Outline font effects 110</td>
</tr>
<tr>
<td></td>
<td>Copying the format attributes of text 111</td>
</tr>
<tr>
<td></td>
<td>Highlighting text 112</td>
</tr>
<tr>
<td></td>
<td>Highlight colours 113</td>
</tr>
<tr>
<td></td>
<td>Removing highlight 113</td>
</tr>
<tr>
<td></td>
<td>Review exercises 114</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8 Formatting paragraphs</th>
<th>Chapter objectives 118</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indents 119</td>
</tr>
<tr>
<td></td>
<td>First–line indents and hanging indents 121</td>
</tr>
<tr>
<td></td>
<td>Setting tabs 123</td>
</tr>
<tr>
<td></td>
<td>Deleting tabs 126</td>
</tr>
<tr>
<td></td>
<td>Deleting all tabs 127</td>
</tr>
</tbody>
</table>
Aligning text 127
Line spacing 129
Page breaks between paragraphs 132
Page breaks within paragraphs 132
Widow and orphan lines 133
Borders 134
Custom borders 136
Page borders 137
Custom page borders 138
Shading 139
Review exercises 140

9 Breaks and margins
Chapter objectives 145
Inserting page breaks 145
Deleting page breaks 146
Inserting section breaks 147
Deleting section breaks 148
Margins 148
Aligning text vertically 150
Review exercises 152

10 Creating tables
Chapter objectives 156
Inserting tables 156
Gridlines 159
Inserting text in tables 159
Selecting cells 160
Selecting rows 160
Selecting columns 161
Selecting tables 161
Review exercises 162

11 Editing tables
Chapter objectives 165
Column width 166
Row height 168
Inserting rows 170
Inserting columns 172
Deleting rows 173
Deleting columns 174
Appending rows 174
Appending columns 174
Merging cells 175
Splitting cells 176
Aligning tables 178
Deleting cell contents 179
Deleting tables 179
Review exercises 180

12 Formatting tables
Chapter objectives 183
Formatting cell contents 183
Rotating
text in tables 184
Cell borders 185
Custom cell borders  186
Shading   187
Review exercises  189

13 Index of terms
1 Managing files

Chapter objectives

By the end of this chapter you will be familiar with the following topics:

- Launching Word XP
- Saving for the first time
- Saving updated files
- Saving under a different path or filename
- Creating folders
- Saving all documents
- Opening existing documents
- Creating new documents
- Switching documents
- Closing files
- Closing all files
- Exiting Word XP for Windows

Launching Word XP

Word XP can be launched in several ways. One of the most common ways of launching Word XP is outlined below.

1 Click the Start button in the Windows Taskbar
2 Select Programs

3 Select the menu entry under which the entry for Word XP is located
   Normally, this menu entry is Microsoft Office XP, or Office XP, etc.

4 Select the menu entry for Word XP
   Normally, this menu entry is Microsoft Word XP, or Word XP, etc.

Saving for the first time

1 Select File

2 Select Save

3 Select the location where the document is to be saved, under Save In

4 Type the name of the document to be saved, under File Name
   By default, Word XP will add a period (.) and the extension .doc to the filename.

5 Click Save
   If another file with the same filename already exists in the destination, Word XP asks you if you want to replace it with the document to be
saved. If so, click Yes. If not, click No and supply a different filename or location where to save the document.

or

1. **Click the Save button on the Standard toolbar**

   ![Save button](image)

2. **Select the location where the document is to be saved, under Save In**

3. **Type the name of the document to be saved, under File Name**

   By default, Word XP will add a period (.) and the extension doc to the filename.

4. **Click Save**

   If another file with the same filename already exists in the destination, Word XP asks you if you want to replace it with the document to be saved. If so, click Yes. If not, click No and supply a different filename or location where to save the document.

---

**Saving updated files**

1. **Select File**

2. **Select Save**

or

1. **Click the Save button on the Standard toolbar**

   ![Save button](image)
**Saving under a different path or filename**

1. **Select File**
2. **Select Save As**
3. **Select the location where the document is to be saved, under Save In**
4. **Type the name of the document to be saved, under File Name**
   By default, Word XP will add a period (.) and the extension .doc to the filename.
5. **Click Save**

If another file with the same filename already exists in the destination, Word XP asks you if you want to replace it with the document to be saved. If so, click Replace Existing File. If not, click Save Changes With A Different Name and supply a different filename or location where to save the document.

**Creating folders**

Word XP allows you to create folders in which to save your documents.

1. **Select File**
2. **Select Save As**
3. **Select the folder under which a new folder is to be created, under Save In**
4 Click the Create New Folder button

5 Type the name of the new folder, under Name

6 Click OK

Saving all documents
Word XP allows you to save all open documents in a single procedure, as outlined by the steps below.
1 Hold down the Shift key
2 Select File
3 Release the Shift key
4 Select Save All

Opening existing documents
1 Select File
2 Select Open
3  Select the location of the document to be opened, under Look In

4  Select, or type, the name of the document to be opened, under File Name

5  Click Open

or

1  Click the Open button on the Standard toolbar

2  Select the location of the document to be opened, under Look In

3  Type, or select, the name of the document to be opened, under File Name

4  Click Open

Word XP lists in the File menu the documents which have been opened most recently. You can open any of these documents by simply selecting it from the menu.
1 Select File

2 Select the document to be opened

Creating new documents

1 Select File

2 Select New
3  Click General Templates, under New From Templates in the New Document pane

4  Select Document, under Create New
5 Click the tab containing the type of template to be used to create the new document

That is, clicking different tabs allows you to create different kinds of documents such as letters, faxes, memos, etc. For example, under the General tab, you can select Blank Document to create a standard 8.5” by 11” blank document.

6 Select the template to be used to create the new document

7 Click OK

or
1 Click the New button on the Standard toolbar

This will create a standard 8.5” by 11” blank document based on the template Blank Document.

Switching documents

Word XP allows you to have several documents simultaneously in the memory of your computer. The document you are in is the current document. You can make any other document the current document, as outlined in the steps below.

1 Select Window

2 Select the document which is to become the current document

or, if the window containing the document which is to become the current document is visible,
1 Take the MOUSE POINTER to the window containing the document which is to become the current document

2 Click the LEFT BUTTON

Closing files

1 Select File

2 Select Close

If the document being closed has not been saved since the last time it was edited, Word XP asks you whether you want to save it before closing it. If so, click Yes. If not, click No. If you click Yes and the document has not been saved previously, Word XP asks you to supply a filename and a location for the document to be saved. If another file with the same filename already exists in the destination, Word XP asks you if you want to replace it with the document to be saved. If so, click Yes. If not, click No and supply a different filename or location where to save the document.

Closing all files

1 Hold down the Shift key

2 Select File

3 Release the Shift key

4 Select Close All

5 Click Yes or No as many times as needed

Word XP asks you for each document whether you want to save it or not. Clicking Yes saves the document. Clicking No does not save the document. If you click Yes and the document has not been saved previously, Word XP asks you to supply a filename and a location for the
document to be saved. If another file with the same filename already exists in the destination folder, Word XP asks you if you want to replace it with the document to be saved. If so, click Yes. If not, click No and supply a different filename or a different location in which to save the document.

Exiting Word XP for Windows

Upon exiting, Word XP closes all the documents and returns you to where you were before Word XP became the current application.

1 Select File

2 Select Exit

For each document that has not been saved since the last time it was edited, Word XP asks you whether you want to save it before closing it. If so, click Yes. If not, click No. If you click Yes and the document has not been saved previously, Word XP asks you to supply a filename and a location for the document to be saved. If another file with the same filename already exists in the destination, Word XP asks you if you want to replace it with the document to be saved. If so, click Yes. If not, click No and supply a different filename or location where to save the document.
Remarks  To avoid overwriting the original data files, please copy the contents of the folder C:\Practice to the folder My Documents. Then use the resulting copies in My Documents, to complete the review exercises at the end of each chapter whenever required, unless otherwise indicated.

Exercise one  Launch Word XP. Then, type the text below.

   Ottawa is the capital of Canada.

   Save the document in drive C:, in the folder My Documents and with the name Cities. Upon saving, Word XP will automatically add .doc to the filename so that it becomes Cities.doc.

Exercise two  In the document Cities.doc, type additional text so that the document reads

   Ottawa is the capital of Canada. Washington DC is the capital of the United States.

   Save the document Cities.doc again and close it.

Exercise three  Create a standard 8.5" by 11" blank new document. Type the text below.
Canada consists of 10 provinces and three territories.

Save the document in My Documents and with the name Provinces. Upon saving, Word XP will automatically add .doc to the filename so that it becomes Provinces.doc. Then close the document.

Exercise four

Open the document Cities.doc. Save the document in My Documents, but with the new name Capitals. Upon saving, Word XP will automatically add .doc to the filename so that it becomes Capitals.doc. Then, close the document Capitals.doc without saving.

Exercise five

Create a new blank document and type the text below.

Paris is a beautiful city.

Create a sub–folder called Geography inside the folder My Documents. Then, save the document with the name France in the Geography folder. Upon saving, Word XP will automatically add .doc to the filename so that it becomes France.doc. Then, close the document France.doc.

Exercise six


Then, close the document Capitals.doc but leave the document Provinces open.
Exercise seven  Make sure that the document Provinces.doc is open. Type additional text so that the document reads as shown below.

Canada consists of 10 provinces and three territories. British Columbia is one of the provinces.

Close the document without saving the changes.

Exercise eight  Open the document Capitals.doc and the document Provinces.doc. Switch to the document Capitals.doc. Type additional text so that the document Capitals.doc reads as shown below.

Ottawa is the capital of Canada. Washington DC is the capital of the United States. London is the capital of the United Kingdom.

Switch to the document Provinces.doc. Type additional text so that the document Provinces.doc reads as shown below.

Canada consists of 10 provinces and three territories. Prince Edward Island is Canada's smallest province.

Close both documents and make sure that the changes made to each of them are saved.

Exercise nine  Create a blank new document, and type the following text:

Could you please provide me with some information regarding possible vacation destinations? I would like information on Caribbean cruises.

Save this document in the folder My Documents and with the name Information. Upon saving, Word XP will automatically add .doc to the filename so that it becomes Information.doc. Then, close the document.
Exercise ten  Open the document Information.doc. Type additional text so that the document reads as follows:

Could you please provide me with some information regarding possible vacation destinations? I would like information on Caribbean cruises. Please also include information about the prices of the holiday packages.

Save the changes made to Information.doc and then close it.
Chapter objectives

By the end of this chapter you will be familiar with the following topics:

- Pull–down menus
- Pop–up menus
- Toolbars
- Task pane
- Displaying or hiding buttons
- Displaying or hiding menu options
- Rulers
- Normal View
- Web Layout View
- Zoom View
- Moving the insertion point
- Selecting text
- Undoing changes
- Repeating commands
- Smart tags

Pull–down menus

The pull–down menus in Word XP contain different choices to perform different operations, such as saving, printing, copying, etc.
Some choices in the menus, upon selecting them, open up into further menus displaying more choices. Some choices generate a dialogue box where different settings can be specified. The pull–down menus can be accessed by clicking the LEFT BUTTON over the name of the menu.

Pop–up menus
The pop–up menus in Word XP contain different choices to perform different operations, depending on where the MOUSE POINTER is when the pop–up menu in question is invoked by clicking the RIGHT BUTTON. For example, the choices in the pop–up menu that appears when clicking the RIGHT BUTTON while the MOUSE POINTER is on text pertain to text—Font, Paragraph, etc. On the other hand, the choices in the pop–up menu that appears when clicking the RIGHT BUTTON while the MOUSE POINTER is on a graphic pertain to graphics—Edit Picture, Format Picture, etc.

Toolbars
The toolbars contain a number of buttons which are used to perform common operations that would otherwise require the use of the pull–down menus or key combinations. The toolbars contain buttons to open existing documents, to save documents, to check the spelling, to print, to draw rectangles, to insert pictures, etc.

The toolbars can be displayed on or hidden from the screen any time.
1  Select View

2  Select Toolbars

3  Select or de-select the desired toolbar

Selecting a toolbar displays it. De-selecting a toolbar hides it. A toolbar can also be hidden by clicking the Close button on its Title Bar. When displayed, toolbars can be positioned anywhere on the window by dragging them with the mouse from their Title Bar. Toolbars automatically change shape to fit horizontally when dragged above or below the document, or vertically when dragged to the left or to the right of the document. A toolbar that has automatically changed shape to fit horizontally above or below the document or vertically to the left or to the right of the document can be moved from its current position by dragging it with the mouse from the two parallel lines on its left-hand side (when shaped horizontally) or on its top (when shaped vertically).

Task pane

Word XP’s Task Pane is a new feature that facilitates the way you work on your document. As you work on your Word document, a different Task Pane might appear to help you with a different feature. For example, if you wanted to add a clipart image into your document, you will need to display the Clipart Task Pane, whereby you will have the option of inserting and searching for clipart images found in your computer or on the Internet.

Furthermore, you can use Word XP’s Search Task Pane to help you in your search for specific data when that data is in another document elsewhere on your computer or even on a networked computer. The Search Task Pane further allows you to search for email messages.

By default, the Task Pane appears on the right side of your Word document. The Task Pane can be moved elsewhere as Toolbars can be
moved to appear anywhere on your document. To move the Task Pane to, say, the middle of your document, simply take your MOUSE POINTER to the top of the Task Pane and hold down the LEFT BUTTON (a four arrow cross will appear) and drag the Task Pane to the middle of the document. The Task Pane can be hidden from view if you feel that it distracts you as you work on your document. To close the Task Pane, click the Close icon on the upper–right corner of the Task Pane.

To display the Task Pane, follow the steps outlined below.

1 Select View
2 Select Task Pane

By default, Word XP does not display all the available buttons on the toolbars. You can display the desired buttons as outlined in the steps below.
1. **Click the More Buttons button on the toolbar**

2. **Select or de-select the button to be added to or to be removed from the toolbar**

   If the desired button is not displayed, then select Add Or Remove Buttons. This displays a list of all available buttons. Select the desired
button. A check mark appears next to your selection thus indicating that the button will be displayed on the toolbar.
Displaying or hiding menu options

Word XP uses what is called personal pull–down menus. By default, Word XP does not display all the available menu options on the pull–down menus. However, you can display them any time in order to select them. Once a previously hidden pull–down menu option has been selected in the current session, the program understands that this is an option that you need and it will therefore leave it displayed in the pull–down menu. You can display the desired menu options as outlined in the steps below.

1. Select the desired option from the main menu
2. Click the down arrow button in the pull–down menu

This expands the pull–down menu with all the other options available under that particular menu.

Rulers

The Horizontal Ruler and the Vertical Ruler give you indication of current settings such as indentations, tabs, margins, etc. Like toolbars, the Horizontal Ruler and the Vertical Ruler can be displayed on or hidden from the screen.

1. Select View
2. Select or de–select Ruler

Selecting Ruler displays the Horizontal and Vertical rulers on the screen. De–selecting Ruler hides the Horizontal and Vertical rulers from the screen.
Normal View  Displaying a document in Normal View lets you see it while you edit it, but not the way it will be printed. For example, while in Normal View, Word XP does not display any page numbers, headers or footers you may have included in your document. Also, while in this view, columns of text do not appear side by side, but one below the other.

On the other hand, attributes or formatting such as boldface, italics, underlining, margins, text alignment, etc. are displayed on the screen while in Normal View.

While in this view, Word XP is faster than in Web Layout View. You can see your document in Normal View any time.

1  Select View

2  Select Normal

or

1  Click the Normal View button

The Normal View button is to the left of the Horizontal scroll bar, in the lower part of the document window.
Web Layout View

The Page Layout View lets you see your document, and edit it, as it will be posted as a web page on the Internet.

While in Web Layout View, the program is slower than when in Normal View. You can change to Web Layout View whenever you need to do so.

1. Select View
2. Select Web Layout

or

1. Click the Web Layout View button

The Web Layout View button is to the left of the Horizontal scroll bar, in the lower part of the document window.

Zoom View

Word XP allows you to view your document at different percentage views. In addition to the existing zoom percentage views, while in Normal Layout View you can instruct the program to display also the whole page or two whole pages at a time on the screen.
1. Click the drop-down arrow button in the Zoom list box on the Standard toolbar

2. Select the desired zoom view
Moving the INSERTION POINT

- Taking the MOUSE POINTER to the desired location and clicking the LEFT BUTTON moves the INSERTION POINT to such a location
- Pressing the LeftArrow key moves the INSERTION POINT one character to the left
- Pressing the RightArrow key moves the INSERTION POINT one character to the right
- Pressing the UpArrow key moves the INSERTION POINT one line up
- Pressing the DownArrow key moves the INSERTION POINT one line down
- Pressing Ctrl–RightArrow moves the INSERTION POINT one word to the right
- Pressing Ctrl–LeftArrow moves the INSERTION POINT one word to the left
- Pressing Ctrl–DownArrow moves the INSERTION POINT to the next paragraph
- Pressing Ctrl–UpArrow moves the INSERTION POINT to the previous paragraph
- Pressing End moves the INSERTION POINT to the end of the line
- Pressing Home moves the INSERTION POINT to the beginning of the line
- Pressing Ctrl–Home moves the INSERTION POINT to the beginning of the document
- Pressing Ctrl–End moves the INSERTION POINT to the end of the document
- Pressing PageUp moves the INSERTION POINT up one window
- Pressing PageDown moves the INSERTION POINT down one window
- Pressing Ctrl–PageUp moves the INSERTION POINT up one page
- Pressing Ctrl–PageDown moves the INSERTION POINT down one page

Demonstrate the different ways to move using the keyboard. Remind students of the difference between using the INSERTION POINT and the mouse to move as opposed to using the SCROLLBAR to navigate within the document.
Selecting text

1. Take the MOUSE POINTER to one extreme of the text to be selected
2. Hold down the LEFT BUTTON
3. Take the MOUSE POINTER to the other extreme of the text to be selected
4. Release the LEFT BUTTON

or

1. Take the INSERTION POINT to one extreme of the text to be selected
2. Take the MOUSE POINTER to the other extreme of the text to be selected
3. Hold down the Shift key
4. Click the LEFT BUTTON
5. Release the Shift key

or

1. Take the INSERTION POINT to one extreme of the text to be selected
2. Hold down the Shift key
3. Take the INSERTION POINT, using the arrow keys, to the other extreme of the text to be selected
4. Release the Shift key

Text can also be selected as indicated below.

- Double–clicking the LEFT BUTTON while the MOUSE POINTER is in a word selects the word
- Holding down the Ctrl key and clicking the LEFT BUTTON while the MOUSE POINTER is in a sentence selects the sentence
- Triple–clicking the LEFT BUTTON while the MOUSE POINTER is in a paragraph selects the entire paragraph
- Clicking the LEFT BUTTON while the MOUSE POINTER is to the left of the left margin pointing at a line selects the line
- Double-clicking the **LEFT BUTTON** while the **MOUSE POINTER** is to the left of the left margin pointing at a paragraph selects the paragraph.

- Holding the **Ctrl** key and clicking the **LEFT BUTTON** while the **MOUSE POINTER** is to the left of the left margin pointing at the document selects the document.

### Undoing changes

The **Undo** command can be used to reverse the effect of changes made in the document. Note, however, that the **Undo** command cannot reverse the effects of all commands. For example, the **Undo** command cannot reverse the effects of saving or printing documents.

1. **Select Edit**
2. **Select Undo**

   or

1. **Click the Undo button on the Standard toolbar**

![Undo button](image)

You can ask Word XP to reverse the effects of multiple changes.

1. **Click the drop-down arrow button of the Undo button on the Formatting toolbar**
2. **Select the number of actions to undo**

![Undo actions](image)
Repeating commands

The Repeat command can be used to enact again the effect of changes that have been reversed with the Undo command.

1. Select Edit
2. Select Repeat

or

1. Click the Repeat button on the Standard toolbar

You can ask Word XP to enact the effects of multiple changes that have been reversed with the Undo command.

1. Click the drop-down arrow button of the Repeat button on the Formatting toolbar
2. Select the number of actions to repeat

Smart tags

Smart tags is a tool that allows Word XP to add certain data (e.g., telephone numbers, person’s name, address, email address, names of cities or countries) into your Outlook XP application.

Smart tags, when enabled, are recognized by a purple dotted line underneath the data. When the MOUSE POINTER is hovered over the purple
dotted lines, the SMART TAG button appears. When you click the SMART TAG button, you are given a number of options as to the desired action that you might wish to perform. For example, if you enter a telephone number in your Word document, you might want this number to be added to your Outlook contact database. Similarly, if you enter an address in Word, you will be prompted to either add this address to your Outlook Contact database, or to display the driving directions for the address.

The steps below outline how to turn Smart tags on.

1. **Select Tools**
2. **Select AutoCorrect Options**
3. **Click the Smart Tags tab**
4. Select Show Smart Tag Actions button

5. Click OK

**Remarks**
To avoid overwriting the original data files, please copy the contents of the folder C:\Practice to the folder My Documents. Then use the resulting copies in My Documents, to complete the review exercises at the end of each chapter whenever required, unless otherwise indicated.
Exercise one  Open the document Travel Plans.doc.

Display the Drawing toolbar. Then, hide the Standard toolbar and the Formatting toolbar. Finally, hide the Drawing toolbar and display the Standard and Formatting toolbars again.

Exercise two  Make sure that the document Travel Plans.doc is open. Next, hide the ruler. Then, display the ruler again.

Exercise three  Make sure that the document Travel Plans.doc is open. Display the document Travel Plans.doc in Page Layout View using the menu commands. Then, display the document in Normal View again, but use the viewing buttons to switch views.
Exercise four  Make sure that the document Travel Plans.doc is open. Save the document Travel Plans.doc in My Documents, but with the new filename General Structure 4.

Display the new document General Structure 4.doc in Page Layout View at 75% zoom, and then at Page Width zoom in Page Layout View. Next, display the document in Normal View at 150%. Then, return to Page Layout View and view the document at 100% zoom. Finally, close the document General Structure 4.doc.

Exercise five  Make sure that the document Travel Plans.doc is open. Move the INSERTION POINT to the beginning of the paragraph under the heading reading Caribbean Cruise Vacations. Then, move the INSERTION POINT three words to the right. Next, move the INSERTION POINT to the end of the line. Then, move the INSERTION POINT down two windows. Finally, move the INSERTION POINT to the beginning of the line.

Exercise six  Make sure that the document Travel Plans.doc is open. Select the word Caribbean in the heading reading Caribbean Cruise Vacations three times but using a different method each time.

Exercise seven  Make sure that the document Travel Plans.doc is open. Take the INSERTION POINT to the end of the document. Select the last paragraph three times but using a different method each time. Then, select the first line of the last paragraph. Finally, select the entire document.
Exercise eight

Make sure that the document Travel Plans.doc is open. Select the first sentence in the document Travel Plans.doc three times but using a different method each time.

Exercise nine

Make sure that the document Travel Plans.doc is open. Save it in My Documents, but with the new filename General Structure 9.

In the new document General Structure 9.doc, move the INSERTION POINT to the end of the last line of the document. Then, type the text shown below.

What do you think?

Next, undo the typing, and then redo the typing. Save the changes and then close the document.

Exercise ten

Make sure that the document Travel Plans.doc is open. Save it in My Documents, but with the filename General Structure 10.

Display the document General Structure 10.doc in Page Layout View at 75% zoom. Then, hide the ruler and type the text

I look forward to hearing from you.

at the end of the first paragraph, as shown below.

As requested, I have gathered some information for you about Caribbean cruise vacations. If you would like to discuss any of this information, or to book your vacation, please contact me at 555–1212. I look forward to hearing from you.

Next, re–display the ruler and view the document once again at 100% zoom in Page Layout View. Save the changes and close the document.
By the end of this chapter you will be familiar with the following topics:

- Inserting text
- Typing over existing text
- Deleting text
- Moving text
- Copying text
- Dates and times
- Inserting fields
- Non-breaking spaces
- Hyphenation
- Non-breaking hyphens
- Optional hyphens
- Special typographic characters
- Special symbols and foreign characters
Inserting text

1. **Take the INSERTION POINT to where the new text is to be inserted**

2. **Type the desired text**
   When the text reaches the end of a line, Word XP wraps to the next line. Do not press Enter at the end of a line unless you want to start a new paragraph. You can press Shift–Enter to force a line break without starting a new paragraph.

Typing over existing text

1. **Take the INSERTION POINT to where the new text is to be inserted over the existing text**

2. **Double–click on the OVR button at the bottom of the screen**
   Notice that the letters OVR turn black.

3. **Type the desired text**
   or

   1. **Select the text to be typed over**
   2. **Type the desired text**

Deleting text

- Pressing Delete deletes the character to the right of the **INSERTION POINT**
- Pressing Backspace deletes each character from the **INSERTION POINT** to the beginning of the word
- Pressing Ctrl–Delete deletes that part of the selected word which is after the **INSERTION POINT**
• Pressing Ctrl–Backspace deletes from the INSERTION POINT to the beginning of the word

Text can also be deleted as outlined in the steps below.

1. Select the text to be deleted
2. Press Delete or Backspace

or

1. Select the text to be deleted
2. Select Edit
3. Select Clear

Moving text

1. Select the text to be moved
2. Select Edit
3. Select Cut
4. Take the INSERTION POINT to where the text is to be moved
5. Select Edit
6. Select Paste

or

1. Select the text to be moved
2. Click the Cut button on the Standard toolbar
3. Take the INSERTION POINT to where the text is to be moved

4. Click the Paste button on the Standard toolbar

or

1. Select the text to be moved
2. Take the MOUSE POINTER to the selected text to be moved
3. Click the RIGHT BUTTON
4. Select Cut
5. Take the MOUSE POINTER to where the text is to be moved
6. Click the RIGHT BUTTON
7. Select Paste

or

1. Select the text to be moved
2. Take the MOUSE POINTER to the selected text to be moved
3. Hold down the LEFT BUTTON
4. Take the MOUSE POINTER to where the text is to be moved
5. Release the LEFT BUTTON
Copying text

1. Select the text to be copied
2. Select Edit
3. Select Copy
4. Take the INSERTION POINT to where the text is to be copied
5. Select Edit
6. Select Paste

or

1. Select the text to be copied
2. Click the Copy button on the Standard toolbar
   If the Cut button is not displayed on the Standard toolbar, click the More Buttons button on the Standard toolbar, and click the Cut button.
3. Take the INSERTION POINT to where the text is to be copied
4. Click the Paste button on the Standard toolbar

or

1. Select the text to be copied
2. Take the MOUSE POINTER to the selected text to be copied
3. Click the RIGHT BUTTON
4. Select Copy
5. Take the MOUSE POINTER to where the text is to be copied
6. Click the RIGHT BUTTON
7. Select Paste
Dates and times

1. Take the INSERTION POINT to where the date or time is to be inserted
2. Select Insert
3. Select Date And Time
4. Select the desired date or time format, under Available Formats
   Selecting Update Automatically will make Word XP use the system’s current date or time, respectively. This means that whenever the document is printed, the date or time will be updated automatically.

5. Click OK

Inserting fields

Aside from the date or time, you can insert other types of information by inserting the appropriate corresponding field. For example, you can insert the current filename of the document you are working with, or its current size in the disk, etc.

1. Take the INSERTION POINT to where the field is to be inserted
2. Select Insert
3 Select Field

4 Select the desired type of field, under Categories

5 Select the name of the field to be inserted, under Field Names

6 Click OK

Non–breaking spaces

1 Take the INSERTION POINT to where the non–breaking space is to be inserted

2 Press Ctrl–Shift–Spacebar
   A non–breaking space is inserted.
Hyphenation

Word XP allows you to hyphenate text automatically or manually. By default, Word will not insert hyphens into a document. There are three different types of hyphens: regular hyphens, non–breaking hyphens, and optional hyphens.

Regular hyphens are used for words that are always hyphenated (e.g. follow–up). Regular hyphens will be displayed when the word falls in the middle of a line and when a word splits at the end of a line.

Non–breaking hyphens are also used for words that are always hyphenated. Non–breaking hyphens will be displayed when the word falls in the middle of a line, however, non–breaking hyphens will not split at the end of a line. For example, telephone numbers should have non–breaking hyphens, so the number will not split at the end of a line.

Optional hyphens will split words or phrases only if they appear at the end of a line. If the word or phrase falls in the middle of a line, the hyphen will not be displayed. Optional hyphens will appear in the printed document only if they are required to break a word at the end of a line.

Non–breaking hyphens

A non–breaking hyphen can be inserted manually as needed in a document.

1. Take the insertion point to where the non–breaking hyphen is to be inserted
2. Press Ctrl–Shift–Hyphen

Optional hyphens

An optional hyphen can be inserted manually as needed in a document.
1 **Take the INSERTION POINT to where the optional hyphen is to be inserted**
   Optional hyphens are also known as “soft hyphens”.

2 **Press Ctrl–Hyphen**
   An optional hyphen is inserted. If subsequent changes modify the layout of the text, the hyphen may no longer appear. That is, the optional hyphen remains only as long as the text in which it is inserted must be hyphenated.

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### Automatic hyphenation

Word XP can automatically hyphenate a document by inserting optional hyphens where necessary.

1 **Select Tools**

2 **Select Language**

3 **Select Hyphenation**

4 **Select Automatically Hyphenate Document**

![Hyphenation dialog box](image)

5 **Specify the amount of space at the right margin within which a word can be hyphenated, under Hyphenation Zone**
6 Specify the maximum number of consecutive lines that can be hyphenated, under Limit Consecutive Hyphens To

7 Click OK
The text within your document will be hyphenated where appropriate. If the text is edited further, the hyphens will adjust accordingly.

Manual hyphenation
Word XP allows you to control where the hyphens appear in your document. When the Manual Hyphenation option is chosen, Word XP displays each word it proposes should have a hyphen, and asks you to confirm the hyphenation, change position of the hyphen in the word, or leave the word without a hyphen.

1 Select the text to be hyphenated manually
If no text is selected, the entire document will be hyphenated.

2 Select Tools
3 Select Language
4 Select Hyphenation
5 Click Manual

6 Select Yes, No, or change the position of the proposed hyphen, under Hyphenate At
Selecting Yes will accept the hyphen in the position Word XP proposes, and will split the word at the end of the line. To move the position of the hyphen, press the arrow keys on the keyboard, and then
select Yes. Selecting No will reject the suggested hyphenation and will skip to the next word with a proposed hyphen.

7 Repeat step five as required

8 Click OK

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**Special typographic characters**

Word XP allows you to insert special typographic characters (such as —, –, …, etc.) in your documents.

1 Take the INSERTION POINT to where the special typographic character is to be inserted

2 Select Insert

3 Select Symbol

4 Click the Special Characters tab

A shortcut key combination is listed along different special typographic characters. Typing the shortcut key combination while in
your document allows you to insert the corresponding special typographic character directly.

5 Select the desired special typographic character

6 Click Insert

7 Repeat the last two steps for as many special typographic characters as desired

8 Click Close
Special symbols and foreign characters

Word XP allows you to insert special symbols (such as ¢, £, ©, etc.) or foreign characters (such as é, ç, ü, etc.) in your documents.

1. **Take the insertion point to where the special symbol or foreign character is to be inserted**

2. **Select Insert**

3. **Select Symbol**

4. **Click the Symbols tab**

5. **Select the desired font, under Font**

6. **Select the special symbol or foreign character to be inserted**

A shortcut key combination is listed for different special symbols or foreign characters. Typing the shortcut key combination while in your document allows you to insert the corresponding special symbol or foreign character directly. Note that combinations which involve typing numbers while holding down the **Alt** key require the numbers to be typed using the numeric pad, not the numbers across the top of the keyboard.
7 Click Insert

8 Repeat the last two steps for as many special symbols or foreign characters as desired

9 Click Close

REVIEWS EXERCISES

Remarks To avoid overwriting the original data files, please copy the contents of the folder C:\Practice to the folder My Documents. Then use the resulting copies in My Documents, to complete the review exercises at the end of each chapter whenever required, unless otherwise indicated.

Exercise one Create a blank new document and type the paragraph shown below.

Ottawa is the capital of Canada. Washington DC is the capital of the United States. London is the capital of England. Paris is the capital of France. Rome is the capital of Italy. Tokyo is the capital of Japan. Brasilia is the capital of Brazil.
Insert the words of America after United States. Then, delete the sentence Tokyo is the capital of Japan. Insert the words Great Britain in place of England. Next, type the words the United Kingdom over Great Britain. Save the document in My Documents with the name Capitals.doc replacing any previously saved version of Capitals.doc if necessary.

Exercise two  
Make sure that the document Capitals.doc is open. Edit, cut and paste the text of the paragraph

Ottawa is the capital of Canada. Washington DC is the capital of the United States. London is the capital of England. Paris is the capital of France. Rome is the capital of Italy. Tokyo is the capital of Japan. Brasilia is the capital of Brazil.

so that it reads as shown below.

Washington DC is the capital of the United States. London is the capital of the United Kingdom. Paris is the capital of France. Rome is the capital of Italy. Ottawa is the capital of Canada.

Save the changes.

Exercise three  
Make sure that the document Capitals.doc is open. Modify the paragraph

Washington DC is the capital of the United States. London is the capital of the United Kingdom. Paris is the capital of France. Rome is the capital of Italy. Ottawa is the capital of Canada.

so that it reads as shown below.

Ottawa is the capital of Canada. Washington DC is the capital of the United States. London is the capital of the United Kingdom. Paris is the
capital of France. Rome is the capital of Italy. Brasilia is the capital of Brazil.

Next, copy this paragraph and paste it enough times to create three pages in the document. Make sure that an empty line is left between any two paragraphs of text, as shown below. Then, save the document and close it.
Exercise four

In a standard blank new document, create the text below.

Date: today's date

The suggested retail price of each unit of our program InvestNet for Windows for the United States market has been set to $295, effective immediately.

Memo from the desk of: Francis Dupont, Marketing Manager

where today's date is the current date inserted using the menu system as text with the format Weekday, Month dd, yyyy. Once created, save the document in My Documents with the name Memo9.doc.
Exercise five  Make sure that the document Memo9.doc is open. Insert the file name of the document in a separate paragraph three lines below the last line of the document, as shown below. Save the document.

Exercise six  Make sure that the document Memo9.doc is open. Delete the file name field entry. Add the sentence

To date we have sold over 10000 units.

after the text

effective immediately.

Next, add the name Smith before the name Dupont, as in SmithDupont. Add a non–breaking space between the first two zeroes in 10000. Add a non–breaking hyphen between Smith and Dupont. Next, add the sentence
The marketing department reports that sales have exceeded the projected goal.

before the text

To date we have sold 10000 units.

Notice that, as you type, the number 10 000 does not break between lines. Save the document in My Documents with the name Memo10.

Exercise seven  Make sure that the document Memo10.doc is open. Modify its text by replacing the text United States with the text United Kingdom. Insert the British pound currency symbol £ instead of the dollar currency symbol $. Add the trademark symbol after the name InvestNet, as in InvestNet™. Change the name Smith–Dupont to François Dupré. Then, save the document in My Documents with the name Memo11.

Exercise eight  Make sure that the document Memo11.doc is open. Add the sentence

These units have sold in the following locations:

after the sentence ending with the text

10 000 units.
Next, open the document Travel Plans.doc. Copy the list of destinations under the section titled Destinations and paste it in the document Memo11.doc, as shown below.

Next, turn on automatic hyphenation and verify that the document text appears hyphenated as needed at the end of lines. Save the document Memo11.doc in My Documents with the name Memo12. Close the document Travel Plans.doc.
Exercise nine  Make sure that the document Memo12.doc is open. Edit the document so that it looks like the one below.

Delete Grand Cayman Island from the list of locations. Delete the text of the date and replace it with a date field (of the same format) to ensure that the date is updated with the current date every time the document is opened. Save the document in My Documents with the file name Memo13 and close it.

Exercise ten  Open the document Capitals.doc. Use the menu system to insert the current date and time in a separate paragraph at the top of the document, and ensure that the date and time will not be updated every time the document is opened. Then, close the document Capitals.doc without saving the changes.
Chapter objectives

By the end of this chapter you will be familiar with the following topics:

- Print Preview
- Portrait and landscape
- Paper size
- Printing entire documents
- Printing the current page
- Printing page ranges
Print Preview  Word XP allows you to preview your document before it is printed. The way the document appears on the screen in Print Preview mode is exactly the way it will appear on the printed page.

1  Select File

2  Select Print Preview

3  Scroll through the document as desired

4  Click Close

While in the Preview window,

• Clicking the Next Page arrow button in the Vertical scroll bar displays the next page

• Clicking the Previous Page arrow button in the Vertical scroll bar displays the previous page
• Clicking the One Page button on the Print Preview toolbar displays one page at a time

• Clicking the Multiple Pages button on the Print Preview toolbar and selecting the desired number of pages displays such a number of pages

• Clicking the Magnifier button on the Print Preview toolbar allows you to click the document to switch between 100% and full–page views, or allows you to click the document to position the INSERTION POINT

• Clicking the Zoom button on the Print Preview toolbar allows you to select the desired zoom view

• Clicking the View Ruler button on the Print Preview toolbar allows you to display or hide the Horizontal and Vertical rulers

• Clicking the Full Screen button on the Print Preview toolbar allows you to hide or display the Vertical Scroll Bar, the Horizontal Scroll Bar, etc. from or on the screen
• Clicking the Shrink To Fit button on the Print Preview toolbar compresses the contents of the document, in order to reduce the number of pages by one

• Clicking the Print button on the Print Preview toolbar prints the document

• Clicking the Close button on the Print Preview toolbar exits the Print Preview mode

Portrait and landscape

Word XP allows you to print documents in portrait mode or in landscape mode.

1 Select File
2 Select Page Setup
3 Click the Paper Size tab
4  Select Portrait or Landscape, under Orientation

5  Select This Section, Whole Document or This Point Forward, under Apply To

Selecting This Section applies the selected orientation to all the pages in the current section. Selecting Whole Document applies the selected orientation to all the pages of the document. Selecting This Point Forward applies the selected orientation to the page in which the insertion point is currently located and to subsequent pages.

6  Click OK
Paper size

Word XP allows you to print documents on paper of different sizes.

1 Select File

2 Select Page Setup

3 Click the Paper Size tab

4 Select the desired paper size, under Paper Size
   Selecting Custom allows you to specify, under Width and Height respectively, the width and height of the paper to be used.

5 Select This Section, Whole Document or This Point Forward, under Apply To
   Selecting This Section applies the selected paper size to all the pages in the current section. Selecting Whole Document applies the selected paper size to all the pages of the document. Selecting This Point Forward applies the selected paper size to the page in which the INSERTION POINT is currently located and to subsequent pages.

6 Click OK

Printing entire documents

1 Select File

2 Select Print

3 Select the printer with which to print, under Name
4 Select Document, under Print What

5 Select All, under Page Range

6 Select All Pages In Range, Even Pages, or Odd Pages, under Print

7 Specify the number of copies to be printed, under Number Of Copies

8 Select or de-select Collate, under Copies

9 Click OK

Alternatively, you can click the Print button on the Standard toolbar, and follow steps 2 to 9 as explained above.
The steps below outline how to print only the page in which the insertion point is currently located.

1. Select File
2. Select Print
3. Select the printer with which to print, under Name
4. Select Document, under Print What
5. Select Current Page, under Page Range
6. Specify the number of copies to be printed, under Number Of Copies
7. Click OK

Word XP allows you to print contiguous page ranges, individual pages, or a combination of these, as outlined in the steps below.

1. Select File
2. Select Print
3. Select the printer with which to print, under Name
4. Select Document, under Print What
5. Select Pages, under Page Range
6. Specify the pages to be printed, under Pages

Contiguous page ranges are specified by typing the number of the first page, a hyphen and the number of the last page in the range, as in 14-27. Individual pages are specified by typing their page numbers separated with commas, as in 4,7,12,35. You can use a combination of
these to print contiguous page ranges and individual pages, as in 4-12, 15, 43, 51-58, 66.

7 **Select All Pages In Range, Odd Pages or Even Pages**
   Selecting All Pages In Range prints all the specified pages. Selecting Odd Pages or Even Pages prints, respectively, only the odd–numbered pages or the even–numbered pages of the specified pages.

8 **Specify the number of copies to be printed, under Number Of Copies**

9 **Select or de–select Collate, under Copies**

10 **Click OK**
Remarks  To avoid overwriting the original data files, please copy the contents of the folder C:\Practice to the folder My Documents. Then use the resulting copies in My Documents, to complete the review exercises at the end of each chapter whenever required, unless otherwise indicated.

Exercise one  Open the document Travel Plans.doc. Switch to Print Preview mode. Click on the document to switch between 100% and Whole Page views.

Exercise two  Make sure that the document Travel Plans.doc is open. Make sure that the document is displayed in Print Preview mode. Zoom to 200%; then to 500%; then to 50%; and finally back to Whole Page view.

Exercise three  Make sure that the document Travel Plans.doc is open. Make sure that the document is displayed in Print Preview mode. Display the Ruler. Then, hide it. Next, view two pages of the document, side–by–side. Display the Ruler once again. Finally, return to Whole Page view.
Exercise four  
Make sure that the document Travel Plans.doc is open. Make sure that the document is displayed in Print Preview mode. View the document in Full Screen mode. Then, close the Full Screen view mode.

Exercise five  
Make sure that the document Travel Plans.doc is open. Make sure that the document is displayed in Print Preview mode. Shrink the document by one page. Print the document.

Close the Print Preview mode, and browse through the document. Then, undo the effects of the Shrink to Fit command. Close the document without saving the changes.

Exercise six  
Make sure that the document Travel Plans.doc is open. Change the paper size of the document to 8½" x 14". Then, preview all the pages of the document. Finally, close the Print Preview mode and change the paper size to its original size (8½" x 11" or A4).

Exercise seven  
Make sure that the document Travel Plans.doc is open. Make sure that the second page is the current page and print two copies of only the current page.

Exercise eight  
Make sure that the document Travel Plans.doc is open. Change the paper orientation to landscape. Then, print one copy of only the second page of the document. Finally, change the orientation back to portrait.
Exercise nine  Make sure that the document Travel Plans.doc is open. Print only the even–numbered pages.

Exercise ten  Make sure that the document Travel Plans.doc is open. Print two collated copies of the entire document. Close the document without saving the changes.
Finding and replacing

Chapter objectives

By the end of this chapter you will be familiar with the following topics:

- Finding text
- Replacing text
- Going to pages or other locations

Finding text

The steps below outline how to find specific strings of characters in documents. These strings can be independent strings or part of longer strings.

For example, suppose that you want to find all the occurrences of the word capital. You can find each occurrence when it is a word on its own, as in Ottawa is the capital of Canada, or Linda has enough capital to open a business. You can also find each occurrence when it is a part of another word, as in Peter was happy that venture capitalists were interested.

1. Select Edit
2. Select Find
3 Type the text to be found, under Find What

4 Click More

5 Select or de–select Match Case
   Selecting Match Case will make Word XP find only those occurrences of the text whose use of upper or lower case matches that of the text specified under Find What. De–selecting Match Case will make Word XP find all occurrences of the text regardless of their use of upper or lower case.

6 Select or de–select Find Whole Words Only
   Selecting Find Whole Words Only will make Word XP find only those occurrences of the text which are not part of other words. De–
selecting Find Whole Words Only will make Word XP find all occurrences of the text, whether they are part of other words or not.

7 **Select All, Up or Down, under Search**  
Selecting All will make Word XP search the whole document regardless of the current location of the INSERTION POINT. Selecting Up will make Word XP search in the backward direction from the current location of the INSERTION POINT to the beginning of the document. Selecting Down will make Word XP search in the forward direction from the current location of the INSERTION POINT to the end of the document.

8 **Click Find Next as many times as desired**  
Word XP lets you know when it finishes searching the document. Click OK in such a case.

9 **Click Cancel**
Replacing text

Word XP allows you to replace text with other text. For example, you may want to replace all or some of the occurrences of **capital** with **governmental seat**.

1. Select Edit
2. Select Replace
3. Type the text to be replaced, under Find What
4. Click More
5. Select or de-select Match Case
   Selecting Match Case will make Word XP find only those occurrences of the text whose use of upper or lower case matches that of the text specified under Find What. De-selecting Match Case will make Word XP find all occurrences of the text regardless of their use of upper or lower case.

6. Select or de-select Find Whole Words Only
   Selecting Find Whole Words Only will make Word XP find only those occurrences of the text which are not part of other words. De-selecting Find Whole Words Only will make Word XP find all occurrences of the text, whether they are part of other words or not.
7 Type the replacement text, under Replace With

8 Select All, Up or Down, under Search
Selecting All will make Word XP search the whole document regardless of the current location of the INSERTION POINT. Selecting Up will make Word XP search in the backward direction from the current location of the INSERTION POINT to the beginning of the document. Selecting Down will make Word XP search in the forward direction from the current location of the INSERTION POINT to the end of the document.

9 Click Find Next, Replace or Replace All
Selecting Find Next finds the next occurrence of the string. Replace replaces the most recently found occurrence of the string. Replace All replaces all the occurrences of the string. Word XP lets you know when it finishes searching the document. Click OK in such a case.

10 Click Close
Going to pages or other locations

Word XP allows you to go to specific pages, tables, graphics, and so on. If, for example, you are on page 3 and need to go to page 26, the Go To feature allows you to quickly go to page 26.

1. Select Edit
2. Select Go To
3. Click the Go To tab

4. Select the type of item to go to, under Go To What
That is, select Page, Section, Table, etc.

5. Specify the number or name of the item to go to, under Enter Page Number
For example, type the number of the page to go to, the number of the table to go to, the name of the bookmark to go to, etc. Typing a value preceded by a plus sign (+) or minus sign (-) allows you to move forward or backward, relative to the current location of the Insertion Point, the specific amount of items. For example, if Page is selected, typing +4 will take you four pages forward from the page where the Insertion Point is. When an item number or name is specified, the Next button becomes the Go To button.

6. Click Go To, or click Next or Previous as many times as desired

7. Click Close
REVIEW EXERCISES

Remarks  To avoid overwriting the original data files, please copy the contents of the folder C:\Practice to the folder My Documents. Then use the resulting copies in My Documents, to complete the review exercises at the end of each chapter whenever required, unless otherwise indicated.

Exercise one  Open the document Travel Plans.doc. Find all occurrences of the word passengers.

Exercise two  Make sure that the document Travel Plans.doc is open. Save it in My Documents with the new file name Finding and Replacing 2. Replace all occurrences of the word vacations with the word holidays. Save the changes made to the document Finding and Replacing 2.doc and close it.

Exercise three  Open the document Travel Plans.doc. Replace, where appropriate, the word ship with the word boat, but do not change the phrase cruise ship to cruise boat. Close the document Travel Plans.doc without saving it.
Exercise four  Open the document Travel Plans.doc. Find all capitalized occurrences of the word Passengers, and replace them with Vacationers. Close the document Travel Plans.doc without saving it.

Exercise five  Make sure that the document Travel Plans.doc is open. Save it in My Documents with the new file name Finding and Replacing 3. Find all occurrences of the expression United States and replace it with USA. Save the changes to the document and close it.

Exercise six  Make sure that the document Travel Plans.doc is open. Save it in My Documents with the new file name Finding and Replacing 4. Take the INSERTION POINT to the heading Food. Find and replace the word holiday with the word vacation from the current location of the INSERTION POINT to the end of the document. Save the changes to the document and close it.

Exercise seven  Open the document Travel Plans.doc. Go to page two. Then, move ten lines forward on page two. Next, move to line five of the document. Finally, return to the top of page one.

Exercise eight  Make sure that the document Travel Plans.doc is open. Find all occurrences of the text sun in the document where sun is a word on its own and not part of another word.
Exercise nine  
Make sure that the document Travel Plans.doc is open. Find all occurrences of the word night and replace them, where appropriate, with the word evening. Then, find all occurrences of the words A-1 Travel and replace them with A+Travel. Close the document without saving it.

Exercise ten  
Make sure that the document Travel Plans.doc is open. Save it in My Documents with the new file name Finding and Replacing 5. Find all occurrences of the telephone number 555–1212 and replace them with 555–2100. Save the changes to the document and close it.
By the end of this chapter you will be familiar with the following topics:

- Spell and grammar checking features
- Spell and grammar checking
- Automatic spell checking
- Automatic grammar checking
- Grammar checker settings
- Thesaurus
Spell and grammar checking features

When checking the spelling and grammar of a document, Word XP checks from the position of the insertion point onwards. After reaching the end of the document, the program asks if you want to continue the checking of the spelling and grammar at the beginning of the document until the entire document is checked.

If a word is not found in the dictionary that comes with Word XP, the program treats it as a misspelling and waits for your instructions.

![Image of Spelling and Grammar dialog box]

Tell students they have the option of checking spelling or grammar mistakes or both. Tell students that when they are doing spelling and grammar checks, they will not always want to make the change Word recommends. Advise students that adding words that are used often (e.g., an unusual last name) to the custom dictionary will prevent them from being questioned in future spell checks.
Likewise, when the program encounters an expression that it considers to be a grammatical error, the program awaits your instructions.

While in the Spelling And Grammar window,

- Clicking Ignore makes Word XP continue checking the spelling and grammar without changing the selected occurrence of the expression in question in the document

- Clicking Ignore Rule or Ignore All makes Word XP continue checking the spelling and grammar without changing the selected occurrence of the expression in question in the document and makes it ignore all other occurrences of the expression in question in the document

- Clicking Change replaces the selected expression in question in the document with the selected suggestion, under Suggestions

- Manually editing the expression in question in the text box and clicking Change allows you to replace the selected expression in question in the document

- Clicking Change All replaces all occurrences of the expression in question in the document with the selected suggestion, under Suggestions
• Clicking Add includes the expression in question in a custom dictionary so that it is not questioned in future spell checks

• Clicking Next Sentence makes the program look for the next questionable expression, ignoring the current one

• Clicking Undo reverses the effect of the last change

• Clicking AutoCorrect makes the changes to the misspelled words and misconstrued sentences automatically without prompting you for your instructions

• Clicking Cancel interrupts the spell and grammar checking process

Spell and grammar checking

1. Select Tools
2. Select Spelling And Grammar
3 Make the necessary changes

4 Click OK

or

1 Click the Spelling And Grammar button on the Standard toolbar

2 Make the necessary changes

3 Click OK
Automatic spell checking

Word XP can detect automatically what it considers to be misspelled words. For example, if you type mony instead of money, Word XP will mark the term with a non–printing red, wavy underline. You can then decide whether to correct it or not.

1. Take the MOUSE POINTER inside the word marked with a red, wavy underline
2. Click the RIGHT BUTTON
3. Select the desired replacement word, Ignore All, Add, Spelling or AutoCorrect

Selecting one of the suggested replacement words will replace the misspelled word with the new word.Selecting Ignore All makes Word XP remove the wavy, red underline from all occurrences of the expression in question in the document without changing them. Clicking Add includes the expression in question in a custom dictionary so that it is not questioned in future spell–checks. Clicking Spelling displays the Spelling dialogue box. Clicking AutoCorrect will allow you to select the word the program suggests.

Automatic grammar checking

Word XP can detect automatically what it considers to be grammatical errors. For example, if you type

There product is not superior to ours.

instead of

Their product is not superior to ours.

Word XP will mark the expression with a non–printing green, wavy underline. You can then decide whether to correct it or not.
1 Take the MOUSE POINTER inside the expression marked with the green, wavy underline

2 Click the RIGHT BUTTON

3 Select the desired replacement expression, Ignore, Grammar, About This Sentence
   Selecting one of the suggested replacement expressions will replace the expression considered grammatically incorrect with it. Selecting Ignore makes Word XP leave the current expression unchanged while removing its green, wavy underline. Clicking Grammar opens the Grammar dialogue box. Select About This Sentence, displays the help wizard with grammar explanations.

Grammar checker settings

1 Select Tools

2 Select Options

3 Click the Spelling & Grammar tab

4 Select or de–select Check Grammar As You Type, under Grammar
   Selecting Check Grammar As You Type will make Word XP detect automatically what it considers to be grammatical errors and mark the text in question with a non–printing green, wavy underline. De–selecting Check Grammar As You Type disables the automatic detection of what the program considers grammatical errors.

5 Select or de–select Hide Grammatical Errors In This Document, under Grammar
   Selecting or de–selecting Hide Grammatical Errors In This Document allows you to ask Word XP to, respectively, omit or display the green, wavy underline in what the program considers to be grammatical errors for the current document.
6 **Select or de-select Check Grammar With Spelling, under Grammar**

Selecting or de-selecting Check Grammar With Spelling allows you to ask Word XP to, respectively, check or ignore the grammar of the document when its spelling is checked.

7 **Select or de-select Show Readability Statistics, under Grammar**

Selecting or de-selecting Show Readability Statistics allows you to ask Word XP to, respectively, display or omit statistical information about the readability of the document after changing the spelling and grammar of the document.

8 **Select the writing style intended for the document, under Writing Style**

When checking the grammar of the document, the program takes into consideration the type of style the document is written in.

9 **Click OK**
Thesaurus

The Thesaurus that comes with Word XP allows you to obtain synonyms or antonyms for terms.

1. Take the INSERTION POINT to the word for which a synonym is needed.
2. Select Tools.
3. Select Language.
4. Select Thesaurus.
5. Select the intended meaning for the word to be replaced, under Meanings.
6. Select the desired replacement expression, under Replace With Synonym.

Clicking Look Up allows you to display synonyms for the expression selected under Replace With Synonym. Clicking Previous allows you to display synonyms for the previously selected expression under Replace With Synonym.

7. Click Replace.
Remarks  To avoid overwriting the original data files, please copy the contents of the folder C:\Practice to the folder My Documents. Then use the resulting copies in My Documents, to complete the review exercises at the end of each chapter whenever required, unless otherwise indicated.

Exercise one  In a blank new document, type the text below with the spelling mistakes shown so that Word XP marks them with red, wavy underlines.

Paris is the captial of France. Jamaica is an islnad in the Caribbean Sea. Many people take their vaccations in Paris or Jamaica. March is a popular mointh for taking holidays.

Correct the spelling errors by using the RIGHT BUTTON. Close the document without saving it.

Exercise two  In a blank new document, type the text below with the grammatical mistakes shown so that Word XP marks them with green, wavy underlines.

Paris is the the capital of France. Jamaica are an island in the Caribbean Sea. Many people take there vacations in Paris or Jamaica. March is a popular month for taking holidays.

Correct the grammatical errors using the RIGHT BUTTON. Close the document without saving it.
Exercise three

In a blank new document, type the text below with the spelling and grammar mistakes so that Word XP marks them with red and green, wavy underlines.

Paris is the the captial of France. Jamaica are an islnad in the Caribbean Sea. Many people take there vaccations in Paris or Jamaica. March is a popular month for taking holidays.

Save the document in My Documents and with the file name Vacation.

Exercise four

Make sure that the document Vacation.doc is open. Check and correct the spelling and grammar of the document using the spelling and grammar checker. Close the document Vacation.doc without saving the changes.

Exercise five

Open the document Vacation.doc. Check and correct only the spelling of the document. Close the document Vacation.doc without saving the changes.

Exercise six

Open the document Vacation.doc. Check and correct spelling and grammar at the same time, but make sure that the Readability Statistics are not displayed when Word XP has finished checking the document. Save the changes and close the document.
Exercise seven

In a blank new document, type the following text with the spelling and grammatical mistakes as shown, but make sure that Word XP does not display the red and green wavy underlines as you type.

Paris is the the captial of France. Jamaica are an islnad in the Caribbean Sea. Many people take there vaccations in Paris or Jamaica. March is a popular month for taking holidays.

Then, correct the spelling and grammar of the document. Finally, turn the automatic spelling and grammar checking features on again. Close the document without saving.

Exercise eight

In a blank new document, type the following text:

Cruise ships sail through the ocean. The weather is sunny and warm.

Use the thesaurus that comes with Word XP and modify the text so that it reads as shown below:

Cruise ships sail through the sea. The weather is sunny and mild.

Close the document without saving.

Exercise nine

Open the document Travel–Spelling and Grammar.doc, and save it in My Documents with the new file name Travel–Corrected. Correct the spelling and grammar for the entire document and save it.
Exercise ten

Make sure that the document Travel–Spelling and Grammar.doc is open. Use the thesaurus that comes with Word XP and modify the first paragraph to read as follows:

As requested, I have gathered some material for you about Caribbean cruise vacations. If you would like to discuss any of this information, or to book your holiday, please call me at 555-1212.

Save the changes to the document Travel–Spelling and Grammar.doc and then close it.
Chapter objectives

By the end of this chapter you will be familiar with the following topics:

- Fonts
- Font sizes
- Boldface and italics
- Underline
- Colour
- Subscripts and superscripts
- Strikethrough text
- Small caps
- Outline font effects
- Copying the format attributes of text
- Highlighting text
- Highlight colours
- Removing highlight

Fonts

The following steps outline how to change the font of text in documents.

1 Select the text whose font is to be changed
2 Select Format
3 Select Font

4 Click the Font tab

5 Select the desired font, under Font

![Font dialog box]

6 Click OK

or
1 Select the text whose font is to be changed

2 Select the desired font from the Font drop–down list on the Formatting toolbar

or

1 Select the text whose font is to be changed

2 Position the MOUSE POINTER inside the text whose font is to be changed
3 Click the RIGHT BUTTON

4 Select Font
This displays the Font dialogue box.

5 Select the desired font, under Font

6 Click OK

Font sizes
You can change the size of strings of text in your document, as outlined in the following steps.

1 Select the text whose size is to be changed

2 Select Format

3 Select Font

4 Click the Font tab

5 Select the desired size, under Size

6 Click OK

or
1 Select the text whose size is to be changed

2 Select the desired font size from the Font Size drop-down list on the Formatting toolbar

or

1 Select the text whose font size is to be changed

2 Position the MOUSE POINTER inside the text whose font size is to be changed

3 Click the RIGHT BUTTON

4 Select Font
   This displays the Font dialogue box.

5 Select the desired size, under Size

6 Click OK
Boldface and italics

You can change the boldface or italics attribute of text as outlined in the following steps.

1. Select the text whose boldface or italics attribute is to be changed
2. Select Format
3. Select Font
4. Click the Font tab
5. Select Regular, Italic, Bold, or Bold Italic, under Font Style

6. Click OK

or
1 Select the text whose boldface or italics attribute is to be changed

2 Click the Bold button or the Italic button on the Formatting toolbar

or

1 Select the text whose boldface or italics attribute is to be changed

2 Position the MOUSE POINTER inside the text whose boldface or italics attribute is to be changed

3 Click the RIGHT BUTTON

4 Select Font
   This displays the Font dialogue box.

5 Select Regular, Italic, Bold, or Bold Italic, under Font Style

6 Click OK

Underline

The following steps outline how to underline text in your document.

1 Select the text whose underline attribute is to be changed

2 Select Format

3 Select Font

4 Click the Font tab
5 Select the desired underline style, under Underline

6 Click OK

or, to apply or remove a single underline,

1 Select the text whose underline attribute is to be changed

2 Click the Underline button on the Formatting toolbar

Colour  The following steps outline how to change the colour of text in a document.
1 Select the text whose colour attribute is to be changed
2 Select Format
3 Select Font
4 Click the Font tab
5 Select the desired colour, under Font Color
6 Click OK

or

1 Select the text whose colour attribute is to be changed
2 Click the Font Color button on the Formatting toolbar

Subscripts and superscripts

Word XP allows you to format text as subscript or superscript, as outlined in the following steps.

1 Select the text whose subscript or superscript attribute is to be changed
2 Select Format
3 Select Font
4 Click the Font tab
5 Select or de-select Superscript or Subscript, under Effects

6 Click OK

Strikethrough text

The strikethrough attribute is often used to show editing changes in a document without deleting the original text. For example, given the original text

London is the capital of Great Britain.

you can indicate that Great Britain should be replaced with the United Kingdom, as illustrated below.

London is the capital of Great Britain, the United Kingdom.
The following steps outline how to switch on or off the strikethrough effect in text.

1. Select the text whose strikethrough attribute is to be changed
2. Select Format
3. Select Font
4. Click the Font tab
5. Select Strikethrough or Double Strikethrough, under Effects
6. Click OK

Small caps
Small capitals are normally used in words (e.g., acronyms) which must appear all in upper case, as in, for example, USA (instead of USA), PC (instead of PC), WWII (instead of WWII), etc.

1. Select the text whose small capitals attribute is to be changed
2. Select Format
3. Select Font
4. Click the Font tab
5. Select or de-select Small Caps, under Effects
6. Click OK

Outline font effects
Word XP allows you to apply or remove the outline effect to or from text in your documents, as outlined in the following steps.
1. Select the text whose outline attribute is to be changed

2. Select Format

3. Select Font

4. Click the Font tab

5. Select or de-select Outline, under Effects

6. Click OK

Copying the format attributes of text

Word XP allows you to copy the format attributes from one string of text and paste them onto another string of text easily, as outlined in the following steps.
1 Format one instance of the text whose format attributes you want to copy

2 Select the text whose format you want to copy

3 Click the Format Painter button on the Standard toolbar

   The MOUSE POINTER changes to an arrow with a paintbrush attached to it.

4 Select the text to which you want the format attributes to be applied
   The selected text is formatted with the format attributes you copied.

5 Repeat the last three steps as many times as desired

Highlighting text

   You can highlight text in your document easily any time.

   1 Select the text to be highlighted

   2 Click the Highlight button on the Formatting toolbar

   The selected text is highlighted with the current highlight colour unless it is already highlighted with the current colour, in which case the highlight is removed.

   You can also highlight non–contiguous text, as outlined below.

   1 Click the Highlight button on the Formatting toolbar
   The MOUSE POINTER changes to an arrow with a highlighter attached to it.
2 Select the text to be highlighted
The selected text is highlighted with the current highlight colour unless it is already highlighted with the current colour, in which case the highlight is removed.

3 Repeat the last step as many times as required
The selected text is highlighted with the current highlight colour unless it is already highlighted with the current colour, in which case the highlight is removed.

4 Click the Highlight button on the Formatting toolbar
This disables the highlight.

Highlight colours
Word XP allows you to change the colour of the highlighter used to highlight text.

1 Select the desired colour from the Highlight drop–down list on the Formatting toolbar

You can select None to remove existing highlight from text.

Removing highlight
The following steps outline how to remove highlight from text.
1. Select None from the Highlight drop–down list on the Formatting toolbar.

2. Select the text whose highlight is to be removed.

3. Repeat the last step as many times as desired.

4. Click the Highlight button on the Formatting toolbar.
   This disables the highlight.

**REVIEW EXERCISES**

Remarks: To avoid overwriting the original data files, please copy the contents of the folder C:\Practice to the folder My Documents. Then use the resulting copies in My Documents, to complete the review exercises at the end of each chapter whenever required, unless otherwise indicated.

Exercise one: Open the document Travel Plans.doc. Then, save it in My Documents with the new file name Travel–Formatted. Change the font of the text Travel Plans at the beginning of the document to Arial, 14 points. Then, change
the font of the same text to Arial Narrow, 24 points. Next, change the font of the same text to Arial Black, 18 points. Then, change the font of the same text back to Arial, 14 points. Finally, save the document.

Exercise two  Make sure that the document Travel–Formatted.doc is open. Change the size of the text Travel Plans at the beginning of the document to 20 points. Then, change the size of the rest of the text in the document to Arial 12 points. Save the document.

Exercise three  Make sure that the document Travel–Formatted.doc is open. Format the size and font style of the headings

- Caribbean Cruise Vacations
- Destinations
- Activities and Entertainment
- Food
- Service
- Dress
- Estimated Prices
- Benefits of Cruise Vacations

...to 14 points, and boldface. Next, format the text Travel Plans at the beginning of the document to boldface. Finally, format the list of locations under the Destinations heading to italics. Save the document.
Exercise four  Make sure that the document Travel–Formatted.doc is open. Format the heading Caribbean Cruise Vacations with a double red wavy underline. Format the heading Destinations with a double underline. Format the heading Activities and Entertainment with a thick underline. Format the headings Food and Service with a dotted underline. Format the remaining headings with a dot dash underline. Save the document.

Exercise five  Make sure that the document Travel–Formatted.doc is open. Format in italics the text

If you are looking for a relaxing time, for a reasonable fee, then a cruise vacation may be for you!

in the last paragraph under the heading Benefits of Cruise Vacations. Save the document.

Exercise six  Make sure that the document Travel–Formatted.doc is open. Format as a subscript the text
dips lower

in the paragraph under the heading Dress. Save the document.

Exercise seven  Make sure that the document Travel–Formatted.doc is open. Format as small caps the text A–1 Travel, under the title Travel Plans at the beginning of the document. Save the document.
Exercise eight  Make sure that the document Travel–Formatted.doc is open. Apply a yellow highlight to the text Mr. and Mrs. Williams, under the title Travel Plans at the beginning of the document. Highlight the headings Caribbean Cruise Vacations, Destinations, and Activities and Entertainment in red. Next, remove all the highlighting from the headings only. Save the document.

Exercise nine  Make sure that the document Travel–Formatted.doc is open. Change the font of the entire document to Arial Narrow, 12 points. Then, make the title and all the headings 14 points, in italics, with no underlining. Then, highlight the text

If you are looking for a relaxing time, for a reasonable fee, then a cruise vacation may be for you!

at the end of the document in red. Save the document.

Exercise ten  Make sure that the document Travel–Formatted.doc is open. Format all the body text in the document with the font Times New Roman, 10 points. Ensure that the title and headings appear in Arial, 18 points, in blue. Save the document.
Chapter objectives

By the end of this chapter you will be familiar with the following topics:

- Indents
- First–line indents and hanging indents
- Setting tabs
- Deleting tabs
- Deleting all tabs
- Aligning text
- Line spacing
- Page breaks between paragraphs
- Page breaks within paragraphs
- Widow and orphan lines
- Borders
- Custom borders
- Page borders
- Custom page borders
- Shading
Indents

1. Take the INSERTION POINT to the paragraph whose indentation is to be changed, or select the paragraphs whose indentation is to be changed.

2. Select Format

3. Select Paragraph

4. Click the Indents And Spacing tab

5. Specify the desired left indentation, under Left, under Indentation.

6. Specify the desired right indentation, under Right, under Indentation.

7. Click OK

or
1. Take the INSERTION POINT to the paragraph whose indentation is to be changed, or select the paragraphs whose indentation is to be changed.

2. Click the Decrease Indent button or the Increase Indent button on the Formatting toolbar as many times as desired.

   ![Insertion Point Example]

   or

   1. Take the INSERTION POINT to the paragraph whose indentation is to be changed, or select the paragraphs whose indentation is to be changed.

   2. Take the MOUSE POINTER to the Left Indent, or to the Right Indent markers, on the Horizontal Ruler.

      ![Horizontal Ruler Example]

      The Left Indent marker is the small square below the two small triangles on the left–hand side of the Horizontal Ruler.

      ![Left Indent Example]

      The Right Indent marker is the small triangle on the right–hand side of the Horizontal Ruler.

   3. Hold down the LEFT BUTTON.
4 **Take the MOUSE POINTER to the desired position on the Horizontal Ruler**
   This drags the Left Indent marker or the Right Indent marker to the desired position on the Horizontal Ruler.

5 **Release the LEFT BUTTON**

---

**First-line indents and hanging indents**

You can ask Word XP to indent only the first line of paragraphs. You can also create hanging indents by asking the program to indent all the lines, except the first one, in paragraphs.

1 **Take the INSERTION POINT to the paragraph whose first–line indent or hanging indent is to be changed, or select the paragraphs whose first–line indent or hanging indent is to be changed**

2 **Select Format**

3 **Select Paragraph**

4 **Click the Indents And Spacing tab**
5 Select First Line or Hanging, under Special

Selecting First Line will indent only the first line of the selected paragraphs. Selecting Hanging will indent all lines, with the exception of the first line, of the selected paragraphs.

6 Specify the desired amount of indentation, under By

7 Click OK

or
1. Take the INSERTION POINT to the paragraph whose first-line indent or hanging indent is to be changed, or select the paragraphs whose first-line indent or hanging indent is to be changed.

2. Take the MOUSE POINTER to the First-Line Indent marker or to the Hanging Indent marker on the Horizontal Ruler.

   ![First-Line Indent marker](image1)
   ![Hanging Indent marker](image2)

   The First-Line Indent marker is the upper small triangle pointing downwards on the left-hand side of the Horizontal Ruler. The Hanging Indent marker is the lower small triangle pointing upwards on the left-hand side of the Horizontal Ruler.

3. Hold down the LEFT BUTTON.

4. Take the MOUSE POINTER to the desired position on the Horizontal Ruler.

   This drags the selected marker to the desired position on the Horizontal Ruler.

5. Release the LEFT BUTTON.

### Setting tabs

Tabs are set by default at every half an inch. You can set tabs wherever you need them.

1. Take the INSERTION POINT to the paragraph whose tab settings are to be changed, or select the paragraphs whose tab settings are to be changed.

2. Select Format.
3 Select Tabs

4 Type the desired position for the tab, under Tab Stop Position

5 Select Left, Center, Right, Decimal or Bar, under Alignment
   Selecting Left will ensure that text entries appear left–aligned with respect to the tab stop. Selecting Center will ensure that text entries appear centered with respect to the tab stop. Selecting Right will ensure that text entries appear right–aligned with respect to the tab stop. Selecting Decimal will ensure that text entries appear left–aligned to the left of the decimal character and right–aligned to the right of the decimal character, effectively aligning them by the decimal character, which appears at the tab stop when typed. Selecting Bar inserts a vertical bar at the tab stop.

6 Select the desired kind of leader for the tab, under Leader

7 Click Set

8 Repeat the last four steps for as many tabs as desired

9 Click OK
or

1 Take the INSERTION POINT to the paragraph whose tab settings are to be changed, or select the paragraphs whose tab settings are to be changed

2 Click the Left Tab button, the Center Tab button, the Right Tab button, or the Decimal Tab button on the Horizontal Ruler

- Left Tab button
- Center Tab button
- Right Tab button
- Decimal Tab button

Clicking the Left Tab button will ensure that text entries appear left–aligned with respect to the tab stop. Clicking the Center Tab button will ensure that text entries appear centered with respect to the tab stop. Clicking the Right Tab button will ensure that text entries appear right–aligned with respect to the tab stop. Clicking the Decimal Tab button will ensure that text entries appear left–aligned to the left of the decimal character and right–aligned to the right of the decimal character, effectively aligning them by the decimal character, which appears at the tab stop when typed.

3 Take the MOUSE POINTER, on the Horizontal Ruler, to the position where the tab is to be set

4 Click the LEFT BUTTON
Deleting tabs

1. Take the INSERTION POINT to the paragraph whose tab settings are to be changed, or select the paragraphs whose tab settings are to be changed.

2. Select Format.

3. Select Tabs.

4. Select the tab to be deleted, under Tab Stop Position.

5. Click Clear.

6. Click OK.

or

1. Take the INSERTION POINT to the paragraph whose tab settings are to be changed, or select the paragraphs whose tab settings are to be changed.

2. Take the MOUSE POINTER, on the Horizontal Ruler, to the tab to be deleted.

3. Hold down the LEFT BUTTON.
4  **Take the MOUSE POINTER outside the Horizontal Ruler**
   This drags the tab icon off the Horizontal Ruler.

5  **Release the LEFT BUTTON**
   The tab icon disappears and the tab is deleted.

### Deleting all tabs

1  **Take the INSERTION POINT to the paragraph whose tab settings are to be changed, or select the paragraphs whose tab settings are to be changed**

2  **Select Format**

3  **Select Tabs**

4  **Click Clear All**

5  **Click OK**

### Aligning text

1  **Take the INSERTION POINT to the paragraph to be aligned, or select the paragraphs to be aligned**

2  **Select Format**

3  **Select Paragraph**

4  **Click the Indents And Spacing tab**

5  **Select Alignment**
6 Select Left, Centered, Right or Justified, under Alignment

7 Click OK

or
1 Take the INSERTION POINT to the paragraph to be aligned, or select the paragraphs to be aligned

2 Click the Align Left button, the Center button, the Align Right button or the Justify button on the Formatting toolbar

Align Left button
Center button
Align Right button
Justify button

Line spacing

1 Take the INSERTION POINT to the paragraph whose line spacing is to be changed, or select the paragraphs whose line spacing is to be changed

2 Select Format

3 Select Paragraph

4 Click the Indents And Spacing tab

5 Select Single, 1.5 Lines, Double or Multiple, under Line Spacing

Selecting Multiple allows you to specify under At the multiple of single spacing the line spacing is to become. For example, specifying 3 as the multiple spacing will result in a triple line spacing. Likewise, to change the line spacing to one and a quarter times the single spacing amount, specify 1.25 as the multiple line spacing; or to change the line
spacing to three quarters of the single spacing amount, specify 0.75 as the multiple line spacing.

6 Click OK

You can also specify a minimum or an exact amount of line spacing, measured in points, as outlined in the steps below.

1 Take the INSERTION POINT to the paragraph whose line spacing is to be changed, or select the paragraphs whose line spacing is to be changed

2 Select Format

3 Select Paragraph

4 Click the Indents And Spacing tab
5 Select At Least or Exactly, under Line Spacing

Selecting At Least allows you to specify the minimum amount of spacing between lines, but Word XP may use a larger amount if needed because of the fonts, font sizes, etc. being used in document lines. Selecting Exactly allows you to specify a fixed amount for the spacing between lines.

6 Type the desired minimum or exact line spacing, under At

7 Click OK
### Page breaks between paragraphs

You can ask Word XP to prevent or allow page breaks between paragraphs. Normally, page breaks should be prevented from appearing between, for example, the paragraph consisting of the title of a section and the paragraph of text following it.

1. **Take the insertion point** to the paragraph immediately after which a page break is to be prevented or allowed, or select the paragraphs immediately after each of which a page break is to be prevented or allowed.

2. **Select Format**

3. **Select Paragraph**

4. **Click the Line And Page Breaks tab**

5. **Select or de-select Keep With Next, under Pagination**

6. **Click OK**

### Page breaks within paragraphs

You can ask Word XP to prevent or allow page breaks within paragraphs.

1. **Take the insertion point** to the paragraph within which page breaks are to be prevented or allowed, or select the paragraphs within which page breaks are to be prevented or allowed.

2. **Select Format**

3. **Select Paragraph**
4 Click the Line And Page Breaks tab

![Paragraph dialog box]

5 Select or de-select Keep Lines Together, under Pagination

6 Click OK

**Widow and orphan lines**

You can ask Word XP to prevent or allow widows (the last line of a multi–line paragraph which appears by itself at the top of a page) or orphans (the first line of a multi–line paragraph which appears by itself at the bottom of a page).
1 Take the INSERTION POINT to the paragraph in which widows and orphans are to be prevented or allowed, or select the paragraphs in which widows and orphans are to be prevented or allowed

2 Select Format

3 Select Paragraph

4 Click the Line And Page Breaks tab

5 Select or de-select Widow/Orphan Control, under Pagination

6 Click OK

Borders

1 Take the INSERTION POINT to the paragraph whose border is to be changed, or select the paragraphs whose border is to be changed

2 Select Format

3 Select Borders And Shading

4 Click the Borders tab
5 Select None, Box, Shadow, or 3-D, under Setting

6 Select the desired style of line for the border, under Style

7 Select the desired colour for the border, under Color

8 Select the desired width for the border, under Width

9 Select Paragraph, under Apply To
   Selecting Text allows you to apply the border to the currently selected text in the document.

10 Click OK
Custom borders

Word XP allows you to create custom borders for paragraphs, as illustrated below.

IMPORTANT NOTICE: This offer is valid only in the United States and Canada, while supplies last.

1. Take the INSERTION POINT to the paragraph whose border is to be changed, or select the paragraphs whose border is to be changed.

2. Select Format.

3. Select Borders And Shading.

4. Click the Borders tab.

5. Select Custom, under Setting.

6. Select the desired style of line for the border to customize, under Style.

7. Select the desired colour for the border to customize, under Color.
8 Select the desired width for the border to customize, under Width

9 Click, in the diagram, the border side to customize, under Preview

10 Repeat the last four steps for as many border sides as desired

11 Select Paragraph, under Apply To
   Selecting Text allows you to apply the border to the currently selected text in the document.

12 Click OK

Page borders 
You can ask Word XP to include or omit a border enclosing pages in your document.

1 Take the INSERTION POINT to the document section whose page border is to be changed

2 Select Format

3 Select Borders And Shading

4 Click the Page Border tab

5 Select None, Box, Shadow or 3-D, under Setting

6 Select the desired style of line for the border, under Style

7 Select the desired colour for the border, under Color

8 Select the desired width for the border, under Width

9 Select Whole Document, This Section, This Section - First Page Only or This Section - All Except First Page, under Apply To

10 Click OK
Custom page borders

Word XP allows you to create custom borders enclosing pages in your document.

1. Take the insertion point to the document section whose page border is to be changed.
2. Select Format.
3. Select Borders And Shading.
4. Click the Page Border tab.
5. Select Custom, under Setting.
6. Select the desired style of line for the border to customize, under Style.
7. Select the desired colour for the border to customize, under Color.
8. Select the desired width for the border to customize, under Width.
9. Click, in the diagram, the page border side to customize, under Preview.
10 Repeat the last four steps for as many page border sides as desired.

11 Select Whole Document, This Section, This Section - First Page Only or This Section - All Except First Page, under Apply To.

12 Click OK.

**Shading**

1. Take the insertion point to the paragraph whose shading is to be changed, or select the paragraphs whose shading is to be changed.

2. Select Format.

3. Select Borders And Shading.

4. Click the Shading tab.

5. Select the desired fill colour for the shading, under Fill.
6 Select the desired pattern style to be applied over the fill colour, under Style
Selecting Clear ensures that no pattern is applied over the fill colour. Selecting Solid ensures that the pattern obscures the fill colour completely.

7 Select the desired colour for the pattern, under Color in Patterns

8 Select Paragraph, under Apply To

9 Click OK

Remarks
To avoid overwriting the original data files, please copy the contents of the folder C:\Practice to the folder My Documents. Then use the resulting copies in My Documents, to complete the review exercises at the end of each chapter whenever required, unless otherwise indicated.
Exercise one  
Make sure that the document Travel Plans.doc is open. Then, save it in My Documents with the new file name Travel–Aligned. Next, centre the text Travel Plans at the beginning of the document. Then, right-align the text

Prepared for: Mr. and Mrs. Williams

Prepared by: Adam James, A-1 Travel

Also, apply full left and right justification to the paragraph of text under the heading Activities and Entertainment. Then, save the document.

Exercise two  
Make sure that the document Travel– Aligned.doc is open. Indent 0.5" from the left margin and 1.25" from the right margin the paragraph of text under the heading Benefits of Cruise Vacations. Save the document.

Exercise three  
Make sure that the document Travel– Aligned.doc is open. Create a hanging indent of 0.5” for the paragraph under the heading Caribbean Cruise Vacations. Save the document and close it.

Exercise four  
In a blank new document, use tabs to create a table with the following entries. The tab stop for the text entries should be 1" and 3” for the numeric ones.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>750.00</td>
</tr>
<tr>
<td>Hotel</td>
<td>900.00</td>
</tr>
<tr>
<td>Car Rental</td>
<td>550.00</td>
</tr>
<tr>
<td>Meals</td>
<td>400.00</td>
</tr>
</tbody>
</table>
Save the document in My Documents with the file name Tab Expenses.

Exercise five

In a blank new document, create the tab table shown below using the tab buttons on the ruler to align the columns of text. The first column of text should have a tab setting of 0.5” from the left margin; the heading Cruise Vacation should have a tab setting of 1.5” from the left margin; the heading Land Vacation should have a tab setting of 3.5” from the left margin.

```
<table>
<thead>
<tr>
<th>Cruise Vacation</th>
<th>Land Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time fee</td>
<td>N/A</td>
</tr>
<tr>
<td>Airfare</td>
<td>Included</td>
</tr>
<tr>
<td>Hotel</td>
<td>Included</td>
</tr>
<tr>
<td>Car Rental</td>
<td>N/A</td>
</tr>
<tr>
<td>Meals</td>
<td>Included</td>
</tr>
<tr>
<td>Total</td>
<td>$2500.00</td>
</tr>
<tr>
<td></td>
<td>$3200.00</td>
</tr>
</tbody>
</table>
```

Save the document with the file name Travel Costs.doc, and close the document.
Exercise six  Open the document Travel Plans.doc and change the line spacing to double in the last two paragraphs of the document. Then, change the line spacing for those paragraphs to 1.5 lines. Next, change the spacing to four lines. Finally, return the line spacing for the last two paragraphs of the document to single. Save the document.

Exercise seven  Make sure that the document Travel Plans.doc is open. Remove the space between the heading Service and the paragraph of text beneath it. Next, increase the font size of the text Service to 24 points. Keep increasing the font size of the text Service until it appears on one page whereas the text following it ends up in the following page.

Then, format the paragraph containing the text Service, without changing its size, so that it appears on the same page with the paragraph of text that follows it. Close the document without saving the changes.

Exercise eight  Make sure that the document Travel Plans.doc is open. Format the heading Service and the paragraph of text below it so that they always appear on the same page. Close the document without saving the changes.
Exercise nine  Make sure that the document Travel Plans.doc is open. Then, save it in My Documents with the new file name Formatting Paragraphs 9. Enclose the paragraph

As requested, I have gathered some information for you about Caribbean cruise vacations. If you would like to discuss any of this information, or to book your vacation, please contact me at 555 1212.

in a box with a double–line black border of 1.5 points. Save the document and close it.

Exercise ten  Open the document Travel Plans.doc and save it in My Documents, but with the new file name My Travel Plans. Apply a 1.5” black line border around the entire first page of the document. Save the document and close it.
By the end of this chapter you will be familiar with the following topics:

- Inserting page breaks
- Deleting page breaks
- Inserting section breaks
- Deleting section breaks
- Margins
- Aligning text vertically

Inserting page breaks

1. Take the INSERTION POINT to the line where the page break is to be inserted
2. Select Insert
3. Select Break
4 Select Page Break, under Break Types

5 Click OK

or

1 Take the insertion point to the line where the page break is to be inserted

2 Press Ctrl–Enter

Deleting page breaks

1 Take the insertion point to the very beginning of the page that was created when the page break was inserted

2 Press Backspace
Inserting section breaks

Word XP allows you to organize your document into different sections so that each section can have different common elements such as headers, footers, column layout, etc. You can create a new section by inserting a section break.

1. **Take the INSERTION POINT to the line where the section break is to be inserted**

2. **Select Insert**

3. **Select Break**

4. **Select Next Page, Continuous, Even Page or Odd Page, under Section Breaks**

Selecting Next Page will create a new section starting on the next available page after the one where the INSERTION POINT is currently located. If needed, the program will create a new page at the location of the INSERTION POINT. Selecting Continuous will create a new section starting on the paragraph after the one where the INSERTION POINT is currently located. If needed, the program will create a new paragraph at the location of the INSERTION POINT. Selecting Even Page or Odd Page will create a new section starting, respectively, on the next available even-numbered page or odd-numbered page after the one where the INSERTION POINT is currently located. If needed, the program...
will create a new even-numbered or odd-numbered page at the location of the INSERTION POINT.

5 Click OK

Deleting section breaks

1 Take the INSERTION POINT to the very beginning of the section that was created when the section break was inserted

2 Press Backspace

Margins

1 Take the INSERTION POINT to where the new margins are to be applied

2 Select File

3 Select Page Setup

4 Click the Margins tab
5 **Type the desired margins, under Top, Bottom, Left, or Right**
Alternatively, you may click the up and down arrowheads respectively, to increase or decrease the width of the margin.

6 **Select This Section, This Point Forward or Whole Document, under Apply To**
Selecting This Section changes the margins for the current section. Selecting This Point Forward inserts a page break at the current location of the INSERTION POINT, and applies the specified margins to the new page and to subsequent pages. Selecting Whole Document changes the margins for the whole document.

7 **Select or de-select Mirror Margins**
Selecting Mirror Margins ensures that the right margin of even–numbered pages is the same as the left margin of odd–numbered pages, and that the left margin of even–numbered pages is the same as
the right margin of odd-numbered pages. Mirror margins are normally used in double-sided documents, in which, usually, the margins closer to the binding are the same, and the margins farther from the binding are also the same.

8 Click OK

Aligning text vertically

Text can be aligned vertically with respect to the top margin of the page, in the centre between the top and bottom margins, or vertically distributed (justified) between the top and bottom margins. This is shown in the illustration below.

1 Take the INSERTION POINT to where the vertical alignment is to be applied

2 Select File

3 Select Page Setup

4 Click the Layout tab
5 Select Top, Center or Justified, under Vertical Alignment

![Page Setup dialog box]

6 Select This Section, This Point Forward or Whole Document, under Apply To

Selecting This Section changes the vertical alignment for the current section. Selecting This Point Forward inserts a page break at the current location of the INSERTION POINT, and applies the specified vertical alignment to the new page and to subsequent pages. Selecting Whole Document changes the vertical alignment for the whole document.

7 Click OK
**Remarks**

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**Exercise one**

Open the document Travel Plans.doc. Insert a page break immediately before the Activities and Entertainment heading. Using a different method, insert a second page break before the Caribbean Cruise Vacations heading. Finally, delete both page breaks.

Close the document Travel Plans.doc without saving the changes.

**Exercise two**

Open and save the document Travel Plans.doc in My Documents, but with the new file name Breaks and Margins 2. In the new document Breaks and Margins 2.doc, modify the margins as follows:

<table>
<thead>
<tr>
<th>Margin</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top margin</td>
<td>2.00&quot;</td>
</tr>
<tr>
<td>Bottom margin</td>
<td>1.50&quot;</td>
</tr>
<tr>
<td>Left margin</td>
<td>1.75&quot;</td>
</tr>
<tr>
<td>Right margin</td>
<td>1.75&quot;</td>
</tr>
</tbody>
</table>

Save the changes to the document Breaks and Margins 2.doc and close it.
Exercise three  Open the document Travel Plans.doc and create a page break before the Caribbean Cruise Vacations heading. Format the entire document with the following margins:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Top margin</td>
<td>1.0&quot;</td>
</tr>
<tr>
<td>Bottom margin</td>
<td>1.0&quot;</td>
</tr>
<tr>
<td>Left margin</td>
<td>1.5&quot;</td>
</tr>
<tr>
<td>Right margin</td>
<td>1.5&quot;</td>
</tr>
</tbody>
</table>

Close the document Travel Plans.doc without saving the changes.

Exercise four  Open and save the document Travel Plans.doc in My Documents, but with the new file name Breaks and Margins 4.

In the new document Breaks and Margins 4.doc, create a continuous section break at the end of the Destinations list. Format section one with a 2" left margin and a 1" right margin. Format section two with a 0.5” left margin and a 2” right margin.

Save the changes to the document Breaks and Margins 4.doc and close it.

Exercise five  Open the document Travel Plans.doc. Change the page setup so the document becomes double–sided, with margins as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Top margin</td>
<td>1.0&quot;</td>
</tr>
<tr>
<td>Bottom margin</td>
<td>1.0&quot;</td>
</tr>
<tr>
<td>Inside margins</td>
<td>1.5&quot;</td>
</tr>
<tr>
<td>Outside margins</td>
<td>0.5&quot;</td>
</tr>
</tbody>
</table>
Close the document Travel Plans.doc without saving the changes.

**Exercise six**

In a blank new document, type the following sentence.

> I would love to take a vacation!

Copy the sentence as many times as required to create a single ten–line paragraph. Vertically align the paragraph on the centre of the page, and then align it at the top of the page. Next, copy the entire paragraph and paste it twice, leaving one blank line between any two paragraphs. Vertically align the document so it is centered top to bottom.

Save the document in My Documents with the file name Breaks and Margins 6, and close it.

**Exercise seven**

Open the document Travel Plans.doc. Take the INSERTION POINT to the heading Estimated Prices. Create a new section starting on a new page. Format section one with 1" top and bottom margins, and 1.5" left and right margins. Vertically centre section two. Then, close the document without saving the changes.

**Exercise eight**

Make sure that the document Travel Plans.doc is open. Then, save it in My Documents with the new file name Breaks and Margins 8. Next, take the INSERTION POINT to the Service heading and create a new section starting on the next page. Then, right align the text in this new section.

Save the changes to the document and close it.
Exercise nine  Open the document Travel Plans.doc. Insert a page break before the Activities and Entertainment heading. Insert a continuous section break after the first paragraph on the first page. Format the first section with margins of 1.75" on all sides.

Close the document without saving the changes.

Exercise ten  Open the document Travel Plans.doc. Create a next–page section break before the heading Food. Vertically align section one so that it is justified. Centre section two vertically on the page.

Close the document without saving the changes.
Chapter objectives

By the end of this chapter you will be familiar with the following topics:

• Inserting tables
• Gridlines
• Inserting text in tables
• Selecting cells
• Selecting rows
• Selecting columns
• Selecting tables

Inserting tables

1 Select Table

2 Select Insert Table

3 Select Table
4 Type the desired number of columns, under Number Of Columns
Alternatively, you may click the up and down arrowheads respectively, to increase or decrease the number of columns.

5 Type the desired number of rows, under Number Of Rows
Alternatively, you may click the up and down arrowheads respectively to increase or decrease the number of rows.

6 Click OK

or

1 Click the Insert Table button on the Standard toolbar

2 Hold down the LEFT BUTTON

3 Move the MOUSE POINTER to indicate the desired dimensions for the table

4 Release the LEFT BUTTON
The table will appear in your document at the current location of the INSERTION POINT.
You can also create tables by drawing them with the mouse, as outlined in the steps below.

1. **Click the Tables And Borders button on the Standard toolbar**
   The MOUSE POINTER becomes a pencil and the Tables And Borders toolbar is displayed.

2. **Take the MOUSE POINTER to where one of the corners of the table is to appear**

3. **Hold down the LEFT BUTTON**

4. **Take the MOUSE POINTER to where the diagonally opposite corner of the table is to appear**
   The movement of the MOUSE POINTER draws the rectangular shape of the table.

5. **Release the LEFT BUTTON**
   A rectangular table of the specified proportions is created.

6. **Take the MOUSE POINTER, inside the table, to where the vertical line separating one column from the next is to start**

7. **Hold the LEFT BUTTON**

8. **Take the MOUSE POINTER vertically to the top or bottom border of the table**
   This makes the program draw a vertical line separating one column from the next.

9. **Release the LEFT BUTTON**

10. **Repeat the last four steps for as many columns as desired**

11. **Take the MOUSE POINTER, inside the table, to where the horizontal line separating one row from the next is to start**
12 Hold the LEFT BUTTON

13 Take the MOUSE POINTER horizontally to the left or right border of the table
   This makes the program draw a horizontal line separating one row from the next.

14 Release the LEFT BUTTON

15 Repeat the last four steps for as many rows as desired

Gridlines
Word XP allows you to display or hide the gridlines enclosing the cells in tables. These gridlines are for display purposes only—they are not printed when the document is printed. Gridlines are used when working with tables formatted with no borders in all or some of their cells. The steps below outline how to show or hide table gridlines.

1 Select Table

2 Select Show Gridlines or Hide Gridlines

Inserting text in tables
1 Take the INSERTION POINT to the desired cell in the table
2 Insert the desired text
   Text wraps around automatically when it reaches the end of the column. Pressing Enter allows you to insert additional lines inside the current cell. Pressing the arrow keys moves the INSERTION POINT within the text or from cell to cell.
Selecting cells

1. Position the MOUSE POINTER on the left-hand side of the first cell of the range of cells to be selected. The MOUSE POINTER becomes an arrow head.

2. Hold down the LEFT BUTTON

3. Take the MOUSE POINTER to the last cell of the range of cells to be selected

4. Release the LEFT BUTTON

Selecting rows

1. Take the MOUSE POINTER outside and to the left of the first row to be selected. The MOUSE POINTER becomes an arrow head.

2. Hold down the LEFT BUTTON

3. Take the MOUSE POINTER outside and to the left of the last row to be selected

4. Release the LEFT BUTTON

or

1. Select at least one cell in each of the rows to be selected

2. Select Table

3. Select Select

4. Select Row
Selecting columns

1. Take the MOUSE POINTER outside and immediately above the first column to be selected
   The MOUSE POINTER becomes an arrow head.

2. Hold down the LEFT BUTTON

3. Take the MOUSE POINTER outside and immediately above the last column to be selected

4. Release the LEFT BUTTON

or

1. Select at least one cell in each of the columns to be selected

2. Select Table

3. Select Select

4. Select Column

Selecting tables

The steps below outline how to select all the cells in a table.

1. Select all the cells in the table

or

1. Take the INSERTION POINT to any cell in the table

2. Select Table

3. Select Select

4. Select Table
REVIEW EXERCISES

Remarks To avoid overwriting the original data files, please copy the contents of the folder C:\Practice to the folder My Documents. Then use the resulting copies in My Documents, to complete the review exercises at the end of each chapter whenever required, unless otherwise indicated.

Exercise one In a blank new document, use the menu system to insert a table with eight rows and four columns. Close the document without saving.

Exercise two In a blank new document, use the toolbar to insert a table with three rows and six columns. Close the document without saving.

Exercise three In a blank new document, draw a table with five rows and three columns. Save the document in My Documents with the file name Tables.

Exercise four In a blank new document, insert a table with three rows and three columns. Select the first cell in the first row. Then, select the first row twice using a different method each time. Next, select the cell in the
second row, third column. Finally, select the middle column twice using a different method each time. Close the document without saving.

Exercise five  In a blank new document, insert a table with four rows and two columns. Select the entire table twice using a different method each time. Close the document without saving.

Exercise six  In a blank new document, create a table like the following one:

<table>
<thead>
<tr>
<th></th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Tours</td>
<td>3400</td>
<td>3825</td>
<td>2600</td>
<td>2950</td>
</tr>
<tr>
<td>Resorts</td>
<td>3000</td>
<td>1900</td>
<td>2200</td>
<td>4700</td>
</tr>
<tr>
<td>Cruises</td>
<td>2250</td>
<td>1575</td>
<td>3000</td>
<td>4150</td>
</tr>
</tbody>
</table>

Save the document in My Documents with the name Bookings.

Exercise seven  Make sure that the document Bookings.doc is open. Select the word Spring. Next, select the cell in which the word Spring is located. Select the word Cruises, and then select the column in which the word Cruises is located.

Exercise eight  Make sure that the document Bookings.doc is open. Take the INSERTION POINT inside the table. Ensure that no border is currently being applied to
the table. Now, show the gridlines for the table. Then, hide the gridlines once again. Close the document without saving the changes.

Exercise nine  
Open the document Tables.doc and make sure that it contains a table with five rows and three columns. Insert the following data into the table:

- Alaska, April, 800
- California, July, 6000
- Hawaii, February, 5000 (note: many of the people who come to Hawaii are on their honeymoon)

Save the changes to the document Tables.doc.

Exercise ten  
In a blank new document, create a new table with three rows and two columns. Input in the cells of the table the names and telephone numbers of three friends or family members. Save the document with the filename Friends and Family.doc, and close it.
Chapter objectives

By the end of this chapter you will be familiar with the following topics:

- Column width
- Row height
- Inserting rows
- Inserting columns
- Deleting rows
- Deleting columns
- Appending rows
- Appending columns
- Merging cells
- Splitting cells
- Aligning tables
- Deleting cell contents
- Deleting tables
Column width  You can change the width of columns in tables any time.

1 Select the columns whose width is to be changed
   Word XP will change the width of the selected cells in columns.
   Therefore, to change the width of an entire column, make sure that all
   the cells in the column are selected.

2 Select Table

3 Select Table Properties

4 Click the Column tab

5 Specify the desired column width, under preferred Width

6 Click OK

or
1. Take the INSERTION POINT to any cell in the table in which the width of columns is to be changed.

2. Take the MOUSE POINTER to the Move Table Column marker on the Horizontal Ruler.

3. Hold down the LEFT BUTTON.

4. Take the MOUSE POINTER, on the Horizontal Ruler, to the desired position indicating the width of the column. This drags the Move Table Column marker to the desired position.

5. Release the LEFT BUTTON.

   Word XP will automatically fit the columns to a width large enough to accommodate the widest entry in any column.

1. Select the columns whose width is to be changed.

   Word XP will change the width of selected cells in columns. Therefore, to change the width of an entire column, make sure that all the cells in the column are selected.

2. Select Table.

3. Select AutoFit.

4. Select AutoFit To Contents.

   You can also use the Tables And Borders toolbar to change the width of columns so that their widths are evenly distributed.
1 Select the columns whose width is to be changed
Word XP will change the width of the selected cells in columns. Therefore, to change the width of an entire column, make sure that all the cells in the column are selected.

2 Click the Distribute Columns Evenly button on the Tables And Borders toolbar

Row height

1 Select the rows whose height is to be changed

2 Select Table

3 Select Table Properties

4 Click the Row tab
5 Select Specify Height

Selecting Specify Height makes Word XP heighten the row by the height specifications you typed.

6 Click OK

You can also specify a minimum height for rows or a fixed amount for the height of rows.

1 Select the rows whose height is to be changed

2 Select Table

3 Select Table Properties

4 Click the Row tab

5 Select At Least or Exactly, under Row Height Is

Selecting At Least allows you to specify the minimum height of the selected rows. Selecting Exactly allows you to specify a fixed amount for the height of the selected rows.
6 Specify the desired minimum or fixed row height, under Specify Height

7 Click OK

You can also use the Tables And Borders toolbar to change the height of rows so that their heights are evenly distributed.

1 Select at least one cell in each of the rows whose height is to be changed

2 Click the Distribute Rows Evenly button on the Tables And Borders toolbar

Inserting rows

1 Select at least one cell in each row of the rows where new ones are to be inserted

2 Select Table

3 Select Insert

4 Select Row Above, or Row Below

or

1 Select at least one cell in each row of the rows where new ones are to be inserted

2 Click the Insert Cells button on the Standard toolbar

3 Select Insert Entire Row

4 Click OK
or

1. Select the rows where new ones are to be inserted

2. Click the Insert Rows button on the Standard toolbar

Note that the Tables button becomes the Insert Rows button when selecting one or more entire columns.

You can also insert rows in tables by drawing them with the mouse using the Tables And Borders toolbar.

1. Click the Draw Table button on the Tables And Borders toolbar

2. Take the MOUSE POINTER, inside the table, to where the horizontal line separating one row from the next is to start

3. Hold the LEFT BUTTON

4. Take the MOUSE POINTER horizontally to the left or right border of the table
   This makes the program draw a horizontal line separating one row from the next.

5. Release the LEFT BUTTON

6. Repeat the last four steps for as many rows as desired
Inserting columns

1. Select at least one cell in each column where new ones are to be inserted
2. Select Table
3. Select Insert
4. Select Insert Columns To The Left or Columns To The Right

or

1. Select at least one cell in each column where new ones are to be inserted
2. Click the Insert Cells button on the Standard toolbar
3. Select Insert Entire Column
4. Click OK

or

1. Select the columns where new ones are to be inserted
2. Click the Insert Columns button on the Standard toolbar

Note that the Tables button becomes the Insert Columns button when selecting one or more entire columns.
You can also insert columns in tables by drawing them with the mouse using the Tables And Borders toolbar.

1. Click the Draw Table button on the Tables And Borders toolbar

2. Take the MOUSE POINTER, inside the table, to where the vertical line separating one column from the next is to start

3. Hold the LEFT BUTTON

4. Take the MOUSE POINTER vertically to the top or bottom border of the table
   This makes the program draw a vertical line separating one column from the next

5. Release the LEFT BUTTON

6. Repeat the last four steps for as many columns as desired

Deleting rows

1. Select at least one cell in each of the rows to be deleted

2. Select Table

3. Select Delete

4. Select Rows
Deleting columns

The steps below outline how to delete columns in tables.

1. Select at least one cell in each of the columns to be deleted
2. Select Table
3. Select Delete
4. Select Columns

Appending rows

You can append new rows at the end of a table quickly.

1. Take the INSERTION POINT to the end of the last cell in the table
2. Press the Tab key

Appending columns

The steps below outline how to insert columns at the end of tables

1. Take the INSERTION POINT, outside the table, to the end of the first row
2. Select Table
3. Select Insert
4. Select Columns To The Right
Merging cells

Word XP allows you to merge cells vertically or horizontally in order to create irregular table grids.

1. Select the cells to be merged into a single cell
2. Select Table
3. Select Merge Cells
   
   or

1. Select the cells to be merged into a single cell
2. Click the Merge Cells button on the Tables And Borders toolbar
### Splitting cells

Word XP allows you to split cells vertically or horizontally in order to create irregular table grids.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Select the cells to be split vertically or horizontally**
2. **Select Table**
3. **Select Split Cells**
4. **Select or de-select Merge Cells Before Split**

Selecting Merge Cells Before Split makes the program merge the selected cells first into a single cell and then split it into the specified number of columns and rows. De-selecting Merge Cells Before Split makes the program split each of the selected cells individually into the specified number of columns and rows.

5. **Specify the number of columns the selected cells are to be split into, under Number Of Columns**
6 Specify the number of rows the selected cells are to be split into, under Number Of Rows

7 Click OK

or

1 Select the cells to be split vertically or horizontally

2 Click the Split Cells button on the Tables And Borders toolbar

3 Select or de-select Merge Cells Before Split

Selecting Merge Cells Before Split makes the program merge the selected cells first into a single cell to then split it into the specified number of columns and rows. De-selecting Merge Cells Before Split makes the program split each of the selected cells individually into the specified number of columns and rows.

4 Specify the number of columns the selected cells are to be split into, under Number Of Columns

5 Specify the number of rows the selected cells are to be split into, under Number Of Rows

6 Click OK
Aligning tables

1. **Position the INSERTION POINT in any cell of the table to be aligned**
   If some cells are selected but others are not, only the rows of the selected cells will be aligned. Therefore, to align the entire table, make sure that the INSERTION POINT is in the table but that no cells are selected, or that at least one cell in each row of the table is selected.

2. Select Table

3. Select Table Properties

4. Click the Table tab

5. Select Left, Center, or Right, under Alignment

6. Click OK
Deleting cell contents

1. Select the cells whose contents are to be deleted
2. Select Edit
3. Select Clear

or

1. Select the cells whose contents are to be deleted
2. Press Delete

Deleting tables

You can delete entire tables in a single procedure, as outlined in the steps below.

1. Select the table to be deleted and the document line immediately above or the document line immediately below the table to be deleted
2. Select Edit
3. Select Clear

or

1. Select the table to be deleted and the document line immediately above or the document line immediately below the table to be deleted
2. Press Delete
Remarks  To avoid overwriting the original data files, please copy the contents of
the folder C:\Practice to the folder My Documents. Then use the resulting
copies in My Documents, to complete the review exercises at the end of
each chapter whenever required, unless otherwise indicated.

Exercise one  Open the document Bookings–Edited.doc. Save it in My Documents with
the new file name Bookings, replacing any previously saved version of
Bookings, if necessary. Use the AutoFit feature to change the width of all
columns in the table to fit their contents. Then, change the width of all
columns to 1.1". Save the changes to the document Bookings.doc.

Exercise two  Make sure that the document Bookings.doc is open. Increase the row
height for all rows to 0.5 inches. Then, specify the row height to be at
least 0.1 inches. Close the document without saving.

Exercise three  Make sure that the document Bookings.doc is open. Insert a blank row
between the rows for Resorts and Cruises. Insert a blank column between
Spring and Summer. Close the document without saving.
Exercise four  Make sure that the document Bookings.doc is open. Append a blank row after the last row. Then, append a blank column to the right of the last column. Close the document without saving.

Exercise five  Make sure that the document Bookings.doc is open. Add a row between Group Tours and Resorts. Append a column after Winter. Next, delete the blank row and the blank column. Close the document without saving.

Exercise six  Make sure that the document Bookings.doc is open. Append a row at the end of the table, merge its cells, and type the following text in the resulting merged cell:

   Source: Statistics Department

Save the changes to the document.

Exercise seven  Make sure that the document Bookings.doc is open. Delete the text

   Source: Statistics Department

Split the long cell in the last row into 5 columns. Then, delete the last row from the table. Save the document.

Exercise eight  Make sure that the document Bookings.doc is open. Use the AutoFit feature to change the width of all columns in the table to fit their
contents. Centre the table within the margins. Next, align the table to the right. Then, align the table back to the left. Close the document without saving.

Exercise nine  
In a blank new document, create a table similar to the one below.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 nights</td>
<td>$500</td>
</tr>
<tr>
<td>4 nights</td>
<td>$700</td>
</tr>
<tr>
<td>7 nights</td>
<td>$1100</td>
</tr>
</tbody>
</table>

Save the document in My Documents with the filename Prices.doc.

Exercise ten  
Make sure that the document Prices.doc is open. Modify the table in the document so that it appears like the one shown below.

<table>
<thead>
<tr>
<th></th>
<th>Standard</th>
<th>Deluxe</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 nights</td>
<td>$500</td>
<td>$650</td>
</tr>
<tr>
<td>4 nights</td>
<td>$700</td>
<td>$890</td>
</tr>
<tr>
<td>7 nights</td>
<td>$1100</td>
<td>$1450</td>
</tr>
<tr>
<td>14 nights</td>
<td>$2000</td>
<td>$2600</td>
</tr>
</tbody>
</table>

Save the changes to the document and close it.
Chapter objectives

By the end of this chapter you will be familiar with the following topics:

- Formatting cell contents
- Rotating text in tables
- Cell borders
- Custom cell borders
- Shading

Formatting cell contents

The contents of table cells can be formatted (font family, font size, paragraph alignment, etc.) in the same way that text is formatted elsewhere in the document.

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
</tr>
</thead>
<tbody>
<tr>
<td>TVs</td>
<td>2,000</td>
<td>2,500</td>
<td>2,200</td>
<td>2,800</td>
</tr>
<tr>
<td>VCRs</td>
<td>1,500</td>
<td>1,800</td>
<td>1,100</td>
<td>2,000</td>
</tr>
<tr>
<td>PCs</td>
<td>1,300</td>
<td>1,500</td>
<td>1,200</td>
<td>1,800</td>
</tr>
<tr>
<td>CAMs</td>
<td>1,400</td>
<td>1,700</td>
<td>1,200</td>
<td>2,100</td>
</tr>
</tbody>
</table>
Rotating text in tables

1. Select the cells whose text is to be rotated
2. Select Format
3. Select Text Direction
4. Select the desired orientation for the text, under Orientation

5. Click OK

or

1. Select the text whose contents are to be rotated
2. Click the Change Text Direction button on the Tables And Borders toolbar repeatedly until the text is rotated as desired
Cell borders

1. Take the INSERTION POINT to any cell in the table whose borders are to be changed, or select the cells whose borders are to be changed.
   You can ask the program to change the borders of the entire table or of only the selected cells.

2. Select Format

3. Select Borders And Shading

4. Click the Borders tab

5. Select None, Box, All, or Grid, under Setting

6. Select the desired style of line for the borders, under Style

7. Select the desired colour for the borders, under Color

8. Select the desired width for the borders, under Width
9 **Select Table or Cell, under Apply To**

Selecting **Table** will apply the specified borders to the entire table. Selecting **Cell** will apply the specified borders to the current cell or the selected cells.

10 **Click OK**

---

**Custom cell borders**

Word XP allows you to create custom borders for the cells in tables, as illustrated in the table below.

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
</tr>
</thead>
<tbody>
<tr>
<td>TVs</td>
<td>2,000</td>
<td>2,500</td>
<td>2,200</td>
<td>2,800</td>
</tr>
<tr>
<td>VCRs</td>
<td>1,500</td>
<td>1,800</td>
<td>1,100</td>
<td>2,000</td>
</tr>
<tr>
<td>PCs</td>
<td>1,300</td>
<td>1,500</td>
<td>1,200</td>
<td>1,800</td>
</tr>
<tr>
<td>CAMs</td>
<td>1,400</td>
<td>1,700</td>
<td>1,200</td>
<td>2,100</td>
</tr>
</tbody>
</table>

1 **Take the INSERTION POINT to any cell in the table whose borders are to be changed, or select the cells whose borders are to be changed**

You can ask the program to change the borders of the entire table or of only the selected cells.

2 **Select Format**

3 **Select Borders And Shading**

4 **Click the Borders tab**

5 **Select Custom, under Setting**

6 **Select the desired style of line for the border side to customize, under Style**

7 **Select the desired colour for the border side to customize, under Color**
8 Select the desired width for the border to customize, under **Width**

9 Click, in the diagram, the border side to customize, under **Preview**

10 Repeat the last four steps for as many border sides as desired

11 **Select Table or Cell**, under **Apply To**

   Selecting **Table** will apply the specified borders to the entire table. Selecting **Cell** will apply the specified borders to the current cell or the selected cells.

12 Click **OK**

---

**Shading**

1 Take the **INSERTION POINT** to any cell in the table whose cells are to be shaded, or select the cells to be shaded

2 Select **Format**

3 Select **Borders And Shading**

4 Click the **Shading tab**
5 Select the desired fill colour for the shading, under Fill

6 Select the desired pattern style to be applied over the fill colour, under Style
Selecting Clear ensures that no pattern is applied over the fill colour. Selecting Solid ensures that the pattern obscures the fill colour completely.

7 Select the desired colour for the pattern, under Color

8 Select Table or Cell, under Apply To
Selecting Table will apply the specified shading to the entire table. Selecting Cell will apply the specified shading to the current cell or the selected cells.

9 Click OK
REVIEW EXERCISES

Remarks
To avoid overwriting the original data files, please copy the contents of the folder `C:\Practice` to the folder `My Documents`. Then use the resulting copies in `My Documents`, to complete the review exercises at the end of each chapter whenever required, unless otherwise indicated.

Exercise one
Open the document `Bookings–Plain.doc`. Save the document `Bookings–Plain.doc` in `My Documents`, but with the new file name `Bookings–Formatted.doc`. Format the text entries in the table so that they appear in boldface. Save the document.

Exercise two
Make sure that the document `Bookings–Formatted.doc` is open. Format the numeric entries in the columns so that they are centered within their respective cells. Also, centre the headings Spring, Summer, Fall, and Winter in their cells. Save the document.

Exercise three
Make sure that the document `Bookings–Formatted.doc` is open. Format the numeric entries so that they all appear in italics. Rotate the headings of the columns 90 degrees clockwise.
Next, rotate the headings again so that they revert to their original orientation. Then, change the height of the first row to 0.5 inches. Save the document.

Exercise four
Make sure that the document Bookings–Formatted.doc is open.
Make six copies of the table in the document so that the document ends up containing seven tables.

In the first table in the document, change the font of all entries to Garamond, 12 points. Next, format the text in the first row and the first column to be Garamond, 14 points. Save the document.

Exercise five
Make sure that the document Bookings–Formatted.doc is open.
In the second table in the document, rotate the headings of the columns 90 degrees counterclockwise. Save the document.

Exercise six
Make sure that the document Bookings–Formatted.doc is open.
In the third table in the document, change the style of all the borders of all cells to a double-line style with a width of 1.5 points. Save the document.

Exercise seven
Make sure that the document Bookings–Formatted.doc is open.
In the fourth table in the document, modify the outside borders
of the table to a double–line. Modify the horizontal borders for
the rows inside the table so that they are not visible, except the
top and bottom borders of the table, which are to remain as
double–lines. Modify the vertical borders for the columns
inside the table so that they are not visible, except the leftmost
and rightmost borders of the table, which are to remain as
double–lines. Save the document.

Exercise eight

Make sure that the document Bookings–Formatted.doc is open.
In the fifth table in the document, change the borders of the first
row of cells so that the table appears as shown below.

Save the document.
Exercise nine  Make sure that the document Bookings–Formatted.doc is open. In the sixth table in the document, make all vertical borders invisible. Then, make the necessary changes so that the table looks like the one shown below.

![Table Image]

Also, change the shading of the cells with the column headings to yellow with a clear pattern style. Save the document.

Exercise ten  Make sure that the document Bookings–Formatted.doc is open. In the seventh table in the document, change the shading of the cells to 20% green. Save the document and close it.
<table>
<thead>
<tr>
<th><strong>Index of terms</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
</tr>
<tr>
<td>aligning tables   178</td>
</tr>
<tr>
<td>aligning text     127</td>
</tr>
<tr>
<td>aligning text vertically 150</td>
</tr>
<tr>
<td>appending columns 174</td>
</tr>
<tr>
<td>appending rows    174</td>
</tr>
<tr>
<td>attributes of text 111</td>
</tr>
<tr>
<td>automatic grammar checking 92</td>
</tr>
<tr>
<td>automatic hyphenation 53</td>
</tr>
<tr>
<td>automatic spell checking 92</td>
</tr>
<tr>
<td>contents          179, 183</td>
</tr>
<tr>
<td>copying text      49</td>
</tr>
<tr>
<td>copying the format attributes of text 111</td>
</tr>
<tr>
<td>creating folders  13</td>
</tr>
<tr>
<td>creating new documents 16</td>
</tr>
<tr>
<td>creating tables   156</td>
</tr>
<tr>
<td>current page      73</td>
</tr>
<tr>
<td>custom borders    136</td>
</tr>
<tr>
<td>custom cell borders 186</td>
</tr>
<tr>
<td>custom page borders 138</td>
</tr>
<tr>
<td><strong>B</strong></td>
</tr>
<tr>
<td>boldface          105</td>
</tr>
<tr>
<td>borders           134, 136, 137, 138, 185, 186</td>
</tr>
<tr>
<td>breaks            145, 146, 147, 148</td>
</tr>
<tr>
<td>breaks between paragraphs 132</td>
</tr>
<tr>
<td>breaks within paragraphs 132</td>
</tr>
<tr>
<td>buttons           29</td>
</tr>
<tr>
<td>dates             50</td>
</tr>
<tr>
<td>deleting all tabs 127</td>
</tr>
<tr>
<td>deleting cell contents 179</td>
</tr>
<tr>
<td>deleting columns  174</td>
</tr>
<tr>
<td>deleting page breaks 146</td>
</tr>
<tr>
<td>deleting rows     173</td>
</tr>
<tr>
<td>deleting section breaks 148</td>
</tr>
<tr>
<td>deleting tables   179</td>
</tr>
<tr>
<td>deleting tabs     126</td>
</tr>
<tr>
<td>deleting text      46</td>
</tr>
<tr>
<td>displaying or hiding buttons 29</td>
</tr>
<tr>
<td>displaying or hiding menu options 32</td>
</tr>
<tr>
<td>documents         14, 16, 19, 66, 71</td>
</tr>
<tr>
<td><strong>C</strong></td>
</tr>
<tr>
<td>caps              110</td>
</tr>
<tr>
<td>cell borders      185, 186</td>
</tr>
<tr>
<td>cell contents     179, 183</td>
</tr>
<tr>
<td>cells             160, 175, 176</td>
</tr>
<tr>
<td>changes           38</td>
</tr>
<tr>
<td>characters        55, 57</td>
</tr>
<tr>
<td>checking          90</td>
</tr>
<tr>
<td>checking features 88</td>
</tr>
<tr>
<td>closing files     20</td>
</tr>
<tr>
<td>color             107</td>
</tr>
<tr>
<td>colors            113</td>
</tr>
<tr>
<td>column width       166</td>
</tr>
<tr>
<td>columns           161, 172, 174</td>
</tr>
<tr>
<td>commands          39</td>
</tr>
<tr>
<td><strong>D</strong></td>
</tr>
<tr>
<td>dates             50</td>
</tr>
<tr>
<td>deleting all tabs 127</td>
</tr>
<tr>
<td>deleting cell contents 179</td>
</tr>
<tr>
<td>deleting columns  174</td>
</tr>
<tr>
<td>deleting page breaks 146</td>
</tr>
<tr>
<td>deleting rows     173</td>
</tr>
<tr>
<td>deleting section breaks 148</td>
</tr>
<tr>
<td>deleting tables   179</td>
</tr>
<tr>
<td>deleting tabs     126</td>
</tr>
<tr>
<td>deleting text      46</td>
</tr>
<tr>
<td>displaying or hiding buttons 29</td>
</tr>
<tr>
<td>displaying or hiding menu options 32</td>
</tr>
<tr>
<td>documents         14, 16, 19, 66, 71</td>
</tr>
<tr>
<td><strong>E</strong></td>
</tr>
<tr>
<td>editing tables     165</td>
</tr>
<tr>
<td>editing text       45</td>
</tr>
<tr>
<td>effects            110</td>
</tr>
<tr>
<td>existing documents 14</td>
</tr>
<tr>
<td>exiting documents</td>
</tr>
<tr>
<td>exiting Word 2000 for Windows 21</td>
</tr>
<tr>
<td><strong>F</strong></td>
</tr>
<tr>
<td>fields             50</td>
</tr>
<tr>
<td>files              10, 12, 20</td>
</tr>
<tr>
<td>finding            78</td>
</tr>
<tr>
<td>finding text       78</td>
</tr>
<tr>
<td>first–line indents 121</td>
</tr>
<tr>
<td>folders            13</td>
</tr>
<tr>
<td>font effects       110</td>
</tr>
<tr>
<td>font sizes         103</td>
</tr>
<tr>
<td>fonts              100</td>
</tr>
<tr>
<td>foreign characters 57</td>
</tr>
<tr>
<td>format attributes of text 111</td>
</tr>
<tr>
<td>formatting cell contents 183</td>
</tr>
<tr>
<td>formatting paragraphs 118</td>
</tr>
<tr>
<td>formatting tables  183</td>
</tr>
<tr>
<td>formatting text    100</td>
</tr>
<tr>
<td><strong>G</strong></td>
</tr>
<tr>
<td>general structure  26</td>
</tr>
<tr>
<td>going to pages or other locations 83</td>
</tr>
<tr>
<td>grammar           87</td>
</tr>
<tr>
<td>grammar checker  settings 93</td>
</tr>
<tr>
<td>grammar checking  90, 92</td>
</tr>
<tr>
<td>grammar checking features 88</td>
</tr>
<tr>
<td>gridlines         159</td>
</tr>
<tr>
<td><strong>H</strong></td>
</tr>
<tr>
<td>hanging indents    121</td>
</tr>
<tr>
<td>height            168</td>
</tr>
<tr>
<td>hiding buttons     29</td>
</tr>
<tr>
<td>hiding menu options 32</td>
</tr>
<tr>
<td>highlight          113</td>
</tr>
<tr>
<td>highlight colors   113</td>
</tr>
<tr>
<td>highlighting text  112</td>
</tr>
<tr>
<td>hyphenation        52, 53, 54</td>
</tr>
</tbody>
</table>
Sample Index of Terms

**Introductory Word XP for Windows**

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**I**
- indents 119, 121
- inserting columns 172
- inserting fields 50
- inserting page breaks 145
- inserting rows 170
- inserting section breaks 147
- inserting tables 156
- inserting text 46
- inserting text in tables 159
- insertion 36
- insertion point 36
- italics 105

**L**
- landscape 69
- launching Word XP 10
- layout view 34
- line spacing 129
- lines 133
- locations 83

**M**
- managing files 10
- manual hyphenation 54
- margins 145, 148
- menu options 32
- menus 26, 27
- merging cells 175
- moving text 47
- moving the insertion point 36

**N**
- new documents 16
- non–breaking hyphens 52
- non–breaking spaces 51
- normal view 33

**O**
- opening existing documents 14
- optional hyphens 52
- options 32
- orphan lines 133
- outline font effects 110

**P**
- page 73
- page borders 137, 138
- page breaks 145, 146
- page breaks between paragraphs 132
- page breaks within paragraphs 132
- page ranges 73
- pages 83
- paper size 71
- paragraphs 118, 132
- pop–up menus 27
- portrait 69
- preview 67
- print preview 67
- printing documents 66
- printing entire documents 71
- printing page ranges 73
- printing the current page 73
- pull–down menus 26

**R**
- ranges 73
- removing highlight 113
- repeating commands 39
- replacing 78
- replacing text 81
- rotating text in tables 184
- row height 168
- rows 160, 170, 173, 174
- rulers 32

**S**
- saving all documents 14
- saving for the first time 11
- saving under a different path or filename 13
- saving updated files 12
- section breaks 147, 148
- selecting cells 160
- selecting columns 161
- selecting rows 160
- selecting tables 161
- selecting text 37
- setting tabs 123
- settings 93
- shading 139, 187
- size 71

**T**
- tables 156, 159, 161, 165, 178, 179, 183, 184
- tabs 123, 126, 127
- tags 39
- task pane 28
- text 37, 45, 46, 47, 49, 78, 81, 100, 109, 111, 112, 127
- text in tables 159, 184
- text vertically 150
- Thesaurus 95
- times 50
- toolbars 27
- typing over existing text 46
- typographic characters 55

**U**
- underline 106
- undoing changes 38
- updated files 12

**V**
- vertically 150
- view 33, 34

**W**
- web 34
widow and orphan lines 133
width 166
Word XP 10

Z
zoom view 34