



# **Word Processing 2**

**Using a computer for Writing**

**Microsoft Office 2016**

## Table of Contents

Table of Contents .....	2
Changing Margins.....	3
Changing Line Spacing .....	3
Headers and Footers .....	4
Footnotes and Endnotes .....	5
Tables .....	5
Changing the appearance of text in a table .....	6
Table tools .....	7
Changing the size of columns and rows .....	8
Inserting rows and columns into a table.....	8
Bulleted and Numbered Lists .....	9
Page Breaks .....	10
To insert a Hard Page Break: .....	11
Special Characters and Symbols.....	11
Equations.....	12
Graphics and Pictures.....	13
Pictures.....	13
Wrapping text around an image .....	13
Drawing using Shapes.....	14
Appendix 1: General Layout Guidelines for Word Processed Documents.....	15
Additional Information.....	16
Paragraph Break Control .....	16

These notes are designed for you to work through at your own pace. These notes do not explain every feature of the program therefore you are expected to make use of the Help facility.



**Note:** This icon denotes important information – read it carefully.



**Tasks** This icon denotes a task which should be carried out to help you gain the skills required.

If you have any comments or queries, please contact:

**The ICT Skills tutor within your Learning Development Centre.**

**Glasgow School for Business and Society – 0141 331 3300**

**School of Health and Life Sciences – 0141 331 3456**

**School of Engineering and Built Environment – 0141 273 1230**





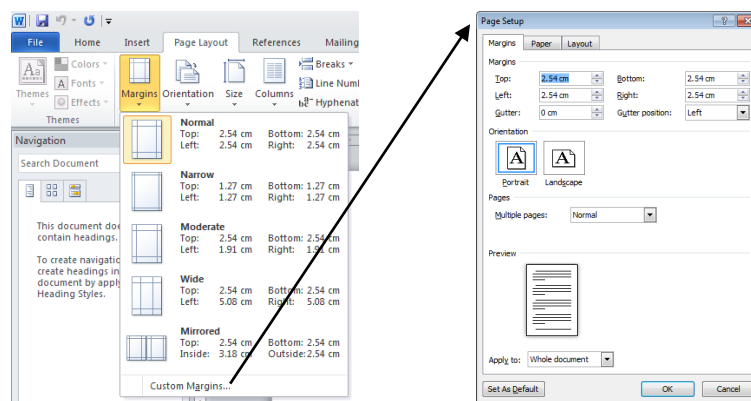
**Note:** These notes assume you can already use Word for basic word processing. If you are unfamiliar with MS Word please refer to Word Processing 1 – Using a computer for Writing before trying to complete this booklet.

**Appendix 1 gives guidelines on the layout of documents. Please read this before starting.**

## Changing Margins

Margins are the spaces at the left, right, top and bottom of a document between the edge of the paper and the document text. MS Word default margin size is 2.54cm for all margins.



To change the margins for an entire document, from the **Layout** tab, **Page Setup** group, select the **Margins** command . This will display a menu of margin options, if you select one of these it will be applied to the whole document. If you would like to customise the margin sizes, select the **Custom Margins** command from the very bottom of the **Margins** menu. The **Page Setup** dialogue box will be displayed where you can then make the required changes from the **Margins** tab as seen in **Figure 1** below. Alternatively the **Page Setup** dialogue box can also be accessed by selecting the **Page Setup** dialogue box launcher  (located at the bottom right corner of the **Page Setup** group on the **Page Layout** tab).



**Figure 1:** Customising Margins

## Changing Line Spacing

The space between lines of text in a paragraph can be changed either before or after text is entered. This is a paragraph command so the line spacing will be changed for the entire paragraph.

To change line spacing, select the paragraph by clicking anywhere on it, then on the **Home** tab, within the **Paragraph** group, select **Line Spacing** . This will display a list of line spacing options for you to choose from. Line Spacing can also be altered by opening the **Paragraph** dialogue box by clicking the **Paragraph** dialogue box launcher  (located at the bottom right corner of the **Paragraph** group on the **Home** tab). Select the **Indents and Spacing** tab in the dialogue box and from the **Line Spacing** drop-down box select the spacing required. The most common spacing options are single, 1.15 (the default), 1.5 or double.



**Note:** To change line spacing for an entire document all of the text must be selected.



### Task 1

Open the **Students at GCU** document created in the Revision Exercise, page

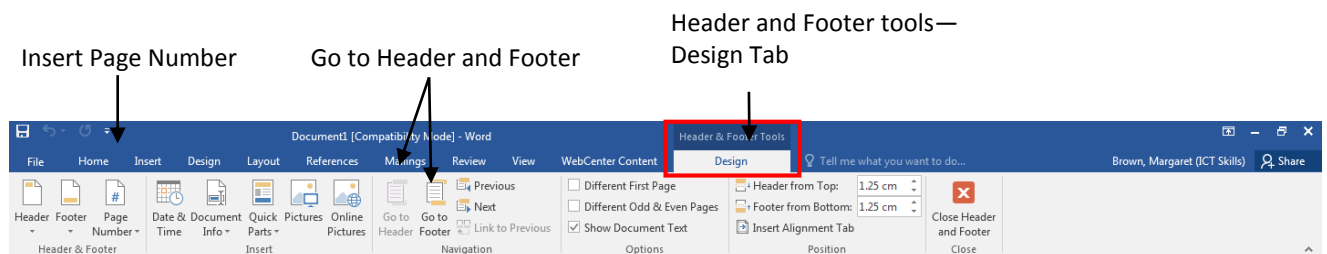
Change the left and right margins to 3cm. Change the line spacing of the entire document to 1.5 lines. Print Preview the document to see the effect of these changes.

Save and close the document.

## Headers and Footers

Headers and Footers are text or graphics which appear at the top or bottom of every page of a document. Headers are printed within the top margin and footers within the bottom margin. They may include, for example, the name of the author, chapter, document name, the date or the page number.

To insert a Header or Footer, from the **Insert** tab, **Header & Footer** group, select either **Header** or **Footer**. When you click on either the **Header** or **Footer** command the **Built In** gallery will be displayed with formatting options that can then be selected to apply to the document. Once the desired option has been selected you will be immediately moved to the header or footer section ready for text to be entered. Notice when in the header or footer area of the page a **Header & Footer Tools - Design** tab is displayed on the Ribbon. This is a contextual tools tab that contains further formatting options for headers and footers. Text can be typed in the header or footer or, alternatively, the header and footer design tools can be used for a number of options such as automatically inserting the page number, date, time, etc. The **Header & Footer Tools - Design** tab is shown in **Figure 2** below:



**Figure 2:** Header & Footer Tools - Design tab



### Task 2

Open the Students at GCU document.


Delete your name and course details from the bottom of the document and, instead, enter a Header containing your name and course ID. Make sure the text is left aligned.

Add automatic page numbering as a footer. The page number should be centred. Save the document.


## Footnotes and Endnotes

Footnotes and endnotes are used for referencing or to provide an explanation of text within a document. Students on certain programmes of study often use them for citation purposes when writing essays, reports and dissertations. **Footnotes** appear at the bottom of the current page and **Endnotes** appear at the end of a document. They can both be used within the same document.

Footnotes and endnotes consist of 2 parts: a mark (normally a number or symbol placed within the main body of the document) and the corresponding explanatory text (see bottom of page \*\*).

For example: **Smith and Jones 1995<sup>1</sup>** 

To add Footnotes or Endnotes to a document, firstly place the cursor at the position within the document where you want the mark to appear. Select the **Reference** tab and within the **Footnotes** group click on the **Insert Footnote** or **Insert Endnote** command. This will add the mark within the document at the cursor position, and will take you to the footnote or endnote section of the document, to enter the actual reference or the explanatory text.

For further formatting options click in the Footnote or Endnote and then click the **Footnotes** dialogue box launcher . This will display the **Footnote and Endnote** dialogue box where you can customise your reference mark and apply changes to current footnotes and endnotes. These options include selecting an appropriate number format and creating custom reference marks etc. When you finish selecting the formatting options just click on the **Apply** button.



### Task 3

Add a footnote to Students at GCU. The mark (a simple number) should appear after the main heading of the document (Student Life) and the footnote at the bottom of the page should state:

**Extract from GCU prospectus**

Save the document. View the document in Print Preview.

Pay particular attention to the position and layout of the header, footer and footnote.

Return to Print Layout view and close the document

## Tables

A table is a grid composed of columns and rows. The intersection of a column and row is called a *cell*, and each cell can contain text, and/or numbers, graphics or formulae. Tables are generally used to enter, and align, text and numbers.



\*\*This is the corresponding footnote

<sup>1</sup> This is an example footnote



**Note:** If you need to create large tables including complicated formulae, it is better to use a spreadsheet program such as **Microsoft Excel**.

Table commands allow tables to be inserted within documents as well as adding formatting features such as gridlines and shading. To insert a table, click at the position in the document where you want the table to be entered. Then go to the **Insert** tab. There are two main methods that can be used to create a table:

- **Table Gallery:** On the **Insert** tab within the **Tables** group select the **Table command** . The Insert Table menu will be displayed. Drag across the cells to select the number of rows and columns you want in your table. Notice that when you drag across the cells a preview of the table will be displayed within the document itself. When you have the correct number of rows and columns click and the table will be inserted in your document. This will create a table using Word's default table formatting.
- **Insert Table:** On the **Insert** tab within the **Tables** group select the **Table command** , and then **Insert Table** from the menu. This will launch the **Insert Table** dialogue box which allows the layout of the table to be chosen. You can manually select the number of columns and rows for the table (this can be altered later). It is recommended that you use the default **AutoFit** option; however, you can change this if needed. Click **OK** to enter the table in your document.

When a table has been inserted into a document, the text in the table can be entered, aligned and formatted as required.

## Changing the appearance of text in a table

The method for changing the appearance (size, font, alignment etc.) of text in a table is the same as for any 'normal' document text. You must:

1. select the text you wish to change by either select individual cells, whole rows or columns, or the whole table.
2. use the appropriate formatting commands to change it



#### Task 4

Start a new document. Type a heading at the top of the page: **Modules for Study**

On a new line insert the following table:

Module	Department	Level	Credit Value
Foundation Law	LAW	1	10
Functional Anatomy	NCH	1	10
Statistical Computing	MAT	2	20

Follow the layout of text in the table above regarding alignment within columns but don't worry if the columns are not wide enough for the text you type in – you will change the column width later.

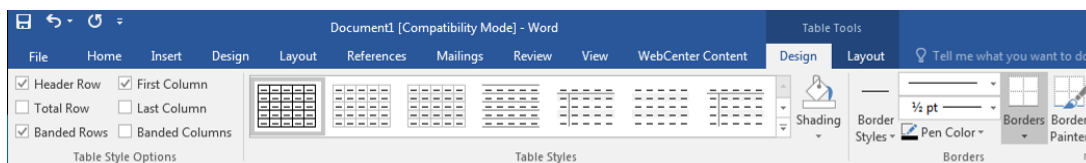
Add a Header to the document with your name and a Footer containing the date.

Save the document to your user workspace (H: drive), calling it **Modules for study**.

### Table tools

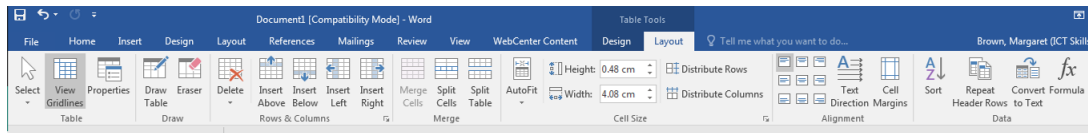
Once you have inserted a table in your document the contextualised **Table Tools – Design** and **Table Tools – Layout** tabs are displayed. These contextual tools tabs contain formatting options for both the **design** and **layout** of the table.

**The Table Tools - Design tab, Figure 3:** allows you to format characteristics of the table, for example include a header row, shading, borders and colour. You can use one of the pre-formatted styles displayed in the **Table Styles** group, or create your own. These format settings can be applied to the entire table or to a specific cell, row or column. If no alternative style is chosen, the style will be Table Grid which displays a line around each cell within the table (as in the table shown in **Task 4**).



**Figure 3:** Table Tools - Design tab

**The Table Tools - Layout tab, Figure 4:** allows you to insert or delete rows and columns in your table using the commands located in the **Rows & Columns** group. The commands on this tab also allow you to alter cell size and text alignment using the commands in the **Cell Size** and **Alignment** groups respectively.



**Figure 4:** Table Tools - Layout tab





**Note:** The **Table Tools - Design** and **Layout** tabs are only accessible when a table is selected.

To move between cells in the table, use the **Tab** key, the arrow keys on the keyboard, or the mouse.

## Changing the size of columns and rows

The size of columns and rows in a table are primarily determined by the AutoFit options chosen when the table is created. However, you may find that the column and row sizes may not suit the contents, either being too large or small for the content within the table. The size of rows and columns can be altered to better suit the data you have entered. There are 3 ways in which to alter the column size:


- move the cursor to the edge of the column or row until its shape changes to a double headed arrow, this for a column  or this for a row . Hold the mouse button down and 'drag' the edge of the column or row to change its size
- drag the column markers on the Table Ruler at the top of the document window. If the Rulers are not displayed click on the **View** tab and check the **Ruler** box.
- column and row sizes can also be altered by accessing the **Table Tools - Layout** tab, within the **Table** group selecting **Properties**. This will launch the **Table Properties** dialogue box from which row height and column width can be modified.



### Task 5

Experiment changing the widths of the columns and rows in the Modules for Study table using some or all of the methods described. Remember: if you make a mistake, you can always use the Undo button.



Using the Shading gallery command  within the Table Styles group on the Table Tools - Design tab add suitable shading to the headings of the columns.

When you are happy with the layout of your table save your document.

## Inserting rows and columns into a table

To insert blank rows or columns into a table, select the row or column next to where the new one has to be inserted. Then select the **Table Tools - Layout** tab and from the **Rows & Columns** group select either **Insert Row (Above or Below)** or **Insert Column (Left or Right)**.





## Task 6

Within the Modules for Study table add a column between 'Level' and 'Credit Value' headed **Lecture Hours**. Add the following number of hours for each subject:

<b>Foundation Law</b>	<b>20</b>
<b>Functional Anatomy</b>	<b>26</b>
<b>Statistical Computing</b>	<b>24</b>

Right align all numeric values within the table.

Insert a new row before Statistical Computing. Add the following details:

Module	<b>Sociology</b>
Department	<b>SOC</b>
Level	<b>1</b>
Lecture Hours	<b>28</b>
Credit Value	<b>20</b>

Make any final adjustments to the table layout, ensuring all data is visible and aligned correctly.

Save the document and then close it.

## Bulleted and Numbered Lists

If a document contains a list of items, the list may be presented using bullet characters or by numbering the items.




This is bulleted list:

- item one
- item two
- item three

This is a numbered list:

1. item one
2. item two
3. item three

The simplest way to create a bulleted or numbered list is as you type it, and the same technique is used for both bullets and numbers.

Start the list on a blank line, but before you type the first item, select the desired list format. To do this go to the **Home** tab and select either **Bullets**  or **Numbering**  from within the **Paragraph** group. If you would like to manually select the format of the bullets and numbering simply click on the downward facing arrow  beside each of the commands. This will display a gallery of further options that can be selected and applied. Choose the option you wish by clicking

on it, the bullet/numbering option chosen will be displayed on screen.

Enter the text for the first item of the list, then **Enter**  $\leftarrow$  key to add a new bullet or number for the next item. If you wish to leave a blank line between the items in the list, press the **Shift**  $\uparrow$  + **Enter**  $\leftarrow$  keys together followed by the **Enter**  $\leftarrow$  key. When you have completed the list of items, press the **Enter** key to return to a new line, and then press it once more to remove the bullets or numbering format. Normal text entry can now be entered.

If you wish to create a bulleted or numbered list from existing text, simply select the text, and from the **Paragraph** group on the **Home** tab select either **Bullets** or **Numbering** to apply the desired formatting.



### Task 7

Open the Students at GCU document. Go to the end of the document and on a new line with Calibri font size 11 add:

**The Department of Student Services can help with:**

Then add a numbered list beneath this containing the following four items (each on a new line):

**Accommodation, Help & Advice, Part-time Study, International Students**

Leave a blank line after the numbered list and add the following text:

**You can also receive advice and information on:**

Then add a bulleted list beneath this containing the following details (each on a new line):

**Fees, Student Loans, Scholarships, Bursaries, Access Funds**

Save the document to your user workspace (H: drive).



### Supplementary Exercise

Try changing the numbered list within the Students at GCU document to the following format:

(a.) Accommodation

(b.) Help & Advice

(c.) Part-time Study

(d.) International Students


Tip: use the further numbering options from the numbering gallery.

## Page Breaks

Normally, new pages are automatically created by the software when needed – these are referred to as ‘*Soft Page Breaks*’. Sometimes however you may want to take a new page elsewhere. By inserting a ‘*Hard Page Break*’ you have the ability to control where a new page occurs. This is very

useful if you want the sections of your document to start on a new page.

### To insert a Hard Page Break:

Place the cursor at the position where you want the new page to begin. Go to the **Insert** tab and from the **Pages** group click on the **Page Break** command or go to the **Page Layout** tab, **Page Setup** group and click on the **Breaks**  command. This will display the **Page Breaks** menu with options for Page and Section Breaks. Select **Page** from the list and the break will be inserted. The cursor will now appear at the top of the next page.

There are also many different paragraph controls that are furthered explored in the Additional Information section at the end of this booklet.



#### Task 8

Open the Students at GCU document.

Go to the end of your document and insert a Page Break after the last piece of text (not in the footnote).

Type a heading on page 2 of your document: **Symbols, Equations, Clip Art and Drawing**. Centre and embolden the heading, change its font to Arial, 16 point.

Save the document to your user workspace (H: drive) as **Advanced Tasks** (use the Save As... option).


Use the Print Preview option to look at how your document would appear when printed out.

Which pages do the following appear on:

- a) Header?
- b) Footer?
- c) Footnote?

## Special Characters and Symbols

On occasions you may need to use special characters or symbols which cannot be found on a standard keyboard, for example the copyright symbol ©, Greek characters ( $\alpha$ ,  $\beta$  etc.) or mathematical operators ( $\sqrt{\quad}$ ,  $\int$  etc.).

To insert special characters or symbols into a document, select the **Insert** tab, **Symbols** group and select **Symbol** . This will display a gallery of some of the most commonly or recently used symbols. For a more comprehensive list select **More Symbols** from the bottom of the gallery. This will open the **Symbol** dialogue box. Select the font you want to use and then select the symbol required. Different fonts will have different set of symbols. There are additional Special Characters that can be found in the **Special Character** tab on the dialogue box.



### Task 9

Go to the second page of your document. Go to a new line after the heading and change the alignment to left align and the font size to 11. Switch off the Bold option. Using symbols where appropriate, enter all of the following text at the bottom of your document.

© – the copyright symbol

$\frac{1}{2}$  – a simple fraction

Ω – Greek capital letter omega

Save the document.

## Equations

If you want to insert a full equation in your document, it is best to use the **Equation** tool. The Word Equation tool will allow you to construct an equation, but it is not designed to calculate it. To access the **Equation** tool go to the **Insert** tab, **Symbols** group, and select **Equation**  $\pi$ . There are two methods to build an equation:

- By clicking on the top half of the **Equation** tool the contextual **Equation Tools – Design** tab will be displayed. This **Equation Tools – Design** tab enables you to create your own equation using the structures and symbols available in the tab. The **Structures** group consists of equation structures such as fractions, scripts, brackets and operators. An **equation object** box is also inserted into the document at the point where the cursor was positioned. By clicking the desired structure, a gallery of options appears that can then be selected and inserted into the equation object box in your document. By clicking in the equation box in the document numbers and text can be entered using the keyboard to build up the equation. Selecting symbols from the **Symbols** group will also add to the equation and can be used in conjunction with the structures from the **Structures** group.
- By selecting the downward arrow ▼ under the **Equation** tool the **Built In** menu of equations will be displayed. These equations can then be selected from the list and will be entered within your document in an equation object box. From here you can click within the equation and amend it to construct the desired equation. Symbols can also be added to these equations to build upon the base equation.

The equation object box allows you to change the options and appearance of your equation. By selecting the downward arrow ▼ on the right of the equation object box additional **Equation Options** will appear in a drop-down menu.

Once you have finished creating your equation simply click outside the equation object box and you will be able to continue entering text normally.

To delete an equation from your document, select the equation and press the **Delete** button on the keyboard.



### Task 10

Go to the end of the **Advanced Tasks** document and insert any equation – don't worry if it's not a real one!

Save the document and then close it.

## Graphics and Pictures


Documents can be made to look more interesting or appealing by the appropriate use of pictures or graphics. These can be useful to highlight a point, or to identify a document as coming from a particular source (e.g. through use of a logo), to present a diagram or simply to add a personal touch. Graphics may come from a variety of sources - scanned images, the Internet, other graphics or drawing packages. We will look at two ways of adding pictures/drawings to your documents: using Word's **Clip Art** and **Shapes** facilities.

### Pictures

To insert pictures into a document, go to the Insert tab, Illustrations group and select the **Pictures** or **Online Pictures** command. If you have saved a picture that you would like to include in the document choose the Pictures command, the Insert Picture dialogue will be displayed, from here you can navigate to the drive and folder where a picture has been saved ready for use. The Online Picture command takes you to Bing to search for pictures by topic. These images have Creative Commons licences which should be attributed if required for inclusion within your document.

To move or resize the image, click on it to select it. It will be displayed within a box with sizing handles around it. The sizing handles can be dragged to increase or decrease the size of the image. The whole image can be moved by cutting and then pasting, in a similar way to cutting and pasting normal text.

### Wrapping text around an image

Sometimes you will want the text in a document to go around an image. To do this, ensure that the picture has been selected so that the **Picture Tools – Format** tab is showing. From the **Arrange** group select **Wrap Text** . Click on it and a menu with various options for wrapping text around or through the selected picture will appear. Alternately you can simply right click the picture and select **Wrap Text** from the context menu for the same options. If you cannot find the desired wrapping select **More Layout Options...** from either of the text wrapping menus.



## Task 11

Open the Advanced Tasks document.


Go to the end of the document and insert a Page Break.

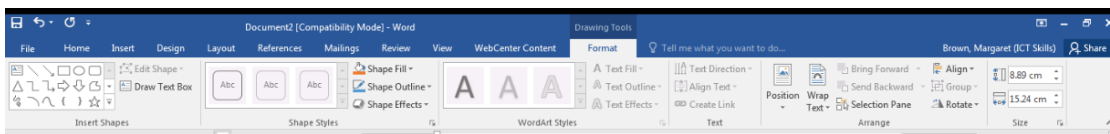
Insert a piece of Clip Art on the new page, resizing if necessary.

Save the document and then close it.

## Drawing using Shapes

Word includes a basic set of drawing tools that allow you to create your own shapes, images and diagrams. The Drawing tools let you create basic shapes, lines and text. The drawings can be placed anywhere in a document and formatted with colours and effects such as shadows.

To create a drawing within a document, go to the position in your document where you want the drawing to be. Then go to the **Insert** tab, **Illustrations** group and select **Shapes** . This will display a menu containing a gallery of shape types and the **New Drawing Canvas** option. Select the **New Drawing Canvas** option to display a canvas within your document wherever the cursor is situated. Once a canvas has been placed within your document the **Drawing Tools – Format** tab, **Figure 5**, will be displayed. From this tab you can insert shapes and format a drawing.



**Figure 5:** Drawing Tools - Format tab

The main drawing types that you are likely to use are:

- **Shapes** – allows you to select from groups of common shapes, e.g. lines, basic shapes, block arrows, flowcharts, stars and banners etc.
- **SmartArt** – allows you to create process diagrams and graphical lists
- **Text Box** – allows you to draw boxes containing text in your document
- **WordArt** – allows you to insert text in various WordArt formats

Each of the above can be accessed from the **Insert** tab or from the **Insert Shapes** group on the **Drawing Tools – Format** tab. You can re-size or move the drawing objects in the same way as for Picture objects. Once you have entered a drawing or diagram there are also options available to allow you to do the following:

- rotate objects
- apply colour to selected lines or text
- alter the thickness and colour of lines or outlines
- fill selected objects with colour
- apply arrow or dash styles to lines or outlines
- apply shadow to a selected object
- apply a three-dimensional setting to a selected object.



**Note:** Usually you will make up a picture using several different drawing objects. If you want to carry out an action on the complete picture (e.g. move or copy it), you must select the **Drawing Canvas** before carrying out the required action. The Drawing Canvas is the border which appears around a drawing, if it is not showing click a part of the drawing so that it can be seen.



### Task 12

Using the drawing facilities of Word (including Shapes) create a picture/diagram of your own. The example below was created entirely using the drawing facility.

Save and close the document.



## Appendix 1: General Layout Guidelines for Word Processed Documents

- Be consistent in your document design. Generally, paragraphs should be block style (i.e. no indent from the left margin), left aligned or justified, with single line spacing. Margins should be approximately 1" (or 2.5cm) unless otherwise instructed.



**Note:** Instructions for essay/coursework design may specify larger margins or double line spacing to allow the marker to add comments to your work.

- If Word does not automatically add more space between the paragraphs leave one blank line between them.
- Leave a consistent space between headings and text (for example two blank lines between the main heading and text, and one blank line between sub-headings and text).
- Use a limited number of fonts or typefaces. Main headings should have the same appearance (font and size), likewise with sub-headings.
- Use text enhancements such as bold, underline or italics in a consistent manner, and remember that unless you have access to a colour printer, emphasising text using colour will not be effective. In general, use bold or italics to emphasise a word or phrase. Avoid using underline throughout a sentence, as it can be difficult to read. Avoid putting text in capitals, unless for an abbreviation, or very short headings otherwise it makes your text difficult to read, and for readers unused to this, it gives the impression YOU ARE SHOUTING AT THEM.
- Be careful not to overuse text enhancements, as it may result in the loss of its effectiveness.

When citing references, please be aware of, and follow, the rules outlined in the GCU Citation Guide, published by the library and can be found at:


<http://www.gcu.ac.uk/student/coursework/referencing/index.html>

Pay particular attention to the use of underline, bold and italics in references.

## Additional Information

### Paragraph Break Control

Occasionally, because of where a soft page break has been inserted, one or two lines of a paragraph may appear at the top or bottom of a page, separated from the rest of the paragraph (these are referred to as **Widows** and **Orphans**). Sometimes a heading may be left at the foot of a page with the associated paragraph on the next page. You can format the paragraphs within your document to prevent this from occurring.

To use Paragraph Break Control select the paragraph(s) you want to format, go to the **Page Layout** tab and within the **Paragraph** group select the **Paragraph** dialogue box launcher . This will open the **Paragraph** dialogue box. Select the **Line and Page Breaks** tab on the dialogue box and then select the appropriate **Pagination** option:

**Widow/Orphan Control** prevents a single line of a paragraph appearing at the top or bottom of a page

**Keep with Next** keeps the current and following paragraph together on the same page. This is the option you should use if you want to keep a heading attached to the following paragraph.

**Keep Lines Together** keeps all lines of a paragraph together. This means a full paragraph will be moved to the next page if there is not enough room on the current page.

**Page Break Before** will place the selected paragraph at the top of the next page.



**Note:** Remember to remove these settings for the following paragraph, otherwise each subsequent paragraph will begin on a separate page.

When you have selected the appropriate option(s), click **OK**.