

## Word - Introduction

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### Introduction

A word processor serves for drafting and writing documents. It's also easier to correct or to change the contents of a document with a word processor than by using a typewriter or even writing. Besides the text, these documents can also include images, charts, tables and some of the other possibilities. The next pages how explains how to use these options and several others.

### Definitions

These are some concepts that you should know before using a Word processor.

**Word:** Word recognizes words by the spaces between them.

**Sentence:** Word recognizes the end of a sentence when you use a period "." or an exclamation (!) or an interrogation (?) point.

**Paragraph:** Word recognizes the end of a paragraph when you press the **Enter** key. You don't need to press the **Enter** key at the end of every line. Word will automatically place the next word on the next line when it is at the end of a line.

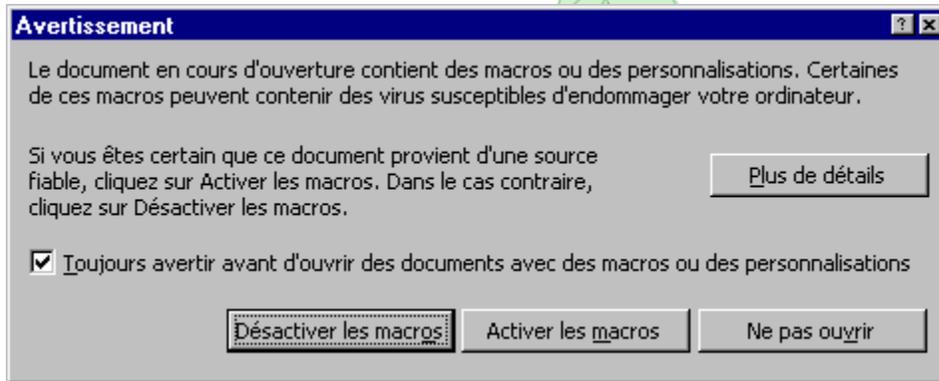
Too many people still press the Enter key at the end of every line. It should be reserved for the end of a paragraph. It will be easier when you need to make changes to your text.

### Before we begin

This is to warn that there is a type of virus that is very popular at the moment called "macro-viruses". You will find them in Word documents because these file are often passed from one person to another.

It's possible to have in documents Word with macro-commands. These were created to accelerate the execution of repetitive instructions. Regrettably, "hackers" found a way to turn this productive tool in a very dangerous tool for your documents on a floppy disk or your hard drive. These viruses could potentially erase all the contents of your hard drive or your floppy disks.

The designers of Word recognized this threat and offer you a way to easily protect you against the "macro-viruses". Be very careful if you see this window while opening a document.



If you know that you have macro commands in your document, you can continue by pressing on the " Activate the macro " button. If you have never used macro commands, press the "Do not open " button. Use an antivirus program that's up to date to remove the virus of the document. You will then be able to continue.

Even with this warning, it's necessary to take its precautions. Always verify your documents with an antivirus program that is updated at least every two to three days and to make several copies of the document.

## Word - Presentation

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### Introduction

Although the content of the document is the most important element, Word offers you several options to improve the presentation of the text. This page will show you the most used options of presentation. That is to put of the text in bold, in italic either to underline them, to change the font, to align of the text, to centre a title or change the thorough color of the page, you go all to see them on this page.

There is two moments or you can change the presentation of the text: during or after the editorial staff of the text. It's always possible to you to activate or to deactivate an option of presentation during the editorial staff of the text. For example, it's enough to press the button **B** to activate the bold. write the text of your choice and press second time on the button **B** to deactivate the option. The text that will follow will be written normally.

During the period of revision, it's still possible to improve the presentation of the text. It's however necessary to make a block, or to select, the part of the text that you want to change the presentation. To change the presentation of all your text, it's easier to use the **Select all** option from the **Edit** menu. Selected time, activate or deactivate the option of presentation of your choice.

### Text presentation

This part of the page is to explain the possibilities to improve the presentation of your document. You can use the toolbar "format" or the options for the fonts that you'll find under the menu Format.

The "format" toolbar below, allows you to reach the options most frequently used.

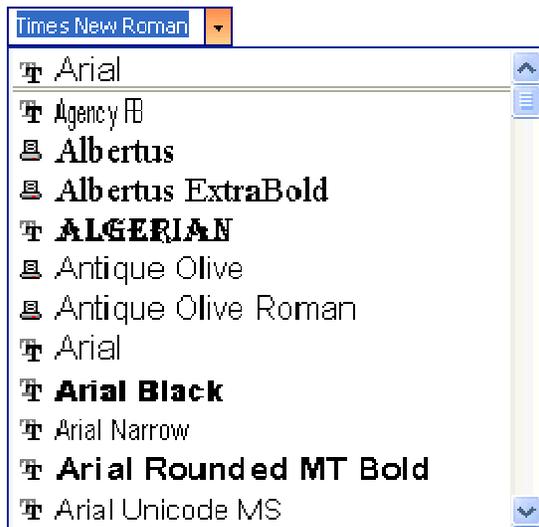


The first option of the bar is to paste a style of presentation. You can use it to mark down the parts, the chapters or the subjects of your document. You can also use them to create and update automatically a [table of contents](#).

Windows offers you, in more in all the applications, the access to several fonts. Every font is a style of presentation for the characters of your text. Some are created for formal letters, the others to put of the interest on a title and the others are simply created for the whim. Here is a small example.

Attention (Arial font)  
Welcome (Times New Roman font)

The following box shows the name of the font that is at present available. To see the list of fonts, press the small triangle pointing down in the right-hand side of the name of the font. A similar list will appear.



It's also possible to control the size of letters. They can be as big or as small as you wish it. The size of the characters is calculated in "points", that is 1/72 of an inch. The more the figure is big, the more the character is it also. You can choose the size of a font from 1 to 1638 points.

It's also easy to activate and to deactivate the options for the bold **B**, the italic *I* and the background of the text U of your document.

The next four buttons control the adaptation of the lines of text with regard to the margins of your document.

It's even possible to change the color of the text thanks to a button that meets itself on the toolbar "drawing". The button allows to apply or to change the color of the text.

- Make a block of text.
- Press the triangle pointing down in the right-hand side of the letter A.
- From the list of the possibilities, select the option the other colors.
- Select the color of your choice.
- Press the **OK** button to end the operation.

There is two moments or you can change one of the options of the text: during or after the writing of the text.

During the writing, you can activate or deactivate one of the options before writing the text. All the text that will be written after the change will use the new options. For example, to write the text in bold, it's enough...

- Press the button **B** to activate the option.
- Write then the text of your choice.
- Press second time on the button **B** to deactivate the option.

Even after the editorial staff of the text, it's possible to change the options of presentations. It's however necessary to make a block with the text modify before changing the options.

- Place the cursor or the point of insertion in front of the word to be modified.
- Press and hold the **left** mouse button and move this one to select all the text to be modified.

This block can so much be a letter, a word, a sentence, a paragraph or even several pages. To change the presentation of all your document at one go, use the **Edit** menu and the option Select everything.

- Change the option of presentation of your choice.

Toolbars offer you the options most often used, but not all the options.

- From the **Format** menu, select the **Font** option.

This dialog box offers you all the options to manipulate the presentation of your text. Because there are too many options to show them all at the same time, they are distributed in three categories: " Fonts, styles and attributes ", "Spacing" and "Animation". Most of the options that you go to choose you will find under the first tab: " Font, style and attributes ".

It's possible to change the font, the size and several other attributes such as the background, to add one shadow, to put in indication (low of the line) or by exposing(explaining) (height of the line) etc. In the lower corner, you have a preview of the result before applying it to the text of your document.

It's also possible to control the space between the characters. You can enlarge it or reduce it to your choice. This can be practical for words such as workforce or letters " oe " are generally stuck. This can be also practical to enlarge the space between the letters of a title.

The last tab is to put a little of whim in your document. You can activate of the animation on the characters of your choice. Word offers you some possibilities for the animation. They are not however practical for a document to be put back(handed) on paper.

## Justification or paragraph alignment

In the right-hand side of three buttons for the bold, the italic and the underlined, there are four buttons for the justification of lines. Or rather, how a line will be aligned with regard to the margins of the page.

The adaptation to the left is the option in that that we are the most accustomed. The text of the paragraph is stuck on the left margin of the page but not that of the right-hand side.

The centred adaptation centres the text of the line perfectly between the right and left margin of the page.

The right adaptation pastes the text on the right margin of the page. This is practical to place a date of an official letter on the right border of the page.

What Word calls "to justify", consists in the justification or the right left adaptation, the text is aligned on the left margin as well as the right margin. This is very often used for a formal letter. There is however a small trap. By proving, to give you the right for Word a little to enlarge spaces between the words to make sure that the last word of the line pastes on the right margin of the page. It leaves spaces a little bigger than is in the habit.

Here is an example of the four possible adaptations according to the order of buttons, is left, centred and justified, straight ahead.

To change the adaptation or the justification of a line.

- Place the cursor on the line in question.
- Presse of four buttons of adaptation that answers your needs.

To align a paragraph, a page or a part of your document.

- Make a block with the lines of text that you want to change the adaptation.
- Presse of four buttons of adaptation that answers your needs.

## Tabs

A tab serves for aligning words on some lines of text. It's very practical to align words for a list or for a resume. for example.

Name	Prénom (first name)	Occupation
Lepage	Roger	Manager
Lambert	Denis	Salesperson
Lavigueur	Denise	Salesperson

Or

Manager	Take charge of the management of the staff. Manage the budget of the office or its department
---------	--

Communicate with the other departments...

Why is it necessary to use tabs?

Previously, on a typist, it was easy to align of the text. It was enough to put the number of necessary spaces to align the text. This is not true any more for computers and especially word processors. Under Windows, there are two kinds of fonts; those of fixed size and those of flexible size.

The characters of fixed size take all the same space. So a " i " takes as much space as a " w ". Here are two examples with the words "piano" and "car". Both consist of five letters. Furthermore, three of the letters you will find in both words.

For a font of fixed size such as Courier New in a size of 10 points (1/72 of an inch), both words take so much space.

Piano  
Wagon

But, for a font of flexible size such as Times New Roman in 10 points, the word "Wagon" takes more space.

Piano  
Wagon

It's almost impossible to align perfectly of the text that uses fonts of flexible size. Nevertheless, the majority of the fonts that you will find in Windows are of this category. It's for that reason that it's necessary to forget the use of the space to align of the text. use only tabs to align of the text.

On the keyboard, to the left of the letter " Q ", you'll find the key of the tabs. Normally, there are on the key two horizontal arrows pointing in opposite direction (management). You can use the "normal" tabs that take place in every 1,25 cms. But it's also possible to place the tabs of its choice on the ruler in the place where it would be useful.

To the left of the ruler, there is a button that allows to choose among four type of possible tabs. It's enough to press button to pass from a type tab to another.

**Note:**

Word 2000 possesses 5 tabs (tab steers in more) and indents.

**left tab**

 The tab will allow to write of the text to the left of this one.

**Centred tab**

 The text will be centred on the tab instead of the centre of the page.

**right tab**

 The tab will allow to write of the text in the right-hand side of this one.

**Decimal tab**

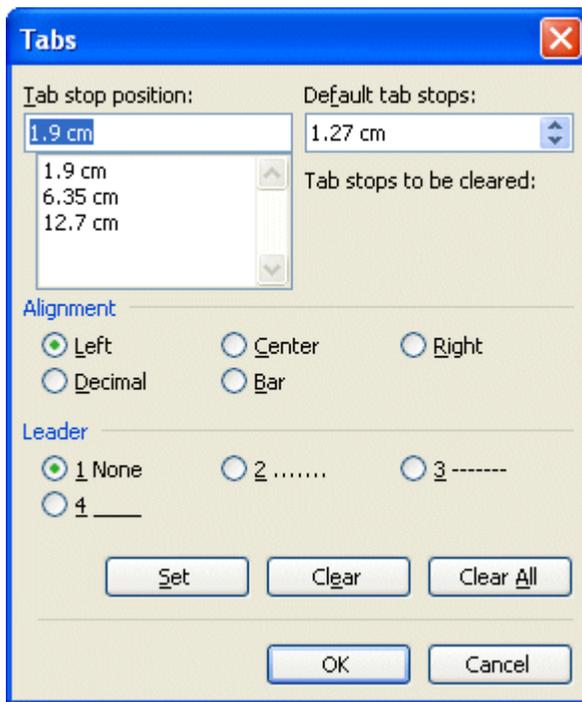
 The tab will allow to align numbers on the decimal point.

- Bar tab** 
- First line indent** 
- Hanging indent** 

When you chose the type of tab that you need, it's enough that him(it,her) to click towards your choice. You can also insert tabs from the menu of Word.

● From the **Format** menu, select the **Tabs...** option.

The following screen will appear.



This fenetre indicates that there are tabs in every 1,25 as well as in position 3,5 cms and 5,5 cms from the left margin of your document. It's possible to you any time to change the type of tabs ( 5 types), their place and if it should have following points. You can add or remove so many tabs as you need.

### Exercise of tabs

- Place a tab centred in 5 cms and a decimal tab in 12 cms.
- Write **Potatoes** and press the key **tab**.
- Write **2,99 \$** and press **Enter** key.

Your cursor is now on the next line. But the tabs that you have just put are going also to apply to this new line. You will notice as well that the text potatoes is centred on the tab.

- Write **Diamonds** and press the key **tab**.
- Write **1 000 000 \$** and press the **Enter** key.

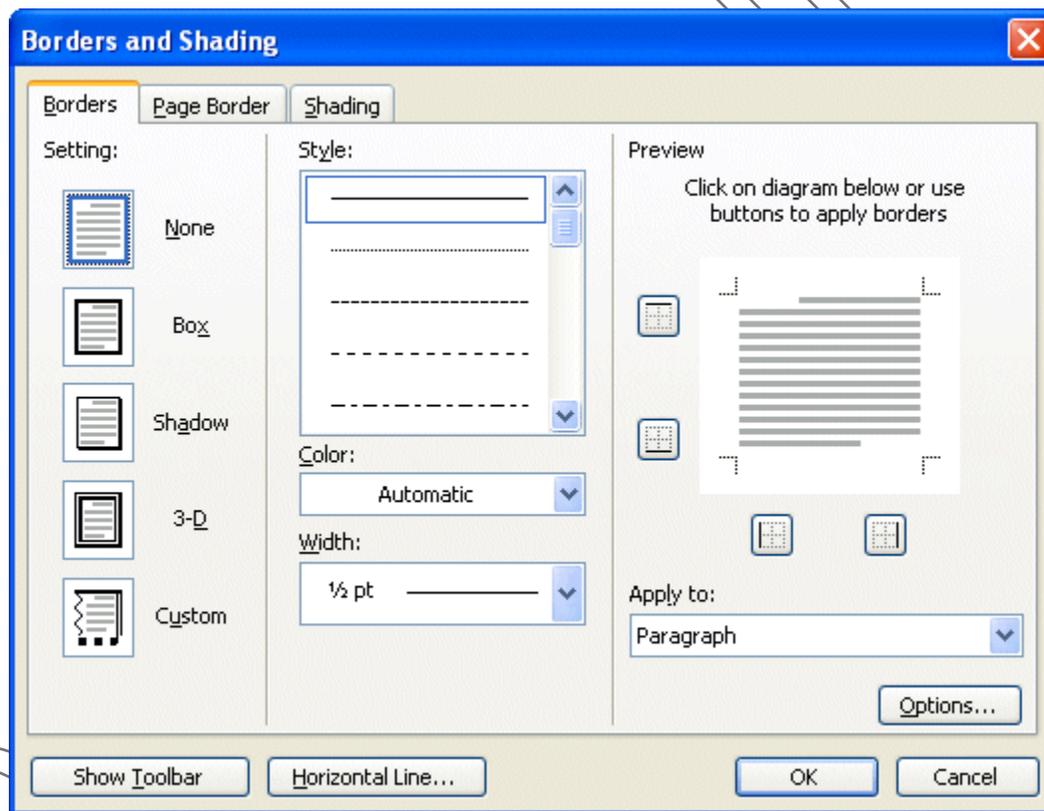
The list is ended. It's now necessary to remove the tabs. Although it's possible to remove them from the menu Format, tab, it's also possible to remove it from the ruler

To remove one tabs from the ruler:

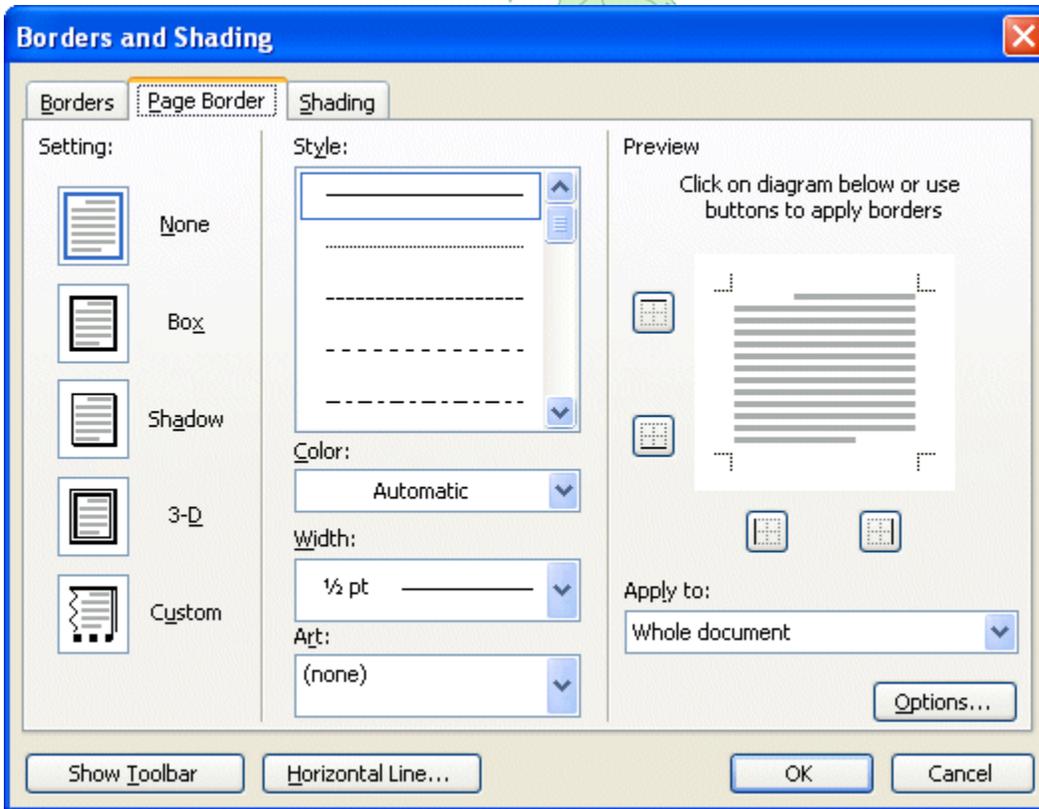
- Place the cursor on the tab to be removed.
- Press and hold the **left** mouse button and move the cursor, and the tabulation that he holds(retains), outside of the ruler.
- Release the mouse button.

## Borders and shading

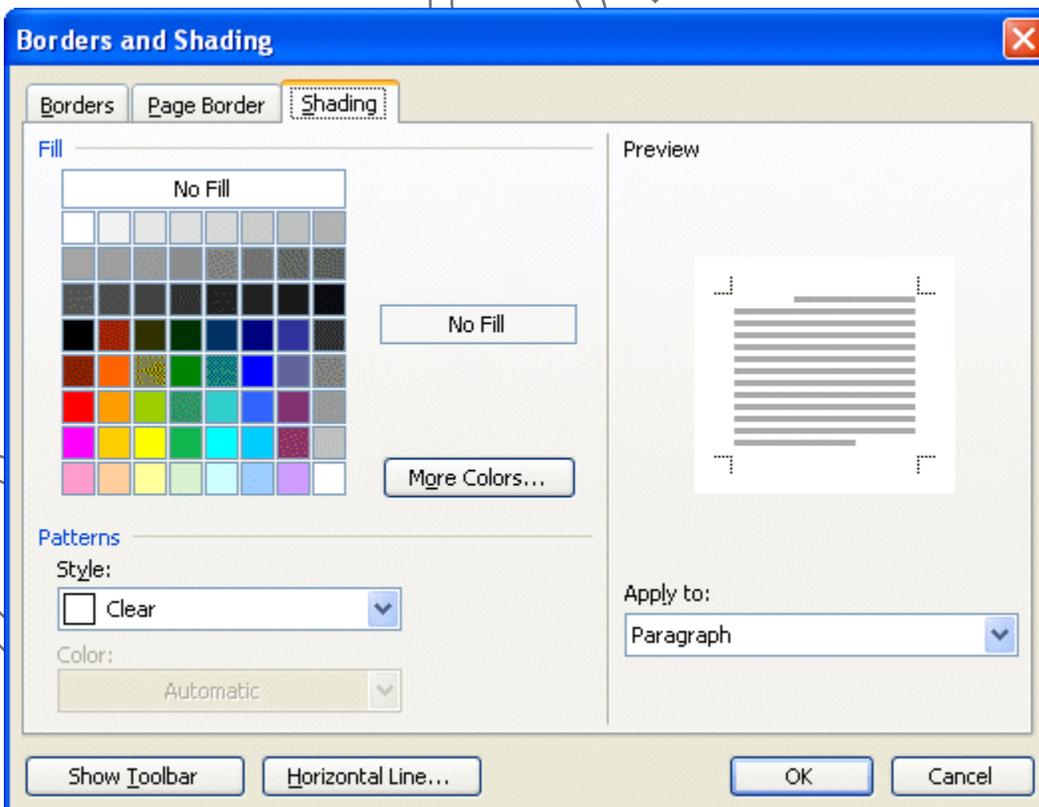
- From the **Format** menu, select the **Borders and Shading** option.



- Select the **Border of page** tab.



● Select the **Shading** tab.



## Add the border to cells

There are two ways to add lines of your choice to the table: by using the option Border and weft of the **Format** menu or by using the toolbar Borders. By using the one or other one of these techniques, you can not only add lines to a table, but also to add a border to the text in your document.

For the next exercise, we are going to use the toolbar Borders to put a line in the outline of the table. Before we begin, it's necessary to make sure that the toolbar is available. If you don't see the toolbar such as shown below, made View, Toolbar, and to activate the toolbar Borders.

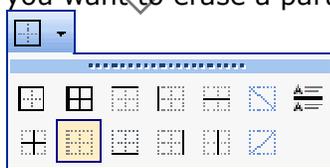


If this new toolbar is on your text, you can always move it. place the cursor on the titles bar of the window; in that case, the blue bar over buttons. keep your finger pressed on the **left** mouse button and move this one upward, the bottom or one of the sides of the screen. When you'll be satisfied with the place of the toolbar, Release the mouse button. You can in this way move any toolbar or window and move it in your choice.

The exercise consists in putting a line in the outline of the table. In the first place, it's necessary to select the necessary cells. In that case, it's necessary to select all the cells of the table. make sure only to take the cells of the table and not the lines of texts above or below the table. Otherwise, the table and the lines of text will have lines.

It's then necessary to select the kind of line that you want. Of the first list, press the button having an arrow pointing downward. The list completes types of lines that you can choose will appear. select the one that is convenient for you. Buttons in the right-hand side determine the place where this type of line will be placed. It will be in the height, in the bottom, to the left, to the right-hand side of each of the cells? There is also an option to place lines inside the block of cells or in the outline of this one.

To add a line to the outline of the block of cells, press the button . In case of error, or if you want to erase a part of lines, select the cells of your choice and press



the button  your table or in your text.

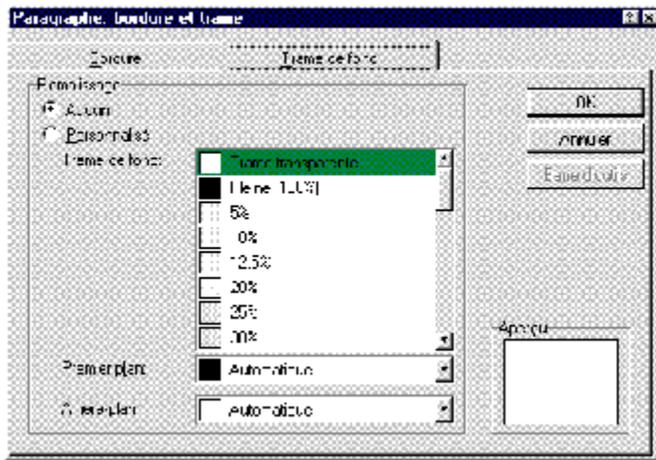
. You can afterward put various sorts of lines in

## Add width to a cell

A thorough weft serves for changing the color of the bottom of text. One uses it to mark down titles or text mattering besides of the document. You can use the button

of weft of the toolbar Borders. However we are going to use the option **Format**, Borders and shading for the next exercise.

By using the last mentioned option, a new window opens.

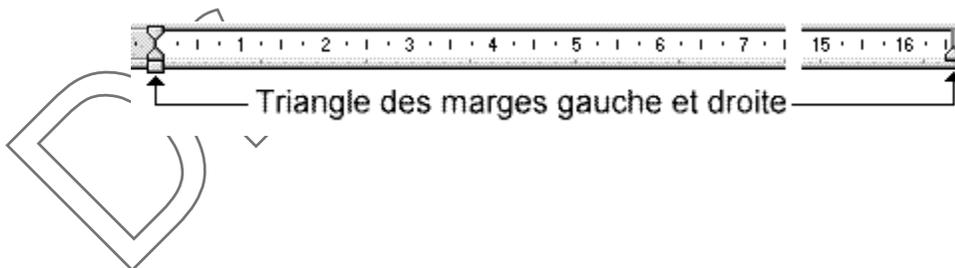


Among the options, it's possible to decide that will be the percentage the thorough color will be shown as well as colors for the bottom and for the text. The window of outline in the lower right corner will give you a foretaste of what will look like the thorough weft before choosing it. It's generally recommended not to put the thorough percentage in more than 10 %. The text becomes more difficult to read because the contrast between the text and the bottom is less than previously.

For the next example, put the thorough percentage in 100 %. This will have the automatic effect to change the color of the bottom to the black and the text in the white color. You can also change colors if you want it. The effect should look like this:

**This is great option for a title or to highlight**

To adjust the width of the black bar, it's necessary to change the left margin or the right margin of the line. You can make it by moving the small triangles of the ruler above the text or by changing the margins from the menu File, Page setup, Margins.



## Word - Other options

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### Introduction

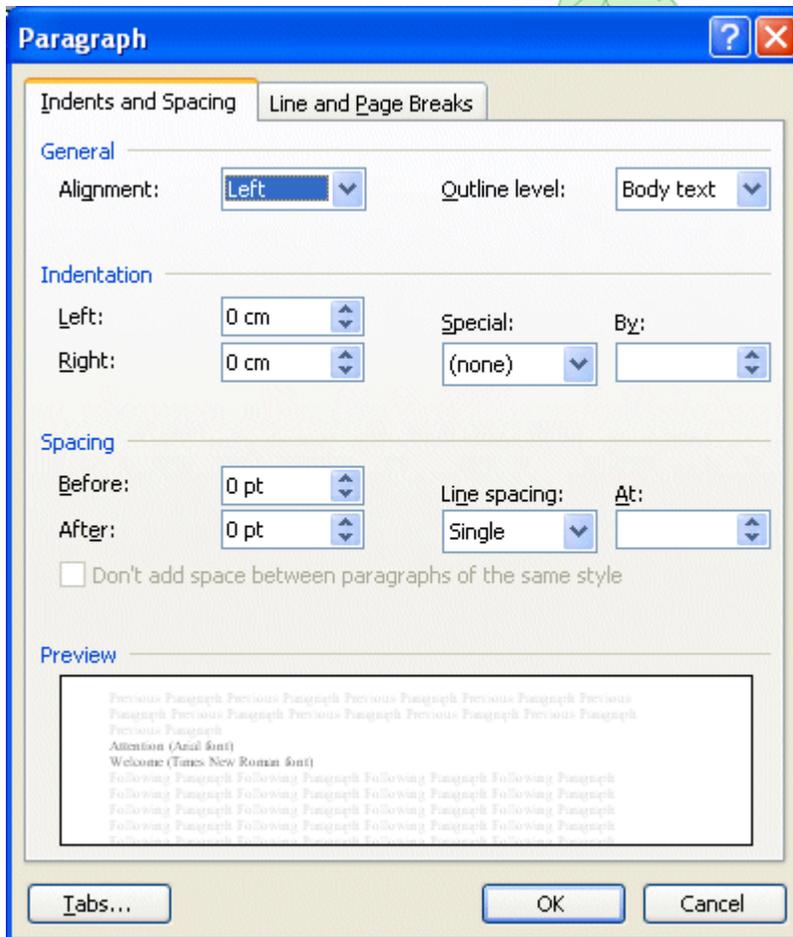
You will find on this page the basic instructions to use Word. It's not a question as the previous page of improving the presentation, but of finding the the most effective way to carry out a task.

### Change the line spacing

Some use badly the word processor for the line spacing. They press the **Enter** key once depiction at the end of the line. Word offers a better control on the line spacing as you can see it in the next part.

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● From the **Format** menu, select the **Paragraph** option.



This window offers you several options to control the presentation of a paragraph.

**General** Control the adaptation of the paragraph. Paste the paragraph on the right, left margin or centred.

**Hierarchical level** Its presentation in a table of contents affects the presentation of the paragraph as well as.

**Indentation** Control the retreat of the paragraph with regard to the right and left margins. Can also control the retreat of the first line of the paragraph with regard to the rest.

**Spacing** Control the spacing in front of and after the paragraph. Control also line spacing in the paragraph.

● From the window that has just appeared, click the arrow to see the list of the possible line spacing.

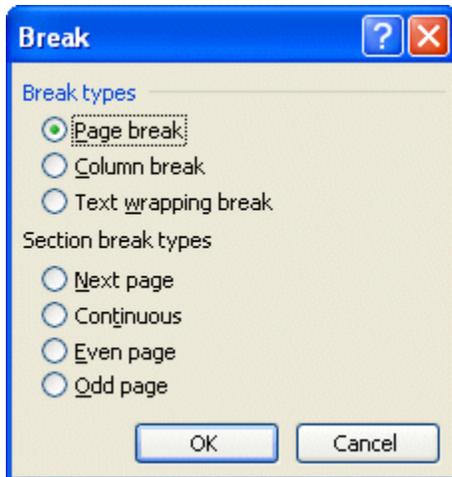
● Select the one that answers your need.

This is much more effective than , press the **Enter** key the end of every line! The line spacing, and the other options described above, take place on paragraphs. To choose several paragraphs at the same moment, you should make a block with these paragraphs modify.

## Page break

This option is very practical when that you have only some lines of text to be written before being forced to continue on a new page. Instead of pressing several times on the Enter key, it's better insert a page break. Furthermore, you know exactly in that place your new page will begin. So, you can always return to the previous page and add of the text to the need.

● From the **Insert** menu, select the **Break** option.



The window above, offers you several possibilities. You can insert a page break, a jump of column or one of the various jumps of section. All these possibilities will be explained in detail at the come moment. For the moment, insert only a page break.

● Select the **Page break** option.

● Press the **OK** button.

**OR**

● Press the **CTRL** and **Enter** keys.

To be to you now at the beginning of a new page. Moreover, you'll see the new number of page in the left lower corner of the screen.

## Search and replace

This option is very practical when you should bring the same modification to several places in a document. You could use the command looks for to find the keyword and then to modify it manually. But Word offers you also the option to replace a word, or a series of words, by the others. Here is a small exercise.

● Write the following lines:

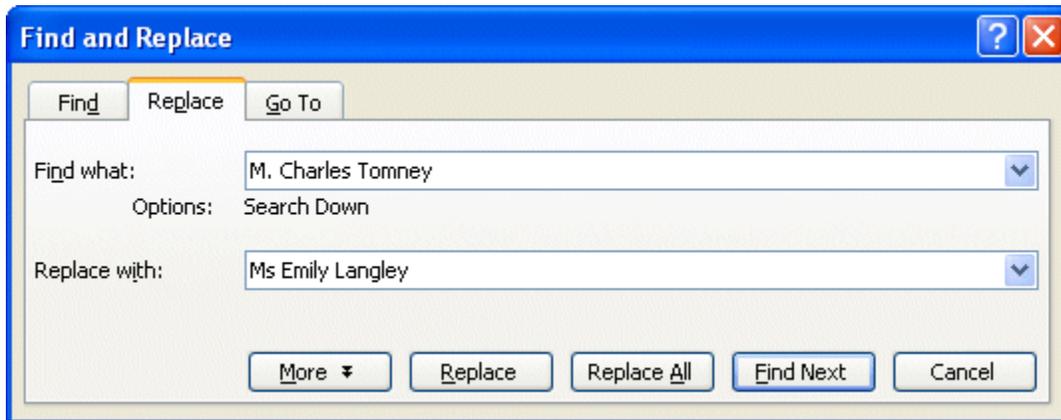
Ladies and gentlemen,

The session on electronic commerce will be given by M. Charles Tomney.

● From the **Edit** menu, select the **Replace** option.

**OR**

● Press the **CTRL** and **H** keys.

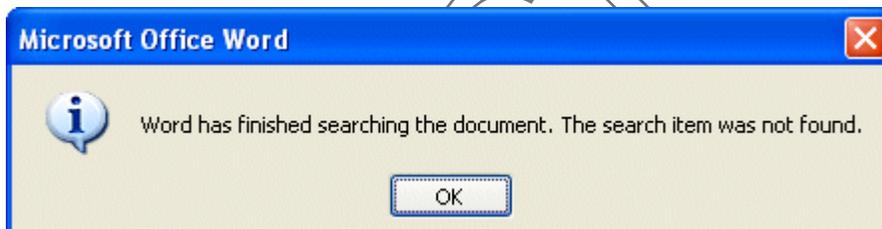


● Enter in the **Look for** box the text **M. Claude Tremblay**.

● Enter in the **Replace with** box by the text **Ms Emily Langley**.

● Press the **Replace** button.

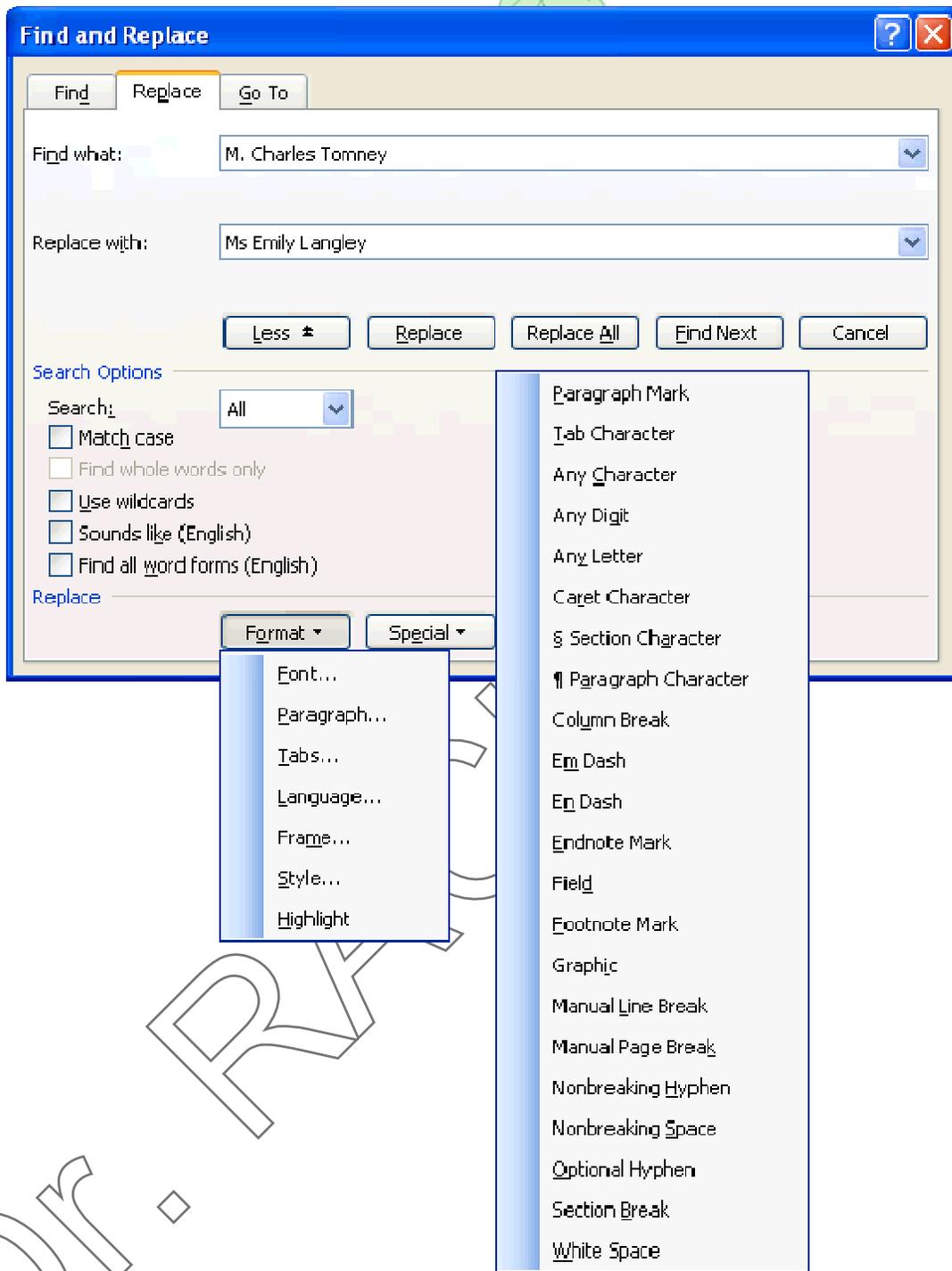
If the text would have been longer, you would have been capable of changing several times the text by using the **Replace all** option. When all the text will be verified, a window as that below will appear.



But, it's possible to carry out more specific replacements with the following options.

● Return to the **Replace** window.

● Press the **More** button.



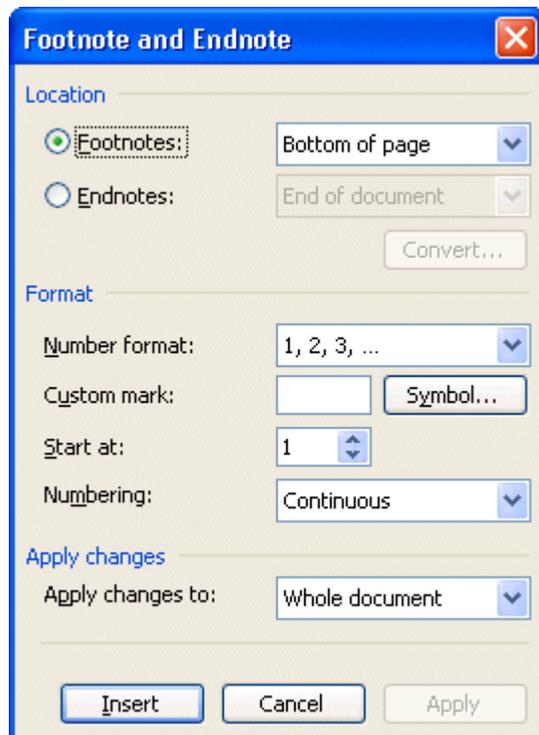
There are much more options to control the searches and the replacements. You can choose a part of the text according to the word, if it's in capital letter or in small letter, the used format of presentation and the type of used command. You can experiment with these various options on your spare time. The compound image above is to demonstrate you the potential of it.

## Footnote

It's interesting by moments to offer to the reader of the notes that give supplementary comments or reference to a quotation. It's at this moment when it's practical to use footnotes. Here is a small exercise to demonstrate how to use it.

- Write the following text: **Veni, Vedi, Vici.**
- Place the cursor in front of the point to the end of the sentence.
- From the **Insert** menu, select the **Reference** and **Notes** options.

The following window will appear.



- Select the **Footnotes** option.

The cursor will move at the bottom of the page. You can then write your reference or your comments.

- Write in the footnote the following text: **Julius Caesar.**
- Replace the cursor in the text to continue.

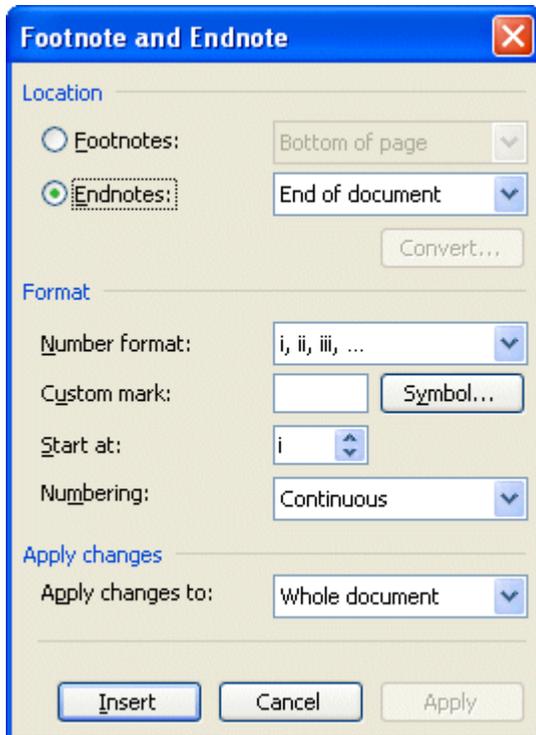
For a still unexplained reason, with the version Word 2000, footnotes you will find several times on the following page. You can always erase notes and redo them. It's enough to erase the indication of the note next to your text. The note at the bottom of the page is automatically going to fade.

## End of document note

A note of the end of document has the same effect as a footnote. However, all the comments will be shown on the back page of the document.

- Write the following text: **Veni, Vedi, Vici**.
- Place the cursor in front of the point to the end of the sentence.
- From the **Insert** menu, select the **Reference** and **Footnotes** options.

The following window will appear.



- Select the option **Endnotes** at the end of document.

This window allows you to choose the kind of presentation that you want on the notes of the end of document. You can change the place, at the foot of the document or at the end of the section, and the type of numbering, the number of the beginning as well as if she should begin again in every section or continues for all the document. Sections will be explained a little farther on this Web page.

For the purpose of this exercise, there is no change to be brought.

- Press the **OK** button.
- On returning to the window of the notes of the end of document, press again on the **OK** button.

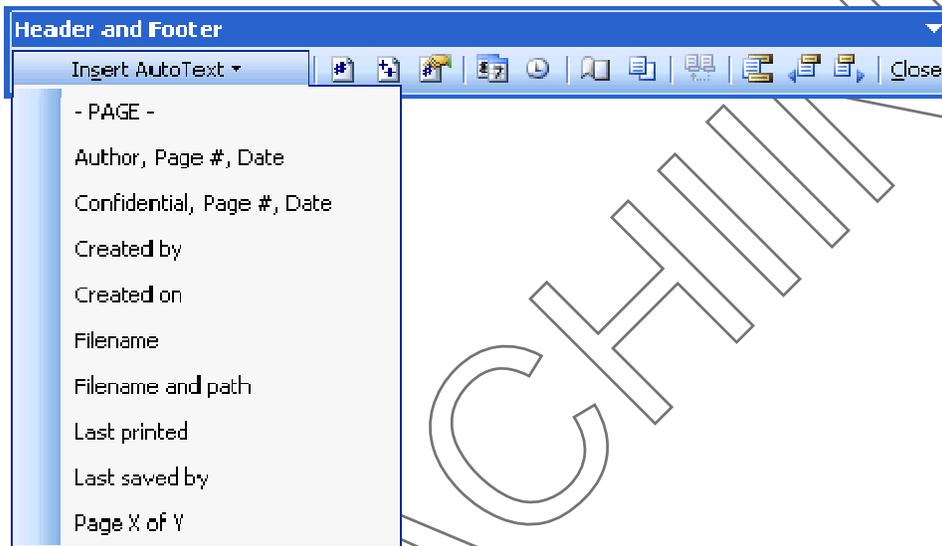
The cursor will move at the end of the back page of your document. You can then add the remarks or the comments that you need. You can even write several lines of text.

## Page Header and footer

It's one of the options the easiest to use to have a presentation of professional look. You can place a title, of the text, the corporate logo and other that will repeat from a page to another. It's possible to have headings and feet of page that are different from a part (or section) from the document to another. It's necessary to know and to master the jumps of sections that are explained farther on this page.

● From the **View** menu, select the option **Header and Footer**.

The cursor will move in the heading of the document. If you inserted jumps of sections, the cursor will take place in the heading of the current section. The following bar is also going to appear.



### The options

The toolbar contains several buttons. Here is a short explanation of the function of each of these.

Name	Description
Automatic insertion	Insert a style of predetermined presentation
Page number 	Insert the number of the page
Page total 	Total of pages of the document
Numbering of pages 	Style of numbering: Roman, Arabic...
Date 	Insert the date of the computer
Hour 	Insert the hour of the computer
Page setup 	The pagination of the heading allows to change

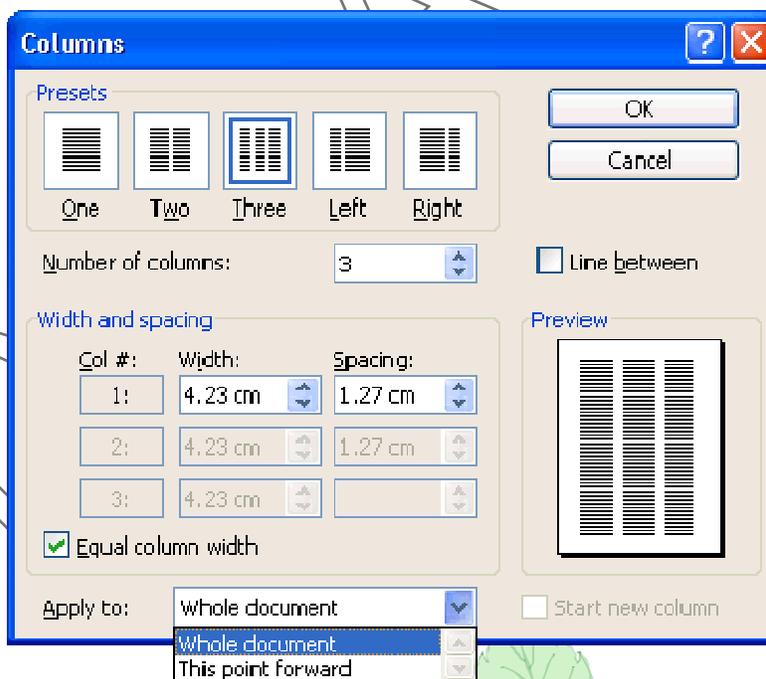
View / mask the text of the document 	The text allows to camouflage temporarily; in the case or it distracts the user.
Identical to the previous 	This option is important when the presentation is different for various parts, or section, from the same document. When the option is active, it repeats the presentation of the heading or the foot of page of the previous section.
Tip to Header / footer 	Pass of the heading at feet of page of the section or vice versa.
View previous header/footer 	If the document is separated in several sections, Word passes in the heading or the foot of page of the previous section.
View next header/footer 	If the document is separated in several sections, Word passes in the heading or the foot of page of the following section.

## Columns

We are all accustomed to draft our documents by using lines that leave the left margin and that go outside of right-hand side of the page; in a single column. Certain documents, as newspapers or letters of company use several columns of text. The next part is to show how to use you columns.

### Page with several columns:

- Press the  button.
  - Select the number of columns that you need.
- OR**
- From the **Format** menu, select the **Column** option.



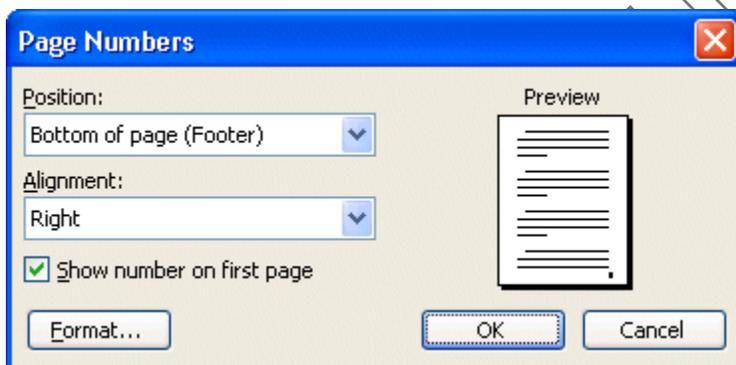
It's from this window that you have the control of all the elements on columns. The part **Prédéfinir** allows you to use presentations of columns predetermined according to what you need. You can also change the number of column as well that the spacing from these in the parts **Counts of columns** and **Width and spacing**. In the right-hand side of the option **Counts of columns**, it's also possible to ask to insert a dividing line between columns. The appearance will present you the final effect.

At the foot of the window, one asks you if you want to apply options of columns that you chose to all the document, to this section (to leave the document) or from this point. This last possibility has the effect to create a new section in your document. It "cuts" the document by adding a section with the number of columns that you chose. Sections will be explained a little farther on this Web page.

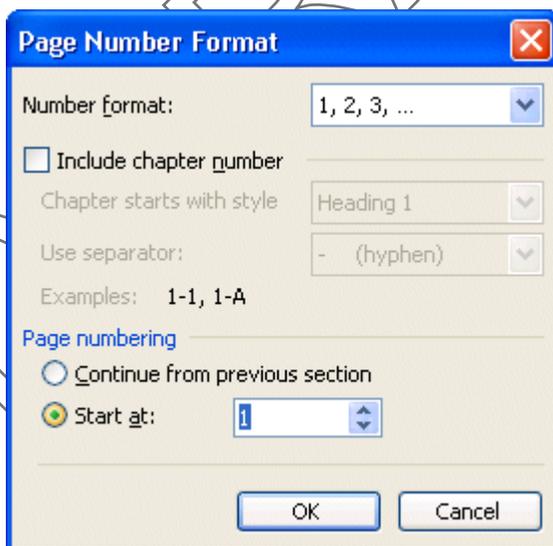
## Numbering of pages

The numbering of pages is a tool of practical reference for the reader. He allows it to find quickly a quotation, a chart, an image or the other one in the document.

- From the **Insert** menu, select the **Page numbers** option.



- Press the **Format** button.



## The section breaks

It's sometimes interesting to change the presentation of a page or a part of your document. You want to change:

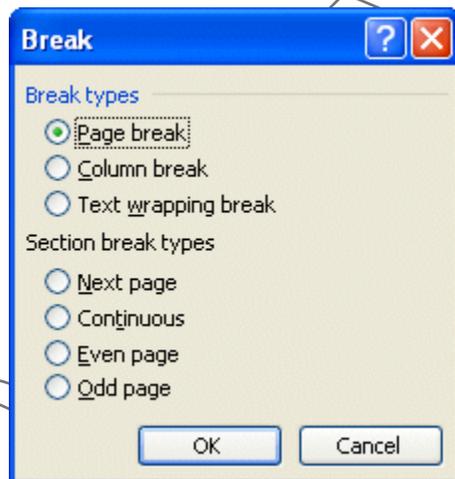
- ✦ The orientation of the paper (portrait or landscape) better to present a table or an image
- ✦ To change the number of columns of the text on a part of a page
- ✦ So that a part of your document is numbered but not the front pages of your document.

A section break is a logical separation of your document. The other word processors hide this complexity to its users. Regrettably, the users of Word are not also privileged. This causes supplementary problems when an user completely wants to take advantage available options.

The jumps of sections are used for example when it's necessary to change the number of columns, the numbering pages of a part of the document, the orientation of the paper, to change the heading, the foot of page or the margins of a *part* of the document. The next exercises consist in using the jumps of sections to have a document among that a part in three columns and the following part returns to the standard of a column. Afterward, the options of heading and foot of page will be used only to number a part of the document. This is also going to call back(remind) you the other notions that are covered on this page.

- From the **Insert** menu, select the **Break** option.

The next window shows all the types of possible jumps.



There is a page break; to continue the text on the following page. There is also a jump of column; to continue the text in the following column when your document, or section, consists of several columns. The others are all jumps of sections. There are four kinds of section break.

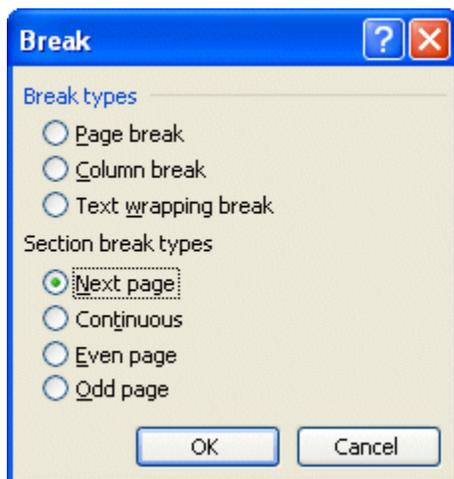
The **section break " following page "** separates the document in several sections, but also a new page begins. The **continuous section break** separates the same

page in several sections. This is practical when one wants to change an option such as the number of columns of text for only one left a page. The **section break odd page** separates the document in several sections, but also forces the next page to be an odd page. For example, the beginning of a new chapter is generally on an odd page. The **section break even page** separates the document in several sections, but also forces the next page to be an even page.

### Exercise on sections

For example, it's at the beginning of the document that one finds a page a table of contents titles and. Generally, these pages are not numbered. It's on this last possibility that we are going to concentrate for the next exercise to demonstrate you the advantage to separate a document in several sections. It's also the style of presentation that is often used. The exercise consists in numbering the second page of the document as well as the following ones. The front page will not be numbered.

- Write some lines of text on the front page of a new document.
- Insert a Section break by selecting of the **Insert** menu the **Break** option.



- Insert a section break **Next page**.
- Press the **OK** button.

Page 2    Sec 2    2/2

Notice in the left lower corner of your screen that Word shows now the number of page as well as in that section meets itself the cursor at the moment. Before putting the number of page, it's necessary to know that there is a trap. Indeed, if you insert the number of page at once, all the pages will be numbered. Even those that you don't want.

- Make sure that the cursor is in **section 2**.
- From the **View** menu, select the **Header and Footer** option.

\_ Header -Section 2- \_

A toolbar should appear with the contents of the heading of the section. assure that the heading that is shown is that of the section 2. It's written in the upper left corner of the heading.

To see the heading of the other sections, or to return to the heading of this section, use both following buttons (  and ).

This other button  is to move you of the heading at feet of page of the section.

It's important to know where you want to put the numbering of pages. For the example, the numbering will be placed at the bottom of the page. So, the option to be changed before inserting the automatic numbering meets itself at the bottom of the page, in the foot of page.

● Press the button  to show the footer of section 2.

\_ Identique au précédent \_ ,

In the right superior corner of the frame of the foot of page, you see the trap that waits for you: " Identical to the previous section ". If you insert the maintaining numbering, it will copy also also in the previous section. Even if you don't want it. So that the numbering of pages begins only from this section, you should deactivate this option. For this(they) make...

● Press the button  to deactivate the " **Identical to previous** " option.

The text " Identical to previous" should be more shown. It's now necessary to go out of the show of the header and the footer.

● Press the **Close** button.

**OR**

● Click on the text of the document.

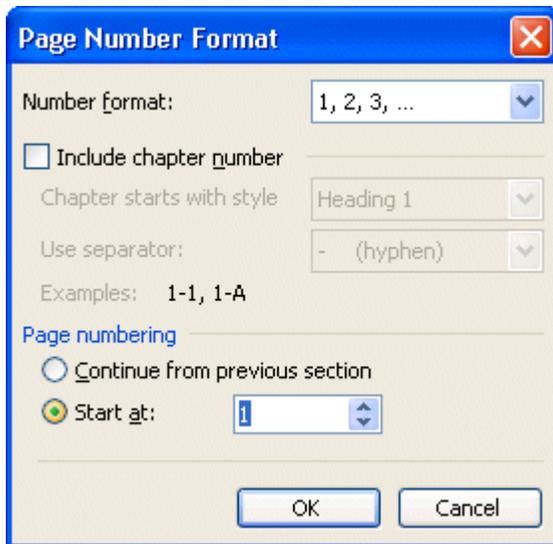
If you want to reactivate the option, it's enough to press the same button  . And now, in the numbering!

### **Numbering of pages**

● From the **Insert** menu, select the **Numbers of page** option.

leave the active option so that the number of page displays on the front page of the section.

● Press the **Format** button.



The part of the height indicates the type of numbering of you want (Arabic, Roman numerals or letters). The part Numbering of pages is more interesting. If you select the option " Next the previous section ", the number of page that will appear is that of the number of page of the document. So, if the front page of the section 2 is the fourth page of the document, it's the figure 4 that will appear in the margin of the page. However, if you select the option " From: ", you can choose the figure of departure as the front page of the section. Generally, it's about the figure one. But you can choose the figure of departure of your choice. The other pages will be numbered with regard to the figure of departure of your choice.

- For this exercise, select the **From** option and enter the number 1 in the box.
- Press the **OK** button to close this dialog box.
- Pressce again on the **OK** button to close the first dialog box.

You will notice that your pages are now numbered. If you don't see it.

- From the **Edit** menu, select the **Page** option.
- Move at the bottom of the page to see its bottom of page.

All the following pages will be numbered.

## Word - Page setup and printing

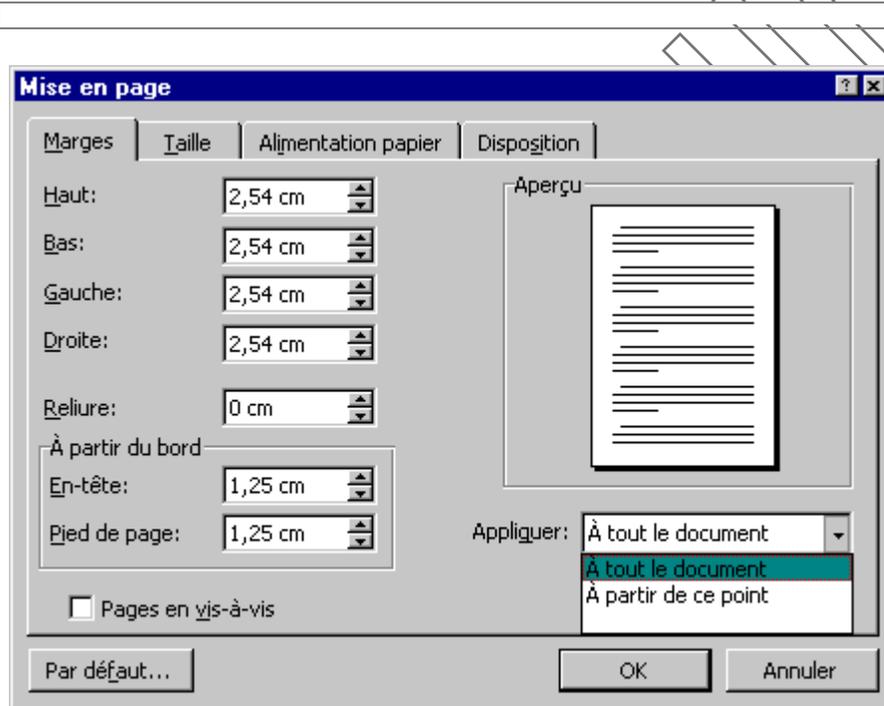
[Page setup](#)

[Printing](#)

### Page setup

Word offers you several options to change the presentation of the text such as to put the text in bold, in italic or in underlined. It's also possible to change the font as well as cuts it letters and its colors from the others. The pagination allows you to control the options of presentation of your document on paper. You can change the margins, the size(format) of the paper, the orientation of the paper and the other options that will be explained more low on this page.

- From the **File** menu, select the option **Page setup** option.
- Click on the **Margins** tab.

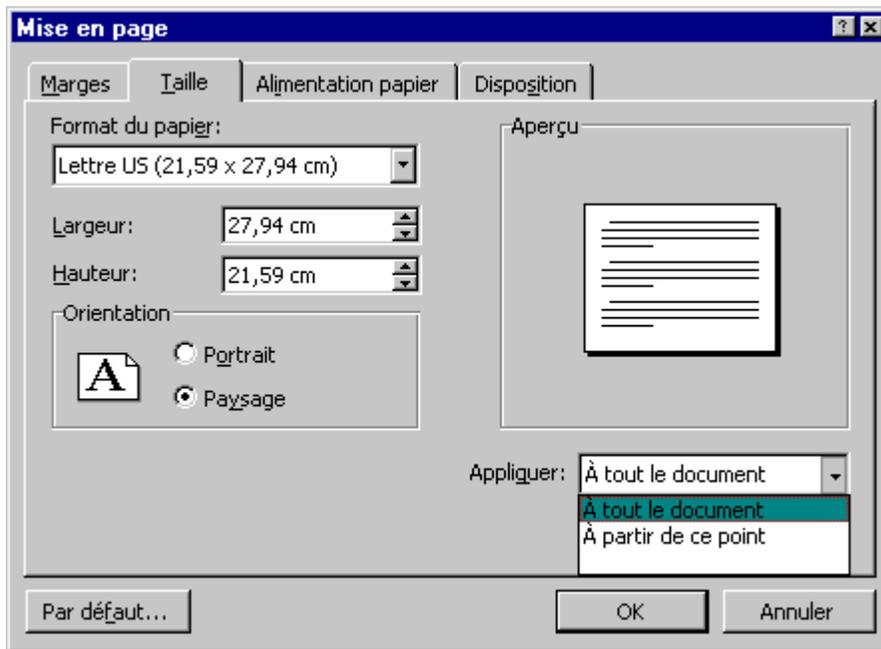


Under this tab, you can control the margins of the document as well as the place of the heading and the foot of page inside the superior margins and subordinates. The option of binding is to add a supplementary space of the left-hand side to be able to connect the document.

In the left lower corner, the option " Pages in towards " can be very important. This option controls the margins for impressions(printings) " first side reverse " or for the impressions(printings) on both sides of a sheet. The right and left margins are transformed into internal margins and outsides.

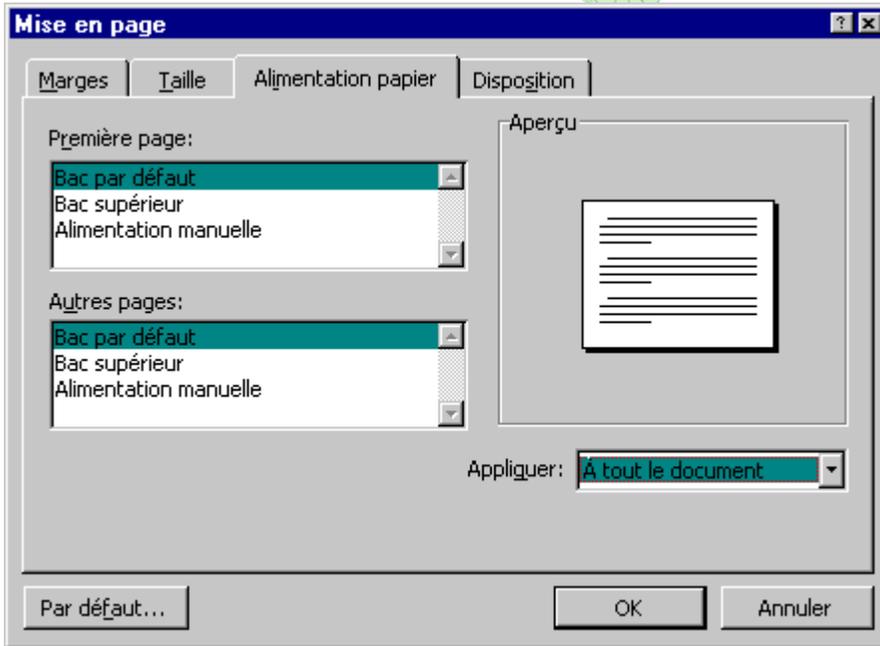
The option To apply is important too. It's from this option that you apply the changes that you brought to the margins or to the other options for all the document or only from the place where is the cursor at this moment. If you use the option " From this point ", it forces the addition of a jump of section. This option is very important for the structure of your document. It's explained in detail on the page of the [other options of Word](#).

● Click on the **Size** tab.



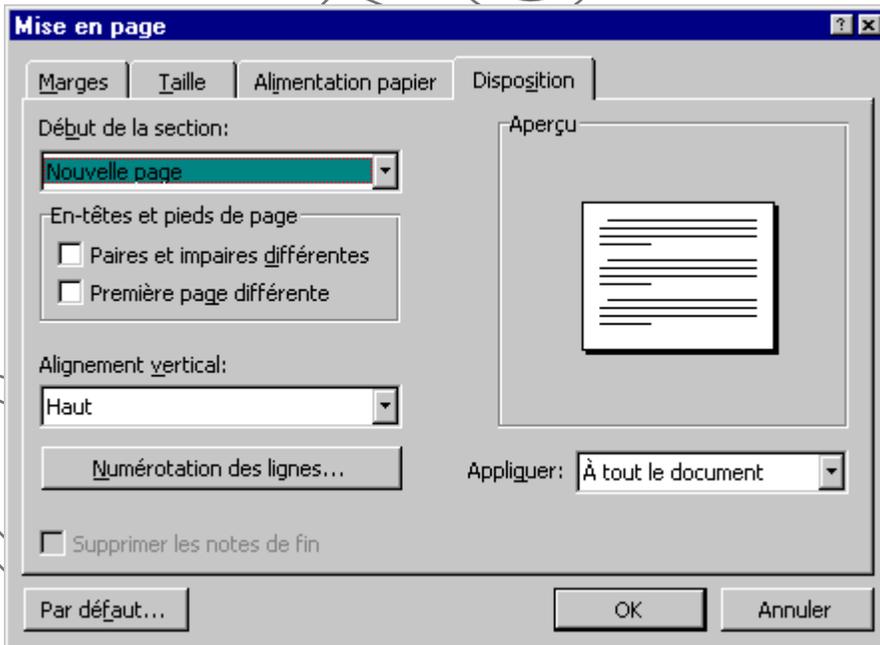
From this window, you can change the size(format) of the paper as well as its orientation. It's especially necessary to pay attention to the size(format) of the paper. Some notice too late that they have the bad size(format) of paper. Generally, the size(format) of the paper is in " A4 " when it should be for the size(format) " US Letter ". The size(format) A4 is the one that is used in Europe and not in North America. make sure to have the right size(format) before continuing or even beginning a new document. Otherwise, you'll not only have to change the size(format) of the paper but also the presentation of your document.

● Click on the **Paper feed** tab.



You can control the food of the paper in the printer. You can decide to let the computer take charge automatically of the food or to change it if your printer has several tubs of papers or for an printing on some special paper. Unless a special need, leave the options with " Tub by default ".

● Click on the **Disposition**.



Under this tab, there are several options to control the arrangement of the text on the page. Among these, there is a place of the debuts of section. I don't see the advantage of this option because it's possible to insert a jump of section any time and the necessary type from the **Insert** menu.

The options in the category of Headers and the feet of page are more interesting. They are used when you print first side reverse. For example, the place of the numbering of pages can be different on an even page that on an odd page. With the option " different Front page ", the heading of the front page of your document can have supplementary elements such as the corporate logo and the address of the company. This heading will not be on the other pages of the document. You can put the another heading for the rest of the document.

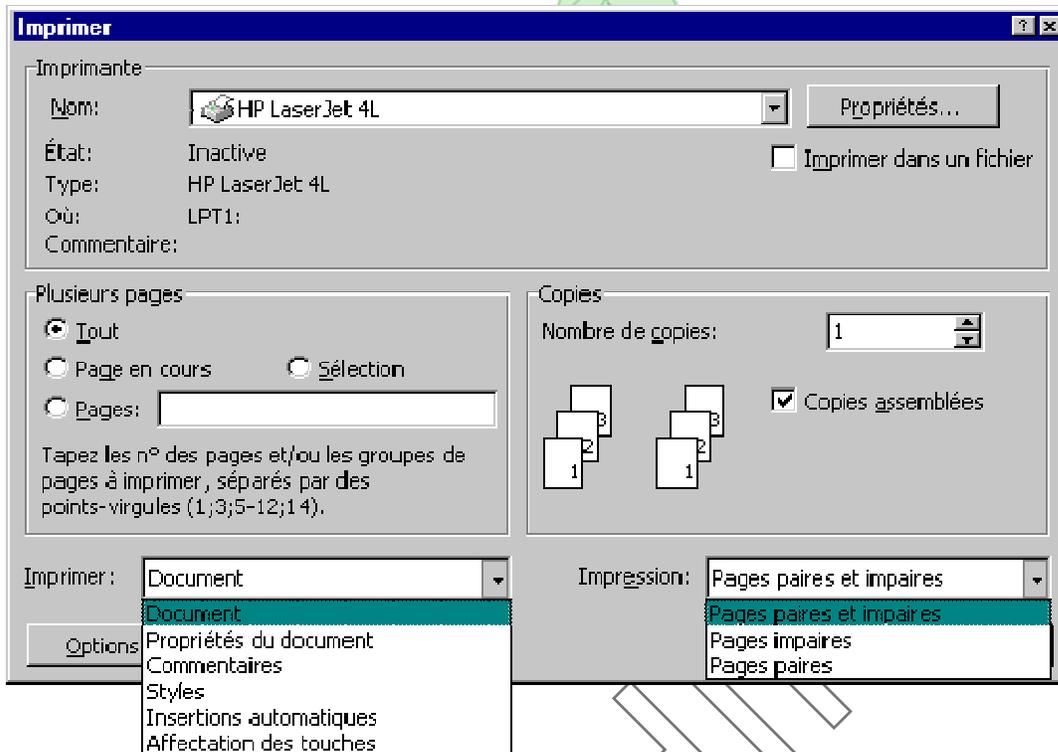
The option of vertical adaptation brings the advantage of power to centre vertically the contents of the page. It's now useless to try to centre manually. This is very advantageous for the page an image, but not titles of the document or for a page with a table or for a common page. The option "Height" is generally used for the rest of the document.

To end, there is an option for the numbering of lines. It is rarely used, unless being paid among lines of text.

## Printing

You can print all your document by pressing on the  button. However, Word offers you also several options for the printing.

- From the **File** menu, select the **Print** option.



You can first select the printer of your choice. This is practical if you have access to several printers from your job(workstation). It's however necessary to pay attention. The presentation of your document changes according to the printer that you chose. It's necessary to select the good printer and to make a preview before printing to make sure to have the good result in the printing.

You can also control the vast of your printing. You can print all the document, the page where is the cursor at this moment, the block of text that you selected or certain pages in your choice.

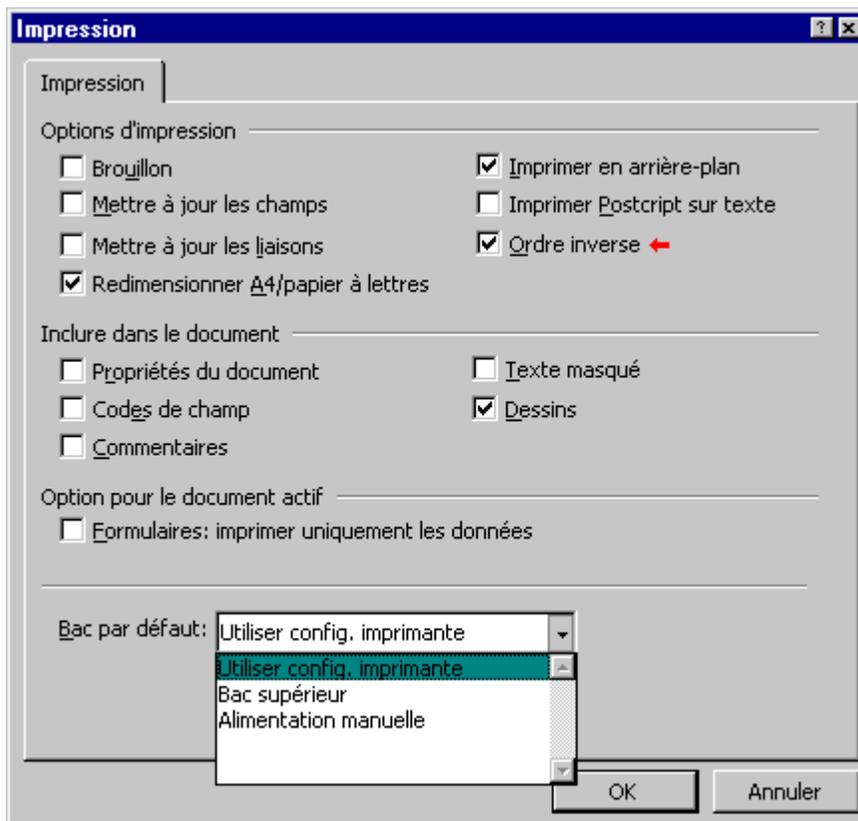
It happens by moments when one wants not to print a document completely but only some pages. The last option of the section on the area offers you this possibility. It's necessary just to know that it's necessary to put a semicolon (;) between every page or block of page. It's necessary to put a hyphen (-) between the first and the back page of a series of pages to be printed. There is a small example at the foot of the window. In this example, you could print pages 1 , 3 , 5 - 12 up to and including as well as page 14 of your document (1; 3; 5-12; 14).

You have also the control on the number of copies that will be printed. This is practical if you have to print a document for several persons for a report, a committee or a meeting. leave the option with " assembled Copies ". Otherwise, you should replace in order all the pages of your copies.

Most of the time, you'll want to print the document. But he can have moments or you'll want to take advantage of the other possibilities such as the printing of the properties of the document or the comments.

The last option allows you to print all the pages or the pages odd peers or pages. One of the advantages of this option is to be able to print manually a document in first side reverse. Here are the stages.

- Select the option of printing of pages indiscretions and print all the document.
- Invert the paper and put back it in the tub of the printer.
- Select the option of printing of pages peers.
- Press the **Options** button in the left lower corner of the Print window.



- From the following window, activate the **Reverse order** option.
- Press the **OK** button.

Why the order inverts? By replacing the paper. The back page of your document is on the top of the pile and not down.

- Print the even pages of your document behind odd pages that you first printed out.

You should experiment several times before mastering this. It's necessary to be careful if the last page of the document is odd. It will be necessary to remove that last page from the pile before printing on the other side because no text should be printed behind that page. If you're using an inkjet printer, it's very possible that ink stains appear on the other side of the page.

## Word - Tables

[Introduction](#)

[Insert a table](#)

[Change the width of columns](#)

[Add a line](#)

[Add a column](#)

[Delete a ligne or a column](#)

[Merge cells](#)

[Change the table's presentation](#)

[Draw a table](#)

### Introduction

It's preferable by moments to present of the data on tabular form. The instructions that follow how demonstrate to create a table and how to take advantage of it. The first thing to be known is that you can enter several lines of text the same cell of the table. It's not necessary to count the number of lines that will go to a table but a number of "cells". For example, the advantages and the disadvantages or to compare several options.

### Insert a table

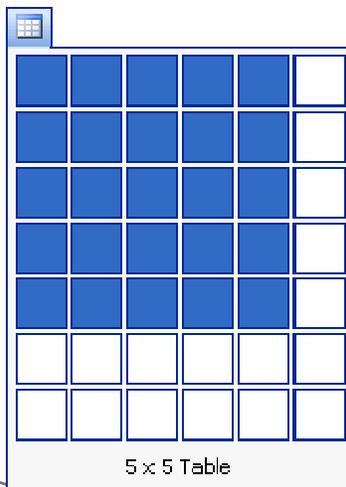
● From the **Table menu**, select the first command: **Insert table**.

A window will appear asking you for the number of columns and lines that you need for your table. enter the numbers that you need. You can later add or remove lines or columns.



- For this example, write 5 in the box of the number of columns and lines.
- Press the **OK** button.

There is another way of inserting a table into a document; by using the button To insert table.



- Press the button .
- Press the **left** mouse button and select the numbers of columns and lines required.
- Release the mouse button when it's shown the size that you want.

If you don't see the borders of the cells of the table, select the option covering of the **Table** menu. When the border of the table consists of dotted lines, it means that no border will be shown in the printing.

## Change the width of columns

There are two ways to change the width of a column: by using the ruler for tables or by using the menu Format. Both ways will be explained. The first will be by using the ruler.

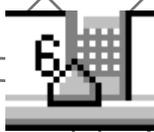
- click or place the cursor in the first cell of the table



Above the text, there is a ruler as that down that appears. It's used to change the width of columns and also margins inside cells. The first triangle at the top of the bar pointing downward serves for adjusting the left margin of the first line of the cell. The triangle of the left lower corner serves for adjusting the left margin besides of the text of the cell. The triangle in the lower right corner serves for adjusting the right margin of all the text of the cell.

Here is the procedure to change the width of a column by using the mouse.

- Place the cursor on the separator of column that is between the first and the second column on the toolbar of tables.

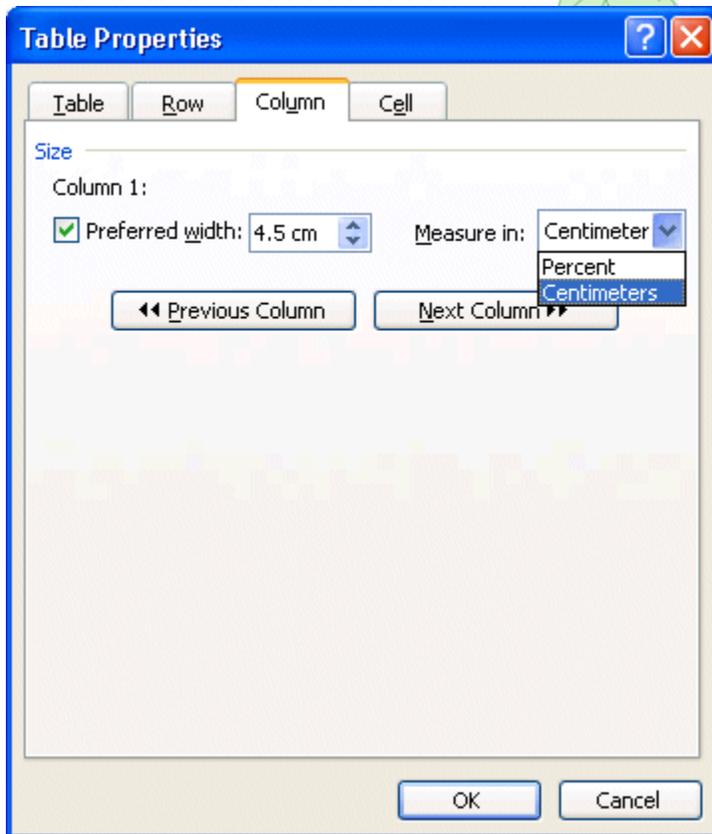


To recognize it, it's the checkerboard  that separates each of the columns. Attention not to take inadvertently the triangle of the right margin. The cursor will change format. The cursor will be now a horizontal bar with a point in every extremity.

- Press and hold the **left** mouse button and move slowly the cursor to the right.
- Release the mouse button when the width of the column is about the double(copy) of what it was previously.

It's to note that columns in the right-hand side of the column that you chose fit automatically not to exceed the margins of the page. By selecting a column, you can change its just width a little or a lot according to your needs. You can also give a fixed width in a column.

- Place the cursor in the column that you want to change the width. For the example, click any cell of the second column.
- From the **Table** menu, select the option **Table properties** of the cell.
- Click the **Column** tab.
- Change the width to **4,5** cm.
- Press the **OK** button.



You can change the width of a column as often as you want it and with the degree of precision that you want. Or by using the mouse or one of the options of the menu **table**.

### Add a line

- Place your cursor in the table below the line that you want to insert.
- Select of the menu **table, Insert lines**.

The new line will fit over where is the cursor at the moment.

### Add a column

It's easier to insert a line than a column. It's at first necessary to select the column completely in the right-hand side of the column that you want to insert.

- Place the cursor above the column that you want to change the width. For the example, select the first column.
- move the cursor until this one is transformed of a white arrow in a black arrow pointing downward.
- As soon as the cursor was transformed into black arrow pointing downward, click the **left** mouse button.

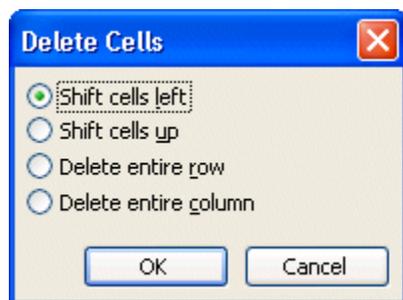
Here is the rest of the procedure to insert a new column.

- Place the cursor in the table.
- Select of the menu **table, Insert columns**.

The new column will add to the left where from is the cursor at the moment. It's very possible that the table exceeds the margins of the page. You should change the width of columns.

## Delete a line or a whole column

- Select the line completely to erase.
- From the **Table** menu, select the **Delete** and **Cells** options.
- Of the window that will appear, select from the options to delete a cell, a line or a column.



## Merge cells

The intention of this command is to group together in a single cell several cells of the same line.

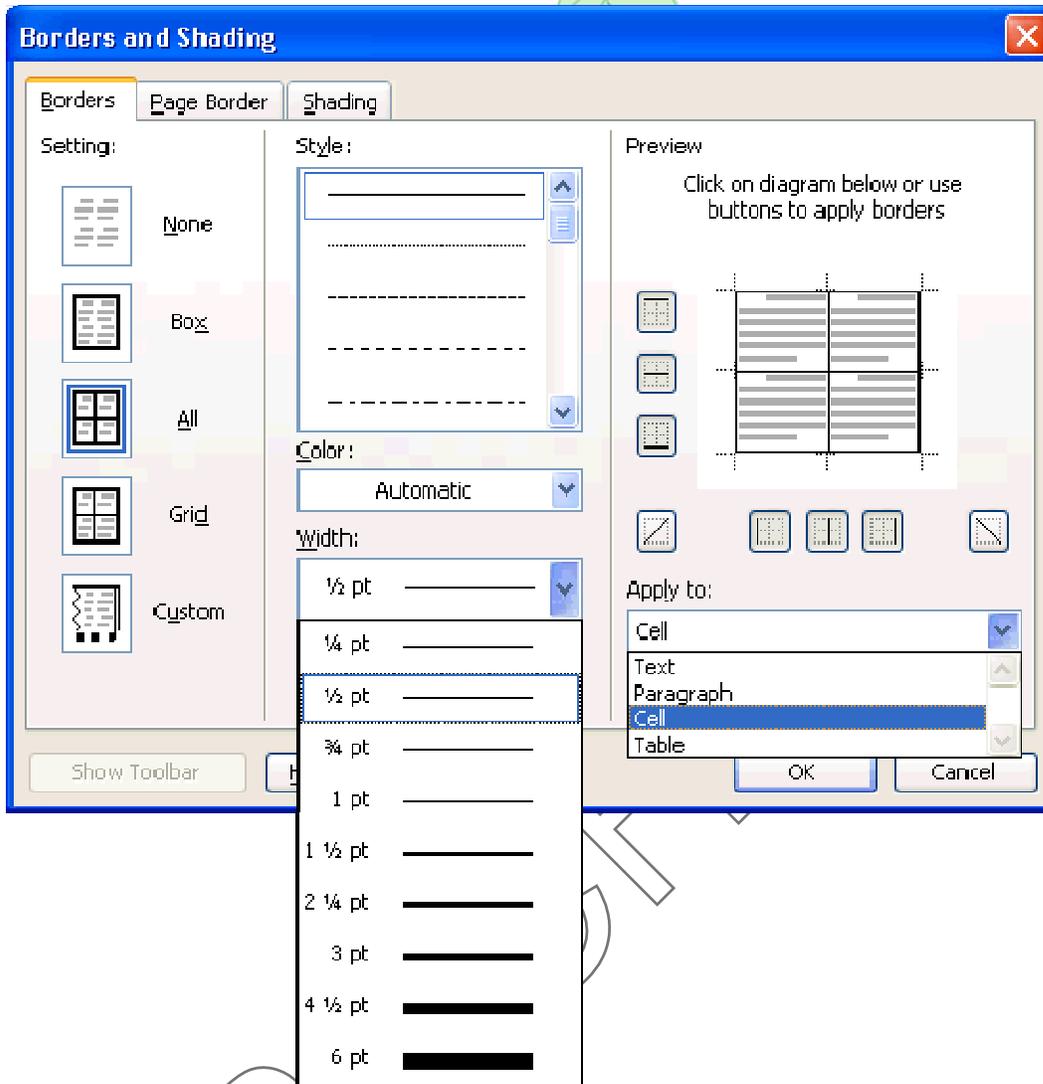
- Select all the cells on the first line.
- From the **table** menu, select **Merge cells** options.

All the cells will form now an only long cell. You can also cut cells by using the command to split cell. It's better merge cells only being certain that you'll add no more other columns. If you add a column after the fusion, it would be possible that you have to adjust manually the width of the column. It will be necessary adjusted the column of cells merged with the rest of the table.

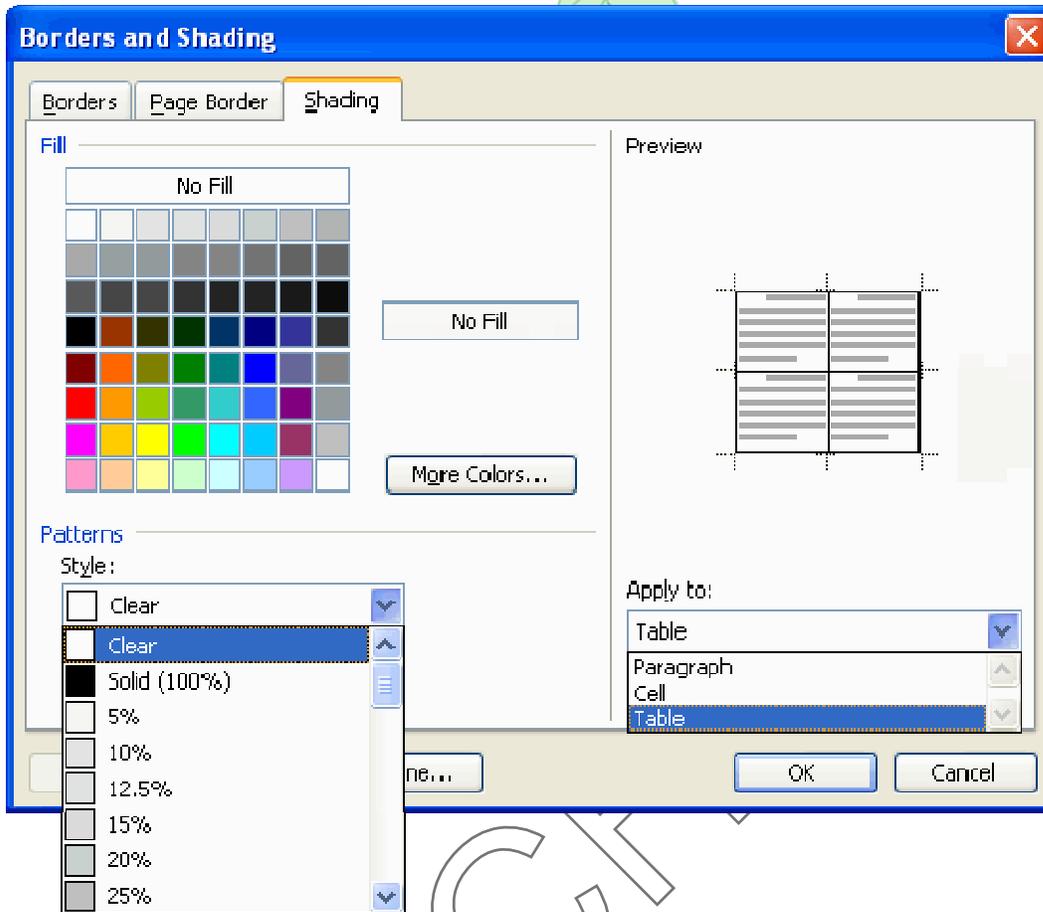
## Change a table's presentation

Word offers you some options to change the presentation of a table. You can change the thorough color of a cell or a table for another color or pattern. There are also several possibilities to change the border that surrounds the cells of the table. Word offers you also predetermined styles of presentations that you can use any time.

- Click in one of the cells of the table.
- From the **Format** menu, select the option **Border and shading**.

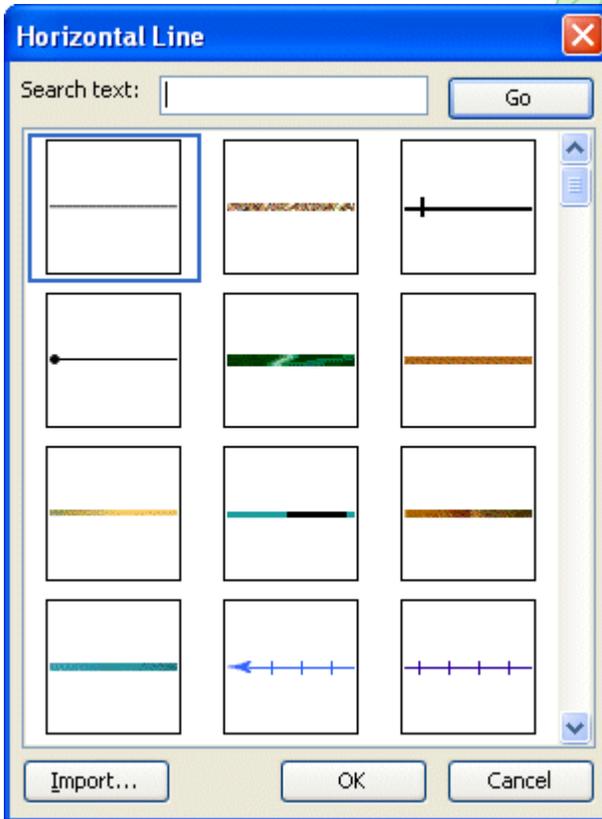


● Click on the **Shading** tab.



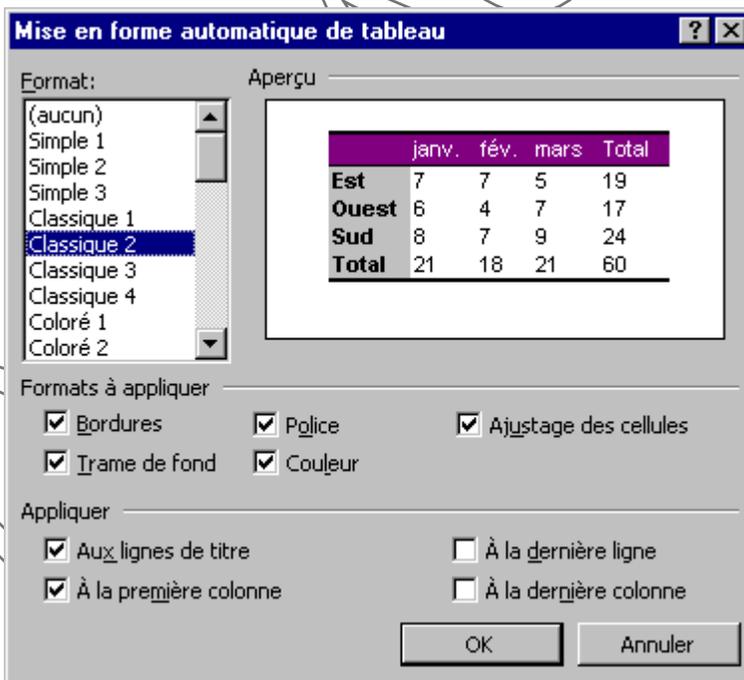
Most of these options are also available from the toolbar Tables and borders. This toolbar will be explained besides details at the time of explaining how [to draw a table](#).

- Press the **Horizontal lines** button.



● Press the **Cancel** button.

● From the menu **table**, select the option **automatic Format of table**.



## Draw a table

The previous part of this page explained the "formal" way of creating a table. With this version of Word, it's possible "to draw" a table. That is to elaborate quickly a table that answers exactly your needs without getting for all that through a long series of instructions. There is now a new toolbar on that one finds all the buttons necessary to carry out the task. In the first place, it's necessary to show this toolbar.

- From the **View** menu, select the **Toolbars** option.
- From the list of the available toolbars, select the toolbar Tables and Borders.



If the toolbar is not above the text but indeed in the middle of the screen, it's possible, as for all the toolbars, to move it.

- Place the cursor on the titles bar ( the blue bar) of the window.
- Press and hold the **left** mouse button and move the toolbar at the top of the screen with the other toolbars.

To begin a new table.

- Press the button .
- Place the cursor in the place where you want to begin your new table.
- Press and hold the **left** mouse button and move the mouse to create the first cell of your table.

This cell can then be cut in several smaller cells where the other cells can there become attached to the left, to the right-hand side or below this one.

To cut a cell in two:

- Press the button .
- Place the cursor on the border of the cell in the place where you want to cut the cell in two.
- Press and hold the **left** mouse button and move the cursor towards the opposite border of the cell.

You can cut a cell horizontally or vertically. You can even cut a cell several times. The cut is not obliged to be exactly in the middle of the cell.

To erase a line or to merge two cells the one next to another.

- Press the button .
- "Delete" the line too.

This does not just make erase a border. It merges both cells to become the only one of it. It's preferable by moments to present of the data on tabular form. The

instructions that follow how demonstrate to create a table and how to take advantage of it. The first thing to be known is that you can enter several lines of text the same cell of the table. It's not necessary to count the number of lines that will go to a table but a number of "cells". For example, the advantages and the disadvantages or to compare several options.

## Insert a table

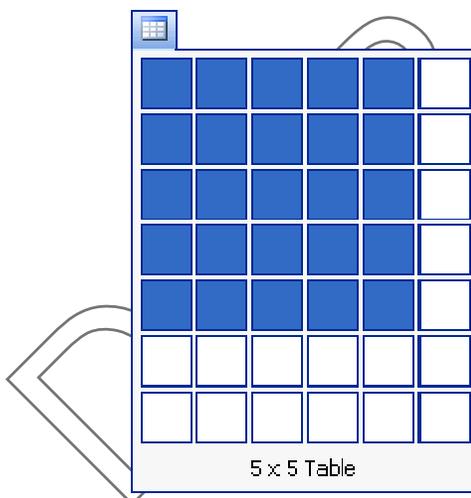
● From the menu **table**, select the first command: **Insert table**.

A window will appear asking you for the number of columns and lines that you need for your table. enter the numbers that you need. You can later add or remove lines or columns.



- For this example, write 5 in the box of the number of columns and lines.
- Press the **OK** button.

There is another way of inserting a table into a document; by using the button To insert table.



- Press the  button.
- Press the **left** mouse button and select then a lot of columns and lines.
- Release the mouse button when it's shown the dimensions that you want.

If you don't see the borders of the cells of the table, select the option covering of the **Table** menu. When the border of the table consists of dotted lines, it means that no border will be shown in the printing.

## Change the width of columns

There are two ways to change the width of a column: by using the ruler for tables or by using the menu Format. Both ways will be explained. The first will be by using the ruler.

- click or place the cursor in the first cell of the table



Above the text, there is a ruler as that down that appears. It's used to change the width of columns and also margins inside cells. The first triangle at the top of the bar pointing downward serves for adjusting the left margin of the first line of the cell. The triangle of the left lower corner serves for adjusting the left margin besides of the text of the cell. The triangle in the lower right corner serves for adjusting the right margin of all the text of the cell.

Here is the procedure to change the width of a column by using the mouse.

- Place the cursor on the separator of column that is between the first and the second column on the toolbar of tables.

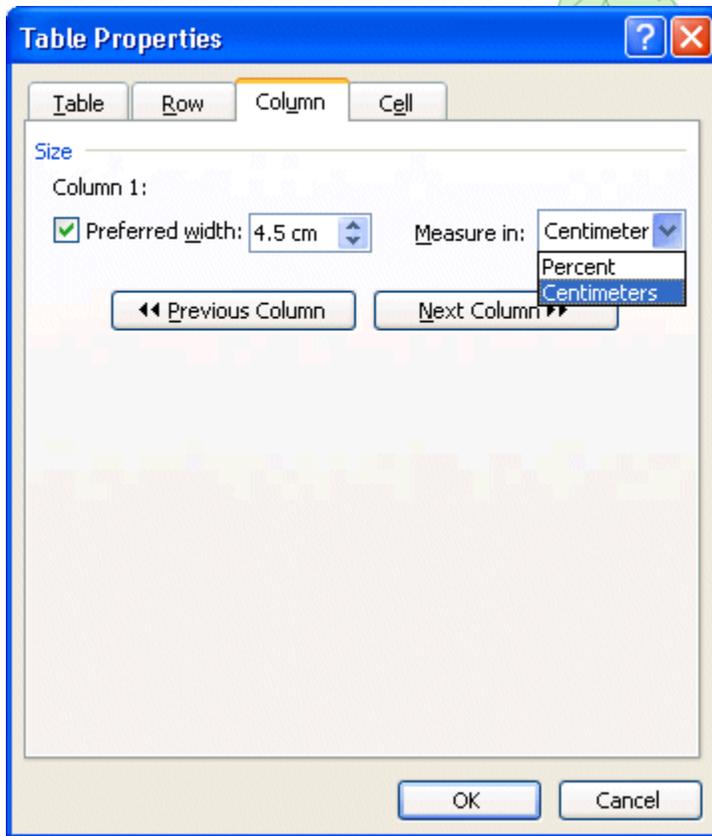


To recognize it, it's the checkerboard  that separates each of the columns. Attention not to take inadvertently the triangle of the right margin. The cursor will change format. The cursor will be now a horizontal bar with a point in every extremity.

- Press and hold the **left** mouse button and move slowly the cursor to the right.
- Release the mouse button when the width of the column is about the double(copy) of what it was previously.

It's to note that columns in the right-hand side of the column that you chose fit automatically not to exceed the margins of the page. By selecting a column, you can change its just width a little or a lot according to your needs. You can also give a fixed width in a column.

- Place the cursor in the column that you want to change the width. For the example, click any cell of the second column.
- From the **Table** menu, select the **Cell format** option.
- Click the tab column.
- Change the width 4,5 cms.
- Press the **OK** button.



You can change the width of a column as often as you want it and with the degree of precision that you want. Or by using the mouse or one of the options of the **Table** menu.

### Add a line

- Place your cursor in the table below the line that you want to insert.
- From the **Table** menu, select the **Insert lines** option.

The new line will fit over where is the cursor at the moment.

### Add a column

It's easier to insert a line than a column. It's at first necessary to select the column completely in the right-hand side of the column that you want to insert.

- Place the cursor above the column that you want to change the width. For the example, select the first column.
- move the cursor until this one is transformed of a white arrow in a black arrow pointing downward.
- As soon as the cursor was transformed into black arrow pointing downward, click the **left** mouse button.

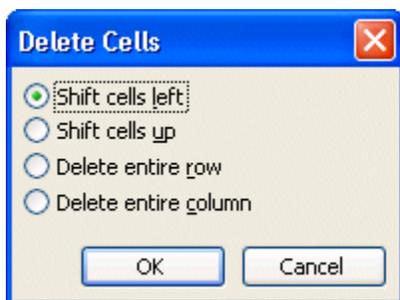
Here is the rest of the procedure to insert a new column.

- Place the cursor in the table.
- Select of the **Table** menu, **Insert columns** option.

The new column will add to the left where from is the cursor at the moment. It's very possible that the table exceeds the margins of the page. You should change the width of columns.

## Delete a line or a whole column

- Select the line completely to erase.
- From the **Table** menu, select to delete cells.
- Of the window that will appear, select the option delete the line or the whole column.



## Merge cells

The intention of this command is to group together in a single cell several cells of the same line.

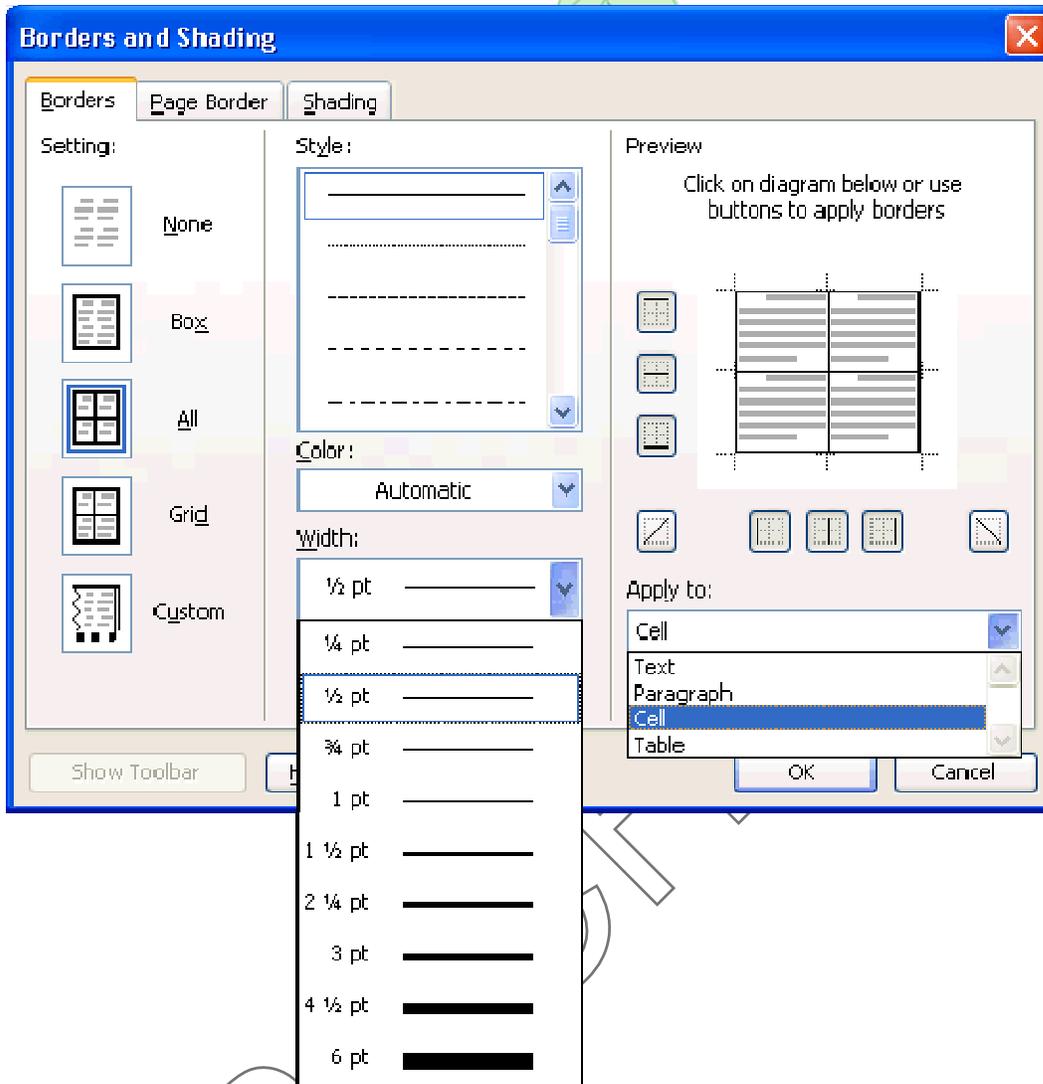
- Select all the cells of the first line.
- From the **Table** menu, select the **Merge cells** option.

All the cells will form now an only long cell. You can also cut cells by using the command to split cell. It's better merge cells only being certain that you'll add no more other columns. If you add a column after the fusion, it would be possible that you have to adjust manually the width of the column. It will be necessary adjusted the column of cells merged with the rest of the table.

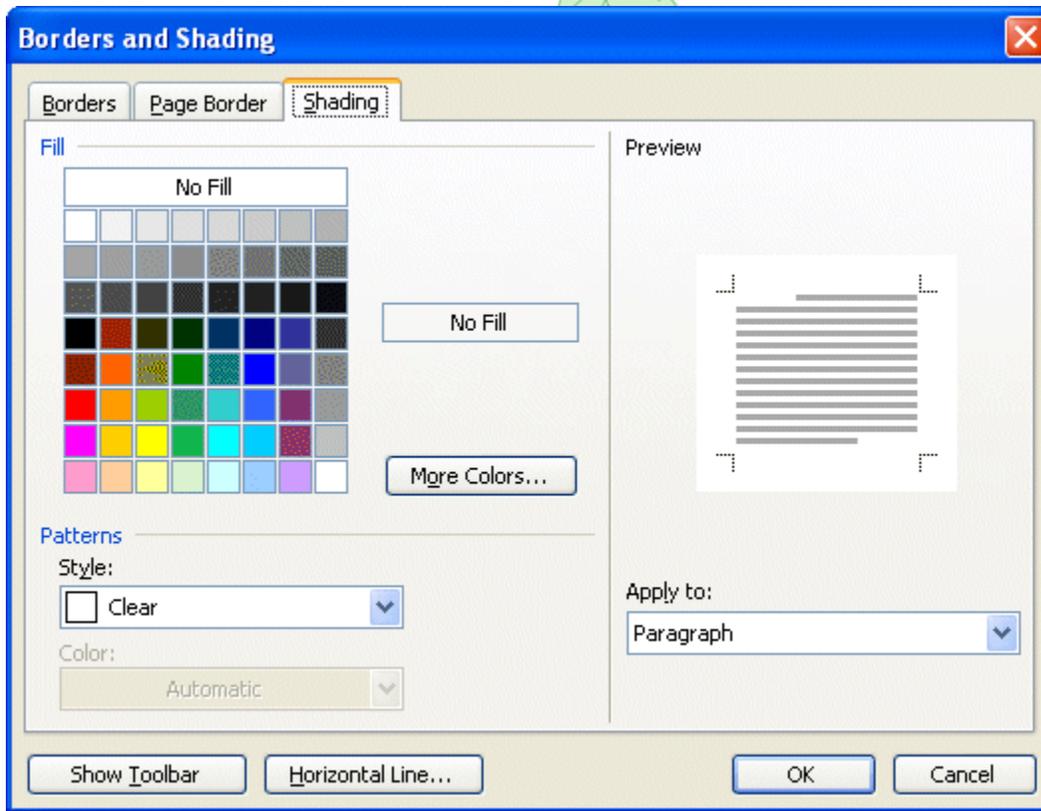
## Change the presentation of a table

Word offers you some options to change the presentation of a table. You can change the thorough color of a cell or a table for another color or pattern. There are also several possibilities to change the border that surrounds the cells of the table. Word offers you also predetermined styles of presentations that you can use any time.

- Click in one of the cells of the table.
- From the **Format** menu, select the **Borders and shading** option.

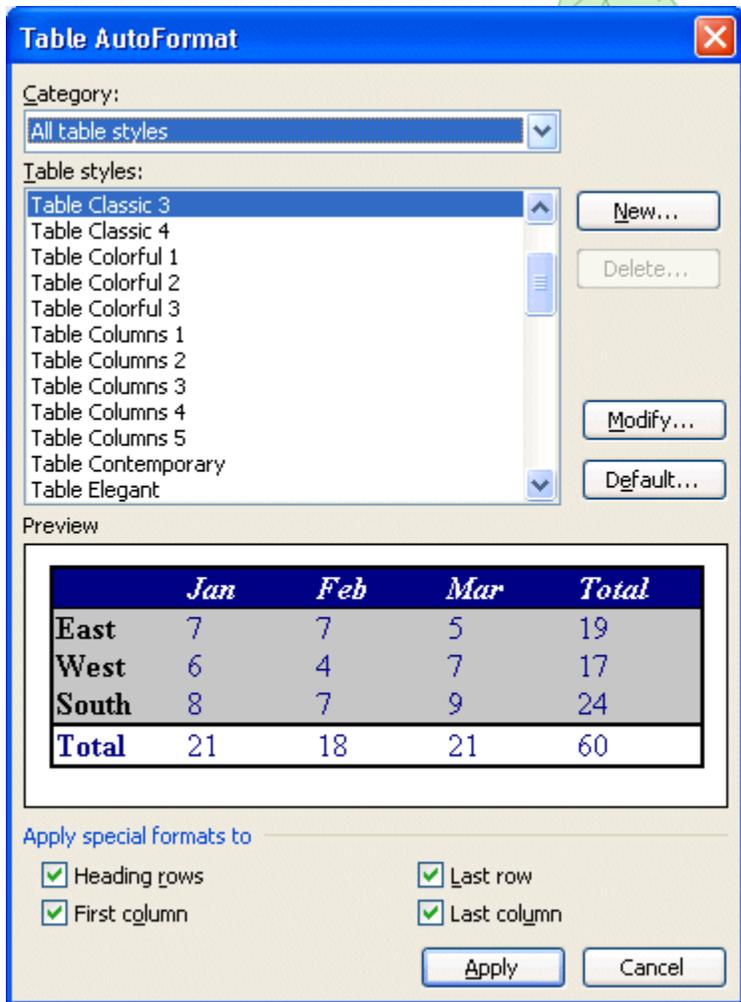


● Click on the **Shading** tab .



Most of these options are also available from the toolbar Tables and borders. This toolbar will be explained besides details at the time of explaining how [to draw a table](#).

- From the **Table** menu , select the option **Table Autoformat** option.



## Draw a table

The previous part of this page explained the "formal" way of creating a table. With this version of Word, it's possible "to draw" a table. That is to elaborate quickly a table that answers exactly your needs without getting for all that through a long series of instructions. There is now a new toolbar on that one finds all the buttons necessary to carry out the task. In the first place, it's necessary to show this toolbar.

- From the **View** menu, select the **Toolbars** option.
- From the list of the available toolbars, select the **Tables and Borders** toolbar.



If the toolbar is not above the text but indeed in the middle of the screen, it's possible, as for all the toolbars, to move it.

- Place the cursor on the titles bar ( the blue bar) of the window.
- Press and hold the **left** mouse button and move the toolbar at the top of the screen with the other toolbars.

To begin a new table.

- Press the button .
- Place the cursor in the place where you want to begin your new table.
- Press and hold the **left** mouse button and move the mouse to create the first cell of your table.

This cell can then be cut in several smaller cells where the other cells can there become attached to the left, to the right-hand side or below this one.

To cut a cell in two:

- Press the button .
- Place the cursor on the border of the cell in the place where you want to cut the cell in two.
- Press and hold the **left** mouse button and move the cursor towards the opposite border of the cell.

You can cut a cell horizontally or vertically. You can even cut a cell several times. The cut is not obliged to be exactly in the middle of the cell.

To erase a line or to merge two cells the one next to another.

- Press the button .
- "Delete" the line too.

This does not just make erase a border. It merges both cells to become the only one of it.

## Word - Using Pictures

### Introduction

#### Insert a picture

#### Insert a picture from the library

#### Change a picture's size

### The Picture toolbar

- [Show the toolbar](#)
- [Insert a picture](#)
- [Picture properties](#)
- [Contrast](#)
- [Luminosity](#)
- [Crop a picture](#)
- [Border style](#)
- [Text contour](#)
- [Picture format](#)
- [Transparent color](#)
- [Reestablish the picture](#)

### Change the picture's color

## Introduction

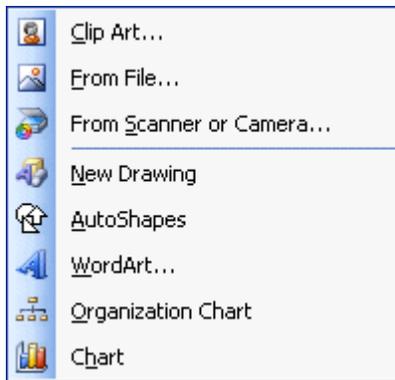
Word allows you to insert pictures into your document such as logos of companies, photos and other pictures to give more interest or a more professional speed(look) to your document. This page now shows to insert a picture that is on a floppy disk or a hard drive. You can also take a picture located in the bookshop of picture of Microsoft. To have a beautiful picture is not enough. It's necessary that it has the right size. Furthermore, the picture should be placed well in the document.

You can insert pictures of two ways into a document: by inserting a picture that you have on a floppy disk or that you made with another application or by taking a picture of the library of pictures of Microsoft.

## Insert a picture

You can also insert your own pictures.

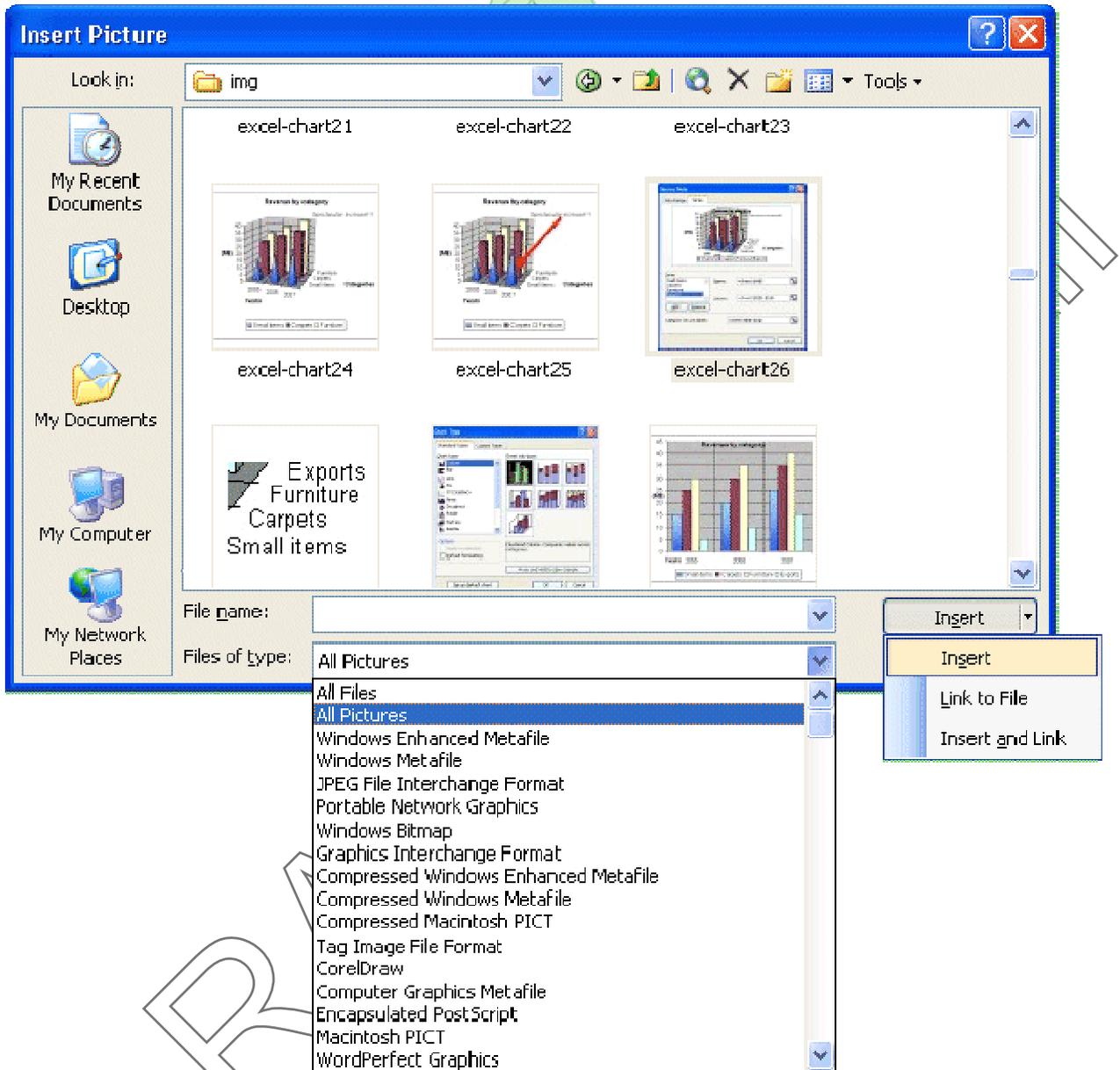
- Place the cursor in the place where you want to insert the picture.
- From the **Insert** menu, select the **Picture** option.



- Select the **From file** option.
- Select the right folder where the picture is located.

For the picture above, it's about the C: drive. select the letter of the reader or you know that there is a picture.

Dr. RACHINI Ali



Here is the list of the available pictures. You have a preview of the picture in the column of the centre to make sure that you select the good picture.

- Click on the name of the picture that interests you.
- Press the **Insert** button.

And here is! The picture is now in your document.



## Insert a picture from the library

- Place the cursor where you want to insert the picture into your document.
- From the **Insert** menu, select the **Picture** and **ClipArt** options.



The left column offers you a list of categories of pictures. The column of the centre shows all the pictures of the selected category.

- From the list of the available pictures, select the one of your choice and press the **Insert** button.



You can also get even more clip art from the Microsoft Office OnLine Web site.



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Selected items: **1**  
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[Review basket](#)

### Media Application

Please select the application you want to use.

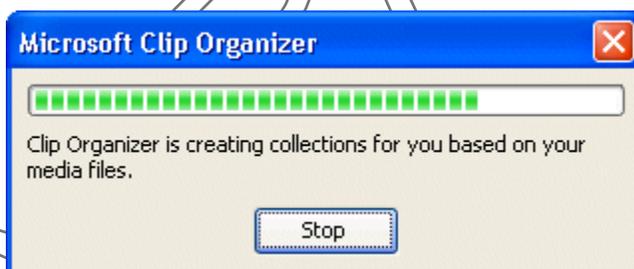
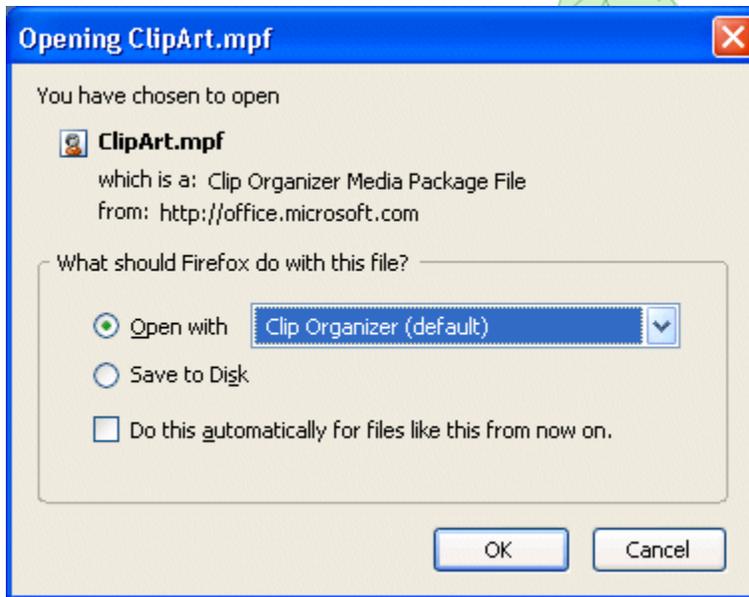
- Import into Clip Organizer version 2002 or newer  
Media files will be stored in your My Pictures\Microsoft Clip Organizer
- Import into Clip Gallery version 5.0 or older  
Media files will be stored in your Application Data\Microsoft\Media C:

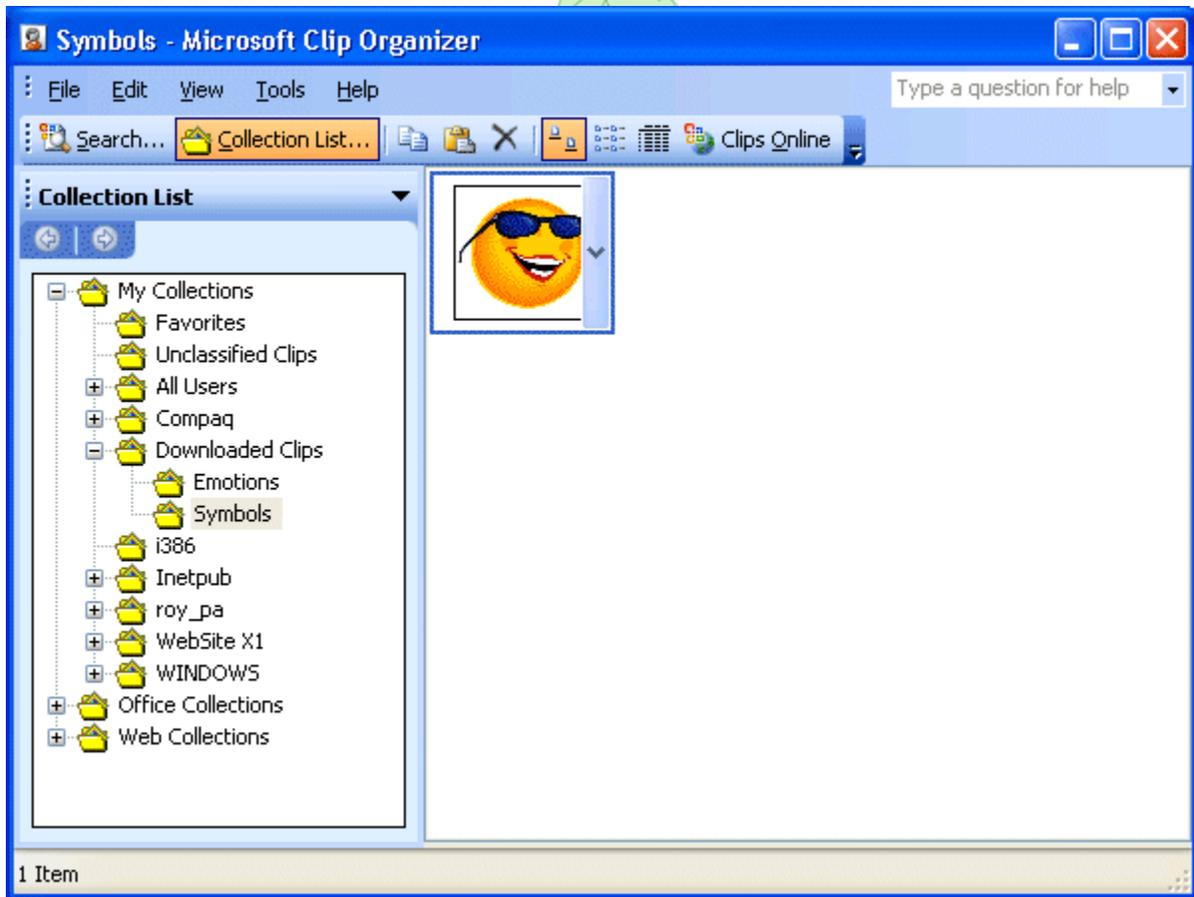
### Download Instructions

1. Click the **Download Now** button.
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## Change the size of the picture

Although there are several formats of charts, one can group together them in two types of pictures: vectoriels and points. The pictures of type just in time consist of little points of color. It's impossible to change the proportions or the sizes of these pictures. The pictures of vector type consist of data that save the place of lines the one with regard to the others as well as colors. It's easy to change the size of these. So, the explanations that follow will not work for all the pictures, but only for those of the vector type.

- Click on the picture.

Squares are going to appear around the border of the picture.

To reduce the size of the picture

- Click one of the squares in the extremities of the picture.
- Press and hold the **left** mouse button and move the cursor inside the picture.

To increase the size of a picture

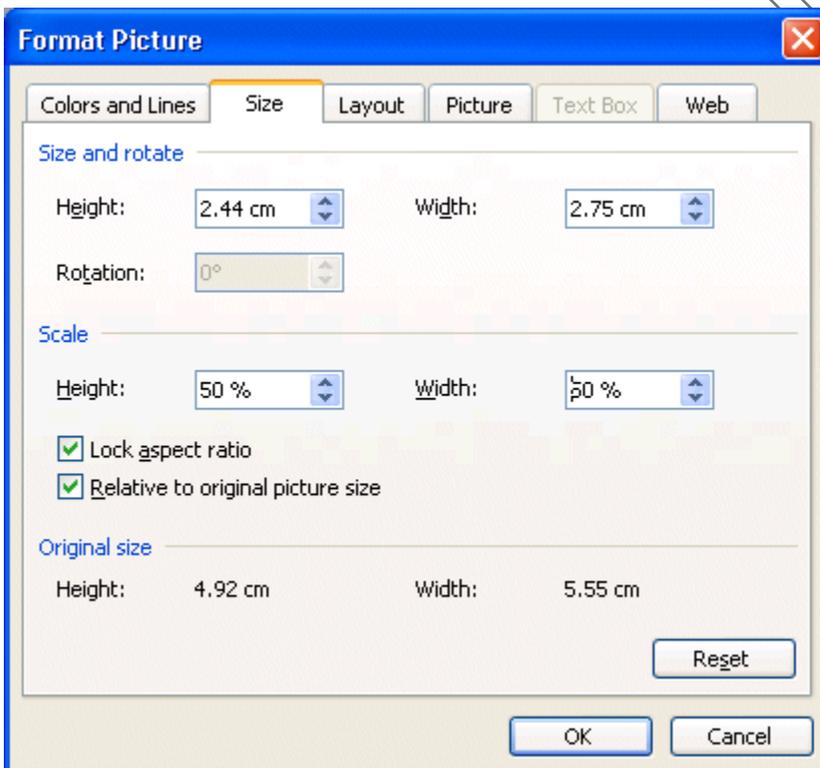
- Click one of the squares at the extremities of the picture.
- Press the **left** mouse button and move the cursor away from the middle of the picture.

**Be careful!**

To keep the size of the picture proportional, you should more keep it a finger on the **Shift** key.

Here's another way to change the size of a picture.

- Double-click on the picture.
- OR**
- Click on the picture.
  - Press the **right** mouse button.
  - From the list of options, select the **Format Picture** option.



- Select the **Size** tab.

You may change the size of the picture by deciding the exact height and width or changing the scale.

- Once you've selected the right size, press the **OK** button.



This picture is 50%

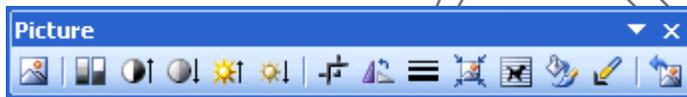
### Move the picture

There are two ways to move a picture: by using the mouse or by the options of the format.

- Click on the picture.
- Place the cursor inside the picture.
- Press and hold the **left** mouse button and move the mouse, for its new location.

You will find all the options for the frame in this window. In the section of dismissal in the automatic line, you can choose to let Word write of the text around the frame or not. In the section cuts, you can determine the exact size of the frame or let Word take charge of this detail. There is then a horizontal and vertical location of the frame.

### The Picture toolbar



Here is the toolbar of picture that, normally, appears when you click a picture of your document. It offers you almost all the options to adjust a picture to your needs. The text that follows serves for explaining the possibilities of each of the buttons of the toolbar.

### View the toolbar

Here is the procedure to be followed to view the Picture toolbar.

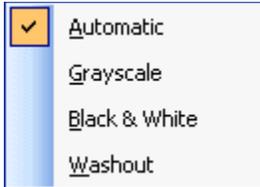
- From the **View** menu, select the **Toolbar** option.
- Select the **Picture** toolbar.

### Insert a picture

While pressing on the button , it's possible to insert into your document a picture from Office's library.

### Control of picture

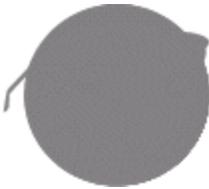
The control picture button  is to inform the software of the kind of use that you want of the picture.



It can be used as a watermark to cover the bottom of a page. The picture can be also converted in tones of grey or in black and white according to your needs. Generally, it's better leave the picture with the automatic size(format).

### Contrast

The contrast buttons  control the variations of color inside the picture. The more there is of contrast, the more there are variations of colors. Here is it that arrives at a picture when the contrast is reduced at least.



### Brightness

With these  buttons, it's possible to return a more pale or darker picture by controlling its luminosity.

### Crop a picture

This button (  ) serves for showing only a part of the picture that you need. It's possible to hide the rest of the picture. Here is a picture before and after the resources grumble.



- Click on the picture.
- Press the button .

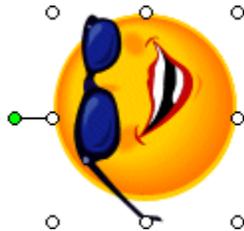
The cursor changes format.

- Place the cursor on one of the squares of dimensionnement that surrounds the picture.
- Press and hold the **left** mouse button and move the square inside the picture to hide an useless part.
- Repeat the operation on the picture to hide or show a part of the picture until you are satisfied.

### Rotale left



He're another to rotate a picture.

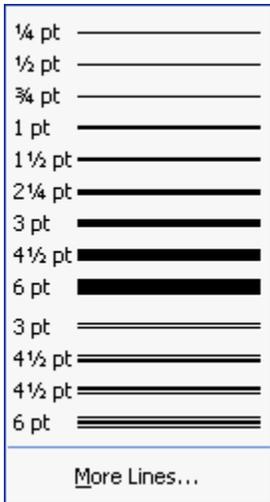


- Click on the picture.
- Place the cursor on the green handle above the picture.
- Press and hold the left mouse button and move the cursor left to right.

The image will also rotate. If you also press the Shift key, the picture will rotate at exact 15 degree intervals (0, 15, 30, 45, 60 ...).

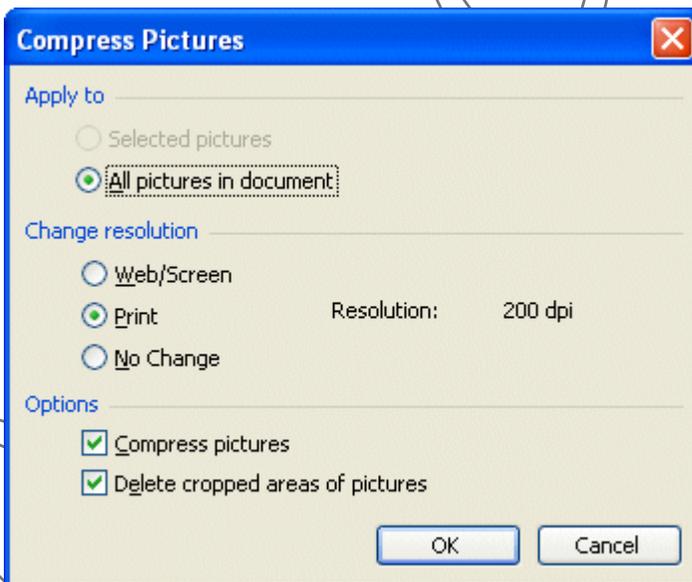
### Line Style

The button of style of lines(features) () serves for determining the son-in-law of frame, its thickness and its color around the picture.



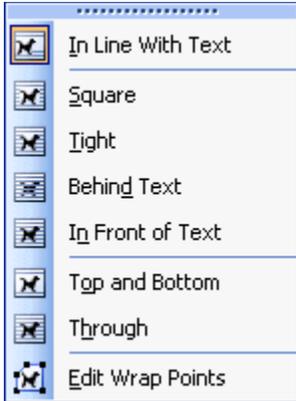
To remove the line border ...

## Compress picture



## Text wrapping

The button of dressing (  ) controls how the text will surround the picture. Word offers you the types of following dressing:



With a square border, the text will surround the frame of the picture but will not go inside this frame.

The moved closer border allows the text to take the outline of the picture.

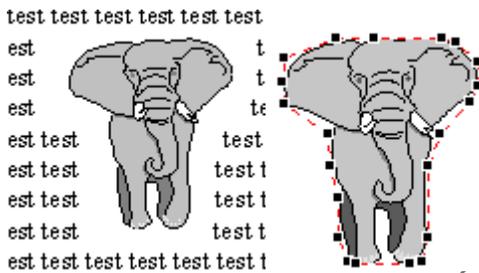
The border in the fault allows the text to spell over the picture.

No borders

The border in the bottom does not allow the text to take place to the left or to the right-hand side of the picture.

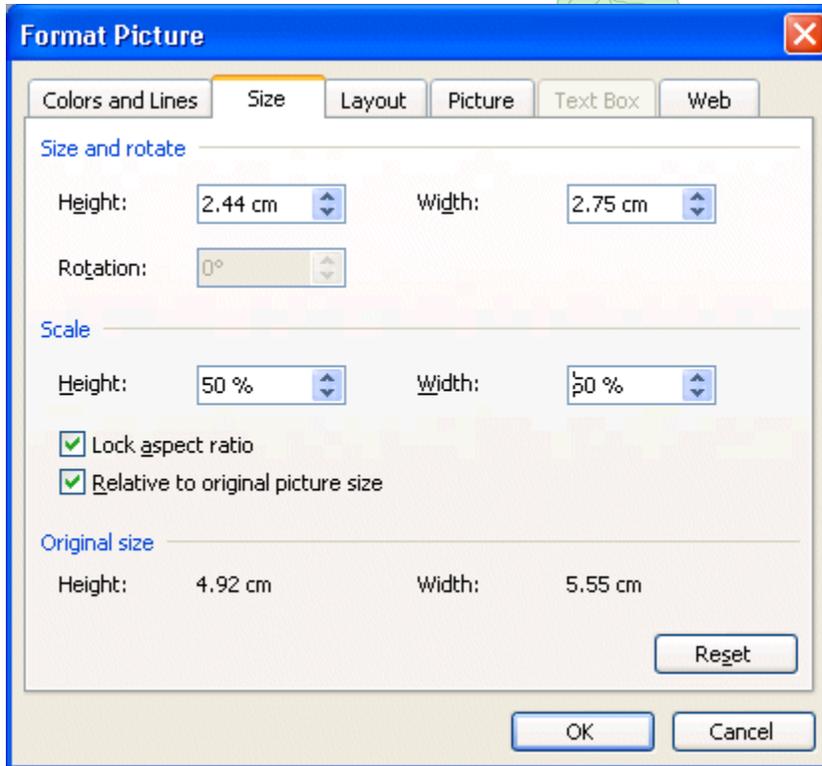
It's also possible to change the outline of the picture. The text follows so the outline that you chose.

Here is an example of a picture with text wrapping moved closer dressing and a possibility of modifying the outline of the picture.



### Format picture

This button (  ) includes most of the options described below.



The following window allows you to change the options on the picture, the dressing, the luminosity, the contrast, the rognage, the size, the position and the colors of the picture.

### Transparent color

When you import a picture, it's possible that you would want that a certain color is transparent. While pressing on the button , you can then choose the transparent color of the picture. pay attention. It's all the points of this color that are going to become transparent and not only a part. So, if you have two dark blocks of blue of that you want that a part is transparent, you should first bring the picture in a publisher(editor) to change the color of the block that will become transparent. Otherwise, all that is dark blue will disappear from the picture.

### Restore the picture

You can always put back the picture to its original size and format by pressing on this button .

### Change the colors of the picture

For a picture of the library

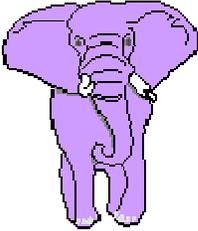
- Click on the picture.
- Press the **right** mouse button.

**OR**

- Press the **Drawing** button from the **Drawing** toolbar if this one is shown.

- Select the option **Groups**.
- Select the option **Dissociate**.

All the lines and the blocks that compose the picture are now independent one to another. It's now possible to change the color of the lines(features) and the blocks. With a little of work, you can have a pink elephant!



- Click on the picture.
- From the **Format** menu, select **Picture option**.  
**OR**
- Press the **right** mouse button.
- Select the **Picture Format** option.
- Change the color your choice.

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## Word - Tools

[Introduction](#)

[Spelling and Grammar](#)

[Thesaurus](#)

[Select language](#)

### Introduction

Word offers you tools to verify the contents of your document. He can verify the spelling as well as verify the conjugation of your text. This page shows how to use you these tools as well as their limitations.

All the examples of this page will be based on this sentence: " Jeremys' gelly falls on my pents. " Naturally, there are several errors. It's to demonstrate you the functioning of each of these tools.

● Write the following sentence: " Jeremy's jelli fall on my pent. "

### Spelling and grammar

Previously, these two options were separate. They are now grouped together since Word 97. These options were greatly improved from the previous versions. It's now possible to check the spelling of your text at the same time as the grammar. Word offers also to correct the error. This tool is very practical to quickly find and correct the small errors while writing a text.

But you atill have to pay attention. Theses options are far from perfect. It's very possible that he does not see the agreement or that the structure of the sentence is bad. Here is the procedure to be followed if the controller does not offer you a valid alternative.

- Place the cursor in the text on the word to be corrected.
- Correct manually the text.
- Press the **Continue** button located in the right superior corner of the window of grammar and spelling.

It came now the time to correct the previous sentence.

- Place the cursor wherever in the sentence above.
- From the **Tools** menu, select the **Spelling** and **Grammar** option.

**OR**

 Press the **F7** key.

The spelling abd grammar window stops first on the word " jelli".



The controller offers you several options. You can ignore this word and continue the correction besides of the document. If this word often returns in the document, you can choose the option Always to ignore. It will not stop any more on this word in this document.

For this occasion, it's necessary to replace the word because it's badly written.

- From the list of the suggestions, click the word "jelly".
- Press the **Change** button.

If the error repeats somewhere else in the text, Word will take charge of it automatically. The controller stops then on the word " G r my ". This word is not in the dictionary that uses the controller. It has not all the list of the proper nouns or the technical terms. If the word often returns in this document or in next documents, you can add it to the personal dictionary of the software.

- Press the **Add to Dictionary** button.

The name G r my is now in the personal dictionary of the controller. He can verify this word the next time when you'll use it. The controller finds no more error of spelling. But there are several errors of grammar.

## Grammar

The option grammar verifies your document to discover there errors of grammar.

- Place the cursor at the beginning of the sentence.
- From the **Tools** menu, select the **Spelling and Grammar** option.

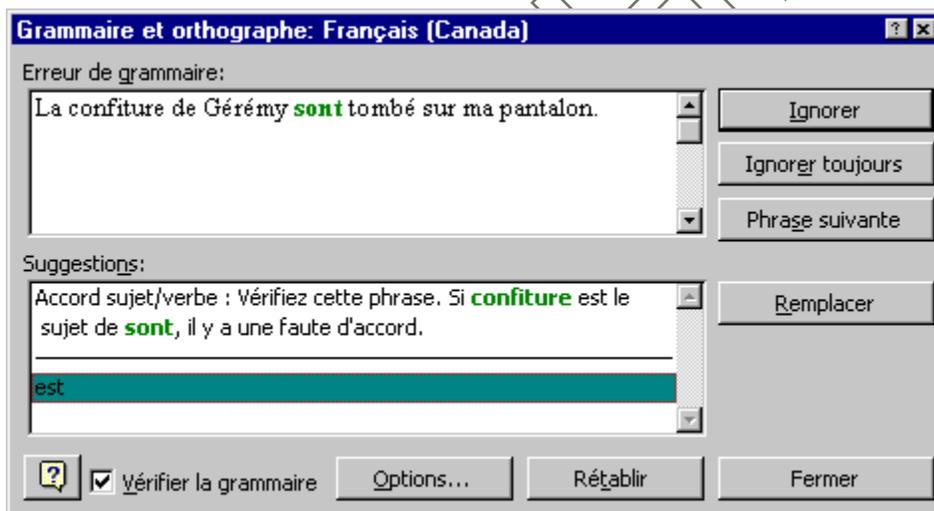
**OR**

**ABC** Press the **F7** key.



The software will analyze the sentence completely. He indicates you that there is an error all right between the words "jam" and. Furthermore, the controller offers you the word substitute to solve the problem.

- Press on the word.
- Press the **Replace** button.



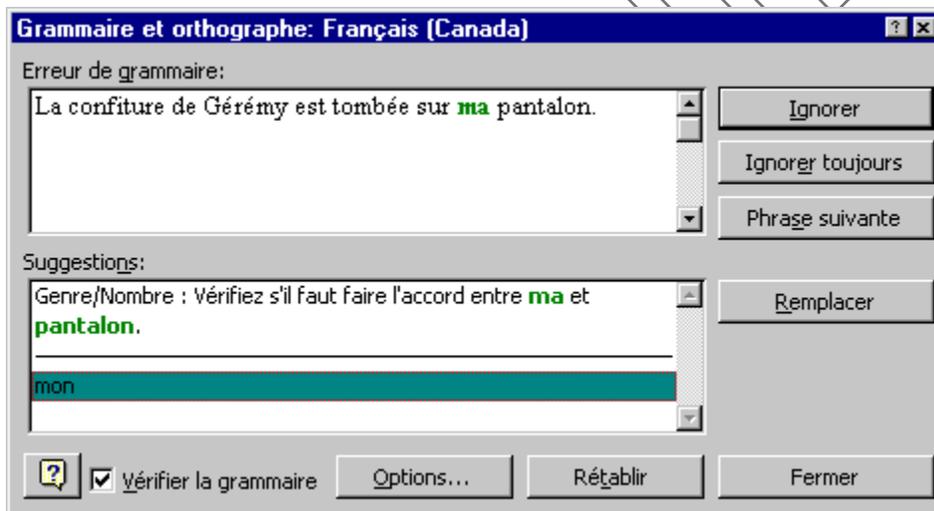
The software notices that there is a problem between the words "jam" and "are". The verb "being" should agree in kind and in number with the subject "jam". It offers you the verb to be under the good format.

- Press the **Replace** button.



The controller notices that there is another problem all right between the fallen verb and his subject: jam. It offers you the verb to fall under the good format.

● Press the **Replace** button.



The controller noticed an error all right between the words "my" and "trousers". It suggests you to correct the situation by replacing the word "my" by "my".

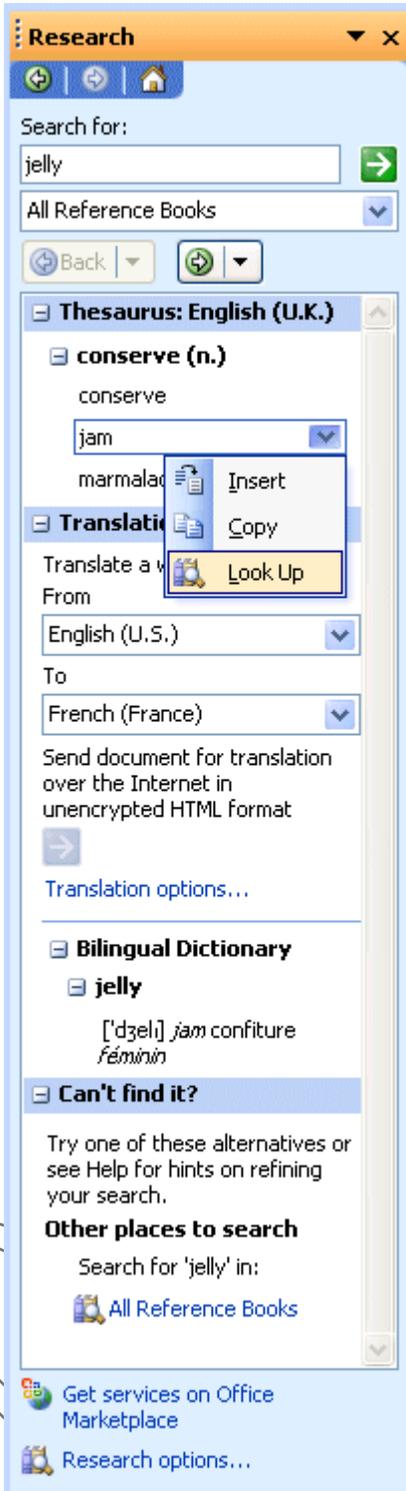
● Press the **Replace** button.

At the end of the analysis of the document, the software offers you statistics on this one. While pressing on the button **Helps**, you'll have more data about the analysis.

## Thesaurus

It often happens in a text that a word is very often reused. It's at this moment when synonyms are maybe worth being used.

- Place the cursor on the word jam.
- From the **Tools** menu, select the option **Language** followed by the **Thesaurus** option.

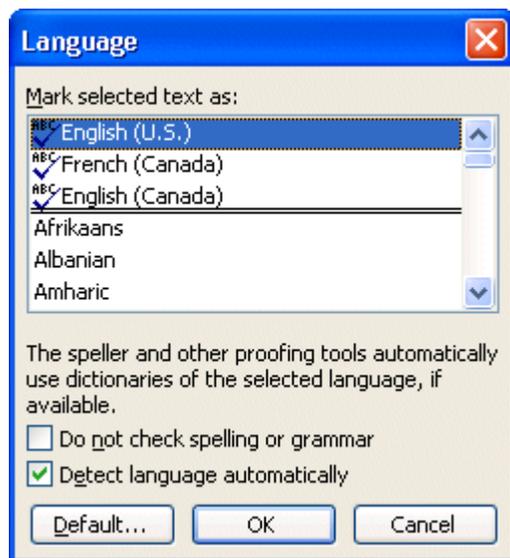


Word offers you two choices: compute and marmalade. It's possible that these choices don't correspond to what you need. You can click one of the choices and press the **to look for** button. The program will try to find a synonym in the word that you selected. You can continue so until to find you a word that interests you. As soon as you found it, click above and press the **Replace** button.

## Select language

It happens by moments when there are terms that result from another language than the Frenchman. Instead of with the controller of spelling to stop every time on these words, you can indicate to Word that these words are of another language. If the dictionary of this language is installed, Word will be also capable of verifying the spelling.

- Make a block with one or several words of another language.
- From the **Tools** menu, select the **Language** and **Select language** options.



- From the list of languages, select the one that corresponds to the selected words.
- Press the **OK** button.

## Word - Table of content

[Introduction](#)

[Create a table of content](#)

[Update the table](#)

[Changing a presentation style](#)

### Introduction

Several persons would like to have a table of contents in their document but think that it's too difficult to create as well as to update it. Word helps you in the creation of the table of contents thanks to the styles. Furthermore, it's very easy to update.

### Creating a table of contents

There are two stages for the creation of a table of contents. It's necessary to mark the text and to give it a style. Then, it's necessary to generate the table of contents with the options of your choice. Above all, it's necessary of the text.

● Write the following text:

Introduction  
Bla. bla. bla.  
Initial situation  
Bla. bla. bla.  
Determining the cause of the problem  
Bla. bla. bla.  
Development  
Bla. bla. bla.

This is a small example of document. Your document should consist of titles for each section of your document and the text. To create the table of contents automatically, you must give a "style" to each of the titles that you want copied into the table. It's only after this step is completed that you can generate a table of contents at the appropriate place.

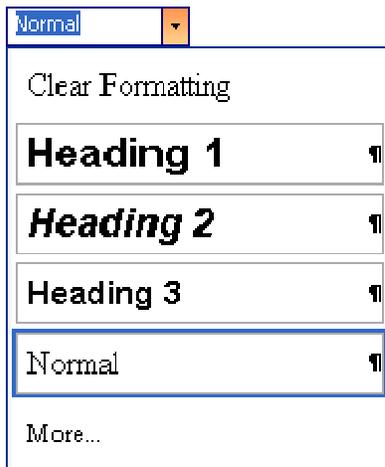
From the text that was written, it's now necessary to put a style in the titles "Introduction", " Initial situation ", " Determination of the problem " and "Development". As for a text that has subjects and sub-subjects, table of contents also. It's for that reason that it's necessary to put the right "style" in the right subject.

● Make a block with the title "**Introduction**".

**Introduction**

The introduction is a main subject of any document. So, the appropriate style is "**Title 1**". At the very beginning of one of the toolbars, you'll find the list of the styles. It is generally under the "Normal" style.

- Press the small triangle pointing down.



- From the list of the possible styles, select the option " **Heading 1** ".

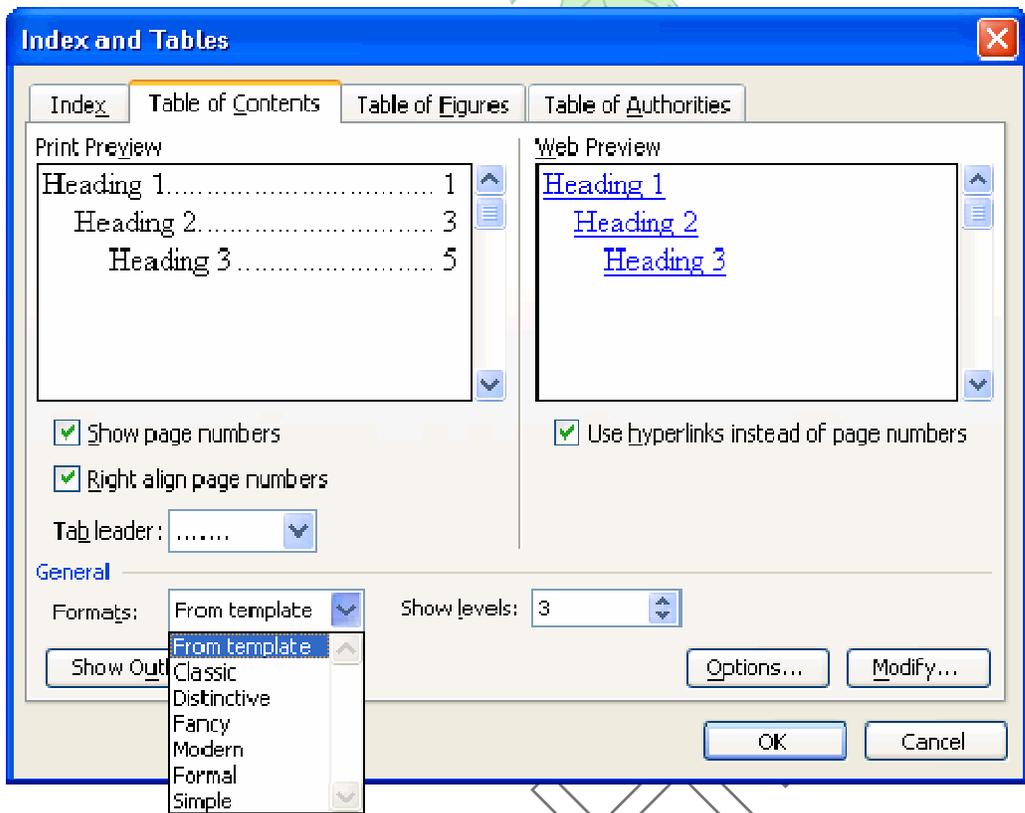
## Introduction

To be able to have of the text in the table of contents, you should give a style to this text. At the time of the creation or of the update of the table of contents, Word fetches the text that has a style of type " Title 1 ", " Title 2 " or " Title 3 " to insert it then into the table of contents. The style of type " Title 1 " is for the main subjects of your table of contents. The style " Title 2 " is for the sub-subjects and so on. For this example, there are only two levels. The main subjects are "Introduction" and "Development".

- Make the same thing for the text "**Development**".
- Put the **Heading 2** style on the titles "**Initial situation** " and "**Determining the cause of the problem** ".

When you'll have marked all the titles that you want to find in your table of contents, you will be able to create it.

- Place your cursor in the place where you want to place the table of contents in the document.
- From the **Insert** menu, select the **Reference** and **Index and Tables** options.
- Click on the the second tab: "Table of contents".



You have to choose a style of presentation as well as to choose the other options. The outline gives you an idea that will look like your table of contents ended time. assure that your table of contents shows the number of levels that you need. The following characters help better to align the numbers of pages in the title that is connected with it. select the style that will go best according to your needs. Here is the result by using the "From template " format.

Introduction.....	1
Initial findings.....	1
Determining the causes of the problem .....	1
Development.....	1

If you press the button Options, you can determine if the entrances(entries) of the table of contents result from the list of the styles or the fields of entry of table.



## Update the table of contents

It happens that you bring changes of last minute to your document. For example, you add a paragraph or images. This can change the place of all the titles of your document. It's so necessary to update it before putting back(handling) the document or printing it.

- Click on the table of contents.

Introduction.....	1
Initial findings.....	1
Determining the causes of the problem .....	1
Development.....	1

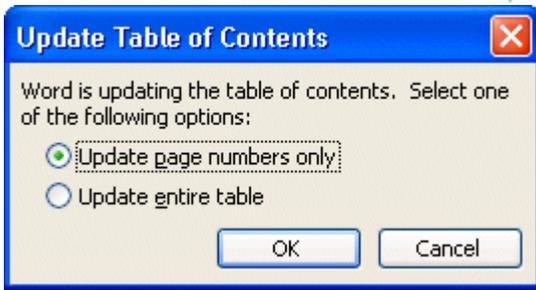
The text of your table of contents will be selected. This is normal.

- Click on the **right** mouse button.
- Select the **Update Field** option.

**OR**

Press the **F9** key.

Word will show you the following screen.

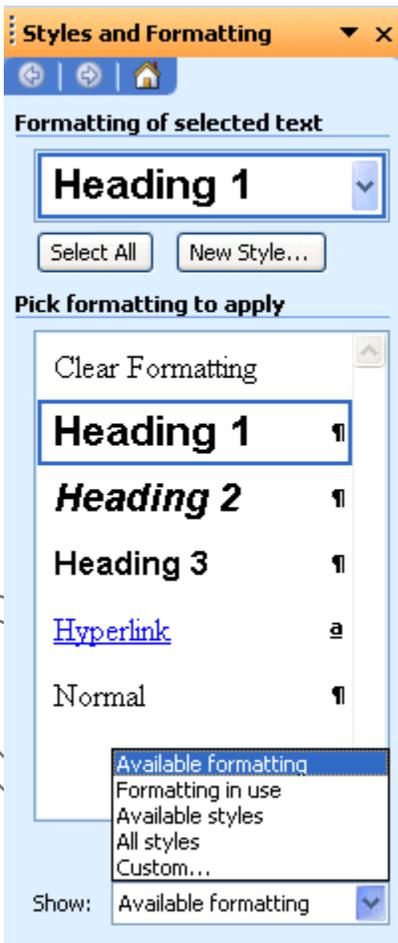


The word processor offers you two possibilities for the update. If you did not add a text with styles, you can choose the first option: Update the numbers of page only. If, on the other hand, you added, to remove or to modify of the text for the table of contents, select the second option: Update all the table.

## Change the presentation of a style

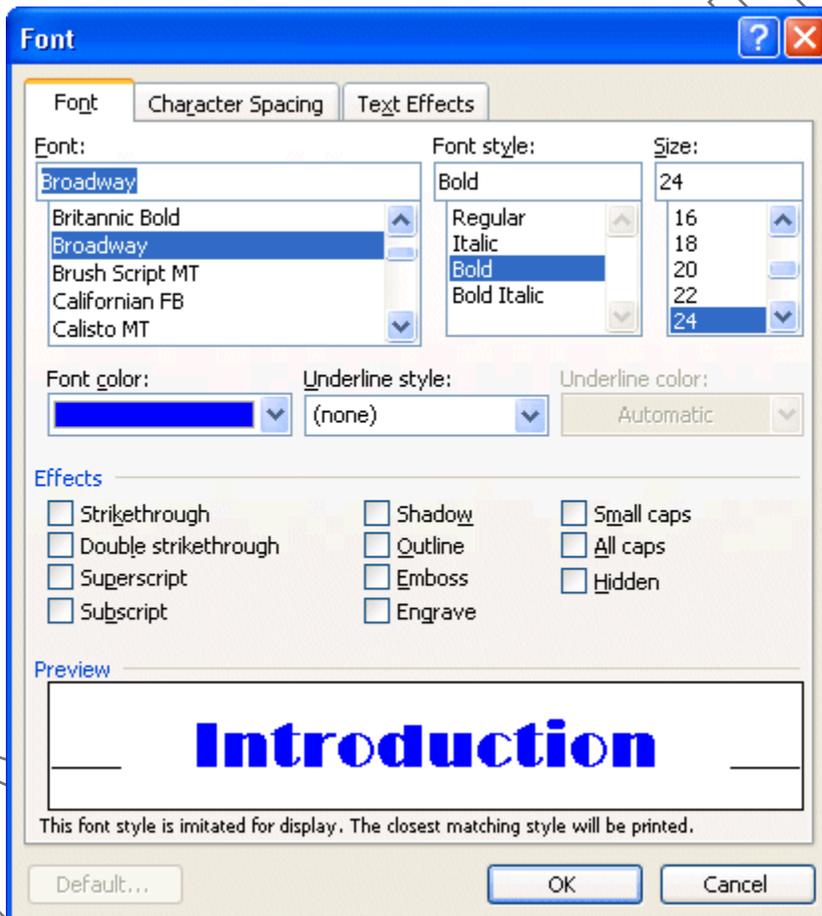
You noticed certainly that as you applied a style to the titles of your document that its presentation changed. It's possible to you to determine the speed(look) of your titles to your taste.

● From the **Format** menu, select the **Styles and Formatting** option.





- Select the presentation style you wish to change. In this case, select **Heading 1**.
- Click on the down arrow button at the end of the box.
- Select the **Modify** option.
- Of the **Format** button, select the **Font** option.



You can modify several aspects of your titles. For the example, we are going to concentrate on the characters.

- Change the font as well as the size and the color of the text your choice
- Once finished changer the presentation style, press the **OK** button.
- To return to the text, press again the **OK** button.

Dr. RACHINI ALI