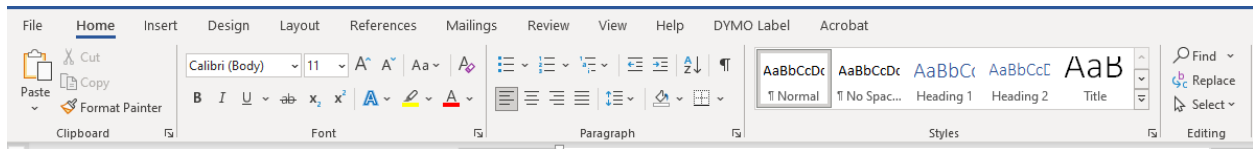
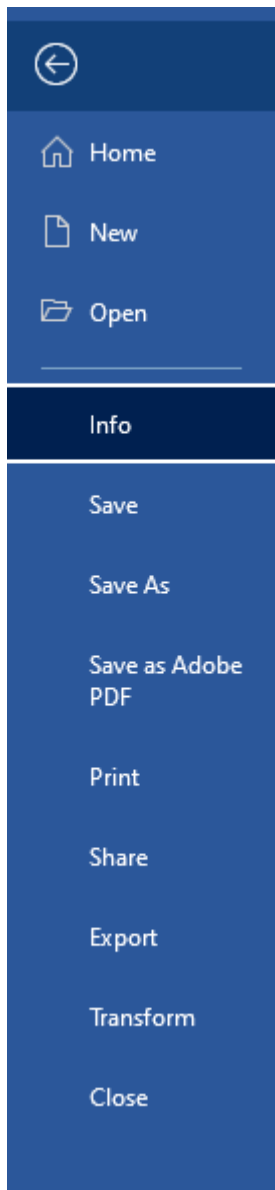


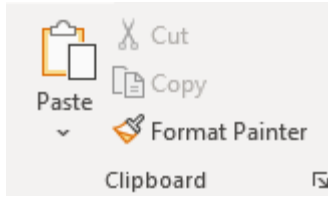
Navigation Bar



File Tab-

Home, New, Open, Info, Save, Save As, Save as Adobe PDF, Print, Share, Export, Transform, Close





Home Tab –
Clipboard

Cut – Control X

Copy – Control C

Paste – Simple – Control V

Paste – Drop Down Menu Options

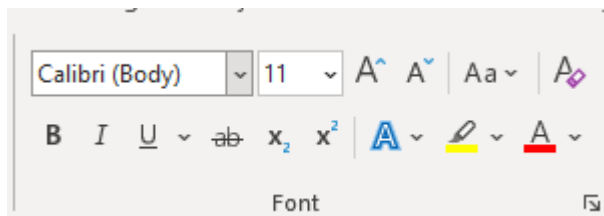
Keep source Formatting – paintbrush –

Merge Formatting – Right Arrow – will copy the formatting of the paragraph, sentence you are pasting into

Picture – Mountains – Keeps it exactly the same, cannot be edited once pasted

Keep Text Only – Removes any previous formatting

Format Painter – paint brush – copies the format so you can highlight an area you want to have the same format



Font-

Font Drop Down Box – if you highlight your text and scroll through the drop-down box, you can preview various font styles.

Font Size – same, select text, preview font sizes

B – select your text, select **B** – text will be bold

I – select your text, select *I* – *text will be Italicized*

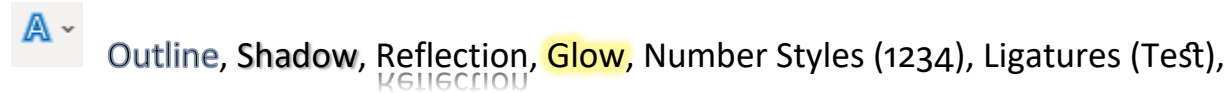
U – select your text, Select U – text will be underscored – assorted options of underscoring in the drop-down box

~~Ab~~ – Strikethrough – select text, select ~~ab~~ – text will be stricken through

Text_{x2-x2} - Makes selection subscript

Text ^{x2} – Makes the selection superscript

Text Effects and Typography



Stylistics Sets



Text Highlight Color



Font Color



Clear all formatting



Increase font size

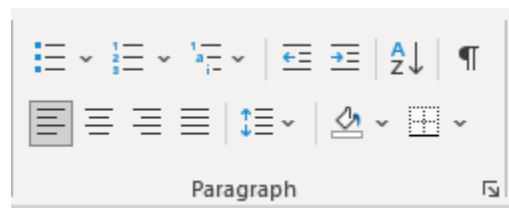


Decrease font size



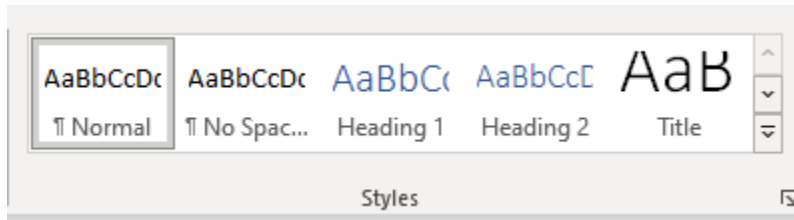
Sentence Case – lowercase, UPPERCASE, Capitalize Each Word, toggle CASE

Paragraph



Bullets, Numbering, Multilevel List, Decrease indent, Increase indent, Sort, Show/Hide formatting (Very useful!), Align left, Align center, Align right, Justify, Line and paragraph spacing, shading, Microsoft search

Styles



The styles are self-explanatory, what you see, is what you get. What styles are great for is creating a Table of Contents (TOC). It does take some time and forethought on how to set up your document. I would recommend keeping an index of which styles are for which – Heading, subheading, text, etc. More about TOC in the Review tab.

Editing



Very similar to Excel

Insert Banner –



Cover Page – different built-in styles for document cover pages

Blank page – useful for inserting a blank page in the middle of a document

Page break – better choice for ending a page at a certain point. Unless a short document, do not just enter hard returns – down the road if your document grows, your text will not be properly formatted.

Tables

Under Insert Tab



Insert Table – You can select the number of columns, rows, column width, etc.

Draw Table – if you have a quite simple table and have a fairly good idea how you want it to look, you can use this feature. Once you select Draw Table, it opens another banner of options

Insert Excel Spreadsheet – it inserts a mini-Excel spreadsheet, you can enter data, formulas, etc. You can click on the inserted spreadsheet and make changes.

	A	B	C	D	E	F	G
1	Rent	365					
2	Phone	200					
3	Gas	100					
4	Total	665					
5							
6							
7							
8							
9							
10							

Quick Table – a selection of calendars, predefined tables.

My Preferred Method – I always keep my Excel data as my working data, always updated and accurate. I then highlight the data I want inserted in my Word document, select, Control C, go to my Word document and click on the Paste dropdown – I insert my tables as a picture. My data cannot be altered accidentally or manipulated by

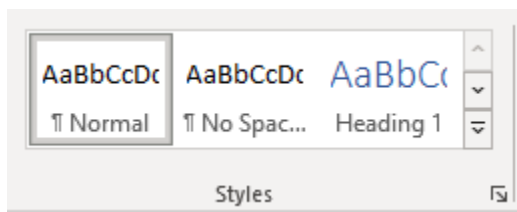
anyone. If I need to update the information, I delete my table, I update my Excel sheet and re-copy, paste into the Word document.

Amount Available	\$ 2,500.00
Travel	\$ 589.50
mileage	
conference	\$ 270.00
lodging	\$ 626.64
Taxi	\$ 81.49
	\$ -
Total	\$ 1,567.63
Advance	\$ -
Due:	\$1,567.63

Creating a Table of Contents (TOC)

Outlining Style Levels

Select the Styles dialog box – Home Tab – about middle of the banner, there are several options



Or you can choose the Easy Button and choose of the TOC Presets.

Go to the start of your document, On the Reference Tab (6th one over on the top), Select Table of Contents, click on the style you prefer.

The screenshot shows the Microsoft Word interface with the **References** tab selected. The **Table of Contents** button in the ribbon is highlighted, and a dropdown menu is open. A blue arrow points to the **Update Table** option. The dropdown menu lists three built-in styles:

- Built-In Automatic Table 1**: Shows a preview with three levels of headings (Heading 1, Heading 2, Heading 3) all numbered 1.
- Built-In Automatic Table 2**: Shows a preview with three levels of headings (Heading 1, Heading 2, Heading 3) all numbered 1.
- Built-In Manual Table**: Shows a preview with four levels of headings (Type chapter title (level 1), Type chapter title (level 2), Type chapter title (level 3), Type chapter title (level 1)) numbered 1, 2, 3, and 4 respectively.

Below the built-in styles, there are four additional options:

- [More Tables of Contents from Office.com](#)
- [Custom Table of Contents...](#)
- [Remove Table of Contents](#)
- [Save Selection to Table of Contents Gallery...](#)

When you tab over, it will automatically use the next heading style. If you add sections, after your TOC is created, then you select Update Table (shown with the blue arrow).

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