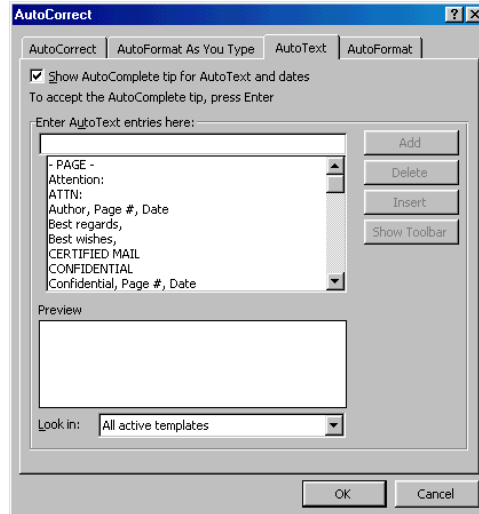


ADVANCED WORD

REMEMBER TO CLICK ON QUESTION MARK IN THE TITLE BAR FOR EXPLANATION OF EACH FEATURE

1. AUTO TEXT--Using and Creating a New Auto Text Entry

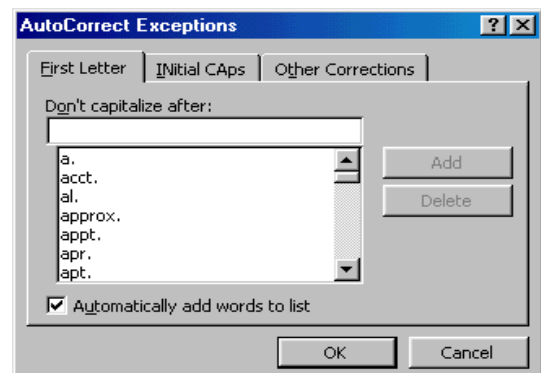
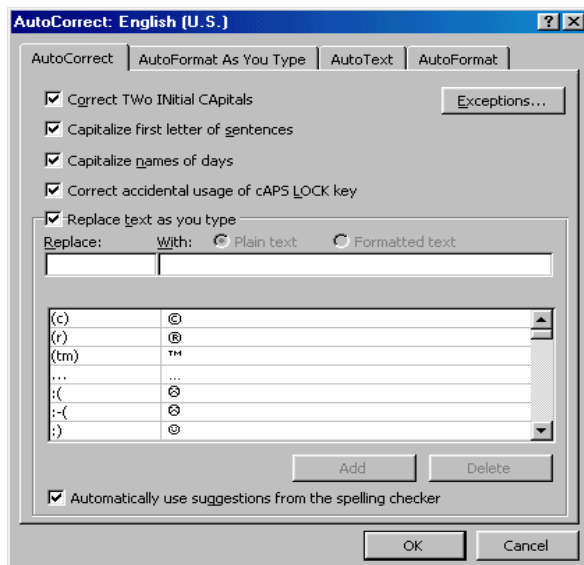


AutoText is useful whenever you have to type the same thing over and over, such as work information, signature information. Choose one of the existing entries in the drop down menu or create your own entry.

Go to Insert, AutoText and pick one of the default entries or to create your own, choose AutoText at the top of the pop up menu. Click the AutoText tab. A check box on AutoComplete will allow the program to produce a pop-up box when you type the first few letters with the full entry displayed. By pressing Enter key, the full entry is inserted into the document.

Create your new entry by typing it in the “Enter AutoText...here” dialog box. Type “Lafayette” and choose Add. Click OK. In Word document, start to type Lafayette. As soon as pop-up menu appears, hit the enter key and the rest of the word will be inserted.

2. AUTO CORRECT --Autocorrect dialog box and Autocorrect--exceptions tab



On the menu, go to Tools and choose AutoCorrect.

AUTOCORRECT TAB--Check boxes allow automatic correction of items listed. For frequent errors made in typing, in the "Replace" box type in the error and in the "With" box type the corrections. Can also be used to have certain words always typed in all caps. Once typed, click the Add button.

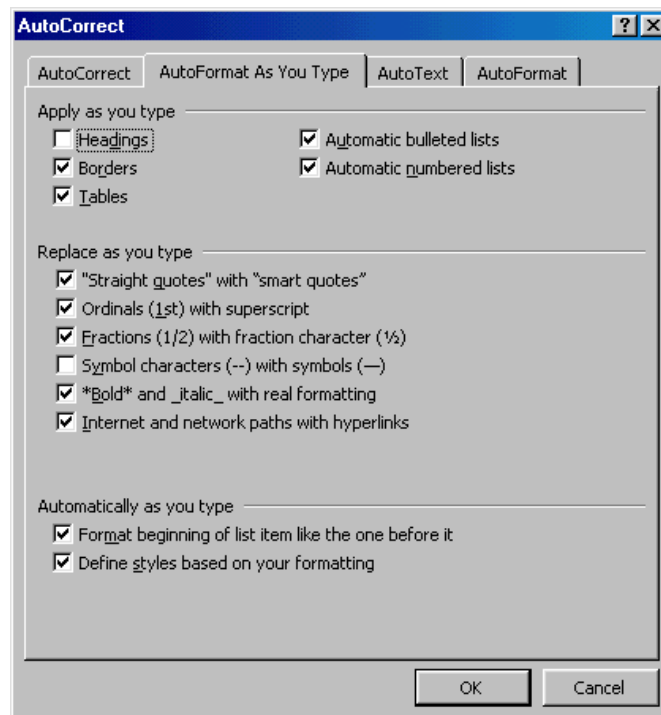
Example: type "technolog" in the Replace box and in the With box type "technology". Click OK. Type "technolog" and hit the space bar. The misspelled word will automatically be replaced with the correct spelling.

EXCEPTION TAB--Include any exceptions to AutoCorrect
Ignore period in abbreviations so next letter is not capitalized (for an abbreviation you use that is not in the list.

Initial CAPs—Allows mixed case in certain words of your choosing

Other Corrections—Allows you to make any corrections not covered in the previous screens

3. AUTO CORRECT DIALOG BOX--AutoFormat as you type and Autoformat tab

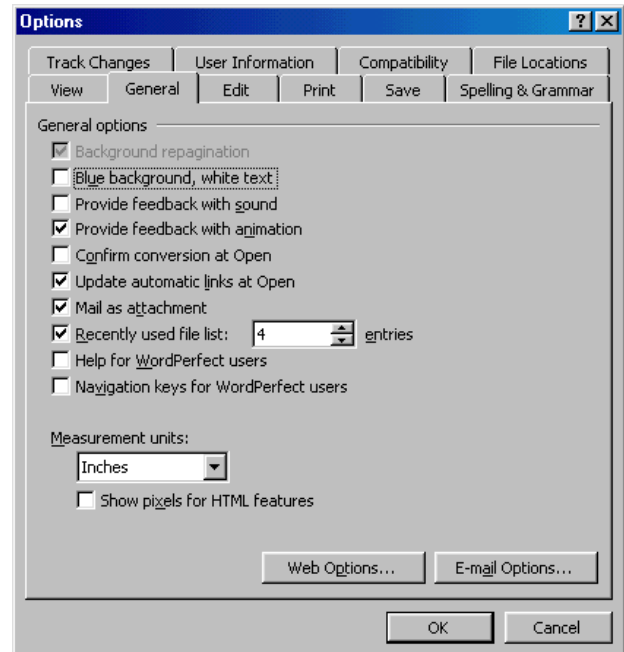
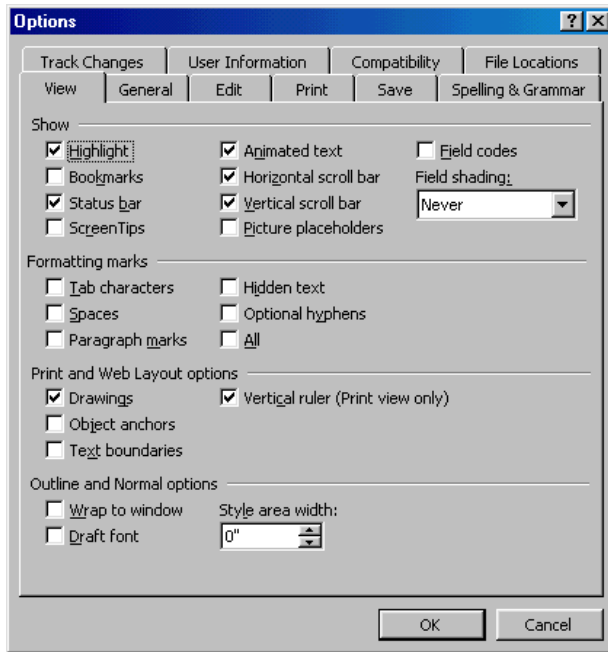


Choose Tools, AutoCorrect.

AUTOFORMAT AS YOU TYPE TAB--Check boxes allow automatic formatting of items listed as you type them in and applies to all documents. If you don't want to turn off an option completely but don't want it applied in a particular instance, click **Undo** immediately after Microsoft Word makes the automatic formatting change.

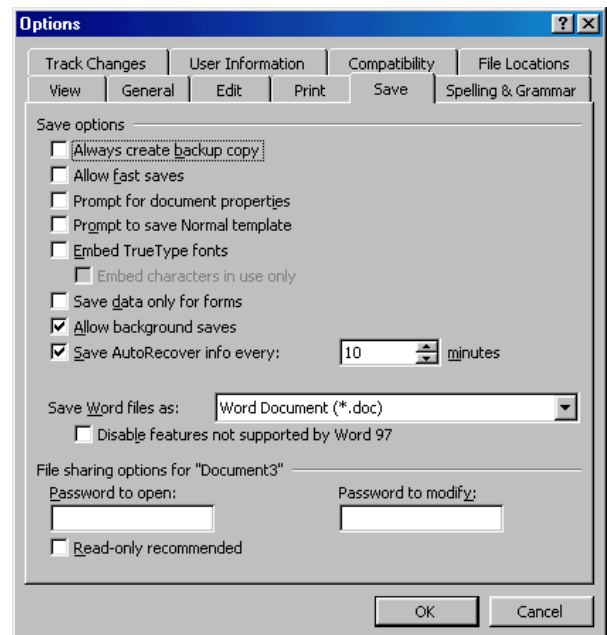
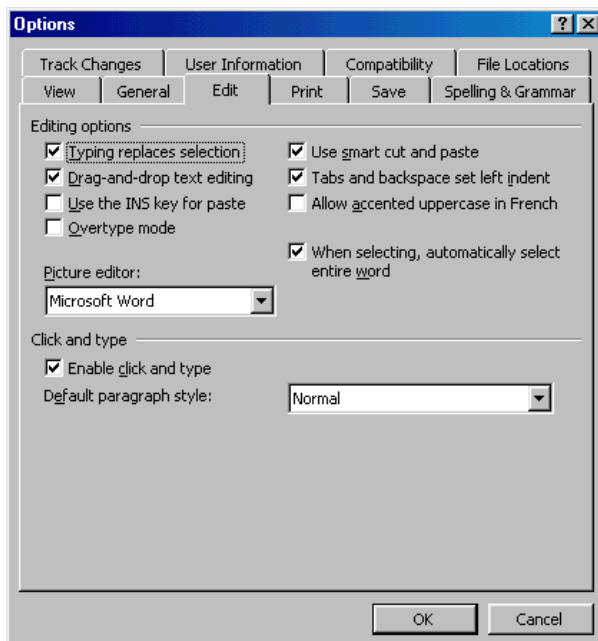
AUTOFORMAT TAB--If you want to automatically format selected document text or one document after you've finished writing it instead of as you type, use the **AutoFormat** command (**Format** menu). Items checked on this tab will apply to current document only.

4. SETTING OPTIONS



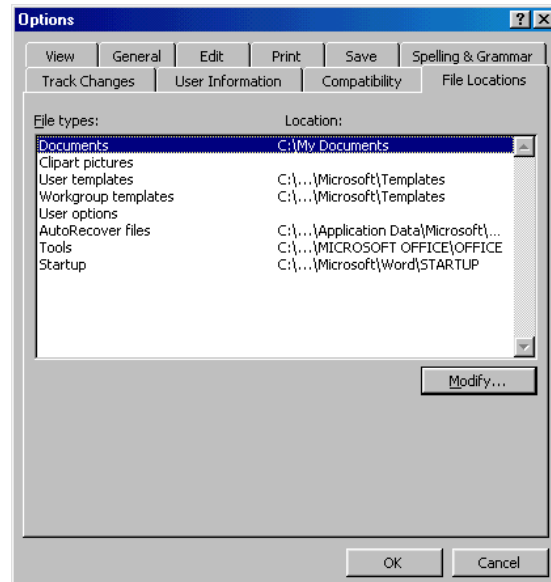
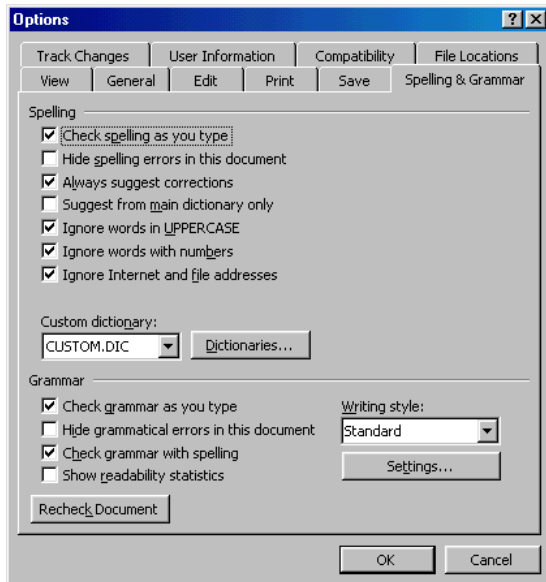
VIEW TAB—Check marks on: Scroll bars, highlight, all formatting marks. Off on screen tips to avoid “paper clip man” from appearing.

GENERAL– Recently used files--file list can be changed.



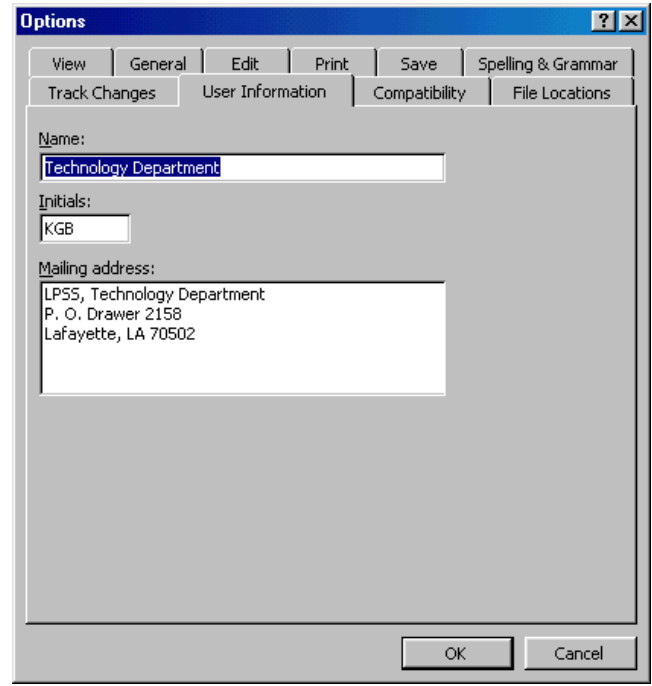
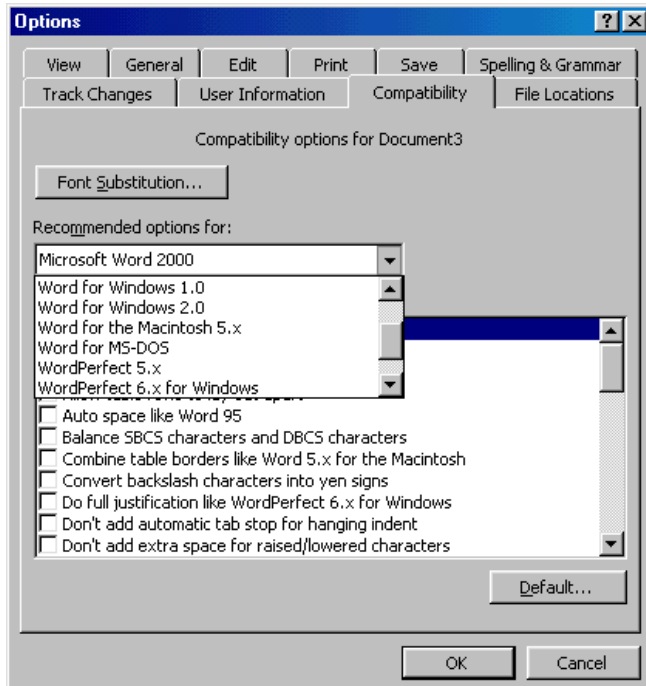
EDIT– Recommended: check marks on above features

SAVE-- fast saves, auto recover, save as, file sharing options can be set for open document: open, modify passwords or set to read only.



SPELLING & GRAMMAR—Recommended: check marks on above features.

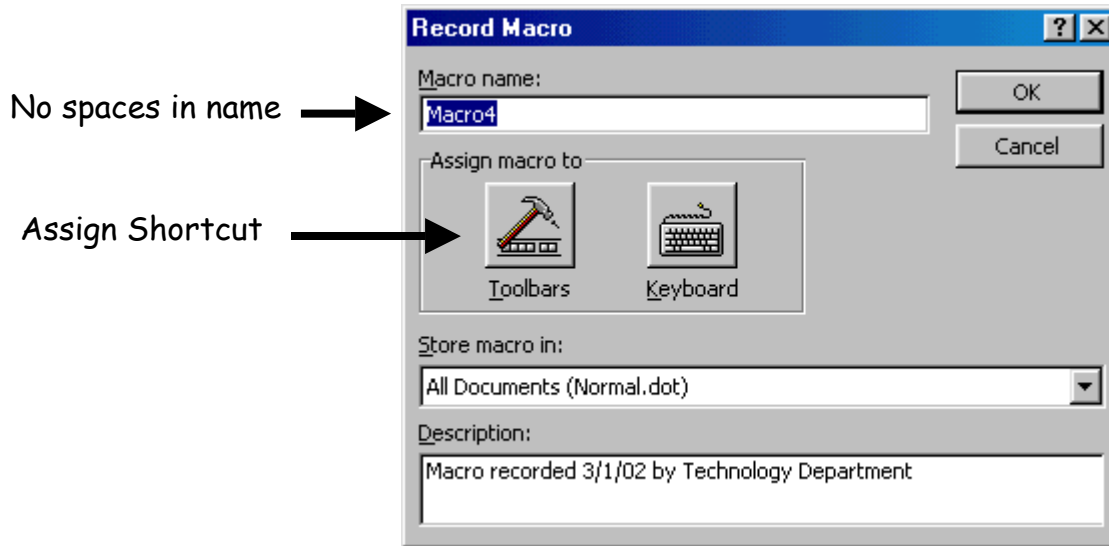
FILE LOCATIONS—Click modify to change automatic location of saved documents



COMPATIBILITY—Sets options for compatibility with other versions or other programs.

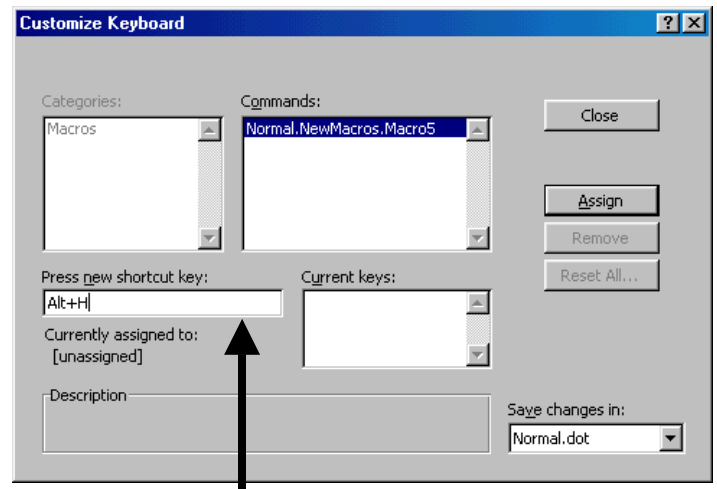
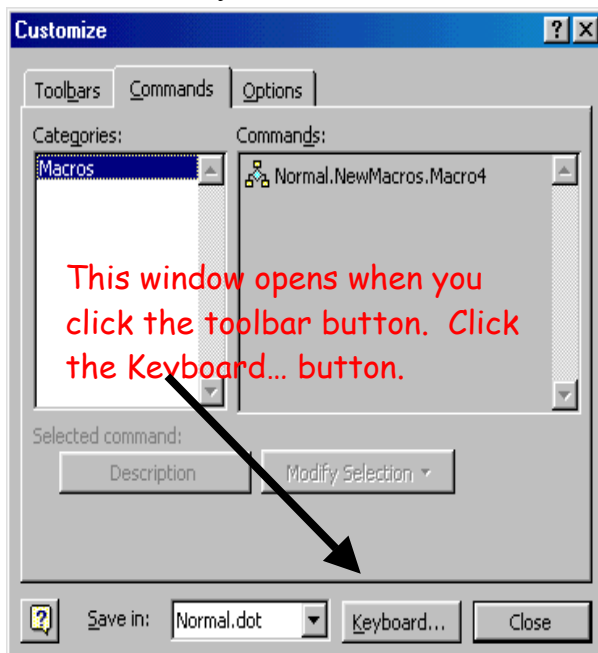
USER INFORMATION – Whatever is typed in here appears in return address on labels or envelopes.

5. MACRO'S--Recording and Using Macro's



Macros are useful for inserting items used repeatedly or performing functions used repeatedly (like LPSS heading with name, address, phone number, etc.)

- a. Go to Tools, Macros, Record a new Macro.
- b. Name the macro with no spaces in name (call ours Heading).
- c. Assign a toolbar button to macro or a keyboard stroke so that when you click button or use the keystroke, the macro is automatically inserted. Click toolbar button.

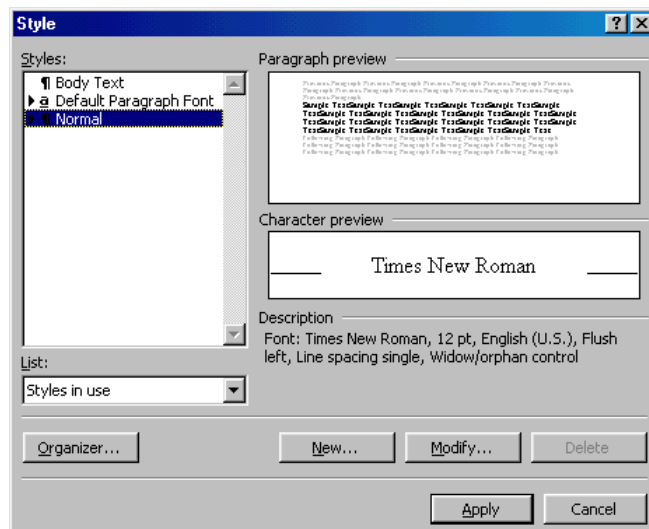
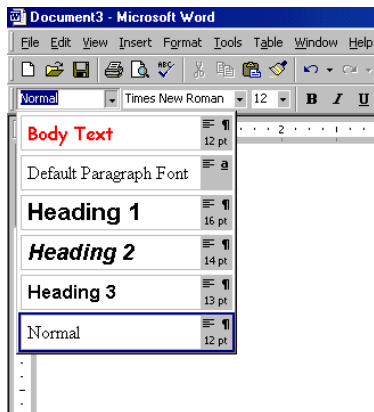


- d. The new macro name will be listed under Macros toolbar. Click the keyboard button. Click in the Press new shortcut key box. Press ALT key and H key at the same time. A message

appears telling you if the keystroke is already assigned. If not, click the Assign button. If it is in use, choose another keystroke for this macro.

- e. Choose where macro is saved: normal (available in all normal template) or in just the open document.
- f. Click close. The macro toolbar will appear. Perform tasks for macro. The mouse is disabled when recording a macro. You need to use keyboard. Put cursor on first line of document. Type in Lafayette Parish School System. Hit the enter key to start a new line. Type in P. O. Drawer 2158. Enter key. Type Lafayette, LA 70502. Press the enter key twice. Click the first button (square) on the Macro toolbar to top when finished to stop recording the macro.
Note: You can correct any errors in the macro or change formatting styles as long as you are recording the macro. Once you hit the stop button, in order to change the macro you must delete it and record a new one (unless you know Visual Basic editing).
- g. **To add macro to toolbar:** Tools, Customize, Commands. Choose Macro under Category and drag the appropriate macro button to the Word toolbar. Right click on button for other options.
- h. Run macro.
 - ◆ Go to Tools, Macros, Run Macro
 - ◆ Type Alt H
 - ◆ Click macro button on toolbar

6. USING STYLES IN DOCUMENTS--Applying Existing and Creating New



By using styles, changes can be made to all headings at once. Using styles will allow the automatic creation of Table of Contents for your document. You can use existing styles by choosing the drop down arrow or create your own (complete new one) or modify existing (change only certain options).

- a. **Use Existing:** Click the drop down arrow on the toolbar and select style desired.
- b. **Create New:** Go to the menu, choose Format, Styles. Click New button. Name the style (Memo Heading). Choose all the formatting options you want to apply to that style. Click OK when done.

- c. **Edit Existing**—Choose a style from drop down menu and type information. Highlight text, go to Format, Styles, Modify. Choose modifications and click apply. A check on Auto Update will find all instances of that style and automatically correct all styles in that document.
- d. **EDIT EXISTING (minor changes)**—Type the information in the desired new format. Highlight it, then using the drop down menu highlight the style that is being changed. Choose Update the Style and now the new style will appear in the drop down menu.

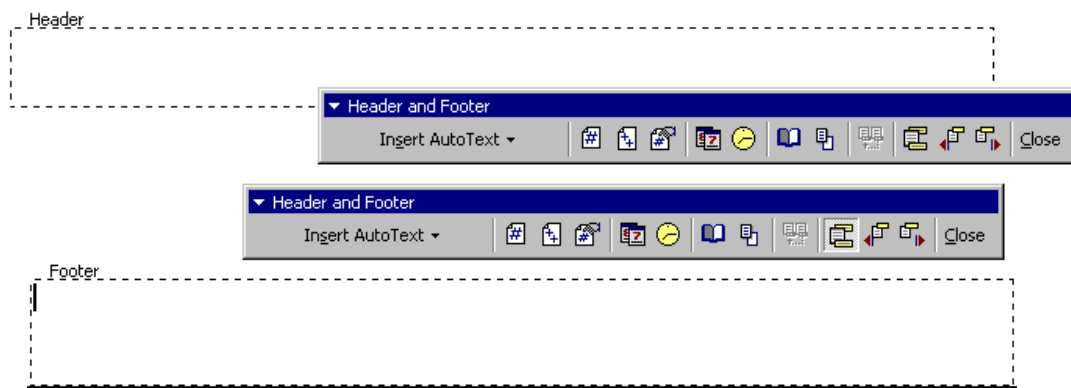
7. CREATING A TABLE OF CONTENTS



TO CREATE A TABLE OF CONTENTS:

- a. Open the document. Remember, you must have used Styles in creating the document in order for Word to create a Table of Contents automatically.
- b. Place cursor in document where Table of Contents is to be inserted. Go to Insert, Index and Table, Table of Contents tab.
- c. In the lower section, under General, choose format style preferred—preview window shows how style will look. The left window shows how it will look in the document, while the right shows the web preview.
- d. Choose other options as desired. Click OK.
- e. Table of Contents is created. Add Table of Contents heading and page break to separate from rest of document.
- f. As changes are made in the document, you will need to update the Table of Contents. Move the Grant Summary heading and paragraph to the last page after Evaluation Plan. After changes are made, click to the left of the table of contents to select it, press F9. A window opens asking if you want to update pages only or the entire table. Choose entire table and Table of Contents will automatically update.

8. HEADERS AND FOOTERS



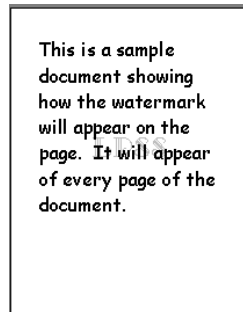
Headers & Footers are visible only in Print Preview View or Page Layout View, but print out on every page of the document. If page numbers are inserted and text is added or deleted, page numbers will adjust automatically.

Go to View, Headers and Footers, and the header toolbar appears on the screen. Any text can be added to either the header or the footer and will appear on every page. You can either type in your own text or choose from the header and footer toolbar buttons.

Toolbar Buttons (from left to right):

- ◆ Insert AutoText
- ◆ Insert Page Number, Number of pages, Format page number
- ◆ Insert Date, time
- ◆ Page Setup (Different first, different odd, even), Show/Hide text
- ◆ Same as Previous—inserts Header or Footer from a previous section or breaks the connection between the two.
- ◆ Switch between header & footer, Show Previous, Show Next
- ◆ Close

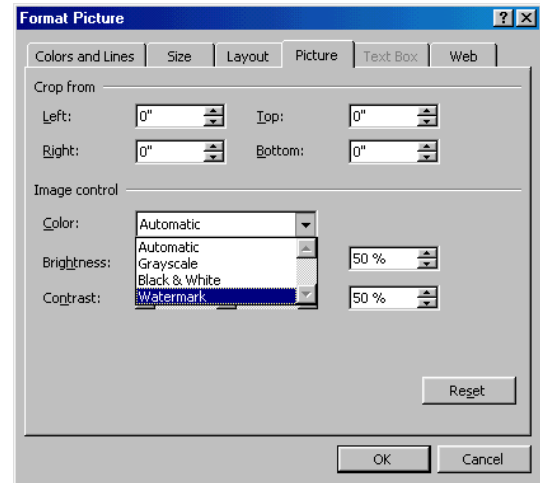
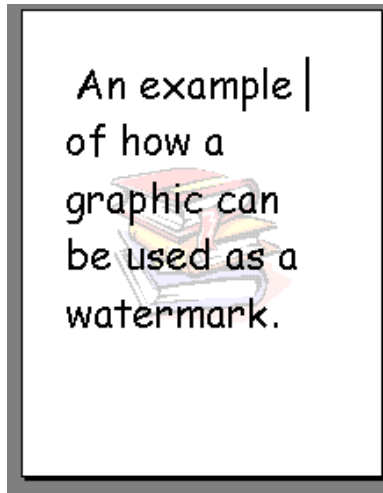
9. TEXT WATERMARKS



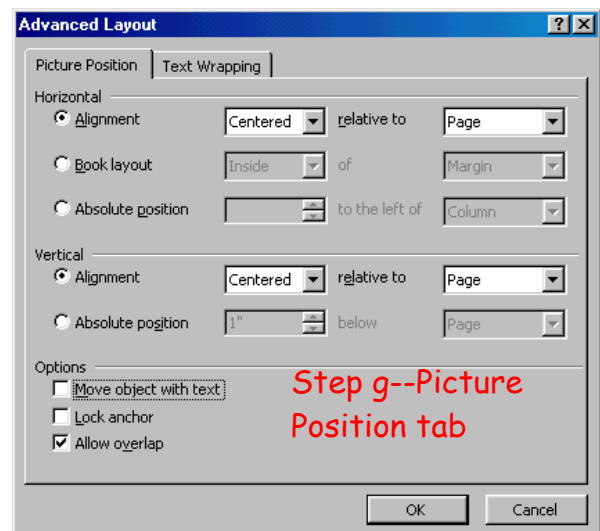
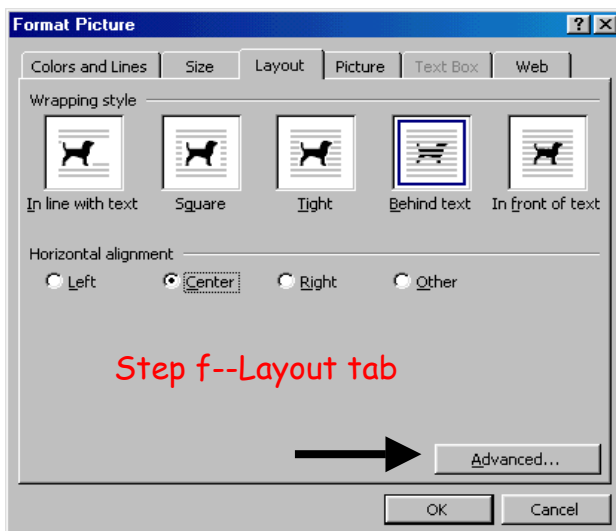
- a. To create a text watermark, click on View, Headers and Footers.
- b. Click the Page Setup icon and on the Layout tab, remove the check mark in Different first page box. Click OK button.
- c. Insert a text box (either click on the Textbox on drawing toolbar or go to Insert, Textbox).
- d. Draw text box then go to Format, Font.
- e. Format the text font, size as desired. Then click the drop down arrow in the Font Color box and pick the lightest gray color in the window (the one directly above the white color box). Click OK. Type in watermark text (in our example, LPSS).
- f. Resize the textbox, if necessary. Format the textbox (right click on textbox, or with textbox highlight, go to Format, Textbox). On the Colors and Lines tab, under Line, Color, pick No Line.
- g. Click the Layout tab. Choose Behind Text, Center, then click Advanced button.
- h. On Picture Position tab, under Horizontal and Vertical, choose Centered relative to Page. Remove the check mark from Move object with text. Click OK twice.
- i. With the textbox selected, right click and choose Order. Choose Send behind text.
- j. Close the Header and Footer toolbar.

The watermark will now appear on every page of the document.

10. CREATING A GRAPHIC WATERMARK



- To create a graphic watermark that appears on every page of the document, open an existing document or start a new document. Click on View, Headers and Footers.
- Click the Page Setup icon and on the Layout tab, remove the check mark in Different first page box. Click OK button.
- Insert desired picture--either from File or Clip-Art. Resize the picture if necessary.
- Click on the graphic with left mouse button, right click and choose Format Picture or go to the menu and choose Format, Picture.
- Select the Picture tab. In the Image control area, click the arrow and choose Watermark.
- Click the Layout tab. Choose Behind Text, Center, then click Advanced button.

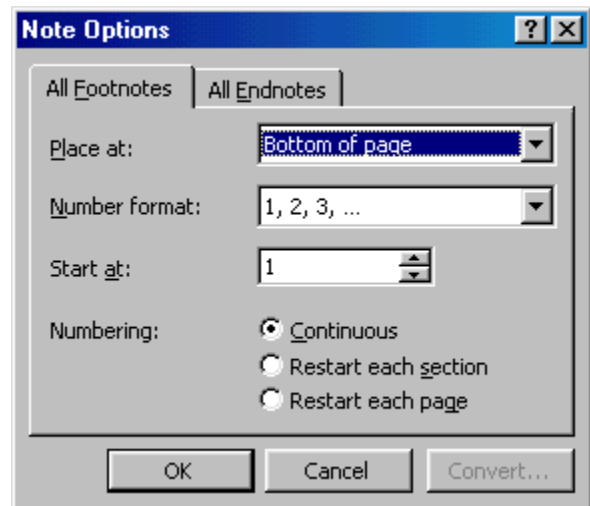
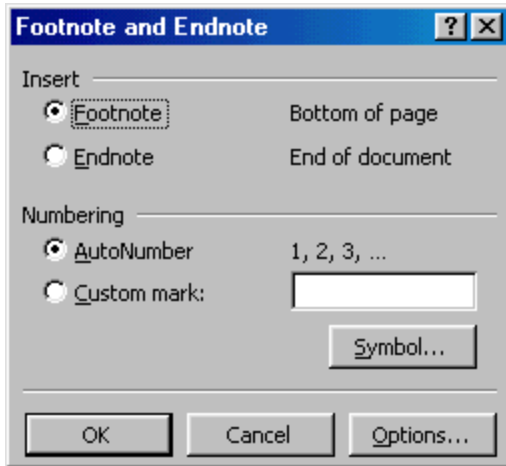


- g. On Picture Position tab, under Horizontal and Vertical, choose Centered relative to Page. Remove the check mark from Move object with text. Click OK twice.
- h. With the graphic selected, right click and choose Order. Choose Send behind text.
- i. Close the Header and Footer toolbar.

The graphic watermark will be centered on the page behind the text. The watermark will appear on all pages of the document.

11. CREATING FOOTNOTES AND ENDNOTES

- a. Open the document
- b. Place cursor in the document where note is to be inserted. Go to Insert, Footnote. Choose to insert a footnote or endnote.



- c. Click Options to select where to place footnote or endnote. Footnotes can be placed at the bottom of the page or following the text, while endnotes are at the end of the document or section. Numbering formats can be selected from this menu.
- d. Click OK twice. Window opens for you to type in the information for the footnote or endnote. Type in “Based on data collected from 2000 census.” Click close. The information now appears where you indicated.

REMEMBER TO CLICK ON QUESTION MARK IN THE TITLE BAR FOR EXPLANATION OF EACH FEATURE