

Dragging Margins on the Ruler

- ❖ Change to Page Layout view
- ❖ Choose **View → Ruler**, if the ruler is not visible
- ❖ Point to transition area (where the grey area turns white) on the ruler. The mouse pointer changes to double headed arrow.

Drag the margin to the desired position using the mouse. Watch the change in the Ruler's dimension as you drag.

Page Breaks

Page Breaks are the places in your document where one page ends and a new page begins. Many things affect where page breaks will occur. Factors include the size of your paper, Margin setting, Paragraph Formats and section breaks.

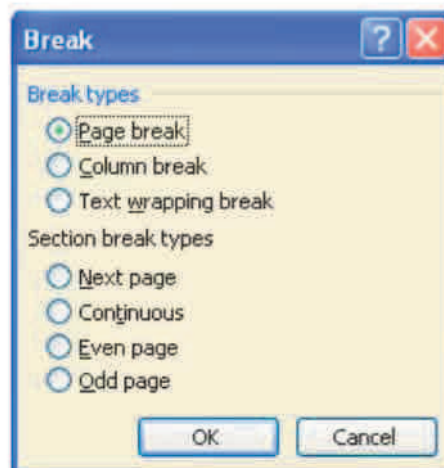
Page breaks appear as dotted lines in Normal view.

Forcing Page Breaks

- ❖ Move cursor to the place of the break.

- ❖ Choose **Insert → Break**

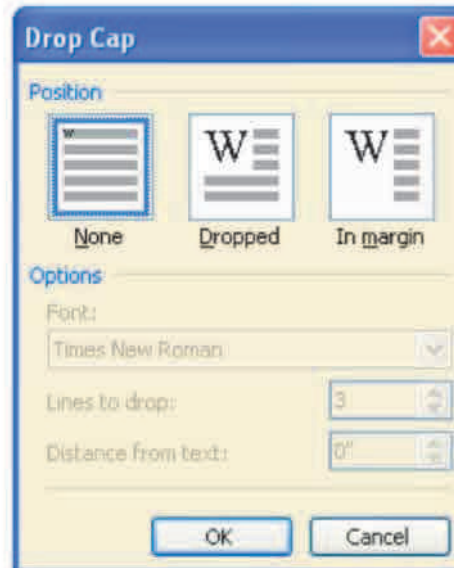
The Page Break dialogue box appears as below.



- ❖ Click **OK** & the page break appears in the required position.
- ❖ To insert page breaks press **Ctrl+Enter**. Page Break will be inserted at the place of the cursor.

Drop Cap Feature

- ❖ Select the Paragraph then Click **Format** menu and then Click on **Drop Cap** then you will get a screen as shown below:



Now Select the required position for Drop Cap and click **OK**

Creating Tables

Tables are preferred when compared to using spacebar or tab for alignment to give a table format, but Word has another excellent feature for alignment called "Tables". This feature is used to create financial reports, catalogues, accounts etc.

Tables consist of rows and columns. The text can be typed in the cells. The size, shape and appearance of a cell are controllable features. You can also convert a text to a table and a table back to text. It also supports importing and exporting data onto a spreadsheet.

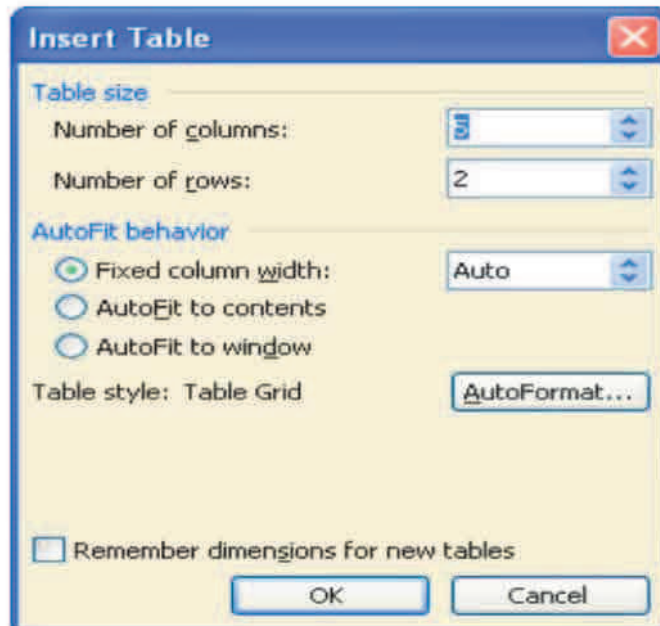
To create a table using Insert Tables Button

- ❖ Move the cursor to the place where you want to insert the table
- ❖ Choose tables button  from the Standard Toolbar
- ❖ Drag the mouse to highlight the desired number of rows and columns in the tables menu

- ❖ Release the button. An empty table is inserted.

To create a table using table menu

- ❖ Choose **Insert table** from **Table** Menu . You will find a dialog box as shown below:



- ❖ Now type the Number of Columns and rows as you require and set column width Auto. So that the Column width will be equal to the width of the text. Now click **OK**.

An empty table is inserted in the document. Now inserting rows, columns, Deleting rows and widening the columns is very easy.

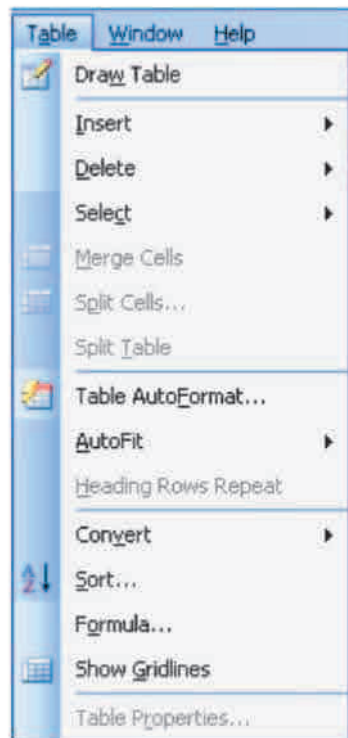
Insert Rows:

- ❖ Place the cursor in the table, where rows are to be inserted
- ❖ Choose **Table** and click **Insert Rows** option to insert rows in the table

Delete Rows:

- ❖ Select the Row which is to be deleted
- ❖ Click **Table** and click **Delete cells** option.

In the same way you can do with **columns** also



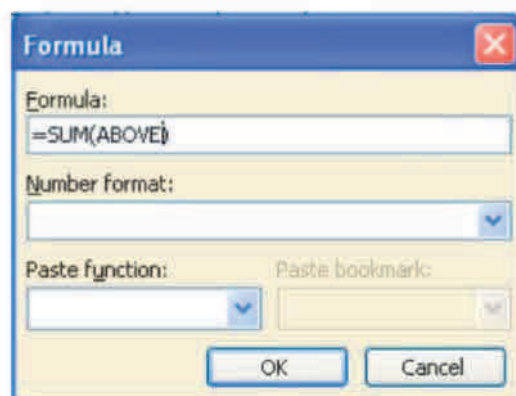
Using Formulae in the table

Tables can be used to prepare financial statements. Different functions can be used to calculate Column totals, Row totals, Average, Count, Minimum and maximum of given values etc.

To use a formula in the table

- ❖ Keep the mouse cursor at the place where the value has to come
- ❖ Click **Table** menu and then click **Formula** option.

You can see the following dialog box.



- ❖ Then click OK button

If you don't want the above function, then choose another from **Paste function** drop down list.

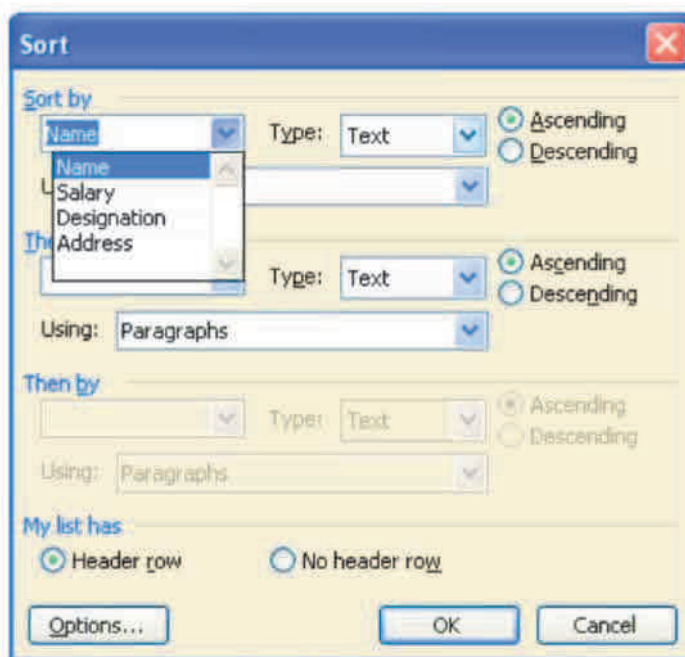
Sort the Table

We can arrange the data in the table in some order i.e. By name, By ID no, By basic etc.

To sort the table

- ❖ Select the table by using menu **Table -> Select table**
- ❖ Sort the table by using menu **Table -> Sort** options

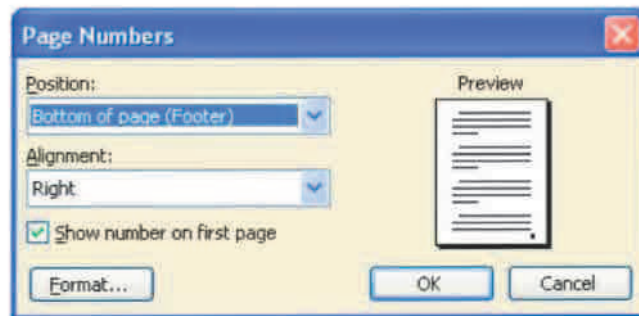
You will find the following dialog box:



- ❖ Now select the **sort by** field and click **OK**

Numbering Pages

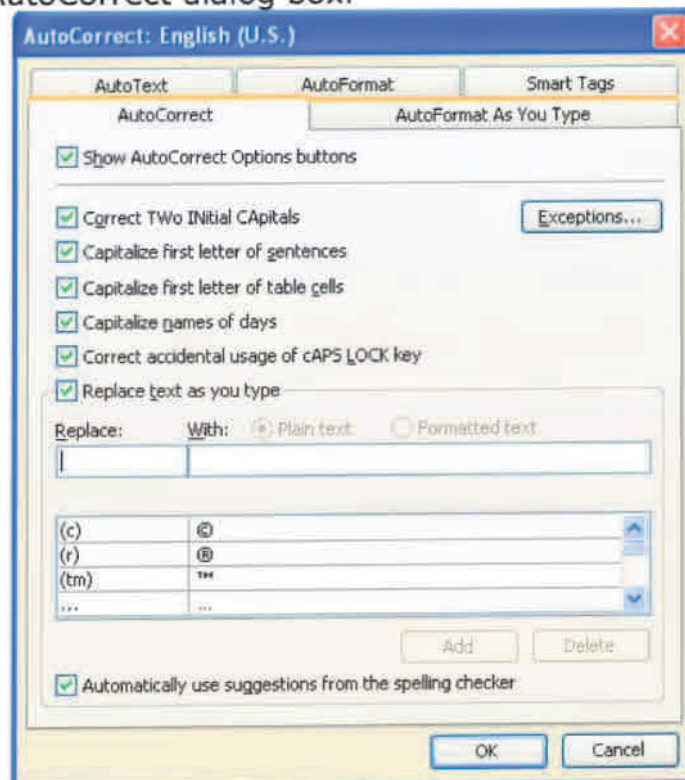
- ❖ Open any word document.
- ❖ Click **Insert** menu and then click **Page Numbers** option.
- ❖ You will get the screen as shown below:



- ❖ By default the page number is placed at bottom right corner within the page. You can change the position of the page numbers by selecting other options like "top of the page, center" from the Drop down List boxes.
- ❖ Choose the Format button to review the other page numbering options or choose OK button to set the changes made in the Page Numbering dialog box.

Auto correct

AutoCorrect stores a list of common typographical errors and their spellings. When you make an error, Word detects it and inserts the correctly spelled version of the word. You can add words to the AutoCorrect list, based on the mistakes you make. Look at the AutoCorrect dialog box.



Note that **tm** within parenthesis is automatically replaced by **™** with trademark symbol. To Add an AutoCorrect

- ❖ Click **Tools** then click **AutoCorrect**, type the word in the place provided for **Replace** and **With** Options then click **Add** and then click **OK**. You can **Delete** an AutoCorrect option if you don't want it.

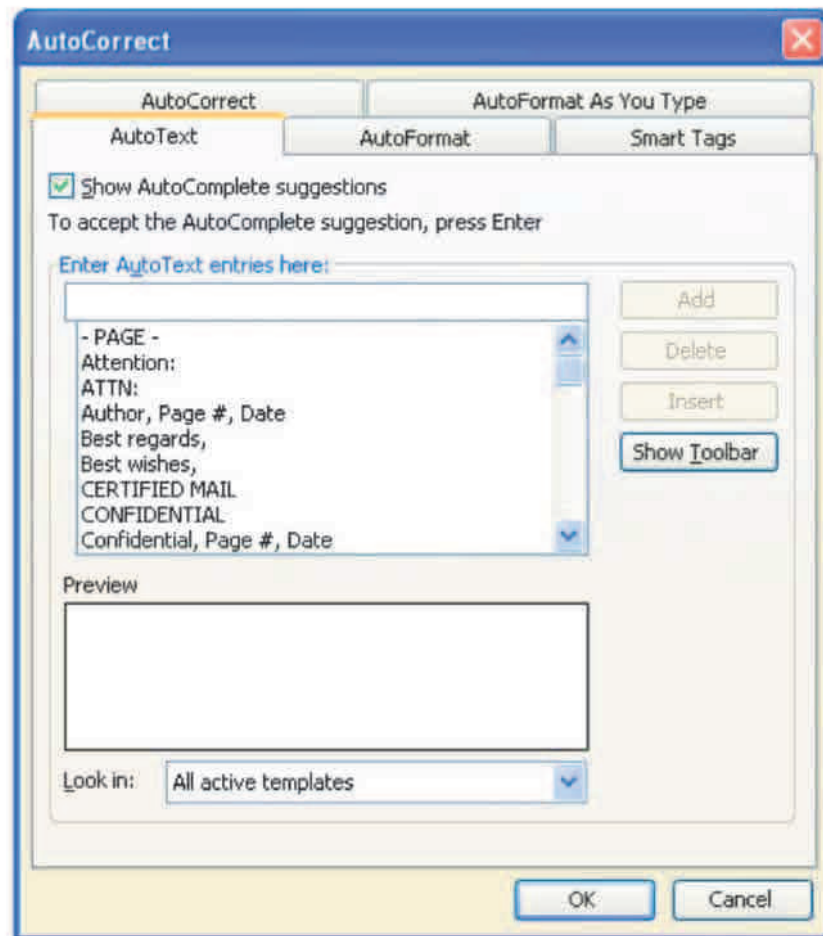
AutoFormat

Use AutoFormat to reformat an entire document using a selected document template as a basis for the changes. Templates are supplied with Word, or you can create your own templates based on a document in which styles are applied to text, headings, lists and other text and graphic elements within the document. You can use Format/Style Gallery to view and apply available style templates to your document. Autoformat applies a style to every paragraph and heading. It typically replaces indentations created with spaces or tabs with paragraph indents, asterisks and dashes with bullets, and so on.

Auto Text

The AutoText feature lets you store commonly used passages, such as addresses, contract clauses, etc., and insert them whenever needed with a click of your mouse to create an AutoText entry.

- ❖ Select a graphic or text block such as your name and address in your document.
- ❖ Pick the **Insert / AutoText** menu selection: The **Auto Text** dialog box is displayed as shown below



- ❖ Type a Short name in the **Name** box and click **Add**.

To use Stored Auto Text

- ❖ Type the short name of your Auto text and Highlight it.
- ❖ Click **Insert/ AutoText** from menu and then click **Insert** . The text is inserted in place of the selected AutoText name.

To remove an AutoText item:

- ❖ Pick Insert/AutoText to get the AutoText dialog box.
- ❖ Pick an AutoText name and click **Delete** and **Close**