



UNIT

**D**

Word 2010

# Microsoft Word 2010 - Illustrated

## Unit D: Formatting Documents

# Objectives

- Set document margins
- Create sections and columns
- Insert page breaks
- Insert page numbers
- Add headers and footers

## Objectives (continued)

- Insert a table
- Add footnotes and endnotes
- Insert citations
- Manage sources and create a bibliography

# Setting Document Margins

- Document **margins** are the blank areas between the edge of the text and the edge of the page
  - Default margins are 1” at the top, bottom, left, and right sides of the page
  - Changing a document’s margins changes the amount of text that fits on a page

## Setting Document Margins (continued)

- To adjust a document's margins:
  - Click the Margins button in the Page Setup group on the Page Layout tab, then click Custom Margins
    - Change margin settings on the Margins tab in the Page Setup dialog box
  - Drag a margin indicator on a ruler to a new location

# Setting Document Margins (continued)

The screenshot displays a Microsoft Word document titled "Healthy Traveler" with the subtitle "Quest Specialty Travel • Health Information for Travelers • Spring 2013". The document content includes a section titled "Health Risks and Precautions for International Travelers" with sub-sections "General Considerations" and "Travel-related Risks". The document is shown within the Word 2010 interface, including the ribbon, status bar (Page: 1 of 5, Words: 1,736), and zoom level (100%).

Four callout boxes with orange borders and black text point to specific margin settings on the document:

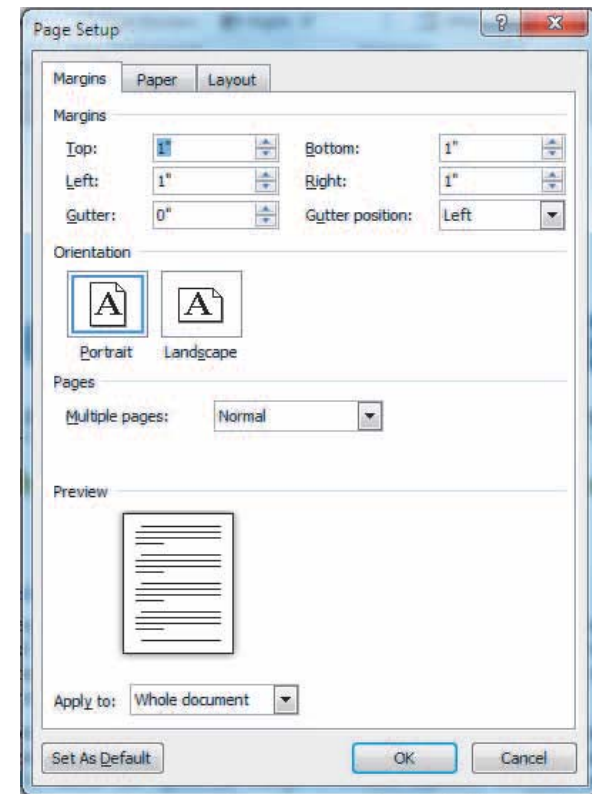
- Top margin:** Points to the top margin line on the horizontal ruler.
- Right margin:** Points to the right margin line on the vertical ruler.
- Ruler shows location of left margin:** Points to the left margin line on the horizontal ruler.
- Ruler shows location of top margin:** Points to the top margin line on the vertical ruler.
- Left margin:** Points to the left margin line on the horizontal ruler.

# Setting Document Margins (continued)

- Page orientation
  - **Portrait orientation** means a page is taller than it is wide
    - The default page orientation for a document is portrait
  - **Landscape orientation** means a page is wider than it is tall
- Paper size
  - Default paper size is 8.5" x 11"

# Setting Document Margins (continued)

- The Page Setup dialog box
  - Margins tab
    - Change margins, page orientation, and format the layout of pages in a multiple page document
  - Paper tab
    - Change paper size and paper source
  - Layout tab
    - Format sections, format headers and footers, and change vertical alignment





# Setting Document Margins (continued)

- Margin options in a multiple page document
  - **Mirror margins** are used in documents with facing pages, such as magazines
    - Inside and outside margins are a mirror image of each other
  - A **gutter margin** is used in documents that are bound, such as books
    - A gutter adds extra space to the top, left, or inside margin to allow for the binding
  - Set mirror margins and a gutter on the Margins tab of the Page Setup dialog box

# Creating Sections and Columns

- A **section** is a portion of a document that is separated from the rest of the document by section breaks
  - A **section break** is a formatting mark that shows the end of a section
  - You divide a document into sections when you want to apply different page layout settings, such as columns, to sections
    - Sections are used to vary the layout of a document
    - A document is formatted in a single section by default

# Creating Sections and Columns (continued)

- Insert a section break using the Breaks button in the Page Setup group on the Page Layout tab
- Types of section breaks:

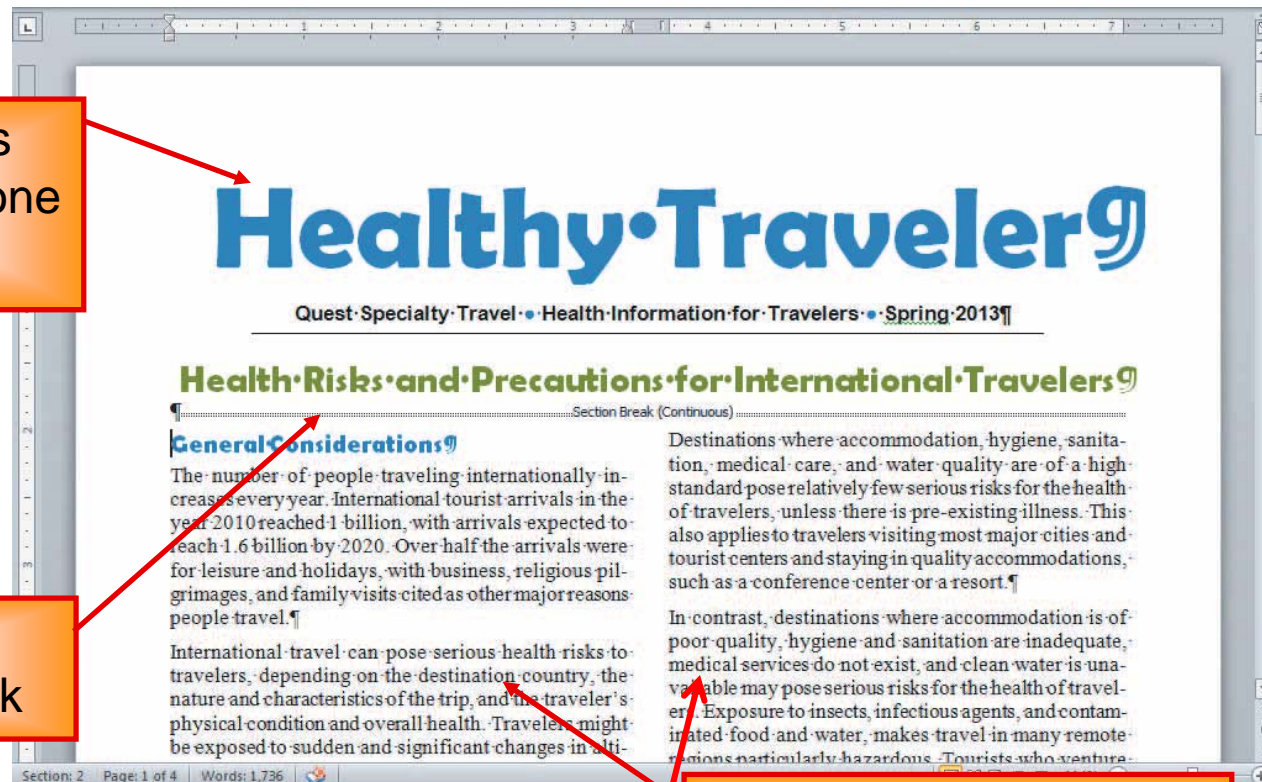
Section	Function
<b>Next page</b>	Begins a new section and moves the text following the break to the top of the next page
<b>Continuous</b>	Begins a new section on the same page
<b>Even page</b>	Begins a new section and moves the text following the break to the top of the next even-numbered page
<b>Odd page</b>	Begins a new section and moves the text following the break to the top of the next odd-numbered page

# Creating Sections and Columns (continued)

- Click the Columns button in the Page Setup group to format text into columns

Section 1 is formatted in one column

Continuous section break



Section 2 is formatted in two columns

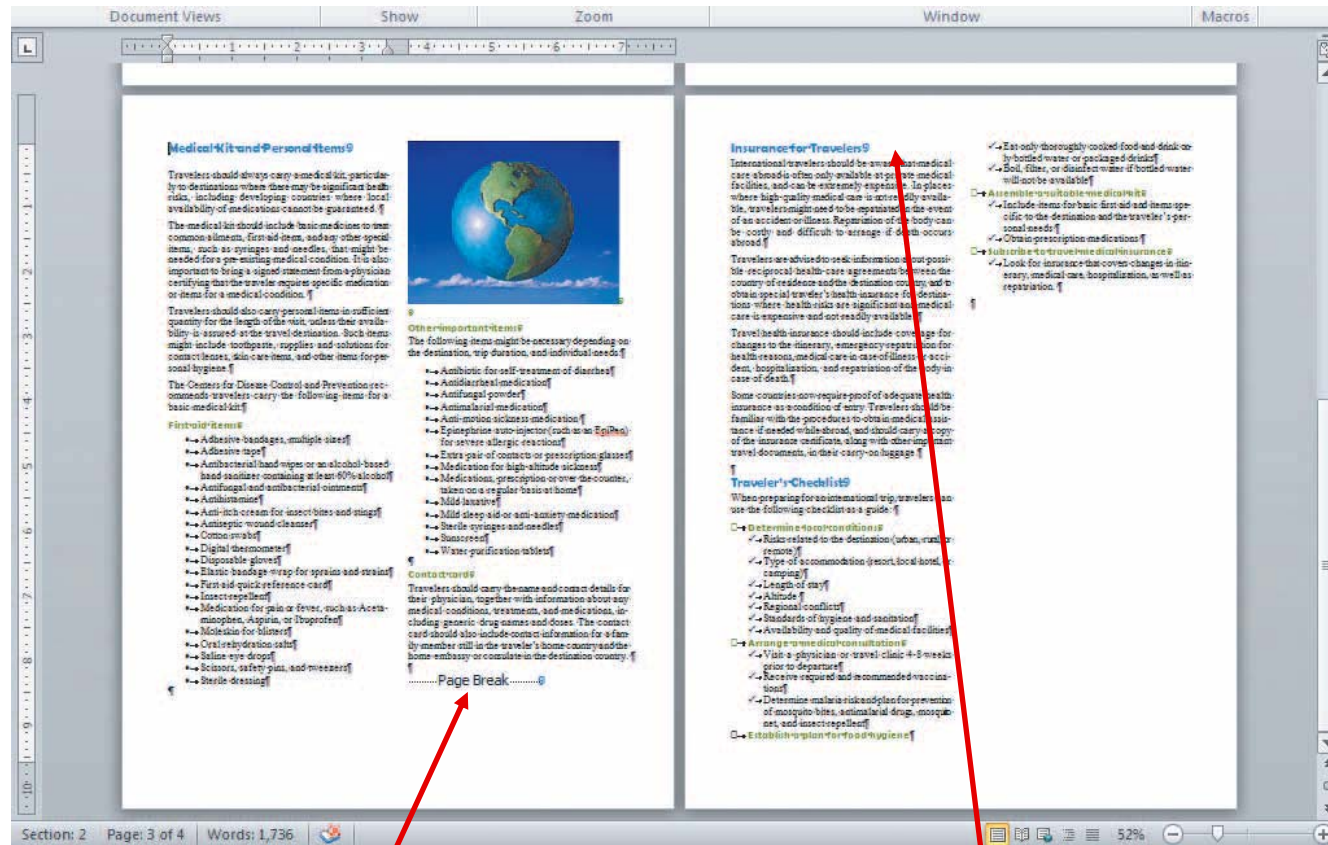
# Creating Sections and Columns (continued)

- Changing page layout settings for a section
  - Each section in a document can have different page layout settings
    - Margins, page orientation, paper size, headers and footers, page numbering, vertical alignment, etc.
  - To apply page layout settings to an individual section, make sure to click the Apply to list arrow in the Page Setup dialog box, and then click This section

# Inserting Page Breaks

- As you type, an **automatic (soft) page break** is automatically inserted when you reach the bottom of a page
  - Text flows to the next page
- You can force text onto the next page by inserting a **manual (hard) page break**
  - Use the Breaks button in the Page Setup group on the Page Layout tab to insert a page break, or
  - Press [Ctrl][Enter]
- Insert column breaks to force text to the top of the next column

# Inserting Page Breaks (continued)



Manual page break

Text that follows break is forced to next page

# Inserting Page Breaks (continued)

- Control automatic pagination
  - Specify where Word positions automatic page breaks
  - Change pagination settings in the Line and Breaks tab in the Paragraph dialog box
  - Pagination settings include:
    - Keep with next setting
    - Keep lines together setting
    - Page break before setting
    - Widow/Orphan control setting turned off or on



# Inserting Page Numbers

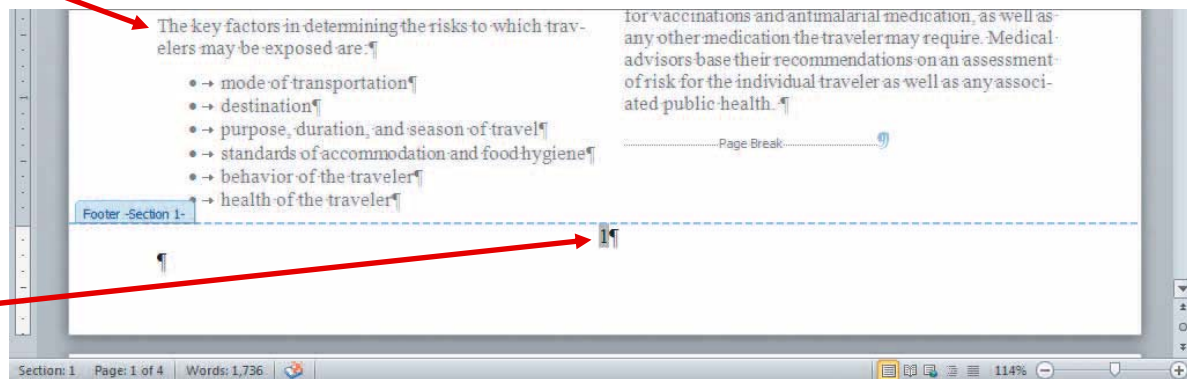
- Automatically number the pages of a document by inserting a page number field
  - A **field** is a code that serves as a placeholder for data that changes in a document
    - For example, page numbers or the current date
  - Click the Page Number button in the Header & Footer group on the Insert tab to insert a page number field
    - Select a location, such as bottom of page
    - Select a preformatted page number and alignment

# Inserting Page Numbers (continued)

- Page number fields are inserted in a document header or footer

Document text  
(dimmed when  
the Footer area  
is open)

Page number  
(in the Footer  
area)



## Inserting Page Numbers (continued)

- Moving around in a long document
  - **Scroll** using the scroll bars
  - **Browse by Object** button below the vertical scroll bar
    - Select object to browse by from the palette of object types
    - Object types include next or previous page, section, table, graphic, or other item of the same type

# Inserting Page Numbers (continued)

- **Insert Quick Parts**
  - Insert a Quick Part field, such as a field for the current date or current time
    - Insert a field for document property information, such as author and title
    - Content in field automatically updates each time you open the document
    - Word uses your computer clock to compute the current date and time
  - Click the Quick Parts button in the Text group on the Insert tab, click Field on the menu, click the field name in the Field dialog box

# Adding Headers and Footers

- Add headers and footers to a document when there is an item you want to appear on every page
  - A **header** is text or graphics that appears at the top of every page of a document
  - A **footer** is text or graphics that appears at the bottom of every page of a document
- Headers and footers often contain information such as document title, author name, dates, and page numbers

# Adding Headers and Footers (continued)

- Open the Header and Footer areas by:
  - Clicking the Header button or the Footer button on the Insert tab
  - Double-clicking an existing header or footer
- Choose from several built-in header and footer designs

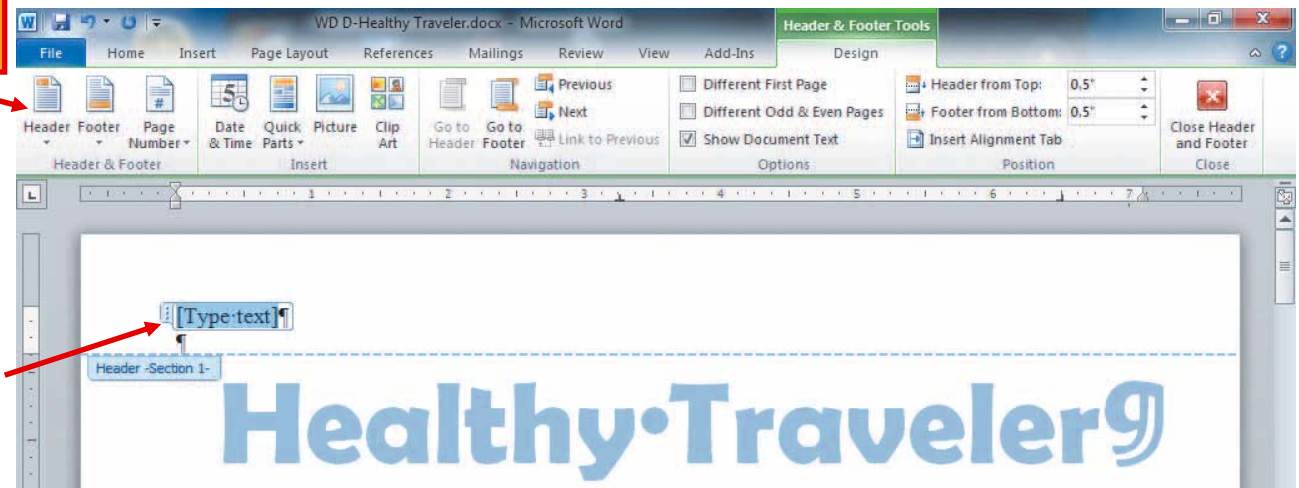
# Adding Headers and Footers (continued)

- Add text to headers and footers by typing in the Header and Footer areas
  - You can also add symbols, borders, graphics, and other elements to headers and footers
- The Header & Footer Tools Design tab opens when the Header and Footer areas are open

# Adding Headers and Footers (continued)

- Document text is dimmed when the Header and Footer areas are open
  - Dimmed text can't be edited

Header &  
Footer Tools  
Design Tab



Header area  
open with  
content control



## Adding Headers and Footers (continued)

- Create different headers and footers:
  - For the first page of a document or section
  - For each section in a document
  - For even- and odd-numbered pages in a document or section
- Use the Header & Footer Tools Design tab to edit headers and footers

## Adding Headers and Footers (continued)

- Create custom Headers and Footers as reusable **building blocks**
- To save
  - Select all the text including the last paragraph mark
  - Click the Header (or Footer) button
  - Click Save Selection to Header (or Footer) Gallery
  - Complete the Create New Building Block dialog box

# Inserting a Table

- Tables illustrate information intended for quick reference and analysis
  - A **table** is a grid of columns and rows that you can fill with text and graphics
    - A **cell** is the box formed by the intersection of a column and a row
    - **Borders** are the lines that divide the rows and columns of a table and help you see the structure

# Inserting a Table (continued)

- Completed table in a document

The screenshot shows a Microsoft Word document with a table titled "Preventive Options for Serious Travel Health Issues". The table has five columns: "Disease", "Vaccine", "Prophylaxis Drug", "Eat and Drink Safely", and "Avoid Insects". The rows list "Malaria", "Typhoid", "Hepatitis A", "Cholera", and "Japanese Encephalitis". Annotations include:
 

- Column:** A label pointing to the "Prophylaxis Drug" column.
- Row:** A label pointing to the "Malaria" row.
- Border:** A label pointing to the border of the table.
- Cell:** A label pointing to a specific cell in the "Prophylaxis Drug" column for "Typhoid".

Disease	Vaccine	Prophylaxis Drug	Eat and Drink Safely	Avoid Insects
Malaria		✓		✓
Typhoid	✓		✓	
Hepatitis A	✓			
Cholera	✓		✓	
Japanese Encephalitis	✓			✓

## Inserting a Table (continued)

- Create a blank table
  - Click the Table button in the Tables group on the Insert tab
  - Click Insert Table
    - Determine the number of columns and rows in the table
    - Choose an option for sizing the width of the columns

## Inserting a Table (continued)

- Table Tools Design tab
  - Select Table Style Options
  - Apply Table Styles
  - Add borders and shading
- Table Tools Layout tab
  - View table properties
  - Insert /delete rows, columns
  - Merge/split cells
  - Adjust size of cells
  - Align cell content

# Adding Footnotes and Endnotes

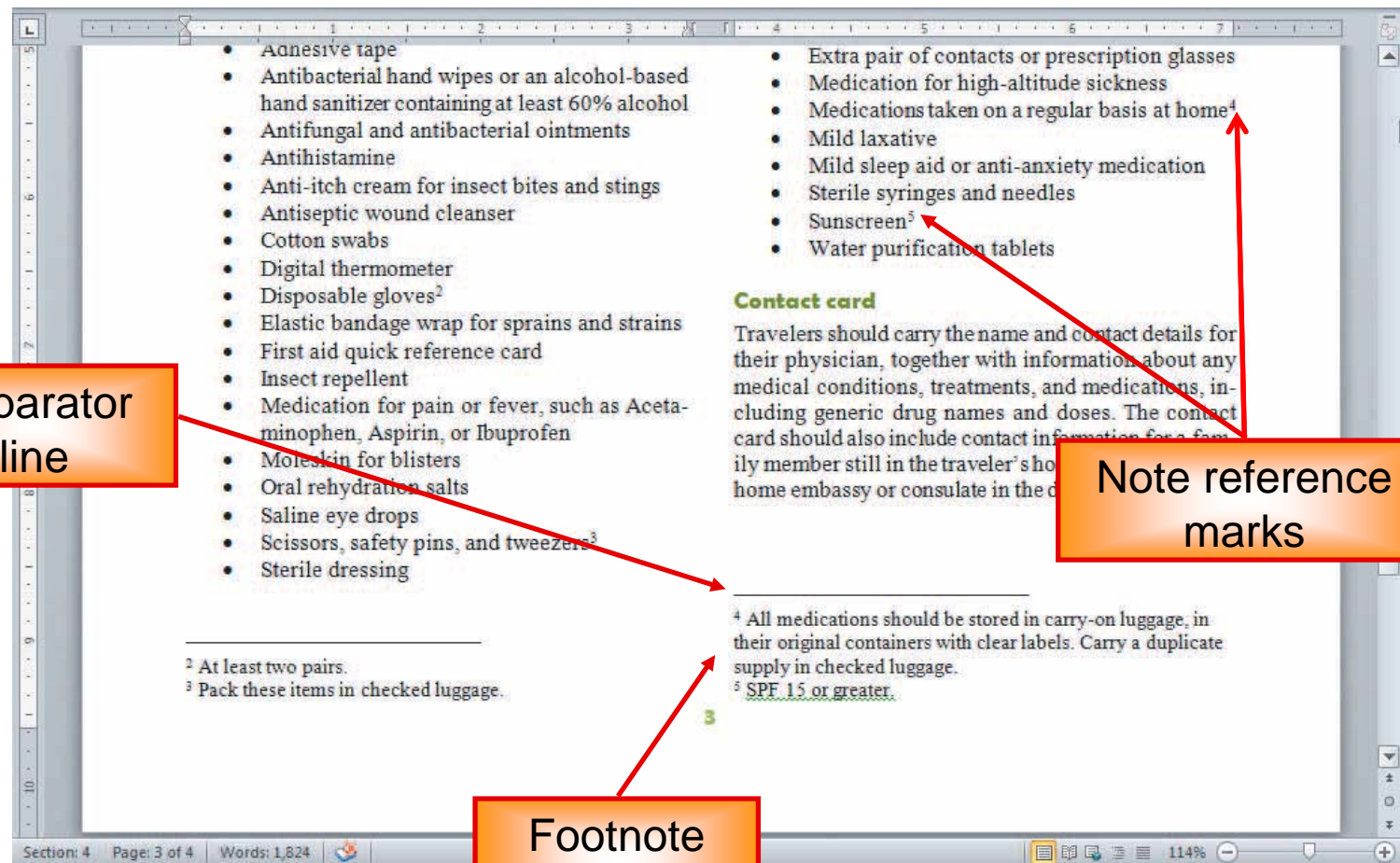
- Footnotes and endnotes provide additional information
- They consist of two parts
  - Note reference mark
  - Corresponding footnote or endnote
- Footnotes are placed at the end of each page below a separator line
- Endnotes are placed at the end of the document

## Adding Footnotes and Endnotes (continued)

- Use the tools in the Footnotes group on the References tab to insert and manage footnotes and endnotes
- To convert footnotes to endnotes, click the launcher in the Footnotes group, click Convert, click OK, then click Close.



# Adding Footnotes and Endnotes (continued)



Separator line

Note reference marks

Footnote text

# Inserting Citations

- Use the Word References feature to keep track of reference sources
  - Insert a citation into a document
  - A citation gives credit to the source of a quotation or other information used in a document
    - Usually includes author name and page number

## Inserting Citations (continued)

- Click the Insert Citation button in the Citations & Bibliography group on the References tab
  - Insert an existing source
  - Create a new source
  - Add a placeholder for a source

## Inserting Citations (continued)

- Create a new source
  - Click Insert Citation then click Add New Source to open the Create Source dialog box
  - Select the type of source (e.g. book)
  - Enter the source information
- New sources are added to the master list of sources on your computer

# Inserting Citations (continued)

## The Create Source dialog box

The screenshot shows the 'Create Source' dialog box in Microsoft Word 2010. The dialog box is titled 'Create Source' and has a standard Windows window title bar with a question mark and a close button. The main content area is titled 'Bibliography Fields for MLA Sixth Edition'. It contains several input fields and a dropdown menu. The 'Type of Source' dropdown is set to 'Report'. The 'Author' field is empty, but there is a checked checkbox for 'Corporate Author' with the text 'World Tourism Organization' next to it. The 'Title' field contains 'Tourism Highlights', the 'Year' field contains '2012', the 'Publisher' field contains 'World Tourism Organization', the 'City' field contains 'Madrid', and the 'Report Type' field contains 'White Paper'. There is an 'Edit' button next to the 'Author' field. At the bottom of the dialog box, there is a checkbox for 'Show All Bibliography Fields' which is unchecked. Below that is a 'Tag name' field containing 'Wor121' and an 'Example: PhD Thesis' label. Finally, there are 'OK' and 'Cancel' buttons at the bottom right.

# Managing Sources and Creating a Bibliography

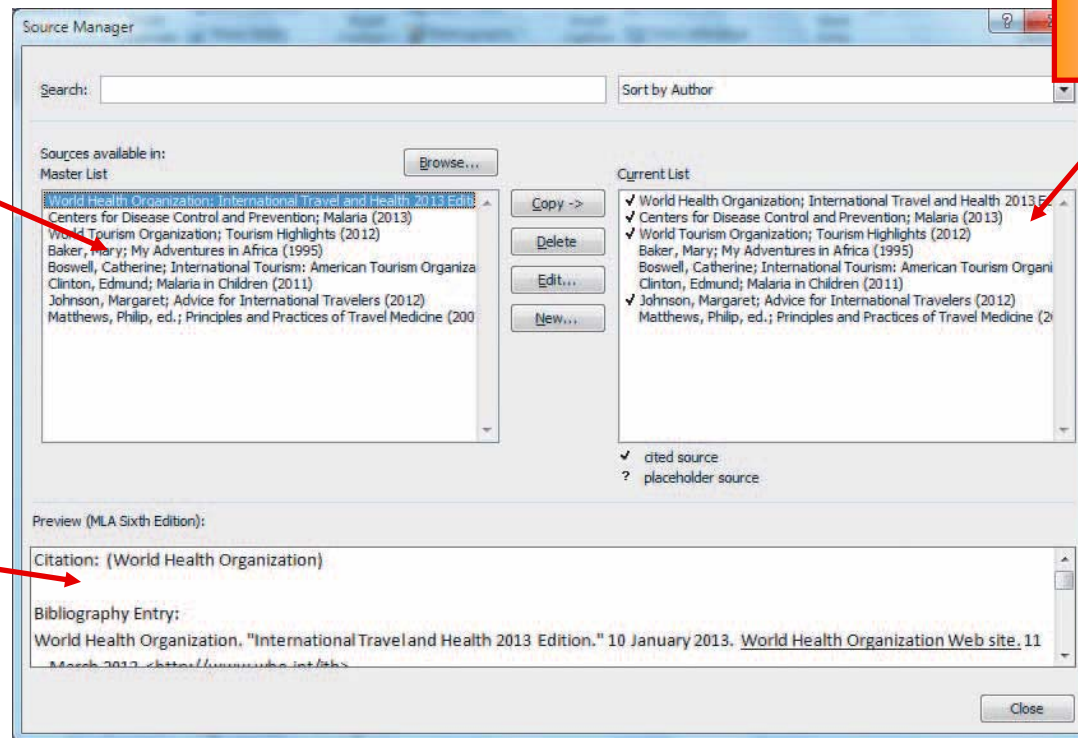
- Use the Source Manager dialog box to organize your sources
  - Click the Manage Sources button in the Citations & Bibliography group
  - Master List
    - Shows all sources on your computer
  - Current List
    - Shows sources available in current document

# Managing Sources and Creating a Bibliography (continued)

- Source Manager dialog box (cont.)
  - Add, edit, and delete sources
  - Copy sources between Master List and Current List
  - Sources with a check mark have a citation in the document
  - Sources in Current List will appear in bibliography

# Managing Sources and Creating a Bibliography (continued)

## The Source Manager dialog box



Master List

Current List

Preview of Bibliography Entry



# Managing Sources and Creating a Bibliography (continued)

- Create a Bibliography
  - A **bibliography** is a list of reference sources you cited or consulted while creating a document
  - Click the Bibliography button in the Citations & Bibliography group to insert a Bibliography field
    - The bibliography is generated using the sources associated with the document

# Summary

- The page-formatting features of Word allow you to creatively lay out and design the pages of documents:
  - Change margins
  - Vary the layout of a document by creating and formatting sections and columns
  - Insert page and column breaks
  - Add page numbers
  - Add headers and footers
  - Insert a table

## Summary (continued)

- Add footnotes and endnotes to a document
- Manage references and citations
  - Create citations
  - Manage sources
  - Insert a bibliography