BE WORD PERFECT

The Basics

exec angels

Hello my Lovely!

Thank you for purchasing Be Word Perfect – The Basics.

I have no doubt that most of you will be regular users of Microsoft Word and will already be familiar with some of the content within this e-book. The aim of 'The Basics' is to provide a refresher of the main features in Word, together with tips for using this software to its best effect. I hope you will find it a useful reference tool.

The book is based on Microsoft Word 2016, however most of the features are very similar to earlier versions of the software.

Much love, Michelle xxx

Be Word Perfect - The Basics

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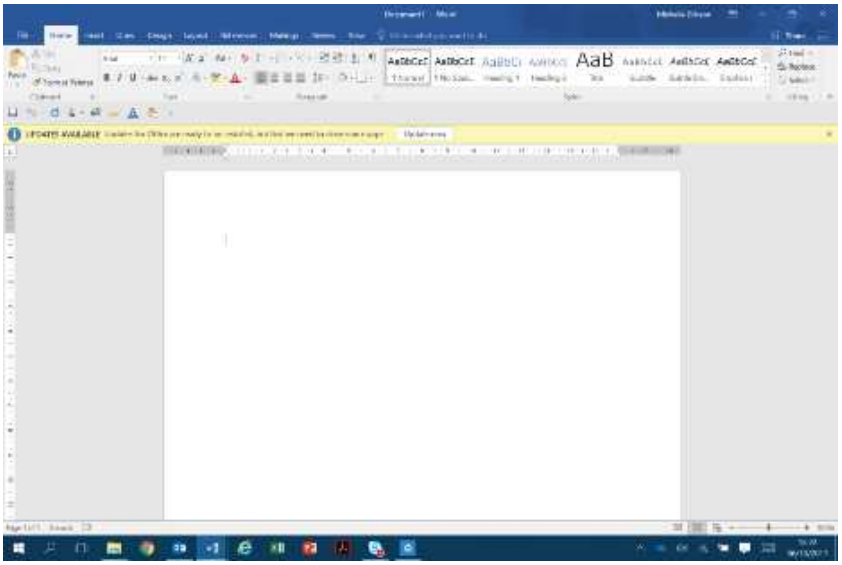
Section 1 – Creating A Document

1.1 Creating and saving your document

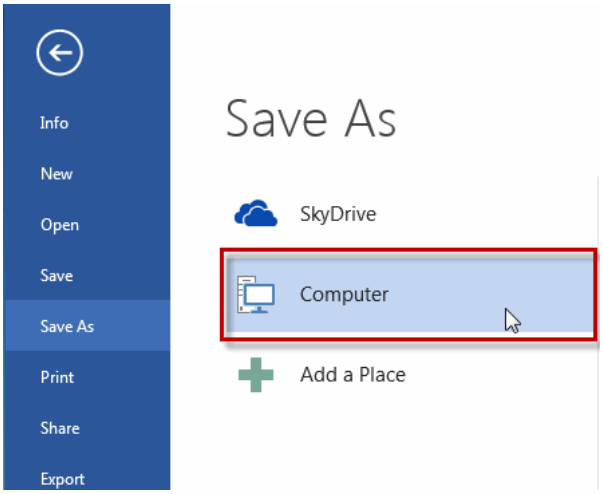
- To start creating your Word document, clearly you will need to have the Microsoft Word software installed on your computer.
- Click on the **Start** menu in the bottom left corner to locate Word 2016. On a tablet you may have to select "**All apps**", then find Word 2016 from the drop-down list.

- Upon opening Word, you can select which template you want to use. This includes various pre-made template for CVs, blog posts, etc. Select **Blank Document**.
- This will open a blank "Document 1" for you to begin creating your document, as per the example below.

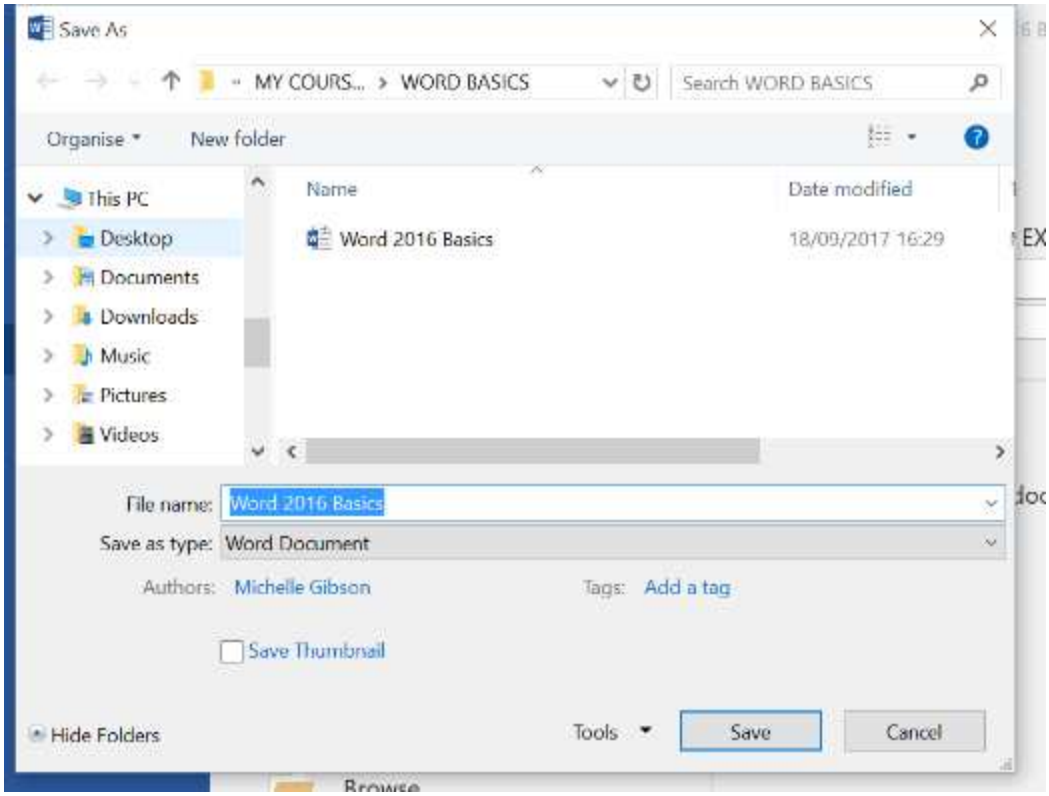


- It's a good idea to save your document as a new name. From the File menu, click **Save As.**

- Double-click **Computer** to save your document to your computer, a specific drive or simply save to your desktop.



- This will open a dialogue box like the one below. Here you can specify:
    - where you want to save the document, by selecting one of the folders in the left-hand column;
    - Your chosen file name, by typing this into the **File name** box;
    - the file type – this will automatically default to Word Document. You may choose to save your final document as a PDF, simply by selecting **.pdf** from the drop-down menu. This reduces the size of the file for emailing to other people and restricts their ability to edit it.



- Once saved, close your document either by clicking the "X" in top right-hand corner of the screen, or by going to **File** and selecting **Close**. If you have made any further changes to the document, you will be prompted to save them on closing the document.

1.2 Importing a file into your document

- You can import another document, such as a PDF, into your Word document. This is something you may find useful when inserting something like a map, or inserting a section of another document into your own.
- Click **File** and **Open**, then **Browse** to select the file you wish to import.
- A dialogue box like the one below will appear. Click **OK** to allow Word to convert the document to something you can edit.

- The document will open as a new file, allowing you to cut and paste it into your document.

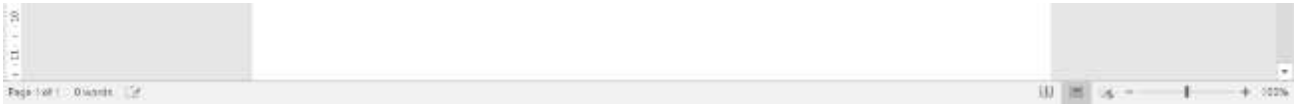
1.3 Printing a document

- To print your document, select the **File** tab at the top left of your screen and go to **Print.**
- Selecting the Print option shows you a preview of what your document will look like. You can also select which printer you want to use and change the print settings.
- There are various print options to select:
    - **Print all pages**, only the current page, or specific page, or click on Custom Print to select particular sections of the document to print;
    - **Collate copies** (e.g. if you are printing sets of meeting papers);
    - **Choose the page layout** – portrait or landscape;
    - **Set the print scaling** to print your document on different sizes of paper (e.g. A3, A4, envelope, etc.);
    - Select a specific **margin size**;
    - **Select how many pages** you want to appear on each sheet (this may come in useful for large documents and save a few trees!).
- To print the document as it currently is, simply click **Print**.

Section 2 – Finding your way around Word

2.1 The Status Bar

- The **Status** bar is located at the bottom of your screen. It basically provides details about your Microsoft Word document and allows you to change your viewing settings.

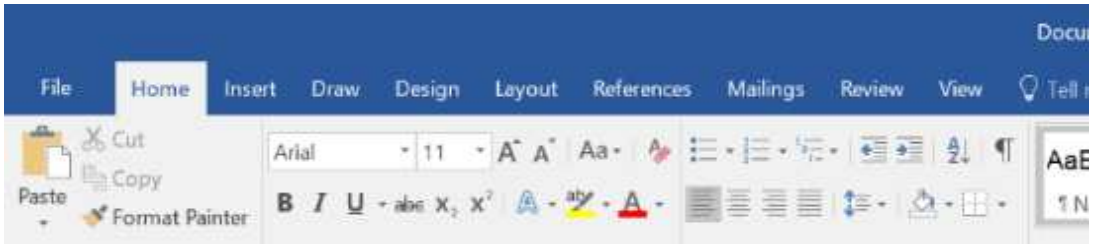


- Starting from the left-hand side, you will find the **Page Number** and then the **Word Count**, for a quick indication of how much you've written.
- Next to this is a **Proofing Tool**. This will show a cross if any spelling or grammar corrections are required – click on this button to quickly check what these are.
- On the right-hand side, you will find the view controls – **Read Mode, Print Layout** and **Web Layout**, which control how the screen is laid out. This is generally set to Print Layout to display how the final document will look.
- Next to this is the **Zoom Control**, where you can make the document appear bigger or smaller on the screen. This is to suit your personal preference and won't change the size of the document when printed.

2.2 The Ribbon, Tabs and Groups

The Ribbon & Tabs

- The **Ribbon** is the main bar displayed at the top of your screen – this is where you control pretty much everything in Word and access all of your **tabs**. Word also has hundreds of **commands** for working with various documents. These are organised into the tabs below:



- The **Home** tab is where you will find your commands for formatting documents.
- The **Insert** tab enables you to insert pages, tables, pictures, links, headers and footers.
- The **Design** tab allows you to set document formatting and page backgrounds.
- **Page Layout** allow you to change your margins, add columns, change the page orientation to portrait or landscape, amongst other things.
- **References** enables you to add a table of contents, add footnotes, add a bibliography and more.
- **Mailings** is where you manage your mail merge, create labels and envelopes, etc.
- **Review** is really useful for finalising your documents – check your spelling and grammar here, track/accept/reject changes and compare documents.
- **View** will change how you view your document on the screen, enable you to zoom in and out and more.
- The **File** menu is slightly different from the other tabs. This takes you to your '**Backstage View**' where you control your document, rather than make changes to it.

Tool Tabs

- In addition to the main tabs, there are various **Tool Tabs**. These appear when you select commands that cover multiple tabs. For example, when you insert a table, two table-specific tabs (Design and Layout) will appear. Common tool tabs include SmartArt, chart, drawing, picture, table, headers and footers.

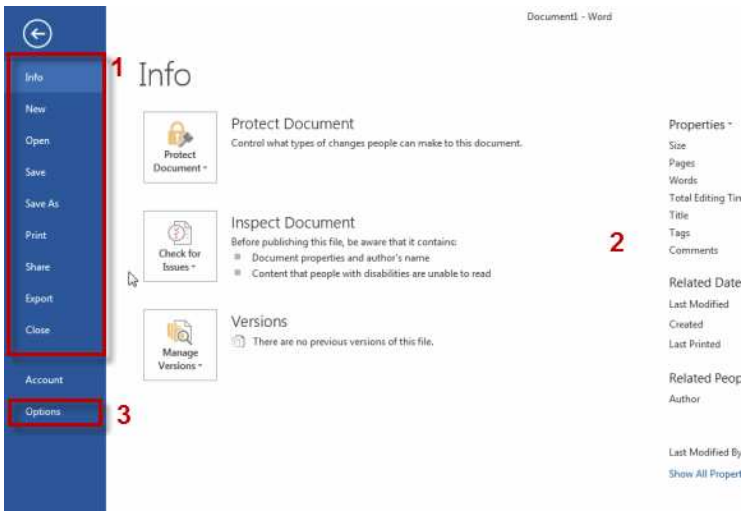
Groups

- Just to be super organised, Word further organises each tab into **groups**, which contain further related commands. These are found along the bottom of the Ribbon. The groups under each tab are as follows:

Home	Insert	Design	Layout
Clipboard Font Paragraph Styles Editing	Pages Tables Illustrations Add-ins Media Links Comments Header & Footer Text Symbols	Document Formatting Page Background	Page Setup Paragraph Arrange
References	**Mailings**	**Review**	**View**
Table of Contents Footnotes Research Citations & Bibliography Captions Index Table of Authorities	Create Start Mail Merge Write & Insert Fields Preview Results Finish	Proofing Speech Accessibility Language Comments Tracking Changes Compare Protect	Views Immersive Page Movement Show Zoom Window Macros SharePoint

2.3 The Backstage View

- As mentioned earlier, upon clicking on File, Microsoft Word will open what is called the **Backstage View** and you can no longer see the Ribbon, as per the screenshot below.

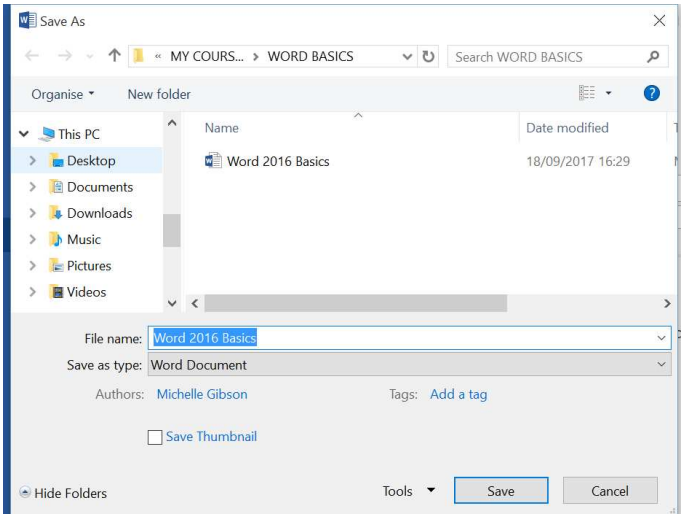


New

- From the File menu, selecting **New** enables you to create a new blank document or use one of the existing templates that Word has created. These include letter templates, blog posts, etc. Double click which option you would prefer (generally this will be a blank document).

Open

- From the File menu, you can **Open** your documents by selecting "browse" and then searching for the location of your document from the dialogue box that opens up.



- Word also lists all the documents you have recently been working on, making it easy to quickly go back to a a document and edit it.

Print

- Selecting Print opens the various print options discussed earlier.

Share

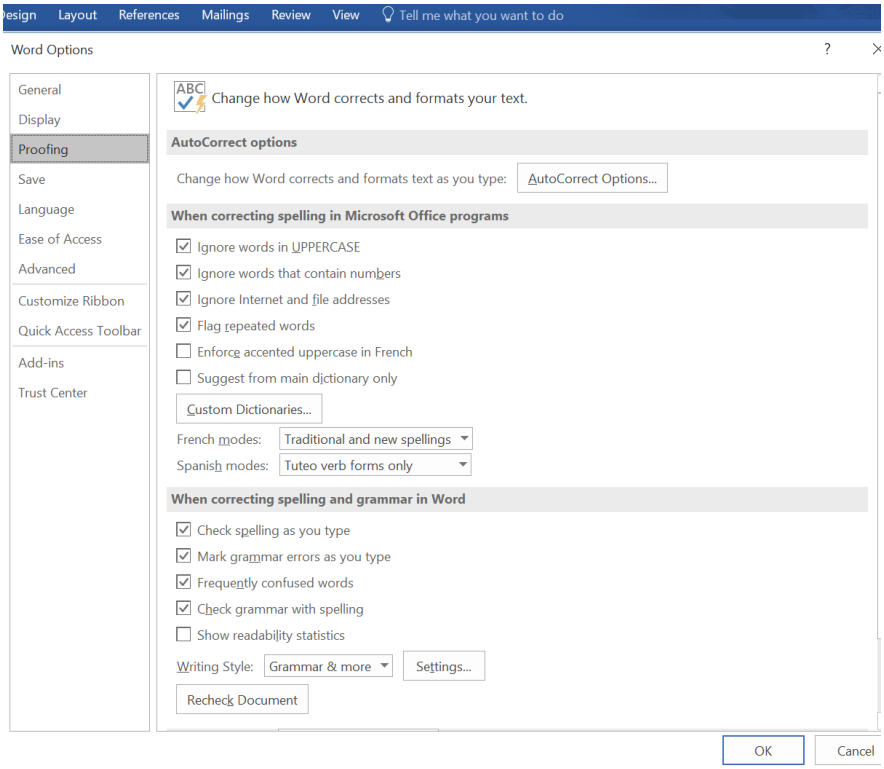
- Share allows you to quickly send the document you're working on to someone else, either by uploading it to a shared drive or sending it via email.

Export

- This enables you to quickly save your document as a PDF file. As already mentioned, this comes in really useful for meeting papers, as it means nobody can edit your document and it reduces the size of the file for sharing.

Options

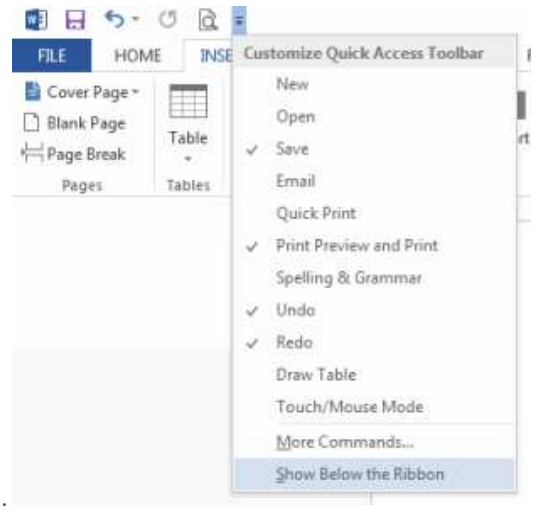
- This has a number of useful features. You can personalise your profile by adding your name and initials, which Word will then use during track changes. To do this, click, **Options**. Under the **General** category, fill in your name and initials under **Personalise your copy of Microsoft Office**.
- You can also set your proofing tools here under the **Proofing** category, so that Word automatically detects any spelling and grammar errors.



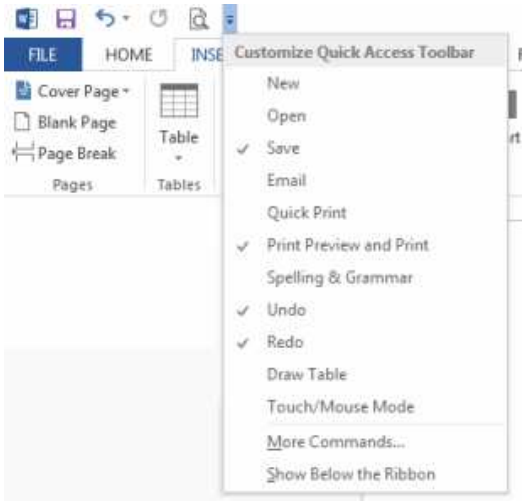
- Word will also automatically save documents you are working with. You can set the options for managing this under the **Save** Category.

2.4 The Quick Access Toolbar

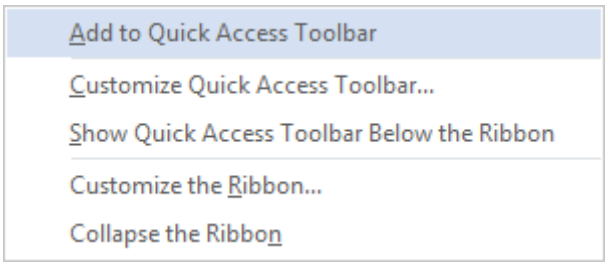
- The commands you most regularly use can be added to the **Quick Access Toolbar**. This appears either above or below the Ribbon. In the example below, this appears just above the Ribbon. To select where this appears, click the drop-down arrow on the far right of the Quick Access Toolbar and select Show Below (or Above) the Ribbon.



- To add the commands you use most often, click the drop-down arrow at the right-hand side and select a command from the list that appears.
- If the command you want doesn't appear, select **More Commands** and choose from the list that appears.



- Another way to add something to the Quick Access Toolbar is to right-click the command you're using regularly and select Add to Quick Access Toolbar.

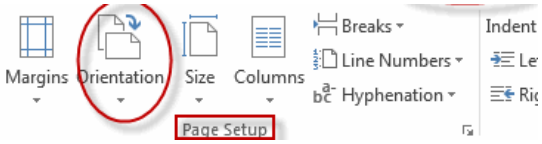


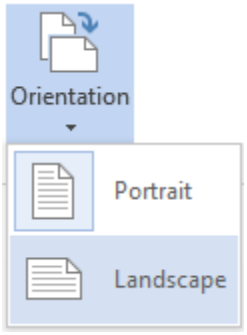
Section 3 – Formatting Documents

3.1 Orientation and switching paper size

Page Orientation

- Word will automatically default your document into a portrait orientation. To change this to landscape, go to the **Layout** tab. In the **Page Setup** group, select **Orientation** and set this to **Landscape.**





Paper Size

- It is also possible to set the paper size for either the whole document, or just a section of it. In the **Page Setup** group, select **Size**. This will bring up a drop down menu. You may, for example, want to switch from A4 to A3. Select the paper size of your choice and click **OK**. The whole document will change in size.
- To change the paper size for just a section of the document, select the drop-down menu and click **More Paper Sizes.**

- To change the paper size for just a section of the document, select the drop-down menu and click **More Paper Sizes.** A dialogue box will appear. Choose your paper size and click **Apply to** then select **This point forward** and click **OK.**
- If you want to switch back to the original paper size later in the document, simply repeat the process above.

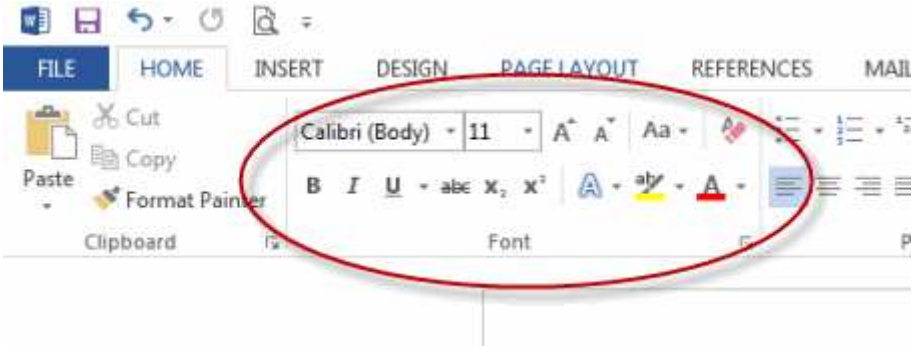
3.2 Selecting text

- At the risk of stating the obvious, you will need to select text to be able to apply formatting! You can do this by:
  - Clicking the text and dragging the mouse
  - Double-clicking a word to select it
  - Triple-clicking a paragraph to select it

- Click and drag the mouse in the left margin to select a specific area.

3.3 Applying fonts

- As previously discussed, you will find the Font group on the Home tab.



- The most commonly used commands in this group include:
  - **Font** – select your chosen font from a wide selection
  - **Font size** – change the size of your font
  - **Bold** – bold your text
  - **Italic** – italicise your text
  - **Underline** – underline your text
  - **Strikethrough** – strike a line through your text
  - **Text Highlight Colour** – highlight your text with a bright colour
  - **Font Colour** – change the colour of your text
  - **Clear All Formatting** – clear all formatting and return the text to its default.

- To clear the existing formatting from a document, select the section you want to clear and click the **Clear All Formatting** button.

- You can add a bit of flair to your text by using **WordArt or Text Effects.** Simply select the text you want to convert and click on the right-hand arrow next to the WordArt symbol. This will provide you with the options below to choose from.

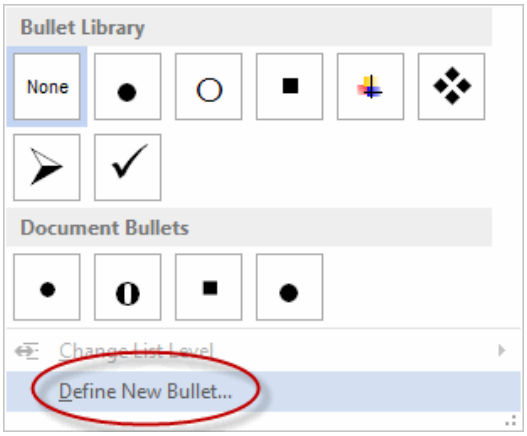
3.4 Working with numbered and bulleted lists

- The **Paragraph** group, under the Home tab, contains all your settings for creating bulleted and numbered lists.

Bulleted Lists

- The first button contains your **bulleted** list command. Clicking on this will turn your sentence into a bullet point.

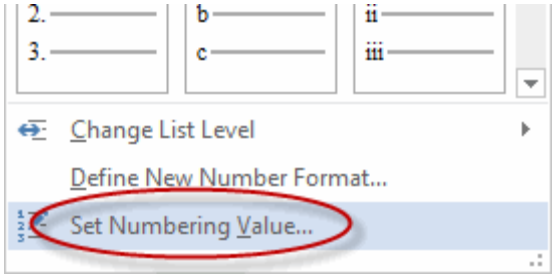
- Clicking on the drop-down arrow next to this button allows you to select which type of bullet point you would like to choose.



- You can actually add your own bullet point by selecting **Define New Bullet** – you might want to select your company logo for example.
- If you want to create a sub-list, click the **tab** key on your keyboard– this will create a separate list that will sit underneath your bulleted list.
- To add more bullet points to your list, simply click your **Enter** key. Click the Enter key twice to come out of list mode.

Numbered Lists

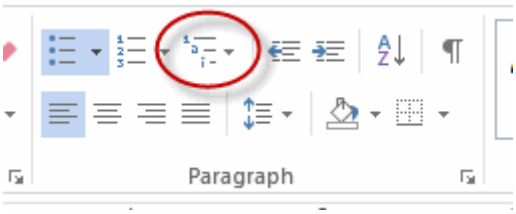
- The next button contains your numbered list command. Again, you can select the type of numbered list you require.
- Click on the **Enter** key to add additional numbers, and click the Enter key twice to get out of list mode.
- You can also modify the numbering in your list (e.g. start the list at number 4 instead of number 1), by clicking on the Numbering drop-down list and selecting **Set Numbering Value**.



- In the dialogue box that appears, selected the value you require and click **OK**.

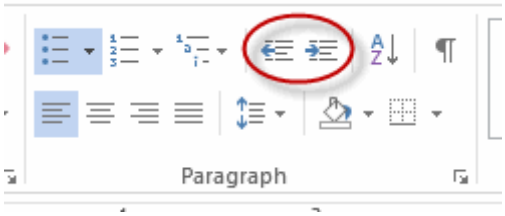
Increasing/Decreasing List Levels

- The next button is your **Multilevel List** command, which is where you can add sub-lists that sit underneath your main lists. You can increase and decrease your list levels by clicking on the drop-down arrow on this command and selecting your chosen option.



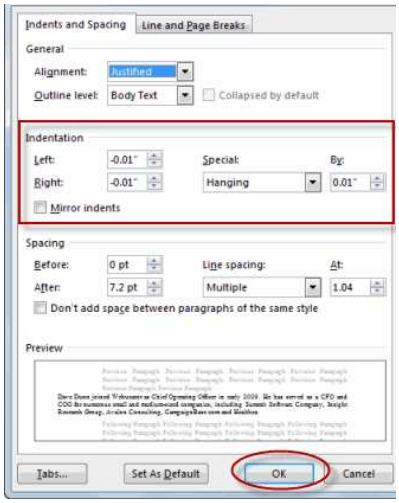
3.5 Set indents with paragraph

- The **Paragraph** group allows you to set your indentation. You can select your list and increase or reduce its indent using the buttons below.

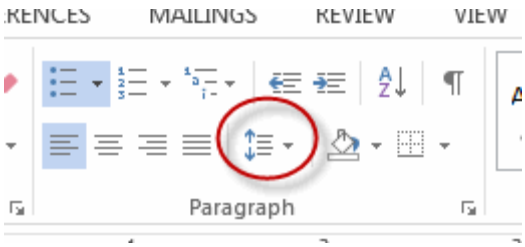


- The Paragraph group will also allow you to **align your text** – either to the left, centre, right or justified (straight at each side) as selected in the box below. Justified text always looks neater when your preparing reports and I always use this option where possible.

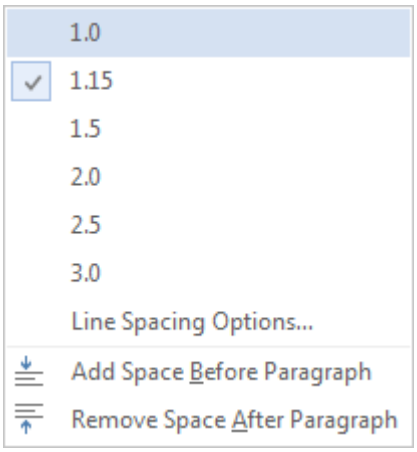
- Paragraph also allows you to **set indents** into your document, by clicking on the option box in the right-hand corner, as above. The box below will appear and you can set the indentation you want in the Indentation section, then click **OK**.



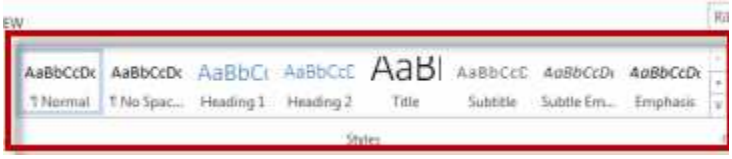
- When you're formatting a document, one of the most important aspects is ensuring the line spacing is consistent. This is one aspect that so often gets overlooked. The command button for this is shown below.



- The drop-down list gives various options for how you would like your lists (and in fact the rest of the document) to be spaced out. This is generally set to 1.0 or 1.15 for most business documents.
- Selecting **Line Spacing Options** also allows you to set the space before and after a paragraph. I usually set both to 0, but as long as the document is consistent, this is down to personal choice.



- The **Styles** group is located on the Home tab. These are basically a set of formatting instructions. They save time (rather than applying lots of different formats), they keep your formatting consistent throughout your document. The advanced features on Word, such as adding a table of contents, rely on styles.

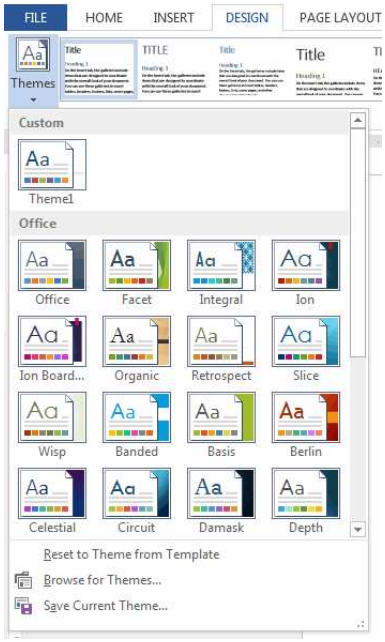


- There are two types of styles – **Paragraph Styles** (which apply to a whole paragraph) and **Character Styles** (apply to a word, a phrase or individual characters within a paragraph).
- To apply a paragraph style, simply place the cursor within the paragraph where you wish to apply your paragraph style. Then select the style you want from the **Styles** group on the Home tab.
- To apply a character style, select the text you wish to apply the style to, then select the style you want from the Styles group on the Home tab.

3.6 Themes

- On a similar vein, you can use themes in Word to customise the look of your documents. These contain particular fonts, colors, and effects and are located on the Design tab in the **Document Formatting** group.

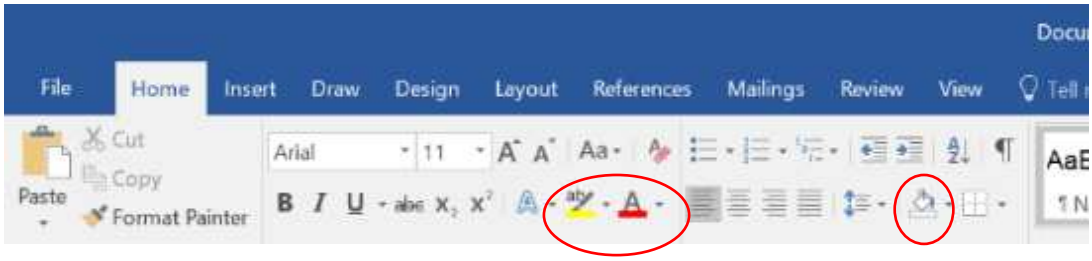
- You can select your chosen theme from the drop-down list that appears.



- To set the theme as the default, select **Set as Default**. You can also use the other options in the Document Formatting group to further customise the theme.

3.7 Applying colours

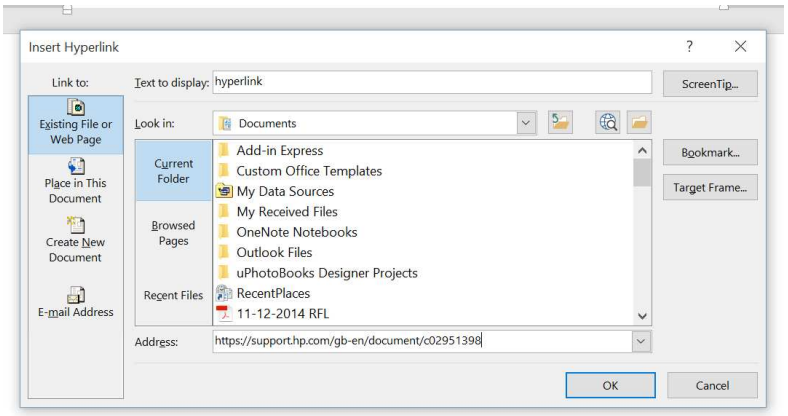
- There are three tools for applying colour to your text. These are found on the **Home** tab.



- The **Text Highlight** colour button can be found next to the WordArt/Text Effects button. This will highlight your chosen text in a bold colour. Select the text you wish to highlight in a different colour, then select your chosen colour. The text will be highlighted like this.
- The **Font Colour** button is located next to this. This changes your font to a different colour. Select the text you wish to change, then select your chosen colour. The text will be coloured like this.
- The **Shading** button is located in the Paragraph group. This changes the colour behind the all the text within the paragraph or table cell, like this.

3.8 Insert a hyperlink into a document

- Word enables you to insert a "hyperlink" into a document, that links to a webpage, another document, an email address or just a different place within the document that you're working on.
- To add a hyperlink, first highlight the text that you want to act as the link.
- Click the **Insert** tab on the Ribbon and in the Links group select **Link.** The following dialogue box will appear.

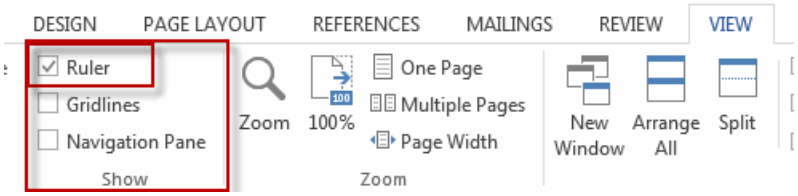


- Next you will need to select what to link to. If this is a website, type the website's URL in the Address text box and click **OK**. The text will now appear as blue in your document.
- If you want the hyperlink to link to another file, select the required document from your list of folders.

3.9 The Ruler, Margins & Page Layout

The Ruler

- The Ruler is where you control your page margins, paragraph indents, etc. To see the Ruler at all times, click on the **View** tab and check the box in the **Show** group.



- There are a number of things to note on the Ruler:

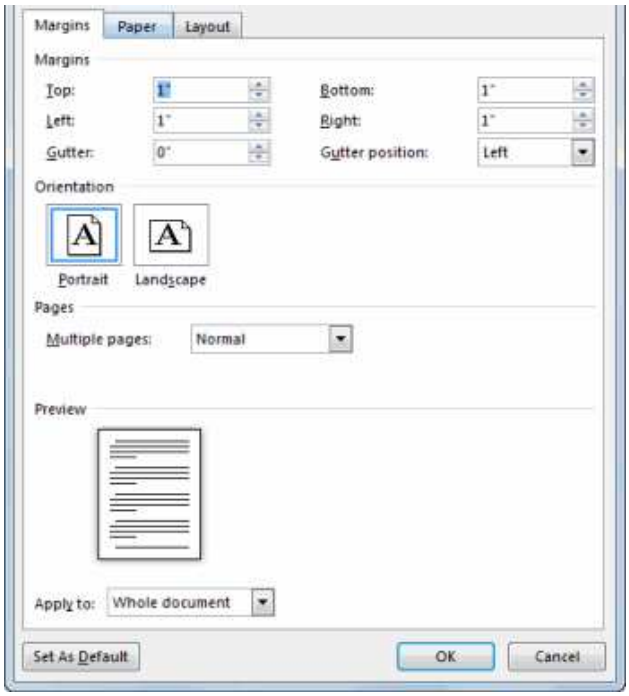
  - The first little downward arrow below is the **First Line Indent**, which indicates where the first line of a paragraph will start.
  - The **Hanging Indent** is the little upward arrow and this is used to indent the second and any subsequent lines of a paragraph. You will this automatically indents for your bulleted and numbered lists as in the example below.
  - The little black marker is the **Tab Control** and is used to add various tabs to the Ruler, for indents and centering. You can set a tab yourself by clicking on the Ruler. Then, when you hit the tab key on your keyboard, the cursor will jump to wherever you have set the tab.

Margins & Page Layout

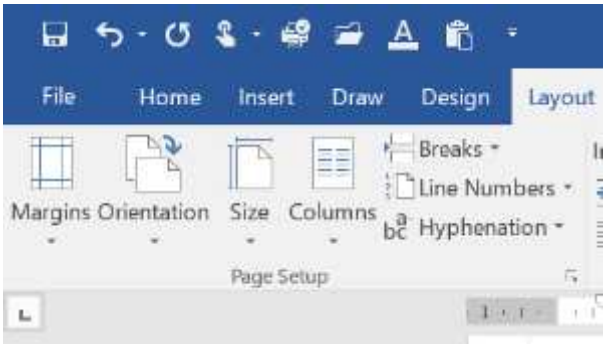
- There are two ways to set margins in Word:
  - from the **File** tab, select **Print**. Margins will appear under the list of settings.

- or select the **Layout** tab and you will find Margins in the **Page Setup** group.

- **Normal Margins** is the default setting, with all margins set to one inch. However, you can also opt to select one of the other options, or select your own Custom Margins.
- **Custom Margins** allows you to set your top, left, bottom and right margins:



- A quick way to alter the left and right margins on your document is to go the ruler. Hovering over the edge of the dark grey section at either side of the arrow will produce a left-to-right arrow. Click the mouse and drag the arrow to adjust the margins.
- The **Layout** tab also enables to you access more options under the **Page Setup** group. Next to the margins option is the option to change page orientation, page size and set your document into columns.



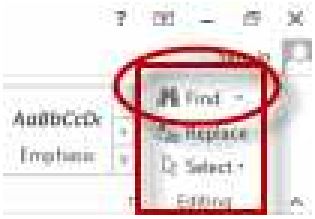
- The **Orientation** tab displays your document as either portrait or landscape.
- **Size** is generally set by default to A4, but you may wish to switch to an A3 setting for example for larger documents.
- **Columns** will provide options to display your document in columns.

Section 4 - Editing Documents

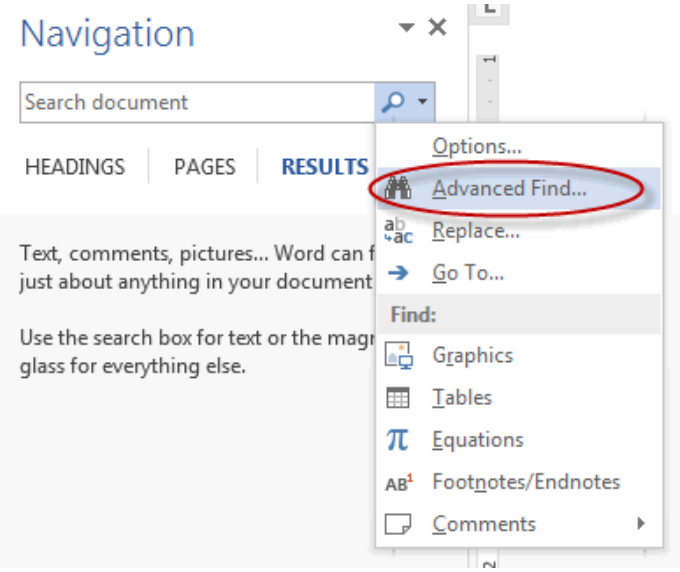
4.1 Find and Replace

Find and Replace

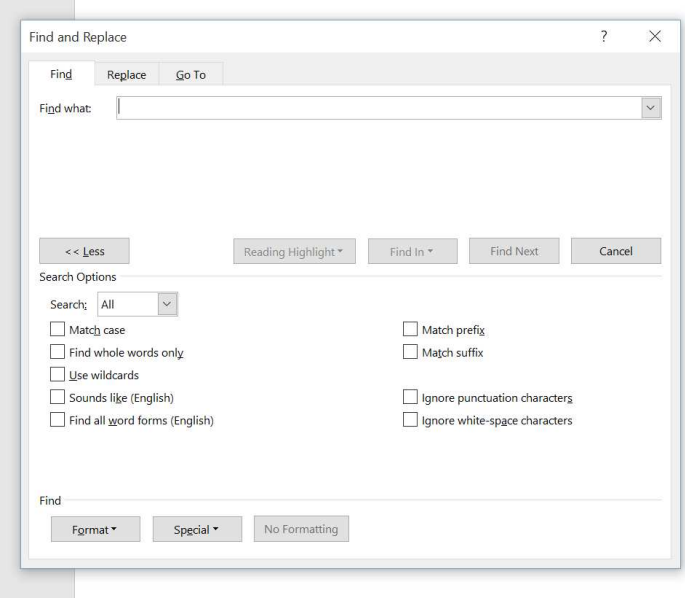
- The **Find** command enables you to search for words or phrases within a document. This is located on the Home table within the Editing group.



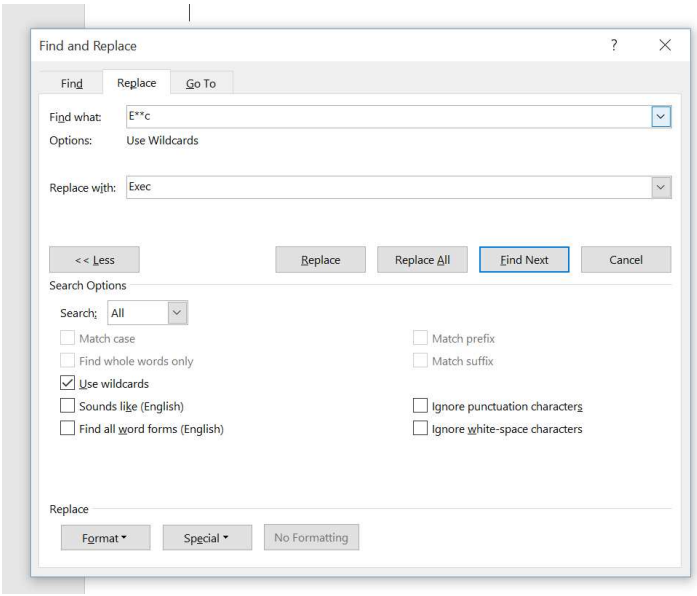
- Clicking on Find will open the **Navigation pane** to the left of your document. Here you can type the word you're looking for in the text box. All occurrences of the word you're looking for will be listed in the Navigation pane and the words will also be highlighted within your document so you can easily spot them.
- You can also open the Navigation pane under the **View** tab and by checking the box in the **Show** group.
- You can also **find multiple words using a Wildcard Character**. Click the drop-down arrow in the Search Document box and select **Advanced Find**.



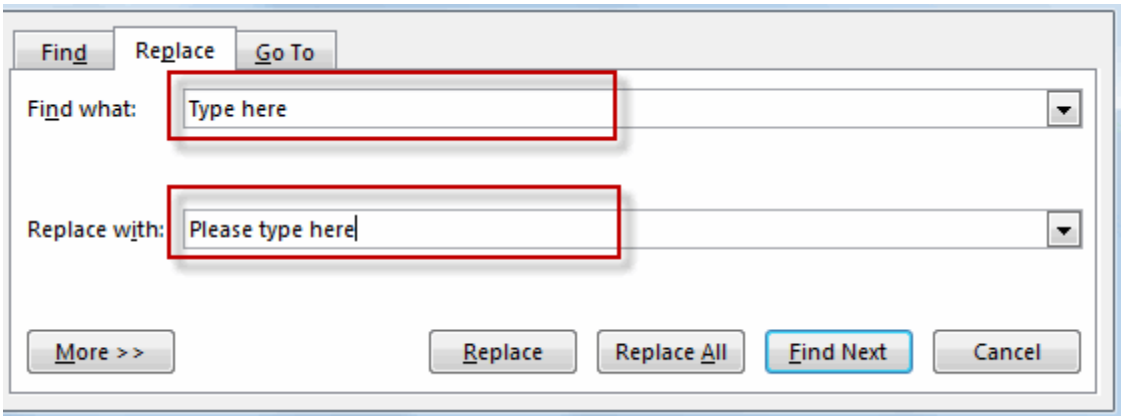
- In the **Find and Replace** dialogue box, select the **Replace** tab and click **More** to show the various search options. Click the **Use wildcards** box.



- Type in the **Find** and **Replace** text boxes. Use an asterisk as the wildcard character. Click **Replace** to move through the found items.



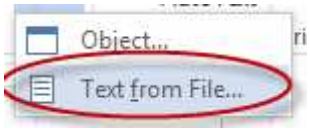
- The **Replace** command will find words or phrases within a document and replace them with other words/phrases. This can be found on the Home tab in the Editing group, just underneath the Find command.
- Simply select the Replace command, enter the word/phrase in the dialogue box that appears and the word/phrase you want to replace it with.



- You can select Replace All to replace all the search results with the new text, or click Find Next and Replace to go through each result individually.

Insert text from another document (without using cut and paste)

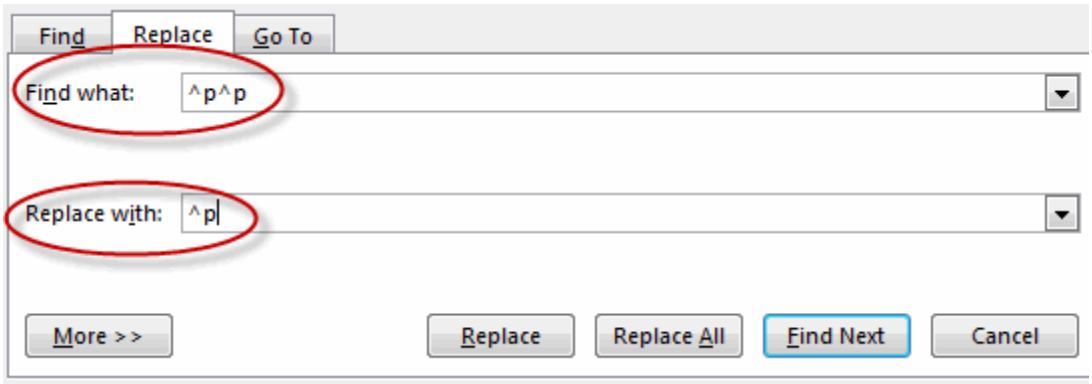
- Word enables you to quickly insert text from another document into the document you're working on. This saves time cutting and pasting the document. For example, you might want to insert a short biography into your document.
- Position the cursor where you want to insert the text into your document.
- Select the **Insert** tab and under the Text group you will find **Object**. Click the drop-down list next to the Object command and select **Text from File**.



- Select the file you want and click Insert. The whole text from the document will then be inserted into a document.

Quickly remove blank paragraphs using Find and Replace

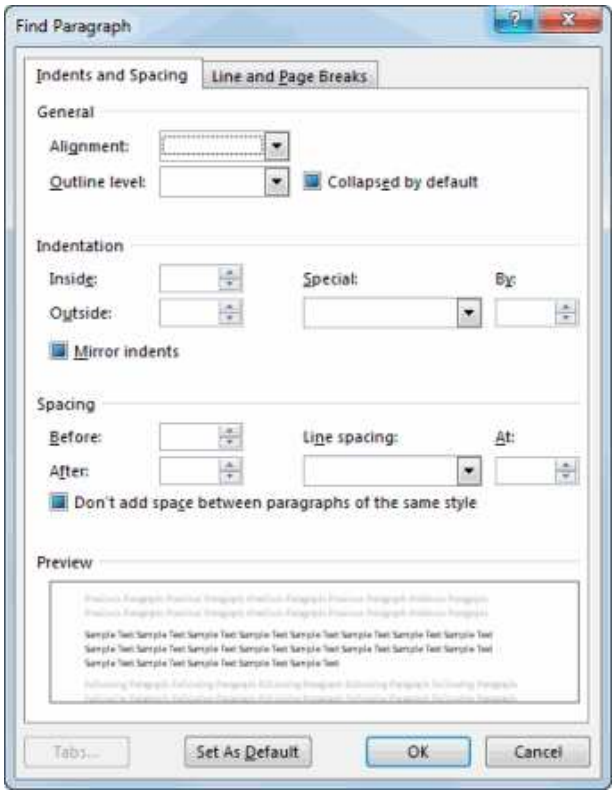
- This can be quite useful to quickly tidy up a document. Sometimes when Enter is pressed twice, it leaves a blank paragraph and a gap in your document.
- To quickly fix this issue, in the Find and Replace dialogue box, find ^p^p and replace with ^p.



Quickly replace formatting using Find and Replace

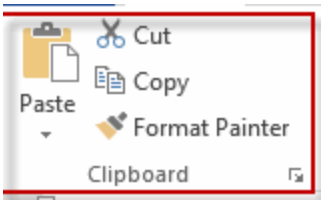
- Another useful tip is to use Find and Replace to quickly replace formatting. In the **Find and Replace** dialogue box, select **Format**.

- Select the formatting feature you want to search for. For example, you could select Paragraph to correct any line spacing issues in your document.



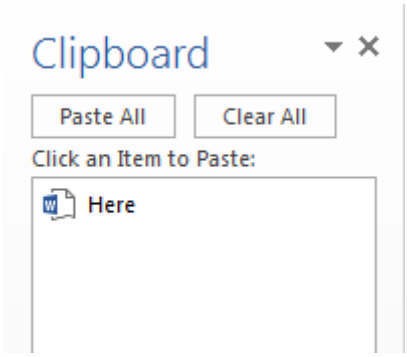
4.2 Using the clipboard

- The **Clipboard** group is located on the Home tab. This contains the following commands:
  - **Cut** – this allows you to cut a selection from your document and insert it elsewhere. Simply highlight the section you want to take out and select Cut. This will be saved on the Clipboard until you paste it somewhere else in the document.
  - **Copy** – this allows you to copy a selection from your document to the Clipboard, but leaves the original selection where it is.
  - **Paste** – this allows you to paste the selection you have either cut or copied to a different location in the document.
  - **Format Painter** – this is a brilliant little feature that allows you to copy the format from one section of your document and apply it to another section of your document. For example, highlight the format you're using in one section, click Format Painter, then select another section that's in a different format (e.g. it might be in a different font and different size). Word will automatically replicate the format you want elsewhere in the document. This is a godsend when doing last minute report formatting!



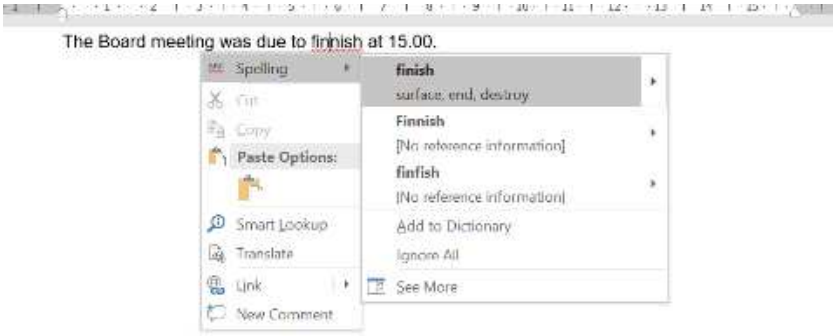
- You can also use the Copy and Paste keyboard shortcuts to copy things to your clipboard:
  - **Copy**: Press Ctrl+C.
  - **Paste**: Press Ctrl+V.

- Word also contains a **clipboard task pane.** You can open this by clicking on the small arrow in the right-hand corner of the clipboard group. The Clipboard will keep track of everything you cut or copy and allows you to paste things in a different order, or paste items after you've cut or copied other items. Note that once you've closed your session, however, the Clipboard won't keep the items.



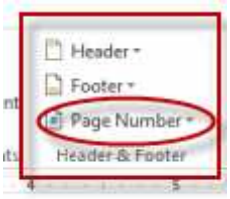
4.3 AutoCorrect

- Word's **AutoCorrect** feature is great for checking spelling and grammar. If Word thinks something in your document may be misspelled or incorrect, it inserts a squiggle underneath the word. You can right-click the word to see suggestions. If Word's suggestion is correct, simply select it to replace the misspelled word.

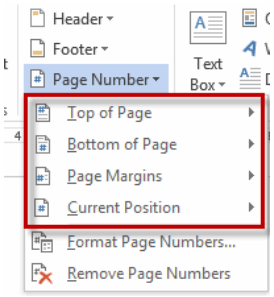


4.4 Page numbers

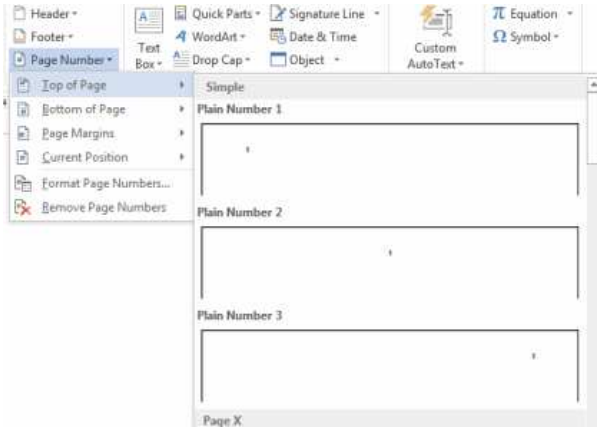
- To add page numbers to your document, select the **Insert** tab and go to the **Header & Footer** group.
- Select **Page Number**.



- You can then set your page numbers in one of the following positions:
  - **Top of Page** – the page number will appear in the Header.
  - **Bottom of Page** - the page number will appear in the Footer.
  - **Page Margins** - the page number will appear in the left or right Margin.
  - **Current Position** - the page number will appear in the current location of the cursor.



- You can also choose the format and the location for your page numbers:

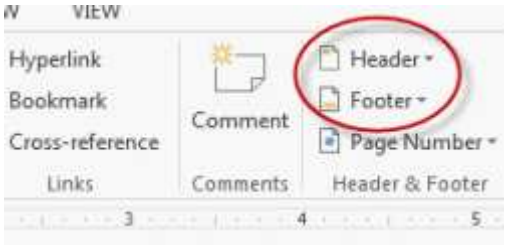


- You'll note that upon opening page numbers, a separate **Design** tab will appear under your Header & Footer tools. The Header or the Footer will then become the active area in your page – you will need to select **Close Header and Footer** to get back to the main body or your document, or double-click in the body of your document.

- To delete or amend existing page numbers, double-click on the number and it will open the Header or Footer, then make the changes you want to make. Changes you make on one page will affect every page in the document.

4.5 Headers and Footers

- As briefly referred to above, you can add text or graphics to the top or bottom of the pages in your document by adding a header or a footer. These will then appear on every page in your document.
- To add a header or footer to your document, go to the **Header & Footer** group on the Insert tab, and click on either header or footer.



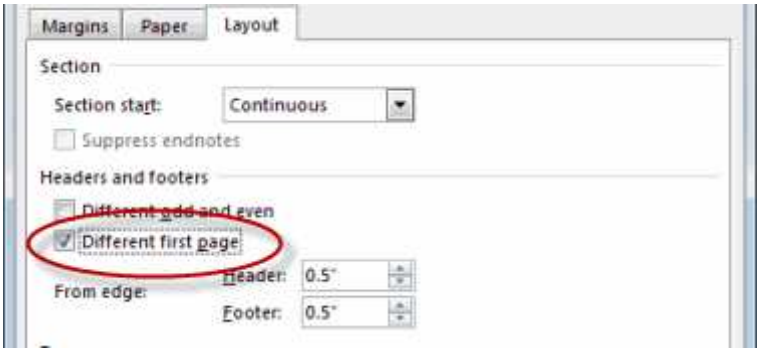
- Select one of the templates from the options that appear.

- To return to the body of your document, simply double-click back in the document or select **Close Header and Footer.**
- You can also customise your Headers and Footers by adding pictures (useful for adding a company logo to a document for example), adding the date or setting the Header and Footer to not appear on the first page.
- To add a picture, double click in the header or footer, which will open the **Header & Footer Tools** tab. Place the cursor where you would like the picture to appear and select **Pictures**. Choose your picture from the dialogue box that opens, then click **Insert**. You can resize the picture by selecting and dragging a corner or side.

- To add the date to the header or footer, place your cursor in the header or footer where you want to add the date. Select **Date & Time** and then select the date format of your choice and click OK.
- To set the header and footer so they don't show on the first page, you will need to go to the **Options** group on the Heading & Footer Tools tab. Here you will find the following box, where you can check Different First Page.

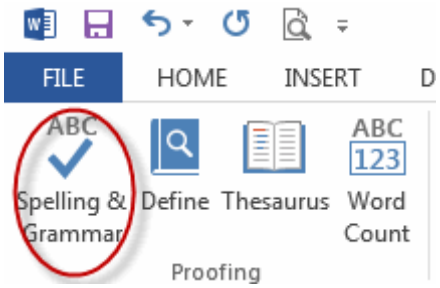
- You might wish to have a completely different page to the rest of the document. To do this, you will need to select the **Layout** tab on the Ribbon and click the small arrow in the right-hand corner of the Page Setup group.

- Select the **Layout** tab, and check the **Different First Page** check box, and click **OK**.

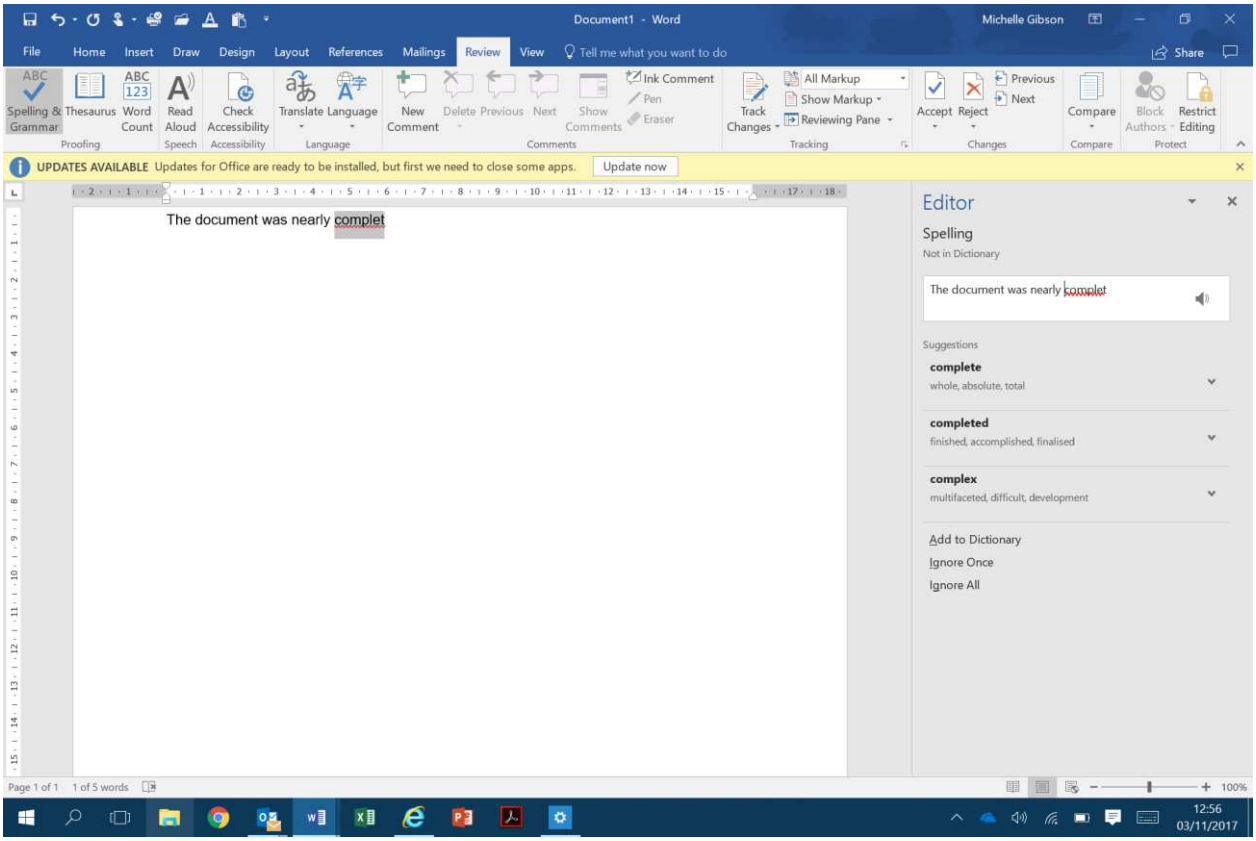


4.6 Spelling and Grammar

- When finalising your document, check it for spelling and grammar mistakes by using the **Proofing** group on the **Review** tab. Click **Spelling & Grammar**.



- Word will search for spelling and grammar mistakes, beginning from the location of your cursor in the document. If Word detects a mistake, a navigation panel will appear to the right-hand side of the screen, like the one below.

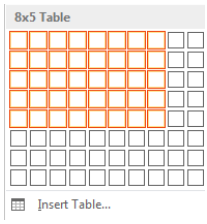


- Word will provide some options for you. You select one of these, or click **Ignore**. To leave the text as it is for this and all future instances, click **Ignore All**.
- Or, if the word is spelt correctly and is something you will regularly use, you can select **Add to Dictionary**.
- Beware – still check your document thoroughly for typos! Word won't spot things that it recognises as a word within its dictionary, even if it sounds ridiculous in the sentence.
- Word will do the same checks for any grammar errors it detects.

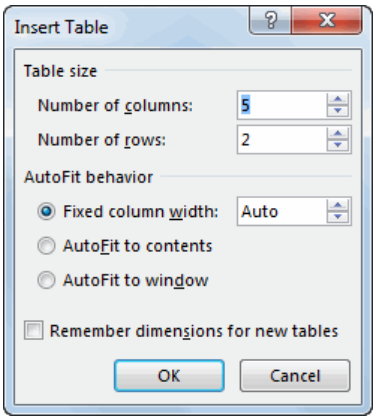
Section 5 - Creating and Formatting Tables

5.1 Inserting a table

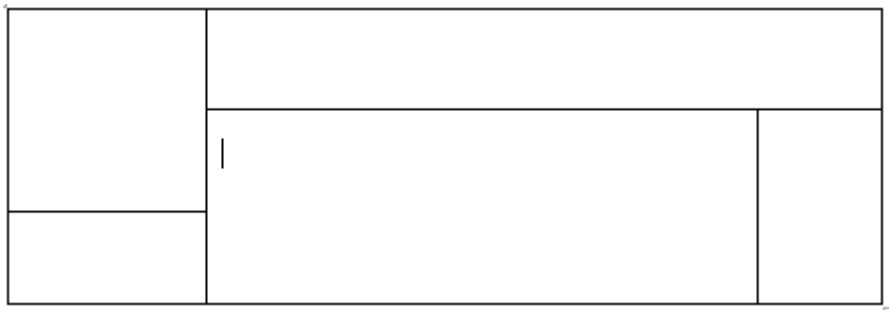
- There are different ways you can insert a table into a document. You can select **Table** on the **Insert** tab from the Ribbon. Then use your mouse to select the number of rows and columns you need. Or you can click **Insert Table**.



- In the Insert Table dialogue box, you can select the number of columns and rows and the **AutoFit behaviour**.



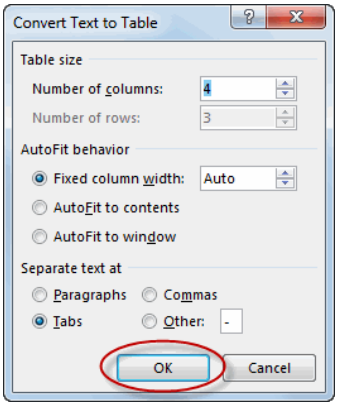
- You can also opt to draw your own table in Word. This is a great feature that enables you to draw a random table like the one below. Click **Insert, Table**, and then select **Draw Table**. Draw the table with your mouse, then press **Escape** to stop drawing.



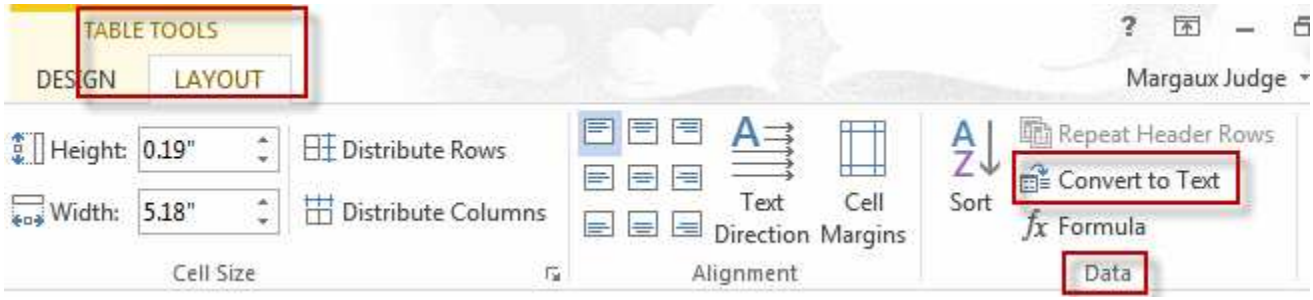
- You can also convert text that you've already written into a table. First you will need to type your text into a document and separate the columns with tabs or commas, like the example below.

Task 1 Check inbox
Task 2 Check phone mailbox
Task 3 Make a strong coffee

- Click **Insert, Table** and select **Covert Text to Table**.
- A dialogue box will appear, like the one below. You can either confirm or change the selections Word has offered and press **OK**.



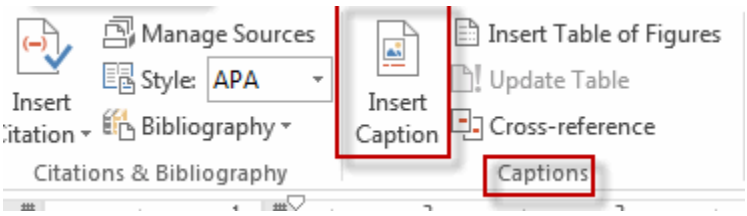
- Equally, you can also convert tables back to text. First select the table so that the Table Tools tab appears. Select the **Layout** tab then, in the Data group, select **Convert to Text**.



- In the **Convert Table to Text** dialog box, set how you want to separate the text and click **OK**. The table is converted to text.

5.2 Adding a table title

- Word allows you to add a title to your table via a **Caption**. To do this, first click in the required table. Select the **References** tab and, the Captions group, select **Insert Caption**.



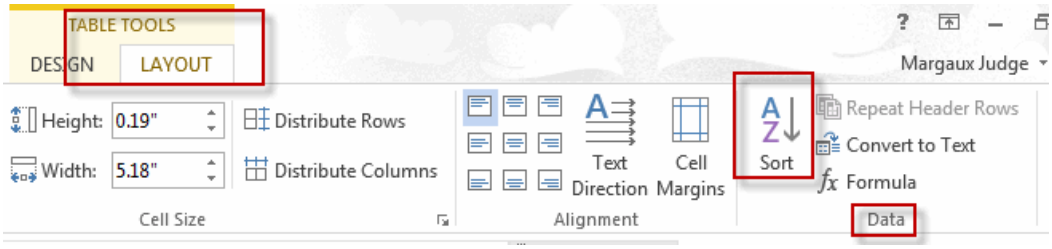
- Type your table name in the **Caption** text box, and from the **Label** drop-down list, select **Table**. This enables you to display the label above or below the table. Then click **OK**. The title will then be displayed, like the one below.

Table 1 - To Do List

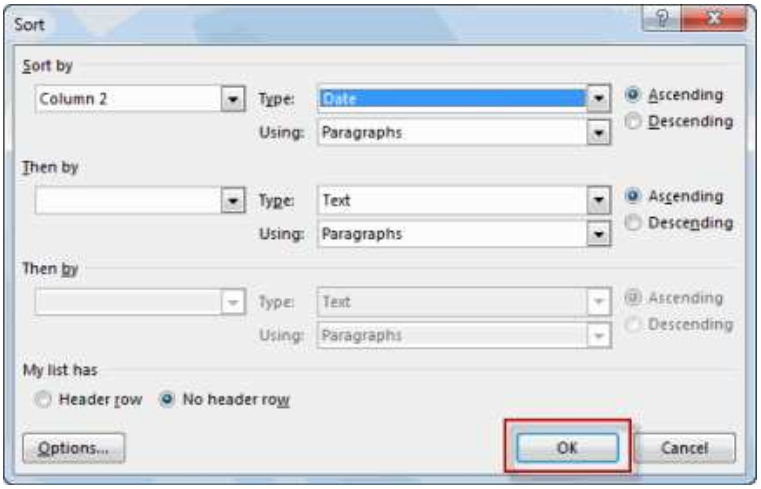
Task 1	Check inbox
Task 2	Check phone mailbox
Task 3	Make a strong coffee

5.3 Sorting table data

- Word also allows to you sort the data in a table: First, select the table. From the **Table Tools Layout** tab, in the Data group, select **Sort**.

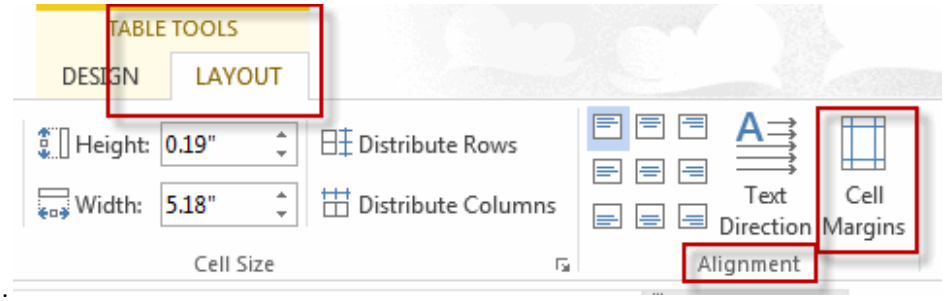


- A Sort dialogue box like the one below will appear. Select your preferred settings and click **OK** to sort the data.



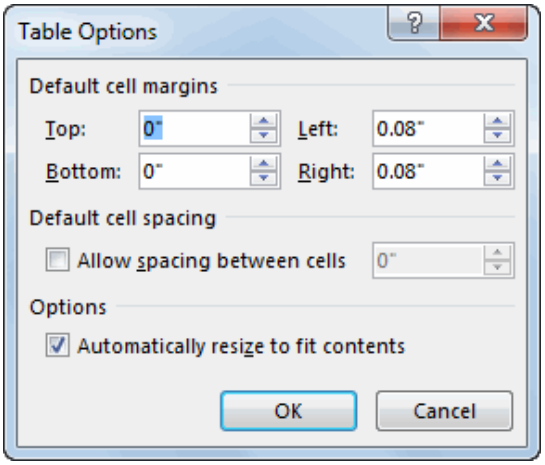
5.4 Setting cell margins

- As per the earlier section on margins, it is also possible to set the cell margins in a table. Simply select the table and, from the **Table Tools Layout** that appears, select **Cell Margins** from the Alignment group.



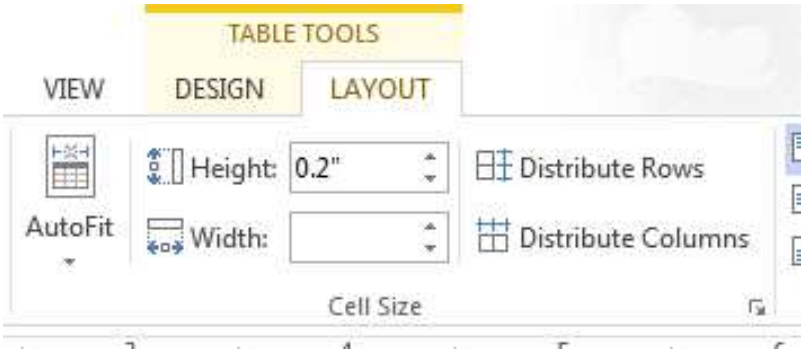
- Set margin options in the **Table Options** dialog box and click **OK**.

execangels



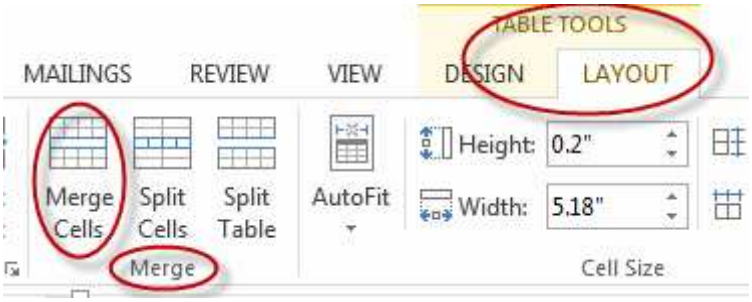
- To modify your table dimensions, first select the entire table by clicking the icon to the upper-left of the table.

- From the **Table Tools Layout** tab, in the Cell Size group, you can either choose your own options such as change the height and width of the table, or use AutoFit.



5.5 Merging cells

- Whilst working within a table, you may wish to merge a set of cells together. To do this, simply use the mouse to select all the cells you want to merge. This easiest way to do this is to right click on the mouse and select **Merge Cells**.
- Alternatively, when you select the cells you wish to merge, the Table Tools tab will appear. Select the **Layout** tab and, the **Merge** group, select **Merge Cells**.
-



- Equally, you can also split cells in exactly the same way.

5.6 Adjusting column widths

- Word will automatically distribute tables evenly, as per the example below. However, the widths of the columns can be adjusted.

Column A	Column B	Column C	Column D

- Drag the column border to the left or right. This method keeps the table the same overall width but adjusts the columns within it. In the example below, the right side of column A has been dragged to the left, reducing its size, but increasing the size of column B. The overall table size remains the same.

Column A	Column B	Column C	Column D

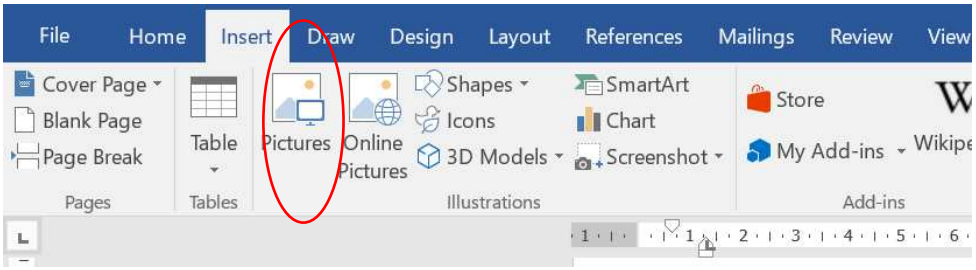
- Alternatively, you can double click on the column border. This automatically adjusts it to the width of the content within it. This will, however, affect the overall table width, as per the example below.

Column A	Column B	Column C	Column D

Section 6 – Working with Images

6.1 Inserting an image

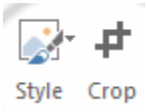
- If you wish to insert an image into your document, first place your cursor where you would like the image to appear.
- Click on the **Insert** tab and, within the Illustrations Group, click **Pictures**.



- Select your required picture (e.g. a photo or a company logo stored on your computer). On the **Insert Picture** dialog box and click **Insert**.

6.2 Adjusting your image

- You can easily adjust your image by right-clicking on your image. The **Quick Styles** options will appear, which enables you to change the style of your image or crop it.



- You can also change the size of your image by clicking on it. Circles will appear on the corners of the image. Click on one of the circles and drag your mouse to increase or reduce the size of the image.

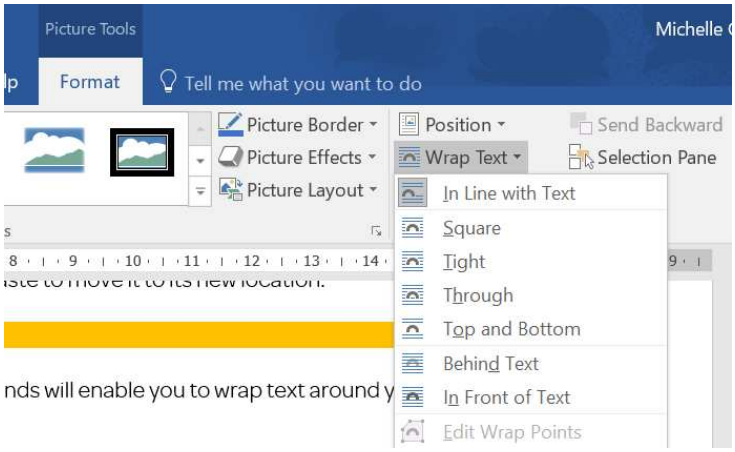
- To move an image to another location within a document, either click on the image and drag it to its new location, or click on it and use Cut and Paste to move it to its new location.

6.3 Wrap text around an image

- Either the **Wrap Text** or **Position** commands will enable you to wrap text around your images.

The Wrap Text command

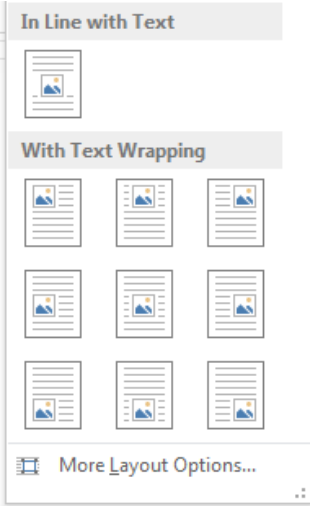
- To wrap text around an image, first select the image. The **Picture Tools** tab will appear, click **Format.**
- In the **Arrange** group to the right-hand side, you will see an option to **Wrap Text**, as per the example below.



- The drop-down menu will provide you with some Wrap Text options - click on one of these to select it
- You can then wrap your text around the picture, just like I have done here. I have chosen the **Square** option from the drop-down menu for the writing to appear on either side.

The Position command

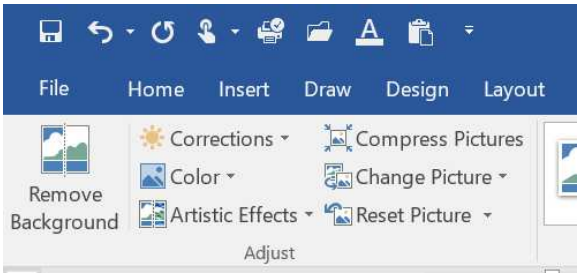
- To position text around an image in a Microsoft Word document, follow the instructions above, but select **Position** instead of Wrap Text. This will bring up the following options for you to choose from.



6.4 Adjusting images

- To the left-hand side of the **Picture Tools** ribbon, you will find the **Adjust** group. This contains the following commands:

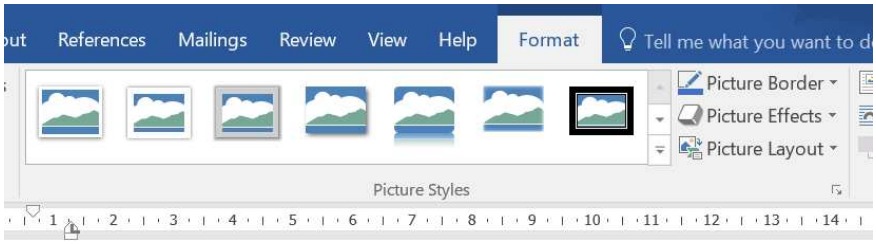
  - **Remove Background**. - removes the background from the image.
  - **Corrections –** enables you to sharpen, soften and adjust the brightness and contrast of images.
  - **Colour** – enables you to change the colour saturation, tone and re-colour images.
  - **Artistic Effects** – applies a variety of artistic effects to the images in your documents.
  - **Compress Pictures** – reduce the size of images, making your document easier to email.
  - **Change Picture** – remove or replace the image with another one, whilst keeping the size and position of the original.
  - **Reset Picture** – discard any formatting changes made to the image, resetting it to its original version.



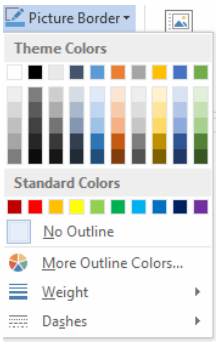
- Click on an option to select it.

6.5 Borders and effects

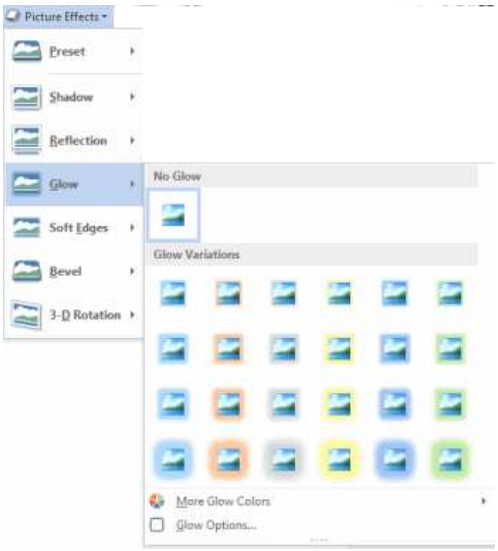
- Within the Picture Tools ribbon, you will find the **Picture Styles** group. Here you can customise your images by selecting a particular style as shown below, or adding a border or effect.



- To add a border, select your image by clicking on it and go to **Picture Border**. Select your chosen colour.

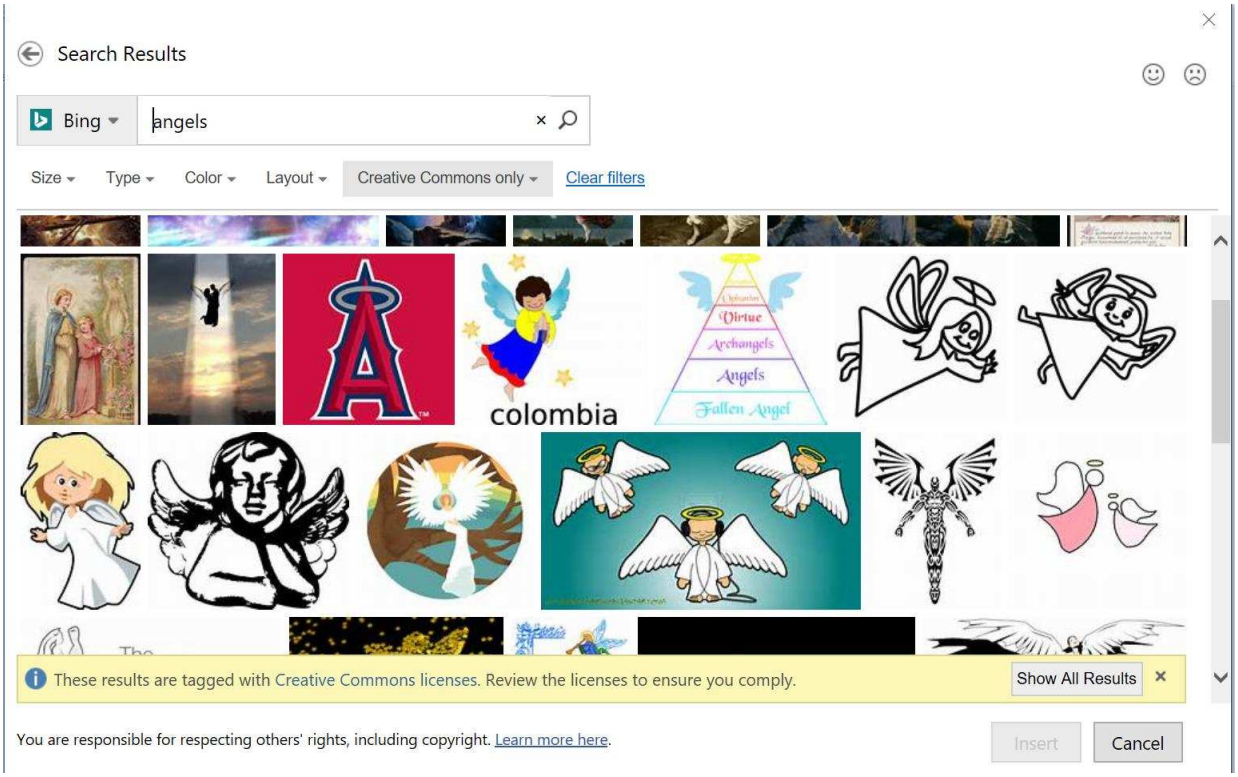


- You can also select the width and line style of the border under **Weight** and **Dashes**.
- **Picture Effects** provides the following options to add more flair to your images.



6.6 Using Clip Art

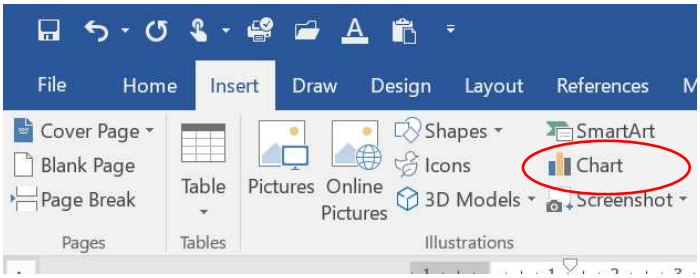
- From the **Insert** tab, under the **Illustrations** group, you will find a library of "Clip Art" under Office.com, which includes photos, drawings, videos, audio files. To access this library, click on **Online Pictures**.
- A dialogue box will appear, which enables you to search for a specific picture, as per the example below. Simply select your chosen picture and click **Insert**.



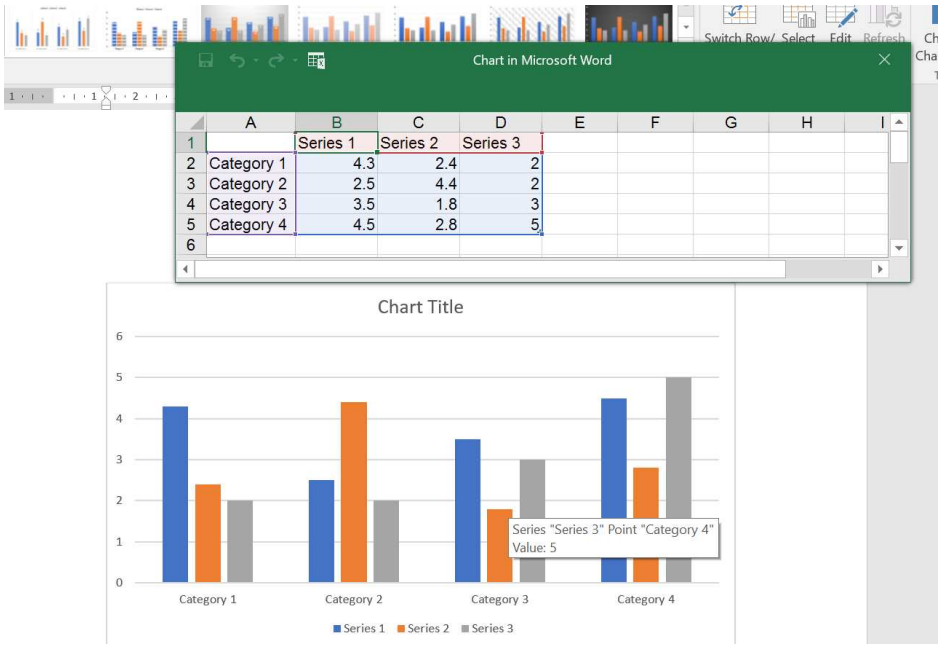
Section 7 – Working with Charts and Shapes

7.1 Inserting a chart

- If you wish to insert a chart into your document, first place your cursor where you would like the chart to appear.
- Click on the **Insert** tab and, within the Illustrations group, click **Chart**.



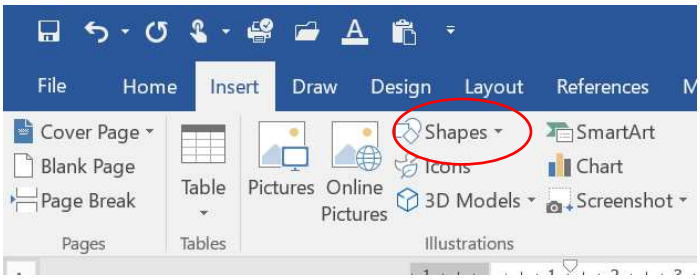
- The **Insert Chart** dialogue box will appear. Here you can select the type of chart you want (i.e. columns, lines, pie, etc.). Select your specific chart and click **OK**.
- The required chart will now appear in your document with a Microsoft Excel spreadsheet, like the example below.

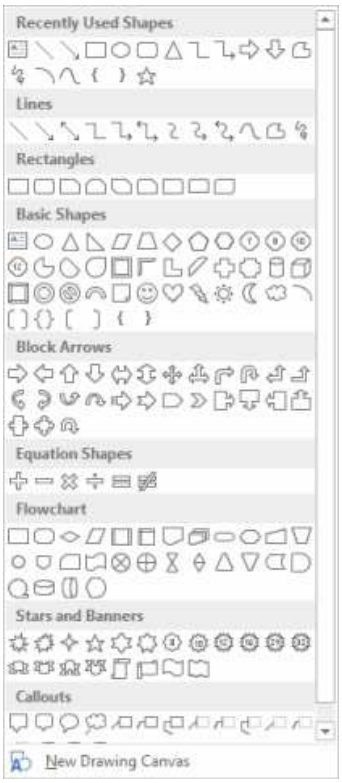


- To edit your chart, you can type over the axis labels and data with your own axis labels and data.
- Selecting a chart in Word will bring up the **Chart Tools** tab. Here you can alter the **Design** or the **Format** of your chart.

7.2 Working with shapes

- Within the Illustrations Group is the option to insert a shape into your document. These include, circles, stars, squares, arrows, etc. To insert a shape, click the **Insert** tab, **Shapes** and then select from the variety of shapes that appear.





- To insert a shape, your cursor will turn into a plus sign. Click your cursor where you would like the shape to appear in your document, and drag the mouse to adjust the shape to the size you want it. Then release the mouse.
- Selecting your shape will bring up the **Drawing Tools Format** tab, enabling you to adjust the colour, outline and effects and wrap text in the same way you would with an image.

Section 8 – Mail Merge

- Mail Merge is a handy tool offered by Word that enables you to bulk print/email letters and create envelopes and labels to send to multiple people. Mail Merge then allows you to customise the letters to for individual recipients.
- There are two ways to create a Mail Merge:
    - Use the **Mail Merge Wizard;** or
    - Use the **Mailings** tab.

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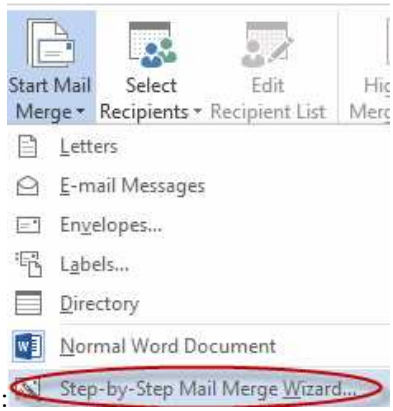
8.1 Mail Merge Wizard

- Open up a blank document and go to the **Mailings** tab. Click **Start Mail Merge** and select **Step-by-Step Mail Merge Wizard**.



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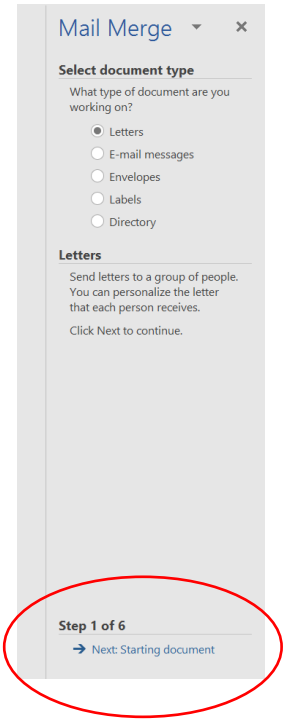
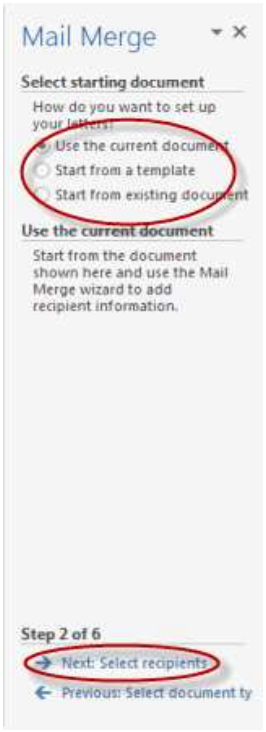
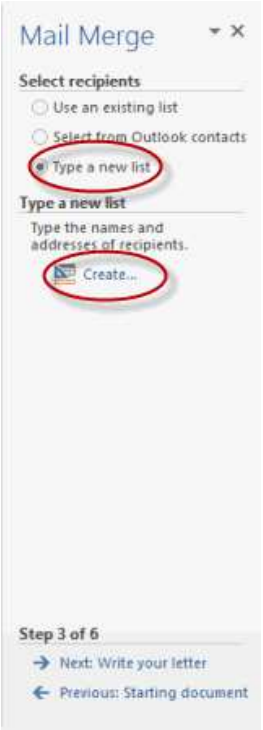
- A navigation panel will appear to the side of your document. Here you will enter step 1 of the Mail Merge Wizard, where you can select your document type. In this example, we will work with **Letters**. At the bottom of the navigation panel, click **Next: Starting document**.



- In step 2, you can select the document you want to start with. Select **Use the current document** and then click **Next: Select recipients**.



- In step 3, you will select the recipients of your mailing. You can opt to Use an existing mailing list, or create a new one by selecting **Type a new list** and **Create**.



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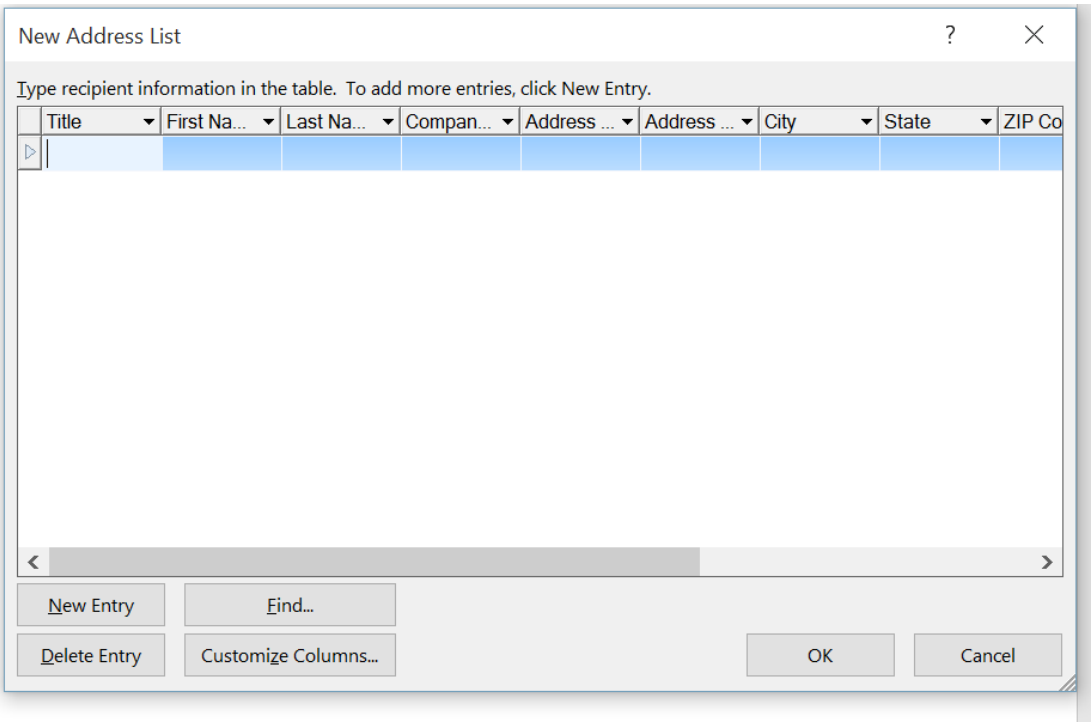
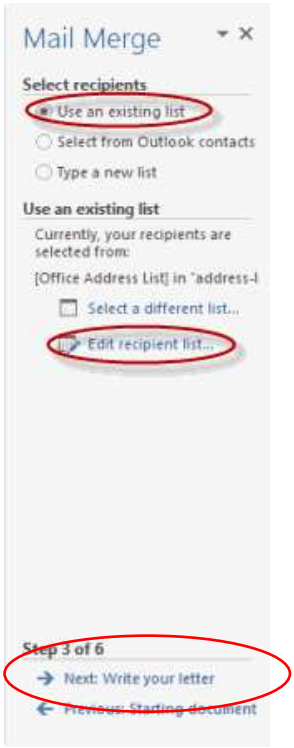
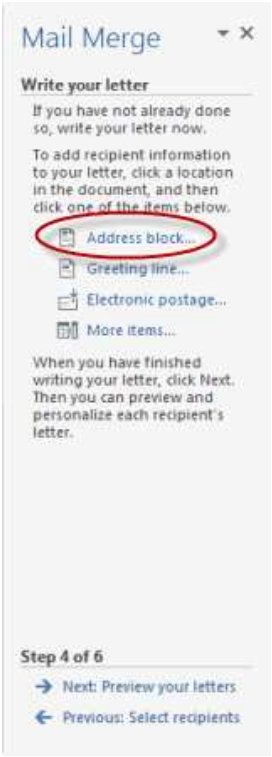
- If you opt to create a new list, the **New Address List** dialogue box will appear. Enter the address data into here and click **OK**. Then save your list.



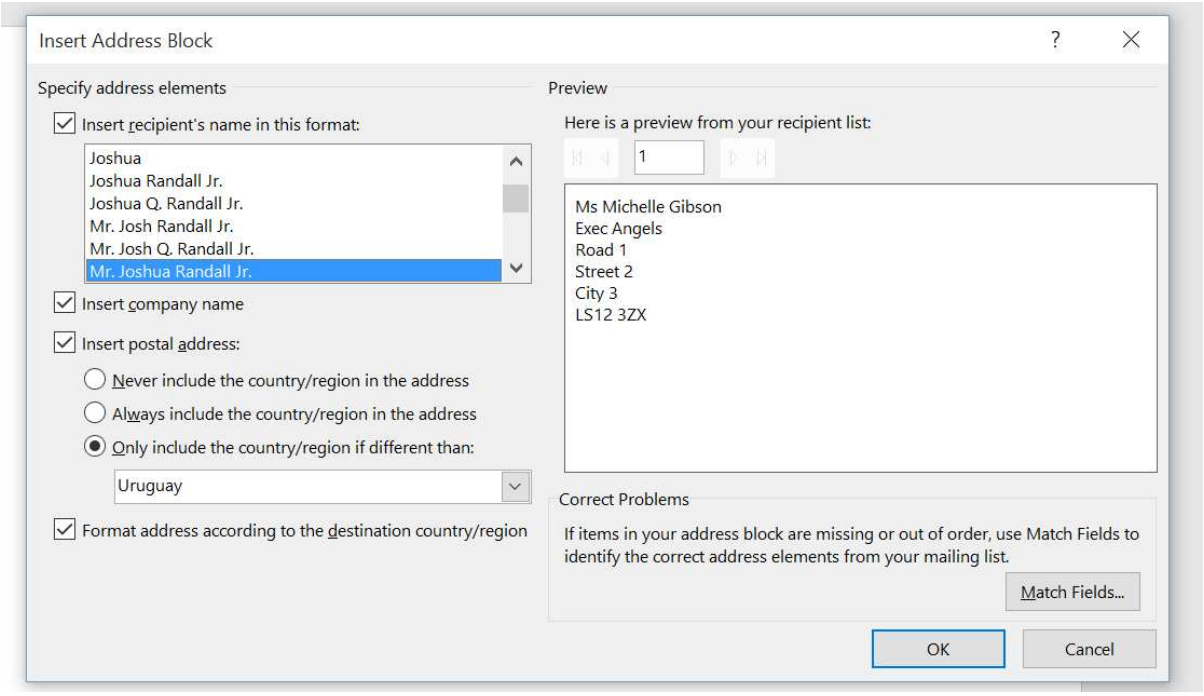
- Once you have created a list, the Mail Merge Wizard reverts to **Use an existing list** and provides the option to edit the recipient list if you wish to.



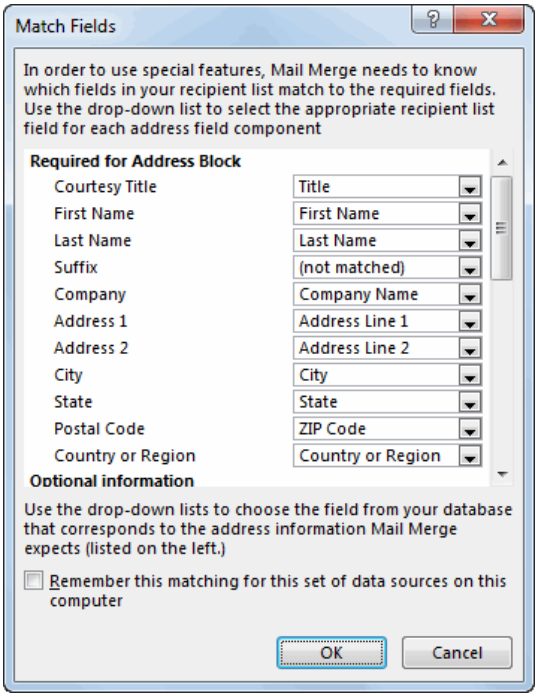
- Click **Next: Write your letter**.
- Step 4 enables you to write your letter and add custom fields. First, click **Address block** to add the recipient's addresses at the top of the document.



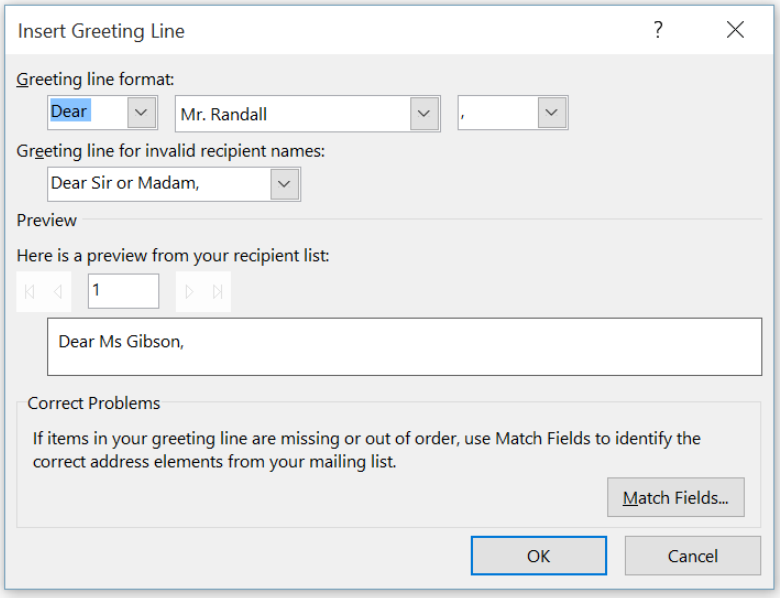
- The **Insert Address Block** dialogue box will appear. Tick or untick the boxes and select the options on the left-hand side until the address appears the way you want it to.



- If you have used an existing list, clicking **Match Fields** opens up a dialogue box, where you can associate the fields from your list with the fields required by the Mail Merge wizard, as per the box below.



- Next, click **Greeting line** to enter a greeting. The **Insert** Greeting Line dialogue box will appear. Select the greeting line format by clicking the dropdown arrows and selecting your choice. Then click **OK**.



- You can then write your letter. Click **Next: Preview your letters**.
- In step 5, you can preview your letter to check you are happy with it and click **Next: Complete the merge**. Your letter will appear, with copies to all of the recipients in your list.
- Step 6 is where you can either print your letters or **Edit individual letters** if you want to personalise any of them.

8.2 Using the Mail Merge commands

- Another option for a mailing is to go to the Mailings tab.
- Here you will notice that most of the commands are greyed out. You can't use them until you have first created, or selected, a group of recipients. This will take you through the same steps as above.

Congratulations!

You've reached the end of Be Word Perfect – The Basics.

I hope you have found this e-book beneficial and it continues to act as a useful guide for you.

For more advanced aspects of Microsoft Word, try the Exec Angels **Be Word Perfect – Advanced Tips**.