Computer Classes

Heights Libraries — Opening Doors, Opening Minds

WORD 2019 • PART 3

This class builds upon the skills acquired in the *Word Part 1* and *Part 2* courses and covers font formatting, highlighting, borders & shading, styles, page design options, and tracking edits made to a document.

Open the file **silk_history.doc** located in the **My Documents** folder.

All About Fonts

Fonts can make or break a document depending on how they're used. *Word Part 1* addressed why some fonts are better suited to certain document types.

The rule of thumb with fonts is to restrict a document to no more than 3 fonts. Using more than 3 font styles makes a document look sloppy and fragmented rather than cohesive and visually appealing.

There are two basic types of fonts: **serif** and **sans serif**.

- A **serif** is a small decorative detail on the end of a line that makes up a letter. Serif fonts are more formal and are usually easier to read in print.

- **Sans serif** fonts have no decorative details; they are block lettering. Sans serif fonts look bigger and are easier to read on computer screens.

| serif font	sans serif font
T	T

Font Effects

Font style, size, and color can be changed in the **Font** group on the **Home** tab. For more options, click on the **dialog expander arrow** in the lower right corner of the group to open the **Font** dialog box.
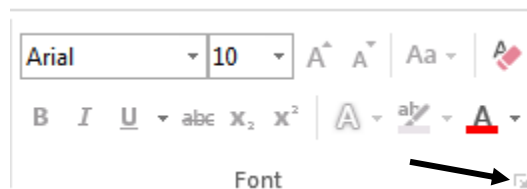
Font Tab	
Font	Changes the font
Font style	Adds bold and/or italics
Font Size	Changes the point size
Font color	Changes the color of the text
Underline style	Adds and/or changes the design of the underline
Underline color	Changes the color of the underline
Effects	Add a variety of special features to text, such as making it superscript/subscript or adding shadows
Set As Default	Make the font options selected in this box the default font settings
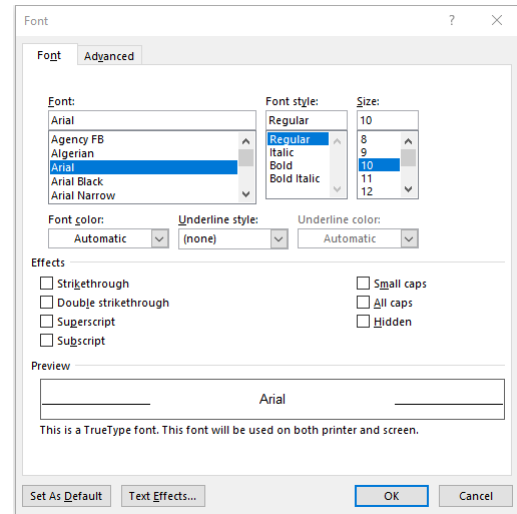
Practice Exercise: Font Formatting

1. At the beginning of the **silk_history** document, position the cursor in front of the **S** in **Sericulture**

2. Hit **Enter** on the keyboard

3. Press the **up arrow key** to move to the new blank line at the beginning of the document

4. Type **The History of Silk**

5. Select the title **The History of Silk**

6. Go to **Home** tab → **Font** group → **dialog expander arrow**

7. In the dialog box, make sure the **Font** tab is selected

8. Change the Font to **Tahoma, Bold Italic**, **size 16**, **blue** font color, and **Small caps**.

9. Click **OK**

10. Press **Enter** on the keyboard to place a space between the title and the body of the document

Highlighting

Highlighting allows the text to be accented without changing the color of the text itself.

To highlight text:

1. Select the text

2. Go to **Home** tab → **Font** group → **Highlight** command (it looks like a highlighting marker)

3. Choose a new highlighting color by clicking the downward pointing arrow to the right of the icon and choosing a new color from the color palette.

Highlight this text.

4. To stop highlighting, click on the **Highlight** command again.

To remove highlighted text:

1. Select the highlighted text

2. Click the arrow next to the highlight color icon

3. Choose **No Color**.
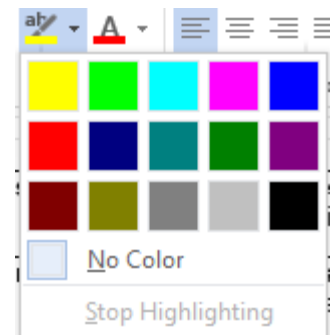
Practice Exercise: Highlighting
1. Click on the file **silk_history.doc**
2. Highlight all of the dates in the second paragraph using any highlighter color

NOTE: Be cautious with colors, whether highlighting or changing the color of the text itself. Some colors are difficult to read on a computer screen. Lighter font colors, especially yellow and pale blues, can be very hard on a reader's eyes. Too dark of a highlighting color may also make the text difficult to read.

Borders and Shading

Borders and **shading** can be used to emphasize text. Access both border and shading options through the **Home** tab → **Paragraph** group.

Placing a Border around a Title or Paragraph

1. If necessary, click on the **silk_history** document

2. Position the blinking cursor inside the first paragraph

3. Go to the **Home** tab → **Paragraph** group → **Borders** command **down arrow**

4. Choose **Outside Borders**; the paragraph now has a border around it

Borders and Shading Dialog Box

A border can be placed around any highlighted selection:

1. **Click and drag** to select the text.

2. Go to the **Home** tab → **Paragraph** group → **Borders** command **down arrow**

3. Choose **Borders and Shading…** at the bottom of the menu.
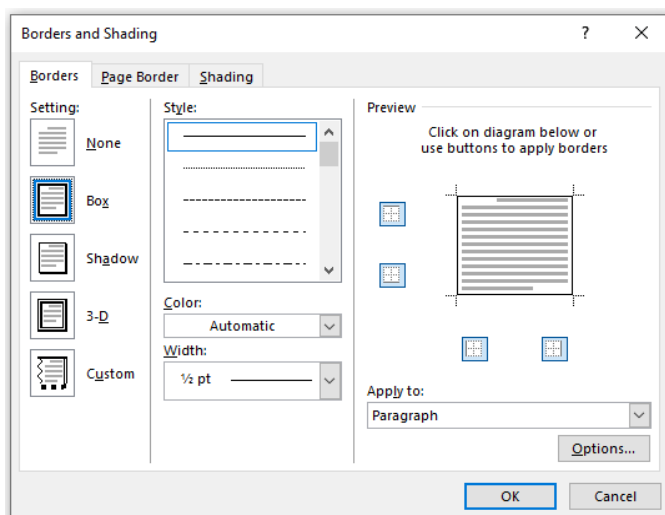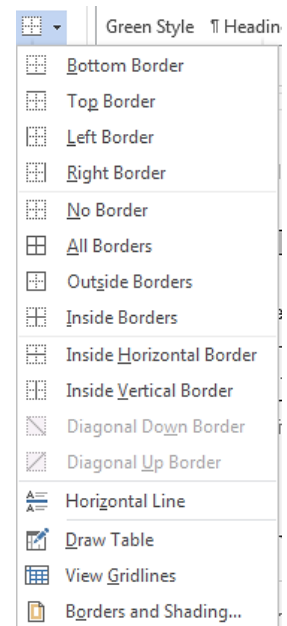
4. Choose a border style, color, and width. Click **OK** to apply the border to the document.

5. Use the **Shading** tab to choose a shaded background for the text. Shading is applied to the entire paragraph in which the cursor is sitting.

Practice Exercise: Borders and Shading

1. Go to the end of the document and select the heading **Silk Today** along with the paragraph that follows it
2. Go to the **Home** tab → **Paragraph** group → **Borders** command **down arrow** → **Borders and Shading**
3. Select the **dotted** line style and change the width to **1½ pt**
4. Click the **Shading** tab at the top of the dialog box
5. Go to the **Patterns** section → **Style** → **20%**
6. Click **OK**

To apply shading only to a selected area of text:

1. Select the text in the document.
2. Go to **Home** tab → **Paragraph** group → **Shading** command.
3. The default shading color is white. To select a different color, click on the **down arrow** next to the shading paint bucket and select a different color.
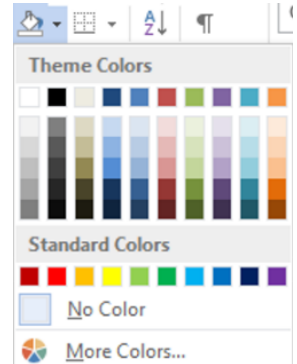
To add a horizontal line to a document:

1. Position the blinking cursor where the line should be inserted.
2. Go to the **Home** tab → **Paragraph** group → **Borders** command **down arrow**.
3. Select **Horizontal Line**.

Styles

A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can save you time when formatting a document. Using the **Title** style, a title can be formatted as 16 pt, Arial, and center-aligned in a single click.

When a new document is opened in Word, the default document is based on the **Normal** template. This means that Word uses a predetermined combination of font, size, color, line spacing, indentation, text alignment, and more.
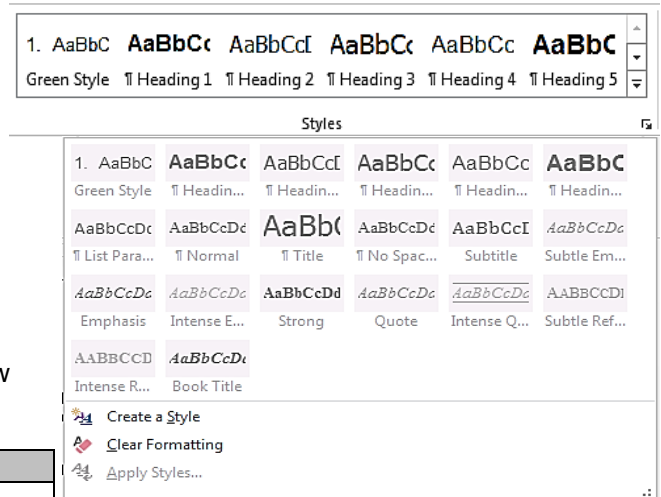
To apply a text style:

1. Highlight the text to be changed.
2. Go to **Home** tab → **Styles** group → **More** arrow.
3. A list of all available styles appears.
4. Hover the mouse over the various styles to see how the text formatting changes

Practice Exercise: Applying a Style

1. Select the entire document using the keyboard shortcut **Control + A**.
2. Select the **Intense Quote** style. What changes?
3. Select the **Normal** style to return the text to its original formatting.

To create your own style:

1. Format a section of the text with the font, size, color, etc. you want to save as a style.

2. Click in the formatted section to select it.

3. Go to **Home** tab → **Styles** group → **More** arrow

4. Click **Create a Style**

5. In the dialog box, give the style a **Name**.

6. Click **OK**
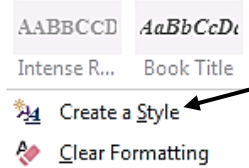
Practice Exercise: Creating a Style

1. Select one of the **headings** with the **Silk History** document.

2. Change the font color to **green**. Change the font to **Algerian**. Change the size to **16**.

3. Create a new style called **Green Style**.

4. **Apply** this style to at least **one** more heading.

Cover Page

Microsoft Word offers a gallery of convenient predesigned cover pages. Choose a cover page and replace the sample text with your own.

1. On the **Insert** tab, in the **Pages** group, click **Cover Page**.

2. Click a cover page layout from the gallery of options.

After you insert a cover page, you can replace the sample text with your own text by clicking to select an area of the cover page, such as the title, and typing your text.

[Document title]

[DOCUMENT SUBTITLE]
CH8
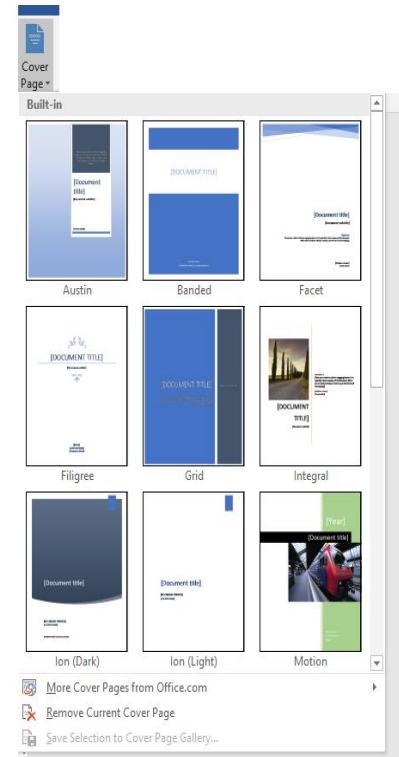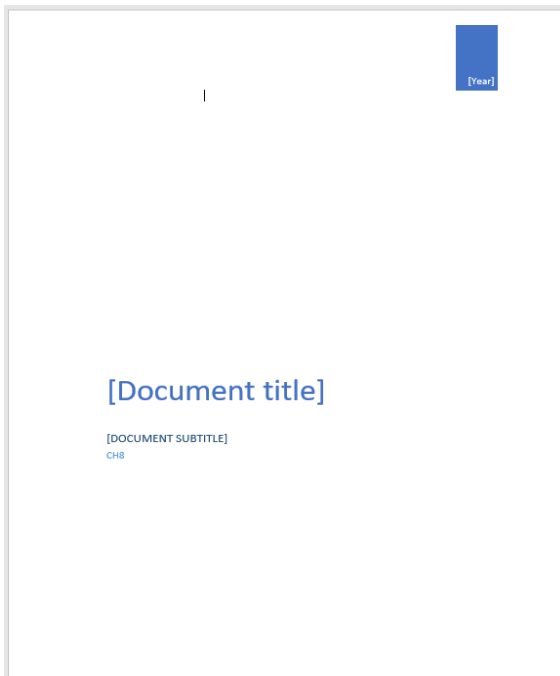
Notes:

- If you insert another cover page in the document, the new cover page will replace the first cover page you inserted.
- To replace a cover page created in an earlier version of Word, you must delete the first cover page manually, and then add a cover page with a design from the Word gallery.
- To delete a cover page inserted with Word, click the **Insert** tab, click **Cover pages** in the **Pages** group, and then click **Remove Current Cover Page**.

Design Tab

The Design tab contains ways to change the look of your document. These options include **themes**, **color** and **font** schemes, and changes to the **page background**.

Themes

Every theme, including the Office theme, has its own **theme elements**:

- **Theme colors**: There are **10 theme colors**, along with darker and lighter variations under the Font Color Menu

- **Theme fonts**: There are **two theme fonts** available at the top of the **Font** menu under Theme Fonts.
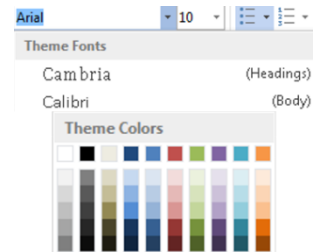
To change the theme:

1. Go to **Design** tab → **Document Formatting** group → **Themes** command.
2. Select the **desired theme** from the drop-down menu.
3. The selected theme is applied to the document.

The same themes are also available in **PowerPoint** and **Publisher**, allowing you to create a **cohesive look** for your documents, presentations, and publications.

To select a different color scheme within a theme:

1. Go to **Design** tab → **Document Formatting** group → **Colors** command.
2. Select a **color scheme**.
3. To create your own color scheme, select **Customize colors…** at the bottom of the menu.

To select a different font scheme within a theme:

1. Go to **Design** tab → **Document Formatting** group → **Fonts** command.
2. Select a **font scheme**.
3. To create your own color scheme, select **Customize fonts…** at the bottom of the menu.

Watermarks
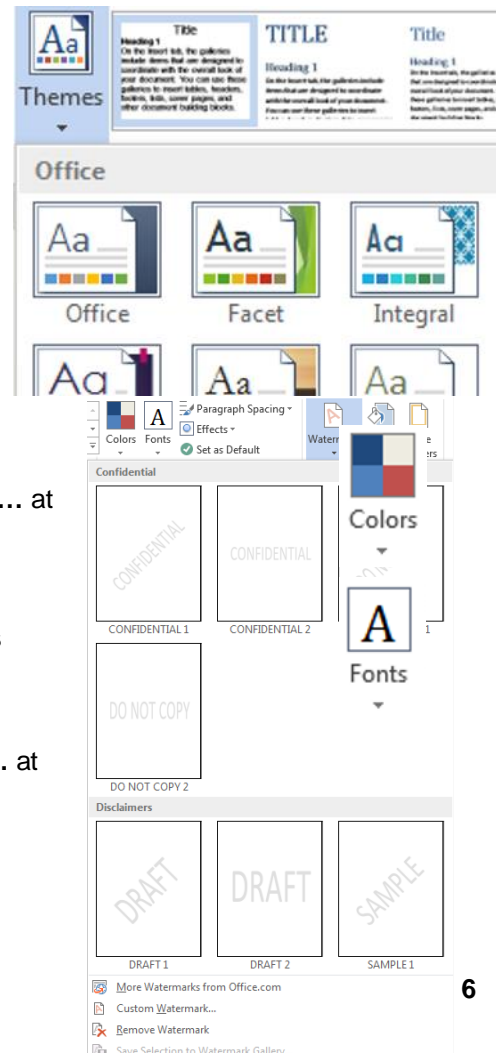
Watermarks are text or pictures that appear behind document text. They often add interest or identify the document status, such as marking a document as a Draft.

To add a watermark to a document:

1. Go to the **Design** Tab → **Page Background** group → **Watermark.**

2. **Click** on a watermark to apply it to the document.

To add a custom watermark:

1. Go to Design tab → Page Background Group → Watermark command

2. Select **Custom Watermark** at the bottom of the menu.

3. Select a Picture watermark or customize a Text watermark

Page Color

To add a splash of excitement to your document, change the background or color of the page with the Page Color button.

1. Go to **Design** tab → **Page Background** group → **Page Color** command.

2. Pick the color you want under **Theme Colors** or **Standard Colors**.

   - To add a custom color, click **More Colors** and then select a color.

   - To add a gradient, texture, pattern, or picture, click **Fill Effects** and select an option.
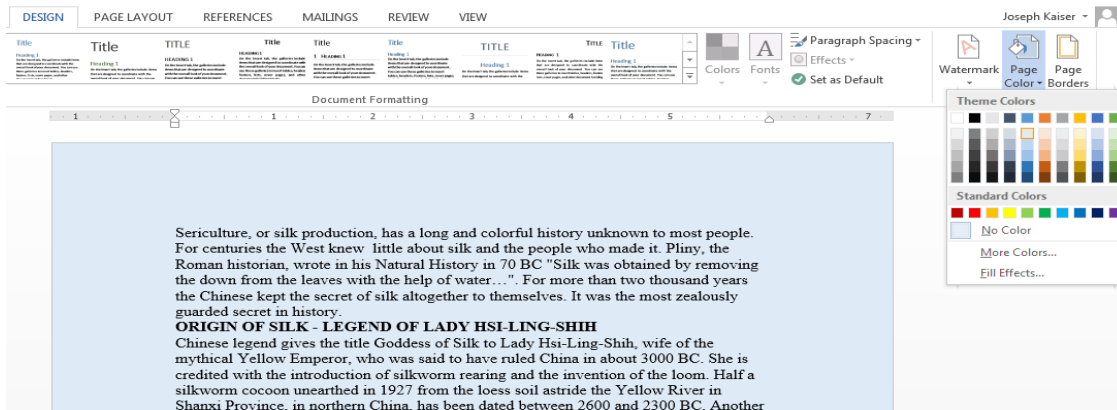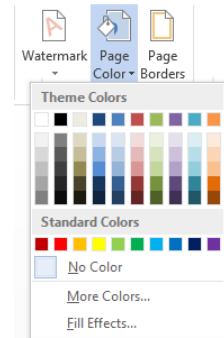
To remove the page color:

1. Go to **Design** tab → **Page Background** group → **Page Color** command

2. Select **No Color**.

Page Borders

To add a border around the entire page:

1. Go to **Design** tab → **Page Background** group → **Page Borders** command.

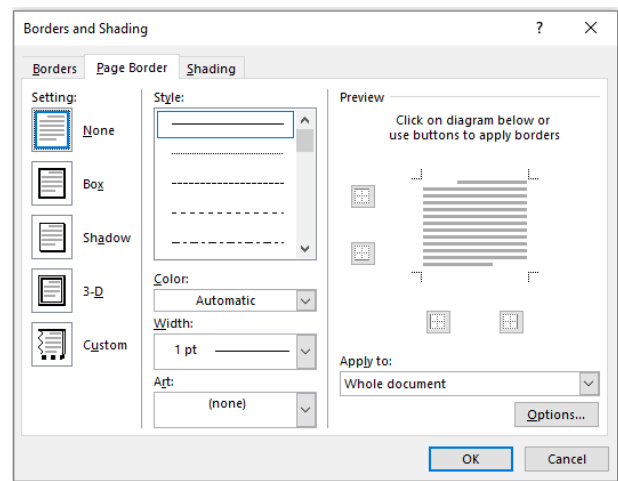2. The **Borders and Shading** dialog box opens.

NOTE: This dialog box is also accessible from **Home** tab → **Paragraph** group → **dialog expander arrow**.

3. Select a **setting**, **style**, **color**, **width**, and/or **art.**

4. Click **OK** to apply the border.

Practice Exercise: Page Borders

1. Apply a **box** border with

   - **Style**: thick black line over the thin black line

   - **Color**: purple

   - **Width**: 4 ½ pt

   - **Apply to:** Whole document

2. Click **OK**

Format Painter

There is an easy way to apply all of the text formatting in one place to the text in another place. It is similar to the copy-and-paste procedure, but instead of copying the text itself, the formatting of the text is being copied.

To use the Format Painter:

1. Select the formatted text

2. Go to the **Home** tab → **Clipboard** group → **Format Painter** command (located below the **Copy** command)

    Format Painter

3. Select the text to be reformatted

4. When the mouse button is released, the text formatting should change to match the original selection.

To use format painter on several sections of text in a row, **double-click** on the Format Painter icon. After reformatting, **click** the icon again to turn the format painter off.

Practice Exercise: Format Painting

1. Select the first heading **ORIGIN OF SILK - LEGEND OF LADY HSI-LING-SHIH.**

2. Change the **font** to **AR Blanca** and the **size** to **18.**

3. Use the **Format Painter** to apply this formatting to all of the other headings.

4. Make sure to **turn off** the Format Painter!

Track Changes and Comments

Whether it's for work, school, or just for fun, Word makes it easy to see the edits others make to your documents. Tracking changes replicates editing with a red pen. Text that is deleted does not disappear. Rather, it is **crossed out**. Added or corrected text is **underlined**.

Sericulture, or sSilk production, has a long and colorful history unknown to many most people. For centuries the West knew little about silk &and the people who made it. Pliny, athe Roman historian, wrote in his Natural History in 70 BC "Silk was obtained by removing the down from the leaves with the help of water…". For more than two thousand years the Chinese kept the secret of silk altogether to themselves. It was the most zealously guarded secret in history.

Turning on Track Changes

To turn on Track Changes:

1. Go to **Review** tab → **Tracking** group → **Track Changes** command.

2. Track Changes is now turned on. The Track Changes icon will have a blue background when active.

   - **Simple Markup** does not show the changes made. A red line in the margin indicates areas where changes were made.

   - **All Markup** shows all of the changes made to the document

   - **No Markup** shows only the edited text.

   - **Original** shows the original text.
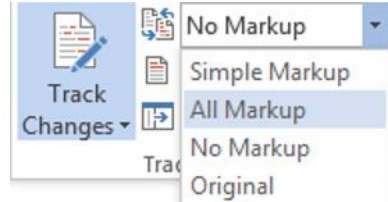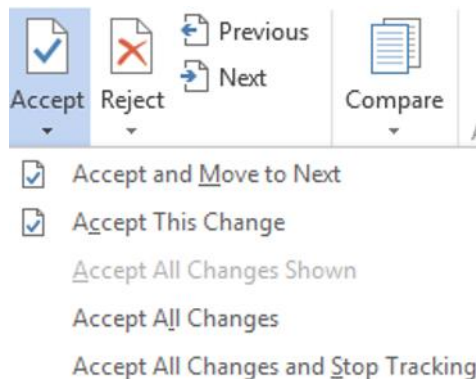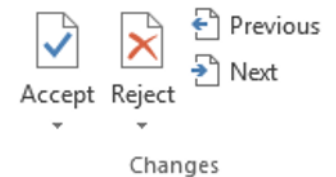

Practice Exercise: Track Changes

1. Turn on **Track Changes**.

2. Make sure **Simple Markup** is selected.

3. Delete the words **Sericulture, or** and capitalize the word **Silk** at the beginning of **Silk_History**.

4. Click on the **red line** in the margin to view your edits.

Accepting Changes

Changes made using Track Changes are really suggestions. To make them permanent, the changes must be **accepted**. Changes can also be **rejected**.

To accept or reject changes:

1. Select the change within the document.

2. Go to **Review** tab → **Changes** group.

3. Select either the **checkmark (accept)** or **X (reject)** for each change.

4. Use the **Previous** and **Next** buttons to move to other changes.

5. To accept or reject **all** changes, click on the text **Accept** or **Reject** and select an option.
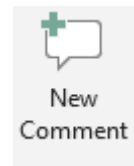

Practice Exercise: Accepting Changes

1. **Accept** the change made in the previous practice exercise.

Adding Comments

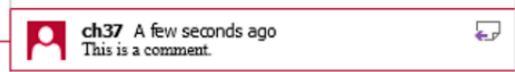Comments allow you to add feedback rather than editing the document.

To add a comment:

1. Select the text or place the blinking cursor where you would like the comment to appear.

2. Go to **Review** tab → **Comments** group → **New Comment** command.

3. Type your comment.

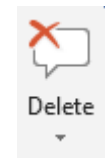Go to **Review** tab → **Comments** group → **New Comment** command.
Type your comment.

ch37   A few seconds ago
This is a comment.

4. Press **Escape** on the keyboard or click anywhere outside the comment box to close the comment box.

To delete a comment:

1. Select the comment to be deleted.

2. Go to **Review** tab → **Comments** group → **Delete** command.

Delete

Practice Exercise: Comments

1. Select **Silk production** in the first sentence of **Silk_History**.

2. **Add** a comment: **known as sericulture.**

3. **Delete** this comment.