

Microsoft Word

Lesson 5: Advanced Formatting

Overview-Lesson Learning Objectives:

This lesson introduces student to many advanced formatting functions of Microsoft Word 2002 program. Students will create documents with columns, stylized lists, headers and footers, and formatted page numbers. The students will learn the following skills:

- Creating and Revising Column Structure
- Making Bulleted and Numbered Lists
- Creating Outline Numbered Lists
- Adding Borders and Shading to Text
- Applying Borders and Shading to Paragraphs
- Working with Section Breaks
- Modifying Field Formats
- Inserting Headers and Footers
- Shrinking a Document to Fit
- Modifying Page Numbers
- Changing Page Orientation
- Using Special Formatting Effects

Teaching Tips and Strategies:

Creating and Revising Column Structure: (WD 5.2)

Word allows you to create newsletter-style layout by formatting the text into columns. Word 2002 allows you to add a maximum of 12 columns. Text in newsletter-style columns flows continuously from the bottom of one column to the top of next column.

You can access the column option from the Format menu command. The Columns dialog box (Figure 5-1) allows you to specify the number of columns, adjust the width of columns, and add vertical lines between columns.

Making Bulleted and Numbered Lists: (WD 5.6)

In Word 2002, Bulleted and Numbered Lists are easy to create. A bullet is a dot or other symbol placed before text, such as items in a list to add emphasis. You can quickly add bullets or numbers to existing lines of text or Word can automatically create lists as you type that is controlled by the AutoFormat As You Type tab in the AutoCorrect dialog box.

Creating Outline Numbered Lists: (WD 5.8)

An outline numbered list is a list created to apply a hierarchical structure to any list or document. A document can have nine levels. In other words, an outline numbered list shows list items at different levels rather than indented at one level. The Outlined Numbered tab can be accessed by clicking on the Format menu and then selecting the Bullets and Numbering option.

Adding Borders and Shading to Text: (WD 5.10)

Borders and shading are added to the document to emphasize different parts of the document. Borders are lines that are added on any side or all around selected text to set it apart from surrounding text. Applying shading highlights a text. The borders and shading dialog box can be accessed by the Format menu.

Applying Borders and Shading to Paragraphs: (WD 5.12)

You can apply borders and shading to paragraphs in the same way as you apply it to text.

Working with Section Breaks: (WD 5.14)

A section is a portion of a document in which you set certain page formatting options. Sections are created when you want to change properties such as line numbering, number of columns or headers and footers.

A section break is a mark you insert to show the end of a section. A section break stores the section formatting elements. The following are the section break types:

- Next Page: It inserts a section break and starts the new section on the next page.
- Continuous: It inserts a section break and starts the new section on the same page.
- Odd Page: It inserts a section break and starts the new section on the next odd-numbered page.
- Even Page: It inserts a section break and starts the new section on the next even-numbered page.

Modifying Field Formats: (WD 5.16)

Field is a set of codes that instructs Word to insert text, page number, etc. into a document automatically. For example, the DATE field inserts the current date.

Inserting Headers and Footers: (WD 5.18)

Headers and Footers are areas in the top and bottom margins respectively of a document on each page. Headers and Footers are used to display information such as page numbers, date, title of the document, etc.

You can insert a header or footer by clicking Header and Footer option on the View menu.

Note: Headers and Footers are only visible when you are working in Print Layout View or Print Preview mode.

Shrinking a Document to Fit: (WD 5.20)

Shrink to Fit button on the Print Preview toolbar allows the Word document to shorten the document by decreasing the font size of each font used in the document.

Note: You can undo a Shrink to Fit operation by clicking Undo Shrink to fit on the Edit menu. However, after you save the document and close it, there is no quick way to restore the original font size.

Modifying Page Numbers: (WD 5.22)

A Page Number can be added either to the Header or the Footer of the document. The Page Number Dialog Box allows you to modify the Page Number format to such as I, II, etc. or 1,2,3, or a, b,c, etc.

Changing Page Orientation: (WD 5.26)

Word allows you to set the page in either a Portrait mode or the Landscape mode. In the Portrait mode, the vertical height is longer than the horizontal width, while in the Landscape mode; the horizontal width is greater than its vertical height.

Using Special Formatting Effects: (WD 5.28)**Lecture Notes**

Creating and Revising Column Structure

Format/Columns.

Columns Dialog Box (Figure 5-1)

Number of Columns

Width and Spacing

Presets

Text with three columns (Figure 5-2)

Text with two columns (Figure 5-3, 5-4)

Making Bulleted and Numbered Lists

- Creating Numbered List (Figure 5-5)
- Bullets and Numbering Dialog Box (Figure 5-6)
- Creating Outline Numbered Lists
 - Text with Tab spaces (Figure 5-7)
 - Bullets and Numbering Dialog Box (Figure 5-8, 5-9)
 - Lists with levels of indentation (Figure 5-10)
- Adding Borders and Shading to Text
 - Borders and Shading Dialog Box (Figure 5-11)
 - Text with Border applied (Figure 5-12)
 - Text with Shading applied (Figure 5-13)
- Applying Borders and Shading to Paragraphs
 - Borders tab (Figure 5-14)
 - Shading Tab (Figure 5-15)
 - Borders and Shading applied to Paragraphs (Figure 5-18)
 - Highlighted text in the document (Figure 5-17)
- Working with Section Breaks
 - Section Break Types (Figure 5-16)
 - Column Properties (Figure 5-19)
 - New section after section break (Figure 5-20)
- Modifying Field Formats
 - Date and Time Dialog Box (Figure 5-21)
 - Document with modified date (Figure 5-22)
- Inserting Headers and Footers
 - Inserting a Header (Figure 5-23)
 - Header – Print Layout View (Figure 5-24)
 - Layout tab (Figure 5-25)
- Shrinking a Document to Fit
 - Newsletter shrunk to fit (Figure 5-26)
- Modifying Page Numbers
 - Find and Replace Dialog Box (Figure 5-27)
 - Page Number Format Dialog Box (Figure 5-28)
 - New Page Number (Figure 5-29)
 - Page Number Dialog Box (Figure 5-30)
 - Modified Page Number Format (Figure 5-31)
- Changing Page Orientation
 - Portrait Orientation (Figure 5-32)
 - Selecting Landscape (Figure 5-33)
 - Landscape Orientation (Figure 5-34)
- Using Special Formatting Effects
 - Font Effects (figure 5-35)
 - Text Effect (figure 5-36)

Text Solutions

A. Identify Key features

1. Column (WD 5.2)
2. Header (WD 5.18)
3. Border (WD 5.11)
4. Bulleted List (WD 5.6)
5. Numbered List (WD 5.7)
6. Shading (WD 5.11)
7. Justified Text (WD 5.2)

8. Footer (WD 5.18)

B. Select the best Answer

- 9. e (WD 5.6)
- 10. i (WD 5.14)
- 11. h (WD 5.2)
- 12. b (WD 5.6)
- 13. g (WD 5.16)
- 14. d (WD 5.18)
- 15. a (WD 5.18)
- 16. f (WD 5.22)
- 17. c (WD 5.26)

C. Complete the Statement

- 18. b (WD 5.10)
- 19. d (WD 5.3)
- 20. b (WD 5.6)
- 21. a (WD 5.18)
- 22. d (WD 5.23)
- 23. c (WD 5.20)
- 24. c (WD 5.26)
- 25. a (WD 5.28)