

WORD FORMATTING EXTRAS

OFFICE 97

Word Formatting Extras covers Word's formatting options and would prove useful to those learning to use Microsoft Word and those preparing for Microsoft Word expert certification. The workshop will introduce you to Word's more advanced formatting options. It will assist you in learning and reviewing the following: text flow, watermarks, differentiating the first page of a document from the rest, using tables and calculations, and footnotes and endnotes.

Use Advanced Formatting

There are several objects that can present problems/opportunities while working with a document. **Text Boxes, AutoShapes, Clip Art, Word Art, Pictures,** and imported **Graphics** all cause text to behave differently when it approaches them.



- Inserting an object is usually done using the Insert menu, although several objects have buttons on the toolbar for ease of insertion. Below is a table of object types, menu choices, and toolbar buttons. These buttons are found on the "Drawing" toolbar, opened by selecting **View/Toolbars/Drawing**, or selecting the button.

Text Box	Insert/Text Box
AutoShape	Insert/Picture/AutoShapes
Clip Art	Insert/Picture/Clip Art
Word Art	Insert/Picture/Word Art
Pictures/Graphics	Insert/Picture/From File...
Other Objects	Insert/Object



AutoShapes ▾



- Moving and placing an object on your page is as simple as "click and drag". Just click and hold your mouse button on the center of any object you've inserted, and drag it to where you would like it to be.
- Wrapping is the way that text behaves around "obstacles" on the page. When you create an object, you can wrap the text by selecting **Format/Object Type...** (where Object Type is the type of object you created, e.g., Word Art, Clip Art, etc.). In the following dialog box, you can select the type of "wrap" you would like to use around your object.



Use Page Numbers, Headers and Footers

In many documents, the first page is formatted differently from all the others. This could include not having page numbering, using a watermark on the opening page, eliminating headers and footers, and much more.

- If you would like the watermark to appear on all pages, include it as part of the header or footer. Select **View/Header and Footer**, and place the object you would like to appear on each page there. You then will need to adjust its placement on the page, and the darkness of the object.
- You will need to adjust the wrapping and the darkness of the object, using the **Format Object** choice on the right click menu, or on the Format Menu. Select the **Picture Tab**, and make your changes to the image.
- For a watermark on only the first page of a document, just insert an image on the page. Right click the image, and make changes, such as image darkness, etc, then finally, right click and choose “**Send behind text**”.
- Headers and Footers can be made to be all the same, different for odd and even pages, or different for the first page of a document. These options are found in **File/Page Setup...** on the **Layout tab**.
- Selecting **Different Odd and Even** allows you to make Headers and Footers match on the Odd and Even pages. Good for facing pages, or front and back. This will also activate the “previous” and “next” buttons on the Header and Footer Toolbar.
- Selecting **Different First Page** allows you to make the first page of a document different, either by including or supressing these options.

Calculate tabular information

Using a table for organization is a good way to make a document look better.

However, there are many other uses for tables, as well as the ability to include not only a simple table, but a portion of a spreadsheet as part of your document. Below are some ways that you can expand your table usage.

Word recognizes two types of links between programs: **Linking** and **Embedding**.

Linking involves making a connection between a Word document and another type of document (Excel spreadsheet, Powerpoint presentation, etc).

To Link a Word Document and an Excel Spreadsheet:

1. Open both the Word document and the Microsoft Excel workbook that contains the data you want to create a linked object from.
2. Switch to Microsoft Excel, and then select the entire worksheet, a range of cells, or the chart you want.
3. Click **Copy**.
4. Switch to the Word document, and then click where you want to insert the linked object.
5. On the **Edit** menu, click **Paste Special**.
6. Click **Paste link**.

7. In the As box, click the option you want.

If you're not sure which one to choose, click an option and read the description in the **Result** box.

To display the linked worksheet or chart as an icon for example, if others will view the document online, select the **Display as Icon** check box.

8. To prevent the linked worksheet or chart from being displayed as a drawing object that you can position in front of or behind text and other objects, clear the **Float over** text check box.

Once a link is established, you can double-click the object to open the source file. Any changes to the source file will be reflected in the linked (destination) file.

To Embed an Excel Worksheet in a Word document:

- 1 Select the information you want to create an embedded object from.
- 2 Click **Copy** or **Cut**.
- 3 Switch to the file you want to place the information in, and then click where you want the information to appear.
- 4 On the **Edit** menu, click **Paste Special**.
- 5 To create an embedded object, click **Paste**

Note When you create an embedded object from information in an existing Microsoft Excel workbook, the entire workbook is inserted into your document. The document displays only one worksheet at a time. To display a different worksheet, double-click the Microsoft Excel object, and then click a different worksheet.

You may not need to use either of these if you want just a simple calculation in the table. You can calculate in a Word table as well as a spreadsheet.

1. Click the cell in which you want the result to appear.
2. Select **Table/Formula** from the menu.
3. If Word proposes a formula that you do not want to use, delete it from the Formula box.
4. In the **Paste function** box, click a function. For instance, to add numbers, click SUM.
5. To reference the contents of a table cell, type the cell references in the parentheses in the formula. For instance, to add the numbers in cells A1 and B4, the formula would read =SUM(a1,b4)

In the **Number format** box, enter a format for the numbers. For example, to display the numbers as a decimal percentage, click 0.00%.

Note Word inserts the result of the calculation as a field in the cell you selected. If you change the referenced cells, you can update the calculation by selecting the field and then pressing F9.