

Microsoft® Office 2013

First Course

Second Course

Third Course

Word 2013
UNIT D

Formatting Documents





Objectives

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



Objectives

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



Set Document Margins

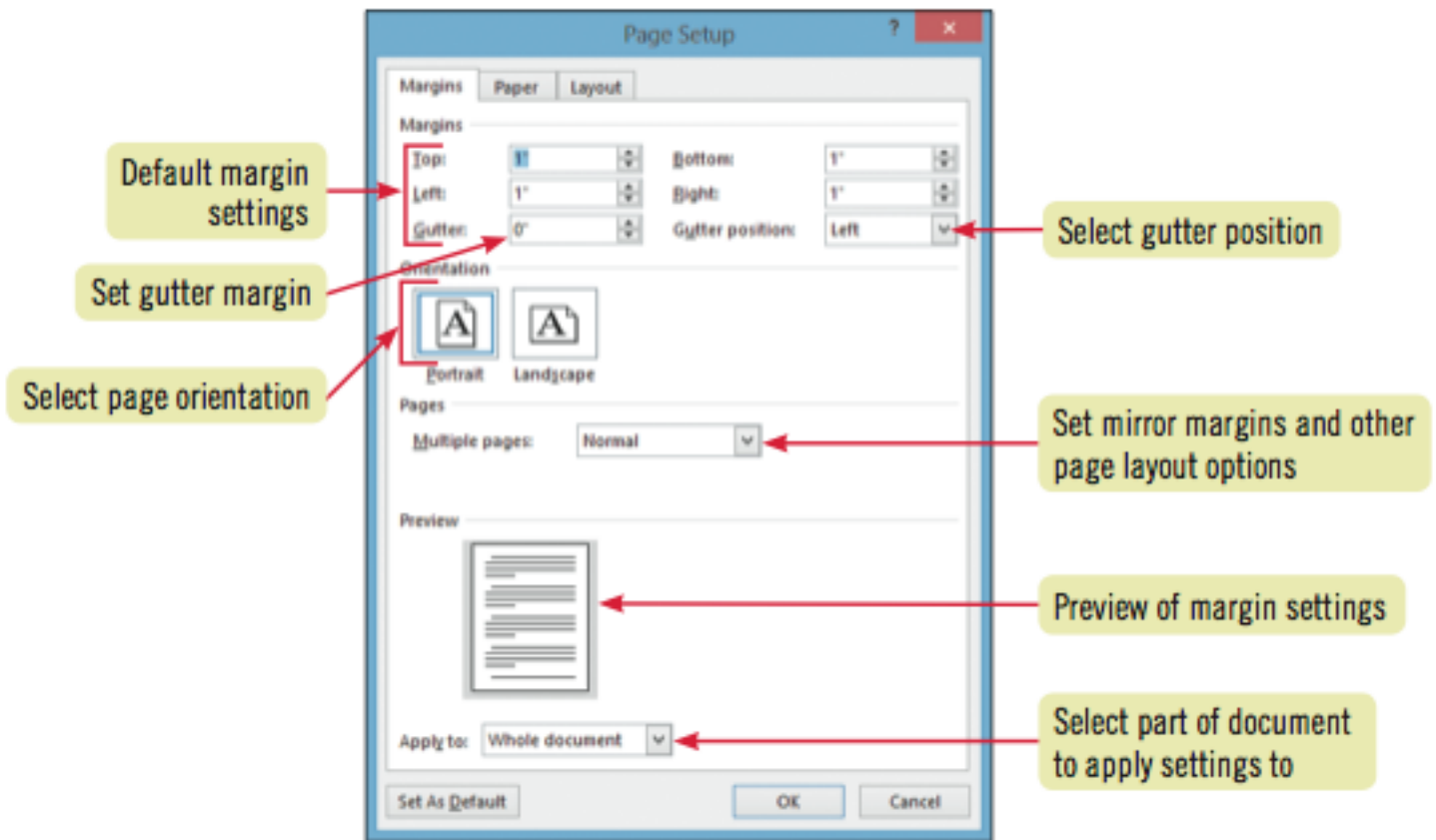
- Document **margins** are the blank areas between the edge of the text and the edge of the page
 - Default margins are 1” at the top, bottom, left, and right sides of the page
 - Changing a document’s margins changes the amount of text that fits on a page

Set Document Margins

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

Set Document Margins

- Margins tab in the Page Setup dialog box



Set Document Margins



Set Document Margins

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



Create Sections and Columns

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

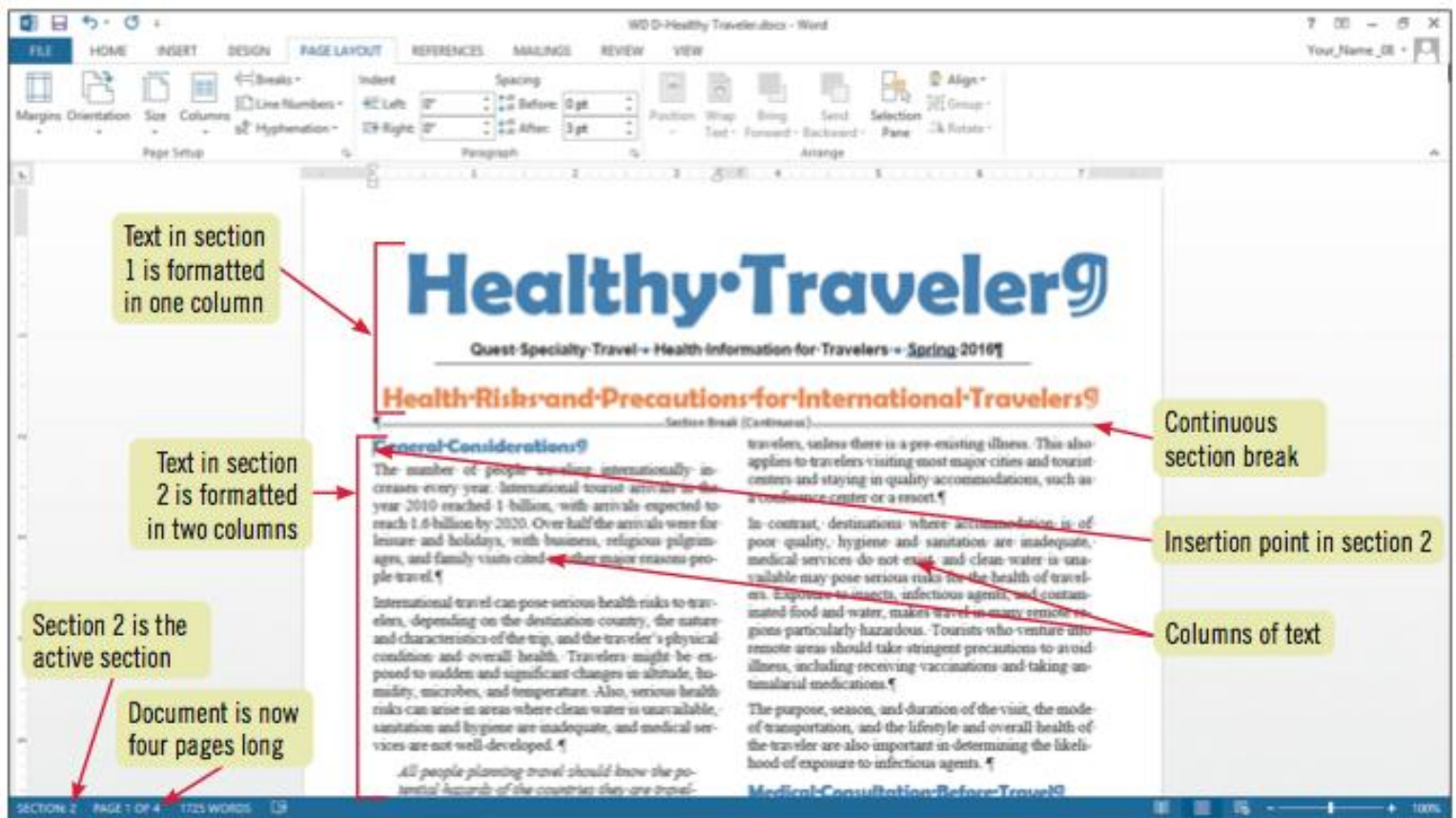
Create Sections and Columns

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

section	function
Next page	Begins a new section and moves the text following the break to the top of the next page
Continuous	Begins a new section on the same page
Even page	Begins a new section and moves the text following the break to the top of the next even-numbered page
Odd page	Begins a new section and moves the text following the break to the top of the next odd-numbered page

Set Document Margins

- Continuous section break and columns





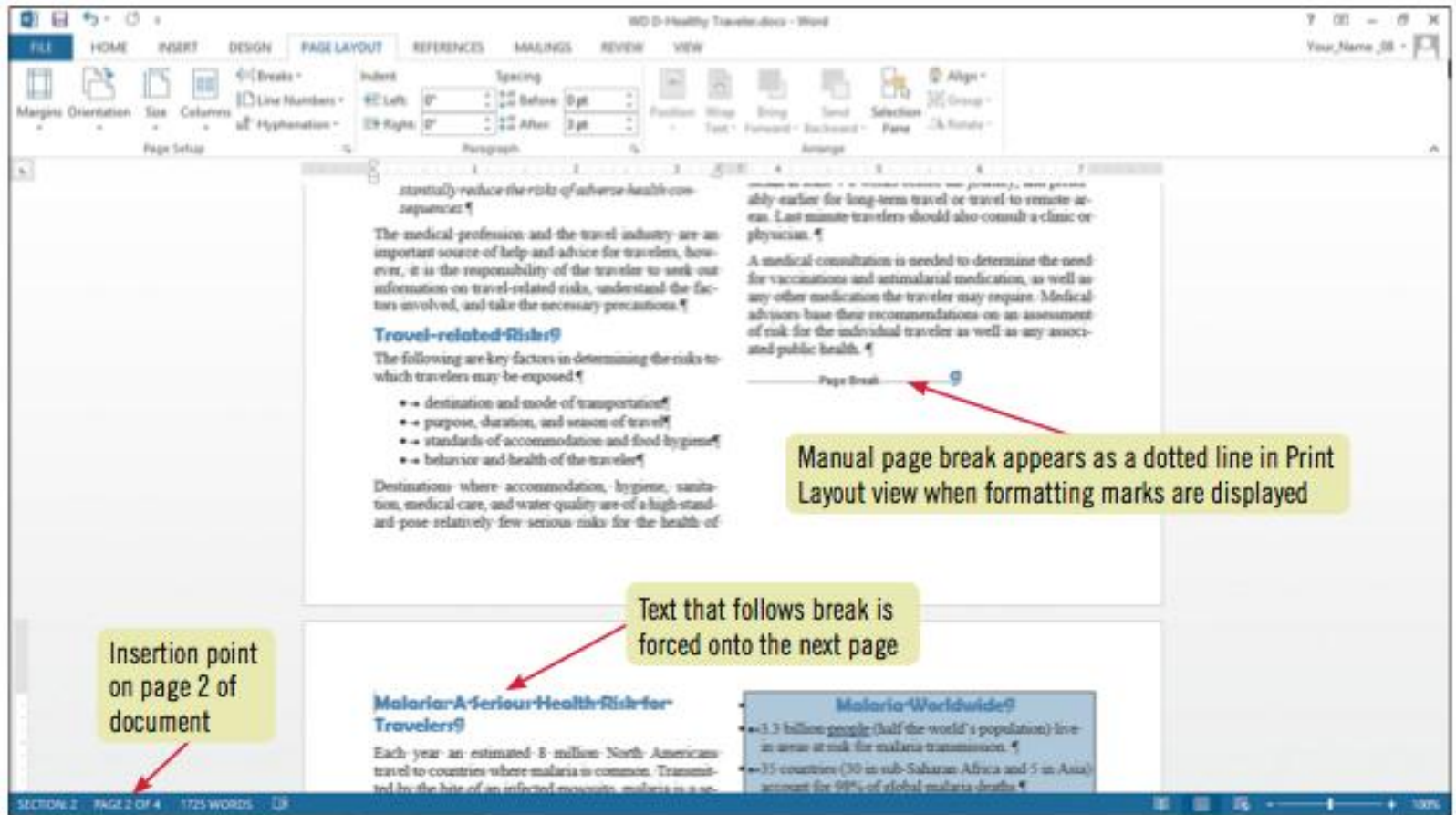
Create Sections and Columns

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

Insert Page Breaks

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

Insert Page Breaks



Insert Page Breaks

- Types of breaks

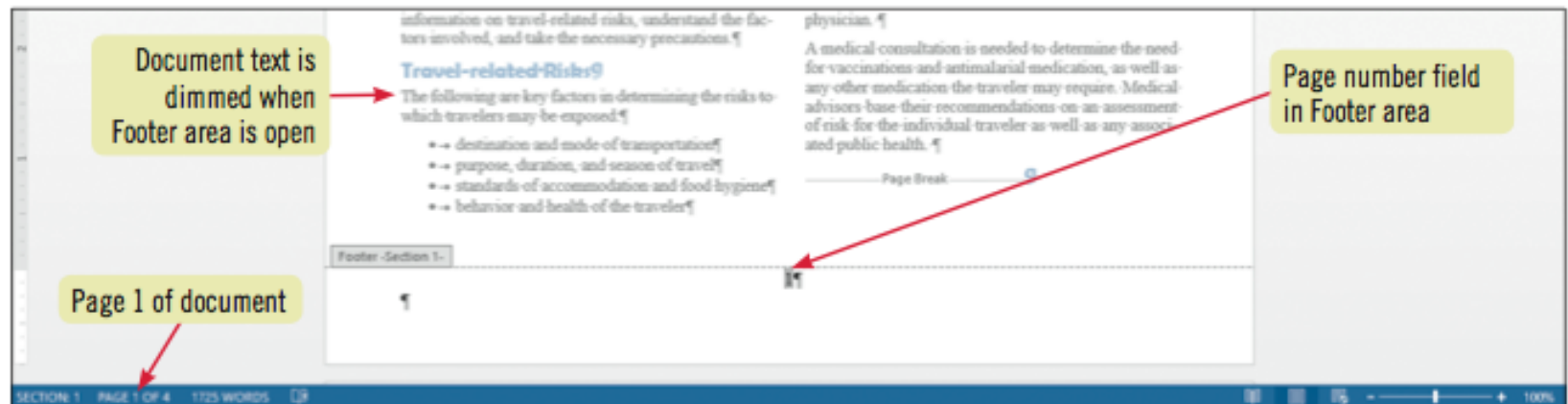
break	function
Page	Forces the text following the break to begin at the top of the next page
Column	Forces the text following the break to begin at the top of the next column
Text Wrapping	Forces the text following the break to begin at the beginning of the next line

Insert Page Numbers

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

Insert Page Numbers

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



Insert Page Numbers

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

Insert Page Numbers

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



Add Headers and Footers

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

Add Headers and Footers

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

Add Headers and Footers

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



Add Headers and Footers

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



Add Headers and Footers

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



Insert a Table

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

Insert a Table

- Completed table in a document

long pants and long-sleeved shirts, and apply an insect repellent that contains DEET. Source: (Centers for Disease Control and Prevention)

Preventive Options for Serious Travel Health Issues

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

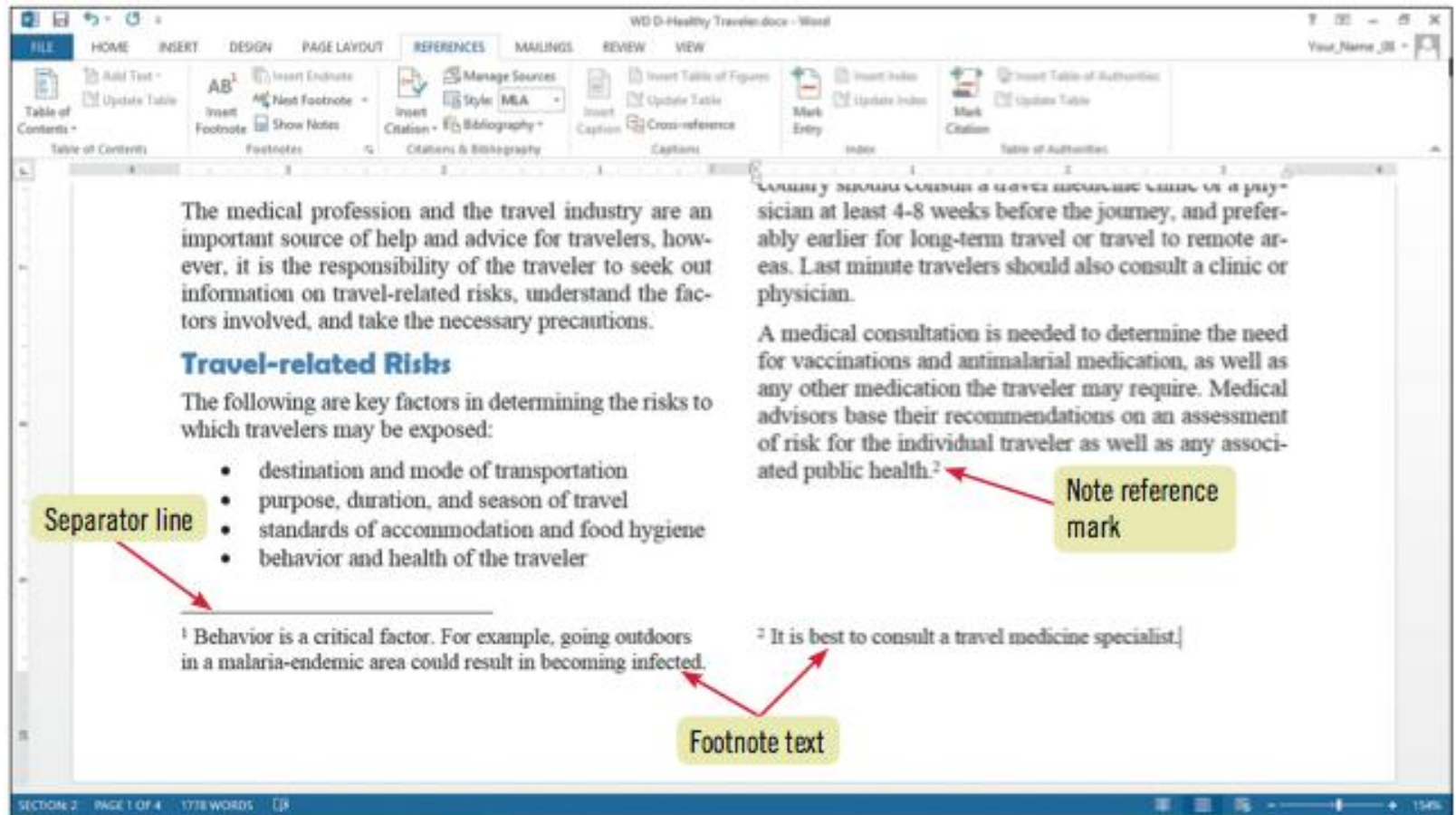
2 Your table may show nonprinting gridlines between columns

SECTION 3 PAGE 2 OF 4 1751 WORDS 154%

Add Footnotes and Endnotes

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

Add Footnotes and Endnotes





Insert Citations

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

Insert Citations

- Adding a Report source

The screenshot shows the 'Create Source' dialog box in Microsoft Word 2013. The dialog is titled 'Create Source' and has a blue header bar with a question mark and a close button. The main area is titled 'Bibliography Fields for MLA' and contains several input fields:

- Type of Source:** Report (dropdown menu)
- Author:** (empty text box) with an 'Edit' button to its right.
- Corporate Author:** Corporate Author World Tourism Organization
- Title:** Tourism Highlights
- Year:** 2015
- Publisher:** World Tourism Organization
- City:** Madrid
- Report Type:** White Paper
- Medium:** Print

At the bottom of the dialog, there is a checkbox labeled 'Show All Bibliography Fields' which is unchecked. Below this is the 'Tag name' field, which contains 'Wor151'. To the right of the 'Tag name' field is the text 'Example: Document' and a yellow callout box with the text 'Your tag name may differ'. A red arrow points from the callout box to the 'Tag name' field. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.



Manage Sources and Create a Bibliography

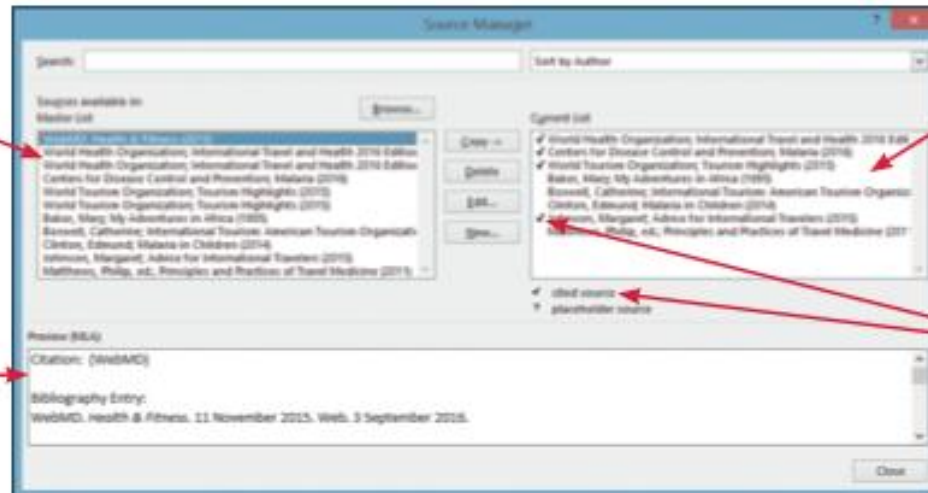
- A **bibliography** is a list of sources used in creating a document
- The **works cited** list includes the works cited in the document
- Use the Source Manager dialog box to organize your sources

Manage Sources and Create a Bibliography

The Source Manager dialog box

Your Master List will contain the two sources you added and either no additional sources or different additional sources

Preview of the citation and bibliography entry for the selected source in MLA style (as defined by Word)



List of sources associated with the document

Sources with a check mark have a citation in the document

Summary

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



Summary

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