

MICROSOFT WORD PART 3

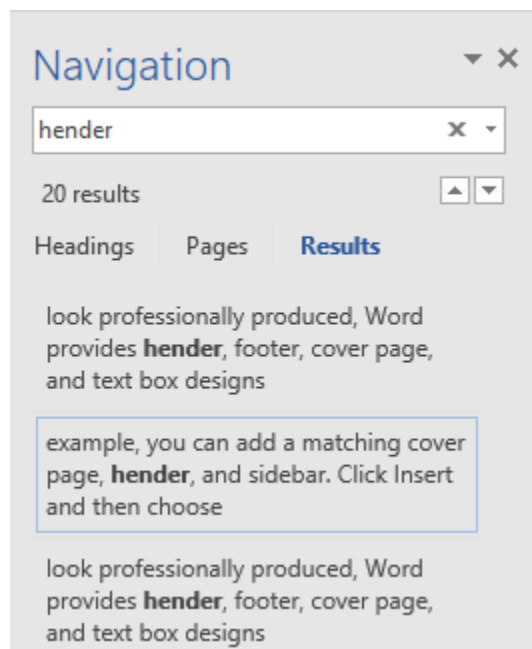
- Find and Replace
- Setting up Word Document
- Hyperlinks & Columns
- Header, Footers and Page Numbers
- Headings

Let's open Word 1 example

Find and Replace text

If you need to find something quickly that you wrote but don't want to search the whole document, you can use Find button. It is on the home tab on the far right.

When you click on Find, you can find **Headings**, **Pages**, or **Results**.



To find headings, you would have had to use already throughout your document. **Headings** are found on the home tab under styles.

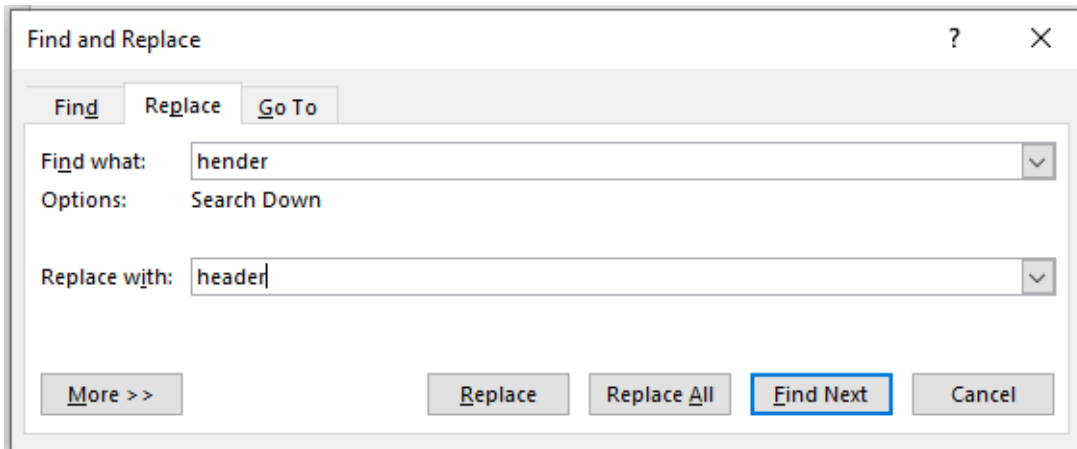
To find **pages**, if you click on the option Word will give you a little thumbnail of each page and you can click on whatever page you want.

To find **results**, type in what you are looking for. As you see on the picture on the left I did a search for the words change the overall every instance of those words will be listed on the left and highlighted in the section. Click on the result you want to go to and you will be taken to that part of your paper.

To replace text, click on **Replace** button on the home tab right below the **Find** button.

A find and replace box will open. Type what word you want to find in the find what box, I want to find the word change and replace with switch.

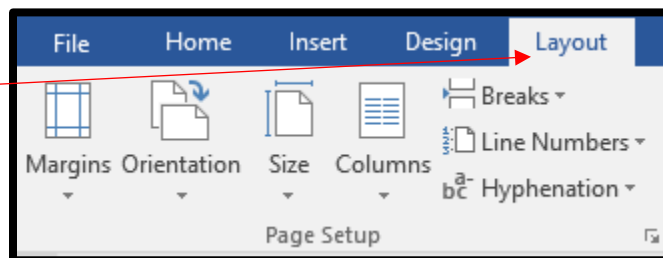
You now have three options. You can replace one at a time by using the replace button. You can replace all the instances of the word if you use the replace all button. Your last option is to find next and look at each instance before you replace to make sure it is appropriate. If you do a replace all at the end it will tell you how many times the word was changed from one thing to another.



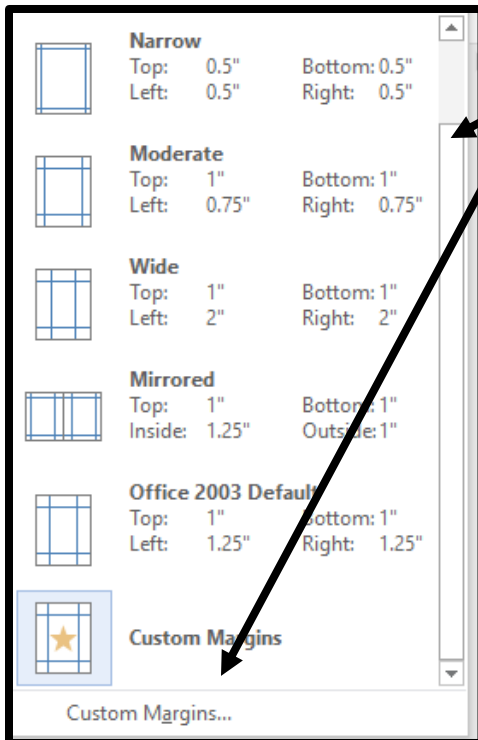
Setting up the Page

Choose the **Layout** tab.

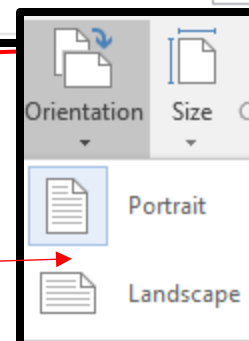
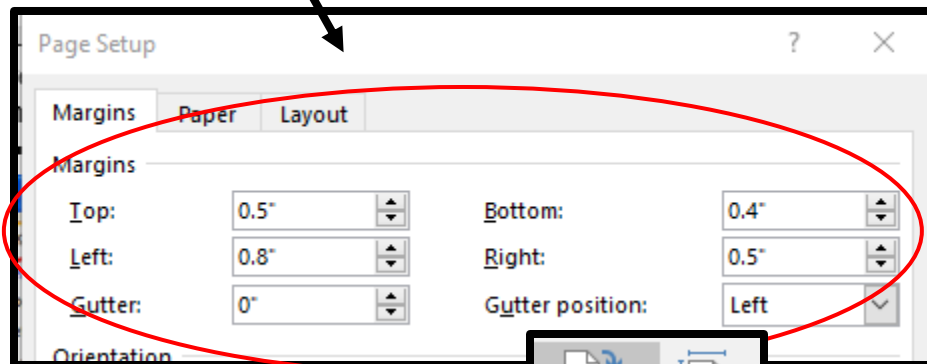
From here, you can:



1. Change the margins.

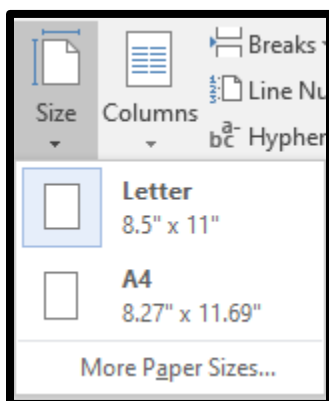


Choose a preset option or click on **Custom Margins...** A window will open that resembles the 2007 version. Specify your margins at the top.

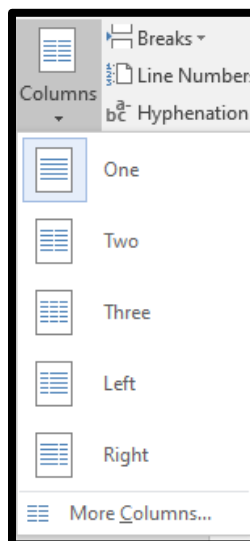



2. Change the **Orientation**. The default orientation is "portrait." To turn paper "sideways" click on "landscape."

3. Choose a different **paper size**.

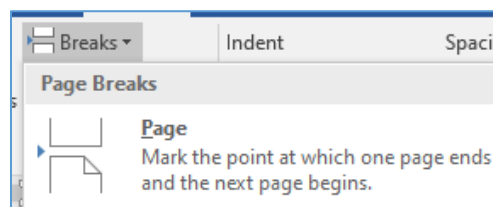


4. Add **columns or Breaks**.



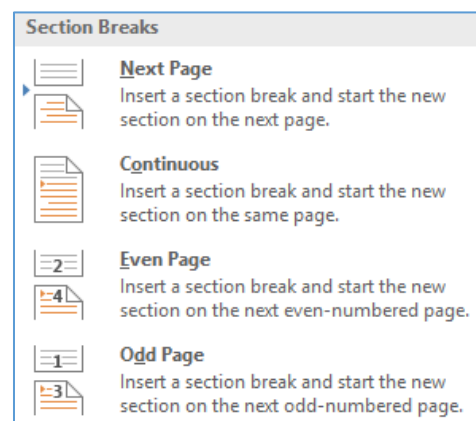
When you're working on a multi-page document, **Breaks** can be helpful to set the text flow exactly the way you want. By default, breaks are invisible unless you click on Show Hide command  under the **Home** tab. You can use one of these: **Page Breaks**, **Section Breaks**, and **Column Breaks**. Let's practice using the same document.

Page Breaks: Click at the end of the second paragraph. Under the **Layout** tab, click on the arrow next to **Breaks** and select the **Page** under **Page Breaks**. You can also press **Ctrl+Enter** on your keyboard.



Section Breaks: They create a barrier between different parts of a document, allowing you to format each section independently. For example, you may want to create two columns in one section of the document. Word offers several types of section breaks.

- **Next Page:** This option inserts a section break and moves text after the break to the next page of the document.
- **Continuous:** This option inserts a section break and allows you to continue working on the same page.
- **Even Page and Odd Page:** These options add a section break and move the text after the break to the next even or odd page. These options may be useful when you need to begin a new section on an even or odd page (like with a new chapter of a book).



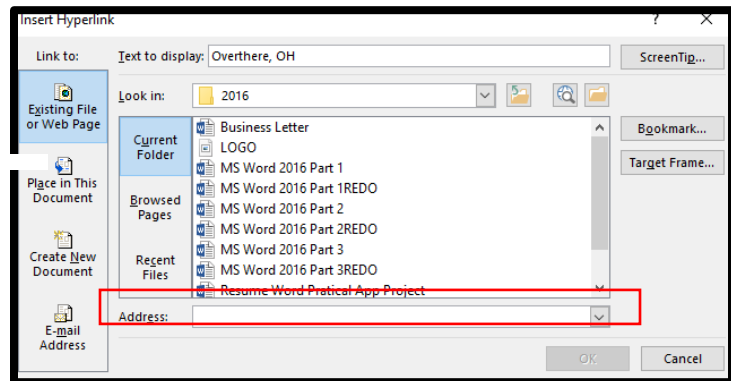
On the second page of the document, insert Section Breaks before and after the 3rd paragraph. Then click on somewhere on the 3rd paragraph and click on Columns and select two columns. Only that paragraph will turn into a two-column paragraph.

Hyperlinks

Let's open Word 3 example

When a document is sent as an electronic copy, hyperlinks can be added to direct the reader to a web page. To add a hyperlink:

- Highlight the word, phrase, paragraph, picture, or chart you would like to be made into a hyperlink.
- Click on the **Insert** tab.
- Click on the **Hyperlink** button.
- Enter a web address into the **Address** box (remember the "http://www." part).
- Click on the **OK** button when finished. Your text will appear blue and underlined.

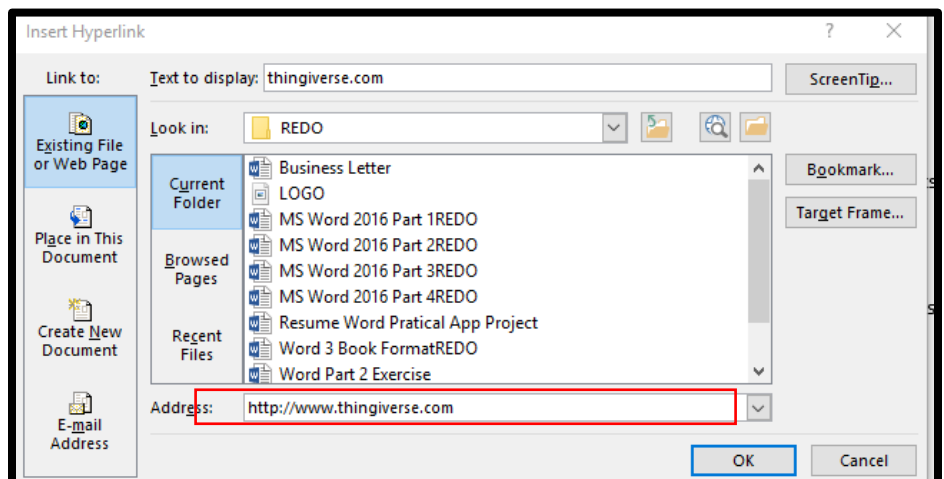


Practice:

Highlight **thingiverse.com**.

1. Click **Insert**.
2. Click **Hyperlink**.
3. Enter the web address in the Address box:
www.thingiverse.com
4. Click **OK**
5. Your text will turn blue and become underlined as shown in step 1.

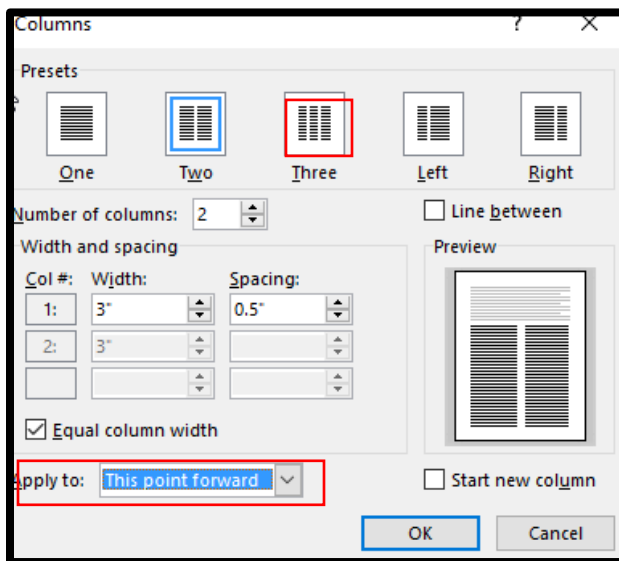
To go to the website, put your cursor on the blue words, hold down the Ctrl key and click on the link and it will take you to that web page.



Split into Columns

Creating a multi-columned page is quite easy with Word 2016. It's an easy way to create a ready-made Newsletter if you are unfamiliar with Microsoft Publisher.

- To divide your document into columns, click on the **Page Layout** tab.
- Click on the **Columns** button.
- Choose how many columns you would like. If you would prefer more than three columns, click on the **More Columns** item from the bottom of the list.
- The content of your document will automatically be rearranged to fit into the new column format you chose.
- To enter text into the second column, hit the enter key multiple times to move down the page. When you get to the bottom of the first column your cursor will jump up to the top of the next column.



Practice Exercise:

1. Put the cursor at the beginning of the first bullet point **3D Printer**.
2. Click the **Page Layout** tab.
3. Click on **Columns**.
4. Click on **More Columns**.
5. Click on **Two** to create a two column document.
6. Click on **drop down arrow** next to **Apply to:** and choose **This point forward**.
7. Put the cursor at the end of **button maker** and continuously hit the **Enter** key until all of the **laser engraver and vinyl printer** are in the second column.

Your document should look like this

You can display key strokes to see what a person has hit. Click the button on the home ribbon to turn on the formatting marks. To remove the formatting marks, click the button again.

TechZone@Main

Equipment List

- **3D Printer** Once you have your design, use the 3D Printer to make a model of your product. **The charge for an item will be \$1.00 per hour.**
 - [STL file](#)
 - thingiverse.com
 - **Button Maker** Use the button maker to create buttons or magnets to promote your business, a student athlete or band member, etc. We offer 2.25 or 3 inch buttons and/or magnets. **The cost is 30¢ for the 2.25" buttons and 40¢ for the 3".**
 - **Laser Engraver** Use the laser engraver to create advertising material for your business, something for yourself, etc. Engrave on wood, acrylic, and more.
 - **Vinyl Printer** Use the vinyl printer to make a banner, a window cling or fabric cling to advertise your business, decorate your home, etc. **Any material currently available is \$2.00 per linear foot. Plus, a \$1.00 set up fee.** (Removable Vinyl, Clear and White Static Cling, Permanent Adhesive, Vinyl Banner Matte and Gloss, and White Paper Gloss)
-

Headers and Footers

Using the same document above, let's look at headers and footers. If your document has a page number, you already have a header or footer (and can double click on it to open it). If you did not start out with a page number, you will need to create a header or footer this way:

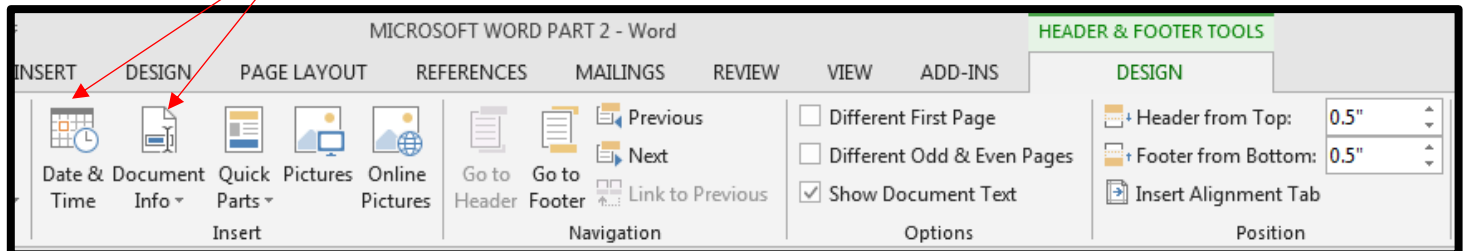
- From the **Insert** tab, select either **Header** or **Footer**.



- From the list that pops down, choose a style. (Note: If you already have a header, footer, or page number, your old header or footer will be erased when you select a new one.)
- Type your own text into the areas that say [Type text].
- For class choose, **Blank (Three Columns)**.
- Click on the first spot of the three **Type here**.
- Click on the **Date & Time** button. Keep in mind that this area of your head or footer will automatically update whenever you open, close, or print your document. If you would like to insert a *permanent* date or time that does not change, type it in yourself

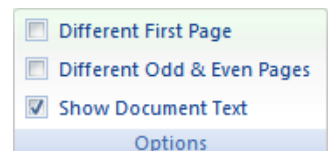
as regular text.

- Click on the second spot of the three **Type here**.
- Click on **Document Info** and chose **File_Name**.



In the last type here, type: **"Your Name"**

If you are in the header, you can click on the **Go to Footer** button to move down to the footer at the bottom of your page. If you are in the footer, you can click on the **Go to Header** button to move up to the header of the page. **Go to Footer** and **Go to Header** buttons are found in the **Navigation** group on the **Header & Footer Tool Design** tab.

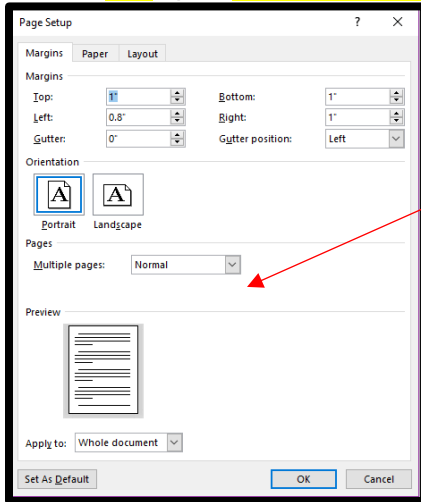


When you are finished, click on **the close button** to exit the Header/Footer or you can double click somewhere else on your paper.

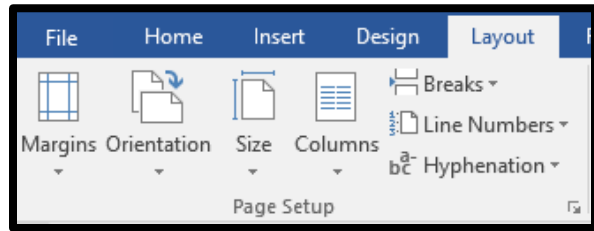
Book Format

A project formatted to be a book will print out with pages in the appropriate order once you fold them in half. To format your document:

- Open **Word 3 Book Format Update.docx**



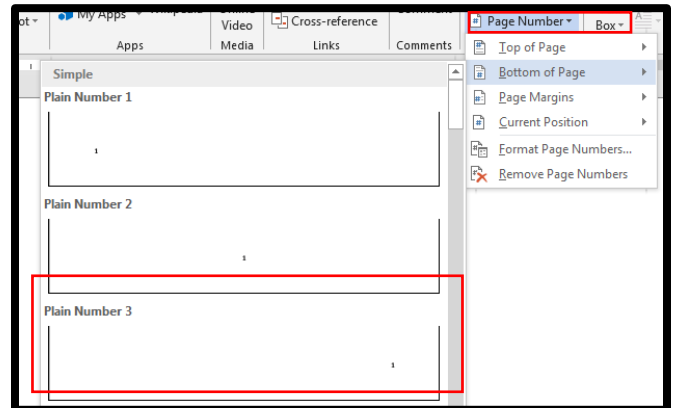
- Click on the **Layout** tab.
- Click on the button in the bottom right corner of the Page Setup grouping to open the Page Setup dialog box.
- From the Multiple Pages drop-down list, select **Book Fold**.
- Click on the **OK** button. Your document will change to show you one half of each page at a time.
- If you wish to adjust the margins of each page, click on the button from the second step again. Adjust the margins appropriately from the boxes at the top.



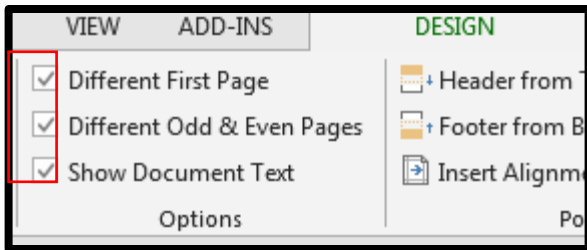
Page Numbers:

Usually, books have page numbers on the outside edges. To modify your document to do the same:

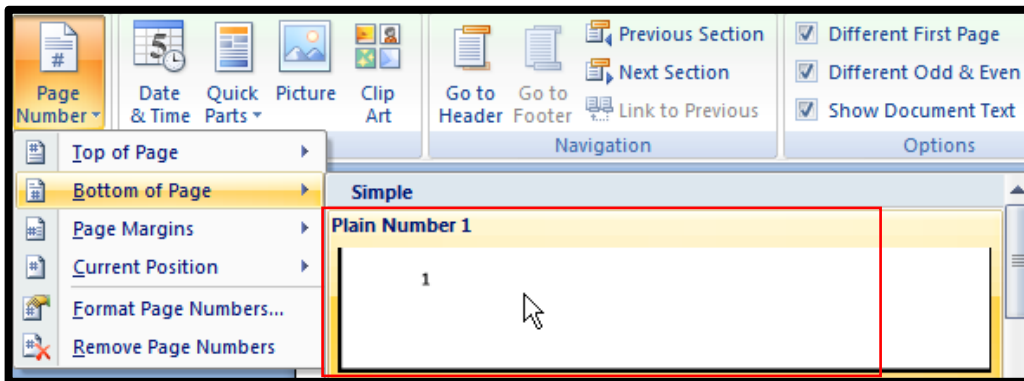
- Scroll down to page 5 and click so that the insertion point is at the bottom of the page.
- Click on the **Insert** tab.
- Click on **Page Number**.
- Point to **Bottom of Page**.
- Choose the option to have the page number on the **right side** of the pages.



- On the Header & Footer Tools **Design** tab, check the boxes to specify that your document has a **Different First Page** and **Different Odd & Even Pages**.



- Scroll up to the footer of page 4 and click in the footer section. It should be empty.
- Click on the **Page Number** button.
- Point to **Bottom of Page**.
- Click on the option to place the page number on the left side of the page.



Click on the **Close Header and Footer** button to leave the footer.

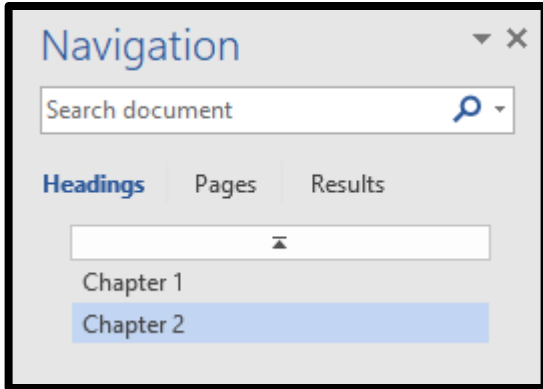
Headings

Headings can make your text stand out. They can make it easier to scan. Headings can make it easier to find different parts of your paper using the Find like we did on the previous page.

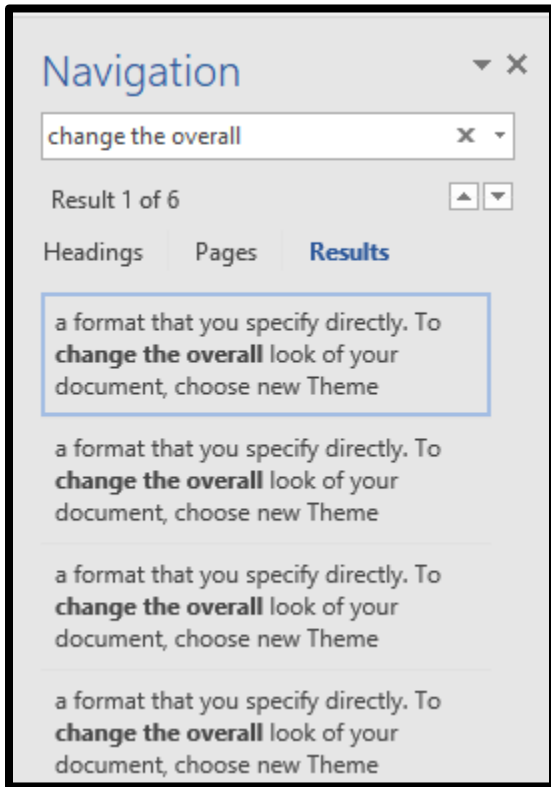
Let's use the **Word 3 Book Format**.

- Highlight the words **Chapter 1** on page two.
- Go to the home tab.
- Choose **Heading 1** or **Heading 2** from the styles group. In my example on the right, I chose **Heading 1**.
- Go to the top of page 5 and type **Chapter 2**.
- You will notice once you add a heading an arrow will appear to the left of your heading. This arrow allows you to **collapse** or **expand** the information under the headings so you can focus on one particular part of your paper.





- If you open the find option on the far right of the home tab by using the **Find** button on the far right, you will see a list of all the headings in your paper. This will make it easier to jump through your document without scrolling through every page especially long documents. Give it a try.



To find **headings**, you would have had to use already throughout your document. Headings are found on the home tab under styles.

To find **pages**, if you click on the option Word will give you a little thumbnail of each page and you can click on whatever page you want.

To find **results**, type in what you are looking for. As you see on the picture on the left I did a search for the words **change the overall** every instance of those words will be listed on the left and highlighted in the section. Click on the result you want to go to and you will be taken to that part of your paper.