

Course Topics:

- I. MS Word Overview
- II. Using Styles
- III. Using Templates
- IV. Running and Recording a Macro

Microsoft Word Review***“Word Processing” vs. “Desktop Publishing”***

Microsoft Word is a word processing program that has many capabilities of a desktop publishing system. The main differences are summed up in the table below:

Word Processing	Desktop Publishing
Designed for producing large amounts of text	Designed for layout of text and graphics
Text arranged in paragraphs across the page	All objects free-floating; can go anywhere on the page
Difficult to produce multi-page layouts	Designed specifically to produce multi-page layouts

Microsoft Word can be used as a desktop publisher for single or double-page documents and includes many helpful features to enhance the text and layout of such documents.

NOTE: This class assumes you are very comfortable with Microsoft Word.

In this class, we will learn:

- **Styles and Templates**

A style is a **set of formatting characteristics** that you can apply to text in your document to quickly change its appearance. When you apply a style, you apply a whole group of formats in one simple task.

- **Creating Macros**

A macro is a **set of instructions (program)** that tells Word (or other Office programs like Excel and PowerPoint) to type text and numbers, imitate keystrokes, select menu

commands, or any combination of the three.

Macros are great for **repetitive tasks** such as sorting records or formatting worksheets. And a macro can carry out instructions far faster than you can type or click your mouse!

- **Customizing Toolbars**

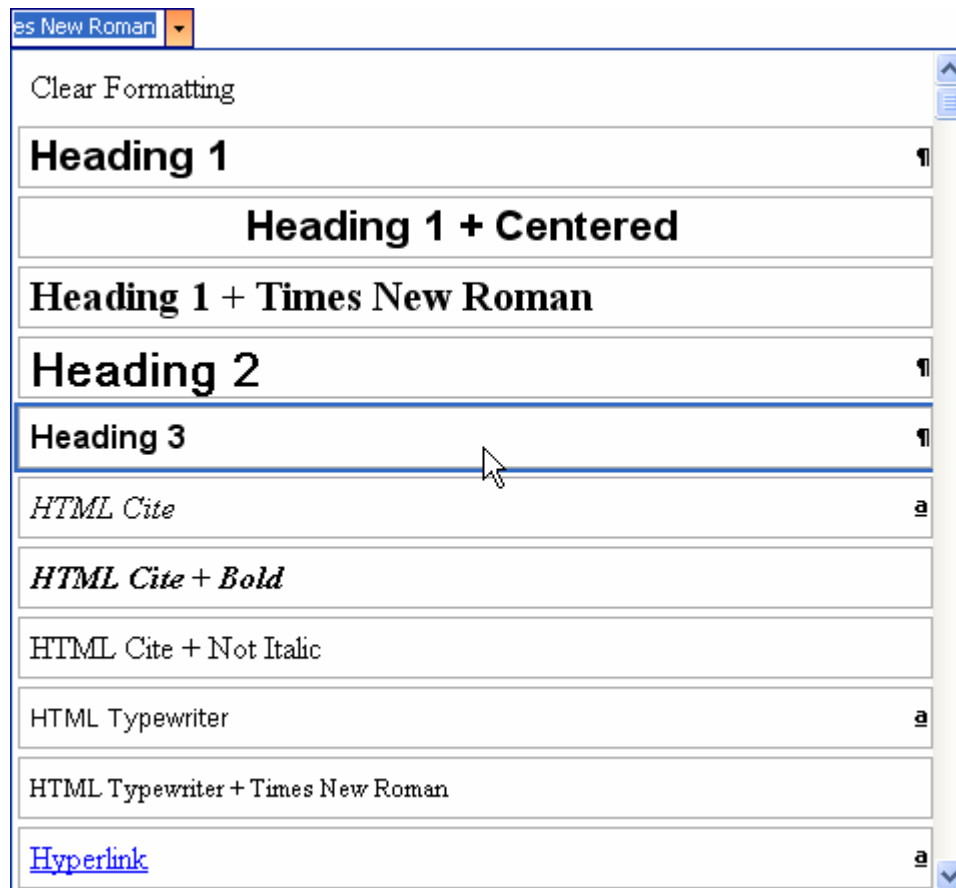
Section 1 — Using Styles

Choosing Styles

1. Open the “**Earthquake Final**” document in the **Desktop\Training\auto-word** folder. Click anywhere within the main title (“What exactly is an earthquake?”) on page one. Note that it is currently a **Heading 1** style, as noted in the **Style box** in the **formatting bar** (next to the font box.)
2. Click the **down arrow** next to the **Style Box**, and choose **Heading 2** from the pull-down list.

The paragraph reformats automatically with the font, size, style, and paragraph settings of a **Heading 2**.

3. Change the style to **Heading 3**.



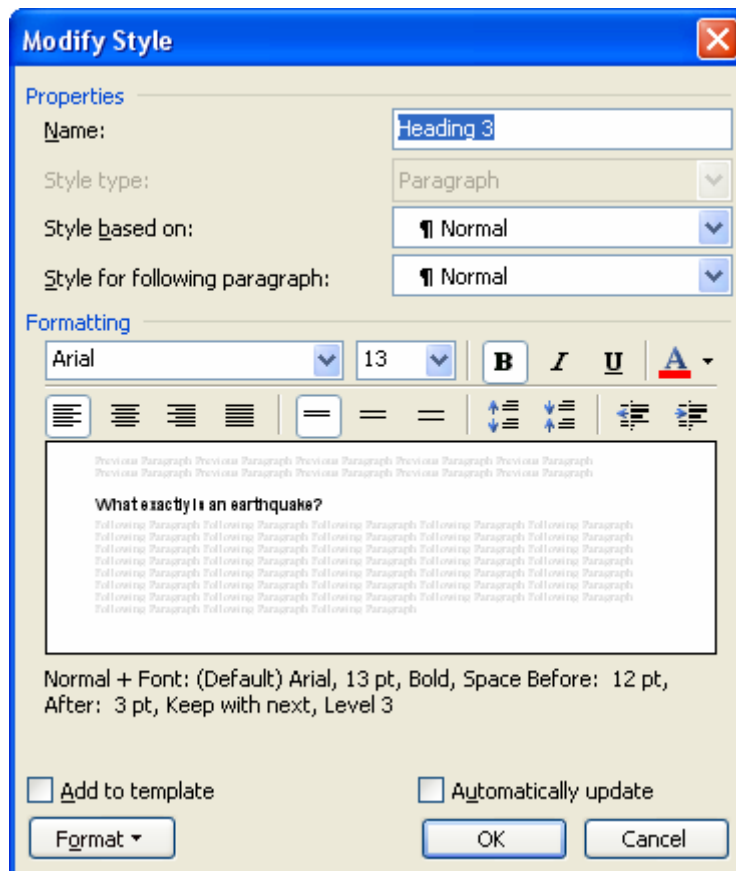
Changing, Redefining, or Updating Styles

1. Choose **Format > Styles and Formatting**.

The Styles and Formatting task pane appears.


2. Place your mouse cursor over the **Heading 3** style. Click the down arrow which appears to the right of the style and select **Modify** from the pull-down list.


The Modify Style dialog box displays. The properties and formatting settings are displayed along with a preview pane.




3. Under the Formatting area, change the current font settings to **Verdana, Bold, 16 pt**.
4. Change the paragraph alignment by clicking the **Center Align** button.
5. Click **OK** to complete the changes and close the dialog box.

The **Heading 3** style is updated, and the changes can be seen in any paragraph that has this style applied to it.

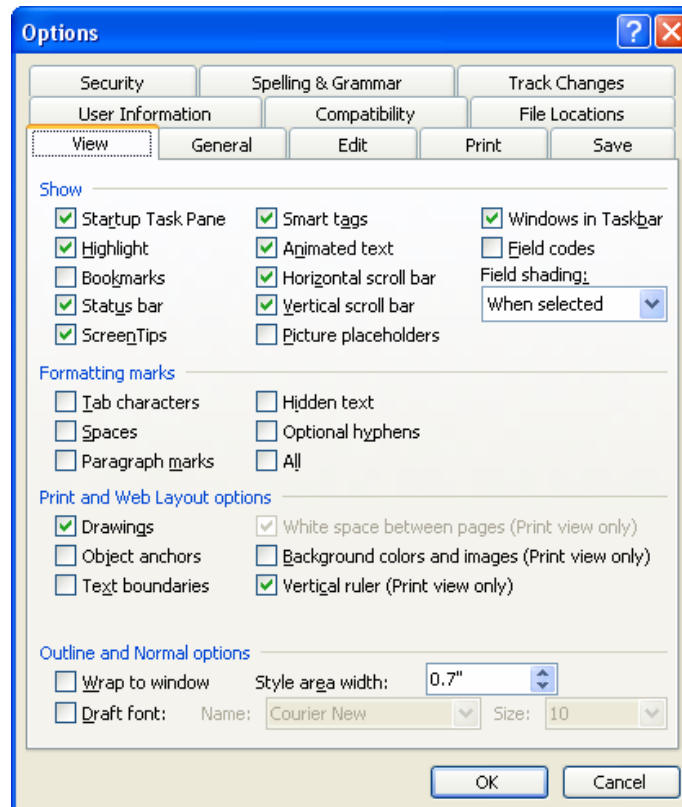
- Use the same steps to change the “**Normal**” style to **Arial font**, and change the **line spacing** to **1.5**, and add a **space before and after** of **6 pt**. (Using the Increase Paragraph Spacing button ). All Normal paragraphs update simultaneously.

NOTE: To achieve a higher level of control (for example, to add a space of 6 pt *before only*) you can use the **Format Button/List** at the bottom of the dialog box. 

To get an overview of what style is applied to each paragraph:

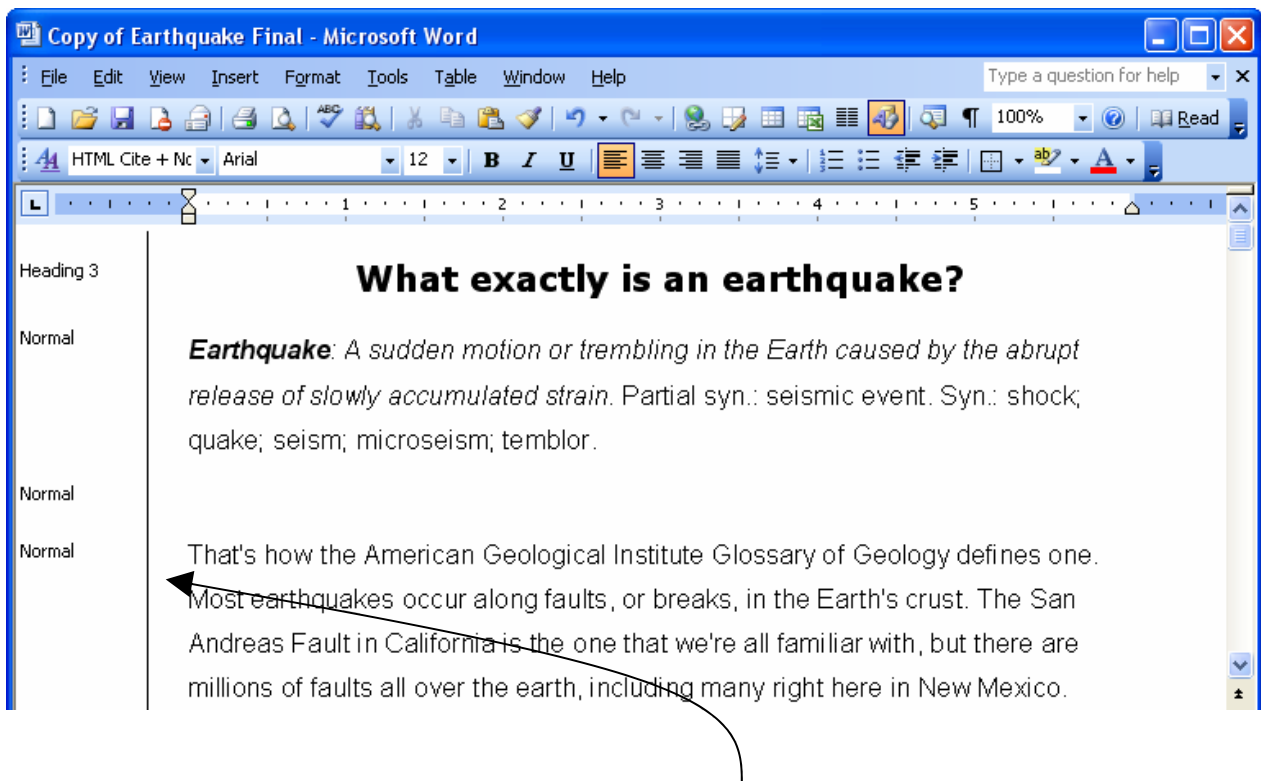
- You must be in **Normal** view on the **status bar**. (NOTE: the **Style area** only displays in this view) 
- Choose **Tools > Options**, then click the **View** tab.
- At **Style area width**, use the spin boxes to set an appropriate width, perhaps **0.7**.

(NOTE: To **close** the style area, set Style area width to **0**.)



- Choose **OK**.

Word now lists (on the left of each paragraph) the name of each style applied to that paragraph.



5. You can drag the **Style area's boundary line** to any desired width; drag it completely to the left to close the Style area.

HOT TIP!-- Another good reason to use styles wisely:

Adobe Acrobat knows about Word's built-in heading styles. Creating bookmarks in a PDF file is easiest if you use Word's built-in heading styles. Bookmarks are the clickable menu items on the left of many Acrobat files that you can expand and collapse headings to show different levels.

Section 2 — Using Templates

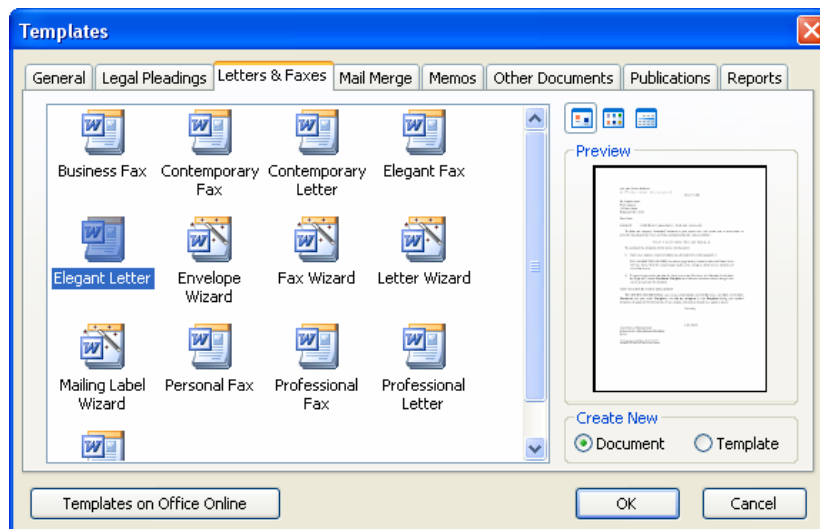
Creating a Letter from an Existing Template

1. Choose **File > New** (do not use the New button on the Toolbar).

The New Document task pane displays.

2. In the Templates section, click '**On my computer...**'

The Templates selection box appears.



3. Click on the **Letters & Faxes** tab.
3. Choose a letter template (such as **Elegant Letter**).
4. Note that “**Document**” is selected in the **Create New** area at the bottom right of the screen. (You have the option of creating a **new document** based on the template, or creating a **new template** of your own based on that template.)
5. Click **OK** to accept the template and create a new document from it.

The preformatted letter displays, with fields that can be modified for your particular needs in this letter.

6. Click in the **first field** to select it. Begin typing to change the text.
7. **Save** the document as “[**Your Name**]’s **Letter**” in the My Documents folder.
8. **Close** the document.

Creating a New Template from an Existing Template

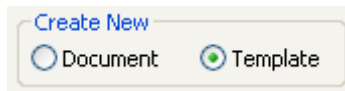
1. Choose **File > New** (do not use the New button on the Toolbar).

The New Document task pane displays.

2. In the Templates section, click '**On my computer...**'

The Templates selection box appears.

3. Click again on the **Letters & Faxes** tab.
3. Choose a letter template (such as **Professional Letter**).
4. Select the "**Template**" option in the **Create New** area.



5. Click **OK** to accept the template and **create a new template** from it.

The preformatted letter displays, with fields that can be modified for your particular needs in this template.

6. Click in the first field to select it. Begin typing to change the text.
7. **Save** the template as "**[Your Name]'s Letter Template**" in the **Templates** folder.
8. **Close** the template. Your template will be found under the **General** Tab when you go to **File > New, Templates on my computer**.

Deleting the template

Close all open documents. Go to **File > New, Templates on my computer** and click on the **General** tab. **Right-click** on your template and choose **delete**.

Creating an Original Template

You may create a template from a blank document as follows:

1. Create a new, blank document (using the **New File** button on the Toolbar).
2. Type "**What's new in the Department of [Your Department].**" Format the document as desired, perhaps assigning a background color.
3. Choose **File > Save** (or click the **Save** button on the Toolbar).
4. In the **File Name** field, type "**[Your Name]'s Original Template**".
5. In the **Save as type** field, click the down arrow and select '**Document Template**'. The folder list automatically switches to the **Microsoft\Templates** folder.
6. Click **Save**.

Managing Templates

If you do not specify a subfolder (such as Letters & Faxes) for your template, it is placed in the Templates folder and appears on the **General tab** when you choose **File > New, Templates on my computer**. If desired, you may create **subfolders** of your own off the **Microsoft\Templates** folder to house your templates.

Why use templates?


You can have **custom stationary** at your fingertips whenever you open Word. You can have large blocks of pre-set text (**mission statements, disclaimers, etc.**) or even pictures (**logos, graphs, text blocks, etc.**) that will pop-up in your document before you even start to type!

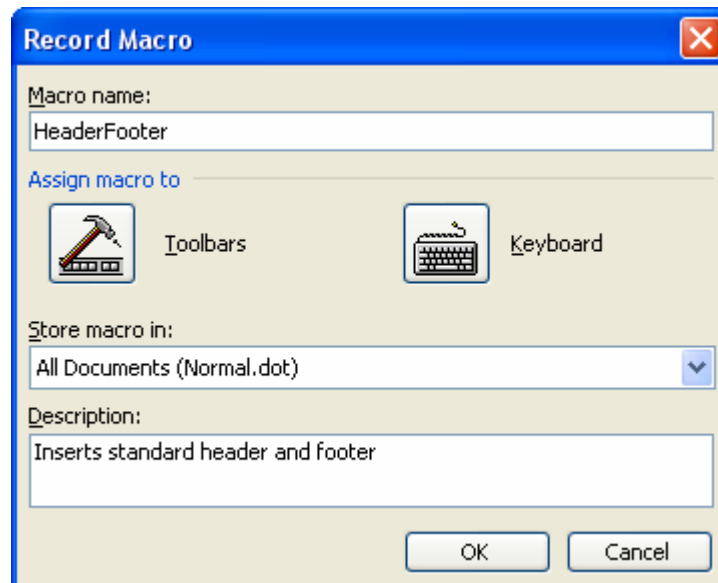
Section 3 — Running and Recording a Macro

A Macro is a custom-defined series of commands that are combined into a single command to make everyday tasks easier to perform. The fastest and easiest way to create a macro in Word is to use the Macro Recorder. With the **Macro Recorder** activated, Word records every action until you click on Pause or the **Stop Recording** button.

In this exercise, we will **record a macro** that will create a header and footer. Then we'll **edit the macro** in the **Visual Basic for Applications** miniature program, or applet. Finally, we'll **run the macro** to test it.

Recording the Macro

1. **Double-click** on the grayed-out **REC** button () in the **status bar** region (at the bottom) of the open document.
2. Type "HeaderFooter" in the **Macro Name** field.
3. Leave the **Store Macro in** field at the default "All Documents" setting.
4. In the optional **Description field**, type "Inserts standard header and footer"





5. Click **OK**.

A Macro recorder toolbar is displayed. At this point, **be careful not to make any stray clicks or selections**, and follow the next set of directions carefully.

Let's start recording!

6. Choose **View > Header and Footer**



7. In the header type "**El Camino College**", then click on the **Center** button.
8. Switch to the footer by clicking on the **Switch between Header and Footer** button (). Type "**Page**" and hit the space bar, then click on the **Insert Page Number** button ().
9. **Close** the header and footer toolbar.
10. Click on the square **Stop Recording** button on the **Stop Recording** toolbar and view the document.



Editing the Macro

1. Choose **Tools > Macro > Macros**.
2. With the **HeaderFooter Macro** selected, click on the **Edit** button.

Word opens the **Visual Basic for Applications** window.

3. Click after the last "e" in El Camino College and type
": [Your Department/Division's name]"
4. Choose **File > Close and Return to Microsoft Word**.

Running the Macro

1. Open a **new** document, or any existing one that has no header or footer.
2. Choose **Tools > Macro > Macros**.
3. With the **HeaderFooter Macro** selected, click on the **Run** button.

Word adds the edited header to your document.

Points to remember about Macros:

- When recording a macro, use the **keyboard** or **menus/toolbars** to select text or move the insertion point in a document.
- Record any “clean-up” actions as part of the macro.
- You can store a macro in a template to use it in multiple documents (default), or you can store it in a single document.

Running a Pre-installed Macro: List Commands

Microsoft has been known to change the shortcuts between commands with different versions of their programs. However, there's an easy way to create a **list of all the keyboard shortcuts** from within the application itself.

Just choose **Tools > Macro > Macros** and select **Word Commands** from the **Macros In:** drop-down list.

Then scroll down the Macro name list until you find the **ListCommands macro**. Select the macro and click **Run**. Specify it to Create a new document which lists: **Current menu and keyboard settings**, and click **OK**.

As the macro runs, Word creates a new document that contains a table showing all current keyboard shortcuts. This can be saved or printed.

Section 4 — Creating a Custom Toolbar

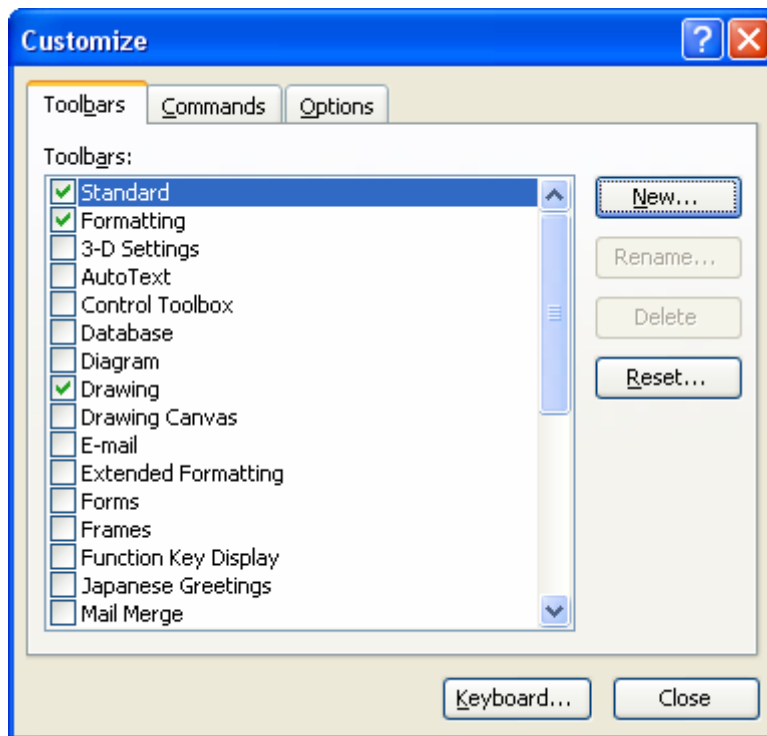
Word supplies you with many toolbars that provide you with instant access to nearly every menu function. But you may prefer to create a custom toolbar that includes other buttons for actions that you use frequently.

Another good reason to create a custom toolbar is to store your macros, since they do not have a toolbar of their own.

In this exercise, we will create a custom toolbar by using the **Customize dialog box**, and then we will add buttons to the **custom toolbar**, including our macro. We'll also rename a button on the custom toolbar. Finally we will delete the custom toolbar.

Setting up the custom toolbar

1. With any Word document open, click on **View > Toolbars > Customize**. The Customize Dialog box pops up with three tabs. The Toolbars tab enables you to create a toolbar, check toolbars for viewing, rename or delete toolbars, or reset toolbars to the default.
2. Select the **Toolbars** tab. Click on the **New** button.



3. Type **"MY TOOLS"** in the Toolbar name box.
4. In the **Make toolbar available to:** area, we can assign this tool bar to all Word documents (Normal), or **only to the open document**. We will assign the toolbar to the open document only. So, select the name of the open document from the pull-down menu. Click **OK**.

An **empty toolbar appears**, and the MY TOOLS toolbar has been added to the toolbars list in the Customize dialog box.



Now, let's add the macro to the toolbar:

5. Click on the **Commands** tab in the Customize dialog box.

6. Select the **Close** button from the Commands: list (on the right) and drag it onto the empty custom toolbar and release it.
7. Now select the **Edit** Category (on the left). Drag the **Repeat** button to the custom toolbar and release it.
8. Add the **Select All** button to your custom toolbar.

The toolbar automatically expands as you add buttons.

9. To **remove** a button, simply **drag it away from the toolbar** and release it (with the Customize box open). Remove the **Close** button.

Note: the button has **not been moved** from the Commands list.

Putting a macro button on a custom toolbar and modifying its appearance

A common reason for creating a custom toolbar is to provide buttons for macros, which otherwise are not readily accessible.

10. Scroll down the categories list and select **Macros**.
11. Select **Project.NewMacros.HeaderFooter** in the commands list.
12. Drag the button onto the custom toolbar.
13. Let's rename this button. Click on the **Modify Selection** button.
This menu allows us to change many things about our button, including the graphic associated with it, but we just need to create a shorter name for the button right now.
14. Select the contents of the **Name** box and type "**HeaderFooter**" Then press the **enter** key.

The button has been renamed.

Deleting the toolbar

Suppose you create a custom toolbar just for macros you are using with a particular project, and you want to delete the toolbar now that the project is completed. We can do that in the **Customize** dialog box.

15. Select the **Toolbars** tab
16. Scroll down and select MY TOOLS. Click on **Delete**.
Notice that the MY TOOLS toolbar has been removed from the toolbars list in the **Customize** dialog box.
17. Click on **Close**.

Points to remember about Custom Toolbars:

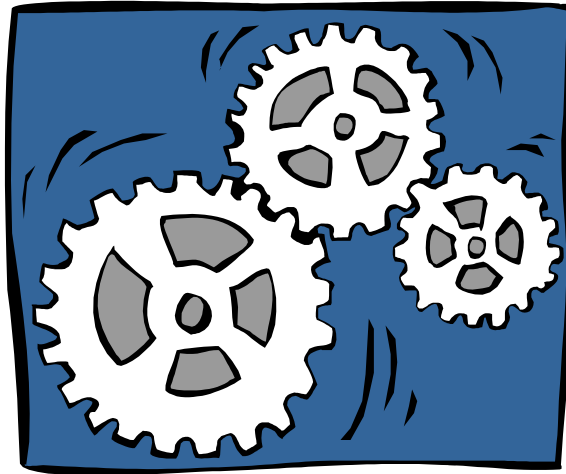
- When you add buttons to the Custom toolbar, Word makes a copy of the button--it does not move it.
- You can rename a toolbar button by using the **Modify Selection** button in the Customize dialog box.
- Use the **Options tab** in the **Customize dialog box** to customize the appearance of menus and toolbars.
- Use the **Toolbars tab** in the **Customize dialog box** to create, delete, and rename a toolbar, or to reset a toolbar to its default settings.

Customizing Word's Pre-set Toolbars

You can easily customize the pre-set toolbars. For instance, you can add a specific font button that you use often to the "Standard" toolbar. You can also reset the tool bars to their factory settings at anytime.

1. Choose **View > Toolbars > Customize**.
 2. Click the **Commands** tab to view the various command shortcuts available.
 3. To **remove** a button from an existing toolbar, click-and-drag the button off the toolbars that are **already on the top of your screen** until a black "X" appears next to the button.
 4. To **add** a button to a toolbar, find the **command** button on the Commands tab, then click-and-drag it to the desired location on the toolbar.
 5. To **reset a toolbar** to its factory settings, click on the Toolbars tab of the Customize window, select the toolbar you want to reset, then click **Reset**.
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Automating Microsoft Word 2003



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