ELA
AREA
PUBLIC
LIBRARY

Word 2013 Part 2

1) Using the Thesaurus

Exercise: Use thesaurus to change a word in **European Travel Itinerary** document.
- Open **Travel** by opening **File Explorer** and then **Documents**.
- In the first sentence, right click once on the word: **relaxed.**
- In the menu that appears hover over the word **Synonyms** to get a second menu. There will be a list of synonyms you can use to replace the word.
- You can choose one of the synonyms; however, we are going to access the **Thesaurus** by clicking once at the bottom of the menu.
- From the Task Pane on the right, hover over the word **laid back,** click the drop-down arrow beside it, and then select **Insert.**
- If you have a Microsoft account, you can sign in for definitions on bottom of task pane. You can also play an audio pronunciation of the word by clicking the speaker at the bottom.
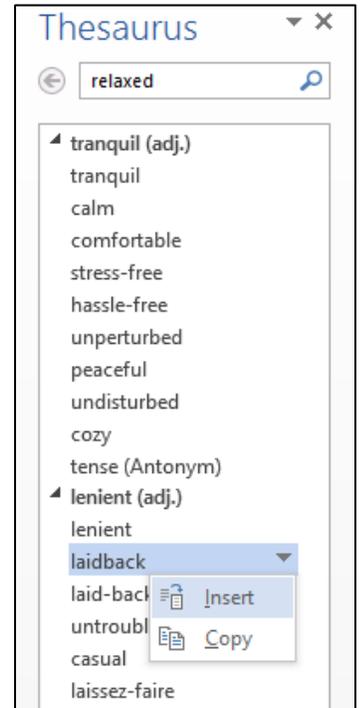
2) Symbols and foreign letters

Exercise: Use keyboard to enter a Spanish letter into your document.
- Refer to Foreign Letters handout (Page 10)
- Click just after the word **Itinerary** in the title and type: Alt+0241: *Hold* down **Alt** key. Type 0241 on **number pad at right**. Then let go of Alt key.
- The result will be: **ñ**. Try other keyboard shortcuts from the sheet.

*Exercise*: Insert foreign letters or symbols from the ribbon.
- From the **Insert** tab, click the down-arrow next to **Symbols** on the right side of the ribbon.
- Click **More Symbols** from the menu. Scroll to find symbols (or foreign letters) you need and then click **Insert** to add it into the document.

Word 2013 Part 2
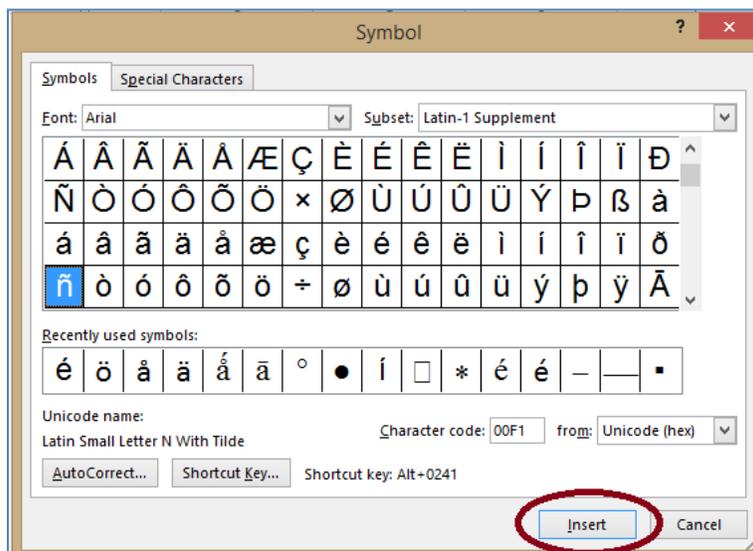
3) Adjust line spacing

Exercise: Correct the address at the top of the document.

- Highlight the address of the travel agency.
- In the **Paragraph** group, click the arrow next to the "Line and Paragraph Spacing" command. Then select "Remove Space After Paragraph" at the bottom of the menu.
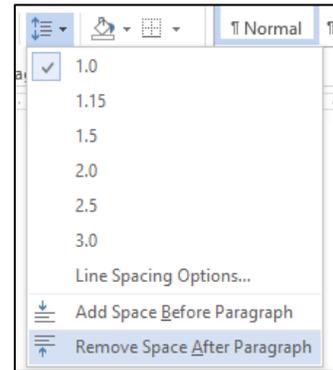
Exercise: Change the spacing of the entire document.

- Highlight all the text in your document by hitting **Ctrl** + **A** on the keyboard.
- In the **Home** tab find the **Paragraph** group and click the small arrow in the lower right hand corner.
- In the dialog box that opens find the **Indents and Spacing** tab and then click the drop-down arrow next to the "Line Spacing" search box.
- Click on **Double** then click OK.
- You can also access the dialogue box by clicking the **line and paragraph spacing** command (up and down arrows) and then clicking line spacing options.
- You can also change the spacing by selecting any of the numbers from the drop-down menu.
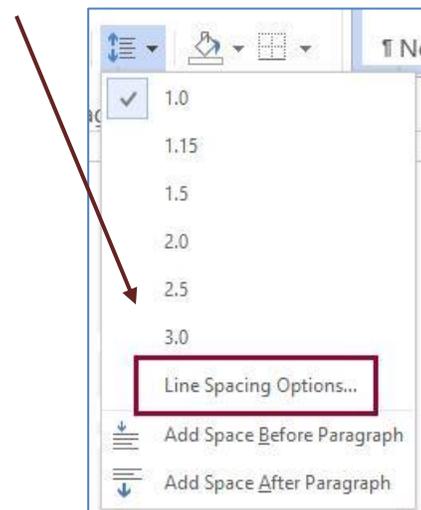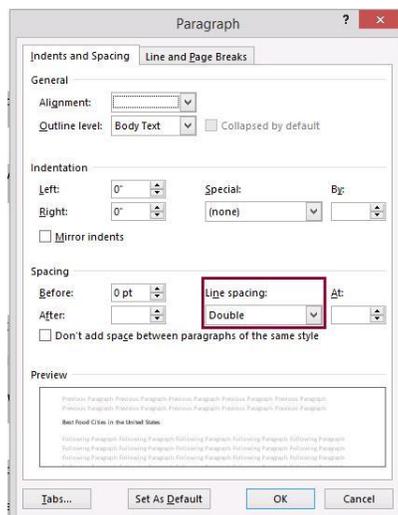
Exercise: Change spacing on just a ***portion*** of your document.
- **Undo** the double-spacing we just applied and highlight the list of cities at bottom.
- Return to the "Line Spacing" area in the **Paragraph** dialog box, click **Double** then click OK.
- The names should be double spaced! (If all lines seem to double space automatically, click in the "Don't add space between paragraphs of the same style" to format that way you want).
- With the names still highlighted, go back to the Paragraph menu and change the Line Spacing back to single.

ELA
AREA
PUBLIC
LIBRARY

4) Setting the Margins

- Find the **Page Setup** group in the **Page Layout** tab.
- Click on the **Margins** command. From the drop-down list you can click a pre-set choice or click on "Custom margins …" at the bottom.

*Exercise*: Change the margin and gutter of your document.
- Click on **Custom Margins** and enter **2"** in the Top, Bottom, Left, and Right option boxes. Then Click **OK**.
- **Go back** to the **Margins** Command. Select **Normal** from the menu. Your margins will return to the 2013 default margins.
- Go back to the **Custom Margins** and change the **Gutter to 2."** Make sure **Gutter Position** is **Left** and then Click **OK.** This is used when documents need binding. The gutter gives publishers room to staple or sew the pages together and add a cover.
- Go back to the Custom **Margins Menu** and change the **Gutter** back to **0."**
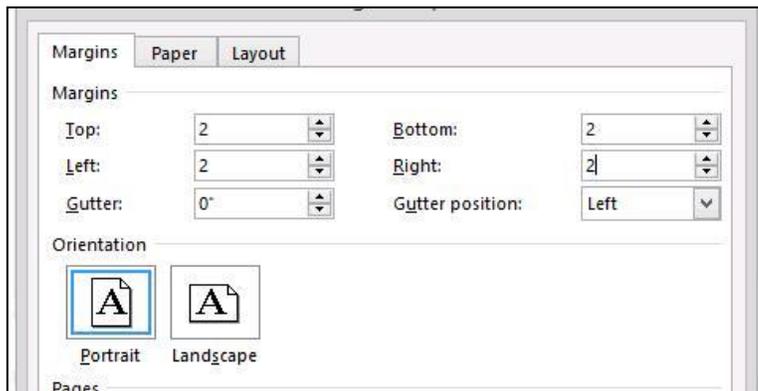
5) Insert Columns

Exercise: Create columns in the **Travel** document.
- Press Ctrl + A to highlight all the text.
- Click the **Page Layout** tab of the ribbon and go to "Page Setup" group. Click **Columns** command and then **two** from the menu.
- Your entire document will split into two columns.
- Change columns back to **one** from the **Columns** menu.
- You can manually set the sizes for your columns if you have three or more. First select **More Columns** from **Columns** command**.**
- Change Col # to 3 and then uncheck "Equal column width."
- Change the width of column 1 to 2.5" and notice how the other two columns change width to compensate.
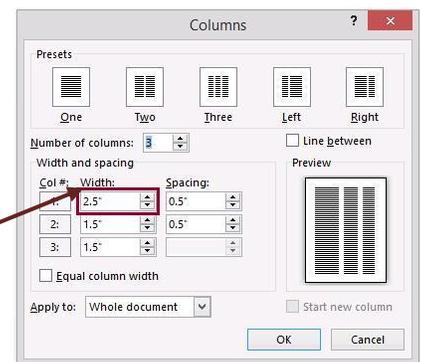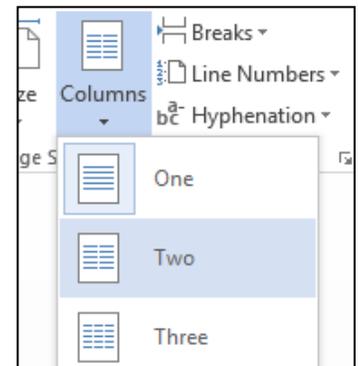
6) Inserting bullets

Exercise: Insert bullets into list at the end of **Travel** document.
- Highlight the list of four countries on page one of your document.
- From the **Paragraph** group, click the drop-down arrow by **Bullets** command.

- Choose the style of bullets you want and click on it. The list is now bulleted.
- Place the cursor at the end of the name **Germany** and press **Enter.**
- A new bullet is waiting for you to enter more information. Type: **Denmark**.
- This works in the *Middle* of the bullet list as well. Click the end of "Belgium" and then hit **Enter**. Then click **undo**.
- If you want a numbered list, select the command on the right of the **Bullets** command.

7) Multi-Level Bulleted List (2 methods)

You can use the use the **tab** key or you can access the **Multilevel list** command from the **Paragraph** group.

Exercise: Use **tab key** to add cities in a multi-level list after the Paris.
- Click at the end of **France** and press the **Enter Key** to jump to the next line.
- Select the **tab** key. This will automatically begin a secondary bulleted list.
- Type: **Paris** and press **Enter**. You remain in the second level bullet. Then type: **Marseilles**.
- To begin another multi-level list (the third) click enter after Marseilles and then hit tab.
- Under **Belgium** add **Brussels** and **Antwerp** as a secondary bullet list.
- You can also add **Amsterdam** and **Rotterdam** under the Netherlands if you wish.
- You list should look like this:

- France
  - Paris
  - Marseilles
- Belgium
  - Brussels
  - Antwerp
- Netherlands
  - Amsterdam
  - Rotterdam
- Germany
- Denmark

8) Inserting Comments

Exercise: Insert comments to add information to some of the items in our list.
- Inserting comments are a good way to add information to a word or line on the side of the page.
- First, Highlight **Paris** under **France** in the document.
- Click the **Review** tab and then select **New Comment** from the **Comments** group. This will open the Comment Pane on the right side of the page.
- Type: "Capital of France" in the comment pane.

> Microsoft Office User 26 minutes ago
> Capital of France.
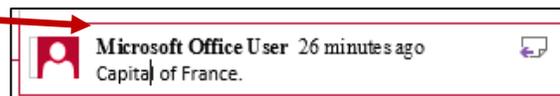
- Highlight **Amsterdam** under **Netherlands** and add new comment here as well.
- Type: "Capital of the Netherlands."
- If you do not want the comments to show, click the **Show Markup** command and then uncheck **Comments**.
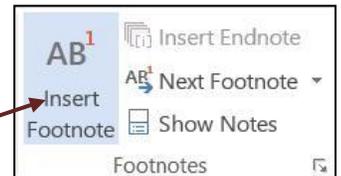
- When you uncheck **Comments**, they will not print. Go to the **File** tab and select **Print Preview** to confirm.
- Go back to the **Show Markup** button. Re-check **Comments** so the comments will reappear.
- Go to the **File Tab** to view Print Preview**.** The comments will appear and print.
- **To delete comments**, go back to the Review tab. Click the drop-down button under the **Delete** button.
- You can delete comments one at a time by clicking each comment and then selecting **Delete**. To delete all comments, select **Delete All Comments in Document.**

9) Inserting a Footnote/Endnote

Exercise: Insert a footnote for **Marseilles**.
- Click your cursor just after **Marseilles**.
- Click the **References** tab and find the **Footnotes** group.
- At the left of this box is a bold **AB**[1]. This is the *Insert Footnote* command.
- Click "Insert Footnote." A superscript number **1** will appear next to the text. Numbering is done automatically.
- Scroll down to the bottom of the page and type "Second largest city in France".
- To insert **endnotes,** follow the same procedure as above but click on "Insert Endnote" and then go to the end of your document to enter the text.
- Add footnote after **Antwerp**. At bottom of page (#2) type: "Second largest city in Belgium."
- Footnotes automatically number and autocorrect if you need to insert a footnote between 1 and 2.
- Add a footnote under **Blackhawks** to see what happens.
- To change the formatting style, open the dialogue box launcher in the **Footnotes** group. Then choose the drop down arrow next to format.

- France
  - Paris
  - Marseilles [1]
- Belgium
  - Brussels
  - Antwerp [2]
- Netherlands
  - Amsterdam
  - Rotterdam
- Germany
- Denmark

[1] Second largest city in France
[2] Second largest city in the Netherlands

10) Insert a table

- Click below the line "Itinerary" and then click the **INSERT** tab.
- Click the **Table** command to bring up list. Move your cursor over the squares to choose columns and row. Select **7 X 2 Table**.
- A preview of the table will show on your document. It will automatically fit within your document margins.
- Type text into table (see below). **Control E** centers the text. The size of the table cell will get larger to accommodate more text.
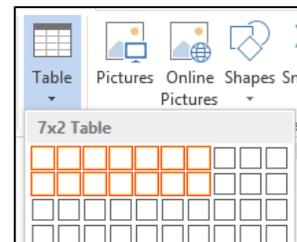
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Arrive in Paris	Paris	Paris	Train from Paris to Brussels	Brussels	Train from Brussels to Amsterdam	Amsterdam

Word 2013 Part 2

ELA
AREA
PUBLIC
LIBRARY

11) Headers and Footers

Exercise: Use the Header tool to place an identifying title at the top of each page of your text above the regular text.

- In the **Insert** tab find the "**Header & Footer**" section.
- Click on the arrow below the word **Header**.
- Scroll through the style choices on the drop-down menu.
- For now, click on the top choice titled "Blank".
- In the section that appears type **Itinerary** then click the **Close** icon.
- To make changes to your Header, go back to the **Insert** tab, click the drop-down arrow below **Header**, and choose **Edit Header**.

Exercise: Add page to bottom of page.
- Select **Page Number** from the **Header and Footer** group.
- Click **Bottom of Page** from the menu and then choose **Plain Number 3**.
- Note that the page number appears automatically and will number consecutively.
- If you wish to not have a page number on the first page, you can remove it by selecting **Footer** (as our numbers are on the bottom of the page); **Edit** Footer (Header & Footer Contextual tab appears); and then check **Different First** Page.
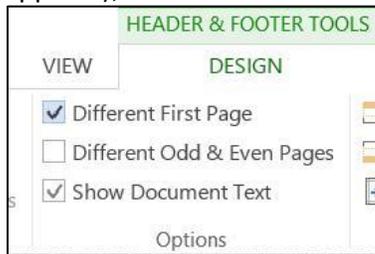
12) Adding a watermark

- Click on the **Design** tab on then **Watermark** from **the Page Background** group.
- Note you could choose one of the options from the drop-down menu or you create a custom watermark.

Exercise: Create a custom watermark.
- Click the **Watermark** command. Then click "Custom watermark…" at the bottom of the menu to open dialogue box.
- Click "Text watermark" button.
- The **Text** line has preset options but let's type **Super Important** on that line. Click **Diagonal** under layout and check **Semitransparent.** Then click **OK** button.
- You can also choose a picture as a watermark by clicking **Picture Watermark** and then uploading a picture from your computer.
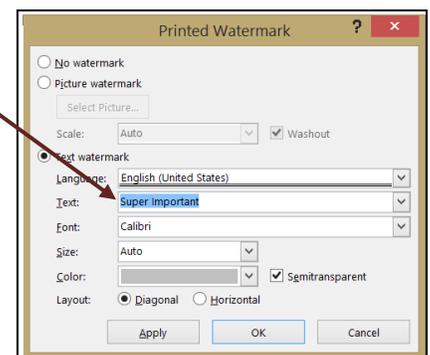
13) Encrypting/Password protecting your document

- To encrypt your document click the **File** tab, click info, and then click the **Protect Document** button.
- From the drop-down menu select **Encrypt with Password**.
- From the **Password** dialogue box create a password and click **OK**.

- Reenter password In the **Confirm Password** dialog box and click **OK**.
- To save the password, save the file.
- To remove the password, go back to **Encrypt with Password,** then delete the password from the dialogue box, and then click save.

14) Printing Envelopes

Exercise: Use Word 2013 to make an envelope with a delivery address and a return address.
- Click the **Mailings** tab. Find the **Create** group and select **Envelopes**.
- Click on the **Options** button in the Envelopes and Labels dialogue box to select the size of your envelope and change printing options. (We'll do size 10). Click **OK**.
- Type the Delivery and Return addresses in the areas provided in the dialog box.
- Click "Print" to print your envelope. In the library, you will have to feed your envelopes into the printer's manual feeder tray.
- You may be prompted "Do you want to add return address as the default address?" In this class, please select no. If you are at home, you can say yes, and your address will appear on all envelopes for now on.
- Before you print, insert envelopes into your printer's manual feeder (tray 1).

ELA AREA PUBLIC LIBRARY

15) Mail Merge

- You can use Mail Merge to automatically address labels and envelopes.
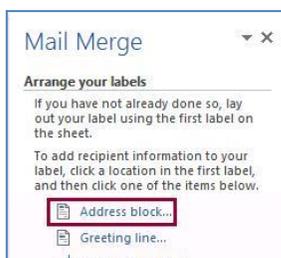
Exercise: Create address labels from an existing list of addresses.
- Open a new blank document and click the **Mailings** tab on your ribbon.
- In the **Start Mail Merge** group, click the **Start Mail Merge** button and choose **Step-By-Step Mail Merge Wizard** from the drop-down menu.
- This will open the Mail Merge task pane. Follow the steps at the bottom.
- In the Mail Merge task pane, choose **Labels** and then click **Next: Starting document** (**Step 1**).
- Click **Label Options** in the task pane and choose your label brand and number, which will be on the package. For this exercise, choose "Avery US Letter" brand and number 5160 (Easy Peal Address). Click **OK**.
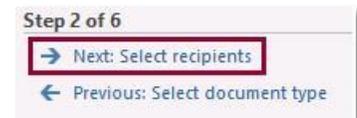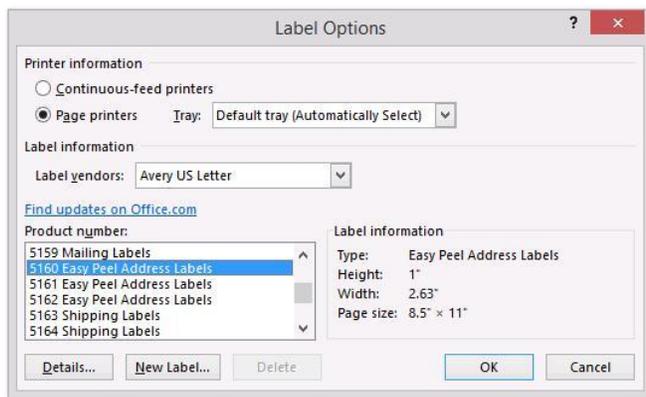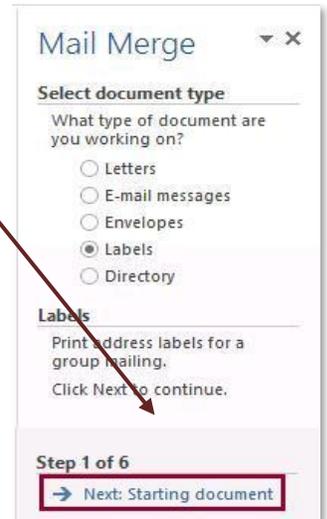
- Then click **Next: Select Recipients** (**Step 2**) in the task pane.
- You will need a list of addresses at this point. You can type a new list, take the addresses from your Microsoft Outlook contacts, or use an existing list. We will use an existing list that was created in Microsoft Excel.
- Click **Browse** and choose our list: **Addresses.xls**. Highlight **Sheet 1** and click **OK. Your** list of recipients will appear for quick review. Click the **OK** button. Then click **Next: Arrange Your Labels** (**Step 3**).

- Click **Address Block** in the task pane to insert your address fields. You will be given some options as to how you would like your address formatted. Click **OK**.
- **<<AddressBlock>>** will be added to the first label on your page. Click **Update all Labels** to add address blocks to all the labels (at right).

8

- Your page should look like the image below:

«AddressBlock»	«Next Record»«AddressBlock»	«Next Record»«AddressBlock»
«Next Record»«AddressBlock»	«Next Record»«AddressBlock»	«Next Record»«AddressBlock»
«Next Record»«AddressBlock»	«Next Record»«AddressBlock»	«Next Record»«AddressBlock»
«Next Record»«AddressBlock»	«Next Record»«AddressBlock»	«Next Record»«AddressBlock»

- Click **Next: Preview your Labels** (**Step 4**) in the task pane.
- You can view each label preview with the arrows in the **Preview Results** group.
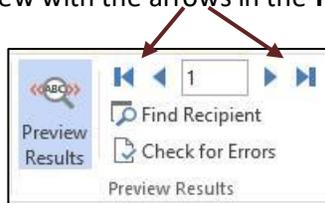
- You can change the font and line spacing of the labels in the **Home** tab, just like changing any text in a Word document. First you need to highlight all the text in the first label. Change font to Arial and size to 10.
- Click **Next: Complete the Merge** (**Step 5**). You can then print your labels. To print, you will need to feed your labels into the manual feeder at the front of the printer.

Mail Merge

Preview your labels

Some of the merged labels are previewed here. To preview another label, click one of the following:

<< Recipient: 5 >>

À	Alt + 0192	à	Alt + 0224
Á	Alt + 0193	á	Alt + 0225
Â	Alt + 0194	â	Alt + 0226
Ã	Alt + 0195	ã	Alt + 0227
Ä	Alt + 0196	ä	Alt + 0228
Å	Alt + 0197	å	Alt + 0229
Æ	Alt + 0198	æ	Alt + 0230
Ç	Alt + 0199	ç	Alt + 0231
È	Alt + 0200	è	Alt + 0232
É	Alt + 0201	é	Alt + 0233
Ê	Alt + 0202	ê	Alt + 0234
Ë	Alt + 0203	ë	Alt + 0235
Ì	Alt + 0204	ì	Alt + 0236
Í	Alt + 0205	í	Alt + 0237
Î	Alt + 0206	î	Alt + 0238
Ï	Alt + 0207	ï	Alt + 0239
Ð	Alt + 0208	ð	Alt + 0240
Ñ	Alt + 0209	ñ	Alt + 0241
Ò	Alt + 0210	ò	Alt + 0242
Ó	Alt + 0211	ó	Alt + 0243
Ô	Alt + 0212	ô	Alt + 0244
Õ	Alt + 0213	õ	Alt + 0245
Ö	Alt + 0214	ö	Alt + 0246
Ø	Alt + 0216	ø	Alt + 0248
Ù	Alt + 0217	ù	Alt + 0249
Ú	Alt + 0218	ú	Alt + 0250
Û	Alt + 0219	û	Alt + 0251
Ü	Alt + 0220	ü	Alt + 0252
Ý	Alt + 0221	ý	Alt + 0253
Ÿ	Alt + 0159	ÿ	Alt + 0255
Þ	Alt + 0222	þ	Alt + 0254
Š	Alt + 0138	š	Alt + 0154
Œ	Alt + 0140	œ	Alt + 0156
§	Alt + 0167	¢	Alt + 0162
¿	Alt + 0191	£	Alt + 0163
¥	Alt + 0165	¡	Alt + 0161
Ņ	Alt + 0325	ņ	Alt + 0326
α	Alt + 0945	Σ	Alt + 0931
λ	Alt + 0955	π	Alt + 0960

Recommended Additional Resources:

Other technology classes
Go to https://eapl.libnet.info/events?v=grid to view and signup for other computer classes.

Class handouts
Go to http://eapl.org/events/class-handouts to download handouts and exercises.

Librarian and computer aide assistance
We are glad to help you out at the second floor reference desk as best we can while helping others.

Device Drop In
Once a month Amy from Reference hosts a "Device Drop In" program. You can bring in any mobile device and get your questions answered. See the Footnotes or online events calendar for dates and times. No registration required.

Databases
The Library offers card holders access to many premium databases, including:

- Gale Courses offers a wide range of highly interactive, instructor led courses that you can take entirely online. As an Ela Area Public Library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new session begin every month.
- LinkedIn Learning offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for card holders in good standing to access this resource, however you will be required to create a free account. *Please remember to log out when you are finished.*

Access both of these databases from the library learn page: http://www.eapl.org/databases

Books
The Library has many technology-related books in the 2nd floor non-fiction collection. These books are generally located from call numbers 004 – 007.

Laptops
Check out a laptop for use in the library for up to 2 hours.

Free online tech training websites
http://www.gcflearnfree.org/ , https://techboomers.com/ , http://www.digitallearn.org/

Books
A few books in the library collection related to this book are:

- **Microsoft Word 2016 step by step** by Joan Lambert
  Call Number: 005.52 WORD
- **Microsoft Office Word 2019 for Dummies** by Dan Gookin
  Call Number: 005.52 WORD

Computer Class Evaluation

Class Title: **Word 2**   Date: _*7/12/2023*_

In terms of your skill with computers, how do you consider yourself?

□ Absolute Beginner (no or little experience with computers, *NOT* yet comfortable using
  a mouse and keyboard)
□ Beginner
□ Intermediate
□ Advanced

In terms of your skill using *Microsoft Word*, how do you consider yourself?

□ Absolute Beginner (no experience)
□ Beginner (some experience, but not comfortable using)
□ Intermediate (some experience, comfortable with the basics)
□ Intermediate/Advanced (experienced with basic and intermediate functions, but require
  training on advanced functions)

How much do you feel that you learned?

□ I learned a lot
□ I learned some
□ I didn't learn much
□ I learned nothing

How did you perceive the pace of the class?

□ Too Fast
□ Just Right
□ Too Slow

Were the handouts helpful?

□ Yes   □ No   If no, why not?

What did you like most about the class?

What did you like least about the class?

What other topics would you like to see in a future computer class?

How do you normally find out about library computer classes?

□ Footnotes (Library Newsletter)
□ Library Website
□ Other _____

If you are not an Ela Area Public Library card holder, where is your home library?

Any additional comments: