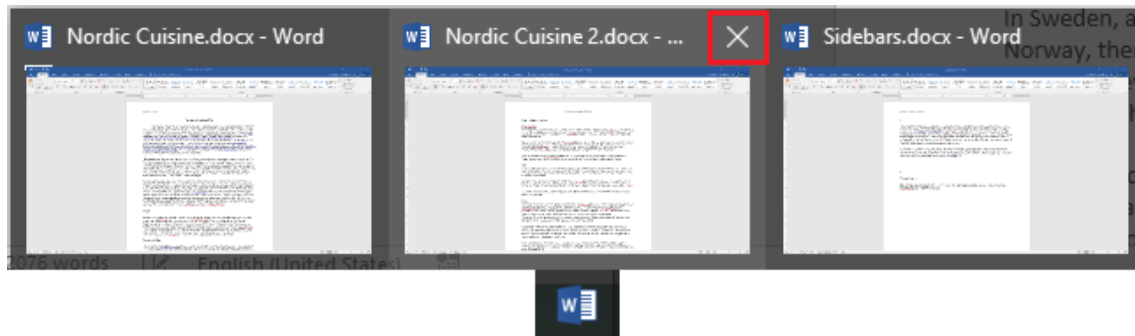
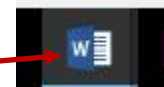


Word 2013 Part 3

1) Open and navigate through multiple Word documents

Exercise: Open three documents from the **Group 1** folder and navigate through them with your mouse.

- Open the following Word Documents from your desktop: “A.Nordic Cuisine”, “A.Nordic Cuisine 2”, and “A.Sidebars”.
- You will probably see only one document on your screen but all are open. Notice the word icon on the taskbar is highlighted.
- Put your cursor over the Word icon. Thumbnails of all three documents will pop up. To switch between Word documents, simply put your cursor on this icon and then click the thumbnail of the document you wish to work on.



- To close a document click the “X” (outlined in red above) that appears in the upper right of the thumbnail.

Exercise: Use the keyboard to switch among multiple word documents.

- While holding the alt key down (use the one just left of the spacebar) select the tab key. All of your open windows will display, including Word documents.
- You will change windows, each time you hit the **Tab** key. When you get to the Word document you want, release the Alt key.

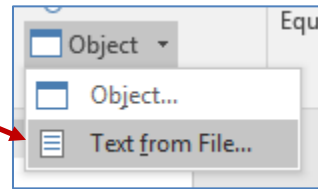
2) Combine two separate documents into a single document

Exercise: Combine the “A.Nordic Cuisine” and the “A.Nordic Cuisine 2” documents into a single document.

- Look at each document. They have different headers and page number placement.
- Begin at the “A.Nordic Cuisine” document. Place your cursor at the end of the text (page 3). Hit the **Enter** key to add a space after the last line.

Word 2013 Part 3

- Select the **Insert** tab and then click the arrow next to the *Object* command on the right of the ribbon.
- From the drop-down menu, click “Text from file.”



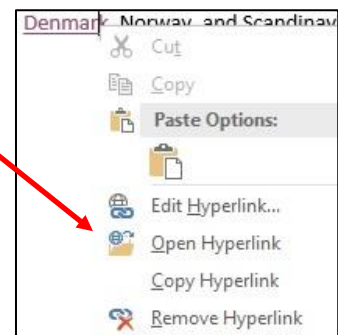
- From the popup box that opens, direct to the “A.Nordic Cuisine 2” document (within the **Group 1** folder).
- Highlight it and click **Insert**. This will combine the two documents.
- Notice the formatting adjusts to that of the first document. All headers and page numbers adjust accordingly. (This does not work with the actual text. If the second document had a different font, you would have to change the font to match the first).
- The “A.Nordic Cuisine 2” document changed its margin and page number to match “A.Nordic Cuisine.”

3) Create clickable Word links inside your document

You can create links within your documents to web pages or to elsewhere inside your document.

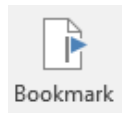
Exercise: Link the word “Denmark” to the website of the country of Denmark.

- Highlight “Denmark” on the third line of the second paragraph in the document.
- Select the **Insert** tab and then click the *Hyperlink* command.
- Type **http://www.denmark.dk** in the address box of the popup window and then click the **OK** button.
- Notice the Word [Denmark](#) is now highlighted blue and underlined.
- Hold the **Ctrl** key and then click “Denmark” to access the website.
- If you want to remove or edit a hyperlink, the easiest way to do so is to right click the link and select the appropriate options from the menu.



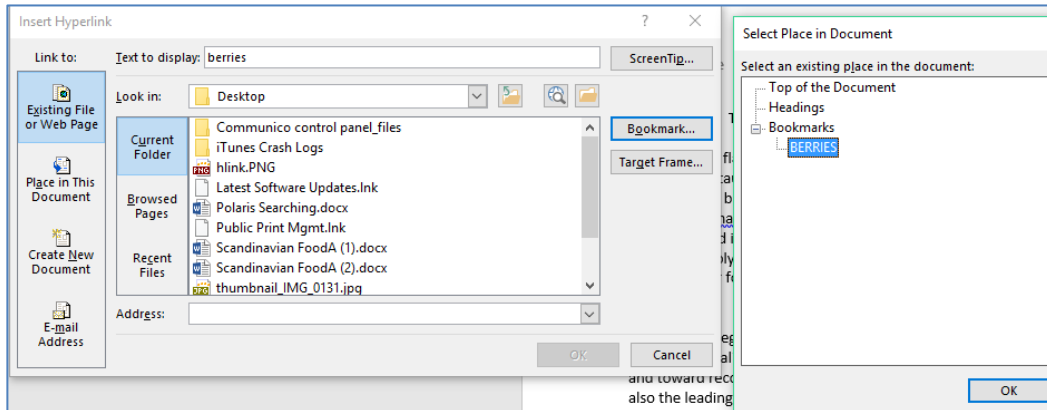
Exercise: Create a bookmark for the word “berries” in the document.

- Highlight the bold word **Berries** (It should be in bold at the top of page 6) before the list and description of common Nordic berries. Then click the *Bookmark* command (next to Hyperlink).



- In the popup box type Berries and then click the **Add** button.
- Next find the word “berries” on the first page (the last word of the paragraph above the bold text: **Noma**).

- Highlight the word and then click the *Link* command.
- Click the **Bookmark** button at the right of the first popup box, select “Berries” in the second popup box, and then click **OK** twice.

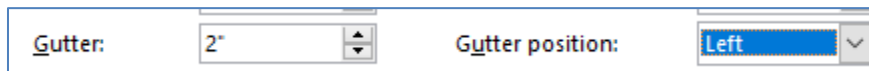


- Now hold the **Ctrl** button and click “berries” on the first page. When you do so, you will move down the document to the list of berries (p. 6).

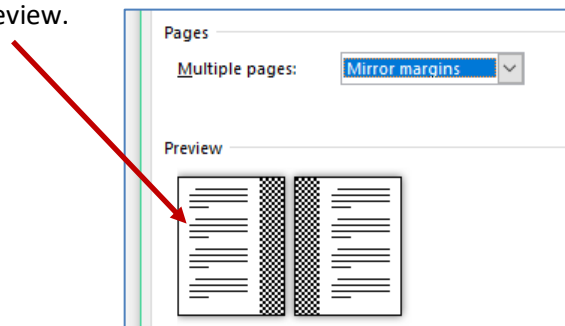
4) Mirror Margins

Exercise: Create a 2-inch gutter for this document and prepare it to print double sided for a three-ring binder.

- Select the **LAYOUT** tab, click the *Margins* command, and then select “Custom Margins” at the bottom.
- Change the size of the gutter to 2 inches and align it to the left.



- Click **OK**. Go into print preview and select *Print on Both Sides*. Suppose we wanted to print this document and put it in a three-ring binder. What is the problem with the current print job?
- Go back into *Custom Margins*. Under “pages’ change from *Normal* to *Mirror Margins*. Notice the difference in the gutter in the Preview.



- You can see the difference when you go into Print Preview. Go back to the **LAYOUT** tab and remove the gutter (or undo) before part 5.
- Click undo twice to remove gutter prior to next section.

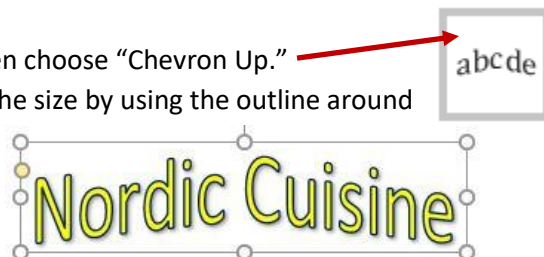
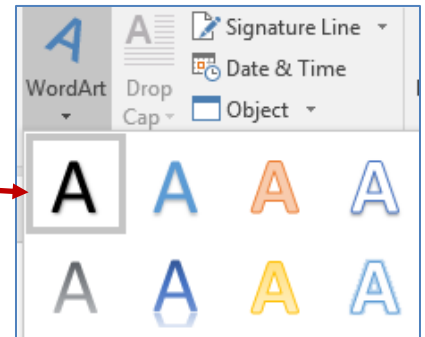
Word 2013 Part 3

5) Word Art

WordArt is a gallery of text styles that you can add to your publications to create decorative effects, such as shadowed or mirrored (reflected) text.

Exercise: Use WordArt to create an artistic title at the top of the document.

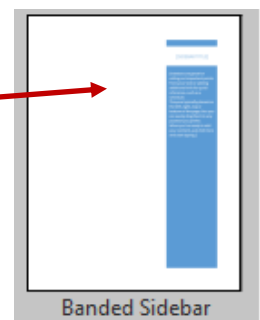
- Delete the current title at the top, and then hit the **Enter** key about 5 times to leave space at the top.
- From the **INSERT** tab click the *WordArt* command and then select the first option (but notice the other ones you can use).
- In the box, that reads “Type your text here” type Nordic Cuisine. Move *WordArt* by clicking and holding the dotted line around the text.
- While working on the WordArt, you will have access to the **Shape Format** tab at the top of the ribbon. Highlight the text. Then click the *Text Fill* command and select yellow (or another light color).
- Do the same with the *Text Outline* command but select dark blue (or another dark color).
- Click *Text Outline* again and then select “Weight.” In the second menu that pops up choose 1.
- Now let’s examine *Text Effects*. Experiment with some of the different effects to see how they look (shadows, glow, etc.).
- Under *Text Effects* choose **Transform** and then choose “Chevron Up.”
- When you use a text effect, you can change the size by using the outline around a text box (as you would with an image).



6) Add a sidebar or textbox

Exercise 1: Create a sidebar on the right side of first page by adding a text box.

- From the **INSERT** tab, click the *Textbox* command toward the right. A menu of built-in templates will appear.
- Select the “Banded Sidebar” option (the fifth on the list). It will appear on the right of the page. This option already has text wrapping so it will not interfere with the regular text in the document. **
- Click and hold the top line of the box and drag down so that it is not in front of the title in order to align it with the first sentence.
- Type “Nordic Countries” over “Sidebar Title” at the top. Then copy the text from part 1 of the “A.Sidebars” document and paste in the body portion of the sidebar.
- We will need to widen the sidebar slightly to fit all the text. Widen the box so that “ambiguous” shows as the last word in the sidebar.

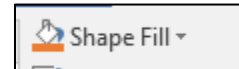


Word 2013 Part 3

**** If you draw the text box, you will need to adjust the text wrapping to square so that the main text of the document will fit around the box.**


Exercise 2: Create another sidebar with the “Simple Text Box”

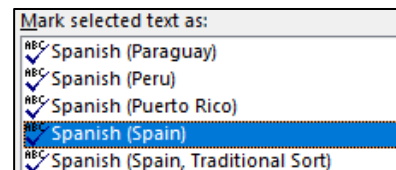
- Go to the lower right of page 5 of the document. Choose “Draw Text Box” from *Text Box* command. With the black plus sign, draw a text box roughly 1” tall and 2” wide.
- From the *wrap Text* command choose “square.” Then copy the text from part 2 and paste into the box. Make the top line (Did you know?) bold. If you need to, adjust the size or move the box.
- Change the background color of the text box. Click the *Shape Fill* command from the **Drawing Tools** tab and choose a light gold or yellow
- Click *Shape Outline* from **Drawing Tools** and choose black.



7) Foreign Languages and Translation

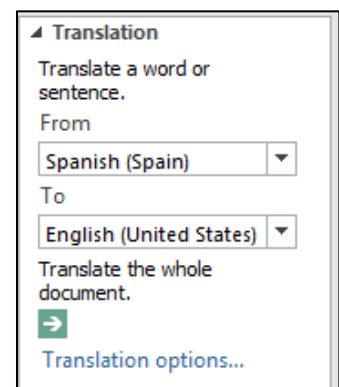
Exercise 1: Set the proofing language for a paragraph in a foreign language.

- Notice that the paragraph under Noma is in a foreign language (Spanish). Most of the sentence is underlined in red because Word does not recognize the words. Highlight this paragraph.
- From the **REVIEW** tab, select the *Language* command. Then choose “Set proofing language.”
- Change the proofing language to Spanish (Spain) and then click **OK**.
- If available, the spelling and proofing tools automatically use dictionaries of the selected language. (If you see the **ABC** symbol). 
- Right click the word “restaurante” and correct the spelling with the first option on the list. (The correct spelling in Spanish is “restaurante”).



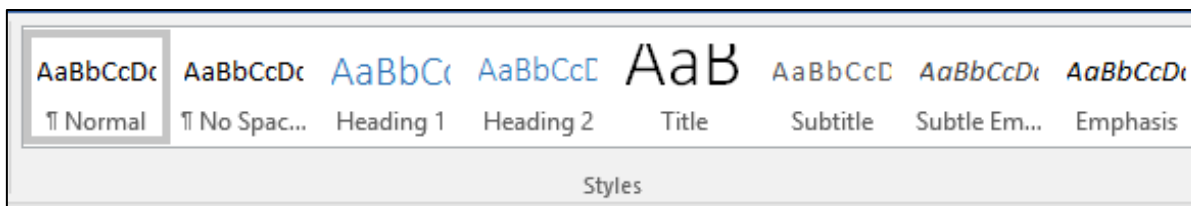
Exercise 2: Translate the Spanish paragraph into English with the *Translate* command.

- First, highlight the entire paragraph under **Noma**.
- Select the **REVIEW** tab and then click the *Translate* command. Then choose “Translate Selection” (the second from the list). Click “Yes” in the popup box. A task pane will open to the right.
- In the task pane, change *From* to Spanish and change *To* English with the drop-down arrows.
- Click the **Insert** button under the translation in the task pane. (You might need to fix the spacing between this paragraph and the one that follows).
- Read over the translation. How good is the translation?



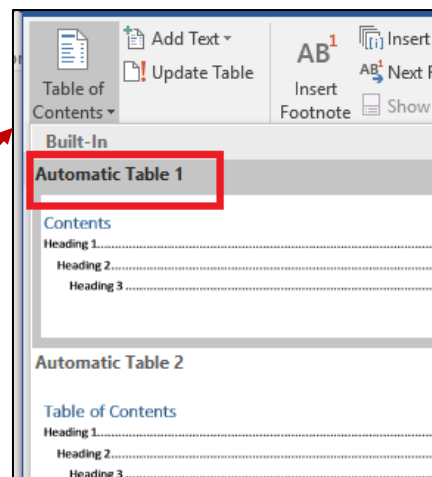
8. Heading Styles and Table of Contents

To make a Table of Contents in Word, we will use the headings from the **HOME** tab in the *Styles* group.



Exercise 1: Create an automatic Table of Contents from the “B.Nordic Cuisine Full” document.

- Open the document “B.Nordic Cuisine Full” in **Group 2**. This is the previous document but without the WordArt, sidebars, and links.
- Click on the title: The Rise of Nordic Cuisine. Then click the *Heading 1* command. Note the change in the Title text. We can change the text style and color – but for this first exercise, we will leave it as is.
- Click the next bold text in the document (**Noma**). Then click *Heading 2*. Click this heading for the remainder of the bold text in the document (again, no need to change the font or color).
- Click before the title so that the blinking cursor shows.
- Click the **REFERENCES** tab and then click the *Table of Contents* command at the left.
- Select the first option on the list: *Automatic Table 1*.
- The Table of Contents will insert. In the next exercise, we will create a Table of Contents before the document. (Undo all the changes before proceeding).



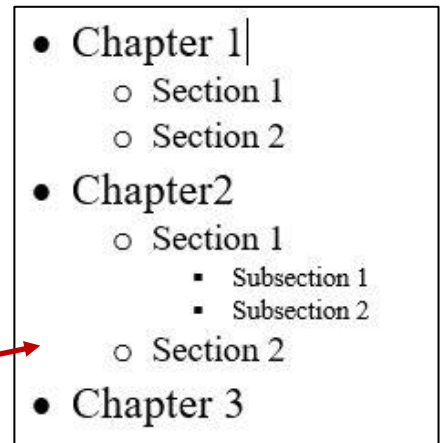
Contents	
The Rise of Nordic Cuisine.....	1
NOMA.....	2
THE NORDIC DIET	2
TYPES OF NORDIC CUISINE	3
SPICES & HERBS.....	5
BERRIES	6
FLAVORINGS.....	7

Word 2013 Part 3

Exercise 2: Create a Table of Contents **before** you write your document (with three levels of headings).

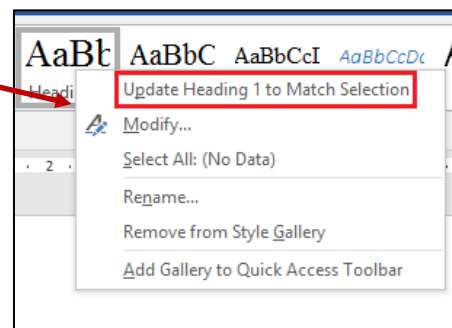
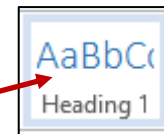
Begin by adding chapters, sections, and subsections:

- Open the “B.TOC” document in **Group 2**. It will be blank except for a paragraph of filler text. (Filler text is also known as dummy text). Copy the filler text so that you can paste it elsewhere in the document.
- **Add Chapters:** Type “Chapter 1” above the filler text.
- Below the filler text, type “Chapter 2” and then paste more filler text below. Type “Chapter 3” and add more filler text.
- **Add sections:** Type “Section 1” under the **Chapter 1** paragraph followed by filler text. Then add “Section 2” followed by filler text.
- Do this for **Chapter 2** (Section 1 and 2 along with filler text).
- **Add subsections:** Under **Chapter 2/Section 1** add *subsection 1* and subsection 2 followed by filler text. Your text should resemble this outline (minus the filler text).



Set up headings and subheadings:

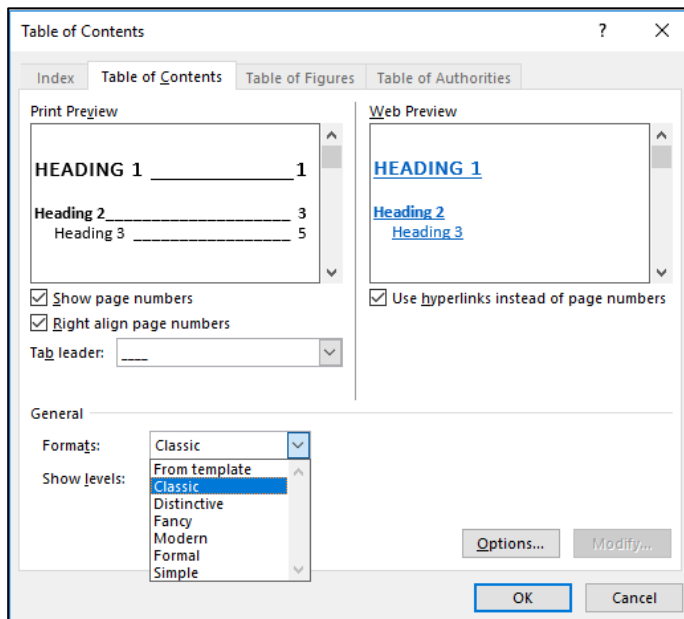
- Click on **Chapter 1**. Then click *Heading 1* in the Styles) in the **HOME** tab.
- Highlight **Chapter 1**. In the *Font Group* change the font to *Times New Roman*; change the text size to 20; and change the text color to black.
- Make this the default font for *Heading 1* font. **Right-click** the *Heading 1* command and choose “Update Heading 1 to Match Selection.”



- Click **Chapter 2** and then *Heading 1* to update the font. Do the same with **Chapter 3**.
- Click **Section 1** and then click *Heading 2*. Change the font to *Times New Roman*; change the size to 16; and change the color to black. Make this the default font for *Heading 2* in the same manner as we did with *Heading 1*. Then change the other Sections.
- Now let’s do the subsections as *Heading 3* with the same font as the others, the size 12, and the color black. (If you don’t see *Heading 3* on the ribbon, click once on *Heading 2* to bring it up).
- Highlight the first filler-heading paragraph. Click the *Normal* command. Make the default font Times New Roman and keep the other settings. All the text should change to this font.

Create the Table of Contents:

- Add a line of space at the top right before **Chapter 1**. From the **REFERENCE** tab, click the *Table of Contents* command and then select “Custom Table of Contents” at the bottom.
- From the pop-up box, we can modify the Table of Contents.
- Note the General Section at the bottom. Click the arrow next to *Formats*: Select “Classic” from the list and look above for the preview of what the Table of Contents will look like. Try some of the other options as well.

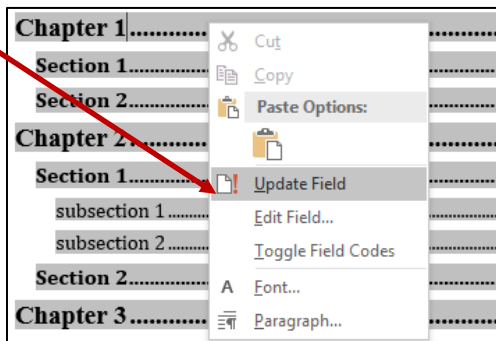


- Select “Classic.”
- Change the *Tab Leader* to the solid line (the last option).
- Click **OK** to insert your table of contents (see below).

CHAPTER 1 _____	1
Section 1 _____	1
Section 2 _____	1
CHAPTER 2 _____	2
Section 1 _____	2
subsection 1 _____	2
subsection 2 _____	2
Section 2 _____	2
CHAPTER 3 _____	2

Update the Table of Contents:

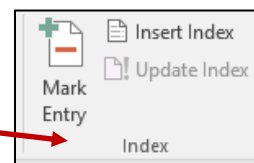
- When you are ready to begin your document, you can replace the headings and filler text with the actual subject matter.
- Replace **Chapter 1** in the text with “Denmark”; **Chapter 2** with “Finland”; and **Chapter 3** with “Iceland.” Replace Sections 1 and 2 with “People” and “Cities.” Right click the Table of Contents and choose *Update Field* from the list.



- To add another chapter: At the end of the document type Norway and set it to *Heading 1*. Update the Table of Contents again.
- Open the “B.Text” document in **Group 2**. Use the keyboard shortcut **Ctrl-A** to highlight all the text. Copy and paste over the first paragraph under Denmark. Update the Table of Contents.
- Whenever you make document changes, make sure to update it in the Table of Contents.
- The items in the Table of Contents are also links! Hold the **Ctrl** button, click Iceland, and see what happens.

9) Create an Index

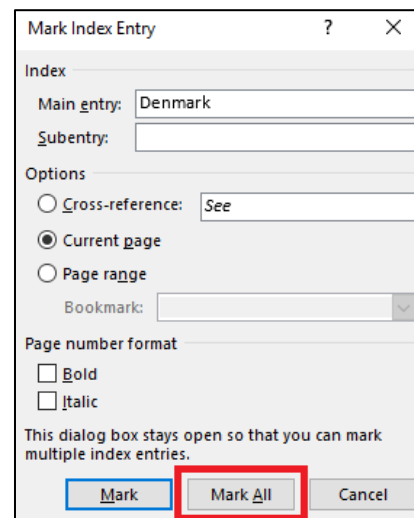
Exercise 1: Select words from your document as main entries.



- Go back to the “B.Nordic Cuisine Full” document.
- Find the *index* group in the **REFERENCES** tab.
- Highlight “Denmark” on line 3 and then click the *Mark Entry* command.
- Keep Denmark as the main entry. Click the **Mark All** button so the index will access “Denmark” on all pages in which it is listed.
- Leave the *Mark Entry* window open at the side of the text.
- (Click **Mark**, if you only want to index that word one time).
- Notice the formatting next to “Denmark”:

Denmark XE "Denmark" ,

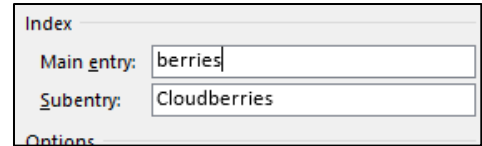
- Now let’s select 8-10 more words from the text to add to the index as main entries. Focus on terms related to places and food (*with the exception of Berries which we’ll do next exercise*).
- Whenever you highlight a word, click the *Mark Entry* Window so it appears in the *Main entry* box. Click **Mark All** for each word.
- After you have added about 8-10 words, click the **Close** button.



Word 2013 Part 3

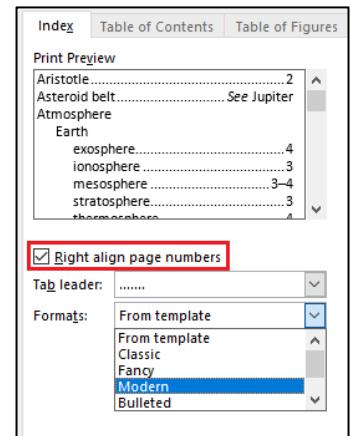
Exercise 2: Create a Main Entry with several subentries for the index.

- Find **Berries** near the end of the document (the word is highlighted red to make it easier to find). Five berries are listed (cloudberries, strawberries, lingonberries, elderberries, and blueberries).
- Highlight the first term “cloudberries” and then click *Mark Entry*. Use **Ctrl-X** to cut the term from Main entry box and then **Ctrl-V** to paste into the subentry box.
- Type “berries” in the Main Entry box and then click **Mark All**.
- Highlight the next berry - strawberries - and click the *Mark Index* box. Repeat the previous steps: Cut “strawberries” from the Main entry, paste into the Subentry box, type “berries” in the Main entry box, and click **Mark All**.
- Do the same with the other three berries and then click **Close** when finished. From **Home** tab, click the *Show/Hide* command to remove the formatting text.



Exercise 3: Complete the index with the entries you have selected in a “Modern” style.

- Click at the end of the document so that you have a blinking cursor. Click the *Insert Index* command.
- From the Popup window, change the *Format* to Modern. Check the box marked “Right align page numbers.”
- Click **OK** and your index will appear (it should look something like the index at the bottom of this page).
- If you create more entries to add to the index, right-click the index and select *Update Field*.



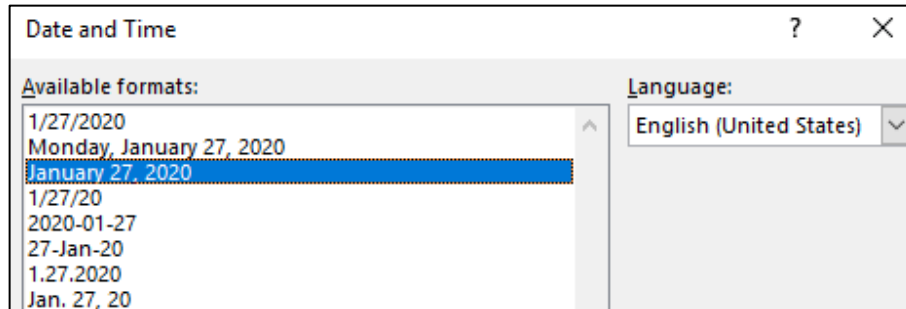
	fish · 1, 2, 3, 5
	Fruits · 2
B	
berries	
blueberries · 1, 3, 6	
Cloudberries · 6	
elderberries · 6	
lingonberries · 1, 6	
strawberries · 3, 6	
C	
caraway · 3, 5	
cinnamon · 4, 5	
D	
Denmark · 1, 3, 4, 5, 6	
F	
Finland · 1, 2, 6	
	gravlax · 2
G	
	New York City · 1
	Noma · 1, 2
	Norway · 1, 4, 6
N	
	seafood · 1, 2
	smörgåsbord · 3
S	
	vegetables · 2, 3
V	

Word 2013 Part 3

10) Insert a date that updates automatically daily

- Open a new Word document.
- Click just after the text “Date:” on the upper left of the document.
- From the **INSERT** tab, select the *Date & Time* command.
- Notice the number of date formats in the popup box. Select the third option.
- Make sure to check the *Update automatically* box in the lower left.
- Click **OK**. Today’s date will insert and it will change every day.

Date: |



Recommended Additional Resources:

Other technology classes

Go to <http://www.eapl.org/events> to view and signup for other computer classes.

Class handouts

Download copies of class handouts and materials for all of our computer classes at:
<http://eapl.org/events/computer-programs/class-handouts> .

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.

Help appointments

Ela Library cardholders can schedule one-on-one appointments with librarians for further help. We can help with our Digital Media Labs or with general technology questions in our areas of expertise. Appointments last up to one hour. Paper appointment request forms are available at the 2nd floor reference desk. You can also request appointments online:

- Go here <http://www.eapl.org/DMLhelp> to sign up for a Digital Media Lab appointment.
- Go here <http://www.eapl.org/computer-programs/one-one-technology-help-appointment-request> to request a general tech help appointment.

Databases

The Library offers card holders access to many premium databases. These include two which can help you learn more about technology.

- 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.
- Lynda.com offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for you 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 Research page: <http://www.eapl.org/resources>

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)

Free online tech training websites

<http://www.gcflearnfree.org/> , <https://techboomers.com/> , <http://digitallearn.org/>

Word 2013 Part 3



Word 2013 Part 3



Computer Class Evaluation

Class Title: **Word 3**

Date: 3/24/2022

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

- Absolute Beginner
- 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: