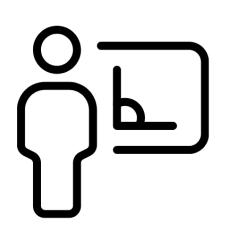
# **Instructors Guide**



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



Information is the seed for an idea, and only grows when it's watered. Heinz V. Bergen

## **Module Two: Design Advanced Documents**

Once you've mastered basic documents in Word, you're ready to create some more complicated products. This module takes a look at two different ways to control how your pages appear – setting page setup layout options and setting paragraph pagination options. We'll also take a look at styles – how to create your own styles and modify existing styles. Finally, we'll perform some advanced editing and formatting using search and replace and linking.

## **Control Pagination**

Estimated Time for this Lesson	25 minutes
Topics in this Lesson	<ul> <li>Create a two-page spread</li> <li>Increase header and footer space</li> <li>Change vertical page alignment</li> <li>Set paragraph pagination options</li> </ul>

## Create a Two-Page Layout

Documents printed two-sided often use different layouts for right and left pages. For example, you might want the page number to always appear on the outside edge of the page.

Topic Objective	Set advanced page setup layout options for different headers and footers
Topic Summary	To create this effect, you use different headers and footers for odd and even pages. On the <b>Layout</b> tab of the Ribbon, select the small square in the <b>Page Setup</b> group to open the Page Setup dialog box. Select the <b>Layout</b> tab. Check the <b>Different odd and even</b> box under <b>Headers and Footers</b> .
Materials Required	"Sample user guide" sample file
Recommended Activity	Have the participants create different headers and footers for the sample document to create odd and even pages.
Stories to Share	You can also have a <b>Different first page</b> for a cover. In a document with odd

	and even pages (to be printed two-sided), the cover is on the right page.
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Show the participants how to create different layouts for odd and even pages.

1. Select the small square in the **Page Setup** group of the **Page Layout** tab on the Ribbon to open the Page **Setup** dialog box.

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- 2. Select the **Layout** tab.
- 3. Check the **Different odd and even** box under **Headers and Footers**.

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- 4. Select OK.
- 5. Modify the even page header and footer to design them for what the left pages should look like.
- 6. Modify the odd page header and footer to design them for what the right pages should look like.

#### **Change Header and Footer Space**

By default, headers and footers start a half an inch from the edge of the page.

Topic Objective	Change header and footer position
Topic Summary	To change the header and footer space, double-click on a header or footer to open the <b>Header &amp; Footer Tools Design</b> tab on the Ribbon. Change the amount of space in the <b>Header from Top</b> and/or <b>Footer from</b> <b>Bottom</b> fields.
Materials Required	"Sample User Guide" from previous topic with headers and footers added
Recommended Activity	Have the participants decrease the space for the headers and footers for the document.

Show the participants how to decrease the header and footer space.

- 1. Double-click on the header or footer to activate the **Header & Footer Tools Design** tab on the Ribbon.
- 2. Use the up or down arrows, or enter the new amount of space in the Header from Top field.

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<ul> <li>Header •</li> <li>Footer •</li> <li>Page Number •</li> </ul>	Date & Document Time Infor	Go to Go to Header Footer	Different First Page     Different Odd & Even Page     Show Document Text	Header from Top: 0.5"      O.5"     O.5     O.5	Close Header
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3. Use the up or down arrows, or enter the new amount of space in the Footer from Bottom field.

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### **Change Vertical Page Alignment**

You can control how your text appears on the page from top to bottom.

Topic Objective	Set advanced page setup layout options for vertical alignment
Topic Summary	Open the <b>Page Setup Dialog</b> box to the <b>Layout</b> tab. You can align your content to the top, center, or bottom of the page, as well as justifying the content to fill the page.
Materials Required	"Sample User Guide" sample file
Recommended Activity	Have the participants change the vertical alignment of the page.

Show the participants how to set the page vertical alignment.

- 1. Select the small square in the **Page Setup** group of the **Page Layout** tab on the Ribbon to open the Page **Setup** dialog box.
- 2. Select the **Layout** tab.

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- 3. Select a new alignment from the **Vertical alignment** drop down list.
- 4. Select OK.

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## Set Paragraph Pagination Options

You can control how a paragraph breaks (or doesn't break) across pages.

Topic Objective	Set line and page break options for a paragraph
Topic Summary	<ul> <li>Place your cursor in the paragraph you want to modify.</li> <li>Use the small square in the Paragraph group on the Home or Layout tab of the Ribbon. Open the Line and Page Breaks tab.</li> <li>Widow and Orphan control is on by default to keep Word from showing a single line of a paragraph at the bottom or the top of a page.</li> <li>Check the Keep with Next box if you want the selected paragraph to never have a page break between the selected paragraph and the next paragraph.</li> <li>The Keep lines together option is slightly different. Checking this box will prevent a page break anywhere in the selected paragraph.</li> <li>Check the last option if you want a page break before the selected paragraph. This setting is very useful for creating styles that always start at the top of the page.</li> </ul>
Materials Required	"Sample User Guide"
Recommended Activity	Have the participants open the Paragraph dialog box to the Line and Page Breaks tab and see how Word handles pagination with each of the settings.
Stories to Share	<b>Keep with next</b> is great when you want to keep items together, like a sentence with associated bullets or text that introduces a table or image.
Delivery Tips	Participants may need to insert some manual page breaks and experiment with different paragraphs and different settings to see how these work.

Show the participants how to change the paragraph pagination settings.

- 1. Place your cursor in the paragraph you want to modify.
- 2. Select the small square in the Paragraph group of the **Home** tab on the Ribbon to open the Paragraph dialog box.

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- 3. Select the Line and Page Breaks tab.
- 4. Check the box(es) to indicate how Word should handle pagination:
  - **a.** Widow and Orphan control: keep Word from showing a single line of a paragraph at the bottom or the top of a page.
  - b. **Keep with Next**: do not allow a page break between the selected paragraph and the next paragraph.
  - c. Keep lines together: prevent a page break anywhere in the selected paragraph.
  - d. Page break before: adds a page break before the selected paragraph.

In the following example, Keep lines together has been checked.

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## Work with Styles

Estimated Time for this	20 minutes

Lesson	
Topics in this Lesson	<ul> <li>Modify existing styles</li> <li>Resolve style conflicts using paste options</li> <li>Create paragraph and character styles</li> </ul>

## **Modify Existing Styles**

Styles are a great time-saving feature for formatting long documents. When you change a style, all items with the style applied are also changed.

Topic Objective	Modify an existing style
Topic Summary	Place your cursor in a paragraph with a paragraph style applied. Or select text that has a character style applied. In the Styles gallery, right-click the style you want to modify and select <b>Modify</b> from the context menu. In the <b>Modify Style</b> dialog box, you can change properties and formatting (both font and paragraph). You can also use the <b>Format</b> drop down list at the bottom to open separate dialog boxes to control other aspects of the style.
Materials Required	"Sample User Guide" sample file
Recommended Activity	Have the participants practice modifying a style.
Stories to Share	Check the <b>Add to Styles Gallery</b> box to have the style show up in the styles gallery on the <b>Home</b> tab of the Ribbon. You can create a keyboard shortcut to simplify applying the style to other paragraphs or characters.
Delivery Tips	If participants modify Heading 4, have them undo the changes in preparation for the next activity.

Show the participants how to modify a style.

- 1. Place your cursor in a paragraph or select text with the style you want to modify applied.
- 2. Right-click the applied style in the Styles Gallery on the **Home** tab of the Ribbon.

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- 3. Select **Modify** from the context menu.
- 4. In the **Modify Style** dialog box, you can change the following properties:
  - Name: give the style a new name
  - **Style based on**: if the style should inherit the properties of another style, you can select it from the drop down list
  - **Style for following paragraph**: select which style is applied to the next paragraph when you press Enter after the selected style

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- 5. The Font style, size, enhancements and color can be changed directly on the **Modify Style** dialog box. You can also change the paragraph alignment, line spacing, space before or after the paragraph and indents.
- 6. The Preview area displays what your current formatting selections look like for the selected style.
- 7. Use the **Format** drop down list to open additional dialog boxes for Font, Paragraph, Tabs, Border, Language, Frame, Numbering, Shortcut Key, and Text Effects to apply those formatting options to the selected style.
- 8. Check the **Add to the Styles gallery** box to have the style available from the Styles gallery on the **Home** tab of the Ribbon.
- 9. Select OK.

A shortcut for modifying a style is to make changes to a paragraph or selected text that has the style you want to change already applied. Then right click the style in the Styles gallery and select **Update to Match Selection** from the context menu. The other items with that style applied are automatically updated and any future items with that style will reflect the next format.

### **Resolve Style Conflicts by Using Paste Options**

Styles bring consistency to your documents, but if you are working with different documents that use the same style names with different formatting details, it can create some problems. Resolve the problems using paste options.

Topic Objective	Paste content using source formatting or destination styles
Topic Summary	<ul><li>When you paste content from one document to another, you can keep the source formatting, use the destination styles or merge formatting.</li><li>A small <b>Paste Options</b> icon appears at the end of recently pasted content. Hover your mouse over the icon to choose the paste option to indicate how you want Word to interpret the style for the pasted content.</li></ul>
Materials Required	"Sample User Guide" sample file "Sample User Guide solution" sample file
Recommended ActivityHave the participants paste content from one document to anoth select the paste option.	
Stories to Share	You can also use <b>Keep Text Only</b> to strip all formatting (including tables and images) from pasted content.

Show the participants how to use paste options.

- 1. Paste the content.
- 2. Hover your mouse over the Paste Options icon.

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- 3. Select the Paste Option you want to use:
  - Use Destination Theme
  - Use Source Formatting
  - Merge Formatting
  - Paste as Picture
  - Keep Text Only

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#### Create Paragraph and Character Styles

You can create your own styles and add them to the Styles Gallery.

Topic Objective	Create a paragraph style, create a character style
Topic Summary	Format a paragraph with the font and paragraph formatting you want to include as part of the style. Select <b>Create a Style</b> from the Style Gallery. Give the style a name and select <b>OK</b> .
Materials Required	Any Word document
Recommended Activity	Have the participants create a paragraph style. Have the participants create a character style.

Show the participants how to create a paragraph style.

- 1. Apply the paragraph and font formatting you would like to include in the style.
- 2. Make sure that your cursor is in the paragraph with the formatting applied.
- 3. On the Home tab of the Ribbon, select the down arrow in the Styles Gallery.

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4. Select **Create a Style** from the Style Gallery drop down list.

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<ul> <li>Clear Formatting</li> <li>Apply Styles</li> <li>.:</li> </ul>						

5. In the **Create New Style from Formatting** dialog box, enter the name for the style.

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Style1		
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- 6. If desired, select **Modify** to open the **Modify Style** dialog box to make additional changes to the style.
- 7. Select **OK** to save the style.

## Perform Advanced Editing and Formatting

Estimated Time for this Lesson	30 minutes
Topics in this Lesson	<ul> <li>Find using formatting</li> <li>Replace formatting</li> <li>Find and replace text using special characters</li> <li>Find and replace text using wildcards</li> <li>Link text boxes</li> </ul>

## **Find Using Formatting**

Formatting and styles can help you locate and replace specific text in your document.

Topic Objective	Find text that uses a specific format or style
Topic Summary	Select the small arrow next to <b>Find</b> on the <b>Home</b> tab of the Ribbon and select <b>Advanced Find</b> . In the <b>Find and Replace</b> dialog box, select More to show the additional options. Select an option from the Find/Format drop down list. Select the font, paragraph, tabs, language, frame, style or highlighting option you want to find. You can also include specific text in the Find what field. Perform the search to find the item with the text and formatting you indicated.
Materials Required	"Sample user guide" sample file
Recommended Activity	Have the participants find text using specific formatting, such as text that uses Small Caps font formatting.
Stories to Share	To remove formatting from the Find and Replace dialog box, place your cursor in the Find what or Replace with field and select <b>No Formatting</b> .

Show the participants how to find text with specific formatting.

- 1. Select the small arrow next to the **Find** tool on the **Home** tab of the Ribbon.
- 2. Select Advanced Find.

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3. In the **Find and Replace** dialog box, select **More** if the Search Options are not visible.

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- 4. Select Format under Find.
- 5. Select the formatting or style option you want to find. In this example, we'll select a style.

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6. In the dialog box that opens, indicate the formatting or style you want to find and select **OK**.

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Based on: Default Pa	ragraph	Font
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The Format you selected is added to the Find what section of the Find and Replace dialog box.

Find     Reglace     Go To       Find what:        Format:     Style: Heading 1 Char
Format: Style: Heading 1 Char
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Search Options
Search <u>:</u> All 🗸
Match case Match prefix
Find whole words only Match suffix
Use wildcards
Sounds li <u>k</u> e (English) Ignore punctuation characters
Find
Format - Special - No Formatting

- 7. Enter any specific text in the **Find what** dialog box, as you would for any other find you want to perform. You can also change the other Search Options as applicable.
- 8. Select Find Next.

## **Replace Formatting**

You can also replace formats or styles using the Find and Replace dialog box.

Topic Objective	Replace formats using the Find and Replace dialog box
Topic Summary	If you select a format for the <b>Find what</b> field and the <b>Replace with</b> field in the Find and Replace dialog box, you can quickly change the formatting throughout the document from one style to another. Don't add any text in the Find what or Replace with fields to change all text with the selected formats to the new format.
Materials Required	"Sample User Guide" sample file
Recommended Activity	Have the participants change the formatting from one style to another using the Find and Replace dialog box.

Show the participants how to replace formats using the Find and Replace dialog box.

1. Select **Replace** on the **Home** tab of the Ribbon.

🗄 গ	- Q 🗆					Word 2016 Expe	rt v1 - Word		Michele Wiedemer	F	- 0	×
File	Home	Insert I	Design	Layout	References	Mailings f	Review View	w ACROBA	T ♀ Tell me		🖻 Share	$\square$
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Clipboard 🗔	,	Fo	ont		Es .	Paragraph	Es.		Styles	E.	Editing	~

2. In the **Find and Replace** dialog box, select **More** if the Search Options are not visible.

Find and Replac	e	?	×
Fin <u>d</u> Rep	ace <u>G</u> o To		
Fi <u>n</u> d what: Format: Replace w <u>i</u> th: Format:	Style: Normal		$\sim$
Replace w <u>i</u> th: Format:	Style: Heading 2		$\sim$
<u>M</u> ore >>	<u>R</u> eplace Replace <u>A</u> ll <u>F</u> ind Next	Cancel	

- 3. Select **Format** under Find.
- 4. Select the formatting or style option you want to replace.

Find and Replace				?	×
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To Fi <u>n</u> d what:					~
Replace w <u>i</u> th:					~
<< Less	Replace	Replace All	Find Next	Cance	el
Search Options					_
Search: All  Attp: case Search: All  Search: Case Search: All  Search: Case Search: Case Sounds like (English) Sounds like (English) Find all word forms (English)	lish)		Match prefi <u>x</u> Ma <u>t</u> ch suffix Ignore punctua Ignore <u>w</u> hite-sp		
Find					
Format • Special •	No Formatting				
<u>F</u> ont					
<u>P</u> aragraph					
<u>T</u> abs					
<u>L</u> anguage					
Fra <u>m</u> e					
<u>S</u> tyle					
<u>H</u> ighlight					

5. In the dialog box that opens, indicate the formatting or style you want to change and select **OK**.

The Format you selected is added to the Find what section of the Find and Replace dialog box.

- 6. Place your cursor in the **Replace with** field.
- 7. Select Format under Find.
- 8. Select the formatting or style option you want to change to.
- 9. Keep the **Find what** and **Replace with** fields blank to change all text with the selected format.

Find and Replace	? ×
Fin <u>d</u> Replace <u>G</u> o To	
Fi <u>n</u> d what: Format: Style: Normal	V
Replace with: Format: Style: Heading 2	×
<< Less Replace	Replace <u>All</u> <u>Find Next</u> Cancel
Search: All	
Match case     Find whole words only	☐ Match prefi <u>x</u> ☐ Ma <u>t</u> ch suffix
Use wildcards Sounds li <u>k</u> e (English) Find all <u>w</u> ord forms (English)	☐ Ignore punctuation character <u>s</u> ☐ Ignore <u>w</u> hite-space characters
Replace Format • Sp <u>e</u> cial • No Forma <u>t</u> ting	

#### 10. Select Replace All.

#### Find and Replace Using Special Characters

You can find and replace things other than text.

Topic Objective	Use the find and replace dialog box to find special characters
Topic Summary	The <b>Special</b> drop down list in the <b>Find and Replace</b> dialog box allows you to look for paragraph breaks, tabs, page breaks and other types of special items. These special characters can be used alone or in combination with text to find or replace something specific in your document. Word displays special characters with a code in the <b>Find and Replace</b> dialog box.
Materials Required	"Sample user guide" sample file
Recommended Activity	Have the participants find different items using special characters.

Show the participants how to find and replace using special characters.

- 1. Open the **Find and Replace** dialog box and show the Search Options.
- 2. Place your cursor in the **Find what** or **Replace with** field and select an option from the Special drop down list.

	<u>P</u> aragraph Mark	
Find and Replace	<u>T</u> ab Character	? ×
Real Product of R	Any <u>C</u> haracter	
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To	Any Digit	
Find what:	Any Letter	~
	Caret Character	
Replace with:	§ Section Character	~
	¶ Paragraph Character	
	Col <u>u</u> mn Break	
<< <u>L</u> ess	E <u>m</u> Dash	Find Next Cancel
Search Options	E <u>n</u> Dash	
Search <u>:</u> All 🗸	<u>E</u> ndnote Mark	
Matc <u>h</u> case	Fiel <u>d</u>	Match prefi <u>x</u>
Find whole words only Use wildcards	<u>F</u> ootnote Mark	Ma <u>t</u> ch suffix
Sounds li <u>k</u> e (English)	Graph <u>i</u> c	Ignore punctuation characters
Find all word forms (English)	Manual Line Break	lgnore <u>w</u> hite-space characters
	Manual Page Brea <u>k</u>	
	Nonbreaking <u>H</u> yphen	
Find	Nonbreaking Space	N
F <u>o</u> rmat ▼ Sp <u>e</u> cial ▼	Optional Hyphen	2
	Section <u>B</u> reak	
	White Space	

- 3. Word displays the special characters as a code in the **Find what** or the **Replace with** fields.
- 4. Add any additional text, special characters or formatting to the **Find what** or **Replace with** fields. For example, the following illustration shows a search to look for two paragraph breaks in a row.

Find and Replace	?	Х
Find Replace Go To		
Fi <u>n</u> d what: ^p^p		$\sim$
Replace w <u>i</u> th:		~
<< Less Replace Replace All Find Next	Cance	2
Search: All		
☐ Match case     ☐ Match prefix       ☐ Find whole words only     ☐ Match suffix		
Sounds like (English)		-
Find all <u>w</u> ord forms (English)	ce chara	cters
Find Format × Special × No Formatting		

5. Use **Find Next**, **Replace**, or **Replace All** as for any other type of search.

### Find and Replace Text by Using Wildcards

Wildcard characters can help you use more advanced techniques for searching or replacing text to automate certain tasks.

Topic Objective	Find and replace text using wildcards
Topic Summary	There are a number of wildcard characters to help you when finding and replacing text. In the Find and Replace dialog box, check the <b>Use wildcards</b> box. Use the wildcard characters from the <b>Special</b> drop down list to build a combination of literal text and wild card characters you want to find.
Materials Required	"Sample User Guide" sample file
Recommended Activity	Have the participants create a wildcard search.
Stories to Share	You can build regular expressions by combining literal text and wildcard characters. Literal text indicates text that must exist in the target. Wildcards indicate text that can vary. Use parenthesis to create a group of wildcard characters.
Delivery Tips	The Word Help files include several examples and samples to try more advanced wildcard searches if time permits.

Show the participants how to use wildcards in a search.

- 1. Open the **Find and Replace** dialog box and show the Search Options.
- 2. Check the **Use wildcards** box.

Find and Replace	? ×
Find Replace Go To	
Find what:	~
Options: Search Down, Use Wildcards	
Replace with:	~
<< <u>L</u> ess Replace	Replace All Find Next Cancel
Search Options	
Search <u>:</u> All 🗸	
Match case	Match prefix
Find whole words only	Match suffix
Use wildcards	
Sounds li <u>k</u> e (English)	Ignore punctuation characters
Find all word forms (English)	Ignore white-space characters
Find Format • Special • No Formatting	

3. Place your cursor in the **Find what** or **Replace with** field and select an option from the Special drop down list to indicate the wildcard character.

Any <u>C</u> haracter	?
Character in Range	[-]
Beginning of Word	<
End of Word	>
E <u>x</u> pression	0
N <u>o</u> t	[!]
Num Occurrences	{,}
Previous 1 or More	0
0 or More Character	's *
<u>T</u> ab Character	
Ca <u>r</u> et Character	
Col <u>u</u> mn Break	
E <u>m</u> Dash	
En <u>D</u> ash	
Graph <u>i</u> c	
Manual <u>L</u> ine Break	
Page / Section Brea	<u>k</u>
Nonbreaking <u>H</u> yphe	en
Nonbreaking <u>S</u> pace	
Optional Hyphen	

- 4. Word displays the wildcard characters as a code in the **Find what** or the **Replace with** fields.
- 5. Add any additional text to the Find what or Replace with fields (or wildcard expression).
- 6. Use **Find Next**, **Replace**, or **Replace All** as for any other type of search.

#### **Link Text Boxes**

Text boxes can help you flow text from one page to another if the text boxes are linked.

Topic Objective	Link text boxes
Topic Summary	Create a text box with text that overflows, and create an empty text box in the location where you want the extra text to flow. Select the text box that includes the text you want to link. Select the <b>Drawing Tools Format</b> tab from the Ribbon. Select <b>Create Link</b> . The cursor changes to a pitcher, indicating that there is text to flow into an empty text box. The cursor changes to a pouring pitcher when you hover over an empty text box. Click on the empty text box to finish the link and flow the extra text from the first text box to the second one.
Materials Required	"TextBox Sample" sample file
Recommended Activity	Have the participants create a text link between a text box with too much text and an empty text box.
Delivery Tips	The sample file has a text box with overflow text on page 2. There is an empty text box on page 3.

Show the participants how to link text boxes.

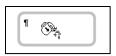
- 7. Select the text box with overflow text.
- 8. Select the **Drawing Tools Format** tab on the Ribbon.
- 9. Select **CREATE LINK**.

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File	Home	Insert	Design	Layout	References	Mailings	Review	View	ACROBAT	Format	${\mathbb Q}$ Tell me what you want to do			🖻 Sha	re 🖵
	\□0□ L¢&G \{}☆		Abc	Abc	Abc 🚽 🔽	Shape Fill <del>+</del> Shape Outline Shape Effects <del>+</del>	- Z	<u>A</u> + <u>A</u> + A +	HAT Text Direction [\$] Align Text Create Link	🗠 Wrap	Text • 🕂 Selection Pane 🗥 •	€ 			
	Insert Shapes			Sh	nape Styles		WordArt St	yles ⊡a	Text		Arrange	S	ze	G	~

Notice how the cursor changes to a pitcher. This indicates that you are creating a text box link, and there is text to flow to an empty text box.



10. Click on the empty text box where you want the text to flow. Notice how the cursor changes to a pouring pitcher when you mouse over an empty text box.



11. The text boxes are now linked. Extra text from the first text box flows into the second text box.

To break a link, return to the first text box. When you select the text box, the Break Link option becomes available.

## **Module Two: Review Questions**

- 1. What creates a two-page layout?
  - a) Using different odd and even headers and footers
  - b) Adding a cover page
  - c) Adding a page break
  - d) Keeping paragraph lines together

A two-page layout is designed by creating different odd and even headers and footers.

- 2. Changing the **Header from Top** space to a larger measurement moves the content of the header:
  - a) Closer to the edge of the page
  - b) Closer to the middle of the page

The larger the measurement, the more space is added at the edge of the page before the header content starts.

- 3. Which setting avoids a page break after the selected paragraph?
  - c) Widow/Orphan Control
  - d) Keep with Next
  - e) Keep Lines Together
  - f) None of the Above

Check the Keep with Next paragraph to insure that the selected paragraph does not allow a page break after it. The next paragraph must fit at least two lines on the page.

- 4. You can assign a keyboard shortcut to a style to make applying it easier.
  - g) True
  - h) False

When you modify a style, you can select Keyboard Shortcut from the Format drop down list and assign a shortcut to that style.

- 5. You can apply font and paragraph formatting to a selected paragraph before creating a style based on it.
  - i) True
  - j) False

When you create a style, the formatting of the selected paragraph is used as the style properties.

6. Where do you find the option to find formatting?

In the Find and Replace dialog box, select More to see Search Options. The Format selections are under Find or Replace at the bottom, depending on where your cursor is placed in the Find and Replace dialog box.

7. If you've used a custom style, but realize you need to change everything with that style applied to a built-in header, how would you make the change quickly?

Use the Find and Replace dialog box and select the custom style in the Find what field and the built-in heading style in the Replace with field. Leave both fields blank and Replace All.

- 8. Which of the following are available under **Special** in a **Find and Replace** that does NOT use wildcards?
  - k) [-]
  - l) <
  - m) ^p
  - n) None of the above

When you select **Paragraph Mark** from **Special** in a Find and Replace that does NOT use wildcards, the code is ^p. The other options are wildcards.

- 9. The Special drop down list is the same whether you have the Use Wildcards box in the Find and Replace dialog box checked or not.
  - o) True
  - p) False

Wildcards combine special characters with literal text to create a search expression. The Special drop down list changes to include these characters if you are using wildcards, or other special characters if you are not.

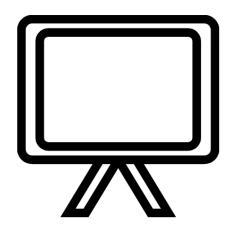
10. What is the advantage of linking text boxes?

You can have overflow text from the first text box automatically flow to a specified location in the linked text box.

# **PowerPoint Slides**



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide. PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.



## Module Two: Create and Manage Documents

This module takes a look at two different ways to control how your pages appear – setting page setup layout options and setting paragraph pagination options. We'll also take a look at styles – how to create your own styles and modify existing styles. Finally, we'll perform some advanced editing and formatting using search and replace and linking. Information is the seed for an idea, and only grows when it's watered. Heinz V. Bergen



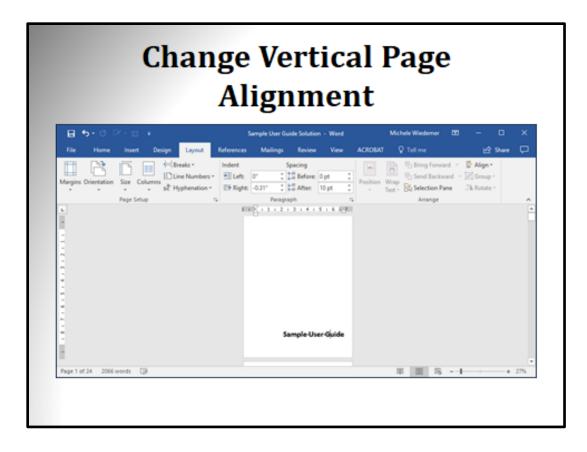
## **Lesson: Control Pagination**

In this lesson, we'll introduce the following topics:

- Create a two-page spread
- Increase header and footer space
- Change vertical page alignment
- Set paragraph pagination options

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Vertical alignment	Tep (9	2	
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Set As Default		OK	Cancel



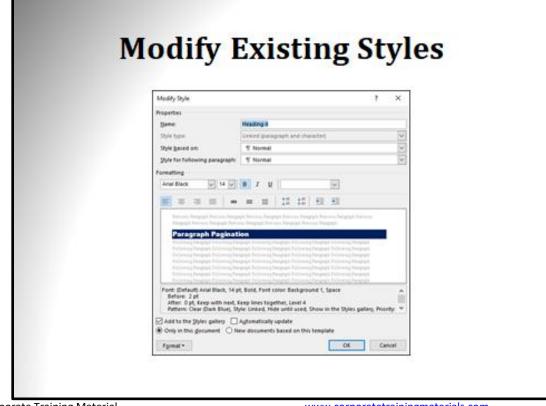


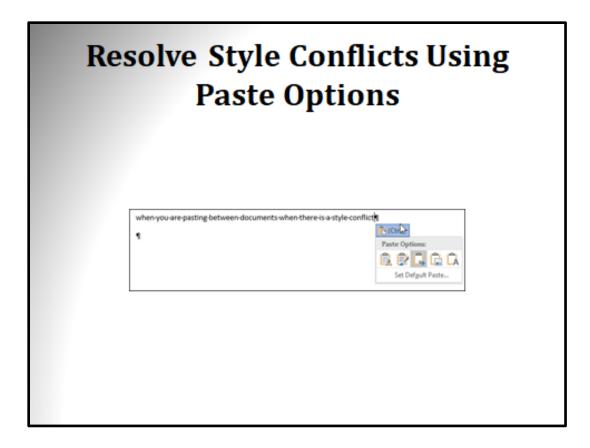
	t Paragraph Pagination Options
File Form	Image:     Sample User Guide Solution - Word     Mithele Windower     CB     -     C       Image:     Image:     Design     Layout     References     Mallings     Review     View     ACROBAT     Q Tall not     View     Second       Image:     Image:
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## **Lesson: Work With Styles**

In this lesson, we'll introduce the following topics:

- Modify existing styles
- Resolve style conflicts using paste options
- Create paragraph and character styles





eate Paragraph and Character Styles
Create New Style from Formatting ? × Hjame: Style1 Paragraph style preview: 1. Style1 OK Modify Cancel

# Lesson: Perform Advanced Editing and Formatting

In this lesson, we'll introduce the following topics:

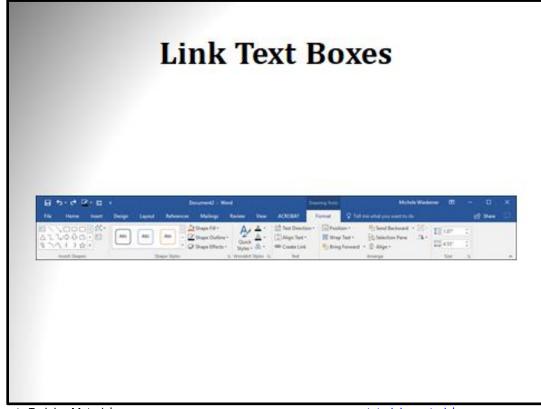
- Find using formatting
- Replace formatting
- · Find and replace text using special characters
- · Find and replace text using wildcards
- Link text boxes

Find and Replace Find Replace Find what:	<u>G</u> o To		? ×
More >>	Reading Highlight *	Find In * Find Ne	t. Cancel

Fing Reglece Go To Igd what	-
onnat: Style: Normal epiace with: 1 commat: Style: Heading 2 << Less	
ormat Style: Heading 2 << Less Beplace Replace <u>All Find Next</u> C earch Options	5
coma: < Less Beplace Replace <u>B</u> Eind Ment. C earch Options	
	ancei
Match prefig     Match prefig     Match prefig     Match prefig     Match prefig     Match suffix     Match suffix	
Sounds like (English)  Find all good forms (English)  I gnore ghite-space d	

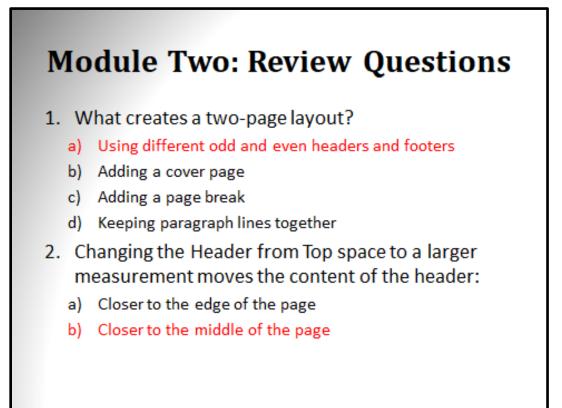
Find and Replace	? ×
Find Reglace Go To	
Figd what: ^p^p	v
Replace with:	V
Search Options	Beplace Replace <u>All</u> Eind Next Cancel
Search; All	Match prefix
Find whole words only	Magch suffix
Sounds like (English)	ignore punctuation characters
Find all word forms (English)	ignore white-space characters
Find Format • Special • No Form	atting





## **Module Two: Review Questions**

- 1. What creates a two-page layout?
  - a) Using different odd and even headers and footers
  - b) Adding a cover page
  - c) Adding a page break
  - d) Keeping paragraph lines together
- 2. Changing the Header from Top space to a larger measurement moves the content of the header:
  - a) Closer to the edge of the page
  - b) Closer to the middle of the page



# Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



## Word 2016 Expert

## Create a Two-Page Layout

- Select a Header or Footer to open the Header and Footer Design tab.
- 2. Check the Different Odd and Even box.
- Design separate headers and footers for odd and even pages.

## **Create an Index**

- 1. Highlight the text you want to include.
- Select the References tab from the Ribbon.
- 3. Select Mark Entry.
- In the Mark Index Entry dialog box, enter the text for the Main entry and the subentry (if desired).
- 1. Select Mark or Mark All.
- After you have marked at least some of your index entries, place your cursor where you want the index to appear.
- Select the References tab from the Ribbon.
- 4. Select Insert Index.
- Check the Right align page numbers box if desired.
- 6. Select the Type as Indented or Run-in.
- 7. Select the number of Columns.
- 8. Select the Language.
- 9. Select OK.

## **Control Paragraph Pagination**

- In the Paragraph dialog box, select the Line and Page Breaks tab.
- Check the box(es) to indicate how Word should handle pagination for the selected paragraph.

## Link Text Boxes

- 1. Select the text box with overflow text.
- Select the Drawing Tools Format tab on the Ribbon.
- 3. Select CREATE LINK.

Notice how the cursor changes to a pitcher. This indicates that you are creating a text box link, and there is text to flow to an empty text box.

- Click on the empty text box where you want the text to flow. Notice how the cursor changes to a pouring pitcher when you mouse over an empty text box.
- The text boxes are now linked. Extra text from the first text box flows into the second text box.

To break a link, return to the first text box. When you select the text box, the Break Link option becomes available.

## Create a Mail Merge or Labels

- Select the Mailings tab from the Ribbon.
- Choose Select Recipients to create a and save the new address list.
- 3. Create the content for the merge.
- Select insert Merge Field from the Mailings tab on the Ribbon to choose the fields to use from the recipients list.
- You can toggle between Preview Results and the merged fields view.
- Select Finish & Merge to create individual documents, print documents or send emails.

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## **Record a Macro**

- 1. Select the VIEW tab from the Ribbon.
- 2. Select MACROS.
- 3. Select RECORD MACRO.

The Record Macro dialog box is displayed.

- Enter a NAME for your macro. The name cannot contain spaces.
- Select the location where you would like to store your macro from the drop down list. You can choose from the current document or the Normal template for use with all new blank documents.
- If desired, enter a DESCRIPTION of what your macro accomplishes.
- 7. Select OK.

From this point, every keystroke or command that you perform is recorded. Keep that in mind, so you don't accidentally record things that you don't want performed repetitively. You can type text, perform formatting or insert things like pictures or tables. Just about anything you can do in Word can be recorded in a macro.

 When you have finished recording your actions, select the VIEW tab from the Ribbon again. Select MACROS. Select STOP RECORDING.

## Run a Macro

- 1. Select the VIEW tab from the Ribbon.
- 2. Select MACROS.
- 3. Select View MACROS.
- In the Macros dialog box, select the Macro that you want to run. You can see the DESCRIPTION at the bottom to make sure it's the right one.
- 5. Select RUN.

## **Track Changes**

- 1. Select the Review tab from the Ribbon.
- 2. Select Track Changes.
- Make edits to the document. Word place a line next to any area with changes. It marks insertions, deletions, moves, and formatting changes according to the settings selected under the Show Markup. However, you may not see all markups, depending on your settings.
- Select New Comment to add a comment.
- Select REVIEWING PANE to view a description of changes.
- Select Previous or Next to move to another tracked change.
- Select Acceptor Reject to accept or reject the current change.

## Find and Replace Using Formats

- Select Replace on the Home tab of the Ribbon.
- In the Find and Replace dialog box, select More if the Search Options are not visible.
- 3. Select Format under Find.
- Select the formatting or style option you want to replace.
- In the dialog box that opens, indicate the formatting or style you want to change and select OK.
- Place your cursor in the Replace with field.
- 7. Select Format under Find.
- Select the formatting or style option you want to change to.
- Keep the Find what and Replace with fields blank to change all text with the selected format.
- 10. Select Replace All.

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# Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.

