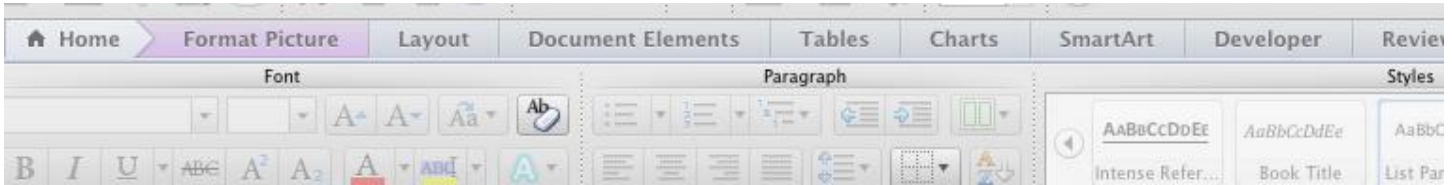


WORD ADVANCED CLASS- MAC HANDOUT

GETTING STARTED:

1. Click Word—Preferences--Ribbon
2. Check the box next to Developer on the right. This will display the Developer tab
3. Click OK



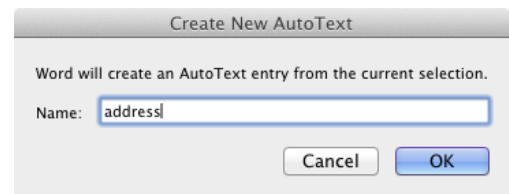
AUTO TEXT

CREATING A QUICK PART

1. Type the text that you wish to store for frequent use
2. Highlight the text (and images)
3. Click the Insert menu and select Auto Text
4. Select New
5. Type a name for the autotext
6. Click OK

TO INSERT A QUICK PART

1. Click Insert—AutoText
2. Select the appropriate Text from the listing



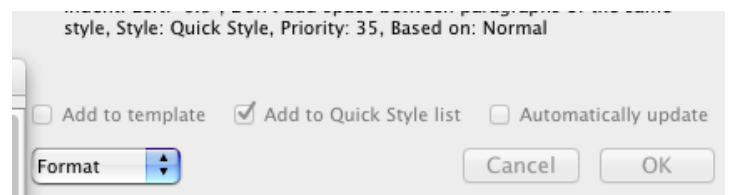
TO DELETE QUICK PART ENTRIES

1. Word—Preference—AutoText
2. Locate the entry and click delete

STYLES

MODIFYING AN EXISTING STYLE

1. Control click on the Style type in the Styles group
2. Select Modify
3. Make the desired changes
4. To apply the changes for the style only in the current document, select Add to quick style list and Select Automatically update.
5. To apply the changes for the style for new documents, select Add to Template
6. Click OK



CREATING A NEW STYLE

1. Click Format—Style--- New
2. Configure the various formatting and font options
3. Click OK

HEADERS AND FOOTERS

CREATING

1. Click on the Document Elements tab
2. Select Header
3. Make the desired changes
 - a. Click the Header icon to insert prebuilt headers
 - b. Use Auto Text to insert auto text or fields such as document name, author, created date
 - c. To enter the file name and location path, select Insert--Field
 - i. In the first column select Document Information
 - ii. Select File Name
 - d. Omit the header on the first page by selecting Different First Page
 - e. Click Close

FORM CONTROLS

INSERTING

1. Click the Developer Tab
2. Click the desired type of control
3. Position the element and size it as needed
4. Double click the element to adjust properties
5. Enter a title for the control
6. Click OK

The screenshot shows the 'Text Form Field Options' dialog box. It has several sections: 'Type' with a dropdown set to 'Regular text'; 'Default text' with an empty text box; 'Maximum length' with a dropdown set to 'Unlimited'; 'Text format' with a dropdown set to 'Title case'; 'Run macro on' with 'Entry' and 'Exit' dropdowns; and 'Field settings' with a 'Bookmark' dropdown set to 'Text2', and two checkboxes: 'Calculate on exit' (unchecked) and 'Fill-in enabled' (checked). At the bottom are buttons for 'Add Help Text...', 'Cancel', and 'OK'.

GRAPHIC TOOLS

- SMART ART: a variety of graphic templates to illustrate processes, lists, etc
- PICTURE TOOLS: Apply quick formatting to pictures, remove backgrounds, add texture, change color and apply other stylistic effects

TEMPLATES

PREBUILT TEMPLATES

1. Click File-New from Template
2. Browse for the desired template
3. Click Choose

CREATE YOUR OWN

1. Create the document that you wish to use as a template.
2. Click File—Save As
3. Give the document a name and select Word Template as the file type
4. Save the template in the following location:

Users/username/Library/Application Support/Microsoft/Office/User Templates/My Templates

5. To use the template, click file-New from template- My Templates and select it from the list

REFERENCE ITEMS

TABLE OF CONTENTS

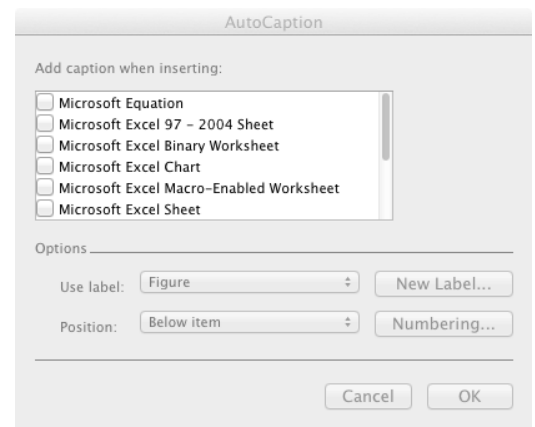
1. Use styles throughout your document to designate Headings
2. Position the cursor in the location that you wish to insert the TOC
3. Click Document Elements—Table of Contents--- and select the desired format
4. As subsequent changes are made in the document, you'll need to update the TOC. Select the Document Elements tab and click Update

INSERT CAPTIONS

1. Click on the Image
2. Select Insert
3. Select Caption
4. Enter the desired text
5. Click OK

AUTOMATICALLY INSERT CAPTIONS FOR ALL IMAGES

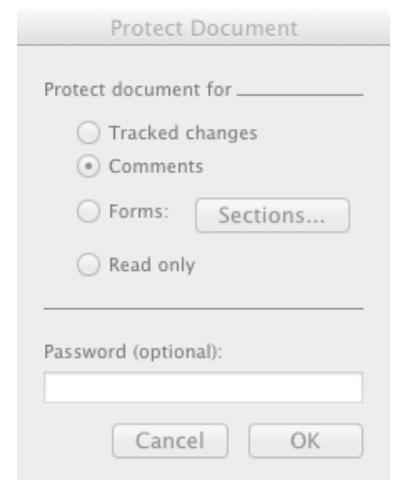
1. Click Insert— Captions
2. Click the AutoCaption button
3. Select the format types that should be included
4. Click the Label and Position
5. Click OK



PROTECTING YOUR DOCUMENT

RESTRICT EDITING

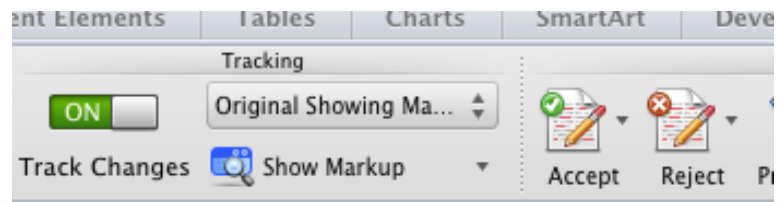
1. Click the Review Tab
2. Select Document under the Protection group
3. Select the editing options
4. Select Password for minimal security.
5. Click OK.



TRACK CHANGES AND DOCUMENT COLLABORATION

ENABLE TRACK CHANGES

1. Click the Review tab
2. Set Track Changes to ON



REVIEWING CHANGES

1. Each change will be highlighted and marked. Simply click Accept – Accept and move to next
2. To accept or reject all changes at once, Click Accept—Accept all changes in document
3. Use the drop down menu to show different version of the document (original with and without markup, and final with and without markup)

COMMENTS

1. Click the Review tab—New under the comment group
2. Type your comment in the comment box. It will automatically use the Initials configured in Word to mark your comments.
3. To Reply to an existing comment, click in the existing comment and then click New Comment

COMBINE AND COMPARE

1. Click Tools
2. Click Merge Document to combine document
3. Click Track Changes--- Compare Documents

MAIL MERGE

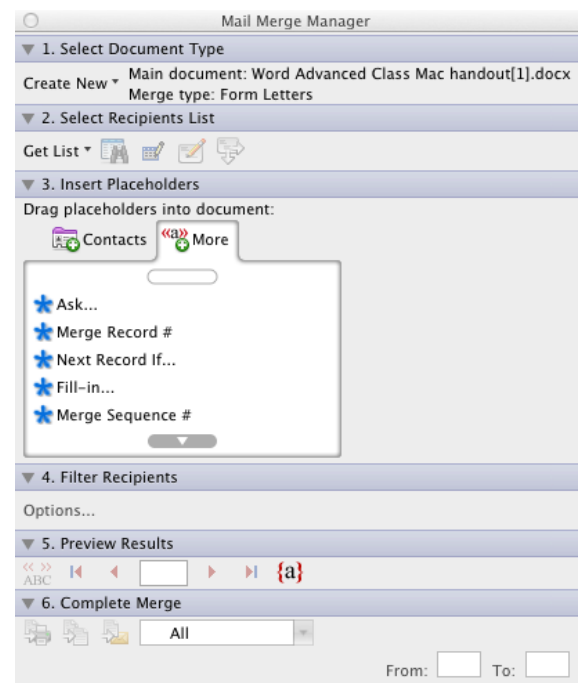
THE BASICS

1. Prepare your data source (ensure that Excel columns all have headings)
2. Draft your document
3. Click Tools—Mail Merge Manager
4. Select your document type
5. Under Select Recipients List—Select Get List
6. Select Open Data Source
7. Select your data source
8. Click Edit Recipient List to filter, exclude records, etc
9. Insert merge fields into the document
10. Click Finish and Merge

RULES

ASK

1. Click More under Insert Placeholders in the Mail Merge Manager
2. Enter a name for the bookmark
3. Enter the prompt
4. Enter the default text
5. Click OK
6. In your document, place the cursor where the text should be inserted
7. Click Insert—Field-Links and References



8. Select Ref from the Field Names list
9. Click Options--- Bookmarks
10. Click Add to Field and select your bookmark
11. Click OK twice
12. When you merge the document, it will prompt you to enter the correct value. It will then insert that into all locations in the document

IF THEN ELSE

1. Click More under Insert Placeholders
2. Select the Field Name that you wish to evaluate
3. Select the comparison formula and criteria
4. Configure the appropriate text for the different outcomes
5. Click OK

SKIP RECORD IF

Instead of unchecking various records to exclude, you can use the skip logic

1. Click More under Insert Placeholders
2. Select Skip Record If
3. Select the Field for your criteria
4. Select the Comparison operator and the Compare To text
5. Click OK

MACROS

1. Practice the sequence of steps you want to record
2. Click Developer-Record Macro
3. Enter a name and select Keyboard and then choose to store the Macro for all document or just the current doc
4. Click OK
5. Assign the keyboard combination that will activate the Macro
6. Click Assign when you locate a keyboard combination that is not in use
7. The icon will turn into a tape recorder. Perform the sequence of steps
8. Click Stop Recording when complete
9. To activate the Macro, press the key combination you assigned
10. To save the macro, you will need to save the document in the .docm format