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Sherry Kinkoph Gunter

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**ABSOLUTE
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GUIDE**



Sherry Kinkoph Gunter

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Word 2013 Absolute Beginner's Guide

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Contents at a Glance

	Introduction	1
Part I	Word Basics	
1	Getting to Know Microsoft Word	5
2	Basic Word Operations	19
3	Setting Up Accounts and Services	35
Part II	Building Simple Documents	
4	Document Basics	55
5	Template Basics	71
6	Adding Text	81
Part III	Making Documents Look Impressive	
7	Formatting Text	95
8	Formatting Paragraphs	107
9	Formatting Pages	127
10	Advanced Formatting	143
Part IV	Adding Visual Interest with Tables, Charts, and Graphics	
11	Adding Tables to Word Documents	161
12	Editing Tables	171
13	Adding Charts, Graphs, and Diagrams	193
14	Adding Simple Graphic Elements	217
15	Inserting Pictures and Videos	237
16	Fine-Tuning Your Graphics	259
Part V	Using Specialized Word Tools	
17	Tools for Longer Documents	291
18	Using Proofreading Tools	315
19	Printing Documents	333
	Index	361
Online Elements		
20	Collaborating, Reviewing, and Sharing Documents	
21	Using Word on the Internet	

Table of Contents

Introduction	1
Who This Book Is For.....	2
How This Book Is Organized.....	2
Conventions Used in This Book.....	3

I Word Basics

1 Getting to Know Microsoft Word	5
Introducing Word.....	6
What's New in Word 2013?.....	8
Starting Word.....	9
Exploring the Program Window.....	11
Finding Help with Word Issues and Topics.....	14
Exiting and Closing in Word.....	16
2 Basic Word Operations	19
Working with the Ribbon.....	20
Using Ribbon Elements.....	21
Hiding and Displaying the Ribbon.....	24
Working with the Quick Access Toolbar.....	25
Using Context Menus and Toolbars.....	26
Dealing with Dialog Boxes.....	27
Working with Word View Modes and Zoom Tools.....	29
Changing View Modes.....	29
Zooming Your View.....	32
3 Setting Up Accounts and Services	35
Introducing Web and Cloud Connectivity.....	36
Using a Microsoft Account.....	39
Signing In.....	39
Adding and Switching Accounts.....	41

Customizing Your Account	42
Customizing Your Account Picture	43
Changing the Background and Theme	46
Adding Services	47
Adding Apps	50

II Building Simple Documents

4 Document Basics	55
Starting a New Document	56
Saving Documents	58
A Word About File Types	60
Other File-Saving Options to Consider	62
Opening and Closing Documents	62
Viewing Multiple Documents	65
Moving, Copying, and Pasting Data Between Files	66
Assigning Document Protection	67
5 Template Basics	71
Understanding Templates	72
Applying a Template	72
Finding More Templates	76
Saving Templates	78
6 Adding Text	81
Typing and Editing Text	82
Selecting Text	84
Moving and Copying Text	85
Cutting and Pasting Text	86
Copying and Pasting Text	86
Using the Mini Toolbar	87
Working with the Clipboard Pane	87

Adding Text with Quick Parts 88
 Inserting a Quick Part 89
 Creating Your Own Quick Parts 91
Inserting Symbols 92

III Making Documents Look Impressive

7 Formatting Text 95
 Applying Boldface, Italics, and Underline 96
 Changing the Font 98
 Changing the Point Size 100
 Using the Font Dialog Box 102
 Adding Color to Text 103
 Copying Formatting from One Place to Another 104

8 Formatting Paragraphs 107
 Controlling Alignment 108
 Indenting Text 110
 Simple Indents 111
 Custom Indents 111
 Special Indents 112
 Setting Indents with the Ruler 112
 Setting Tabs 115
 Using Bulleted and Numbered Lists 118
 Controlling Spacing 120
 Line Spacing 121
 Paragraph Spacing 123
 Character Spacing 125

9 Formatting Pages 127
 Setting Margins 128
 Creating Columns 130
 Changing Vertical Alignment 132

Adding Headers and Footers to a Document.....	134
Adding Headers and Footers	135
Adding Page Numbers	138
Inserting Pages, Breaks, and Sections	139
Inserting Pages	139
Inserting Breaks	140
10 Advanced Formatting	143
Applying a Theme	144
Applying Styles	146
Choosing Style Sets	149
Assigning Styles	150
Creating New Styles	151
Adding Special Effects	152
Inserting Drop Caps	152
Applying Text Effects	153
Adding a Watermark	154
Adding Borders and Shading	156
Adding Text Borders	157
Adding Page Borders	158
Adding Shading	159
 IV Adding Visual Interest with Tables, Charts, and Graphics	
11 Adding Tables to Word Documents	161
Inserting a Basic Table	162
Inserting and Creating Quick Tables	165
Drawing a Custom Table	167
Inserting Excel Spreadsheets as Tables	169
12 Editing Tables	171
Selecting Table Parts	172
Changing Column Widths and Row Heights	173
Resizing by Dragging	173
Using the Tab Tools	174
Using the Table Properties Dialog Box	175

Adding and Deleting Columns and Rows	176
Adding and Deleting Cells	180
Merging and Splitting Table Cells.....	181
Changing Cell Alignment and Margins.....	184
Repositioning and Resizing Tables	186
Dressing Up a Table with Table Styles and Borders	188
13 Adding Charts, Graphs, and Diagrams	193
Working with SmartArt.....	194
Inserting SmartArt	196
Customizing SmartArt Graphics.....	197
Changing Layouts, Colors, and Styles	202
Formatting SmartArt	203
Inserting Charts.....	205
Understanding the Chart Types.....	206
Understanding Chart Parts.....	207
Inserting a Chart.....	209
Entering Chart Data	210
Editing Charts.....	212
14 Adding Simple Graphic Elements.....	217
Drawing Shapes.....	218
Repositioning and Resizing Shapes.....	222
Formatting Shapes.....	223
Inserting WordArt Objects	226
Inserting Text Box Objects.....	231
15 Inserting Pictures and Videos	237
Understanding Picture File Types.....	238
Inserting Images from the Internet.....	240
Using Pictures from Office.com	242
Searching for Pictures Using Bing	244
Searching for Pictures on SkyDrive	246
Inserting Your Own Pictures.....	248
Capturing Screenshots.....	250
Embedding Videos.....	254

16 Fine-Tuning Your Graphics	259
Resizing, Positioning, and Wrapping Text Around Graphics	260
Rotating and Flipping Objects	267
Layering and Grouping Objects	270
Layering Objects	271
Grouping Objects	275
Adding Picture Styles and Borders	276
Adding Flourishes with Effects	279
Assigning Effects	279
Applying Artistic Effects to Pictures	281
Cropping Pictures	282
Adjusting Pictures	285
Correcting Picture Problems	285
Tweaking Colors	286
Removing Backgrounds	287

V Using Specialized Word Tools

17 Tools for Longer Documents	291
Structuring Documents with Outline View	292
Inserting Footnotes and Endnotes	297
Adding Captions	299
Inserting Cross-References	301
Creating an Index	302
Creating a Table of Contents	306
Inserting Bookmarks	307
Navigating Long Documents with the Navigation Pane	310
18 Using Proofreading Tools	315
Highlighting Text with a Highlighter Pen	316
Inserting Comments	317
Finding and Replacing Text	319
Checking Spelling and Grammar	322
Using AutoCorrect	324

Using the Word Thesaurus	327
Researching and Translating Words	328
Checking a Document for Hidden Data	330
19 Printing Documents	333
Previewing and Printing a Document	334
Previewing Pages	335
Managing Print Settings	336
Controlling Page Setup	342
Printing Envelopes and Labels	343
Printing Envelopes	343
Printing Labels	346
Using Word's Mail Merge Tool	349
Index	361

Online Elements

20 Collaborating on and Reviewing Documents

Tracking and Reviewing Documents

 Turning on Tracking

 Working with Comments

 Reviewing Changes

Comparing Documents

Editing Portable Document Format (PDF) Files

Sharing Documents with Others

21 Using Word on the Internet

Emailing Documents

Turning Word Documents into Web Pages

Adding Hyperlinks

Working with SkyDrive

 Managing SkyDrive from Your Browser

 Using Word to Access SkyDrive

Using Web Apps

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About the Author

Sherry Kinkoph Gunter has written and edited oodles of books over the past 20 years covering a wide variety of computer topics, including Microsoft Office programs, digital photography, and web applications. Recent titles include *Sam's Teach Yourself Facebook in 10 Minutes* and *Microsoft Office for Mac Bible*. Sherry began writing computer books back in 1992 for Macmillan, and her flexible writing style has allowed her to author for a varied assortment of imprints and formats. Her ongoing quest is to aid users of all levels in the mastering of ever-changing computer technologies, helping users make sense of it all and get the most out of their machines and online experiences. Sherry currently resides in a swamp in the wilds of east central Indiana with a lovable ogre and a menagerie of interesting creatures.

Dedication

To my Mr. Gunter for helping to keep the swamp somewhat quiet during work hours.

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INTRODUCTION



Microsoft Word 2013 is the latest release of the world's number one word processing program. I know what you're thinking, "ugh, another product version I have to relearn." Having mixed feelings about any software program that offers new and improved features is not uncommon. On one hand, seeing what sort of changes Microsoft has made to the program is exciting, but on the other hand, learning it all over again might mean more time and effort on your part. Don't worry—whether you're a new user or a seasoned pro, you can get up and running fast with this latest version of Word with a little help from the book you're holding.

I'll explain everything. In fact, it will seem like I'm practically there beside you going over each feature. You'll be particularly happy to know we take regular snack breaks along the way. I am a big proponent of snack breaks, as long as you wipe up your sticky keyboard. As your own personal computer tutor, I'll show you how to utilize all the major features available in Word to help tackle different tasks you might experience at home, at work, or on the go. Whether you want to type up a company memo or build a grade "A" research paper, in this book you learn where to find what you need and make it work for you. We can all certainly pontificate 'til the cows come home about what a wonderful and powerful program Word is, but you just want to get your work done, so why not have a little fun along the way?

Who This Book Is For

Obviously, the first thing to figure out is whether this book is for you or not. You're in luck—I wrote it just for you. How can you be so sure? This book is for you if...

- You need to learn how to use Word's new tools and features fast without wading through a lot of exposition.
- You want easy-to-understand examples and instructions to help you see exactly what's going on with your own computer screen.
- You're curious to know how to start using all the cloud storage and cloud computing features now available to all Microsoft Word users and interested others.
- You're brand-spanking new to Word and not as confident as you would like to be using a word processing program.
- You're a long-time Word user and you need to find out what changed between the previous version of Word and this latest version.
- You want to learn all about Word without being bored to tears and/or potentially missing any snack breaks.

How This Book Is Organized

Microsoft Word 2013 Absolute Beginner's Guide is divided into six parts.

Part I, "Word Basics," introduces all the fundamental information you need to find your way around the new program window and its tools, plus set up your Microsoft account. That's right, you use an account now to access all that Microsoft has to offer online, all from within the Word program window.

Part II, "Building Simple Documents," shows you how to start creating documents, saving them to your cloud storage or on your computer, building documents out of templates, and using the various methods for adding text.

Part III, "Making Documents Look Impressive," introduces you to all the formatting tools you can apply to your documents to make them look polished and professional. Learn how to assign attributes to text, paragraphs, and entire pages, including changing fonts and sizes, controlling text positioning, and applying styles and themes.

Part IV, "Adding Visual Elements with Tables, Charts, and Graphics," shows you how to start inserting all kinds of illustrative elements into your documents,

including building tables, diagrams, and adding pictures. You also learn how to draw your own artwork using shapes and snazzy text art.

Part V, “Using Specialized Word Tools,” covers all the nifty features for working with longer types of documents, such as footnotes and bookmarks. This part of the book also demonstrates how to utilize proofing tools and how to print out your pages when everything’s ready to commit to paper.

Wait—that’s not all! There’s a whole other part of the book waiting for you online! That’s right, it’s a bonus section just because readers like you deserve more (plus, there’s so much stuff to tell you about Word, I couldn’t fit it all into this book). Visit <http://www.quepublishing.com/title/9780789750907> to learn how to share your Word documents with others, including how to collaborate with Word’s tracking and revision tools, how to share your Word content over the Internet as well as bring Internet content into your documents. Yes, it’s the book that keeps on giving!

Conventions Used in This Book

Microsoft Word 2013 Absolute Beginner’s Guide uses a number of conventions to provide you with special information. These include the following elements:



TIP Tips offer suggestions for making things easier or provide alternative ways to perform a particular task.



NOTE Notes provide additional, more detailed information about a specific Word feature.



CAUTION Cautions warn you about potential problems that might occur and offer advice on how to avoid these problems.

So in summation, *Microsoft Word 2013 Absolute Beginner’s Guide* is beautifully tailored to help you master this latest version of Word with minimal tediousness and maximum enjoyment. Go grab your favorite snack and let’s not waste a moment more—you have word processing stuff to learn.

Bonus coverage available FREE on the World Wide Web!

- Share Word content online and integrate web content into your documents
- Access and edit your documents from anywhere through SkyDrive

Bonus chapters may be found on the Que product page
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IN THIS CHAPTER

- Learn what makes picture file formats so fascinating.
- See how easy it is to look for pictures online
- Grab pictures from your SkyDrive account and insert them into your documents just because you can.
- Insert your own picture content from your camera or other stored image files.
- Take a capture of your computer screen and insert it into your document.
- Embed a video into a document and play it like a pro.

15



INSERTING PICTURES AND VIDEOS

Time to kick your graphics knowledge up a notch and start illustrating your documents with visuals that are a bit more complex in nature than the shapes and WordArt images covered in Chapter 14, “Adding Simple Graphic Elements.” I’m talking about *digital pictures*. Although they offer a great deal more in pixels, they aren’t any more difficult to add than simple graphic elements, such as shapes. However, the impact they bring to your documents is considerable. Pictures have the power to provoke, inspire, explain, and communicate in a glance. In this chapter, you learn how to tap into the vast collections of images available on the Microsoft Office website, as well as insert your own photographic images stored on your computer or memory device.

Pictures fall under the broad umbrella of graphic elements you can add to spruce up and complement your text. The term *picture* loosely covers any sort of detailed image, whether it’s computer-generated artwork from a

drawing program or a photograph taken with a digital camera or scanned in using a scanner device. Whether you like to call them pictures, illustrations, images, or artwork, we're still talking about the same type of visuals you can put to use in your own word-processing tasks.

Understanding Picture File Types

Before you dive head first into inserting pictures, I thought I would give you the scoop about picture file types. At first glance, this might not be anything you're interested in, but knowing a few things about file formats for pictures might help you out when you're searching for artwork to insert into your documents. The devices and programs used to make pictures determine what sort of file format is assigned to the picture file. Just as Microsoft Word makes document files (which utilize the .DOCX file extension), programs and devices that create pictures make different kinds of picture file formats. For example, my digital camera typically spits out JPEG files when I import them into a photo viewer program. Yours might assign another format, such as TIFF. A piece of clip art you download from the Office website might use the WMF format. Knowing the file type can help you as you organize and search for picture files on your computer and on the Web.

Figure 15.1 shows examples of four different picture file types. Your naked eye might not distinguish a great deal of difference between them, but behind the scenes in the coding, things become very different.

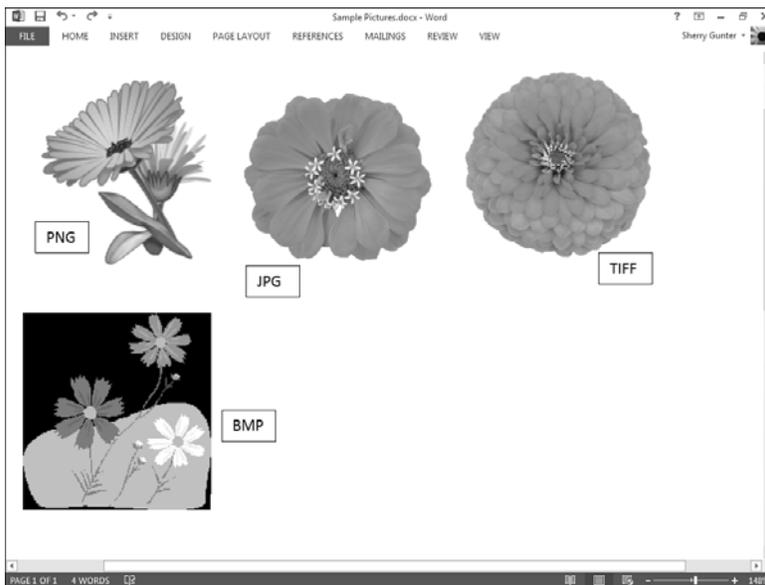


FIGURE 15.1

Picture files use different file formats. You had better know this for the quiz later.

Obviously, different graphic file types are used with different scenarios. For example, graphics for Web use don't require the same quality settings as those used in professional printing. With everyone sharing picture files these days, though, either directly or over the Internet, file size and quality is an issue regardless of the scenario. Picture files are notoriously large in size because of all the colors and details needed to make them. Because of this, data compression techniques are employed to help keep picture file sizes down. Lossy compression and lossless compression are two such methods. *Lossy compression* reduces the file size by eliminating certain data, such as redundant information; but when uncompressed, some of the original data is gone. With *lossless compression*, everything in the file can be recovered when the file is uncompressed. Image file formats, like those described in the following list, apply these types of data compression methods to reduce the overall file size.

The most common picture formats you'll encounter today are

- **JPEG or JPG** Stands for Joint Photographics Expert Group. JPG is commonly used on photos and similar types of illustration files. Its flexible compression levels let you control the file size. JPG is a good choice when you want a smaller file size for an image, but that means the quality is lower due to its lossy compression method. However, the quality loss might not be noticeable.
- **TIFF or TIF** Stands for Tagged Image File Format. TIFF is great for high-color, high-depth digital images, and its lossless compression format retains image quality no matter how many times you open and resave the file. TIF is the highest quality for commercial work.
- **PNG** Stands for Portable Network Graphics. PNG is a bitmap file format designed specifically for use with web pages. It was originally designed to replace the GIF format to save color information more efficiently. Although not as popular as JPEG and TIFF, it's a good choice for lossless quality images.
- **GIF** Stands for Graphics Interchange Format. GIF is an older file format commonly used with simple graphics, such as logos, shapes, and icons. It also supports animation. It's a bit limiting for today's digital technology (it only supports 8-bit, 256 color at the maximum), but it still has its place on the Web for simple graphics.
- **BMP** Stands for Windows Bitmap. This file format is commonly used with Windows graphics. Also called raster or paint format, it's not compressed, which results in a larger file size. BMP files aren't very popular as web graphics.
- **RAW** This is uncompressed digital image data straight from your camera. It's not been fiddled with or compressed in any way. You must convert RAW files to another file format in order to open them in a photo-viewing program.

If you hand someone a RAW file, chances are they can't read it; it has to be converted first. With Windows 7 and later, the Camera Codec Pack helps with reading RAW file types.

- **DNG** Stands for Digital Negative. DNG is a new open standard RAW format developed by Adobe, and just about every digital photo program can read DNG file types.

Hey, don't think I didn't notice your eyes glazing over after reading about all those file types. Just remember to flip back to the list if you ever need to identify one as you encounter different graphic files on your computer journey.



NOTE A picture's file format can tell you a lot about the compression, which in turn can tell you about the picture's quality. Other file formats can tell you about the program from which it originates. You will run into other formats, such as Windows Metafile Format (WMF) for things such as clip art illustrations, but don't let the formats throw you off. Lots of programs, like Adobe Illustrator, save artwork in a native file format (AI for Adobe Illustrator), so you'll run across all kinds of different formats as you work with different graphic elements.

Inserting Images from the Internet

In the prehistoric days of early computing, digital artwork was quite rudimentary, jaggedy-edged and limited in color scope. It often looked like a caveman drew it rather than a highly qualified computer programmer. As time progressed, predrawn clip art began to proliferate among software manufacturers as clip art collections, allowing users to easily illustrate their files with cartoony-like graphics. The collections themselves used to install with software programs, such as Microsoft Word, and included a small variety of themes related to business, desktop publishing, and computer technologies. Eventually, full-blown photographic images—also called stock photography—made their way into clip art collections, too.



NOTE *Clip art* got its name from the practice of clipping the artwork from existing printed art. Long before computers, printing people clipped artwork from other printed material and pasted it onto new publications. Now most publications are produced through desktop publishing software.

Today, most of the image collections offered with software programs are available online. Rather than clog up your computer's hard drive with lots of images you might not ever use, you can access pictures on the Web instead and find just the

right ones you want. With an Internet connection, you can peruse vast libraries of pictures, from drawings and illustrations to photographs and video clips.

You need an online connection and a Microsoft account to tap into the Office.com site and search for artwork. The **Insert Pictures** feature, shown in Figure 15.2, lets you search for pictures in the following sources:

- **Office.com** Search through Microsoft's own collection of royalty-free pictures.
- **Bing Image Search** Use this option to search for pictures on the Web using Microsoft's Bing search engine.
- **SkyDrive** If you store pictures on your cloud account, you can use this option to look for picture files among your SkyDrive content.

That's not all: If you use a Flickr photo sharing account, you can add it to the mix and search for digital pictures from it as well.

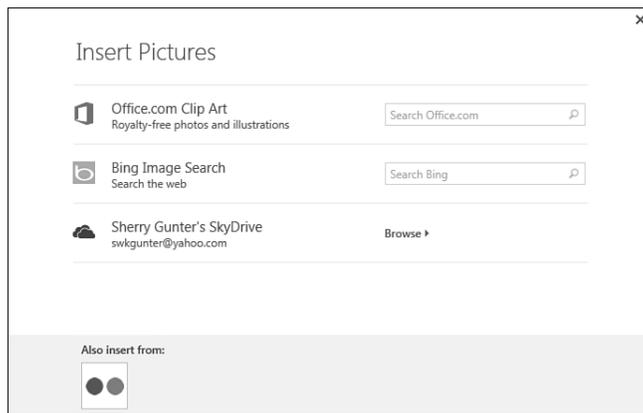


FIGURE 15.2

The new Insert Pictures box lets you search for online pictures from several sources.

Thumbnails are miniatures of images. Rather than take up a lot of space with full-size images, most photo displays used in galleries, photo viewers, and search engines show smaller versions of the images. The term *thumbnail* also applies to files you view using Windows Explorer. For example, you can choose to view folder contents as thumbnails. This sort of gives you a glance at what the files contain without the inconvenience of a full-on screen-hogging view.



NOTE Pictures offered through the Office.com site are royalty-free, which means you can use them for free. That's not always the case with other web content. Be careful about randomly copying artwork from other sources or you might be in copyright violation.



TIP You can always use the good old **Copy** and **Paste** commands to copy pictures into your documents from other sources.

Using Pictures from Office.com

To insert a picture from Microsoft's online collection, follow these steps:

1. Click the **Insert** tab.
2. Click **Online Pictures** to open the **Insert Pictures** tool (see Figure 15.2).
3. Click in the **Office.com Clip Art** search field and type in a keyword or words for the type of picture you're looking for.
4. Press **Enter** or click the **Search** icon.
5. A search results page lists any matches, similar to Figure 15.3. Use the scrollbar to look through the thumbnails.

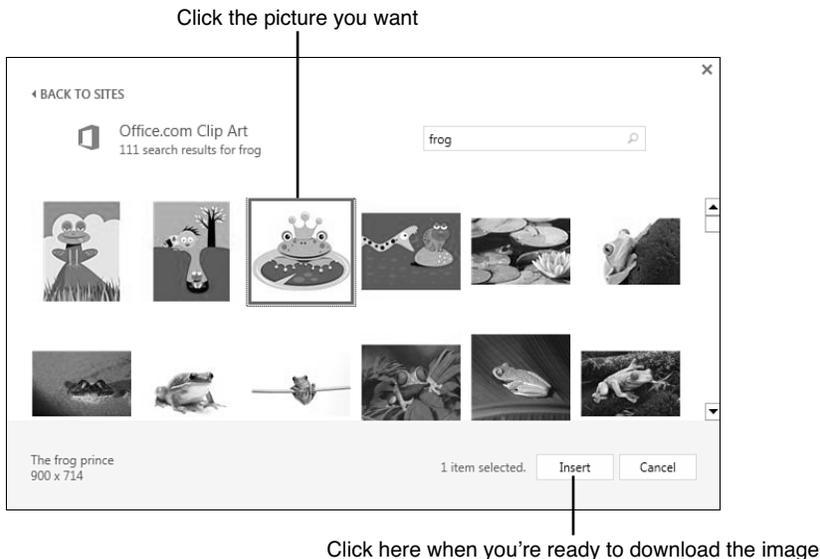


FIGURE 15.3

Look through the search results to find the picture you want to use.

6. When you find one you want, click it. If you find more than one, press and hold the **Ctrl** key while clicking each image.
7. To download the picture, click **Insert**.

When the download is complete, Word inserts the picture into your document, much like what you see in Figure 15.4, and displays a new **Format** tab for working with the image. You might need to resize the picture right away to make it fit. More often than not, you'll find yourself having to do this with any artwork you bring into Word. Drag a picture's corner selection handle to resize the image. To move the picture around in the document, click and drag it.

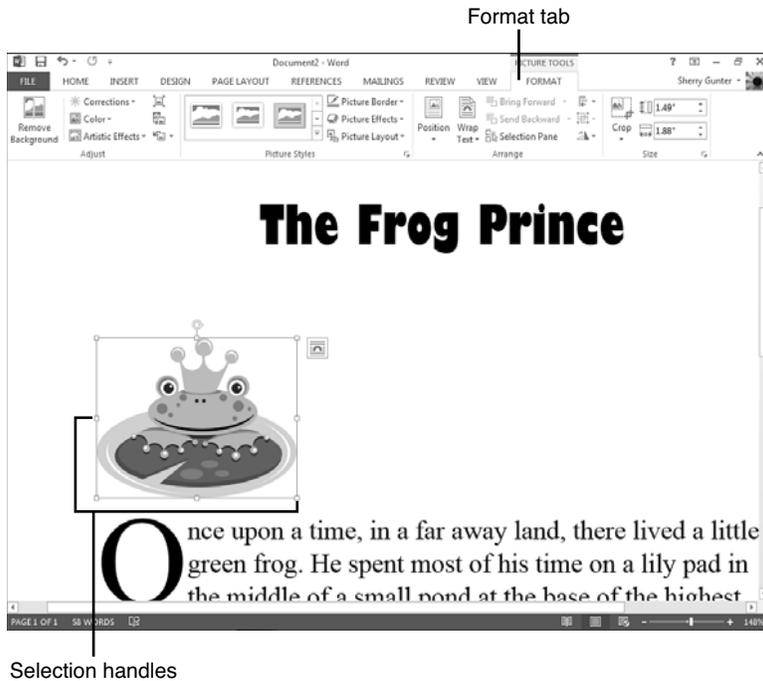


FIGURE 15.4

Word downloads the picture and inserts it for you. In this example, I inserted a clip art illustration.

If your initial search doesn't result in any good matches on Office.com, try typing in another keyword or phrase in the **Search** box. Finding the right picture for an occasion might take a few tries. If you give up on searching, click the **Back to Sites** link in the upper-left corner to return to the main **Insert Pictures** screen and try another source.



TIP In Chapter 16, "Fine-Tuning Your Graphics," you can learn how to apply some formatting techniques to your pictures, such as how to add shadows, 3-D effects, borders, and more.

LEISURELY PICTURE SHOPPING

The new **Insert Pictures** tool forces you to type in keywords and then perform a search to look for images on the Office.com website. You might prefer a more leisurely approach to looking for just the right picture. You can use your browser window to navigate to the Microsoft Office website and peruse to your heart's content. Open the main page (www.office.com) and click the **Images** link at the top. This takes you to the Clip art, photos, and animations page. You can scroll around and click different categories and look through the selections, and if you see something you want, you can download it or copy it. Just hover the mouse pointer over the picture and click either **Copy** or **Download**.

If you click **Copy**, you can return to your Word document and activate the **Paste** command to immediately add the picture to your document.

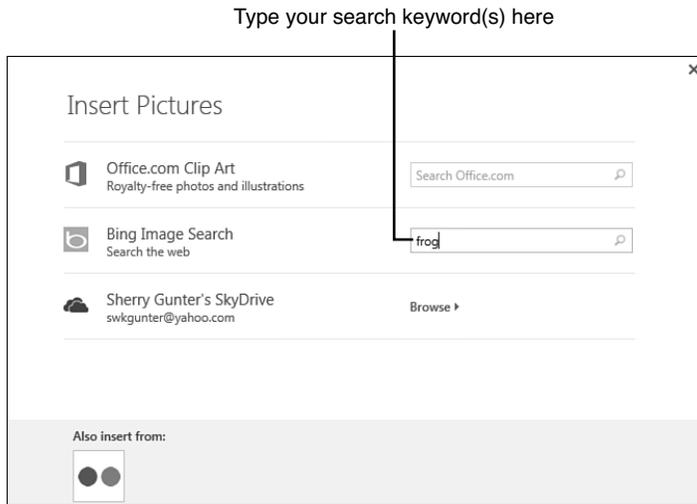
If you click **Download**, you can save the picture file to a designated folder or drive on your computer. By default, downloaded pictures are automatically saved to the Windows Downloads folder, unless you specify somewhere else. Here's a tip: To make the picture easier to find later, you might want to give it a name you'll recognize. The Office.com pictures typically have cryptic names that never really signify what the image is.

Searching for Pictures Using Bing

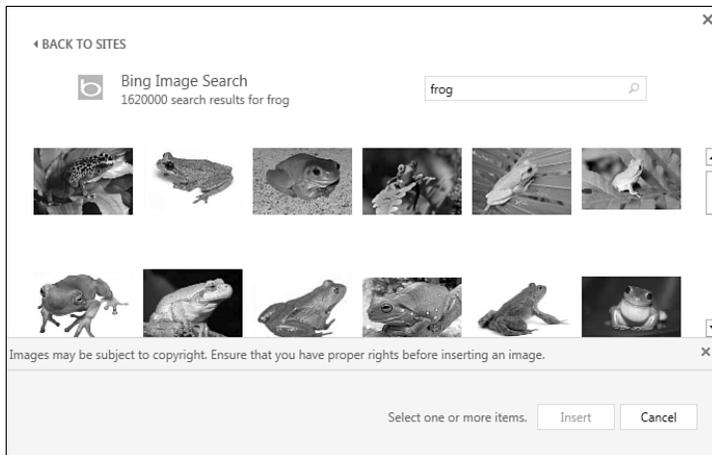
Now let's try searching for pictures using the **Bing Image Search** feature. As you might or might not know, the Bing search engine is part of Microsoft's world domination plan, so all the Microsoft Office programs point you toward Bing any time you want to conduct a web search from within the programs.

To search the Web for pictures using Bing, follow these steps:

1. Click the **Insert** tab.
2. Click **Online Pictures**.
3. Click in the **Bing Image Search** field and type in a keyword or words for the type of picture you're looking for, as shown in Figure 15.5.
4. Press **Enter** or click the **Search** icon.
5. A search results page lists any matches, similar to what you see in Figure 15.6. Use the scrollbar to look through the thumbnails. Notice this time there's a big warning in the box about copyright material. Unlike the Office.com site, the items you search for using Bing are not necessarily royalty-free.

**FIGURE 15.5**

This time, let's search with Bing.

**FIGURE 15.6**

The results are images gathered from all over the Web that match your search criteria.

6. When you find a picture, click it to view its details, as well as a link to its web address you can use to learn more about the image.
7. Click **Insert**.



NOTE You can click a picture in your Bing search results to view a link to the source's website. Look in the bottom-left corner to view the link. Click it and you can learn more about where the picture comes from and how to contact the owner to ask for permission to use it. It never hurts to contact the source and ask. If you notice you are not able to copy, download, or use the PrintScreen capture to nab an image, then it's probably not supposed to be used by anyone else; stay away from protected images.

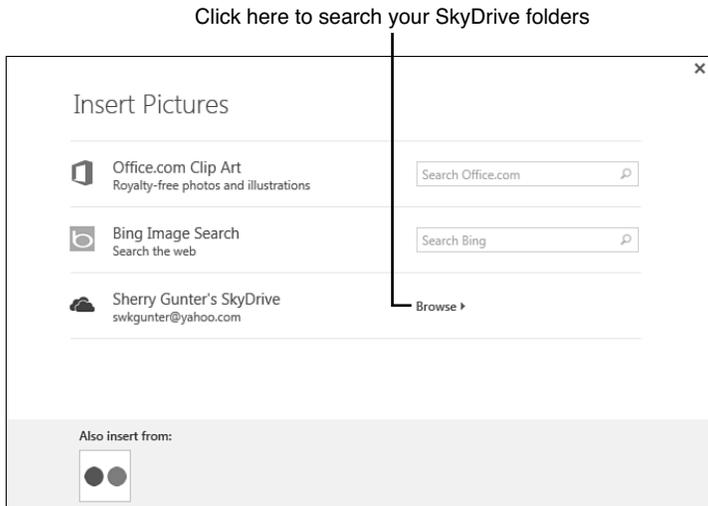
Searching for Pictures on SkyDrive

SkyDrive is Microsoft's file-hosting service, and if you store your photos on your cloud account with Microsoft, you can insert pictures from SkyDrive and place them in your documents.

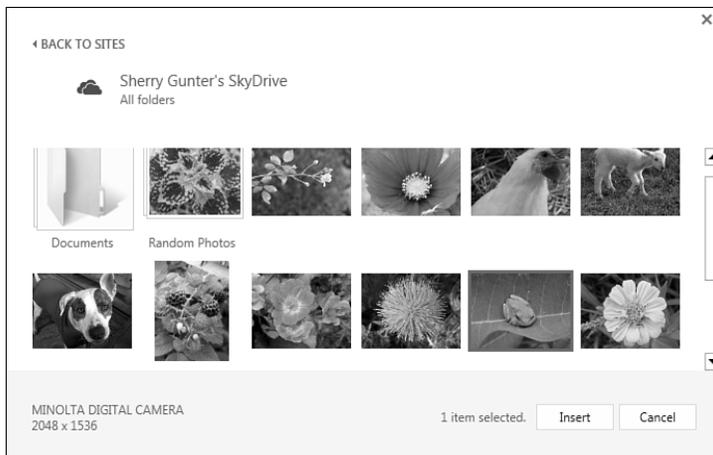
To search your SkyDrive account for pictures, follow these steps:

1. Click the **Insert** tab.
2. Click **Online Pictures**.
3. Click the **Browse** link under the **SkyDrive** option (see Figure 15.7).
4. Open the folder containing your pictures and click the picture you want to insert (see Figure 15.8).
5. Click **Insert**.

As soon as you click the **Insert** button, Word downloads the picture and inserts it into your document. You will probably need to resize the picture to fit; just drag a corner selection handle, pointed out in Figure 15.9, to resize the image.

**FIGURE 15.7**

Now let's try searching your SkyDrive storage for pictures.

**FIGURE 15.8**

I'm looking for a frog picture, and I think this is the one.

You can resize a picture using a selection handle

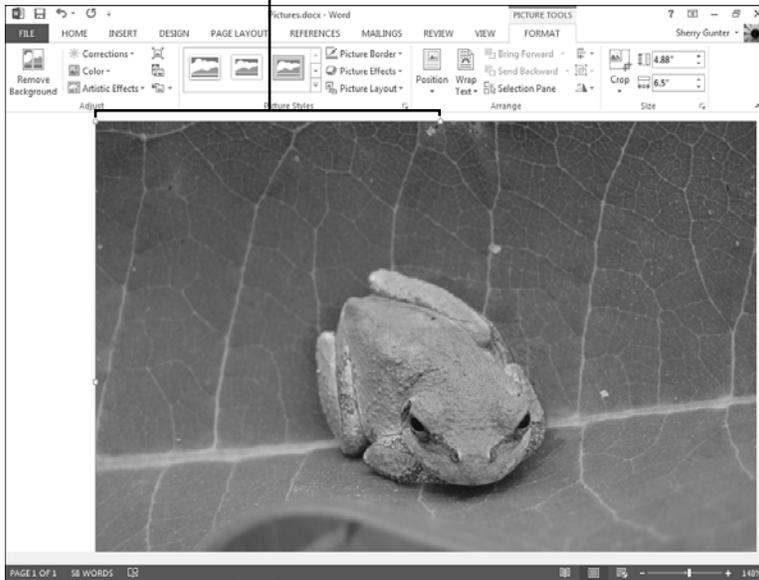


FIGURE 15.9

It's a tree frog resting on a zinnia flower leaf, if you must know.



NOTE Are you new to SkyDrive? If so, you might be wondering how to store pictures on the cloud. It's easy. First use your favorite web browser to navigate to www.skydrive.com and log on to your account. Next, look for an **Upload** link at the top of the page and follow the onscreen directions to upload pictures from your computer to the cloud storage site. If you've activated the Windows SkyDrive folder on your computer (look for it listed under **Favorites** in the Explorer window), you can also drag files to it to store them in the cloud without having to open the browser.

If you have a Flickr account, click the **Flickr** icon at the bottom of the **Insert Pictures** window and follow the instructions to connect your account. If you don't have a Flickr account, you can use the link to make one.

Inserting Your Own Pictures

You can access any image stored on your computer and insert it into a Word file. If you have a digital camera, you might end up being the only illustrator your documents need. Digital cameras make adding your own visual content easier

than ever. You can transfer files from the camera to your computer's hard drive, or you can store photos on a flash drive or memory card and access them from your PC.

To insert a picture stored on your computer or other plug-in devices, follow these steps:

1. Click the **Insert** tab.
2. Click **Pictures** to open the **Insert Picture** dialog box (see Figure 15.10).
3. Navigate to the folder or drive containing the picture you want to use and click the filename.
4. Click **Insert**.

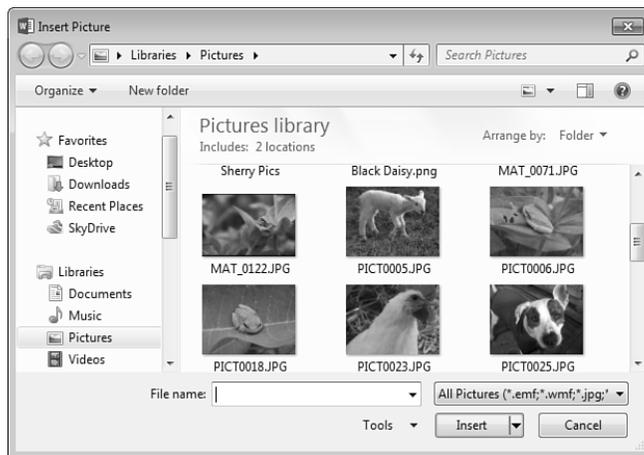


FIGURE 15.10

Use the Insert Picture dialog box to add pictures found on your computer.

After you add a picture, you can easily resize it by dragging its selection handles. You can also drag it around to move it to a new location in the document. Look for the familiar **Layout Options** icon that appears in the upper-right corner of a selected picture; you can use it to control text flow around a picture.

As soon as you insert a picture, the **Picture Tools Format** tab is added to the Ribbon. This specialized tab displays tools you can use to edit your picture. You can learn more about ways to modify an image in the next chapter.



NOTE You can store data, including pictures, on a wide variety of devices these days. Most digital cameras utilize *memory cards*, for example, that pop in and out of the camera as well as any card reader slots on a computer. *Flash drives* (also called *thumb drives*, *stick drives*, or *key drives*) are compact stick-like storage you can use by plugging into a USB port. Flash drives are incredibly handy for storing files and transferring them between computers and other devices. Writable CDs and DVDs let you save files using an optical disk drive. Lastly, if you have an *external hard drive*, you can plug it into your computer and store picture files. When you're inserting pictures with the **Insert Picture** dialog box, you can navigate to any of these types of storage devices to retrieve a picture file. Just specify the appropriate drive listed in the left pane to view the contents.



TIP To remove any picture or video clip you insert, select it and press **Delete**.

Capturing Screenshots

You can use Word's **Screenshot** tool to add a snapshot of any open window on your desktop and immediately insert it into a document. You can also use it to take a clipping of a portion of anything open on the desktop, such as a sticky note or a game screen.

For example, maybe you're assembling a department budget in Excel and you want to grab a picture of your progress to include in a memo document you're creating in Word. You can capture the Excel window as a screenshot and tuck it away in your Word document as an illustration of how things are going. Or how about this: You're working on a report about a newly discovered iguana and want to grab a picture of the news story from your web browser window so you can read and reference it later. You can do this with the **Screenshot** tool. Pretty nifty, eh?

The feature keeps track of the current windows you have open, even though you're busy working in Word. It also keeps track of multiple Word documents you have open, so you can use it to snap screenshots from one document to insert into another. The key to using the feature is to make sure the window you want to capture is not minimized on the Windows Taskbar, but open onscreen.

Ready to give this a whirl? Start by opening a program window or Windows feature you want to capture. Remember, it can be any kind of window—a game, a sticky note, the Windows calculator, a photo viewer, web browser, and so on.

Display the Word window and click the **Insert** tab. Now click the **Screenshot** drop-down arrow, as shown in Figure 15.11, and click the window you want to insert. Boom, that was fast—the captured window is immediately inserted! Figure 15.12 shows an example of a screenshot.

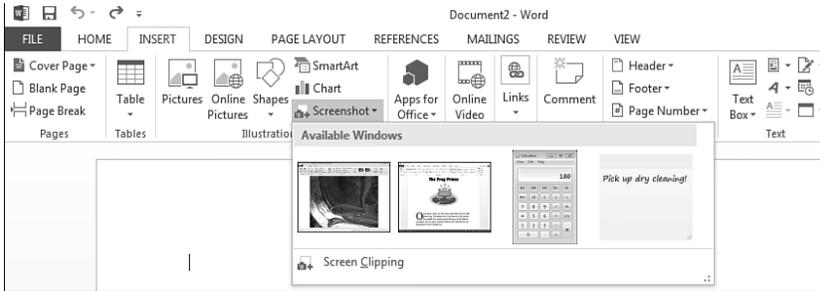


FIGURE 15.11

Use the Screenshot tool to add a screenshot of any open window or Windows feature.

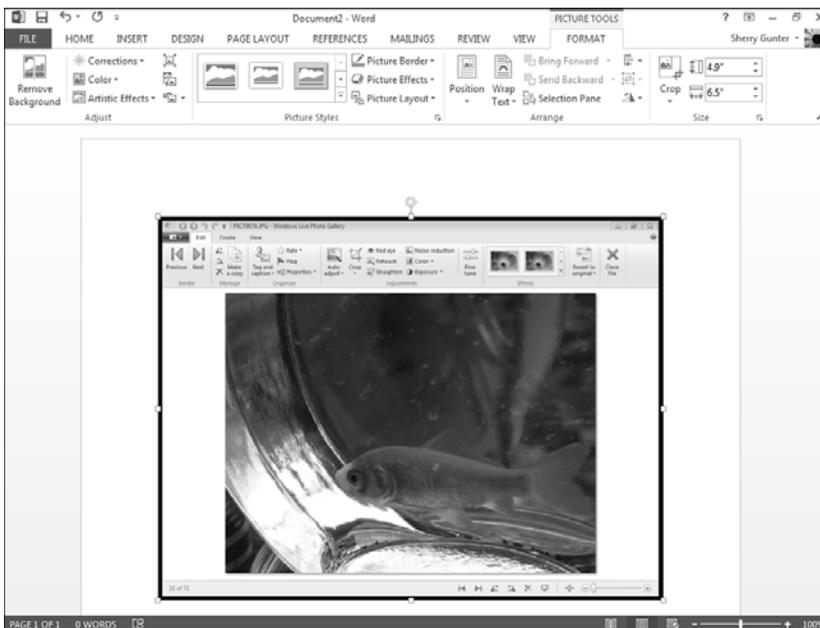


FIGURE 15.12

The screenshot is immediately added to your document, complete with a border.



TIP Capture the wrong screen? Just click the **Undo** button on the Quick Access toolbar or press **Ctrl+Z** to remove the pasted screenshot or clipping right away and try again with the right one.

Now let's try out a screen clipping. Again, start by having the window open that you want to clip from, such as a photo album, web page, or game. Next, click the **Insert** tab and click the **Screenshot** drop-down arrow. Click **Screen Clipping** (see Figure 15.11 to locate this command). The first time you use the screen clipping tool, it's a little odd because your screen turns a foggy white color and the mouse pointer turns into a crosshair icon, like you see in Figure 15.13, but that's just your cue to drag across the clipping you want to capture. So, drag across the part of the screen you want to clip, as shown in Figure 15.14. The part you're clipping becomes clear as you drag. As soon as you release the mouse button, the area you dragged over is inserted into your Word document, much like what you see in Figure 15.15. Don't wait too long to drag over the clipping area or the function times out and you have to start all over again.

Move the crosshair icon to the upper-left corner where you want to clip

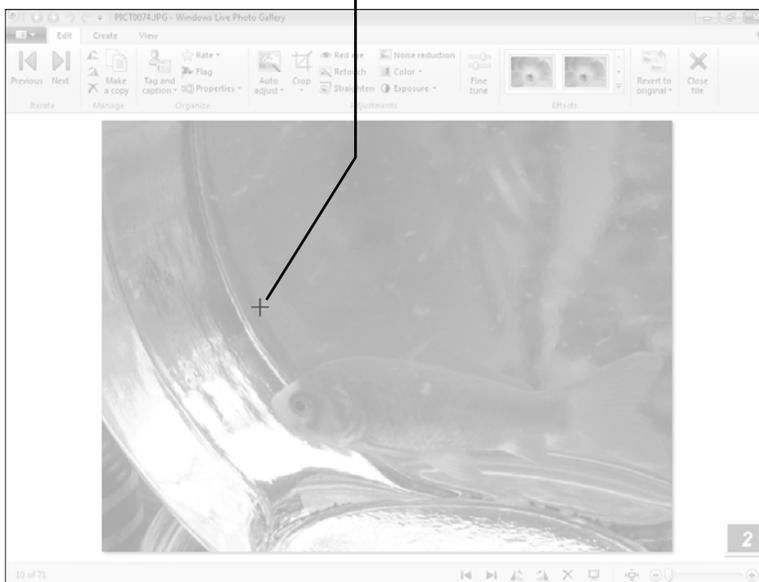


FIGURE 15.13

The first phase of the screen clip turns your screen foggy.

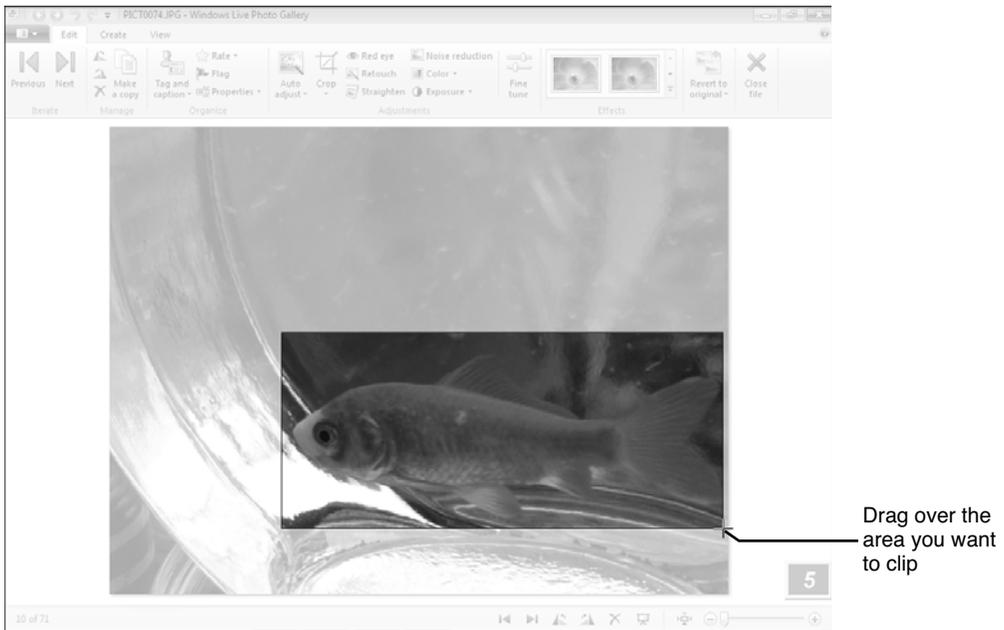


FIGURE 15.14

The second part of the process is to drag over the area you want to clip.

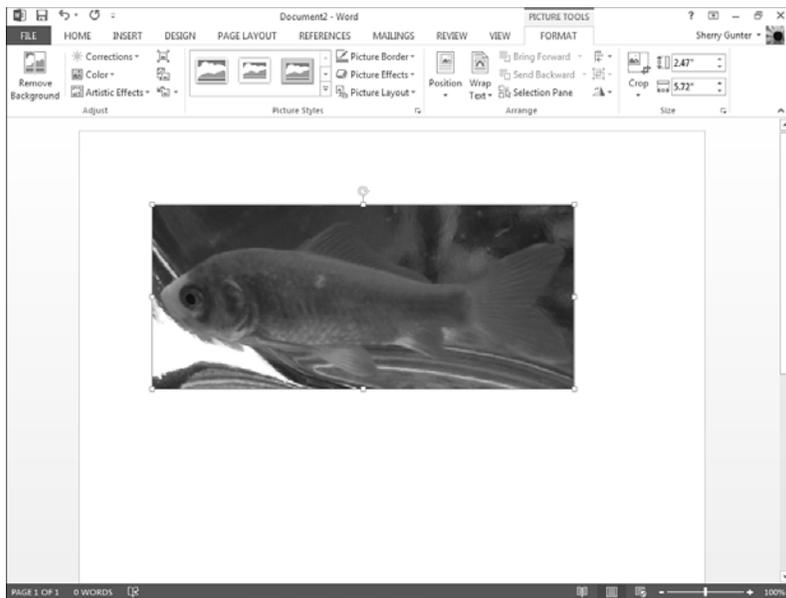


FIGURE 15.15

The screenshot is immediately added to your document.

I'll bet you're starting to see the future potential of this tool, right? Like any other graphic element you add to Word, the **Format** tab opens with your selected screenshot or clip, and you can apply picture attributes to the image. We'll cover more on those in Chapter 16. You can also move and resize any screenshot or clipping in your document, treating it just like any other graphic element.



TIP Here's something interesting—you can save an inserted screenshot or clipping as a new picture file to reuse again. Right-click over the image and choose **Save as Picture**. This opens the **File Save** dialog box and you can give the file a unique name and store it where you like. You can also specify a particular file format for the picture using the **Save as type** drop-down menu.

Embedding Videos

Adding dynamic content to your documents is easier than ever, and by *dynamic*, I mean video clips. You can watch the clips without having to exit the Word document. This means other people who open the document file can watch the clip as well. Let's use that example about the iguana report again—say you want to include a video clip of the newly discovered lizard to show your readers what it looks like climbing a rock. You can insert the clip and treat it as a graphic element, which means you can move it, resize it, and apply some stylistic attributes (such as a border). The clip automatically displays a **Play** button that you, or another user, can click to play the clip.

Inserting a video embeds within the document. This means its information is included as part of the file when you save the document. Prior to this new feature, you could only insert links to videos. Of course, you can still insert links to videos stored elsewhere, but it's just a link and not an actual embedded clip.

You can insert video from the following sources:

- **Bing Video Search** Use this option to search for videos on the Web using Microsoft's Bing search engine.
- **From a Video Embed Code** Use this option if you know the specific embed code for the clip from its website.
- **YouTube** Use this option to look for clips on the YouTube site. This option isn't set up by default; you'll have to click the **YouTube** icon at the bottom of the window to include the service in your video options list.

To insert a video from an online source, follow these steps:

1. Click the **Insert** tab.
2. Click **Online Video** to open the **Insert Video** tool (see Figure 15.16).

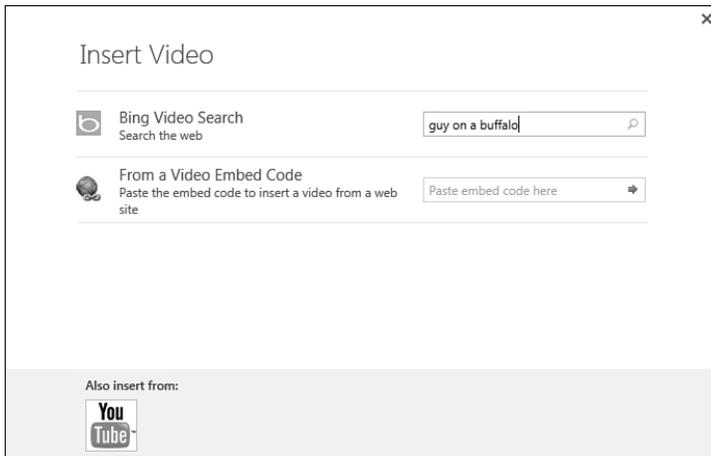


FIGURE 15.16

Start by choosing a source and typing in a keyword or words.

3. Click in the **Bing Video Search** field and type in a keyword or words for the type of video you're looking for.
4. Press **Enter** or click the **Search** icon.
5. A search results page lists any matches, similar to what's shown in Figure 15.17. Use the scrollbar to look through the thumbnails.
6. When you find one you want, click it.
7. To download and embed the video, click **Insert**.

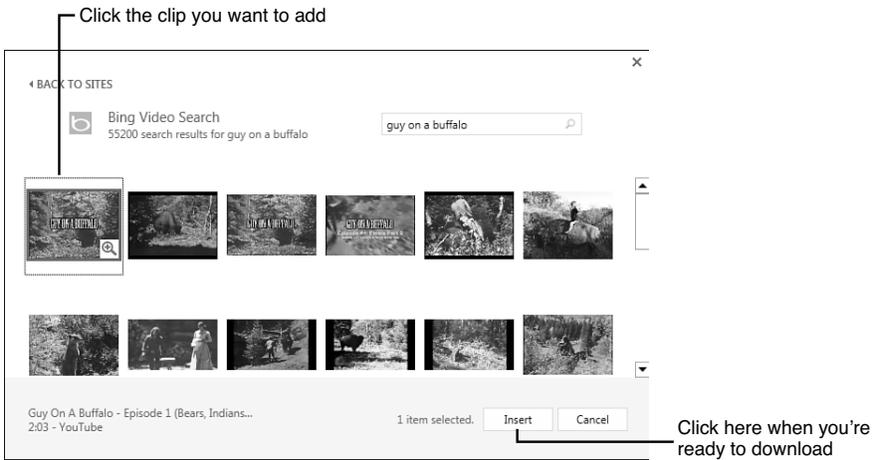


FIGURE 15.17

Look through the search results to find the video you want to use.

When the download is complete, Word inserts the video clip as a picture in your document, much like Figure 15.18, and displays the **Format** tab for working with the image. As always, you can resize and reposition the clip image area, if needed, or control the flow of text around the clip box.

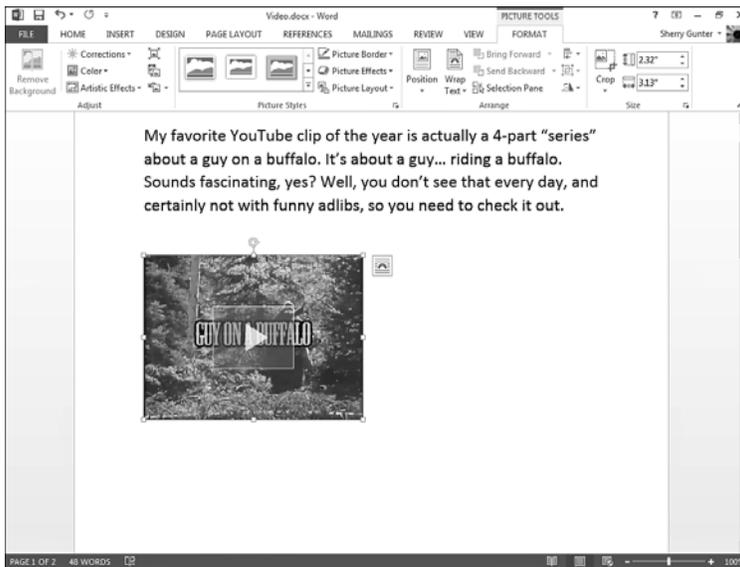


FIGURE 15.18

Word downloads the clip and inserts it for you.

To play the clip, click the giant **Play** button in the center of the clip (see Figure 15.18). Another window opens, as shown in Figure 15.19, along with additional playback controls. Click the **Play** button again to start the clip. You can click the **Pause** button to pause the playback, or click the **Volume** button to adjust the sound. To exit the clip, click anywhere outside the window.

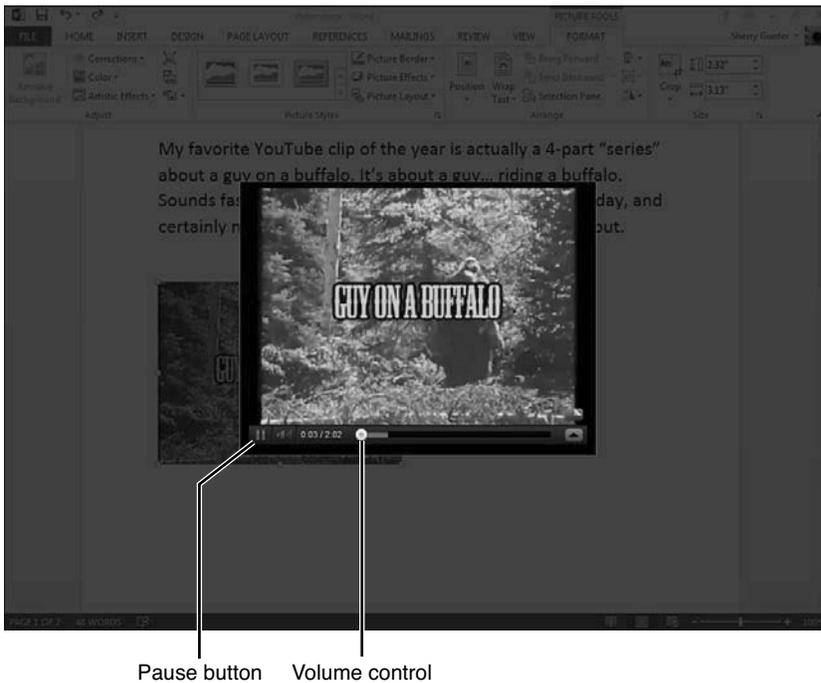


FIGURE 15.19

An embedded clip plays in its own special window.

To remove a clip you no longer want, select it and press **Delete**.

THE ABSOLUTE MINIMUM

Now you know enough about illustrating your documents with pictures and video clips to make your head spin. We covered a lot of information in this chapter, but it boils down to this:

- You can use your online connection to tap into a vast library of pictures on the Office.com site, including clip art and stock photos. To get things rolling, click the **Online Pictures** tool on the **Insert** tab.
- You can also use the **Online Pictures** tool to search for pictures on the Internet.
- Wait, there's more—you can also use the **Online Pictures** tool to download pictures from your SkyDrive account.
- You can insert pictures from any of your storage devices, including your hard drive, flash drive, memory card, or CD/DVD. Just click the **Pictures** button and locate the file.
- You can use the **Screenshot** tool to capture open program windows or take clippings from a screen.
- You can now embed video clips directly in your document and play them back without leaving Word.



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Index

A

access, restricting, 68
accessing SkyDrive from Word,
WEB: 397-398
account name, 13
Add a Digital Signature, 68
Add-Ins tab, Ribbon, 24
Add Shape command, 200
adding
 apps, 50-53
 borders, 276-278
 captions, 299-301
 cells, 180-181
 color to text, 103-104
 columns, 176-179
 footers, 134-137
 headers, 134-137
 hyperlinks, WEB: 389-392
 Microsoft accounts, 41-42
 page numbers, 138-139
 picture styles, 276-278
 rows, 176-179
 services to Microsoft
 accounts, 47-50
 shading, 159
 special effects, 152
 drop caps, 152-153
 text effects, 153-154
 watermarks, 154-156
 text with Quick Parts, 88-89
adjusting pictures, 285
 correcting problems,
 285-286
 removing backgrounds,
 287-289
 tweaking colors, 286-287
alignment
 cells, 184-185
 controlling, 108
 vertical alignment,
 changing, 132-133
alignment guides, 264
applying templates, 72-75
apps, adding, 50-53
Artistic Effects, 279
 applying to pictures,
 281-282
ascenders, 121
assigning
 document protection, 67-68
 effects, 279-281
 styles, 150
attributes. See text formatting
AutoCorrect, 324-326
AutoFit command, 174
AutoFit Contents, 175
axes, charts, 207
axis labels, 208

B

backgrounds
 customizing (Microsoft
 accounts), 46-47
 removing from pictures,
 287-289
bandwidth, cloud, 37
Bing Image Search, 241
 inserting pictures from,
 244-246
Bing Video Search, 254
BMP (Windows Bitmap), 239
bold, applying, 96-98
bookmarks, inserting, 307-310

borders, 156
 adding, 276-278
 page borders, adding 158
 tables, 188-191
 text borders, adding, 157
Borders and Shading dialog
 box, 158
Borders tool, 157
breaks
 inserting, 139-142
 removing, 142
browsers, managing SkyDrive
 from, WEB: 394-397
bulleted lists, 118-120

C

captions, adding, 299-301
capturing screenshots, 250-254
cells
 adding, 180-181
 alignment, 184-185
 deleting, 180-181
 margins, 184-185
 merging, 181-184
 splitting, 181-184
Change Colors palette, 203
changes to documents,
 reviewing, WEB: 371-373
changing
 fonts, 98-100
 layouts, colors, and styles,
 SmartArt, 202-203
 markup display, tracking
 changes, WEB: 365-367
 point size, 100-102
 view modes, 29-31

character spacing, 125
 chart area, 208
 chart data, entering, 210-211
 chart parts, 207-208
 charts, 193

- chart parts, 207-208
- editing, 212-215
- entering data, 210-211
- inserting, 205, 209
- types of, 206

 chart text, 208
 check boxes, Ribbon, 23
 checking documents for hidden data, 330-332
 choosing style sets, 149
 Citations & Bibliography, 299
 Clear All Formatting button, 105
 clip art, 240
 Clipboard pane, cutting, copying, and pasting text, 87-88
 Close command, 17
 closing

- documents, 65
- Word, 16-17

 cloud, 36, WEB: 382

- bandwidth, 37

 cloud computing, 36-38

- Microsoft, 38

 cloud connectivity, 36
 cloud storage, 36-38
 cloud storage services, 36
 collated printing, 338
 color, adding to text, 103-104
 colors

- changing (SmartArt), 202-203
- tweaking in pictures, 286-287

 Colors dialog box, 104, 159
 columns, 130-132

- adding, 176-179
- deleting, 176-179

 comments

- inserting, 317-319
- tracking documents, WEB: 370-371

 Comments feature, 317
 Compare Documents dialog box, WEB: 373
 comparing documents, WEB: 373-374
 Compress Pictures, 287
 context menus, 26-27
 controlling page setup, 342-343
 Convert Text to Table command, 165
 copying

- data, 66-67
- text, 85
- text formatting from one place to another, 104-105

 copying and pasting text, 86
 copyright symbol, inserting, 93
 correcting picture problems, 285-286
 Create Graphic group, 200
 cropping pictures, 282-285
 cross-references

- inserting, 301-302
- removing, 302

 cursors, 82
 custom indents, 111
 custom tables, drawing, 167-169
 Customize Quick Access Toolbar button, 334
 customizing

- Microsoft accounts, 42
- account pictures, 43-45
- background and theme, 46-47
- SmartArt, 197-201

 cutting and pasting text, 86

D

data

- copying, 66-67
- moving between files, 66-67
- pasting, 66-67

 data categories, 207
 data points, 207
 data series, 207
 data tables, 208
 Delete Cells dialog box, 179-180
 Delete Columns command, 178
 Delete key, 83
 Delete Rows command, 178
 deleting

- cells, 180-181
- columns, 176-179
- rows, 176-179

 descenders, 121
 deselecting text, 85
 Design tab, 213

- Ribbon, 23
- tables, 190

 diagrams, 193
 dialog boxes, 27-29
 digital pictures. *See* pictures
 digital signatures, 68
 Display for Review drop-down menu, WEB: 365
 DNG (Digital Negative) file types, 240
 .DOC, 72
 Document Inspector dialog box, 331
 document protection, assigning, 67-68
 document work area, 13
 documents, 55

- checking for hidden data, 330-332
- closing, 65

comparing, WEB: 373-375
 emailing, WEB: 382-385
 navigating with Navigation pane, 310-313
 opening, 62-65
 previewing, 334-335
 printing, 334
 managing print settings, 336-341
 reviewing, WEB: 362-363
 saving, 58-60
 file types, 60-61
 options, 62
 sending as attachments, WEB: 383
 sharing, WEB: 375-378
 starting new, 56-57
 structuring with Outline view, 292-296
 tracking, WEB: 362-363
 changing markup display, WEB: 365-367
 comments, WEB: 369-371
 reviewing changes, WEB: 371-372
 turning on tracking, WEB: 363-364
 turning into web pages, WEB: 386-388
 viewing multiple, 65-66
 .DOCX file extension, 60, 238
 .DOT, 72
 .DOTM, 72
 .DOTX, 72
 Draft mode, 29
 dragging, resizing tables, 173-174
 Draw Table command, 180
 drawing
 custom tables, 167-169
 shapes, 218-221
 Drop Cap dialog box, 153
 drop caps, inserting, 152-153

E

Edit Hyperlink dialog box, WEB: 392
 Edit Shape drop-down arrow, 226
 editing
 charts, 212-215
 PDF files, WEB: 375
 text, 82-83
 effects, 219
 assigning, 279-281
 Effects, 279
 emailing documents, WEB: 382-385
 embedding videos, 254-257
 Encrypt with Password, 68
 endnotes, inserting, 297-298
 entering chart data, 210-211
 Envelope Options dialog box, 345
 envelopes, printing, 343-346
 Envelopes and Labels dialog box, 347
 Eraser tool, 180
 Excel spreadsheets, inserting as tables, 169-170
 exiting Word, 16-17
 external hard drives, 250

F

File tab, 23
 file types, 60-61
 .DOC, 72
 pictures, 238-240
 fill color, 219
 Find and Replace dialog box, 319
 finding
 help, 14-16
 templates, 76-78

finding and replacing text, 319-322
 flash drives, 250
 Flickr, 241
 Flip command, 268
 flipping graphics, 267-270
 Font Color palette, 103
 Font Color tool, 104
 Font dialog box, 102
 fonts, changing, 98-100
 Font Size drop-down menu, 100
 Font Size menu, 101
 footers, adding, 134-137
 footnotes, inserting, 297-298
 Format Painter tool, 104
 Format pane, effects, 281
 Format Picture pane, 286
 Format Shape pane, 224, 229
 Format tab, 203, 213
 Picture Styles gallery, 277
 text wrapping options, 266
 Format Text Effects icon, 229
 formatting
 borders, 156
 page borders, 158
 text borders, 157
 pages. See page formatting paragraphs. See paragraph formatting
 shading, 156
 adding, 159
 shapes, 223-226
 SmartArt, 203-205
 special effects, 152
 adding watermarks, 154-156
 applying text effects, 153-154
 inserting drop caps, 152-153

styles
 applying, 146-149
 assigning, 150
 choosing style sets, 149
 creating new, 151
 text. *See* text formatting
 themes, applying, 144-146

G

galleries, Ribbon, 22
 GIF (Graphics Interchange Format), 239
 Grammar pane, 324
 graphic objects, 260
 graphics. *See also* images;
 shapes
 effects, assigning, 279-281
 flipping, 267-270
 grouping, 270-276
 layering, 270-274
 pictures, 237. *See also*
 pictures
 positioning, 267
 rotating, 267-270
 sizing, 260-263
 alignment guides, 264
 with selection
 handles, 261
 SmartArt. *See* SmartArt
 text wrapping, 264-267
 graphs, 193
 gridlines, charts, 208
 grouping graphics objects,
 270-271, 275-276

H

headers, adding, 134-139
 help, finding, 14-16
 Help feature, 14-16
 hidden data, checking
 documents for, 330-332
 hiding Ribbon, 24

highlighter pens, highlighting
 text, 316-317
 highlighting text with highlighter
 pen, 316-317
 Home tab, 20
 Ribbon, 23
 Styles gallery, 149
 hyperlinks, adding,
 WEB: 389-392

I

icons
 Layout Options, 205
 Paragraph icon, 23
 pushpin icon, 24
 Word, 12
 images
 inserting from Internet,
 240-242
 thumbnails, 241
 indenting text, 110-111
 custom indents, 111
 setting indents with the ruler,
 112-115
 simple indents, 111
 special indents, 112
 indexes, creating, 302-305
 Insert, 83
 Insert Address Block dialog
 box, 354
 Insert Cells dialog box, 179
 Insert Chart dialog box, 206
 Insert command, 178
 Insert Greeting Line dialog
 box, 355
 Insert Pictures dialog box, 201
 Insert Pictures feature, 241
 Insert tab, 20
 Ribbon, 23
 inserting
 bookmarks, 307-310
 breaks, 139-142
 charts, 205, 209

comments, 317-319
 cross-references 301-302
 drop caps, 152-153
 footnotes/endnotes 297-298
 images from Internet,
 240-242
 pages, 139
 pictures
 from Bing Image Search,
 244-246
 from Office.com, 242-244
 from SkyDrive, 246-248
 your own, 248-249
 Quick Parts, 89-91
 Quick Tables, 165-166
 sections, 139-142
 shapes, 219
 SmartArt, 196-197
 symbols, 92-93
 tables, 162-165
 Excel spreadsheets,
 169-170
 text box objects, 231-234
 WordArt objects, 226-230
 insertion points, 82
 Internet, inserting images from,
 240-242
 italics, applying, 96-98

J-K

JPEG (Joint Photographics
 Expert Group), 238-239

key drives, 250

L

Label Options dialog box, 348
 labels, printing, 346-349
 layering graphics objects,
 270-274
 Layout dialog box, sizing
 graphics, 262
 Layout Options icon, 205

Layout tab, Text Direction button, 185

layouts, changing (SmartArt), 202-203

leader characters, 115

leading, 121

legends, charts, 208

line spacing, 121-123

lists, 118-120

Live Preview feature, 145

lossless compression, 239

lossy compression, 239

M

Mail Merge pane, 350

Mail Merge tool, 349-358

Mail Merge Wizard, 349

Mailings tab, Ribbon, 23

managing

- print settings, 336-341
- SkyDrive
 - accessing from Word, WEB: 397-398
 - from your browser, WEB: 394-397

margins, 128-130

- cells, 184-185

Mark as Final, 68

markup display, changing, WEB: 365-367

master Document tool, 296

merge fields, 349

Merge to New Document dialog box, 357

merging cells, 181-184

metadata, 330

Microsoft, clouds, 38

Microsoft accounts, 39

- adding, 41-42
- customizing, 42

- account pictures, 43-45
- background and theme, 46-47
- services, adding, 47-50
- signing in, 39-41
- switching between, 41-42

Microsoft Word. *See* Word

mini toolbar, 26

- applying bold, italics, and underline, 97
- cutting, copying and pasting text, 87

Mini Translator, 328

moving

- data between files, 66-67
- text, 85

Multi-Tool Word for Xenix and MS-DOS, 6

N

navigating long documents with Navigation pane, 310-313

Navigation pane, 310-313

New Address List window, 352

new features, 8-9

numbered lists, 118-120

O

objects

- grouping, 275-276
- layering, 271-274

Office 365, 37

Office.com, 241

- inserting pictures from, 242-244

Office Store, 50

Office Web Apps, WEB: 398-400

Open dialog box, 64

Open page, 64

opening documents, 62-65

outline, 219

Outline mode, 29

Outline view, 292-296

Overtyping, 83

P

page borders, adding, 158

PageDown, 83

page formatting

- columns, 130-132
- headers/footers, adding, 134-137
- inserting pages, breaks and sections, 139-142
- margins, 128-130
- page numbers, 138-139
- vertical alignment, changing, 132-133

Page Layout tab, 342

Ribbon, 23

page numbers, adding, 138-139

Page Numbers feature, 138

page orientation, printing, 339

page setup, controlling, 342-343

Page Setup dialog box, 129, 343

pages, inserting, 139

PageUp, 83

paint format, 239

panes

- Clipboard pane, 87-88
- Format pane, effects, 281
- Format Picture pane, 286
- Format Shape pane, 224, 229
- Grammar pane, 324
- Mail Merge pane, 350
- Research pane, 328
- Revisions pane, 317-319
- Spelling and Grammar pane, 322
- Spelling pane, 323
- Styles pane, 150

- Paragraph dialog box, 109
- paragraph formatting, 107
 - alignment, controlling, 108
 - bulleted lists, 118-120
 - numbered lists, 118-120
 - spacing, 120-121
 - character spacing, 125
 - line spacing, 121-123
 - paragraph spacing, 123-125
 - tabs, 115-117
 - text, indenting, 110-115
- Paragraph icon, 23
- paragraph spacing, 120, 123-125
- pasting
 - data, 66-67
 - text, 86
 - mini toolbar, 87
- PDF (Portable Document Format), editing files, WEB: 375
- Picture Border tools, 278
- Picture Effects, 279
- picture styles, adding, 276-278
- Picture Styles gallery, Format tab, 277
- Picture Styles tool, 278
- pictures
 - adjusting, 285
 - Artistic Effects, applying, 281-282
 - borders, adding, 276-278
 - colors, tweaking, 286-287
 - correcting problems, 285-286
 - cropping, 282-285
 - customizing Microsoft accounts, 43-45
 - digital pictures, 237
 - file types, 238-240
 - inserting
 - from Bing Image Search, 244-246
 - from Office.com, 242-244
 - from SkyDrive, 246-248
 - your own, 248-249
 - picture styles, adding, 276-278
 - removing backgrounds, 287-289
- placeholders, SmartArt, 197
- plot area, 208
- PNG (Portable Network Graphics), 239
- point size, changing, 100-102
- positioning graphics, 267
- previewing documents, 334-335
- Print Layout mode, 29
- print settings, managing, 336-341
- Print to File command, 337
- Print window, 334
- printing
 - collated, 338
 - documents, 334
 - managing print settings, 336-341
 - envelopes, 343-346
 - labels, 346-349
 - page orientation, 339
- program window, overview, 11-14
- program window controls, 13
- program windows, sizing, 13
- prompt boxes, 29
- proofreading, 315
 - AutoCorrect, 324-326
 - checking spelling and grammar, 322-324
 - highlighting text, 316-317
 - inserting comments, 317-319
 - researching and translating words, 328-330
 - text, finding and replacing, 319-322
 - Thesaurus, 327-328
- protecting documents, 67-68
- pushpin icon, 24

Q

- Quick Access toolbar, 12, 25
- Quick Parts, 135
 - creating, 91
 - inserting, 89-91
 - text, adding, 88-89
- Quick Print command, 334
- Quick Tables, inserting, 165-166

R

- raster, 239
- RAW file types, 239
- Read mode, 29, 32
- red wavy lines, 83
- References tab, Ribbon, 23
- Remove Background tool, 287
- removing
 - breaks, 142
 - cross-references, 302
 - video, 257
- Replace All, 320
- repositioning
 - shapes, 222-223
 - tables, 186-187
- requirements for Word, 7
- researching words, 328-330
- Research pane, 328
- resizing
 - shapes, 222-223
 - tables, 186-187
 - by dragging, 173-174
 - Table Properties dialog box, 175-176
 - Table Tools, 174-175
- Restrict Access, 68
- Restrict Editing, 68
- restricting access to documents, 68
- Review tab, Ribbon, 23

reviewing
 changes to documents,
 WEB: 371-373
 documents, WEB: 362-363

Revisions pane, 317-319

Ribbon, 13, 20
 Add-Ins tab, 24
 check boxes, 23
 Design tab, 23
 elements of, 21-23
 File tab, 23
 galleries, 22
 hiding, 24
 Home tab, 20, 23
 Insert tab, 23
 Mailings tab, 23
 Page Layout tab, 23
 Quick Access toolbar, 25
 References tab, 23
 Review tab, 23
 spinner arrows, 22
 View tab, 24

rotating graphics, 267-270

rows
 adding, 176-179
 deleting, 176-179

ruler, setting indents, 112-115

S

Save As command, 58

Save As dialog box, 59

Save as type drop-down list, 61

saving
 documents, 58-60
 as web pages,
 WEB: 386-388
 file types, 60-61
 options, 62
 templates, 78-79

screen clipping, 252

screenshots, capturing, 250-254

Screenshot tool, 250

scroll bars, 13

sections, inserting, 139-142

selecting
 table parts, 172-173
 text, 84-85

selection handles, 75
 sizing graphics, 261

Send a Link, WEB: 382

Send as Attachment, WEB: 382

Send as Internet Fax, WEB: 382

Send as PDF, WEB: 382

Send as XPS, WEB: 382

sending documents as
 attachments, WEB: 383

services, adding to Microsoft
 accounts, 47-50

shading, 156
 adding, 159

Shape Effects, 279

Shape Styles gallery, 278

shapes
 drawing, 218-221
 formatting, 223-226
 inserting, 219
 repositioning, 222-223
 resizing, 222-223

Shapes tool, 218

Share screen, WEB: 383

sharing documents,
 WEB: 375-378

Show Markup menu, WEB: 366

signing into Microsoft accounts,
 39-41

simple indents, 111

sizing
 graphics, 260-263
 alignment guides, 264
 selection handles, 261
 program windows, 13
 shapes, 222-223
 tables, 173, 186-187
 by dragging, 173-174
 Table Properties dialog
 box, 175-176
 Table Tools, 174-175

SkyDrive, 241, WEB: 393-394
 inserting pictures from,
 246-248
 managing
 accessing from Word,
 WEB: 397-398
 from your browser,
 WEB: 394-397
 sharing documents,
 WEB: 375-378

SmartArt, 194-196
 changing layouts, colors,
 and styles, 202-203
 customizing, 197-201
 formatting, 203-205
 inserting, 196-197

spacing, 120-121
 character spacing, 125
 line spacing, 121-123
 paragraph spacing, 123-125

special characters, 93

special effects, 152
 adding watermarks, 154-156
 applying text effects,
 153-154
 inserting drop caps, 152-153

special indents, 112

spell checker tool, 83

Spelling and Grammar checker,
 322-324

Spelling and Grammar
 pane, 322

Spelling pane, 323

Spinner arrows, Ribbon, 22

splitting cells, 181-184

starting
 documents, 56-57
 Word, 9-11

Start screen, 10
 turning off, 11

status bar, 13

stick drives, 250

stock photography, 240

strikethrough, 98

structuring documents with
Outline view, 292-296

style sets, choosing, 149

styles

applying, 146-149

assigning, 150

changing SmartArt, 202-203

choosing style sets, 149

creating new, 151

Styles gallery, Home tab, 149

Styles pane, 150

subscript, 98

superscript, 98

switching Microsoft accounts,
41-42

symbols, inserting, 92-93

T

table of contents, creating,
306-307

table parts, selecting, 172-173

Table Properties dialog
box, 186

resizing tables, 175-176

Table Styles gallery, 188-191

Table Tools, 171

resizing tables, 174-175

tables, 161

borders, 188-191

cells

adding/deleting, 180-181
alignment/margins,
184-185

merging and splitting,
181-184

columns, adding/deleting,
176-179

custom tables, drawing,
167-169

Excel spreadsheets,
inserting, 169-170

inserting, 162-165

Quick Tables, inserting,
165-166

repositioning, 186-187

rows, adding/deleting,
176-179

sizing, 173, 186-187

by dragging, 173-174

Table Properties dialog
box, 175-176

Table Tools, 174-175

Table Styles gallery, 188-191

tabs, setting, 115-117

templates, 72

applying, 72-75

finding, 76-78

saving, 78-79

text

adding with Quick Parts,
88-89

adding color to, 103-104

Clipboard pane, 87-88

copying, 85

copying and pasting, 86
mini toolbar, 87

cutting and pasting, 86
mini toolbar, 87

deselecting, 85

editing, 82-83

finding and replacing,
319-322

highlighting with highlighter
pen, 316-317

indenting, 110-111

custom indents, 111

setting indents with the
ruler, 112-115

simple indents, 111

special indents, 112

moving, 85

selecting, 84-85

typing, 82-83

text borders, adding, 157

text boxes, 234

text box objects, inserting,
231-234

Text Box tool, 231

Text Direction button, 185

text effects, applying, 153-154

Text Effects, 279

Text Effects palette, Transform
category, 230

text formatting, 95

adding color to text, 103-104

applying bold, italics, and
underline, 96-98

changing point size, 100-102

changing fonts, 98-100

copying from one place to
another, 104-105

Font dialog box, 102

Text Highlighter tool, 104

text wrapping, graphics,
264-267

Text Wrapping tab, Layout
dialog box, 266

themes

applying, 144-146

customizing Microsoft
accounts, 46-47

Thesaurus, 327-328

thumb drives, 250

thumbnails, 241

tick marks, 208

.TIFF, 238-239

title bar, 12

toolbars, 26-27

mini toolbars, 26

Quick Access toolbar, 12, 25

tools

Borders tool, 157

Eraser tool, 180

Font Color tool, 104

Format Painter tool, 104

Mail Merge tool, 349-358

Picture Border tools, 278

Picture Styles tool, 278

Remove Background
tool, 287

Screenshot tool, 250

Shapes tool, 218

Text Box tool, 231

Text Highlighter tool, 104

Track Changes, WEB: 362

Watermark tool, 155

Track Changes, WEB: 362
 turning on, WEB: 363-364

Track Changes Options dialog
 box, WEB: 369

tracking, 125

- documents, WEB: 362-364
 - changing markup display,
 WEB: 365-367
 - comments, WEB: 369-371
 - reviewing changes,
 WEB: 371-372
 - turning on tracking,
 WEB: 363-364

Tracking Options icon,
 WEB: 364

Transform category, Text Effects
 palette, 230

Translate Document, 328

Translate Selected Text, 328

translating words, 328-330

turning documents into web
 pages, WEB: 386-388

turning off Start screen, 11

turning on tracking,
 WEB: 363-364

types of charts, 206

typing text, 82-83

U-V

underline, applying, 96-98

vertical alignment, changing,
 132-133

video

- embedding, 254-257
- removing, 257

view modes, 29
 changing, 29-31

View tab, Ribbon, 24

viewing documents, multiple,
 65-66

views

- Outline view, 292-296
- zooming, 32-33

W

watermarks, adding, 154-156

Watermark tool, 155

Web Apps, WEB: 398-400

Web Layout mode, 29-31

web pages, turning documents
 into, WEB: 386-388

web servers, 36

Windows 7, starting Word, 9

Windows 8, starting Word, 10

Windows Live SkyDrive,
 WEB: 394

wizards, Mail Merge Wizard, 349

Word, 5

- closing, 16-17
- exiting, 16-17
- new features, 8-9
- overview, 6-7
- requirements for, 7
- starting, 9-11

WordArt objects, inserting,
 226-230

Word icon, 12

X-Z

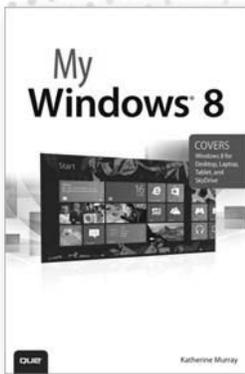
YouTube, 254

Zoom dialog box, 33

Zoom slider, 32, 133

zooming views, 32-33

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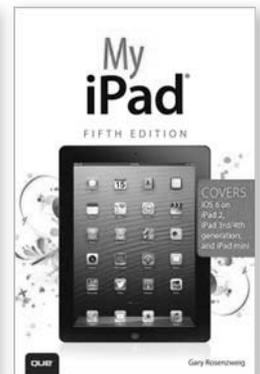
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