

Microsoft Word 2007

Advanced Formatting Features



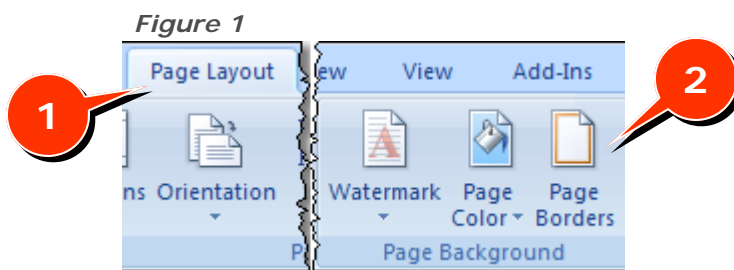
=Shortcut =Advice =Caution

Introduction

This document will walk you through the process of using several of Word's advanced formatting features such as adding borders, shading, footers and headers, as well as using styles.

Borders and Shading

Borders and Shading add emphasis to key areas of your document.



Borders

To apply borders to objects on the page (pictures, text, charts, etc.) complete the following task:

1. Select the text or object the border will be applied to.
2. Click on the **Page Layout** tab (Figure 1, 1).
3. Select the **Page Borders** button (Figure 1, 2) located on the **Page Background** group.
4. Click the **Borders** tab (Figure 2, 1) and select the setting, style, width or color of the border.
5. You may preview your selections in the **Preview** area located at the far right.

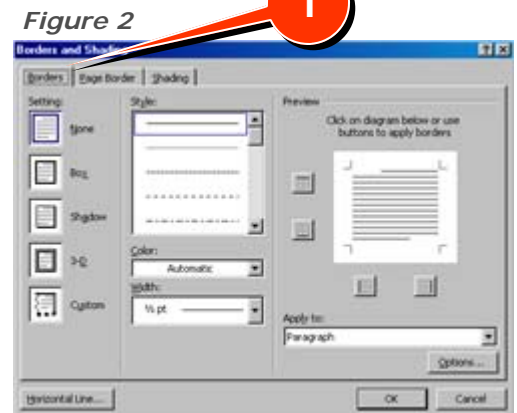
Summary

Formatting

1. Borders and Shading
2. Views
3. Headers and Footers

Styles

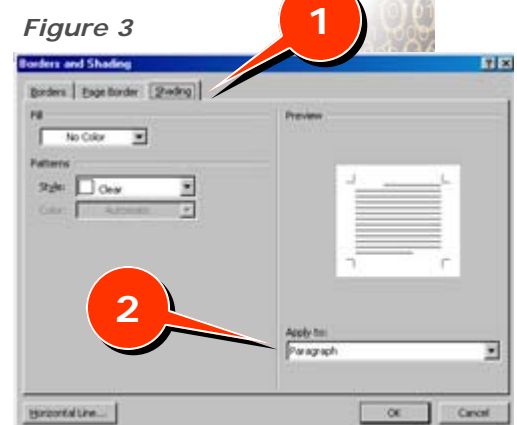
1. Applying
2. Paragraph Styles
3. Character Styles
4. Templates
5. Mini-toolbar



Shading

To apply shadings to tables, cells or text complete the following task:

1. Select the table, cell, or text the shade will be applied to.
2. Click on the **Page Layout** tab (Figure 1, 1).
3. Select the **Page Borders** button (Figure 1, 2) located on the **Page Background** group.
4. Click the **Shading** tab (Figure 3, 1) and then set the **Fill** and **Patterns**.
5. From the **Apply to:** drop down list (Figure 3, 2) select either text or paragraph to apply the settings to the text only or the entire paragraph.
6. You can preview your selections in the **Preview** area located at the far right.

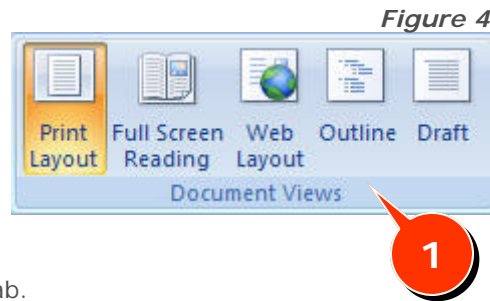


Views

The different types of views display your document in various ways. There are several different views:

- **Print Layout View:** will display the document as it will appear when printed and allows you to see the complete document including graphics, margins, page numbers, and the header and footer.
- **Full Screen Reading View:** Displays the document (one or two pages) in a book format and allows you to review, edit or enter comments on the document in full screen mode.
- **Web Layout View:** Displays the document as a web page.

★ Additional views available are Outline and Draft.



1. Click on the **View** tab.
2. In the **Document Views** group (Figure 4, 1) select the view you want to display.

Headers and Footers

Headers and footers include text or graphics that appear at the top or bottom of every page. They are also linked, which means that if a change is made on one header or footer in a section, it will be changed on every footer/header in the section of the document. You must be in **Print Layout** view to view headers or footers.



1. Click on the **Insert** tab.
2. Select **Header or Footer** (Figure 5, 1) from the **Header & Footer** group.
3. Select **Blank** or one of the default layouts.
4. Type the desired text and use the **Header & Footer Tools Design** tab (Figure 5, 2) (Insert, Options, Position and Navigation) features to design the Header or Footer.
5. Format the text as you would normally.
6. When finished, click **Close Header & Footer** (Figure 5, 3) located on the **Header & Footer Design** tab.

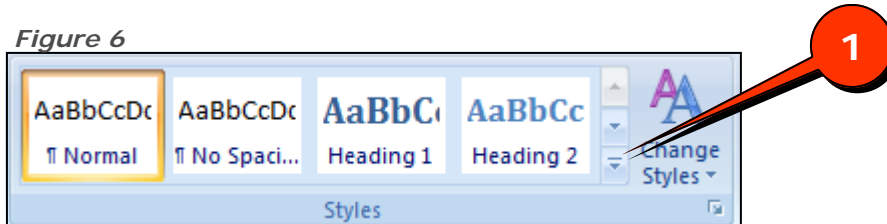
★ The **Header & Footer Tools Design** tab (Figure 5, 2) is only visible when you are actively working on a header or footer within your document.

Text Styles

Styles are preset formats you can apply to the text in your document. There are two style types—character and paragraph.

- Character: applies formatting such as font, size, color, etc.
- Paragraph: applies justification, line spacing, indentation, etc.

Figure 6



Applying a Style

1. Select the text to be formatted.
2. From the **Home** tab select a style from the **Styles** group. Click the **Styles** dropdown arrow (Figure 6, 1) to view all of the available styles.
3. Click on your desired style. The text will reflect the selected style.



As you move your mouse over the various styles, your text will change so you can see a preview.

Creating Custom Styles

1. Select the text, paragraph, table or list containing the formatting you would like to make into a new style.
2. Click in the **Styles Dropdown arrow** (Figure 6, 1).
3. Click **Save Selection as a New Quick Style...** (Figure 7, 1).
4. Click the **Modify** button.
5. Give your Style a **Name** (Figure 8, 1).
6. In **Style type** select your desired type (Figure 8, 2).
7. Select any additional formatting features and click **OK** (Figure 8, 3).

Figure 7

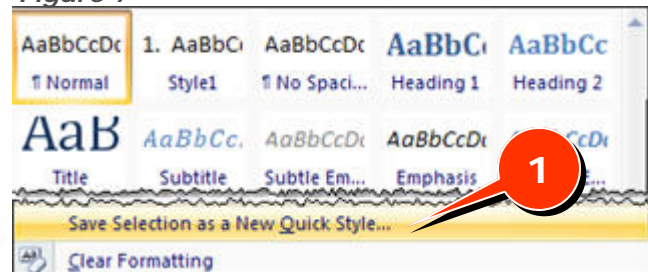
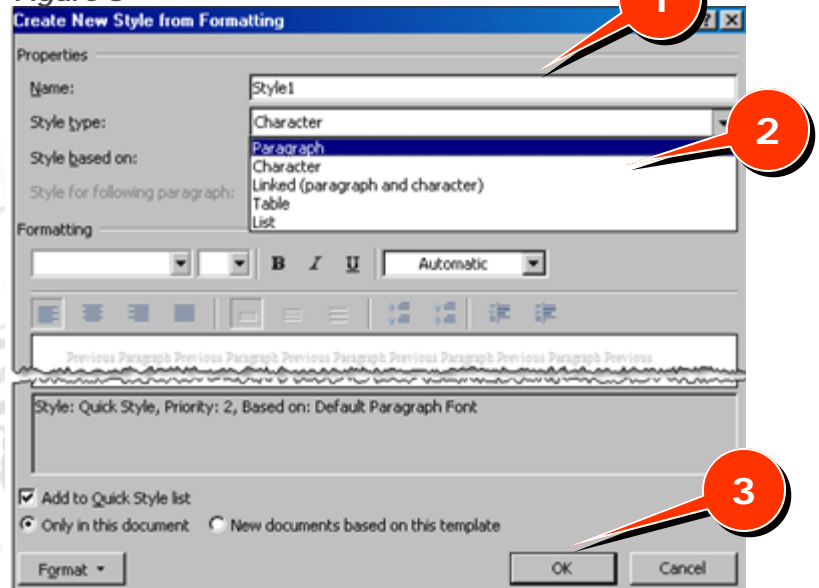


Figure 8



Templates

With a **Template**, you “fill in the blanks” with your own information, or replace existing information with your own. Templates also maintain a consistent formatting with three main styles to choose from: Contemporary, Professional, and Elegant.

Opening a Template

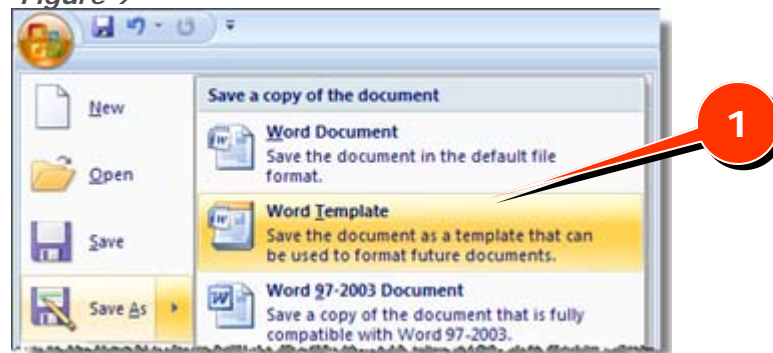
1. Click the **Office Button**.
2. Select **New**.
3. Select **Installed Templates**.
4. Then select the **Template** you would like to use.
5. Click **Create**.

Creating a Template

Create a template for those documents that you use frequently.

1. Open a document that you use frequently or create a new document.
2. Click the **Office Button** and select the arrow beside the **Save As** button.
3. From the **Save as a copy of the document** list select **Word Template** (Figure 9, 1).
4. Enter the name of the document into the **File Name** field.
5. Click on **Save**.

Figure 9



Mini Toolbar

You can use the mini toolbar to quickly format your document. You will see the most commonly used formatting features.

1. Highlight the text you want to format.
2. Move your Mouse Pointer (Figure 10, 1) over the highlighted area and right click, which opens the mini toolbar and the short cut menu.
3. Then move your mouse to the **Mini Toolbar** (Figure 10, 2) and select the desired format options.

Figure 10

