Microsoft Word 2000
Advanced Formatting

## Quick Reference Guide

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Advanced Formatting

Creating and Formatting Columns

- Start with a blank document or section
- Go to the Format menu / Select Columns
- Choose a Preset or Manually change the width and spacing of columns

The Column menu gives you several choices:

- Adjust the **Number of Columns** and their **Width and Spacing**
- Check boxes to place a **Line between columns** and to **Start new column**
- You may make the columns equal width by checking the box
- **Apply To:** drop down box to apply column formatting to **This section** only or from **This point forward**
- Use the Preview area to see what your document looks like
- Click OK to create columns
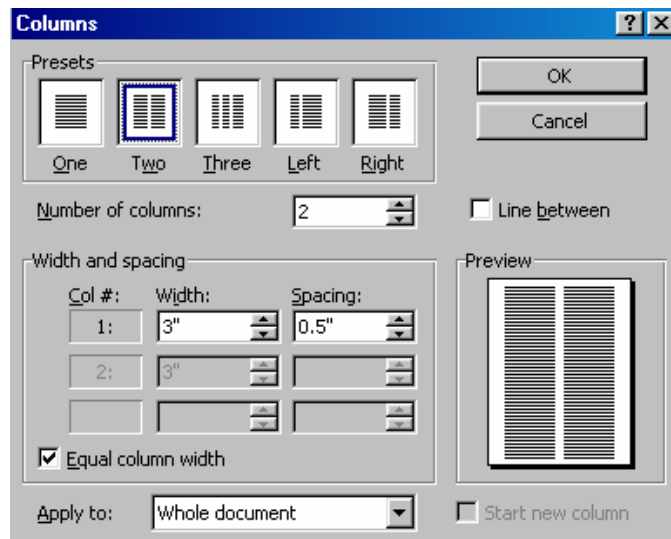
Note: Text will automatically wrap from one column to the next. To force text to move to the top of the next column go to the **Insert** menu / select **Break** / **Column Break**.

Bullets and Numbered Lists

To access bullets and numbering:

- Go to the Format menu
- Select Bullets and numbering…
- Choose Bulleted, Numbered, or Outline Numbered formatting for your text
- Clicking the Picture button allows you to use clip art for bullets
- Clicking the Customize button allows you to change the fonts, bullet characters, and positioning

Tip: Existing text is easily put into a bulleted list.

1) Highlighting the text
2) Click the Bullets or Numbering button.

Use this with caution as some formatting might add an extra bullet or number.
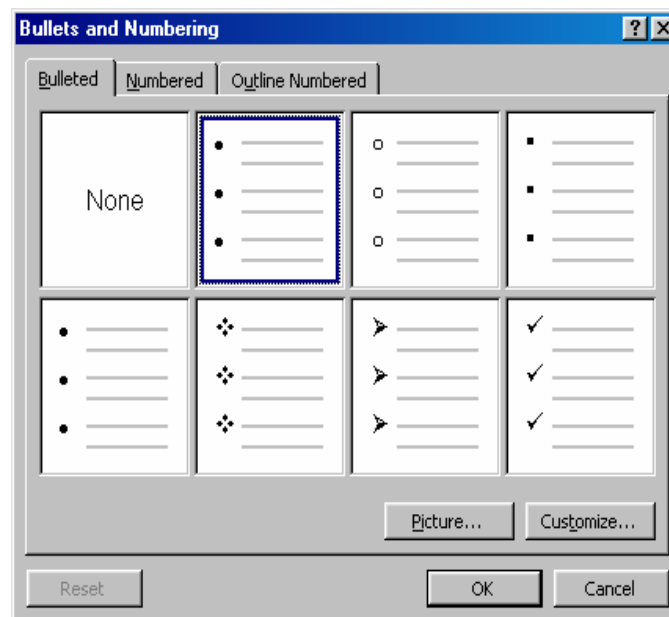
Toolbar Icons:

Numbering		Decrease Indent	
Bullets		Increase Indent	

Setting Manual Page Breaks

Use manual page breaks within a document that has the same formatting throughout.

- Click where you want the new page to begin
- Go to the **Insert** menu
- Select Break, then Page Break
- Click OK
- <u>Keyboard Shortcut</u>: Hold down the **<Ctrl>** key, and press **Enter**

Sections

A document divided into sections will allow you to apply different margins, headers, and footers to specific areas.

Creating Sections
- Click where you want the new section to begin
- Go to **Insert** menu
- Select **Break** to bring up the **Break** dialog box
- In the **Section Breaks** area choose the button corresponding to where you want the new section to start: **Next Page, Continuous**, **Even Page**, or **Odd Page**

Next Page - begins the new section on the next page
Continuous - begins the new section on the same page
**Even Page** - begins the new section on a left-hand page
Odd Page - begins the new section on a right-hand page

Note: Once a break creates a section begin formatting. The new formatting is inherited until it is changed in subsequent sections.

Changing the Section's Page Setup
- Click in the section
- Go to the **File** menu and select **Page Setup**

Note: Using the Layout tab allows you to make changes to the section without changing the rest of your document.
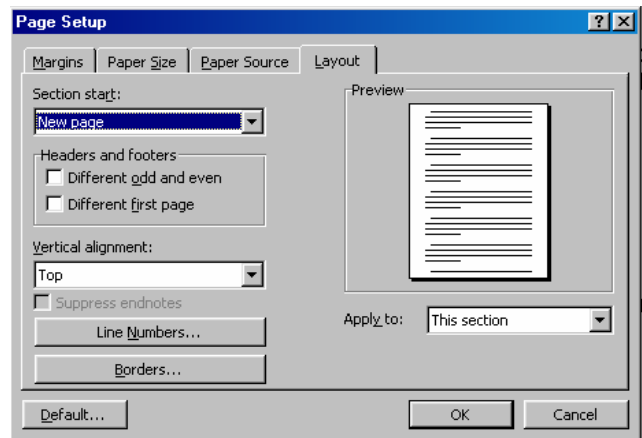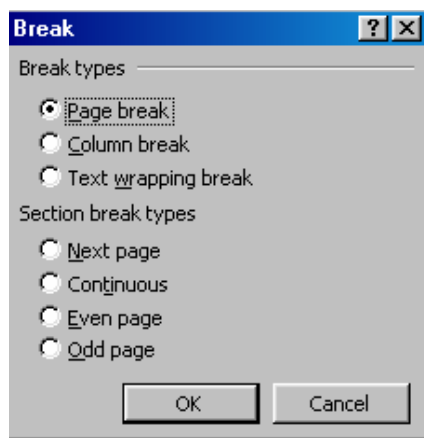
Headers and Footers

Headers appear at the top and footers at the bottom of every page in the document or section. Headers and Footers may contain text, graphics, page numbers, date, time, and any information that needs repeating. Headers and Footers may be different on the first page or selected sections. Once defined for a section, the specified information will appear on all pages from that point forward unless another header or footer is created.

- To insert a Header or Footer
- Go to the View menu
- Click on Header and Footer
- The Header text box and menu will appear

Headers and Footers allows you to:

- Insert Auto Text from a drop down box of choices
- Insert page numbers
- Insert number of pages
- Format Page numbers
- Insert date and time
- Page setup
- Show/Hide document text
- Switch between Header and Footer
- Show Previous
- Show Next

Moving from One Header or Footer to Another

Use the **Show Previous** and **Show Next** buttons to move from one header or footer to another in a different section.

Inserting Page Numbers

You can quickly create a simple header or footer containing only the page number:

- Go to the **Insert** menu
- Select **Page Numbers**
- Use the **Position** drop down menu to select where the numbers will appear on the page: **Top of Page** puts page numbers in the header, while **Bottom of Page** puts them in the footer.
- Select the page number's **Alignment**: **Left**, **Center** or **Right**, or, if you are formatting the facing pages of a book**, Inside** or **Outside**.
- To have the page number print on the first page of the section, select **Show number on first page**.
- To control the format of page numbers, click the **Format** button. In the Page Number Format dialog box, use the drop down menu to select the numbering format.
- To have the numbers start at a number other than 1 (one), click the **Start At:** button, and type in a number.
- After you have made your changes, click **OK**.
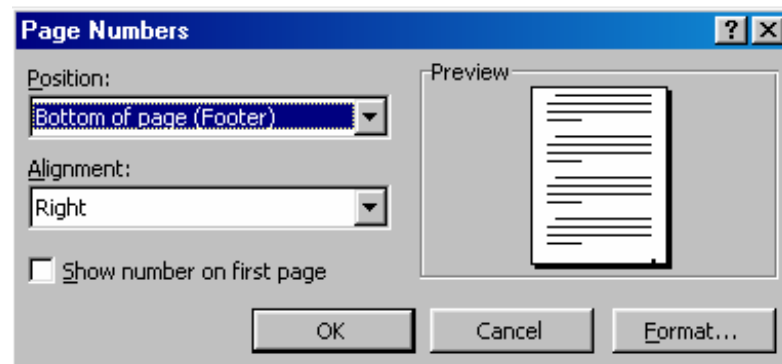
Note: To delete page numbers, you must go into the header or footer menu.

Tip: If you want different headers or footers on odd and even pages:
- Open the Header or Footer menu
- Click on the **Page Setup** button on the toolbar
- Select **Layout**
- Click in the **Different Odd and Even** box
- If you want a different (or no) first page header, check the **Different First Page** box
- Then select **OK** to return to header and footer view

Page Setup

Allows you to adjust Margins, Header and Footer placement, Paper Size, Paper Source, and Layout

To access Page Setup:

- Go to the File menu
- Select **Page Setup**

Note: For all these attributes, you can elect to have the formatting apply to the **Whole document,** to **Selected sections**, or to **Selected text**.

Note: Check the **Mirror Margins** box if you're creating a bound document with double-sided printing.

Orienting a Page in Landscape

- Separate the page from the portrait pages by inserting **New Page** section breaks before and after
- Go to the **File** menu and select **Page Setup**
- Choose the **Paper Size** tab
- Select the **Landscape** button and click **OK**

Tip: Use sections to landscape graphics or charts and portrait for text.

Tip: Be sure to use print preview to make sure that pages are oriented properly before printing.

Saving a Document

Using Save As to create a copy of the saved file

Once the document is saved, you may want to save another copy of the file under a new name to edit or save a backup copy on another disk.
- Open the document
- Go to the File menu
- Choose **Save As...**
- Type the new name of the copy of the document in the name box
- Click **Save**

Note: The title bar of the document now shows the new name—you are working in the document you just named, and the original document has closed. Remember, you can re-open the original by selecting its name from the list at the bottom of the File menu.

Printing Options

Accessing detailed print options:
- Go to the File menu
- Select Print
- The Print box will appear
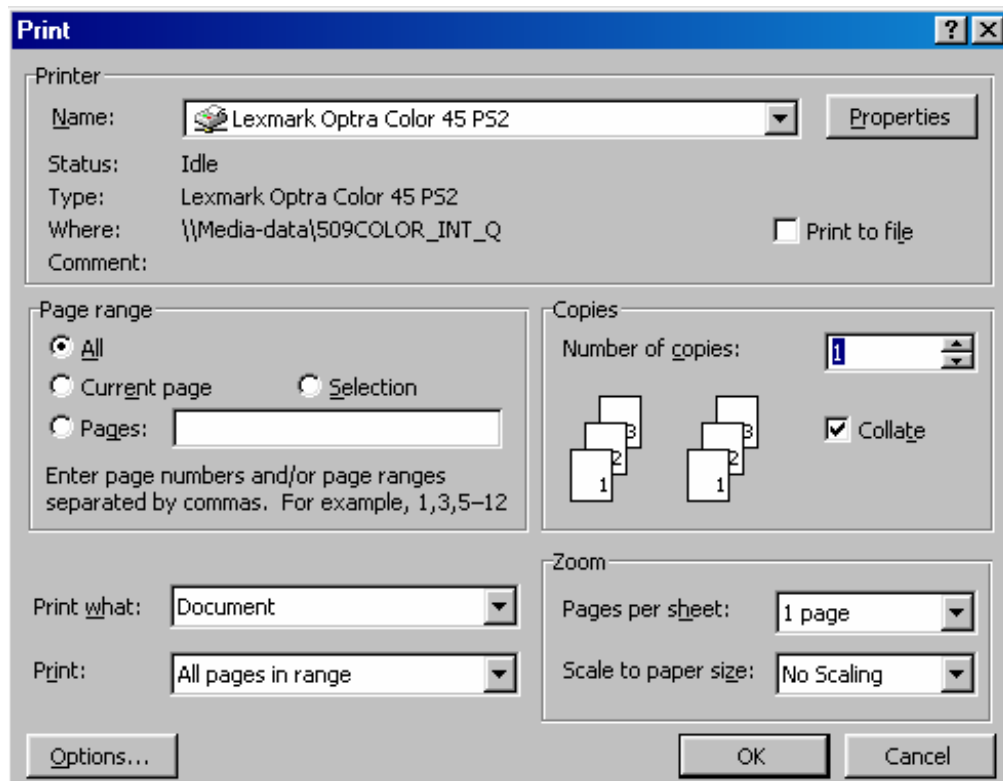
Printer	
Name:	allows you to choose a different printer (if applicable)
Properties	allows you to select specific printer options such as print quality
Page range:	allows you to print all pages, current page, a specific page, or selection
Copies	allows you to choose the number of copies you want and whether or not you want them collated
Print what:	allows you choose what you would like printed
Print:	allows you to choose all pages, all odd pages, or all even pages for printing
Zoom	
Pages per sheet: (new to Word 2000)	works like a photocopier's reduction feature use it to print more than one page on a single sheet of paper
Scale to paper size:	allows you to print the document to scale on various paper sizes