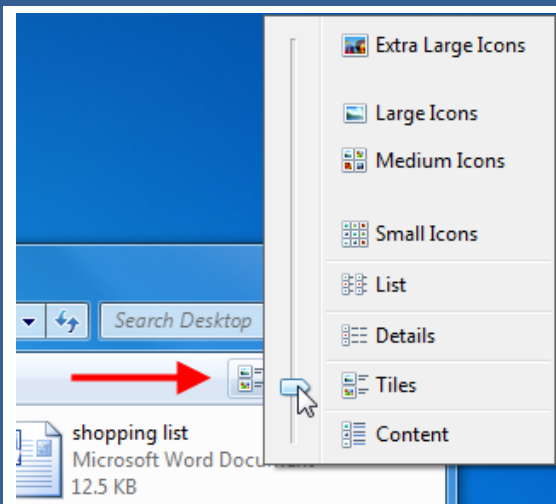


Intermediate Quick Reference Guide

Windows Explorer Icon Views

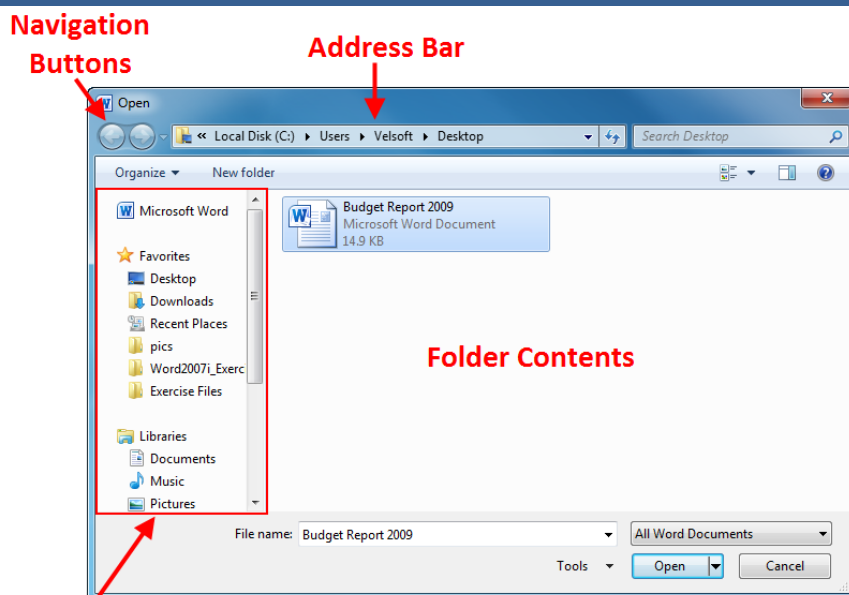


Saving as PDF or XPS

Click File → Save As and select the desired type. Then, choose Standard or Minimum file size.



Windows Explorer Interface Overview

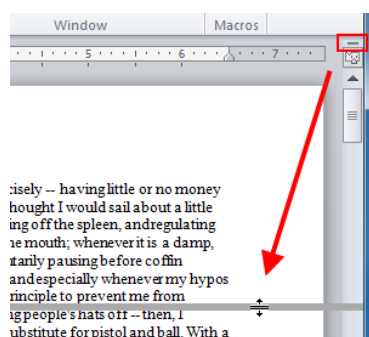


Navigation Pane

Use the **Navigation Pane** to choose a location on your computer. Use the **Address Bar** to specify a particular file path. A number of file actions can be performed when **right-clicking** a file in the **Folder Contents** area.

Splitting a Document View

Click View → Split → Click to place split somewhere in the document. This lets you view two places of the same document at once. You can also place a split by dragging onto the document:



File Management Tools

- **Compatibility Mode** is displayed in the title bar of any file not in Word 2010's format. Word features not available in past versions are inaccessible. *(Automatically enabled when an older file format is opened.)*
- **Document Inspector** is designed to search for personal or hidden information in a document. The inspector can remove comments and annotations, document properties and personal information, custom XML data, headers, footers, watermarks, invisible content, and hidden text. *(Click File → Info → Check for Issues → Inspect Document)*
- **Accessibility Checker** is designed to highlight where the document is not accessible by people who are differently-abled. The Checker will examine the document, list everything it thinks is an issue, and offer a solution. *(Click File → Info → Check for Issues → Accessibility Checker)*
- **Compatibility Checker** is designed to check for possible issues when using the current file with Word 97-2003 and/or Word 2007. *(Click File → Info → Check for Issues → Check Compatibility)*

Adding Cover Pages

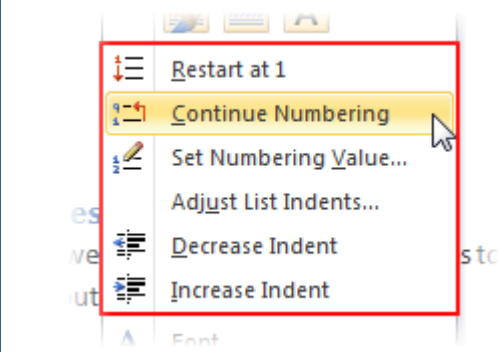
Click Insert → Cover Page to browse the cover page gallery. Click a page to automatically insert it as the first page in a document, and then fill the page fields in as necessary. If you have taken the time to design your own cover page, select all of the page elements and click Cover Page → Save Selection to Cover Page Gallery.

Page Delineation Tools

- **Page Breaks** add an ending point to text on the page. If text is added before the page break, the page break will be pushed down the original page.
- **Section Breaks** are used to help split up your document. By default, a document is all one section. However, section breaks allow you to have different headers and footer, text styles, etc.
- Sections can be linked together or be independent.
- You will find these commands on the Page Layout tab.

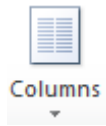
List Options

A number of list actions can be performed with the right-click menu.



Formatting Text into Columns

Word lets you have up to 13 columns per page. Click Columns and choose the number to insert. Text can flow from one column to the next or be separate.



Types of Lists

Bulleted

Here are some actions you can take to deal with anger:

- Take a deep breath and relax.
- Stay calm. No sarcasm, no attacks.
- Take a time-out. Cool off, come back and deal with it.

Numbered

Here are some actions you can take to deal with anger:

1. Take a deep breath and relax.
2. Stay calm. No sarcasm, no attacks.
3. Take a time-out. Cool off, come back and deal with it.

Multilevel

- 1) Point 1
 - a) Sub-point A
 - b) Sub-point B
- 2) Point 2
 - a) Sub-point A
 - i) Sub-sub-point i
 - ii) Sub-sub-point ii
 - b) Sub-point B



Mail Merge Basics

A mail merge is the combination of a document or letter that is sent to a list of recipients. Mail merges involve the following items:

- **Merge fields:** These are the places where Word will insert your data. For example, the <<Address Block>> merge field marks where each person's address will go.
- **Data source:** This is the file that contains the personalized information, such as a list of addresses from a number of data sources. (Access database, plain text file, defined at time of merge, etc.)
- **Record:** A record is one set of data in your data source. For example, a record from your Microsoft Outlook contacts could contain the person's first and last name, mailing address, and e-mail address.

Types of Hyperlinks

To an existing file

Link to an existing file on your computer. These links will not work if you send the Word document containing the link to someone else, as they will not have the file in the location you have specified.

To this document

Link to another place in this document. These links are typically in the index and table of contents.

To a Web page

This is the most common type of link, properly referred to as a hyperlink. Clicking on this type of link opens the specified page in an Internet browser window.

To an e-mail address

Also called a "mailto" link. When you click this type of link, a new e-mail message will open up in your e-mail program. The information for the recipient(s) will already be filled in.

Working with Headers & Footers

- Double-click at the top or bottom of a page to open the header/footer region of the document. You can type your own text and add pictures or other text elements as you see fit.
- Click Insert → Header or Insert → Footer, browse the different header/footer styles, and click one to insert it.
- Use the Header & Footer Tools – Design tab to modify various aspects of the header and footer such as alignment, position, and section behavior.
- When finished with a header/footer, click Close on the contextual tab.

Adding Page Numbers

- Page numbers are placed in the document header or footer.
- They can be formatted like regular text with different colors and fonts.
- They update automatically.
- They are defined by sections.
- Adding a section break will continue the page numbering only if the current section is linked to the previous.
- Delete page numbers or use the command shown on the right to remove them.

