Microsoft Word 2013

UNIT D
Formatting Documents
Objectives

• Set document margins
• Create sections and columns
• Insert page breaks
• Insert page numbers
• Add headers and footers
Objectives

- Insert a table
- Add footnotes and endnotes
- Insert citations
- Manage sources and create a bibliography
Set Document Margins

- Document margins are the blank areas between the edge of the text and the edge of the page.
  - Default margins are 1” at the top, bottom, left, and right sides of the page.
  - Changing a document’s margins changes the amount of text that fits on a page.
Set Document Margins

• Page orientation
  • **Portrait orientation** means a page is taller than it is wide
    • The default page orientation for a document is portrait
  • **Landscape orientation** means a page is wider than it is tall

• Paper size
  • Default paper size is 8.5” x 11”
Set Document Margins

- Margins tab in the Page Setup dialog box
Set Document Margins

Ruler shows location of left margin
Ruler shows location of top margin
Page 1 is the active page
Document is five pages long

Ruler shows location of right margin
Document margins are narrower than the original default margins
Set Document Margins

- Margin options in a multiple page document
  - **Mirror margins** are used in documents with facing pages, such as magazines
    - Inside and outside margins are a mirror image of each other
  - A **gutter** margin is used in documents that are bound, such as books
    - A gutter adds extra space to the top, left, or inside margin to allow for the binding
  - Set mirror margins and a gutter on the Margins tab of the Page Setup dialog box
Create Sections and Columns

• A **section** is a portion of a document that is separated from the rest of the document by section breaks
  • A **section break** is a formatting mark that shows the end of a section
  • You divide a document into sections when you want to apply different page layout settings, such as columns, to sections
    • Sections are used to vary the layout of a document
    • A document is formatted in a single section by default
Create Sections and Columns

• Insert a section break using the Breaks button in the Page Setup group on the Page Layout tab

• Types of section breaks:

<table>
<thead>
<tr>
<th>section</th>
<th>function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next page</td>
<td>Begins a new section and moves the text following the break to the top of the next page</td>
</tr>
<tr>
<td>Continuous</td>
<td>Begins a new section on the same page</td>
</tr>
<tr>
<td>Even page</td>
<td>Begins a new section and moves the text following the break to the top of the next even-numbered page</td>
</tr>
<tr>
<td>Odd page</td>
<td>Begins a new section and moves the text following the break to the top of the next odd-numbered page</td>
</tr>
</tbody>
</table>
Set Document Margins

- Continuous section break and columns
Create Sections and Columns

• Changing page layout settings for a section
  • Each section in a document can have different page layout settings
    • Margins, page orientation, paper size, headers and footers, page numbering, vertical alignment, etc.
  • To apply page layout settings to an individual section, make sure to click the Apply to list arrow in the Page Setup dialog box, and then click This section
Insert Page Breaks

- As you type, an automatic (soft) page break is automatically inserted when you reach the bottom of a page
  - Text flows to the next page
- You can force text onto the next page by inserting a manual (hard) page break
  - Use the Breaks button in the Page Setup group on the Page Layout tab to insert a page break, or
  - Press [Ctrl][Enter]
- Insert column breaks to force text to the top of the next column
Insert Page Breaks

Manual page break appears as a dotted line in Print Layout view when formatting marks are displayed.

Text that follows break is forced onto the next page.
Insert Page Breaks

• **Types of breaks**

<table>
<thead>
<tr>
<th>break</th>
<th>function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page</td>
<td>Forces the text following the break to begin at the top of the next page</td>
</tr>
<tr>
<td>Column</td>
<td>Forces the text following the break to begin at the top of the next column</td>
</tr>
<tr>
<td>Text Wrapping</td>
<td>Forces the text following the break to begin at the beginning of the next line</td>
</tr>
</tbody>
</table>
Insert Page Numbers

• Automatically number the pages of a document by inserting a page number field
  • A field is a code that serves as a placeholder for data that changes in a document
    • For example, page numbers or the current date
  • Click the Page Number button in the Header & Footer group on the Insert tab to insert a page number field
    • Select a location, such as bottom of page
    • Select a preformatted page number and alignment
Insert Page Numbers

- Page number fields are inserted in a document header or footer.
Insert Page Numbers

• Moving around in a long document
  • Scroll using the scroll bars
  • Browse by Object button below the vertical scroll bar
    • Select object to browse by from the palette of object types
    • Object types include next or previous page, section, table, graphic, or other item of the same type
Insert Page Numbers

• **Insert Quick Parts**
  • Insert a Quick Part field, such as a field for the current date or current time
    • Insert a field for document property information, such as author and title
    • Content in field automatically updates each time you open the document
    • Word uses your computer clock to compute the current date and time
  • Click the Quick Parts button in the Text group on the Insert tab, click Field on the menu, click the field name in the Field dialog box
Add Headers and Footers

• Add headers and footers to a document when there is an item you want to appear on every page
  • A header is text or graphics that appears at the top of every page of a document
  • A footer is text or graphics that appears at the bottom of every page of a document
• Headers and footers often contain information such as document title, author name, dates, and page numbers
Add Headers and Footers

- Open the Header and Footer areas by:
  - Clicking the Header button or the Footer button on the Insert tab
  - Double-clicking an existing header or footer
  - Choose from several built-in header and footer designs
Add Headers and Footers

- Document text is dimmed when the Header and Footer areas are open
  - Dimmed text can’t be edited
Add Headers and Footers

- **Create different headers and footers:**
  - For the first page of a document or section
  - For each section in a document
  - For even- and odd-numbered pages in a document or section

- **Use the Header & Footer Tools Design tab to edit headers and footers**
Add Headers and Footers

• Create custom Headers and Footers as reusable building blocks

• To save
  • Select all the text including the last paragraph mark
  • Click the Header (or Footer) button
  • Click Save Selection to Header (or Footer) Gallery
  • Complete the Create New Building Block dialog box
Insert a Table

• Tables illustrate information intended for quick reference and analysis
  • A table is a grid of columns and rows that you can fill with text and graphics
    • A cell is the box formed by the intersection of a column and a row
    • Borders are the lines that divide the rows and columns of a table and help you see the structure
Insert a Table

- Completed table in a document
Add Footnotes and Endnotes

• Footnotes and endnotes provide additional information
• They consist of two parts
  • Note reference mark
  • Corresponding footnote or endnote
• Footnotes are placed at the end of each page below a separator line
• Endnotes are placed at the end of the document
Add Footnotes and Endnotes

The medical profession and the travel industry are important sources of help and advice for travelers, however, it is the responsibility of the traveler to seek out information on travel-related risks, understand the factors involved, and take the necessary precautions.

**Travel-related Risks**

The following are key factors in determining the risks to which travelers may be exposed:

- destination and mode of transportation
- purpose, duration, and season of travel
- standards of accommodation and food hygiene
- behavior and health of the traveler

1 Behavior is a critical factor. For example, going outdoors in a malaria-endemic area could result in becoming infected.

2 It is best to consult a travel medicine specialist.

Note reference mark

Separator line

Footnote text
Insert Citations

• Use the Word References feature to keep track of reference sources
  • Insert a citation into a document
  • A citation gives credit to the source of a quotation or other information used in a document
    • Usually includes author name and page number
Insert Citations

• Adding a Report source
Manage Sources and Create a Bibliography

• A **bibliography** is a list of sources used in creating a document

• The **works cited** list includes the works cited in the document

• Use the Source Manager dialog box to organize your sources
Manage Sources and Create a Bibliography

The Source Manager dialog box

Your Master List will contain the two sources you added and either no additional sources or different additional sources.

List of sources associated with the document.

Your citation and bibliography entry for the selected source in MLA style (as defined by Word).

Sources with a check mark have a citation in the document.
Summary

• The page-formatting features of Word allow you to creatively lay out and design the pages of documents:
  • Change margins
  • Vary the layout of a document by creating and formatting sections and columns
  • Insert page and column breaks
  • Add page numbers
  • Add headers and footers
  • Insert a table
Summary

• Add footnotes and endnotes to a document
• Manage references and citations
  • Create citations
  • Manage sources
  • Insert a bibliography