

Training for ECDL  
**Advanced**  
**Word Processing**

A Practical Course in Windows XP and Office 2007

Revised by  
**Lorna Bointon**

Blackrock Education Centre, 2010

© Blackrock Education Centre  
ISBN 978-0-9559436-0-7

Published by  
Blackrock Education Centre, Kill Avenue, Dún Laoghaire, Co. Dublin, Ireland.

Tel. (+353 1) 2 302 709 Fax. (+353 1) 2 365 044  
E-mail: [becbooks@blackrockec.ie](mailto:becbooks@blackrockec.ie)  
[www.becpublishing.com](http://www.becpublishing.com) and [www.blackrockec.ie](http://www.blackrockec.ie)

First published, 2010

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# Note to Reader

## The Manual

Advanced Word Processing for Microsoft Office 2007 for ECDL offers a practical, step-by-step guide for those who wish to upgrade their Word Processing skills to acquire a thorough competence in this application. Similar to the other Blackrock Education Centre training materials, it has been designed as either a stand-alone study guide or for use in a tutor-led environment. However, as is characteristic of Blackrock Education Centre training materials, the content of this manual offers additional support information through explanations, demonstrations and practical exercises as well as a support website, [www.becpublishing.com](http://www.becpublishing.com).

## Design

Every use has been made of the expertise we have gained training students in ICT over many years. The knowledge and skills of our substantial pool of trainers hugely influenced the content and layout of the material.

- The manual is written in plain English.
- There are step-by-step, detailed explanations and action sequences.
- Particular attention is given to relating what is seen on the pages of the manual to what is seen on the computer screen.
- The A4 size of the manual and the side-by-side layout of graphics and text, combine to make it an ideal training manual.

## Exercises

At the end of each section, there are two kinds of exercises. There are self-check questions designed to jog your memory of important details. There are also practical exercises that have been designed to revise some of the more important skills associated with using Microsoft Word.

In successfully completing each set of exercises, the student can be confident, that progress in learning more sophisticated skills has been achieved.

## Web Support

Support material is available at [www.becpublishing.com](http://www.becpublishing.com).

*This manual was produced – text, design and layout – using only the Microsoft Office suite of programs and the skills described in the manual. The screen shots were captured using a small utility program and most were inserted directly onto the page.*

Practice Sequence		
1	Open the document called <b>Text_wrap_table</b> .	<input type="checkbox"/>
2	Apply text wrap to the table so that it wraps to the right of the text. Ensure that the positioning is set so that the distance from the surrounding text is 0.5cm from the left and right. <i>If you need help:</i>  Select the table and then click the <b>Table Tools/Layout</b> tab. Select the <b>Properties</b> button in the <b>Table</b> group. Select the <b>Table</b> tab and the select the <b>Around</b> text wrapping option. Select the <b>Positioning</b> button and then change the <b>Left</b> and <b>Right</b> measurements for the distance from surrounding text to 0.5 cm. Click OK twice to return to the document.	<input type="checkbox"/>
3	Save the document and close it.	<input type="checkbox"/>
4	Open the document called <b>text_wrap_chart</b> .	<input type="checkbox"/>
5	Apply text wrap to the chart so that it wraps tightly to the left of the text. Ensure that the positioning is set so that the distance from the surrounding text 1cm from the top and bottom. <i>If you need help:</i>  Select the chart and then click the <b>Chart Tools/Format</b> tab. Select the <b>Text Wrapping</b> button in the <b>Arrange</b> group. Select <b>More Layout Options</b> . Select the <b>Text Wrapping</b> tab. Select the <b>Square</b> wrapping style and the <b>Left Only</b> wrap text option. In the <b>Distance from text</b> section, set the <b>Left</b> setting to 1 cm and the same for the <b>Right</b> setting. Click the <b>Picture Position</b> tab and in the <b>Vertical</b> section, set the <b>Absolute position</b> to 1.5cm below the <b>Paragraph</b> . Click <b>OK</b> to return to the document.	<input type="checkbox"/>
6	Save the document and close it.	<input type="checkbox"/>
7	Open the document called <b>text_wrap_drawn_object</b> .	<input type="checkbox"/>
8	Select the star shape and then right mouse click and choose <b>Format AutoShape</b> . Click the <b>Layout</b> tab. Select the <b>Tight</b> wrapping style and then <b>Left</b> horizontal alignment. Click <b>OK</b> to return to the document. If you wish, you can drag the shape with the mouse to slightly adjust its position on the left side of the page	<input type="checkbox"/>
9	Access the <b>Advanced Layout</b> window for the selected shape. Click the <b>Text Wrapping</b> tab. In the <b>Distance from text</b> section, set the <b>Left</b> setting to 0.5cm and the same for the <b>Right</b> setting. Click the <b>Picture Position</b> tab and in the <b>Vertical</b> section, set the <b>Absolute position</b> to 3cm below the <b>Paragraph</b> . Click <b>OK</b> to return to the document.	<input type="checkbox"/>
10	Save the document and close it.	<input type="checkbox"/>

## 1.2 Find and Replace Options for Formatting (3.1.1.2)

This section draws on existing knowledge in using the Find and Replace feature to find text in a document and replace it with alternative text. It also advances knowledge of this feature further by searching for items based on font and paragraph formats, paragraph marks and page breaks.

### 1.2.1 Font Formats

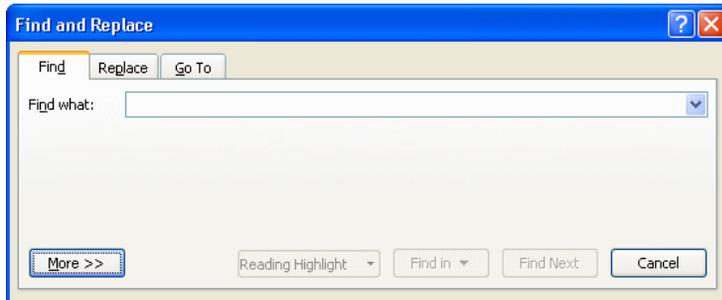
Font formats refer to font types, font styles (including underline styles), font colours, font effects and font sizes.

To find and replace text based on font formats do the following:

1

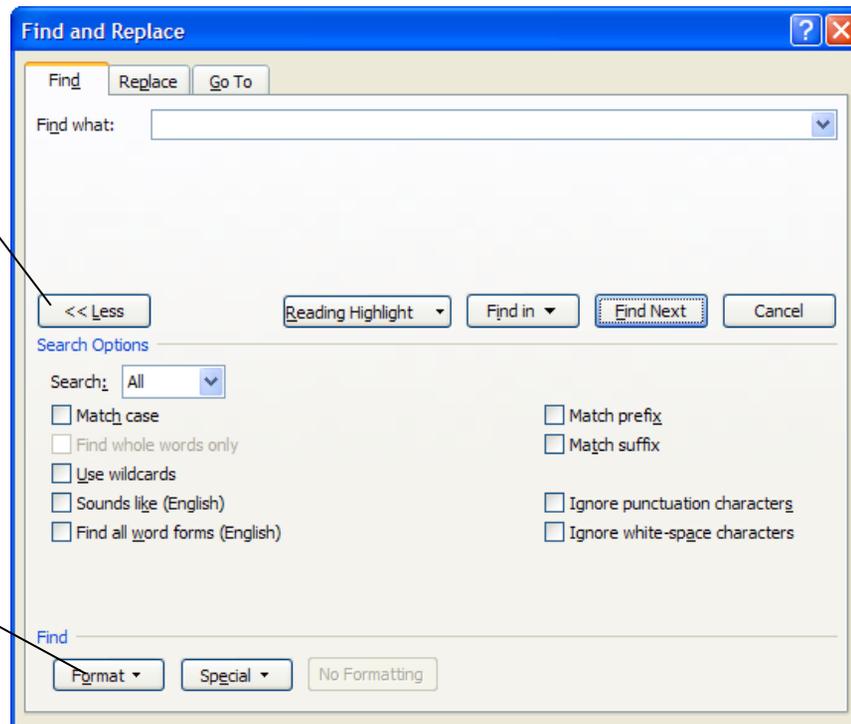
**Find**

- Select the **Editing** group from the **Home** tab.
- Select **Find**.
- The **Find and Replace** window opens.
- Ensure that the **Find** tab is selected.



- To find specific text, enter the text into the **Find What** box otherwise leave this blank.
- Click **More>>** to see further options in the **Find and Replace** window.

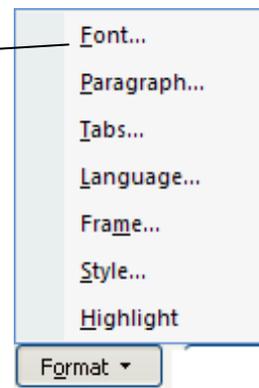
Click **More>>** to extend the **Find and Replace** window and give more options. The button changes to a **<<Less** button. When the required options have been selected, click **<<Less** to reduce the size of the window



Select the **Format** button

- Select the **Format** button. A pop-up menu appears.

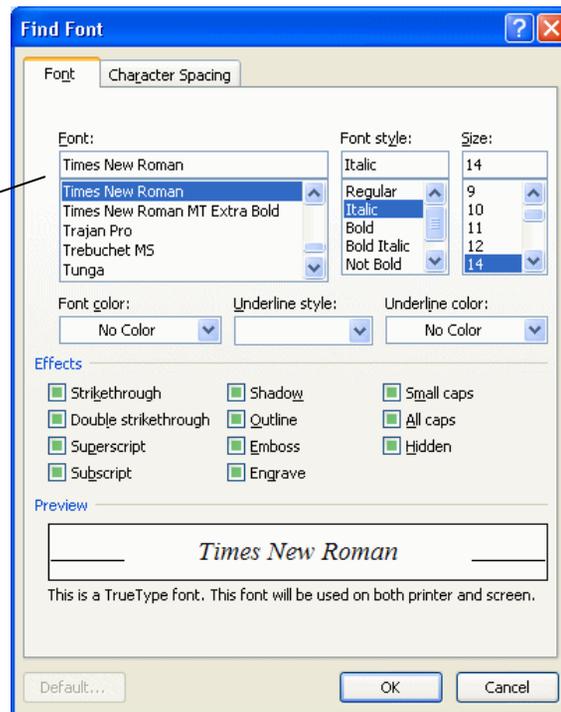
Select **Font**



- Select the **Font** menu option. The **Font** window opens.

- In the Font tab, select the required font, font, style, font size, font colour, underline style and font effects.
- Click **OK**.

Select a font, font style, font size, font colour, underline style and/or font effects from this window

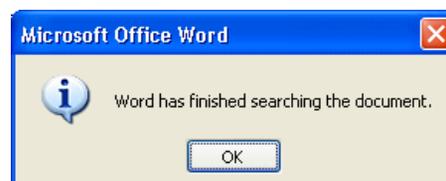
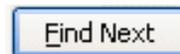


**Note**

Note how a new **Format:** section has appeared below the **Find what:** box listing the chosen formatting.

The chosen formatting is displayed

- Select the **Find Next** button to find the first instance of text with this formatting in the current document.
- Select **Find Next** until all instances have been found.  
A message will appear stating that Word has finished searching the document.
- Click **OK**.
- Click **Close**.



### Replace

- From the **Home** tab and the **Editing** group, select the **Replace** button. The **Find and Replace** window opens.
- Click **More>>** (if already selected, the **<<Less** button will be displayed).
- If an existing format is displayed, select the **No Formatting** button at the bottom of the window.



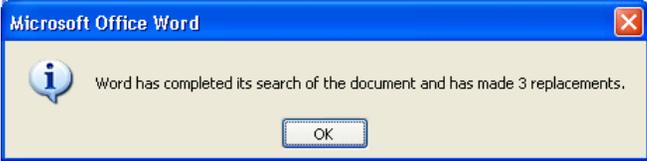
Select the **No Formatting** button to remove existing formatting

- Click the mouse in the **Find What** box.
- Select the **Format** button.
- Click **Font**.
- Choose the font, size, colour, style, etc. that you want to replace.

1

- Click **OK**.
- Click in the **Replace With** box and then select the **Format** button.
- Select **Font**.
- From the **Font** window choose the font, size, style, colour, etc. that you want to replace the existing format.
- Click **OK**.
- To replace the chosen format with the new format, step by step, select the **Replace** button between each replacement.  
A message will open when Word has finished searching the entire document.
- Click **OK**.
- Select the **Close** button to exit the **Find and Replace** window.

 To replace **all** instances of the chosen format throughout the document, select **Replace All**. A message will appear when Word has finished performing the replacement procedure throughout the entire document, showing how many changes were made. Click **OK**.



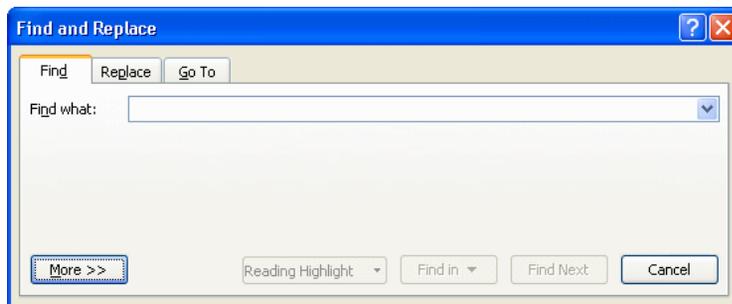
### 1.2.2 Paragraph Formats

Paragraph formats refer to alignment, indentation, and paragraph and line spacing.

To find and replace text based on paragraph formats do the following:

#### Find

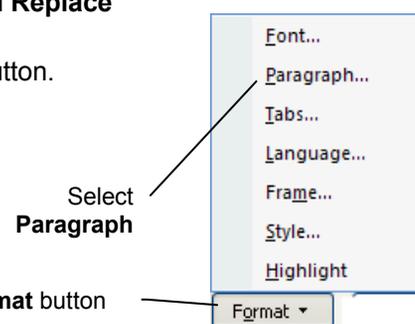
- Select the **Home** tab and then, from the **Editing** group, select the **Find** button.  
The **Find and Replace** window opens.
- Ensure that the **Find** tab is selected.



- To find specific text, enter the text into the **Find What:** box otherwise leave blank.

For more advanced text wrapping and positioning options, do the following:

- Click the **More>>** button to see further options in the **Find and Replace** window.  
If an existing format is displayed, select the **No Formatting** button.
- Select the **Format** button.  
A pop-up menu appears.



## Section 6 ▶ Cross-References

Cross-references can be used to point the reader to another subject within the document. You can refer to such elements as headings, footnotes and endnotes, bookmarks, captions, numbered items, tables and figures.

### 6.1 Creating Cross-References (3.2.3.2)

Cross-references can only be created within the current document. If you need to make references across multiple documents, you need to combine all of the documents into a master document.

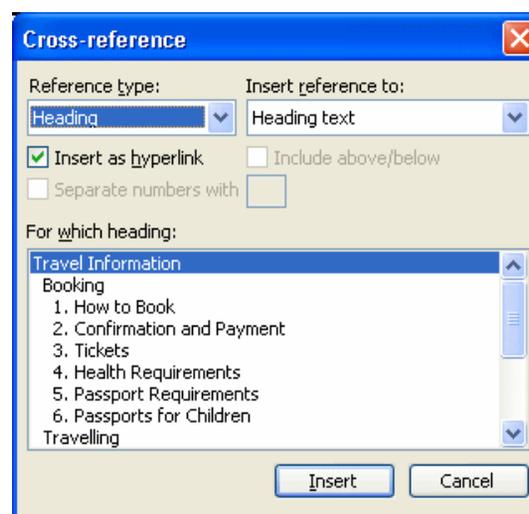
To create a cross-reference to an index entry, see Section 4 **Working with Indexes** and 4.2.3 **Create a Cross-reference to an Index Entry**.

To create a cross-reference, do the following:

- Click where the cross-referenced information is to appear.
- From the **References** tab and the **Captions** group select **Cross-Reference**.

The **Cross-reference** window opens.

- From the **Reference type:** box make an appropriate selection. See **Section 6.1.1** for a list of options.
- Make a choice from the **Insert reference to:** box. See **Section 6.1.2**.
- Select which item you wish to reference from the **For which heading:** box.
- Tick **Insert as hyperlink** if you are saving your document as a web page and want to make the references into hyperlinks so that visitors to the page can simply click the hyperlink to access its reference.
- Check the **Include above/below** box if appropriate. See **Section 6.1.3**.
- Click **Insert** to create the cross-reference.



#### 6.1.1 Reference Types

<b>Numbered Item</b>	Lists all the text entries beginning with a number throughout the document.
<b>Heading</b>	Shows all headings based on the styles Heading 1, Heading 2, etc. or outline levels.
<b>Bookmark</b>	Displays all the bookmarks currently available within the document.
<b>Footnote</b>	Shows all footnotes inserted in the document.
<b>Endnote</b>	Lists all endnotes that have been created.
<b>Equation</b>	Shows any equations that have been inserted into the document.
<b>Figure</b>	Lists all figure references.
<b>Table</b>	Shows all available tables within the document.

### 6.1.2 Insert Reference to Options

The **Reference type:** box will change depending on which reference type you have selected. Typically, this box enables you to choose what type of reference you want. For example, you may want to display a reference's page number, or paragraph number, or the heading reference itself.

There are two special types of reference that can be inserted that may be confusing: **Paragraph (no context)** and **Paragraph (full context)**. Imagine that you want to reference a paragraph that is numbered **1. a) ii**. If you selected to insert the reference using **Paragraph (no context)** the reference for that paragraph would be **ii**. If you used **Paragraph (full context)**, the reference for that paragraph would be **1. a) ii**.

### 6.1.3 Include Above/Below

The **Include Above/Below** option is used to create a **relative reference** to a particular item. This helps readers locate the reference more quickly by letting them know in which direction (up or down the page) the reference text can be found

Imagine that you are referencing the page number of a particular heading. By ticking the **Include Above/Below** option, if the referenced text appears on the same page as the reference, Word will automatically insert the word **Above** or **Below** based on the position of the reference.

## 6.2 Deleting Cross-References (3.2.3.2)

Cross-references are actually special field codes that are embedded into your document. When you move the cursor over a cross-reference location, the reference usually displays with a grey background.

To delete a cross-reference, do the following:

- Highlight the cross-reference that appears in the document (remember that cross-references display with a grey background).
- Press **Delete**.



If you find it difficult to highlight some of your cross-references, you may find it easier to display the entire code and then make the deletion. To turn on the display of field codes within a document, press **ALT+F9**.

## 6.3 Updating Cross-References

If you wish to move a cross-reference, you can simply select it and cut and paste it into a new location. As your document changes, you may also find that your cross-references need updating. For example, the number of pages in your document may change and any cross-references displaying page numbers will need to be updated.

To update cross-references, do the following:

### Single Cross-Reference

- Highlight the cross-reference.
- Press **F9** to update the field.

### All Cross-References

- Select the entire document (use the mouse or **CTRL+A** to highlight the whole document).
- Press **F9**.



You can request that all field codes (include cross-references) are automatically updated when you print. This can be a great safety guard if you forget to update an entire document before printing. Choose **Print** from the **File** menu. From the Print window click the **Options** button. Tick the **Update Fields** box and click **OK**.

## Section 3 ▶ Mail Merge

Mail merge is used to join or **merge** two sources of information into a single document. Its most common uses are for producing form letters and mailing labels.

A form letter is a letter with standard information that is sent to many people but where each letter must have some individual information, such as the person's name, company, address, etc.

The source of this individual information is known as the **data file** or **data source**. A data file contains individual details for each person that you want to send a letter to. These individual details are known as **records**. The records in a data file are merged with a form letter to produce personalised letters.

3



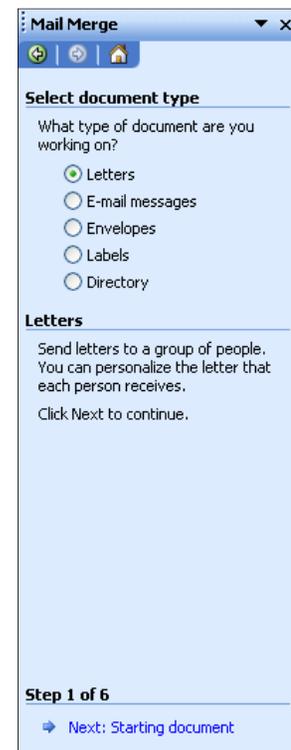
A data source file may be in database format, if created through the Mail Merge process, or in word processed table format, if the data has been entered directly into a table and then saved as a Word document. The process of editing a data source is slightly different depending on the format of the data source.

### 3.1 Using the Mail Merge Task Pane (3.3.3.1)

One of the easiest ways to work with the mail merge process is by using the Mail Merge Task Pane. The task pane steps you through the necessary tasks needed to create or edit form letters, data files and mailing labels.

To start the Mail Merge Task Pane, do the following:

- Select the **Mailings** tab.
- Select the **Start Mail Merge** arrow.
- Choose **Step by Step Mail Merge Wizard...** from the menu.  
The **Mail Merge** task pane opens.
- Use the available options to perform the various mail merge steps, clicking **Next** to continue to the next step in the Mail Merge process.

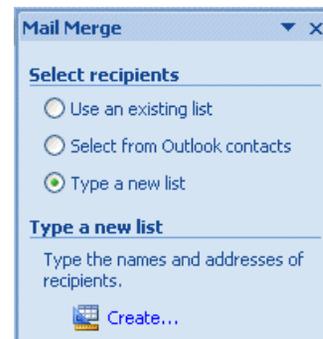


#### 3.1.1 Creating a New Data Source

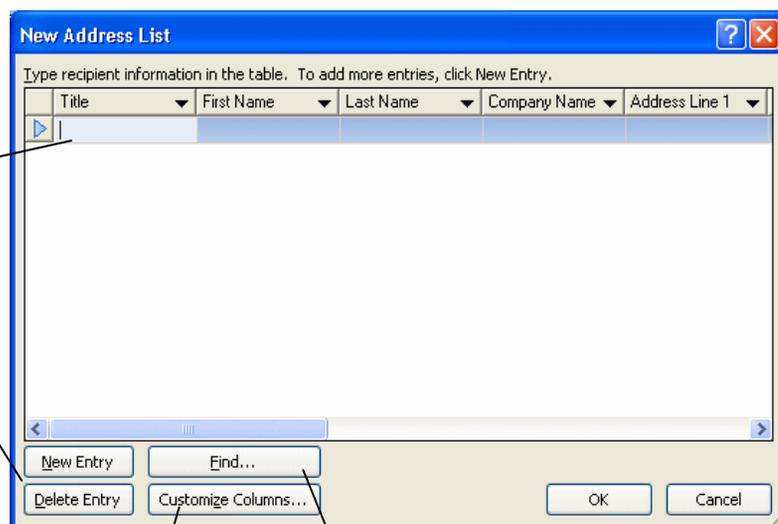
There are two methods available to create a new data source; as a data file saved as a database, created through the Mail Merge Wizard, or as a Word table. Both methods are shown below.

### Using Mail Merge Wizard

- In Word, create a new document or open an existing document and select the **Mailings** tab.
- Select the **Start Mail Merge** arrow.
- Choose **Step by Step Mail Merge Wizard...** from the menu.  
The **Mail Merge** task pane appears.
- Ensure that the **Letters** option button is selected and click **Next: Starting Document**.
- Click the option button relevant to your document: if using the existing document select the **Use the Current Document** option button; if you are starting the mail merge procedure from an existing mail merge document, select **Start from Existing Document** and choose the document from the list and click **Open**.
- Click **Next: Select Recipients**.
- Select the **Type a New List** option button.
- Select **Create...**
- The **New Address List** window opens displaying default column headings (called field names):



3



- Select the **Customize Columns** button to add or delete the existing columns in the address list.  
The **Customize Address List** window opens.

To delete a field name, do the following:

- Select the field name.
- Click **Delete**.
- Click **Yes** to confirm the deletion.



To add a field name, do the following:

- Select the **Add** button.  
The **Add Field** window opens.
- Enter the field name.
- Click **OK**.

Enter the field name

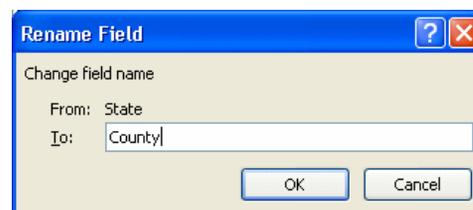


To move the new field name into position, do the following:

- Select the field name.
- Select the **Move Up** or **Move Down** buttons.

To rename an existing field, do the following:

- Select the field name.
- Select the **Rename** button.
- Enter the new name into the **To** box.
- Click **OK**.



To enter the records into the new address list, do the following:

- Press the **Tab** key between each field.
- Select the **New Entry** button to begin entering a new record.
- When the address list is complete, select **OK**.
- Save the address list with a relevant name (it will save in database format in the **My Data Sources** folder unless you specify a different location).
- Click **Save**.
- The **Mail Merge Recipients** list opens.
- Click **OK**.

3

## Using a Word Table

- Create a new document and, from the **Insert** tab and the **Tables** group, select the **Table** arrow.
- Select **Insert Table**.
- Enter the number of columns and rows required for the address list.
- Click **OK**.
- Enter the field names in the first row of the table.
- Enter the records into the table, using the **Tab** key to move the cursor between fields (use **Shift + Tab** to return the cursor to the previous field). Ensure that the fields are entered under the correct field names.
- From the **Microsoft Office Button**, select **Save As**.  
The **Save As** window opens.
- Select the correct drive and/or folder from the **Save In** drop-down box where the file is to be saved.
- Enter a filename for the data source.
- Click **Save**.

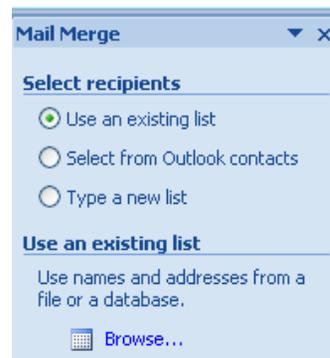
### 3.1.2 Using an Existing Data Source

If a data source already exists, it can be attached to a form letter to create a mail merge document. A data source can be saved as a Word table or a database data file. Whichever format the data source is saved in, both can be opened through the Mail Merge Wizard.

To use an existing data source, do the following:

- Open the data source and select the **Mailings** tab.
- Select the **Start Mail Merge** arrow.

- Choose **Step by Step Mail Merge Wizard...** from the menu.  
The **Mail Merge** task pane opens.
- Ensure that the **Letters** option button is selected and click **Next: Starting Document**.
- Click the option button relevant to your document.  
If using the existing document select the **Use the Current Document** option button; if you are starting the mail merge procedure from an existing mail merge document, select **Start from Existing Document** and choose the document from the list.
- Click **Open**.
- Click **Next: Select Recipients**.
- Select the **Use an Existing List** option button.
- Click the **Browse** button.
- Select the data source file.
- Click **Open**.
- The **Mail Merge Recipients** window opens.
- Click **OK** to exit the window and return to your document.



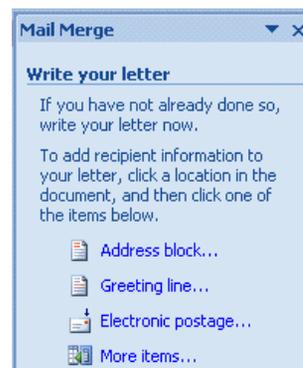
To continue the mail merge procedure, select **Step 4 of 6 Write your Letter**.

### 3.1.3 Inserting Merge Fields

Merge fields are the fields that are selected and used when creating a new address list.

To add the address list fields to the document, do the following:

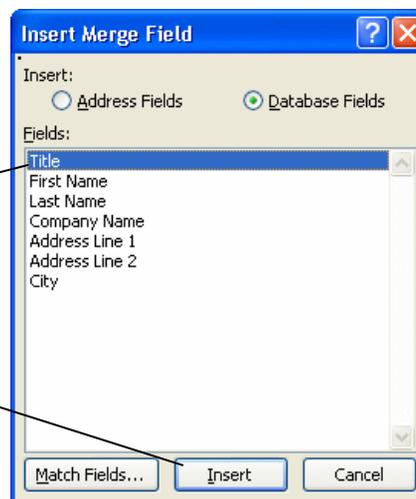
- Ensure that the cursor is in the correct position within the document.
- At **Step 4 of 6 Write your Letter**, select **More Items**.  
The **Insert Merge Field** window opens.



- Select the **Database Fields** option button.
- Select a field from the list and click **Insert**
- Select **Close**.

Select a field

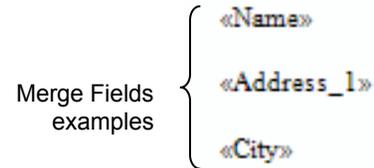
Click **Insert**



- Press the **spacebar** or the **Enter** key to create a space and reselect **More Items**.
- Repeat the above procedure until all the merge fields are inserted into the correct positions within the document.

- Repeat the above procedure until all the merge fields are inserted into the correct positions within the document.

Merge fields appear as field headings as shown on the right.



- To see the merge fields as records instead of as field headings, select the **Preview Results** button.
- Use the navigation arrows to view the next record(s) or previous record(s).

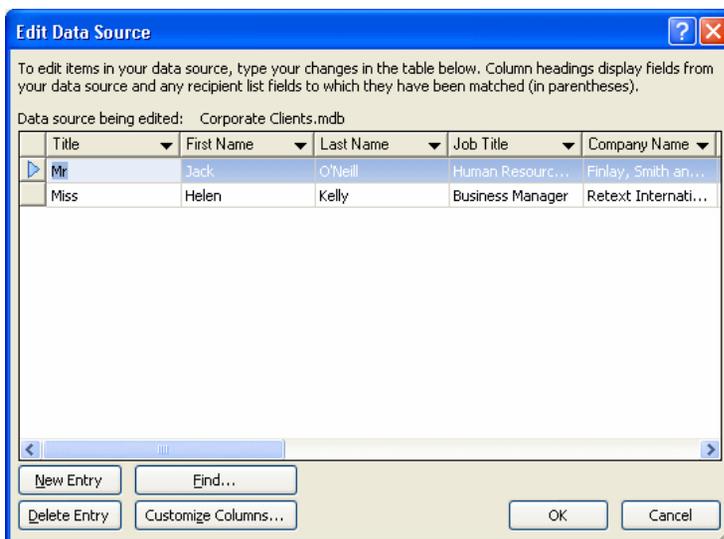


### 3.1.4 Merging Data

The data source and the document are now ready to be merged into one document.

To complete the mail merge procedure, do the following:

- Select **Next: Preview Your Letters**.  
This task pane enables the user to either preview the letters or make changes.
- Use the arrows to view each recipient within the document to check that they have been entered correctly.
- Select **Exclude this Recipient** to exclude the currently displayed recipient from the mail merge procedure.
- Select **Edit Recipient List** to make changes to the address list.
- In the **Data Source** section of the window, select the data source.
- Click **Edit**.
- The **Edit Data Source** window opens.
  - Edit the records by clicking into the relevant field(s) and making changes.
  - Create a new record by selecting the **New Entry** button.
  - Delete an entry by selecting the record and then clicking **Delete Entry**.
- Confirm the amendments/update and/or deletions by selecting the **Yes** button.



- Click **OK** twice to return to the task pane.
- Select **Next: Complete the Merge**.

At the next step, there are two choices: print the merged letters without merging the data source and the letter or complete the merge.

## 5.2.2 Apply As You Type Options

### Built-In Heading Styles

If this option is checked, built-in headings styles are automatically applied to your text, depending on certain circumstances: the heading must be fewer than six words and must not end with any punctuation. You must also have pressed Enter twice before the heading text (i.e. at the end of the previous paragraph).

For Heading 1, type a new line of heading text. For Heading 2, precede the new line of text with a single tab. For Heading 3, precede the new line with two tabs. Each time you include an extra tab space before the heading text, the heading style is taken to the next level, such as Heading 4, Heading 5, down to Heading 9.

For example

Having pressed the **Enter** key twice, type a line of text that has few than five words  
Do not include a full stop  
Press the **Enter** key twice

The text is formatted using the **Heading 1** style

Having pressed the **Enter** key twice, press the **Tab** key  
Type a line of text that has few than five words  
Do not include a full stop  
Press the **Enter** key twice

The text is formatted using the **Heading 2** style

### Border Lines

If you check the **Border Lines** option in the **Apply As You Type** section, borders can be added above or below a paragraph by typing three or more of the special characters listed below.

If you:           Type three or more hyphens (-) or underscores (\_) and then press **Enter**, a single line border will be inserted by the AutoFormat feature.



If you:           Type three or more equal signs (=) and then press **Enter**, a double line border will be inserted by the AutoFormat feature.



If you:           Type three or more asterisks (\*) and then press **Enter**, a dotted line border will be inserted by the AutoFormat feature.



If you:           Type three or more tildes (~) and then press **Enter**, the AutoFormat feature will insert a wavy line border.

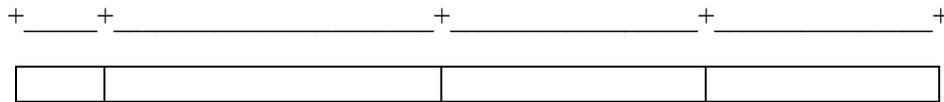


If you:           Type three or more hashes (#) and then press **Enter**, the AutoFormat feature will insert a decorative line border.



### Tables

If you check the **Tables** option in the **Apply As You Type** section, you can create tables by using the plus sign (+) to indicate a column border and hyphens (-) or underscores (\_) to indicate the column width. Then press **Enter** to create the table.



### Automatic Bulleted Lists

If you check the **Automatic bulleted lists** option in the **Apply As You Type** section, Word will automatically format a list for you with the bullet symbol you use for the first line of the list. Each time you press the **Enter** key, Word provides you with another bullet symbol for the next item. When you press **Enter** twice, Word considers that you have finished the list and the bullet is deleted from that line.

### Automatic Numbered Lists

If you check the **Automatic numbered lists** option in the **Apply As You Type** section, Word will automatically format a list for you with a numbering system based on the number or letter you use for the first line of the list. Each time you press the **Enter** key, Word provides you with another number/letter in the sequence for the next item. When you press **Enter** twice, Word considers that you have finished the list and deletes the number from that line.

3

#### Practice Sequence

- 1 Ensure you are working in a new blank document.
- 2 Access the AutoCorrect window by selecting **Word Options** from the **Microsoft Office Button**. From the **Proofing** tab, click the **AutoCorrect Options** button. Click the **AutoFormat As You Type** tab and set the **Apply As You Type** options as shown below. 

Apply as you type

<input type="checkbox"/> Automatic bulleted lists	<input checked="" type="checkbox"/> Automatic numbered lists
<input checked="" type="checkbox"/> Border lines	<input checked="" type="checkbox"/> Tables
<input type="checkbox"/> Built-in Heading styles	
- 3 Click **OK** to accept the changes and then click **OK** to return to the document.
- 4 Type three tildes (~~~) on a blank line and then press **Enter**. A wavy line should appear. Now type three asterisks (\*\*\*) on a blank line and press **Enter**. A dotted line should appear.
- 5 On a blank line, type the following example and then press **Enter**. 

+-----+-----+-----+-----+
- 6 On a blank line type the sequence **a)** then press the **Tab** key. Type **Cats** and then press **Enter**. On the next line type **Dogs** and press **Enter**. On the last line type **Ponies** and this time press **Enter** twice to end the numbered list.
- 7 Close the document without saving it.

### 5.2.3 Replace As You Type Options

The **Replace as you type** options can be used to control the automatic replacement of specific text. This is activated by pressing the **space bar** after the text has been typed.

## Practice Sequence

1	Open the document entitled <b>Edited Draft Travel Information</b> .	
2	Imagine that this document has been sent to you by a colleague within your organisation for your review. You will review the suggested changes and decide whether to accept or reject them.	<input type="checkbox"/>
3	Ensure you are working at the top of the document. Click the <b>Track Changes</b> button. Click the <b>Next</b> button to locate the first change. From the Accept drop-down menu, click the <b>Accept and Move to Next</b> option to confirm the deletion of the word <b>ensure</b> and then <b>Accept and Move to Next</b> again to confirm the insertion of the word <b>guarantee</b> . Now review the remainder of the changes making your own decision as to what is accepted or rejected.	<input type="checkbox"/>
4	Save the document and close it.	<input type="checkbox"/>

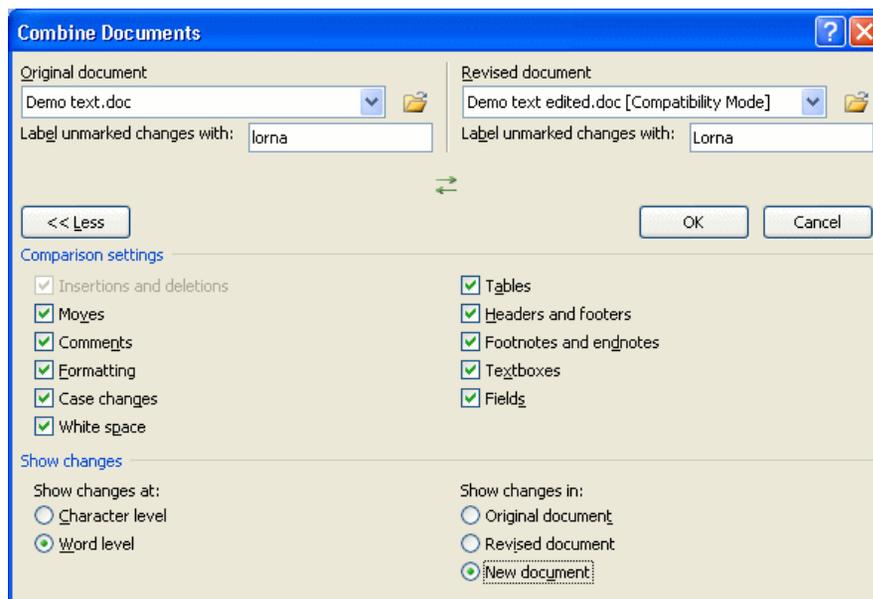
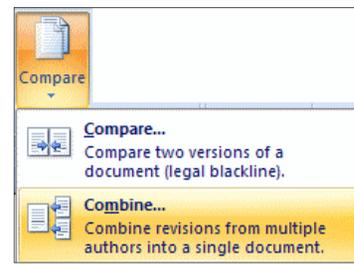
## 1.7 Comparing and Merging Documents (3.4.1.4)

Revisions made by more than one author on the same document can be compared and combined (merged) into one document.

To compare/merge documents, do the following:

- In the Compare group of the Review tab, select the **Compare** arrow.
- Click **Compare** to compare two versions of a document or **Combine** to combine revisions from multiple authors into a single document.

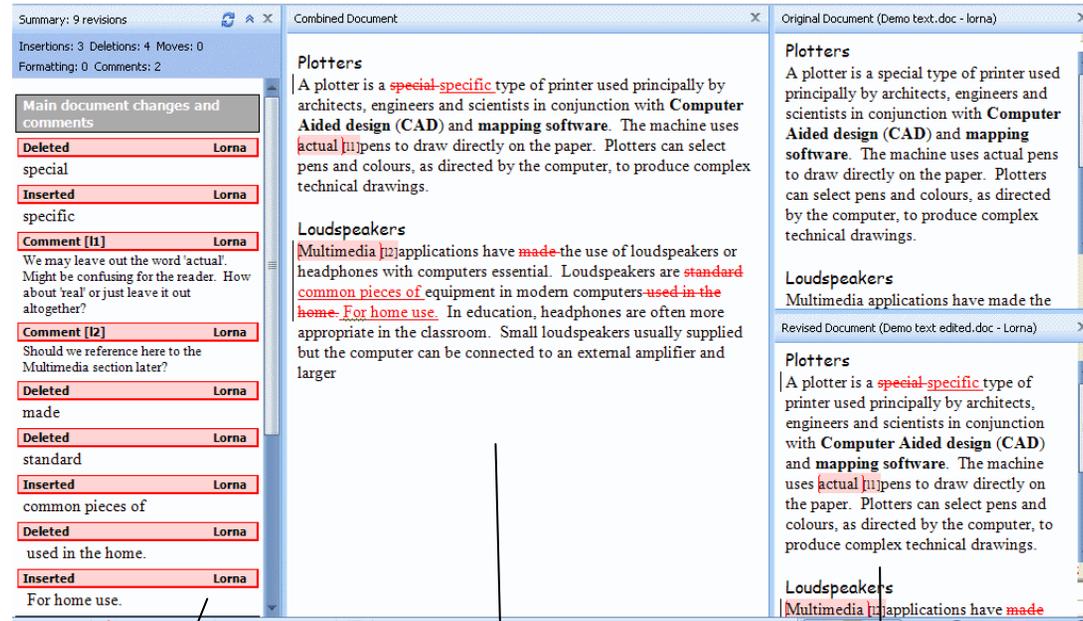
The **Compare** or **Combine** window opens, depending on the chosen option.



- Select the **Original document** from the drop-down list.
- Click the **Browse** folder to locate the file if necessary.
- Enter a label with which to display unmarked changes (or retain the default label that is displayed).
- Locate the **Revised document** and enter a label with which to display marked changes (or retain the default label that is displayed).
- Select or deselect the **Comparison settings** check boxes as required.
- Select the **Word Level** option button in the **Show changes at:** section.

- Choose an option from the **Show changes in:** section (if you click **New Document** the changes will be combined in a new document).
- Click **OK** to return to the document.

The example below shows changes combined in a new document.

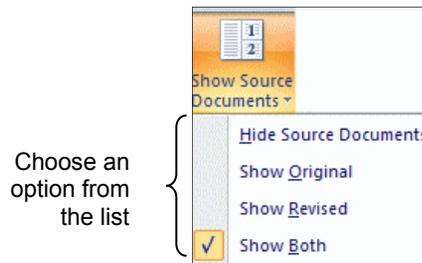


The changes are displayed here

The combined document is displayed here

The original and revised documents are displayed here

- For more display options, click the **Show Source Documents** arrow and choose an option from the menu.



- Accept or reject changes as required and save the document.

### Practice Sequence

1	Open the document entitled <b>Edited Draft Travel Information</b> .	<input type="checkbox"/>
2	Compare the original document <b>Draft Travel Information</b> with the edited version. Ensure that all of the <b>Comparison settings</b> are selected. Select <b>Word Level</b> and <b>New Document</b> .	<input type="checkbox"/>
3	Merge/combine the two documents into one document.	<input type="checkbox"/>
4	Save the merged document as <b>Combined Draft Travel Information</b> and close all open documents.	<input type="checkbox"/>

# Section 2 ► Document Setup

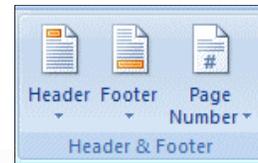
## 2.1 Headers and Footers (3.5.2.1)

Headers and footers apply to the top and bottom sections of a page in a document. If there is only one section in a document, then the header and footer will appear on every page. However, if the document is separated into more than one section, different headers and footers can be created for each of the sections independently.

### 2.1.1 Inserting a Header of Footer

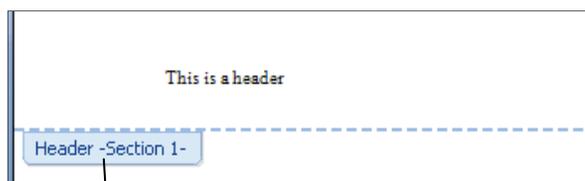
To insert a header or footer, do the following:

- On the Insert tab/Header & Footer group, select either **Header** or **Footer** .
- Select a Built-in Header or Footer style from the menu.



Alternatively, click **Edit header** or **Edit Footer** to see the **Header** or **Footer** section and begin inserting header/footer information.

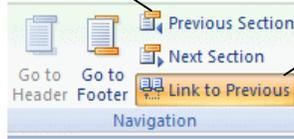
The **Header** or **Footer** boxes display the section number for the section you are currently working in.



Displays the number of the section in which the header or footer is inserted

You can use the **Show Next** and **Show Previous** buttons on the **Header & Footer Tools** ribbon to move between the different sections of your document.

Displays **Same as Previous** if the header/footer is linked to the previous one



The **Link to Previous** button can be used to turn off the link between the current header or footer and the preceding one



**note** The header and footer boxes from section 2 onwards are automatically linked to each previous section's header or footer. This can be useful, if either the header or footer needs to be consistent throughout the entire document. If not, you need to use the **Link to Previous** button to turn the link off.

**note** You can print specific sections of your document rather than just selected pages or the entire document. Select **Print** in the **Microsoft Office Button** menu and then select the **Pages** option. To print specific sections, precede the section number with the letter "s". For example, **s3,s5** would indicate to Word that you wish to print sections 3 and 5. If you entered **p4s3-p6s5**, this would indicate to Word that you wish to print from page 4 in section 3 to page 6 in section 5.

# 5

## Practice Sequence

- 1 Ensure the **Sections for Holidays in the Sun** document is open.
- 2 Imagine that you have decided that each new section starts on an odd page (that is a right-hand page as you flick through a book or manual). At the moment, all of your section breaks are **Next Page** except for the last.
- 3 Ensure you are working in **Draft View** so that you can easily view your section breaks.
- 4 Click anywhere within section 2. Remember that if you wish to change the **type** of section break used, you need to be **below** the section break marker for the section you wish to change.
- 5 Whilst in section 2 choose the **Page Setup** window launcher icon from the **Page Layout** tab. Click the **Layout** tab and set the **Section start** box to **Odd Page**. Ensure that the **Apply to** box is set to **This section**. Click **OK** to continue.
- 6 If the section break at the end of section 1 does not automatically update to show the **Odd Page** indicator, go to **Print Preview** mode (from the **Office Button**) and then close to return to **Draft View**.
- 7 Scroll down until you are anywhere in section 3. Using the same instructions as steps 5 and 6 above, change the section break to an **Odd Page** break.
- 8 Preview your document on completion to view its overall layout. Use the **Print Layout View** and return to page 1 of the document.
- 9 Select the **Insert** tab and then, from the **Header & Footer** group, select **Header**. Select **Edit Header**.