Chapter 3.1: Microsoft Word

Computer Fundamentals and Introduction to Programming

Editing documents | Formatting | Page layout | References | Collaboration

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Learning Outcomes

Document management

Create, save, open and export documents.

Structural formatting

Use text, paragraph and style formatting at the right level.

Long documents

Manage headings, tables of contents, footnotes and captions.

Collaboration

Use comments and Track Changes.

INTRODUCTION

What Is Word For?

Correspondence

Petitions, letters and official documents.

Reports

Long documents with headings, tables, images and references.

Forms and templates

Reusable documents with a consistent structure.

Bulk documents

Personalized output with mail merge.

Collaboration

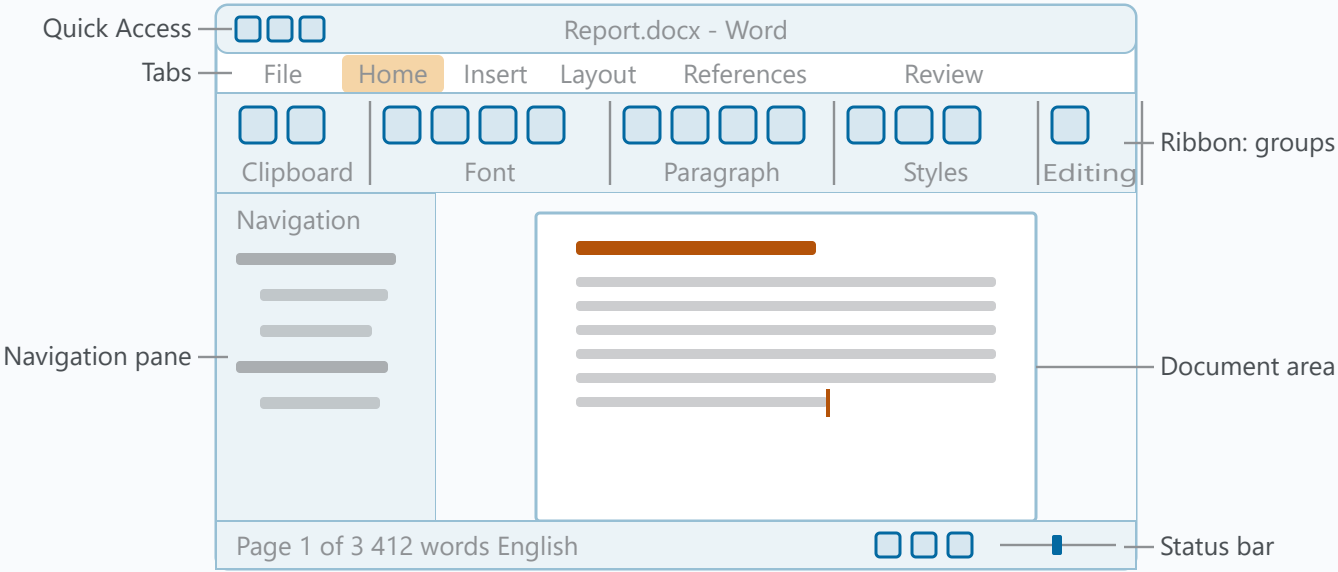
Comments, Track Changes and co-authoring.

Publishing

Print or share as PDF.

INTERFACE

The Word Workspace



Ribbon

Commands are laid out as tab → group → command.

Contextual tabs

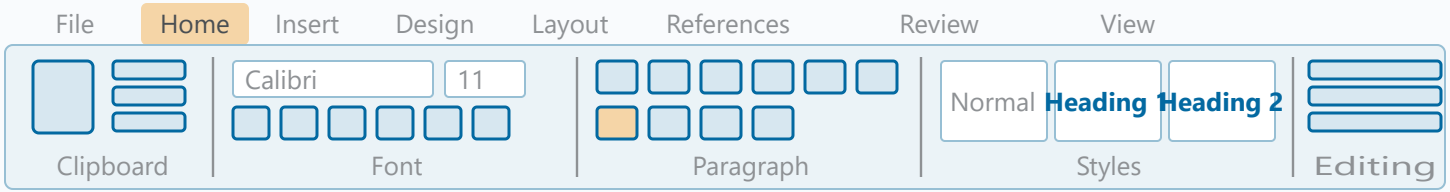
Extra tabs appear when you select a table or picture.

Status bar

Page, word count, language, view, zoom.

INTERFACE

The Main Tabs

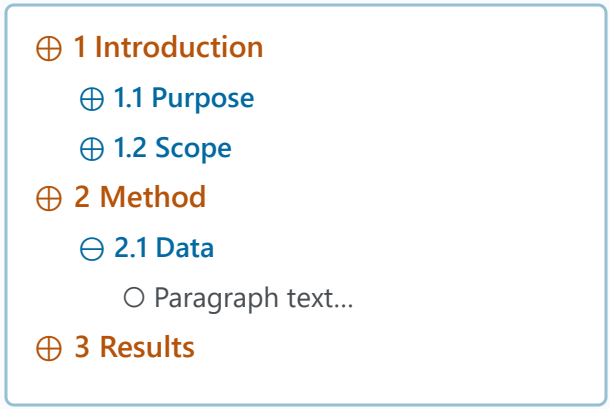


Tab	Main job
Home	Text, paragraph, style and clipboard operations
Insert	Tables, pictures, shapes, links, headers and page numbers
Design	Theme, colors, fonts and the look of the document
Layout	Margins, orientation, size, columns and breaks
References	Table of contents, footnotes, citations, captions and index
Mailings	Envelopes, labels and mail merge
Review	Spelling, comments and Track Changes

INTERFACE

Document Views

View	What for?
Print Layout	Default; pages look as they will on paper
Read Mode	Comfortable reading in columns that fit the screen
Web Layout	No page breaks, as in a browser
Outline	Collapse heading levels, move sections
Draft	Text only; quick editing



Switch from the View tab or the buttons at the right of the status bar; a view never changes the document.

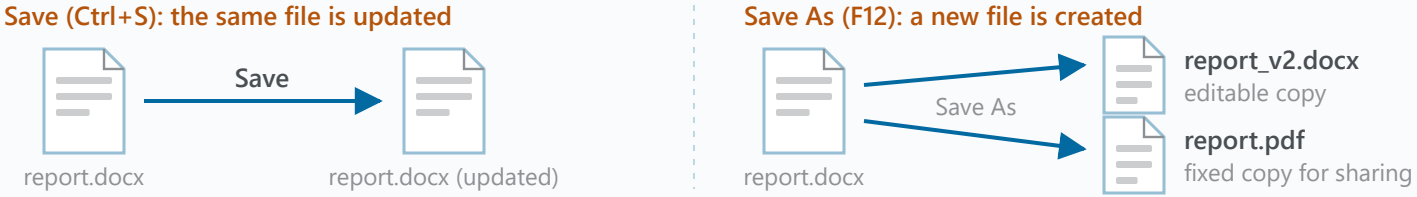
DOCUMENT MANAGEMENT

Creating and Saving Documents

New document or template → Write content → Save → Review →

PDF / print

- The first save sets the file name, location and format.
- Save updates the current file; Save As makes a new copy.
- Use .docx for editing and .pdf for sharing a fixed layout.



DOCUMENT MANAGEMENT

AutoSave and OneDrive

AutoSave

Writes changes to the cloud continuously. The file must live in **OneDrive** or **SharePoint**; turn it on with the switch in the title bar.

Local file

AutoSave doesn't work on a file in a folder on your computer; save it yourself with **Ctrl+S**.

Version History

Lists older versions kept in the cloud; you can open an earlier version and restore it.

The Ctrl+S habit

Even with AutoSave on, Ctrl+S does no harm and gives peace of mind.

AutoRecover

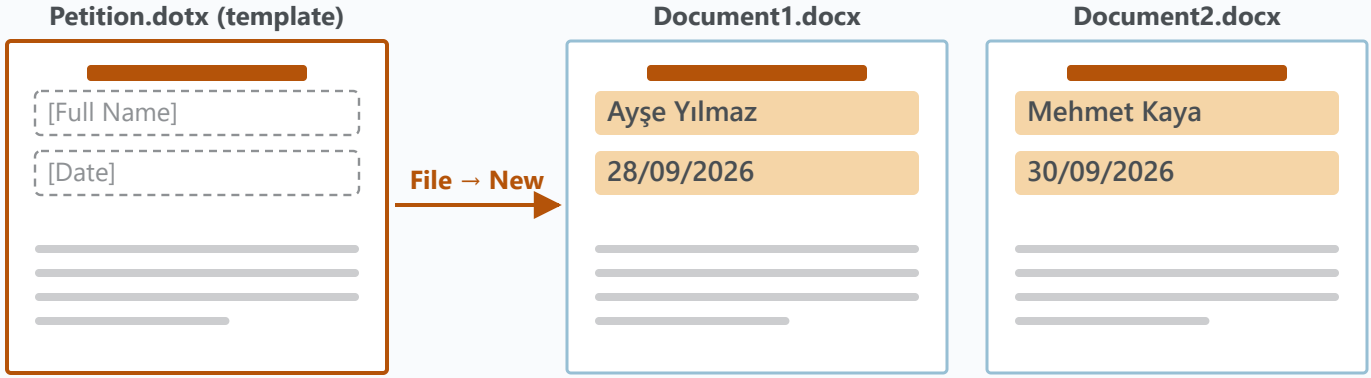
A separate feature: offers a recovery copy after an unexpected shutdown; it doesn't replace Save.

Co-authoring

Several people can work on the same cloud file at once.

The button's name, position and presence **vary with the Word version and updates**; some perpetual-license versions may lack AutoSave. Check the title bar and File → Info to see whether your version has it.

Templates



Template (.dotx)

A starting file with styles, margins and placeholders; each document you open from it is a separate copy.

Built-in / your own

File → New for built-in templates; Save As → Word Template for your own.

Normal.dotm

Holds the default styles for blank documents; .dotm can contain macros.

Document Structure

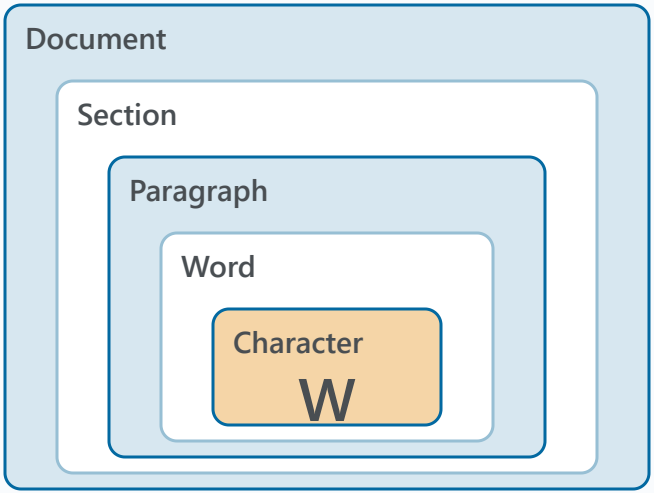
1. Main Heading

Paragraph text is made of sentences.

1.1 Subheading

Lists, tables and images support the content.

Footer · page 1



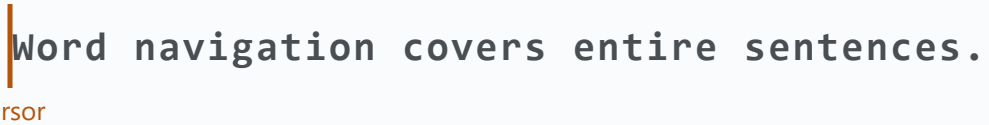
Character → word → paragraph → section → document: every formatting command applies at one of these levels.

EDITING TEXT

Moving and Selecting in Text

Start of document	Ctrl+Home	End of document	Ctrl+End
Next word	Ctrl+→	Select word	Ctrl+Shift+→
Select all	Ctrl+A	Extend selection by line	Shift+↑ / ↓

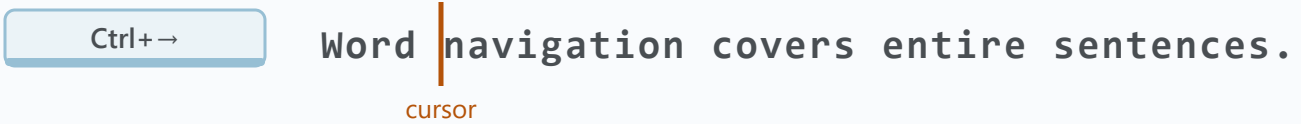
Ctrl+Home



Ctrl+Home takes the cursor to the very start of the document.

Moving and Selecting in Text

Start of document	Ctrl+Home	End of document	Ctrl+End
Next word	Ctrl+→	Select word	Ctrl+Shift+→
Select all	Ctrl+A	Extend selection by line	Shift+↑ / ↓



Ctrl+→ jumps the cursor to the start of the next word; no need to step through each character.

Moving and Selecting in Text

Start of document	Ctrl+Home	End of document	Ctrl+End
Next word	Ctrl+→	Select word	Ctrl+Shift+→
Select all	Ctrl+A	Extend selection by line	Shift+↑ / ↓

Ctrl+→

Word navigation covers entire sentences.

cursor

Ctrl+→ again: the cursor is at the start of “covers”.

Moving and Selecting in Text

Start of document	Ctrl+Home	End of document	Ctrl+End
Next word	Ctrl+→	Select word	Ctrl+Shift+→
Select all	Ctrl+A	Extend selection by line	Shift+↑ / ↓

Ctrl+Shift+→



Ctrl+Shift+→ makes the same jump but **selects** the text it passes: “covers ” is selected.

Moving and Selecting in Text

Start of document	Ctrl+Home	End of document	Ctrl+End
Next word	Ctrl+→	Select word	Ctrl+Shift+→
Select all	Ctrl+A	Extend selection by line	Shift+↑ / ↓

Ctrl+Shift+→

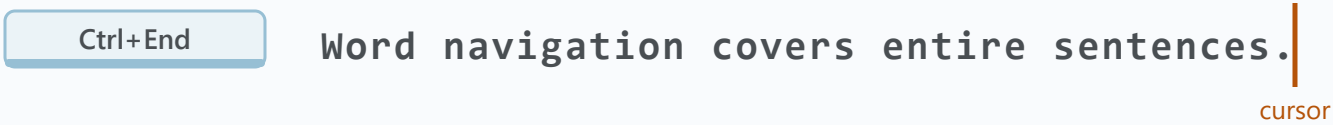
Word navigation covers entire sentences.

cursor

Ctrl+Shift+→ again: the selection grows by one more word. Formatting or moving now applies to this range.

Moving and Selecting in Text

Start of document	`Ctrl+Home`	End of document	`Ctrl+End`
Next word	`Ctrl+→`	Select word	`Ctrl+Shift+→`
Select all	`Ctrl+A`	Extend selection by line	`Shift+↑ / ↓`



Ctrl+End takes the cursor to the end of the document; moving without Shift clears the selection.

EDITING TEXT

Cut, Copy and Paste

Copy
Puts a copy of the selection on the clipboard.

`Ctrl+C`

Cut
Puts the selection on the clipboard to be moved.

`Ctrl+X`

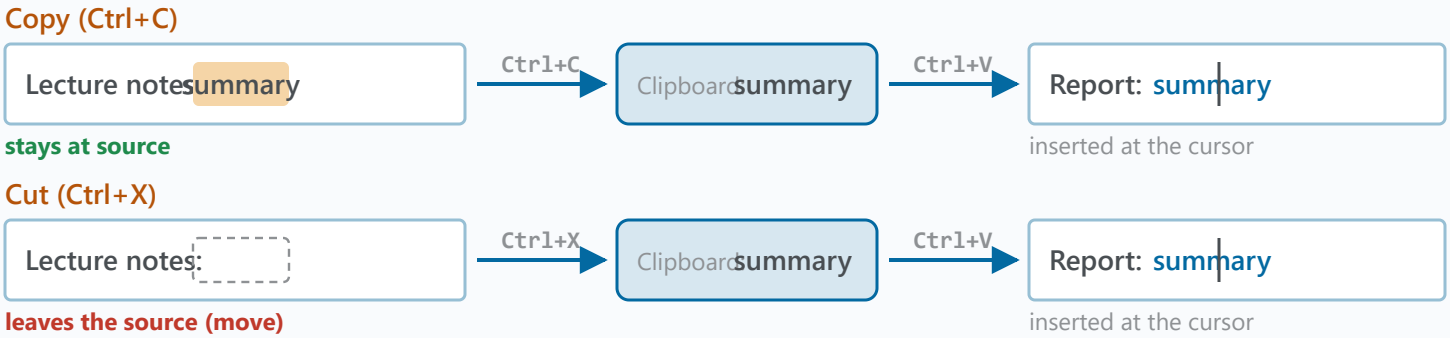
Paste
Inserts the clipboard contents at the cursor.

`Ctrl+V`

Keep Text Only
Inserts the text without the source formatting.

Merge Formatting
Matches the formatting of the destination document.

Format Painter
Applies one item's formatting to another.



EDITING TEXT

Cut and Paste Step by Step

Document

Put it in the oven

Mix the ingredients

Slice and serve

Clipboard

(empty)

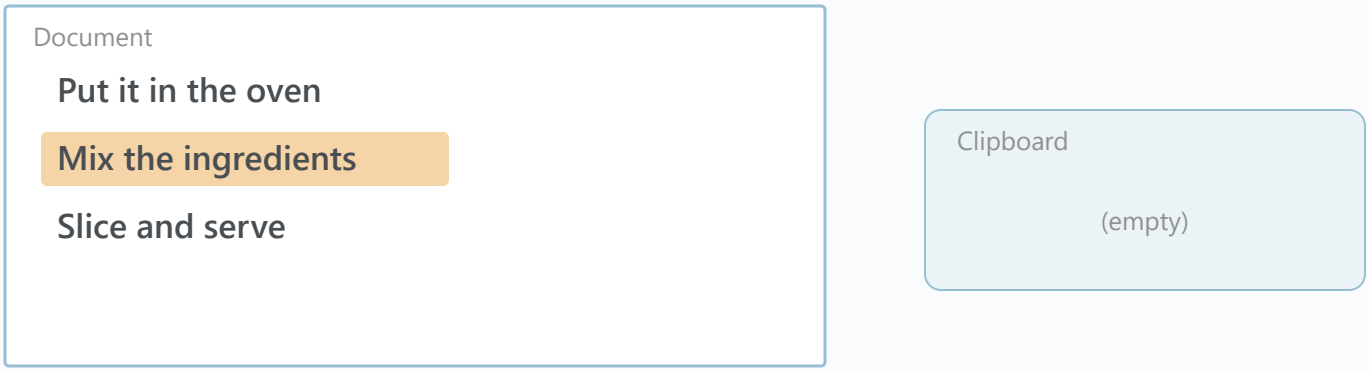
The recipe is in the wrong order: “Mix the ingredients” should come first. Instead of retyping the line, we'll move it.

Step 1 / 6

The clipboard holds the last cut/copied item; the Office Clipboard (Home → Clipboard) can keep the last 24 items.

EDITING TEXT

Cut and Paste Step by Step



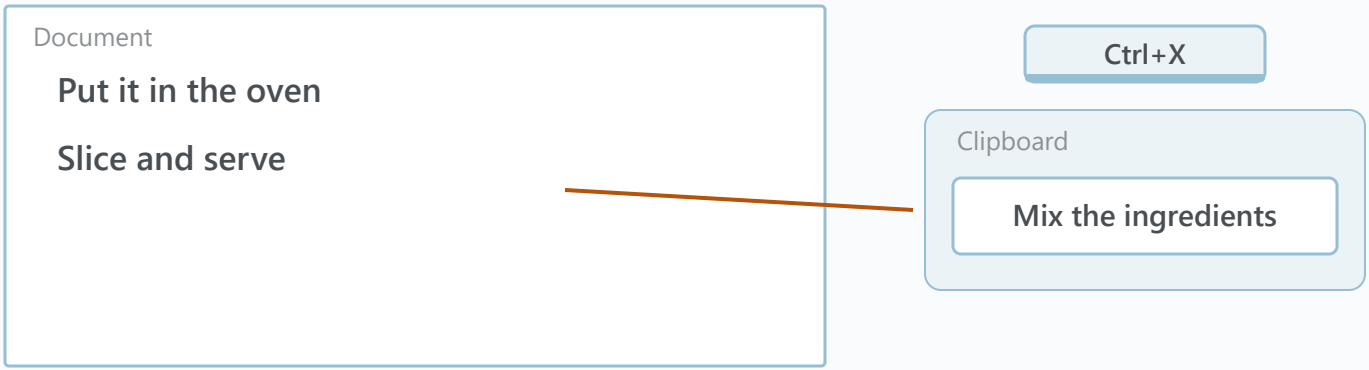
First select the range to move (Shift+↓ at the start of the line, or click left of the line).

Step 2 / 6

The clipboard holds the last cut/copied item; the Office Clipboard (Home → Clipboard) can keep the last 24 items.

EDITING TEXT

Cut and Paste Step by Step



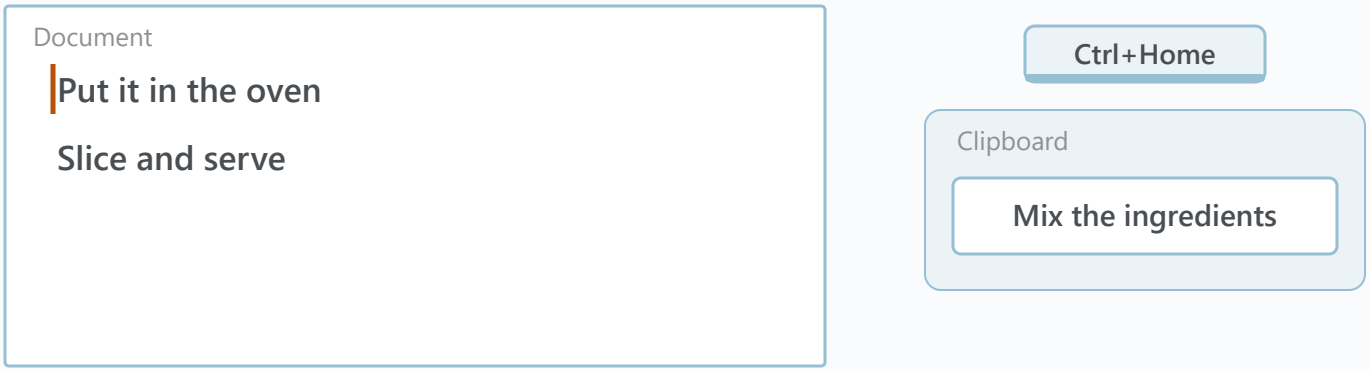
Ctrl+X (Cut): the selected text leaves the document and goes to the clipboard.

Step 3 / 6

The clipboard holds the last cut/copied item; the Office Clipboard (Home → Clipboard) can keep the last 24 items.

EDITING TEXT

Cut and Paste Step by Step

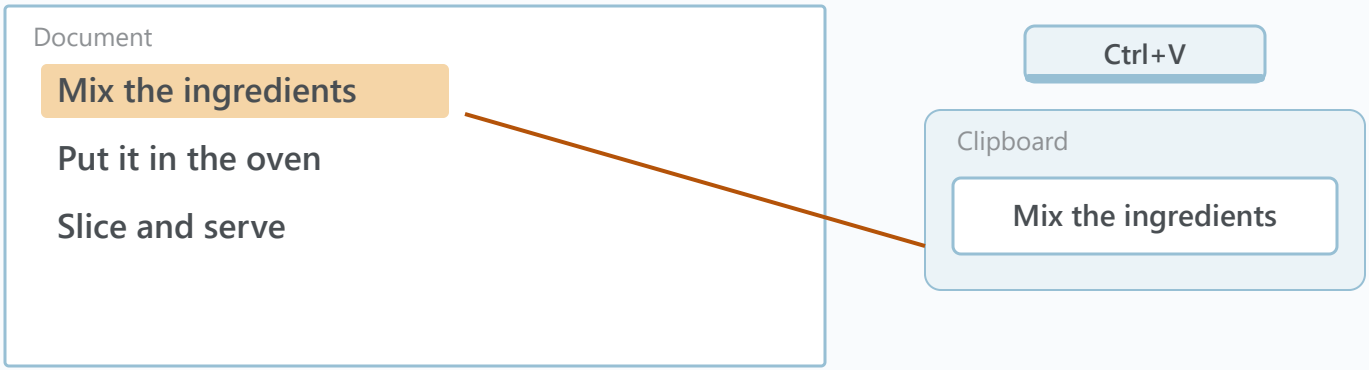


Move the cursor to the destination: the start of the document.

Step 4 / 6

The clipboard holds the last cut/copied item; the Office Clipboard (Home → Clipboard) can keep the last 24 items.

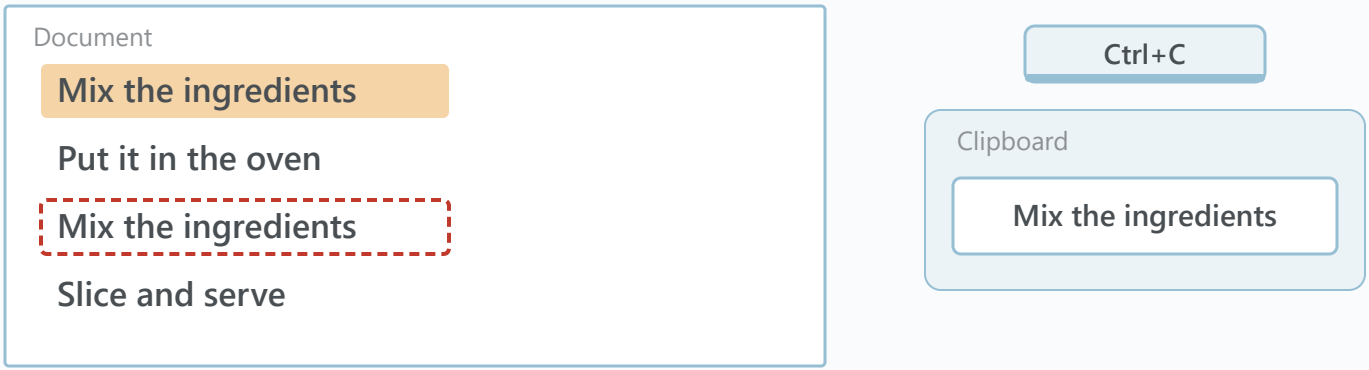
Cut and Paste Step by Step



Ctrl+V (Paste): the clipboard text is inserted at the cursor. The clipboard keeps its contents, so you can paste again.

The clipboard holds the last cut/copied item; the Office Clipboard (Home → Clipboard) can keep the last 24 items.

Cut and Paste Step by Step



Had we used **Copy** (Ctrl+C) instead of Cut, the source line would have stayed: the text appears twice (dashed frame).

The clipboard holds the last cut/copied item; the Office Clipboard (Home → Clipboard) can keep the last 24 items.

EDITING TEXT

Undo, Find and Replace

Undo

Reverses the last action.

`Ctrl+Z`

Redo

Repeats the undone or last action.

`Ctrl+Y`

Find

Searches for text and some special items.

`Ctrl+F`

Replace

Replaces matches with other content.

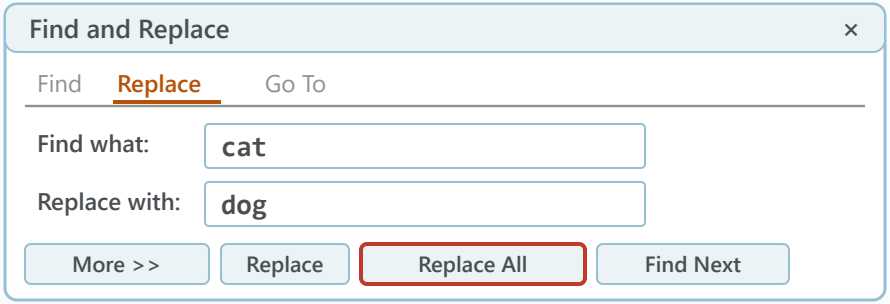
`Ctrl+H`

Navigation

Lists search results and headings.

Caution

Don't use Replace All without previewing first.



"cat" → "dog" with Replace All:

before: cat and catalog

after: dog and dogalog

the "cat" in "catalog" changed too!

Fix: More >> →

Find whole words only

If it goes wrong: Ctrl+Z

EDITING TEXT

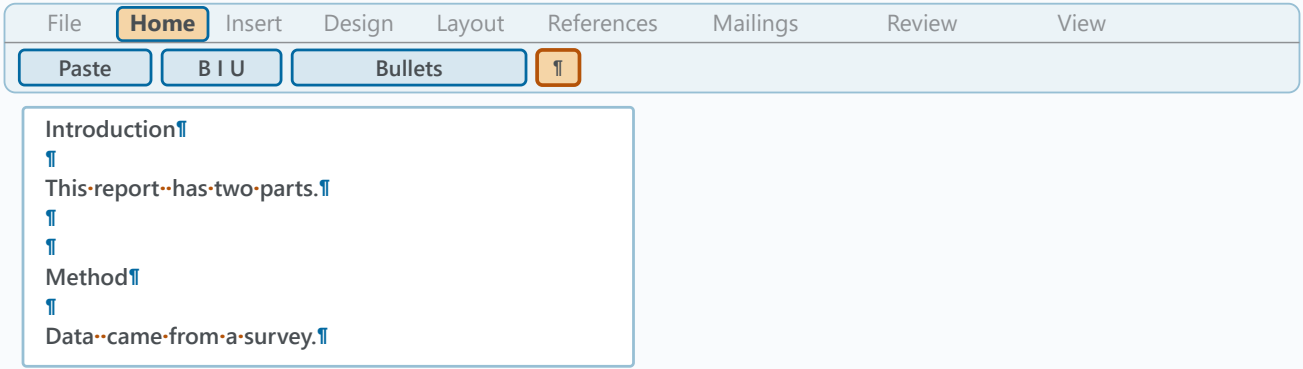
Hidden Formatting Marks

The ¶ button in Home → Paragraph shows the marks that don't print; document problems jump out in this view.

Mark	Meaning	How it's made	Find and Replace code
¶	Paragraph mark	Enter	`^p`
↲	Line break (same paragraph)	Shift + Enter	`^l`
·	Space	Spacebar	(space)
→	Tab	Tab	`^t`
°	Nonbreaking space: the two words never split across lines	Ctrl + Shift + Space	`^s`
····Page Break····	Manual page break	Ctrl + Enter	`^m`

Paragraph formatting (alignment, indents, spacing) is stored in the ¶ mark. A Shift + Enter line break inside a heading doesn't split it into two paragraphs; it stays one line in the table of contents.

Cleaning Up a Document with Find and Replace



¶ reveals the hidden marks: every Enter is a ¶, every space a dot. Gaps were made with empty paragraphs, and there are double spaces in two places.

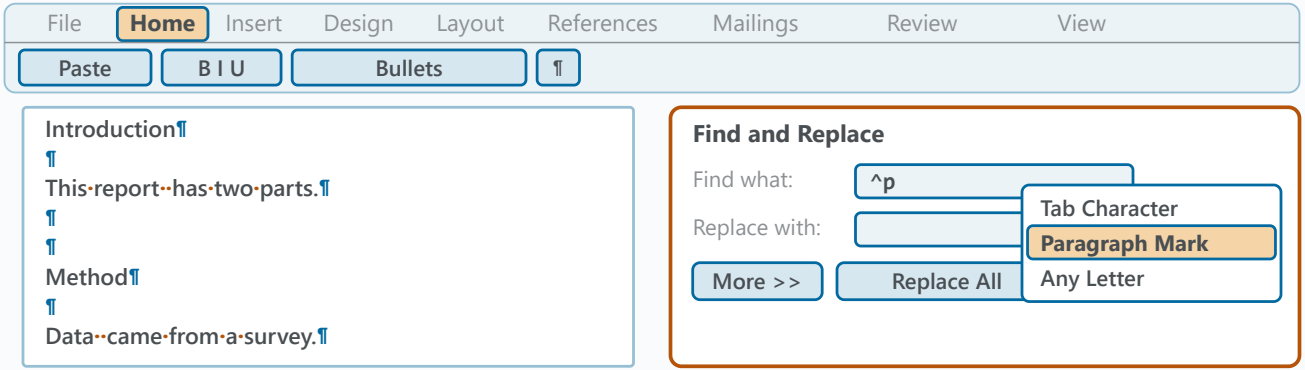
Step 1 / 6

```
▶ Home → ¶ (show formatting marks)
2 Ctrl + H → More >> → Special → Paragraph Mark
3 Find what: ^p^p    Replace with: ^p
4 Replace All
5 Replace All (once more)
6 Find what: two spaces → Replace with: one space
```

VARIABLES

`empty paragraphs = 4` `double spaces = 2` `replacements = 0`

Cleaning Up a Document with Find and Replace



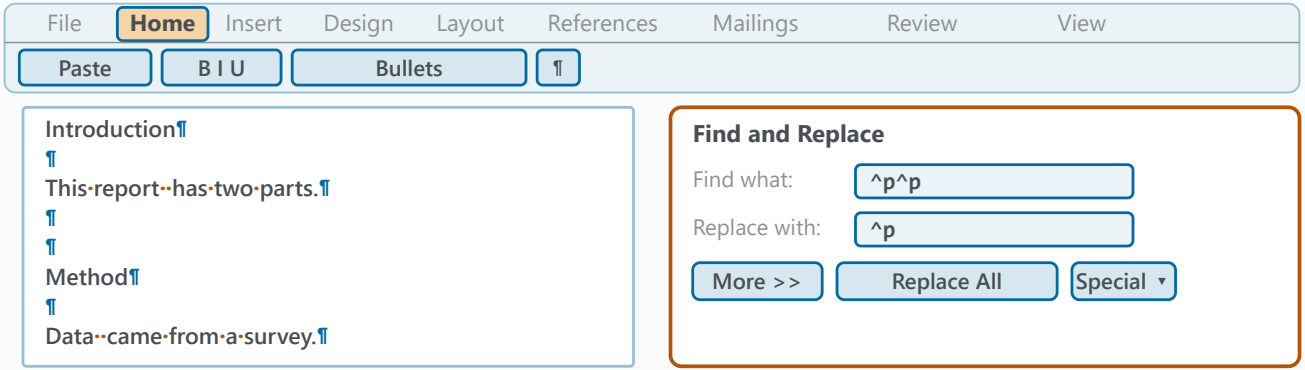
Ctrl + H → **More >>** → **Special** → Paragraph Mark: Word's code for ¶, **^p**, goes into the Find what box.


```
1 Home → ¶ (show formatting marks)
▶ Ctrl + H → More >> → Special → Paragraph Mark
3 Find what: ^p^p    Replace with: ^p
4 Replace All
5 Replace All (once more)
6 Find what: two spaces → Replace with: one space
```

VARIABLES

`empty paragraphs = 4` `double spaces = 2` `replacements = 0`

Cleaning Up a Document with Find and Replace



Two ¶ in a row (an empty paragraph) will be found and replaced with a single ¶. Nothing in the document has changed yet.

Step 3 / 6

```
1 Home → ¶ (show formatting marks)
2 Ctrl + H → More >> → Special → Paragraph Mark
▶ Find what: ^p^p    Replace with: ^p
4 Replace All
5 Replace All (once more)
6 Find what: two spaces → Replace with: one space
```

VARIABLES

`empty paragraphs = 4` `double spaces = 2` `replacements = 0`

Cleaning Up a Document with Find and Replace

File | **Home** | Insert | Design | Layout | References | Mailings | Review | View

Paste | B I U | Bullets | ¶

Introduction¶
This·report··has·two·parts.¶
¶
Method¶
Data··came·from·a·survey.¶

Find and Replace

Find what: ^p^p

Replace with: ^p

More >> | Replace All | Special

3 replacements made

Replace All: 3 replacements. The three ¶ after “parts.” dropped to two, leaving one extra: the search moves left to right and never revisits what it replaced.

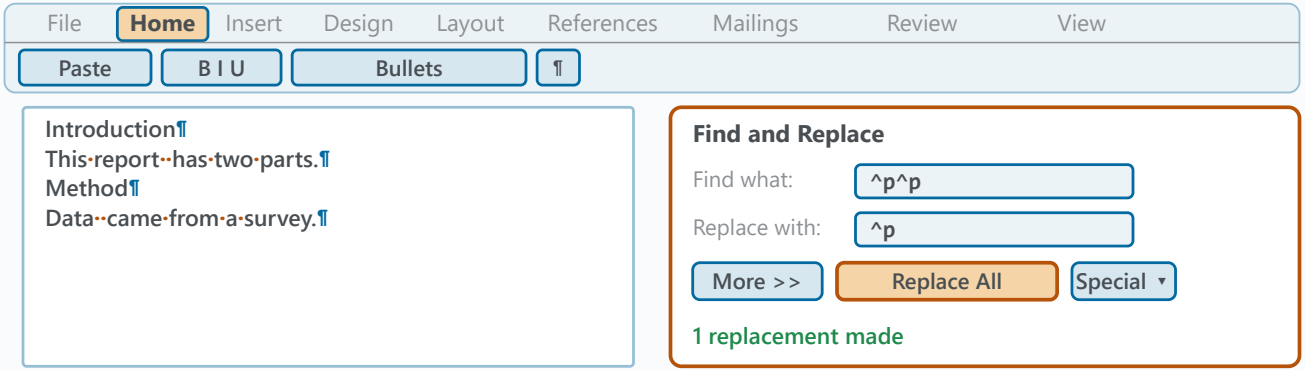
Step 4 / 6

```
1 Home → ¶ (show formatting marks)
2 Ctrl + H → More >> → Special → Paragraph Mark
3 Find what: ^p^p    Replace with: ^p
▶ Replace All
5 Replace All (once more)
6 Find what: two spaces → Replace with: one space
```

VARIABLES

`empty paragraphs = 1` `double spaces = 2` `replacements = 3`

Cleaning Up a Document with Find and Replace



The same command once more: 1 replacement, no empty paragraphs left. A third try finds 0, which tells you the job is done.

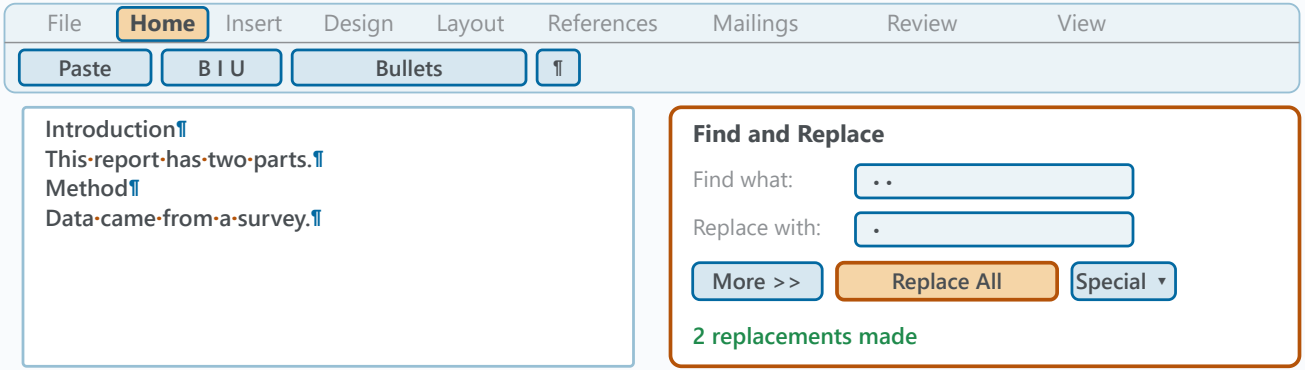
Step 5 / 6

```
1 Home → ¶ (show formatting marks)
2 Ctrl + H → More >> → Special → Paragraph Mark
3 Find what: ^p^p    Replace with: ^p
4 Replace All
▶ Replace All (once more)
6 Find what: two spaces → Replace with: one space
```

VARIABLES

`empty paragraphs = 0` `double spaces = 2` `replacements = 4`

Cleaning Up a Document with Find and Replace



Two spaces were replaced with one (2 places). Space between paragraphs should now come from **After** spacing, not from empty Enters.

Step 6 / 6

```
1 Home → ¶ (show formatting marks)
2 Ctrl + H → More >> → Special → Paragraph Mark
3 Find what: ^p^p    Replace with: ^p
4 Replace All
5 Replace All (once more)
▶ Find what: two spaces → Replace with: one space
```

VARIABLES

`empty paragraphs = 0` `double spaces = 0` `replacements = 6`

EDITING TEXT

Shortcuts and Small Tools

Insert page break	`Ctrl+Enter`	Paste text only*	`Ctrl+Shift+V`
Bold / Italic / Underline	`Ctrl+B / I / U`	Insert link	`Ctrl+K`

Bookmark

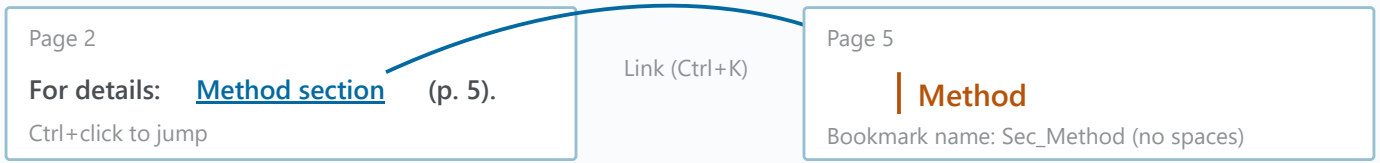
Names a spot in a long document; added from the Insert tab, and links and cross-references can jump to it.

Hyperlink

Links to a web address, a bookmark in the document or a file (**Ctrl+K**).

View tab

Read Mode, Navigation pane, Ruler and Zoom are turned on here.



* In recent Microsoft 365 versions **Ctrl+Shift+V** pastes text only; in older versions this shortcut may differ. In every version: Home → Paste → **Keep Text Only**.

FORMATTING

Character Formatting

Before: plain text

H2O and x2 + y2
deadline: friday
warning

After: character formats

H_2O and $x^2 + y^2$ — sub / superscript
Deadline: **Friday** — bold + color
WARNING — UPPERCASE

Font
The typeface of the text.

Size
Text size in points.

Emphasis
Bold, italic, underline and color.

Change Case
Changes the capitalization of text.

Superscript / subscript
Formulas, footnotes or chemical notation.

Clear Formatting
Removes direct formatting.

In long documents, use styles instead of changing fonts one by one.

FORMATTING

Paragraph Formatting



Left Center Right Justify

Alignment

Align left, center or right, or justify.

Indentation

Where the paragraph sits relative to the margins.

Line spacing

Vertical distance between lines.

Paragraph spacing

Space before and after paragraphs.

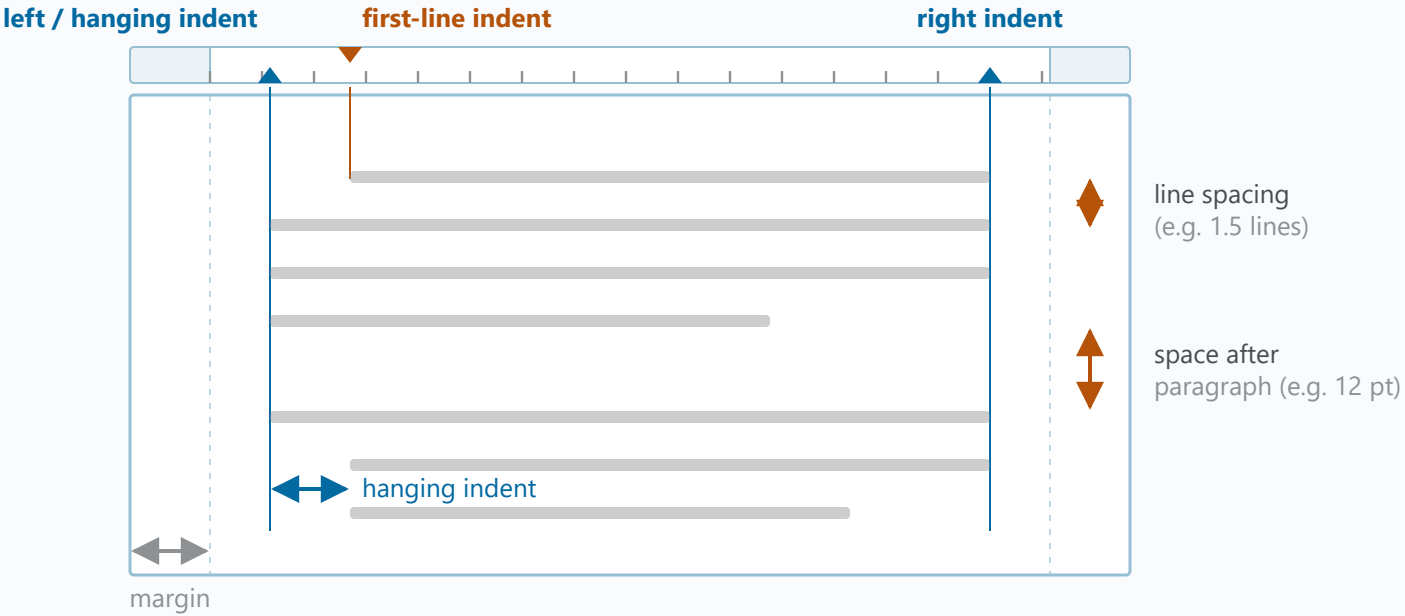
Tabs

Aligns text at set horizontal positions.

Borders and shading

Sets a paragraph apart visually.

Indent and Spacing Measures



- Paragraph 1 has a first-line indent, paragraph 2 a hanging indent (like a bibliography); drag the markers on the ruler.
- Use **Before / After** spacing (pt) between paragraphs instead of empty lines.

FORMATTING

Lists

Bulleted

- Pen
- Notebook
- Eraser

Numbered

1. Open the file
2. Edit
3. Save

Multilevel

1. Introduction
   - 1.1 Purpose — Tab
   - 1.2 Scope
2. Method — Shift+Tab

Bulleted list

Items whose order doesn't matter.

Numbered list

Items with steps or a priority order.

Multilevel list

A hierarchy of headings and sub-items.

List level

Tab and Shift+Tab change the list level.

Use Word's list feature instead of typing list markers by hand; numbering and indents stay consistent.

FORMATTING

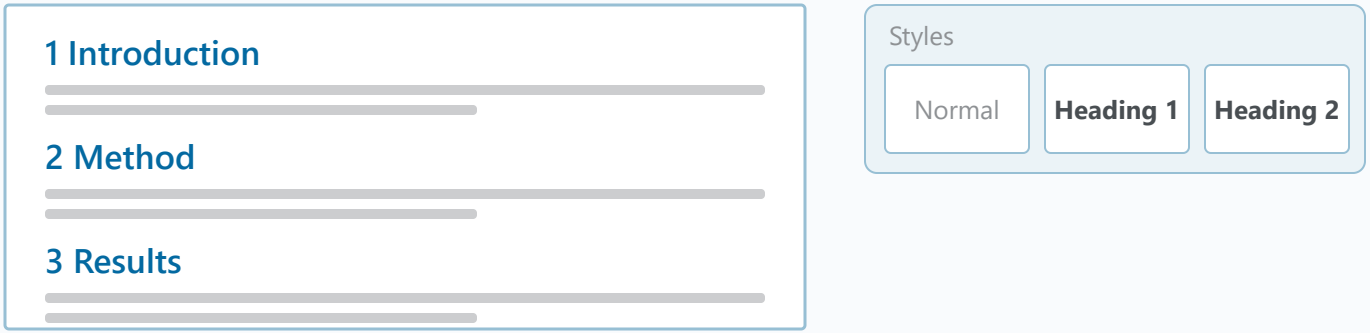
Styles and Themes

Style

Defines an item's font, size, color and spacing together under one name.

Theme

Sets the document's overall colors, fonts and effects.



The **Heading 1** style is applied to three headings: the same font, size, color and spacing come from one definition.

FORMATTING

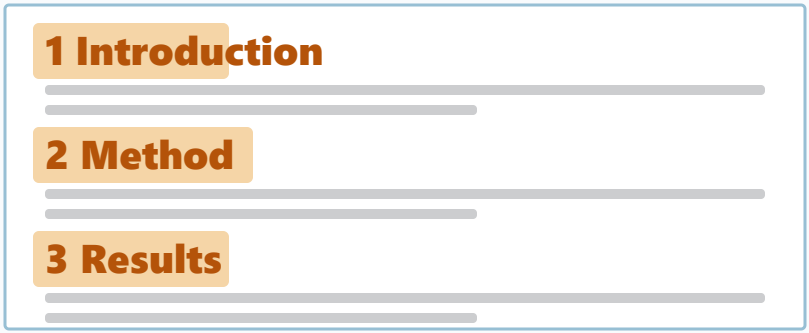
Styles and Themes

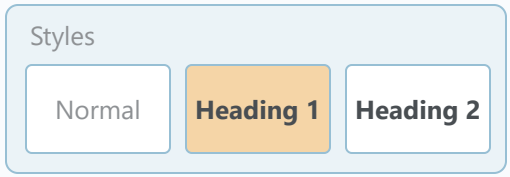
Style

Defines an item's font, size, color and spacing together under one name.

Theme

Sets the document's overall colors, fonts and effects.





The Heading 1 definition was changed (larger, different color): **every** heading using the style updated together.

FORMATTING

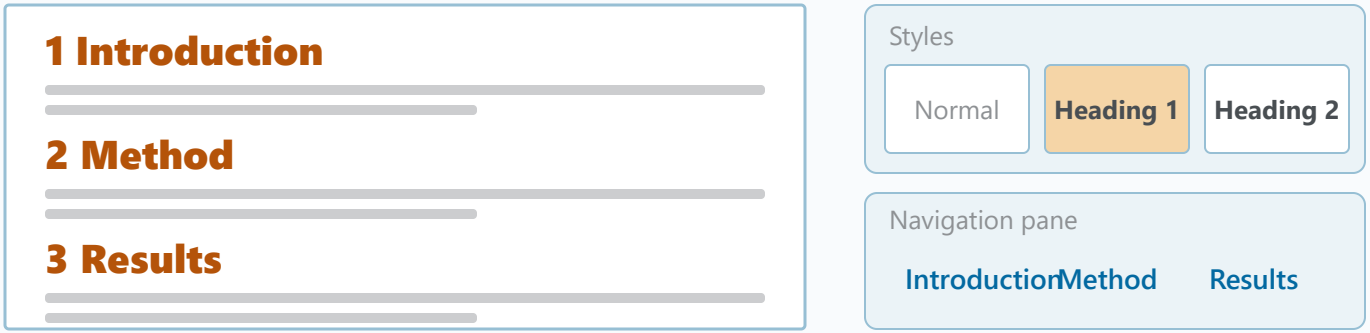
Styles and Themes

Style

Defines an item's font, size, color and spacing together under one name.

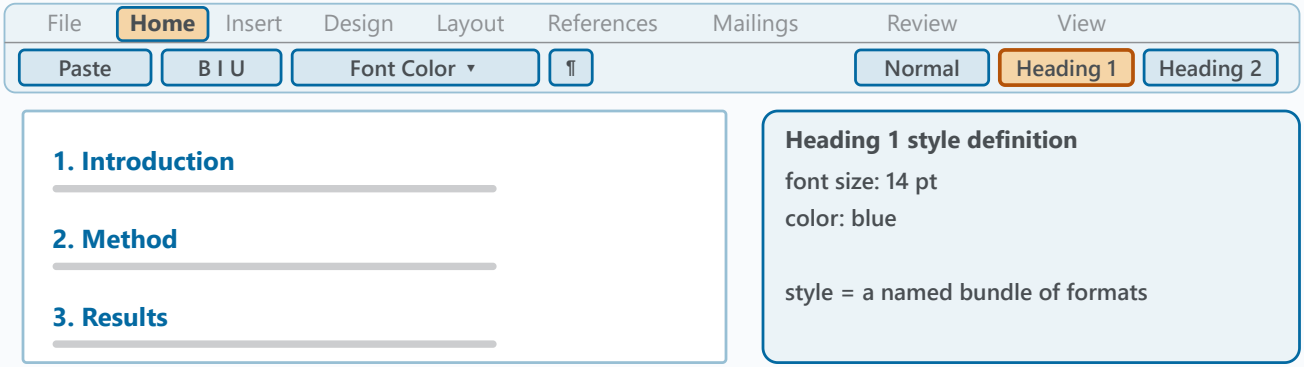
Theme

Sets the document's overall colors, fonts and effects.



Heading styles also build the document hierarchy: the Navigation pane and the table of contents are generated from them.

Style Definitions and Direct Formatting



Heading 1 is applied to three headings: all are 14 pt, blue.

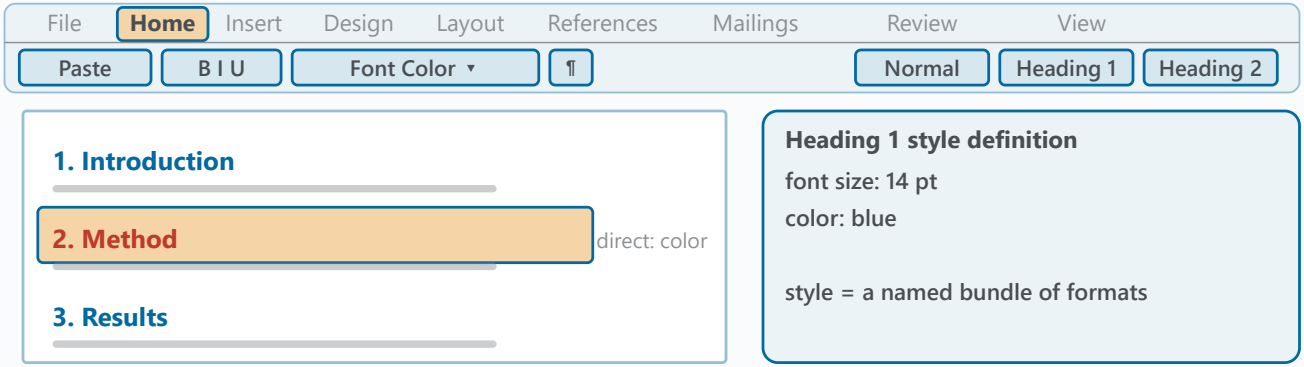
Step 1 / 6

```
▶ Select 3 headings: Home → Styles → Heading 1
2 Heading 2: Home → Font Color → red
3 Right-click Heading 1 → Modify: 16 pt, green
4 Select heading 2 → Ctrl + Space
5 Select heading 3 → Font Size: 18
6 Right-click Heading 1 → Update to Match Selection
```

VARIABLES

- `Heading 1 = 14 pt, blue`
- `heading 1 = style`
- `heading 2 = style`
- `heading 3 = style`

Style Definitions and Direct Formatting



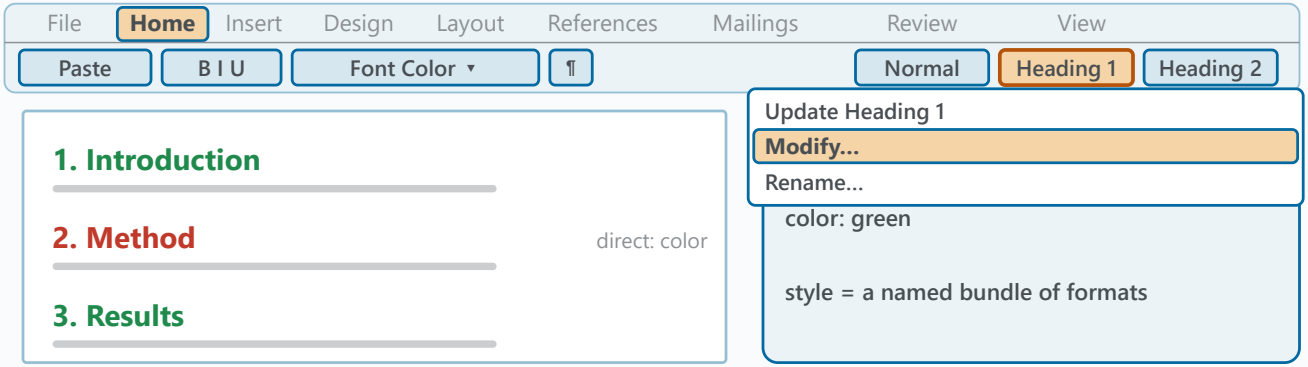
Heading 2 is made red from the ribbon: **direct formatting**. The style itself is unchanged.


```
1 Select 3 headings: Home → Styles → Heading 1
▶ Heading 2: Home → Font Color → red
3 Right-click Heading 1 → Modify: 16 pt, green
4 Select heading 2 → Ctrl + Space
5 Select heading 3 → Font Size: 18
6 Right-click Heading 1 → Update to Match Selection
```

VARIABLES

- `Heading 1 = 14 pt, blue`
- `heading 1 = style`
- `heading 2 = style + red`
- `heading 3 = style`

Style Definitions and Direct Formatting



Modify... makes the style 16 pt, green. All three resize; heading 2 stays red, since direct formatting wins.

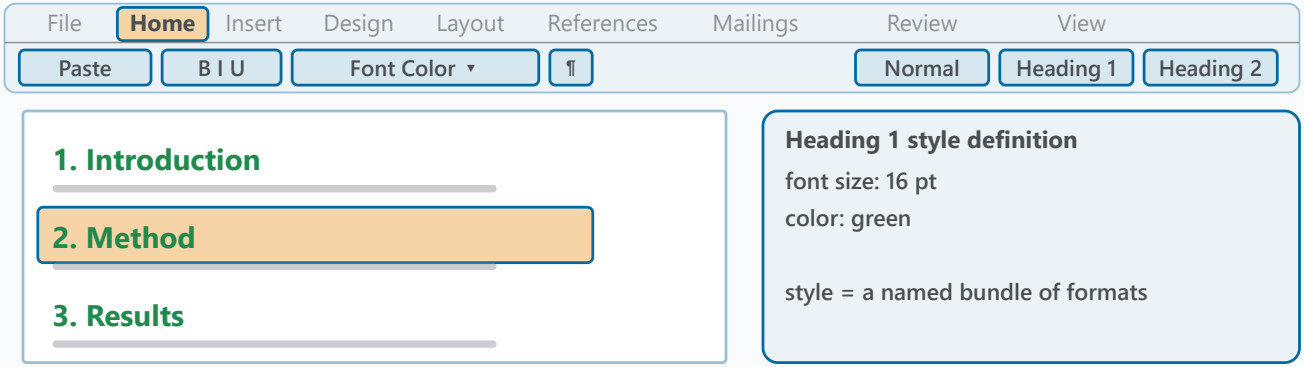
Step 3 / 6

```
1 Select 3 headings: Home → Styles → Heading 1
2 Heading 2: Home → Font Color → red
▶ Right-click Heading 1 → Modify: 16 pt, green
4 Select heading 2 → Ctrl + Space
5 Select heading 3 → Font Size: 18
6 Right-click Heading 1 → Update to Match Selection
```

VARIABLES

- `Heading 1 = 16 pt, green`
- `heading 1 = style`
- `heading 2 = style + red`
- `heading 3 = style`

Style Definitions and Direct Formatting



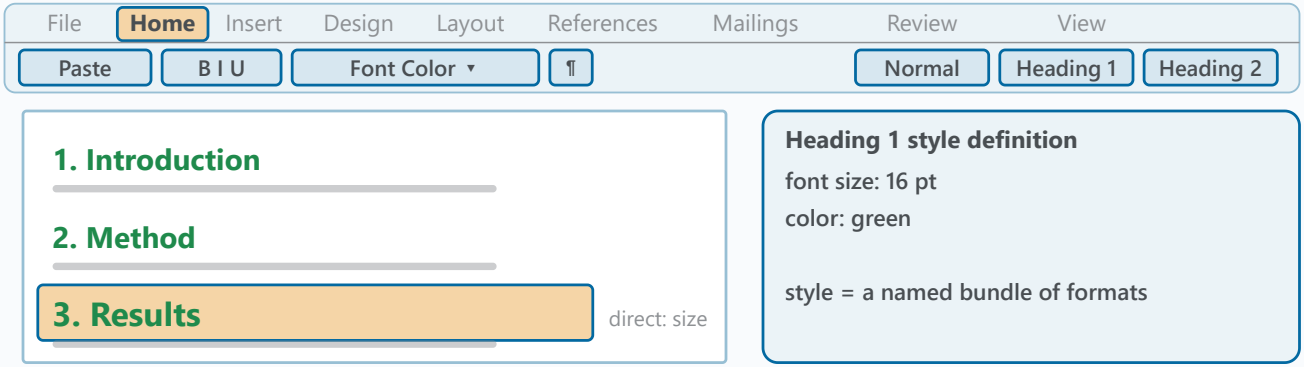
Ctrl + Space on heading 2 clears direct formatting; it follows the style again.


```
1 Select 3 headings: Home → Styles → Heading 1
2 Heading 2: Home → Font Color → red
3 Right-click Heading 1 → Modify: 16 pt, green
▶ Select heading 2 → Ctrl + Space
5 Select heading 3 → Font Size: 18
6 Right-click Heading 1 → Update to Match Selection
```

VARIABLES

- `Heading 1 = 16 pt, green`
- `heading 1 = style`
- `heading 2 = style`
- `heading 3 = style`

Style Definitions and Direct Formatting



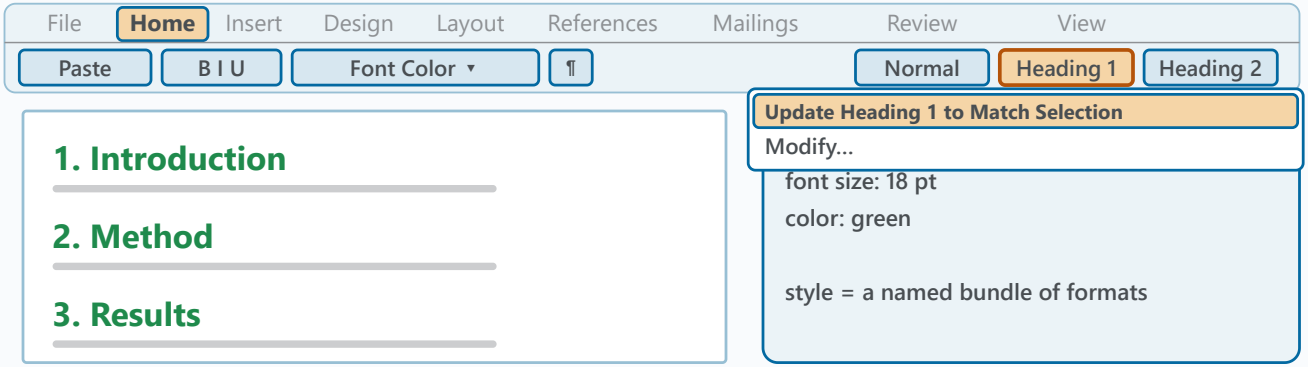
Heading 3 is set to 18 pt by hand; for now only it is larger.


```
1 Select 3 headings: Home → Styles → Heading 1
2 Heading 2: Home → Font Color → red
3 Right-click Heading 1 → Modify: 16 pt, green
4 Select heading 2 → Ctrl + Space
▶ Select heading 3 → Font Size: 18
6 Right-click Heading 1 → Update to Match Selection
```

VARIABLES

- `Heading 1 = 16 pt, green`
- `heading 1 = style`
- `heading 2 = style`
- `heading 3 = style + 18 pt`

Style Definitions and Direct Formatting



Update to Match Selection copies heading 3: **all** Heading 1s become 18 pt.

Step 6 / 6

```
1 Select 3 headings: Home → Styles → Heading 1
2 Heading 2: Home → Font Color → red
3 Right-click Heading 1 → Modify: 16 pt, green
4 Select heading 2 → Ctrl + Space
5 Select heading 3 → Font Size: 18
▶ Right-click Heading 1 → Update to Match Selection
```

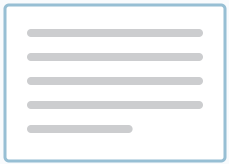
VARIABLES

- `Heading 1 = 18 pt, green`
- `heading 1 = style`
- `heading 2 = style`
- `heading 3 = style`

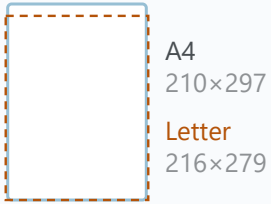
Page Layout



Margins



Landscape orientation



Size (mm)



Two columns

Margins

The space between the text and the page edge.

Orientation

Portrait or landscape page.

Size

A4, Letter or a custom size.

Columns

Splits text into newspaper-style columns.

Line Numbers

Numbers the lines in certain kinds of documents.

Hyphenation

Helps split long words at the end of a line.

PAGE LAYOUT

Page and Section Breaks

Break type	When to use it
Page break	Start the following content on a new page
Next Page section break	Start a new section on a new page
Continuous section break	Use different columns or layout on the same page
Odd / Even Page section break	Start the section on an odd or even page



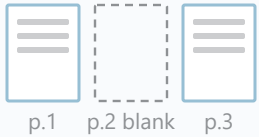
Page
same section, new page



Next Page
new section + new page



Continuous
switch to 2 columns on the same page

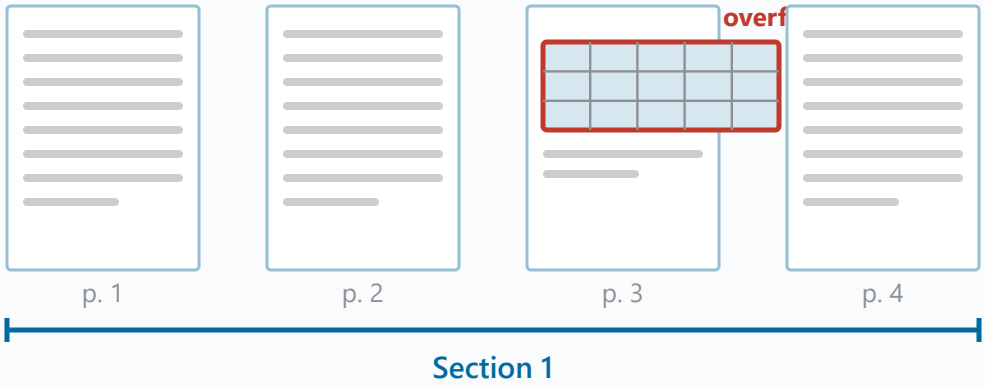


Odd Page
new section on an odd page

Use breaks instead of building the layout with empty lines.

PAGE LAYOUT

A Different Orientation with Section Breaks



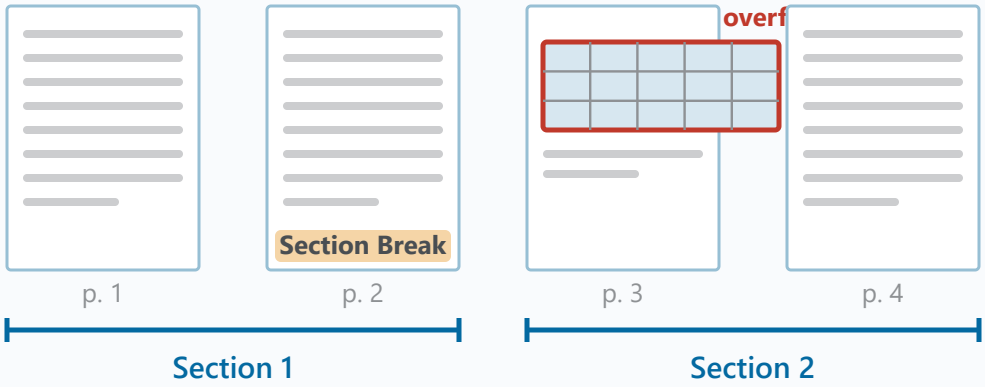
The document has one section, and all pages are portrait. The wide table on page 3 runs off the right edge.

Step 1 / 5

Margins, number of columns, headers and page number format can also be set per section.

PAGE LAYOUT

A Different Orientation with Section Breaks

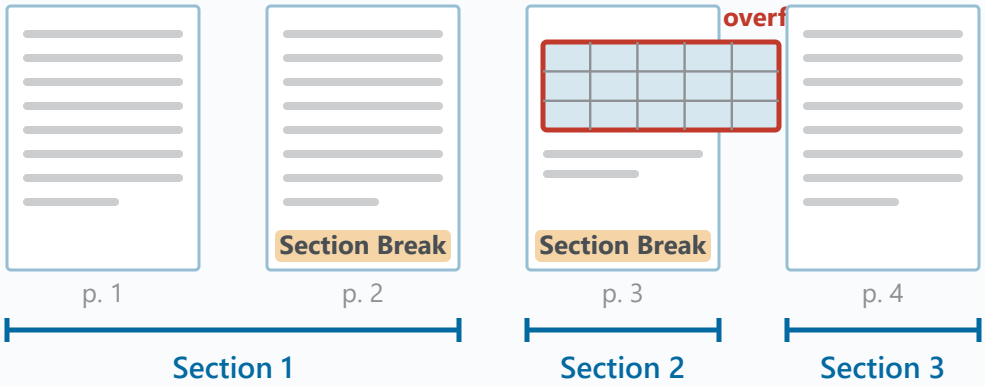


Put the cursor before the table: Layout → Breaks → **Next Page**. There are now two sections.

Margins, number of columns, headers and page number format can also be set per section.

PAGE LAYOUT

A Different Orientation with Section Breaks



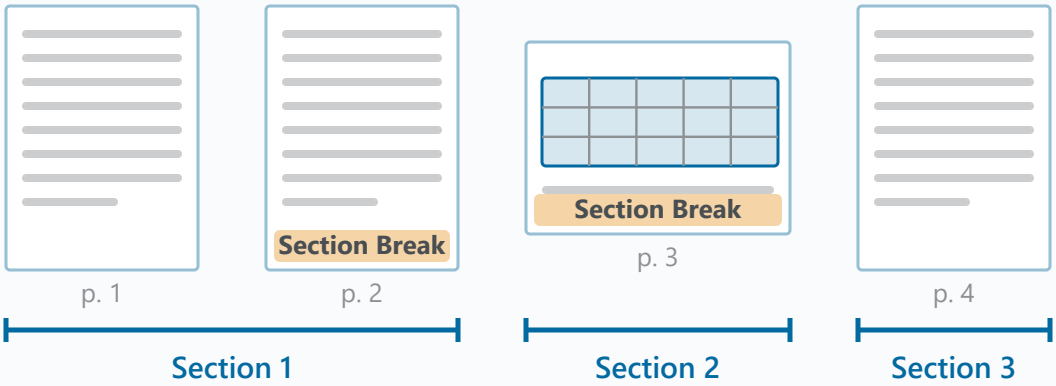
A second section break goes after the table, so the table sits alone in its own section (Section 2).

Step 3 / 5

Margins, number of columns, headers and page number format can also be set per section.

PAGE LAYOUT

A Different Orientation with Section Breaks

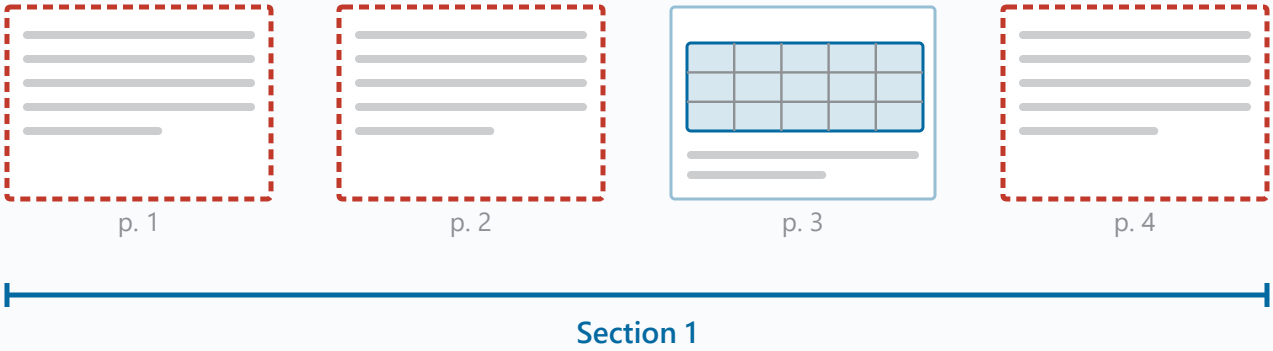


With the cursor in Section 2: Layout → Orientation → **Landscape**. Only this section turned landscape and the table fits; the other pages stay portrait.

Margins, number of columns, headers and page number format can also be set per section.

PAGE LAYOUT

A Different Orientation with Section Breaks



Compare: with a page break instead of a section break, the document would stay one section and the orientation change would apply to **every page**.

Margins, number of columns, headers and page number format can also be set per section.

OBJECTS

Tables

	Exam grades		
Student	Midterm	Final	Average
Ali	70	80	75
Ece	90	85	87.5
Can	60	72	66

merged cell
header row
row
cell
column

Rows and columns
Organize information in comparable cells.

Header row
Explains what the columns mean and can repeat on long tables.

Merging cells
Use sparingly, for meaningful heading groups.

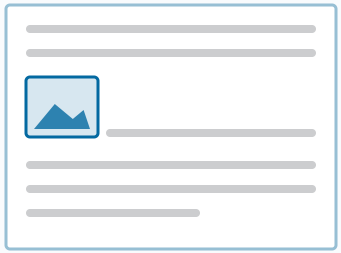
Table styles
Apply borders and colors consistently.

Alignment
Positions text and numbers within a cell.

Accessibility
A simple structure and clear headers help screen readers.

OBJECTS

Pictures and Text Wrapping



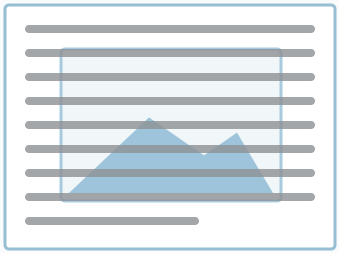
In line
picture acts like a character



Square
text flows around it



Top and bottom
sides stay empty



Behind text
readability risk

Alt text

Describes the purpose of a picture to screen reader users.

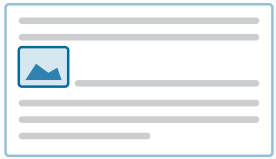
Crop

Trims unwanted parts of a picture.

Layout Options

Change the wrapping type with the button that appears beside a selected picture.

Text Wrapping Types Step by Step



In Line with Text: the picture sits in the line like a character and makes the line taller. Its position is tied to the text; it can't be moved freely on the page.

Text Wrapping Types Step by Step



In Line with Text: the picture sits in the line like a character and makes the line taller. Its position is tied to the text; it can't be moved freely on the page.



Square: the picture becomes an independent object and text flows around its rectangular frame. It can be moved freely on the page.

Text Wrapping Types Step by Step



In Line with Text: the picture sits in the line like a character and makes the line taller. Its position is tied to the text; it can't be moved freely on the page.



Square: the picture becomes an independent object and text flows around its rectangular frame. It can be moved freely on the page.



Behind Text: the picture is a layer under the text, which is read on top (watermark, background). Unless the picture is faint, readability suffers.

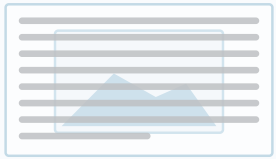
Text Wrapping Types Step by Step



In Line with Text: the picture sits in the line like a character and makes the line taller. Its position is tied to the text; it can't be moved freely on the page.



Square: the picture becomes an independent object and text flows around its rectangular frame. It can be moved freely on the page.



Behind Text: the picture is a layer under the text, which is read on top (watermark, background). Unless the picture is faint, readability suffers.



In Front of Text: the picture covers the text, hiding what's underneath. Usually unwanted. Change the type with the **Layout Options** button when the picture is selected.

Headers, Footers and Page Numbers



- The first page, or odd and even pages, can be set up differently.
- In each section, “Link to Previous” decides whether it reuses the previous header.
- The page number is inserted as a field, not typed; it updates itself when pages change.

Headers: Different First Page and Link to Previous



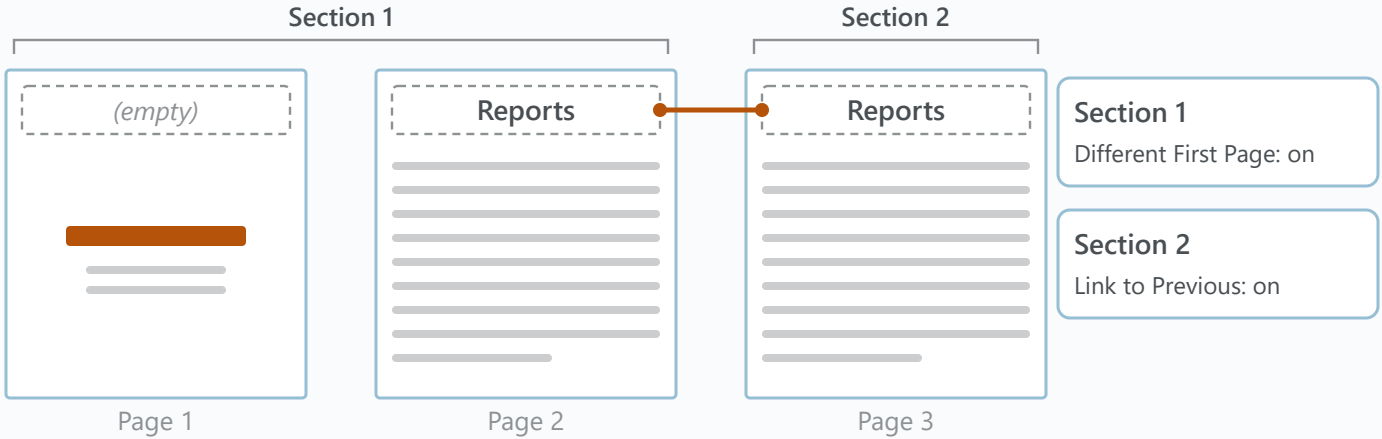
In a single section the header is **the same on every page**: you edit it once (here “Report”).

Headers: Different First Page and Link to Previous



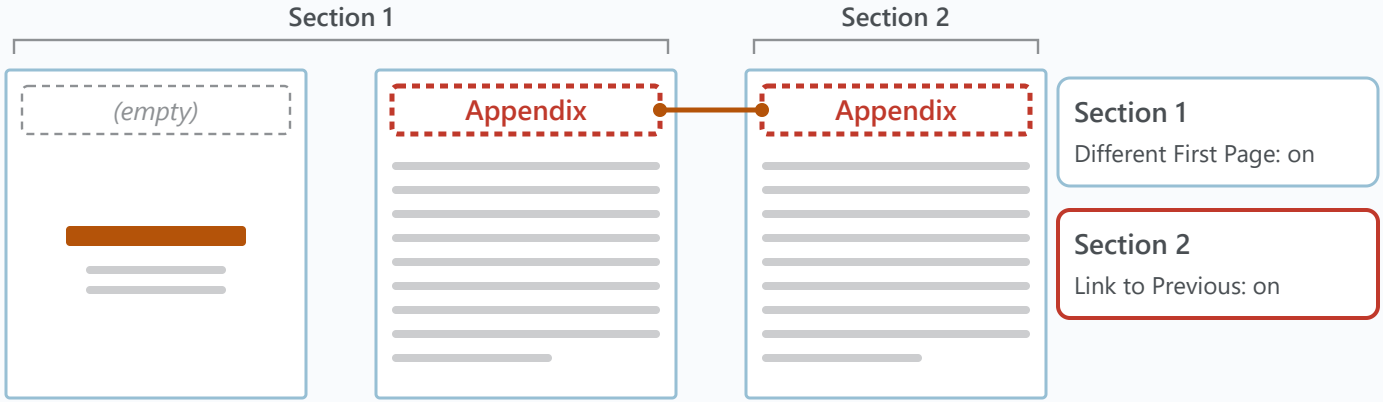
With **Different First Page** checked, the cover gets its own header area, left empty here. Pages 2 and 3 show “Report”.

Headers: Different First Page and Link to Previous



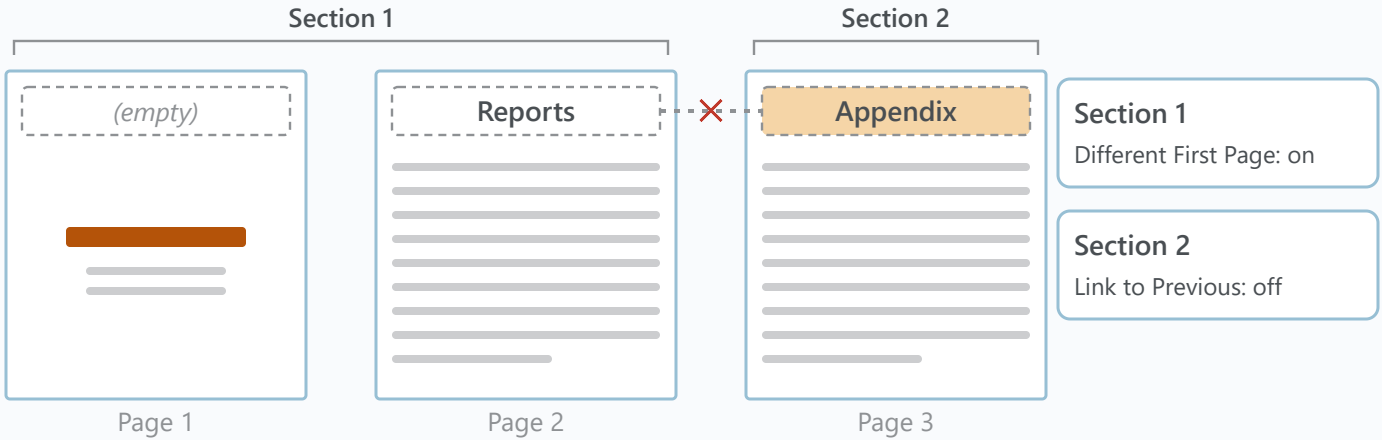
A **Next Page** section break is added at page 3. In the new section **Link to Previous** is on: the header matches the previous section, so “Report” appears.

Headers: Different First Page and Link to Previous



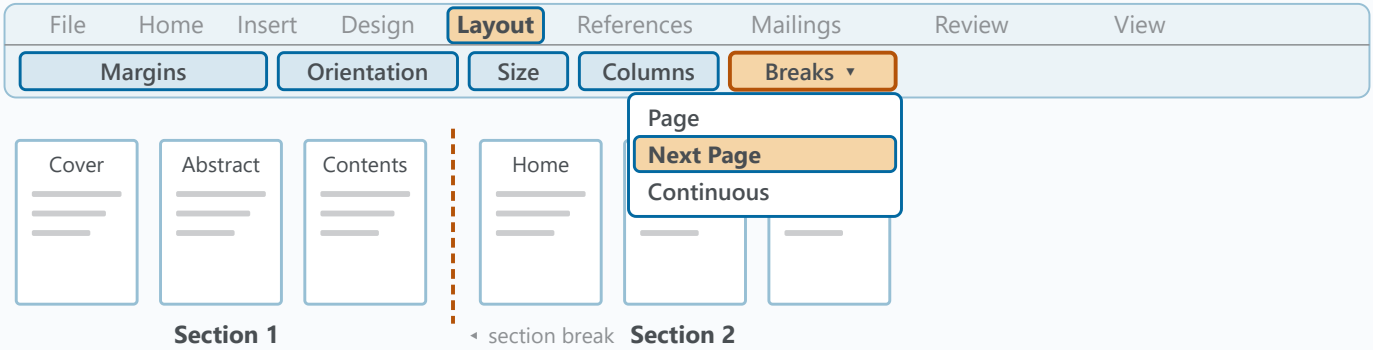
Wrong: with the link on, changing the header in Section 2 to “Appendix” changes Section 1 too; page 2 also says “Appendix”.

Headers: Different First Page and Link to Previous



Right: first turn off **Link to Previous** in Section 2, then type “Appendix”. Only page 3 shows “Appendix”; page 1 stays empty and page 2 keeps “Report”.

Page Numbers by Section: i, ii and 1, 2



A **Next Page** section break goes at the end of the contents: the front matter becomes Section 1, the main text Section 2.

Step 1 / 6

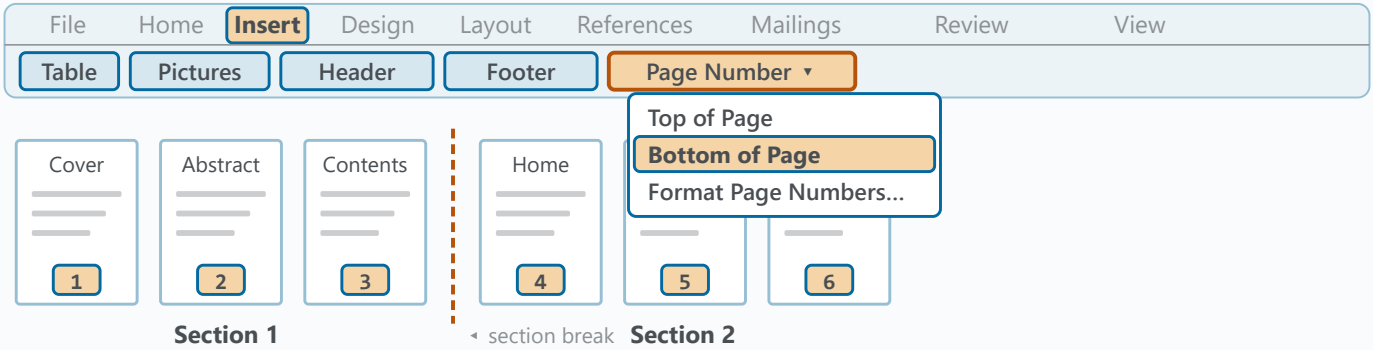
1. **Layout → Breaks → Next Page**
2. Insert → Page Number → Bottom of Page
3. Section 1: Format Page Numbers → i, ii
4. Section 2: Format Page Numbers → start at 1
5. Section 1 footer: Different First Page
6. References → Update Table

VARIABLES

`Section 1 = unnumbered`

`Section 2 = unnumbered` `Cover = –`

Page Numbers by Section: i, ii and 1, 2



Bottom of Page: the number goes into the footer as a field; both sections count 1 to 6 without a break.

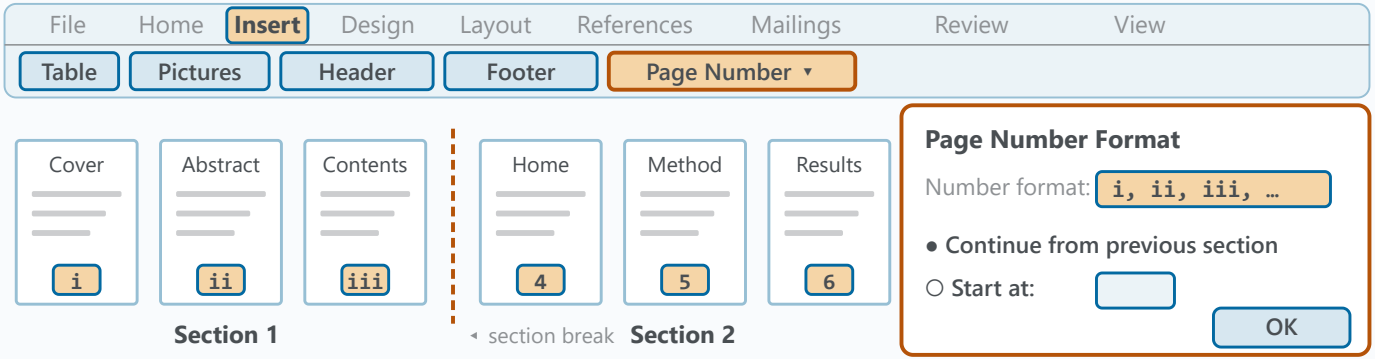

```
1 Layout → Breaks → Next Page
▶ Insert → Page Number → Bottom of Page
3 Section 1: Format Page Numbers → i, ii
4 Section 2: Format Page Numbers → start at 1
5 Section 1 footer: Different First Page
6 References → Update Table
```

VARIABLES

`Section 1 = 1, 2, 3`

`Section 2 = 4, 5, 6` `Cover = 1`

Page Numbers by Section: i, ii and 1, 2



Format Page Numbers in Section 1: the format becomes lowercase Roman numerals. Format belongs to the section; Section 2 keeps counting from 4.

Step 3 / 6

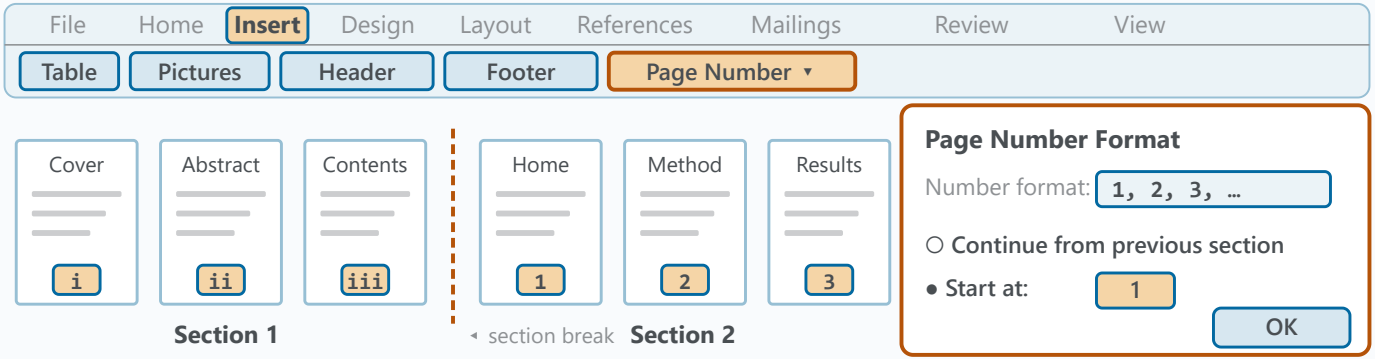
```
1 Layout → Breaks → Next Page
2 Insert → Page Number → Bottom of Page
▶ Section 1: Format Page Numbers → i, ii
4 Section 2: Format Page Numbers → start at 1
5 Section 1 footer: Different First Page
6 References → Update Table
```

VARIABLES

`Section 1 = i, ii, iii`

`Section 2 = 4, 5, 6` `Cover = i`

Page Numbers by Section: i, ii and 1, 2



With the cursor in Section 2, the same dialog sets **Start at: 1**: the main text starts at 1 on the Introduction page.


```
1 Layout → Breaks → Next Page
2 Insert → Page Number → Bottom of Page
3 Section 1: Format Page Numbers → i, ii
▶ Section 2: Format Page Numbers → start at 1
5 Section 1 footer: Different First Page
6 References → Update Table
```

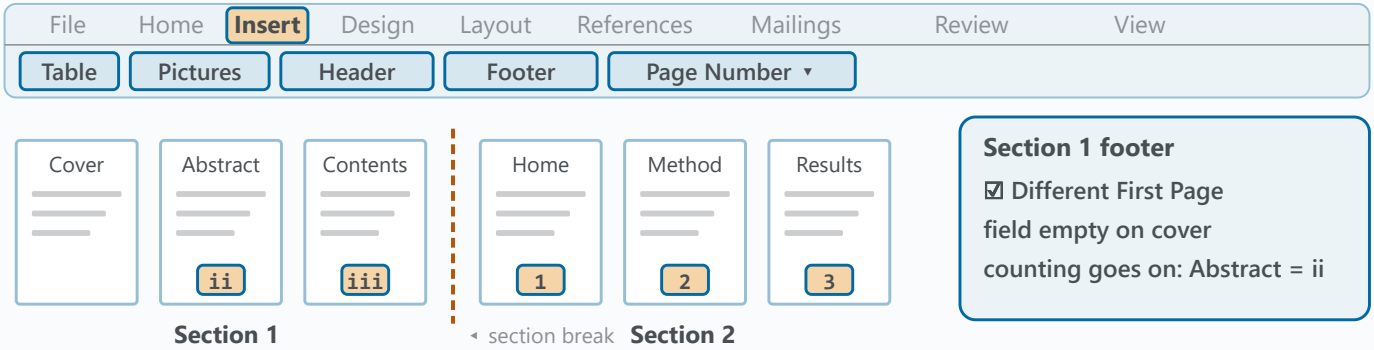
VARIABLES

Section 1 = **i, ii, iii**

Section 2 = **1, 2, 3**

Cover = **i**

Page Numbers by Section: i, ii and 1, 2



Different First Page in Section 1: the cover shows no number but still counts, so the Abstract is still ii. Section 2 is not affected.

Step 5 / 6

```
1 Layout → Breaks → Next Page
2 Insert → Page Number → Bottom of Page
3 Section 1: Format Page Numbers → i, ii
4 Section 2: Format Page Numbers → start at 1
▶ Section 1 footer: Different First Page
6 References → Update Table
```

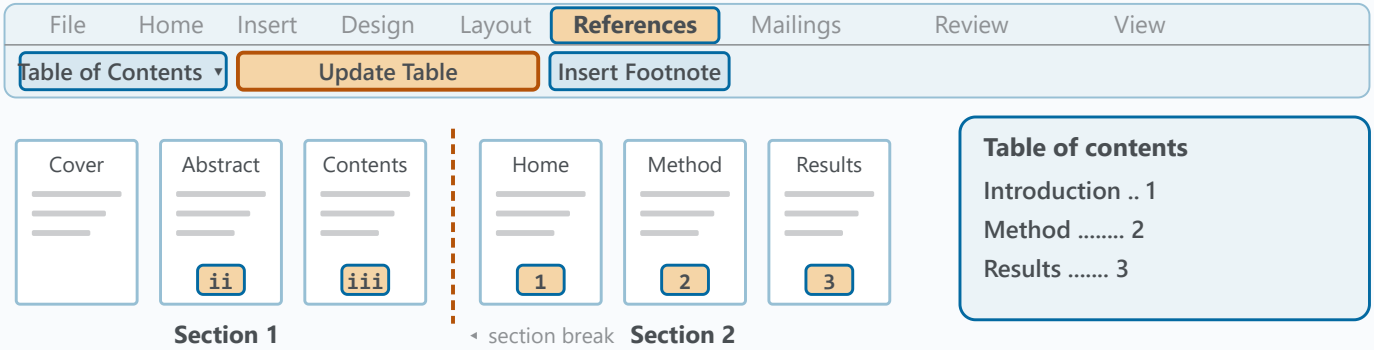
VARIABLES

Section 1 = –, ii, iii

Section 2 = 1, 2, 3

Cover = hidden

Page Numbers by Section: i, ii and 1, 2



The contents still showed 4, 5, 6; **Update Table** makes it Introduction 1, Method 2, Results 3.

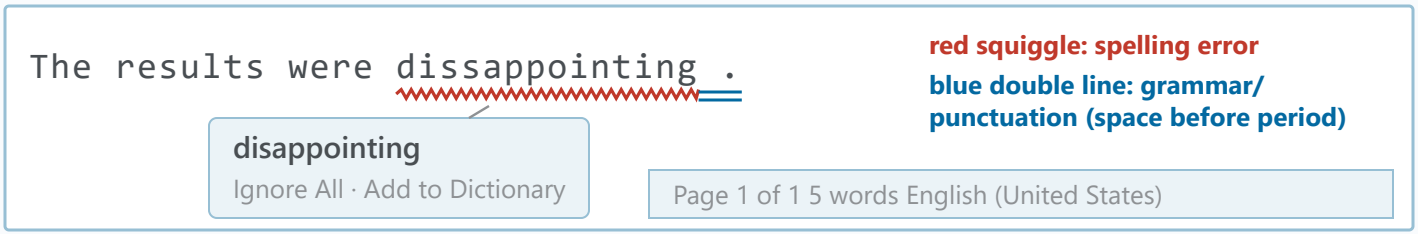
Step 6 / 6

```
1 Layout → Breaks → Next Page
2 Insert → Page Number → Bottom of Page
3 Section 1: Format Page Numbers → i, ii
4 Section 2: Format Page Numbers → start at 1
5 Section 1 footer: Different First Page
▶ References → Update Table
```

VARIABLES

- `Section 1 = –, ii, iii`
- `Section 2 = 1, 2, 3`
- `Contents = 1, 2, 3`

Language, Spelling and Word Count



Document language

Sets the rules for spelling and grammar checks.

Editor

Can suggest spelling, grammar and wording improvements.

Word count

Shows the number of words, characters, paragraphs and pages.

Thesaurus

Offers words with similar meanings for the selection.

AutoCorrect

Can fix common typos as you type.

Final call

You judge automatic suggestions in context.

COLLABORATION

Comments and Track Changes

Comment

Adds a question, suggestion or feedback without changing the text.

Track Changes

Records insertions, deletions and formatting changes.

Comment: the text stays the same

Meeting Tue ~~at the~~ library.

Ayşe K.
Could you add the time?

balloon in the margin; can be replied to or deleted

Track Changes: edits are recorded

Meeting ~~Tue~~ Wed at the

Accept → "Wed" stays

Reject → "Tue" comes back

- Changes can be accepted or rejected one by one or all at once.
- Hiding markup doesn't delete the changes.
- Check comments and pending changes before the final share.

COLLABORATION

Track Changes Views

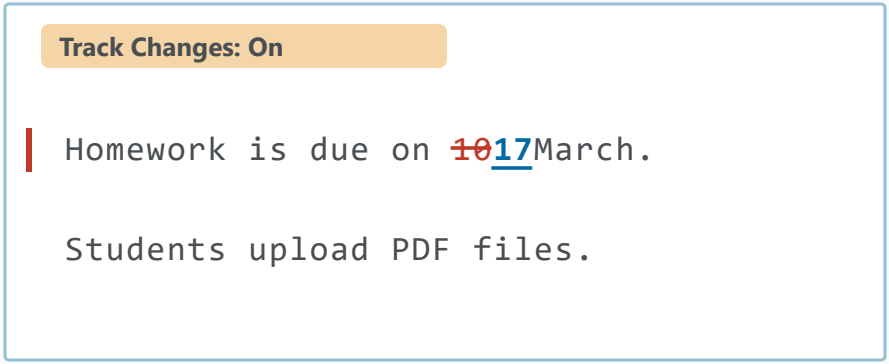
Track Changes: Off

```
Homework is due on 10 March.

Students upload PDF files.
```

The original text. With Review → **Track Changes** on, every edit is recorded.

Track Changes Views



“10” is deleted and “17” typed: the deletion shows struck through in red, the insertion underlined in color, and a change bar appears in the margin.

Track Changes Views

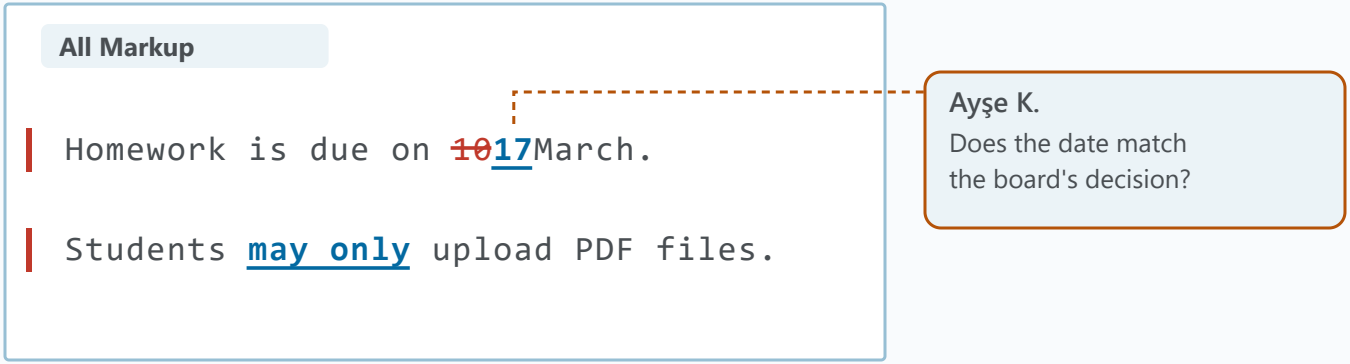
Track Changes: On

> Homework is due on ~~10~~17March.
>
> Students may only upload PDF files.

“may only ” is added to the second line. Who made each change, and when, is recorded.

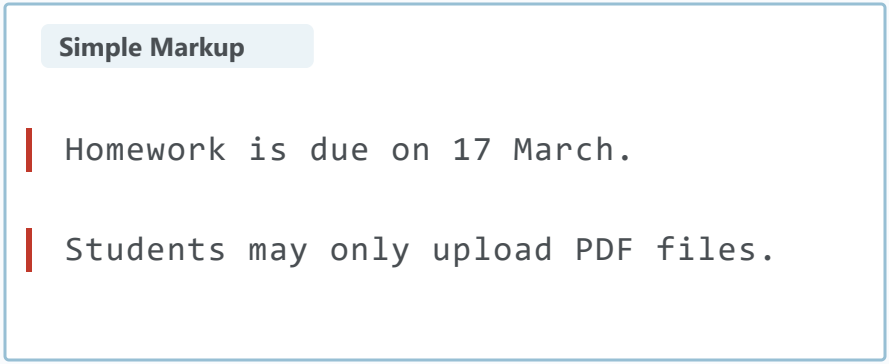
COLLABORATION

Track Changes Views



A comment (New Comment) doesn't change the text; it shows as a balloon in the right margin, anchored to its spot.

Track Changes Views



Simple Markup shows the text as it will end up, but the changes are still pending. Hiding is not accepting.

Track Changes Views

All accepted

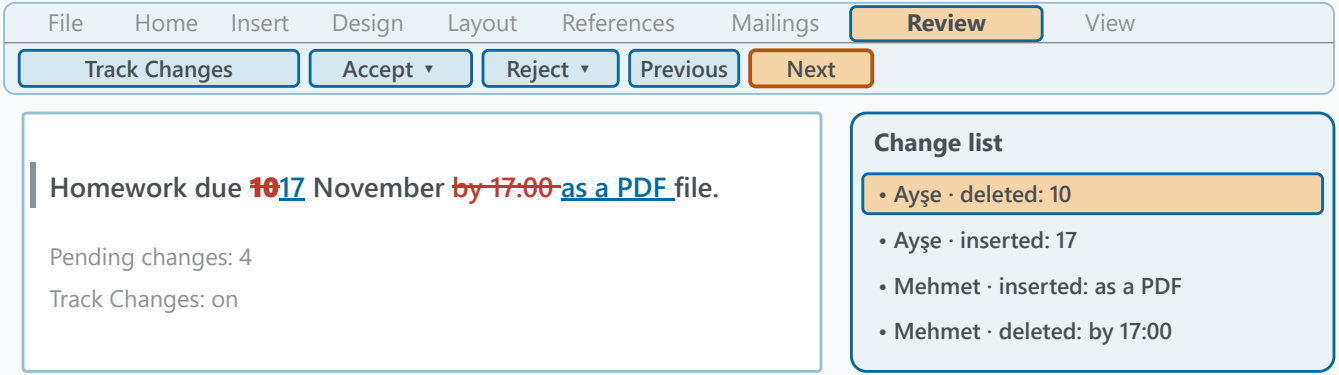
```
Homework is due on 17 March.

Students may only upload PDF files.
```

Review → Accept → **Accept All Changes**, and the comment is deleted: the text is now clean and final.

COLLABORATION · STEP BY STEP

Accepting and Rejecting Changes One by One



Four changes by Ayşe and Mehmet are pending. **Next** goes to the first one: “10” was deleted (struck through).

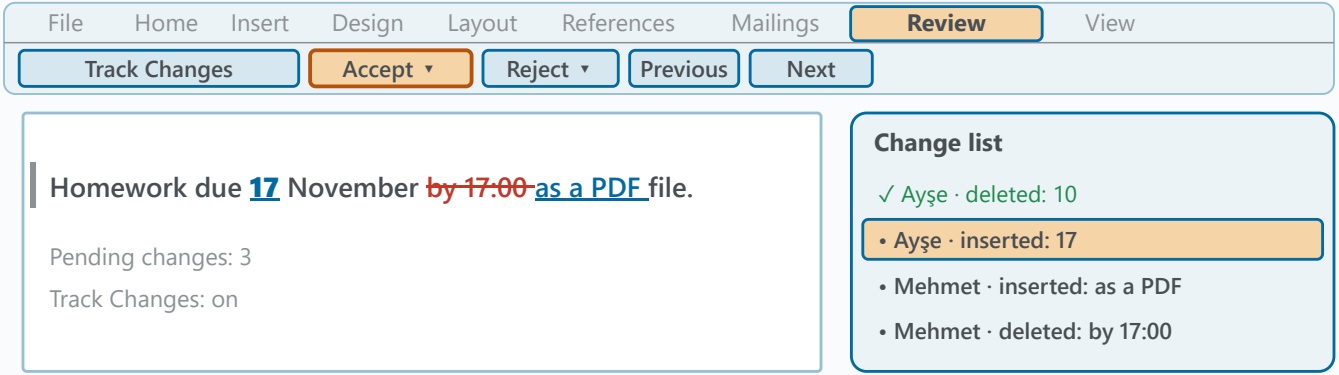
Step 1 / 6

```
▶ Review → Next
2 Accept → Accept and Move to Next
3 Accept → Accept and Move to Next
4 Reject → Reject and Move to Next
5 Accept → Accept and Move to Next
6 turn off Track Changes
```

VARIABLES

`pending = 4` `accepted = 0` `rejected = 0` `next = Ayşe: 10 deleted`

Accepting and Rejecting Changes One by One



Accept and Move to Next: the deletion is final and “10” is gone from the text. The cursor moves on by itself to the second change, the inserted “17”.

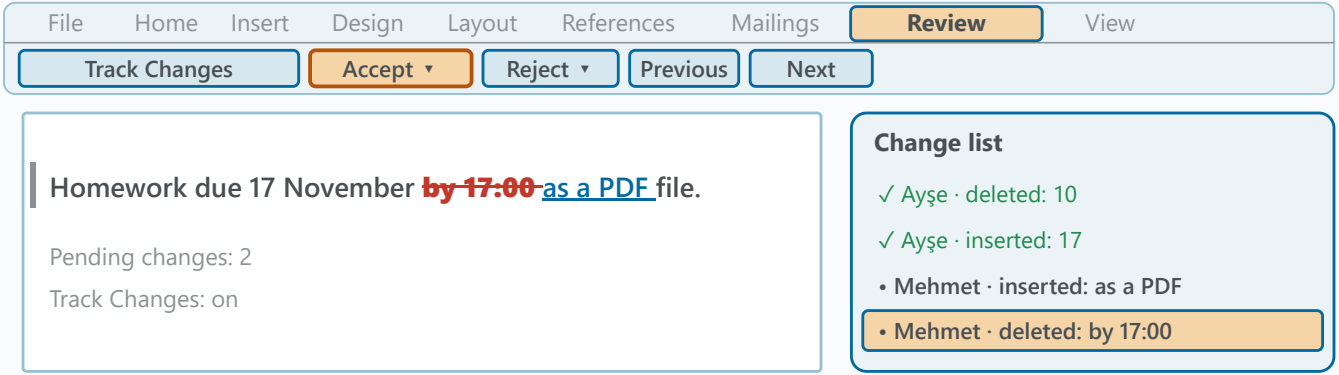
Step 2 / 6

```
1 Review → Next
▶ Accept → Accept and Move to Next
3 Accept → Accept and Move to Next
4 Reject → Reject and Move to Next
5 Accept → Accept and Move to Next
6 turn off Track Changes
```

VARIABLES

`pending = 3` `accepted = 1` `rejected = 0` `next = Ayşe: 17 inserted`

Accepting and Rejecting Changes One by One



"17" is accepted and becomes ordinary text. The next change is picked by its position in the text: Mehmet's deletion.

Step 3 / 6

```
1 Review → Next
2 Accept → Accept and Move to Next
▶ Accept → Accept and Move to Next
4 Reject → Reject and Move to Next
5 Accept → Accept and Move to Next
6 turn off Track Changes
```

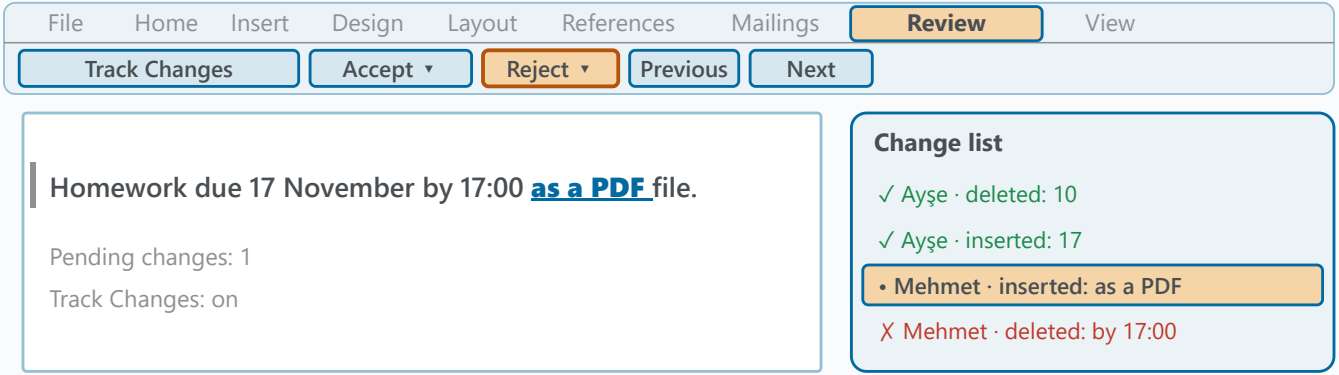
VARIABLES

`pending = 2` `accepted = 2`

`rejected = 0`

`next = Mehmet: time deleted`

Accepting and Rejecting Changes One by One



The time is needed: **Reject and Move to Next**. The deletion is undone and “by 17:00” stays in the text as it was.

Step 4 / 6

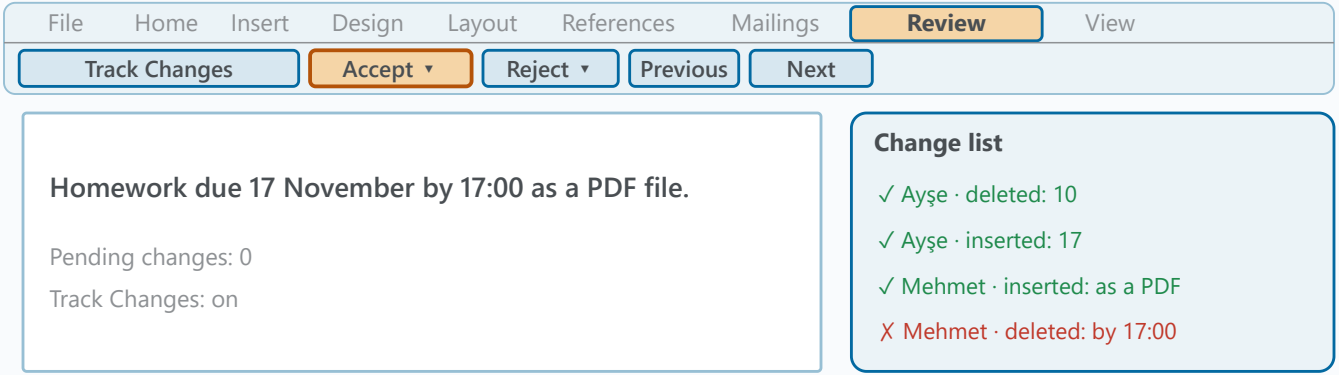
```
1 Review → Next
2 Accept → Accept and Move to Next
3 Accept → Accept and Move to Next
▶ Reject → Reject and Move to Next
5 Accept → Accept and Move to Next
6 turn off Track Changes
```

VARIABLES

`pending = 1` `accepted = 2` `rejected = 1`

`next = Mehmet: as a PDF inserted`

Accepting and Rejecting Changes One by One



The last insertion is accepted. No changes are pending; the text is final: “Homework due 17 November by 17:00 as a PDF file.”

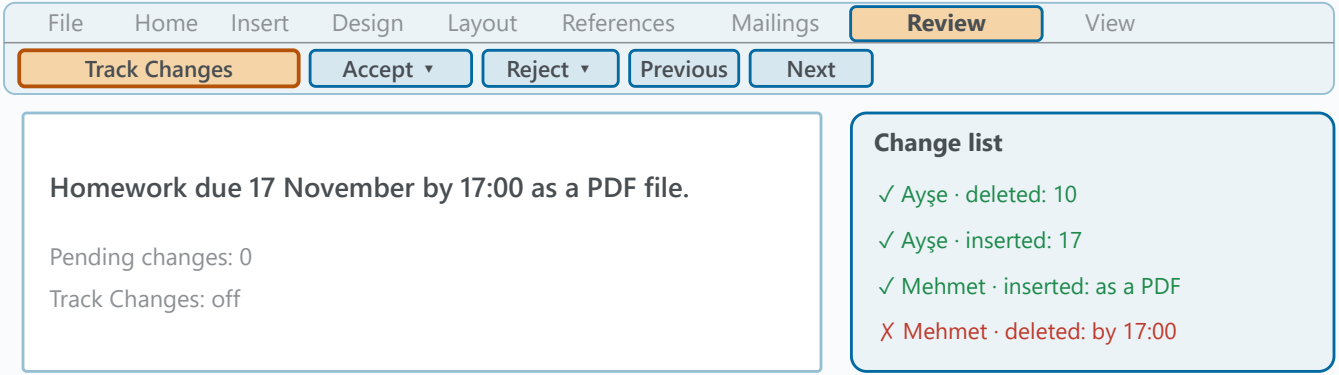
Step 5 / 6

```
1 Review → Next
2 Accept → Accept and Move to Next
3 Accept → Accept and Move to Next
4 Reject → Reject and Move to Next
▶ Accept → Accept and Move to Next
6 turn off Track Changes
```

VARIABLES

`pending = 0` `accepted = 3`
`rejected = 1` `next = –`

Accepting and Rejecting Changes One by One



Track Changes is turned off: later edits are not recorded but go straight into the text. Leave it on by mistake and every fix becomes another pending change.


```
1 Review → Next
2 Accept → Accept and Move to Next
3 Accept → Accept and Move to Next
4 Reject → Reject and Move to Next
5 Accept → Accept and Move to Next
▶ turn off Track Changes
```

VARIABLES

`pending = 0` `accepted = 3` `rejected = 1` `tracking = off`

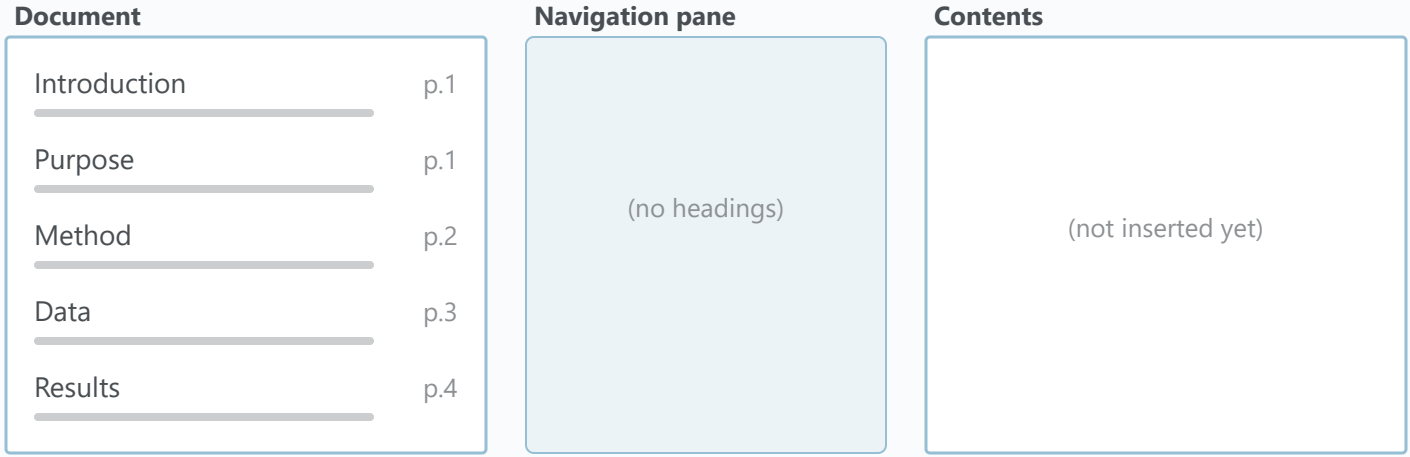
LONG DOCUMENTS

Headings and Tables of Contents

Apply heading styles → **Check the levels** → **Insert contents** → **Update the field**

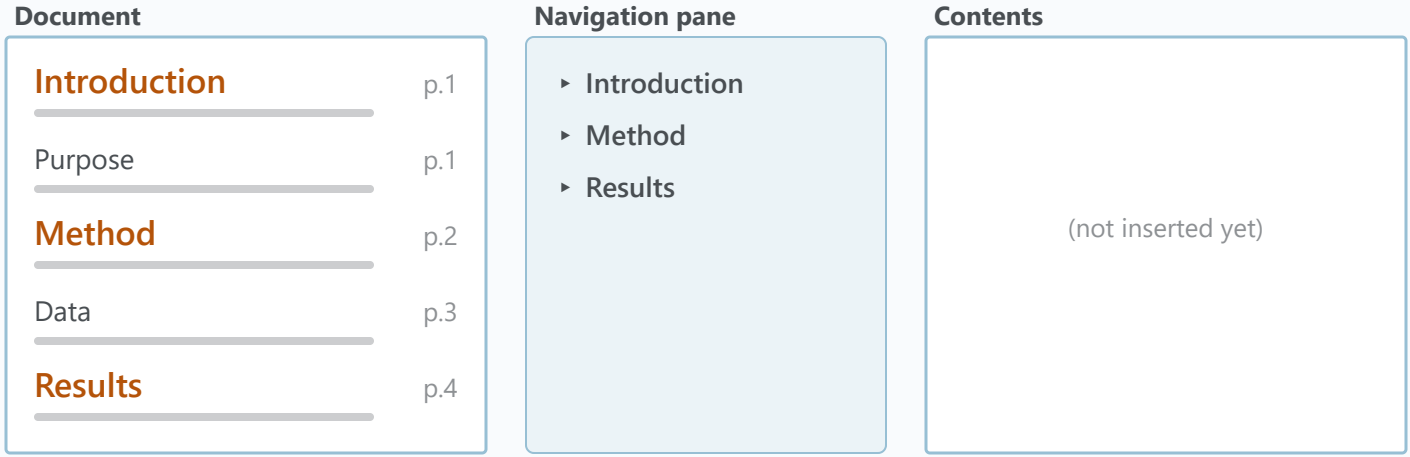
- Heading 1 is for main sections, Heading 2 for subsections.
- The Navigation pane shows the heading structure.
- Update the table of contents when pages or headings change.

From Styles to a Table of Contents



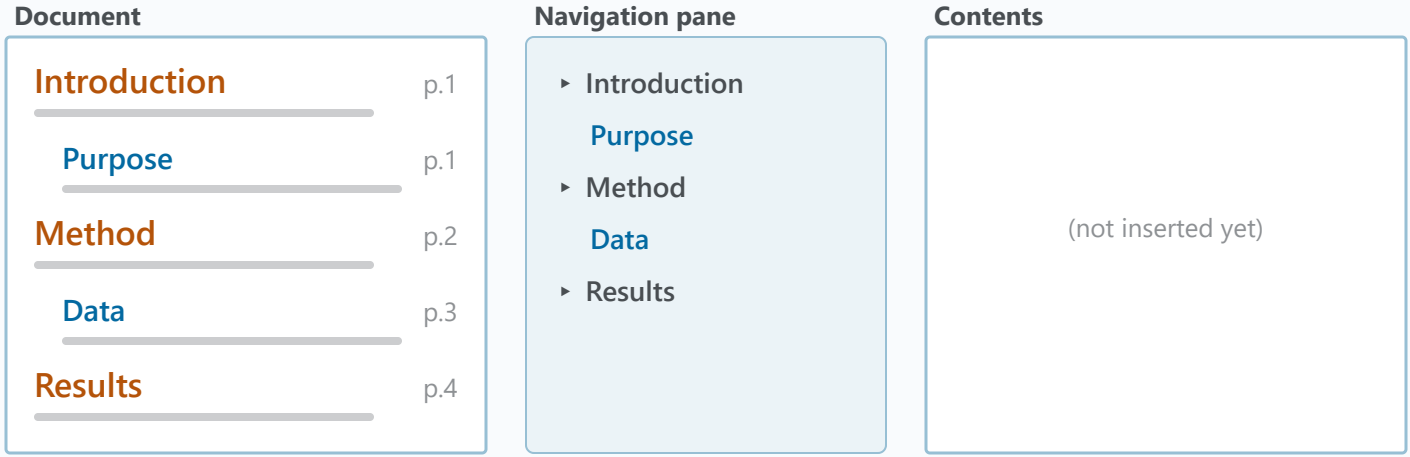
The headings are just “plain text” typed bold and large (Normal style): Word doesn't recognize them as headings, and the Navigation pane is empty.

From Styles to a Table of Contents



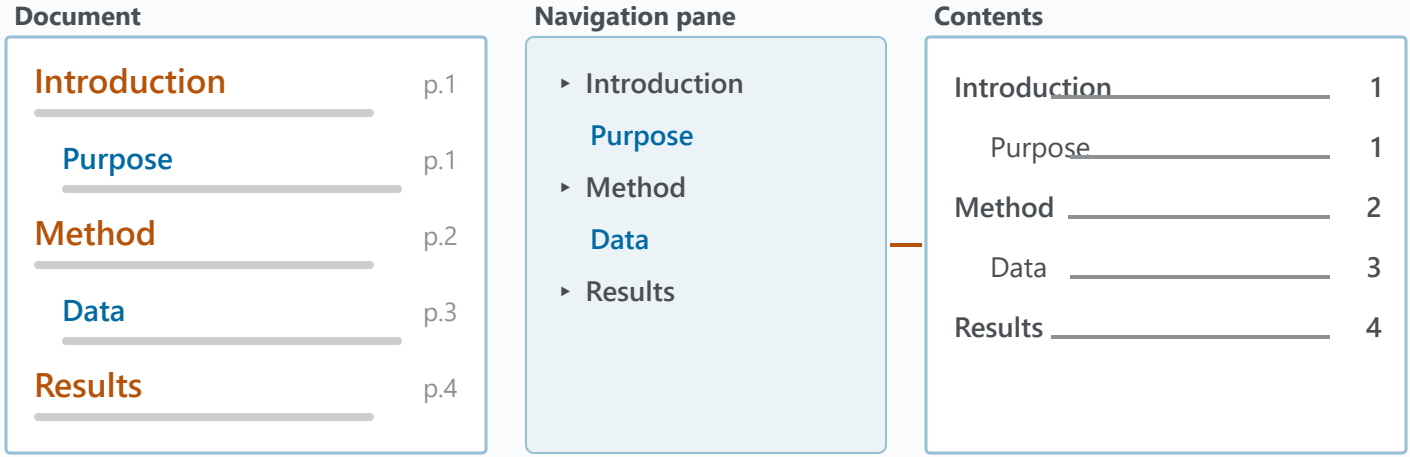
Heading 1 is applied to Introduction, Method and Results: the main sections appear in the Navigation pane.

From Styles to a Table of Contents



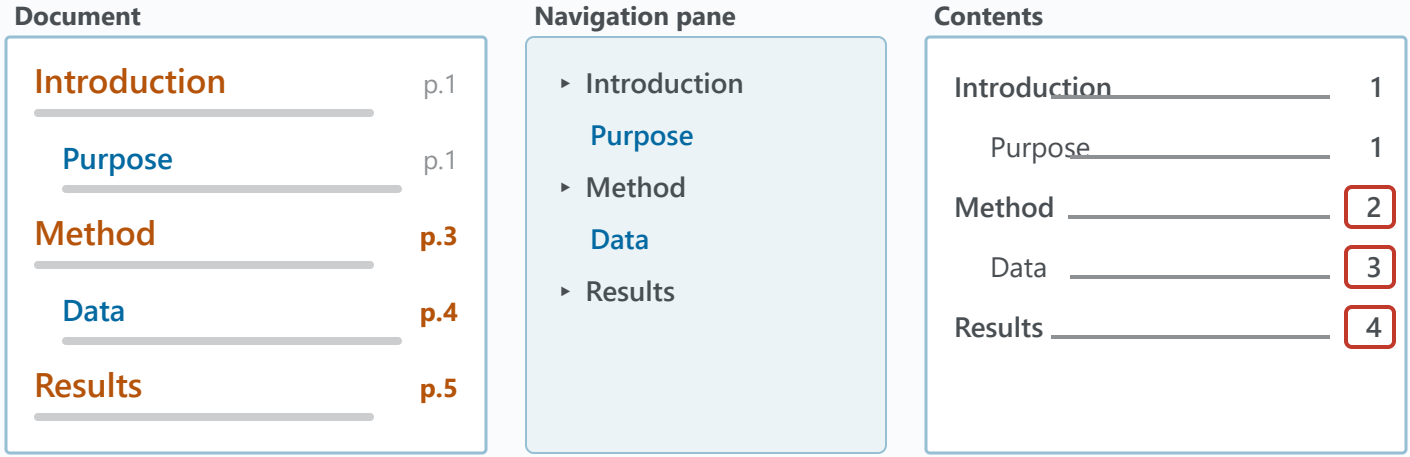
Heading 2 on Purpose and Data: they are listed one level down, indented.

From Styles to a Table of Contents



References → **Table of Contents**: the table is generated automatically from the heading styles and page numbers.

From Styles to a Table of Contents



A page of text is added before Method: the headings shifted by a page, but the contents still show the old numbers.

From Styles to a Table of Contents

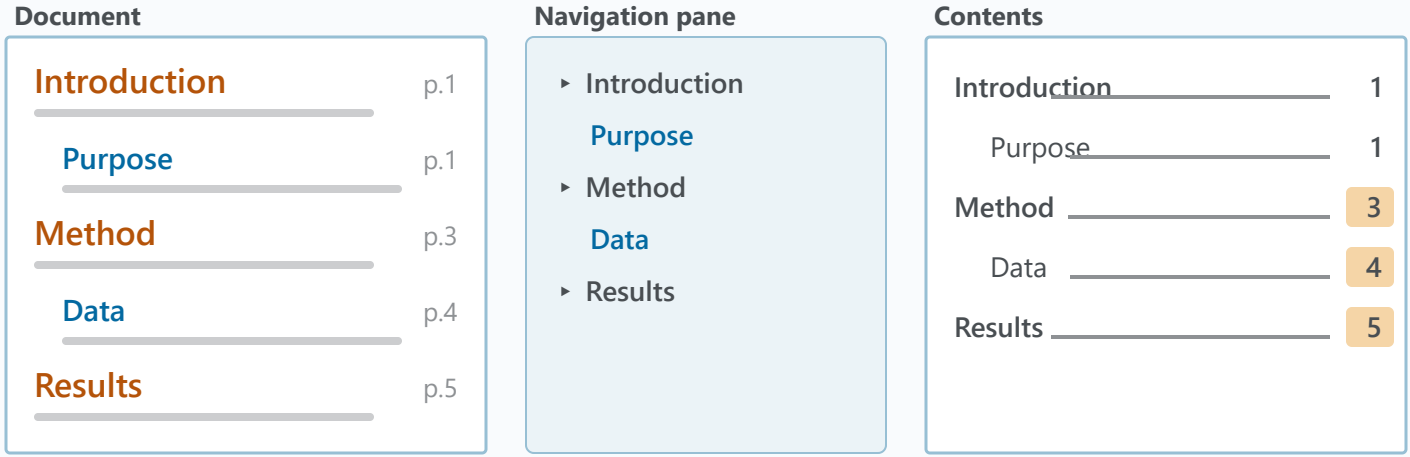


Table of Contents → **Update Table** (F9): the numbers now match the new pages.

LONG DOCUMENTS

Multilevel Heading Numbering and Thesis Format

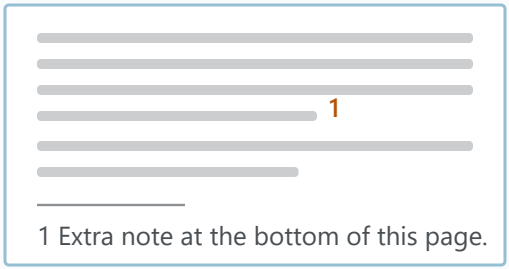
1. **Home → Multilevel List → Define New Multilevel List**
2. Link level 1 to **Heading 1**, level 2 to **Heading 2**, level 3 to **Heading 3** (1, 1.1, 1.1.1).
3. **Never type numbers by hand:** adding a section would mean fixing every number manually, and the contents and cross-references would fall out of sync.



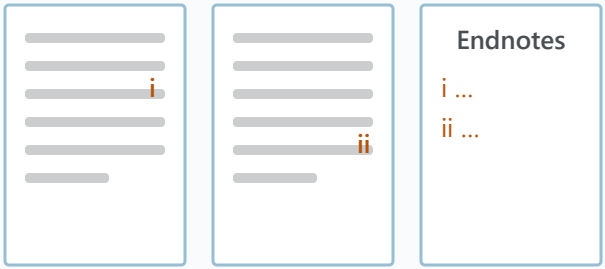
Item	Common example	Where to set it
Margins	About 2.5 cm on each side; a gutter may be added	Layout → Margins
Font and size	Times New Roman or similar, 12 pt	Styles (Normal)
Line spacing	1.5 or double; may differ for headings	Paragraph

These are only **examples**; margins, fonts and citation format vary by institution. The rules that apply are in **your institution's style guide**.

Footnotes, Citations and Bibliography



Footnote: bottom of the same page



Endnote: end of document / section

Footnote

Adds a note at the bottom of the page.

Endnote

Collects notes at the end of the document or section.

Citation

Cites a source in the chosen style.

Bibliography

Builds a list automatically from the sources used in the document.

Citation style

Sets the format rules, such as APA or MLA.

Verification

You check that the source fields are correct.

LONG DOCUMENTS

Captions and Cross-References

Caption

Labels a figure, table or equation with a numbered title.

Table of figures

Builds a list automatically from the captions.

Cross-reference

Creates a live link to a heading, figure or page elsewhere in the document.

Updating fields

Refreshes references and lists when numbers change.

How Do Numbers Update?

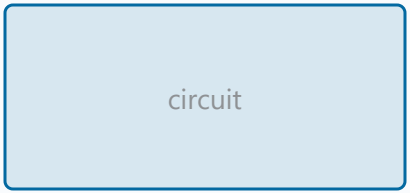


Figure 1: Circuit diagram

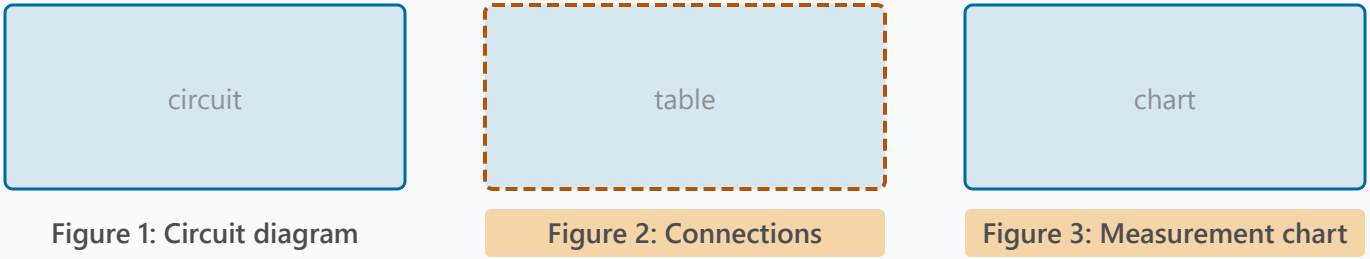


Figure 2: Measurement chart

Text: “… results appear in **Figure 2** .”

Two figures with captions (References → Insert Caption). The “Figure 2” in the text wasn't typed: it is a **cross-reference** field pointing to the chart.

How Do Numbers Update?



A new figure and caption are inserted in between: Word renumbers them (the chart is now Figure 3). The cross-reference hasn't updated yet.

How Do Numbers Update?

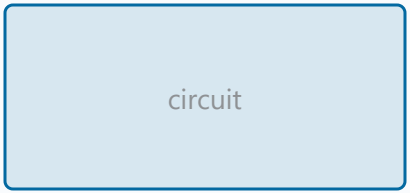


Figure 1: Circuit diagram



Figure 2: Connections



Figure 3: Measurement chart

Text: “… results appear in **Figure 3** .”

Select all with Ctrl+A and press **F9** (Update Field): the cross-reference shows the right number, “Figure 3”. Text outside the field never changes by itself.

How Do Numbers Update?

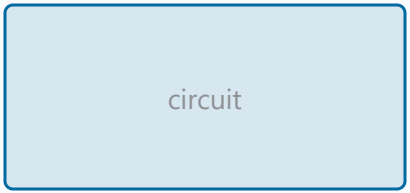


Figure 1: Circuit diagram



Figure 2: Connections



Figure 3: Measurement chart

Text: "… results appear in **Figure 3** ."

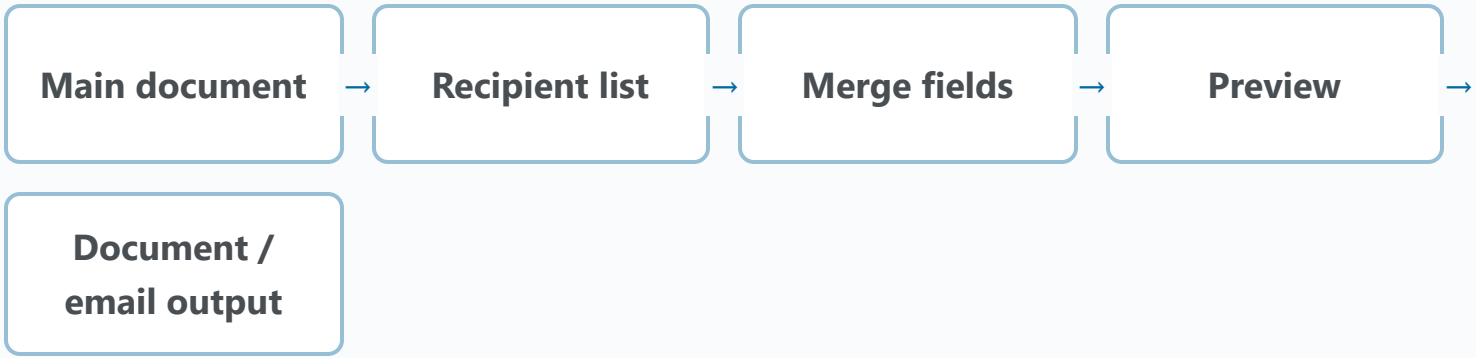
Table of Figures: Figure 1 … Circuit Figure 2 … Connections Figure 3 … Measurement

(References → Insert Table of Figures; built from captions)

Captions also feed the table of figures: it is built automatically and updates the same way.

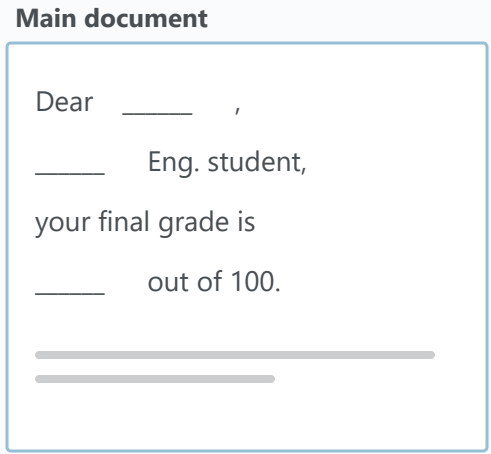
BULK DOCUMENTS

Mail Merge



- The main document holds the shared text and layout.
- Each column of the data source is a field, each row a recipient.
- Preview records and fields before producing the results.

Mail Merge Step by Step



Main document: the text and layout that are the same for everyone. The personal parts are blank for now.

Mail Merge Step by Step

Data source (Excel)

Name	Dept	Grade
Ayşe Yılmaz	Electrical	85
Mehmet Kaya	Computer	72
Zeynep Demir	Mechanical	91

column = field
row = record (recipient)

Main document

Dear _____ ,

_____ Eng. student,

your final grade is

_____ out of 100.

Mailings → **Select Recipients**: the Excel list is connected. The first row holds the field names; every other row is a recipient.

Mail Merge Step by Step

Data source (Excel)

Name	Dept	Grade
Ayşe Yılmaz	Electrical	85
Mehmet Kaya	Computer	72
Zeynep Demir	Mechanical	91

column = field
row = record (recipient)

Main document

Dear «Name» ,

«Dept» Eng. student,

your final grade is

«Grade» out of 100.

Insert Merge Field: the «Name», «Dept» and «Grade» fields go into the blanks (placeholders, not values).

Mail Merge Step by Step

Data source (Excel)

Name	Dept	Grade
Ayşe Yılmaz	Electrical	85
Mehmet Kaya	Computer	72
Zeynep Demir	Mechanical	91

column = field
row = record (recipient)

Main document

Dear **Ayşe Yılmaz** ,

Electrical Eng. student,

your final grade is

85 out of 100.

Preview: record 1 of 3

Preview Results, record 1: the fields are replaced by the values in row 1 (Ayşe Yılmaz, Electrical, 85).

Mail Merge Step by Step

Data source (Excel)

Name	Dept	Grade
Ayşe Yılmaz	Electrical	85
Mehmet Kaya	Computer	72
Zeynep Demir	Mechanical	91

column = field
row = record (recipient)

Main document

Dear **Mehmet Kaya** ,

Computer Eng. student,

your final grade is

72 out of 100.

Preview: record 2 of 3

Preview Results, record 2: the fields are replaced by the values in row 2 (Mehmet Kaya, Computer, 72).

Mail Merge Step by Step

Data source (Excel)

Name	Dept	Grade
Ayşe Yılmaz	Electrical	85
Mehmet Kaya	Computer	72
Zeynep Demir	Mechanical	91

column = field
row = record (recipient)

Main document

Dear **Zeynep Demir** ,

Mechanical Eng. student,

your final grade is

91 out of 100.

Preview: record 3 of 3

Preview Results, record 3: the fields are replaced by the values in row 3 (Zeynep Demir, Mechanical, 91).

Mail Merge Step by Step

Data source (Excel)

Name	Dept	Grade
Ayşe Yılmaz	Electrical	85
Mehmet Kaya	Computer	72
Zeynep Demir	Mechanical	91

column = field
row = record (recipient)

Main document

Dear «Name» ,

«Dept» Eng. student,

your final grade is

«Grade» out of 100.

Merged

Dear Ayşe,
Electrical · 85

Dear Mehmet,
Computer · 72

Dear Zeynep,
Mechanical · 91

Finish & Merge: one letter per record → 3 documents. The same steps can produce emails or labels.

QUALITY

Accessible Documents

✗ Vague

For details, click here



Alt text:
“image1.png”

✓ Clear

Details: Enrollment Guide (PDF)



Alt text:
“Enrollment rises from 2020 to 2024”

Heading styles

Tell the screen reader how the document is structured.

Alt text

Describes meaningful images.

Link text

Names the destination clearly.

Table structure

Uses simple tables with a clear header row.

Color and contrast

Never conveys meaning by color alone.

Accessibility Checker

Lists possible problems before you share.

DOCUMENT MANAGEMENT

Printing and PDF

Print preview

Checks page breaks, overflow and blank pages.

Page range

Prints the whole document, a selection or specific pages.

Two-sided printing

Saves paper on printers that support it.

Export to PDF

Makes a sharing copy that keeps the layout.

Document properties

Checks metadata such as title, author and tags.

Hidden content

Review comments, changes and personal information before sharing.



AUTOMATION

Macros and Security

SECURITY WARNING Macros have been disabled. Enable Content

Macro

Automates a repeated sequence of commands.

Recording

Can record some of your actions as a macro.

VBA

Code can be written for more advanced automation.

Risk

Macros can run harmful commands.

Trusted source

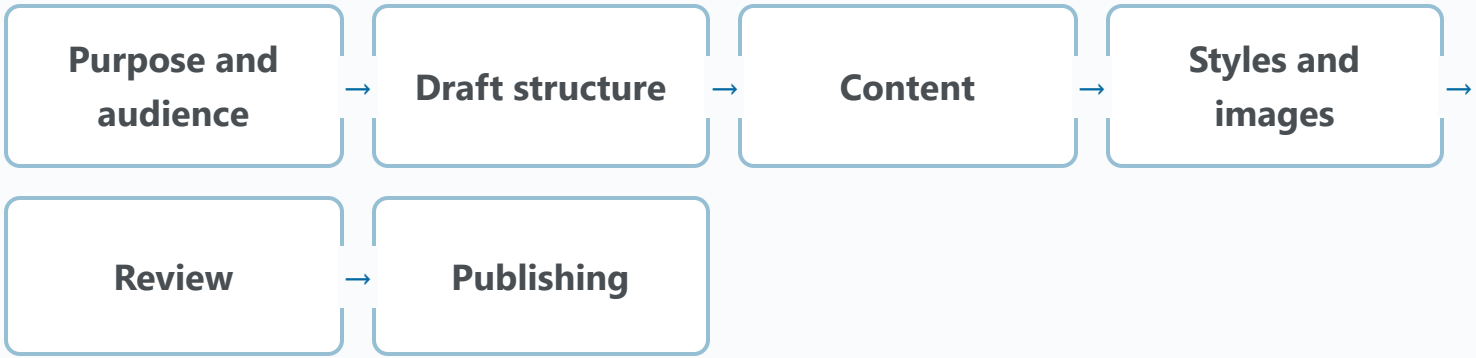
Don't enable macros in documents from unknown sources.

File format

A Word document with macros usually uses .docm.

QUALITY

Document Preparation Workflow



Build the structure and content first and leave detailed formatting for last; long documents come out more consistent.

QUALITY

Common Word Mistakes

Mistake	Result	The right way
Pressing Enter repeatedly for a new page	Add text and the empty lines shift, breaking the layout	Ctrl + Enter or Layout → Breaks
Aligning with the spacebar	Change the font and the alignment slips	Tab, indent or a table
Making headings just bold and large	The Navigation pane and contents don't see the heading	Heading 1 / Heading 2 style
Typing numbers by hand (1., 1.1, Figure 3)	Every insertion means fixing all numbers by hand	List, multilevel list, caption
Typing the contents and page numbers by hand	When pages shift, wrong numbers remain	Automatic contents, page number field
Pressing Enter at the end of each line	Every line becomes its own paragraph and justification breaks	Word wraps lines itself; press Enter only at the end of a paragraph

The common thread: tell Word the **structure**, not the look. Get the structure right and the look can be changed in one place.

SUMMARY

Chapter Summary

- Word documents are organized at the text, paragraph, section and page levels.
- Styles provide document structure and consistent formatting.
- Breaks set up different page or section layouts.
- Headings feed the table of contents; captions feed the table of figures.
- Comments carry feedback; Track Changes keeps the editing history.
- Direct formatting overrides styles; page number format and start are set per section.
- Before PDF or printing, check layout, accessibility and hidden content.

Review Questions

1. What is the difference between Save and Save As?
2. What do you gain by using styles instead of direct formatting?
3. How does a page break differ from a section break?
4. What structure does a table of contents need to work properly?
5. Does hiding changes mean accepting them?
6. What are the roles of the main document and the data source in mail merge?

SUMMARY

Exercises

1. Make a petition template (.dotx) with placeholders for name, date and subject; create two different petitions from it.
2. Write a report with 5 headings using Heading 1 / Heading 2 and add an automatic table of contents; insert a page in between and update the table.
3. Put a wide table in the report and use section breaks to make **only** that page landscape.
4. Make a document with no number on the cover and a page number in the footer from page 2 on.
5. Build a 5-person list in Excel; use mail merge to produce personalized invitation letters.
6. With Track Changes on, make 3 edits and 1 comment in a text; then accept or reject the changes one by one.

References

- Microsoft Support, Basic tasks in Word.
- Microsoft Support, Track changes in Word.
- Microsoft Support, Templates, themes and Word styles.

The End

Chapter 3.1: Microsoft Word

Previous: Chapter 2.2: The Windows Operating System · Next: Chapter 3.2: Microsoft Excel