Word Tutorial 2
Navigating and Formatting a Document
Objectives

• Read, reply to, delete, and add comments
• Create bulleted and numbered lists
• Move text using drag and drop
• Cut and paste text
• Copy and paste text
• Navigate through a document using the Navigation pane
• Find and replace text
• Format text with styles
• Apply a theme to a document
Objectives

• Review the MLA style for research papers
• Indent paragraphs
• Insert and modify page numbers
• Create citations
• Create and update a bibliography
• Modify a source
Visual Overview:
Working with Lists and Styles

- Use the Bullets button to create a bulleted list from selected paragraphs.
- Use the Numbering button to create a numbered list from selected paragraphs.
- The Navigation pane allows you to search for text in the document, with the results highlighted in yellow in the document.
- You can type the text you want to search for here.
- This text is formatted with the Heading 1 style for the Office theme.
- The bullet before each of these paragraphs identifies the four paragraphs as items in a list.
- Click the Search for more things button to access advanced search tools, or to select something to search for besides text.

Prerequisites

Before you can officially declare yourself a Media Studies major, you need to submit a formal request to your Media Studies advisor. It is possible to substitute another introductory course with enough time to complete your upper-level course during your sophomore year.

Core Courses
Visual Overview:
Working with Lists and Styles

Styles allow you to apply a set of formatting options with one click in the Style gallery.

You can click a group's Dialog Box Launcher to open a dialog box or task pane that gives you access to advanced settings.

To open the Navigation pane, click the Find button.

You can click the More button to expand the Style gallery to see more style options.

This text is formatted with the Title style for the Office theme.

The search text you enter in the Navigation pane appears highlighted wherever it appears in the document.
Reviewing a Document

- Before revising a document, familiarize yourself with the entire document and the edits to be made.
Reviewing a Document

- A comment is like an electronic sticky note attached to a word, phrase, or paragraph in a document.
Reviewing a Document

• Within a single document, you can add new comments, reply to existing comments, and delete comments.

• Open and save the document with a new name before you begin your edits so that the original is maintained should you make an irreversible mistake.
Working with Comments

- The Comment group on the REVIEW tab includes helpful tools for working with comments.
Working with Comments

• To display comments in an easy-to-read view, in the Tracking group, click the Display for Review button, and then click Simple Markup

• To see the text of each comment in Simple Markup view, click the Show Comments button in the Comments group

• To add a new comment:
  – Select the document text you want to comment on
  – Click the New Comment button in the Comments group
  – Type the comment text
Working with Comments

- To move the insertion point to the next or previous comment in the document, click the Next button or the Previous button in the Comments group.
Working with Comments

• To delete a comment, click anywhere in the comment, and then click the Delete button in the Comments group

• To delete all the comments in a document, click the Delete button arrow in the Comments group, and then click Delete All Comments in Document

• To reply to a comment, click the Reply button to the right of the comment, and then type your reply
Working with Comments

• To indicate that a comment or an individual reply to a comment is no longer a concern:
  – Right-click the comment or reply
  – Click Mark Comment Done in the shortcut menu
• To mark a comment and all of the replies attached to it as done:
  – Right-click the original comment
  – Click Mark Comment Done
Creating Bulleted and Numbered Lists

• A bullet list is a group of related paragraphs with a black circle or other character to the left of each paragraph

• For a list of items that have a particular order, a numbered list should be used

• The Bullets button and the Numbering buttons are both toggle buttons used to add or remove bullets or numbering
Creating Bulleted and Numbered Lists

• To add bullets to paragraphs, use the Bullets button in the Paragraph group on the HOME tab

• The **Bullet Library** offers a variety of bullet styles
Creating Bulleted and Numbered Lists

- To create a numbered list, use the Numbering button in the Paragraph group of the HOME tab.
Moving Text in a Document

• Select the text you want to move

• Dragging and Dropping Text
  – Press and hold down the mouse button until the drag-and-drop pointer appears, and then drag the selected text to its new location
  – Use the dotted insertion point as a guide to determine exactly where the text should be inserted
  – Release the mouse button to “drop” the text at the insertion point
Moving Text in a Document

**Figure 2-7** Moving text with the drag-and-drop pointer

- Drag-and-drop pointer
- Selected text to be moved
- Insertion point shows where the selected text will be inserted

**Figure 2-8** Text in new location

- Text in its new location is now paragraph number 1
- Renumbered as paragraphs 2 and 3
- Ignore the Paste Options button
Moving Text in a Document

• The **Office Clipboard** is a temporary storage area on your computer that holds objects such as text or graphics until you need them.

• To **cut** means to remove the selected content from the document and place it on the Clipboard.

• To **copy** means to copy the selected content to the Clipboard, while also leaving it in its original location.

• To **paste** means to insert (at the insertion point) the cut or copied content from the Clipboard into the document text.
Moving Text in a Document

Figure 2-9  Clipboard task pane

- Click the Dialog Box Launcher to open the Clipboard task pane.
- Sentence just copied to the Clipboard.
- Sentence pasted in a new location.
- Ignore the Paste Options button.
Moving Text in a Document

- The **Clipboard task pane** allows you to cut or copy multiple items at one time
  - The task pane is opened by clicking the Dialog Box Launcher in the Clipboard group on the HOME tab
  - When the Clipboard task pane is not opened, the Clipboard only stores the last item cut or copied
  - When the Clipboard task pane is open, the Clipboard can store up to 24 items
  - The last item cut or copied can be found at the top of the Clipboard task pane
Moving Text in a Document

Figure 2-10 Items in the Clipboard task pane

- Click to close the Clipboard task pane
- Text you copied first
- Text you copied second
- Text you cut earlier, before you opened the Clipboard task pane
Moving Text in a Document

- To paste content from the Clipboard, click the Paste Options button in the document to open the Paste Options menu.

![Paste Options menu](image)

- Text inserted from the Clipboard retains its original formatting.
- Click the Keep Text Only button to remove the italic formatting.
Moving Text in a Document

- The Keep Source Formatting button is selected by default; it keeps the original formatting of the item you are pasting
- To paste only the text, without the formatting, you can click the Keep Text Only button
Using the Navigation Pane

• Use the Navigation pane to locate a particular word or phrase; particularly useful with long documents
• Type the search text in the Search box at the top of the Navigation pane
  – Word highlights every instance of the search text in the document
  – A list of the search results appears in the Navigation pane
• Click a search result to go immediately to that location in the document
Using the Navigation Pane

• The three links below the Search document box—HEADINGS, PAGES, and RESULTS—allow you to navigate through the document in different ways.
Using the Navigation Pane

- Click the RESULTS link, click the Search document box, and then type the search text.
Using the Navigation Pane

- Use the next and previous arrows to move between search results or select desired result in the Navigation pane.
Finding and Replacing Text

- To open the Find and Replace dialog box from the Navigation pane click the Find more things button, and then click Replace or, in the Editing group on the HOME tab, click the Replace button.
Finding and Replacing Text

• Replacing Text
  – In the Find and Replace dialog box, click the More button, if necessary, to expand the dialog box to display the Search Options section
  – In the Find what box, type the search text
  – In the Replace with box, type the replacement text
  – Select the appropriate check boxes in the Search Options section to narrow your search
Finding and Replacing Text

• Replacing Text (continued)
  – Click the Find Next button
  – Click the Replace button to substitute the found text with the replacement text and find the next match
  – Click the Replace All button to substitute all occurrences of the found text with the replacement text without reviewing each occurrence
Working with Styles

• A style is a set of formatting options that you can apply by clicking its icon in the Style gallery on the HOME tab

• All the text you type into a document has some style applied to it

• Some styles apply **paragraph-level formatting**—they are set up to format an entire paragraph, including changing the paragraph and line spacing

• Some styles apply **character-level formatting**—they are set up to format only a few characters or words
Working with Styles

• One row of the Styles gallery is always visible on the HOME tab; to display the entire gallery, click the More button in the Styles group
Working with Styles

• Live Preview temporarily displays a selected style for the paragraph with the insertion point
• The style is not applied unless it is clicked in the Style Gallery
Working with Styles

• Heading styles have different levels
  – Heading 1 style is the highest level; used for the major headings; applies a noticeable formatting
  – Heading 2 style is used for lower-level headings

Figure 2-18  Document with Title and Heading 1 styles
Working with Themes

• **A theme** is a coordinated collection of fonts, colors, and other visual effects designed to give a document a cohesive, polished look

• Themes are installed with Word and available online at Office.com

• The Office theme is applied to all new documents by default

• To ensure that your documents have a harmonious look, each theme assigns a font for headings and a font for body text; in some themes, the same font is assigned to each use
Working with Themes

• To change the document’s theme, click the Themes button located in the Document Formatting group on the DESIGN tab, and select the theme you want.
Working with Themes

• To see the fonts for a theme, point to the Fonts button in the Document Formatting group.
Overview of MLA Formatting Guidelines

- Use an easy-to-read font, such as the default Calibri, set to 12 point.
- An MLA-style research paper does not require a separate title page; instead, type your name, your instructor’s name, the course number, and the date in the upper-left corner of the first page.
- Center the title. Do not add any other special formatting unless your title includes the title of another work, in which case you should italicize the title of the other work.
- Indent the first line of each paragraph, except for the headings.
- An MLA-style research paper requires 1-inch margins.
- Include only one space between the end of a sentence and the beginning of the next.
- The text is left-justified, with a ragged right margin.
- The entire document is double-spaced with no extra space between paragraphs.
- Include citations to tell your readers that you are referring to information from a book, a journal, or some other source. This citation includes the author’s last name and the page number.
Overview of MLA Formatting Guidelines

The REFERENCES tab includes options that help you create a research paper.

In the Style box, specify the style of research paper you are creating. For college research papers, the MLA style is commonly used.

After you create all the citations, click the Bibliography button to create a list of all the sources mentioned in your citations. This list is known as a bibliography or, in the MLA style, a works cited list.

In an MLA works cited list, entries should have a hanging indent, with the entire list formatted like the rest of the research paper, in the same font and size. Paragraphs should have 2.0 line spacing with no extra paragraph spacing.

The MLA style requires a works cited list to have a centered title, with no special formatting.

Include your last name followed by the page number in the upper-right corner of each page. You can omit this from the first page if you want, or if your instructor requests it.

Word inserts a bibliography, or works cited list, contained in a special feature, known as a content control, used to display information that is inserted automatically and that may need to be updated later. You can use the buttons in the content control tab to make changes to material inside the content control.
Reviewing the MLA Style

- A **style guide** is a set of rules that describe the preferred format and style for a certain type of writing.
- Style guides emphasize the proper way to create **citations**, which are formal references to the work of others.
- Researchers in the social and behavioral sciences use the **American Psychological Association (APA) style**.
- In the humanities, the **Modern Language Association (MLA) style** is widely used.
- The **MLA Handbook for Writers of Research Papers** is published by the Modern Language Association of America.
Reviewing the MLA Style

- The MLA guidelines focus on specifications for formatting a research document and citing the sources used in research conducted for a paper.
- The MLA style is very flexible, making it easy to include citations without disrupting the natural writing flow.
- In MLA style, citations take the form of a parenthetical entry, with a complete reference included in an alphabetized bibliography at the end of the paper.
- MLA guidelines were designed to ensure consistency, so that all research papers look alike; there should be no special formatting applied to the text in an MLA-style research paper.
Reviewing the MLA Style

• Checklist for formatting a default Word document to match the MLA style:
  – Double-space the entire document
  – Remove paragraph spacing from the entire document
  – Increase the font size for the entire document to 12 points
  – Indent the first line of each body paragraph .5 inch from the left margin
  – Add the page number (preceded by your last name) in the upper-right corner of each page (you can omit this from the first page)
Indenting a Paragraph

• In a **hanging indent**, all lines except the first line of the paragraph are indented from the left margin
• Indent markers show the paragraph’s current settings:
  – The **First Line Indent marker** looks like the top half of an hour glass
  – The **Hanging Indent marker** looks like the bottom half of an hour glass
  – The rectangle below the Hanging Indent marker is the **Left Indent marker**
  – The **Right Indent Marker** looks just like the Hanging Indent marker, except that it is located on the far right side of the horizontal ruler
Indenting a Paragraph

Figure 2-23  Common paragraph indents

- Drag the First Line Indent marker to indent the first line of a paragraph
- Click the Decrease Indent button to move a paragraph .5 inch to the left
- Drag the Hanging Indent marker to indent every line except the first in a paragraph
- Drag the Left Indent marker to indent an entire paragraph
- Click the Increase Indent button to move a paragraph .5 inch to the right
- Drag the Right Indent marker to indent a paragraph from the right margin
Inserting and Modifying Page Numbers

• When inserting page numbers in a document, use a page number field—an instruction that tells Word to insert a page number on each page
• Page number fields are inserted in the header (above the top margin) or in the footer (below the bottom margin)
• Page numbers can also be inserted in the side margins, although for business or academic documents, it’s customary to place them in the header or footer
• The Page Number button is in the Header & Footer group on the INSERT tab
• The MLA style requires a page number preceded by the author’s last name in the upper-right corner of each page
Inserting and Modifying Page Numbers

- When you select the Page Number position, a gallery of page number styles opens.
Inserting and Modifying Page Numbers

- The HEADER & FOOTER TOOLS DESIGN tab gives access to a variety of formatting options.
Creating Citations and a Bibliography

• A bibliography (or works cited list) is an alphabetical list of all the books, magazines, websites, movies, and other works referred to in your research paper.

• The items listed in a bibliography are known as sources.

• Each source entry includes information such as the author, the title of the work, the publication date, and the publisher.
Creating Citations and a Bibliography

• Within the research paper, a parenthetical reference, or citation, is included every time you quote or refer to a source

• A citation should include enough information to easily identify the quote or referenced material and locate it in the accompanying works cited list

• Typically, an MLA citation is inserted at the end of a sentence in which there is a quote or reference to material from a source
Creating Citations and a Bibliography

• Creating Citations

  – Click the REFERENCES tab, click the Insert Citation button arrow in the Citations & Bibliography group

  – If citing a new source, enter information in the Create Source dialog box; if an existing source, select the source from the Insert Citation menu
Creating Citations and a Bibliography

• To add a page number to a citation, click the citation in the document, click the Citation Options button, click Edit Citation, type the page number, and then click the OK button.
Creating Citations and a Bibliography

• Generating a Bibliography
  – Word scans the citations in the document, collects the source information for each citation, and then creates a list of information for each source
  – The bibliography itself is a field, similar to the page number field
  – A bibliography is inserted as a field directly in the document, or enclosed within a content control that also includes the heading “Bibliography” or “Works Cited”
Creating Citations and a Bibliography

- Generating a Bibliography
  - On the REFERENCES tab, in the Citations & Bibliography group, click the Bibliography button
  - Select Bibliography, References, or Works Cited style
Creating Citations and a Bibliography

• Modifying an Existing Source
  – Click a citation to the source in the document, click the Citations Options button on the content control, and then click Edit Source

• Updating and Finalizing a Bibliography
  – To update a bibliography in a content control, click the bibliography, and then, in the content control tab, click Update Citations and Bibliography
  – To update a bibliography field (not in a content control), right-click the bibliography, and then click Update Field on the shortcut menu
Creating Citations and a Bibliography

- Steps for finalizing a bibliography to match MLA guidelines for a Works Cited list:

1. Format the “Works Cited” heading to match the formatting of the rest of the text in the document.
2. Center the “Works Cited” heading.
3. Double-space the entire works cited list, including the heading, and remove extra space after the paragraphs.
4. Change the font size for the entire works cited list to 12 points.
Creating Citations and a Bibliography

Figure 2.37  MLA-style Works Cited list

- Heading formatted like other text and then centered
- 2.0 line spacing, with no extra space between paragraphs
- 12-point font