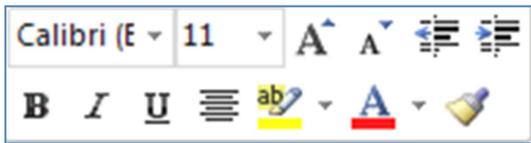


Word

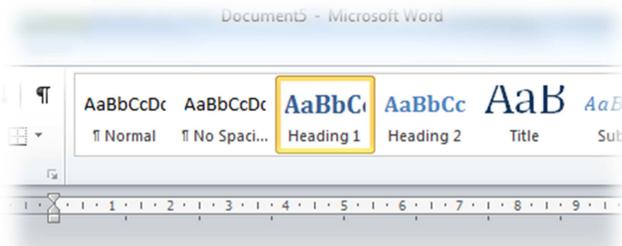
Mini Toolbar

When you select a piece of text, a *mini toolbar* appears in which a number of frequently used layout options can be applied:



Applying a style

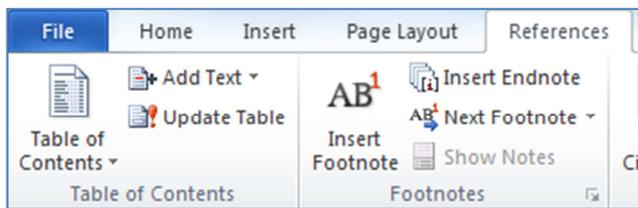
Select the text and in the **Styles** group choose the style you require. For example, **Heading 1** for a chapter title and **Heading 2** for the title of a section.



Automatic table of contents

If you have given all headers and texts the correct style you can generate an automatic table of contents.

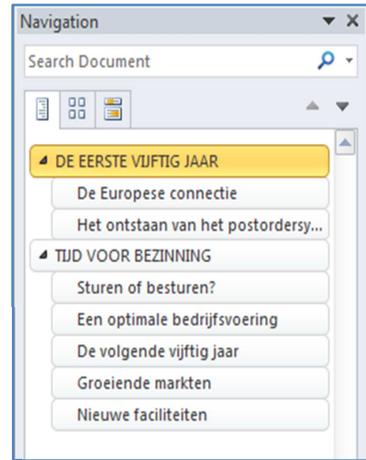
You do this by going to the **References** tab in the ribbon and then clicking on **Table of Contents**.



Navigation pane

Use the navigation pane to navigate quickly through a document, either per header (the correct header styles need to be used) or per page.

In the **View** tab, tick the **Navigation Pane** option.



Navigation

Click on a specific title to jump to the corresponding place in the document.

Changing the order

Drag a heading in the navigation pane to move this and the associated text.

Searching

Click in the **Search Document** field and type in the search term. Word will already begin searching while you are typing. The results will be marked yellow in the text.

Table

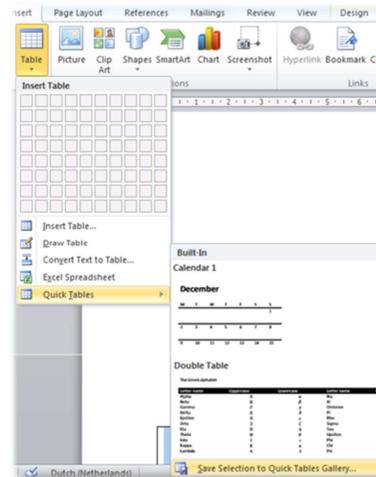
Inserting a table

On the **Insert** tab click the **Table** button. Select the required number of rows and columns in the box that appears.

Quick Tables

Pre-formatted tables can be saved as a style that can then be used in other documents.

Create a table with set values and select the desired formatting. On the **Insert** tab, click the **Table** button, select **Quick Tables** and then select **Save**.

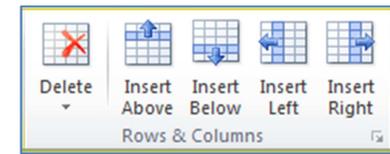


Selection To Quick Tables Gallery.

In the **Create New Building Block** dialogue box enter the name and description of the table. Click **OK** to save this as a new table style.

Inserting or deleting a row or column.

In **Table Tools**, go to the **Layout** tab on the ribbon and then use the following buttons:



Please note: the Table Tools are only visible if you have clicked inside the table.

Headers and footers

Adding a header or footer

Click the **Insert** tab on the ribbon and click **Header** or **Footer**. You can then choose the style you require. This replaces the existing headers and footers.

Modifying a header or footer

Double-click in the margin at the top or bottom of the document. The header and footer will become active. Double-click the text in the document to restore it.

Adding page numbers

Click the **Insert** tab on the ribbon and click **Page Number**.

Inserting an image

Click the **Insert** tab on the ribbon and click **Picture** (select it yourself from the hard disk) or **Clip Art** (standard images).

Inserting a Symbol

On the **Insert** tab you will find the **Symbol** button. This shows the last twenty symbols you used.

Click **More Symbols...** in the context menu to view a dialogue box with all the symbols.

