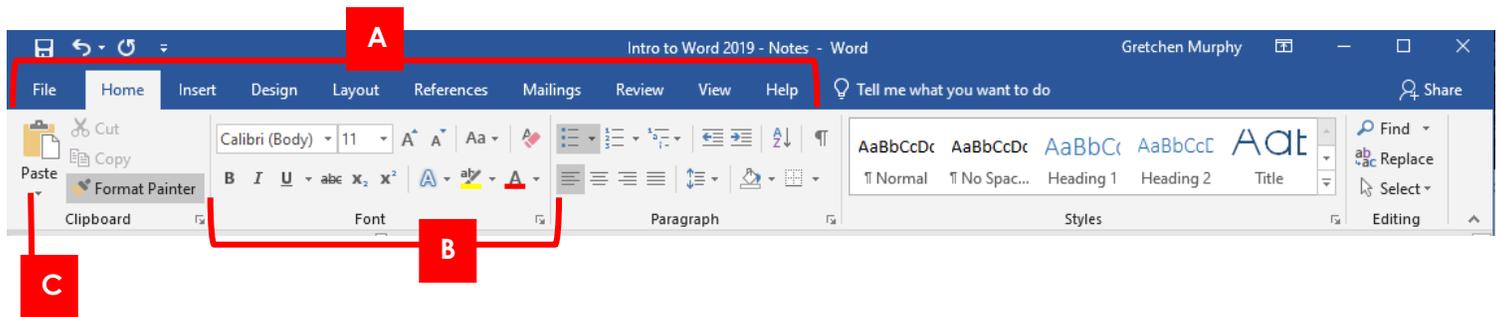# Advanced Microsoft Word 2019

Review: The Ribbon

The ribbon is the area at the top of the screen where you can find all of the different commands in Word. It consists of **tabs**, **groups**, and **command buttons**.

Tabs (A) run along the top of the ribbon, Each one provides access to a different set of commands.

Within each tab, there are several **groups (B)** containing one or more related commands. These groups are separated by thin gray vertical lines on either side and are labeled at the bottom. For example, the Home tab consists of the Clipboard, Font, Paragraph, Styles, and Editing groups.

Within each group, there are one or more **command buttons (C)** for carrying out commands or displaying menus. For example, the Clipboard group in the Home tab consists of command buttons for Paste, Cut, Copy, and Format Painter.

In the bottom right corner of each group, you can find the symbol shown at right, which is called a **dialog box launcher**. Clicking on the dialog box launcher will take you to more settings for that group.

Show/Hide Formatting Marks

Formatting marks are marks that do not print but can help you identify and troubleshoot formatting in a document. You can toggle them on and off using the **Show/Hide Formatting Marks** button found under **Home** (tab)➔ **Paragraph**(group).

- • (dot) represents a space from pressing the space bar.
- ¶ (paragraph mark) appears when you press Enter to start a new paragraph.
- ↵ appears when you insert a line break by pressing Shift+Enter.
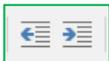- → appears when you use the tab key.
- Section Break (Next Page) appears when you insert a section break.
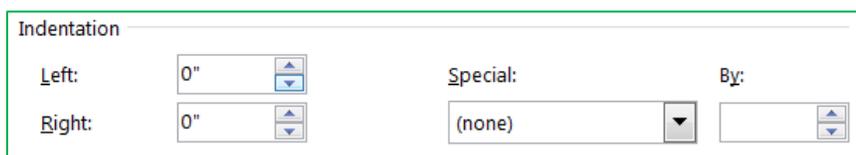- Page Break appears when you insert a page break.

Indent Paragraphs

Indents are used to control the horizontal positioning of text in your document. You can indent entire paragraphs from the left or right margins. You can also indent only the first line of each paragraph, or all lines except for the first line.

There are three ways to set indents. First, make sure your insertion point is located in the paragraph you want to indent) or highlight multiple paragraphs to indent them all at once. Then, do one of the following:

- Use the increase Indent and Decrease Indent buttons under **Home→ Paragraph** (indents the entire paragraph from the left margin)
- Click on the dialog box launcher 🔲 under **Home→Paragraph.** Then, under the Indents and Spacing tab, adjust the indentation options. Use the Left and Right boxes to specify the number of inches to indent the left and right edges. If you want to set a different indent for the first line of each paragraph, use the Special dropdown box and pick First Line to indent only the first line, or Hanging to indent all lines except for the first line.
- Set indents by dragging the markers on the ruler. (If you can't see the ruler already, go to View→Show and check the box next to Ruler first.)
- Drag the Left Indent marker ▭ to indent all lines from the left margin.
- Drag the Hanging Indent marker △ to create a hanging indent.
- Drag the First Line Indent marker ▽ to indent the first line only.
- Drag the Right indent marker △ to indent all lines from the right margin.

Using Styles

A style is a predefined set of formatting that may include information about font, size, color, border, alignment, line spacing, paragraph spacing, and more. Using styles can help you maintain formatting consistency in your document. Certain Word features (such as automatically generating a table of contents) rely on styles in order to work.

You can find Word's premade styles under **Home→Styles**.

To apply a style to text, highlight the text and then click on the style you want to apply. If you want Word to understand the structure of your document, use Title for the title,

Chapter One

Part One

Video provides a powerful way to help you prove your point. When you paste in the embed code for the video you want to add. You can also t

then Heading 1 for your top-level headings, Heading 2 for your sub-headings, etc.

If you don't like the default heading styles, you can find a gallery of other style sets in the **Design** tab. Or, you can modify the default heading styles in one of two ways:

- Format your heading the way you want, then go to **Home→Styles**, right-click on the heading level you need, and choose **Update** [Style Name] **to Match Selection**, or
- Right-click on the desired heading level, click **Modify**, make changes, and hit OK.

To create your own styles:

1. Highlight text that's already formatted the way you want the style to look.
2. Under **Home→Styles**, click the **More Options** button ⬇ to the right of the list of styles, then click Create A Style and give your new style a name.
3. Your style will now appear in **Home→Styles**.

By default, any styles you've created or modified will only be available in that specific document. However, if you've put together a set of styles you like, you can save it as a Style Set that can be used in other documents:

Go to the **Design** tab and click the **More Options** button ⬇ to the right of the gallery of style sets. Then, click **Save as a New Style Set** and give it a name. Now, it will appear as one of the style set options under the Design tab in other documents.

Table of Contents

If your document is set up using Word's default heading styles (Heading 1, Heading 2, Heading 3, etc.), you can have Word automatically generate a table of contents:

1. Move your insertion point to wherever you want the table of contents to be inserted.
2. Go to **References→Table of Contents** and select one of the presets (or click on Custom Table of Contents).
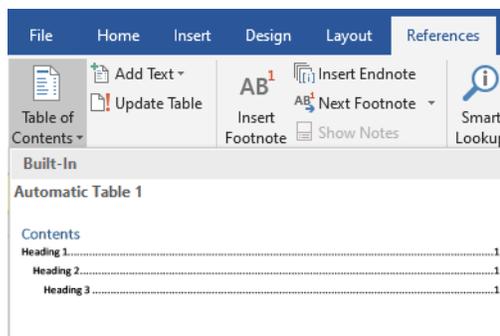

The table of contents will not update automatically when you make changes to your document. To update manually, click within the table of contents and then click on the **Update Table** button that appears:

- Choose **Update Page Numbers Only** to update page numbers without changing or re-ordering section headings.
- Choose **Update Entire Table** to update page numbers and section headings (recommended).
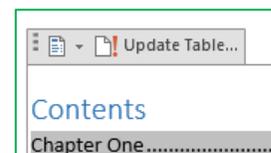
Within your table of contents, you can hold down the Control key and click on a heading to go directly to that part of your document.
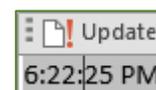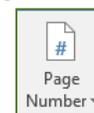
Headers and Footers

If you want to show the same text at the top or bottom of each page of your document, you can put it in the header (top) or footer (bottom). Headers and footers are typically used for things like page numbers, document titles, or date/time stamps.

To open the header and footer, double-click in the top margin of the page (for the header) or in the bottom margin of the page (for the footer). When you have the header or footer open, you will see a new tab at the top of the screen (**Header & Footer Tools Design**).

On the left side of the **Header & Footer Tools Design** tab, you can insert a preset header or footer using the **Header** and **Footer** buttons. Or, you can put together your own:
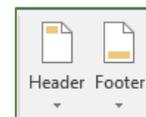
- Type text in the header or footer to have that same text appear on every page.
- Add a page number from the **Header & Footer Tools Design** tab by clicking on Page Number.
    - Choose one of the options under Top of Page/Bottom of Page to get a preformatted header/footer with page number (this will replace any existing text). Or, use Current Position to insert it at the insertion point.
    - Within the Page Number menu, choose Format Page Number to pick a different number format (like Roman numerals) or start at a different number.
- Add the current date/time to your header/footer from **Header & Footer Tools Design→Insert→Date & Time.**
    - You may choose to have the date/time update automatically by clicking the check box. If you choose this option, the date/time will automatically update to the current time every time you open the document.
        - If you wish to update the date/time while you are working on the document, simply click on the date and time you have inserted, then click on the Update button when it appears.

By default, everything in the header/footer will appear on all pages of your document. Use the options under **Header & Footer Tools Design→Options** to have different headers/footers for odd vs. even pages, or to have a different header and footer on the first page of your document.

To exit header/footer view, go to **Header & Footer Tools Design →Close Header & Footer**, or simply double-click in the middle of the page.

To insert a page number or date/time outside the header/footer area, you can access these commands under **Insert→Header & Footer→Page Number** or **Insert→Text→Insert Date & Time.**

Section Breaks

By default, settings such as margins, headers, footers, page numbering, and page orientation will apply to your whole document. If you want to have different settings for

different parts of your document, you can use section breaks to divide your document into sections, allowing you to set formatting options on a section-by-section basis.

To insert a section break, put your insertion point where you want the section break to be. Then go to **Layout→Page Setup→Breaks** and choose one of the following options under Section Breaks:

- **Next Page** will insert a section break and start the next section on a new page.
- **Continuous** will insert a section break and start the next section on the same page immediately after the break.
- **Odd Page** or **Even Page** will insert a section break and start the next section on the next odd-numbered or even-numbered page.

Once your document is divided into sections, any changes you make to page formatting will apply to the current section only.

To adjust page numbering for a section, go to **Insert→Header & Footer→Page Number** and choose **Format Page Number**. Any adjustments you make will apply to the current section only. You can choose to continue numbering from the previous section or "Start At" to set a different page number for the first page in the section.

To see what section of your document you're currently in, right-click on the status bar at the bottom of the Word Window and make sure that Section is checked. You will now be able to see your current section in the status bar.

Page Breaks

Page breaks are used to go to a new page without creating a new section. The simplest way to insert a page break is to use the keyboard shortcut **Ctrl+Enter**, but you can also go to **Insert→Pages** and choose **Page Break**.

Footnotes and Endnotes

Footnotes and endnotes can be used to add explanatory information to your document.

You can find the **Insert Footnote** and **Insert Endnote** commands under **References→Footnotes**.

the text you want. If you need to stop reading be left off - even on another device (e.g.[1], a phone).

_____

[1] Latin for "example given".

When you insert a footnote, a small number will appear in your text, and a matching number appears at the bottom of the page for you to type your footnote text. Endnotes are identical to footnotes, except they appear at the end of the document (or the end of the section).

Double-clicking on the small number in the text will take you directly to the matching footnote/endnote, and double-clicking on the small number next to the footnote/endnote will take you back to the matching number in the text.

Comments

Comments can be used to make suggestions and collaborate with others on documents.

Add a comment to a document by highlighting the thing you want to comment on, and then going to **Review→Comment→New Comment.** A box will pop up for you to type your comment. It will be marked with your name and the time the comment was made.

You can reply to someone else's comment by clicking on the purple arrow symbol in the top right corner of the comment. Each user's comments will show up in a different color.

You can choose whether to show comments on the screen or not under **Review→Comments→Show Comments.**

If you've dealt with a comment but don't want to delete it, you can mark it done by right-clicking on it and choosing **Mark Comment Done**.

If you want to print a document that has comments, you can choose from the Print menu whether or not to show those comments on the printed document: go to **File→Print**, and in the dropdown where you select which pages to print, you can check or uncheck the **Print Markup** box.

Track Changes

Track Changes is used to track the changes that have been made to a document, so that others can see exactly what was done, and/or approve or reject the changes before they become permanent.

To activate Track Changes:

- Go to **Review→Tracking** and click on **Track Changes**.
- Any change you make will now be shown visibly.
    - o Text you add will now be shown in a color (each user's edits will be a different color).
    - o Text you delete will show up in that same color with a line through it.
    - o Formatting changes will appear in a bubble on the right side of the screen.
    - o Any line where you've made changes will have a thin gray line in the left margin to help guide you to where changes were made.
   - o Hovering your mouse over the changed area will give you a pop-up telling you what the change was and which user made it.

You can customize how the changes will display using the options under **Review→Tracking**:

- **All Markup** shows you the most detail.
- **Simple Markup** shows you less detail.
- **No Markup** shows you what the document would look like if all pending changes were accepted.
- **Original** shows you what the document would look like if all pending changes were rejected.
- The **Show Markup** dropdown lets you pick which types of changes you want to see.

If there are proposed changes to your document, you can accept or reject them one by one. Under **Review→Changes**, click **Previous** or **Next** to move through the proposed changes, then click **Accept** or **Reject**. (You can also choose to **Accept All** or **Reject All**. Accepting or rejecting a change makes it a permanent part of the document and removes the markup that flags it as a change.
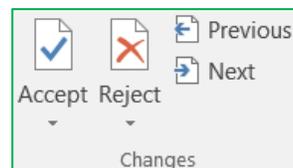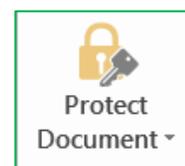
Document Protection

Document Protection helps you keep others from opening your document or from making changes to it.

To restrict others from opening your document, you can encrypt it with a password:

1. With the document open, go to **File→Info**, click the **Protect Document** button, and choose **Encrypt With Password**.
2. You will be prompted to create a password, then enter it a second time to confirm.
3. From now on, every time you attempt to open the document, you must enter the password. If you lose the password, you will not be able to get back into your document.
4. To remove password protection from a document: with the document already open, go to **File→Info→Protect Document**, click **Encrypt With Password** and delete the existing password. Click **OK** and the document will no longer be encrypted.

To restrict others from editing your document:

Go to **Review→Protect→Restrict Editing**.

1. Formatting Restrictions lets you restrict formatting to only a specified set of styles.
2. Editing Restrictions lets you select these options:
    a. No changes: The document is read-only. No one can make changes or comments.
    b. Tracked changes: Users can make changes but those changes will be tracked.
    c. Comments: Users can make comments using the Comments feature, but no other edits.
    d. Filling in forms: lets you specify specific sections of your document that are open to edits—all other sections will be protected.
3. Once you've chosen your restrictions, click **Yes, Start Enforcing Protection** and create a password. The restrictions will now be active until you turn them off.
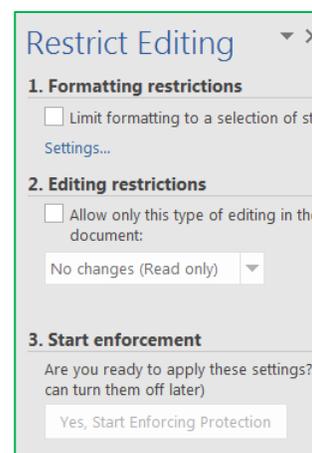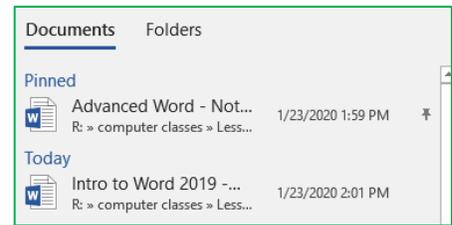
QUESTIONS? EMAIL
techclasses@wheatonlibrary.org

Appendix A: New Features for Word 2019

Pinning Documents to Recent List

Under **File → Open → Recent**, you can pin a document to the top of the recent list by hovering over it in the list and clicking on the pushpin icon that appears.

Page Movement

Go to **View → Page Movement** to switch page movement from vertical to side-to-side. This will give you an experience more like flipping through a book.

Learning Tools

Go to **View → Immersive → Learning Tools** to find tools designed to help readers with dyslexia and other print disabilities, including:

- **Column Width:** Adjust the width of columns.
- **Page Color:** Adjust the background color of the page.
- **Text Spacing:** Space the lines and characters farther apart.
- **Syllables:** Mark syllable divisions with a dot.
- **Read Aloud:** Have text read aloud (can also reach same function under **Review → Speech**).

Help Tab

Help now has its own separate tab. Click on it to find the following command buttons:

- **Help** and **Show Training**: browse through documentation that helps you use Word, sometimes including video.
- **Contact Support** and **Feedback**: send messages to Microsoft.

Appendix B: Additional Topics

Customizing the Ribbon

You can customize the ribbon by creating new tabs and new groups containing only the functions you use regularly. To customize the ribbon:

- Go to **File→Options→Customize Ribbon.**
- You can't delete any of the default tabs, but you can add or remove groups from them:
  - Click on the + next to the name of the tab you want to add/remove from.
  - Then, remove a group within that tab by highlighting it and clicking **Remove**.
  - To add a premade group, highlight the existing group just above the spot where you want to insert it.
  - Then, go to **Choose Commands From**, pick "All Tabs", expand a tab to find the group you'd like to add, then highlight it and hit **Add.**
- Rearrange individual commands and groups within a tab by highlighting them and using the up/down arrow buttons on the right side of the list.
- To create your own group, click on the **New Group** button, right-click on your new group, and choose **Rename** to rename it. Then, in the list of commands on the left side of the screen, find a command you want to add, highlight it, and click **Add.** You can browse through popular commands, commands not already in the ribbon, or all commands.
- Create a new tab by clicking on **New Tab.** Right-click on your new tab and choose Rename to rename. You can now go to **Choose Commands From** and add premade groups from All Tabs, or your own custom groups from Custom Tabs and Groups.
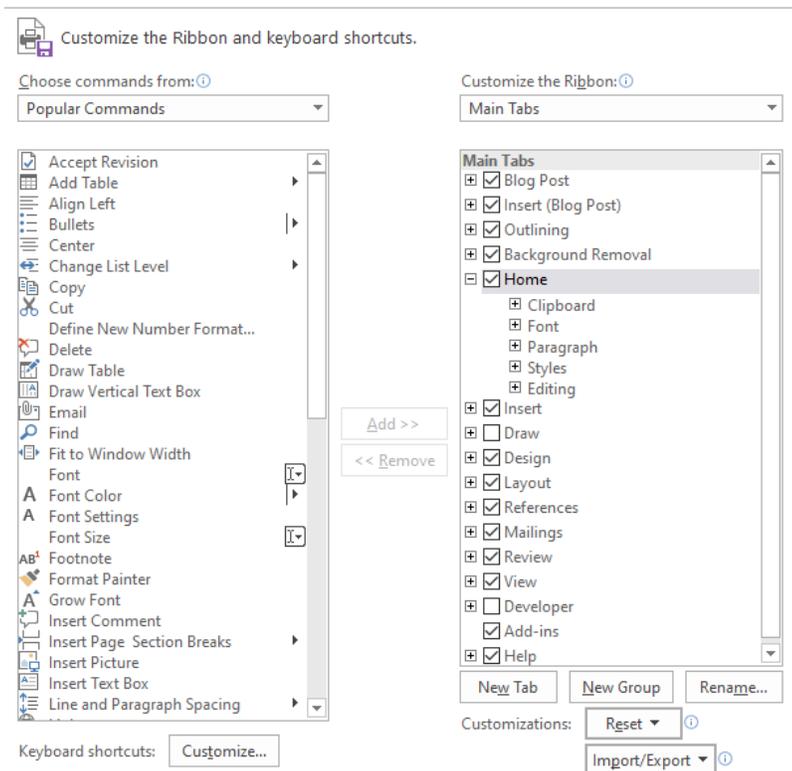
Customizing the Quick Access Toolbar

The Quick Access Toolbar is always visible when you work in Word, so you may wish to add frequently used commands to it. To do so, click on the down arrow to the right of the Quick Access Toolbar. Put a check mark next to any commands you wish to add. Or, you can choose **More Commands** to get a bigger selection, find the command you want, and click **Add.**

Proofing Settings

You can change your proofing settings under **File→Options→Proofing**, including AutoCorrect settings, spellcheck settings, and grammar check settings. You can turn various

types of checking on and off, add extra words to AutoCorrect, or turn off certain types of auto-correcting or auto-formatting.

Changing the Default Template

By default, new documents you open in Word will have certain formatting settings, such as font, size, and paragraph spacing.

Word stores most of these default settings in a style called Normal. If you want to change your defaults, you need to edit the Normal style:

1. Go to **Home→Styles** and right-click on the Normal style.
2. Choose **Modify**.
3. Then, make the necessary adjustments (you can access additional options from the **Format** button at the bottom of the Modify Style dialog box).
4. Once you've adjusted all of your settings, select "New Documents Based on This Template" at the bottom of the dialog box and click **OK**. Now, any new documents you create will have the new default settings.

Settings related to page setup (including margins, paper orientation, and paper size) are not included in the Normal style and must be set separately from the **Layout→Page Setup** group. Use the dialog box launcher in the bottom right of the Page Setup group, make the needed changes, and click the **Set As Default** button.
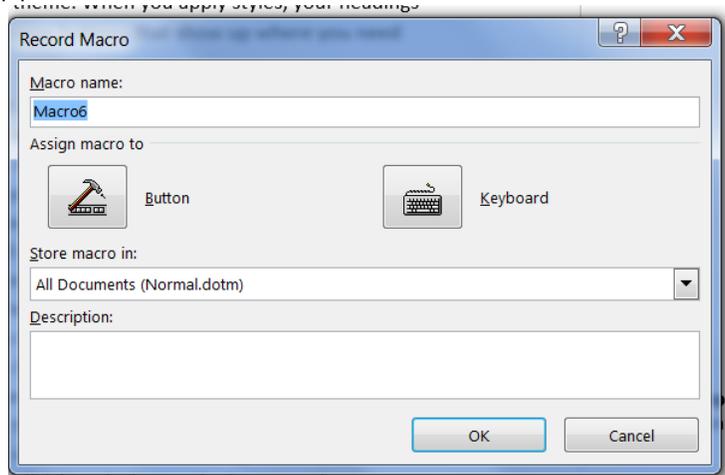
Macros

Macros combine a series of actions into a single command. You can use a macro to save time and repetitive clicks/keystrokes.

The easiest way to create a macro is to record the keystrokes/button clicks that you use to take the action you want to store in the macro.

To create a macro:

1. Go to **View→Macros**, click the bottom half of the **Macros** button, and select **Record Macro** from the dropdown.
2. The **Record Macro** dialog box will appear.
3. Give your macro a name (names must start with a letter and contain no spaces.)
4. (optional) Click **Button** or **Keyboard Shortcut** if you want to give your macro a button in the quick access toolbar or assign it to a keyboard shortcut.
5. Choose to store this macro in all documents (which will make it available in other documents you open on this computer) or only the current document.
6. Type in a description for your macro.

7. When you hit OK, the macro will start recording. Perform the actions you want to be included in the macro.
   a. Macros may include typing, formatting, and other commands. You can use the mouse to click on a command button and have that be recorded in the macro, but you cannot use the mouse to position the insertion point or select text, as that cannot be recorded in the macro.
8. Once you've taken all the actions you want to include in the macro, go to **View→Macros**, click on the bottom half of the button, and choose **Stop Recording**.
9. Now that your macro has been recorded, you can use it by going to **View→Macros**, Click on the bottom part of the **Macros** button, then click on your macro's name.
10. If you want to add your macro to the ribbon, you can do that under **File→Options→Customize Ribbon**. From the Choose Commands dropdown, pick "Macros".

Note that when you record a macro, it may not always pick up every action you want it to. If you're having trouble getting Word to record a specific action as part of your macro, it can be helpful to research the issue online as others may have had the same problem.

Citations and Bibliographies

Word's citation and bibliography tools can help you cite sources in academic writing.

To insert citations and create a bibliography:

1. The first time you need to cite a work, go to **References→Citation and Bibliography** and choose your citation style from the dropdown box.
2. Then click on **Insert Citation** and choose **Add New Source.** Select the type of source (book, journal article, etc.) and Word will prompt you for all the information needed to create a citation.
3. Click **OK** to get the in-text citation appropriate for the citation style you chose.
4. Once you've cited all of your sources, click on **Bibliography** to automatically insert a bibliography. You can choose whether to call it Bibliography, Works Cited, or References: all options are the same except for the title. Your sources will automatically be put in alphabetical order by the author's last name.
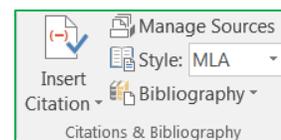
Once your bibliography has been inserted, you can edit it like normal text.

You can switch to a different citation style at any time. Your bibliography and any in-text citations will be updated automatically to the new style, but any manual edits you have made to the bibliography will be lost.

If you add an additional source later, that source will not be included in your bibliography unless you click in the bibliography and then click on the **Update Citations and Bibliography** button when it appears. Again, if you do this, any manual edits you have made to the bibliography will be lost.

Indexes

You can use Word to create an index of your document. This function can be found under **References→Index**.

To create an index:

1. Highlight the word you'd like to have indexed, then click **References→Index→Mark Entry**. You can now edit the entry text if needed, or add a sub-entry.
2. Repeat until you've marked all words you'd like to index. You can continue to work on the main page of your document with the Mark Index Entry still open, so you can quickly go through the document, highlighting and marking new entries.
   a. As soon as you mark an entry, Word will automatically enable Show Formatting Marks, so you can see your index entries, which will appear as tags in curly brackets. This helps you keep track of what you have already marked.
3. Once you've marked your entries, click where you want the index to go, and then click the **Insert Index** button. Your index entries will automatically be arranged in alphabetical order, with the associated page numbers in numerical order.
4. If you make any changes to your document that would affect your index, you must update the index to reflect those changes by clicking anywhere in the index and then going to **References→Index→Update Index**. (Any manual edits you have made to the index will be lost.)

Tab Stops

Tab stops can be used to indent text or to create vertically aligned columns of text. However, tab stops are not usually the best way to accomplish these tasks: if you want to indent text, it is easier to use the Indent Paragraphs feature, and if you want to arrange text into columns, it is easier to use a table.

Tab stops specify where the insertion point will move when you press the Tab key on your keyboard. They can be set on a paragraph-by-paragraph basis. By default, each paragraph of your document will have tab stops every 0.5", but you can add your own custom tab stops at any position.
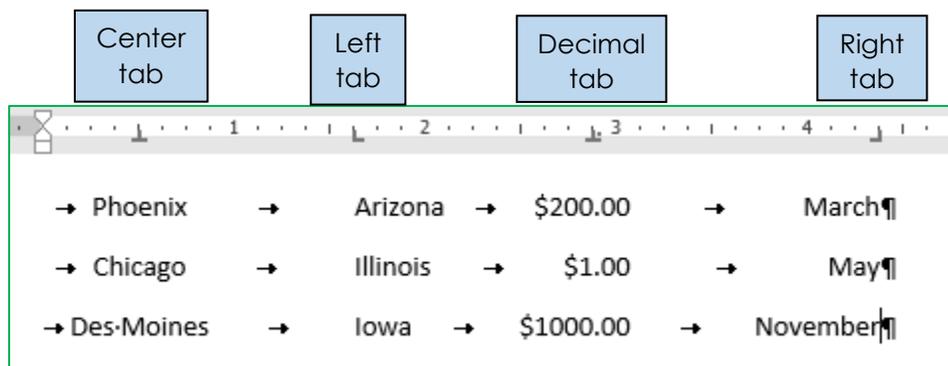
There are several different tab stop alignments:

Left tab	⌞	Left aligns text to the tab stop position.
Center tab	⊥	Centers text around the tab stop position.
Right tab	⌟	Right aligns text to the tab stop position.
Decimal tab	⊥·	Aligns numbers with their decimal points at the tab stop position.

Bar tab   Draws a vertical line on your document at the tab stop position (has no effect on the way your text is aligned)

To add a new tab stop:

- Make sure that your insertion point is in the paragraph you want to add the tab stop to. If you add any new paragraphs immediately after this one, the tab stop will apply to those, too. (Or, if you want to set the same tab stop for multiple existing paragraphs, highlight all the paragraphs that you want to add the tab stop to.)
- Then, click on the ruler at the position you want the tab stop to appear. Word will automatically add a left tab stop at that position.
  - If you want to change it to a different type of alignment, open the dialog box launcher under **Home →
Paragraph** and click on the **Tabs** button.
  - Click on the tab stop position you want to change. Then, choose the desired alignment and hit **Set**.
    - If you are changing the alignment on multiple tab stops, make sure you hit **Set** after each change.
  - In that same dialog box, you can choose one of the options under Leader to create a tab leader (a line that fills the empty space between the text before the tab character and the text after the tab character).
  - Once you've made all your changes, click OK.
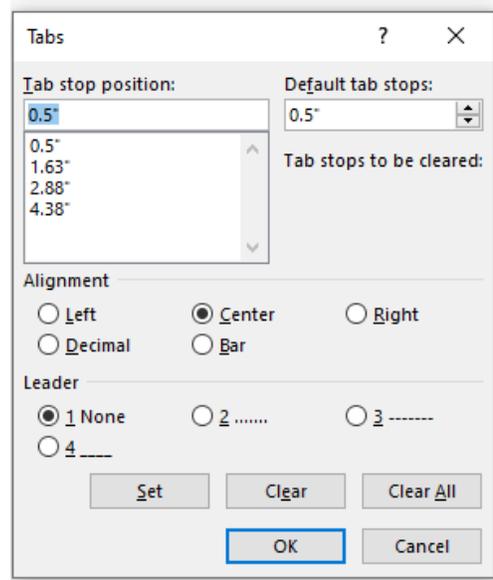
To use tab stops that have already been set: Press the Tab key on your keyboard, Word will insert a tab character (only visible when Show Formatting Marks is enabled) and your insertion point will now move to the next Tab stop position.

**To delete a tab stop:** Click and drag it off of the ruler.

To move a tab stop: Click and drag it to a different place on the ruler.

Compatibility

If you create a document using Word 2013, 2016, or 2019, you can open or edit it with Word 2013, 2016, or 2019 without losing any document features.

If you create a document using Word 2013, 2016, or 2019 and later try to open it in a pre-2013 version of Word, certain features of your document may be lost. For example, depending on what version of Word you are using, WordArt and Text Effects may be converted to plain text, and citations and bibliographies may be converted to static text.

- To determine whether your document would have any compatibility issues: Go to **File → Info**, click on **Check For Issues**, and choose **Check Compatibility**. You will see a list of features in your document that may be incompatible with pre-2013 versions of Word. If you want to know which features are incompatible with a specific version of Word, click on the **Select Versions to Show** dropdown and check only the boxes next to the versions you are concerned about.
- If you need to share your document with someone that has a pre-2013 version of Word and there are compatibility issues, consider the following options:
    - Remove the incompatible features from your document.
    - Share the document anyway and risk the document not looking the same way for the other person.
    - Save a copy of the document as a PDF and share that with the other person. This is a great option if you want the document to look exactly the same for the other person as it does for you, but is not a good choice if you want the other person to be able to edit the document.
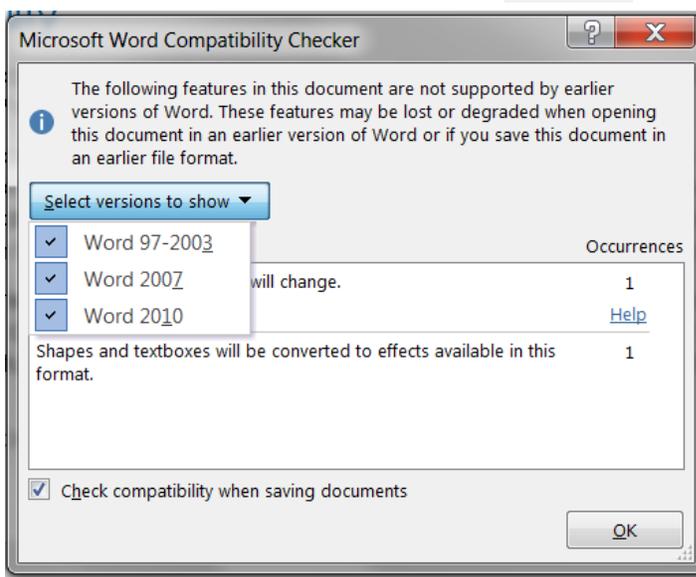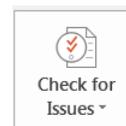
If someone sends you a document that was created in a pre-2013 version of Word, when you open it in Word 2019, it will open in Compatibility Mode. (You can tell your document is in Compatibility Mode if it has the words **[Compatibility Mode]** next to the file name in the title bar.) When a document is in Compatibility Mode, any features that do not work in the version of Word used to create the document will be grayed out and you will not be able to use them. This ensures that there will be no compatibility issues if you make changes and send the document back to the original author.

If a document is in Compatibility Mode, you may convert the document to the latest file format by going to **File → Info** and clicking on the **Convert** button. Once you have converted the document to the latest file format you can use any feature, but note that if you use a feature that is not compatible with pre-2013 versions of Word, it will no longer look as intended if you try to open it in a pre-2013 version.