





Microsoft Word 2013 Tabs, Tables and Graphics

Course Objectives

- Section specific formatting
- Insert and modify tabs
- Insert and modify tables
- Insert objects and pictures

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Prepare your interface

Exercise 1.

• Click **Show/Hide** in the **Paragraph** group of the **Home** tab on the Ribbon.

Document sections

Display formatting symbols



Document sections can be used to control page layout settings like margins, orientation and size and are also useful way points for header and footer settings like page numbering.

Exercise 2.

- 1. Place your cursor before the Chapter Heading "Alpheius Global Enterprises"
- 2. Click the **Page Layout** tab
- 3. Select the Breaks tool



Section Breaks

Next Page

Continuous

4. Click Section Breaks: Next Page

A Next Page section break is an end of page and end of section. Using a continuous section break followed by a page break is an awkward way of doing the same thing.

- Place your cursor before the second chapter section "Incredible Coincidences"
- 6. Click Breaks > Section Break: Next Page

OR

• **F4** on the keyboard to repeat the last action

Repeat this process for the remaining chapter sections: "A **note and Its Rewards**" and "Life After the Orphanage" The very first page of the document will be completely blank. We will be returning to use this page during exercise 18 later in the course.

Incredible Coincidences

All three founders share remarkably

Insert a section break and start the new

Insert a section break and start the new

section on the next page.

section on the same page.

A·Note and Its Rewards

Each-had-a-similar-note-enclose

page numbering.

Insert section breaks



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Exercise 3.

Page layout settings

Section margins

Margins are the adjustable whitespace surrounding the print on a page.

On the Page Layout tab:

- 1. Click Margins
- 2. Select Custom Margins...
- 3. Enter 2cm for each margin
- 4. Apply the margins to Whole document via the dropdown
- 5. Click OK

Page orientation

Make sure you put pages you wish to reorient in their own section.

- 1. Click within the section "A note and its rewards"
- Click the Page Layout tab > **Orientation** tool
- 3. Click Landscape

Headers and footers

Exercise 4.

Enter the Header and Footer Workspace

- 1. Go to the first page of the document
- 2. Double click within the top or bottom margin
- OR
 - Click the **Insert** tab > **Header** > **Edit** Header
- OR
 - Click the Insert tab > Footer > Edit Footer

The Header and Footer Tools: Design tab will open. **Delink headers and footers**

DESIGN The Founders Header Go **Built-in** . More Headers from Office.com ⊧ <u>E</u>dit Header h Remove Header E.

Apply headers and footers

HEADER & FOOTER TOOLS

City Columbation Size Columb
Portrait up
Landscape

specific headers or footers, *delink* the sections. Use the Navigation group to streamline the task.

Headers and footers are automatically linked to the previous section to save time. To set section



Go to

Go to

Header Footer

Go to Go to

Header Footer

Previous

🔄 Previous 🗐 Next

Link & Previous

🔚 Link to Previous

🗐 Next

Navigation

Navigation



Header -Section 2-

On the Header & Footer Tools: Design tab:

1. Click **Next** in the **Navigation** group to go to **Section 2**

A label on the Header/Footer border will indicate the current section.

- 2. Deselect Link to Previous
- 3. Click Go to Footer
- 4. Deselect Link to Previous

Add headers and footers

Different header or footer on the first page in a section

The first page in any section can have a header and footer different to all other pages in the same section. If you make this choice you will then be required to set **two** headers or footers in the section. The first page and then the remaining pages

On the Header & Footer Tools: Design tab:

Locate the **Options** group and click **Different First Page**.



Add headers

- 1. Click **Go to Header** in the **Navigation** group
- 2. Press **TAB** on the keyboard twice to go to the right side of the page
- 3. Type "Part 1"
- 4. Click **Next** in the **Navigation** group to go to **Header Section 3**
- 5. Deselect Link to Previous
- 6. Update the header text to "Part 2"
- Repeat steps **4** to **6** until you have added header text to all the sections.

Add footers (file name and page numbers)

- 1. Click **Go to Footer** in the **Navigation** group
- 2. Use the **Next** or **Previous** buttons to go to Section 2

This step is necessary so that the file name will appear in the correct place.

3. Position the flashing cursor at the left hand edge of the footer.



Part 11





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