



# 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.

### Display formatting symbols

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



## Document sections

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.

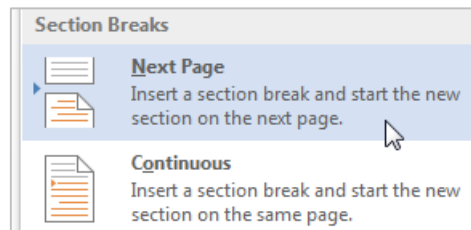
### Insert section breaks

- Place your cursor before the Chapter Heading “**Alpheius Global Enterprises**”
- Click the **Page Layout** tab
- Select the **Breaks** tool



- 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.

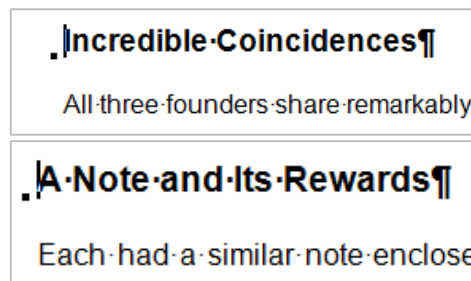


- Place your cursor before the second chapter section “**Incredible Coincidences**”
- Click **Breaks > Section Break: Next Page**

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.



### Exercise 3.

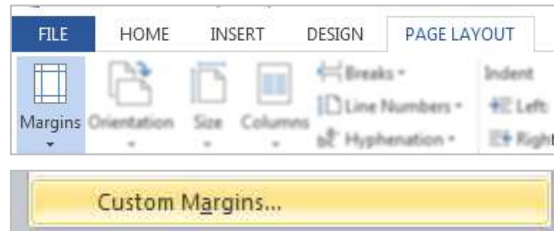
### Page layout settings

#### Section margins

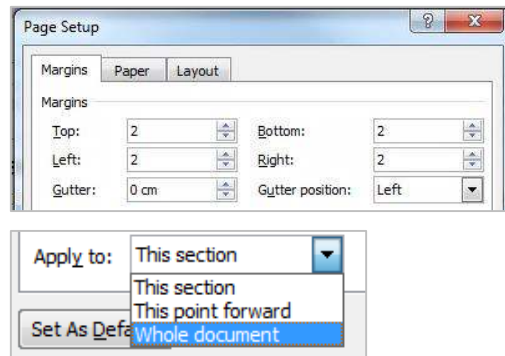
Margins are the adjustable whitespace surrounding the print on a page.

On the **Page Layout** tab:

1. Click **Margins**
2. Select **Custom Margins...**



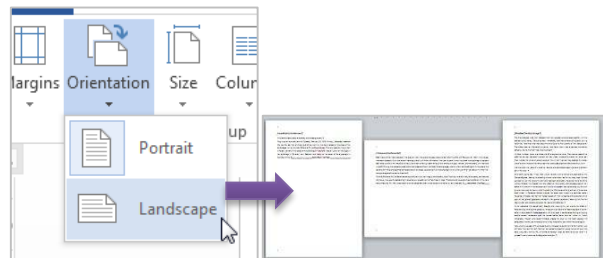
3. Enter **2cm** for each margin
4. Apply the margins to **Whole document** via the dropdown
5. Click **OK**



#### 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**"
2. Click the **Page Layout** tab > **Orientation** tool
3. Click **Landscape**



#### Headers and footers

### Exercise 4.

### Apply headers and footers

#### Enter the Header and Footer Workspace

1. Go to the first page of the document
2. Double click within the top or bottom margin

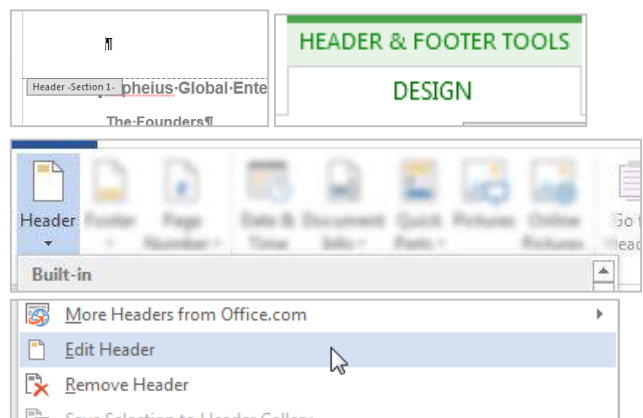
OR

- Click the **Insert** tab > **Header** > **Edit Header**

OR

- Click the **Insert** tab > **Footer** > **Edit Footer**

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



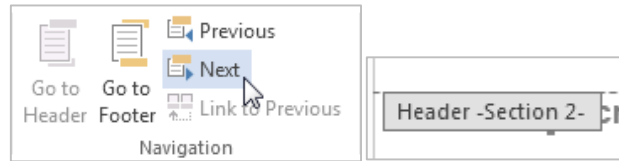
#### Delink headers and footers

Headers and footers are automatically linked to the previous section to save time. To set section specific headers or footers, *delink* the sections. Use the Navigation group to streamline the task.

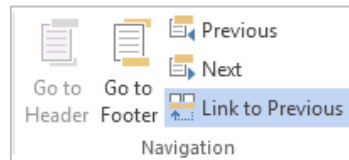
On the **Header & Footer Tools: Design** tab:

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**



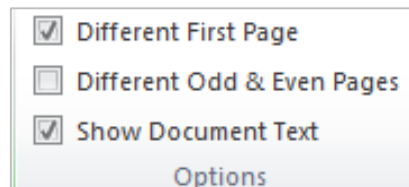
## Add headers and footers

### 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**"



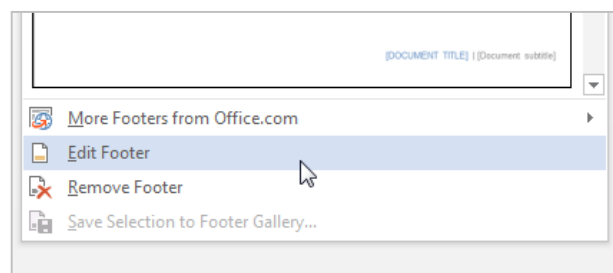
- Repeat steps 4 to 6 until you have added header text to all the sections.

### 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.



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