



Microsoft Word 2013 Part 3: Advanced Word

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Introduction

Microsoft Word 2013 is a word-processing program that is used to create professional-looking documents such as reports, resumes, letters, memos, and newsletters. It includes many powerful tools that can be used to easily create and edit documents, and collaborate with others. This handout covers working with views, adding visual elements, finding and replacing text, tracking and reviewing document changes, using the Mail Merge wizard, using templates, viewing and changing document properties, and protecting documents.

Working with Views

Word 2013 provides several ways in which you can view documents. You can use the commands on the *View* tab of the *Ribbon* to switch to different views, change a document's zoom level, split the document window, switch between open documents, view documents side by side, and more (see Figure 1).

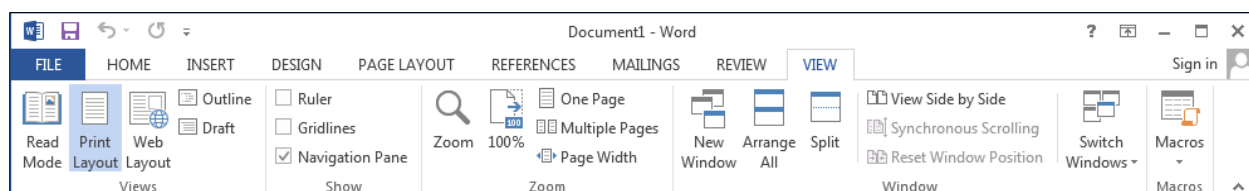







Figure 1 – View Tab of the Ribbon

Switching Views

You can display a document in a variety of views, each suited to a specific purpose (see Table 1).

Table 1 – Document Views

Name	Description
 Read Mode	This view displays a limited number of tools, zooms the document to a larger size, and repaginates it for reading. Use the arrow buttons to the left and right of the content to page through the document.
 Print Layout	This view displays the document as it will appear when printed. This is the default view.
 Web Layout	This view displays the document the way it will look when viewed in a web browser.
 Outline	This view displays the structure of the document as nested levels of headings and body text. You can expand or collapse each section and reorganize topics by dragging them to new positions.
 Draft	This view displays the content of the document with a simplified layout so that you can quickly enter and edit text. Graphics and page layout elements such as headers and footers are hidden in this view.

To switch views:

1. On the **View** tab, in the **Views** group, click the desired view button (see Figure 2). Or, click the desired view button on the **View Shortcuts** toolbar located on the right side of the **Status** bar (see Figure 3).

NOTE: The **View Shortcuts** toolbar does not contain all view options.

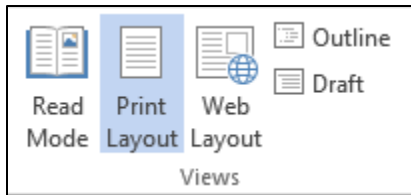


Figure 2 – Views Group on the View Tab



Figure 3 – View Shortcuts Toolbar

Changing the Zoom Level

You can zoom in to make a document easier to read or zoom out to see more of the document. Changing the zoom level does not change the document; it only affects how the document appears on the screen.

To change the zoom level:

1. On the **View** tab, in the **Zoom** group, click the **Zoom** button (see Figure 4). Or, click the **Zoom** button on the right side of the **Status** bar (see Figure 5).

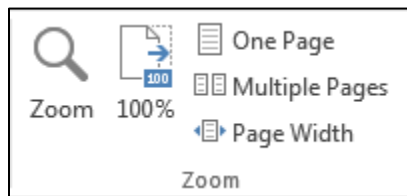


Figure 4 – Zoom Group on the View Tab

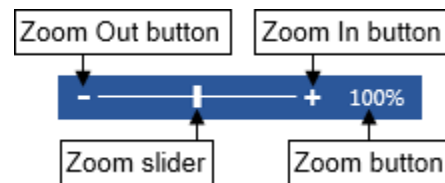


Figure 5 – Zoom Controls

2. In the **Zoom** dialog box, under **Zoom to**, select the desired zoom level, and then click the **OK** button (see Figure 6).

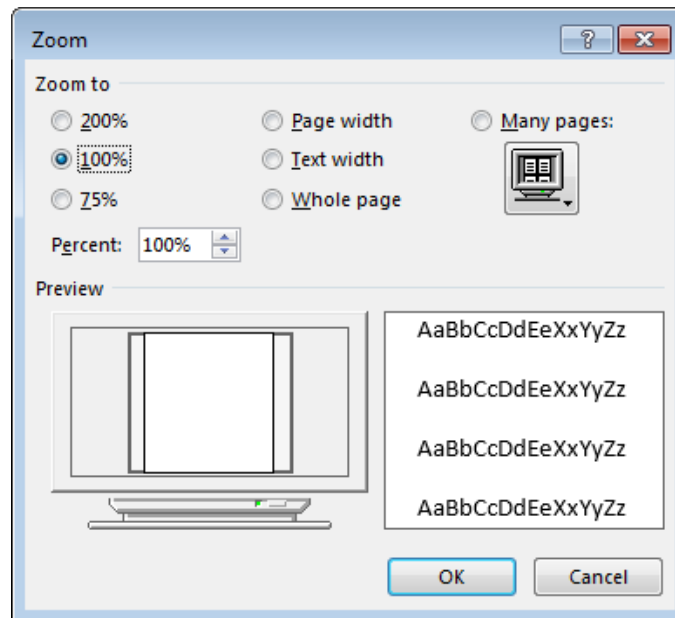



Figure 6 – Zoom Dialog Box

NOTE: You can also adjust the zoom level by using the **Zoom** controls on the right side of the **Status** bar (see Figure 5). You can drag the **Zoom** slider left to zoom out or right to zoom in, or click the **Zoom Out** or **Zoom In** button on either side of the slider.

Splitting the Document Window

You can split the document window horizontally into two panes. This enables you to scroll each pane separately so that you can view two different parts of a document at the same time.

To split the document window:

1. On the **View** tab, in the **Window** group, click the **Split** button . A horizontal split bar appears in the document window (see Figure 7).

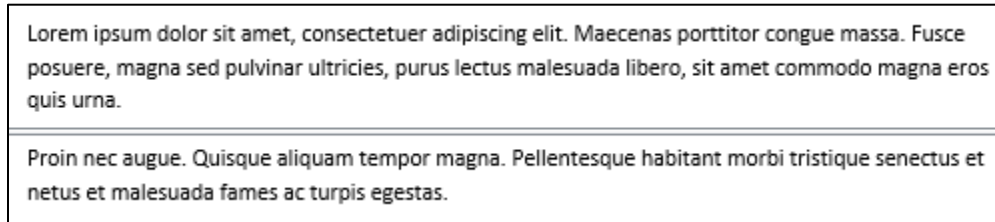


Figure 7 – Split Bar

NOTE: You can remove the split by double-clicking the split bar or by clicking the **Remove Split** button on the **View** tab.

Viewing Multiple Documents

You can have more than one document open at a time and switch between them as you work. You can also arrange two or more documents on the screen at the same time.

To switch between open documents:

1. On the **View** tab, in the **Window** group, click the **Switch Windows** button, and then click the document that you want to display (see Figure 8).

NOTE: A check mark is displayed to the left of the active document.

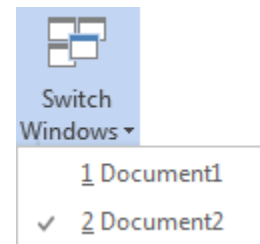




Figure 8 – Switch Windows Menu

To display two documents side by side:

1. On the **View** tab, in the **Window** group, click the **View Side by Side** button .

NOTE: If only two documents are open, they immediately appear side by side. If more than two documents are open, the **Compare Side by Side** dialog box opens so you can select the second document you want to display.

To display all open documents:

1. On the **View** tab, in the **Window** group, click the **Arrange All** button .

NOTE: When multiple documents are displayed on the screen, you can activate a particular document by clicking its window. You can control individual windows by clicking the **Minimize**, **Maximize**, or **Close** button in the upper-right corner of each window.

Adding Visual Elements

Word 2013 provides a wide range of tools that you can use to create visually compelling documents. This section covers working with shapes, SmartArt graphics, and WordArt objects.

Inserting Shapes

Word 2013 provides a variety of ready-made shapes (lines, rectangles, circles, arrows, stars, etc.) that you can insert into a document to add visual interest and impact.

To insert a shape:

1. On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button, and then click the desired shape (see Figure 9).
2. Drag the mouse pointer where you want to place the shape until it is the desired size, and then release the mouse button.

NOTE: To draw a proportional shape, hold down the **Shift** key while you drag.

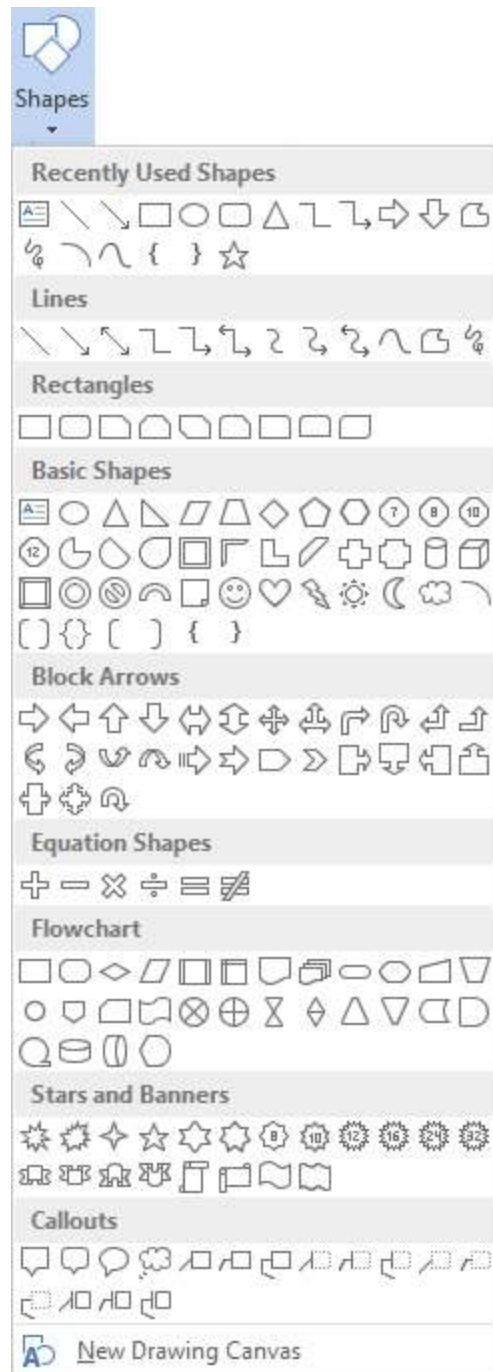


Figure 9 – Shapes Gallery

When a shape is selected, the *Drawing Tools Format* tab becomes available on the Ribbon. The tools on this tab enable you to modify and format the shape (see Figure 10).

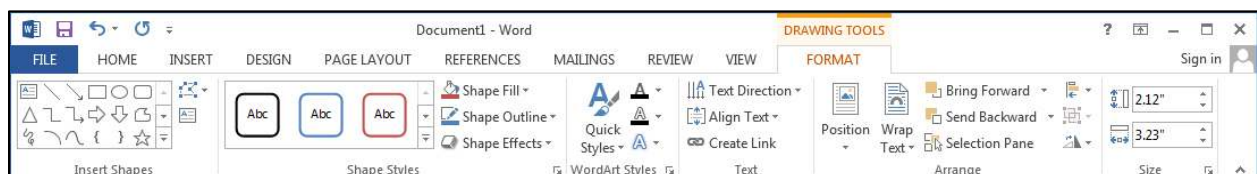


Figure 10 – Drawing Tools Format Tab

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