

## Lecture 8

### Advanced Word Features & Homework 3 in class

1. Reopen the file you worked on last time...Z:\VictoriaFalls.docx
2. Let's change the subheadings (in green font) to a Heading 2 style:

**DO IT:**

- On the Home tab, click the arrow (the dialog launcher) at the bottom of the Styles group
- Near the bottom of the first page, select the "Sightseeing" subheading
- Right-click the selected text, click "Styles", and then click the "Select Text with Similar Formatting" option. This will select all the green font subheadings in the document
- In the Styles task pane, click "Clear All" to remove all formatting and styles from the selection
- Click the "Heading 2" style to apply it to the selection

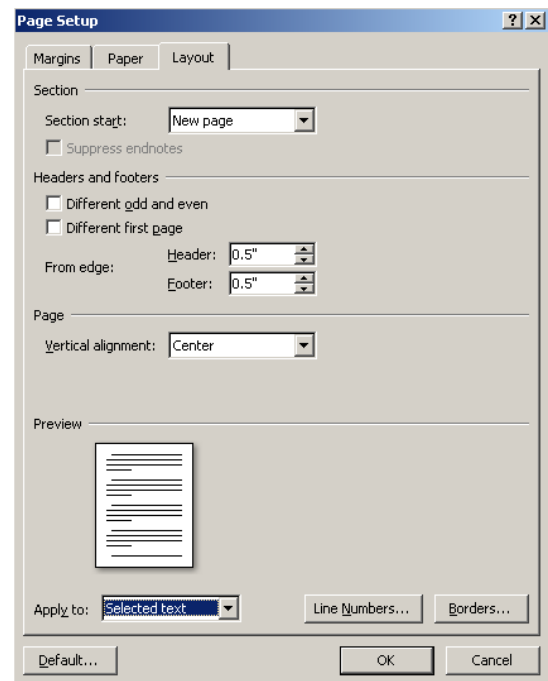
3. At the bottom of the Styles pane, try out the "Show Preview" checkbox (gives you a preview of what a style looks like) and the "Options" link (where you can choose to show All Styles).



4. Now, let's go to the beginning of the document and try to insert a table of contents.

**DO IT:**

- Go to the References tab and click the "Table of Contents" icon on the Ribbon. Select the "Automatic Table 2" option. Now, let's put it on its own page, vertically-centered.
- Select the TOC, click on the Page Layout tab, then click the Page Setup dialog launcher.
- On the Layout tab, set "Section Start" to New Page.
- Set Vertical Alignment to Center.
- Finally, apply it to "Selected Text"



5. The previous steps have added another section to your document. This is the same result that we got last week when we manually added a section break to a document (it also was a "Next Page" section break).
6. A TOC in a Word document does not adjust page numbering or heading entries on the fly.  
**DO IT:** Click in the table of contents and you'll see a button labeled "Update Table". Click the button whenever you want to see an updated TOC.
7. Save your Work!  
**DO IT:** Save the current changes to your document.
8. These lecture notes continue on the next page.

9. Let's talk about Page Numbering and Headers/Footers. Page numbers can be placed in the header area, the footer area, and they can even be placed in the margin. Word 2007 contains a handy icon for inserting page numbers (it's found on the Insert tab) and it contains some options to have different types of page numbering (Roman numerals, Arabic numerals, etc.) in one document.

10. Go to the TOC in your document

**DO IT:**

- *On the Insert tab, choose Page Number, then Bottom of Page, and select "Plain Number 2"*

- *This puts page numbering on every page in the Footer area.*

- *In the footer of the first page, go to the Page Number icon and choose "Format Page Numbers" and select the lowercase Roman Numeral group.*

- *In the footer of the second page, go to the Page Number icon and choose "Format Page Numbers" and change the page numbering to start with Page 1.*

11. Place your name in the header, right-align it, but don't let your name appear on the TOC page

**DO IT:**

- *In the header area of Page 2, the words "Same As Previous" are displayed on the right side. That lets you know that what you put in the Section 2 header area will also appear in the Section 1 header area. That is not what we want because we want the TOC page to have no header.*

- *On the Header and Footer Tools Design tab, click the "Link to Previous" button and note that the "Same As Previous" words have been removed from below the header area.*

- *Type your first and last name in the header area.*

- *On the Home tab, choose the option to right-align your name in the header area.*

- *Double-click in the document area to leave the header and footer editing and return to normal document editing.*

12. The order in which you perform the steps above make a big difference. If you didn't click the "Link to Previous" icon before you typed your name, then your name would've appeared on every page in the document. At that point, if you go back into the header area on page 2 and click the "Link to Previous" icon to turn it off; then it would have no effect on the page 1 header (which would then have to be manually deleted).

13. Save your document. E-mail it to the instructor as an attachment. This is your Homework 3 assignment.

**DO IT:**

- Save the document.

- E-mail the instructor and attach the document

- For your e-mail subject line, use: **HW3 assignment**