

10

DOCUMENT VIEWS AND FORMATTING

10.1 INTRODUCTION

After typing the text you need to make some formatting so that the typed material is brought to a presentable form. In previous lessons you have learnt about making text bold or italics. Also you are in a position to insert charts or pictures inside the text. In this lesson we will explain further designing of the text such as giving a border or a background shade.

10.2 OBJECTIVES

After going through this lesson you would be able to:

- explain the views options
- format border and shading in a document
- create a bookmark in the text
- find and replace specific text with another
- use news paper columns

10.3 PAGE VIEWS

MS-Word provides several ways to view documents: (a) Normal view (b) Outline view (c) Zoom in and out (d) Print layout view (e) Full screen view, and (f) Print preview.

10.3.1 Normal View

This feature displays the text in a simplified format that allows for faster typing and navigation through your document. It is the best all purpose view for typing, editing, and formatting text. In this view, you can see all character formats (such as bolded text and font size changes) and all paragraph formats (such as indents, tabs and alignments). Tables are visible and print as shown.

The major advantage of Normal view is that the screen scrolled faster while in Normal view than it did Print Layout view. However, this advantage is not significant today because of availability of faster Pentium Computers. Normal view, however, is not a graphical view. Specific page formats such as margins, page numbering, headers and footers, and

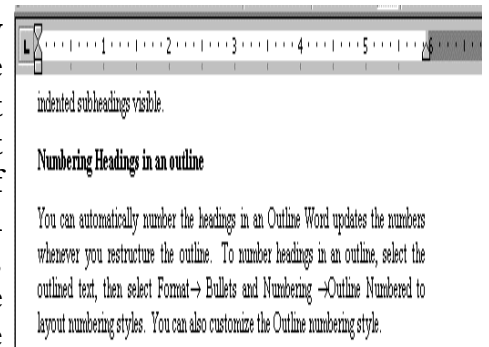


Fig. 10.1

whole page zoom are not available in Normal view. Multiple columns are displayed as a single set up of text, not as multiple columns.

To switch to Normal View, follow one of these methods:

1. Choose **View**→**Normal** commands from menu bar.



Fig. 10.2

2. Click on the Normal View button on the horizontal scroll bar.
3. Use the keyboard shortcut ALT+CTRL+N.

10.3.2 Print Layout View

It is the preferred typing view, because it gives you a sense of how your document is laying out on the page. Margins, page breaks, headers and footers, page numbering, and graphics are visible in Print Layout View. Another advantage of this view is that it allows you to view your pages in Page Width, or Text Width, or Whole Page, or Two Pages at a time. It allows you to change the magnifications to change the zoom from 10% to 500%, or view multiple pages at 10% zoom - an excellent method for finding blank pages, seeing where graphics will fall and checking indenting and hanging lines

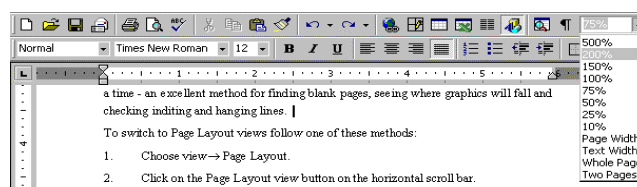


Fig. 10.3

To switch to Print Layout view, follow one of these methods:

1. Choose **View→Print Layout** commands from menu bar.
2. Click on the **Print Layout View** button on the horizontal scroll bar.
3. Use the keyboard shortcut **ALT+CTRL+P**.

10.3.3 Outline View

If the document is properly formatted, switching to outline view allows to quickly navigate and reorganize even large and complex documents. Outline view allows you to see the entire contents of the document, or just chapter headings, or just section headings, and so on. You can also indent or outdent the headings, and subheadings of your document - up to eight levels. Outline view also makes it easy to reorganise documents by allowing you to copy or move entire section of text up and down levels.

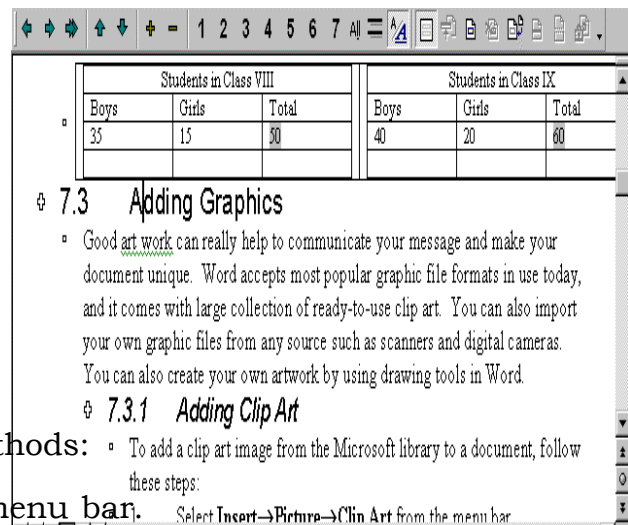


Fig. 10.4

To switch to outline view, use one of these methods:

1. Select **View→Outline** commands on the menu bar.
2. Click on the Outline **View** button on the horizontal scroll bar.
3. Use the keyboard shortcut **ALT+CTRL+O**.

When you switch to Outline view, Outline toolbar will be Indenting and Outdenting Headings in an outline instead of ruler.

To indent a heading, click on the heading, then press the **TAB** key or click on the right arrow on the Outline toolbar. To outdent, press **SHIFT+TAB** keys or click on the left arrow on the Outline Toolbar.

Collapsing and Expanding Outlines: To collapse a heading so that the indented sub-headings are not showing, double-click on the plus sign to the left of the heading. The indented subheadings will disappear. To expand the collapsed subheadings, double-click on the plus sign again to make the indented subheadings visible.

Numbering Headings in an Outline: You can automatically assign numbers the headings in an Outline. Word updates the numbers whenever you restructure the outline. To number headings in an outline, select the outlined text, then select **Format→Bullets and Numbering**. The Bullets and Numbering dialog box appears. Click on Outline Numbered to layout numbering styles. You can also customize the Outline numbering style by clicking on Customise tab in Bullets and Numbering dialog box and then selecting the appropriate options in Customize Outline Numbered List dialog box that appears.

10.3.4 Zoom

Zoom helps to view a document at different magnifications. You may zoom-in your document for a closer look at the details (as small as 10% magnifications) or zoom-out to see more of the page at a reduced size (as large as 500% magnification). You can type in your own magnifications or to the increments listed in the Preview

the Zoom dialog box. Click on down arrow on the zoom control end of the Standard toolbar. **View→Zoom** commands from bar. The Zoom dialog box appears the predefined zoom size from Zoom size decided by you in the Percent

10.3.5 Full Screen View

Full Screen view is a toggle button switches between a screen with bar and the ruler (if you have the ruler turned on) and one without. The Print Layout View or Outline View or Normal View that you have selected before choosing Full Screen command will always remain on the screen. To view Full Screen, select **View→Full Screen Full Screen** commands from menu bar.

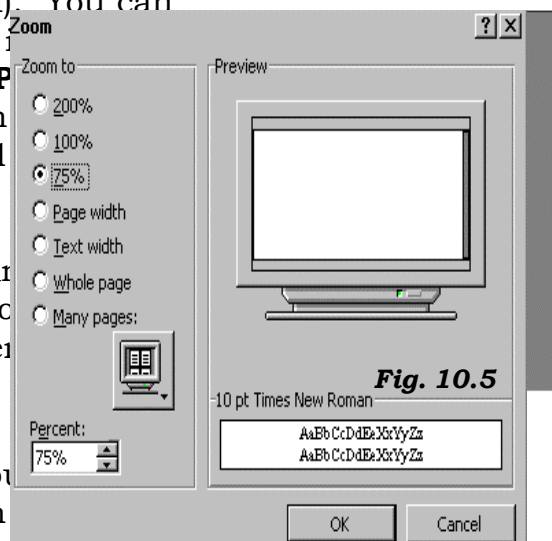


Fig. 10.6

The advantage of Full Screen is that it hides most screen elements so that you can view more of your document. To switch back to your previous view, click on **Close Full Screen** that appears on the screen, or press ESC.

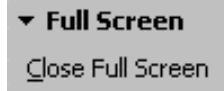


Fig. 10.7

10.4 PAGE FORMATTING

In this section, you will learn designing pages suiting to your needs. For instance, the page setup options which included paper size and page orientation etc. are normally set either by you or by default at the beginning of the opening a new document. These options can easily be changed at any time according to your needs.

10.4.1 Page Margins

There are two methods by which you can change the page margins of your document: (a) using ruler and (b) using Page Setup dial box.

(a) Using Ruler

1. Move the mouse over the area where the white ruler changes to grey.

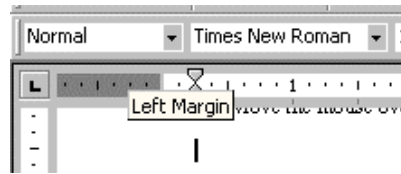
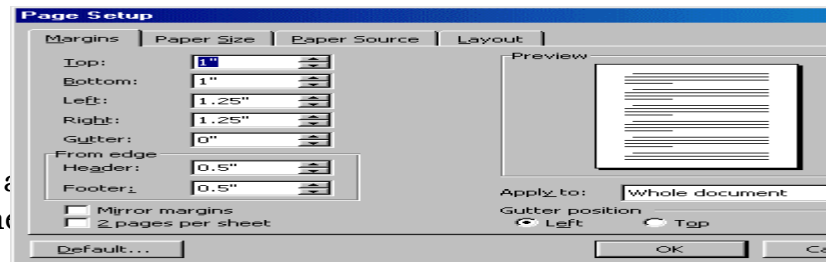


Fig. 10.8

2. When the cursor becomes a double-ended arrow, click the mouse and drag the margin indicator to the desired position.
3. Release the mouse when the margin is set.



(b) Using Page Set-up Dialog Box

The margins can also be changed using the Page Setup dialog box:

1. Select **File→Page Setup** command on the menu bar and choose the **Margins** tab in the dialog box.

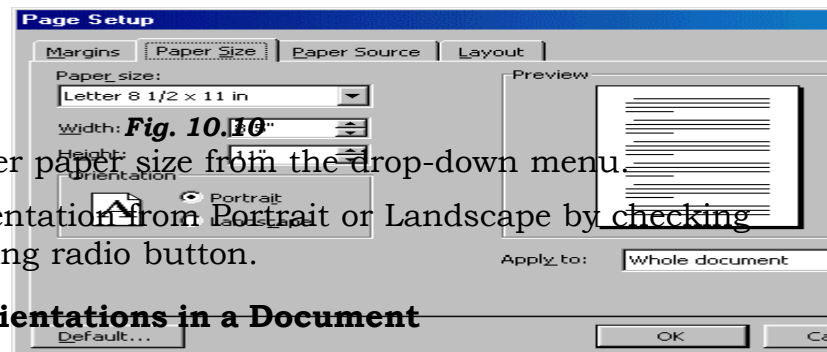
Fig. 10.9

2. Enter margin values in the Top, Bottom, Left, and Right boxes. The Preview window will reflect the changes.
3. If the document has Headers and/or Footers, the distance this text appears from the edge of the page can be changed.
4. To apply the changes to the whole document click on the drop-down arrow next to the **Apply to:** list box and change the option to Whole document if it do not appear.
5. Click **OK** when finished.

10.4.2 Page Size and Orientation

Change the orientation page within the Page Setup dialog box.

1. Select **File→Page Setup** command on the menu bar and choose the **Paper Size** tab.



2. Select the proper paper size from the drop-down menu.
3. Change the orientation from Portrait or Landscape by checking the corresponding radio button.

10.4.3 Multiple Orientations in a Document

You can mix orientations with some pages in portrait and others in landscape orientation. Word will insert section breaks above and below the pages that have a different orientation. Follow the steps given below to change the orientation of selected pages:

1. Select **View→Zoom** commands on the menu bar. The Zoom dialog box will appear on the screen. Check-mark the **Many pages:** box under Zoom to in the Zoom dialog box. Click OK.

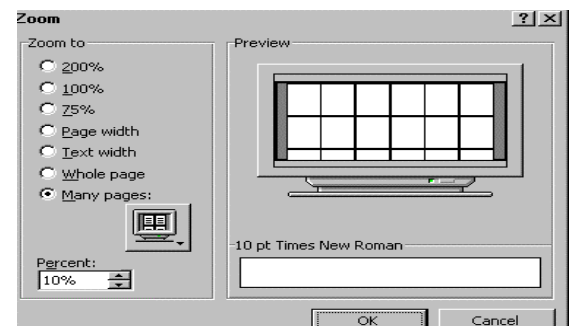


Fig. 10.11

2. You will see displaying multiple pages of your document on the screen. Select the pages to change the orientation.
3. Choose **File→Page Setup**, and click on the Paper Size tab. Then click on the orientation option (Landscape or Portrait) you need for those selected pages.

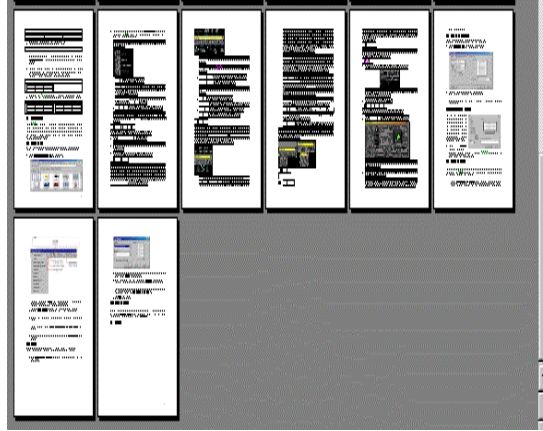


Fig. 10.12

4. Select **Apply to:** option in the drop-down box as Selected text. Click on **OK** when finished.

10.4.4 Headers and Footers

A header is text that is added to the top margin of every page such as a document title or page number and footer is text added to the bottom margin. Follow these steps to add or edit headers and footers in the document:

1. Select **View→Header and Footer** command on the menu bar. The Header and Footer toolbar will appear page will be highlighted as shown below.

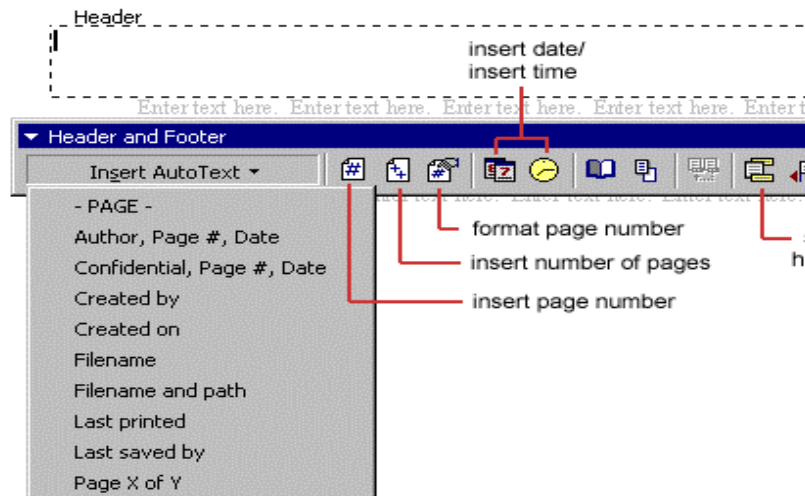


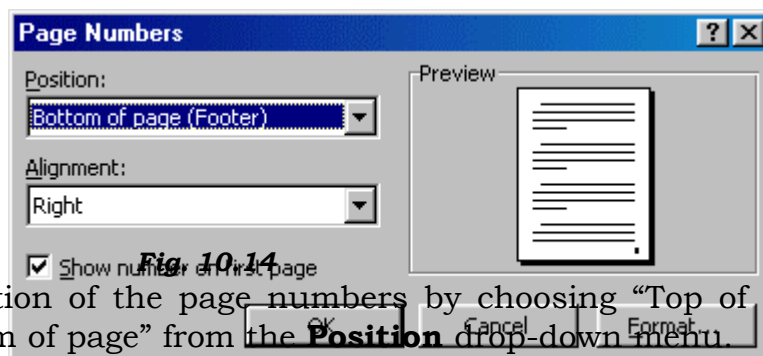
Fig. 10.13

2. Type the heading in the **Header** box. You may use many of the standard text formatting options such as font face, size, bold, italics, etc.
3. Click the **Insert AutoText** button to view a list of quick options available.
4. Use the other options on the toolbar to add page numbers, the current date and time.
5. To edit the footer, click the **Switch Between Header and Footer button** on the toolbar.
6. When you are finished adding headers and footers, click the **Close button** on the toolbar.

10.5 PAGE NUMBERS

Follow these instructions to add page numbers to a document.

1. Select **Insert→Page Numbers** from the menu bar and the following dialog box will appear.



2. Select the Position of the page numbers by choosing “Top of page” or “Bottom of page” from the **Position** drop-down menu.
3. Select the alignment of the page numbers in the **Alignment** drop-down menu.
4. If you do not want the page number to show on the first page (if it is a title page, for example), uncheck the **Show number of first page** box.
5. Click **OK** when finished.

10.5.1 Changing Start Value of Page Numbers in a Document or in a Particular Section of a Document

To change the starting value of page numbers of a document, follow the steps given below:

1. Place the cursor on a page of the document. (If your document consists two or more sections, you may have to place the cursor on a page in that particular section to change the page numbers from the beginning page of that section.)
2. Select **Insert→Page Numbers** command on the menu bar and the Page Numbers dialog box appears.
3. Uncheck Show number on first page and click on Format in Page Numbers dialog box. The Page Number Format dialog box appears.

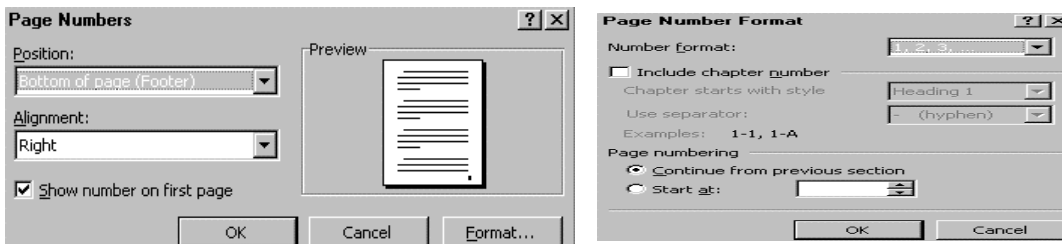


Fig. 10.15

4. At the bottom of the Page Number Format dialog box, click on the **Start** at option box and increase or decrease the page number value or simply type a number in the Start at box.
5. Click **OK** to close Page Number Format dialog box and then click **OK** to close Page Numbers dialog box.

10.5.2 Deleting Page Numbers in a Document or a Particular Section in a Document

To delete page numbers within a document or section of the document, follow the steps given below:

1. Select **View→Print Layout** to change screen view to Print Layout view if you are not already in this view.
2. Choose **View→Header and Footer** command on the menu bar. The Header and Footer toolbar appears. The header is shown first. If you can see your page number in the Header, skip to step 4.

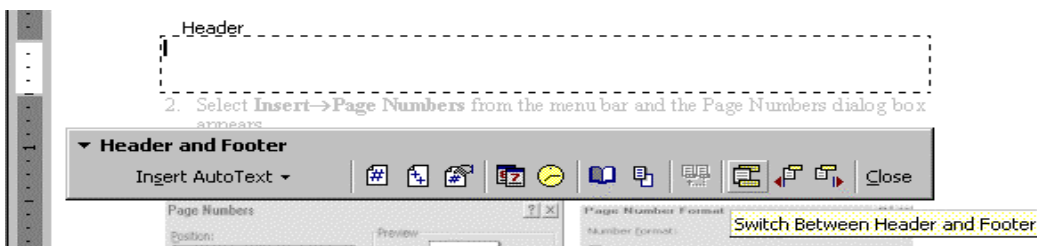


Fig. 10.16

3. If do not see your page number in the Header, it may be suppressed and not showing on the first page. Click on the **Show Next** button to display the next Header. Still if you face the problem in seeing the page number in Header it may be in Footer. Click on the Switch between Header and Footer button in the Header and Footer toolbar. Still if you face the problem in seeing the page number in Footer it may be in Footer but suppressed. Click on the **Show Next** button to display the next Footer.

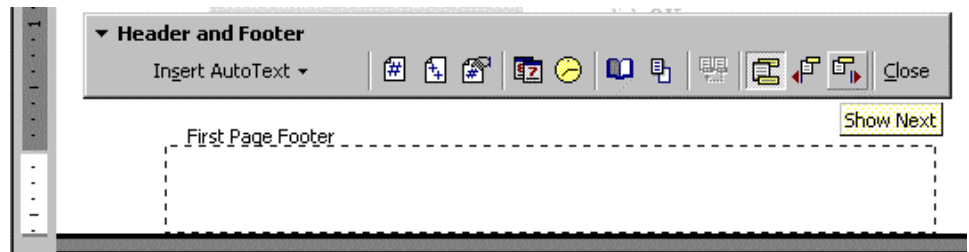


Fig. 10.17

4. When you see the page number, pause the mouse over the number and the mouse will turn into a four-headed arrow.
5. Click on the page number when the mouse is four-headed arrow. Object markers will display in a rectangular box around the number in declaring that the page number is selected.

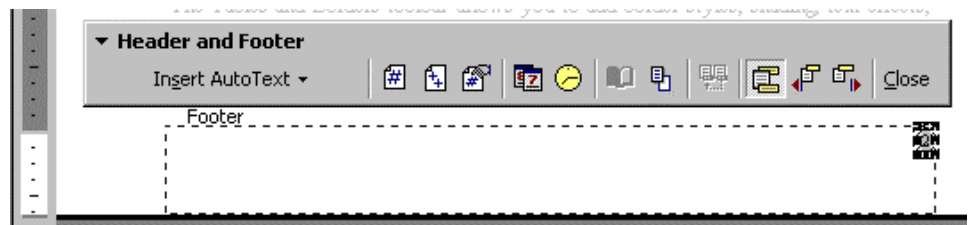


Fig. 10.18

6. Press the Delete key on your keyboard to delete the number. It will disappear within the document or within the current section if the document has many sections.

10.5.3 Inserting a Page Break

When you are typing along and reach the bottom of a page in a Word document, a page break will be inserted automatically. The paper size will determine where automatic page breaks occur. If you wish to end one page and start another page before the natural page breaks, you should not press the ENTER key repeatedly in order to move to the next page. Instead, follow one of the ways given below:

1. Position the insertion point at the line where the page should end. Choose **Insert→Break** command from menu bar. The Break dialog box appears. Check-mark Page break under Break types in Break dialog box. Click **OK** to insert a page break.

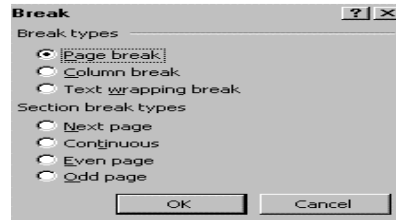


Fig. 10.19

2. Position the insertion point at the line where the page should end. Press **CTRL+ENTER** keys to insert a page break.

10.5.4 Deleting a Page Break

The easiest way to delete page breaks is to find and remove the extra page break indicator in the document. To do this switch over to Normal view, click on the Page Break line and press **DELETE** key to remove the page break.

10.5.5 Inserting a Section Break

You can also insert a new section in order to give different page numbers or orientation etc. You can use Break dialog box for this purpose. Follow the steps given below to insert a section break:

1. Position the insertion point at the line where the page should end. Choose **Insert→Break** commands from menu bar. The Break dialog box appears. Check-mark the option under Section break types in Break dialog box. Click **OK** to insert a section break.

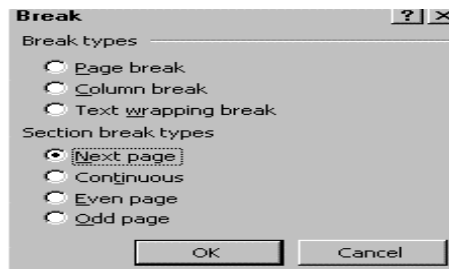


Fig. 10.20

10.5.6 Deleting a Section Break

The easiest way to delete section breaks is to find and remove the extra section break indicator in the document. To do this switch over to the Normal view, click on the **Section Break** line and press **DELETE** key to remove the section break.

10.5.7 Adding Borders and Shading to Pages

One of the effective formatting option in Word is the ability to apply

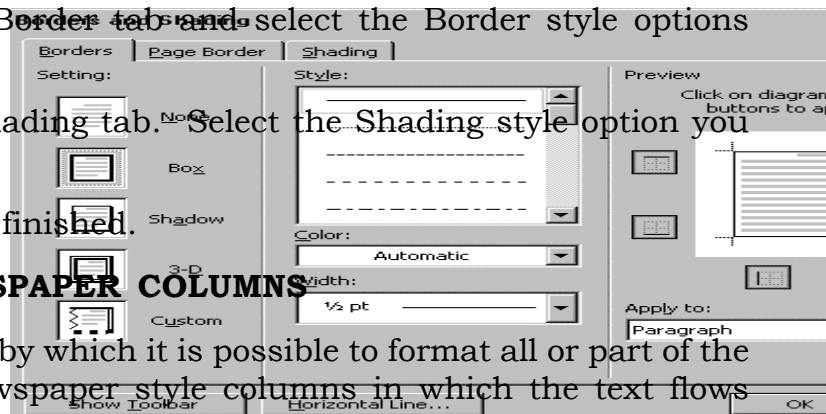
borders and shading to parts of your document. To apply borders and shading to pages, follow the steps given below:

1. Select the pages to receive borders or shading.

Fig. 10.21

Choose **Format**→**Borders and Shading** command on the menu bar. The Borders and Shading dialog box appears, which has three tabs: Borders, Page Border, and Shading.

2. Click on Page Border tab and select the Border style options you prefer.
3. Click on the Shading tab. Select the Shading style option you prefer.
4. Click OK when finished.



10.6 USING NEWSPAPER COLUMNS

Word has a feature by which it is possible to format all or part of the document with newspaper style columns in which the text flows from the bottom of one column to the top of the next. These columns can be equal or unequal width. You can also vary the number of columns in a document or on a page. Newspapers, newsletters, brochures, and magazines use this style of text layout.

10.6.1 Creating Columns of Equal or Unequal Width

The Figure shows the Columns dialog box with different column choices. Word's columns feature allow you to create up to 45 columns (actual number of columns is affected by page size and margin settings), define different column layouts on the same page, and

quickly draw lines or rules between the columns. Follow these steps to create columns in your document:

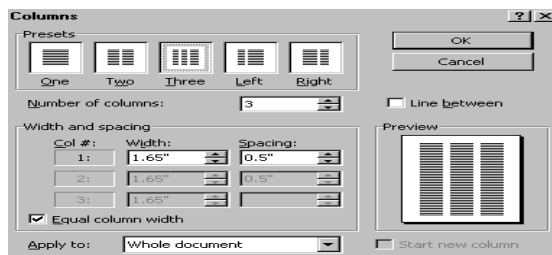


Fig. 10.22

1. Place the insertion point where the columns should begin. If you want to include a heading that spans across all the columns at the top of the page or section, type this heading first before defining columns. You can also select existing text to be formatted as columns.
2. Select **Format →Columns** commands from menu bar.
3. In the preset area, select the type of column layout you prefer. The first three layouts are for equally spaced columns; the last two will produce unequal columns (Left preset layout makes the left column narrower than the right column. The Right preset layout makes right column narrower). In both formats, the wide column is twice as wide as the narrow column.
4. You can add columns in the Numbers of columns box, and change the width of each column in the Width and Spacing area. Word will show you a preview of how the columns will look.
5. To add a line or rule between the columns, check the Line Between option, which is above the preview area.
5. Column layouts can apply to selected text or to the whole document or from a particular point forward in the document. In the **Apply to:** drop-down list box at the bottom of the dialog box, choose the appropriate setting.

10.7 USING THE GO TO COMMAND

If the document being edited is huge and the user knows the page numbers, MS-Word provides a feature **Go To** that will make navigation easier. Choose **Edit→Go To**. A Find and Replace dialog box appears. Use this to specify the page, section, line, bookmark, footnote or annotations to which you desire to go. Use the text box to enter the number and press the GoTo button. The following gives a list of samples that can be typed in the text box.

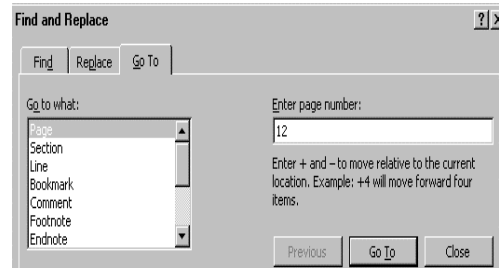


Fig. 10.22

0	Move to the beginning of the document.
Blank	Move to the next page.
20 or P20	Move to page 20
S5	Move to section 5
P4S2	Move to section 2 in page4.
-2	Move back by 2 pages.
+4	Move forward by 4 pages.

INTEXT QUESTIONS

1. What is a Header and Footer?
2. The shortcut key to insert a page break:_____
3. How do you delete a Page break?
4. State True and False
 - (a) You cannot change Start value of page numbers in a particular section of a document.
 - (b) Word's columns feature allows you to create upto 45 columns
 - (c) You cannot remove a section break once inserted.

10.8 BOOKMARKS

Bookmarks are used to mark items and locations in a document—for example, a passage in a document that you want to refer to with a cross-reference or an index entry. When a bookmark is inserted, a unique name is given to a selected item or location, which is later used to locate the marked items.

A cross-reference is a reference to an item that appears in another location in a document — for example, “See Figure 1 on page 3.” You can create cross-references to headings, footnotes, bookmarks,

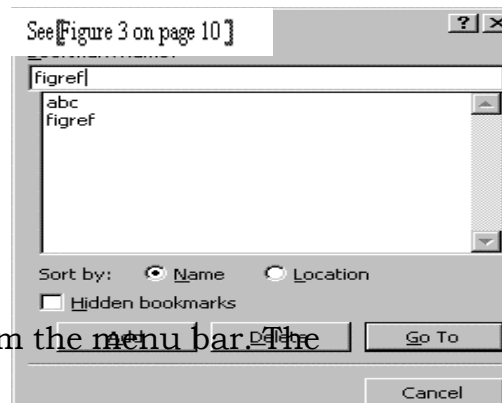
captions, numbered paragraphs, and so on. If you are creating an online document, you can use hyperlinks for cross-references so that users can jump to the appropriate reference. If you later add, delete, or move an item you have referred to in a cross-reference, you can easily update the cross-references all at once.

A caption is a numbered label, such as “Figure 1,” that you can add to a table, figure, equation, or other item. You can vary the caption label and number format for different types of items — for example, “Table II” and “Equation 1-A.” If you later add, delete, or move captions, you can easily update the caption numbers all at once.

To create a bookmark, follow these steps:

1. Select the text, item or location that has to be marked. For example, you have typed ‘See Figure 3 on page 10’, and want ‘Figure 3 on page 10’ as bookmark then select this text.

Fig. 10.23



2. Choose **Insert**→**Bookmark** commands from the menu bar. The Bookmark dialog box appears.
3. Type a name for the bookmark in the Bookmark Name box, which must begin with a letter. This name can contain letters, numbers and underscore characters. Also, it should not have more than 40 characters and no spaces in between. In our example we have given the name as ‘figref’.
4. Click the Add button. The text will be book marked.

See [Figure 3 on page 10]

To view or hide bookmark click **Tools** →**Option** and

select the **View** tab. Under **Show**, select or clear the **Bookmark** check box.

To locate a bookmark, click **Edit→Bookmark** and then select the bookmark name you want to locate and then choose the **Go To** button.

To add text to the end of a bookmark, type the additional text at the end of the marked text, select the added text and the existing bookmark and then choose **Bookmark** from the Insert menu. Select the existing bookmark name, and then choose the **Add** button.

10.9 REUSING TEXT AND GRAPHICS

Word enables you to store frequently used text, graphics and other items and quickly insert them into documents. This is made possible by the two features of Word - **AutoCorrect** and **AutoText**. Both these features help to reuse text with or without its original formatting.

10.9.1 Using AutoCorrect

You can use the AutoCorrect feature to automatically detect and correct typos, misspelled words, grammatical errors, and incorrect capitalization. For example, if you type **teh** plus a space, then AutoCorrect replaces what you have typed with “the” You can also use AutoCorrect to

example, type **(c) tute of Open School** AutoCorrect dialog box

Choose **Tools→Auto** dialog box appears. tions by scrolling in

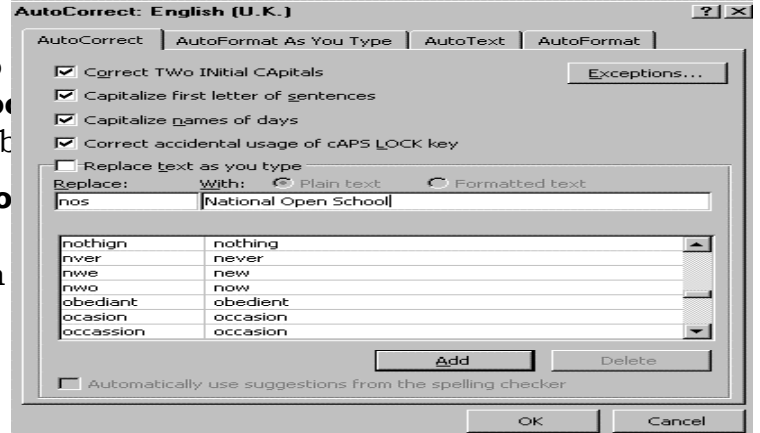


Fig. 10.24

10.9.2 Creating your Own AutoCorrect Entries

When creating your own AutoCorrect entries, there is one potential landmine, which is that AutoCorrect will always blindly replace certain text strings with other text strings. So, try to use names that are uncommon yet easy to remember. Here are the steps for creating an AutoCorrect entry:

1. Open the AutoCorrect dialog box with the **Tools → AutoCorrect** command on the menu bar .
2. Type the “name” (the text string you wish to replace) in the Replace box.
3. Type the replacement in the With box.
4. Click Add.
5. Make any other entries or changes.
6. Click OK when done

Automatic Correction

In addition to fixing mistakes as you type them, you can run the AutoCorrect feature at any time to inspect and clean up documents. Use the AutoCorrect dialog box to choose the options you wish Word to use from AutoCorrect dialog box.

10.9.3 Using Auto Text

AutoText is an easy way to store and retrieve “boilerplate” text, graphics, addresses, letter closings, memo distribution lists, tables, logos and just about anything else that you can create with Word.

Creating AutoText Entries

To create AutoText entries, follow these steps:

1. Simply select the text you want as AutoText.
 2. Choose **Insert → AutoText → AutoText** commands from menu bar. The AutoCorrect dialog box appears. If you want to store the paragraph formatting with the entry, be sure to include paragraph marks in your selection. (Even if you store an entry with paragraph formatting, you can later insert the entry without formatting if you wish).
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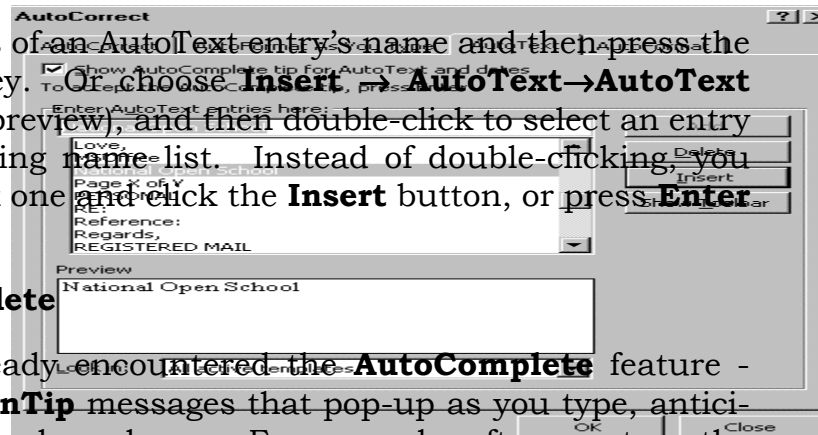
Fig. 10.25

3. Click **Add**. Click **OK** when you finished.

Using Auto Text Entries

Once you have created AutoText entries, you can insert them in the text. To do this, follow these steps:

1. Place the insertion point where you want the entry to be placed.
2. Type few letters of an AutoText entry's name and then press the **F3** function key. Or choose **Insert** → **AutoText** → **AutoText** (you will see a preview), and then double-click to select an entry from the scrolling name list. Instead of double-clicking you could also click one and click the **Insert** button, or press **Enter** key.



10.9.4 Auto Complete

You may have already encountered the **AutoComplete** feature - small, yellow **ScreenTip** messages that pop-up as you type, anticipating your next word or phrase. For example, after you type the first three letters of a phrase that is stored as an **AutoText** entry. Word will suggest the rest of the phrase. When you see the suggested pop-up phrase, press the **Enter** key or press F3 to have Word complete the phrase for you. To reject the suggestion, just keep typing and the suggestion goes away.

AutoComplete provides suggestions for both pre-programmed Items and AutoText Items you create. Here are the items that are automatically completed: the current date, a day of the week, a month of

the year, and AutoText entries. For example, if type **Dec.**, AutoComplete will suggest “December”; press the **Enter** Key or press **F3** to take the suggestion. If you are a very fast typist, you may never see AutoComplete suggestions - you will have completely typed a phrase before Word can offer to finish it for you.

To get the most out of AutoComplete, you should store your frequently used text as AutoText. An AutoComplete suggestion won't be offered until you type the first three letters of a phrase. But if you have stored as AutoText two or more phrases that start with the same three letters, AutoComplete won't offer a suggestion until you type enough for it to recognise which phrase you are typing. For example, if you have stored the phrases *Yours faithfully* and *Yours sincerely* as AutoText entries, you will need to type Yours plus the first letter of the next word (say *f* for *Yours faithfully* or *s* for *Yours sincerely*) before AutoComplete will be able to suggest the correct text. To solve this problem you can also assign unique two-character abbreviations to phrases that start with the same letters. For example, you could assign the abbreviation *yf* to the phrase *Yours faithfully* and *ys* to the phrase *Yours sincerely*.

AutoComplete uses the text of the AutoText feature. Microsoft created a few frequently typed phrases so that there would be some existing AutoComplete items.

To turn AutoComplete feature on or off:

1. Select **Insert**→**AutoText**→**AutoText** commands from the menu bar. The AutoCorrect dialog box appears.
2. Check-mark (or uncheck-mark) the **Show AutoComplete tip for AutoText and dates** option on the **AutoText** tab to turn AutoComplete feature on (or off).
3. Click on **OK**.

INTEXT QUESTIONS

5. Define book-mark.
 6. The name for a bookmark can contain upto——characters.
 7. To access Mark Index Entry dialog box , press———keys.
 8. State True or False
 - (a) Word enables you to store frequently used text, graphics and other items and quickly insert them into documents.
-

- (b) Each time you visit and close the Index tab in the **Index and Tables** dialog box, Word will not ask you whether you want to replace the selected index.

10.9.5 Finding and Replacing Text and Formatting

To find a particular text in a document and replace it with some other text:

1. Choose the **Edit→Find** option. The Find and Replace dialog box appears. This dialog box can be used to specify the text to be found. The text found by this option can be changed, by clicking the mouse at the position required, in the document. The dialog box can be reused to fetch the next instance of the text.



Fig. 10.26

2. The Find and Replace dialog box can be used to replace a word on its first occurrence or all occurrences. If you click on Replace, Word replaces the selected instance of the search criteria, finds the next occurrence, and then stops. If you want Word to automatically replace all occurrences of the search criteria in your document, click Replace All.

10.10 WHAT YOU HAVE LEARNT

In this lesson you learnt various techniques of formatting a document such as placing a border around the page or giving a shade. You also learnt different options that MS-Word offers to view a document. Now you are in a position to format a page by giving required margin, paper size, header and footer and page number.

10.11 TERMINAL QUESTIONS

1. What are the steps to create a Bookmark in a document?
 2. What is the advantage of using AutoCorrect feature in Word?
 3. Explain the steps in creating AutoText entries.
 4. What is the advantage of AutoComplete feature in Word?
 5. Explain the steps in finding and replacing text?
 6. Write steps in creating columns of unequal width in a Word document.
 7. Write steps in inserting a page number.
 8. How do you delete a section break?
 9. How do you add Borders and Shading to pages in a document?
 10. Write steps in inserting a chapter heading in a Header.
 11. Explain any three uses of editing a graphic.
 12. Write steps in converting tables to text.
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10.12 KEY TO INTEXT QUESTIONS

1. A Header is text that is added to the top margin of every page such as a document title or page number and Footer is text added to the bottom margin.
 2. CTRL+ENTER
 3. Switch over to **Normal View**, click on the **Page Break line** and press **DELETE** key.
 4. (a) False, (b) True, (c) False
 5. Bookmarks are used to mark items and locations in a document.
 6. 40
 7. ALT+SHIFT+X keys
 8. (a) True, (b) False, (c) False
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