

Anleitungen für Word 2016 als Word-Dokument zum Ausdrucken und fürs Intranet

Aus technischen Gründen wurde in dieser Musterunterlage dieses Deckblatt zusätzlich eingefügt, und anders als im Original-Worddokument haben wir das Inhaltsverzeichnis am Ende platziert. Darüber hinaus entsprechen hier auch die Kopf- und Fußzeilen nicht dem Original.

19 Text and Tabs


Tabs (tab stops) help you to write a list, for example, for an order or invoice. Larger spaces should not be created with the space bar, but instead, with a tab. The use of tabs has several benefits:

- It's faster. One stroke of the **Tab** key replaces perhaps 20 or more strokes of the **Space bar**.
- With a subsequent font change (font type and/or size), the format of the list usually remains; exception: the font is significantly larger.


Close document

File We would like to format the order from the previous page. If you still have a document on your screen, save it. Now close the old document. You can use the **File** tab and select **Close** from the menu. Now select **File** tab, **New**, **Blank Document** to create a new document, and save it under the file name of **Letter, office supplies order**.

19.1 Default tab stops

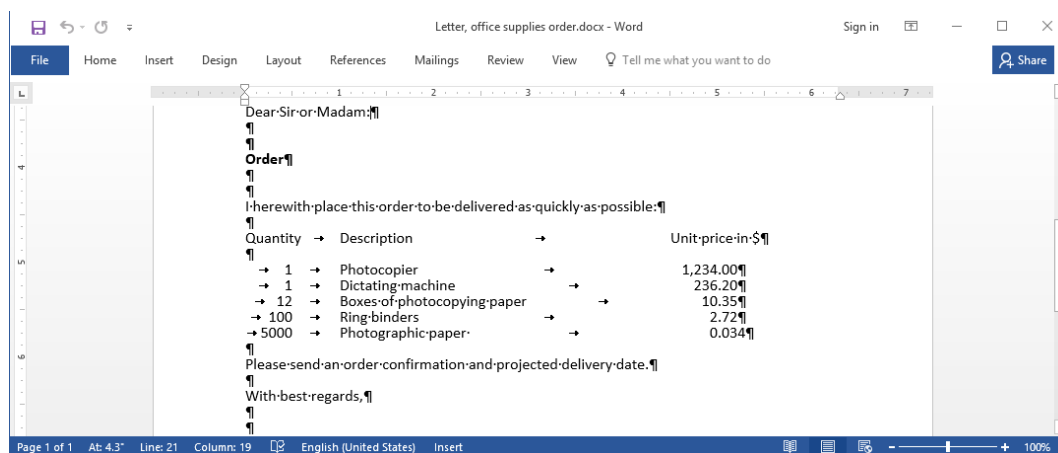
It is very practical when the ruler between the ribbon and the document is displayed. You can activate and deactivate the ruler using the  icon above the scroll bar on the right.

As long as no individual tab stop has been set up in a paragraph, the default tab stops apply, which are usually set every 0.5". With default tab stops, each stroke of the **Tab** key shifts the text at the cursor position 0.5" to the right. This default spacing can be changed in the **Tabs** dialog box (page 105). However, this is rarely done. Usually, individual tab stops are set. If an individual tab stop is defined in a paragraph, all default tab stops to the *left* of the individual tab stop are automatically cleared.

Every tab in the document can be displayed on the screen by the special character . The display of formatting symbols can be enabled and disabled with the **Show/Hide** icon on the **Home** tab in the **Paragraph** group.

Your task

Use a building block from the last exercise for the letterhead of the order. Write the name **Letterhead** and press the **F3** key. Then continue creating the **Order** document up to the "...delivered as quickly as possible:" paragraph and then press the **Enter** key twice. Write the word "Quantity". This word is at the beginning of the line with the column headings. "Description" should be positioned at 1". To do this, set a tab stop.









Tabs with visible special characters and collapsed ribbon (page 13)



Positions on the ruler

| | | | |
|----------|---------------|---|-------------------|
| 0" | 1" | | 4.5" |
| Quantity | → Description | → | Unit price in \$¶ |

19.2 Tab alignment


At the left edge of the ruler, you see a tab selector button  for tab alignment or paragraph indent. If you click the button to the left of the ruler from 1 to 6 times, you can select a different tab alignment or another paragraph indent on the ruler prior to setting the tab stop position. There are different alignments available. Each tab stop is set at the position of 3":

| | |
|--|--------------------|
|  (Default) | Left-aligned |
|  (1 click) | Centered |
|  (2 clicks) | Right-aligned |
|  (3 clicks) | 4567.890 (Decimal) |
|  (4 clicks) | (vertical line) |

With the  (5 clicks) and  (6 clicks) buttons, you can set the paragraph indent with the mouse.

19.3 Individual tab stops

Now you need a tab stop at 1" on the ruler. The easiest way is to set the tab on the ruler with the mouse:

1. First check that the tab alignment is set for left-aligned  at the start of the ruler. Place the tip of the mouse pointer *below* the 1 on the ruler and

click with the left mouse button:




Ruler with left-aligned tab  at 1"

2. Set another left-aligned tab stop at 4.5" on the ruler.
3. The cursor is positioned after the word "Quantity". Press the

 **key**

once and write the word "Description".



4. Then press the  key again and write "Unit price in \$".

The column headings should now appear as shown in the example.

Moving a tab stop

It is easy to move an existing tab stop on the ruler with the mouse: place the mouse pointer on the tab stop on the ruler, and drag the tab stop *along* the ruler to a new position while holding down the left mouse button.



If you press the  key at the same time, the exact position is displayed on the ruler, and you can position more precisely. Let go of the mouse button *first*, and then the  key!

Clearing a tab stop

You can also clear a tab stop with the mouse: place the mouse pointer on the tab stop on the ruler, and drag the tab stop off the ruler down into the document while holding down the left mouse button.

19.4 Paragraph format

The tab stop positions, which you can set individually, belong to the paragraph. They are linked to the paragraph marks.

| Quantity → | Description | → | Unit price in \$¶ |
|------------|-------------|---|-------------------|
|------------|-------------|---|-------------------|

Place the cursor at the end of this line, in front of the paragraph mark, and press the key. This copies the paragraph mark. You can see that the two tab stops are on the ruler again. Now clear the tab stop at 4.5" in the *last paragraph* with the mouse.

19.5 Right-aligned and decimal tab stops

In the next paragraph, a right-aligned tab stop **■** is needed at 0.5", a left-aligned tab stop **■** at 1", and a decimal tab stop **■** at 5".

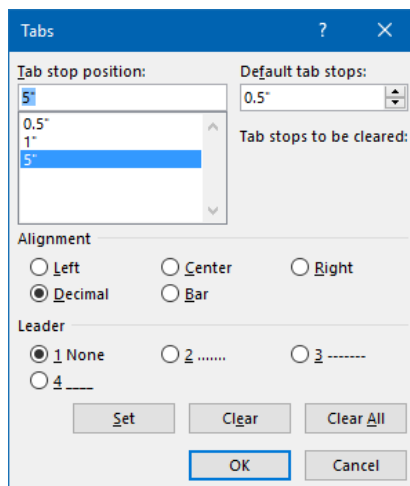
The last (= furthest right) character is typically *in front* of the tab position for a right-aligned tab stop. With a decimal tab, the decimal points are lined up.

| R 0.5" | L 1" | | D 5" |
|--------|------------------|--|-----------|
| 1 | Copy machine | | 1,234.00¶ |
| 1 | Dictation device | | 236.20¶ |
| 12 | Boxes copy paper | | 10.35¶ |
| 100 | Ring binders | | 2.72¶ |
| 5000 | Photo paper | | 0.034¶ |

19.6 Tabs dialog box

After setting the first tab stops on the ruler with the mouse, now set another tab stop using the **Tabs** dialog box:

1. *Right-click* in the paragraph *below* the **Quantity, Description, ...** line. Select the **Paragraph** command from the context menu. Click the button in the **Paragraph** dialog box. Here you can set new tab stops, clear existing tab stops, or set tab stops with so-called leader characters. Leaders fill the space between the tab stops. In this training document, the spaces are filled with dots in front of the right-aligned page numbers in the table of contents and subject index.
2. Enter the value of 0.5 in the **Tab stop position** field.
3. Set **right-alignment** with the mouse.
4. Now click the button.
5. Very likely, you will see another value entered on the left in the tab stop position list: 1". If this is not the case, set this left-aligned tab.
6. Now set a decimal tab at 5".



Tabs dialog box

7. **Close** the dialog box with the button.

Your tasks

1. Finish typing the order. There are three ways to transfer the set tab stops to the next line:
 - You insert a manual line break with + , or
 - just copy the paragraph mark ¶ with a paragraph return , or
 - use the paragraph to create a style. The template can now be transferred to any paragraph.
2. **Date field:** The date is still missing: place the cursor at the beginning of the letter right behind the word Date and delete it with the key.
3. Insert the date. Select a date format, and click .
4. Save the document, without changing the file name.



19.7 Summary: tab stops

1. Place the cursor in the appropriate paragraph. If the tab stop settings or clearing of tab stops is to be applied to several paragraphs, these paragraphs must first be selected. Holding down the **Ctrl** key, you can select several separate areas with the mouse.
2. **Setting a tab stop**
 - On the ruler, with the mouse: first determine the alignment **L** to the left of the ruler, and then click the position on the ruler. Or,
 - in the **Tabs** dialog box: enter a value in the **Tab stop position** field, and then select the alignment. Click the **Set** button to set the tab stop.
3. Place your cursor in the paragraph where the tab is to be used, and press the **Tab** key, or tables **Ctrl**+**Tab**.
4. If the same tab stops are needed in the following line, you can transfer the existing tabs in a number of ways:
 - Use a manual line break ↵ with **Shift**+**Enter**. This creates a new line within a paragraph. This is the most common method, or
 - copy the paragraph mark ¶ by simply pressing the **Enter** key at the end of the line, or
 - create a style from the paragraph. The template can now be transferred to any paragraph.
5. **Moving tab stops**

Place the mouse pointer on the tab stop on the ruler, and drag the tab stop *along* the ruler to a new position while holding down the left mouse button. If you press the **Alt** key at the same time, you can position the tab stop more precisely on the ruler.
6. **Clearing a tab stop**
 - Drag the tab stop downwards off the ruler while holding the left mouse button, or
 - open the **Tabs** dialog box. Select the tab stop position to be cleared and click **Clear**. The **Clear all** button clears all the tab stops in this paragraph.

20 Text with Tables

The order from page 101 can also be created using the Word table feature.

Your task

1. Open a new blank document, this time using **Ctrl** + **N**.
2. Copy the upper half of the document **Letter, office supplies order**, up to and including "I herewith place this order to be delivered as quickly as possible" into the new document.
3. If necessary, insert paragraph returns at the end of the document, so that now the cursor is positioned two lines below the "...delivered as quickly es possible" sentence.
4. Save the Word document under the name Letter with table, office supplies order

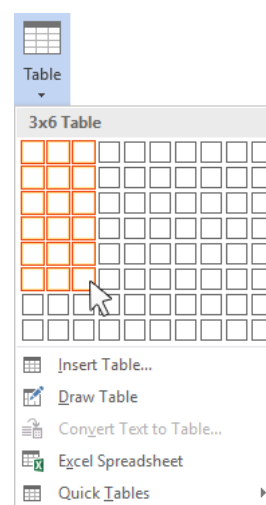
20.1 Inserting a new table

Perhaps you are already familiar with a spreadsheet from a spreadsheet program such as Excel. It is divided into columns and rows. The intersection between columns and rows is the cell.

Show and click (live preview)

To create a table, place the cursor at the position where the table should begin.

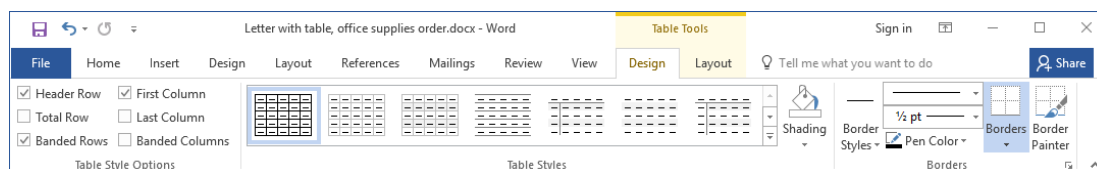
1. Click on the **Table** icon in **Tables** group on the **Insert** tab.
2. In the drop-down matrix, point to a 3x6 table with the mouse: 3 columns and 6 rows. Just by pointing with the mouse, you see the table in the background of your document (live preview).
3. By clicking the 3x6 corner point, the table is inserted.



Select the number of columns and rows from the matrix

20.2 Context tools


Word inserted the table, and the cursor is in the new table. Now you see a special feature of Office 2016: **Context tools**. Two special tabs for editing tables have been added to the ribbon. In addition, there is a new tab on the title bar: **Table Tools**. The tabs will be closed automatically, when the cursor is no longer positioned in the table. A large variety of context tools (on-demand tools) are offered in all Office 2016 programs. In Word, there are also **Picture Tools**, for example, when a picture or graphic is selected.



Context tool Table Tools

20.3 Changing the column width

The table adjusts to the width of the printed area. Every column has the same width. You can change the width of the columns individually using a dialog box or with the mouse. Make sure the ruler is visible.



1. Point the mouse to the line separating column 1 and 2, until the mouse pointer takes on this form: . While holding down the left mouse button, change the width of the first column by moving it to the left, to 1" on the ruler.
2. In the same way, change the width of the second column to approximately 4" on the ruler, and the third column to approximately 6".



While changing the width, if you hold the left mouse button down, and also press the **Alt** key at the same time, the exact column width will be displayed on the ruler.

20.4 Moving a table with the mouse

You can very easily move a table in Word 2016 to another position with the mouse:








1. If you point to the *upper left* corner of the table with the mouse, a sizing handle  appears.
2. Place the mouse pointer *on* this table sizing handle. You see the mouse pointer also displayed as a four-headed arrow. 
3. While holding down the left mouse button, drag the table to a new position.

20.5 Using the tab key in tables

With the **Tab** key, you can jump from cell to cell within a table, and with the **Shift**+**Tab** shortcut, the cursor jumps back into the previous cell. If the cursor is flashing in the last table cell in the lower right corner, add a new row to the table with the **Tab** key. If you would like to use a tab stop within a cell, then use the **Ctrl**+**Tab** shortcut.

20.6 Selecting and formatting cells

You can format the cells. If you want to apply a format to multiple cells, then select the cells first. The usual options are available for selecting (page 43). Additional options in Word are:

-  To select a cell, place the mouse pointer within the cell near the left cell border until the mouse pointer becomes a black arrow  which points upwards and to the right. Then do a left click.
-  To select a column, point the mouse to the upper edge of the column until the mouse pointer is shown as an arrow , and click. To select several columns, drag the mouse across the upper column edge  while holding down the left mouse button.
-  If you place the mouse pointer to the left of the table edge, the mouse pointer will be shown as an arrow which points upwards and to the right. The mouse pointer is now in the selection margin. You can select a row with a mouse click, or multiple rows by holding down the left mouse button (see also page 44).
-  If you wish to select the entire table, place the mouse pointer in the table, and then click the sizing handle in the *upper left* corner of the table.

As with text outside a table, you can also format cells before or after entering text. For the alignment within the cell, the icons in the **Paragraph** group on the **Home** tab are available, as are the shortcuts.

20.7 Gridlines and borders

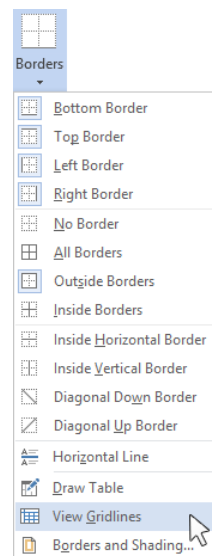
Gridlines

In order to be able to recognize the individual cells better while creating a table, Word can frame the cells with *small dotted* gridlines. These lines are not printed, and you can turn them on or off. Try the following:

Click the arrow ▼ of the **Borders** icon in the **Borders** group on the **Design** tab (**Table Tools**), and select **View Gridlines** from the list.


Borders

In the list shown to the right, you can turn borders on and off. These are usually printed as *solid* lines. If you wish to apply detailed formatting and perhaps shading, select the **Borders and Shading** command at the bottom of the menu.



View or hide gridlines and borders

Your task

1. If the gridlines are no longer visible, turn them on.
2. In the default settings for new tables, the borders are turned on. By clicking the sizing handle , select the entire table. Now turn off all borders (**No Border**).
3. Enter the values and text from the order. Please observe that in contrast to the information on page 101, the price for the photographic paper should *initially* be entered as 0.03 \$ (instead of 0.034).
4. After entering the text, format the cells:

The 1st row only:

Quantity centered
Description left-aligned
Unit price right-aligned

Rows 2 to 6:

1st and 3rd column right-aligned
2nd column left-aligned
1st column right indent: 0.1"

5. Save the document, without changing the file name:


Order

I herewith place this order to be delivered as quickly as possible:

| Quantity | Description | Unit price in \$ |
|----------|-----------------------------|------------------|
| 1 | Photocopier | 1,234.00 |
| 1 | Dictating machine | 236.20 |
| 12 | Boxes of photocopying paper | 10.35 |
| 100 | Ring binders | 2.72 |
| 5000 | Photographic paper | 0.03 |

Please send an order confirmation and projected delivery date.

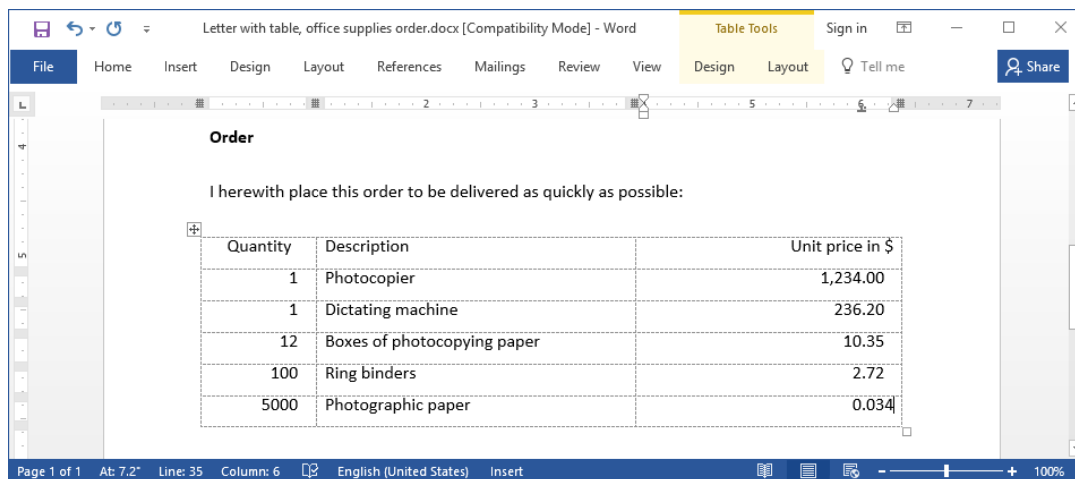
With best regards,

A Word table with a table sizing handle 

Englische Schulungsunterlage Word 2016 Einführung

Your task

1. Change the unit price for the photographic paper to 0.034.
2. In the third column, set a left-aligned format for rows 2 to 6, and set a decimal tab stop at 2" in the **Tabs** dialog box. Result: Now the decimal points are aligned in the cells.
3. Save the Word document with the file name **Letter2 with table, office supplies order**:



Third column with decimal tab stop


20.8 Table styles

Whenever the cursor is positioned in a table, Word offers a list with many pre-formatted table styles in the **Table Styles** group on the **Design** tab (**Table Tools**). Scroll through the table styles list with the scroll arrow:



Scroll through the table styles list

Show and click (live preview)

Just by pointing to a table style, you will see the table formatted differently (live preview). By clicking the lower arrow  in the scroll bar, you open the entire gallery, from which you may select a table style:

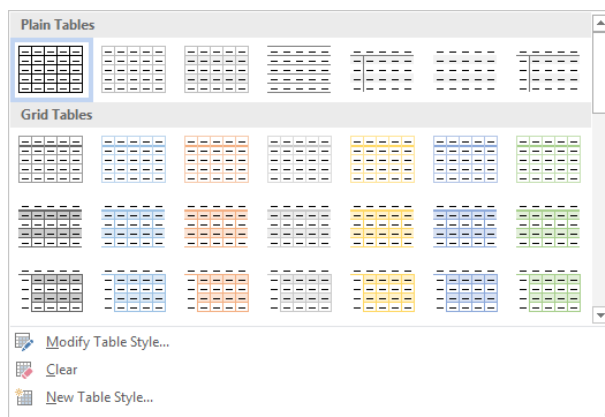
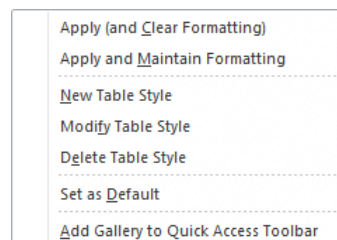


Table Styles gallery

And with a *right-click* on one of the small style samples, you open the menu of this style:



Menu of a table style

20.9 Inserting columns and rows

You can change a table by inserting and deleting table elements. To insert rows or columns, first select the desired number of rows or columns in the table. *Right-click* the selected table elements, and point in the context menu to **Insert**. Select the appropriate command from the submenu:

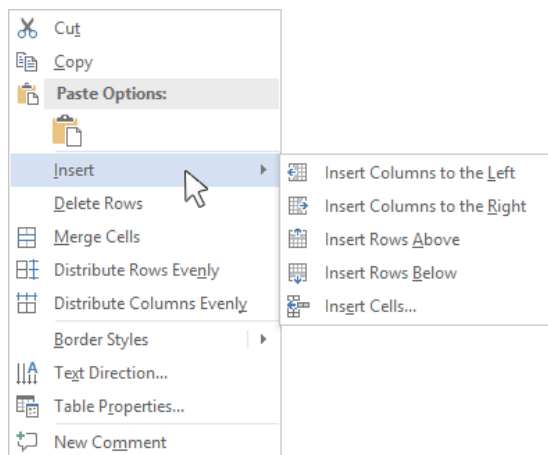


Table context menu

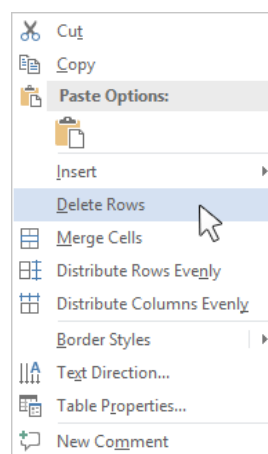
In Word 2013, Microsoft added a new feature that lets you easily insert rows and columns: At the position where you want to insert a row or column, simply point the mouse to the intersection of a row or column limit and the *table border*(!). Word automatically displays a double line with a plus sign between the two rows or columns. Click the plus sign to add a row or a column. However, this method doesn't allow you to insert a row above the first row or a column to the left of the first column.

| Quantity | Description | Unit price in \$ |
|----------|-----------------------------|------------------|
| 1 | Photocopier | 1,234.00 |
| 1 | Dictating machine | 236.20 |
| 12 | Boxes of photocopying paper | 10.35 |
| 100 | Ring binders | 2.72 |
| 5000 | Photographic paper | 0.034 |

To insert a row, point to the *left* border and click the plus sign

20.10 Deleting rows or columns

1. To delete rows or columns, first select the relevant number of rows or columns in the table.
2. *Right-click* the selection, and, depending on what you have selected, select the **Delete Rows**, **Delete Columns**, **Delete Cells** or **Delete Table** command.



Delete rows or columns in the context menu

20.11 Summary: tables


Creating a table

1. Position the cursor, and click the **Table** icon in the **Tables** group on the **Insert** tab.
2. Select the number of columns and rows from the drop-down matrix (live preview).

Context tools

If your cursor is in the table, the **Design** and **Layout** tabs appear (**Table Tools**).

Changing the column width

Move the dividing line  between the columns while holding down the left mouse button.

Gridlines and borders

Design tab (**Table Tools**), **Table Styles** group: Click the arrow ▼ of the **Borders** icon to choose from a list.

Inserting columns and rows

1. Select the number of rows or columns.
2. *Right-click* the selection and point to **Insert** in the context menu.
3. Select the appropriate command from the submenu.

Or:

1. Point the mouse to the intersection of the row/column limit and the *table border*.
2. Click the plus sign which appears.

Deleting rows or columns

1. Select the relevant rows or columns.
2. *Right-click* the selection and select **Delete** from the context menu.

Table styles

1. Cursor is placed in the table.
2. **Design** tab (**Table Tools**), **Table Styles** group: select a different style from the **Table Styles** gallery.

21 Section Formats

In addition to character and paragraph formats, Word also has section formats. Often, the entire document has only one section. However, if you want your document to have differing numbers of columns or different margins on the pages, you have to do this in separate sections.

To start a new section at the cursor position, click the **Breaks** icon in the **Page Setup** group on the **Layout** tab. You can select a section break type from the drop-down list shown to the right:

Next Page

The new section begins on a new page.

Continuous

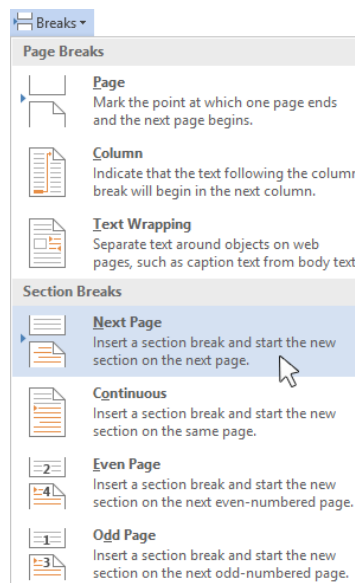
The new section begins on the same page.

Even Page

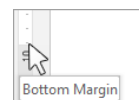
The new section begins on a new page with an even page number.

Odd Page

The new section begins on a new page with an odd page number.




Insert a new section

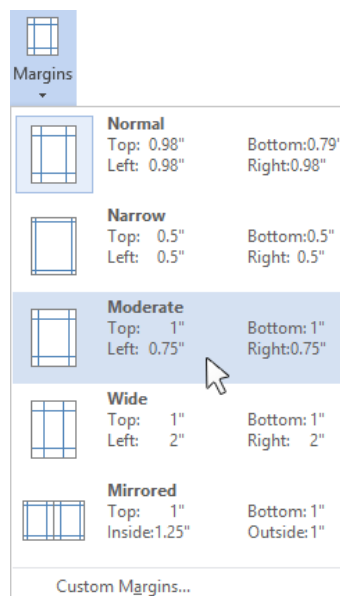


Change bottom margin on the vertical ruler

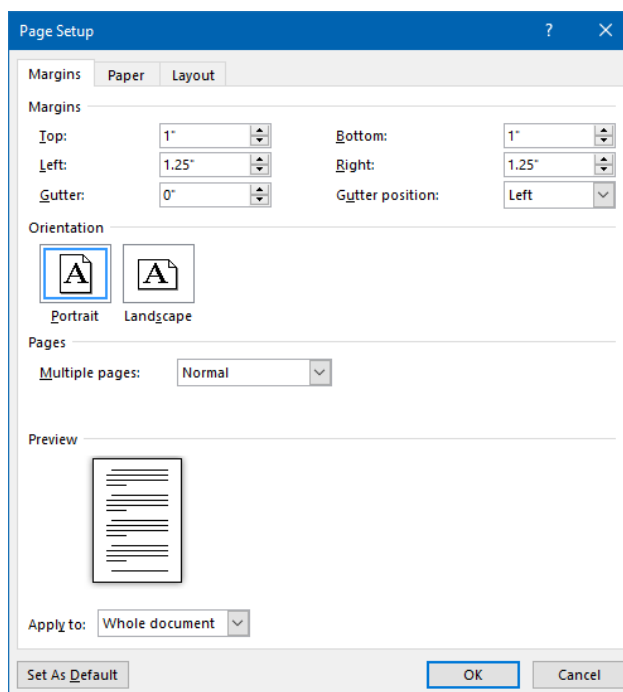
21.1 Margins

The page format is set for the entire document or only for selected sections. To change them, you can:

- Change the margins with the mouse: Point to a margin mark on the ruler (page 102) and change it by dragging it with the mouse while holding down the mouse button.
- Or, click the **Margins** icon in the **Page Setup** group on the **Layout** tab. Select an entry from the list.
- Or, open the **Page Setup** dialog box:
 - You can either click **Custom Margins** at the bottom of the drop-down list,
 - or, click the  icon in the **Page Setup** group on the **Layout** tab.



Margins list



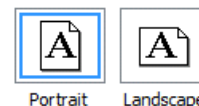
Set margins

Gutter margin

If you need to reserve space for binding or punching the sheets, you can set a value in the **Gutter** input field, for example, 1". Select **Left** or **Top** from the **Gutter position** drop-down list.

Portrait or Landscape

To change the orientation, click the **Orientation** icon in the **Page Setup** group on the **Layout** tab, or click the appropriate icon in the **Page Setup** dialog box.



Set As Default

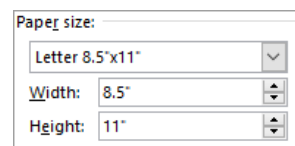
If you click this button in the **Page Setup** dialog box, Word uses the settings from this dialog box for every *new* document that is based on the active document template.

Paper size

On the **Paper** tab in the **Page Setup** dialog box, you can set the paper size. You can enter the width and height directly, or select it from the drop-down list of preset paper formats, for example:

- Letter: Width 8.5" and height 11"
- A4: Width 8.27" and height 11.69".

The selection in the drop-down list is dependent on the current printer settings (page 70)!



Select or enter paper size

21.2 Headers and footers

Any text that should always be printed at the top (header) or at the bottom (footer) of a page is placed in a header or a footer. They belong to section formats.

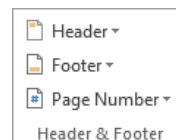
Englische Schulungsunterlage Word 2016 Einführung

Header with page numbering

Open the **Letter6 Heintz, Internet presence** file, that is, the latest version of the business letter.

Starting on the *second* page, the page number should appear, centered in the top margin. We want to do this by creating a header and a {PAGE} field.

Place the cursor on the *second* page! Click the **Header** icon in the **Header & Footer** group on the **Insert** tab, and select **Edit Header** from the drop-down list.

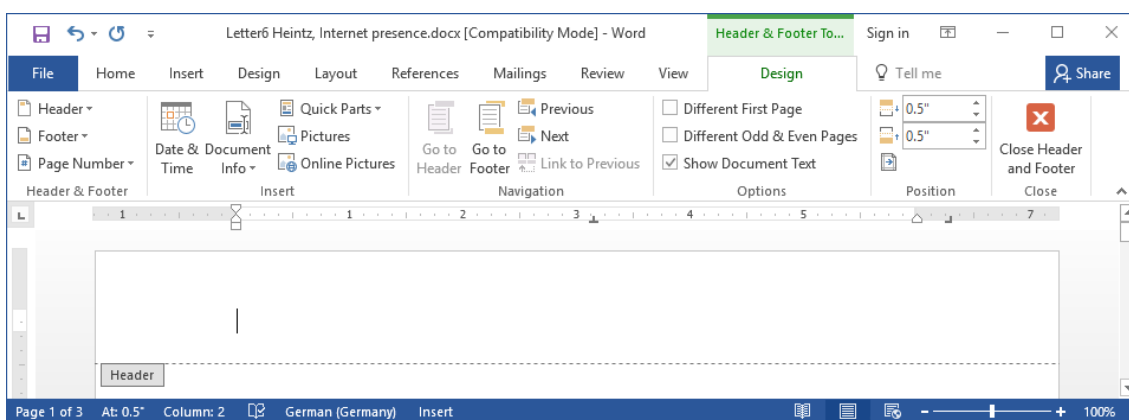


On the Insert tab



Header list

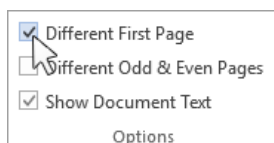
The cursor is now flashing in the top margin in a header frame, and the context-related **Design** tab for editing headers and footers is opened. As long as the cursor remains in the header area, you can always return to this tab.



The cursor is flashing in the Header frame and the context-related Design tab is shown above

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Check the **Different First Page** check box on the **Design** tab (**Header & Footer Tools**) in the **Options** group:

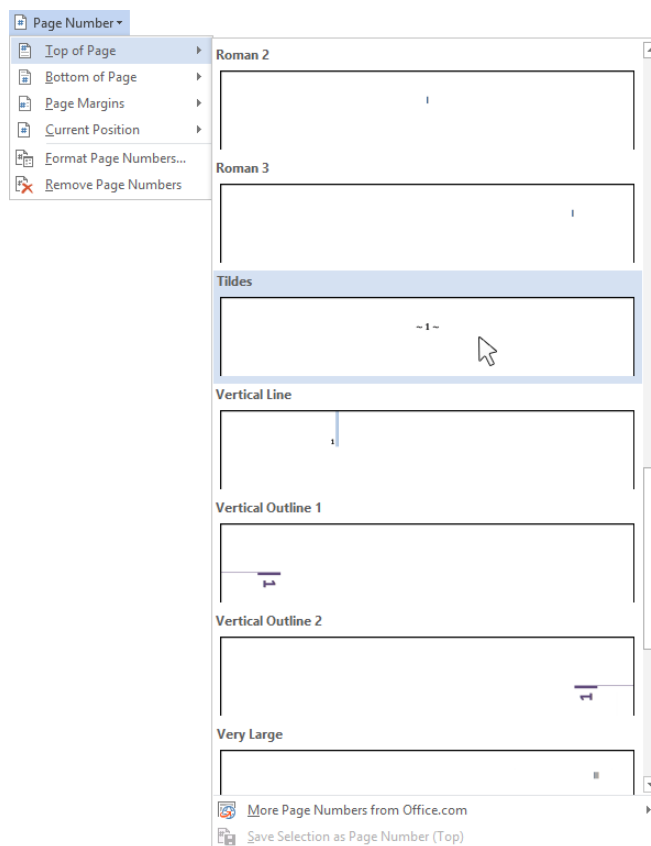


Check or uncheck check box

Do the following steps in the header frame:

1. Click the **Page Number** icon in the **Header & Footer** group (**Design** tab).
2. In the menu, point to **Top of Page**.
3. Move the mouse to the right and scroll down the list using the scroll bar.
4. Select the **Tildes** sample.
5. The page number is inserted in the header:

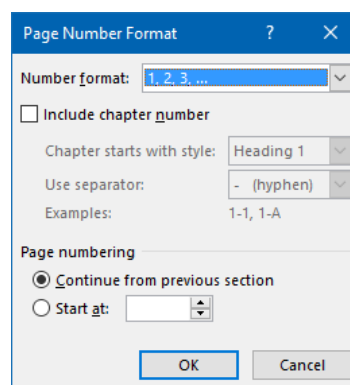
~ 2 ~



Page number list

Page number format

If you want to change the number, click the **Page Number** icon again (**Design** tab) and select **Format Page Numbers** from the menu. The dialog box shown on the right is opened. Here you can change the number format, which can include chapter numbers – if applicable – and begin the page numbering with any number.



Format page number

You can leave the **Header** frame by using the icon shown to the right on the **Design** tab, and check the result in **Print Layout** view (page 61). The text in the header and footer is displayed in gray. The page number should only appear at the top of the second page.



In the Design tab

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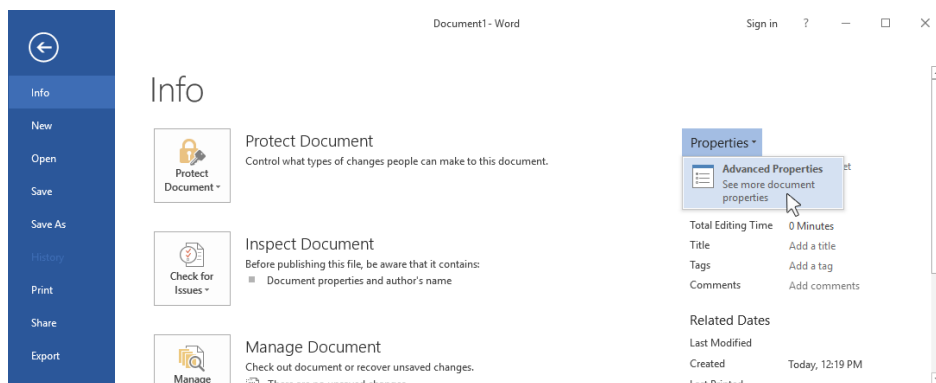
To edit it, double-click in the header, or use the previously described method again: **Insert** tab, **Header** icon, **Edit Header**.

Save and close the document.

Footer with date field and file name

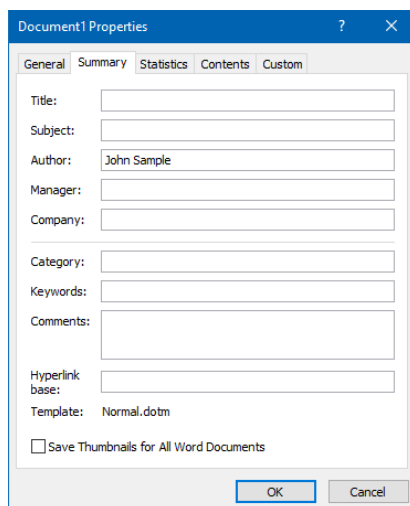
For internal memos, it can be useful to include the name of the author and the date and time. For many documents it is also very useful when the file name and path is included in the footer.

File Open a new blank document and proceed by opening the **File** menu, and clicking **Info**, **Properties** button, **Advanced Properties**.



Calling up properties

The following dialog box is opened. On the **Summary** tab, type in your name as the author, if it hasn't been entered automatically. Close the dialog box with a click .



Author's name as an example

Close the **Document Properties** again by clicking , and save the document with the following file name:

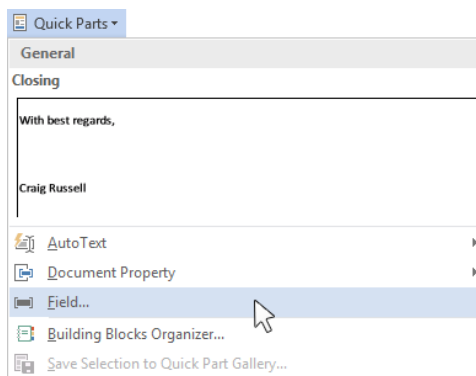
Footer with author, date, and file name

Proceed by clicking: **Insert** tab, **Footer** icon, **Edit Footer**. The cursor is now blinking in the footer frame, and the ribbon has again opened a context-related **Design** tab (**Header & Footer Tools**).

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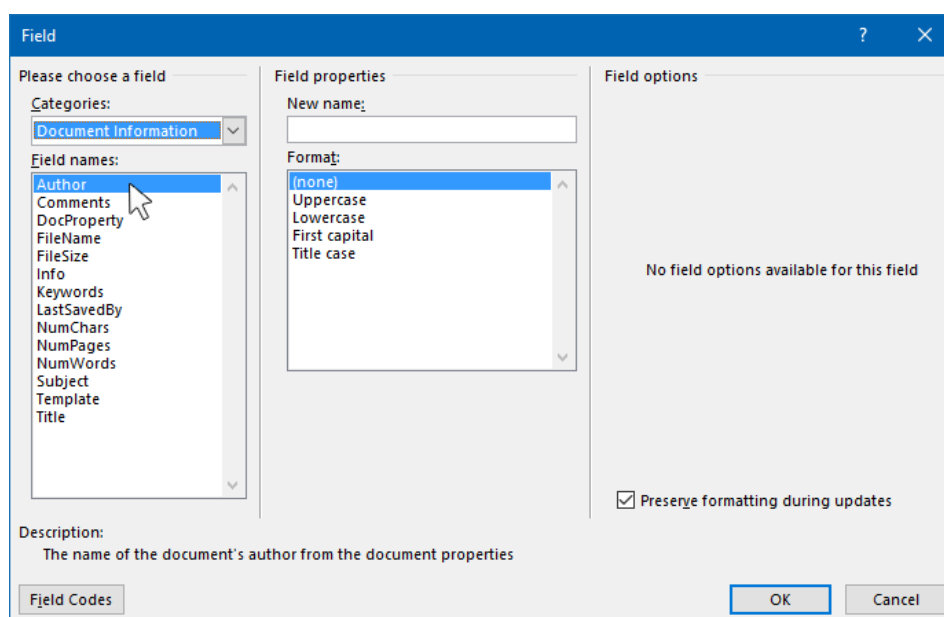
Word shall now insert your name as the author from the **Document Properties** dialog box as a field in the beginning of the footer:

1. Click the **Quick Parts** icon on the **Design** tab (**Header & Footer Tools**):
2. Select **Field** from the **Quick Parts** menu. The following dialog box is opened:



Opening the Field dialog box

3. In this dialog box, you can display all field names or just select the category **Document Information**:

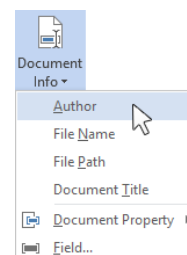


Inserting a piece of information as a field

4. Select **Author** and click the **OK** button. The **Author** field is inserted.

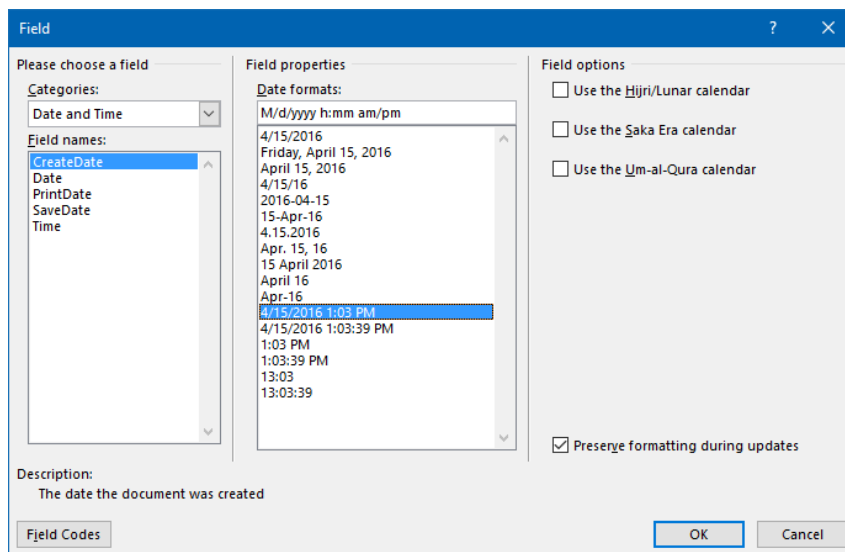


You can also insert the **Author** field by clicking the **Document Info** button on the **Design** tab (**Header & Footer Tools**) in the **Insert** group and selecting **Author** from the submenu.



Design tab, Insert group

5. Place the cursor at the location where the **Date** field is to be inserted, and add it in the same way: **Design** tab (**Header & Footer Tools**), **Quick Parts** button. In the dialog box, select the **Date and Time** category, select **CreateDate** or **Date** and choose a date format. Clicking **OK** places the field in the footer.



Inserting a field for date and time



A date and time field can also be created with the **Date & Time** button (**Design** tab (**Header & Footer Tools**), **Insert** group).

Updating fields

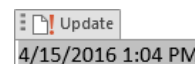
If you change information that is being shown in a variable field, the change is not immediately visible in all types of fields. For instance, this applies to the **Author** and **FileName** fields. But the fields are updated automatically:

File

- when you switch to Print view (page 38) and,
- during printing.

To update a field manually, place the cursor in the field and

- press the **F9** key
- or click the **Update** button, which appears above the field after positioning the cursor.



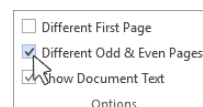
Selected field with button

Different Headers and footers in a document

On page 115, we have already inserted a header starting on the second page so that pages 1 and 2 have different headers. Moreover, there is the possibility of different headers and/or footers for different sections, as well as for odd and even pages.

Different headers and footers for odd and even pages.

Double-click a header or footer and activate the **Different Odd & Even Pages** check box on the **Design** tab (**Header & Footer Tools**) in the **Options** group.



Activating and deactivating check boxes

Now, the header and footer area of each page shows whether the page is odd or even.

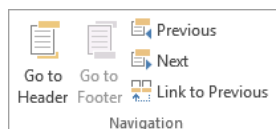


Create and edit an odd and even header/footer according to your wish and close the header and footer using the button shown on the right (**Design** tab).



Different headers and footers for sections.

To create different headers and footers for different sections, a section break must be inserted as described on page 113 first. Position the cursor in the new section and double-click the header or footer. *Deactivate* the **Link to Previous** button on the **Design** tab (**Header & Footer Tools**) in the **Navigation** group. Now you can make the desired changes.



On the Design tab



To format font, color, size, etc. in the header and footer, you can use the familiar icons on the **Home** tab.


21.3 Summary: section formats

New section

To start a new section at the cursor position, click the **Breaks** icon in the **Page Setup** group on the **Layout** tab. Here you can select the section break type.

Margins

Change the page format for the entire document or only for selected sections:

- **Layout** tab, **Page Setup** group, **Margins** icon
Select an entry from the list.
- Or, open the **Page Layout** dialog box (**Margins** tab):
 - You can either click **Custom Margins** at the bottom of the **Margins** drop-down list,
 - or, click the little  icon in the **Page Setup** group on the **Layout** tab.

Headers and footers

Insert tab, **Header & Footer** group, **Header** or **Footer** icon, **Edit Header** or **Edit Footer**.

The cursor is now flashing in the header or footer frame, and the context-related **Design** tab for editing headers and footers is opened on the ribbon.

When you have entered the desired information, leave the area by clicking the **Close Header and Footer** icon on the **Design** tab.

Footer with author, date field and file name

File tab, **Info**, **Properties** button, **Advanced Properties**:

In the **Document Properties** dialog box, enter your name as the author, and close **X** the dialog box.

Author field

Insert tab, **Footer** icon, **Edit Footer**.

The cursor is flashing in the footer area. The context-related **Design** tab is open again on the ribbon, for editing headers and footers. Click the **Quick Parts** icon on the **Design** tab (**Header & Footer Tools**) and select **Field**. In the **Field** dialog box, select the field name **Author** from the **Document Information** category, and insert it with .

Using the method described above, insert the file name (**FileName**), or the date and time using the icon.

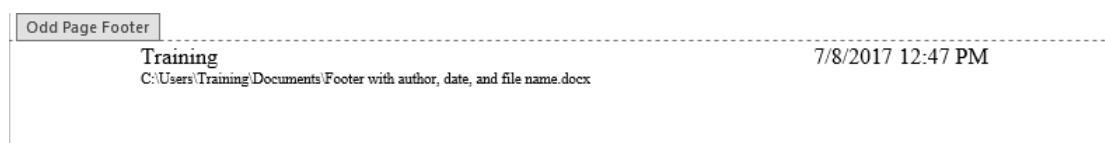
Manually updating fields

Place the cursor in the field and press the key.

21.4 Exercises

Word automatically inserts two tab stops in the header and footer: a centered and a right-aligned tab stop. You can see them on the ruler.

1. After the author name, press the **Tab** key twice and insert the date and time as fields with a space between them using the icon on the **Design** tab (**Header & Footer Tools**).
2. After each step, save the document without changing the file name or location.
3. Below the current line, insert the **FileName** field from the **Document Information** category, with **Add path to filename**.
4. Format the entire footer frame in **Times New Roman**.
5. The font size should be **12 points** in the first line, and **8 points** in the second line:



Footer with 4 fields: author, date, time, and file name with path

6. Check the result in print preview.
7. Save and close the document.

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