



# Microsoft Word 2019 - Advanced



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# Advanced Microsoft Word 2019

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## Home Ribbon

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### Paste Options

Microsoft Word has multiple pasting options. If you are copying and pasting simple text (no formatting), you can simply click the paste icon. When you are copying and pasting from one file to another, click the dropdown arrow to choose one of the paste options.

- **Keep Source Formatting** retains the formatting from the file you are copying
- **Merge Formatting** will adopt the style and theme in the document you are pasting to
- **Picture** is the best option when pasting an object or information from the Internet
- **Keep Text Only** will copy only the text and remove all formatting and images

### Format Painter

You can use the **Format Painter** to apply a style or other type of formatting to text. Highlight text that contains the formatting you would like to apply. If you only plan to apply the formatting to one block of text, click the **Format Painter** icon in the **Home** tab once. If you would like to apply the formatting numerous times, double click the icon. “Paint” over the text you want to change. When you are done, click the icon again.

### Show/Hide

The **Show/Hide** icon, which looks like an editing paragraph mark, allows you to see where your spaces and breaks are. These marks will not print. To hide the marks, click the icon again.

### Styles

Styles allow you to apply multiple formatting characteristics at one time. You can select pre-formatted styles or create your own. You will find styles in the **Styles** section of the **Home** tab. Some styles are shown in the ribbon. Use the scroll bar to see more. Click the arrow at the bottom right corner of the **Styles** section to see the styles used in the document or click the **Change Styles** icon to see numerous style sets.

To create a new style, click the arrow in the bottom right corner of the **Styles** section of the ribbon. Select the **New Style** icon at the bottom of the dropdown menu. In the dialog box, name your style and select the formatting options.

### **Find and Replace**

To see where a particular word appears in your document, click the **Find** icon in the **Home** tab. This will open a navigation pane on the left side of your screen. Type the word you want to find. All of the occurrences of your word will appear in the navigation pane.

If you would like to place limits on your search, click the dropdown arrow on the **Find** icon and select **Advanced Find**. Click **More**, and make your selections

To replace a word in your document, click the **Replace** icon in the **Home** tab or click the **Replace** tab in the **Advanced Find** dialog box. Once you find a word, you can opt to find the next place in which it appears. If you decide you want to replace the word, click the **Replace** tab and type the new word in the **Replace With** field. You can replace it once or select **Replace All** to change it throughout the document.

### **Insert Ribbon**

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#### **Breaks**

Breaks end a page, column, or section of your document. To insert a page break, select the **Page Break** icon from the **Insert** tab. Any text you insert after a page break will appear on the next page, regardless of the amount of space left on the page. To insert a column break or section break, select the **Breaks** icon from the **Layout** tab.

Click on the type of break you want to insert. Anything you enter after a **Column Break** will appear in the next column. Insert a **Section Break** if you want to change the format (such as columns, margins, page orientation) of the next section of your document. Choosing **Next Page** will add a page break in addition to a section break. **Continuous** will add a section break and allow you to continue typing on the current page.

#### **Inserting Pictures and Online Pictures**

To insert a picture saved on your computer, disk, or flash drive, select the **Pictures** icon from the **Insert** tab. The **Library** box will open. If your picture is saved in a folder that is included in the library, select the picture by double clicking the picture or by clicking once, followed by **Insert**. If the picture you want is not in the pictures library, open the appropriate folder and insert the picture. When the picture is selected, the **Picture Tools**→**Format** tab will appear, allowing you to make changes to the picture, such as adding a border, aligning it with text, and adding special effects. To move the picture, click on the picture and drag it. To resize it, click and drag the circles around the picture.

In Office 2019 there is no longer a clip art library, but office still helps you insert clip art from the internet. If you want to add clip art to your document, you'll need to use the **Online Pictures** icon from the **Insert** tab. A small box will pop up and it will allow you to do a Bing image search. If you type a keyword to search for pictures in Bing a variety of images will appear. Click once to add the picture to your document. When you insert a picture or clip art, it is an inline object.

#### **Inserting Hyperlinks and URLs**

Hyperlinks allow you to link text in a document to a website. A URL is the web address of a site. To insert a URL, either copy and paste it from the internet or manually type it. If you would rather not include the

URL (sometimes they can be long), insert a hyperlink. This allows the readers of your document to click on text or the name of a site, such as [Nashua Public Library](#), and be directed to that website. To insert a hyperlink, highlight the text you would like to link, and then click the **Hyperlink** icon in the **Insert** tab. Either select the URL for the website from **Browsed Pages**, copy and paste it, or type it in manually.

### **Text Boxes**

Text Boxes can contain text or pictures, and you can move a text box within a document. To insert a text box, click the **Text Box** icon on the **Insert** tab. Select the style of text box you want. You can move the text box by clicking and dragging its border and resize it using the circles around the edges. To change the format of the text box (show/hide the border, fill with a background color, etc.), select the text box and click the **Drawing Tools**→**Format** tab.

### **WordArt**

WordArt gives your letters special effects. You can change the formatting, direction, and texture of your text by adding WordArt. When you click the **WordArt** icon on the **Insert** tab, you will see a variety of text styles and colors. Once you choose a style, a text box will appear. Type your text in the box. You can resize the text by highlighting it and changing the font size. To resize the text box, click one of the circles on the border of the text box and drag it to the desired size. To move the text box, click and drag the border of the text box. Once the WordArt is selected, the **Drawing Tools**→**Format** tab will appear. Using this tab, you can make additional changes to your WordArt. The **Shape Styles** will change the format of the box around the WordArt. The **WordArt Styles** will change the text.

### **Inserting Symbols**

Word has various symbols (÷ © ♣ →™), fractions (¼), letters with accent marks (à é), and characters from other alphabets (Δ Φ ς) that you can include in your text. To add a symbol to your document, select the **Symbol** icon in the **Insert** tab. If the symbol you want does not appear in the box, click **More Symbols**. Highlight the symbol you want to add and click **Insert**.

## **Design Ribbon**

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### **Themes**

If you plan to add WordArt, drawings, text boxes, or other graphics with color, you can choose a theme. Themes are sets of colors or text styles that are used to enhance your document. The theme you choose will affect the WordArt and Style options. To apply a theme, click the **Themes** icon in the **Design** tab. Word also has separate icons for colors, fonts, and effects.

### **Borders and Shading**

To place a border around a page, select the **Page Borders** icon in the **Design** tab. You can select the style, size, and color of line. Use the options in the dropdown menu below the preview if you only want a border on the first page or a particular section of your document.

## **Layout**

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### **Columns**

To set up two or more columns, select the **Columns** icon from the **Layout** tab. The dropdown menu allows you to choose up to three columns or a larger left or right column. If you would like to add more columns or change the width and the amount of space between the columns, select **More Columns**.

## References

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### Footnotes

To add a footnote, select the **Insert Footnote** icon in the **References** tab. Footnotes generally appear at the bottom of a page. You can also opt to add endnotes, which appear at the end of a document, by selecting the **Insert Endnote** icon in the **References** tab. To format a footnote or endnote, open the **Footnote and Endnote** Dialog Box by clicking the arrow in the **Footnotes** portion of the ribbon. In the **Footnote and Endnote** box you can select the number format or a custom mark, such as an asterisk. Deleting a footnote number in the text of a document will also delete the footnote itself. Footnotes and endnotes automatically number themselves, and the computer adjusts the space on the page allotted for the footnotes.

## Review

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### Comments

The comments tool allows you to comment on text appearing in a Word document. The comments will appear in red in the right-hand margin of the document. To insert a comment, highlight the text that your comment relates to, and then press the **New Comment** button in the **Review** tab. A red box will appear on the right, where you can type your comment. When reviewing comments (put in by you or someone else), you can select them by clicking on the comment box on the right, then selecting the **Delete** key that is next to the **New Comment** button on your **Review** ribbon. You can also move through the comments by using the **Previous** and **Next** buttons below the **Delete** button in the ribbon.

### Track Changes

The **Track Changes** tool allows you to show any changes you make to a document. You could type a first draft of a document, turn on the **Track Changes** tool and it will show any changes you make. To turn **Track Changes** on, simply click the icon in the **Review** ribbon. To turn it off, click the same button again. Text you delete will appear in red with a line through it. New text you add will appear in red with a line under it. When reviewing the changes, you can use the group of **Changes** tools to the right of the **Track Changes** tools. The **Previous** and **Next** buttons will allow you to go through the document, highlighting all the changes that were made. You can choose whether to accept or reject each change using the buttons to the left of the **Previous** and **Next** buttons.

## Picture Tools

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### Text Wrapping

When an object is inserted into a document, it can be either inline (i.e. graphics or other objects that are positioned directly in the text of a document at the insertion point) or floating (i.e. an object that is inserted in the drawing layer so that you can position it precisely on the page, in front of or behind text or other objects, or align the picture and text). To change an object from inline to floating or vice-versa, click on the dropdown arrow below the **Text Wrapping** icon in the **Picture Tools**→**Format** tab. Select **Square** to wrap text as is done throughout this document or **In Line With Text** to make the object inline.