Microsoft Word 365

Starting/Closing Word

How do I start Word using program icons?

Method 1: Desktop Icons

1. If a Word icon is visible on the desktop double click it.

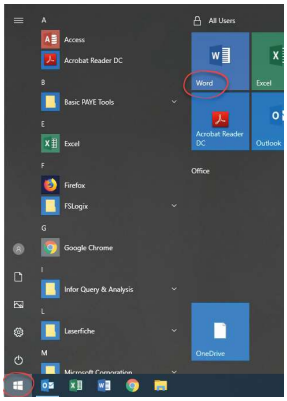
Method 2: Taskbar Icons

1. If a Word icon is visible in the taskbar click once on it to start Word.

How do I start Word using the start menu?

If an icon is not visible you will need to use the start menu. If you use the program frequently an icon will be available in the left hand side column of the start menu.

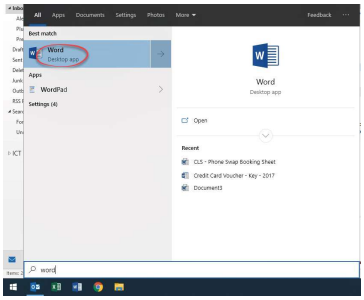
1. Click the 'Windows/Start' Button.
2. Click 'Word'.



How do I search for Word in the start menu?

If you cannot see an icon for Word you can search to find it:

1. Click the 'Windows/ Start' button.
2. Begin typing 'Word'.
3. Click the 'Word' icon when it shows in the search results.



How do I close Microsoft Word?

1. Click the 'Close' button in the top right hand corner of the window.

Opening Files

How do I open a file without starting Word?

1. Locate the file in File Explorer.
2. Double click it.

For more information on File Explorer and navigating your files and folders refer to the 'Files and File Explorer' booklet.

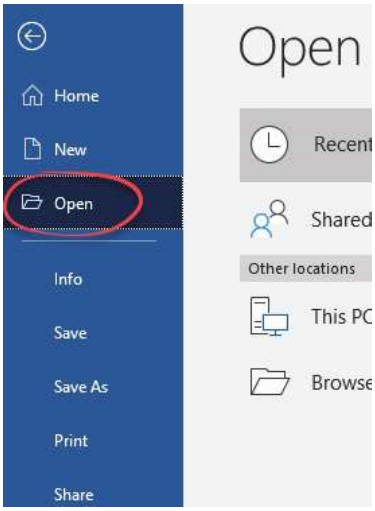
How do I open a file from within Word?

Method One:

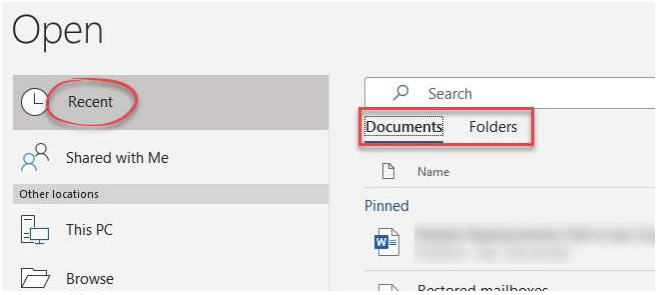
1. Click the 'Open' button in the Quick Access toolbar.

OR

Click File, Open



2. Your most recently used and 'pinned' files will be on display. If not, click 'Recent' to show them.



3. Click one of the files to open it.

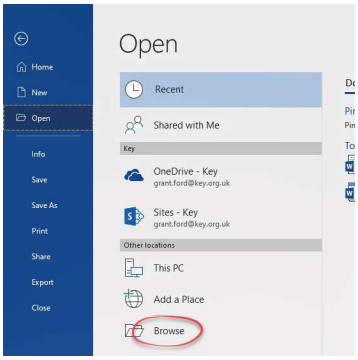
Method Two:

1. Click the 'Open' button in the Quick Access toolbar.
   OR
   Click File, Open
   Your most recently used and 'pinned' files will be on display.
2. Click Folders to view your recently used folders.

3. Click one of the recent used folders to view the contents inside, then double click to open the required file.

Method Three:

1. Click the 'Open' button in the Quick Access toolbar.
   OR
   Click File, Open
   Your most recently used and 'pinned' files will be on display.
2. Click 'Browse' to use the File Explorer window to locate the file.

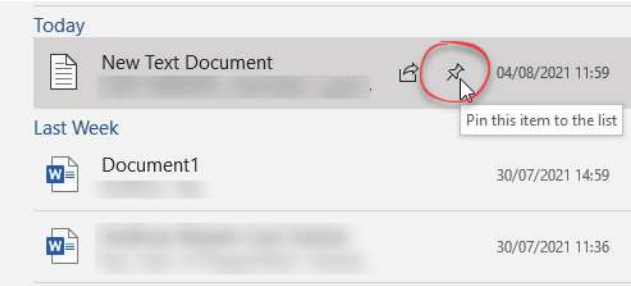


Pinning Files and Folders

It is possible to 'pin' frequently used files to the top of your recently used files list. It then does not matter how many other files are opened. These files will always appear at the top of the list.

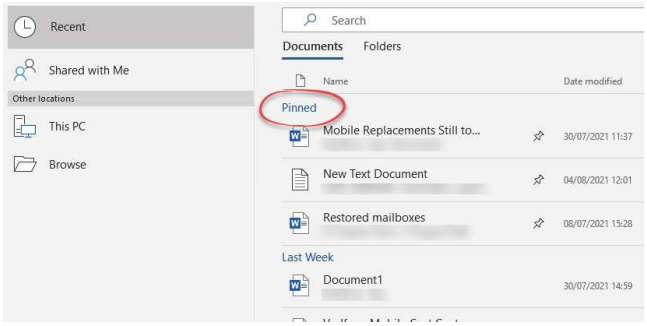
How do I pin files/folders?

1. Click File, Open.
2. Click 'Documents' or 'Folder' to display a list of most recently used files/folders.
3. Position the cursor over the file/folder name.
4. Click the 'pin' at the right hand side of the file name.



Where can I find my pinned files/ folders?

Your pinned files and folders always appear at the top of your 'Recent' list when you click File, Open.



How do I unpin a file/folder?

1. Click File, Open.
2. Click 'Documents' or 'Folder' to display a list of most recently used files/folders.
3. Click the 'Pin' icon at the side of the filename to unpin it.

Saving Documents

What is the difference between ‘Save’ and ‘Save As’?

When you save a file for the first time the ‘Save As’ dialogue box is displayed and you are asked to provide a location and filename for the file.

On future occasions clicking ‘Save’ will overwrite the original file with the new version.

Should you wish to keep both the current and previous version use the ‘Save As’ command and provide a new filename and/or location.

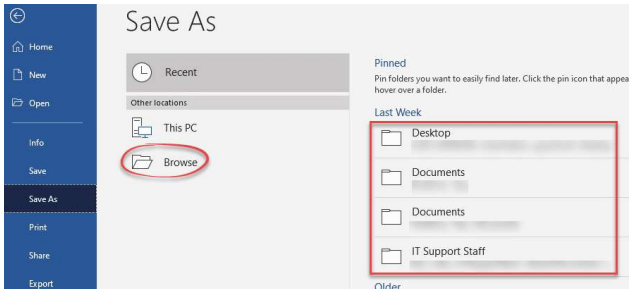
How do I save my file?

1. Click the ‘Save’ button in the ‘Quick Access Toolbar’.

   OR

   Click ‘File’, ‘Save’.

   If you have previously saved the file it will be overwritten, otherwise, the ‘Save As’ window will be displayed.



2. Pinned and recently used folders will appear at the right hand side. Click one of these folder to save the file within it.
3. Click ‘Browse’ to open the ‘File Explorer’ window and locate the appropriate folder.
4. Name the file, if required, by deleting the data in the ‘Filename’ section and type the new name.

5. Click ‘Save’.

How do I ‘Save As’?

1. Click File, Save As
2. Click ‘Browse’ to locate the appropriate folder in which the file should be saved. Alternatively, use the ‘Recent’ section to automatically open a folder which has been previously used.
3. Name the file, if required, by deleting the data in the ‘Filename’ section and type the new name.
4. Click ‘Save’.

How do I use the ‘Autosave’ option?

Although the ‘Autosave’ option looks like it is switched off and cannot be turned back on. It is actually switched on. This means, that your file will autosave every 10 mins.

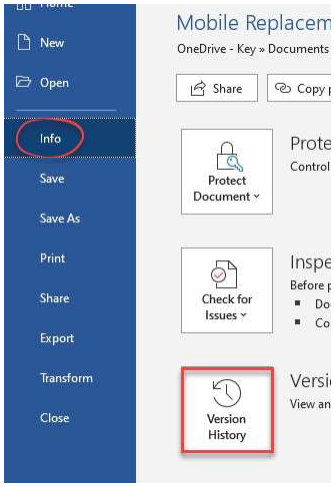
This sounds great, however, if you have opened a previously saved file and make changes - remember to ‘Save As’ as soon as you open it, to ensure you do not lose the original file.

Documents - Previous Versions

How do I restore an older version of a file?

There may be occasions when you save changes to a file and wish you hadn't! Word may still have a previous version of your file available. If not, contact ICT, we may be able to retrieve it from a backup. See the 'File Explorer - Lost/ Deleted Files' for more information.

1. Open the document.
2. Click File.
3. Click Info.
4. Click 'Version History' to display the 'Version History' pane.



5. Click 'Open Version' next to the version of the file you wish to view.

How do I close the 'Version History' pane?

1. Click the cross in the panes top right hand corner.

Creating Documents

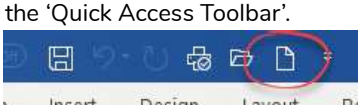
How do I create a new blank document?

A new blank document is created each time Word is started.

To create a new document without closing and reopening Word.

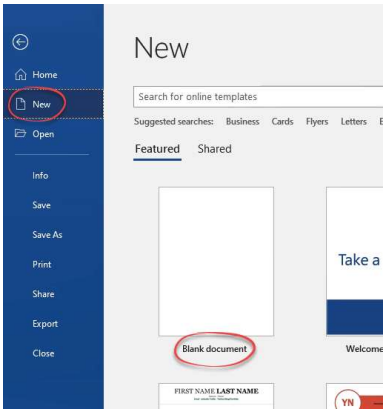
Method One:

1. Click the 'New' button in the 'Quick Access Toolbar'.



Method Two:

1. Click 'File', 'New'.
2. Click 'Blank Document'.



Printing

How do I print a document?

Method 1:

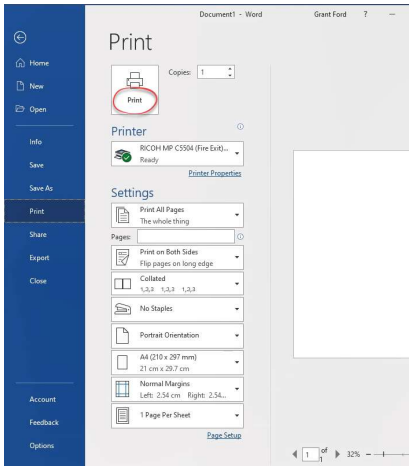
1. Click the 'Print' button in the Quick Access Toolbar.

- No settings can be altered when using this method.
- One complete copy of your document will be sent to the printer each time you press the Print button.
- If you have more than one printer installed, hover your cursor over the printer icon to find out which printer your document will be sent to.

Method 2:

1. Click File, Print. The printer dialogue window will be displayed allowing you to alter print settings. (See next sections).
2. Click 'Print'.

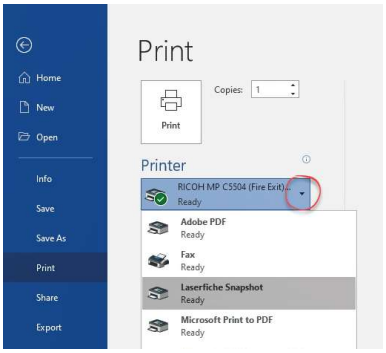
- Using this method, settings can be altered before the job is sent to the printer.



How do I change printer?

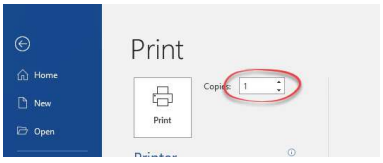
1. Click File, Print.
2. Select the name of the required printer from the 'Printer' drop down menu.
3. Click 'Print'.

   Word will continue to use this printer until you either switch to another printer using the instructions above or close Word.



How do I print multiple copies?

1. Click File, Print
2. Amend the 'Number of Copies' value by using the spin controls or delete it and type a new one.
3. Click 'Print'.

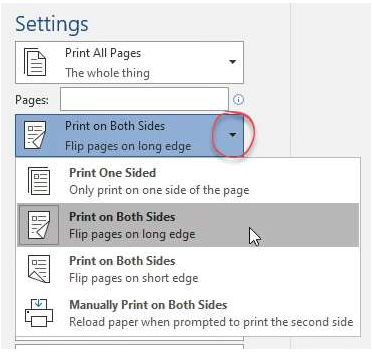


How do I print double sided?

If you copier is able to print double sided, the 'Duplex' will have been turned on as default. You should not attempt to change this permanently. However, some documents will require to be printed single sided. Follow the instructions below to switch between single and double sided copying.

1. Click File, Print
2. Use the drop down menu to select either 'Print One Sided' or 'Print on Both Sides'.

   When printing double sided, decide whether to flip on the short of long edge. When printing 'Portrait' it is normal to flip pages along the long edge, when printing 'Landscape' flip along the short.



3. Click 'Print'

   When printing 'Portrait' it is normal to flip pages along the long edge, when printing 'Landscape' flip along the short.

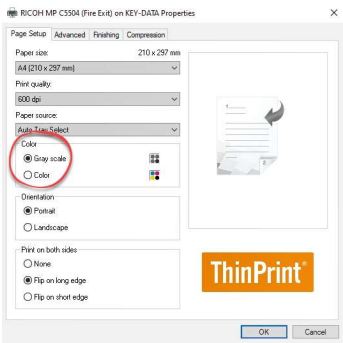
How do I print in colour?

If you have a device which can print both colour and black and white, the B&W option will have been turned on as default. This should not be changed permanently, follow the instructions to print in colour temporarily.

1. Click File, Print
2. Click 'Printer Properties'

3. Look for the 'Colour' section and change the option from 'Greyscale' to 'Colour'

   NOTE: The box opposite illustrates one printer dialogue box and may not be exactly the same as yours.



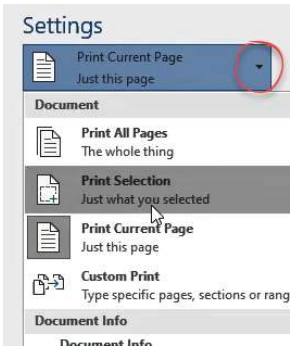
4. Click 'OK'.
5. Click 'Print'.

Printing

How do I change the range of pages printed?

It may not always be necessary to print your full document, in these cases you can specify the pages you want to print.

1. Click File, Print
2. Use the drop down menu to choose one of the options.
   - ***Print All Pages*** - The Whole Thing:
     Print the full document.
   - ***Print Selection*** - Just what you selected: Only the selected section of your document will print. (This option will only be active if you have selected a section of your document before displaying the dialogue box.)

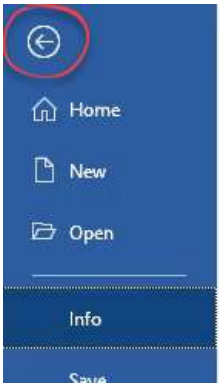


   - ***Print Current Page*** - Just This Page: The page on which your cursor is positioned will be sent to the printer.
   - ***Custom Print***:
     This option allows you to specify which pages to print. These can be entered as a range (e.g. 1-4), as individual pages (e.g. 1,2,5,7) or as a mixture of both (e.g. 1-5,8,10).

3. Click 'Print'.

How do I close the 'Print' window?

1. Click the left pointing arrow in the top left corner to go back to your document without printing anything.



Selecting Text

Why would I want to select text?

Before changing the font, colour, size etc of text already typed or to delete a large section of text you must tell the program what to change or delete. You do this by selecting the required text.

How do I select text?

1. Position the cursor at the beginning of the text you want to select.
2. Press and hold the left mouse button.
3. Drag the cursor down and/or across until everything required is selected.

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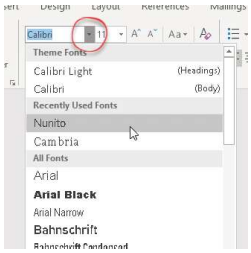
Working With Text

To format, or underline text already typed, select the text first, then change the formatting. Otherwise changes will be from your current cursor position onwards.

How do I change the font?



1. In the 'Home' ribbon, click the 'Font' drop down menu to display the list of installed fonts and a preview of their appearance.
2. Click the required font to use it.

As you run your cursor over the font names your selected text changes to give you a preview as to how it will look if that font is chosen.

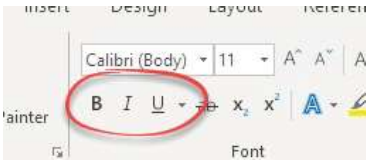
How do I change the font size?

The size of a font is measured in points where 1 point = $^{1}/_{72}$ of an inch. Therefore 36pt = ½ inch tall.

1. In the 'Home' ribbon click the the font size drop down menu.
2. Choose a value from the list or delete the value and type a new one.

How do I change the font appearance?

You can alter the appearance of your text in various ways, the three most common being bold, italic and underline.



1. In the 'Home' ribbon click the chosen formatting button once to activate it.
2. Click again to remove.

It is possible to use more than one formatting option at a time.

How do I alter the alignment of my text?

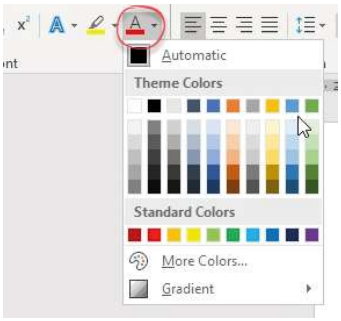
When aligning text horizontally you have four options:

- Left align, Centre, Right align, Fully justify

1. Click within the relevant paragraph (to alter one paragraph) or select text for more than one paragraph.
2. Click the 'Home' ribbon.
3. Click one of the alignment icons in the toolbar. (From left to right: Align left, centre, right, fully justify).

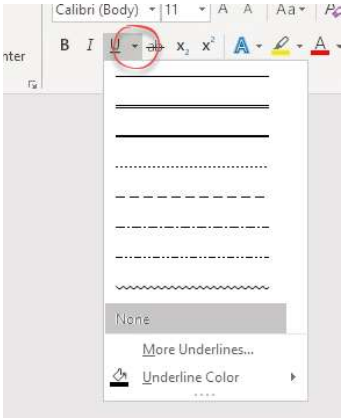
How do I change the font colour?

The line at the bottom of the 'Font colour' button indicates the most recently used font colour (default = black).



1. In the 'Home' ribbon click the 'Font Colour' drop down menu.
2. Click the box containing the colour of your choice.

How do I change the underline style?

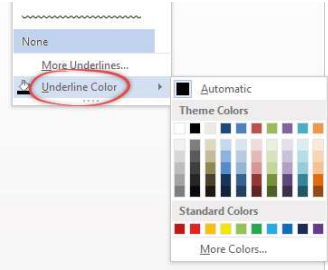


1. In the 'Home' ribbon click the 'Underline' drop down menu.
2. Choose a style from those listed.

Working With Text

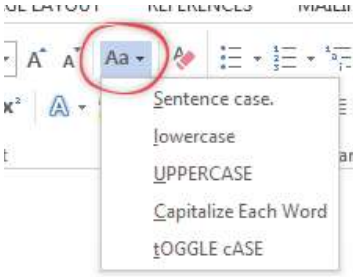
How do I change the underline colour?

1. In the 'Home' ribbon click the 'Underline' drop down menu.
2. Click 'Underline Color'.
3. Choose a colour from those listed.
4. Underline your text as normal.



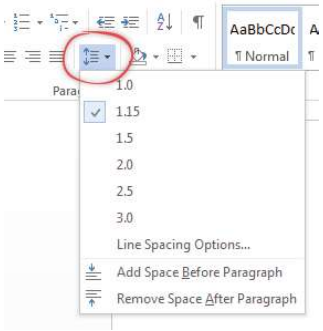
How do I change the case of text?

1. In the 'Home' ribbon click the 'Change Case' drop down menu.
2. Select one of the options provided by clicking it.
   a. ***Sentence case*** – The first letter of each sentence will be a capital the rest of the text will be lower case.
   b. ***lower case*** – all text will be changed to lower case.
   c. ***UPPER CASE*** – ALL TEXT WILL CHANGE TO UPPER CASE.
   d. ***Capitalize Each Word*** – Every Word Will Begin With A Capital Letter.
   e. ***tOGGLE cASE*** - tHE LOWER CASE LETTERS WILL BE CHANGED TO UPPER CASE AND VICE VERSA.



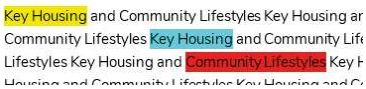
How do I alter the line spacing?

1. Click within the paragraph or select the paragraphs you wish to amend.
2. In the 'Home' ribbon click the 'Line Spacing' drop down menu.
3. Click one of the options displayed to select it.



Highlighting Text

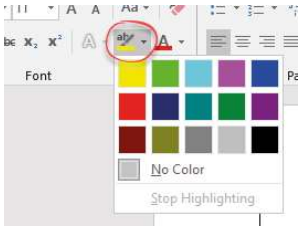
It is possible to highlight text, similar to using a highlighter marker pen.



How do I change the highlighter colour?

The line at the bottom of the highlighter button indicates the most recently used highlighter colour. The default colour when you start Word is yellow.

1. In the 'Home' ribbon click the 'Highlighter' button drop down menu.
2. Click on one of the 15 colours to select it.



How do I highlight one piece of text?

1. Select the text to be highlighted.
2. Click the highlighter button to use the colour indicated at the bottom of the icon or follow the instructions above to choose another.

How do I highlight more than one piece of text?

1. Click the highlighter button.
   The cursor will change in appearance from its normal state to one similar to a marker pen as illustrated opposite.

2. Drag the cursor over the text to be highlighted.
3. Repeat step 3 until all required text has been highlighted then press <Esc> or click the highlighter button to continue working.

How do I remove the highlighting?

1. In the 'Home' ribbon click the 'Highlighter' button drop down menu.
2. Choose 'No Colour'.
3. Drag your cursor over the text to remove the highlight.
4. Press <Esc> when done.

Format Painter

What is the ‘Format Painter’?

The ‘Format Painter’ is a quick way of copying text formatting between different pieces of text.

How do I use the ‘Format Painter’?

1. Click within the text containing the formatting you wish to copy.
2. In the ‘Home’ ribbon click the ‘Format Painter’ button in the toolbar once.

3. Drag the cursor over the text you wish to copy the formatting to.
4. On releasing the mouse button the formatting is copied and the format painter is switched off.

To copy the formatting to more than one piece of text:

1. Double click the ‘Format Painter’ button in step (3).
2. Drag the cursor over each piece of text you wish to copy the formatting to.
3. Press <Esc> or click the button again to switch it back off again when done.

Delete, Cut, Copy and Paste

What is the difference between ‘cut’ and ‘delete’?

When you ‘cut’ a section of your document it is removed from view and sent to the ‘clipboard’. From here you can paste it into another section of your document.

When you ‘delete’ a section it is removed completely and not available for pasting elsewhere.

How do I delete something I’ve already typed?

To delete a ***few letters or words***:

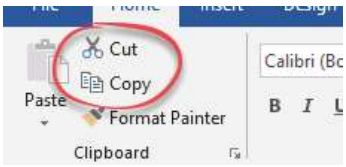
1. Place your cursor at the START of the text you wish to delete and press the ‘Delete’ key.
   OR
   Place you cursor at the END of the text and press the ‘Backspace’ key.

If you have a ***large section*** of text you wish to delete:

1. Select the section of text to be deleted.
2. Press either the ‘Backspace’ or the ‘Delete’ key.

How do I cut/copy text?

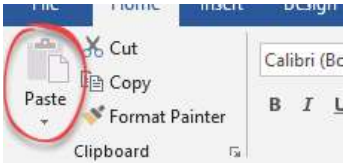
1. Select the section of text you wish to remove.
2. In the ‘Home’ ribbon, click the ‘Cut’ or ‘Copy’ button in the toolbar.



How do I paste?

Once you have cut or copied something to the clipboard you can use the ‘paste’ command to put it elsewhere in your document.

1. Ensure the cursor is at the position you wish to paste the text.
2. In the ‘Home’ ribbon click the ‘Paste’ button in the toolbar.



The last selection you cut or copied will be inserted into your document.

Undo

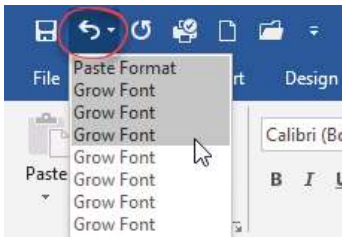
How can I undo an action?

It is possible to undo one or more of your previous actions (eg inserting table, typing etc).

1. Click the 'Undo' button in the quick access toolbar.

How do I undo more than one action?

1. Click the undo drop down menu button in the quick access toolbar to display a list of actions.
2. Highlight the steps to be undone.
3. Click to undo these actions.



Document Magnification

How do I magnify my document on screen?

Changing the zoom level only affects how your file looks on screen NOT how it will print.

1. Click the '+' or '-' button on the zoom slider to increase/decrease magnification.

OR

Click and drag the slider icon to move it towards the '+' and '-'.

OR

Click on the slider line to increase/decrease magnification.

Viewing Your Document

The way in which your document is displayed on screen has no effect on the content or how it will look when printed. You can view your document on screen in many different ways. The five main views are:

1. Print Layout,
2. Read Mode,
3. Web Layout,
4. Outline,
5. Draft

What is 'print layout' view?

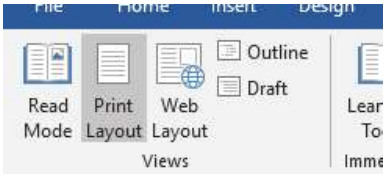
This provides a view of the document which will be almost identical to how the document will look when printed. This view enables you to see how text, graphics and other items will look when positioned on the page. It is also useful when editing headers and footers.

What are the other views?

- ***Read Mode*** is intended to increase the legibility of your document when reading it on screen. The pages are designed to fit well on the screen and do not represent the way in which your document will print. By default Word documents you open directly from email will be displayed in this view.
- ***Web layout*** displays background images and shows how the text will look when wrapped to fit the window. Graphics will be positioned as they would in a web browser such as Internet Explorer. Use this view if you are creating a web page.
- O***utline*** view can be used to reorganise your document if you use 'styles' in your document.
- D***raft*** view provides quick and easy text editing as all headers, footers, graphics etc are hidden.

How do I switch to a different view?

1. Click to display the 'View' ribbon.
2. Click the button relevant to the required view.



Buttons also exist in the bottom right of the screen for Read Mode, Print Layout and Web Layout.

1. Click one of these buttons to switch to the required view.

Page Breaks

What happens when I reach the bottom of a page?

When you reach the bottom of a page, Word will automatically generate a page break. Depending on the current view of your document this break will vary in look.

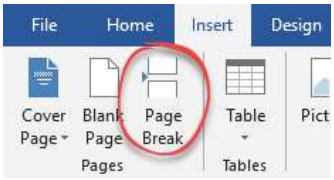
How do I insert a page break?

When you are compiling a long document you may wish to start a new section at the top of a page.

You could press the <Return> key until your cursor jumps to the next page. The problem with this is that each time you add any text above this break you will have to delete any extra line returns to ensure your heading returns to the top of the page. The correct way to is to insert a manual page break.

Method 1: Ribbon

1. Position your cursor at the point you want to insert the page break.
2. Click to display the 'Insert' ribbon.
3. Click the 'Page Break' button in the 'Pages' section.



Method 2: Keyboard

1. Place the cursor at the point you wish the break to be inserted.
2. Press <Ctrl> + <Return>

How do I delete a manual page break?

1. Position the cursor at the top of the page, immediately after the page break which is to be removed.
2. Press <Backspace>.
   The page break will be removed and any text after your cursor will be moved to the bottom of the previous page.

Navigating Your Document

How do I move between pages?

Method 1: Scroll bars

1. Either click on the arrows to move up and down through your document slowly or drag the bar up and down.

Method 2: <Page> keys

1. Press and hold the <Ctrl> key.
2. Press <Page Up>/<Page Down> key to jump to the start of the previous/next page.

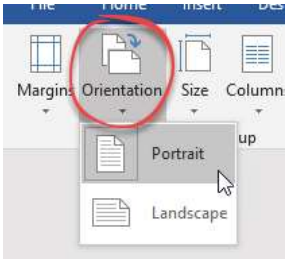
Method 3: Cursor keys

1. Use the up and down cursor keys (arrow keys to the left of the number pad) to move up and down through your document one line at a time.

Page Setup

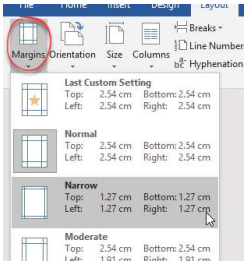
How do I alter page orientation?

1. Click to display the 'Layout' ribbon.
2. Click the 'Orientation' button.
3. Choose one of the two options provided.



How do I alter page margins?

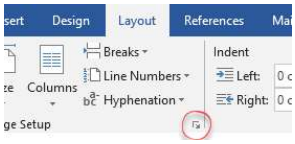
1. Click to display the 'Layout' ribbon.
2. Click the 'Margins' button.
3. Click one of the options provided.
   OR



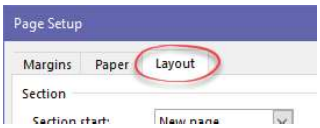
   a. Click 'Custom Margins'. to display the 'Page Setup' dialogue box.
   b. Enter new values.

How do I alter the vertical alignment of the page?

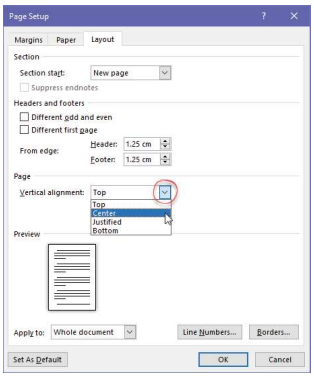
1. Click to display the 'Layout' ribbon.
2. Click the 'Page Setup Dialogue Box Launcher' button in the bottom right of the 'Page Setup' section of this ribbon.



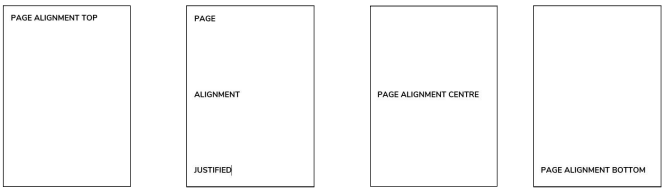
3. Click the 'Layout' tab.



4. Use the 'Vertical Alignment' drop down menu to display and choose from the alignment options (top, centred, justified and bottom).
5. Choose which section of your document to apply these changes to, this point forward, whole document etc.
6. Click 'OK'.



The examples below show each of the 4 different vertical alignment options.



Spelling

What is ‘Autocorrect’?

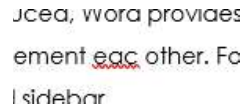
The autocorrect feature automatically corrects common typing errors as you type. As well as correcting typos, it can capitalise the first letter of sentences, correct the accidental usage of the cAPS lOCK kEY and errors such as TWo INitial CAps. The two initial caps correction only works if the word typed is in the dictionary anything else will be treated as an abbreviation and ignored. To test this feature type ‘teh’ and press <Space>. Word presumes you meant to type ‘the’ and changes your spelling accordingly.

How do I know if I have any errors?

If your document contains spelling or grammatical errors the status icon at the bottom of the window will have a cross against it, otherwise it will display a tick.

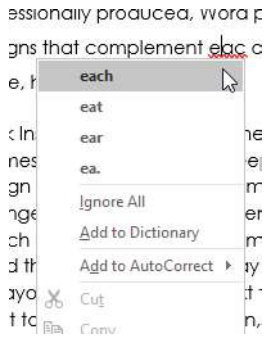
What does the red underline mean?

Word checks your spelling as you type and any word not stored in its dictionary (and considered to be the wrong spelling) is highlighted by a red underline.



How do I correct this error?

1. Right click directly over the word underlined in red.
2. Choose the correct spelling from the options displayed, or click:
   a. ‘Ignore All’ to ignore all occurrences of this word if you are sure that you have the correct spelling.
   b. ‘Add to Dictionary’ to add the word to the dictionary.



Alternatively, if you know the correct spelling you can amend your text manually.

Headers and Footers

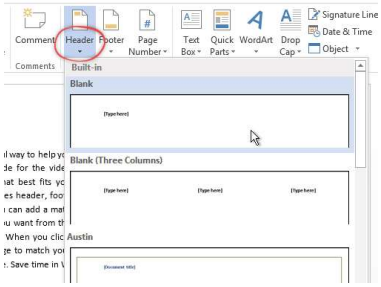
What are headers and footers?

Headers and footers are the areas inside your top (header) and bottom (footer) margins of your document in which text and/or graphics can be placed. They can be useful for displaying page numbers, author name, filename or similar information. When you are working on them the 'header and footer' toolbar will be displayed on screen.

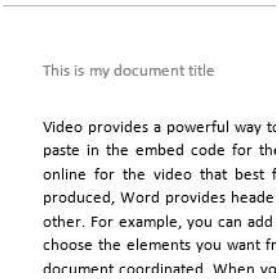
Some printers are now able to print to the edge of the paper. However, it may be necessary to adjust the positioning of the text in your header/footer in order for it to print correctly.

How do I add headers and footers to my document?

1. Click the 'Insert' ribbon.
2. Click either the 'Header' or 'Footer' buttons to display a drop down menu.
3. Click one of the options from the list provided or 'Edit Header/Footer' at the bottom of the list to create your own.
   Your header/footer will be displayed.
4. Amend the text, text style etc as required.
5. Click 'Close Header/Footer' in the 'Header and Footer, Design' ribbon.



NOTE: When working with your header/footer the main document will appear as fainter text. When working within your document the header/footer will be faint.

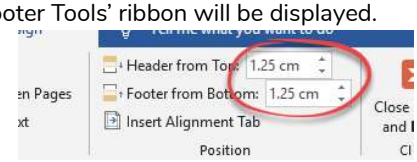


How do I format text in the headers and footers?

Text and graphics can be formatted in your headers and footers in exactly the same way as text in the rest of your document. You can change the font, font size, style, wrap your text around the graphics etc.

How do I alter the position of the header/footer?

1. Double click within your header/footer.
   The 'Header and Footer Tools' ribbon will be displayed.
2. Use the 'Header from Top' and 'Footer from Bottom' spin controls to adjust the values.



   As you adjust these values your header/footer will move up/down in your document window.

How do I amend my header/footer?

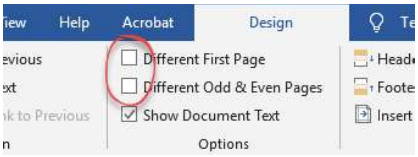
1. Double click within your header/footer.
2. Amend as necessary.

How do I have a different header/ footer on each page?

It is possible to have:

- the same header/footer on every page,
- one header/footer on the 1st page and a different one on all other pages or
- one header/footer on even numbered pages and a different one on the odd numbered pages.

1. Double click within your header/footer.
   The 'Header and Footer Tools Design' ribbon will be displayed.
2. Tick the appropriate box in the 'Options' section. (Untick both options to use the same header/footer on all pages.)
3. Create your header(s)/footer(s) as normal.



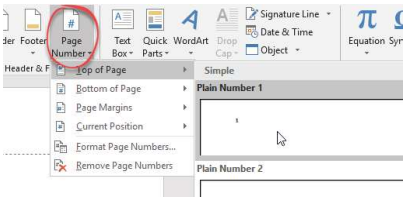
How do I remove a header/footer?

1. Double click inside your header or footer.
2. Click to display the 'Header & Footer Tools, Design' ribbon.
3. Click the 'Header/Footer' button in the 'Header/Footer, Design' ribbon (depending on what you want to remove).
4. Click 'Remove'.

Page Numbering

How do I insert page numbers?

1. Click the ‘Insert’ ribbon.
2. Click the ‘Page Numbers’ button.
3. Choose where you wish to place your page numbers (top of page/bottom of page etc).



4. Choose one of the options displayed to insert it into your document.

   Choosing to insert page numbers at the top or bottom of the page will replace your current header/footer (if you have one).

To keep your current header/footer AND insert page numbers:

1. Position your cursor in your header/footer at the point you wish the page numbers to be inserted.
2. Choose one of the ‘Current Position’ options in the ‘Page Number’ drop down menu (step 3 above).

Indents

What indent options are available?

First line indent: The first line of your paragraph is indented.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

Hanging Indent: All but the first line of the paragraph is indented.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

Full indent: The full paragraph is indented.

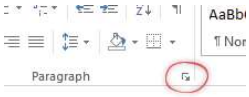
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

Right Indent: Indents your paragraph at the right hand side.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

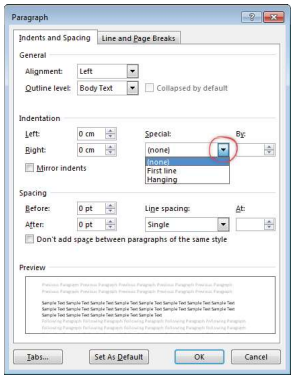
How do I create a first line or hanging indent?

1. Click within the paragraph or select the paragraphs you wish to indent.
2. In the 'Home' ribbon click the 'Show Paragraph Dialogue Box' button.



3. Choose the type of indent using the 'Special' drop down menu.
4. Enter a value in the 'By' box to represent how much you wish your first line (first line indent) or all but the first line (hanging indent) to be indented.

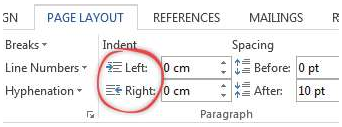
   The 'Preview' section at the bottom gives you an idea of how the changes will affect your document.



5. Click 'OK'.

How do I create a right or full indent?

1. Click within the paragraph or select the paragraphs you wish to indent.
2. Click to display the 'Layout' Ribbon.
3. In the 'Paragraph' section adjust the left (full indent) or right indent values.

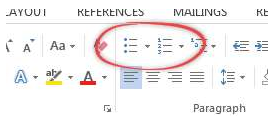


Bullets and Numbering

How do I add bullet or numbered points?

Method One: Add a bullet list to text *already* typed:

1. In the 'Home' ribbon select the relevant text.
2. Click the 'Bullets' or 'Numbering' button.



Method Two: Add a bullet list to *new* text:

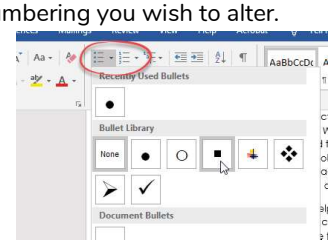
1. In the 'Home' ribbon click the 'Bullets' or 'Numbering' button in the toolbar.
2. Type your text.
3. Press <Return> key to be taken to a new line with a bullet point at the beginning.
4. When you reach the end of the list press the <return> key twice to remove the last bullet point.
   OR
   Click return once and click the bullet button in the toolbar.

How do I remove bullet points?

1. Click within the paragraph or select the paragraphs that no longer require the bullet or number.
2. In the 'Home' ribbon click the 'Bullets' or 'Numbering' button to turn the option back off.

How do I change the bullet style?

1. Click within the paragraph or select the paragraphs that contain the bullet or numbering you wish to alter.
2. In the 'Home' ribbon click the 'Bullets' or 'Numbering' drop down menu button.
3. Click one of the styles to select it.

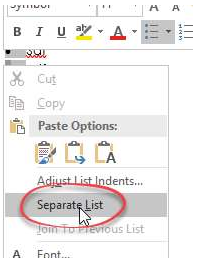


How do I separate a bullet list?

Bullet points are grouped into sets. Changing one bullet points will change all points in the set. To prevent this from happening you need to separate your list

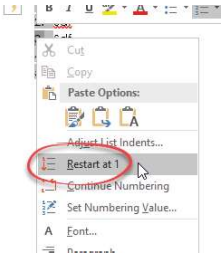
1. Right click at the point you wish your list to be separated.
2. Click 'Separate List'.

   You can now format each set of bullets independently of each other.



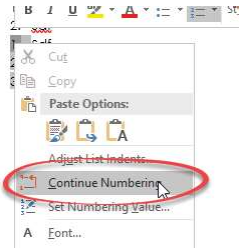
How do I restart the numbering of my bullets?

1. Right click at the point you wish to restart the numbering.
2. Choose 'Restart at 1'.



How do I continue numbering from a previous list?

1. Right click at the point you wish to continue the numbering from a previous list.
2. Choose 'Continue numbering'.



Styles

There are very few documents created where you would want all the text to look exactly the same. You would typically have a heading, subheadings and main body text. Each of these have their own formatting eg different font, font sizes, font colours etc. Styles can be created in order to provide a method of formatting these different sections of your document quickly and easily.

If you have a large document with 20 headings, should you wish to make the heading larger than at present you need to alter all 20 headings. When using styles all you would need do is alter the heading style and all 20 headings would be updated automatically. Styles are grouped into sets.

How do I use a pre-existing style?

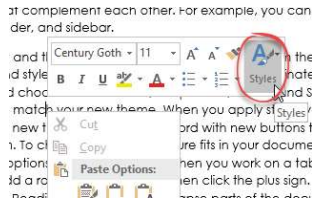
1. Position your cursor within the paragraph you wish to change or if you wish to change more than one paragraph select the relevant paragraphs.
2. In the 'Home' ribbon select one of the styles in the 'Styles' section of the ribbon or click the drop down menu to display more options.

As you move your cursor over the styles your selected paragraph(s) will be altered to preview how they will look should you apply this style to them.

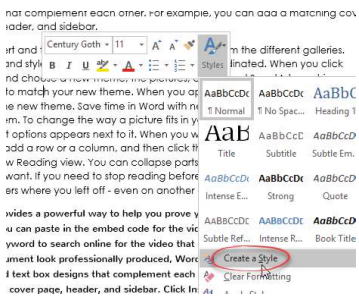
How do I create a new style?

The easiest way to create a new style is to format a paragraph in your document and base the style on this paragraph.

1. Format your paragraph the way you want in relation to font colour, size, alignment etc.
2. Right click within this paragraph.
3. Click the 'Styles' button.

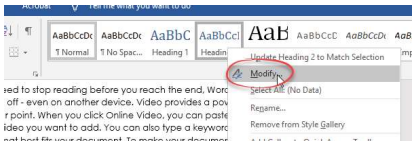


4. Click 'Create a Style' to display the 'Create New Style Item Formatting' dialogue box.
5. In the 'Name' box enter a name for your style.
6. Click 'Modify' if you wish to make changes to your style.
7. Click 'OK'.
   The style will be amended in the style bar and any paragraphs using this style will be updated.

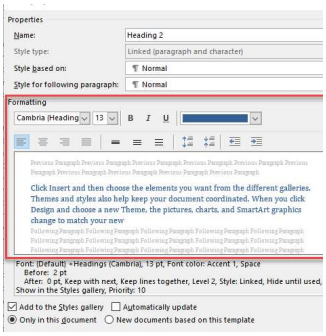


How do I amend a pre-existing style?

1. In the 'Home' ribbon, locate and right click on the style to be amended.
2. Click 'Modify'. to display the 'Modify Style'.



3. Use the 'Formatting' section of the box to alter the text formatting of the style.
   The preview window will update to illustrate the changes made.
4. Click 'OK'.



The style will be amended and available for use in the style bar. Any paragraphs using this style will be updated.

How do I delete a style?

1. Right click on the style you wish to delete in the 'Styles and Formatting' section of the 'Home' ribbon.
2. Click 'Remove from Quick Style Gallery'.

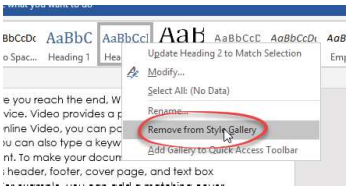
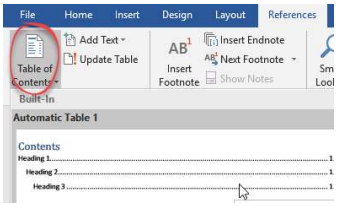


Table of Contents

How do I create a table of contents?

If you use styles within your document you can quickly and easily create a table of contents for your document. Word will automatically include text formatted in Heading 1-3 in your table of contents.

1. Create your document as normal ensuring styles are used for headings/sub-headings etc.
2. Position your cursor at the point you wish the table of contents to be inserted.
3. Click the 'References' ribbon.
4. Click the 'Table of Contents' drop down menu button.
5. Choose one of the styles from the list displayed.



How do I update my table of contents?

1. Click within your table of contents.
   The 'Update Table' tab will be displayed at the top of the TOC.
2. Click 'Update Table'.

   OR

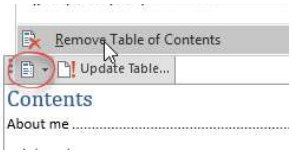
1. Click the 'Update Table' button in the 'References' ribbon.
2. Select one of the two options available:
   - 'Update page numbers only'
     Use this option if headings have not been removed or added but have only moved from one page to another.
   - 'Update entire table' (Preferred option). This updates the full table adding/removing headings and updating any page numbers as required.
     Click 'OK'.
3. Click 'OK'.

How do I use the table of contents to jump to a particular page?

1. Find the heading in the table of contents for the page you wish to view.
2. Press and hold <Ctrl>.
3. Click on the title of the section or the page number in the TOC.

How do I remove a table of contents?

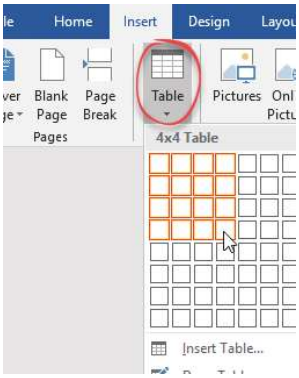
1. Click within the table of contents.
2. Click the 'Table of Contents' button in the tab at the top of your table of contents.
3. Click 'Remove Table of Contents'.



Tables - Creating

How do I create a table?

1. Click the 'Insert' ribbon.
2. Click the 'Table' drop down menu.
3. Select the number of rows and columns in the table by dragging the cursor over the boxes starting at the top left hand box. The orange boxes represent the dimensions of your table. (The example opposite illustrates a table which will have 4 rows of 4 columns).
4. Release the mouse button.



The table will be created and the columns will span the full width of your page, each equal in size.

Tables - Navigating Cells

How do I move from one cell to another?

<tab> key

1. To move from one cell to the next press the <Tab> key once.

2. Press <Shift> + <Tab> to move back one cell at a time.

Cursor keys

1. Use the cursor keys to move in the direction of the arrow on the key. If text exists in a cell using the left and right cursor keys will take you through the word, one character at a time.

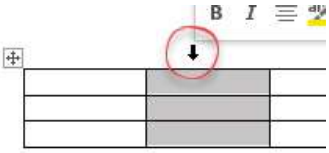
Mouse

1. Position the cursor over the cell.
2. Click once.

Tables - Working with Columns

How do I select a column?

1. Position your cursor at the top of a column until it changes in appearance to a black down pointing arrow

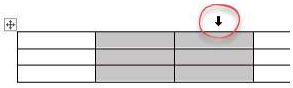


2. Without moving the mouse, click once on the left mouse button.

How do I select more than one column?

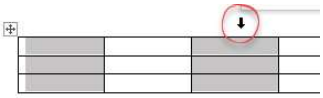
To highlight consecutive columns:

1. Position your cursor at the top of a column until it changes in appearance to a black down pointing arrow
2. Without moving the mouse, click once on the left mouse button.
3. With the first column highlighted, keep your finger on the mouse button and drag the mouse left or right to highlight adjacent columns.



To highlight non-consecutive columns:

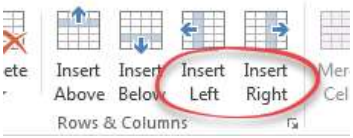
1. Position your cursor at the top of a column until it changes in appearance to a black down pointing arrow
2. Without moving the mouse, click once on the left mouse button.
3. Press and hold the <Ctrl> key.
4. Move your cursor to the top of the next column to be highlighted.
5. Click the left mouse button.
6. Keep your finger pressed on the <Ctrl> key and repeat steps 3 and 4 until all required columns are highlighted.



How do I insert a column?

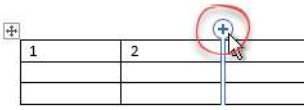
Method One:

1. Click in or select the row above or below where you want an extra row to be created.
2. Click the Table Tools, Layout ribbon.
3. Click the 'Insert Left' or 'Insert Right' button.



Method Two:

1. Position your cursor at the top of the column, next to where you want the new column inserted.
2. Click the 'Plus' that appears between the columns.
3. A new row will be created. Click the 'Plus' to again to add further rows.



How do I insert multiple columns?

Method One:

1. In the table - Select the number of columns you wish to insert. (For example, to insert 3 columns select 3 columns next to where you want them inserted.)
2. Click the Table Tools, Layout ribbon
3. Click the 'Insert Left' or 'Insert Right' button.

Method Two:

1. In the table - Select the number of columns you wish to insert. (For example, to insert 3 columns select 3 columns next to where you want them inserted.)
2. Click the 'Plus' that appears between the columns.

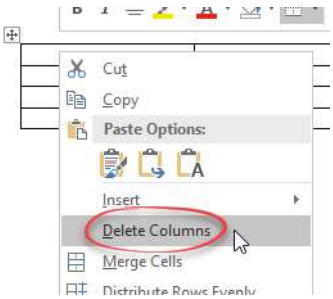
How do I delete columns?

Method One:

1. Select the column(s) you wish to delete.
2. Click the Table Tools, Layout ribbon.
3. Click the 'Delete' button.
4. Click 'Delete Columns'.

Method Two: Right Click

1. Select the column(s) you wish to delete.
2. Right click.
3. Click 'Delete Columns'.

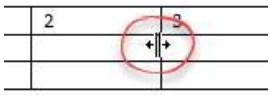


Tables - Working with Columns

How do I change the width of the columns?

Method One:

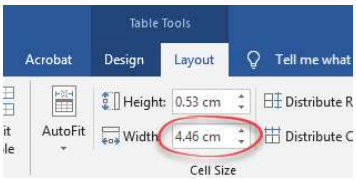
1. Position your cursor over the vertical border of the column you wish to alter.
   The cursor will change from its normal state to one which has 2 vertical lines with left and right pointing arrows as illustrated.



2. Click and HOLD the left mouse button.
3. Drag the mouse to the left or right to increase/decrease the width of the column.

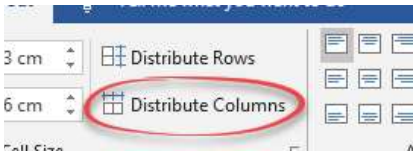
Method Two:

1. Click within the column or select the columns you wish to alter.
2. Click the 'Table Tools, Layout' ribbon.
3. In the 'Cell Size' section use the width spin controls to adjust the width of the selected column(s).



How do I make the columns equal width?

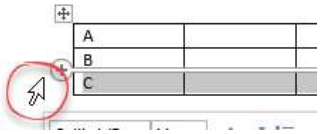
1. Select the columns you wish to make equal width, or click anywhere within the table to make ALL columns equal width.
2. Click the 'Table Tools, Layout' ribbon.
3. Click the 'Distribute Columns' button.



Tables - Working with Rows

How do I select a row?

1. Position your cursor to the left hand side of a row.
   The cursor will change to a white arrow pointing to the right.

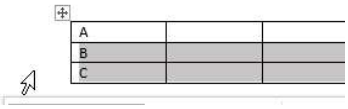


2. Without moving the mouse, click once on the left mouse button.

How do I select more than one row?

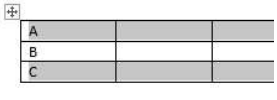
To highlight consecutive rows:

1. Position your cursor to the left hand side of a row.
2. Without moving the mouse, click once on the left mouse button.
3. With the first row highlighted, keep your finger on the mouse button and drag the mouse up or down to highlight adjacent rows.



To highlight non-consecutive rows:

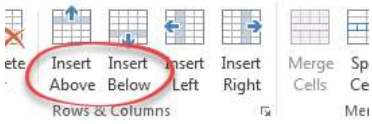
1. Position your cursor to the left hand side of a row.
2. Without moving the mouse, click once on the left mouse button.
3. Press and hold the <Ctrl> key.
4. Move your cursor to the side of the next row to be highlighted.
5. Click the left mouse button.
6. Keep your finger pressed on the <Ctrl> key and repeat steps 3 and 4 until all required rows are highlighted.



How do I insert a row?

Method One:

1. Click in the row above or below where you want an extra row to be created.
2. Click the 'Table Tools, Layout' ribbon.
3. Click the 'Insert Above' or 'Insert Below' button.



Method Two:

1. Position your cursor at the left of the row, next to where you want the new row inserted.
2. Click the 'Plus' that appears between the rows.

Method Three:

1. To insert new rows at the bottom of your table:
2. Click in the last cell of your table.
3. Press and hold the <Tab> key.
4. Release the <Tab> key when you have the required number of rows. Keep your finger pressed on the <Tab> key to add rows quickly.

How do I insert multiple rows?

Method One:

1. In the table select the number of rows you wish to insert. (For example: To insert 3 rows select 3 rows next to where you want them inserted).
2. Click the Table Tools, Layout ribbon.
3. Click the 'Insert Above' or 'Insert Below' button.

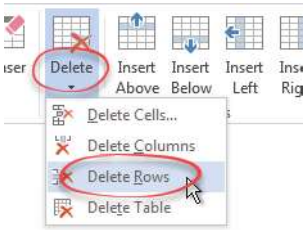
Method Two:

1. In the table select the number of rows you wish to insert. (For example: To insert 3 rows select 3 rows next to where you want them inserted).
2. Click the 'Plus' that appears between the columns

How do I delete a row?

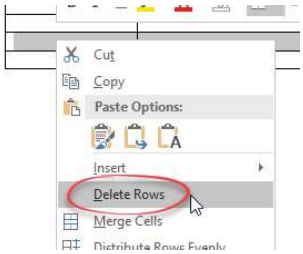
Method 1:

1. Select the row(s) you wish to delete.
2. Click the 'Table Tools, Layout' ribbon.
3. Click the 'Delete' button.
4. Click 'Delete Rows'.



Method 2:

1. Select the row(s) you wish to delete.
2. Position your cursor anywhere in the highlighted rows.
3. Right click.
4. Click 'Delete Rows'.

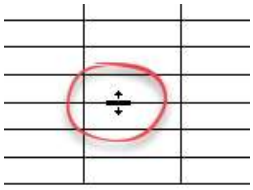


Tables - Working with Rows

How do I change the height of my rows?

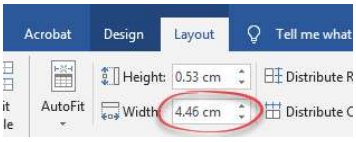
Method One:

1. Position your cursor over the row border you wish to alter. The cursor will change in appearance to 2 horizontal lines with up and down pointing arrows as illustrated.
2. Click and hold the left mouse button.
3. Drag the mouse up or down to increase/decrease the height of the row.



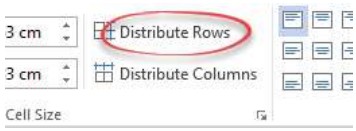
Method Two:

1. Click within the row or select the rows you wish to alter.
2. Click to display the 'Table Tools, Layout' ribbon.
3. In the 'Cell Size' section use the height spin controls to adjust the height of the selected row(s).



How do I make my rows equal height?

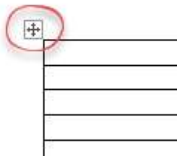
1. Select the rows you wish to make equal height, or click anywhere within the table to make ALL rows equal width.
2. Click the 'Table Tools, Layout' ribbon.
3. Click the 'Distribute Rows' button.



Tables - Working with the Full table

How do I select the full table?

1. Position your cursor over your table or click within it. A small square with arrows will appear in the top left hand corner of your table.
2. Click this to select the full table.



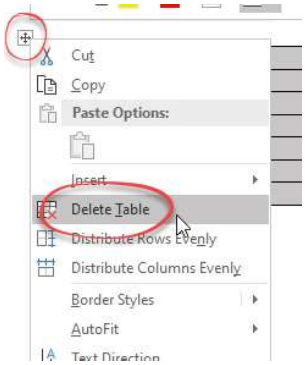
How do I move my table?

1. Position your cursor over your table or click within it. A small square with arrows will appear in the top left hand corner of your table.
2. Click on this square and hold the left mouse button.
3. Drag your table to the required position.
4. Release the mouse button.

How do I delete my table?

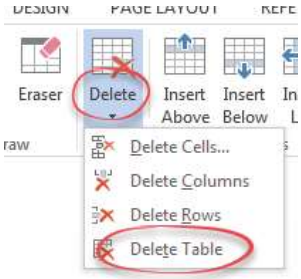
Method One:

1. Position your cursor over your table or click within it. A small square with arrows will appear in the top left hand corner of your table.
2. Click this to select the full table.
3. Right click.
4. Click 'Cut' or 'Delete Table'.



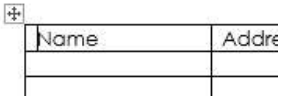
Method Two:

1. Click anywhere in the table.
2. Click to display the 'Table Tools, Layout' ribbon.
3. Click the 'Delete' button.
4. Click 'Delete Table'.



How do I insert text above my table?

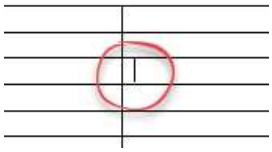
1. Click within the first cell in the table. If the cell has text in it, ensure you click at the left of the first character.
2. Press <Return>.
3. Type your required text.



Tables - Working With Cells

How do I select a cell?

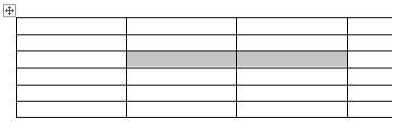
1. Click within it.



How do I select multiple cells?

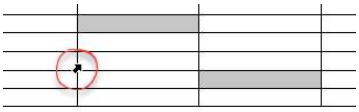
Consecutive cells:

1. Click within the first cell to be selected.
2. Drag your cursor over the other cells you wish to select.
3. Release the mouse button.



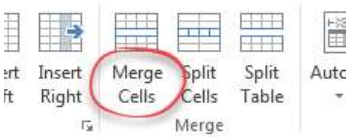
Non-consecutive cells:

1. Position your cursor in the bottom left corner of the first cell to be selected. The cursor will change to a small black arrow.
2. Click to select the first cell.
3. Press and hold the <Ctrl> key.
4. Follow steps 1 & 2 for all other cells you wish to select.



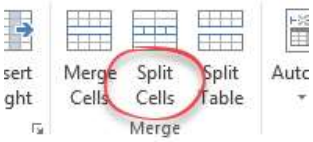
How do I merge cells?

1. Select the cells you wish to merge.
2. Click the 'Table Tools, Layout' ribbon.
3. Click the 'Merge Cells' button.

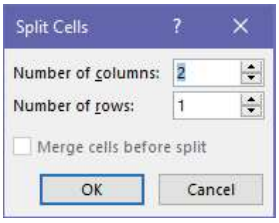


How do I split cells?

1. Click within the cell or select the cells you wish to split.
2. Click to display the 'Table Tools, Layout' ribbon.
3. Click the 'Split Cells' button to display the 'Split Cells' dialogue box.



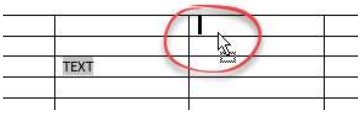
4. Use the spin controls to adjust the number of columns/rows required or delete the value and type a new one.
5. Click 'OK'.
   You may have to adjust the width of your columns to align them with other rows after splitting.



Tables - Working with Text

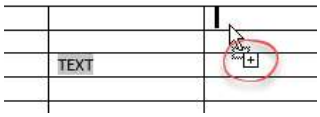
How do I move text between cells?

1. Select the text you wish to move.
2. Position your cursor over the selected text.
3. Click and hold down the left mouse button.
4. Drag the text to the required location.
   The cursor will appear as a white arrow with a box underneath it. The vertical line illustrates where the text will be place when you release the mouse button.
5. Release the mouse button.



How do I copy text between cells?

1. Select the text you wish to copy.
2. Position your cursor over the selected text.
3. Click and hold down the left mouse button.
4. Drag the text to the required location.
5. Press and hold <Ctrl>.
   The cursor appears as a white arrow with a box with a plus sign in it. A vertical line will illustrate where the text will be place when you release the mouse button.
6. Release the mouse button.
7. Release the <Ctrl> key.



How do I alter text alignment in a cell?

1. Position your cursor in a cell (to alter one cell) or select the cells you wish to change.
2. Click to display the 'Table Tools, Layout' ribbon.
3. In the 'Alignment' section click one of the 9 options to select it.

How do I change the direction of my text?

1. Position your cursor in a cell (to alter one cell) or select the cells you wish to change.
2. Click the 'Table Tools, Layout' ribbon.
3. Click the 'Text Direction' button.
4. The text will run vertically from top to bottom.
5. Click again to run the text vertically from bottom to top.
6. Click for a third time to return your text to its normal, horizontal state.

You may have to adjust the height of your row after changing the direction of your text.

Tables - Header Rows

What are header rows?

A header row is one or more rows of a table which have been set to appear at the top of every page if the table data runs over two or more pages.

Once created header rows can only be altered on the first page of your table.

How do I create a header row?

1. Click in the row or select the rows you wish to use as your header row(s).
2. Click to display the 'Table Tools, Layout' ribbon.
3. Click the 'Repeat Header Rows' button.

The row(s) highlighted in step 1 will now be used at the top of each page.

How do I stop using header rows?

1. Position your cursor within one of your header rows, on the first page of your table.
2. Click the 'Table Tools, Layout' ribbon.
3. Click the 'Repeat Header Rows' button.

Tables - Sorting Data

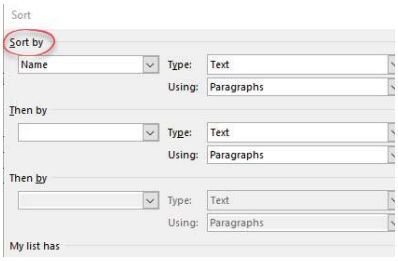
How do I sort the data in my columns?

It is possible to sort data in your table either alphabetically (A-Z/Z-A) or numerically (ascending/descending).

1. Click within the table.
2. Click to display the 'Table Tools, Layout' ribbon.
3. Click the 'Sort' button.
   The 'Sort' dialogue box will be displayed. From this you have the option of sorting your data by up to 3 columns.

4. If the table has column headers click the 'Header Row' option to exclude the row(s) from the sort. These rows will be used as column names in the 'Sort by' section of the dialogue box, otherwise it will display 'column 1', 'column 2' etc.

5. Use the drop down menu under 'Sort by' to choose the first column to be sorted.
6. Check that Word has correctly identified the type of data this column contains, either text, number or date. Change this value if necessary.

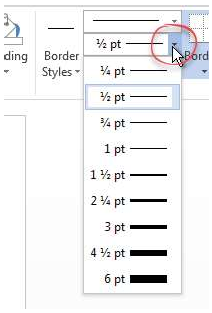


7. Choose 'Ascending' or 'Descending' depending on how the data has to be arranged.
8. Use the 'Then by' sections of this box to identify any additional columns to be included in the sort and follow steps 6 and 7 for each of these columns.
9. Click 'OK'.

Tables - Borders

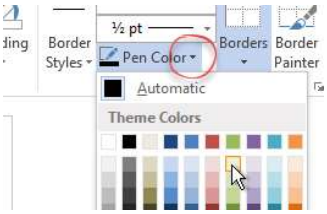
How do I change the thickness of the border?

1. Select the cell(s) you wish to alter.
2. Click the 'Table Tools, Design' ribbon.
3. Click the line 'Line Weight' drop down menu button to display a list of options.
4. Choose one from the list to select it.
5. Use the 'Border Painter' to 'draw' over the lines to be changed.
6. Press <Esc> when done.
   OR
   a. Press <Esc> to exit 'Border Painter' mode.
   b. Click the borders drop down menu and select the borders to be amended.

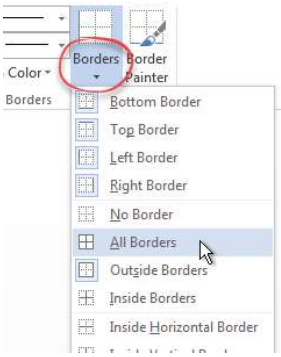


How do I change the border colour?

1. Select the cell(s) you wish to alter.
2. Click the 'Table Tools, Design' ribbon.
3. Click the 'Pen Colour' drop down menu button to display a list of options.
4. Choose one from the list to select it.

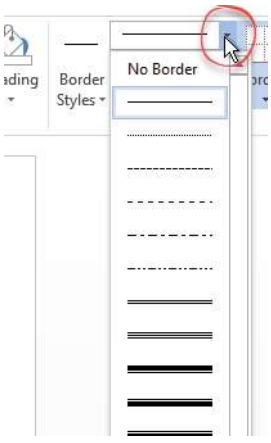


5. Use the 'Border Painter' to 'draw' over the lines to be changed.
6. Press <Esc> when done.
   OR
   a. Press <Esc> to exit 'Border Painter' mode.
   b. Click the borders drop down menu and select the borders to be amended.



How do I change the border style?

1. Select the cell(s) you wish to alter.
2. Click the 'Table Tools, Design' ribbon.
3. Click the 'Line Style' drop down menu button to display a list of options.
4. Choose one from the list to select it.
5. Use the 'Border Painter' to 'draw' over the lines to be changed.
6. Press <Esc> when done.
   OR
   a. Press <Esc> to exit 'Border Painter' mode.
   b. Click the borders drop down menu and select the borders to be amended.

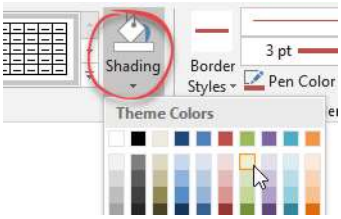


Tables - Shading

How do I shade a cell in my table?

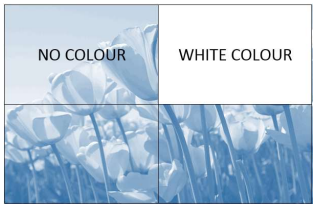
1. Click within the cell or select the cells you wish to shade.
2. Click to display the 'Table Tools, Design' ribbon.
3. Click the 'Shading' button.
4. Choose a colour from the list displayed.

   NOTE: Choose 'No Color' to remove the shading.



Is 'White Colour' the same as 'No Color'?

No. When you 'white colour' the cell it is filled with white, therefore anything placed behind it will not be visible. When 'No colour' is selected the background is transparent therefore anything behind will still be seen.



Tables - AutoFormat

How do I change the style of my table?

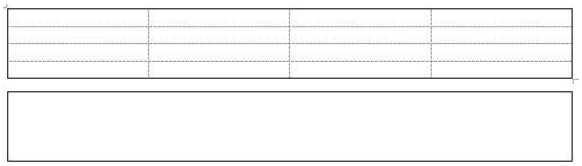
After constructing your table it is possible to use the 'Table Styles' options to reformat its style rather than choosing the line formatting/border shading yourself.

1. Click within your table.
2. Click to display the 'Table Tools, Design' ribbon.
3. Choose one of the styles displayed or use the drop down menu to display further options.

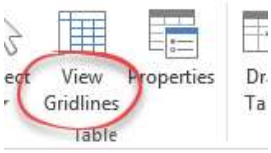
Tables - Gridlines

How do I hide the gridlines?

Although you may have set the borders of your table to 'No Borders' they will still show on screen as grey dotted lines. It is possible to hide these lines completely.



1. Click within the table.
2. Click to display the 'Table Tools, Layout' ribbon.
3. Click the 'View Gridlines' button.
4. Click the button again to reshow the gridlines.



Images - Inserting

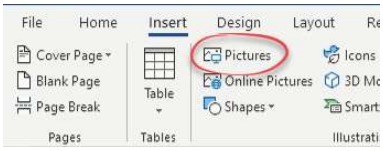
Do I have the right to use the image?

Microsoft no longer have their own Clipart/Photo gallery, instead they use Bing to search for images on the Internet. Having the image displayed in the search results does not mean that you are free to use it in your documents. Ensure you have the rights to use any image in your document BEFORE inserting it.

How do I insert a photo or image into my document?

To use an image or photo saved on the server:

1. Position your cursor at the point in your document you wish your photo to be inserted.
2. Click the 'Insert' ribbon.
3. Click the 'Pictures' button.
   The 'Insert Picture' dialogue box will be displayed.



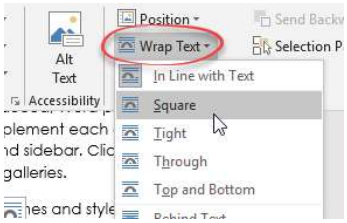
4. Locate the file required.
5. Double click the file.
   OR
   a. Click once on a file to select it.
   b. Click 'Insert'.

Images - Text Wrapping

How do I wrap text around my graphic?

When you insert a graphic it is positioned in line with the text - the baseline of the text will be in line with the bottom of the graphic. Word allows you to wrap your text around your image. After applying text wrapping to your image you have more control over its placement on the page.

1. Click the image to select it.
2. Click to display the Picture Tools, Format ribbon.
3. Click the 'Wrap Text' drop down menu.
4. Choose the desired wrapping method from the menu.



Graphic wrapped in line with text.

Graphic wrapped 'square' around text.

Graphic wrapped in front of text.

Graphic wrapped behind text.

Images - Delete and Move

How do I delete a photo or image?

1. Click the image once to select it.
2. Press <Delete> on the keyboard.

How do I move my graphic?

1. Click on the image.
2. Holding down the left mouse button, move your mouse, dragging the image to its new location.

3. Release the mouse button when done.

You have more control over placement of images when you use the “wrap” options.

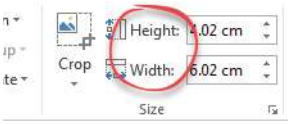
Images - Resizing

How do I alter the size of my graphic?

Method One:

1. Click the image to select it. Eight small circles called 'handles' will appear around it.
2. **To alter:**
   the width:
   Position your cursor over the middle left or middle right handle.
   the height:
   Position your cursor over the top middle or bottom middle handle.
   both proportionately (recommended):
   Position your cursor over one of the corner handles.
3. Click and hold down the mouse button
4. Drag the cursor to the left or right to increase/decrease the width/height/both.

Method Two:



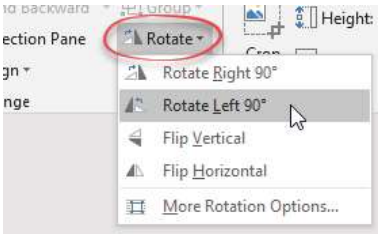
1. Click your image to select it.
2. Click to display the 'Picture Tools, Format' ribbon.
3. Use the 'Height' and 'Width' spin controls in the 'Size' section to adjust the values or delete the current value and type a new one.

Images - Rotating

How do I rotate my graphic?

Method One:

1. Click your image to select it.
2. Click to display the 'Picture Tools, Format' ribbon.
3. Click the 'Rotate' drop down menu.
4. Choose one of the options from those displayed.



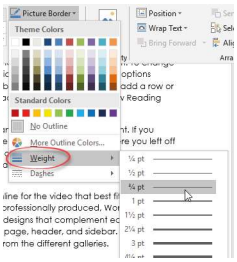
Method Two:

1. Click your image to select it.
2. Position you cursor over the rotate handle (the circle at the top).
3. Press and hold the mouse button and move the mouse to rotate the image.
4. Release the mouse button when your image is at the desired angle.

Images - Working with Borders

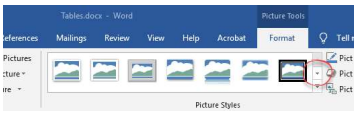
How do I create a border around my graphic?

1. Click the image to select it.
2. Click to display the 'Picture Tools, Format' ribbon.
3. Click the 'Picture Border' drop down menu.
4. Choose a colour for your border by selecting a colour from the options displayed.
5. Click the 'Picture Border' drop down menu.
6. Alter the width of your line by clicking 'Weight' and choosing a thickness for your border.



How do I change the picture style?

1. Click the graphic to select it.
2. In the 'Picture Tools, Format' ribbon select one of the styles. (Click the drop down menu for more options.)



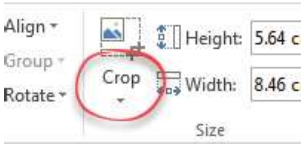
As you move your cursor over each of the styles, your image updates providing a preview of how it will look if that option is selected.

Images - Cropping

How do I crop my graphic?

It is possible to crop (remove) the areas of a graphic that are not required.

1. Click the image to select it.
2. Click to display the 'Picture Tools, Format' ribbon.
3. Click the 'Crop' button. Eight crop handles will appear around your image as illustrated.



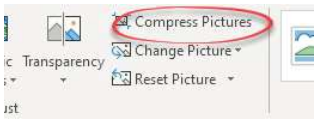
4. Position your cursor over one of these handles.
5. Press and hold down the mouse button and drag the cursor to 'hide' the section of the image no longer required. The section to be removed will be shown in grey.
6. Release the mouse button.
7. Click outside the image to confirm the crop.

Images - Compressing

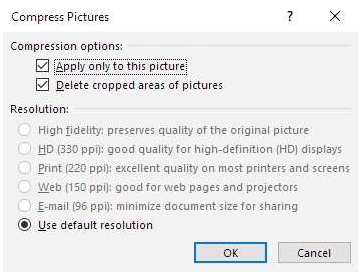
How do I compress my images?

If you have many graphics in your document you will soon find the size of the file becomes large. You can compress the images in your document to reduce this size.

1. Click any image in the document.
2. Click to display the Picture Tools, Format ribbon.
3. Click ‘Compress Pictures’. The ‘Compress Pictures’ dialogue box will be displayed.



4. Untick ‘Apply only to this picture’.
5. Ensure ‘Delete cropped areas of pictures’ is ticked.
6. In the ‘Target Output’ section, select the highest resolution offered or if you are unusre leave it at ‘Use Document Resolution’.

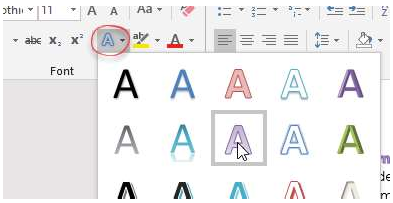


7. Click ‘OK’.
8. Remember to save your document!

Images - Text Effects and Typography

How do I add an effect to text?

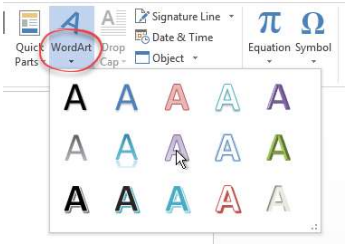
1. Select the text to which you wish to apply the effect.
2. In the 'Home' ribbon click the 'Text Effect and Typography' drop down menu.



3. Choose one of the effects shown at the top or click one of the menu options (outline, shadow etc) and click one of the options within it.

How do I insert wordart?

1. Click to display the 'Insert' ribbon.
2. Click the 'WordArt' button.
3. Choose one of the options from the drop down lists displayed.

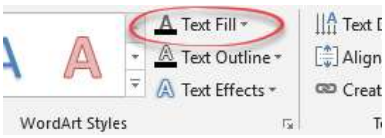


The WordArt will be inserted in its own text box. WordArt can be moved, resized etc the same as you would with other graphics.

4. Double click inside the text and amend as normal.
5. Click outside the text box when you are finished editing your text.

How do I format my wordart?

1. Click the Wordart to select it.
2. Click to display the 'Drawing Tools', 'Format' ribbon.
3. Use the 'Text Fill' drop down menu to change the colour of text.

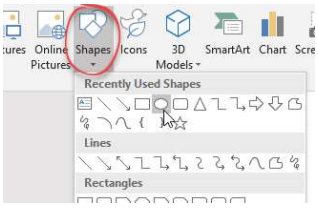


4. Use the 'Text Outline' drop down menu to alter the thickness, style and colour of your outline.
5. Use the 'Text Effects' drop down menu to add effects such as shadows and reflections to your text.
6. Use the 'Text Direction' drop down menu to rotate the text.
7. Use the 'Align Text' drop down menu to alter the alignment of the text within your WordArt box.
8. Click outside your WordArt when you are done.

Images - Drawing Basic Shapes

How do I draw a basic shape?

1. Click the 'Insert' ribbon.
2. Click the 'Shapes' button.
3. Click the shape you wish to draw.
4. Click and drag the mouse over the page to draw your shape.



Press <SHIFT> when drawing:

- lines to create them at 45 degree angles (eg 45,90, 135 etc)
- an oval to create a perfect circle.
- rectangles to create a perfect square.

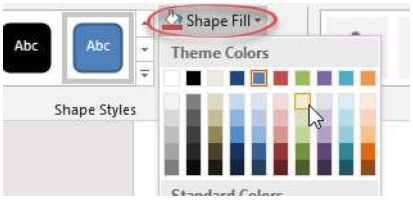
How do I resize or rotate my line?

1. Click your line to select it.
2. Position your cursor over one of the handles (the squares at the beginning and end of the line).
   The cursor will change in appearance as illustrated.
3. Press and hold the left mouse button.
4. Drag the cursor to adjust the length and/or angle of the line.

How do I change the fill colour of my shape?

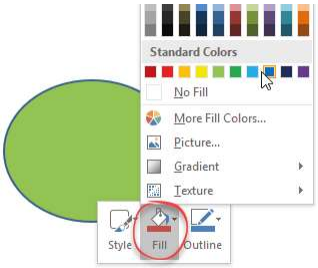
Method One:

1. Click once on the shape to select it.
2. Click to display the Drawing Tools, Format ribbon.
3. Click the 'Shape Fill' drop down menu.
4. Choose a colour option from those provided.



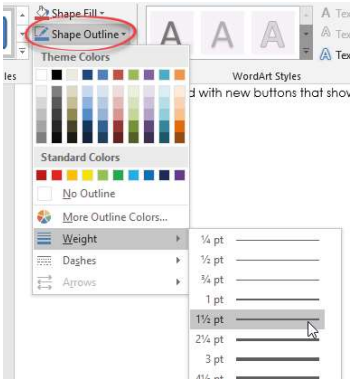
Method Two:

1. Right click your image.
2. Click 'Fill'.
3. Choose a colour.



How do I change the shape outline?

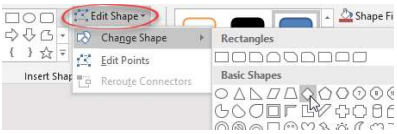
1. Click once on the shape to select it.
2. Click the Drawing Tools, Format ribbon.
3. Click the 'Shape Outline' drop down menu.
4. Click 'Weight'.
5. Choose a line weight to alter the thickness of the outline.
6. Click 'Shape Outline'.
7. Choose a colour.



How do I change the shape of my drawing?

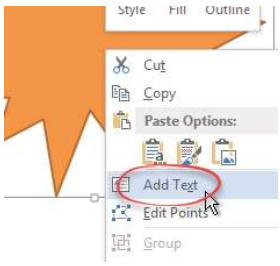
It is possible to change your drawing from one shape to another without having to delete and recreate it. The new shape will retain the fill colour, width, style etc of your old shape.

1. Click once on the drawing you wish to change.
2. Click to display the Drawing Tools, Format ribbon.
3. Click 'Edit Shape'
4. Click 'Change Shape'.
5. Choose a shape from the options provided.



How do I add text inside a shape?

1. Right click on the shape.
2. Click 'Add Text'
3. Type the required text.
4. Format your text as you would normally.

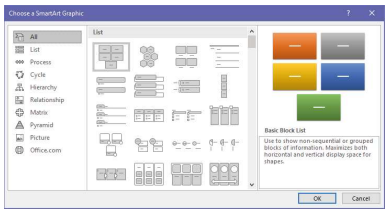


Images - SmartArt

How do I insert SmartArt?

1. Position your cursor at the point you with the smart art to be inserted.
2. Click the 'Insert' ribbon.
3. Click the 'SmartArt' button. The 'Choose a SmartArt Graphic' dialogue box will be displayed.

4. Choose the type of diagram required by clicking it.
5. Choose one of the variances of this type.
6. Click 'OK'.

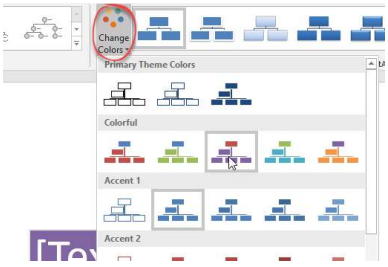


How do I amend text in my SmartArt?

1. Click within the shape containing the text to be amended.
2. Amend the text as necessary.
   The text will automatically be resized to ensure it fits within your shape.
3. Click outside the SmartArt when done.

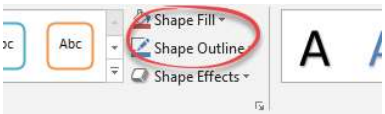
How do I change the colour of my SmartArt?

1. Click the SmartArt to select it.
2. Click to display the SmartArt Tools, Design ribbon.
3. Click the 'Change Colours' drop down menu.
4. Choose one of the options displayed.



How do I change the colour of one shape in my SmartArt?

1. Click the shape within the SmartArt.
2. Click to display the SmartArt Tools, Format ribbon.
3. Use the 'Shape Fill' and 'Shape Outline' drop down menus to choose the required options.



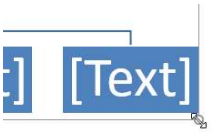
How do I change the style of my full SmartArt?

1. Click the SmartArt to select it.
2. Click to display the SmartArt Tools, Design ribbon.
3. Click one of the options in the 'SmartArt Styles' or 'Layout' sections to select a predefined format.

How do I change the size of my SmartArt?

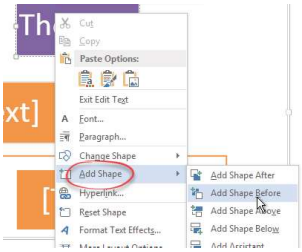
Amend the size in the same way as you would amend any other graphic.

1. Click the SmartArt to select it.
2. Use the handles to drag the image to its new size.



How do I add a shape?

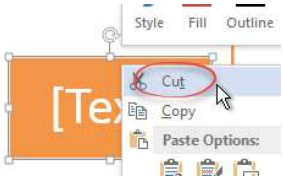
1. Right click in the shape next to where you want the new shape inserted.
2. Click 'Add Shape'
3. Click one of the options to decide where the shape has to be placed.



How do I remove a shape?

Method One:

1. Right click the shape to be removed.
2. Click 'Cut'.



Method Two:

1. Click the shape to be removed.
2. Press <Delete>.