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Microsoft Word 2008 for Mac

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Table of Contents

INTRODUCTION 3

GETTING STARTED..... 3

 LAYOUT 3

Toolbars 3

 Rulers..... 4

CREATING AND SAVING DOCUMENTS..... 4

Views..... 4

DOCUMENTS..... 5

 Formatting and editing text 5

 Selecting text 5

 Working with graphics..... 5

 Tables and charts..... 5

 Paragraph Formatting..... 6

Pages 6

 Margins 6

 Page numbering 6

 Footnotes and endnotes 6

FORMATTING DOCUMENTS..... 6

Using Headings 7

Insert TOC..... 7

Create index..... 8

Headers and footers..... 8

Q & A..... 9



Introduction

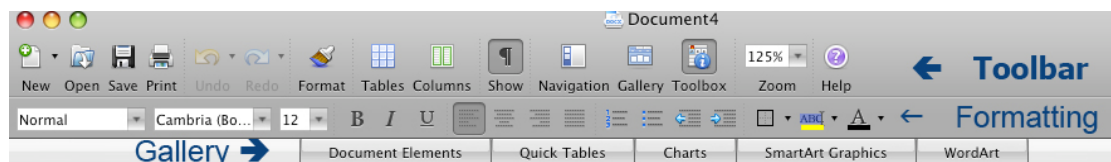
Microsoft Word 2008 for Mac is a word-processing application that can be used to create complex, graphics-rich documents easily and quickly. It offers pre-formatted building blocks for inserting common document elements such as a table of contents, headers and footers, cover pages, tables, charts, etc. Using Word it is easy to create sharp, vivid newsletters, calendars, forms, brochures, and much more. Finally, you can merge information from a Microsoft Excel spreadsheet into letters, labels and other document using the powerful Mail Merge feature.

In this workshop we will be covering some of the most-frequently used basic features of Word such as editing and formatting text, using templates, working with pictures and other graphic elements, formatting pages and documents. Time will be left at the end for questions and answers to help you with challenges you are facing in creating your documents.

Getting Started

If you haven't done so already, open Microsoft Word 2008 for Mac. Make sure you have a new, blank document open as well.

Layout



In previous versions of Word the menus were completely customizable, and the number of options available in the menus were overwhelming at times. Microsoft has combined many frequently used features into the new "ribbon" interface placed just below the menu bar.

Toolbars

- Standard toolbar: contains the most commonly used commands from the File, Edit, Format and View menus, plus 3 new items:
 - Toolbox: show/hide the Formatting Palette.
 - Gallery: show/hide the Elements Gallery.
 - Navigation: allows for quick navigation through your documents in a manner similar to Adobe Acrobat and Acrobat Reader, and Preview.
- Formatting: contains icons depicting useful commands from the Format menu such as headings, font, size, bold, italics, underline, paragraph alignment, bullets and numbering, etc.

- Other toolbars: in the View menu you can find additional toolbars with a wide variety of features. Some toolbars will appear automatically when you use their features in your document
- Elements Gallery: this puts key document elements—including cover pages, headers, footers, and bibliographies—a single click away. It contains a set of five new buttons from which you can quickly add document elements, tables, charts, SmartArt graphics, and WordArt to documents.

Rulers

- The rulers at the top and side of each document show your document's margins, tab-stops and indents.
- To turn it on/off: View -> Ruler

Creating and Saving Documents

Views

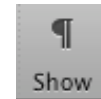
Word offers a number of ways create and view the documents you create:

1. **Draft:** use draft view to edit and format text quickly when you don't have to see the content, as it will appear when you print it. It shows text formatting but simplifies the layout of the page so that you can type and edit quickly.
2. **Web layout:** used to conceptualize how your document will appear when it is published to the Web. It is an approximation, not an exact match.
3. **Outline:** used to create an outline and manipulate text easily. Move text up and down, expand and collapse levels, change heading levels, or show only one kind of heading level.
4. **Print layout:** see the document as it will appear on the printed page. Print layout view is the default view when new documents open.
5. **Notebook documents and layout:** use notebook layout view to take notes in a meeting or lecture, create an outline for a project, collect research material, record and play back audio notes, or capture thoughts quickly. The default format for notebook layout view is a list format. If you have Entourage installed, you can convert any items in your notebook layout view document to an Entourage task.
6. **Publishing layout:** create newsletters, brochures, flyers, or other format-rich documents. In publishing layout view, the standard toolbar contains a special toolset of the most commonly used commands and elements used for format-rich documents.
7. **Templates:** provide professionally designed layouts for easy creation of newsletters, reports, etc.

Documents

Formatting and editing text

Non-printing characters can be displayed/hidden by clicking on the “Show” button in the main toolbar.



Selecting text

Here are a few quick tips for selecting text quickly and easily:

- Clicks:
 - Single-click: places cursor.
 - Double-click: selects a word.
 - Triple-click: selects a paragraph.
- Single- and double-click in the margin: selects a line or paragraph.
- Shift-click: selects large sections.
- Command-click (⌘-click): selects non-contiguous paragraphs.

Working with graphics

Object Palette

- Clip art
- Photos from iPhoto
- Adjust images: transparent, etc.

Editing wrapping

To edit how text fills-in or “wraps” around a graphic image:

1. Make sure the image is selected.
2. Click on the formatting palette.
3. Under the “Wrapping” sub-menu select the style that works for your image.

Tables and charts

To quickly create a pre-formatted table:

1. Place your cursor where you want the table to go.
2. Click on “Quick Tables” in the Gallery Elements bar
3. Scroll horizontally through the options and select one you like.
4. Click in the top-left cell to enter the heading. Use the “Tab” key to move from cell to cell.
5. To add another row, tab past the last (bottom-right) cell in the table.
6. To add another column, move your cursor to the top border of the last column. It will become an arrow pointing downward. Click to select the column. In the menu bar select Table -> Insert -> Columns to the right (or left, if desired). A new column will be added.

Paragraph Formatting

The default spacing for paragraphs in Word is 0 points (pt.) before and 10 pt. after. These settings can be changed:

- Using the Formatting Palette.
- Or, using the Format -> Paragraph menu

Pages

After creating your document, adding tables and graphics you can adjust the margins for a better fit. You can also add page numbering, footnotes and endnotes, a table of contents or an index easily and quickly with the latest version of Word.

Margins

There are multiple ways to adjust your document's margins

1. In the menu bar: Format -> Document. Then select the "Margins" tab option in the dialog box that opens. Changes can be applied to the current section, from this point forward, or for the whole document. Make your changes as desired and click OK.
2. Or, in the Formatting Palette, select the drop-down "Document Margins" menu and adjust them there. These changes affect the *entire* document only.
3. Or, click and drag the markers in the rulers.

Page numbering

Page numbers can be added using the "Document Elements" feature in the Gallery, or using Insert -> Page numbers in the main menu bar.

Footnotes and endnotes

Word's allows you to easily add footnotes and endnotes.

Adding a footnote:

1. Click in your document next to the item you are citing.
2. Insert -> Footnote
3. In the dialog box make sure that the "Footnote" and "Autonumber" options are selected (they are by default), then click OK.
4. Type in the text of your footnote at the bottom of the page.

Adding an endnote works in a similar manner.

Formatting documents

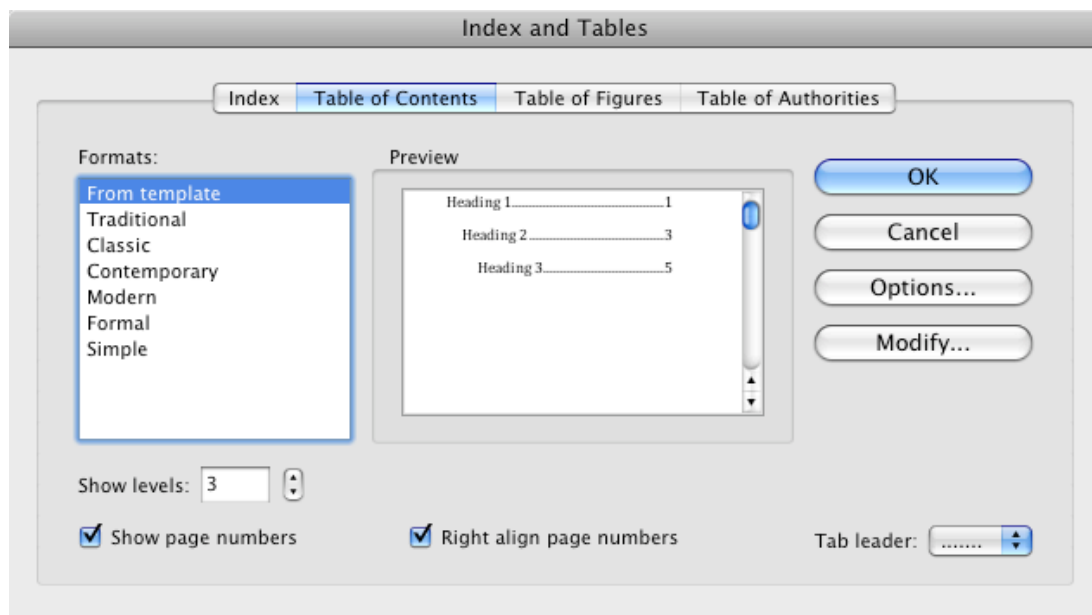
Word allows for easy creations of a table of contents as well as an index. It takes a little marking of the text in advance or as you type. But once marked up it takes only a few clicks and you've got a table of contents.

Using Headings

In the Formatting Palette, under the “Styles” option, you will find “Pick style to apply”. Scrolling through the options will show you the different heading options.

Insert TOC

1. In your practice document, click in the middle of each heading line. Then select the matching heading in the Formatting Palette.
2. If needed, insert a blank page near the beginning of your document and add the words “Table of Contents” at the top.
3. Add a couple of blank lines.
4. Click in the last blank line, then in the main menu select Insert -> Index and Tables. Then select the Table of Contents tab across the top of the dialog box.



5. Adjust the options you desire and click “OK”.

If later you need to make changes to your document, Word makes it easy to update this table.

- 1st. Click in the middle of the table of contents (TOC).
- 2nd. Right-click or Control-click on the TOC and select “Update Field”.
- 3rd. Select “Update entire table” and click “OK”.

Create index

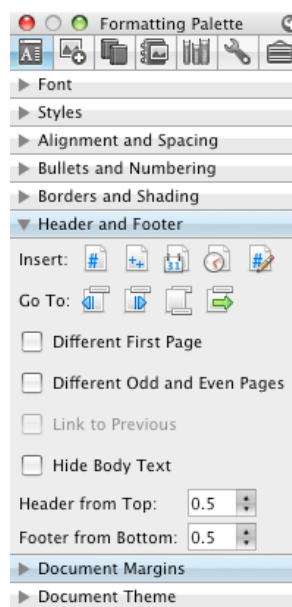
1. Mark index entries for words or phrases:
 - a. Select the text that you want to use as an index entry.
 - b. On the Insert menu, click Index and Tables.
 - c. Click the Index tab, and then click Mark Entry.
 - d. Type or edit the text in the **Main entry** box
2. Go to the end of the document and add an additional page. Add “Index” to the top of the page, and a couple of blank lines afterward.
3. Insert -> Index and Tables, then select the “Index” option. Select the format you desire and click “OK”.

You now have a table of contents. If you change your view to “Outline,” you can also see how this feature works as well.

Headers and footers

Headers and footers allow you to add content that needs to show at the top and/or bottom of a document without having to retype it on every page, including page numbers. You can even set up one header or footer for the first page of your document (such as a title page) and a different one for the rest of the document.

1. Go to the beginning of your practice document, just in front of the table of contents, and click to place your cursor there.
2. Insert -> Break -> Page Break
3. On the new first, blank page, type “Title Page”.
4. View -> Header and Footer.
5. In the Formatting Palette you will see the additional formatting options.
6. Select “Different First Page”.
7. Leave the header and footer on the title page empty, and scroll down to the next page. Here you can add your header/footer content for the rest of the document.
8. Click “Close” or double-click in the body of your document when finished.



Q & A

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