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professional Word users

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create complex documents

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collaborate with others

**Dan Gookin**

*Bestselling author of all previous editions  
of Word For Dummies*





# Word 2016 For Professionals

for  
**dummies**<sup>®</sup>  
A Wiley Brand

by Dan Gookin

for  
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A Wiley Brand

## Word 2016 For Professionals For Dummies®

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# Introduction

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**W**elcome to *Word 2016 For Professionals For Dummies*, a book that uncovers the truth about parapsychology and the people in Asia who hand-place sesame seeds on the hamburger buns used by Burger King. I'm not serious, of course. I'm just checking to see whether you're actually reading this introduction.

This book goes way beyond the beginner's user level when it comes to word processing with Microsoft Word. This isn't a technical book, but rather a book geared toward the professional or anyone else who is serious about the words they write. Word is a powerful program, and few people venture into its more sophisticated levels. That's sad because many of Word's features can save you time and help you create a better document

## About This Book

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Are you still reading the introduction? That's really weird. Most people don't even bother. In fact, they simply take the copy of this book that they illegally downloaded, get the information they want, and then go on Facebook and lament how the economy is crumbling. I love that story.

Still, I'm proud of you for continuing to read the introduction. Truly, it's the best part of the book. That's because this is where I explain how this book covers a lot of material not found anywhere else. Google? Forget it. I've looked. Those people who put "help" up on Google don't know what they're talking about. If you really want to understand Word, and create outstanding documents, you have the best resource in your hands right now.

This book is a reference. It's designed to cover a topic quickly and let you get back to work. Each chapter covers a topic, and major sections within the chapter go into detail. Within each section are specific activities, complete with steps or further instructions that help you accomplish a task. Sample sections in this book include

- » Creating custom paragraph numbers
- » Splitting a table between two pages

- » Wrapping text around an object
- » Opening an Excel worksheet inside of Word
- » Converting your WordPerfect documents
- » Creating the master document
- » Marketing your eBooks
- » Creating an AutoText building block
- » Recording a macro

The topics covered are vast, but you don't have anything to memorize. Information is cross-referenced. Technical tidbits are carefully shoved to the end of a section or enclosed in a box. Though it would be great to master all that Word offers, my sense is that you prefer to find out only what you need to know and then get back to your work.

## How to Use This Book

This is an active book. When you explore a topic, you see steps you follow to accomplish a given task or create an example. These steps involve using Word and the computer — specifically, the keyboard and mouse. If you have a touchscreen, that works as well, but it's far more effective to use a mouse or another pointing device.

The mouse can point, click, double-click, and right-click. These are the basic mouse activities used through the text. The click always means a left-click. *Point* means to position the mouse at a certain location on the screen but not to click.



The mouse pointer is referred to as “the mouse pointer,” and its common icon is shown in the margin. This pointer is often called the *cursor*.



In a document's text, the mouse pointer changes to the I-beam pointer, shown in the margin. When you click the mouse in the text, you move the insertion pointer, which shows where new characters appear as you type. I may also refer to the insertion pointer as the toothpick cursor.

Keyboard shortcuts are shown like this:

Ctrl+D

Press and hold the Ctrl (Control) key and then tap the D key.

Multiple key combinations are also presented:

Ctrl+Shift+S

Here you press Ctrl and Shift together and then tap the S key. Release all the keys.

Word presents its commands on a Ribbon. The commands are organized into tabs and then groups. Each command is a button, and the button's artwork appears in this book's margins.



Some buttons feature menus. To view the menu, you either click the button itself or click a down-pointing triangle next to the button. The text directs you whether to click the button or its menu.

When a menu features a submenu, this text uses the following format to show how the submenu or command is chosen:

Page Number ⇄ Current Position ⇄ Plain Number

This direction tells you to click the Page Number button and, from its menu, choose the Current Position submenu and then the Plain Number item.

Other, more specific directions for some of the unusual things Word does are explained throughout the text.

## Foolish Assumptions

This book assumes that you have a basic knowledge of Word. You know how the program works, and you've created crude and ugly documents. Perhaps you didn't believe them to be crude and ugly, but they are. And that's why you purchased this book, because you want to create more professional, respectable documents.

You are using Word 2016, which is the current version of Word as this book goes to press. Some of this book may apply to Word 2013 and possibly Word 2010, but the material isn't specific to those releases. You can have the stand-alone version of Word 2016, or you can use the Office 365 subscription version. Any differences between versions are noted in the text.

This book does not cover Word for the Macintosh. If you see an Apple logo on your computer, I can't promise that anything in this text applies to your software.

Parts of this book reference other Office applications — specifically, Excel and Outlook. Even so, you don't need to have these programs installed to get the most from the book.

If you need more basic information on Word, I can recommend *Microsoft Word 2016 For Dummies* (Wiley). That book covers material deemed too basic or common for this book, though it's still good material. For example, that book covers mail merge, which this book shuns like that steaming pan of gray goo at the back of an all-you-can-eat five-dollar buffet.

## Icons Used in This Book

Festooning this book's pages are icons and micons. The icons consist of the traditional four *For Dummies* margin icons. They are:



TIP

This icon flags a useful suggestion or kindhearted tip. I'd like to think of all text in this book as a tip, but my editor dislikes it when I overuse the Tip icon. So only the very bestest tips are flagged.



REMEMBER

This icon appears by text that gives you a friendly reminder to do something, to not forget something, or to do something else, which I don't recall at the moment.



WARNING

This icon highlights things you're not supposed to do, like try to put sheet metal into a computer printer. That sounds cool, but if you really want a document to shine, I have better advice.



TECHNICAL  
STUFF

This icon alerts you to information you can happily avoid reading. I use it to flag parts of the text where I get technical, go off on a tangent, or mention material that's not really necessary to the topic, but my inner nerd just can't control himself. Feel free to avoid anything flagged with the Technical Stuff icon.

Along with the icons, you'll find margin art. These marginal masterpieces represent various items you see on the screen while using Word. They might be command buttons, doodads, controls, gizmos, or flecks of paint that look interesting. These micons (margin icons) help you navigate through steps in the text.



# Beyond the Book

The publisher maintains a support page with updates or changes that occur since this book has gone to press. You'll also find bonus content in the form of an online cheat sheet, which isn't really cheating and definitely isn't a sheet.

To peruse the online content, visit [www.dummies.com](http://www.dummies.com), but that's not the right page. You'll need to search for *Word 2016 For Professionals For Dummies*, and open the Download tab on this book's dedicated page. I'd offer more specific information, but I don't have any further details. Even I don't know where the online material is really hidden. When I asked, the publisher muttered something about "elves" and she then proceeded to consume dry coffee grounds.

## Where to Go from Here

The first thing you need to do is stop reading the introduction. I'm serious: It's over. The book's vast pages await a bright reading light and your eager gaze.

Check out the table of contents and see what interests you. Peruse the index and look up a special topic. Or just flip to a page and become enlightened. Word does so much and offers so many tools to help you make better documents that you can truly start anywhere.

My email address is [dgookin@wambooli.com](mailto:dgookin@wambooli.com). Yes, that's my real address. I reply to all email I receive, and you'll get a quick reply if you keep your question short and specific to this book or to Word itself. Although I enjoy saying Hi, I cannot answer technical support questions or help you troubleshoot your computer. Thanks for understanding.

You can also visit my web page for more information or as a diversion:

[www.wambooli.com](http://www.wambooli.com)

This book's specific support page can be found at

[www.wambooli.com/help/word](http://www.wambooli.com/help/word)

I provide frequent updates and posts on that page, offering bonus information on Word, supplements to this book, tips, tricks, trivia, and fun. And, there's only one little advertisement on the page and no pop-ups.

Enjoy this book. And enjoy Word as much as you can stand it.



# 1 Fancy Formatting and Froufrou

## **IN THIS PART . . .**

Discover how to best use fonts.

Find out how to lay out a paragraph.

Learn how to organize text with tabs and lists.

Work with tables and information in a grid.

Customize columns of text in a document.

Get to know about page formatting.

Apply informative headers and footers to a document.

Use styles to quickly format text.

Get familiar with templates, and start creating documents quickly.

## IN THIS CHAPTER

Understanding fonts

Using typefaces appropriately

Accessing text formatting commands

Setting text scale and spacing

Raising or lowering text

Exploring oddball text effects

Working with hidden text

Replacing text formatting

# Chapter 1

# Font Fun

**W**hen graphical computer operating systems appeared in the 1980s, users found themselves infectiously attracted to fonts. People played with text formatting, spicing up documents in frivolous and crude ways. It was fun, but odious: Documents looked like someone had hired a color-blind man to paint a house.

The adoration for fonts hasn't diminished over time, but people today have a bit more respect for a document's text. In a professional environment, you want to choose a font that's appropriate, tasteful, and consistent with a good layout and design. You can hire a graphic artist, but while you remain cheap, you can rely upon Word's various typeface tools to assist you.

## A Knowledge of Fonts

I blame the Macintosh. A menu on the first MacPaint and MacWrite programs was called Font. It listed a variety of what are more properly termed *typefaces*. That's what the typesetters call them. A *font* is a combination of typeface, size, style, and other attributes. But never mind; the term *font* has stuck.

- » A *typesetter* is someone who puts type on the page. The process once involved block letters, hot lead, and meticulous craftsmanship. Today, typesetters are considered layout artists. They follow the guidelines set by a graphic designer to create a page of text or, in the digital realm, a web page.
- » A *graphic designer* is someone who chooses elements that look good on a page. This list includes typefaces, margins, graphics, and other design elements. The designer and layout artist are often the same person.
- » Though *typeface* is the preferred term, I use both *typeface* and *font* throughout this book. These days, both terms are interchangeable, though technically not the same.

## Describing text

You might remember when you learned to write and your teacher handed out *ruled* paper. You copied letters and words and used the rules (lines) as a guide. Those rules weren't arbitrarily drawn on the page. They come from the history of printed text, where everything has a name and a purpose, as illustrated in Figure 1-1.



**FIGURE 1-1:**  
Text essentials.

Here are descriptions of the text measurements shown in Figure 1-1:

**Baseline:** Text is written on the baseline.

**Cap height:** Capital letters extend from the baseline to the cap height.

**X-height:** Most lowercase letters rise to the x-height, which is named after the lowercase letter *x* and not anything mysterious.

**Ascender:** Taller lowercase letters extend to the ascender height, such as the *t* shown in Figure 1-1.

**Descender:** Lowercase letters that dip below the baseline drop to the descender.

The purpose of these lines is consistency. Though letters have different shapes and sizes, these rules help the reader absorb the text. When letters disobey the rules, the text becomes more difficult to read.