

## CHAPTER 1

## InFocus

# DOCUMENT TECHNIQUES

There are many handy features in Word that can assist you with viewing, editing and creating documents.

For instance you may consider adding some finishing touches to the overall page layout of your document such as cover pages, watermarks, page borders, and the like. Or you may wish to alter the page layout so the content appears in multiple **columns**.

Perhaps you are working with several documents at once. Well, Word allows you to easily switch between documents, display two windows on the screen side-by-side, or view multiple documents tiled underneath each other.

This chapter will help you with general document techniques designed to help you create the best possible documents.

**In this session you will:**

- ✓ learn how to open multiple documents simultaneously
- ✓ learn how to switch between documents
- ✓ learn how to arrange all open documents on the screen
- ✓ learn how to view two documents side by side
- ✓ learn how to use synchronous scrolling
- ✓ learn how to reset the window position when using side by side view
- ✓ learn how to insert a cover page
- ✓ learn how to apply page colours
- ✓ learn how to apply page borders
- ✓ gain an understanding of columns
- ✓ learn how to create columns of text
- ✓ learn how to specify column widths and spacing
- ✓ learn how to insert column breaks.

# OPENING MULTIPLE DOCUMENTS

Opening multiple documents in Word enables you to work with many documents at the one time. This is very convenient if you want to locate information from one document and insert it into

another. You are probably already familiar with opening one document at a time – now let's see how to open multiple documents.

## Try This Yourself:

*Before starting this exercise ensure the Word start screen is displayed...*

- 1 Click on **Open Other Documents** to display the **Open** place

- 2 Click on **Computer**, click on **[Browse]**, then navigate to and open **Course Files for Microsoft Word 2013** in the folders list

- 3 Select **W1317 Multiple Documents\_1.docx** and click on **[OK]** to open the document

*The one document will now be open. More documents can be opened at any time, either individually or several at the same time...*

- 4 Click on the **FILE** tab, then click on **Open** and repeat step 2 to display the **Open** dialog box

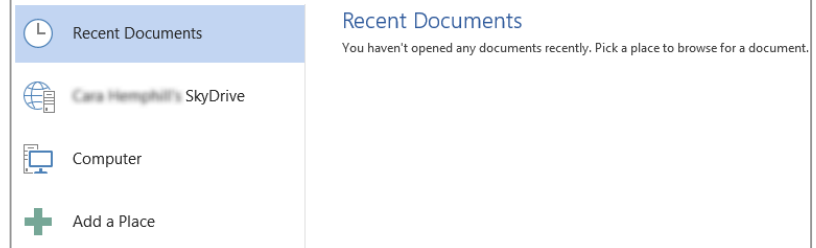
- 5 Click on **W1317 Multiple Documents\_2.docx**

- 6 Hold down **[Ctrl]** and click on **W1317 Multiple Documents\_3.docx**

*The two documents will now be selected...*

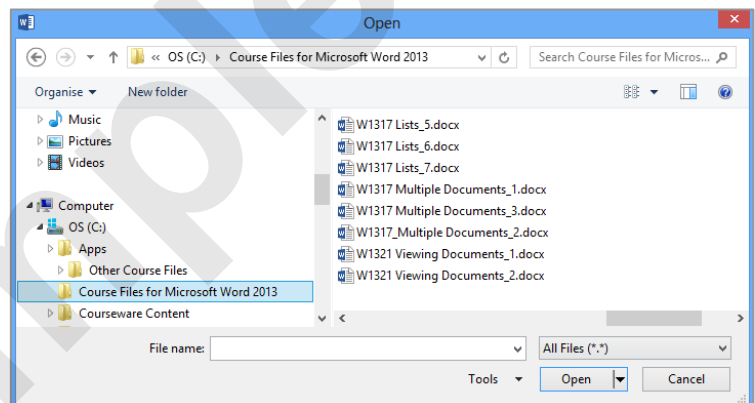
- 7 Click on **[Open]** to open both documents simultaneously

## Open

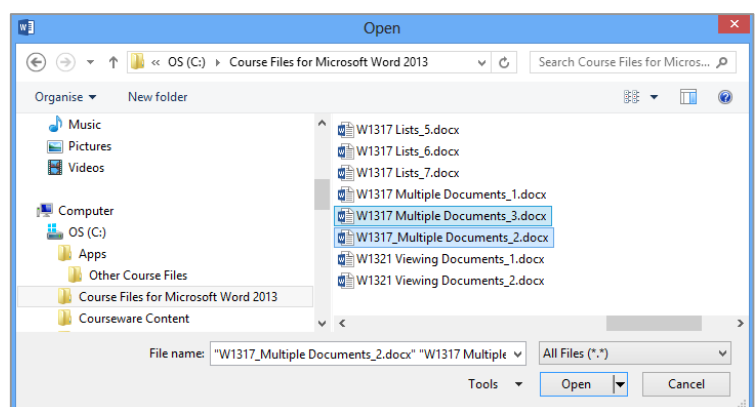


1

2



6



## For Your Reference...

To **open multiple documents simultaneously**:

1. Open the **Backstage**, then click on **Open** to display the **Open** place
2. Navigate to the required folder
3. Hold down **[Ctrl]**, then select the documents you wish to open and click on **[Open]**

## Handy to Know...

- To select a range of contiguous files in the **Open** dialog box, click on the first file then hold down **[Shift]** and click on the last file in the range – all files in between will be selected.
- You can display the **Open** place by pressing the keyboard shortcut **[Ctrl] + [O]**.

# SWITCHING BETWEEN OPEN DOCUMENTS

Having multiple documents open in Word is only useful if you can switch between them. Switching from one document to another enables you to work between them so you can, for instance,

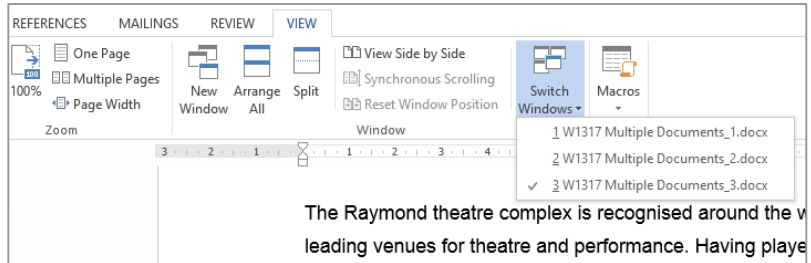
move, copy or cross-reference information from one file to the other. There are a couple of different methods you can use to switch between open Word documents.

## Try This Yourself:

Same File

Continue using the previous three files with this exercise. Whichever document appears on your screen is known as the active document...

- 1 Click on the **VIEW** tab, then click on **Switch Windows** in the **Window** group  
*A list of open documents appears. The tick indicates the currently active document...*
- 2 If it's not already selected, select **W1317 Multiple Documents\_1** to make this the active document
- 3 Repeat steps 1 and 2 to display the other two documents  
*You can also use the taskbar to switch between documents...*
- 4 Point to the Word icon in the taskbar to display a thumbnail of each of the three open documents
- 5 Click on the thumbnail for **W1317 Multiple Documents\_1.docx** to make this document the active one



1

## Community Focus

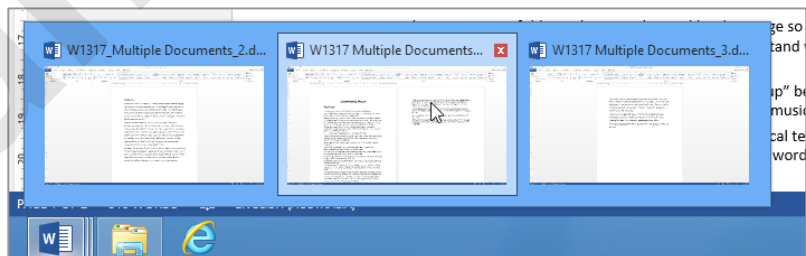
### Kaye Fraser

Kaye Fraser loves her job: she teaches children how to play the piano.

'Every child has a unique way of playing' says Kaye. 'Some take to the piano like a duck to water, whilst others may need extra help.'

Teaching children how to play the piano differs significantly from teaching adults, according to Kaye. 'Children have a limited vocabulary. Generally, the younger they

2



4

## For Your Reference...

To **switch between open documents**:

1. Click on the **VIEW** tab, then click on **Switch Windows** in the **Window** group and select the required document, or  
Point to the Word icon in the taskbar and click on the desired thumbnail

## Handy to Know...

- If you have pinned the Word icon to the taskbar, you can right-click on the Word icon to open a **jump list**. This list displays **Recent** documents, that is, the documents you have opened most recently. The documents you **currently** have open will be at the top of this list.

# ARRANGING ALL

One of the ways Word simplifies working with multiple documents is to enable you to arrange all open documents on the screen using the **Arrange All** function. This option is particularly

useful when you have a small number of documents open, as arranging large numbers of documents in a single screen will likely only make matters more confusing.

## Try This Yourself:

Same  
File

Continue using the previous three files with this exercise...

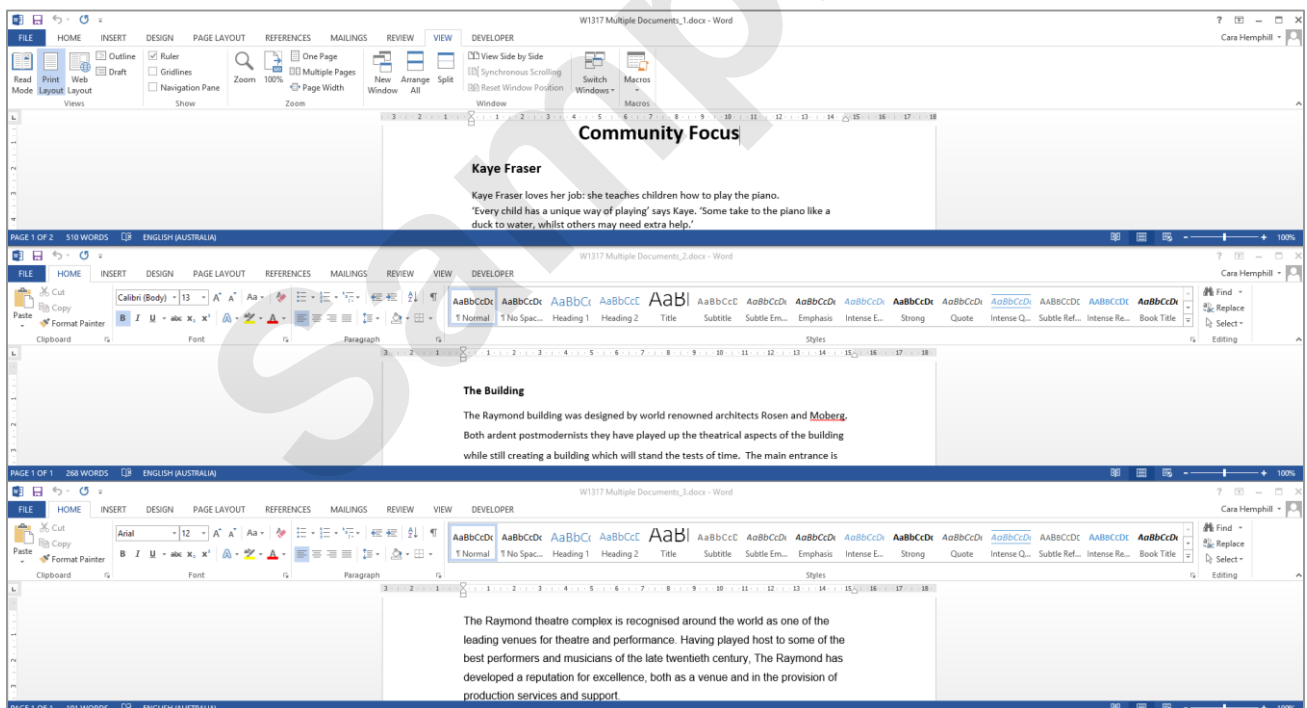
1

Click on the **VIEW** tab, then click on **Arrange All** in the **Window** group

The three windows will be “tiled” underneath each other on the screen so that each window occupies an equal amount of space.

As you can see, even three windows are rather squashed, as each document is displayed in its own window, complete with its own copy of the ribbon and Quick Access Toolbar.

The title bar is greyed out in the documents that are not active, allowing for only one active document.



## For Your Reference...

To **arrange all open documents**:

1. Click on the **VIEW** tab
2. Click on **Arrange All** in the **Window** group

## Handy to Know...

- To undo the **Arrange All** arrangement of multiple documents, you need to maximise each document window independently.
- To make a different window active, simply click anywhere inside it.



# VIEWING SIDE BY SIDE

There are several options available for viewing multiple documents simultaneously in Word. One of the techniques for automatically arranging documents is to view them side-by-side. In this

way Word enables you to align documents on the screen and easily work between them. This arrangement is constrained to only two documents.

## Try This Yourself:

Same  
File

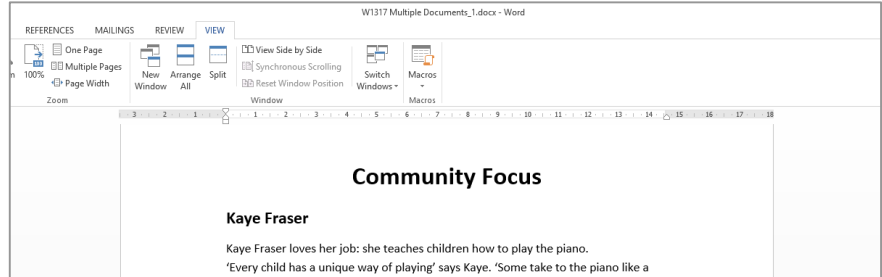
Continue using the previous three files with this exercise...

- 1 Ensure **W1317 Multiple Documents\_1.docx** is the active document

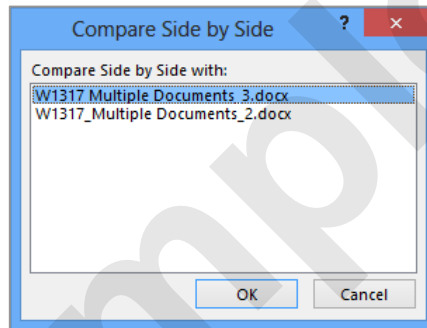
- 2 Click on the **VIEW** tab, then click on **View Side by Side** in the **Window** group

The *Compare Side by Side* dialog box will open. This lets you select the second document you wish to display...

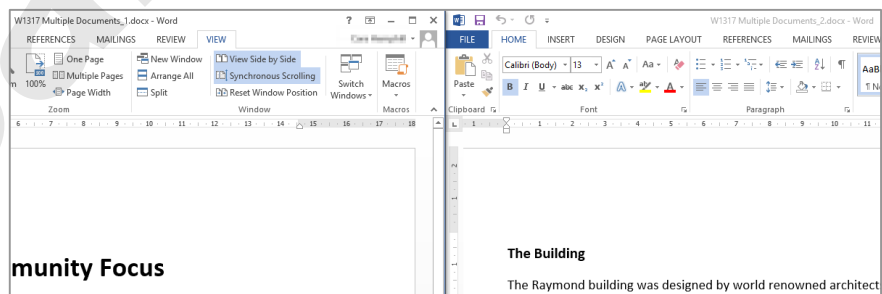
- 3 Click on **W1317 Multiple Documents\_2.docx** to select it, then click on **[OK]** to display the two documents side by side



1



2



3

## For Your Reference...

To **arrange two documents side by side**

1. Display one of the documents
2. Click on the **VIEW** tab, then click on **View Side by Side** in the **Window** group
3. Select the second document if necessary and click on **[OK]**

## Handy to Know...

- The **Compare Side by Side** dialog box will only display if more than two documents are currently open.

# SYNCHRONISED SCROLLING

When viewing two documents arranged side by side, Word automatically activates **Synchronous Scrolling** so you can browse through the two documents at the same pace, without having to

scroll through each document independently. This is particularly useful for comparing two versions of the one document to quickly see where changes have been made.

## Try This Yourself:

Same File

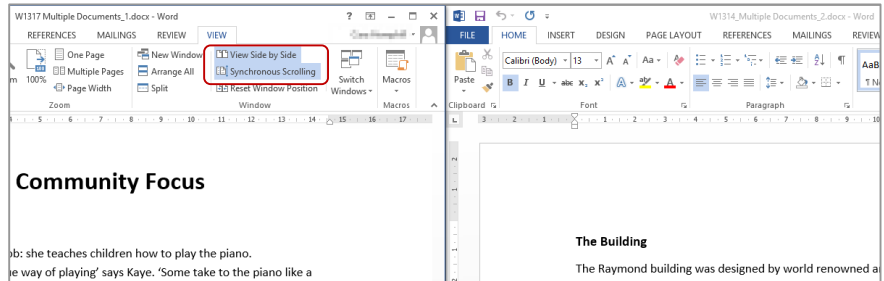
Continue using *W1317 Multiple Documents\_1.docx* and *W1317 Multiple Documents\_2.docx*...

- 1 Ensure the two documents are displayed in a side by side arrangement

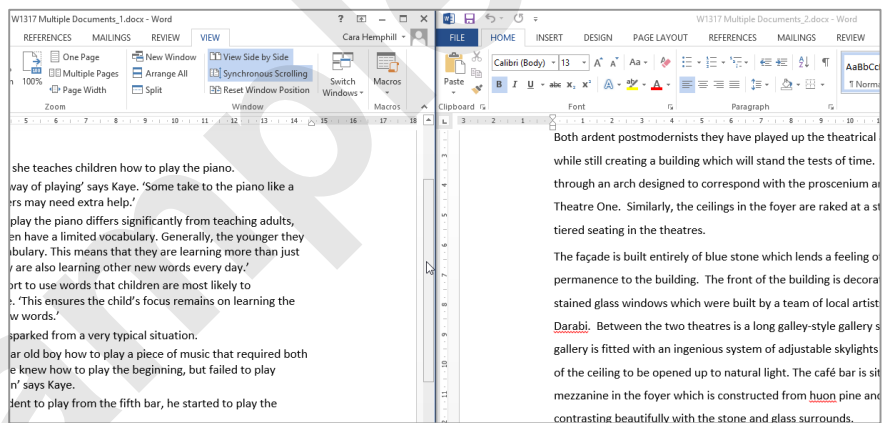
*Synchronous Scrolling will be automatically activated and the Synchronous Scrolling tool will appear highlighted in the Window group...*

- 2 Click on the scroll bar for *W1317 Multiple Documents\_1.docx* and drag it down to scroll down the page

*Notice how both documents scrolled down simultaneously*



- 1 To view two documents side by side, display one of the documents then click on the **VIEW** tab and click on **View Side by Side** in the **Window** group.



- 2 **Handy Hint:** If the two documents are of unequal lengths and you are using the scroll bar of the longer document, when the end of the shorter document is reached it will stop scrolling but the longer document will continue moving.

## For Your Reference...

To **perform synchronised scrolling**:

1. Ensure you are viewing two documents in **View Side by Side** mode
2. Ensure **Synchronous Scrolling** is selected in the **Window** group on the **VIEW** tab
3. Scroll through one of the documents to scroll through both simultaneously

## Handy to Know...

- **Synchronous Scrolling** is an option that can be toggled on and off simply by clicking on the **Synchronous Scrolling** button in the **Window** group. Turning it off enables you to scroll through one document while keeping the other document in the same position.

# RESETTING THE WINDOW POSITION

Suppose you are working on two documents that are arranged side by side and you decide you want to focus on one document in particular. To do this you may resize the required document's

window so you can work on it at a higher magnification. Fortunately if you then wish to work with the documents side by side again, you can easily reset the window's position.

## Try This Yourself:

Same File

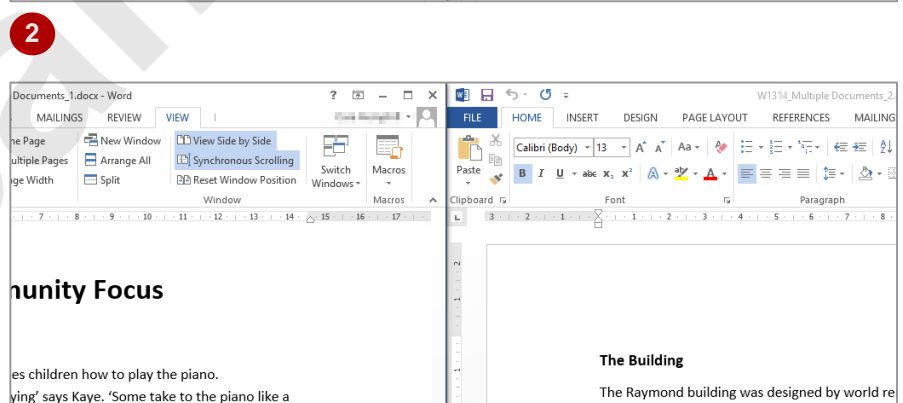
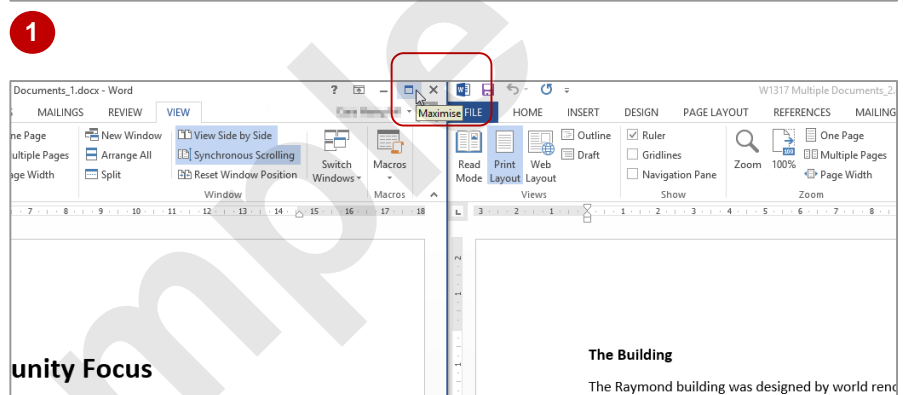
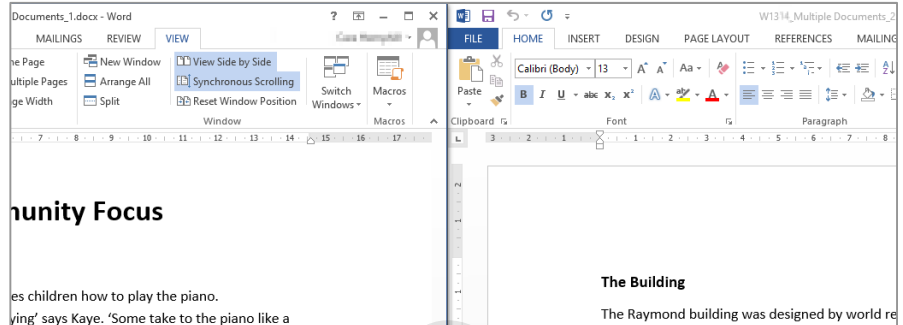
Continue using the previous files with this exercise, or open the files W717 Multiple Documents\_1.docx & W717 Multiple Documents\_2.docx...

- 1 Ensure the two documents are displayed in a side by side arrangement
- 2 Click anywhere in **W1317 Multiple Documents\_1.docx** to make it active then click on **Maximise**, as shown, to maximise the window

The two documents will no longer be displayed side by side, but you can easily reset them to their previous size and positions...

- 3 Click on the **VIEW** tab, then click on **Reset Window Position** in the **Window** group

The two documents will resume their side by side arrangement



## For Your Reference...

To **reset** the **window position**:

1. Click on the **VIEW** tab
2. Click on **Reset Window Position** in the **Window** group

## Handy to Know...

- The size and position of the side by side windows can also be altered by clicking and dragging. If you click on and drag the edge of the window you will resize it or, if you click on and drag the title bar, you will reposition the window.

# INSERTING A COVER PAGE

Word has several cover page designs you can choose from that you can apply to long documents such as annual reports, financial reports and the like. You can insert a cover page

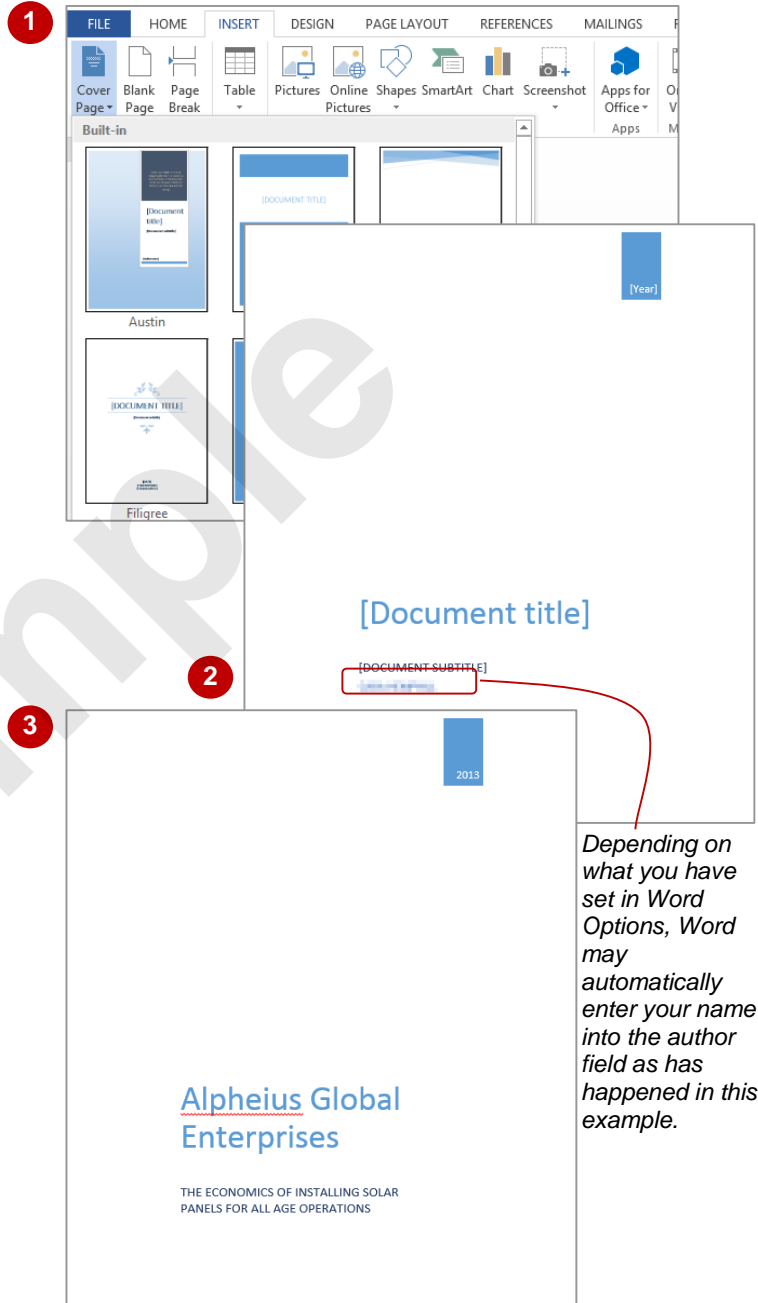
into your document via the **Cover Page** function on the **INSERT** tab.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W1318 Page Techniques\_1.docx...*

- 1 Click on the **INSERT** tab, then click on **Cover Page** in the **Pages** group to display the **Cover Page** gallery
- 2 Scroll down and click on **Ion (Light)** to insert this cover page  
*Cover pages are automatically inserted at the start of the document...*
- 3 Click in **[Document title]** and type **Alpheius Global Enterprises**
- 4 Click in **[Document subtitle]** and type **The Economics of Installing Solar Panels for all AGE Operations**
- 5 Click in **Year** in the top right-hand corner of the page and type the current year
- 6 Click on **Author** below the document subtitle, then click on the blue **Author** tab, press **Del** and then click outside the selection to see the result  
*Let's remove the original title now you have added the cover page...*
- 7 Scroll to the next page and delete the heading **The Economics of Installing Solar Panels for all AGE Operations**



Depending on what you have set in Word Options, Word may automatically enter your name into the author field as has happened in this example.

## For Your Reference...

To **insert** a **cover page**:

1. Click on the **INSERT** tab, then click on **Cover Page** in the **Pages** group
2. Click on the desired cover page option
3. Replace the placeholder text with your own

## Handy to Know...

- If you insert a second cover page in a document, it will replace the first cover page.
- You can find more cover pages by clicking on **FILE > New** and then typing **cover page** in the **Search for online templates** search box and pressing **Enter** to display a gallery of online cover page templates.

# APPLYING PAGE COLOURS

You can make a document, such as an annual report, booklet, flyer, brochure, and so on more appealing by applying colour to the page background. Word provides a range of tools to

apply solid colours, gradients, patterns, textures, effects, or even pictures to the background of the page.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W1318 Page Techniques\_6.docx...*

**1**

Click on the **DESIGN** tab, then click on **Page Colour** in the **Page Background** group to display the colour palette

If **Page Colour** is greyed out, simply click anywhere on the page to make it available...

**2**

Point to the colour options to see a Live Preview of the effect

To apply a colour, click on it. But let's do something more interesting...

**3**

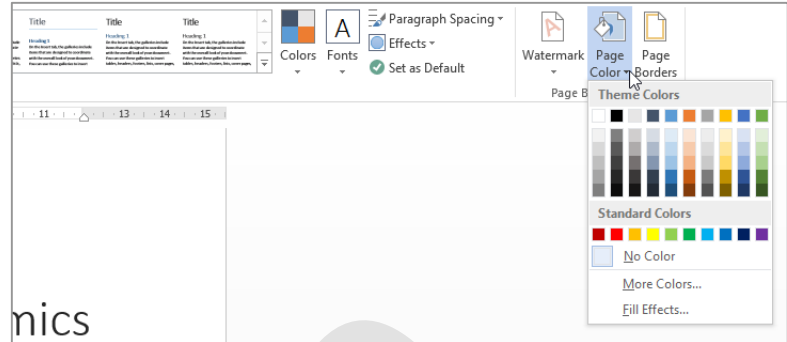
Select **Fill Effects** to open the **Fill Effects** dialog box and ensure the **Gradient** tab is open

**4**

Click on **Two colours**, click on the drop arrow for **Colour 1** and select **Green** under **Standard Colours**, then do the same for **Colour 2** to select **Light Green** under **Standard Colours**

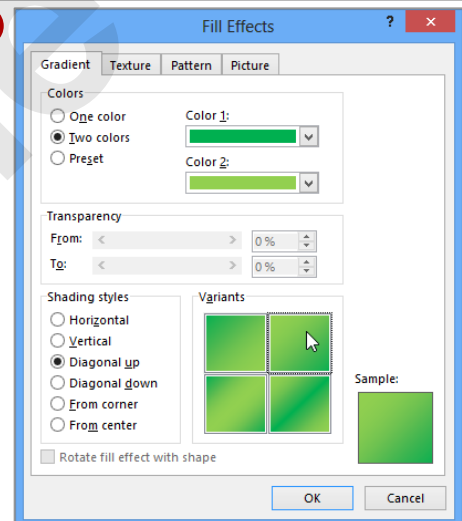
**5**

Click on **Diagonal up** in **Shading styles**, then click on the top right **Variant** thumbnail and click on **[OK]** to apply this gradient to the document



**1**

**4**



**5**

## For Your Reference...

To **apply page colours**:

1. Click on the **DESIGN** tab, then click on **Page Colour** in the **Page Background** group
2. Click on a colour or select **Fill Effects** to apply a gradient, texture, pattern or picture to the background

## Handy to Know...

- Unfortunately, you cannot apply page colour to a single page in your document. However, you can work around this by drawing a rectangle that covers the entire page, filling it with colour, and then arranging the rectangle to sit behind the text.

# APPLYING A PAGE BORDER

Applying **page borders** can enhance the look and feel of a page or document. Although it may not always be appropriate to apply page borders, there are instances where you might consider

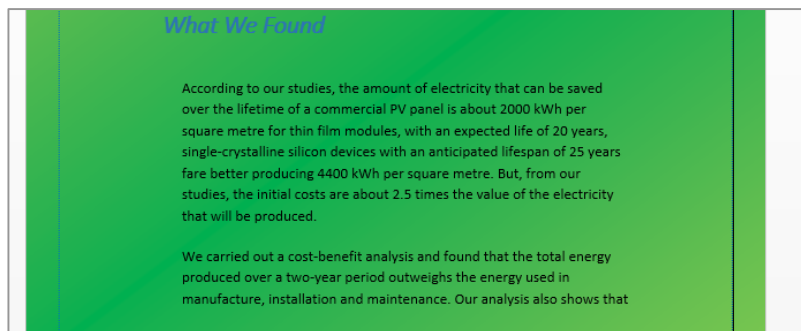
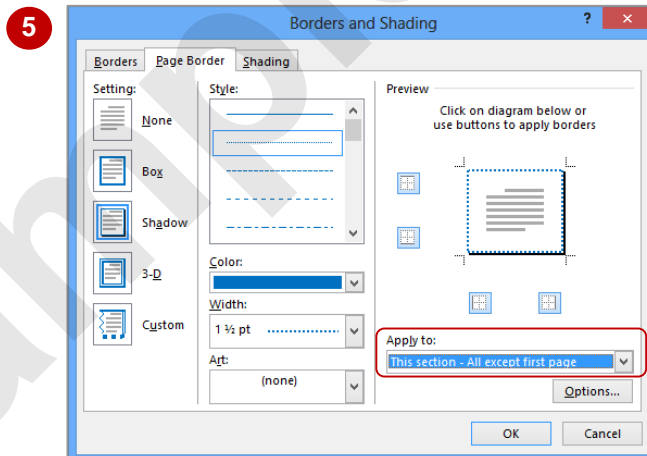
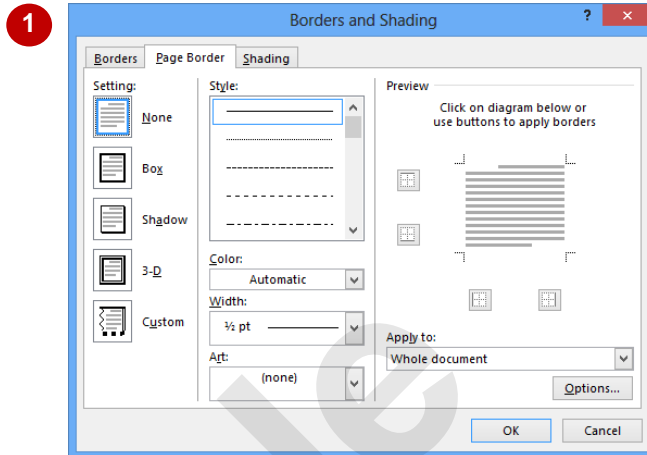
applying a border to a cover page, flyer, brochure, notice, newsletter or any single page document. Word provides many different page border styles to suit the purpose of your document.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1318 Page Techniques\_7.docx...*

- 1 Click on the **DESIGN** tab, then click on **Page Borders** in the **Page Background** group, to display the **Borders and Shading** dialog box
- 2 Click on **Shadow** under **Setting**, then under **Style** click on the broken line second from the top to select it
- 3 Click on the drop arrow for **Colour** and select **Blue** under **Standard Colours**
- 4 Click on the drop arrow for **Width** and select **1½ pt**
- 5 Click on the drop arrow for **Apply to** and select **This section – All except first page**
- 6 Click on **[OK]** to apply the borders, then scroll through the document to check that the borders appear on all pages except for the title page



## For Your Reference...

To **apply a page border**:

1. Click on the **DESIGN** tab, then click on **Page Borders** in the **Page Background** group
2. Set the options as desired
3. Click on **[OK]**

## Handy to Know...

- To specify the exact position of a page border, click on **[Options]** in the **Borders and Shading** dialog box to open the **Borders and Shading Options** dialog box. Specify the **Margin** settings and the point from which they are to be **Measured from**.



# UNDERSTANDING COLUMNS

In most business documents text is in a single column, spanning from the left to the right margin of the page. However, you can create documents with multiple columns per page. In this case, the

text flows down the first column until it reaches the bottom and then it continues down the next column, and so on. Columns are typically used in newsletters, brochures and magazines.

## Why Use Columns?

One main reason for arranging text into columns is that shorter lines of text are easier to read which is beneficial if the document is long or has small text. Narrow columns are the most readable as they allow readers' eyes to pick out the beginning of the next line of text more easily than in wider columns. For example, text in magazines or daily newspapers is typically quite small but because it appears in narrow columns, most people can read it quite easily. As the examples below demonstrate, text that is presented in columns and in smaller 'chunks' is easier to read and absorb than text that stretches from the left to the right edge of the page.

Using a smaller text size also means you can include more text on less paper.

### Recycling Water for Drinking Purposes

#### Introduction

The drought and widespread water shortages have generated increasing interest in using recycled water to augment water supplies for irrigation, industrial and drinking uses. This has raised the question of health risks, which are clearly of concern to many members of the public.

The industry manages the public health risks associated with providing safe drinking water by the application of the *Safe Drinking Water Quality Management Framework* in the *International Health & Medical Research Council (IHMRC)* guidelines for safe drinking water. This risk management approach should also be applied to the risks associated with recycled water.

The *Alpheus Global Enterprises Research Centre for Water Quality and Treatment* has the experience and skills to assist the IHMRC in developing a similar framework for managing and monitoring the risks associated with delivering recycled water that is safe for the purpose for which it is intended. Recycled water can be used in a number of ways as discussed below.

*Left-aligned text.*

### Recycling Water for Drinking Purposes

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#### Recycling For Non-drinking Purposes

*Left-aligned text that has been formatted into two columns.*

## Wrapping Text Around Objects

If you want to include an image or callout in a text box, such as to illustrate a particular point or to further break up the text, you can apply text wrapping to the object so the text wraps around the object, as shown in the picture below. Wrapping text means you can insert odd-shaped elements without creating too many 'holes' or unnecessary white space. You can apply text wrapping by selecting the object, clicking on the **FORMAT** tab, then clicking on **Wrap Text** and selecting an option.

### Recycling For Non-drinking Purposes

Recycling for irrigation, watering parks and gardens and industrial uses carries the lowest public health risk and is augmenting water supplies. It environmental impact of waste and can lessen risks to where waste water effluent is supply off-take. But, the high water to where it is needed may make this approach uneconomical in some circumstances.



the most acceptable option for also has the advantage of decreasing water effluent on receiving waters downstream drinking water supplies discharged upstream of a water cost of transporting the recycled

## Justifying Text: A Warning

To **justify** text is to line up text evenly along both the right and left sides of the text block. Although justification may sometimes be used in business documents that comprise one column, justifying text in narrower columns can cause unsightly holes. Consider the example on the right: the top two paragraphs are justified — notice the larger, uneven gaps between the words, while the third paragraph is left-aligned and much easier to read.

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# CREATING COLUMNS OF TEXT

In most business documents the text is in a single column that spans between the left and right margins of the page. But if you're creating newsletters, brochures and the like, you may

want to create multiple columns of text. Creating columns gives the reader the impression there is less to read as the use of columns breaks up the text. Here you will apply columns to existing text.

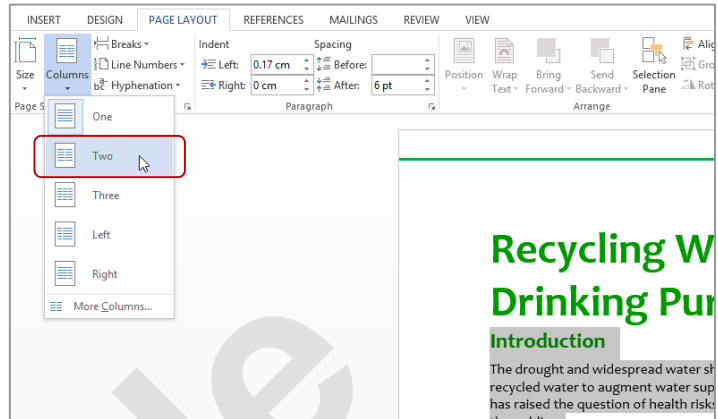
## Try This Yourself:

Open File

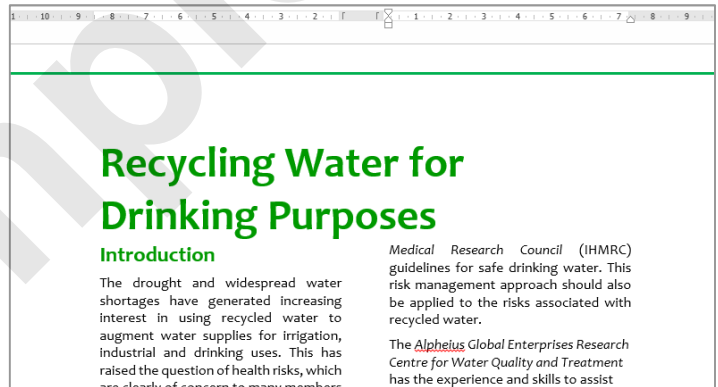
Before starting this exercise you **MUST** open the file *W1370 Columns\_1.docx...*

- 1 Select the text from the heading **Introduction** to the end of **contamination** in the last paragraph on page 2  
*Everything except the main heading and the centred text at the bottom of the article should be selected...*
- 2 Click on the **PAGE LAYOUT** tab, then click on **Columns** in the **Page Setup** group and select **Two**, as shown, to format the selected text into two columns
- 3 Deselect the text to view the result  
*The columns of text are 'sectioned off' from the rest of the text with section breaks...*
- 4 Click on the **HOME** tab, then click on **Show/Hide** in the **Paragraph** group  
*A continuous section break appears immediately after the heading...*
- 5 Click between the section break and the main heading, then press **Enter** to insert a hard return
- 6 Repeat step 4 to hide the paragraph marks

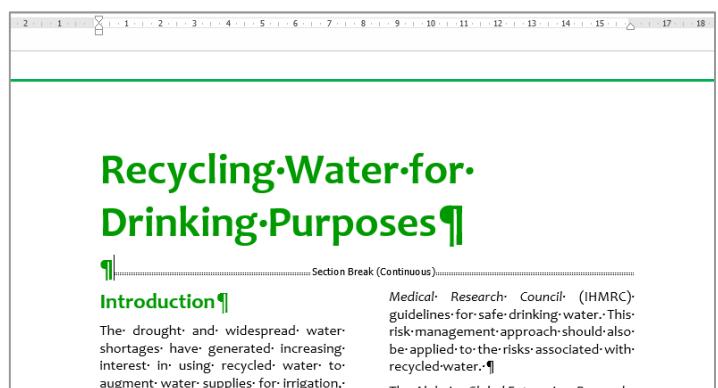
2



3



5



## For Your Reference...

To **create columns of text**:

1. Select the text you want to lay out in columns
2. On the **PAGE LAYOUT** tab click on **Columns** in the **Page Setup** group
3. Select the desired number of columns

## Handy to Know...

- If you want to remove columns, you can select and delete the **continuous section breaks** that appear before and after the columns, or you can click in the columns of text and set the number of columns to **One**.