

CHAPTER 1

InFocus

MULTIPLE DOCUMENTS

A distinct advantage of working with a word processing application is the ability to work with multiple documents simultaneously. For instance, having multiple documents open at the same time can be useful if you are creating a summary report and have to draw information from a number of different source documents.

To assist you in working with multiple documents, 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.

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.

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.

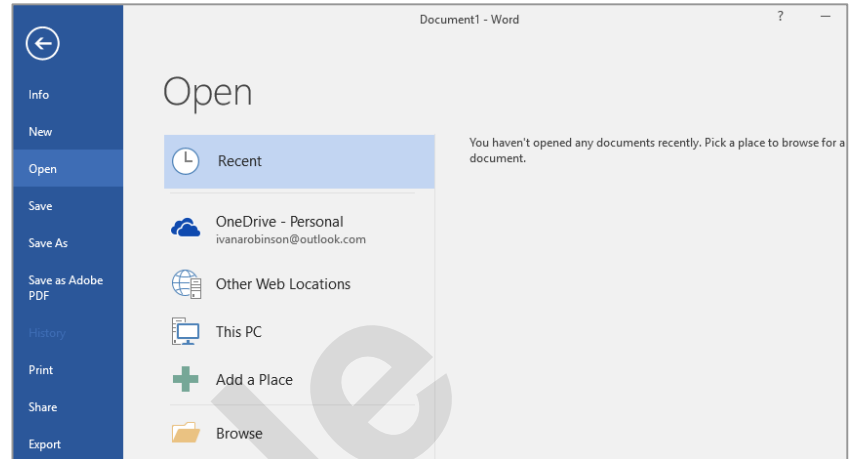
Try This Yourself:

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

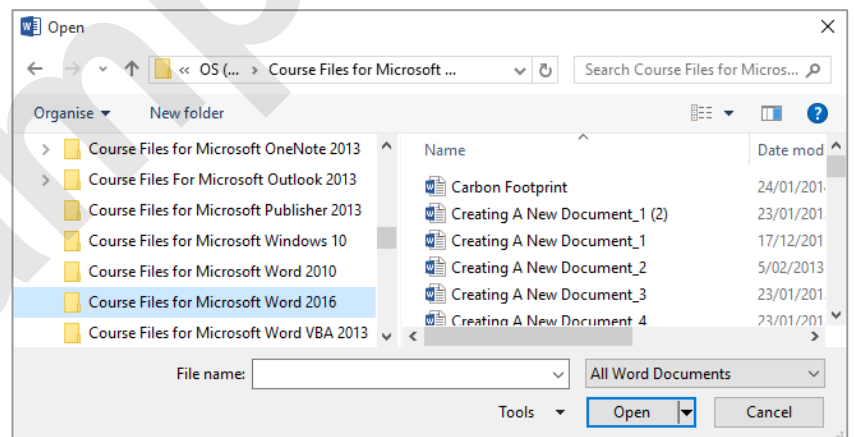
- 1 Click on **Open Other Documents** to display the **Open** place
- 2 Click on **[Browse]**, then navigate to and open **Course Files for Microsoft Word 2016** in the folders list
- 3 Select **Multiple Documents_1.docx** and click on **[Open]** to open the document

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 **Multiple Documents_2.docx**
- 6 Hold down **[Ctrl]** and click on **Multiple Documents_3.docx**
- 7 Click on **[Open]** to open both documents simultaneously



1



2

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,

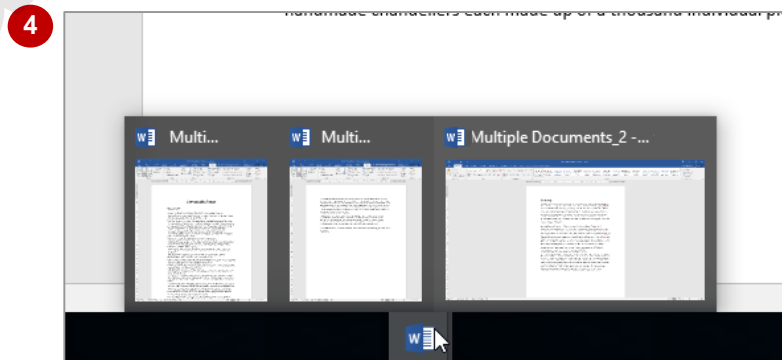
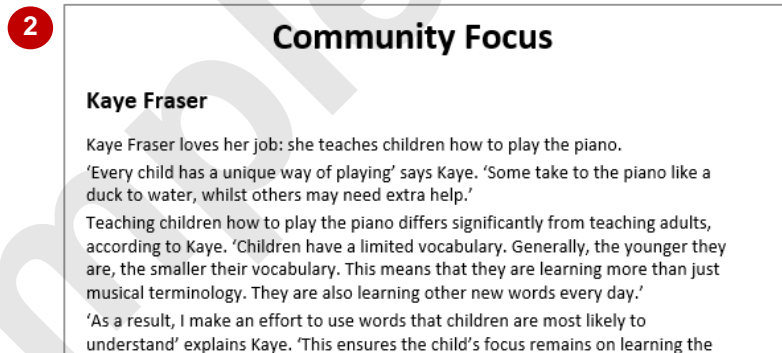
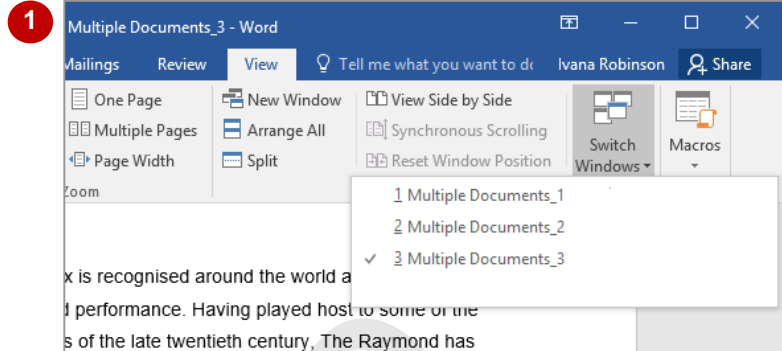
move, copy or cross-reference information from one file to the other. There are a couple of different methods you can use to switch between open Word documents.

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 **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 **Multiple Documents_1.docx** to make this document active



For Your Reference...

To **switch between open documents**:

- 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...

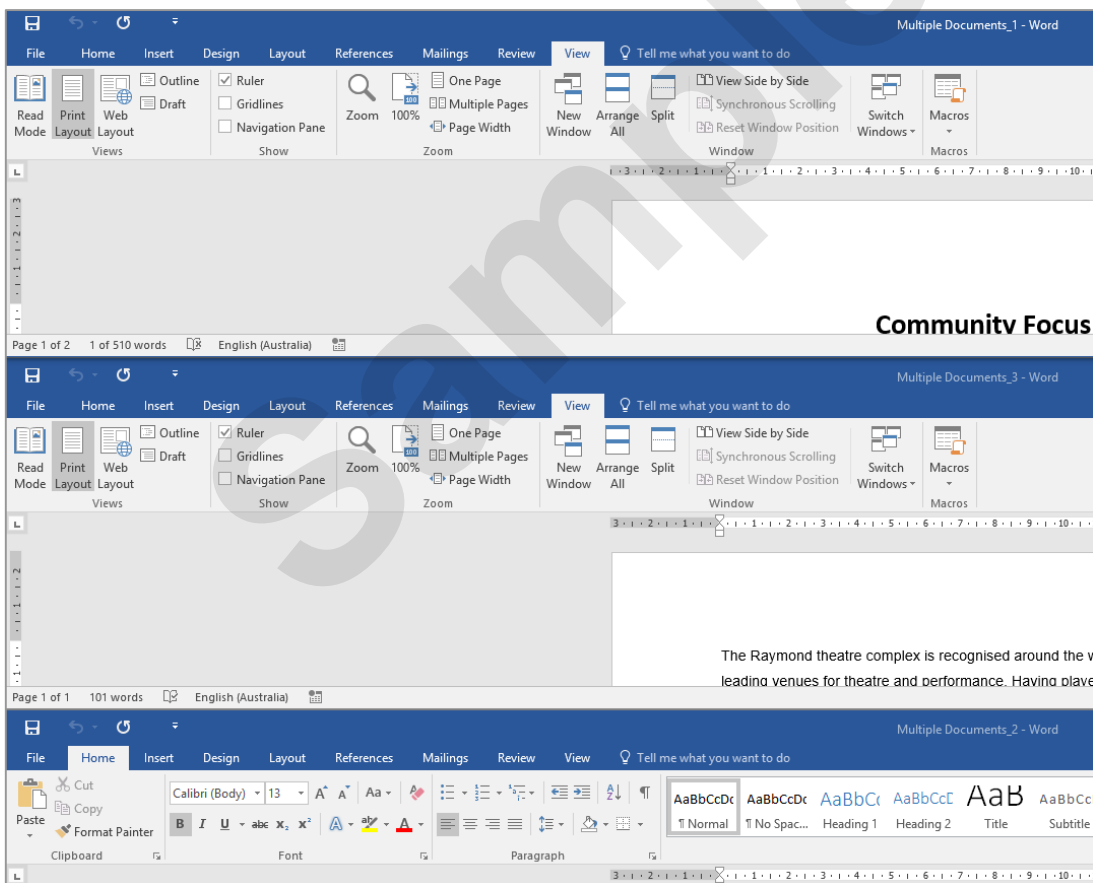
1

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:

None

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

- 1 Ensure **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 **Multiple Documents_2.docx** to select it, then click on **[OK]** to display the two documents side by side

Community Focus

Kaye Fraser

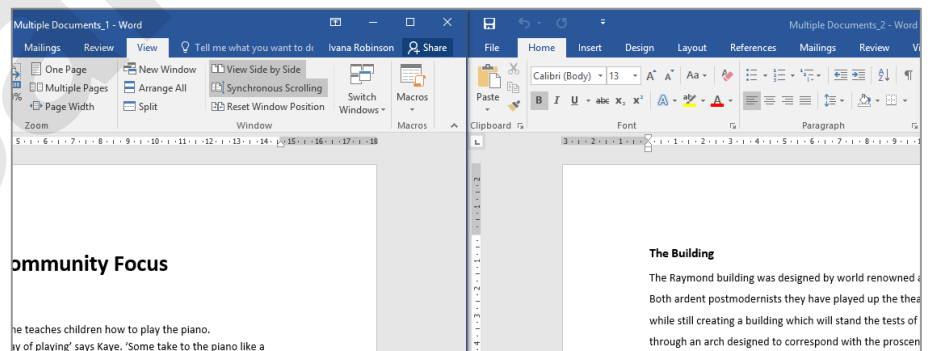
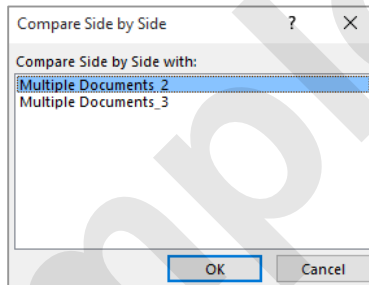
Kaye Fraser loves her job: she teaches children how to play the piano.

'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 are, the smaller their vocabulary. This means that they are learning more than just musical terminology. They are also learning other new words every day.'

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, then 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

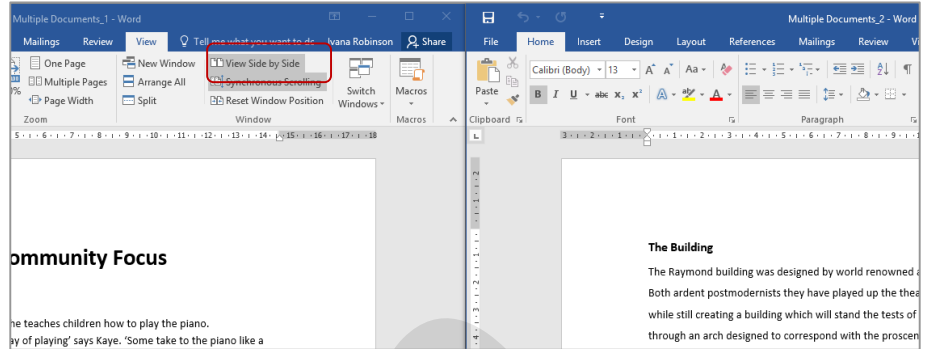
scroll through each document independently. This is particularly useful for comparing two versions of the one document to quickly see where changes have been made.

Try This Yourself:

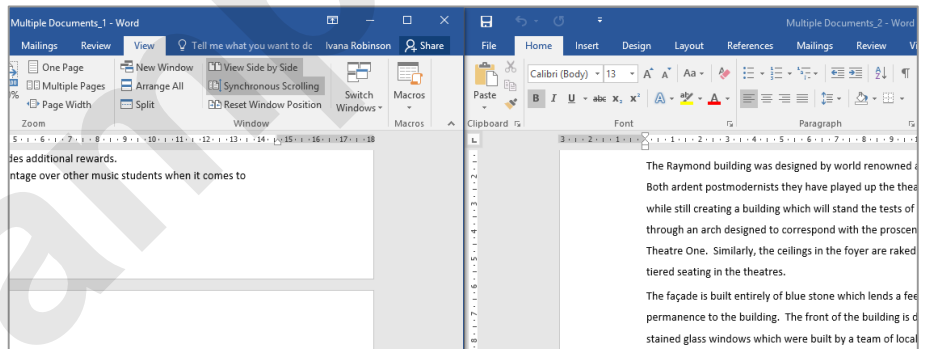
Same File

Continue using *Multiple Documents_1.docx* and *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 **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 *Multiple Documents_1.docx* & *Multiple Documents_2.docx*...

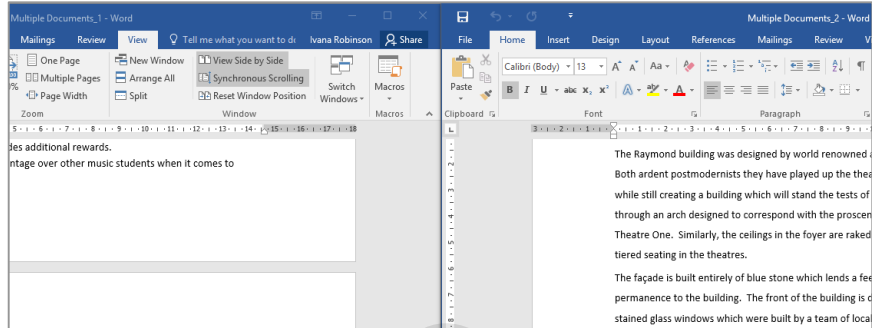
- 1 Ensure the two documents are displayed in a side by side arrangement

- 2 Click anywhere in **Multiple Documents_1.docx** to make it active then click on **Maximise**, as shown, to maximise the window

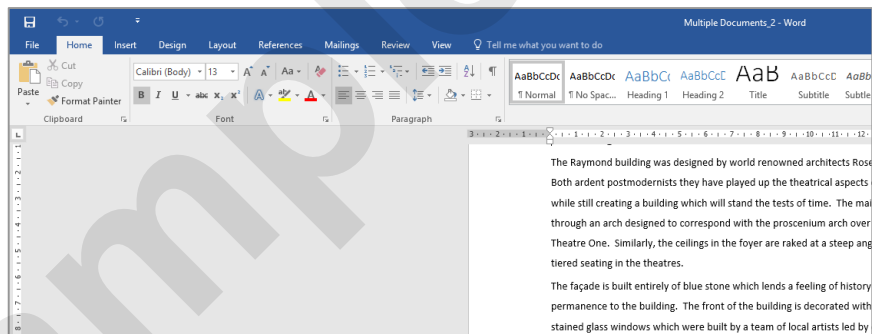
The two documents will no longer be displayed side by side, but you can easily reset them to their previous size and positions...

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

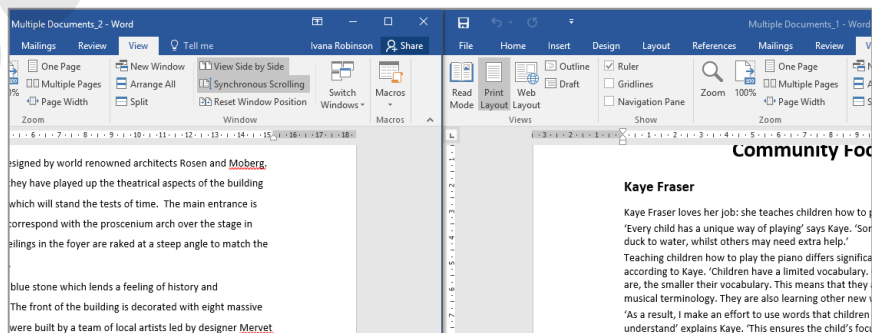
The two documents will resume their side by side arrangement



1



2



3

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.

Sample

CHAPTER 2

COLUMNS

InFocus

Depending on the type of document you want to create, you can alter the page layout so that the content appears in multiple **columns**. This style of page layout is common in newspapers and magazines. Columns can make large blocks of text easier to read, as the text is broken up into more manageable chunks.

In this session you will:

- ✓ 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.

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.

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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

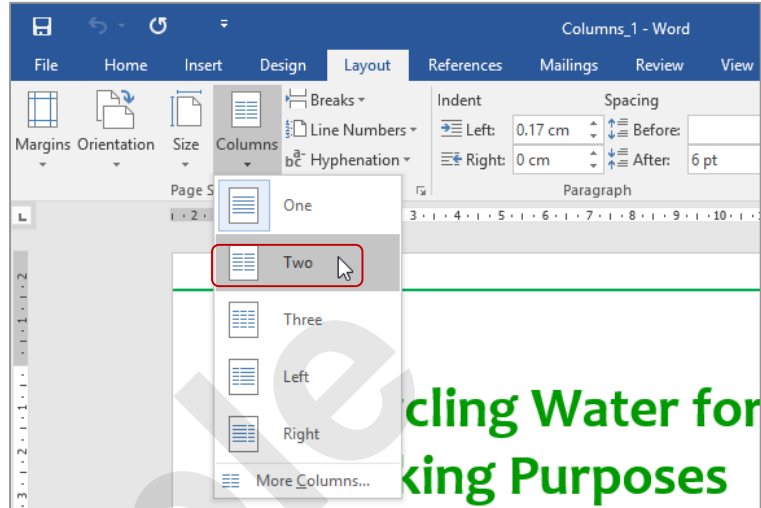
want to create multiple columns of text. Creating columns gives the reader the impression there is less to read as the use of columns breaks up the text. Here you will apply columns to existing text.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file 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 **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

Recycling Water for Drinking Purposes

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Medical Research Council (IHMRC) guidelines for safe drinking water. This risk management approach should also be applied to the risks associated with recycled water.

3

Recycling Water for Drinking Purposes¶

¶.....Section Break (Continuous).....

Introduction¶

The drought and widespread water shortages have generated increasing interest in using recycled water to

Medical Research Council (IHMRC) guidelines for safe drinking water. This risk management approach should also be applied to the risks associated with recycled water.

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**.

SPECIFYING COLUMN WIDTHS AND SPACING

For greater control over the layout of columns, you can specify the width of the columns, as well as the spacing between them. You can even create columns of different widths. Adjusting

column width and spacing may be necessary to increase the amount of white space on the page or to ensure the columns align with other elements on the page.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Columns_2.docx*...

- 1 Select the text from the heading **Introduction** to the end of **contamination** in the last paragraph on page 2

- 2 Click on the **Layout** tab, then click on **Columns** in the **Page Setup** group to display a menu of options and select **More Columns** to open the **Columns** dialog box

Here you can make precise adjustments to the layout of your columns...

- 3 Click on the down spinner arrow for **Spacing** until it reads **1 cm**

Notice that as you reduce the spacing, the value in **Width** increases...

- 4 Click on **[OK]**
The spacing between the two columns is slightly reduced, which has increased the width of both columns

1

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3

4

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For Your Reference...

To **specify column widths** and **spacing**:

1. Click in the column of text
2. Click on the **Layout** tab, then click on **Columns** and select **More Columns**
3. Adjust **Width** or **Spacing** as desired, then click on **[OK]**

Handy to Know...

- You can insert a **line** between columns which helps to provide a clear delineation between columns. To do this, click on the **Page Layout** tab, then click on **Columns** in the **Page Setup** group and select **More Columns**. Click on **Line between** to select it, then click on **[OK]**.