



Microsoft Word 2013 Part 3: Advanced Word

Winter 2015, Version 1.0

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Introduction

Microsoft Word 2013 is a word-processing program that is used to create professional-looking documents such as reports, resumes, letters, memos, and newsletters. It includes many powerful tools that can be used to easily create and edit documents, and collaborate with others. This handout covers working with views, adding visual elements, finding and replacing text, tracking and reviewing document changes, using the Mail Merge wizard, using templates, viewing and changing document properties, and protecting documents.

Working with Views

Word 2013 provides several ways in which you can view documents. You can use the commands on the *View* tab of the *Ribbon* to switch to different views, change a document's zoom level, split the document window, switch between open documents, view documents side by side, and more (see Figure 1).

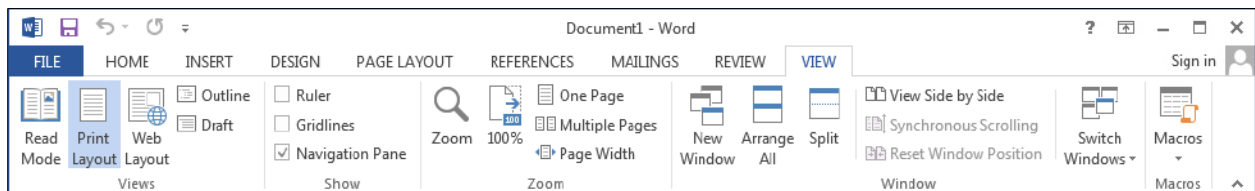







Figure 1 – View Tab of the Ribbon

Switching Views

You can display a document in a variety of views, each suited to a specific purpose (see Table 1).

Table 1 – Document Views

Name	Description
 Read Mode	This view displays a limited number of tools, zooms the document to a larger size, and repaginates it for reading. Use the arrow buttons to the left and right of the content to page through the document.
 Print Layout	This view displays the document as it will appear when printed. This is the default view.
 Web Layout	This view displays the document the way it will look when viewed in a web browser.
 Outline	This view displays the structure of the document as nested levels of headings and body text. You can expand or collapse each section and reorganize topics by dragging them to new positions.
 Draft	This view displays the content of the document with a simplified layout so that you can quickly enter and edit text. Graphics and page layout elements such as headers and footers are hidden in this view.

To switch views:

1. On the **View** tab, in the **Views** group, click the desired view button (see Figure 2). Or, click the desired view button on the **View Shortcuts** toolbar located on the right side of the **Status** bar (see Figure 3).

NOTE: The **View Shortcuts** toolbar does not contain all view options.

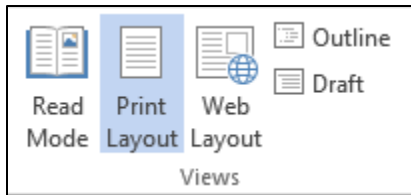


Figure 2 – Views Group on the View Tab



Figure 3 – View Shortcuts Toolbar

Changing the Zoom Level

You can zoom in to make a document easier to read or zoom out to see more of the document. Changing the zoom level does not change the document; it only affects how the document appears on the screen.

To change the zoom level:

1. On the **View** tab, in the **Zoom** group, click the **Zoom** button (see Figure 4). Or, click the **Zoom** button on the right side of the **Status** bar (see Figure 5).

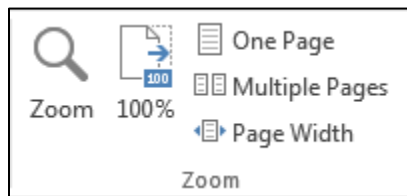


Figure 4 – Zoom Group on the View Tab

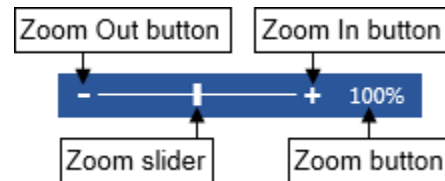


Figure 5 – Zoom Controls

2. In the **Zoom** dialog box, under **Zoom to**, select the desired zoom level, and then click the **OK** button (see Figure 6).

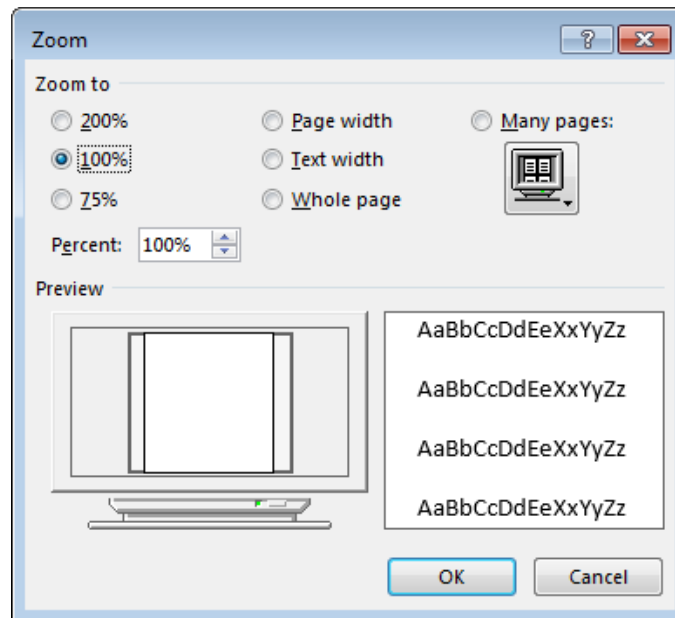



Figure 6 – Zoom Dialog Box

NOTE: You can also adjust the zoom level by using the **Zoom** controls on the right side of the **Status** bar (see Figure 5). You can drag the **Zoom** slider left to zoom out or right to zoom in, or click the **Zoom Out** or **Zoom In** button on either side of the slider.

Splitting the Document Window

You can split the document window horizontally into two panes. This enables you to scroll each pane separately so that you can view two different parts of a document at the same time.

To split the document window:

1. On the **View** tab, in the **Window** group, click the **Split** button . A horizontal split bar appears in the document window (see Figure 7).

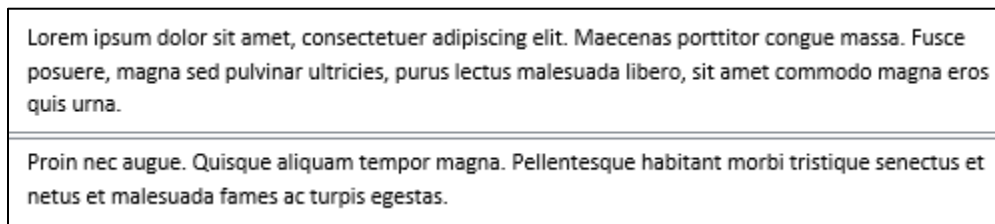


Figure 7 – Split Bar

NOTE: You can remove the split by double-clicking the split bar or by clicking the **Remove Split** button on the **View** tab.

Viewing Multiple Documents

You can have more than one document open at a time and switch between them as you work. You can also arrange two or more documents on the screen at the same time.

To switch between open documents:

1. On the **View** tab, in the **Window** group, click the **Switch Windows** button, and then click the document that you want to display (see Figure 8).

NOTE: A check mark is displayed to the left of the active document.

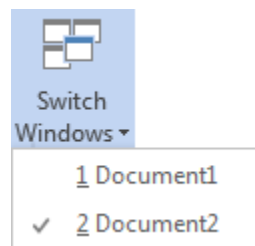




Figure 8 – Switch Windows Menu

To display two documents side by side:

1. On the **View** tab, in the **Window** group, click the **View Side by Side** button .

NOTE: If only two documents are open, they immediately appear side by side. If more than two documents are open, the **Compare Side by Side** dialog box opens so you can select the second document you want to display.

To display all open documents:

1. On the **View** tab, in the **Window** group, click the **Arrange All** button .

NOTE: When multiple documents are displayed on the screen, you can activate a particular document by clicking its window. You can control individual windows by clicking the **Minimize**, **Maximize**, or **Close** button in the upper-right corner of each window.

Adding Visual Elements

Word 2013 provides a wide range of tools that you can use to create visually compelling documents. This section covers working with shapes, SmartArt graphics, and WordArt objects.

Inserting Shapes

Word 2013 provides a variety of ready-made shapes (lines, rectangles, circles, arrows, stars, etc.) that you can insert into a document to add visual interest and impact.

To insert a shape:

1. On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button, and then click the desired shape (see Figure 9).
2. Drag the mouse pointer where you want to place the shape until it is the desired size, and then release the mouse button.

NOTE: To draw a proportional shape, hold down the **Shift** key while you drag.

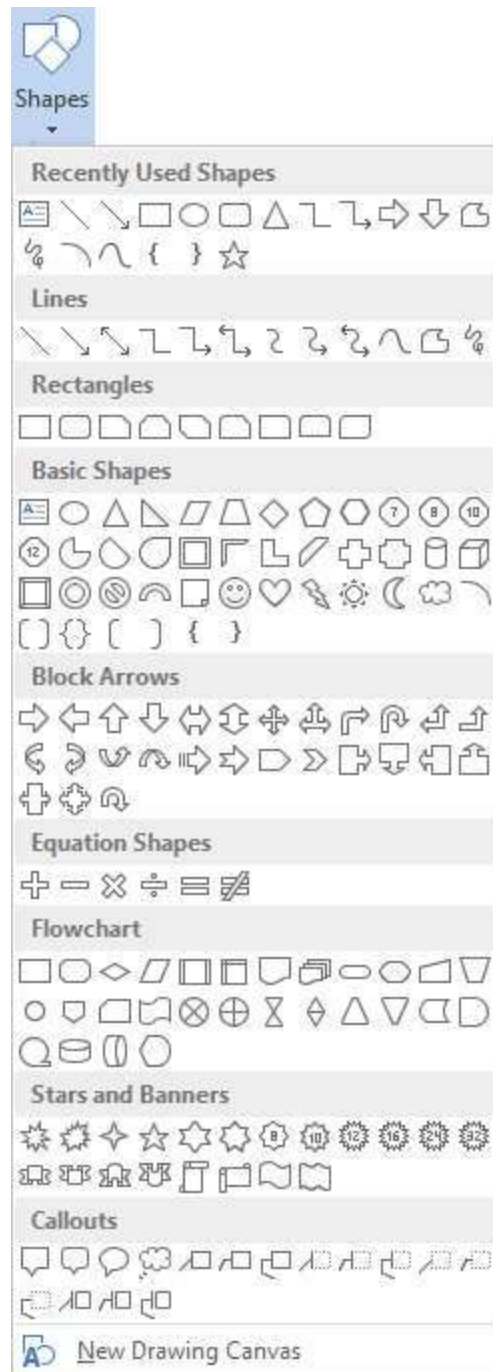


Figure 9 – Shapes Gallery

When a shape is selected, the *Drawing Tools Format* tab becomes available on the Ribbon. The tools on this tab enable you to modify and format the shape (see Figure 10).




Figure 10 – Drawing Tools Format Tab

Inserting SmartArt Graphics

SmartArt graphics allow you to create diagrams that convey a process or relationship. Word 2013 provides a variety of built-in SmartArt graphics to choose from, including graphical lists, organization charts, and process diagrams.

To insert a SmartArt graphic:

1. Click in the document where you want to insert the SmartArt graphic.
2. On the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button . The **Choose a SmartArt Graphic** dialog box opens (see Figure 11).
3. In the left pane, click the desired category (such as **All**, **List**, **Process**, **Cycle**, **Hierarchy**, **Relationship**, **Matrix**, **Pyramid**, or **Picture**).
4. In the center pane, click the desired graphic style. A larger preview and description appear in the right pane.
5. Click the **OK** button. The SmartArt graphic is placed in the document.
6. Replace the placeholder text with your own text.
7. When finished, click outside the SmartArt graphic to deselect it.

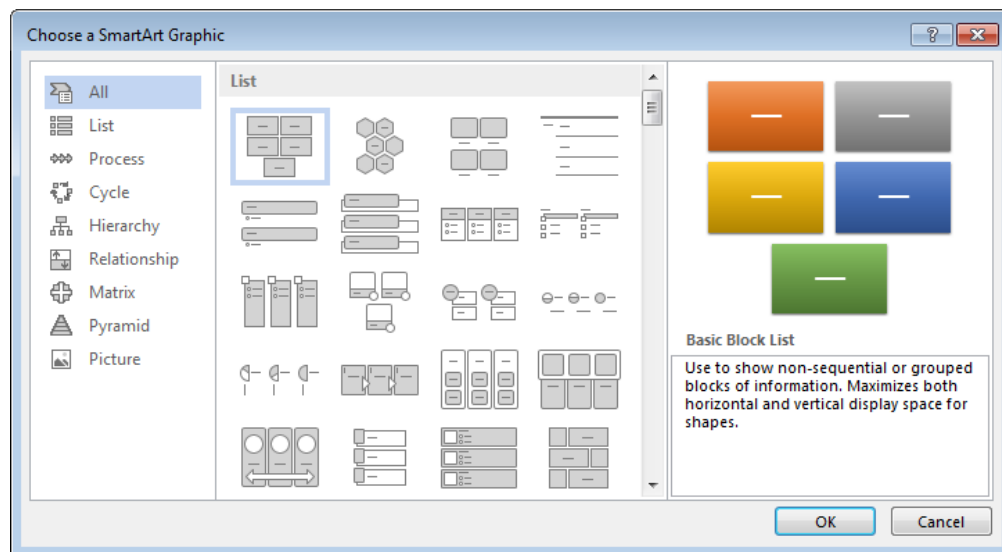


Figure 11 – Choose a SmartArt Graphic Dialog Box

When a SmartArt graphic is selected, the *SmartArt Tools* contextual tabs become available on the Ribbon. You can use the tools on the *Design* and *Format* tabs to change the structure and appearance of the graphic (see Figure 12 and Figure 13).

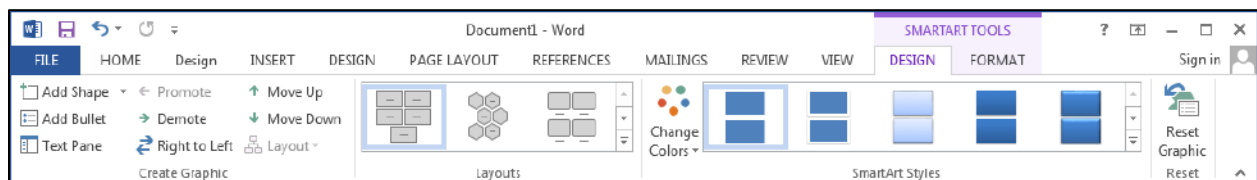


Figure 12 – SmartArt Tools Design Tab

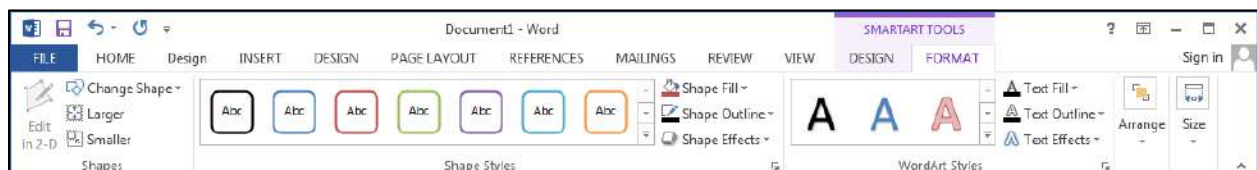


Figure 13 – SmartArt Tools Format Tab

Inserting WordArt Objects

You can use WordArt to add special text effects to a document. Word 2013 provides a variety of WordArt styles to choose from. These styles combine outlines, fills, shadows, reflections, glow effects, beveled edges, and three-dimensional rotation to make text stand out.

To insert a WordArt object:

1. Click in the document where you want to insert the WordArt object.
2. On the **Insert** tab, in the **Text** group, click the **WordArt** button, and then click the desired style (see Figure 14). A WordArt object is placed in the document.
3. Replace the placeholder text with your own text.
4. When finished, click outside the WordArt object to deselect it.



Figure 14 – WordArt Gallery

When a WordArt object is selected, the *Drawing Tools Format* tab becomes available on the Ribbon. The tools on this tab enable you to modify and format the object (see Figure 15).



Figure 15 – Drawing Tools Format Tab

Reviewing Documents

Many documents are developed collaboratively by a team of people or undergo some sort of a review process. With Word 2013, you can easily track changes that you make to a document, insert comments in a document to make suggestions or explain edits, accept or reject changes made by other reviewers, as well as compare or combine multiple versions of the same document. The reviewing tools are available on the *Review* tab of the *Ribbon* (see Figure 16).

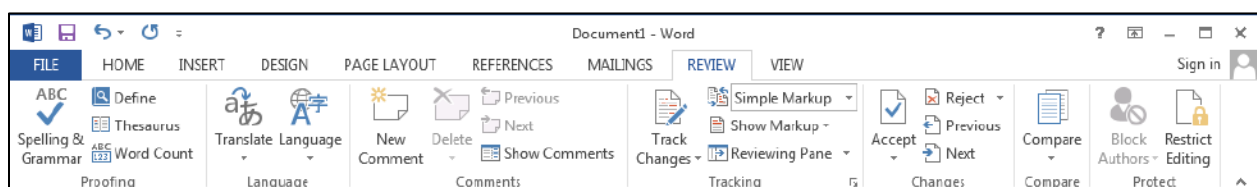


Figure 16 – Review Tab of the Ribbon

Changing User Information

When you insert a comment or make a change in a document with track changes, Word includes your name or initials with the comment or change. This helps to identify who made which change. If you want to change the name and initials that are used to identify your tracked changes and comments, you can update your user information in the Word Options dialog box.

To change your user information:

1. Click the **File** tab, and then click **Options**.
2. In the **Word Options** dialog box, on the **General** tab, under **Personalize your copy of Microsoft Office**, type the name and initials that you want to use in the corresponding boxes, and then click the **OK** button (see Figure 17).

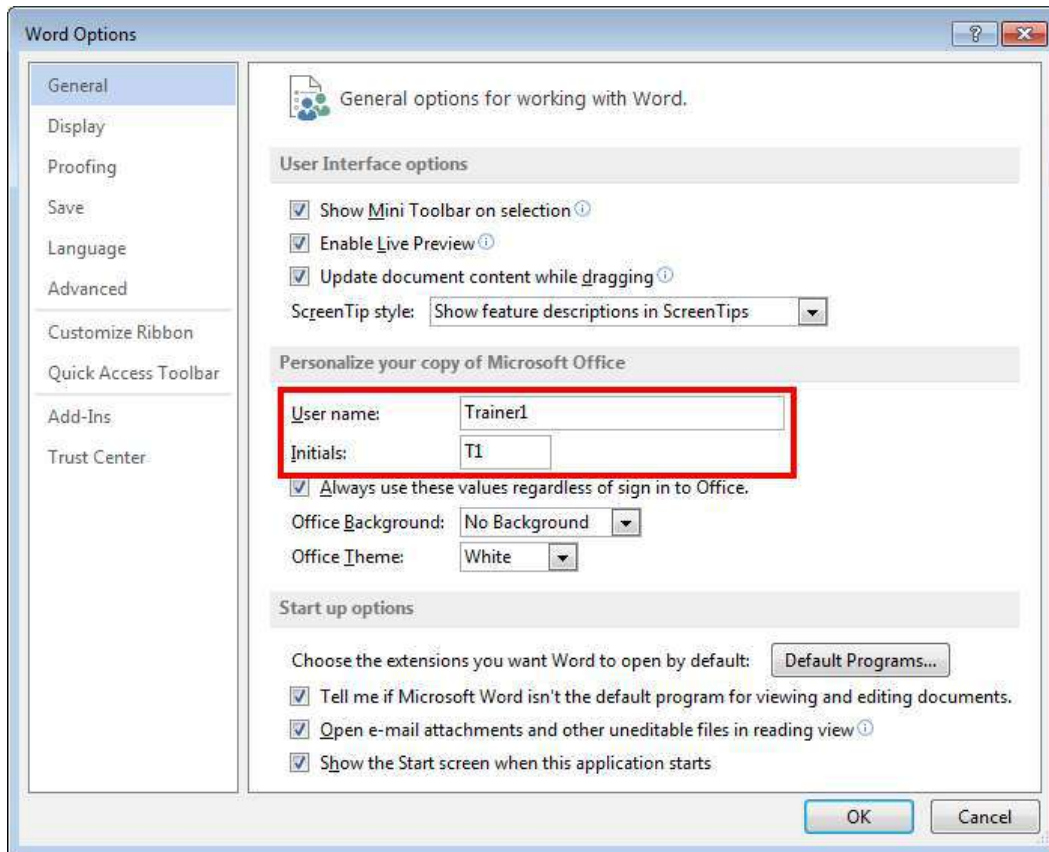



Figure 17 – Word Options Dialog Box

Working with Comments

Using comments is a great way to provide feedback to others. You can use the commands in the *Comments* group on the *Review* tab of the *Ribbon* to insert and delete comments, navigate between comments, as well as show and hide comments (see Figure 18).




Figure 18 – Comments Group on the Review Tab

NOTE: You can show or hide all comments in a document by clicking the **Show Comments** button  in the **Comments** group on the **Review** tab of the **Ribbon**.

Inserting Comments

When reviewing a document, you can insert comments to ask questions, make suggestions, or explain edits. You can also reply to existing comments. Word groups the comment and all replies so it is easier to follow the whole conversation.

To insert a comment:

1. Select the text to which the comment refers or click in the document where the comment applies.
2. On the **Review** tab, in the **Comments** group, click the **New Comment** button . A **Comment** balloon appears in the right margin.
3. Type your comment under your name, and then click outside the **Comment** balloon to save it (see Figure 19).

NOTE: You can edit an existing comment by selecting it in the right margin, making the desired changes, and then clicking outside the **Comment** balloon to save the changes.

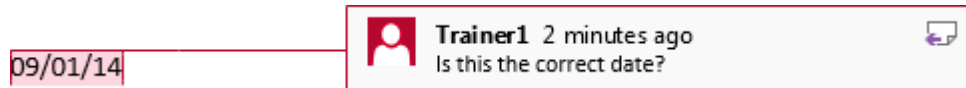



Figure 19 – Comment

To reply to a comment:

1. In the right margin, select the comment to which you want to reply.
2. Click the **Reply** button  in the upper-right corner of the **Comment** balloon.
3. Type your reply under your name, and then click outside the **Comment** balloon to save it (see Figure 20).

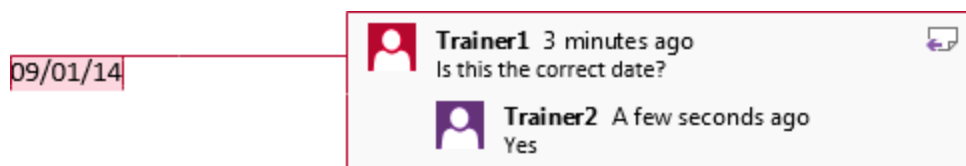


Figure 20 – Comment with a Reply

Marking Comments as Done

When a comment is addressed and no longer needs attention, you can mark it as done. The comment remains in the document, but appears grayed out (see Figure 21).

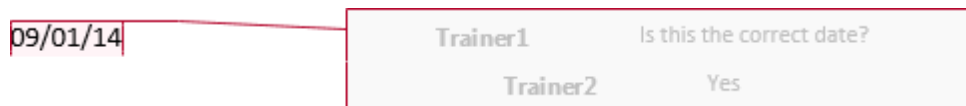


Figure 21 – Comment Marked as Done

To mark a comment as done:

1. Right-click its **Comment** balloon in the right margin, and then click **Mark Comment Done** on the shortcut menu (see Figure 22).

NOTE: The **Mark Comment Done** command is not available in **Compatibility Mode**.

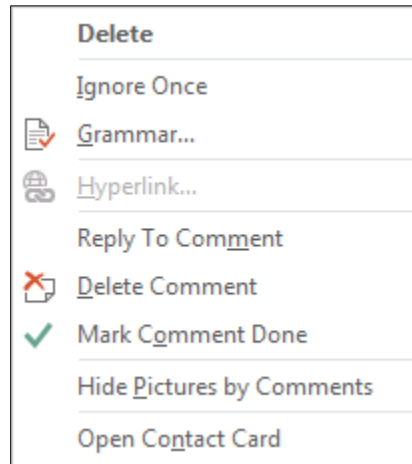



Figure 22 – Comment Shortcut Menu

Deleting Comments

You can delete comments that are no longer needed. Comments can be deleted individually or all at once.

To delete a comment:

1. In the right margin, select the comment that you want to delete.
2. On the **Review** tab, in the **Comments** group, click the **Delete** button .

NOTE: You can also delete a comment by right-clicking its **Comment** balloon in the right margin, and then clicking **Delete Comment** on the shortcut menu (see Figure 22).

To delete all comments:

1. On the **Review** tab, in the **Comments** group, click the **Delete** arrow, and then click **Delete All Comments in Document** (see Figure 23).

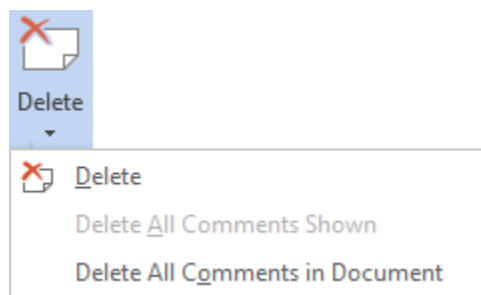


Figure 23 – Delete Comment Menu

Tracking Changes

Whether you work on a document alone or with others, it is often important to keep a record of what was changed, who made the changes, and when the changes were made. By turning on the *Track Changes* feature, you can track all changes made to the document, including insertions, deletions, moves, and formatting changes.

To track changes:

1. On the **Review** tab, in the **Tracking** group, click the **Track Changes** button (see Figure 24). The button appears highlighted.
2. Edit or format the document as needed. Word starts tracking your changes.

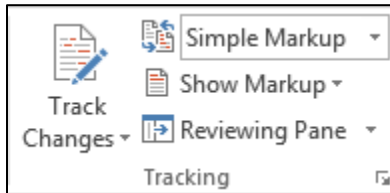


Figure 24 – Tracking Group on the Review Tab

NOTE: You can turn off tracking by clicking the **Track Changes** button again. Turning off the feature does not remove any changes that have already been tracked. You can also prevent other people from turning off tracking by clicking the **Track Changes** arrow, clicking **Lock Tracking**, entering a password in the **Lock Tracking** dialog box, and then clicking the **OK** button (see Figure 25 and Figure 26).

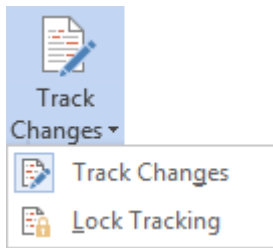


Figure 25 – Track Changes Menu

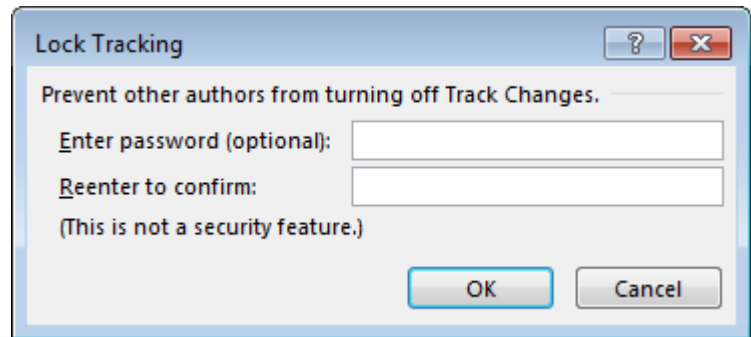



Figure 26 – Lock Tracking Dialog Box

Showing or Hiding Tracked Changes

By default, Word 2013 displays revisions in *Simple Markup* view which shows only vertical lines in the left margin to indicate where revisions are. The actual revisions are not shown. You can use the *Display for Review* menu to determine exactly what displays when a document contains tracked changes. The menu includes four options:

- **Simple Markup:** This view indicates tracked changes with a vertical line in the left margin next to each line containing a change. Comments are indicated by a comment icon  in the right margin.
- **All Markup:** This view shows all tracked changes in the document. By default, insertions are marked with an underline, deletions are indicated with a strikethrough, and formatting changes and comments are displayed in balloons in the right margin. In addition, a vertical line appears in the left margin next to each line containing a change. Each reviewer's changes appear in a different color from the original text.
- **No Markup:** This view displays the final document and hides all tracked changes. This is how the document would appear if all the changes were accepted.
- **Original:** This view displays the original document and hides all tracked changes. This is how the document would appear if all the changes were rejected.

To show or hide tracked changes:

1. On the **Review** tab, in the **Tracking** group, click the **Display for Review** arrow, and then click the desired option (see Figure 27).

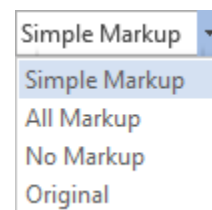




Figure 27 – Display for Review Menu

NOTE: The **Revisions** pane lists all the changes in a document, including the total number of changes and the number of changes of each type (see Figure 28). To open the pane, click the

Reviewing Pane button  in the **Tracking** group on the **Review** tab of the **Ribbon**. To close the pane, click the **Reviewing Pane** button again, or click the **Close** button  in the upper-right corner of the pane.

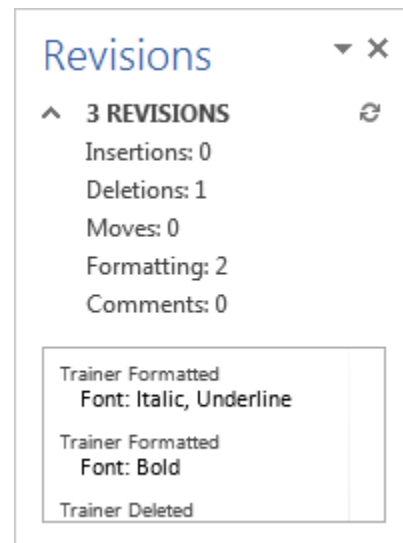


Figure 28 – Revisions Pane

Displaying Changes in Different Ways

You can display tracked changes in a document in different ways. For example, you can display changes by type of edit (such as insertions and deletions), changes made by a specific person, or only the comments in a document. You can also turn off balloons to display all comments and tracked changes inline.

To display changes by type of edit:

1. On the **Review** tab, in the **Tracking** group, click the **Show Markup** button, and then select the type of edit that you want to display (see Figure 29).

NOTE: A check mark next to an item indicates that the item is selected.

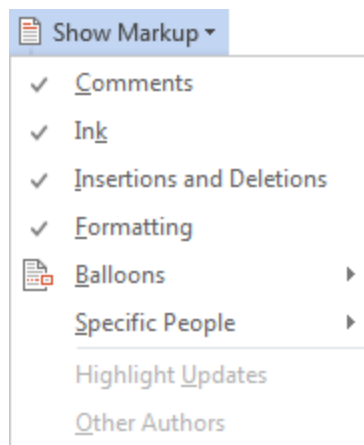


Figure 29 – Show Markup Menu

To display changes made by a specific person:

1. On the **Review** tab, in the **Tracking** group, click the **Show Markup** button, point to **Specific People**, and then click to deselect all check boxes except the one next to the person whose changes and comments you want to display (see Figure 30).

NOTE: Clicking **All Reviewers** selects or deselects all check boxes in the list.

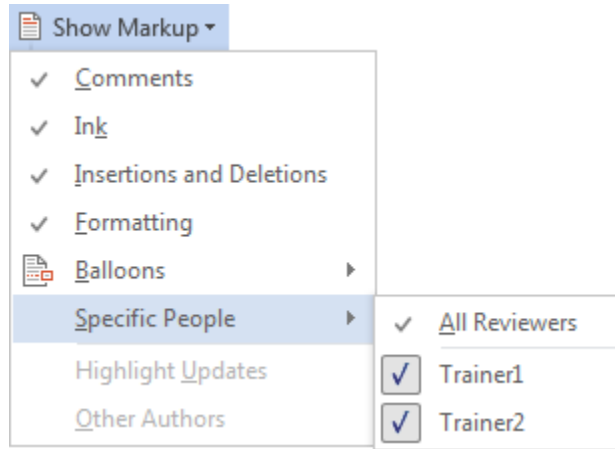


Figure 30 – Show Markup Menu with Specific People Submenu

To change the way that revisions are displayed:

1. On the **Review** tab, in the **Tracking** group, click the **Show Markup** button, point to **Balloons**, and then click the desired option (see Figure 31).

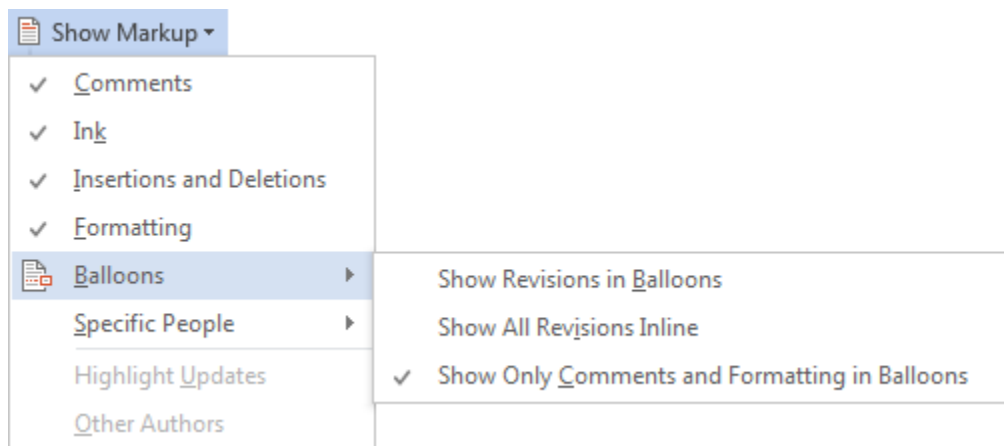


Figure 31 – Show Markup Menu with Balloons Submenu

Accepting or Rejecting Changes

If a document contains tracked changes, all the information about each change will stay in the document until you accept or reject the change. Changes can be accepted or rejected one at a time or all at once.

To accept or reject changes one at a time:

1. Select the change that you want to accept or reject.
2. On the **Review** tab, in the **Changes** group, click the **Accept** button to incorporate the selected change into the document and move to the next change, or click the **Reject** button to remove the selected change and move to the next change (see Figure 32).

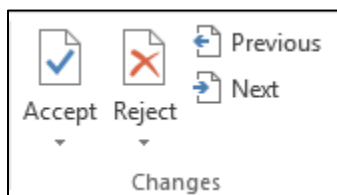


Figure 32 – Changes Group on the Review Tab

NOTE: You can also accept or reject a change by right-clicking it, and then clicking **Accept** or **Reject** on the shortcut menu.

To accept all changes at once:

1. On the **Review** tab, in the **Changes** group, click the **Accept** arrow, and then click **Accept All Changes** (see Figure 33).

To reject all changes at once:

1. On the **Review** tab, in the **Changes** group, click the **Reject** arrow, and then click **Reject All Changes** (see Figure 34).

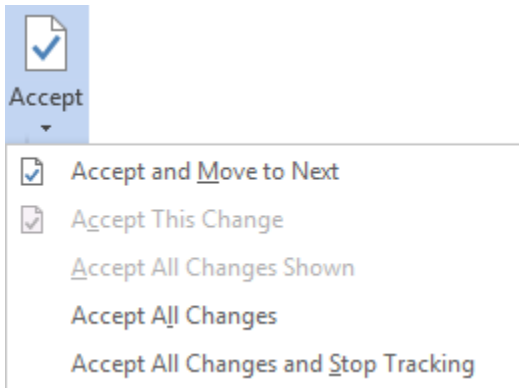


Figure 33 – Accept Menu

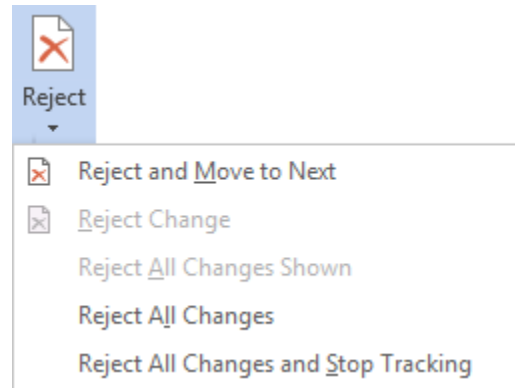


Figure 34 – Reject Menu

Comparing or Combining Documents

The *Compare* feature allows you to compare two versions of the same document. The *Combine* feature allows you to combine multiple revisions into a single document. In both cases, Word shows the differences with revision marks.

To compare or combine two documents:

1. On the **Review** tab, in the **Compare** group, click the **Compare** button, and then click **Compare** or **Combine** (see Figure 35). The **Compare Documents** or **Combine Documents** dialog box opens (see Figure 36).

NOTE: The **Compare Documents** and **Combine Documents** dialog boxes are very similar.

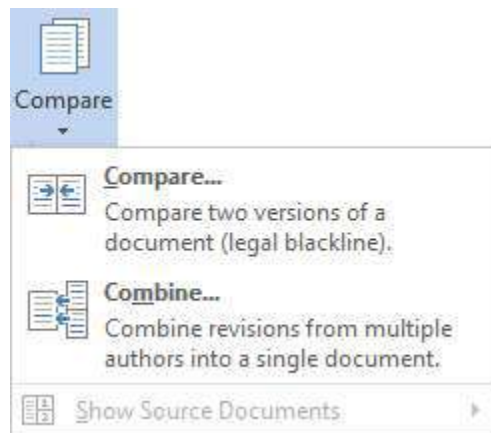


Figure 35 – Compare Menu

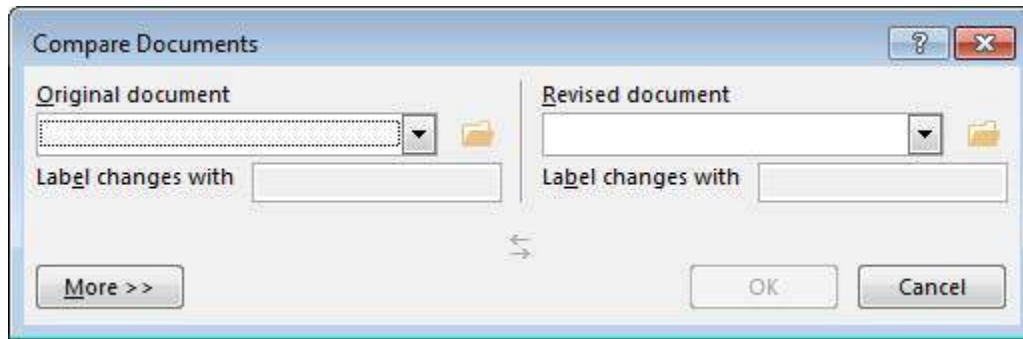




Figure 36 – Compare Documents Dialog Box

2. In the **Original document** section, click the **Folder** button , locate and select the original document, and then click the **Open** button.
3. In the **Revised document** section, click the **Folder** button , locate and select the revised document, and then click the **Open** button.

NOTE: Clicking the **More** button displays additional options. By default, all of the **Comparison settings** are enabled, **Show changes at** is set to **Word level**, and **Show changes in** is set to **New document**.

4. Click the **OK** button.

Using the Mail Merge Wizard

You can use the *Mail Merge* feature in Word 2013 to create mass mailings. The mail merge process combines static information stored in one file (main document) with variable information stored in another file (data source) to produce personalized documents. The *main document* contains the text and graphics that are the same in each copy of the merged document. It also contains placeholders (called *merge fields*) for the variable data. The *data source* contains the data that varies in each copy of the merged document. It can be an Access database, Excel worksheet, Outlook contacts list, etc.

This section covers how to use the Mail Merge wizard to perform a mail merge, using letters as an example. The mail merge process includes the following general steps:

- Select the document type and main document.
- Connect the main document to a data source and refine the recipients list.
- Add merge fields to the main document.
- Preview the results and complete the merge.

To perform a mail merge:

1. Create a new blank document and type your letter, or open an existing letter.
2. On the **Mailings** tab, in the **Start Mail Merge** group, click the **Start Mail Merge** button, and then click **Step-by-Step Mail Merge Wizard** (see Figure 37). The **Mail Merge** pane opens on the right side of the program window (see Figure 38).

NOTE: The **Mail Merge** wizard guides you through each step in the process. In addition, you can go back to any previous step to review or modify the selected options.

3. In **Step 1 of 6**, in the **Select document type** section, select the **Letters** option (see Figure 38).

NOTE: You can create letters, email messages, envelopes, labels, or a directory. The document type you select determines the subsequent steps.

4. Click the **Next** link at the bottom of the **Mail Merge** pane to continue.

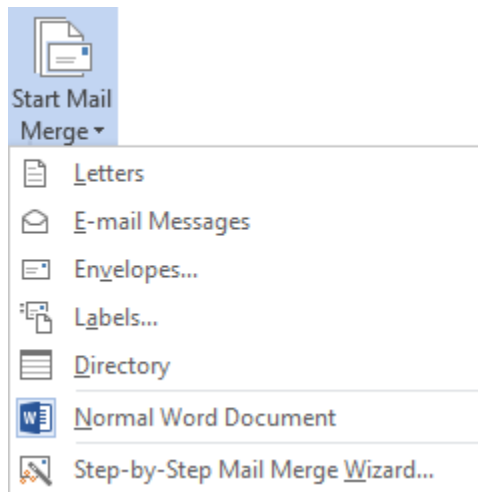


Figure 37 – Start Mail Merge Menu



Figure 38 – Mail Merge Pane: Step 1 of 6

5. In **Step 2 of 6**, in the **Select starting document** section, select the **Use the current document** option (see Figure 39).

NOTE: You can start with the currently open document and add merge fields, start with a mail merge template and customize it to suit your needs, or start with an existing mail merge document and make changes to the content or recipients.

6. Click the **Next** link at the bottom of the **Mail Merge** pane to continue.

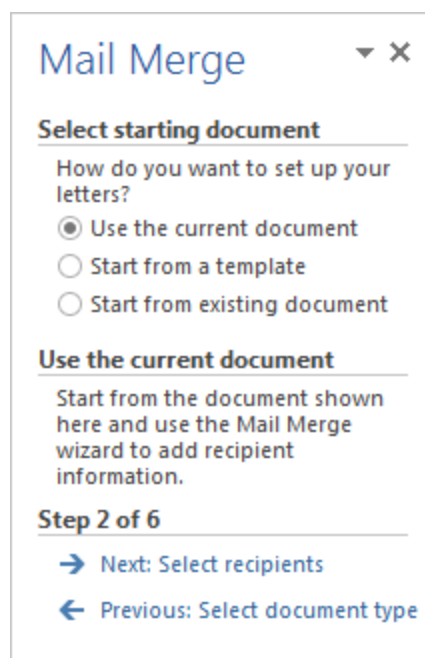


Figure 39 – Mail Merge Pane: Step 2 of 6

- In **Step 3 of 6**, in the **Select recipients** section, select the **Type a new list** option, and then click the **Create** link (see Figure 40).

NOTE: You can use an existing list, use your contacts list in Outlook, or create a new list from scratch.

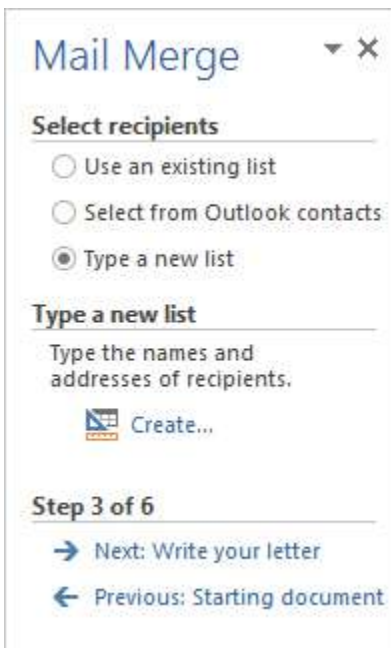


Figure 40 – Mail Merge Pane: Step 3 of 6

- In the **New Address List** dialog box, type the information for the first recipient (see Figure 41).
- Click the **New Entry** button, and then type the information for the next recipient.

NOTE: If you want to add, delete, rename, or reorder columns, click the **Customize Columns** button to open the **Customize Address List** dialog box, make the desired changes, and then click the **OK** button.

- When the list is complete, click the **OK** button.

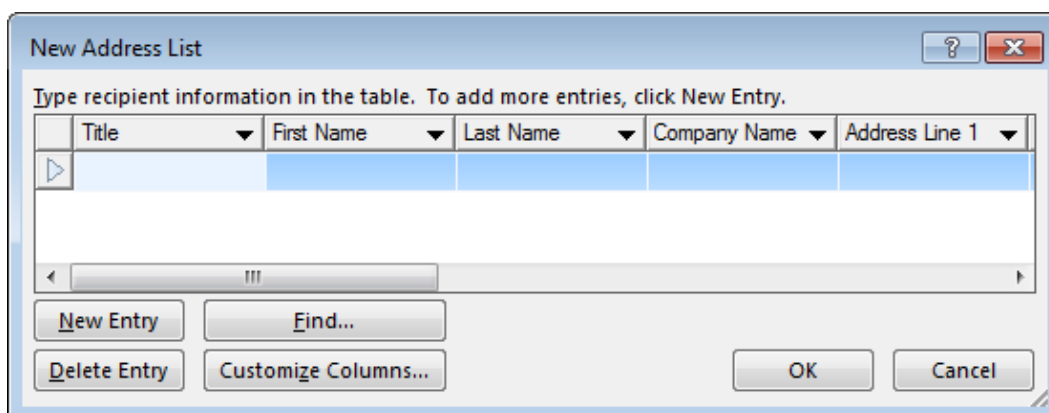


Figure 41 – New Address List Dialog Box

- In the **Save Address List** dialog box, select a location to save the file, type a name in the **File name** box, and then click the **Save** button.

NOTE: The list is saved as an Access database (with the .mdb extension) which you can reuse for future mail merges. You can open the file in Access to make changes to it.

- In the **Mail Merge Recipients** dialog box, select the check box next to each recipient you want to include in the mail merge, and deselect the check box next to each recipient you want to exclude from the mail merge (see Figure 42).

NOTE: The order in which the mail merge results appear is determined by the order of the entries in the recipients list. If you want to sort the list of recipients, click the column heading of the field that you want to sort by.

- When finished, click the **OK** button.

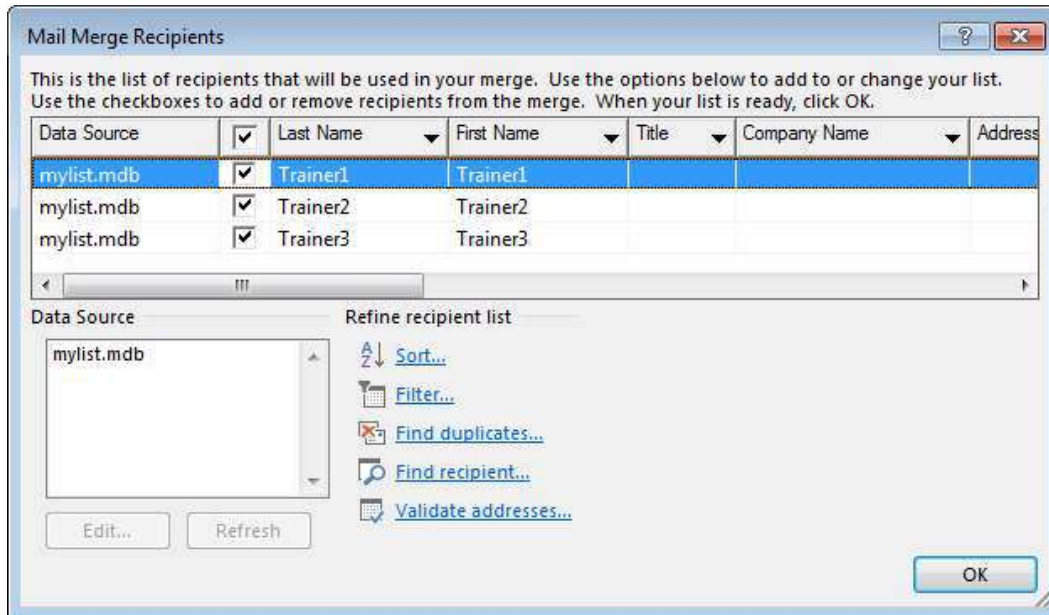


Figure 42 – Mail Merge Recipients Dialog Box



- Click the **Next** link at the bottom of the **Mail Merge** pane to continue.
- In **Step 4 of 6**, click in the document where you want to insert a merge field.
- In the **Mail Merge** pane, in the **Write your letter** section, click the link for the merge field that you want to insert (e.g., **Address block**, **Greeting line**), select the desired options in the dialog box that opens, and then click the **OK** button (see Figure 43). A placeholder is inserted in the main document (e.g., «**AddressBlock**», «**GreetingLine**»).

NOTE: The **Address block** field adds name and address information. The **Greeting line** field adds the opening salutation along with the name of the recipient. The **More items** link allows you to insert any field from your recipient list.

- Repeat steps 15 through 16 until the main document contains all the necessary merge fields.

NOTE: To format merged data, you must format the merge fields in the main document. When formatting merge fields, select the whole field, including the chevrons (« ») at each end.

- Click the **Next** link at the bottom of the **Mail Merge** pane to continue. The first merged document appears in the document window.

- In **Step 5 of 6**, in the **Preview your letters** section, click the **Next** button  or **Previous** button  to preview each merged letter (see Figure 44).

NOTE: You can preview the merged letter for a particular recipient by clicking the **Find a recipient** link. You can exclude the displayed recipient from the merge by clicking the **Exclude this recipient** button. You can also make changes to the recipient list by clicking the **Edit recipient list** link.

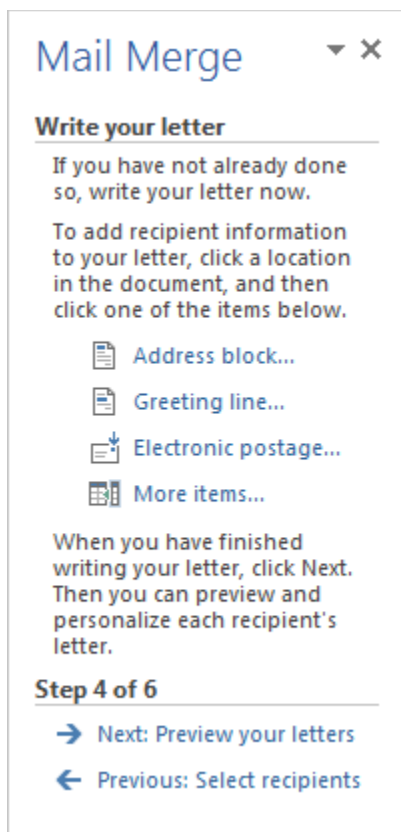


Figure 43 – Mail Merge Pane: Step 4 of 6

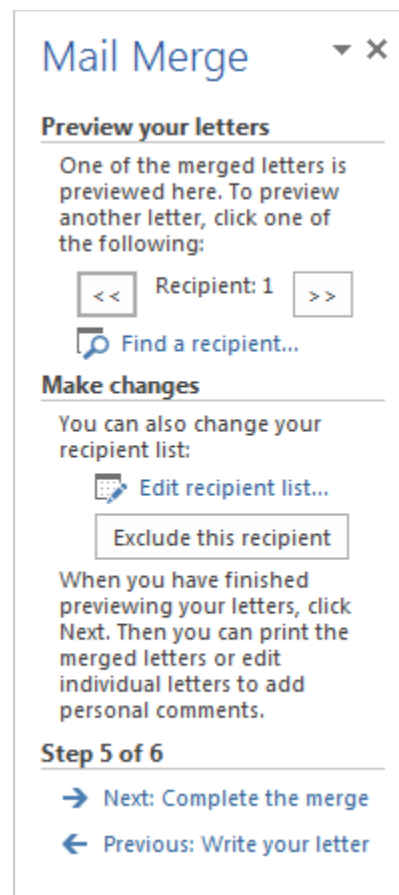


Figure 44 – Mail Merge Pane: Step 5 of 6

20. Click the **Next** link at the bottom of the **Mail Merge** pane to continue.
21. In **Step 6 of 6**, in the **Merge** section, click the **Print** link (see Figure 45).

NOTE: You can personalize individual letters by clicking the **Edit Individual Letters** link.



Figure 45 – Mail Merge Pane: Step 6 of 6

22. In the **Merge to Printer** dialog box, select the range of letters that you want to print, and then click the **OK** button (see Figure 46).

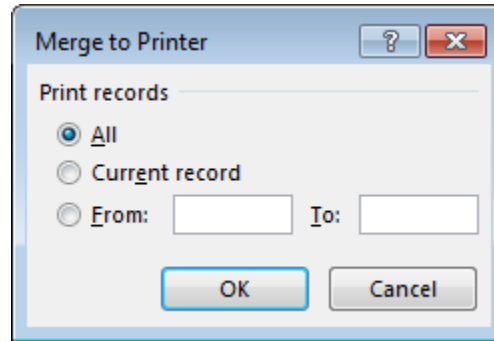


Figure 46 – Merge to Printer Dialog Box

23. In the **Print** dialog box, select the desired options, and then click the **OK** button.

Finding and Replacing Text

The *Find* and *Replace* commands make it easy to find or replace specific text in a document. Word 2013 provides two ways to find text; you can use the Find and Replace dialog box or the Navigation pane.

To find text:

1. Click at the beginning of the document.
2. On the **Home** tab, in the **Editing** group, click the **Find** arrow, and then click **Advanced Find** (see Figure 47). The **Find and Replace** dialog box opens with the **Find** tab selected (see Figure 48).

NOTE: Clicking the **Find** button in the **Editing** group displays the **Navigation** pane. You can use the **Search** box at the top of the pane to find text in the document.

3. In the **Find what** box, type the text that you want to find.

NOTE: Clicking the **More** button in the lower-left corner of the **Find and Replace** dialog box expands it and displays additional options that can be used to limit the search (e.g., match case, find whole words only).

4. Click the **Find Next** button to start the search. If a match is found, the first instance of the text is highlighted in the document.
5. Click the **Find Next** button again to search for additional instances of the text.
6. To highlight all instances of the text, click the **Reading Highlight** button, and then click **Highlight All**.
7. When finished, click the **Close** or **Cancel** button.

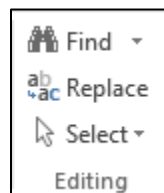


Figure 47 – Editing Group on the Home Tab

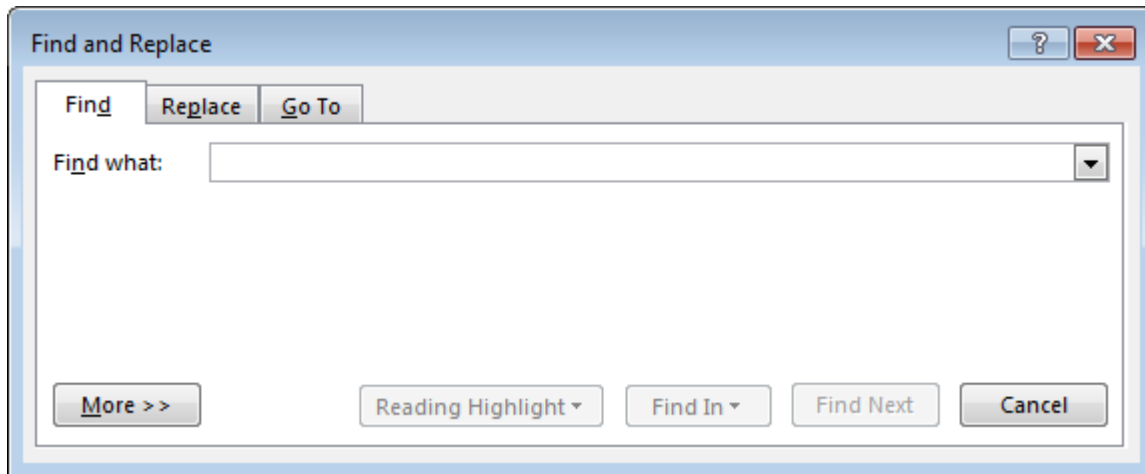


Figure 48 – Find Tab of the Find and Replace Dialog Box

To replace text:

1. Click at the beginning of the document.
2. On the **Home** tab, in the **Editing** group, click the **Replace** button (see Figure 47). The **Find and Replace** dialog box opens with the **Replace** tab selected (see Figure 49).
3. In the **Find what** box, type the text that you want to replace.
4. In the **Replace with** box, type the replacement text.

NOTE: Clicking the **More** button in the lower-left corner of the **Find and Replace** dialog box expands it and displays additional options that can be used to limit the search (e.g., match case, find whole words only).

5. Click the **Find Next** button to start the search. If a match is found, the first instance of the text is highlighted in the document.
6. For each instance of the text that is found, do one of the following:
 - Click the **Replace** button to replace that instance and go the next instance.
 - Click the **Replace All** button to replace all instances in the document.
 - Click the **Find Next** button to leave that instance unchanged and go to the next instance.
7. When finished, click the **Close** or **Cancel** button.

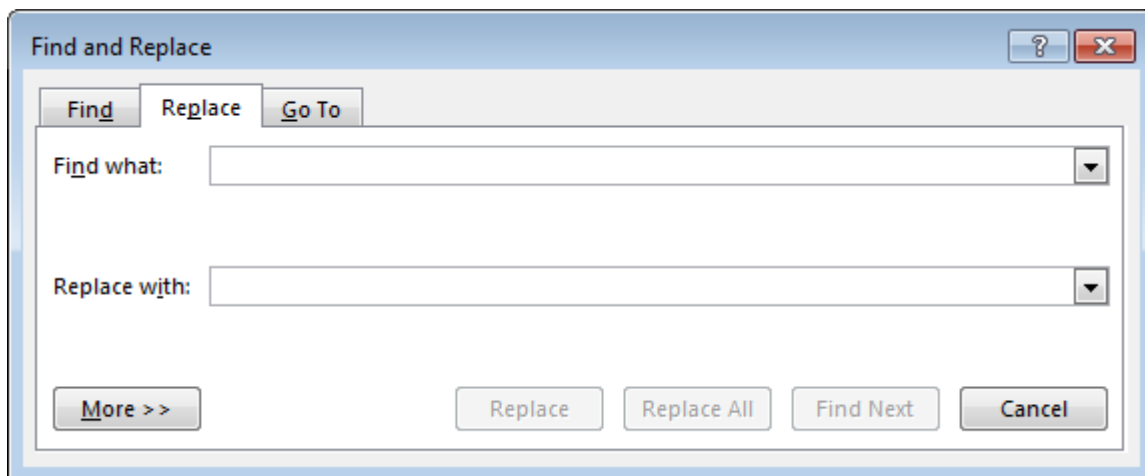



Figure 49 – Replace Tab of the Find and Replace Dialog Box

Using Templates

You can save time and effort by creating a new document based on a template. Templates contain content and design elements that you can modify to meet your needs. Word 2013 includes a variety of templates for creating documents such as reports, resumes, letters, and brochures. In addition, Microsoft offers hundreds of templates for free download from the Office.com website.

To use a template:

1. Click the **File** tab, and then click **New**. The **New** page of the **Backstage** view opens, displaying thumbnails of the available templates (see Figure 50).

NOTE: You can get additional templates from Office.com by typing a keyword in the **Search** box located at the top of the **New** page, and then clicking the **Search** button  or pressing the **Enter** key to display the search results.

2. Click the thumbnail of the template that you want to use. A preview window opens, displaying a larger image of the selected template and additional information.
3. Click the **Create** button. Word creates a new document based on the selected template and opens it in a new window.

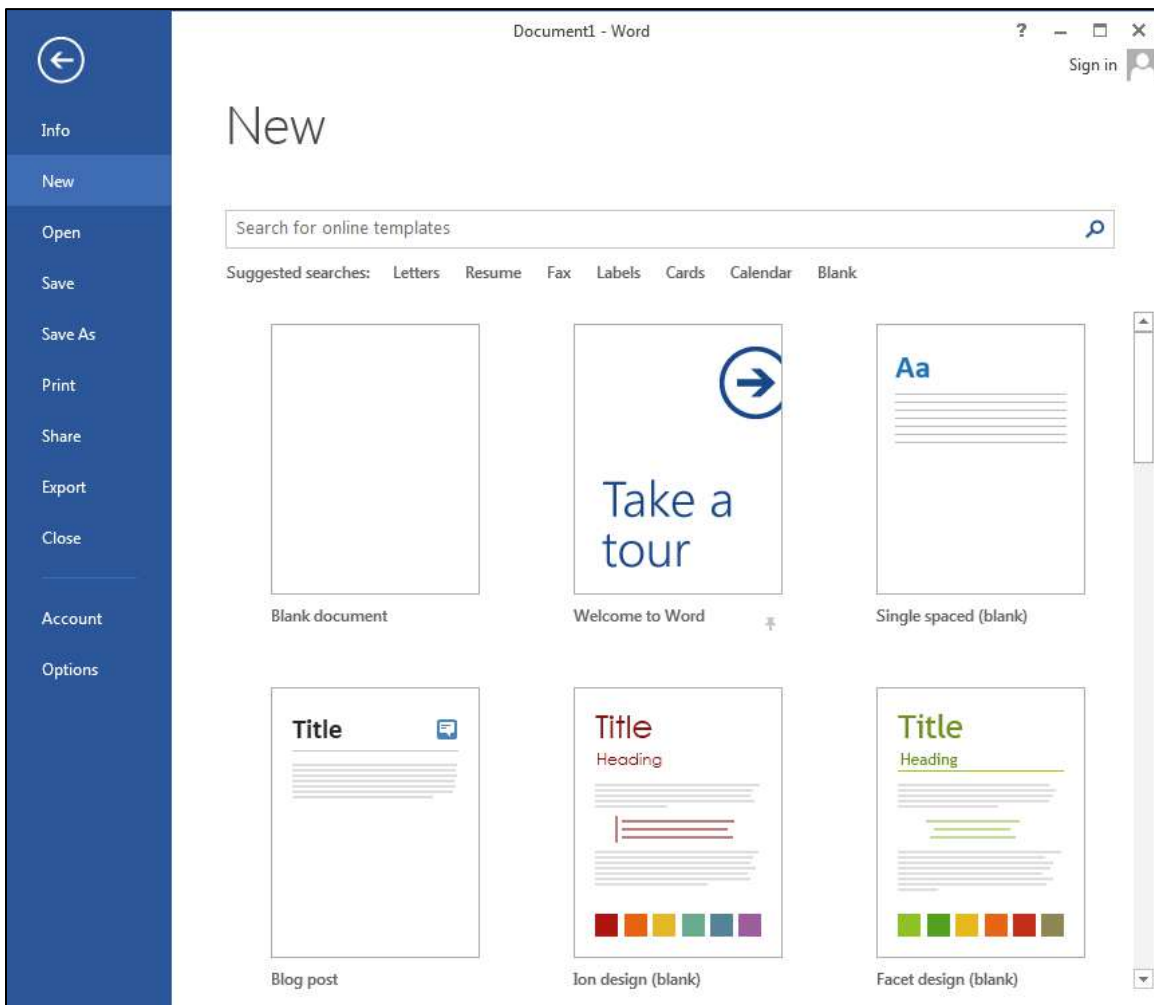


Figure 50 – New Page of the Backstage View

Viewing and Changing Document Properties

Document properties, also known as *metadata*, are details about a file that describe or identify it. You can add or change properties such as title, author, and subject. Other properties such as file size and creation date can be viewed, but they cannot be edited.

To view or change document properties:

1. Click the **File** tab, and then click **Info**. The **Info** page of the **Backstage** view opens, displaying document properties in the right pane (see Figure 51).
2. To display more properties, click the **Show All Properties** link at the bottom of the pane.
3. To add or change properties, point to the property that you want to edit, click the box that appears around the property to activate it, enter the desired value, and then click outside the box.

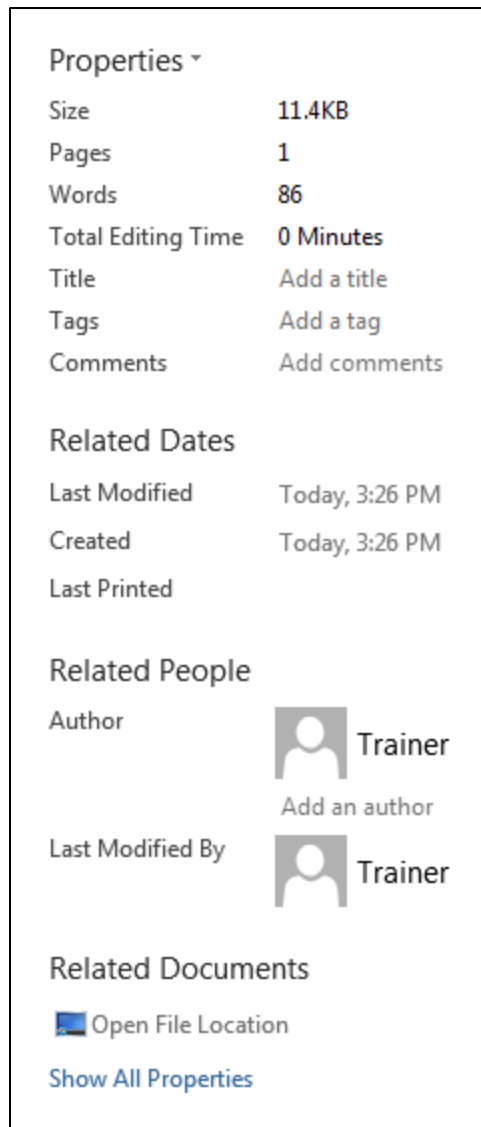


Figure 51 – Document Properties

NOTE: You can display the properties in a panel or dialog box by clicking the **Properties** button at the top of the pane, and then clicking **Show Document Panel** or **Advanced Properties** (see Figure 52).

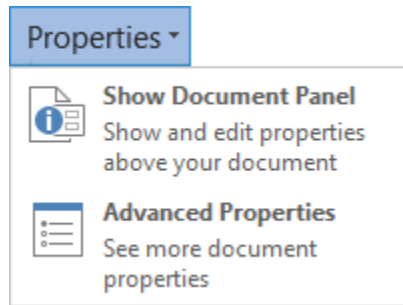


Figure 52 – Properties Menu

4. When finished, click the **Back** button  or press the **Esc** key to exit the **Backstage** view.

Password-protecting Documents

In Word, you can protect a document with a password, allowing only authorized users to open the file. This can be used to protect files stored on computers or external storage devices, as well as data being transferred via networks.

To password-protect a document:

1. Open the document that you want to protect.
2. Click the **File** tab, and then click **Info**. The **Info** page of the **Backstage** view opens.
3. In the center pane, click the **Protect Document** button, and then click **Encrypt with Password** (see Figure 53).

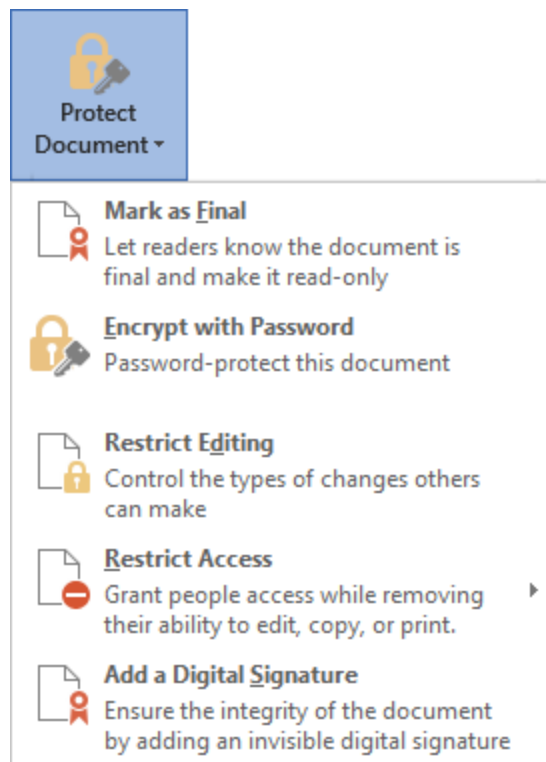


Figure 53 – Protect Document Menu

4. In the **Encrypt Document** dialog box, type a password in the **Password** box, and then click the **OK** button (see Figure 54).

NOTE: Passwords are case-sensitive. Lost or forgotten passwords cannot be recovered.



Figure 54 – Encrypt Document Dialog Box

5. In the **Confirm Password** dialog box, retype the password in the **Reenter password** box, and then click the **OK** button (see Figure 55).



Figure 55 – Confirm Password Dialog Box

6. Save the document.

NOTE: If you want to remove the password from the document, click the **File** tab to display the **Info** page, click the **Protect Document** button, and then click **Encrypt with Password**. In the **Encrypt Document** dialog box, delete the password from the **Password** box, and then click the **OK** button.