

Index

Numerics

- 3-D effects
 - adding to charts, 308
 - adding to shapes, 269–271
 - color, 270
 - depth, 270
 - direction, 270
 - lighting, 270
 - surfaces, 270
- 3-D On/Off button, 270

A

- About Microsoft Office Word 2007 option (Resources tab), 524
- accept/reject change, track changes, 399–400
- account registration, blogs, 376–378
- Activate Microsoft Office option (Resources tab), 524
- ActiveX Settings option (Trust Center tab), 523
- Add New Document dialog box, 389
- Add Templates dialog box, 50
- Add-Ins option
 - Trust Center tab, 523
 - Word Options dialog box, 44, 50
- Add-Ins tab, 502, 522
- Address Block button, 475
- addresses
 - adding to Mail Merge, 467
 - address blocks, 470
 - creating in Mail Merge, 465
 - customizing, 468
 - e-mail, 460
 - envelope creation, 450
 - existing Mail Merge address, 466
 - label creation, 452
 - naming, 467
 - records, deleting Mail Merge, 467
 - sorting in Merge, 468
- Adjust List Indents dialog box, 234
- advanced search option (Find and Replace dialog box), 145
- Advanced tab
 - Compatibility option, 521
 - Copy option, 513–514
 - Cut option, 513–514
 - description, 502, 511
 - Display option, 515–516
 - Editing Options section, 512
 - General option, 518–521
 - Paste option, 513–514
 - Preserve Fidelity When Sharing This Document option, 517–518
 - Print option, 516–517
 - Save option, 517
 - Show Document Content option, 514–515
 - Word Options dialog box, 28
- Align Bottom Center button, 327
- Align Bottom Left button, 327
- Align Bottom Right button, 327
- Align Center button, 327
- Align Center Left button, 327
- Align Center Right button, 327
- Align Top Center button, 327
- Align Top Left button, 327
- Align Top Right button, 327
- alignment
 - numbered lists, 238
 - object, 274
 - page formatting, 201
 - paragraph, 89, 99
 - tab, 101–102
- Alignment button, 355
- All Programs command (Start menu), 10–11
- All search option (Find and Replace dialog box), 143
- alternative word forms, finding text by, 145–146
- Always Show These Formatting Marks on Screen option (Display tab), 507–508
- Always Use ClearType option (Popular tab), 505
- anchored frames, 349
- anchors
 - displaying, 507
 - picture location, 292
- animated text, 515
- Application object, 601–603
- Apply As You Type section (AutoFormat feature), 157–158
- Apply Styles dialog box, 123

- Arabic numbering, page number insertion, 204
 - area charts, 294, 296
 - arguments, VBA
 - programming, 580
 - arrow keys, document navigation, 71
 - arrowheads, 267
 - ascending sort order, 91
 - assignment statements, VBA programming, 572
 - Auto Check for Errors button, 476
 - auto macros, 567
 - AutoComplete Style Names check box (Apply Styles dialog box), 123
 - AutoCorrect feature
 - how to use, 151–152
 - misspelled words, 164
 - typing mistakes, 151–152
 - undoing changes made by, 151
 - AutoFit button, 326, 332
 - AutoFormat feature
 - adding to Quick Access toolbar, 153
 - Apply As You Type section, 157–158
 - AutoFormat As You Type tab, 155–157
 - automatic bulleted lists, 157
 - automatic numbered lists, 157
 - borders, 158
 - consistent formatting, first portion of each item, 159
 - controlling changes made by, 154
 - discussed, 152
 - em dash/en dash replacement, 157
 - fractions, replacing with fraction characters, 156
 - heading styles, built-in, 158
 - indentation, 159
 - network path, formatting as hyperlink, 157
 - ordinal numbers, replacing with subscripts, 156
 - Proofing tab, 154
 - Review Each Change option, 154
 - smart quotes, 156
 - straight quotes, 156
 - styles, automatic creation, 159
 - tables, 158
 - undoing changes made by, 154
 - automark files, index, 430–431
 - automatic bulleted lists, 157
 - automatic list creation, 227–228
 - automatic numbered lists, 157
 - automatic style creation, 159
 - autoscroll, 73
 - Avery labels, 452
-
- B**
-
- Back button
 - Save As dialog box, 32
 - Word Help feature, 68
 - backgrounds
 - chart, 307–308
 - colors and images, printing, 60
 - gradient, 223
 - page borders, 224–225
 - page formatting, 221–225
 - pattern, 223
 - pictures as, 223
 - saving, 35
 - solid color as, 223
 - textured, 223
 - watermarks in, 222–223
 - backups, 35
 - Banded Columns button, 325
 - Banded Rows button, 325
 - bar charts, 294, 296
 - bar tabs, 104
 - base styles, 130–131
 - bibliographies
 - creating, 436
 - current list of sources, 437
 - editing, 437
 - formatting, 436
 - master list of sources, 437
 - references and sources, creating, 433–436
 - searching sources in, 437
 - bit-color pictures, 278
 - bitmap pictures, 278–279
 - Blank Document option (New Document dialog box), 24–25
 - block quotes, 90
 - blogs
 - account registration, 376–378
 - blank blog entry example, 374
 - content, 372
 - creating entries, 373–375
 - defined, 371
 - editing entries in, 376
 - entry templates, 374
 - example of, 372
 - hosts, 372
 - hyperlinks, 380–381
 - publishing, 379

- style sets, 375
 - uses for, 371–372
- blue lined edits, track
 - changes, 399
- BMP file format, 279
- boilerplate text, 47
- bold text, 83, 86
- booklets
 - discussed, 194
 - printing, 196
- Bookmarks
 - creating, 77
 - deleting, 78
 - discussed, 76
 - finding, 77
 - location, returning to, 77
 - naming, 77
- Boolean data type, 573
- Border Color button, 325
- borders
 - AutoFormat feature, 158
 - in backgrounds, 224–225
 - color, 95–96
 - custom created, 96
 - page formatting, 201, 224–225
 - picture, 285
 - removing, 98
 - selecting, 94
 - styles, 95–96
 - width, 95
- Borders and Shading dialog
 - box, 95–96
- Borders button, 325
- bottom margins, 194
- boxes, chart
 - adding, 315–316
 - deleting, 316
- brightness, picture, 289
- Browse by Comment
 - button, 75
- Browse by Edits button, 76
- Browse by Endnote
 - button, 75
- Browse by Fields button, 75
- Browse by Footnote
 - button, 75
- Browse by Graphic
 - button, 75
- Browse by Heading
 - button, 75
- Browse by Page button, 75
- Browse by Section
 - button, 75
- Browse by Table button, 75
- browse control, document navigation, 72
- browsing documents, 74–76
- bubble charts, 297
- bulleted lists. *See also* numbered lists
 - adding additional items to, 230
 - automatic, 157
 - Bullet Library gallery, 231–233
 - bullet position, changing, 234
 - bullet selection, 231–232
 - creating, 229–230
 - default indentation, 229
 - Define New Bullet dialog box, 235–236
 - discussed, 90
 - font controls, 234
 - gray highlighted bullets, 233
 - insert characters, 228
 - pictures as bullets, 237
 - recently used bullets, retrieving, 232
 - removing bullets from, 230
 - self-created bullets, 235–237
 - styles, 108
- buttons
 - adding to Quick Access toolbar, 496–497
 - Address Block, 475
 - Align Bottom Center, 327
 - Align Bottom Left, 327
 - Align Bottom Right, 327
 - Align Center, 327
 - Align Center Left, 327
 - Align Center Right, 327
 - Align Top Center, 327
 - Align Top Left, 327
 - Align Top Right, 327
 - Alignment, 355
 - Auto Check for Errors, 476
 - AutoFit, 326, 332
 - Back (Save As dialog box), 32
 - Back (Word Help feature), 68
 - Banded Columns, 325
 - Banded Rows, 325
 - Border Color, 325
 - Borders, 325
 - Browse by Comment, 75
 - Browse by Edits, 76
 - Browse by Endnote, 75
 - Browse by Fields, 75
 - Browse by Footnote, 75
 - Browse by Graphic, 75
 - Browse by Heading, 75
 - Browse by Page, 75
 - Browse by Section, 75
 - Browse by Table, 75
 - Cancel, 167
 - Cell Margins, 327
 - Change, 166
 - Change Shape, 355
 - Collapse, 173
 - Collapse/Expand subdocuments, 180
 - Convert to Text, 327
 - Create (master documents), 180

- buttons (*continued*)
- Create New Folder, 33
 - Customize Quick Access Toolbar, 24
 - Delete (Save As dialog box), 32
 - Delete (table layout), 326
 - Demote, 173
 - Demote to Body Text, 173
 - Distribute Columns, 326
 - Distribute Rows, 326
 - Draw Table, 325
 - Edit Recipient List, 475
 - Edit Text, 354
 - Eraser, 325
 - Even Height, 354
 - Expand, 173
 - Explain, 165–166
 - Find, 76
 - Find Next, 142
 - Find Recipient, 476
 - Finish & Merge, 476
 - First Column, 325
 - First Record, 475
 - Format, 146–147
 - Formula, 327
 - Go Back, 76
 - Go To, 76
 - Go To Record, 475
 - Greeting Line, 475
 - header and footer button groups, 206–207
 - Header Row, 325
 - Height, 326
 - Highlight Merge Fields, 475
 - Ignore Once, 166
 - Ignore Rule, 166
 - Insert Above, 326
 - Insert Below, 326
 - Insert Left, 326
 - Insert (master documents), 180
 - Insert Merge Field, 475
 - Insert Right, 326
 - Insert Table, 321
 - Last Column, 325
 - Last Record, 475
 - Line Style, 325
 - Line Weight, 325
 - Lock Document, 180
 - Match Fields, 475
 - Merge, 180
 - Merge Cells, 326
 - More, 143
 - Move Down, 173
 - Move Up, 173
 - New, 24
 - Next Record, 475
 - Next Sentence, 166
 - Nudge Shadow Down, 268
 - Nudge Shadow Left, 268
 - Nudge Shadow Right, 268
 - Nudge Shadow Up, 267
 - Office, 12
 - Open (Quick Access toolbar), 26
 - Options, 166
 - Outline Level, 173
 - Preview Results, 475
 - Previous Records, 475
 - Print, 56
 - Promote, 173
 - Promote to Heading 1, 173
 - Properties, 326
 - Protect Document, 401
 - question mark, 65
 - Quick Print, 56
 - removing from Quick Access toolbar, 496–497
 - Repeat Heading Rows, 327
 - Replace All, 149
 - Rules, 475
 - Select Browse Object, 74, 326
 - Select Recipient, 474
 - Send, 460
 - Shading, 325
 - Shadow On/Off, 267
 - Show Document, 180
 - Show First Line Only, 174
 - Show Level, 174
 - Show Table of Contents, 66–67
 - Show Text Formatting, 171, 174–175
 - Sort, 327
 - Spacing, 354
 - Special, 147–148
 - Split, 180
 - Split Cells, 326
 - Start Mail Merge, 474
 - Start Searching, 168
 - Text Direction, 327
 - 3-D On/Off, 270
 - Tilt Down, 271
 - Tilt Left, 271
 - Tilt Right, 271
 - Tilt Up, 271
 - Tools, 33
 - Total Row, 325
 - Undo, 167
 - Unlink, 180
 - Up One Level, 32
 - Update Labels, 475
 - Vertical Text, 355
 - View Gridlines, 326
 - View Ruler, 100
 - Views (Open dialog box), 27
 - Views (Save As dialog box), 33
 - Width, 326
 - Byte data type, 573
-
- ## C
-
- callouts, 356–357
 - Cancel button (Grammar dialog box), 167
 - capitalized fields, 531
 - capitalized text, 86

- caps, text, 84
- caption level, table of figures, 414
- captions
 - adding to pictures, 350–352
 - design considerations, 352
- case, finding text by, 144
- categories, table of authorities, 444–445
- CDR (CorelDRAW) file format, 279
- Cell Margins button, 327
- cells, table
 - deleting, 137, 330
 - end-of-cell marker, 320
 - inserting, 330
 - merging, 334–335
 - moving within, 327–328
 - selecting, 328
 - text selection, 137
- center alignment
 - paragraphs, 89
 - tab stops, 101
- CGM (Computer Graphics Metafiles) file format, 279
- Change button (Grammar dialog box), 166
- Change Shape button, 355
- chapter labels, numbered lists, 239
- chapter numbers, TOC, 409
- chapter titles, subdocument, 182
- character formatting, table of authorities, 443
- character styles, 109
- characters
 - applying to text, 82–83
 - discussed, 81
 - formats, removing, 83
 - formatting, 82–83
- charts
 - adding data tables to, 307
 - adding labels to, 305–307
 - adding titles to, 305
 - adding to documents, 295–299
 - area, 294, 296
 - background formatting, 307–308
 - bar, 294, 296
 - boxes, adding, 315–316
 - boxes, deleting, 316
 - bubble, 297
 - chart wall, 307
 - column, 294, 296
 - data selection, changing, 302
 - data values in, editing, 302
 - Doughnut, 297
 - flowcharts, 313
 - gridlines, 307
 - layout, 303, 316–317
 - left hanging subordinates, 317
 - legends, 294, 305
 - line, 294, 296
 - Microsoft Graph, 294
 - organization, 314–317
 - pastings from Excel, 299
 - pictures in, 305
 - pie, 294, 296
 - plot area, 307
 - radar, 294, 297
 - refreshing, 302–303
 - right hanging subordinates, 317
 - rows and columns, switching, 300–301
 - scatter, 294
 - series, 294
 - shapes in, 305
 - SmartArt diagram creation, 311
 - SmartArt diagram example, 309
 - SmartArt diagram outline levels, 310
 - SmartArt diagram styles, 312, 314
 - SmartArt diagram types, 308
 - stock, 297
 - styles, 304
 - 3-D effects, 308
 - type of, changing, 299–300
 - types, 294
 - uses for, 294–295
 - X/Y line axis, 294, 297
- check boxes
 - form fields, 548–550
 - UserForms, 633–634
- Check for Updates help option, 68
- checking spelling
 - as you type, 162–164
 - AutoCorrect entry, 164
 - correctly spelled word suggestions, 163
 - dictionary selection, 164
 - discussed, 161
 - grammatical errors, 164–167
 - green underlined mistake indicator, 162
 - misspelled words, correcting, 163–164
 - red line mistake indicator, 162–163
- circles, drawing, 254
- citations, table of authorities, 440–442
- clip art pictures
 - downloading, 282
 - inserting into documents, 280–282
- Clipboard task pane
 - accessing, 139
 - pastings items from, 140
 - removing items from, 140

- Close command (Office menu), 20
- closing
 - Document Map feature, 78
 - documents, 20
 - Word, 20–21
- Collapse button (Outline view), 173
- collapsed text (Outline view), 175–176
- Collapse/Expand Subdocuments button, master documents, 180
- collections
 - object model, 598
 - VBA programming, 581–582
- color
 - border, 95–96
 - style, 113
 - 3-D effects, 270
- color adjustment, picture, 289
- color depth, bitmap pictures, 278
- Color Scheme option (Popular tab), 505
- column charts, 294, 296
- columns
 - column breaks, 219–220
 - deleting from tables, 330
 - index, 426
 - inserting into tables, 329
 - label creation, 455
 - multicolumn table headings, 334–335
 - page formatting, 216–220
 - preset layouts, 217–218
 - simple creation method, 216–220
 - size adjustment, 332
 - spacing fields, 219
 - vertical lines between, 104
 - width adjustment, 219, 331
- combo boxes, UserForms, 635–637
- command buttons, UserForms, 630–631
- comments
 - creating, 393
 - defined, 392
 - deleting, 393–394
 - editing, 393
 - VBA programming, 571
 - viewing, 394–396
- communications, WebParts, 384
- Compare Documents dialog box, 400–401
- Compatibility option (Advanced tab), 521
- compression
 - discussed, 278
 - picture, 289
- Computer Graphics Metafiles (CGM) file format, 279
- concatenation, 575
- concordance (word lists), 432
- Contact Us option (Resources tab), 524
- content, blogs, 372
- context-sensitive help, 65
- continuous section break, 211
- contrast, picture, 289
- Control AutoCorrect Options (AutoCorrect feature), 152
- controls, UserForms, 624–625, 628–629
- Convert to Text button, 327
- Copy option (Advanced tab), 513–514
- copying
 - documents, 30
 - paragraphs, 99
 - styles within templates, 52–53
 - text, 140–141
- CorelDRAW (CDR) file format, 279
- corrections, AutoCorrect feature
 - how to use, 151–152
 - misspelled words, 164
 - typing mistakes, 151–152
 - undoing changes made by, 151
- cover pages
 - adding to documents, 220–221
 - creating, 360–362
 - customizing, 362
 - deleting, 361
 - discussed, 359
 - inserting in documents, 362
 - placeholder text, 361
 - titles/subtitles, 361
- Create a New Word Document dialog box, 373
- Create button, master documents, 180
- Create New Folder button (Save As dialog box), 33
- Create New Style from Formatting dialog box, 131
- cropping pictures, 285
- cross references, index, 430
- Ctrl+End navigation keys, 72
- Ctrl+Home navigation keys, 72
- Ctrl+PageDown navigation keys, 72
- Ctrl+PageUp navigation keys, 72
- Currency data type, 573

current list of sources,
 bibliographies, 437
 current page, printing, 57
 Curve tool, 259–260
 curved lines, drawing,
 259–260
 custom pages, WebParts,
 384
 custom toolbars, 497
 customization settings
 global templates, 50
 Quick Access toolbar,
 493–494
 template, 49
 Customization tab, 502
 Customize Keyboard dialog
 box, 128
 Customize Quick Access
 Toolbar button (Quick
 Access toolbar), 24
 Customize tab, 522
 Cut option (Advanced tab),
 513–514
 cutting documents, 30

D

dashed lines, 267
 dashes, tab leaders, 103
 data selection, chart, 302
 data tables, adding to
 charts, 307
 data types, VBA
 programming, 573
 data values in charts,
 editing, 302
 Date data type, 573
 date fields, 526, 533
 decimal alignment, tab
 stops, 101
 declaring variables, VBA
 programming, 573
 default tray selection,
 printing methods, 61
 Define List Style dialog box,
 245
 Define New Bullet dialog
 box, 235–236
 Define New Number Format
 dialog box, 238
 Delete button
 Save As dialog box, 32
 table layout, 326
 Delete command (Organize
 menu), 30
 deleting. *See also* removing
 address information from
 Mail Merge, 467
 Bookmarks, 78
 chart boxes, 316
 comments, 393–394
 cover pages, 361
 documents, 27, 30, 138
 drawing mistakes, 253
 drop caps, 363
 files, 27
 folders, 27, 30
 footnotes, 419
 indexes, 427
 macro text, 616–617
 paragraphs, 138
 passwords, 37
 repeated words (second
 occurrence of), 167
 sentences, 138
 styles, 54
 table cells, 137, 330
 table columns, 330
 table of authorities, 444
 table of figures, 415
 table rows, 330
 tables, 330
 text, 138–139
 TOC (Table of Contents),
 409
 delivery address,
 envelopes, 450
 Demote button (Outline
 view), 173
 Demote to Body Text
 button (Outline view),
 173
 demoting paragraphs, 177
 depth, 3-D effects, 270
 descending sort order, 91
 design button groups,
 tables, 325
 Desktop icon, 31
 details views, 27
 Developer tab (Ribbon
 user-interface
 gadget), 46
 diagrams, SmartArt
 creation, 311
 example of, 309
 outline levels, 310
 styles, 312, 314
 types of, 308
 dialog boxes
 Add New Document, 389
 Add Templates, 50
 Adjust List Indents, 234
 Apply Styles, 123
 Borders and Shading,
 95–96
 Compare, 400–401
 Create a New Word
 Document, 373
 Create New Style from
 Formatting, 131
 Customize Keyboard, 128
 Define List Style, 245
 Define New Bullet,
 235–236
 Define New Number
 Format, 238
 Edit Category, 445
 File Location, 28
 Filter and Sort, 484–486

- dialog boxes (*continued*)
 - Find and Replace, advanced search options, 145
 - Find and Replace, All search option, 143
 - Find and Replace, Down search option, 143
 - Find and Replace, Find all word forms check box, 145–146
 - Find and Replace, Find Next button, 142, 149
 - Find and Replace, Find What field, 142, 148
 - Find and Replace, Find whole words only option, 144
 - Find and Replace, Format button, 146–147
 - Find and Replace, Go To tab, 73–74
 - Find and Replace, Ignore Punctuation Characters check box, 146
 - Find and Replace, Ignore White-Space Characters check box, 146
 - Find and Replace, Match Case check box, 144
 - Find and Replace, More button, 143
 - Find and Replace, Replace All button, 149
 - Find and Replace, Replace With text box, 149
 - Find and Replace, search direction, 143
 - Find and Replace, Sounds Like check box, 145
 - Find and Replace, Special button, 147–148
 - Find and Replace, Up search option, 143
 - Find and Replace, Use wildcard option, 144
 - Find Duplicates, 489
 - Font, 87–88
 - Form Field Help Text, 553
 - General Options, 36, 166
 - Grammar, 164–167
 - how to use, 2
 - Insert Address Block, 470
 - Insert Greeting Line, 470–471
 - Insert Hyperlink, 381
 - Insert Merge Field, 471
 - Insert Table, 321–322
 - Mark Citation, 440
 - Mark Index Entry, 424
 - Merge to E-Mail, 477–478
 - Modify Location, 28
 - Modify Style, 117
 - New Document, 24–25, 42
 - New Message, 459
 - Open, 19, 26–27, 48
 - Organizer, 53
 - Paragraph, 98–99
 - Picture Bullet, 237
 - Print, 56, 458
 - Save As, 32–33, 46
 - Service Options, 520
 - Sort Text, 91–92
 - Spelling and Grammar, 165
 - Styles Inspector, 124–125
 - Styles Management, 119
 - Symbol, 235–236
 - Tabs, 101–102
 - Templates and Add-Ins, 44, 50
 - Web Options, 520
 - Word Options, 28, 44, 50, 503–504
- dictionary selection, spell checking, 164
- direct formatting, documents, 48
- direction, 3-D effects, 270
- directory creation, Mail Merge Wizard, 482–483
- Disable Linked Styles option (Styles pane), 122
- disabling global templates, 51
- disclaimer of warranties, 445–446
- Display option (Advanced tab), 515–516
- Display tab
 - Always Show These Formatting Marks on Screen option, 507–508
 - description, 502, 506
 - Page Display options, 507
 - printing options, 508
- Distribute Columns button, 326
- Distribute Rows button, 326
- Document Map feature, 78
- Document object, 603–606
- document workspace, 384
- documents. *See also* master documents; page formatting
 - autoscrolling, 73
 - browsing, 74–76
 - clip art pictures, 280–282
 - closing, 20
 - comments, reviewing, 392–396
 - Compare Documents dialog box, 400–401
 - connecting to SharePoint platform, 384–386
 - converting to templates, 46–47
 - copying, 30
 - cover pages, 220–221
 - creating new, 23–25

- cutting, 30
 - default location, setting, 28
 - deleting, 27, 30, 138
 - direct formatting, 48
 - editing, 29
 - equations, inserting, 365–367
 - line numbers, counting, 198–200
 - moving within, 71–74
 - opening, 18–19, 26–27, 29, 31
 - page number insertion, 203–205
 - panning, 73
 - password protection, 35–37
 - pasting within, 513
 - printing, 29, 58
 - properties, displaying, 30
 - Protect Document button, 401
 - renaming, 27, 30
 - reviewing tools, 392–393
 - scrolling, 73
 - selecting, 29
 - setting styles for, 119–120
 - symbols, adding, 363–365
 - template-based creation, 41–43
 - text in, removing, 47
 - track changes, 396–400
 - dots
 - displaying spaces as, 507
 - tab leaders, 103
 - dots per inch (dpi), 278
 - Double data type, 573
 - double-clicking, opening documents, 19
 - double-spacing paragraphs, 90
 - double-underline, 83–84
 - Doughnut charts, 297
 - Down search option (Find and Replace dialog box), 143
 - downloading clip art pictures, 282
 - dpi (dots per inch), 278
 - draft format printing, 61
 - Draft view, description of, 15
 - drag-and-drop, moving text, 140–141
 - Draw Table button, 325
 - drawing
 - arrowheads, 267
 - callouts, 356–357
 - circles, 254
 - complicated picture drawings, 272–276
 - dashed lines, 267
 - discussed, 252, 255
 - fills, 260
 - free-form, 256–258, 289
 - frequent saving guidelines, 252
 - general drawing techniques, 252
 - gradient fills, 262–264
 - grids and guides, 274
 - line thickness, 267
 - mistakes, deleting, 253
 - object alignment, 274
 - open shapes, 259
 - outline colors, 267
 - ovals, 254
 - pattern fills, 266–267
 - pictures as fills, 262
 - polygons, 256–258, 289
 - recently used shapes, 255
 - rectangles, 254
 - shadow effects, 267–268
 - Shapes gallery categories, 255
 - solid color fills, 261–262
 - squares, 254
 - straight lines, 253–254
 - styles, 260
 - tables, 323–324
 - textured fills, 264
 - 3-D effects, 269–271
 - undo command, 252
 - zoom factor, 252
 - drawing objects, printing, 60
 - drop caps, 362–363
 - drop-down fields, forms, 550–551
 - DRW file format, 279
 - duplex printing, 61
 - duplicate global template elements, 52
 - duplicate recipients, Mail Merge Wizard, 488–489
-
- E
- Edit Category dialog box, 445
 - Edit Recipient List button, 475
 - Edit Text button, 354
 - editing
 - bibliographies, 437
 - blog entries, 376
 - chart data, 302
 - comments, 393
 - documents, 29
 - macros, 564
 - templates, 48–49
 - TOC (Table of Contents), 409
 - Editing Options section (Advanced tab), 512
 - effects
 - glow, 289
 - lighting, 270
 - picture, 289
 - reflection, 289
 - rotation, 289

effects (*continued*)
 shadow, 267–268, 289
 soft edge, 289
 style, 113
 surface, 270
 3-D, 269–271, 308
 ElseIf statement, 584–586
 em dash/en dash
 replacement, 157
 e-mail. *See also* Mail Merge Wizard
 addresses, 460
 New Message dialog box, 459
 Send button, 460
 sending documents via, 459–460
 Subject text box, 460
 To text box, 460
 EMF (Enhanced Windows MetaFile) file format, 279
 emphasis styles, 111
 Enable Live Preview option (Popular tab), 505
 Encapsulated PostScript (EPS) file format, 279
 End navigation key, 72
 endnotes, 419
 end-of-cell marker, table cells, 320
 Enhanced Windows MetaFile (EMF) file format, 279
 entries, blog
 blank blog entry example, 374
 creating, 373–375
 editing, 376
 templates, 374
 envelopes
 adding to letters, 449
 delivery address, 450

merging, 479–481
 printing, 450–451
 return address, 450
 EPS (Encapsulated PostScript) file format, 279
 equations
 inserting in documents, 365–367
 selecting, 366–367
 Eraser button, 325
 erasing text, 16
 Even Height button, 354
 even page section break, 211
 even-numbered pages
 printing, 61
 setting headers and footers for, 201
 Excel, pasting charts from, 299
 Exit Word command (Office menu), 20
 exiting Word, 20–21
 Expand button (Outline view), 173
 expanded text (Outline view), 175–176
 Explain button (Grammar dialog box), 165–166
 extraneous commands in macros, removing, 566

F

faxing
 document support, 457–458
 fax services, 458–459
 Internet connection, 458–459
 modems, 458

field codes
 printing, 61
 references, 535–538
 field shading, 515
 fields
 capitalization, 531
 date, 526
 defined, 525
 field characters, 526
 field type, 526
 formatting results in, 530–533
 inserting, 527–528
 keyboard shortcuts, 529
 locking/unlocking, 534
 number format settings, 531–532
 page number, 526
 preventing updated, 534–535
 time and date formats, 533
 typing in documents, 529–530
 unlinking, 534
 updating, 533–534
 file formats, picture, 278–279
 File Location dialog box, 28
 files
 deleting, 27
 naming, 18
 renaming, 27
 fills
 discussed, 260
 gradient, 262–264
 pattern, 266–267
 pictures as, 262
 solid color, 261–262
 textured, 264
 Filter and Sort dialog box, 484–486
 filtering Mail Merge records, 485–486

- Find and Replace dialog box
 advanced search options, 145
 All search option, 143
 Down search option, 143
 Find all word forms check box, 145–146
 Find Next button, 142, 149
 Find What field, 142, 148
 Find whole words only option, 144
 Format button, 146–147
 Go To tab, 73–74
 Ignore Punctuation Characters check box, 146
 Ignore White-Space Characters check box, 146
 Match Case check box, 144
 More button, 143
 Replace All button, 149
 Replace With text box, 149
 search direction, changing, 143
 Sounds Like check box, 145
 Special button, 147–148
 Up search option, 143
 Use wildcard option, 144
 Find button, 76
 Find Duplicates dialog box, 489
 Find Next button (Find and Replace dialog box), 142, 149
 Find Recipient button, 476
 Find What field (Find and Replace dialog box), 142, 148
 Find whole words only option (Find and Replace dialog box), 144
- finding text. *See* Find and Replace dialog box
 Finish & Merge button, 476
 First Column button, 325
 First Record button, 475
 flipping objects, 271
 flowcharts, 313
 folders
 creating as subfolder, 33
 deleting, 27, 30
 renaming, 27
 Font dialog box, 87–88
 Font object, 618–619
 fonts
 bulleted list, 234
 finding text by, 146
 footnote, 420
 setting, 88
 styles, 87, 113
 Wingdings, 237
 footers and headers
 adding buttons to show, 208
 button groups, 206–207
 inserting, 205–208
 setting for even/odd pages, 201
 footnotes
 adding, 417–419
 deleting, 419
 endnotes, 419
 fonts, 420
 formatting, 420
 numbering, 418, 420–421
 reference marks, 420–421
 reference numbers, 420
 references, finding, 420–422
 Form Field Help Text dialog box, 553
 Format button (Find and Replace dialog box), 146–147
 Format Painter feature, 99–100
 Formats option (TOC), 408
- formatting. *See also* AutoFormat feature;
 page formatting
 bibliographies, 436
 considerations, 105–106
 field results, 530–533
 footnotes, 420
 frames, 348–350
 inconsistencies, marking, 513
 macro text, 618
 text boxes, 344–345
 tracking, 513
 formatting marks, displaying, 507
 forms. *See also* UserForms
 check box fields, 548–550
 drop-down fields, 550–551
 example of, 542
 filling in, 542–543, 551–552
 help text fields, 552–553
 overview, 541–542
 preprinted, 554
 template, 543–546
 text fields, 545–546
 Formula button, 327
 formulas, table, 337–340
 For/Next loop, 586–587
 fractions, 156
 frame formatting, finding text by, 146
 frames
 anchored, 349
 creating, 347–348
 formatting, 348–350
 height and width settings, 349
 horizontal left-to-right position, 349–350
 size adjustment, 349
 text wrapping, 348
 UserForms, 632
 vertical up-and-down position, 350
 free-form shapes, drawing, 256–258, 289

full page display, Print Preview feature, 63
Full Screen Reading Layout view, 15
functions, VBA programming
 how to use, 594–595
 InputBox, 592
 MsgBox, 590–592
fuzzy underlined text indicator, Outline view, 176

G

General option (Advanced tab), 518–521
General Options dialog box, 36
generic templates, 40
Get Updates option (Resources tab), 524
GIF (Graphics Interchange Format), 279
global templates
 activating, 51
 customization settings, 50
 defined, 41, 49
 disabling, 51
 duplicate elements, 52
 name conflicts, 52
 removing, 51
glow effects, 289
Go Back button, 76
Go To button, 76
Go To Record button, 475
Go To tab (Find and Replace dialog box), 73–74
gradient backgrounds, 223
gradient fills, 262–264
Grammar dialog box
 accessing, 164
 Cancel button, 167
 Change button, 166

 Explain button, 165–166
 Ignore Once button, 166
 Ignore Rule button, 166
 Next Sentence button, 166
 Options button, 166
 repeated words, deleting
 second occurrence of, 167
 Undo button, 167
Graphics Interchange Format (GIF), 279
graphs. *See* charts
gray highlighted bullets, 233
green underlined mistake indicator, spell checking, 162
Greeting Line button, 475
greeting line, Mail Merge Wizard, 470–471
gridlines
 charts, 307
 table, 320
grids, drawing objects, 274
grouping objects, 274–276
guides, drawing objects, 274
gutter position, margins, 195

H

hanging indents, 101
Header Row button, 325
headers and footers
 adding buttons to show, 208
 button groups, 206–207
 inserting, 205–208
 setting for even/odd pages, 201
heading styles
 built-in, 158
 discussed, 126
 list creation, 245–247

 table of authorities, 444
 TOC (Table of Contents), 406
headings
 table column, 334–335
 table rows, 335
Height button, 326
height settings
 frame, 349
 label creation, 454
 paper size selection, 196
help
 accessing, 65
 Back button, 68
 Check for Updates option, 68
 context-sensitive, 65
 online, 68
 Pushpin icon, 68
 question mark button, 65
 ScreenTips, 65
 Search feature, 66
 Show Table of Contents button, 66–67
 templates, 68
 training tutorials, 68
 Word Help feature, 66–68
help text fields, forms, 552–553
hidden text
 displaying, 507
 printing, 60
hiding paragraph markers, 320
Highlight Merge Fields button, 475
highlighter marks, 507
highlighting text, 86
Home navigation key, 72
Home tab (Ribbon user-interface gadget), 14
horizontal left-to-right position, frames, 349–350

horizontal scroll bar,
 document
 navigation, 73
 hosts, blog, 372
 hyperlinks
 blog, 380–381
 formatting network
 paths/Internet
 addresses as, 157
 hyphenation, 201–203
 hyphens, optional, 507

I

icons

Desktop, 31
 My Computer, 31
 My Documents, 31
 My Network Places, 31
 My Recent Documents, 31
 Pushpin, 68
 starting Word from, 10–11
 views, 27
 If statement, 582–584
 Ignore Once button
 (Grammar dialog box),
 166
 Ignore Punctuation
 Characters check box
 (Find and Replace
 dialog box), 146
 Ignore Rule button
 (Grammar dialog box),
 166
 Ignore White-space
 Characters check box
 (Find and Replace
 dialog box), 146
 images
 adding captions to,
 350–352
 adding to charts, 305
 anchor location, 292
 as backgrounds, 223

bit-color, 278
 bitmap, 278–279
 borders, 285
 brightness, 289
 as bullets, 237
 clip art, downloading, 282
 clip art, inserting into
 documents, 280–282
 color adjustment, 289
 contrast, 289
 cropping, 285
 drawing complicated,
 272–276
 effects, 289
 file formats, 278–279
 as fills, 262
 image compression, 289
 inserting from files,
 283–285
 Picture Tools contextual
 tab, 14
 placeholders, 514
 placing in middle of
 paragraph, 291
 removing applied
 formatting of, 289
 shapes, adding, 287–288
 sizing, 285
 stretching, 285
 styles, 286–287
 transparent background,
 289
 vector drawings, 279
 wrapped text around,
 290–291
 incremental saving, 18
 indentation
 AutoFormat feature, 159
 bulleted lists, 229
 discussed, 16
 paragraph, 90, 99, 101
 text box, 345
 indented index entry type,
 426

indexes

automark files, 430–431
 columns, setting number
 of, 426
 cross references, 430
 deleting, 427
 discussed, 423
 generating, 426–427
 indented entry type, 426
 language settings, 427
 marking entries in,
 424–425
 page ranges, marking,
 428–429
 preset formats, 427
 run-in entry type, 426
 styles, 427
 subentries, 426, 429–430
 tab stop positions, 432
 updating, 427
 word lists, 432
 InputBox function, 592
 Insert Above button, 326
 Insert Address Block dialog
 box, 470
 Insert Below button, 326
 Insert button, master
 documents, 180
 insert characters, bulleted
 lists, 228
 Insert Greeting Line dialog
 box, 470–471
 Insert Hyperlink dialog box,
 381
 Insert Left button, 326
 Insert Merge Field button,
 475
 Insert Merge Field dialog
 box, 471
 Insert Right button, 326
 Insert tab (Ribbon user-
 interface gadget), 14
 Insert Table button, 321

Insert Table dialog box, 321–322
insertion point
 document navigation, 71
 how to use, 16
Installed Templates option
 (New Document dialog box), 25
Integer data type, 573
Internet
 addresses, formatting as hyperlink, 157
 connections, faxing services, 458–459
italicized text, 83, 86
iteration, loops, 587

J

JPEG file format, 279
justify alignment, paragraphs, 89

K

Kerning, 88
keyboard commands, text selection, 136–137
keyboard shortcuts
 creating custom, 498–500
 fields, 529
 Outline view, 174
 printing, 500
 resetting, 500
 style, 128–130, 499
 symbols, 364

L

labels
 adding to charts, 305–307
 address, 452
 Avery, 452

 column/row settings, 455
 controls, UserForms, 631
 custom creation, 454–455
 height/width settings, 454
 margin fields, 454
 merging to, 481
 names, 454
 printing from database, 451
 printing full sheet, 451–453
 settings, table of figures, 413
 single, printing, 451, 453
 size settings, 455
 landscape orientation, page formatting, 195
 language formatting
 finding text by, 146
 styles, 108
 language settings, index, 427
Last Column button, 325
Last Record button, 475
layering objects, 273
layout button groups, tables, 326–327
layout, chart, 303, 316–317
left handing chart subordinates, 317
left margins, 194
left-alignment paragraphs, 89
 tab stops, 101
legends, chart, 294, 305
library, SharePoint platform
 adding documents to, 389
 features, 386–387
 retrieving documents from, 387–389
library, WebParts, 384
lighting effects, 270
limit of liability, 445–446
line charts, 294, 296
line numbers, counting, 198–200
line spacing, 90
Line Style button, 325
Line Weight button, 325
lines, drawing
 arrowheads, 267
 curved lines, 259–260
 dashed lines, 267
 discussed, 255
 line thickness, 267
 straight lines, 253–254
linked styles, 109, 117
linked text boxes, 346–347
list boxes, UserForms, 637–638
List Paragraph style, 235
list views, 27
lists
 adding additional items to, 230
 Adjust List Indents dialog box, 234
 alignment, 238
 automatic, 157
 automatic creation, 227–228
 breaking, 240
 Bullet Library gallery, 231–233
 bullet position, changing, 234
 bullet selection, 231–232
 chapter labels, 239
 continuing, 240
 creating, 229–231
 default indentation, 229
 default numbering format, 231
 Define List Style dialog box, 245
 Define New Bullet dialog box, 235–236

Define New Number
 Format dialog box, 238
 discussed, 90
 font controls, 234
 gray highlighted bullets,
 233
 heading styles, 245–247
 indent levels, 241
 insert characters, 228
 moving items up one
 level, 241
 with multiple levels,
 240–244
 number formats, 239–240
 paragraphs in middle of,
 231
 pictures as bullets, 237
 punctuation options, 238
 recently used bullets,
 retrieving, 232
 removing bullets from,
 230
 removing numbering
 from, 231
 section labels, 239
 self-created bullets,
 235–237
 self-created numbering
 schemes, 238–240
 sequence number fields,
 247
 styles, 108
 troubleshooting, 240
 Lock Document button,
 master documents, 180
 locking fields, 534
 Long data type, 573
 loops, VBA programming
 For/Next, 586–587
 iteration, 587
 While/Wend, 587–588
 lowercase letters, page
 number insertion, 204

M

Macro Settings option
 (Trust Center
 tab), 523
 macros
 accessing text in, 614–615
 assigning to Quick Access
 toolbar, 497
 auto, 567
 copying, cutting and
 pasting text, 617
 creating, 558
 defined, 557
 deleting text from,
 616–617
 editing, 564
 extraneous commands,
 removing, 566
 formatting text in, 618
 inserting text in, 615–616
 naming, 560
 pausing recording, 561
 recorder options, 558–559
 recording considerations,
 562
 recording example,
 559–560
 recording settings, 561
 running, 562–564
 security, 568
 spelling errors in, 565
 in templates, removing, 47
 testing, 561
 toolbar accessible,
 recording, 560
 unwanted dialog box
 settings, removing,
 566–567
 VBA programming, 572
 Mail Merge Wizard. *See also*
 e-mail
 adding new address list,
 467
 address block, 470

creating address list, 465
 customizing address list,
 468
 deleting records from, 467
 directory creation,
 482–483
 duplicate recipients,
 removing, 488–489
 envelopes, merging,
 479–481
 existing address, 466
 filtering records in,
 485–486
 greeting line, 470–471
 labels, merging to, 481
 mail merge process,
 472–473
 main document creation,
 463–464
 mass mailings, 463
 merge fields, 469
 Merge to E-Mail dialog
 box, 477–478
 naming address list, 467
 overview, 461
 print link, 473
 recipients, excluding, 473
 relational record tests,
 486–487
 sorting address list, 468
 sorting records in,
 483–485
 starting, 462
 uses for, 462
 Mailings tab (Ribbon user-
 interface gadget),
 14, 474–476
 Map Network Drive
 command (Organize
 menu), 30
 margins
 custom settings, 193–194
 gutter position, 195
 label creation, 454
 mirror, 193–195

- margins (*continued*)
 - multiple page settings, 194–195
 - narrow/wide, 193
 - new document creation, 23
 - preset, 193
 - Print Preview feature, 62
 - setting, 192–195
 - top/bottom/left/right, 194
- Mark Citation dialog box, 440
- Mark Index Entry dialog box, 424
- mass mailings, Mail Merge Wizards, 463
- master documents. *See also* documents
 - breaking into smaller subdocuments, 186–187
 - button groups, 180
 - chapter titles, 182
 - creating from scratch, 181–184
 - creation considerations, 183–184
 - discussed, 178
 - naming, 183
 - numbering pages in, 187–188
 - opening, 179–181
 - paragraph headings, 181–182
 - placing existing files in, 184–186
 - shared access, 181
 - unlocking, 181
 - uses for, 178
 - viewing, 182
- master list of sources, bibliographies, 437
- Match Case check box (Find and Replace dialog box), 144
- Match Fields button, 475
- mathematical operators, formulas, 339
- measurements, showing as units, 515
- Merge button, master documents, 180
- Merge Cells button, 326
- merge fields, Mail Merge Wizard, 469
- Merge to E-Mail dialog box, 477–478
- merging
 - envelopes, 479–481
 - to labels, 481
 - table cells, 334–335
- Message Bar option (Trust Center tab), 523
- methods, VBA programming arguments, 580 defined, 579
- Microsoft Office Online option (New Document dialog box), 25
- Mini Toolbar, 504
- minibooks
 - descriptions, 3–4
 - organization of, 2
- mirror margins, 193–195
- misspelled words. *See* spell checking
- mistakes. *See also* spell checking
 - AutoCorrect feature, 151–152
 - drawing, deleting, 253
 - erasing text, 16
 - undoing, 141
- modems, fax, 458
- Modify Location dialog box, 28
- Modify Style dialog box, 117
- module units, VBA programming, 572
- More button (Find and Replace dialog box), 143
- mouse actions, text selection, 135–136
- mouse wheel, document navigation, 73
- Move button (Outline view), 173
- Move Up button (Outline view), 173
- moving
 - Quick Access toolbar, 494–495
 - tabs, 504
 - text, 140–141
 - within documents, 71–74
 - within table cells, 327–328
- MsgBox function, 590–592
- My Computer icon, 31
- My Documents icon, 31
- My Network Places icon, 31
- My Places feature, 31
- My Recent Documents icon, 31
- My Templates option (New Document dialog box), 25

N

- name conflicts, global templates, 52
- names, label, 454
- naming
 - Bookmarks, 77
 - files, 18
 - macros, 560
 - Mail Merge address list, 467
 - master documents, 183
 - variables, 574–575
- nested paragraphs, 90–91
- nested statements, 584

- network path, formatting as hyperlink, 157
- New Blog post option (New Document dialog box), 25
- New button (Quick Access toolbar), 24
- New command (Office menu), 24, 41–42, 48, 181
- New Document dialog box
Blank Document option, 24–25
discussed, 42
New Blog post option, 25
New From Existing option (New Document dialog box), 25
- New Message dialog box, 459
- next page section break, 211
- Next Record button, 475
- Next Sentence button (Grammar dialog box), 166
- Normal.dotm template, 40–41
- Nudge Shadow Down button, 268
- Nudge Shadow Left button, 268
- Nudge Shadow Right button, 268
- Nudge Shadow Up button, 267
- number format settings, fields, 531–532
- numbered lists. *See also* bulleted lists
alignment, 238
automatic, 157
breaking, 240
chapter labels, 239
continuing, 240
creating, 230–231
default numbering format, 231
Define New Number Format dialog box, 238
discussed, 90
number formats, 239–240
paragraphs in middle of, 231
punctuation options, 238
removing numbering from, 231
section labels, 239
self-created numbering schemes, 238–240
styles, 108
troubleshooting, 240
- numbering
Arabic, 204
footnotes, 418, 420–421
Roman, 204
-
- O**
-
- Object data type, 573
- object model
Application object, 601–603
collections, 598
Document object, 603–606
Font object, 618–619
list of, 598–601
overview, 597–598
ParagraphFormat object, 620–621
Range object, 609–611
Selection object, 607–609, 612–613
- objects
alignment, 274
assigning to variables, 578–579
flipping, 271
grouping, 274–276
how to use, 577–578
layering, 273
rotating, 271–272
- odd page section break, 211
- odd-numbered pages
printing, 61
setting headers and footers for, 201
- Office button, 12
- Office Diagnostics option (Resources tab), 524
- Office menu commands
Close, 20
Exit Word, 20
New, 24, 41–42, 48, 181
Open, 19, 26, 48
Print, 16, 56, 216, 458
Save, 183
Save As, 31–32, 35, 37, 46
Send, 459
Server Tasks, 386
Word Options, 28, 44, 50
- Offline Editing Options for Document Management Server Files option (Save tab), 510
- online help, 68
- online templates, 42–43
- Open button (Quick Access toolbar), 26
- Open command (Office menu), 19, 26, 48
- Open dialog box, 19, 26–27, 48
- Open E-mail Attachments in Full Screen Reading View option (Popular tab), 505
- open shapes, drawing, 259
- opening
Document Map feature, 78
master documents, 179
subdocuments, 180–181

- opening documents
 - basic techniques, 19
 - discussed, 18
 - methods for, 26
 - recently opened, 19–20, 31
 - view options, 27
- option buttons, UserForms, 634–635
- optional hyphens, 507
- Options button (Grammar dialog box), 166
- ordinal numbers, replacing with subscripts, 156
- organization charts, 314–317
- Organize menu commands
 - Delete, 30
 - Map Network Drive, 30
 - Print, 30
 - Properties, 30
 - Rename, 30
- Organizer dialog box
 - copying styles within, 53
 - deleting styles from, 54
 - renaming styles in, 54
- orientation, page
 - formatting, 195
- Outline Level button (Outline view), 173
- outline levels, SmartArt diagrams, 310
- Outline view
 - Collapse button, 173
 - collapsed text, 175–176
 - Demote button, 173
 - Demote to Body Text button, 173
 - description of, 15, 171
 - Expand button, 173
 - expanded text, 175–176
 - fuzzy underlined text indicator, 176
 - how to use, 172–173
 - Move Down button, 173

- Move Up button, 173
- Outline Level button, 173
- paragraphs, promoting and demoting, 177
- printing outlines, 177
- Promote button, 173
- Promote to Heading 1 button, 173
- shortcut keys, 174
- Show First Line Only button, 174
- Show Level button, 174
- Show Text Formatting button, 171, 174–175
- switching to, 172
- ovals, drawing, 254
- Overtyping mode, typing text, 16, 150

P

- Page Display options (Display tab), 507
- page formatting. *See also* documents
 - alignment, 201
 - booklets, 194
 - borders, 201
 - column breaks, 219–220
 - column creation, simple method of, 216–220
 - column preset layouts, 217–218
 - column width adjustment, 219
 - columns, 215
 - cover pages, 220–221
 - custom settings, 193–194
 - discussed, 191, 221
 - gradient, 223
 - headers and footers, adding buttons to show, 208

- headers and footers, button groups, 206–207
- headers and footers, inserting, 205–208
- headers and footers, setting for even/odd pages, 201
- landscape orientation option, 195
- line numbers, counting, 198–200
- margin gutter position, 195
- margin settings, 192–195
- mirror margins, 193–195
- multiple page settings, 194–195
- narrow/wide margins, 193
- page borders, 224–225
- page number insertion, 203–205
- paper size selection, 196–198
- paper tray selection, 197
- patterns, 223
- pictures, 223
- portrait orientation option, 195
- preset margins, 193
- section breaks, 210–211
- sections, discussed, 208
- sections, how to use, 209
- sections, with different page numbers, 212–213
- solid color, 223
- spacing fields, 219
- textured, 223
- top/bottom/left/right margins, 194
- watermarks, 222–223
- Page Layout tab (Ribbon user-interface gadget), 14
- page number fields, 526

- page number insertion
 - documents, 203–205
 - TOC (Table of Contents), 408
- page orientation, Print
 - Preview feature, 63
- page ranges, index, 428–429
- page width, Print Preview
 - feature, 63
- PageDown navigation
 - key, 72
- PageUp navigation key, 72
- panning documents, 73
- paper size
 - Print Preview feature, 63
 - printing methods, 61
 - selecting, 196–198
- Paragraph dialog box, 98–99
- paragraph makers,
 - hiding/showing, 320
- ParagraphFormat object, 620–621
- paragraphs
 - adding pictures to, 291
 - alignment, 89, 99
 - applying styles to, 110–112
 - beginning new, 16
 - borders in, 94–98
 - bulleted lists, 90
 - copying, 99
 - deleting, 138
 - discussed, 81
 - double-spacing, 90
 - finding text by, 146
 - formatting, 89
 - formatting considerations, 105–106
 - headings, master
 - documents, 181–182
 - indentation, 90, 99, 101
 - line spacing, 90
 - nested, 90–91
 - numbered lists, 90, 231
 - paragraph marks, 92
 - promoting/demoting, 177
 - shaded text in, 92–94
 - single-spacing, 90
 - styles, 108–109, 120
 - tabs, 100–104
 - Word Count feature, 169–170
- passwords
 - deleting, 37
 - document modification, 35
 - naming considerations, 37
 - opening document, 35
 - password protected
 - documents, 35–37
- pasting
 - Excel charts, 299
 - items from Clipboard task
 - pane, 140
 - within documents, 513
- pattern backgrounds, 223
- pattern fills, 266–267
- PCD (Photo CD) format, 279
- PCT (PICT) format, 279
- Personalize Your Copy of
 - Microsoft Office option (Popular tab), 506
- photographs. *See* pictures
- Picture Bullet dialog box, 237
- pictures
 - adding captions to, 350–352
 - adding to charts, 305
 - anchor location, 292
 - as backgrounds, 223
 - bit-color, 278
 - bitmap, 278–279
 - borders, 285
 - brightness, 289
 - as bullets, 237
 - clip art, downloading, 282
 - clip art, inserting into
 - documents, 280–282
 - color adjustment, 289
 - contrast, 289
 - cropping, 285
 - drawing complicated, 272–276
 - effects, 289
 - file formats, 278–279
 - as fills, 262
 - image compression, 289
 - inserting from files, 283–285
 - Picture Tools contextual
 - tab, 14
 - placeholders, 514
 - placing in middle of
 - paragraph, 291
 - removing applied
 - formatting of, 289
 - shapes, adding, 287–288
 - sizing, 285
 - stretching, 285
 - styles, 286–287
 - transparent background, 289
 - vector drawings, 279
 - wrapped text around, 290–291
- pie charts, 294, 296
- pixels, bitmap pictures, 278
- placeholder text, cover
 - pages, 361
- placeholders, picture, 514
- plot area, chart, 307
- PNG (Portable Network Graphics) format, 279
- point size, text, 84
- polygons, drawing, 256–258, 289
- Popular Commands category (Quick Access toolbar), 497

- Popular tab
 - Always Use ClearType option, 505
 - description, 502
 - Enable Live Preview option, 505
 - features, 504–506
- Portable Network Graphics (PNG) format, 279
- portrait orientation, page formatting, 195
- predefined formats, table of authorities, 443
- preprinted forms, 554
- Preserve Fidelity When Sharing This Document option
 - Advanced tab, 517–518
 - Save tab, 511
- preset column layouts, 217–218
- preset formats, index, 427
- preset margins, 193
- Preview Results button, 475
- preview views, 27
- Previous Record button, 475
- Print command
 - Office menu, 16, 56, 216, 458
 - Organize menu, 30
- Print dialog box, 56, 458
- Print Layout view, 15
- Print option (Advanced tab), 516–517
- Print Preview feature, 62–63
 - printing
 - background colors and images, 60
 - basic print technique, 16–17, 59
 - booklets, 196
 - current page, 57
 - default tray selection, 61
 - Display tab options, 508
 - document properties, 58
 - documents, 29, 58
 - draft format, 61
 - drawing objects, 60
 - duplex, 61
 - envelopes, 450–451
 - even-numbered pages, 61
 - field codes, 61
 - full sheet labels, 451–453
 - hidden text, 60
 - keyboard shortcuts, 500
 - labels from database, 451
 - Mail Merge print link, 473
 - multiple copies, 58
 - odd-numbered pages, 61
 - outlines, 177
 - output size, 59
 - paper size adjustment, 61
 - paper tray selection, 197
 - Print button, 56
 - print range, 57
 - printer selection, 57
 - proof pages, 59
 - Quick Print button, 56
 - quick print method, 55–56
 - reverse order, 61
 - with revision marks, 58
 - selected pages, 57
 - single copies, 16
 - single labels, 451, 453
 - XML tags, 61
 - zoom options, 59
- Privacy Options option (Trust Center tab), 523
- procedure units, VBA programming, 572
 - collections, 581–582
 - comments, 571
 - data type, 573
 - ElseIf statement, 584–586
 - For/Next loops, 586–587
 - functions, how to use, 594–595
 - If statement, 582–584
 - InputBox function, 592
 - iteration, 587
 - macro units, 572
 - method arguments, 580
 - methods, defined, 579
 - module units, 572
 - MsgBox function, 590–592
 - naming variables, 574–575
 - nested statements, 584
 - objects, assigning to variables, 578–579
 - objects, how to use, 577–578
 - overview, 569
 - procedure units, 572
 - project units, 572
 - Select Case statement, 588–589
 - statement rules, 571
 - statements, assignment, 572
 - static variables, 574
 - string functions, 576–577
 - strings, defined, 575
 - structure, 569–570
 - user-defined procedures, 593–594
 - variable declaration, 573
 - While/Wend loops, 587–588
 - With statement, 580–581
- project units, VBA programming, 572
- Promote button (Outline view), 173
- Promote to Heading 1 button (Outline view), 173
- promoting paragraphs, 177
- proof pages, printing, 59

Proofing tab
 AutoFormat feature, 154
 description, 502, 508
 proofing tools, 169
 properties
 document, 30
 UserForm, 627
 view, 27
 Properties button, 326
 Properties command
 (Organize menu), 30
 Protect Document button,
 401
 publishing blog posts, 379
 punctuation options,
 numbered lists, 238
 Pushpin icon (Word Help
 feature), 68
 PXC format, 279

Q

question mark button, help
 options, 65
 Quick Access toolbar
 adding AutoFormat
 feature to, 153
 buttons, adding/removing,
 496–497
 customization settings,
 493–494
 Customize Quick Access
 Toolbar button, 24
 description and location
 of, 12
 macros, assigning, 497
 moving, 494–495
 New button, 24
 Open button, 26
 Popular Commands
 category, 497
 Quick Print button, 56
 Quick Launch toolbar, 10

Quick Print button (Quick
 Access toolbar), 56
 Quick Style terminology,
 117

R

radar charts, 294, 297
 Range object, 609–611
 Rathbone, Andy (*Windows
 For Dummies*), 56
 recipients, excluding (Mail
 Merge Wizard), 473
 recording macros
 considerations, 562
 default settings, 561
 macro recorder options,
 558–559
 pausing, 561
 simple example of,
 559–560
 toolbar accessible, 560
 records, Mail Merge Wizard
 filtering, 485–486
 relational tests, 486–487
 sorting, 483–485
 rectangles, drawing, 254
 red line mistake indicator,
 spell checking, 162–163
 reference marks, footnote,
 420–421
 reference numbers,
 footnote, 420
 reference styles, 111
 references
 bibliographies, 433–436
 field code, 535–538
 References tab (Ribbon
 user-interface
 gadget), 14
 reflection effects, 289
 refreshing charts, 302–303

Register for Online Services
 option (Resources tab),
 524
 reject change, track
 changes, 399–400
 relational tests, Mail Merge
 Wizard records,
 486–487
 removing. *See also* deleting
 borders, 98
 Clipboard task pane
 items, 140
 global templates, 51
 tabs, 102–103
 Rename command
 (Organize menu), 30
 renaming
 documents, 27, 30
 files/folders, 27
 styles, 54
 Repeat command, text
 editing, 141–142
 Repeat Heading Rows
 button, 327
 repeated words, deleting
 second occurrence
 of, 167
 Replace All button (Find
 and Replace dialog
 box), 149
 Replace With text box (Find
 and Replace dialog
 box), 149
 replacing text. *See* Find and
 Replace dialog box
 Research task pane, 169
 resetting keyboard
 shortcuts, 500
 Resources tab
 About Microsoft Office
 Word 2007 option, 524
 Activate Microsoft Office
 option, 524
 description, 502

- return address, envelopes, 450
 - Reveal Formatting pane (Styles Inspector dialog box), 125
 - reverse order printing, 61
 - Review Each Change option (AutoFormat feature), 154
 - Review tab (Ribbon user-interface gadget), 14
 - reviewing documents
 - comments, 392–396
 - Compare Documents dialog box, 400–401
 - tools for, 392–393
 - track changes, 396–400
 - revision marks, printing documents with, 58
 - Ribbon user-interface gadget
 - description and location of, 11–12
 - tab descriptions, 14–15
 - Right Align Page Numbers option (TOC), 408
 - right handing chart subordinates, 317
 - right margins, 194
 - right-alignment paragraphs, 89
 - tab stops, 101
 - Roman numbering, page number insertion, 204
 - rotation
 - object, 271–272
 - picture effects, 289
 - rows
 - chart, 300–301
 - deleting from tables, 330
 - inserting at bottom of table, 329
 - inserting in tables, 329
 - label creation, 455
 - size adjustment, 332
 - table headings, repeating from row to two, 335
 - rulers
 - accessing, 12
 - description and location of, 12
 - setting tabs with, 100–101
 - Rules button, 475
 - run-in index entry type, 426
 - running macros, 562–564
-
- S**
-
- Save As command (Office menu), 31–32, 35, 37, 46
 - Save As dialog box, 32–33, 46
 - Save command (Office menu), 183
 - Save option (Advanced tab), 517
 - Save tab
 - description, 502
 - Offline Editing Options for Document Management Server Files option, 510
 - Preserve Fidelity When Sharing This Document option, 511
 - Save Documents option, 509
 - saving
 - background saves, 35
 - backing up before, 35
 - basic techniques, 17–18
 - default location options, 33–34
 - incremental, 18
 - options for, 33–35
 - regular intervals, 33
 - scatter charts, 294
 - ScreenTip Style option (Popular tab), 505
 - ScreenTips
 - help options, 65
 - as proofing tool, 169
 - scroll bar, document navigation, 72–73
 - scrolling
 - autoscroll, 73
 - documents, 73
 - search direction (Find and Replace dialog box), 143
 - Search feature (Word Help feature), 66
 - searching. *See* Find and Replace dialog box
 - section labels, numbered lists, 239
 - sections
 - with different page numbers, 212–213
 - discussed, 81, 208
 - how to use, 209
 - section breaks, 82, 210–211
 - security, macro, 568
 - Select Browse Object button, 74
 - Select button, 326
 - Select Case statement, 588–589
 - Select Recipients button (Mailings tab), 474
 - selecting documents, 29
 - selecting text
 - table cells, 137
 - using keyboard commands, 136–137
 - using mouse actions, 135–136
 - using selection bar, 136
 - Selection object, 607–609, 612–613

- self created styles, 116–117
- Send button (e-mail), 460
- Send command (Office menu), 459
- sentences, deleting, 138
- sequence number fields, lists, 247
- series, chart, 294
- Server Tasks command (Office menu), 386
- Service Options dialog box, 520
- shaded text, 92–94
- Shading button, 325
- shadow effects
 - drawing shapes, 267–268
 - picture effects, 289
- Shadow On/Off button, 267
- shapes
 - adding to charts, 305
 - adding to pictures, 287–288
 - arrowheads, 267
 - circles, 254
 - complicated picture drawings, 272–276
 - dashed lines, 267
 - discussed, 252, 255
 - fills, 260
 - free-form, 256–258, 289
 - gradient fills, 262–264
 - grids and guides, 274
 - line thickness, 267
 - object alignment, 274
 - open shapes, 259
 - outline colors, 267
 - ovals, 254
 - pattern fills, 266–267
 - pictures as fills, 262
 - polygons, 256–258, 289
 - recently used shapes, 255
 - rectangles, 254
 - shadow effects, 267–268
- Shapes gallery categories, 255
- solid color fills, 261–262
- squares, 254
- straight lines, 253–254
- styles, 260
- 3-D effects, 269–271
- shared access, subdocuments, 181
- SharePoint 2007 For Dummies* (Williams), 383–384, 387
- SharePoint platform
 - adding documents to library, 389
 - connecting documents to, 384–386
 - document organization in, 383–384
 - library features, 386–387
 - retrieving documents from library, 387–389
 - WebParts, 383–384
- shortcuts, keyboard
 - creating custom, 498–500
 - fields, 529
 - Outline view, 174
 - printing, 500
 - resetting, 500
 - style, 128–130, 499
 - symbols, 364
- Show Developer Tab in the Ribbon option (Popular tab), 505
- Show Document button, master documents, 180
- Show Document Content option (Advanced tab), 514–515
- Show First Line Only button (Outline view), 174
- Show Level button (Outline view), 174
- Show Levels option (TOC), 408
- Show Mini Toolbar on Selection option (Popular tab), 504
- Show Page Numbers option (TOC), 408
- Show Table of Contents button (Word Help feature), 66–67
- Show Text Formatting button (Outline view), 171, 174–175
- side-by-side page display, Print Preview feature, 63
- side-by-side tables, 336
- single copies, printing, 16
- Single data type, 573
- single-spacing paragraphs, 90
- size
 - frame, 349
 - label, 455
 - table columns, 332
 - table rows, 332
 - text, 84–85
 - text box, 345
- sizing pictures, 285
- smart quotes, AutoFormat feature, 156
- smart tags, 517
- SmartArt diagrams
 - creation, 311
 - example of, 309
 - outline levels, 310
 - styles, 312, 314
 - types of, 308
- soft edges, picture effects, 289
- solid color
 - as background, 223
 - fills, 261–262

- solid line, tab leaders, 103
 - Sort button, 327
 - Sort Text dialog box, 91–92
 - sorting
 - ascending order, 91
 - descending order, 91
 - Mail Merge addresses, 468
 - Mail Merge records, 483–485
 - tables, 336–337
 - text, 91–92
 - Sounds Like check box (Find and Replace dialog box), 145
 - spaces, displaying as dots, 507
 - spacing
 - before and after styles, 127
 - between columns, 219
 - Spacing button, 354
 - Special button (Find and Replace dialog box), 147–148
 - spell checking
 - as you type, 162–164
 - AutoCorrect entry, 164
 - correctly spelled word suggestions, 163
 - dictionary selection, 164
 - discussed, 161
 - grammatical errors, 164–167
 - green underlined mistake indicator, 162
 - misspelled words, correcting, 163–164
 - red line mistake indicator, 162–163
 - Spelling and Grammar dialog box, 165
 - spelling errors, in macros, 565
 - Split button, master documents, 180
 - Split Cells button, 326
 - Split Table button, 326
 - splitting tables, 336
 - squares, drawing, 254
 - Start Mail Merge button (Mailings tab), 474
 - Start menu, All Programs command, 10–11
 - Start Searching button (Thesaurus feature), 168
 - starting
 - Mail Merge Wizard, 462
 - Word, 9–11
 - statements, VBA programming assignment, 572
 - collections, 581–582
 - ElseIf, 584–586
 - If, 582–584
 - nested, 584
 - rules for, 571
 - Select Case, 588–589
 - With, 580–581
- static variables, 574
 - status bar, 12
 - stock charts, 297
 - Stop Doing That option (AutoCorrect feature), 152
 - storage, template, 49
 - straight lines, drawing, 253–254
 - straight quotes, AutoFormat feature, 156
 - stretching pictures, 285
 - strikethrough character, 86
 - String data type, 573
 - strings
 - concatenation, 575
 - string functions, 576–577
 - style levels, TOC, 410–411
 - styles
 - adding to Styles gallery, 110–112
 - advantages of, 107–109
 - Apply Styles dialog box, 123
 - applying from Styles pane, 120
 - applying to paragraphs, 110–112
 - automatic creation, 159
 - base, 130–131
 - blog, 375
 - border, 95–96
 - bullets and numbering formatting, 108
 - character, 109
 - chart, 304
 - color, 113
 - Create New Style from Formatting dialog box, 131
 - deleting, 54
 - effective use of, 112, 126–127
 - effects, 113
 - emphasis, 111
 - finding text by, 146
 - font, 87, 113
 - font formatting, 108
 - heading, 126
 - index, 427
 - language formatting, 108
 - linked, 109, 117
 - List Paragraph, 235
 - Modify Style dialog box, 117
 - paragraph, 120
 - paragraph formatting, 108–109
 - picture, 286–287
 - Quick Style terminology, 117

- reference, 111
 - removing from Styles gallery, 110–112
 - removing from templates, 47
 - renaming, 54
 - self created, 116–117
 - setting for new documents, 119–120
 - shape, 260
 - shortcut key assignment, 128–130, 499
 - SmartArt diagrams, 312, 314
 - sorting in Styles pane, 120–122
 - spacing before and after, 127
 - storing in templates, 133
 - Style area, 132
 - style sets, 112–115, 120
 - tab formatting, 108
 - table, 333
 - template, copying, 52–53
 - updating, 115–116
 - Word 2003 Styles drop-down list, 125–126
 - Styles gallery, 110–112
 - Styles Inspector dialog box, 124–125
 - Styles Management dialog box, 119
 - Styles pane
 - applying styles from, 120
 - Disable Linked Styles option, 122
 - preferred style settings, 122
 - sorting styles in, 121–122
 - subdocuments
 - breaking into small subdocuments, 186–187
 - chapter titles, 182
 - discussed, 178
 - numbering pages in, 187–188
 - opening, 180–181
 - shared access, 181
 - unlocking, 181
 - viewing, 182
 - subentries, index, 426, 429–430
 - Subject text box, e-mail, 460
 - subscript text, 84, 86
 - subscripts, replacing ordinal numbers with, 156
 - subtitles, cover page, 361
 - superscript text, 84, 86
 - surfaces, 3-D effects, 270
 - Symbol dialog box, 235–236
 - symbols
 - adding to documents, 363–365
 - selecting, 364
 - shortcut keys, 364
 - synonyms, searching, 168–169
-
- ## T
-
- tab characters, 507
 - Tab Leader option (TOC), 408
 - tab leader, table of figures, 414
 - tab stop positions, index, 432
 - table of authorities
 - categories, self-created, 444–445
 - character formatting, 443
 - citations, marking, 440–442
 - creating, 442–444
 - deleting, 444
 - disclaimer of warranties, 445–446
 - heading styles, 444
 - limit of liability, 445–446
 - overview, 439
 - predefined formats, 443
 - updating, 444
 - Table of Contents (TOC)
 - adding text to, 410
 - chapter numbers, 409
 - creating, 407–409
 - default settings, returning to, 411
 - deleting, 409
 - discussed, 406
 - editing, 409
 - Formats option, 408
 - heading styles, 406
 - outline, showing, 408
 - page numbers, placing next to text, 408
 - predefined, 407
 - Right Align Page Numbers option, 408
 - Show Levels option, 408
 - Show Page Numbers option, 408
 - simple example of, 406
 - standard heading styles, excluding, 411
 - style levels, 410–411
 - Tab Leader option, 408
 - updating, 409–410
 - Word Help feature, 66
 - table of figures
 - adding items to, 415
 - caption level, 414
 - creating, 413–415
 - deleting, 415
 - label settings, 413
 - tab leader, 414
 - tables
 - adding to charts, 307
 - AutoFormat feature, 158

- tables (*continued*)
- cells, text selection, 137
 - column size adjustment, 332
 - column width adjustment, 331
 - complex table example, 320
 - converting text to, 340–341
 - converting to text, 341
 - deleting, 330
 - deleting cells from, 137, 330
 - deleting columns in, 330
 - deleting rows from, 330
 - design button groups, 325
 - drawing methods, 323–324
 - end-of-cell marker cells, 320
 - formulas in, 337–340
 - gridlines, 320
 - headings, repeating from row to row, 335
 - Insert Table button, 321
 - Insert Table dialog box, 321–322
 - inserting bottom of table rows, 329
 - inserting cells in, 330
 - inserting columns in, 329
 - inserting multiple rows, 329
 - inserting new rows, 329
 - layout button groups, 326–327
 - merging cells in, 334–335
 - moving cells within, 328–329
 - multicolumn headings, 334–335
 - selecting cells in, 328
 - side-by-side, 336
 - simple table example, 319
 - size adjustment, 332
 - sorting, 336–337
 - splitting, 336
 - styles, 333
 - tabs in, 332
 - uses for, 320
- tabs
- alignment, 101–102
 - bar, 104
 - decimal aligned, 103
 - default tab stops, 101
 - finding text by, 146
 - moving, 504
 - paragraph, 100–104
 - removing, 102–103
 - Ribbon user-interface gadget, 14–15
 - setting with ruler, 100–101
 - styles, 108
 - tab leaders, 103–104
 - in tables, 332
 - vertical lines between columns as, 104
- Tab dialog box, 101–102
- Tagged Image File Format (TIFF), 279
- Targa (TGA) format, 279
- task pane, 12
- templates
- activating global templates, 51
 - blog entry, 374
 - converting documents to, 46–47
 - creating from scratch, 48
 - customizations, 49
 - defined, 41, 49
 - disabling global templates, 51
 - document attached, changing, 43–46
 - document creation based on, 41–43
 - duplicate elements, 52
 - editing, 48–49
 - editing styles in, 48
 - form, 543–546
 - generic, 40
 - global customization settings, 50
 - help, 68
 - macros in, removing, 47
 - name conflicts, global templates, 52
 - new document creation, 23–24
 - Normal.dotm, 40–41
 - online, 42–43
 - removing global templates, 51
 - removing styles in, 47
 - removing text in, 47
 - storage, 49
 - storing styles in, 133
 - styles in, copying to other templates, 52–53
 - uses for, 39
- Templates and Add-Ins dialog box, 44, 50
- testing macros, 561
- text
- accessing in macros, 614–615
 - adding to TOC, 410
 - animated, 515
 - boilerplate, 47
 - bold, 83, 86
 - boundaries, showing, 515
 - callouts, 356–357
 - capitalization, 86
 - caps, 84
 - character formats, 82–83
 - color, 86–87
 - converting tables to, 340–341
 - converting to tables, 341
 - copying, 140–141

- copying, cutting and
 - pasting in macros, 617
- deleting, 138–139
- deleting from macros, 616–617
- double-underlined, 83–84
- drag-and-drop editing, 140–141
- erasing, 16
- fonts, 84–86
- formatting considerations, 105–106
- formatting in macros, 618
- hidden, displaying, 507
- hidden, printing, 60
- highlighting, 86
- hyphenation, 201–203
- indentation, 16
- inserting in macros, 615–616
- italicized, 83, 86
- mistakes, undoing, 141
- moving, 140–141
- point size, 84
- removing from
 - documents, 47
- removing from templates, 47
- Repeat command, 141–142
- replacing, 149
- selecting, table cells, 137
- selecting, using keyboard commands, 136–137
- selecting, using mouse actions, 135–136
- selecting, using selection bar, 136
- shaded, 92–94
- size of, 84–85
- sorting, 91–92
- strikethrough character, 86
- subscript, 84, 86
- superscript, 84, 86
- typing, 16, 150
- underlined, 84, 86
- WordArt, 353–355
- wrapped, 290–291
- text boxes
 - anchored frames, 349
 - creating, 343–344
 - formatting, 344–345
 - frame creation, 347–348
 - frame formatting, 348–350
 - frame height and width settings, 349
 - frame size adjustment, 349
 - frames, horizontal left-to-right position, 349–350
 - frames, text wrapping, 348
 - frames, vertical up-and-down position, 350
 - indentation, 345
 - linked, 346–347
 - size, 345
 - text direction, changing, 345–346
 - UserForms, 632
 - wrapping style, 344
- Text Direction button, 327
- text fields, form, 545–546
- Text Level Formatting section (Styles Inspector dialog box), 124–125
- text wrapping, frames, 348
- textured backgrounds, 223
- textured fills, 264
- TGA (Targa) format, 279
- Thesaurus feature
 - accessing, 168
 - discussed, 167
- Start Searching button, 168
- synonyms, searching, 168–169
- 3-D effects
 - adding to charts, 308
 - adding to shapes, 269–271
- color, 270
- depth, 270
- direction, 270
- lighting, 270
- surfaces, 270
- 3-D On/Off button, 270
- thumbnail views, 27
- Thumbnails, 79
- TIFF (Tagged Image File Format), 279
- tight wrapping, 290–291
- tile views, 27
- Tilt Down button, 271
- Tilt Left button, 271
- Tilt Right button, 271
- Tilt Up button, 271
- time fields, 533
- title bar, 11
- titles
 - adding to charts, 305
 - cover page, 361
- To text box, e-mail, 460
- TOC (Table of Contents)
 - adding text to, 410
 - chapter numbers, 409
 - creating, 407–409
 - default settings, returning to, 411
 - deleting, 409
 - discussed, 406
 - editing, 409
 - Formats option, 408
 - heading styles, 406
 - outline, showing, 408
 - page numbers, placing next to text, 408
 - predefined, 407
 - Right Align Page Numbers option, 408
 - Show Levels option, 408
 - Show Page Numbers option, 408
 - simple example of, 406

- TOC (Table of Contents)
(continued)
 standard heading styles,
 excluding, 411
 style levels, 410–411
 Tab Leader option, 408
 updating, 409–410
 Word Help feature, 66
- toolbars
 custom, 497
 Mini Toolbar, 504
 Quick Launch, 10
- toolbars, Quick Access
 adding AutoFormat
 feature to, 153
 buttons, adding/removing,
 496–497
 customization settings,
 493–494
 Customize Quick Access
 Toolbar button, 24
 description and location
 of, 12
 macros, assigning, 497
 moving, 494–495
 New button, 24
 Open button, 26
 Popular Commands
 category, 497
 Quick Print button, 56
- Tools button (Save As
 dialog box), 33
- top margins, 194
- Total Row button, 325
- track changes
 accept/reject change,
 399–400
 blue lined edits, 399
 defined, 396
 text added with, 397
 text deleted with, 397
 turning on/off, 397–398
 viewing changes, 398–399
- tracking formatting, 513
- tracking, WebParts, 384
- training tutorials, 68
- transparency, picture
 background, 289
- troubleshooting numbered
 lists, 240
- Trust Center tab
 ActiveX Settings option,
 523
 Add-Ins option, 523
 description, 502
 Macro Settings option, 523
 Message Bar option, 523
 Privacy Options option,
 523
 settings, 522
 Trusted Locations option,
 523
 Trusted Publishers
 option, 523
- Trusted Locations feature,
 template storage, 49
- turning on/off track
 changes, 397–398
- typing mistakes,
 AutoCorrect feature,
 151–152
- typing text, 16, 150
-
- U**
-
- underlined text, 84, 86
- Undo Automatic
 Corrections That I
 Don't Want You To Do
 option (AutoCorrect
 feature), 152
- Undo button (Grammar
 dialog box), 167
- undo command, general
 drawing techniques,
 252
- undoing text mistakes, 141
- units, showing
 measurements as, 515
- Unlink button, master
 documents, 180
- unlocking
 fields, 534
 subdocuments, 181
- Up One Level button (Save
 As dialog box), 32
- Up search option (Find and
 Replace dialog box),
 143
- Updated Labels button, 475
- updating
 fields, 533–534
 indexes, 427
 styles, 115–116
 table of authorities, 444
 TOC (Table of Contents),
 409–410
- uppercase letters, page
 number insertion, 204
- Use wildcard option (Find
 and Replace dialog
 box), 144
- user-defined procedures,
 VBA programming,
 593–594
- UserForms. *See also* forms
 check boxes, 633–634
 combo boxes, 635–637
 command buttons,
 630–631
 controls, 624–625, 628–629
 creating, 625–628
 frames, 632
 label controls, 631
 list boxes, 637–638
 option buttons, 634–635
 overview, 623
 property changes, 627
 text boxes, 632

V

variables, VBA
 programming
 declaring, 573
 naming, 574–575
 static, 574

Variant data type, 573

VBA programming
 assignment statements, 572
 collections, 581–582
 comments, 571
 data types, 573
 ElseIf statement, 584–586
 For/Next loops, 586–587
 functions, how to use, 594–595
 If statement, 582–584
 InputBox function, 592
 iteration, 587
 macro units, 572
 method arguments, 580
 methods, defined, 579
 module units, 572
 MsgBox function, 590–592
 nested statements, 584
 objects, assigning to variables, 578–579
 objects, how to use, 577–578
 overview, 569
 procedure units, 572
 project units, 572
 Select Case statement, 588–589
 statement rules, 571
 static variables, 574
 string functions, 576–577
 strings, defined, 575
 structure of, 569–570
 user-defined procedures, 593–594

variable declaration, 573

variables, naming, 574–575

While/Wend loops, 587–588

With statement, 580–581

vector drawings, 279

vertical lines between columns, 104

Vertical Text button, 355

vertical up-and-down position, frames, 350

View Gridlines button, 326

View Ruler button, 100

View tab (Ribbon user-interface gadget), 14

viewing comments, 394–396

views
 description and location of, 13
 details, 27
 icon, 27
 list, 27
 list of, 15
 Open dialog box, 27
 preview, 27
 properties, 27
 switching between, 15, 33
 thumbnail, 27
 tile, 27

Views button
 Open dialog box, 27
 Save As dialog box, 33

W

watermarks, 222–223

Web blogs
 account registration, 376–378
 blank blog entry example, 374
 content, 372
 creating entries, 373–375
 defined, 371

editing entries in, 376

entry templates, 374

example of, 372

hosts, 372

hyperlinks, 380–381

publishing, 379

style sets, 375

uses for, 371–372

Web Layout view, 15

Web Options dialog box, 520

WebParts, 383–384

While/Wend loops, 587–588

white space, 507

whole words, finding text by, 144

Width button, 326

width settings
 border, 95
 column creation, 219
 frame, 349
 label creation, 454
 paper size selection, 196
 table columns, 331

wildcard characters, finding text by, 144

Williams, Vanessa
 (*SharePoint 2007 For Dummies*), 383–384, 387

Windows For Dummies (Rathbone), 56

Windows MetaFile (WMF) file format, 279

Wingdings font, 237

With statement, 580–581

Wizards, Mail Merge
 address blocks, 470
 address list, 465–469
 directory creation, 482–483
 duplicate recipients, removing, 488–489
 envelopes, merging, 479–481
 greeting line, 470–471

Wizards, Mail Merge
(*continued*)
labels, merging to, 481
mail merge process,
472–473
main document creation,
463–464
mass mailings, 463
merge fields, 469
Merge to E-Mail dialog
box, 477–478
overview, 461
print link, 473
recipients, excluding, 473
records, filtering, 485–486
records, relational tests,
486–487
records, sorting, 483–485
starting, 462
uses for, 462
WMF (Windows MetaFile)
file format, 279

Word
 exiting, 20–21
 starting, 9–11
Word Count feature,
169–170
Word Help feature
 Back button, 68
 Pushpin icon, 68
 Search feature, 66
 Show Table of Contents
 button, 66–67
word lists (concordance),
432
Word Options command
(Office menu),
28, 44, 50
Word Options dialog box
 Add-Ins options, 44, 50
 Advanced tab, 28
 setting options in, 503–504
Word 2003 Styles drop-
down list, 125–126
WordArt text, 353–355

WPG (WordPerfect) file
 format, 279
wrapped text, 290–291
wrapping style, text box,
344

X

X line axis, 294, 297
XML tags, printing, 61

Y

Y line axis, 294, 297

Z

zoom
 general drawing
 techniques, 252
 Print Preview feature, 63
 printing methods, 59
 zoom slider, 13