

MS Word - Glossary

- Increase your productivity, streamline document design and ensure consistency by using and creating wizards, templates and forms.
- Create, route, manage and print large documents and custom publications more efficiently.
- Automate complex tasks using macros, field codes and styles, as well as AutoText, AutoComplete, Mail Merge and other productivity tools.
- Save money by creating flyers, newsletters and other publications yourself.
- Create your own unique pictures, tables, charts and other graphic objects with Word's drawing tools and embedded object support.
- Become an expert at using Word's formatting and document management features through timesaving tips and shortcuts.

Bookmarks

When you are working with long or complex documents, you often want a quick way to move back to a specific location without having to remember page numbers. Word can then compile index entries and build hyper links

Compare

Imagine you have asked someone to review a document, but they forgot to switch on the tracking changes option before making the changes. As long as you have a copy of the original, you can use Word's compare feature to 'compare' both documents.

Footnotes/Endnotes

Footnotes and endnotes are simply notes that provide more information about specific text in your document. Footnotes appear at the bottom of your current page and endnotes appear at the end of a section or at the end of a document.

Forms

Paper forms can be difficult to fill in and read! Word lets you design a form. You create a form by first creating a template that contains the arrangement of text and fields you want. A field is an area where the user can enter a response to a prompt or question. You can specify the types of form when you set it up and you can protect the form so that when people fill it in they cannot change any text only complete the fields

Index

This feature allows you to mark words that you want to appear in an index at the end of your document. It is a three step process, first you mark your index entries, next you tell Word which types of entries to include and then there's the easy part which is compiling the index. Simple as that!

Macros

A macro is a sequence of operations that Word can execute whenever you tell it to, with either a keyboard shortcut, a toolbar button or menu command.

Master Documents

A master document is a document that contains a set of related documents. Use a master document to organise and maintain a long document by dividing it into smaller, more manageable subdocuments. Store a master document on a network to share ownership of a document by dividing it into individual subdocuments that can be worked on simultaneously by different users.

Mail Merge

Mail merge is the process of creating custom mailings that combine unique information with standard text to create unique documents – typically one for every recipient.

Paragraph Styles

A paragraph style is a collection of formatting settings. Remember, a paragraph is any text separated by a hard return. In a paragraph style you can select alignment, paragraph spacing and line spacing.

Heading styles make it easy to perform advanced paragraph numbering, display the document as an outline and create a table of contents.

Revision Marking

This tool enables you to edit the document as normal and Word keeps track of all the changes you add and delete. Then, afterwards, you can walk through the changes, deciding on what to accept, which to reject and which to modify.

Table of Contents

A table of contents is a list of the headings in a document that you can insert in a specific location. You can use a table of contents to get an overview of the topics discussed in a document or to quickly navigate to a topic.

You can create a table of contents for a document that you plan to print as well as view in Word. For example, when you display the document in print layout view, the table of contents includes page numbers along with the headings. When you switch to web layout view, the headings are displayed as hyperlinks so that you can jump directly to a topic.

Templates

If you create the same type of document regularly, it is probably worth setting up a template, which will be your master that you can use again and again. Typical examples of templates are for letters and faxes.

Versions

The versioning feature allows you to maintain multiple versions of a document in a single file. You can store each new version so that older versions can't get lost, misplaced or confused with the current version.

Watermarks

A watermark is text or a graphic that prints faintly behind the text of pages. One common use of watermarks is to print the word DRAFT on each page of your document

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