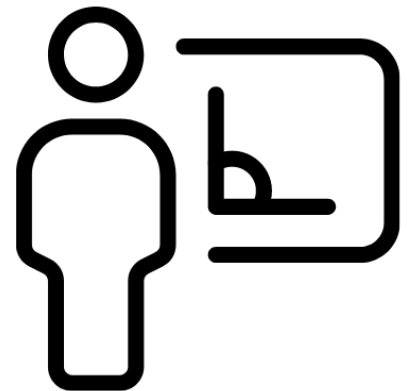


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



Information is the seed for an idea, and only grows when it's watered.

Heinz V. Bergen

Module Two: Design Advanced Documents

Once you've mastered basic documents in Word, you're ready to create some more complicated products. This module takes a look at two different ways to control how your pages appear – setting page setup layout options and setting paragraph pagination options. We'll also take a look at styles – how to create your own styles and modify existing styles. Finally, we'll perform some advanced editing and formatting using search and replace and linking.

Control Pagination

Estimated Time for this Lesson	25 minutes
Topics in this Lesson	<ul style="list-style-type: none">• Create a two-page spread• Increase header and footer space• Change vertical page alignment• Set paragraph pagination options

Create a Two-Page Layout

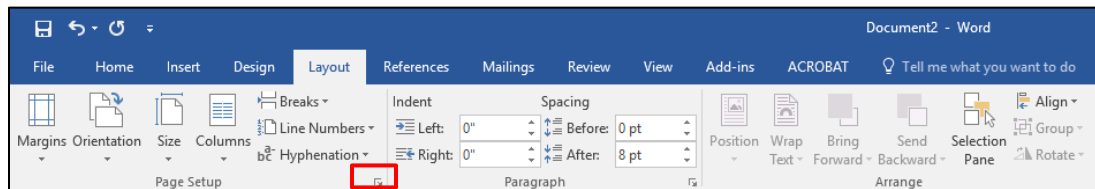
Documents printed two-sided often use different layouts for right and left pages. For example, you might want the page number to always appear on the outside edge of the page.

Topic Objective	Set advanced page setup layout options for different headers and footers
Topic Summary	<p>To create this effect, you use different headers and footers for odd and even pages.</p> <p>On the Layout tab of the Ribbon, select the small square in the Page Setup group to open the Page Setup dialog box. Select the Layout tab. Check the Different odd and even box under Headers and Footers.</p>
Materials Required	"Sample user guide" sample file
Recommended Activity	Have the participants create different headers and footers for the sample document to create odd and even pages.
Stories to Share	You can also have a Different first page for a cover. In a document with odd

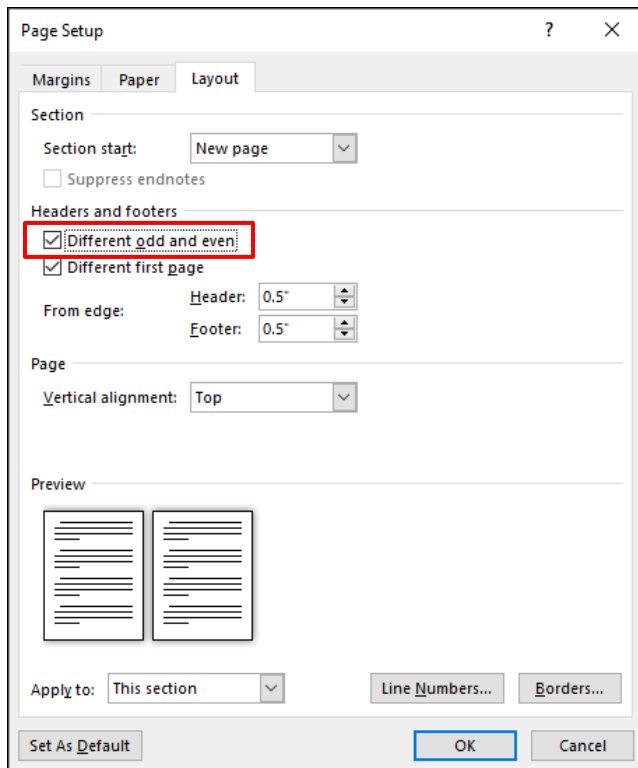
and even pages (to be printed two-sided), the cover is on the right page.

Show the participants how to create different layouts for odd and even pages.

1. Select the small square in the **Page Setup** group of the **Page Layout** tab on the Ribbon to open the **Page Setup** dialog box.



2. Select the **Layout** tab.
3. Check the **Different odd and even** box under **Headers and Footers**.



4. Select **OK**.
5. Modify the even page header and footer to design them for what the left pages should look like.
6. Modify the odd page header and footer to design them for what the right pages should look like.

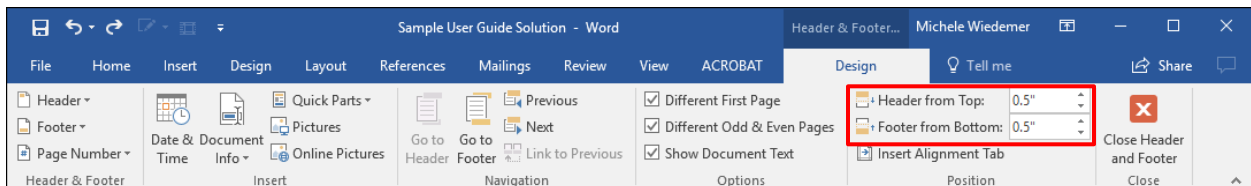
Change Header and Footer Space

By default, headers and footers start a half an inch from the edge of the page.

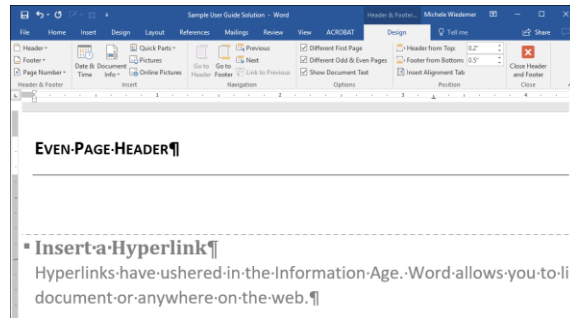
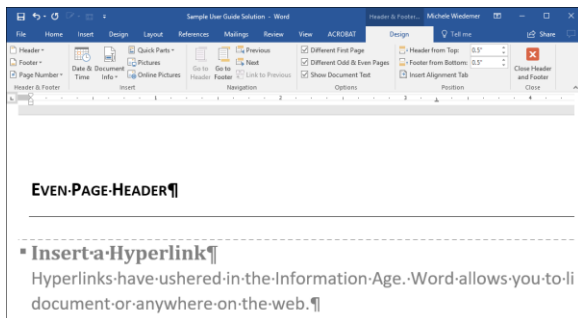
Topic Objective	Change header and footer position
Topic Summary	To change the header and footer space, double-click on a header or footer to open the Header & Footer Tools Design tab on the Ribbon. Change the amount of space in the Header from Top and/or Footer from Bottom fields.
Materials Required	“Sample User Guide” from previous topic with headers and footers added
Recommended Activity	Have the participants decrease the space for the headers and footers for the document.

Show the participants how to decrease the header and footer space.

1. Double-click on the header or footer to activate the **Header & Footer Tools Design** tab on the Ribbon.
2. Use the up or down arrows, or enter the new amount of space in the **Header from Top** field.



3. Use the up or down arrows, or enter the new amount of space in the **Footer from Bottom** field.



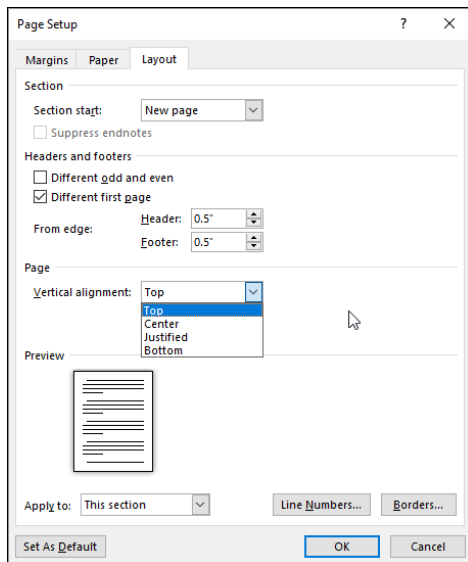
Change Vertical Page Alignment

You can control how your text appears on the page from top to bottom.

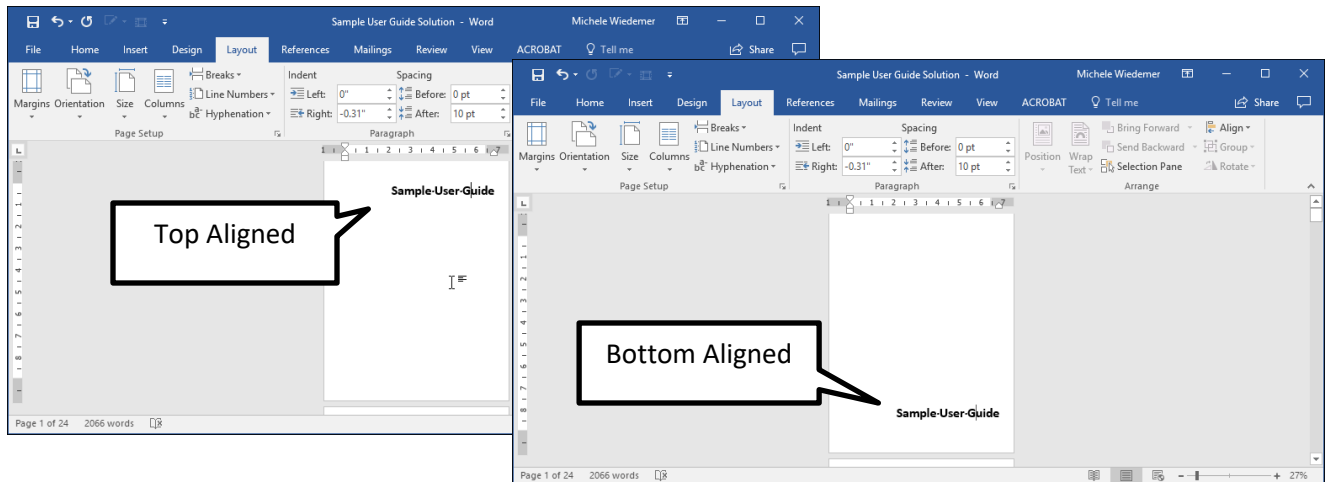
Topic Objective	Set advanced page setup layout options for vertical alignment
Topic Summary	Open the Page Setup Dialog box to the Layout tab. You can align your content to the top, center, or bottom of the page, as well as justifying the content to fill the page.
Materials Required	“Sample User Guide” sample file
Recommended Activity	Have the participants change the vertical alignment of the page.

Show the participants how to set the page vertical alignment.

1. Select the small square in the **Page Setup** group of the **Page Layout** tab on the Ribbon to open the Page **Setup** dialog box.
2. Select the **Layout** tab.



3. Select a new alignment from the **Vertical alignment** drop down list.
4. Select **OK**.



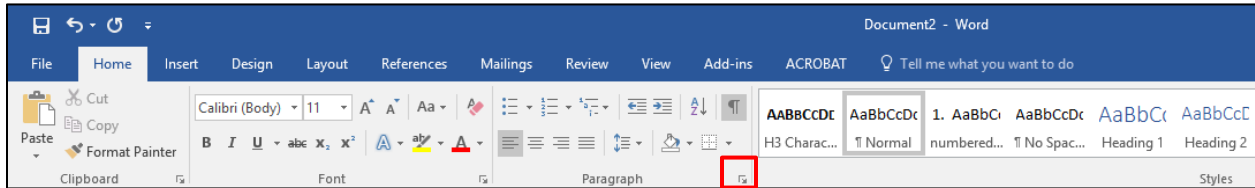
Set Paragraph Pagination Options

You can control how a paragraph breaks (or doesn't break) across pages.

Topic Objective	Set line and page break options for a paragraph
Topic Summary	<p>Place your cursor in the paragraph you want to modify.</p> <p>Use the small square in the Paragraph group on the Home or Layout tab of the Ribbon. Open the Line and Page Breaks tab.</p> <p>Widow and Orphan control is on by default to keep Word from showing a single line of a paragraph at the bottom or the top of a page.</p> <p>Check the Keep with Next box if you want the selected paragraph to never have a page break between the selected paragraph and the next paragraph.</p> <p>The Keep lines together option is slightly different. Checking this box will prevent a page break anywhere in the selected paragraph.</p> <p>Check the last option if you want a page break before the selected paragraph. This setting is very useful for creating styles that always start at the top of the page.</p>
Materials Required	"Sample User Guide"
Recommended Activity	Have the participants open the Paragraph dialog box to the Line and Page Breaks tab and see how Word handles pagination with each of the settings.
Stories to Share	Keep with next is great when you want to keep items together, like a sentence with associated bullets or text that introduces a table or image.
Delivery Tips	Participants may need to insert some manual page breaks and experiment with different paragraphs and different settings to see how these work.

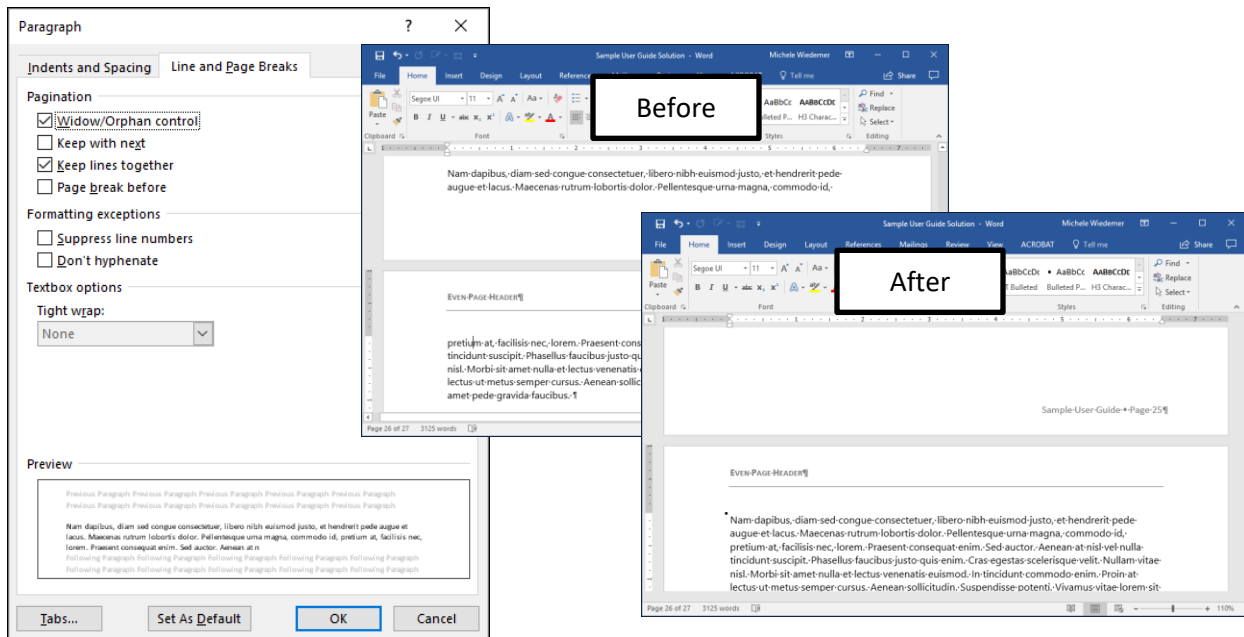
Show the participants how to change the paragraph pagination settings.

1. Place your cursor in the paragraph you want to modify.
2. Select the small square in the Paragraph group of the **Home** tab on the Ribbon to open the Paragraph dialog box.



3. Select the **Line and Page Breaks** tab.
4. Check the box(es) to indicate how Word should handle pagination:
 - a. **Widow and Orphan control**: keep Word from showing a single line of a paragraph at the bottom or the top of a page.
 - b. **Keep with Next**: do not allow a page break between the selected paragraph and the next paragraph.
 - c. **Keep lines together**: prevent a page break anywhere in the selected paragraph.
 - d. **Page break before**: adds a page break before the selected paragraph.

In the following example, **Keep lines together** has been checked.



Work with Styles

Estimated Time for this

20 minutes

Lesson	
Topics in this Lesson	<ul style="list-style-type: none"> • Modify existing styles • Resolve style conflicts using paste options • Create paragraph and character styles

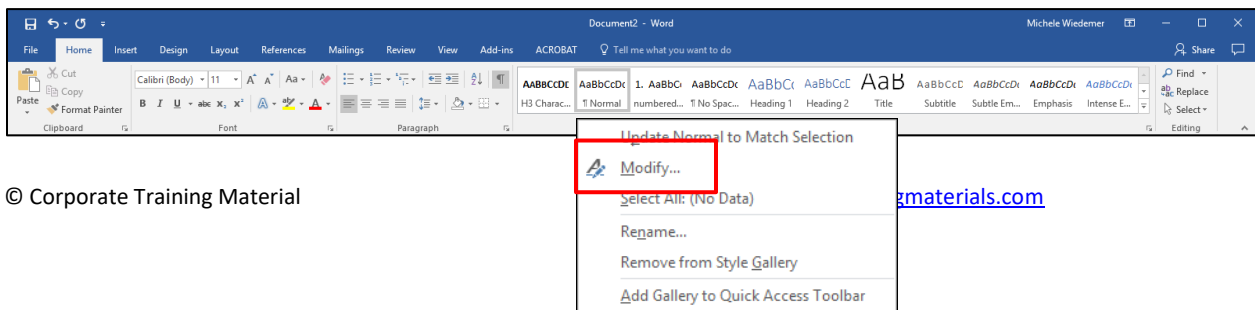
Modify Existing Styles

Styles are a great time-saving feature for formatting long documents. When you change a style, all items with the style applied are also changed.

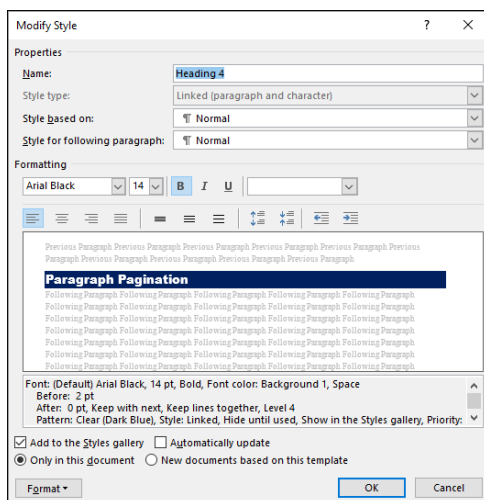
Topic Objective	Modify an existing style
Topic Summary	<p>Place your cursor in a paragraph with a paragraph style applied. Or select text that has a character style applied. In the Styles gallery, right-click the style you want to modify and select Modify from the context menu.</p> <p>In the Modify Style dialog box, you can change properties and formatting (both font and paragraph). You can also use the Format drop down list at the bottom to open separate dialog boxes to control other aspects of the style.</p>
Materials Required	“Sample User Guide” sample file
Recommended Activity	Have the participants practice modifying a style.
Stories to Share	<p>Check the Add to Styles Gallery box to have the style show up in the styles gallery on the Home tab of the Ribbon.</p> <p>You can create a keyboard shortcut to simplify applying the style to other paragraphs or characters.</p>
Delivery Tips	If participants modify Heading 4, have them undo the changes in preparation for the next activity.

Show the participants how to modify a style.

1. Place your cursor in a paragraph or select text with the style you want to modify applied.
2. Right-click the applied style in the Styles Gallery on the **Home** tab of the Ribbon.



3. Select **Modify** from the context menu.
4. In the **Modify Style** dialog box, you can change the following properties:
 - **Name:** give the style a new name
 - **Style based on:** if the style should inherit the properties of another style, you can select it from the drop down list
 - **Style for following paragraph:** select which style is applied to the next paragraph when you press Enter after the selected style



5. The Font style, size, enhancements and color can be changed directly on the **Modify Style** dialog box. You can also change the paragraph alignment, line spacing, space before or after the paragraph and indents.
6. The Preview area displays what your current formatting selections look like for the selected style.
7. Use the **Format** drop down list to open additional dialog boxes for Font, Paragraph, Tabs, Border, Language, Frame, Numbering, Shortcut Key, and Text Effects to apply those formatting options to the selected style.
8. Check the **Add to the Styles gallery** box to have the style available from the Styles gallery on the **Home** tab of the Ribbon.
9. Select **OK**.

A shortcut for modifying a style is to make changes to a paragraph or selected text that has the style you want to change already applied. Then right click the style in the Styles gallery and select **Update to Match Selection** from the context menu. The other items with that style applied are automatically updated and any future items with that style will reflect the next format.

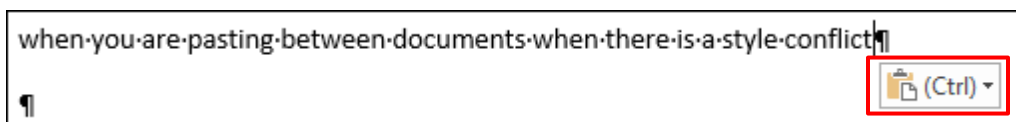
Resolve Style Conflicts by Using Paste Options

Styles bring consistency to your documents, but if you are working with different documents that use the same style names with different formatting details, it can create some problems. Resolve the problems using paste options.

Topic Objective	Paste content using source formatting or destination styles
Topic Summary	<p>When you paste content from one document to another, you can keep the source formatting, use the destination styles or merge formatting.</p> <p>A small Paste Options icon appears at the end of recently pasted content. Hover your mouse over the icon to choose the paste option to indicate how you want Word to interpret the style for the pasted content.</p>
Materials Required	<p>“Sample User Guide” sample file</p> <p>“Sample User Guide solution” sample file</p>
Recommended Activity	Have the participants paste content from one document to another and select the paste option.
Stories to Share	You can also use Keep Text Only to strip all formatting (including tables and images) from pasted content.

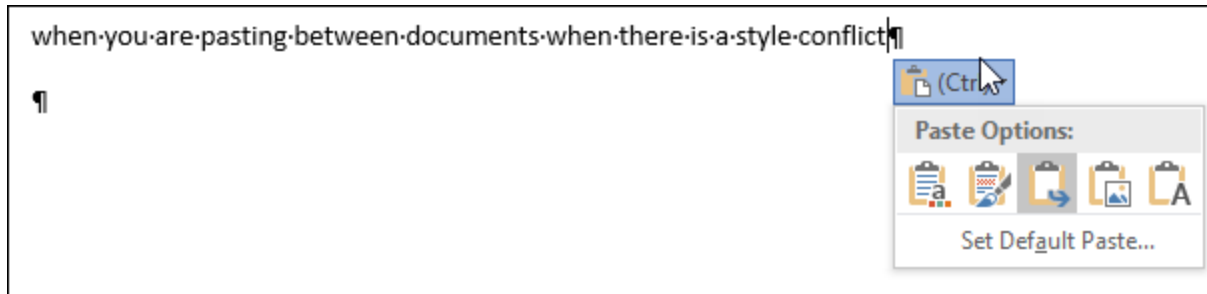
Show the participants how to use paste options.

1. Paste the content.
2. Hover your mouse over the Paste Options icon.



3. Select the Paste Option you want to use:

- Use Destination Theme
- Use Source Formatting
- Merge Formatting
- Paste as Picture
- Keep Text Only



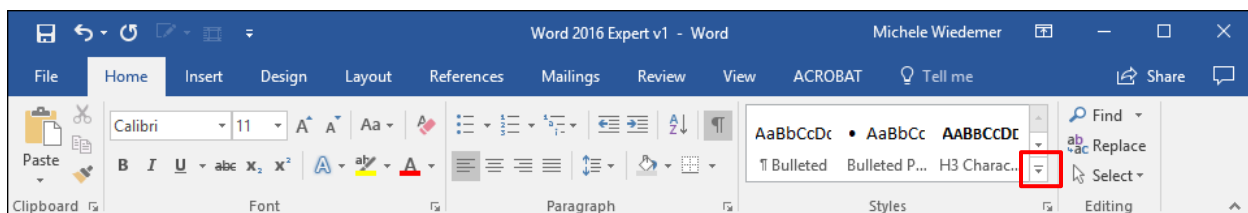
Create Paragraph and Character Styles

You can create your own styles and add them to the Styles Gallery.

Topic Objective	Create a paragraph style, create a character style
Topic Summary	<p>Format a paragraph with the font and paragraph formatting you want to include as part of the style.</p> <p>Select Create a Style from the Style Gallery.</p> <p>Give the style a name and select OK.</p>
Materials Required	Any Word document
Recommended Activity	Have the participants create a paragraph style. Have the participants create a character style.

Show the participants how to create a paragraph style.

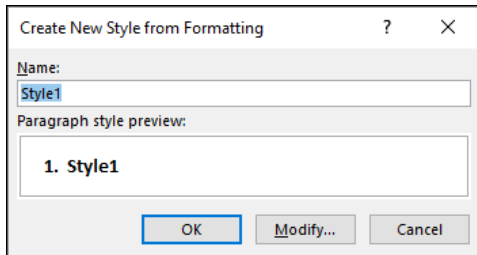
1. Apply the paragraph and font formatting you would like to include in the style.
2. Make sure that your cursor is in the paragraph with the formatting applied.
3. On the **Home** tab of the Ribbon, select the down arrow in the Styles Gallery.



4. Select **Create a Style** from the Style Gallery drop down list.



5. In the **Create New Style from Formatting** dialog box, enter the name for the style.



6. If desired, select **Modify** to open the **Modify Style** dialog box to make additional changes to the style.
7. Select **OK** to save the style.

Perform Advanced Editing and Formatting

Estimated Time for this Lesson	30 minutes
Topics in this Lesson	<ul style="list-style-type: none"> • Find using formatting • Replace formatting • Find and replace text using special characters • Find and replace text using wildcards • Link text boxes

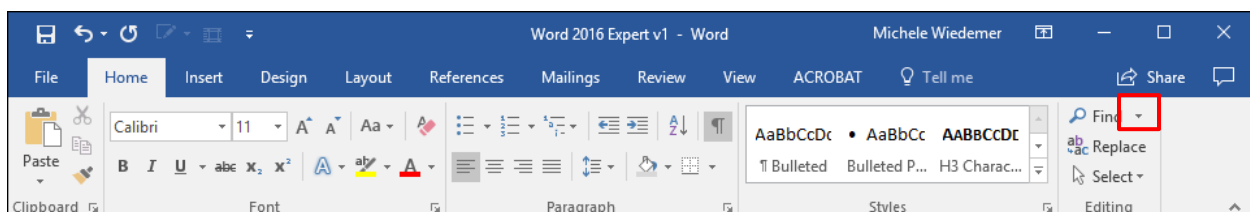
Find Using Formatting

Formatting and styles can help you locate and replace specific text in your document.

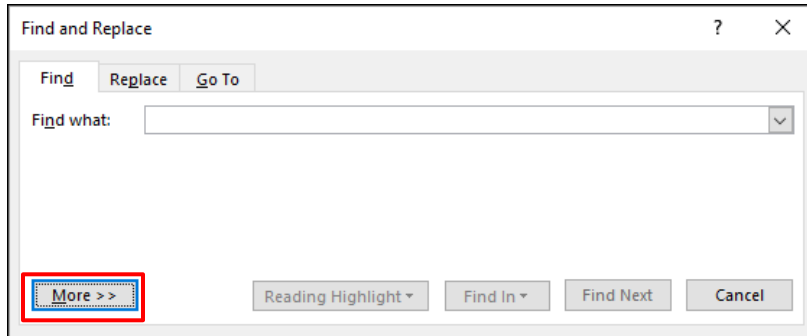
Topic Objective	Find text that uses a specific format or style
Topic Summary	<p>Select the small arrow next to Find on the Home tab of the Ribbon and select Advanced Find. In the Find and Replace dialog box, select More to show the additional options.</p> <p>Select an option from the Find/Format drop down list. Select the font, paragraph, tabs, language, frame, style or highlighting option you want to find. You can also include specific text in the Find what field. Perform the search to find the item with the text and formatting you indicated.</p>
Materials Required	“Sample user guide” sample file
Recommended Activity	Have the participants find text using specific formatting, such as text that uses Small Caps font formatting.
Stories to Share	To remove formatting from the Find and Replace dialog box, place your cursor in the Find what or Replace with field and select No Formatting .

Show the participants how to find text with specific formatting.

1. Select the small arrow next to the **Find** tool on the **Home** tab of the Ribbon.
2. Select **Advanced Find**.

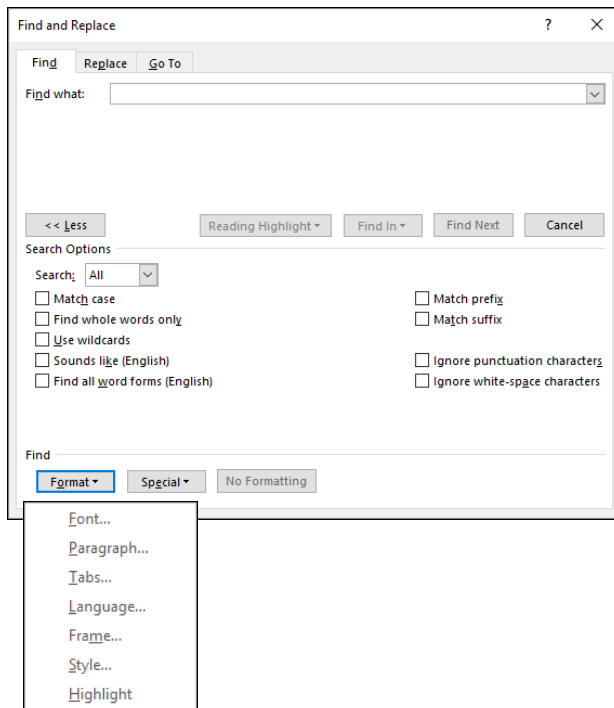


3. In the **Find and Replace** dialog box, select **More** if the Search Options are not visible.

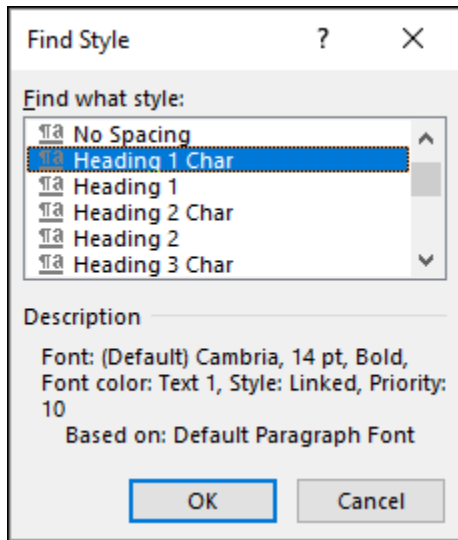


4. Select **Format** under Find.

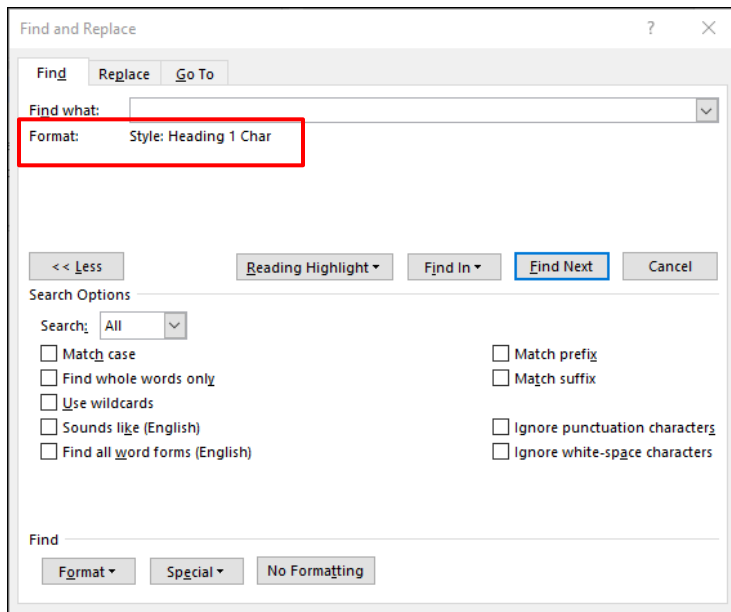
5. Select the formatting or style option you want to find. In this example, we'll select a style.



6. In the dialog box that opens, indicate the formatting or style you want to find and select **OK**.



The Format you selected is added to the Find what section of the Find and Replace dialog box.



7. Enter any specific text in the **Find what** dialog box, as you would for any other find you want to perform. You can also change the other Search Options as applicable.
8. Select **Find Next**.

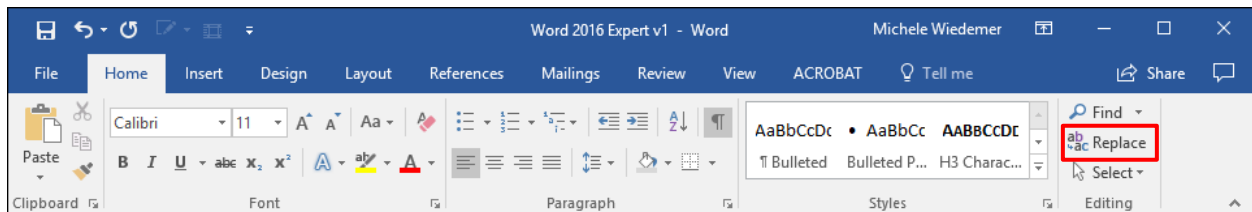
Replace Formatting

You can also replace formats or styles using the Find and Replace dialog box.

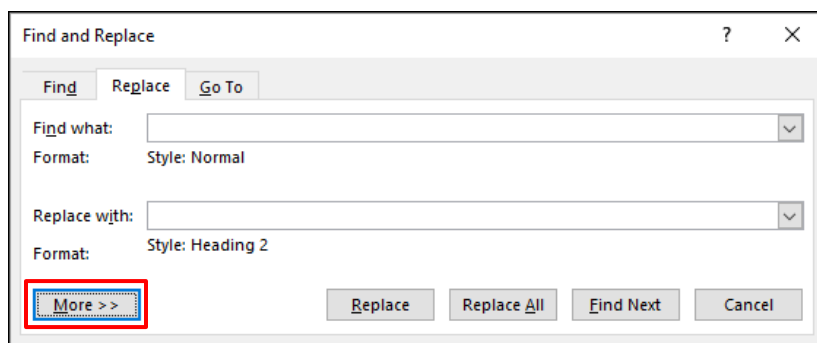
Topic Objective	Replace formats using the Find and Replace dialog box
Topic Summary	If you select a format for the Find what field and the Replace with field in the Find and Replace dialog box, you can quickly change the formatting throughout the document from one style to another. Don't add any text in the Find what or Replace with fields to change all text with the selected formats to the new format.
Materials Required	"Sample User Guide" sample file
Recommended Activity	Have the participants change the formatting from one style to another using the Find and Replace dialog box.

Show the participants how to replace formats using the Find and Replace dialog box.

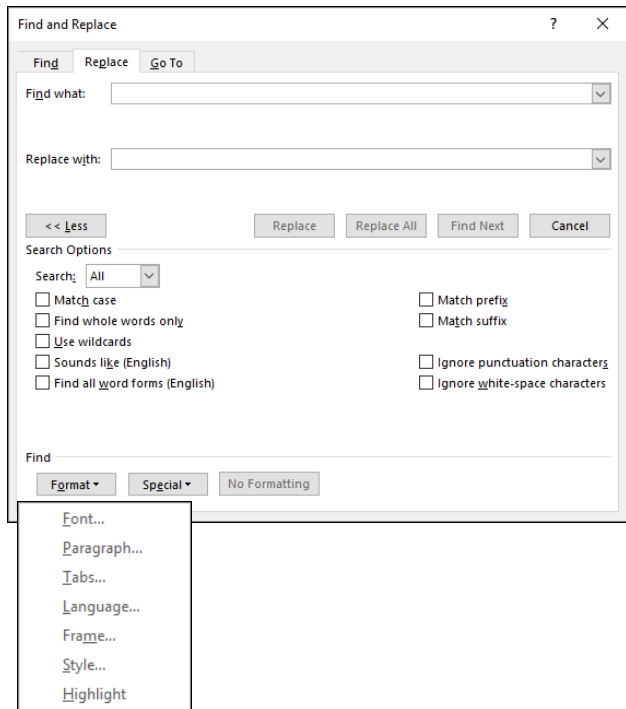
1. Select **Replace** on the **Home** tab of the Ribbon.



2. In the **Find and Replace** dialog box, select **More** if the Search Options are not visible.



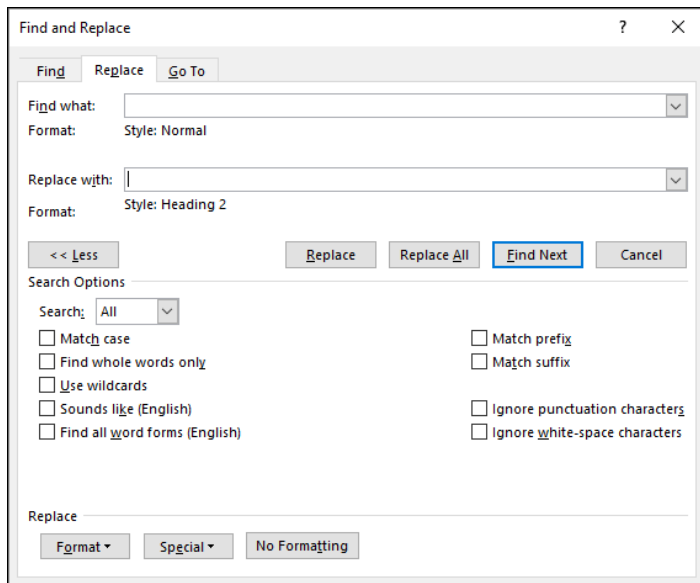
3. Select **Format** under Find.
4. Select the formatting or style option you want to replace.



5. In the dialog box that opens, indicate the formatting or style you want to change and select **OK**.

The Format you selected is added to the Find what section of the Find and Replace dialog box.

6. Place your cursor in the **Replace with** field.
7. Select **Format** under Find.
8. Select the formatting or style option you want to change to.
9. Keep the **Find what** and **Replace with** fields blank to change all text with the selected format.



10. Select **Replace All**.

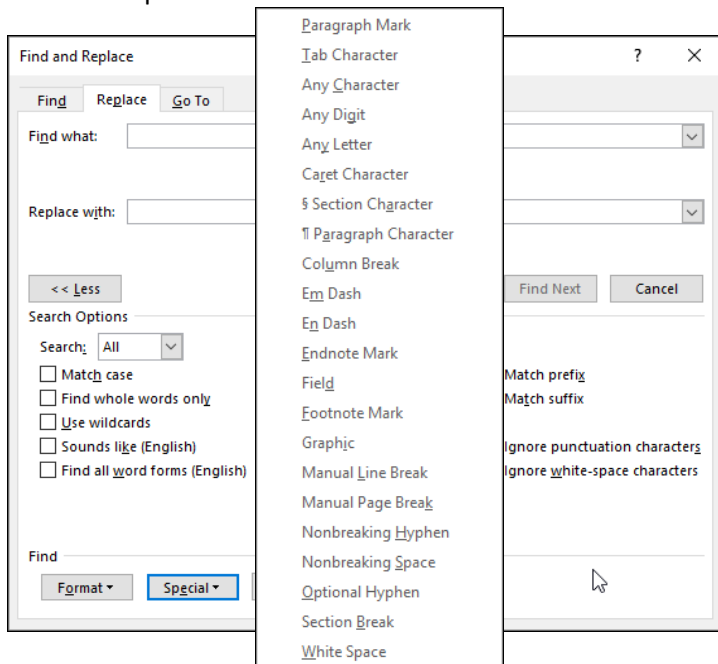
Find and Replace Using Special Characters

You can find and replace things other than text.

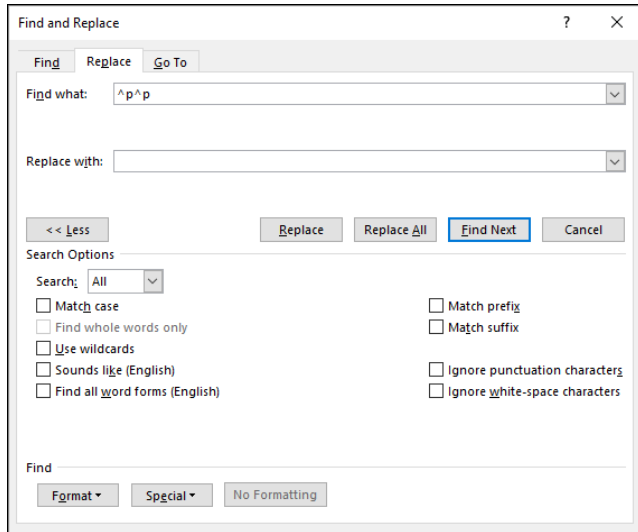
Topic Objective	Use the find and replace dialog box to find special characters
Topic Summary	The Special drop down list in the Find and Replace dialog box allows you to look for paragraph breaks, tabs, page breaks and other types of special items. These special characters can be used alone or in combination with text to find or replace something specific in your document. Word displays special characters with a code in the Find and Replace dialog box.
Materials Required	“Sample user guide” sample file
Recommended Activity	Have the participants find different items using special characters.

Show the participants how to find and replace using special characters.

1. Open the **Find and Replace** dialog box and show the Search Options.
2. Place your cursor in the **Find what** or **Replace with** field and select an option from the Special drop down list.



3. Word displays the special characters as a code in the **Find what** or the **Replace with** fields.
4. Add any additional text, special characters or formatting to the **Find what** or **Replace with** fields. For example, the following illustration shows a search to look for two paragraph breaks in a row.



5. Use **Find Next**, **Replace**, or **Replace All** as for any other type of search.

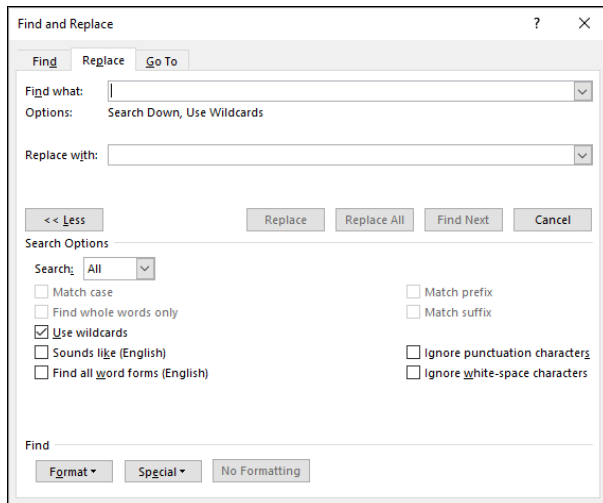
Find and Replace Text by Using Wildcards

Wildcard characters can help you use more advanced techniques for searching or replacing text to automate certain tasks.

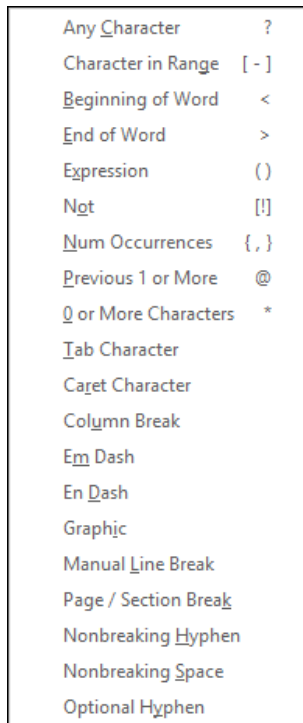
Topic Objective	Find and replace text using wildcards
Topic Summary	There are a number of wildcard characters to help you when finding and replacing text. In the Find and Replace dialog box, check the Use wildcards box. Use the wildcard characters from the Special drop down list to build a combination of literal text and wild card characters you want to find.
Materials Required	“Sample User Guide” sample file
Recommended Activity	Have the participants create a wildcard search.
Stories to Share	You can build regular expressions by combining literal text and wildcard characters. Literal text indicates text that must exist in the target. Wildcards indicate text that can vary. Use parenthesis to create a group of wildcard characters.
Delivery Tips	The Word Help files include several examples and samples to try more advanced wildcard searches if time permits.

Show the participants how to use wildcards in a search.

1. Open the **Find and Replace** dialog box and show the Search Options.
2. Check the **Use wildcards** box.



- Place your cursor in the **Find what** or **Replace with** field and select an option from the Special drop down list to indicate the wildcard character.



- Word displays the wildcard characters as a code in the **Find what** or the **Replace with** fields.
- Add any additional text to the Find what or Replace with fields (or wildcard expression).
- Use **Find Next**, **Replace**, or **Replace All** as for any other type of search.

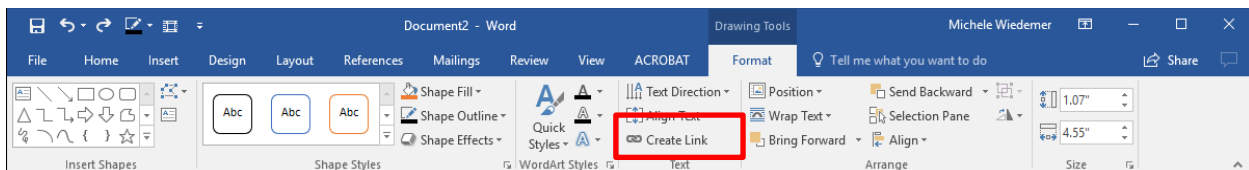
Link Text Boxes

Text boxes can help you flow text from one page to another if the text boxes are linked.

Topic Objective	Link text boxes
Topic Summary	<p>Create a text box with text that overflows, and create an empty text box in the location where you want the extra text to flow.</p> <p>Select the text box that includes the text you want to link. Select the Drawing Tools Format tab from the Ribbon. Select Create Link. The cursor changes to a pitcher, indicating that there is text to flow into an empty text box. The cursor changes to a pouring pitcher when you hover over an empty text box.</p> <p>Click on the empty text box to finish the link and flow the extra text from the first text box to the second one.</p>
Materials Required	“TextBox Sample” sample file
Recommended Activity	Have the participants create a text link between a text box with too much text and an empty text box.
Delivery Tips	The sample file has a text box with overflow text on page 2. There is an empty text box on page 3.

Show the participants how to link text boxes.

7. Select the text box with overflow text.
8. Select the **Drawing Tools Format** tab on the Ribbon.
9. Select **CREATE LINK**.



Notice how the cursor changes to a pitcher. This indicates that you are creating a text box link, and there is text to flow to an empty text box.



10. Click on the empty text box where you want the text to flow. Notice how the cursor changes to a pouring pitcher when you mouse over an empty text box.



11. The text boxes are now linked. Extra text from the first text box flows into the second text box.

To break a link, return to the first text box. When you select the text box, the Break Link option becomes available.

Module Two: Review Questions

1. What creates a two-page layout?
 - a) Using different odd and even headers and footers
 - b) Adding a cover page
 - c) Adding a page break
 - d) Keeping paragraph lines together

A two-page layout is designed by creating different odd and even headers and footers.

2. Changing the **Header from Top** space to a larger measurement moves the content of the header:
 - a) Closer to the edge of the page
 - b) Closer to the middle of the page

The larger the measurement, the more space is added at the edge of the page before the header content starts.

3. Which setting avoids a page break after the selected paragraph?
 - c) Widow/Orphan Control
 - d) Keep with Next
 - e) Keep Lines Together
 - f) None of the Above

Check the Keep with Next paragraph to insure that the selected paragraph does not allow a page break after it. The next paragraph must fit at least two lines on the page.

4. You can assign a keyboard shortcut to a style to make applying it easier.
 - g) True
 - h) False

When you modify a style, you can select Keyboard Shortcut from the Format drop down list and assign a shortcut to that style.

5. You can apply font and paragraph formatting to a selected paragraph before creating a style based on it.
 - i) True
 - j) False

When you create a style, the formatting of the selected paragraph is used as the style properties.

6. Where do you find the option to find formatting?

In the Find and Replace dialog box, select More to see Search Options. The Format selections are under Find or Replace at the bottom, depending on where your cursor is placed in the Find and Replace dialog box.

7. If you've used a custom style, but realize you need to change everything with that style applied to a built-in header, how would you make the change quickly?

Use the Find and Replace dialog box and select the custom style in the Find what field and the built-in heading style in the Replace with field. Leave both fields blank and Replace All.

8. Which of the following are available under **Special** in a **Find and Replace** that does NOT use wildcards?

k) [-]

l) <

m) ^p

n) None of the above

When you select **Paragraph Mark** from **Special** in a Find and Replace that does NOT use wildcards, the code is ^p. The other options are wildcards.

9. The Special drop down list is the same whether you have the Use Wildcards box in the Find and Replace dialog box checked or not.

o) True

p) False

Wildcards combine special characters with literal text to create a search expression. The Special drop down list changes to include these characters if you are using wildcards, or other special characters if you are not.

10. What is the advantage of linking text boxes?

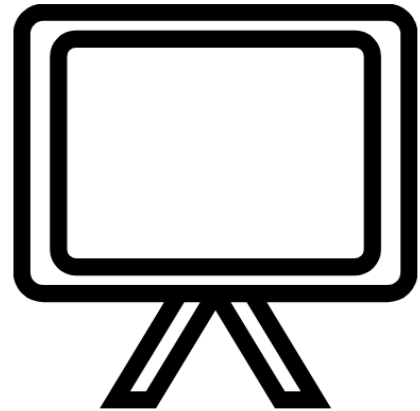
You can have overflow text from the first text box automatically flow to a specified location in the linked text box.

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.



Module Two: Create and Manage Documents

This module takes a look at two different ways to control how your pages appear – setting page setup layout options and setting paragraph pagination options. We'll also take a look at styles – how to create your own styles and modify existing styles. Finally, we'll perform some advanced editing and formatting using search and replace and linking.

Information is the seed for an idea, and only grows when it's watered.
Heinz V. Bergen



Lesson: Control Pagination

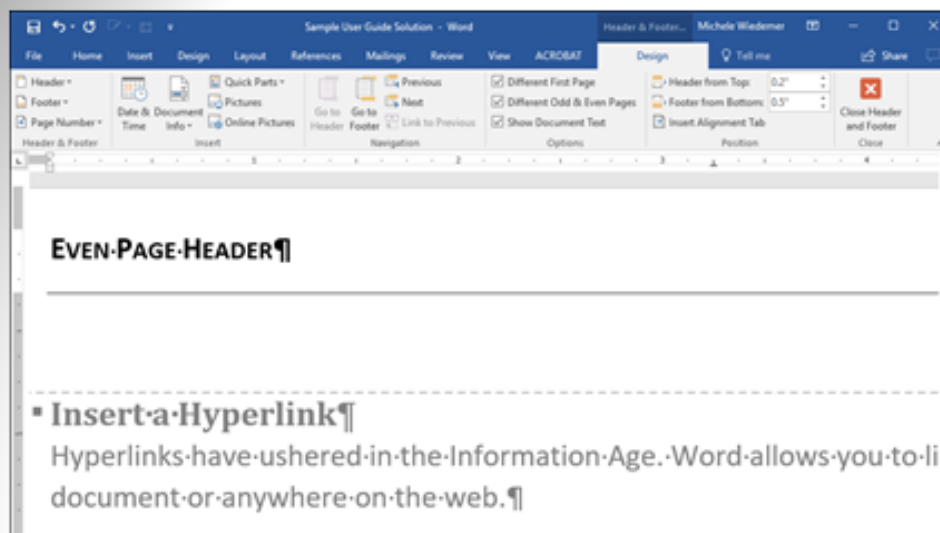
In this lesson, we'll introduce the following topics:

- Create a two-page spread
- Increase header and footer space
- Change vertical page alignment
- Set paragraph pagination options

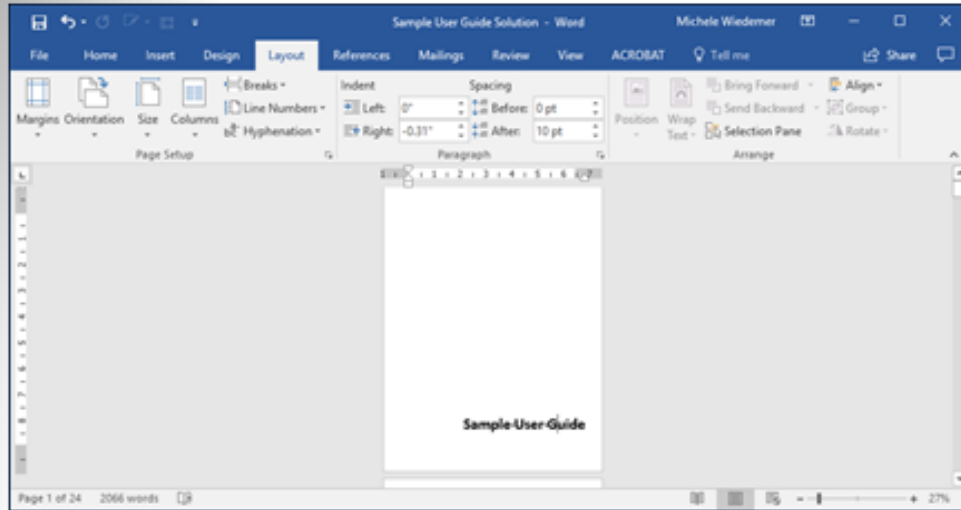
Create a Two-Page Spread



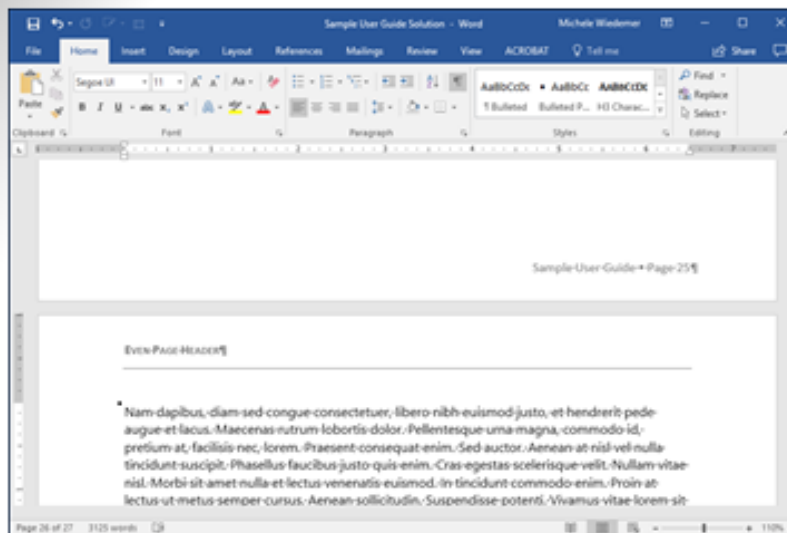
Increase Header and Footer Space



Change Vertical Page Alignment



Set Paragraph Pagination Options

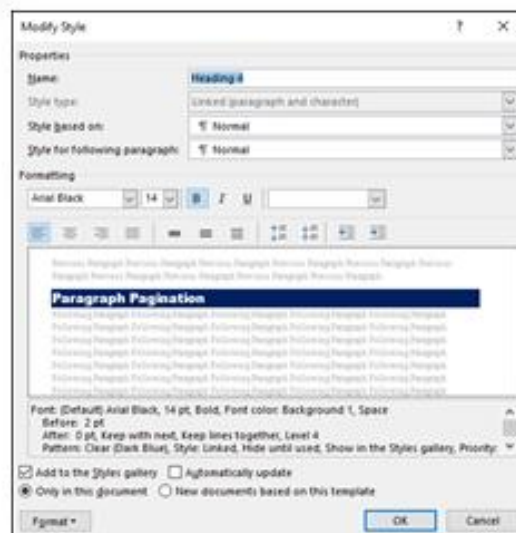


Lesson: Work With Styles

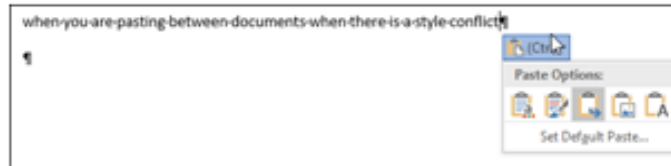
In this lesson, we'll introduce the following topics:

- Modify existing styles
- Resolve style conflicts using paste options
- Create paragraph and character styles

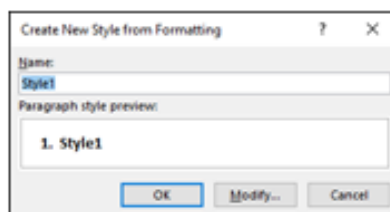
Modify Existing Styles



Resolve Style Conflicts Using Paste Options



Create Paragraph and Character Styles

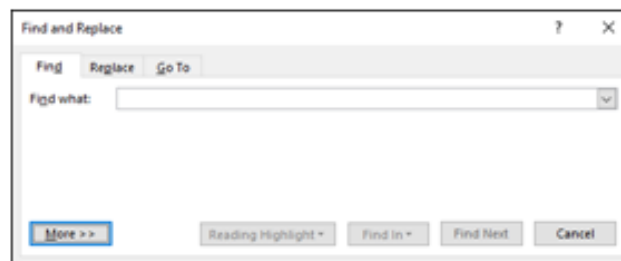


Lesson: Perform Advanced Editing and Formatting

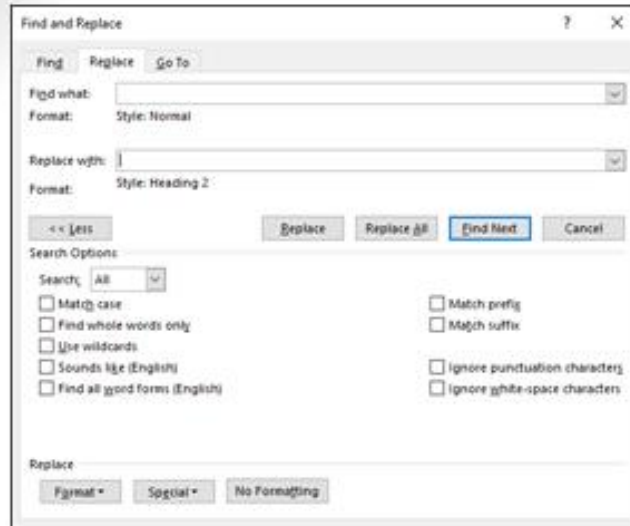
In this lesson, we'll introduce the following topics:

- Find using formatting
- Replace formatting
- Find and replace text using special characters
- Find and replace text using wildcards
- Link text boxes

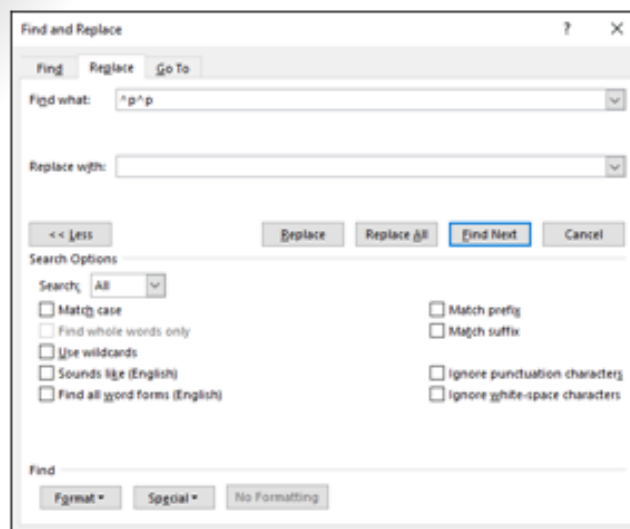
Find Using Formatting



Replace Formatting



Find and Replace Text Using Wildcards



Find and Replace Text Using Wildcards

Any Character	?
Character in Range	[-]
Beginning of Word	<
End of Word	>
Expression	()
Not	[]
Sum Occurrences	{, }
Previous 1 or More	@
1 or More Characters	+
Tab Character	
Carpet Character	
Column Break	
Em Dash	
En Dash	
Graphic	
Manual Line Break	
Page / Section Break	
Nonbreaking Hyphen	
Nonbreaking Space	
Optional Hyphen	

Link Text Boxes



Module Two: Review Questions

1. What creates a two-page layout?
 - a) Using different odd and even headers and footers
 - b) Adding a cover page
 - c) Adding a page break
 - d) Keeping paragraph lines together
2. Changing the Header from Top space to a larger measurement moves the content of the header:
 - a) Closer to the edge of the page
 - b) Closer to the middle of the page

Module Two: Review Questions

1. What creates a two-page layout?
 - a) Using different odd and even headers and footers
 - b) Adding a cover page
 - c) Adding a page break
 - d) Keeping paragraph lines together
2. Changing the Header from Top space to a larger measurement moves the content of the header:
 - a) Closer to the edge of the page
 - b) Closer to the middle of the page

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



Word 2016 Expert

Create a Two-Page Layout

1. Select a Header or Footer to open the Header and Footer Design tab.
2. Check the Different Odd and Even box.
3. Design separate headers and footers for odd and even pages.

Create an Index

1. Highlight the text you want to include.
2. Select the **References** tab from the Ribbon.
3. Select **Mark Entry**.
4. In the Mark Index Entry dialog box, enter the text for the **Main entry** and the **subentry** (if desired).
1. Select **Mark** or **Mark All**.
2. After you have marked at least some of your index entries, place your cursor where you want the index to appear.
3. Select the **References** tab from the Ribbon.
4. Select **Insert Index**.
5. Check the **Right align page numbers** box if desired.
6. Select the **Type as Indented** or **Run-in**.
7. Select the number of **Columns**.
8. Select the **Language**.
9. Select **OK**.

Control Paragraph Pagination

1. In the Paragraph dialog box, select the **Line and Page Breaks** tab.
2. Check the box(es) to indicate how Word should handle pagination for the selected paragraph.

Link Text Boxes

1. Select the text box with overflow text.
2. Select the **Drawing Tools Format** tab on the Ribbon.
3. Select **CREATE LINK**.

Notice how the cursor changes to a pitcher. This indicates that you are creating a text box link, and there is text to flow to an empty text box.

4. Click on the empty text box where you want the text to flow. Notice how the cursor changes to a pouring pitcher when you mouse over an empty text box.
5. The text boxes are now linked. Extra text from the first text box flows into the second text box.

To break a link, return to the first text box. When you select the text box, the Break Link option becomes available.

Create a Mail Merge or Labels

1. Select the **Mailings** tab from the Ribbon.
2. Choose **Select Recipients** to create a and save the new address list.
3. Create the content for the merge.
4. Select **insert Merge Field** from the **Mailings** tab on the Ribbon to choose the fields to use from the recipients list.
5. You can toggle between **Preview Results** and the merged fields view.
6. Select **Finish & Merge** to create individual documents, print documents or send emails.

Record a Macro

1. Select the **VIEW** tab from the Ribbon.
2. Select **MACROS**.
3. Select **RECORD MACRO**.

The *Record Macro* dialog box is displayed.

4. Enter a **NAME** for your macro. The name cannot contain spaces.
5. Select the location where you would like to store your macro from the drop down list. You can choose from the current document or the Normal template for use with all new blank documents.
6. If desired, enter a **DESCRIPTION** of what your macro accomplishes.
7. Select **OK**.

From this point, every keystroke or command that you perform is recorded. Keep that in mind, so you don't accidentally record things that you don't want performed repetitively. You can type text, perform formatting or insert things like pictures or tables. Just about anything you can do in Word can be recorded in a macro.

8. When you have finished recording your actions, select the **VIEW** tab from the Ribbon again. Select **MACROS**. Select **STOP RECORDING**.

Run a Macro

1. Select the **VIEW** tab from the Ribbon.
2. Select **MACROS**.
3. Select **View MACROS**.
4. In the **Macros** dialog box, select the Macro that you want to run. You can see the **DESCRIPTION** at the bottom to make sure it's the right one.
5. Select **RUN**.

Track Changes

1. Select the **Review** tab from the Ribbon.
2. Select **Track Changes**.
3. Make edits to the document. Word place a line next to any area with changes. It marks insertions, deletions, moves, and formatting changes according to the settings selected under the **Show Markup**. However, you may not see all markups, depending on your settings.
4. Select **New Comment** to add a comment.
5. Select **REVIEWING PANE** to view a description of changes.
7. Select **Previous** or **Next** to move to another tracked change.
8. Select **Accept** or **Reject** to accept or reject the current change.

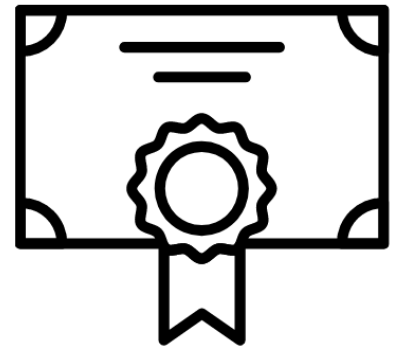
Find and Replace Using Formats

1. Select **Replace** on the **Home** tab of the Ribbon.
2. In the **Find and Replace** dialog box, select **More** if the Search Options are not visible.
3. Select **Format** under Find.
4. Select the formatting or style option you want to replace.
5. In the dialog box that opens, indicate the formatting or style you want to change and select **OK**.
6. Place your cursor in the **Replace with** field.
7. Select **Format** under Find.
8. Select the formatting or style option you want to change to.
9. Keep the **Find what** and **Replace with** fields blank to change all text with the selected format.
10. Select **Replace All**.

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION
[Name]

*Has mastered the course
Word 2016 Expert*

Awarded this _____ day of _____, 20____

Presenter Name and Title
