Microsoft Office 2010: Advanced Q&As – Word
Chapter 4

What is the purpose of the buttons in the Preview area? (WD 207)
They are toggles that display and remove the top, bottom, left, and right borders from the diagram in the Preview area.

How would I remove an existing border from a paragraph? (WD 208)
Click the Border button arrow (Home tab | Paragraph group) and then click the border in the Border gallery that identifies the border you wish to remove, or click No Border to remove all borders.

Could I have clicked Normal in the Styles gallery instead of the Clear Formatting button? (WD 211)
Yes.

What if the Text Pane appears next to the SmartArt graphic? (WD 214)
Close the Text Pane by clicking its Close button or clicking the Text Pane button (SmartArt Tools Design tab | Create Graphic group).

Can I change the layout of the inserted SmartArt graphic? (WD 214)
Yes. Click the More button in the Layouts gallery (SmartArt Tools Design tab | Layouts group) to display the list of layouts.

What if a shape is no longer selected? (WD 214)
Click the edge of any shape to select the shape.

How do I edit placeholder text if I make a mistake? (WD 215)
Click the placeholder text to select it and then correct the entry.

What if my typed text is longer than the shape? (WD 215)
The font size of the text may be adjusted or the text may wordwrap within the shape.

What if the SmartArt graphic is not selected? (WD 215)
Click the SmartArt graphic to select it.

What if I click the Insert Object button by mistake? (WD 222)
Click the Cancel button (Insert Object dialog box) and then repeat this step.

Where is the insertion point now? (WD 223)
When you insert a file in an open document, Word positions the insertion point at the end of the inserted document.

What is the purpose of SHIFT+F5? (WD 223)
The shortcut key, SHIFT+F5, positions the insertion point at your last editing location. Word remembers your last three editing locations, which means you can press this shortcut key repeatedly to return to one of your three most recent editing locations.

**How would I print pages from a certain point to the end of a document? (WD 224)**
You would enter the page number followed by a dash in the Pages text box. For example, 5- will print from page 5 to the end of the document. To print up to a certain page, put the dash first (e.g., -5 will print pages 1 through 5).

**Why does my document wrap on different words than Figure 4 – 25? (WD 224)**
Differences in wordwrap may be related to the printer used by your computer.

**Why does my screen show the document has four pages? (WD 224)**
You may have an extra blank page at the end of the document. This blank page will be deleted later in the chapter.

**What if I want to return to the original font set? (WD 226)**
You would click the Change Styles button, click Fonts on the Change Styles menu, and then click Office in the Fonts gallery.

**Why did a square appear on the screen near the left edge of the paragraph formatted with the Heading 1 style? (WD 227)**
The square is a nonprinting character, like the paragraph mark, that indicates text to its right has a special paragraph format applied to it.

**What is a content control? (WD 229)**
A content control is an object that contains instructions for filling in text and graphics.

**How would I delete a header? (WD 230)**
You would click Remove Header in the Header gallery.

**Why is the page number a 2? (WD 230)**
The page number is 2 because, by default, Word begins numbering pages from the beginning of the document.

**Can I also change the look of the page number? (WD 231)**
Yes. Click the Number format box arrow (Page Number Format dialog box) for a list of page number variations.

**What does ascending mean? (WD 232)**
Ascending means to sort in alphabetic, numeric, or earliest-to-latest date order.

**Why double-click the Format Painter button? (WD 234)**
To copy formats to only one other location, click the Format Painter button (Home tab | Clipboard group) once. If you want to copy formatting to multiple locations, however,
double-click the Format Painter button so that the format painter remains active until you turn it off.

**How can I tell if the format painter is active? (WD 234)**
The mouse pointer has a paintbrush attached to it when the format painter is active.

**What if the Format Painter button no longer is selected? (WD 234)**
Repeat Step 1.

**How would I copy formatting to a group of words or paragraphs? (WD 234)**
Instead of clicking the text, you would select it.

**Can I select any of the bullet characters in the Bullet Library area of the Bullets gallery? (WD 235)**
Yes, but if you prefer a different bullet character, follow the rest of these steps.

**What if I wanted a different number format? (WD 236)**
You would click the Numbering button arrow (Home tab | Paragraph group) and then select the desired number format in the Numbering gallery, or click the Define New Number Format command in the Numbering gallery to define your own number format.

**What if I wanted a different multilevel list format? (WD 237)**
You would click the Multilevel List button (Home tab | Paragraph group) and then select the desired list style.

**Can I adjust the level of a list item after it is typed? (WD 238)**
Yes. With the insertion point in the item to adjust, click the Increase Indent or Decrease Indent button (Home tab | Paragraph group), press TAB or SHIFT+TAB, right-click the list item, and then click the desired command on the shortcut menu, or point to Change List Level in the Bullets or Numbering gallery and then click the desired list level on the submenu.

**How do I turn table gridlines off? (WD 239)**
Click the View Table Gridlines button again.

**Does hiding white space have any effect on the printed document? (WD 241)**
No.

**How would I show white space again? (WD 241)**
You would point to a line between two pages and double-click when the mouse pointer changes to a Show White Space button.

**How do I select rows? (WD 242)**
Point to the left of the first row and then drag downward when the mouse pointer changes to a right-pointing arrow.

**How do I select a series of cells? (WD 242)**
Drag through the cells.

**How do I remove shading from a cell? (WD 243)**
Click the Shading button arrow and then click No Color in the Shading gallery.

**Why start selecting at the right of the table and move to the left? (WD 244)**
If you begin selecting from the left, the Mini toolbar may obstruct the view of the next cells you attempt to select.

**Do I follow the same procedure to select any nonadjacent item? (WD 244)**
Yes. Select the first item and then hold down the CTRL key while selecting the remaining items.

**What if I want to sort all rows in the table? (WD 248)**
Place the insertion point anywhere in the table instead of selecting the rows.

**What is the purpose of the Then by area (Sort dialog box)? (WD 248)**
If you have multiple values for a particular column, you can sort by columns within columns. For example, if the table had a city column and a last name column, you could sort by last names within cities.

**How would I make all columns in the table uniform? (WD 251)**
Simply place the insertion point somewhere in the table before clicking the Distribute Columns button.

**Why click the Text Direction button twice? (WD 252)**
The first time you click the Text Direction button (Table Tools Layout tab | Alignment group), the text in the cell reads from top to bottom. The second time you click it, the text is displayed so that it reads from bottom to top (Figure 4 – 72). If you were to click the button a third time, the text would be displayed horizontally again.

**What is the formula that shows in the Formula box, and can I change it? (WD 255)**
Word places a default formula in the Formula box, depending on the location of the numbers in surrounding cells. In this case, because numbers are above the current cell, Word displays a formula that will add the numbers above the current cell. You can change the formula that Word proposes, or type a different formula. For example, instead of summing numbers you can multiply them.

**Can I sum a row instead of a column? (WD 256)**
Yes. You would position the insertion point in an empty cell at the right edge of the row before clicking the Formula button.

**If I make a change to a number in a table, does Word automatically recompute the sum? (WD 256)**
No. You will need to update the field by right-clicking it and then clicking Update Field on the shortcut menu, or selecting the field and then pressing the F9 key.
How do I remove a watermark from a document? (WD 258)
Click the Watermark button (Page Layout tab | Page Background group) and then click Remove Watermark.

How do I create a picture watermark? (WD 258)
Click Picture watermark in the Printed Watermark dialog box (Figure 4 – 81), select the picture for the watermark, and then click the OK button.