Microsoft Office Word 2010: Comprehensive Q&As - Chapter 9

What if some formatting marks still appear after clicking the Show/Hide ¶ button? (WD 542)
Open the Backstage view, click the Options button in the Backstage view to display the Word Options dialog box, click Display in the left pane (Word Options dialog box), remove the check mark from the Hidden text check box, and then click the OK button.

What is a screen clipping? (WD 543)
A screen clipping is a section of a window. When you select Screen Clipping in the Available Windows gallery, the window turns opaque so that you can drag through the part of the window to be included in the document.

What if my text appears on a separate page from the screenshot? (WD 544)
Depending on settings, the text may move to the next page.

Why is the figure number a 1? (WD 544)
No other captions have been assigned in this document yet. When you insert a new caption, or move or delete items containing captions, Word automatically updates caption numbers throughout the document.

What if the Caption text box has the label Table or Equation instead of Figure? (WD 544)
Click the Label box arrow (Caption dialog box) and then click Figure.

What if my cross-reference is shaded in gray? (WD 546)
The cross-reference is a field. Depending on your Word settings, fields may appear shaded in gray to help you identify them on the screen.

How do I update a cross-reference if a caption is added, deleted, or moved? (WD 547)
In many cases, Word automatically updates a cross-reference in a document if the item to which it refers changes. To update a cross-reference manually, select the cross-reference and then press the F9 key, or right-click the cross-reference and then click Update Field on the shortcut menu.

Why did I not need to change the settings for the reference type and reference to in the dialog box? (WD 548)
Word retains the previous settings in the dialog box.

Why do formatting marks now appear on the screen? (WD 550)
When you mark an index entry, Word automatically shows formatting marks (if they are not showing already) so that you can see the index entry field. Notice that the marked index entry begins with the letters, XE.
How could I see all index entries marked in a document? (WD 550)
With formatting marks displaying, you could scroll through the document, scanning for all occurrences of XE, or you could use the Navigation Pane (that is, place a check mark in the Navigation Pane check box (View tab | Show group)) to find all occurrences of XE.

What if the index entries still appear after clicking the Show/Hide ¶ button? (WD 551)
Open the Backstage view, click the Options button in the Backstage view to display the Word Options dialog box, click Display in the left pane (Word Options dialog box), remove the check mark from the Hidden text check box, and then click the OK button.

Does the insertion point need to be at the top of the page? (WD 552)
No. The insertion point can be anywhere on the page for which you want to insert the building block.

Why position the insertion point near the middle of the page? (WD 556)
You want to ensure the text box will be positioned at the top of the third page after linking the two text boxes together. Because the content of the first and second text boxes will be shared, the content currently at the top of page three may move to page two after you link the text boxes.

Can I use the Navigation Pane to go to the second text box? (WD 557)
No. If you click in the Navigation Pane, the link process will stop and the mouse pointer will return to its default shape.

How would I remove a link? (WD 557)
Select the text box in which you created the link and then click the Break Link button (Drawing Tools Format tab | Text group).

Can I compress a single picture? (WD 558)
Yes. Select the picture and then place a check mark in the ‘Apply only to this picture’ check box (Compress Pictures dialog box).

Can I select any bullet symbol in the Bullet Library area? (WD 559)
Yes. You also can click the Define New Bullet command in the Bullets gallery if the bullet symbol you desire is not shown in the Bullet Library area.

Why is only my first line of text in the paragraph displayed? (WD 562)
Remove the check mark from the Show First Line Only check box (Outlining tab | Outline Tools group).

Could I press SHIFT+TAB instead of clicking the Promote to Heading 1 button? (WD 562)
Yes.
Why do the outline symbols contain a minus sign? (WD 563)
The minus sign means the outline level does not have any subordinate levels. If an outline symbol contains a plus sign, it means the outline level has subordinate levels.

How would I redisplay all lines of the paragraphs of body text? (WD 563)
Remove the check mark from the Show First Line Only check box (Outlining tab | Outline Tools group).

Does it matter where I position the insertion point before inserting a cover page? (WD 568)
No. By default, Word inserts the cover page as the first page in a document.

Does the cover page have to be the first page? (WD 568)
No. You can right-click the desired cover page and then click the desired location from the submenu.

How would I delete a cover page? (WD 568)
You would click the Cover Page button (Insert tab | Pages group) and then click Remove Current Cover Page in the Cover Page gallery.

What are the other vertical alignments? (WD 572)
Top, the default, aligns contents starting at the top margin on the page. Center places all contents centered vertically on the page, and Bottom places contents at the bottom of the page.

Why should I hide formatting marks? (WD 573)
Formatting marks, especially those for index entries, sometimes can cause wrapping to occur on the screen that will be different from how the printed document will wrap. These differences could cause a heading to move to the next page. To ensure that the page references in the table of contents reflect the printed pages, be sure that formatting marks are hidden when you create a table of contents.

How would I delete a table of contents? (WD 573)
You would click the Table of Contents button (References tab | Table of Contents group) and then click Remove Table of Contents in the Table of Contents gallery.

Why does the ScreenTip say ‘CTRL+Click to follow link’? (WD 575)
Each entry in the table of contents is a link. If you hold down the CTRL key while clicking an entry in the table of contents, Word will display the associated heading in the document window.

How do I remove a find format? (WD 577)
You would click the No Formatting button in the Find and Replace dialog box.

Can I search for (find) special characters such as page breaks? (WD 577)
Yes. To find special characters, you would click the Special button in the Find and Replace dialog box.
What if all the headings are not displayed? (WD 580)
Right-click a heading in the Navigation Pane and then click Expand All on the shortcut menu to ensure that all headings are displayed. If a heading still is not displayed, verify that the heading is formatted with a heading style. To display or hide subheadings below a heading in the Navigation Pane, click the triangle to the left of the heading. If a heading is too wide for the Navigation Pane, you can point to the heading to display a ScreenTip that shows the complete title.

Are the entries in the table of figures links? (WD 583)
Yes. As with the table of contents, you can CTRL+click any entry in the table of figures and Word will display the associated figure in the document window.

Can I create alternating headers? (WD 588)
Yes. Follow the same basic procedure, except insert a header building block or header text.

Can I insert a date and time in a header? (WD 588)
Yes. Follow the same basic procedure, except in a header.

What if my page numbers are not correct? (WD 589)
The page breaks will be adjusted later in the chapter.

Why do blank pages appear in the middle of the document? (WD 590)
When you insert even and odd headers or footers, Word may add pages to fill the gaps.

What happened to the graphics, footers, and other items? (WD 591)
They do not appear in Draft view because Draft view is designed to make editing text in a document easier.

Can I insert even page section breaks? (WD 592)
Yes. To instruct Word to start the next section on an even page, click Even Page in the Insert Page and Section Breaks gallery.

What are the rules for bookmark names? (WD 593)
Bookmark names can contain only letters, numbers, and the underscore character (_). They also must begin with a letter and cannot contain spaces.