

# Best of Microsoft Word

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CCH Learning:

Hello, everybody and welcome to today's webinar, Best of Microsoft Word. My name is Susannah Gynther from Wolters Kluwer, CCH Learning and I will be your moderator for today. A few quick pointers before we get started. If you're having sound problems, please toggle between audio and phone. Hopefully you can see this screen, so if you just can't hear me. If you are looking for PowerPoint, today's session, it's there in the handout section on your GoToWebinar panel. And shortly after the session, you will receive an email letting you know the e-learning recording is ready to be viewed. You can ask questions at any point during the presentation by sending them through the questions box.

I will collect those questions and ask them at the Q&A towards the end of today's presentation. CCH Learning also offers a subscription service, which many people have termed Netflix for professionals. It provides members with access to our entire library of recordings as well as live webinars for a competitive flat fee. That's for over 500 hours of content. For CPD purposes, your viewing is logged automatically. Your presenter today is Waqar Awan, applications trainer from Lumify Work. Coming from the domain of data analytics, Waqar is an engaging trainer. He is able to offer a wide range of Microsoft End user and project management training. He has extensive experience delivering training in a variety of formats including classroom, video conference, webinar, and one-to-one sessions. I'll now pass you over to Waqar to commence today's presentation.

Waqar Awan:

Good morning, everybody. Thank you very much, Susanna, for the intro. And what we are going to do is start looking into... bear with me for a second. Let me just tweak my screen a little bit.

Yes. So what we are going to do today, I'm going to start by looking into the topics which we are going to be covering. So the topics we are going to be looking into in regards to Microsoft Word is we are going to be looking into the interface of Microsoft Word in a bit of detail and look into the features of Microsoft Word. We'll also look into the built-in templates provided by Microsoft Word. We would move towards navigating Microsoft Word. What's the best way of navigating if you have a long document or a big document, how do you navigate and what are the best practises? We'd also look into having to create headers and footers within our Microsoft Word document, and also the cover page. And we'll finish off by creating some of the built-in smart art diagrams that have been created or available in Microsoft Word for you to use.

Okay, cool. So before looking at the UI, let's dive into understanding what Microsoft Word is. Well, it's a word processing software and it was created in 1985, and since then you probably would imagine that it's revised a lot and there's a lot of features that have been added up. But the core functionality remains the same. It allows you to do word processing a bit more effectively. And it is available as a standalone product and it is also available as a part of Microsoft 365. I believe most of you would be using Microsoft 365, so that is readily available for you to use on your devices by the organisation if you're working. Okay, so let's dive into the user interface and this piece I would be looking into explaining tabs and features. What is a quick access toolbar, some of the document properties as well and we move towards... I'm going to start sharing a document and yes, you guys can see the document.

So this is the Microsoft Word. The way I have set it up for me for my best use, you can see it's slightly different maybe for the way it looks in your case is that mine's a bit darker in colour. I like to use a bit darker colour for the products offered by Microsoft because they provide less glare. Just in case if you want to change this colour to be dark grey, you can always go to the first tab on the left-hand side, which is file. Let's click on that right, and we'll go to the last option here, which is options and I'll click on that. And then you'll have... this dialogue box would open up. Now this is a dialogue box. You'd see this dialogue box popping up at various instances while we are changing the options, the underlying options of Microsoft Word. On the left-hand side of this dialogue box, you have got tabs.

When you click on tabs, you can see specific functionalities popping up. What we are interested in at the moment is we want to go to the journal tab, and then we just want to scroll down slightly. And then you'd see this set of functions that are under a heading called "Personalise your copy of Microsoft Office." Now you can go ahead and change your username here while we are over here. I can explain it to you. You can change your username, you can change your initials if you wish to. You can change the office background and you can also change your office theme. Now Microsoft Office theme is dark grey and if I'll make it white and you'll see how different it would look and the amount of glare you would get. If you're looking at Microsoft Office product around seven to eight hours a day, I think it's the best practise to have as less glare as possible in your eyes.

So please, you could go to click on file and then go to options and then while you are in journal tab, you can go ahead and change your office team to dark grey and press okay and yeah, much better. Okay, now when we open up Microsoft Office, you are greeted with something like this. I'm just going to press Ctrl + N on my keyboard. Now bear in mind, anytime you've already opened up a Word document and you want to open a new Word document, you can go ahead and press Ctrl + N. And it takes a little bit of time and loads up and you get a new document that opens up. This is the document. When you open up Microsoft Word, this is how it looks like.

Now in regards to user interface, we are going to start from the top left-hand side. We're just going to work our way through and I'll explain you some cool tricks about some of the functionalities. Now the first thing which is on the top left-hand side, it is called a Quick Access toolbar. Now in this quick access toolbar you can actually add the functionalities which you use quite often. At the moment, and in fact it's by default you have got a save, Ctrl + S. Bear in mind if you have got a paper in pen handy, you can always write some shortcuts down.

If you press Ctrl+ S on your keyboard, you are actually saving the document and this function of a floppy disc on the top left-hand side does actually the same thing. And then you have got Undo, and you have got a Redo, which is repeat. Okay, so shortcut for undo is Ctrl + Z and a shortcut for redo is Ctrl + Y. Okay, so these are the functionalities which have been added to my Quick Access toolbar by default. However, if I'm not really happy with these functionalities, I can always go ahead and click on this arrow here. So if I click on this arrow, you can see that I get a list of functions which I can add to my Quick Access toolbar. Now if I'm interested in printing out my document really quickly and I don't have my keyboard handy to press Ctrl + P, I can go ahead and put quick print on my Quick Access toolbar.

And you can see that it is showing right on the top here. And if I want to get rid of any one of these functions, I can go ahead and click on quick print again and it'll just go away. Now these are the functionalities which Microsoft has given us by default and we can add them as a part of our Quick Access toolbar. Now if you are not happy with these functionalities and you're like, "Hey, I don't have the functionalities for the function, which I'm looking for listed here," you can always go ahead and click on more commands. Now we have got two other buttons over here which is show below the ribbon. So when you click on this, that would show Quick Access toolbar below the ribbon. So we know this area is called as ribbon.

And if I want to see it above the ribbon, I can go ahead and click this again and I'll say show above the ribbon so it goes back to the same point position it was. Okay, so that's the function of a show below the ribbon and above the ribbon. You can hide the Quick Access toolbar and of course we don't want that because it is a very good tool for us to have. What I want to focus on is on more commands. Now if I click on more commands, now you have this dialogue box that opens up. Please bear in mind that this is the same dialogue box which we saw earlier. This is the same dialogue box which we saw when we went in file and clicked options to change the theme. But if we go down to Quick Access toolbar, now this time it is showing us the functions we have got in our word as a whole and what functions which are added to the Quick Access toolbar.

Now by default, you can see we have selected... it selects actually popular commands, but we can go ahead and look into functions specific to a tab, like home tab, insert tab, draw tab. So these are the tabs which you see above. If I want to pick up a function from the home tab to be included as a part of my Quick Access toolbar, I can click on home tab and these are all the functions which are in home tab.

Now one of the functions just in case if I use quite often is draw table. I can click on draw table and then I press add. Now draw table has been added to the existing functions, which is save, undo, and redo. Okay? Now the four functions which you'll see right on the top would be draw table as I press okay. There we go. And you have the draw table added here. If you want to get rid of the draw table, you can go and click on this dropdown arrow and then from here you can see now draw table is showing on our default list of functions in our customised toolbar. So I can untick it and it'll go away. Now we can go to town and add a really customised quick access toolbar, but the idea behind is that if you are using functions quite often and it's really hard for you to dig those functions in these tabs, find the function and put it right on the top so you can use it as quickly as possible.

Now this piece over here right in the front, which is saying document number 11, that is showing the name of our document. Now if I save this document and give it a specific name, the name of the document would change. I have given a name to a document here. I've called this document fetch sheet proofing, so that's the name of the document. So if I change the name of the other document, this is where right on the top it would show. If I want to search a function, I can always go click in the search bar. I can search for a function provided if I know the exact name for it, I can search for it. I can also forward a document to people, which I am in communication with all the time. At the moment I'm communicating with my boss and my boss's boss, so I can share this document really quickly with him.

So that's one way you can share your document. Super quick. And if you move to on the right-hand side, you can see the login you are using for your Microsoft Office. I'm using my work login so you can always see which logins you're using. I've got other logins here as well. If you have got multiple logins, you can switch from one login to another login as well. So this is very simple functionalities. You've got Minimise, Resize and essentially closing your document. Now we have got the tabs over here and when we click on tabs, we have got ribbon that appears and these ribbon pertains the functions. So if we are in Home tab, I have got functions which are grouped in the form of clipboard, font-related, paragraph style functions, editing, voice sensitivity, editor, and addends.

Now please bear in mind that these tabs are completely customizable. Now if you intend to customise this tab, you can customise it, meaning you can get rid of a function if you wish. You can add additional functions if you want, or you can always add functionalities in your quick access toolbar, so your property, the direction you want to take. However, by default, these functions are grouped and these are the names of the group and they stay in a specific tab.

If we go right on the bottom part here, you can see that it would show the number of pages we have in our document and the words. Now I don't have anything sitting in this document, so I'm just going to quickly switch to my other document here. In this document I have got this document has two pages and the word count is 811 words. The writing is in English and text prediction is on, accessibility is investigative. All right, so this is something which we can dive in a bit later on. Essentially it allows us to figure out if we are using pictures and if we are using the correct captions under the pictures for people who've got special needs.

We can change our display settings if we wish to. We can do the focus mode from here as well. You can see focus mode will put us in a full screen. We can get rid of the focus mode back pressing escape top button on the top left-hand side of our keyboard. And then we've got few reading layout views as well. So for example, if you want to use a reading mode, we can click over here and you can see now our document is laid out for us to easily read, and then we've got a web layout and we've got read mode layout and print layout as well. We'll dive into this a bit later on as well because we've got this in-view tab here. However, these buttons are sitting on the bottom-end side just in case if you want to use it. And then if you want zoom in and zoom out, you can click from here.

You can also press Ctrl on your keyboard and scroll with your mouse up. If you scroll up, you are zooming in. If you scroll down, you are zooming out. Now start looking into these tabs and the functionalities we have got in these tabs. So the first one we are going to be looking into is the file tab. So let's click on file. So as soon as I click on file, I have got a landing page where I have access to templates. I also have access to the previous documents, which I may have opened. I can have the list of the documents here. I can see around about eight to 10 documents here, which I opened in past. And if I want to look into more documents, which I opened in past, I can click over here. And these are the list of more documents which I have opened in the past as well.

And you can see the dates when it was opened up. So it's really good at times for you to reopen your document instead of going to the folder where it is sitting. If you've opened it in the past very recently, you can go ahead and click on file and find a document which you think you want to reopen and just double-click it and that document would open up. Now if you use a document quite often, for example, if I'm using this document, which is fetch sheet proofing, quite often I can go ahead and pin this document. There's a pin right here. I can click on that and this document has been pinned. So any document that's been pinned have a pin sign and sort of a line and a circle around it. So this document would sit in this category, which is called Pinned here.

So if I click over here, you can see one document which I pinned is sitting on the top. Again, it's a good practise for us to kind of keep a track of the documents which we have opened in the past and which we open quite often. We can always pin them here. We're going to have to go and find the document in the folder where it is sitting each time we have to open it. We can also go ahead and click on share with me button, well tab, it would show all the documents that were actually shared by other people and they were shared to me. So if there is any document that was shared by somebody to you, you can look it from here. So let's go to recent. Okay, now Home, New and Open are pretty much same sort of a tab and they've got different views.

They do kind of the same thing. Home gives you a bit more flexibility in opening the new templates of opening the past documents or the pinned documents. So that's most [inaudible 00:21:11] time. And in regards to when you go to New, that allows you to only open up the new document. And new document could be a template. Now a template is a predefined kind document that has been created for you to use very quickly. Now if you are wanting to create a party invitation, you can either go ahead and search invitation over here and then a template would appear which has been created already, or you can always go ahead and click on the one you see. We're going to go ahead and click on party invitation here. And then we're going to press Create. It takes a little bit of time to open up the template. And then let's see it goes. We've got this template open up.

So if you've been tasked to create a party invitation, you can go ahead and get this template. You can change the text and you can change the writing a little bit or probably insert a logo to really customise it as per your requirement. And once you've created the templates, it's always a good practise to go ahead and save it. So how do you save a document? An easy way is to press Ctrl + S on your keyboard. Now if you press Ctrl + S on your keyboard, if that document hasn't been saved in the past, the word would give you a very preliminary of a name. So this name has been given to the template and I can go ahead and save that template to a location I want. I can save this to my desktop, I can save it to my OneDrive if you're connected or SharePoint, I can specify the sensitivity label, et cetera with that file.

And if I go ahead and press Save, that document would be saved as well. Another way to save the document, which is slightly longer, is basically going on file, then go to Save, give that name. Let's say Template. Are we going to specify the type of document it is? It is a Word document. It is actually .docx file, and we are going to specify where this document needs to go. So I can click on this box on the top and a dialogue box would open up. And I can specify saying, "Hey, can you put this on my desktop?" Let find my desktop, save, and that document is being saved on my desktop. Now if you happen to open a document, or it's already been opened and you're confused, you're like, "Oh my God, I don't know where this document is being saved," you can always go ahead and press on file and then you can press on info.

This is the next tab for us anyways. Info. And when we press on info, we get a really good metadata page. A metadata is a data about, well, essentially metadata explains your data files. So it is a data of a data. So if you go and click on info, you can go ahead and click on this tab, which is the open file location. So wherever your file is sitting, that location would open up and it has opened on the other screen. And there you go. Let's open up here. So the file is being stored on my desktop.

Now while you are in file and while you are in info, if you open up a document, you can look at the properties of the document, you can see when this document was created, who created the document. You can also see the editing time. You can see how much time a person has given to create the document. You can go ahead and click on properties and then advance properties, and then you can specify more detail about your document. I usually recommend people to add more details in this piece by going to properties, advanced properties, and then this dialogue box, adds more details over here for documents which are highly important. So you're adding customised metadata to your document just in case if somebody changes the name of the document, you have metadata that you can use to search this document. So it's good practise for documents which are really important.

And then what you can also do is open up the file location from here as well. Now you can protect your document. There's an option over here just in case if there's a document which you don't want people to see without your permission, you can always create a pin, you can restrict. You can encrypt a document with a password. You can click on this and then you can specify a password over here, right? Let's say 1111 or 222, whatever you want to use, you can use it. Make sure you remember it, okay? So when you press, put the password and then you press okay, the password would be set. And if you forget about what your password was, then it becomes really difficult to retrieve it. So please make sure that you write your passwords down for sensitive documents at some place. Check for issues and we can have a look at it later on.

But what I really like about this particular tab is that I've had instances where I have opened up a Word document, I worked on it, but by mistake, I didn't save the document and I closed it. And the next day I'm still searching where that document is, I can't find it right because I didn't save it. What Microsoft does is that it tries to create an image of your document without you giving it a command to save the document. So there is a possibility that you can retrieve your document which you haven't saved and have extensively worked on, and the best place to go is when you're in info, go to managed document. And when you click on manage document, you

would click on recover unsafe documents. And when you click on that, it would open up this dialogue box. And if you start looking as to where this data is sitting, it is, but it's right in the system somewhere, right?

So it is at the User/user A/app data/roaming/Microsoft Word. So don't worry about where the data is sitting. What you have to see that you would see documents with funny names. When I say funny names, meaning that you'd have these numbers, some would have these 20% sheet, 20%, you would have these names of a document and you can double click and see if Microsoft managed to save the document or create an image of the document which you essentially didn't save. If you have extensively worked on a document and haven't saved, it's highly likely that you would find your document in this unsaved documents. So how do you get there? So you'll go in file and then you would go in info, and then you would go to manage document, click on that and this is your friend, which is recover unsaved documents and you can try your luck here. So that was info part.

Okay, so these are one of the key most important parts in this tab, which is function. Then you have got save. If you press save, that'll just save, it won't open up any dialogue box. This particular tab is exactly the same as going to a document and pressing Ctrl + S. Okay, that's pretty much it. We have another tab here if you want to print, you can go ahead and press Ctrl + P, or you can go and press print over here and then you can go ahead and print as per your comment if you wish. Okay, if you want to share your document, you can go ahead and press share from there. Now, if you are linked with Outlook, you can go ahead and click on... and if you want to send this as a PDF document, you can go ahead and click on PDF. It would open up Microsoft Outlook.

It's taking a bit of time. So yeah, there it is. So open up Microsoft Outlook for me, and attach that this file as a PDF copy. So you don't have to save this document as a PDF on your desktop and then open up the Outlook, and then drag that document in your message box.

You can just simply go ahead by clicking on the file and then clicking on share. And if you want to send a Word document, you can click on that and it will open up the Outlook for you with an attachment of the Word document. If you want to send the PDF document, you can click on that and open up the PDF document. Now, if you want to share with OneDrive, you can go ahead and share with OneDrive. Make sure you've hooked up with your OneDrive as well. So if you're hooked up with your OneDrive, you can share it through OneDrive as well.

So export is exporting data that's beyond the scope of this particular webinar, but that is essentially exporting your underlying data and then you've got a transform into web page, et cetera. Yeah, these two features are beyond the scope of the webinar. Now the next one, next tab we have is home. And this home tab we have got a clipboard. The first function over here that has got my favourite function in Word, which is Format Painter. So if I'm working on a document and that document has a very specific text and the text has got let's say bold, italic, and it's very specific with underlining to some extent. So it's got a very complex formatting that's been applied to it. So instead of me trying to find out exactly what formatting has been applied, what I can do is I can copy the format from a text by highlighting this text, pressing on format Painter, and then selecting the text I want this format to be applied at.

So let's say I want to apply it here, and you can see that format's been quickly applied. Now if you're working with company document and you're still scratching your head trying to find out what format has been applied to a specific text, just copy the format and apply to the text you want to apply at, and that is your format painter. Now also please bear in mind that a clipboard allows you to copy and save your piece of writing. Now what do I mean by that? So if I click on this arrow here, you would see that a pane has opened up and it is showing me the text I have copied in past, which was just now. And I can go ahead and copy more text. For example, I can go ahead and copy benefit with journal community. If I press Ctrl + C.

You can see it sits on the top and I can go ahead and copy another piece, which is Provide homeless and inadequately housed citizen with affordable, safe and healthy Homes. Let's copy that. Ctrl + C you can say it's been copied. Now if I want to paste this piece of writing anywhere in this document, I can go ahead and just go ahead and paste it. If I want to paste these pieces to a new document, I can go ahead and open up a new document by pressing Ctrl + N. Sorry. Ctrl + N. New document. And if the clipboard is open, you would see that things I copied in the clipboard are still over here and I can paste them wherever I want.

Plus, be aware that you will need to tweak your formatting a little bit as well. You can open up your Outlook and it works on... clipboard, works on Outlook as well. So if I have got a new email, just bear with me for a second, opening up a new email here, and if I want to paste what I copied in that Word document, it is actually available for me to copy through clipboard. It's still there. So imagine if you have copied numbers and names and if you're using a different product or app, you must be wondering that, oh, I need to recopy the thing.

No, you don't have to do it. That clipboard copies 24 to 25 items, and you can clear clipboard by pressing clear all, and just clears it. Okay, cool. Let's close this one. I'm not going to save it. I'm going to close the clipboard from here as well. So yeah, so that is one of the functionalities of the clipboard. These are the font functions. They're very simple. You can change the font type size. You can make it bold, italics, underlying from here. You can do bullets from here as well. You can apply bullet points. For example, I've applied bullet points here in this text. If I want to change the bullet points to alphabets, I can do that. I can pick up the type of bullet points I want to use. And then you have got the functionalities of changing your alignment and line spacing, et cetera.

You can also go ahead and change your styles from here as well. Now let's take an example of this one here. So if I click on our mission, you can see as soon as I click on our mission right in the style, the heading one gets highlighted. That means the heading one has been set to look like this. If I highlight another piece of text, for example, if I'm highlighting building with heart, so I'm just going to make space here, I'm just going to click on this, and I want this to be a heading as well. If I have preset a style, I can go ahead and just click on heading one and it will take exactly the format which I want. So it's very easy to set these styles first, and once these styles are being set, you can apply it across your document.

And that really does make life easier, that you don't have to modify the document each... sorry, the headings or the styles for the piece of writing. By default, we've got plenty of styles. We've got normal marketing point, no spacing, heading two, title, et cetera. At the moment, we have only set up I think heading one and normal. If I want to see what style has been applied to heading one, I can right-click. I can go ahead and click on modify, and then this dialogue box would show me the type of style that has been applied. So this is the text formatting, the size of the text and the colour of the text. Press okay. So I can go ahead and change these styles as per my liking. By default, if you go to design tab, you would have some themes and designs in layout, sorry, themes and designs, which you can use.

Apologies, these were the one which is your themes. You can pick up a theme and themes would have pre-created styles. So let's have a look and scroll. So if I go to design and if I pick up a theme and let's say this one here, I don't know exactly the name for it, but if I pick this theme up here, and then if I want to write on the title, This is a Demo, so we have a theme already there to use. I can go ahead and change the theme design, et cetera if I want to by just going ahead right clicking and then modifying, and I can change that from here. Okay, cool.

So let's go to the top. So you can look into the styles here. If you want to find a piece of writing, you can always go ahead and click on Find. I will take you there. You can replace a word. So if you want to replace heart with a wrong spelling, you can say it will go and find heart word and replace it with heart. So if I press replace all, then go ahead and replace it. You'll find it and replace it. So it's also a good place if you know that you've put a wrong spelling and you're consistent with putting that wrong spelling.

So let's go in the Insert tab. Insert tab allows us to add cover page, blank pages, et cetera. So we have a document here that's been opened up. And in this document, if we want to add a cover page on the top, I can go ahead and click in the beginning of the B, and click on the cover page. And we have got the cover page options here. I can pick one option and the cover page would go on the top. I can go ahead and change the title of the cover page if I want to and change the name. Also, if we have created headings and allocated text with specific heading, what is also very useful is that we can go ahead and create table of contents. So a table of content is an easy... it's a very easy way to make table of contents if you have allocated styles to a specific piece of writing.

So how do we do that? We'd go to the reference, and within the references, you have table of contents and you click on the first option, or the second option here, and you'll have the table of contents. Unfortunately, I was right in the middle of the text where I've put the table of contents and it doesn't go there. So we'll go right on the top where it says Building with Heart and beginning of B, and then we'll click on table of contents and then it'll go right here. Now you want table of content to be sitting on a separate page? we can always move this page down and create through a page break. So if we go to insert, we can go do a page break. And page break has created a space in between the two pages and we have got table of contents separated from our first piece of writing, our first page.

And if I want to add a cover page again, I can go ahead and cover page. So I've got a cover page, then I've got a table of contents right here, and then I've got my document. Okay, let's go back. So what else can you put? Well, you can add a table. You can insert a table, right? This is a table already. So if you want to insert a table from scratch, you can just create a space and go to insert, select how many columns and rows do you want in your table? Click on that. Once you've selected columns and rows already, you can go to the top left corner of your table and then select the design of the table.

Now, as soon as the table comes on your document, you see these two tabs appear, which is table design and layout. These tabs allow you to format your table. So if I click on the top left-hand side of the table and then pick up a table design, I can quickly create a table, which I think... I can quickly create a table. I can change the design by clicking on the design options which are appearing on the top. I can further tweak the layout if I wish to. I can insert the rows, or I can insert the rows above. I can insert the rows down, I can insert columns if I wish to. I can go ahead and insert the columns. You can do a lot of things here. You can change the directions. So as soon as you have your table created, you have your helper tabs, they appear on the top as well for you to customise your table.

So that was the table. And let's have a look at some of the shapes, what we can add in our document. Now we can add pictures, and the pictures can be added from the device. So if I have some pictures sitting on my computer, I would go ahead and click on this device and it would open up this dialogue box, and I would have some of the screenshots, which I may have. I can add those screenshots here within my document by just clicking on it and just go ahead and insert the picture would be added from my computer. Now I can go ahead and insert a picture from the stock images. Now, stock images, I usually recommend people to use stock images. They are the best form of images available in Microsoft Word. You can get images online, meaning from web, but the quality is not that good.

If you're creating a professional document, if you want to make sure that the image quality is crisp, you can go to stock images and select the image you want. For example, once you look at the car, right, you've got an image of a car, we've got, I believe it's Tesla here, I'll press insert and the image of the car would be added. Takes a little bit of time, and you would also need to adjust the picture slightly because it's a really high def picture. And then you can move that picture around if you wish. Okay, so if you're in an insert, and if you go to pictures, you've got device, you've got stock, and you can always have online images if you want to. You can add shapes as well. Your document within your document, you can add heaps of shapes. And adding a shape is very simple. Just select the shape you want to add and point it in the direction where you want that shape to be added.



And then if you click on the shape, a little tab would appear, and this is your helper tab that would allow you to start modifying or format the shape the way you wish. And you can go to town on this. There's a lot of formatting options available. So insert, shapes and you have got heaps of shapes available. You can add icons as well, right? You've got plenty of icons available to be added. So you can select or search for an icon and then just basically select and insert, and the icon gets added. So they're readily available for you to use to add value to your document.

You also have 3D models. Not a lot of people have actually seen these 3D models or have used it, but you have these models which you can use depending upon your need. For example, we've got a model here of a dinosaur. We can insert that here. It takes a little bit of time. And also, please be aware that if you add model or pictures and stuff, it usually increases the size of your document. It's taking a little bit of time. So what I'm going to do, I'm just going to cancel this. In fact, what I'll do, I'll move to the next document. Meanwhile it'll download. Yeah, it hasn't downloaded yet. Oh, here it is. Apologies for the delay, but we've got our dinosaur here. I can go ahead and change the shape of it.

So this is like a 3D model you can add to your document. So how do you add that? Just go to insert, and then you've got 3D models here. Another thing which I really like is your SmartArt, right? So SmartArt is also an insert functionality, and then if you go click on SmartArt, it gives you an option of a diagram you want to use. So if you are using, let's say a hierarchy, if you want to create a hierarchy, you can go to hierarchy over here, select the hierarchy you want to use, press okay, and you've got a nice big diagram that appears. You can reduce the size of it a little bit if you wish. And then what you can do in order to put the data inside is that on the left-hand side, you'll see this arrow, okay? And if you click on this arrow, you would have these texts sitting in the square brackets.

You can click in between the square brackets and put the text inside. So let's say James is our big boss and then assistant to James is Oliver, right? And then we have of course, Jack, Peter, James. Oh, we've got two Jameses. Jim. Okay. So you can quickly add text to it. I always recommend that if you open up your SmartArt and if you don't have this dialogue box sitting on the left-hand side, always click on this arrow here to see your dialogue box. And then you add your data in there. So that's the best way to do it. For example, if you think that you've got another person that started reporting to James is Tim, you can just press enter and add Tim. And if you go like, "Oh, actually Tim is reporting to Jim," the way you can do is press Tab on your keyboard and you can see Tim goes underneath Jim and Peter would have another person. Let's say Alice. You can see, how do you go down a level? It's just pressing Tab on your keyboard.

Now if I press Shift + Tab, I'll go back. So Alice has moved up, because Alice have been promoted. If I press Tab, Alice would move down. Okay, so Shift + Tab is promotion and Tab is demoted. Now promotion and demote can also be achieved on these bits over here as well. You can also have an option of changing different colours. So if you intend to change the colours at the... if you want to change the colours, you can go ahead and change it as well from the top, right? Cool. So this is your SmartArt. And if you can give me a second, let me have a look. I've got... yeah.

If you go in Insert, we also have an option of creating charts. You have a lot of charts available to select from. Let's say, if you want to look into this column chart, now this is a column chart. I press okay. You're like, okay, so if I get a chart, where is my data sitting? So the data comes in a little Excel top dialogue box over here, and I can reduce this and change the appearance of the chart. For example, we're talking about results of students and we've got three student; James, we've got Tim and Paul. We've got three students. I don't want the category four to be included. What I can do is to just move it up. I'll have three students here, Jim, Tim, and Paul. And then we've got results. Okay? So we've got results for different intakes. Let's say we've got Feb intake, we've got July intake, and we've got, let's say November intake.

You can see this is dynamic. So every time you are adding data to this text, your chart changes as well accordingly. If I want to reduce it to only two index, there you go. If I want to include only James and Paul, I can move this up. You'll have only James and Paul included. So yeah, so that is also a great functionality of Word. You don't have to create charts in Excel and copy and paste them over here. You can create it only in here by just going to insert and going to charts and that's really easy to do. And the last bit is taking screenshot. So if you click on that, you would see all the screens which has been open, and you can pick a screen which you want to take a copy of. So for example, if I want to take a screenshot of my PowerPoint presentation, which I have, I can just click on it and it's over here and I can just cut and paste it further down over here.

So this comes as a picture, and if you have a picture, you can select a picture and go to your helper tab that comes on the top, which is your picture formatting. You can go ahead and change the formatting of the picture. Some of you might feel that, hey, if you put a picture, you can't move it, you can't move it because we have anchored the settings. We have put the setting as in-line with text, but if I change the wrapping too tight, I have an option of changing it as well. Or I can also change the picture position and the way it tells as well. Okay, so that rounds up our session for today. I'm happy to take questions, Susanna, if you want to probably take-

CCH Learning:

Thank you very much for that, Waqar. Lots of interesting information there and a few things even I didn't know about words, so it's always good to learn something new. So yes, we will be spending the next few minutes taking questions. So just a reminder to please type them into the questions pane. To give you some time to type those up, I will mention our upcoming webinars. Coming up, We're looking at The Best of Microsoft Outlook. We're also going to be looking at Microsoft Teams working with SharePoint and OneDrive and of course the best of Microsoft PowerPoint. Next week we're starting up our cyber security updates, and this February we're looking at the threat update, stealer-log threats, non-genuine software and AI In 2024. We're also going to be looking at SME loans and... oh, sorry, apologies there, people.

And we're also going to be having an aged care Q&A session. So if you have some burning questions about aged care, please log in, register for that and send us your questions. But if you are interested in these and any other of our webinars, please head to our website and have a look and see if any of them are right for you. So let's have a little look at the questions. So I have a question from Sarah. Sarah's question was: what was that function that you used where you wanted to apply formatting from one text to another text?

Waqar Awan:

Yeah, excellent question. And I think I did mention it very briefly, that it's one of my favourite function. Now if you guys have opened up your Microsoft Word, if you click on the home tab, the first option that appears right underneath the home is a format painter. So if you use a format painter, what it does, it copies the format of a text you are specifying. So first, you have to specify by highlighting the text, then go and click on format painter and then apply that formatting by going to the text you want to apply that formatting to and just dropping your cursor there and it'll just apply to the text you have selected.

CCH Learning:

Thank you for that, Waqar. So there you go, Sarah, I hope that helps you out. I also have a question from Michael. Michael was asking about templates. What does the term template mean? I mean, I think it's sort of obvious, but obviously somebody doesn't quite understand. So what is a template?

Waqar Awan:

Very good question, Michael. A template is predefined document, which has got your predefined text size, have already defined how much spacing needs to be there between paragraphs, have specified the colour of the headings, and essentially it has a predefined document that you just type in data to make it ready and presentable quickly.

CCH Learning:

Thank you for that, Waqar. I hope that helps you there, Michael. I do have a question from Sandra. Sandra is asking, "When I send a Word document to a person, can they look at the metadata of the document and if so, can I limit what they can see?"

Waqar Awan:

It is an excellent question. Yes, you can go ahead... You cannot limit what they can see per se to a certain extent, but you can tweak what they can see.

CCH Learning:

Would you like to demonstrate?

Waqar Awan:

Yeah, so if you can share the screen, give the screen back to me. And then I can-

CCH Learning:

Yeah. I'll share that back. There you go.

Waqar Awan:

... [inaudible 01:00:20] please.

CCH Learning:

And then you can show Sandra what you mean.

Waqar Awan:

Yeah, that's exactly... Okay, there we are. Okay, so metadata is coming in the info part. Now if you are here and if you're sharing your document, it's highly likely that you are sharing information as to, hey, how much was the editing time? I have instances where I'm marking work from a university and of course students who have finished a whole assessment in 10 minutes. So at that point I think there's something happening. So you can go ahead and tweak some elements of these properties, but not all of them. And when you're sharing, unfortunately most of the metadata does go along. Most of the data does go along. However, you can tweak your metadata, meaning you can go ahead and change the name of the author or last modified. I've seen people going out of the way and changing their... well, I wouldn't recommend at all changing their computer time to change the total editing time. So yeah, it goes along and at this stage, I don't think there is any way you can not send your metadata.

CCH Learning:

Thank you very much for that, Waqar. I hope that helps you there, Sandra. I'll just take that back if you don't mind.

Waqar Awan:

Sure.

CCH Learning:

No worries. All right, well that does actually seem to bring us to the end of our questions for today. So in terms of next steps, I would like to remind you all to please take a moment to provide your feedback when exiting. We've asked you a couple of questions about today's webinar, so it's really important for us to hear your opinions. It's also a reminder that shortly after today's session, you will be emailed when you are enrolled into the e-learning recording, which can be watched multiple times and give you access to the PowerPoint transcript and a CPB certificate. I would very much like to thank Waqar for the session today, and to you, the audience for joining us. We do hope to see you back online for another CCH learning webinar very soon. Thank you very much. Enjoy the rest of your day.