

# **Further Word 2000 Skills Part 1**

**Headers & Footers, Footnotes  
and Inserting Pictures using  
Microsoft Word 2000**

# Page Views

Word provides a number of ways to view your document on the screen.

## Normal View

This is the best all-purpose working view. You will probably do most of your typing, editing, and formatting in this view. From the **View** menu, choose **Normal**.

## Print Layout View

This shows each page in your document as it will look when printed. Frames, columns, headers, footers, and footnotes appear in their correct positions. You can also edit and format text in print layout view. From the **View** menu, choose **Print Layout**.





## Magnifying or Reducing the Page View

1. From the **View** menu, choose **Zoom**.
2. Under **Zoom to**, select a preset magnification setting.
3. Under **Percent**, select a manual magnification percentage.

# Headers and Footers



Headers and footers enable you to add text at the top or bottom of every page in your document.

## Creating a header or footer



1. From the **View** menu, choose **Header and Footer**.
2. Click on the **Switch Between Header and Footer** button  to toggle between them.
3. Enter the text. To add a **page number**, click ; to add the **current date**, click ; to add the **current time**, click .
4. To close the header or footer area, click the **Close** button.

## Creating Different Headers or Footers for Odd and Even Pages

You can choose to have one header/footer on even pages, and a different header/footer on odd pages. For example, you can create a header that displays a title on left-hand pages, while the headers on the right-hand pages show the chapter name.

1. From the **View** menu, choose **Header and Footer**.
2. Select the **Page Setup** button .
3. Select **Different odd and even**.
4. Click the **OK** button.
5. Headers and footers now indicate whether you are using the odd or even page header/footer.
6. Use the **Show previous** and **Show next** buttons  to switch between odd and even page headers and footers.
7. To close the header or footer area, choose the **Close** button.

## Creating a Different Header or Footer for the First Page

1. From the **View** menu, choose **Header and Footer**.
2. Select the **Page Setup** button .
3. Select **Different First Page** and click the **OK** button.
4. Headers and footers now indicate whether you are using the first page or other header/footer.
5. Use the **Show previous** and **Show next** buttons  to switch between odd and even page headers and footers.
6. To close the header or footer area, choose the **Close** button.

# Page Breaks

As you work on a document, Word breaks pages automatically every time you fill a page with text or pictures. You can insert page breaks manually whenever you want to force a page break.

In Normal View automatic page breaks are displayed as a dotted line across the page, manual page breaks are displayed as a dotted line across the page with the words Page Break in the centre.

### **To Insert a Manual Page Break**

1. Click where you want to insert the page break.
2. From the **Insert** menu, choose **Break**.
3. Click the **OK** button.

### **To Remove a Manual Page Break**

1. In **Normal View**, double-click the page break you want to delete.
2. Press the **Delete** key on the keyboard.

## **Numbering Pages**

With Word, you can number pages quickly and easily. Word also updates page numbers automatically. Page numbers appear in print layout view and print preview. It is done through the **Header/Footer** command as well as through the **Insert** menu.

1. From the **Insert** menu, select **Page Numbers**.
2. Under **Position**, select either **Top** or **Bottom** of page.
3. Under **Alignment**, select either **Left**, **Center**, or **Right**.
4. If you want to show page numbers on your first page, ensure that the **Show number on first page** box is selected.
5. Click the **OK** button.

### **Changing the Page Number Format**

1. From the **Insert** menu, choose **Page Numbers**.
2. Click the **Format** button.
3. In the **Number format** box select the format to use for page numbers.
4. Click the **OK** button.
5. Click the **Close** button.

## **Footnotes**

With Word, you can add footnotes of any length to your document. You can print footnotes at different locations in your document and customise footnote reference marks and footnote separators. Word can automatically renumber footnote and reference marks whenever you add, delete, or move footnotes.

## Inserting a footnote

1. In **Normal View**, click where you want to insert the footnote reference mark.
2. From the **Insert** menu, choose **Footnote**.
3. Specify an automatic footnote, using the **Auto-Numbered Footnote** option.
4. Click the **OK** button. Word inserts the reference mark, opens the footnote, and moves the cursor to the footnote pane.
5. Type the footnote text. Click the **Close** button.

## Changing the Footnote Reference Mark Format

1. From the **Insert** menu, choose **Footnote**.
2. Click the **Options** button.
3. In the **Number format** box select the format to use for footnotes.
4. Click the **OK** button.
5. Click the **Close** button.

## Deleting a Footnote

1. Select the **reference mark** for the footnote you want to delete.
2. Press the **Delete** key on the keyboard.

**NOTE:** You cannot delete a footnote by deleting the footnote text. You must delete the **footnote reference mark**.

# Inserting Symbols

In addition to letters, numbers, and punctuation marks provided on the keyboard, you can access bullets and other special characters.

1. Click where you want the symbol to appear.
2. From the **Insert** menu, choose **Symbol**.
3. From the **Symbols** window, select a font that contains the symbol you want.
4. Locate the symbol in the grid and click on it, then click the **Insert** button.
5. Click **Close** to finish inserting symbols.

# Inserting Pictures

You can insert pictures with variety of file format such as Compuserve Bitmap (.gif) and JPEG (.jpg).

1. Click where you want to insert the picture.
2. From the **Insert** menu, choose **Picture**, then select **From File**.
3. Locate the picture using the **Look in** option.
4. Highlight the picture filename and click the **Insert** button to insert the picture in your document.

# Inserting Clip Art

Clip Art is a gallery of cartoon style pictures which is part of Word.

1. Click where you want to insert the clip art picture.
2. From the **Insert** menu, select **Picture**, then **Clip Art**.
3. Select the required category.
4. Click on the picture to be inserted and choose the **Insert clip** icon.
5. Click the **x** button on the Clip Art window to close it.

# Inserting WordArt

1. From the **Insert** menu, select **Picture**, and **WordArt**. The WordArt Gallery appears on screen.
2. Select one of the text effects and click **OK**.
3. Type the text you wish to be transformed into the selected style. You can specify the **font**, **style**, and **size**.
4. Click **OK** to place the WordArt on your document. It will float over the text, and can be positioned anywhere on the document.

# Inserting AutoShapes

1. From the **Insert** menu, select **Picture**, and **AutoShapes**. The AutoShapes menu appears on screen.
2. Select the AutoShape category: **Lines**, **Basic Shapes**, **Block Arrows**, **Flowchart**, **Stars and Banners** or **Callouts**.
3. Select one of the shapes under the chosen category.

4. Click and drag to the required size. The shape can be positioned anywhere on the document, and will float over the text.
5. To add text to the AutoShape, click on it with the **right mouse button** and select **Add Text**.

## Resizing Pictures

1. Select the picture you want to resize by clicking on it.
2. Click and drag a **sizing handle** (use a corner sizing handle to avoid distorting the picture shape).

## Text Wrapping

Pictures and clip art are inserted with the **In line with text** wrapping style applied. You can change the text wrapping style to allow text to wrap around a picture in several ways.

1. Select the picture by clicking on it.
2. From the **Format** menu, select **Picture** and then **Layout**.
3. Select a text wrapping option and click **OK**.


## Picture Toolbar

The picture toolbar gives you quick access to **contrast**, **brightness**, **cropping** and **text wrapping**, options.

If the Picture toolbar does not appear when a picture is selected, then from the **View** menu choose **Toolbars**, then **Picture**.

## Cropping Pictures

You can trim, or “crop”, a picture in Word to hide unwanted areas.

1. Select the picture you want to crop by clicking on it.
2. From the **Picture** toolbar select the **Crop** button .
3. Click and drag a **cropping handle** (use an inner cropping handle to crop one side at a time).
4. Click on the **Crop** button again to finish cropping.