

New Hope Community Development Group



Advanced Microsoft Word



In this **Microsoft Word** training class, you will learn **advanced** techniques, such as working with tables of contents, footnotes, and endnotes, adding comments, comparing, translate documents and combine documents. Set watermarks and protect documents

This course is intended for students who have intermediate skills with Microsoft Word who want to learn more advanced skills.

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Quick Styles in Word

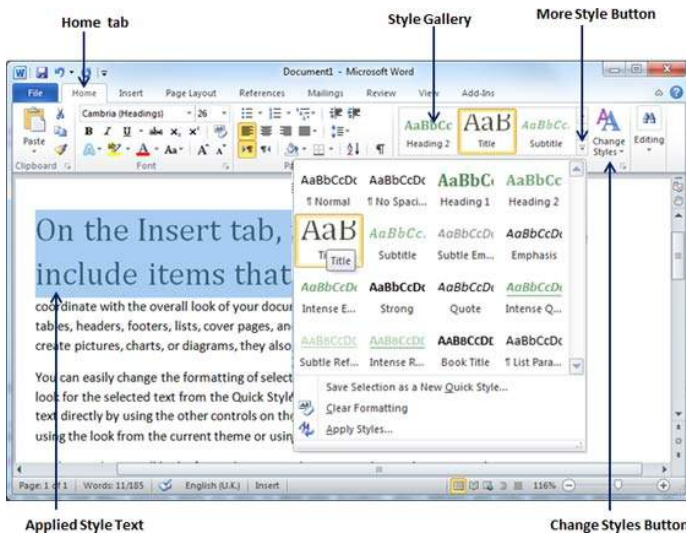
In this chapter, we will discuss how to apply quick styles in Word. Microsoft Word provides a gallery of Quick Styles that you can apply to headings, titles, text, and lists. Quick styles come with canned formatting choices, such as font, boldface, and color which we will understand in this chapter.

Apply Quick Styles

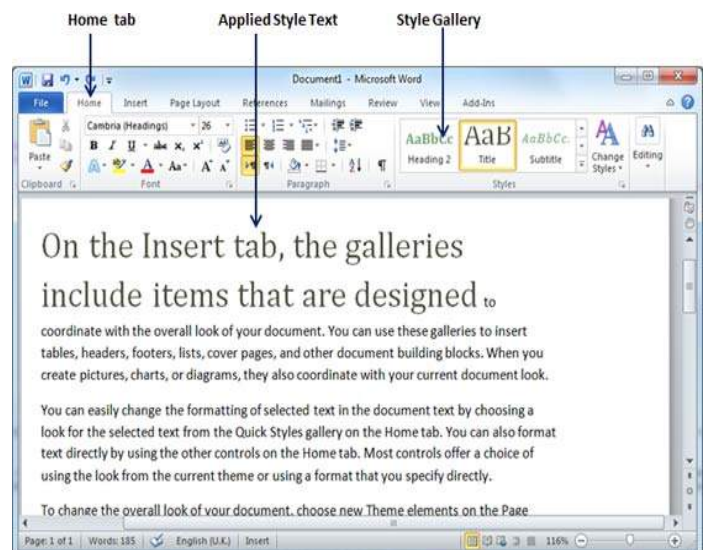
The following steps will help you understand how to apply quick styles to a selected portion of text.

Step 1 – Select a portion of text to which you want to apply some style. Using style, you can change the selected portion of text as a heading or subheading or title of the document. You can try using different styles on your text based on your requirement.

Step 2 – Click the **Home** tab and then move your mouse pointer over the available styles in the **Style Gallery**. You will see that the selected portion of text will change its style based on the selected style. You can display more available styles by clicking the **More Style** button.



Step 3 – Finally, to apply a selected style, click over the style and you will find that it is has been applied on the selected portion of text.



You can bring a text to its normal appearance by selecting the **Normal** style available in the **Style Gallery**.

Change Styles

The **Change Style** function allows you to change the default font, color, paragraph spacing and style set for a document. The following steps will help you change the default style.

Step 1 – Open the document the style of which needs to be changed. Click the **Home tab** and then click the **Change Styles** button; this will show you all the options that can be changed. You can change the Style, the Font, the Color and the Spacing of the paragraph.

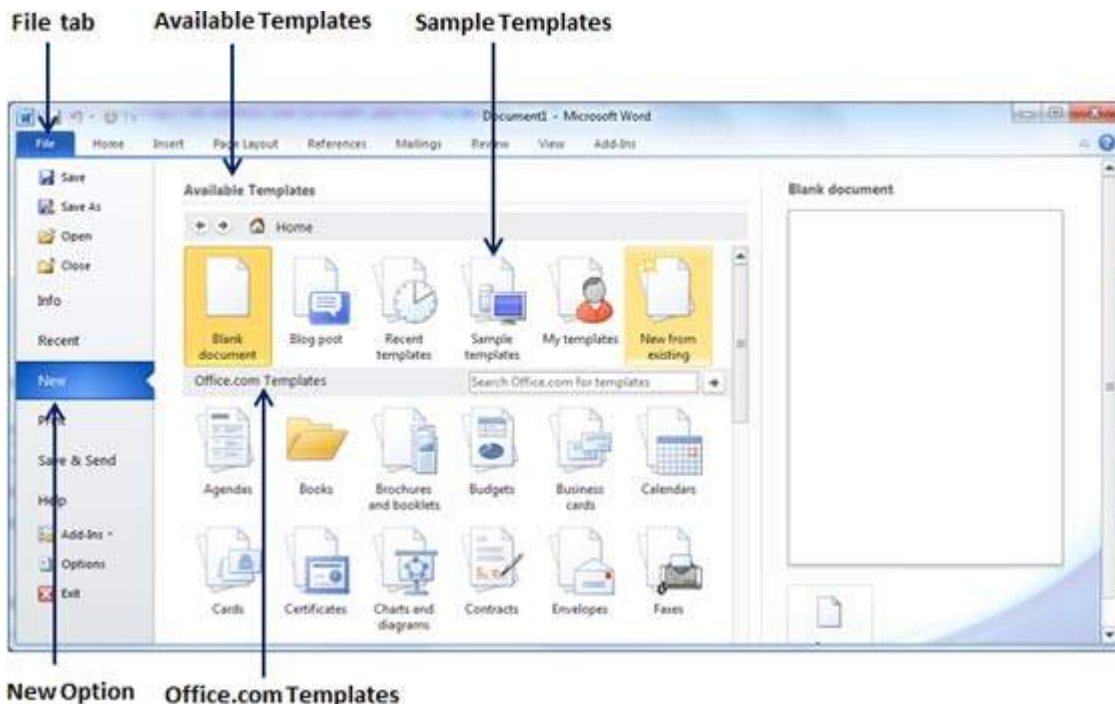
Use Templates in Word

In this chapter, we will discuss how to use templates in Word . Microsoft Word template is a collection of styles which defines paragraph styles for regular text paragraphs, a title, and different levels of headings. You can use any of the already existing templates for your Word document or you can design a template which can be used for all your company documents.

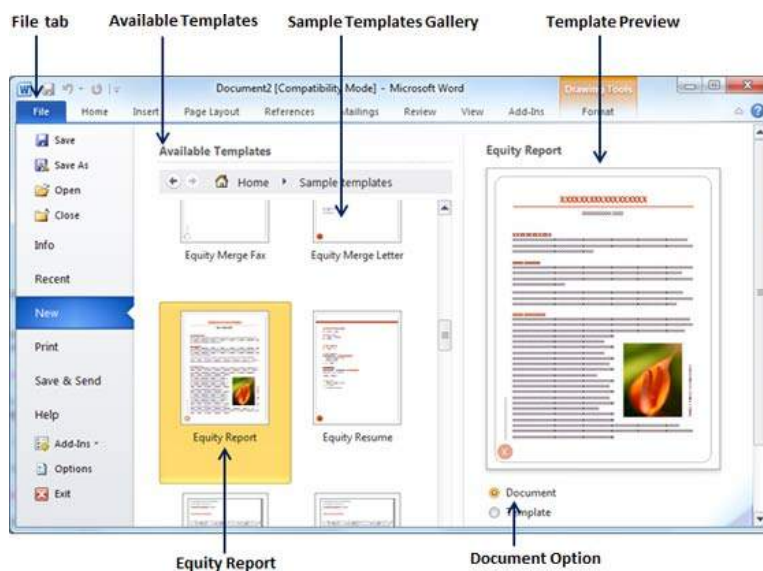
Using Existing Template

We will now understand how to use an already existing template for your newly created word document. A template is selected at the time when you create a new blank document.

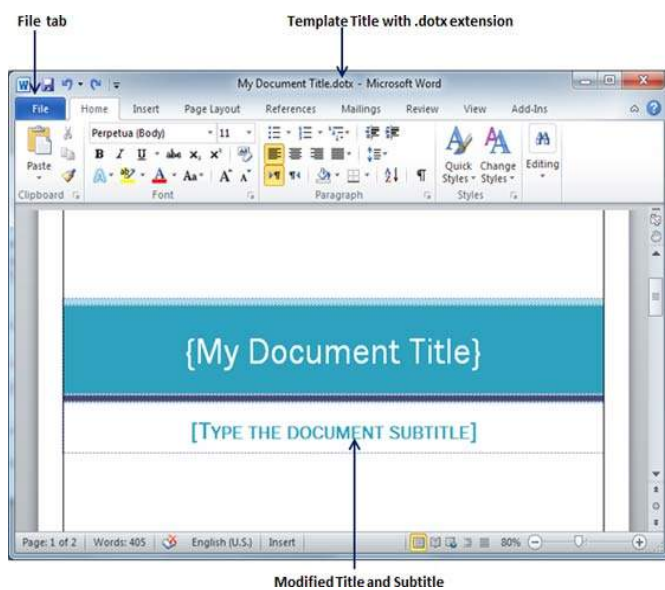
Step 1 – To start a new document, click the **File tab** and then click the **New** option; this will display the **Available Templates**.



Step 2 – Microsoft Word provides a list of templates arranged under **Sample Templates** or you can download hundreds of templates from **office.com** which are arranged in different categories. We will use **Sample Templates** for our document. For this, we need to click over **Sample Templates**; this will display a gallery of templates. You can try using the **office.com** option to select a template based on your requirement.



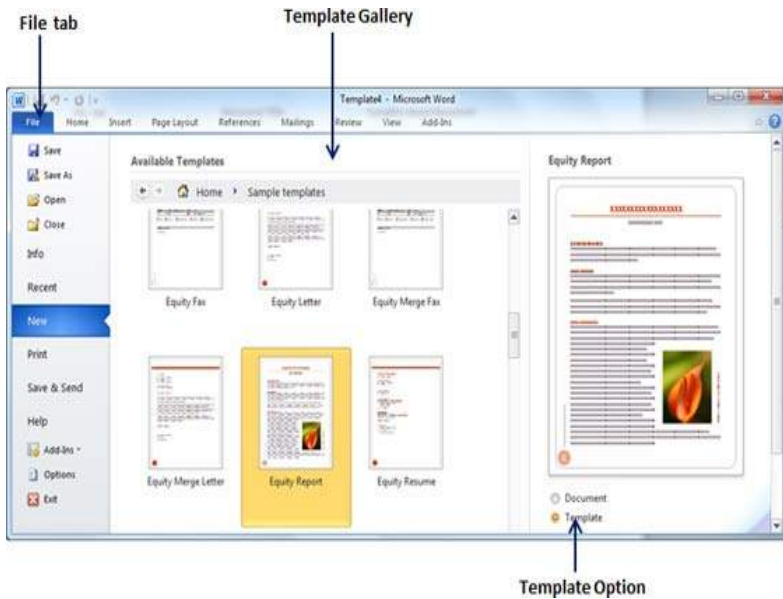
Step 3 – You can browse a list of available templates and finally select one of them for your document by double-clicking over the template. We will select **Equity Report** template for our report requirement. While selecting a template for your document, you should select the **Document Option** available in the third column. This opens your document with predefined setting with which you can modify document title, author name, heading, etc. based on your document requirement.



Create New Template

You can create a fresh new template based on your requirement or you can modify an existing template and save it for later use as a template. A Microsoft Word template file has an extension of **.dotx**. The following steps will help you create a new template.

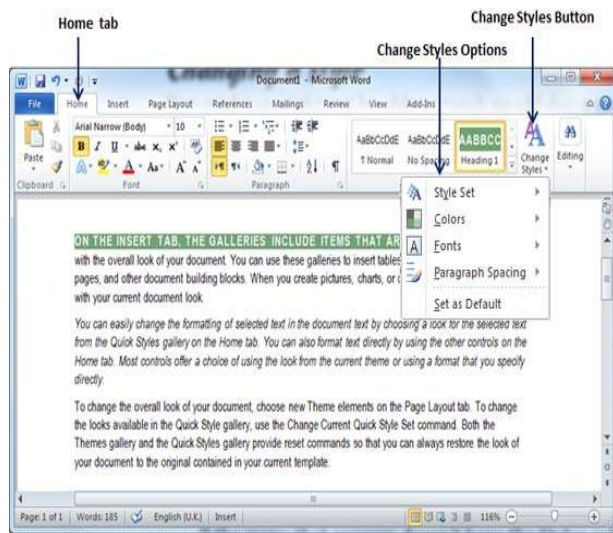
Step 1 – To create a new template using an existing template, click the **File** tab and then click the **New** option; this will display the **Available Templates** to be selected. Select any of the available template and open it with the **Template Option** turned on.



Step 2 – You can now modify an open template as per your requirements and once you are done, you can save this template with a **.dotx** extension which is a standard extension for Microsoft Word Templates.

You can create a template from a new document as well. Click the **File** button, and click **New** option to open a new document. Under **Available Templates**, double click **Blank Document** to create a new document template. Save the template with a unique name and **.dotx** extension.

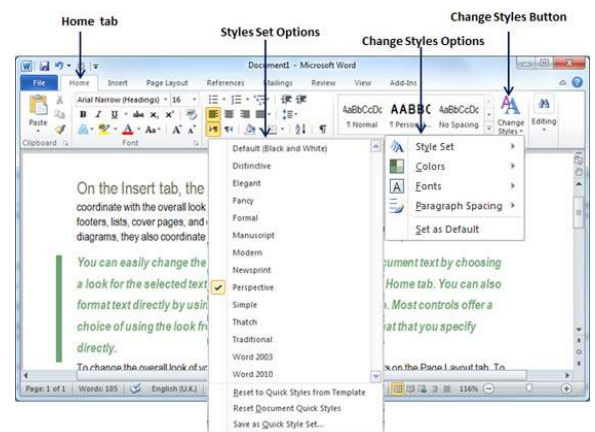
You can save the created template anywhere you click and whenever you like to use this template, just double-click over the template file and it will open a new template based document for you.



If the style set needs to be changed, click the **Style Set** option; this will display a submenu to select any of the available style set. When you move your mouse over the different style sets, you will get real time text preview to give an idea about the final result.

To apply a selected style set, click over the style set and you will find that it is has been applied on your document.

Similarly, you can try applying **Font, Color and Paragraph Spacing**. You can try these options yourself.



Use Graphics in Word

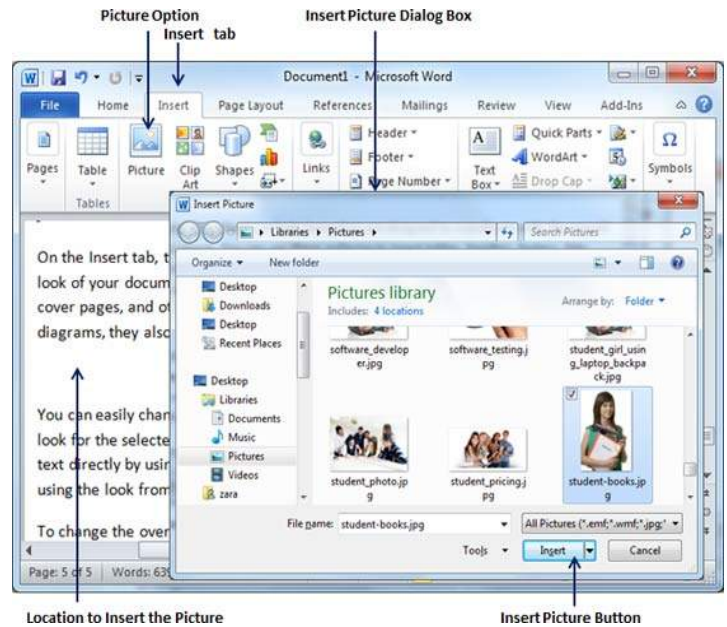
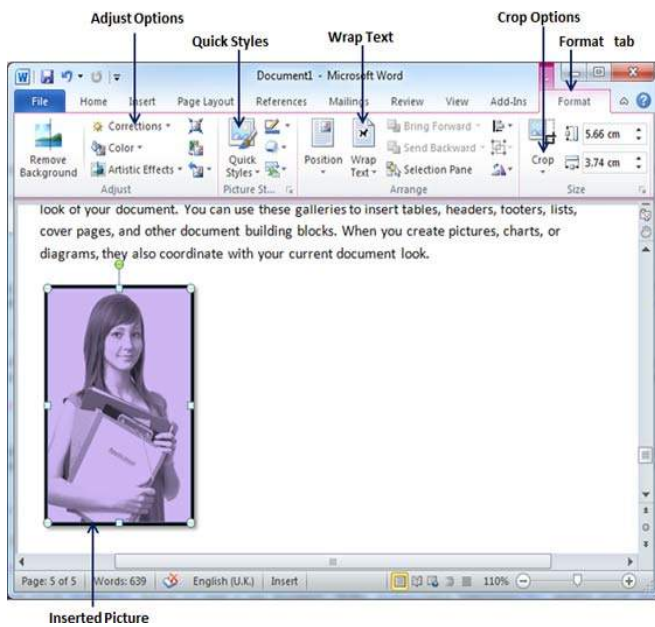
In this chapter, we will discuss how to use graphics in Word . You can add beauty to your Microsoft Word documents by inserting a variety of graphics. This chapter will teach you two ways of adding graphics.

Adding Picture in Document

The following steps will help you add an existing picture in your word document. It is assumed that you already have a picture available on your machine before you add this picture in your Word document.

Step 1 – Click on your document where you want to add a picture.

Step 2 – Click the **Insert** tab and then click the **Picture** option available in illustrations group, which will display the **Insert Picture** dialog box.



Step 3 – You can select a required picture using the **Insert Picture** dialog box. When you will click the **Insert** button, selected picture will be inserted in your document. You can play with your inserted picture in different ways, like you can apply quick styles to your picture, you can resize it, or you can change its color too. To try it, just -lick your inserted image and Word will give you numerous options available under the **Format** tab to format your inserted graphics.

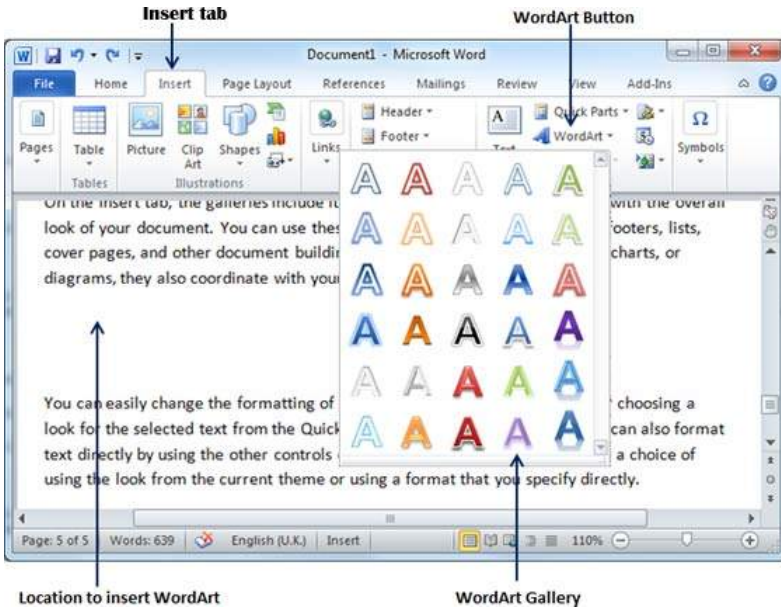
You can try yourself to insert other available graphics like Clipart, Different Shapes, Charts and SmartArt or Screenshots.

Adding WordArt in Document

WordArt provides a way to add fancy words in your Word document. You can document your text in a variety of ways. The following steps will help you add WordArt in your document.

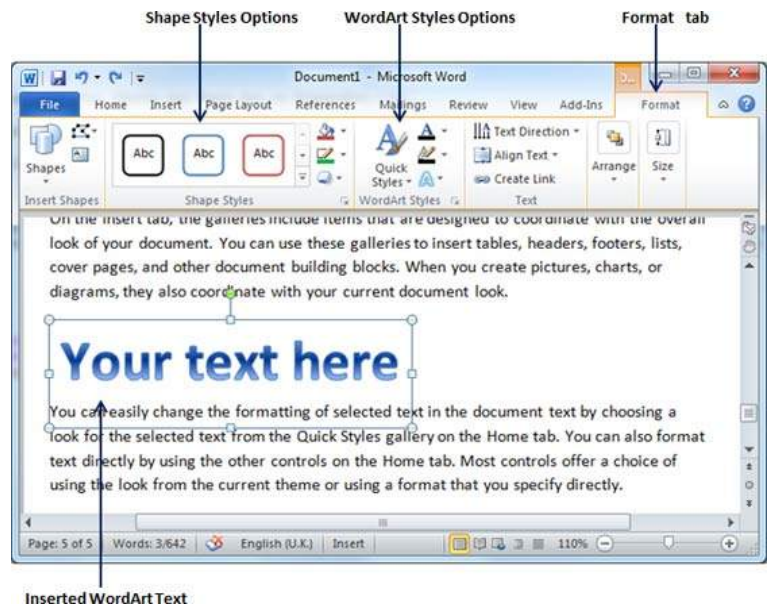
Step 1 – Click in your document where you want to add WordArt.

Step 2 – Click the **Insert** tab and then click the **WordArt** option available in the Text group; this will display a gallery of WordArt.



Step 3 – You can select any of the WordArt style from the displayed gallery by clicking on it. Now you can modify the inserted text as per your requirement and you can make it further beautiful by using different options available. To try it, just double-click your inserted WordArt and Word will give you numerous options available from the **Format** tab to format your image. Most frequently used options are **Shape Styles** and **WordArt Styles**.

You can try yourself to apply different options on the inserted WordArt by changing its shape styles, colors, WordArt Styles, etc.



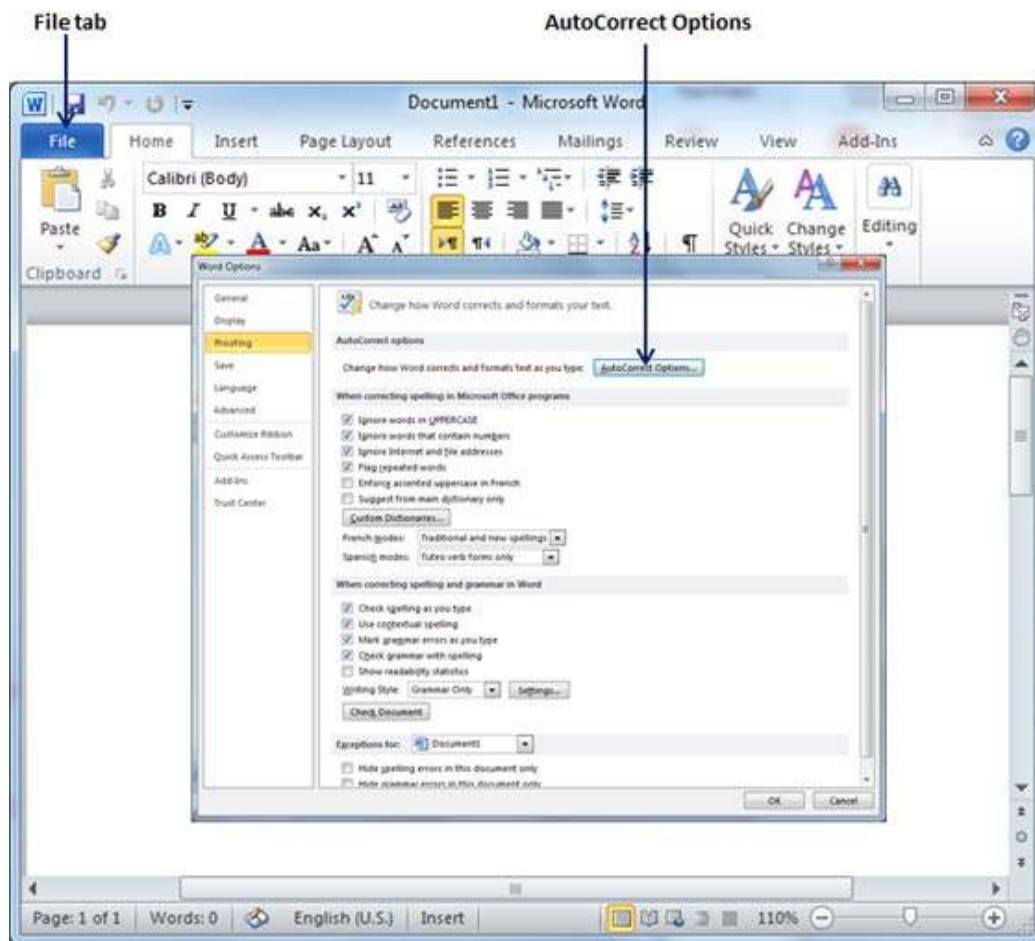
Auto Correction in Word

In this chapter, we will discuss auto correction in Word . The AutoCorrect feature automatically corrects common typographical errors when you make them. Let us learn how to use the auto correction option available in Microsoft Word to correct the spelling automatically as you type the words in your documents.

Setting AutoCorrect

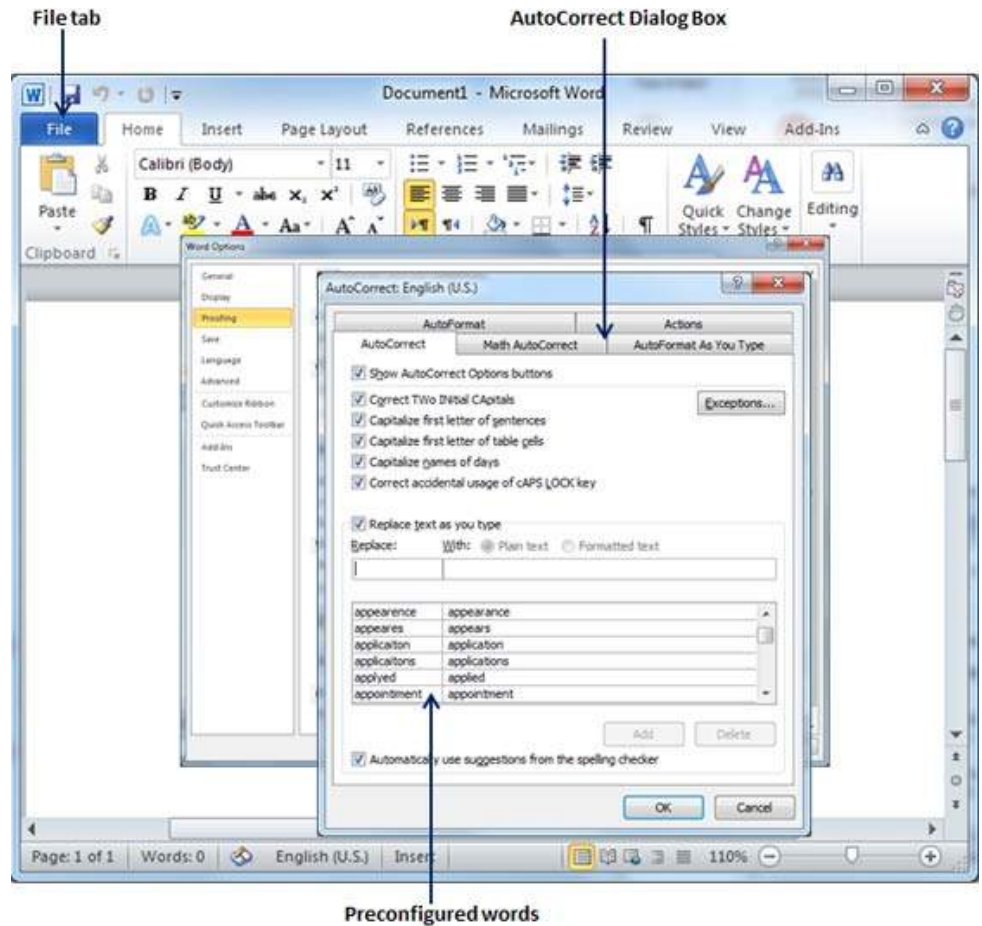
The following steps will help to enable the AutoCorrect feature in Microsoft Word.

Step 1 – Click the **File** tab, click **Options**, and then click the **Proofing** option available in the left most column, it will display the **Word Options** dialog box.



Step 2 – Click the **AutoCorrect Options** button which will display the **AutoCorrect** dialog box and then click the **AutoCorrect** tab. Now you have to make sure all the options are enabled, especially the **Replace Text as you type** option. It is also recommended to be careful when you turn off an option.

Step 3 – Select from among the following options, depending on your preferences



Option and Description	
1	<p>Show AutoCorrect Options Buttons</p> <p>This option will be used to display a small blue button or bar beneath text that was automatically corrected. Click this button to see a menu, where you can undo the correction or set AutoCorrect options.</p>
2	<p>Correct Two Initial Capitals</p> <p>This option changes the second letter in a pair of capital letters to lowercase.</p>
3	<p>Capitalize first letter of sentences</p>

	This option capitalizes the first letter following the end of a sentence.
4	Capitalize first letter of table cells This option will be used to capitalize the first letter of a word in a table cell.
5	Capitalize names of days This option will be used to capitalize the names of the days of the week.
6	Correct accidental usage of CAPS LOCK key This option will be used to correct capitalization errors that occur when you type with the CAPS LOCK key depressed and turns off this key.
7	Replace text as you type This option replaces typographical errors with the correct words as shown in the list beneath it.
8	Automatically use suggestions from the spelling checker This option tells Word to replace spelling errors with words from the dictionary as you type.

Although Word comes preconfigured with hundreds of AutoCorrect entries, you can also manually add entries using the following dialog box and use the **Replace** and **With** text boxes to add more entries. I added an entry for **Markiting** which should be replaced with **Marketing**. You can use the **Add** button to add multiple entries.

Step 4 – Click **OK** to close the **AutoCorrect** Options dialog box and again click **OK** to close the **Word Options** dialog box. Now try to type **Markiting** and as soon as you type this word, Microsoft Word autocorrects it with the correct word **Marketing** word

Auto Formatting in Word

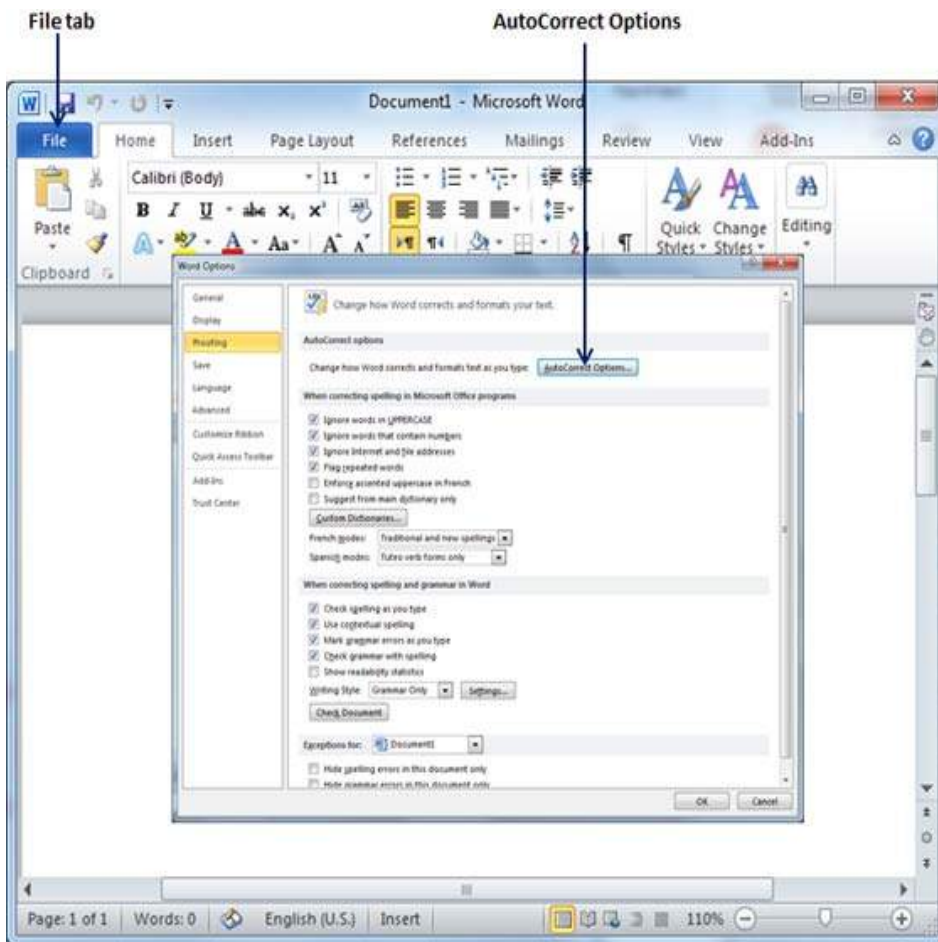
In this chapter, we will discuss auto formatting in Word . The AutoFormat feature automatically formats a document as you type it by applying the associated styles to text. Let us learn how to use the auto format option available in Microsoft Word to format the typed content. For example, if you type three dashes --- and press enter, Word will automatically create a line for you. Similarly, Word will automatically format two dashes - into an em dash (—).

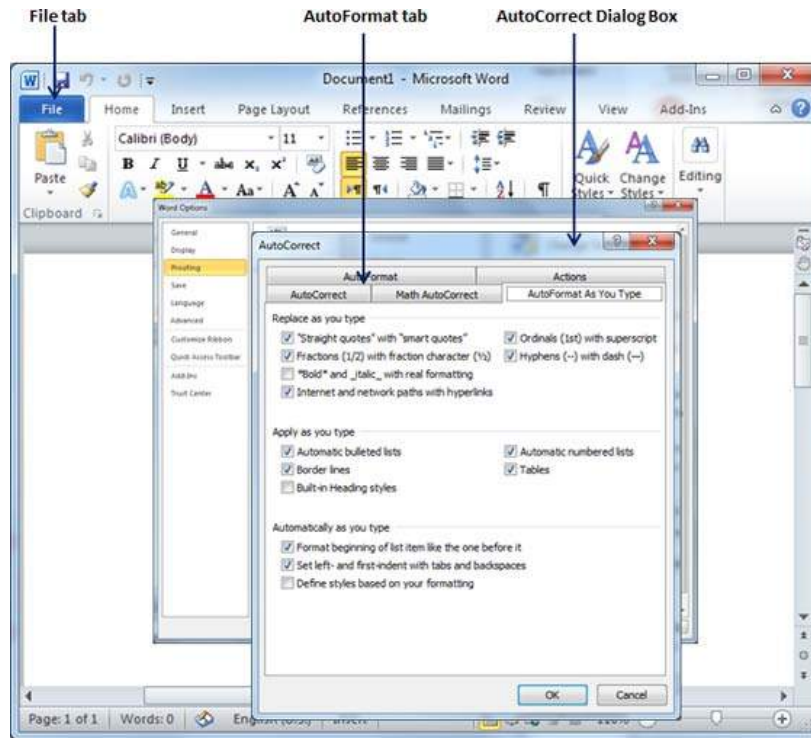
Setting AutoFormat

The following steps will help you set the AutoFormat feature in your Microsoft Word.

Step 1 – Click the **File** tab, click **Options**, and then click the **Proofing** option available in the left most column, it will display the **Word Options** dialog box.

Step 2 – Click the **AutoCorrect Options** button; this will display the **AutoCorrect** dialog box and then click the **AutoFormat As You Type** tab to determine what items Word will automatically format for you as you type.





Step 3 – Select from among the following options, depending on your preferences.

Option and Description	
1	<p>"Straight quotes" with "smart quotes"</p> <p>This option will be used to replace the plain quotation characters with curly quotation characters.</p>
2	<p>Fractions (1/2) with fraction character (½)</p> <p>This option will be used to replace the fractions typed with numbers and slashes with fraction characters.</p>
3	<p>*Bold* and _italic_ with real formatting</p> <p>This option will be used to format text enclosed within asterisks (*) as bold and text enclosed within underscores (_) as italic.</p>
4	<p>Internet and network paths with hyperlinks</p>

	This option will be used to format e-mail addresses and URLs as clickable hyperlink fields.
5	Ordinals (1st) with superscript This option will be used to format ordinal numbers with a superscript like 1st becomes 1 st .
6	Hyphens (--) with dash (—) This option will be used to replace a single hyphen with an en dash (.) and two hyphens with an em dash (—).
7	Automatic bulleted lists This option will be used to apply bulleted list formatting to paragraphs beginning with *, o, or - followed by a space or tab character.
8	Automatic numbered lists This option will be used to apply numbered list formatting to paragraphs beginning with a number or letter followed by a space or a tab character.
9	Border lines This option will be used to apply paragraph border styles when you type three or more hyphens, underscores, or equal signs (=).
10	Tables This option will be used to create a table when you type a series of hyphens with plus signs to indicate the column edges. Try with +-----+-----+) and then press Enter.
11	Built-in heading styles This option will be used to apply heading styles to heading text.
12	Format beginning of list item like the one before it

	This option will be used to replace plain quotation characters with curly quotation characters.
13	<p>Set left- and first-indent with tabs and backspaces</p> <p>This option sets left indentation on the tab ruler based on the tabs and backspaces you type.</p>
14	<p>Define styles based on your formatting</p> <p>This option automatically creates or modifies styles based on manual formatting that you apply to your document.</p>

Step 4 – Finally click **OK** to close the **AutoCorrect Options** dialog box and again click **OK** to close the **Word Options** dialog box.

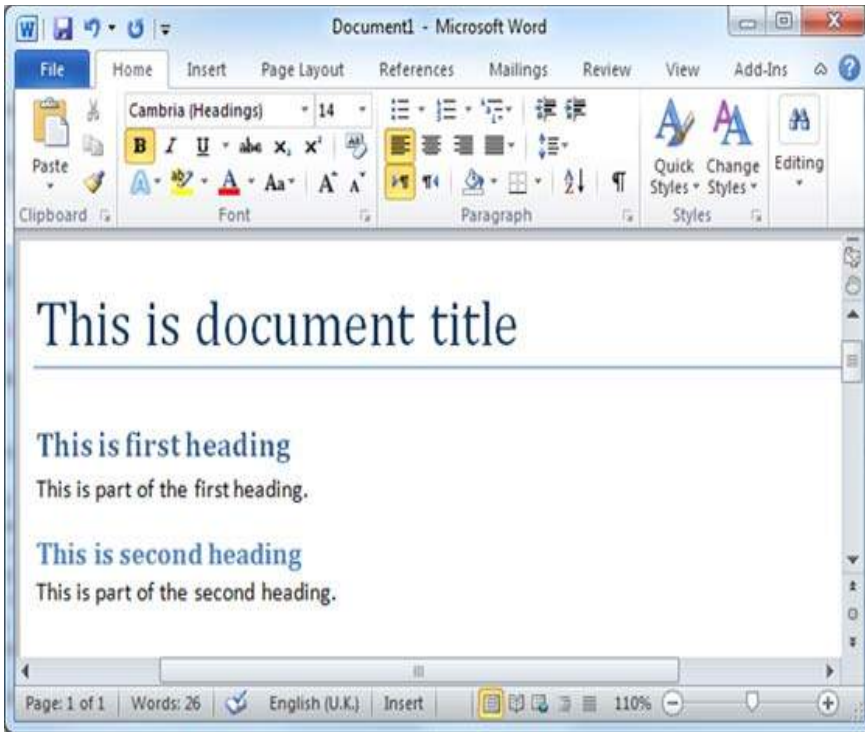
Table of Contents in Word

In this chapter, we will discuss how to create table of contents in Word . A table of contents (or TOC) is a list of headings in the order in which they appear in the document. You can set a list of headings which should be a part of the table of contents. Let us learn how to create a Table of Contents. A table of content helps in navigating through a Word document by providing associated page numbers and direct links to various headings available on those pages.

Create Table of Contents

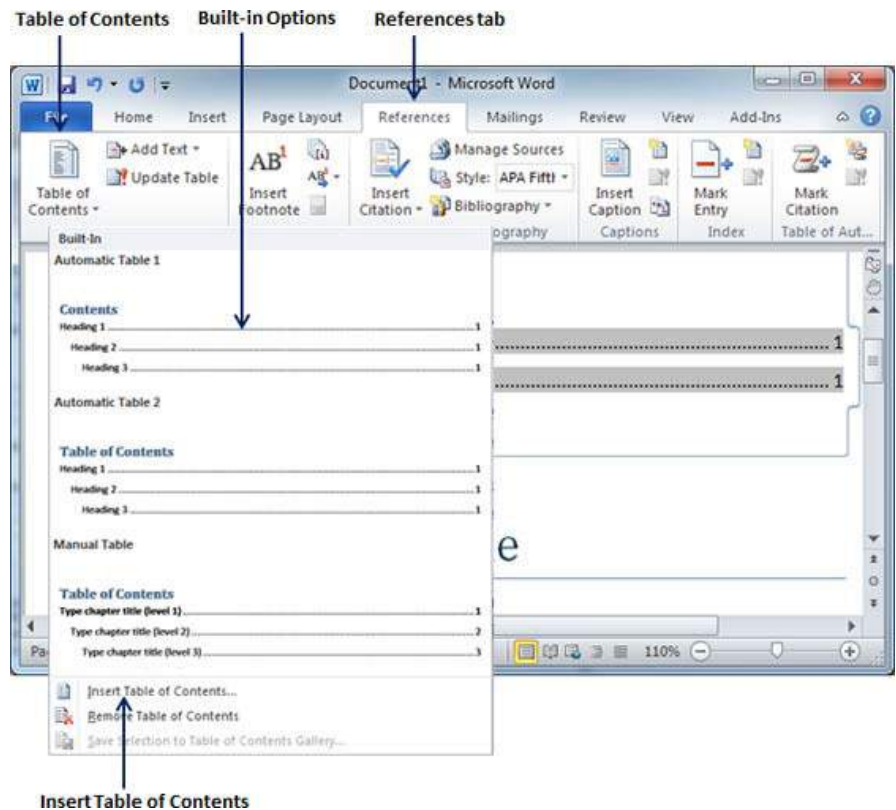
The following will help you to create Table of Contents in your Microsoft Word using various levels of headings.

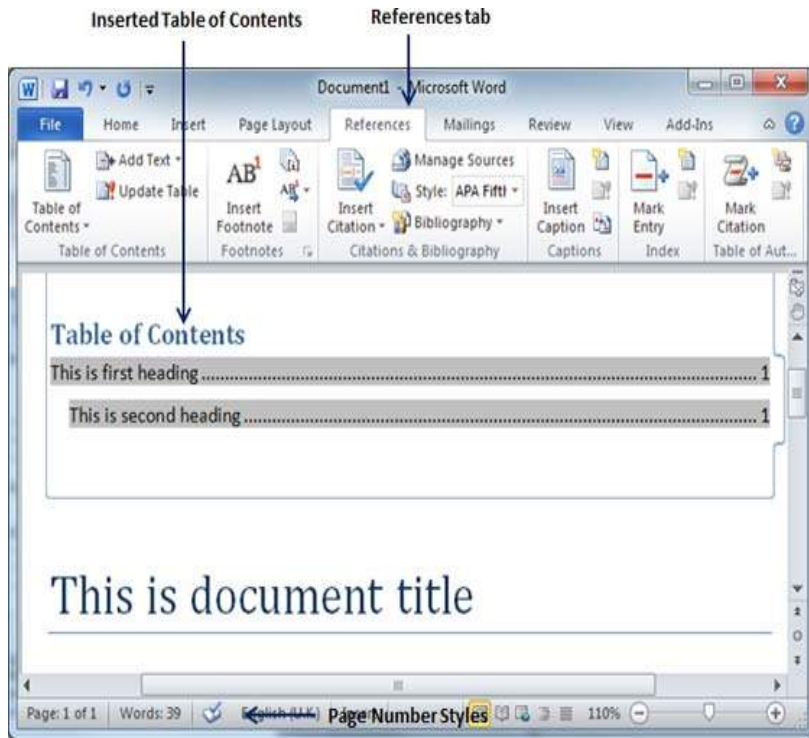
Step 1 – Consider a document having different levels of headings.



Step 2 – You can insert a table of content anywhere in the document, but the best place is always at the beginning of the document. So bring your insertion point at the beginning of the document and then click the **References** tab followed by the **Table of Content** button; this will display a list of Table of Contents options.

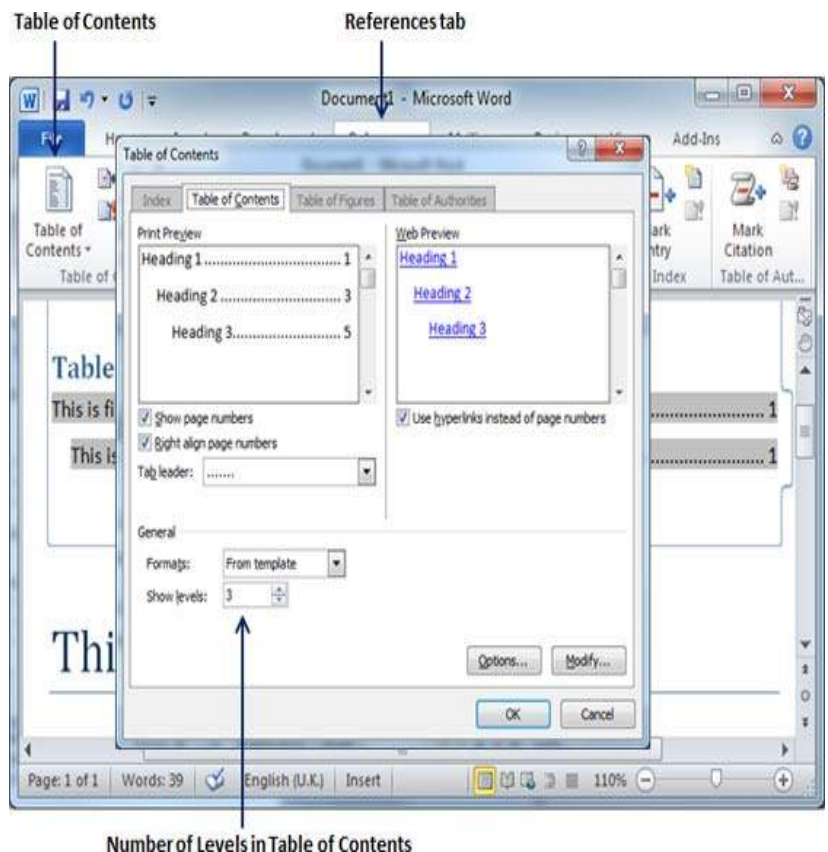
Step 3 – Select any of the displayed options by simply clicking on it. A table of content will be inserted at the selected location.





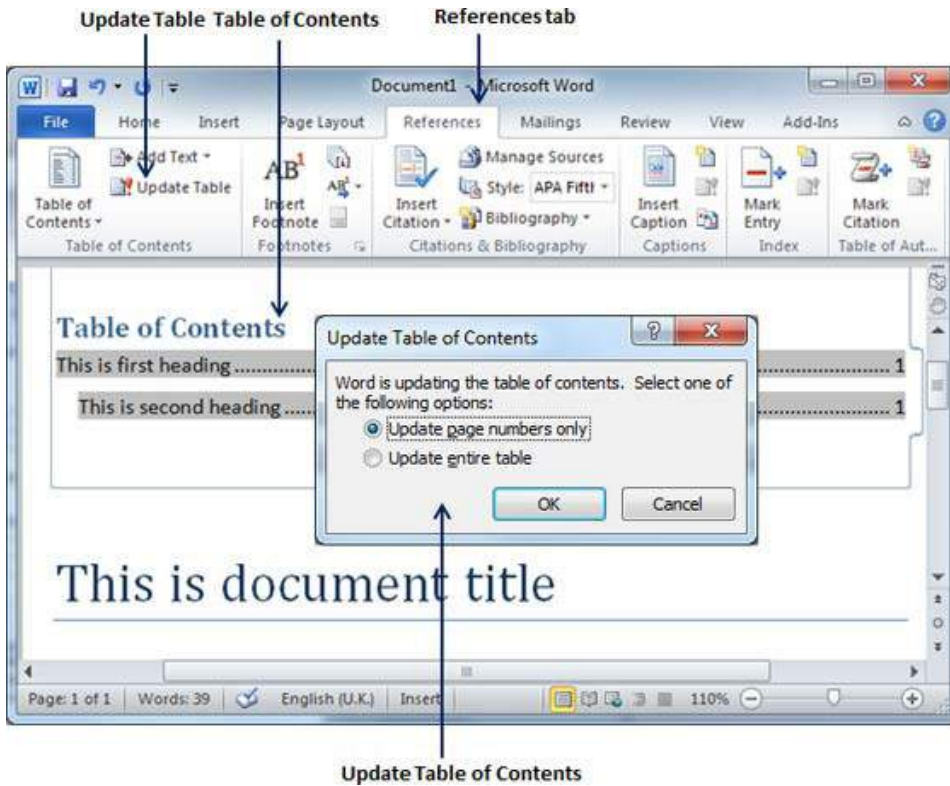
Step 4 – You can select number of levels of headings in your table of content. If you click on the **Insert Table of Content** option available in the option menu, then it will show you a dialog box where you can select the number of levels you want to have in your table of content. You can turn ON or turn OFF the **Show Page Numbers** option. Once done, click the **OK** button to apply the options.

Now if you press the **Ctrl** key and then click over the any link available in the table of content, it will take you directly to the associated page



Update Table of Contents

When you work on a Word document, then number of pages and their content keep varying and accordingly you need to update your Table of Contents. Following are the simple steps to update an existing Table of Contents in your Microsoft Word.



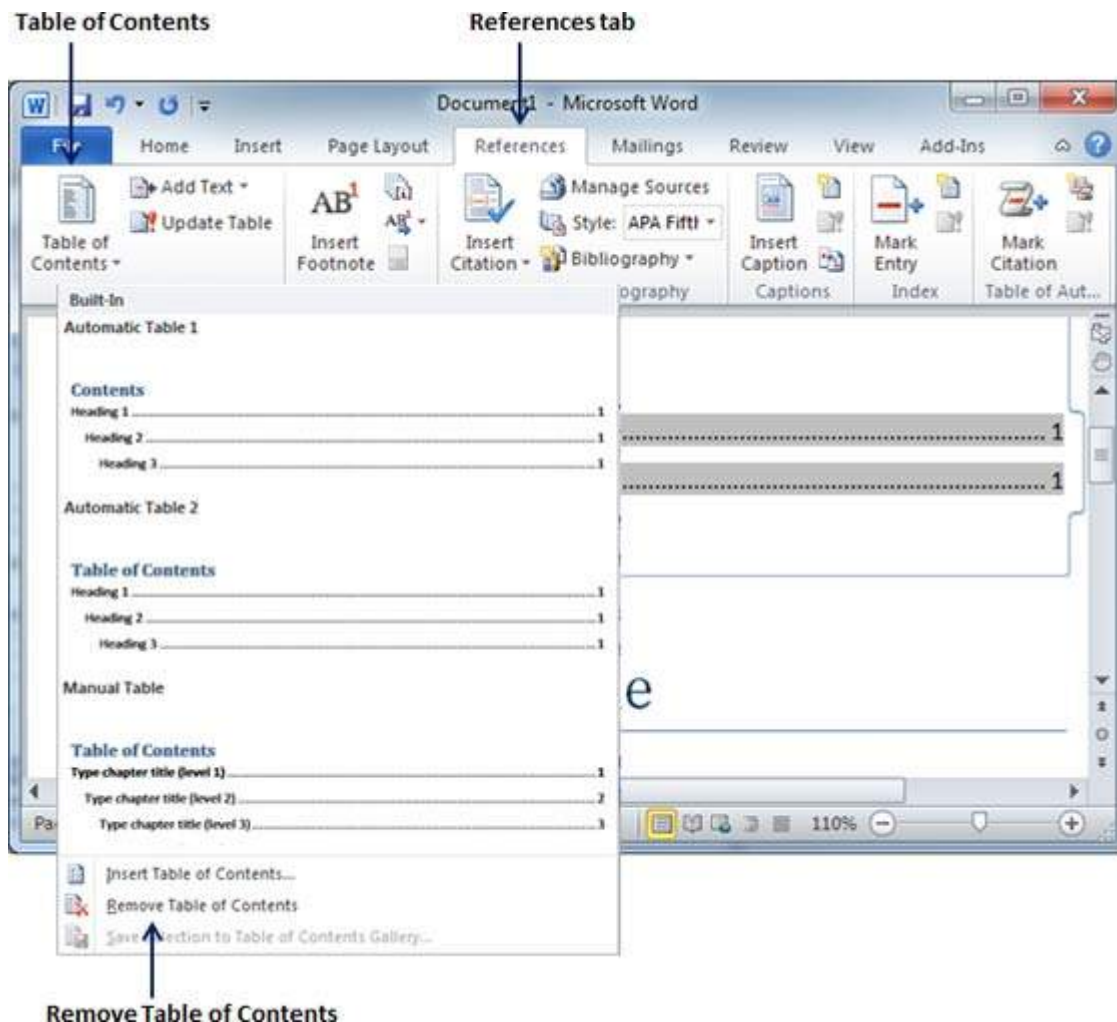
Step 1 – Consider you already have a table of content as shown above. Click the **References tab** followed by the **Update Table** button; this will display the **Update Table of Contents** dialog box with two options.

Step 2 – If you want to update just the page numbers then select the first option **Update page numbers only** available in the dialog box but if you want to update page numbers as well, then select the second option **Update entire table** and you will find your table of content updated with all the latest changes.

Delete Table of Contents

The following steps will help you delete an existing Table of Contents from Microsoft Word.

Step 1 – Consider you already have a table of content as shown above. Click the **References tab** and next **Table of Contents** button which will display a list of Table of Contents options along with **Remove Table of Contents** option available at the bottom.



Step 2 – Click over the **Remove Table of Contents** option to delete the existing table of contents.

Email Documents using Word

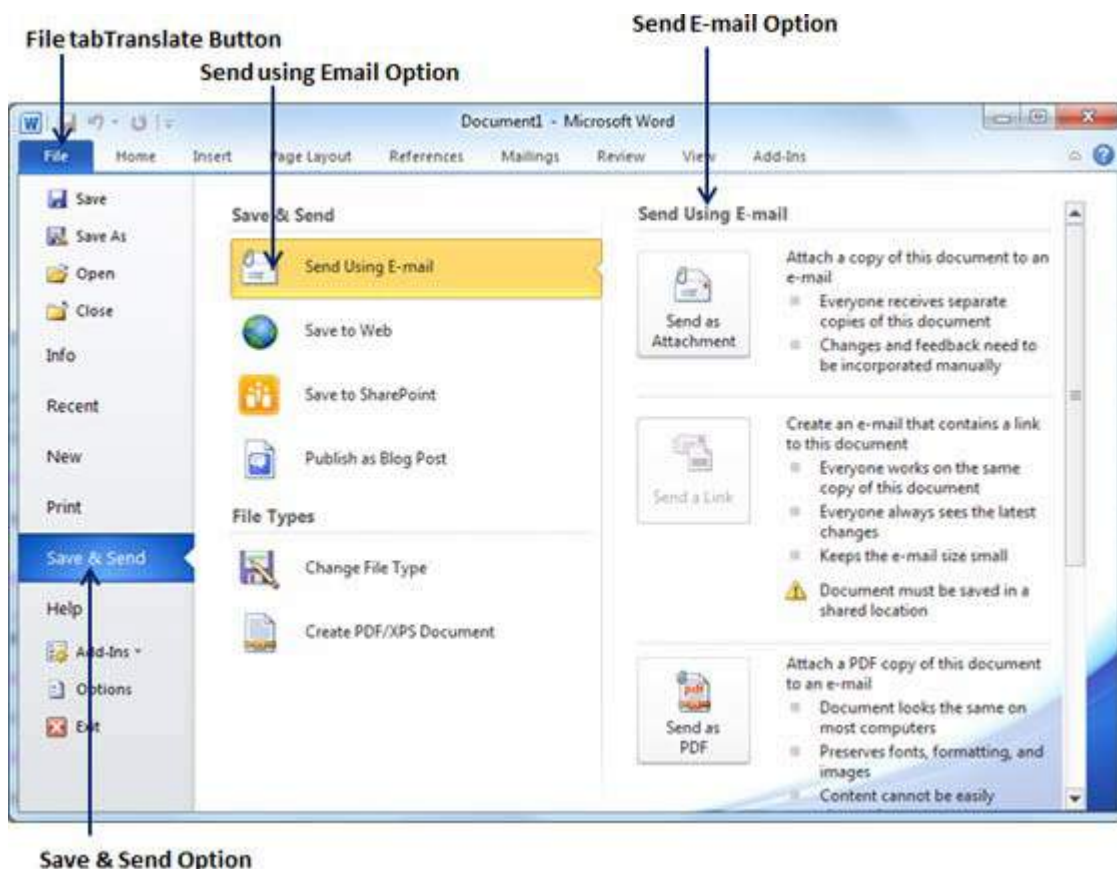
In this chapter, we will discuss how to email documents using Word . Microsoft Word can be used to send a Word document in an email as an attachment directly at the given email address without opening your email program. This chapter will teach you simple ways of sending email in a variety of formats, including a Word document file (DOC) attachment or a PDF, among others.

Emailing Documents

Following are the simple steps to send a word document as an attachment at the given email address.

Step 1 – Open the document you want to send using e-mail as an attachment.

Step 2 – Click the **File** tab and then click the **Save & Send** option from the left most column; this will display a number of options to **Save & Send**, you will have to select the **Send using Email** option available in the middle column.



Step 3 – The third column will have various options to send email which allows you to send your document as an attachment in DOC format or you can send your Word document in a PDF format. Click a method to send the document. I'm going to send my document in PDF format.

When you click the **Send as PDF** option, it displays the following screen where you can type the email address to which you want to send your document, email subject and other additional messages as well. To send email to multiple recipients, separate each e-mail address with a semicolon (;) and a space

How to Insert Comments in Word

How to Add Comments in Word

Adding a comment to a document is like writing a note in the page's margin. You can use Word's comments feature to add suggestions, notes, or reminders to your documents. Comments appear in boxes at the side of the page. Select the text you want to add a comment to. Here's how to quickly add comments in every version of Word.

Adding a new comment in Word

1. Highlight a portion of text you want to make a comment about. If you don't want to comment on a specific segment of text, place your cursor near the part of the document mentioned relevant to your comment. Your comment will be created at the cursor's position.
2. Select the **Review** tab in the ribbon interface at the top of the window.
3. Select **New Comment** to insert a new comment associated with the selected text or cursor position
4. Type your comment text in the box. When you're ready to commit the text, select outside the box. The comment will now be shown on the right side of the document until it's deleted or resolved.

Extra Tips for Comments in Word

- Comments can be edited like normal text, but fewer formatting options are available. Basic changes, like bold and italicized text, will work, as will font selection.
- Images can be added to comments, but the space is so small your recipient will likely have trouble viewing them. The width of the markup area cannot be adjusted, so larger images will be cropped on their right side.
- Once a comment is committed, the text remains highlighted. A dotted line will connect the highlighted text to the comment, which appears with the name of the user that created the comment. If a different user opens the document, the comments will appear in the same way you see them.

Changing Your Name in Comments

Any comments you create will appear with your name as specified in Word. However, you can change the name and initials that appear at the top of your comments from within Word:

- On Windows, you can change the displayed name at **File > Options > General**, then scroll to the **Personalize your copy of Microsoft Office** section.
- On macOS, you'll find the same section under **Preferences > User Information**.

Once you find the aforementioned sections, type in your preferred name and initials. Be sure to tick the box beneath your name to force Word to use this information; this overrides your Office account name and replaces it with the name and initials specified here.

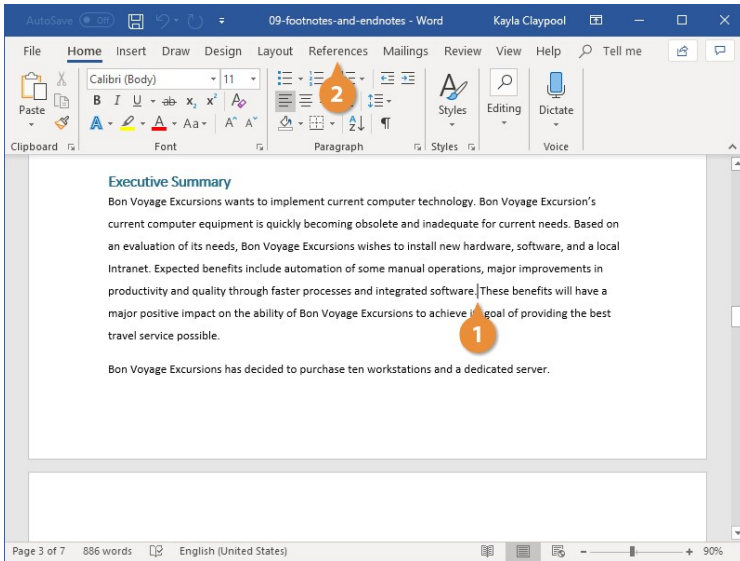
Add footnotes and endnotes

Footnotes and endnotes explain, comment on, or provide references for text in a document. Footnotes appear at the bottom, or the foot, of each page in a document, while endnotes appear at the end of a section or document. Other than that difference, they work the same way.

Footnotes and endnotes have two linked parts: the note reference mark (usually a number) and the corresponding footnote or endnote. Word automatically numbers footnote and endnote marks for you, so when you add, delete, or move notes, they are automatically renumbered.

Create Footnotes and Endnotes

1. Place your cursor where you want to insert the footnote or endnote.
2. Click the **References** tab.



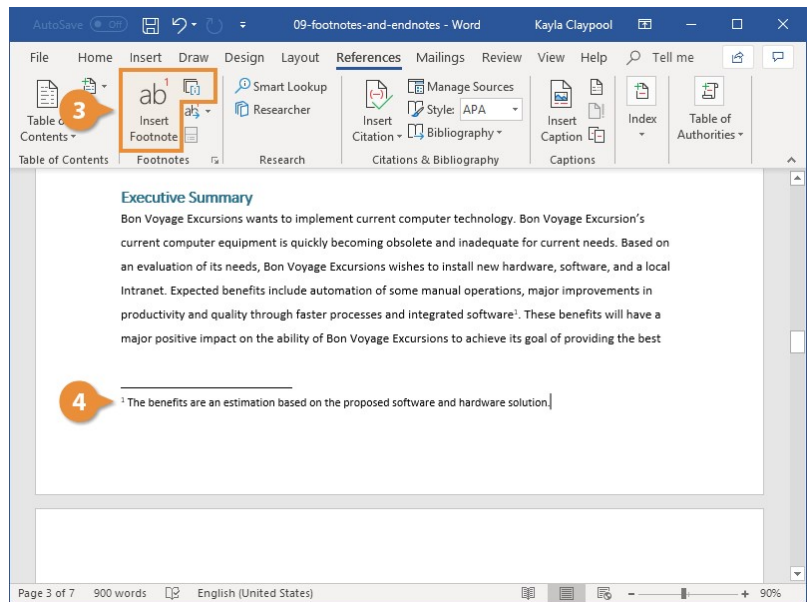
3. Click the **Insert Footnote or Insert Endnote** button.

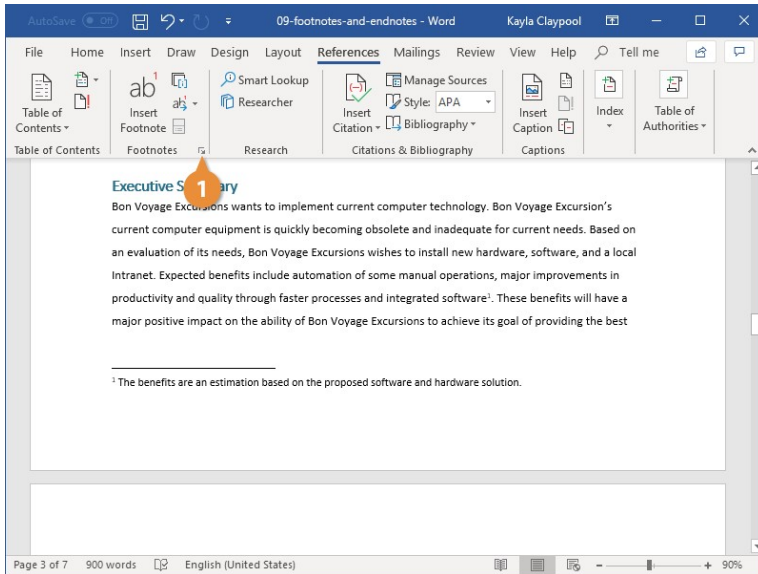
A reference number is placed in the text, and a new footnote or endnote is created. Your text cursor is moved to the footnote or endnote, so you can type out your reference.

4. Type your footnote or endnote.

Modify Footnote and Endnote Properties

Once you've added footnotes and/or endnotes, you can customize the way they appear and behave.





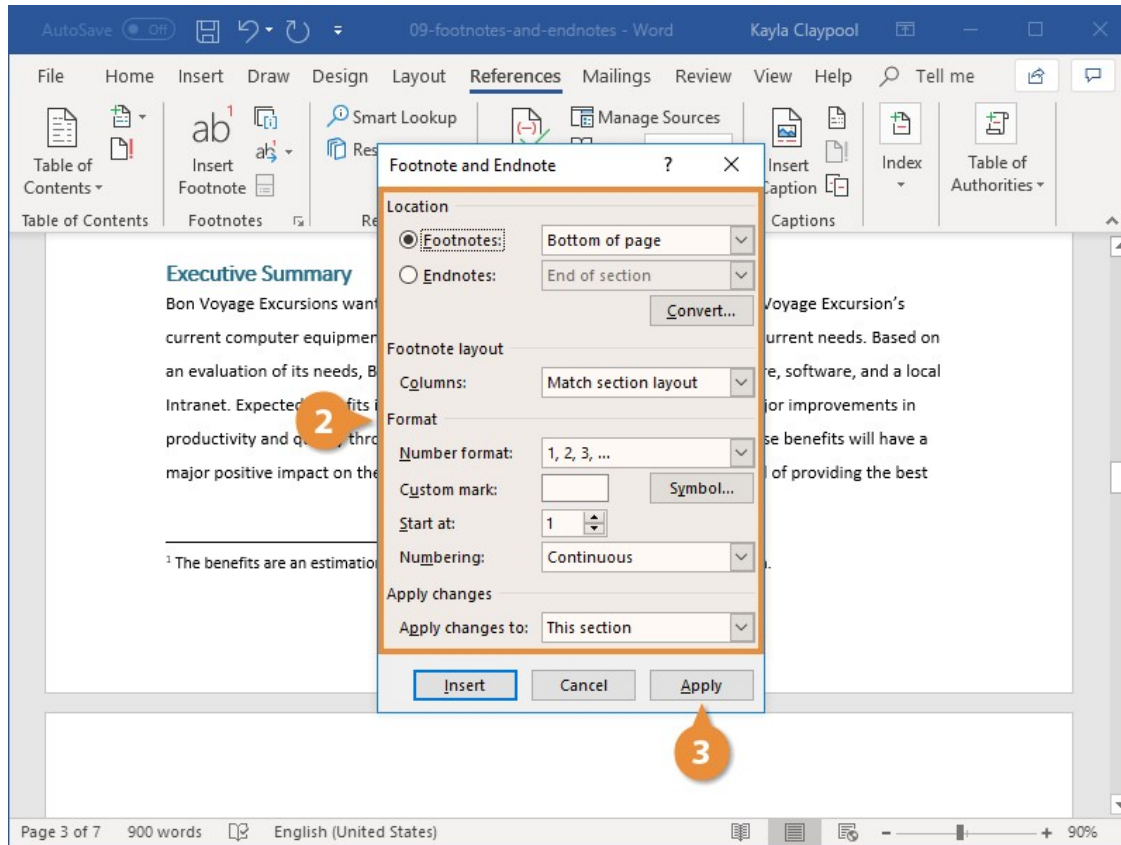
1. Click the **Footnotes** group dialog box launcher on the References tab.

The Footnote and Endnote dialog box contains options to control how footnotes and endnotes appear.

- **Location:** Select either **Footnotes** or **Endnotes**, and then click the **Location** list arrow and choose where the footnotes and endnotes appear. You can also click the **Convert** button to convert all footnotes to endnotes, or vice versa.
- **Footnote layout:** Select whether footnotes appear with the same column layout as body text or act independently.
- **Format:** Choose a number format or custom symbol to mark footnotes or endnotes, select a starting number, and control whether numbering restarts on every page or new section.
- **Apply changes:** Choose whether the options you're applying affect the whole document or just the selected sections.

2. Adjust the options the way you want.

3. Click **Apply**.



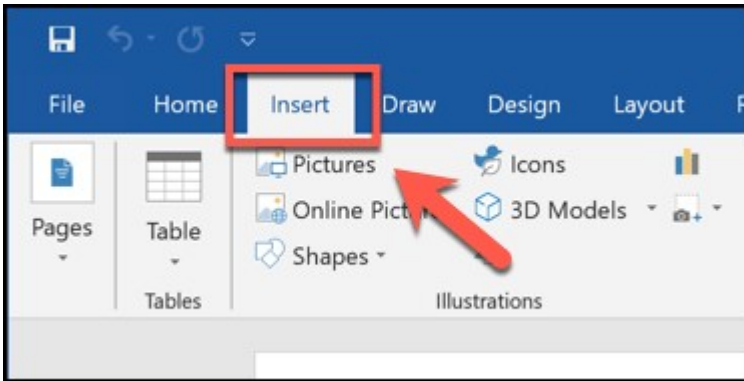
The selected options are applied to footnotes or endnotes, in the selected sections or across the entire document

How to Combine Word Documents

For most people, the quickest method for combining Word documents is to manually copy and paste them into one. This isn't the best method for merging documents—a far easier method is to insert your documents as objects instead. Here's how.

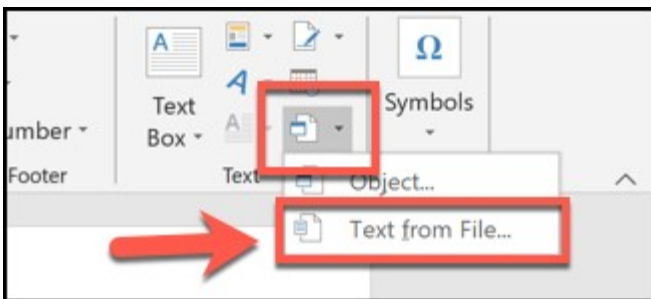
To begin, open a new or existing Microsoft Word document. This is the “master” document where you'll combine all of your Word documents into a single file.

From the ribbon bar, click the “Insert” tab.



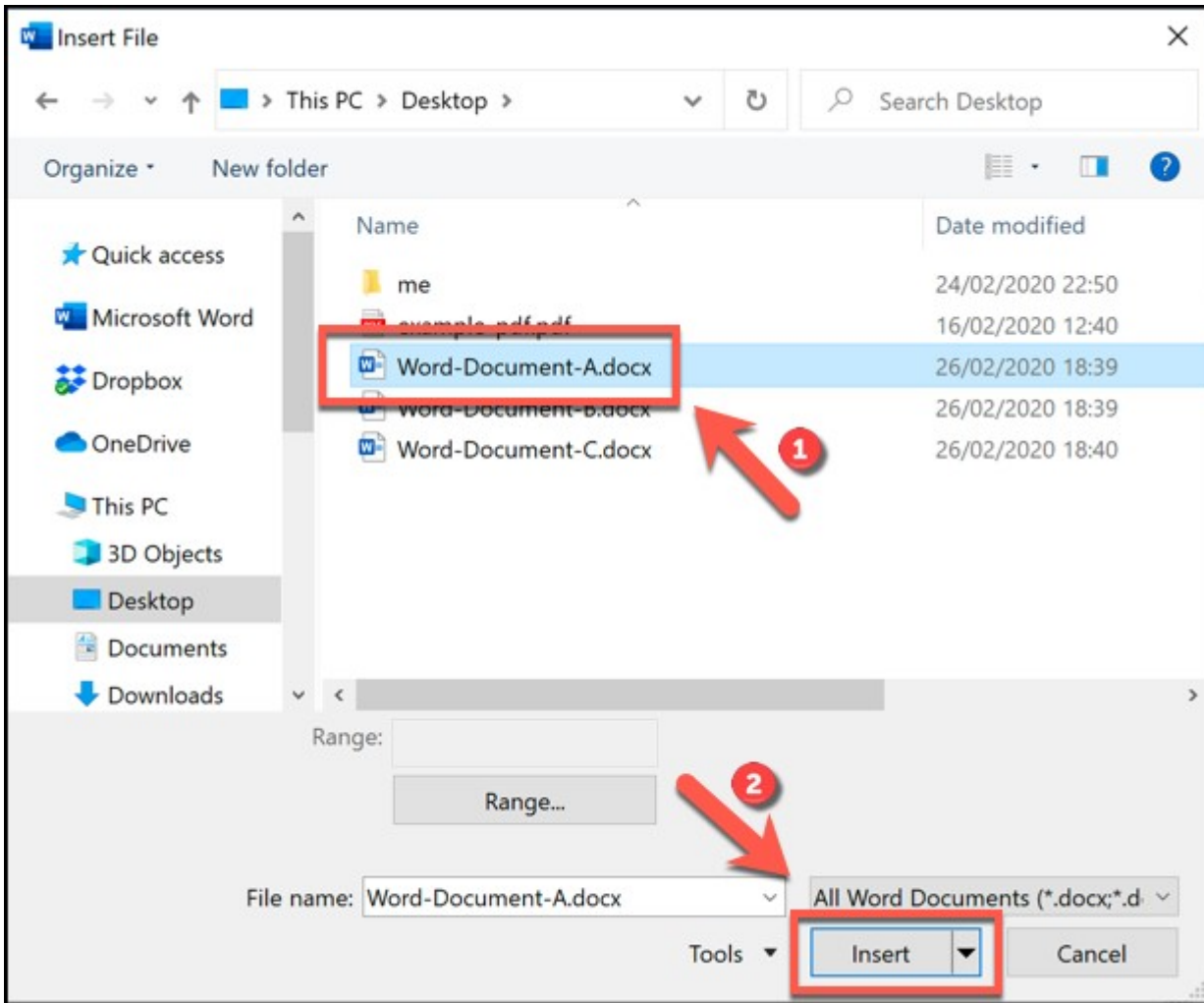
You'll need to locate the "Object" button in the "Text" section. The icon may be large or small, depending on your screen resolution.

Press the downward-pointing arrow next to the "Object" button and then click the "Text from File" option in the drop-down menu that appears.



In the "Insert File" selection box, locate the first Word document you want to add to your open document.

Select the file and then click the "Insert" button to add it to your document.

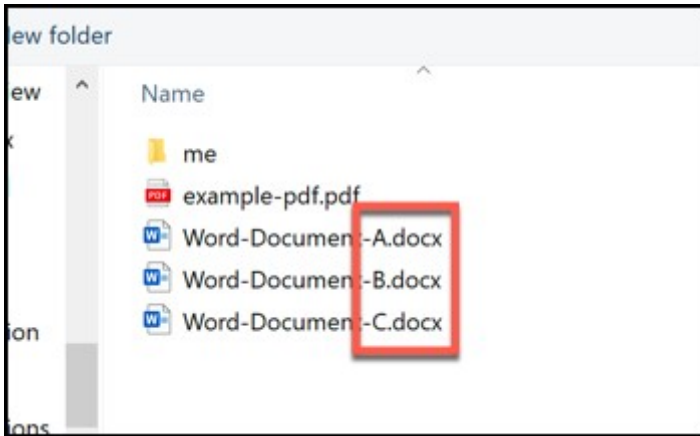


The contents of the selected Word document will be combined with your open document.

If it's a new document, the contents will appear from the beginning. If you're merging Word files into an existing document, the contents of your inserted files will appear below any existing content.

There are no limitations to this process—you can repeat these steps to combine as many Word documents as you like.

You'll need to think about the order of your final document before you merge multiple documents, however. In the example below, several Word documents have been named with the endings A, B, and C to clarify the order of insertion.



Merging multiple documents using the same Word format should mean your formatting, images, and other content move across to the new document, but double-check that this is the case when the merge process has been completed.

If you're moving from a DOC to a DOCX file, you might lose formatting or other content, depending on how recently the file was edited in a modern version of Word.

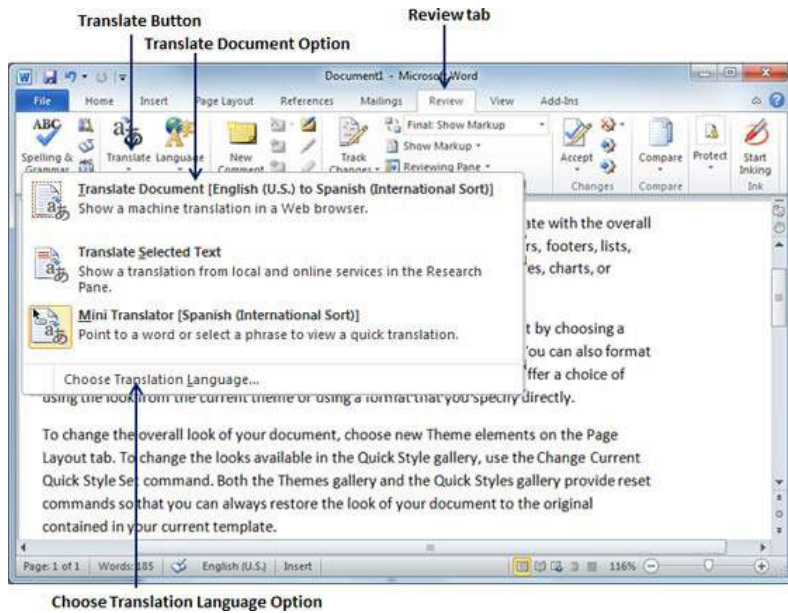
Translate Word Document

In this chapter, we will discuss how to translate a Word document. Microsoft Word has an option to translate a complete Word document from one language to another language using simple step. Let us learn how we can translate document content from English to some other language (Spanish).

Translate Document Using Microsoft Translator

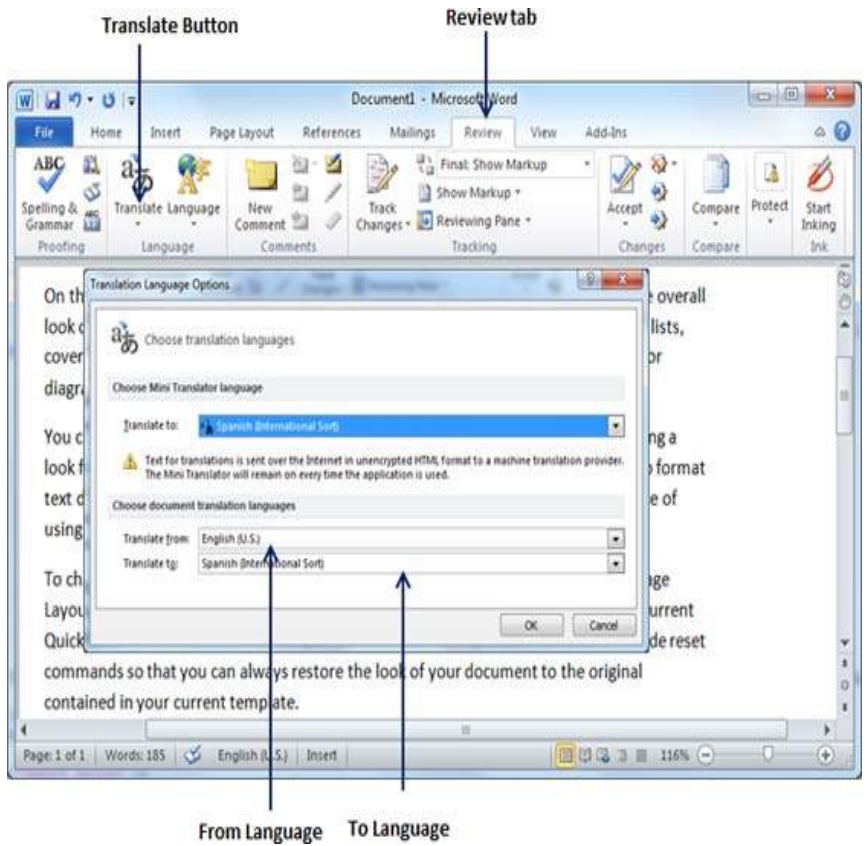
The following steps will help you translate a document from one language to another language.

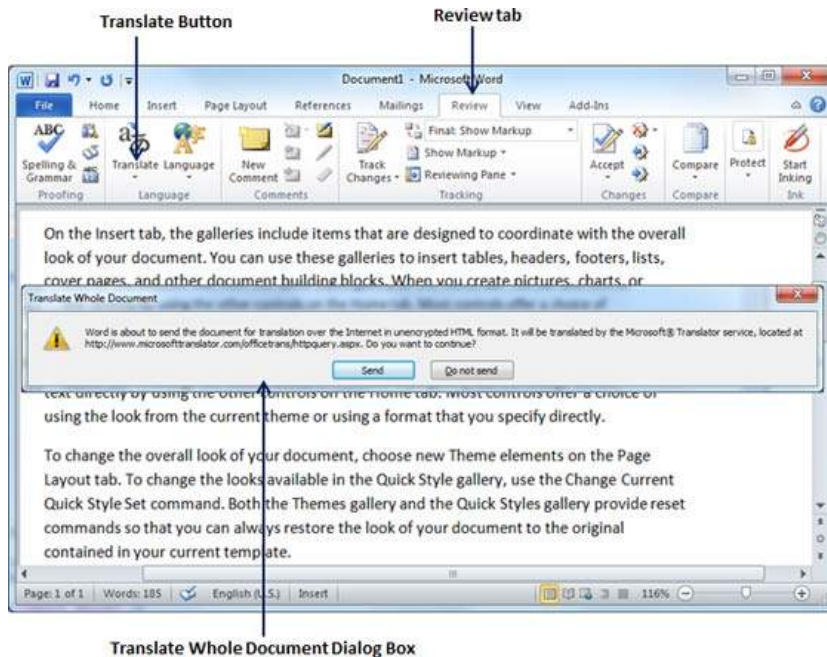
Step 1 – Click the **Review tab** and then click the **Translate** button; this will display different options to be selected.



Step 2 – Select the **Choose Translation Language** option simply by clicking over it. This will display a **Translation Language Options** dialog box asking for selecting **from** and to languages. Here **From** is the source document's language and is the target document's language.

Step 3 – After selecting **From Language** and **To Language**, click **OK**. Now again go to **Review tab** and then click **Translate** button which will display different options to be selected. Select top option **Translate Document** option from the given options, this will display **Translate Whole Document** dialog box asking for your permission to send your document over the internet to be translated by Microsoft Translator.





Step 4 – To translate your document, you can click the **Send** button. This will send your document over the internet to be translated and you will have your document translated in your target language.

Step 5 – Now you can copy your translated content manually in any other document and save it for final use.



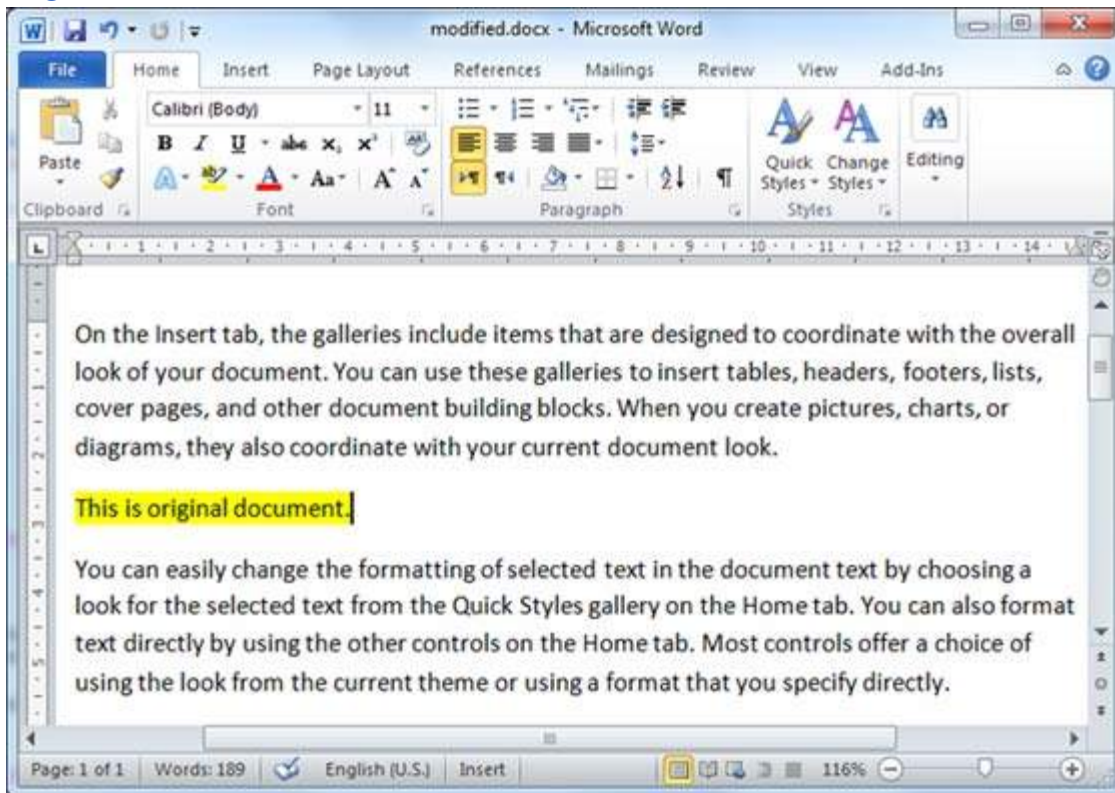
Compare Documents in Word

In this chapter, we will discuss how to compare documents in Word . Sometime you modify a Microsoft Word document without turning on the Track Changes mode; in such cases, tracking the changes becomes difficult and you will have to compare the original document with the modified document word by word. But you do not need to compare it manually, Microsoft Word provides an option to compare two documents very easily. Let us see how it can be done.

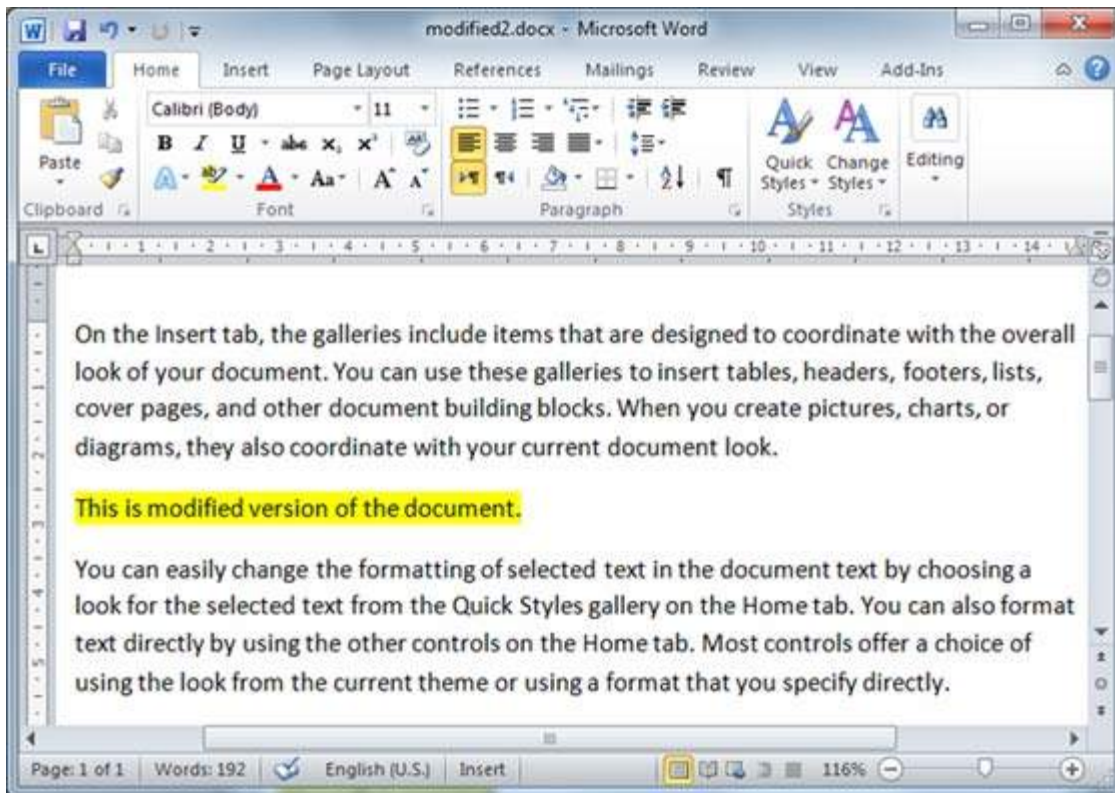
Compare Two Documents

Let us have the following two documents, (a) Original document (b) Modified version of the same document as follows

Original Document

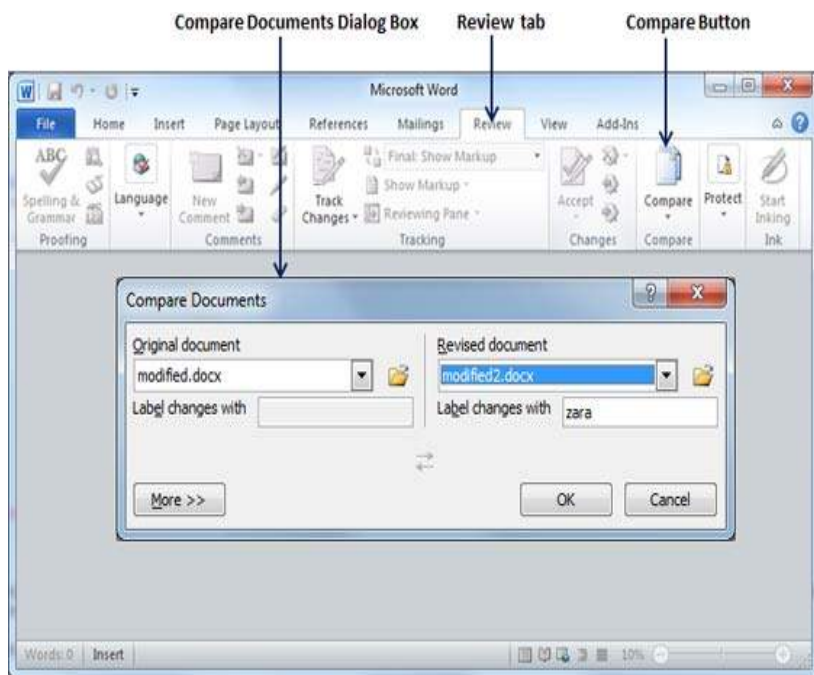
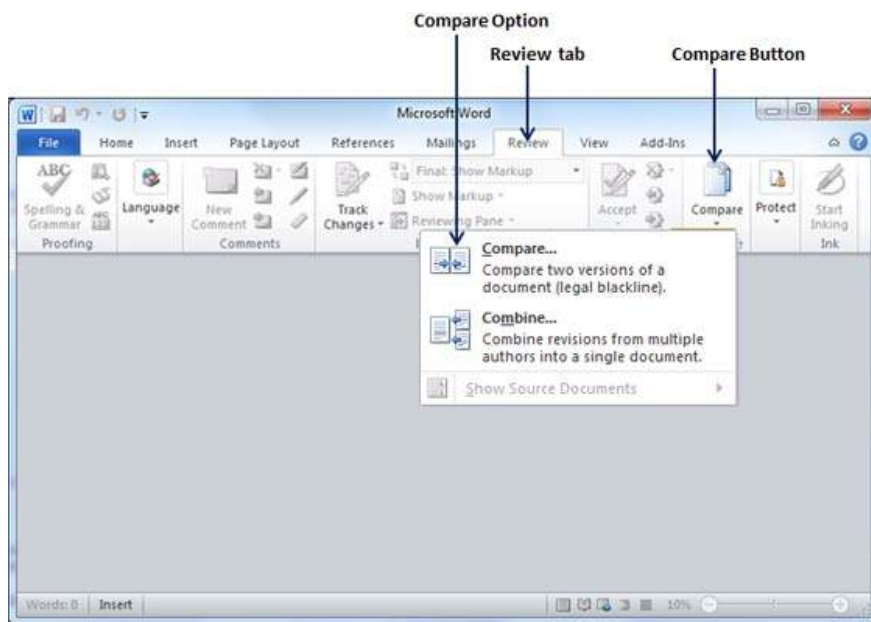


Modified Document

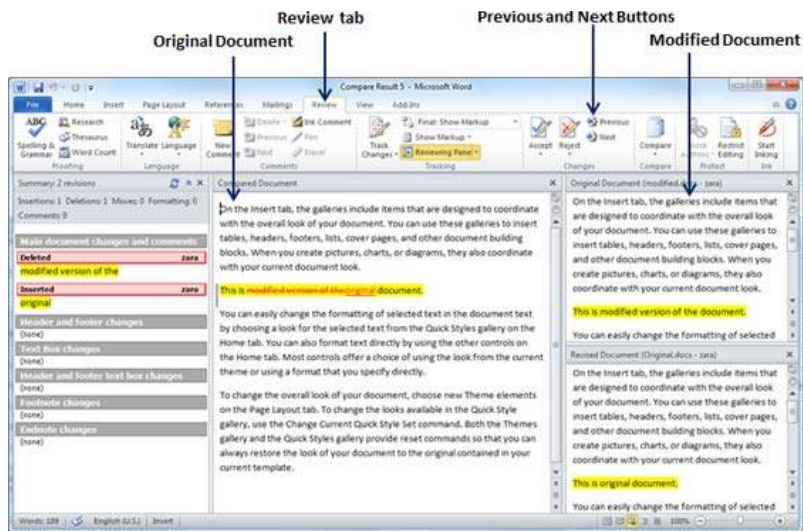


The following steps will help you compare the two documents.

Step 1 – Click the **Review** tab and then click the **Compare** button. This will display the two options to be selected.



Step 2 – Select the **Compare** option simply by clicking over it. This will display a **Compare Documents** dialog box asking for the two versions of the Word document that need to be compared with each other.



Step 3 – Select the **Original Document** and the **Revised Document** and click the OK button to display the differences in two documents. Left column on the screen would show all the changes done over the course of changes and you will see original as well as modified version of the document on the same screen. You can walk through these changes using the **Previous & Next** button available under the **Review tab**.

NOTE – While comparing two documents you can use the different settings available at the **Compare Documents** dialog box under the **More** button

Document Security in Word

Microsoft Word provides a high level of security for your word generated documents. You can set a password for a document to stop unauthorized reading and editing of the document or if you want someone just to read the document then you can set editing restriction on your word document. This chapter will teach you how to make your document password protected and restricted from editing and formatting.

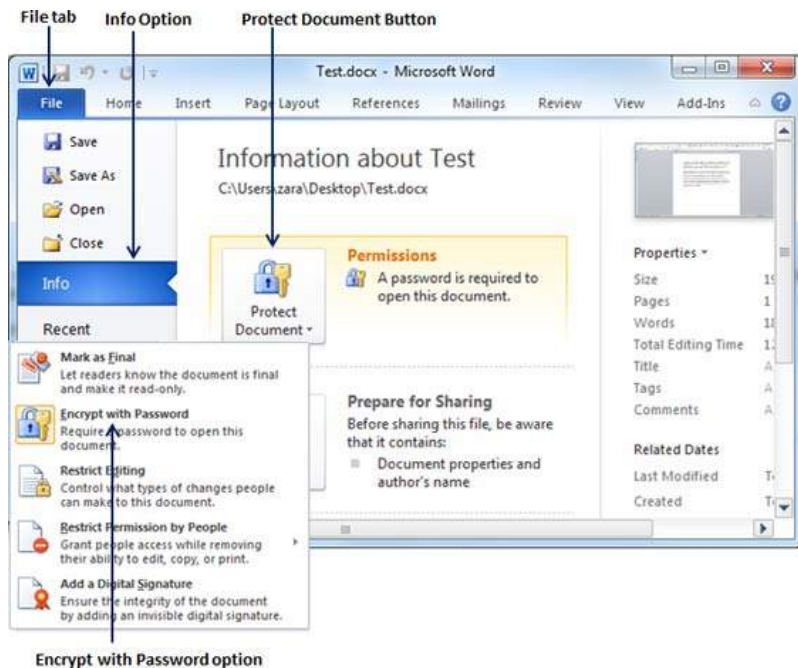
Set Document Password

Once you set a password for a document then you will be able to open the document only if you know the password. If you forget your password, then there is no way to recover it and to open the document. So you need to be careful while setting a password for your important document.

The following steps will help you set a password for a Word document.

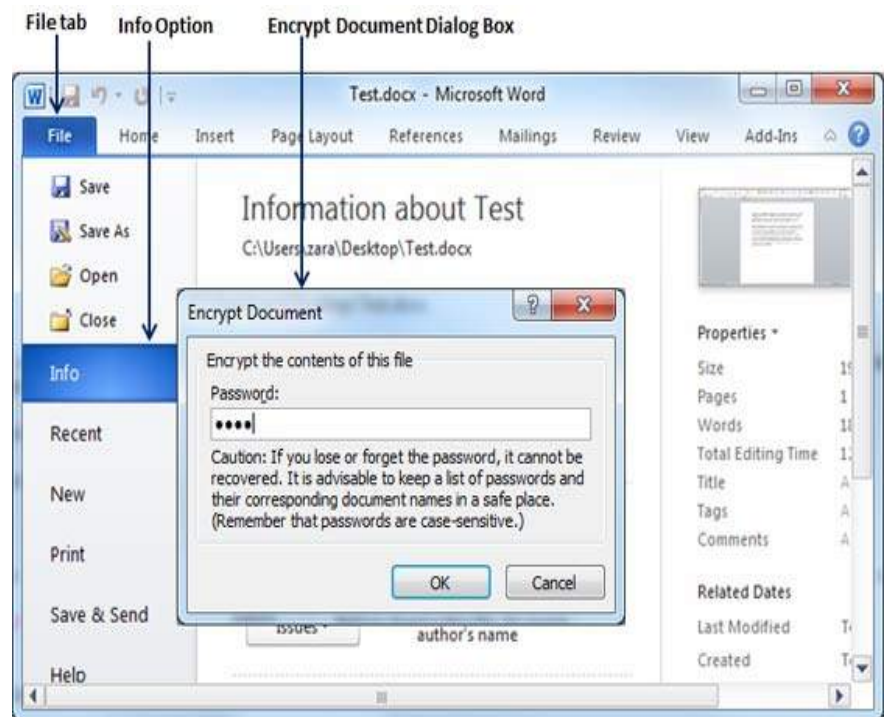
Step 1 – Open a Word document for which you want to set a password.

Step 2 – Click the **File tab** and then click the **Info** option and finally the **Protect Document** button which will display a list of options to be selected.



Step 3 – Select the **Encrypt with Password** option simply by clicking over it. This will display an **Encrypt Document** dialog box asking for a password to encrypt the document. The same dialog box will appear twice to enter the same password. After entering password each time, click the **OK** button.

Step 4 – Save the changes, and finally you will have your document password protected. Next time when someone tries to open this document, it will ask for the password before displaying the document content, which confirms that now your document is password protected and you need password to open the document.

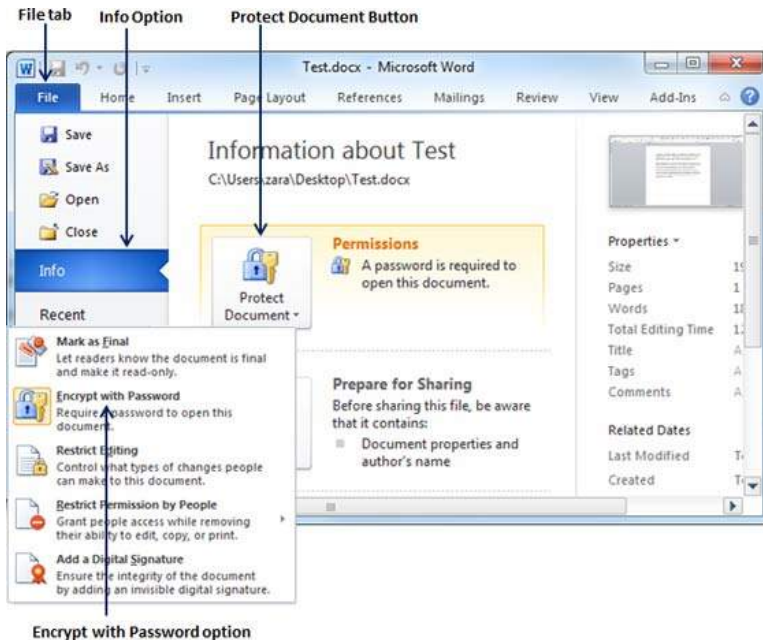
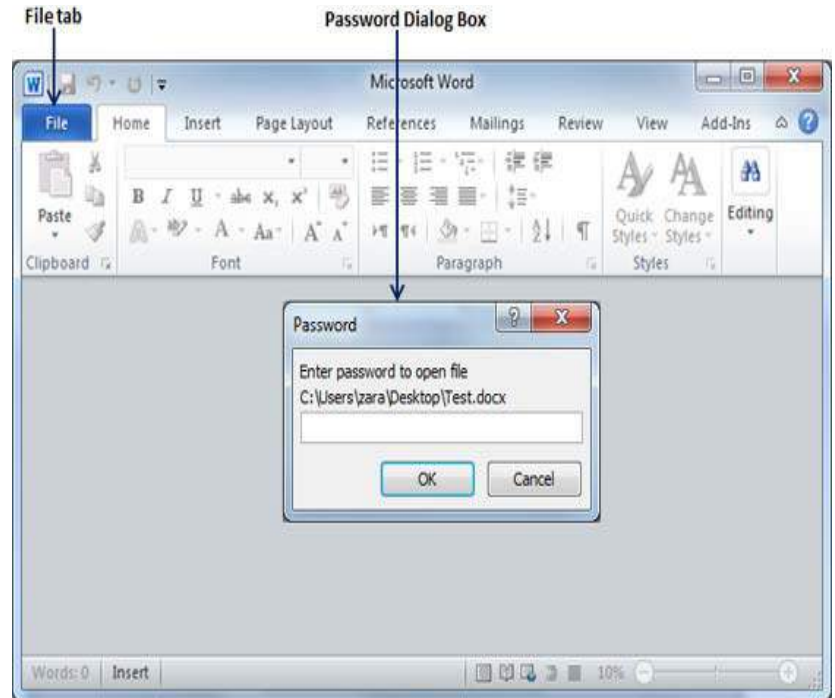


Remove Document Password

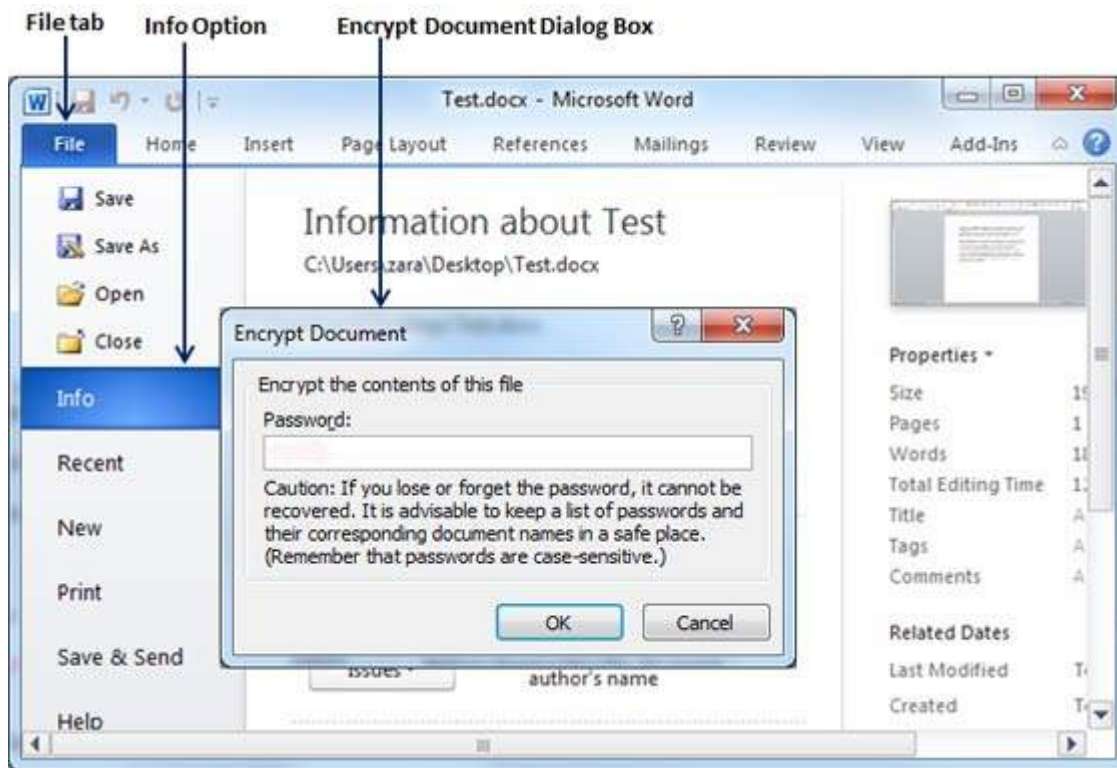
You can remove a document password only after opening it successfully. The following steps will help you remove password protection from your Word document.

Step 1 – Open a Word document the password of which needs to be removed. You will need the correct password to open the document.

Step 2 – Click the **File tab** followed by the Info option and finally the **Protect Document** button which will display a list of options to be selected.



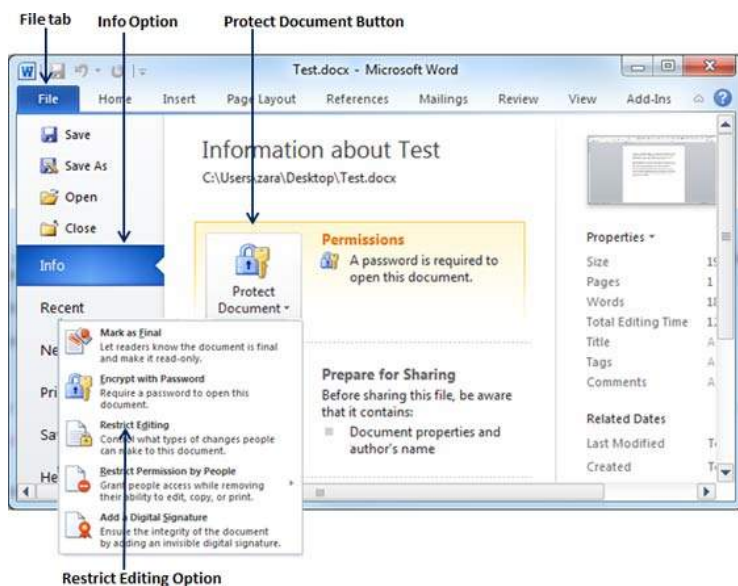
Step 3 – Select the **Encrypt with Password** option simply by clicking over it. This will display an **Encrypt Document** dialog box and password which will be in a dotted pattern. You need to remove this dotted pattern from the box and make it clear to remove the password from the document.



Now when you will open your document next time, Word will not ask you for any password because you have removed the password protection from the document.

Set Editing & Formatting Restrictions

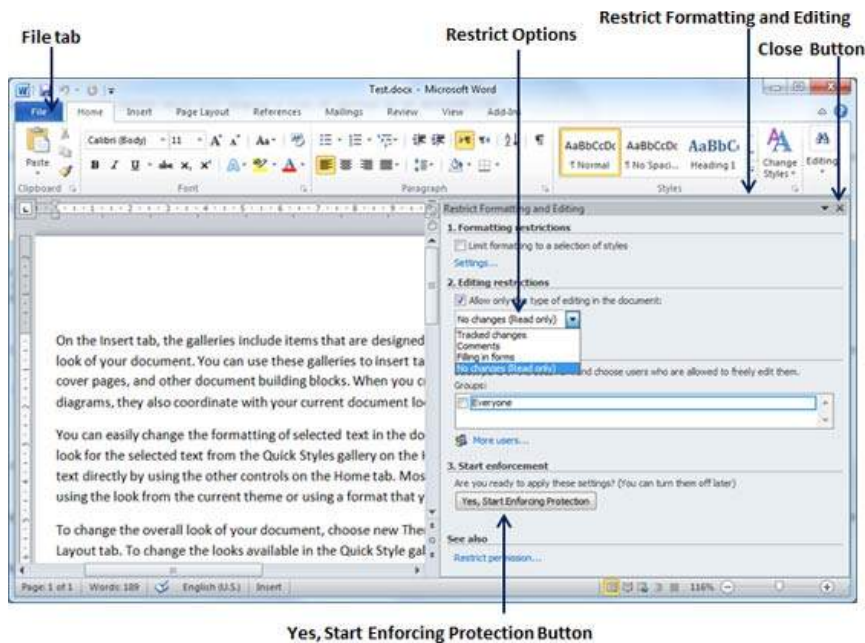
The following steps will help you set editing restrictions in a Word document.



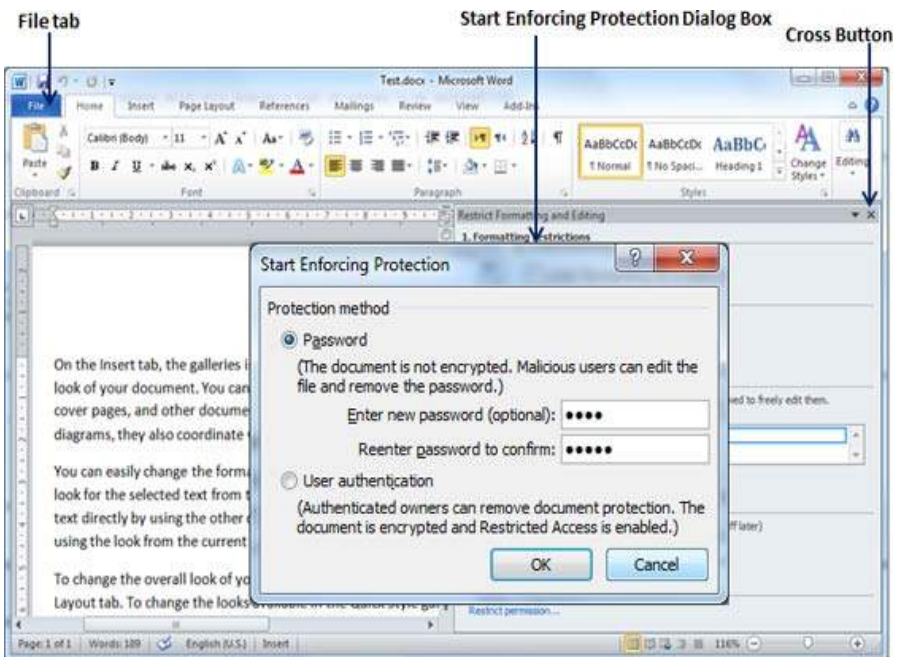
Step 1 – Open a Word document for which you want to set editing restrictions.

Step 2 – Click the **File tab** and then click the **Info** option and finally the **Protect Document** button which will display a list of options to be selected.

Step 3 – Select the **Restrict Editing** option simply by clicking over it. This will open the actual document and it will also give you the option to set editing restrictions in the **Restrict Formatting and Editing** area. Here you can set formatting as well as editing restrictions on the document.



Step 4 – Once you are done with your setting, click the **Yes, Start Enforcing Protection** button which will display a **Start Enforcing Protection** dialog box asking for password so that no one else can change the setting. You can enter the password or you can leave it simply blank which means there is no password setting for this protection.

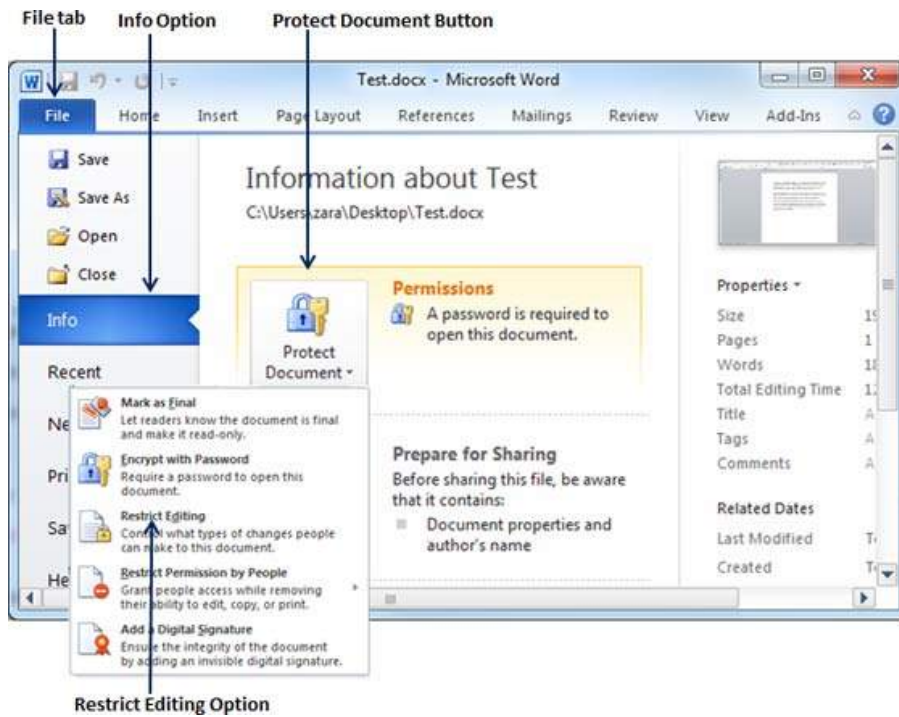


Step 5 – Finally click the **OK** button and you will find that your document is editing (or formatting if you applied) protected.

Remove Editing & Formatting Restrictions

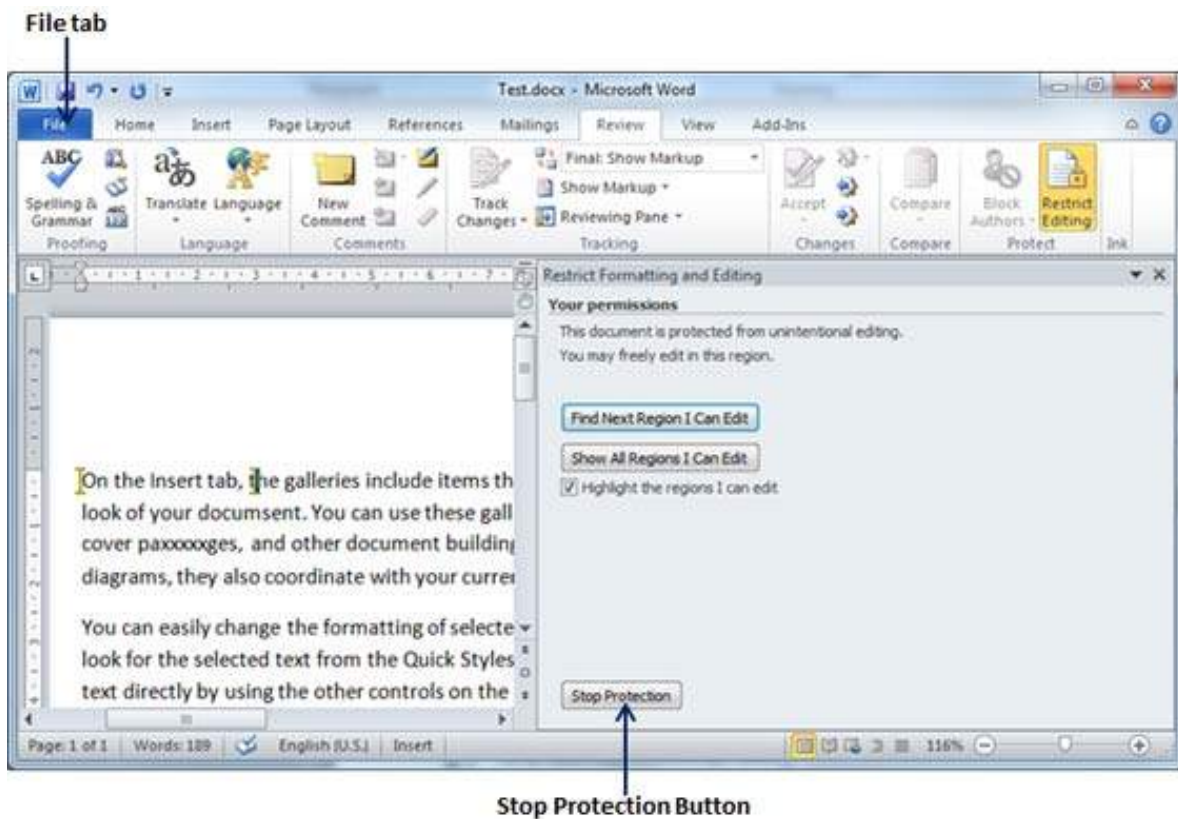
You can remove the editing restriction from your document using these simple steps.

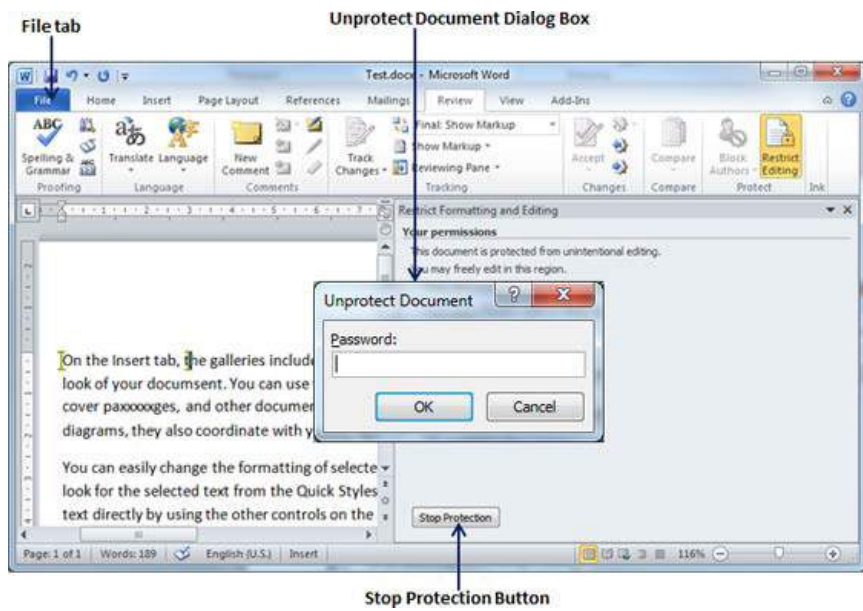
Step 1 – Open a Word document for which you want to remove the editing restriction.



Step 2 – Click the **File** tab and then click the **Info** option and finally the **Protect Document** button; this will display a list of options to be selected.

Step 3 – Select the **Restrict Editing** option simply by clicking over it. This will display the **Restrict Formatting and Editing** area as follows.





Step 4 – Now click the **Stop Protection** button. If you had set up a password at the time of setting the editing or formatting restrictions, then you will need the same password to remove the editing or formatting restrictions. Word will now ask for the same using the **Unprotect Document Dialog** box , otherwise it will simply remove the restrictions.

Set Watermark in Word

In this chapter, we will discuss how to set watermark in a Word document. A watermark is a picture that shows up faintly behind the text on a Word document page. When you draft a document, you can watermark the document with *Draft Copy* stamp, or you can watermark a duplicate document with the *Duplicate* stamp. Microsoft Word allows you to stamp with watermark using simple steps explained in this chapter.

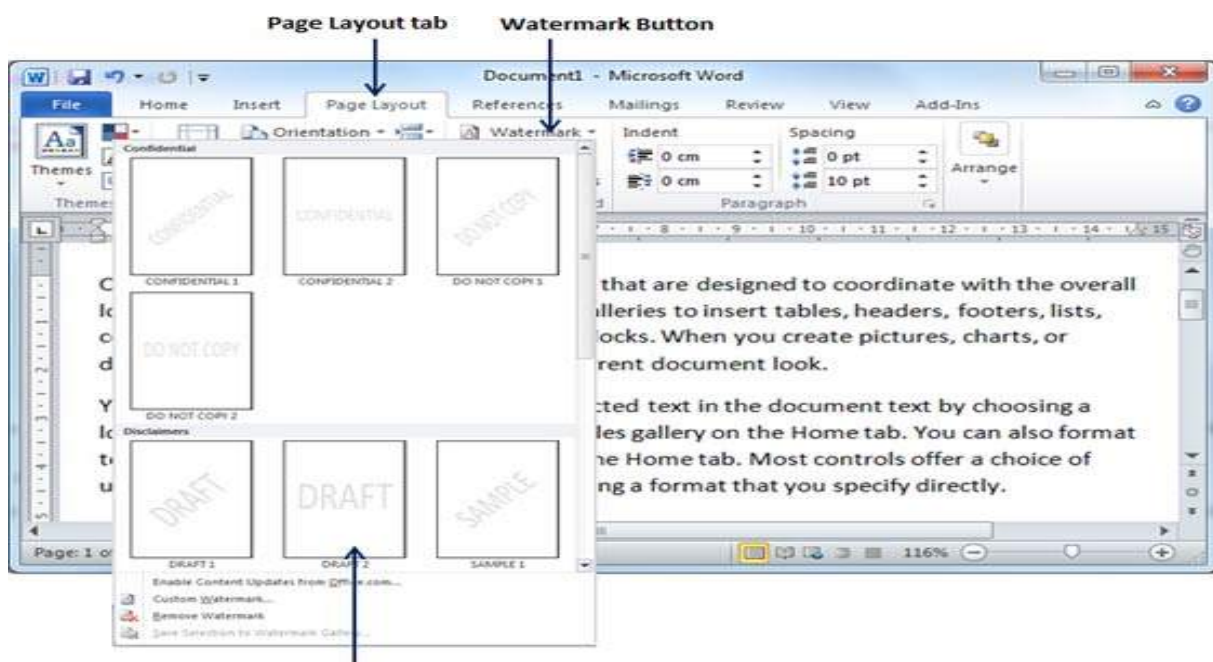
Set Standard Watermark

The following steps will help you set standard watermark in word document. A standard watermark is the one which is already defined by words and cannot modify their font or color etc.

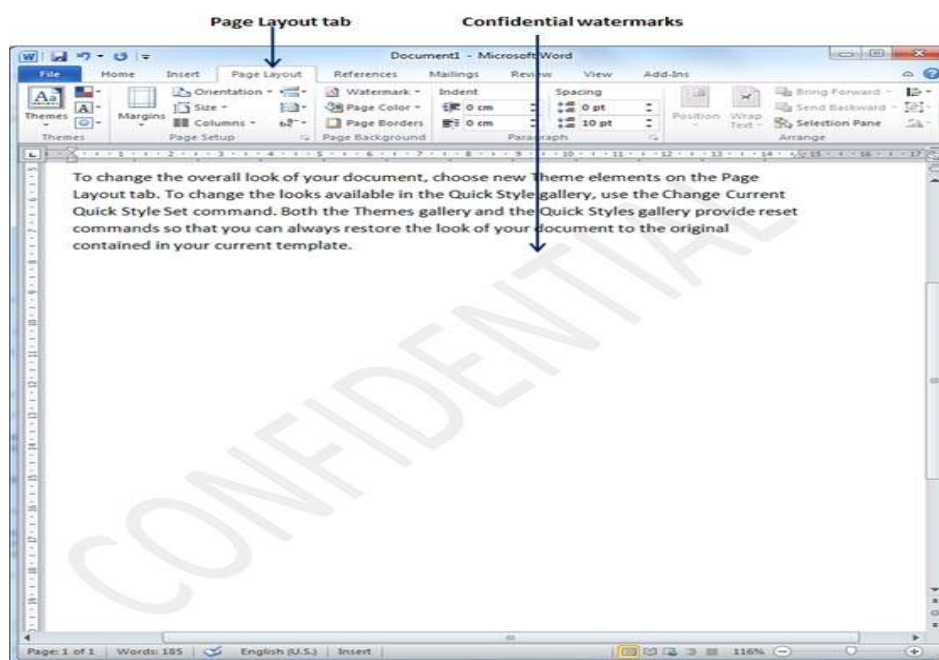
Step 1 – Open a word document in which you want to add a watermark.

Step 2 – Click the **Page Layout** tab and then click the **Watermark** button to display a list of standard watermark options.

Step 3 – You can select any of the available standard watermarks by simply clicking over it. This will be applied to all the pages of the word. Assume we select the **confidential** watermark.

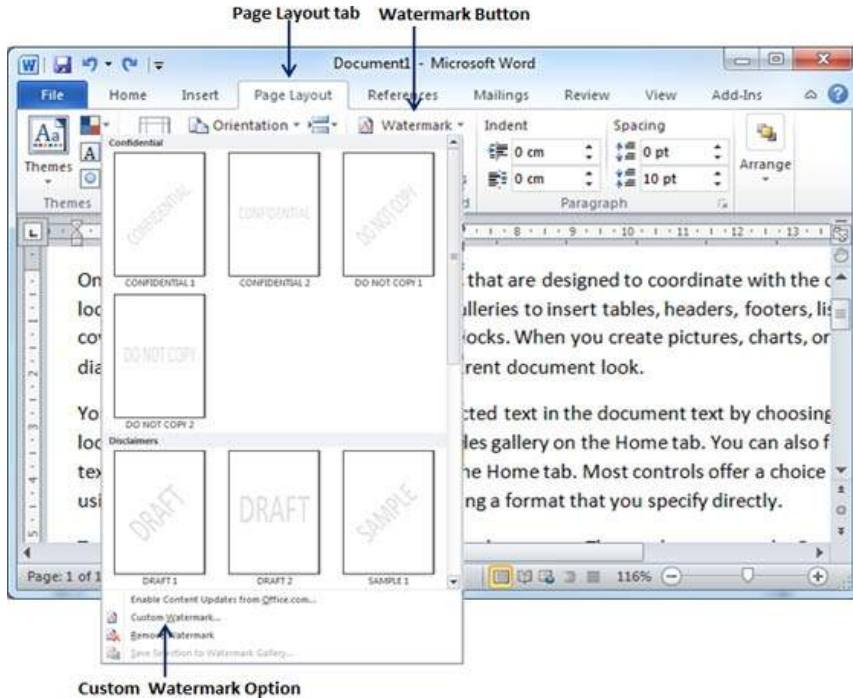


List of standard watermarks



Set Custom Watermark

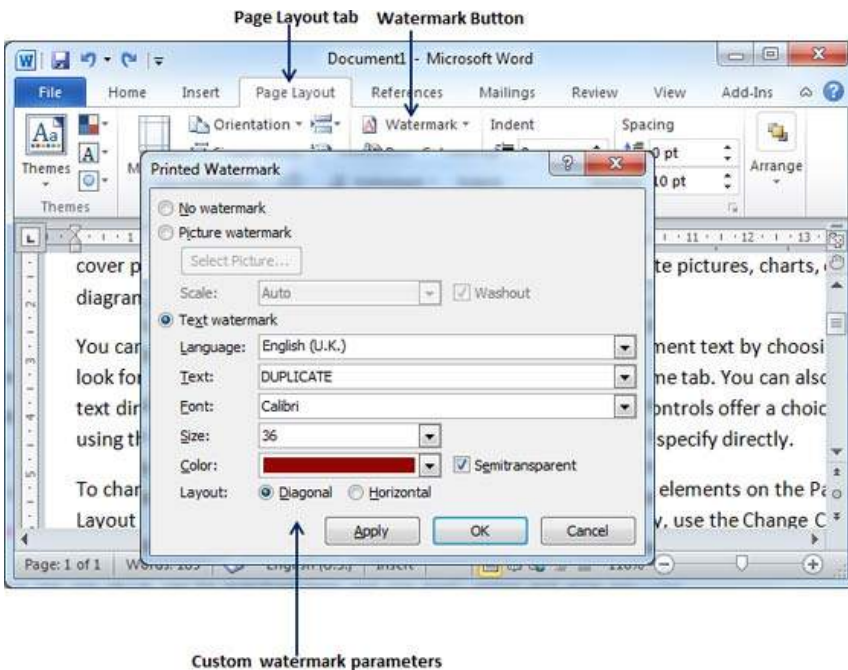
The following steps will help you set custom watermark in word document. A custom watermark is the one which can be modified text and its font, color and size etc.



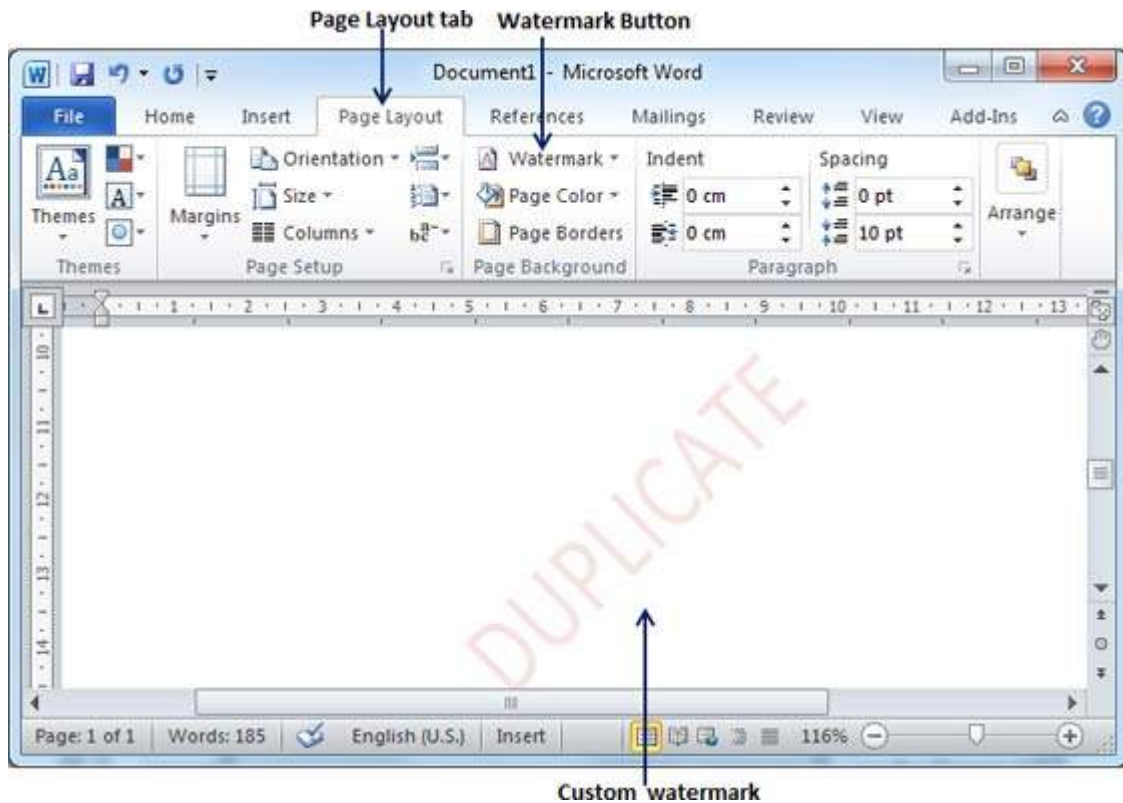
Step 1 – Open a Word document in which you want to add a watermark.

Step 2 – Click the **Page Layout** tab and then click the **Watermark** button to display a list of standard watermark options. At the bottom, you will find the **Custom Watermark** option.

Step 3 – Click over the **Custom Watermark** option; this will display the **Printed Watermark** dialog box.

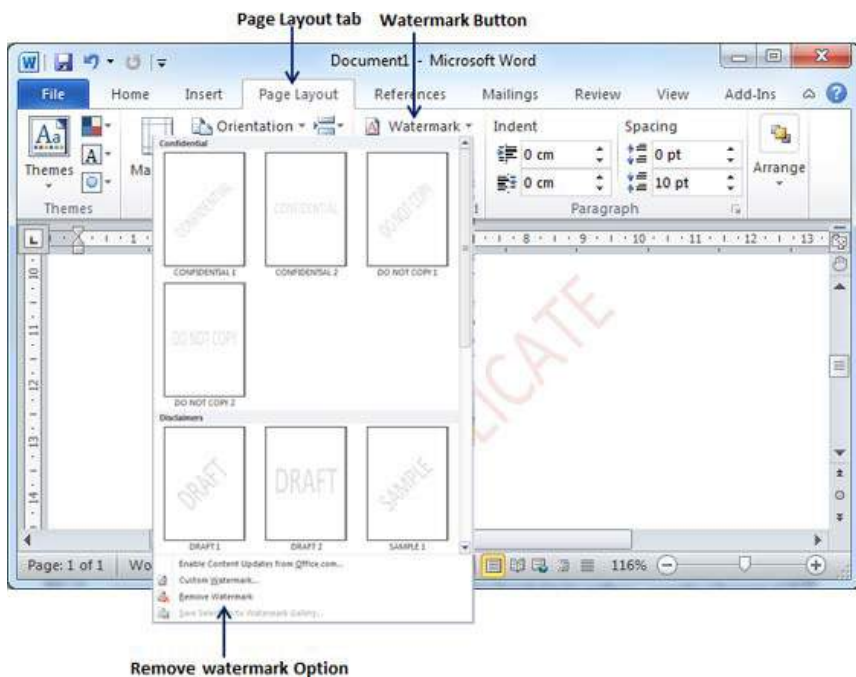


Step 4 – Now you can set a picture as watermark or you can set predefined text as watermark; you can also type your text in the **Text** box available at **Printed Watermark** dialog box. We will set text watermark as **DUPLICATE** and also set its font color and font size. Once all the parameters are set, click the **OK** button to set the parameters.



Remove Watermark

The following steps will help you remove an existing watermark from a Word document.



Step 1 – Open a Word document the watermark of which needs to be deleted.

Step 2 – Click the **Page Layout** tab followed by the **Watermark** button to display a list of standard watermark options. At the bottom, you will find the **Remove Watermark** option.

Step 3 – Click **Remove Watermark** option; this will delete the existing watermark from the document.

*Congratulations, You Have Completed Advanced Microsoft
Word*