

# **Microsoft Word Frequently Asked Questions**

---

Menu Options – Click on any of the following options to reveal Frequently Asked Questions. Press **Ctrl + Home** to return to this page.

## **Formatting Text**

[RotatingText](#)  
[HorzLineDelete](#)

## **Page Layout**

[ChangePageMargins](#)  
[CreateHeaderFooter](#)  
[OnePageHeaderFooter](#)  
[AddWatermarkWord97](#)  
[WatermarkBehindTextWord97](#)  
[AddWatermarkWordXP](#)  
[RemoveWatermarkWordXP](#)

## **Tables**

[SumNonContiguous](#)  
[TableTab](#)  
[AddTableHeaderWord97](#)  
[AddTableHeaderWordXP](#)

## **Setting Defaults**

[DefaultFont](#)  
[EnvelopeFeeder](#)  
[OfficeAsst](#)

## **Navigating**

[DeleteBlockPrompt](#)  
[CtrlHome](#)

## **Merge Options**

[KeybdMrqOption](#)

## **Graphics**

[GraphicLocked](#)

## **Keyboard Shortcuts**

[KeyboardShortcuts](#)  
[KeyboardTemplates](#)

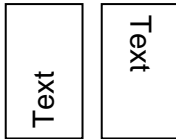
# **Microsoft Word Frequently Asked Questions**

---

## **Formatting Text**

### **How do I Rotate Text to 45°?**

Word text can be rotated as follows by clicking on **Format...Text Direction**.



If you would like to rotate text by 45° or -45°, you must use Excel – **Format...Cells...Alignment...Orientation**.

**Note:** The 45° option was not available in WordPerfect.

### **How do I delete the horizontal line I created by typing --- (three dashes) and then pressing the Enter key?**

If you created the line by typing three dashes and pressing **Enter**, you actually created a border. To remove the border:

1. Click the last paragraph mark above the line and select **Format...Borders and Shading**.
2. In the **Borders and Shading** dialog box, click the **Borders** tab.
3. Under **Setting**, select **None** and click the **OK** button to save changes. The line disappears.

# Microsoft Word Frequently Asked Questions





---

## Page Layout

### How do I change my page margins?

1. Select **File...Page Setup**.
2. In the **Page Setup** dialog box, click the **Margins** tab.
3. Adjust the **Top**, **Bottom**, **Left**, and **Right** margins, and click the **OK** button to save changes.

### How do I create a header or footer?

- To create a header or footer for all document pages:
  1. Select **View...Header and Footer**.
  2. Enter text or graphics in the header area or click a button in the **Header and Footer** toolbar.
  3. To create a footer, click **Switch Between Header and Footer**  on the **Header and Footer** toolbar to move to the footer area. Then repeat step 2.
  4. Click the **Close** button on the **Header and Footer** toolbar when finished.
- To create a unique header or footer for the first page only:
  1. If your document is divided into sections, click in the section you want to change, otherwise click anywhere in the document.
  2. Select **View...Header and Footer**.
  3. On the **Header and Footer** toolbar, click **Page Setup** .
  4. In the **Page Setup** dialog box, click the **Layout** tab.
  5. Under the **Headers and Footers** section, select **Different first page** and then click the **OK** button.
  6. If necessary, click **Show Previous**  or **Show Next**  on the **Header and Footer** toolbar to move to the **First Page Header** or **First Page Footer** area.
  7. Create the header and/or footer for the first page of your document.

**Note:** If you don't want a header or footer on the first page, leave these areas blank.
  8. Click the **Close** button on the **Header and Footer** toolbar when finished.

# Microsoft Word Frequently Asked Questions

---

## How do I create a watermark?

In Word 97:

- For a watermark with text:
  1. Select **View...Header and Footer**.
  2. Select **Insert...Text Box** and use your mouse to draw a text box.
  3. Type the text you would like to use as the watermark.
  4. Select the text box by placing your mouse pointer on the border of the text box until the pointer changes to a four-headed arrow, then click. The border of the text box should change to a dotted border.
  5. Select **Format...Font**. In the **Font** dialog box, click the **Font** tab. Adjust the font type and font size accordingly.
  6. Select **Gray - 25%** from the **Color** drop down list box and click the **OK** button. You may have to size the box to accommodate the new font size.
  7. Select **Format...Text Box** (the text box should still be selected).
  8. In the **Format Text Box** dialog box, click the **Colors & Lines** tab. Select **No Line** from the **Line Color** drop down list box. This will eliminate the black text box border.
  9. Click the **Wrapping** tab. In the **Wrapping Style** section, select **None** and click the **OK** button to save your changes.
  10. Position your mouse pointer on the dotted text box border and right click. Select **Order...Send Behind Text**.
  11. Position your text box on the page by placing your mouse pointer on the dotted border and dragging it to the desired location.
  12. Click the **Close** button on the **Header and Footer** toolbar when finished.
- For a watermark with a graphic:
  1. Select **View...Header and Footer**.
  2. Select **Insert...Picture** and choose your graphic type (i.e., **Clip Art, From File**, etc.)
  3. Once the graphic is shown on your screen, select **Format...Picture**. In the **Format Picture** dialog box, click the **Picture** tab.
  4. In the **Image Control** section, select **Watermark** from the **Color** drop down list box. Depending on your graphic, you may want to adjust the **Brightness** and/or **Contrast**.

# Microsoft Word Frequently Asked Questions

---

5. In the **Format Picture** dialog box, click the **Wrapping** tab. In the **Wrapping Style** section, select **None** and click the **OK** button to save your changes.
  6. Position your mouse pointer on the graphic and right click. Select **Order...Send Behind Text**.
  7. Position your graphic on the page, by placing your mouse pointer on the graphic and dragging it to the desired location.
  8. Click the **Close** button on the **Header and Footer** toolbar when finished.
- To place the watermark behind text:  
  
Position your mouse pointer on the graphic or text box and right click. Click **Order...Send Behind Text**.

## In Word XP:

- To add a watermark:
  1. Select **Format...Background...Printed Watermark**.
  2. Do one of the following:
    - To insert a picture as a watermark, select **Picture Watermark** and click the **Select Picture** button.
    - To insert a text watermark, select **Text Watermark** and type the text you want as your watermark or select text from the **Text** drop down list box.
  3. Select any additional options that you want, and click the **Apply** button.
- To remove a watermark:
  1. Select **Format...Background...Printed Watermark**.
  2. Select **No Watermark** and click the **OK** button.

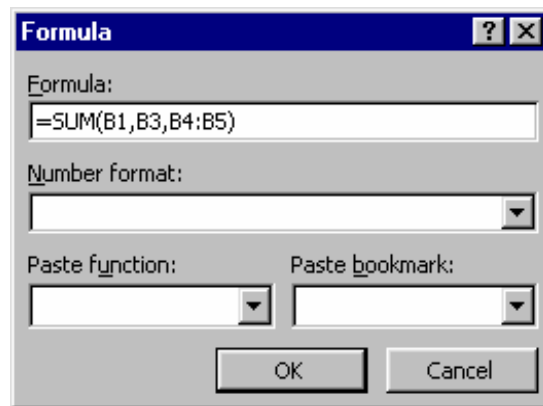
# Microsoft Word Frequently Asked Questions

---

## Using Tables

### How do I sum non-contiguous numbers in a table?


1. Go to the cell where you would like the sum displayed.
2. Select **Table...Formula**.
3. Type in the appropriate formula (see the following figure).



The following example is a sum of cells **B1** (10), **B3** (10), **B4** (10) and **B5** (10).

	10
	N/A
	10
	10
	10
<b>Total</b>	40

4. To update the **Sum (or total)**, right click on the **Sum (40)** and choose **Update Field** or click on the **Sum** and press the **F9** key on your keyboard.

**Note:** For tables that will need multiple sums or for more complex calculations, it is recommended that you insert an **Excel** worksheet. This is done by clicking **Insert MS Excel Worksheet**  on the **Standard** toolbar.

### How do I tab in a Table without going to the next cell?

Press **Ctrl + Tab**.

# ***Microsoft Word Frequently Asked Questions***

---

## **How do I make a header row in a Table?**

In Word 97:

Select the row that you wish to have as your header. Select **Table...Headings**.

In Word XP:

1. Select the row that you wish to have as your header. Select **Table...Table Properties**.
2. In the **Table Properties** dialog box, click the **Row** tab.
3. Under the **Options** section, select **Repeat as header row at the top of each page**.
4. Click the **OK** button to save changes.

# ***Microsoft Word Frequently Asked Questions***

---

## **Setting Defaults**

### **How do I set my default font?**

1. Select **Format...Font**.
2. In the **Font** dialog box, click the **Font** tab.
3. Update the font to your preference and click the **Default** button. The message, "Do you want to change the default font to..." is displayed.
4. Click the **Yes** button to set the new default font.

**Note:** Your font will be changed for any **new** documents you create.

### **How do I set my envelope to default to the envelope feeder?**

1. Select **Tools...Envelopes & Labels**.
2. In the **Envelopes and Labels** dialog box, click the **Envelopes** tab.
3. Click the **Options** button.
4. In the **Envelope Options** dialog box, click the **Printing Options** tab.
5. Select **Envelope Feeder** from the **Feed From** drop down list box.
6. Click the **OK** button to save changes.

### **How do I stop Clippit the Office Assistant from displaying in Word 97?**

From **Windows Explorer**, rename the following folder:

**From:** C:\Program Files\Microsoft Office\Office\Actors

**To:** C:\Program Files\Microsoft Office\Office\Non-Actors

# ***Microsoft Word Frequently Asked Questions***

---

## **Navigating**

### **Why do I get a "Delete Block? No(Yes)" prompt when text is selected and the delete key is pressed?**

The following options must be turned off:

**Tools...Options...General** - Help for WP Users

**Tools...Options...General** - Navigation Keys for WP Users

### **Why do I get the "Go To" dialog box when I press Ctrl + Home?**

The following options must be turned off:

**Tools...Options...General** - Help for WP Users

**Tools...Options...General** - Navigation Keys for WP Users

# ***Microsoft Word Frequently Asked Questions***

---



## **Merge Options**

### **What is the equivalent option to a WordPerfect Keyboard Merge?**

This is done by creating a **Template** or **Form**. See the Advanced Word 97 Student Manual, Lesson 2.

# ***Microsoft Word Frequently Asked Questions***

---



## **Graphics**

### **Why is my graphic locked to a page?**

1. Select **Format...Picture**.
2. In the **Format Picture** dialog box, click the **Position** tab.
3. **Lock anchor** should not be checked.

# ***Microsoft Word Frequently Asked Questions***

---

## **Keyboard Shortcuts**

### **Is there a list of keyboard shortcuts?**

Yes. See [Word 97 Keyboard Shortcuts](#) or [Word XP Keyboard Shortcuts](#).

### **Is there a keyboard template for the keyboard function keys?**

Yes. See [Word Keyboard Function Keys](#).

word\_faq.pdf  
1/30/2006