Useful Features

This chapter will demonstrate some extra features that Microsoft Word offers. These include the Outline View, setting watermarks, built-in themes and setting passwords.

Outlining

When working with large documents it is very handy to work in OUTLINE VIEW where text that has been set to styles can be viewed as just headings. This allows for whole sections of text to be easily moved within the document without the need to use cut and paste.

A   Loading the Sample File

1   Load Microsoft Word or close the current file.

2   Display the OFFICE BUTTON and select OPEN.

3   Access the CHAPTER 23 folder of the WORD 2007 SUPPORT FILES and open the file:

Outline

as a READ ONLY file.

4   Scroll through the document to familiarise yourself with it. There are three styles used in the document. The main heading was set to the HEADING 1 style, the sub-headings to the HEADING 2 style and the paragraphs to the BODY TEXT style.

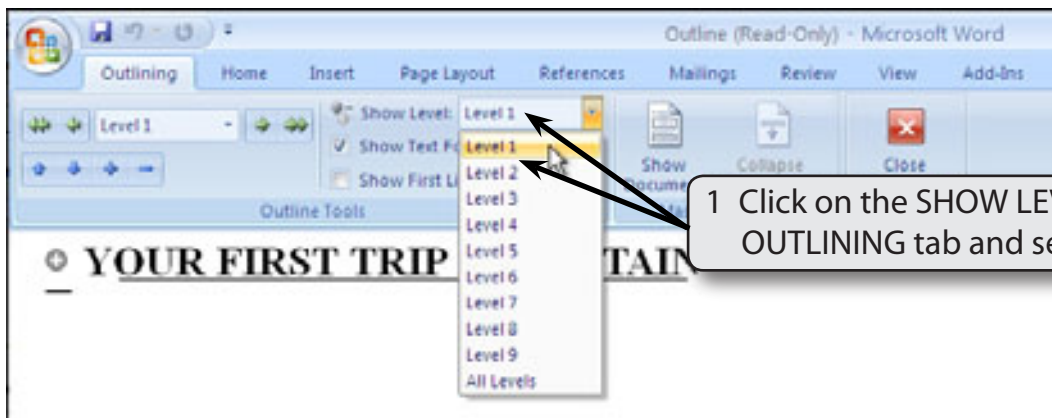### B   Setting the Screen to Outline View
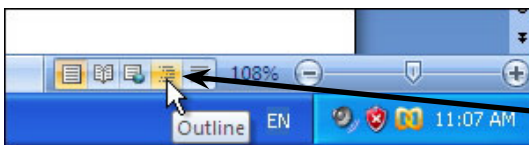
1 Click on the OUTLINE button at the bottom right of the screen to set the view to OUTLINE view.
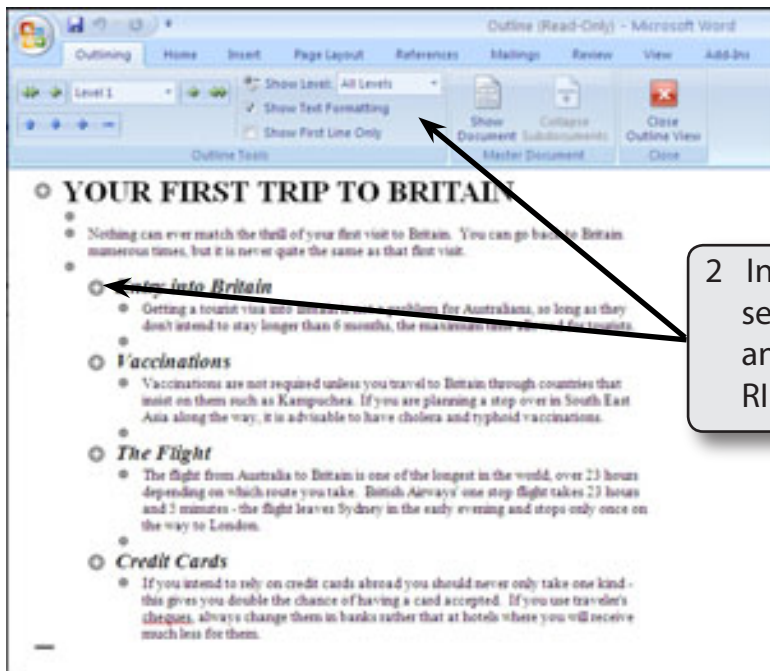
2 In OUTLINE VIEW each style or section has a marker and is indented, and the OUTLINING tab of the RIBBON is opened.
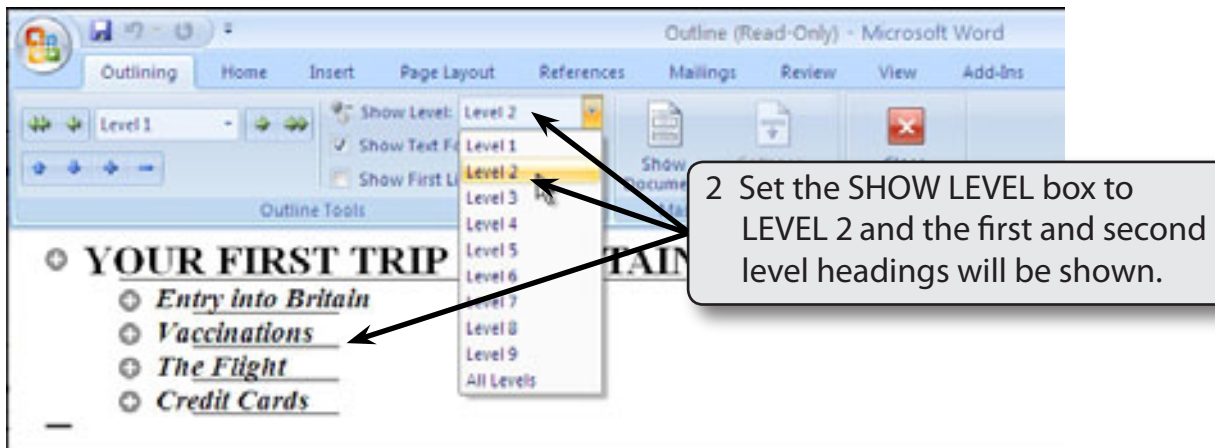
C Collapsing Sections
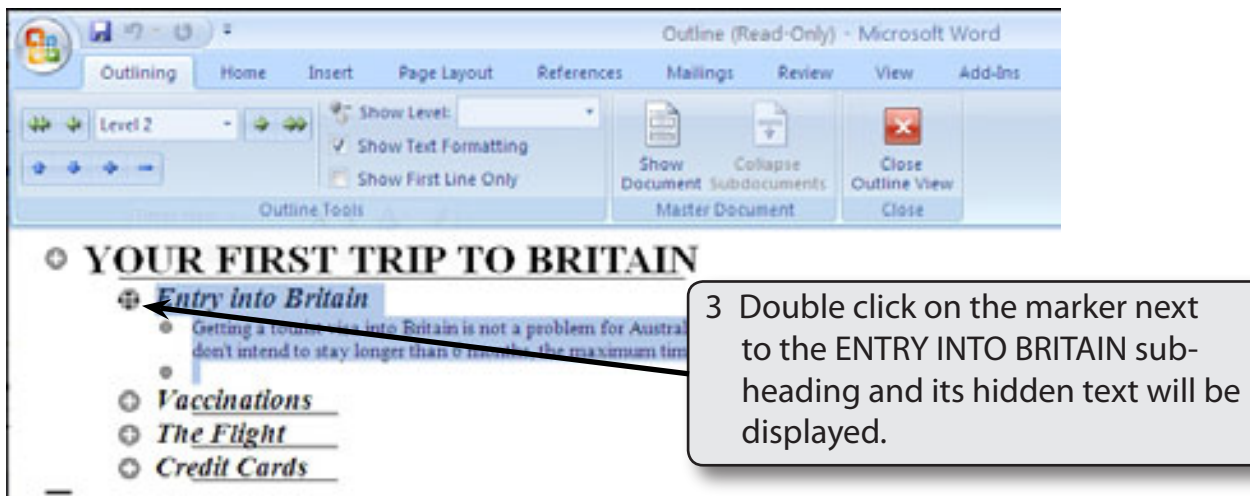
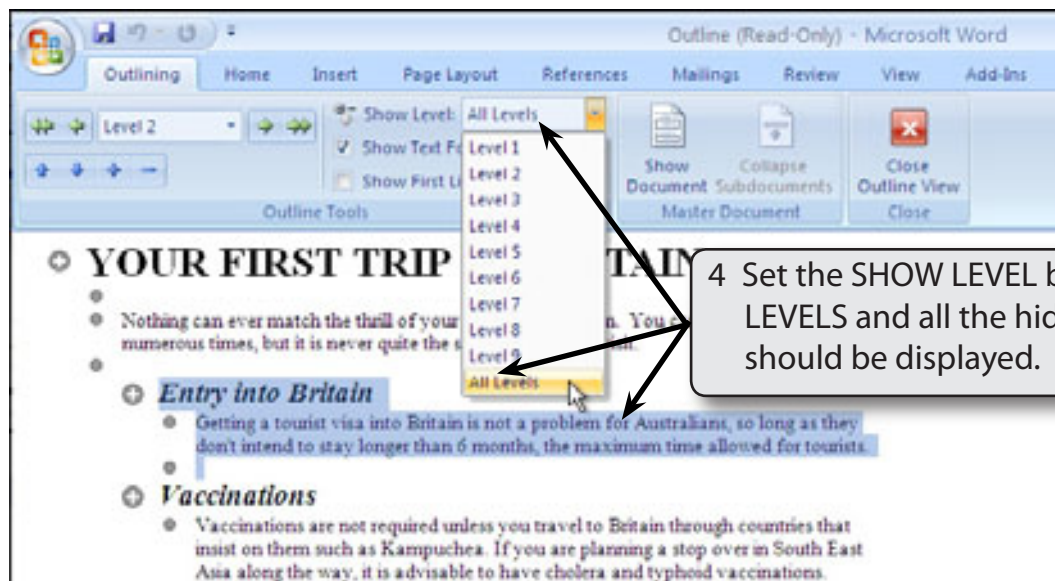You can easily hide sections of text.

1 Click on the SHOW LEVEL box in the OUTLINING tab and select LEVEL 1.

NOTE: **Just the text set to the HEADING1 (LEVEL 1) style will be displayed. In this case just the main heading was set to that style.**
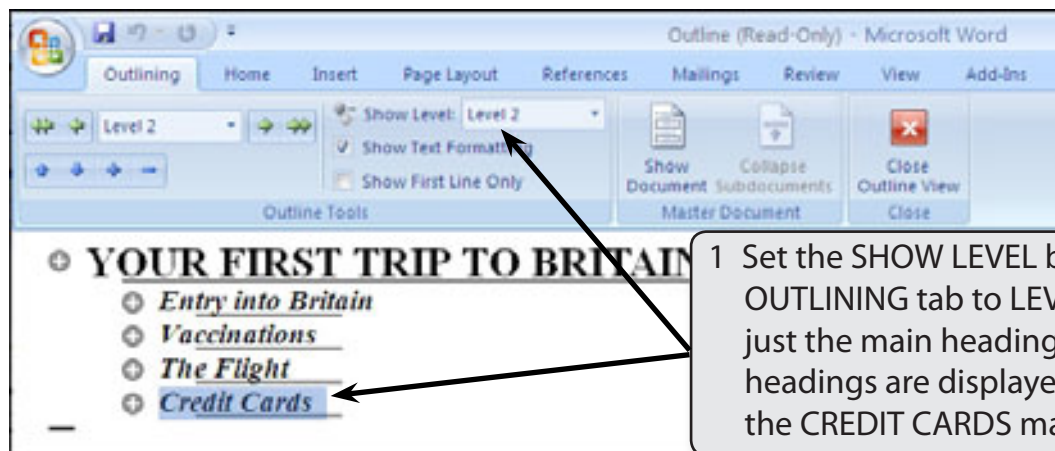
2 Set the SHOW LEVEL box to LEVEL 2 and the first and second level headings will be shown.

NOTE: i   **Show Level 2 caused just the text items set to the HEADING 1 and HEADING 2 styles to be displayed.**

ii   **The grey lines under each sub-heading indicate that there is hidden text associated with that sub-heading.**

3 Double click on the marker next to the ENTRY INTO BRITAIN sub-heading and its hidden text will be displayed.

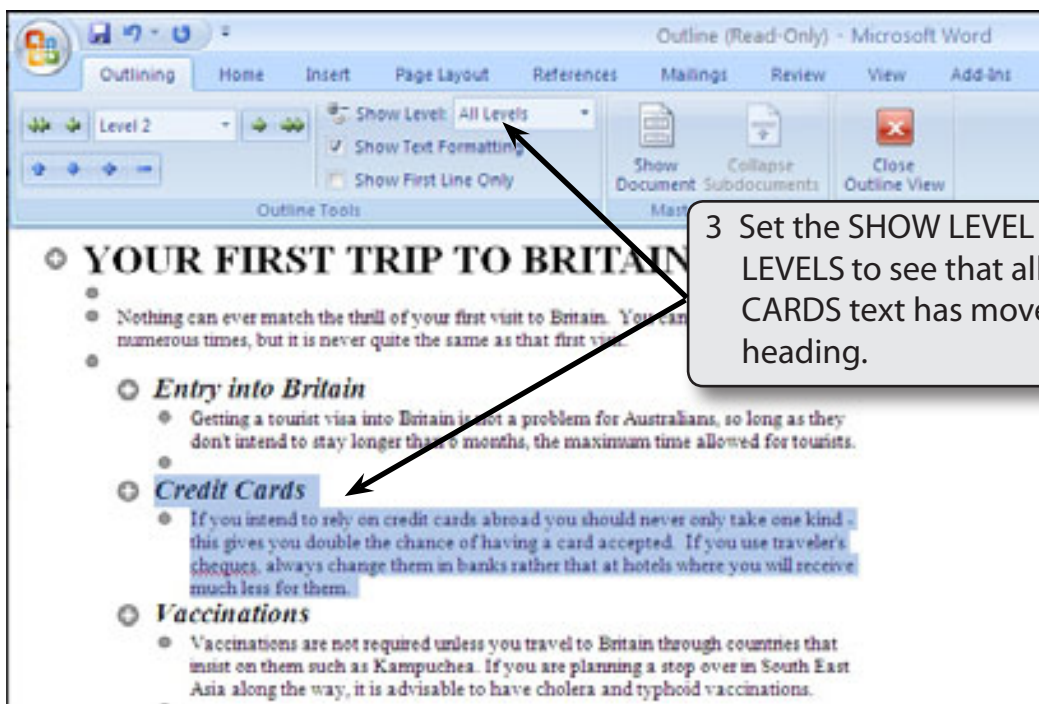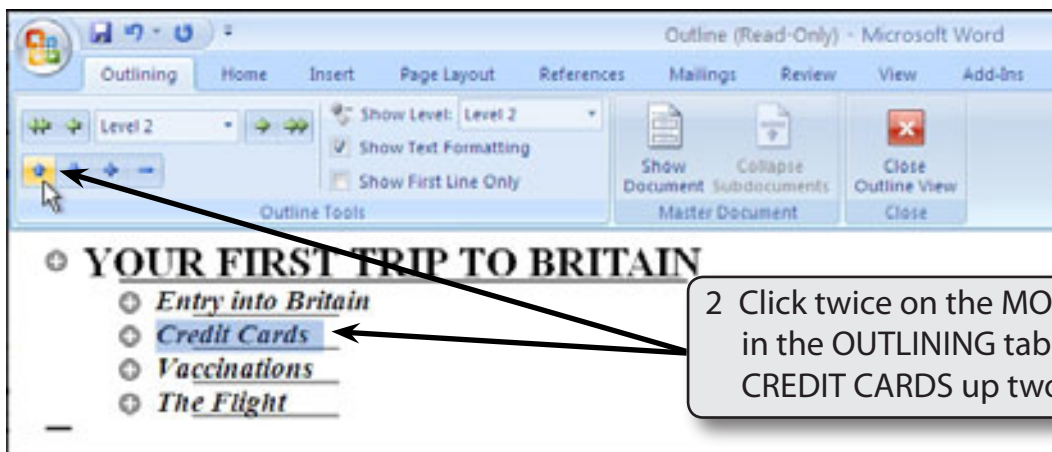4 Set the SHOW LEVEL box to ALL LEVELS and all the hidden text should be displayed.

D Moving Sections of Text

A major advantage of OUTLINE VIEW is the ability to easy move sections of text. This can be invaluable when working with a very large document.

1 Set the SHOW LEVEL box in the OUTLINING tab to LEVEL 2 so that just the main heading and sub-headings are displayed then click on the CREDIT CARDS marker.

2 Click twice on the MOVE UP button in the OUTLINING tab to move CREDIT CARDS up two sections.

3 Set the SHOW LEVEL box to ALL LEVELS to see that all the CREDIT CARDS text has moved with the sub-heading.

4   Return the SHOW LEVEL box to LEVEL 2 in the OUTLINING tab so that just the main heading and sub-headings are displayed.