**Creating Smart Arts**

In some Microsoft Office 2007 and later applications, a **SmartArt** graphic can be created and added to document. SmartArt is a way to turn ordinary text into something more visually appealing. It can be used to draw attention to important information or make information easier to interpret and understand. SmartArt can be used to create an organizational chart, a decision tree, a pyramid or matrix structure, illustrate steps in a process, or display events in a timeline.

**Which programs work with SmartArt?**

SmartArt can be created in the following Microsoft Office applications.

- Microsoft Word 2007 and later.

- Microsoft Excel 2007 and later.

- Microsoft Outlook 2007 and later.

- Microsoft PowerPoint 2007 and later.

Other applications in the Microsoft Office suite are not capable of creating SmartArt. However, users can copy SmartArt from one application to another, whether the destination application can create SmartArt or not.

**How to create SmartArt**

To create SmartArt, follow the steps below.

1.  Open Microsoft application,

2.  click the **Insert** tab in the Ribbon.

3.  On the Insert tab, click the **SmartArt** icon, as shown in the image above.

4.  In the SmartArt window, select a type of SmartArt graphic on the left, then select a specific SmartArt graphic to add to the document and click OK.

**Adding Graphics**

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
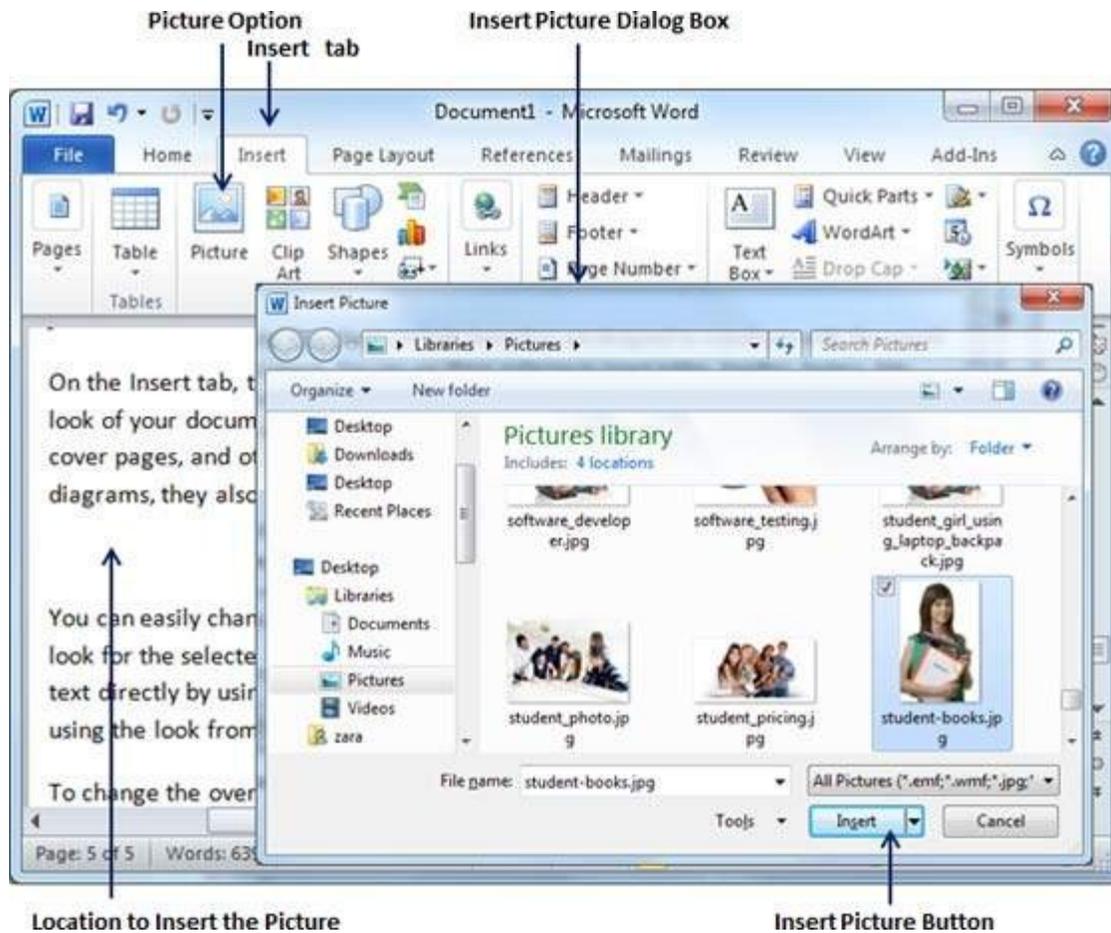
**Step 3** − You can select a required picture using the **Insert Picture** dialog box. When you will click the **Insert** button, selected picture will be inserted in your document. You can play with your inserted picture in different ways, like you can apply quick styles to your picture, you can resize 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.

Adjust Options · Quick Styles · Wrap Text · Crop Options · Format tab

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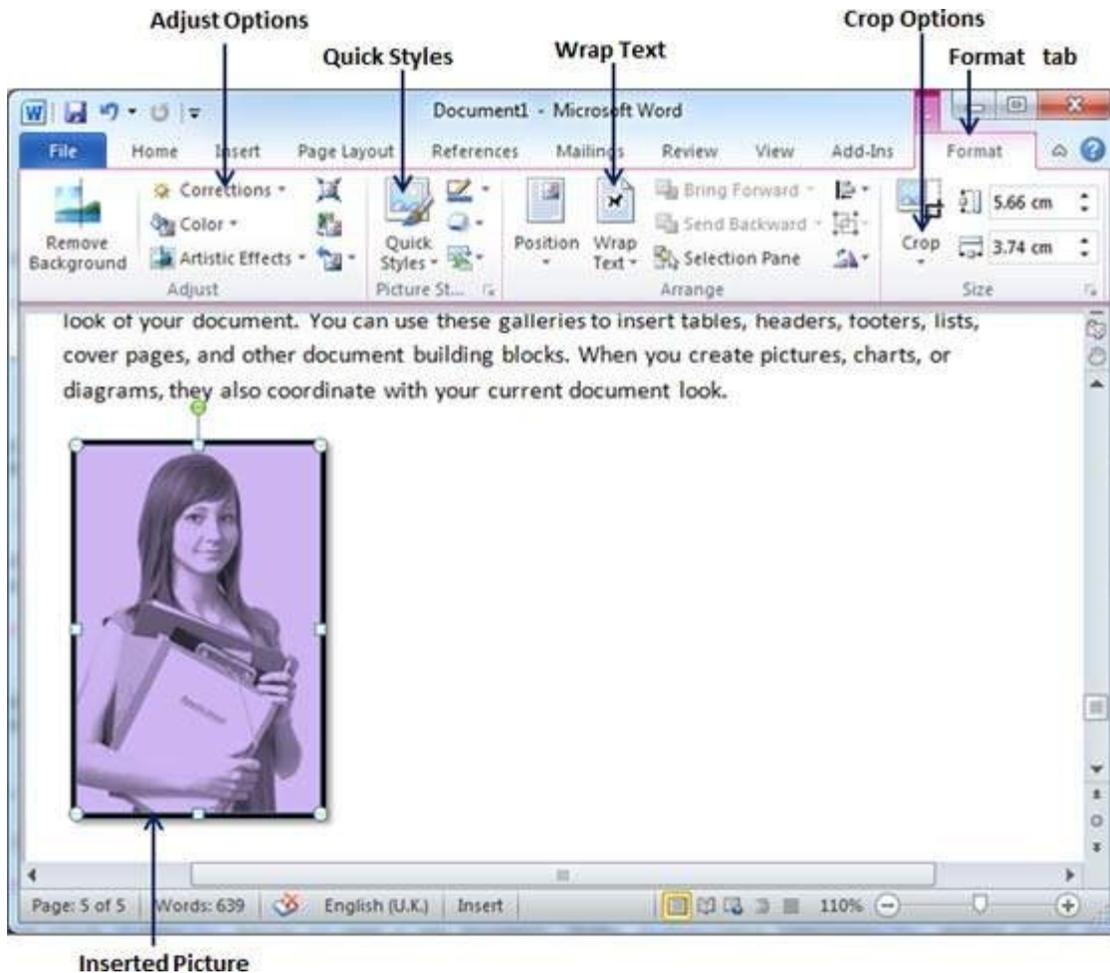
You can try yourself to insert other available graphics like Clipart, Different Shapes, Charts and SmartArt or Screenshots.

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.

**Insert tab**      **WordArt Button**

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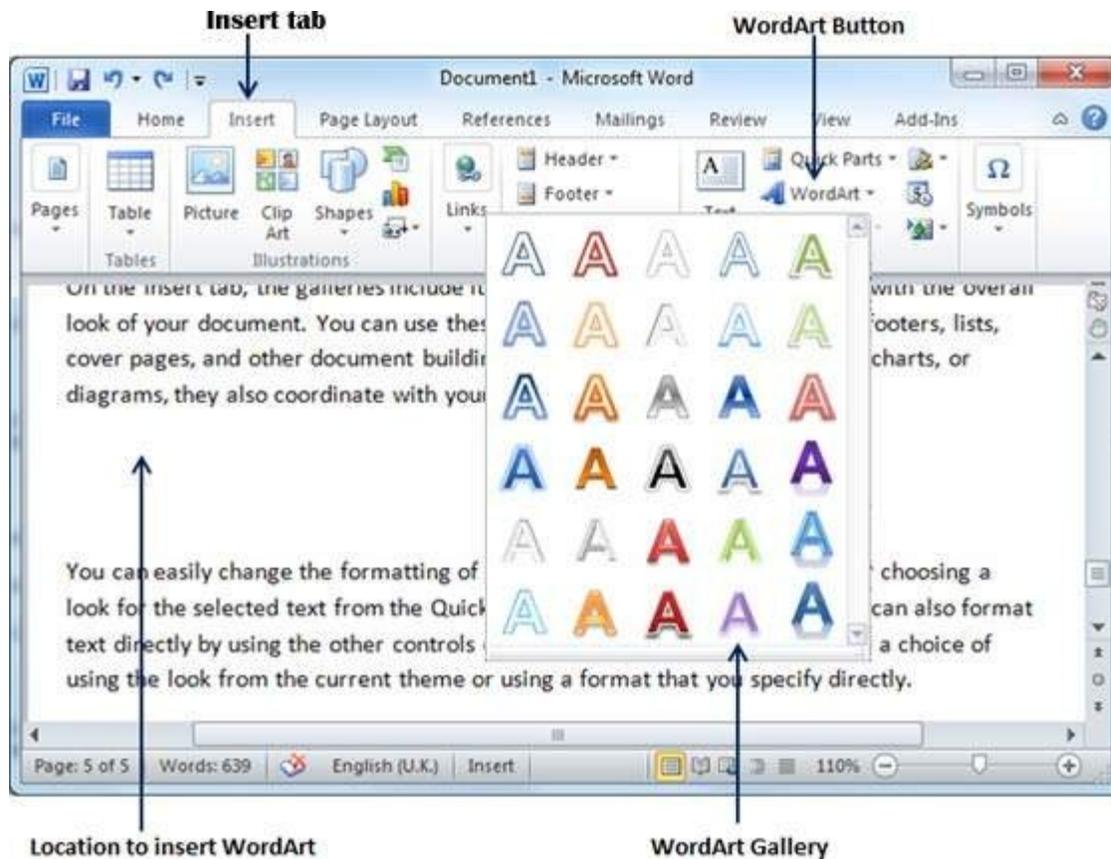
**Step 3** − You can select any of the WordArt style from the displayed gallery by clicking on it. Now you can modify the inserted text as per your requirement and you can make it further beautiful by using different options available. To try it, just double-click your inserted WordArt and Word will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

Shape Styles Options    WordArt Styles Options    Format tab

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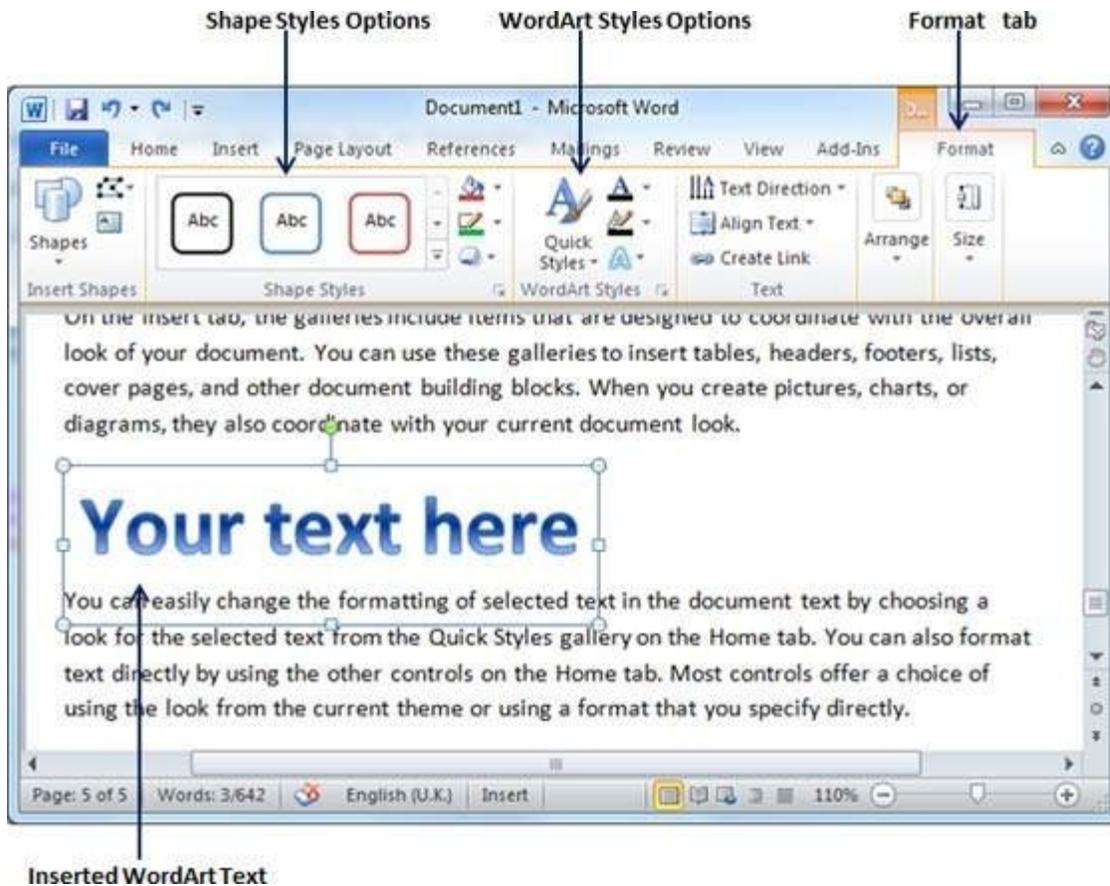
You can try yourself to apply different options on the inserted WordArt by changing its shape styles, colors, WordArt Styles, etc.

look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

**Inserted Picture**
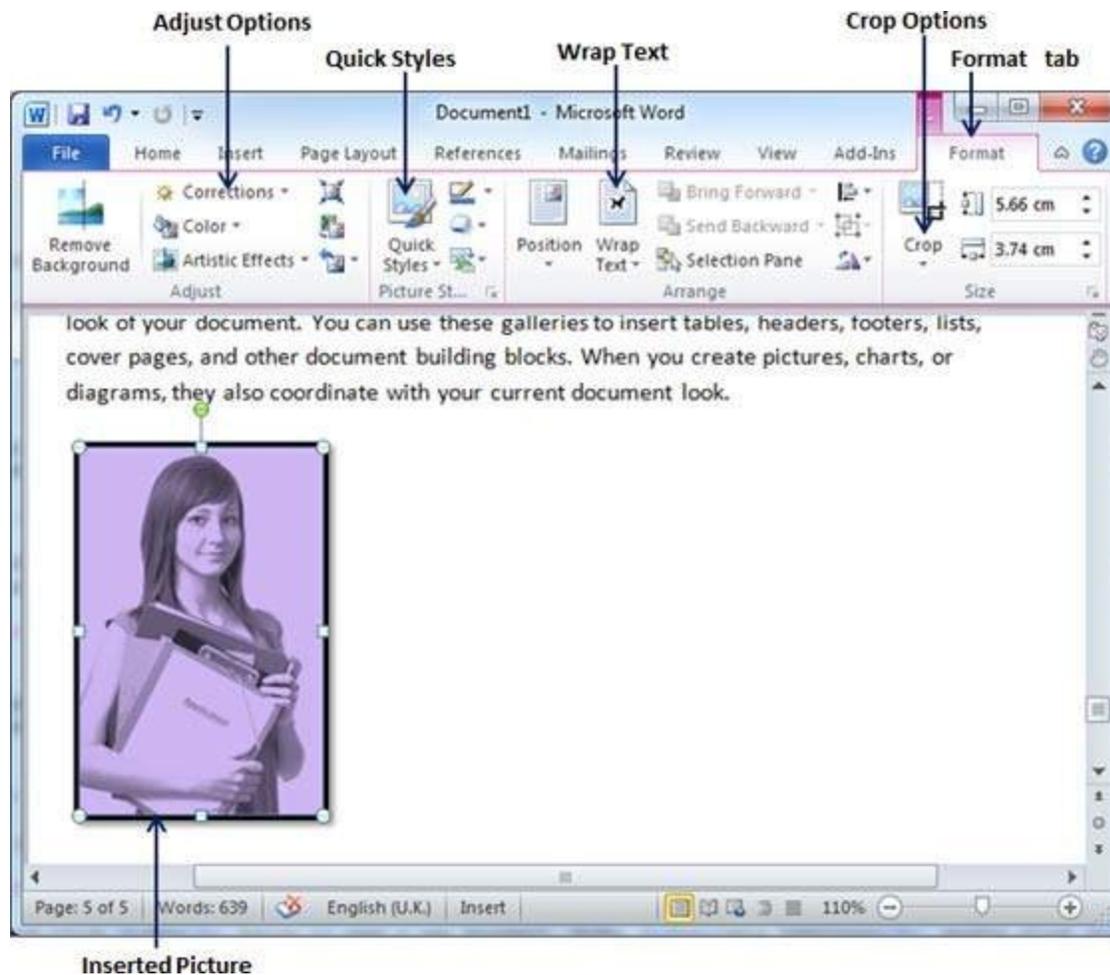
## Page setup/ page options

The **page setup** are the parameters defined by the user that help determine how a printed page appear. Those parameters can include everything from the size, margins, page orientation, to quality of print. More plainly, it's a menu that allows users to customize the layout of a page. The page setup dialog box is usually available from the file drop-down menu. For Microsoft Word 2007 or later, the page setup options are available under the Layout tab in the Ribbon menu. Below are some examples of how Page Setup may appear in your programs.

# Page Setup in Microsoft Word
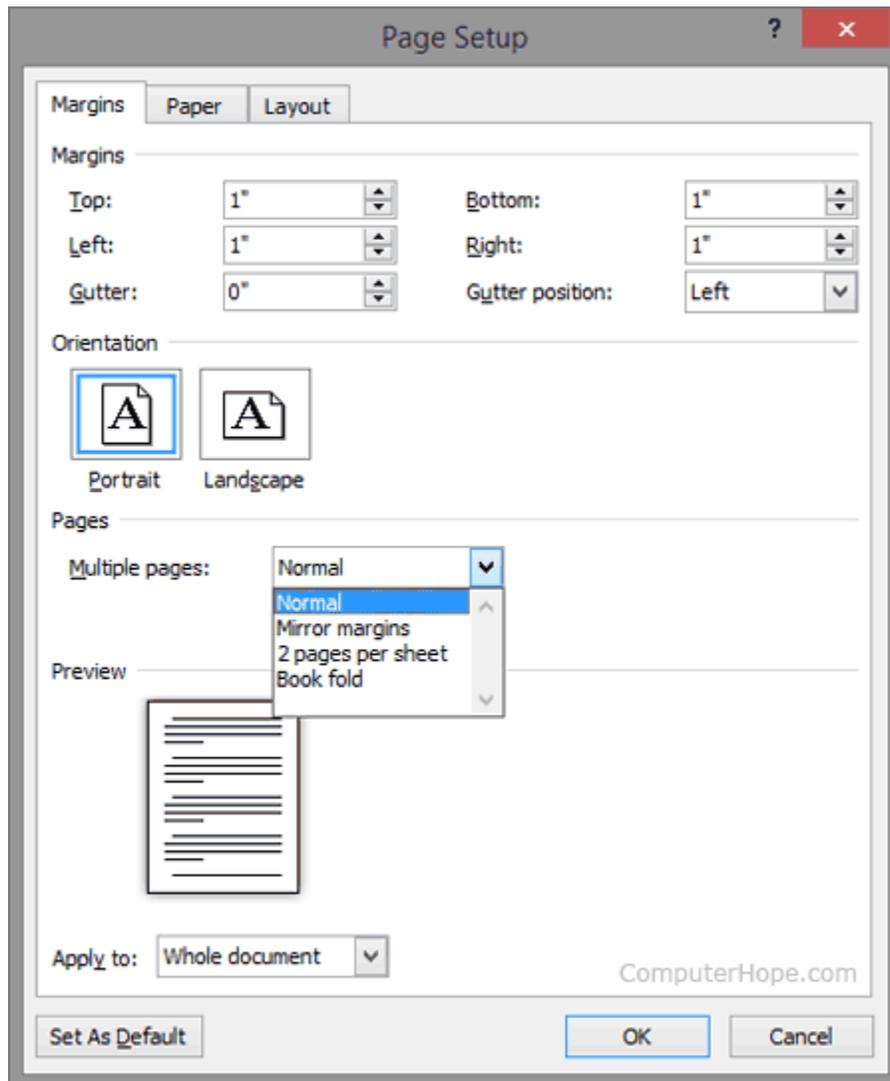
## Alternative page setup window
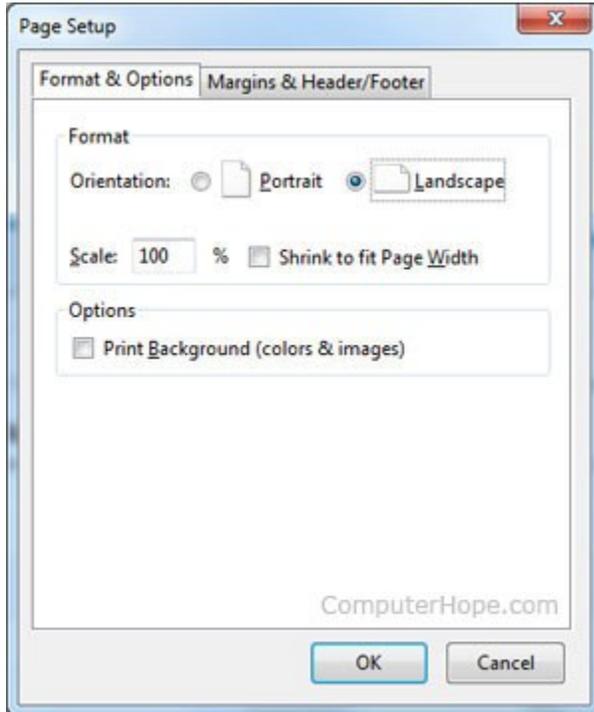


## Inserting citations

When you're working on any Word document, place your cursor where you want the citation to be placed. Switch to the "References" tab on the Ribbon, and then click the "Insert Citation" button.
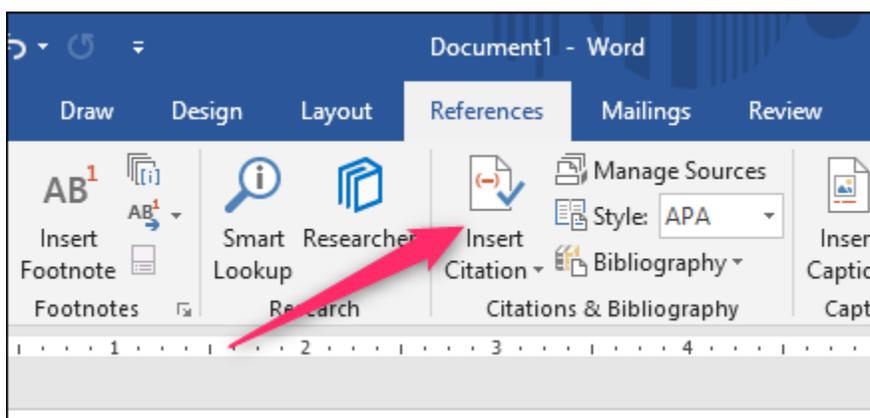


The popup menu that appears shows any sources you have already added (we'll get to that in a moment), but to add a new source, just click the "Add New Source" command.
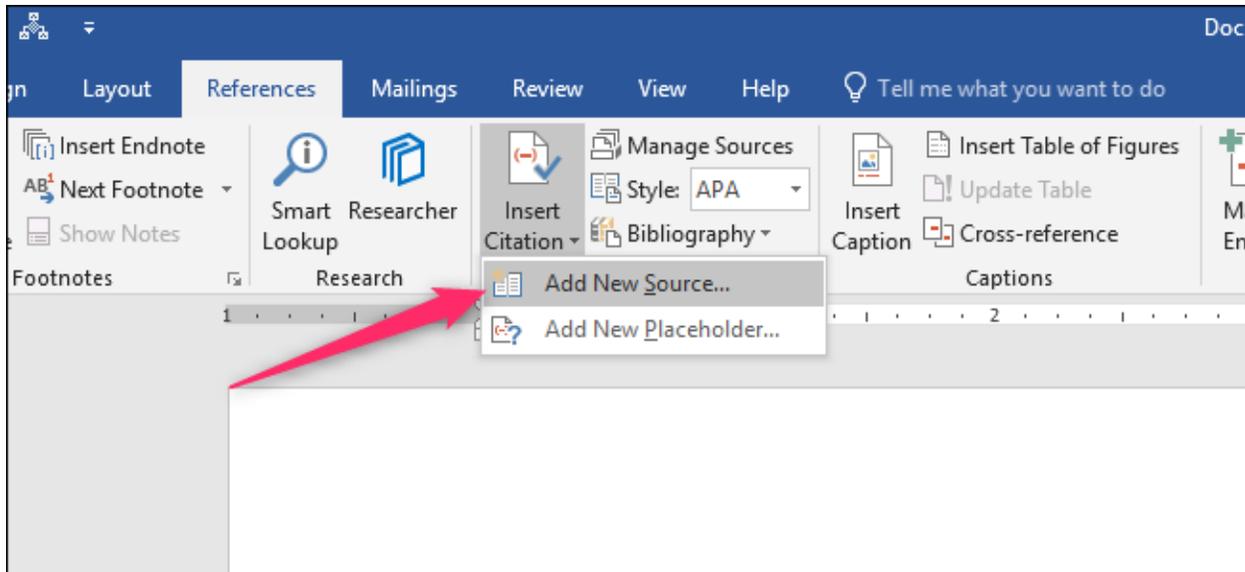
n the Create Source window that appears, you can enter all of the relevant information for just about any source. The default setting for the "Type of Source" dropdown is Book, but just open that dropdown to choose other types of sources like journal articles, web sites, interviews, and so on. So, pick the type of source, fill out the fields, give your source a tag name (typically a shortened version of the title), and then click "OK" to finish the source.
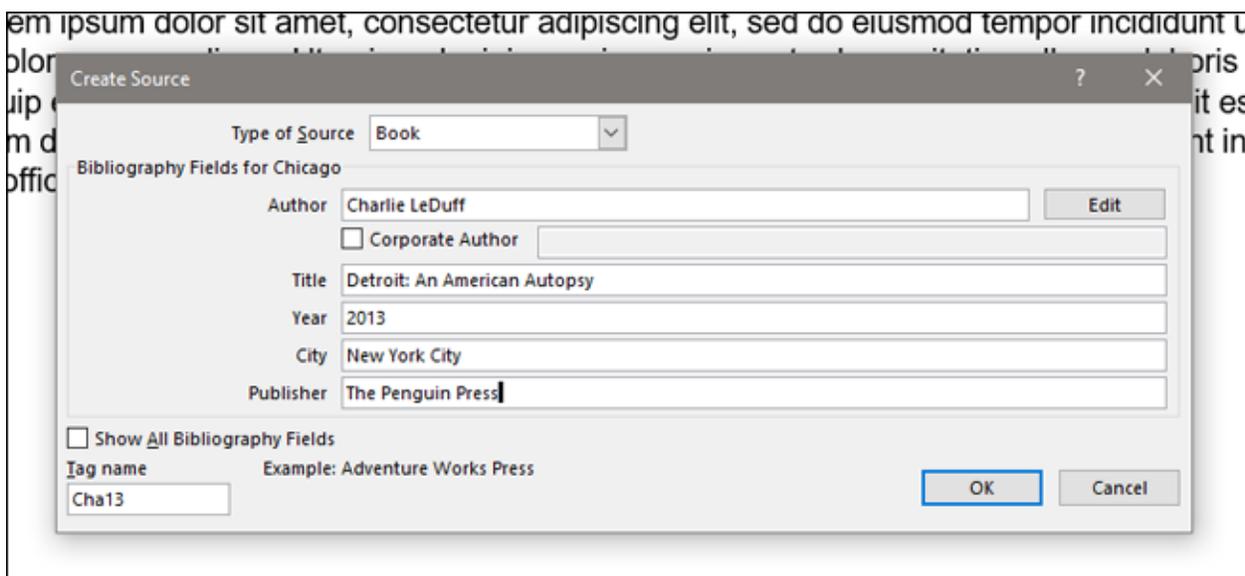


*Note*: By default, Word uses APA citation style, but it's not limited to that. If you're using another citation method for your document, click the "Show All Bibliography fields" option to fill out extra information.

Word adds a citation for your new source to your document. And, the next time you need to cite that particular source, simply click that "Insert Citation" button again. Your source appears on the list (along with any other sources you've added). Select the source you want, and Word correctly inserts the citation into the document.
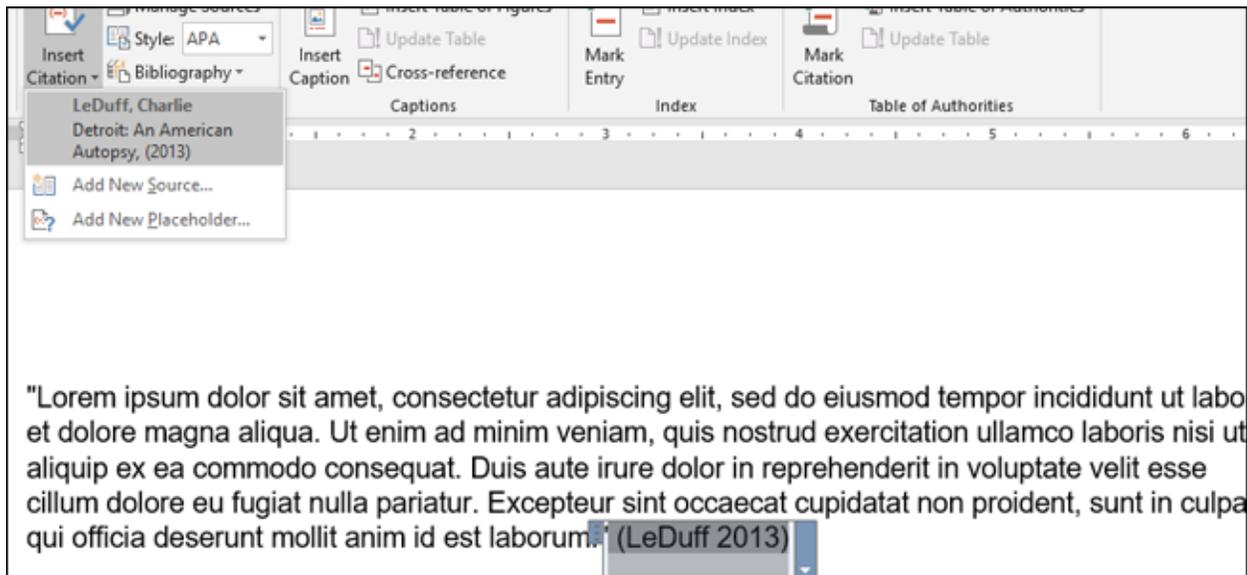


By default, Word uses the APA style for citations, but you can change that by picking another option from the "Style" dropdown right next to the "Insert Citation" button.
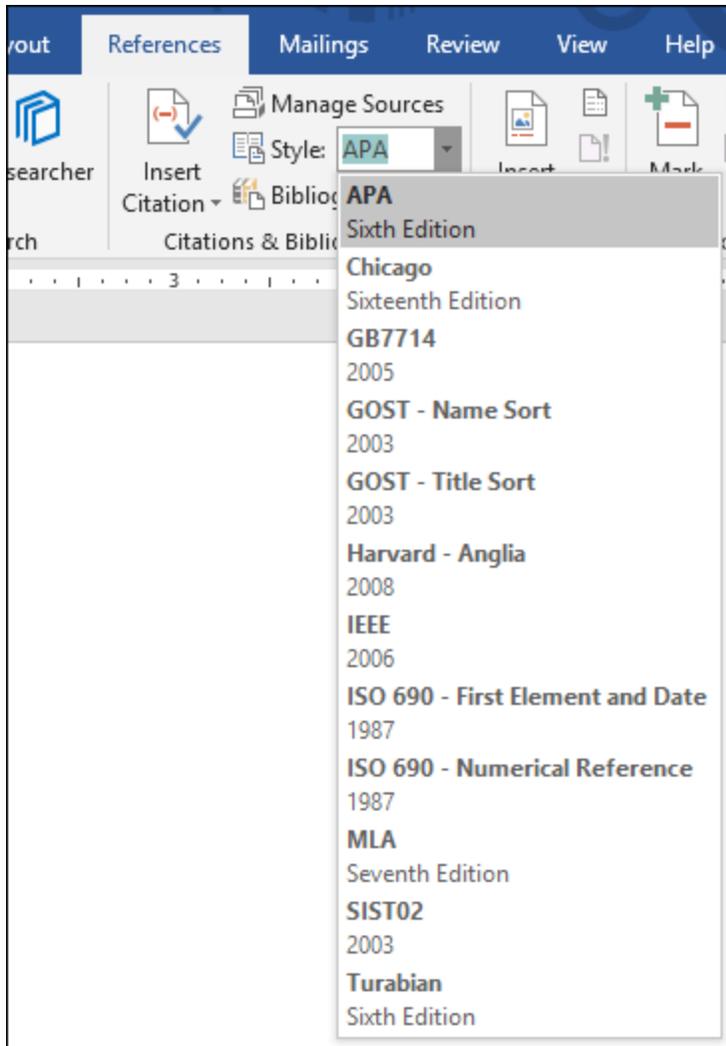
Just repeat those steps to add any other sources you need, and to place citations where you want.

**Creating Your Bibliography**

When your document is finished, you'll want to add a bibliography that lists all your sources. Head to the end of your document and create a new page using Layout > Breaks > Page Break. Switch over the "References" tab, and click the "Bibliography" button. You can select from a few pre-formatted bibliography styles with headers, or you can click the "Insert Bibliography" option to add one without any header or extra formatting.
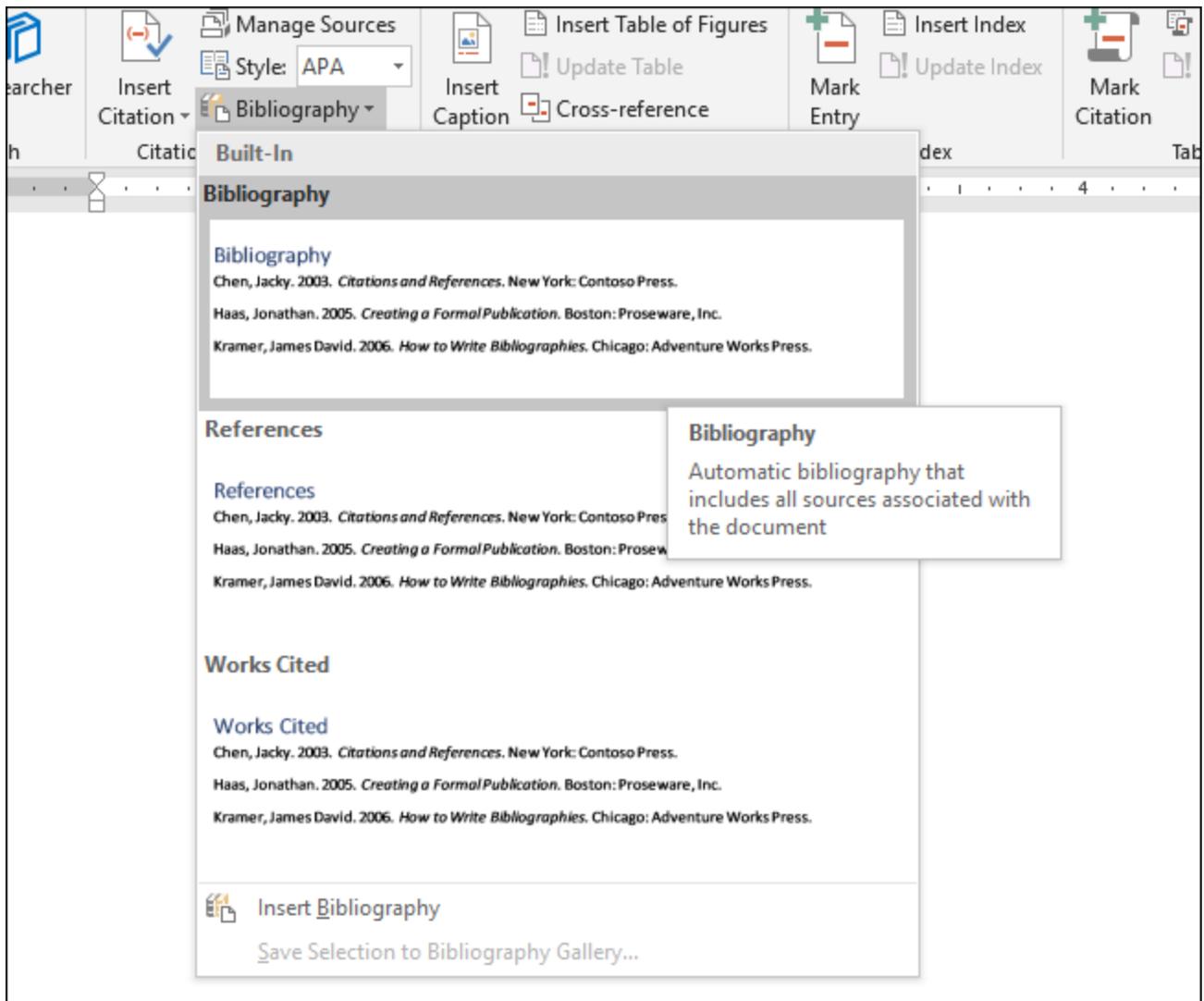
Bam! Word adds all the works you cited in your document to the bibliography, in the correct order and format for the writing style you've set up.

## Bibliography

Arnaud, Michel. 2017. *Detroit: The Dream Is Now: The Design, Art, and Resurgence of an American* ( New York : Harry N. Abrams.

Hodges, Michael H. 2018. *Building the Modern World: Albert Kahn in Detroit (Painted Turtle).* Detro Michigan: Painted Turtle.

LeDuff, Charlie. 2013. *Detroit: An American Autopsy.* New York City: The Penguin Press.

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**Back Up and Retrieve Your Sources**

What if you frequently write papers on similar topics, and you don't want to have to re-enter the source information to Word each time? Word has you covered here too. Every time you enter a new source, it's saved in what Word calls the "master source list." For each new document, you can retrieve old sources from the master list and apply them to your current project.

On the "References" tab, click the "Manage Sources" button.
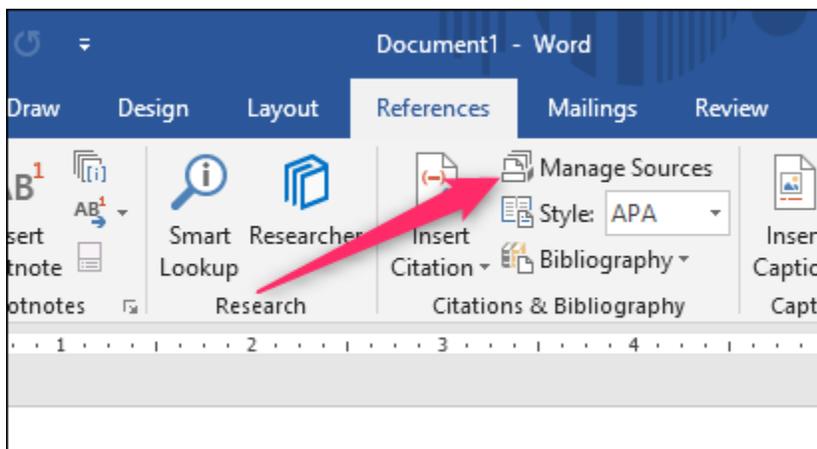


The window that appears shows all the sources you've used before. Click a source on the left side of the window, and then click "Copy" to apply it to the current document. Repeat this for each source you need, and then click "OK" to finish.
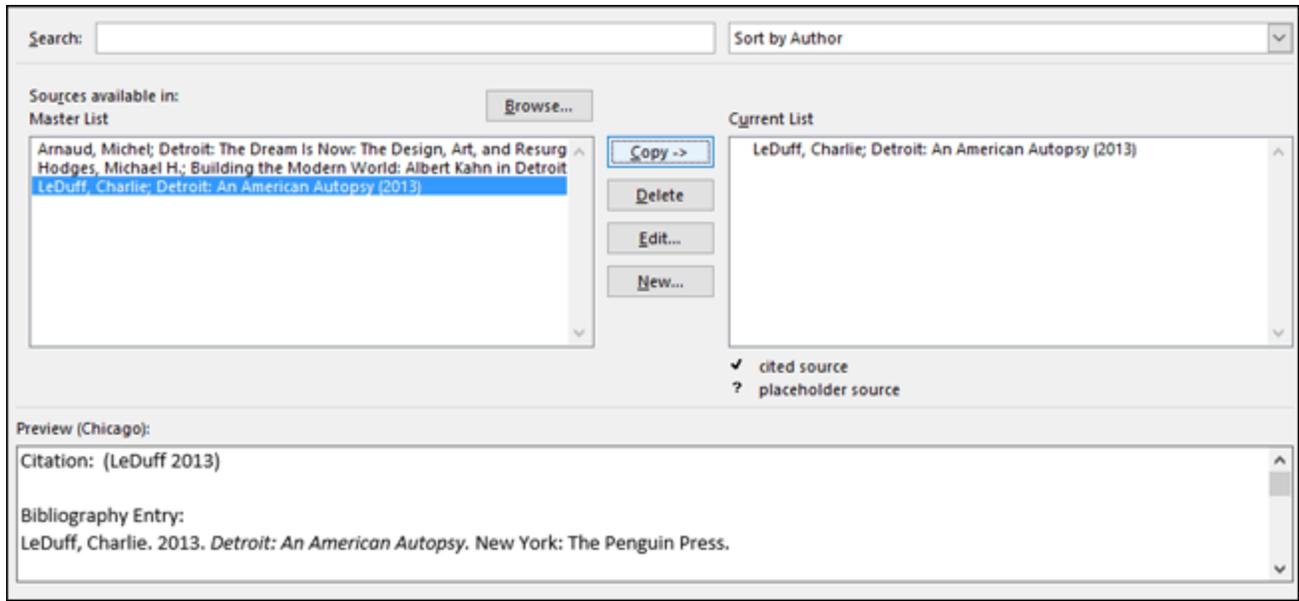
If you've entered dozens or hundreds of sources, you can use the search tool at the top of this window to quickly narrow down the list by author, title, year, or the tag you've personally applied to the individual source.

If you need to move your source list to another computer and another copy of Word, you'll find your sources stored in an XML file at the following location (where *username* is your user name):

C:\Users\*username*\AppData\Roaming\Microsoft\Bibliography

After copying that file to another computer, click the "Manage Sources" button in Word on the new computer, and you can browse for the file.
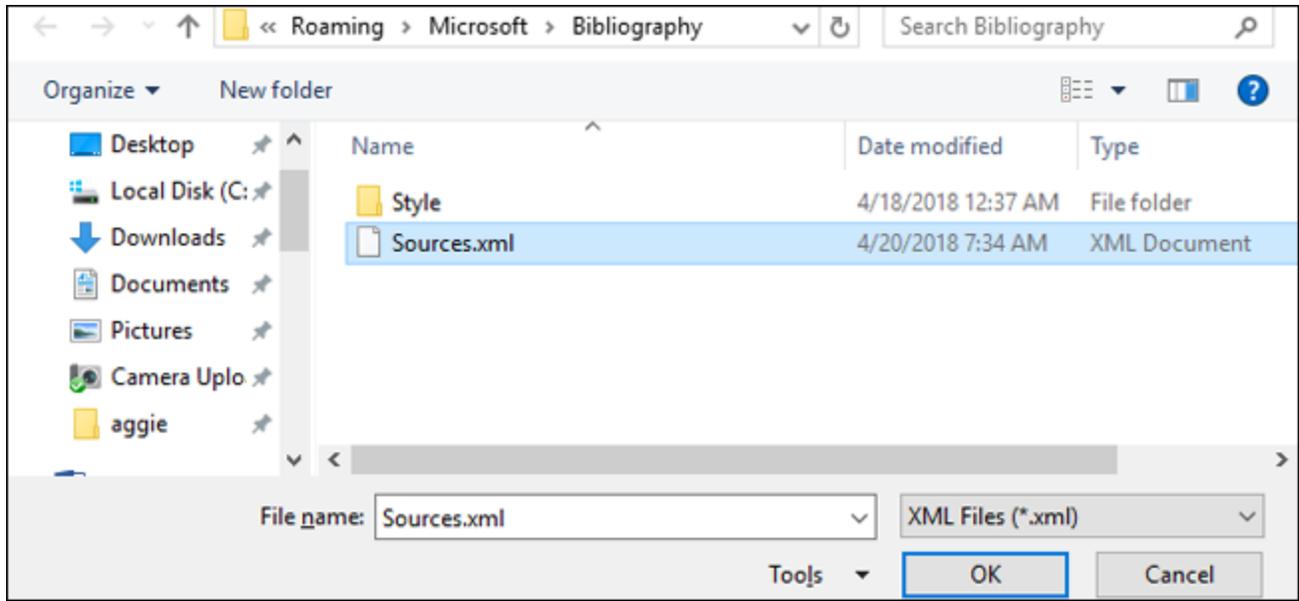
## Creating Word Document

Click **File** and New or press the shortcut Ctrl+N to **create** a new **document**. Type the **document** you want to **create**. **Save** the **document** by clicking **File** > **Save** or pressing the shortcut key Ctrl+S.

## Saving Word Document

While working on a document, spreadsheet, or any other file, you should be saving the file in case something happens while working on it. This page helps explain the process of saving a file and how to save a file to an alternate location, if needed.

## Save using the keyboard shortcut

All programs support the underline keyboard shortcut to save a document. To save a file using a shortcut, press either **Ctrl**+S on a PC or **Command**+S on an Apple computer. If supported, the program will either save the file as its existing name or open a save window for a new file.

**Saving using the file menu**

Most programs also support the option to saving the file through the file menu. Clicking **File** either at the top of the program window or the top of the screen should give you a menu that allows you to Save the document.

**How to save from a toolbar**

All programs with toolbars have a Save icon that may resemble any of the below icons, which are of a floppy diskette. Clicking the save icon in the toolbar opens the save window for new files or saves changes to the existing file if it already exists.

Example of Save Icons

ComputerHope.com

**Understanding how Save works**

When you are working on a new file and use either of the above options to save the file, a save window opens. You can name the file and select where to save the file on your computer using that save window. After this information is entered and you click the Save button, the file is saved. If you make changes to the file and save it again later, the file name and location of the file on the computer remains the same.

If you have opened an existing file or want to change the file name or file location, you need to choose the **Save As** option. The Save As option provides the save window and allows you to change the file name and file location. If this information is changed, and you continue to work on the file, the file is subsequently saved to the new file name and location.

**Use of Auto text**

**AutoText** is a feature found in Microsoft Word that can complete the text you are typing. For example, if you began typing "Thank y" Microsoft Word would show a small window above that text displaying the AutoText "Thank you," as shown in the picture. You could then press the Tab key or F3 key to complete the text. Although the Microsoft Word AutoText feature has many predefined words, users may enter words specific to their needs. For example, you could add "Computer Hope," and as you began typing "Comp," you could complete the remainder of the phrase by pressing Tab.

**Enable and disable Microsoft Word AutoText**

To enable or disable the Microsoft Word AutoText, follow the steps below for your version of Microsoft Word.

**Microsoft Word 2010 and later**

1. Open Microsoft Word.

2. Click the **File** tab.

3. Click on **Options**.

4. In the *Word Options* window, click the **Proofing** option.

5. Click the **AutoCorrect Options** button.

6. In the AutoCorrect window, click the **AutoCorrect** tab if not already selected.

7. Check or uncheck the box for the **Replace text as you type** option, to enable or disable AutoText.
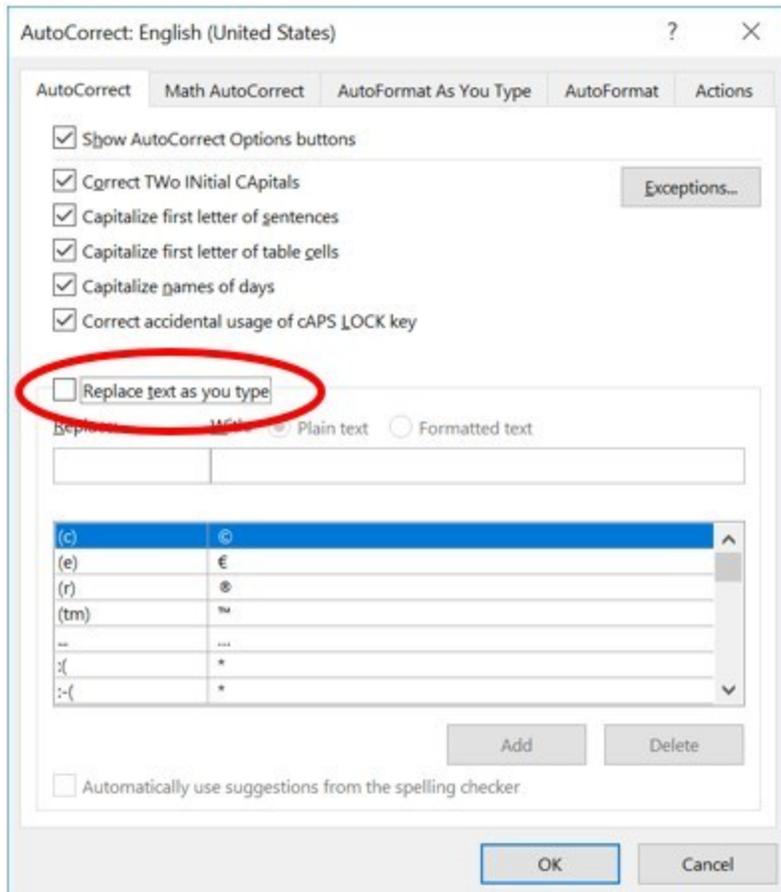
**Microsoft Word 2007**

1. Open Microsoft Word.

2. Click the **Office** button in the top left corner.

3. Click on **Options**.

4. In the *Word Options* window, click the **Proofing** option.

5. Click the **AutoCorrect Options** button.

6. In the *AutoCorrect* window, click the **AutoCorrect** tab.

7. Check or uncheck the box for the **Replace text as you type** option, to enable or disable AutoText.

**Microsoft Word 2003 and earlier**

1. Open Microsoft Word.

2. Click **Format** in the menu bar.

3. Click **AutoFormat**.

4. Click the **Options** button.

5. Click the **AutoText** tab.

6. Check or uncheck the **Show Autocomplete tip for AutoText and dates** option, to enable or disable AutoText boxes.

**Add custom AutoText**

If you have a common word or phrase you want to add to AutoText, you can follow the steps below for your version of Microsoft Word.

**Microsoft Word 2010 and later**

1. Open Microsoft Word.

2. Click the **File** tab.

3. Click on **Options**.

4. In the *Word Options* window, click the **Proofing** option.

5. Click the **AutoCorrect Options** button.

6. In the AutoCorrect window, on the **AutoCorrect** tab, check the box for **Replace text as you type**.

7. In the **Replace** text box, type the beginning of the word you want to be replaced with AutoText.

8. In the **With** text box, type the word you want to be the replacement text.

9. Click the **Add** button.
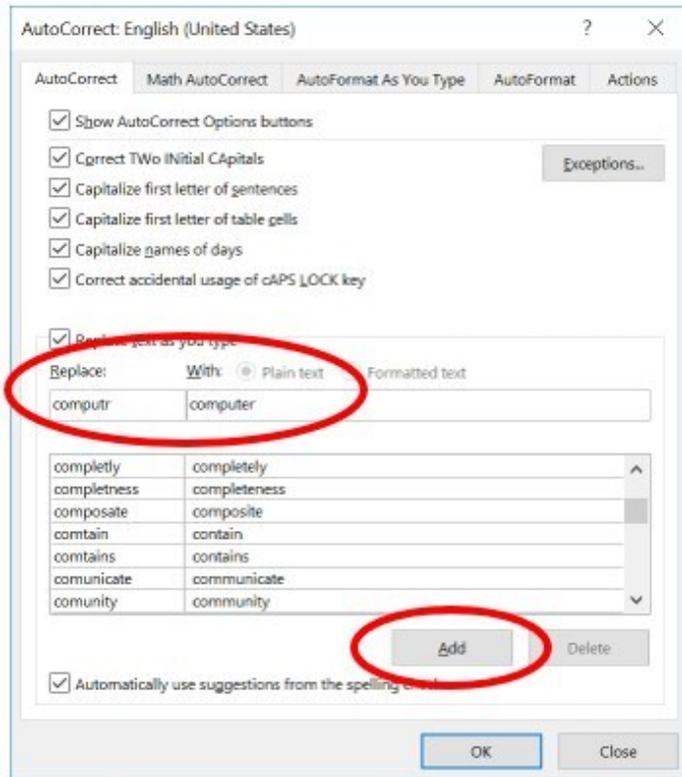
The steps above only allows you to enter a simple single word or a phrase with a few words. To create an AutoText with multiple lines of text and have it appear exactly how you typed it in Microsoft Word, follow the steps below.

1. Type the text in Microsoft Word exactly how you want it to appear in your AutoText.

2. <u>Highlight</u> all of the text.

3. Click on the **Insert** tab in the Ribbon menu.

4. In the *Text* section, click the **Quick Parts** option.

5. Click the **AutoText** option.

6. Click **Save Selection to AutoText Gallery**.

**Microsoft Word 2007**

1.  Open Microsoft Word.

2.  Click the **Office** button in the top left corner.

3.  Click on **Options**.

4.  In the *Word Options* window, click the **Proofing** option.

5.  Click the **AutoCorrect Options** button.

6.  In the *AutoCorrect* window, click the **AutoCorrect** tab.

7.  Check the box for the **Replace text as you type** option.

8.  In the **Replace** text box, type the beginning of the word you want to be replaced with AutoText.

9.  In the **With** text box, type the word you want to be the replacement text.

10. Click the **Add** button.

The steps above only allows you to enter a simple single word or a phrase with a few words. To create an AutoText with multiple lines of text and have it appear exactly how you typed it in Microsoft Word, follow the steps below.

First, you need to add the AutoText option to the Quick Access Toolbar.

1.  <u>Click</u> the **Office** button in the top left corner.

2.  Click on **Options**.

3.  Click on **Customize**.

4.  Under *Choose commands from*, click **All Commands**.

5.  In the list of commands, find and select the **AutoText** command, then click the **Add** button.

Now you can add the larger AutoText entry.

1. Type the text in Microsoft Word exactly how you want it to appear in your AutoText.

2. Highlight all of the text.

3. In the *Quick Access Toolbar*, click the **AutoText** option.

4. Click **Save Selection to AutoText Gallery** .

**Microsoft Word 2003 and earlier**

1. Open Microsoft Word.

2. Click **Format** in the menu bar.

3. Click **AutoFormat**.

4. Click the **Options** button.

5. Click the **AutoText** tab.

6. In the **Enter AutoText entries here** field, type the common text or phrase you want to have displayed in AutoText. For example, you could type **Computer Hope**.

7. Click the **Add** button after you have finished typing your text.

Following the steps above only allows you to enter a simple single word or a phrase with a few words. What if you wanted an AutoText to have multiple lines of text, different formatting, etc.

To create an AutoText with multiple lines of text and have it appear exactly how you typed it in Microsoft Word, follow the steps below.

1. Open Microsoft Word.

2. Type the text in Microsoft Word exactly how you want it to appear in your AutoText.

3. <u>Highlight</u> all of the text.

4. Press <u>Alt</u>+F3.

5. The *Create AutoText* window opens, asking for a name you want to use for your AutoText. Type the name you want to use for this text and click OK.

**Removing an AutoText entry**

If there is default AutoText you want removed or you created an AutoText entry you no longer want to use, follow the steps below for your version of Microsoft Word.

**Microsoft Word 2010 and later**

1. Open Microsoft Word.

2. Click the **File** <u>tab</u>.

3. Click on **Options**.

4. In the *Word Options* window, click the **Proofing** option.

5. Click the **AutoCorrect Options** <u>button</u>.

6. Near the bottom of the **AutoCorrect** tab, find and select the AutoCorrect entry you want to remove.

7. Click the **Delete** button.
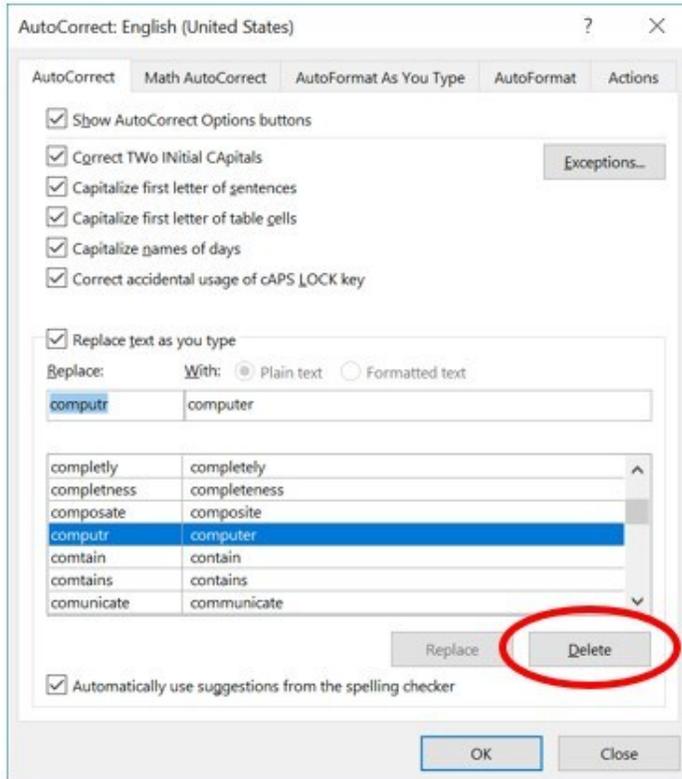
**Microsoft Word 2007**

1. Open Microsoft Word.

2. Click the **Office** button in the top left corner.

3. Click on **Options**.

4. In the *Word Options* window, click the **Proofing** option.

5. Click the **AutoCorrect Options** button.

6. In the *AutoCorrect* window, click the **AutoCorrect** tab.

7. Near the bottom of the **AutoCorrect** tab, find and select the AutoCorrect entry you want to remove.

8. Click the **Delete** button.

**Microsoft Word 2003 and earlier**

1. Open Microsoft Word.

2. Click **Format** in the menu bar.

3. Click **AutoFormat**.

4. Click the **Options** <u>button</u>.

5. Click the **AutoText** <u>tab</u>.

6. In the listing of Auto-texts available, locate the AutoText you want to remove and <u>highlight</u> it.

7. Click the **Delete** button.