

# Word 2003 Class Project

## Page numbering and page breaking

1. Open document “c:\data\Word 2003 Student Start Document”.
2. Page 1 – Title Page
  - a. Increase the size and boldness of the following title of the document:  
World Wide Sporting Goods
  - b. Type in the following and use the automatic date update:  
(Your Name)  
(Company name)  
Insert Date here (Insert→Date&Time→Choose date→  
x Auto update
  - c. Insert a Page Break at the end of the page.
3. Page 2 - Copyright statement
  - a. Use the following information for page 2:  
Hint type: (c) or Insert→Symbol  
Copy rights © 2007 Bay Area Executrain. All rights reserved.  
The information in this document is for the sole use of Executrain’s  
Students.
  - b. Insert a Page Break at the end of the page.
4. Page 3 - Table of Contents
  - a. Format the title “Table of Contents” to be Style of Heading 1
  - b. Insert a “Odd Page section break” after the Table of Contents
  - c. Modify the odd page break in Normal View
    - i. Double click on the Odd Page break  
Section Start: Odd Page  
Headers and Footers  
X Different Odd & Even  
X Different First Page  
Vertical Alignment: Top  
Apply to : This Section
  - d. Insert ii Page numbering to the above section (page 1-3)  
View →Normal  
Select Page 1 to 3 (Just before the Odd page break)  
Insert→ Page Numbering  
Position= Bottom  
Alignment=Outside  
O Show Number on First Page (Deselect)  
Format→Number format = iii, ii,  
Start at : i
5. Insert Chapter Page Numbering (Starting at Chapter 1)
  - a. View→ Normal
  - b. Select below the Odd Page brake

Note: The status bar on bottom will display page 5 due to the odd page brake

- c. Insert → Page numbering
  - Position= Bottom
  - Alignment=Outside
  - X Show Number on First Page
  - Format → Number format = 1,2,3,
  - Start at : 1

**6. Page 1 – Chapter 1 Invitation (Convert text to a column)**

- a. Format the title to be Style of Heading1
- b. Select the text above the table to be converted to columns
- c. Change the text to 2 columns (Format → Columns → Two)  
Note: a continuous break was automatically inserted
- d. Select the table on page 1
- e. Use Autoformat on Table 1 (Table → AutoFormat → Contemporary)

**7. Page 2 – Chapter 2 Experts**

- a. Insert page break before Chapter 2
- b. Format the title to be Style of Heading1
- c. Select the table on page 2
- d. Use Autoformat on Table 2 (Table → AutoFormat → Contemporary)

**8. Page 3 - Chapter 3 Directions**

- a. Insert page break before Chapter 3
- b. Format the title to be Style of Heading1

**9. Page 4 – Form Fields**

- a. Insert page break before “Form Fields”
- b. Format the title to be Style of Heading1

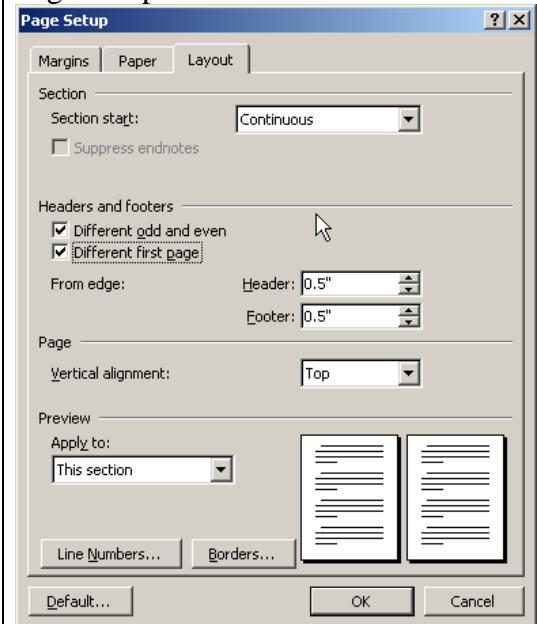
# Word 2003 Project - Headers and Footers

Enter the following headers and footers:  
View→Headers and Footers→Page Setup

- 1. First Page Header – Section 1**  
No Text
- 2. First Page footer – Section 1**  
No Text
- 3. Even Page Header – Section 1**  
Center the title “World Wide Sporting Goods”.
- 4. Even Page Footer – Section 1**  
File Name: (Insert Autotext→Filename)
- 5. Odd page header – Section 1**  
Center the title “Fitness Equipment”.
- 6. Odd page footer – Section 1**  
Date field “12/4/02”
- 7. Odd page header - Section 2**  
No Text  
If you do not want the Odd page Header to Appear in section 2 then turn off the option in the Header/Footer toolbar of “Same as Previous”.
- 8. Odd page footer – Section 2**  
(Type the word Page in front of the page number right justified)  
Example: Page 1
- 9. Even Page Header – Section 2**  
No Text
- 10. Even Page Footer – Section 2**  
(Type the word Page in front of the page number Left justified)  
Example: Page 2

## Page setup Option

View→Headers and Footers→  
Page Setup



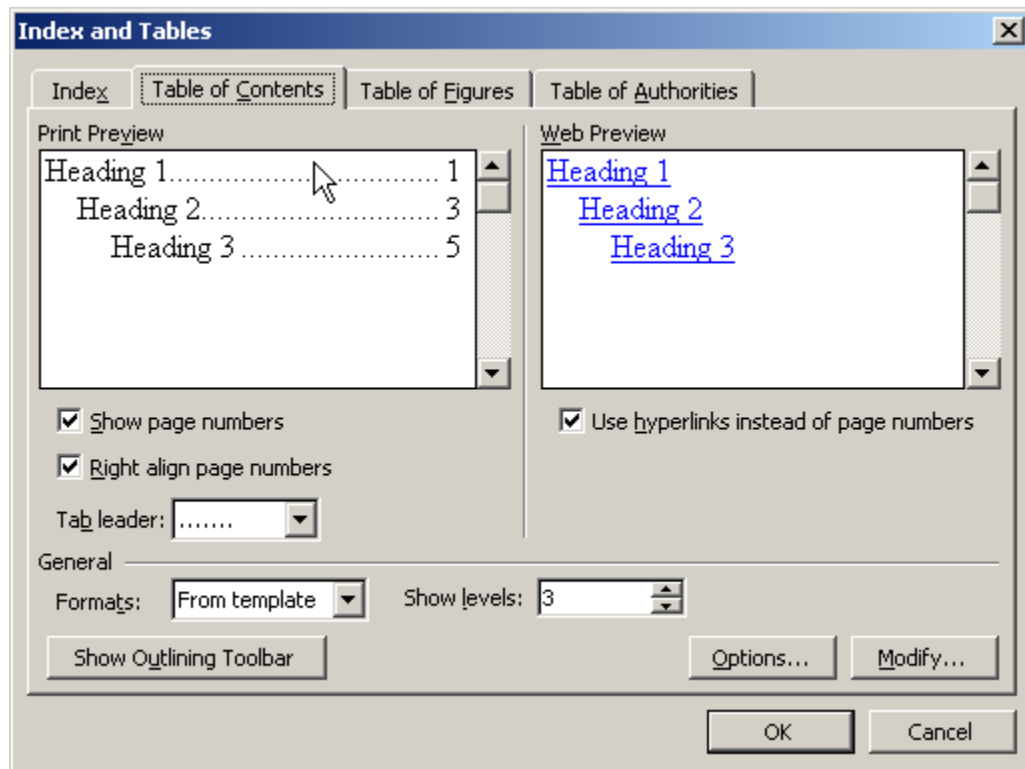
## Same as Previous Icon

Header/Footer toolbar



# Word 2003 Project – Table of Contents

1. Make sure all Chapter titles are formatted as Style of Heading1.
2. Go to the “Table of Contents” page and delete old TOC.
3. Place cursor under “Table of Contents” title.
4. Insert→Reference→Index and Tables→Table of Contents tab.



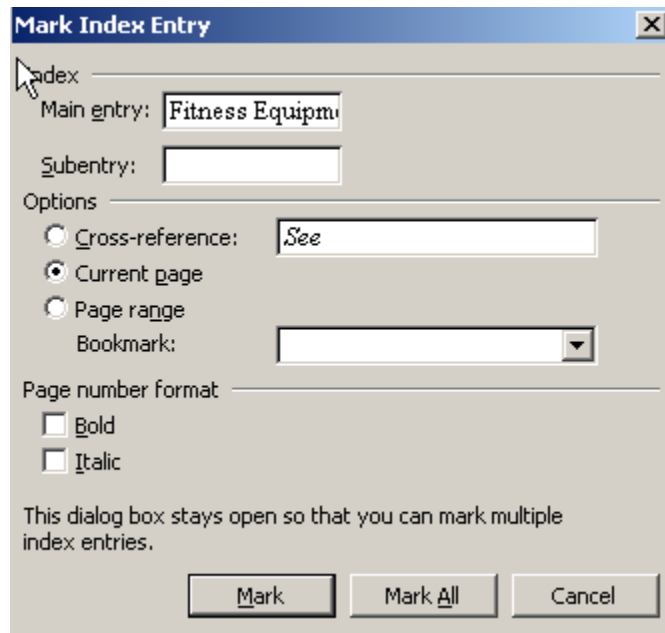
5. Choose defaults→OK.
6. The table of contents will look similar to the following

## Table of Contents

Table of Contents.....	iii
Chapter 1 – Invitation .....	1
Chapter 2 - Experts.....	2
Chapter 3 - Directions.....	3
Forms Page.....	4

# Word 2003 Project – Index

1. Chapter 1 - Page 1 select “Fitness Equipment Showcase” text  
Hold Alt-Shift-X →Mark

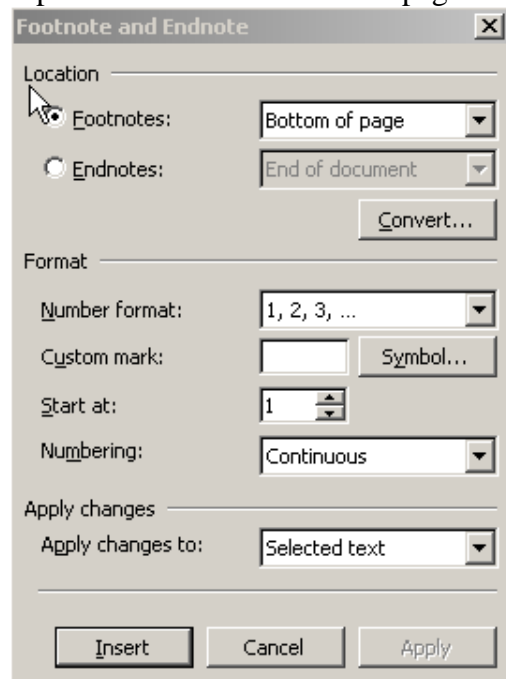


- Close
2. Chapter 1 - Page 1 select “equipment sales”  
Hold Alt-Shift-X →Mark→Close
  3. Chapter 1 - Page 1 select “product training”  
Hold Alt-Shift-X →Mark→Close
  4. Chapter 1 - Page 1 select “workshops”  
Hold Alt-Shift-X →Mark All→Close
  5. Go to last page of document→Insert a Page Break→Type Title of: Index
  6. Format the title of Style Heading 1
  7. Insert→Reference→Index and Tables→Index tab
  8. Choose defaults→OK
  9. Update the Table of Contents→R-Click on Table of Contents→Update field

# Word 2003 Project – Footnotes

1. Go to Page 2 Experts
2. Place the cursor after the word “over 50 experts”
3. Insert→Reference→Footnote→OK

Example Screen Shot of Footnote page



4. Type in the following text: Located in the USA
5. Place the cursor after the word “equipment manufacturers”
6. Insert→Reference→Footnote
7. Type in the following text: Located in the USA
8. The footnotes will look similar to the following

---

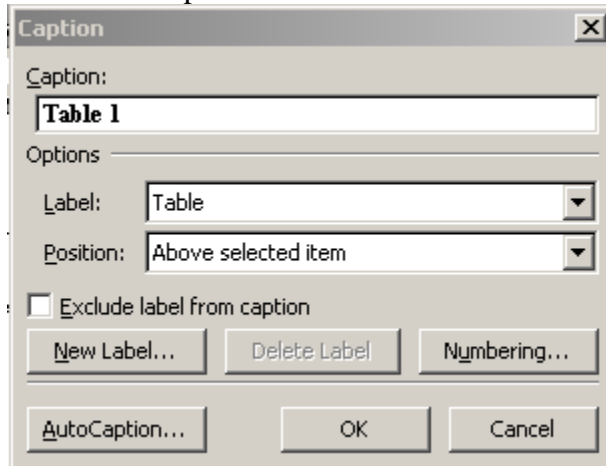
<sup>1</sup> Located in the USA

<sup>2</sup> Locate in the USA

# Word 2003 Project – Table of Figures

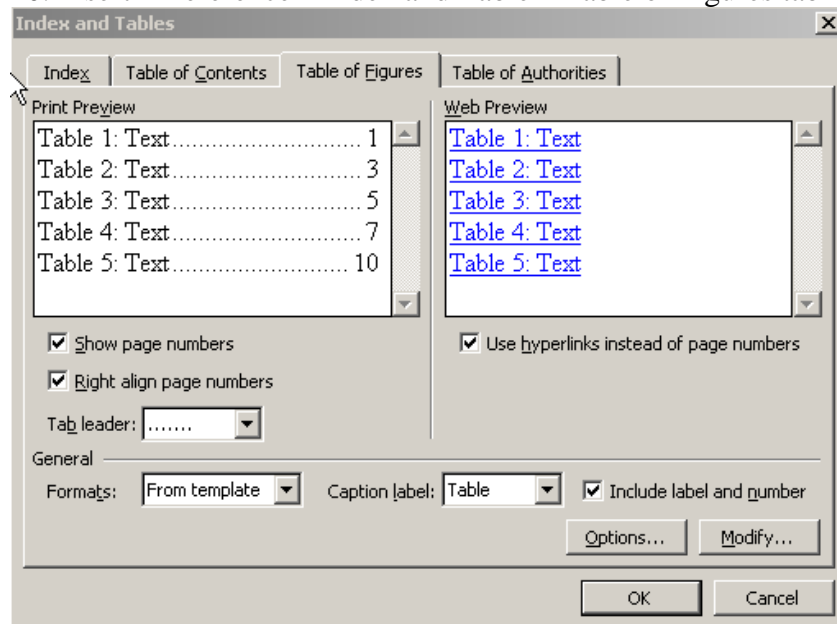
1. Delete the name Table 1 on Page 1 Chapter 1
2. Select the table title “Product Line”
3. Insert→Reference→Caption

Fill out the caption form as follows



The image shows the 'Caption' dialog box in Microsoft Word 2003. The 'Caption' field contains 'Table 1'. Under the 'Options' section, the 'Label' dropdown is set to 'Table' and the 'Position' dropdown is set to 'Above selected item'. There are three checkboxes: 'Exclude label from caption' is unchecked. At the bottom, there are buttons for 'New Label...', 'Delete Label', 'Numbering...', 'AutoCaption...', 'OK', and 'Cancel'.

4. OK
5. Delete the name Table 2 on Page 2 Chapter 2
6. Select the Chapter 2 table title “Specialist”
7. Insert→Reference→Caption  
Fill out the caption form similar to the above form
8. OK
9. Type in the following just under the Table of Contents  
“Table of Figures” and format it as a style Heading 1
10. Insert→Reference→Index and Table→Table of Figures tab→OK



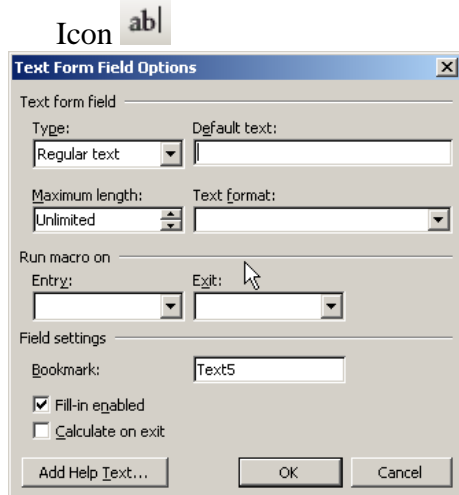
The image shows the 'Index and Tables' dialog box in Microsoft Word 2003. The 'Table of Figures' tab is selected. The 'Print Preview' section shows a list of tables with page numbers: Table 1: Text (1), Table 2: Text (3), Table 3: Text (5), Table 4: Text (7), and Table 5: Text (10). The 'Web Preview' section shows the same list with blue hyperlinks. There are checkboxes for 'Show page numbers' (checked), 'Right align page numbers' (checked), and 'Use hyperlinks instead of page numbers' (checked). The 'Tab leader' is set to '.....'. In the 'General' section, 'Formats' is set to 'From template', 'Caption label' is set to 'Table', and 'Include label and number' is checked. There are buttons for 'Options...', 'Modify...', 'OK', and 'Cancel'.

# Word 2003 Project – Word Forms

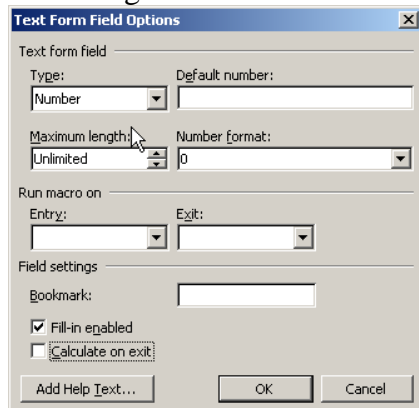
1. Insert Forms toolbar  
(View→Toolbars→Forms)



2. Select the Last Name form field box on the forms page.
3. Select the “Text Form Field”

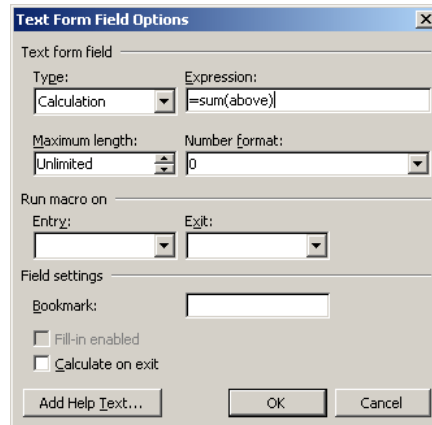


4. Repeat this process for each form field
5. R-Click on the “Fitness Equipment Brochure” form→Properties
6. Fill in the form with the following information



7. Repeat this process for all number forms
8. R-Click on the “Total Brochures Requested” form field→Properties

9. Change the properties to calculate



11. Protect fields and test it out
12. The forms page will look similar to the following

## Forms Page

For more information please fill out the following form

<b>Last Name</b>	<b>Hutchinson</b>
<b>First Name</b>	<b>Jeff</b>
<b>Company</b>	<b>Excel Networks</b>
<b>Phone</b>	<b>801-407-6388</b>
	<b>Number of Copies</b>
<b>Fitness Equipment Brochure</b>	<b>1</b>
<b>New Product Lines Brochure</b>	<b>2</b>
<b>Workshops Availability</b>	<b>4</b>
<b>Total Brochures Requested</b>	<b>7</b>