Advanced Application for Microsoft Word

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1. Template

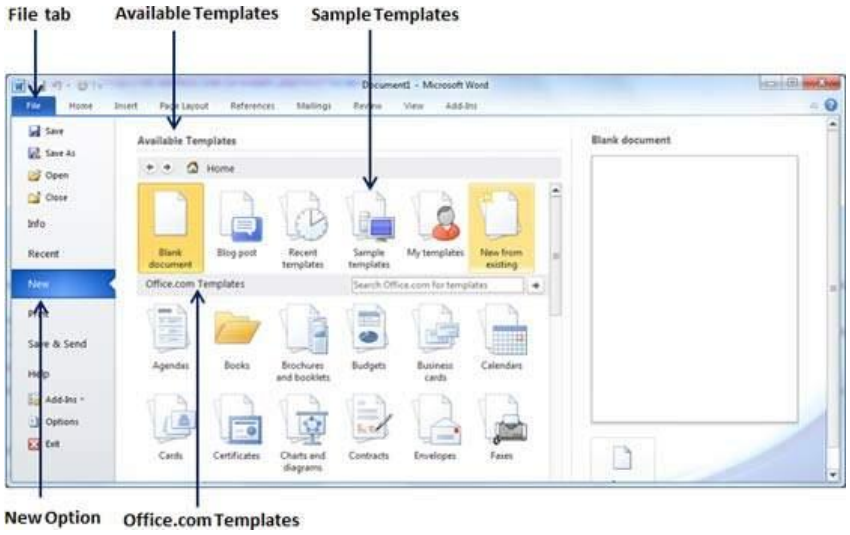
1.1 Introduction to Template

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 design a new template which can is suitable for your company.

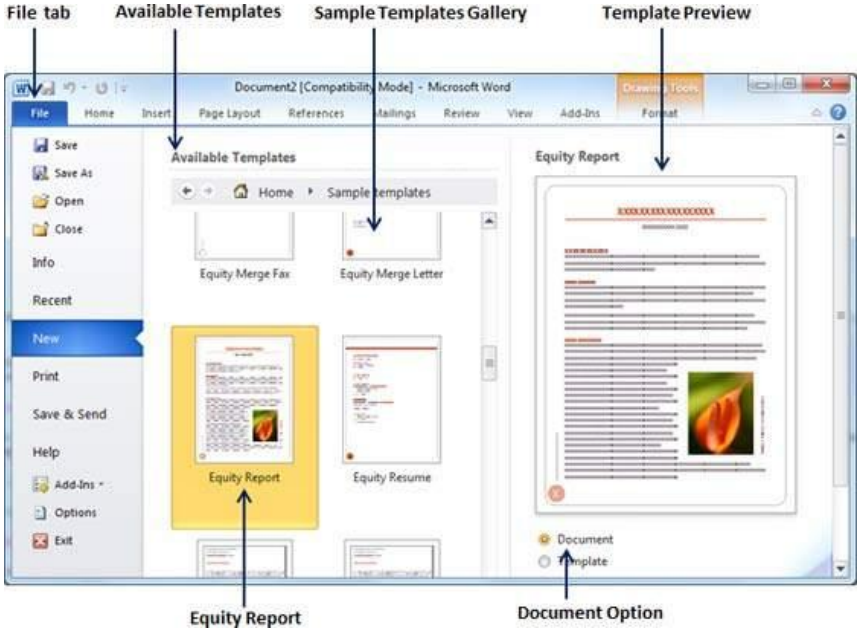
1.1.1 Using Existing Template

To use an already existing template for newly created word document, just select a template at the time when you create a new blank document.

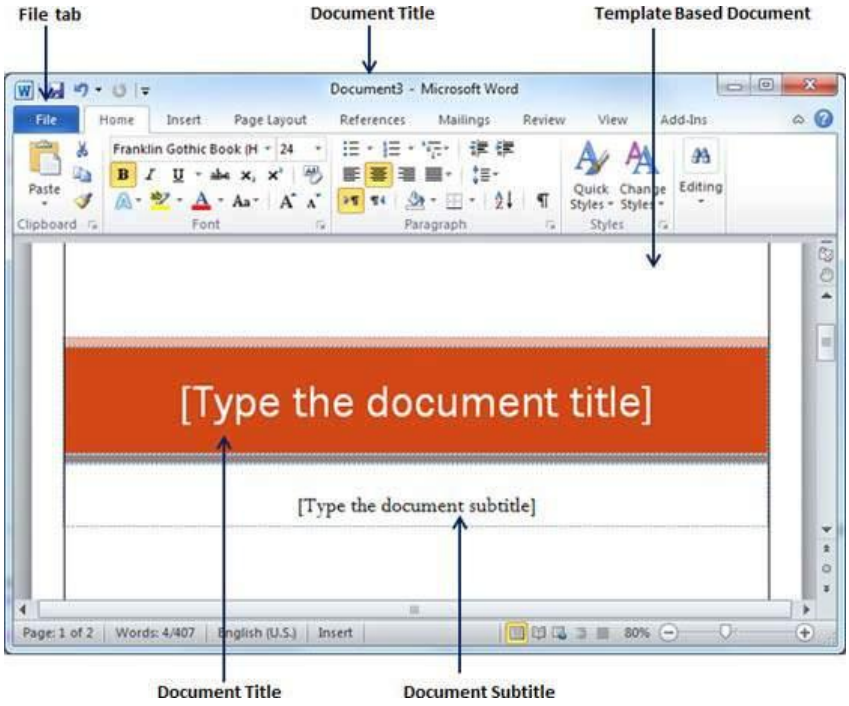
1. To start a new document, Click the **File** tab and then click **New** option which will display **Available Templates** to be selected.



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.



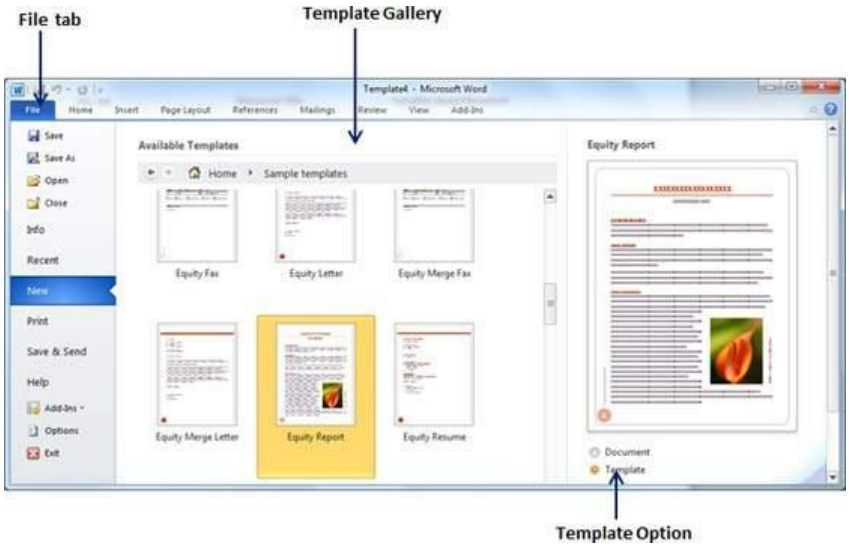
3. You can browse a list of available templates and finally select one of them for your document by double clicking over the template. While selecting your template for a document, you would have to select Document Option available in the third column. This opens your document with predefined setting which you can modify document title, author name, heading, etc as per your document requirement.



1.1.2 Create New Template

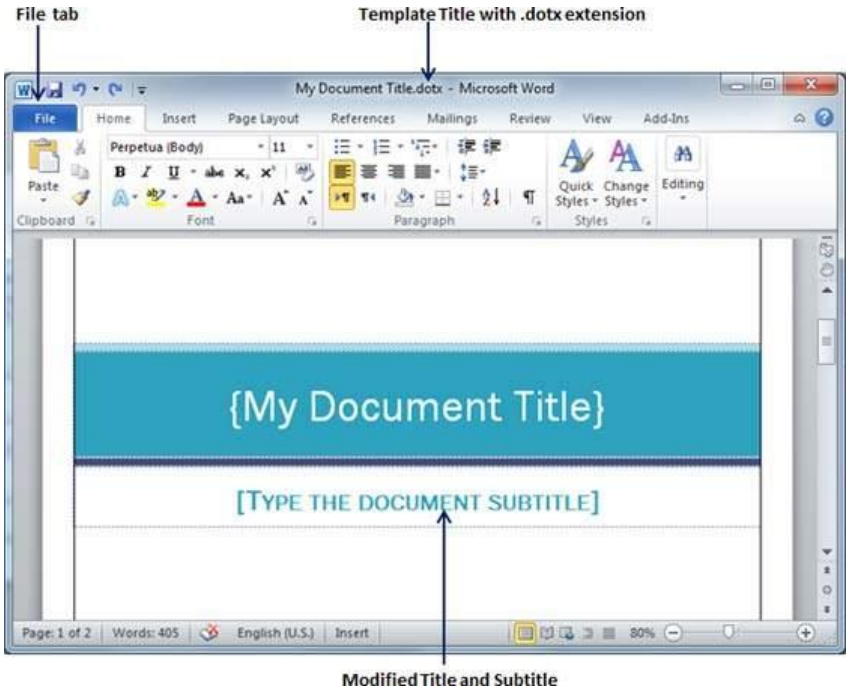
You can create a fresh new template based on your requirement or you can modify an existing template and save it for later use as a template. A Microsoft Word template file has an extension of **.dotx**. Following are the steps to create a new template.

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



2. Then you can modify opened template as per your requirements and once you are done, you are save this template with **.dotx** extension which is standard extension for Microsoft Word Templates.

   You can also 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 created template anywhere you lick 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.



2. Page Layout

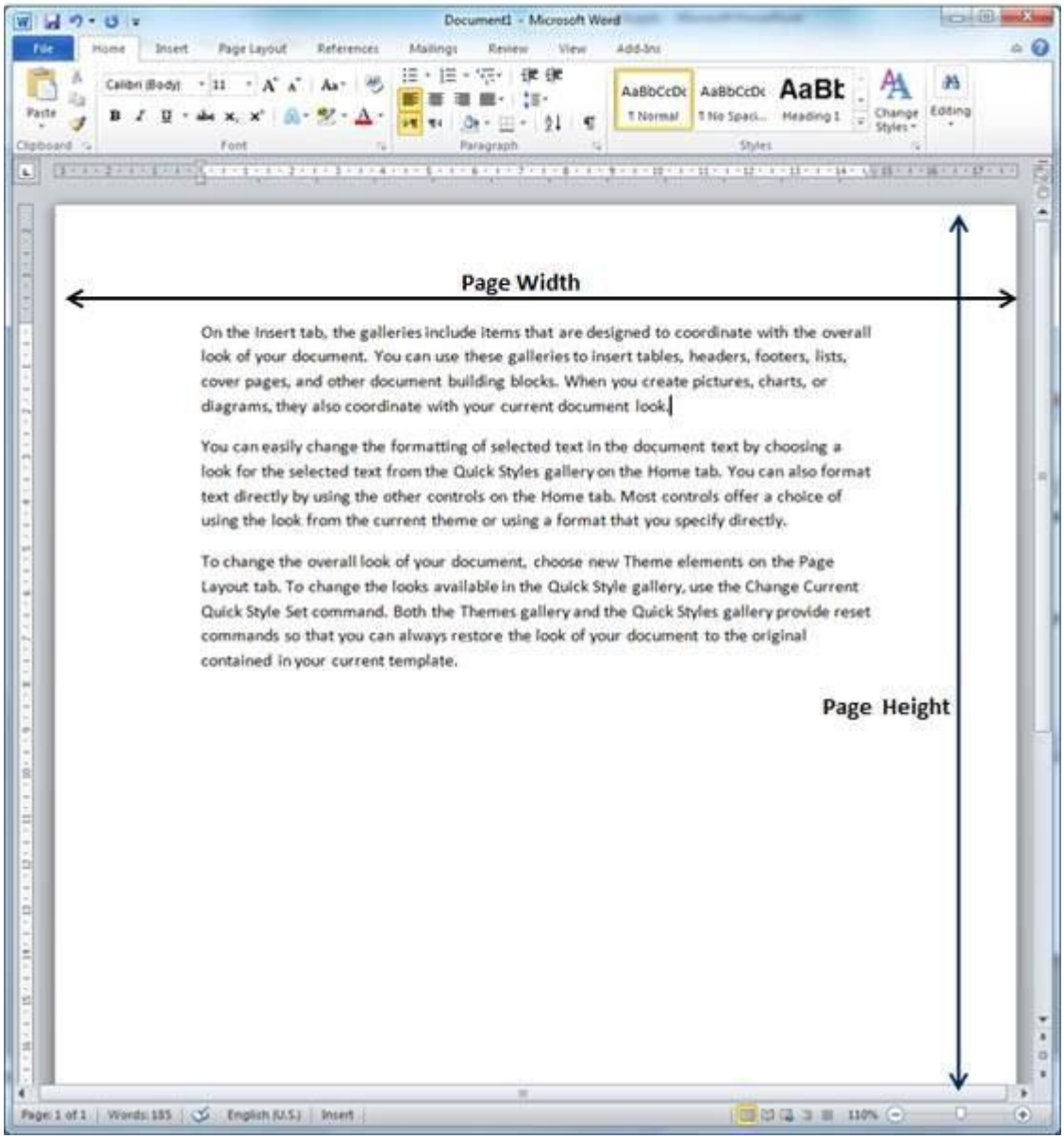
2.1 Page Orientation

Page Orientation is useful when you print your pages. By default, Microsoft Word shows a page in portrait orientation and in this case page width is less than page height and page will be 8.5 inches x 11 inches. You can change page orientation from portrait to landscape orientation in which case page width will be more than page height and page will be 11 inches x 8.5 inches.

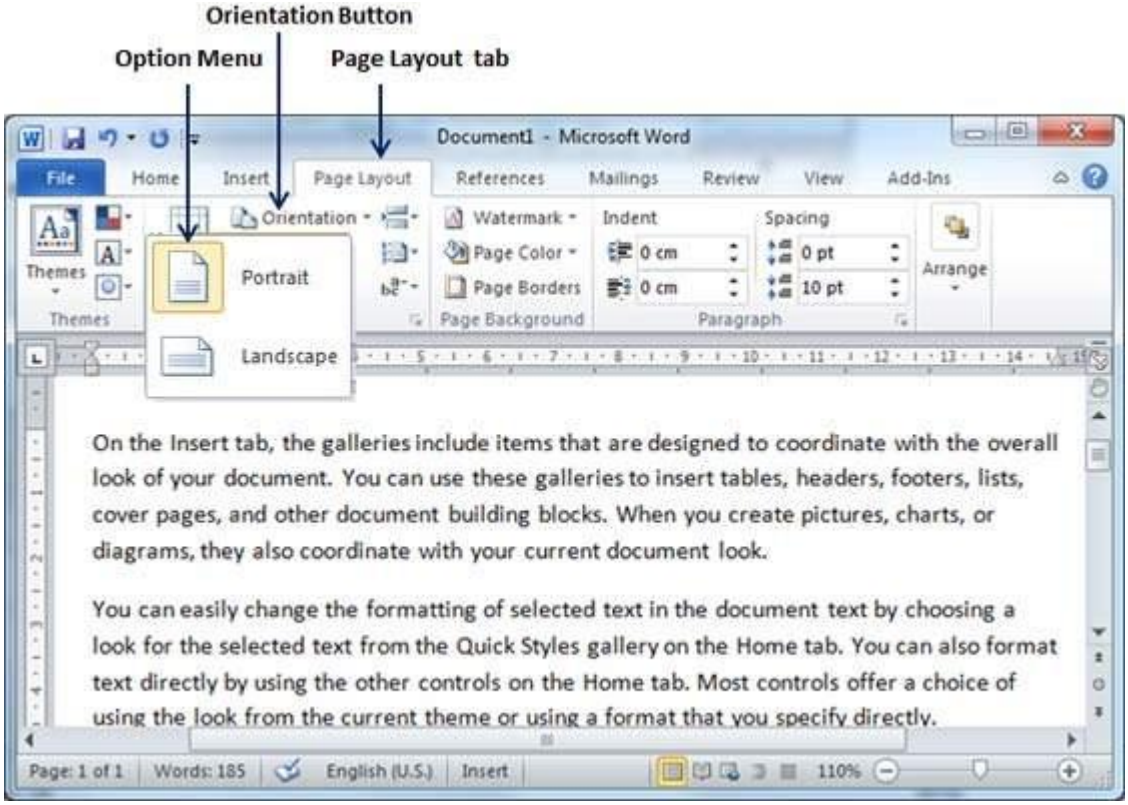
2.1.1 Change Page Orientation

1. Open a word document for which you want to change the orientation. By default, orientation will be Portrait Orientation as shown below.

Page Orientation : Portrait



2. Click the **Page Layout** tab, and click **Orientation** button available in the Page Setup group. Then you can select Portrait & Landscape from the option menu.



3. Click any of the options you want to set to orientation. Because my page is already in portrait orientation, so I will click Landscape option to change my orientation to landscape orientation.

Page Orientation : Landscape

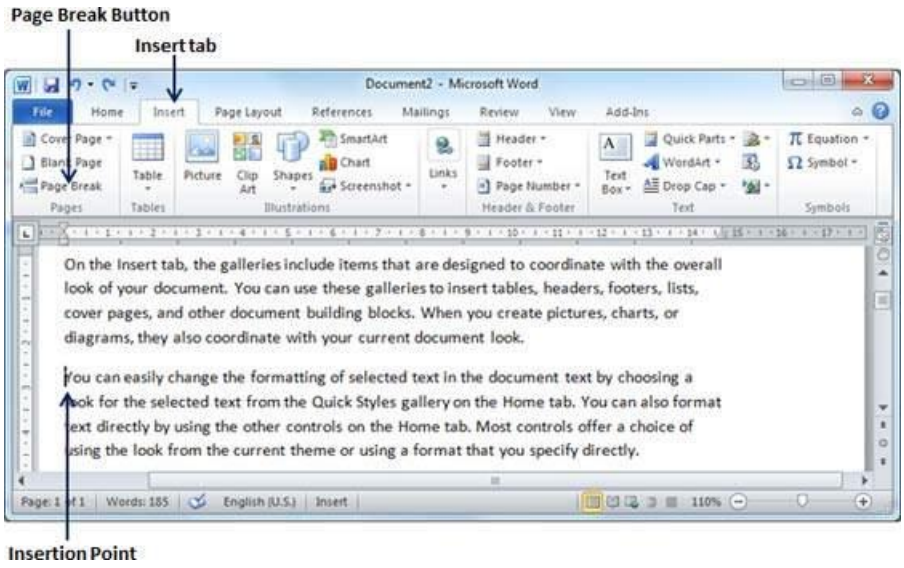


2.2 Page Break

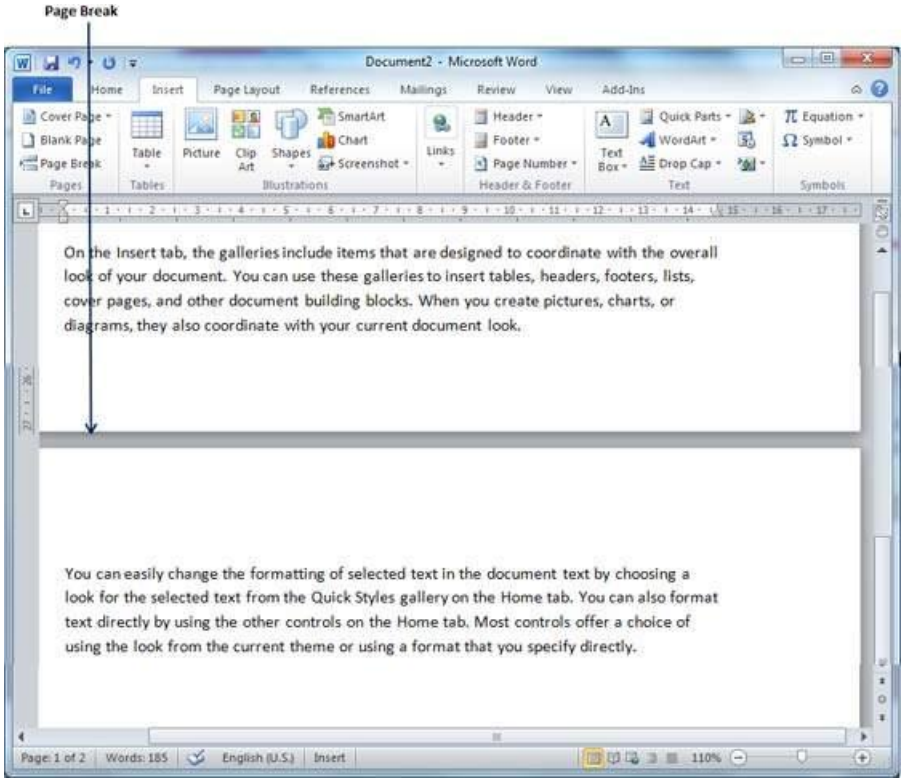
Microsoft Word automatically starts a new page when the current page becomes filled with text but you can insert a page break to force Word to start text on a new page. You can insert a page break using either the mouse or the keyboard.

2.2.1 Insert Page Breaks

1. Bring your insertion point immediately before the text that you want to appear on a new page.
2. Click the Insert tab, and click Page Break button available in the Pages group.



Word inserts a page break and moves all text after the page break onto a new page. You can also use **[Ctrl]** + **[Enter]** keys to create a page break at the pointed location.

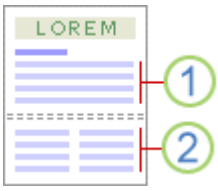


2.2.2 Delete a Page Break

Just put insertion point on previous page of the page break you want to delete. Press Delete key multiple times until both the pages get merged.

2.3 Section Break

You can use section breaks to change the layout or formatting of a page or pages in your document. For example, you can lay out part of a single-column page as two columns. You can separate the chapters in your document so that the page numbering for each chapter begins at 1. You can also create a different header or footer for a section of your document.

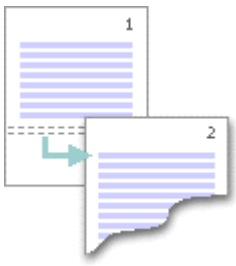


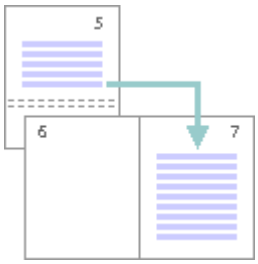
- Section 1 formatted as a single column
- Section 2 formatted as two columns

Section breaks are used to create layout or formatting changes in a portion of a document. You can change the following formats for individual sections:

- Margins
- Paper size or orientation
- Paper source for a printer
- Page borders
- Vertical alignment of text on a page
- Headers and footers
- Columns
- Page numbering
- Line numbering
- Footnotes and endnotes

2.3.1 Types of Section Break

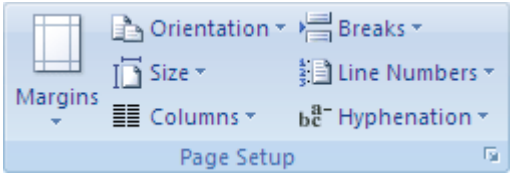
Section Break	Description
	The **Next Page** command inserts a section break and starts the new section on the next page. This type of section break is especially useful for starting new chapters in a document.
	The **Continuous** command inserts a section break and starts the new section on the same page. A continuous section break is useful for creating a formatting change, such as a different number of columns, on a page.

	The **Even Page** or **Odd Page** command inserts a section break and starts the new section on the next even-numbered or odd-numbered page. If you want document chapters always to begin on an odd page or on an even page, use the Odd page or Even page section break option.

2.3.2 Change the Document Layout or Formatting

The section break that controls the formatting of the last part of your document is not shown as part of the document. To change the document formatting, click in the last paragraph of the document

1. Click where you want to make a formatting change. You might want to select a portion of the document around which to insert a pair of section breaks.
2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



3. In the **Section Breaks** group, click the section break type that fits the type of formatting change that you want to make. For example, if you're separating a document into chapters, you might want each chapter to start on an odd page. Click Odd Page in the Section Breaks group.

2.3.3 Remove changes of the document layout

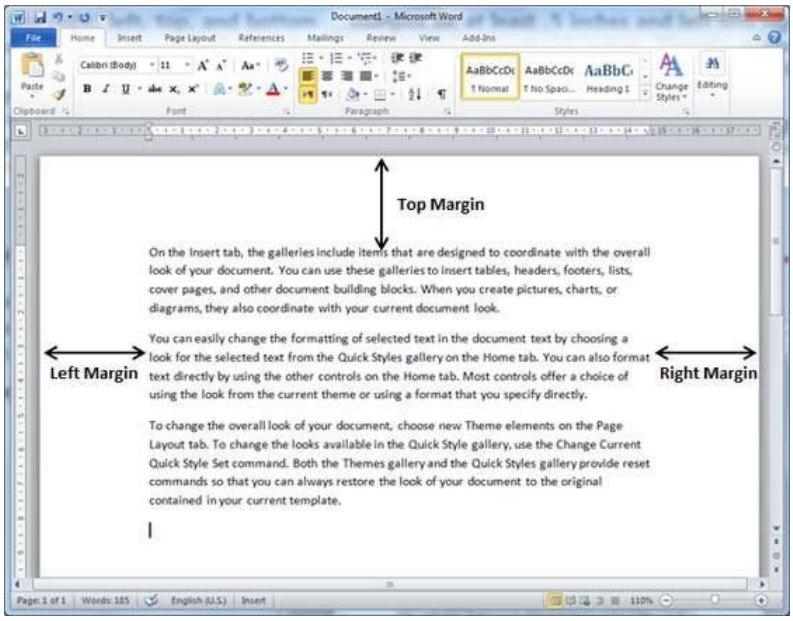
A section break defines where a formatting change occurs in the document. When you delete a section break, you also delete the section formatting for the text before the break. That text becomes part of the following section, and it assumes the formatting of that section. Make sure that you're in Draft view so that you can see the double dotted line section break.

1. Select the section break that you want to delete.
2. Press **[Delete]**.

Please note that a section break controls the section formatting of the text that precedes it. When you delete a section break, you also delete the section formatting for the text before the break. That text becomes part of the following section, and it assumes the formatting of that section. For example, if you separate the chapters of a document by using section breaks and then you delete the section break at the beginning of Chapter 2, Chapter 1 and Chapter 2 are in the same section and assume the formatting that previously was used only by Chapter 2.

2.4 Margin

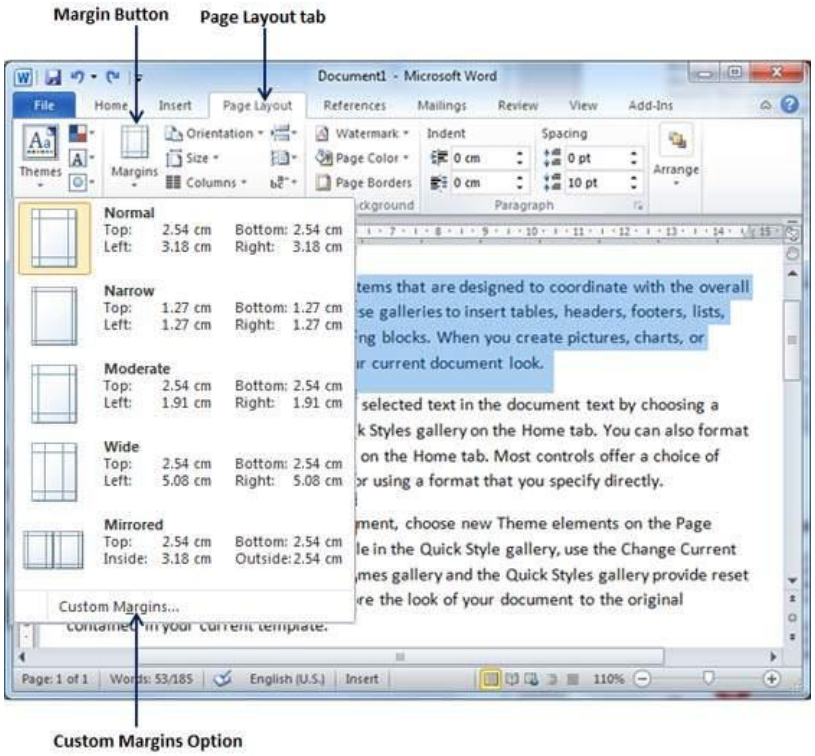
Margins are the space between the edge of the paper and the text. You can adjust the right, left, top, and bottom margins of your document. By default, all margins is set to 1 inch.



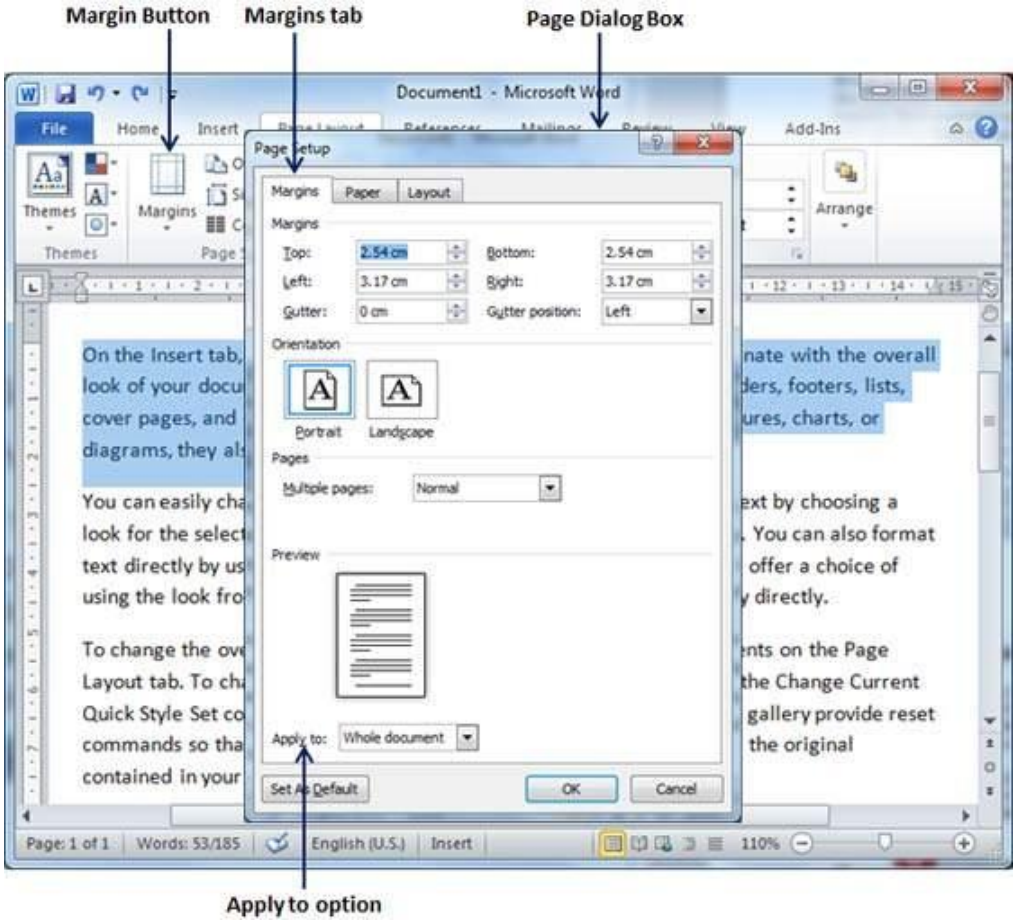
2.4.1 Adjust Margins

To set margins for an opened document.

1. Open the document whose margins you want to set. If you want the margins to apply only to a selected part of a document, select that part now.
2. Click the **Page Layout** tab, and click **Margins** button in the **Page Setup** group. This will display a list of options to be selected, or you can use **Custom Margins** to define your own.



3. You can set top, left, right and bottom margins under the **Margins** tab in **Page Setup** dialog box. Then can apply to selected text or whole document.



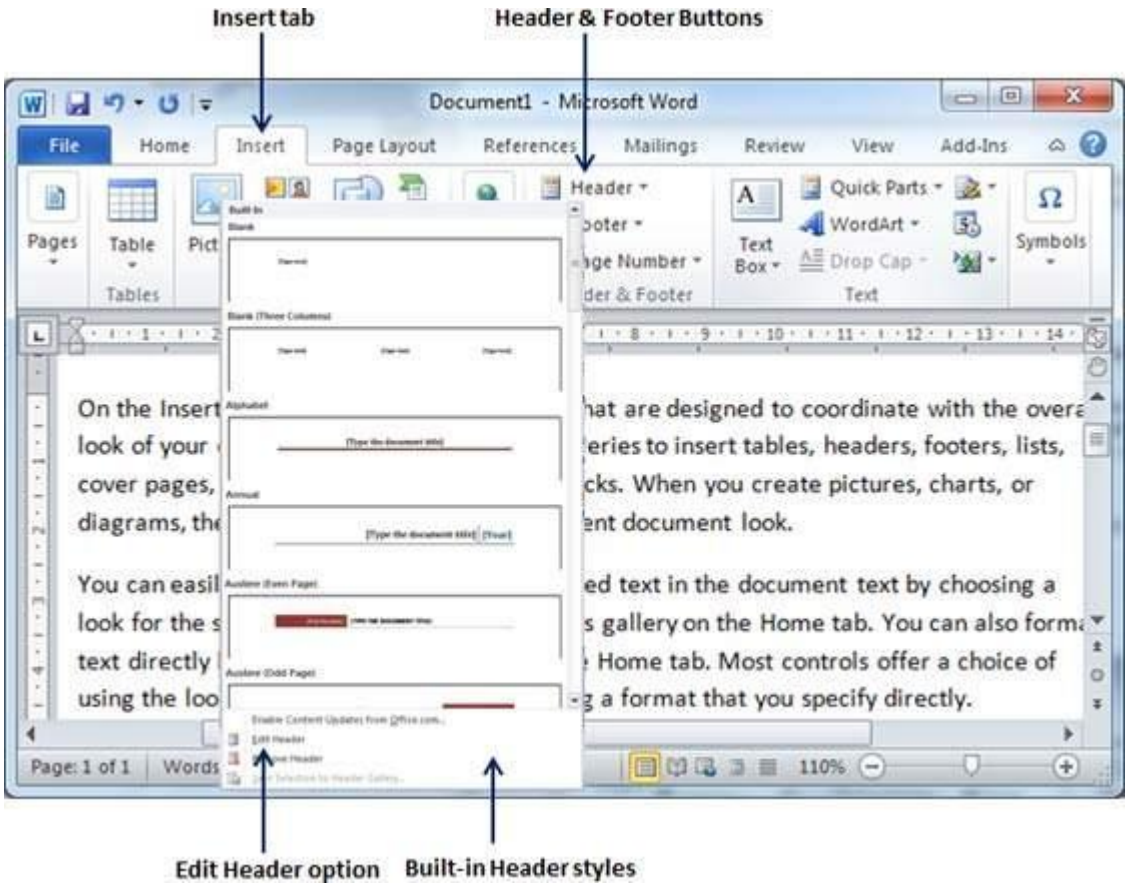
4. If you are going to bind the document and want to add an extra amount of space on one edge for the binding, enter that amount in the **Gutter** field, and select the side the gutter is on with the Gutter Position drop-down list. After setting all the desired values for all the margins, click **OK** button to apply the margins.

2.5 Header and Footer

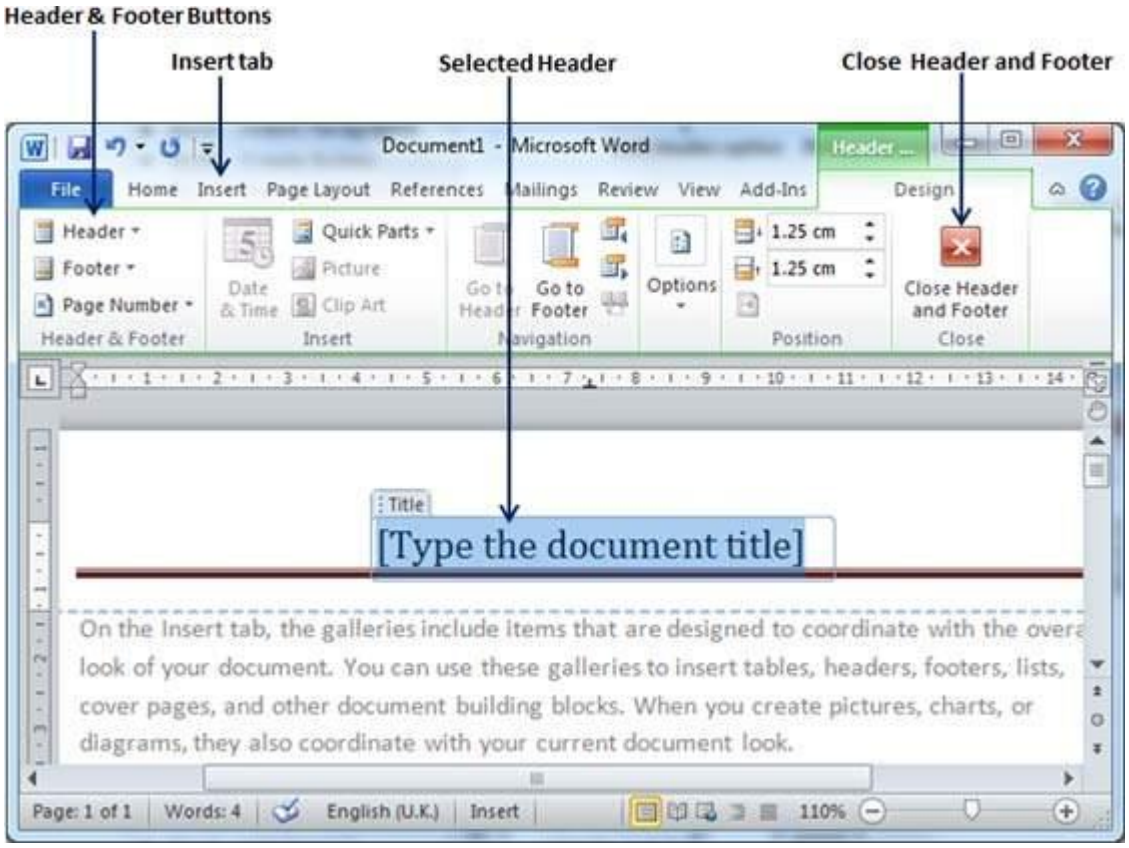
Headers and footers are parts of a document that contain special information such as page numbers and the total number of pages, the document title, company logo, any photo etc. The header appears at the top of every page, and the footer appears at the bottom of every page.

2.5.1 Creating Header

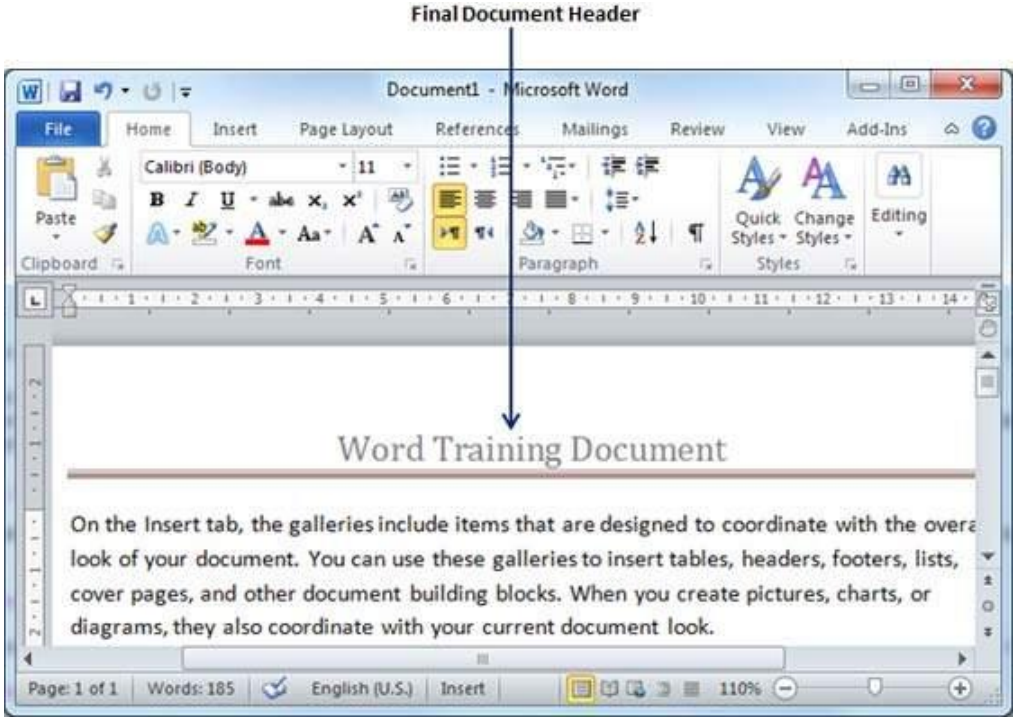
1. Click the **Insert** tab, and click either Header button or Footer button whatever you want to add first. Assume you are going to add Header, so when you click Header button it will display a list of built-in Headers from where you can choose any of the headers by simply clicking on it.



2. The headers will become editable and the text in your document will appear dimmed, Header and Footer buttons appear on the Ribbon.

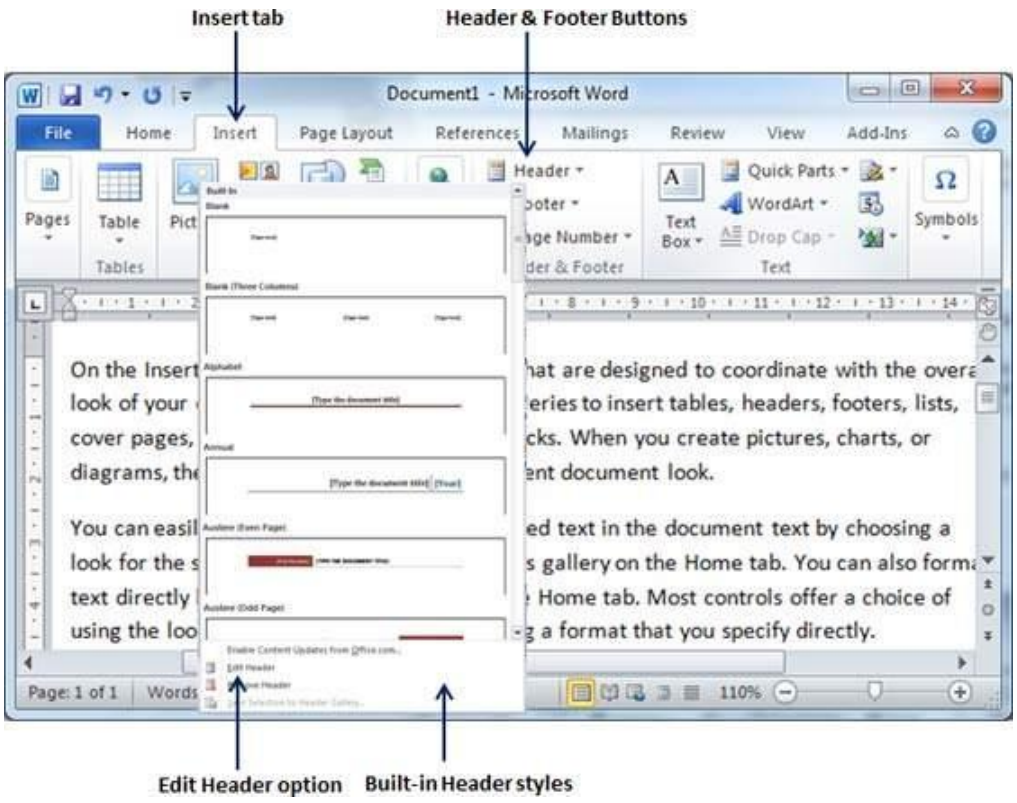


3. You can edit your header now and once you are done, click **Close Header and Footer** to come out of header insertion mode.

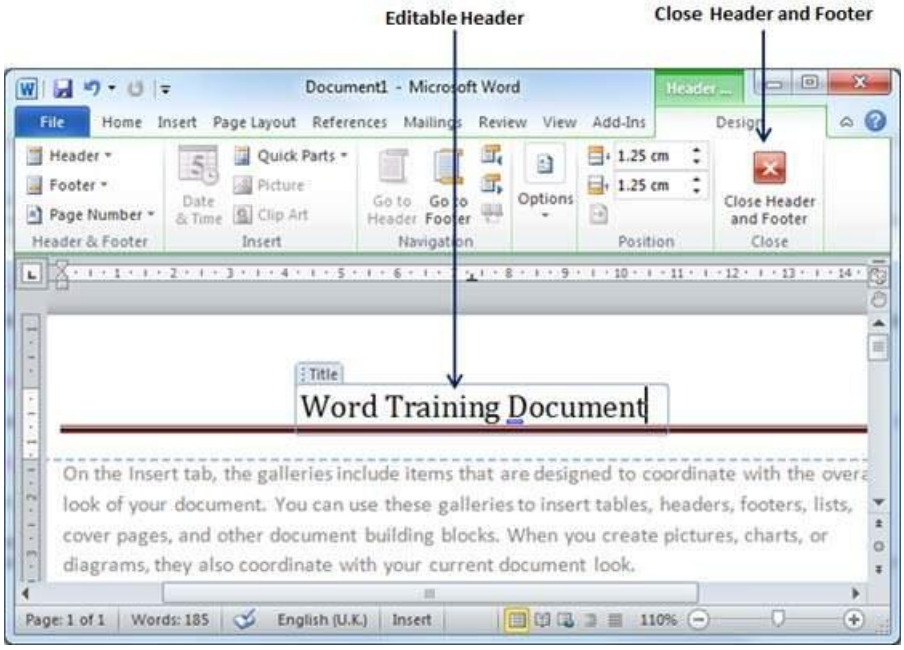


2.5.2 Edit Header and Footer

1. Click the **Insert** tab, and click either Header button or Footer button whatever you want to edit. Assume you are going to edit Header, so when you click Header button it will display a list of options including Edit Header option. Click on it and word will display editable header.



2. Now you can edit your document header and once you are done, click **Close Header and Footer** to come out of header edit mode. You can follow a similar procedure to edit footer in your document.

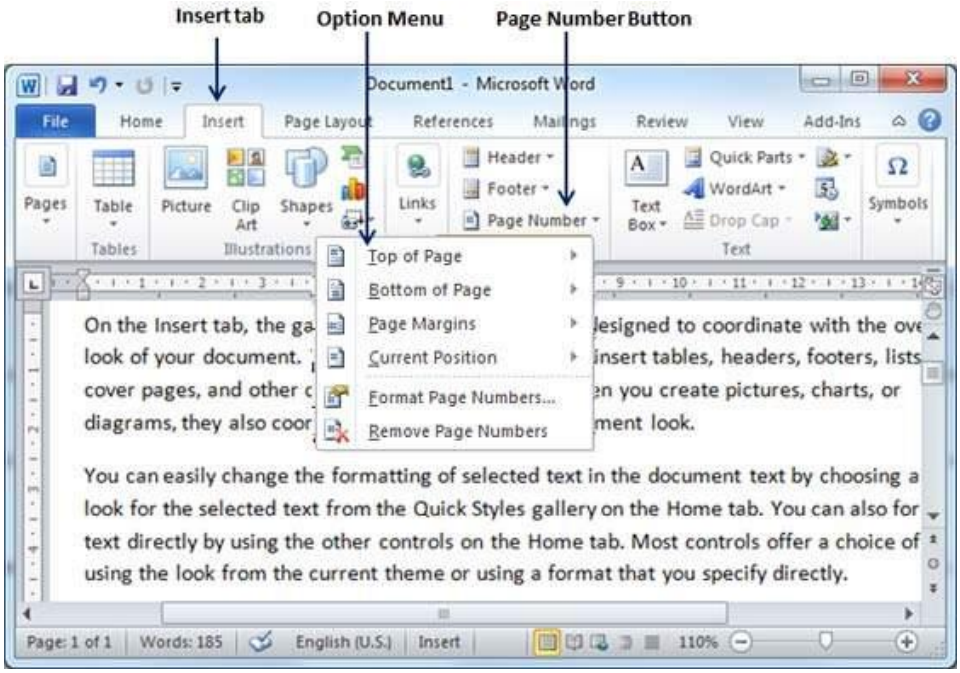


2.6 Page Number

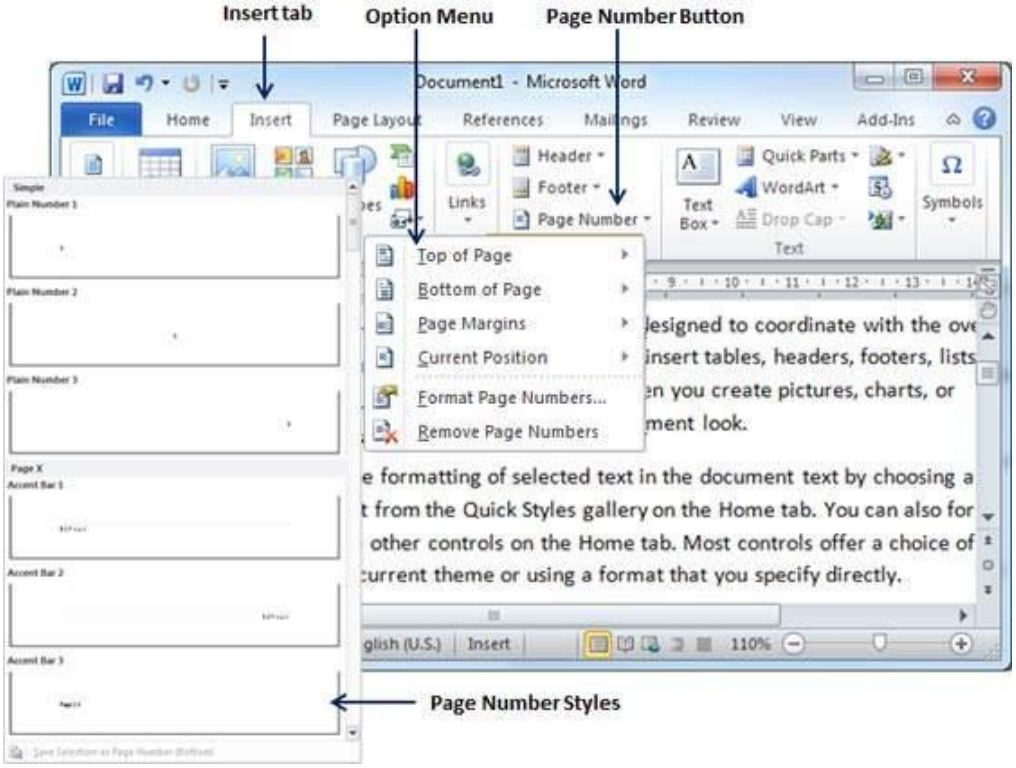
Microsoft Word automatically assign page numbers on the pages of your document. Typically, page numbers are printed either in header or footer but you have option also can display the page number in the left or right margins at the top or the bottom of a page.

2.6.1 Add Page Number

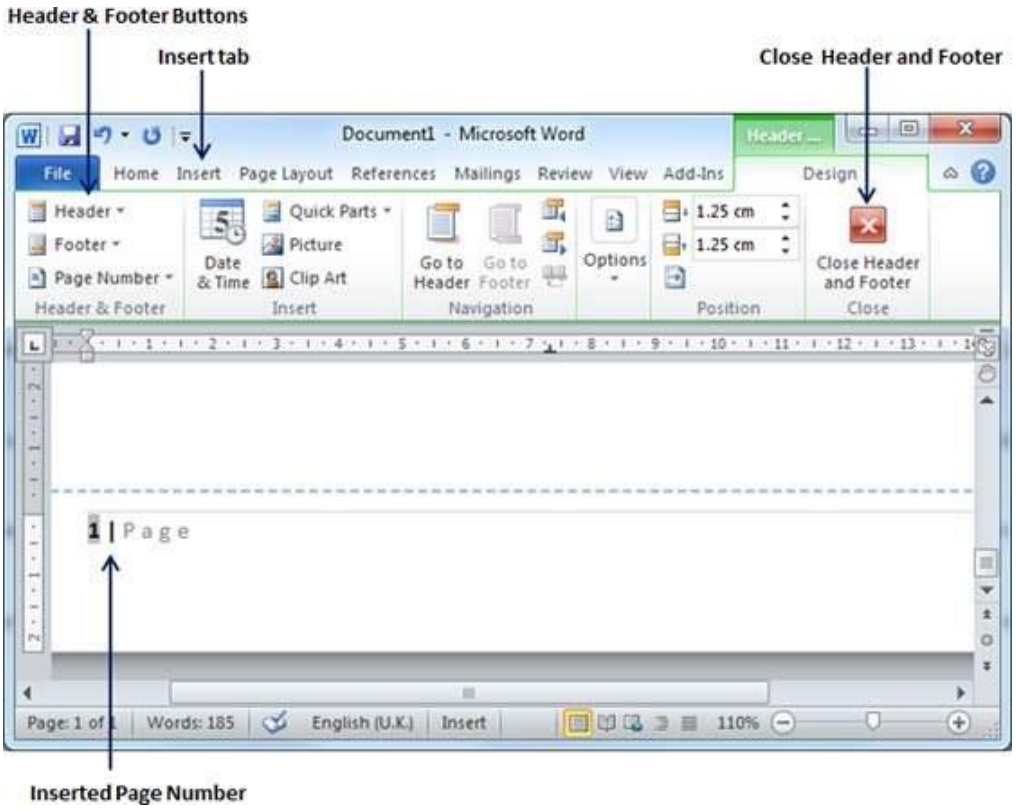
1. Click the **Insert** tab, and click **Page Number** button available in header and footer section. A list of options to display page number at the top, bottom, current position etc. will be displayed



2. When you move your mouse pointer over the available options, it displays further styles of page numbers to be displayed.

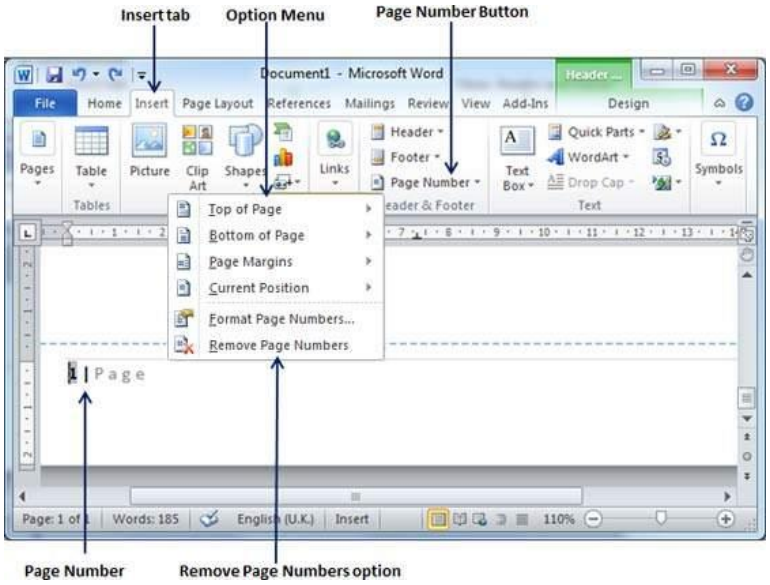


3. Finally select of the page number styles which you like most. After this step you will enter in Page Footer modification mode, so you would have to click Close Header and Footer button to come out of footer edit mode. You can format your page numbers using Format Page Numbers option available under the listed options.



2.6.2 Remove Page Number

1. Click the **Insert** tab, and click **Page Number** button available in header and footer section. Select **Remove Page Numbers** to delete all page numbers in the document.



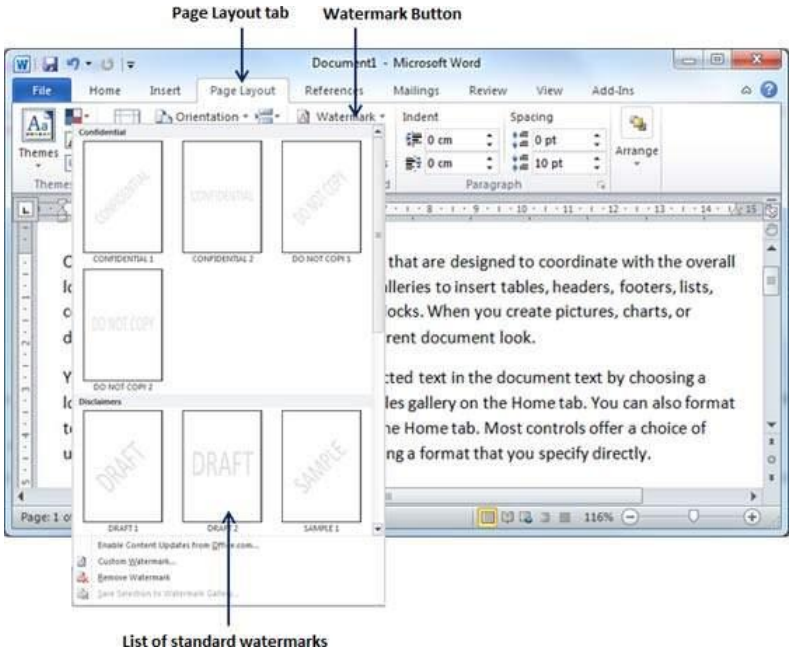
2.7 Watermark

A watermark is a picture that shows up faintly behind the text on a word document page. When you drafting a document, you can watermark the document with Draft Copy stamp, or you can watermark a duplicate confidential with Confidential stamp.

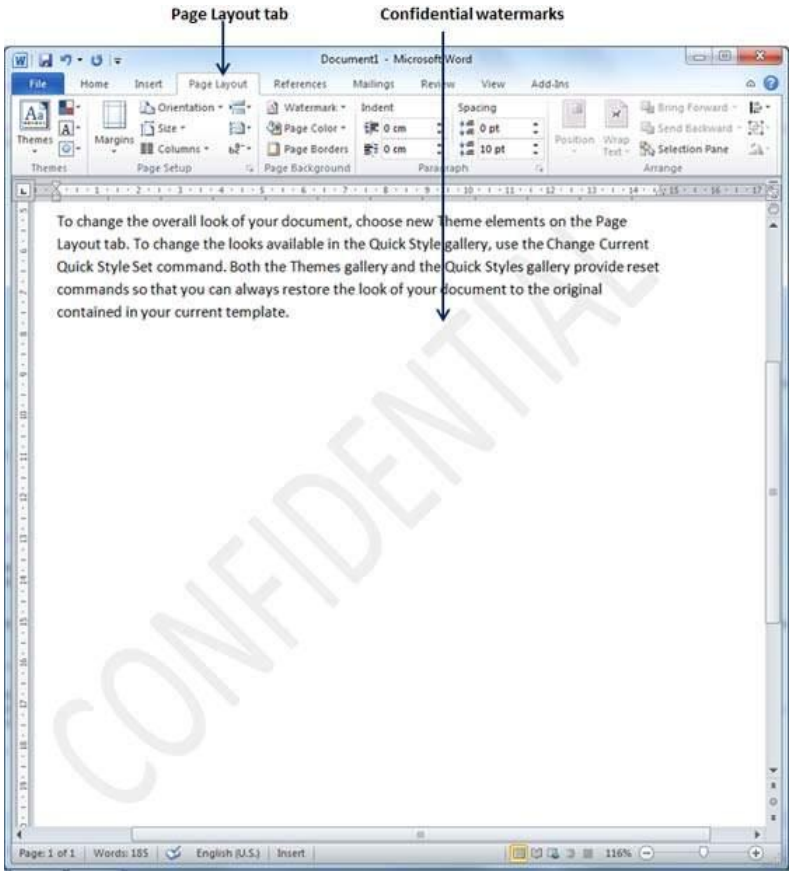
2.7.1 Set Standard Watermark

Following are the simple steps to set standard watermark in word document. A standard watermark is the one which is already defined by words and cannot be modified

1. Open a word document in which you want to add a watermark. Click the **Page Layout** tab and then click **Watermark** button to display a list of standard watermark options.



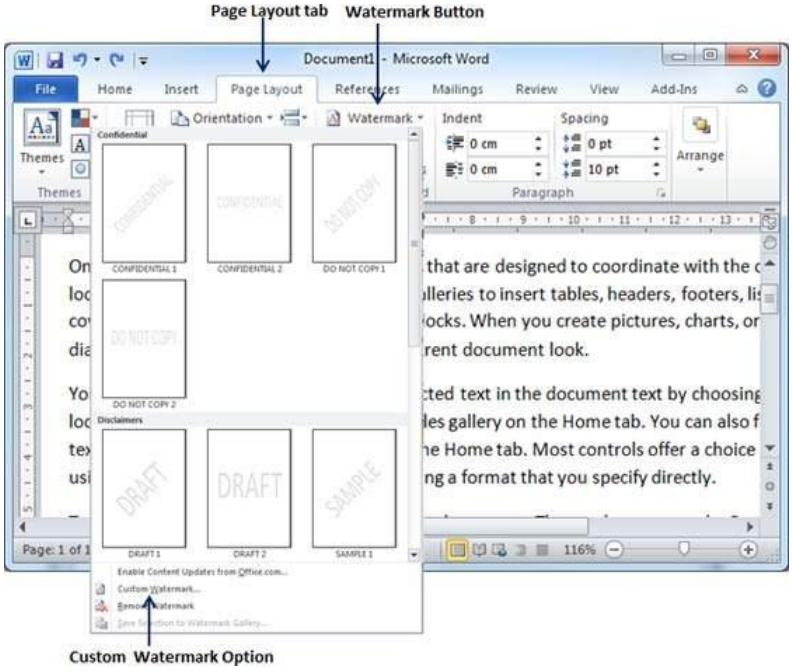
2. You can select any of the available standard watermarks by simply clicking over it. This will be applied to all the pages of the word.



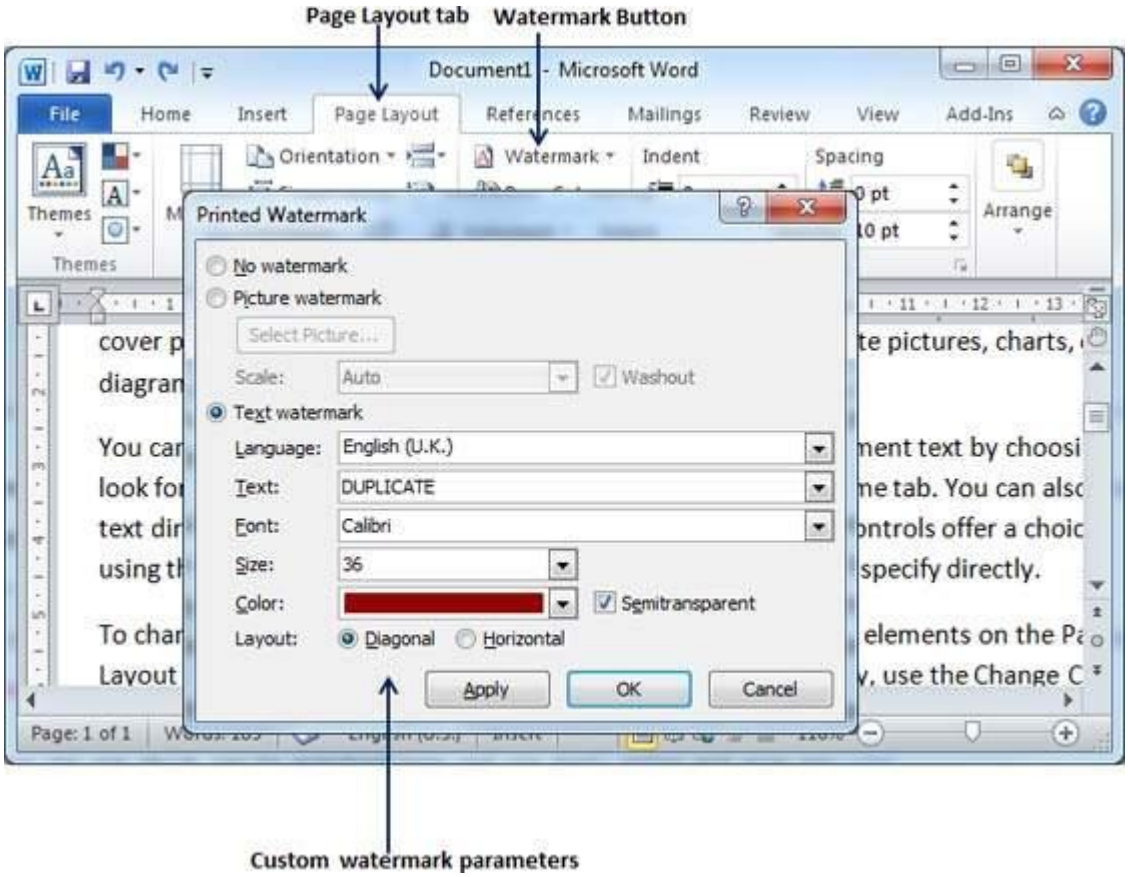
2.7.2 Set Custom Watermark

Following are the simple steps to set custom watermark in word document. A custom watermark is the one which can be modified text and its font, color and size etc.

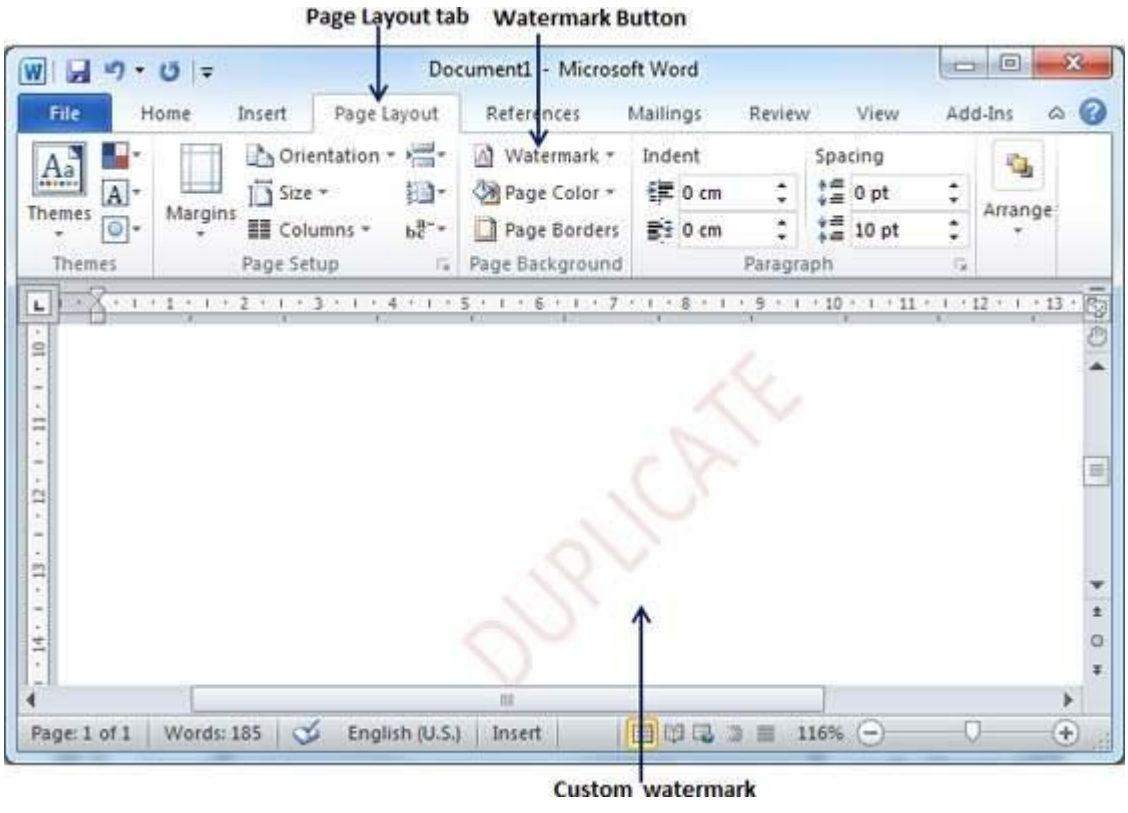
1. Open a word document in which you want to add a watermark. Click the **Page Layout** tab and then click **Watermark** button. You will find **Custom Watermark** option.



2. Click the **Custom Watermark** to popup the **Printed Watermark** dialog box.



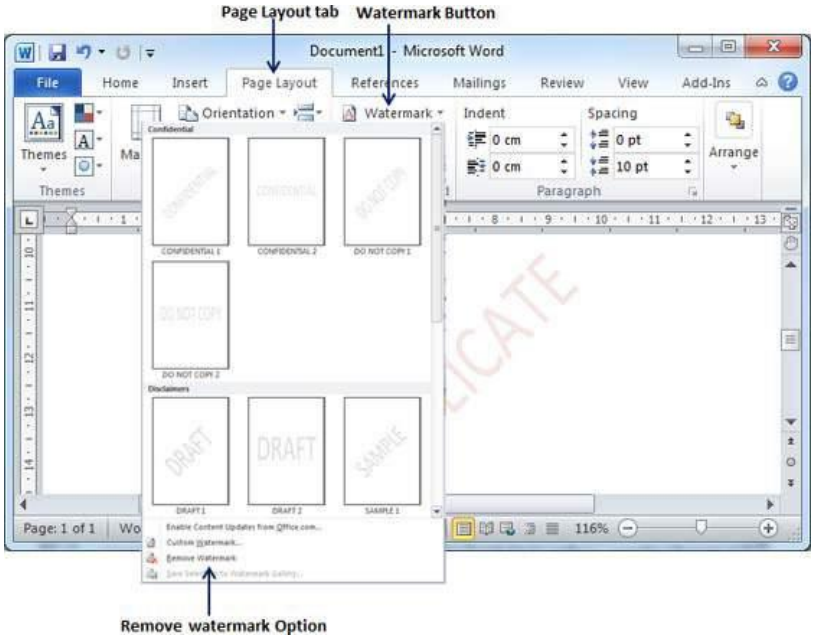
3. Now you can set a picture as watermark or you can set predefined text as watermark or you can type your text in Text box available at **Printed Watermark** dialog box. Once all the parameters are set, click **[OK]** button to set the parameters.



2.7.3 Remove Watermark

Following are the simple steps to remove an existing watermark from a word document.

1. Open a word document from which you want to delete a watermark. Click the **Page Layout** tab and then click **Watermark** button and select **Remove Watermark** option

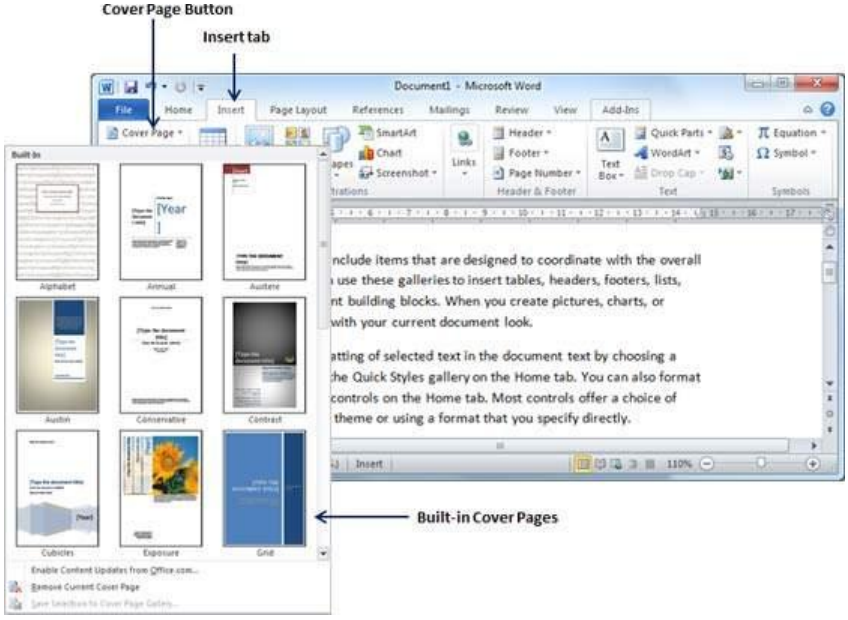


2.8 Cover Pages

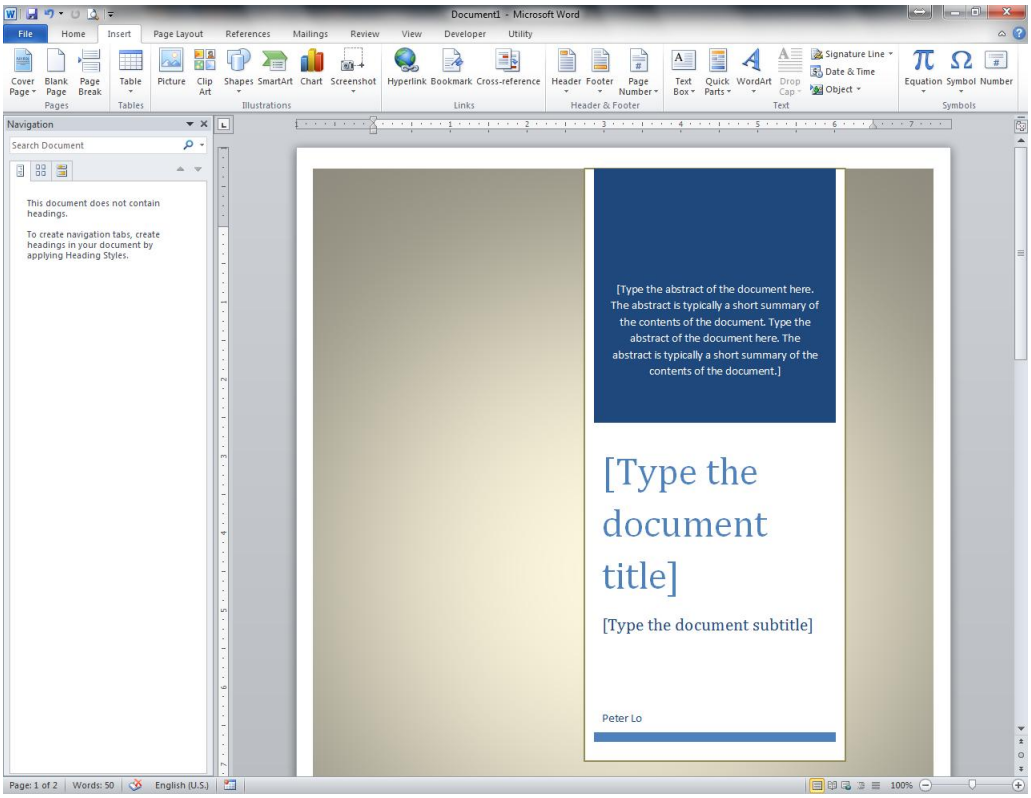
Almost all the good documents and books have an attractive first page that includes the document title, its subject, author and publisher name etc. This first page is usually called Cover Page and Microsoft Word provides an easy way to add a cover page.

2.8.1 Add Cover Pages

1. Click the **Insert** tab, and click **Cover Page** button available in the **Pages** group. This will display a list of Built-in Cover Pages.

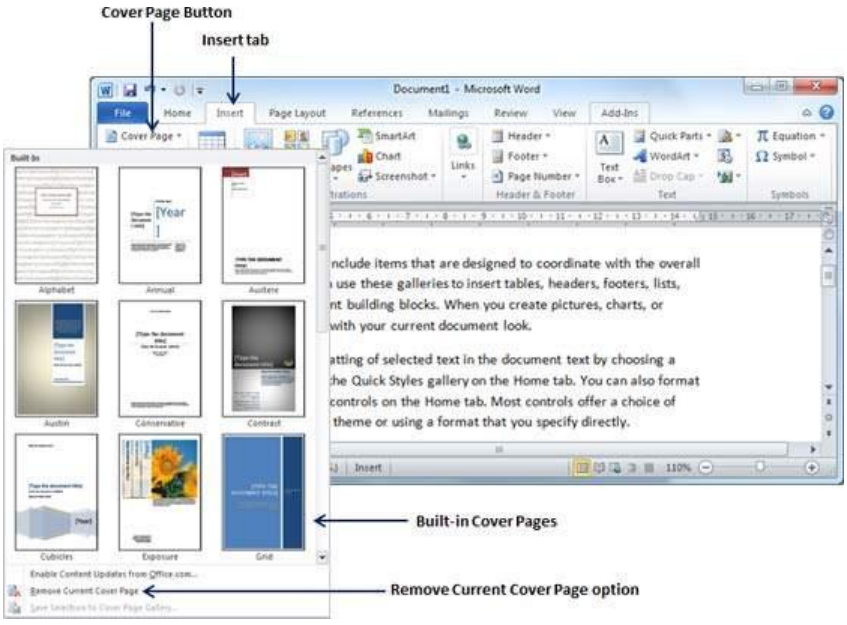


2. Just click the cover page from the gallery that you want to add to your document. Selected cover page will be added as the first page of your document which can you modify as per your need. If you want to place cover page elsewhere except first page, right-click the cover page in the gallery and select the location you want from the menu that appears.



2.8.2 Delete Cover Pages

1. Click the **Insert** tab, and click **Cover Page** button available in the Pages group. This will display a list of Built-in Cover Pages as shown below. There you will find an **Remove Current Cover Page** option available at the bottom of cover page gallery.
2. Just click Remove Current Cover Page option and your cover page will be deleted form your document.



3. Mail Merge

3.1 Understand Mail Merge

Mail merge is useful for creating a set of documents that are essentially the same but where each document contains unique elements. For example, in a letter that announces a new product, company logo and the text about the product will appear in each letter, and the address and greeting line will be different in each letter. Mail merge can be used to create:

- A set of labels or envelopes – The return address is the same on all the labels or envelopes, but the destination address is unique on each one.
- A set of form letters, e-mail messages, or faxes – The basic content is the same in all the letters, messages, or faxes, but each contains information that is specific to the individual recipient, such as name, address, or some other piece of personal data.
- A set of numbered coupons – The coupons are identical except that each contains a unique number.

3.2 Mail Merge Process

The mail merge process has three documents involved in creating and printing letters and emails, or labels and envelopes.

- Main Document
  This document contains text and graphics that are identical for each version of the merged document. An example of identical content is the return address on the envelope or in the body of a letter or an email message.
- Mailing List
  This document contains the data that is used to fill in information in your main document. For example, your mailing list contains the addresses to be printed on the labels or envelopes.
- Merged Document
  This document is a combination of the main document and the mailing list. Information is pulled from your mailing list and inserted in your main document, resulting in the merged document personalized for different people on the mailing list.

3.3 Creating Mail Merge

3.3.1 Prepare data in Excel for mail merge

The most important step in the mail merge process is to set up and prepare your data. You'll use your Excel spreadsheet as the data source for the recipient list.

Here are some tips to prepare your data for a mail merge. Make sure:

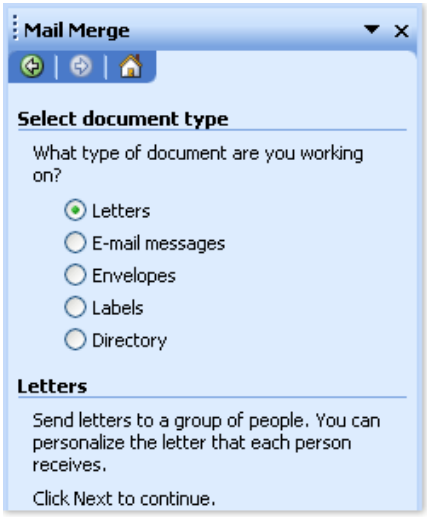
- Column names in your spreadsheet match the field names you want to insert in your mail merge. For example, to address readers by their first name in your document, you'll need separate

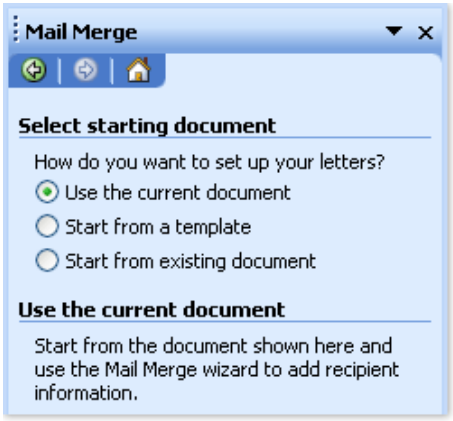
columns for first and last names.

- All data to be merged is present in the first sheet of your spreadsheet.
- Data entries with percentages, currencies, and postal codes are correctly formatted in the spreadsheet so that Word can properly read their values.
- The Excel spreadsheet to be used in the mail merge is stored on your local machine.
- Changes or additions to your spreadsheet are completed before it's connected to your mail merge document in Word.

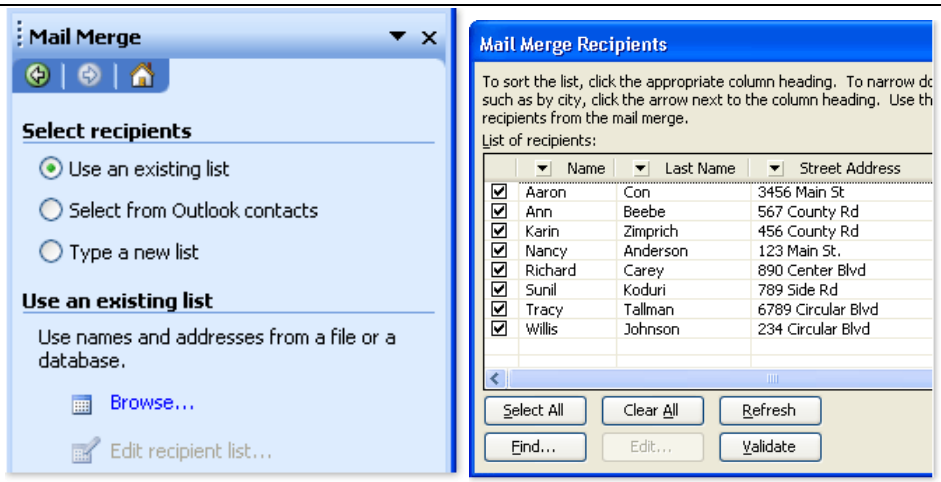
3.3.2 Start the Mail Merge

1. This step in the mail-merge process involves two choices. First, choose the type of document that you want to merge information into. Then, choose the main document that want to use. The main document is the model for all of the merged documents that eventually create.
   - The Mail Merge task pane opens with a question about what type of merged document you are creating. After you choose, click **Next** at the bottom of the task pane.
   - If your main document is already open, or you are starting with a blank document, you can click **Use the current document**. Otherwise, click **Start from a template** or **Start from existing document**, and then locate the template or document that you want to use.



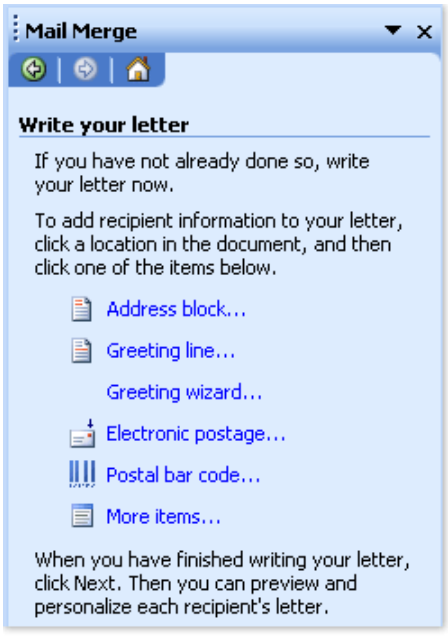


2. To merge unique information into your main document, you must connect to the data file where the unique information is stored. If you don't want to use all the data in the file in your merge, you can choose the records that you want to use.
   - In this step in the mail-merge process, you connect to the data file where the unique information that you want to merge into your documents is stored. If you have a Excel worksheet that contains your customer information, click **Use an existing list**, and then click **Browse** to locate the file.
   - Just because you connect to a certain data file doesn't mean that you have to merge information from all the records in that data file into your main document. After you connect to the data file that you want to use or create a new date file, the Mail Merge Recipients dialog box opens. You can select a subset of records for your mail merge by sorting or filtering the list.



3. After you connect your main document to a data file, you're ready to add fields that indicate where the unique information will appear in each copy of the document that you generate when you merge. To make sure that Word can find a column in your data file that corresponds to every address or greeting element, you may need to match fields.

   - If your main document is still blank, type the information that will appear in each copy. Then, add fields by clicking the hyperlinks in the task pane. Fields are placeholders that you insert into the main document at locations where you want unique information to appear. For example, you can click the Address block or Greeting line links in the task pane to add fields near the top of a new product letter, so that each recipient's letter contains a personalized address and greeting. Fields appear in your document within chevrons, for example, «AddressBlock». If you click More items in the task pane, you can add fields that match any of the columns in your data file. For example, your data file might include a column called Personal Note. By putting a Personal_Note field at the bottom of a form letter, you can further personalize each copy. You can even customize envelopes by adding a postal bar code — if you are using the English (U.S.) language version of Word — or electronic postage.



4. After you add fields to your main document, you are ready to preview the merge results. When you're satisfied with the preview, you can complete the merge.
   - You can preview your merged documents and make changes before you actually complete the merge
   - What you do now depends on what type of document you're creating. If you are merging letters, you can print the letters or modify them individually. If you choose to modify the letters, Word saves them all to a single file, with one letter per page.





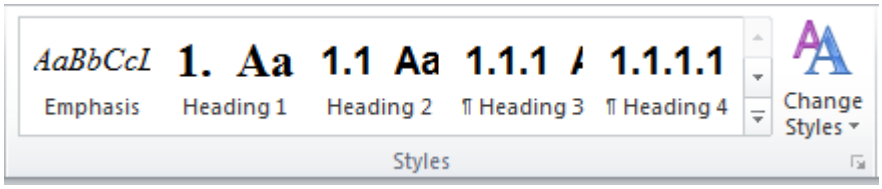
4. Styles

4.1 Introduction to Style

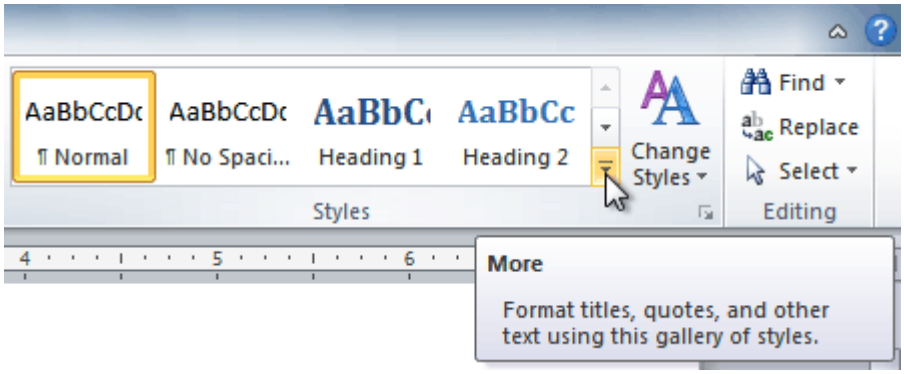
A style is a definition that determines the document formatting options that are applied to characters or paragraphs. Using styles helps you use consistent formatting throughout your document. Applying a style only takes a click or two so it is much faster than manually formatting block after block of text. Styles can contain definitions for fonts, paragraph spacing, line height, hyphenation, tabs, page breaks, indentation, and more.

4.2 Using Predefined Styles

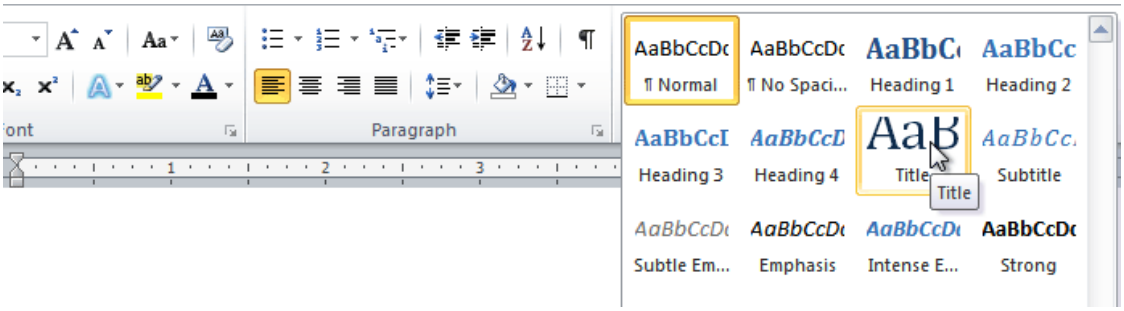
Quick Styles are located on the Home tab. Each set can be altered by selecting different theme colors or fonts, resulting in thousands of unique styles available for document formatting.



1. Select the text you want to format. In the **Style** group on the **Home** tab, hover over each style to see a live preview in the document. Click the More drop-down arrow to see additional styles.



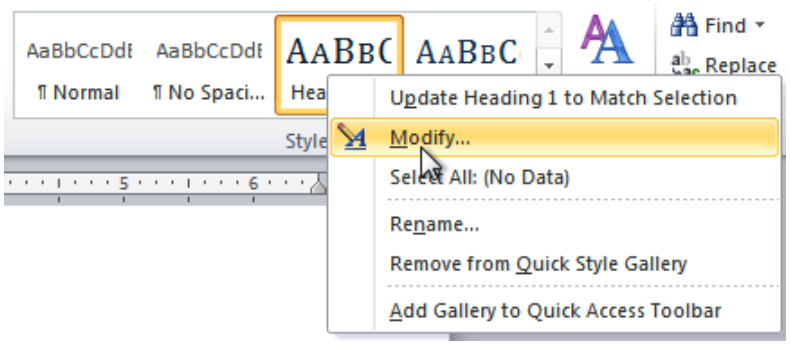
2. Select the style you want. The selected text appears formatted in the style.



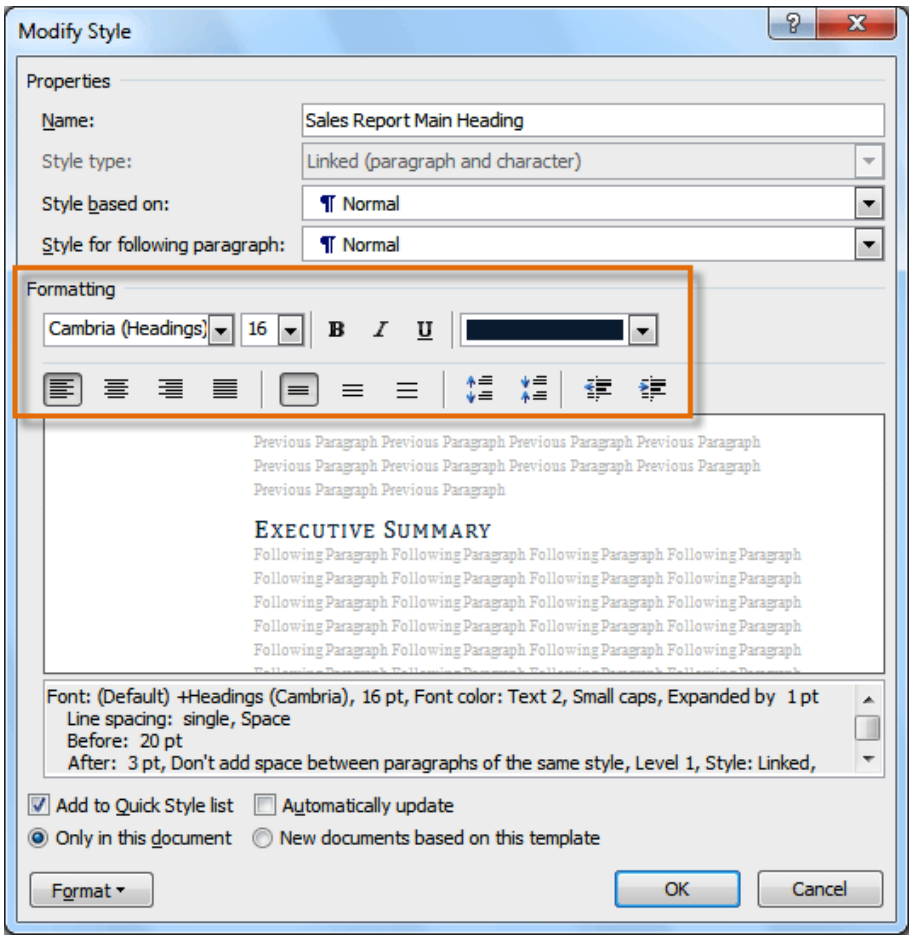
4.3 Modify Style

To modify a style:

1. Locate the style you want to change in the **Styles** group.
2. Right-click the style. A drop-down menu will appear.
3. Click **Modify**, and the **Modify Style** dialog box appears.



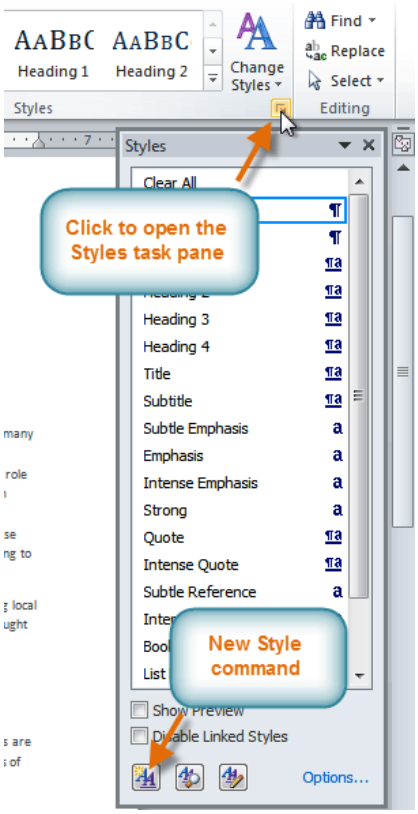
4. Make the desired changes to the formatting. If you want, you can also change the name of the style. Click **[OK]** to apply the modifications to the style.



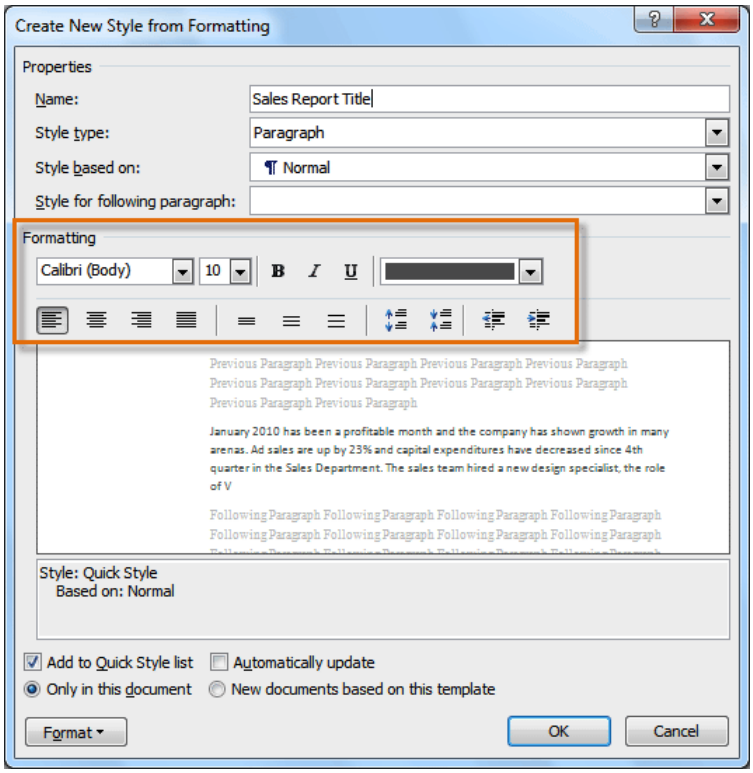
4.4 Create New Style

To create a new style:

1. Click the arrow in the bottom-right corner of the **Styles** group. This opens the **Styles** task pane.



2. Select the **New Style** button at the bottom. A dialog box will appear.
3. Enter a name for the style, and set the text formatting the way you want. Click **[OK]**, and the new style will appear in the task pane.



5. Table of Contents

5.1 Overview

One of the most common features of professional documents is the table of contents (TOC). Microsoft Word makes the creation of a TOC easier by allowing you the option of creating a TOC without using styles and by allowing you to mark a single word or group of words in a body of text and add that information to the TOC.

A TOC can be generated by using the Lead-in Emphasis feature to apply heading styles to any lead-in text (the first word or words in a paragraph or sentence). By using the Lead-in Emphasis feature, you can create paragraphs where the first portion of the paragraph is formatted with a heading style and appears in the TOC, but the rest of the paragraph is normal text and does not appear in the TOC. This article describes how to use this new feature to create a TOC.

5.2 Create a Table of Contents Automatically

The easiest way to create a table of contents is to use the built-in heading styles. You can also create a table of contents that is based on the custom styles that you have applied. Or you can assign the table of contents levels to individual text entries.

5.2.1 Mark Entries by using Built-in Heading Styles

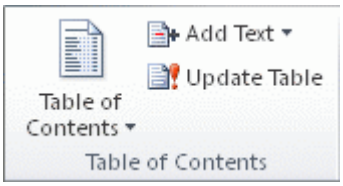
1. Select the text that you want to appear in the table of contents.
2. On the **Home** tab, in the **Styles** group, click the style that you want. For example, if you selected text that you want to style as a main heading, click the style called Heading 1 in the Quick Style gallery.



5.2.2 Create a Table of Contents from the Gallery

After you mark the entries for your table of contents, you are ready to build it.

1. Click where you want to insert the table of contents, usually at the beginning of a document.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click the table of contents style that you want.



5.2.3 Create a custom table of contents

1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click **Insert Table of Contents**.
2. In the **Table of Contents** dialog box, do any of the following:
   - To change how many heading levels are displayed in the table of contents, enter the number that you want in the box next to Show levels, under General.
   - To change the overall look of your table of contents, click a different format in the Formats list. You can see what your choice looks like in the Print Preview and Web Preview areas.
   - To change the type of line that appears between the entry text and the page number, click an option in the Tab leader list.
   - To change the way heading levels are displayed in the table of contents, click Modify. In the Style dialog box, click the level that you want to change, and then click Modify. In the Modify Style dialog box, you can change the font, the size, and the amount of indentation.
3. To use custom styles in the table of contents, click **Options**, and then do the following:
   - Under **Available styles**, find the style that you applied to the headings in your document.
   - Under **TOC level**, next to the style name, type a number from 1 to 9 to indicate the level that you want the heading style to represent.
   - Repeat step 1 and step 2 for each heading style that you want to include in the table of contents.
   - Click **[OK]**.
4. Choose a table of contents to fit the document type:
   - Printed Document – If you are creating a document that readers will read on a printed page, create a table of contents in which each entry lists both the heading and the page number where the heading appears. Readers can turn to the page that they want.
   - Online Document – For a document that readers will read online in Word, you can format the entries in the table of contents as hyperlinks, so that readers can go to a heading by clicking its entry in the table of contents.

5.2.4 Update the Table of Contents

If you added or removed headings or other table of contents entries in your document, you can quickly update the table of contents.

1. On the **References** tab, in the **Table of Contents** group, click **Update Table**.
2. Click **Update page numbers only** or **Update entire table**.

5.2.5 Delete a Table of Contents

1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**.
2. Click **Remove Table of Contents**.

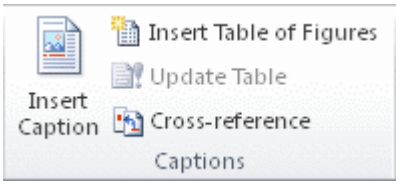
5.3 Table of Figure

After you add captions to your document, you can create a table of figures. You can also create a table of figures by using styles. When you build a table of figures, Microsoft Word searches for the captions, sorts them by number, and displays them in the document.

5.3.1 Use captions to create a table of figures

Before you begin, add captions to the figures that you want to list in your table of figures.

1. Click where you want to insert the table of figures.
2. On the **References** tab, in the **Captions** group, click **Insert Table of Figures**.



3. In the **Caption** label list, click the label type for the items that you want to include in your table of figures.
4. Choose any other options that you want, and then click **[OK]**.

5.3.2 Use styles to create a table of figures

If you've already applied a custom style to figure captions, you specify that Microsoft Word use that style to build your table of figures. This works well if you want a table to include more than one label type – for example, figures and tables. Be sure that you don't apply the style to other elements in your document.

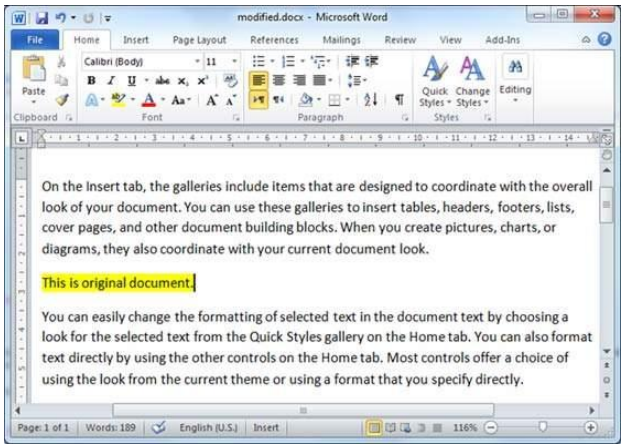
1. Click where you want to insert the table of figures.
2. On the **References** tab, in the **Captions** group, click **Insert Table of Figures**.
3. Click **Options**.
4. Select the **Style** check box.
5. In the **Style** list, click the style that you applied to the captions, and then click **[OK]**.
6. Choose any other options that you want, and then click **[OK]**.

6. Document Review

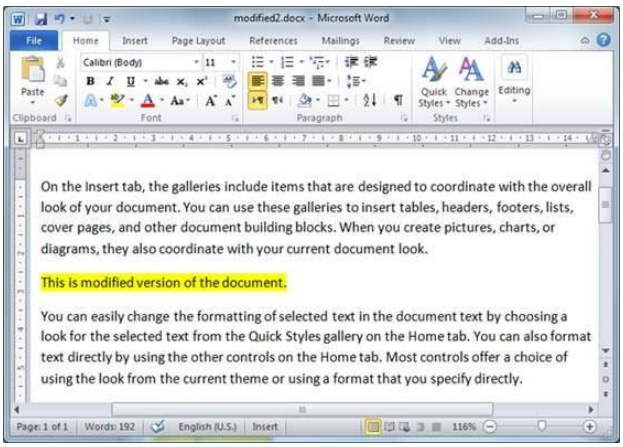
6.1 Compare two Document

Sometime you modify a Microsoft Word document without opening track changing, in such case tracking the changes would become difficult and you would need to compare original document with 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 have two documents (a) Original document (b) Modified version of the same document as follows.



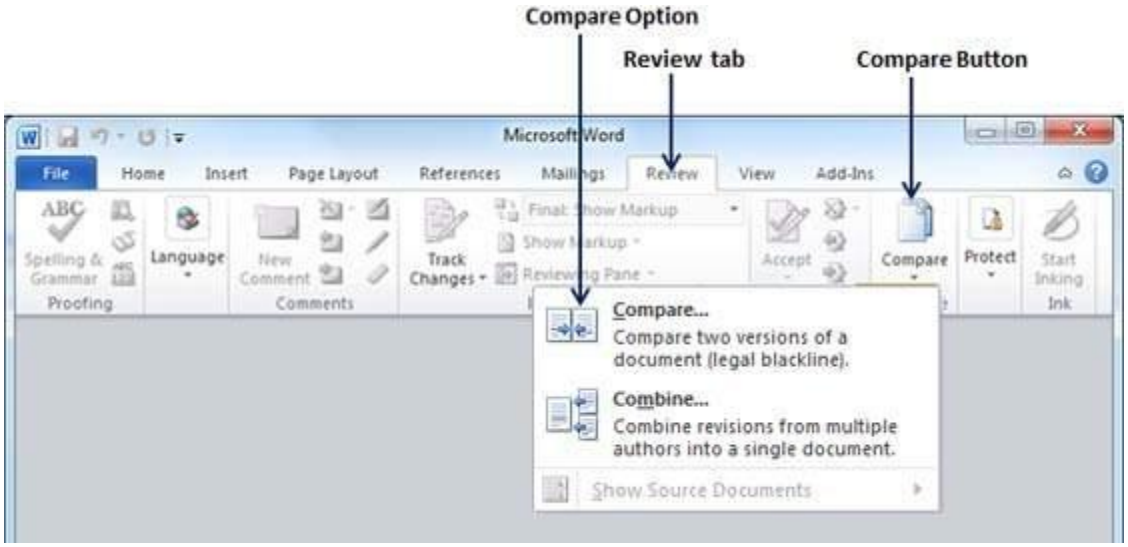
Original Document



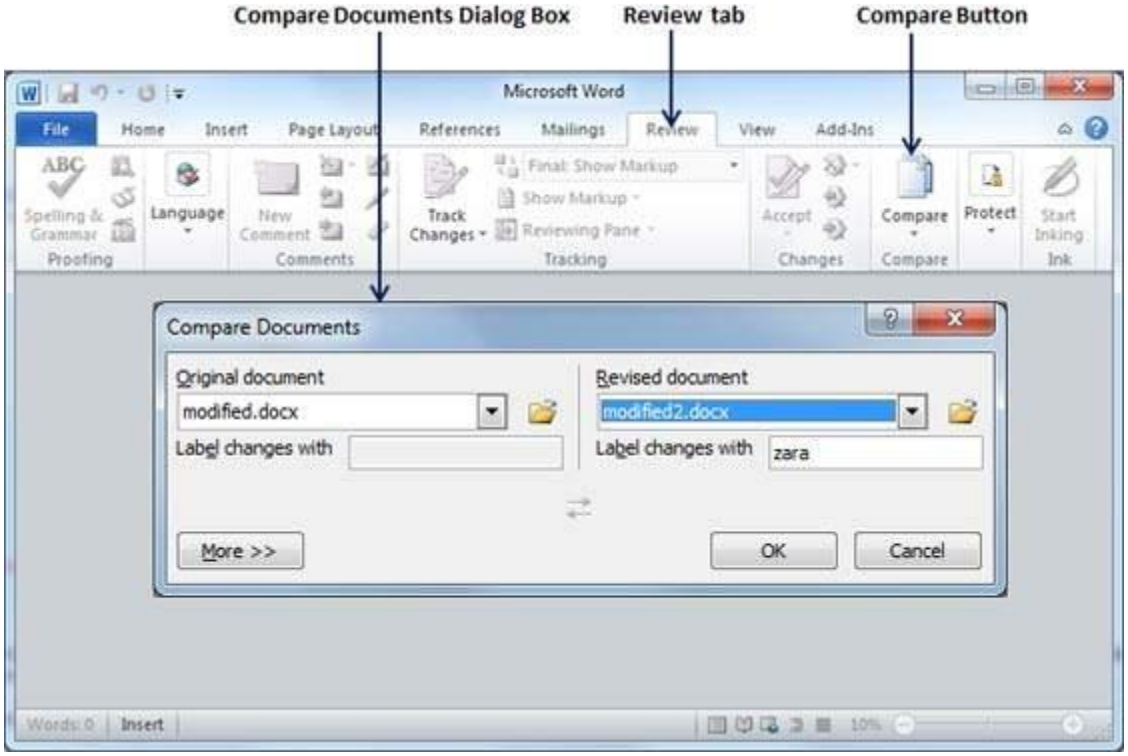
Modified Document

Following are the simple steps to compare these two documents.

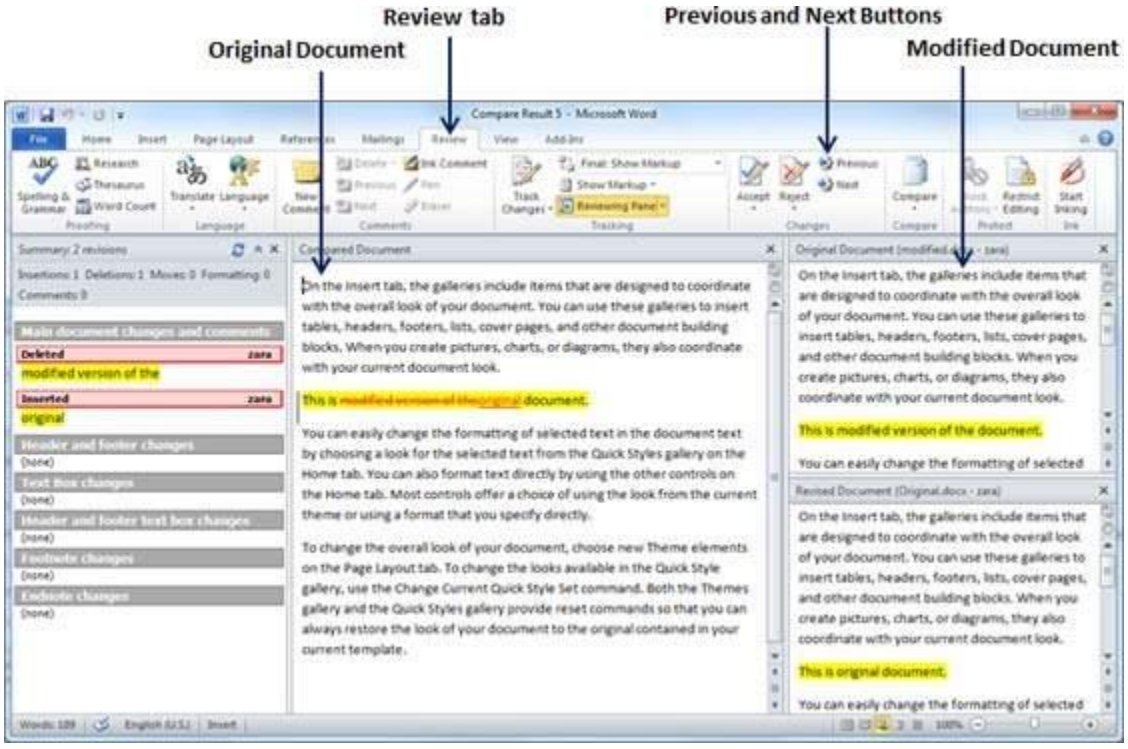
1. Click the **Review** tab and then click **Compare** button which will display two options to be selected.



2. Select **Compare** option simply by clicking over it. This will display a **Compare Documents** dialog box asking two versions of word documents which you want to compare with each other.



3. Select **Original Document** and **Revised Document** and click 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 **Previous & Next** Button available under **Review** tab.



6.2 Tracked Changes

Track Changes feature allows Microsoft Word to keep track of the changes you make in a document. It is also known as redline, or redlining. Its real usage can be seen when, two or more persons need to edit the document. In that case, you would like to know which changes have been made to it or which content is deleted, inserted, or formatted. Through this feature you could track almost every change that has made to the document

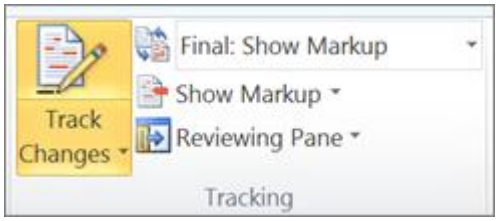
To prevent you from inadvertently distributing documents that contain tracked changes and comments, Word displays tracked changes and comments by default. Final Showing Markup is the default option in the Display for Review box.

In Microsoft Word, you can track every insertion, deletion, move, formatting change, or comment that you make so that you can review all changes later. And the Reviewing Pane displays all the changes that currently appear in your document, the total number of changes, and the number of changes of each type.

As you review tracked changes and comments, you can accept or reject each. Until you accept or reject all tracked changes and comments in a document, even hidden changes will appear to viewers in documents you send or display.

6.2.1 Turn on Track Changes

In the **Review** tab, in the **Tracking** group, choose **Track Changes**. The **Track Changes** is highlighted, as shown in the following image.



If the Track Changes feature is unavailable, you might have to turn off document protection. On the Review tab, in the Protect group, click Restrict Editing, and then click Stop Protection at the bottom of the Protect Document task pane. You might need to know the document password.

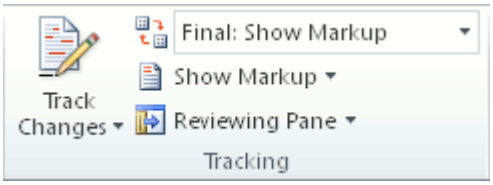
You also can add a track changes indicator to the status bar. Right-click the status bar and choose Track Changes. You can use the Track Changes indicator on the status bar to turn on or turn off Track Changes.



6.2.2 Turn off Track changes

When you turn off Track Changes, you can revise the document without marking what has changed. Turning off the feature, however, doesn't remove any changes that have already been tracked.

On the **Review** tab, in the **Tracking** group, choose **Track Changes** button. The **Track Changes** button no longer is highlighted as shown in the following image.



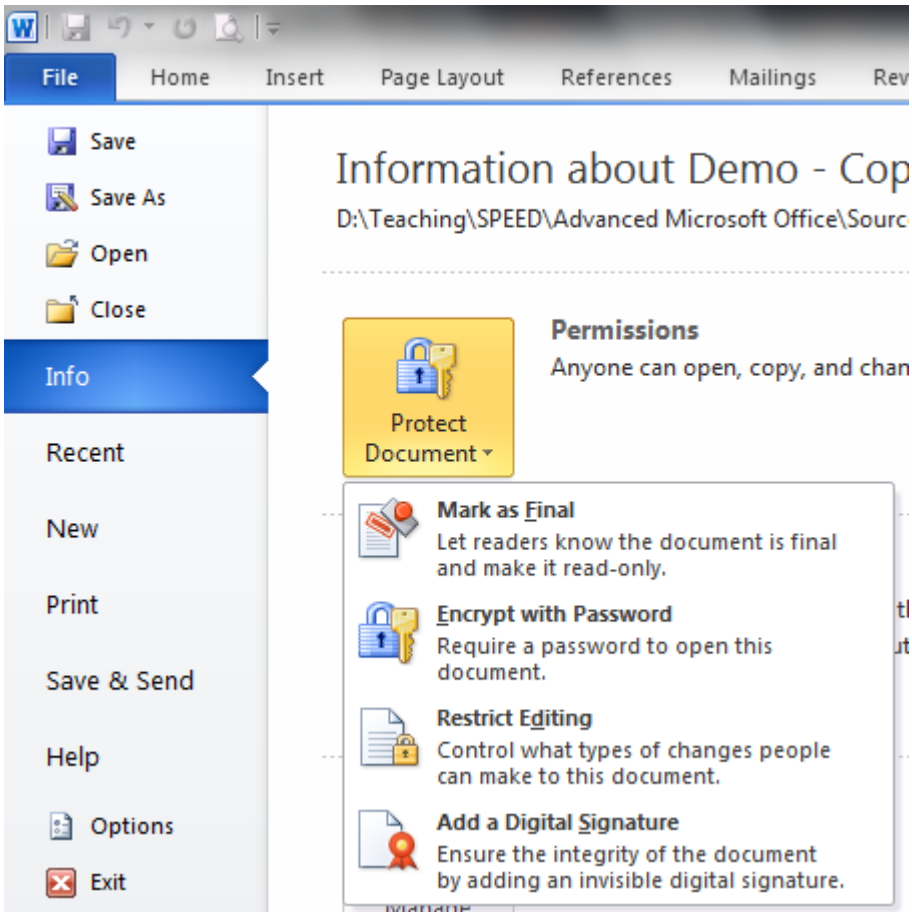
Important: To remove tracked changes, use the **Accept** and **Reject** commands on the **Review** tab in the **Changes** group.

7. Security

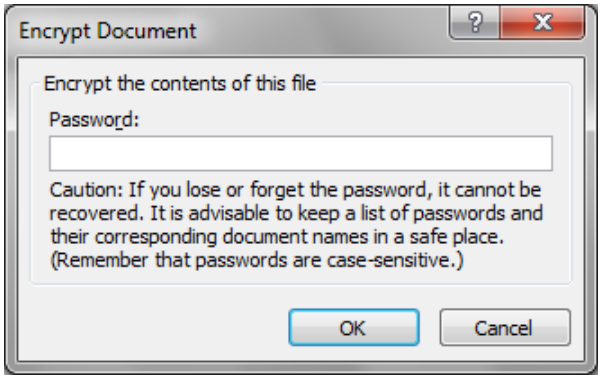
7.1 Password Protection

You can protect a document by using a password to help prevent unauthorized access.

1. Click the **File** tab, click **Info**, then click **Protect Document**



2. Click **Encrypt with Password**.
3. In the **Encrypt Document** dialog box, type a password, and then click **[OK]**.
4. In the **Confirm Password** dialog box, type the password again, and then click **[OK]**.

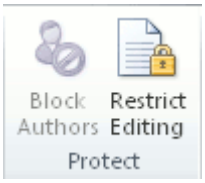


7.2 Restrict Editing

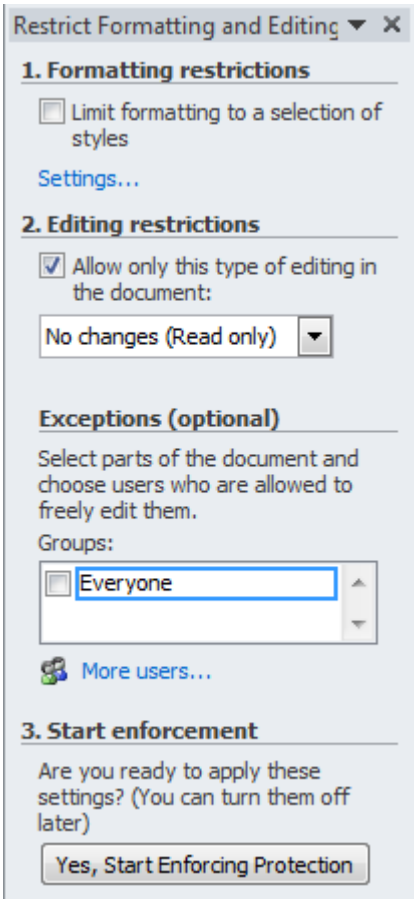
When you want to allow changes to only certain parts of a document, you can mark the document as read-only and then select the parts of the document where you want to allow changes. You can make these unrestricted parts available for anyone who opens the document, or you can grant permission to specific individuals so that only they can change the unrestricted parts of the document.

7.2.1 Add Protection

1. On the **Review** tab, in the **Protect** group, click **Restrict Editing**.



2. In the **Editing restrictions** area, select the **Allow only this type of editing in the document** check box.



3. In the list of editing restrictions, click **No changes (Read only)**.
4. Select the part of the document where you want to allow changes. For example, select a block of paragraphs, a heading, a sentence, or a word.
5. Under Exceptions, do one of the following:
   - To allow anyone who opens the document to edit the part that you selected, select the **Everyone** check box in the Groups list.

- To allow only particular individuals to edit the part that you selected, click More users, and then type the user names. Include your name if you want to be able to edit that part of the document. Separate each name with a semicolon. If you intend to protect the document with user authentication rather than password protection, be sure to type e-mail addresses, not Microsoft Windows user accounts, for user names.

6. Click **[OK]**, and then select the check boxes next to the names of the individuals that you are allowing to edit the part that you selected. Note: If you select more than one individual, those individuals are added as an item to the Groups box, so that you can quickly select them again.
7. Continue to select parts of the document and assign users permission to edit them.
8. Under Start enforcement, click **Yes, Start Enforcing Protection**.

7.2.2 Assign Password

To assign a password to the document so that users who know the password can remove the protection, type a password in the Enter new password (optional) box, and then confirm the password. You must use this option if you intend to post the document so that multiple people can work on it at the same time.

Use strong passwords that combine uppercase and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. (*Strong password: Y6dh!et5. Weak password: House27*). Passwords should be 8 or more characters in length. A pass phrase that uses 14 or more characters is better. It is critical that you remember your password. If you forget your password, Microsoft cannot retrieve it. Store the passwords that you write down in a secure place away from the information that they help protect.

7.2.3 Encrypt Document

To encrypt the document so that only authenticated owners of the document can remove the protection, click User authentication. Encrypting the document prevents authoring by more than one person at the same time.

7.2.4 Unlock a Protected Document

To remove all protection from a document, you might need to know the password that was applied to the document. Or you might have to be listed as an authenticated owner for the document.

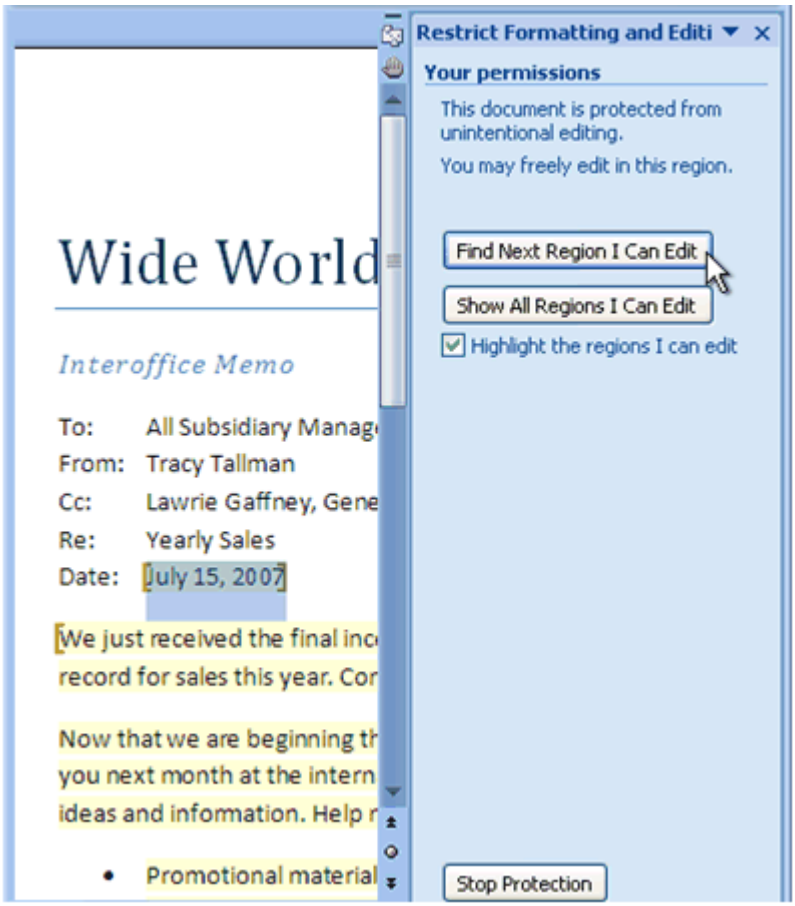
If you are an authenticated owner of the document, or if you know the password for removing document protection, do the following:

1. On the **Review** tab, in the **Protect** group, click **Restrict Editing**.
2. In the **Restrict Formatting and Editing** task pane, click **Stop Protection**.
3. If you are prompted to provide a password, type the password.

7.2.5 Make Changes in Restricted Document

When you open a protected document, Microsoft Word 2010 restricts what you can change based on whether the document owner granted you permission to make changes to a specific part of the document.

The **Restrict Formatting and Editing** task pane displays buttons for moving to the regions of the document that you have permission to change.



If you do not have permission to edit any parts of the document, Word restricts editing and displays the message, "Word has finished searching the document" when you click the buttons in the Restrict Formatting and Editing task pane.