

Section 5

Word Options

By the end of this Section you should be able to:

Produce Document Statistics and Summaries

Print Document Information

Recover Lost Work

Change Print Options

Add, Change and Remove Passwords

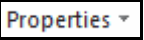
Make a Document Read Only

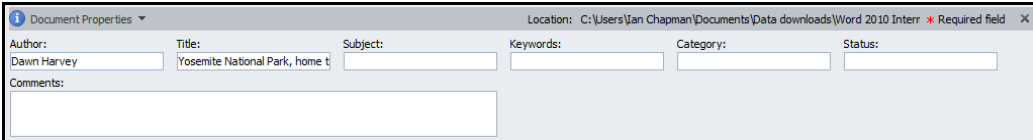
Exercise 53 - Document Summary

Guidelines:

A **Document Summary** can be created to help describe the document and its contents when it is first saved. The summary is saved with the document and is a very useful way to find specific information when many documents are stored on disk.

Actions:

1. Open the document **Yosemite** and click the **File** tab, select **Info** and then click the drop down arrow next to **Properties** at the top right of the screen, . Select **Show Document Panel** and the **Document Properties** are displayed above the page area in the **Document Information Panel**.



The screenshot shows the 'Document Properties' dialog box. The title bar reads 'Document Properties' and 'Location: C:\Users\Ian Chapman\Documents\Data downloads\Word 2010 Interr * Required field'. The dialog has several fields: 'Author:' with 'Dawn Harvey', 'Title:' with 'Yosemite National Park, home t', 'Subject:', 'Keywords:', 'Category:', and 'Status:'. There is also a 'Comments:' section with a text area. The 'Title' field is highlighted with a red box.

2. Notice that the **Title** defaults to the first sentence of the text. Change this by typing type **Yosemite** in the **Title** box.
3. In the **Subject** box enter **Overview of Yosemite National Park** and replace the name in the **Author** box with your own name.
4. The other options, **Keywords** and **Comments** could have information added, if relevant to the document. **Keywords** can be used to search for files on a particular subject. Close the **Document Information Panel**.
5. Save the document as **Properties** before closing it.
6. Display the **Open** dialog box.
7. Move the mouse over the **Properties** file to see the new information.
8. Cancel the dialog box.

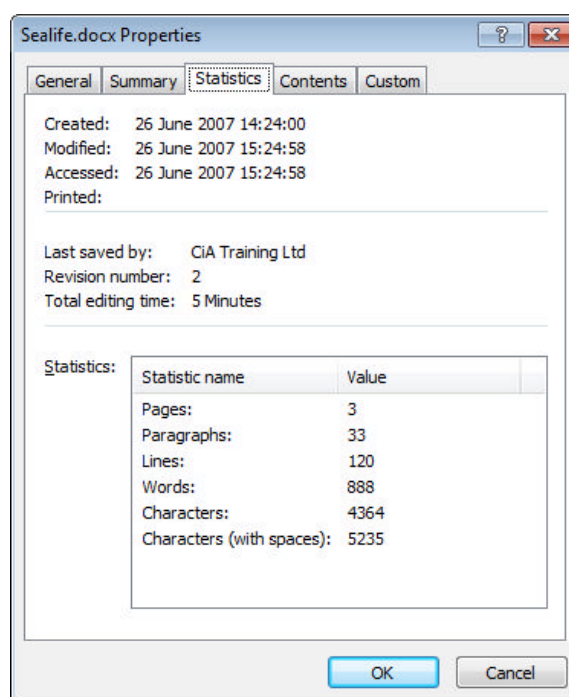
Exercise 54 - Document Statistics


Guidelines:

As well as document summaries, useful statistics for each document are also maintained automatically, such as creation date, modification date, number of pages, words, etc. These statistics can be viewed at any time.

Actions:

1. Open the document **Sealife**.
2. Click the **File** tab, select **Info** and click the drop down arrow next to **Properties**. Select **Advanced Properties**.
3. From the **Properties** dialog box click the **Statistics** tab. The **Document Statistics** can now be viewed.



4. Click **Cancel**. Select the **Review** tab and from the **Proofing** group, click **Word Count**,  **Word Count**. Note the number of words in the document.

*Note: The word count is also shown on the **Status Bar**.*

5. Close the **Word Count** dialog box.
6. Move to the end of the document and add a new line of text. Display the **Word Count** dialog box again to see how the word count has increased.
7. Close the dialog box and the **Document Information Panel**. Close the document without saving.

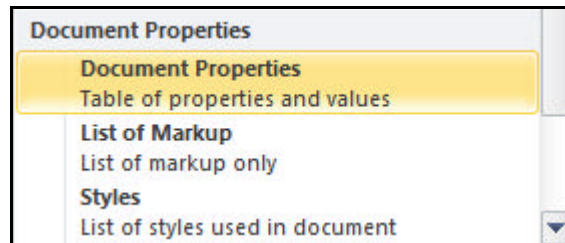
Exercise 55 - Printing Document Information

Guidelines:

Different information about a document can be printed even though it is not part of the document text itself. **Document properties**, **Comments**, **Styles**, **AutoText entries** and **Key assignments** can all be printed.

Actions:

1. Open the document **Egyptology**.
2. Click the **File** tab and then click **Print**.
3. Click the drop down arrow on the **Print All Pages** button. Read the options available under **Document Properties** and then select **Document Properties**.



4. Click the **Print** button to print the properties.
5. Close the document without saving.

Exercise 56 - Recovering Lost Work

Guidelines:

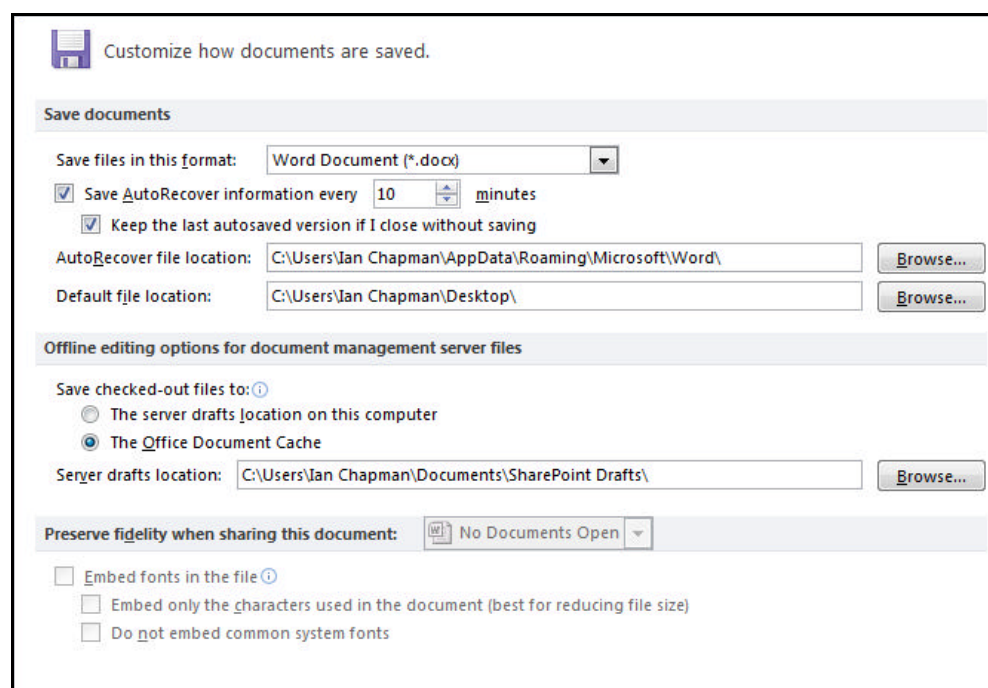
Work should be saved regularly to minimise any loss of data through a power failure or other mishap. The **AutoRecover** feature automates this by automatically saving a copy of your work at fixed time intervals. This time interval can be changed.

If your application stops responding for any reason, *Word* will try and recover any documents that were open, even though the **AutoRecover** feature was not activated.

An automatic **backup** option ensures that whenever a document is modified and saved, a backup copy of the original version is also kept.

Actions:

1. Start a new document and type in your name.
2. Click the **File** tab and then **Options** and display the **Save** options.



3. The **Save AutoRecover information every...** option should be set by default, with a time interval of **10** minutes. To alter the time between automatic saves, increase or decrease the time to suit (remember the time entered will be the maximum amount of work which could be lost, through loss of power or equipment failure).

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Exercise 56 - Continued

4. Click the **Advanced** button and scroll down to the **Save** section.
5. To create backup files, check **Always create backup copy**. This keeps a copy of every document saved, so all documents are stored twice, after making changes.
6. Click **OK**.
7. Save the document as **Saving**.
8. Add your address to the document and save the document again with the same name, overwriting the first save.
9. Close the document then click the **File** tab and select **Open**. Make sure **Files of type** is set to **All Files**.
10. As well as the file **Saving**, there should also be a file called **Backup of Saving**. Open the file **Backup of Saving**. This is a copy of the document before the last changes.
11. Select **Options** and then select the **Save** option and return the settings to their previous values. On the **Advanced** tab uncheck **Always create backup copy** if not required. Reset the **AutoRecover** options to their original values.
12. Click **OK** to confirm the changes.
13. Close the document.

*Note: If Word fails to respond at any time, select **Start** then **All Programs** then **Microsoft Office Tools** and click **Microsoft Office Application Recovery**. Choose **Recover Application**. There may be a choice as to which saved file to recover, and a prompt will appear to send an error report to Microsoft.*

*Note: If a document becomes corrupted it can be repaired as it is opened. Click the **File** tab and select **Open**, select the file, click on the **Open** drop down arrow and choose **Open and Repair**.*

Exercise 57 - Print Options

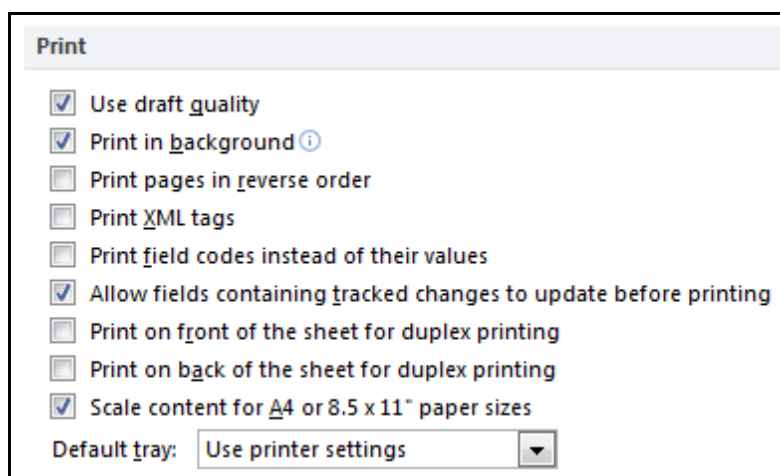
Guidelines:

Print Options control the way documents are printed. Documents can be printed in **Draft output** which, depending on the printer selected, may print in a single font, underline any formatted text and not print graphics. **Reverse print order** prints the pages last to first. **Update fields** changes items such as contents and dates before printing.

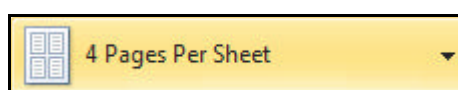
Actions:

1. Open the document **Success**.
2. Print a copy of the document to ensure that the printer is capable of printing graphics.
3. Obtain a draft copy of the document. Click the **File** tab and then **Print**. Click **Options** and select the **Advanced** tab. Check **Use draft quality** from the **Print** area.

Note: Some printers do not support this option.



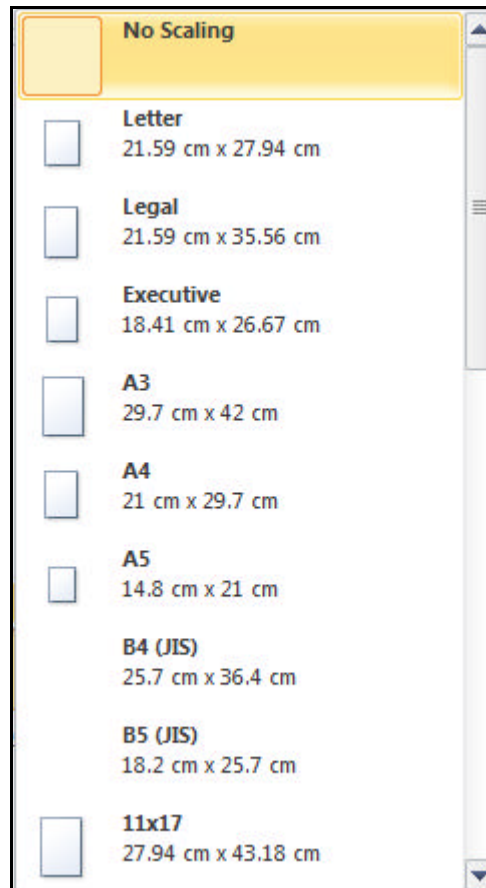
4. Click **OK**.
5. Some printers are capable of printing several pages of a document on each sheet. Click the **File** tab and then **Print**. Click the drop down arrow on the **1 Page per Sheet button** in the **Settings** area and select **4 pages**.



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Exercise 57 - Continued

- Click **OK**. The printed sheet shows four copies of the document (depending on the printer in use).
- A document can also be scaled to the size of the paper or envelope currently in use. Display the **Print** options again.
- Click the drop down arrow on the **4 Pages Per Sheet** button and select **Scale to Paper Size**.



- Select **Letter**
- Click **OK**.
- Make sure that subsequent printing is normal by selecting **No Scaling** from the **Scale to Paper Size** options, and click **Options**, select **Advanced** and uncheck **Use draft quality**.
- Click **OK**. Close the **Print** dialog box.
- Close the document without saving.

Exercise 58 - Passwords

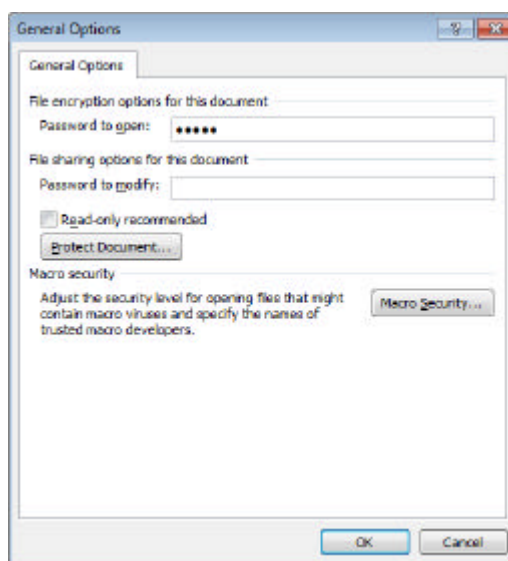
Guidelines:

Passwords can be assigned to certain documents to restrict access to them. This is particularly important if a computer is shared or is on a network where it can be accessed by others.

Passwords can be used to control whether or not a document can be opened or modified. Be careful, as without the password, access to the document will not be allowed; make sure to use a password that will not be forgotten.

Actions:

1. Open the document **Staff Meeting**.
2. To add a password of your choice click the **File** tab and select **Save As** and from the **Tools** drop down select **General Options**.
3. Locate **File encryption options for this document** and enter the password **bw34z** in **Password to open**.



Note: To set a password to modify the document, enter it in the **File sharing options** area.

4. Click **OK**. Re-enter the same password **bw34z** in the **Re-enter password to open** box, click **OK** and save the document as **Password**.
5. Close the document.
6. Open the document **Password** to check whether the password works. Leave the document open for the next exercise.

Note: Passwords are case sensitive, therefore **Samantha** is not the same as **samantha** or **SAMANTHA**.

Exercise 59 - Changing/Removing Passwords

Guidelines:

If it is decided to change or remove a password, follow the same general steps as for adding a password. The original password is always required to access the document before any changes can be made, and the document must be saved after the password is changed.

Actions:

1. Use the document **Password**. This should already be open from the previous exercise.
2. A rumour is circulating that the canteen workers have accessed the document. For security reasons, change to a different password using **File** tab, **Save As** and **General Options** from **Tools**.
3. In the **Password to open** area, enter a new password **rusafe2** and click **OK**. Re-enter the password and click **OK**.
4. Save and then close the document.
5. Scandal is imminent - the document has been released to the press. Reopen the document and remove the password by deleting the contents in the **Password to open** box.
6. Save the document and close it.
7. Check that the document is no longer password protected by reopening it.
8. Close the document.

Note: Passwords can only be changed when the document is open and it can only be opened with the password. This prevents passwords from being changed accidentally.

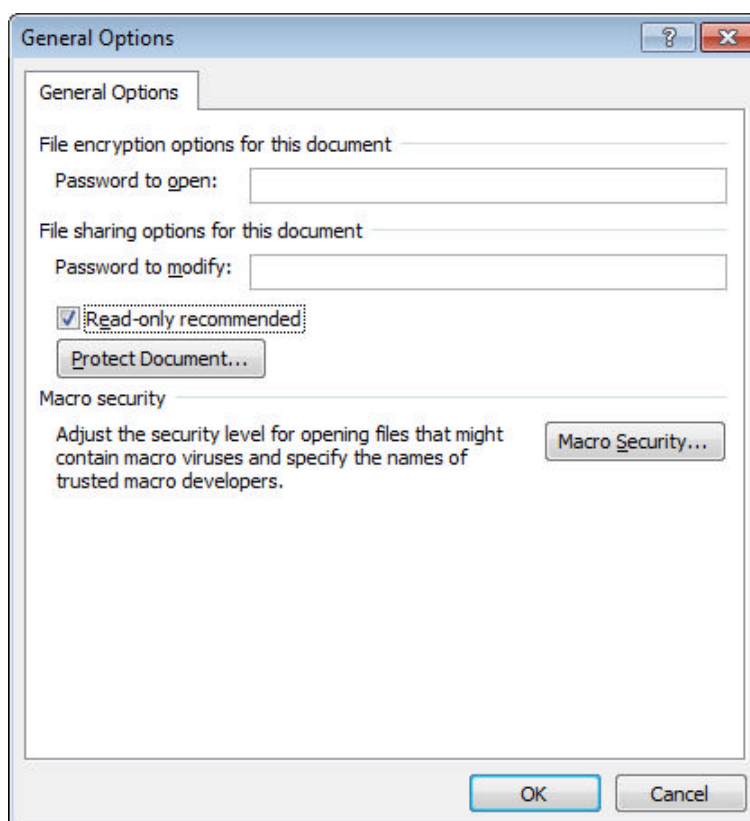
Exercise 60 - Read Only Documents

Guidelines:

Making documents **Read Only** on opening prevents the original document from being overwritten accidentally. Documents opened in this way can be changed but have to be saved under a new file name. If a document is **Read Only** a notation will appear in the **Title Bar**.

Actions:

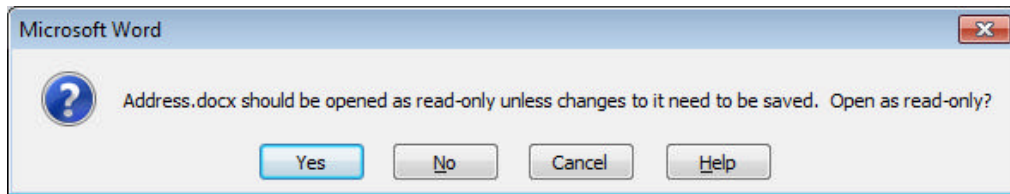
1. Start a new document and enter your work address.
2. To make this a read only document, click the **File** tab and select **Save As**, then select **General Options** from the **Tools** button.
3. Check the **Read-only recommended** box.




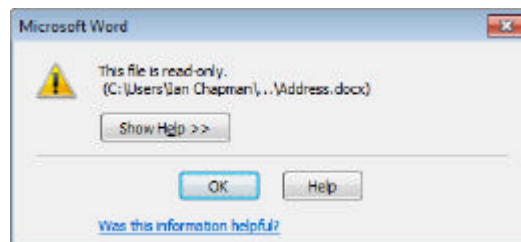
4. Click **OK**. Name the document **Address**.
5. Click **Save** to make the document read-only and close it.
6. Now open **Address** again and the following prompt appears:

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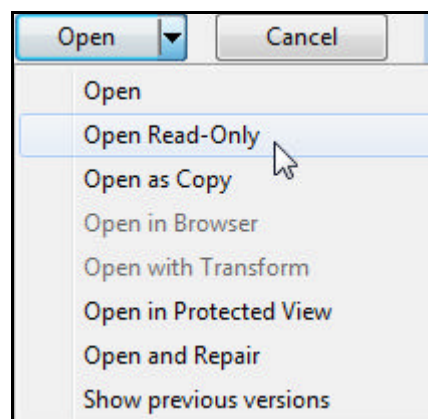
Exercise 60 - Continued



7. Select **Yes** to open the document.
8. Notice the **Title Bar**, shows the name of the document, followed by **(Read-Only)**.
9. Delete the first line of the address.
10. Click the **Save** button,  and the **Save As** dialog box appears, rather than the document being saved immediately.
11. Click **Save**. The following prompt appears:



12. Click **OK**. The only way this document can be saved is under a different name.
 13. **Cancel** the save and close the document without saving.
- Note: A file can be opened as **Read-Only** by clicking the **File** tab, selecting **Open**, selecting the file, then selecting **Open Read-Only** from the drop down list at the bottom of the dialog box.*



Exercise 61 - Revision: Word Options

1. Open the document **Poetry**.
2. Use the **Word Count** feature to find out how many words it contains. How many words in the document?
3. Print the **Document Properties**.
4. Close it without saving.
5. Now start a new document.
6. Enter the following text: **I was born at an early age..**
7. Save the document as **Memoirs**.
8. Make the document read-only.
9. Set a password for opening the document (**secret**).
10. Change the password to **topsecret**.
11. Remove the password.
12. Save the changes to the document, with the same name.
13. Close the document.

*Note: Answers for this exercise can be found in the **Answers Section** at the end of the guide.*