



Word 2007 Headers, Footers, Bullets & List

In this lesson you will learn techniques to create a bulleted and numbered list, insert symbols and special characters, and insert drop caps and graphics.

Objectives

- Create Header and Footer
- Create Custom Header and Footer
- Create bulleted and numbered lists
- Insert symbols and special characters
- Insert drop caps

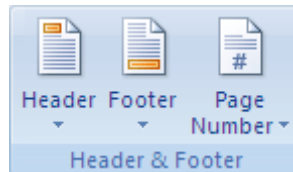
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Headers & Footers, Page Numbers

Insert Header and Footer

Microsoft Office Word 2007 includes many predesigned headers or footers that you can insert into your document. Or you can create a header or footer from scratch.

Header and Footer give your document a consistent look while including information such as, page number, file name, document title, author's name, modification date and or other document properties.



Customize Your Header Footer

There are two places to make this change from: if you have a header or footer in the document, double-click to activate it, and look for the Header & Footer Tools button at the top of the screen. The Header & Footer Tools only has one tab, the Design tab.

The other way is through the Page Layout tab, in Page Setup group, click the Page Setup dialog box button, and go to the Layout tab.

Insert Predefined Header or Footer

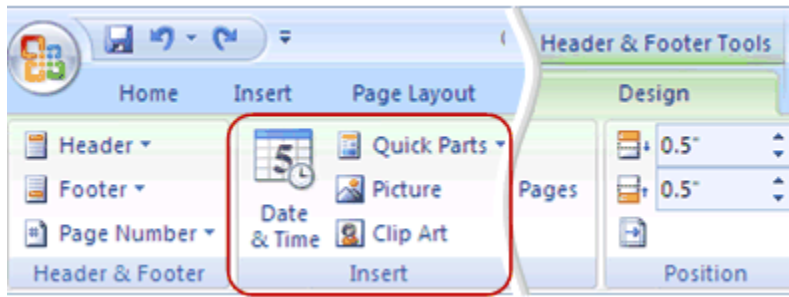
On the Insert tab, in the Header & Footer group, click the Header or Footer button.

Click on the design from the gallery list.

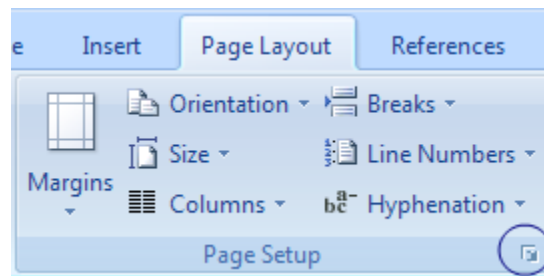
Insert Custom Header or Footer

On the Insert tab, in the Header & Footer group, click the Header or Footer button.

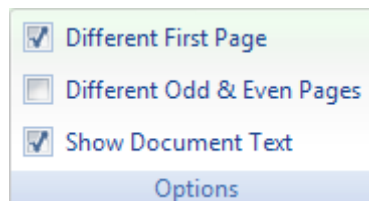
Select Edit Header or Edit Footer.



Type text or insert graphics and other content by using the options in the Insert group on the Design tab, under the Header & Footer Tools tab..



First Page is Different



On the first page of the document, double click the header or footer area. Under the **Header & Footer Tools**, on the **Design** tab, in the **Options** group. Select the Different First Page check box.

Note: If your document includes a cover page from the gallery of cover pages in Office Word 2007, the Different First Page option is already turned on. Inserting or editing a header or footer on this page does not affect the other

pages in the document.

Create a header or footer, or make changes to the existing header or footer, on the first page.

No Header or Footer on First Page

On the first page of the document, double click the header or footer area.

Under **Header & Footer Tools**, on the **Design** tab, in the **Options** group, select the Different First Page check box.

Note If the **Different First Page** check box is already checked, do not clear it. Go on to the next step.

In the First Page Header or First Page Footer area, delete the contents of the header or footer.

The Page Setup window will bring you straight to the tab that contains header and footer choices. Here you will find an option for having different headers and footers on odd and even pages as well as an option for having a different header on the first page.

Keep in mind that when you choose to have different headers and footers on odd and even pages you will need to go into the document and set them up on both an odd and an even page. If you choose to have a different header on the first page only you will need to set up the first page and then the other pages.

Create odd and even headers or footers in a document

Click an odd-numbered page, such as the first page of your document. On the Insert tab, in the **Header & Footer** group, click **Header or Footer**.

In the gallery of headers or footers, click a design labeled (Odd Page), such as **Austere** (Odd Page).

Note If you don't see a gallery of header or footer designs, there might be a problem with the Building Blocks template on your computer. See I don't see galleries of page numbers, headers and footers, cover pages, or equations for information about how to fix this problem.

Under **Header & Footer Tools**, on the **Design** tab, in the **Options** group, select the **Different Odd & Even Pages** check box.

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Under **Header & Footer Tools**, on the **Design** tab, in the **Navigation** group, click **Next Section** to advance the cursor to the header or footer for even-numbered pages.

Under **Header & Footer Tools**, on the **Design** tab, in the **Header & Footer** group, click **Header** or **Footer**

Create bullets and numbered lists

You can make lists more attractive and easier to read by using Word's many options for creating bulleted or numbered lists. You can also apply bullets or numbers to a sequence of paragraphs to emphasize a series of points.

☛ *Apply bulleted lists*

Open a blank document.

1. Type the following text:
These items were on my shopping list:
Corn
Milk
Bread
Butter
Lettuce
2. Select all the text except the first line.
3. Click the Bullets List button.

On the Bulleted tab (see Figure 4.1) select the bullet style you want to apply and click OK.

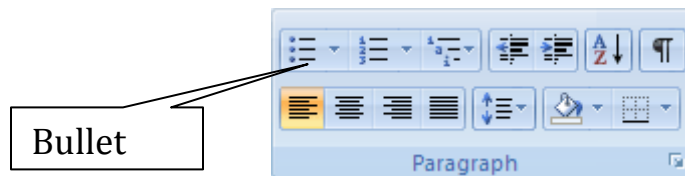


Figure 4.1 Bullets and numbering

The selected paragraphs now have bullets and are indented as shown in the example below. Your text may vary, depending on which bullet style you selected.

Activity-Explore bullet options

Select different bulleted formats from the Bullets and Numbering dialog box and apply them to the list.

☛ *Remove bullets*

If you decide you no longer want to display information in a bulleted list, you can easily remove the bullets.

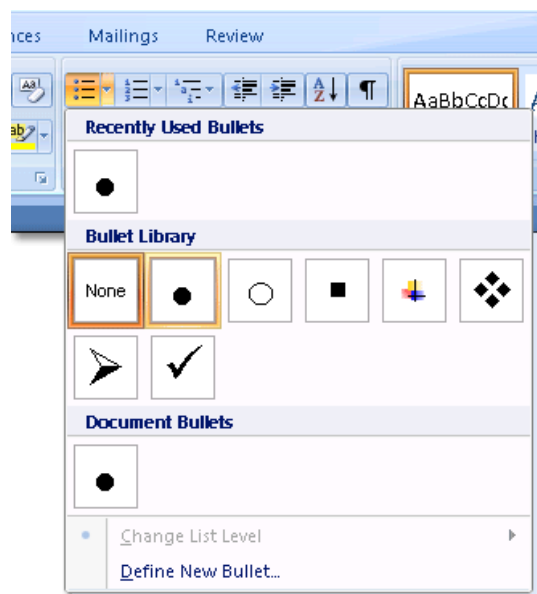
4. Select the paragraphs from which you want to remove the bullets.
5. On the Style ribbon click Normal.
6. On the Bulleted tab (see Figure 4.1), click None.
7. Click OK.

Or click the Bullets icon on the formatting toolbar.

☛ *Change the type of bullet*

If the standard bullet choices are not to your liking, you can use the Customize option to change the bullet style.

1. Select the text or paragraphs you want to bullet.
2. Click the chevron right of the Bullets button.
3. Click Define New Bullet.



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Figure 4.2 Bullet Library

4. In the **Define New Bullet** (see Figure 4.3), you can change the bullet, set a different font for the bullet, select a different symbol for the bullet, or insert a picture as the bullet:

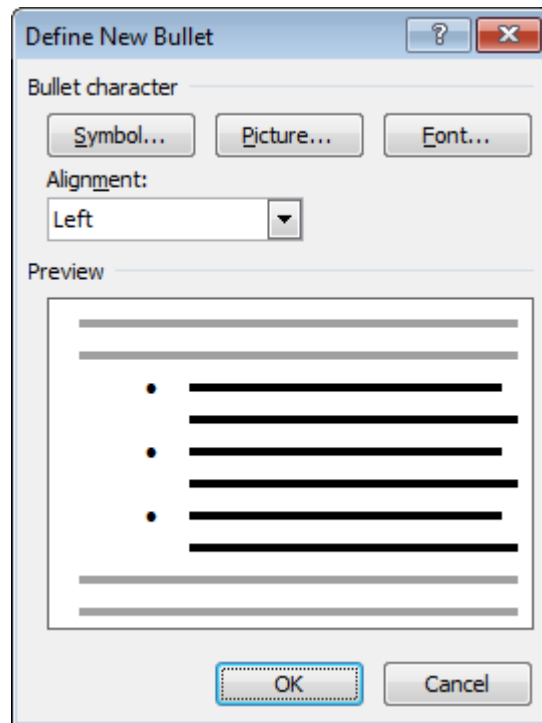


Figure 4.3 Customize Bulleted List dialog box

5. Click **OK**.

Apply numbered lists

You can apply numbers to text or paragraphs that you want to emphasize or identify as a sequence.

Use the same steps shown above for Bulleted Lists except select the Numbered tab (see Figure 4.5).

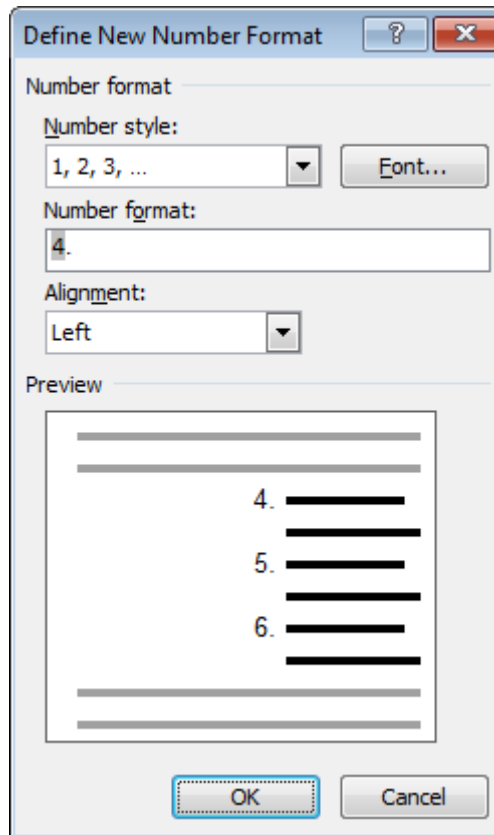


Figure 4.5 Bullets and Numbering dialog box with Numbered tab selected

1. On the Numbered tab, select the style of the numbered list you want to apply.
2. Click OK.

Activity-Apply number options

Apply different Numbered formats to your list.

There are two more tabs available for special effects. Experiment with Outline Numbered and List Styles to take full advantage of this feature.

Restart Numbered Lists

Word will continue the numbering from previous lists when you start a new list. You can use the Restart numbering option to reset the default numbering style and to restart the numbering for the list.

Add new text to your document and then select it to restart the numbering for a list..

1. Right Click on the Numbering.
2. On the Numbered tab, select the desired style of the numbered list.
3. Click **Restart numbering**.
4. Click OK.

☛ *Force part of a paragraph to a new line*

You may want part of your text to go to the next line, but you want Word to treat it as part of the same paragraph. By creating a “soft return,” you force the text to go to a new line, but it is treated as part of the same paragraph.

1. Click at the end of the word **Milk**.
2. Press the **Delete** key once so that the word **Bread** moves to the same line as the word **Milk**.
3. Hold down the Shift key while you press the **Enter** key (**Shift+Enter**).

This creates a “soft return” after the word **Milk** and the next line is no longer numbered. The list now looks like the text below.

1. **Corn**
2. **Milk**
Bread (*soft return*)
3. **Butter**
4. **Lettuce**

☛ ***Exercise – Creating a Numbered List***

Create the following items were on my shopping list:

1. Corn
2. Milk
3. Bread
4. Butter
5. Lettuce

☛ ***Exercise – Creating a Numbered List with Soft Returns***

Create the following items were on my shopping list:

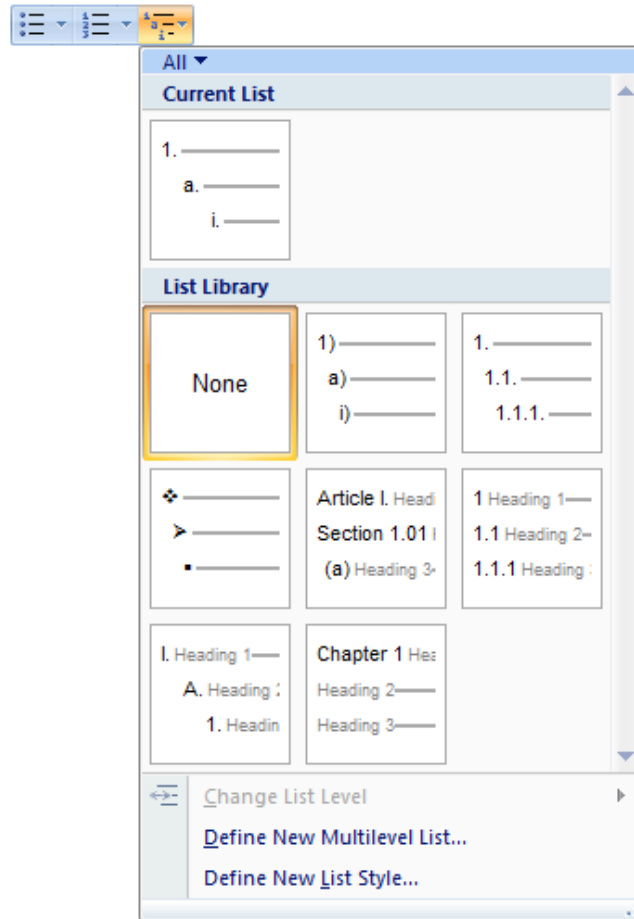
1. Type **Milk**<enter>.
2. Type **Low Fat**<shift+enter>
3. Type **Whole**<shift+enter>
4. Type **Half and Half**<shift+enter>

6. Milk
Low Fat
Whole
Half and Half

The Multilevel List gallery

The other significant change is that there is now a third button relating to bullets and numbering—the multilevel list button. This button allows you to change the formatting of all of the items in your list at one time. Each level of a list can have either a bullet or a number so the multilevel gallery has both types of lists in a single location. Selecting from this gallery ensures that your entire list is formatted correctly, which in turn makes the list more predictable.

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✎ *Exercise – Creating a Multilevel List*

Create the following items were on my shopping list:
Click on the **Number List** tool before you start typing.

- 1) Corn<enter>
- 2) Milk<enter><tab>
 - a) Skim<enter>
 - b) Whole<enter><enter>
- 3) Bread<enter><tab>
 - a) Whole Wheat
 - b) White<enter>
 - c) Raisin<enter>
- 4) Butter<enter>
- 5) Lettuce<enter><tab>
 - a) Butter
 - b) Iceberg
 - c) Romaine

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Insert special graphics and characters

You can enhance the content of your document by inserting special symbols and characters. Use Symbol on the Insert menu to open the Symbol dialog box.

✎ Insert a symbol

1. Open the **Sample Files.doc** document.
2. Place the insertion point somewhere in the document.
3. On the Insert tab menu, click Symbol in the Symbol Group, click on More Symbols (see Figure 4.6).

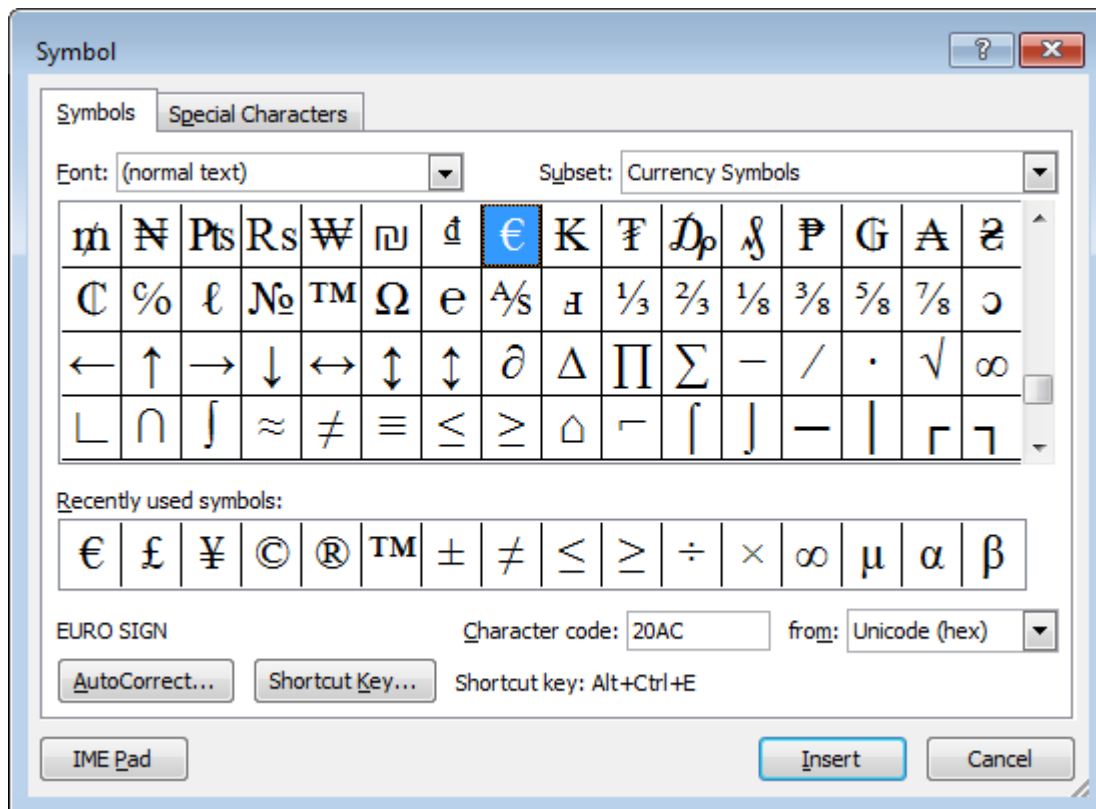


Figure 4.6 Symbol dialog box

4. Click the arrow to the right of the Font box to open the dropdown list. Scroll down and click Wingdings, which is a specialized font with symbol characters. You may select other fonts that have their own array of symbols and characters.

5. Select a symbol and click Insert (see Figure 4.6). After you click Insert, the Cancel button becomes a Close button.
6. The Recently used symbols area stores up to 16 symbols, allowing you easy access to frequently used symbols.
7. The Special Characters tab displays a list of characters, some of which have shortcut key combinations, that may be inserted in your document.
8. Click Close. The symbol you chose will appear at the position where the insertion point was located.
9. You may now edit the symbol to change its size, color and location.

Activity-Insert symbols

Using the Symbols tab to look at the different Fonts and symbols available for use in your documents. Experiment with the various text editing techniques available to enhance them.

Creating drop caps

In this lesson you will make two styles of drop cap. One is Word's traditional way and the other is by inserting a symbol letter to be used as a drop cap.

Exercise

1. From the location of your student files, open Sample Document.doc
2. Highlight Type your name here.
3. Type your name.
4. Make a drop cap
5. Click to place the insertion point anywhere in the paragraph where you want the drop cap.
6. Click insert tab, in the Text section, Drop Cap. The Drop Cap dialog box (see Figure 4.7) opens.

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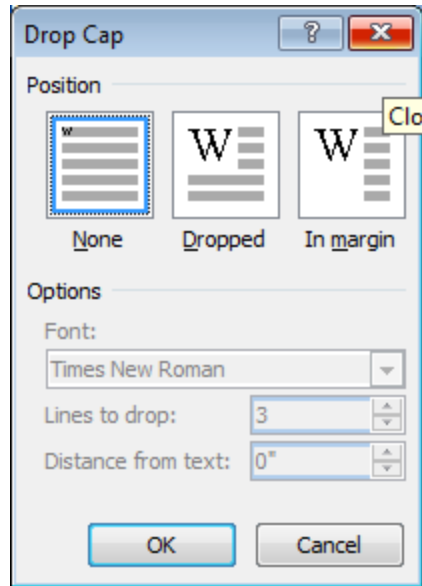


Figure 4.7 Drop Cap options box

7. In the Position area of the dialog box, click Dropped to select a style for the drop cap.
8. Click OK.

Select the drop cap. On the formatting toolbar, click the arrow to the right of the Font Color icon and select the color you want for your drop cap.

To remove the drop cap, first select it. Select Drop Cap, and then click None.

Once upon a time, several people were in the Hart Senior Center learning how to make a drop cap.