

Word 2007 *16*

Cook Book

In this lesson you will learn how use all of the features of Word 2007 to create your own book or cook book.

Objectives

- Section Breaks
- Insert Cover Page
- Set page number to 1
- Insert other text document
- Insert Photos, File or images from the web.
- Create Table of Content
- Create an Index

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Lesson Sixteen: Cook Book

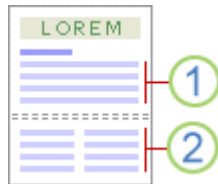
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Section Break

What's the difference between a page break and a section break?

A page break is just a forced start of a new page. A section break is the start of a new section. Where as each section can have its own headers and footers, page numbering and page orientation.

A "Next Page Section Break" also forces a page break.



Section break might be useful when change from single column format to double column, This is typically use in Newsletter type document or writing larger document such as a book or writing your memoirs.

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

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.

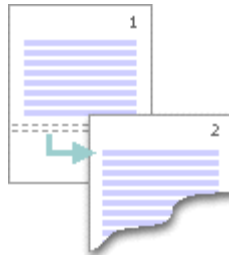
The section break that controls the formatting of the last part of your document is not shown as part of the document. To change the document formatting, click in the last paragraph of the document.

Section Break Type:

The following examples show the types of section breaks that you can insert. In each illustration, the double dotted line represents a section break.

Next Page

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.



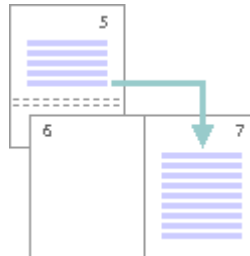
Continuous

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.



Even and Odd 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.

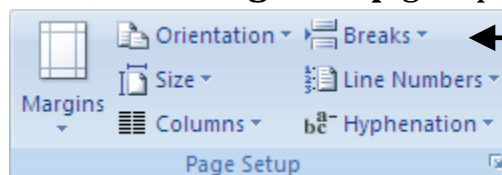


Change the document layout or formatting by using section breaks

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.

1. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



2. 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.

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

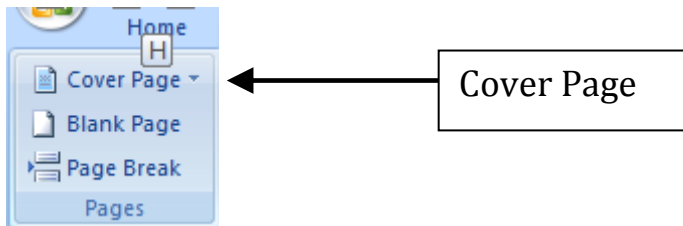
text before the break. That text becomes part of the following section, and it assumes the formatting of that section.

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**.

Insert Cover Page

To insert a cover page, follow these steps:



1. Go the beginning of the document. (ctrl+home)
2. Click the **Insert** Ribbon
- 3.2. In the **Pages** Section, click **Cover Page**
- 4.3. In the Cover Page gallery, select a design that you like.



Figure 16.1 – Cover Page Gallery

Removing a Cover Page From Your Document

You can also remove a cover page if you want to insert a different one or if you decide you don't want a cover page at all:

1. Click on the cover page. (**Ctrl-Home**)
2. Click the **Insert** Ribbon
3. In the **Pages** Section, click **Cover Page**.
4. Click **Remove the Current Cover Page**

Exercise

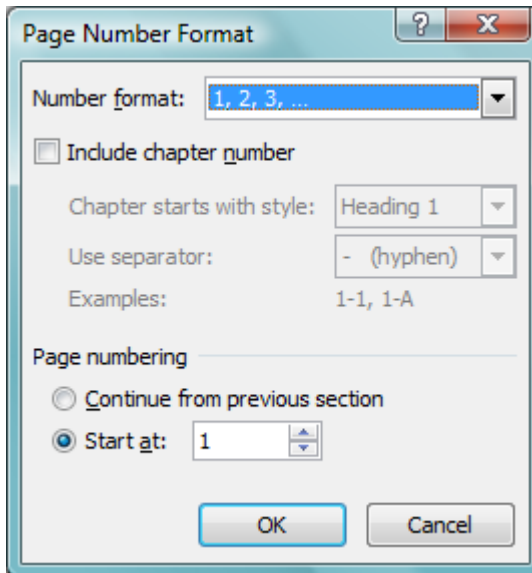
Section breaks will become useful in large project such as a manuscript or book. You are going to create a section break after the cover page of a book.

1. Open a new blank document.
2. On the **Insert** tab, click on ▼ next to **Cover Page** from the **Pages** group.
3. Select one of the built-in cover pages.
4. Place the I-beam after the page break and click.
5. Press <enter> to go to a new page.
6. Type "Preface"
7. Click on the **Page Layout** tab.
8. Click on **Break** and then click on **Odd Page**.
9. Enter "Chapter One"<enter> 3 times.
10. Click on **Page Number**, select **Bottom of page**, select **Plain Number 2**.

If Link to Previous tab is shown on footer then click Link to Previous to turn it off on the design tab.

- Notice that the page number is 3.

11. Click on **Page Number, Format Page Number**.



12. Set page number to 1.

Activity-Create a Cook Book Cover Page

Use graphic techniques you learn in Lesson 8 to create a custom cover page for your new cook book.

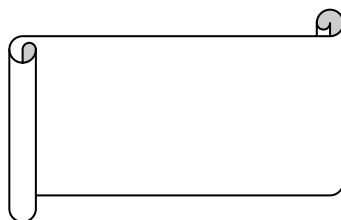
Exercise 1: Add text to a shape

You will create a custom logo for the title page of your cook book.

1. Open a new blank document. Press **<Enter>** 6 times.
2. Select **Insert>Shape** from **Stars and Banners**.

¶

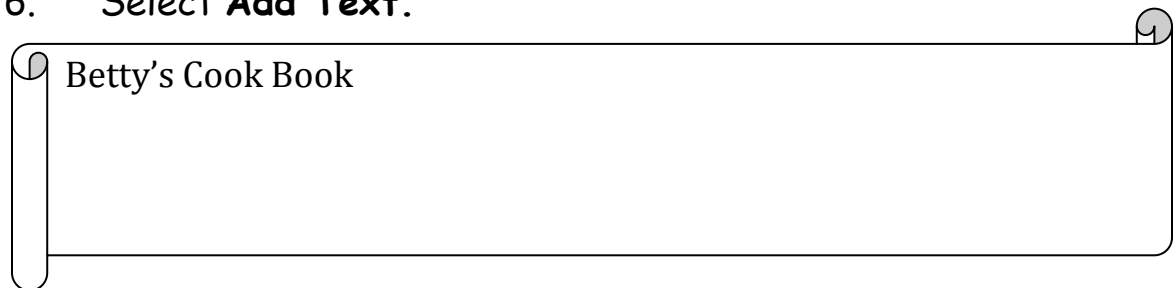
¶



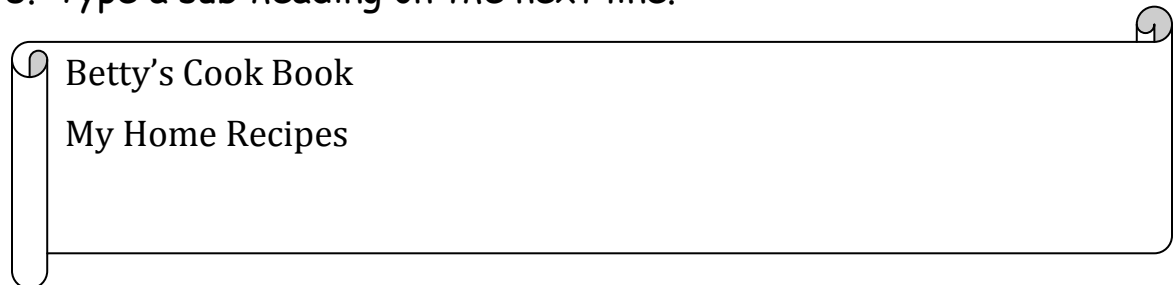
¶

Insert shape in the middle of the paragraph, before the last paragraph mark ¶.

3. Drag diagonally to resize the Shape.
4. Click on the shape and position it on the page.
5. **Right-Click** on the area inside the shape
6. Select **Add Text**.



7. Type the name of your cook book<enter>
8. Type a sub heading on the next line.



Exercise 2: Format the shape

1. Click on the the letterhead picture.
2. Click the Position button from the **Arrange** group, and click **Square** under **Text Wrapping**.
3. On the **Format** tab, select **Shape Fill**, to change the fill



Note: You may want to move the picture to the left side of the page and right-justify your name and address. All basic text formatting can be applied.

4. Add **Shadow Effects** and **Gradient fill** for you new letterhead.



5. Place the I-beam after the company name. Use the tab key or use the ruler line to insert a new tab.
6. Enter the phone number.

Exercise 3: Save the document

1. Click the **Office Button** and click **Save As** to save your document with a new name.
2. Open the location where your student folder is saved and **double-click** the icon next to the student folder to open it.
3. Highlight the current name in the File name box and type **My Cook Book** to replace the highlighted text.
4. Click the **Save** button.

Exercise 4: Print Preview your Letterhead

1. Click the **Office Button** and click **Print**, then select **Preview**:
2. When you are satisfied with the look of you new letterhead, click **Close Print Preview** to exit.

Exercise 5: Create a 2 Page Break

1. Press the <Enter> 3times.
2. Enter "By <your name>"
3. Paragraph alignment Centered.
4. Insert tab, click Page Break in the Pages group.
5. Repeat step 4.

Exercise 6: Position the Title on the Page

If you wish to move the title page further down the page, you must use the <enter> key to create new paragraph. Unlike graphics, text can only be moved using either <enter> key or paragraph alignment formatting.

<enter>

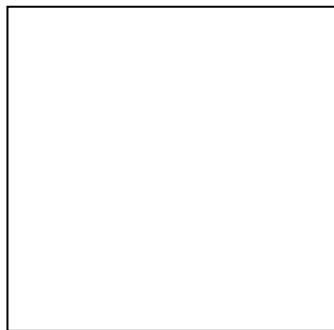
<enter>

Betty's Cook Book

My Home Recipes

Exercise 6b: Adding a image on top of a matte background

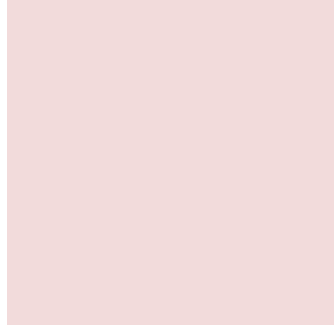
1. Select **Insert>Shape**. Select a box.



2. Drag diagonally to resize the Shape.
3. Click on the shape and position it on the page.

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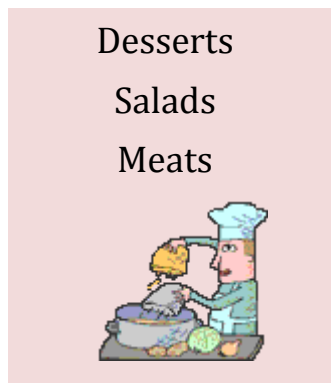
4. Right-click on the shape and select Format Autoshape.
5. Change the fill color and line color to no color.



6. Insert clipart or picture.
7. Make the image **Square Text Wrapping** and position it on top of the box.

Note: Remember the Format menu to edit the picture.

8. Add text.



Create Category using Style Heading

You need to create and heading hierarchy for your recipes book.

Heading 1: Recipes Category: Meat, Fish, Poultry, Desert, Entrée, etc

Heading 2: Recipe Title

Heading 3: (Optional) Ingredients

Exercise 7: Create a Category Cover Page

Use the techniques you use in the previous cover page lesson to create a category cover page.



Exercise 8: Force a Page Break

1. After typing the cover page title, press <enter> 3 time.
2. Example: **Dessert**<enter><enter><enter>
3. Click on the **Insert** tab.
4. Click the **Page Break** tool or use **Ctrl+<enter>**.

Insert Recipes from another Word Document

In you understand the concept of the clipboard, you can use cut/copy and paste to copy insert document into your recipes book. This is especially usefull to copy section from another document.

If you wish to insert the entire document into your recipes, you can simple drag the file icon from Windows Explorer to your Word Window. Just drag it to the position in the document you wish to insert.

Exercise 9 : Insert Recipes from Text File

1. From the Insert tab, select **Object** (Text group)
2. Select **Text from file...**
3. Browse and select the file to insert.
4. Click the **Insert** button.
- 5.

Exercise 10: Insert Text from File...

1. Position the I-beam to the place you wish to insert.
2. Click the Insert tab. In the Text group, click Object ▼.
3. Click **Text from File...**

Insert file dialog box will open. Navigate to the Recipe folder on your student CD.

4. Click Insert

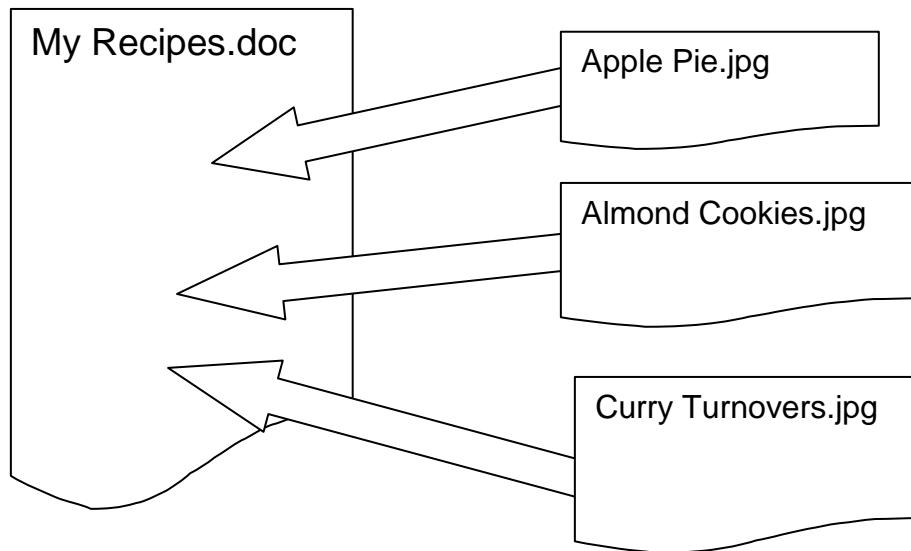
OR

Click Insert ▼ and select **Insert as a link**.

Note: Inserting as link will embed an active link into your document. You cannot edit the inserted file. You will have to make changes directly to the original file. It will update to link to your master file automatically. The master file is smaller. If you save the file to a flash drive you must also save on of the link files.

Word 2007 Windows

Windows Explorer



Note: If you use to method to import a document file, it will converted the document to a graphic object. You cannot use text editing to correct errors.

Exercise 10B: Insert image using drag and dropl

1. Position the I-beam to the place you wish to insert.
2. Open Windows Explorer (Student Folder Icon)

Or

Open **Computer** and locate Recipe folder on student CD.

3. Make both Word 2007 windows and Window Explorer visible.
Use "drag and drop" to insert recipes into your document.
4. Locate image and select it.
5. Drag filename from Window Explorer to the place in the document you wish to insert.

Exercise 11: Insert Recipes from the Internet

You can use an of the popular internet search engine such as Google, Yahoo or MSN. On most search engine you can use plain English language phrases to describe what you are searching for.

1. Open Internet Explorer. In the web address box type:
www.google.com<enter>

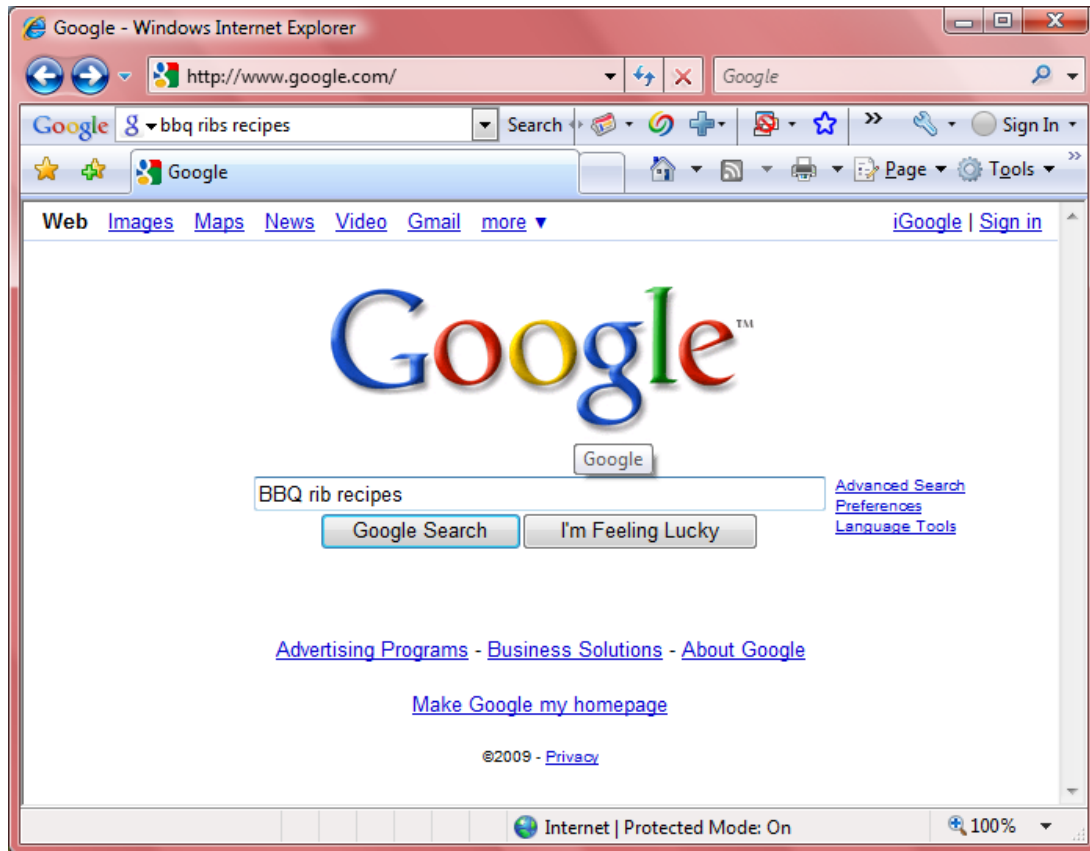
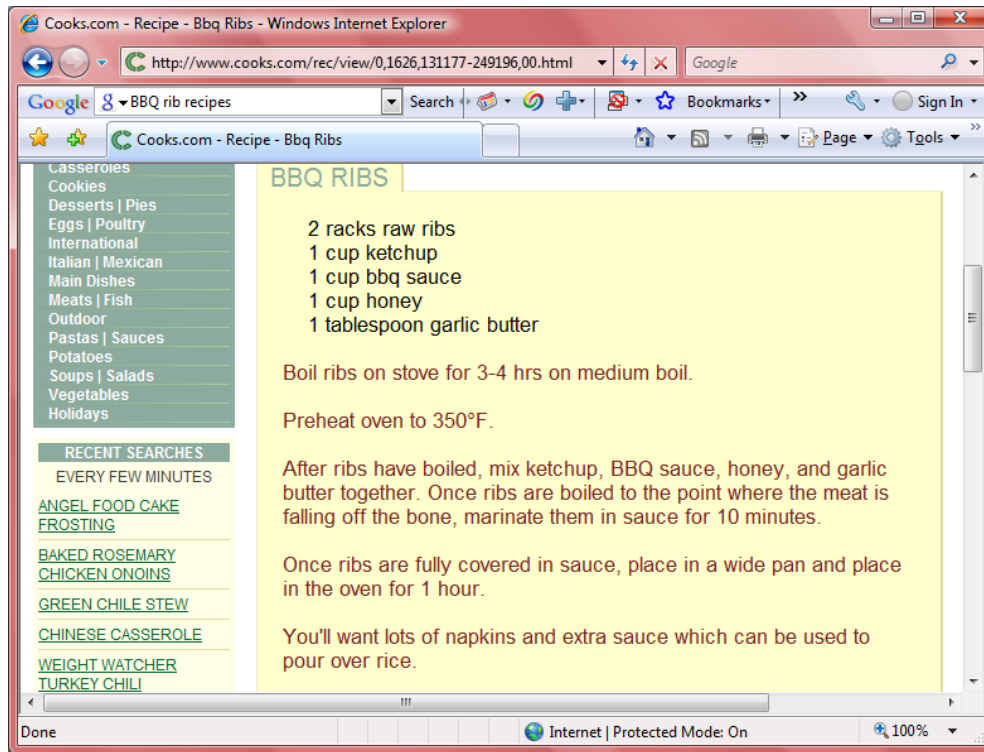


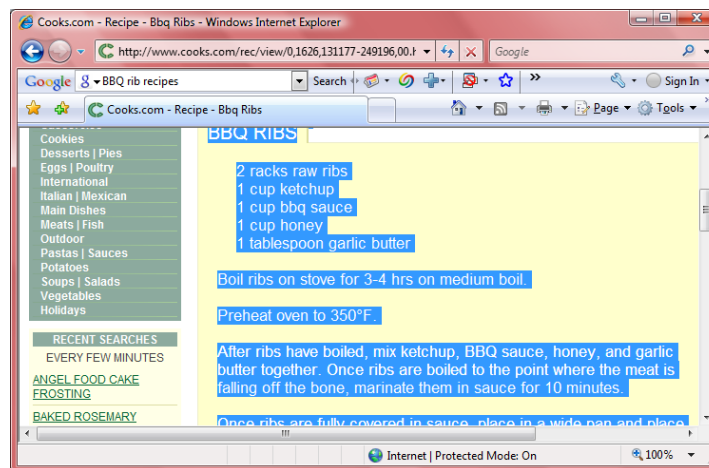
Figure 2 – Google Search for “BBQ rib recipes”

2. For example, if you would like to find a recipes for BBQ ribs, you can type **“BBQ rib recipes”** in the Google search box.

Lesson Sixteen: Cook Book

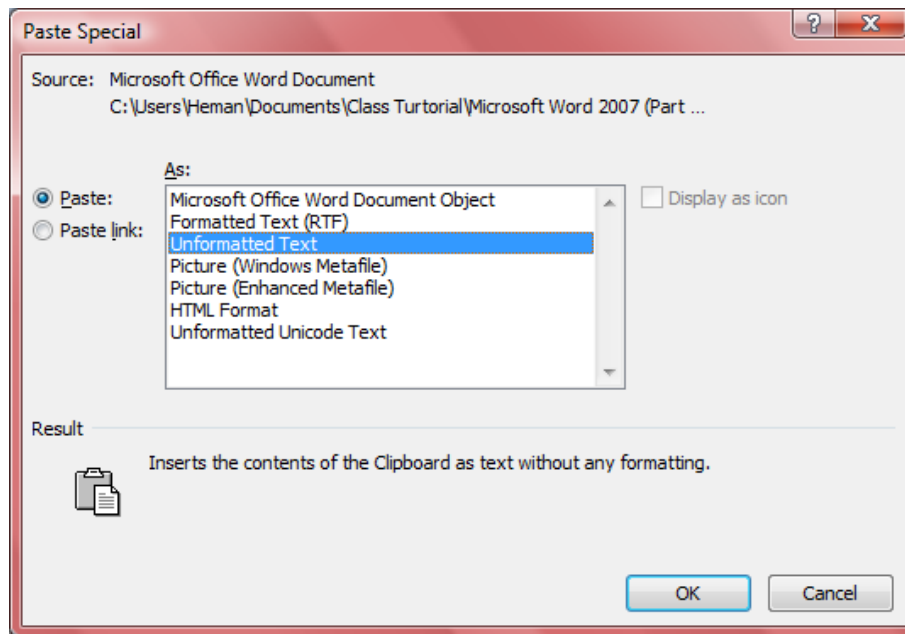


3. Use Copy & Paste techniques: **Drag and Drop** to select the area on the web page to copy.
4. Once the area is highlighted in blue, **right-click** on the selected area and select **Copy** from the Options Menu.



5. Paste as Unformatted Text
6. I recommend that you use the Paste Special option instead of the standard Paste. Click the down arrow on the Paste tool to display the dropdown list box.

7. Select **Paste Special...**



8. Select **Unformatted Text**.

Unformatted Text option will insert text into the existing format of your document instead of overriding it.

9. Click **OK**.

Exercise 13: Heading 2 Style to recipes title.

In our cook book, we've decided to use Heading 2 style for the recipe title. This will become important when we create the "table of content" after the cover page.

1. Place the I-beam on the recipes title "**Apple Pie**"
2. Open the style dialog box.
3. Select "**Heading 2**".
4. Double on Format Painter tool after setting the first style.
5. Paint style on all title throughout your document.

Apply Style with Shortcut Keys

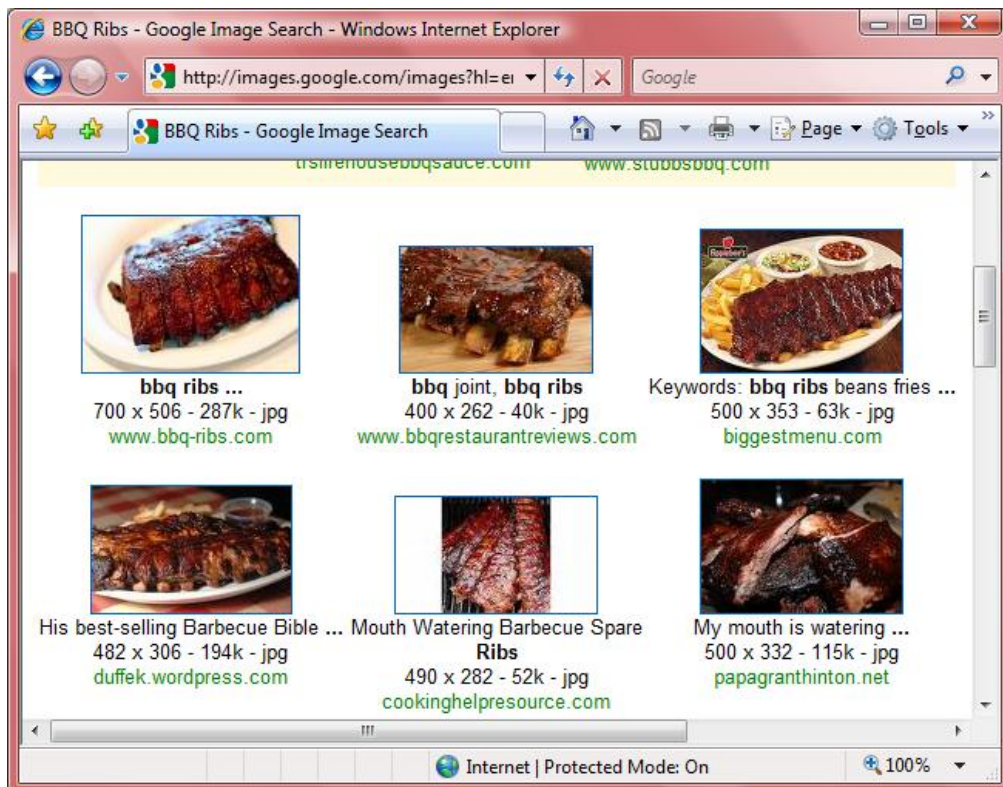
1. Apply **Heading 1** style: **Alt-Ctrl-1**
2. Apply **Heading 2** style: **Alt-Ctrl-2**
3. Apply **Heading 3** style: **Alt-Ctrl-3**
4. Apply **Normal** style: **Ctrl-Shift-n**

Insert a Photos from the Web

Use Google's Image Search engine to search for images on the Internet.

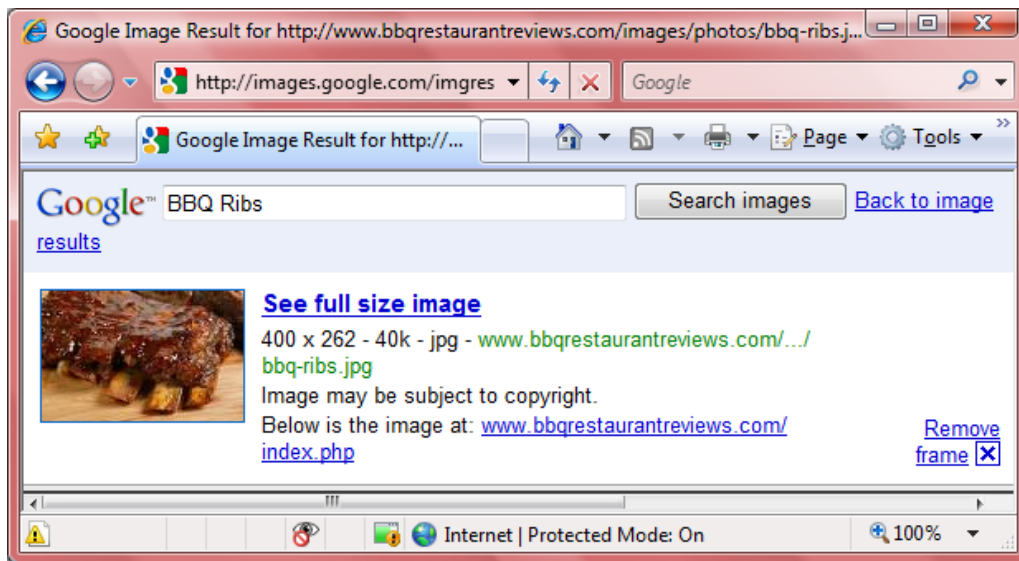


Search for "BBQ Ribs"

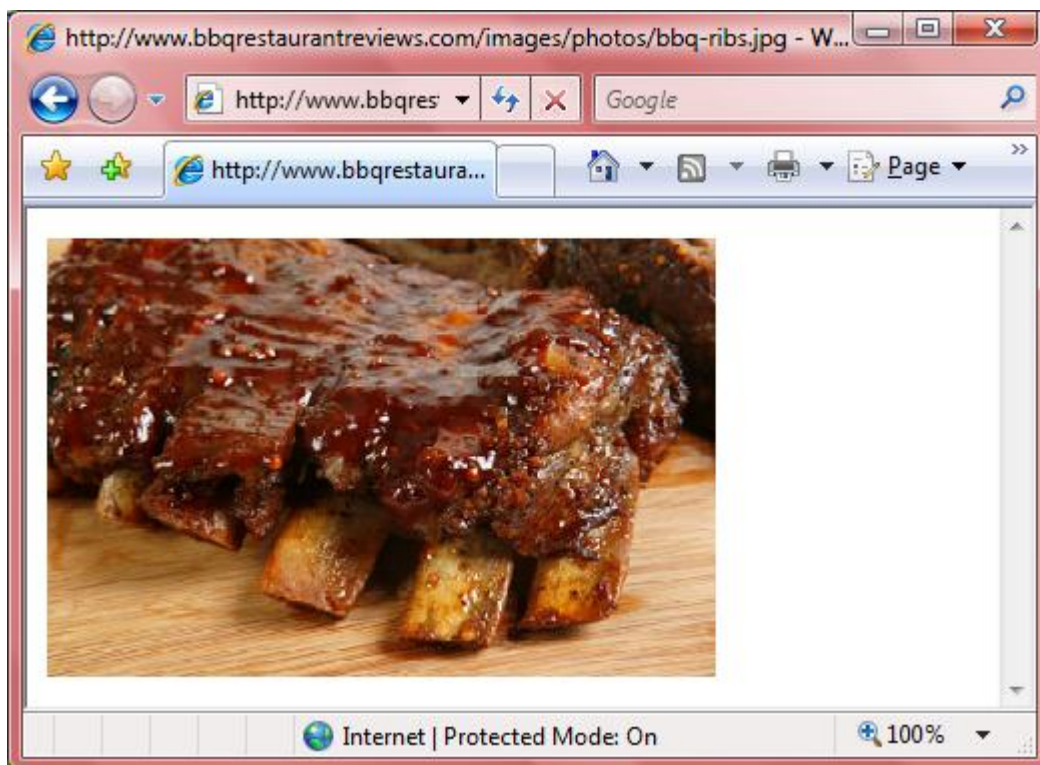


Lesson Sixteen: Cook Book

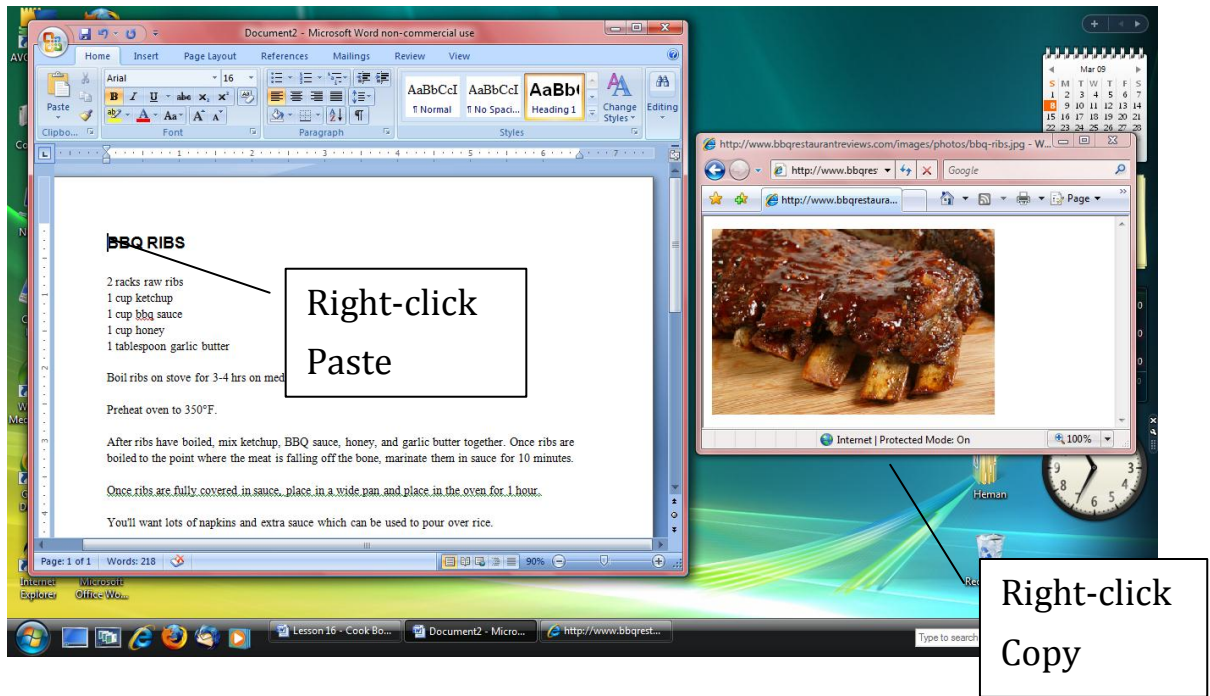
Click on **"See full size image"**



You must find the image source before you can copy it.



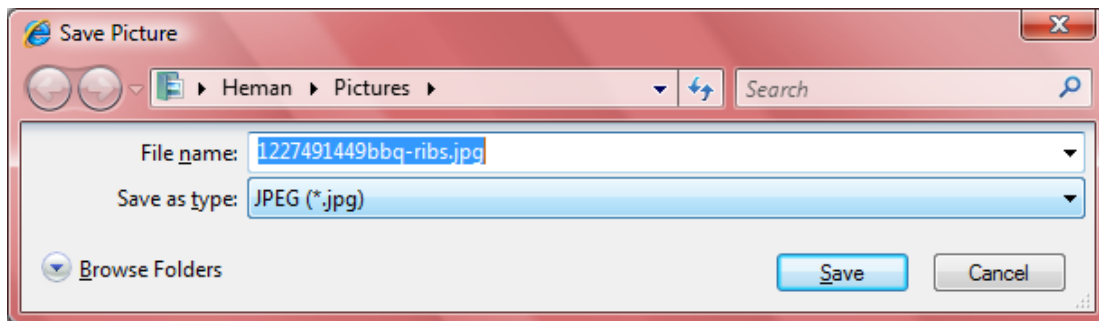
Use Copy and Paste



Note: Sometime drag & dropping directly from Internet Explorer does not always produce result. Try dragging image from Internet Explorer to the Desktop. Then drag from the Desktop to the Word document.

Save Photos to Hard Drive

1. Right-click on original image source from the web page.
2. Select **"Save Picture As"** from the options menu.



The default location is the **Picture** folder under your **StudentX** folder.

Return to your Word 2007 document.

Place the insertion point to the position you wish to insert.

Click the **Insert** tab.

Click the **Picture** tool.



BBQ RIBS

2 racks raw ribs
1 cup ketchup
1 cup bbq sauce
1 cup honey
1 tablespoon garlic butter

1. Boil ribs on stove for 3-4 hrs on medium boil.
2. Preheat oven to 350°F.
3. After ribs have boiled, mix ketchup, BBQ sauce, honey, and garlic butter together.
Once ribs are boiled to the point where the meat is falling off the bone, marinate them in sauce for 10 minutes.
4. Once ribs are fully covered in sauce, place in a wide pan and place in the oven for 1 hour.

By default the image is positioned **"In line with text"**. From the **Format** tab, position the image using the **Text Wrapping** tool.

Insert Table of Content

You might think that the facility to add a table of contents is on the Insert tab. Well, you are wrong. TOC or “Table of Content” on the **References** tab.

1. Position the cursor where you want to insert the TOC
2. Click **References > Table of Contents > Table of Contents** and a gallery of built in TOC styles is displayed.
You can save time by choosing one of the built in TOC styles or
you can click **Insert Table of Contents...** at the bottom of the menu to define your own TOC style.

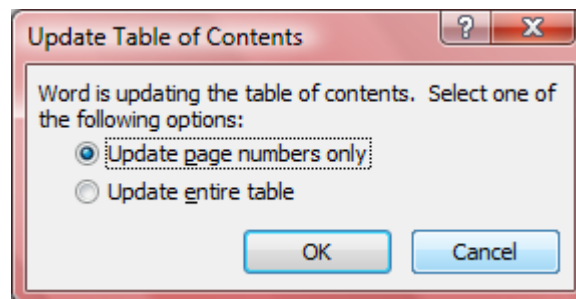
Update Table of Content

If you add more new recipes to your book, you will need to update the TOC. Remember that TOC only work if the proper Heading1, 2 and 3 style are applied to the text.

1. Right-click anywhere in the TOC.
2. Select **Update fields**.

On the Update Table of Contents screen:

Select either to Update page number or entire table.



Delete Table of Content

Before you can delete the TOC, you must have it selected. Just click anywhere on the TOC. After selecting the area, use the **Delete** key or click on **Cut** tool.

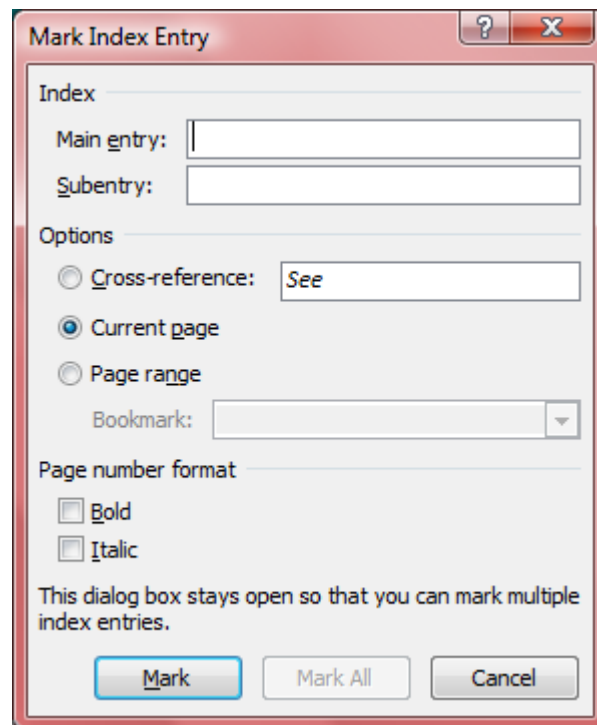
Insert an Index

Before you can insert an index at the end of your document, you must mark all index entry in your document. You might want to mark key words such as ingredients or subject you wish to add to the index.

Exercise 15: Mark Index Entry

Click on the **References** tab.

Click **Mark Entry** from the Index group. Leave the follow dialog opened while you select all of the entries.



BBQ RIBS



2 racks raw ribs

1 cup ketchup

1 cup bbq sauce

1 cup honey

1 tablespoon garlic butter

1. Boil ribs on stove for 3-4 hrs on medium boil.
2. Preheat oven to 350°F.
3. After ribs have boiled, mix ketchup, BBQ sauce, honey, and garlic butter together.

1. Select the keywords in your document (double-click).
2. In the **Mark Entry** dialog box, click in the **Main entry** box.
The work will atomically copied in the box.
3. Click on the Mark button.
4. Repeat steps 1-4 for the whole document.

Note: This dialog box will remain open to allow you the mark all of the index entries throughout the entire document.

All mark words will appear with a hidden tag:

Ribs{XE "Ribs"}

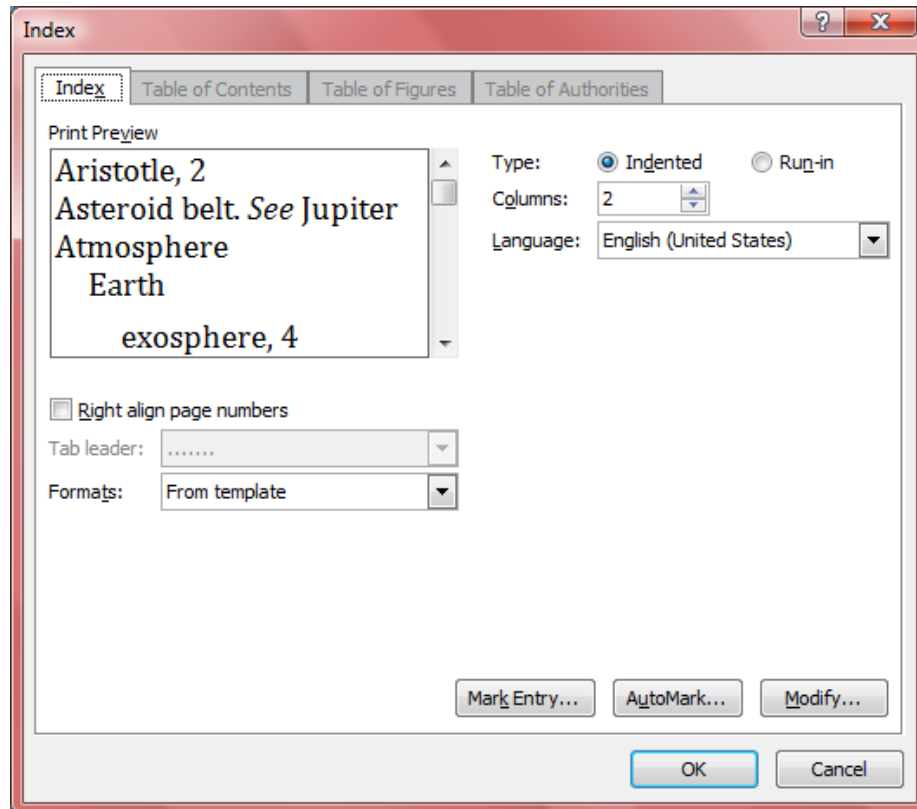
Exercise 16: Insert the Index

After you mark all of the index entries you want, click the **Close** button.

Lesson Sixteen: Cook Book

The index entries are marked with special codes formatted as hidden text so that you can't normally see them and they don't print. They are there, however, waiting to be counted when you create the index.

1. Insert a page break on the last page of your document.
2. Click on the **References** tab.
3. Click **Insert Index** from the **Index** group.



4. Click **OK**
5. The index appears at the insertion point.

Sample Index

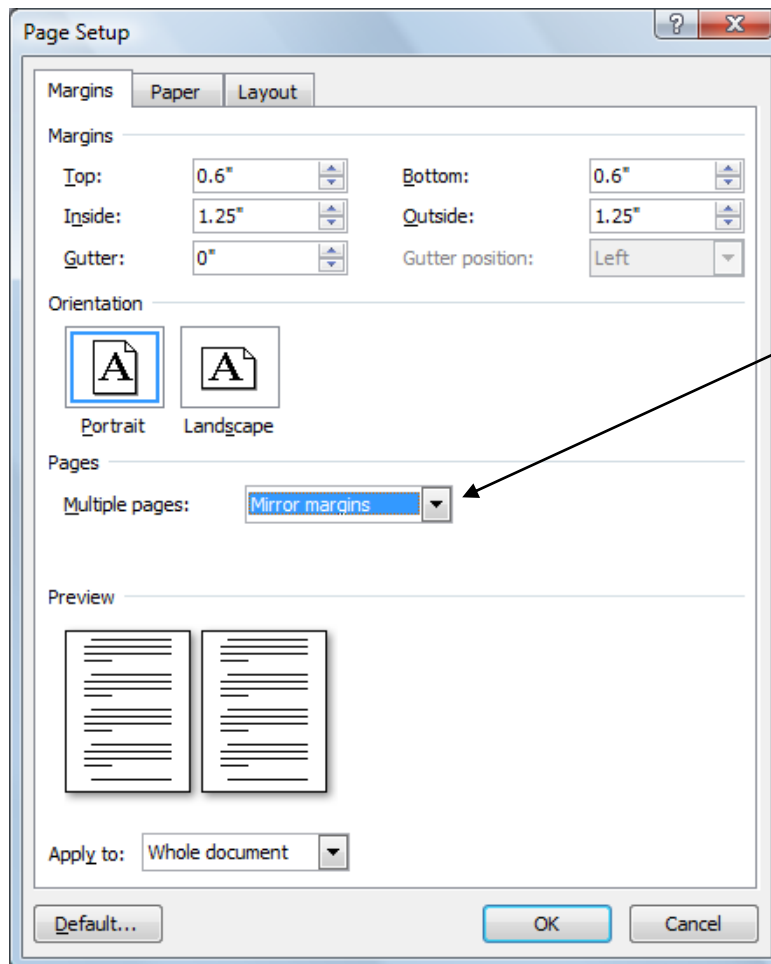
Butter, 12,14,16
Garlic, 1,2,12,14,18,26,27
Honey, 1,3,5,12,18
Ketchup, 1,5,12,18,22,23
Ribs, 1,3,5,12,18,22,26,28,31
Sauce, 1,3,5,12,18,19,20

Advanced Page Layout

If are going to publish your book or do your own binding, you might need to **add margins for binding**. Use a gutter margin to add extra space to the side or top margin of a document that you plan to bind. A gutter margin helps ensure that text isn't obscured by the binding.

To do this you need to setup Mirror Page Margin under **Page Setup>Margin**.

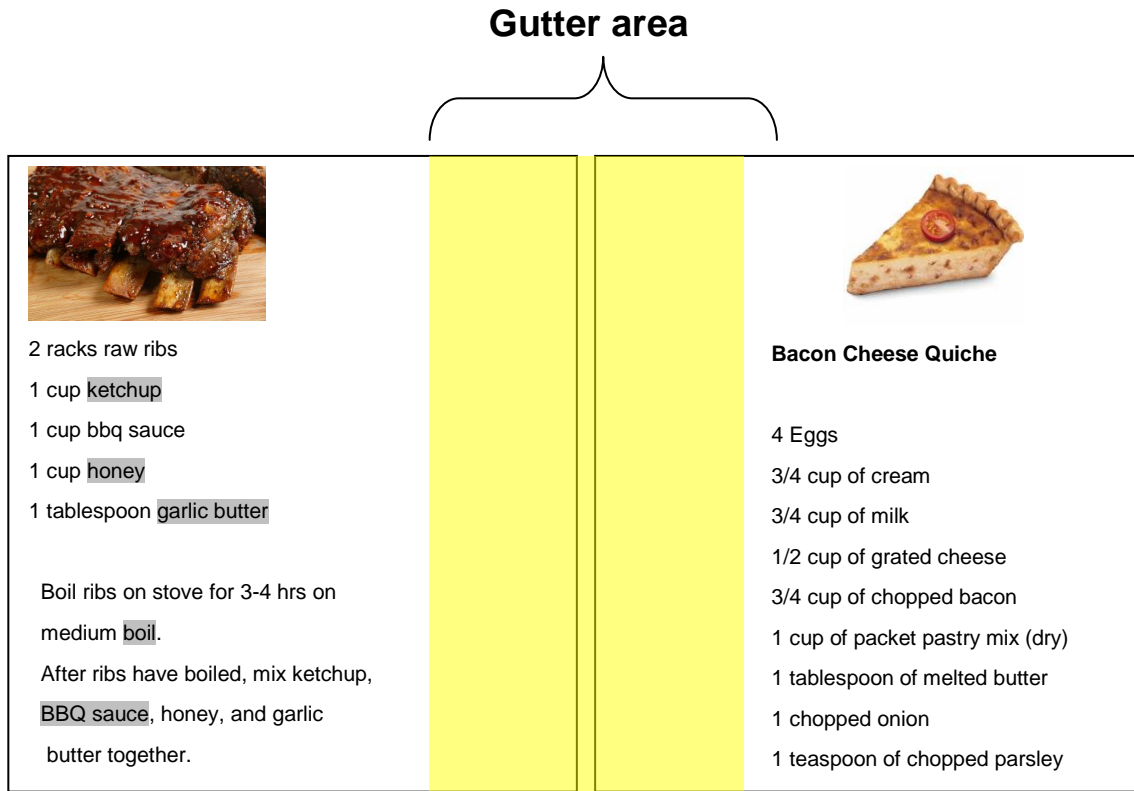
In **Page Layout**, click **Margin**. Select **Custom Margin** or launch dialog in **Page Setup**. The follow dialog will appear:



Select:
Mirror margins

To allow for a gutter area for binding, you need to increase the inside margin. You may also need to decrease the outside margin to retain the same space for your document.

Sample Gutter Layout



Even Page No.

Odd Page No.

Binding Service

Once you are done with your book, you can have it copied and bound at your nearest Kinkos or equivalent type shop.

The cheapest way to bind your book is to use Comb, wire or coil type binding. These could be add to your copy for only a few dollars.



Notes