



Word 2013: Word and the Internet

Microsoft Word: Online, All the Time

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Save a picture to a SkyDrive.
2. Use a Table to control the Layout.
3. Add Online Video to a document.
4. Apply a Theme and a Table Style.
5. Add a hyperlink to a picture.
6. Save the document to the SkyDrive.
7. Identify and use Save and Share options for saving in different file formats as well as posting to a social network.
8. Create a PDF file and edit the PDF in Word.



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Lesson 6: Online, All the Time!

1. Readings

Read Lesson 6 in the Intermediate Word Guide, page 181-224.

Projects

A simple flyer in Word that includes hyperlinks to videos and pictures. Explore options for sending files including eE-mail and internet fax from within Word.

Downloads

[The Circus is Coming to Town.docx](#)

Graphic files used in the lesson:

[1Logo](#), [Farm](#), [Now-Appearing-1.gif](#)

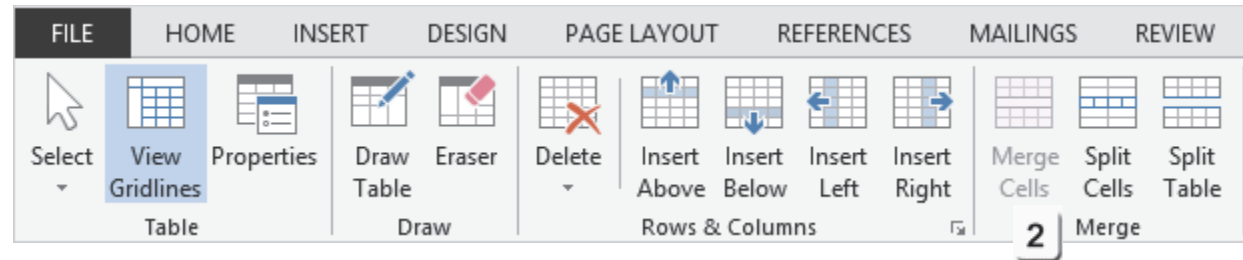
2. Practice

Do the Practice Activity, page 225.

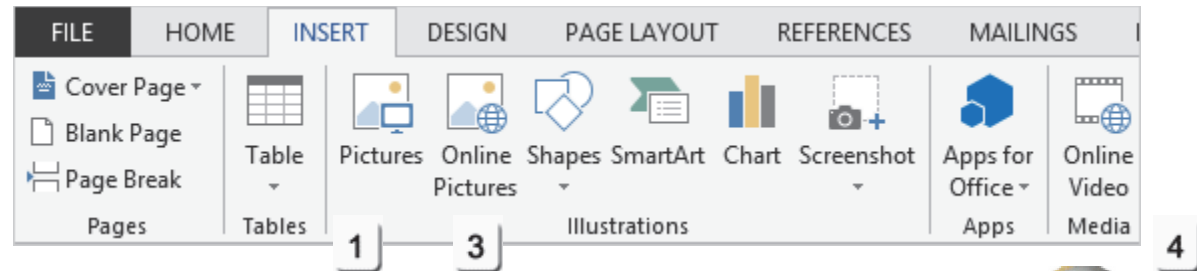
3. Assessment

Review the Test questions, page 226.

Table Tools-> Layout



Mailings



Menu Maps

This lesson shows the **Table Tools** and **Mailings** Ribbons.

1. [Insert->Tables->Table](#), page 188
2. [Table Tools->Format->Merge->Merge Cells](#), page 189
3. [Insert->Illustrations->Online Pictures](#), page 191
4. [Insert->Media->Online Video](#) page 192
5. [File->Save As->SkyDrive](#), page 204
6. [File->Save As->Share](#), page 205
7. [File->Save As->Share->Post to Social Networks](#) page 209



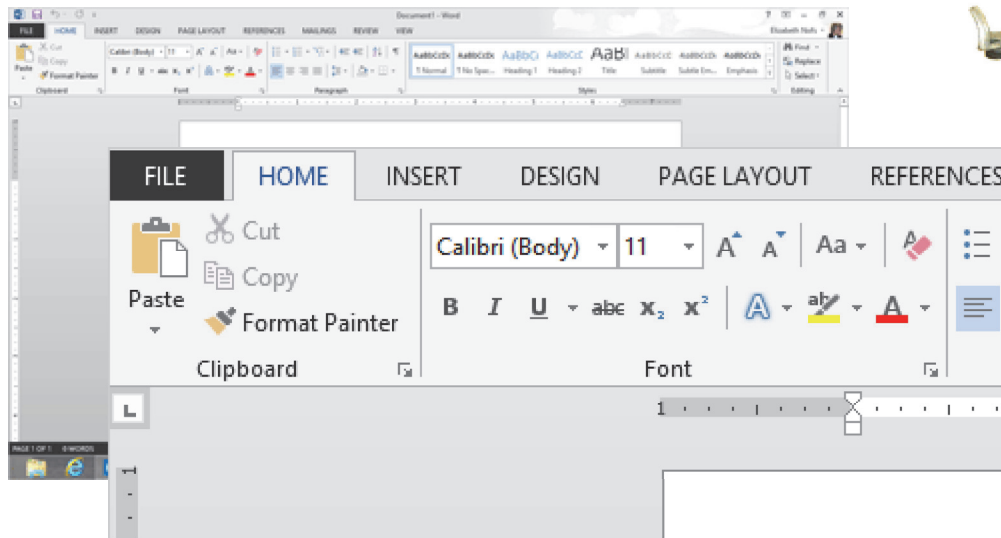


Online, Anytime

In 1983, Microsoft Word was considered a word processor. The text on the page was typed in just like a typewriter. The focus was on typesetting and formatting fonts. Many of the line and paragraph formatting options in Word make sense if you know that they come from how typewriters counted lines per page. Fast forward to today. Most of the computermama's students have never seen a typewriter! Everything is online: BYOD (Bring Your Own Device). This lesson introduces several ways to publish and share your work online, anytime.

So, Start Microsoft Word. When the Welcome page appears, open a new, **Blank Document**. What do you see, from the top of the screen? Is there a Home Ribbon? And the Insert, Design, Page Layout, References, Mailings, Review and View Ribbons? Yes.

If your screen looks similar to the example on this page, then you are ready to begin.





Working Online

Cloud computing is a term that means saving your files on the Internet. Then, you can work on them with any device: laptop, tablet, even a Smart Phone.

Before You Begin: This lesson will use OneDrive for the online storage. OneDrive is available with a free Microsoft E-mail account or passport.

OneDrive needs a WindowsLive ID to authentic users. You can use your Outlook, Messenger or xBox password. You can also create a new account.

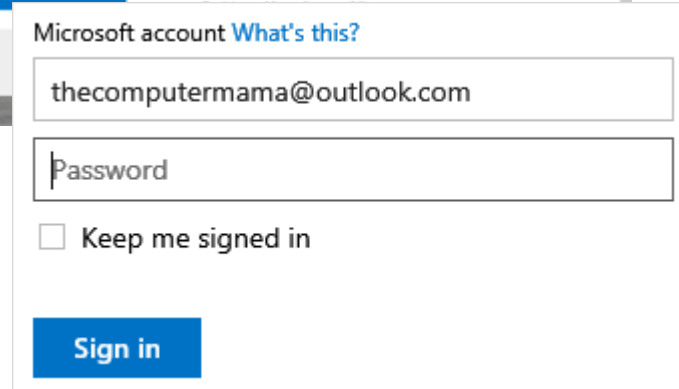
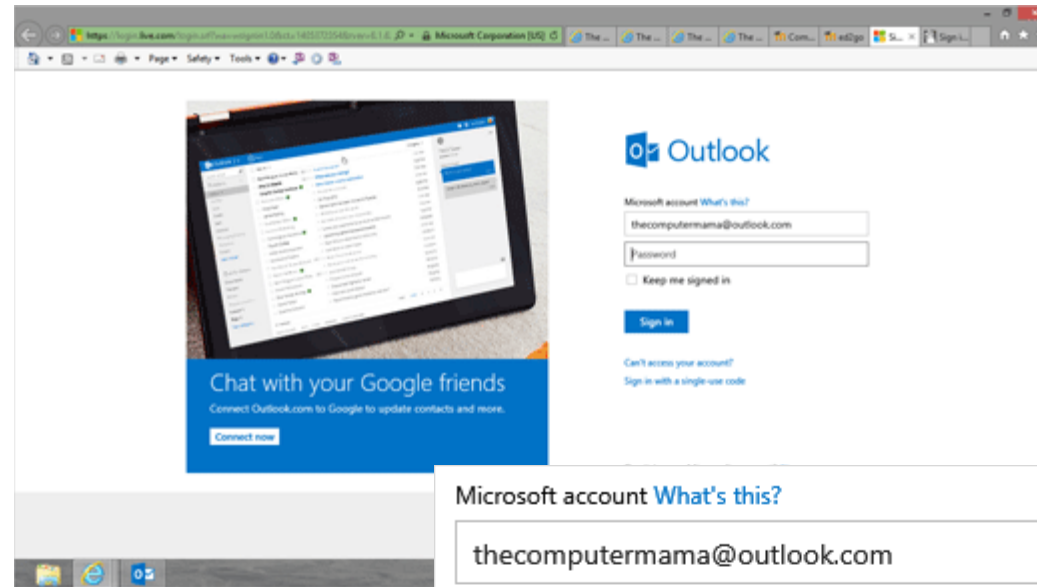
This lesson demonstrates the options with an Outlook.com E-mail address.

1. Try This: Sign into OneDrive

Go to www.outlook.com.
Enter your User Name and Password.
Click **Sign in**. Keep going...

Memo to Self: The steps are similar if you have an Office 365 account.

Example



1



Take Two

OneDrive Files

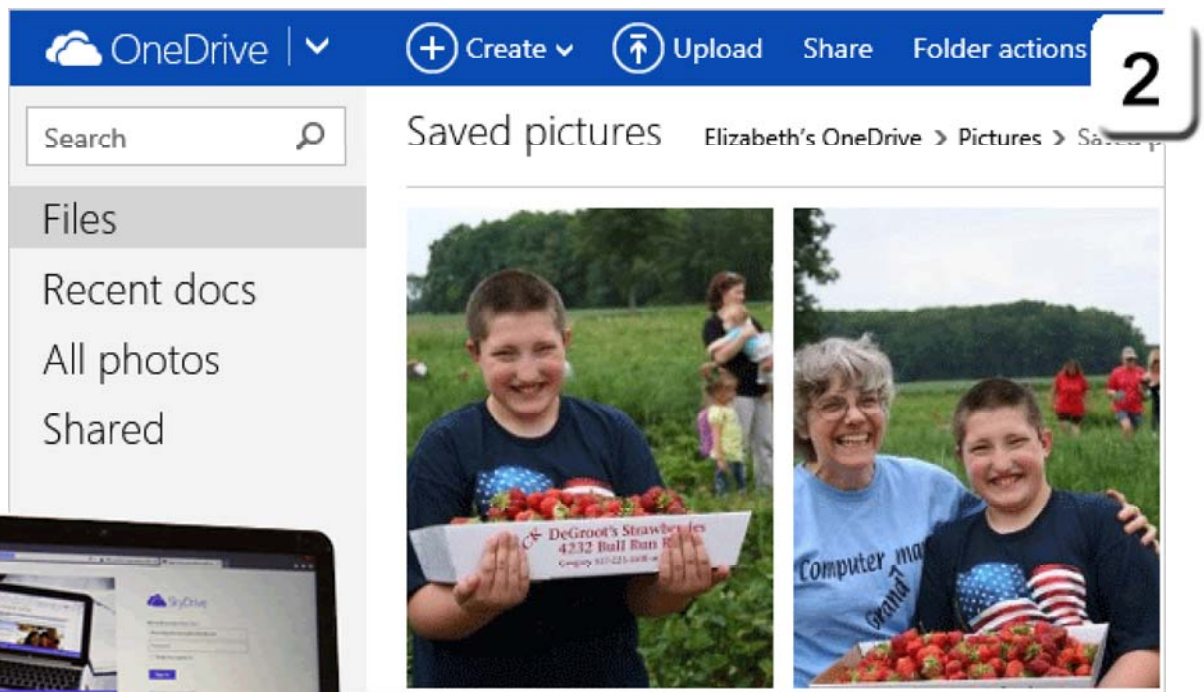
When you log in with your Microsoft Account you should see the Mail: it is the default folder. The other folders are People, Calendar and OneDrive.

2. Try This: Find the OneDrive
Go Outlook->OneDrive.

What Do You See? OneDrive can hold hundreds of documents, spreadsheets, presentations and pictures. You can create folders, and folders in folders, to organize your files online if you wish.

Keep going...

Example of a folder online in OneDrive



2



Take Two

Find Pictures Online

How do you download a picture from the Internet and save it to your SkyDrive?

3. Try This: Find the Pictures

Go to this lesson online.

Go to the Lesson Check List, the second page in each lesson.

Click on a Download: Now-Appearing-1.gif.

Downloads

[TentSale2013.docx](#)

Graphic files used in the lesson:

[1Logo](#), [Farm](#), [Now-Appearing-1.gif](#)

What Do You See? The picture should open in the Internet Browser.

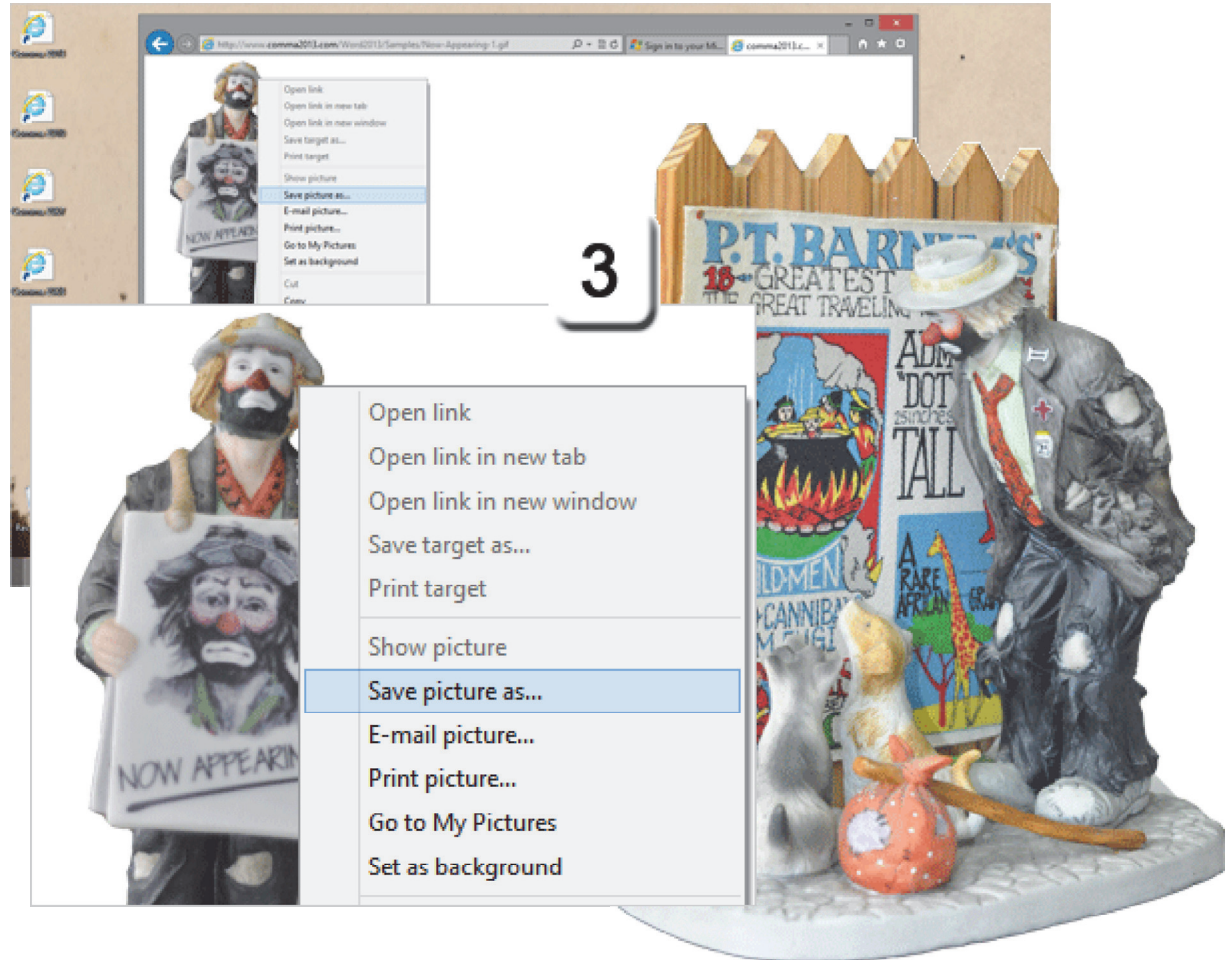
Try This: Save Picture As...

Place your cursor in the middle of the picture.

Right click-> Save Picture As.

Keep going...

Right Click->Save picture as...





Take Two

Save to OneDrive

4. Try This: Save Picture As...

Place your cursor on the picture.
Right click-> Save Picture As.
Go to **Favorites->OneDrive.**
Click **Save.**

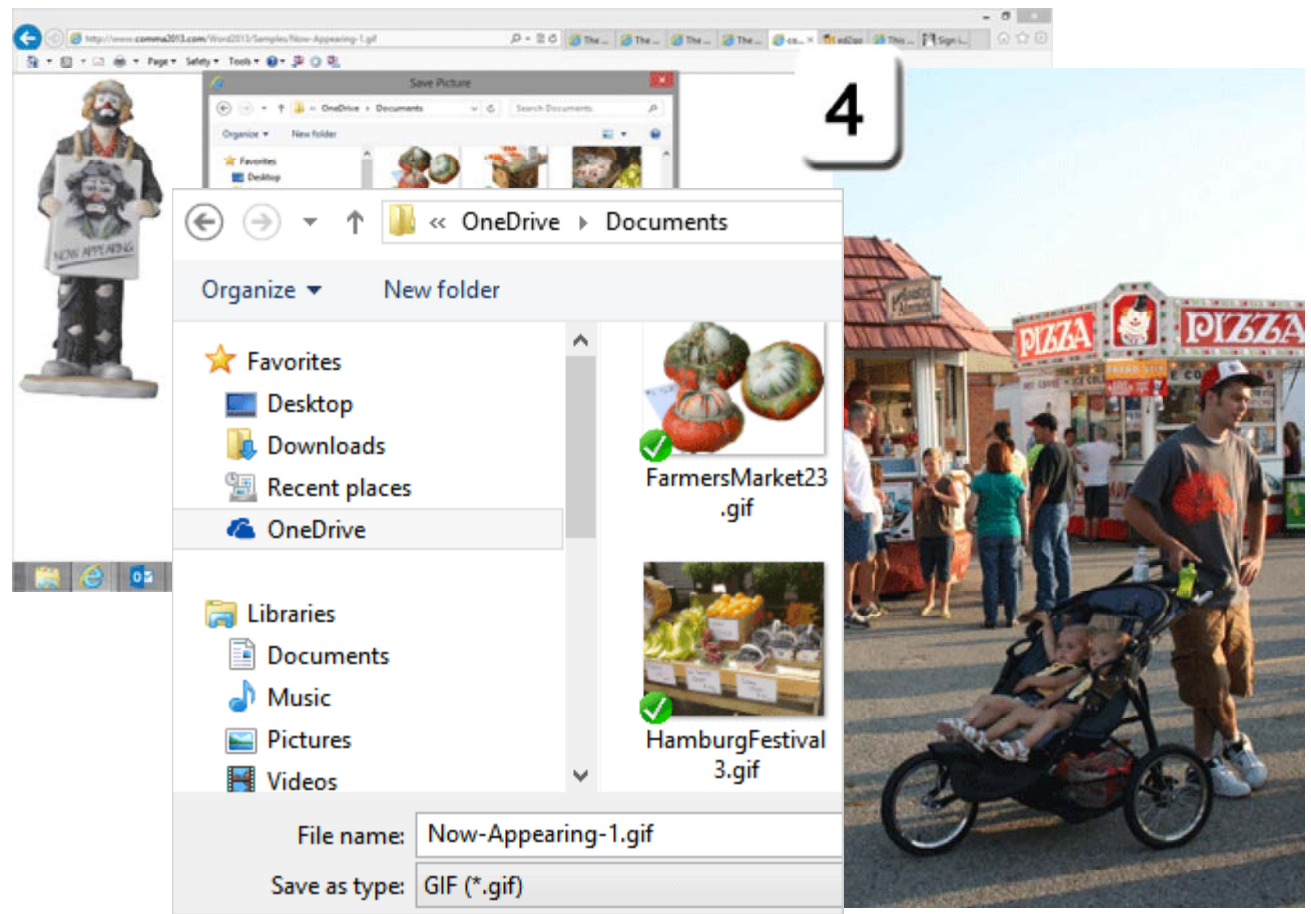
The picture will be copied from the lesson website to the OneDrive.

So far, so good. Please go online and confirm that the picture is, indeed, in your OneDrive.

Keep going...

The Computer Mama sezs: Working with the SkyDrive on a high speed Internet connection is almost the same as saving to a hard drive.

Right Click->Save picture as...





Take Two

Insert a Table

There should be pictures in the SkyDrive: Hooray! Now, let's turn our attention to Microsoft Word. We will be creating a marketing flyer that includes links to a website as well as Online Video.

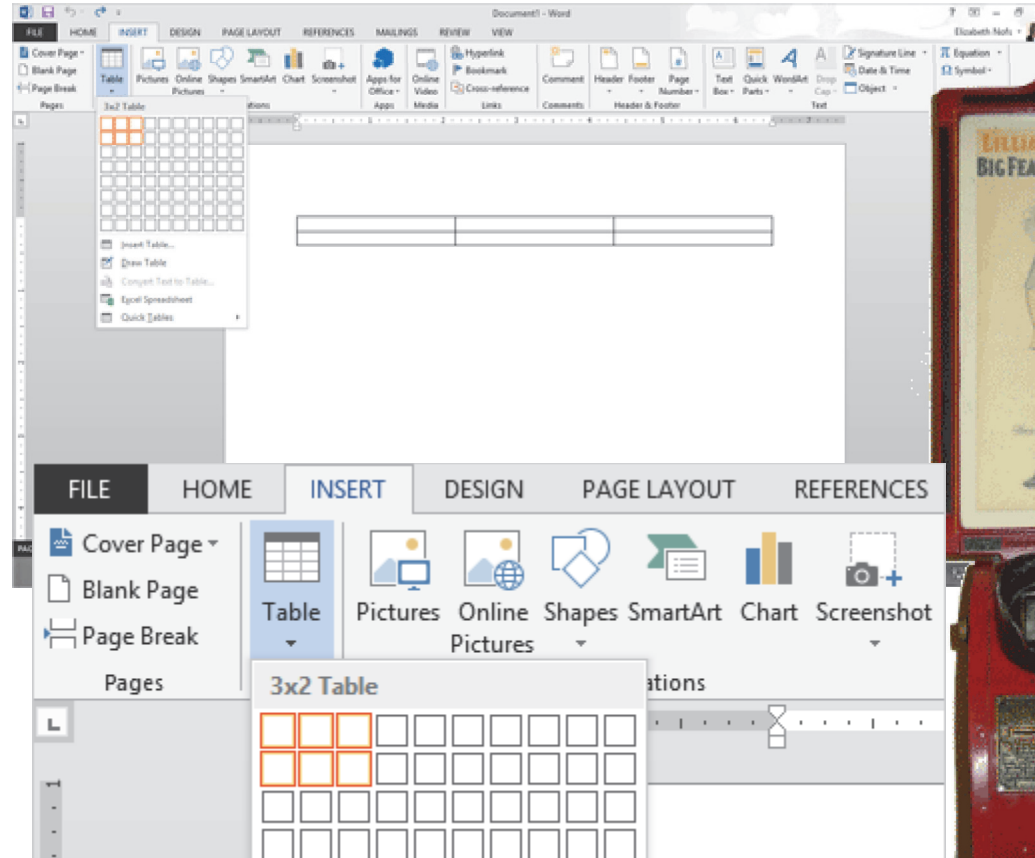
This document will use a Table to control the layout and arrange the pictures.

Before You Begin: Start Microsoft Word
Open a new, blank document.

1. Try This: Insert a Table
Go to **Insert->Tables->Table**.
Draw a Table: 3 Columns by 2 Rows.

Keep going...

Insert-> Tables -> Table



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table



Take Two

Table Design

When you insert a Table, the Table Tools should be available.

Here is the plan: the Cells in Row 1 will be merged to create a place for the big headline. Two more Cells in Row 2 will be merged as well.

Here are the steps.

2. Try it: Merge the Cells

Select Row 1.

Go to **Table Tools->Layout->Merge**.

Click on **Merge Cells**.

And Try This: Merge More Cells

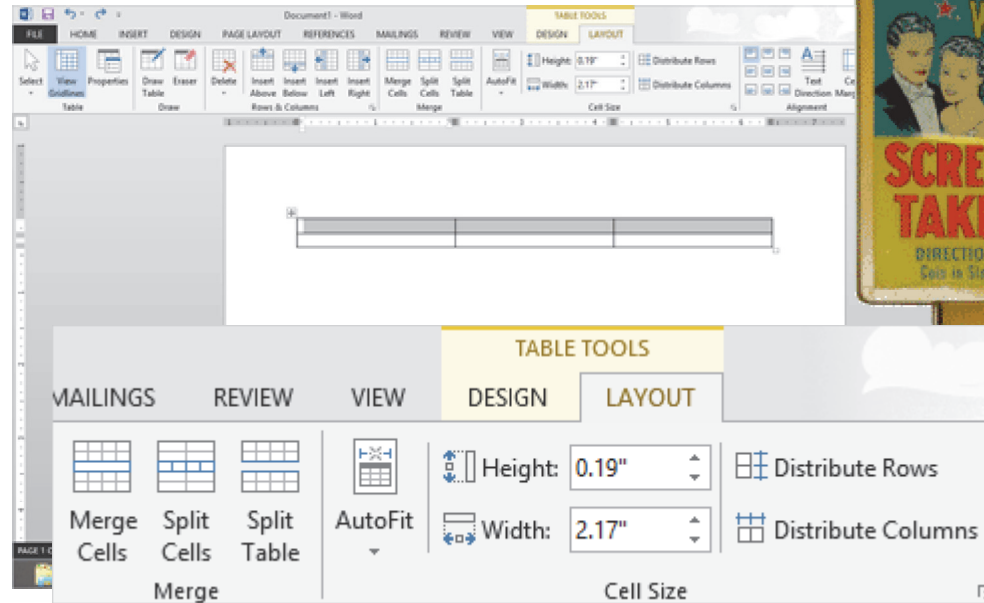
Select Cells B2 and B3.

Go to **Table Tools->Layout->Merge**.

Click on **Merge Cells**.

Keep going...

Table Tools-> Layout->Merge->Merge Cells



Exam 77-418 Microsoft Word 2013

3.0 Create Tables and Lists

3.2 Modify A Table: Merge Cells



Enter and Format Text

3. Try This: Enter the Text

Please enter and format the following text.

Cell A1: The Circus is Coming to Town!
Go to **Home->Styles->Title**.

Cell B2: Clowns, Elephants and Performers
Go to **Home->Styles->Heading 1**.

Cell B2: MyTown Plaza
Go to **Home->Styles->Heading 2**.

Cell B2: November 7, 2013
Go to **Home->Styles->Heading 3**.

Cell B2: Sponsored by Charlotte's Website
Go to **Home->Styles->Heading 4**.

Keep going...

Home -> Styles

The screenshot shows Microsoft Word with a table containing the following text:

The Circus is Coming to Town!	
	Clowns, Elephants and Performers MyTown Plaza November 7, 2013 <i>Sponsored by Charlotte's Web Site</i>

The zoomed-in view below shows the same table with the text formatted:

The Circus is Coming to Town!	
	Clowns, Elephants and Performers MyTown Plaza November 7, 2013 <i>Sponsored by Charlotte's Web Site</i>

Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Modify Fonts Within Tables



Take Two

Insert a Picture

Earlier in this lesson we saved a picture to the SkyDrive. Now, this is what it looks like when you use the SkyDrive to insert the picture into Word.

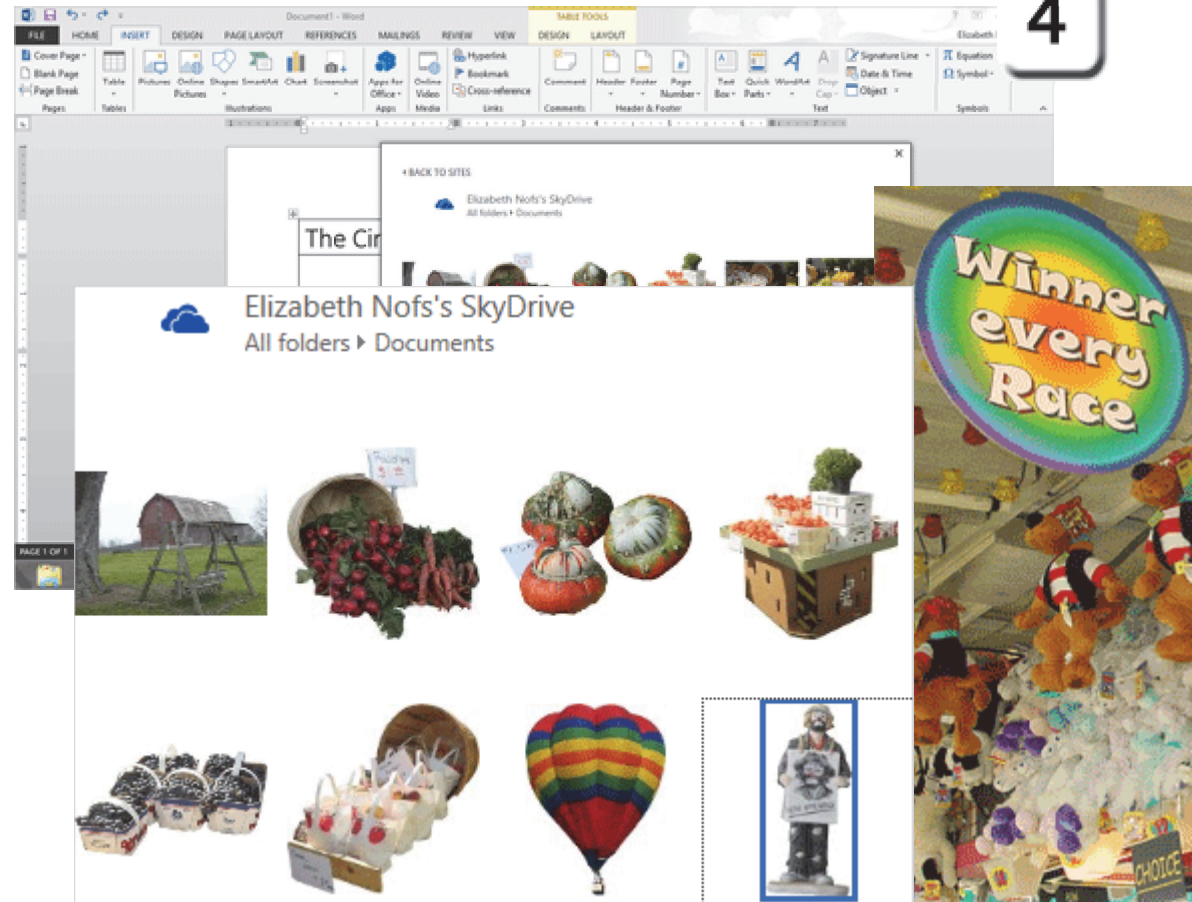
4. Try This: Find a Picture on SkyDrive
Place your cursor in Cell A2.
Go to **Insert->Illustrations->Online Pictures**.

The SkyDrive should be listed in the online options. All of your documents and pictures will be available when you select SkyDrive.

OK, Do This, Now: Insert a Picture
Select a picture: Now-Appearing-1.jpg.
Click **Insert**.

Keep going...

Insert-> Illustrations -> Online Pictures



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Pictures



Take Two

Add Online Video

So far, so good. This marketing flyer has a Table to control the layout, Text formatted with Styles and an image that was saved to the SkyDrive.

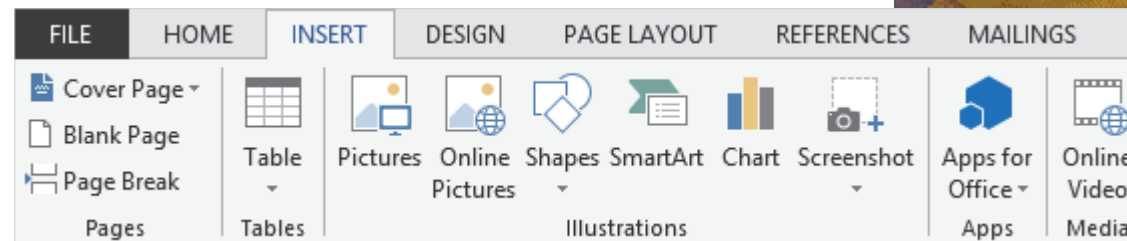
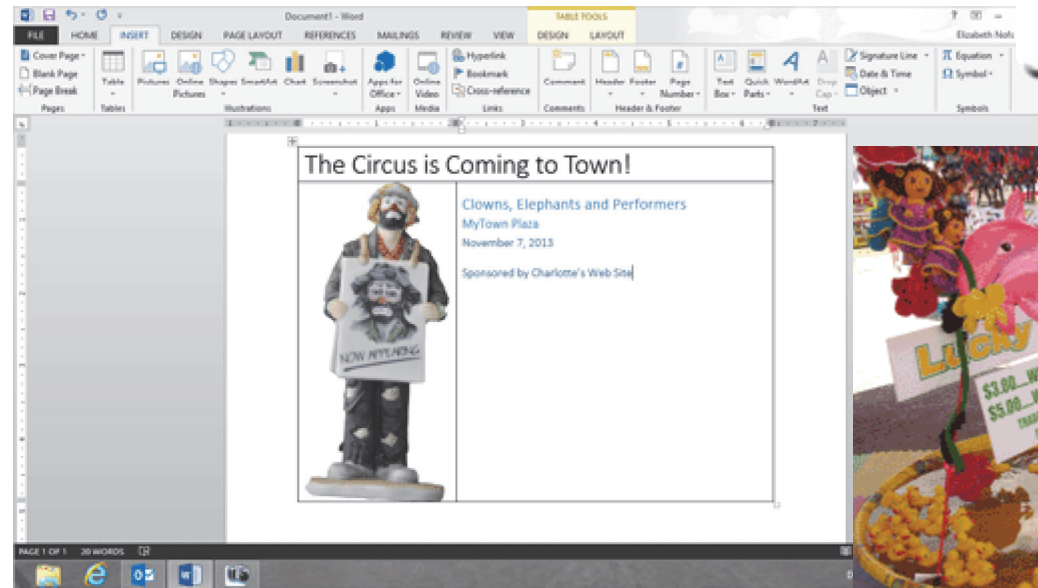
OK, so we practiced using a SkyDrive. However, online media can also include Videos from YouTube or FaceBook.

5. Try This: Insert an Online Video

Go to **Insert->Media**.
Click **Online Video**.

Keep going...

Insert->Media->Online Video



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Online Videos



Take Two

Search for a Video

By default, Microsoft Word offers the Bing Video Search. Look at the bottom of this window. You should see the familiar icons for FaceBook and YouTube. Click on the icon for YouTube and the YouTube search will be added live.

Let's get a video from YouTube. Emmett Kelly Jr. is famous for Weary Willie, the hobo who swept the ring after the show.

6. Try This: Search for a Video

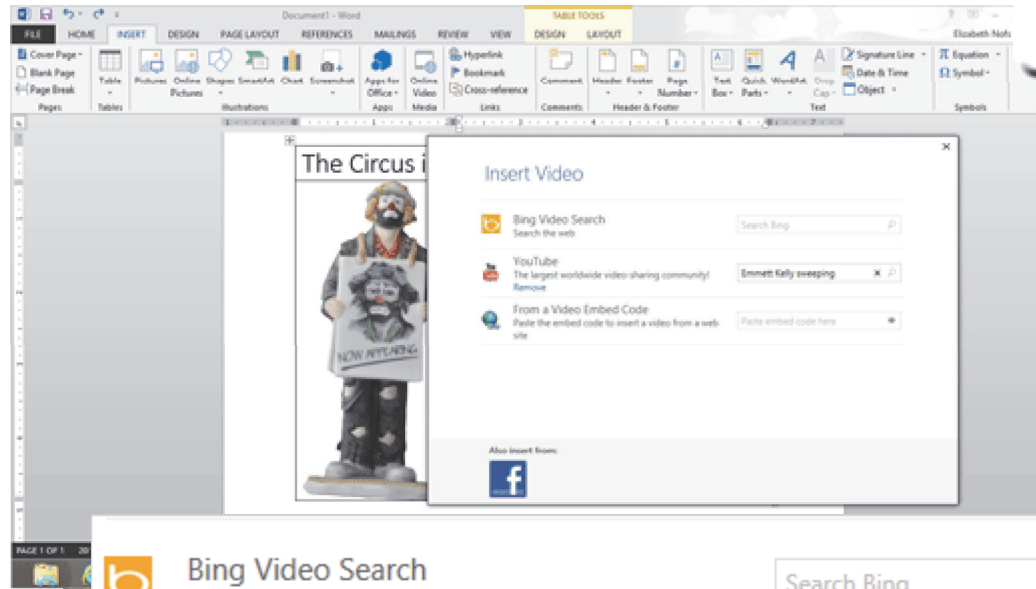
Click the **YouTube** icon to add the search.

Go to the **YouTube Search**.

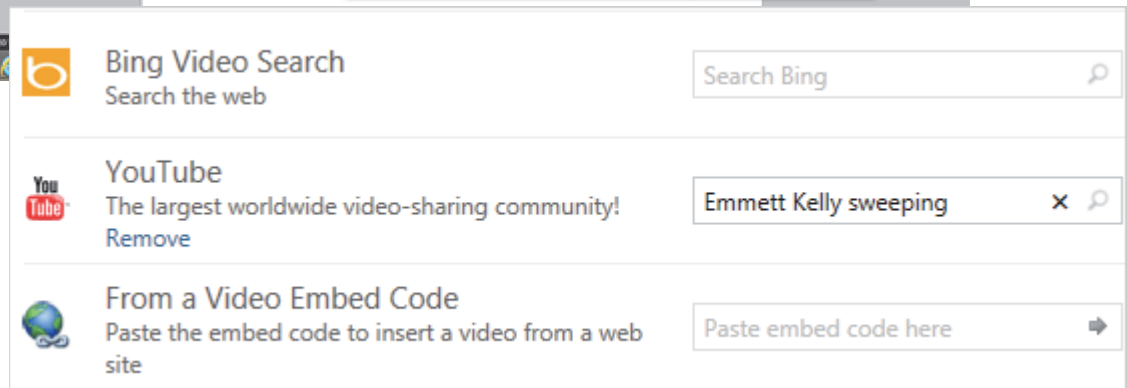
Type: Emmett Kelly sweeping.



Insert -> Media -> Online Video



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Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Online Videos



Take Two

Preview the Video

What Do You See? The video search should return many video clips. Each video is presented as a thumbnail image. The videos are live, online, so you can preview the video to see if this is the one you want.

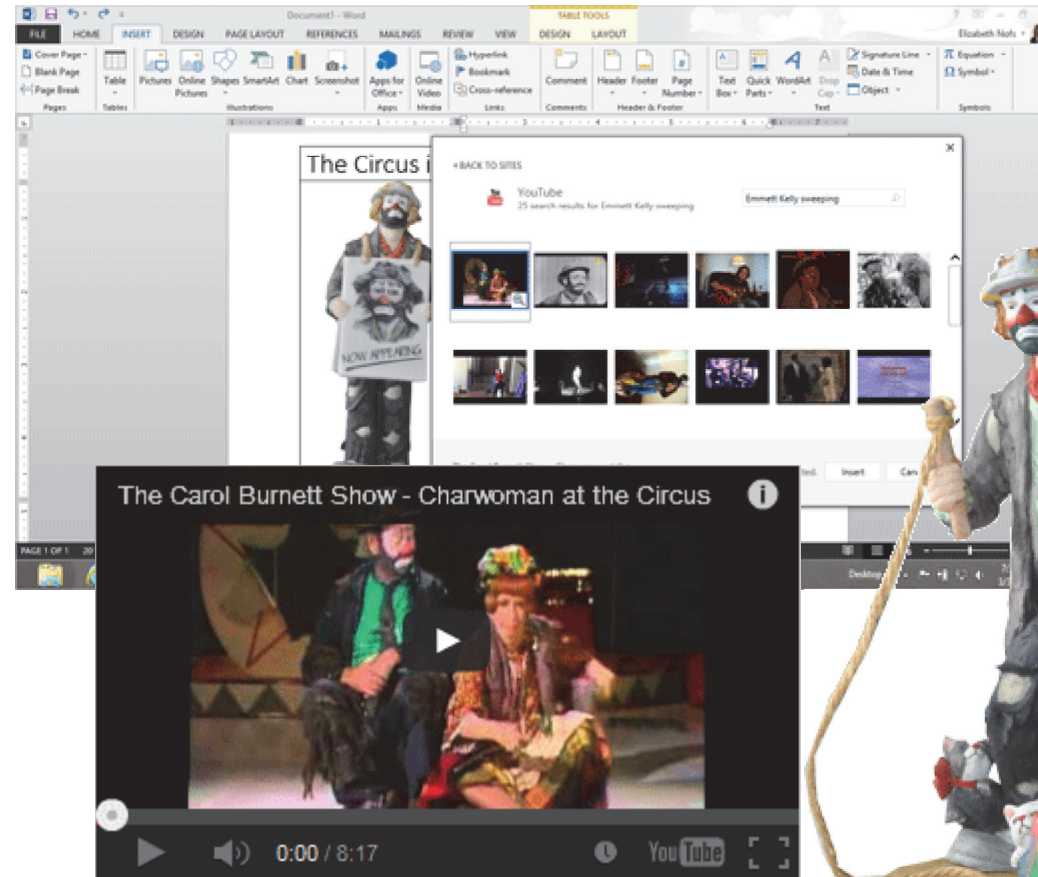
What Else Do You See? The little "i" in the upper right corner of the media player has more information about the video and the website that hosts it.

7. So, Try This: Select a Video

Select a Video: The Carol Burnett Show-Charwoman at the Circus.
Click **Insert**.

Keeeeeep going...

Insert -> Media -> Online Video



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Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Online Videos



Take Two

Hello, Video!

The video should be placed into this Word document. The Video has the "player" button, the big arrow, that users can click to start the video.

Toolbars Everywhere! Click on the video: the Picture Tools will be available. This video is also placed in a Table, so the Table Tools are also available.

So, what did we do when we added an Online Video? Let's find out more.

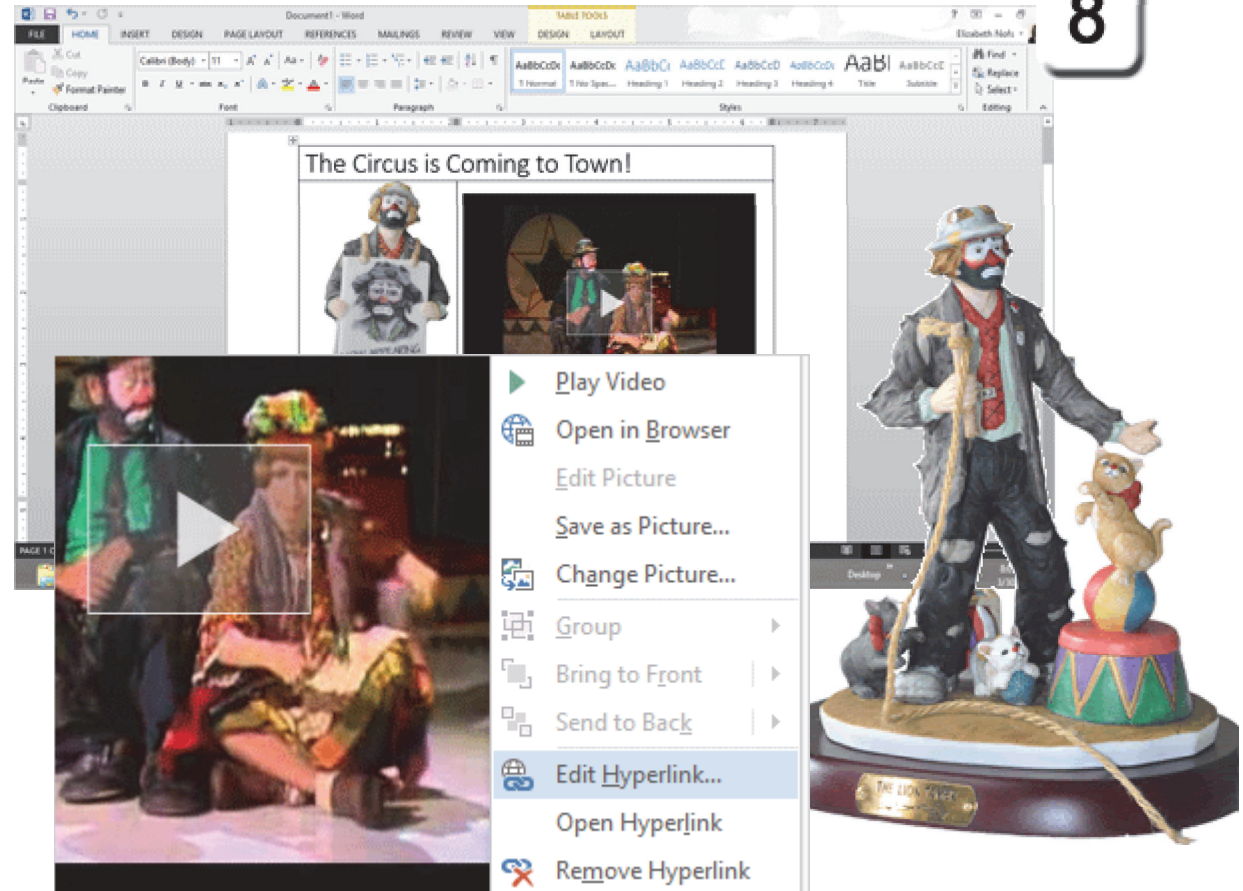
Everything in Microsoft has a left and a right mouse click. The left click give actions (in this example, clicking starts the video.) A right click gives options.

8. Try This: Edit the Hyperlink

Right Click the video.
A list of options should pop up.
Select an Option: **Edit Hyperlink...**

Hyperlink? We know hyperlinks! Turn the page to see the exciting ending...

Right Click-> Edit Hyperlink



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Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Insert and Edit Hyperlinks



Take Two

Review the Hyperlink

9. Try This: Review the Hyperlink

There are four ways to link to information:
Existing File or Web Page (Link to a Page)
Place in this Document (Link to a Bookmark)
Create New Document
E-mail Address (mailto:)

What Do You See? This is a link to an existing Web Page. The address for this video on YouTube can be seen.

The new button, Online Video, offers a convenient wizard to find a video and copy the Internet Address. The Online Video wizard also adds the media player.

Click **OK** to close the Hyperlink options.

Memo to Self: Please keep in mind that is a link to the YouTube website on the Internet. The computer must have an Internet connection if you want to play the video.

Right Click -> Edit Hyperlink

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Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Insert and Edit Hyperlinks



Take Two

Add a Design Theme

The next couple of pages will finish the design and formatting of this flyer: Page Theme, Table Borders and Pictures. Here we go.

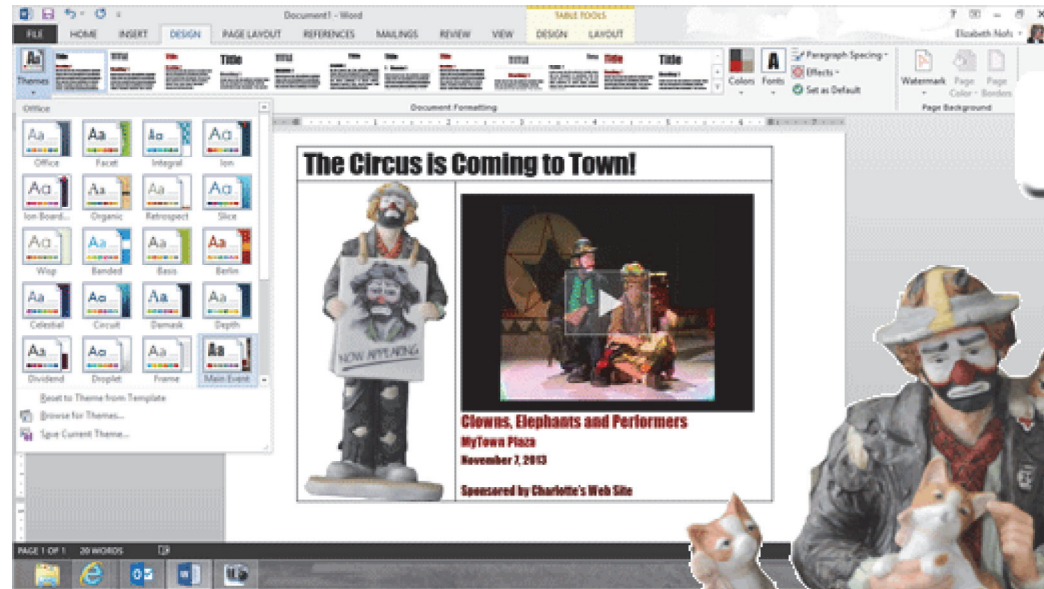
1. Try This: Add a Theme

Go to **Design->Document Formatting->Themes**. Select a Theme: Main Event.

What Do You See? The Theme formatted the Fonts with a very strong type style. It fits with the idea of a circus billboard.

Keep going...

Design ->Document Formatting->Themes



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Change Document Themes



Take Two

Choose a Table Style

Table Styles format the color of the Fill. You can modify the Shading if you wish.

Before You Begin: Click anywhere in the Table to select it. The Table Tools should be available, again.

2. Try This: Choose a Table Style
Go to **Table Tools->Design->Table Styles**. Choose Style: Grid Table 5 Dark-Accent 1.

Now, Try This: Modify the Shading
Place your cursor in Cell B2.
Go to **Table Tools->Design->Table Styles**. Edit the **Shading**: Dark Red, Accent 1, Lighter 40%.

Did you notice? The colors in the Table Styles are determined by the Theme we just selected?

Keep going...

Table Tools-> Design -> Table Styles

The screenshot shows the Microsoft Word 2013 interface. The ribbon is set to 'TABLE TOOLS' with the 'DESIGN' tab selected. The 'Table Styles' gallery is visible, showing various grid styles. A table is inserted into the document with a circus-themed background. The table has two columns and two rows. The first row contains the text 'The Circus is Coming to Town!' and a picture of a clown. The second row contains a picture of a clown and the text 'Clowns, Elephants and Performers MyTown Plaza November 7, 2013 Sponsored by Charlotte's Web Site'. The 'Borders' task pane is open on the right, showing a grid border style and a 'Pen Color' dropdown menu.

2

Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Apply Styles to Tables



Take Two

Change the Page Color

The options for the Page Background-Watermark, Page Color, and Page Borders-can be found on the new **Design Ribbon**.

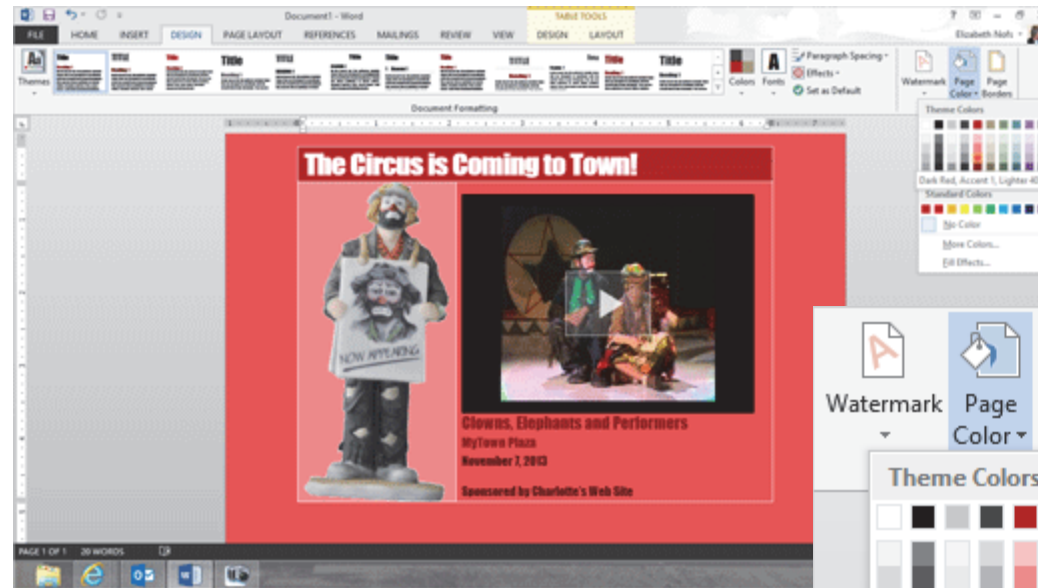
The **Page Background** Colors include the **Theme Colors**. The **Standard Colors** are also available. Not enough colors? You can choose **More Colors** if you wish.

3. Try This: Choose a Page Color

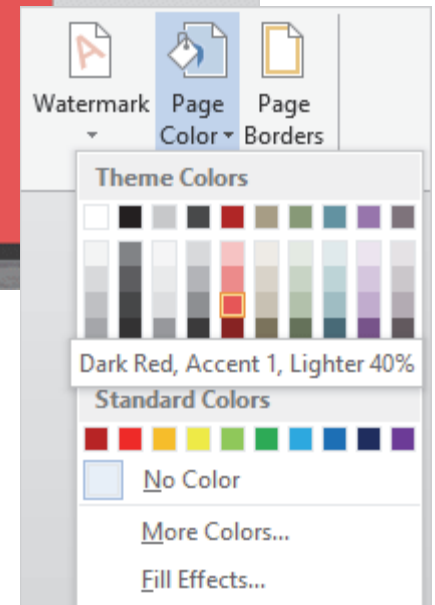
Go to **Design->Page Background**. Choose a **Page Color**: Dark Red, Accent 1, Lighter 40%.

Keep going...

Design-> Page Background-> Page Color



3



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Change Document Formatting- Page Color



Take Two

Format the Picture

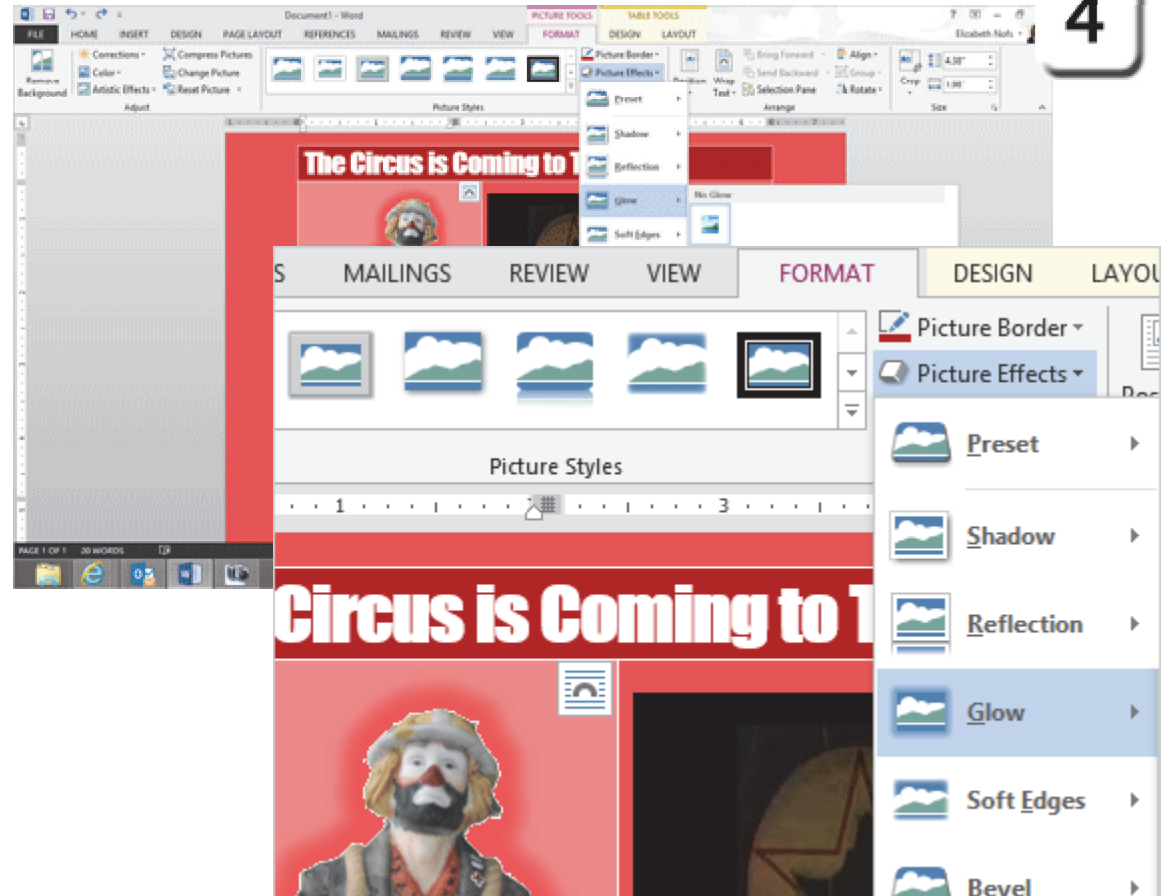
Before You Begin: Select the Picture
Select the Picture: Now-Appearing-1.gif.
The Picture Tools should be available.

4. Try This: Format the Picture
Go to **Picture Tools->Format->Picture Styles**.
Go to **Picture->Effects->Glow**.
Select a Glow Variation.

OK, this is looking good.

Memo to Self: The Glow Colors are the same Theme Colors we saw in the Page Color.

Picture Tools-> Format ->Picture Styles



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Apply Picture Effects-Glow



Take Two

Hyperlink with a Picture

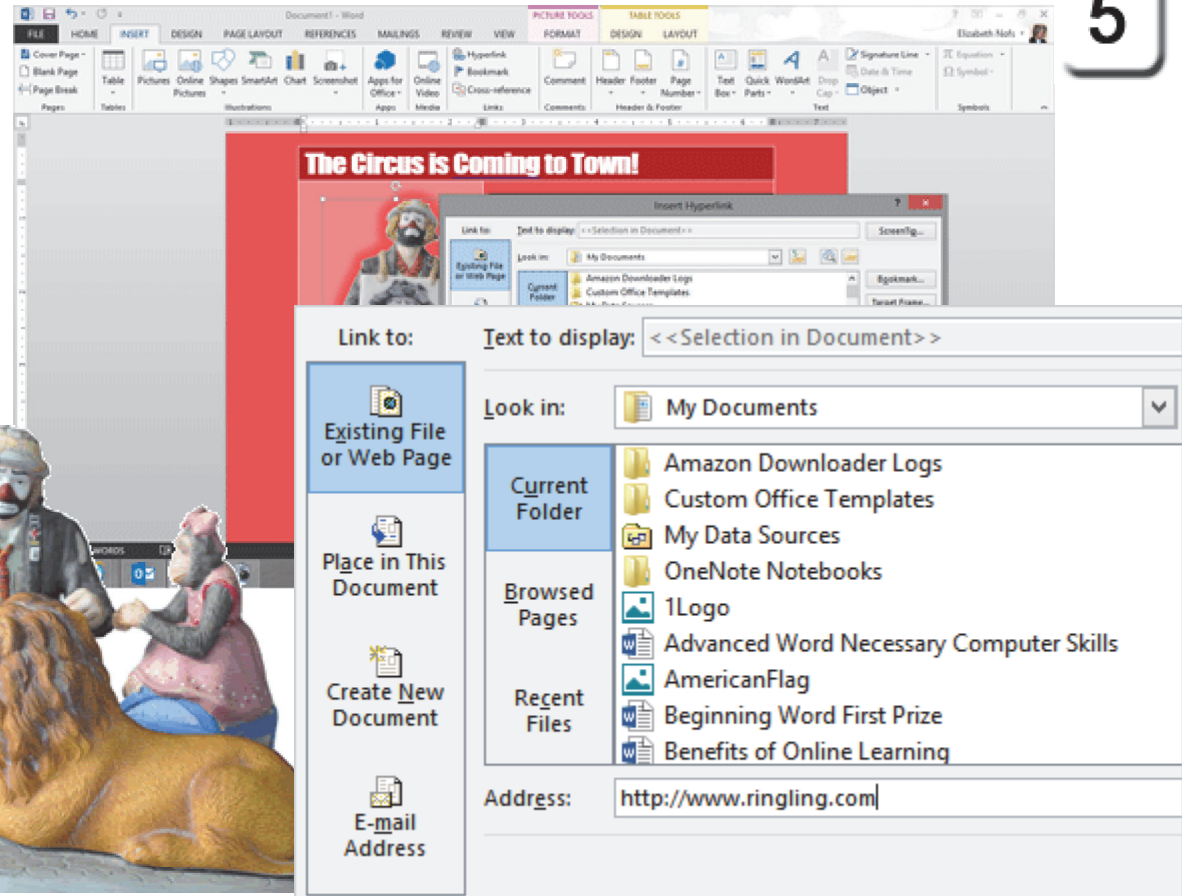
An Internet Address can be long and difficult to type. You can add a Hyperlink to an image. The Hyperlink can include a ScreenTip that teaches your users what this link does.

5. Try This: Insert a Hyperlink

Click once on the picture to select it. Go to **Insert->Links->Hyperlink**. Choose **Existing File or Web Page**. Type the **Address**: www.ringling.com.

Keep going, there's more to this link...

Insert ->Links ->Hyperlink



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Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Insert Hyperlinks



Hyperlink Options

There are two hyperlink options that you can program. The **ScreenTip** tells your users what will happen when they click the link.

The **Target Frame** programs the link to go to the new page, or open a new window. If you open a new window, then your web page will still be open if your user closes the Ringling Bros website.

6. Try This: Edit the ScreenTip

Go to **ScreenTip...**

Type the ScreenTip Text: Click here to go to the Ringling Bros website.

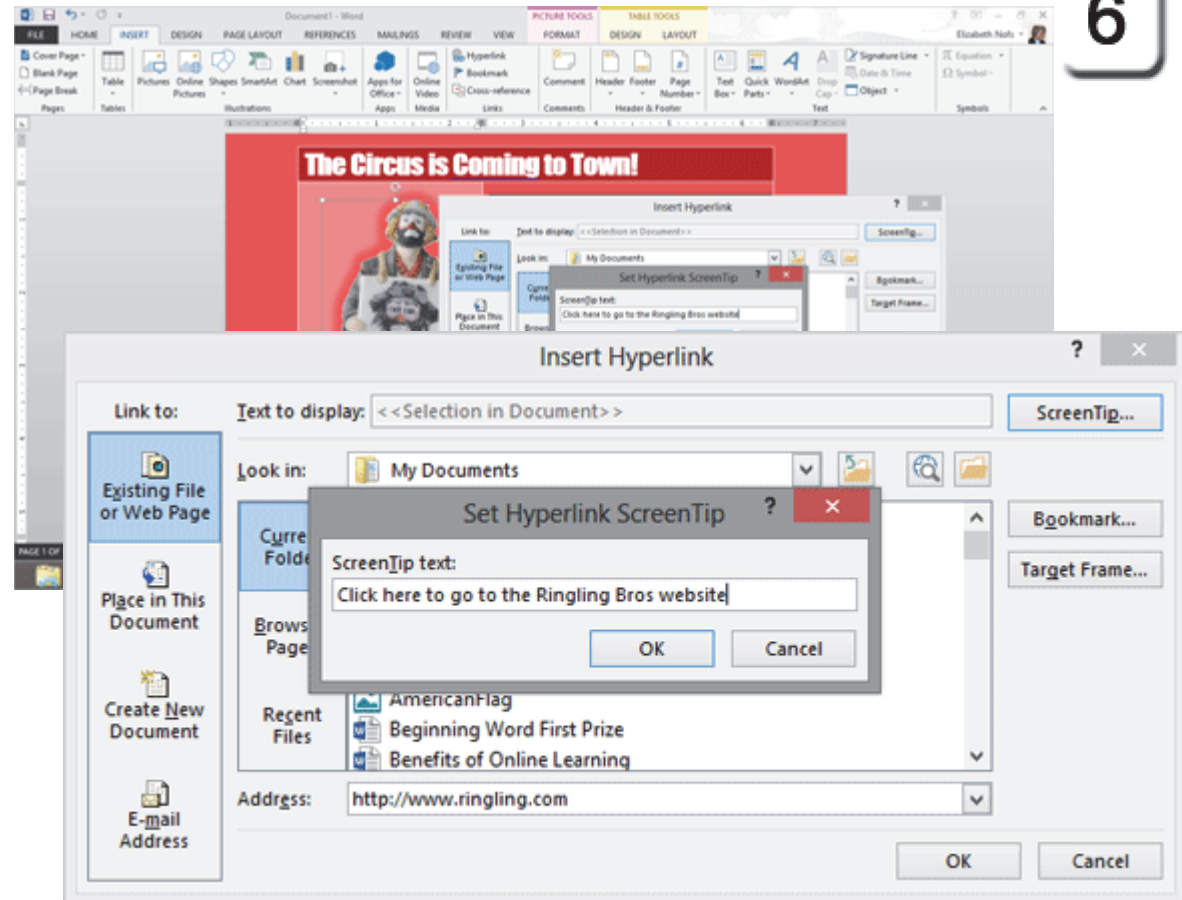
Try This, Too: Edit the Target Frame

Go to **Target Frame...**

Choose **New Window** from the list.

Click **OK**. This would be a good time to save.

Insert ->Links ->Hyperlink



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Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Insert Hyperlinks



Take Two

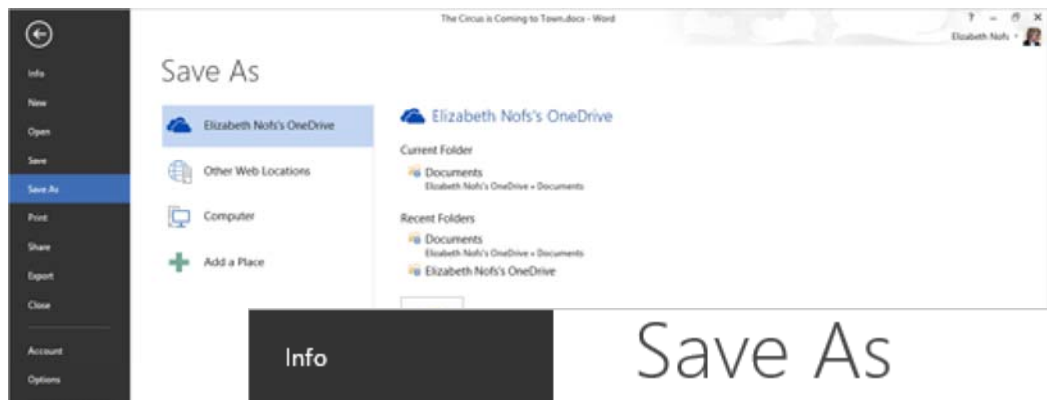
Save This Document

1. Please Do This: Save Your Work
Go to File ->Save.

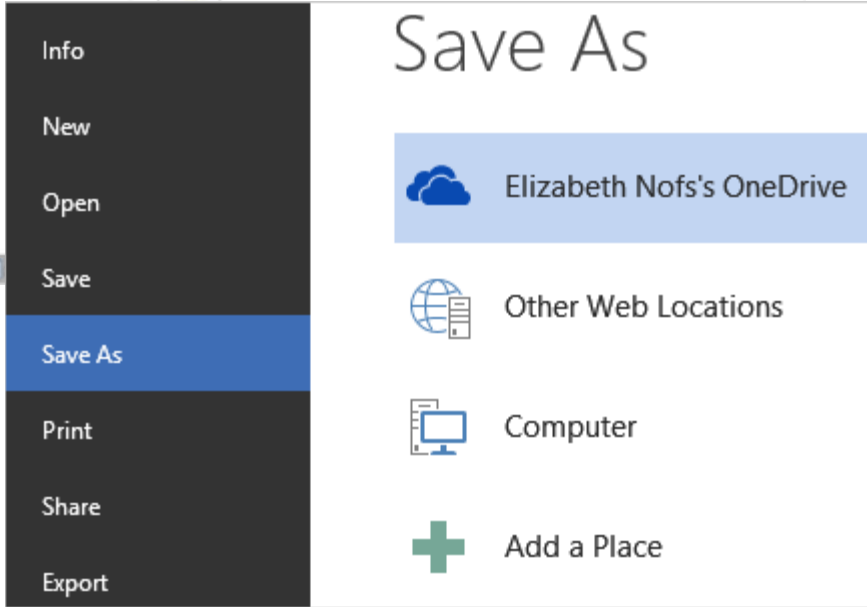
What Do You See? The OneDrive is one of the default locations for saving files.

What Else Do You See? The options on the left side include **Save As**, **Share** and **Export**. We will look at each of these options in a minute.
Turn the page....

File ->Save



1



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Save Files to Remote Locations



Take Two

Save to the OneDrive

2. Do This: Save Your Work

Go to **File -> Save -> OneDrive**.

File Name: The Circus is Coming to Town.

Save as Type: Word Document (That's a docx.)

Click **Save**. The flyer is done.

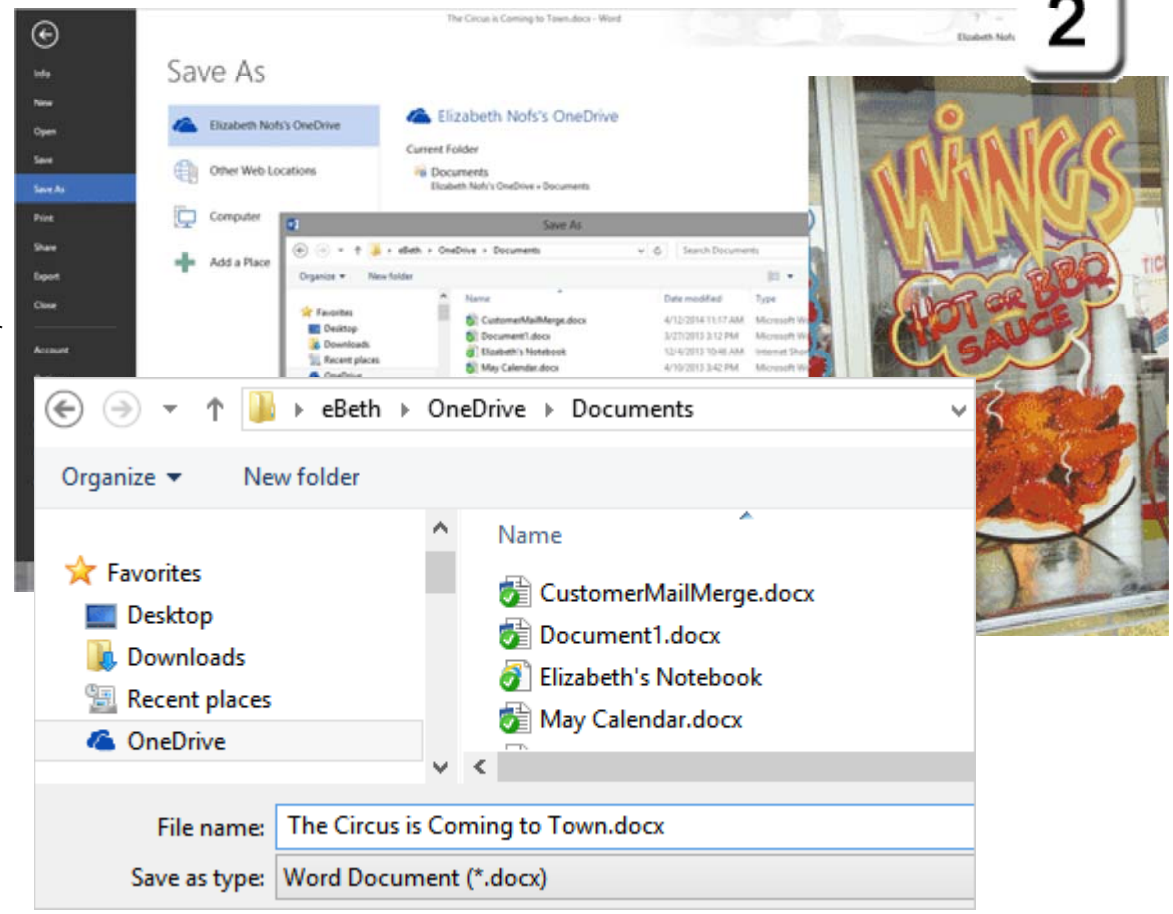
Wait, wait, wait! Don't be in a hurry to print out a thousand copies of the flyer. Consider the options.

Think digital: You can **Share** this flyer by E-mail or present it online. You can also publish this flyer on the Internet as a Blog post. Most cities have a web site for the local newspaper.

Finally, you can **Export** this Word document into other formats, including an Adobe PDF or Microsoft XPS document.

Let's consider the options.

File -> Save -> OneDrive



2

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Save Files to Remote Locations



Share a Document

Sharing a file online is much easier in Microsoft Office 2013. There are several new methods that use Cloud Computing.

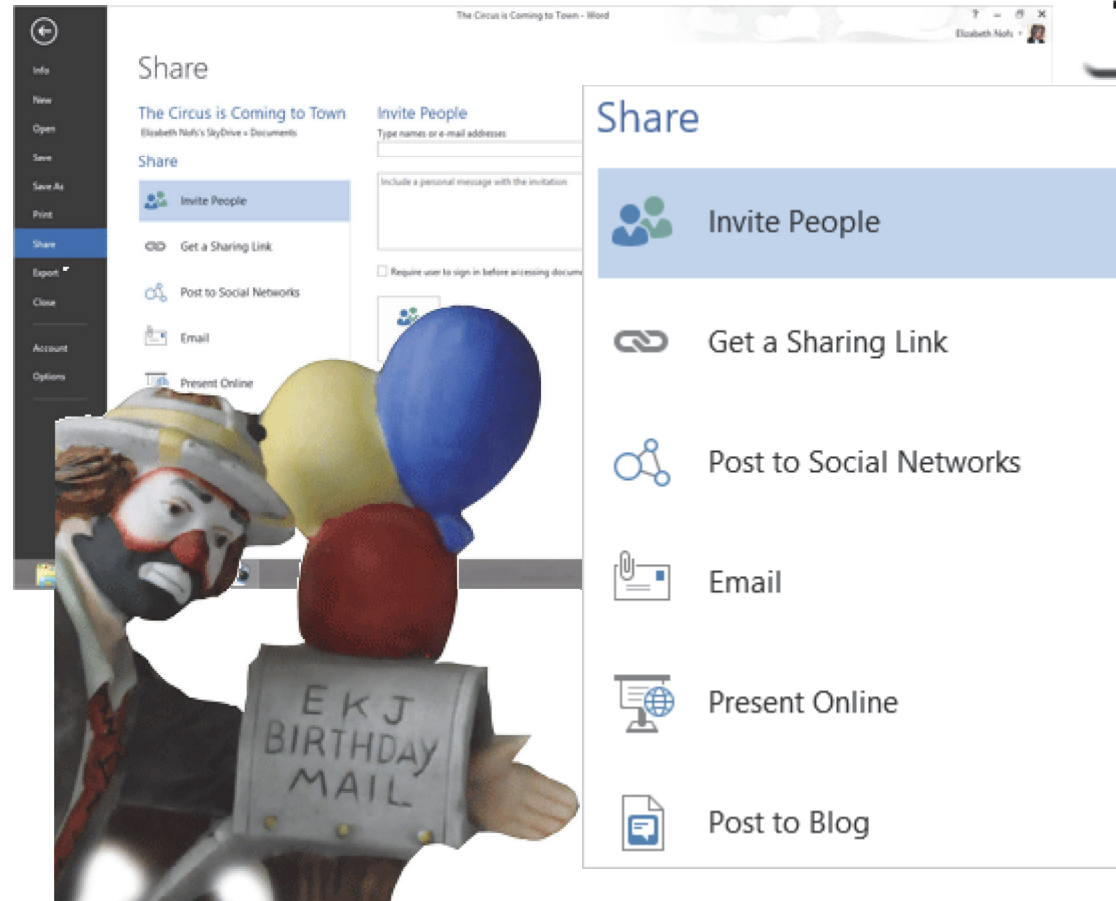
1. Try This: Review the Share Options
Go to **File->Share**.

The **Share** options include:
Invite People
Get a Sharing Link
Post to Social Networks
Email
Present Online
Post to Blog

We'll walk through these options from the top down, beginning with the invitation.

Keep going...

File -> Share



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Save Documents in Alternate File Formats (Share)



Take Two

Share: Invite People

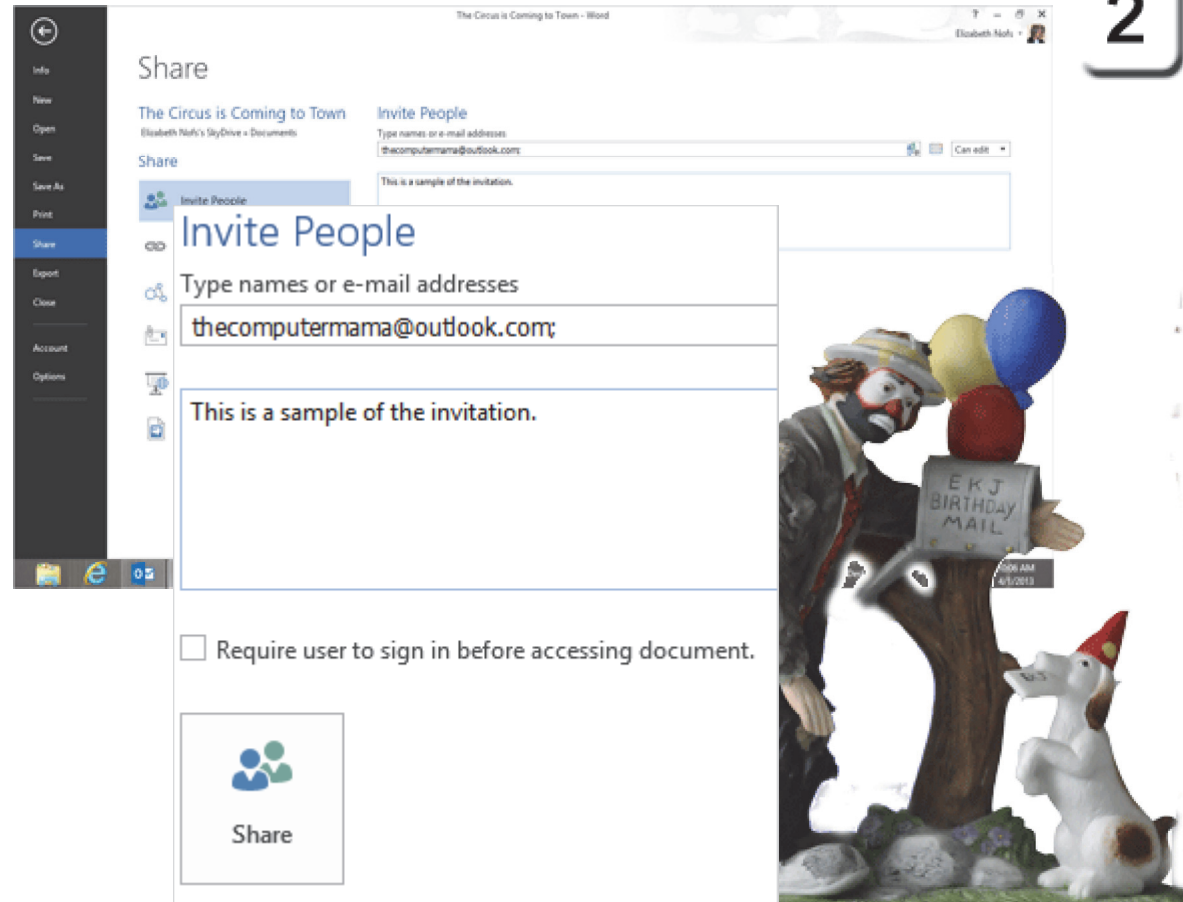
You can **Invite People** to share this document.

2. Try This: Share by Invitation
Go to **File->Share->Invite People**.

Please enter the following:
Type your E-mail address.
Include a message: This is a sample of the invitation.

Click **Share**. Keep going...

File -> Share -> Invite People



2

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Invite People(Share)



Take Two

Receive an Shared File

3. Consider This: What does it look like when the recipient receives the invitation? The example on this page shows the how the E-mail might look in Outlook.com.

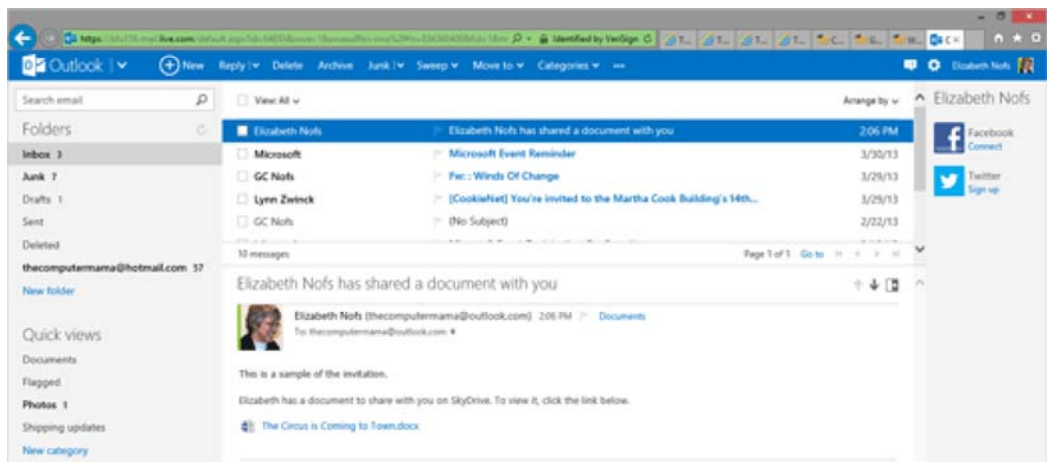
The E-mail states that Elizabeth has shared a document Online in SkyDrive. The E-mail also tells the recipient to click on the link to open the shared document.

When the shared document opens in Microsoft Word, the recipient can go to **File->Save As** and save a copy to a different location, say their own computer.

Keep going...





Example of the shared document in the recipient's Outlook.com E-mail



3

Elizabeth has a document to share with you on OneDrive. To view it, click the link below.

 [The Circus is Coming to Town.docx](#)

Share your files with  OneDrive

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Invite People(Share)



Take Two

Get a Sharing Link

A **Sharing Link** lets you publish a file online to your OneDrive and make it available by a hyperlink. Anyone who has the link can open the shared file.

Before You Begin: The Circus flyer is open in Microsoft Word.

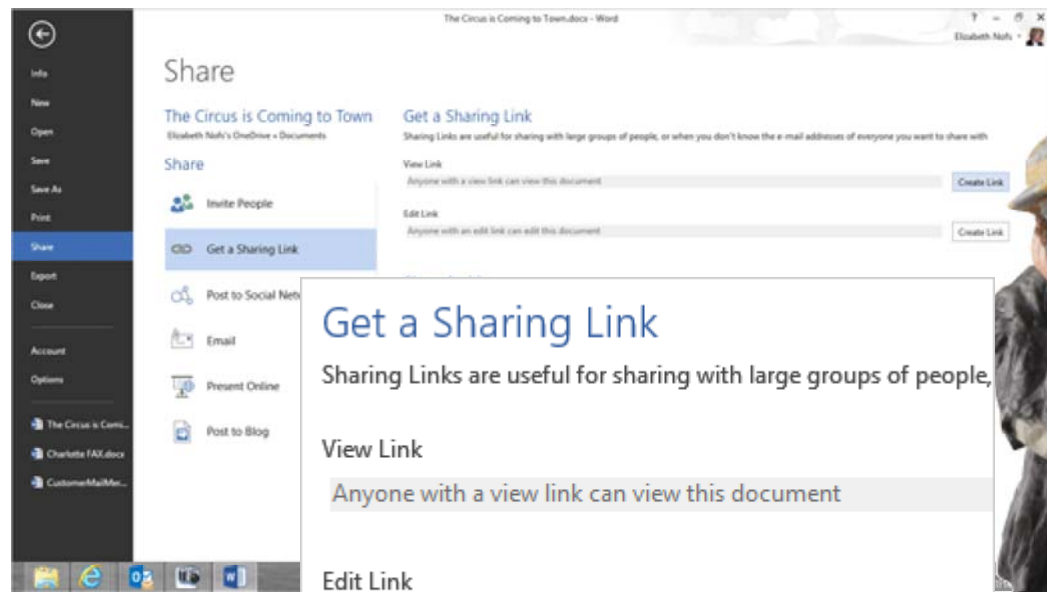
4. Try This: Get a Sharing Link
Go to **File->Share**.
Click on **Get a Sharing Link**.

What Do You See? There are two different links: View or Edit.

To make a link, click on **Create Link**.
After the link is created, you can copy this link into an E-mail if you wish.

Keep going....

File -> Share->Get a Sharing Link



Get a Sharing Link

Sharing Links are useful for sharing with large groups of people.

View Link
Anyone with a view link can view this document

Edit Link
Anyone with an edit link can edit this document

View Link

<https://onedrive.live.com/redirect?page=view&resid=86CD87A2467AD6EA!17>

4



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Get a Sharing Link (Share)



Take Two

Post to a Social Network

Social Networks can be very effective for broadcasting a message. Microsoft Word is an excellent authoring tool for creating colorful, rich documents. Here is a way to post your document to Facebook.

Before You Begin: The Circus flyer is still open in Microsoft Word.

5. Try This: Post to a Social Network

Go to **File->Share**.

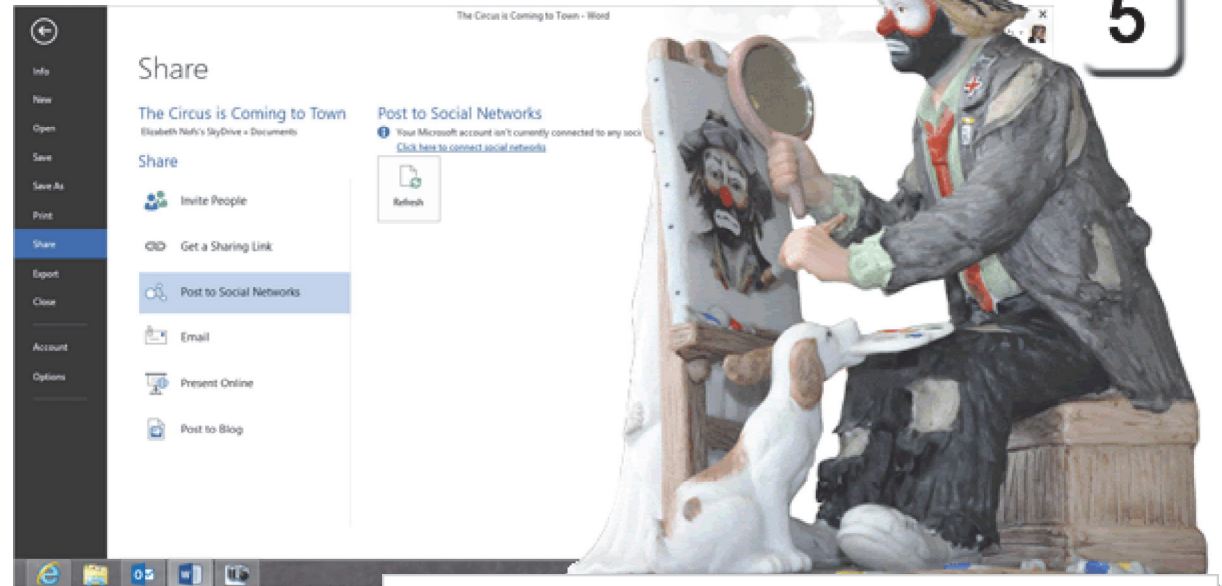
Click on **Post to Social Networks**.

Click the link to **connect social networks**.

What Do You See? The first time you use this link, you will be asked to add a Social Network. The steps are straightforward. Follow the Wizard and fill in the blanks.

Turn the page: let's look at the next step.

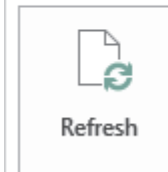
File -> Share -> Post to Social Networks



5

Post to Social Networks

i Your Microsoft account isn't currently connected to any social network.
[Click here to connect social networks](#)



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Post to a Social Network (Share)



Take Two

Add a Social Network

Microsoft Office uses the Microsoft E-mail account to connect with Facebook, Twitter, LinkedIn, Flickr, Google, and Sina Weibo.

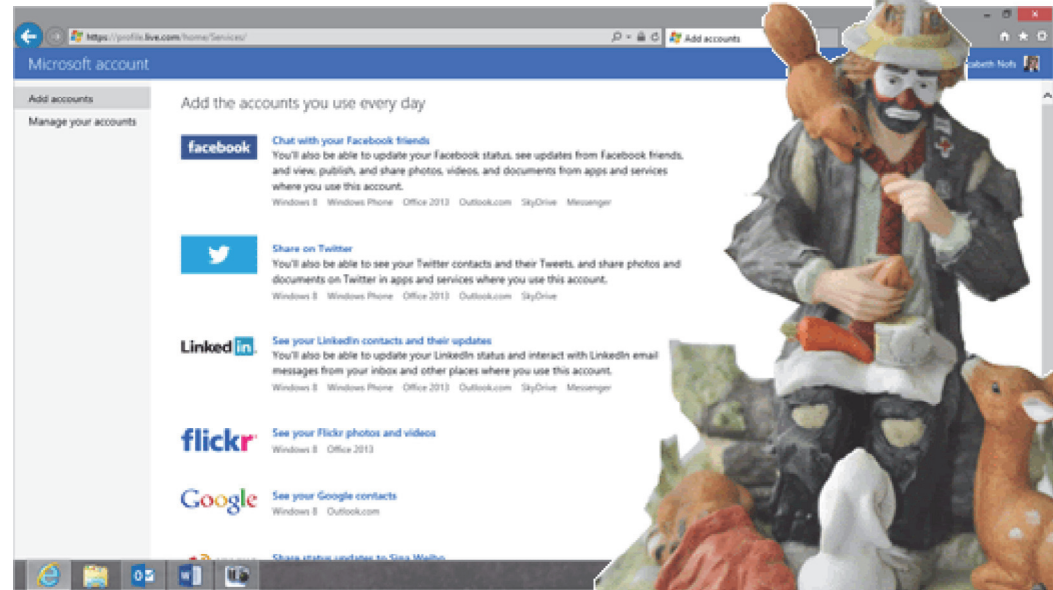
This "digital switchboard" can also be used with Windows 8, Windows Phone, Office 2013, Outlook.com, OneDrive and Messenger accounts.

6. Try This, Too: Connect to Facebook
The Microsoft E-mail Account is open. Click on **Chat with your Facebook friends**.

You will be prompted to log into Facebook.

Keep going...

File -> Share -> Post to Social Networks



6

facebook

Chat with your Facebook friends

You'll also be able to update your Facebook status, see updates from Facebook friends, and view, publish, and share photos, videos, and documents from apps and services where you use this account.

Windows 8 Windows Phone Office 2013 Outlook.com SkyDrive Messenger

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Post to a Social Network (Share)



Take Two

Connect with Facebook

Microsoft and Facebook use a little social connector app to link Microsoft Office 2013 to Facebook. The first question you will be asked is who has permission to see the posts that this app makes for you on your Facebook timeline. The default is Friends. You can choose a different setting.

7. Try This: Add the Microsoft App

Click **Go to App**.

This will install the social connector.

Keep going...

File -> Share -> Post to Social Networks

The image is a composite. On the left, a figurine of a man in a hat and coat sits on a globe, holding a staff, with a dog sitting beside him. Overlaid on this is a screenshot of a Facebook app installation dialog box. The dialog box has the Microsoft logo and the text "Microsoft Connect with Facebook friends". It includes a "Go to App" button and a "Cancel" button. Below the dialog box is a screenshot of the app's permissions page on Facebook. The page shows the Microsoft logo and the text "Microsoft Connect with Facebook friends". It includes a "Go to App" button and a "Cancel" button. Below the dialog box is a screenshot of the app's permissions page on Facebook. The page shows the Microsoft logo and the text "Microsoft Connect with Facebook friends". It includes a "Go to App" button and a "Cancel" button. Below the dialog box is a screenshot of the app's permissions page on Facebook. The page shows the Microsoft logo and the text "Microsoft Connect with Facebook friends". It includes a "Go to App" button and a "Cancel" button.

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Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Post to a Social Network (Share)



Take Two

Review the Permissions

8. Try This: Review the Permissions

The welcome screen may say that millions of people use this app, but the Computer Mama suggests that you read the list of permissions that this software requests.

The permissions include:
Post on your behalf.
Access Facebook Chat.
Manage your notifications.

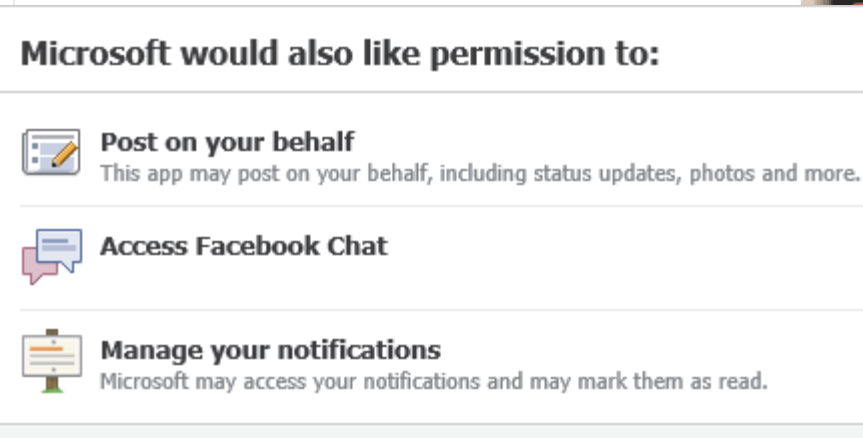
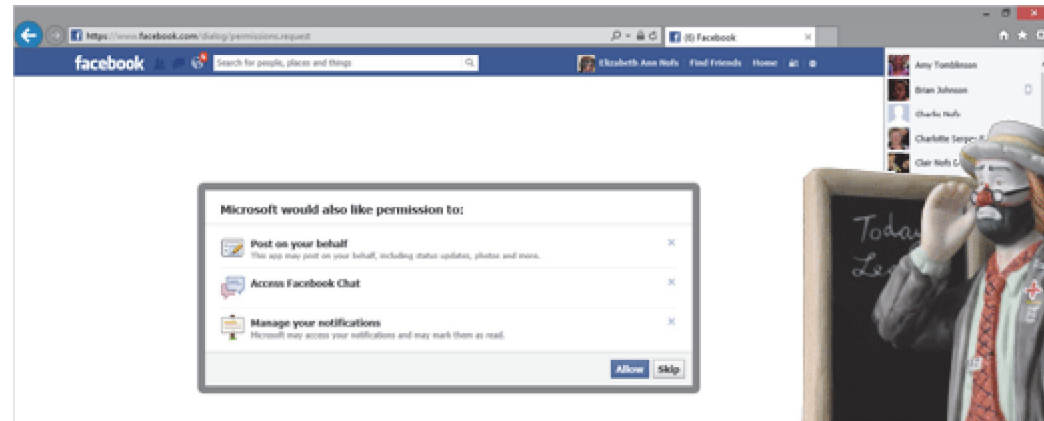
Each of these permissions can be denied if you wish.

Click **Allow**. You will see a little pop up when the update is complete.

Keep going...how does it work?

File -> Share -> Post to Social Networks

8



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Post to a Social Network (Share)



Take Two

Post to Facebook

9. Finally, Try This: Post to Facebook

The Circus flyer is still open in Microsoft Word. Go to **File->Share**. Click on **Post to Social Networks**.

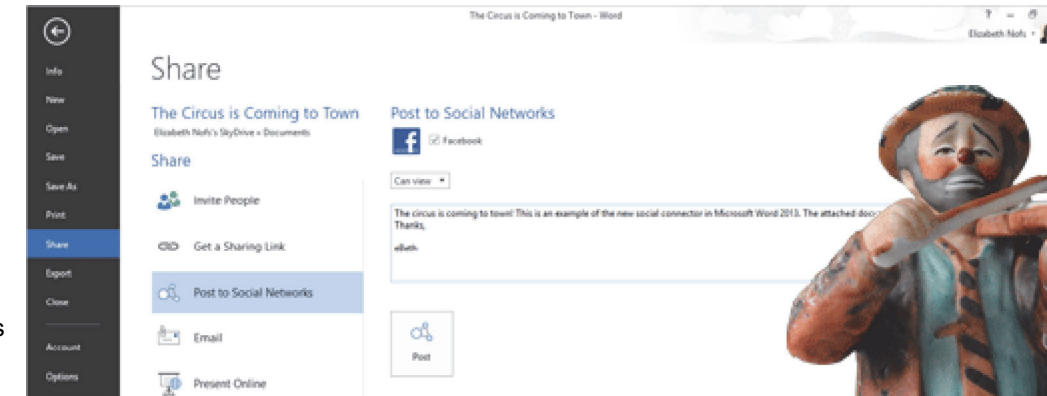
What Do You See, Now? The social network will be available on the right side. In this example, the circus flyer will be published on Facebook as an attachment, a Word document. You can choose who can view this post. There is also a text box for writing a comment when you post the flyer.

If you are following this lesson and you have a Facebook account, please try these steps.

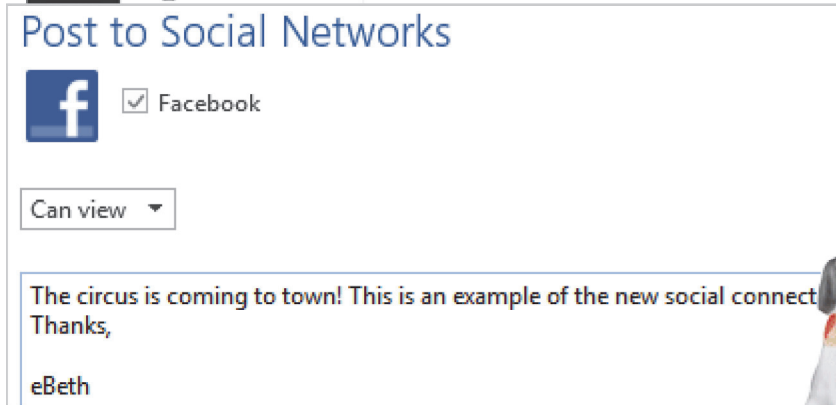
Then log into Facebook and see what the post looks like. This could be a useful upgrade to Microsoft Office, indeed!

Keep going...

File -> Share -> Post to Social Networks



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Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Post to a Social Network (Share)



Take Two

Share by E-mail

E-mail is an excellent choice for sharing and collaboration. It is quick, rich and digital. The following pages will look at the E-mail options. This lesson begins with the Circus flyer open in Microsoft Word, but you can use any sample file for these steps.

1. Try This: Send Using Email Go to **File->Share->Email**.

- There are five E-mail options:
- Send as Attachment.
 - Send a Link.
 - Send as PDF.
 - Send as XPS.
 - Send as Internet Fax.

Let's begin with an attachment.

OK, Try This: Send as Attachment Click on **Send as Attachment**.

Keep going...

File -> Share -> Email

The screenshot shows the 'Share' dialog box in Microsoft Word. The 'Email' option is selected, and a pop-up window provides details for two email options:

- Send as Attachment**
 - Everyone gets a copy to review
- Send a Link**
 - Everyone works on the same copy
 - Everyone sees the latest changes
 - Keeps the email size small

1



Exam 77-418 Microsoft Word 2013
 1.0 Create and Manage Documents
 1.5 Configure Documents to Print or Save: Send by Email (Send as Attachment)



Take Two

Send as Attachment

When you choose to send a document as an attachment, a new message will open with the document included.

2. Do This: Complete the Task

Please address this Email to yourself and click **Send**.

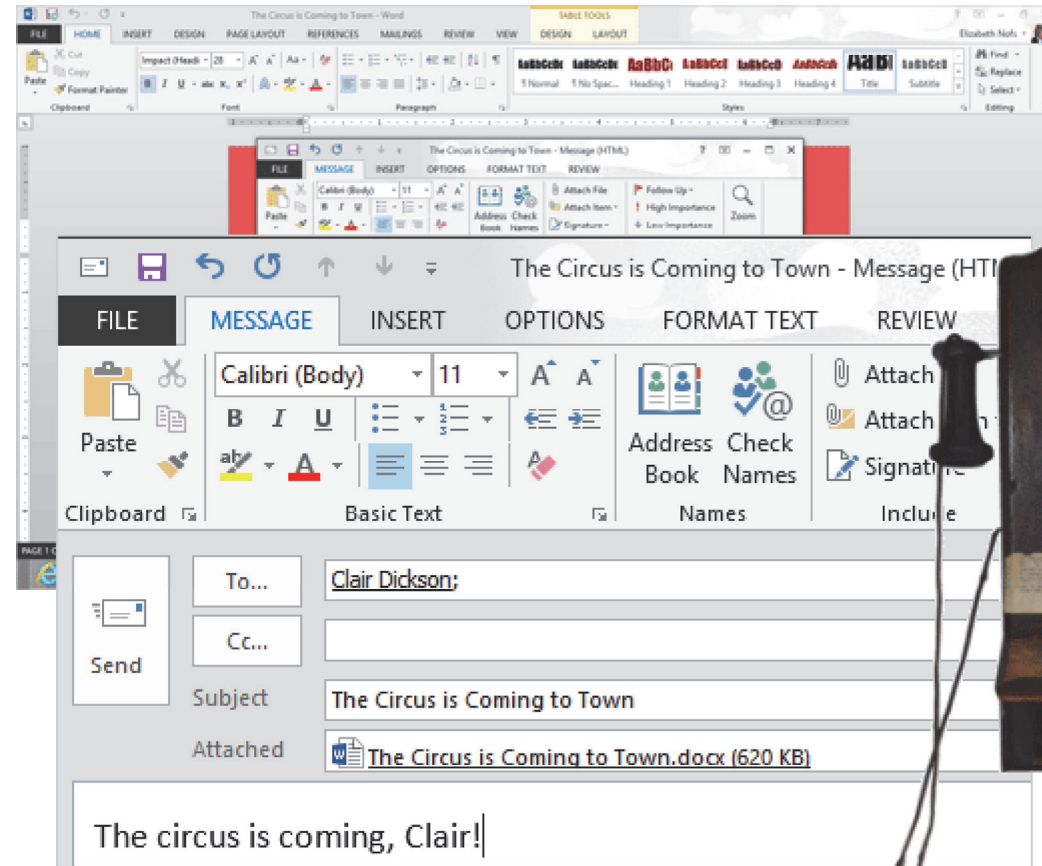
In a few minutes a new E-mail should arrive in your Inbox. There should be a Microsoft Word document attached.

Keep going...

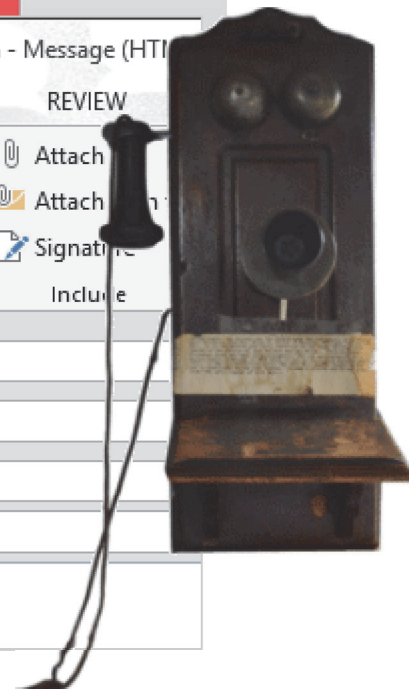
Memo to Self: The screen capture on this page shows a new message in Microsoft Outlook 2013.

This option to **Send as Attachment** may not work if you use webmail (Gmail, Yahoo or AOL) as your default program.

File -> Share -> Email->Send as Attachment



2



Exam 77-418 Microsoft Word 2013
 1.0 Create and Manage Documents
 1.5 Configure Documents to Print or Save: Send by Email (Send as Attachment)



Share: Send a Link

The option to **Send a Link** is similar to Sharing Links. Instead of sending everyone a separate copy of the document as an E-mail attachment, the document will be available online in OneDrive or SharePoint. **Send a Link** is a way to E-mail a Hyperlink to that document online.

3. Try This: Send as Link

The Circus document is still open. Go to **File->Share->Email**. Click on **Send a Link**.

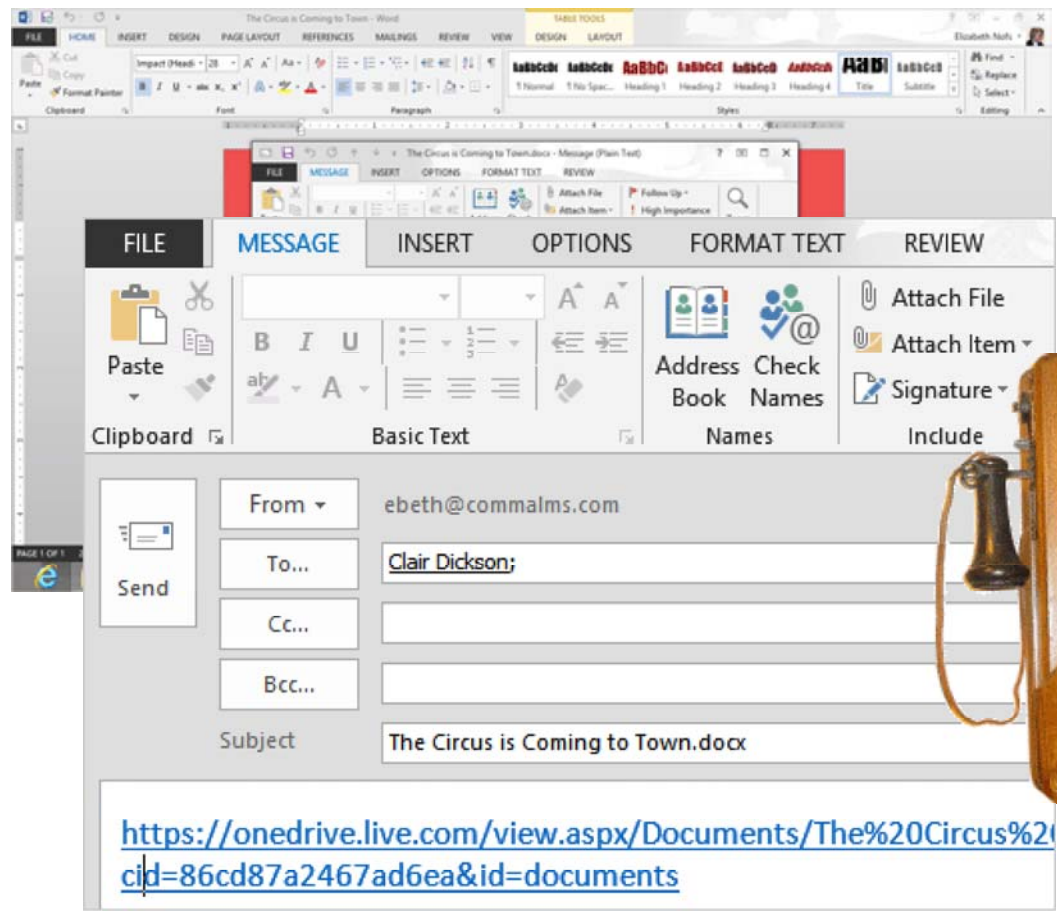
What Do You See? A new message will open with the link included.

Complete the task: Please address this E-mail to yourself and click **Send**.

In a few minutes a new E-mail should arrive in your Inbox. There should be a Link in the message.

Keep going...

File -> Share -> Email-> Send a Link



3



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send a Link)



Take Two

Share: Internet Fax

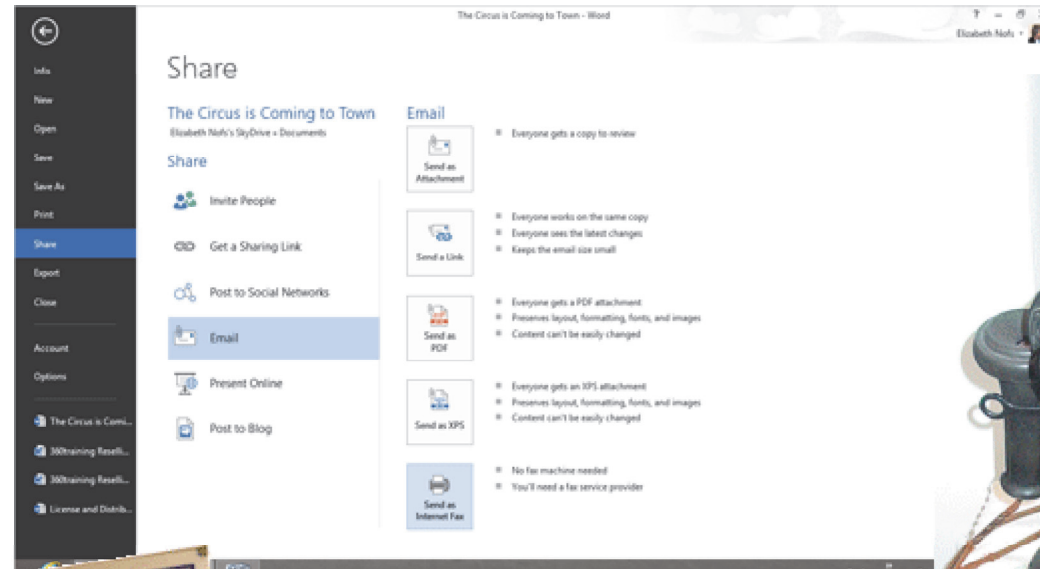
Before the Internet and E-mail became the norm, businesses used Fax machines to send information instantly. Fax machines relied on telephone technology: a dial-up phone. Many businesses and households simply use cell phones, not dial-up.

However, there are enough legacy Fax machines that you may consider sending an Internet Fax.

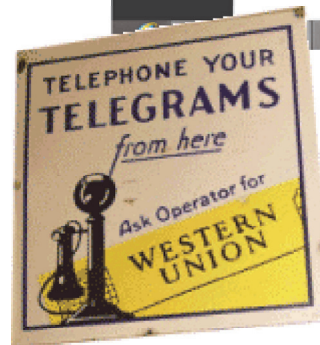

4. Try This: Send an Internet Fax
Go to **File->Share->Email**.
Click on **Send as Internet Fax**.

Keep going...

File ->Share -> Email-> Send as Internet Fax



4

- No fax machine needed
- You'll need a fax service provider



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send as Internet Fax)



Take Two

Creating XPS and PDF Files

PDF means Portable Document File. The PDF format was developed by Adobe Systems in 1993 as a way to represent documents in a way that was independent of which program created the document or which operating system might be running on your computer-today or 20 years ago.

XPS means XML Paper Specification. XPS is the open source format developed by Microsoft in 2009. It is also independent of software or operating system.

You can **E-mail** or **Export**. Both buttons will print a PDF or XPS file. The Export option lets you optimize the PDF. The E-mail option does not.

6. Try it: Create PDF/XPS Document.

The Circus document is still open in Word.

Go to **File ->Export**.

Go to **Create PDF/XPS Document**.

Click on **Create PDF/XPS**.

Keep going...

File -> Export ->Create PDF/XPS Document->Create PDF/XPS

The screenshot shows the Microsoft Word 2013 interface with the 'Export' menu open. The 'Create PDF/XPS Document' option is selected. A callout box provides details about this option:

Create a PDF/XPS Document

- Preserves layout, formatting, fonts, and images
- Content can't be easily changed
- Free viewers are available on the web

Below the list is a button labeled 'Create PDF/XPS'.

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Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send as PDF)



Take Two

Simple PDF Options

When you save a Word document as a PDF, you will be prompted to browse to a folder to save your new PDF file. In this screen shot, the PDF was saved to the SkyDrive.

7. Try This: Edit the PDF Options

Save as type: PDF (*.pdf)

Optimize: Standard.

Click **Publish**.

The completed PDF file will open in Adobe Acrobat, a free reader program that is available on most PCs.

Keep going....

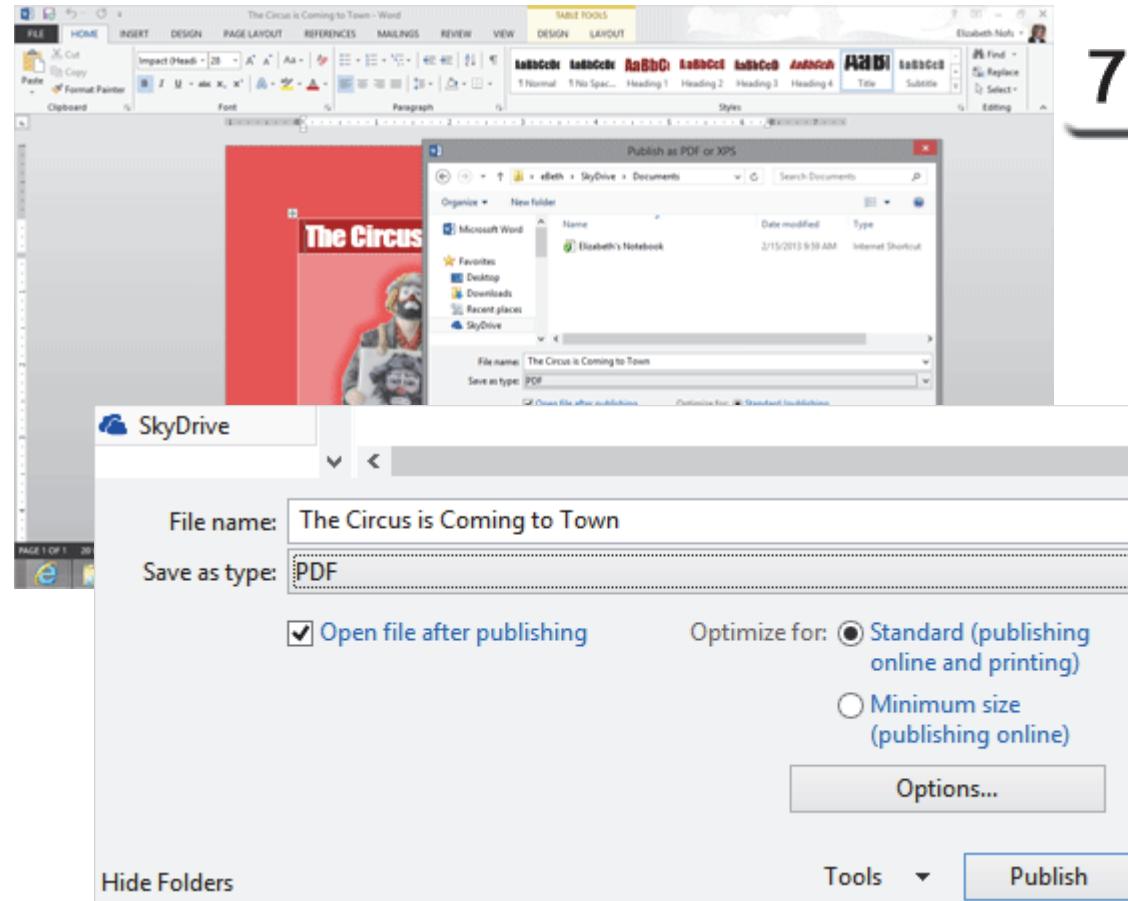
Made You Look: Optimize the PDF

Microsoft Word offers two levels of resolution for the PDF file: Standard and Minimum.

The Standard format has a higher resolution for graphics so that the images will print well.

The Minimum format compromises on image size and quality to reduce the file size and make the downloads faster.

File -> Share -> Email-> Send as PDF



Exam 77-418 Microsoft Word 2013
 1.0 Create and Manage Documents
 1.5 Configure Documents to Print or Save: Send by Email (Send as PDF)



Take Two

Send as XPS

You can convert a document to a PDF or an XPS file and then send it as an E-mail attachment. It is a "one-click" process that works rather effectively. Here are the steps.

8. Try it: Send as XPS

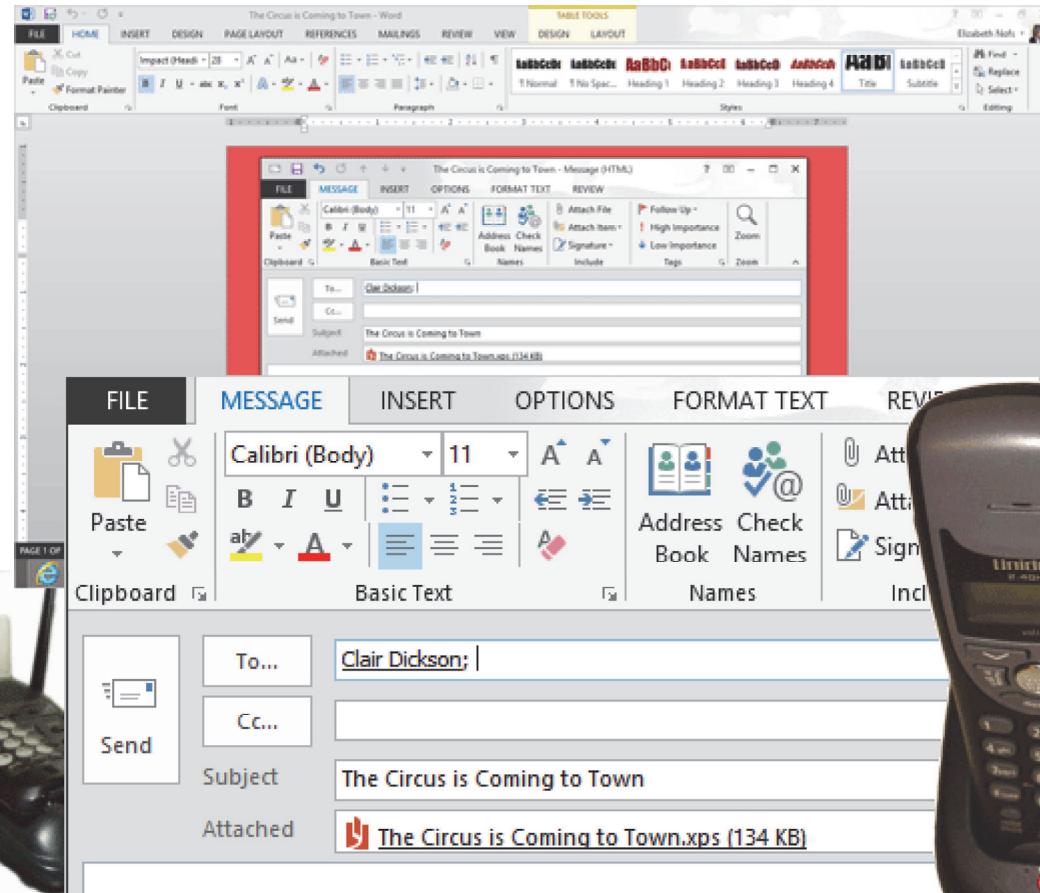
The Circus document is still open. Go to **File->Share->Email**. Click on **Send as XPS**.

What Do You See? A new message will open with the XPS file attached.

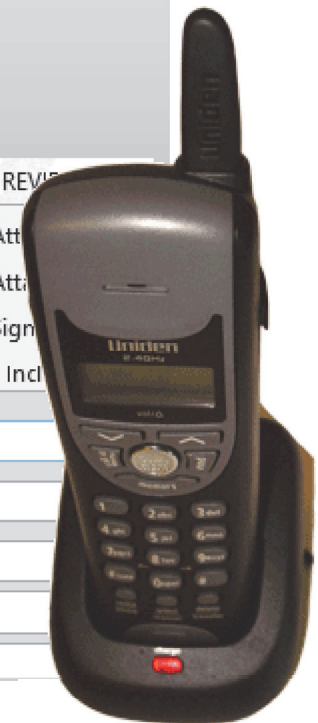
Complete the task: Address the E-mail to yourself and click **Send**.

In a few minutes a new E-mail should arrive in your Inbox. There should be an XPS file attached to the message.

File -> Share -> Email-> Send as XPS



8



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send as XPS)



Take Two

Open the PDF in Word

You can open a PDF file in Microsoft Word 2013 and edit it if you wish. This is new: something that could not be done easily in previous versions of Microsoft Office.

Earlier in this lesson the PDF file was saved to the SkyDrive. This example returns to the SkyDrive to edit that PDF.

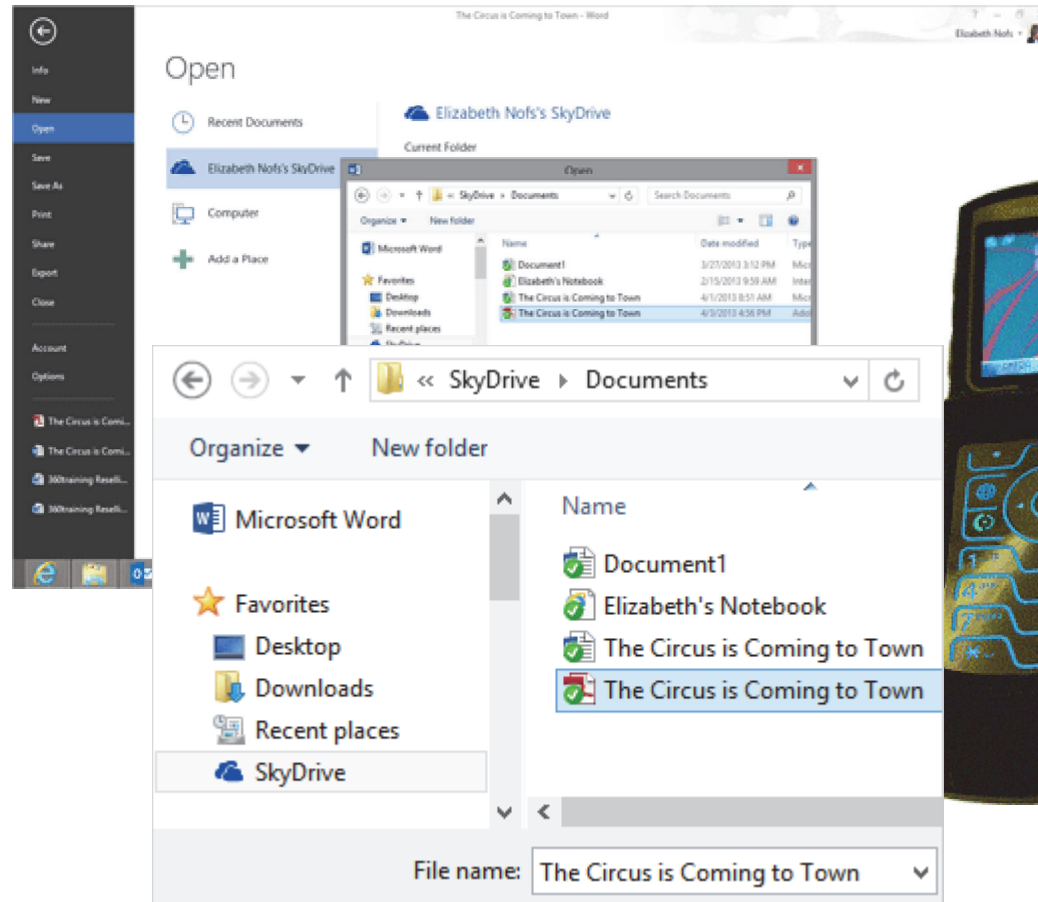
1. Try it: Open a PDF File in Word

The Circus document is still open in Word. Go to **File ->Open->SkyDrive**.

What Do You See? The PDF file is visible, available to open in Word. Select the PDF file and click **Open**.

Keep going...one more step.

File -> Open->SkyDrive



Exam 77-418 Microsoft Word 2013
 1.0 Create and Manage Documents
 1.2 Navigate Through a Document: Open a PDF file directly in Word for Editing



Edit the PDF in Word

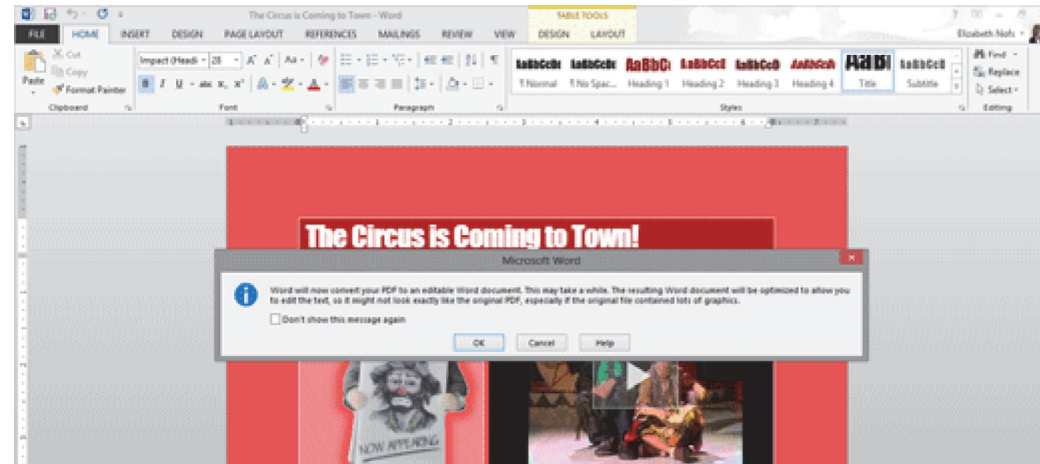
2. Try it: Edit the PDF File in Word

When you open the PDF file, you will be notified that Word will convert the PDF into an editable file and that some layout and text formatting may be changed.

So opening a PDF file in Word changes the PDF back into a Microsoft Word document.

That was cool.

File -> Open->SkyDrive



2

i Word will now convert your PDF to an editable Word document. This may take a while. The resulting Word document will be optimized to allow you to edit the text, so it might not look exactly like the original PDF, especially if the original file contained lots of graphics.

Don't show this message again

OK Cancel Help



Exam 77-418 Microsoft Word 2013
 1.0 Create and Manage Documents
 1.2 Navigate Through a Document: Open a PDF file directly in Word for Editing



Take Two

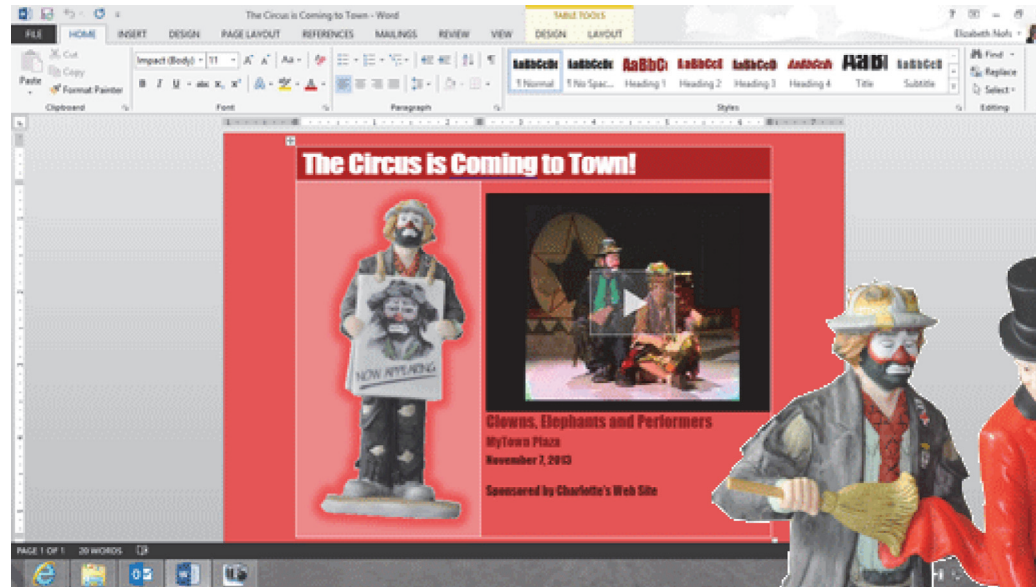
Frictionless Marketing

In his book, *The Road Ahead*, Mr. Bill Gates, founder of Microsoft, predicted that computers would enable "frictionless marketing." The beautiful flyer that we just created would cost thousands of dollars to print in color and mail by US Post.

We just designed an excellent flyer that did not cost anything for printing or postage. No friction: nothing to hold you back!

So go get a cookie, maybe two.

You done good.





Practice

Lesson 6: Online, All the Time

Before You Begin: Download a sample picture: [Farm](#)

Try This: Do the following steps

1. Start Microsoft Word 2013. Open a new, blank document.
2. Insert a picture: [Farm](#)
3. Format the picture as follows:
 - Position in Top Center with Square Text Wrapping
 - Crop to Shape: Rounded Rectangle
 - Picture Style: Reflected Rounded Rectangle
4. Adjust the Picture Color Options:
 - Change the Color Tone. Make the Temperature: 8,800
5. Format the Text Wrapping:
 - Send the Farm picture Behind Text
6. Go to the Paragraph Group and click on Show/Hide to show the Anchor.

7. Enter the following Text:
Charlotte's Website
Format the Text: Tahoma, 18 pt, Centered
8. Add a hyperlink: www.freshfood.com
Set Target Frame: New window
Edit the Screen Tip: From the farm to your table
9. Format the hyperlink: Tahoma, 14 pt, Centered
10. Save as YOUR NAME Online Practice.docx





Test Yourself



1. Which of the following is true?

- a. A hyperlink can be pasted into a document and still works when clicked taking a user to the address
- b. A hyperlink cannot be pasted into a document
- c. A hyperlink can be pasted into a document, but, when clicked, will not take the user to that address.

Tip: Intermediate Word, page 201

2. A Word document can be E-mailed directly from Word using the Save and Send option.

- a. True
- b. False

Tip: Intermediate Word, page 205

3. Which of the following is true?

(Select all correct answers.)

- a. The Send as Attachment attaches the document to an E-mail message.
- b. The PDF option converts the document to a PDF and then emails it
- c. The Create Link option allows users access to the file stored on your personal computer.

Tip: Intermediate Word, page 206

4. Which of the following is true about SkyDrive?

(Select all correct answers)

- a. Uses WindowsLiveID for logging in
- b. The Files stored on the SkyDrive are accessible with the Internet
- c. Saving to SkyDrive is available with the File->Save command in Word

Tip: Intermediate Word, page 209

5. Which of the following is true?

(Select all correct answers)

- a. A Mail Merge can be an email
- b. A Mail Merge email sends one copy to all recipients using the CC function
- c. A Mail Merge can send a separate E-mail to each recipient

Tip: Intermediate Word, page 211

