Word - Week Three - Three Questions Answered (3/12/18)

Three questions about Word were asked of me toward the end of last week's session (3/5/18), none of which I knew the answer to… at the time. The first thing I did when I got home from the meeting was to look up (through Internet Google searching) the answers. None of the solutions was difficult to find so I'd like to present them below. Two points are worth making here: 1) It isn't necessary to memorize every possible feature of a program as complex as Word and, 2) It is usually quite quick and easy to find an answer to your question on the Internet. I first state the question and then its answer in Word 2010:

Question: Is there a switch in Word that controls the appearance of Orphan/Widow lines? Stated differently, if only one line is going to spill over to the next page, this control would make it two lines so there is no single or widow line.

Answer: Yes. In the Paragraph Section of the Home Ribbon, there is a small arrow in the lower right corner of that section. Left click it to reveal a small window with more settings. Under the second tab at the top, labeled "Line and Page Breaks", there is a section named Pagination. Check the first line "Widow/Orphan Control". This will accomplish the task and BTW it's checked by default.

Question: Is there a command that will take a section of text that is written in all Capital letters and change the case?

Answer: Yes. This was an easy one and I'm surprised that I never had to use it before. Highlight the ALL CAPS text in your document. On the Home Ribbon find the Font Section. Click the downward pointing arrow next to the symbol "Aa" and make the appropriate choice. You can change to all lower case or you can ask it to do Sentence Case, which is likely the best choice.

Question: WordArt in Word 2007 allowed you to do some interesting designs with a phrase or sentence. This included making text arced or wavy. Is this feature discontinued in later versions of Word?

Answer: Not gone, but changed significantly. This is a complicated answer.

 Research revealed that this exact feature was discontinued if you are working in a .docx document. (If you are working with a .doc document in Word 2010 the feature is unchanged from 2007) The desired effects from Word 2007 can still be achieved in a .docx document. In Word 2010 it takes two steps. To test this, first type a phrase such as Happy Birthday into a .docx document. Then Highlight it. Then on Insert ribbon of 2010 click on WordArt and select a text type. This will change only the text and will not provide the shape that may be desired. But notice as soon as you changed the text, a new ribbon appears at the top labeled Drawing Tools. The three choices next to the text style allow you to change the fill color of the text, change the outline color and, most importantly change the Text Effect. Click on the down arrow next to Text Effect and start playing with all the choices. You can create many fascinating designs which are ideal for posters or certificates.

After working with this for a little while it actually appeared to be more powerful than the limited selections available in Word 2007. Remember, if you are working with Word 2010 but using the .doc format (not .docx) the original WordArt choices are still available, but the new ones are not available. I do not have enough experience with Word 2013 or 2016 to make any statements about how they handle things. Confused yet?

One more complication. If you create WordArt in 2010 in a .docx file and save it as a .doc file the WordArt goes away.

The lesson: Don't ever try to explain why Microsoft does some things and when going from one version of a program to a newer version, don't expect everything to be the same.