



pact

building
local
promise.



microsoft word workshop: how to take control of the “back end” of a document

rachel elrom

global proposal and donor documents editor

august 22 and 23, 2018

What we'll learn about today

- A lot of basic skills in the following areas
- What the “back end” of a Word document looks like, how it works, and why this is important
- How to set headers and footers
- How the various page and section breaks function
- How to add in page numbers in the correct place in a document
- How to troubleshoot issues with page breaks and page numbering





the “back end” of a document

what is it, where is it,
and what is it used for?



Clipboard

- Cut
- Copy
- Paste
- Format Painter

Font

Georgia 10

B *I* U x_2 x^2 ab ac a A

Paragraph

Text alignment and bullet point icons

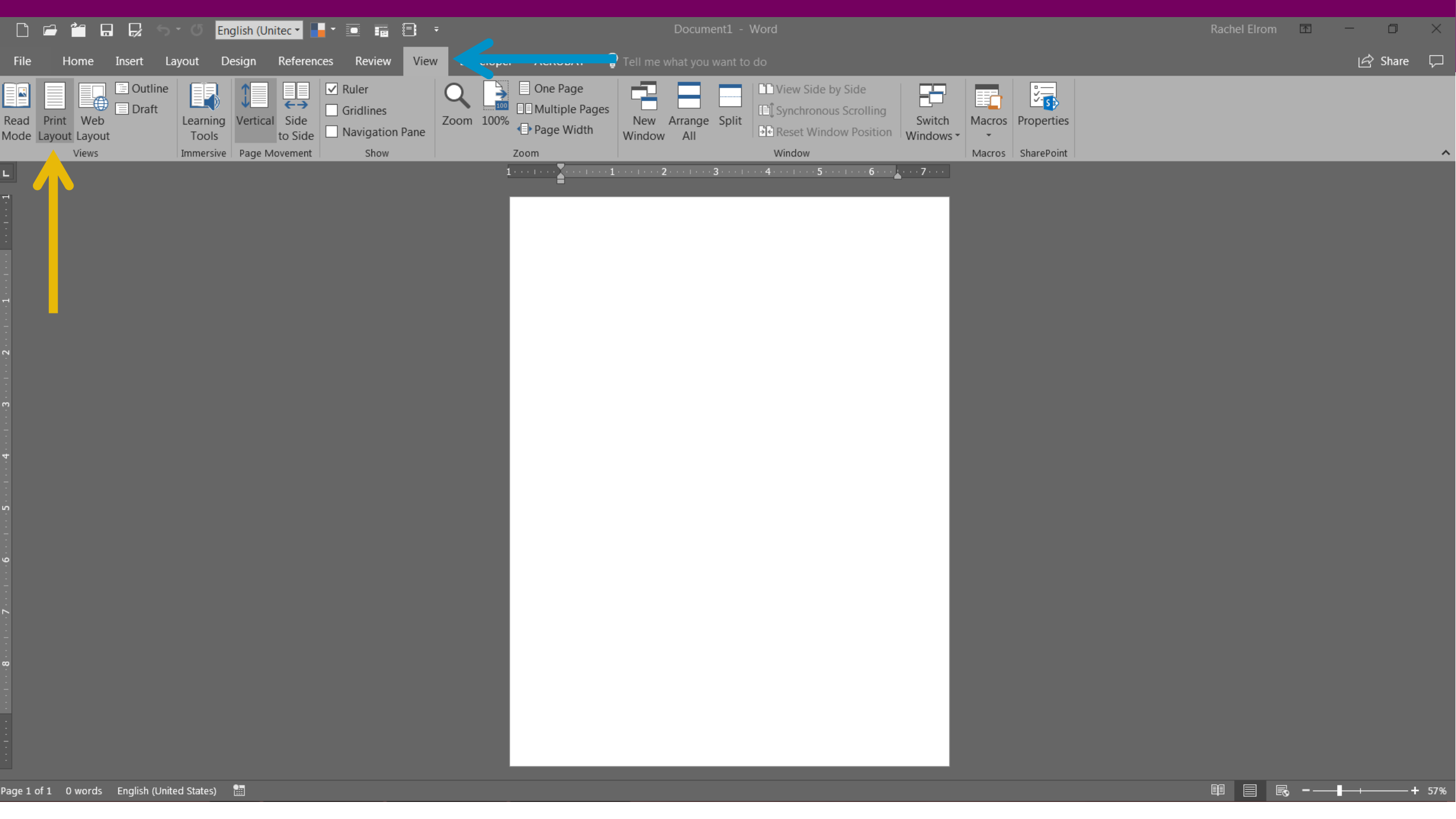
Styles

- AaBbCcDd
- AaBbCcI
- AaBbCcDdi
- 1. AA
- 1.1 AaI
- AaBb
- AaBbCc
- AaBbCc
- AaBbCcDdi
- AaBbCcDd
- AaBbCcDdi
- Normal
- Strong

Editing

- Find
- Replace
- Select





Read Mode
Print Layout
Web Layout
Views

Learning Tools
Immersive

Vertical
Page Movement

Side to Side

Ruler
 Gridlines
 Navigation Pane
Show

Zoom 100%

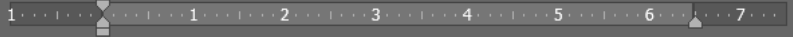
One Page
Multiple Pages
Page Width

New Window
Arrange All
Split

View Side by Side
Synchronous Scrolling
Reset Window Position

Switch Windows

Macros
Properties



Clipboard

- Cut
- Copy
- Paste
- Format Painter

Font

Georgia 10

B *I* U x_2 x^2 ab ac a A

Paragraph

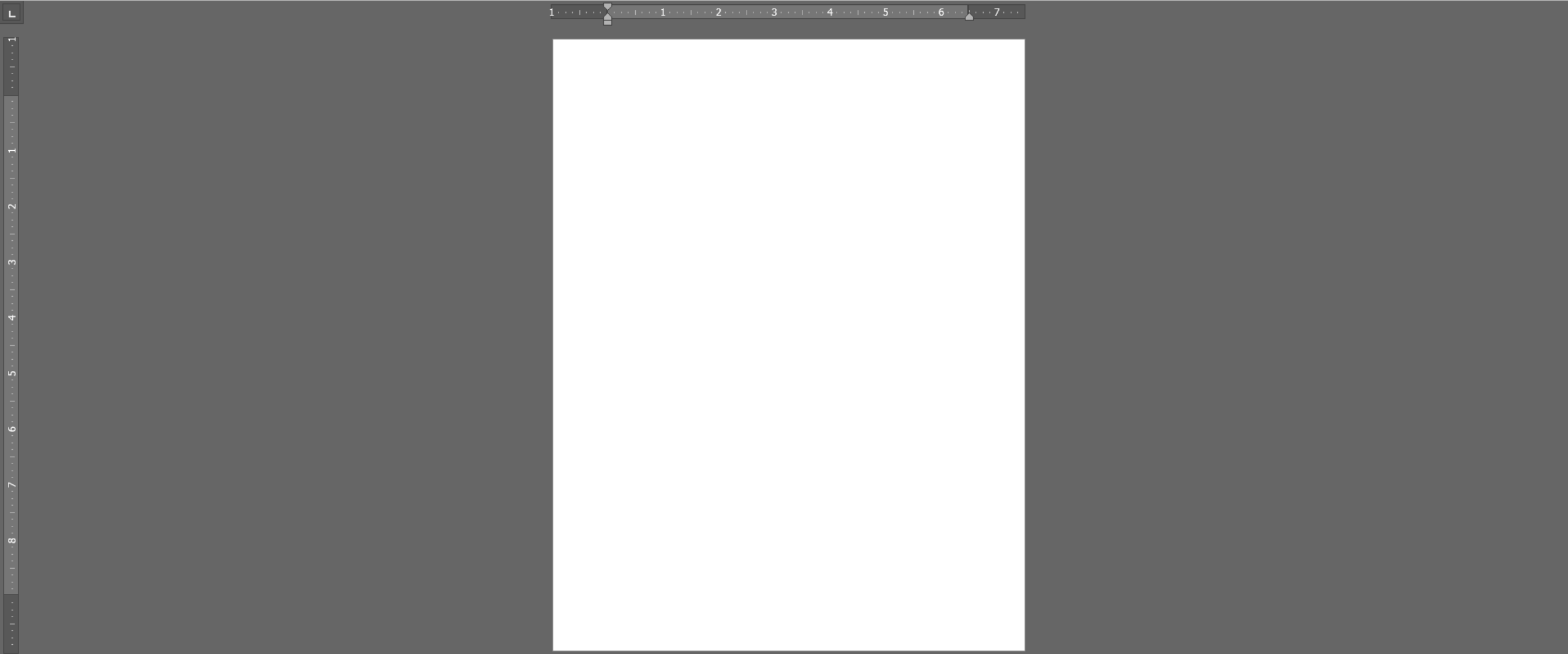
Text alignment, bulleted list, numbered list, indent, decrease indent, increase indent, text color, background color, grid lines

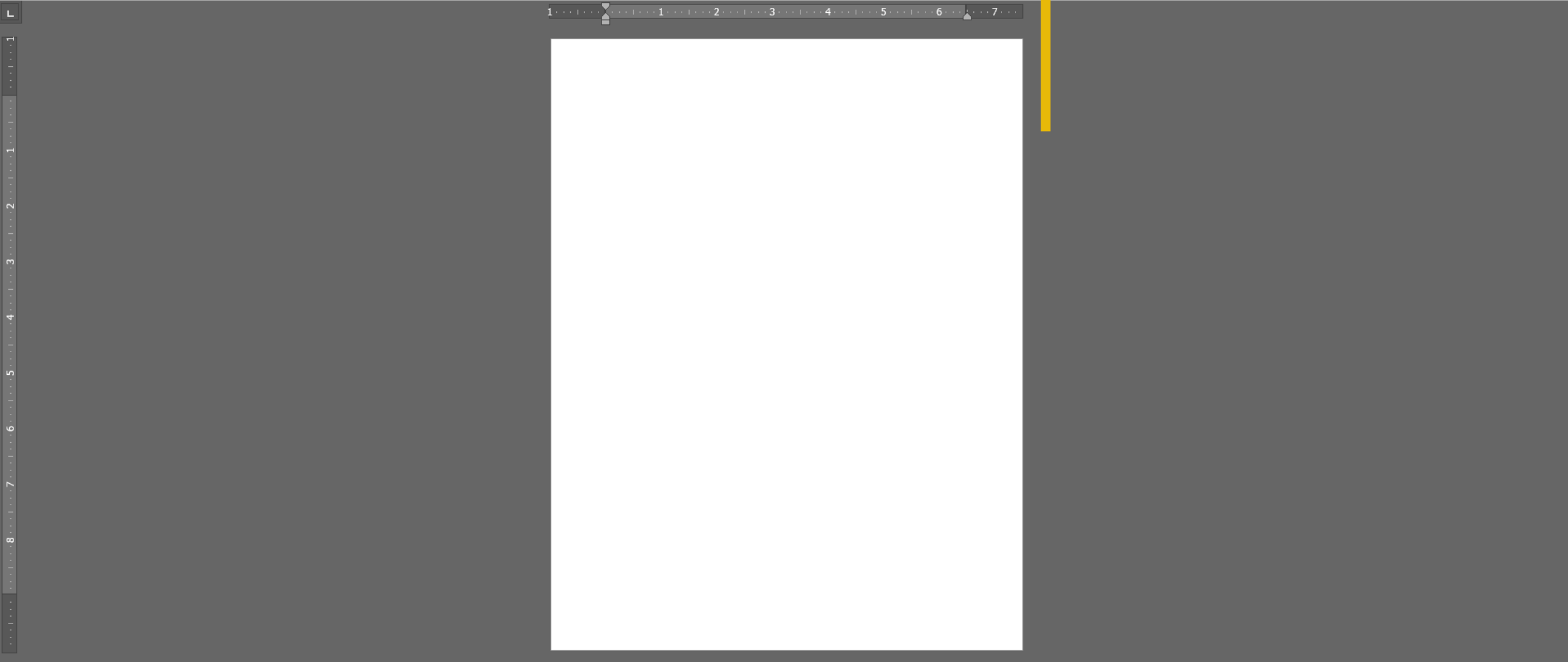
Styles

- AaBbCcDd
- AaBbCcI
- AaBbCcDdi
- 1. A^A (Heading 1)
- 1.1 AaI (Heading 2)
- AaBb (Heading 3)
- AaBbCc (Heading 4)
- AaBbC (Heading 5)
- AaBbCcDdi (Heading 6)
- AaBbCcDd (Normal)
- AaBbCcDdi (Strong)

Editing

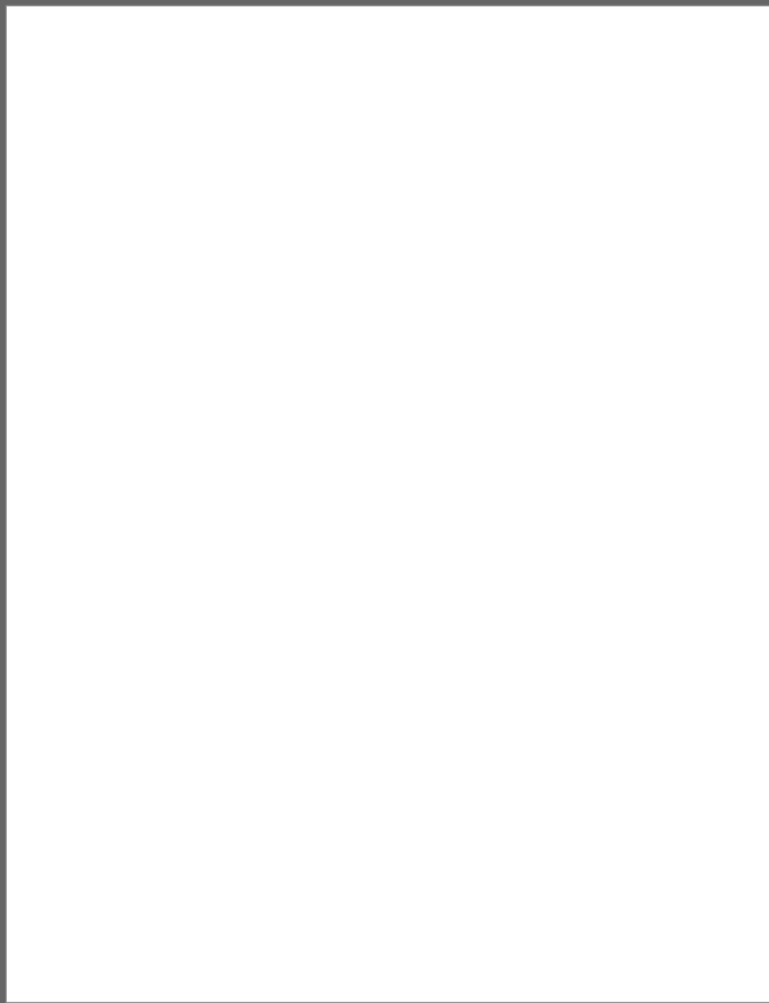
- Find
- Replace
- Select





Margins Orientation Size Columns Breaks Line Numbers Hyphenation Page Setup Indent Spacing Paragraph Position Wrap Bring Send Selection Pane Arrange Align Group Rotate Header & Footer

Header from Top: 0.5" Footer from Bottom: 0.5" Header Footer



Page Setup Paragraph Arrange Header & Footer

Margins Orientation Size Columns Breaks Line Numbers Hyphenation

Indent Spacing

Left: 0" Before: 0 pt Right: 0" After: 10 pt

Position Wrap Bring Send Selection Pane

Align Group Rotate

Header from Top: 0.5" Footer from Bottom: 0.5"

Header Footer



Built-in

Blank

[Type here]

Blank (Three Columns)

[Type here] [Type here] [Type here]

Austin

pg. 1

Banded

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Facet (Even Page)

thor name] [SCHOOL]

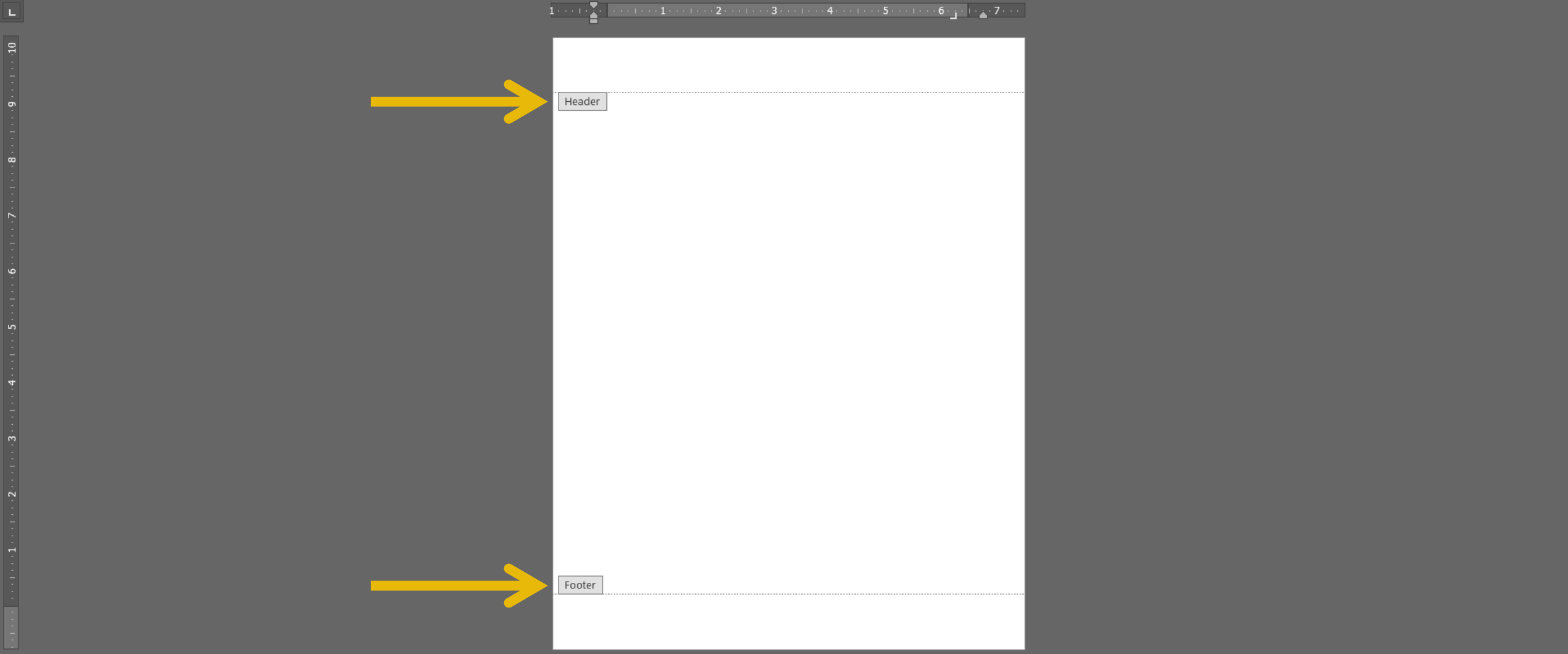
[More Footers from Office.com](#)

Edit Footer

Remove Footer

Save Selection to Footer Gallery...





Read Mode Print Layout Web Layout Views

Outline Draft

Learning Tools Immersive

Vertical Side to Side Page Movement

Ruler Gridlines Navigation Pane Show

Zoom 100%

One Page Multiple Pages Page Width

New Window Arrange All Split

View Side by Side Synchronous Scrolling Reset Window Position Window

Switch Windows

Macros SharePoint



Pact uses a variety of measurement tools to establish and reassess organizational capacity. The Organizational Capacity Assessment, or OCA, reviews, in a highly participatory manner, an organization's capacity or outputs. Often the reviews include assessments of "organizational" functions, such as financial and human resources management, communications, strategy and governance, assets, and logistics. In recent years, Pact has integrated technical components into the OCA, sometimes using the name Integrated Technical Organizational Capacity Assessment, or ITOCA. In these instances, organizations also review aspects more closely associated with the services they deliver, such as the continuum of care for children, policy and legislation advocacy, education, or workforce safety.

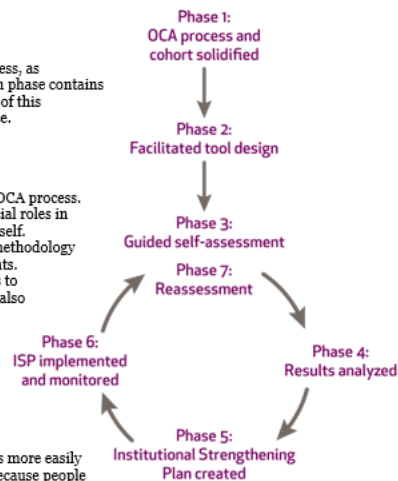
The OCA Process

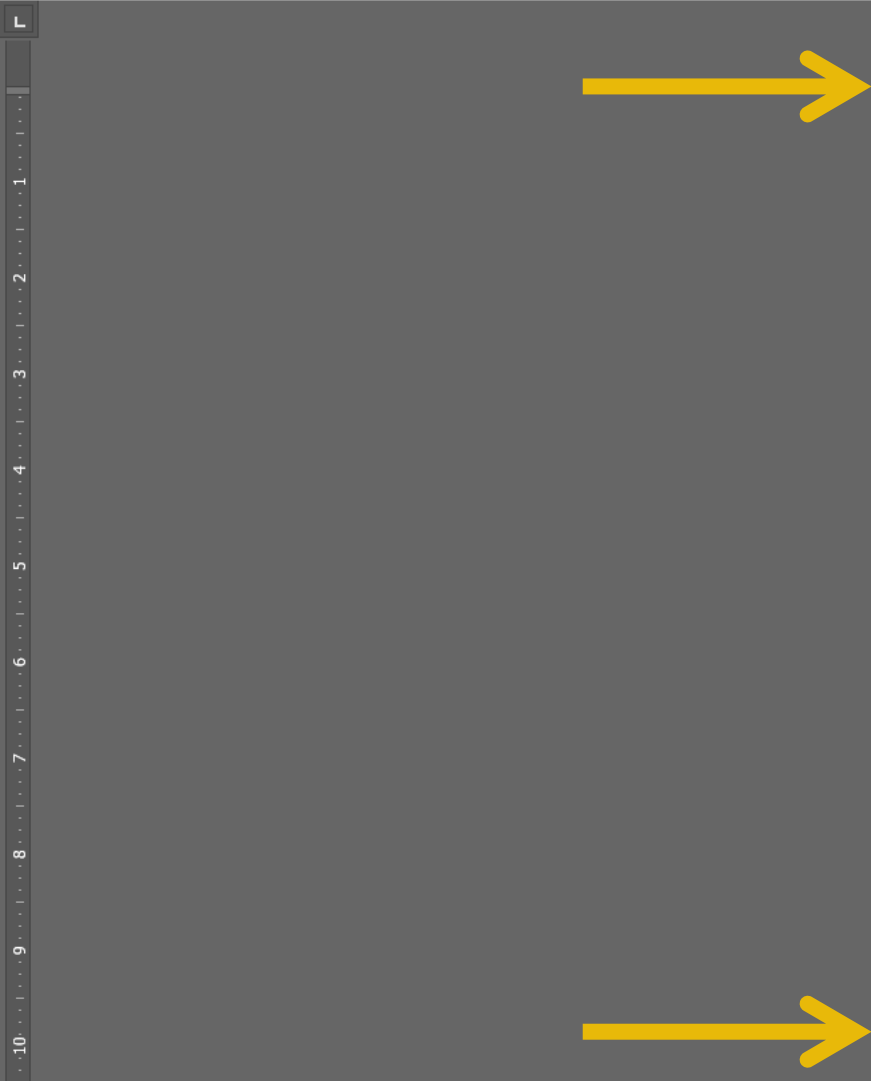
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Organizational Capacity Assessment (OCA) and Action Planning: Facilitator's Guide

Header -Section 4- by of measurement tools to establish and reassess organizational capacity. Same as Previous

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```
graph TD; P1[Phase 1: OCA process and cohort solidified] --> P2[Phase 2: Facilitated tool design]; P2 --> P3[Phase 3: Guided self-assessment]; P3 --> P4[Phase 4: Results analyzed]; P4 --> P5[Phase 5: Institutional Strengthening Plan created]; P5 --> P6[Phase 6: ISP implemented and monitored]; P6 --> P7[Phase 7: Reassessment]; P7 --> P3;
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Footer -Section 4- Introduction to OCA 4

100% Zoom

One Page | Multiple Pages | Page Width

New Window | Arrange All | Split

View Side by Side | Synchronous Scrolling | Reset Window Position

Switch Windows

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Introduction to OCA 4

Options | Position | Close

Different First Page | Different Odd & Even Pages | Show Document Text

Header from Top: 0.5" | Footer from Bottom: 0.5" | Insert Alignment Tab

Close Header and Footer

Header -Section 4-

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Footer -Section 4-

Introduction to OCA 4



English (United States) Header & Footer Tools OCA facilitators guide_June 2018 - Word Rachel Elrom

File Home Insert Layout Design References Review View Developer ACROBAT Design

Tell me what you want to do

Share

Header from Top: 0.5" Footer from Bottom: 0.5" Insert Alignment Tab

Close Header and Footer Close

Header Footer Page Number Header & Footer

Date & Document Time Info

Quick Parts Insert

Pictures Online Pictures

Go to Header Go to Footer

Previous Next Link to Previous

Different First Page

Different Odd & Even Pages

Show Document Text

1 2 3 4 5 6

1 2 3 4 5 6 7 8 9 10

Organizational Capacity Assessment (OCA) and Action Planning: Facilitator's Guide

Header -Section 4- by of measurement tools to establish and reassess organizational capacity. Same as Previous

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```

graph TD
    P1[Phase 1: OCA process and cohort solidified] --> P2[Phase 2: Facilitated tool design]
    P2 --> P3[Phase 3: Guided self-assessment]
    P3 --> P4[Phase 4: Results analyzed]
    P4 --> P5[Phase 5: Institutional Strengthening Plan created]
    P5 --> P6[Phase 6: ISP implemented and monitored]
    P6 --> P7[Phase 7: Reassessment]
    P7 --> P3
  
```

Footer -Section 4-

Introduction to OCA 4

Close Header and Footer Close

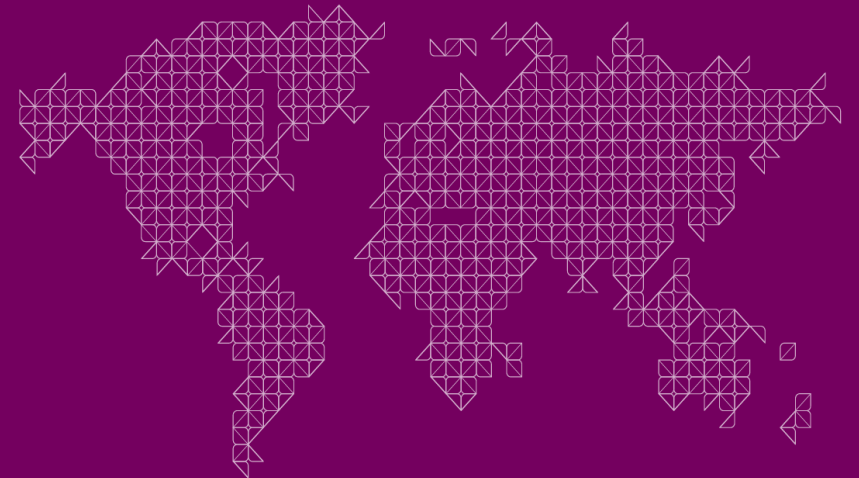
↑

Page 8 of 68 25277 words English (United States) 60%



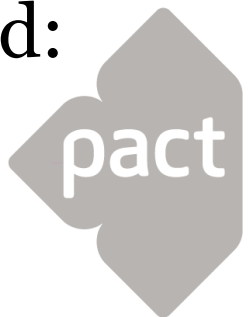
headers and footers

what do we use them for,
and how do we format them?



headers and footers 101

1. What is the fundamental difference between a header and a footer?
2. What is the difference between a header and a heading?
3. Can each page in a Word document have more than one header or footer?
4. Can an entire multi-page Word document have more than one header or footer?
5. In *most* documents, where should page numbers be placed: in the header or in the footer?



how to format headers and footers

- open the back end of the document
- type in text as you like
- you can add in page numbers during this step (note: you can also add page numbers out of the back end view)
- you can even add pictures or logos***
- headers and footers always will follow their styles



Clipboard: Cut, Copy, Paste, Format Painter

Font: Georgia, 7, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Bullets, Numbering, Indentation, Spacing, Orientation

Styles: Abbrevi..., abbrevia..., Appendi..., Appendi..., Caption, Cover p..., Figure ti..., Heading 6, Normal, Normal 2, Normal 3

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Header -Section 4- by of measurement tools to establish and reassess organizational capacity Same as Previous

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Footer -Section 4- Introduction to OCA 4

Styles

- Endnote Text
- Figure title
- Footer
- Footnote Text
- Header
- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Heading 6
- Hyperlink
- Intense Quote
- List Number
- List Paragraph
- No Spacing
- Normal
- Normal 2
- Normal 3

Show Preview Disable Linked Styles

Options...



PACT BRANDING + MARKING RESOURCES

Welcome to the Pact branding + marking subspace! On this subspace, you can find information on Pact's brand, various versions of our logo and tagline, and templates for materials and resources from an email signature to a proposal or report cover. Can't find what you're looking for? Email someone on the integrated communications team. Need a template that isn't here? Visit the [Support Portal](#) to submit a request to the integrated communications team.

OUR BRAND

Items tagged with **branding**

- [Pact color swatches \(CMYK, RGB, HEX\)](#)
- [Update to some of our color specifications: CMYK vs. RGB vs. HEX](#)
- [Office Signage Standards](#)
- [Pact's Brand Standards Manual](#)

LOGOS

- [Pact logo with tagline](#)
- [Pact logo without tagline](#)
- [Pact logo for professional design/printing](#)
- [Locus logo](#)
- [DFID – UK AID logo](#)

TEMPLATES

- [Branding strategies and marking plans for USAID awards](#)
- [Case studies](#)
- [Certificate of completion](#)
- [Email signature](#)
- [Fact sheets \(standard 2-pagers\)](#)
- [Fax](#)
- [Letterhead](#)
- [PA sector strategies \(for internal use only\)](#)
- [PowerPoint presentations](#)
- [Proposals](#)
- [Word documents/reports](#)
- [Word document back covers](#)
- [Word documents for USAID contracts](#)

[Tips and tricks for formatting in MS Word](#)

* **Templates are optimized for MS Office 2013. If you need to upgrade, click [here](#), login with your pactworld email**

GRAPHICS

Items tagged with **icon, graphics, mosaic_tile**

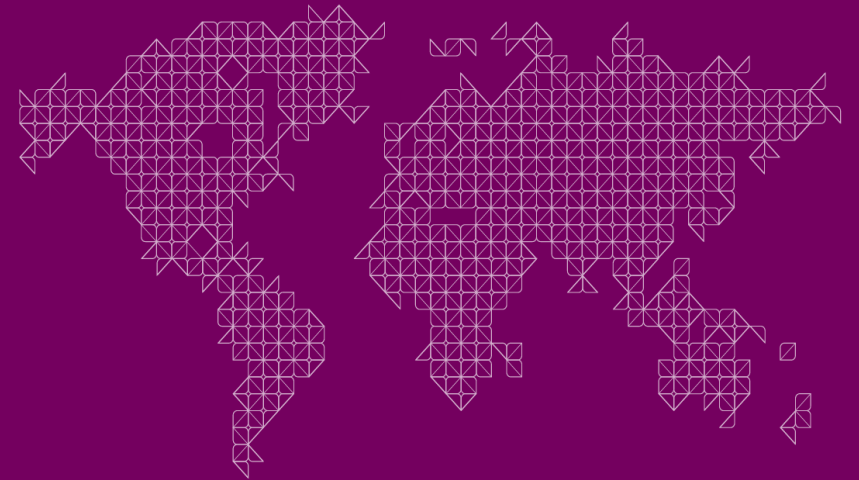
- [Natural Resources Management icon \(.png\)](#)
- [Livelihood icon \(.png\)](#)
- [Health icon \(.png\)](#)
- [Governance icon \(.png\)](#)
- [Capacity Development icon \(.png\)](#)
- [Busines & Markets icon \(.png\)](#)
- [Natural Resources Management icon \(.jpg\)](#)
- [Livelihoods icon \(.jpg\)](#)
- [Health icon \(.jpg\)](#)
- [Governance icon \(.jpg\)](#)





breaks

what is their purpose, beyond making us crazy, and how can we “un-crazy” them?



Margins Orientation Size Columns

Page Setup

Breaks Indent Spacing

Page Breaks

- Page**
Mark the point at which one page ends and the next page begins.
- Column**
Indicate that the text following the column break will begin in the next column.
- Text Wrapping**
Separate text around objects on web pages, such as caption text from body text.

Section Breaks

- Next Page**
Insert a section break and start the new section on the next page.
- Continuous**
Insert a section break and start the new section on the same page.
- Even Page**
Insert a section break and start the new section on the next even-numbered page.
- Odd Page**
Insert a section break and start the new section on the next odd-numbered page.

0 pt 10 pt

Position Wrap Bring Send Selection Pane

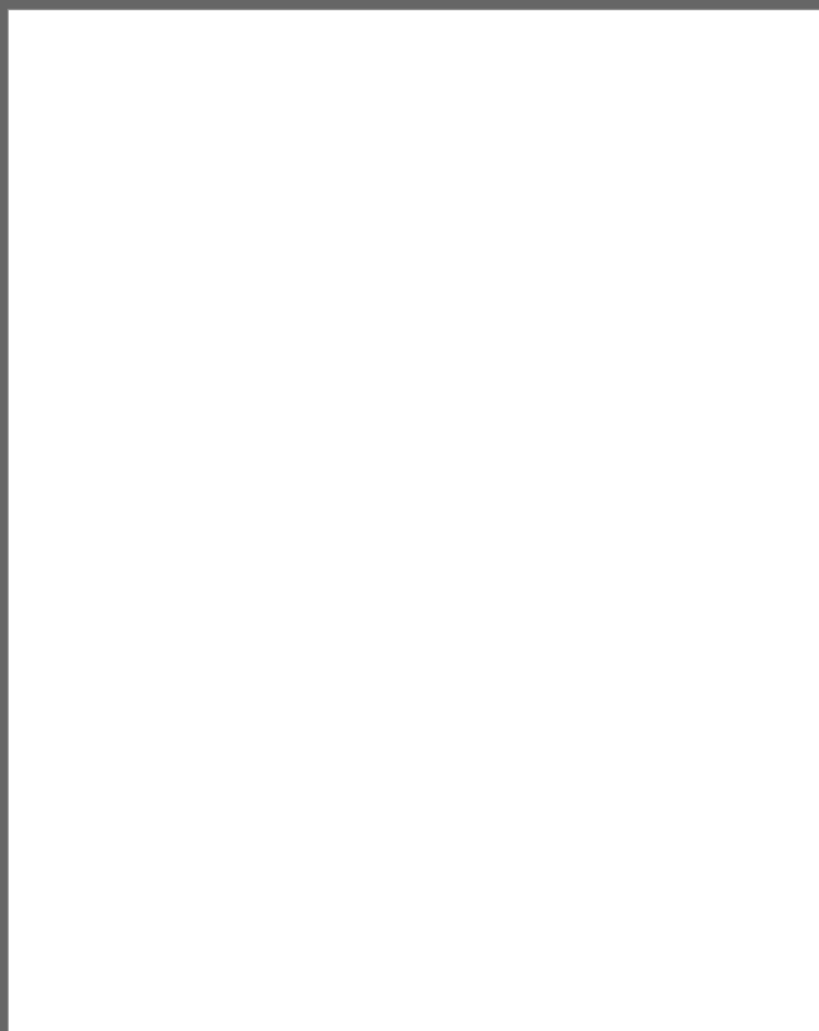
Text Forward Backward

Arrange

Header from Top: 0.5"

Footer from Bottom: 0.5"

Header Footer

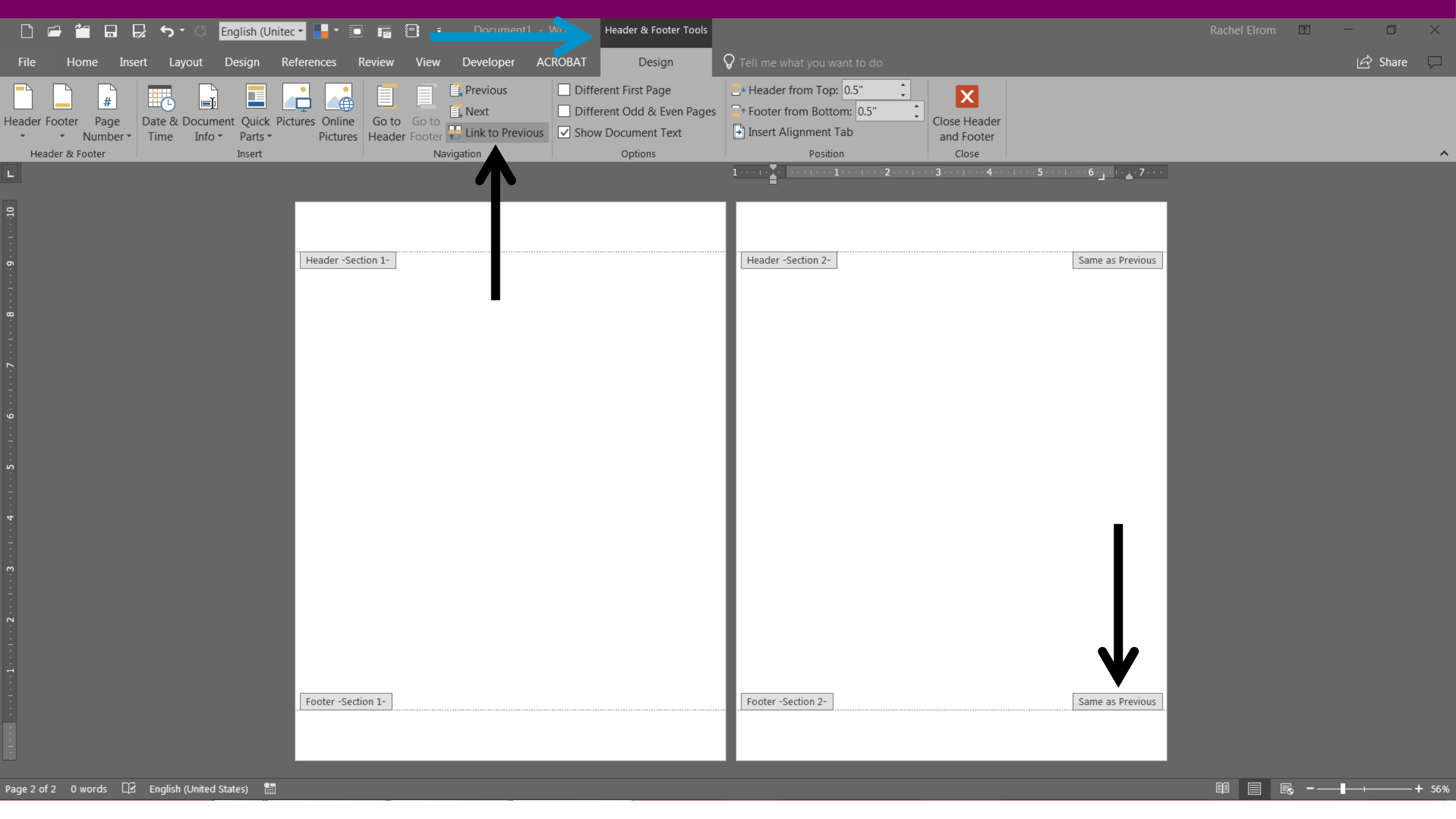


the only breaks you should use

page break

**next page
(section) break**





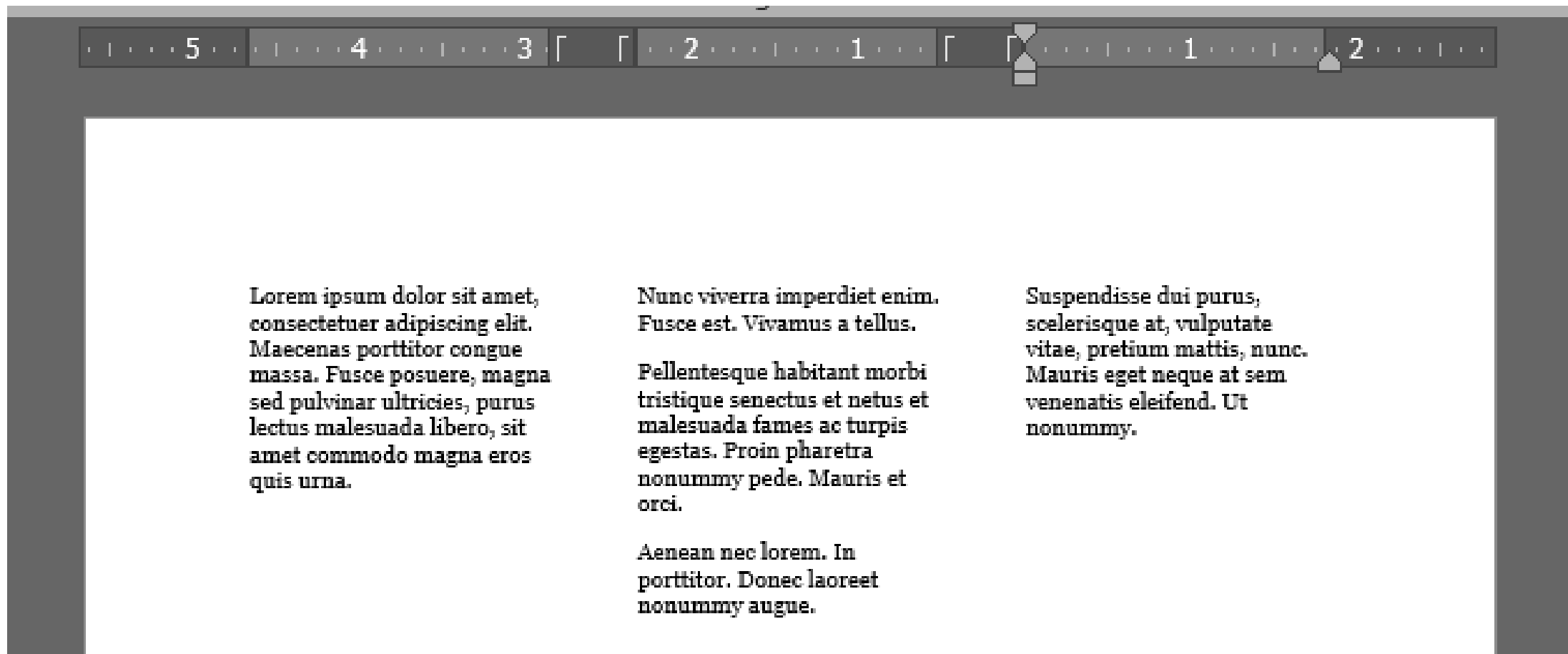
Header & Footer Page Number Date & Document Time Info Quick Parts Pictures Online Pictures Go to Header Go to Footer Navigation Previous Next Link to Previous Options Different First Page Different Odd & Even Pages Show Document Text

Header from Top: 0.5" Footer from Bottom: 0.5" Insert Alignment Tab Position Close Header and Footer Close

Header -Section 1-	Header -Section 2-	Same as Previous
Footer -Section 1-	Footer -Section 2-	Same as Previous

the only breaks you should use (cont.)

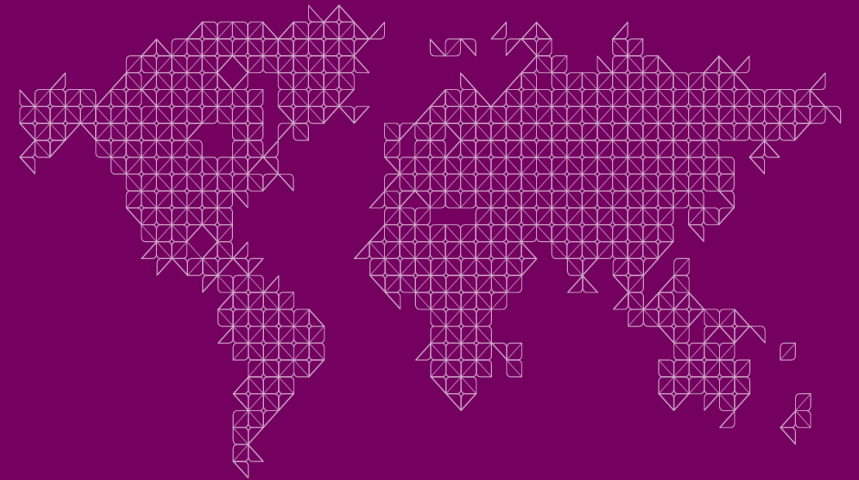
column break

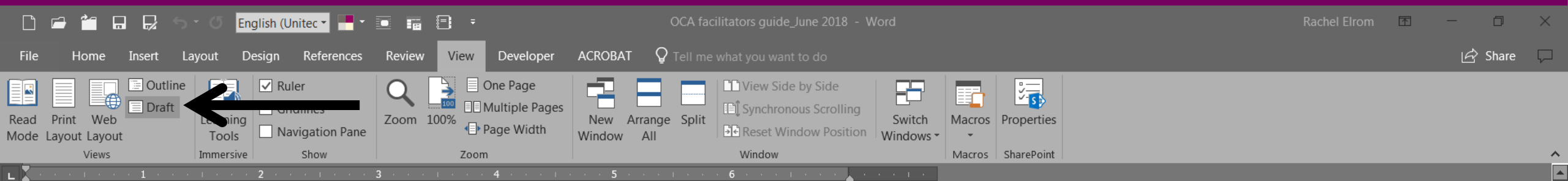




building
local
promise.

troubleshooting





continuum of care for children, policy and legislation advocacy, education, or workforce safety.

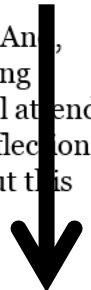
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Section Break (Next Page)

Phase 1: OCA Cohort and Process Solidified

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Header & Footer Tools

- Header Footer
- Page Number
- Date & Document Info
- Quick Pictures
- Online Pictures
- Go to Header
- Go to Footer
- Navigation: Previous, Next, Link to Previous
- Options:
 - Different First Page
 - Different Odd & Even Pages
 - Show Document Text

Position

- Header from Top: 0.5"
- Footer from Bottom: 0.5"
- Insert Alignment Tab
- Close Header and Footer



- Top of Page
- Bottom of Page
- Page Margins
- Current Position
- Format Page Numbers...**
- Remove Page Numbers

Header -Section 1- lor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Footer -Section 1-

4

Header -Section 2- lor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Same as Previous sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

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Footer -Section 2-

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Footer -Section 1- 4

Footer -Section 2- 8

Page Number Format

Number format: 1, 2, 3, ...

Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

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