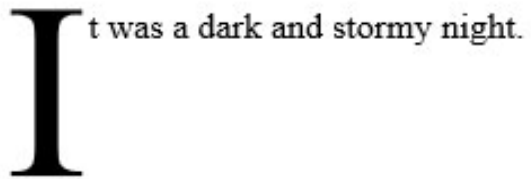# Word

Miscellaneous

The Drop Cap in Microsoft Word 2019

A drop cap is the first letter of a report, an article, a chapter, or a story that appears in a larger and more interesting font than the other characters. The figure shows an example.

I t was a dark and stormy night.

A drop cap.

To add a drop cap to a document, follow these steps:

1. Select the first character of the first word at the start of the text. For example, select the I in It was a dark and stormy night.
2. Click the Insert tab.
3. In the Text group, click the Drop Cap button.
4. Choose a drop cap style. And there's your drop cap.
5. To remove the drop cap, choose None in Step 4.

It helps if the drop cap's paragraph is left justified and not indented with a tab or any other the tricky formatting operation.

Page numbers

To ensure that the document accurately reflects the current page number, insert a current page number field:

1. In the Field dialog box, select Numbering from the Categories drop-down list.t
2. Select Page from the Field Names list.
3. In the Field Properties section of the Field dialog box, select a format for the page number.
4. Click OK.

The current page number appears in the document. No matter how you edit or modify the document, that number reflects the current page number.

Total number of pages

To insert the total number of pages in a document, heed these directions:

1. Select Insert then Quick Parts
2. From the drop-down list select Field.
3. From the drop-down menu at the top left hand select Document Information select NumPages from the Field Names list.
4. Select a format.
5. Click OK.

Using Section Breaks

Section breaks are often used for all the wrong reasons. They structurally change the architecture of a document and therefore using them incorrectly can have disastrous consequences. Use section breaks whenever there is a need to apply radically different formatting to parts of the same document. For example, if you need to have a landscape page in the middle of a portrait document or if the page numbering for the document needs to be split so that some are numbered and some use letters of the alphabet.

To divide a document into sections
It is useful to switch the Show/Hide function to "on" by clicking on the button shown below
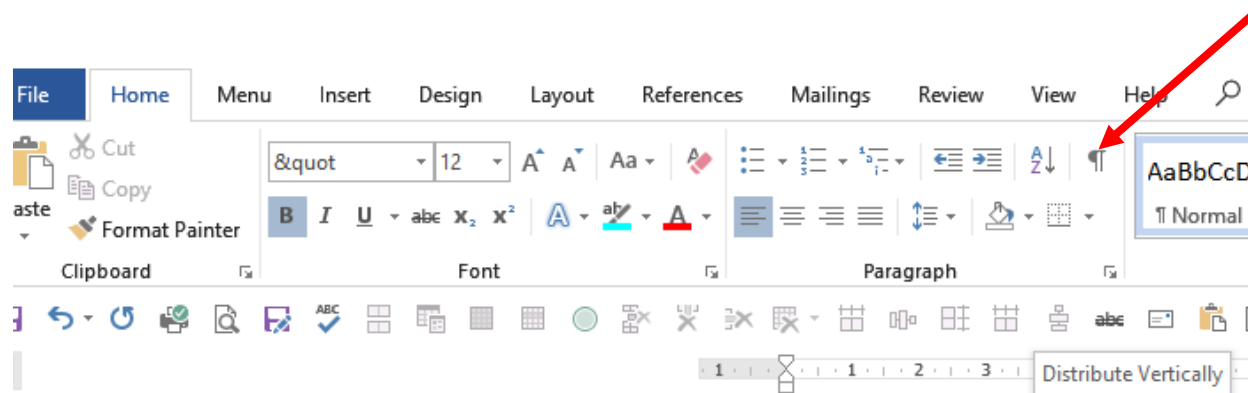
Position your cursor where you wish to end the first section of the document and start the second section.

Under the Page Layout Tab on the ribbon in the Page Set Up Group, click on the Breaks Button and select "Next Page" under section breaks, shown below highlighted in yellow.
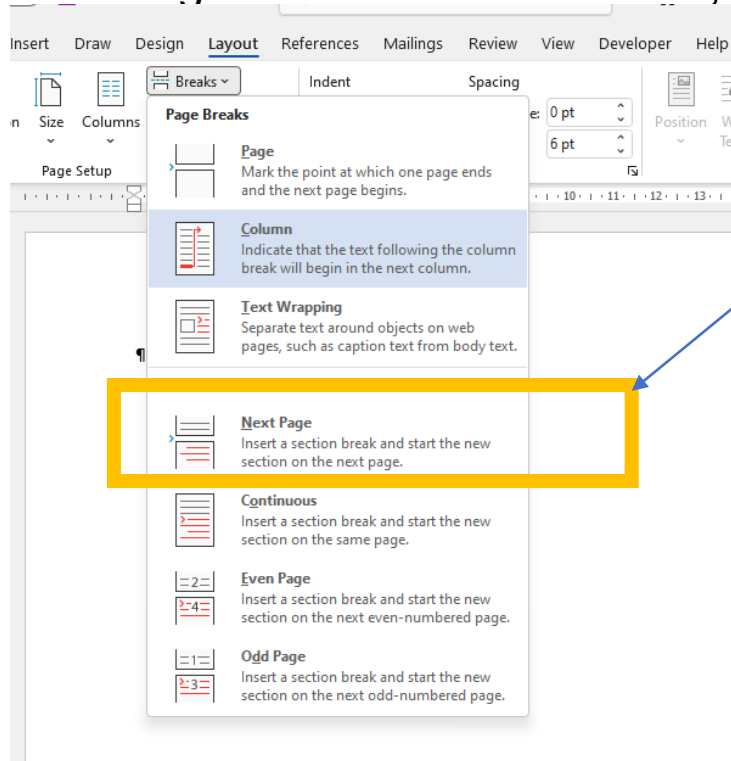
After inserting the Next Page Section Break ensure you remove any Page Breaks in your documents which interfere with the Section Breaks (if applicable). To delete a Page Break position your cursor ahead of the break and press "delete", You can also select the page break and press delete.

To test your Break, position your cursor on the pages before you inserted the break and examine the status bar – it should read Section 1. Now move the cursor to a page after the break and it should read Section 2.

Continue inserting as many breaks as needed.

Fractions

Let's now have a look at fractions. These can simply be typed as "numerator, slash, denominator" and a few of the more common ones will be formatted automatically like this: ¾. Some other simple fractions such as thirds, fifths etc. can be found under "number forms" in the "Symbol" dropdown on the Insert tab.

Less common fractions like 3/11 are less straightforward and can also look more like dates than fractions. It is not difficult to format any fraction, however, using superscript and subscript.

If we start with a really complicated fraction like 47/239 then to make it look more like a fraction, we need to do the following:

1. Highlight the numerator (the top line) and convert it to superscript. We can do this by

    Selecting superscript in the Font section of the Home tab, or

    Using the keyboard shortcut of Ctrl, shift and =. ^{47}/239 is what we get.

2. Now highlight the denominator (the lower line) and convert it to subscript by

    Selecting subscript in the Font section of the Home tab, or

    Using the keyboard shortcut of Ctrl and =. $^{47}/_{239}$ is what we get

Emojis

And now let's have a look at inserting **emojis**.

Windows 10/11 has a built-in emoji keyboard which can be used in many programmes, including of course Word. To open the keyboard press the Windows key and the full stop together to get:
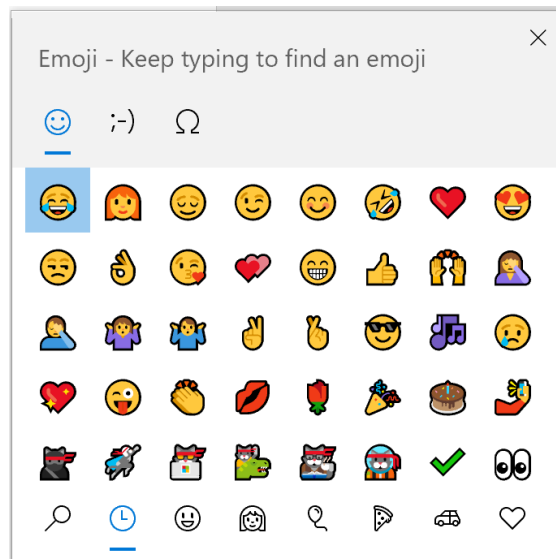
The symbols on the bottom row are shortcuts to different screens of emojis, from left to right:

- Search
- Most recent
- Faces and animals
- People
- Celebrations
- Food and plants
- Transport(ation)
- Symbols
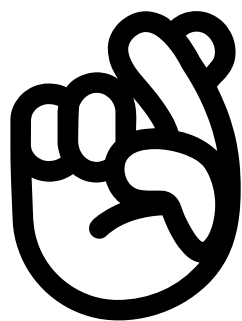
Emojis can also be made larger by highlighting them and increasing the font size.