

# POLARIS OFFICE

## Quick Start Guide



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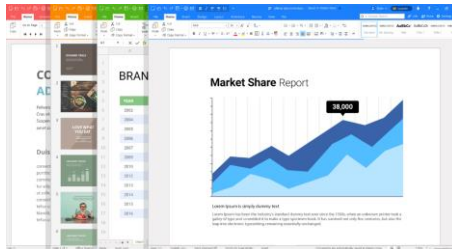
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# 1. Introduction

## 1.1 Main Features

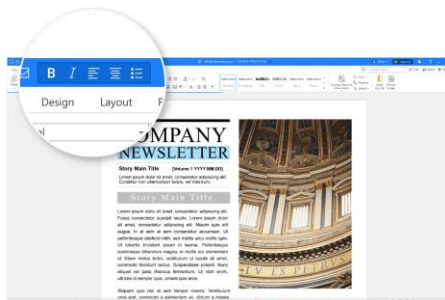
- Use a single program to manage various formats of documents

With Polaris Office, you can create, edit, convert, and save documents in various formats, such as doc(x), ppt(x), xls(x), HWP, ODT, and PDF, all in one place.



- Personalized user menus using AI technology

Polaris Office AI provides a customized quick menu by analyzing user usage patterns and frequently used menus.



## 1. Introduction

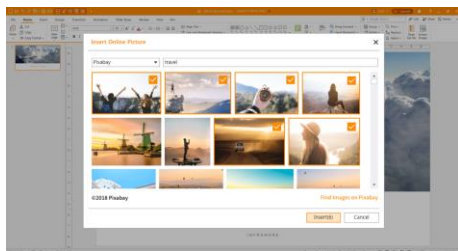
### ■ Real-time collaborative documents (Cloud product)

Polaris Drive lets you share files safely and allows for multiple users to work at the same time.



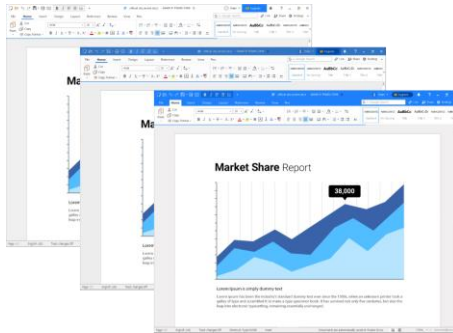
### ■ Insert images and videos from the internet into your document

High-resolution images provided by Pixabay and Pexels as well as Youtube videos can be searched for and inserted directly from within the document.



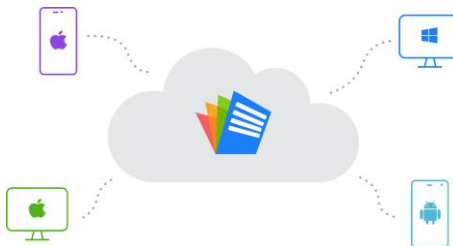
■ **User-friendly interface**

Polaris Office offers various menu themes to select from and intuitively designed icons for its features, allowing you to edit your document conveniently and effectively.



■ **Various OS support (Cloud product)**

Once you save a file to My Polaris Drive, you can edit and save it in various operating systems, such as Windows, Mac, Android, and iOS with just one account.



## 1. Introduction

# 1.2 Installation Environment

The following system specifications are suggested for proper installation and usage of Polaris Office:

- Software Specification

Category	Specification
OS	▪ Windows 7 or higher

- Hardware Specification

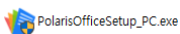
Category	Specification
CPU	▪ Minimum: Intel Pentium 4 or higher ▪ Recommended: Intel Core i3 or higher
RAM	▪ Minimum: 2 GB or more ▪ Recommended: 4 GB or more
Hard Disk	1 GB (spare space for installation)
Graphic card	Open GL 3.0 or higher
Screen Resolution	▪ Optimal: 1,920 × 1,080 ▪ Recommendation: 1,600 × 900

### ⚡ NOTE

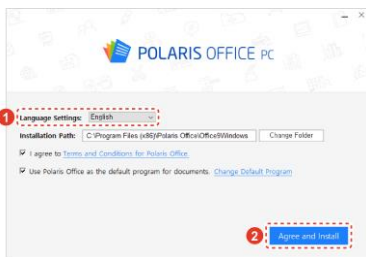
The minimum specifications must be met to use Polaris Office, and there may be variations in the execution speed of the program depending on the system.

## 1.3 Installation

1. Double click the Polaris Office execution file.



2. Select your language and check the box to agree to the Polaris Office terms and conditions. Then, click **[Agree and Install]**.



### NOTE

To set Polaris Office as the default program, check the corresponding box.

3. Once installation is complete, click **[Complete]**.





## 1. Introduction

### 4. Register the product number or log in.

- To register the product number, enter the 25 digit serial number provided with the product and click **[OK]**.

**Enter a Polaris Office PC license.**

You must register a license to validate your copy of Polaris Office and use all the features.

Enter a license.

1

If you register a license, you can manage your purchase information and print your product's license certificate on the Purchase History page. [Product Purchase Inquiry](#)

2

- To use the cloud service, enter your login information and click **[Next]**. If you don't have an account, click **[create an account]** to create a new account.

Sign in

**POLARIS OFFICE**

1

OR

2

or create an account

[Find/Set Password](#) [Register License](#)

### NOTE

Even while using the product, you can register the product or log in.

5. Check that the shortcut icon was created on your desktop.
  - Installing Polaris Office Service will cause icons for WORD, HWP, SLIDE, SHEET, and PDF to be added to your desktop.
  - Installing only Polaris Office will cause the icon for Polaris Office to be added to your desktop.

**NOTE**

HWP is provided only for Polaris Office Korea.

## 2. Key Functions

### 2.1 Screen Layout

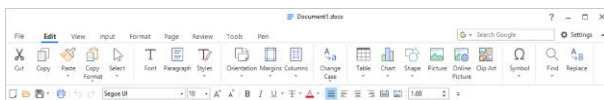
#### 2.1.1 Ribbon Menu and Themes

Ribbon menu UI allows users to choose a convenient interface when creating a Word or HWP document.

- MS Office ribbon menu and shortcuts



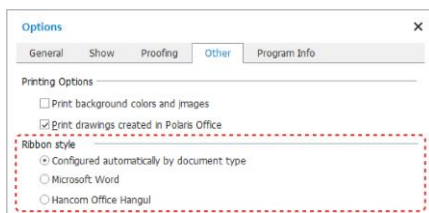
- HWP ribbon menu and shortcuts



To change the theme, click the **[Settings]** icon (⚙️) at the top right of the document editing window and choose the desired theme.

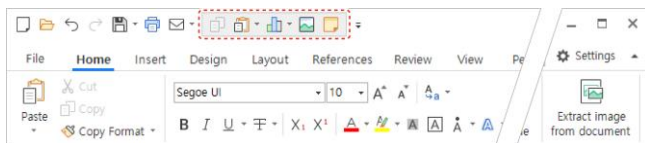


Alternative, you can go to **[File > Options]** and change the theme under the **[Other]** tab in the **[Options]** window.



### 2.1.2 Quick Menu

The AI analyses user usage patterns and displays up to 5 of the most frequently used features on the title bar. These quick menus will automatically change to match usage pattern changes.



## 2. Key Functions

### 2.2 Polaris Home (Cloud product)

Polaris Home is a feature included in the Polaris Office Service. Polaris Home is not supported if you have purchased the Polaris Office stand-alone product.

Polaris Home is the main menu that appears when running Polaris Office. On Polaris Home, you can create documents in a variety of formats and search for and open existing documents.

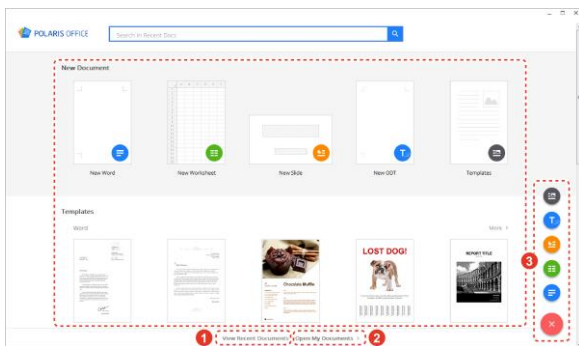


Figure 2-1Polaris Home Layout

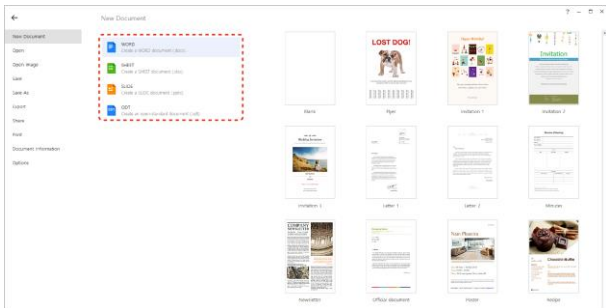
No.	Name	Description
1	View Recent documents	Recently saved Word, Sheet, Slide, HWP, ODT, and PDF documents are listed in sequential order regardless of format.

2	Open My Documents	Loads locally saved documents.
3	New Document and Templates	Create a blank Word, Sheet, Slide, HWP, or OPT document, or open a template.

## 2.3 Managing Document

### 2.3.1 Creating New Document

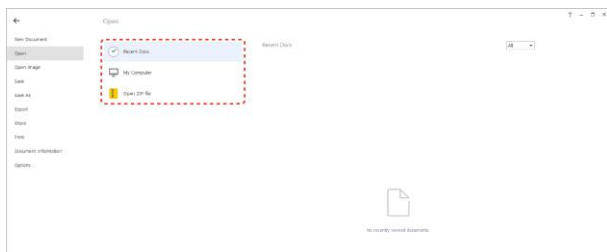
1. Click **[File > New Document]**.
2. Click the desired document format to create a new document or select a template to start a new document.



### 2.3.2 Opening Document

1. Click **[File > Open]** or click **[Open]** icon (📁) on the toolbar.
2. Select from recently used documents or search for a document saved on your PC.

## 2. Key Functions



### 2.3.3 Saving Document

#### ■ Save

Click **[File > Save]** or click the **[Save]** icon (📁) on the toolbar. The document is saved in the selected format.

#### ⚠ NOTE

- When you work on already saved documents, click **[Save]** to overwrite an existing document.
- When saving the document for the first time, a window that can give the document a new name appears.

#### ■ Save As

When keeping an existing document and renaming it, click **[File > Save As]**.

### 2.3.4 Editing Document

#### ■ Export to PDF

To export to PDF, click **[File > Export > PDF Files]**. Or click **[File > Save As]** and set the file format to PDF to save the document as a PDF. Only a PDF file will be created and saved; the file's original

format will not be saved separately.

### ■ Export to ODT

To export to ODT, click **[File > Export > ODT Document]**. Or click **[File > Save As]** and set the file format to ODT to save the document as an ODT. Only an ODT file will be created and saved; the file's original format will not be saved separately.

#### *ℹ* NOTE

Only Word or HWP documents can be converted to ODT format.

## 2.4 Common Option Functions

Go to **[File > Options]** and click the tab you wish to change.

Program options can be checked and configured. Different options are available depending on the document you are using.

### 2.4.1 General

- **[Default Save Location]**: Set the browser's opening start location when searching for or saving a file.
- **[Automatic Recovery]**: Set the time for automatic recovery of documents. Click to select the check box of the **[Automatic Recovery Cycle]** option to set the automatic recovery time.
- **[Automatic Update]**: Enable/disable automatic updates for PDF documents.
- **[Export to PDF/A]**: Convert to PDF/A format, which is the ISO standard document preservation format.
- **[Enter mode]**: Configure whether the program will be controlled via mouse or touch screen.



## 2. Key Functions

- **[Extension]:** Configure the default program extension for Polaris Office. Click **[Default Program]** and select the filename extension from the Control Panel's default program window.

### NOTE

The default program installation window may be minimized depending on your PC and operational status.

### 2.4.2 Show

- **[Display language]:** Set the language of the UI that appears on the screen.
- **[Default Font for New Worksheet]:** Set the default font for the sheet.
- **[Calculation Options]:** Set automatic or manual sheet calculations.
- **[Unit]:** Set the program's default units.
- **[Formatting]:** Set to always display formatting symbols such as tab characters, spaces, and paragraph marks.
- **[Apply Preview Icon]:** Set to display the thumbnails of SLIDE Documents on Windows Explorer.

### 2.4.3 Proofing

- **[Auto correct options]:** Configure automatic correction of language, capitalization, and text.

- **[Kor/Eng auto correct]**: Configure detection and automatic changing between Korean and English.
- **[Capitalize the First Letter of Each Sentence]**: Configure automatic capitalization of the first letter of a sentence.
- **[Automatically replace as listed]**: Configure usage of text shortcuts to automatically change entered text into its designated result value.
- **[Spell Check]**: Names and other terminology can be added to the user dictionary.

### 2.4.4 Other

- **[Printing Options]**: Click the check box to set the desired background color and image print option.
- **[Ribbon Style]**: Select the ribbon style. The menu layout and the shortcut keys change depending on whether the document is an MS Word or HWP file.
- **[Office]**: Change Office themes and colors.
- **[Edit]**: Configure what action the cursor will take when pressing <Enter> while making a Sheet document.
- **[Picture quality when]**: Configure the quality of images inserted in the document.

## 2. Key Functions

- **[Advanced file storage]:** Saves a more reliable document, but the size of the file may increase.

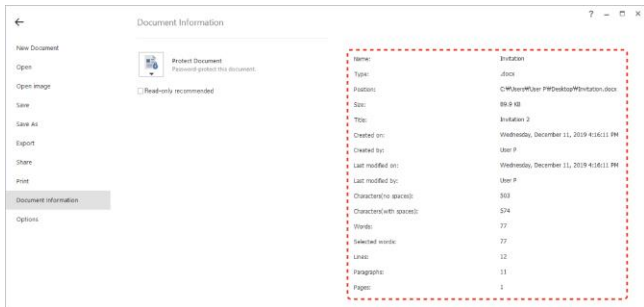
### 2.4.5 Program Information

Register the product number to activate the product, then confirm or update the version of your product.

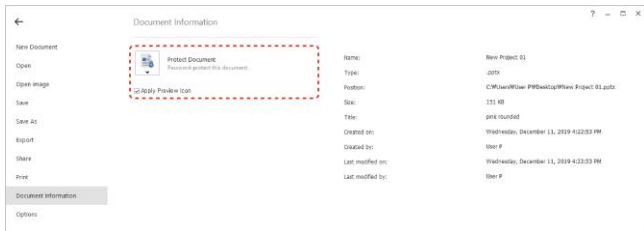
## 2.5 Show Document Info

Click **[File > Document Information]**. The document information can be checked.

## 2. Key Functions



For Word, Sheet, Slide, and HWP documents, the following features are also enabled:



- **[Document Protection]:** You can set a password for a document.
- **[Read-only recommended]:** Save Word and Sheet documents as read only.
- **[Apply Preview Icon]:** Configure the display of Slide files thumbnails on Windows Explorer.

## 3. WORD

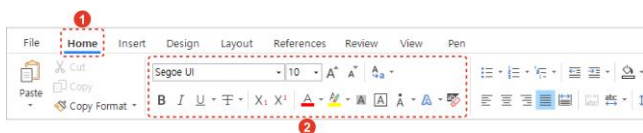
### 3.1 Character Format

#### 3.1.1 Editing Fonts











The shape and size of the text entered into the document can be changed to give a variety of effects.

##### ■ Changing from the Ribbon Menu

Select the text to edit by dragging it, and edit the font in the **[Home]** tab.



Icons	Description
	Change the font.
	Change the size of the text. Enter the size into the [10] box or set the size to a preset value. The [A <sup>+</sup> A <sup>-</sup> ] button can also be clicked to enlarge or shrink in the order of the preset font sizes.
	Toggle the capitalization. Click the [▼] button to use the option to toggle the capitalization.
	Make the text bold.
	Change the text to the italic font.
	Insert an underline. Click the [▼] button to change the

Icons	Description
	underline style and color.
	Insert a strikethrough. Click the [▼] button to select the type of strikethrough.
	Add a superscript/subscript to the text.
	Change the text color. Click the [▼] button to change the color.
	Highlight the text. Click the [▼] button to change the color of the highlighted text.
	Add a shade to the text. The default color is grey. Go to the [Home] tab and click the [Shading] icon (  .
	Insert a border into the text.
	Show the emphasis marks over each character. Click the [▼] button to choose the type of emphasis mark.
	Apply outlines, shadows, glimmer, and neon effects to text. Click [▼] to select the effect type.
	Clear all formatting applied to text except the text highlight.

### ■ Changing from the Font Window

1. Drag to select the text you wish to edit. Then right click it and click the **[Font]** menu.
2. From the **[Font]** window, change the font style, character scaling, spacing, and position. Then click **[OK]** to apply the changes.

### 3. WORD

## 3.2 Paragraph Format

### 3.2.1 Adjusting Paragraphs

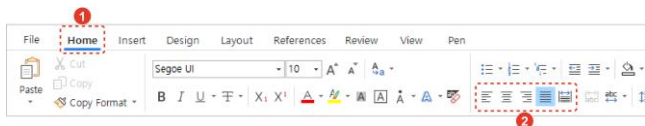
Paragraphs are units of text in the document divided by changing lines. To divided the text into paragraphs while typing, press the **<Enter>** key.

#### ■ Arranging Paragraphs

The paragraphs can be arranged to fit the left, center, or middle, and the margins on either side.

Place the cursor at the paragraph you wish to change, and click the desired arrange icon in the **[Home]** tab. The arrangement of the paragraph the cursor is located at is changed.

When arranging all the paragraphs in the document,, press the shortcut combination **<Ctrl + A>** and click the arrange icon.



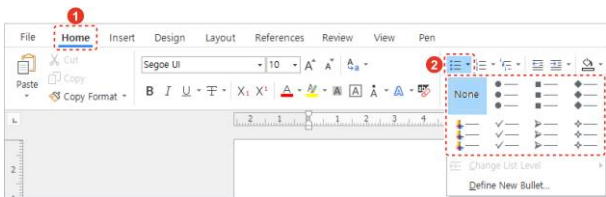
### 3.2.2 Creating Bullets and Numbering

Create a list of several items, or a list with stages of an outline level applied.

When listing several items, bullet symbols are normally used, and when creating a list for consecutive movements or several steps, numbering is applied.

#### ■ Adding Bullets

1. Place the cursor on the sentence to add bullets.
2. Go to the **[Home]** tab and click the **[Bullets]** icon's (☰) extend menu (▼) and select a desired type of bullet.



#### ■ Changing List Bulleting Standard

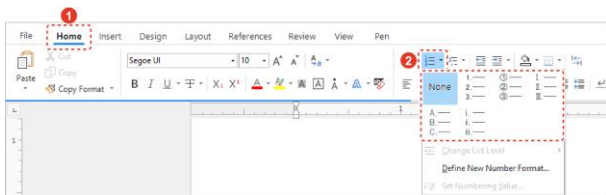
1. Place the cursor on the sentence that bullets are added to.
2. Click the expandable menu (▼) of the **[Bullets]** icon (☰) in the **[Home]** tab to select the desired bullets.
3. Click the desired level from **[Change List Level]**. The default value will be automatically applied to the list.



### 3. WORD

#### ■ Adding Numbers

1. Place the cursor on the sentence to add numbers.
2. Go to the **[Home]** tab and click the **[Numbering]** icon's (☰) extend menu (▼) and select a desired type of number.



#### ■ Setting the Numbering Value

1. When there are multiple numbered values dispersed throughout the document and you wish to start again from 1, click the **[Numbering]** expanding menu (▼) icon (☰), then click **[Set Numbering Value]**. The **[Set Numbering Value]** window will appear.
2. Set **[Set Value To]** as 1, and click the **[OK]** button. The numbering is set again from 1.

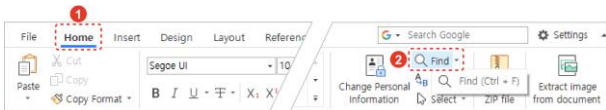


## 3.3 Editing Document

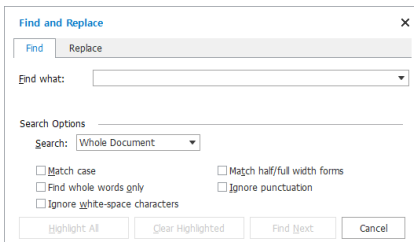
Look for a particular word or phrase in the document, or search for a word or phrase and automatically change it to a different word or phrase.

### 3.3.1 Finding

1. Click **[Find]** in the **[Home]** tab. The **[Find and Replace]** window appears.



2. Enter the content to search for. The search options can be set.



#### NOTE

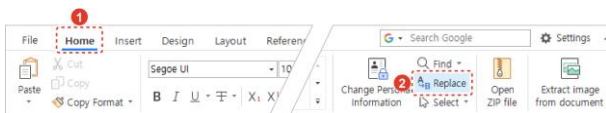
When searching for more than one word, the search will not work if the spacing is different.

### 3. WORD

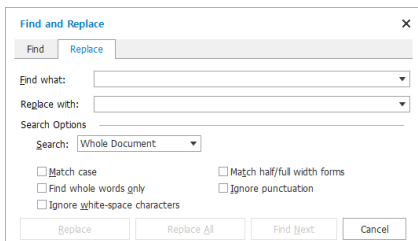
3. Click the **[Find Next]** button. The page will move and show the searched content each time the button is clicked. Clicking the **[Highlight All]** button to search.

#### 3.3.2 Replacing

1. Click **[Find]** in the **[Home]** tab. The **[Find and Replace]** window appears.



2. Enter the content to search for. The search options can be set.



3. Click the **[Replace]** button. The page will move to the searched content and replace it each time the button is clicked.

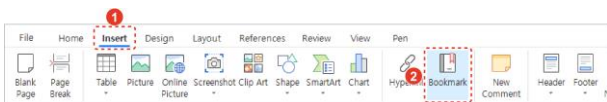
#### NOTE

Click the **[Replace All]** button to change the searched content all at once.

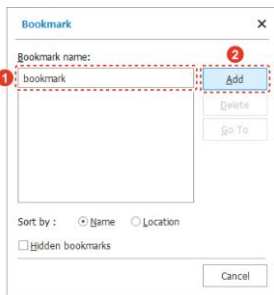
### 3.3.3 Bookmark

Insert bookmarks to mark a place for easy access as with a bookmark in a book. Custom names can be set for classification.

1. Select the text, image, or location to insert the bookmark in the document.
2. Click **[Insert > Bookmark]**. The **[Bookmark]** window appears.



3. Enter the name into the **[Bookmark name]** box and click the **[Add]** button.



### 3. WORD

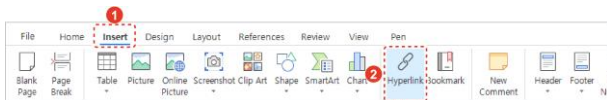
#### NOTE

- To view the added bookmark, click **[Insert > Bookmark]**. On the **[Bookmark]** window, the bookmark list is displayed.
- To move a certain bookmark position, go to the bookmark list and select a bookmark position and click the **[Move]** button.
- To remove a bookmark, go to the bookmark list and select a bookmark and click the **[Delete]** button.

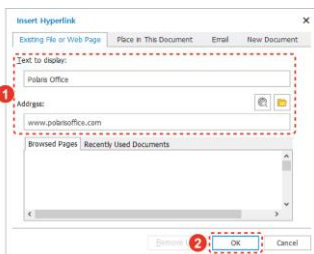
#### 3.3.4 Hyperlink

Insert web page hyperlinks that can send you to web pages by clicking on text or objects.

1. Drag text or click objects to select them to use as hyperlinks in the body.
2. Click **[Hyperlink]** in the **[Insert]** tab. The **[Insert Hyperlink]** window appears.



3. Enter the web page address and click the **[OK]** button. The link is applied and is shown in the body. Text with hyperlinks shows in a different color.



#### NOTE

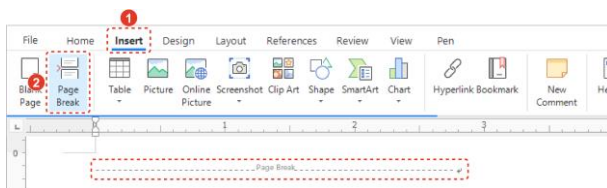
- To insert a hyperlink that can move to a certain location in the current document, click the **[Current Document]** tab on the **[Insert Hyperlink]** window.
- To insert a hyperlink that can send an email, click the **[Email]** tab on the **[Insert Hyperlink]** window.
- To move to a hyperlink, click the hyperlink while pressing the **<Ctrl>** key on the keyboard.
- To remove an inserted hyperlink, place the cursor on the text where the hyperlink is inserted, go to **[Insert Hyperlink]** window and click the **[Remove Link]** button.

## 3.4 Setting the Layout of the Document

### 3.4.1 Page Break

1. Click the desired position to insert the page break in the document.
2. Go to the **[Insert]** tab and click **[Page Break]**. If the cursor is located before a sentence, the page is broken before the cursor. If the cursor is located after a sentence, the page is broken after the cursor.

### 3. WORD



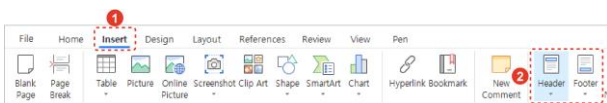
#### **NOTE**

To display formatting symbols such as paragraph marks or commands while writing or editing a document, click the **[Show/Hide Editing Marks]** icon (↵) from the **[Home]** tab.

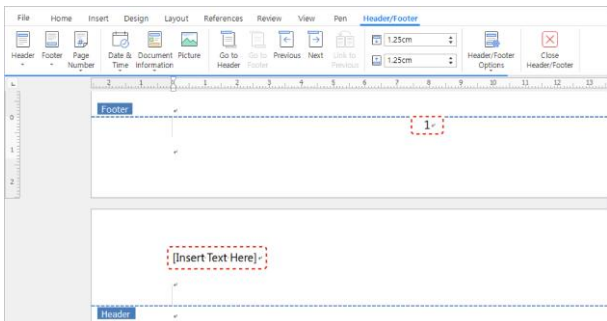
#### 3.4.2 Inserting the Header/Footer

Click the expandable menu (▼) on the Header or Footer to insert the Header or Footer of the style provided by the program.

1. Click the **[Header]** or **[Footer]** button in the **[Insert]** tab or double click the header area at the top of the page or the footer area at the bottom of the page.



- Click on the header or footer to add to document. A new **[Header/Footer]** tab is formed, and the selected header or footer style is applied.



- To return to the document editing window, click the **[Close Header/Footer]** button in the **[Header/Footer]** tab.



### 3.4.3 Removing the Header/Footer on the First Page

The instruction to creating the first page of the document as a title page or creating the first page without a header/footer or page number is as follows.

- Click on the header or footer area.



### 3. WORD

2. Click **[Header/Footer Options]** in the **[Header/Footer]** tab.
3. Click **[Different First Page]**. The header, footer, and page number disappears on the first page.



4. To return to the document editing window, click on **[Close Header/Footer]** or click outside of the header and footer area.

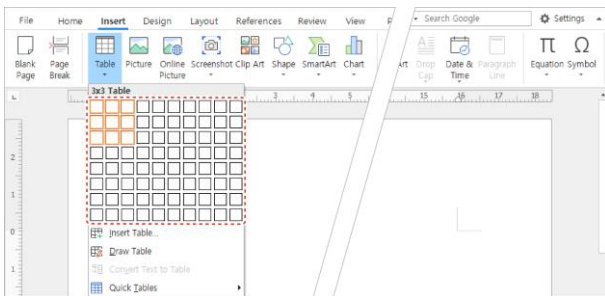
#### 3.4.4 Removing the header/footer

1. Double click on the header or footer area.
2. Double click on the header or footer to delete.
3. Click the **<Delete>** key on the keyboard. All connected headers and footers are deleted.

## 3.5 Using Tables

### 3.5.1 Inserting Tables

1. Click **[Insert > Table]**.
2. Move the mouse above the grids to designate the rows and columns.



3. Click to insert the table.

#### **NOTE**

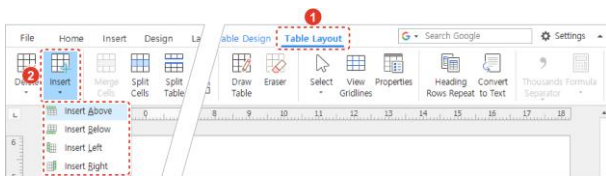
Use the **[Insert Tables]** window to insert a table. Select **[Insert > Table > Insert Table]** and, on the **[Insert Table]** window, select the numbers of columns and rows and click the **[OK]** button. You can insert a table that is larger than the grid.

### 3. WORD

## 3.5.2 Editing Tables

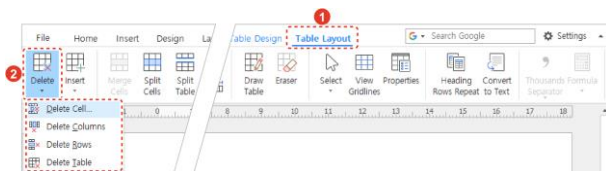
### ■ Inserting Rows and Columns

1. Select the cells to insert rows and columns at.
2. To insert a row from **[Table Layout > Insert]**, click **[Insert Above]** or **[Insert Below]**. To insert a column, click **[Insert Left]** or **[Insert Right]**. A column and row is added.



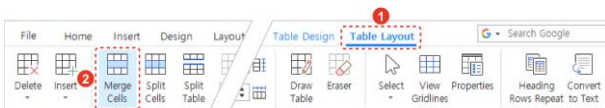
### ■ Deleting Rows and Columns

1. Select the cell to remove rows and columns at.
2. On **[Table Layout > Delete]**, click **[Delete Cells]**, **[Delete Columns]** or **[Delete Rows]**. The rows or columns are deleted.



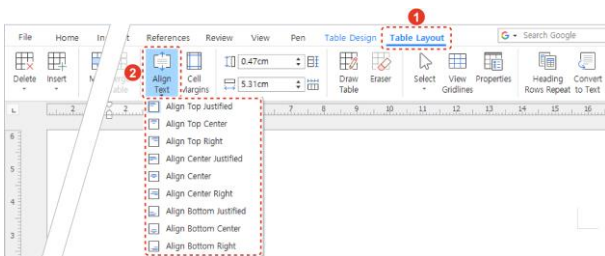
### ■ Merging Cells

1. Drag to select two or more cells in the table.
2. Clicking [**Table Layout > Merge Cells**] will merge the selected cells into one.



### ■ Sorting Text

1. Place the cursor on the cell with the text to sort, or drag two or more cells to select them.
2. Click [**Table Layout > Align Text**].



3. Click the desired text alignment option. The text position of the selected cell is changed.

### 3. WORD

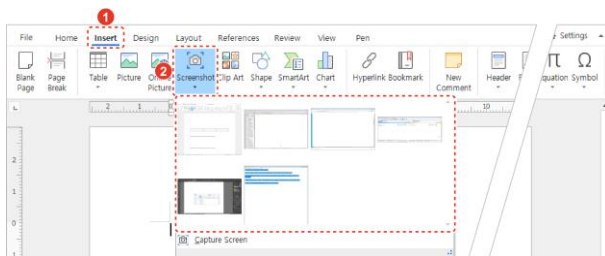
## 3.6 Inserting Images

### 3.6.1 Inserting Images Saved on the PC

1. Place the cursor on the position to place the image.
2. Click **[Picture]** in the **[Insert]** tab. The **[Insert Picture]** window appears.
3. Select the image saved on the PC and click the **[Open]** button.

### 3.6.2 Inserting Screenshot Images

1. Place the cursor on the position to place the image.
2. Click **[Screenshot]** in the **[Insert]** tab. The currently activated windows are viewed as thumbnails.



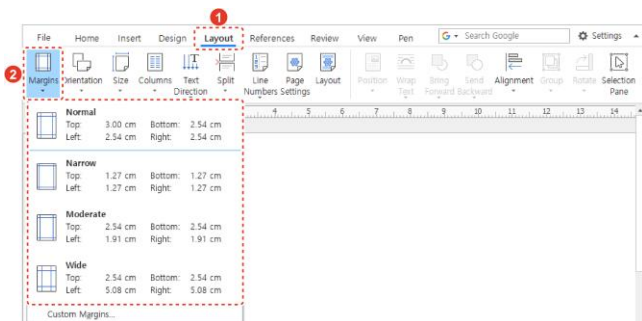
3. Select the desired thumbnail. The image is inserted into the chosen position.

## 3.7 Setting Page

### 3.7.1 Setting the Margins

#### ■ Setting Preset Margins

Click [**Layout > Margins**]. The margins of the entire document can be set to be identical.



### 3. WORD

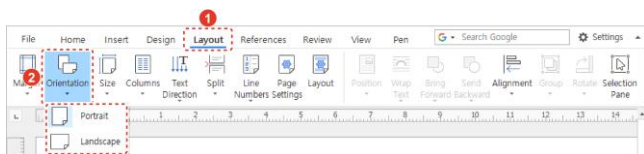
#### ■ Setting Custom Margins

1. Click [**Layout > Margins > Custom Margins...**] or [**Layout > Page Settings**]. The [**Page Settings**] window will appear.
2. After setting the margin in the [**Page**] tab, click the [**OK**] button.



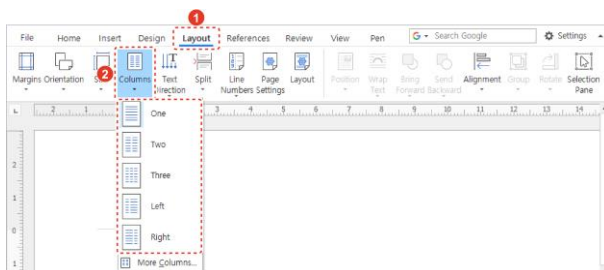
#### 3.7.2 Setting the Orientation

Click [**Layout > Orientation**]. The orientation of the entire document can be set horizontally or vertically.



### 3.7.3 Setting Page Columns

After placing the cursor at the location where the column will begin, click **[Layout > Columns]**. The document can be divided into columns of a variety of types.

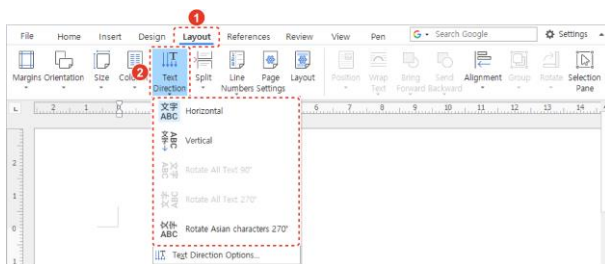


### 3.7.4 Changing the Text Direction

Click the desired text direction in **[Layout > Text Direction]**.



### 3. WORD



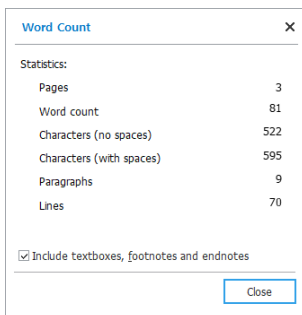
- **[Horizontal]:** The text direction of the entire document is set horizontally.
- **[Vertical]:** The text direction of the entire document is set vertically, and text can be entered from the right side of the page.
- **[Rotate Asian Characters 270°]:** Maintaining the horizontal text direction of the entire document, Asian languages (2 byte text/characters) are rotated 270°, and European languages such as English (1 byte text/characters) are excluded.

## 3.8 Reviewing Documents

### 3.8.1 Seeing the Word Count

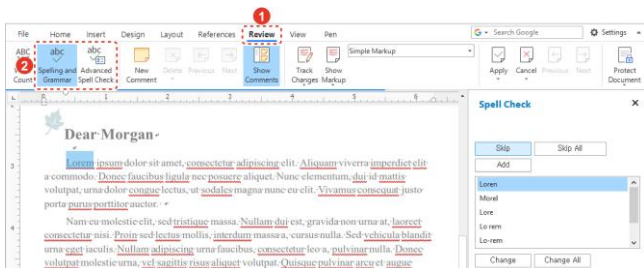
Calculates and displays the number of words entered into the document.

Click **[Word Count]** in the **[Review]** tab. The number of pages, words, characters, paragraphs and lines can be checked.



### 3.8.2 Reviewing Spelling and Grammar

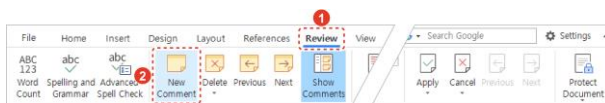
Click **[Spelling and Grammar]** or **[Advanced Spell Check]** in the **[Review]** tab. You can check incorrect spelling or grammar by going through the red underlines or by using the **[Spell Check]** window on the right to make corrections directly.



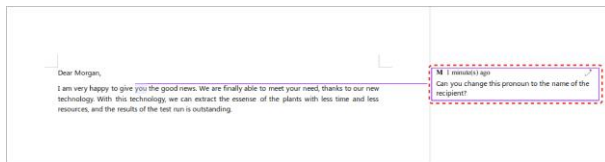
### 3.8.3 Inserting Comments

1. Drag or place the cursor on the position to insert the comment.
2. Click **[New Comment]** in the **[Review]** tab. A comment is inserted in the selected position.

### 3. WORD




3. Write comments in the comments window on the right.



4. Then click outside the comment box to end the Insert Comment mode.

#### 3.8.4 Using the Tracking Function

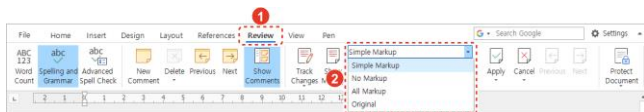
##### ■ Setting the Track Changes Function

Go to the **[Review]** tab and click the **[Track Changes]** icon () or

go to the status bar and click **[Track changes: Off]** to set up the tracking changes functions.

### ■ Seeing Changes

Click the dropdown menu in the **[Review]** tab and set the options for displaying changes and comments on the screen.



- **[Simple Markup]:** Comments and changes are displayed in a simple manner.
- **[No Markup]:** Hides all comments and changes on the screen.
- **[All Markup]:** All comments and changes are displayed in the body text.
- **[Original]:** Shows the original prior to change.

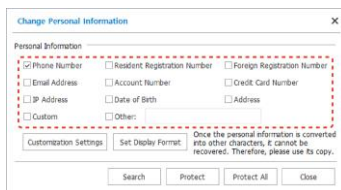
## 3.9 Personal Information Protection

You can select which types of personal information you wish to protect.

1. Open a file's original document, then go to **[Home > Change Personal Information]**. The **[Change Personal Information]** window will appear.



2. Click the desired format of personal information you wish to protect.



- **[Customization Settings]**: Add different information formats to expand the search range.
  - **[Set Display Format]**: Change how protected information is displayed in the document.
3. Click **[Search]** to search through the entire document. The next instance of the search information will be highlighted with each click.
  4. When the information is highlighted, click the **[Protect]** button. To protect all specified types of information all at once, click the **[Protect All]** button.

5. Read the warning message, then click **[OK]**. A copy of the document will be created and the selected information will be protected and replaced with asterisks ( \* \* \* \* ).



6. Repeat steps 3–5 to protect the remaining information in the document, then click **[Close]**.
7. The protected information file is a copy of the original file. Choose a document saving option in the **[File]** tab before closing to save your document.

#### *ℹ* NOTE

Information encrypted in a protected document cannot be confirmed within that document.

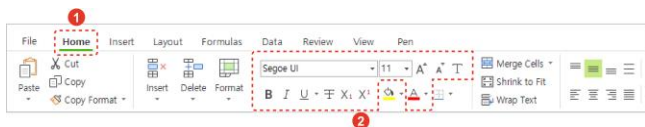
## 4. Sheet

# 4. Sheet

## 4.1 Changing the Cell Format

### 4.1.1 Editing Fonts

Select the text to edit by dragging it, and edit the font in the **[Home]** tab.





### 4.1.2 Setting Borders and Filling

Cells can be selected to give a variety of border and filling effects.

#### ■ Modifying from the Ribbon Menu

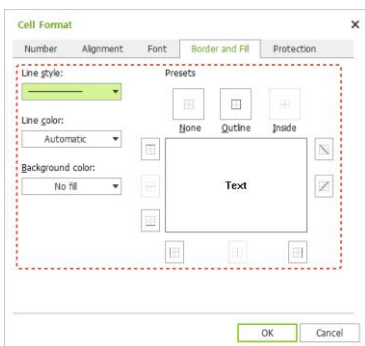
Select the cell to apply changes, and edit the font in the **[Home]** tab.



Icons	Description
	Change the cell color. Click the [▼] button to change the color.
	Change the cell borders. Click the [▼] button to change the position, line color, line style of the borders.

## ■ Editing from the Format Cells Window

1. Select the cell to set the borders of.
2. Click **[Home > Format > Format Cells]** or right click the cell and click **[Cell Format]**.
3. Click the **[Border and Fill]** tab in the **[Cell Format]** window.
4. Select the line style, line color and background color, and click the border to apply them to.



5. Click the **[OK]** button. The set border settings will be applied to the cell.

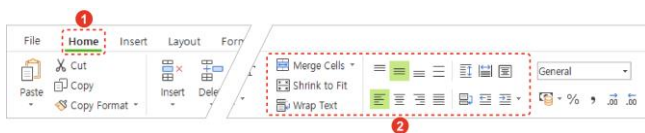
### 4.1.3 Setting the Text Alignment

Show the data more effectively by setting the text in cells in ways such as vertical/horizontal alignment.

Select the cells to align, and click the align icon in the **[Home]** tab. To change only the arrangement of certain cells, select the cells you wish to change and click the arrange icon.



## 4. Sheet

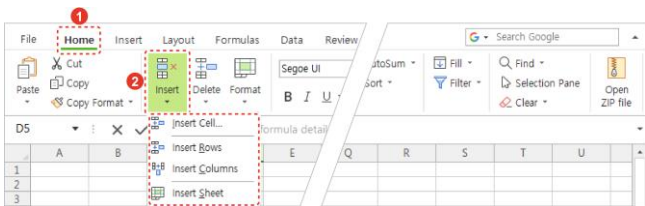


## 4.2 Setting the Cell, Column/Row, and Sheet

### 4.2.1 Inserting

Click the cell you wish to insert a cell, row, or column and click **[Home > Insert]** to insert a cell, row, or column. When inserting sheets, a new sheet is inserted in front of an activated sheet.

You may also insert by selecting the relevant cell, row header, column header, or sheet tab and right clicking.



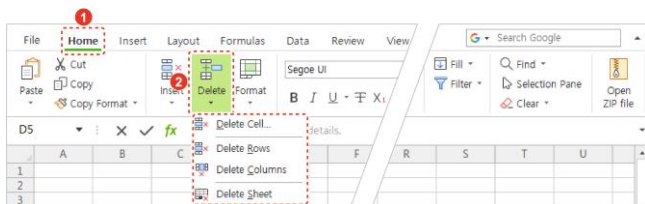
#### NOTE

Click the cell you wish to insert a cell, row, or column and click **[Insert Cell]** and the **[Insert]** window appears. Cells, rows, or columns can be inserted into the desired position.

## 4.2.2 Deleting

Click the cell you wish to delete a cell, row, or column from and click **[Home > Delete]** to delete a cell, row, or column. When deleting sheets, an activated sheet is deleted.

You may also delete by selecting the relevant cell, row header, column header, or sheet tab and right clicking.



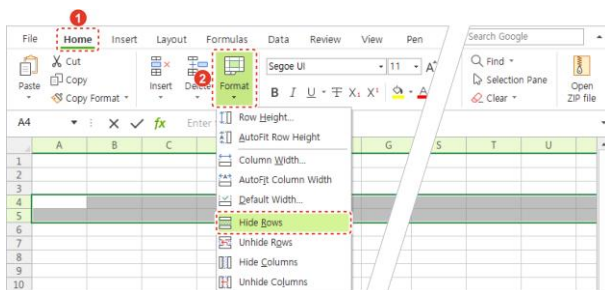
## 4.2.3 Hiding and Unhiding

Hide and unhide rows in the same as hiding and unhiding columns.

### ■ Hiding Rows

1. Select the row to hide.
2. Click **[Home > Format > Hide Rows]** or right click the row header and click **[Hide]**.

## 4. Sheet

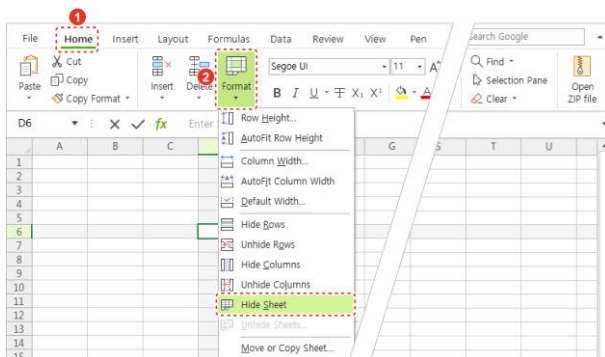


### ■ Restoring Visibility to Rows

1. Select rows so that the hidden row is included.
2. Click [**Home > Format > Unhide Rows**] or right click the row header and click [**Unhide**].

### ■ Hiding Sheets

1. Select the sheet to hide in the sheet tab.
2. Click [**Home > Format > Hide Sheet**] or right click the sheet tab and click [**Hide Sheet**]. The selected sheet will be hidden.



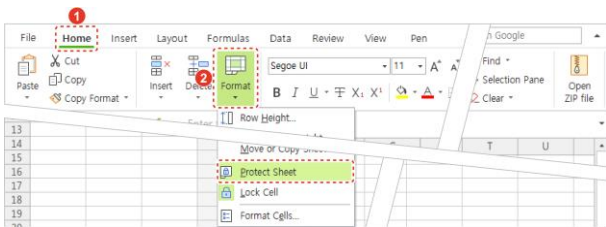
## ■ Restoring Visibility to Sheets

1. Click [**Home > Format > Unhide Sheet**] or right click the sheet tab and click [**Unhide Sheets**].
2. Click the sheet to restore visibility to in the [**Unhide**] window and click the [**OK**] button. The hidden sheet will reappear.

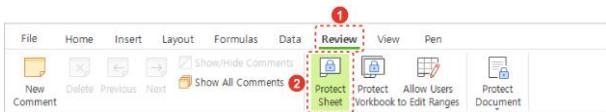


## 4.2.4 Protecting Sheets

1. Select the sheet to protect in the sheet tab.
2. Click [**Home > Format > Protect Sheet**] or right click the sheet tab and click [**Protect Sheet**].

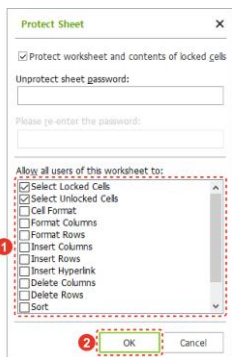


Or click [**Review > Protect Sheet**].



3. Select the content to allow in the [**Protect Sheet**] tab and click the [**OK**] button. The sheet will be protected.

## 4. Sheet

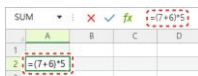


## 4.3 Using Formulas

### 4.3.1 Inserting Simple Formulas

The instruction to inserting simple formulas such as addition, subtraction, multiplication and division is as follows.

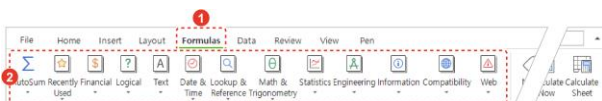
1. Click the cell to insert a formula into.
2. Enter directly into the cell or click **[Formula Bar]** and enter as follows.



3. Press the **<Enter>** key on the keyboard or click the **[Enter]** button (✓) at the formula and text entry bar. The formula will be inserted.

### 4.3.2 Inserting Functions

1. Click the cell to insert a formula into.
2. Select a desired function type on the **[Formulas]** tab.



3. Click a function to insert it into the cell, then the **[Formula]** window will appear. Enter the data into the formula input field.

4. Check the result in the **[Formula]** window, then click **[OK]**. The formula will be inserted.

## 4.4 Using Charts

### 4.4.1 Inserting Charts

1. Drag to select the data area to insert the chart in.
2. Click the desired chart type in the **[Chart]** group in the **[Insert]** tab. The chart is created in the designated area.

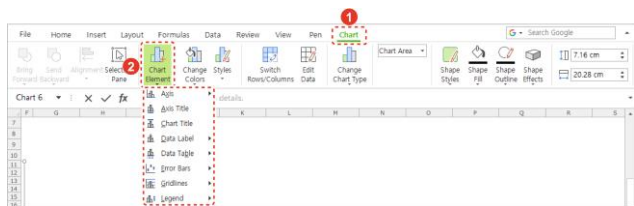


## 4. Sheet

### 4.4.2 Editing Charts

#### ■ Setting Chart Elements

To set up each chart element, click **[Chart > Chart Element]**.



- **[Axis]:** The default horizontal and vertical axis can be hidden or displayed.
- **[Axis Title]:** Click the **[Axis Title]** and the **[Axis Title]** window appears. The X and Y axis titles can be entered and whether or not it is displayed can be set.
- **[Chart Title]:** Click the **[Chart Title]** and the **[Chart Title]** window appears. The chart title can be entered and whether or not it is displayed can be set.
- **[Data Label]:** For each item, you may choose to hide the data, or configure it to appear in the center, near the interior end, the exterior end, or at the axis.
- **[Data Table]:** The data of a table can be displayed underneath the chart in a table format.
- **[Error Bars]:** The error bars of the chart can be hidden, and the error bars of the standard error, percentage, and standard deviation can be added to the chart.
- **[Gridlines]:** Vertical and horizontal gridlines are shown in the chart image area. Select multiple options to show them all.
- **[Legend]:** The legend is a small box that distinguishes the patterns and colors assigned to the data types or items of the chart. The

legend appears by default when a new chart is inserted, but **[Legend]** can be clicked to hide or change the location of the legend.

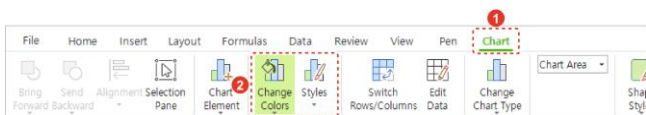
### ■ Changing Chart Element Styles

1. Click the element to change the style of at the dropdown list in the **[Chart]** tab.
2. On the **[Chart]** tab, click **[Shape Styles]**, **[Shape Fill]**, **[Shape Outline]**, or **[Shape Effects]** to change the style of the selected element.



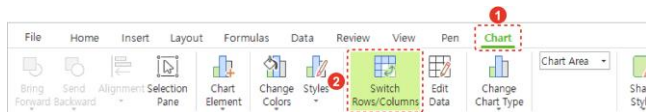
### ■ Changing Chart Styles

The style and color of inserted in charts by default can be customized. Click **[Change Colors]** or **[Styles]** in the **[Chart]** tab.



### ■ Converting the Rows/Columns of a Chart

Clicking **[Chart > Switch Rows/Columns]** switches the rows and columns in the chart.



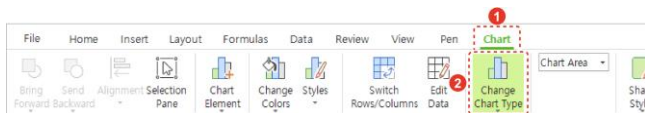
### ■ Changing Chart Types

The chart type can be changed even without inserting a new chart.



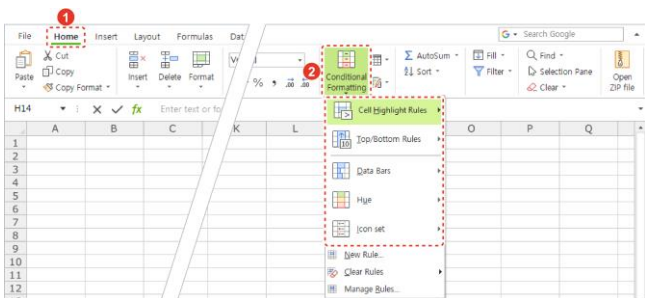
## 4. Sheet

Click [**Chart > Change Chart Type**] and select the desired chart type.



## 4.5 Using Conditional Formats

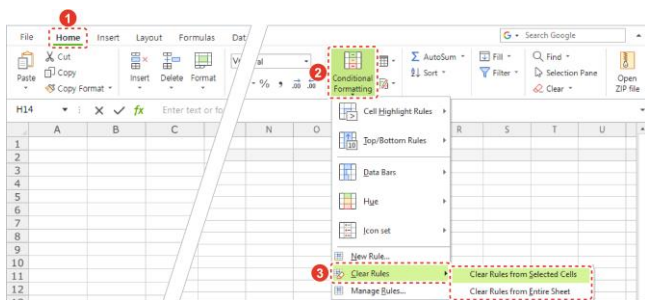
Select the cell that includes the data to apply conditional formatting to and click [**Home > Conditional Formatting**]. The formats and criteria to be applied to cells can be selected.



- [**Cell Highlight Rules**]: With comparison operators as the standard, certain cell formats are designated within the cell range, making cells much easier to find.
- [**Top/Bottom Rules**]: The maximum and minimum values in the cell range can be searched for depending on the specified standard value.
- [**Data Bars**]: Chosen cell values can be seen in comparison with other cells with data bars. The length of the data bar represents the cell value. As such, long bars represent top values and short bars represent bottom values. Data bars are especially useful for distinguishing top and bottom values within a large amount of data.

- **[Hue]:** Hues are a helpful visual indicator for understanding data distribution and alteration. Using two or three hues, you can compare cell ranges with the hue gradation. The color shading represents top/bottom values, or top/middle/bottom values.
- **[Icon Set]:** Categorize the data into 3–5 groups distinguished by the threshold value, and use icon sets to attach footnotes. Each icon represents a particular value range. For example, among 3 arrows the red upwards arrow is the top value, the yellow sideways arrow the middle value, and the green downwards arrow the bottom value.

To clear a selected conditionally formatted cell or the rule of the entire sheet, click **[Home > Conditional Formatting > Clear Rules]** and select the desired item.

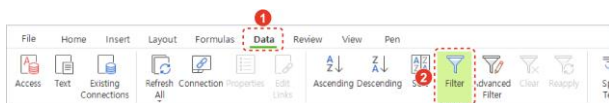


## 4.6 Using Filter/Sort

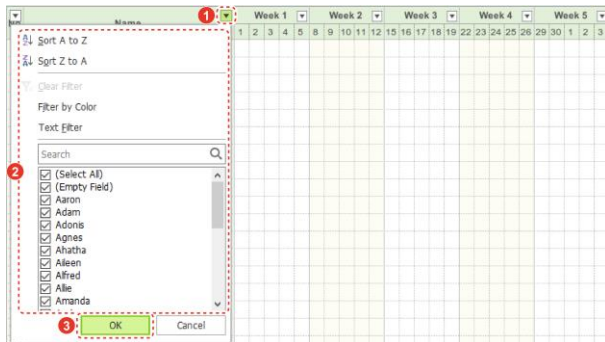
### 4.6.1 Creating Filters

1. Select the data on the sheet to use the filter function on.
2. On the **[Data]** tab, click **[Filter]**. A filter is created.

## 4. Sheet

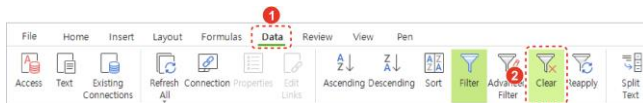


3. Click the created filter's expandable menu (▼). To specify a sorting method or data filtering range, select the values to show/hide and click **[OK]**.



### 4.6.2 Removing Filters

If a value is hidden by a filter, go to the **[Data]** tab and click **[Clear]** to show all hidden information.



### 4.6.3 Sorting Columns in Ascending Order and Descending Order

The text, numbers, date, and time of one or more columns can have data arranged in ascending or descending order.

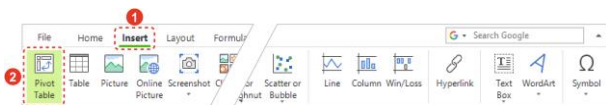
1. Select the column to arrange.

- From the **[Data]** tab, click **[Ascending]** or **[Descending]**.

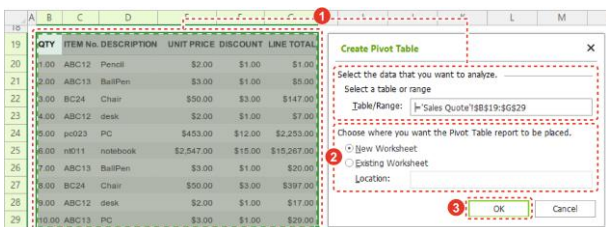


## 4.7 Using Pivot Table

- Ensure that data includes the table header and blank cells and click **[Insert > Pivot Table]**.



- Select the range the data to analyze and the position where the pivot table report will be inserted and then click the **[OK]** button.



- From the **[PivotTable Fields]** window, drag the field list to the desired position. A PivotTable will be inserted.

#### 4. Sheet

Row Labels	1	2	3	4	5	6	7	8	9	10	grand		
ABC12			2		2				2		6		
Pencil			2								2		
desk					2					2	4		
ABC13				3				3			9		
BallPen				3							6		
PC										3	3		
BC24					50					50	100		
Chair					50					50	100		
nt011								2547			2547		
notebook								2547			2547		
pc023								453			453		
PC								453			453		
grand			2	3	50	2	453	2547	3	50	2	3	3115

4. Check your PivotTable report and adjust the field list.

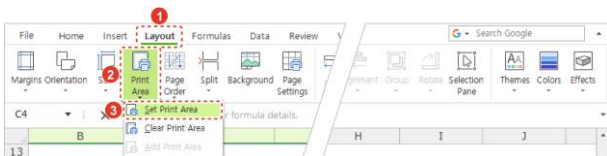
Row Labels	sum : QTY	sum : UNIT PRICE	sum : DISCOUNT	sum : LINE TOTAL
ABC12	14	6	3	25
Pencil	1	2	1	1
desk	13	4	2	24
ABC13	19	9	3	54
BallPen	9	6	2	25
PC	10	3	1	29
BC24	11	100	6	544
Chair	11	100	6	544
nt011	6	2547	15	15267
notebook	6	2547	15	15267
pc023	5	453	12	2253
PC	5	453	12	2253
grand	55	3115	39	18143

- **[Update Later]:** Checking this box will cause changes made to the field list to not be immediately applied to the PivotTable. Click the **[Update]** button to apply the changes.

## 4.8 Setting Page

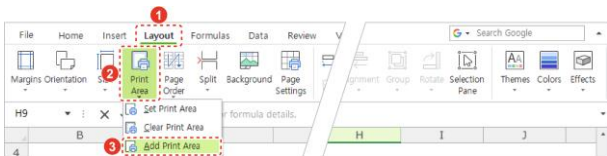
### 4.8.1 Quickly Setting the Print Area

1. Drag the mouse to select the area to print.
2. Click **[Layout > Print Area > Set Print Area]**. The print area will be set.



### 4.8.2 Adding a Print Area

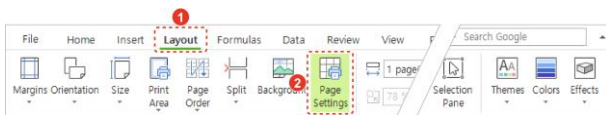
1. Select an area to print other than the set areas.
2. Click **[Layout > Print Area > Add Print Area]**. The print area will be added.



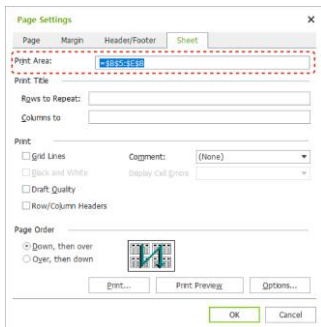
### 4.8.3 Setting Custom Print Areas

1. Click **[Page Settings]** from the **[Layout]** tab, **[Margins > Custom Margins]** or **[Size > More Paper Sizes]** to open the **[Page Settings]** window.

## 4. Sheet



2. Specify the cell range that will be printed from the **[Sheet]** tab.

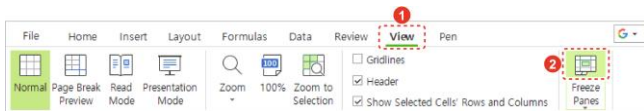


3. Click the **[OK]** button. The entered cell range will be set as the print area.

### 4.8.4 Freezing Panes


Freeze a row or column so that it will be displayed in the worksheet as you scroll up/down or left/right.

From the **[View]** tab, click the **[Freeze Panes]** icon (📄). A line will appear over the currently selected row or column, causing it to continuously be displayed as you navigate the worksheet.



Click the **[▼]** button from the **[Freeze Panes]** window to freeze the first row or column.

*ℹ* NOTE

To unfreeze, click the **[Cancel Freeze Panes]** icon () from the **[View]** tab. The freeze border will be deleted.

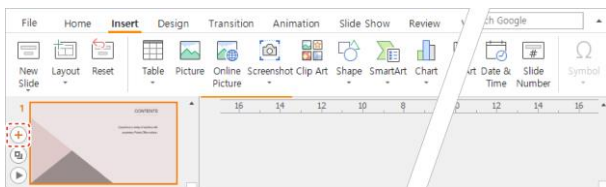


## 5. Slide

### 5.1 Creating a Slide

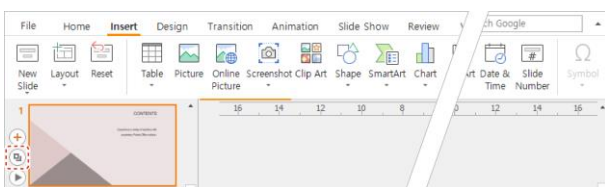
#### 5.1.1 Inserting a New Slide

1. Select the slide above the position you wish to insert a slide.
2. Click the **[Insert Slide]** icon (+) on the left side of the selected slide. A slide with the same layout as the selected slide will be inserted below it. To insert a blank slide, click the **[New Slide]** icon (☰) from the **[Insert]** tab.



#### 5.1.2 Copying Slides

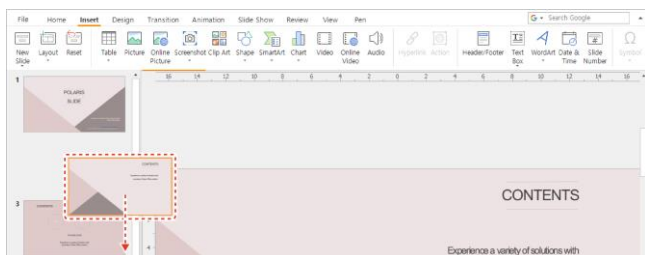
1. Select the slide you wish to copy in the downscaled slide layout to the left of the screen.
2. Click the **[Duplicate Slide]** icon (⊞) on the left side of the selected slide. From the **[Insert]** tab, click **[New Slide]**, then **[Duplicate Selected Slide]**. A duplicate of the selected slide will be inserted below it.



### 5.1.3 Moving Slides

Slides can be moved to the desired position.

Click the slide to move in the downscaled slide layout to the left of the screen, and drag it to the desired position.



### 5.1.4 Deleting Slides

Slides can be deleted.

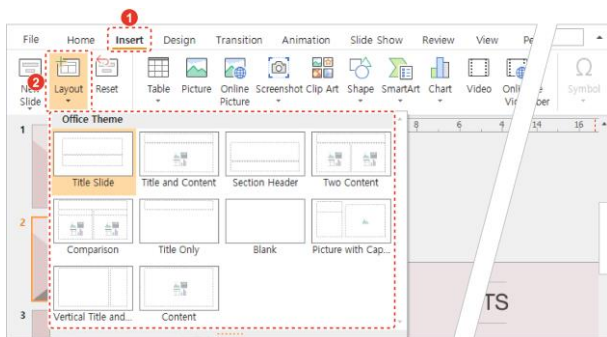
Right click the slide you wish to delete from the outline on the left side of the screen and click **[Delete Slide]**. Or select the slide you wish to delete and press the keyboard's **<Delete>** key.

## 5. Slide

### 5.1.5 Changing Layout

An existing slide can be given a new layout when creating a presentation.

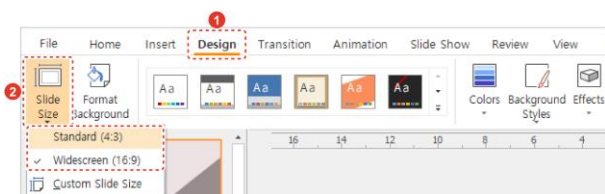
1. Choose the slide to change the layout of.
2. Click **[Insert > Layout]** or go to the **[Home]** tab and click **[Layout]** icon (🏠 ↕). You can change the layout.



3. Selected the desired layout. The layout is changed to what is selected.

### 5.1.6 Changing the Slide Size

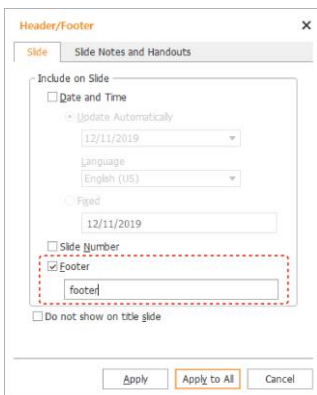
1. Click **[Design > Slide Size]**.



2. Select a ratio. Slide sizes can be set to either 4:3 or 16:9.

### 5.1.7 Adding Footers

1. Select the slide to apply a footer to.
2. Click [**Insert > Header/Footer**].
3. Once the [**Header/Footer**] window appears, check [**Footer**] in the [**Slide**] tab and enter desired text.



#### NOTE

- To add a date and time to the presentation, check the [**Date and**

## 5. Slide

**Time]** item and select a desired method.

- To add a slide number to the presentation, check the **[Slide Number]** item.
4. Click **[Apply]**. The footer appears at the center of the bottom of the slide.



## 5.2 Picture

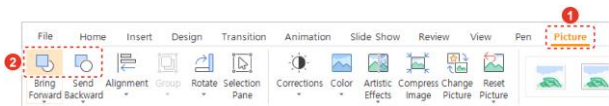
### 5.2.1 Inserting Images

1. Select the slide to insert an image to.
2. Click **[Picture]** in the **[Insert]** tab. The **[Insert Picture]** window appears.
3. Select the image saved on the PC and click the **[Open]** button.

### 5.2.2 Editing Images

#### ■ Setting the Position of the Image with Another Object

1. Click to select the image to set the position with another object such as an image or shape.
2. On the **[Picture]** tab, click the **[Bring Forward]** icon () or **[Send Backward]** icon ()



- **[Bring Forward > Bring to Front]**: Bring the image to the front.
- **[Send Backward > Send to Back]**: Send the image to the back.

## ■ Moving Images

Select the image you wish to move. The image can be dragged to the desired position when the mouse cursor turns into a cross shape (⬆️⬇️⬆️⬅️).



## ■ Adjusting the image Size

1. Click to select the image you wish to adjust the size of.
2. Enter numbers into the size adjustment box in the **[Picture]** tab or click the up/down arrow keys to adjust the size. Adjust the height in the upper box, and the width in the lower box.



### NOTE

- The absolute size of the image can be adjusted in the expandable menu of **[Size]**, which can be found by clicking the **[Format Picture]** window that appears by clicking the **[Size and Position]** menu after right clicking the image.

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- The image size can be changed by dragging the edges and corners of the image. The size of the image can be changed to be centered around the middle of the image by dragging while pressing the **<Ctrl>** key on the keyboard.

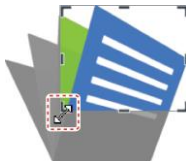


### ■ Cropping the Image

1. Click to select the image to crop.
2. Click the **[Crop]** icon (✂) from the **[Picture]** tab.



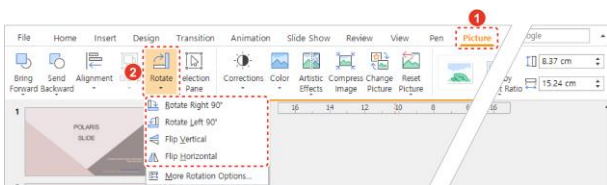
3. Drag the edges and corners of the image to set the area to crop. The gray area will be cropped.



4. Click the **<Esc>** key on the keyboard. The grey area is cropped, and only the remaining parts will be visible.

### ■ Rotating the Image

1. Click to select the image you wish to rotate.
2. Click **[Rotate]** in the **[Picture]** tab and select the desired rotating options.



#### **NOTE**

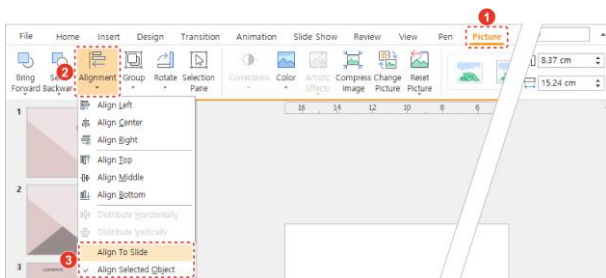
- To rotate the image in angles other than the default 90 degree rotation or mirroring option, click **[Picture > Rotate > More Rotation Options]**, or right click the image and then click **[Size and Position]** and enter the rotation angle in the **[Size]** tab in the **[Format Picture]** window.
- Click the image and a circle appears at the top. Placing the mouse on the circle changes the mouse cursor into a rotating shape (⤵), and you can drag to change the angle of the image.

### ■ Arranging Images

1. Select the image to arrange.
2. Go to **[Picture> Alignment]** and specify how the image will be arranged.



## 5. Slide

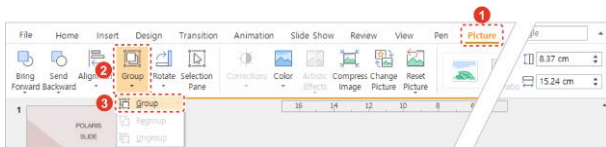


- **[Align to the Slide]:** Aligns the image to the slide.
  - **[Align Selected Object]:** When two or more objects like images, shapes, and charts are selected, the selected objects become the standards of each other.
3. Select the desired alignment option. The image is automatically aligned based on the selected option.

### ■ Creating Groups

Group multiple objects to edit as one entity.

1. To create a group, drag least two objects such as images or shapes or click them while pressing the **<Ctrl>** on the keyboard.
2. Click **[Picture > Group > Group]**. The selected objects are put into a single group.



#### NOTE

To ungroup, right click the group and click **[Group > Ungroup]**.

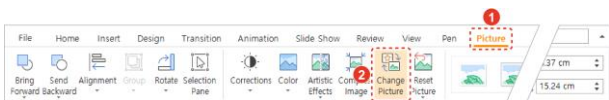
## ■ Applying Image Styles

1. Click to select the image you wish to apply a style to.
2. Click **[Style]**, **[Picture Border]** or **[Picture Effects]** in the **[Picture]** tab to set an image style.



## ■ Changing the Image

1. Click to select the image to change
2. Click **[Change Picture]** in the **[Picture]** tab. The **[Insert Picture]** window appears.



3. Select the desired image and click the **[Open]** button. The new image will be inserted in the position of the previous image.

## 5.3 Video

### 5.3.1 Inserting Videos

1. Select the slide to insert the video file into.
2. Click **[Insert > Video]**. The **[Insert Video]** window appears.
3. Select a video file saved on your PC and click the **[Open]** button.

### 5.3.2 Editing Videos

On inserting a video, the **[Video]** tab is created. Videos can be

## 5. Slide

edited from the **[Video]** tab.

### ■ Applying Video Options

Video options such as video previews, volume, and replay can be set in the **[Video]** tab.



#### NOTE

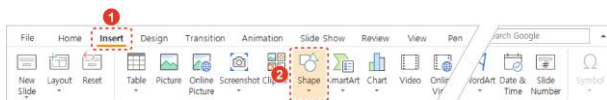
- To insert an audio file, click **[Insert > Audio]**, then select a file from the **[Insert Audio]** window.
- To edit the audio, use the features of the **[Audio Tools]** tab.

## 5.4 Shape

### 5.4.1 Inserting Shapes

Lines, triangles, basic shapes, arrows, equation shapes, flowcharts, stars/banners, and callouts can be inserted in the document.

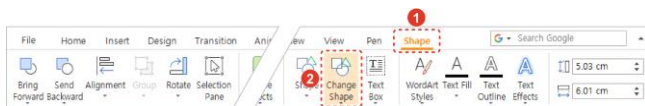
1. Click **[Shape]** in the **[Insert]** tab.



2. Select the desired shape, and drag on the document editing window to draw the shape. The shape is inserted.

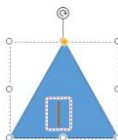
## ■ Changing Shape Types

You can change the shape type without inserting a new shape. On the **[Shape]** tab, click **[Change Shape]** and select a desired shape type.



### 5.4.2 Adding/Editing Text to Shape

To insert a text to a shape, right click the shape and click the **[Edit Text]** menu. A cursor appears in the center of the shape where text can be entered. After entering the content, click anywhere outside the shape area or click the **<Esc>** key on the keyboard.



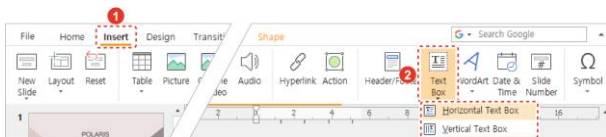
#### **A** NOTE

To change the font, select a shape and designate the desired font style in the **[Home]** tab.

## 5.5 Text

### 5.5.1 Inserting and Editing Text Boxes

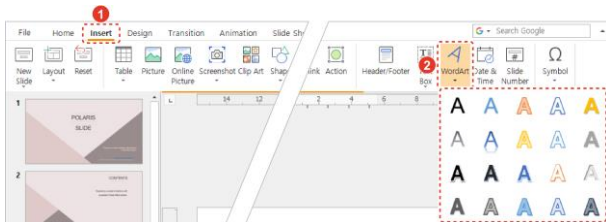
1. Click **[Text Box]** in the **[Insert]** tab and click the desired text direction.



2. Drag with the mouse to draw a text box of the desired size.
3. Put the insert pointer into the text box, and enter the content.
4. Click the text box you want to edit. The **[Shape]** tab is generated.
5. On the **[Shape]** tab, change the alignment, style, shading, text direction, and size of the text box.

### 5.5.2 Inserting and Editing WordArt

1. Click **[WordArt]** in the **[Insert]** tab.



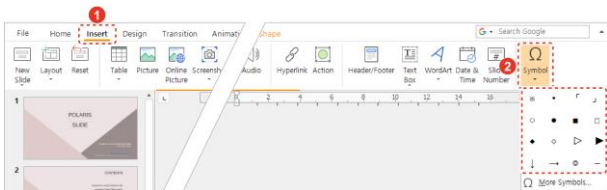
- Click the desired WordArt. The WordArt is inserted in the document in text box form.



- Click the inserted WordArt text box and enter the content.
- Click the WordArt text box you wish to edit. The **[Shape]** tab will appear.
- You can change the location, style, text direction, and size of the WordArt from the **[Shape]** tab.

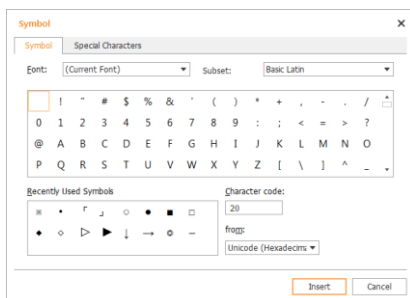
### 5.5.3 Inserting Symbols

- Place the cursor on the position to place the symbol.
- Click **[Symbol]** in the **[Insert]** tab. The recently used symbols appear.



- To insert any symbol, special character or Unicode character that you don't find on the keyboard, click **[More Symbols]**. The **[Symbol]** window appears.

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- To insert special characters such as Em Dash, En dash, Copyright, and Registered trade mark, go to the **[Symbol]** window and click the **[Special Characters]** tab.
- 3. Click the desired symbol. The symbol will be inserted into the selected position.

## 5.6 Effects

### 5.6.1 Setting Slide Transition Effects

#### ■ Applying Screen Transition Effects

1. Select the slide to apply a transition effect to.
2. Select a desired transition effect from the **[Slide Transition]** group in the **[Transition]** tab.

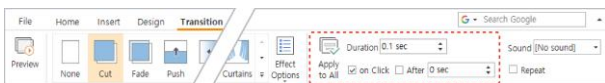


#### NOTE

The direction of advancing slides can be set by clicking **[Effect Options]**. If there are no direction options, **[Effect Options]** is not

activated.

3. Set the transition speed and timing in the **[Timing]** group. The transition effect will be applied.

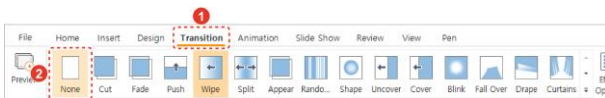


#### NOTE

- Click the **[Apply to All]** button and identical content is applied to all slides.
- Click **[Preview]**. The transition applied to the slide can be previewed.

### ■ Removing Screen Transition Effects

1. Select the slide to remove a transition effect from.
2. On the **[Transition]** tab, go to **[Slide Transition]** group and click **[None]**. Slide Transition Effects will be canceled.



## 5.6.2 Object Animation Effects

### ■ Applying Animation Effects

1. Select the text or object to apply an animation effect to.



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2. Click the desired animation effect from the **[Animation Effect]** group in the **[Animation]** tab.



### NOTE

- The animation effects can be changed by clicking **[Effect Options]**. If there is no option content in the selected animation effect, **[Effect Options]** is not activated.
- Click **[Add Animation]** to set a variety of animation effects to an object.

3. Set the animation starting position and timing in the **[Timing]** group. The animation effect is applied to the object.



### NOTE

Click **[Preview]** to see the applied animation effect.

## ■ Removing Animation Effects

1. Select the text or object to remove an animation effect from.

- Click **[None]** from the **[Animation Effect]** group in the **[Animation]** tab. The animation effect is disabled.



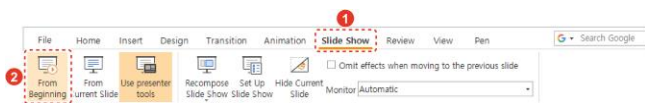
## 5.7 Slide Show

### 5.7.1 Starting Slide Show

#### ■ Starting from the Beginning

Slide shows can be started from the beginning.

Click **[From Beginning]** from the **[Slide Show]** tab. The slide show will start from the beginning.

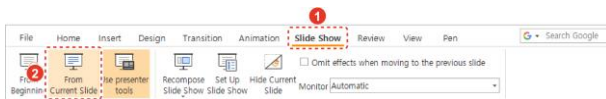


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### ■ Starting from the Current Slide

Slide shows can be started from the beginning.

1. Select the slide to start the slide show from.
2. Click **[From Current Slide]** in the **[Slide Show]** tab. The slide show starts from the current slide.

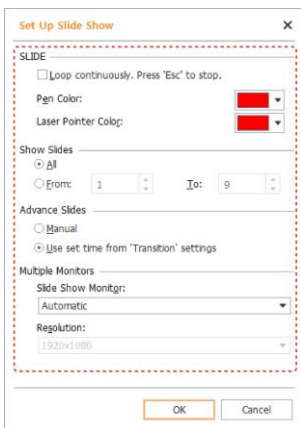


### 5.7.2 Setting Slide Show

1. Click **[Set Up Slide Show]** in the **[Slide Show]** tab.



2. Set the slide show options in the show setup window.



- **[SLIDE]:** Set the color of the pen and laser pointer in the slide show.
- **[Show Slides]:** The position of the slides shown in the slide show can be designated.
- **[Advance Slides]:** The settings for advancing slides can be configured to manual or a set time.
- **[Multiple Monitors]:** The slide show can be displayed in another connected monitor.

3. Click the **[OK]** button. The changes will be applied.

### 5.7.3 Hiding Slides

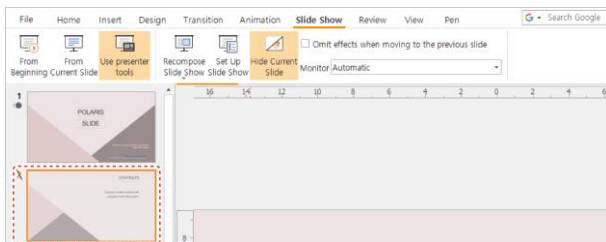
If there are slides that are necessary to the presentation but must not be seen in the slide show, the slide can be hidden.

1. Select the slide show to hide in the slide show.
2. Click **[Hide Current Slide]** in the **[Slide Show]** tab.

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3. Hide the slide so it does not appear in the slide show. Hidden slides are indicated with a backslash (\) at the downscaled slide layout to the left, and the downscaled slide is change to look blurry.

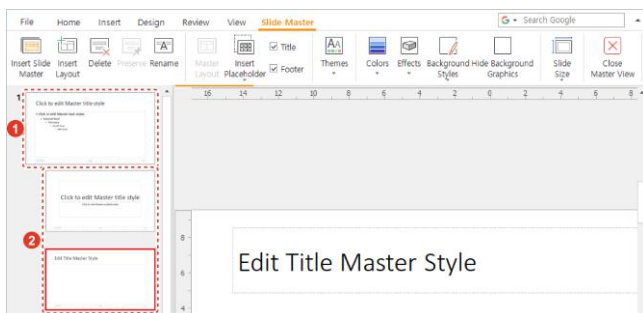


### **NOTE**

Clicking **[Hide Current Slide]** again on a hidden slide and it will no longer be hidden.

## 5.8 Slide Master

The slide master consists of the slide master (1) and a connected layout (2).



### 5.8.1 Forming the Slide Master

#### ■ Adding the Slide Master

1. Click **[Slide Master]** from the **[View]** tab. 11 layouts linked to the new slide master will be created, then the **[Slide Master]** tab will appear.



2. Click **[Insert Slide Master]** in the **[Slide Master]** tab. The 11 layouts linked to the new slide master are created.



## 5. Slide

### ■ Adding Slide Layouts

1. Click **[Slide Master]** in the **[View]** tab. The **[Slide Master]** tab is created.



2. In the downscaled slide layout to the left, select the slide above the position you wish to insert a new layout.
3. Click **[Insert Layout]** in the **[Slide Master]** tab. A new slide layout is created below the selected slide. However, if the layout is inserted after selecting the slide master, it will be created in the previous layout position.



### 5.8.2 Removing Slide Masters and Layouts

Select the slide master or layout you wish to delete and click **[Delete]** in the **[Slide Master]** tab. The selected slide master or layout is deleted.

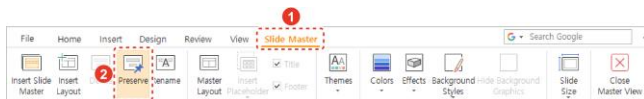


- If a slide master is deleted, the connected layouts are also removed.
- However, if there is only a single slide master, it cannot be deleted.

### 5.8.3 Preserving the Slide Master

The slide master may be automatically deleted when the slides following a slide master are all deleted or when a different design format file is applied to the slides following the slide master. For these cases, the master can be preserved so it is not automatically deleted.

Select the slide master to preserve and click **[Preserve]** in the **[Slide Master]** tab.



#### NOTE

If a slide layout is selected, **[Preserve]** cannot be activated.



## 6. ODT

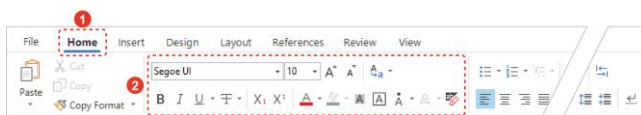
### 6.1 Character Format

#### 6.1.1 Editing Fonts









The shape and size of the text entered into the document can be changed to give a variety of effects.

##### ■ Modifying from the Ribbon Menu

Select the text to edit by dragging it, and edit the font in the **[Home]** tab.



Icons	Description
	Change the font.
	Change the size of the text. Enter the size into the <b>[10 ▾]</b> box or set the size to a preset value. The <b>[A+ A-]</b> button can also be clicked to enlarge or shrink in the order of the preset font sizes.
	Toggle the capitalization. Click the <b>[▼]</b> button to use the option to toggle the capitalization.
	Make the text bold.
	Change the text to the italic font.
	Insert an underline. Click the <b>[▼]</b> button to change the

Icons	Description
	underline style and color.
	Insert a strikethrough. Click the <b>▼</b> button to select the type of strikethrough.
	Add a superscript/subscript to the text.
	Change the text color. Click the <b>▼</b> button to change the color.
	Add a shade to the text. The default color is grey. Go to the <b>[Home]</b> tab and click the <b>[Shading]</b> icon  .
	Insert a border into the text.
	Show the emphasis marks over each character. Click the <b>▼</b> button to choose the type of emphasis mark.
	Clear all formatting applied to text except the text highlight.

### ■ Change from the Font Window

1. Drag to select the text you wish to edit. Then right click it and click the **[Font]** menu.
2. From the **[Font]** window, change the font style, character scaling, spacing, and position. Then click **[OK]** to apply the changes.

## 6.2 Paragraph Format

### 6.2.1 Adjusting Paragraphs

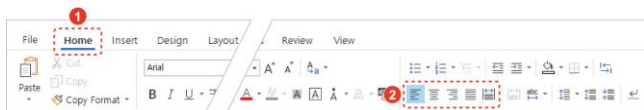
Paragraphs are units of text in the document divided by changing lines. To divided the text into paragraphs while typing, press the **<Enter>** key.

#### ■ Arranging Paragraphs

The paragraphs can be arranged to fit the left, center, or middle, and the margins on either side.

Place the cursor at the paragraph you wish to change, and click the desired arrange icon in the **[Home]** tab. The arrangement of the paragraph the cursor is located at is changed.

When arranging all the paragraphs in the document, press the shortcut combination **<Ctrl + A>** and click the arrange icon.



### 6.2.2 Creating Bullets and Numbering

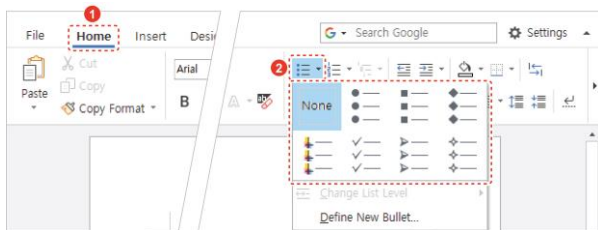
Create a list of several items, or a list with stages of an outline level applied.

When listing several items, bullet symbols are normally used, and when creating a list for consecutive movements or several steps,

numbering is applied.

### ■ Adding Bullets

1. Place the cursor on the sentence to add bullets.
2. Go to the **[Home]** tab and click the **[Bullets]** icon's (☰) extend menu (▼) and select a desired type of bullet.



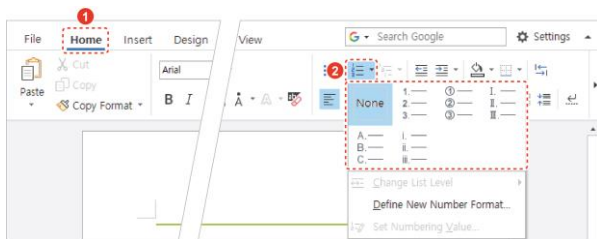
### ■ Changing List Level

1. Place the cursor on the sentence that bullets are added to.
2. Click the expandable menu (▼) of the **[Bullets]** icon (☰) in the **[Home]** tab to select the desired bullets.
3. Click the desired level from **[Change List Level]**. The default value will be automatically applied to the list.

### ■ Adding Numbers

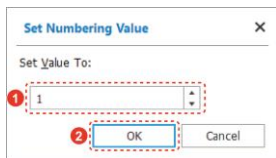
1. Place the cursor on the sentence to add numbers.
2. Go to the **[Home]** tab and click the **[Numbering]** icon's (☰) extend menu (▼) and select a desired type of number.

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### ■ Setting the Numbering Value

1. When there are multiple numbered values dispersed throughout the document and you wish to start again from 1, click the **[Numbering]** expanding menu (▼) icon (≡), then click **[Set Numbering To]**. The **[Set Numbering To]** window will appear.
2. Set **[Set Value To]** as 1, and click the **[OK]** button. The numbering is set again from 1.



## 6.3 Editing Document

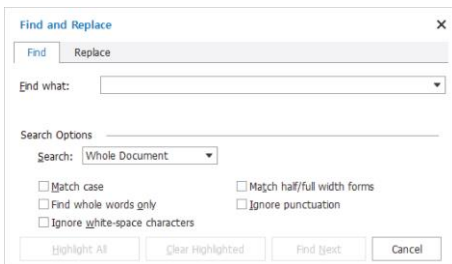
Look for a particular word or phrase in the document, or search for a word or phrase and automatically change it to a different word or phrase.

### 6.3.1 Finding

1. Click **[Find]** in the **[Home]** tab. The **[Find and Replace]** window appears.



2. Enter the content to search for. The search options can be set.



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### NOTE

When searching for more than one word, the search will not work if the spacing is different.

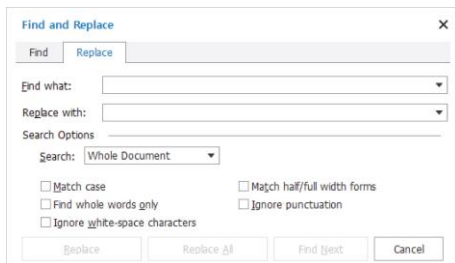
3. Click the **[Find Next]** button. The page will move and show the searched content each time the button is clicked. Clicking the **[Highlight All]** button to search.

## 6.3.2 Replacing

1. Click **[Replace]** in the **[Home]** tab. The **[Find and Replace]** window appears.



2. Enter the content to search for. The search options can be set.



3. Click the **[Replace]** button. The page will move to the searched content and replace it each time the button is clicked.

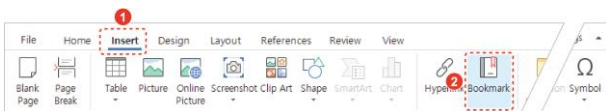
**NOTE**

Click the **[Replace All]** button to change the searched content all at once.

### 6.3.3 Bookmark

Insert bookmarks to mark a place for easy access as with a bookmark in a book. Custom names can be set for classification.

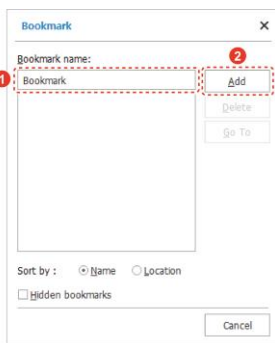
1. Select the text, image, or location to insert the bookmark in the document.
2. Click **[Insert > Bookmark]**. The **[Bookmark]** window appears.



3. Enter the name into the **[Bookmark name]** box and click the **[Add]** button.



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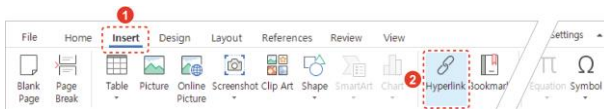
### NOTE

- To view the added bookmark, click **[Insert > Bookmark]**. On the **[Bookmark]** window, the bookmark list is displayed.
- To move a certain bookmark position, go to the bookmark list and select a bookmark position and click the **[Go To]** button.
- To remove a bookmark, go to the bookmark list and select a bookmark and click the **[Delete]** button.

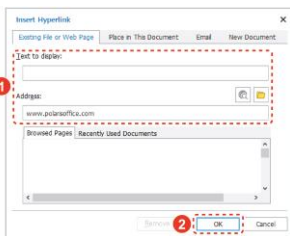
### 6.3.4 Hyperlink

Insert web page hyperlinks that can send you to web pages by clicking on text or objects.

1. Drag text or click objects to select them to use as hyperlinks in the body.
2. Click **[Hyperlink]** in the **[Insert]** tab. The **[Insert Hyperlink]** window appears.



- Enter the web page address and click the **[OK]** button. The link is applied and is shown in the body. Text with hyperlinks shows in a different color.



#### *NOTE*

- To insert a hyperlink that can move to a certain location in the current document, click the **[Current Document]** tab on the **[Insert Hyperlink]** window.
- To insert a hyperlink that can send an email, click the **[Email]** tab on the **[Insert Hyperlink]** window.
- To move to a hyperlink, click the hyperlink while pressing the **<Ctrl>** key on the keyboard.
- To remove an inserted hyperlink, place the cursor on the text where the hyperlink is inserted, go to **[Insert Hyperlink]** window and click the **[Remove Link]** button.

## 6.4 Setting the Layout of the Document

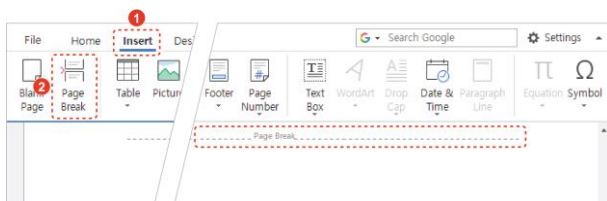
### 6.4.1 Page Break

Pages can be broken where necessary while creating a document.

- Click the desired position to insert the page break in the document.
- Go to the **[Insert]** tab and click **[Page Break]**. If the cursor is located before a sentence, the page is broken before the cursor. If the

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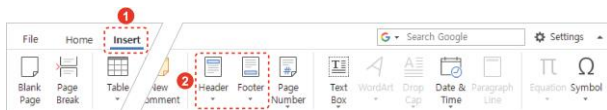
cursor is located after a sentence, the page is broken after the cursor.



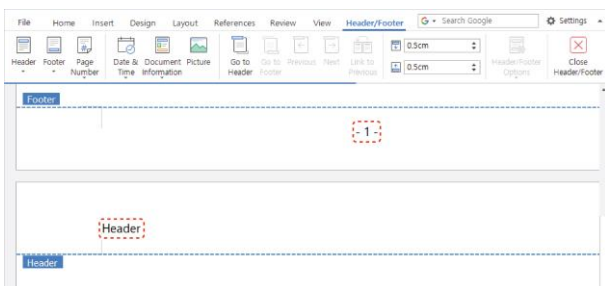
### 6.4.2 Inserting the Header/Footer

Click the header or footer's expandable menu (▼) to insert a header or footer.

1. Click **[Header > Edit Header]** or **[Footer > Edit Footer]** from the **[Insert]** tab.



2. Insert the contents of your document's header or footer. The **[Header/Footer]** tab will appear.



3. To return to the document editing window, click the **[Close Header/Footer]** button in the **[Header/Footer]** tab.



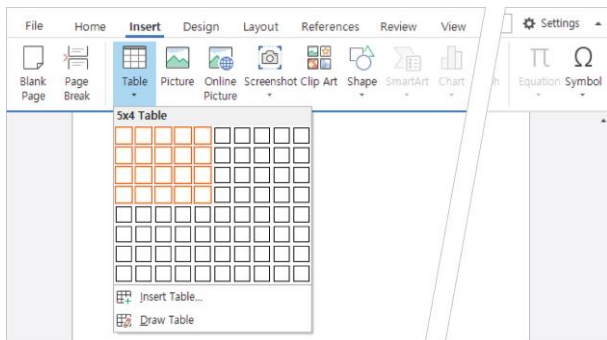
### 6.4.3 Removing the Header/Footer

To delete the header or footer, click **[Header > Remove Header]** or **[Footer > Remove Footer]** from the **[Insert]** tab.

## 6.5 Using Tables

### 6.5.1 Inserting Tables

1. Click **[Insert > Table]**.
2. Move the mouse above the grids to designate the rows and columns.



3. Click to insert the table.

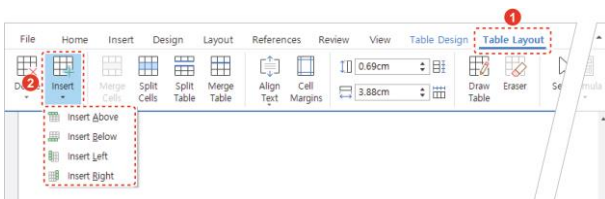
#### **NOTE**

The fastest method to adding tables is to select from the grid. However, tables exceeding the grid size cannot be inserted. To insert tables exceeding the grid area, click **[Insert > Table > Insert Table]**.

## 6.5.2 Editing Tables

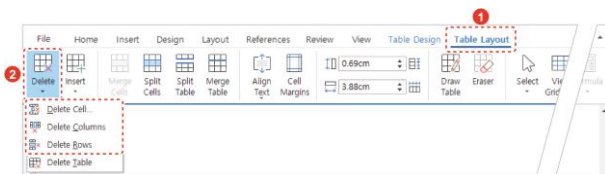
### ■ Inserting Rows and Columns

1. Select the cells to insert rows and columns at.
2. To insert columns from **[Table Layout > Insert]**, click **[Insert Above]** or **[Insert Below]**. To insert rows, click **[Insert Left]** or **[Insert Right]**. A column and row is added.



### ■ Deleting Rows and Columns

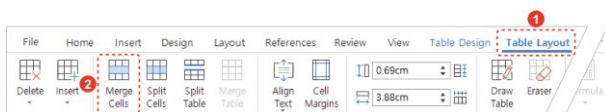
1. Select the cell to remove rows and columns at.
2. On **[Table Layout > Delete]**, click **[Delete Cell]**, **[Delete Columns]** or **[Delete Rows]**. The rows or columns are deleted.



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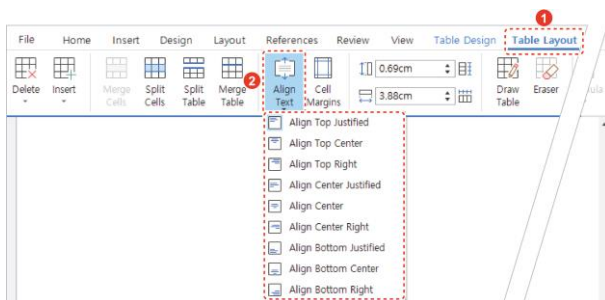
### ■ Merging Cells

1. Drag to select two or more cells in the table.
2. Clicking **[Table Layout > Merge Cells]** will merge the selected cells into one.



### ■ Sorting Text

1. Place the cursor on the cell with the text to sort, or drag two or more cells to select them.
2. Click **[Table Layout > Align Text]**.



3. Click the desired text alignment option. The text position of the selected cell is changed.

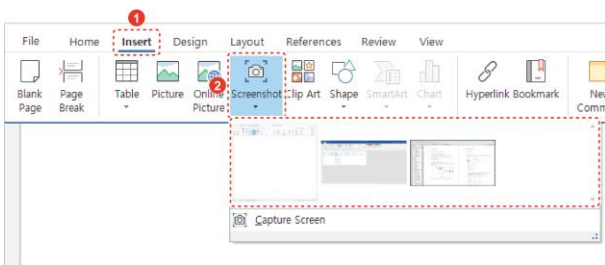
## 6.6 Inserting Images

### 6.6.1 Inserting Images Saved on the PC

1. Place the cursor on the position to place the image.
2. Click **[Picture]** in the **[Insert]** tab. The **[Insert Picture]** window appears.
3. Select the image saved on the PC and click the **[Open]** button.

### 6.6.2 Inserting Screenshot Images

1. Place the cursor on the position to place the image.
2. Click **[Screenshot]** in the **[Insert]** tab. The currently activated windows are viewed as thumbnails.



3. Select the desired thumbnail. The image is inserted into the chosen position.

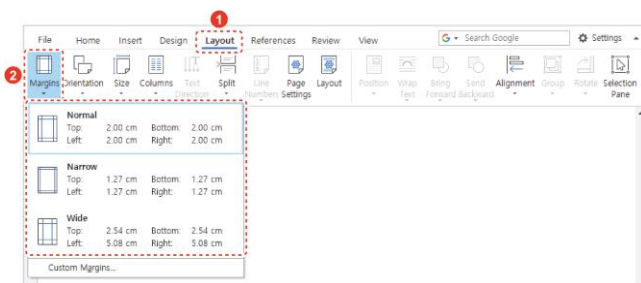


## 6.7 Setting Page

### 6.7.1 Setting the Margins

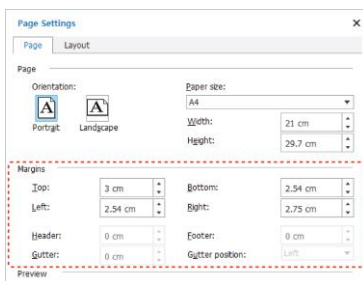
#### ■ Setting Preset Margins

Click **[Layout > Margins]**. The margins of the entire document can be set to be identical.



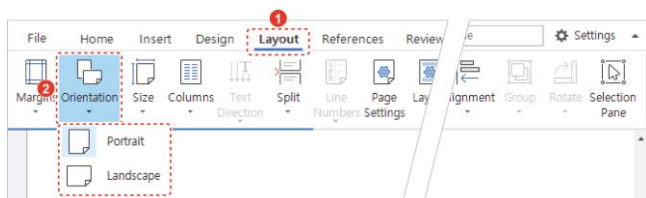
#### ■ Setting Custom Margins

1. Click **[Layout > Margins > Custom Margins...]** or **[Layout > Page Settings]**. The **[Page Settings]** window will appear.
2. After setting the margin in the **[Page]** tab, click the **[OK]** button.



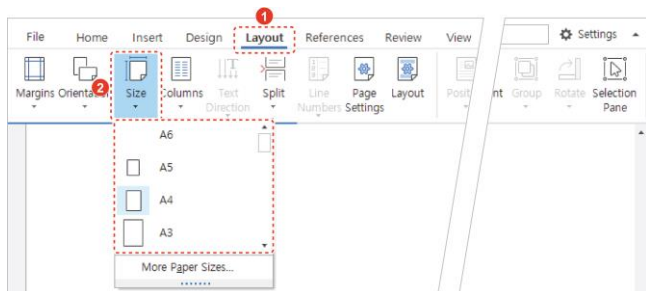
## 6.7.2 Setting the Orientation

Click **[Layout > Orientation]**. The orientation of the entire document can be set horizontally or vertically.



## 6.7.3 Setting Page Size Options

Click **[Layout > Size]**. The document paper size can be set to a variety of sizes.

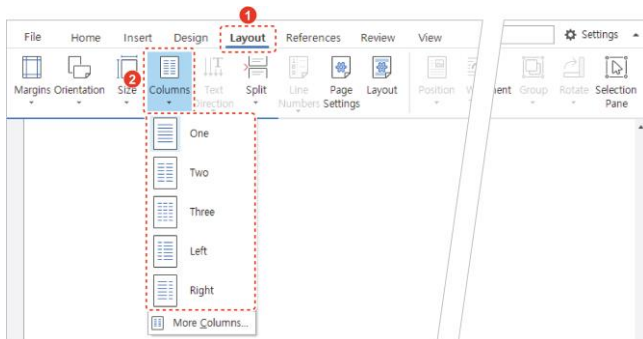


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### 6.7.4 Setting Page Columns

The page can be divided into multiple columns with the column setting function. Using columns makes the document appear more organized and more content can be seen at once.

After placing the cursor at the location where the column will begin, click [**Layout > Columns**]. The document can be divided into columns of a variety of types.

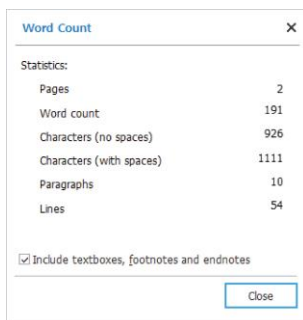


## 6.8 Reviewing Documents

### 6.8.1 Seeing the Word Count

Calculates and displays the number of words entered into the document.

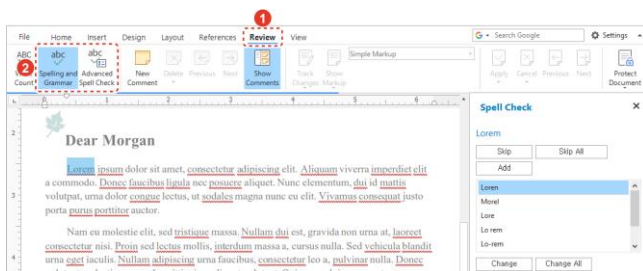
Click **[Word Count]** in the **[Review]** tab. The number of pages, words, characters, paragraphs and lines can be checked.



### 6.8.2 Reviewing Spelling and Grammar

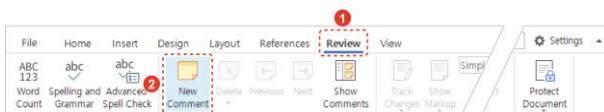
Click **[Spelling and Grammar]** or **[Advanced Spell Check]** in the **[Review]** tab. You can check incorrect spelling or grammar by going through the red underlines or by using the **[Spell Check]** window on the right to make corrections directly.

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### 6.8.3 Inserting Comments

1. Drag or place the cursor on the position to insert the comment.
2. Click **[New Comment]** in the **[Review]** tab. A comment is inserted on the selected position.



3. Write comments in the comments window on the right.



4. Then click outside the comment box to end the Insert Comment mode.

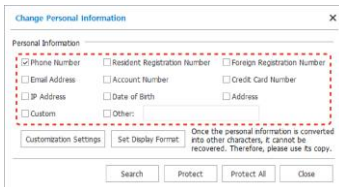
## 6.9 Personal Information Protection

You can select which types of personal information you wish to protect.

1. Open a file's original document, then go to **[Home > Change Personal Information]**. The **[Change Personal Information]** window will appear.



2. Click the desired format of personal information you wish to protect.



- **[Customization Settings]:** Add different information formats to expand the search range.

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- **[Set Display Format]:** Change how protected information is displayed in the document.
3. Click **[Search]** to search through the entire document. The next instance of the search information will be highlighted with each click.
  4. When the information is highlighted, click the **[Protect]** button. To protect all specified types of information all at once, click the **[Protect All]** button.

5. Read the warning message, then click **[OK]**. A copy of the document will be created and the selected information will be protected and replaced with asterisks ( \* \* \* \* ).



6. Repeat steps 3–5 to protect the remaining information in the document, then click **[Close]**.
7. The protected information file is a copy of the original file. Choose a document saving option in the **[File]** tab before closing to save your document.

### NOTE

Information encrypted in a protected document cannot be confirmed within that document.

## 7. PDF

### 7.1 Annotations

#### 7.1.1 Adding Annotations

##### ■ Adding Sticker Notes

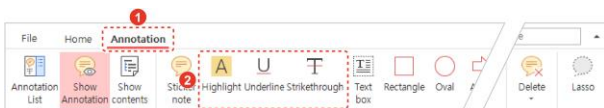
1. Click **[Annotation > Sticker note]**.



2. Click where the sticker note will be placed. Then, the sticker note icon (🗨️) will appear.
3. Double click the sticker note icon and enter your comment. When you are done, press the **<Esc>** key.

##### ■ Using Text Editing Tools

1. Click **[Highlight]**, **[Underline]**, or **[Strikethrough]** in the **[Annotation]** tab.



2. Drag the part in the body text to add emphasis or deletion marks to. Emphasis or deletion marks are added to the body text.



## ■ Using Drawing Markup Tools

1. Click a drawing markup tool in the **[Annotation]** tab.



2. Drag it to desired position. The drawing markup is added.

### 7.1.2 Showing Annotations

To show inserted annotations on the screen, click **[Annotation > Show Annotation]**. Click **[Show Annotation]** again to hide the annotations from the screen.



### 7.1.3 Deleting Annotations

The instructions to remove annotations displayed in the document are as follows.

1. Click **[Annotation > Show Annotation]** to show all annotations on the screen.
2. Click the **[Delete]** icon (🗑️) in the **[Annotation]** tab.



3. Select the annotations to delete. The selected annotations are deleted.

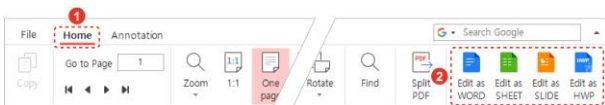
#### NOTE

To delete all annotations added to the document, go to the **[Annotation]** tab and click **[Delete > Delete whole annotation]**.

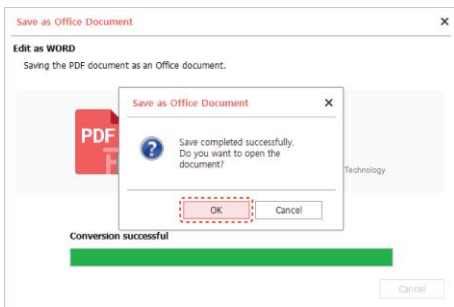
## 7.2 Editing as Office Documents

You can convert a PDF file to a Word (.docx), Sheet (.xlsx), Slide (.pptx) or Hangul (.hwp) format and edit the document.

1. Open the PDF file you wish to edit as an office document.
2. Select a format from the **[Home]** tab and save.



3. After saving in the selected format, edit the contents and save again.



## 7. PDF