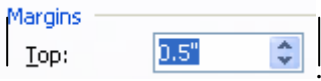






# Microsoft Word – Beyond the Basics



**Remember: Highlight the text you want to affect!**


## Design the Page

<b>Action</b>	<b>Technique</b>
1. Change page margins	<p>Click on the <i>File</i> menu, then the <i>Page setup</i> command. There are three tabs in the <i>Page setup</i> dialog box- <i>margins</i>, <i>paper</i> and <i>layout</i>. Click on the <i>Margins</i> tab and enter the desired margins:</p>  <p>Do this in one of two ways. While the current setting is highlighted (above), type the new setting and hit <i>Enter</i>. Or use the triangles to “click” the setting up or down.</p> <p>Note: most printers cannot print closer than ½" to the edge of the paper. Use trial and error to learn the limits of your printer.</p>
2. Portrait vs. landscape	<p>Click on the <i>File</i> menu, then on <i>Page setup</i>. Click on the <i>Margins</i> tab and under <i>Orientation</i>, click on <i>Landscape</i>  and check the preview. To change a document to portrait setup, click on <i>Portrait</i> . Note: you will probably need to change the print setting to the new layout as well.</p>
3. Page break	<p>Often, you don't want a paragraph split between two pages. To force all of the paragraph to go onto the next page, insert a page break just in front of the paragraph. Position the insertion point in front of the first letter of the first word. Click on <i>Insert</i> then <i>Break</i> then <i>Page Break</i>.</p> <p>To remove a page break, backspace over it.</p>
4. Page numbers	<p>Click on <i>Insert</i> then <i>Page Numbers</i>. Choose top or bottom of the page and alignment (left, center, right).</p>
5. Header and Footer	<p>On the <i>View</i> menu, click on <i>Header and Footer</i>. In the header box, type the information you want to show at the top of every page. This might be a title and a date. Highlight and align the text to the right if you don't like it on the left. To finish, click the <i>Close</i> button  on the <i>Header and Footer</i> toolbar.</p> <p>To add a footer at the bottom of the page click on the footer symbol .</p>



6. Page border	Click on the <i>Format</i> menu, then on <i>Borders and Shading</i> , then the <i>Page Border</i> tab. Choose a line border or an art border, choose color and weight (if applicable), and then highlight the lines you want to be bordered using the Preview Box (to the right). To remove any type of border, highlight the border and follow the preceding clicks. Finally, click on the “None” button.
7. Word templates	<p>Word offers pre-designed documents called templates under the <i>New</i> command. Click on the <i>File</i> menu then the <i>New</i> command. In Office 2003, click on “On My Computer” or “Templates on Office Online.” In the “On My Computer” section, note tabs including Memos, Letters &amp; Faxes, Publications and Reports. These are the same templates available in software prior to 2003.</p> <p>Open a template you like and save it with a file name and date. Highlight each section of text on the template and replace it with your own. To improve your skill with templates, read about the importance of tables (#10), as they underlie each template.</p>

## Bullets and Borders

8. Bullets	<p>First type the list to which you will add bullets. Highlight the list then click on the <i>Format</i> menu then <i>Bullets and Numbering</i>. Choose from the popular bullet shapes on display or click on the <i>Customize</i> button. The <i>Customize</i> button will show a large display of ClipArt-like bullet shapes. Click on the one you like and <i>OK</i>. The bullet button on the toolbar will give fewer choices than the <i>Bullets and Numbering</i> command on the <i>Format</i> menu. </p> <p>If you can't turn off the bullets, place the insertion point at the first line following the bulleted list. Click on the <i>Format</i> menu then the <i>Bullets and Numbering</i> command. Click on the <i>None</i> button then <i>OK</i>.</p>
9. Borders	<p>Borders can be used with or without tables (see Table section). A border in the shape of a box can be placed around a title or paragraph for emphasis.</p> <p></p> <p>Highlight the text to be bordered. Click on the <i>Format</i> menu and the <i>Borders and Shading</i> command. Click on a style of line, color and width. Try the box and shadow options on the left, viewing the differences in the preview box on the right.</p> <p>In the lower right corner, there is a drop-down menu called <i>Apply to</i>. If you choose <i>Text</i>, the border will surround text only. If you choose <i>Paragraph</i>, the border will extend from the left to right margins of the page.</p>


	<p>To remove a border, go to the <i>Borders and Shading</i> command and click on the <i>None</i> button.</p> <p>As with Bullets, the short-cut icon on the toolbar gives only a few border choices compared to the <i>Borders and Shading</i> command.</p> 
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## Tables

<p>10. Importance</p>	<p>On a basic level, tables are used to make orderly columns of information. However; their potential for designing a document is much greater. The cells of the table can be used to control the space within a document. The best examples are the resume templates available in Word under the <i>New</i> command. The resumes look terrific because the spaces for typing are controlled by tables. The tables do not show because their gridlines are turned off. To turn on the gridlines, highlight the table and click on <i>Format</i> then <i>Borders</i> then <i>Gridlines</i>.</p>
<p>11. Insert a Table</p>	<p>Place the insertion point where you want the table to appear. Click on the <i>Table</i> menu, then <i>Insert</i> then <i>Table</i>. Choose the number of columns and rows. Click <i>OK</i>.</p>
<p>12. Enter data or information</p>	<p>Click in the first box, officially called a cell. Type what you want. If you run out of space, continue typing and the cell will begin a new row of text. To go to the next cell, use the tab or arrow keys on the keyboard. Or click in the next cell for typing.</p>
<p>13. Change cell size</p>	<p>Change cell width or height by using the <i>Table Properties</i> command on the <i>Table</i> menu. You may find it easier to use the double arrow pointer to move a vertical or horizontal gridline. Click 'n drag to move the line.</p> 
<p>14. Highlight the table</p>	 <p>All tables have a four-way arrow in the upper left corner. If the 4-way arrow is not visible, move the cursor in that region until you see it. Click on it and the entire table will be highlighted. Another way to highlight a table is to click and drag from beginning to end.</p>
<p>15. Hide gridlines</p>	<p>Once your table is complete, you may hide the gridlines so they will not print. Highlight the table, click on the <i>Format</i> menu then the <i>Borders and Shading</i></p>

	command. To hide the gridlines, click on the <i>None</i> button on the left.
16. Show gridlines	If the gridlines on a table such as a <i>Word</i> template resume are not visible, highlight the table. Click on the <i>Grid</i> or <i>All</i> buttons to see them. Note that you can turn off some lines while keeping others.
17. Borders using a table	<p>This is a good reason to use a table. A border can be applied to 1, 2, 3 or 4 sides of a cell. Perhaps you want to apply a fancy line under the labels of the columns. To do so, highlight just the label cells. Click on the <i>Format</i> menu then the <i>Borders and Shading</i> command. Choose a line style, color and width. In the preview box, click off the top and sides of the border. Click <i>OK</i>.</p> <p>Just as borders can be applied to some cells and not others, different styles of borders can be applied to various parts of the same table. For example, you may place heavy borders around some cells and light gridlines around others. Highlight only the cells to which you will apply a border.</p>


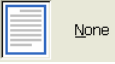
## Graphics

18. Insert picture from file	Use this command for pictures you have saved on your G or other drive. Place the insertion point where you want the picture to appear. Click on the <i>Insert</i> menu then the <i>Picture</i> command, then <i>From File</i> . Find and open the folder containing the desired picture. Click on the picture then <i>Insert</i> . Your picture will be added to your document.
19. Resize an object  Resize con't.  	<p>Click on the middle of the graphic. While highlighted, objects and pictures are surrounded by handles that are used to increase or decrease their size. Place the pointer on a corner handle and it will change to the double arrow icon. Drag away to increase size and inward to decrease size. Dragging from a corner keeps a picture in perspective by changing width and height at the same time.</p> <p>If you drag from the side of an object, it will become wider or narrower. If you drag from the top or bottom of an object, it will become taller or more compressed.</p>
20. Position text around object	On the <i>Format</i> menu, choose <i>Picture</i> or <i>Object</i> . Click on the <i>Layout</i> tab and choose the pattern you prefer. Click <i>OK</i> .

<p>21. Move ClipArt</p>	<ol style="list-style-type: none"> <li>1. Place the insertion point to the left of the object, then use the tab or spacebar key to move it to the right.</li> <li>2. Place the insertion point above the art and use the Enter key to move the picture downward.</li> <li>3. Highlight the object and use the left, right and center buttons on the toolbar.</li> </ol>
<p>22. Format ClipArt</p>	<p>To format Clip Art (change background color, change text wrapping), click on <i>Format</i> menu, then <i>Picture</i> and highlight the appropriate tab.</p>
<p>23. Draw an object or shape</p>	<p>Turn on the drawing toolbar by clicking on the <i>View</i> menu then the <i>Toolbars</i> command. Click on <i>Drawing</i>. To draw a block arrow, click on the <i>Autoshapes</i> button then the <i>Block Arrows</i> command. Click on the desired arrow. Click and drag to draw the object. Highlight the object and move it to the desired position using the 4-way arrow.</p>
<p>24. Insert WordArt</p>	<p>Click the <i>Insert</i> menu, then <i>Picture</i>, then <i>WordArt</i>. Click on the style you prefer from the WordArt gallery. Type your text then click OK. To re-open WordArt to make changes, double-click on the object.</p> <p>Drag the square white handles to change size. Drag the yellow diamond handles (if any) to control ripples, waves, slants and other effects.</p> <p>On the WordArt toolbar, click the <i>Format WordArt</i> button to change fill colors and patterns.</p>
<p>25. Copy Internet text</p>	<p>Go to the Internet website from which you want to copy. Highlight the text you want. Then click on <i>Edit</i>, then <i>Copy</i>. Minimize the Internet window. Open the Word window. Click your insertion point where you want the text. Click on <i>Edit</i> then <i>Paste</i>.</p>
<p>26. Copy an Internet graphic</p>	<p>Go to the Internet site from which you want to copy. Place your pointer over the picture without clicking. If the pointer becomes a hand symbol,  it means a link (internet address) will be copied along with the picture, which is not desired. If you copy a picture with a link into your Word document, clicking on the picture in Word may take you back to the website. Click on the picture and it will probably enlarge and now show the arrow pointer  instead of the hand.</p> <p>Right click on the graphic or picture. Click on <i>Copy</i>. Minimize the Internet window and open the Word window. Place your insertion point where you want the graphic to go. Click on <i>Edit</i> then <i>Paste</i>.</p>

27. Special Font Effects	Click on the <i>Format</i> menu, then on <i>Font</i> . Under <i>Effects</i> , click in the box for the desired effect. To remove the effect, click the check box again. Popular effects include: SMALL CAPS, <del>Strikethrough</del> & Outline.
28. Insert a Symbol	Click on <i>Insert</i> then <i>Symbol</i> . Choose the desired symbol from the grid, using the scroll bar to see all the choices. For more choices, choose different fonts using the font drop-down menu. A symbol example is the trademark sign. ™


## Format Paragraphs

29. Indent the first line of a paragraph	Business typing used to require a half-inch indentation of the first line of each paragraph. Highlight the paragraphs to indent. Click <i>Format</i> then <i>Paragraph</i> . In the section called <i>Indentation</i> , click the downward triangle under <i>Special</i> . Choose <i>First Line</i> from the list. If you choose this setting before you start typing, the whole document will follow it.
30. Double or single space, etc...	Highlight the paragraphs you want to change. Click on the <i>Format</i> menu then the <i>Paragraph</i> command. In the section called <i>Spacing</i> then <i>Line spacing</i> , click the downward pointing triangle. Choose the desired spacing (single, 1.5 or double) from the list. Click <i>OK</i> . Note: if you change this setting <i>before</i> you start typing your document, the spacing will be set for the whole document.
31. Insert space after each paragraph	Highlight the paragraphs. Click on <i>Format</i> then <i>Paragraph</i> . In the section called <i>Spacing</i> , type the desired spacing in the box marked <i>After</i> . Spacing is measured in points. Choose a number close to your font size for best appearance.
32. Add bullets or numbers to a list	Type the list first. Highlight all of the text and click on the bullet button  or the number button on the Formatting toolbar.  For more choices, click <i>Format</i> then <i>Bullets and Numbering</i> . Highlight either the <i>Bullet</i> or <i>Number</i> tab and choose the desired style.
33. Remove borders	Highlight the borders. Click on <i>Format</i> then <i>Borders and Shading</i> then the “None” button: 

## Edit

<p>34. Highlight text faster</p>	<p>One way to highlight text is to click and drag from the first to last letters. A faster way is to highlight from the left margin of the page. Place the pointer in the left margin until it takes the shape of an arrow. Point the arrow at the first line of text and click. This highlights an entire line without moving the pointer out of the margin.</p> <p>To highlight a paragraph, point the arrow at the first line and click and drag down the margin until the whole paragraph is highlighted.</p>
<p>35. Find</p>	<p>Researchers use the <i>Find</i> command to find important words and examine the sentence in which they are used. The command can also be used to check the use of a word or phrase throughout a document. Click on <i>Edit</i> then <i>Find</i>. In the <i>Find and Replace</i> dialog box, type the word or phrase you want to find and click <i>Find next</i>. The computer will jump to the first location of the word. Click <i>Find next</i> again and the computer will jump to the next location, until the entire document has been searched.</p>
<p>36. Replace</p>	<p><i>Replace</i> is a command used to replace one word or phrase with another quickly. Say you want to replace the word “exuberant” with “happy” throughout your document. Click on <i>Edit</i> then <i>Replace</i> and type the words into the <i>Find What</i> box and the <i>Replace</i> box. To change all instances at once, click <i>Replace All</i>.</p>
<p>37. Select all</p>	<p>Sometimes you want to change the entire document. For example, you could increase the font size from a 10 to 12 to improve readability. To highlight the entire document easily, click on <i>Edit</i> then <i>Select all</i>. Click on the new font size.</p>
<p>39. Add/remove hyperlink</p>	<p>When you type a website or e-mail address into a Word document, it becomes an active link to the Internet. The address will turn blue to indicate that it is active. In software 2000 and newer, clicking on the link will not work unless the Control button is held down.</p> <p>In software prior to 2000, clicking on the address will link you immediately to the Internet. To remove the link, highlight the link and click on the <i>Insert</i> menu. Click on the <i>Insert Hyperlink</i> command. Click on the <i>Remove Link</i> button. Click <i>OK</i>. Now the website or e-mail address appears in black ink and is no longer an active link.</p>

## View

38. Add a toolbar	Perhaps you want to add the drawing toolbar so you can use the color and drawing tools. Click on <i>View</i> then <i>Toolbars</i> then <i>Drawing</i> . The <i>Drawing</i> toolbar will appear in your window. To turn off a toolbar, click on <i>View</i> then <i>Toolbars</i> then click off the toolbar.
39. Add or delete tools 	At the right-most edge of the toolbar, click on the downward triangle with two chevrons above it. You will see "Add or Remove Buttons." Click once to turn a button on or off.
40. Normal vs. print layout view	The <i>Print Layout</i> view shows the top and bottom edges of pages, as well as one side of the paper at 100% zoom. This view can help you decide where to insert a page break and show how well you are using the space on your page. To try it, click on <i>View</i> then <i>Print Layout</i> . The alternative is the <i>Normal View</i> which makes the typing portion of the page slightly larger and perhaps easier to see.

## Help

41. Help	<p>Click on the <i>Help</i> menu then <i>Microsoft Excel Help</i>. There are two ways to search: type a word or phrase in the <i>Search Box</i> or click on the blue <u><a href="#">Table of Contents</a></u> link. Try different words until you succeed.</p> <p>In Office programs prior to 2003, a third type of search is offered- by index. The index will list all topics that contain the word being searched.</p>
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