

Intermediate Microsoft Word



**Presented by
Plainfield Public Library**

Drop Caps

A drop cap is a large letter that begins a paragraph and drops through several lines of text as shown below.



Add a drop cap to a paragraph by following these steps:

Place the cursor within the paragraph whose first letter will be dropped.

Select Format|Drop Cap from the menu bar.

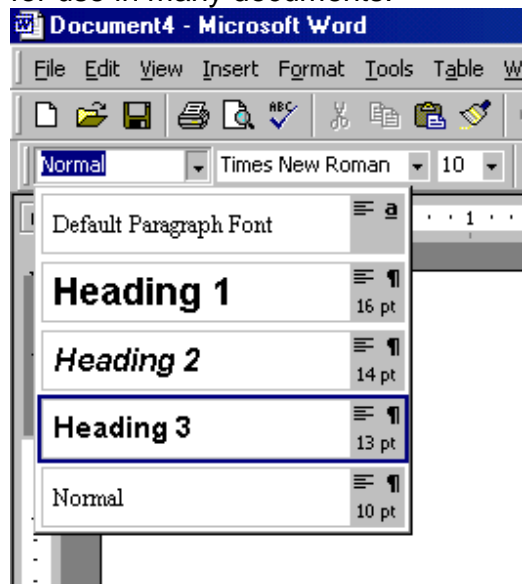
The Drop Cap dialog box allows you to select the position of the drop cap, the font, the number of lines to drop, and the distance from the body text.

Click OK when all selections have been made.

To modify a drop cap, select Format|Drop Cap again to change the attributes, or click on the letter and use the handles to move and resize the letter.

Styles


The use of styles in Word will allow you to quickly format a document with a consistent and professional look. Paragraph and character styles can be saved for use in many documents.



Applying a Style

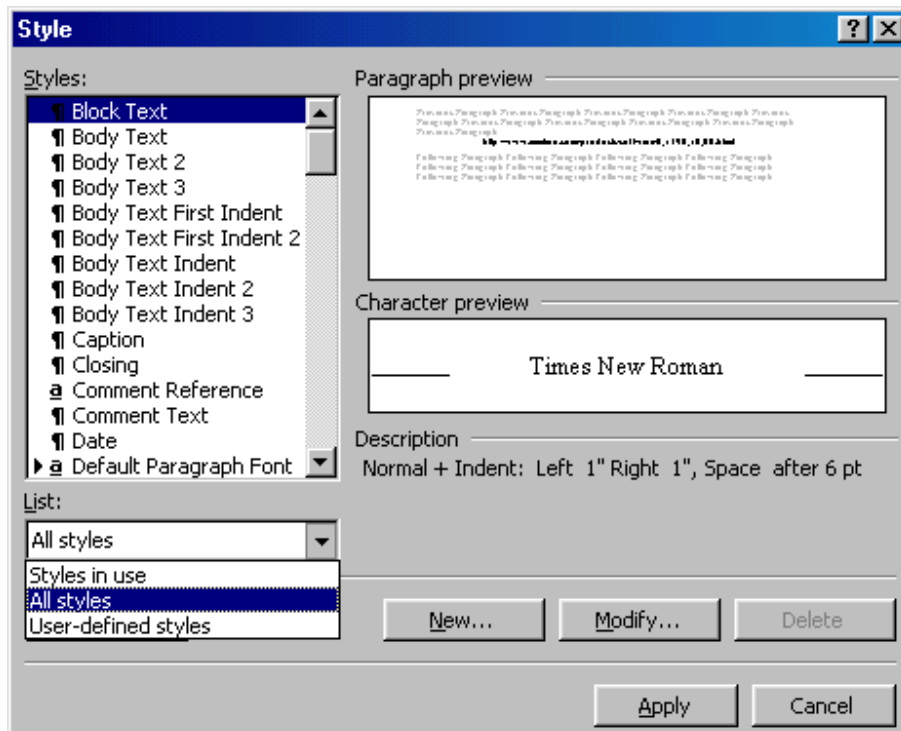
Place the cursor in the paragraph where the style will be applied.

Click the Style drop-down menu on the Formatting toolbar and select a style by clicking on it.

To apply the same style to multiple paragraphs, double click the Format Painter button  on the standard toolbar and click in all the paragraphs that the style should be applied to. Press the ESC key to disable the Format Painter.

Apply a Style from the Style Dialog Box

Choose from a larger selection of styles from the Style dialog box.



Click in the paragraph you want to add a style to.

Select Format|Style... from the menu bar.

From the List drop-down menu, choose All styles to view all the styles available.

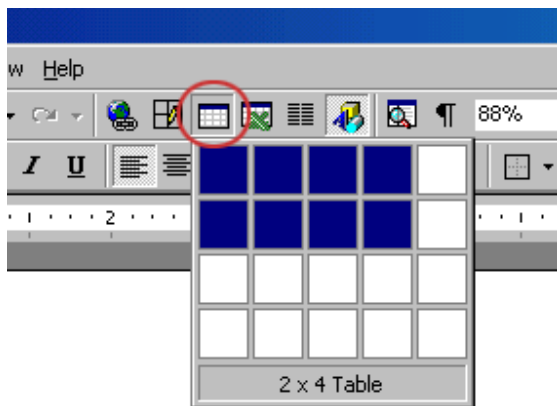
The styles are displayed in the Styles list. Preview each style by clicking once on the name. Paragraph styles are preceded by the paragraph symbol (¶) and character styles are preceded by an "a" icon (a). A pointer arrow is located next to the current style. Highlight the style you want to apply to the paragraph and click Apply.

Tables

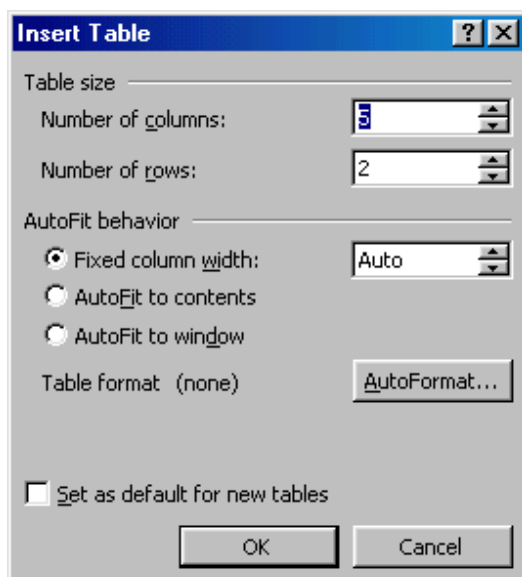
Tables are used to display data and there are several ways to build them in Word. Begin by placing the cursor where you want the table to appear in the document and choose one of the following methods.

Insert a Table

There are two ways to add a table to the document using the Insert feature: Click the Insert Table button on the standard toolbar. Drag the mouse along the grid, highlighting the number of rows and columns for the table.



Or, select Table|Insert|Table from the menu bar. Select the number of rows and columns for the table and click OK.





Draw the Table

A table can also be drawn onto the document:

Draw the table by selecting Table|Draw Table from the menu bar. The cursor is now the image of a pencil and the Tables and Borders toolbar has appeared.



Draw the cells of the table with the mouse. If you make a mistake, click the Eraser button  and drag the mouse over the area to be deleted.

To draw more cells, click on the Draw Table button .

Inserting Rows and Columns

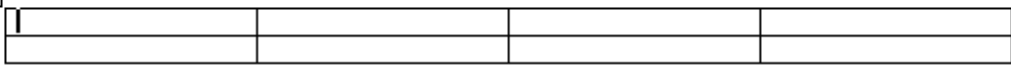
Once the table is drawn, insert additional rows by placing the cursor in the row you want to be adjacent to. Select Table|Insert|Rows Above or Rows Below. Or, select an entire row and right-click with the mouse. Choose Insert Rows from the shortcut menu.

Much like inserting a row, add a new column by placing the cursor in a cell adjacent to where the new column will be added. Select Table|Insert|Columns to the Left or Columns to the Right. Or, select the column, right-click with the mouse, and select Insert Columns.

Moving and Resizing a Table

A four-sided moving arrow and open box resizing handle will appear on the corners of the table if the mouse is placed over the table. Click and drag the four-ended arrow to move the table and release the mouse button when the table is positioned where you want it. Click and drag the open box handle to resize the table. Change the column widths and row heights by clicking the cell dividers and dragging them with the mouse.

move handle



resize handle

Tables and Borders Toolbar

The Tables and Borders toolbar allows you to add border styles, shading, text effects, alignment, and more options to your table. Access the toolbar by clicking Table|Draw Table or View|Toolbars|Tables and Borders.

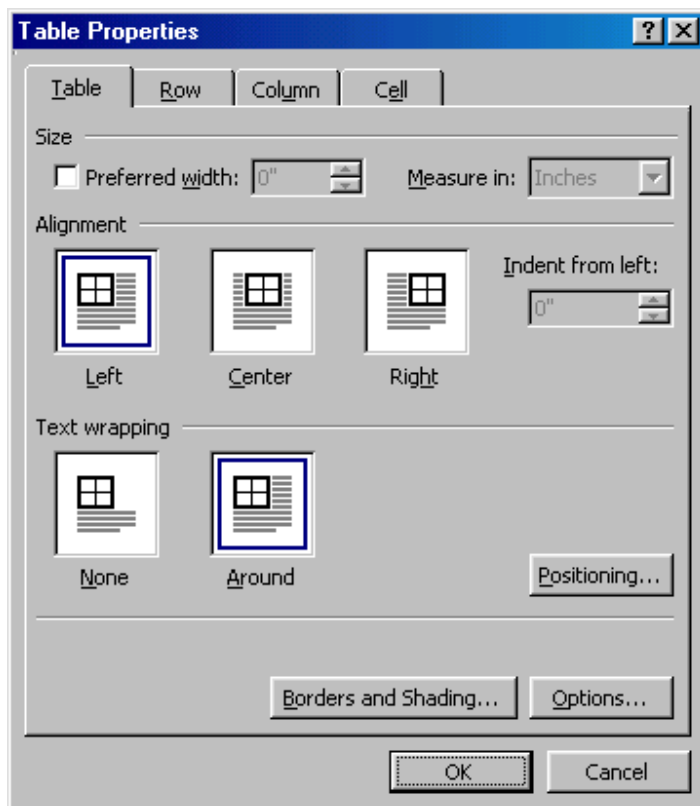


You will need to highlight the cells of the table you want to format. Click and drag the mouse over the cells, or use the following shortcuts:

Selection	Menu Method	Mouse Method
One cell	Table Select Cell	Click the bottom, left corner of the cell when a black arrow appears
One row	Table Select Row	Click outside the table to the left of the row
One column	Table Select Column	Click outside the table above the column when a black arrow appears
Several rows	(none)	Click outside the table to the left of the row and drag the mouse down
Several columns	(none)	Click outside the table above the column
Entire table	Table Select Table	Triple-click to the left of the table

Table Properties

Use the Table Properties dialog box to modify the alignment of the table with the body text and the text within the table. Access the box by selecting Tables|Table Properties.

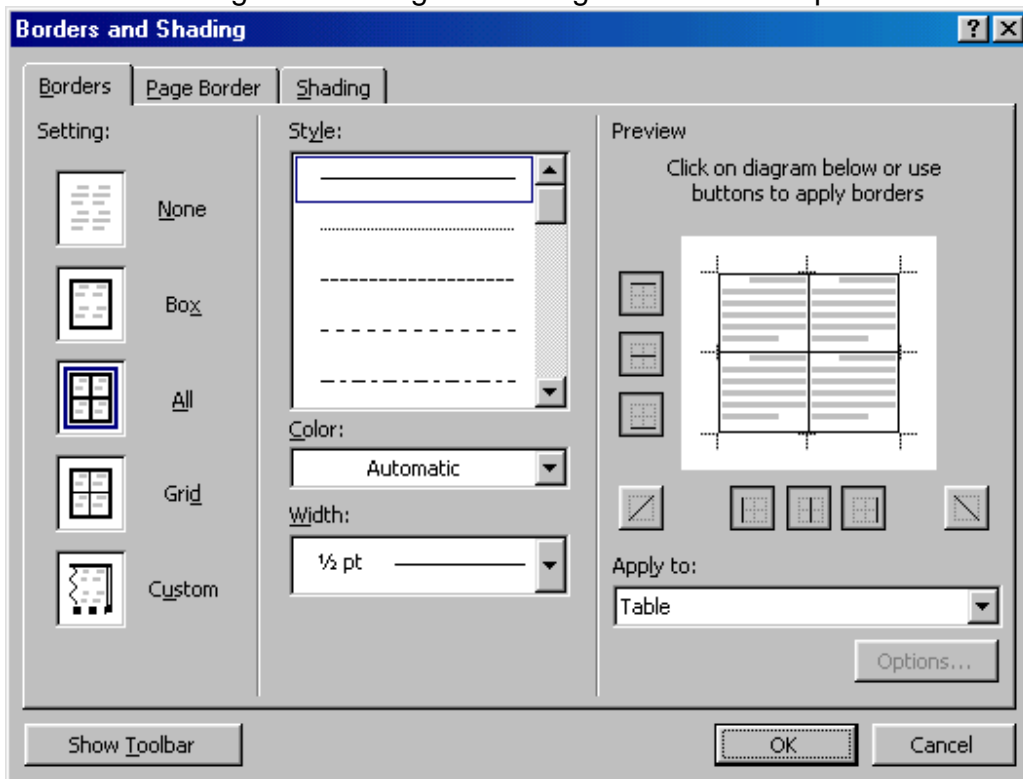


Size - Check the Preferred width box and enter a value if the table should be an exact width.

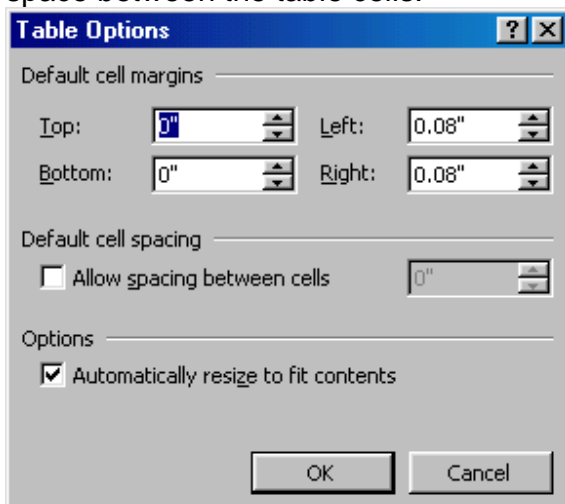
Alignment - Highlight the illustration that represents the alignment of the table in relation to the text of the document.

Text wrapping - Highlight "None" if the table should appear on a separate line from the text or choose "Around" if the text should wrap around the table.

Borders and Shading - Select from a number of border styles, colors, and widths. Click the Shading tab to change the background color and pattern.



Options - Click the Options button on the Table Properties window. To change the spacing between the document text and the table borders under Default cell margins. Check the Allow spacing between cells box and enter a value to add space between the table cells.

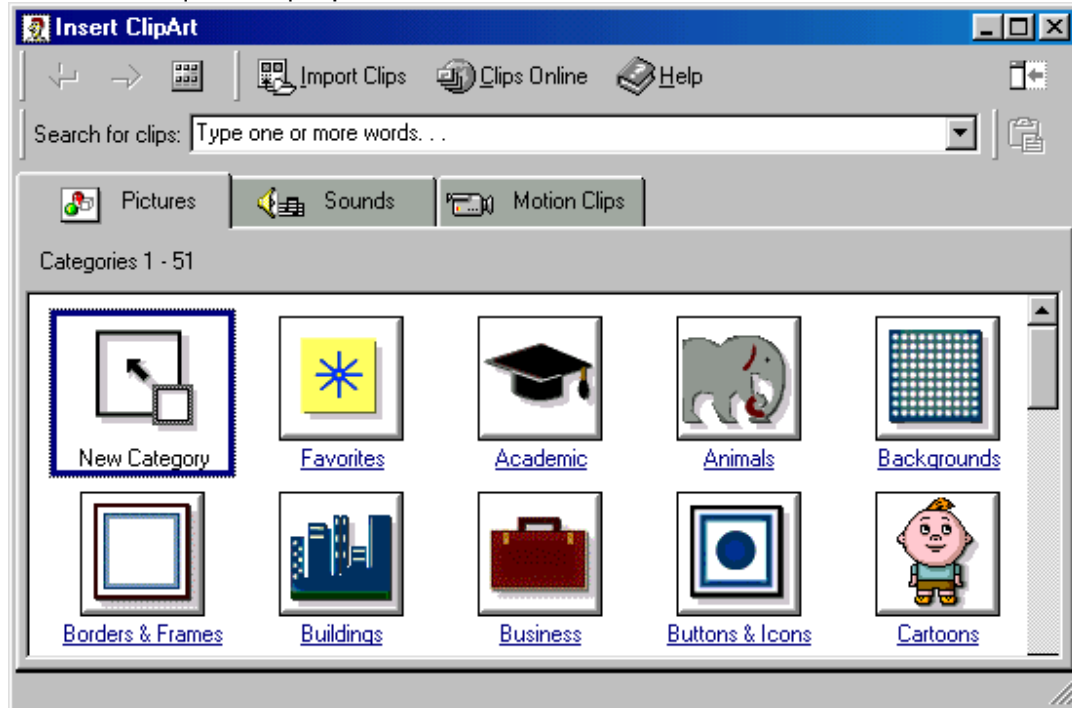


Graphics

Adding Clip Art

To add a clip art image from the Microsoft library to a document, follow these steps:

Select Insert|Picture|Clip Art from the menu bar.

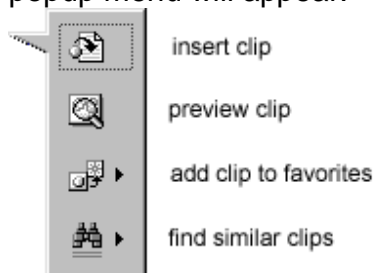


To find an image, click in the white box following Search for clips. Delete the words "Type one or more words. . ." and enter keywords describing the image you want to use.

- OR -

Click one of the category icons.

Click once on the image you want to add to the document and the following popup menu will appear:



Insert Clip to add the image to the document.

Preview Clip to view the image full-size before adding it to the document. Drag the bottom, right corner of the preview window to resize the image and click the "x" close button to end the preview.



Add Clip to Favorites will add the selected image to your favorites directory that can be chosen from the Insert ClipArt dialog box.

Find Similar Clips will retrieve images similar to the one you have chosen.

Continue selecting images to add to the document and click the Close button in the top, right corner of the Insert ClipArt window to stop adding clip art to the document.

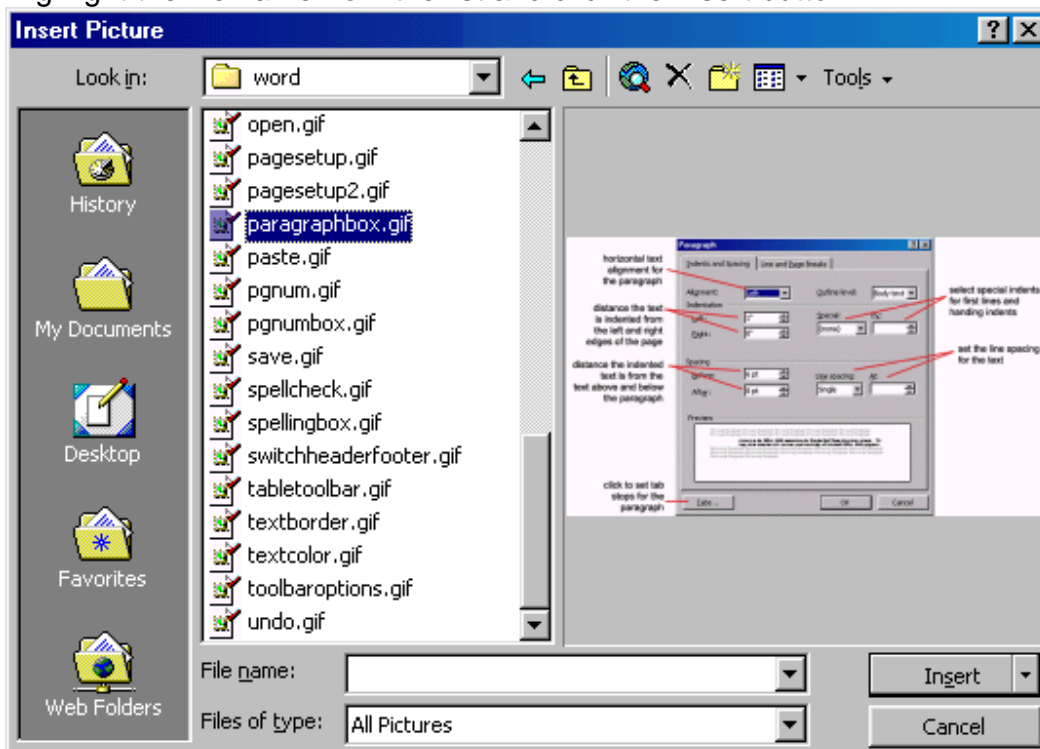
Add An Image from a File

Follow these steps to add a photo or graphic from an existing file:

Select Insert|Picture|From File on the menu bar.

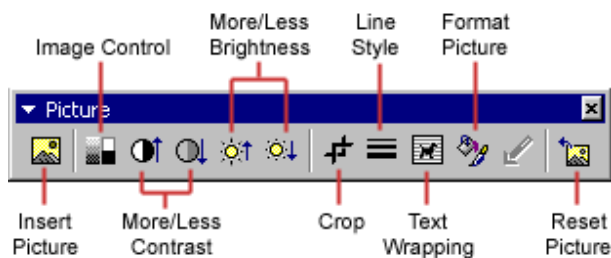
Click the down arrow button on the right of the Look in: window to find the image on your computer.

Highlight the file name from the list and click the Insert button.



Editing A Graphic

Activate the image you wish to edit by clicking on it once with the mouse. Nine handles will appear around the graphic. Click and drag these handles to resize the image. The handles on the corners will resize proportionally while the handles on the straight lines will stretch the image. More picture effects can be changed using the Picture toolbar. The Picture toolbar should appear when you click on the image. Otherwise, select View|Toolbars|Picture from the menu bar to activate it.



Insert Picture will display the image selection window and allows you to change the image.

Image Control allows to to make the image grayscale, black and white, or a watermark.

More/Less Contrast modifies the contrast between the colors of the image.

More/Less Brightness will darken or brighten the image.

Click Crop and drag the handles on the activated image to delete outer portions of the image.

Line Style will add a variety of borders to the graphic.

Text Wrapping will modify the way the document text wraps around the graphic.

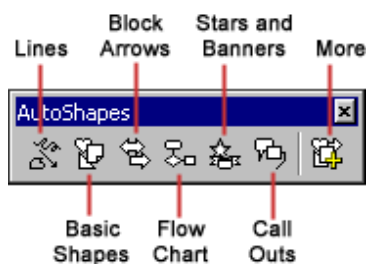
Format Picture displays all the image properties in a separate window.

Reset Picture will delete all the modifications made to the image.

Auto Shapes

The AutoShapes toolbar will allow you to draw many different geometrical shapes, arrows, flow chart symbols, stars, and banners on the document.

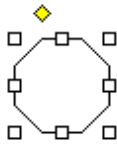
Activate the AutoShapes toolbar by selecting Insert|Picture|AutoShapes or View|Toolbars|AutoShapes from the menu bar, or clicking the AutoShapes button on the Drawing toolbar. Click each button on the toolbar to view the options for drawing the shape.



Lines - After clicking the Lines button on the AutoShapes toolbar, draw a straight line, arrow, or double-ended arrow from the first row of options by clicking the respective button. Click in the document where you would like the line to begin and click again where it should end. To draw a curved line or freeform shape,

select curved lines from the menu (first and second buttons of second row), click in the document where the line should appear, and click the mouse every time a curve should begin. End creating the graphic by clicking on the starting end or pressing the ESC key. To scribble, click the last button in the second row, click the mouse in the document and hold down the left button while you draw the design. Let go of the mouse button to stop drawing.

Basic Shapes - Click the Basic Shapes button on the AutoShapes toolbar to select from many two- and three-dimensional shapes, icons, braces, and brackets. Use the drag-and-drop method to draw the shape in the document. When the shape has been made, it can be resized using the open box handles and other adjustments specific to each shape can be modified using the yellow diamond handles.



Block Arrows - Select Block Arrows to choose from many types of two- and three-dimensional arrows. Drag-and-drop the arrow in the document and use the open box and yellow diamond handles to adjust the arrowheads. Each AutoShape can also be rotated by first clicking the Free Rotate button on the drawing toolbar. Click and drag the green handles around the image to rotate it. The tree image below was created from an arrow rotated 90 degrees.



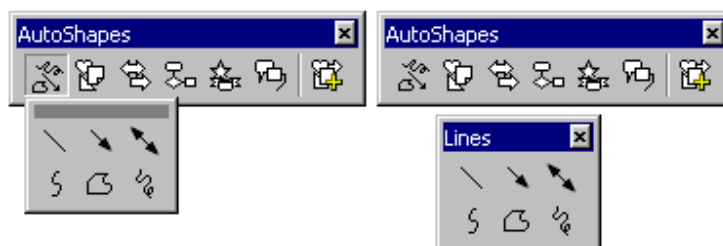
Flow Chart - Choose from the flow chart menu to add flow chart elements to the document and use the line menu to draw connections between the elements.

Stars and Banners - Click the button to select stars, bursts, banners, and scrolls.

Call Outs - Select from the speech and thought bubbles, and line call outs. Enter the call out text in the text box that is made.

More AutoShapes - Click this button to choose from a list of clip art categories.

Each of the submenus on the AutoShapes toolbar can become a separate toolbar. Just click and drag the gray bar across the top of the submenus off of the toolbar and it will become a separate floating toolbar.

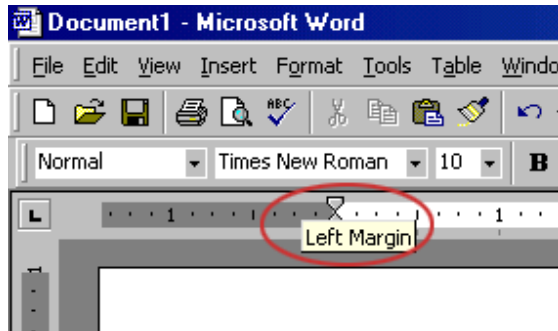


Page Formatting

Page Margins

The page margins of the document can be changed using the rulers on the page and the Page Setup window. The ruler method is discussed first:

Move the mouse over the area where the white ruler changes to gray.

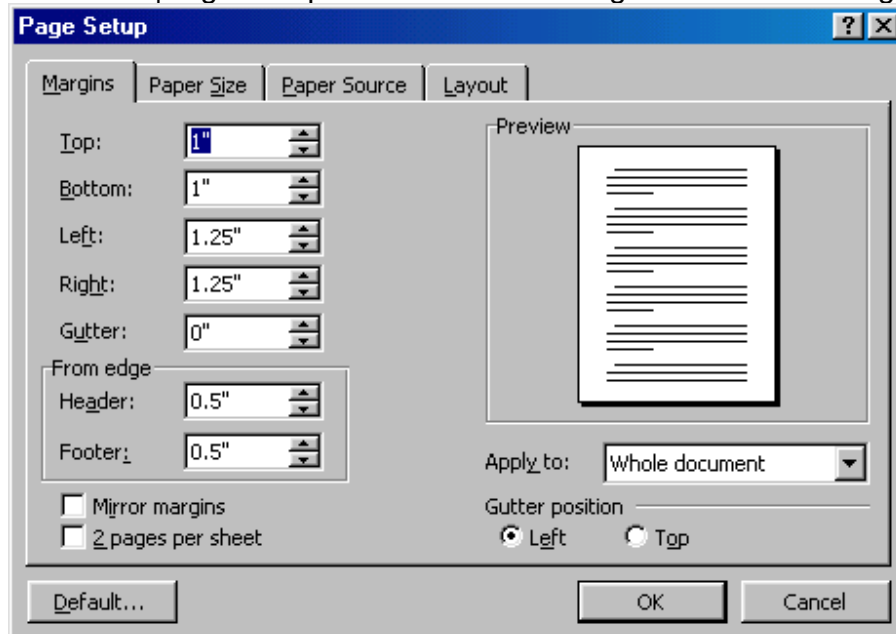


When the cursor becomes a double-ended arrow, click with the mouse and drag the margin indicator to the desired location.

Release the mouse when the margin is set.

The margins can also be changed using the Page Setup dialog box:

Select File|Page Setup and choose the Margins tab in the dialog box.



Enter margin values in the Top, Bottom, Left, and Right boxes. The Preview window will reflect the changes.

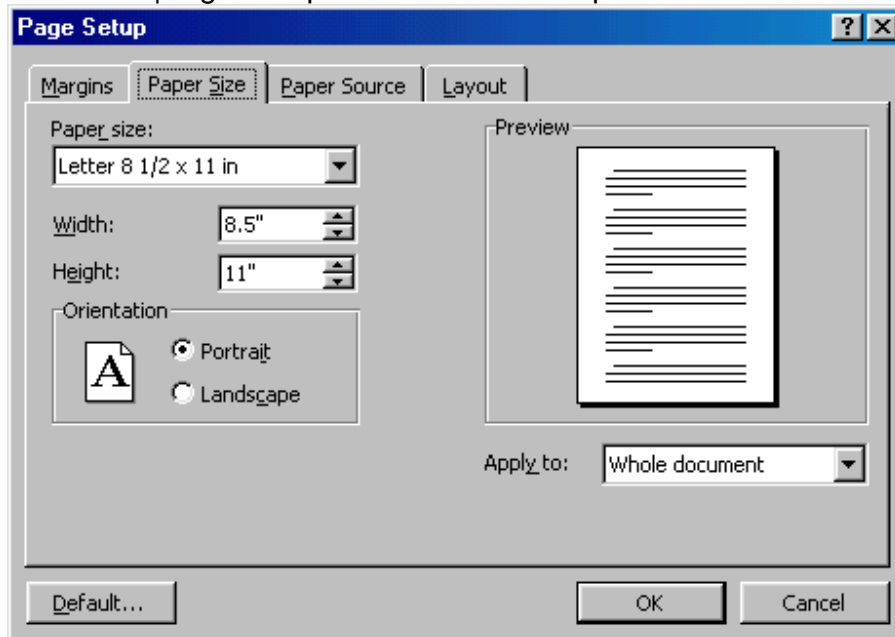
If the document has Headers and/or Footers, the distance this text appears from the edge of the page can be changed.

Click OK when finished.

Page Size and Orientation

Change the orientation page within the Page Setup dialog box.

Select File|Page Setup and choose the Paper Size tab.



Select the proper paper size from the drop-down menu.

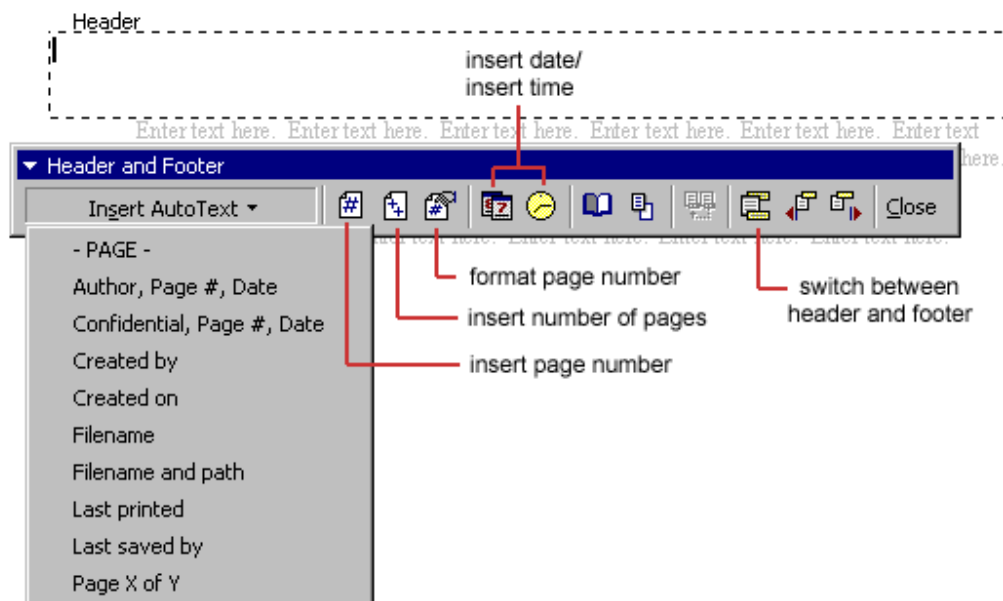
Change the orientation from Portrait or Landscape by checking the corresponding radio button.

Headers and Footers

A header is text that is added to the top margin of every page such as a document title or page number and a footer is text added to the bottom margin.

Follow these steps to add or edit headers and footers in the document:

Select View|Header and Footer from the menu bar. The Header and Footer toolbar will appear and the top of the page will be highlighted as shown below.



Type the heading in the Header box. You may use many of the standard text formatting options such as font face, size, bold, italics, etc.

Click the Insert AutoText button to view a list of quick options available.

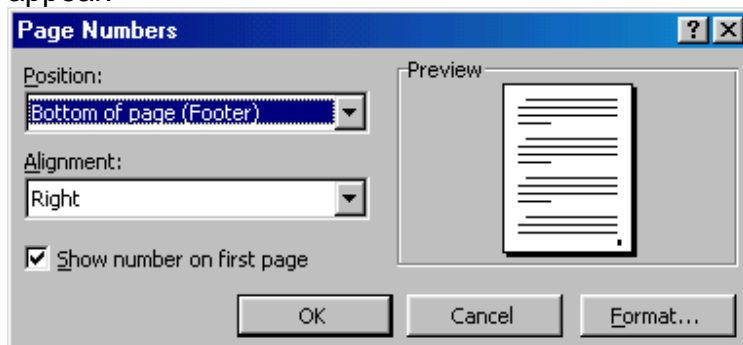
Use the other options on the toolbar to add page numbers, the current date and time.

To edit the footer, click the Switch Between Header and Footer button on the toolbar.

When you are finished adding headers and footers, click the Close button on the toolbar.

Page Numbers

Follow these instructions for another way to add page numbers to a document. Select Insert|Page Numbers from the menu bar and the following dialog box will appear.



Select the position of the page numbers by choosing "Top of page" or "Bottom of page" from the Position drop-down menu.

Select the alignment of the page numbers in the Alignment drop-down menu.

If you do not want the page number to show on the first page (if it is a title page, for example), uncheck the Show number of first page box.

Click OK when finished.

Print Preview and Printing

Preview your document by clicking the Print Preview button on the standard toolbar or by selecting File|Print Preview. When the document is ready to print, click the Print button from the Print Preview screen or select File|Print.