

Intro to Microsoft Word



Day 3

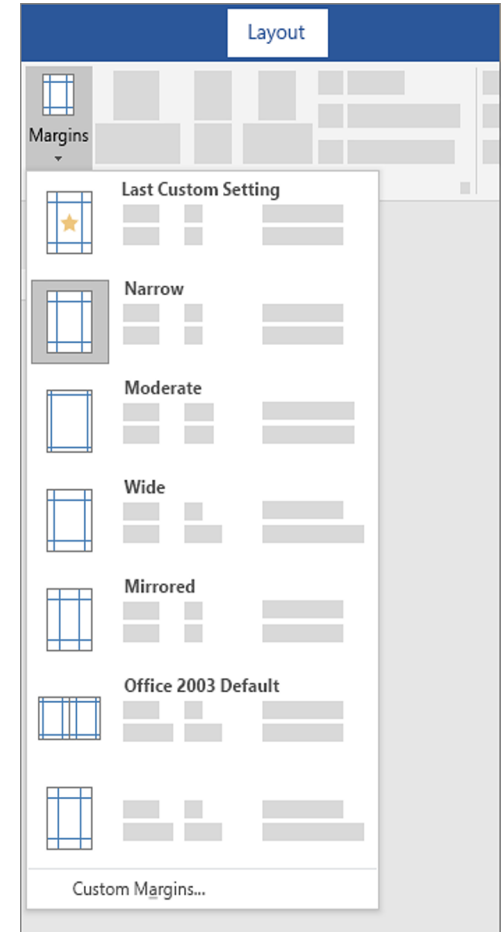
- Which buttons can you use to change font size?
- How do you change font colour?
- Identify the bold, italics, and underline buttons in the Font group
- What is the difference between center and justified text?
- What does a theme do?
- Identify the parts of a table: cell, row, & column



Learning Outcomes – Day 2

- Manage document margins
- Add headers and footers
- Be able to insert page breaks
- Insert, size and position photos
- Work with Smart and Word Art

- Document margins are the blank areas at the edge of the paper
- Default margins are 1" at the top, bottom, left, and right sides of the page
- "Custom Margins" allows you to adjust each margin individually
- Try changing the margins to 0.5" all around



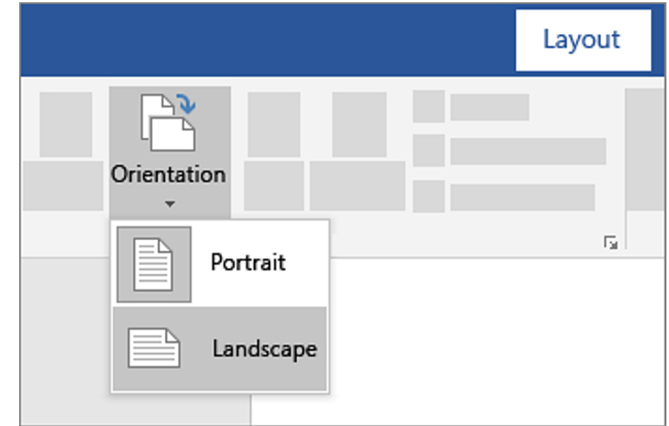
The screenshot displays the Microsoft Word interface with the 'PAGE LAYOUT' tab selected. The document is titled 'WD D-Healthy Traveler.docx - Word'. The main content area shows a document titled 'Healthy Traveler' with a subtitle 'Quest Specialty Travel • Health Information for Travelers • Spring 2016'. The document content includes a section titled 'Health Risks and Precautions for International Travelers' and a subsection 'General Considerations'.

Annotations with red arrows point to various margin-related features:

- Ruler shows location of left margin:** Points to the left margin ruler at the top of the page.
- Ruler shows location of right margin:** Points to the right margin ruler at the top of the page.
- Ruler shows location of top margin:** Points to the top margin ruler on the left side of the page.
- Document margins are narrower than the original default margins:** Points to the narrow margins of the document.
- Page 1 is the active page:** Points to the 'PAGE 1 OF 5' indicator in the status bar.
- Document is five pages long:** Points to the '1725 WORDS' indicator in the status bar.

The status bar at the bottom indicates 'PAGE 1 OF 5' and '1725 WORDS'.

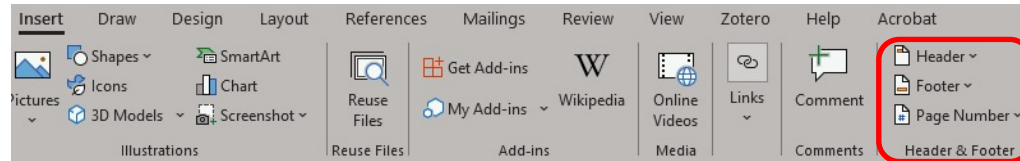
- Portrait orientation means a page is **taller than it is wide**
- The default page orientation for a document is **portrait**
- **Landscape orientation** means a page is **wider than it is tall**



- Add headers and footers to a document when there is an item you want to appear on every page
- A **header appears at the top** of every page
- A **footer appears at the bottom** of every page
- Headers and footers often contain information such as document title, author name, dates, and page numbers

There are two ways to add/edit a header or footer:

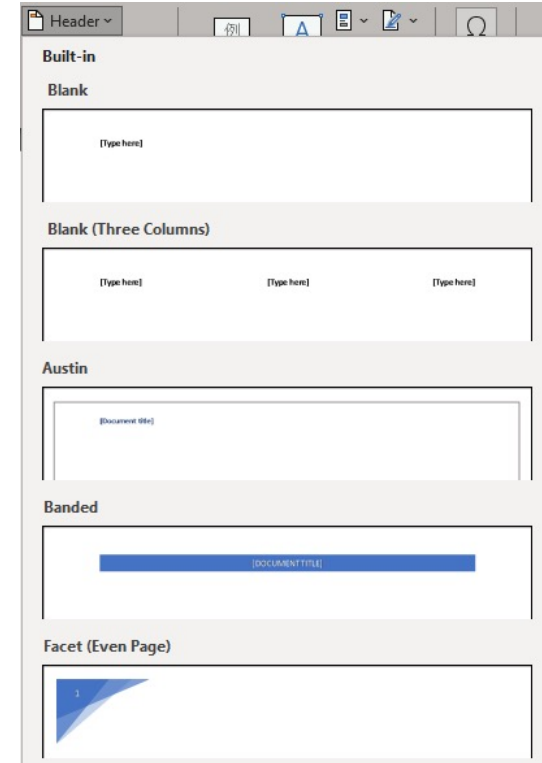
- Go to the **Insert tab** and click the **Header** or **Footer** buttons
- Or **double click** the “header” or “footer” area of the page
- Double click in the body area of the page to close the header editor



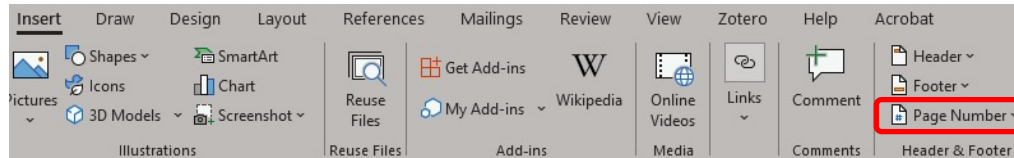
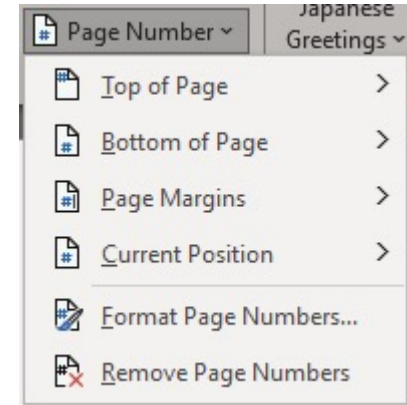
You can create different headers and footers:

- For the first page of a document or section
- For each section in a document
- For even- and odd-numbered pages in a document or section

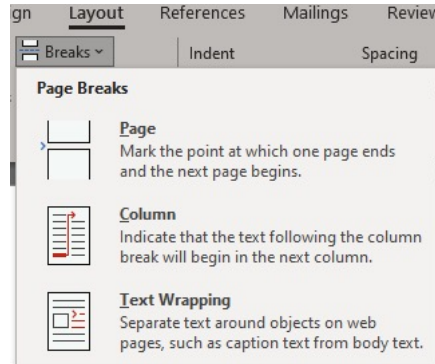
There are several **built-in header and footer designs**



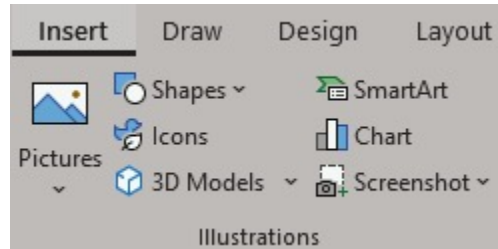
- The page number command automatically adds numbers to the page
- Page numbers can be placed in the header or footer
- If desired, you can remove the page number from the first page
- Try adding and adjusting page numbers



- You can add a new page to the document by inserting a page break
- Use the Breaks button in the Page Setup group on the Page Layout tab to insert a page break
- Or press **Ctrl + Enter**
- Try adding a page break



- Graphics can be used to enhance documents and simplify concepts
- Graphics are typically used in announcements, invitations, flyers, brochures, reports and newsletters.
- Graphics such as pictures, clip art, and SmartArt should be used strategically and not overused
- Many graphic tools are available in the **Illustrations group** on the **Insert** tab

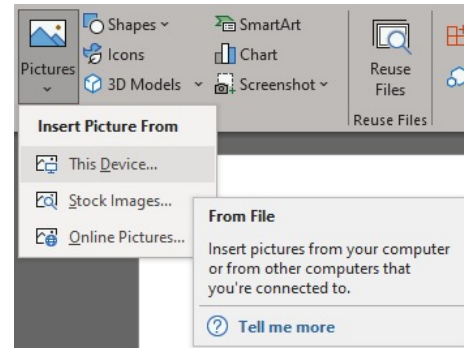


Word provides three different options to insert pictures

- This device: used to insert pictures from your computer
- Stock images: used to insert stock images selected by Microsoft
- Online Pictures: used to search for images online

Tip: For images on your device, it may be easier to simply click and drag the file into your document (or Copy + Paste)

Try adding an image or graphic!



Help

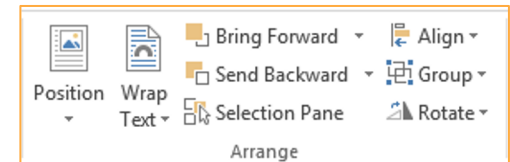
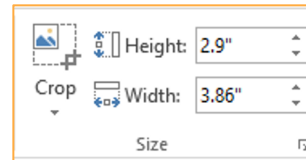
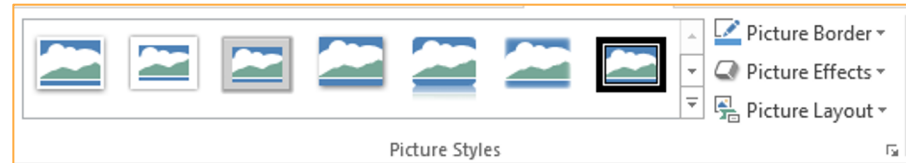
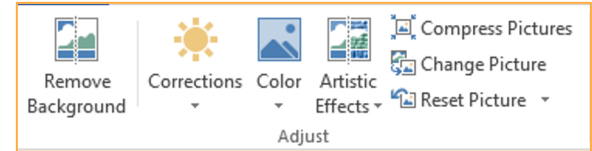
Acrobat

Picture Format

Double click the image to bring up the Picture Format tab, which has tools for modifying the image

- Adjust
- Picture Styles
- Arrange
- Size

Try modifying your image!



Resizing and Cropping are some of the most useful image editing tools. What is the difference?

- Resizing will simply make the image larger or smaller
- Cropping will cut off part of the image

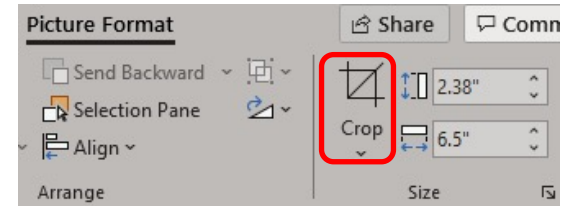
**TIP**

You can drag the square handle on the side of a picture or other graphic to size the image, but you will distort its size. Always drag a corner handle to maintain the clip's proportion.

Sizing handles



Double-headed arrow



If you don't use the corner to resize...

...your image will become distorted

Normal



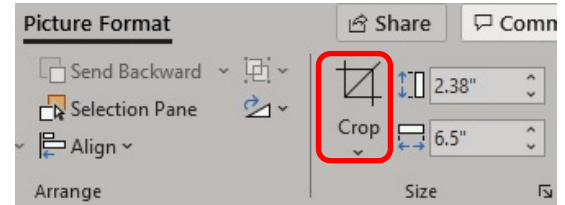
Distorted



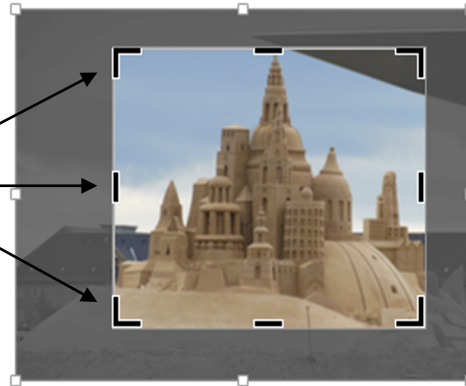
Don't forget you can use the
Undo command (Ctrl + Z) to
remove unwanted changes



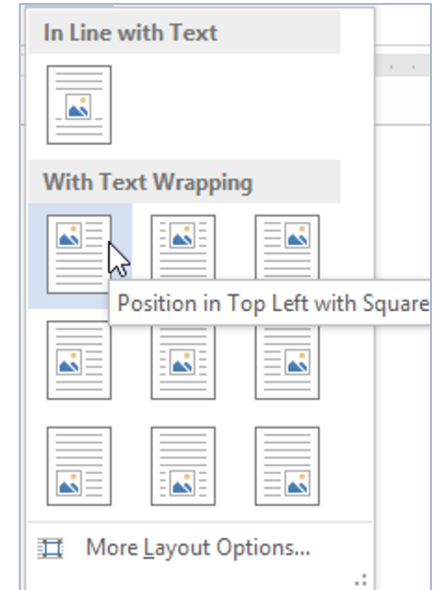
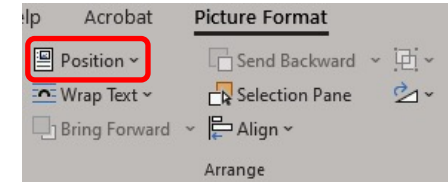
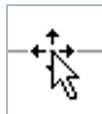
- To crop, select your image, click Crop, then click and drag one of the Crop Handles
- To crop the same amount on two sides, press CTRL while you drag the handle
- To finish, click off the picture



Cropping Handles

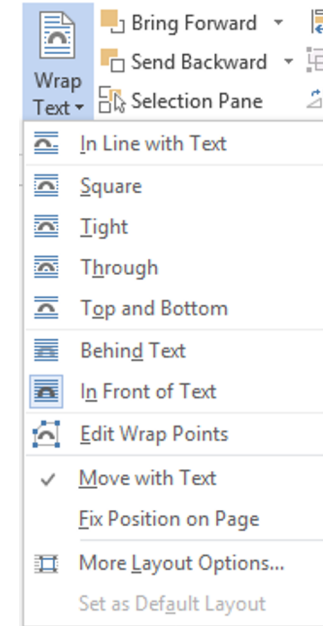
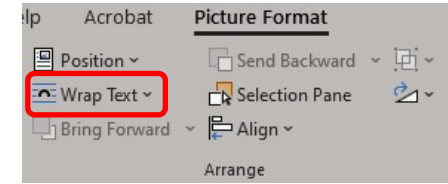


- Pictures can be moved with the position command or by dragging them with the mouse
- To position a picture, select it and click Position to display the position options
- Select the desired position
- Or click and drag the image to move it (your mouse will change to a four-headed arrow)

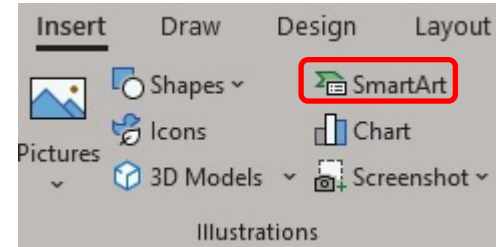


Wrap text around an image

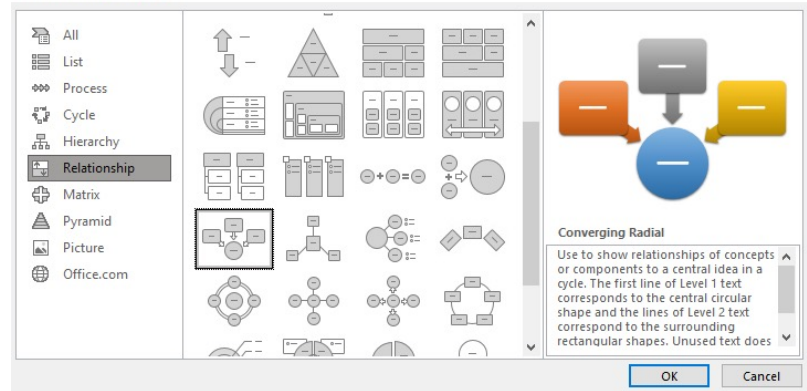
- Wrap text determines how text wraps around a selected object. It can be applied using the **Wrap Text** button under **Layout** or **Picture Format**
- Select the image, then choose the desired option, such as Square or Tight



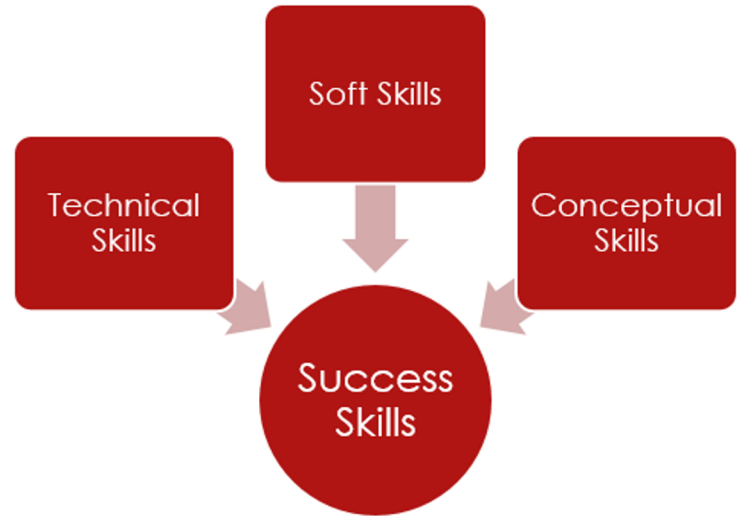
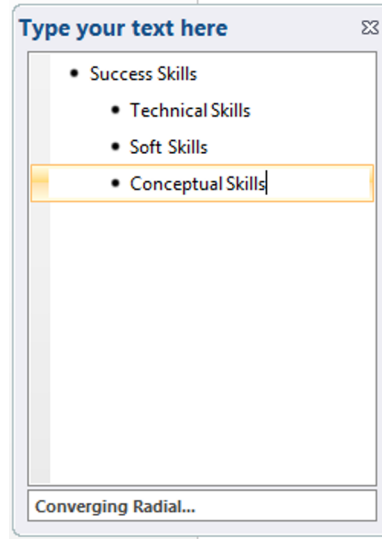
- SmartArt graphics are premade diagrams that help to simplify complex concepts
- To add one, position the **insertion point** where you want the graphic to go
- Under the **Insert** tab, click SmartArt to open the Choose a SmartArt Graphic dialog box
- Find the category you want and select your desired graphic, then click OK to add it
- In this example we'll use **Converging Radial**



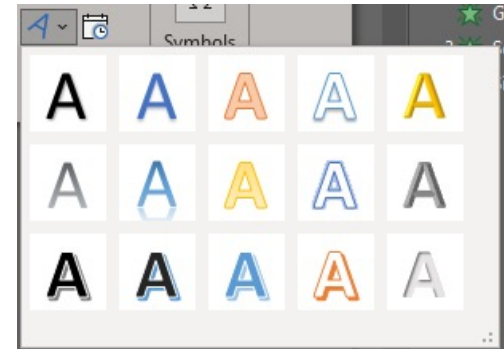
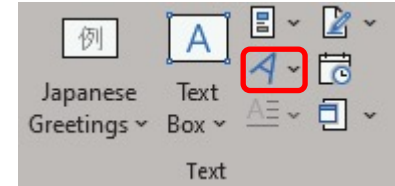
Choose a SmartArt Graphic



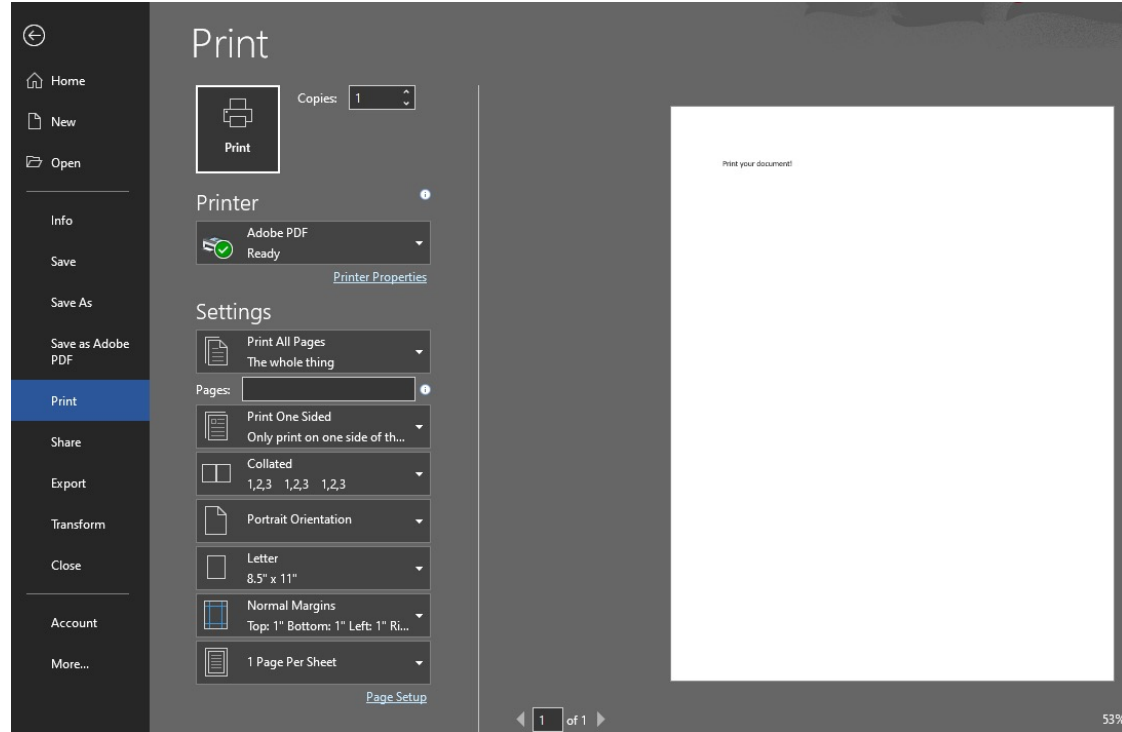
Type text in the text pane that displays or directly in each shape. Note that the font size adjusts to fit the shape



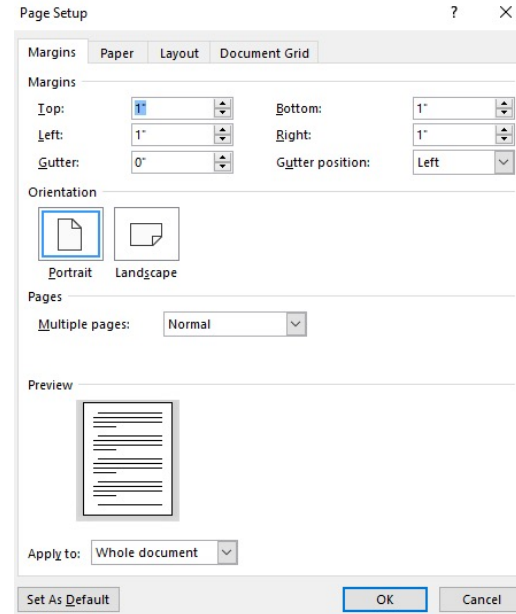
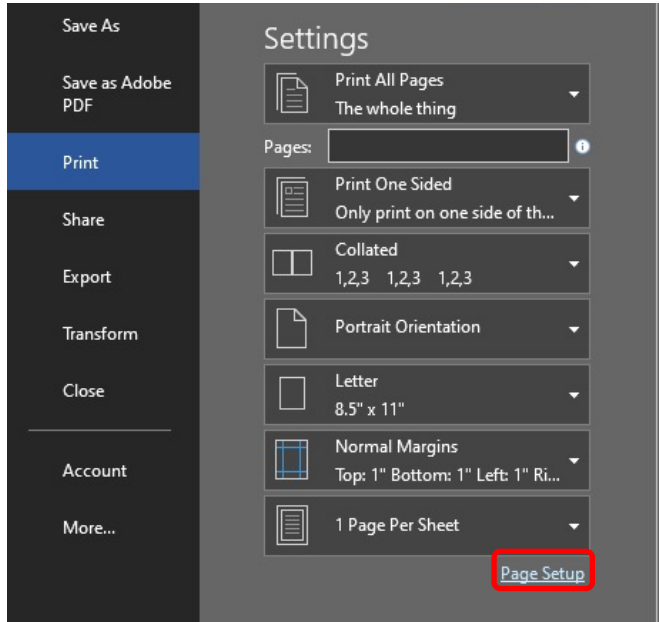
- WordArt adds special effects to text to make it more interesting. Typically used in announcements, flyer, newsletters and other casual documents
- Select the text you want to alter
- Under the **Insert** tab, click the Word Art button under the **Text** group
- Choose the desired effect



- To print, go to the **File** tab and select **Print**. Or use Ctrl + P
- Your computer will need to be connected to a printer
- There are many options to adjust how the document is printed



Select **Page Setup** if you need to adjust the layout before printing



Questions?

