

Microsoft Word 2010 Step-by-Step Guide

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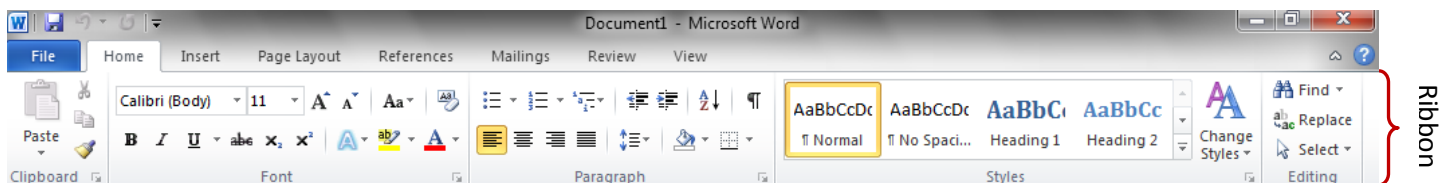
Introduction

Word Processing is when you use a computer program, such as Word, to create, edit and produce text documents. Microsoft Word 2010 is built on the **Ribbon** concept that was introduced in Word 2007 and adds some features pertaining to security of documents as well as some enhanced artistic effects that make documents more visually appealing.

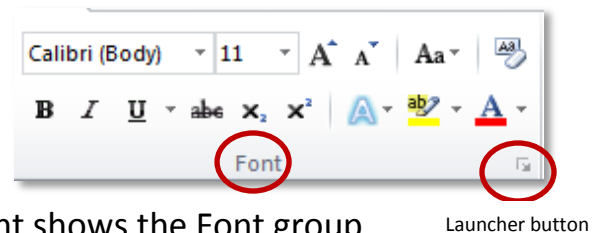
Previous versions of Word cannot open documents created in Word 2007 or 2010 unless a compatibility pack is installed. Also significant is that while Word 2010 documents share a file extension with Word 2007 (*.docx) the Word 2010 file is a unique file type. Documents created in previous versions of Word that are opened in Word 2010 will open in **Compatibility** mode and will not have certain of the new Word 2010 tools available to use unless re-saved as a Word 2010 document. Re-saving as a Word 2010 document requires responding to a disclaimer statement that the previous version may lose some formatting. Follow the instructions below to learn how to use Word. *Note: The instructions refer to settings and customizations that we have chosen for our Computer Lab. They may not be present on your home computer.*

Exploring the Word 2010 Environment

1. Open Word by using the **Start** menu or by double-clicking on the desktop icon for Microsoft Office Word 2010.
2. By default, Word will open with the **Home** tab of the **Ribbon** active.
3. Look for the **Ribbon** in the area underneath the Title Bar.



- a. The **Ribbon** makes all the capabilities of Word available in a single area.
- b. Commands related to working with document content are represented as **buttons** on the **tabs** that make up the **Ribbon**. *Hover* over some other active buttons to observe ScreenTips.
- c. The **Home** tab is the active tab by default. *Try clicking* on other tabs to *view* their buttons.
- d. Notice that on each **Tab**, the **Buttons** are organized into **Groups**. The picture on the right shows the Font group
 - i. On some groups there is a **Launcher** button which will open a dialogue box with related but less common commands.



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ii. Some buttons in the groups have arrows:



Clicking this button's list arrow displays a list of options



Clicking the actual button carries out the command with the current settings

e. Click on the **File tab**:

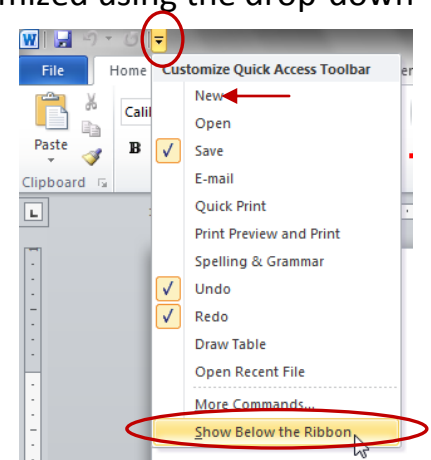
- i. The File tab replaces the Microsoft Office Button and the File menu used in earlier releases of Microsoft Office, and provides a **Backstage** view of your document.
- ii. The File tab contains a set of commands that you use to perform actions TO a document rather than IN a document.
- iii. The Info section of the File tab offers an easy to use interface for inspecting documents for hidden properties or personal information.
- iv. To return to the document from the Backstage view, click any other tab.

4. Look for the **Quick Access Toolbar** on the Title Bar all the way to the left.



Quick Access Toolbar

- a. It contains frequently used commands and can be customized using the drop-down menu. *Point* to each small icon to view its screen tip.
- b. Click the **Customize Quick Access Toolbar** button, check **New** on the menu and see it added to the Quick Access Toolbar.



The **Quick Access Toolbar** can also be moved to show below the **Ribbon**. Move the Quick Access Tool Bar back above the ribbon

5. Locate the **Word Control** icon to the left of the Quick Access Toolbar. Oddly, there is no screen tip. This button has the same controls as the Window controls on the right side of the title bar.

6. Locate the **Minimize the Ribbon** button (underneath the window control buttons)



and click it. This button essentially takes the Ribbon out of view, with the exception of the names of the ribbon tabs. Clicking on tabs will make its tools available but the contents will not stay in view permanently unless you uncheck minimize the ribbon.

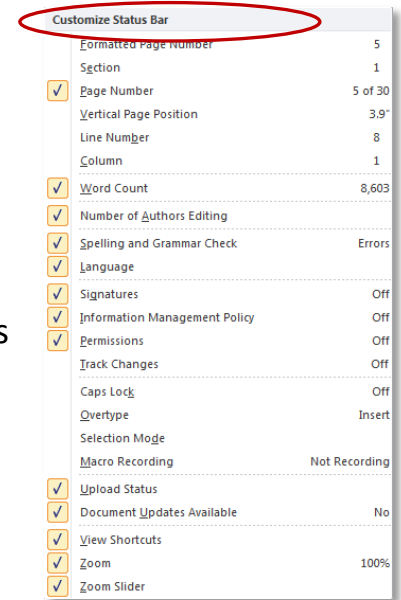
Click the same button to **Expand the Ribbon**. *Note – it is also possible to minimize the ribbon by double-clicking on an active tab.*

7. Look below the document window area and find the **Status Bar**



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- a. The left end gives current information about the document, such as the page number and how many total words are in the document and whether there are any spelling errors.
- b. At the right end are shortcuts to two groups on the **View** tab, Document Views and Zoom.
- c. The **Status Bar** can be customized. *Right-click* on the Status Bar to bring up the customize menu and *look* at options which can be checked and unchecked.



Creating, Saving, Closing and Opening a Document

Creating a document

1. When word opens, it will display a blank document ready for you to type in. The words that you type and the formatting that you use become your document.
2. *Type* "My first document."

Saving the new document in the Word 2010 format

Each document you create is temporary unless you save it as a file with a unique name and location.

1. *Prepare* your save to location by *inserting* your flash drive.
2. *Click* on the **File tab** and *click* on the **Save As** button. A Save As **dialogue box** will open.
3. When the Save As dialog box opens, *use* the folders/navigation pane to *navigate* to the flash drive. Be sure the address bar indicates a save location of Computer→KINGSTON (I:)
4. *Name* your file "first".
5. *Click* Save
6. *Notice* the file extension in the title bar, ".docx". *Note: While this file extension is the same as the Word 2007 file extension, it is in fact a different version of a Word file. More tools will be available to a Word 2010 file than a Word 2007 file.*

Saving the new document in a different format

If you intend to send a Word document to someone using a previous version of Word, they may not be able to open it if you save it as a "Word document (*.docx)". Word 2010 provides an option to save the file in a format that can be opened by previous versions. However, saving a file so it can be opened by Word 97-2003 may cause some loss of formatting.

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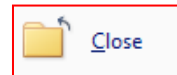
1. *Open* the **File tab** and *move* your cursor to the **Save As** button, but this time, *use* the list arrow in the **Save as type** field and *select* Word 97-2003 document (*.doc) *Notice* that the file name has an extension of “.doc”.
2. *Click* save.
3. *Notice* that the file name in the title bar says **Compatibility Mode**. This means that certain tools will not be able to be used in this document.
4. *Minimize* Word and *open* the flash drive icon to view the two versions of the document. *Open* the two documents. **Notice** how the **Text Effects tool** (one of the new tools in Word 2010) in the **Font group** is not active in the .doc file. *Close* the .doc file.

Back-up savings

It is important to save your work routinely, just in case “something happens.” To save changes as you are working in your document *click* the **Save** button on the **Quick Access Toolbar**. *Save as...* a different file name if you aren’t sure if you want to keep your current changes.

Closing a document

1. *Close* the document by *clicking* on the **Close** button on the **File tab**.
2. If you choose to close by X’ing out, you will not only close the document but the program as well.



Creating a new blank document

If you followed Step 1 above to close, the Word program is open, but there is no document to work in.

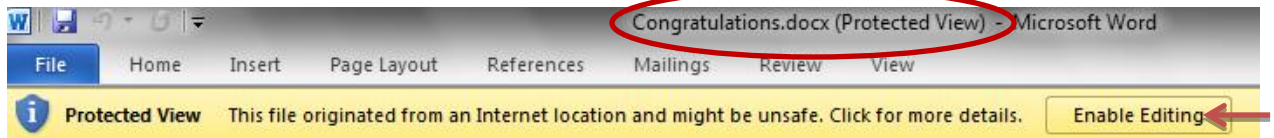
1. On the **File tab**, *select* New. This will open a dialogue where you can choose a document type.
2. *Click* on **Blank Document**, and then *click* **Create**. *Note* that our new document has a default name of Document 2.
 - a. *Note*: Adding a **New** button to the Quick Access tool bar will eliminate having to go through the templates page to open a blank document.

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Opening an existing document – Protected View

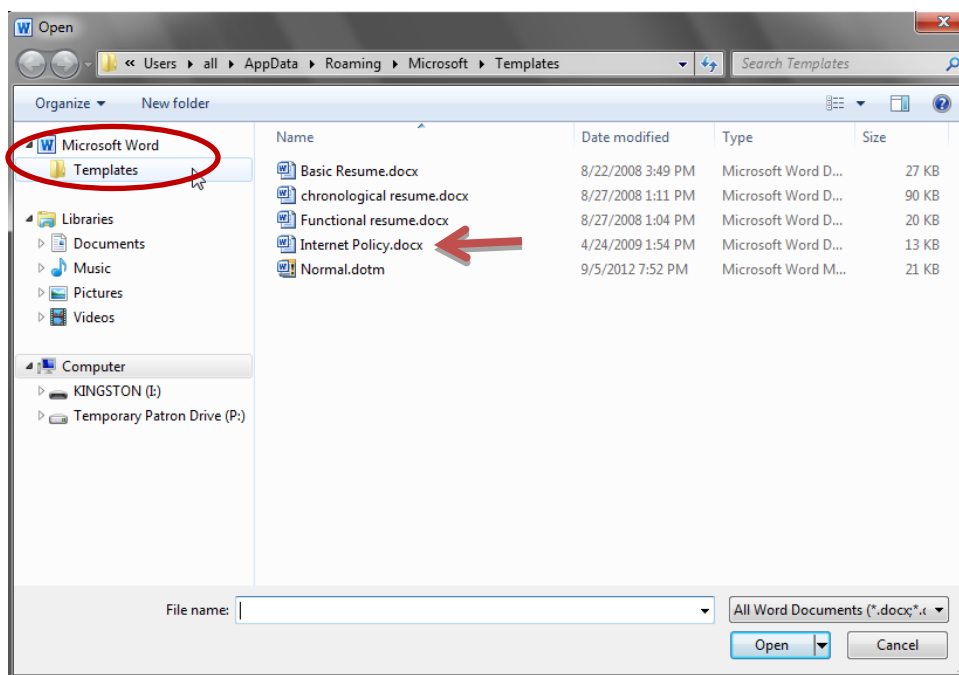
A new security feature in Word 2010 results in a warning when a document that was downloaded from the internet is opened, such as a document that was attached to an email. The document will open in **Protected View**, which is visible in the Title Bar. In addition there will be a security warning about the document and an opportunity to enable editing once you are certain the document is from a trusted source.

Open **Congratulations.docx** from your flash drive, (or any Word file downloaded from the internet) and *notice* the title bar and warning. *Close the file for now without* enabling the editing.



Opening an existing document (*InternetPolicy.docx*)

1. In the **File** tab, select **Open**.
2. When the Open Dialogue box appears, we need to navigate to Templates under Microsoft Word.
3. For use in the Computer Lab, there is a pre-typed file in the Microsoft Word Templates directory called InternetPolicy.docx. (If you have accessed this Word 2010 Guide through our Class Resources page on the internet, the supporting file, InternetPolicy.docx, is available at the same location for download to your computer. You will have to enable editing.)
4. Open Internet Policy.docx .



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Moving Around in a Document

Insertion point, sometimes referred to as the **cursor**, is the name for the blinking line where anything you insert goes. There are several ways to move the insertion point to get it where you want it to be.

Click in the middle of the first line of the first paragraph of the practice document. Refer to the chart below to practice moving the insertion point around using the keyboard.

Press	To Move The Insertion Point
Home	To the beginning of the current line
End	To the end of the current line
Page Up	To the previous screen
Page Down	To the next screen
Left arrow or Right Arrow	Left or right one character at a time
Up arrow or Down Arrow	Up or down one line at a time
Ctrl + Left Arrow	Left one word at a time
Ctrl + Right Arrow	Right one word at a time
Ctrl + Up Arrow	Up one paragraph at a time
Ctrl + Down Arrow	Down one paragraph at a time
Ctrl + Up Arrow Twice	To beginning of previous paragraph
Ctrl + Home	To the beginning of a document
Ctrl + End	To the end of a document
Ctrl + Page Up	To the top of the previous page
Ctrl + Page Down	To the top of the next page

Keyboard keys - there are several other keyboard keys that are important to know.

1. **Enter**- pressing the enter key will move the insertion point to a new line, but it also creates a new paragraph. (When you are typing in Word, the insertion point will move and show where the next character you type will appear. When the insertion point reaches the right margin, the word you are typing moves to the next line. Because of this **word wrap** feature, you should only press enter to start a new paragraph.)
2. **Space Bar**- pressing the space bar several times will create a small space between words.
3. **Delete**- pressing delete will remove characters to the right of the insertion point.
4. **Backspace**- pressing backspace will remove characters to the left of the insertion point.
5. **Shift/Caps lock**- both of these keys will change case to capitals; Shift for only one letter. Caps lock for all letters after it is pressed. (Note – Word 2010 is preset to capitalize the first word of every sentence and the word “I”.)

Undo button

Click on the **Undo Button** on the **Quick Access Toolbar** if you do something by accident or if you want to undo any action.



Controlling the Appearance and Location of Text

If the Home tab is not active, *click* on it to access tools for controlling text.

Highlighting

Important- to make any changes to your document, you need to select the word or area to be changed. Highlighting is the way to do this.

Ways to highlight:

1. **Mouse dragging** - *put* your cursor (it will be in the shape of an I beam) just to the left of the beginning of your selection, *hold down* the mouse button, *move* the cursor to the end of your selection, and *let go*. (*Drag* across and down at the same time to highlight more than one line.)
2. **Shift clicking** - *Place* your insertion point to the left of what you want to highlight, *hold down* the shift key and while doing so, *click* at the end of your chosen selection.

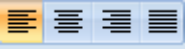

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3. **Shift clicking to add to or reduce your selection** - If you have a selection already highlighted, you can increase or decrease that selection by holding down the shift key and clicking at a different endpoint.
4. **Clicking** to select lines, words, paragraph
 - a. *Double-clicking* on a word will select the word.
 - b. *Triple-clicking* anywhere within a paragraph will select the whole paragraph.
5. **Clicking in left selection area** - your cursor will change to an arrow pointing to the right. ↗
 - a. *Single-clicking* to the left of a line will highlight the line. Drag to select multiple lines.
 - b. *Double clicking* to the left of a paragraph will select the entire paragraph.



Changing text attributes

1. *Select* the second line in the first paragraph.
2. In the **Font** group *apply* the **Bold**, **Italic** and **Underline** attributes. *Notice* how the buttons change colors when they are active. *Click* in a blank area in the right margin to see the changes.
3. *Select* the second paragraph. Use the font drop-down box to *select* a different font(*CurlzMT*) and the font size drop- down box *to select* a different font size(8). (*Notice* that you can see the effects in **Live Preview** before you make an actual selection.)
4. *Experiment* with other buttons in the **Font** group to change the appearance of your selected text.

Changing alignment and spacing

1. *Select* the first paragraph.
2. In the **Paragraph** group, *find* the **Align Text** buttons.  *Notice* that the Align Text Left Button is highlighted. *Change* the alignment of the paragraph by *clicking* on the other buttons.
3. In the **Paragraph** group, *use* the **launcher button**  *to access* more paragraph formatting options.
 - a. *Drop* the Line Spacing menu down and *select* **Double**.
 - b. *Click* OK.

Changing location of text

1. To move text by dragging, *highlight* the third paragraph. *Change* the Font color to red. With your cursor on the highlighted paragraph, *hold down* your mouse button and *move* the insertion point to the blank space between the first and second paragraphs. 
Notice that your cursor is an arrow with a small square attached to it and the insertion point looks like a dotted line.  *Release* your mouse button.
2. Cut/copy and paste- these commands are located in the **Clipboard** group of the **Home** tab.
 - a. Cut/paste- *with the same paragraph selected*, click the **Cut** button. *Move* your insertion point to the space between the second and third paragraphs, and then *click* the **Paste** button.
 - b. Copy/paste – *select* the third paragraph and *click* the **Copy** button. *Move* your insertion point to the space between the first and second paragraphs and *click* the **Paste** button. *Notice* that the selection appears in both locations.

Changing paragraph indentation

1. *Select* the first paragraph and *align left*. *Shift click* to add the second paragraph to the selected area.
2. In the **Paragraph** group *use the launcher button* to access more paragraph formatting options. Under the **Indentation** area, *click* the drop down arrow under **Special**. *Click* on **First line**. *Click* ok. *Notice* how the first line of each paragraph is now indented.
3. Hanging indent (all lines of a paragraph are indented except the first line) - using the same instructions as above, *change indentation* to **Hanging** under **Special**. *Click* ok. Again, *notice* the changes.

Controlling the Appearance of your Document

Open the **Page Layout** tab to access buttons to change the appearance of your document

Changing page margins

1. In the **Page Setup** group, *click* on the **Margins** button. A drop down menu will appear that will have your current settings highlighted. *Click* on the **Wide** option to see how it will affect your document.
2. *Click* on the Margins button again and *click* on **Custom Margins** at the bottom of the menu. When the dialog box opens, *use* the arrows to *change* the top, left, bottom and right

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margins to 0.8". *Click ok. Click on the **Margins** button again and notice how the margin list has now populated with your customization.*

To add interest...

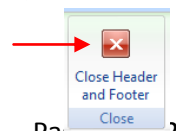
Page Background group

1. *Click on the **Page Color** button to display a palette of colors. Mouse-over the colors and observe **Live Preview** changes to your document. Click on any light color that you like. (Use a color from the second row.)*
2. *Click on **Watermark** to place a semi-transparent message or picture on your document.*
3. *Click on **Page Borders** to place a border around your document. On the **Page Border** tab, click on different settings, styles, color, width or picture. See a preview in the right pane. Click the drop down arrow in the art selection box. Scroll down and select the Christmas Tree. Click ok to add the border.*
4. *Remove the border by clicking into **Page Borders** again and select **None** under **Setting** on the **Page Border** tab. Click ok.*

Page Breaks –Place your insertion point at the end of paragraph 3. Click on the **Insert** tab, in the **Pages** group, click on **Page Break**. Notice how the lines below are now on the next page.

Headers and Footers - text that appears at the top and bottom of every page

1. *Click on the **Insert** tab.*
2. *In the **Header & Footer** group, click on the **Header** button to open a menu of different header options. Scroll down the menu to view all the options and click on **Blank**. Type "My Document". (Notice that a new **Contextual Tab (Design)** has opened).*
3. *Remaining in the **Design Contextual** tab, in the **Header & Footer** group, click on the **Footer** button to open a menu of different footer options. Again, Scroll down the menu to view all the options and then click on **Blank (Three Columns)**.*
 - a. *Click on the left **Type Text** box and type your name. Do not hit enter.*
 - b. *Click on the middle box and, still in the **Contextual** tab, go to the **Insert** group and click on the **Date & Time** button. When the dialog box opens, click on the third option under **Available Formats** in the left pane and click ok.*
 - c. *Click on the right box, click on the **Page Number** button in the **Header & Footer** group. Move your cursor to **Current Position** and a menu of options will open. Scroll down the menu to view all the options and then click on **Plain Number**.*
 - d. *Close header and footer by clicking on the **x** at the right end of the tab.*

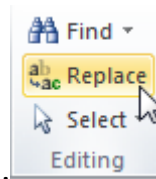


4. *Notice* that “my document” appears at the top of every page and your name, the date and sequential page numbers appear at the bottom.
5. If you *double click* on the **Header**, you open the **Contextual** tab again and you can experiment with different **Header** and **Footer** options.
6. *Double click* in the body of the document when finished.

Correction and Editing Tools

1. Find/replace-

- a. *Place your insertion point at the beginning of the document.*
- b. On the **Home** tab, in the **Editing** group, *click* the **Find** button.
- c. A pane will open on the left.
- d. *Click* into the **Search Document** field, *type* “**library.**”
- e. *Notice* all instances of the word library are highlighted in your document.



- f. *Click* the **Replace** command in the editing group.
 - g. In the **Replace With** field of the dialogue box, *type* “**libary**” This is deliberately spelled wrong.
 - h. *Click* **Replace All**. Every instance of the word library in the document has now been changed.
 - i. A **Find and Replace** dialog box will appear telling you how many words have been replaced. *Click* **OK**.
 - j. *Close* the **Find and Replace** dialog box.
 - k. *Close* the **Navigation pane** on the left.
- #### 2. Spelling & Grammar Check-
- as you type your document, you may notice that some words or phrases have wavy red or green lines beneath them. This indicates that Word detects possible spelling or grammar errors.
- a. *Move your insertion point to the end of the document and type the name **Andie**, a space, and the misspelled word “**exersice**”.*
 - b. *Click* on the **Review** tab, and then *insert your cursor* at the beginning of the document.
 - c. In the **Proofing** group, *click* on the **Spelling & Grammar** button.

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d. A dialog box will open and Word will address every issue of misspelling or grammar mistake that it thinks it finds. Your options:

i. If there is an error, select the suggested option that is correct and *click* **Change** or **Change All**. (When the word “library” appears, *click* **Change All**.)

ii. If there is no error, *click* **Ignore Once** or **Ignore All**. **The computer is not always right!** (*click* **Ignore Once** when the words “are found” appear)

iii. If a word (usually a name, in this case **Andie**) is highlighted that you normally use and it is correct, you can *click* **Add to Dictionary**. The word will never appear again on spell check. At the end, *we’ll test this feature with the name Andie*.

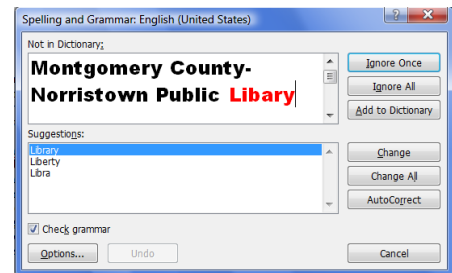
iv. If a word is highlighted that you commonly misspell, you can *select* **AutoCorrect** and every time you misspell it again, it will be corrected. *When **exersice** is highlighted, make sure that the correct suggested spelling is highlighted and click **AutoCorrect***.

v. If no suggestions are correct, *make your own correction* and *click* change.

e. A spell check complete message will appear when all has been corrected. Click OK.

f. *Retype* the name **Andie** and the misspelled word “**exersice**”. What happens?

3. Auto Correct- Word is programmed with many common spelling errors and fixes them automatically as you type. *Move* your insertion point to the end of the document, *type* “**teh**” and *press* the space bar. *Notice* how it automatically changed to “the.”



Printing your document

1. Always preview before you print

a. *Open* the **File tab**, and click on **Print**.

b. *Notice* the **Print Preview pane** on the right. *Note* how the page color is not being displayed. This is because printing background colors and images is an option you have to select in the Print Options. By default this option is not checked because printing background colors uses a lot of toner.

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- c. Check the number of pages in your document by *looking* in the lower left of the Print



Preview pane.

- d. Scroll down or use the right arrow to see page 2.
e. To see both pages of your document side by side, lower the zoom using the zoom

slider at the bottom right of the print Print Preview pane.



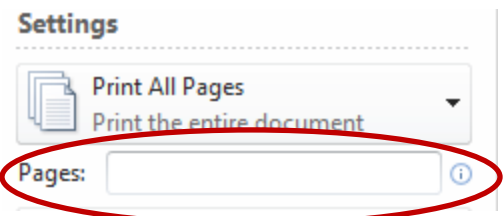
- f. If you need to amend your document, *click* on the **Home tab** and make all necessary changes.

2. To print

- a. Open the **File tab**, and *click* on **Print**.

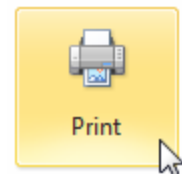
- b. In the center section are options for printing.

This is where you can designate a printer and decide many other things about how you would like your document to print. You can choose to print all the pages or, in the field just



underneath, type in the page numbers of the pages you would like to print. Non-consecutive page numbers can be separated by commas or a range can be expressed with the use of a dash between two numbers.

- c. In order to launch the print job, which we are NOT going to do, you would click the large print button at the top of the center section.

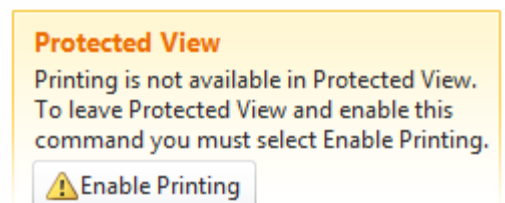


3. Printing a Protected View Document

- a. Open **Congratulations.docx** from your flash drive

- b. Click on the **File** tab and click on **Print**

- c. Notice the warning about printing a Protected View document. It is not possible to do so without enabling printing, which will also enable editing, effectively taking the document out of protected mode.



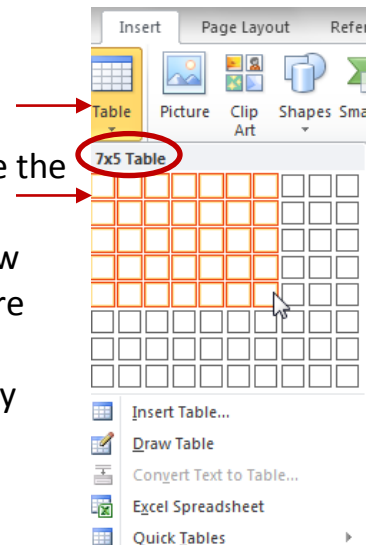
Save your file to your flash drive as a Word 2010 document and *name* it "**my document**". Click OK at the disclaimer statement that your previous version may lose some formatting. Close Word.

Tables

Inserting Tables

1. *Open* a new document in Word.
2. *Click* on the **Insert** tab and in the **Tables** group, click on the **Tables** button.
3. *Move* your **Cursor** over the squares in the **Table Pane** to determine the size of your table. *Notice* how the squares change color and the dimensions are given at the top. When you have a 7column x 5 row table, *press* the left mouse button. Your table will be inserted where your insertion point was located.




Note: A **column** in a table runs vertically, a **row** runs horizontally and each individual section is a **cell**.



Entering Information

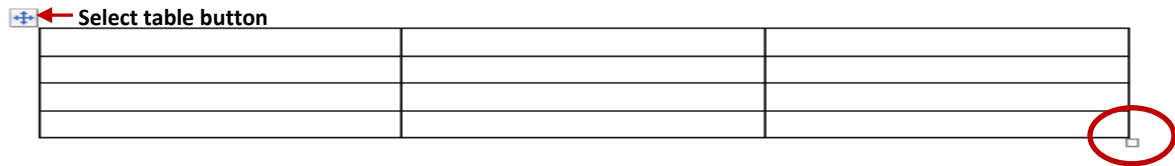
1. *Place* your **Insertion Point** in the first cell of the first row. You can move between cells by using the **Tab Key**, the **Directional Arrows** or the **Mouse**. *Experiment* with all ways to move your insertion point. *Note that the directional arrow appears to take you “outside” the table as well as from cell to cell. Note that tabbing to last cell in last row and tabbing one more time will add another row.*
2. *Type* the days of the week in the cells of the second row. *Notice* the **autocomplete** feature which pops up after typing the 4th letter. *Use it.* Use the **Tab Key** to move to each cell.


Customizing Tables

1. To format your table, you must select individual cells, columns or rows.
 - a. To select a cell, move your cursor to the left edge of the cell until a small black arrow appears,  then *click*. *Click and drag* to select several cells.
 - b. To select a column, move your mouse to the top of a column until the cursor changes to a small black arrow.  *Click* to select one column; *click and drag* to select several columns.
 - c. To select a row, move your mouse to the selection area to the left of a row until the cursor changes to a right pointing white arrow . *Click* to select one row; *click and drag* to select several rows.
 - d. To select the entire table, *click* the **Select Table** button that appears at the top right corner of the table. (Your cursor must be positioned on the table for the select table

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Fig 1 button to appear).

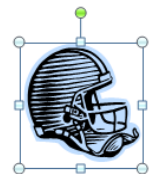


2. To adjust the width of columns, *move* your cursor over any vertical line until it changes into a two sided arrow. *Drag* the line where you want it. (If you *double click*, the column will auto adjust to the size of your text)
3. To adjust row height, move cursor over any horizontal line until a double arrow  appears, drag as above.
4. To add or delete rows or columns-*with a column or row selected*, click on the **Layout** tab. In the **Rows& Columns** group, click on the **Delete** button for a menu to delete or on one of the **Add** buttons.
5. *Select* the first row. Notice that, when you have any part of a table selected two new **Contextual Tabs, Design** and **Layout**, appear on the **Ribbon** under **Table Tools**.
 - a. Click on the **Layout** tab. In the **Merge** group, click the **Merge Cells** button.
 - b. Type the word 'schedule '. In the **Alignment** group, click the **Align Center** button.
 - c. Click on the **Design** tab. In the **Table Styles** group, click the **Shading** button. A menu of colors will appear. Move your cursor over the colors to see a **Live Preview** and then click on any color you like. Notice that only the cells selected are shaded.
6. *Select the entire table* by clicking on the **Select Table** button. On the **Design** tab, click the **Launcher** in the **Draw Borders** group. A dialog box will open.
 - a. In the **Borders** tab, under **Setting**, click **All**.
 - b. Scroll through the **Style Menu** and as you click on different options, see the preview in the preview pane. Choose whatever style you prefer.
 - c. Click the **Color** list arrow and choose a color from the menu.
 - d. Click the **Width** list arrow and choose a width.
 - e. Click **Ok** to apply your changes.
 - f. Click in a blank area to view your table.
7. To move your table, click on the **Select Table** button (see Fig 1 above) and *drag* your table to a new location.
8. To resize your table, use the **Resize** button(see Fig 1 above) on the bottom right corner of the table.

Pictures/Clip Art /Shapes/Text boxes

Inserting Clip Art/Pictures

1. Place your **Insertion Point** outside of the table. On the **Insert** tab, in the **Illustrations** group, click the **Clip Art** button.
2. A **Clip Art Pane** will open on the right side. In the **Search For** box, type “sports” and click the **Go** button. Thumbnails of Clip Art that has been installed on the computer will appear below. Move your mouse pointer to the football helmet and click on the **Drop Down Arrow** that appears. Click **Insert**. The picture will be inserted into your document at the insertion point.
3. Click in a clear space to deselect the picture.
4. Close the Clip Art Pane.
5. To insert a picture, click the **Picture** button. Navigate to your flash drive and choose one of your saved pictures, and then click **Insert**.



Formatting and Moving Pictures

1. When you click on the helmet picture, notice the small circles and squares that surround it. Dragging the picture from one of the small circles will resize the picture proportionately. Dragging from one of the squares will change the shape of the picture. Notice the small green circle. If you click and drag there, you will rotate the picture. Select a corner circle and resize the picture to approximately ½” square.
2. If you try to move your picture by clicking and dragging it, it will be difficult. To make it easier, follow these steps: When the picture is selected, a **Picture Tools Contextual Tab** will open. Click the **Format** tab and in the **Arrange** group, click the **Text Wrapping** button. Click **In Front of Text**. This procedure turns your picture into an object and you can now click on your picture and drag it anywhere you choose. Move your picture to the last column in your table.
3. With your picture selected, click on the **Format** tab and move your cursor over the buttons in the **Picture Styles** group to see a **Live Preview** of their effects. Click the **Drop Down Arrow** to see more options and click on the last one (**metal oval**). Click on the **Picture Border** button and click on any color that you like. Deselect your picture.

Inserting lines, arrows and shapes

1. Click on the **Insert** tab. In the **Illustrations** group, click the **Shapes** button. A menu of shapes will open. In the **Line** section, click on the double arrow. In the document, click

where you want your line to start and *drag* it to where you want it to end. Use the buttons at the ends to position the arrow, move tool to move it. Format the selected arrow using the **Shape Outline** button in the **Shape Styles** group in the **Drawing Tools Contextual Tab (Format)**. Give it a color and a heavier weight.

2. *Repeat* the above steps, except choose the 5- point star shape located in the **Stars and Banners** section. *Move* your star to the right side of the document.
3. When your star shape has been inserted and while it is still selected, a **Drawing Tools Contextual Tab (Format)** appears with buttons to format your shape. In the **Shape Styles** group, *click* the drop down arrow to see other shape styles that could be used. *Mouse over* the selections to see a **live preview of the different styles**. *Click on* whichever one you like.

Inserting text boxes

A text box is a free standing object that can contain words. Some of the shapes that you can insert are actually text boxes.

1. *Click* on the **Insert** tab. In the **Text** group, *click* the **Text Box** button, a menu of text boxes opens and a variety of text box styles will open. To have more control over placement and size, click on Draw Text Box.
2. *Click* in your document where you want the text box to start and *drag* to where you want it to end.
3. The blinking cursor within the box indicates that what you type will be inserted into the box. *Type* your name. *Resize* the text box to just fit around your name.
4. You can change formatting using buttons on the **Drawing Tools Contextual Tab (Format)**. With the text box selected, *click* on the **Format** tab. In the **Shape Styles** group, *click* on the drop down arrow of the **Shape Outline** button, move down to **Weight** and over to the **3 pt** button. *Click* on it. You may need to resize your text box again.
5. To move your text box, *make sure* it is selected, then *move* your cursor to the edge of the box until a **four-way arrow** appears. Then *click and drag* your box wherever you choose.

Picture Effects (optional)

1. Color Effects and Artistic Effects
 - a. *Open* a new blank document and *insert* a picture with a background that is primarily a solid color such as the picture to the right. In fact, you can actually copy this picture via a right-click menu, and then paste it into the document.



- b. *Make sure* your inserted picture is *selected* and *resize* it so it is bigger.
- c. *Change* the Text wrapping style to “in front of text”.
- d. *Move* your picture to the right side of your document.
- e. On the **Format** tab of the **Picture Tools** contextual tab *find* the Adjust group, and *click* on **Color** and mouse over the coloring effects that could be applied to your picture.
- f. Clear the Color menu by *clicking* on the title bar.
- g. In the **Adjust** group, *click* on **Artistic Effects** and *mouse over* the artistic effects that could be applied to your picture.
- h. Clear the Color menu by *clicking* on the title bar.

2. Remove Background

- a. In the Adjust group, *click* on the **Remove Background** button. Your picture will look like this picture on the right.
- b. On the **Background Removal** tab, in the **Refine** group, *click* on **Mark Areas to Keep**.
 - i. The cursor will change to the shape of a pencil when you point to the picture.
 - ii. *Use* the tip of the pencil to “click away” the bright pink sections.
 - iii. In the Close group, *click* on Keep changes, and *deselect* your picture.



3. Crop Picture

- a. *Save* the picture to the right to a flash drive and *insert* it into your blank document. *Resize* it so it is bigger.
- b. On the **Format** tab of the **Picture Tools** contextual tab, *find* the **Size** group and click on **Crop**.
- c. *Use* the Crop **list arrow** to navigate to **Crop to shape**. *Click* on the **Heart** shape in the Basic Shapes section of the Shapes menu.



Bulleted/Numbered Lists (optional) - when you want to present a list of items in a document, you will usually want to put each item on its own line. When the order of items is not important – for example, a list of items to carry out a task use a **Bulleted List**. When the order is important - for example, steps in a procedure – use a **Numbered List**.

1. To create **Bulleted List** –

- a. *Open* a new blank Word document and *type* my pets. *Press* **Enter** key on keyboard.
- b. *Click* on the **Bullets** button in the **Paragraph** group. *Type* the word cat; *press* **Enter**, then *type* dog; *press* **Enter**, then *type* fish. *Press* **Enter** and then *click* the **Bullets**

button. This will end your list. *Notice* how each word is on a separate line and preceded by a bullet.

2. To create a **Numbered List – use to prioritize**

- a. *Type* caring for my dog. If your cursor is not at the end of the line, *place it* there. Press **Enter**.
- b. *Click* on the **Numbering** button in the **Paragraph** group.
- c. *Type* feed; **press Enter**. *Type* walk; **press Enter**. *Type* play; **press Enter**. *Click* the **Numbering** button to end your list.

To create a **Multilevel List –**

- a. *Type* Where things are, **press Enter**.
- b. In the **Paragraph** group, *click* on the **Multilevel List** button. A menu of styles will open. *Hover* your mouse cursor over the various styles to view them and then under **List Library**, *click* the **first option on the second row**.
- c. *Type* Office. **press Enter**, **press Tab**, *type* desk. **press Enter**, **press Tab**, *type* top drawer. **press Enter**, **press Tab**, *type* pencils; **press Enter**, *type* stapler; **press Enter**, *type* ruler. **Press enter twice**; *type* middle drawer. **Press Enter**, **press Tab**, *type* paper; **press Enter**, *type* tax forms. **Press enter three times**; *type* filing cabinet. (**press Enter** to create a new item at the same level, **Tab** to move down a level and **Enter** twice to move up a level. When finished with your list, **press Enter** until no more bullets appear.)

3. To **customize** your lists

- a. Changing the style of bullets or numbers –
 - i. *Select* the cat, dog and fish lines of text. In the **Paragraph** group, *click* the drop down arrows on the **Bullets or Numbering** button and hover over each option to see a live preview of changes.
- b. Changing the indent – *select* the list you want to change. In the **Paragraph** group, *click* the **Increase Indent** or the **Decrease Indent** buttons to make changes.

Close Word without saving changes.

Templates (optional)

Calendar Wizard

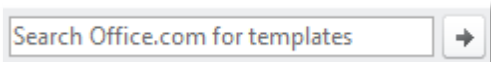
1. On the **File** menu, *select* **New**.

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- In the center pane there is a selection of templates that can be used to assist in creating a document. Some templates are installed on the computer and some need to be downloaded from Office.com. We're going to get one that is online.
- Scroll down through the online templates until you see **Calendars** and click on it.
- Click on **Other Calendars**.
- Scroll down and select **Calendar Wizard** by clicking on it and then click **download** in the lower right corner of the dialogue window.
- With the wizard we can choose specifics to create our calendar. When the wizard opens, click **next**. Choose the boxes and borders style, click **next**. Choose landscape and check the no radio button; click **next**. Choose the **date range** of May 2013 to May 2013: click **next**. Click **finish**.
- Let's do some formatting:
 - Select all the numbers and change the font size to 14 and right align them.
 - Add a grid to the calendar. (**Home** tab → **Paragraph** group → **Borders Button** arrow → **All Borders**)
 - Insert a **text box** into the first day of the month and type May Day into it.
 - Format the **text box** to have no outline. (**Format** tab → **Text Box Styles** group → **Shape Outline** button → **No Outline**)
- Close Word

Search for a template online

- On the **File** tab, select **New**.
- In the center pane there is a selection of templates that can be used to assist in creating a document.
- In the Office.com templates section, there is a search box.



- Type **tear off** and press the **Go** arrow button.
- Choose the "**Flyer with tear off tabs and art**" and click **Download**.
- Replace objects and text as desired. Note how the tear off tabs all populate with information entered into the first one! Very handy!

Using Help (optional)

When you are working in Word, while it is not particularly intuitive, the most convenient place to look for help is Word's built-in help system. To access help click the small question mark in the upper right corner. 