

Table of Contents

INTRODUCTION	3	COPY AND PASTE	23
EXPLORING THE WORD 2010 ENVIRONMENT	3	FORMATTING TEXT	24
TITLE BAR	3	CHANGING TEXT ATTRIBUTES	24
QUICK ACCESS TOOLBAR	3	FORMATTING A PARAGRAPH	25
RIBBON	4	CHANGING ALIGNMENT	25
<i>Active Tab</i>	5	CHANGING LINE SPACING	25
<i>Contextual Tab</i>	5	CHANGING PARAGRAPH INDENTATION	25
<i>Groups and Buttons</i>	5	CONTROLLING THE APPEARANCE OF YOUR DOCUMENT	26
<i>Two-Part Buttons</i>	5	CHANGING PAGE MARGINS	26
<i>Dialogue Box Launcher</i>	6	PAGE BREAKS	26
<i>Minimize Ribbon Button</i>	6	HEADERS AND FOOTERS	27
<i>File Tab</i>	6	ADDING VISUAL INTEREST	29
WORKSPACE	7	OPENING A FILE USING "COMPUTER"	31
STATUS BAR	7	CORRECTION AND EDITING TOOLS	32
<i>Current Information</i>	7	FIND/REPLACE	32
<i>Views</i>	7	SPELLING & GRAMMAR CHECK	34
<i>Zoom Slider</i>	8	<i>Correcting Individual Words</i>	34
<i>Customization</i>	8	<i>Reviewing the Entire Document</i>	34
CREATING A DOCUMENT AND SAVING IT	8	PRINTING A WORD DOCUMENT	38
CREATING A DOCUMENT	8	PRINT PREVIEW	38
PREPARING A SAVE TO LOCATION – A USB DEVICE	9	ADJUSTING PRINT SETTINGS	38
SAVING THE FILE	10	SAVING A DOCUMENT UNDER A DIFFERENT NAME	39
SAFE REMOVAL OF A USB DEVICE	12	SAVING A DOCUMENT IN DIFFERENT FORMATS	40
OPENING A FILE, MAKING CHANGES AND SAVING STRATEGIES	14	OLDER MICROSOFT WORD FILE FORMAT (.DOC)	40
MAKING CHANGES IN A DOCUMENT	16	PDF	42
USING THE SAVE BUTTON TO SAVE CHANGES	16	PROTECTED VIEW	43
FORGETTING TO SAVE	17	BULLETED/NUMBERED LISTS	44
CREATING A NEW BLANK DOCUMENT WHEN WORD IS ALREADY OPEN	17	TABLES	47
MOVING AROUND IN A DOCUMENT	18	INSERTING A TABLE	47
OPENING A PRACTICE FILE	18	MOVING AROUND A TABLE	47
INSERTION POINT	18	ENTERING INFORMATION INTO A TABLE	48
KEYBOARD KEYS	19	SELECTING PARTS OF A TABLE	48
UNDO AND REDO	20	RESIZING ROWS AND COLUMNS	49
UNDO	20	INSERTING AND DELETING ROWS/COLUMNS	49
REDO	21	FORMATTING A TABLE	49
SELECTING TEXT	21	CLIP ART, SHAPES, TEXT BOXES, AND PICTURES	51
MOVING TEXT	23	CLIP ART	51
DRAG AND DROP	23	<i>Inserting Clip Art</i>	51
CUT AND PASTE	23		

<i>Resizing Clip Art</i>	52	REPEAT (SUPPLEMENTAL)	64
<i>Wrapping Styles</i>	53	ADVANCED SELECTION TECHNIQUES (SUPPLEMENTAL)	
<i>Applying Formatting to Clip Art</i>	54	64
SHAPES	54	MAIL MERGE (SUPPLEMENTAL)	66
TEXT BOXES	56	STEPS TO CREATE A MAIL MERGE DOCUMENT	66
INSERTING PICTURES AND ADDING EFFECTS	56	STEPS TO USE MAIL MERGE FOR ADDRESS LABELS	71
<i>Inserting a Picture</i>	56	STEPS TO USE MAIL MERGE FOR ENVELOPES	73
<i>Color Effects and Artistic Effects</i>	57	LONG DOCUMENT (SUPPLEMENTAL)	75
<i>Remove Background Effect</i>	57	CREATING A COVER PAGE	75
<i>Crop Picture Effect</i>	58	CREATING A HEADER & FOOTER	77
FORMAT PAINTER	58	CREATING A TABLE OF CONTENTS.....	77
INSERTING A PICTURE FROM THE INTERNET	60	CHANGING THE HEADER STYLES.....	80
QUICK PARTS (SUPPLEMENTAL)	61	NAVIGATING THE DOCUMENT	81
CREATING A QUICK PART.....	61	<i>Using the Table of Contents</i>	81
INSERTING A QUICK PART (METHOD1)	62	<i>Using the Navigation Pane</i>	81
INSERTING A QUICK PART (METHOD2)	62	CLEANING UP OUR DOCUMENT.....	82
SAVING THE BUILDING BLOCK.....	62	<i>Fixing the List Numbering</i>	82
TEMPLATES (SUPPLEMENTAL)	63	<i>Changing the List Style</i>	82
CALENDAR WIZARD.....	63	<i>Adjusting the Indentation</i>	82
FLYER WITH TEAR OFF TABS.....	63		

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Note to Home Students:

This lesson plan will frequently refer to **flash drives** that we have our students use during class. Instead of saving files to a flash drive, you may save them to your computer’s hard drive.

We preload these flash drives with an assortment of files that are used during class. These files can be downloaded from on our **Class Resources** page. Our class handouts and exercises can also be downloaded there. The website address is:

www.mc-npl.org/class-resources



Introduction

A word processor is a computer program that allows you to create, edit and produce text documents, such as letters. Microsoft Word is a word processor created by Microsoft. The first version of Microsoft Word was released in 1983 as a competitor to WordStar, the most popular word processor at the time.

What is Microsoft Office? The term “Microsoft Office” refers Microsoft’s entire suite of office productivity applications. Microsoft Word is one of the many applications that are grouped under of the “Microsoft Office” umbrella.

What is Office 365? Office 365 is a service where you pay a monthly subscription fee (around \$10 a month) to use Microsoft Office programs (as opposed to paying \$100 or more up front, as was traditionally done). One benefit to using Office 365 is that software updates are free (for example, if a new version of Microsoft Word comes out, you can upgrade to that new version for free).

In this class, we will be using Word 2010. The latest version is Word 2016. Even though we are using an older version, the user interface and feature set of Word 2010 is very similar to that of Word 2016, so the concepts taught in this class can still be applied to the latest version.

Teacher’s note:

- Mention how the **Quick Reference Guide** contains notes on everything that is covered in class.
- Mention that the **flash drives** must stay in the computer lab and are not for students to keep.



Exploring the Word 2010 Environment

Open Word by using the **Start** menu or by double-clicking on the desktop icon for Microsoft Word 2010.



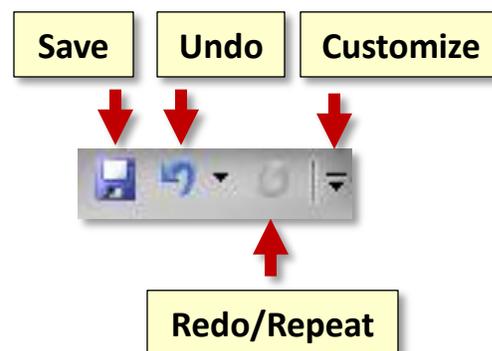
Title Bar

1. **Note** the Title Bar section which has **window controls** at the right end, as in other Windows programs.
2. **Note** that a blank document opens with a default file name of **Document 1**.

Quick Access Toolbar

The Quick Access Toolbar is located all the way to the left on the Title Bar. It contains frequently used commands and can be customized using the drop-down menu.

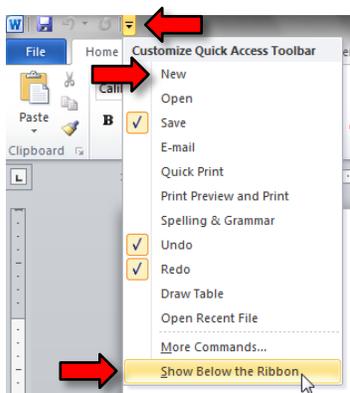
1. **Point** to each small icon to view its screen tip.
2. **Be aware** that the **Undo** button is not located anywhere else in the application except for on the Quick Access Toolbar.



3. **Click** the **Customize Quick Access Toolbar** button, **check New** on the menu, and **see** the command get added to the Quick Access Toolbar.



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

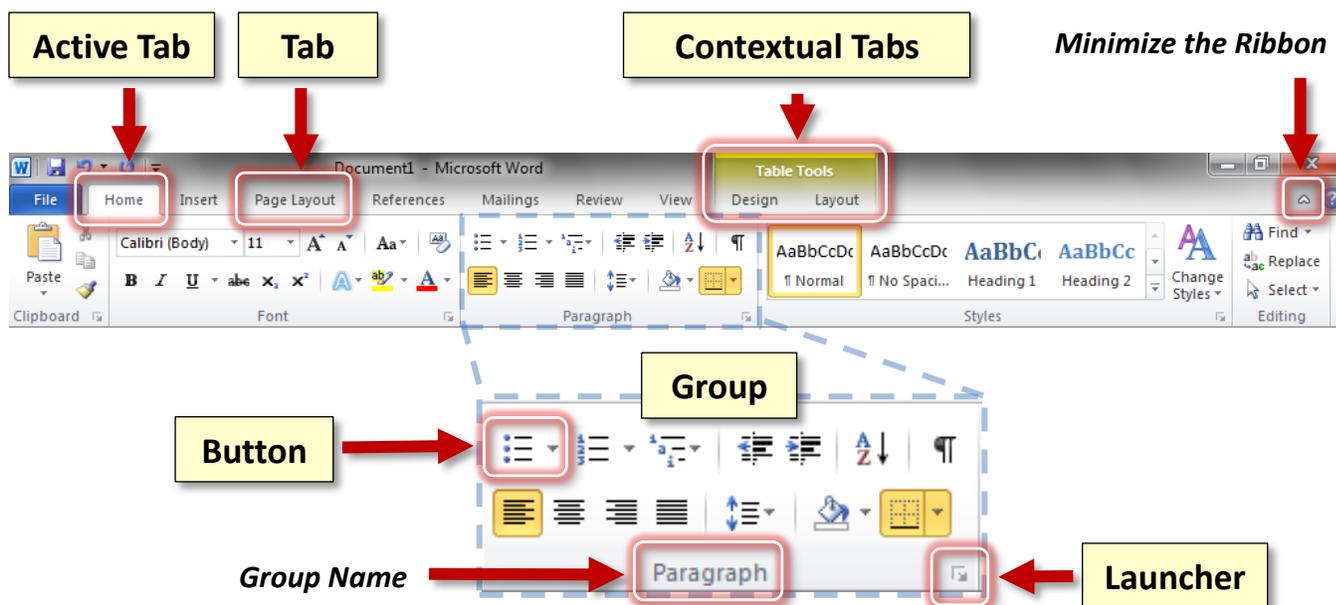


Ribbon

The Ribbon contains all of the tools that you use to interact with your Microsoft Word file. It is located at the top of the window. All of the programs in the Microsoft Office suite have one.

The Ribbon has a number of **tabs**, each of which contains **buttons**, which are organized into **groups**. Depending on the object you have selected in the document, several **contextual tabs** may appear, which provide additional formatting options for that object.

Try **clicking** on other **tabs** to view their buttons, and then **return** to Home tab.



Active Tab

By default, Word will open with the **Home tab** of the Ribbon active. **Note** the subtle difference in appearance between an **Active** and an **Inactive** tab.

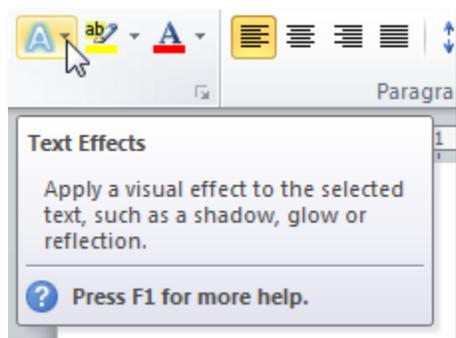
Contextual Tab

Contextual tabs are displayed when certain objects, such as an images and textboxes, are selected. They contain additional options for modifying the object. Contextual tabs stand out because they are given different colors. As soon as we start being productive in the program, we will see contextual tabs appear.

Groups and Buttons

On each **Tab**, the **Buttons** (a.k.a. commands or tools) are organized into **Groups**. The groups have names, but the names are not clickable.

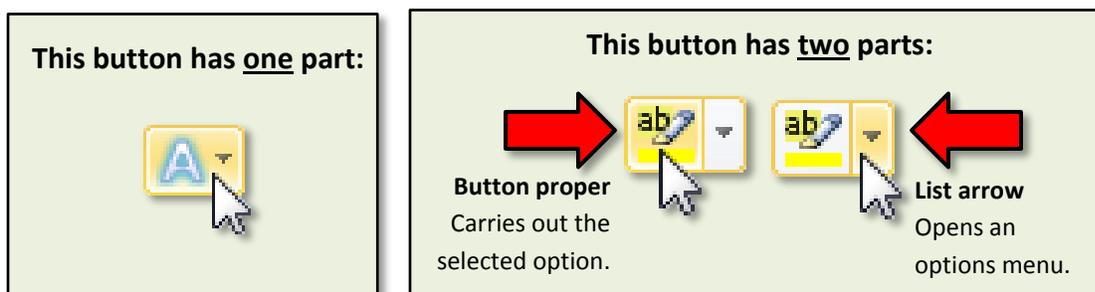
Hover over some active buttons on the Home tab to **observe screen tips**. The screen tips display the name of the button, along with a short description of what the button does.



Two-Part Buttons

Some buttons have two parts, the **button proper** and the **list arrow**.

- A **one-part button** will light up completely in orange when you **point** to it.
- On a **two-part button**, only one section at a time will light up in orange when you **point** to it, so **the orange color is key**.



Dialogue Box Launcher

On some groups there is a **Launcher** button which will open a **dialogue box** with related but less common commands.

Click a launcher button, and then **close** the dialogue box.

Minimize Ribbon Button

The Minimize Ribbon button essentially takes the Ribbon out of view, with the exception of the names of the ribbon tabs.

1. **Locate** the **Minimize the Ribbon** button (underneath the window control buttons) and **click** it.



2. Clicking on tabs will make its tools available but the contents will not stay in view permanently unless you uncheck minimize the ribbon. **Try clicking** on a tab, then **click** into the document workspace. **Note** the tab goes out of view.
3. To keep the ribbon in view, **click** the minimize ribbon button again.

Note: It is also possible to minimize the ribbon by **double-clicking** on an active tab. If your ribbon suddenly disappears, then you may have done this by accident!

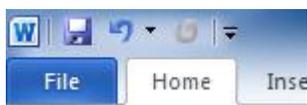


File Tab



The File tab provides a **Backstage** view of your document. Backstage view gives you various options for saving, opening a file, printing, or sharing your document. Instead of just a menu, it is a full-page view which makes it easier to work with.

1. **Click** on the **File tab**.



2. **Notice** that the ribbon is no longer in view. **Note** the commands at the top of the menu that you use to perform actions **to** a document rather than **in** a document.
3. Other things you can do in the **Backstage** view are:
 - a. The **Info** section of the File tab offers an easy to use interface for inspecting documents for hidden properties or personal information (called **metadata**). For example, the “author” of the document is recorded here. It defaults to the name of your Windows profile, but can be changed.

- b. **Click** the **Recent** menu option. In the **Recent** pane, you can conveniently access Recent documents and Recent Places (folders and files recently accessed on your computer).
 - c. **Click** the **New** menu option. In this view you can create a new Blank document, or choose from a large selection of Templates.
 - d. **Click** the **Options** menu option. In this view you can change various application options. For example, you can adjust the spelling and grammar check settings, AutoRecover settings, and Language preferences.
4. To return to the document from the Backstage view, **click** any other tab.

Workspace

Underneath the Ribbon is the workspace.

1. **Note** the rulers and margin settings.
2. **Note** the scroll bar.
3. **Note** the **blinking cursor** which is where **new input will display** when entered.
4. **Note** the mouse pointer with the I-beam shape, appropriate for a text environment.

Status Bar

The status bar is located below the document window area.



Current Information

The **left end** displays various information about the document, such as the page number, how many total words are in the document, and whether there are any spelling errors.

Views

At the **right end** are shortcuts to the different **views** that are available. Each view displays the document in a different way, allowing you to carry out various tasks more efficiently.



Print Layout

Shows what the document looks like when it's printed. This is overall the best view for editing documents. It is selected by default.



Full Screen Reading

Displays the document full-screen, making it easier to read. You cannot edit the document in this view.



Web Layout

Shows what the document would look like if it were saved as a webpage.



Outline

Displays the document as a bulleted outline.



Draft

Very "bare-bones"—meant to be used for making quick edits to a document's text content. Certain page elements are not visible in this view, such as headers, footers, and images.

Zoom Slider

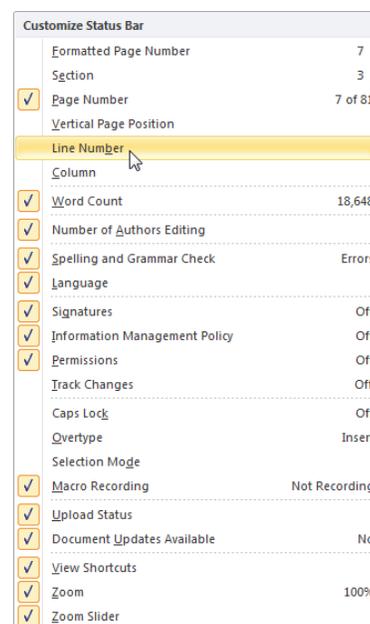
Also at the **right end** of the Status Bar is the **Zoom Slider**. This allows you to adjust how large the document is displayed on the screen. It does not adjust the actual size of the document—just how big or small it is displayed on the screen (like moving a newspaper away from or closer to your eyes).



Customization

The **Status Bar** can be customized.

1. **Right-click** on the Status Bar to bring up the customize menu. Options that are enabled have a checkmark next to them.
2. **Click** on “Line Number” to enable this option.
3. **Notice** how the menu didn’t disappear. **Click** in a clear space to dismiss the menu.
4. **Notice** how “Line: 1” appears in the Status Bar.



Creating a Document and Saving It



Takes: 20min

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

Preparing a Save to Location – a USB Device

Note: Home students can skip this section.

Mention Handout 2
(Saving a file to a Flash Drive)

When we save a Word document, all the data in that document is collected and saved as a **file**. Normally files are saved on a computer’s hard drive, but due to security restrictions on computer lab machines, files must be saved on removable storage devices.

For this class, we will be using a **USB flash drive** to save our work. This flash drive will remain in the lab between classes.

1. **Orient** the flash drive as pictured below.



2. **Notice** that there is a **slide mechanism** on the side to retract the USB connector into the body of the drive. **Slide** this all the way to the **right** to **expose the connector**.
3. **Locate** the USB ports on the monitor. The connector will slide into the port only one way with your **name label facing toward you** and right-side up.



4. **Fit** the connector into the port and **push** it in gently.
5. At this point, you **may** get a notice that the computer is installing a device driver – **wait** until the message disappears.



- An **AutoPlay** window *may* pop up. Close it by **clicking** the Close button. (NOTE: If you have any other windows open, this may pop up behind them)



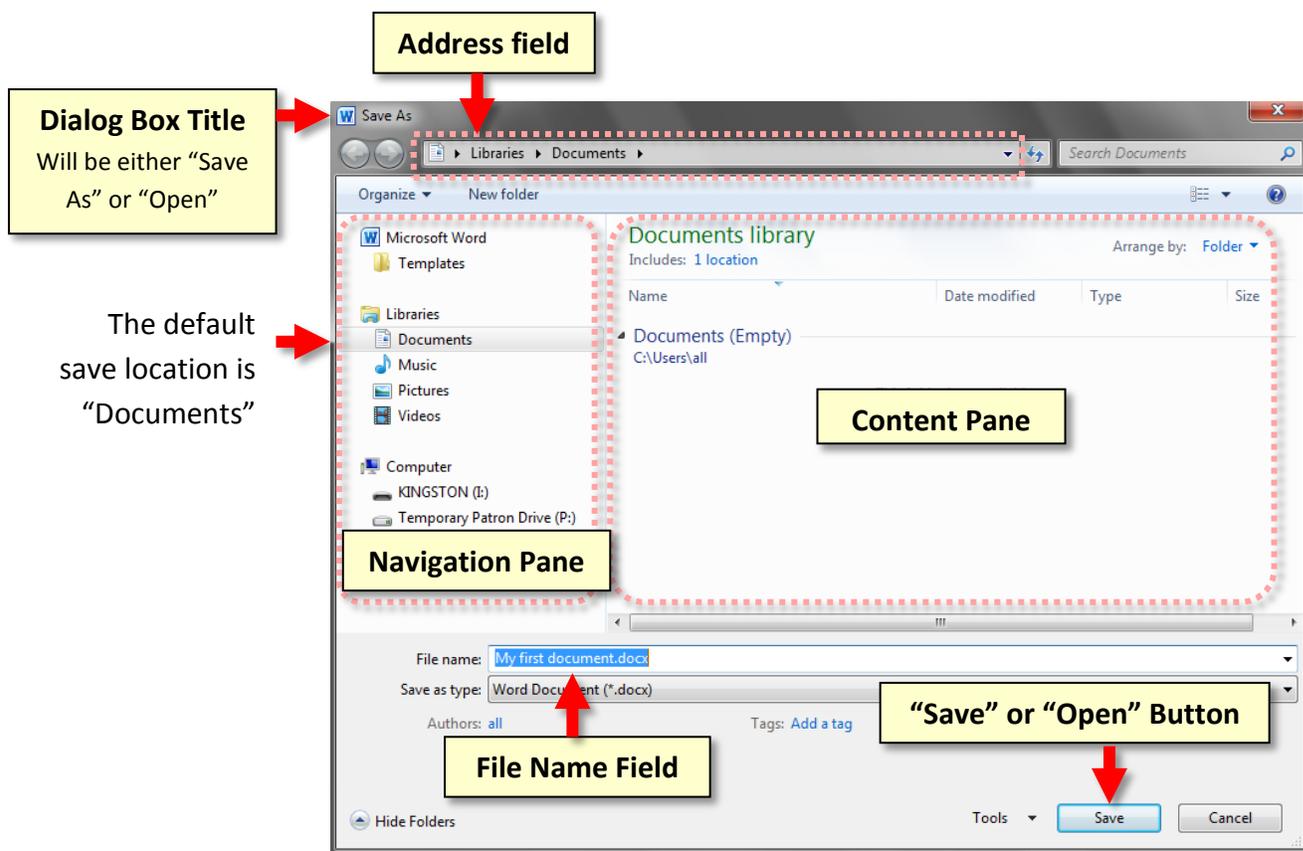
- You are now ready to begin saving your file.

Saving the File

Mention Handout 2
(Saving a file to a Flash Drive)



- Click** on the **File Tab**.
- Click** on the **Save As** button. We use "Save As" instead of "Save" the **first** time we save a file because we need to tell the computer *where* to *put* the file (the file doesn't have a "home" yet). "Save" assumes you've saved it before.
- Notice** that a smaller window appears in front of our work. This small window is called a **dialog box**. Because the computer needs to know more than just "OK, save," the dialog box is where we tell it *how* we want to save our work.

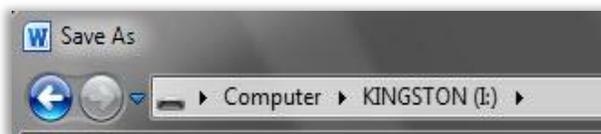


4. When it comes to saving, there are two important things to *identify* for the computer:
 1. The **location** where the file is going to be saved to.
 2. What **name** you want to give the file.
5. The **location** where it will be saved is displayed for us in the **Address field**. In this case, **note** that the **Documents directory** is the **default** save location, but we want to save our file to the **flash drive**.
6. **Notice** other available folders and devices can be seen in the **left pane**, called the **Navigation pane**. If we wanted to save to one of these alternate locations, we would have to click on it.
7. **Find** the location labeled **Kingston (I:)** and **click** on it. Kingston is the name of the company that created our flash drive.

Note: If you are taking this class from home and do not have a flash drive, use “Documents” as the location to save your files.

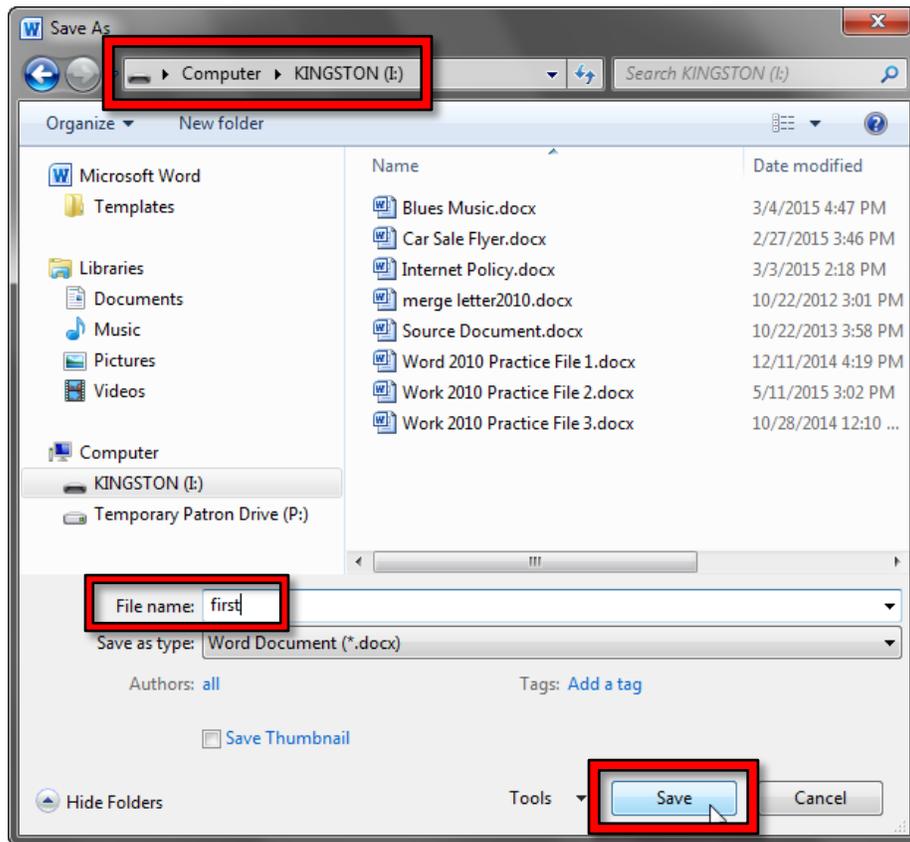


8. Your address field should now read **Computer > Kingston (I:)**.



9. Now we need to name our file. **Notice** that the file name field is towards the bottom of the dialogue box. By default, Word names the file after the first few words that were typed into the document.
10. **Click** into this box and the words will be highlighted. Then **type** the word **first** to name your file ‘first’.

- Once we have given the computer a **file name** and a **save location**, we are ready to save. At this point, your Save As dialog box should look like the image below. To save, you will **click** on the **Save** button.



- Your Word window will still be open but **notice** the title bar will now show the file name **first.docx**.



Safe Removal of a USB Device

✓ On Exercise

Mention Handout 3

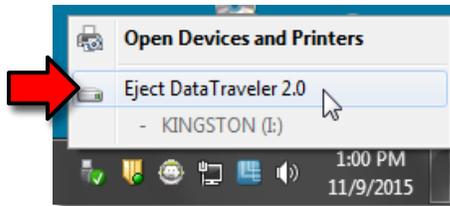
Before we learn more about creating and saving files, we are going to learn how to safely remove our flash drive. You should never just pull it out because, if the computer is in the middle of writing information to the file, it could corrupt it and make it unreadable!

- First, and MOST important, be sure to **close** any and all windows that you might have open. **Check** your **taskbar** for “lit up” buttons very carefully.
- When you first insert an USB device, an **icon** resembling the one circled in the picture below appears in the notification area. This icon will aid in the safe removal of your flash drive from the computer.

3. **Find** the icon with the help of your screen tips. The screen tip will say “Safely Remove Hardware and Eject Media”.



4. Once you **locate** the correct icon, **click** on it.
5. When you do, a menu will appear. **Click** on **Eject Data Traveler 2.0**. This is the brand name of our flash drives.



6. You will then see a **confirmation message** that the drive is safe to physically remove from the computer.



7. Occasionally you might **forget** to close your windows before clicking on the Safely Remove Hardware icon. In that case a dialog box will appear, saying that the drive cannot be safely ejected because it is in use. It prompts you to close all your windows and then try ejecting again.



8. **Be aware** that performing the safely remove step removes the USB device virtually from the computer. In order to use the drive again however, it must also be physically removed from the port and re-inserted. **Remove** your drive from the computer.

Opening a File, Making Changes and Saving Strategies



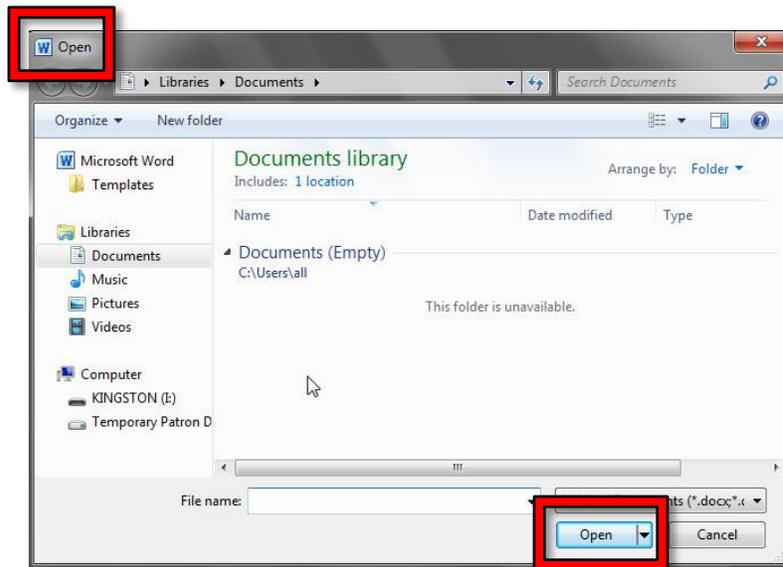
Takes: 15min

The purpose of saving a file is to bring it back later and that is what we are about to do. Before we attempt to open a saved file, we need to make sure that the storage location for that file is in place.

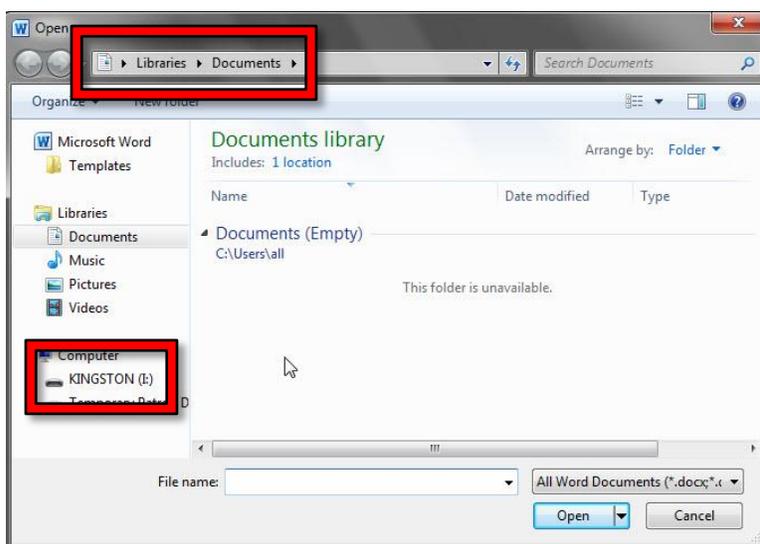
1. Your file is on the flash drive so **insert** your flash drive.
2. **Open** Word. You should be looking at a new blank document.
3. **Click** on the File tab and **select** “Open”. ✔ On Exercise



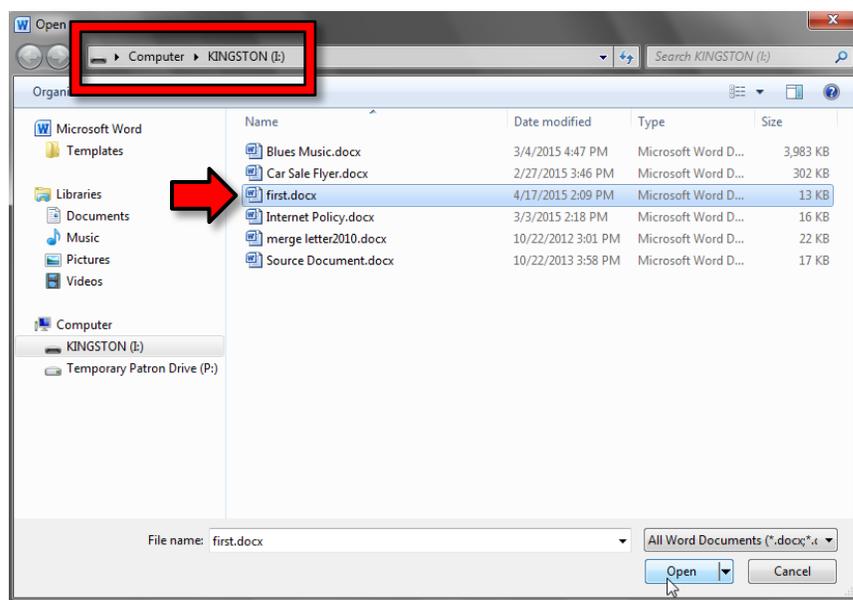
4. A **dialog box** that looks like the “Save as” window will now appear. **Notice** in fact, the only visible differences are that the **Title Bar** says **Open** and the **Save** button now says **Open** instead.



- At first, the computer will be looking for your file in the default location, which is **Libraries > Documents**. But we saved our file on the flash drive. In order to get the computer to look in the flash drive for your file, you need to **click** on the flash drive entry in the **Navigation pane** (which is on the left side of the dialogue box). The flash drive is listed as **Kingston(I:)**.



- Notice** how the dialogue box now shows the Kingston drive in the address field and our “first” file is displayed in the pane on the right. **Notice** that your “first” file has a small icon next to it that looks like the Word icon and the name of the file is ‘first.docx’ rather than just “first”.



7. Now, you can open the file.
 - a. **Click once** on the icon to **select** it.
 - b. **Click** the **Open button**.

 **On Exercise**

Tip: Another way to open the file is to **double-click** its **icon**. Do not double-click the file name! If you double-click the file name too slowly, it will think you want to rename the file!



8. **Notice** that Word has opened and you can see your “first” document.

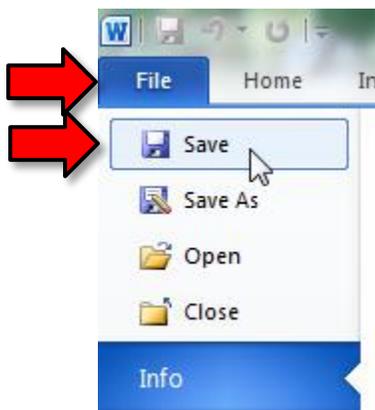
Making Changes in a Document

1. **Note** that **cursor** or **insertion point** is blinking at the beginning of the first line.
2. **Press** the **End** key (which is above the arrow keys on the keyboard) to move the cursor to the end of the line.
3. **Press** the **Enter** key to move the cursor to the beginning of the next line.
4. **Type** your **phone number**.

Using the Save Button To Save Changes

Now, we want to save the new changes we’ve made.

1. Because we’ve already given Word a name and location for the file, we can do one of the following:
 - **Select “Save”** from the File menu, **OR**

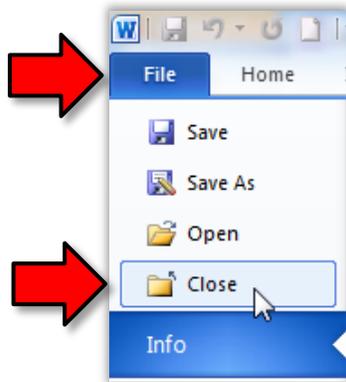


- **Click** on the icon that looks like a **floppy disk** on the Quick Access toolbar.



2. **Note** that the “Save As” dialog box **will not** appear because Word already has a name and location for the file.

3. Now **close** the file by clicking on **File > Close**.



4. Use **File > Open** to **re-open first.docx** to **verify** that the last changes were saved.

Forgetting to Save

1. **Click** at the end of the second line in order to move your cursor there and then **press** Enter. **Type** your **street**.
2. **Click** on **File > Close** again. A dialogue box will appear, asking you if you want to save the changes you made.
 - a. **Click** anywhere **outside** of the dialogue. **Notice** how it **flashes** at you. This means that you **MUST** answer this dialogue box before you can do anything else.
 - b. Choosing **Don't Save** will **close** the file and **discard** any changes that were made to it since it was last saved.
 - c. Choosing **Cancel** will dismiss the dialogue and let you continue your work. Clicking the red "X" will do this too.
 - d. **Select Save**. This will still close the file, but will save it first.

Creating a New Blank Document When Word is Already Open

At this point, 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. **Notice how** the **Blank Document** option, which is the option we want, has an orange background. This means it is selected.
3. **Click** the **Create** button on the right to create the new document.

Tip: Adding a **New** button to the Quick Access tool bar would eliminate having to go through the templates page to open a blank document.



4. **Bear in mind** that as long as we don't type anything into the new document we will not be prompted to save it should we close the program.

Moving Around in a Document

Teacher's note:

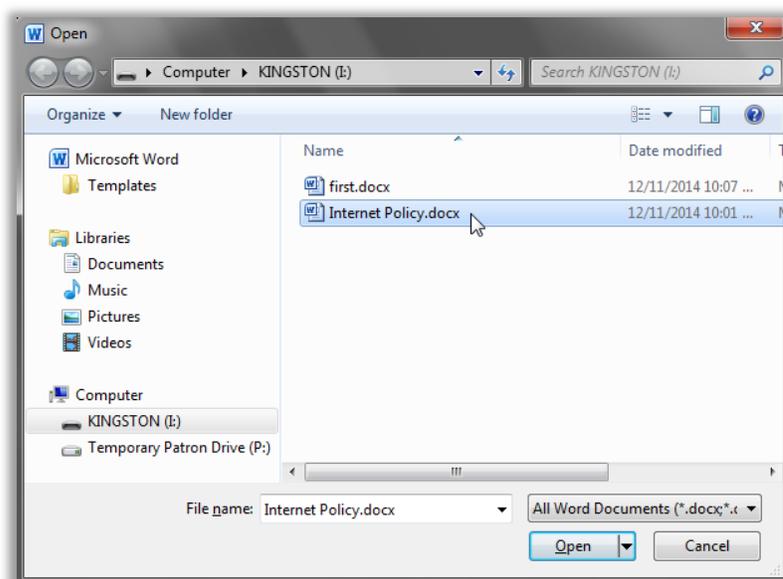
The changes we make to **Internet Policy.docx** may not be completed in one session. At the end of the session, close the document and **save changes**.



Opening a Practice File

We are now going to open a **pre-typed** file which we will use to explore some features of Word 2010. The file is on your flash drive and is named **Internet Policy.docx**.

1. Using **File > Open**, **navigate** to your flash drive and **open** "Internet Policy.docx".



Insertion point

Sometimes referred to as the **cursor**, insertion point 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.

1. **Click** in the **middle of the first line of the first paragraph** of the practice document.
2. **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

Mention Handout 4



Teacher's note:

Walk the students through some of these key combinations, notably:

- **Ctrl** + **Home** (+ **Fn** on teaching laptop)
- **Ctrl** + **End** (+ **Fn** on teaching laptop)
- Arrow keys (give you fine-grain control over the cursor)



Keyboard keys

There are several other keyboard keys that are important to know.

Teacher's note:

At the very least, cover **Delete** and **Backspace**. The rest are **optional**.



1. **Enter** – Moves the insertion point to a new line, but also creates a new paragraph. When you are typing in Word, the insertion point will move, showing where the next character you type will appear. When the insertion point reaches the right margin, the word you are typing will move to the next line. This is called **word wrap**. Because of this, you should only press enter to start a new paragraph.

2. **Space Bar** – Creates a small space between words.
 - a. **Click** after the word “Library” on the first line of the first paragraph of the practice document.
 - b. **Try** the **Space Bar**.
3. **Delete** – Removes characters to the **right** of the insertion point.
 - a. **Click** in the middle of the word “Library” on the first line of the second paragraph of the practice document.
 - b. **Try** the **Delete** key.
4. **Backspace** – Removes characters to the **left** of the insertion point.
 - a. **Try** the **Backspace** key
5. **Shift** – When pressed in conjunction with a letter key, inserts a capital letter.

Note: Word will *automatically* capitalize the first word of every sentence, as well as the word “I”.



6. **Caps Lock** – Makes all letters come out as uppercase.

Undo and Redo



Now that we have made several changes to this document, it is a good time to learn how to “undo” changes that you regret making or that you have made by accident.

The buttons for doing this are located on the **Quick Access Toolbar**.

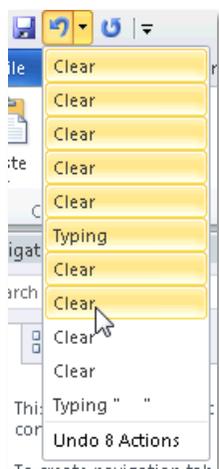
Undo

The Undo button reverts changes that you’ve recently made to the document. The Undo button is a two-part button:



- Clicking on the **button proper** will undo one change (action) at a time.
- Clicking on the **list arrow** will display the entire history of changes you made to the document. Clicking on a change will undo all changes that were made **up to and including** the selected change.

Use the **list arrow** to undo all of the changes we've made so far to our document.



Redo

Similarly, the **Redo** button **re-applies** any changes that were made with the undo button.

The Redo button **only** appears *after* you click Undo!



Selecting Text

✓ On Exercise



“To affect it, you must select it.”

Selecting, also referred to as **highlighting**, is the basic first step to modifying text or to copying or cutting text. There are many ways to select text.

Note: To clear the selection (also known as “deselecting”), click anywhere outside the selected text or press an arrow key on the keyboard.



1. Dragging

- a. Press **Ctrl** + **Home** to get to the top of the document.

Teacher’s note:

On the teaching laptop, press **Ctrl** + **Fn** + **Home**.



- b. **Hold down** the left mouse button while **you drag** the mouse across the first line of the document.

- c. **Let go** of the mouse button when you are done your selection.
- d. **Deselect** the text.

2. Double-click

- a. **Point** to the word “**has**” in the first line of the second paragraph. Small words are hard to select using the dragging method.
- b. Instead...**double-click** on the word to select it.
- c. **Deselect** the text.

3. Triple-click

- a. **Point** to the middle of the second paragraph.
- b. **Triple-click** to select the entire paragraph.
- c. **Deselect** the text.

4. Left Margin

a. Single-click

- i. **Move** the mouse cursor to the left margin so the mouse arrow points to the right.
- ii. **Position** the mouse cursor so that it is parallel to the first line of the second paragraph.
- iii. **Single-click** to select that line.



b. Dragging

- i. While you are still in the left margin, **hold down** the left mouse button and **drag downwards** to select multiple lines.

c. Double-click

- i. While you are still in the left margin, **position** the mouse cursor towards the middle of the second paragraph.
- ii. **Double-click** to select the entire paragraph.

d. Triple-click

- i. **Point** anywhere within the left margin.
- ii. **Triple-click** to select the entire document.
- iii. **Deselect** the text.

For more ways on how to select text, see the “**Advanced Selection Techniques**” section at the end of this lesson plan.



Moving Text

Drag and Drop Optional

One way to move text is by selecting the text you want to move and dragging and dropping it to the desired destination. This method is effective if the original location and the destination are both visible on the screen and the distance between the two is relatively small.

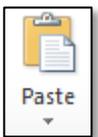
1. **Select** the third paragraph (the one in red).
2. With your cursor on the highlighted paragraph, **hold down** the mouse button and **move** the insertion point to the blank space between the first and second paragraphs.
 - a. **Notice** that your cursor changes to an arrow with a small square attached to it.
 - b. Also **notice** the dotted line that looks like an insertion point. This is called the **drop point**. It is where the text will be inserted when you release the mouse button.
3. **Release** the mouse button.



Cut and Paste On Exercise

When you **cut** something, it is removed from its current location and placed on the clipboard. The **clipboard** is a temporary storage area for data that can be accessed by any program on your computer.

1. **Select** the red paragraph.
2. In the **Home** tab on the ribbon, **locate** the **Clipboard** group.
3. **Click** the **Cut** button. The paragraph disappears from view, but is saved in the computer's memory.
4. **Move** your insertion point to the space beneath the first paragraph.
5. **Locate** the **Paste** button in the clipboard group. **Hover** over it and **notice** it is a two-part button.
6. **Click** the **Paste button proper** (not the list arrow) to move the selection to the new location.



Copy and Paste

When you **copy** something, it remains in its original location, and is also placed on the clipboard.

1. **Select** the third paragraph.
2. In the **Home** tab on the ribbon, **locate** the **Clipboard** group.
3. **Click** the **Copy** button.
4. **Move** your insertion point below the red paragraph.
5. **Click** the **Paste** button proper.
6. **Notice** that the same paragraph now appears in two locations.

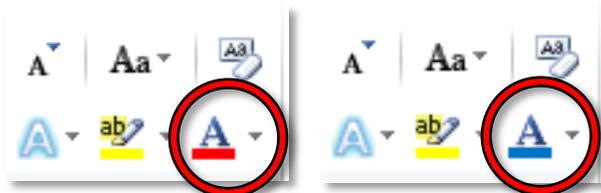
Formatting Text

Changing text attributes

1. **Select** the second line in the first paragraph.
 - a. In the **Font** group, **apply** the **Bold**, **Italic** and **Underline** attributes. 
 - b. **Notice** how the underline button is a **two-part** button.
 - c. **Notice** how the buttons change colors when they are active. When the buttons are active, it means that these formatting options are applied to the selected text.
 - d. **Deselect** the text to see the changes.
2. **Select** the third paragraph.
 - a. **Use** the **font face** drop-down box to **select** a different font (CurlzMT).
 - i. **Notice** that the font names are in **alphabetical order**.
 - ii. **Notice** that, as you move your mouse over various fonts, Word shows you what your selected text will look like with that font. This is called a **Live Preview**.



- b. **Use** the **font size** drop-down box to **select** a different font size (20). **Notice** the Live Preview.
3. **Select** the first paragraph.
 - a. **Change** the **font color** to **blue** by using the **list arrow** next to the **Font Color** button. **Notice** the Live Preview.
 - b. Also **notice** how **the Font Color button proper** changed from red to blue. The button remembers the last color that was selected.



Formatting a Paragraph

✓ On Exercise

Changing alignment

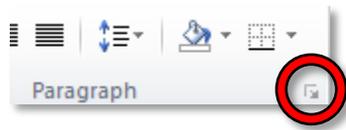
1. **Select** the **first paragraph**.
2. In the **Paragraph** group, **find** the **Align Text** buttons. **Notice** that the **Align Text Left** button is selected (it has an orange color).



3. **Change** the alignment of the paragraph by **clicking** on the other buttons.
 - a. **Align Text Left:** Lines the text up against the left margin.
 - b. **Center:** Centers the text on the page. This is good for titles.
 - c. **Align Text Right:** Lines the text up against the right margin.
 - d. **Justify:** Lines the text up against the left and right margins, resulting in a cleaner look. It accomplishes this by adding extra space between words as necessary (it doesn't add extra space characters; it just makes the space characters wider). Newspapers use this alignment.

Changing line spacing

1. With the first paragraph still selected, in the **Paragraph** group, **use** the **launcher** to access more paragraph formatting options.



2. **Select Double** from the **Line spacing** drop down menu.
3. **Click OK**.

Changing paragraph indentation

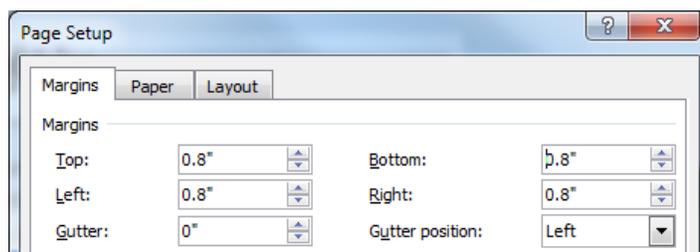
1. With the first paragraph still selected, **click** the **Align Text Left** button.
2. In the **Paragraph** group **use** the **launcher button** to access more paragraph formatting options.
 - a. Under the **Indentation** area, **click** the drop down arrow under **Special** and **select** on **First line**. **Click** ok.
 - b. **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 in step 2 above, **change indentation** to **Hanging** under **Special**. **Click** ok. Again, **notice** the changes.
4. **Deselect** the text by **clicking** on a clear area.

Controlling the Appearance of your Document

Changing Page Margins



1. **Open** the **Page Layout** tab to access buttons to change the appearance of your document.
2. 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.
3. **Click** on the Margins button again and **click** on **Custom Margins** at the bottom of the menu.
 - a. When the dialog box opens, **use** the arrows to **change** the top, left, bottom and right margins to **0.8"**.



- b. The **Gutter** setting is an extra margin that is only used if you want to **bind** your printed pages together in some way (such as with a three-hole-punch). **Leave** this at **0"**.
 - c. **Click OK**.
4. **Click** on the **Margins** button again and **notice** how the margin list has now populated with your customization.

Page Breaks



1. **Place** your insertion point at the end of the blue paragraph.
2. On the **Insert** tab, in the **Pages** group, **click** on **Page Break**.
3. **Notice** how the lines below are now on the next page.
4. **Notice** how Word inserts some blank space at the top of the next page.
5. **Press** the **Delete** key a couple times to remove this extra space.



Good stopping point for Session 1.

Close "Internet Policy.docx" and **save the changes**.

Describe how the Exercise is organized: The parts in parentheses are **hints** concerning how to complete each step.

Headers and Footers

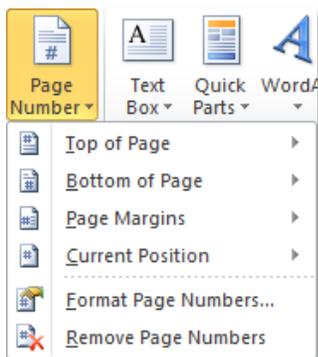
A **header** is text that appears at the **top** of every page in your document. Similarly, a **footer** is text that appears at the **bottom** of every page.

1. First, let's insert a **header**.
 - a. **Press** Ctrl + Home to get to the top of the document.
 - b. **Click** on the **Insert** tab. In the **Header & Footer** group, **click** on the **Header** button to open a menu of different header options.
 - c. **Scroll** down the menu to view all the options and **click** on **Blank**.
 - d. **Notice** that a new **Contextual Ribbon** of tools has opened called **Header & Footer Tools**. It has one tab ("**Design**").
 - e. **Also notice** how Word is calling out the header section with a **dotted-line**.
 - f. Since the textbox is already blue, **type** "Internet Policy".
2. **Close** header. This can be done in two ways:
 - a. By **clicking** the "**Close Header and Footer**" button at the right end of the **Contextual ribbon**.



- b. By **double-clicking** anywhere within the body of the document.
3. **Notice** that "Internet Policy" appears at the top of every page.
4. **Also notice** that the font color of the text in the header is gray. This is not the **actual** font color. Microsoft Word makes them gray to show that the header is **not currently active**.
5. **Double-click** on the header to make it active again. **Notice** how the font color has changed to its real color (black) and the document body is now gray. Again, this is to show that the header/footer is **active**, and the document body is **not active**.
6. Next, let's insert a **footer**.
 - a. **Note** that, when the header is active, the footer is active as well. **Scroll down** to the bottom of the current page and notice that there is a **Footer** section called-out with a dotted-line.
 - b. In the **Design** tab of the **Header & Footer Tools** contextual ribbon, locate the **Header & Footer** group. Click on the **Footer** button to open a menu of different footer options.
 - c. Again, **scroll down** the menu to view all the options and then **click** on **Blank (Three Columns)**.

- d. What we're going to do is, put our name in the left text box, the current date in the center text box, and the page number in the right text box. There are tools on the Header & Footer Tools contextual ribbon to facilitate this.
- e. **Click** on the left **Type Text** box and **type** your name. *Do not hit* Enter.
- f. Let's make our name bold. How would we do this? Because there is no Bold button visible, we have to switch to another ribbon. **Click** on the **Home** tab, then **click** on the **Bold** button of the **Font** group.
- g. **Note** how we have lost our Header & Footer Tools ribbon since we switched to the Home tab. **Notice** that the Design tab of the Header & Footer Tools contextual ribbon is not lit up. This means it is not active. To make it active, **click** on it.
- h. **Click** on the middle box. **Locate** the **Insert** group and **click** on the **Date & Time** button. When the dialog box opens, **select** any date format you wish under the **Available Formats** in the left pane.
 - i. **Note** the checkbox that says "Update automatically". If you want the inserted date to change to the current date every time you open this document, leave this checked.
 - ii. **Click OK**.
- i. **Click** on the right box. In the **Contextual ribbon**, **locate** the **Header & Footer** group and **click** on the **Page Number** button. A list of options will be shown about where you want to insert the page numbers (see table below).



Top of Page	Puts the page number in the header. Warning: This will replace your entire header with a new header!
Bottom of Page	Puts the page number in the footer. Warning: This will replace your entire footer with a new footer!
Page Margins	Puts the page number in the left or right margins.
Current Position	Puts the page number wherever your insertion point is.

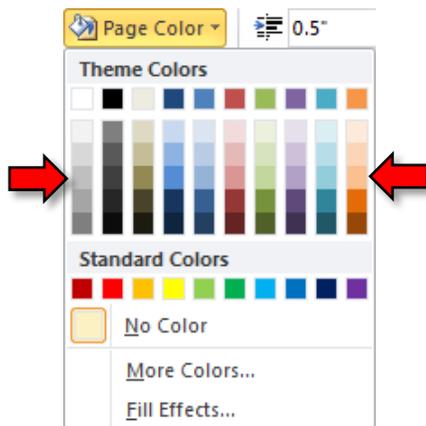
- j. **Move** your cursor to **Current Position** and a menu of options will open. **Scroll down** the menu to the "Page X of Y" group and **select Bold Numbers**.

Adding Visual Interest



1. Changing the Page Background:

- a. In the **Page Layout** tab, under the **Page Background** group, **click** on the **Page Color** button to display a palette of colors.
- b. **Mouse-over** the colors and **observe Live Preview** changes to your document.
- c. **Choose** a color that is **fairly dark** (fourth row of Theme Colors).



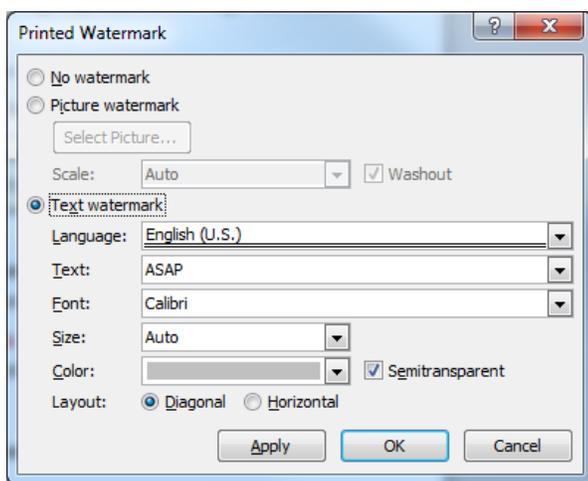
Tip: The document's text color automatically changes to white when a dark background color is selected.



2. Adding a Watermark:



- a. In the **Page Layout** tab, under the **Page Background** group, **click** on the **Watermark** button to place a semi-transparent message or picture on your document.
- b. You can also **customize** the watermark text. **Click** on the **Watermark** button again and **select** "Custom Watermark". **Change** the text and **click** OK.



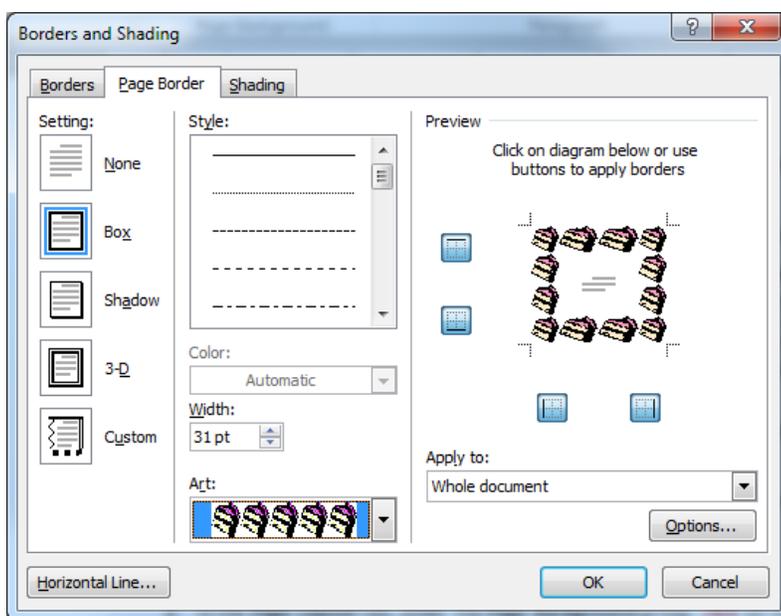
What's the difference between the "Apply" and "OK" buttons?

- **Apply** will commit your changes and **keep** the dialogue box **open**.
- **OK** will commit your changes and **close** the dialogue box.

3. Adding a Page Border:



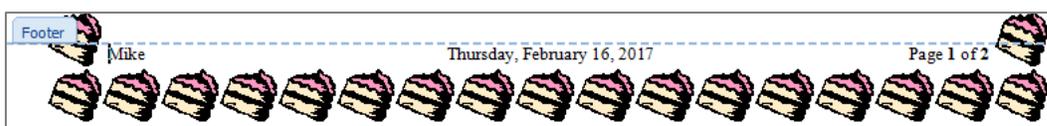
- a. In the **Page Layout** tab, under the **Page Background** group, **click** on the **Page Borders** button to place a border around your document.
- b. On the **Page Border** tab, **click** on different settings, styles, color, width or picture. **See** a preview in the right pane.
- c. **Click** the drop down arrow in the **art selection box**. **Scroll down** and **select** a border style that you like. **Click** OK to add the border.



- d. Note that, depending on how large the border is, it may **cover up** your header and/or footer. To fix this, you can adjust the distance between the edge of the page and the header/footer.
 - i. **Double click** on the **footer** to make it active.



- ii. In the **Header & Footer Tools** contextual tab, in the Position group, **increase** the **Footer from Bottom** values until you can see your header and footer.

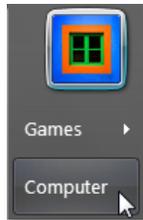


4. **Save** the document and then **close** Word.

Opening a File Using “Computer”

Computer is Windows software that allows you to access the drives or storage locations on your computer.

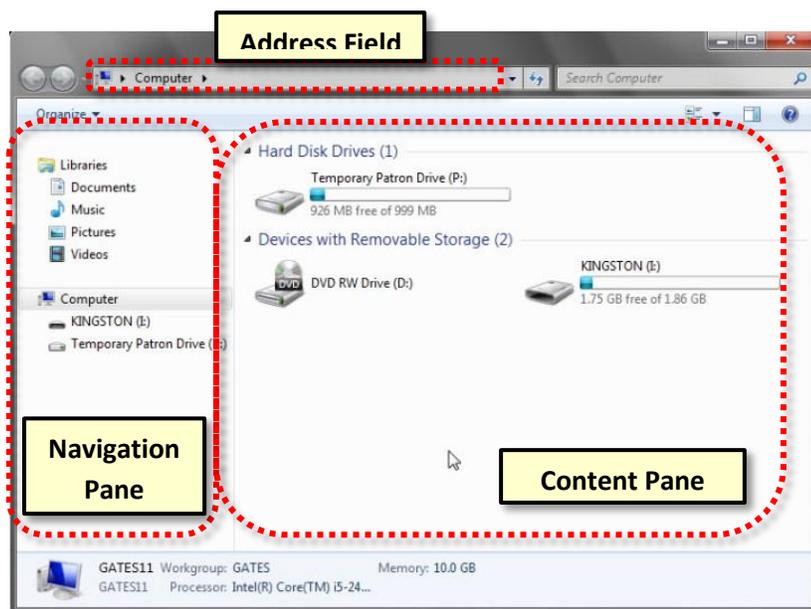
1. On the **Start menu** find the **Computer** button and **click** it.



2. **Note** the appearance of a **taskbar button** representing the computer window.



3. **Computer** launches a window comprised of two panes. **Notice** this window looks like a save as or open dialogue window but lacks a name in the title bar.
 - a. The **left** pane is called the **navigation pane**. This is where you would select a drive or folder in order to see what it contains. Normally you would see the C drive (hard drive) displayed in the navigation pane, but it is blocked on the lab computers for security reasons.
 - b. The **right** pane is called the **content pane**. This displays the contents of the folder that is selected in the navigation pane.
 - c. The **address field** at the top of the window displays the hierarchy of the folder that you are currently viewing in the content pane.



4. **Look** in the **navigation pane** for our flash drive listing. Many flash drives are named after the manufacturer of the flash drive. Our flash drives are named “KINGSTON”. The computer itself assigns the drive letter. The letter could change depending on how many devices are plugged in at the same time. On most computers Drive C: designates the hard drive. Other drive letters get assigned as more as more devices get installed or plugged in.
5. **Click** on **KINGSTON (I:)** in the **navigation pane**.
6. **Note** the **address field** in the **Computer window** has updated to reflect the selected drive, which is the **(I:) drive**, your Kingston flash drive in particular. The address field even shows the navigational path to your drive. In the **right pane**, you are now looking at a directory of all of the files on your flash drive. (**Note** also that the task bar button has changed in appearance to reflect the icon for the flash drive).



7. We are going to open the file called **Blues Music.docx**. To open it, **point** to the **icon** next to the filename and **double-click**. **Notice** that the Word program is launched and your file opens.

Note: It is also possible to double click on the file name to open the file. However, if you double-click too slowly, Windows will think that you are trying to rename the file! So, it's best to double-click on the **icon** instead.



Correction and Editing Tools

For this section, we will be using the file that we opened in the previous section (**Blues Music.docx**).

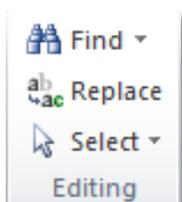
Teacher's note:

Blue Music.docx will be used to demo **Spell Check** and **Printing**. It is *not necessary to save changes* if either task is not completed by the end of a session.

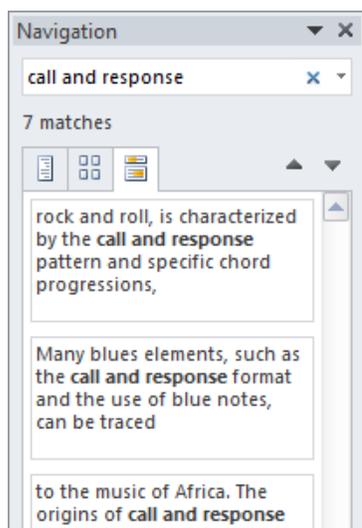


Find/replace

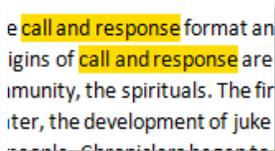
1. **Press** **Ctrl** + **Home** to move your **insertion point** to the beginning of the document.
2. On the **Home** tab, in the **Editing** group, **click** the **Find** button proper.



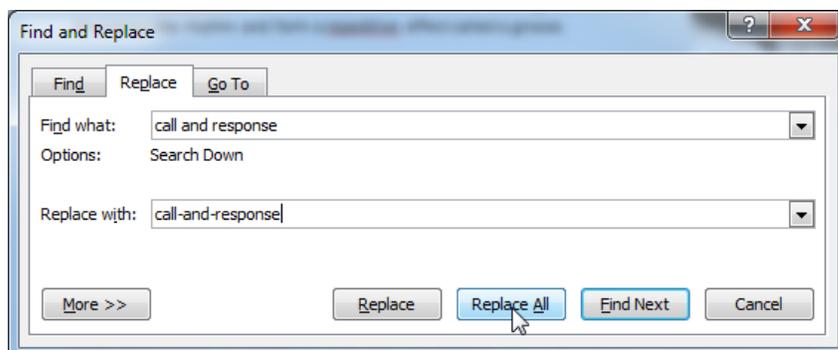
3. A Navigation Pane will open on the left. **Click** into the **Search Document** field and **type** “call and response”.



4. **Notice** how the Navigation Pane displays each match, along with the text surrounding the matched phrase.
5. **Scroll** down the document. **Notice** all instances of the phrase “call and response” are highlighted in yellow to make them easy to see.



6. **Click** the **Replace** button in the **Editing** group on the ribbon. This opens the **Find and Replace** dialogue.
7. In the **Replace With** field of the dialogue box, **type** “call-and-response” (the same phrase, but with dashes in between each word). **Click Replace All** to perform the operation.



8. A dialogue box will appear telling you how many words have been replaced. **Click OK**.
9. **Close** the **Find and Replace** dialogue.
10. **Close** the **Navigation** pane on the left

Spelling & Grammar Check

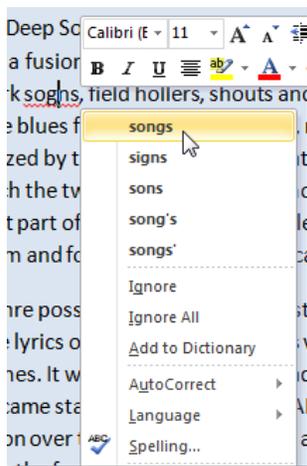
As you type a document, Word automatically checks your spelling and grammar.

1. **Scroll down** the document and **notice** how some words have wavy red and green lines beneath them. This indicates that Word detects possible spelling (red) or grammar (green) errors.
2. **Press** **Ctrl** + **Home** to get to the top of the document.

Correcting Individual Words

Words can be individually corrected by right-clicking on them.

1. **Right-click** on the first word that is misspelled (“**sogns**”).
2. A **context menu** appears with suggested spelling corrections. **Select** “**songs**” from the list.



Reviewing the Entire Document

You can also have Word step you through all of the spelling and grammar mistakes in the entire document.

1. **Click** on the **Review** tab.
2. In the **Proofing** group, **click** on the **Spelling & Grammar** button. This will start a spellcheck starting from wherever you insertion point is.



3. A dialog box will open, which allows you to address every misspelling or grammar mistake that Word finds.

a. **Ignore Once**
Ignores the error. Remember:
the computer is not always right!

b. **Ignore All**
Ignores all instances of an error.

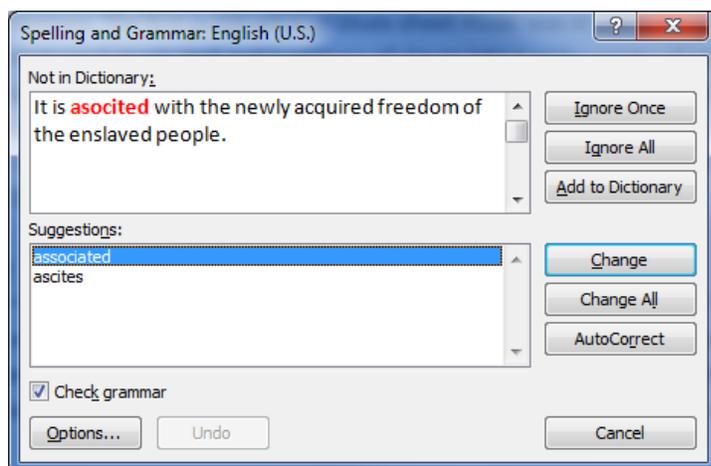
c. **Add to Dictionary**
Adds the misspelled word to Word's dictionary. This often happens with last names.

d. **Change**
Changes the red or green text to the suggestion that is selected in the **Suggestions** list box.

e. **Change All**
Changes all instances of the same error.

f. **AutoCorrect**
Tells Word to **automatically** correct the misspelling every time it is misspelled in the same way. This is good to use with words you frequently misspell.

g. **If no suggestions are correct, make your own correction and click Change.**



4. **Correct** the spelling mistakes in the document, as follows:

a. **"importnt"**: This should be spelled "important".
Select "important" from the **Suggestions** list.
Click Change.

b. **"repeditive"**: This is a mistake that you make a lot.
Select "repetitive" from the **Suggestions** list.
Click AutoCorrect. Choosing this option will instruct Word to instantly correct this misspelling every time it is misspelled in this way.

c. **"Blees"**: This should be spelled "blues".
Select "Blues" from the **Suggestions** list.
Click Change All.

d. **"blees"**: This should be spelled "blues" too. But we clicked Change All the last time we corrected this word. Why didn't it change this instance of the misspelling too? Because it starts with a lower-case "b", not a capital "B".
Select "blues" from the **Suggestions** list.
Click Change All.

- e. “With the popularity...”: Word thinks that this is a sentence fragment, but it is not. Click **Ignore**.
 - f. “Handy’s”: Notice how the word “Handy” in the image caption on the right is not marked as being misspelled, but “Handy’s” ***IS*** marked as being misspelled. This is because Microsoft Word treats these two words as **completely different words** (just like “Blees” and “blees”).
 - a. “Handy” has not marked as misspelled probably because Word is treating “Handy” as an adjective (the word “handy” meaning “to be useful”), not as someone’s last name.
 - b. Word has marked “Handy’s” as misspelled because it doesn’t make sense to put an apostrophe “s” after an adjective.
 - c. **Bottom line:** We know that this is a valid spelling because it is the possessive version of someone’s last name. Click **Add to Dictionary**.
 - g. “Odum”: This is somebody’s last name. Last names are often not in Word’s dictionary. Click **Add to Dictionary**.
5. A “spell check complete message” will appear when all has been corrected. Click **OK**.
 6. Press **Ctrl** + **End** to **move** your insertion point to the end of the document
 7. Press **Enter** to go to a new line.

Teacher’s Note:
Increase the font size so students can see better.



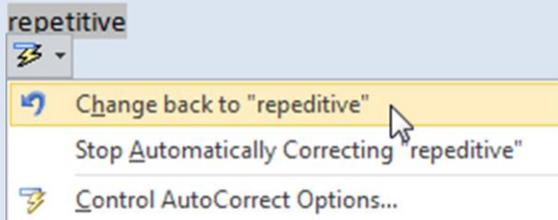
- a. **Type** the name “**Odum**” with a **capital “O”** and **press** the **Space Bar**.
Notice how the word does not receive red squiggly lines. That’s because we added this word to Word’s dictionary.
- b. **Type** “**odum**” again, but with a **lower-case “o”** and **press** the **Space Bar**.
Notice how this word is flagged as misspelled. Microsoft Word treats it as a different word because it does not have a capital “O”.
- c. **Type** the word “**repeditive**” and **press** the **Space Bar**.
Notice how Word has auto-corrected it.
- d. Word is programmed with many common spelling errors and fixes them automatically as you type. **Type** “**teh**” and **press** the **Space Bar**.
Notice how it automatically changed to “the”.

How do you undo an AutoCorrect operation?

1. **Click** on the word.
2. **Notice** the blue underline that appears at the beginning of the word.

repetitive

3. **Point** to the blue underline. An “AutoCorrect Options” button appears.
4. **Click** on the button and **select** the “Change back to” option.



8. **Press** Ctrl + Home to get to the top of the document.

Printing a Word Document

Print Preview

Still in Blues Music.docx

Always preview before you print. That way, you won't waste paper or ink printing unwanted pages.

1. **Open** the **File tab**, and **click** on **Print**.
2. **Notice** the **Print Preview pane** on the right. This shows you what your document will look like when printed.
3. **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.
4. **Check** the number of pages in your document by **looking** in the lower left of the Print Preview pane.



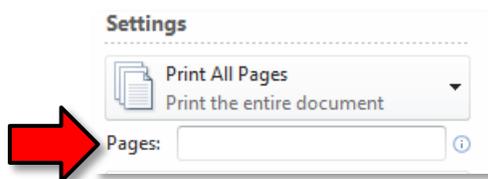
5. **Scroll** down or use the right arrow to **see** page 2.
6. To see both pages of your document side by side, **lower** the zoom using the zoom slider at the bottom right of the Print Preview pane.



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

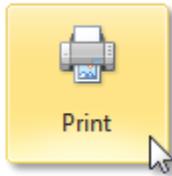
Adjusting Print Settings

1. **Open** the **File tab**, and **click** on **Print**.
2. 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.
3. By default, Word prints **all the pages** in the document. However, this is not always what you want. You can use the **"Pages:"** field to choose which specific pages you want to print.



- a. **Single page numbers** can be entered if you just want to print 1 page.
Example: 2

- b. **Non-consecutive page numbers** can be separated by commas.
Example: 1, 3
 - c. A **range of page numbers** can be expressed with the use of a dash between two numbers.
Example: 3-6
4. 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.



5. **Also note** that the document's **blue background** does not show up in the Print Preview. This is because Word will **not** print a document's background color unless you specifically instruct it to do so (in order to save printer ink).
6. **Close** Word without saving changes to the file.

Saving a Document under a Different Name

Sometimes, you want to save changes to a document, but you want to keep the original version of the document. In this case, you can save your changes under a different file name.

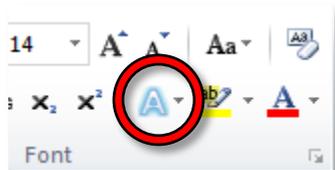
Story: You and your family members are helping a relative sell his car by creating a flyer for him.

Teacher's note:

Car Sale Flyer.docx will be used to demo saving files under a different name and as different versions. All changes will be saved.



1. **Use Computer** to **open Car Sale Flyer.docx** from your flash drive.
2. You think the **price** should have some extra effects to make it stand out more.
 - a. **Click** inside of the **text field** that contains the price.
 - b. **Select** all of the text.
 - c. In the **Home** tab, under the **Font** group, **click** on the **Text Effects** button.



- d. **Select** the **dark orange** effect in the bottom row.

3. We want to send this updated document to everybody to get their opinion on how it looks. **Think** about how we want to save this file. If we just click the Save button, the older version of the file will be lost. If nobody likes it, we will have lost the original version!

\$18,000

4. Instead, we can save the file under a **different name**.
 - a. **Click** on **File**, then **click** on **Save As**.
 - b. In the **Save As** dialog, **enter Car Sale Flyer Revised** in the file name field, then **click Save**. As always, **make sure** your flash drive is selected on the left.
 - c. **Notice** how the **title bar** contains the new name of the file.
5. **Click** on the task bar button for the flash drive to show the Computer Window.
6. **Note** that the original **Car Sale Flyer.docx** file is still there.

Saving a Document in Different formats



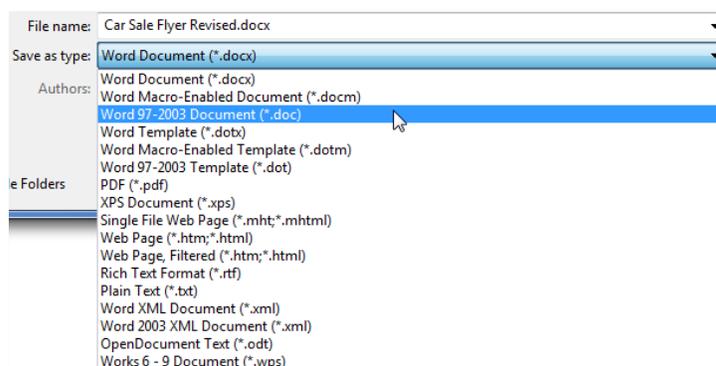
Takes: 15min

Older Microsoft Word File Format (.doc)

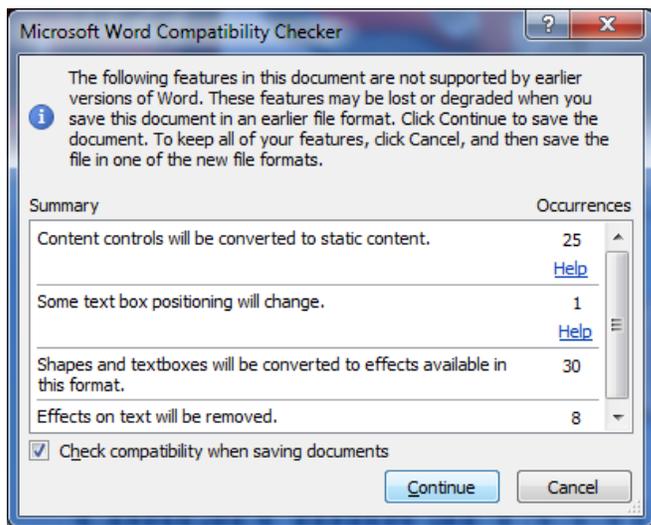
Story: We want to send this new version, **Car Sale Flyer Revised.docx**, out to all our family members for them to review. But not all of them have the same version of Word that we do. Some of them have older versions.

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)” file. Word 2010 provides an option to save the file in a format that can be opened by previous versions of Word. However, this may result in some loss of formatting.

1. **Open** the **File tab** and **click** on the **Save As** button.
2. **Click** on the flash drive entry in the Navigation pane.
3. **Use** the list arrow in the **Save as type** field and **select Word 97-2003 Document (*.doc)**.



4. **Notice** how the file name now has an extension of **.doc**. **Click Save**.
5. A **Microsoft Word Compatibility Checker** window pops up. This alerts us to the fact that some formatting may be lost when we save in an older file format. **Click Continue**.



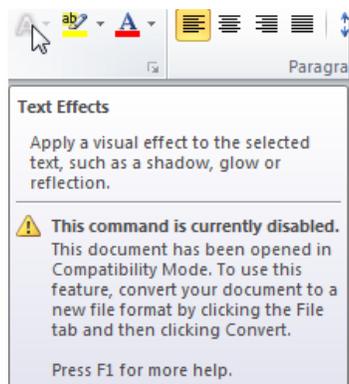
6. **Notice** what happened to the price text. **The formatting is completely gone!** What happened?

\$18,000

- a. **Notice** that the file name in the title bar says **Compatibility Mode**. This means it is showing you what the document looks like when viewed in an older version of Microsoft Word.



- b. **Also notice** how the **Text Effects** button that we used before looks grayed-out. **Click** on it. Nothing happens. **Point** to the button and **look** at its **screen tip**. This feature is new to Word 2010 and is not available in older versions. That is why the price text lost its formatting. Certain tools are unavailable in this document because it is saved in an older file format.



PDF

Another saving option is to save a Word document as a **PDF** (Portable Document Format). One benefit to using this format is that it is widely supported across all computer and mobile devices. Nearly all computers come pre-installed with software that can open PDF files. If your computer does not have this software, you can download software called “Adobe Reader” for free. This makes PDF an ideal choice for sharing files with people who do not have Microsoft Word.



Another benefit to using PDFs is that they retain ALL of the formatting in your Word document. PDFs are designed to represent **printed pieces of paper**, so they act like an electronic “print-out”.

But the main downside is that PDF files **cannot be edited** unless you purchase special software called **Adobe Acrobat**. If you want to make a change to a PDF, you must open the original Word document, make the change there, then **re-save** it as a PDF.

1. **Open Car Sale Flyer Revised.docx**.
2. **Use** the **Save As** function again but **choose PDF** as the file format.
3. **Notice** the checkbox that says **Open file after publishing**. If checked, then the PDF file will be opened in Adobe Reader as soon as the Save operation is complete. This gives you the chance to inspect the PDF file to make sure it looks OK. **Leave** it checked.
4. **Click Save**.
5. **Notice** how **Adobe Reader** opens after a few moments.
6. **Be aware** that, the PDF file you’ve created does NOT automatically update whenever your Word document updates! This means that, if you change your Word document, you will need to **re-save** it as a PDF.
7. **Close** the PDF window.
8. **Close** all open Word documents.

Protected View



Protected View is a security feature that helps to protect your computer from viruses that reside inside of Word documents (notably, from files that were downloaded from the Internet, such as from email attachments). Protected View protects your computer from viruses, but **prevents** you from **editing** or **printing** the document. If you trust the source of the document, you can **deactivate** Protected View in order to edit and print the document like normal.

1. **Double-click** on the **Class Resources** link on the Desktop.

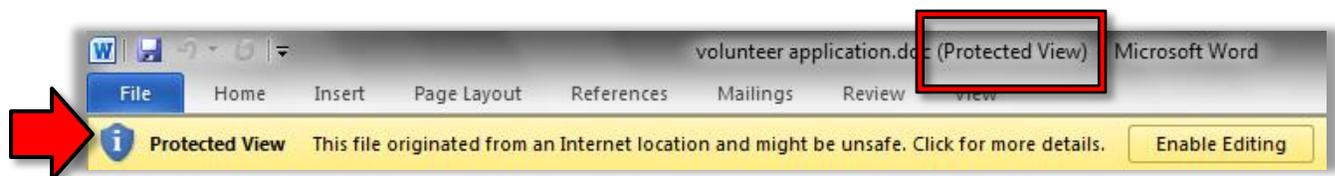
Home Students: Open a web browser and go to www.mc-npl.org/class-resources.

- a. **Scroll** to the section on Word – Session 2 and **click** on **volunteer application.doc**.
- b. **Select** the **Save As** command because if you just select Save you don't know where it's being saved to.

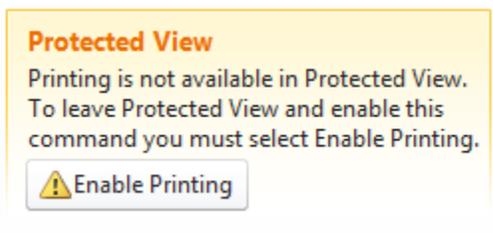
Teacher's note:
It is important that they click "Save As". If they just click "Open", then the document might not open in Protected View.



- c. The Save As dialogue will default to save the file to the **Temporary Patron Drive** so just **click** the Save button.
 - d. **Close** the Internet Explorer window.
2. **Open** Word
 3. **Use File > Open** to **navigate** to **volunteer application.doc**.
 4. In the **Open** dialogue box, **double-click** on the icon next to **volunteer application.doc** and **notice** the title bar and warning. The document has opened in **Protected View** because we downloaded it from the Internet.



5. **Click** on the **File** tab and click on **Print**.
6. **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.



7. **Close Word**.

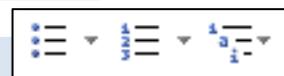


Good stopping point for Session 2.

Describe how the Exercise is organized: The parts in parentheses are **hints** concerning how to complete each step.

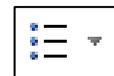
Bulleted/Numbered Lists

On Exercise



When you want to present a list of items in a document, you will usually want to put each item on its own line. There are two major types of list:

1. Use **Bulleted Lists** when the **order** of the items **is not important** (for example, a shopping list).



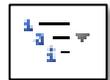
- a. **Open** a new blank Word document and **type** "Grocery List". **Press** to get to a new line.
- b. **Click** on the **Bullets** button proper in the **Paragraph** group. This tells Word to create a new list.
- c. Let's populate our list with some items:
 - i. **Type** "milk"; **press**
 - ii. **Type** "bread"; **press**
 - iii. **Type** "eggs"; **press**
- d. **Click** the **Bullets** button proper. This will end your list. **Notice** how each word is on a separate line and preceded by a bullet.

2. Use **Numbered Lists** when the **order** of the items **is important** (for example, a recipe).

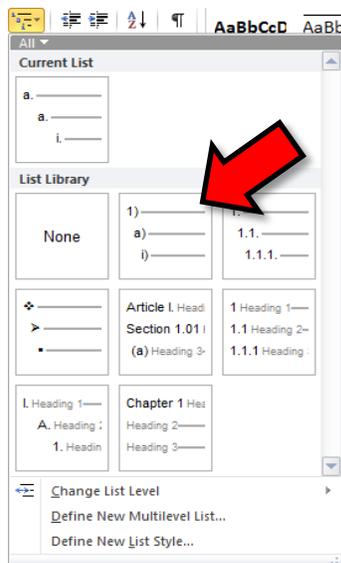


- a. **Type** “Cookie Recipe”, then press **Enter** to get to a new line.
- b. **Click** on the **Numbering** button proper in the **Paragraph** group.
- c. Let’s populate our list with some items:
 - i. **Type** “Preheat oven”; **press** **Enter**
 - ii. **Type** “Mix ingredients”; **press** **Enter**
 - iii. **Type** “Bake for 1 hour”; **press** **Enter**
- d. **Click** the **Numbering** button to end your list.

3. Use **Multilevel Lists** when you want to create an **outline** of items, where each item can have its own sub-list of items.



- a. **Type** “Inventory” and **press** **Enter**.
- b. In the **Paragraph** group, **find** the **Multilevel List** button.
 - a. Notice how this is a **one-part** button, unlike the other list buttons.
 - b. **Click** on the button. A menu of styles will open. **Hover** your mouse cursor over the various styles to view them.
 - c. **Click** the option **next to “None”**.



- c. Multi-level lists are trickier than normal lists because you have to tell Word what **level** to place each list item on.
 - a. Press **Enter** to create a new item at the **same** level.
 - b. Press **Tab** to move **down** a level.
 - c. Press **Enter** **twice** to move **up** a level.

- d. Let's populate our list with some items.
 - a. **Type** "Office"; **press**
 - b. **Press** ; **type** "Desk"; **press**
 - c. **Press** ; **type** "Top drawer"; **press**
 - d. **Press** ; **type** "pencils"; **press**
 - e. **Type** "stapler"; **press**
 - f. **Type** "ruler"; **press** **twice**
 - g. **Type** "Middle drawer"; **press**
 - h. **Press** ; **type** "paper"; **press**
 - i. **Type** "tax forms"; **press** **three times**
 - j. **Type** "Filing cabinet"
 - e. When finished with your list, **press** until no more bullets appear. This is another way of ending a list.
4. To change the style of bullets or numbers:
 - a. **Select** all of the list items in the "Grocery List" list.
 - b. 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.
 5. To change changing the indent level:
 - a. **Select** all of the items in the "Cookie Recipe" list.
 - b. In the **Paragraph** group, **click** the **Increase Indent** or the **Decrease Indent** buttons to make changes.

Teacher's note:

The next few sections use a new blank document to demonstrate inserting several different kinds of objects. If they are not completed by the end of the class session, save the file, naming it "Objects".



Tables

On Exercise

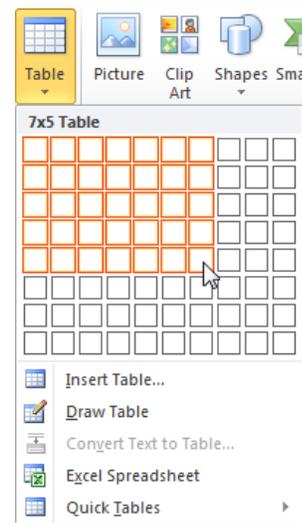
Word allows you to insert **tables** into your document. Tables consist of the following elements:

- **Row:** Runs horizontally (left to right)
- **Column:** Runs vertically (up and down, like on a Roman building)
- **Cell:** The intersection of a row and column. You can type text into each cell.

Item No	Item Name	Quantity
3231	Nail	100
532-A	Screwdriver	3
853ABU	Saw	2
03920	Self-sealing stem bolt	200

Inserting a Table

1. **Open** a new document in Word.
2. **Click** on the **Insert** tab and in the **Tables** group, **click** on the **Table** 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.
4. When you have a **7 column x 5 row** table, **press** the left mouse button. Your table will be inserted where your insertion point was located.



Moving around a Table

You can move between cells in a number of ways:

1. **Confirm** that your insertion point is inside of the **first cell**.
2. **Press** the **Tab** key. This moves your insertion point **one cell to the right**. Pressing **Tab** at the end of a row will move the insertion point to the first cell of the next row.
3. You can also use the **directional arrows** to move from cell to cell. **Try it.**
4. Lastly, you can **click** on a cell to move the insertion point. **Try it.**
5. **Move** the insertion point to the **very last cell** of the table and then **press Tab**. **Notice** how it created a **new row**.

Entering Information into a Table

1. **Begin to type** the **days of the week** in the cells of the **first row**.
 - a. **Notice** the **autocomplete** feature which pops up after typing the 4th letter. **Press** **Enter** to take advantage of autocomplete.

Monday (Press ENTER to Insert)	
Mond	
 - b. **Note** that this is the **only advisable time** to press **Enter** in a cell. Otherwise you will create a new line in the cell.
 - c. **Use** the **Tab** key to move to the next cell, and **use** autocomplete again to type the next day of the week.
2. **Move** the insertion point so it's at the end of the word "Monday" and **press** **Enter**. **Notice** how it inserted a new line. This is what happens when **Enter** is pressed without an autocomplete suggestion. **Press** **Backspace** to delete the new line.

Mention Handout 5



Selecting Parts of a Table

To format your table, you must know how to select individual cells, columns, and rows, as well as the entire table.

1. **Selecting 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.
 
2. **Selecting a Column:** **Move** your mouse to the top of a column until the cursor changes to a small black arrow, then **click**. **Click and drag** to select several columns.
 
3. **Selecting 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, or **click and drag** to select several rows.
 
4. **Selecting the entire table:** **Click** the **Select Table** button that appears at the top left corner of the table. **Note** that your cursor must be positioned **inside of the table** in order for this button to be visible.
 

Teacher's note:

Do NOT move the table yet. If you move the table, then you can no longer click in the left margin to select an entire row.



Resizing Rows and Columns

1. To adjust the **width of a column**, **point** to the **vertical border** between two columns so your cursor changes into a **double arrow**. Then **click and drag** the line where you want it.



Use this method to make the **first column wider**.

2. To adjust the **height of a row**, **point** to the **horizontal border** between two rows so your cursor changes into a **double arrow**, then **click and drag**.



Use this method to make the **first row higher**.

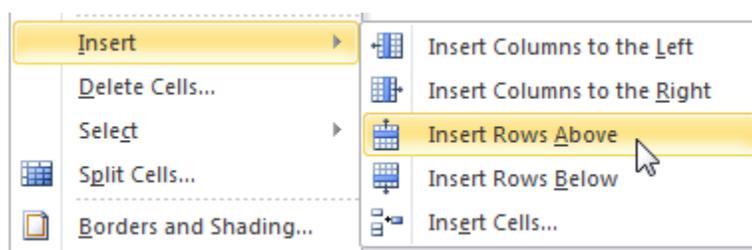
Tip: If you **double-click** when your mouse cursor has changed to the “adjust width” or “adjust height” cursors, the row/column will **auto-adjust**, based on the size of your text.



Inserting and Deleting Rows/Columns

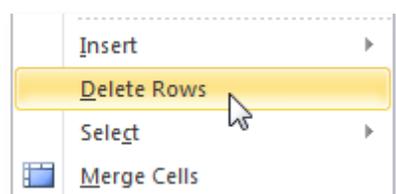
Let's **insert a row to the beginning of our table**, above the days of the week.

1. **Right-click** somewhere on the **first row**.
2. A **context menu** will appear. **Select “Insert”**, then **click** on “**Insert Rows Above**”.



Now, let's **delete the last row** from our table.

1. **Select** the **last row**.
2. **Right-click** on the selected row.
3. **Click “Delete Rows”**.



Formatting a Table

1. **Select** the **first row**.
2. **Notice** that, when you have any part of a table selected, a new **ribbon** appears called **Table Tools**. This contextual ribbon has two tabs, **Design** and **Layout**.



3. Let's apply some formatting to the first row.
 - a. **Click** on the **Layout** tab. In the **Merge** group, **click** the **Merge Cells** button.
 - b. **Type** the word "schedule".
 - c. In the **Alignment** group, **click** the **Align Center** button. **Note** there are several different options for aligning text in a cell.
 - d. **Click** on the **Design** tab. In the **Table Styles** group, **click** the **Shading** button. A menu of colors will appear.
 - e. **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.
4. **Select** the **entire table** by **clicking** on the **Select Table** button.
5. On the **Design** tab (you may need to make the Design tab active), **click** the **Launcher in the Draw Borders** group. A dialog box will open. This dialog gives you **fine-grain** control over your table's borders.
 - a. In the **Borders** tab, under **Setting**, **make sure All** is selected.
 - 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. **Deselect** the table so you can view it better.
6. To **move** your table, **click** on the **Select Table** button and **drag** your table to a new location. **Do NOT move the table into the top margin**, or else it could get stuck.
7. To **resize** your table, **use** the **Resize** handle on the bottom right corner of the table. This resizes the entire table **proportionally**, so all the row and columns get resized by the same amount.
8. **Use** the **Undo** button to return the table to its original size and position. You may have to press it multiple times.

Clip Art, Shapes, Text Boxes, and Pictures

On Exercise

Clip Art

A piece of **clip art** is a picture or photo that you add to your document for **visual effect**. It doesn't have any specific *meaning*; it just makes your document look nicer. Microsoft Word comes with a large library of clip art images that you can add to your Word documents.

Inserting Clip Art

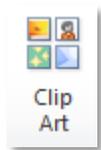
1. **Place** your **Insertion Point** below the table.

Teacher's note:

If the student's table is too far down the page, the cursor will get stuck above the table. If this happens, the student can **double-click** below the table to place their insertion point there.



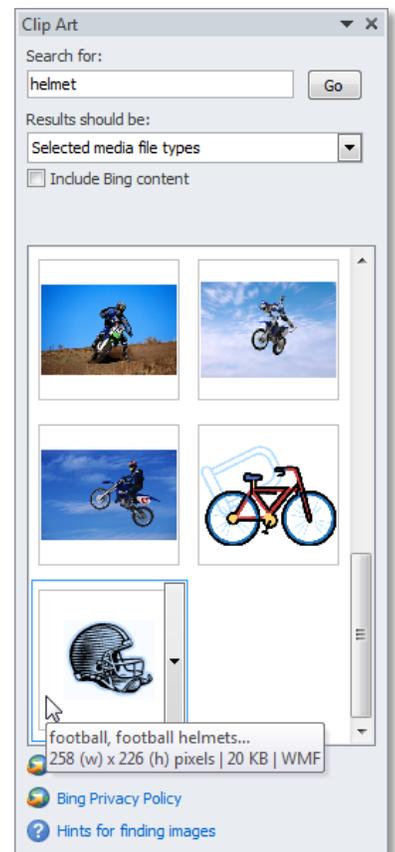
2. On the **Insert** tab, in the **Illustrations** group, **click** the **Clip Art** button. A **Clip Art Pane** will open on the right side.



3. **Enter** the keyword **helmet** in the **"Search for:"** field.
4. **Note** the **Results should be** field. Your search results can be filtered by specific types of files.
5. **Uncheck** **"Include Bing content"**.

- a. When checked, Word will also search for clip art on the **Internet** ("Bing" is Microsoft's search engine). It will only return images that have a license that gives you permission to use the images ("Creative Commons" license). However, it's possible that some of the images could be incorrectly labeled or have other rules associated with them (such as giving credit to the original author). At the end of the day, **you are responsible** for making sure that you are not violating any copyrights.
- b. To be completely safe, **leave** this checkbox **unchecked**. This will cause PowerPoint to only search the **Microsoft Office clip art gallery**, which contains images that you are **freely allowed to use**.

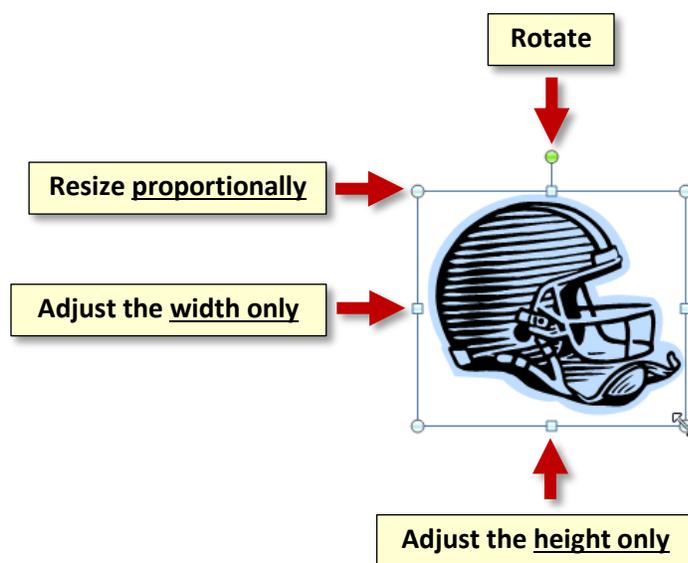
6. **Click** the **Go** button.



7. **Move** your mouse pointer to the blue football helmet and **click** on the **Drop Down Arrow** that appears.
8. **Click Preview/Properties**. **Note** that it is easier to see the picture than just looking at the thumbnail. **Close** the Preview dialogue box.
9. **Click** on the **Drop Down Arrow** again and **click Insert**. The picture will be inserted into your document at the insertion point.
10. **Deselect** the picture by clicking in a clear space.
11. **Close** the Clip Art Pane.

Resizing Clip Art

Clip art objects can be resized by using “handles” that appear around a selected object.



1. **Click** on the helmet picture, and **notice** the small **circles** and **squares** that surround it.
2. **Point** your cursor to a circle. **Notice** the cursor shape change to a **resizing cursor**.
3. **Drag** the picture from one of the small circles and **note** it resizes the picture **proportionately**. This does not always work with other types of objects. Other objects require you to hold down **Shift** while resizing to retain the original proportions.

Warning: Increasing the size of a clip art picture can result in a **distorted look** when printed. To avoid this, try not to make a clip art picture any larger than it was when you originally inserted it into the document.



4. **Drag** from one of the squares and **note** the change in shape of the picture. The squares do **not** resize the picture proportionally.

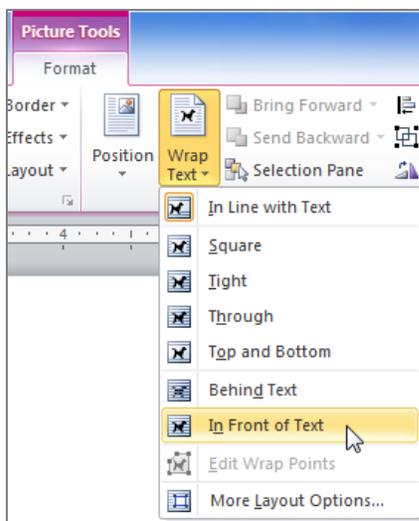
5. **Drag** the small green circle and **note** how the picture **rotates**. **Click Undo** to get it back to its original rotation.
6. **Select** a corner circle and, **using** the rulers on the top and left edges of document, **resize** the picture to approximately 1 ½” square.
7. **Deselect** the helmet by clicking in a blank area.



Wrapping Styles

When objects are inserted into a Word document, they adopt a **text wrapping style** which has to do with how the objects interact with the text on the page. The wrapping style can affect how difficult it is to move an object on the page. If it seems difficult to move an object where you want to, then you may need to change the wrapping style:

1. **Select** the helmet and **move** your cursor around on it until you see the **Move** cursor shape. 
2. When you see this cursor **click and drag**. You should **notice** that it is hard to move the helmet picture. We need **to change the wrapping style** so it is easier to move. The default wrapping style for pictures is **In Line with Text**, which means that only text can move it around. This can be very restricting.
3. **Note** that we have a **Picture Tools Ribbon** which is associated with our helmet picture. It contains only one **tab** called **Format**. That tab *may* need to be activated by clicking on it.
4. **Click** the **Format** tab and in the **Arrange** group, **click** the **Wrap Text** button. **Select In Front of Text**.

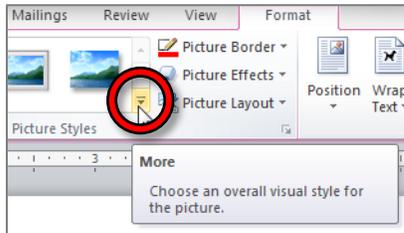


5. **Move** your helmet picture to the **last column in your table**.
6. **Notice** how there is now **two** contextual tabs, **Table Tools** and **Picture Tools**. This is because our picture is selected and it is on top of the table.



Applying Formatting to Clip Art

1. With your clip art (helmet) selected, **click** on the **Format** tab and, in the **Picture Styles** group. **Move** your cursor over the **Picture Styles** thumbnails to see a **Live Preview** of their effects.
2. **Click** the **More** button in gallery section to see more options.



3. **Note** the styles have names which are revealed upon a mouse hover. **Click** on the **metal oval** style.
4. **Click** on the **Picture Border** button and **click** on any color that you like.
5. **Deselect** your clip art picture.

Shapes



1. Let's insert an **arrow shape** into our document.
 - a. On the **Insert** tab, in the **Illustrations** group, **click** the **Shapes** button. A menu of shapes will open.
 - b. In the **Line** section, **hover** over the line shapes until you see **Double Arrow**  and **click** on it.
 - c. **Find** your cursor in the document and **note** that it is shaped like a crosshair .
 - d. **Click** next to the **Helmet** and **drag** your cursor towards the word **Monday**. **Note** that you are drawing the arrow. **Let go** of the mouse button when you get to the word Monday.
 - e. **Note** the arrow is **selected**. You can tell by the **handles** at the ends. **Point** your cursor at the arrow until you see a **Move cursor** . **Click and drag** to move the arrow to another place.
 - f. With the arrow still selected, **note** the **Drawing Tools** contextual ribbon. It has one tab called **Format**. **Click** on it.
 - g. In the **Shape Styles** group, **click** on the **Shape Outline** button. **Slide down** to **Weight** and **select** the **2 ¼ pt** weight.
 - h. **Click** on the **Shape Outline** button again. **Mouse over** the colors to see a live preview on your arrow. **Click** on a color to select it.
 - i. **Deselect** your arrow and **insert** your cursor beneath the table.

Tip: To change the **default line styling** that is used when you create a new line, **right-click** on the line whose style you want to make the default and **select** **"Set as Default Line"**.



2. Next, we will insert a **star shape**.

- a. On the **Insert** tab, in the **Illustrations** group, **click** the **Shapes** button. A menu of shapes will open.
 - b. In the **Stars and Banners** section, **hover** over the shapes until you see **5-point Star**  and **click** on it.
 - c. **Find** your cursor in the document and **note** that it is shaped like a crosshair .
 - d. **Click** next to the insertion point and **draw** a star that is about 3" square (**use** the document rulers as a guide). **Let go** of the mouse button when you finish drawing.
- Remember:** As long as you don't let go of the mouse button, you have **full control** over the size and shape of the drawing.



Tip: Using the corner resize handles on a shape will **NOT** resize the shape proportionally, like with clipart. To resize a shape proportionally, you must hold down **Shift** while resizing.



- e. **Find** the **move cursor**  and **move** your star to the **right side of the document**.
- f. In the **Shape Styles** group, **click** the **More** button to see other shape styles that could be used. **Mouse over** the selections to see a **live preview of the different styles**. **Choose** a style from the **4th row**.



3. **Click** on the helmet picture again. **Note** that **two contextual ribbons** appear; one for the clip art picture and one for the table.
4. **Click** on the star again. **Note** that while the contextual ribbon for Drawing Tools may open up, the Format tab might not be active. If you don't see the tools you expected to see, you may have to **click** on the **Format** tab to activate the tool selection.

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. **Deselect** the star.
2. **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**.
3. **Click** in your document where you want the text box to start and **drag** to where you want it to end.
4. The blinking cursor within the box indicates that what you type will be inserted into the box. **Type your name**.
5. **Resize** the text box to just fit around your name.
6. 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 to the **center** of the **star shape**.
7. **Note** that the text box has a **black border** and it is also **filled** with white color.
8. You can change formatting of the text box using buttons on the **Drawing Tools Contextual Tab**.
 - a. 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, and select **No Outline**.
 - b. Next, **click** on the **Shape Fill** button and **select No Fill**. **Deselect** the text box.

Inserting Pictures and Adding Effects

In addition to inserting pictures from Word's clip art gallery, you can also insert pictures of your own into a document. These pictures can be ones that you've made yourself (like photos taken with a camera) or ones that you've downloaded from the Internet.

Inserting a Picture

1. **Open** a new blank document.
2. **Click** on the **Insert** tab. In the **Illustrations** group, **click** the **Picture** button.
3. **Navigate** to the flash drive and **select Orchid.jpg**.



4. **Click** the **Insert** button in the dialogue.

Color Effects and Artistic Effects

1. To prep for this section, let's move our picture to the right side of the page. **See if you can remember how to do this. This is an important thing to know!**
 - a. **Change** the Text wrapping style to "In front of text".
 - b. **Click and drag** your picture to the right side of your document.
2. 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.
3. Clear the menu by **clicking** on the title bar.
4. In the **Adjust** group, **click** on **Artistic Effects** and **mouse over** the artistic effects that could be applied to your picture.
5. Clear the menu by **clicking** on the title bar.

Remove Background Effect

1. To prep for this section, we are going add a **dark background color** to the document.
 - a. **Click** on the **Page Layout** tab, and in the **Page Background** group, **click** on **Page Color**.
 - b. **Select** a dark color.

Note: By default, Word will **not print** a page's background color because of the amount of ink required.



2. In the **Adjust** group, **click** on the **Remove Background** button. Your picture will look like this picture on the right.
3. On the **Background Removal** tab, in the **Refine** group, **click** on **Mark Areas to Keep**.
4. The cursor will change to the **shape of a pencil**  when you point to the picture. **Use** the **tip** of the pencil to "**click away**" the bright pink sections.



5. In the Close group, **click** on **Keep changes**.
6. **Deselect** your picture.

Crop Picture Effect

1. **Open** a new blank document.
2. **Insert** another picture from your flash drive. It is named **red-roses-photo.jpg**.



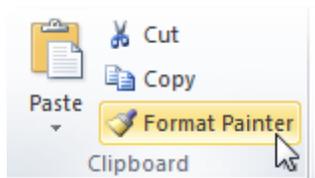
3. On the **Format** tab of the **Picture Tools** contextual tab, **find** the **Size** group and **click** on **Crop**.
4. **Use** the **Crop list arrow** to **navigate** to **Crop to shape**. **Click** on the **Heart shape**  in the **Basic Shapes** section of the **Shapes** menu.



Format Painter

The **Format Painter** is used to **copy** the **formatting** of a piece of text or picture and **apply** it to something else. For instance, in the case of text, the formatting would be the font face, size, and color. We will use the **Format Painter** to apply the formatting of one object to another.

1. **Deselect** the **red roses** object which we just cropped to a heart shape.
2. **Insert** the **Orchid.jpg** picture from your flash drive again.
3. **Resize** the two pictures so they are next to each other.
4. **Select** the **red roses** object.
5. **Click** on the **Home** tab and in the **Clipboard** group, **click** the **Format Painter** button.



6. **Move** the mouse cursor around the screen. **Notice** how the mouse cursor has changed to an arrow with a paintbrush next to it.



7. **Click** on the orchid object that you just inserted. **Notice** how it now has the same cropped shape as the red roses object.
8. **Deselect** the orchid object and **note** your cursor shape has returned to an I-beam shape.

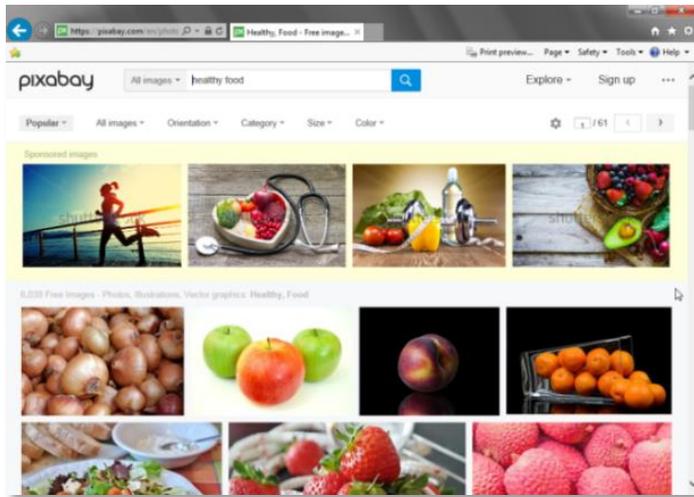
Double-clicking the **Format Painter** button makes it possible to apply a format to more than one object. Let's try it.

1. **Insert** your cursor underneath the orchid object.
2. **Search** for **Clip Art** pictures using the search term **pets**.
3. **Find** two pictures of **pet faces** and **insert** them.
4. **Close** the clip art search pane.
5. **Select** one of the objects that is formatted with a heart shape.
6. **Double-click** the **Format Painter** button. **Notice** how it stays active.
7. **Click** on one of the pet objects and **notice** it adopts the heart-shaped format.
8. **Deselect** the pet object and **notice** that the cursor does not change back to an I-beam.
9. **Click** on the **second pet object** and **notice** it adopts the heart-shaped format.
10. In order to "turn off" the Format Painter button, **single-click** on it.

Inserting a Picture from the Internet

You can also insert images from the internet into your document. However, be aware that many images on the internet are **protected by copyright**. When you find an image you like, you should read the website’s fine print to determine if you can use the image or not. This is especially important if you are making a presentation for commercial purposes (for example, as part of your job).

1. **Open** a new, blank document.
2. **Open Internet Explorer** using the Start Menu.
3. **Click** into the **address bar** at the top of the screen and **type www.pixabay.com**. Pixabay is a website that contains images that you can download and use for free, without restriction.
4. **Type “healthy food”** into the search box and **press** .
5. **Click** on an image you like (except for the ones in the first row—these cost money).



6. On the next screen, **notice** the **copyright notice** on the right. It says **“CC0 Public Domain”**. This means you can use the image however you want. You don’t even have to give the original author credit.
7. **Right-click** in the **middle** of the image and **select Copy**.

© CC0 Public Domain
 Free for commercial use
 No attribution required
[Learn more](#)

Tip: If you’re planning on printing the document, it’s best to use a **high-resolution** version of the image. To do this, click the green “Free Download” button on the right. This will download an image file to your hard drive. Then, follow the instructions found in the “Inserting an Image from File” section to insert the image file into the presentation.



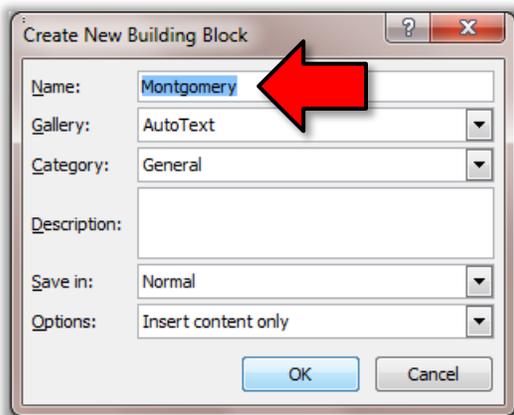
8. **Switch back** to **Word** using the **taskbar**.
9. In the **Home** tab, under the **Clipboard** group, **click** the **Paste** button proper.
10. **Close** Internet Explorer.

Quick Parts (supplemental)

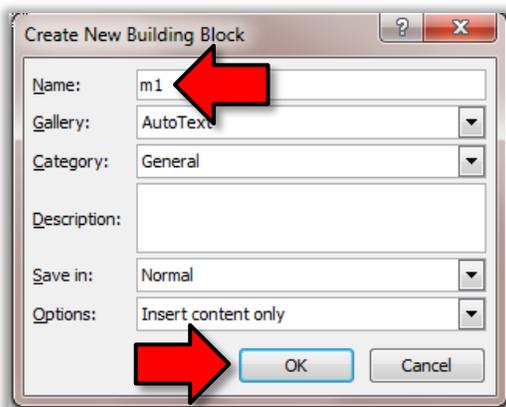
Quick Parts was new to Microsoft Word 2007. It allows you to add preformatted portions of text. The portions of text can be reused as many times as you like. If you are constantly typing the same text such as a company name or an address, you can create a quick part out of it and in a couple of key strokes insert the text into your document. Quick Parts can save you a lot of time when you're creating documents.

Creating a Quick Part

1. **Close** any Word documents you have open and open a new, blank document.
2. **Type** Montgomery County-Norristown Public Library into the document and **highlight** it.
3. **Bold** it and **change** the font size to 14. Do not deselect the text.
4. **Press** **Alt** + **F3** on the keyboard to open a dialog box. (The **Name** field will be populated with part of what you typed).



5. In the **Name** field, **replace** the content with a code such as **m1**. (The code is very important because this is what you will type to retrieve your quick part. Make it short but understandable.)



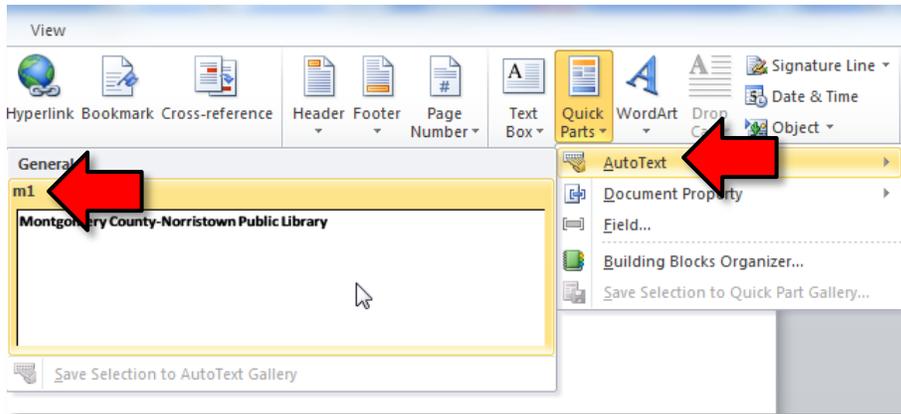
6. **Leave** other fields at the default settings.
7. **Click** OK.

Inserting a Quick Part (method1)

1. **Insert** your cursor at another spot in your document.
2. **Type m1** and then **press** the **F3** key

Inserting a Quick Part (method2)

1. **Click** on the **Insert** tab on the Ribbon.
2. **Click** on the **Quick Parts** button in the **Text** group.
3. **Mouse down** to **AutoText** and from the **General** menu **click** on the quick part we just created.



Saving the Building Block

The Quick Part Building Block gets saved to a Word template which contains all of the settings contained in a new document. On a personal computer you may be prompted to save the building block to **Normal.dotm**. You should respond in the affirmative. In the Computer Lab it is impossible to change the Normal.dotm, so we will not have our building block once we close Word. **Close** the document without saving changes.

Templates (supplemental)

Calendar Wizard

1. On the **File** menu, **select New**.
2. 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 the Internet. We're going to download one.
3. **Click** in the textbox where it says "Search Office.com for templates", **type "calendar wizard"**, then **press** on the keyboard to commit the search.

Note: The folder names that you see on this screen were recently changed by Microsoft. In our opinion, they have changed for the worse. We recommend using the **search box** to find what you're looking for, as opposed to browsing through the folders.



4. **Select Calendar Wizard** by **clicking** on it. Then **click** the **Download** button on the right side of the screen.
5. 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 2015 to May 2015: **click next**. **Click finish**.
6. Let's do some formatting:
 - a. **Select** all the numbers and **change** the font size to 14 and **right align** them.
 - b. **Add** a grid to the calendar. (**Home** tab > **Paragraph** group > **Borders** Button arrow > **All Borders**)
 - c. **Insert** a **text box** into the first day of the month and type May Day into it.
 - d. **Format** the **text box** to have no outline. (**Format** tab > **Text Box Styles** group > **Shape Outline** button > **No Outline**)

Flyer with Tear Off Tabs

1. On the **File** tab, **select New**.
2. In the center pane there is a selection of templates that can be used to assist in creating a document.
3. In the Office.com templates section, there is a search box. **Type tear off** and **press** the **Go arrow** button.
4. **Choose** the "Flyer with tear off tabs and art" and **click Download**.
5. **Replace** objects and text as desired. **Note** how the tear off tabs all populate with information entered into the first one! Very handy!

Repeat (supplemental)



The Repeat button is located in the Quick Access Toolbar. It repeats the last action you performed.

1. **Open** “Blues Music.docx” on your flash drive.
2. In the first paragraph, **select** the word “Blues”.
3. In the **Home** tab, under the **Font** group, **click** the **Text Effects** button and **select** the “**Gradient Fill – Blue, Accent 1**” effect.



4. **Notice** the **Repeat** button in the Quick Access Toolbar.



5. **Click Undo**. **Notice** how the Repeat button was **replaced** with the Redo button. The Repeat button **disappears** when you undo something.



6. **Click Redo** to reapply our text effect. The Repeat button appears again.
7. **Find** another instance of the word “blues” in the document and **select** it.
8. Click the **Repeat** button. **Notice** how the text effect was applied to the selected text.

Advanced Selection Techniques (supplemental)

We’re already discussed a few techniques for selecting text in a document. Here are a few more ways:

1. **Open** “Internet Policy.docx”.
2. **Shift** + **Arrow Keys**:
 - a. Use the **arrow keys** to move the insertion point to the beginning of the word “MCNPL” in the first paragraph.
 - b. **Hold down** the **Shift** key, and then use the **right arrow** key to select the phrase “MCNPL Internet registration”.

c. While **still holding down** the **Shift** key, use the **left arrow** key to **deselect** the word “registration”.

3. **Ctrl** + **A**:

a. **Press** **Ctrl** + **A** to select the entire document (it doesn’t matter where the insertion point is).

4. Shift Clicking

a. **Click** at the **beginning** of the first paragraph.

b. **Hold down** the **Shift** key on the keyboard.

c. **Click** at the **end** of the first paragraph.

d. 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. **Decrease** the selection by one sentence.

e. **Deselect** the text.

Tip: Shift clicking is especially effective on **laptop touchpads**.



5. Ctrl Clicking

a. Selecting a sentence

i. **Point** to the first sentence of the second paragraph.

ii. **Hold down** the **Ctrl** key on the keyboard.

iii. **Click** somewhere inside of the sentence to select the sentence.

b. Selecting non-contiguous regions of text

i. **Select** the first paragraph using any one of the techniques described.

ii. **Hold down** the **Ctrl** key.

iii. **Select** the third paragraph by triple-clicking inside of it (Note: Double-clicking in the left margin to select the paragraph doesn’t work).

iv. **Deselect** the text

c. Selecting the whole document

i. **Hold down** the **Ctrl** key.

ii. **Click** somewhere within the left margin.

Mail Merge (supplemental)

Mail merge is a feature of Word processing programs such as Word 2010 that enables you to generate form letters. Form letters are sent out en masse to people where much of the letter is the same for each recipient. What changes in the letter are the recipient's name, address, and maybe certain other items specific to each recipient.

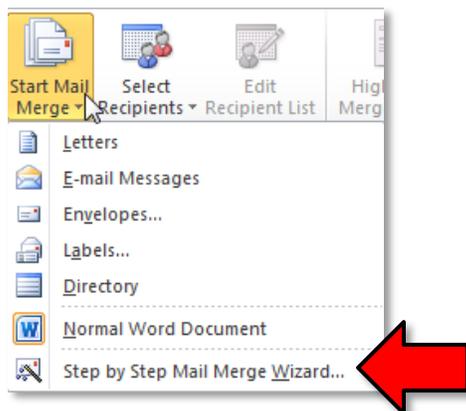
To use a mail-merge system, you would first create a **data file** with a set of information, like a list of names and addresses. In a Word document, you would create a **sample letter**, substituting special symbols in place of names and addresses (or whatever other information will come from the first file). Through a series of small steps, you can create form letters that are personalized for each recipient.

The data file can be created with various programs such as Word, Excel, or Access. The beauty of the mail merge feature is that while you can create your own data source in Word, if you already have a spreadsheet of data created in Excel or some other program, it makes sense to use that.

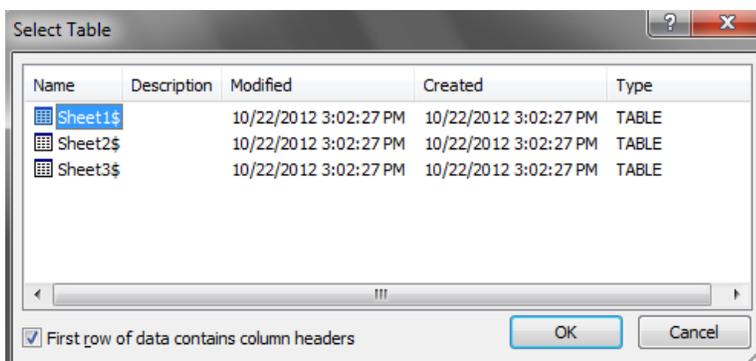
Steps to Create a Mail Merge Document

1. To save time, we have already created a data file in Excel and a sample letter in Word and placed them on your flash drive.
 - a. **Insert** your **flash drive**.
 - b. **Use Computer** to **open Donations List.xlsx**.
 - c. **Use Computer** to **open merge letter.docx**.
2. Before we start the mail merge process, let's look at the donations list that was created in Excel.
 - a. **Notice** that the **list** is on the worksheet named Sheet 1.
 - b. Notice that the **first row** of the worksheet contains headings.
 - c. **Close DonationsList.xlsx**
3. In **merge letter.docx**, **notice** that the **address** of the establishment, the **body** of the letter and the **closing** are all in place. We will use mail merge to *personalize* each letter with an **address block**, a **salutation**, and a **donation** amount for each person in our list.
4. On the **Ribbon**, **click** on the **Mailings** tab.

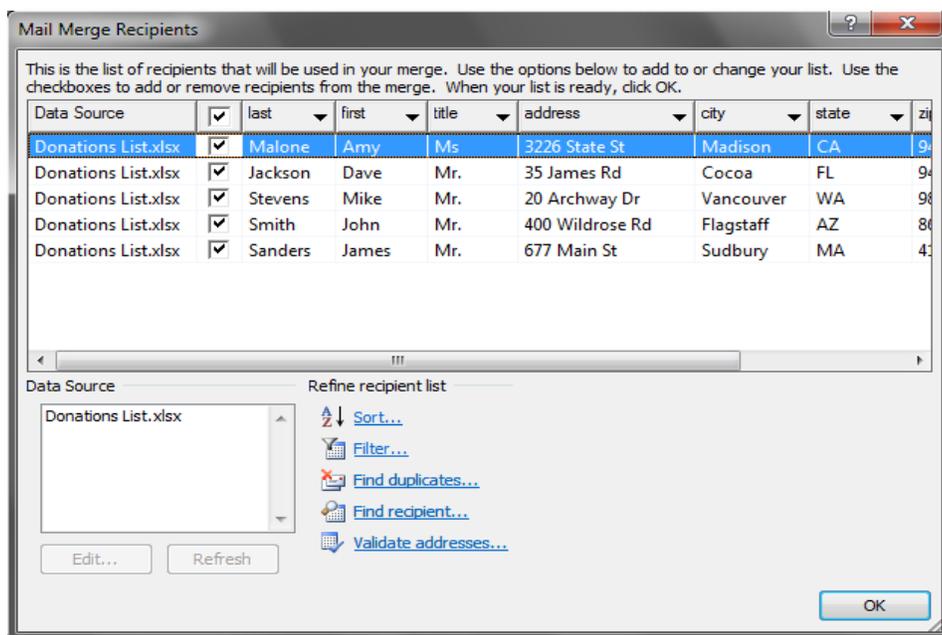
5. Find the **Start Mail Merge** group. Click on the **Start Mail Merge** button to open the menu and then click on **Step by Step Mail Merge Wizard**.



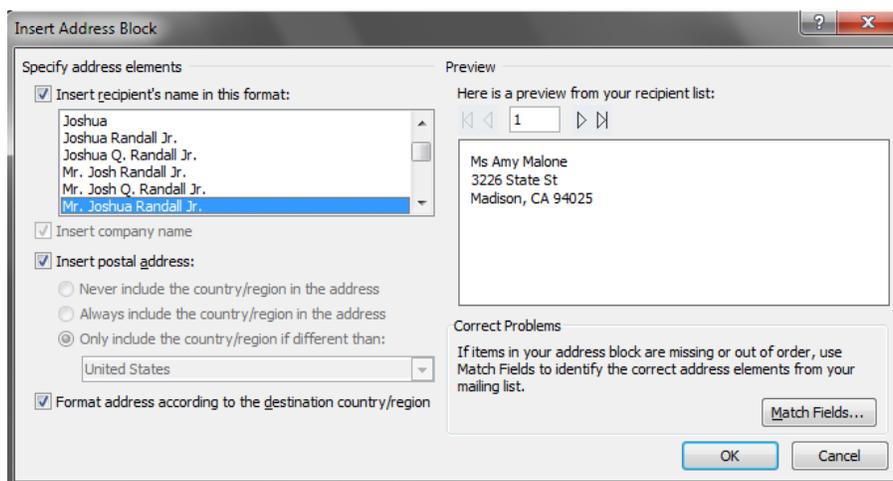
6. A **Mail Merge** pane will open on the right that will take you through the mail merge process in 6 steps.
7. **Step 1 - Notice** Select document type prompt. By default, the radio button for letters is checked, and that is the one that we want. Click on **Next: Starting Document** at the bottom of the Mail Merge pane.
8. **Step 2 - Notice** the **Select starting document** prompt. Since we will be using this letter, do not change the default selection of use the current document. Click on **Next: Select Recipients** at the bottom of the Mail Merge pane.
9. **Step 3 – Notice** the **Select recipients** prompt
 - a. The default selection, Use an existing list is the one we need. To find the list, click on the Browse button.
 - b. A **Select Data Source** dialog box will open. **Navigate** to your flash drive and **open** DonationsList.xlsx
 - c. A **Select Table** dialog box will open. We need to provide some information about our document. **Notice** that by default, Sheet 1 is selected. **Remember** that when we examined our Excel file our data was on the Worksheet entitled Sheet 1. Also **be sure** that the **check box** before First row of data contains column headers is *selected*. Click OK.



- d. A **Mail Merge Recipients** dialog box will open which will allow you to review, delete or change your list. Since we are not making any changes, **click** OK.

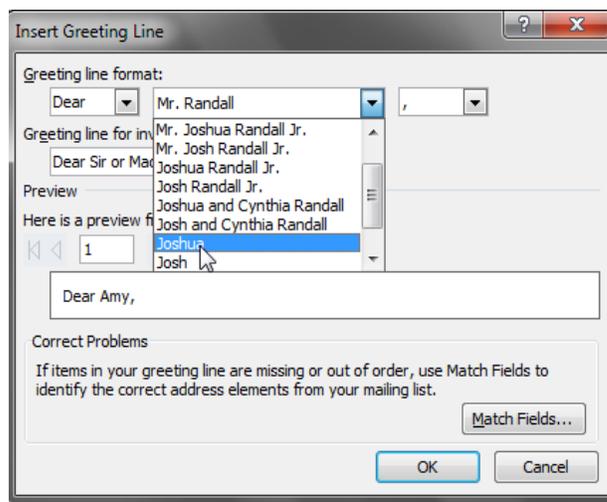


- e. **Click Next: Write your letter** at the bottom of the Mail Merge pane.
10. **Step 4 -Notice** the **Write your letter** prompt. Since we are using an existing letter, we merely have to click into a location within the letter to insert different items.
- a. **Place** your insertion point below the return address for the Animal Shelter, then **click Address block** in the Mail Merge pane.
 - b. An **Insert Address Block** Dialog box will appear with a **preview** of how your address block will look in the letter. If you select a different format, your preview will change. Make no changes. **Click** OK.

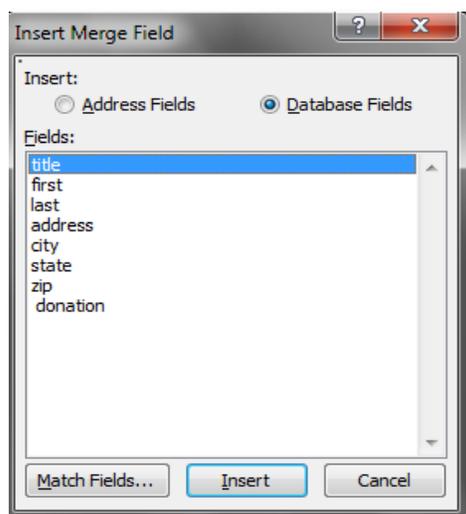


- c. **Place** your insertion point below the address block and **click Greeting Line** in the Mail Merge Pane.

- d. An **Insert Greeting Line** dialog box will appear to allow you to control the way you want your greeting to appear.
 - i. **Click** on the list arrow next to the box that reads “Mr . Randall” and **select** “Joshua”.
 - ii. **Click** OK.



- e. Within the body of the letter, **place** your insertion point immediately after the words **contribution of** in the first sentence. **Click** on **More items** in the Mail Merge pane.
- f. An **Insert Merge Field** dialog box will appear.
 - i. **Select** donation
 - ii. **Click** the Insert button.
 - iii. **Click** the Close Button.



- g. **Be sure** that there is a space before and after «donation».
- h. **Click Next: Preview your letters** at the bottom of the Mail Merge pane.

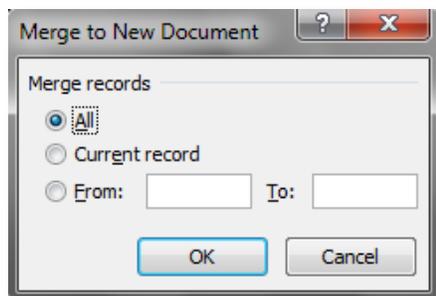
11. **Step 5** – **Notice** the **Preview your letters** prompt.

- a. The letter to the first person on your list will appear.
- b. **Use** the arrows to **scroll** through each succeeding letter.
- c. **Notice** that there is no \$ before the donation amount in your letter. **Click** on the donation amount in any letter, **place** your insertion point directly before it, and **type** a \$. This change will affect each letter.
- d. **Click Next: Complete the merge** at the bottom of the Mail Merge pane.

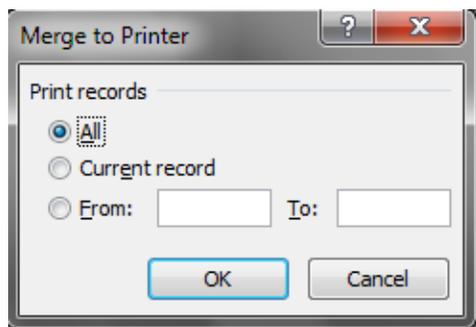


12. **Step 6** – **Notice** the choices on the **Complete the merge** prompt.

- a. **Click** on the **Edit individuals letters** choice. This will open a **Merge to New Document** dialogue which allow us to merge all our records into a specific new document, separate and apart from the merge letter.docx, rather than just printing the letters out, so that in future we can have a record of to whom we sent letters. **Save** your file as **Fall Thank You** letters.



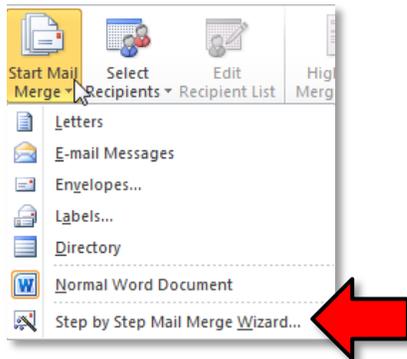
- b. If you click **Print** in the Mail Merge pane the **Merge to Printer** dialogue box will open allowing you to select which records you wish to print letter for. Your file of current recipients and letters sent to them will not be saved.



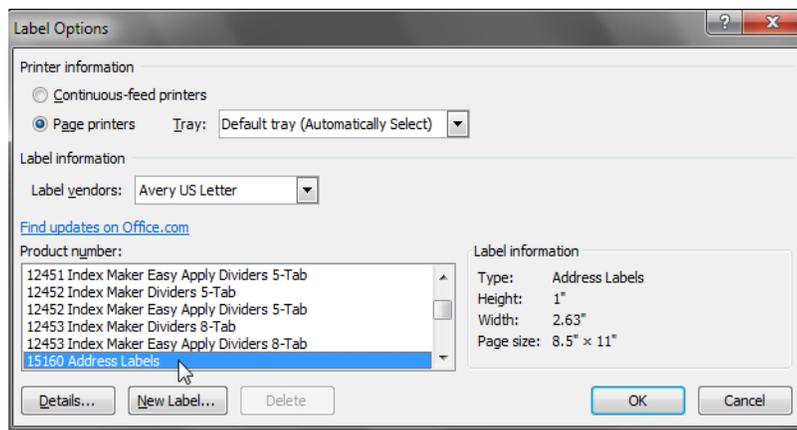
- c. We will not be printing. **Click Cancel**.
- d. **Close** Word. Do not save changes to merge letter.docx.

Steps to Use Mail Merge for Address Labels

1. To save time, we will use **Donations List.xlsx** again.
2. **Open** a new Word document
3. On the **Ribbon**, **click** on the **Mailings** tab.
4. **Find** the **Start Mail Merge** group. **Click** on the **Start Mail Merge** button to **open** the menu and then **click** on **Step by Step Mail Merge Wizard**.



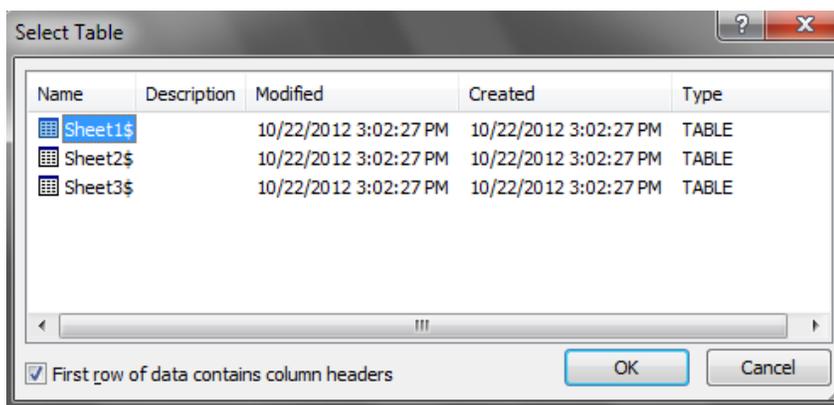
5. A Mail Merge pane will open on the right that will take you through the mail merge process in 6 steps.
6. **Step 1 - Notice Select document type** prompt. By default, the radio button for letters is checked, **check** the radio button next to Labels. **Click** on **Next: Starting Document** at the bottom of the Mail Merge pane.
7. **Step 2 - Notice** the **Select starting document** prompt. Accept the default selection of Change document layout. **Click** on **Label Options**.
 - a. A dialog box will open allowing you to select the type of printer (dot matrix or laser), the type of label product (such as Avery), and the product number. Select Avery US Letter and product number 15160 for this lesson. **Click OK**. (If you are using a custom label, click **Details**, and then type the size of the label.)



- b. **Click** on **Next: Select Recipients** at the bottom of the Mail Merge pane.

8. **Step 3 – Notice** the **Select recipients** prompt

- a. The default selection, Use an existing list is the one we need. To find the list, **click** on the Browse button.
- b. A **Select Data Source** dialog box will open. **Navigate** to your flash drive and **open** DonationsList.xlsx
- c. A **Select Table** dialog box will open. We need to provide some information about our document. **Notice** that by default, Sheet 1 is selected. **Remember** that when we examined our Excel file our data was on the Worksheet entitled Sheet 1. Also **be sure** that the **check box** before First row of data contains column headers is *selected*. Click OK.



- d. You will now see that the first label is blank and every other label has «Next Record»
- e. **Click Next: Arrange your labels** at the bottom of the Mail Merge pane

9. **Step 4 – Notice** the **Arrange your labels** prompt

- a. The insertion point will be in the first label.
- b. Since these are address labels, **click** Address block.
- c. An insert address block dialog box will appear allowing you to make the same kinds of choices as is the merge letter above. **Click** OK.
- d. Under the Replicate labels prompt, **click** Update all labels.
- e. **Click Next: Preview your labels** at the bottom of the Mail Merge pane

10. **Step 5 – Notice** the **Preview your labels** prompt

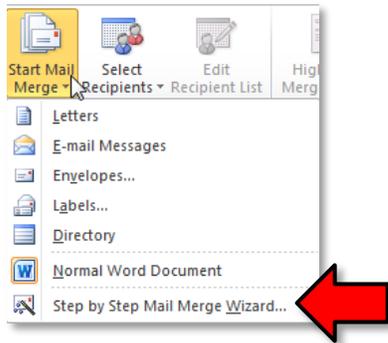
- a. **Check** your labels
- b. **Click Next: Preview your labels** at the bottom of the Mail Merge pane.

11. **Step 6 – Notice** the choices on the **Complete the merge** prompt.

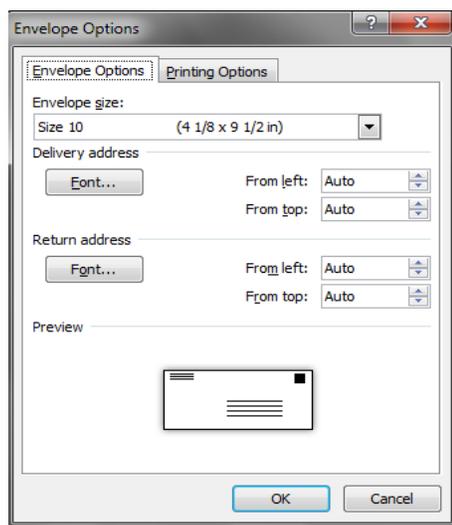
- a. The same options apply as for Merge letters above.

Steps to Use Mail Merge for Envelopes

1. To save time, we will use **Donations List.xlsx** again.
2. **Open** a new Word document
3. On the **Ribbon**, **click** on the **Mailings** tab.
4. **Find** the **Start Mail Merge** group. **Click** on the **Start Mail Merge** button to **open** the menu and then **click** on **Step by Step Mail Merge Wizard**.



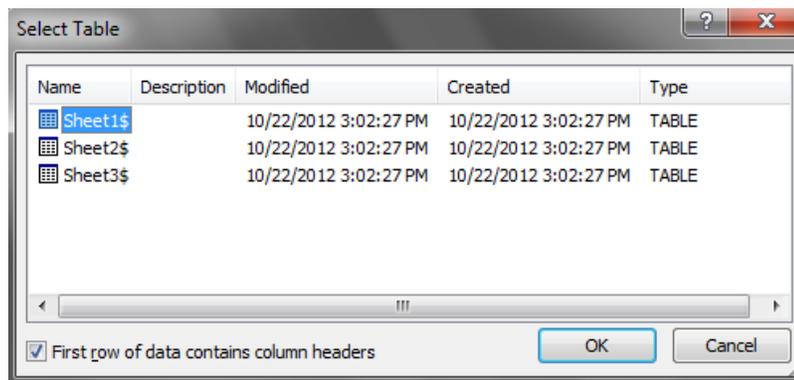
5. A Mail Merge pane will open on the right that will take you through the mail merge process in 6 steps.
6. **Step 1 - Notice Select document type** prompt. By default, the radio button for letters is checked, **check** the radio button next to Envelopes. **Click** on **Next: Starting Document** at the bottom of the Mail Merge pane.
7. **Step 2 - Notice the Select starting document** prompt. **Accept** the default selection of Change document layout. **Click** on **Envelope Options**.
 - a. A dialog box will open allowing you to select the envelope size, the type of font and position. **Select** size 10 for this lesson. **Click OK**.



- b. **Click** on **Next: Select Recipients** at the bottom of the Mail Merge pane.

8. **Step 3 – Notice** the **Select recipients** prompt

- a. The default selection, **Use an existing list** is the one we need. To find the list, **click** on the **Browse** button.
- b. (In Lab, **click away** the restrictions boxes.)
- c. A **Select Data Source** dialog box will open. **Navigate** to your flash drive and **open Donations List.xlsx**
- d. A **Select Table** dialog box will open. We need to provide some information about our document. **Notice** that by default, Sheet 1 is selected. **Remember** that when we examined our Excel file our data was on the Worksheet entitled Sheet 1. Also **be sure** that the **check box** before First row of data contains column headers is *selected*. Click OK.



- e. **Click** on **Next: Arrange Your Envelope** at the bottom of the Mail Merge pane.

9. **Step 4 – Notice** the **Arrange your Envelope** prompt

- a. The insertion point will be located where a return address should be placed. Most businesses will have preprinted envelopes. If yours do not, **type** your return address.
- b. **Click** in the center of the envelope towards the bottom and a text box will appear. (**Click around** until you find it.)
- c. **Click** Address block.
- d. An insert address block dialog box will appear allowing you to make the same kinds of choices as in the merge letter above. **Click** OK.
- e. **Click Next: Preview your envelopes** at the bottom of the Mail Merge pane.

10. **Step 6 – Notice** the choices on the **Complete the merge** prompt.

- a. The same options apply as for Merge letters above

Long Document (supplemental)

In this section we are going to learn how to manage a long document, giving it a Cover Page and a Table of Contents. Creating a long document requires some forethought in terms of how the content is going to be organized. We have created a document which organizes content for a Manual of Operations into a basic outline using multi-level list functionality. This will serve as a jumping off point.

The document, named **Source Document.docx** has been placed on your flash drive. **Use Computer to open** it. The outline structure of this document will assist us as we make decisions on formatting the content.

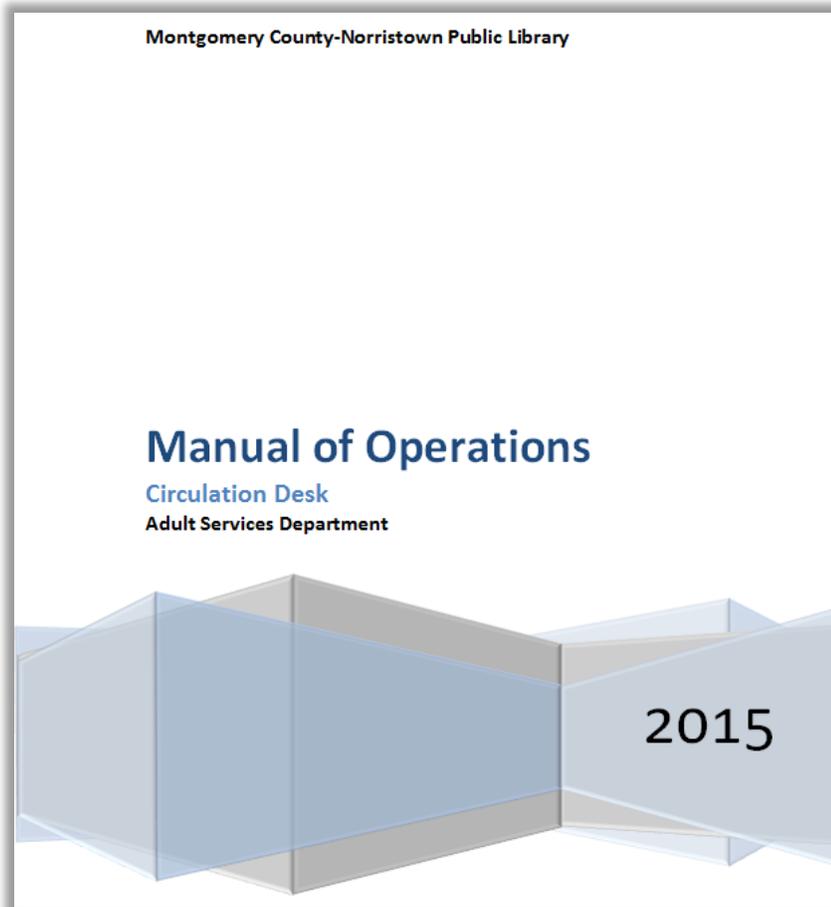
Creating a Cover Page

1. **Place** your cursor in front of the word Services.
2. **Click** on the **Insert** tab. In the **Pages** group, **click** on the **Cover Page** button. In the **Built-In** section, **click** on the **Cubicles** design.



3. **Click** into the **[Type the company name]** field, located at the top of the page. The field becomes selected and you can **enter** "Montgomery County-Norristown Public Library". (Note: Depending on how your Word options are configured, a company name may automatically populate this field)
4. **Click** into the **[Type the document title]** field. The field becomes selected and you can **enter** "Manual of Operations".

5. **Type** “Circulation Desk” into the **[Type the document subtitle]** field.
6. **Type** “Adult Services Department” into the **Author** field. (Note: Depending on how your Word options are configured, your name may automatically populate this field)
7. **Type** the current year into the **[Year]** field.
8. The Year field in this template is stubborn. It appears to be inviting us to type in a four digit year, but when we do, once we click out of the field, only two digits display. The “workaround” is as follows:
 - a. **Click** in the “Year” field again and then **right-click**.
 - b. **Find** the menu item for **Remove Content Control** and **click** it.
 - c. Then you will be able to **type** the 20 in front of the 17. When you **click** outside the field you will see the 2017 displays properly.



Creating a Header & Footer

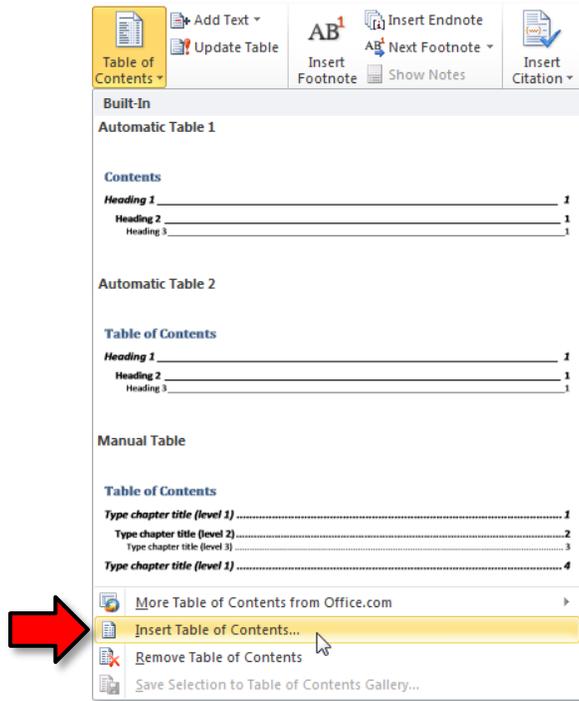
1. **Click** into the first page of the body of our document.
2. On the Insert ribbon, **locate** the **Header & Footer** group and **click** on the **Header** button. **Select** the **Alphabet** style and **note** how our document title is inserted into the header section.
3. On the **Header & Footer Tools** ribbon, **find** the **Footer** button and **click** it. **Select** the **Alphabet** style.
 - a. **Click** into the **Type Text** field on the left side of the footer and **type** the current month and year.
 - b. **Close** the **Header & Footer** ribbon.

Creating a Table of Contents

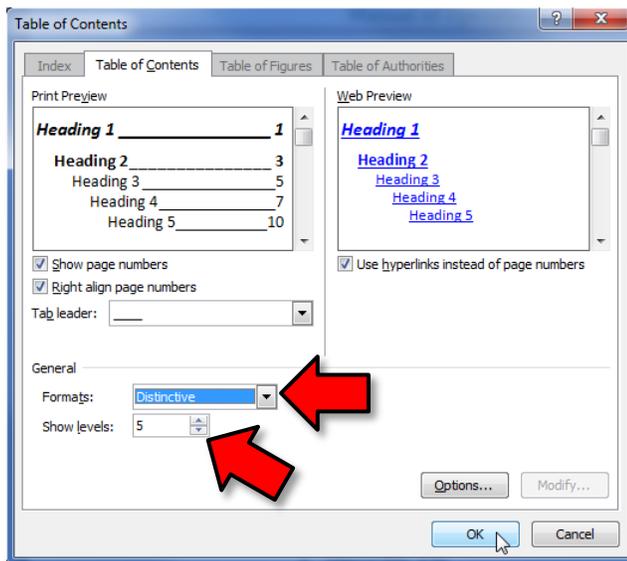
A **table of contents** can be generated when certain sections of the text in a long document are assigned a “Heading Style”. Our outline format helps us to determine the heading styles we want to use. We are going to create a table of contents which will display four levels of content in our outline.

1. **Observe** the two pages of our document and **note** that the highest levels content in our outline are “1. Services” and “2.Closing Procedures”. We will assign a **Heading 1** style to them.
 - a. **Make sure** the **Home** tab is active.
 - b. **Select** the word “Services” and **click** on **Heading 1** in the **Styles** group. **Note** how the numbering is removed.
 - c. **Select** “Closing Procedures” and **click** on **Heading 1** in the **Styles** group
2. Second level content is under the letters in the outline.
 - a. Under the **Services** section, **select** (one at a time) the second level content “Book Bags”, “Book Sale”, and “Check-Out” and **click** on **Heading 2** for each.
 - i. **Note** as you eliminate some of the numbered list items by replacing them with heading styles, the list loses some integrity (numbering can become continued from previous sections when that was not the original intent). Eventually we will eliminate most numbering so that shouldn’t be an issue.
 - b. Under the **Closing Procedures** section, **select** (one at a time) “Book Bag and Book Sales”, “Z Report”, “Turn off machines”, and “Closing Announcements” and **click on Heading 2** for each.
3. We are not done assigning our headers yet, but let’s create a **Table of Contents** to see what the outline of the document looks like so far.
 - a. We want our Table of Contents to go at the very top of our document so **move** the insertion point to the top of the first page (at the beginning of the **Services** header).
 - b. **Click** on the **References** tab on the ribbon.

- c. In the **Table of Contents** group, **click** **Table of Contents** and **select** **Insert Table of Contents**. This option will allow us to add as many levels of content as we want.



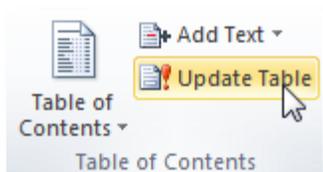
- d. In the **Table of Contents** dialogue box, **dial** the “Show levels” section to “5”. This means that the table of contents will show headers that have up to the “Header 5” style.
- e. Then, **select Distinctive** as the Format.



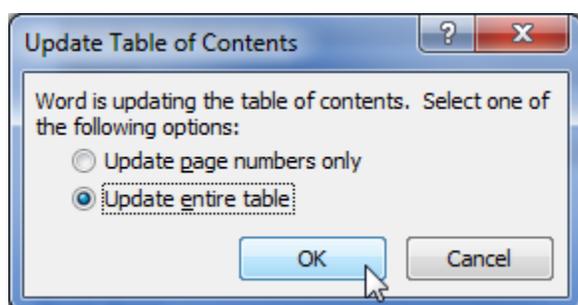
- f. **Click OK** in the dialogue box and **observe** the Table of Contents.

Manual of Operations	
Services	1
Book Bags	1
Book Sale	1
Check-Out	2
Closing Procedures	2
Book Bag and Book Sales	2
Z Report	3
Turn off machines	3
Closing Announcements	3

4. Now, let's assign our third level headers. The third level content is the Roman numeral list items that are under the **Services** section in the outline. **Assign** the **Heading 3** style to all of these items.
5. In order for the table of contents to show the document's updated outline, it must be updated.
 - a. **Click** on the **References** tab and **locate** the **Table of Contents** group. **Click** on the **Update Table** button.



- b. A dialog box appears, asking us what parts of the table of contents we want to update. Because we've modified the outline of the document by adding some headings, **select** "Update entire table" and **click OK**. This is usually the option you always want to choose because it ensures that the entire table is completely up to date.



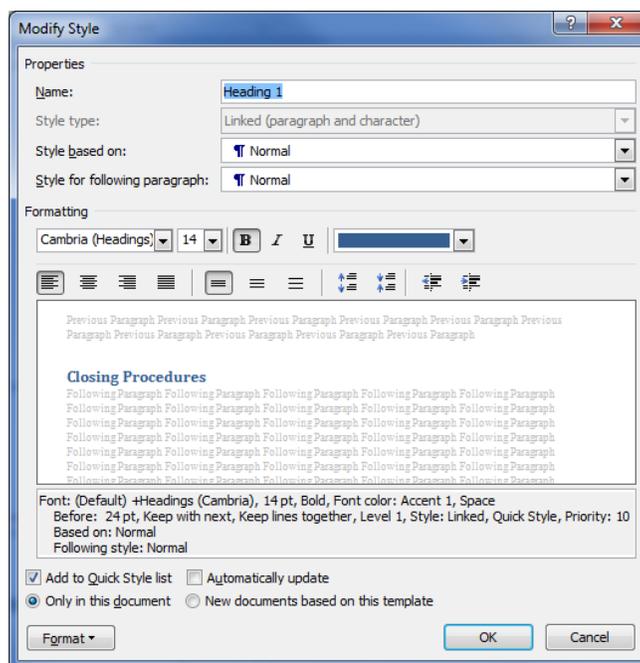
- c. **Navigate** to the top of the document to **view** the updated Table of Contents.

Manual of Operations	
Services	1
Book Bags	1
Price	1
Supply	1
Book Sale	1
Fee storage	1
Price List	1
Special Sales	2
Check-Out	2
Resources	2
Procedures	2
Closing Procedures	3
Book Bag and Book Sales	3
Z Report	3
Turn off machines	3
Closing Announcements	3

Changing the Header Styles

If you don't like how the headers are formatted (for example, you don't like the font size or the color), you can change them. Let's add a background color to the "Heading 1" style and increase its font size, so that it stands out better.

1. In the **Home** tab, **locate** the **Styles** group.
2. **Right-click** on the **Heading 1** style and select **Modify....**
3. A dialog opens that allows you to edit the basic formatting settings of the style. **Change** the font size to "20".
4. **Click** on the **Format** button, and click on **Border....**
5. **Click** on the **Shading** tab and **choose** a fill color.
6. **Click OK** to close the **Border** dialog box
7. **Click OK** again to close the **Modify Style** dialog box.



Navigating the Document

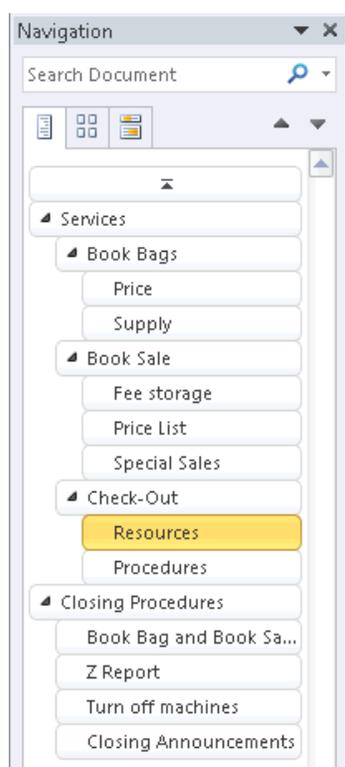
By organizing your document using Header styles, not only can you create a Table of Contents, but you can also jump around to specific sections with ease.

Using the Table of Contents

1. **Navigate** to the **Table of Contents**.
2. **Hold down** the **Ctrl** key.
3. **Click** on the “**Closing Procedures**” section.
4. **Notice** how the screen has jumped down to that section.

Using the Navigation Pane

1. **Click** on the **View** tab.
2. In the **Show** group, **click** the **Navigation Pane** checkbox.
3. **Notice** an outline of the document has appeared on the left.



4. **Click** on the **Services** heading in the Navigation Pane.
5. **Notice** how the screen has jumped up to that section.

The Navigation Pane also shows you what section your insertion point is in:

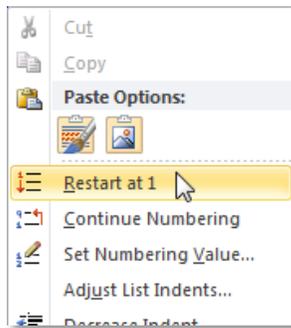
1. **Move** the insertion point to somewhere inside of the **Resources** section.
2. **Notice** how the **Resources** section lights up in the Navigation Pane.

Cleaning up our Document

Fixing the List Numbering

Notice how each list continues its starting number from the previous list, as if they were a part of the same list. We want each list to begin at “1”.

1. Under the **Supply** section, **right-click** on the “3”.
2. **Select Restart At 1** from the context menu.

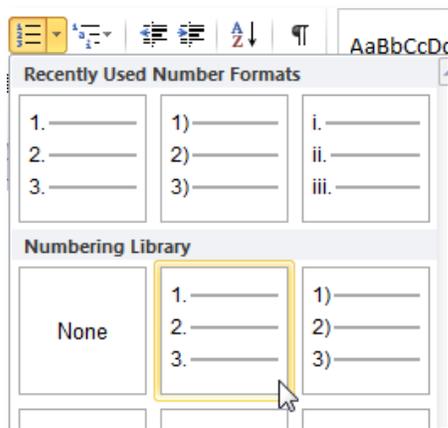


3. **Repeat** these steps for the other lists (including the Roman numeral lists).

Changing the List Style

We also want to change the Roman numeral lists in the Closing Procedures section to numbers.

1. **Select** the list in the **Book Bag and Book Sales** section
2. In the **Home** tab, under the **Paragraph** group, **click** on the drop down arrow next to the ordered list button.

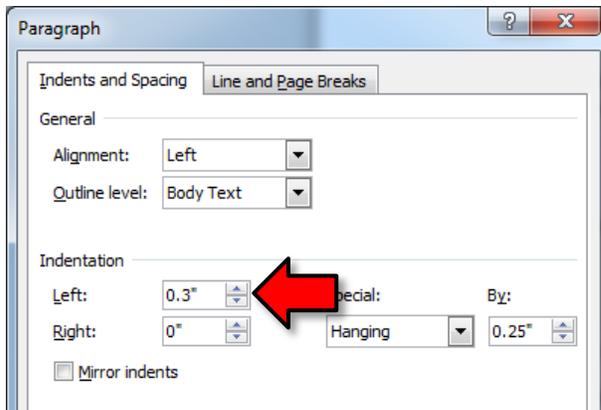


3. **Select** a numeric style.
4. **Repeat** these steps for the Roman numerals lists.

Adjusting the Indentation

1. **Select** the two list items under the **Price** heading.
2. In the **Home** tab, under the **Paragraph** group, **click** on the **Launcher** button.

- Under the **Indentation** section, **change** the **Left** textbox to “0.3”.



- Repeat** these steps for every section.
- Click** OK.

Tip: Use **region selecting** (holding down the **Ctrl** key while you select the lists with the mouse) to select all of the lists and change all of their settings at once.

