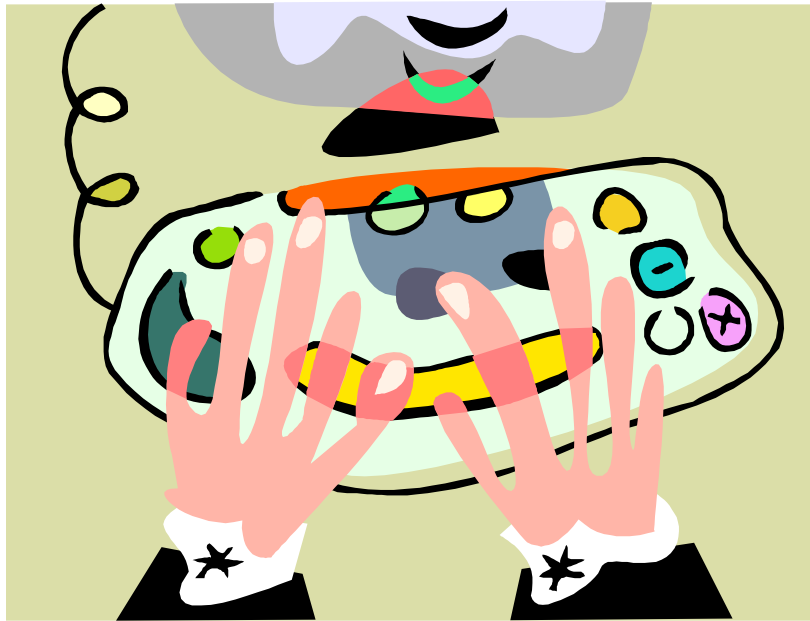


Intermediate Word 2010



*Twinsburg Public Library
Revised: April 13, 2011
Price: \$1.50*

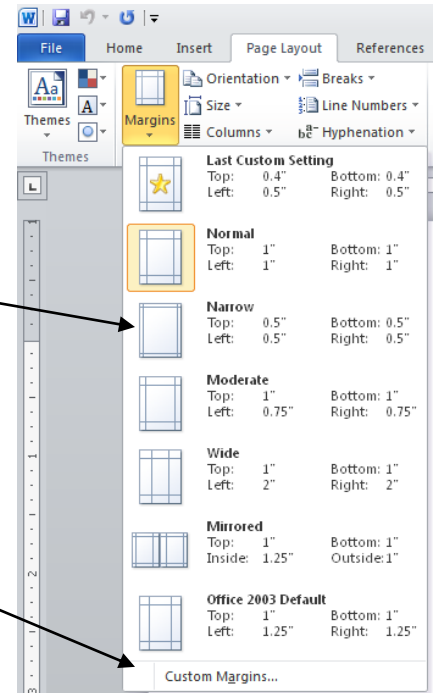
Setting Margins

A margin is the distance from the text to the paper's edge. The default margin settings are 1" for the top and bottom, and 1.25" for the left and right margins.

Margins can be changed using the following steps:

1. Select the text for which you are adjusting, or position your cursor in front of the text that you wish to adjust the margins on.

Click the **Page Layout** tab within the ribbon, click on the **Margins** icon. In the menu options, find the word "**Narrow**." This usually is the best choice if you are trying to move a line or two from the second page to the first. OR...you can click on the "**Custom Margins**" option to manually set your desired settings.

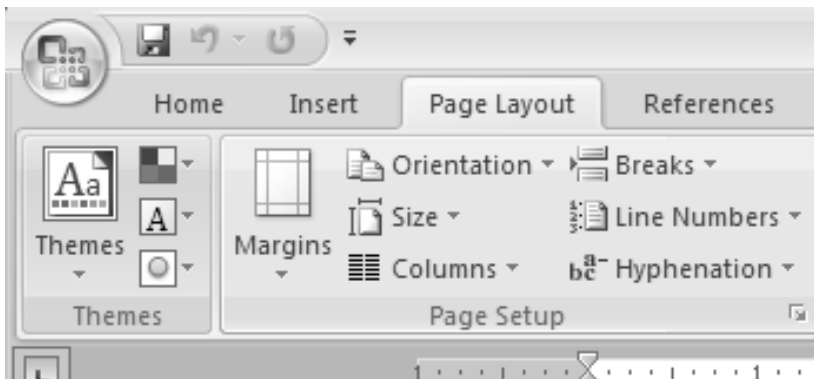


Changing Paper Size & Orientation

The **Page Setup** command lets you change the paper size and orientation for your document.

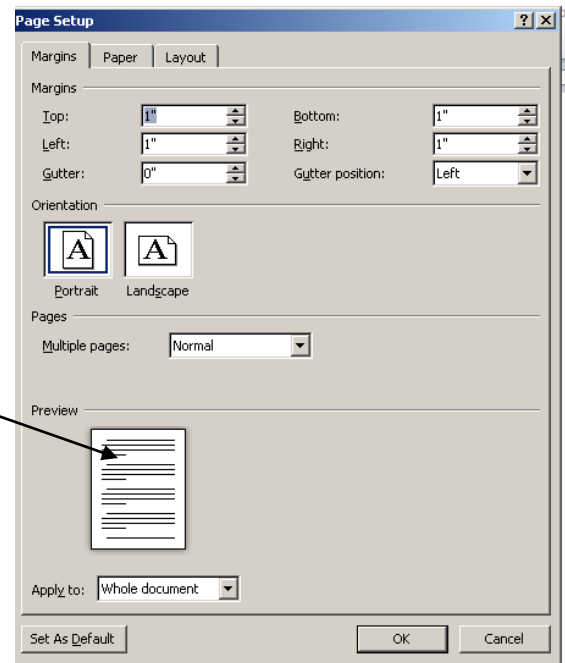
To change your paper orientation you can do this in several ways:

1. Locate the **Page Layout** tab once again and select the Orientation option. This will reveal: **Portrait** or **Landscape**. If you just want to adjust the size...click the **Size** link and click on the appropriate paper size.



2. Or...you can select the **Page Setup** dialog box launcher link to change the size, margins and orientation altogether
3. Select the **Paper Tab** to display the paper size options.

4. Select the **Margins Tab** and select the **Orientation** that you want to use; either *Portrait* or *Landscape*.
5. From the **Apply To** field, select the amount of text that you want these changes to affect.
6. Your changes will be shown in the preview box.
7. Choose **OK** when you are finished making all your changes.

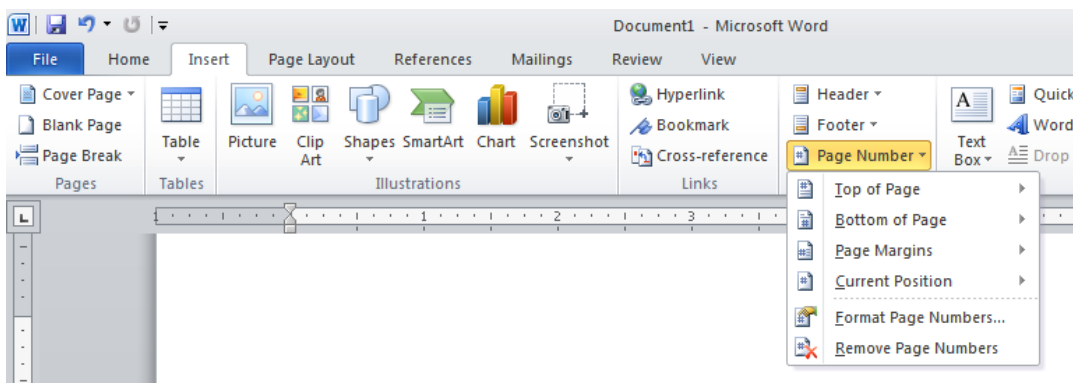


Page Numbering

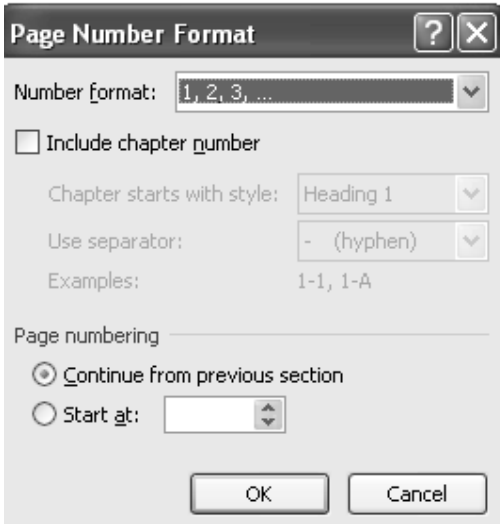
You can use the Page Numbers command to number the pages of a document automatically. The advantage of using automatic page numbering becomes evident when you add new pages between already existing pages. Word will keep track of the pages and assign the appropriate number to each. You can place the page numbers at many paper locations: Top or bottom of the page, Left, center or right side of the page, etc.

To set automatic page numbering:

1. Place the insertion point in the section where you want numbering to begin.
2. Select the **Insert Tab** within the ribbon.
3. Select the **Page Number** option to reveal the drop-down menu and select the desired page numbering location.



For additional options, select the Format Page Numbers option to reveal that dialog box. When you have finished setting the page numbering, choose **OK**.

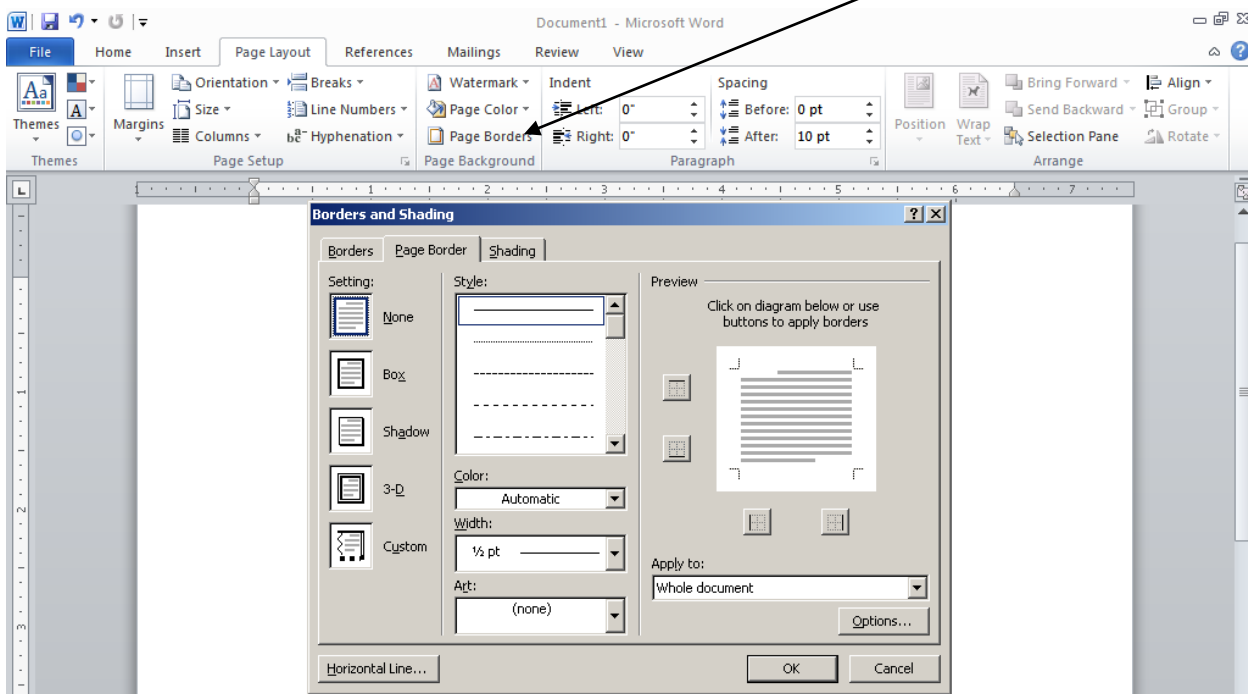


Page Borders

Adding Page Borders to any document can be accomplished quite easily with Word's new Page Border options. The selection of borders can be quite extensive ranging from a variety of plain borders to very decorative ones!

Adding Page Borders can be applied by using the following steps:

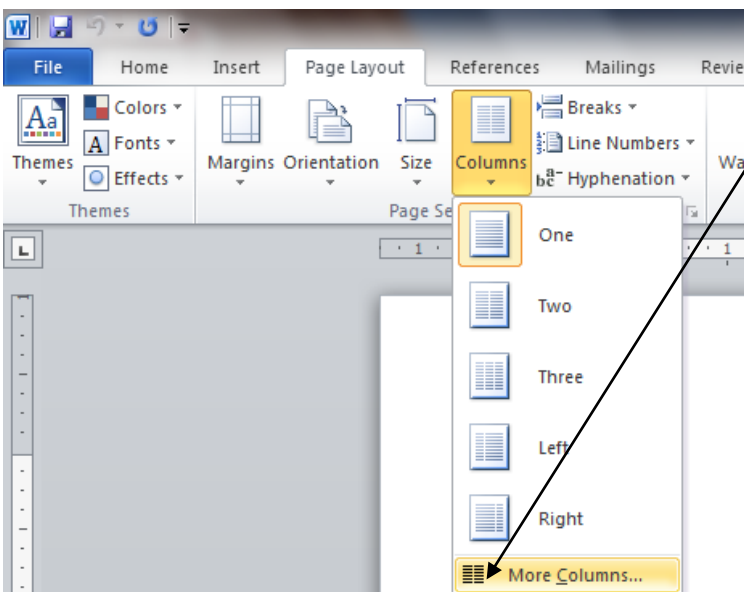
1. Select the **Page Layout** Tab and left click the **Page Borders** link to reveal the **Borders and Shading** dialog box.



2. Make sure the **Page Border** tab has been selected.
4. If you want a very basic border use the options (i.e.: None, Box, Shadow) under **Setting** and click on appropriate border. This is revealed on the Preview sheet to the right.
5. For additional options, click the *down arrow* on the Style, Color and Width boxes. If you want something a bit more fancy try the **Art** box!
6. To set the border's distance from the edge of the page or from the text click the Options button.
7. Click OK.

Adding Columns to a Document

Once again, we need to visit the **Page Layout** tab and select the **Columns** button. This will reveal a variety of preset columns.



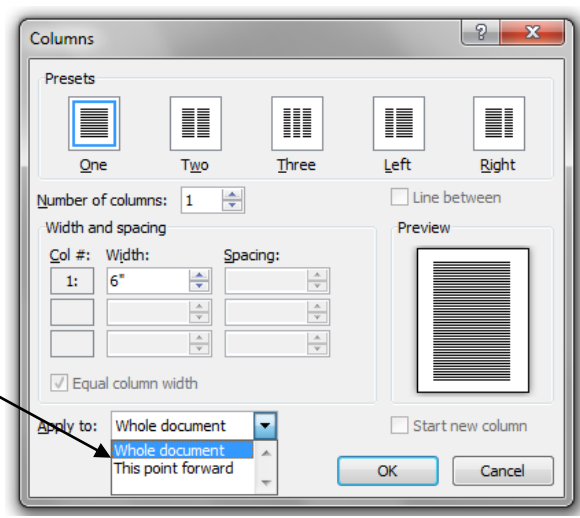
If you need additional columns beyond those available, click on the **More Columns** option to reveal the **Column** dialog box.

**I always recommend inserting 2 different breaks when adding columns: continuous and column break. Continuous prevents the column from invading any above text, while the column break allows you to click in column 2 and add information and click back to column 1.*

To convert text into columns:

1. Select text
2. Select Columns from the format menu
3. Select the number of columns and the spacing between
4. Click: OK.

If you have text above your cursor, make sure you select...**This point forward**. This will prevent the columns from invading that text.

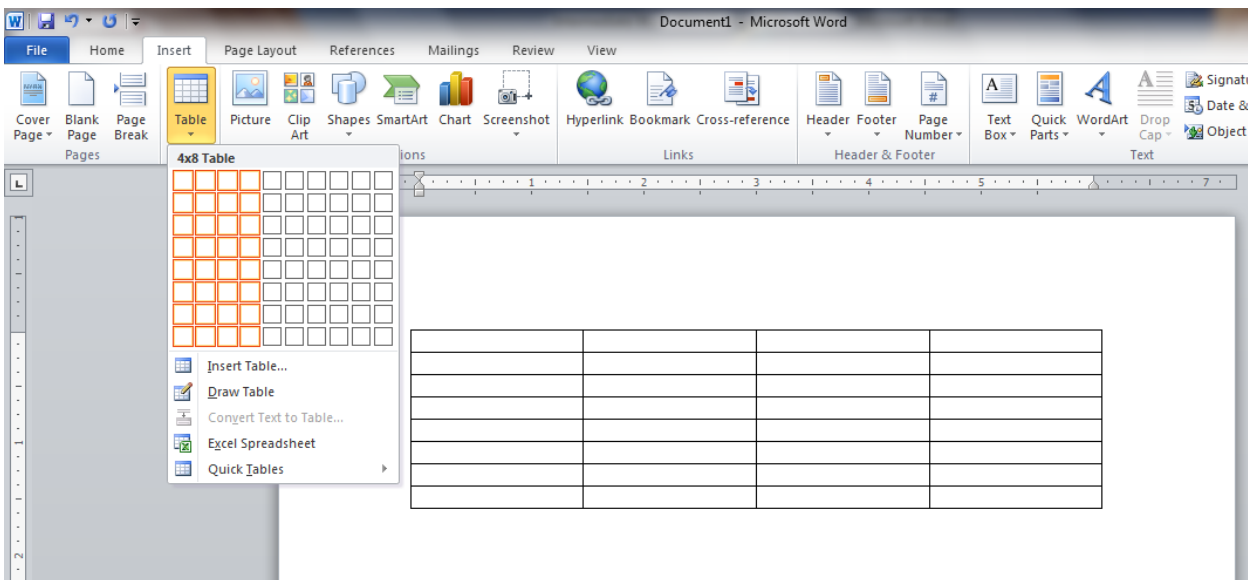


Inserting a Table

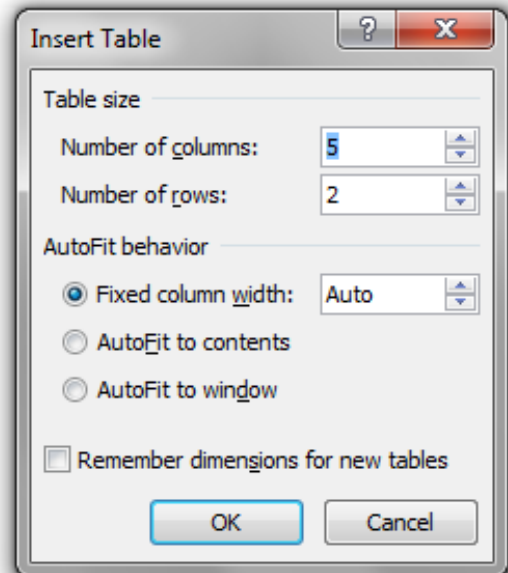
Tables are used to display data and there are several ways to build them in Word. Begin by placing the cursor where you want the table to appear in the document and choose one of the following methods.

Insert a Table

There are a variety of tables that you can insert. For starters, you need to click the **Insert** Tab and select **Table**. One way to add a table to the document using the Insert feature by highlighting a 4x8 table (shown below).



- Drag the mouse along the grid, highlighting the number of 4 rows and 8 columns for the table.
- Or, select **Table...InsertTable** from the menu bar to reveal the Table dialog box.
- Select the number of rows and columns for the table and click **OK**.



Adding a Header or Footer

You can add a header or a footer by using the same technique. To add a header or footer, simply follow these steps (substitute footer for header if adding a footer).

1 Click the Insert tab on the Ribbon.

The Insert tab is the second tab from the left, located between the Home and Page Layout tabs.

2 In the Header & Footer area, click the Header button.

A list of preformatted headers is displayed.

3 Choose the format you want from the list.

The header is added to your document, saved as part of the page format.

If you're in Draft view, you're switched to Print Layout view so that you can edit the header.

4 Select any brackets and the bracketed text.

Make sure you include the brackets in your selection.

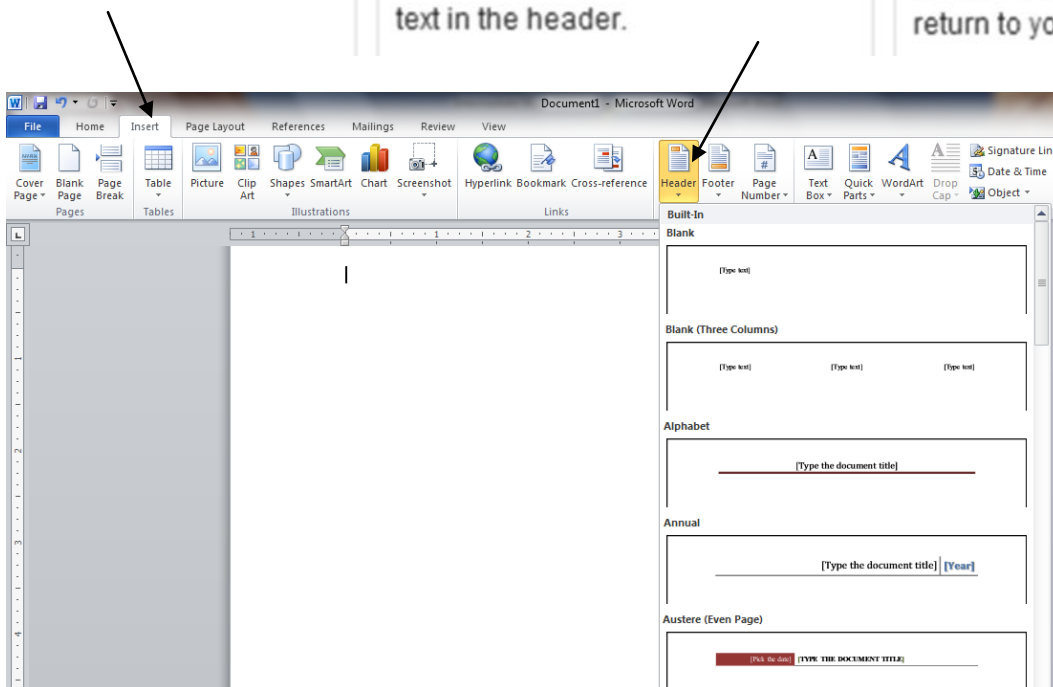
5 Type the required replacement text.

For example, replace [Enter Document Title] with the real title of your document.

Continue to replace all bracketed text in the header.

6 Click the Close Header and Footer command button in the Close group on the far right side of the Ribbon.

After you click the Closer Header and Footer command button, you return to your document.

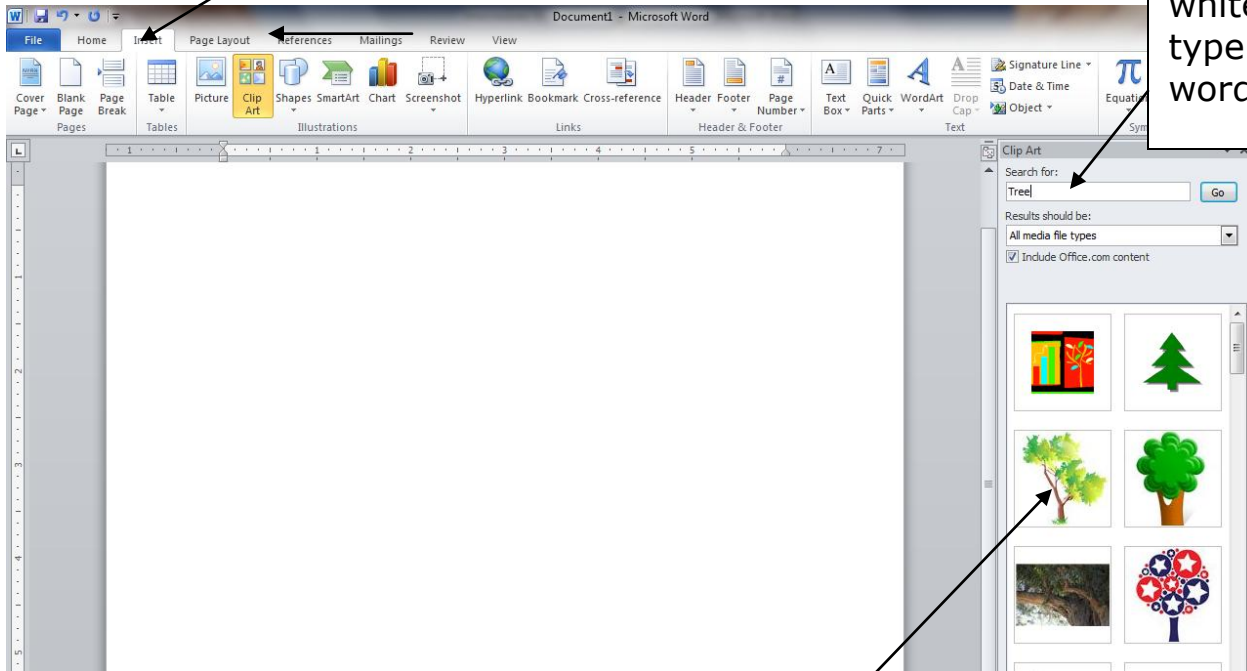


Adding Clip Art

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

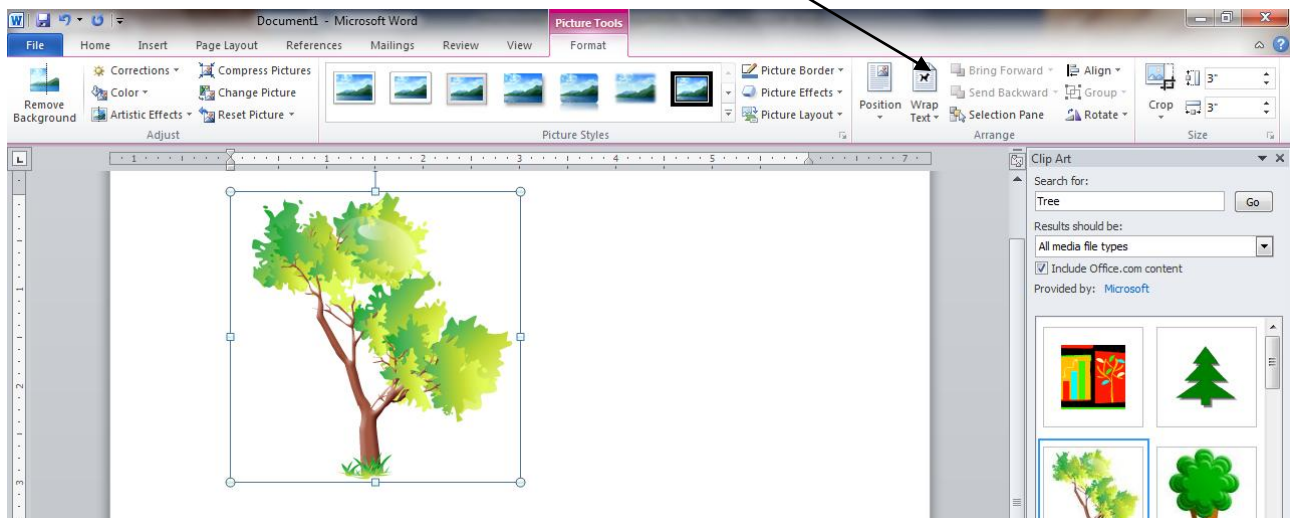
- Select the **Insert** tab...and select the **Clip Art** button.

To find an image...
click in the white box and type in the word: tree.



Insert Clip by single clicking on the image.

The **Pictures Tools Format** ribbon should now appear. To easily move the picture...click on the Wrap Text to determine how the text will wrap around the object. For today's class we will choose: tight.



Adding An Image from a File

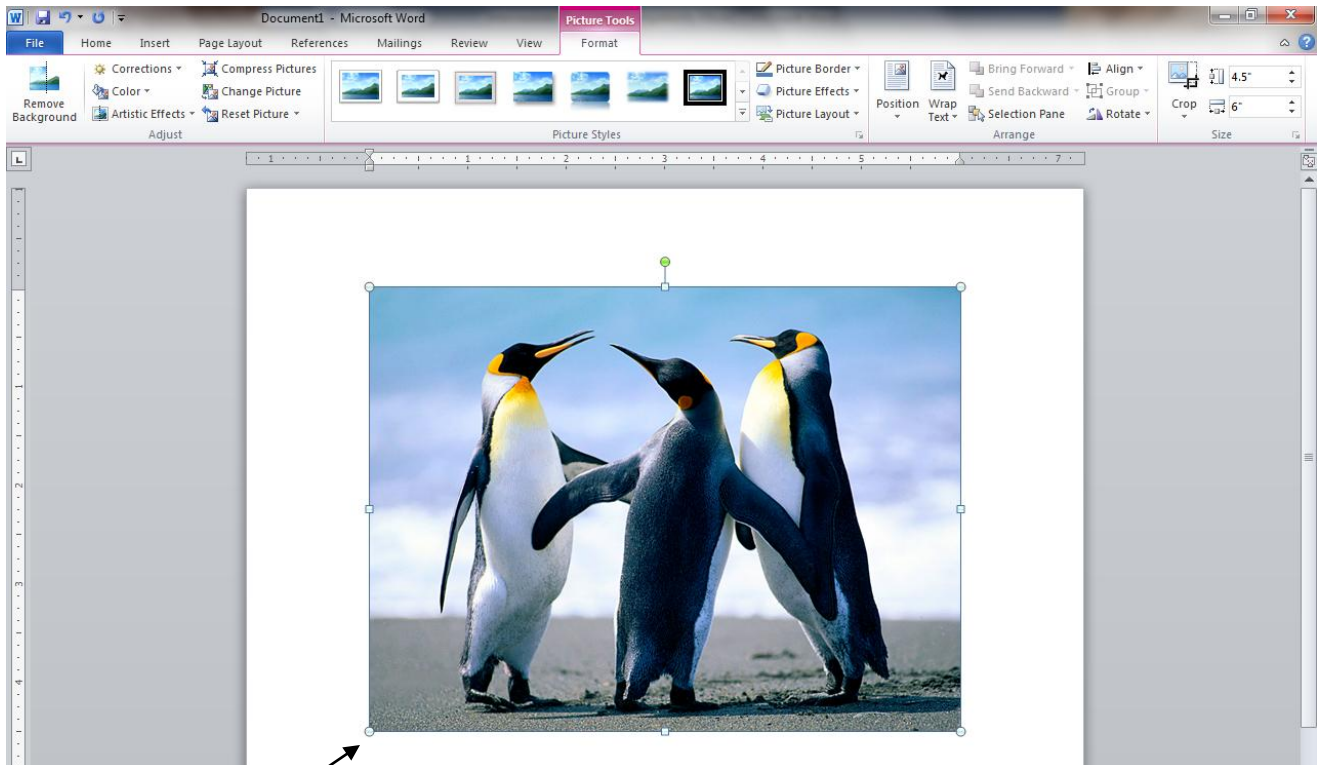
Follow these steps to add a photo or graphic from an existing file:

- Select the **Insert** tab....click on the **Picture** button. This will reveal the **Insert Picture** dialog box...routing you to the **My Pictures** folder. Double click the **Sample Pictures** folder and double click the **Penguins** file.
- It should now appear on your page.



Editing A Graphic

Now that you have the penguin image on your page...click on the image to activate it. Once this is done, the **Pictures Tools Format** ribbon will automatically appear (this may already have applied itself). This will reveal many options to alter your image.

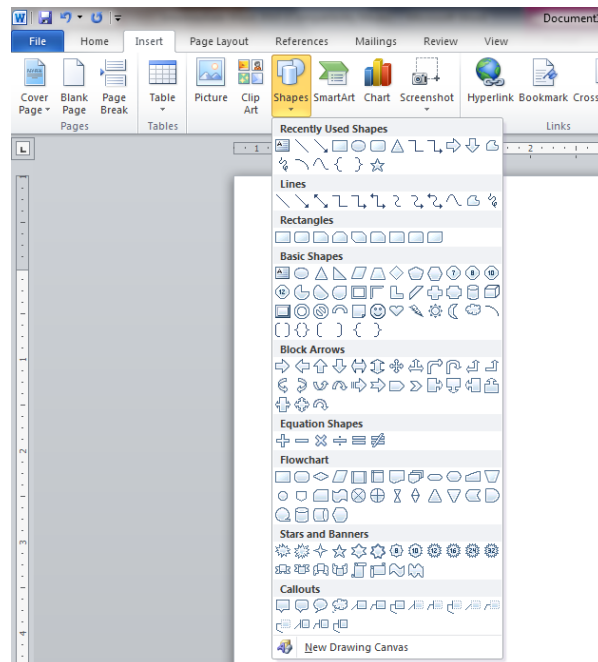


Seven circles will appear around the graphic. Click and drag these circles to resize the image. The circles on the corners will resize proportionally while the circles in between them will stretch the image. More picture effects can be changed using the picture options within the Format ribbon. Here are just a few:

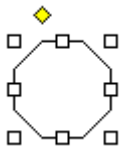
- **Recolor** allows you to make the image grayscale, black and white, or washout.
- **Contrast** modifies the contrast between the colors of the image.
- **Brightness** will darken or brighten the image.
- **Crop** and drag the handles on the activated image to delete outer portions of the image.
- **Line Weight/Picture Border** buttons will add a variety of borders to the graphic.
- **Text Wrapping** will modify the way the document text wraps around the graphic.
- **Reset Picture** will delete all the modifications made to the image.


Auto Shapes

AutoShapes will allow you to draw many different geometrical shapes, arrows, flow chart symbols, stars, and banners on the document. Activate the AutoShapes button by selecting the **Insert tab** and clicking on the **AutoShapes** button. This will reveal the drop-down menu revealing all the shapes!



- **Lines** - After clicking the Lines button on the AutoShapes toolbar, draw a **straight line, arrow, or double-ended arrow** from the first row of options by clicking the respective button. Click in the document where you would like the line to begin and click again where it should end. To draw a **curved line** or **freeform shape**, select curved lines from the menu (first and second buttons of second row), click in the document where the line should appear, and click the mouse every time a curve should begin. End creating the graphic by clicking on the starting end or pressing the **ESC** key.
- **Basic Shapes** - Click on one of the Basic Shapes to select from many **two- and three-dimensional shapes, icons, braces, and brackets**. Use the drag-and-drop method to draw the shape in the document. When the shape has been made, it can be resized using the open box handles and other adjustments specific to each shape can be modified using the yellow diamond handles.



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

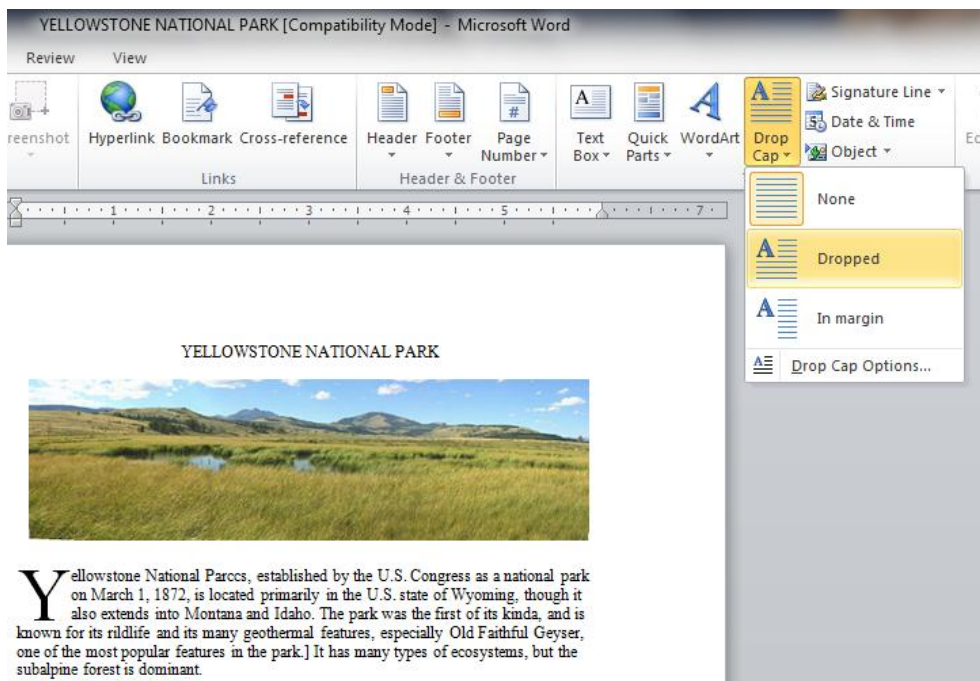


- **Flow Chart** - Choose from the flow chart menu to add **flow chart elements** to the document and use the line menu to draw connections between the elements.
- **Stars and Banners** - Click on any of the icons to select **stars, bursts, banners, and scrolls**.
- **Call Outs** - Select from the **speech and thought bubbles, and line call outs**. Enter the call out text in the text box that is made.

Drop Caps

Firstly, you need some text in your document. Generally you would only add a drop cap after you have written your document. For today's example, place your cursor in front of the first letter of the first paragraph.

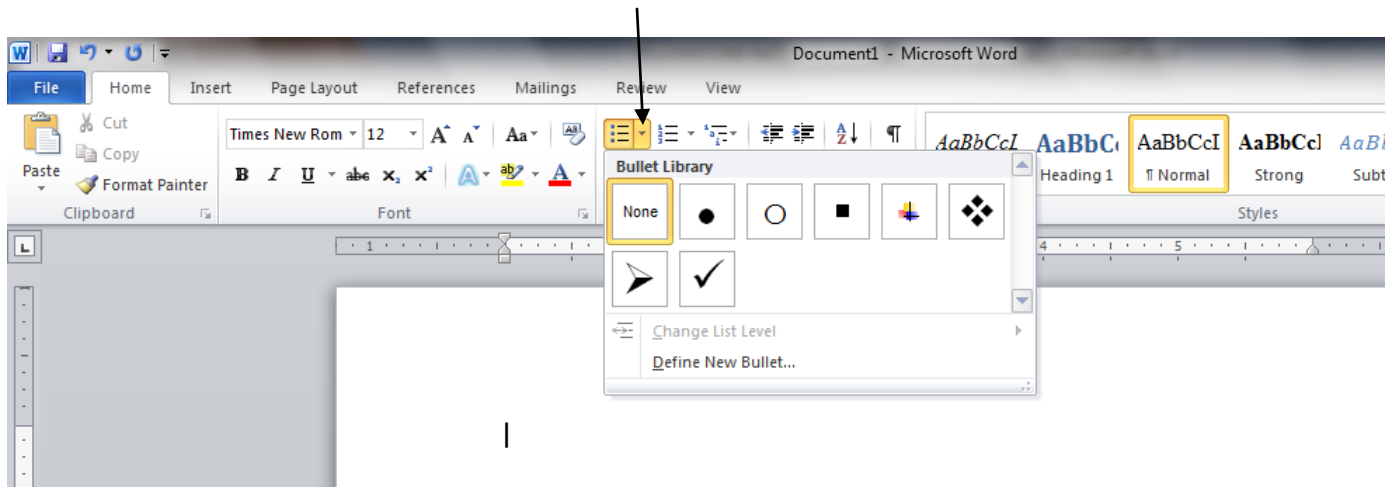
Secondly, you need to find the Insert Drop Cap button. Go to the **“Insert”** tab on the Ribbon, then go across to the **“Text”** group. You will find the **“Drop Cap”** button there. If you click the button there are several options to select. Rest your pointer on Dropped and it will automatically display it. Then, click on it to apply it.



Pretty cool huh! Now your document looks like a professionally published book (well almost!). The other Drop Cap option is **“In Margin”**, and basically drops the first letter into the margin, which you probably would not use.

Bulleted and Numbered Lists

To create a bulleted or numbered list, click on the Home tab.



Click the **Bulleted List** button  or **Numbered List** button  on the Home ribbon.
**For more styles, click the drop-down arrow(s) and select a style.

Type the first entry and press **ENTER**. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the **SHIFT** key while pressing **ENTER**. Continue to type the entries and press **ENTER** twice when you are finished typing to end the list.

Use the **Increase Indent**  and **Decrease Indent**  buttons on the formatting toolbar to create lists of multiple levels.

NOTE: You can also type the text first, highlight the section, and press the **Bulleted List** or **Numbered List** buttons to add the bullets or numbers.

Action	Keystroke
Document actions	
Open a file	CTRL+O
New file	CTRL+N
Close a file	CTRL+W
Save As	F12
Save	CTRL+S or SHIFT+F12
Print Preview	CTRL+F2
Print	CTRL+P
Show/Hide paragraph symbols	CTRL+*
Spelling and grammar	F7
Help	F1
Find	CTRL+F
Replace	CTRL+H
Go To	CTRL+G
Cursor movement	
Select all - entire document	CTRL+A
Select from cursor to beginning of line	SHIFT+Home
Select from cursor to end of line	SHIFT+END
Go to beginning of line	HOME
Go to end of line	END
Go to beginning of document	CTRL+Home
Go to end of document	CTRL+End
Formatting	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y

Action	Keystroke
Text Style	
Font face	CTRL+SHIFT+F
Font size	CTRL+SHIFT+P
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Double underline	CTRL+SHIFT+D
Word underline	CTRL+SHIFT+W
All caps	CTRL+SHIFT+A
Change case	SHIFT+F3
Subscript	CTRL+=
Superscript	CTRL+SHIFT+=
Make web hyperlink	CTRL+K
Tables	
Go to next cell	Tab
Go to previous cell	SHIFT+Tab
Go to beginning of column	ALT+PageUp
Highlight to beginning of column	ALT+SHIFT+PageUp
Go to end of column	ALT+PageDown
Highlight to end of column	ALT+SHIFT+PageDown
Go to beginning of row	ALT+Home
Highlight to beginning of row	ALT+SHIFT+Home
Go to end of row	ALT+End

Action	Keystroke
Formatting	
Format painter	CTRL+SHIFT+C
Left alignment	CTRL+L
Center alignment	CTRL+E
Right alignment	CTRL+R
Justified	CTRL+J
Delete previous word	CTRL+Backspace
Apply bulleted list	CTRL+SHIFT+L
Indent	CTRL+M
Page break	CTRL+Enter

Tables Cont'd	
Highlight to end of row	ALT+SHIFT+End
Column break	CTRL+SHIFT+Enter
Miscellaneous	
Copyright symbol - ©	ALT+CTRL+C
Date field	ALT+SHIFT+D
Go to footnotes	ALT+CTRL+F
Show/Hide ¶	CTRL+SHIFT+8
Thesaurus	SHIFT+F7