

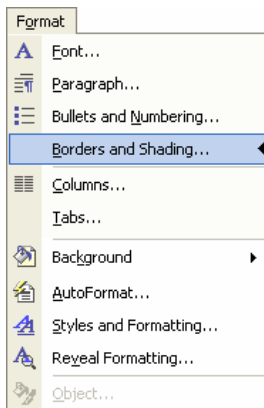


Advanced Word

Creating Boxes and Borders

Boxes

Boxes, which look like this, can be placed around single words, groups of words, or entire paragraphs. To create a box, you first need to select (or highlight) the text you want the box to contain. Then follow these steps:



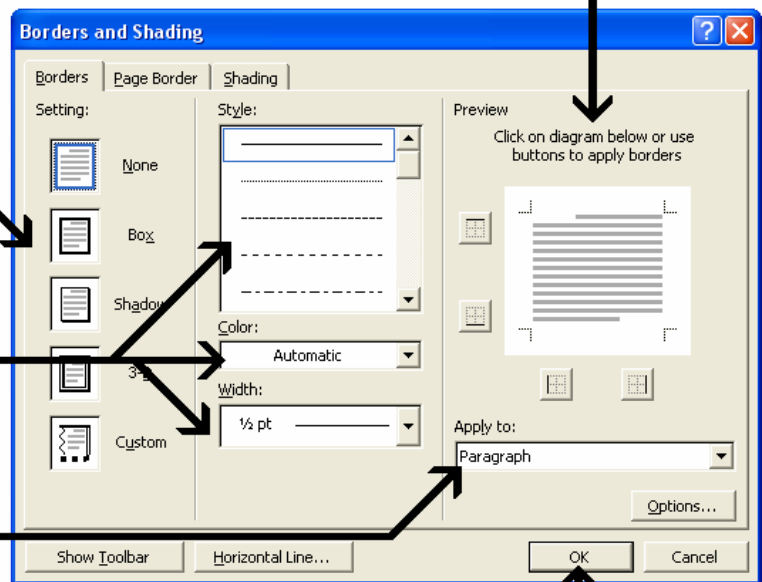
1. Choose "Borders and Shading..." from the Format menu.

See a preview of your box.


2. Click on the box design you want to use.

3. Select the style, color, and width of the lines that make up the box.

4. Choose to box in just the text you selected OR the entire paragraph containing the selected text.

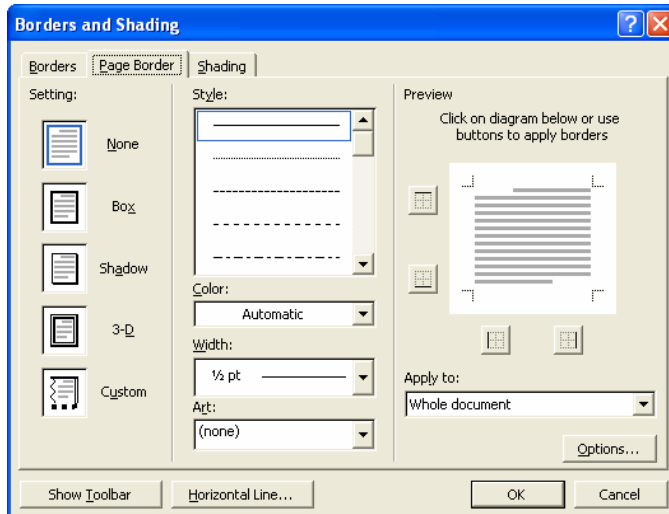


5. Click on the "OK" button.

You can also create a quick box using default settings by selecting the text you want the box around, then clicking on the Outside Border icon () on the Formatting toolbar.

Page Borders

To put a border around an entire page, choose "Borders and Shading..." from the Format menu and click on the Page Border tab, which looks like this:



The options and settings for a page border are almost identical to those for boxes (discussed above). You can select a border design, style, color, and width. You can also choose to apply the border to the whole document or to a certain section of the document.

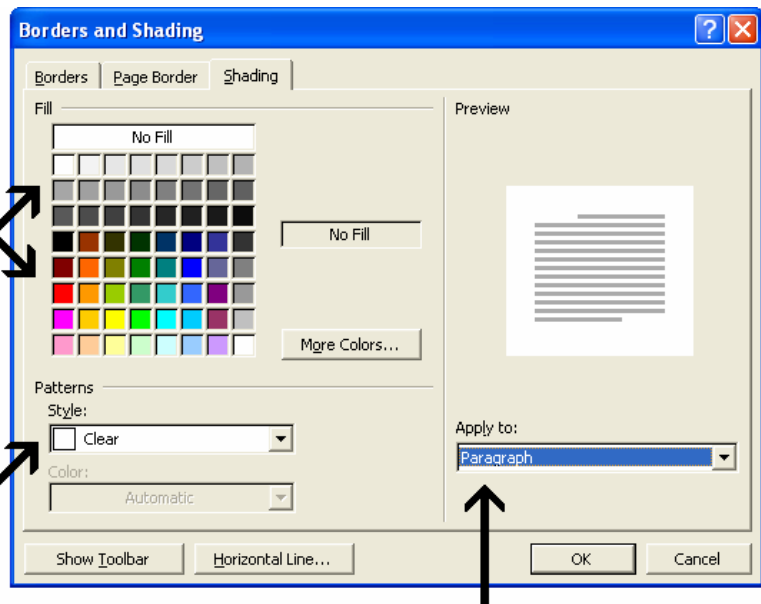
HINT: If you're using an inkjet printer and the bottom page border keeps getting cut off, click on the "Options..." button to change the distance of the border from the edge of the page.

Shading

Shading changes the background color of your document and can be done **within a box** or **by itself** to set apart certain text in your document. To shade a part of your text, select "Borders and Shading..." from the Format menu and click on the Shading tab.

Choose from greyscale or color options. Click on the More Colors... button if you don't see the color you want.

Select a pattern if desired. "Clear" is the setting for no pattern.



Apply the shading to just selected text or the entire paragraph.

Inserting Graphics

Sometimes you will want to add a saved graphic or picture to your document. You begin by placing the cursor where you want the image to appear. Then follow these steps:

1. Choose "Picture," then "From File..." from the Insert menu.

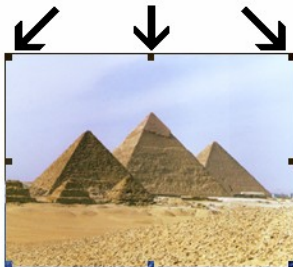
2. Choose the location of the image file.

3. Click on the image file's icon or name.

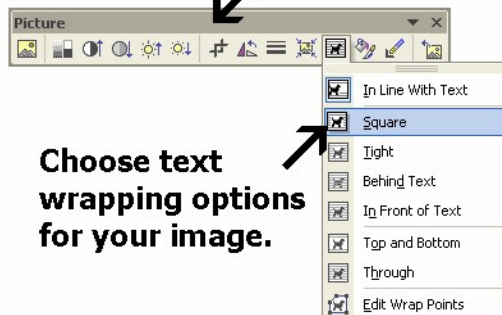
4. Click on the Insert button.

Once you click on the Insert button, the image should appear in your document where you cursor was placed. It will have "handles," or little squares (or circles, depending on what version of the program you're using), that allow you to resize the image. A special Picture toolbar will also appear on the screen, as shown below.

Click and drag on the handles to change the size of your image.



The Picture toolbar.

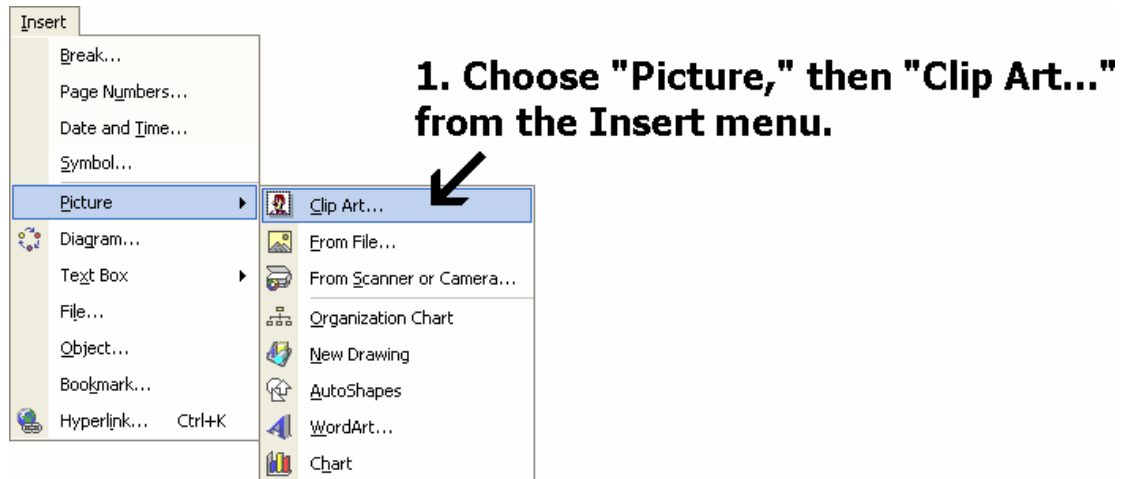


Choose text wrapping options for your image.

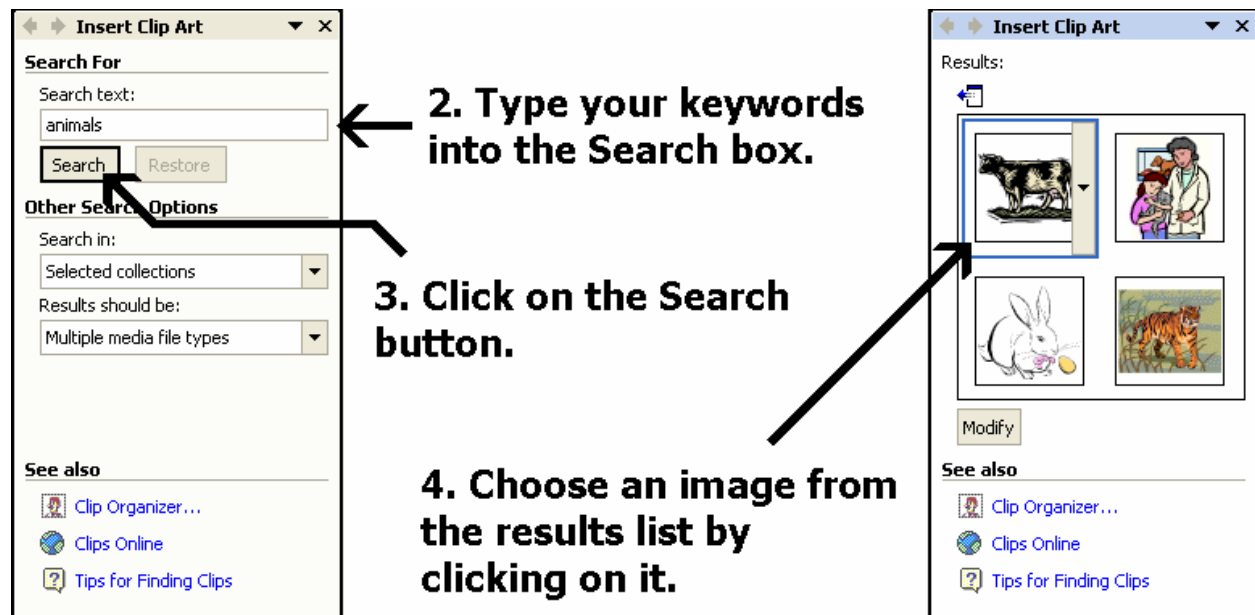
Using the Picture toolbar, you can change the image to grayscale, adjust contrast, crop the image, and set text wrapping, which determines how your text will flow around the image.

Clip Art

Microsoft Word comes with its own set of photos and other graphics, called "clip art." These images all have keywords associated with them, so you can search for the types of images you want to add to your document. To search for and insert clip art, follow these steps:



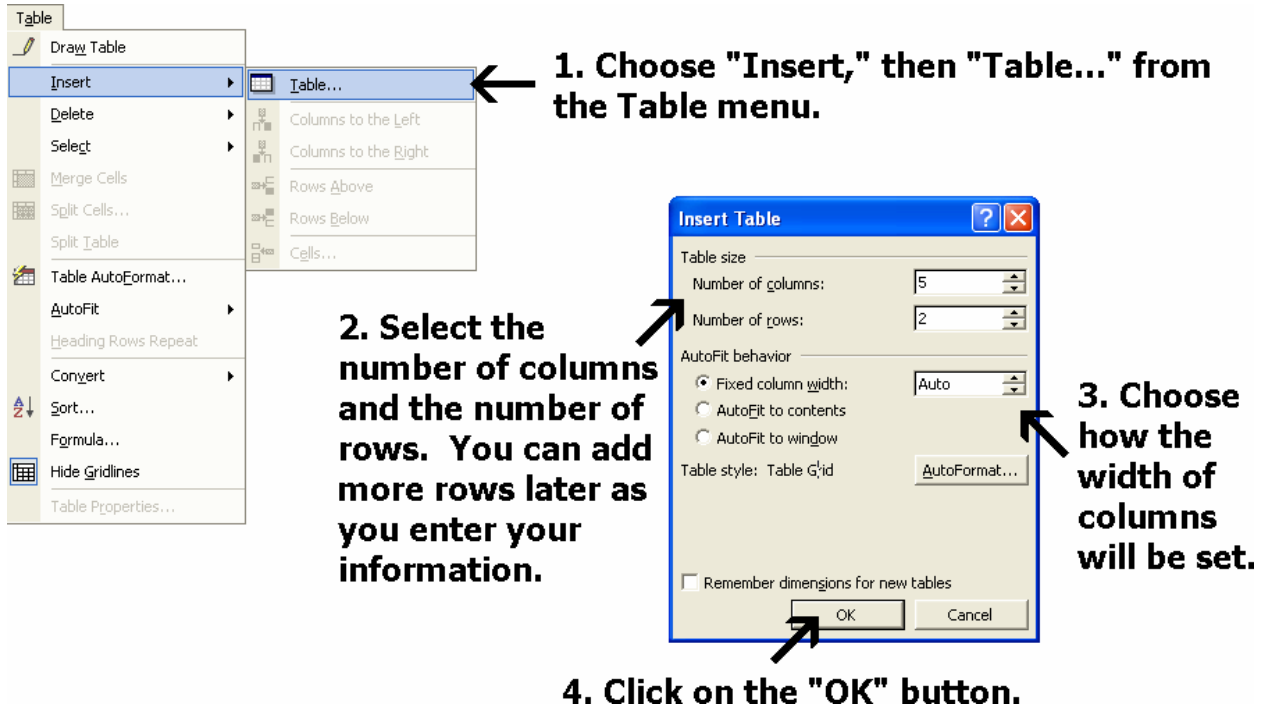
An Insert Clip Art dialogue box will appear along the right-hand side of the window.



To get a closer look at a clip art image before actually inserting it into your document, right click on the image and choose "Preview/Properties" from the shortcut menu that pops up. Once inserted into the document, clip art can be modified using the handles and Picture toolbar as discussed above. If your results list doesn't contain any suitable images, click on the Modify button to go back and try different keywords.

Creating Tables

Tables are useful when you're working with information that can be arranged into rows and columns. The individual spaces in a table are called "cells," and they can contain both text and graphics. To make a table, first place the cursor where you want the table to appear in your document. Then follow these steps:



1. Choose "Insert," then "Table..." from the Table menu.

2. Select the number of columns and the number of rows. You can add more rows later as you enter your information.

3. Choose how the width of columns will be set.

4. Click on the "OK" button.



Your table will appear in your document looking something like this:



← A 2 x 3 table in Word.

To enter information into the table, simply click in whatever cell you want the information to appear in and start typing. To move from one cell to the next, you can use the arrow keys or the Tab key. Pressing the Tab key when the cursor is in the last cell of the table will automatically create a new row. To add a graphic within a table, place your cursor in the cell you want the graphic inserted in and choose "Picture" from the Insert menu, then "Clip Art..." or "From File..." as discussed above.

Resizing

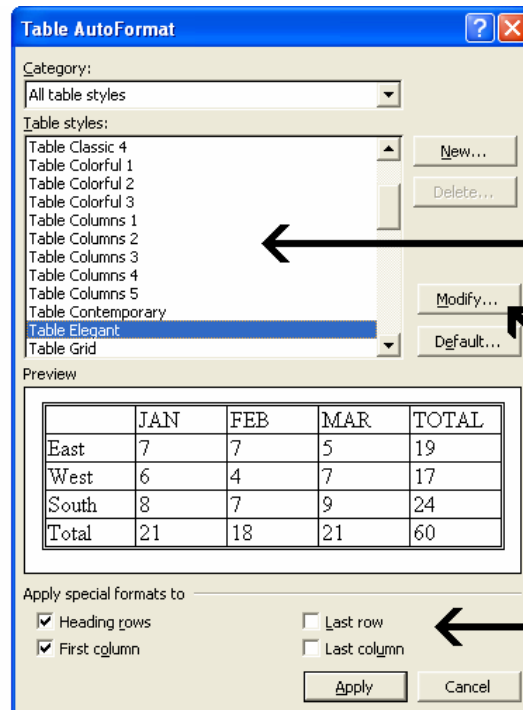
To resize the entire table, use the handle located at the lower right-hand corner of the table. To resize a row or a column, place the cursor between that row or column and the next row or column. When the mouse pointer changes to  or , you can click and drag to resize the row or column.

Formatting

You can select individual cells or an entire table and change the horizontal alignment, font, size, and style of text in a table just as you can with other text. You can also format your tables so that they look cleaner, fancier, and more professional by using the AutoFormat tool, adjusting table properties, or applying borders and shading.

The AutoFormat tool allows you to easily choose from Microsoft Word's premade table formats, which are available in a variety of colors and styles. There are two ways to access the AutoFormat tool:

- 1) When creating the table, click on the AutoFormat... button in the middle of the Insert Table dialogue box, or
- 2) Click anywhere within an existing table and choose "Table AutoFormat..." from the Table menu.

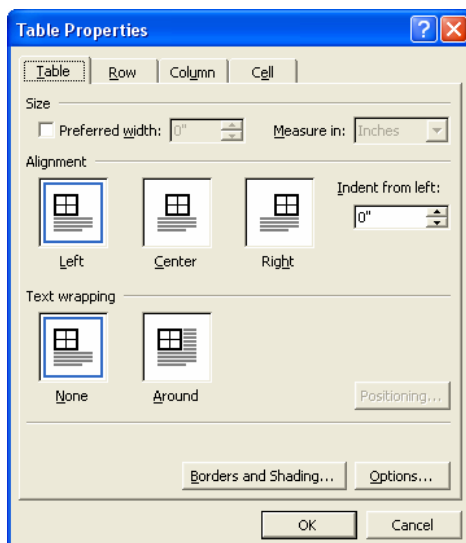


Choose a table format from the list.

Customize an existing format by changing colors, fonts, etc.

Decide which cells will be formatted.

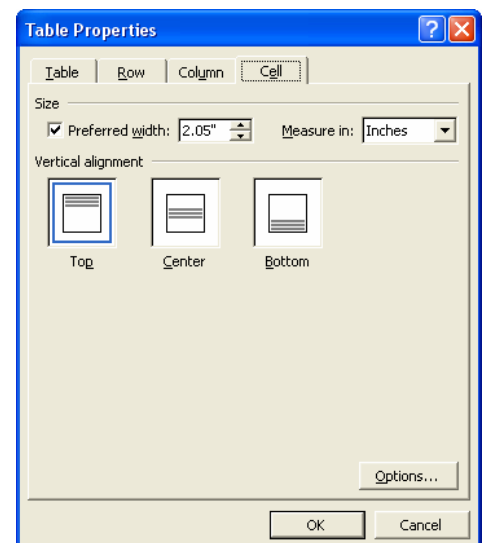
Table properties include a variety of options. To set table properties, click inside the table or select specific cells and choose "Table Properties..." from the Table menu.



← The Table tab allows you to set the width of the table, its alignment on the page, and if text should wrap around it or not.

The Cell tab lets you → set the width of the cells and if the text should be aligned to the top, bottom, or center of the cell.

Row and Column tabs (not shown) allow you to set height and width.



To apply borders and shading to an entire table, first click anywhere inside the table. Then choose "Borders and Shading..." from the Format menu. Select whatever options you want and click "OK." To apply borders and shading to only part of a table, select the cells you want to change and follow the same steps.

Here are examples of tables that have been formatted using the above methods:

| Column One | Column Two | Column Three |
|------------|------------|--------------|
| Cell | Cell | Cell |
| Cell | Cell | Cell |

| | | |
|------|------|------|
| Cell | Cell | Cell |
| Cell | Cell | Cell |
| Cell | Cell | Cell |

HINT: Microsoft Word automatically puts a ½ point, black border around tables and between cells. If you don't want any borders, choose "None" from the left-hand section of the Borders and Shading dialogue box.

Deleting Tables

Delete a table by clicking anywhere in the table, going to the Table menu, selecting "Delete," then clicking on "Table."

Creating Columns

You can easily separate the text on your page into two or three (or even more) columns, which is very handy when making brochures or newsletters. Follow these steps to create columns:

1. Choose "Columns..." from the Format menu.

2. Choose the number of columns.

3. Set column widths and the spacing between columns.

4. Apply columns to the entire document or part of it.

5. Check the box to put lines between columns.

6. Click "OK."

The image shows the 'Format' menu with 'Columns...' selected. The 'Columns' dialog box is open, showing 'Two' columns selected in the 'Presets' section. The 'Number of columns' is set to 2. Under 'Width and spacing', 'Col #:' 1 is 3" and 'Col #:' 2 is 3". 'Spacing' is 0.5". The 'Line between' checkbox is checked. 'Apply to:' is set to 'Whole document'. The 'Preview' shows two columns with a line between them. The 'OK' button is highlighted.

Using Document Templates

Providing a quick way to arrange the layout and set the style of your document, templates are preset page designs formatted for specific purposes. Microsoft Word provides templates for business letters, faxes, memos, resumes, and more. To access this selection of templates, follow these steps:

1. Choose "New..." from the File menu.

2. Choose "General Templates..." from the New Document menu on the right-hand side of the screen.

3. Click on the tabs to access the different kinds of templates.

4. Click on the icon for the template you want to use.

5. Click "OK."

To edit a document created with a template, simply click on the existing text or graphics, and replace them with your own text and graphics.

Wizards

You'll notice that among the templates are choices like "Mailing Label Wizard" and "Resume Wizard." Wizards take you through a series of steps to help you create a customized template for a new document.



Making Envelopes and Labels

Envelopes

To create an envelope using Microsoft Word, follow these steps:

The image shows two parts of the Microsoft Word interface. On the left is the 'Tools' menu, with 'Letters and Mailings' selected and its sub-menu open. 'Envelopes and Labels...' is highlighted in the sub-menu. An arrow points from this option to the 'Envelopes and Labels' dialog box on the right. The dialog box has two tabs: 'Envelopes' and 'Labels'. The 'Envelopes' tab is active. It contains fields for 'Delivery address:' and 'Return address:'. The 'Delivery address' field contains the text '2. Type in the address you're sending to.' and the 'Return address' field contains '3. Type your address.'. There are buttons for 'Print', 'Add to Document', 'Cancel', 'Options...', and 'E-postage Properties...'. A preview of an envelope is shown at the bottom right. An arrow points from the 'Options...' button to the 'Envelope Options' dialog box shown in the next image.

1. Choose "Envelopes and Labels..." from the "Letters and Mailings" option in the Tools menu.

2. Type in the address you're sending to.

3. Type your address.

4. Click on "Options..." to change other settings.

Once you've made all of your selections, you can place a blank envelope in your printer and click on the Print button in the main Envelopes and Labels dialogue box.

The image shows the 'Envelope Options' dialog box. It has two tabs: 'Envelope Options' and 'Printing Options'. The 'Envelope Options' tab is active. It contains a dropdown menu for 'Envelope size:' set to 'Size 10 (4 1/8 x 9 1/2 in)'. Below this are checkboxes for 'If mailed in the USA' with options for 'Delivery point barcode' and 'FIM-A courtesy reply mail'. There are 'Font...' buttons for both 'Delivery address' and 'Return address'. For each address, there are 'From left:' and 'From top:' dropdown menus, both set to 'Auto'. A preview of an envelope is shown at the bottom. At the bottom of the dialog are 'OK' and 'Cancel' buttons. Arrows point from the text instructions to the 'Envelope size' dropdown, the 'Font...' buttons, the 'From left:' and 'From top:' dropdowns, and the 'OK' button.

5. Choose the size of envelope you will be printing on.

6. Change how far the addresses will be from the edges of the envelope.

7. Change the font.

8. Click "OK" to go back to the main dialogue box.

Labels

To print an entire sheet of labels, click on the Labels tab in the Envelopes and Labels dialogue box. Type the information you want on the labels into the text box and click on "Options..." to select the type of label you want to use. Click on the New Document button to edit the font and text size and style. Print the labels from this new document.

Glossary of Terms

| | |
|--------------------|--|
| Alignment | The position of text on the page. Text can be aligned to the right-hand side of the page or the left-hand side of the page or both (justified), as well as centered in the middle of the page. |
| AutoCorrect | A function of Microsoft Word that automatically corrects common spelling mistakes as you type. This function can be turned on and off as needed. |
| Bold | A style of text that appears darker and thicker than normal text. |
| Border | A line or design that goes around the edge of the page, certain text on the page, or tables or images. |
| Bullet | A distinguishing character placed in front of items in a list. |
| Character | A single letter, number, or symbol. |
| Clipboard | A place where text and objects are temporarily placed after being cut or copied so that they can then be pasted where desired. |
| Copy | A command that allows you to make an exact copy of selected text to be placed at another location within the same document or at any location within another document. |
| Cursor | The place at which you are in a document and at which text will appear when typed, usually represented by a blinking, vertical line. Also called the "insertion point." |
| Cut | A command that allows you to remove selected text from a document so that you can place it at a different location within the same document or at any location within another document. |
| Default | A predefined setting that is built into a program and will be present each time that program is run unless an alternative setting is specified. |
| Edit | To add, delete, or change information (text, images, tables, etc.) within a document. |
| File Name | The name assigned to a document either automatically by the computer or by the user when saved. |

| | |
|------------------------|---|
| Font | The visual design of characters. Also called a "typeface." |
| Footer | Text printed at the bottom of one or more pages of a document, often used for numbering pages. |
| Format | The way text appears on a page. |
| Header | Text printed at the top of one or more pages of a document. |
| Indent | The distance text is moved into the body of a document from the document's margin, usually referring to the first line of a paragraph. |
| Italic | A style of text that is slanted to the right. |
| Landscape | A page setting that allows for text to be printed sideways across the widest part of the page. |
| Margin | A boundary that controls how close text can come to the edge of a page. |
| Orientation | Tells which way text will be printed on a page, such as landscape or portrait. |
| Overtyping Mode | A setting that allows you to replace an existing character with a different character without shifting text or using the Backspace or Delete keys. Can be turned on and off by pressing the Insert key on the keyboard. |
| Page Break | Determines the end of one page and the beginning of the next page. Can be automatically created by the program based on the margins or manually inserted by the user. |
| Paste | A command that allows you to insert cut or copied text into a document. |
| Point Size | The height of a character. 72 points = 1 inch. |
| Portrait | A page setting that allows for text to be printed across the narrow part of a page. |
| Rename | To change the name of a saved document. |

| | |
|-----------------------|--|
| Shortcut Keys | Key combinations you can use in place of using the mouse and menus to give the computer commands. |
| Shortcut Menus | Menus that appear when an object or text is right-clicked with the mouse and allow you to perform common functions more quickly. |
| Template | A special kind of document that provides a basic format and set of guidelines for a certain type of document. |
| Thesaurus | A tool that allows you to look up synonyms and antonyms for words in a document. |
| Toggle | To give the computer the same command once to turn a feature on, then again to turn that feature off. |
| Wizard | A tool that guides you through a task in a series of easy-to-follow steps. |
| Word Wrap | A feature of Microsoft Word that automatically moves you to the next line when you reach the end of the line you are on. |

Further Reading Suggestions

These books, available from the library, will help you learn more about the various versions of Microsoft Word and how to use them. The version of Word used at the library, Microsoft Word 2002, may be different than the version you use on other computers at home, work, or school.

Microsoft Word 97

Teach Yourself Microsoft Word 97 in 24 Hours by Linda Jones & Ruel Hernandez

Microsoft Word 2000

Exploring Microsoft Word 2000 by Robert Grauer

How to Use Microsoft Word 2000 Visually in Full Color by Sherry Kinkoph

Microsoft Word 2002

Word 2002 for Dummies by Dan Gookin

Microsoft Word 2002 10 Minute Guide by Joe Habraken (NetLibrary e-book)

Microsoft Word 2003

Microsoft Word 2003: Top 100 Simplified Tips & Tricks by Jinjer Simon