BASIC

MICROSOFT WORD

PART TWO

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In this class you will learn to:

- Use bullets and numbering
- Insert headers and footers
- Insert page numbers
- Add a page border
- Insert pictures and Clip Art
- Resize pictures
- Create columns
- Create page breaks

BULLETS AND NUMBERING

**Create bullets or numbers for an existing list.**

- To convert existing text to a simple bulleted list, select the text.

- Then, click either the bullet or the number icon on the Paragraph group of the Home tab to apply that type of list.

- You can also click the drop-down arrow next to either icon to choose a different format.
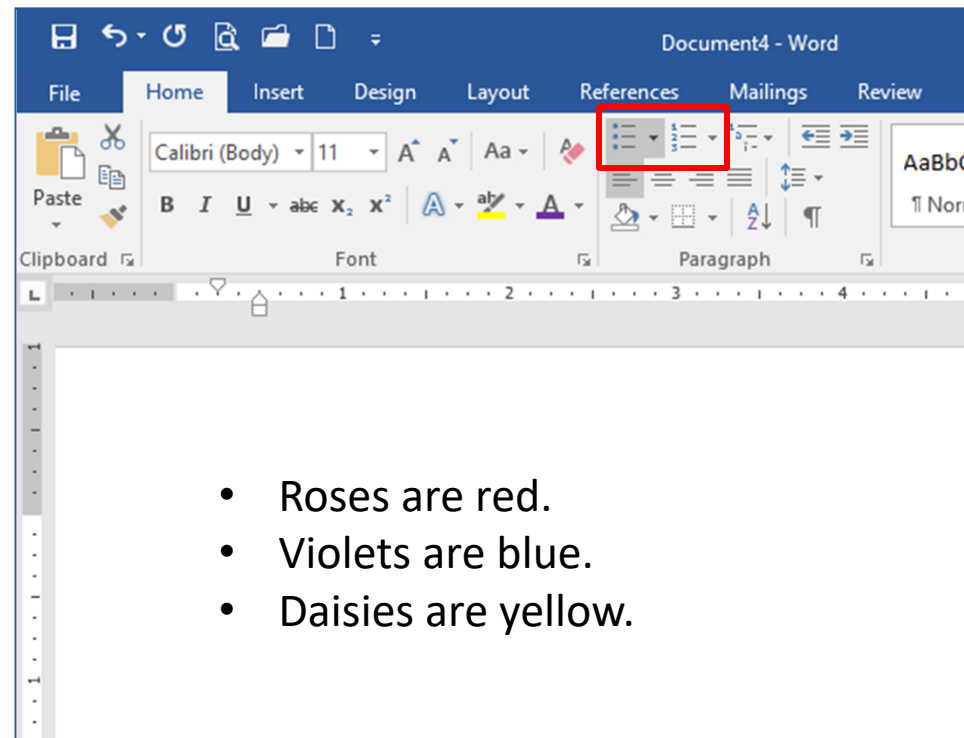
BULLETS AND NUMBERING

Create bullets or numbers for a list as you type.

- To create a list while you type, click the Bullets or Numbering command.

- Type the information for the first bullet or number and then press Enter to move to the next level.

- Once you have completed entering the items in your list, press Enter. A new bullet/number will be created.

- Press Enter and then the Backspace key three times to signify the end of the list and remove the indentation.
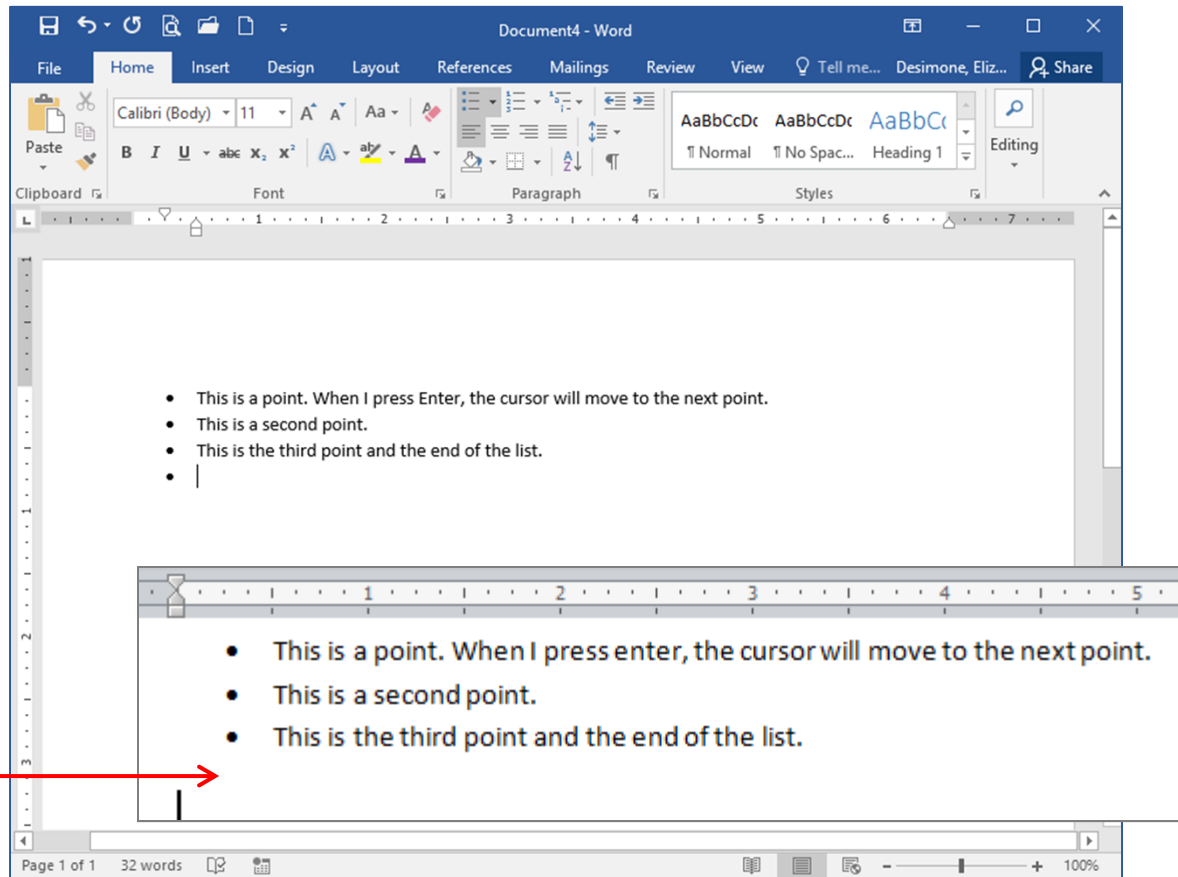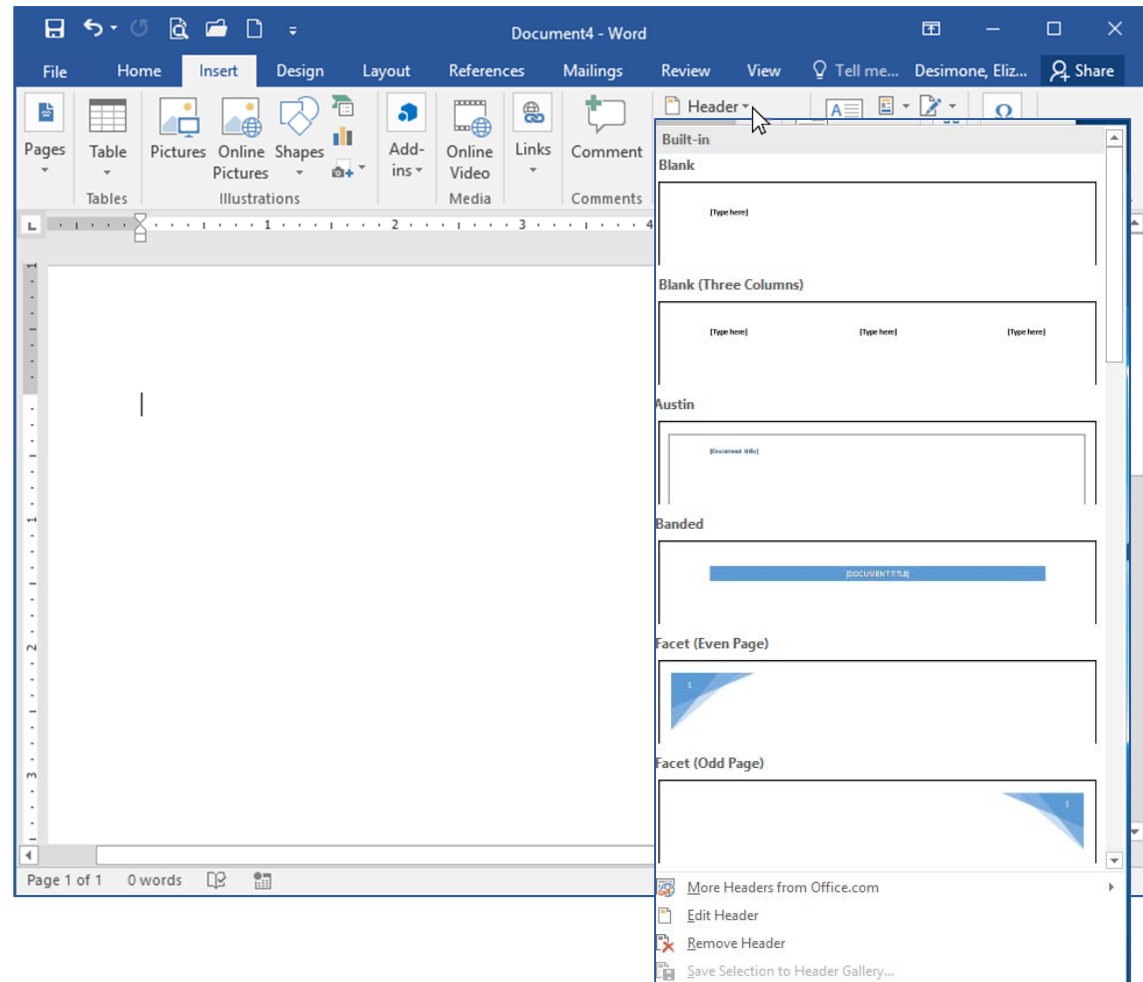
HEADERS AND FOOTERS

Insert a header or a footer.

- Go to the **Insert** Tab, then click **Header or Footer**.

- Click the type of header or footer that you want to add and it will automatically be inserted into the document.

- You can format header/footer text just like you would any other text contained in your document.

- Double-click at the top or bottom of the page to see header and footer tools where you'll discover more options for formatting your headers and footers.
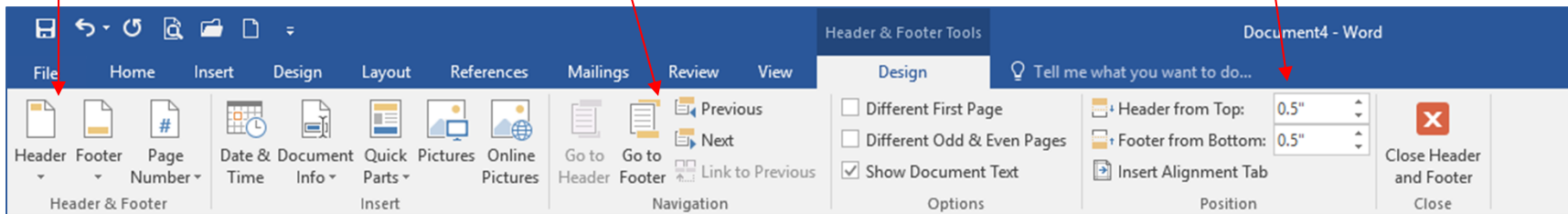
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HEADERS AND FOOTERS

Change header or footer styles

Navigate from header to header in the document

Change the distance between the physical end of the page and your header or footer

Insert document info

Close Header & Footer tools tab

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HEADERS AND FOOTERS

Add a page number.

- Go to the **Insert** Tab, then click the **Page Number** command in the Header & Footer group.

- Hover over the different placement options. This will open an expanded menu.

- Click on an option in the expanded menu to insert the page number in that location and format.
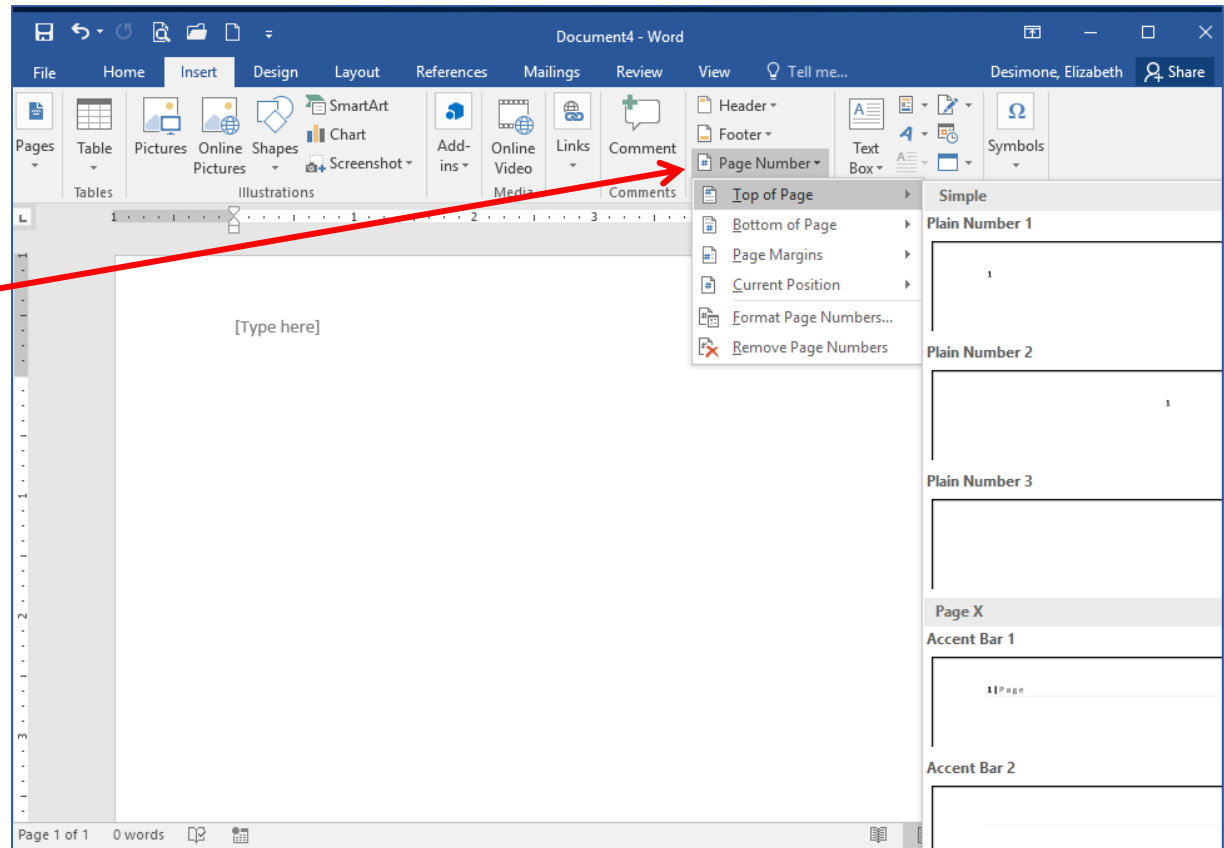
CREATE A PAGE BORDER

- Go to the **Design** menu tab. Click the **Page Border** button located in the Page Background group.

- The Borders and Shading dialog box will open. Select a setting from the menu on the left-hand side.

- Use the options in the middle to choose a style, color, width, and/or art.

- Finally, use the options on the right to choose what edges will have a border.

- The "Apply to" box lets you apply these changes to the whole document, a section, or a portion of a section.
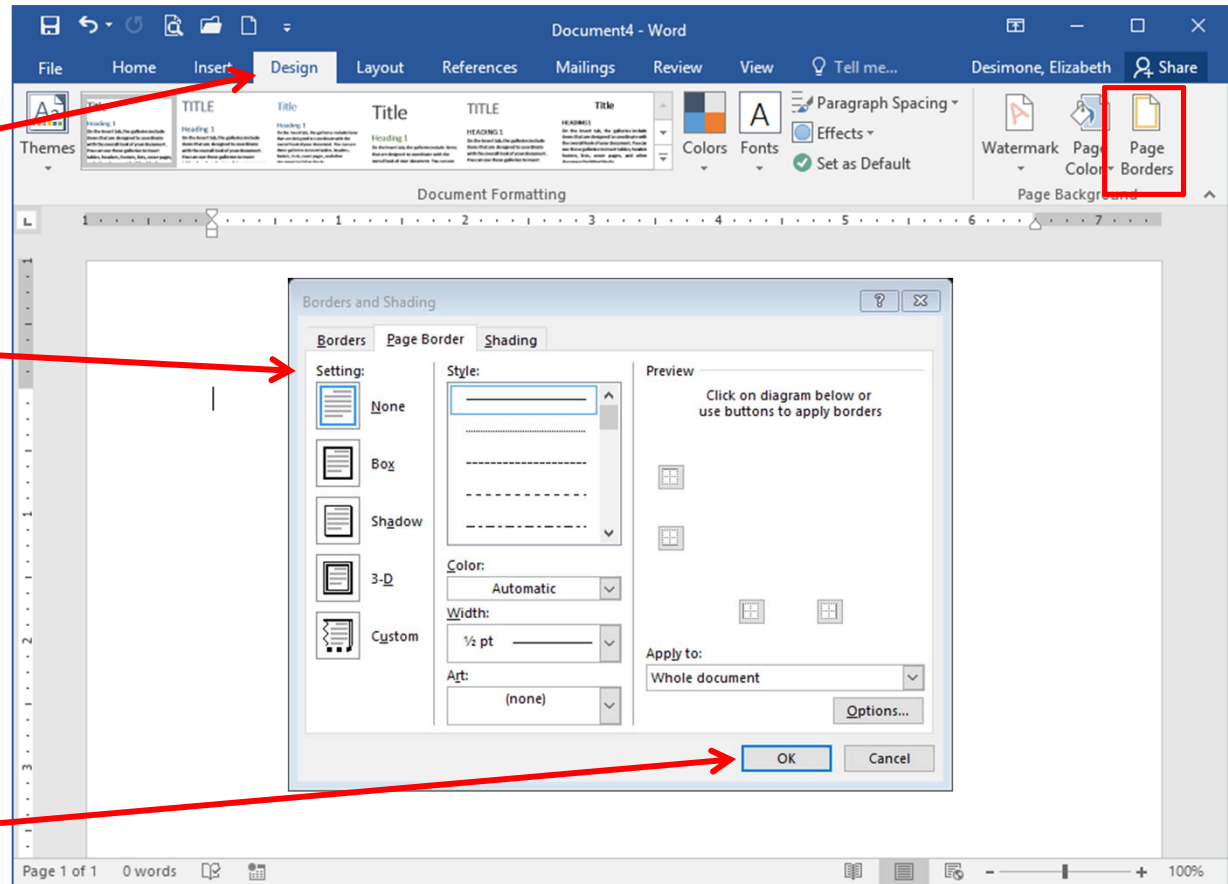
INSERTING OBJECTS

Insert a shape.

- Go to the **Insert** tab.

- Click on **Shapes** in the Illustrations group.

- A dropdown menu will appear. Single-click on the shape you want.

- Either single-click on the document working area to insert the shape in a default size….

- …or, click and drag on the working area to insert the shape with a customized size.
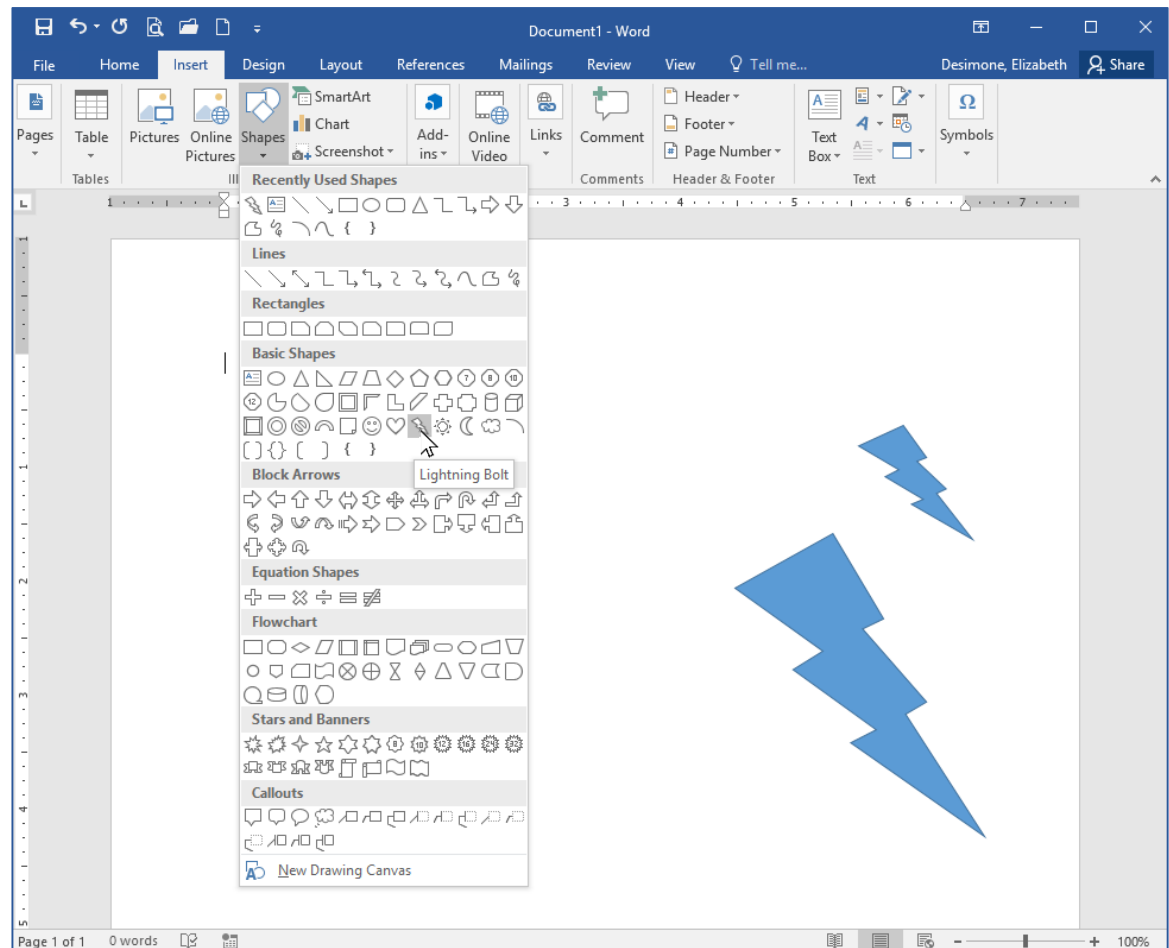
THE DRAWING TOOLS TAB

The Drawings Tools tab appears when you insert a shape. If you click off of your shape, the Drawing Tools tab will disappear. Simply click the shape to make the tab appear again.

Insert shape

Apply custom formatting

Customize WordArt

Change size of shape

Apply preset formatting

Insert WordArt

Arrange shapes on page or in relation to each other

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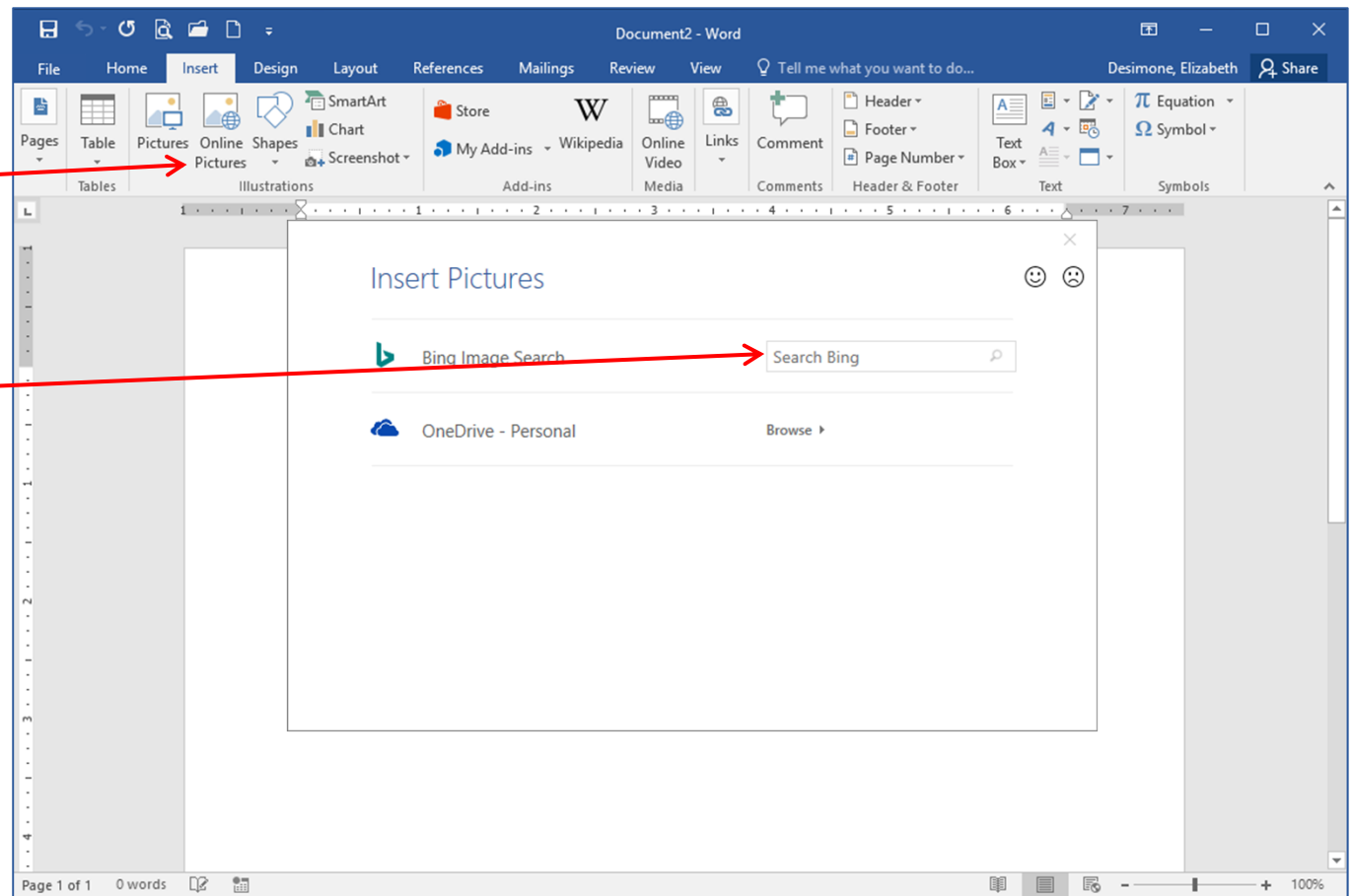# INSERTING OBJECTS

INSERTING PICTURES FROM A FILE ON YOUR COMPUTER:

- Go to **Insert tab →Pictures**.

- A dialog box will open. Click a single file or hold Ctrl and click multiple files.

- Click **Insert** when you're ready.

- The picture will then be added to your document. The Picture Tools – Format tab will also become available.
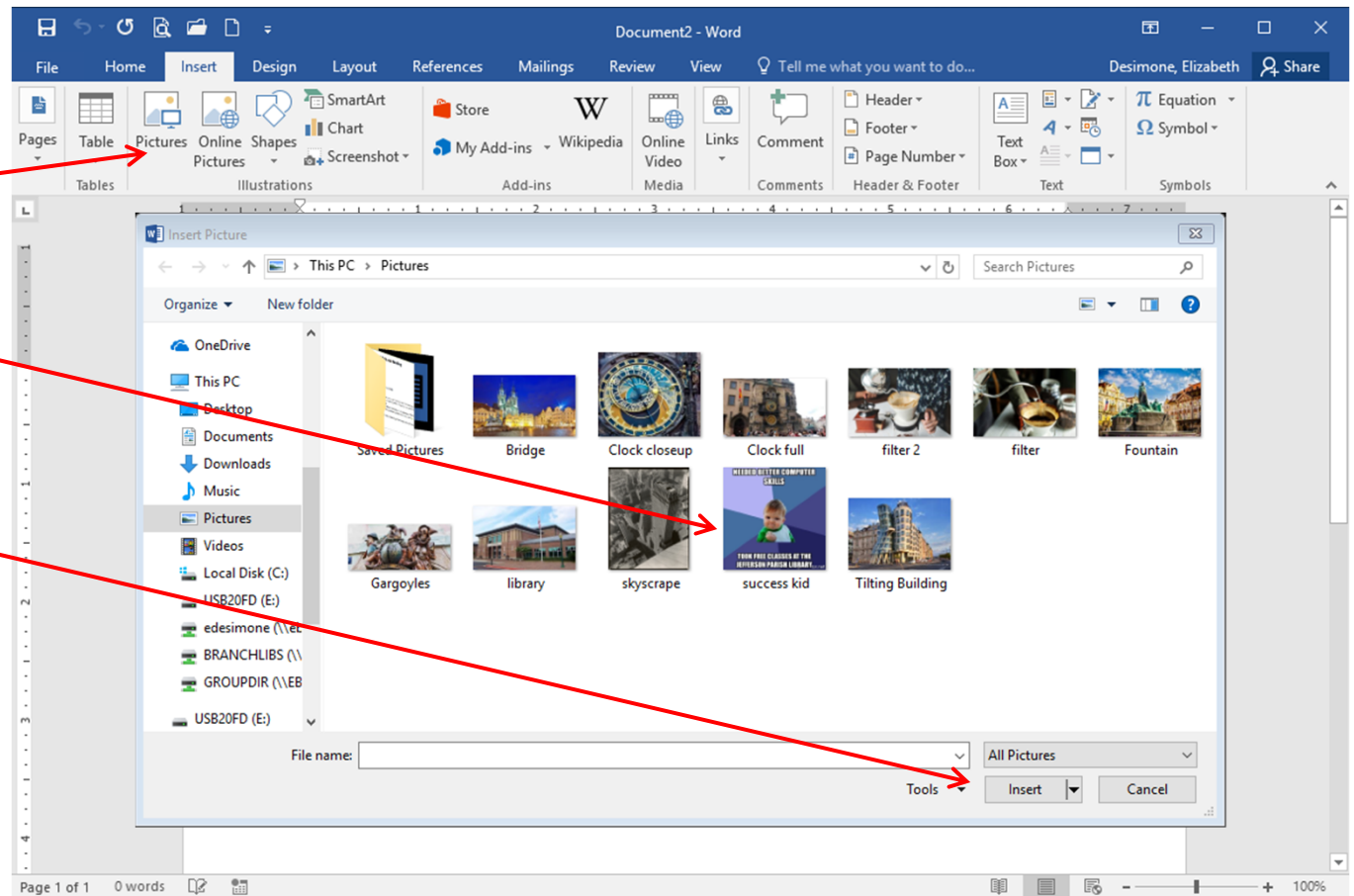
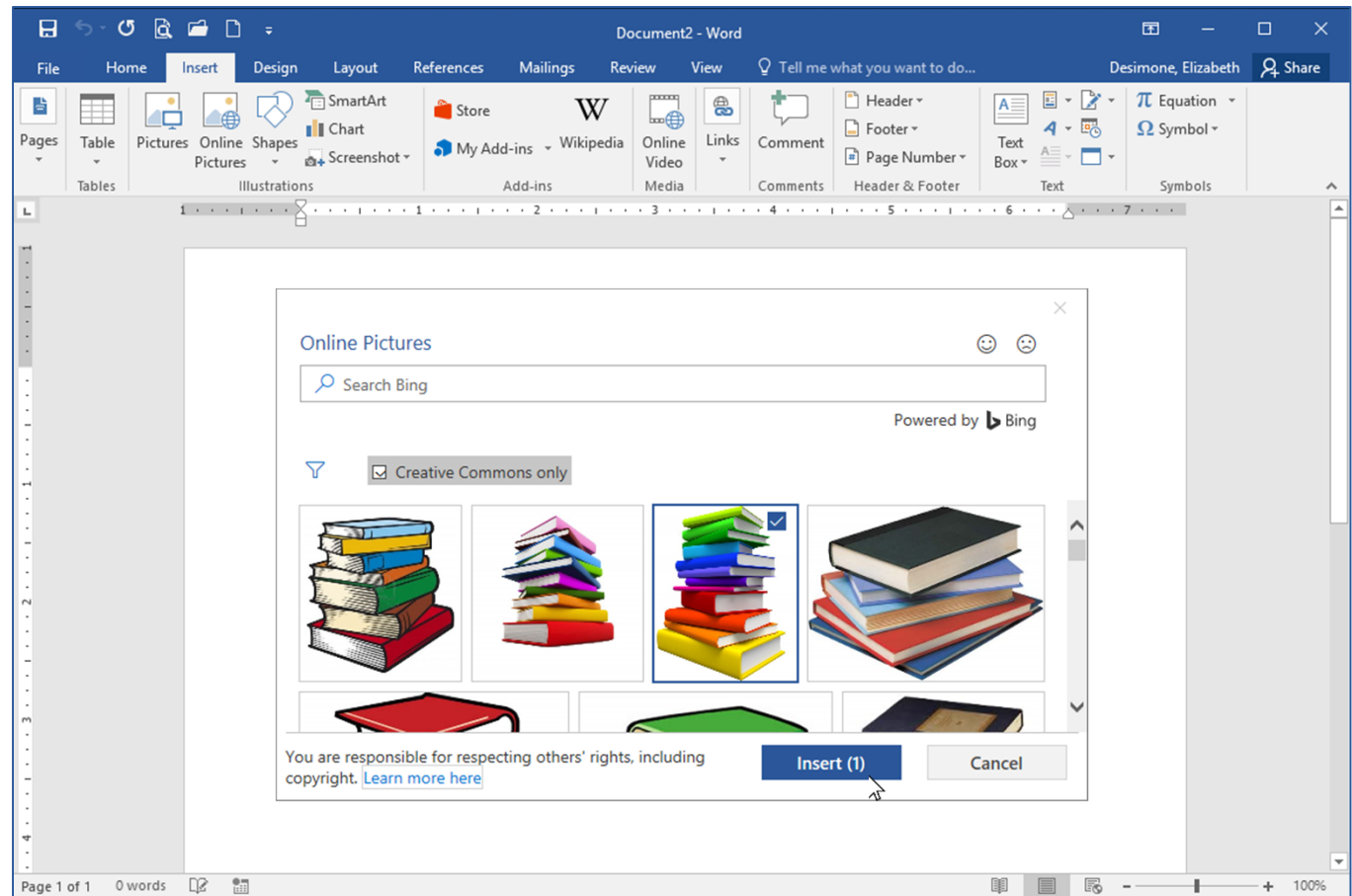# INSERTING OBJECTS

INSERTING CLIP ART:

- Go to **Insert → Online Pictures**.

- A dialog box will appear. Type what you're looking for in the search box.

- Hit Enter.
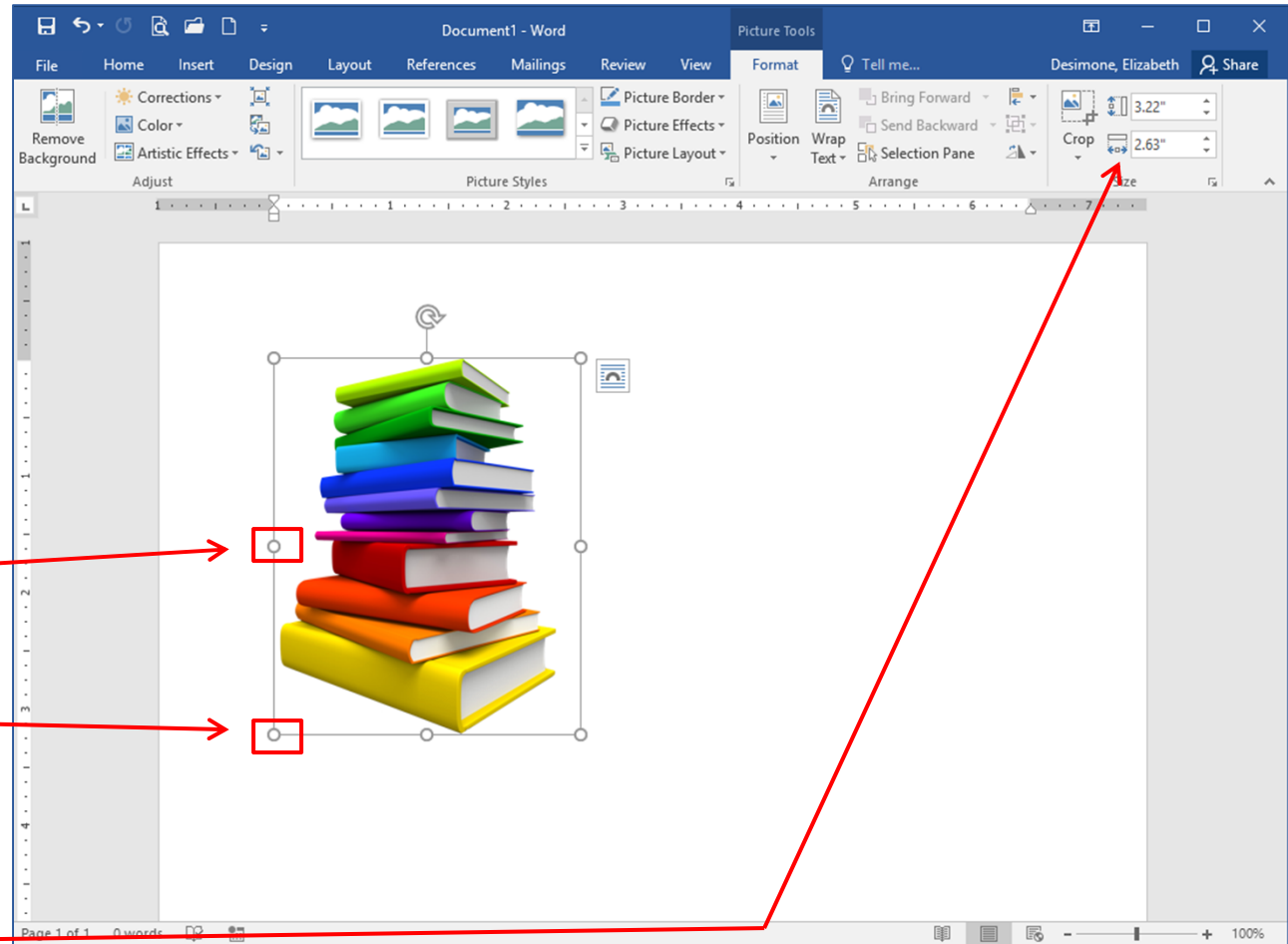
INSERTING OBJECTS

INSERTING CLIP ART:

- (cont.) You will then see images appear in the dialog box.

- Click the image you want to select it, then click Insert at the bottom of the dialog box.

- The image will be inserted into your document at the location of your cursor.

INSERTING OBJECTS

**TO RESIZE A PICTURE, CLICK AND DRAG THE HANDLES.**

- As you drag the handles, you will see the photo become larger or smaller, depending on the direction that you drag in.

- Handles on the sides resize in one direction.

- Handles in the corners resize in two directions.

- You can also enter exact dimensions in the Size group of the Picture Tools – Format Tab.

INSERTING OBJECTS

THERE ARE TWO WAYS TO ROTATE A PICTURE:

- Select a picture and use the **Rotate** options on the Picture Tools – Format tab or the mini toolbar.

- Or, click and drag the white arrow.
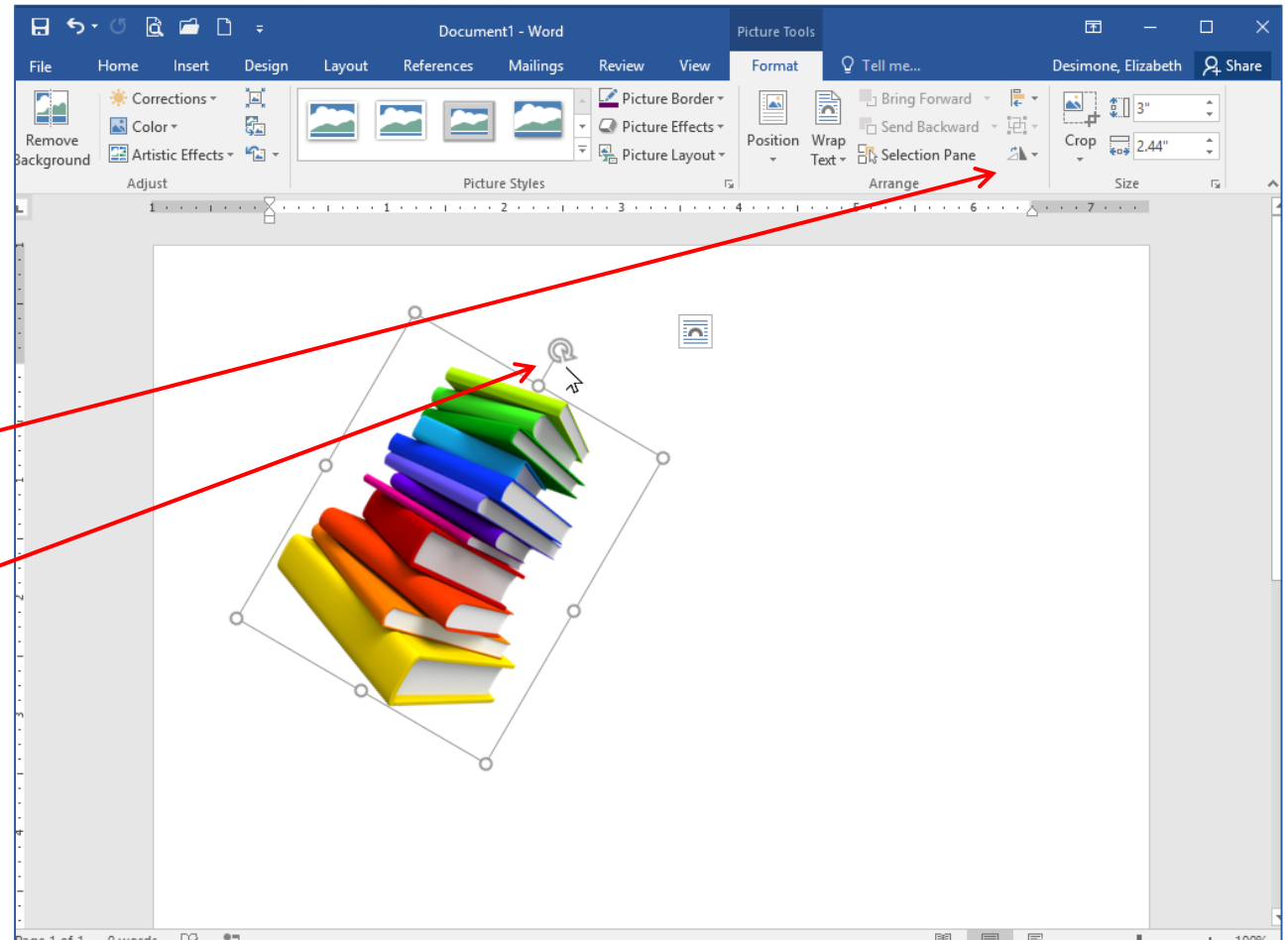
THE PICTURE TOOLS TAB

The Picture Tools tab appears when you insert a picture into a document. If you click off of your picture, the Picture Tools tab will disappear. Simply click the picture to make the tab appear again.

Make your picture brighter or duller, sharper or softer, warmer or cooler

Apply border effects to your picture

Position your pictures on the page or in relation to each other
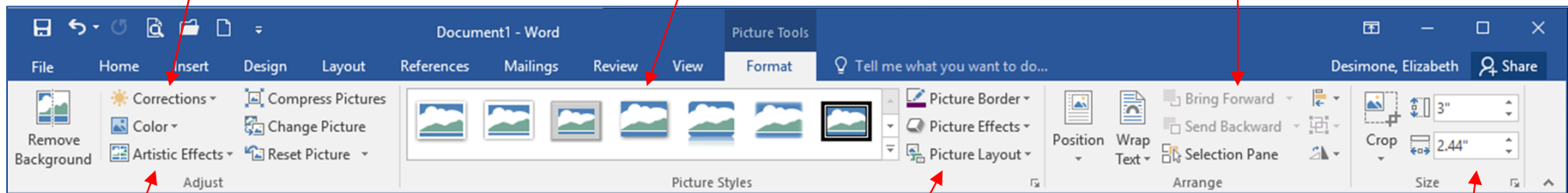
Apply formatting effects such as pencil sketch, film grain, paint brush, etc.

Customize border effects

Set the size of your pictures

PAGE BREAKS

USING PAGE BREAKS

- A page break is a physical end to the text on a page.

- Place your cursor where you want to place the break. Then click **Layout tab→ Breaks → Page**.

- To remove a page break, place your cursor at the beginning of the page after the page break and press Backspace.

- If you have paragraph formatting shown, a page break looks like this:
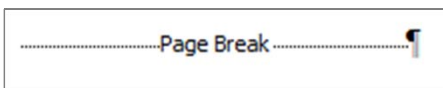
COLUMNS

TO DIVIDE TEXT INTO COLUMNS, CLICK THE LAYOUT TAB

- Select the text that you want to format.

- Click the **Columns** button.

- For more variations, click *More Columns* at the bottom of the Columns command to open the Columns dialog box.
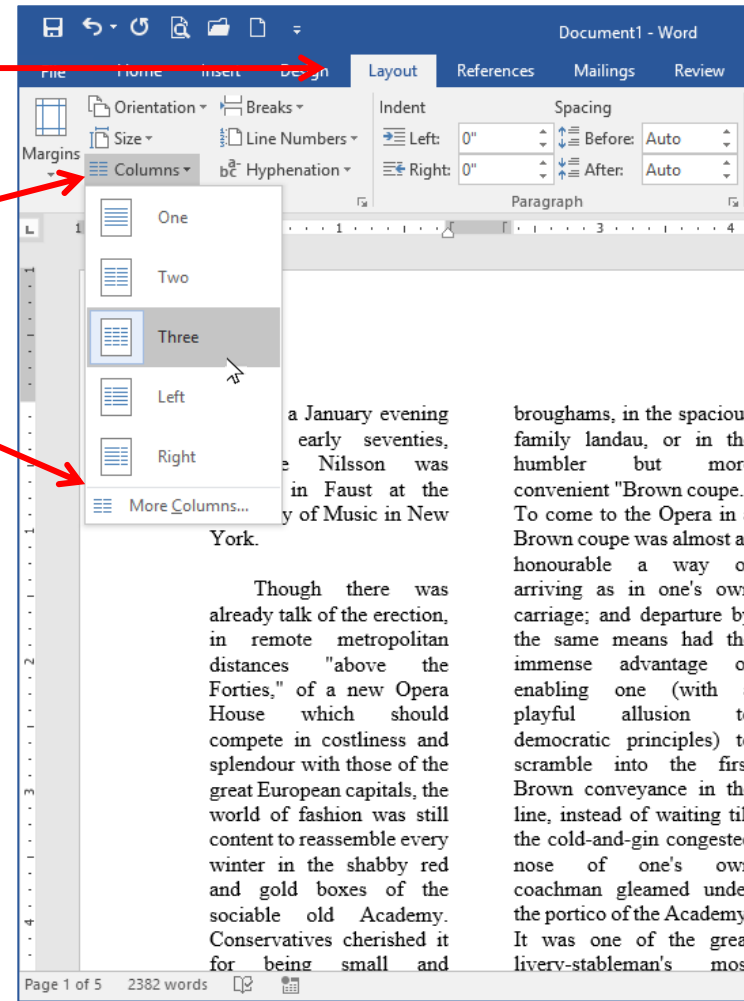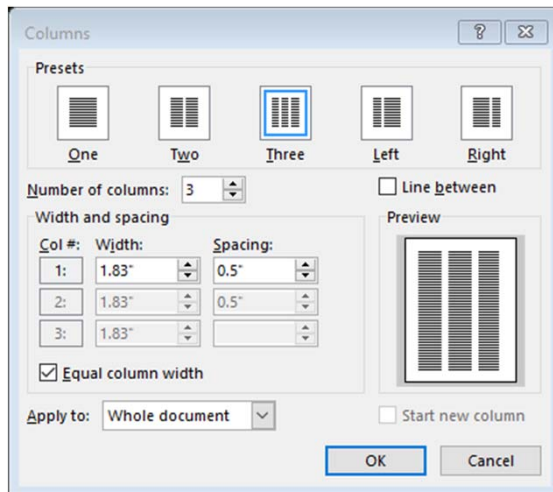
EXERCISE

- Add a page border.
  - - Click Design → Page Borders.
  - - Click Art.
  - - Scroll through until you find an image you like.
  - - Click OK.

- Insert WordArt.
  - - Hit Enter a few times to create a space for your WordArt.
  - - Click Insert → WordArt.
  - - Choose a style you like.
  - - Type "Birthday Party!" Click and drag the text box into the space you made.
  - - Go to the Picture Tools format tab; click Align → Align Center.

- Make a bulleted list.
  - - Click beneath your WordArt. Hit Enter a few times.
  - - Click the bullet button.
  - - Make a list of everything you'll do for your birthday, at least six things.
  - -At the end of your list, hit Enter twice to move to the next line.

- Make the list into columns.
  - - Highlight your list. Make sure you don't have anything extra highlighted.
  - - Click Layout →Columns → Two.

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EXERCISE

- Insert a picture.
  - Click the Insert tab.
  - Click Online Pictures.
  - Search for birthday.
  - Double click the picture of your choice.

- Resize the picture.
  - Go to the Height box in the Picture Tools format tab.
  - Click in the box and type 3.5. Press Enter.

- Use the Position button in the Picture Tools format tab to place the picture in the lower right corner.

- Apply an Artistic Effect.
  - Click Artistic Effects in the Picture Tools format tab.
  - Hover over the thumbnails to see the different effects.
  - Click on the effect of your choice to apply it.

- Add a shadow.
  - Click the Picture Effects button in the Picture Styles group.
  - Click Shadow.
  - Choose any of the shadows in the Perspective group at the bottom of the menu.

EXERCISE

- Insert a smiley face.
    - Click the Insert tab.
    - Click Shapes.
    - Click the smiley face in the third row of the "Basic Shapes" group.
    - Click and drag on the document to create a smiley face about the size of a lemon.

- Change the shape's color.
    - Click the dropdown arrow in the Shape Styles gallery.
    - Choose a new color.

- FOR MORE INFORMATION OR EXERCISES, TRY THESE SOURCES:
    - Lynda.com—Word Quick Tips
    - Lynda.com—Cert Prep: Word 2010 Microsoft Office Specialist
    - http://spclc.org/sites/default/files/Word_Exercise_10_-_Bullets_and_ClipArt.pdf

COMMON KEYBOARD SHORTCUTS

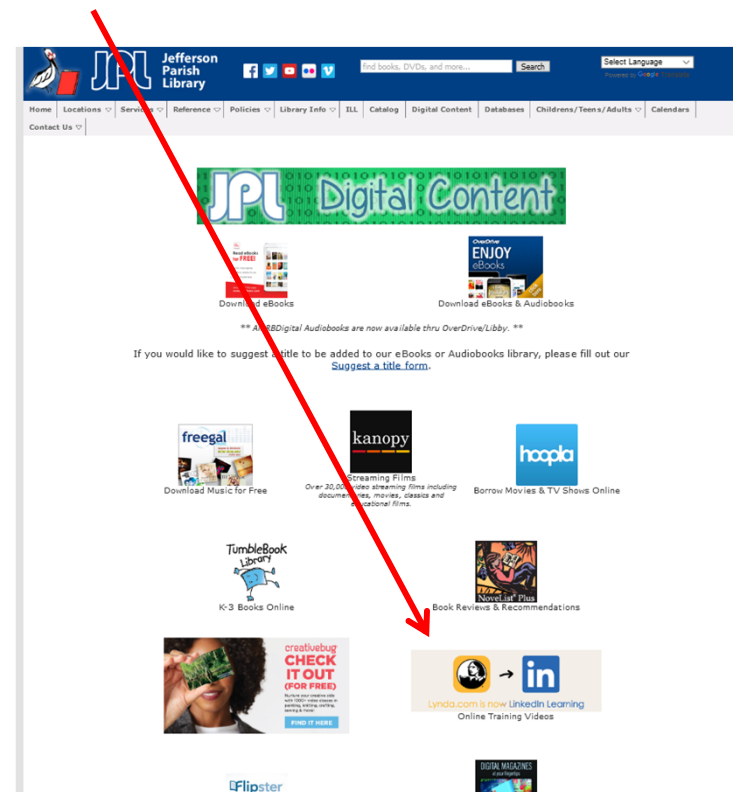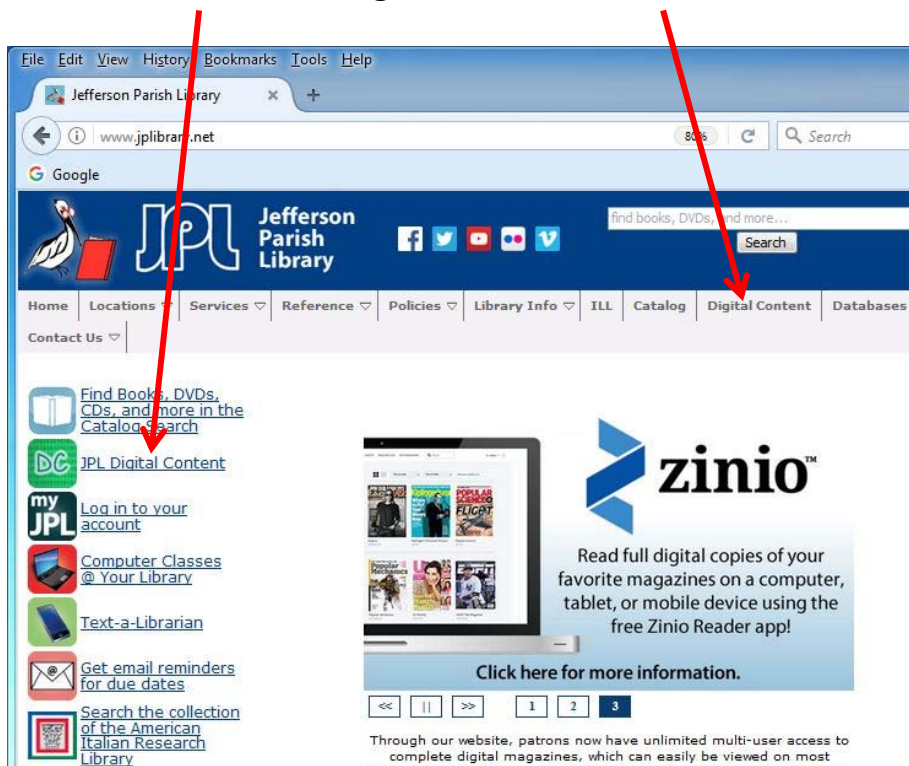|	
CTRL + A	Select entire document/page
CTRL + C	Copy selected text/object
CTRL + X	Cut selected text/object
CTRL + V	Paste selected text/object
CTRL + Z	Undo your last action
CTRL + F	Find specific text in the current document
CTRL + S	Save the current document
CTRL + P	Print the current document
CTRL + B	Bolds the selected text
CTRL + I	Italicizes the selected text
CTRL + U	Underlines the selected text
CTRL + N	Create a new document

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ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage **www.jplibrary.net**

- From the JPL homepage, click on the **Digital Content Tutorials** (blue rectangle) next scroll bar.

- After the course menu opens, click Full Screen at the top of the course menu to view tutorials.

ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage www.jplibrary.net

- From the library's homepage, click on the **JPL Digital Content** link or the **Digital Content** menu tab.

- Then click on the **LinkedIn Learning** icon to access online training using your library card number and pin.

NOTES