



Advanced Microsoft Word

Formatting Paragraphs

Line Spacing – To change a paragraph from single spacing to double spacing, highlight the paragraph first. Click on the **Format** menu and choose **paragraph**. Under the **Line Spacing** section at the bottom, click on the down arrow and select double.

Indentation – There are several different ways to indent.

1. Use the **Increase Indent**  and **Decrease Indent**  buttons.
2. You have more options for indenting in the **Format - Paragraph** menu. From this menu you can indent both the left and right side, and can do a hanging indent.
3. **Tabs** – Using the **Tab** key is another way to indent. Never use the space bar when you want text to line up. Using the tab key will ensure that everything lines up correctly.

Bullets & Numbering

Bullets and numbers really make a list stand out. To create a numbered or bulleted list:

1. Click on the **Numbering** or **Bullets** button.
2. Start typing. Every time you press the **Enter** key the next number or bullet will be displayed.
3. When you are done with your list, click on the **Numbering** or **Bullets** button again to turn it off.
4. **Formatting Numbered or Bulleted Lists** - Highlight the list and go to **Format – Bullets and Numbering**. You have several choices about how you want your numbers and bullets to look. Click on **Customize** and click on the **Font** button if you want to change the font, color, or size.

Headers & Footers

Headers and Footers are things that you can create that will automatically be added to the top and bottom of each page of a document. To access headers and footers:

1. Go to the **View** menu and choose **Header & Footer**.
2. Type your header and/or footer.
3. Click on the **Switch Between Header & Footer** button to move back and forth from the header to the footer.
4. The **Header & Footer Toolbar** has buttons that you can use to automatically insert page numbers, the date, and the time.

Drawing Tools

If you do not see the drawing toolbar, go to the **View** menu, click on **Toolbars**, and click on **Drawing**. Normally the drawing toolbar will be displayed at the bottom of the page.

Line – Draws a line on the page. Click where you want the line to start, hold down the left mouse button and drag in the direction you want the line to go. Let go of the mouse button when it is the length you want it to be. To format the line, right click on it and choose **Format AutoShape**.

Square & Circle – Inserts squares and circles into your document. Click where you want the shape to start, hold down the left mouse button, and drag in the direction you want it to go. If you hold down the **Shift** key as you create it, it will make a perfect square or circle. To format, right click and choose **Format AutoShape**.

AutoShapes – This menu contains several different types of lines and shapes. For example, under **Basic Shapes** choose the left bracket. This can be used to point out a particular paragraph in your document.

Text Box – This creates a box for text. Click where you want the box to start, hold down your left mouse button and drag until it is the desired size. You can change the font style, size, and other characteristics through the toolbar just like you do with regular text. To format the text box, right click on the edge of the text box and choose **Format Text Box**.

Word Art – Allows you to create fun things with text. Click on the **Word Art** button and choose a design. Type your text in the box and choose the font style and size. The Word Art toolbar will also be displayed. This allows you to edit and format your word art.

Page Borders

The page borders are available under the **Format menu – Borders & Shading**. Click on the **Page Border** tab. Choose a **Setting** on the left first (**box, shadow, 3-D**) and then choose the border style from the list. Then you can choose the color and the width of the lines. If you want to have pictures for borders, click on the down arrow next to **Art** and scroll through the list.

Graphics

You can insert pictures from clip art into word documents. Go to **Insert – Picture – Clipart**. The clip art is arranged by category. Select the picture you want. Once it is in your document, there are several things you can do with it.

- ❖ **Moving it** – To move the picture, left click on it and hold down your left mouse button. Then drag it to a new location.
- ❖ **Changing size** – To change the size, put your left mouse pointer on one of the squares until you see the double-sided arrow. Hold down the left mouse button and move your mouse in or out to resize the object. To force the object to keep its original shape and just change the size, use the corner squares.
- ❖ **Formatting** – Right click on the picture and choose **Format Picture. Wrapping** tab: This is where you decide how you want your text to wrap around the picture.
- ❖ **Downloading clip art** – Click on **Clips from Web** to choose clip art from the Microsoft Clipart Gallery.

Tables

Tables are used to arrange text in rows and columns. Tables can be used for phone lists, budgets, or other spreadsheets.

To insert a table, go to **Table – Insert Table**. Select the number of columns and rows you want.

Adding Text - To add text to a table, click in the table. Use the **tab** key or the **arrow** keys to navigate in the table.

Adding & Deleting Rows & Columns - If you decide that you need to add another row, you can press the **tab** key when you are in the lower right cell and a new row is created. Or you can go to the **Table** menu and choose **Insert rows**. To insert a column, you have to highlight a column first, then go to the **Table** menu and choose **Insert columns**. To delete columns or rows, highlight them and choose **Delete cells** from the **Table** menu.

Adjusting Column Size – Move your mouse pointer to any border so the mouse changes to a double-sided line with arrows. Click and drag the line where you would like it to go.

Borders & Shading – Go to **Format – Borders & Shading**. The **Borders** tab will allow you to decide which lines you want to display in your table. The **Shading** tab will allow you to shade one or more cells different colors.

Sorting a table – After content is added to a table, you can sort it in either ascending (A-to-Z) or descending (Z-to-A) order. Click on the **Table** menu and select **Sort**.



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