

Advanced MS Word

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Modified by D. Baker 11/2000

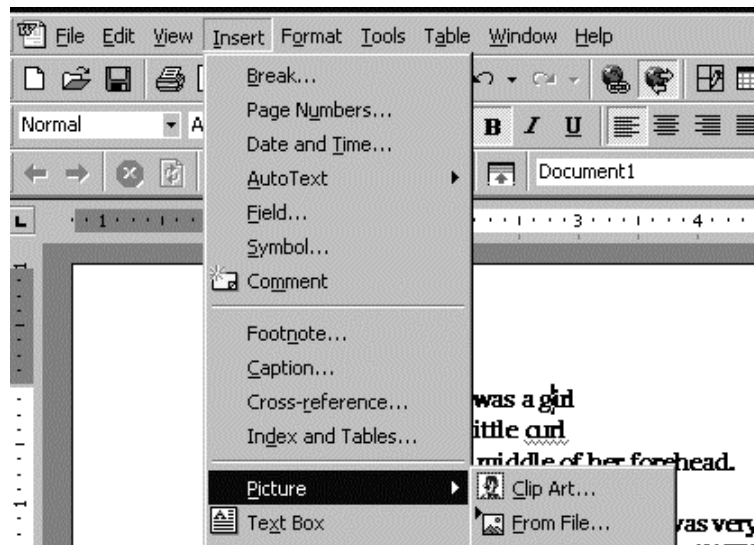
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Chapter 1:

Inserting Graphics

Graphics can add a lot to your document and they are not difficult, once you get the hang of them.

1. Type your text and make formatting changes.
2. Click on Insert in the Menu Bar. Select **Picture**, then **Clip Art** to choose from the MS Word Clip Art files.



3. You are now at the **Clip Art Gallery**. You may select a category of clip art or move the dialogue box's thumb bar down to scroll through all the selections. You can also search for a specific type of picture. Simply type in a keyword in the **Search Box** and hit **Enter**. When you find something you like, click on it and then click on **Insert**.

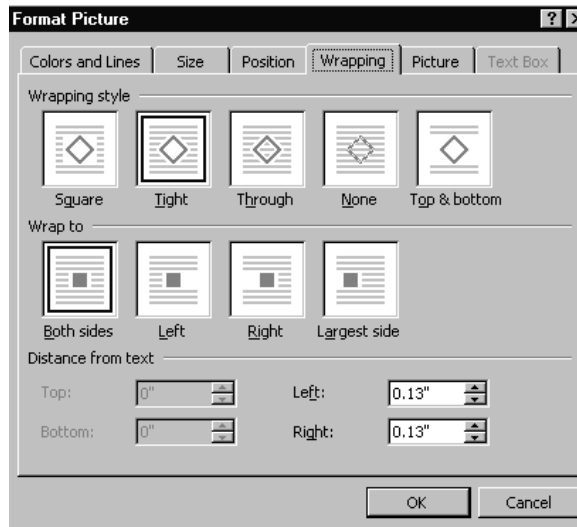


4. The clip art will appear in your document where your cursor was located. You may click in the center of the clip art and drag it to the desired location.

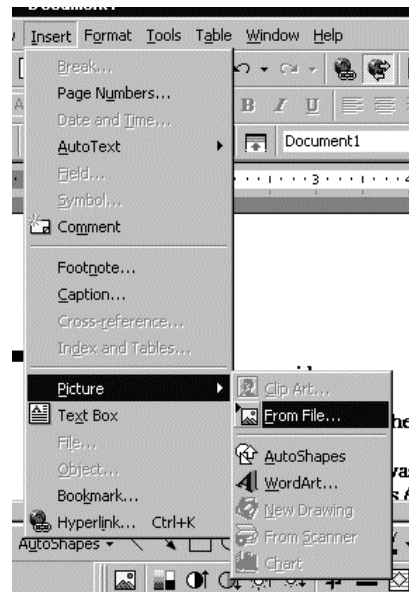
5. **Resizing A Picture:** To resize the clip art, click and drag on the **little squares** around its perimeter. *Note: If you click and drag from a corner, it will size the clip art proportionately.*



6. To make text flow around your clip art, use the Text Wrapping function. To view, right click on your picture. Highlight **Format Picture**. Click on the **Wrapping Tab**. Select the wrapping feature you would like.



Clip art can also be used that is not part of the MS Word select. If you have clip art from another program or on a CD, you can retrieve it by clicking on **“From File”** instead of Clip Art.



Exercise One: Inserting Graphics

Instructions: Using the “There Was A Little Girl” Document, insert the graphic of your choice. Be sure to save your work when you are finished.

Chapter 2:

Paper Size and Orientation

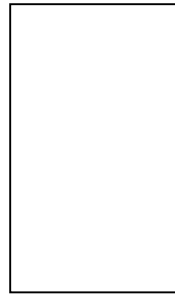
Paper comes in many sizes and sometimes you will want to print documents “sideways”. Two important terms to know are

Landscape: When the orientation of the paper is such that the longer sides are on the top and bottom.

Portrait: When the orientation of the paper is such that the shorter sides are on the top and bottom.



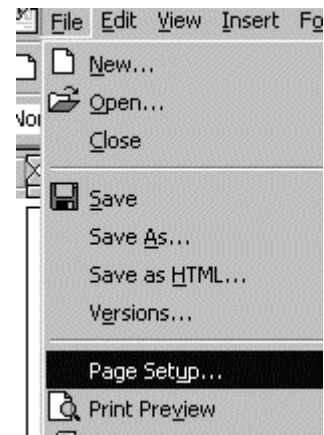
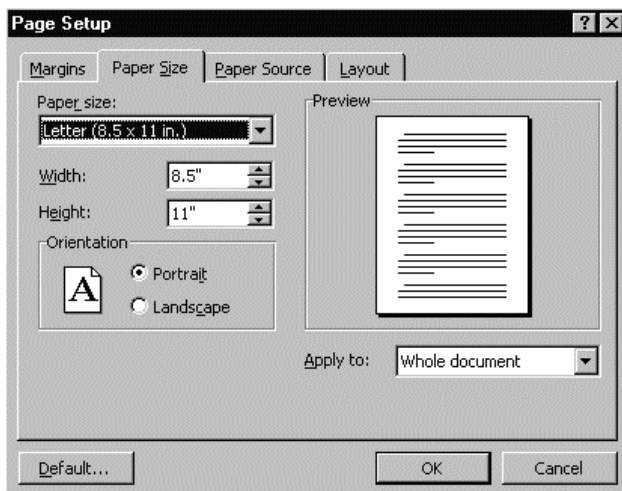
Landscape



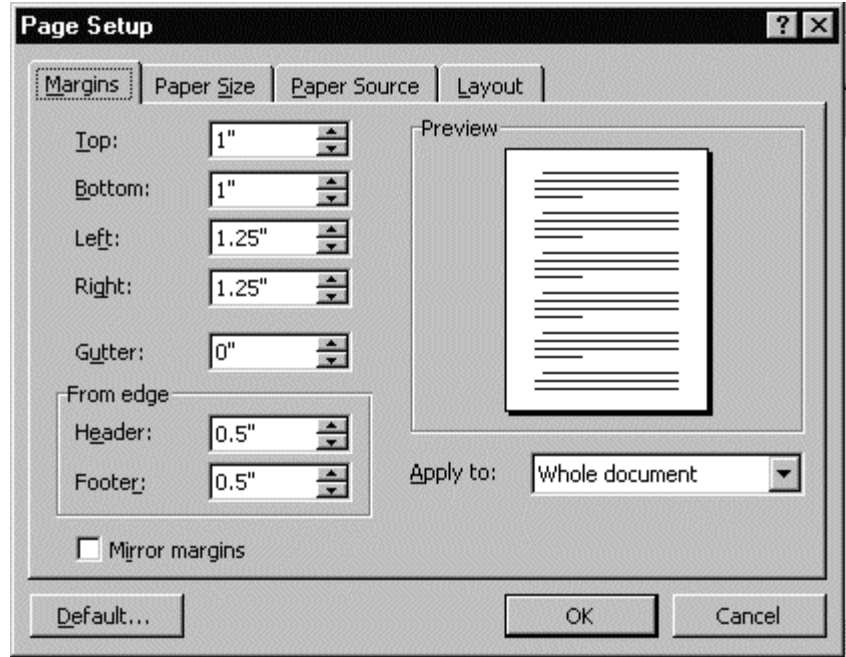
Portrait

Changing Page Attributes

1. Step One: Click on the **File Menu** item, then **Page Setup**.
2. You will see a number of Tabs across the top of the dialogue box. Click on **Paper size** and then click on **Portrait** or **Landscape**.



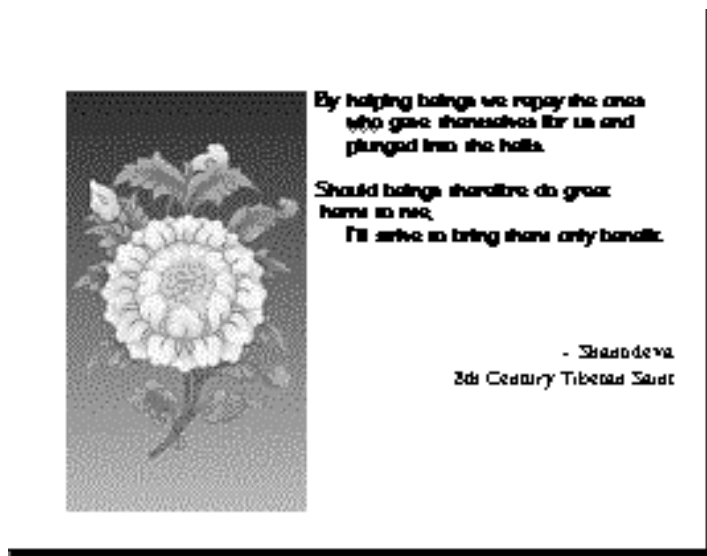
- You may also change the margins of your document here. Click on the **Margins Tab** to make these changes. Use the Tab key to move from box to box making your changes. Click **OK** when you are finished making changes.



Exercise Two: Putting It All Together

Instructions: Use a poem, saying, Bible verse, or song lyric and make a mini-poster. Use what you have learned to format the type, insert a suitable graphic, change the orientation, spell check it and Save the document.

Example:



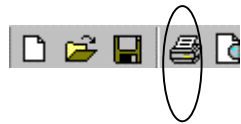
Chapter 3:

Printing

MS Word gives you many choices for printing. This chapter will explore some of your options.

Printing from the Button Bar

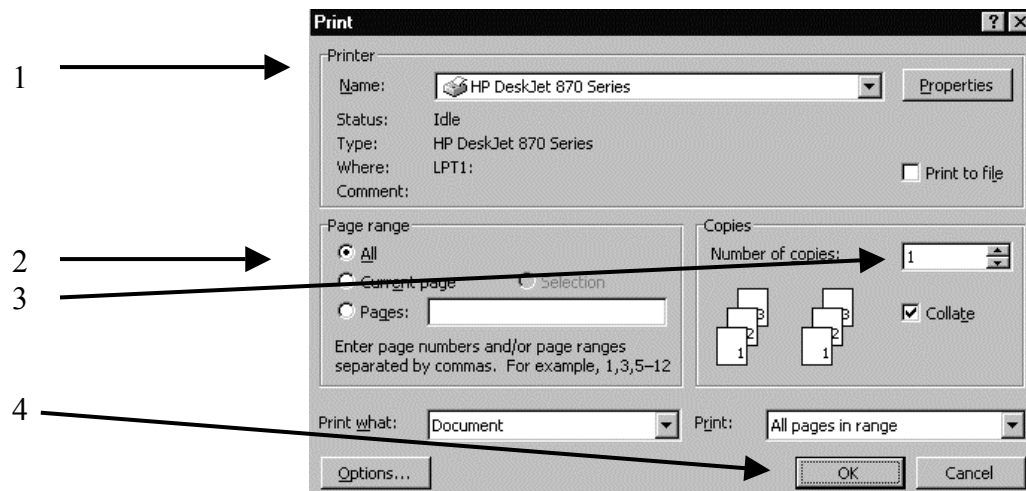
If you want to print the entire document, and you do not wish to change the printer or any other attributes of the print job, you can simply press the **Print** button on the Button Bar.



Printing Deluxe

However, there are many things you might like to modify in the printing job such as which pages are printed, which printer is used, how many copies are printed and the order of the printing. To make these changes you have to use the Print menu option.

1. Click File, then Print.
2. Make changes in the Print dialogue box.



1. This is the name and type of printer you are set to print to. By clicking on the downward pointing arrow to the right of this box, you can see the other printers available to you. Clicking on one of them will change the printer for this session.

2. Print range determines which pages of your document will be printed.
 - All – prints the entire document
 - Current Page – prints the page your cursor is blinking on
 - Range – allows you to put in a list or range of page numbers.
3. Number of Copies lets you change how many of your document are printed. Either click on the box or use the tab key to move there.
4. When you have everything just the way you want it, click on the OK button or press **Enter** to start the print job.

Fixing Printing Problems

If your job won't print or prints incorrectly, check these common problems.

1. Is the printer turned on?
2. Is the printer plugged into the AC power?
3. Is the Select or ONLINE button on?
4. Is the printer on the network?
5. Is there paper in the printer?
6. Is there ink or toner or ribbon in the printer?
7. Are you logged on to the network?
8. Have you selected the appropriate printer?

Print Preview

An extremely useful and under used feature of MS Word is **Print Preview**. This option allows you to view your document before you print it and see how it appears on the page.

To use print preview:

1. Click on **File, Print Preview** OR
2. Click on the **Print Preview** button.
3. You can see what your document is going to look like. You can even change your spacing or edit using this feature. Just click off of the magnifying glass to go into edit mode.



4. To exit back to your usual view of your document, press the **Close** key in the upper left of your keyboard or click on View, then Normal.

Hint: You can use the Page Up and Down keys or the thumb bar to scroll through multiple pages.

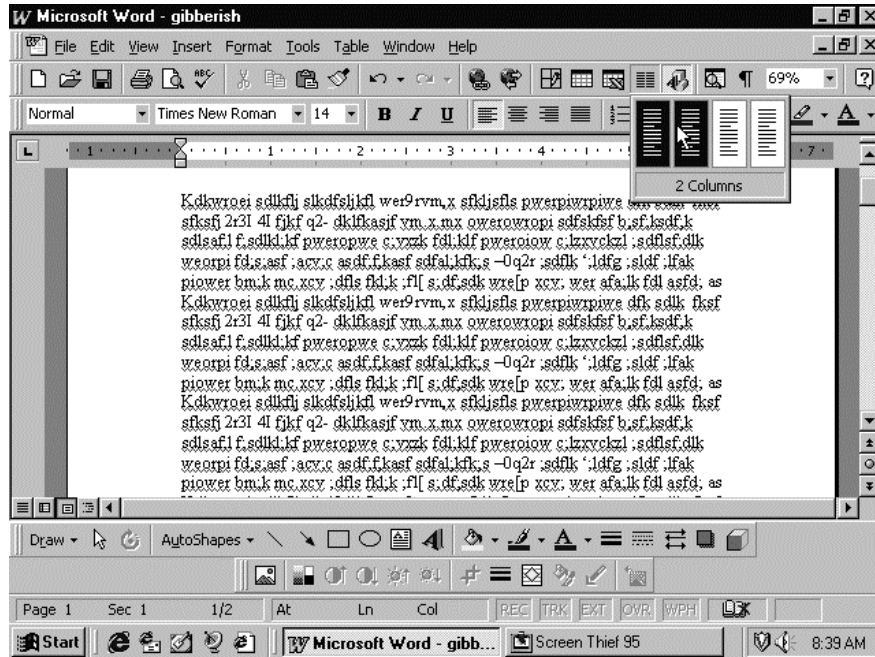
Exercise Three: Printing Your Mini Poster

Instructions: Print the Mini Poster you designed in the last exercise. If you have color in your poster, be sure to direct your print job to a printer that can accommodate color printing.

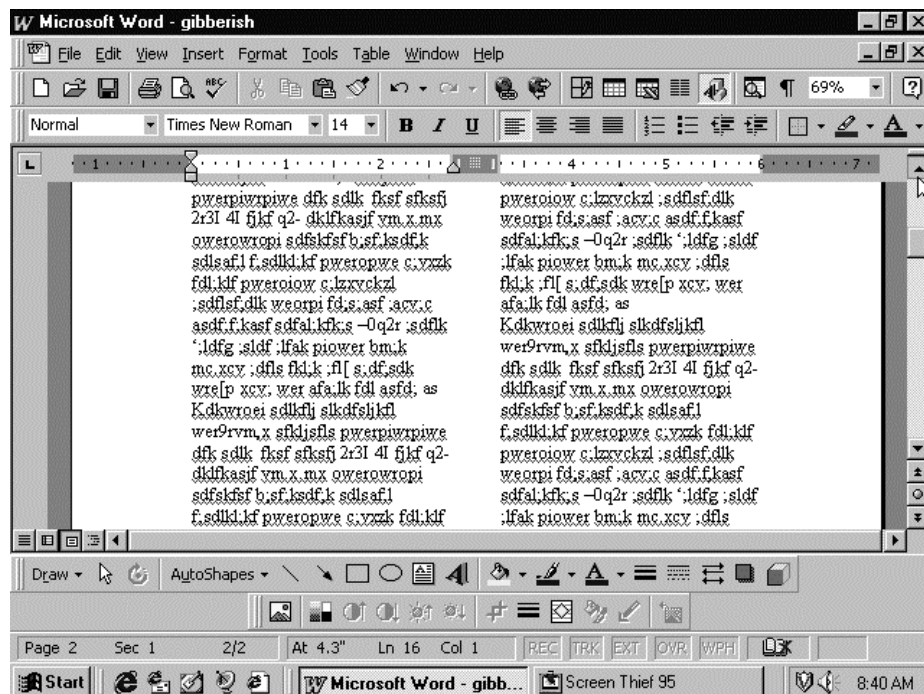
Chapter 4:

Columns

1. Type your text.
2. For “garden variety” columns, click the **Columns** button on the button bar. A graphic of columns will drop down. By dragging on the number of columns you would like, and then letting go of the mouse button, your text will be arranged in that number of columns.



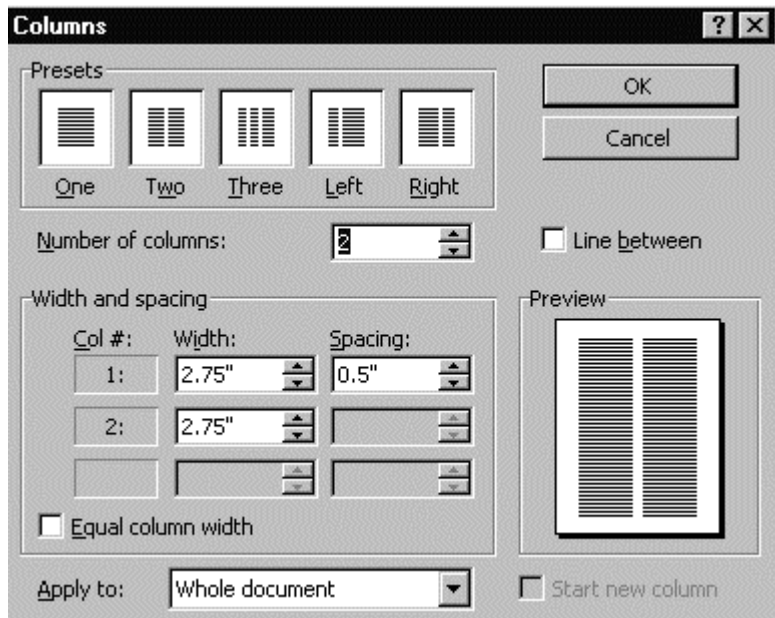
This is how the text will now appear:



If you want your columns to be anything different than the default, you will have to use the **Menu Option for Columns**.

1. Click on **Format**, then **Columns**.
2. Use your tab key or mouse to move from field to field and make the desired changes.
3. When you have things just as you like, press the OK button.

Hint: You can always click the Undo button on the Button Bar if you are unhappy with the way things look after setting up columns.



To stop the column feature and revert to typing across your screen, you must insert a Column Break. To do this, Click on **Insert, Break**. Select **Column break**, Continuous. This should allow you to go back to typing a single paragraph.

Exercise Four: Columns

Instructions:

1. Open the file called Gibberish.doc in your home directory. Your instructor will help you find this document.
2. Use the Column Button to arrange the text into columns.
3. Use the Print Preview feature to view your document.
4. Use the Undo Button to return the document to the previous format.
5. Use the Format Columns menu option to experiment with different column formats.

More on Columns

Following the steps described above will format your entire document in the same number of columns. But sometimes you would like part of the document to be in one column and part in two columns or some other variation on this idea. To achieve this:

1. High light by dragging on the text you would like to set in columns.
2. Click on the Columns Button and select the number of Columns you would like to have.
3. Release the mouse button and the text will be formatted in the desired number of columns.

Chapter 5:

Creating Tables

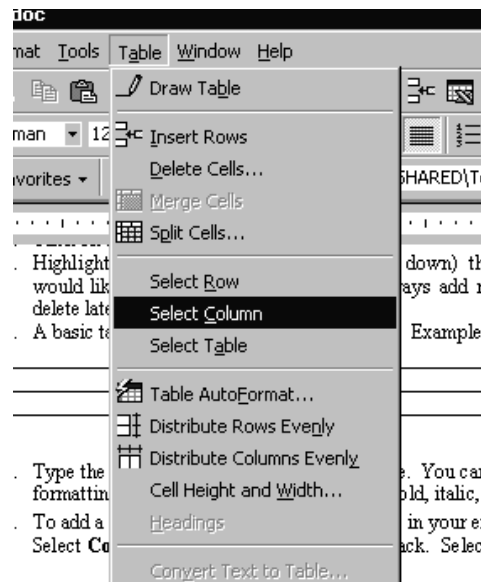
Tables can be used for many tasks. You may want to create an actual table to be filled in. You can also create a table to line up information. The easiest way to create a table is with the Table button.

Creating a Basic Table

1. **Click on the Table** button.
2. Highlight the number of cells (across and down) that you would like your table to have. You can always add more or delete later.
3. A basic table will come up in your document. Example:

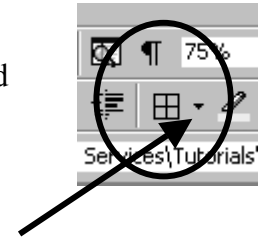


4. Type the information you want into your table. You can format your text using the same formatting techniques discussed earlier (i.e. bold, italic, font, etc).
5. **To add a column:** Click in one of the columns in your existing table. Highlight **Table**, Select **Column**. Your column will become black. Select **Table**, **Insert Columns**.
6. **To add a row:** Repeat Step 6 only select row.



To use tables to align text:

1. Create a table and type your text into it.
2. Highlight the entire table by clicking your mouse on the corner and dragging it across the entire table.
3. On your tool bar, click on the arrow beside the **Borders button**.
4. Select the grayed out border to make the borders of your table disappear.
5. Your text will now be aligned without the distraction of table borders.

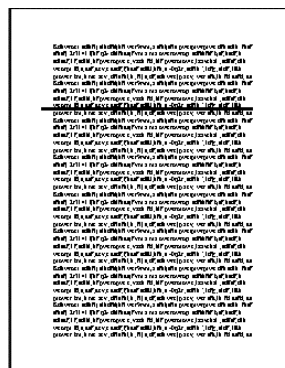


Chapter 6: Working with Pages

Inserting a Page Break

If you would like to have the document go to a new page before the text has completely filled the page, you must insert a page break.

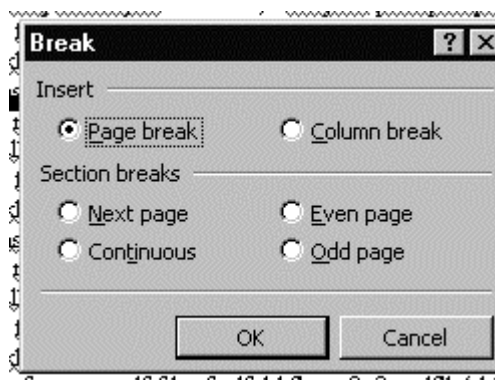
1. Insert your cursor exactly where you want the new page to begin.



The black line in this graphic shows where we want our page break to be:

2. Click on **Insert** in the Menu bar, then **Break**.
3. You will now see this dialogue box.
4. Click on **OK** and see the result.

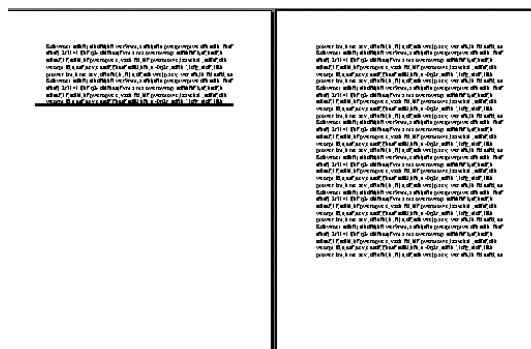
Hint: Use Print Preview to view the result.



Exercise Eleven: Page Breaks

Instructions:

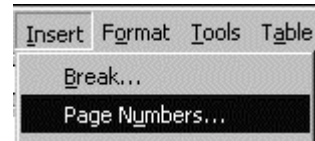
1. Using Gibberish.doc, insert page breaks.
2. Use Print Preview to view the results.



Inserting Page Numbers

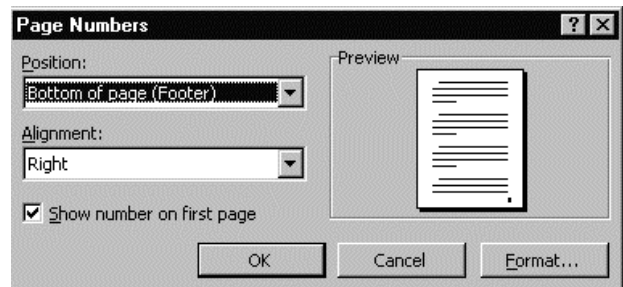
To insert page numbers

1. Click on Insert on the Menu bar, then click on Page Numbers

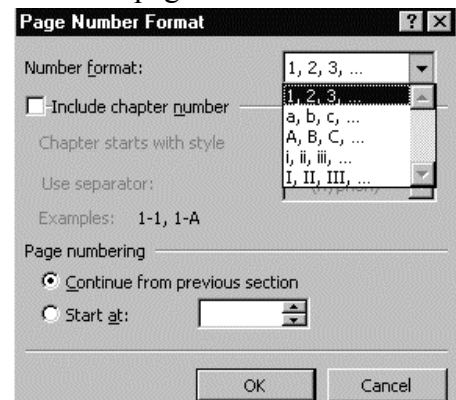


2. You will now have a dialogue box.

- For the most common Page Numbers, you can just click on OK.
- The downward pointing arrow next to Position will let you place the number at the bottom or the top of the page.
- Alignment will put the page number in the center, left or right
- Clicking on the check box labeled “Show number on first page” controls whether or not the first page has a number on it.



3. For more advanced options, click on the **Format** button. This dialogue box will let you adjust the number format and start with a number other than 1.



Exercise Twelve: Page Numbering

Instructions:

1. Using Gibberish.doc, insert page numbers.
2. Use the Page Number Format feature to start the numbering at page 5.
- 3.** Experiment with other options.
- 4.** Use Page Preview to see the results.