



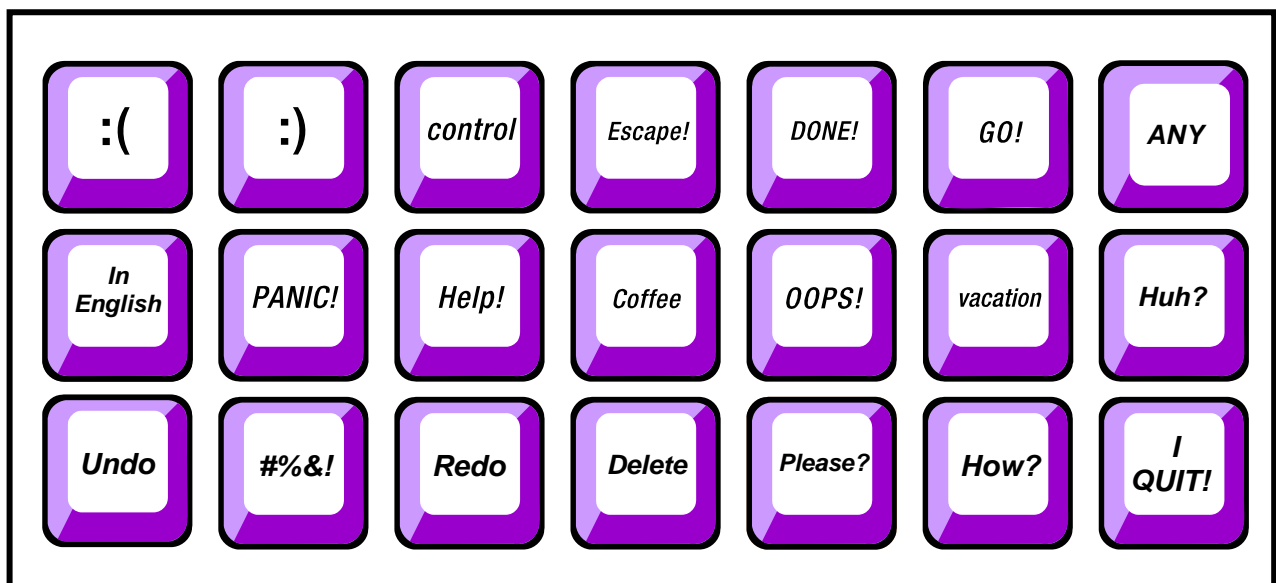
SMART & SASSY

What a team!



MICROSOFT WORD

Hints, Tips & How To's



CAP District Initiative 2008

Sherrie Clemson

©



Keyboard Shortcuts

A keyboard shortcut is an alternative way to execute a command using a key or a combination of keys instead of your mouse.

Using keyboard shortcuts can increase your efficiency because you don't need to take your hands off the keyboard to perform an action.

You will probably already know and use some of these shortcuts. If you don't, even if you do, there could be one here that makes your life a whole lot easier so give them a go!



Keyboard shortcuts can generally be found by searching the Help index of the program you are using.

Shortcuts for MS Word

I want to...	Press
Select everything in the current document	CTRL + A
Bold the text	CTRL + B
Copy the selected item	CTRL + C
Format text	CTRL + D
Center text	CTRL + E
Search the current document	CTRL + F
Go to a specific location in the current document	CTRL + G
Replace text in the current document	CTRL + H
Italicise Text	CTRL + I
Justify Text	CTRL + J
Create a Hyperlink	CTRL + K
Left Align	CTRL + L
Create a new document	CTRL + N
Open a file	CTRL + O
Print	CTRL + P
Right Align	CTRL + R
Save	CTRL + S
Underline Text	CTRL + U
Paste	CTRL + V
Cut	CTRL + X
Redo	CTRL + Y
Undo	CTRL + Z

Keyboard Shortcuts (cont)

The Windows Logo Key



Have you ever wondered what that key with the windows logo on it does? Never been game to press it? Well it performs a couple of neat little tricks too.

I want to...	Press
Go to the Start menu	Windows
Go to the desktop	Windows + D
Open My Computer	Windows + E
Minimise all of the windows	Windows + M
Restore the minimised windows	Windows + Shift + M
Search for a file	Windows + F
Open Windows Help	Windows + F1

The Tab Key

And let's not forget about the TAB key. The TAB key has a few more tricks up its sleeve than creating an indent for a paragraph! It's a handy little gadget that lets you navigate around windows without having to take your hands off the keyboard and click yourself silly. (It will be your best friend if your mouse packs it in...)

I want to...	Press
Go to the next option in a dialogue box	Tab
Go back to the previous option in a dialogue box	Shift + Tab
Move forward through tabs	CTRL + Tab
Move backwards through tabs	CTRL + Shift + Tab
Switch between my open windows	ALT + Tab

And one last one to change the size of your font when you're not quite sure what you want to change it to! It's easier than clicking and looking, then clicking and looking, then clicking and looking again...

I want to	Press
Make my text smaller	Select text then CTRL + Shift + <
Make my text bigger	Select text then CTRL + Shift + >

Working with Text

Selecting Text

Frequently in Word you are required to select or highlight text before you can make your changes. The most common way to select text is to click and drag, but sometimes (and it's usually when you're in a hurry) it can be a bit painful to *precisely* highlight the text you want. Take heart, it's happened to everyone at some stage!

Here are some quick and easy methods to select the text you need.

- To select one word: **Double-click** on the word.
- To select an entire sentence: Hold down the **control (Ctrl)** key and **click** anywhere in the sentence.
- To select an entire line of text: Move your **cursor** into the **left margin**, left **click** when the **cursor** turns into an **arrow head**.
- To select an entire paragraph: Move your **cursor** into the **left margin**, **double click** when the **cursor** turns into an **arrow head**. OR **Triple-click** anywhere in the paragraph.
- To select multiple paragraphs: Move your **cursor** into the **left margin**, **click** when the **cursor** turns into an **arrowhead** then drag up or down.
- To select any amount of text: **Click** at the beginning of the text you want to highlight, scroll to the end of the text, then hold down the **shift** key and **click** at the end of the text.
- To select everything: Hold down the **Control (Ctrl)** key and press **A**. OR move your cursor into to the **left margin** and **triple click** when the **cursor** turns into the **arrow head**.
- To make a vertical selection: You can select text vertically (maybe you need to bold the first few words of every line in a list.) Hold down the **Alt** key, **click** and **drag** up, down or across to select.
- To select items that aren't next to each other: Select the first item, hold down the **control (Ctrl)** key then continue selecting the items you want.

Working with Text

Selecting Text (cont)

- To deselect your selection: Click anywhere on your page.



*Hmmm, selected too much or too little? You don't have to go through the whole process again! While your text is still highlighted, hold down the **shift** key and use the **directional arrows** on your keyboard to extend or reduce your selection. The left and right arrows will select/deselect one letter at a time. The up and down arrows select/deselect the entire line above or below.*

Deleting Text

- To delete one character to the right: Press the **Delete** key.
- To delete one character to the left: Press the **Backspace** key.
- To delete the word to the right: Press **Control (Ctrl)** and **Delete**
- To delete the word to the left: Press **Control (Ctrl)** and **Backspace**.
- To delete several words at once: Hold down the **Control (Ctrl)** key and press **Backspace** or **Delete** repeatedly.

Drag to Move Text

When you need to move or copy text in a Word document there is an easier, more efficient method than the old cut and paste. Once you have mastered it, you'll wonder how you lived without it!

Move Text

Highlight the text you want to move. Let go of the left mouse button, then click on your selection again, this time keeping the left mouse button pressed down and drag your selection to its new home. Let go of the left mouse button and your text will appear.

Copy Text

Follow the steps above, this time holding down the **Ctrl** key as you drag, let go of the left mouse button and your copied text will appear.



*Don't worry if you make a mistake, remember to press **Ctrl** and **Z** to undo it.*

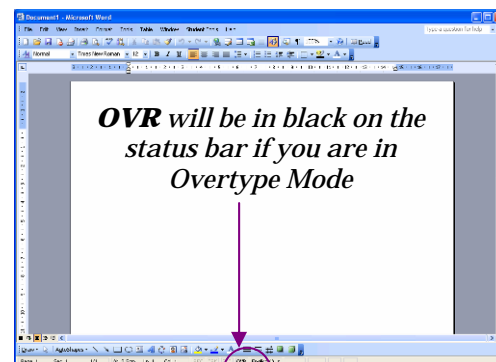
Fix the Things That Drive You Nuts.

Overtyping Mode

Why is the text disappearing as I type?

This is because Word is in **Overtyping Mode** and Overtyping Mode does exactly as its name suggests, types over the top of your existing text. The **Insert** key is used to turn Overtyping mode on or off, and it can be mistakenly activated because it rests just above the delete key.

To stop overtyping mode, and return from the brink of insanity, press the **Insert** key OR **double click OVR** on the status bar, OR go to **Tools→ Options→ Edit** and uncheck the box next to Overtyping mode.



*If you really really dislike Overtyping mode, you can permanently remove its association with the insert key by going to: **Tools-Customize-Options-Keyboards Categories-All Commands-Commands-Overtyping-Current keys**, click on **Insert**, then click **Remove**, then close your dialogue boxes.*

Grammar Checker

If you can't stand that wiggly green line that supposedly points out grammatical errors in your document, (which by the way are mostly insane) you can turn the grammar check option off.

Go to **Tools → Options**, click on the **Spelling and Grammar** tab then clear the checkbox next to **Check grammar as you type**. The wiggly green lines will disappear.

Entire Word Selection

When you are trying to select or highlight a couple of letters in a word, it can be a bit painful when Word automatically selects the entire word every time. This 'feature' can also be turned off.

Go to **Tools→ Options**, click on the **Edit** tab then clear the checkbox next to **When selecting, automatically select entire word**.



If you really need to, you can turn these options back on by following the steps and marking the checkbox.

Fix the Things That Drive You Nuts.

Automatic Numbered Lists

When you put a number in front of a new line, Word will automatically create a numbered list whether you want it to or not.

To turn it off go to **Tools**→ **AutoCorrect Options** click on the **AutoFormat As You Type** tab and clear the checkbox for **Automatic numbered lists**.

You can still create numbered lists by clicking on the numbering icon on the formatting toolbar.

Break a List

Sometimes you need to add a comment, explanation or just a blank line to a list but when you press enter the bullets just keep on keeping on.

What to do? Hold down the **Shift** key when you press **Enter** and you'll never have to worry about it again.

Show/Don't Show Toolbars

You can have any toolbars you like showing in Word, there are 19 to choose from!

You do this by going to the **View** menu, clicking on **Toolbars** and then selecting the ones you'd like to be displayed, or clear the ones you don't use all the time. OR you can simply right click anywhere on any toolbar to do the same thing.

Remember, the more toolbars you've got stacked up in Word, the less space you have for viewing your document. So only display the ones you are using.

Simplify the Toolbars You Keep

There are buttons on your toolbars you never use and probably never will. For example, I never use cut, copy or paste from the toolbar because I use keyboard shortcuts or the context menu that appears when I right click on my selection.

You can customise your toolbars by banishing the buttons you never use and adding the ones you want if they're not there already.

Click on the little arrow at the end of the **toolbar**, click **Add or Remove Buttons** click on the **name of your toolbar** (standard, formatting etc) then check or clear the options as you'd like them to be displayed.



Remember streamlining your toolbar does not mean you lose the function of the buttons you remove, it just makes your workspace more efficient.

Customise Your Toolbars for You.

All those buttons available for the toolbars, but there's not the one you want?

You can easily add a button to your toolbar for any command you constantly access from the menu bar, for example, Word Count, Envelopes and Labels, Letter Wizard etc.

Click on the little arrow on the end of your **toolbar**, click on **Add or Remove Buttons** → **Customise** → **Commands**, choose the category your command comes from (where you go on the menu bar to access it) scroll through the commands, click on the one you want and drag it up onto your toolbar.

To remove it follow the same steps and this time drag it off the toolbar.

Context Menus

The quickest and easiest way to access menu commands is to **right click** on the item you are working on, be it a picture, text, table, WordArt etc. This will display a **context menu** specifically for the item you have selected, and you can choose most of your commands from there.

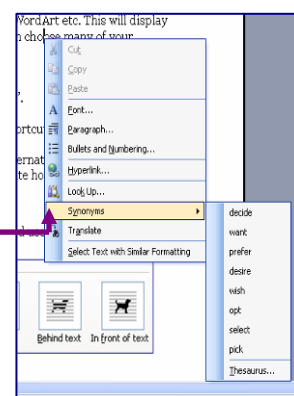
For example:

I want to find another word to use instead of 'choose'.

I **right click** on the word 'choose', the text **context menu** opens.

I go to **Synonyms** and I am presented with a list of alternative words I can use.

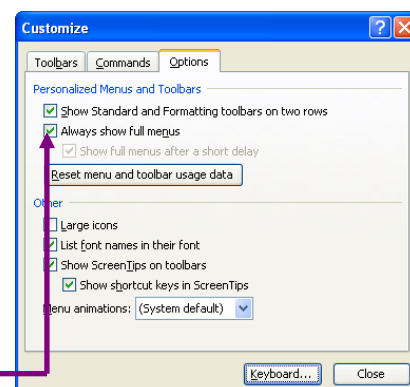
If you have never been a right clicker, you'll appreciate how efficient it is.



Always Show Full Menus

When you click on one of the menus on the menu bar, it will show you the list of commands abbreviated to those used most recently. You can access the rest of the commands by either waiting for about six seconds for them to appear or clicking on the down pointing double arrows at the end of the list.

If you always want the full menu list to appear, and let's face it, who's got six seconds to waste, go to **Tools** → **Customise** → **Options** and check the box next to **Always show full menus**.



You can also choose to display large icons, list font names in their font, show screen tips on toolbars, show shortcut keys in screen tips and change the menu animations to further customize Word to work the way that suits you best.

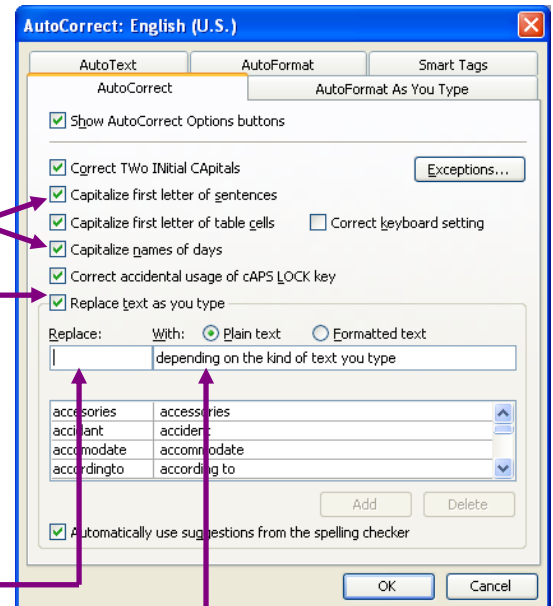
Avoid shift for capitalisation

Depending on the kind of text you type, you can avoid having to press Shift when you capitalise the first letter of a sentence. This can improve your efficiency if you do a lot of typing. When you type in the punctuation to finish a sentence, or you type in the name of a day, Word will automatically put the capitals in for you.

Go to **Tools**→ **AutoCorrect Options** and click the **AutoCorrect** tab. Check the boxes next to **Capitalise first letter of sentences** and **Capitalise names of days**.

While you have the AutoCorrect dialogue box open, make sure the **Replace text as you type** box is checked and you will be able to add your own AutoCorrect entries to save yourself time.

For example, if you would like to type the name of your school without having to press shift all the time to capitalise it, type the name of your school (without capitals) in the **Replace** box then type the name of your school with capitals in the **With** box and click OK.



Quick & Easy Horizontal Lines

When **Replace text as you type** has been activated, you can quickly add horizontal lines to your document by typing three characters and then hitting enter.

Three Hyphens (-) then *Enter*



Three Underscores (_) then *Enter*



Three Tildes (~) then *Enter*



Three Hashes (#) then *Enter*



Three Asterisks (*) then *Enter*



Three Equal Signs (=) then *Enter*

Quick and Easy Arrows and Symbols

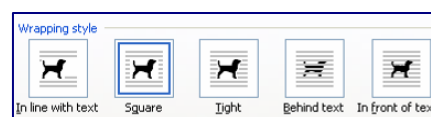
Have you ever needed a copyright symbol, arrow or even a smiley face? With the **Replace text as you type** activation, type these characters and word will correct them appropriately.

(c) = ©	(r) = ®	(tm) = ™	<-- = ←
<== = ⇐	<=> = ⇔	==> = ➡	--> = ➔
:(= ☹	:) = ☺	: = ☹	

Why Can't I Move My Picture?

Unless you change it, when you insert a picture, Word uses the **in line with text** wrapping style by default.

This means your picture is sitting in the same line as your text and can not be moved around as freely as it would if it were in front of the text for example.



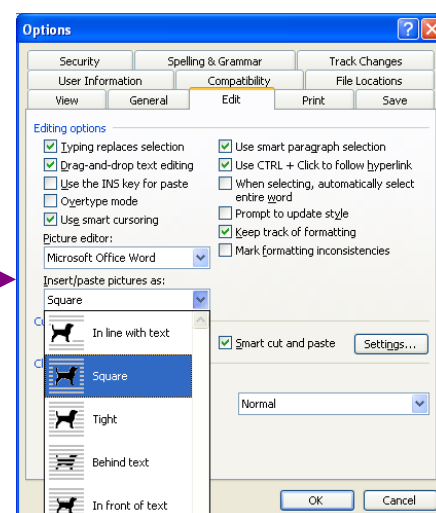
You can change the text wrapping style by clicking on your picture and going to **Format→Picture→Layout** and selecting the style you want, OR **right click** on your picture, go to **Format picture→Layout**, OR click on your picture and click the **dog box** on the **picture toolbar**, which appears whenever you select a picture, then select the style you want. The dog box will give you a preview of how the text will wrap around your picture.

Set Your Insert Picture Option

You can change the way Word inserts your pictures to the wrapping style you use most often.

Go to **Tools→Options** to open the Options dialogue box. Go to the **Insert/Paste pictures as** drop down box and select the wrapping style you use the most.

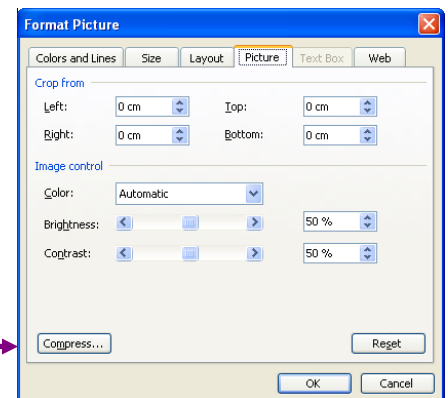
Click OK and you will not have to waste time fiddling with the way your pictures are inserted again, unless you want to.



Compress Your Pictures

Picture files are generally quite large. When you insert pictures into a document it increases the size of the document accordingly. To save space on your hard drive or email your document you will have to reduce the file size by compressing your pictures.

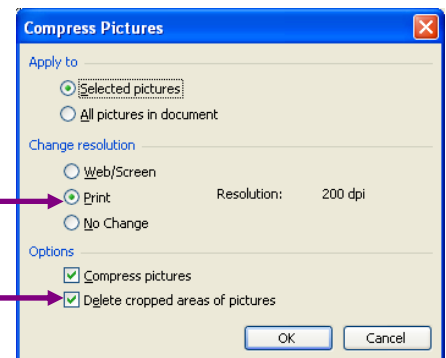
To reduce the size of your picture, open your document, **right click** on one of your pictures, click on **Format Picture**→ **Picture** and click **Compress**



This will open the **Compress Pictures** dialogue box where you can change the resolution of one or all of your pictures to drastically reduce the file size.

Checking the **Change resolution** for **Print** radio button will ensure your pictures will still look good when they are printed.

Also check the **Delete cropped areas of pictures** box to further reduce file size, because even though you can't see the deleted areas, Word still retains the information pertaining to them.



Notes:

Columns and Breaks

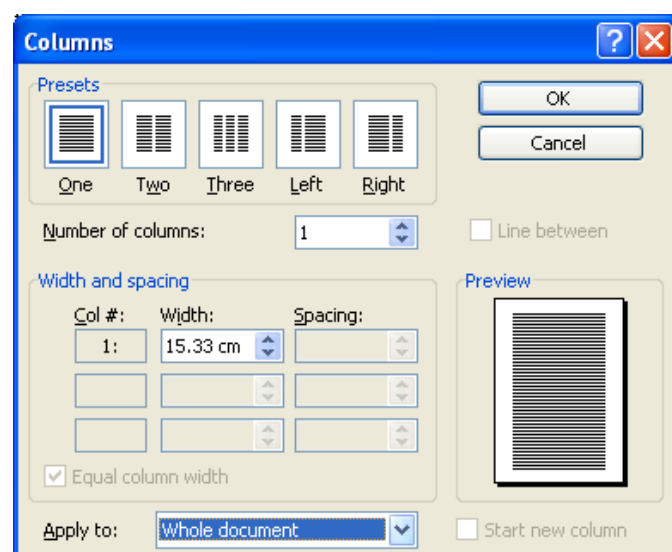
Inserting Columns

Columns are easy to create by going to **Format→ Columns** OR clicking on the columns icon on the standard toolbar.



This will open the Columns dialogue box where you can choose how many columns you would like, their width, whether to apply them to the whole document or just this point forward, you can place a line between them etc.

Easy, right? Yes, but how do you stop the column formatting when you only want columns in part of your document?



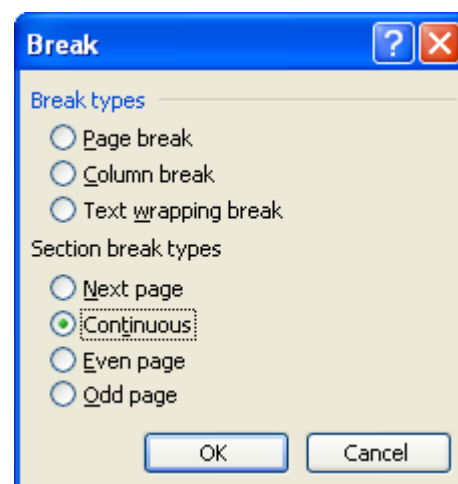
Breaks

This leads us to **Breaks**, the paracetamol for changing layouts and formatting within one document.

You can use **Breaks** to vary the layout and change the formatting of different sections within a page or between different pages of your document.

Go to **Insert→ Break** and the Break dialogue box will appear listing the different types of breaks you can apply.

There are seven different Breaks to choose from so let's have a look at what they all do.



Break Types

Page break: Forces everything after the break onto a new page.

Column break: Forces everything after the break into a new column.

Text Wrapping break: Used to separate text around objects like pictures, mostly on web pages.

Section Break Types

Next Page: Starts a new section on the next page.

Columns and Breaks (cont)

Continuous: Starts a new section on the same page.

Even page: Starts a new section on the next even numbered page.

Odd page: Starts a new section on the next odd numbered page.

Removing Breaks

Most of us work in the print view which shows our document as it will be printed so you can't see a mark where you've inserted a break. If you switch to **Normal view** on the menu bar you will be able to see your breaks as dotted lines that run across your page.

Go to **View→ Normal**, click on the break you wish to remove (it will be named) and press **delete**.

Notes:

Tables

There are several ways you can create a table in your document.

• You can go to **Table** → **Insert table**.

Specify the number of columns and rows.

The AutoFit behaviour.

You can also choose one of the many different table styles available when you click on the AutoFormat button.

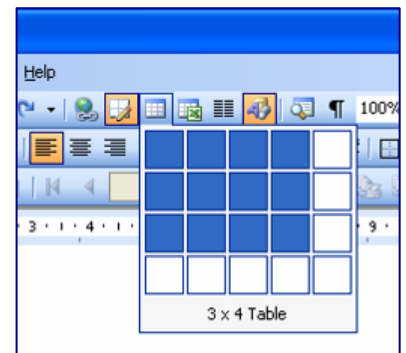
If you use the same type of table a lot you can set Word to remember it by checking the box next to **Remember dimensions for new tables**.



Click OK and there is your table ready to be filled.

• OR you can click on the **Insert Table** button on the standard toolbar.

Simply drag across the grid to select the size of the table you want. When you let go of the left mouse button, your table appears on your page.



Convert Text to Table

You can also convert your text into a table which is great if you already know what the table will contain. However, when you convert text to a table, a **delimiter** such as a comma, paragraph marker, or tab must separate columns of text for it to work.

It sounds more complicated than it really is and you'll probably use it a lot once you get the hang of it.

Example:

Type in your information, separating columns with a comma. You do not place a comma (delimiter) at the end of the last column, when you want to start a new row just press enter. You should have something that looks like this.

Name	Age	Lane	Time	Place
Ron Weasley	17	1		
Harry Potter	16	2		
Hermione Granger	16	3		
Albus Dumbledore	1156	4		

Tables (cont)

Now we'll make it look like this.

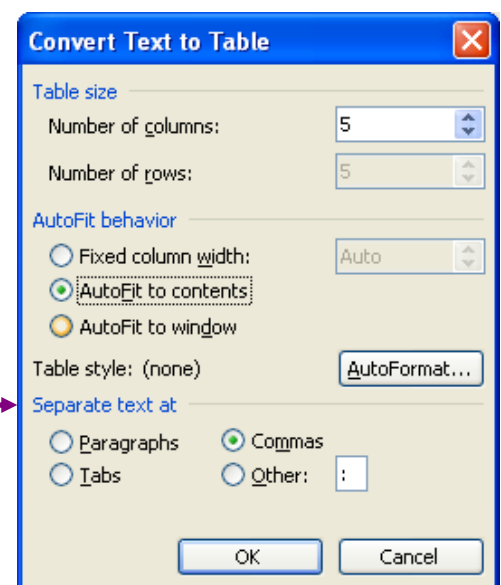
Name	Age	Lane	Time	Place
Ron Weasley	17	1		
Harry Potter	16	2		
Hermione Granger	16	3		
Albus Dumbledore	1156	4		

Highlight your text and go to **Table→Convert→Text to Table** this will open the Convert Text to Table dialogue box where you can specify column width, (AutoFit to contents makes it nice and even) and AutoFormat options.

The table size will already be selected based on where you have placed your commas (delimiters).

Don't forget to make sure **Commas** is checked under **Separate text at**.

Click OK and Voila!



Moving around a Table

Each little rectangle in a table is called a cell. To move from cell to cell you don't have to click in every cell, use the **Tab** key to move left to right and **Shift-Tab** to move from right to left. You can also use the **directional arrows** on your keyboard to move left, right, up or down.

To enter text into a table, simply type as you normally would. Press Tab to move to the next cell.

Header Row: The first row in the table.

Row: Runs horizontally.

Column: Runs vertically.

Name	Age	Lane	Time	Place
Ron Weasley	17	1		
Harry Potter	16	2		
Hermione Granger	16	3		
Albus Dumbledore	1156	4		

Tables (cont)

Insert a Row at the Bottom of a Table

To insert more rows at the bottom of your table, click in the very last cell and press the **Tab** key.

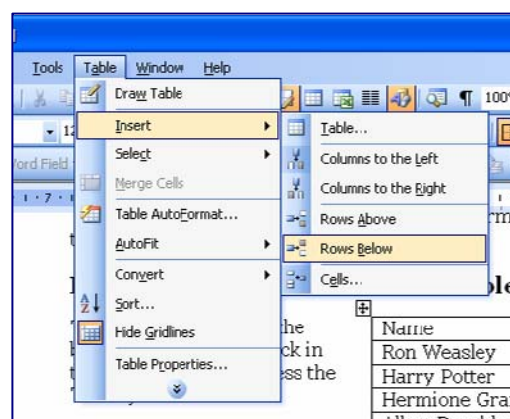
Name	Age	Lane	Time	Place
Ron Weasley	17	1		
Harry Potter	16	2		
Hermione Granger	16	3		
Albus Dumbledore	1156	4		

Inserting Extra Rows and Columns Within the Table

You can add a new row or column anywhere in a table.

Click in the row or column where you wish to add a row above or below or a column to the right or left.

Go to **Table**→**Insert**→ and click on the option you need, Rows above or rows below, columns to the left or columns to the right.

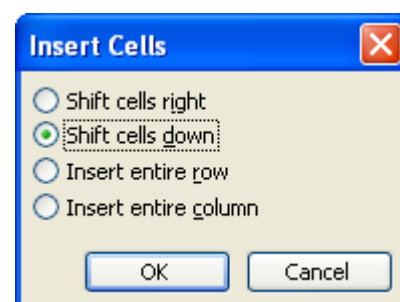


Inserting an Extra Cell

Have you entered something wrong into a cell or skipped a number or made a mistake and it...

'just *has* to be in the middle somewhere and now I have to move *all the other data* in that column down in this *huge* table because simply adding a row won't *fix* it and now I have to cut and paste or undo *everything* and *start again* and there's a *deadline* my boss is *breathing down my neck* and now I'm *not going to make it* and and I just HATE TABLES and why can't I just ADD AN EXTRA CELL...!!?'
(*Transcript from a real telephone call from a very stressed friend of mine.*)

Thankfully you can Insert Cells. Click in the cell that's the cause of your misery then go to **Tables**→**Insert**→**Cells**, and check the option that saves your sanity.



Tables (Cont)

Select a Cell

To select a cell, move your cursor to the bottom left hand corner of the cell. When it changes to a black arrow, click once OR click in the cell and go to **Table→ Select→ Cell**

Select a Row

To select an entire row, move the cursor to the left hand side of the row, when it turns into a white arrow click once, OR click anywhere in the row and go to **Table→ Select→ Row**.

Select a Column

To select an entire column, move the cursor to the top of the column, when it changes to a black down arrow, click once, OR go to **Table→ Select→ Column**.

Select a Table

To select the entire table, move the cursor to the top left hand corner of the table and click on the four headed arrow, OR go to **Table→ Select→ Table**

Heading Rows

If you are working on a large table that continues onto the next page, your table heading will only appear on the first page unless you specify that you want your headings to repeat at the top of your table on a new page.

Click on your heading row and go to **Table→ Heading Rows Repeat**

Formatting Tables

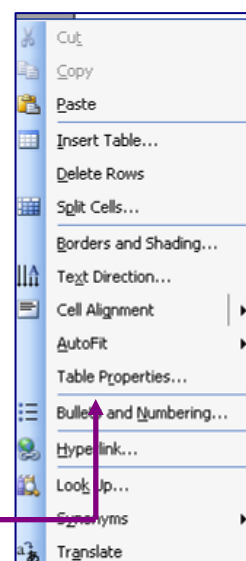
There are all sorts of ways to format your table, the easiest way to access most of these options is to **right click** on your table to open the **context menu**.

From here you can change the width of columns and rows, change the colour and weight of the borders and lines, add shading and patterns, change the text direction, change cell alignment etc.

You can also go to the Table Properties dialogue box and determine your table's position relative to the page, margin or column.

Right click on your table, go to **Table Properties→ Table→ Positioning** and specify the horizontal and vertical alignment you want.

Now you can make that #%&! table sit dead center if you want to!



Tables (cont)

Go ahead and make your table as eye catching or businesslike as you desire.

<i>Name</i>	<i>Age</i>	<i>Lane</i>	<i>Time</i>	<i>Place</i>
<i>Ron Weasley</i>	<i>17</i>	<i>1</i>	<i>4.56.98</i>	<i>4th</i>
<i>Harry Potter</i>	<i>16</i>	<i>2</i>	<i>2.02.12</i>	<i>1st</i>
<i>Hermione Granger</i>	<i>16</i>	<i>3</i>	<i>4.56.92</i>	<i>3rd</i>
<i>Albus Dumbledore</i>	<i>1156</i>	<i>4</i>	<i>4.31.26</i>	<i>2nd</i>

Hogwarts Open Broomstick Stakes 2008				
Name	Age	Lane	Time	Place
Ron Weasley	17	1		
Harry Potter	16	2		
Hermione Granger	16	3		
Albus Dumbledore	1156	4		

Sorting your Table

The results are in and it's your job to make a new table sorted by first place to last place. Don't groan, you don't have to start all over again. Enter the new information into your table and get Word to do the rest for you.

Click on your table, go to **Table** → **Sort**, this will open the **Sort** dialogue box.

Select the column name or number you want to sort in the **Sort by** field.

Next, select **Number** in the **Type** field. (you can choose from Number, Text or Date)

Click the button to specify **ascending or descending** numbers.

If your column names are not showing in the **Sort by** field, make sure you have selected **Header Row** under **My list has**. Click OK and it's all sunshine and cartwheels.

Sort

Sort by: **Place** Type: **Number** ☒ Ascending ☐ Descending

Then by: **Place** Type: **Text** ☒ Ascending ☐ Descending

Using: **Paragraphs**

My list has: ☒ Header row ☐ No header row

Options... OK Cancel

Tables (cont)

Now your table is sorted from first to last place with a couple of clicks!

<i>Name</i>	<i>Age</i>	<i>Lane</i>	<i>Time</i>	<i>Place</i>
<i>Harry Potter</i>	<i>16</i>	<i>2</i>	<i>2.02.12</i>	<i>1st</i>
<i>Albus Dumbledore</i>	<i>1156</i>	<i>4</i>	<i>4.31.26</i>	<i>2nd</i>
<i>Hermione Granger</i>	<i>16</i>	<i>3</i>	<i>4.56.92</i>	<i>3rd</i>
<i>Ron Weasley</i>	<i>17</i>	<i>1</i>	<i>4.56.98</i>	<i>4th</i>

Add a Title (Merge Cells)

To add a title to your table insert a row above the header row on your table.

Title Row	→					
Header Row	→	Name	Age	Lane	Time	Place
		Ron Weasley	17	1		
		Harry Potter	16	2		
		Hermione Granger	16	3		
		Albus Dumbledore	1156	4		

Select the new row, **right click** on the selected row and click **Merge cells** from the context menu, OR go to **Table** → **Merge cells**. Now you can type in your heading and format it to your liking.

Hogwarts Open Broomstick Stakes 2008					
<i>Name</i>	<i>Age</i>	<i>Lane</i>	<i>Time</i>	<i>Place</i>	
<i>Harry Potter</i>	<i>16</i>	<i>2</i>	<i>2.02.12</i>	<i>1st</i>	
<i>Albus Dumbledore</i>	<i>1156</i>	<i>4</i>	<i>4.31.26</i>	<i>2nd</i>	
<i>Hermione Granger</i>	<i>16</i>	<i>3</i>	<i>4.56.92</i>	<i>3rd</i>	
<i>Ron Weasley</i>	<i>17</i>	<i>1</i>	<i>4.56.98</i>	<i>4th</i>	



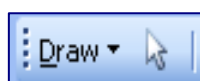
Word will only recognise the first row in a table as a **header row**. If you want to sort a table which also has a title row, you can highlight the column you want to sort by dragging down it, and follow the same steps. It's probably best to leave adding a title row until you've finished your table.

The Drawing Toolbar



The drawing toolbar makes MS Word more than just a word processing application and moves it into the realm of desktop publishing. You can display your Drawing toolbar permanently by clicking **View**→ **Toolbars**→ **Drawing**.

So what do all the little buttons do?



Click this button to find a pull down menu with easy access to the sanity savers like rotate, nudge, align, and the grid.



This is where you find all those cool shapes like stars, block arrows, banners, flow charts, connectors and speech bubbles.



Allows you to click and drag to draw a line.
(Hold down the shift key to keep your line straight.)



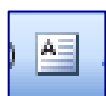
Inserts an arrow when you click and drag.



Click and drag to form a rectangle.
(Hold down the shift key for a square.)



You guessed it, click and drag to form an oval.
(Hold down the shift key for a circle.)

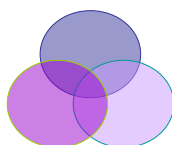


Draws a text box when you click and drag.



Create cool text effects with WordArt

The Drawing Toolbar



This button inserts diagrams or organisation charts which you can then customise.



You can insert clipart with the Clipart button
(Faster than clicking *insert* → *picture* → *clipart* on the menu bar)



Insert your photos and pictures by clicking on the insert picture button.
(Faster than clicking *insert* → *picture* → *from file* on the menu bar)



The Fill bucket lets you change the colour or fill effect of a selected object.



You can use the Line Colour button to change the colour and/or pattern of your line.



Purple

Just like the one on the format bar, the Font Colour button changes the colour of your text.



Line Style changes the thickness of your line.



Dash Style lets you select a dashed style for your line.

The Drawing Toolbar



You can change the appearance of your arrow heads with the Arrow Style button.



The Shadow Style button lets you choose a shadow for your AutoShape.

If you click on *Shadow Settings* at the bottom of the drop down menu you will find further options to nudge your shadow around and change the colour of it.



You can add 3-D Style effects to your AutoShapes with the 3-D button.

If you click on *3-D settings* at the bottom of the 3-D drop down menu, you can customise the tilt, depth, direction, lighting, surface texture and colour.

Notes:

Creating Impact with Text

There are many different ways to improve your documents by formatting the font you choose and adding text effects.

You are probably familiar with changing the size and colour of your text by using the standard toolbar, or using bold and italic for emphasis, but there are a lot more options available in MS Word which, when used sparingly, add visual impact and a bit of pizzazz to your documents.

Formatting Fonts

Start by highlighting some text then clicking **Format** → **Font** on the menu bar. This will open the Font dialogue box.

Font Tab

Not only can you specify the font style and size from here, but you can also add text effects to enhance your document. For Example:

~~Strikethrough~~

_{Subscript}

Outline

Engrave

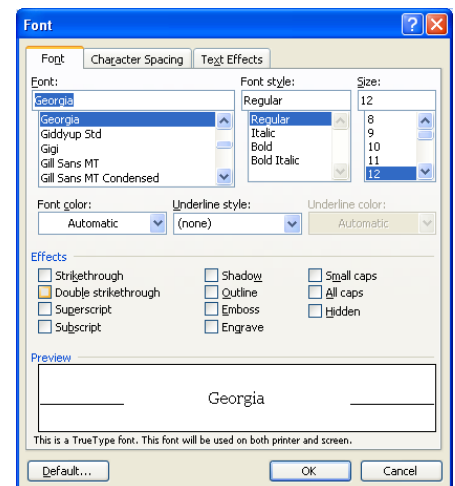
Shadow

^{Superscript}

Emboss

SMALL CAPS

You can also choose a different underline style and colour.



Character Spacing Tab

You can expand or condense your text as well as raise and lower it without increasing the font size. These options are very handy when you are creating documents such as certificates and letterheads and you need a precise fit. For Example:

Normal Spacing

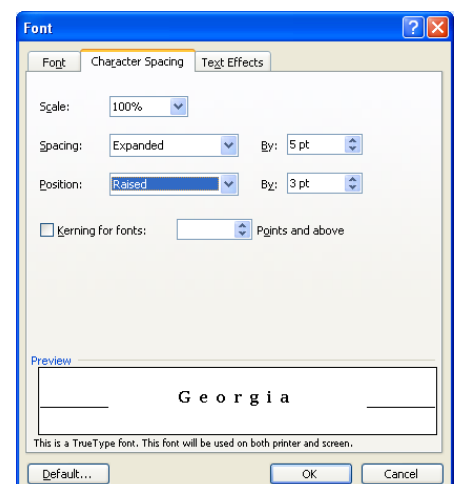
BURCHER PUBLIC SCHOOL

Expanded by 5 pt

B U R C H E R P U B L I C S C H O O L

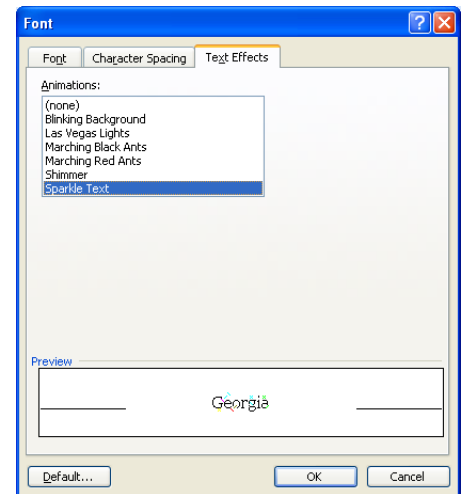
Condensed by 1 pt

BURCHER PUBLIC SCHOOL



Text Effects Tab

If you are creating a document that will be viewed online, you are in the right place to add cool text animation like a blinking background, sparkles and shimmers. Remember, text animations do not print and can only be viewed on a computer. (Maybe you could jazz up some email attachments.)

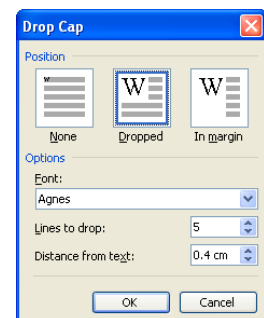


Drop Caps

W

e see Drop caps used all the time in magazines, story books, manuscripts etc. Drop caps emphasize the first letter on the page and can add a touch of style to your documents. Drop caps are easy to create by going to the menu bar and clicking **Format → Drop cap**.

You can then select the position you would like your Drop cap to sit, the distance it will be from the text and the font you would like to use.



Drop caps can be edited and formatted just like normal text. If you need to further adjust the way the text wraps around the Drop cap or the distance from text and position, double click on the Drop cap frame for more options.

WordArt

WordArt allows you to easily produce high impact text. You can add WordArt by going to the menu bar and clicking **Insert → Picture → WordArt**, OR by clicking the **WordArt button** on the **drawing toolbar**.

This will open the **WordArt gallery** where you can then select the style you would like to use. Type in your text, you can also change the **font style and size** at this stage if you want to, click OK and position your creation.

There are preset designs to use like the samples below, but the possibilities to create something unique are endless, which we will explore.



Once you have inserted your WordArt, the WordArt toolbar will appear.

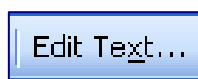


The toolbar lets you change things like the colour, shape, text, spacing etc, and create something really distinctive. Let's have a look at what we can do with it.

WordArt Toolbar



Insert WordArt.



Change your text, font, size, bold and italic.



Access the WordArt gallery.



Format WordArt- change the colour, fill effects, patterns, layout, position etc.



Change the shape.



Text Wrapping options (in front, square, tight etc.)



Same letter height.



Vertical text.



Alignment.

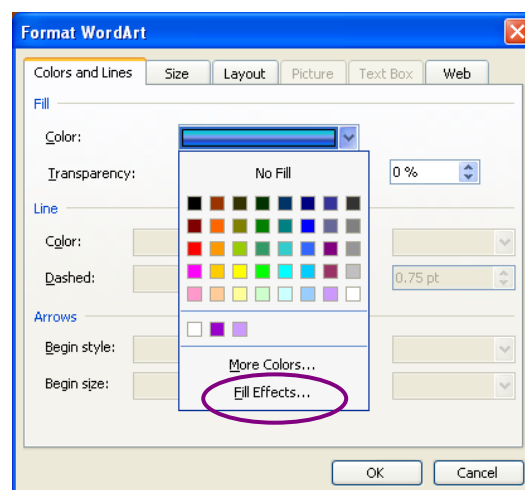


Letter Spacing. Formatting WordArt

You are probably familiar with changing the fill colour of your WordArt by selecting a colour from the drop down box, but the options don't end there.

In the colours and lines tab you can choose even more colours than those listed by going to more colours, you can fiddle with the transparency, select a different line style etc.

You can create all sorts of cool effects yourself by clicking on the fill effects button.



Fill Effects

Use the **Gradient** tab to create your own colour blends or choose one of the 24 presets to get this effect.

mermaid

Use the **Texture** tab to add different surface effects to your text.

Carpet

The **Pattern** tab has 48 different patterns to use, and you can mix two colours of your own choosing.

Bubbles

The **Picture** tab allows you to fill your text with a photograph or picture creating some awesome text effects.

SPOOKY

It always helps to have cool fonts and you can download themed fonts for free at www.simplythebest.net/fonts/movie_fonts.html

Shadows and 3D

But wait there's more! You can add a shadow or a 3D effect, throw in some AutoShapes from the drawing toolbar or some clipart to really catch the eye.



*Remember, your aim is to produce an effective piece of communication.
Always check your spelling, especially if your computer defaults to US English.
Too many fabulous creations on one page will create visual confusion and look unprofessional.
To create maximum impact, less is more.
Just because you can, doesn't always mean you should... Have fun!*

Notes:

Notes: