



Intermediate Microsoft Word

Course Objectives

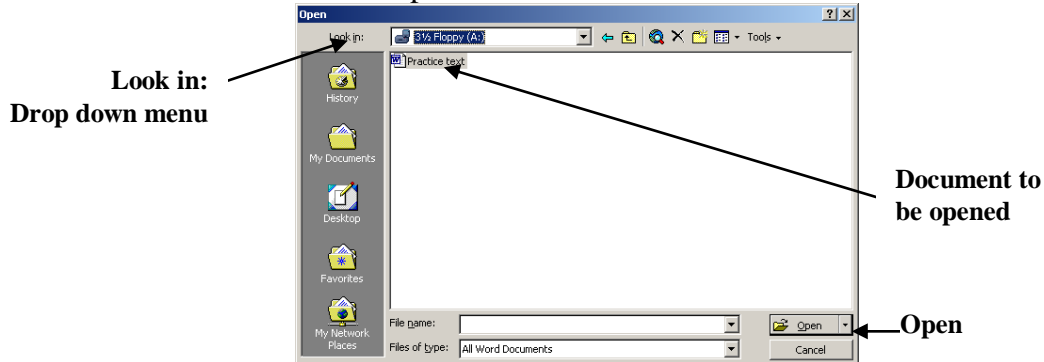
By the end of class students should be familiar with the following:

- **Opening a Saved Document**
- **Toolbar Review**
- **Undoing/Redoing Actions**
- **Creating Bulleted & Numbered Lists**
- **Adding Clip Art**
- **Adding Borders, Lines, & Shading**
- **Adding Tables**
- **Changing Margins & Spacing**
- **Inserting Page Numbers**
- **Editing Tools**
- **Using Word Help**
- **Saving your Work**



Opening a Saved Document

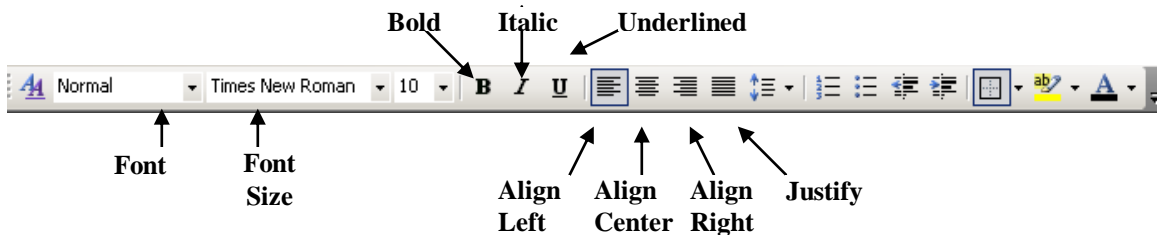
1. Click on **File** from the main menu bar.
2. Then click on **Open**.
3. A dialog box will appear. Click on the **Look In:** drop down menu and select **3 ½ Floppy (A:)** to open a file on a disk.
4. Select the appropriate folder and file name
5. Double click on the file name OR click on the file name and click on **Open**.
The document will open.



Toolbar Review

Formatting Toolbar

The Formatting Toolbar is used to adjust the appearance of text. First select the text you want to format, by clicking and dragging over it, until it is highlighted. Then click on the formatting toolbar buttons to change the appearance and placement of the text.



Undoing/Redoing Actions

Undo/Redo Actions

To Undo Your Most Recent Action

1. Click the Undo button on the Standard Toolbar.

To Cancel Your Most Recent Undo

1. Click on the Redo button on the Standard Toolbar.



Undo Redo

To Cancel a Series of Prior Actions

1. Click the down arrow to the right of the Undo button.
2. Drag through the actions to be undone.

Creating Bulleted & Numbered Lists

Create a Numbered List

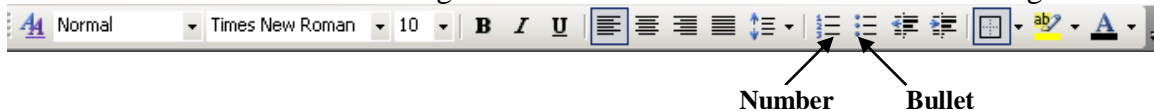
1. Type the number one (1), a period, a space, and the text of the first list item. Press **Enter** on your keyboard.
2. Word will recognize that you are typing a numbered list. Continue pressing **Enter** at the end of each item and Word will automatically continue the count.
3. After the last item on your list, press **Enter** and then press the **Backspace** key to erase the number and end the numbered list.

Create a Bulleted List

1. Type an asterisk (*) and a space, and the text of the first list item. Press **Enter**.
2. Type the rest of the list, pressing the **Enter** key at the end of each list item.
3. Press the **Backspace** key (before typing any more text) to turn off numbering after the last list item.

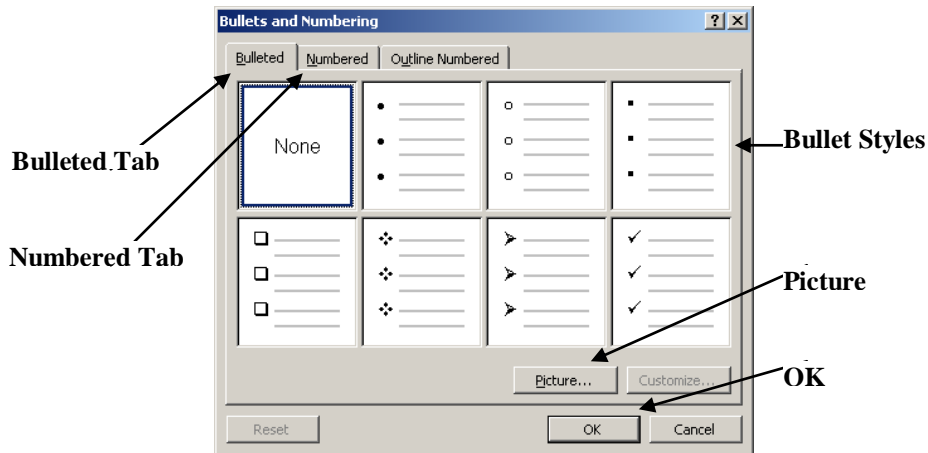
Converting Paragraphs into a List

1. Select the paragraph(s), click and drag over the paragraphs until they are highlighted.
2. Click either the Numbering button or the Bullets button on the formatting toolbar.



Formatting Bulleted and Numbered Lists

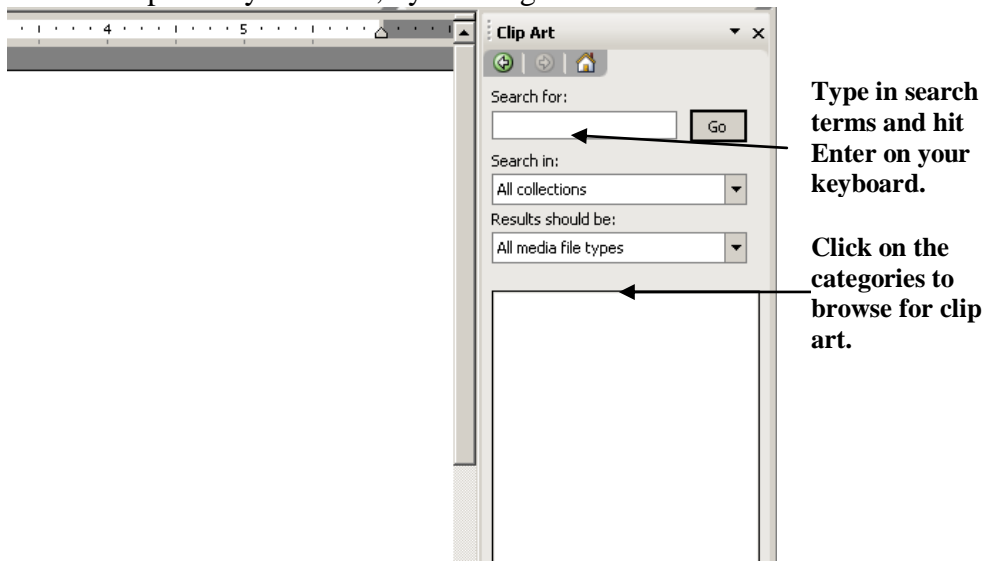
1. Select the list that you want to format.
2. Click on **Format** in the main menu.
3. Click on **Bullets and Numbering**.
4. Select the Bulleted tab or the Numbered tab.
5. Click on the desired bullet or number style. Click on **Picture** for more styles.
6. Click on **OK** to apply the formatting changes.



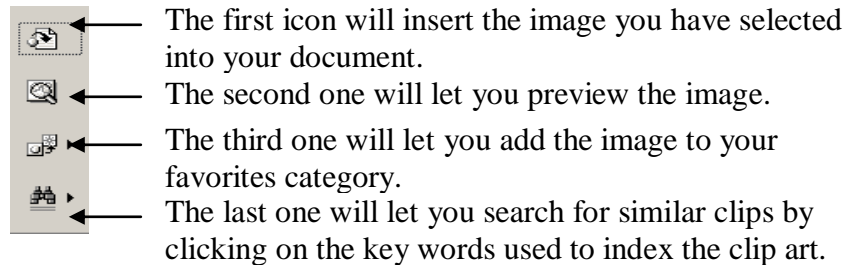
Adding Clip Art

Inserting Clip Art

1. Click in your document where you want to place the clip art.
2. Click on **Insert** on the main menu bar.
3. Click on **Picture** and **Clip Art**. The clip art gallery will open.
4. Search for the picture you desire, by entering search terms under “Search for”.



5. Once you find a clip art you desire, click on it once. The following menu will appear:



6. Click on the first icon of the menu to insert the clip.

Resizing Clip Art

1. Click on the clip art until black boxes (called handles) appear in the corners.
2. Rest your pointer on one of the corner handles and click, hold, and drag on the handle until the clip art is the desired size.
3. Release the mouse button.

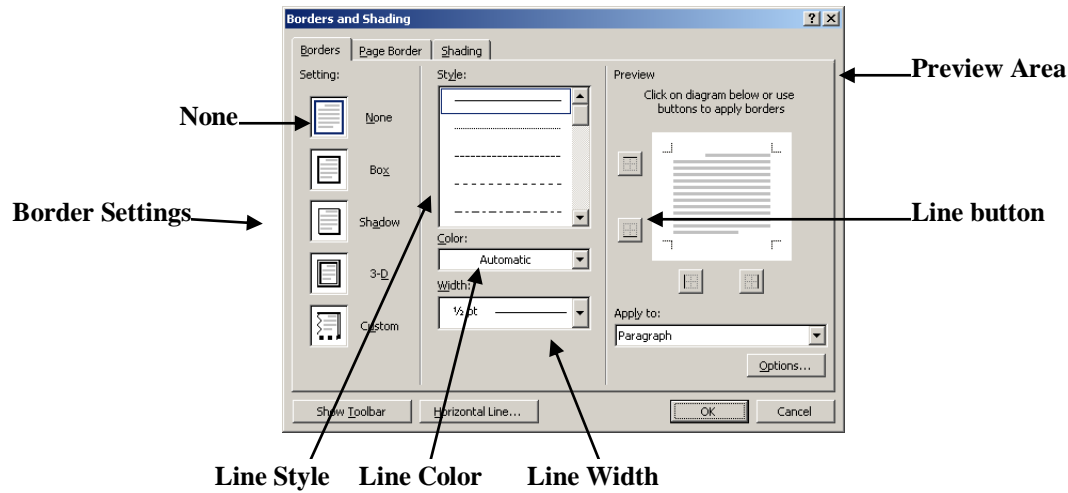
Moving Clip Art

1. Click on the middle of the clip art.
2. Click, hold, and drag it to where you wish to place it.
3. Release the mouse button.

Adding Borders, Lines, & Shading

Adding Borders to Paragraphs

1. Select the paragraph that is to have the border.
2. Click on **Format** on the main menu bar. Select **Borders and Shading**.
3. Select a border line style, color, and width.
4. Apply the border by clicking on the different settings (Box, Shadow, 3-D).
5. If you would like to add a color background to the bordered area, click on the **Shading** tab and select a fill color.
6. Click on **OK**.



Adding Horizontal Lines

1. Select the line you want to place a horizontal line above or below.
2. Click on **Format** on the main menu bar. Select **Borders and Shading**.
3. In the Preview area of the dialog box, click on a horizontal line button, the top one for a horizontal line above the selected area, the bottom one for a horizontal line below the selected area.
4. Click on **OK**.

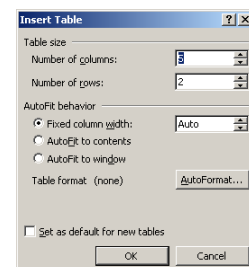
Removing Borders and Lines

1. Select the paragraph you want to change.
2. Click on **Format** on the main menu bar. Select **Borders and Shading**.
3. Click on the **None** Setting selection in the top left side of the dialog box.
4. Click on **OK**.

Adding Tables

Inserting a Table

1. Click in your document where you want the table inserted.
2. Click on **Table** on the main menu bar.
3. Click on **Insert** and **Table**.
4. Type in the number of columns and rows needed.
5. Click **OK**. Word will insert the table into the document.



Entering Information into a Table

1. Click in the first box of the table.
2. Type the desired text.
3. Click in the next field of the table and type the desired text.
4. Complete these steps until finished.

Adding Columns or Rows

1. Click in one of the table boxes/cells.
2. Click on **Table** on the main menu bar.
3. Click on **Insert** and select one of the following:
 - Columns to the left
 - Columns to the right
 - Rows above
 - Rows below

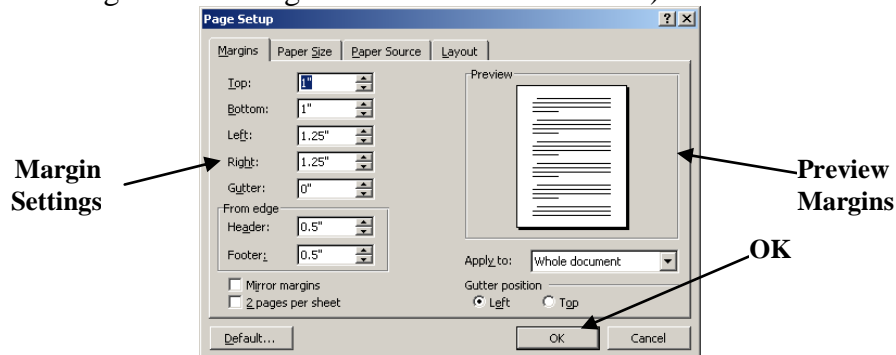
Adjusting Table Borders and Shading

1. Click on the table.
2. Click on **Table** on the main menu bar.
3. Click on **Table Properties**. A dialog box will open.
4. Click on the **Borders and Shading** button.
5. Click on the **Borders and Shading** tabs, make your selections.
6. Click on **OK** and **OK**.

Changing Margins & Spacing

Changing the Page Margins

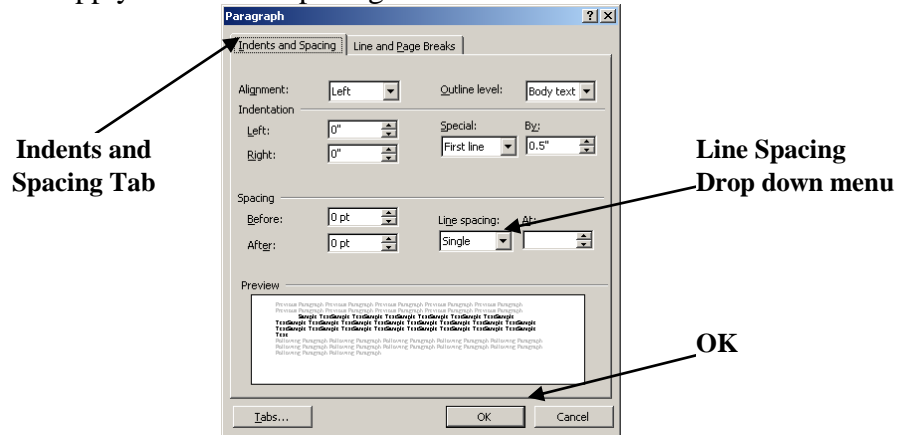
1. Click on **File** on the main menu bar and then click on **Page Setup**.
2. In the **Margins** tab, Word lists the current margin settings in the respective text boxes and displays the settings graphically in the Preview area of the dialog box.
3. Select the text in the margin boxes and type in the desired amounts or use the up and down arrows next to the field to adjust the amounts. The margin amounts are usually expressed in inches by default.
4. Change the top, bottom, left, and/or right margins if needed.
5. Click on the **OK** button on the bottom right corner of the window. (Word makes these changes to the margins in the current document).



Adjusting Line Spacing

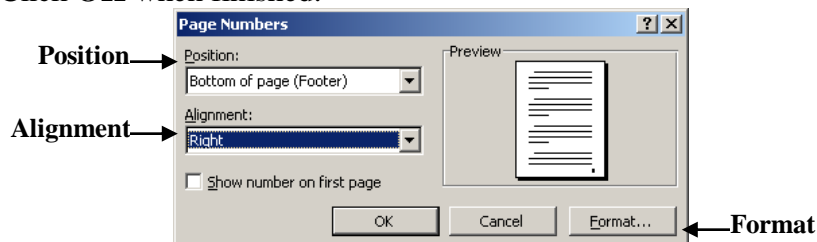
Word, by default, single-spaces between lines and text and automatically adjusts line heights to accommodate various font sizes and graphics. To double-space a document:

1. Select the text in the document to be double-spaced. To select the whole document, click on **Edit** in the main menu bar and click on **Select All**.
2. Click on **Format** from the main menu bar. Then click on **Paragraph**.
3. A dialog box will appear. Click on the **Indents and Spacing** tab.
4. Click on the **Line Spacing** drop down box and select the desired spacing.
5. Click **OK** to apply the desired spacing.



Inserting Page Numbers

1. Click on **Insert** on the main menu bar.
2. Click on **Page Numbers**. A dialog box will open.
3. Select a position (top or bottom of page).
4. Select an alignment (right, center, left, inside, outside)
5. Click on **Format** if you want to change the numbering format or the starting page number.
6. Click **OK** when finished.

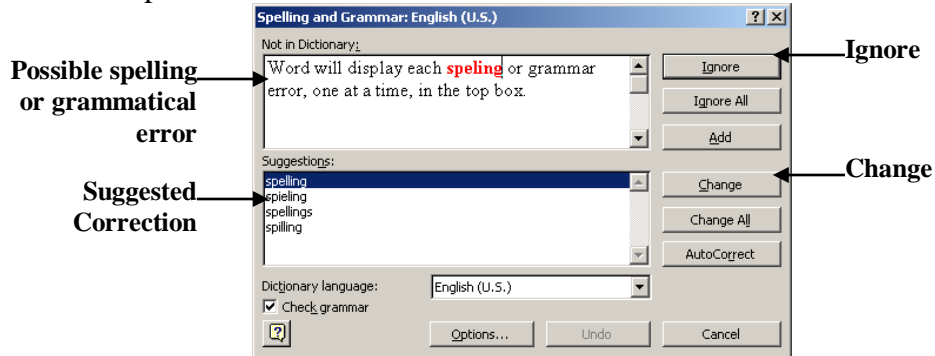


Editing Tools

Spelling and Grammar Check

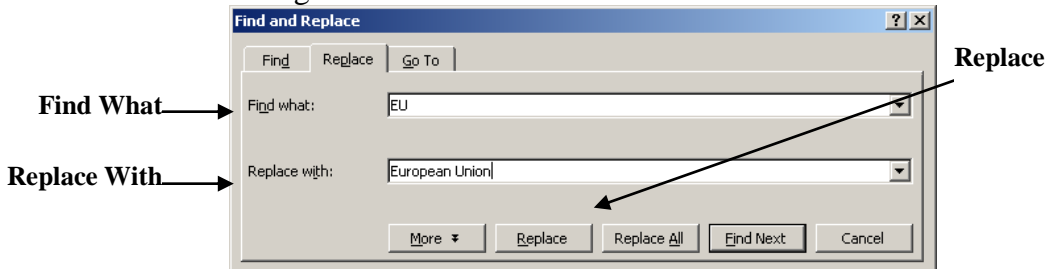
1. Click on **Tools** on the main menu bar.
2. Click on **Spelling and Grammar**. A dialog box will appear. Word will display each spelling or grammar error, one at a time, in the top box. Below this, it will list a suggested correction.
3. To accept the suggestion correction, click on **Change**.

- To leave the word as you spelled it or grammar as you written it, click on **Ignore**. To ignore all instances of the word or grammatical phrasing as you have wrote it, click on **Ignore All**.
- Follow these steps for each spelling or grammar noted in the spellchecker. Click **OK** when Word prompts that the spelling and grammar check is complete.



Finding and Replacing Text


- Click **Edit** on the main menu bar.
- Select **Replace**.
- With the Replace tab selected, click in the “Find What” field and type the desired text to be found.
- Click in the “Replace With” field and type the replacement text.
- Click on **Replace** or **Replace All**.
- Close the dialog box when finished.



Researching

- Click on **Tools** on the main menu bar
- Select **Research**
- Type the text to look up in the various research tools.



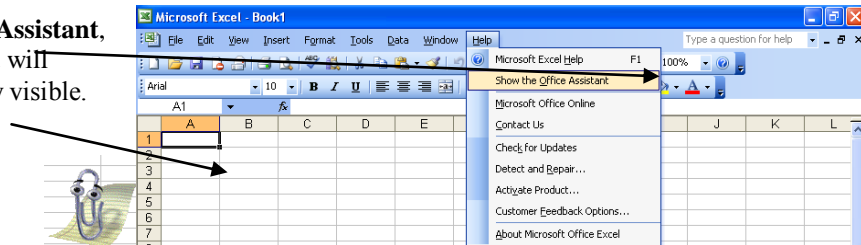
You may also access the Research option by clicking on  on the toolbar

Using Word Help

The Help Menu

If you have a question about Excel that you need answered right away, you might want to consult the Help menu. The help menu has two interfaces: the Office Assistant and the standard Help menu. Let's examine the Office Assistant first. You've probably seen it before—it's a little dog, cat, paperclip, etc that you can click on to get help. If you don't see it, click **Help** on the main menu bar. Then click **Show the Office Assistant**, and the Office Assistant will appear. Once it appears, or if it was already visible, click on it to begin interacting with it.

Click **Show the Office Assistant**, and the Office Assistant will appear if it's not already visible.

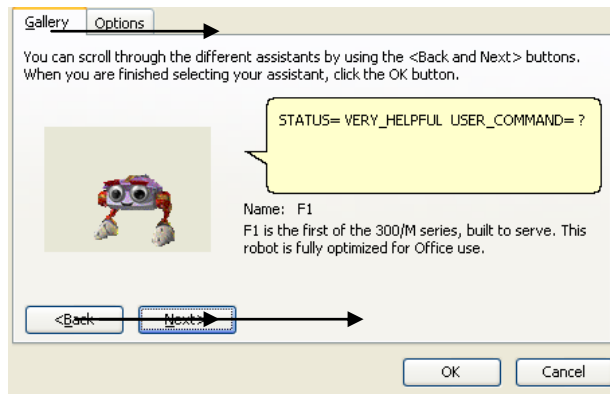


Clicking on the Office Assistant opens up a search bar into which you can type your help topic. Type "create a chart" (without the quotes) into the search bar, and click **Search**. You will see a task pane appear on the right side of the screen listing (usually) 30 results. You should see your help topic at or near the top of the list. Click on it to open another task pane with the solution to your problem. Close the two task panes when done.

Customizing the Office Assistant

Click on the Office Assistant again and click **Options**. Here you can change the look and behavior of the Office Assistant. You will see two tabs: **Gallery** and **Options**. Click on the **Gallery** tab. Here you can change the look of the Assistant. Click the **Back** and **Next** buttons to move back and forth between the selections. If one of these two buttons becomes grayed out, you must go in the opposite direction by pressing the other button.

Click **Gallery** to choose another character.

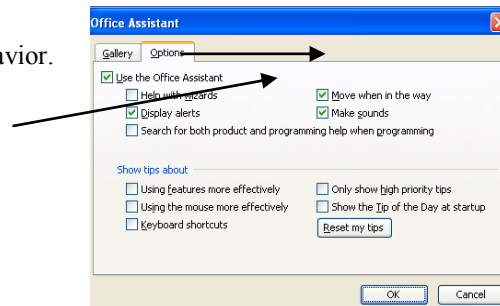


Click **Back** and **Next** to cycle between them.

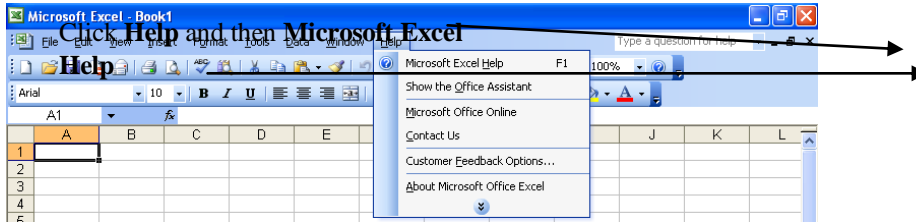
Once you've examined the different characters, click the **Options** tab. **Options** presents several checkboxes with which you can customize the Assistant. Scan these over, and then uncheck the one at the top left that says **Use the Office Assistant**, and then click **OK**. The Office Assistant will disappear.

Click the **Options** tab to customize the Assistant's behavior.

Uncheck **Use the Office Assistant** to turn it off.



Now let's take a look at the standard Help menu. Click **Help** on the **Main Menu Bar**. Next, click **Microsoft Office Excel Help**. This will open a task pane on the right side of the screen. Type "create a chart" into the search bar provided, and then click the white arrow. You will see another task pane with the same 30 results you saw earlier. In other words, you get the same level of help whether or not you use the Office Assistant.



Saving Your Work

To Save Recent Changes to a Previously Saved Document

1. Click on the picture of the disk on the standard toolbar.



2. Or, Click on **File** on the main menu bar and click on **Save**.

For Further Reading and Learning

Now that you have completed Intermediate Microsoft Word, you may want to explore Microsoft Word's mail merge capabilities. In Intermediate Microsoft Word: Mail Merge you will learn how to create form letters and print envelopes and mailing labels. If you are interested in desktop publishing, try our Introduction to Microsoft Publisher class.

To find a book on Microsoft Word, search the library's catalog for "Microsoft Word" as a subject.

Learn more about upcoming classes on the library's website www.lfpl.org or in the Computer Learning Center brochure.