


## Microsoft Word 2007 – Intermediate

### Changing the Setup and Appearance of Text

#### COLUMNS

- Dividing your text into columns creates a more newspaper-like appearance. Choose two or more columns to divide your text.
  1. Go to *Page Layout* → *Page Setup* → *Columns*
  2. To Customize, select *More Columns*
    - a. Choose the number of columns
    - b. Select the layout of each column and the amount of space it uses on the page.
    - c. Put a line between the columns if you like.

#### CUSTOMIZED BULLETS

- Bullets are usually a standard circle, square, diamond, etc. However, you may customize the bullets to make them more personalized or relevant to the current document.
  1. Go to *Home* → *Paragraph* →  (click the arrow to the right of the Bullet icon) → *Define New Bullet*
  2. Click *Symbol*, *Picture*, or *Font* to select a new Bullet from the list.

#### HEADER AND FOOTER

- The header of a document shows text that is the same on the top of every page (e.g. look at the top of each page of this handout)
- The footer shows text on the bottom of the page, and is usually reserved for page numbers, date, or time.
  1. *Insert* → *Header & Footer* → Click either *Header* or *Footer*
  2. Select one of the preset Headers or Footers.

To insert automatic page numbers, go to *Header and Footer Tools* → *Header and Footer* → *Page Number*

### Inserting Drawing Objects

#### PICTURES

- Insert pictures or other images from digital cameras, scanners, e-mail attachments, etc.
  1. Go to *Insert* → *Illustrations* → *Picture*
  2. Choose the location where the image is stored.
  3. Click *Insert*

#### CLIPART

- Insert pictures and drawings from Microsoft's huge gallery of images.
  1. Go to *Insert* → *Illustrations* → *Clip Art*
  2. Type search term (e.g. children, popsicle, book, etc.)
  3. Choose an image from list, and click to insert that image into document.

**SHAPES**

- Insert a variety of shapes to bring excitement and emphasis to your document. Colors and textures can be added to all shapes.
- Go to *Insert* → *Illustrations* → *Shapes*. Select from basics, such as square and circles, to more complicated block arrows, thought bubbles, and stars.

**Categories Include:**

- Lines
- Basic Shapes
- Block Arrows
- Flowchart
- Callouts
- Stars and Banners

**Inserting Objects with Text****TEXT BOXES**



- Allows you to create separate areas of text. This is a very flexible way of modifying a document.
  1. Go to *Insert* → *Text* → *Text Box* → *select from a Preset text box*, or click *Draw Text Box*
  2. Type text
  3. You should be able to move the box wherever you want on the screen.

**WORDART**



- Inserts customizable, stylized text. Very useful for headings or titles.
  1. Go to *Insert* → *Text* → *WordArt*
  2. Choose from one of the 30 automatic styles
  3. Type your text. It deletes the automatic text (Your Text Here).
  4. Choose a different font, size, and emphasis, if desired







**Formatting Objects**

After you insert an object, you may customize that object by using the Format tab. The Format tab only appears when you have selected the object. Most categories of drawing objects have their own formatting choices (Picture Tools, Drawing Tools, Word Art Tools, etc.). Some commonly used formatting tools include:

**FILL** – changes the background color of an object, e.g. No fill () vs. Gray fill (.

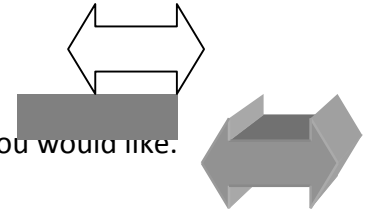
- Go to *Format* → *Styles* → *Shape Fill*

**OUTLINE/BORDER** – changes the line color of an object, e.g. Black line () vs. Gray line (.

- Go to *Format* → *Styles* → *Shape Outline* **NOTE: The Format tab will only appear when the shape is selected.**
- Further Outline Options:
  - **Line Thickness**, e.g. Thin line () vs. Thick line (). Go to *Format* → *Styles* → *Shape Outline* → *Weight*
  - **Dashes**, e.g. Solid line () vs. Dashed line (). Go to *Format* → *Styles* → *Shape Outline* → *Dashes*
  - **Arrows**, e.g. Line (  ) vs. Arrow (  ). Go to *Format* → *Styles* → *Shape Outline* → *Arrows*

**SHADOW** – adds a semi-transparent drop shadow behind an object.

- Go to *Format* → *Shadow Effects* → *Shadow Effects* and select the type of shadow you would like.
- Use *Nudge* to move the shadow left, right, up or down.



**3D** – adds a 3-D block behind an object

- Go to *Format* → *3D Effects* → *3D Effects* and select the type of 3D effect you would like.
- Use *Tilt* to adjust the look of the 3D effect.

**PICTURE EFFECTS (NOT AVAILABLE WITH SHAPES OR WORDART)**

Changing the picture effects alters the appearance of the picture. Available categories include:

- Preset
- Shadow
- Reflection
- Glow
- Soft Edges
- Bevel
- 3-D Rotation

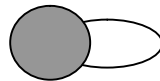
**Arranging Multiple Objects or Images**

**ORDER** - Use this command to position objects or images in front or behind of each other or text.

1. Go to *Format* → *Arrange*
2. Choose the correct setting
3. For example:



- b. Select Circle A.
- c. Choose *Bring to Front*
- d. You now should see:

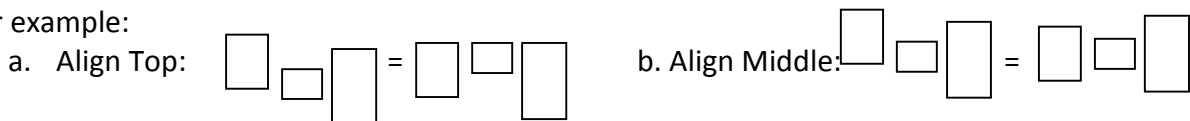


**TEXT WRAPPING** – Alter the way an object moves around the page.

1. WordArt, ClipArt, and Pictures default to the *Inline with Text* wrapping style. This means they line up automatically with any existing text. You cannot move these objects freely. In addition, resizing and rotating are limited.
2. Go to *Format* → *Arrange* → *Text Wrapping*.
3. Select *Square* or *Tight* to allow the object to move to any location on the page.

**ALIGNING** – When there are several objects on a page, Word allows you to line them up.





1. Select multiple objects by pressing down the Shift button as you click on each.
2. Go to *Format* → *Arrange* → *Align*
3. Select the type of alignment you would like.
4. For example:



**GROUPING** – Allows you to merge several independent objects into one. Moving the object(s) is then much easier.

1. Select multiple objects by pressing down the Shift button as you click on each.
2. Go to *Format* → *Arrange* → *Group*.

**ROTATING** - Allows you to tilt an object in a variety of directions, or flip an image vertically or horizontally.

1. Go to *Format* → *Arrange* → *Rotate*
2. Rotate Left 90° or Right 90°.
  - a. You can also use *Free Rotate* on most objects. Select the object and then click and drag the green circle to the left or to the right.
3. Or, select Flip Horizontal (e.g.  vs.  ) or Flip Vertical (e.g.  vs.  ).



### Cropping

- Use the Crop Tool to “cut away” the edges of a photo.
- Go to *Format* → *Size* → *Crop*.
- Then click and drag inward until you achieve the desired effect.

