


Intermediate Word Guide

1 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. Use the Standard Toolbar Icon 
 2. To Customize go To *Format* → *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 *Format* → *Bullets and Numbering*
 2. Click on one set of bullets.
 3. Click the *Customize* button located in the bottom right corner
 4. To select a different bullet, choose *Font*, *Character*, or *Picture*.
 - a. **Font** – you may insert actual characters from a different font as a bullet
 - b. **Character** - choose from one of the picture fonts such as *Wingdings*, *Holidays*, or *Monotype Sorts*
 - c. **Picture** – these bullets show up in full color. You may import your own or select from the hundreds available in Word.

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. *View* → *Header and Footer*
 2. The header shows up first automatically.
 3. Type the text you wish to see at the top of the document.



To insert automatic page numbers, click the  icon from the Header and Footer toolbar.





2 Inserting and Formatting Objects



DRAWING SHAPES

- Insert a variety of shapes to bring excitement and emphasis to your document. Colors and textures can be added to all shapes.



1. **AutoShapes** – choose from a variety of lines and shapes, such as connectors, shapes such as hearts, triangles, happy faces and lightning bolts, starbursts and banners, and speech bubbles.
2. **Line** – draw a line from one end of the page to another, in any direction. Can be customized using the Line Style or Dash Style icon .
3. **Arrow** – put an arrow pointer on one or both ends of a line. Can be customized using the Arrow Style icon .
4. **Rectangle** – Draw a square or rectangle.
5. **Oval** – Draw a circle or an oval.
6. **Shadow** – places a shadow behind an already drawn box. 
7. **3-D** – makes a box stand out from the page. 

TEXT BOXES 

- Allows you to create separate areas of text. This is a very flexible way of modifying a document.
 1. Click Text Box Icon
 2. Click and Drag to create the size box desired.
 3. Type text
 4. You should be able to move the box wherever you want on the screen.

WORDART 

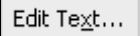






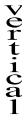
(*see the Title of this document for an example of Word Art)

- Inserts customizable, stylized text. Very useful for headings or titles.
 1. Click WordArt Icon
 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, if desired



To Customize

1. Click once on the WordArt icon. A box appears around the WordArt text. In addition, you should see another toolbar somewhere on the screen.
2. Each box in the toolbar allows you to customize a different component of WordArt.

<p> Edit Text...</p> <ul style="list-style-type: none"> • Change the wording of the text • Change Font Face • Change the Size of the Text • Bold, or Italicized 	<p> WordArt Shape</p> <ul style="list-style-type: none"> • Choose from a selection of shapes 
<p> Word Art Gallery</p> <ul style="list-style-type: none"> • Change the General Word Art style 	<p> WordArt Same Letter Heights</p> <ul style="list-style-type: none"> • Makes the small letters the same height as capital letters (Like This)
<p> Format Word Art</p> <ul style="list-style-type: none"> • Change the color and style of the font • Change the color and style of the outline 	<p> Vertical Text</p> <ul style="list-style-type: none"> • Change the orientation from horizontal to 

3 Inserting and Formatting Images

CLIPART












- Insert pictures and drawings from Microsoft’s huge gallery of images.
 1. Click ClipArt icon
 2. Type search term (e.g. children, Popsicle, book, etc.)
 3. Choose an image from list, and click to insert that image into document.

INSERT PICTURE

- Insert pictures or other images from digital cameras, scanners, e-mail attachments, etc.
 1. Click Insert Picture icon
 2. Choose file where image is stored.
 3. Click Insert

- To Customize
 1. Clicking on an image produces the Picture toolbar.
 2. Each button in the toolbar allows you to customize a different component.



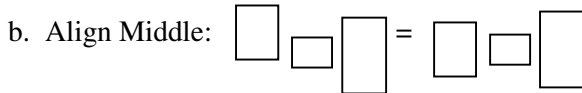
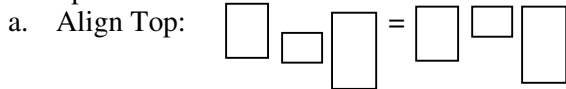
 <p>Color – adjust the color</p> <ul style="list-style-type: none"> • Automatic – leaves color of the image as it is when it was inserted • Grayscale – changes the image to shades of gray (great for printing on a black and white printer) • Black and White – makes the image purely black and white – no shading • Washout – fades all colors. Good for using the image behind text. 	 <p>Crop</p> <ul style="list-style-type: none"> • Remove unnecessary or unwanted parts of images. <p>Before:  After: </p>
 <p>Contrast and Brightness</p> <ul style="list-style-type: none"> • Improve the quality of the image. 	 <p>Compress Picture</p> <ul style="list-style-type: none"> • Makes the picture smaller to reduce the size of your document.
 <p>Line Style</p> <ul style="list-style-type: none"> • Creates a thick or thin line around your image. 	 <p>Format Picture</p> <p>Allows you to change the line color, size, text wrapping, and color.</p>
 <p>Reset Picture</p> <p>Use this icon to remove any changes you have made to image, and restore to its original state.</p>	 <p>Set Transparent Color</p> <p>Set one color to be transparent. You may then change it to any other color. It will also show colors, designs, etc. that are hidden behind the image.</p>
 <p>Rotate Left</p> <p>Turns the image on its side</p>	

4 Working with Multiple Objects or Images Simultaneously

ALIGNING AND GROUPING

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 *Draw* → *Align or Distribute*
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 *Draw* → *Group*.

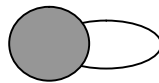
ORDER

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


1. Go to *Draw* → *Order*
2. Choose the correct setting
3. For example:



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



Q. Why Can't I Move My Shape/WordArt/ClipArt Where I Want?

A. Word automatically formats most objects *inline*, meaning they line up with the text. To make an object a *floating* object, you need to look for the **Text Wrapping** icon . Change the wrapping from *Inline with Text* to any other orientation. You should then be able to move the object wherever you want on the page.

NOTE: the “handles”, or small boxes on the corners of an object look different when they are *inline*.

Look for  vs. . **Circles = floating; Squares = inline**