Click to add text

Please turn down the volume or turn off cell phones and/or tablets & laptops.

Also, please do not park behind our building. Either park along 278 side or on the grass along Shelter Cove Lane.

If you have parked behind the building, please take a moment to move your vehicle. Thank you.

FORMATTING IN WORD

FORMATTING IN WORD

& other WordProcessing programs

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& other WordProcessing programs

Jolyn Bowler
Monday, November 20th, 2017

WORDPROCESSING

What is WordProccessing? ~ A brief history.

Typesetting in the printshop

Typewriters

IBM Selectric

Dedicated WordProcessing machines

WordProcessing Programs

Remember the concepts are the same across most WordProcessing, spreadsheet, presentation and other programs

HILTON HEAD ISLAND HHCC COMPUTER CLUB

WORDPROCESSING

- Printing press
- Desktop publishing
- Desktop publishing software
- WordProcessing dedicated machines
- WordProcessing software

WORDPROCESSING CONCEPTS

WordProcessing is using a computer to create, edit, and print documents. A word processor enables you to create a document, store it electronically to a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

WORDPROCESSING CONCEPTS

- Know your content.
- Pre-set your formatting choices OR
- Create the document THEN do the formatting.
- Easy to change and update and correct.

WORDPROCESSING CONCEPTS

- Selection
  - Select a character, word, phrase, sentence, paragraph, page, photos, etc.
  - Cut ~ remove the selection to the clipboard
  - Copy ~ save the selection to the clipboard to place elsewhere
  - Paste ~ place the “copied” or “cut” selection in it’s new place

FORMATTING IN WORD

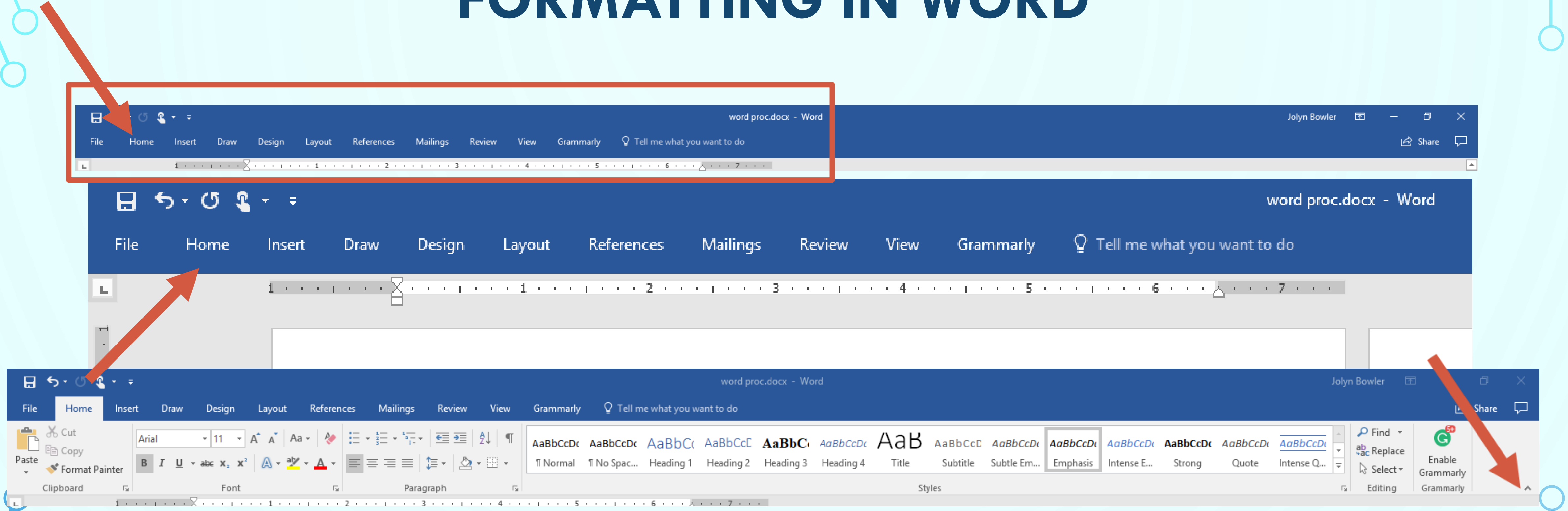
Take the time to get to know the “ribbon menu”.

You can choose to show or hide the ribbon.

Click on any Menu title to drop the menu.

Look for the tiny push pin on the right side to lock the ribbon in place

FORMATTING IN WORD


word proc.docx - Word
Jolyn Bowler
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Grammarly
Tell me what you want to do
Share
Paste
Cut
Copy
Format Painter
Clipboard
Arial
11
Font
Paragraph
AaBbCcDc Normal
AaBbCcDc No Spac...
AaBbCc Heading 1
AaBbCcE Heading 2
AaBbC Heading 3
AaBbCcDc Heading 4
AaB Title
AaBbCcD Subtitle
AaBbCcDc Subtle Em...
AaBbCcDc Emphasis
AaBbCcDc Intense E...
AaBbCcDc Strong
AaBbCcDc Quote
AaBbCcDc Intense Q...
Styles
Find
Replace
Select
Editing
Enable Grammarly
Grammarly

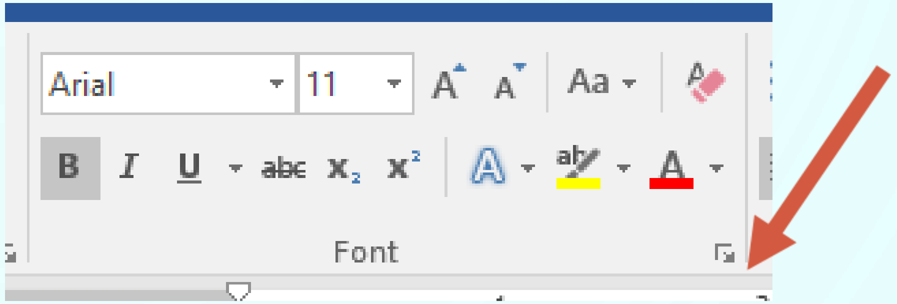
FORMATTING IN WORD

Get to know your menu.

- File
- Home
- Insert
- Draw
- Design
- Layout
- References
- Mailings
- Review
- View
- And more

FORMATTING IN WORD

Take advantage of the “more” arrow in those groups that have it.



You will be able to make more global changes under these expanded menu selections including setting default font, margins, etc.

FORMATTING IN WORD

File

Allows you to view INFO about the document currently being worked on. Create a NEW document. Open a CURRENT document to read, review or edit it. SAVE, SAVE AS, PRINT, SHARE, EXPORT (to PDF). CLOSE & more. Also, you can turn on the "SHOW HIDDEN CHARACTERS to help you see how things are connected.

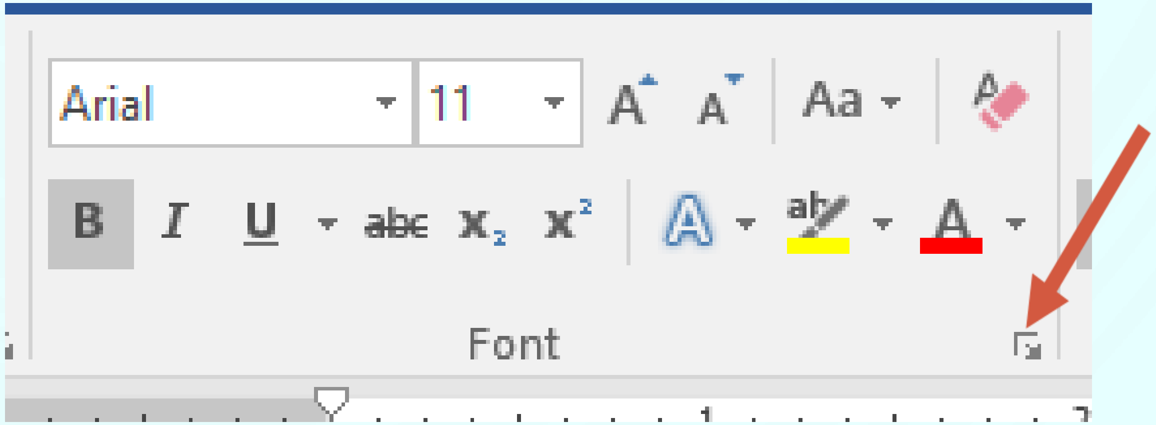
FORMATTING IN WORD

Home

This is the menu with the most often used formatting tools. Cut/Copy/Paste, Font, Paragraph, Styles, Find/Replace, Selections.

Look for "more" arrow to

expand each menu section.


Arial
11
Aa
B
I
U
abc
Font

FORMATTING IN WORD

Insert

You may wish to enhance your document by inserting a PICTURE, SHAPE, BOOKMARK, WEBSITE LINK. Add a HEADER OR FOOTER (great for pagination), a TEXT BOX or WORD ART. You may want to include a TABLE for an organizational look. You can even insert an external Excel file as a table or image.

FORMATTING IN WORD

Layout

This is the menu to choose your MARGINS, ORIENTATION, PAPER/PAGE SIZE, ADD COLUMNS, and more Page Setup options. You can also specify how your PARAGRAPHS are indented, etc.

ARRANGE allows you to position, and align your text and inserted items.

FORMATTING IN WORD

The other, more advanced menu sections include:

- Draw
- Design
- References
- Mailings
- Review
- View
- & I've added a Grammarly helper.
- "Tell me what you want to do" equals HELP

FORMATTING IN WORD

- Create the document
- Preset the parameters first…. OR
- After the document is complete, make the changes and edits you want to.
- Save, Save Save. Remember to save or turn on the AUTO save function. Click on File/Options to make global changes in Word.

FORMATTING IN WORD

Now for a demonstration.

Q & A

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