

HHICC ~ WORD Intermediate II

Jolyn Bowler

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Thursday, October 1st, 2020 @ 2:00 PM

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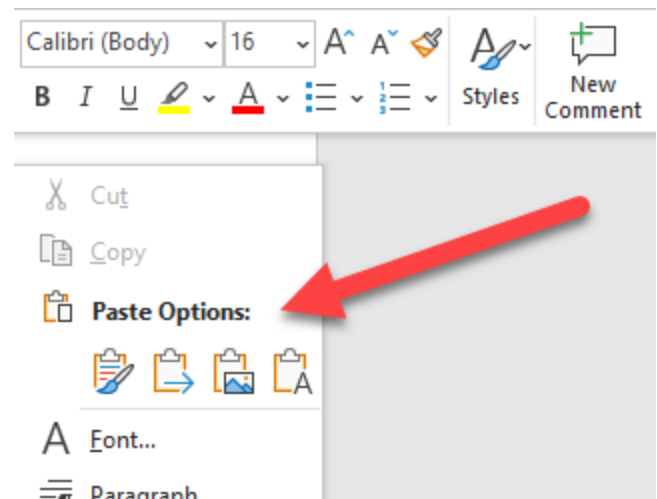
Today we are going to review some tasks you may want to accomplish for a particular project or document. We will go through various items and objects. An Object is different from text often from an outside source, but can be formatted to fit your needs.

INSERTING

- Inserting Text from another source
- Inserting a Table
- Inserting a Picture (from your computer or other sources)
- Inserting other art, i.e. Shapes, Icons, Smart Art or a Chart
- Inserting an Online Video Clip
- Inserting a Text Box (to emphasize or breakout a specific section of text.
- Inserting Word Art, a Drop Cap, Signature Line, Day/Date or an Object (information from another source)

Inserting Text from Another Source

When you have selected the text to copy from another document, return to the new document and Right-Click at the point of insertion. The Menu pop-up will display Paste Options. You can hover your mouse pointer over each option and it will be shown to you on the page what it will look like when pasted.



Once inserted, you can reformat the text to match your new document.

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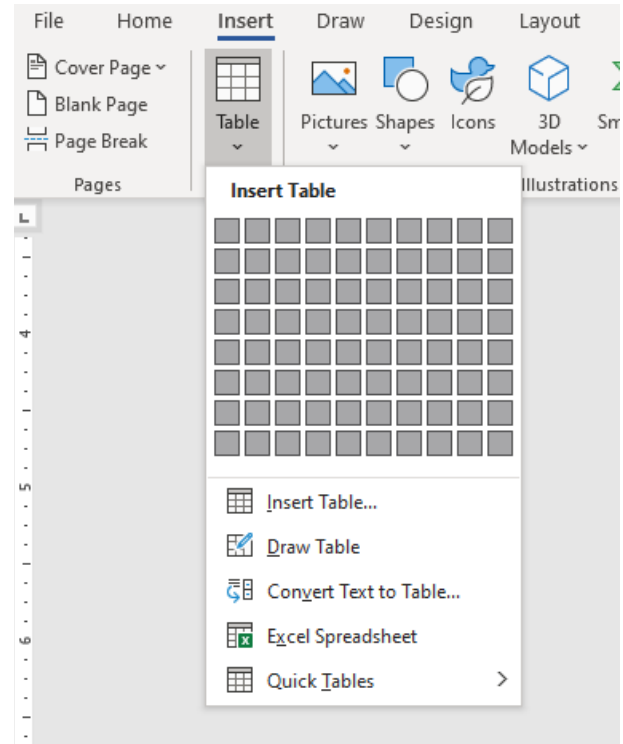
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Inserting a Table

A Table can be very helpful in creating an orderly list in a document. First step is to go to the Insert Menu. Then click on Table. You can then select the number of columns and rows required. Or you can choose one of the presets.

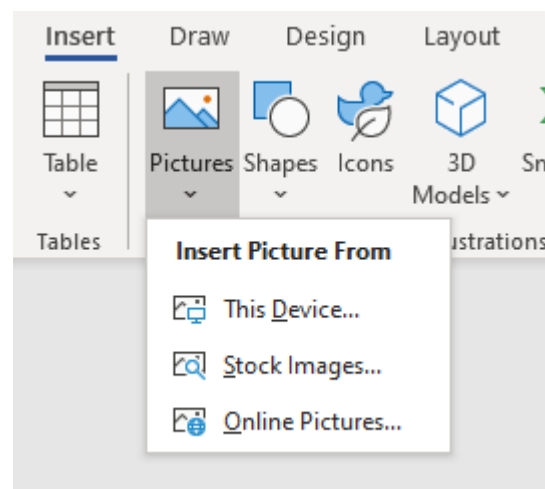
| | |
|-------------|----------------|
| I was able | To insert this |
| Table and | Then type |
| These words | In. |



Inserting a Picture

Again, we'll start with the Insert Menu and then Select Pictures. You can insert an image from

- This Device, meaning YOUR computer or tablet or phone.
- Stock images – provided by Word
- Online Pictures will use MS Bing Search to help you find just the right image.



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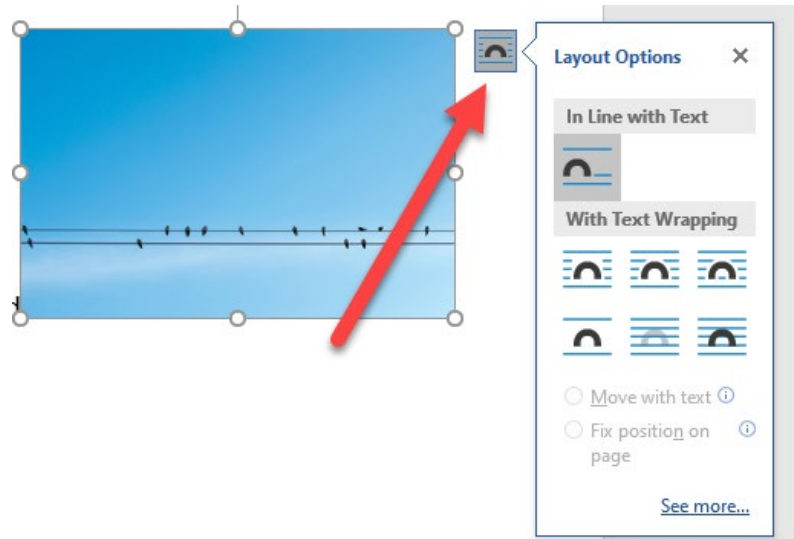
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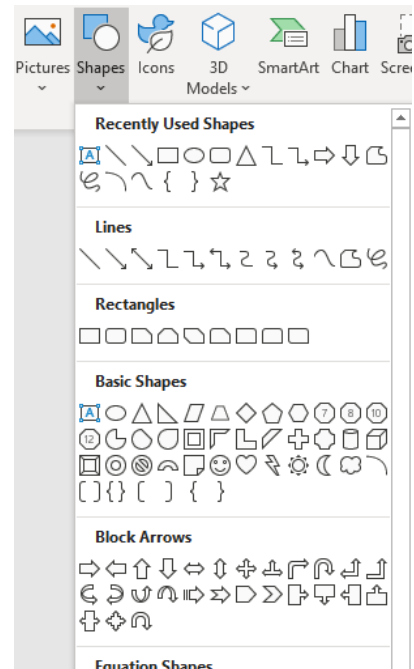
- Once an image has been inserted, you will see a small icon appear to the upper right of the image.
- Click on this icon to access the tools needed to fine tune the image on your page. This includes how the image interacts with text on the screen and you can click on “More” to get access to more functions. You can even EDIT the image using Format Picture in the Right-Click menu. There are many ways to enhance and change an image to fit your needs.



Inserting Other Art

We are given many other options for inserting

- Shapes
- Icons opens a window to access preset Icons, Cutout People & Stickers
- 3D Models opens a panel for you to explore and choose a 3D image
- Smart Art includes flow chart designs to use
- Charts predesigned charts to use
- Screenshot – to share what is on your screen



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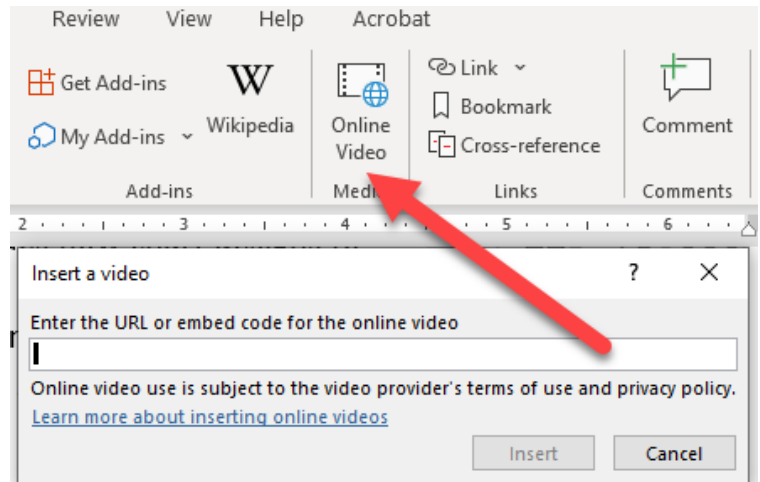
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Inserting an Online Video Clip

You may want to add a link to a video clip when creating a document. Click on Online Video. A dialog box will open.

What it is asking for is the URL (Universal Resource Locator) or Web Address. So you must go to the site where that video is playing and get the link to share.



When you paste that copied link into the box and click insert, you get something like this:



So this is an embedded object, a video link that actually shows up on the page as an image. However, you will note the “play” button in the center. When you click that button, a small video player window will open on top of your document and will allow you to play the video. You will

also have the option in that video to go to the actual website where that video lives.

This might be a fun thing to do to share short videos with family and friends.

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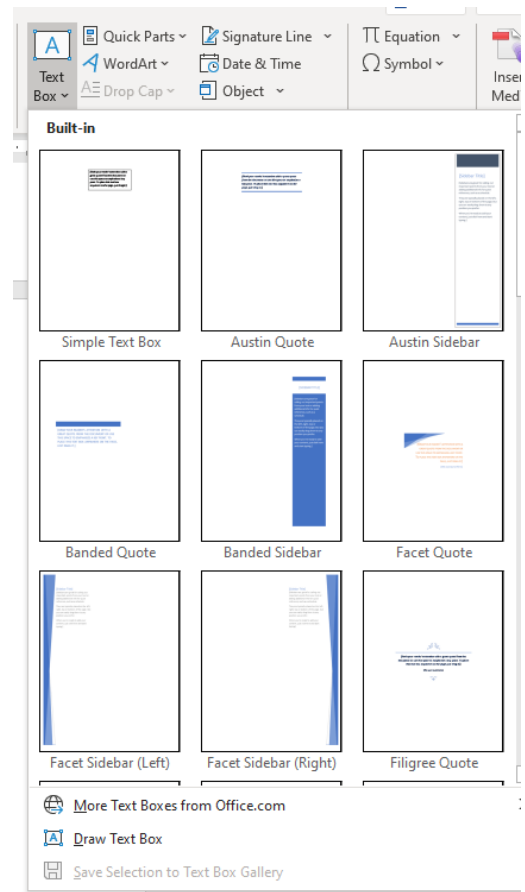
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Inserting a Text Box

From time to time you may want to emphasize or breakout a specific section of text in a separate box to highlight a paragraph.

- Start in the Insert Menu
- With the dropdown Menu options you can choose a blank text box or use one of the presets.
- Once the box is inserted it becomes an OBJECT on the page like a table or a photo. It can be formatted to fit the spot you want it seen.
- You can paste any text you want into the Text Box or Type the content directly into the box.



Inserting Word Art

In addition to a Text Box, you can also INSERT

- Quick Part (may not need these too often)
- Word Art – preformatted colors and styles of text.
- A Drop Cap
- A Signature Line
- Date & Time – with a nice selection of formats
- Object (information from another source)

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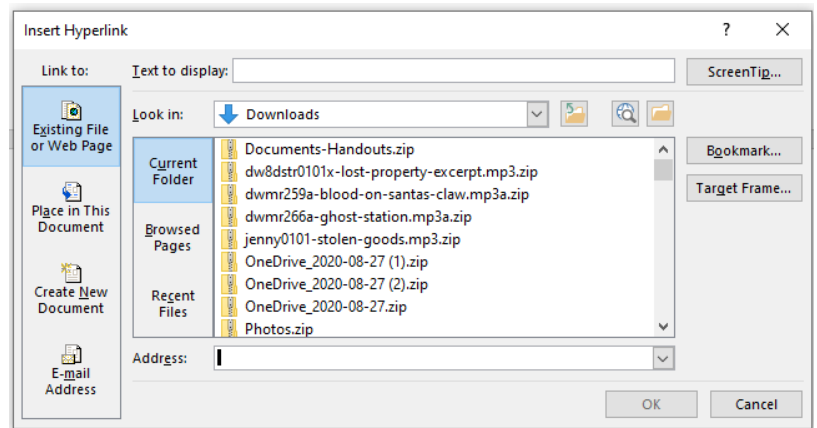
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Oh, one last thought

Inserting a Hyperlink

This can be a link to a location/file on your computer or a link to an external web page you want your reader to go to. My email in the header is an “email link”. The links below to take you to tutorials are “web links”. Make sure you know where the link will take your reader.



Hope this will help you enhance your word processing skills and make the creation of different documents more easily attained.

Please be sure to contact me with more questions, issues or if you have suggestions for future Classes and Presentations.

Goodwill Community Foundation’s free help site: GCF Learn Free

<https://edu.gcfglobal.org/en/word/>

and of course, there are amazing videos on YouTube. I did a search for “Microsoft Word Tutorial 2020” and although the first three results are ADs and I do not click those, below them there are a number of good, recent tutorials available:

https://www.youtube.com/results?search_query=microsoft+word+tutorial+2020