**Please keep yourself
muted
during the presentation.
~

Please write any questions you
may have in the Chat box and we
will review in Q&A.
(look for the Chat icon at the
bottom of your Zoom screen)**

Hilton Head Island Computer Club

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WORD

Intermediate

Jolyn Bowler
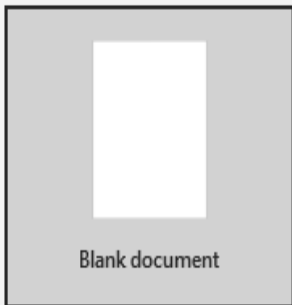*Thursday, October 1ˢᵗ, 2020*
2:00 PM

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Word

Jolyn Bowler

Good morning

New Blank Document ~ Presets ~Templates

⌄ New

| Blank document | Welcome to Word | Single spaced (blank) | Blue grey resume | Snapshot calendar | Insert your first table of con... | Banner calendar |

More templates →

🔍 Search

Recent   Pinned   Shared with Me

Recent ~ Pinned ~ Shared

Name	Date modified
HHICC Word Class I.docx Jolyn Bowler's OneDrive (Personal) » 0-HHICC	Yesterday at 4:58 PM
Welcome to Word.docx G:	Mon at 4:19 PM
Opening Page for Forums.docx Downloads	Thu at 10:38 PM

Word

🏠 Home

📄 New

📂 Open

One of the best features of word processing is the ability to include text, photos, tables, and objects using the built-in features or from other sources.

INSERTING TEXT FROM ANOTHER SOURCE

Inserting text from another source is relatively straightforward.

- Go to the source document
- Select the text you want to use in your new document
- Either use Copy from the Menu Bar (often found under the Edit Command) or
- Right-Click on the selected text and Left-Click Copy in the pop-up menu.
- Return to the new document, Right-Click at the point of insertion then choose the Paste function. These Paste Options will change with each kind of insertion.

INSERTING A TABLE

Sometimes we need to make an ordered list of some kind. Using a Table can be
the easiest way to do this. You can select how many rows/columns. Then format the
Table to either show or hide the borders. Each cell can be formatted individually or
all can be formatted the same.

- Click on the Insert Menu in the Ribbon Bar
- Click Insert Table
- Choose the number of Rows/Columns or
- Select from one of the Presets

INSERTING A PICTURE

Sometimes we want to use a photo or an image to enhance our documents. Again, start by
- Click on the Insert Menu in the Ribbon Bar
- Select Pictures
- Insert from
  - This Device
  - Stock Photos
  - Online images
- Then you can manipulate & format the image for your document.

INSERTING OTHER ART

SHAPES, ICONS, SMART ART OR A CHART

You can also insert other forms of images and art

- Shapes. Word provides many shapes to add
- Icons. Stock icons provided by Word
- 3-D Models provided by Word
- Smart Art. Various work-flow presets
- Charts. More presets from Windows
- Screenshot. To share what you see on your screen in a document

And all of these "OBJECTS" can be formatted, manipulated & edited to fit the needs of the document you are creating.

INSERTING AN ONLINE VIDEO CLIP

You may find the need to share a video in a document. You can embed an Online Video using the link to that video.

- First you'll need to find the video online that you want to share
- Copy the URL or Web Address for that video.
- Return to Word and click Online Video under the Insert Menu
- Paste the URL into the text box & click Insert
- It will insert a screen shot of the video with a Play Button included in the middle of the image. You can resize the image on the screen.
- When the video plays, it will open in a small player window over Word

INSERTING A TEXT BOX

You may have the need to emphasize or breakout a specific section of text. A text box become an Object which is separate from the standard text in the rest of the document

- Again, click on the Insert Menu then Click on Text Box
- You will be given options of pre-formatted styles of Text Boxes
- You can "draw" your own onto the page
- You can get more options from Office.com
- If you REALLY like one of the formats you create and see a need for using the same in the future, you can SAVE your formatted text box for later.

OTHER OBJECTS AVAILABLE TO INSERT

Other Objects include:

- Quick Parts (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)

INSERT A HYPERLINK

You may want to insert a link to an email address or a website, or even a document on your computer.

- Click the Insert Menu
- Click Links and a dialog box will open
- Choose the type of link
- Enter the link and click OK

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Q & A