



# Beginning Word

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Welcome to the First of Many  
Bring Your Laptop

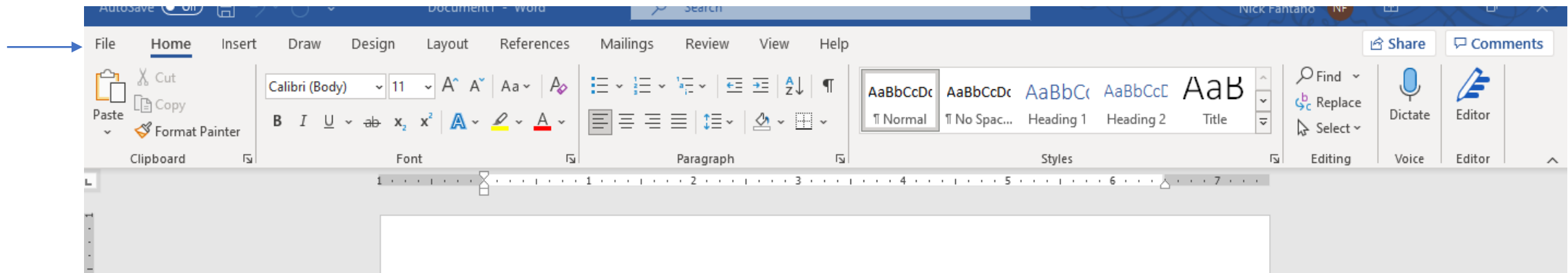


*You sure he's absorbing all of this?*



# Basic Navigation

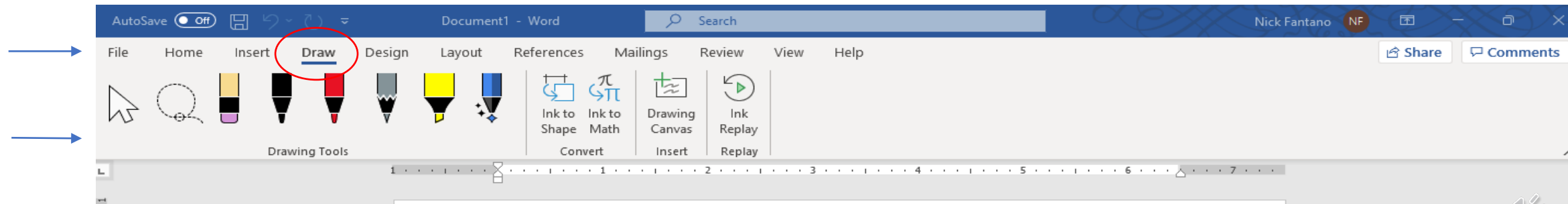
Menu

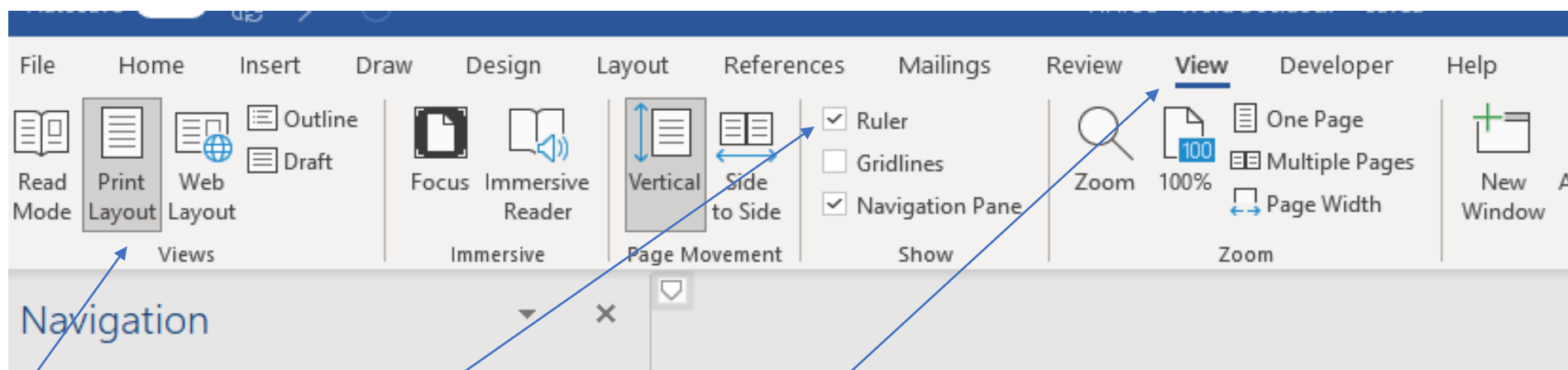


Ribbon will change when the menu changes. The menu item you are in is underlined.

Menu

Ribbon



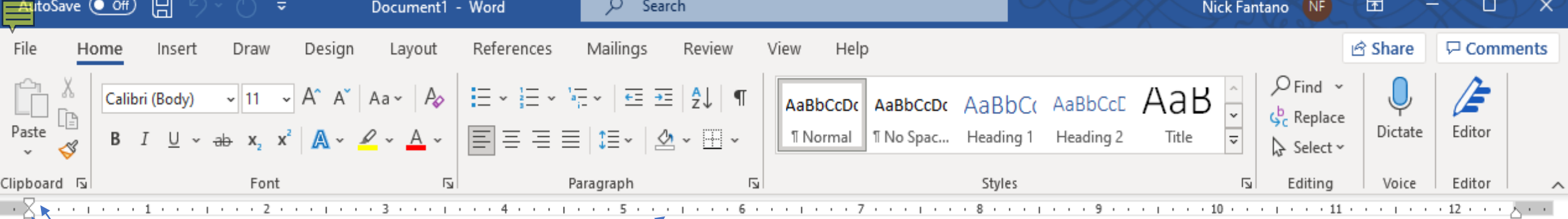


Need to assure you are in the print layout.

Make sure the ruler is active.

You need to go to the view menu and then select the print layout on the ribbon.





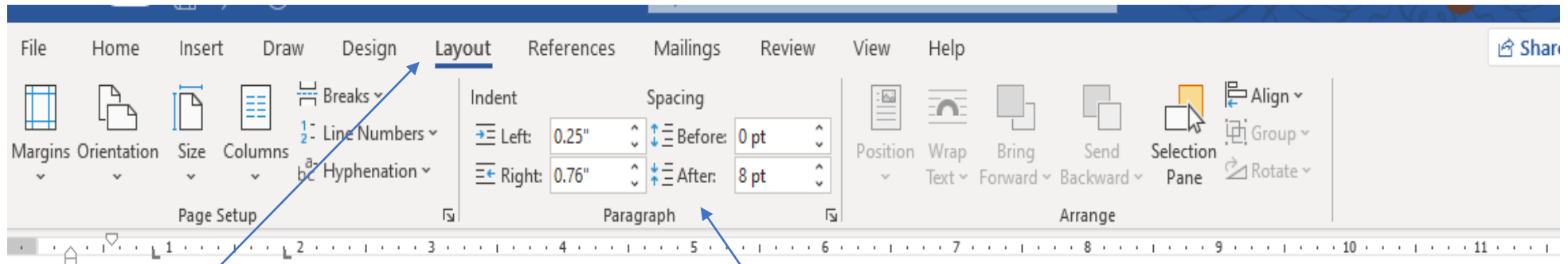
You can use the ruler to set the paragraph indentation width and also to set up margins on the page. Select Layout > Margins.

You can use the First Line indent to set the first line paragraph indentation by dragging the tool

You can set the margin by dragging the bottom known as the Hanging Indent.

1. These items will only affect the margins you have highlighted.



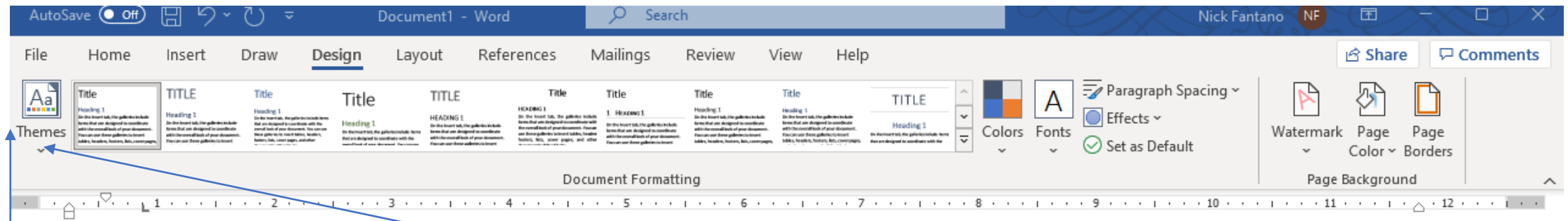


You can go to Layout Menu and select margins. Introducing two ways to complete the same task.

You can then change your margins manually to fine tune them.



# Using themes for your first document!



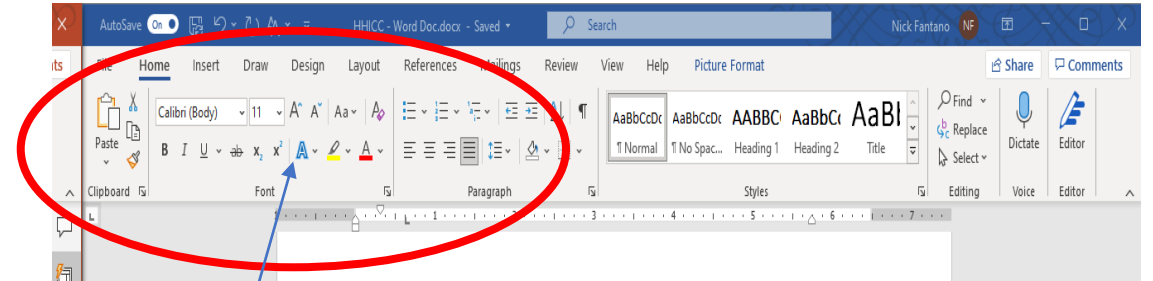
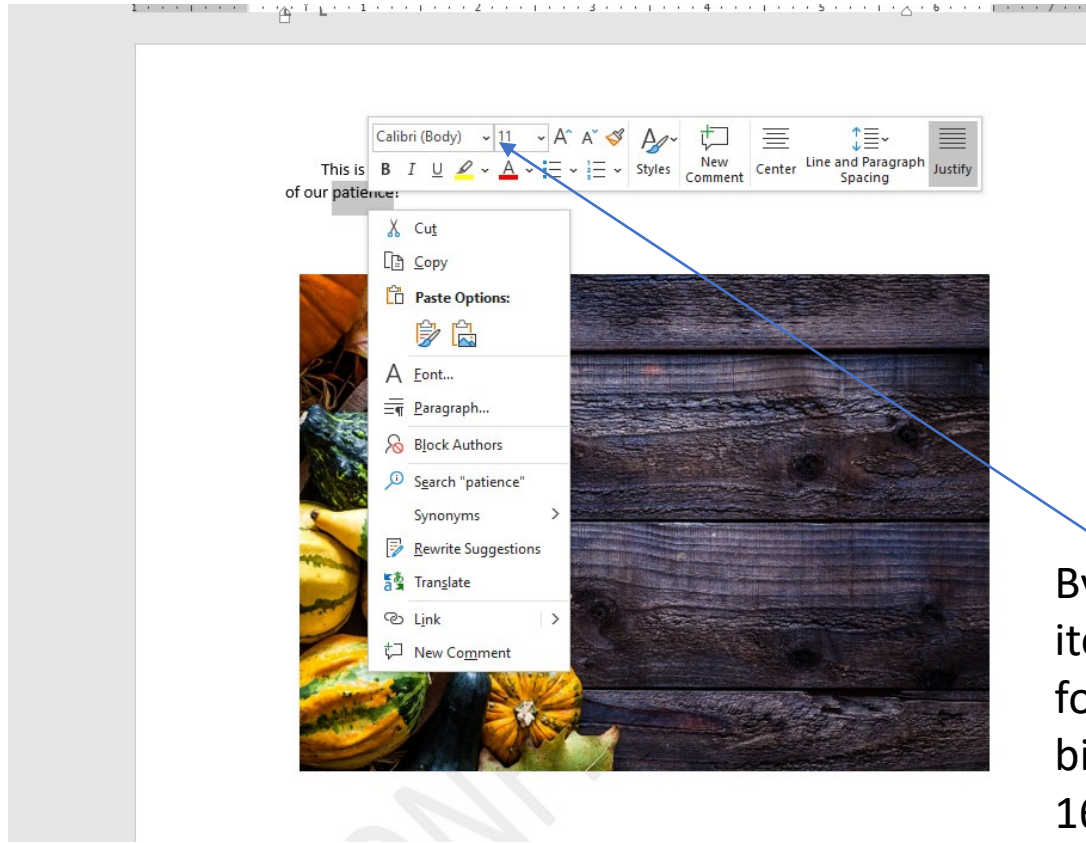
Go to the Design menu and choose a Theme from the ribbon.

If you click the arrow below themes it will give you many more options.

We will continue with blank themes.



# Two ways to accomplish the same thing

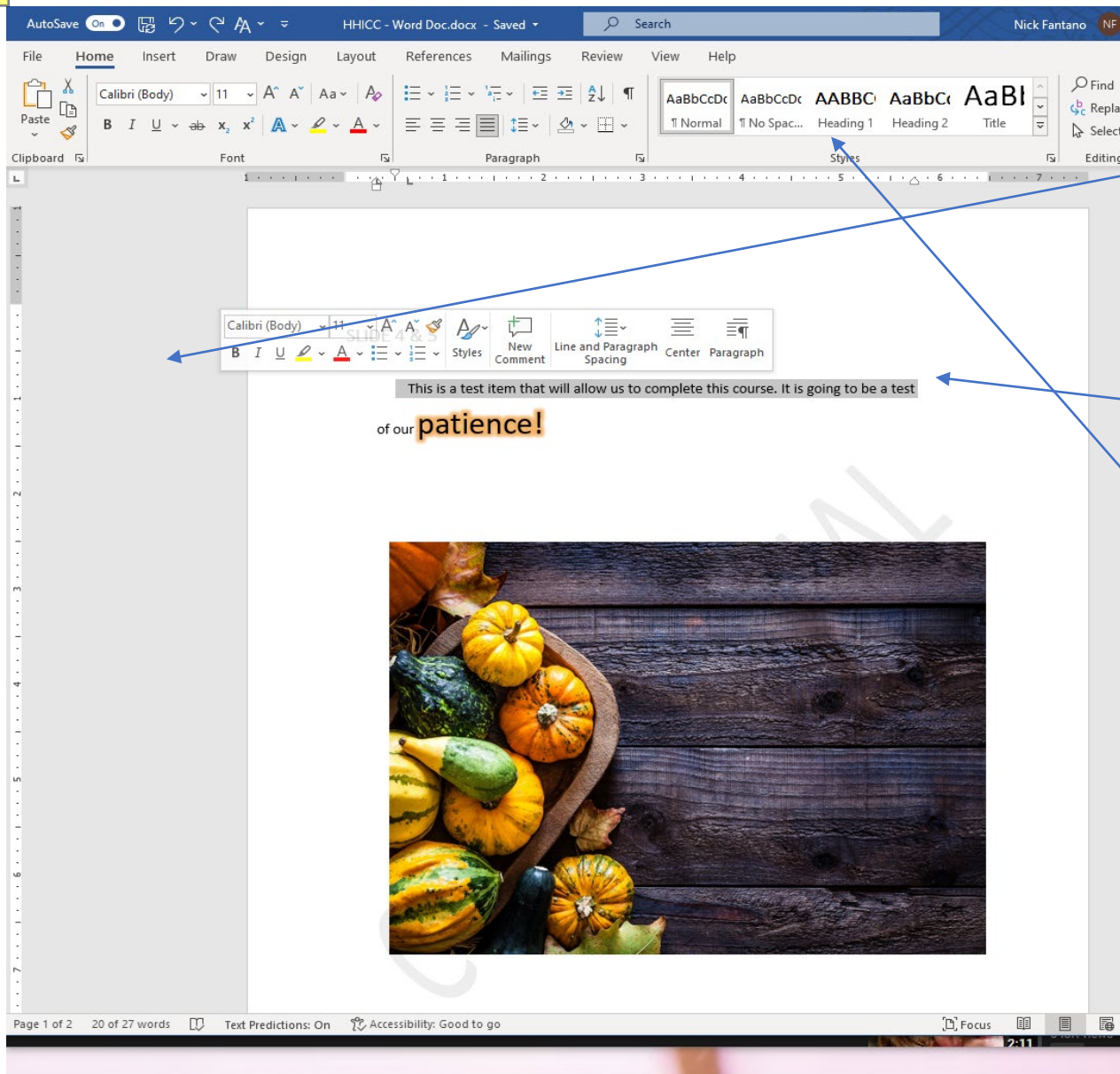


Then highlight it. Go to the text effects and typography and choose a shadow and a color.

By highlighting a word and right clicking the item, you get a quick menu which allows the formatting of the text. Let's make the text bigger on the screen. Change the font to 16pt.







Any time you click in the grey area to the left of a line you can change the formatting of the whole line as opposed to one word at a time. If you double click it will highlight the entire sentence.

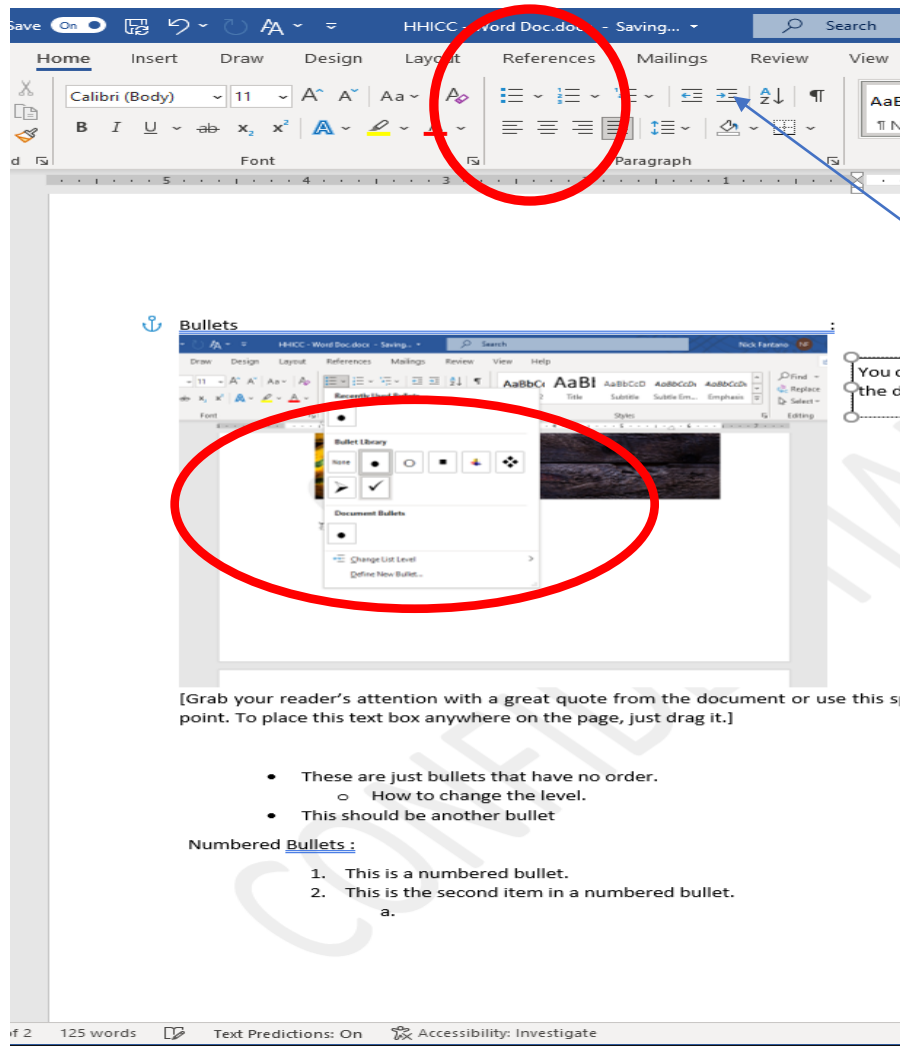
This can also be accomplished by triple clicking on the line itself.

If words are highlighted, you can go across the styles, and it will allow you to see what the changes will look like.

You can also create your own styles.



# You can use different kinds of bullets.



The screenshot shows the Microsoft Word interface. The 'Bullets' task pane is open on the left, with a red circle around it. The main document area contains a bulleted list and a numbered list. A red circle highlights the 'Bullets' task pane, and a blue arrow points from the text 'You can choose the category of the bullets.' to the bullet style dropdown in the task pane. Another blue arrow points from the text 'You can indent items by either clicking on increase indent or highlighting the bullet and pressing the tab key.' to the 'Increase Indent' button in the Paragraph group of the ribbon.

**Bullets**

- These are just bullets that have no order.
  - How to change the level.
- This should be another bullet

**Numbered Bullets :**

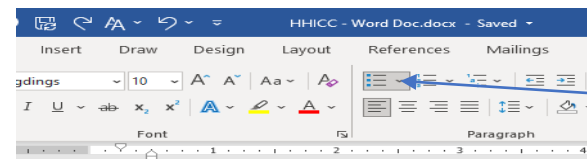
1. This is a numbered bullet.
2. This is the second item in a numbered bullet.
  - a.

[Grab your reader's attention with a great quote from the document or use this sp point. To place this text box anywhere on the page, just drag it.]

Page 2 | 125 words | Text Predictions: On | Accessibility: Investigate

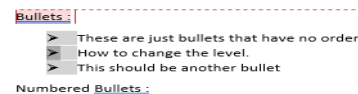
You can choose the category of the bullets.

You can indent items by either clicking on increase indent or highlighting the bullet and pressing the tab key.



The screenshot shows the Paragraph group of the Microsoft Word ribbon. A red circle highlights the bullet style dropdown menu, and a blue arrow points from the text 'Choose different types of bullets by using the dropdown arrow.' to it.

Choose different types of bullets by using the dropdown arrow.



The screenshot shows a bulleted list in Microsoft Word. A red circle highlights the bullet style dropdown menu, and a blue arrow points from the text 'Choose different types of bullets by using the dropdown arrow.' to it.

**Bullets :**

- These are just bullets that have no order.
  - How to change the level.
- This should be another bullet

**Numbered Bullets :**



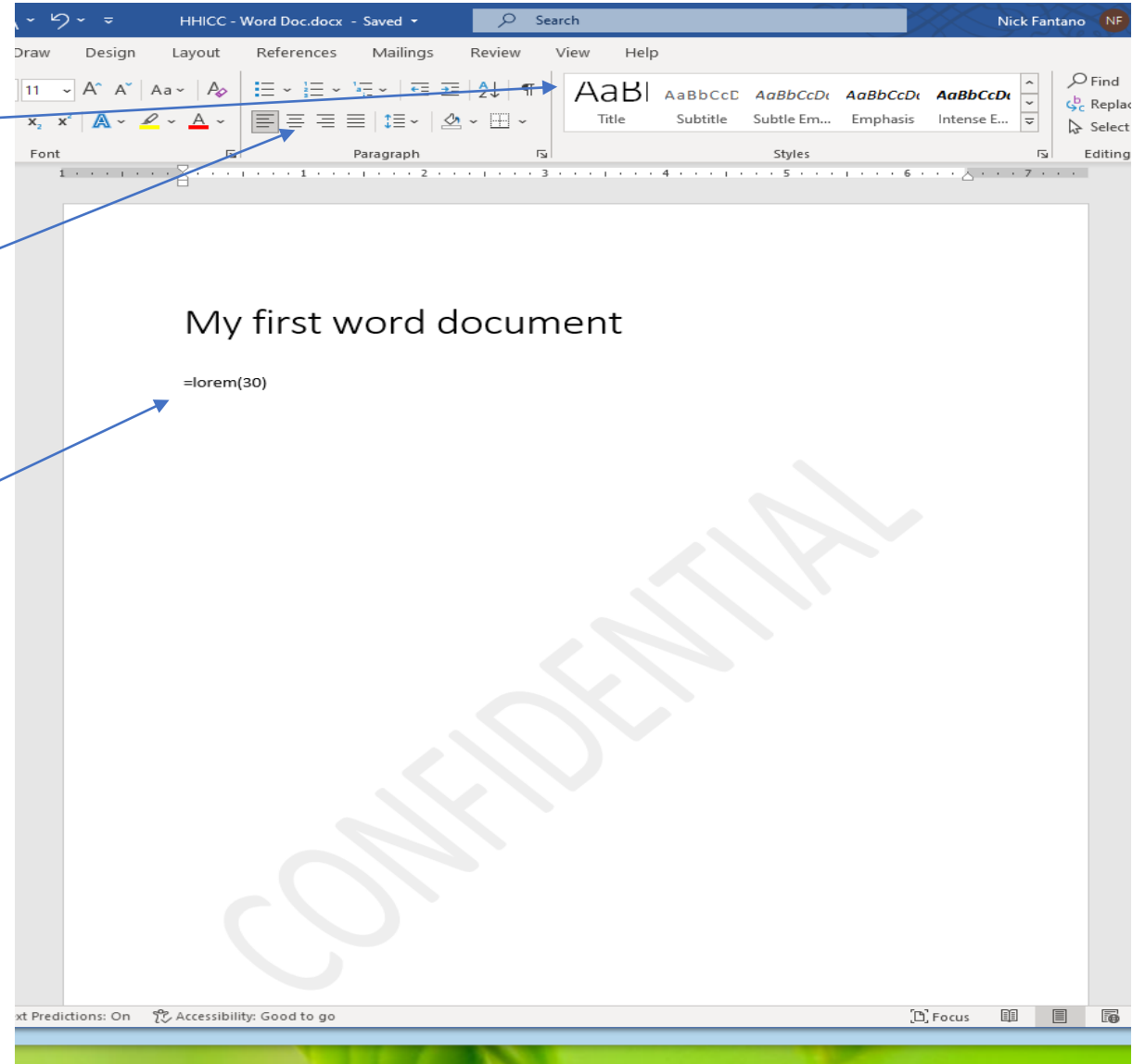
# Let us start to produce a word document

1. Add a title.

2. And Center the text.

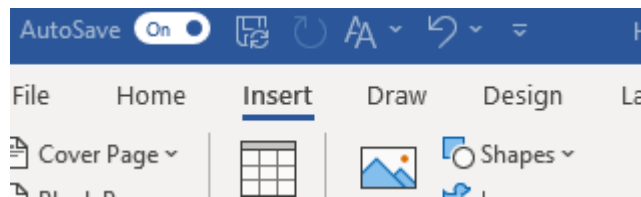
3. And type =lorem(30)

4. Hit the enter key.



# Now add a sidebar. We will make it a negative

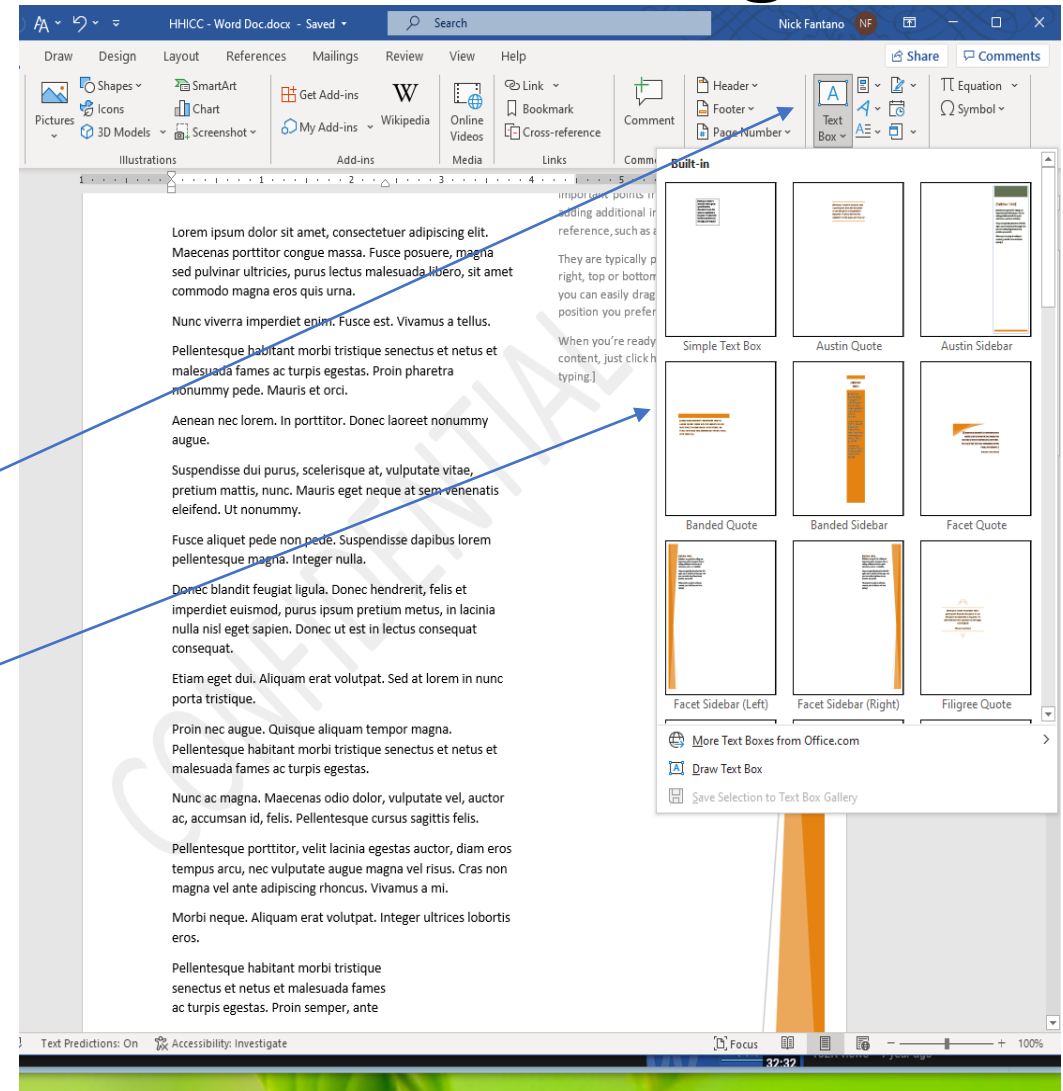
1. Open insert on your menu bar.



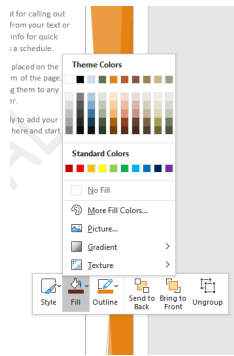
2. Place your cursor where you want the sidebar.

3. Choose the Text Box Control.

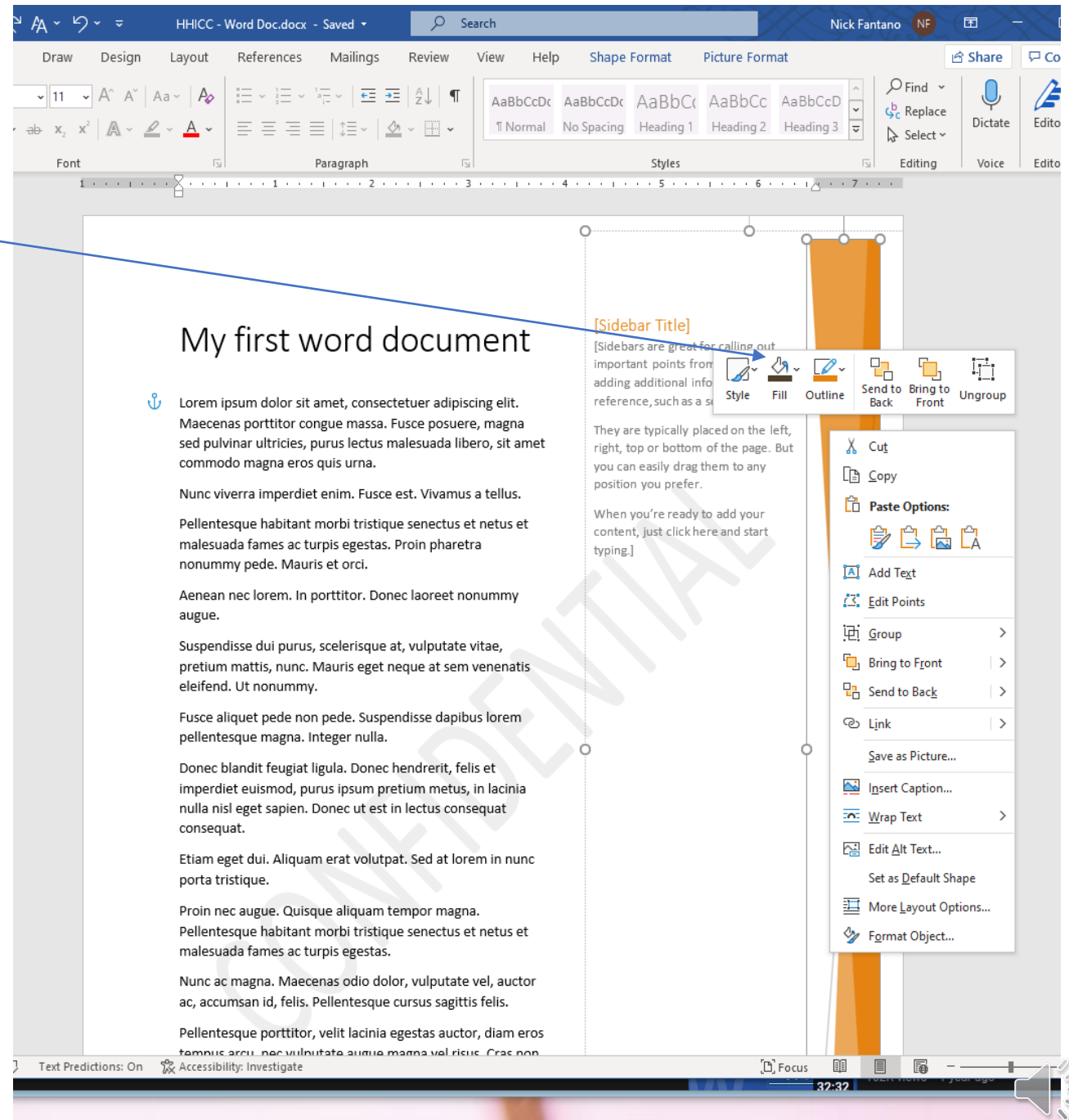
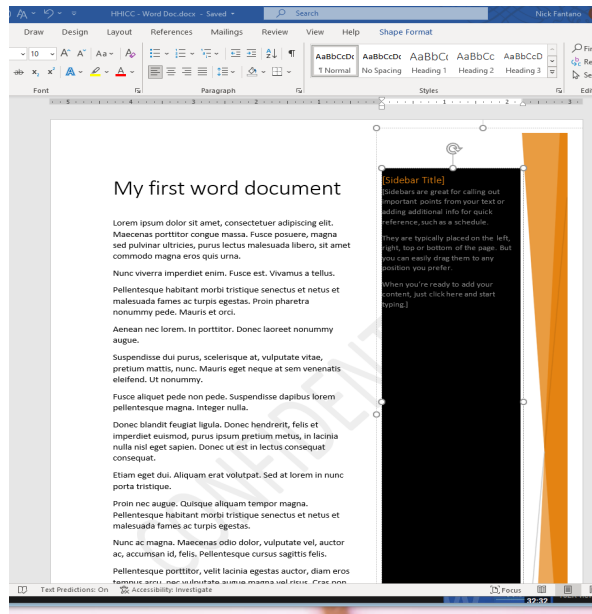
3. Choose the side bar that you want to use.



- 1) You can change the colors of the side bar.
  - a) Right click on the graphic and you will get the formatting options.
  - b) Click the fill button and change the color.

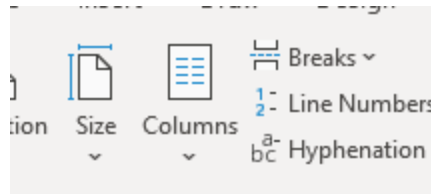


- c) Click on the square with the writing in it and change that color.

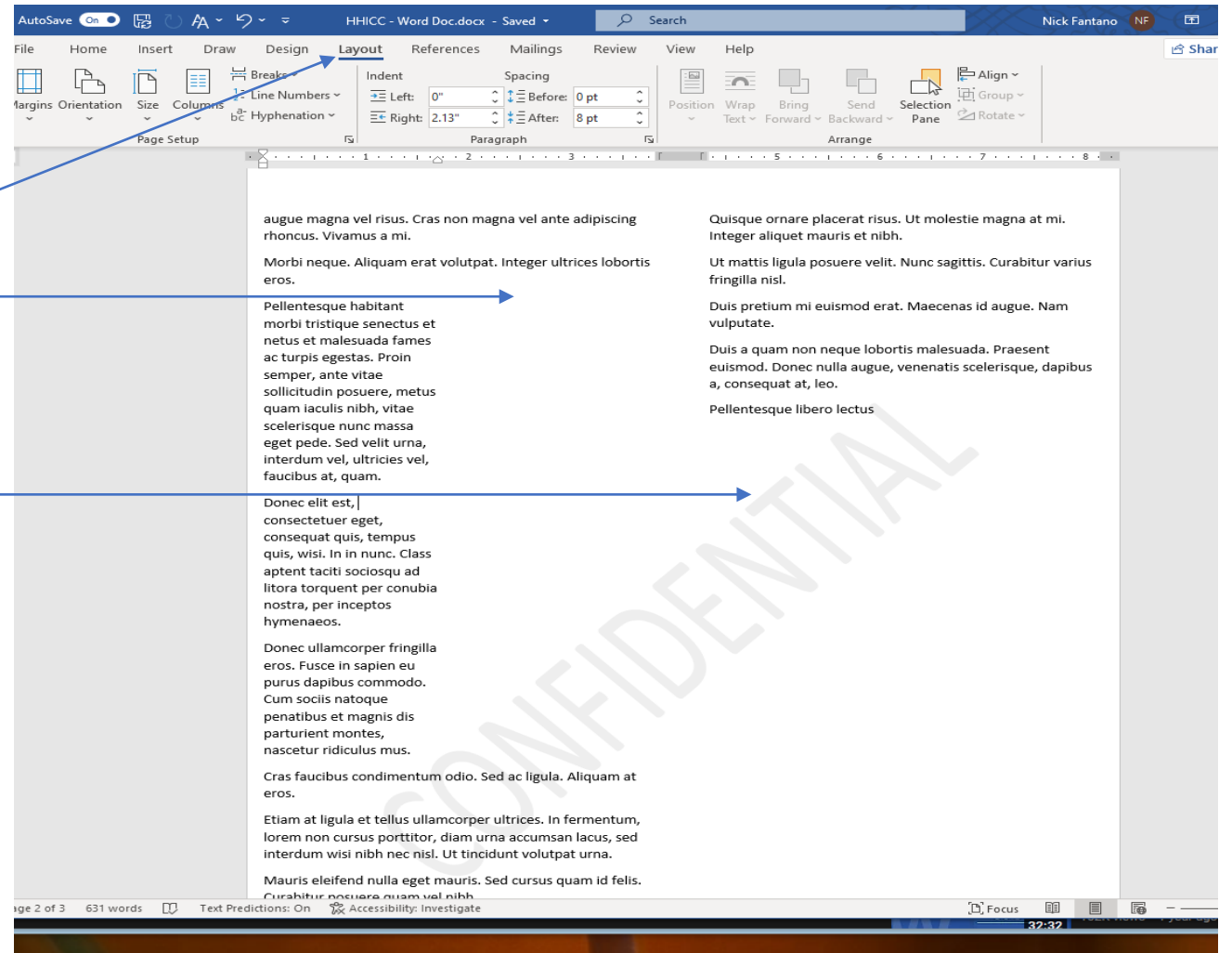
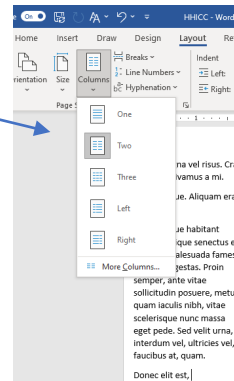


# Make the second page of the Document two columns

1. Click anywhere on the second page of the document to give it focus.
2. Then click the choose layout in the menu.
3. Then select columns on the ribbon.

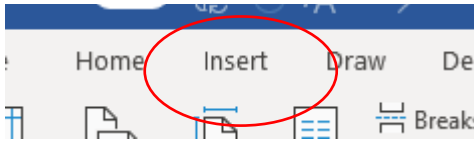


4. Then select two.
5. You can edit either column

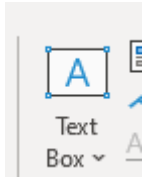


Let's add a quote to our document but let us put it in the middle of the second page.

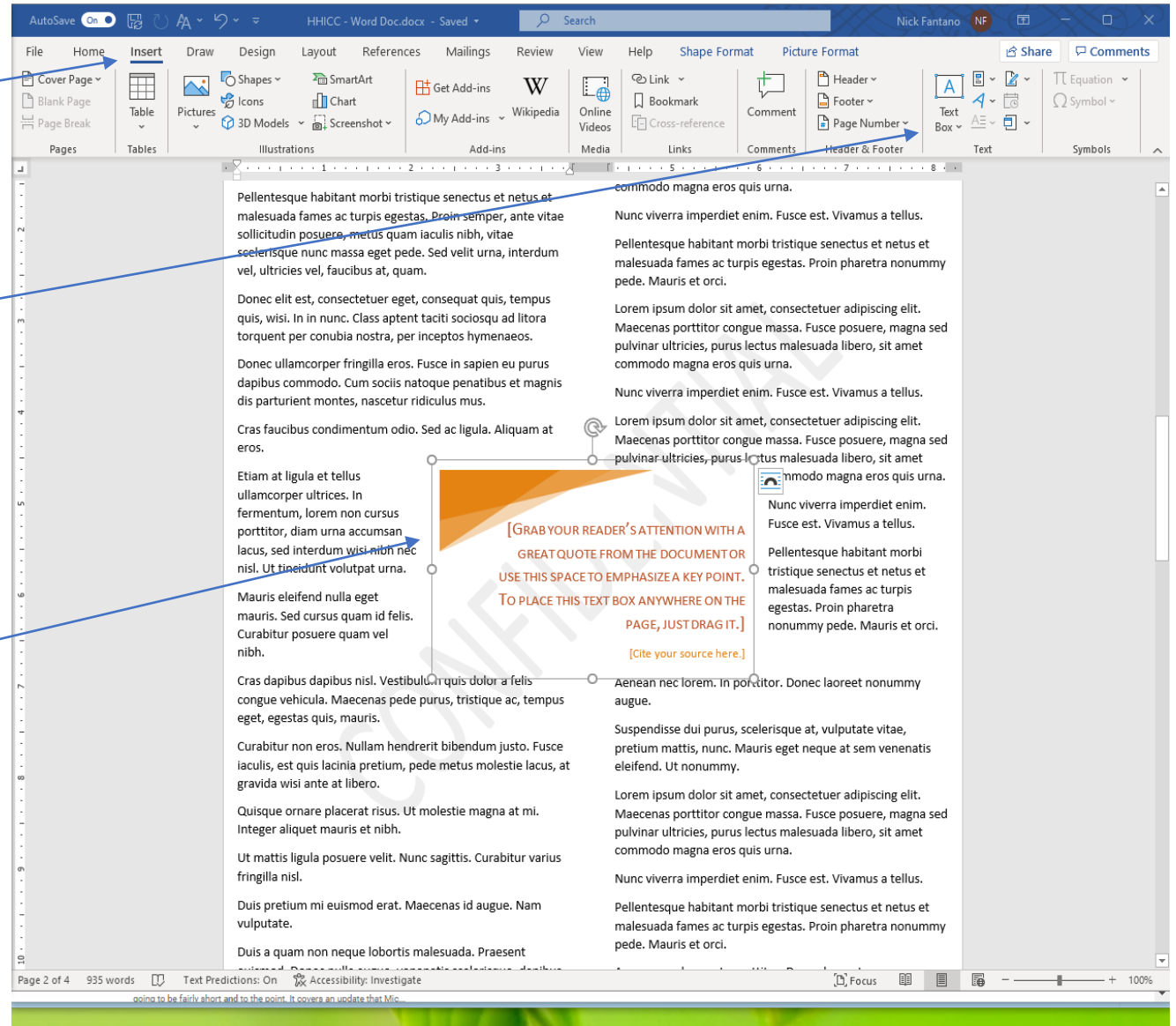
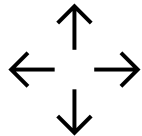
1. Click Insert on the menu.



2. Then choose the text box.

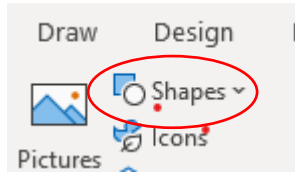


3. It will place the quote where your cursor is located. You can then move it around by grabbing it with the 4 arrows.

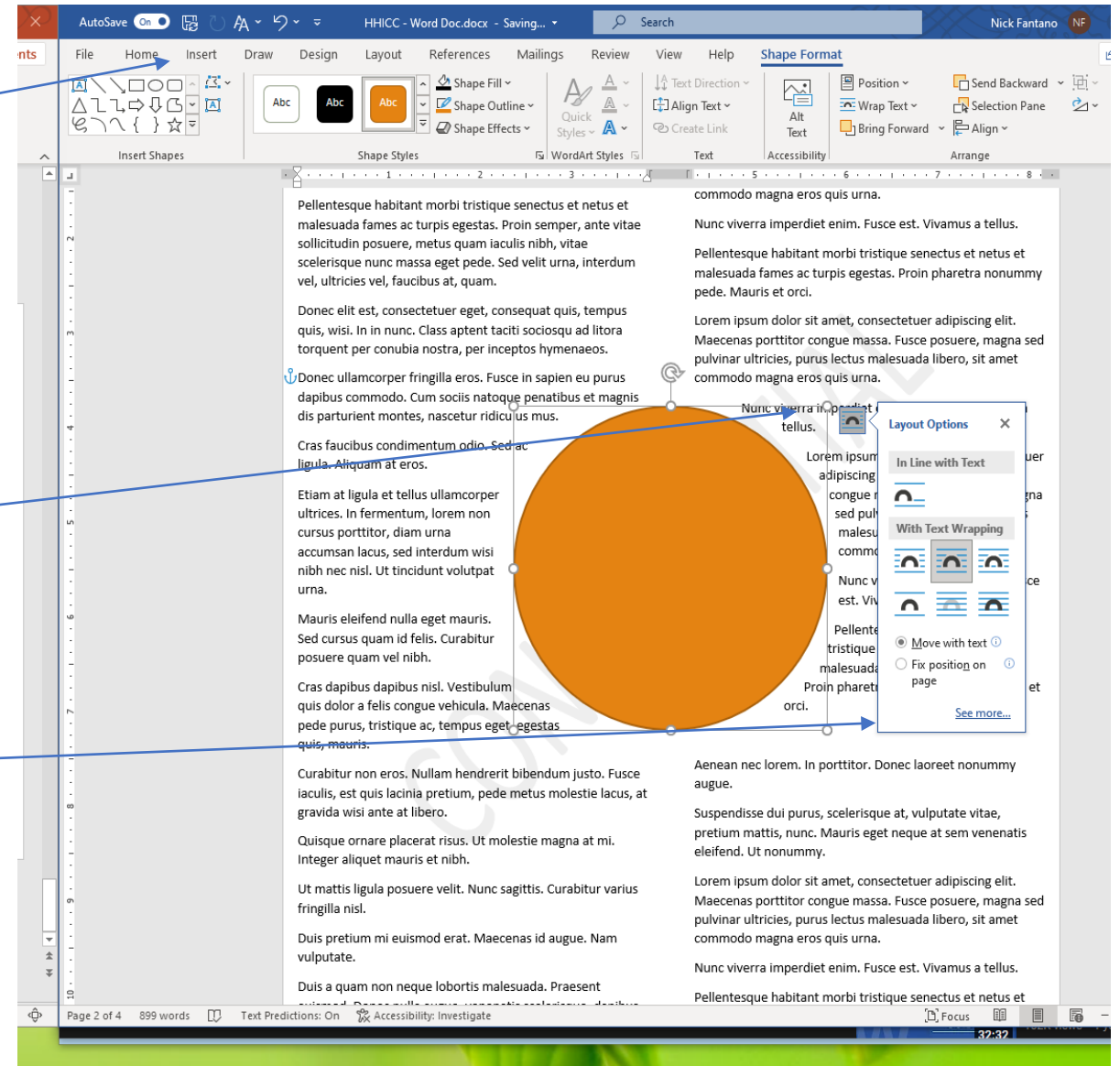


Now we will make a custom insert.

- 1) Delete the quote you added on the last slide.
- 2) Go to Insert on the menu.
- 3) Choose shapes.



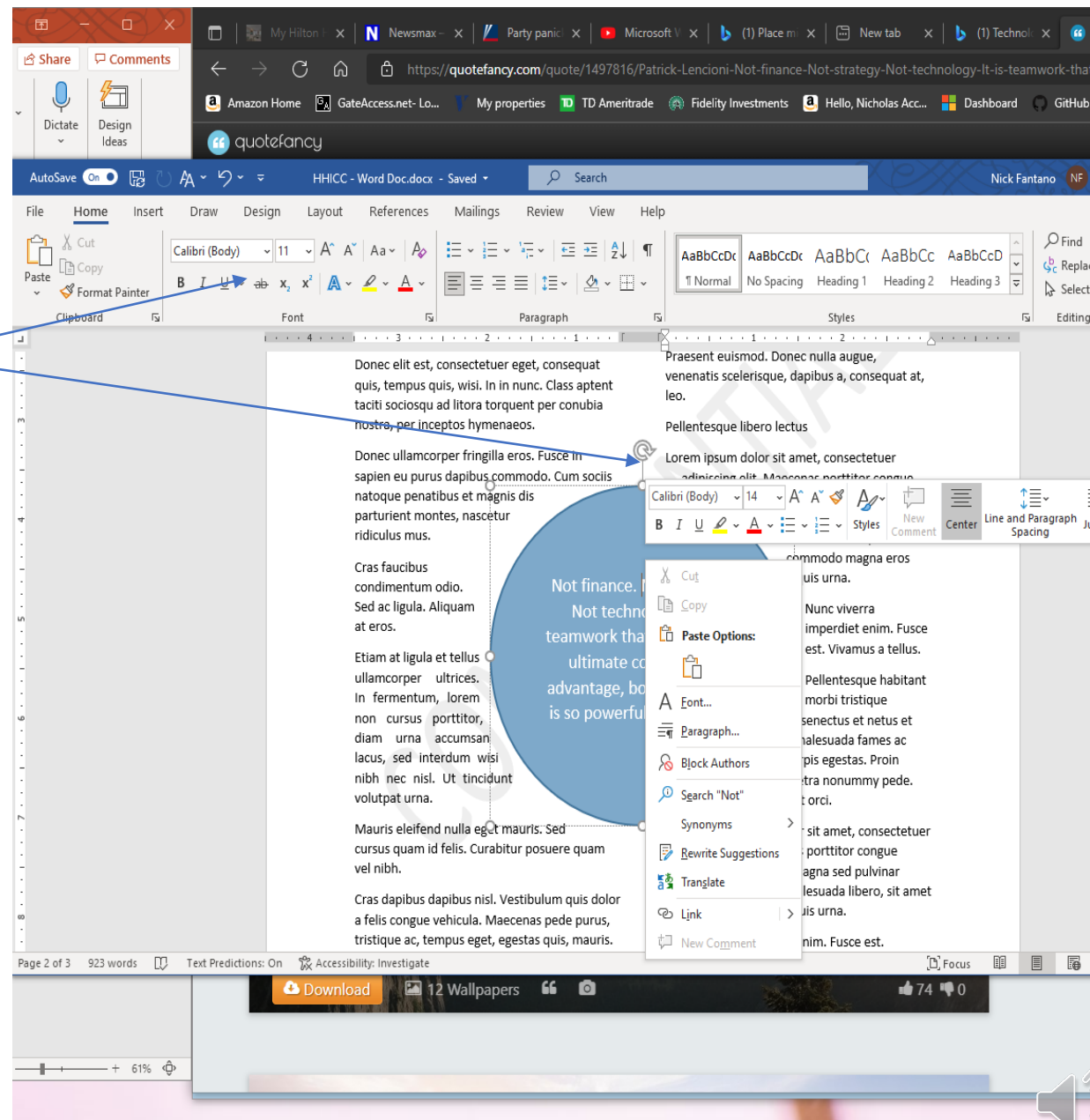
- 4) When you place the shape on the page it will hide the text. In the righthand corner there is a half circle. This will give you options.
- 5) I chose tight but you can make it look like a water mark on the page . You can make the text go through the object.





Again, I right clicked on the circle that I inserted, and it brought up the options that I have.

- 1) I changed the color to a light blue and the circle around it to a dark blue.
- 2) I typed the information directly into the circle and changed the font size.



## Now let us work with Smart Art

- 1) Goto the Insert Menu
- 2) Go to Smart Art.
- 3) Pick a Shape.
- 4) Add your text.
- 5) Place it on the page.

Pellentesque habitant morbi tristique senectus  
et netus et malesuada fames ac turpis egestas.  
Proin pharetra nonummy pede. Mauris et orci.



The screenshot displays the Microsoft Word interface. The 'Insert' ribbon is active, and the 'SmartArt' group is expanded. The 'Choose a SmartArt Graphic' dialog box is open, showing a list of SmartArt options. The 'List' category is selected, and a 'Vertical Box List' is highlighted. The 'Basic Block List' description is visible on the right side of the dialog box. The background shows a document with placeholder text and a YouTube video player at the bottom.



# Let's have some fun.

We are going to make a Holiday Card.

1. Open a new blank word document.
2. Open the Insert ribbon by clicking on Insert.
3. Select Add Picture.
4. Select Online pictures.
5. Type Christmas or Xmas
6. Click on the picture.
7. Select Insert Button on the bottom.
8. Open the insert ribbon.
9. Insert a Text Box in and place it over your picture.
10. Click on Format Shape.
11. Expand Fill.
12. Click on No fill.
13. Change the Font size the font.
14. Change the angle of the text Box.
15. Add Word Art on the bottom.
16. Change the shadowing textures fill colors etc.
17. For users who may not have word you will need to make this can be done in outlook.
18. Open up windows scroll down the program list to Windows/ Accessories.
19. Choose the snippet tool.
20. Highlight the area that your Xmas Card.
21. Click the copy button.
22. Open Outlook and paste the card in the email.
23. Click the center button and change the size.
24. Write a note at the top of the email.
25. You are now free to send your first e-card.

