

# Grade 6 November Summary

## SmartArt

Sometimes you want to show information in a visual way. Shapes or graphics are the best way to do this. In Microsoft Word, these graphics are called SmartArt. You can use SmartArt graphics to add impressive diagrams or illustrations with a few clicks. Let's say that you want to show your school's hierarchy using a graphic. A classic representation of hierarchy is the pyramid.

To insert a SmartArt graphic:

- On the Insert tab, in the Illustrations group, click SmartArt.
- On the left pane, click Pyramid.
- Click the Basic Pyramid.
- Click OK.
- In the Type your text here boxes, type names for each part of the pyramid.

You can personalize a SmartArt graphic by changing its colors or shapes.

To change the colors of the pyramid:

- Click the pyramid.
- On the Design tab, in the SmartArt Styles group, click Change Colors.
- In the Change Colors list, click the one you like.

Every SmartArt graphic has its own meaning and purpose. Choose the appropriate one depending on what you want to represent.

To represent different stages of a process, we use Cycles. Here we want another graphic to represent the water cycle (i.e., clouds, rain, rivers, ocean, etc.).

- On the Insert tab, in the Illustrations group, click SmartArt.
- In the Choose a SmartArt Graphic window, in the left pane, click Cycle and then click the Text Cycle button.
- Click OK
- As you can see, the SmartArt graphic that appears has five text boxes.
- However, for this project, we need only four.
- Click a text box and delete it by pressing Delete on your keyboard.
- Finally, click the arrows on the left side of the SmartArt graphic and in the Type your text here box, type the names of the stages you want to represent. Another way to do this is by clicking [Text] directly in the Text Cycle and typing your text.

In the SmartArt Styles group, you can select the style you prefer to personalize your graphic.

## Shapes

Shapes make your document more fun. You can add almost any kind of shape: flags, arrows, circles, triangles. Choose one and make your document original and colorful.

To insert a shape:

- On the Insert tab, in the Illustrations group, click Shapes.
- In the stars and banners group click the first one.
- Drag your shape onto the document.
- On the Format tab, in the Shape Styles group, click a style for your shape.

Right-click your shape and click Add Text, to add a title or text inside your shape.

Don't forget. You can change the size, color, and font of your text using the ways that you've learned

## Columns and Tabs

Let's see how you can make your documents easier to read by using columns and tabs for text paragraphs. As you can see below, the text has no format at all.

To add Columns in a text you wrote:


- On the Layout tab, in the Page Setup group, click Columns
- Click Two
- Your text is now divided into two columns
- You can use more columns if you want.

An easy way to select all the text, is to press Ctrl + A


Now let's see how we can indent the text. If you want to indent the paragraphs of your text in a specific way:

- Select the text you want to indent.
- Drag the First Line Indent marker on the ruler and watch how the first line of your paragraph moves.

These two triangles pointing at each other on the left part of the ruler are called indentation

markers. 

The top triangle adjusts the indentation of the paragraph's first line. 

The bottom triangle adjusts the indentation of the rest of the paragraph's lines. Use the square to adjust all the paragraph's lines at once. 

Use the View tab to show or hide the ruler of your document.

Think about what page layout you want your text to have and make your changes to the tabs before you start typing. For example, drag the First Line Indent marker to adjust all the paragraphs in the document at once.

# Headers and footers

A page header is the part of the page above the main text. The page footer is the part below the main text. Use a header to show the title of the document and a footer to add more information. For example, a page number. This way, your document will look more professional and will be easier to browse through.

## To add a header:

- On the Insert tab, in the Header & Footer group, click Header.
- Click Banded.
- Type the title you want.
- Click Close Header and Footer.
- See how your document looks.

Remember that when you use Header and Footer, the text or piece of information you type is repeated on every page of your document.

## To add a footer:

- On the Insert tab, in the Header & Footer group, click Footer.
- Click Facet (Even Page).
- Type the information you want to include in the footer.

## To add the date to your footer:

- On the Design tab, in the Insert group, click Date & Time.
- Click the date and time format you prefer.
- Click OK.
- Click Close Header and Footer.

Usually, page numbers are placed either at the center of each page footer or at the corner of the page. Put even page numbers on the left and odd page numbers on the right. If you want to be creative, put page numbers anywhere you like!

Sometimes you want to make your text fancier! There are many special characters you can use, called Symbols. They can be arrows, bullets, math symbols, stars or small icons.

## To add a symbol:

- On the Insert tab, in the Symbols group, click Symbol. O
- Click More Symbols. 8
- In the Symbol window, in the Font list, click Wingdings. O
- Click the ones you like and then click Insert. O You can do this for one symbol at a time.
- When you finish, click Close. O The symbols will now appear in your text.

# The final touch

Let's add the final touch. No project is complete without a cover page. Use it to give your project a professional touch and choose a nice style for the whole document.

To add a cover page:

- On the Insert tab, in the Pages group, click Cover Page.
- Click the cover page you like, for example Austin.
- A cover page has been added in your text.
- Fill out the document title and subtitle.

To apply a style to your paragraph:

- Select the first paragraph.
- On the Home tab, in the Styles group, click Heading 2.
- Can you see the difference?

Remember that if you make any mistake, you can go back with Undo. Just press Ctrl + Z.

If you want the text starting from any paragraph to move to the next page:

- Click next to the last word of the previous paragraph.
- On the Insert tab, in the Pages group, click Page Break.
- The text below that point, will go to the next page.