## **Module 1 Notes – Create and Edit Documents with MS Word**

**Objective 1: Create a New Document and Insert Text**

***Word wrap*** is a feature that moves text from the right edge of a paragraph to the beginning of the next line as necessary to fit within the margins. It is not necessary to press Enter at the end of each line of text, only at the end of a paragraph. *Word wrap* automatically determines the end of a line based on left and right margin settings.

***Formatting marks*** are characters that display on the screen, do not print, and indicate where the Enter key, the Spacebar, and the Tab key were pressed; also called ***nonprinting characters***.

When you start a new document, you can type text manually, or you can insert additional text from another source. This is called **inserting text from a file**.

**Objective 2: Insert and Format Graphics**

Graphics add visual interest to a document. They can be pictures, charts, or drawing objects. Text effects are decorative formats for text, such as mirrored, shadowed, 3-D effects, etc. Use graphics appropriately for documents. You can also format graphics so they are more visually appealing, more appropriately fitted, and offer a professional look to a document.

When inserting a picture, Word inserts it as an *inline object*; however, the *Layout Options* allow you to control the way text wraps around an object (or graphic).

A picture can be moved by selecting it and dragging it to a new location or by using the *Layout* dialog box. Both the horizontal and vertical alignment must be specified.

**Graphics** include pictures, online pictures, charts, and drawing objects.

**Drawing objects** are shapes, diagrams, lines, and so on that can add visual interest to a document.

**Text effects** are decorative formats, such as shadowed or mirrored text, text glow, 3-D effects, and colors that make text stand out.

An **inline object** is when a picture is positioned directly in the text at the insertion point, just like a character in a sentence.

**Layout Options** control how text wraps around a picture or other object.

A **rotation handle** is used to rotate a graphic to any angle. It displays above the top center sizing handle.

An **object anchor** displays when text is wrapped around an image and indicates that the selected object is anchored to the text at that location in a document.

**Text wrapping** is the way text displays around an object.

An **object anchor** displays to the left of a picture that indicates that the selected object is anchored to the text at this location in the document.

**Live Layout** reflows text as you move or size an object so that you can view the placement of surrounding text.

**Alignment guides** display when you are moving or sizing a picture to help you with object placement, and Live Layout shows you how the document text will flow and display on the page.

A **spin box** is a small box with an upward- and downward-pointing arrow that lets you move rapidly through a set of values by clicking.

**Picture styles** include shapes, shadows, frames, borders, and other special effects with which you can stylize an image.

**Picture Effects** enhance a picture with effects such as a shadow, glow, reflection, or 3-D rotation.

**Artistic effects** are formats that make pictures look more like sketches or paintings.

**Objective 3: Insert and Modify Text Boxes and Shapes**

Word has predefined shapes and text boxes that can be used in Word documents. A shape can add interest to your document or help clarify an aspect of your document. A text box is useful to differentiate portions of text from other text on a page. It can be sized and aligned.

With *Drawing Tools* you can change the fill and outline of the text box, in addition to adding *shape effects*.

A **shape** is an object such as a line, arrow, box, callout, or banner.

A **text box** is a movable, resizable container for text or graphics.

A **floating object** is a graphic that can be moved independently of surrounding text characters.

**Objective 4: Preview and Print a Document**

It is helpful to preview a document prior to printing it. Use the Print Preview feature often.

*A footer,* added to the document, displays at the bottom of every page. *Headers* display at the top of every page. When you insert a *File Name* as a footer, it inserts as a *field* (a “smart” piece of text). In this case, it means that if the file name changes, the footer will *automatically* be modified to reflect the change.

Clicking the *File tab* displays the *Backstage view.* From here the *Properties* and *Tags* of the document can be added and edited as well as the *Subject* and *Related People* (author). Clicking *Print* displays *Print Preview* and from here, a printer can be selected and document settings adjusted. *Print Preview* displays the document exactly as it will be printed. An *electronic printout* can be created by first clicking *Export*, then clicking *Create PDF/XPS*,and then clicking *Publish*.

**Objective 5: Change Document and Paragraph Layout**

Knowing how to efficiently work with document layout features is important. Document layout includes margins; and paragraph layout includes line spacing, indents, and tabs. The information about paragraph formats is stored in the paragraph mark at the end of a paragraph.

*Margins* is the space between text and the top, bottom, left, and right edges of the paper. From the *Page Layout tab,* in the *Page Setup group,* clicking *Margins* will display the margins gallery, where margins can be set. If the *Ruler* does not display, show students how to display the *Ruler.*

There are four types of paragraph *alignment* (Left, Right, Center, and Justify). *Alignment* is the paragraph placement relative to the left and right margins.

*Line spacing* is the distance between lines of text in a paragraph. Take a moment to review the line spacing options (Single, Multiple, and Double).

In the *Paragraph dialog box*, *indenting* can be set. Applying a *First line indent* distinguishes the beginning of a paragraph. Using *Format Painter* saves time and effort by applying the same format to other areas of the document.

Another way to differentiate paragraphs is to add spacing *before* or *after* paragraphs.

**Margins** are the space between the text and the top, bottom, left, and right edges of the paper.

**Alignment** refers to the placement of paragraph text relative to the left and right margins.

**Left alignment** is text that is aligned at the left margin, leaving the right margin uneven.

**Center alignment** is text that is centered between the left and right margins.

**Right alignment** is text that is aligned at the right margin with an uneven left margin.

**Justified alignment** is text that is aligned evenly at both the left and right margins.

**Line spacing** is the distance between lines of text in a paragraph.

**Objective 6: Create and Modify Lists**

Information can often be displayed in an ordered or organized manner by using a bulleted or numbered list in Word.

A list of information can be displayed as a *bulleted list*—lines of text preceded by symbols (*bullets*),and a *numbered list*—linesof text preceded by consecutive numbers.

Numbered lists can be set up using the *Automatic numbered lists* check box. Numbered lists display items in a particular ranking order.

*Bullets* in bulleted lists can be customized by selecting a symbol from the *Bullet Library.*

A **bulleted list** introduces each item in a list with a symbol such as a small circle or a check mark.

A **numbered list** uses consecutive numbers or letters to introduce each item in a list.

A **toggle button** is a button that when you click one time, it turns the feature on, and by clicking the button again, it turns the feature off.

**Objective 7: Set and Modify Tab Stops**

Tab stops are used to indent and align text. Tab stops are a form of paragraph formatting. Therefore, the information about tab stops is stored in the paragraph mark in the paragraphs to which they were applied.

*Tab stops* mark specific locations to indent and align text using the Tab key. The tab displays as a *nonprinting* arrow. There are several *Tab Alignment Options—*Left, Center, Right, Decimal, and Bar. The tab type and alignment display as a marker on the horizontal ruler.

*Tab stops* can be modified by dragging the marker on the horizontal ruler to the desired location or by using the *Tabs* dialog box. The *Tabs* dialog box also allows you to modify the type of tab, clear tabs, and insert tab leaders. The *leader character* is a solid, dotted, or dashed line that fills the space to the left of the tab and draws the reader’s eyes across the page. A tab leader is important for a Table of Contents.

**Tab stops** mark specific locations on a line of text.

A **dot leader** is a series of dots that displays between the columns of a list.

A **leader character** creates a solid, dotted, or dashed line that fills the space to the left of a tab character and draws the reader’s eyes across the page from one item to the next.

**Objective 8: Insert and Format a SmartArt Graphic and an Icon**

Word offers many SmartArt graphics that provide different layouts. SmartArt and icons can communicate your message or ideas more effectively than just plain text, and these objects add visual interest to a document or webpage.

*SmartArt* graphics are designer quality visual representations that can be inserted into a document. Various categories of *SmartArt* are available in the *Choose a SmartArt Graphic* dialog box. Allow students to study the *Smart Art* graphics and their use. Text can be inserted into the SmartArt shapes.

*SmartArt* can be sized and formatted by selecting the entire *SmartArt* graphic as you would any other graphic or picture.Colors can be modified, and styles customized, such as adding 3-Deffects.

**SmartArt** graphics are designer-quality visual representations of information, and Word provides many different layouts from which you can choose.

**Icons** are pictures composed of straight and curved lines.

The **text pane** is used to type text and edit text in your SmartArt graphic.

The word [Text] is called **placeholder text**, which is nonprinting text that indicates where you can type.