

Lab 04

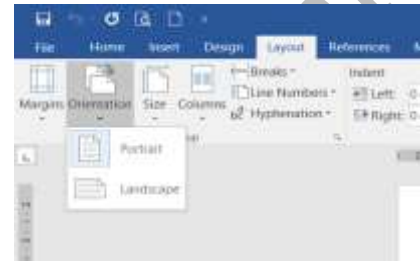
Understanding and Learning about page setup, paragraph setting, graphics, use of SmartArt, Charts, Tables and Word Art in MS WORD

Objective:

- Understanding page setup and paragraph setting inside MS WORD documents
- Learning graphics and understanding use of SmartArt, Charts, Tables and Word Art in MS WORD.

Page Orientation:

You can choose either portrait (vertical) or landscape (horizontal) orientation for all or part of your document.



Change Page Orientation

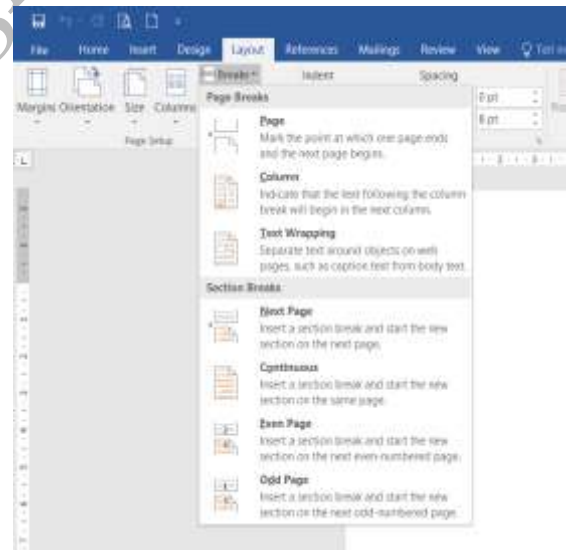
1. On the Page Layout tab, in the Page Setup group, click Orientation.
2. Click Portrait or Landscape.

Page Margins

Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area inside the margins. When you change a document's page margins, you change where text and graphics appear on each page. You can change the page margins either by choosing from one of Word's predefined settings.

Page Breaks

Word automatically inserts a page break when you reach the end of a page. If you want the page to break in a different place, you can insert a manual page break.



Inserting a Page Break

1. Click where you want to start a new page.
2. On the Insert tab, in the Pages group, click Page Break.

Deleting a Page Break

You cannot delete the page breaks that Word inserts automatically; you can only delete a page break that you insert manually.

1. Go to the page break you would like to remove.
2. Select the page break by clicking in the margin next to the dotted line.
3. Press the DELETE key on your keyboard.

Headers, Footers & Page Number:

You can add headers, footers and page numbers numerous ways. The simplest way is to double click on the top or bottom of the page and the header and footer area will appear. Enter the text you wish to be displayed at the top or bottom of every page.

Add Page Numbers:

If you want a page number on each page, you can quickly add a page number from the gallery.

1. On the Insert tab, in the Header & Footer group, click Page Number.
2. Click the page number location that you want.

3. In the gallery, scroll through the options, and then click the page number format that you want.
4. To return to the body of your document, click Close Header and Footer on the Design tab (under Header & Footer Tools).

Add Header or Footer

1. On the Insert tab, in the Header & Footer group, click Header or Footer.
2. Click the header or footer that you want to add to your document and your header or footer area will open.
3. Type text in the header or footer area.
4. To return to the body of your document, click Close Header and Footer on the Design tab (under Header & Footer Tools).

Remove page numbers, headers, and footers

1. Click on the Header, Footer or Page Number Command.
2. A drop down menu will appear.
3. Click Remove at the bottom of the menu.

Bulleted or Numbered List

You can quickly add bullets or numbers to existing lines of text, or Word can automatically create lists as you type. By default, if you start a paragraph with an asterisk or a number 1., Word recognizes that you are trying to start a bulleted or numbered list.

Insert Bulleted or Numbered List

1. Click on the area where you would like your list to appear or highlight the text you would like to be in a list.
2. Go to the Home tab, in the Paragraph group, click Bullets or Numbering.
3. A bullet(s) or number(s) will be inserted.

Select Bullets or Numbering Style

1. Select the items that you want to add bullets or numbering to.
2. On the Home tab, in the Paragraph group, click the arrow next to the Bullets or Numbering command.
3. Select the bullet or number format you would like to be inserted.

Working with Graphics

• Inserting Shapes

You can add one shape to your file or combine multiple shapes to make a drawing or a more complex shape. Available shapes include lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts. After you add one or more shapes, you can add text, bullets, numbering, and Quick Styles to them.

1. On the **Insert** tab, in the **Illustrations** group, click **Shapes**.
2. A drop down menu will appear, click the shape that you want.
3. Click anywhere in the document, and then drag to place the shape.

• Insert Text to Shapes

Once you have added a shape, you may want to add text inside the shape. All you have to do is click on the inside of the shape and start typing.

• Format Shapes

After you insert a shape a new tab called **Drawing Tools Format** will appear every time you click on the shape.

1. Click the shape that you want to apply a new or different Quick Style to.

2. Go to the **Drawing Tools Format** tab, in the **Shape Styles** group, click the style that you want to be applied.
 3. To see more Quick Styles, click the **More** button. The **Drawing Tools Format** Tab also allows you to change the shape fill, outline, and effects and select how the text in your document is wrapped around the shape.
- **Delete Shapes**
If you decide you no longer want the shape in your document, then click on the shape and then press DELETE.
 - **Inserting Text Boxes**
A text box is an object that lets you put and type text anywhere in your file.
 1. On the **Insert** tab, in the **Text** group, click **Text Box** and a drop down menu will appear.
 2. Click on a text box template or click **Draw Text Box** at the bottom of the drop down menu to draw your own text box.
 3. If you elect to draw your own text box you need to click in the document, and then drag to draw the text box the size that you want.
 4. To add text to a text box, click inside the text box, and then type or paste text.
 - To format text in the text box, select the text, and then use the formatting options in the **Font** group on the **Home** tab.
 - To position the text box, click it, and then when the pointer becomes a , drag the text box to a new location.
 - **Deleting Text Boxes**
To remove a text box just click the border of the text box that you want to delete, and then press DELETE. Make sure that the pointer is not inside the text box, but rather on the border of the text box. If the pointer is not on the border, pressing DELETE will delete the text inside the text box and not the text box.

WordArt

WordArt can be used to add special text effects to your document. For example, you can stretch a title, skew text, make text fit a preset shape, or apply a gradient fill. This WordArt becomes an object that you can move or position in your document to add decoration or emphasis. You can modify or add to the text in an existing WordArt object whenever you want. To add WordArt to text in your document, complete the following steps:

1. On the **Insert** tab, in the **Text** group, click **WordArt**,
 2. A Drop down menu will appear, click the WordArt style that you want.
 3. A Text Box will appear with the words” Enter your text here”, Enter your text.
- **Insert Picture/Clip Art**
Pictures and clip art can be inserted or copied into a document from many different sources, including downloaded from a clip art Web site provider, copied from a Web page, or inserted from a folder where you save pictures.
 - **Insert Clip Art**
 1. On the **Insert** tab, in the **Illustrations** group, click **Clip Art**.
 2. A **Clip Art** task pane will appear on the right of your screen, in the **Search for** box, type a word or phrase that describes the clip art that you want.
 3. Click **Go**.
 4. In the list of results, double click on the clip art to insert it into your document.

- **Insert Picture from Web**

1. Open the document.
2. From the Web page, drag the picture that you want into the Word document.

- **Insert Picture from File**

To insert a picture saved in your computer, insert it by following these steps.

1. Click where you want to insert the picture in your document.
2. On the **Insert** tab, in the **Illustrations** group, click **Picture**.
3. Locate the picture that you want to insert. For example, you might have a picture file located in **My Documents**.
4. Double-click the picture that you want to insert and it will appear in your document.

- **Cropping a Picture**

Cropping reduces the size of a picture by removing vertical or horizontal edges. Cropping is often used to hide or trim a part of a picture, either for emphasis or to remove unwanted portions.

1. Click on the picture that you want to crop.
2. Go to **Picture Tools**, on the **Format** tab, in the **Size** group, click **Crop**.
3. Black dotted lines will appear around your picture. Then drag the center cropping handle on that side inward.
4. As you drag the cropping handle you will notice the area of your graphic you want removed will become gray.
5. Once you have cropped out everything you want, click outside of the graphic for the gray area you want removed to disappear.

- **Uncrop a Picture**

You can always restore a resized or a cropped picture to its original appearance.

1. Click on your picture
2. Go to **Picture Tools**, on the **Format** tab, in the **Size** group, click **Crop**.
3. Black dotted lines will appear around your picture. Drag the black lines away from the center of the picture and the original picture will appear.

Advanced Formatting Techniques

- **Create Columns**

Columns can be used in documents such as brochures, newsletters or to save space when creating lists.

Add columns before entering text:

1. Go to the **Page Layout** tab, in the **Page Setup** group, click **Columns**.
2. Click the layout that you want. Your document will be formatted in columns

- **Add columns to part of a document**

To do that highlight the text you want formatted in columns, or place your cursor where you want columns to begin.

1. On the **Page Layout** tab, in the **Page Setup** group, click **Columns**.
2. Click **More Columns**.
3. Click the number of columns that you want.
4. In the **Apply to** list, click **Selected text** or **This point forward**.

SmartArt Graphic

A SmartArt graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas. You can create SmartArt graphics in Excel, Outlook, PowerPoint, and Word.

SmartArt graphics enables you to create designer-quality illustrations with only a few clicks of your mouse. When you create a SmartArt graphic, you are prompted to choose a type of SmartArt graphic, such as **Process**, **Hierarchy**, **Cycle**, or **Relationship**. Each type of SmartArt graphics contains several different layouts. After you choose a layout, it is easy to switch the layout or type of a SmartArt graphic. Most of your text and other content, colors, styles, effects, and text formatting are automatically carried over to the new layout.

When you select a layout, placeholder text (such as [Text]) is displayed, so that you can see how your SmartArt graphic looks, nor is it displayed during a slide show. However, the shapes are always displayed and printed, unless you delete them. You can replace the placeholder text with your own content.

- **Create a SmartArt Graphic**

1. On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.
2. In the **Choose a SmartArt Graphic** dialog box, click the type and layout that you want.
3. Enter your text by doing one of the following:
 - Click [Text] in the Text pane, and then type your text.
 - Copy text from another location, click [Text] in the Text pane, and then paste your text.

- **Add or Delete Shapes in SmartArt Graphic**

1. Click the SmartArt graphic that you want to add another shape to.
2. Click the existing shape that is located closest to where you want to add the new shape.
3. Under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group, click the arrow under **Add Shape**.
4. Do one of the following:
 - To insert a shape after the selected shape, click **Add Shape After**.
 - To insert a shape before the selected shape, click **Add Shape Before**.

- **Format SmartArt Graphic**

You can apply color variations to the shapes in your SmartArt graphic.

1. Click your SmartArt graphic.
2. Under **SmartArt Tools**, on the **Design** tab, in the **SmartArt Styles** group,
3. Select the SmartArt Style you wish to apply to add line styles, bevels or 3-D effects.
4. In the **SmartArt Styles** group you can also click **Change Colors** to further modify your SmartArt graphic.

Tables

Using tables in Word can provide you with additional elements to any document. Tables can be used to create lists or format text in an organized fashion.

- **Inserting a Table**

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**

3. A drop down box will appear; click and hold your mouse then drag to select the number of rows and columns that you want inserted into your document. You will see your table appearing in your document as you drag on the grid.
4. Once you have highlighted the rows and columns you would like let go of your mouse and the table will be in your document.

- **Add Row/Column to Table**

1. Click on the table.
2. Under **Table Tools**, go to the **Layout** tab
3. Click on the **Insert Above** or **Insert Below** to add a row, Click on **Insert Left** or **Insert Right** to insert a column.
4. Click on **Delete** to remove a column, row or cell.

- **Delete a Table**

1. Rest the pointer on the table until the table move handle appears, and then click the table move handle.
2. Press BACKSPACE on your keyboard.

Finalizing a Document

- **Using the "Spell Check" Feature**

As you type your document, red wavy lines will appear under any word that is spelled incorrectly. The fastest way to fix spelling errors is to:

1. Put your cursor over the misspelled word and right click.
2. A drop down box will appear with correct spellings of the word.
3. Highlight and left click the word you want to replace the incorrect word with.

To complete a more comprehensive Spelling and Grammar check, you can use the Spelling and Grammar feature.

1. Click on the **Review** tab
2. Click on the **Spelling & Grammar** command (a blue check mark with ABC above it).
3. A **Spelling and Grammar** box will appear.
4. You can correct any Spelling or Grammar issue within the box.

Assignment:

1. Design your curriculum vitae (CV).