Create documents, resumes, newsletters, etc

Open word, start screen, create from scratch or template.

Ribbon is collection of tools and features at top of screen, with tabs, with commands, that are organized in groups

You can hid and minimize it with arrow in upper right corner.

In the upper left you can see important command, and you can add commands to that

Top and left have rulers, can control text.

Bottom right: can zoom in and out, also has different modes to see how you can read your screen.

There is a backstage view, from the “file” tab. Commands like new, save, print.

Saving and sharing documents

Onedrive is online storing for word.

Make sure to save work frequently.

Backstage view comes up when saving documents for first time. Just enter a file name.

Going to Save as can save it wherever. The default location can be changed by going into settings.

There is a backup file recovery that pops up if word crashes. Word autosaves every 10 minutes

You can export under backstage view in export tab, and PDF is a good method for people without word. You can also change the file type, such as a older version of word.

You can share with people in the backstage share tab. You can share online, and let people to collaborate with people.

Previewing and printing

To print, go to backstage view under print tab

There is a preview, where you can browse your pages.

You can choose what printer to print to. You can choose a print range. Choose to print on one or 2 sides. Collated lets you print multiple things at a same time in order. There are many things that you can change to customize your print

Print tab lets you print

Quick print lets you print something at ease

NEW CHAPTER

Using FIND and replace

The FIND feature lets you search for a word or phase that you are looking for. Just click on it in the ribbon. Using the arrow, you can FIND all the cases

You can also FIND a replace command in the ribbon. You can replace a word or phrase with something in the entire document. You don’t wanna use replace all cause you don’t want to replace unintended things.

Text basics:

Use keyboard to type etc

Too jump over one word at a time, use CTRL+ arrow key

Select text by click drag. You can move mouse into a slanted arrow to select line of text.

CTRL+A will select all text.

Copy and paste, can right click, can use ribbon tool

You can drag and drop to move text. Use undo button to fix. Redo is opposite.

Insert tab can insert a copywrite command

Chapter 3

Formatting Text

Grabs people’s attention. For a title just increase the size. You can change the font type and color, just select.

You can also use bold or italics.

Highlighting reminds you to fix something.

You can also adjust the placement or the alignment of text

Applying modifying styles

You can try out different looks. You can change the style by hovering.

There is a design tab that you can choose options from. Choose something that fits your documents. You can easily modify a style by right clicking, and changing the font size/etc

You can make a new style if you want, by changing the font, bolding, and font color.

Chapter 4

Setting Page Layout Lecture

You can change elements of your page style.

To change vertical to horizontal, go to layout tab, orientation, and portrait. You can also choose the size.

You can change the paper size to anything that you are printing on. You can adjust the margins to adjust stuff even more. You can also make custom margin sizes.

You can fine tune all of ^ those settings in the page setup tab.

Breaks:

If you don’t want something to be cut off in 2 different pages, you can change it.

You can insert a page break, in the insert and “page break”

There are more options in the layout tab.

It lets you format text separate too,

To view breakes you can just hit the paragraph marker on the home tab.

Collumns:

Found in the layout tabs, and you can have all sorts if information.

You can also use the indents to change things.

Chapter 6 tables etc

Creating tables:

A table lets you have more organization in your text.

To create a table, just go to inset and table, and select the amount of cells that you want.

You can convert something into a table by selecting it, going to inset tab, and hit convert text to table. Choose an option to separate the text, and you will be done.

You can use arrow keys to navigate.

To insert a cell or rows just hover on a corner and slect the (+) thing.

To delete something, right-click and select it.

In the design or layout table, you can select many different different styles that you want your table to be like. You can change the borders of specific cells. You can also make the table a little bigger. You can merge a cell.

Chapter 8 word

Pictures and text wrapping:

To insert a picture, go to Insert -> pictures. From here you can navigate to where it is located onto your computer.

Text wrapping controls the location of a image and the way the other text wraps around it.

To move the image freely, select the image, go to format tab, then go to position or wrap text. There is a drag and drop option that lets you put it wherever.

Word gives you imaged online. Just go “insert, online pictures”. Just search for something.

You can click and drag from the corner to control the size of a image.

Formatting a picture:

To make a pic look better, you can make a few adjustments.

Select the pic you wanna modify, then hit format. You can crop it into a different size. Mouse over the black handle thing (looks like a black rectangle). Hit enter or reselect the crop button to finish.

You can also crop to a shape. You can change the crop shape, making the picture to better fit in.

You can hit “corrections” on the format tab to change brightness etc.

The “color command changes the color tone, saturation, or recolor it.

“Artistic effects” will change something very differently, and is not for everyone, etc

“picture styles” lets you make a border around a picture.

“Picture border” lets you customize your border.

You can compress a picture, then hit “compress pictures” you can delete the cropped area of pictures and reduce the resolution.

Shapes:

Shapes make your document look more interesting.

Go to “Insert, Shapes”. Then there are a lot of shapes you can look at. The shape appears with your default color scheme. Shapes can be combined to create your own graphics.

You can change the layers of shapes by right clicking one of them, and clicking “bring to front” and “send to back”.

You can rotate a shape. There are yellow handles on some shapes that change proportions.

In the “format tab” you can change many things. The fastest way to change stuff is in the “shape styles”. You can use “shape fill” to change the color, “shape outline” to make an outline, and “shape effects” to make shadows or other special effects.

“edit shape” will replace the shape in question.

You can select a shape and start typing to create a text box.

SmartArt Graphics:

Go “insert, smartart”. You will be able to create some art very quickly. There will be a textbox where you can add your text. “tab” demotes or moves down a shape, and “backspace” promotes moves a shape up. “enter” will create a shape. To delete a shape, select the shape and hit delete.

You can change a crap ton of aesthetics in the design tab.

Charts:

There are many types of charts that you can customize to suit your data.

Column: good all-around of charts

Line: trends over time

Pie: let you see data in proportion

Bar: column chart on its side

Area charts: like line chart, but area under lines are filled in.

To create a chart, go to “insert, chart”. You will have some choices.

A spreadsheet thingy looking thing will pop up, and you can do whatever with it to fill it in.

Chapter 1 powerpoint notes

Getting started with powerpoint:

You can create slideshows, presentations for work, and multimedia projects.

When opening it up, you are presented with the start scene. You can open a blank presentation to see your way around.

The ribbon is the bunch of tools at the top of the screen, divided into tabs. The commands on all the tabs are organized into groups.

Some groups have an arrow at the bottom right corner you can click to view more options.

The arrow at the upper right hand corner lets you minimize the ribbon.

There is a tell me feature that lets you find anything you want.

The quick access toolbar in the top left corner gives you options for anything that is used frequently.

You can navigate between panes on the left.

There are 2 rulers, that let you do stuff. Going to the view tab lets you show/remove the ruler,

At the bottom left corner, there are some more tools that you can see.

* You can change the view. Normal is the standard, slide sorter displays smaller version of slides on presentation. Reading view hides all editing information. Slideshow plays your slide.

The backstage view is accessed with the file tab. You can access a bunch of info here.

**Chapter 2**

Creating and opening powerpoints:

Onedrive lets you share documens online. Just make sure you are logged in with Microsoft account.

To create a new document, go to backstage view and select “new” you can start from scratch or choose a theme. There also templates in the “new” tab. There are place holders and stuff you can use. You can use the searchbar for this.

To open a document, go to backstage, then “open”. Some recent presentations will be shown. You can pin a file and click the pin icon to post It on there.

If you open an older version of powerpoint up, it will be opened up in “compatibility mode”. You can convert it back in the backstage view.

Slide basics:

Place holders can have pictures, charts, text. What placeholders contain is controlled by the text layout.

The “new slide command” on the home tab lets you insert tabs. The top half of the box lets you make a new box that lets you make a new slide with same settings, or hit the arrow and choose ur own.

To change the layout just go to the layout option.

To copy a tab, ctrl c and ctrl v.

You can drag and drop slides around. Use “delete” to delete a tab.

To delete a placeholder just select it and delete it, they can also be resized and moved.

Add more text boxes in the “insert” tab, and the “text drop” command.

You can choose different themes in the “design” tab. You can hover to see what designs that you want.

Printing shiz:

In the backstage view, hit “print”. There is a preview and a place to adjust the settings.

You can choose different printers, or print certain slides.

You can choose how many pages that you print on.

You can include notes on your powerpoint with “notes pages”

The “outline” lets you print only text from your powerpoint.

You can change from color to black and white.

Creating tables lectures

To insert one goto insert and to the “table tab”. You just select how big it is easily.

To move the table just click on the edge and drag. Use sizing handles to change the size.

Click the cell you want and start typing. Use tab or the arrow keys to move around. To add a row, go to “layout” then go to the options in the “rows and columns”. To delete go to the cell you want to delete go to delete.

To make the table bigger you and adjust the height of a cell size then hit the distribute rows. You can also center a table with the alignment. You can select a few tabs to use the “MergeCells.”

In the design tab you can change the table styles. You can customize hwo your table is laid out in the “table Style options”

To add or remove borders go to draw borders and you can add them.

Powerpoint chapter 6:

Building Charts: Charts can show meaning behind numbers:

Types of charts:  
Column charts are for many types of data, all around kind of chart

Line charts show trends over time

Pie charts lets you see data on proportion

Bar chart is a column chart

Area charts are like line charts except area under line is filled in

To make a chart go to “insert” and “Chart”.

Powerpoint opens something similar to excel, insert info on the chart and it gets filled in.

You can edit it in the design tab.

Charts can illustrate your point, so you can change many things.

“Switch Row/Column” lets you change what your chart is looking at.\

“change chart type” lets you change your chart type

You can change the chart styles, or change “quick layout” to find something you like.

The “Plus” symbol is the “chart elements” thingy and lets you customize more things

Chapter 7

Inserting pictures:

You can insert a picture through a placeholder.

You can use the insert button, the “pictures” to locate the image and insert it.

You can move by “click and drag”.

Powerpoint has “online pictures” where you can use Bing to search the web for images. Or use Onedrive.

To change size of a pic, click and drag sizing handles. Use the ones in corners so it stays in proportion.

The rotation handle at the top lets you rotate it around.

A “screenshot” is a image of whatever is displayed on your screen. “screen clipping” lets you capture a specific part of a picture.

Formatting pictures:

To make a pic better: click a pic and go to format tab

You can crop it, then hit the black handels and click and drag. The dropdown image lets you crop into a shape.

“picture border” is a border around a picture, and you can make it thicker if you want

“corrections” lets you sharpen/soften image, and change brightness.

“color” affects the saturation, tone, or recolor.

“artistic effects” lets you change the art of the picture.

“picture styles” lets you add borders and other stuff.

To make the file size smaller, click “compress pictures” and change the resolution or delete cropped areas of pictures.

Shapes:

Go to “insert” and “shapes”. Select a shape and click and drag.

“Shape styles” lets you cange the color .

“edit shapes” lets you pic a new picture.

Make it smaller with the sizing handles, which are on sides and corners. There is also a rotation handle.

A yellow handle lets you make other adjustments.

You can change the order of the shape. Do this by right clicking and “bring to front” or “send to back”.

Aligning, ordering, and grouping objects:

To line up a few pictures, select them with shift. Go to format and hit “align”.

“align to selected objects” means that it will align themselves together. “align to slide” aligns pics to the sides.

To make the spacing equal, go to “align” “align selected objects” “distribute horizontally”.

“Group” “group” makes the pictures into one big picture, “group” “ungroup” removes it.

You can add shapes easily aswell. Just use “send backwards” or “bring forwards”.

“selection Pane” makes it 10x easier to change the layers of the pictures.

CHAPTER 8?

Applying transitions:

Go to “transitions” Select a side and then you can see all the choices.

There is “subtle” “exciting” and “dynamic content”

Don’t use too many things from the “exciting” tab.

Hit the tiny star near the sides “play animations” or “preview” on the ribbon to see what changes you did. Remove a transition by clicking “none”.

You can customize a transition “effect options”.

You can change the duration, or how long it will take. You can also add a sound. (but don’t since it’s annoying).

“advance slides” let it go past without clicking a mouse (on presentations that are untended. Just check the “after” button and select when you want it to go past.

You can hit “apply to all” to apply the transition, sounds, etc. to all slides.

Animating text and objects:

Select object and hit “animations” on ribbon. The click the dropdown arrow. There is “enternce”, “emphasis”, and “exit”, and “motion path”.

You can change stuff with “effect options”.

“add animation” lets you add additional effects to the same options. Something has an animation when there are numbers in the corner, also a star on the slide. “preview” lets you see what you did.

Moderation is key to adding animation.

The “animation pane” keeps track of the effects. You can click and drag when they start. You can “start after previous” to start something after you click. “effect options” brings up a dialog box that lets you change more stuff.

You can copy and paste an effect onto another by clicking the object “animation painter”

Inserting videos:

“insert” then “video” then you can insert something from the web or computer.

Sizing handles lets you change the size, and drag and drop where you want to place it.

Use the timeline thing to jump the video around.

In the “playback tab”, you can do some editiong and stuff.

“trim video” lets you create a cut.

You can also add bookmarks. Mark the area on the timeline and then click “add bookmark”.

To make a vid start automatically and just change the setting in the “video options”.

In the format tab you can change other things.

You can change a border

You can change a “poster frame” to add a preview pic to a video.

Inserting audio:

“insert” then “audio”.   
You can preview the audio.

You can also record your audio too. Click the “red dot” Click the box to stop.

Audio tools playback:

You can trim the audio (works the same as the videos) You can also fade it in or out.

You can also add a bookmark.

You can have it start automatically too.

In the audio tools format you can change the picture.