

WORD XP

January 17, 2005

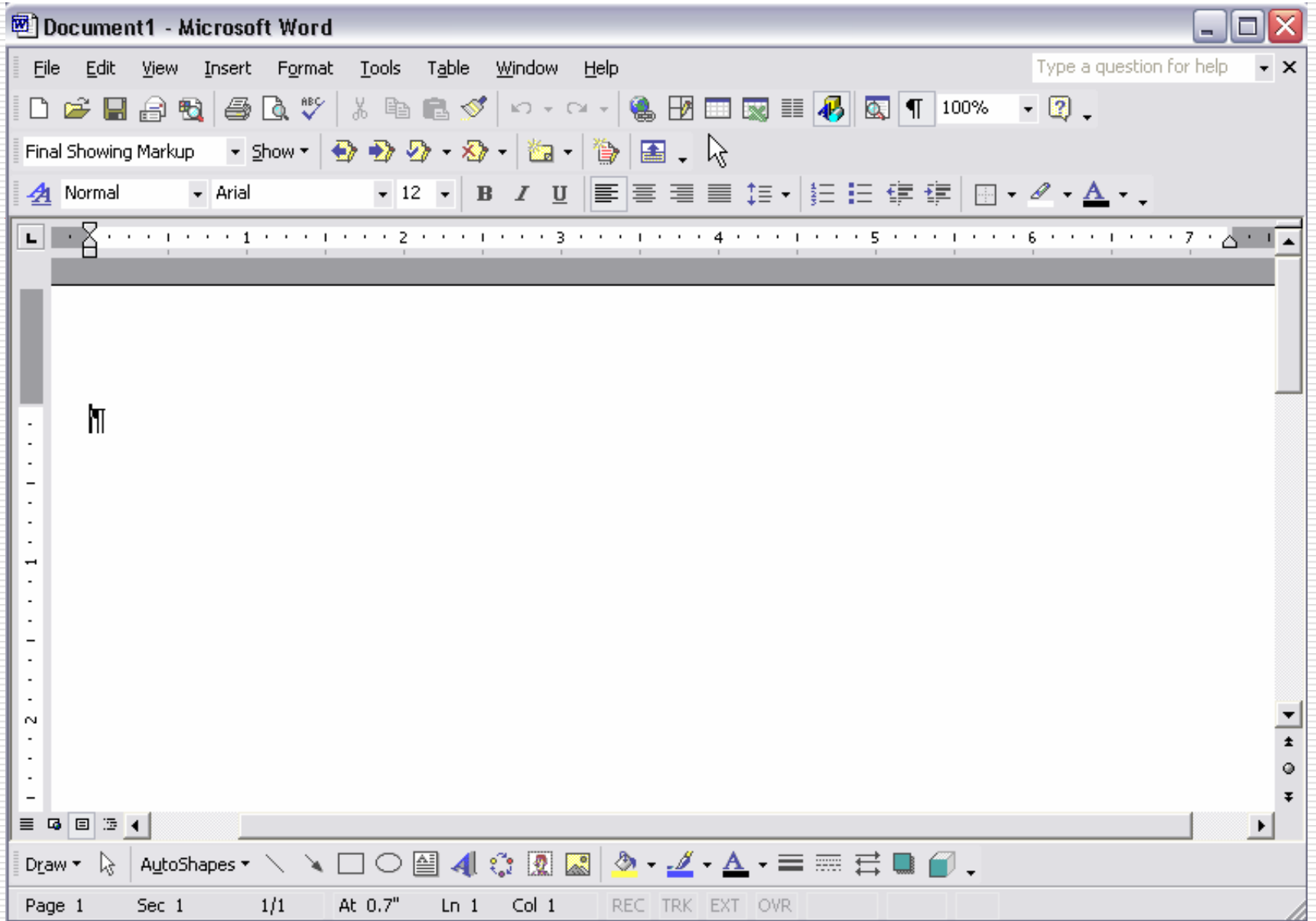
Presented by

Dodge County 4-H Tech Team



What You Will Learn in this Class

- Learn about the different toolbars
- Formatting
- Headers and Footers
- WordArt
- Clipart, Graphics and Photos
- Borders and Shading
- Bullets and Numbering
- Case Change
- Indentation
- Tabs
- Symbols

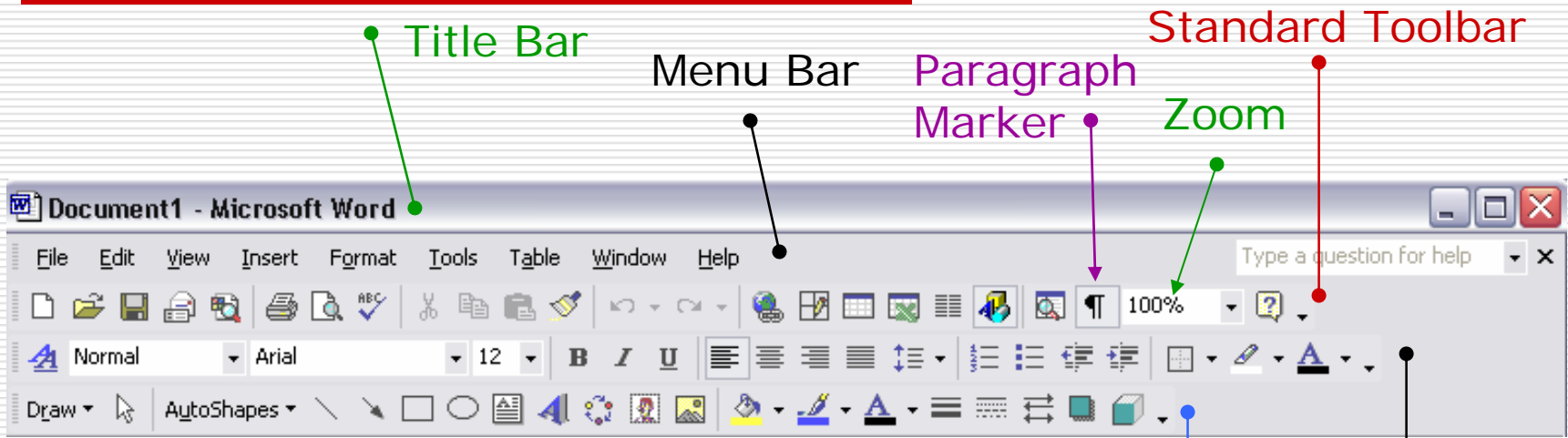


Learn the Names of Your Toolbars

- Title Bar
- Menu Bar
- Standard Toolbar
- Formatting Toolbar
- Drawing Toolbar
- Form Toolbar

To find your toolbars, Click on “View” then click on Toolbars. A Check Mark will be by the ones that in use.

Looking at Your Bars



Paragraph Marker allows you to see formatting in your document. Click on it to toggle it on or off.

Zoom will make your document close up or further away.

Drawing Toolbar

Formatting Toolbar

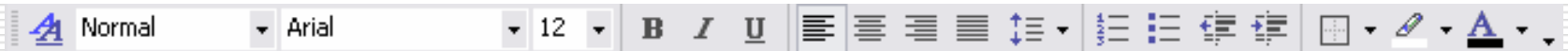
Standard Toolbar Icons

As you slide across the icons, they will tell you their purpose.

- Standard Toolbar
 - New document
 - Open file
 - Save
 - Email
 - Print
 - Print Preview
 - Spell Check
 - Cut
 - Copy
 - Paste
 - Undo
 - Redo
 - Paragraph Marker

Formatting Toolbar

- Styles Type
- Font Type
- Font Size
- Bold
- Italicize
- Underline
- Left Justify
- Center
- Right Justify
- Justify
- Line Spacing
- Numbering
- Bullets
- Decrease Indent
- Increase Indent
- Outside Borders
- Highlight
- Font Color








Drawing toolbar

- Lets you pick Auto shapes
- Lets you draw lines & shapes
- Insert a text box
- Insert Word Art
- Insert Diagram or Organizational Chart
- Insert ClipArt
- Insert a picture
- Change the color of lines or text and lets you fill in with color
- Change the thickness of lines and type of lines, even shade the shapes



Document Rulers

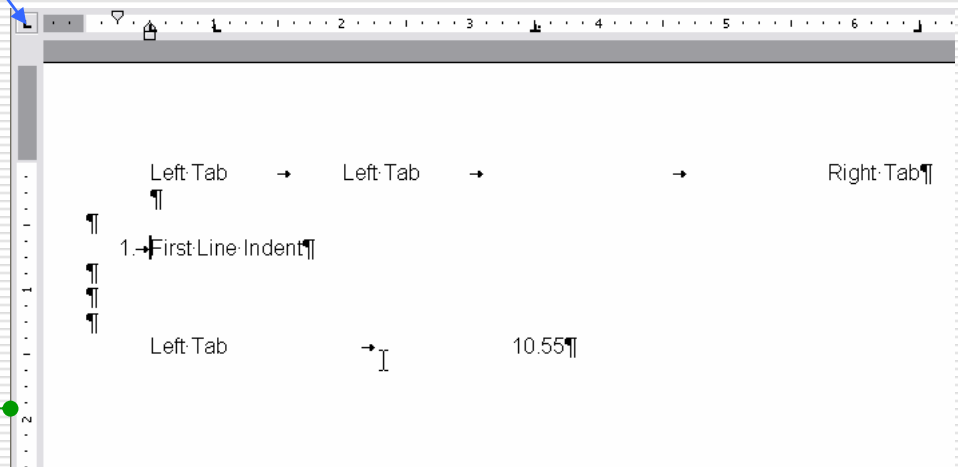
□ Horizontal

- Corner box Toggles different tabs
- Left Tab  _
- Right Tab 
- Center Tab 
Centers the word or words you type at the tab position
- Decimal Tab 
- Indentation 

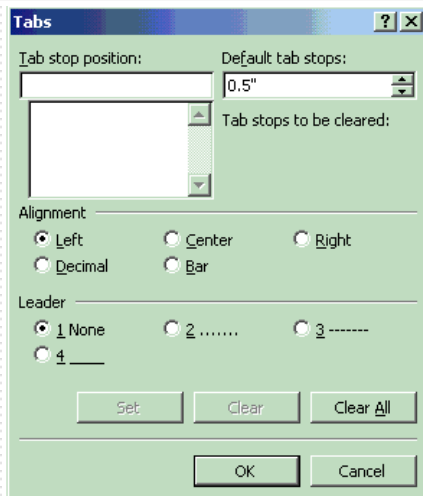
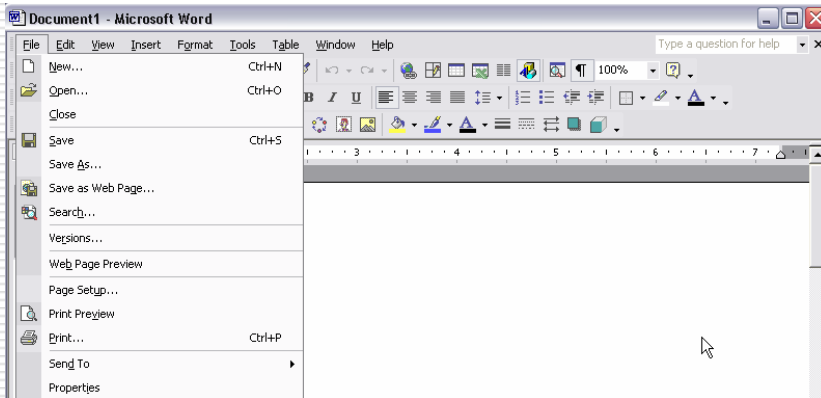
□ Vertical



Horizontal ruler The markers on the horizontal ruler display settings for the paragraph that contains the insertion point. To change the settings for indents, margins, and column widths, drag the markers on the horizontal ruler. To set a tab stop by using the horizontal ruler, click the button at the left end of the horizontal ruler until you see the type of tab you want, and then click the ruler to set a tab stop.



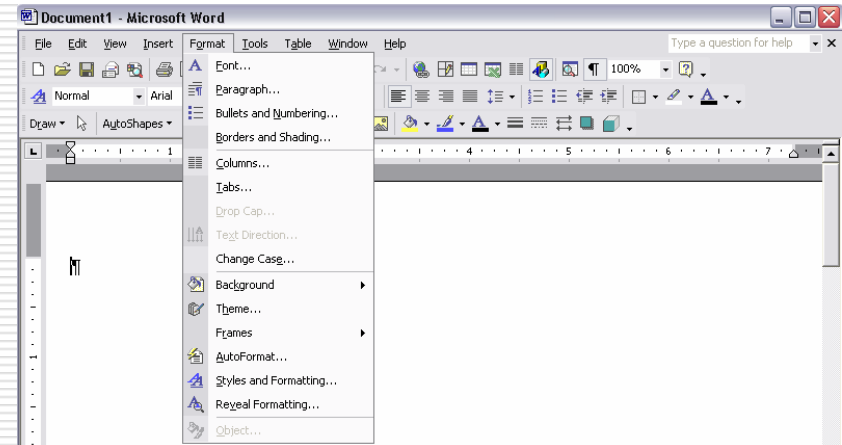
Tabs



- Click on Format on Menu Bar, then Tab
- Dialog Box pops up
- Default tabs are set at every half inch
 - Tab Stop Position
 - Type in where you want the tab
 - Alignment
 - Click on type of tab
 - Leader
 - Choose one

Formatting...from Menu Bar

- Font
 - Change the Font type
 - Change the Font size
 - Change the Font color
 - Underline style
 - Change Font effects characteristics
- Character spacing
- Text Effects



More About Formatting

Paragraph

Indents and spacing

- Alignment

- Indentation

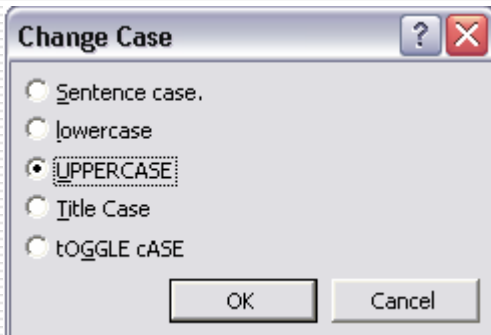
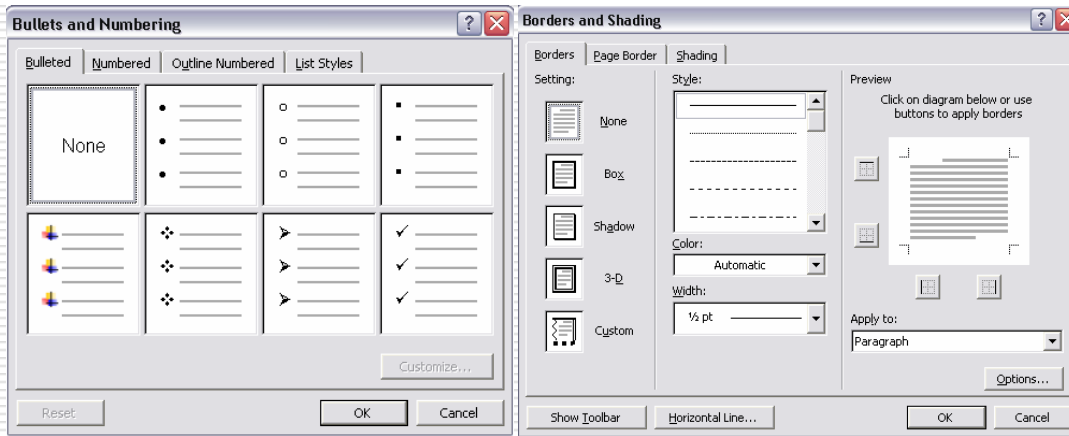
- Spacing

- Line Spacing

- Tabs

Line and Page Breaks

More & More Formatting

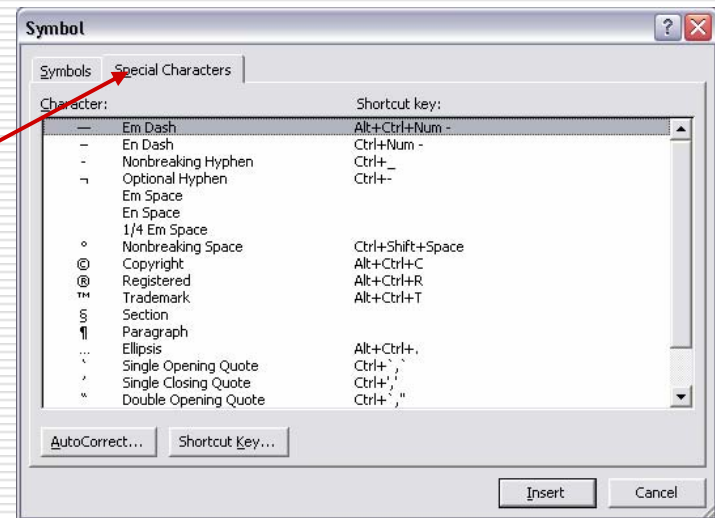
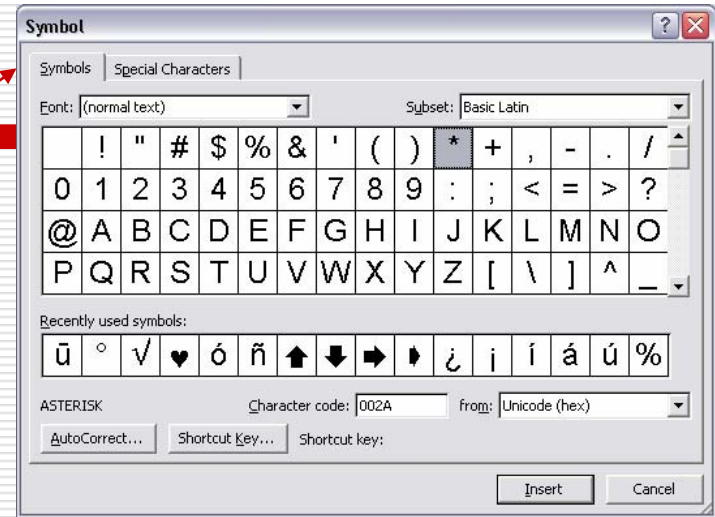


Change Case-To change the case you need to highlight the word or words you want changed first.

- Bullets and Numbering
- Borders and Shading
- Columns & Tabs
- Change Case
- Drop Case
- Background
- Theme
- Frames
- Auto Format
- Styles and Formatting
- Reveal Formatting

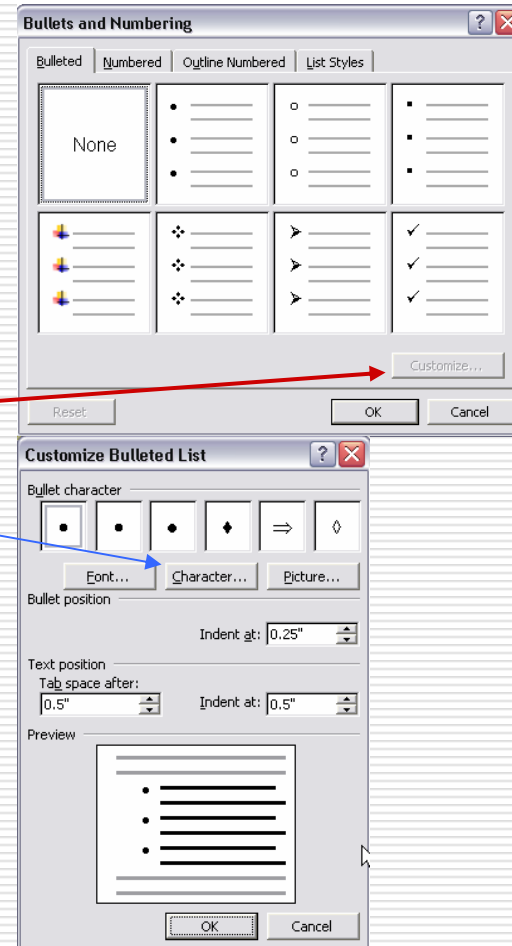
Symbols

- ❑ Click on Insert on Menu bar, then Symbols
- ❑ Symbols
 - Select font
 - ❑ Normal Text
 - ❑ Web Dings
 - ❑ Wing Dings
 - Click on Special Characters Tab



More on Symbols

- You can use a symbol for a bullet.
- Click on Format, Bullets and Numbering
- Click **Customize**, then **Character**, and choose the symbol you want



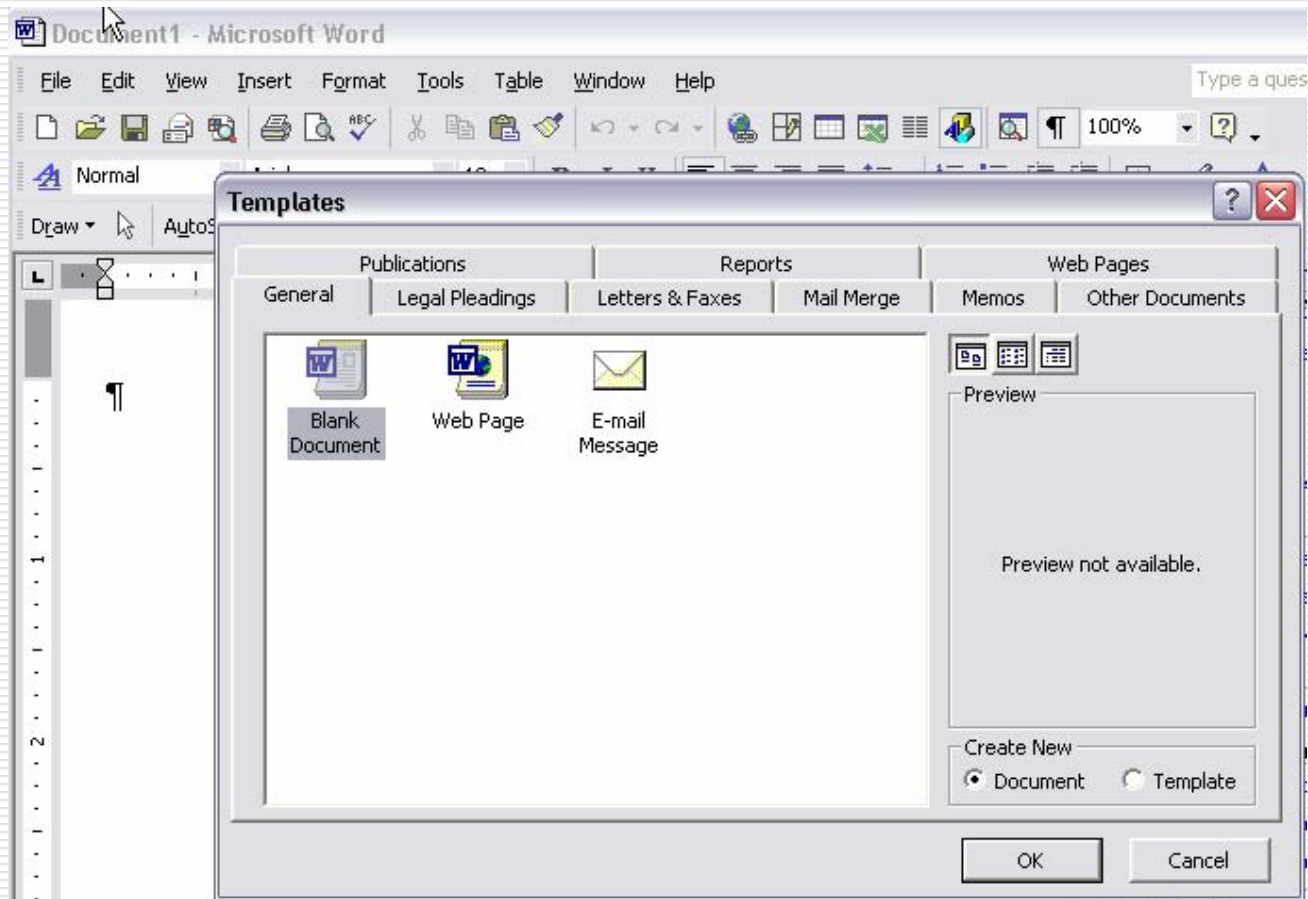
What should I do First?

- Determine what type of document you are doing?
 - Letter, Flyer, Poster
 - Form
 - Merge document
 - Brochure

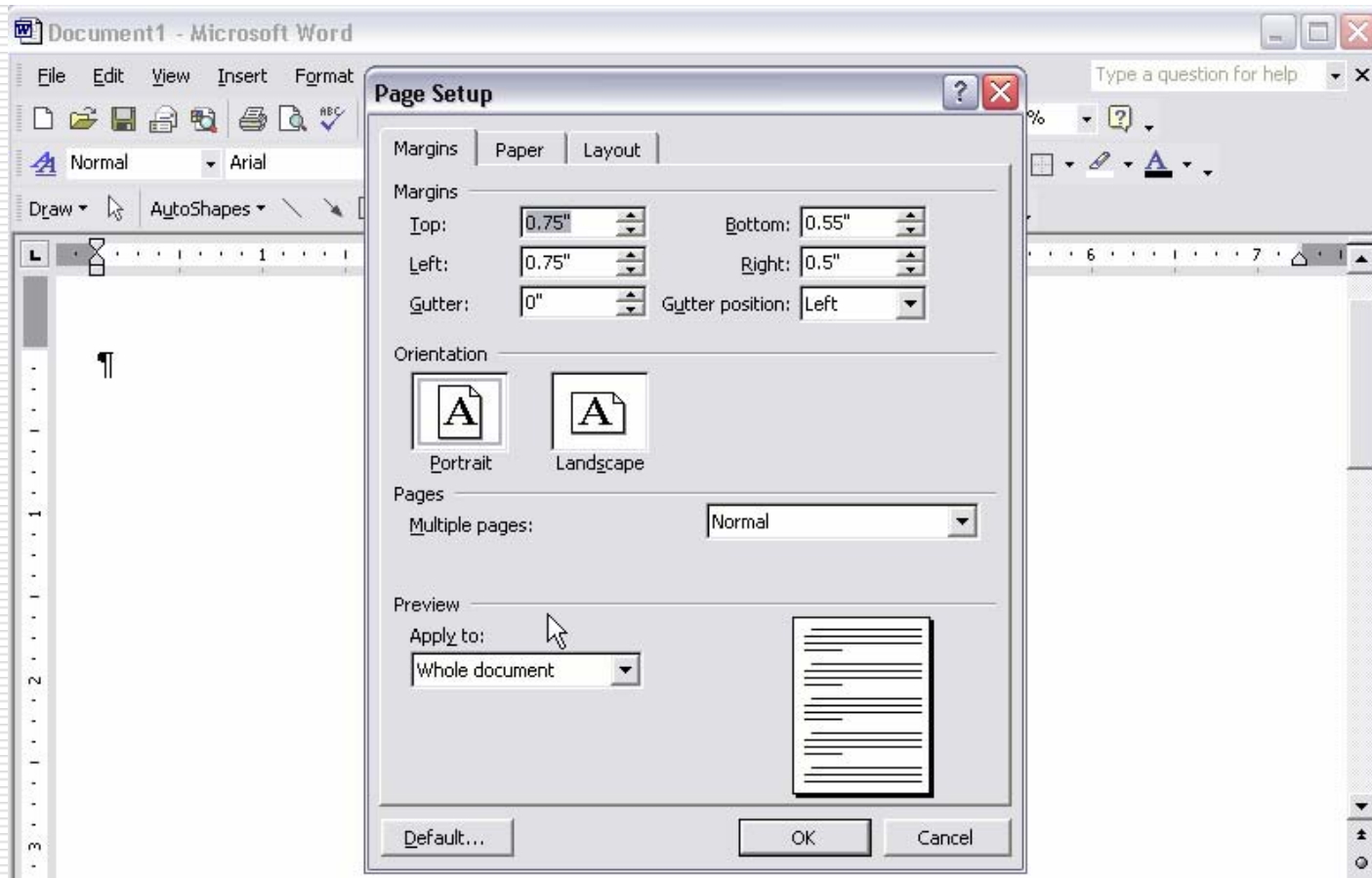
Exercise

Click on File click then New, then General Templates. You can use these to create your project.

General Templates



Page Setup

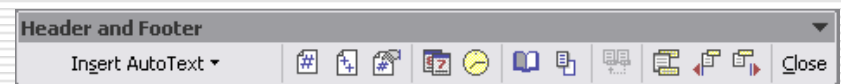
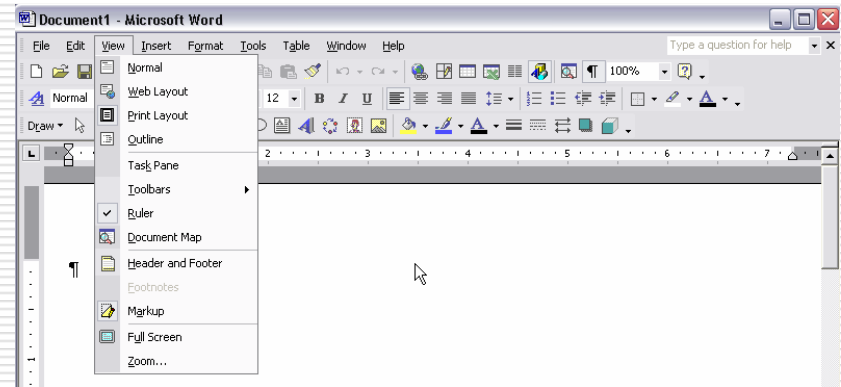


Page Setup

- Margins
 - Top, Bottom, Left, Right, Gutter
 - Orientation – Portrait or Landscape
 - Pages
 - Multiple pages – Normal, Mirrored Images
 - Mirrored Images are used for books or binding
 - Preview
 - Apply to... Whole document or from this point forward
- Paper
 - Paper size, Width, and Height...Letter or Legal
 - Paper Source
- Layout
 - Section
 - Footers, Headers
 - Page
 - Line numbers and borders

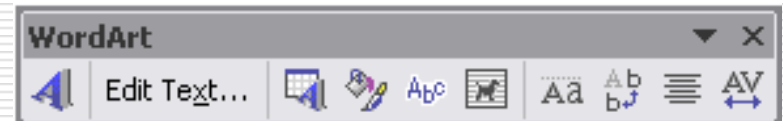
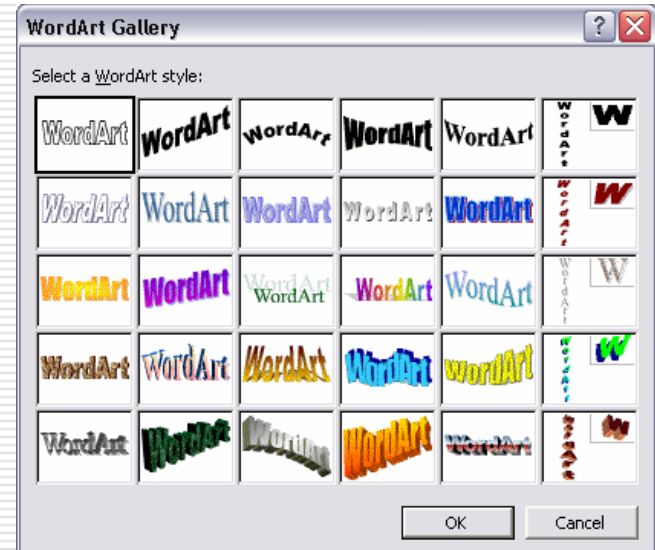
Headers and Footers

- ❑ Click on View on the Menu bar
- ❑ Click on Headers and Footers
 - Insert AutoText
 - Page numbers
 - Date & Time
 - Page setup
 - Toggle to Header or Footer.
 - Previous Header or Footer
 - Next Header or Footer
 - Close



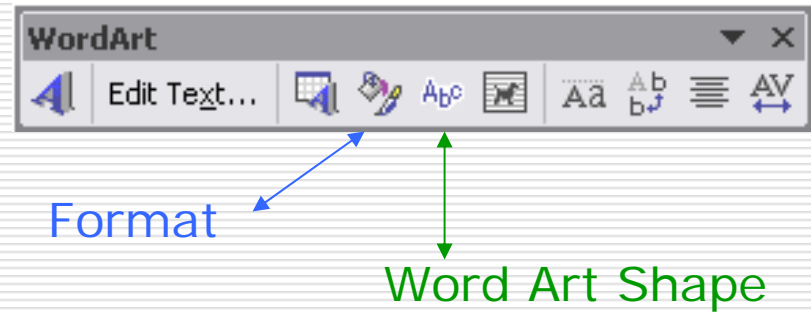
Getting Ready to Be Creative

- Word Art
 - On the Drawing Toolbar click on the slanted blue “A”
 - Pick out the WordArt style you want
 - Type in your text and hit “Enter”
 - Single left click with bring up box for editing if you need to change font, font size

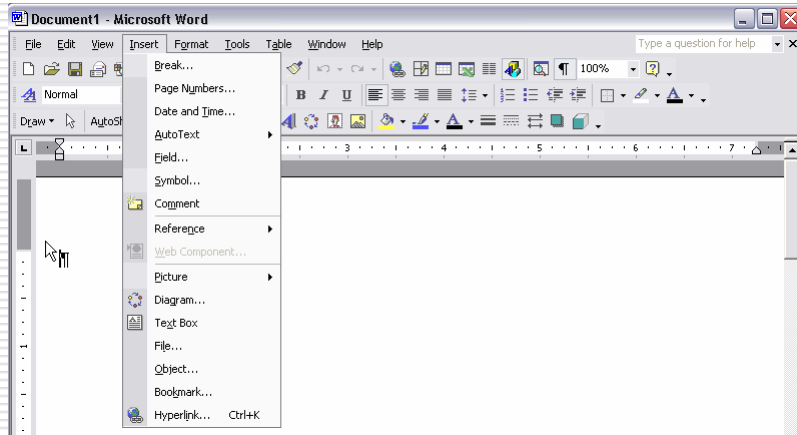


Word Art

- Experiment
 - Format the Word Art
 - Change the line color
 - Change the fill
 - Change Word Art Shape

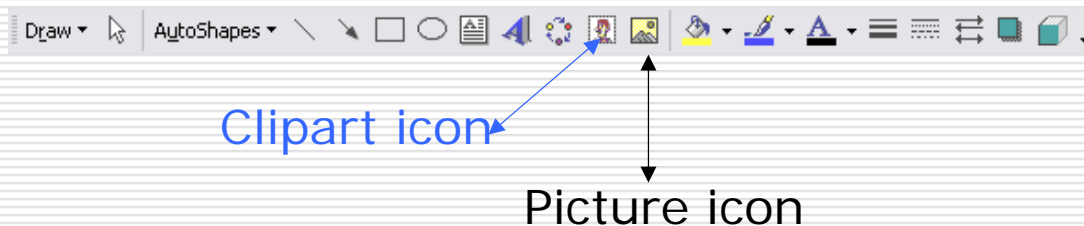


Adding Clip Art or Graphics or Photos

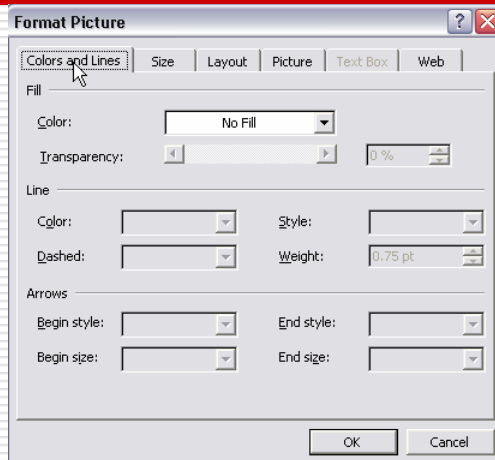


- Click on Insert on Menu bar, then picture, click on either Clip Art or From File or use your Drawing Toolbar
- Find the item you want in the directory and click on it.
- You will need to know where your photos or graphics are stored on your computer.

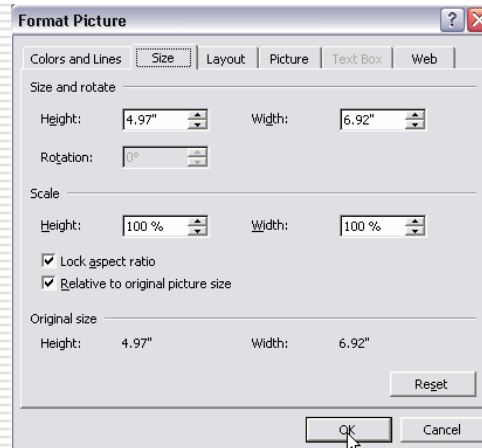
Your Drawing Toolbar



Formatting Picture

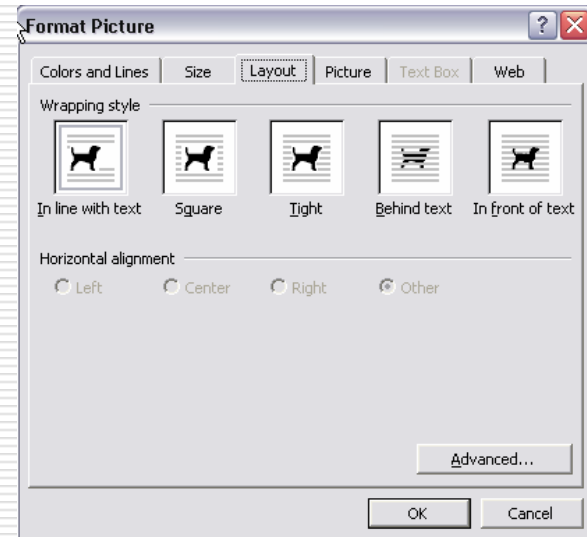


- Right Click on the picture, click on Format Picture
- Tabs
 - Colors and Lines
 - Change color
 - No Fill, No Line
 - Thickness, Type of Line
 - Size
 - Layout
 - Picture
 - Image Control
 - Automatic
 - Grayscale
 - Black & White
 - Washout



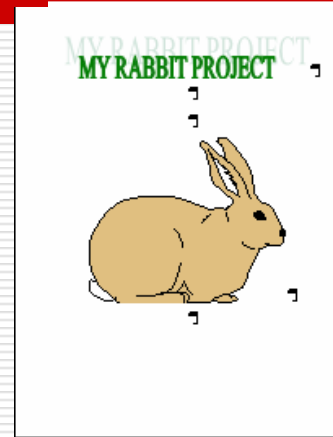
Formatting Picture

- Don't be afraid to experiment and learn the different things you can do.



Exercise

- Create a flyer or record book page.
 - Use WordArt
 - Change Font Types
 - Change Font Sizes
 - Add graphics or photo
 - Use Bold, Italics, etc.

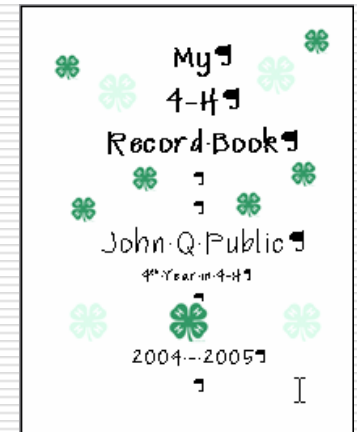


WordArt

Don't be afraid to mix things up.

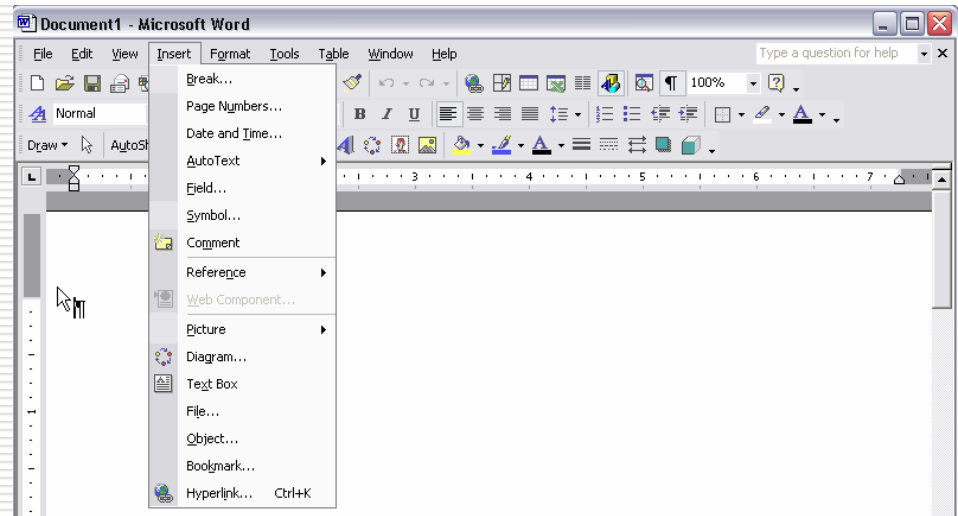
My 4-H Record Book is bolded and size 72 pt.

4th Year in 4-H is 36 pt.



Adding a Page Break

- Use a page break when you wish to put more on another page and the previous page is not full.
 - Click on Insert
 - Click on Break
 - Make sure Page Break is selected

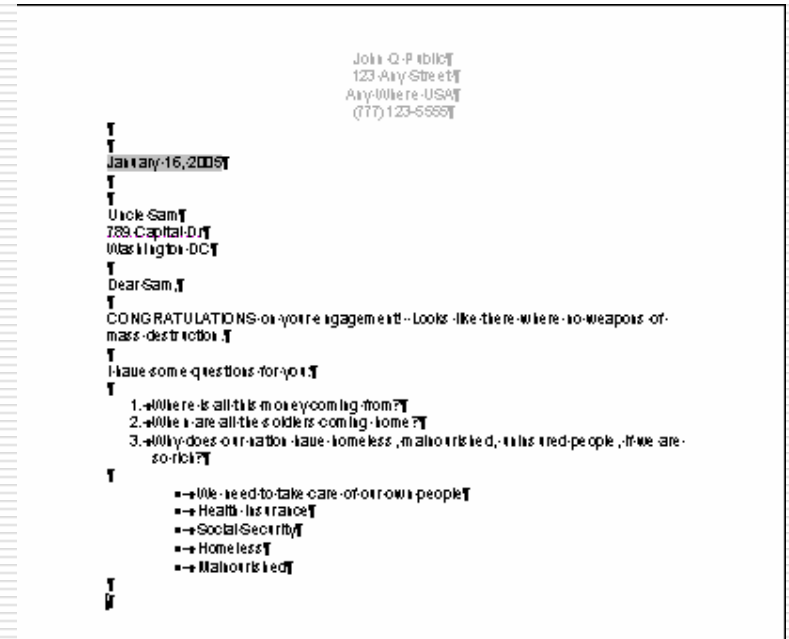


Making a Letter

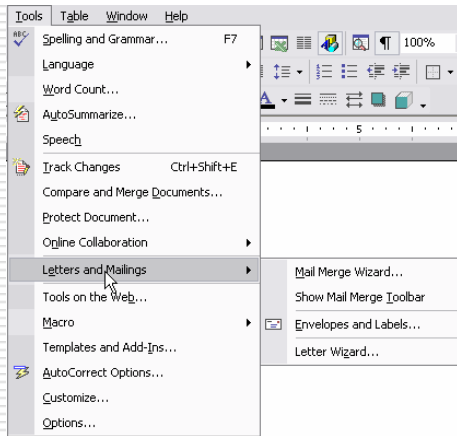
- Set up the margins, etc – Page Setup
 - Click on File, then Page Setup
- Headers and Footers
 - Click on View, then Headers and Footers
 - Header is at top of page...letterhead
 - Footer...page numbers
- Insert Date
 - Choose the format of your date
 - Note a box to check...automatic update
- Highlight some of your text
- Number some items in your letter [Menu bar Format]
- Add some bulleted items in your letter [Menu bar Format]
- Page Break

Exercise

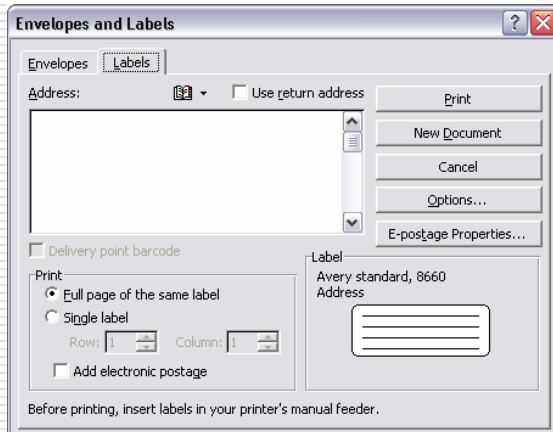
- Create a Letter
 - Margins: top .75 bottom .50 left 1.0 right 1.0 [Page Setup]
 - Put a Header and a Footer on the letter [View]
 - Use Insert on Menu bar, put a date in the letter
 - Add a bulleted list [use formatting toolbar]
 - Add a numbered list [use formatting toolbar]



Making a Business Card



- ❑ Click on Tools, then Letters & Mailings
- ❑ Click on Envelopes and Labels
- ❑ Click on the Labels Tab
- ❑ Click on Options



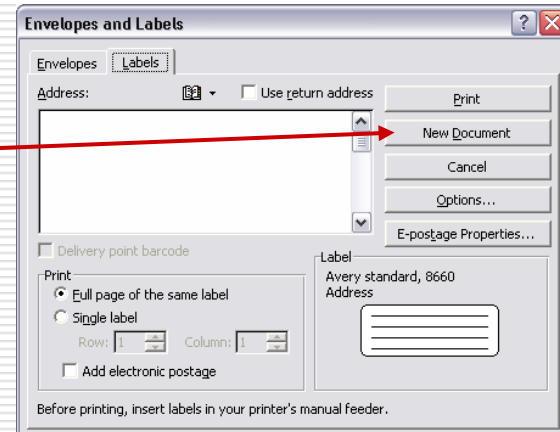
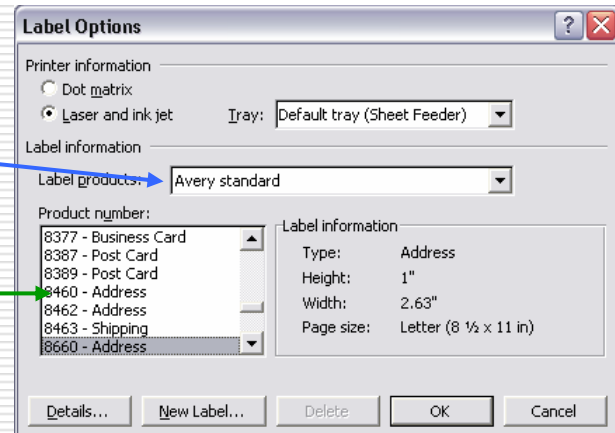
Business Cards

Options

- Pick the right brand name & product number
- Click OK

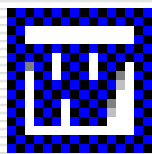
Labels Dialog Box

- Click on New Document



Fill in Business Card Template

- Add in your text first in the first square
- Add in a photo or a graphic if you want...Insert, Picture, From File from Menu bar (may need to change the layout of the picture)
- Highlight the first square when finished and copy and paste into the rest of the labels



WORD XP ADVANCED

- Next Class January 31, 2005
 - Learn to Make Brochures
 - Tri-fold and bi-fold brochures
 - Tables
 - Columns
 - Text box
 - Learn to Make Booklets
 - Table of Contents
- February 28, 2005
 - Web Design – learn HTML
- March 21, 2005
 - Forms & Documents
 - Learn to use 4-H online documents
- Coming in April – Excel XP