

WORD XP ADVANCED



Monday, January 31, 2005

Presented by

Dodge County 4-H Tech Team

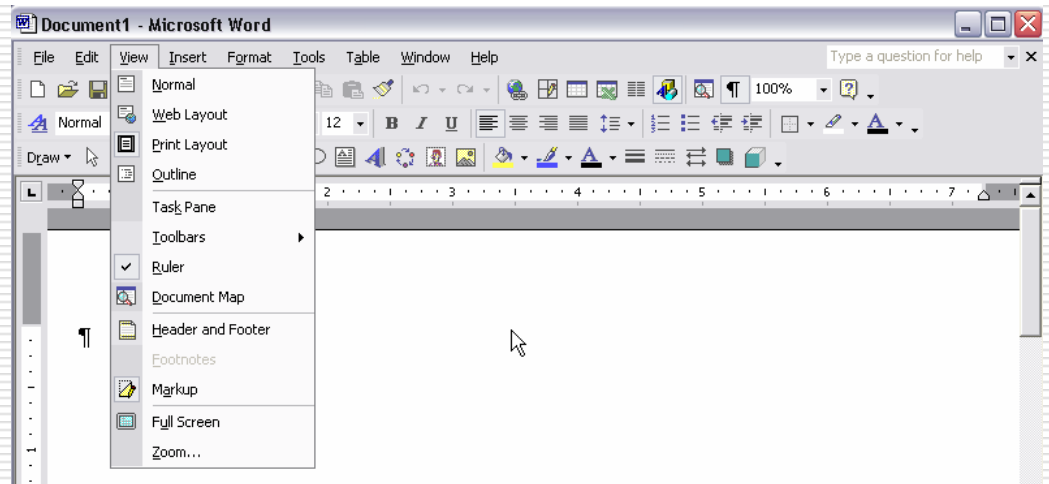


What you will learn


- Document Ruler can be your friend
- Reveal Formatting a must
- Tables
- Columns
- Text Boxes
- Breaks
- Styles & Formatting

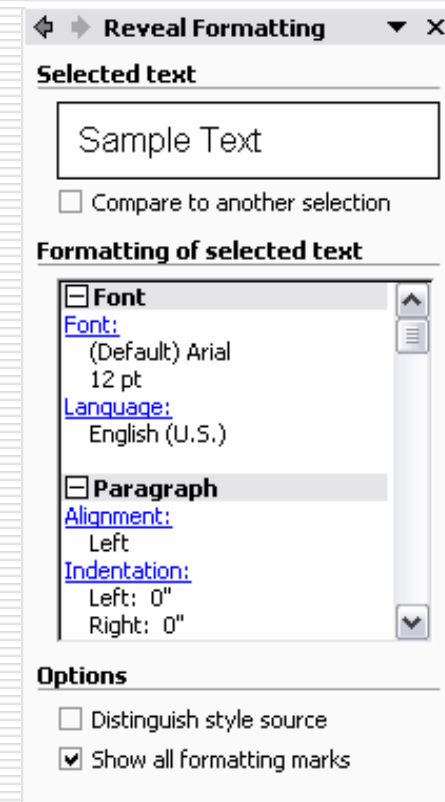
Document Ruler

- To turn your horizontal and vertical rulers on
 - Click on View on Menu bar
 - Highlight Ruler

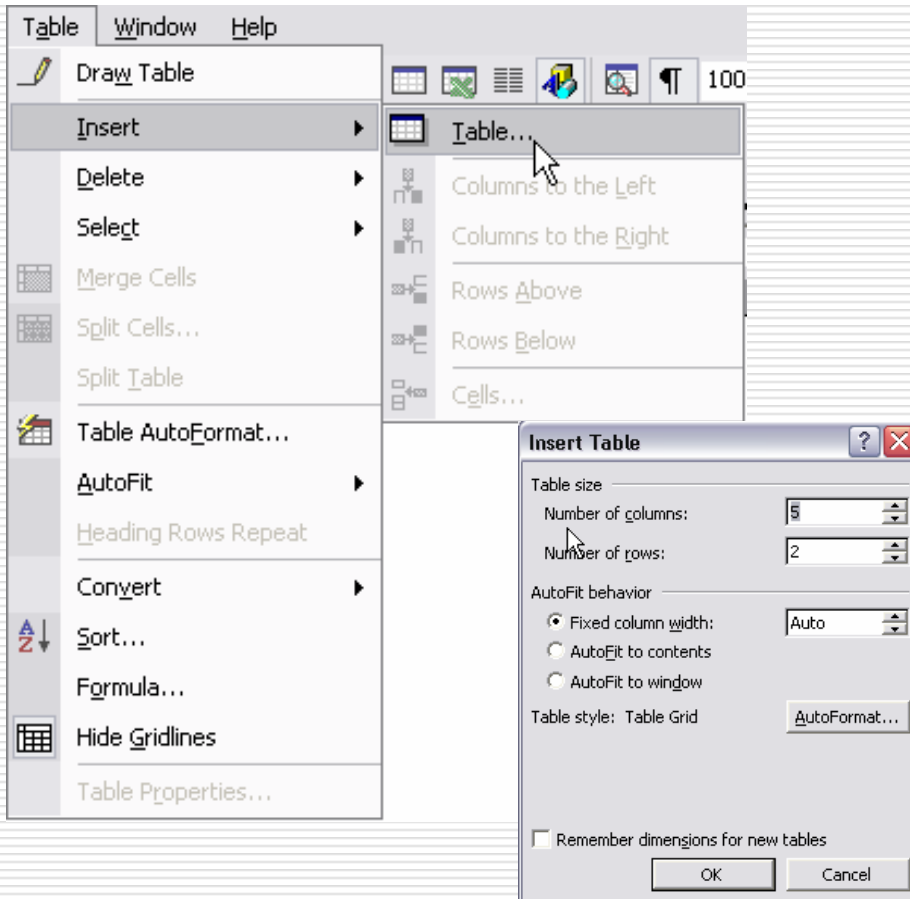


Reveal Formatting

- Click on the Paragraph Marker on the Standard Toolbar 
 - This is the most commonly used for viewing basic formatting.
- Or Click on Format, then Reveal Formatting
 - Used for more advanced formatting and styles



Creating a Table



- Click on Table on Menu bar, then Insert, then Table
- Select how many rows and columns you will need
- AutoFit Behavior
 - Fixed column width
 - AutoFit to contents
 - AutoFit to window
- AutoFormat button
 - Lets you pick the style of your table

What about My Table?

- Click on Table on Menu bar after you created your table. These are some of the things you will see.
 - Insert rows, columns
 - Delete rows, columns
 - Select rows, columns, table
 - Merging cells
 - Split cells
 - Split table
 - Heading rows repeat
 - Convert
 - Sort
 - Formula
 - Hide Grids
 - Table properties

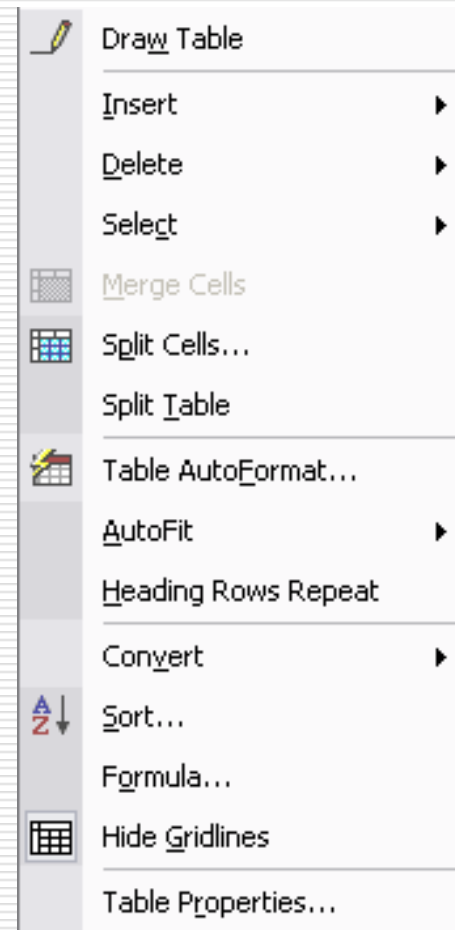
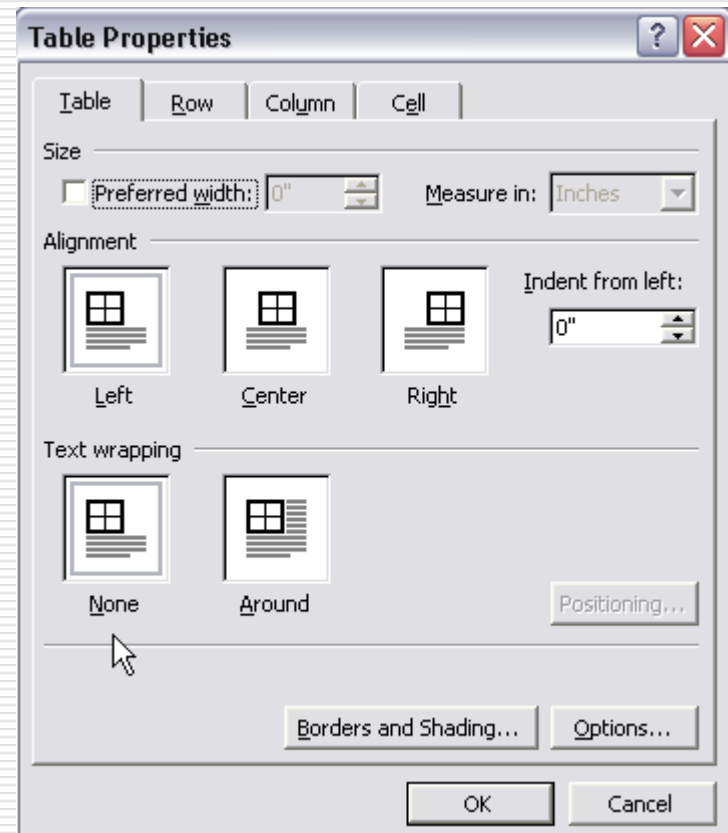


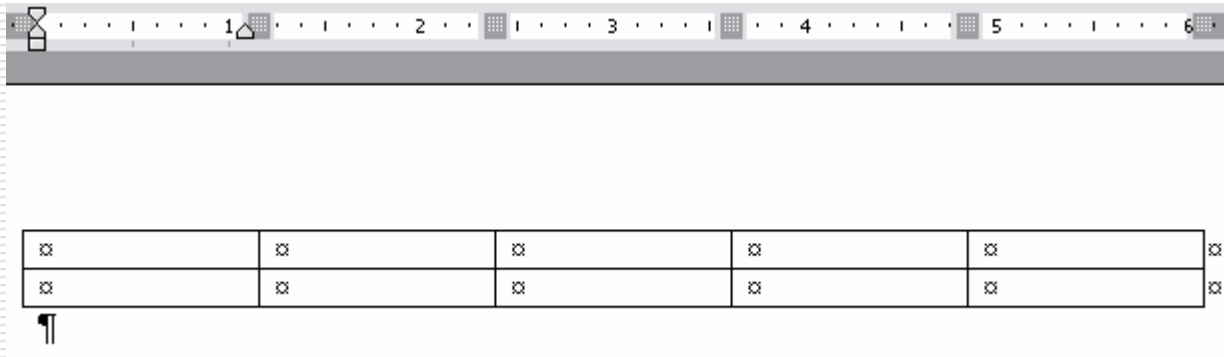
Table Properties

- Table
- Row
- Column
- Cell



Document Ruler

- ❑ In your Table, look at the Horizontal Rule. You can manually adjust your columns instead of going into your Table Properties.



Make a Table for Address Book

Last Name	First Name	Address	City State	Zip Code	Phone number
Public	John Q.	234 Anywhere	Anycity, WI	53555	920.555.1234

Exercise 1

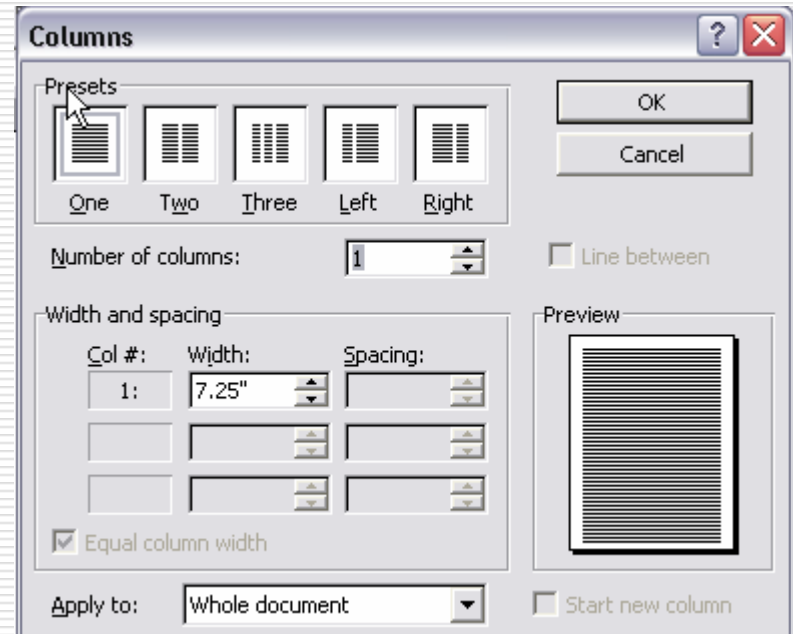
- Insert a Table
 - 6 columns, 3 rows
 - 1st row put in First Name, Last Name, Address, City/State, Zip, and Phone Number
 - Add some information
- Using Table Properties adjust
 - Column Width
 - Row Height
- Now use your Document Ruler to adjust them.
- Make your top row repeat the heading for the next page(s)
 - Table, Heading Rows Repeat

Making Columns

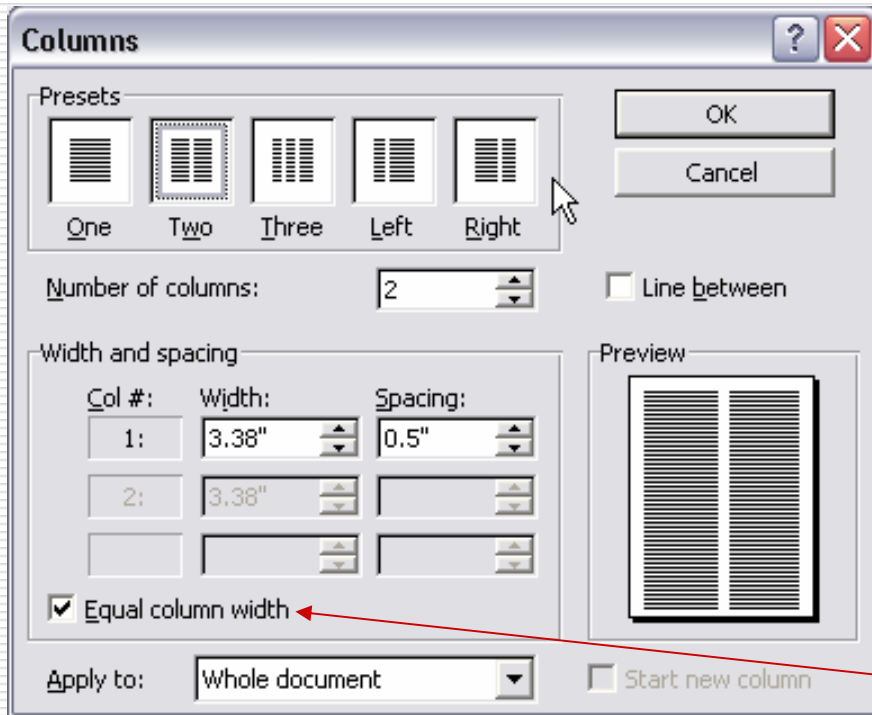
- Need to know what kind of brochure
 - Bi-fold or Tri-fold
 - Orientation of paper
 - Portrait
 - Landscape
 - Paper size
 - 8½ x 11 or 8½ x 14
 - Layout of brochure
- Booklet
 - Page layout

Columns

- ❑ Click on Format, Columns
 - Presets: One, Two, Three, Left, Right Columns
 - Width & Space
 - ❑ Remember that if your outside margins are at a half an inch then your spacing needs to be one inch to be even
 - Apply to
 - ❑ Whole document
 - ❑ This point forward

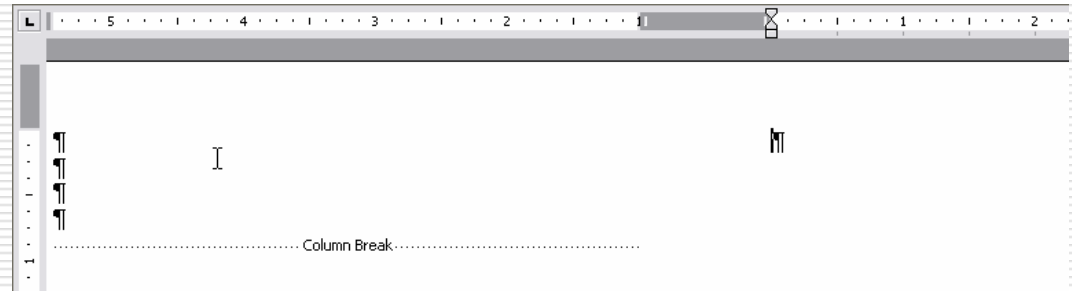
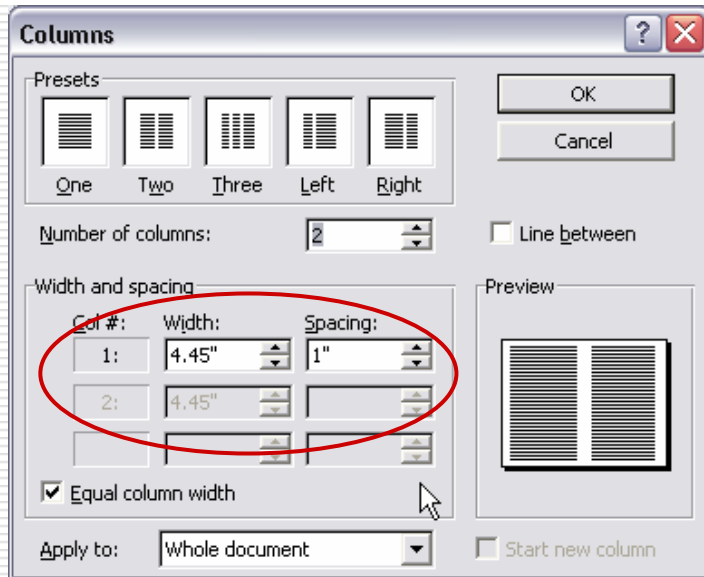


Setting Columns Yourself



- ❑ You can set your own width and spacing for your brochure.
- ❑ If you want them at different widths make sure you uncheck the "Equal column width" box

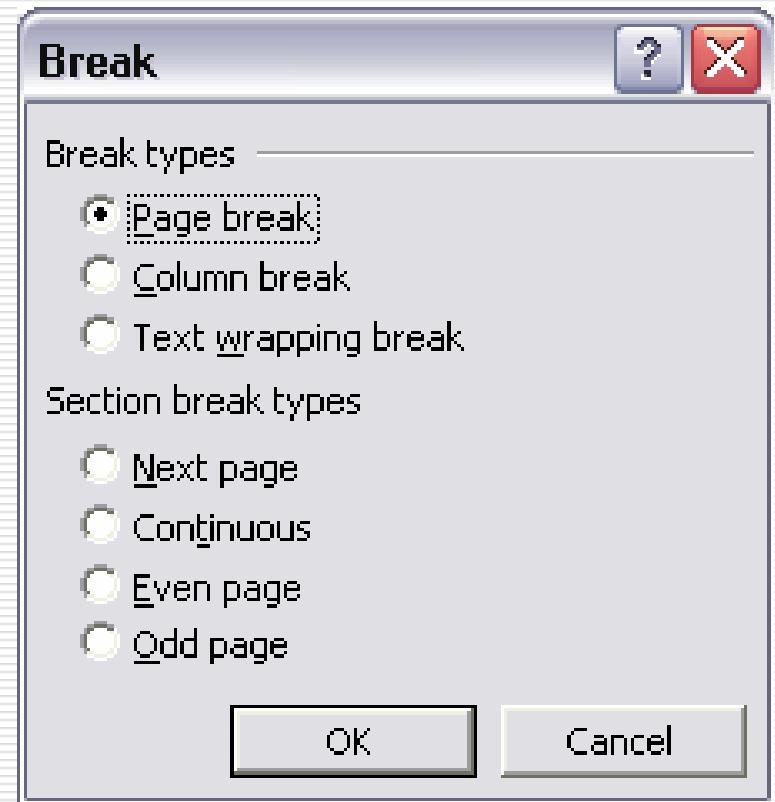
Bi-Fold Columns



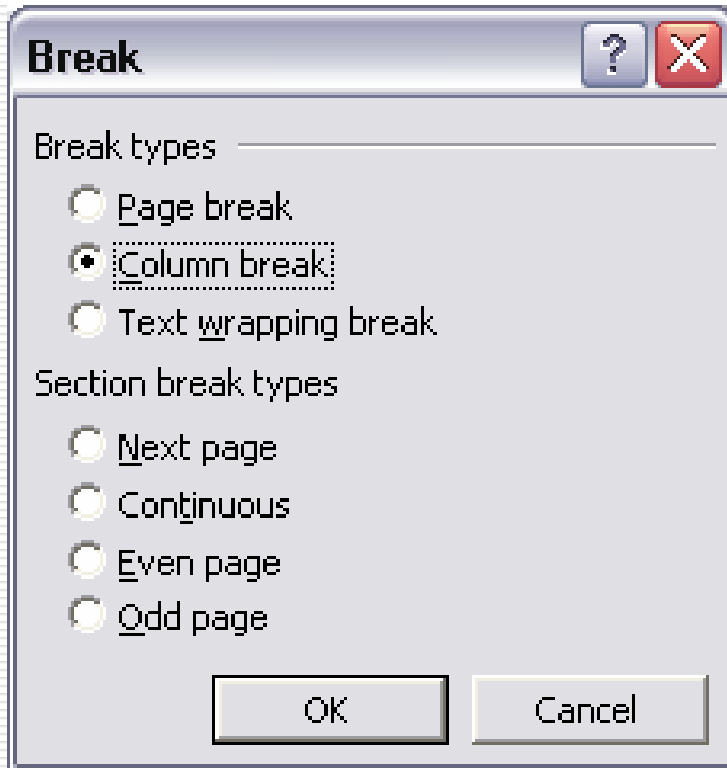
- Bi-folds are usually done Landscape with .5 inch around and the spacing being at 1 inch.

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



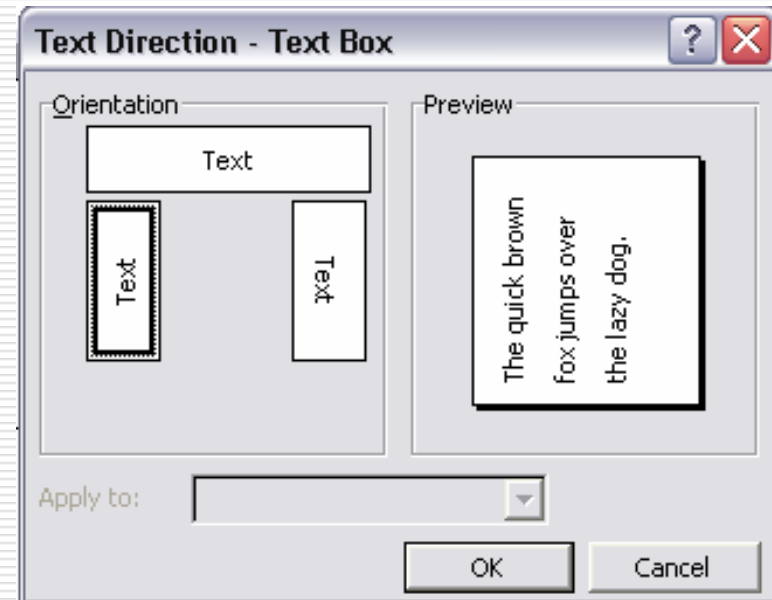
Adding a Column Break



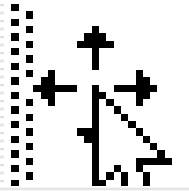
- Use a Column break when you have no more to put on that column
 - Click on Insert
 - Click on Break
 - Click Column Break

Adding a Text Box

- 2 ways to get a Text Box
 - Using the Drawing Toolbar
 - Using Insert on Menu bar
 - Here you draw your text box in the place you want
- Size of Text Box
 - Draw the size you want
- Text Direction
 - Click on Format, then Text Direction



TIP: Placement of Objects



- 4-arrow move icon moves at large increments
- For smaller increments use your *Ctrl key* with an *arrow key* on your keyboard

How to Make a Brochure

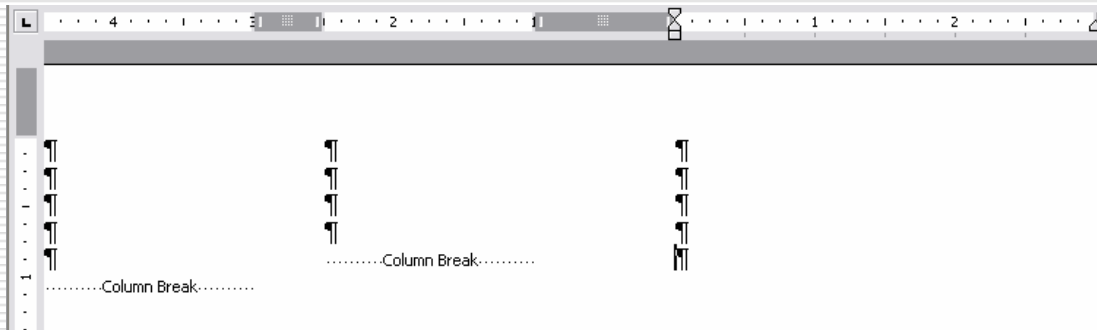
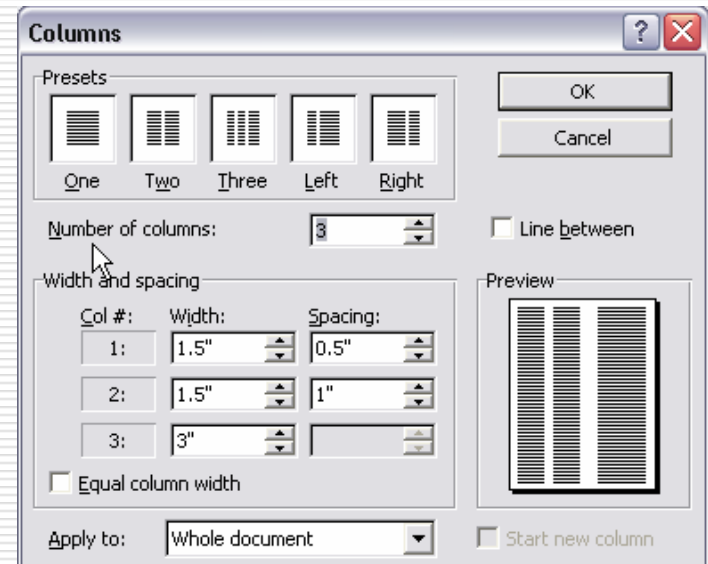
- Make Columns
- Use of a Text Box for Registration
- Use of Bullets or Numbers
- Use a Line for Cut-out

Exercise 2 - Bifold

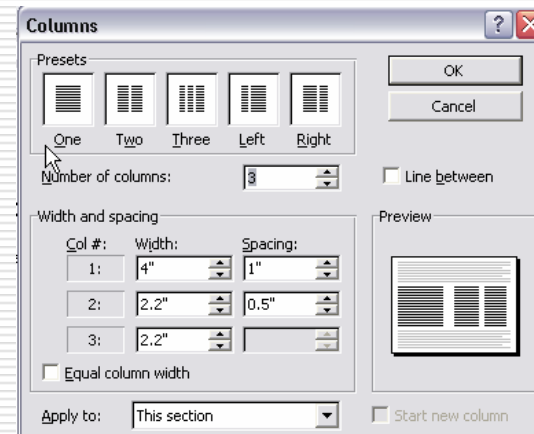
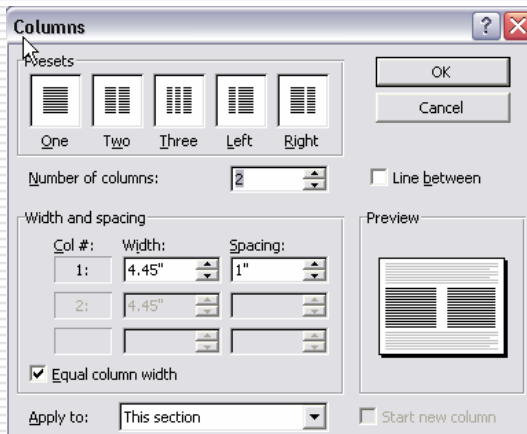
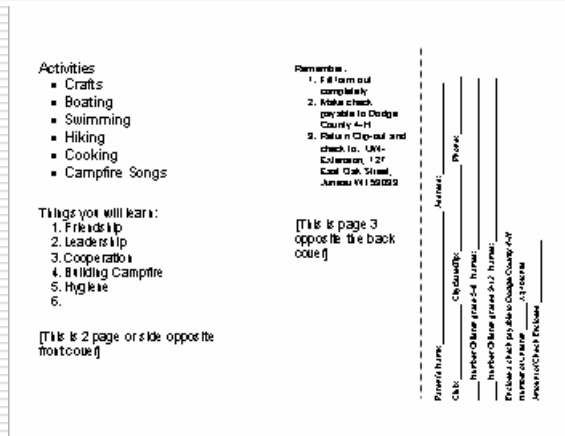
- Set margins at .5 top, bottom, left, and right
- Make Orientation Landscape
- Make 2 columns equal with 1 inch spacing
- Make your brochure
 - Insert WordArt
 - Insert Graphics
 - Add Text box for Registration

Exercise 3

- ❑ Set margins at .5 top, bottom, left, and right
- ❑ Make Orientation Landscape
- ❑ Make 3 uneven columns

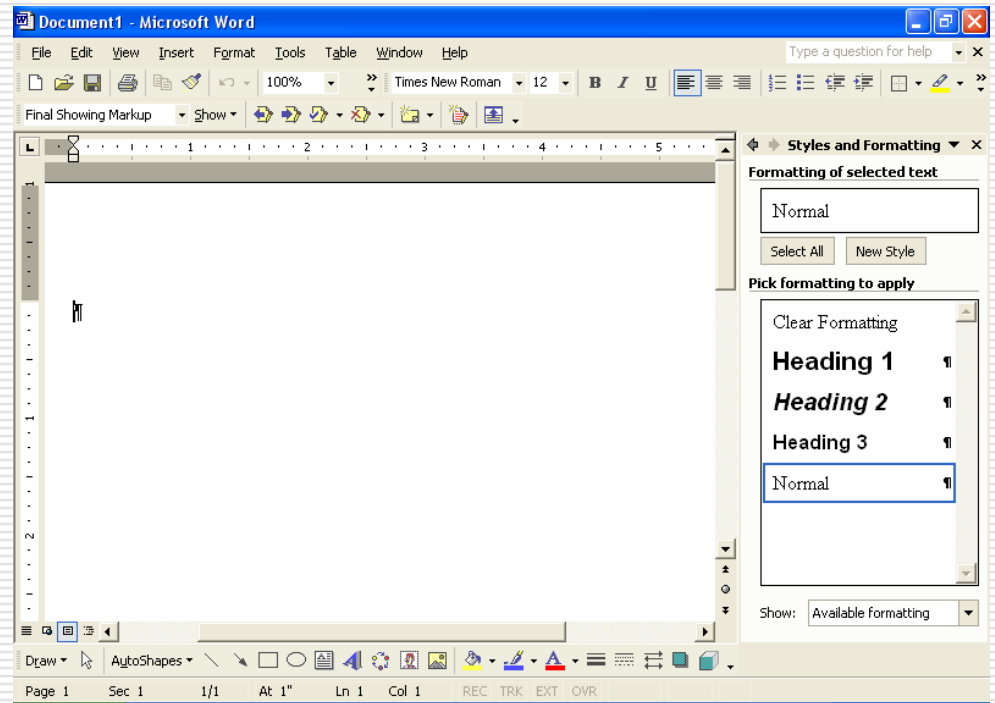


Sample of Bi-fold with Uneven Columns



Styles and Formatting

- Find Styles and Formatting on the menu bar

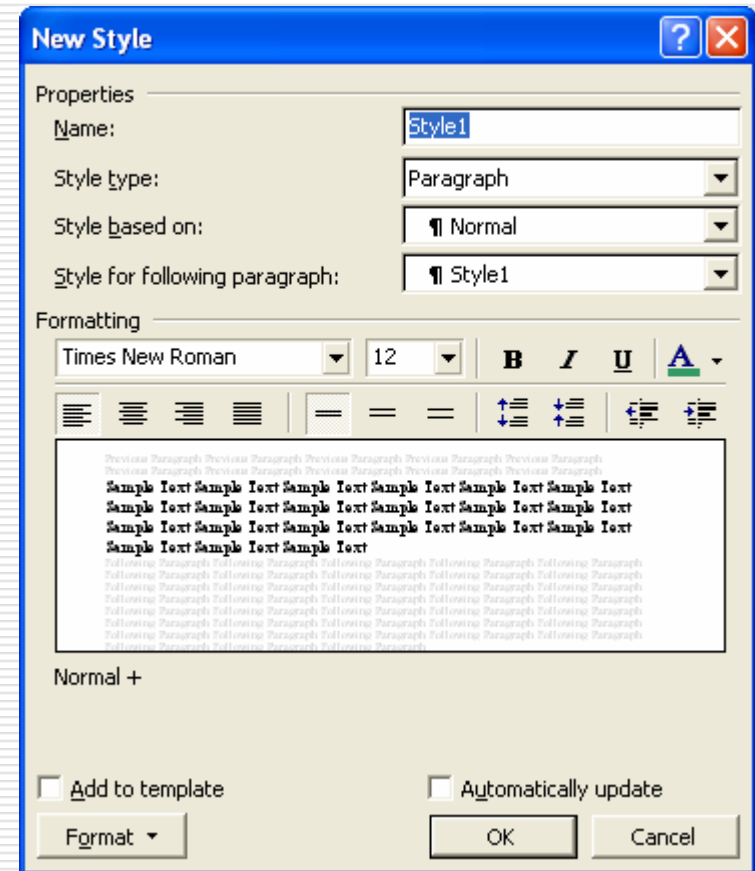


Using Styles and Formatting

- Open the Word document, Styles and Formatting Exercise. Find the file on the W: drive.
- Notice that there is no formatting.
- Formatting of selected text should be set to Normal.

Create a Style

- ❑ Click on New Style
- ❑ Name the style Title
- ❑ Go to Formatting and choose a font, size, color & center
- ❑ Check Automatically update
- ❑ Check Add to template
- ❑ Click OK and repeat for headings

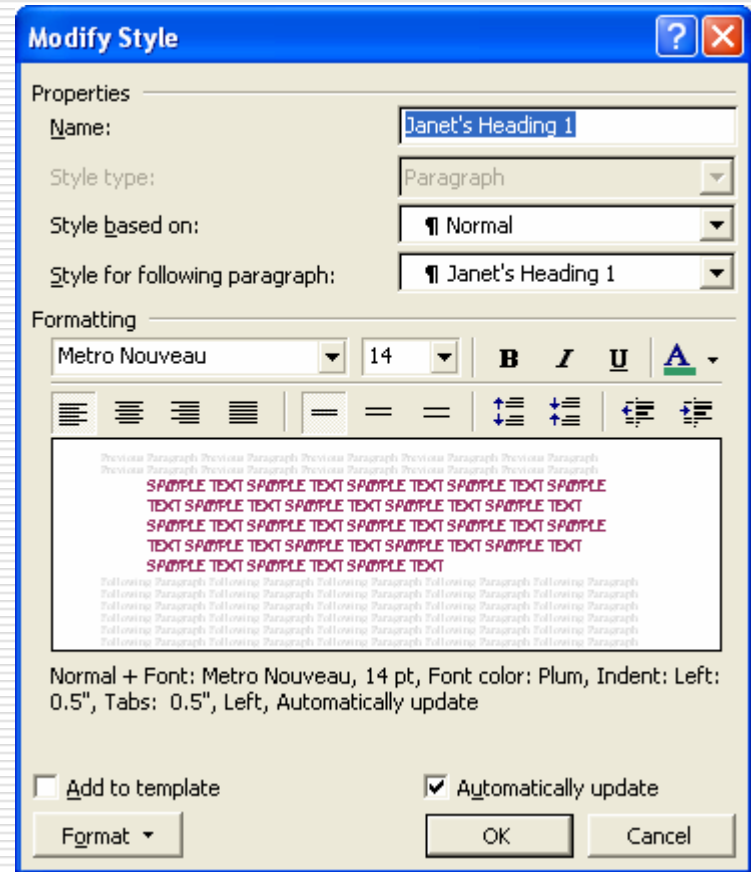


Apply Styles to Document Text

- Highlight the title text
- Click on the name of the your style for Title
- Apply styles to headings and subheadings

Change the Formatting

- ❑ Click the Style and notice the a drop down menu
- ❑ Choose Modify
- ❑ Click on Format to change the font, size, etc.
- ❑ Notice that the format of your document automatically changes. Why?

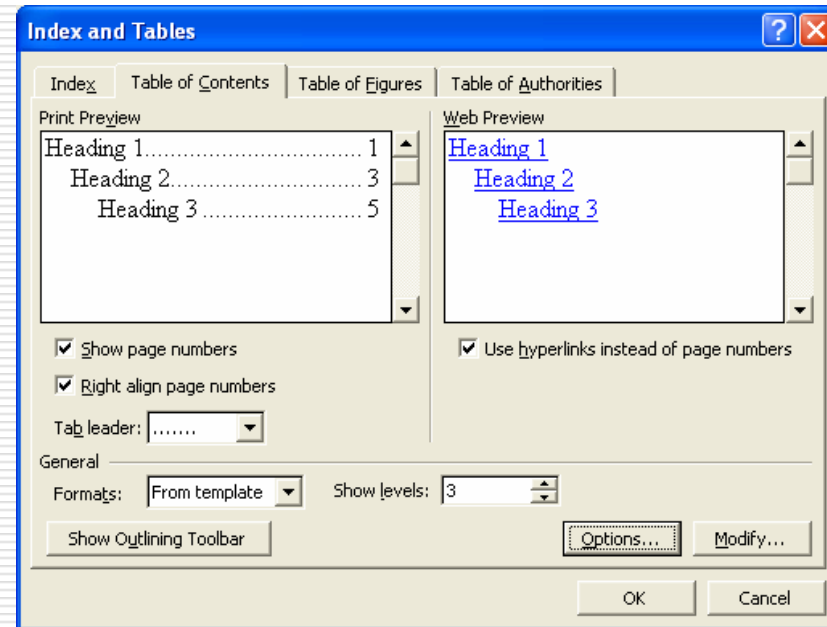


Always use Styles & Formatting

- ❑ Keeps the formatting consistent
- ❑ Saves time
- ❑ Create a table of contents based on styles
 - Choose Insert from the menu bar
 - Click on Reference
 - Click on Index and Tables
 - Click on the Table of Contents tab

Add a Table of Contents

- ❑ Place a page break at the top of the document. (*Hint: Insert on menu bar.*)
- ❑ Click on Options
- ❑ Find your style under Available styles
- ❑ Indicate the outline numbering
 - Your heading is 1
 - Your subheading is 2, ect.
- ❑ Click on OK to insert the TOC.



Upcoming Workshops

- February 28, 2005
 - Web Design – learn HTML
- March 21, 2005
 - Forms & Documents
 - Learn to use forms & Documents from 4-H Website
 - Difference between Documents & PDF files
- Coming in April
 - Excel – spreadsheets
 - Formulas
 - Charts
 - Merging to Word
 - Letters
 - Envelopes & Labels