
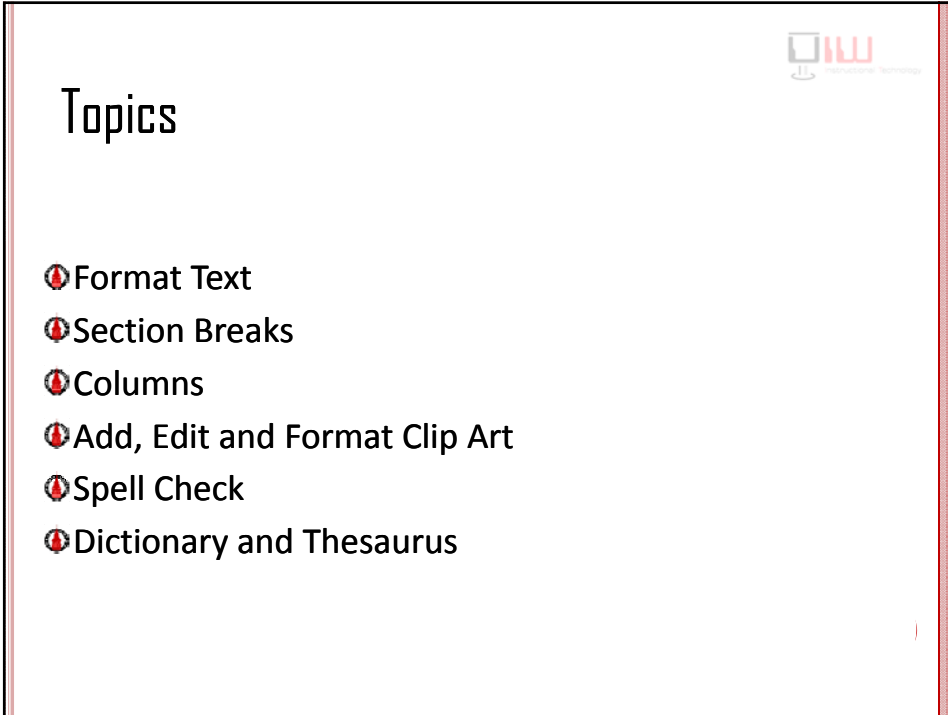



Document Formatting in Word

Presented By: Terence Peak



Topics

- Format Text
- Section Breaks
- Columns
- Add, Edit and Format Clip Art
- Spell Check
- Dictionary and Thesaurus

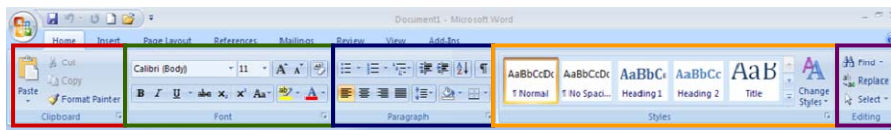


What you will Need

- 1 Before you begin this tutorial, click here:
<http://support.uiwtx.edu/MediaTraining/Tutorials.html>
- 2 Download the Zip file For Word.zip
- 3 The .zip file contains all of the documents necessary to complete the exercises outlined in the instructions.

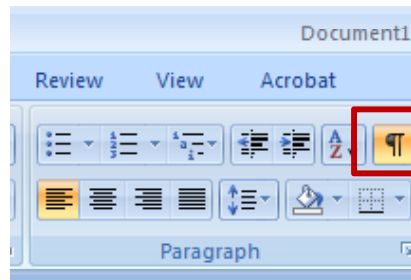


THE HOME TAB



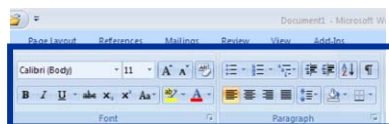
- 1 **Clipboard group:** Options to cut, copy and paste.
- 2 **The Font group:** Edit fonts, font colors, font sizes & font styles.
- 3 **The Paragraph group:** Edit bullets and numbering, indentation, sorting, show/hide paragraph marks, text alignment, line spacing, shading, and borders.
- 4 **The Styles group:** Insert or change formatting styles in a Word document.
- 5 **The Edit group:** Find, replace, go to and select options are located here.

THE BACKWARDS "P"



- 1 There will be making a variety of formatting changes in this document. To keep track of all of them, activate **Show/Hide**.
- 2 By clicking the ¶ in the **Paragraph group** on the **Home tab**.

FORMATTING



Registration

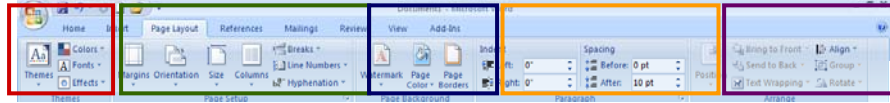
If you pay with a purchase order, this confirmation will contain your order number. If you do not receive this email confirmation within 24 hours please call the TCEA office at the number below. We strongly suggest that you print this confirmation for your records and bring a copy with you.

Badges
Badges will be mailed to all registrants who register by January 13, 2009 and whose payment or purchase order has been received. Badges for all other registrants may be picked up on-site at Registration, located on Level 5 of the convention center.

Purchase	Order	Number	12345

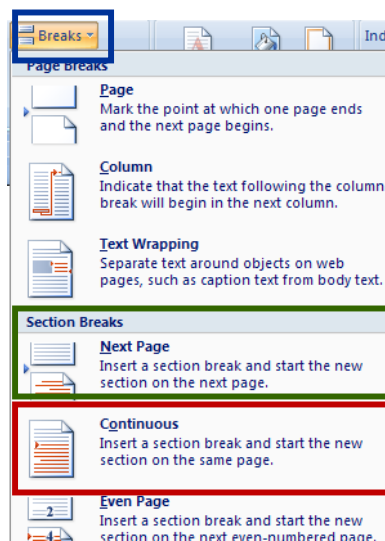
- 1 Open **"Letterhead"**
- 2 Using the functions located in the **Font and Paragraph groups** on the **Home tab**
- 3 **Highlight** and **Right align** the text of the document
- 4 **Highlight, Bold, and Center** the title
- 5 Change the title **font size to 16**
- 6 The changes will prep text to convert to newsletter format

THE PAGE LAYOUT TAB



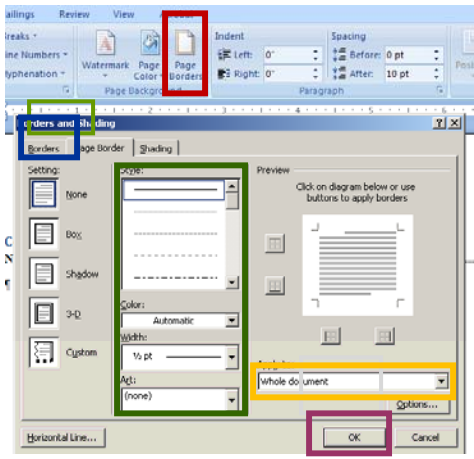
- **The Themes group:** Themes are a series of designs for background color, font color & effects.
- **The Page Set-up group:** Margins, orientation, columns, page breaks, and hyphenation.
- **The Page Background group:** Watermark, Page Color, Page Borders.
- **The Paragraph group:** functions for indentation and character spacing.
- **The Arrange group:** Formats images that are imbedded within text.

INSERT SECTION BREAK



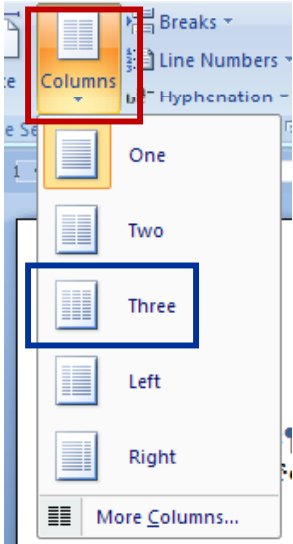
- In the **Page Layout** tab, in the **Page Setup** group, choose **Breaks**
- Under **Section Breaks**, choose **Continuous**

BORDERS



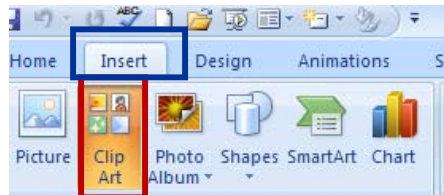
- 1 Move mouse to the title and click **Page Borders** on the **Page Layout** tab
- 2 Under the **Borders** tab
- 3 Choose a **style, color, and width**
- 4 Make sure the "Apply To" box reads **Paragraph**
- 5 Click **OK**

COLUMNS



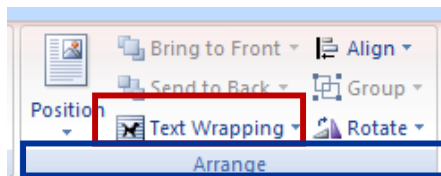
- 1 Click mouse **before "Overview"**
- 2 On the **Page Layout** tab, click **Columns**
- 3 Click **Three**

ADD CLIPART



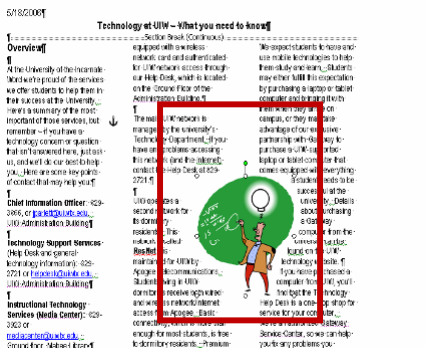
- 1 Click anywhere in the document
- 2 On the **Insert tab**, choose **Clip Art**

TEXT WRAP



- 1 Nesting allows for an image to be placed within a document so that the image is surrounded by text
- 2 Double-click the image
- 3 Choose **Text Wrapping** from the **Arrange group**
- 4 On the next menu, choose **Tight**

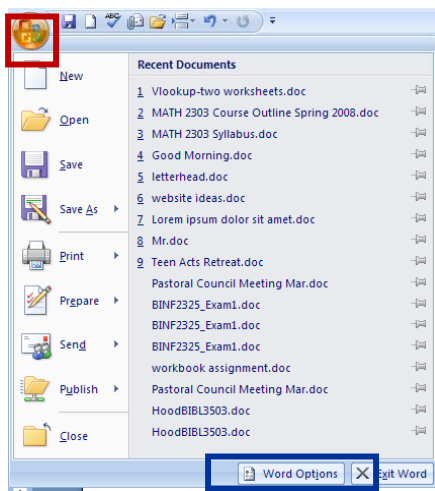
TEXT WRAP



1 Notice that the text **surrounds the image**

2 Move the image around and the text moves with the image

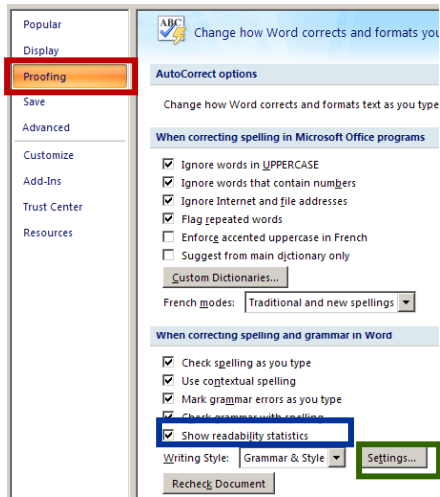
SPELL CHECK ON STEROIDS



1 Click the **Office Button** (or push the F7 Key)

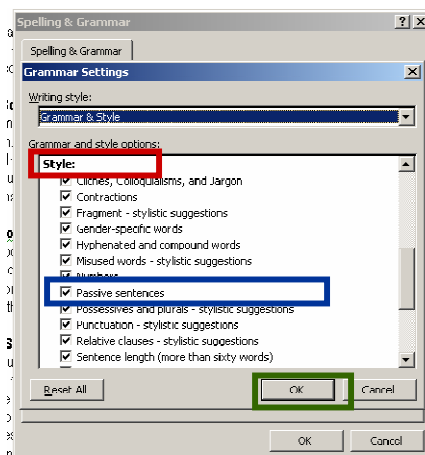
2 Click **Word Options**

SPELL CHECK ON STEROIDS



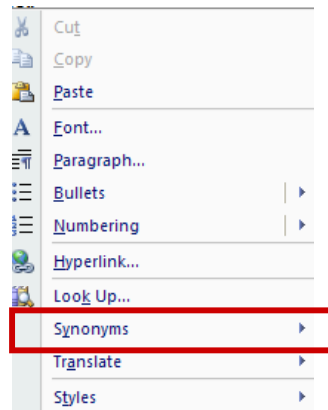
- 1 Click **Proofing**
- 2 Click the checkbox **Show readability statistics**. This will show the Flesch-Kincaid Reading level for your paper after the Spell Check has been completed. You will want to strive for a twelfth grade reading level
- 3 Click **Settings**

READABILITY AND WRITING STYLE



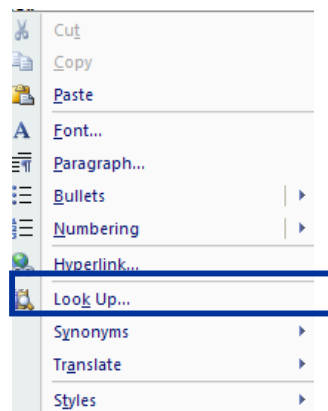
- 4 Under the **Style menu**
- 5 Click on the check boxes to select
 - 6 **Passive Sentences**
- 7 Click **OK** Continue with Spell Check

EASY THESAURUS



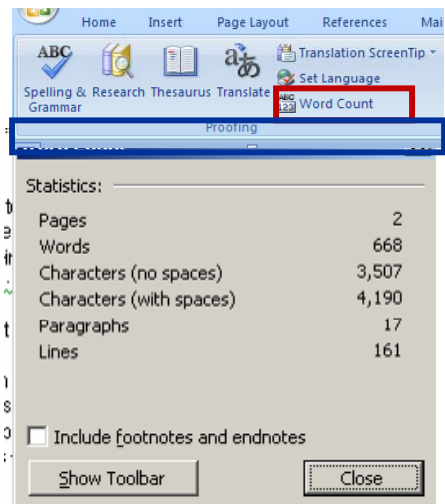
- ➊ Right-click the word that you need a synonym for
- ➋ Choose **Synonyms**
- ➌ Choose a synonym from the menu

EASY DICTIONARY



- ➊ Right-click the word that you want to define
- ➋ Choose **Look Up**
- ➌ Review the definitions

WORD COUNT



- Want to know how much you have written?
- Click the **Review** tab
- On the **Proofing** group, click **Word Count**

QUESTIONS?

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