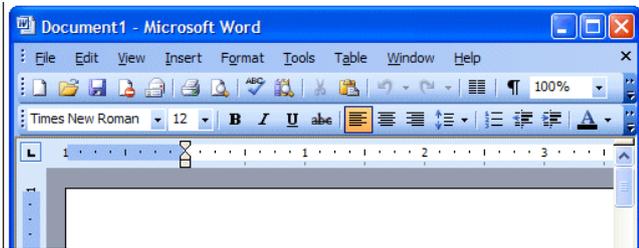


# WORD

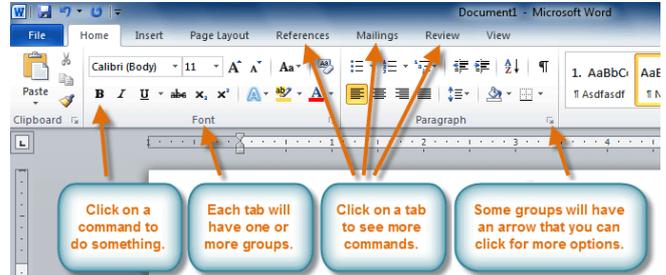
## Basics

### Useful Jargon

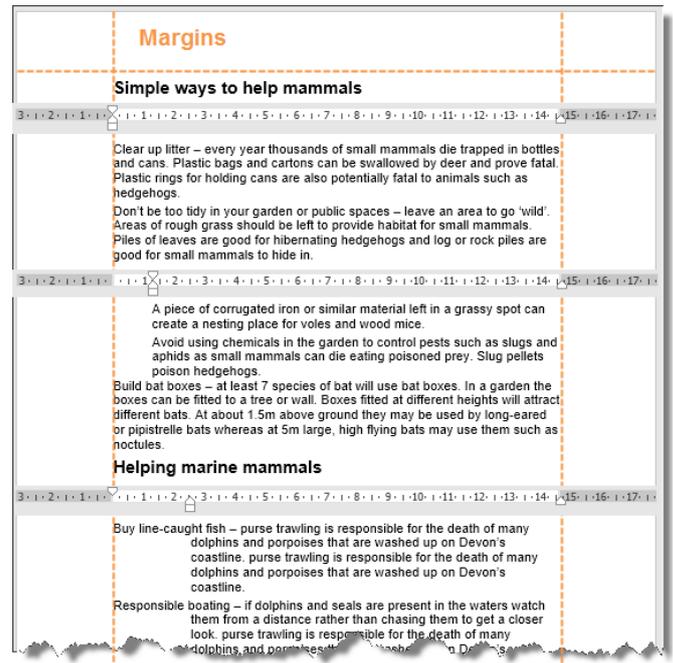
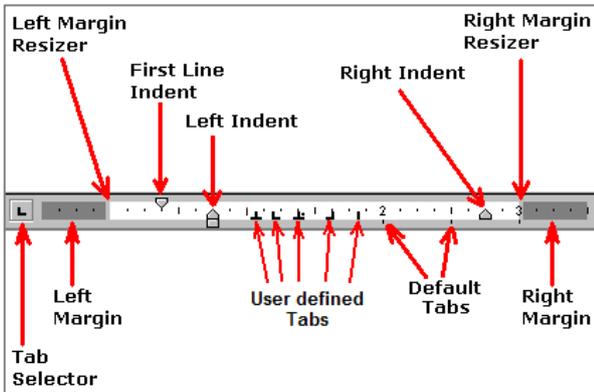
**Menus** (they also display keyboard shortcuts) and **Toolbars** (and toolbar buttons)



**Ribbon** (with **Tabs** and **Groups**) replaces the older menus and toolbars



**Ruler** (shows **margins**, left/right **indent** and **tab** settings for the current paragraph)

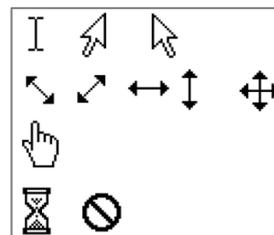


### Probably, the most important things to know

<b>Undo (and Redo)</b>	Usually in Edit menu or top left of window. Buttons like ...  or
<b>Menu/Ribbon</b>	Have a look through. The tabs and group names are there to help. The more comfortable and familiar you become, the quicker you'll start to find what you need as well as new things.
<b>Right-click</b>	Hold your mouse over the thing you need help with and right-click. Often what you want is right there. Saves searching through menus or the ribbon.
<b>Use Google to look things up</b>	You will need some basic jargon. Entering the version of the program (e.g. Word 2013) that you are using can help.

### Mouse shapes

- Over text
- In left margin
- Over a link (web pages)



## Selecting tricks

The normal method: click-and-drag across text

### Exercise - selecting

Open [facts about the human body.doc](#)

Move your mouse over some text and then try: single-click ... and then a double-click ... and then a triple-click (needs a steady hand!)

Move mouse into left margin (see it change shape) and then try all the above:

- Single click
- Click and drag (up and down while staying in the margin)
- Double-click
- Triple-click

## Formatting principles

Some things affect characters, some affect whole lines/paragraphs, some affect whole document (although you can split a document into sections)

Text	bold, underline, font
Paragraphs	Left align, right align, centre, headings, lists (numbering and bullets), left and/or right indent, tab settings
Document (section)	margins, headers and footers

What defines the end of a paragraph?

You can use the  button to actually show the hidden paragraph marks – as well as other hidden characters.

When you press 'Enter' you end the current paragraph and start a new one. **And the new one has the same formatting as the previous one.**

Why is there a blank page at the end of my document?

Don't use Enter/Return to start a new page. They'll cause problems if you ever change the document.

Also avoid typing more than one space to line stuff up (use Tabs, Indent and Centre and Right align)

## Spacing between lines – 3 methods

1. Press Enter/Return to get blank lines between paragraphs
2. Use 'line spacing' (useful for students and reading a script) – every single line has extra spacing
3. Use paragraph spacing (each paragraph has extra spacing).

## Exercise – formatting and basic lists

1. Open [Helping mammals – summary.doc](#). Then try out:
  - a. Left align, right align, centre
  - b. Indent
  - c. Undo and then redo
  - d. Move to end of one of the paragraphs and press Enter/Return and start typing. Does it have the same formatting as the previous one?

Extra (if you have time):

2. Open **Helping mammals – full.doc**
3. Get rid of the extra blank page at the end
4. At the end of the document, add your own list of say four mammals. Use numbering for each.
5. Start a new page. But don't press Enter/Return until you get to a new page. Instead use Google to look up: **start a new page in word**
6. On the new page add your own list of fish. Use bullets for this.

## Lists (bullets and numbers) tips

- Select a number of paragraphs and then choose bullets or numbering (rather than doing one at a time)
- Move to end of a list line/paragraph and press Enter/Return to create another list line with same bullet or numbering style
- Right-click a numbered list line for extra options: restart at 1, continue numbering, etc.
- Paragraphs without bullets or numbering?
  - Click anywhere on the paragraph
  - Click the appropriate list button to turn the bullet or numbering off
  - Use the indent button to position it correctly
- Use the Increase and Decrease Indent buttons to create sub list items

## Exercise – advanced lists and numbering

1. Open [Earth as an Apple.doc](#)
2. Make the top version similar or the same as the bottom version – using numbering and indent buttons

## Extra (if you have time):

3. See how useful (hopefully) Google can be. Use Google to look up: **multi level numbering in word youtube**
4. Open [facts about the human body.doc](#)
5. Get rid of the extra blank page at the end (if it's still there)
6. Format it with two level numbering, appropriate to the content
7. Add a couple of extra points

## Headings

Use the standard headings set up by Word

You can modify them: easiest way is probably to:

- make sure that the correct toolbar or ribbon is showing (you want styles)
- choose a short line to be a heading and set it to the heading style you want
- change the formatting of that line (e.g. font size, colour, paragraph spacing before or after)
- right-click the style definition and choose “Update Heading x to match selection”

## Tables

Things to do with tables

- Create a table
- Select a column / row
- Add a new column / row
- Delete a column / row
- Change column width
  1. Drag dividing line between columns: other columns widths change to keep the overall width of the table the same
  2. Drag divider in ruler: just changes the one column width
- Make header row display at the top of each page if table goes across pages

## Advanced options

- Join cells together
- Split cells
- Formatting borders, shading cells etc.

## Pictures

A picture can be defined as any of the following ...



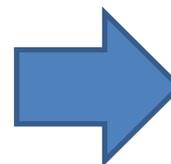
A picture



A picture with border

In botany, a *tree* is a perennial plant with an elongated stem, or trunk, supporting branches and leaves in most species.

A text box



A shape

## Change size/shape of an image

Click on the picture and you should get 8 'handles' (see below)

	top/bottom and side handles		STRETCH	Make picture wider/taller or narrower/shorter	
	corner handles		RESIZE	Resizes picture – retaining proportions	
	Somewhere over image		MOVE	Moves the picture (if it's set to float – see below)	

## Change how picture reacts with text

Referred to as "Wrap text"

	FLOATING		
In line	Square	Tight	Behind text
<p>In this example the image is 'in line' with the text and the line it's on expands to fit the full height of the image. Rarely useful, unless you put the image on its own separate line.</p>	<p>In this case the text wraps around the image. It creates a rectangular boundary to wrap round (indicated by the dotted lines). Probably most often used and most familiar.</p>	<p>In this example the text also wraps around the image. But if the image is not rectangular it wraps to the actual shape.</p>	<p>In this example the image sits behind the text. You can also put it in front of the text (but then you wouldn't be able to read all the words).</p>

## Problems you can get

Can't select the picture (especially if its behind text)	Use the "Select Objects" tool
Moving a picture moves all the others	Yes – this is a problem and limitation with Word Setting all pictures to be behind or in front of text can help
Picture moves as I enter text	You can turn off the "Move object with text" option to stop this

You can also try putting images into text boxes, into a table or into columns