

## Intermediate Microsoft Word

### **Overview**

This class is intended to convey the skills needed to perform a number of different functions with Microsoft Word. It is expected that students are comfortable using the word environment and won't need to have things such as menus, highlighting, keyboarding, mouse-use, and editing explained. We will be working in Microsoft Word 2010 and cannot guarantee that all information given will translate directly to earlier versions of Word or to other word processing programs.

### **Class Goals:**

- Learn to create Outlines
- Learn to insert and arrange images in a document
- Learn to select, arrange, and edit toolbars to make the workspace more efficient.
- Learn formatting techniques such as page numbering, determining indents, etc.
- Learn to use the "Print" menu fully.
- Begin using Hotkeys and toolbars to make working more efficient.

### **Outlines**

Outlines provide organizational tools. It is a method of breaking down information into a format that can be understood at a glance. Word provides a very straightforward and easy to use method of creating outlines.

Example (on next page):

- I. Topic 1
  - a. Subtopic 1
    - i. Detail 1
      - 1. sub-detail 1
    - ii. Detail 2
  - b. Subtopic 2
- II. Topic 2
  - a. Subtopic 1
  - b. Subtopic 2
    - i. Detail 1
      - 1. so on
        - a. and so on
          - i. and so on
      - ii. another detail
    - c. Subtopic 3
- III. Topic 3

How is this created? We begin by starting some form of counter (ex. 1, I, A), I would recommend beginning with 'I', then type in period, space, space, then the content we wish to have next to the line (ex." I. Content"). At the end of the line press "enter", this will automatically align the text and create the second item in your list (in the example "II"). How do you make the subtopics and details and such? When you wish to make a subtopic of 'I' instead of going right into 'II' simply press 'tab'. This will create a new counter ('a' in the example) and align it properly. When your finished with the sub-topics how do you go back? By pressing 'shift' and 'tab' at the same time.

### Using the Ruler



The ruler is a visual way to determine how your text is indented. For example, if I wanted the next line to begin right here

I would use the ruler to do that.

We can also use the ruler to make lines end early.

How is this done?

-First open the View menu. Make sure that a checkmark appears next to Ruler.

-Then use the dragging technique to move the tabs on the ruler to the location you desire (will be covered in class).

## **Using Images**

### **Inserting Images**

This is performed using the "Insert" tab.

Step 1: Left-click on the Insert menu

Step 2: Left-Click "Picture"

Step 3: Select the appropriate file

Step 4: Insert desired file

Finished! Picture is in document.

### **Manipulating Images**

Left-clicking on the picture will open a new tab of options to adjust your image, "Format".

The options in this menu are pretty self explanatory. Using these settings is best understood through experience so I'll leave the explaining of them for class.

## **General Formatting**

### **Page Numbering**

This is performed through the "Insert" menu.

Step 1: Left-click on the word "Insert"

Step 2: Select "Page Number: and left-click

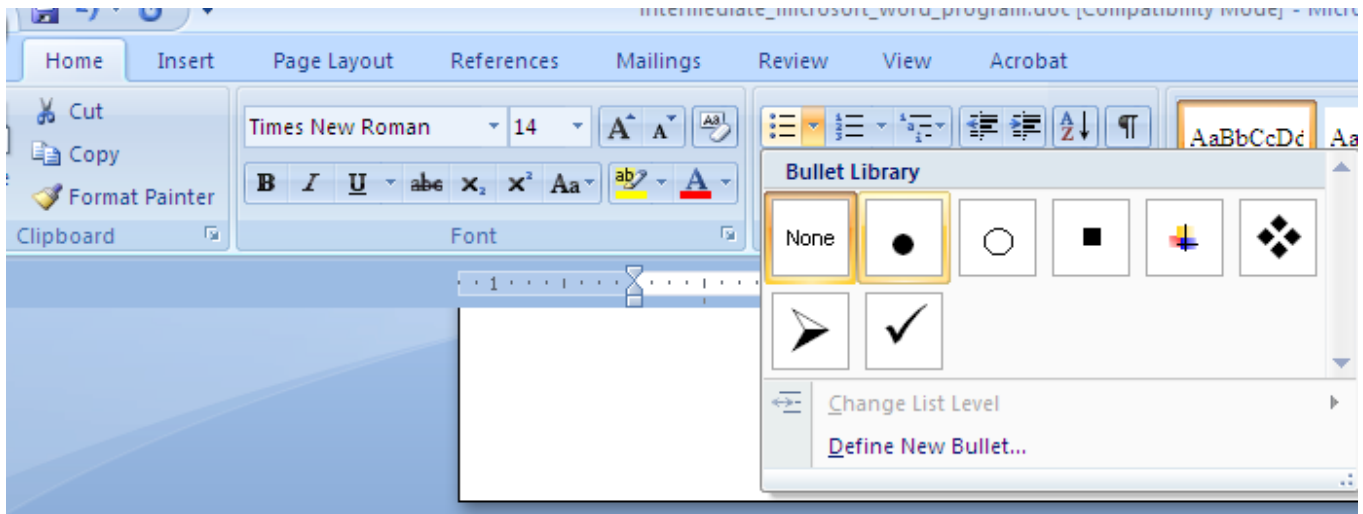
Step 3: Select where you want the page numbers to appear

Step 4: Select the look of your page numbers.

You can change the numbering by clicking “Page Number” > “Format Page Numbers”

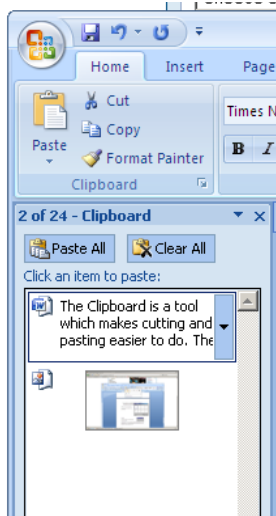
### Bullets and Numbering

This is another way of organizing information. It is useful for grouping numerous items under one heading. The path we will follow in class to get to the correct menu is:



### Clipboard

The Clipboard is a tool which makes cutting and pasting easier to do. The clipboard allows us to cut multiple things out of a document and the paste them back in whatever fashion we like.



## Font

The Font option in the Format window contains much more than just different styles of text. Within this window we can change size, shading, texture, color and location of the font's we use.

## **Helpful Hotkeys**

New File	ctrl + n
Open File	ctrl + o
Save	ctrl + s
Print	ctrl + p
Cut	ctrl + x
Copy	ctrl + c
Paste	ctrl + v
Hyperlink	ctrl + k
Spelling/Grammar	F7
Thesaurus	shift + F7
Microsoft Help	F1
What's this?	Shift + F1
Bold	ctrl + b
Italics	ctrl + I
Underline	ctrl + U