

Shelly Cashman: Microsoft Word 2016

Module 1: Creating, Formatting, and Editing a Word Document with a Picture





Objectives (Slide 1 of 2)

- Enter text in a Word document
- Check spelling as you type
- Format paragraphs
- Format text
- Undo and redo commands or actions
- Change theme colors

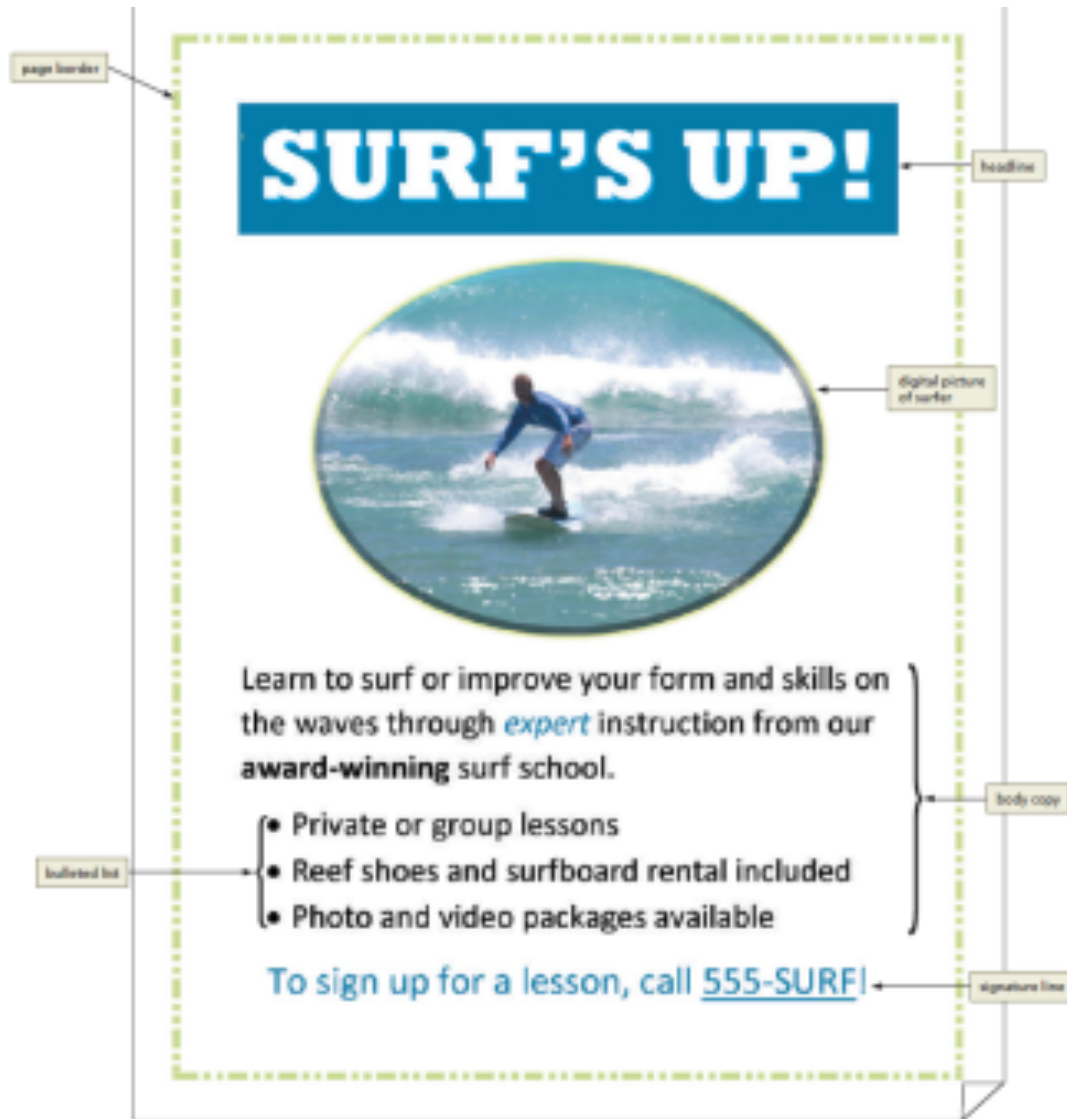


Objectives (Slide 2 of 2)

- Insert digital pictures in a Word document
- Format pictures
- Format pictures
- Add a page border
- Adjust spacing
- Correct errors and revise a document



Project – Flyer with a Picture





Roadmap

- Enter text in a new document
- Format the text in the flyer
- Insert a picture, called Surfer, in the flyer
- Format the picture in the flyer
- Enhance the page with a border and spacing
- Correct errors and revise text in the flyer



Entering Text (Slide 1 of 3)

- To Type Text
 - Type the text in the Word document
 - To move the insertion point to the beginning of the next line, press the ENTER key

- To Display Formatting Marks
 - If the HOME tab is not the active tab, click HOME on the ribbon to display the HOME tab
 - If it is not selected already, click the Show/Hide ¶ button to display formatting marks on the screen



Entering Text (Slide 2 of 3)

- To Insert a Blank Line
 - Press the ENTER key to insert a blank line in the document
- To Zoom Page Width
 - Click VIEW on the ribbon to display the VIEW tab
 - Click the Page Width button to display the page the same width as the document window
- To Wordwrap Text as You Type
 - Wordwrap allows you to type words in a paragraph continually without pressing the ENTER key at the end of each line



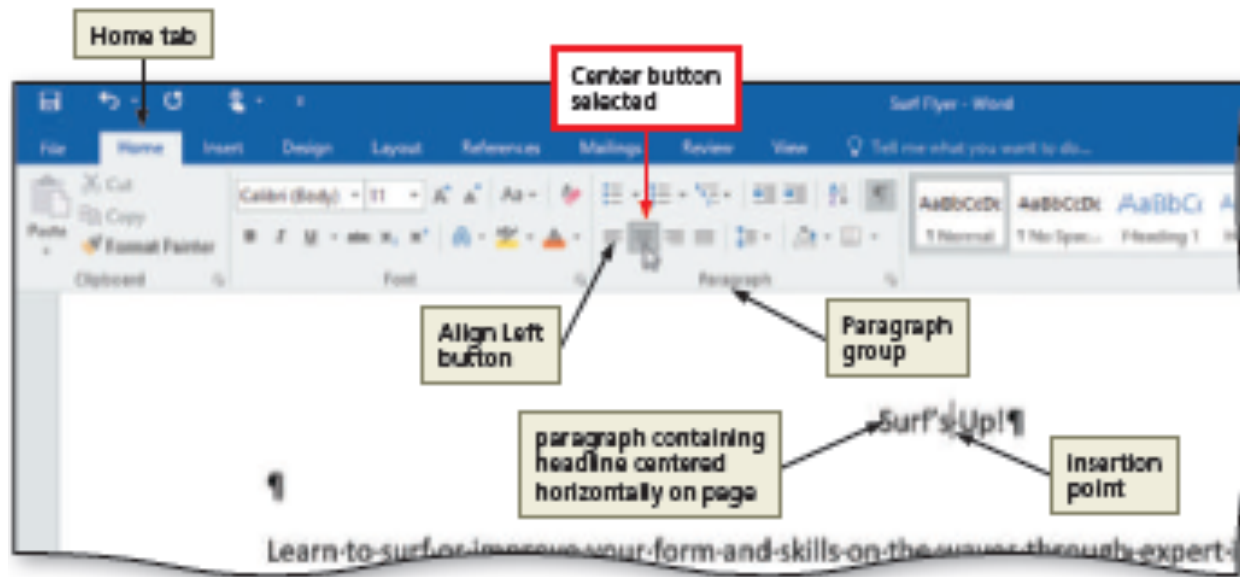
Entering Text (Slide 3 of 3)

- To Check Spelling and Grammar as You Type
 - Type the misspelled text and then press the SPACEBAR so that a red wavy line appears below the misspelled word
 - Right-click the flagged word to display a shortcut menu that presents a list of suggested spelling corrections for the flagged word
 - Click the correct word on the shortcut menu



Formatting Paragraphs and Characters (Slide 1 of 10)

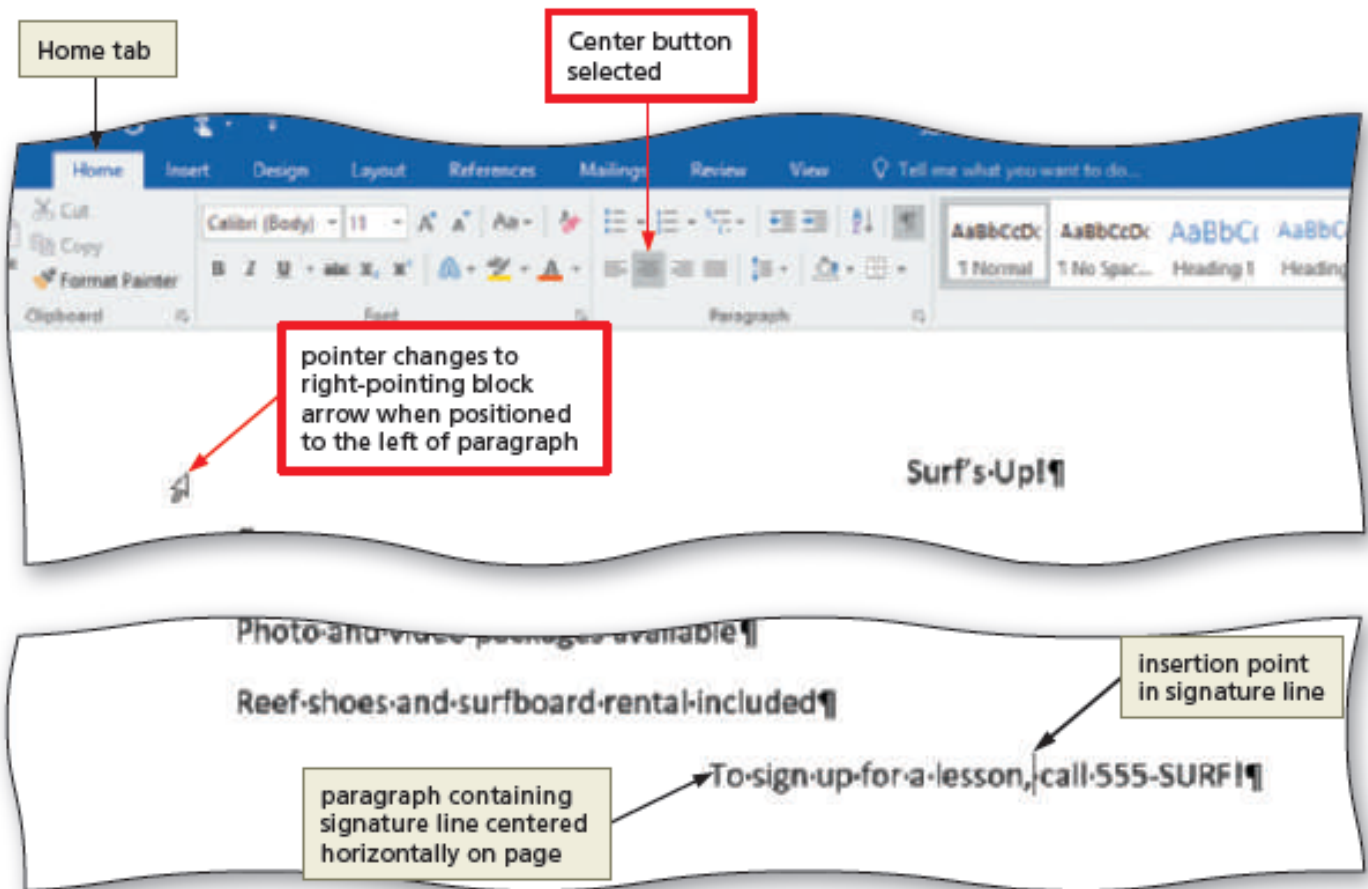
- To Center a Paragraph
 - Click somewhere in the paragraph to be centered to position the insertion point in the paragraph to be formatted
 - Click the Center button to center the paragraph containing the insertion point





Formatting Paragraphs and Characters (Slide 2 of 10)

- To Select a Line
 - While the pointer is a right-pointing block arrow, click the mouse to select the entire line to the right of the pointer





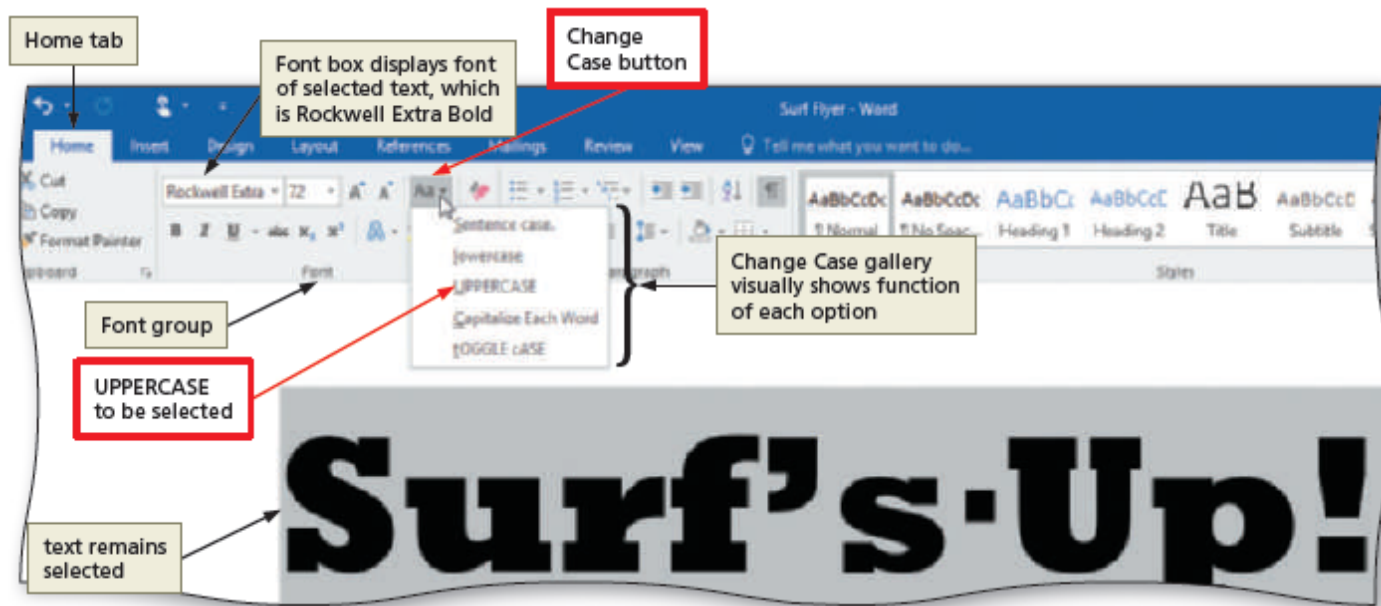
- To Change the Font Size of Selected Text
 - With the text selected, click the Font Size arrow to display the Font Size gallery
 - Point to the desired point size in the Font Size gallery to display a live preview of the selected text at the selected point size
 - Click the desired point size to change the font size of the selected text

- To Change the Font of Selected Text
 - With the text selected, click the Font arrow to display the Font gallery
 - Scroll through the Font gallery, and then point to the desired font to display a live preview of the selected text in the selected font
 - Click the font to change the font of the selected text



Formatting Paragraphs and Characters (Slide 4 of 10)

- To Change the Case of Selected Text
 - With the text selected, click the Change Case button to display the Change Case gallery
 - Click the desired case in the Change Case gallery to change the case of the selected text





- To Apply a Text Effect to Selected Text
 - With the text selected, click the Text Effects button to display the Text Effects and Typography gallery
 - Point to the desired text effect to display a live preview of the selected text in the selected text effect
 - Click the text effect to change the text effect of the selected text

- To Shade a Paragraph
 - Click somewhere in the paragraph to be shaded
 - Click the Shading arrow to display the Shading gallery
 - Click the desired shading color



Formatting Paragraphs and Characters (Slide 6 of 10)

- To Select Multiple Lines
 - Move the pointer to the left of the first paragraph to be selected until the pointer changes to a right-pointing block arrow
 - While the pointer is a right-pointing block arrow, drag downward to select all lines that will be formatted

- To Change the Font Size of Selected Text
 - With the text selected, click the Font Size arrow to display the Font Size gallery
 - Click the desired font size
 - Click anywhere in the document window to remove the selection from the text



Formatting Paragraphs and Characters (Slide 7 of 10)

- To Bullet a List of Paragraphs
 - Select the paragraphs to be formatted
 - Click the Bullets button to place a bullet character at the beginning of each selected paragraph

- To Undo and Redo an Action
 - Click the Undo button on the Quick Access Toolbar to reverse your most recent action
 - Click the Redo button on the Quick Access Toolbar to reverse your most recent undo



Formatting Paragraphs and Characters (Slide 8 of 10)

- To Italicize Text
 - Click somewhere in the word to be italicized to position the insertion point in the word to be formatted
 - Click the Italic button to italicize the word containing the insertion point
- To Color Text
 - With the insertion point in the word to format, click the Font Color arrow to display the Font Color gallery
 - Click the font color to change the color of the text
- To Use the Mini Toolbar to Format Text
 - Select the text to format to display the mini toolbar



Formatting Paragraphs and Characters (Slide 9 of 10)

- To Underline Text
 - With the text selected, click the Underline button to underline the selected text
- To Bold Text
 - With the text selected, click the Bold button to bold the selected text
- To Zoom One Page
 - Click VIEW on the ribbon to display the VIEW tab
 - Click the One Page button to display the entire page in the document window as large as possible



Formatting Paragraphs and Characters (Slide 10 of 10)

- To Change Theme Colors
 - Click DESIGN on the ribbon to display the DESIGN tab
 - Click the Theme Colors button to display the Theme Colors gallery
 - Click the desired theme color to change the document theme colors



Inserting and Formatting a Picture in a Word Document (Slide 1 of 3)

- To Insert a Picture
 - Position the insertion point where you want to insert the picture
 - Click INSERT on the ribbon to display the INSERT tab
 - Click the From File button to display the Insert Picture dialog box
 - Navigate to the picture location
 - Select the picture you wish to insert
 - Click the Insert button to insert the picture at the location of the insertion point in the document



Inserting and Formatting a Picture in a Word Document (Slide 2 of 3)

- To Zoom the Document
 - Click the Zoom Out or Zoom In button as many times as necessary until the Zoom button on the status bar displays the desired value
- To Resize a Graphic
 - Drag one of the sizing handles to increase or decrease the size of the graphic
- To Zoom 100%
 - Click VIEW on the ribbon to display the VIEW tab
 - Click the 100% button to display the page at 100% in the document window



Inserting and Formatting a Picture in a Word Document (Slide 3 of 3)

- To Apply a Picture Style
 - Click PICTURE TOOLS FORMAT on the ribbon to display the PICTURE TOOLS FORMAT tab
 - Be sure the graphic still is selected
 - Click the More button in the Picture Styles gallery to expand the gallery
 - Click the desired style in the Picture Styles gallery to apply the style to the selected picture

- To Apply Picture Effect
 - With the picture still selected, click the Picture Effects button to display the Picture Effects menu
 - Point to the desired effect category
 - Click the desired picture effect in the gallery to apply the selected picture effect



Enhancing the Page (Slide 1 of 3)

- To Add a Page Border
 - Click DESIGN on the ribbon to display the DESIGN tab
 - Click the 'Borders and Shading' button to display the Borders and Shading dialog box
 - Click the desired border style
 - Click the Color arrow to display a Color palette
 - Click the desired color
 - Click the Width arrow to display the Width list
 - Click the desired width
 - Click the OK button to add the border to the page



Enhancing the Page (Slide 2 of 3)

- To Change Spacing before and after Paragraphs
 - Position the insertion point in the paragraph to be adjusted
 - Click LAYOUT on the ribbon to display the LAYOUT tab
 - Change the values in the Spacing Before and Spacing After boxes



- To Center Page Contents Vertically
 - If necessary, click LAYOUT on the ribbon to display the LAYOUT tab
 - Click the Page Setup Dialog Box Launcher to display the Page Setup dialog box
 - Click the Layout tab to display the Layout sheet
 - Click the Vertical alignment arrow to display the list of alignment options and then click Center in the list
 - Click the OK button to center the page contents vertically on the screen



Correcting Errors and Revising a Document (Slide 1 of 2)

- To Delete Text
 - Select the text to be deleted
 - With the text selected, press the DELETE key to delete the selected text
- To Move Text
 - Select the text to be moved
 - With the pointer in the selected text, press and hold down the mouse button, which displays a small dotted box with the pointer
 - Drag the insertion point to the location where the selected text is to be moved
 - Release the mouse button to move the selected text to the location of the dotted insertion point
 - Click anywhere in the document window to remove the selection



Correcting Errors and Revising a Document (Slide 2 of 2)

- To Save and Print the Document
 - Save the document again on the same storage location with the same file name
 - Print the document
- To Switch to Read Mode
 - Click the Read Mode button on the status bar to switch to Read mode
- To Switch to Print Layout View
 - Click the Print Layout button on the status bar to switch to Print Layout