

Standard and Formatting Toolbars

Standard Toolbar

- New Document**: Create a new document.
- Open existing document**: Open a document from the last used location.
- Save**: Save the current document.
- Search**: Search for documents containing user specified text.
- Print current document**: Print the document directly to the default printer.
- Print Preview**: Preview the document before printing.
- Spell Checker**: Check the spelling of the document.
- Cut, Copy & Paste**: Perform standard editing operations.
- Undo, redo**: Undo allows you to go back in increments to fix mistakes.
- Opens tables & borders toolbar**: Opens the table and border toolbars.
- Columns**: Change the number of columns on the page.
- Change level of zoom**: Change the zoom level of the page (100% is actual size).
- Small arrows**: Small arrows to the right of an icon indicate a pull-down menu of choices.
- Ask for help with Microsoft Office**: Access help for Microsoft Office.
- Hyperlink**: Highlight text and click here to make it a hyperlink.
- Insert Table**: Place a user-defined table into the document.
- Adds drawing toolbar**: Adds the drawing toolbar to the bottom of the window.
- Show /Hide formatting symbols**: Show or hide non-printing characters.

Formatting Toolbar

- Font Style**: Choosing different font styles can allow you to automatically generate a table of contents, index, etc.
- Choose Font**: This box shows samples of available fonts and allows selection.
- Font Size**: Select the font size. If none are appropriate, type the size and hit enter.
- Bold, Italics and Underline**: Apply bold, italic, and underline formatting.
- Line Spacing**: Set line spacing (1, 1.5, 2, 2.5, 3, more).
- Increase and Decrease indent**: Adjust text indentation.
- Highlighter**: Works the same as a regular highlighter.
- Font Color**: Select the text color.
- Left, Center, Right and justify**: Alignment tools for text.
- Numbered or Bulleted lists**: Create numbered or bulleted lists.
- Borders**: Control how lines appear around tables.

Changing Toolbars

If a toolbar doesn't appear on your screen, use the menu, **View >> Toolbars** and check the ones you'd like to see.

If only part of a toolbar appears, separate the toolbars so they don't share one line. To do this find the symbol highlighted in red above, click(hold) and drag the toolbar to a new location. Toolbars can be docked on any side of the screen and will stack one below the other along the top.

The default is that the Formatting and Standard toolbars share a line; consider moving one of them to its own line.

Getting started

Open Microsoft Word® by clicking on its icon or from the menu or you can double click on any word document.

If you are using a Citrix machine you **must** open Citrix first, then Word. Citrix users cannot double click on a document file and have it automatically open in Word.

Now click **File** and **Open** to choose the file you would like to open and edit. If you wish to start a new document click **File** and **New**. A task pane will open on the right hand side and ask what type of new document would you like >> choose Blank Document.

At this point you could also start from one of the many Office provided templates and customize them to meet your needs.

Adding and Working with Tables

To insert a table, click and hold the left mouse button on the table icon on the toolbar (see front). Drag the mouse down and away to add the number of columns and rows as desired.

Once you have a table, you can add rows or columns to it by clicking in a cell in the table where you would like to add a row or column. Then click on the **Table** pull down menu and choose **insert row or column**. It will appear next to where the cursor currently is.

You can change the properties of the table by right clicking anywhere in the table and choosing properties. You can control line thickness and color, as well as many other attributes.

You can also join adjacent cells in a table together. Select the cells you would like to merge by clicking and dragging the mouse across those cells. Now right click on the selected cells and choose merge.

Setting Margins and Page Properties

Click on File and Page Setup (note this option is disabled if you currently have an object selected.)

There are 3 tabs in the Page Setup dialog box: Margins, Paper and Layout.

Margins – From this tab you can control whether you want the document to be in Portrait mode or Landscape mode (this document). You can also set the top, bottom and side margins. Remember that anything less than .6 will not be printable on most printers.

Paper - This allows you to choose the size of the paper you would like to print on and the tray from which the printer will provide this.

Layout – This page will control where and how your headers/footers will appear. The default is that headers will be identical on every page in the document. Vertical alignment is also available as an option here (if you want to center something on a page you can.)

Apply to – At the bottom of each of the tabs is the “**apply to**” section. You can choose to make changes to the whole document or from this point forward. For instance, you may want to occasionally mix in a landscape page with portrait pages. After starting in portrait mode you would go into page setup, choose landscape and select from this point forward. When you got to the end of the landscape page (Section) you would go back in, choose portrait and select from this point forward.

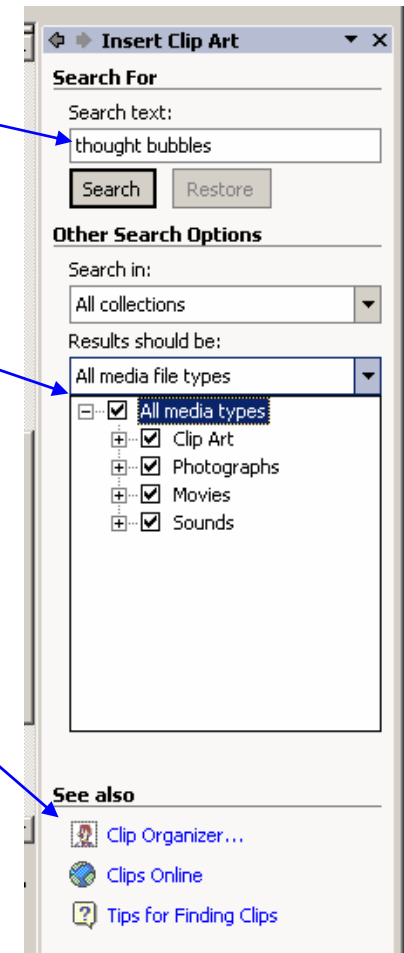
Adding Clipart

All clipart that Microsoft installs for use in its office suite of programs is indexed by keywords. Try a variety of different synonyms here to get different lists of clipart.

The All media types drop down box allows you to limit what kinds of resources your search will find. Leave only the type of media you want to find checked. Un-checking some will also speed up the search process. Remember to check them the next time as it uses the previous configuration before executing a new search.

Clips online allows you to access the Microsoft Design Gallery via an Internet connection. You can then download lots of additional clipart and add it to the organizer.

To insert clip art go to Insert >> Picture >> Clipart.



Objects, - Manipulating and Formatting

Anything you place onto a Word document is called an object. You can control how these objects appear and what they look like.

Most objects (other than clipart) are available through the drawing toolbar. To add this toolbar go to **View>>Toolbars>>Drawing**

By default, any inserted object has text wrapping set to none and left justification.

To change these, right click on the object (or it's frame) and choose **format object** (where object is replaced by the type of object your working with)

Click on the **layout** tab to choose how you would like to wrap text around that object.

Color and lines is another tab in the format screen you might want to experiment with, especially when using text boxes.