

The Wonderful World

Of

MICROSOFT WORD

D_W Z Q H O F Y B P L F K^S I R A F_U Y E M J

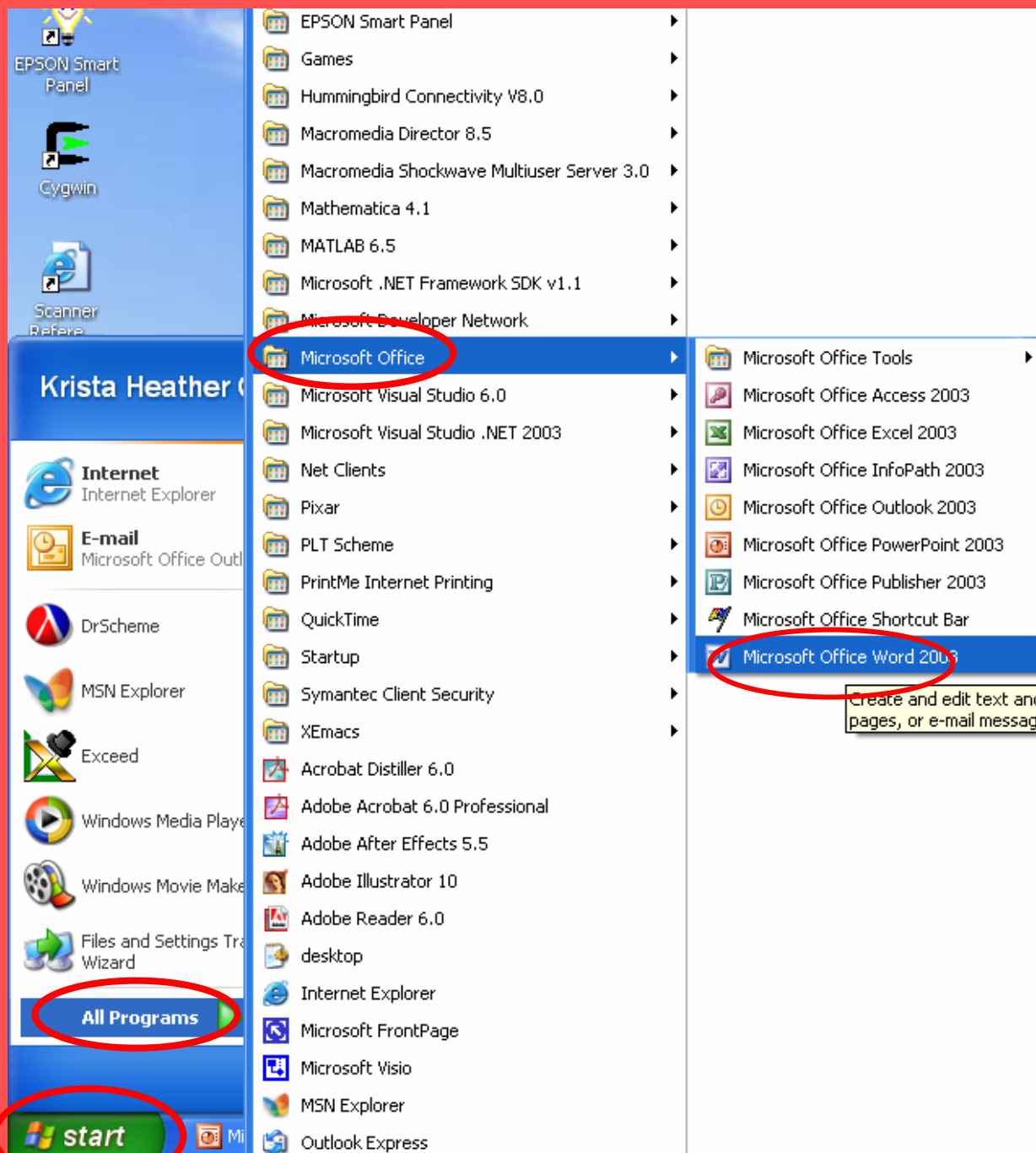
To Open MSWord:

1.) Go To Start

2.) Go To All Programs

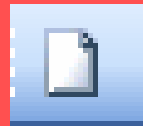
3.) Go To Microsoft Office

4.) Go To Microsoft Word



Toolbars

We will learn more about toolbars as we go along, but for now, let's see what the standard toolbar does.



Open a document



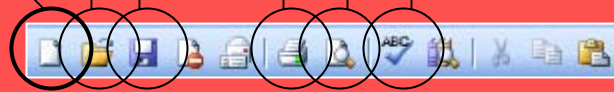
Save an old document



Open a new document



Check document (Print Preview)



The standard toolbar



This is the toolbar that appears at the top of the page

Formatting

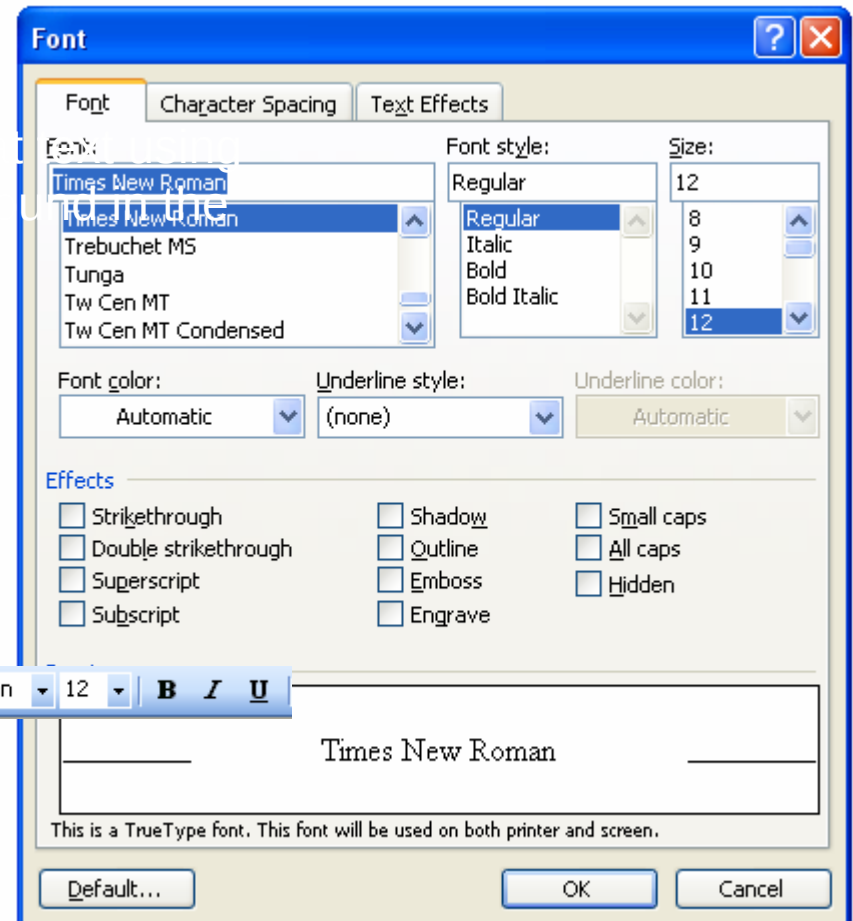
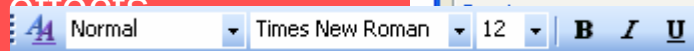
Text

You can also format the text using the buttons found in the toolbar.

Select the text you want to format by left clicking on it. Now you should see this box.

Then, right click, and you will get this menu.

Select Font
Here you can change the font, size, color, and effects of the text. You can also find cool effects, like blinking text, under the text effects tab.



Word Art

You can change boring text
into exciting word art!

Artemis coordinators are

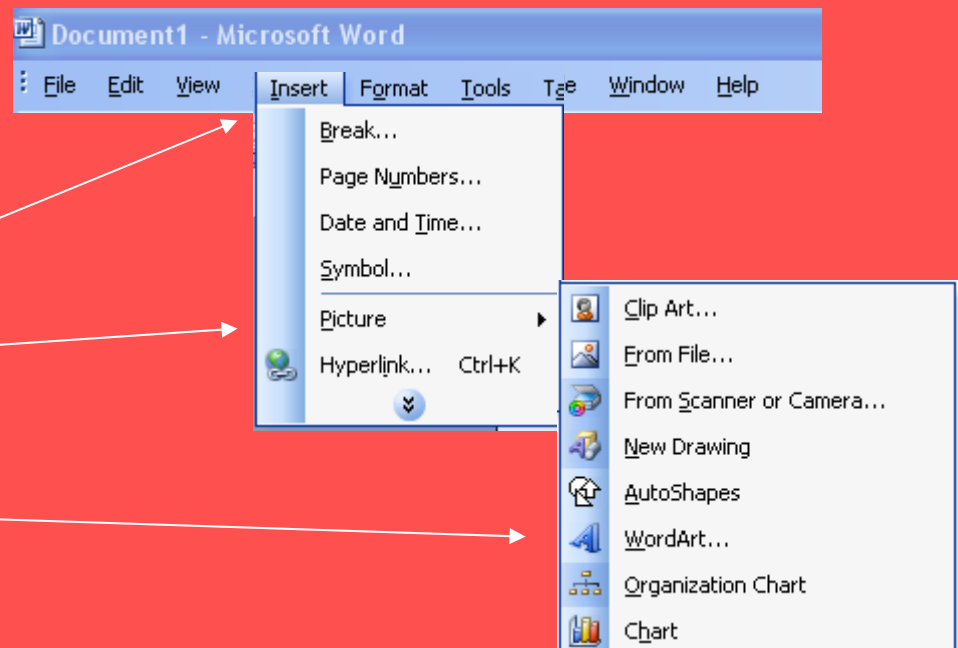
COOL!

Select the text that you want
to change.

Go to Insert in the menu bar

Go to Picture

Select WordArt

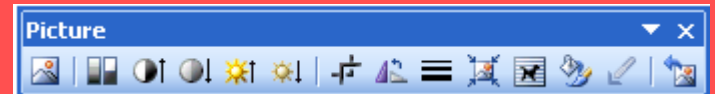
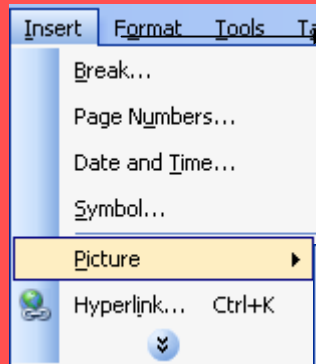


Pictures!

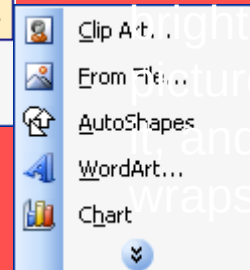


You can insert images into your document!

Once you have inserted a picture, if you click on it, a menu bar will appear on your screen.
Go to Insert
Go to Picture



You can pick if you want to insert clipart, or an image from a file



Using this, you can change the brightness and contrast of the picture, as well as crop it, rotate it, and change the way text wraps around it.

Find and Replace

If you realize you spelled a word wrong throughout a whole document, instead of retyping the word a bunch of times, you can use find and replace.

Some states are not worth visiting. **Indiana** is one such state. Sara's hometown is in **Indiana**, and all they have there are cows and corn.

Now, this paragraph, will change to:

Click the Replace tab

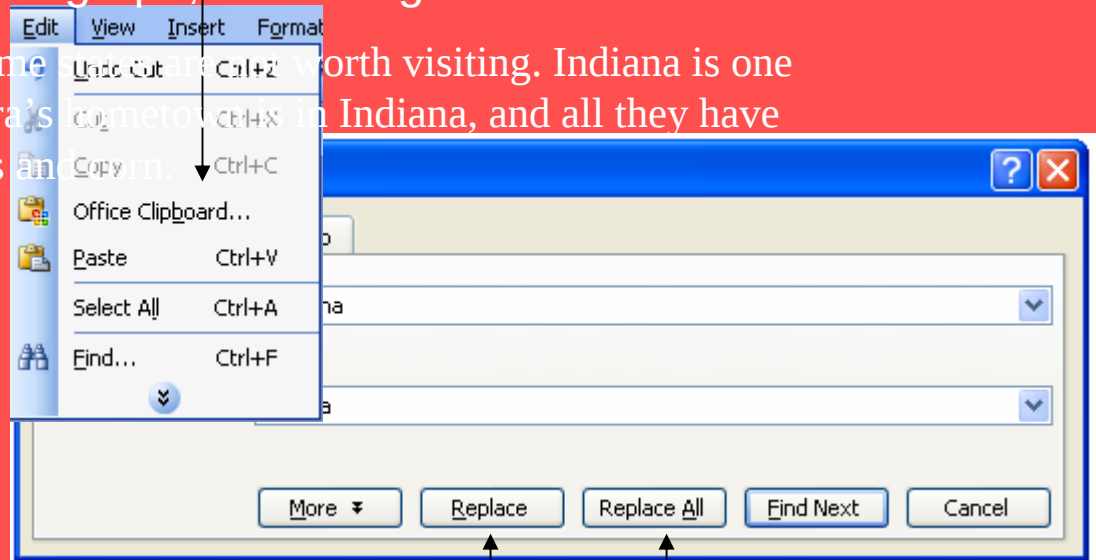
To replace a word, go to Edit on the menu bar

Some states are not worth visiting. Indiana is one such state. Sara's hometown is in Indiana, and all they have there are cows and corn.

Go to Find

You will get this window

To replace the word, click Replace or Replace All



Page Setup

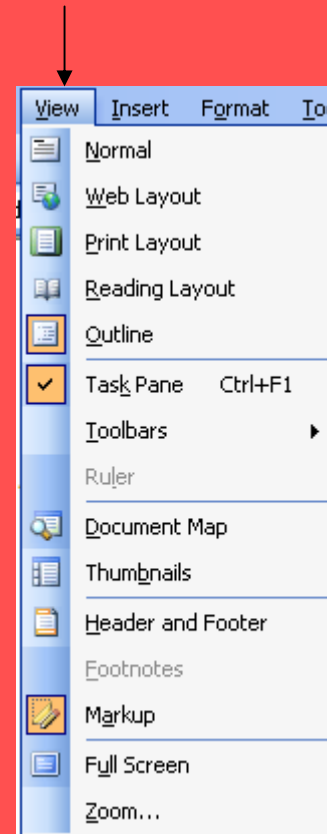
There are 3 types of screen views you can choose from:

- 1.) Normal Layout
- 2.) Web Layout
- 3.) Print Layout
- 4.) Reading Layout
- 5.) Outline Layout

It is up to you which one to pick. You might want to play around with all of them and see which you like better.

How To Change The Layout:

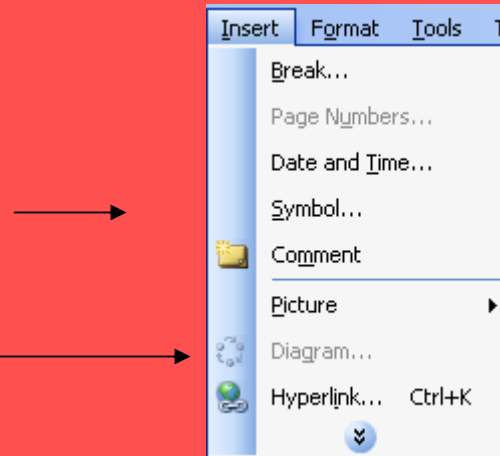
-Go to View on the menu bar



Commenting/Highlighting

To create a comment box:
To highlight text:

- ~ Select the text you want to comment on
- ~ Select the text, and click on this button in the menu bar. If you click the down arrow, you can change the color of the highlight
- ~ Go to Insert on the menu bar, and select Comment.



Depending upon the display view that you are in, the comments will show up differently on your screen

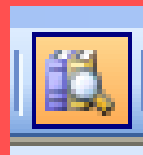


Research

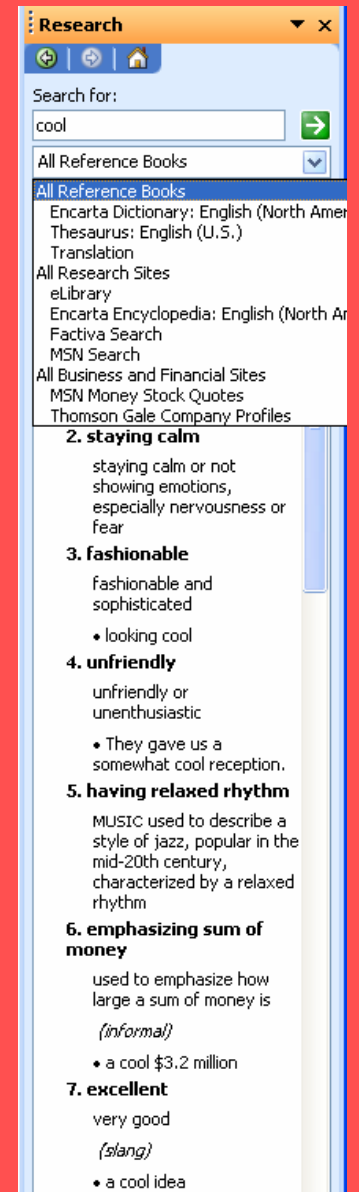
Sometimes, it is helpful to be able to look up a word in the dictionary, thesaurus, or translate it to another language. Using the research tool, you can do all this...and more!

You can also use this button found in the toolbar to get to the research window.

Select a word, press the ALT button and then right click on the word with the mouse. This will bring up a window on the right hand side of the screen



You can use this to look up the word you clicked on in the thesaurus, dictionary and encyclopedia



Research

Search for:
cool

All Reference Books

- Encarta Dictionary: English (North America)
- Thesaurus: English (U.S.)
- Translation

All Research Sites

- eLibrary
- Encarta Encyclopedia: English (North America)
- Factiva Search
- MSN Search

All Business and Financial Sites

- MSN Money Stock Quotes
- Thomson Gale Company Profiles

2. staying calm

staying calm or not showing emotions, especially nervousness or fear

3. fashionable

fashionable and sophisticated

- looking cool

4. unfriendly

unfriendly or unenthusiastic

- They gave us a somewhat cool reception.

5. having relaxed rhythm

MUSIC used to describe a style of jazz, popular in the mid-20th century, characterized by a relaxed rhythm

6. emphasizing sum of money

used to emphasize how large a sum of money is

(informal)

- a cool \$3.2 million

7. excellent

very good

(slang)

- a cool idea

Now for the fun stuff!

- Your job now is to write something about yourself in Word without using your name.
- Format it using font, colors, Word art and images
- On at least one word, highlight it, and look up the definition using the research tool. Put the definition you find in a comment bubble.
- We will then present your piece to the class and see if they can guess who it is.