

# INTERMEDIATE WORD



## **Class Objective:**

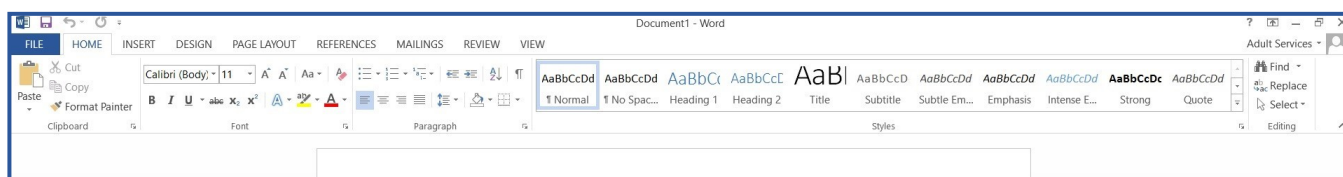
This class will familiarize you with using Microsoft Word. By the end of this session, you will know how to use:

- ◆ Indents and Ruler
- ◆ Line Spacing and Page Orientation
- ◆ Margins and Columns
- ◆ Page Breaks
- ◆ Inserting Page Numbers
- ◆ Inserting Shapes and Text Boxes

# STARTING THE DOCUMENT

## The Ribbon

Notice the icons and commands at the top of the screen. This section is called the **Office “Ribbon,”** and it contains the tools you’ll need for creating documents.

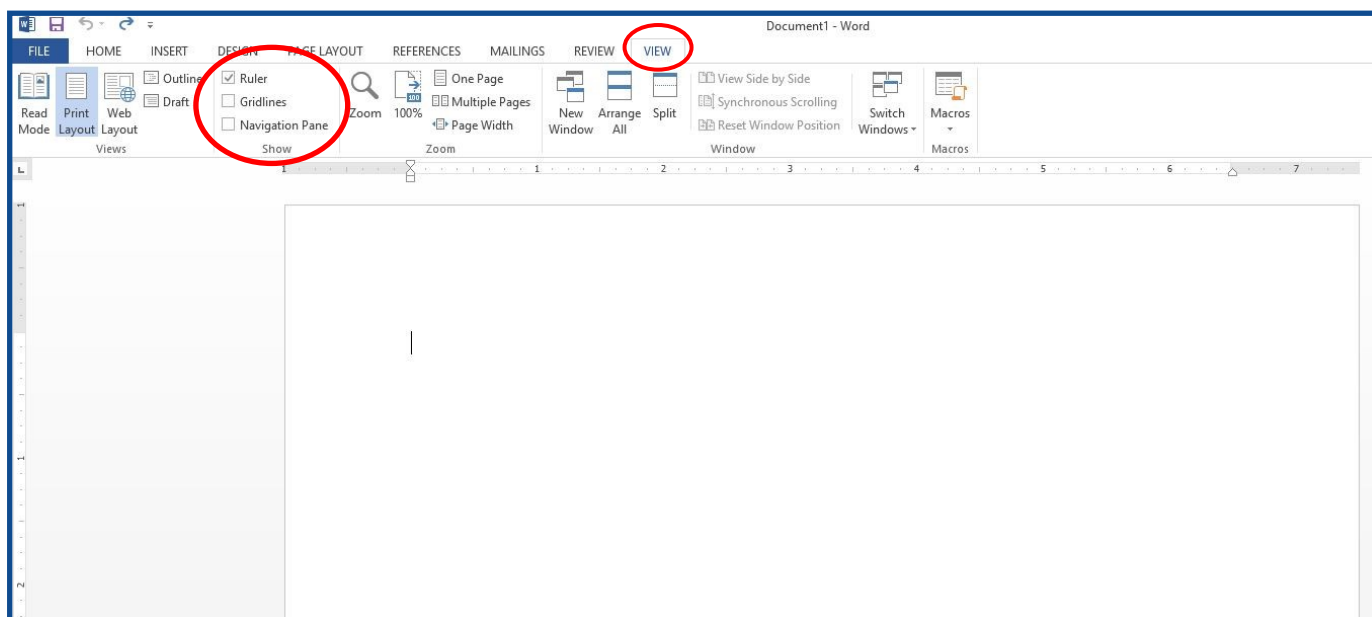


## Indent Paragraph

New paragraphs often start with an indent. Instead of manually pressing the **Space Bar** to create an indentation, simply press the **Tab Key**. This will indent the current line by 0.5”, so that the paragraph is properly indented.

## Ruler

The **Ruler** is a great tool for Microsoft Word, and other Office programs, to ensure your document is properly set up. By default, the **Ruler** is hidden. To view the **Ruler**, select the **View Tab**. Within the **View Tab**, check the box for the **Ruler**. You should see a **Ruler** appear at the top of the document and on the left side. In addition to showing the overall measurements of the document, the **Ruler** will also show the margins, width of columns, and indents, which we will discuss throughout the remainder of the class.



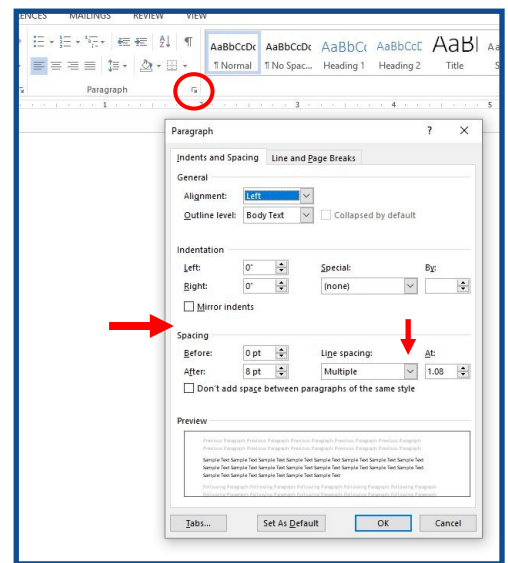
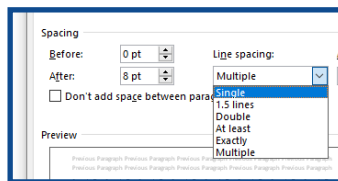
# PAGE LAYOUT TAB

## Line Spacing

Adjusting the **Line Spacing** is crucial to creating a good document. **Line Spacing** is the distance between each line of text. The default in Microsoft Word is **Multiple Line Spacing**, meaning the space between the lines is larger than standard single space, but smaller than double space. To change, before typing a new sentence or paragraph, select **Paragraph Settings** from the **Paragraph Group** in the **Home Tab**. (It can also be found in the **Paragraph Group** in the **Page Layout Tab**.) A menu will appear. In the **Spacing** section of the menu is a drop down menu for **Line Spacing**. Use the drop down menu to select **Single**, **1.5**, **Double**, or **Multiple**. If you need to adjust line spacing after typing a paragraph or document, select the text (Ctrl + A) first before adjusting the **Paragraph Settings**. Click **OK** to save changes.

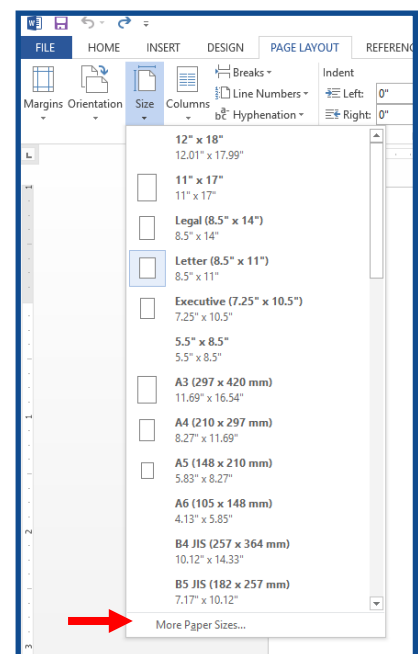
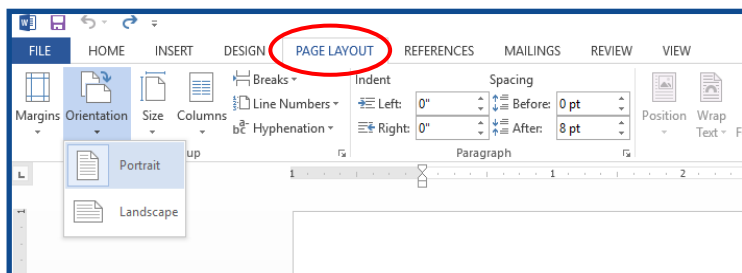
Word will add additional spacing between paragraphs. To disable this feature, check the box next to **“Don’t add space between paragraphs of the same style.”**

**Pro Tip:** Chose your own **Spacing** setting with the **Before**, **After**, and **At** options in the **Paragraph Settings**.



## Page Orientation and Page Size

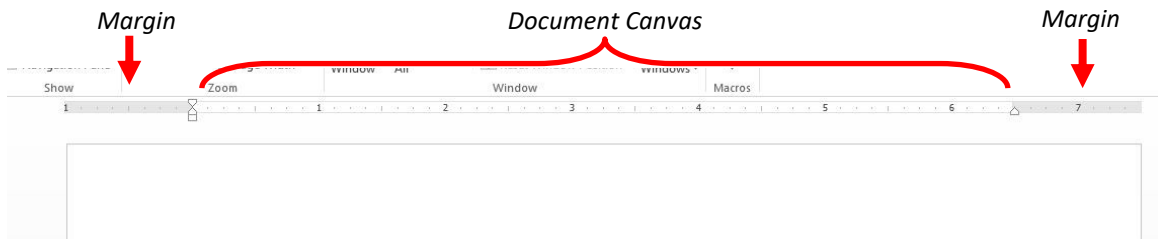
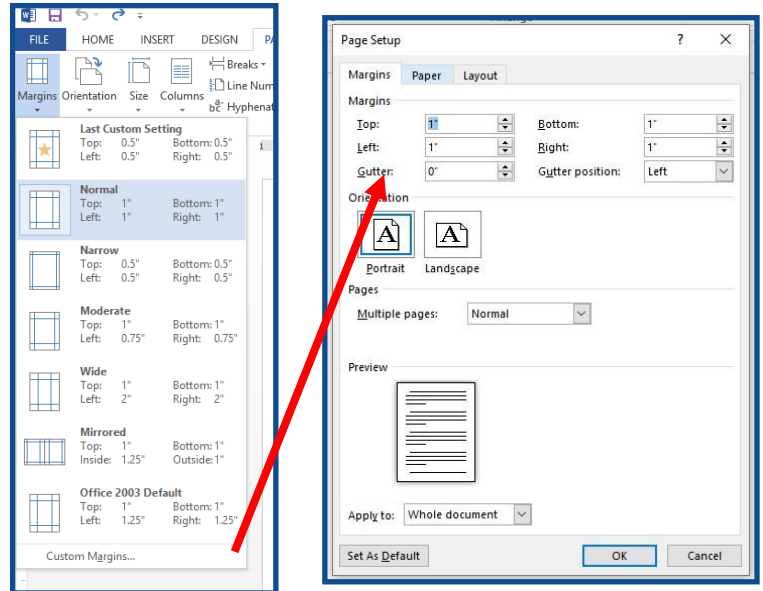
Word documents can be in either **Portrait** or **Landscape** page orientations. The default for Word is **Portrait**. To switch to **Landscape** orientation, select the **Page Layout Tab**. Click the **Orientation** icon on the far left and chose **Landscape**. The size of the page can be changed using the **Size** icon in the **Page Layout Tab**. To create a custom size, select **“More Paper Sizes...”**



# PAGE LAYOUT TAB

## Margins

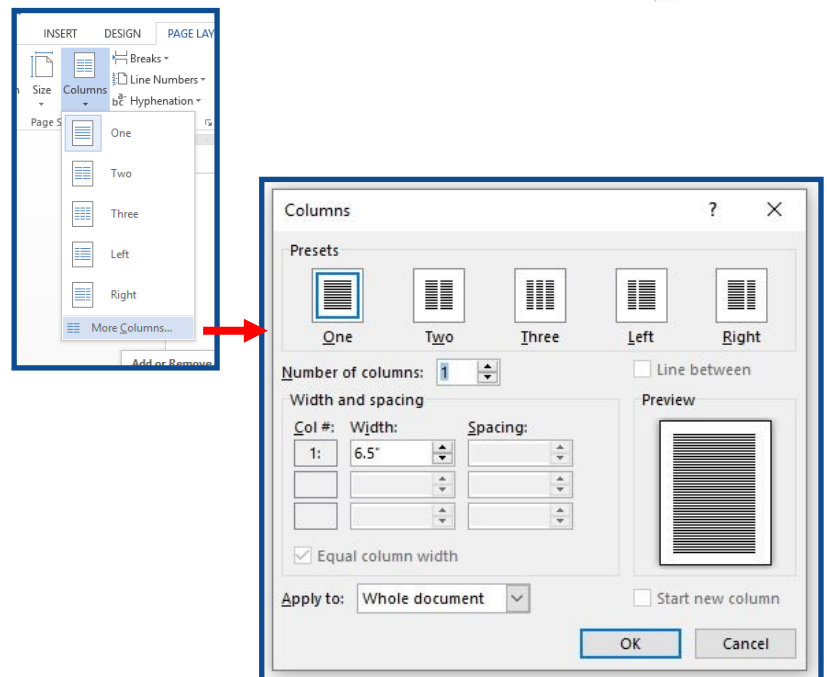
Within the **Page Layout Tab** on the far left is an icon for **Margins**. Word will default to the standard margins: 1" borders. **Margins** can be changed using the drop down menu. To create custom margins, select "**Custom Margins**" from the **Margins** dropped down menu. On the **Ruler**, you will notice a white part and a grey part. The grey areas represent the margins and borders of a document, while the white part indicates the "document canvas." As you adjust the **Margins**, the **Ruler** will mimic.



## Columns

Also located in the **Page Layout Tab** is the option to create **Columns**. Select **Columns** from the **Page Layout Tab**. Chose the desired number of columns from the drop down menu.

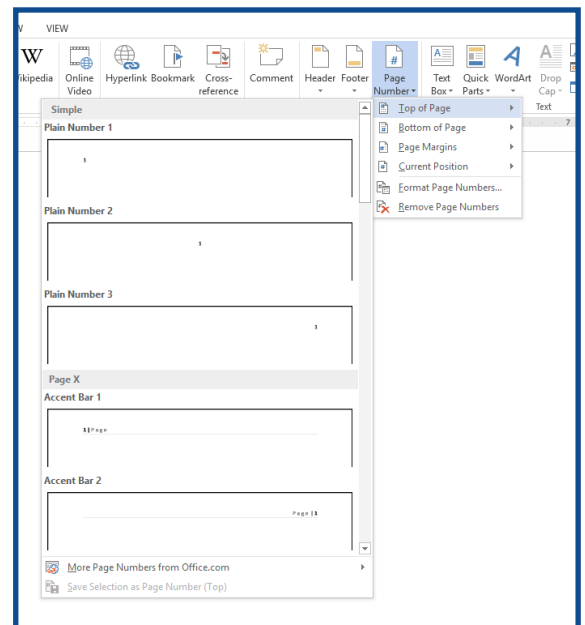
**Pro Tip:** To make custom columns, select "**More Columns...**" Use the **Number of Columns** and **Width and Spacing** to customize the columns. The **Apply To** settings allow you to set columns for the **Whole Document** or for **This Point Forward**.



# INSERT TAB

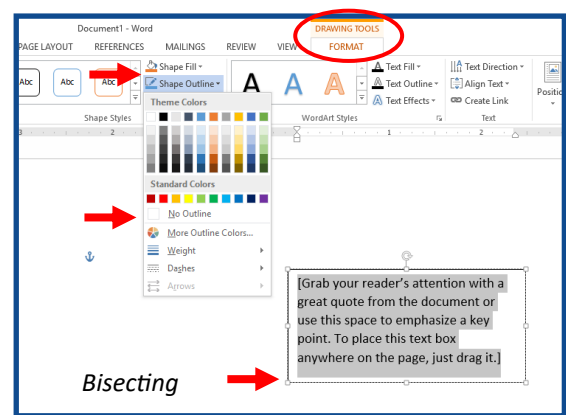
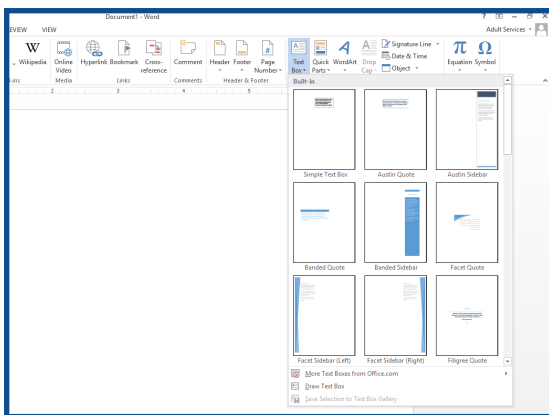
## Insert Page Numbers

To insert page numbers in your document, select the **Page Number** icon in the **Insert Tab**. **Page Numbers** can be added to **Top** or **Bottom** of the page, or in the **Page Margins**. There are also options to align the **Page Numbers** on the right, left, or center of the page. Chose the option of your choice. To customize the page numbers, select **Format Page Numbers...** from the drop down menu. A window will appear to customize the **Number Format**. The **Page Numbering** section allows you to add page numbers to the entire document, or to start at a specific page.



## Insert Text Box

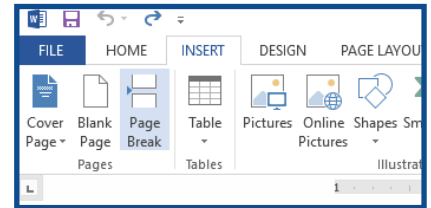
Text Boxes can also be added to the Word document from the **Insert Tab**. Select the **Text Box** icon from the **Insert Tab**. Chose the style of **Text Box** desired from the drop down menu. Once inserted, delete the generic text and add your own info. By default, most **Text Boxes** will have an **Outline**. When your **Text Box** is selected, a **Drawing Tools Format Tab** will appear in the **Ribbon**. Select **Format** from the **Ribbon** to adjust the **Outline** and **Fill** of the **Text Box**. To remove the **Outline**, select **Shape Outline** from the **Format Tab** and check the **No Outline** box; or, change the color using the **Shape Outline** menu. The **Fill** (the background color of the **Text Box**) can also be removed or changed by using the **Shape Fill** menu. When selected, **Text Boxes** can be resized by clicking and dragging the white bisecting squares along the outline.



# INSERT TAB

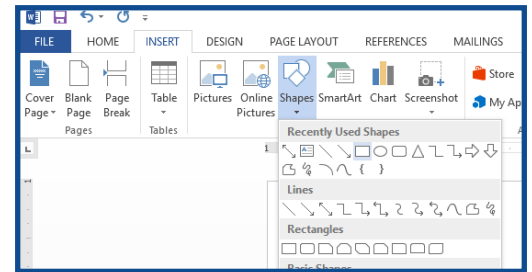
## Insert Page Breaks

A **Page Break** is a command used in Microsoft Word to end one page in a document and start another without manually adding empty space. This command is often used when starting a new section or chapter in the document. To create one, select **Page Break** from the **Insert Tab**. This will automatically end the current page and start a new page or section. The **Page Break** will automatically adjust if the first section increases in text, so that the second section always starts on a fresh page.



## Insert Shapes

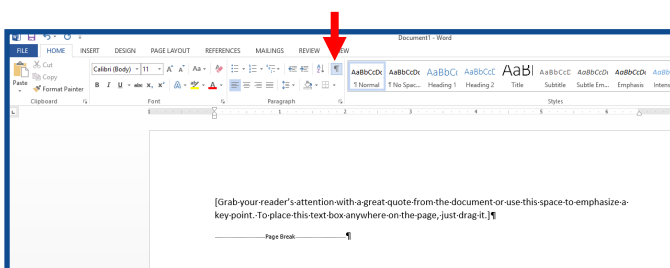
To add a shape, select the **Shapes** icon from the **Insert Tab**. Choose the desired shape from the menu. Then, move your cursor to the Word document where you want to insert the shape. Click and drag the cursor on the Word document to create the shape. Press and hold the **Shift Key** to keep the shape proportionate and/or straight. When the **Shape** is selected, a **Drawing Tools Format Tab** will appear in the **Ribbon**. Use the **Format Tab** to modify the shape's color with the **Shape Outline** and **Shape Fill** menus.



## Show/Hide Formatting



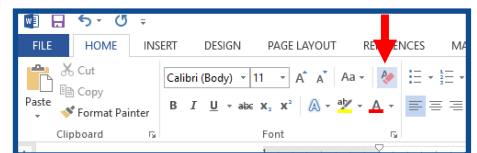
As your Word document gets more complicated with customized margins, columns, and page breaks, it can become difficult to go back and edit documents. One useful trick is to use the **Show/Hide Formatting Tool**. This is located in the **Home Tab** and is identified by a **Paragraph Symbol**. Once the **Paragraph Symbol** is clicked, grammatical symbols will appear throughout the document to indicate how it is formatted. For instance, a **Page Break** would be identified by displaying the words "Page Break," as shown in the image. Click the **Paragraph Symbol** again to hide the symbols.



## Clear Formatting



If the formatting of your document has gotten to difficult to edit, the formatting can be cleared without having to retype the document. To do this, select all text (**Ctrl + A**). Then, select the **Clear All Formatting** icon located in the **Home Tab**.



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