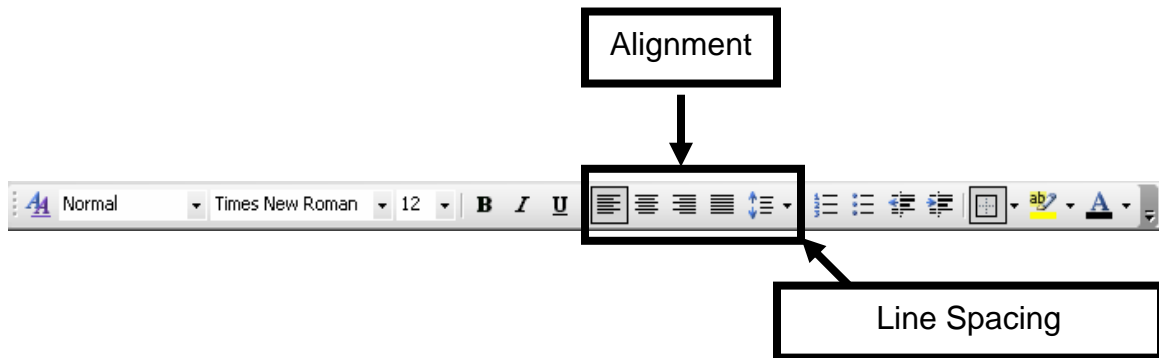


## Microsoft Word 2003 Part 2

---

### Text Alignment and Spacing

There are several buttons on the Formatting Toolbar that allow you to change text alignment and spacing.



---

### Change Alignment

Microsoft Word defaults to left justified (aligned) paragraphs. This means that new lines automatically line up with the left margin.

If you need to left align text, highlight the text with the mouse and click the Align Left button on the Formatting Toolbar.



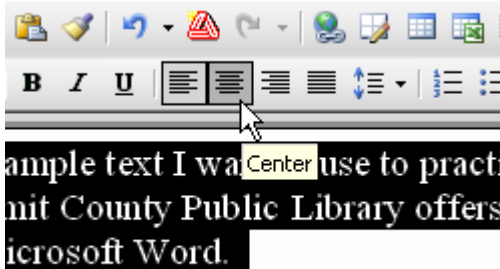
---

## Center Text

To change the alignment of a paragraph, highlight the paragraph.

This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

On the Formatting Toolbar click the Center button.



Your text is now lined up in the center of the page (along the vertical axis).

This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

---

## Right Align Text

To move the text so it is aligned with the right margin, highlight the text you want to move.

This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

On the Formatting Toolbar click the Align Right button



Your text is now aligned to the right margin.

This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

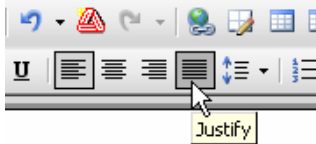
---

## Full Justify Text

To make the text stretch out so it takes up whole lines, highlight the text you want to move.

This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

On the Formatting toolbar click Justify.



Your text is now fully justified (spread out) across the page..

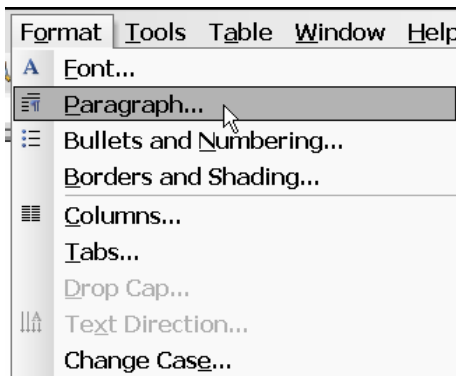
This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

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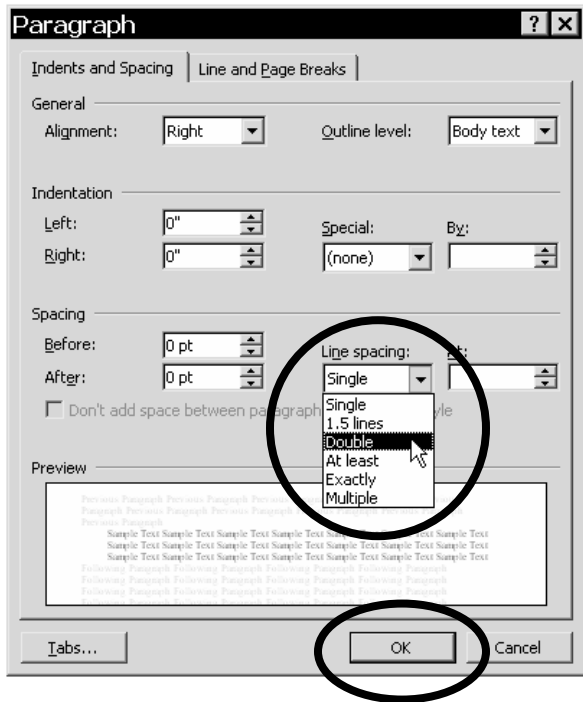
## Changing Line Spacing

If you want to double space your paragraph you can do this from the Formatting Dialog Box.

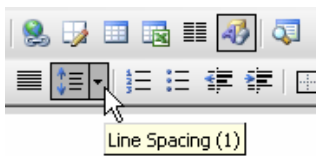
On the menu bar click **Format, Paragraph**.



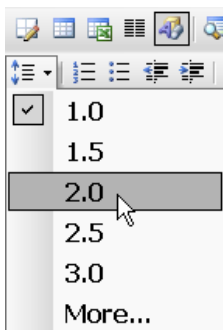
Click in the arrow next to Line Spacing: Single and select the spacing that you want. Click OK to save your changes.



You can also change line spacing by clicking the black arrow on the **Line Spacing** button on the Formatting Toolbar.




Then click the spacing you want. Your text will now be double spaced.



---


## Adding Numbers and Bullets to a list

To add numbers to a list:

**Highlight** the list you want to number. From the formatting tool bar click the **Numbering** button. 

Apples	1. Apples
Oranges	2. Oranges
Bananas	3. Bananas

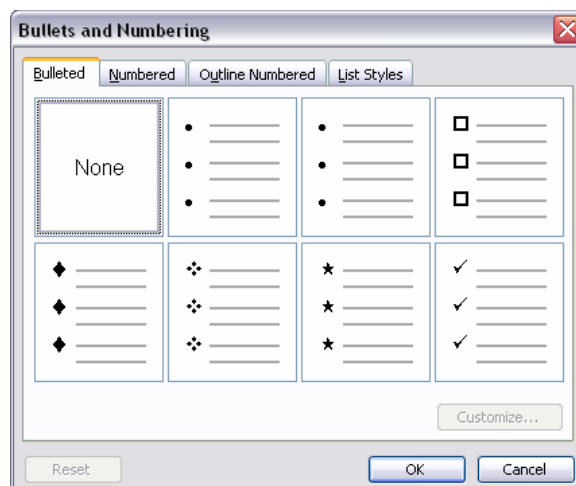
To add bullets to a list:

**Highlight** the list you want to bullet. From the formatting toolbar, click the Bullets button. 

Apples	• Apples
Oranges	• Oranges
Bananas	• Bananas

To change Bullet and Numbering Style:

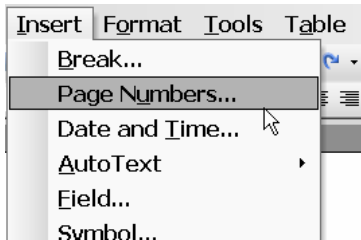
- **Highlight** the current list
- Select the **Format** menu
- Select **Bullets and Numbering** from the menu



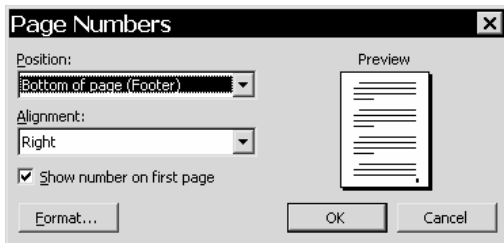
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## Adding Page Numbers

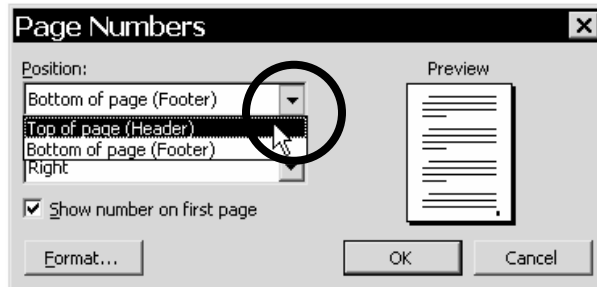
On the Menu bar click **Insert, Page Numbers**



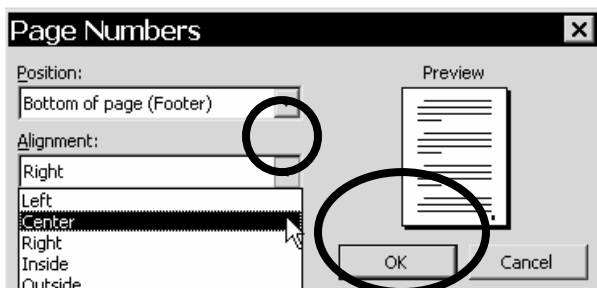
The Page Numbers Dialog Box will open.



Click in the **drop down arrow under Position** to put your number at the top of the page or at the bottom.



Click in the **drop down arrow under Alignment** to move the number to right, left, or center. Click **OK** to save your changes.

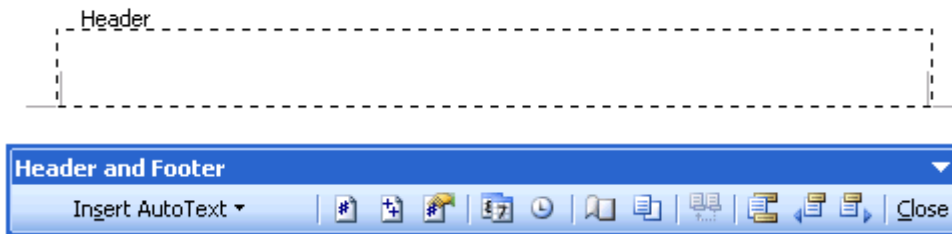


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## Headers and Footers



### To create Headers and/or Footers:

From the **View** menu, select **Header and Footer**. You should see a Header and Footer floating toolbar as well as a Header area:




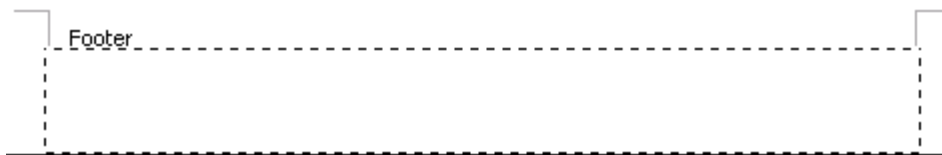
To create a Header, enter text or graphics into the Header area.

Or, to insert page numbers, click on the page number button in the toolbar: 

To insert the time or date, click on the time  or date  button.

To insert common header items such as file name, author name, etc., click on the **Insert AutoText** button for the pull-down menu and select the appropriate item.

To create a Footer, click on the switch button  to switch between header and footer.



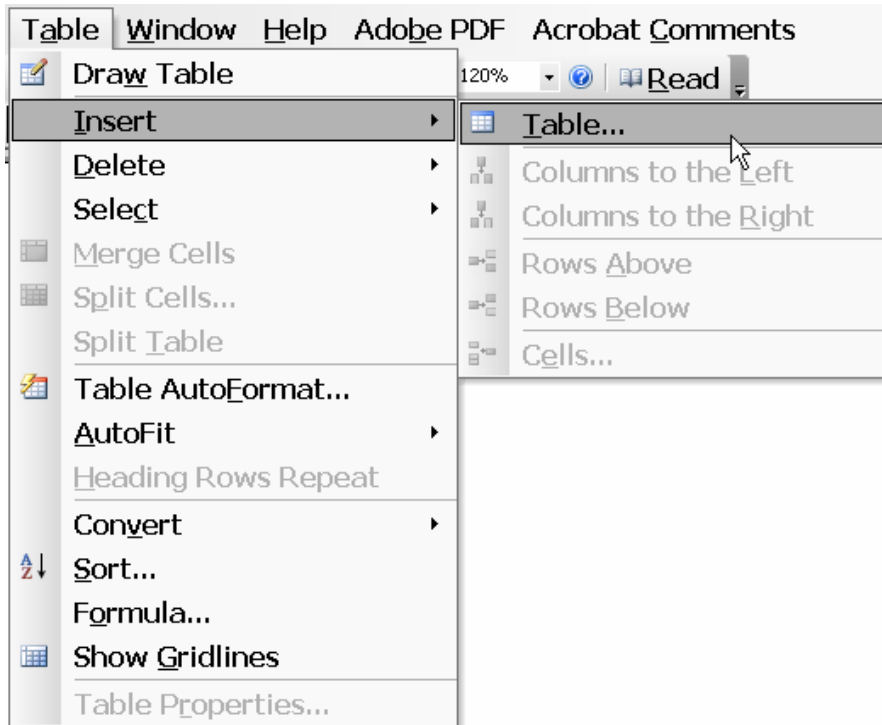
When you are finished, click on **Close** to exit the Header/Footer.

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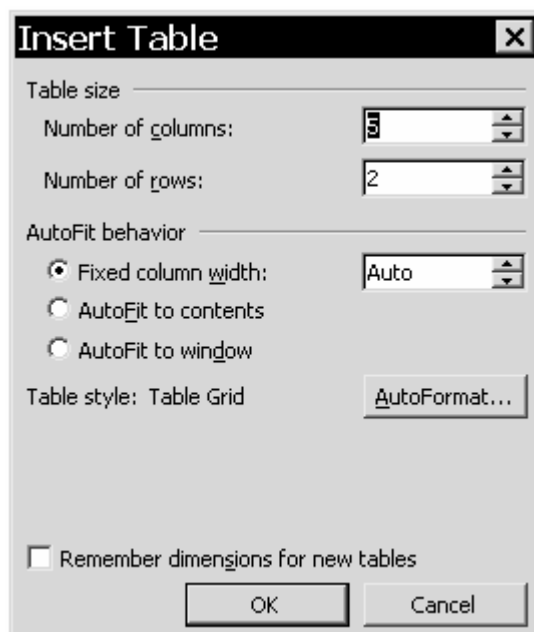
## Adding a Table

Tables are a great way to organize text.

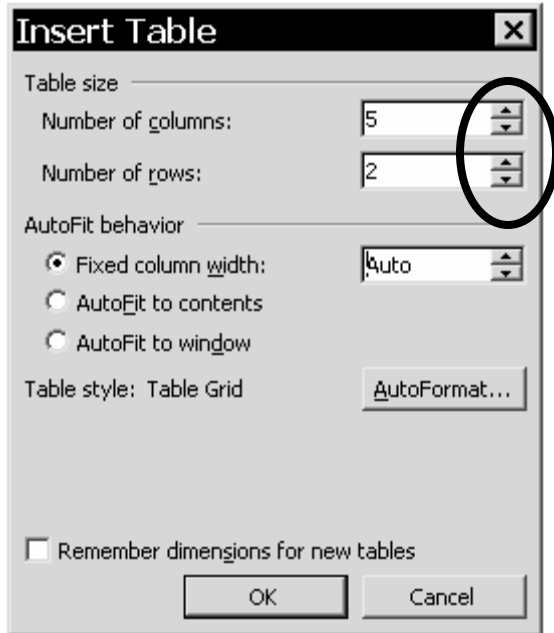
On the Menu bar click **Table, Insert, Table**



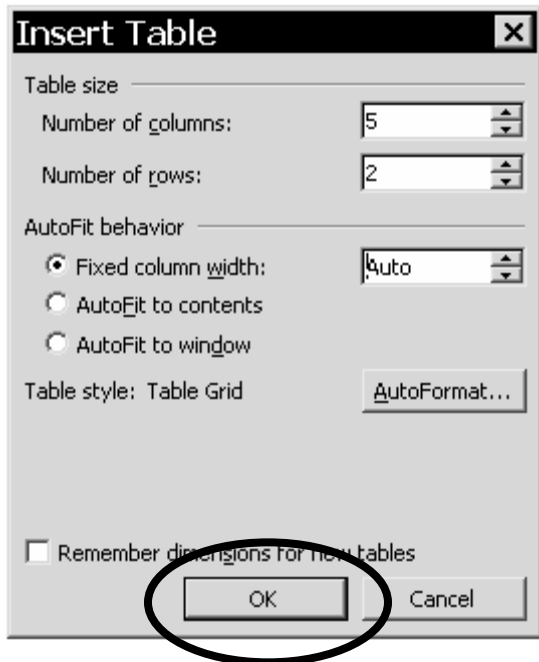
The Insert Table box will open.



Use the arrows to select the number of columns and rows that you will need.



AutoFit behavior adjusts the table's columns and rows to accommodate the text. **Fixed column width** keeps each column equal. **AutoFit to contents** means the column will only be as wide as the words inside it. **AutoFit to window** is used when creating web pages. After you make your selections click OK.

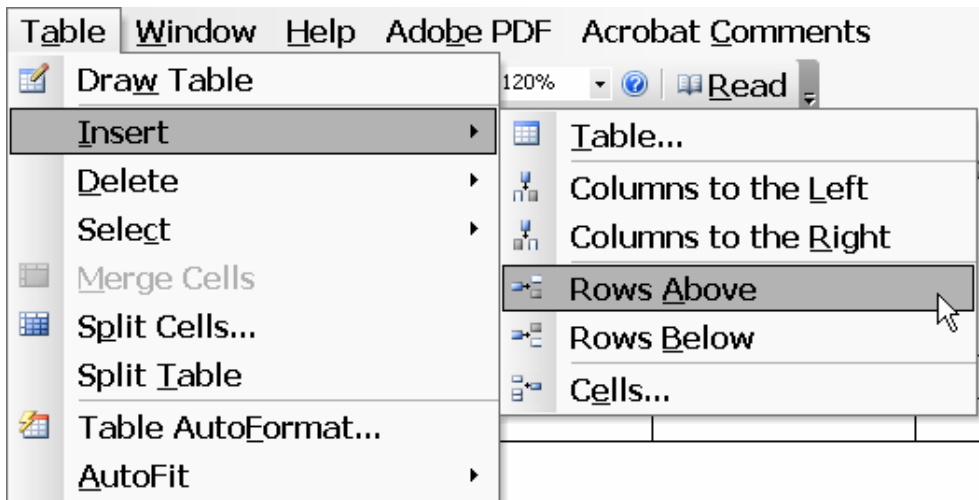


A table will appear on your page.

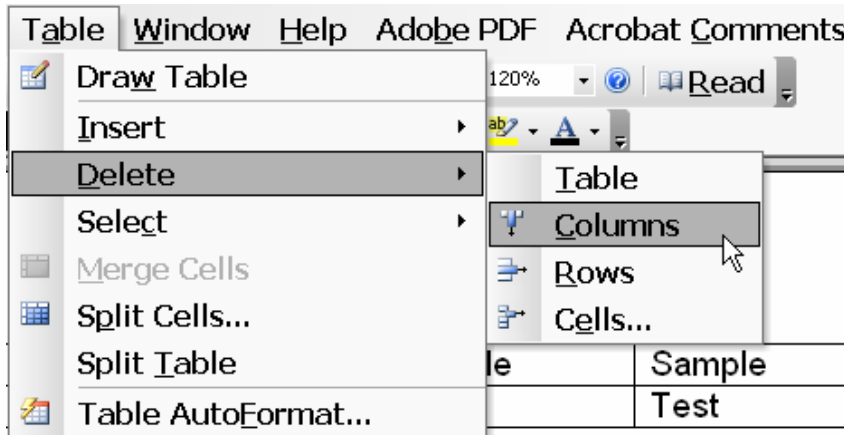

**Note:** You can also insert a table by using the **Insert Table** button located on the **Standard Toolbar**. **Click** on the button, hold the **left mouse button down** and **drag** to **highlight** the number of rows and columns you need. **Release** the mouse when ready and the table will appear in your document.



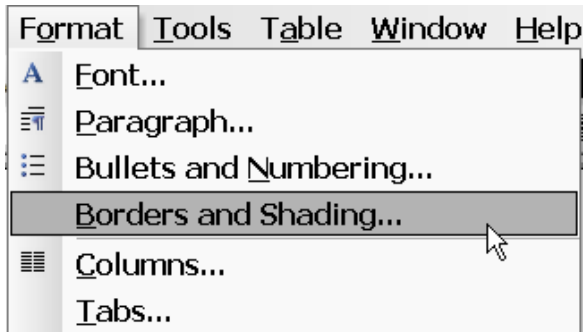
If you need to add rows or columns to your table go to the Menu bar and click **Table, Insert**, and your selection.



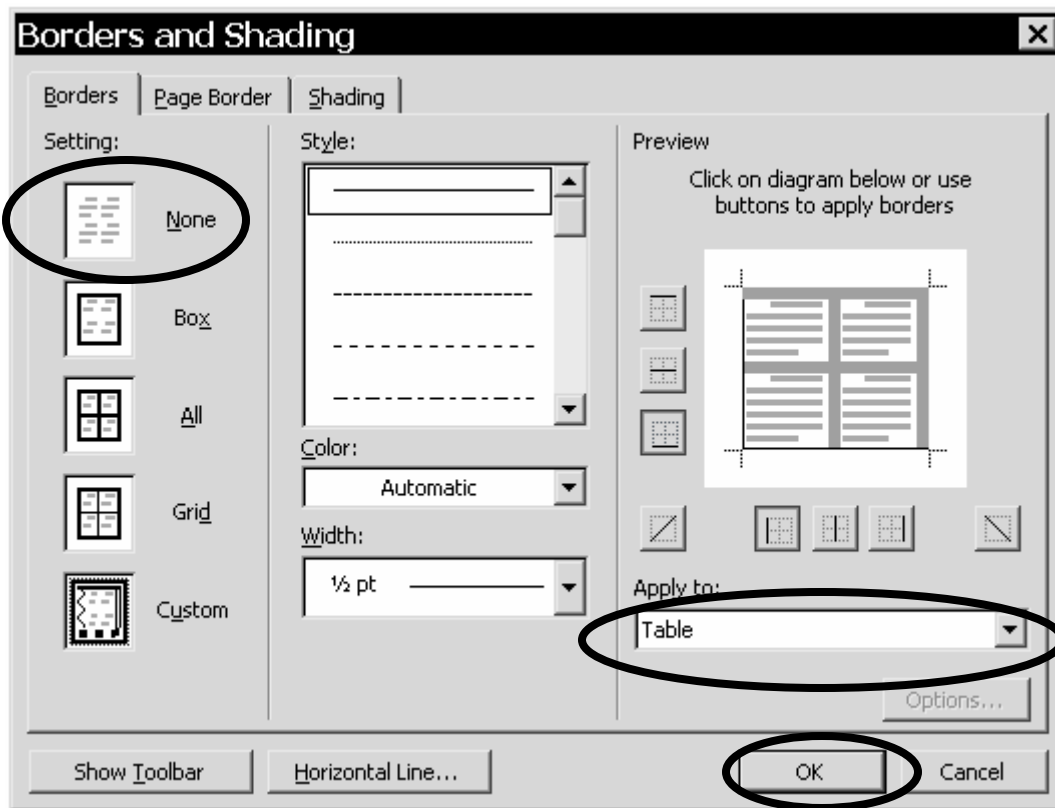
To delete a column or row (and any text you have typed in that row or column) **click in the row or column you want to delete**, and then click **Table, Delete** and your selection.



To hide the grid lines of the table click in your table, and then click **Format, Borders and Shading**.



The Borders and Shading Dialog box will open. Click **None**, and be sure your selection will **Apply to: Table**. Then click **OK**.



Your text will remain in place but the grid lines will disappear.

Sample  
Test

Sample  
Test

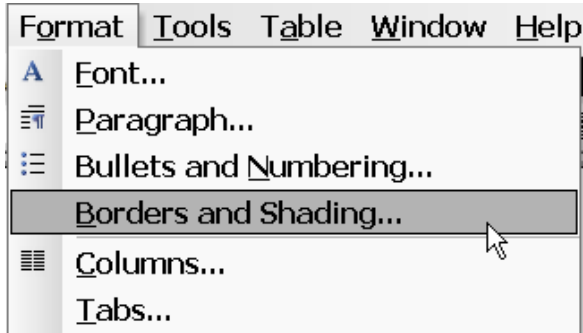
Sample  
Test

Sample  
Test

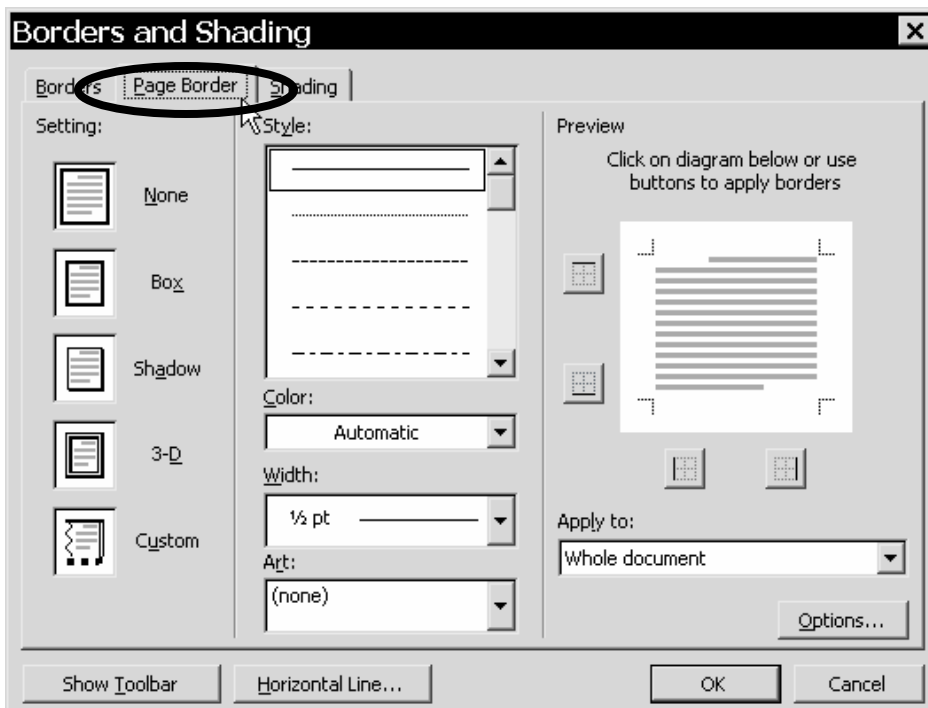
---

## Adding a Border to a Page

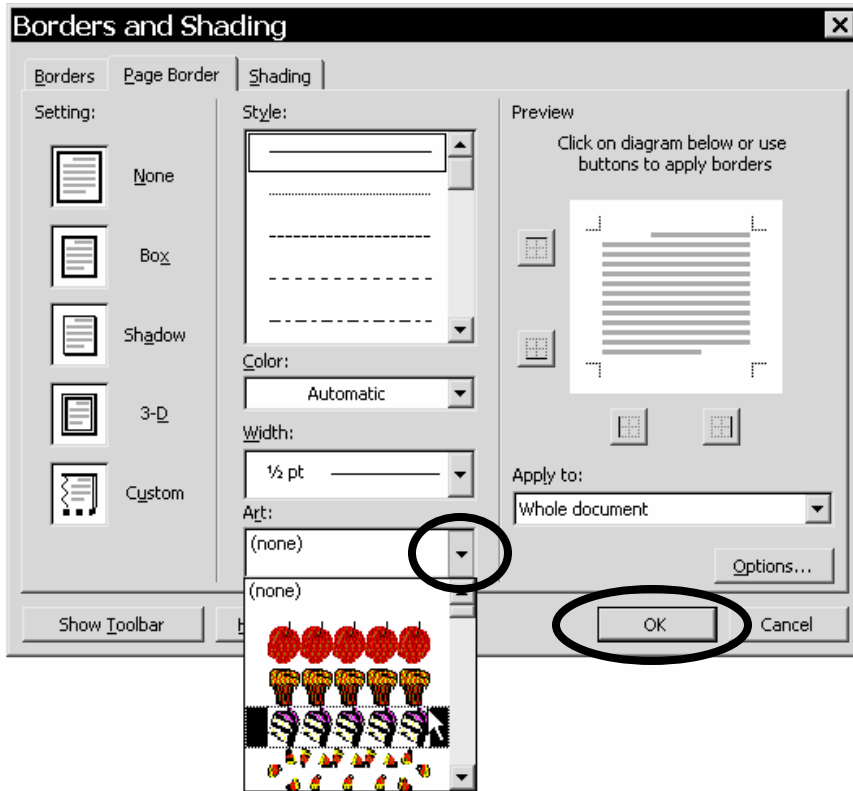
To add a decorative border to a page on the menu bar click **Format, Borders and Shading**.



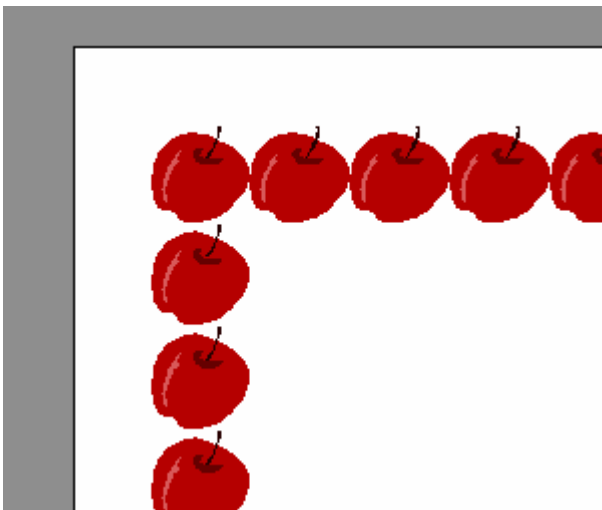
The Borders and Shading dialog box will open. Click **Page Border**.



Click in the **drop down arrow next to Art** and **select the border** you want. You can scroll down to see more options. Click **OK** to apply your border.



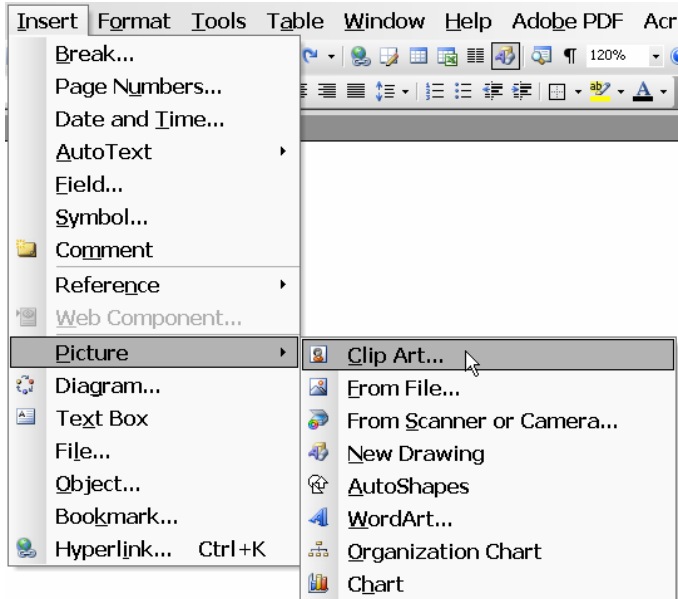
Your border will appear on the page.



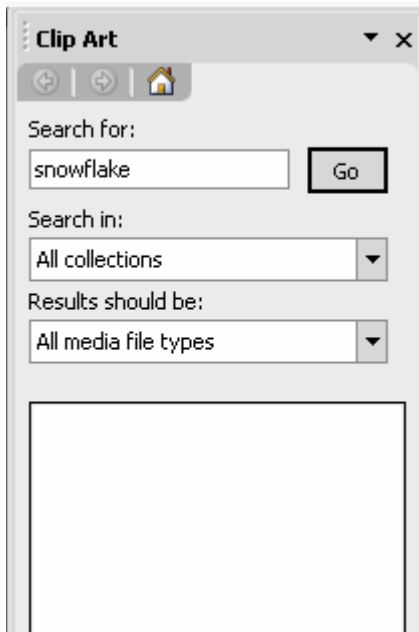
---

## Adding Clip Art

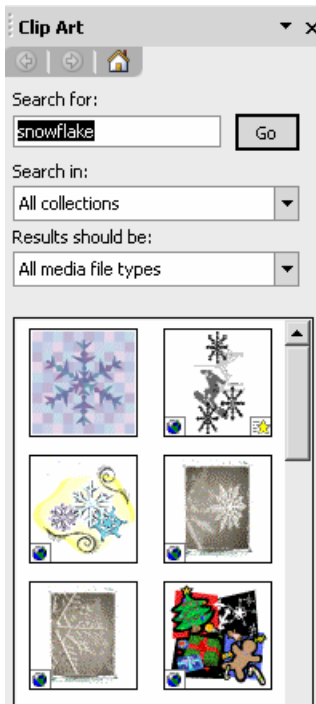
On the menu bar click Insert, Picture, Clip Art



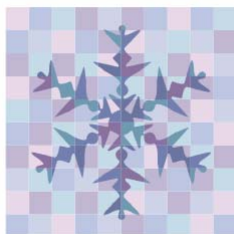
Clip Art will open in the task pane. Type a description of what you are looking for in the **Search for: box** and **Click GO**.



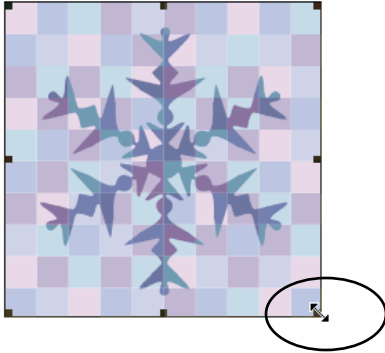
The computer will search for images that match that description.



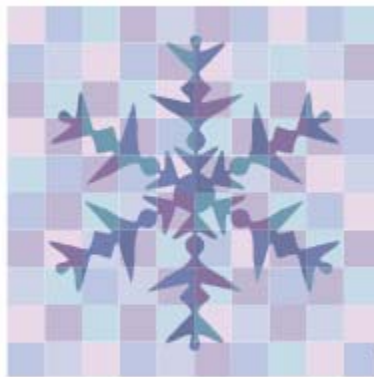
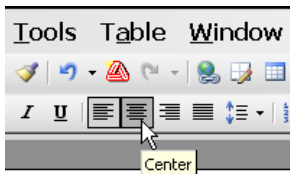
To insert an image into your document, click on the image and it will appear in your document wherever your cursor is.



To resize the image **click on it** to select it and then move your mouse to the bottom right corner so that you get a **two way arrow**. **Click and drag** to shrink or expand the image.



To center an image on the page **click on the image** to select it then click the **Center Alignment button** on the Formatting toolbar. Your image will move to the center of the page.

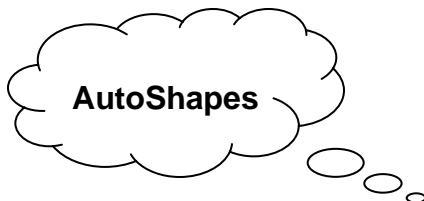


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## Drawing Toolbar Features

There are several features on the drawing toolbar that will allow you to add illustrations to your documents:

1. AutoShapes
2. Line Tool
3. Arrow Tool
4. Square Tool
5. Circle Tool
6. Text Box
7. WordArt
8. Diagrams & Charts
9. Insert Clip Art
10. Insert Picture
11. Fill Color
12. Line Color
13. Text Color
14. Line Styles
15. Arrow Styles



AutoShapes consist of various shapes, such as circles, squares, and callouts, that aid in illustrating points in your presentations. To insert AutoShapes:

- ❖ **Select** the **Down Arrow** next to **AutoShapes**.
- ❖ **Select** the type of shape you need. An area for drawing will appear for you to drag and drop your shape in.
- ❖ Move your shape to the area of the slide you desire.

**Note:** To keep AutoShapes and text boxes together use *Grouping*.

### To Group items:

- ❖ Select the items you wish to group by holding down the **CTRL** key and clicking on the objects.
- ❖ With the **CTRL** key still held down, **Right-click** on the group of items and select **Grouping > Group**.

**Note:** To change the order of items if stacked on top of each other use the *Order* feature.

### To Order items:

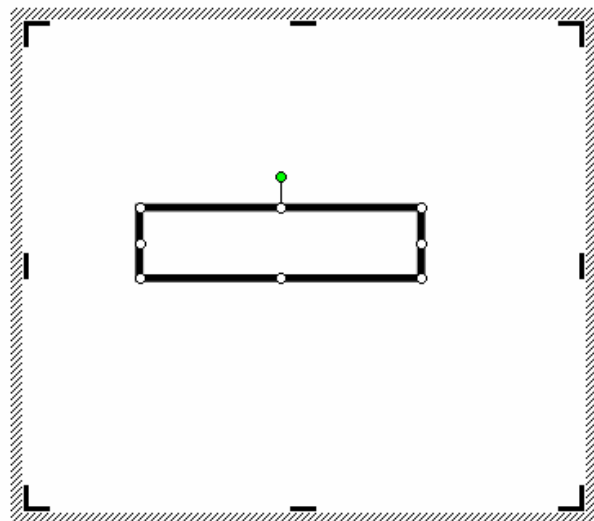
- ❖ Select the item you wish to change the order of.
- ❖ Select **Send to Back** or **Bring to Front** depending on your item.

---

## Line, Arrow, Square, & Circle Tools


All of these tools work similarly:

- **Select** the tool by **left-clicking** on the appropriate button.
- **Draw** out the appropriate shape by **holding down** the **left** mouse button in the drawing area that appears in your document and sliding the mouse across the document to create your shape.
- **Release** the mouse button when you are done.



---

## Text Box

- **Click** on the **text box**  **button** on the **Drawing toolbar**
- Place the pointer where you would like to put the text box.
- Hold down the left mouse button and drag the box out to the desired width.
- Type into text box and click outside the box when finished.

### Moving a Text Box

Once you have created your text box you have the option to relocate it.

- **Click** on the text box border until you see this type of border:



- Once the text box is selected you can move the box by using the arrow keys.

#### OR

- Pass the mouse over the box until the **cross shape** appears. **Hold down** the **left mouse button** and **drag** your text box to its new location.
- **Release** the **mouse button** to place the box.

**Note:** The process of moving also applies to any item created from the Drawing toolbar.

### Deleting a Text Box

To delete a text box:

- **Right-click** on the text box frame
- Press the **delete** key on your keyboard.


**Note:** The process of deletion applies to any item created from the Drawing toolbar.

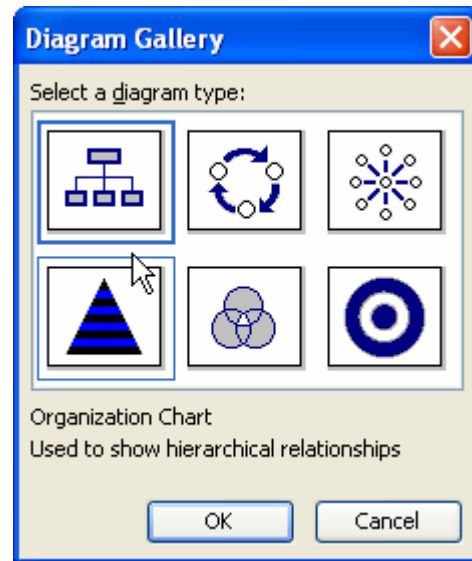
# WordArt

WordArt allows you to add graphic design qualities to your text.

- **Select** the WordArt button.
- **Choose** a WordArt style. Press **OK**.
- Type your text into the dialog box and press **OK**.

- **Diagram/Organization Charts**

- **Select** the Insert Diagram  or Chart button. The **Diagram Gallery** dialog box will appear.
- **Choose** a diagram or organization chart type and press **OK**.
- **Reposition** the new image to its desired position.

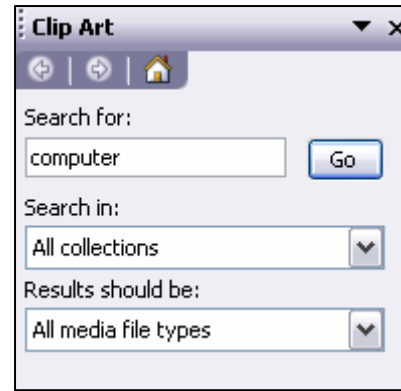


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## Clip Art and Pictures

To add clip art to your document:

- Click on the Clip Art button. The clip art search window will appear in the Task Pane.
- Type in your search term, collection type, and media file type (i.e. clip art, photographs, movies, sounds)
- Click the Go button and your results will appear.
- Click on the clip art selection that you want to insert into your document. Generally the clip art will appear wherever your cursor is currently set.



**Note:** See page 14 for alternate instructions on inserting clip art.

To add pictures to your document:

- **Click the Insert Picture button.** The **Insert Picture dialog box** will appear.
- Choose your picture's location from the **Look in** drop down menu.
- **Click on the picture and click Insert.**



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## Fill, Line, and Text Color

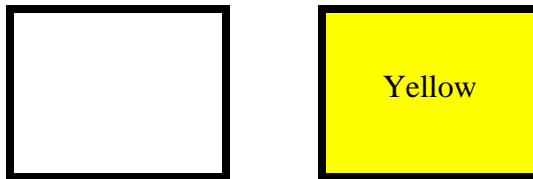
To add color to your items you can change or add color by:

- Filling in shapes with color
- Adding color to text box borders
- Changing the color of your text

### Fill Color

To add fill color to shapes:

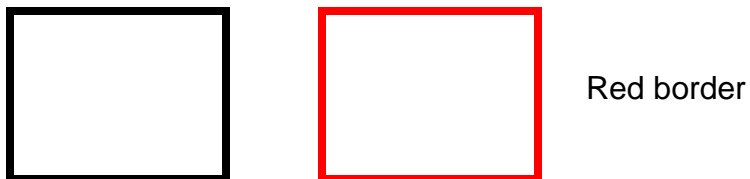
- **Click** on the border of the shape
- **Click** the down arrow next to the **Fill Color** button to select your color
- **Click** the **Fill Color** button when you are ready to apply your color choice



### Line Color

To add color to a border, such as a text box:

- **Click** on the border of the shape
- **Click** the down arrow next to the **Line Color** button to select your color
- **Click** the **Line Color** button when you are ready to apply your color choice



### Text Color

- **Highlight** your text and **click** the down arrow next to the **Font Color**
- **Click** the **Font Color** button to **apply your color choice**

---

## Line and Arrow Styles

There are three line style buttons:



- Line Style button - allows you to pick the thickness of your line



- Dash Style button - allows you to pick the type of line (i.e. dotted, dashed)



- Arrow Style button – allows you to select a left, right, or double-ended arrow

To apply these styles:

- **Click** on your line or arrow
- **Click** on the appropriate button

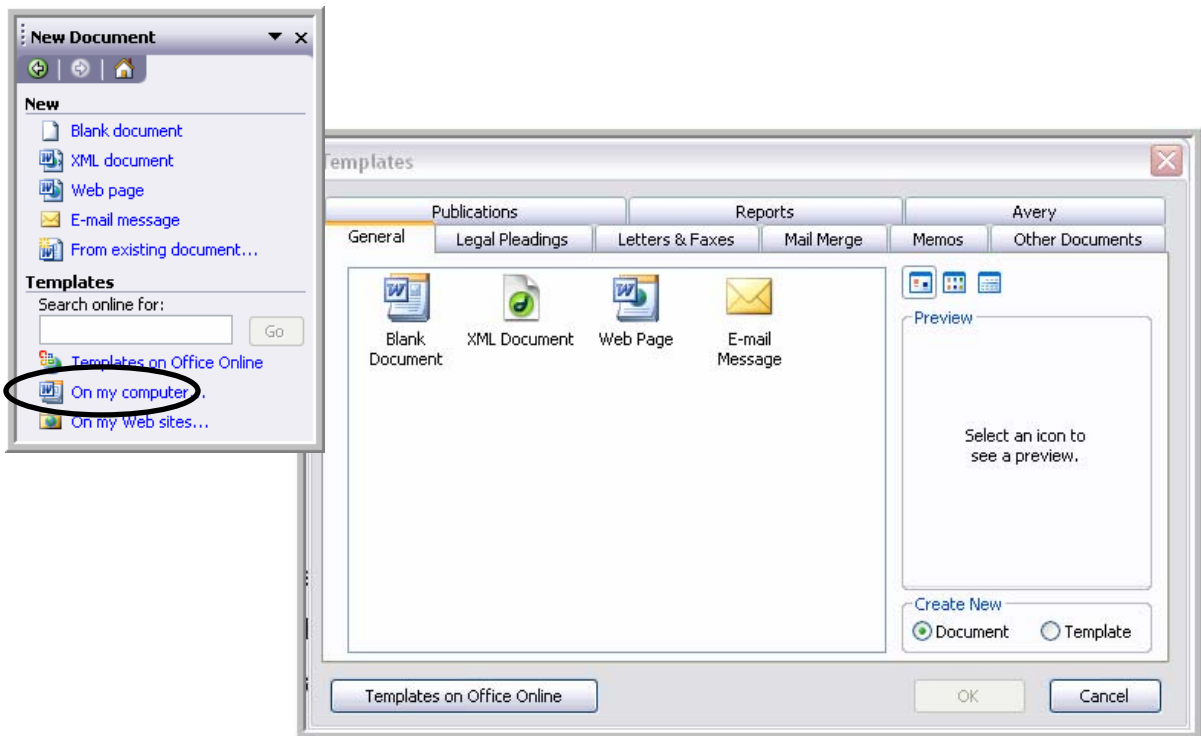
**Choose** an option from the menus that appear

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## Templates

### Templates On My Computer

- Select **New Document** from the Task Pane drop down menu.
- Under Templates, click **On my computer...**. The **Templates dialog box** will appear with several category tabs to choose from that contain templates currently saved on your computer.
- Select a template and click **OK**. The template will immediately open.
- **Highlight** areas of the resume and type your personal information in. The formatting of the template will remain the same with your new information.



## Downloading a template from Office Online

- Select **New Document** from the Task Pane drop down menu.
- Click on **Templates on Office Online**.
- Locate on the Templates site the template you want to download.

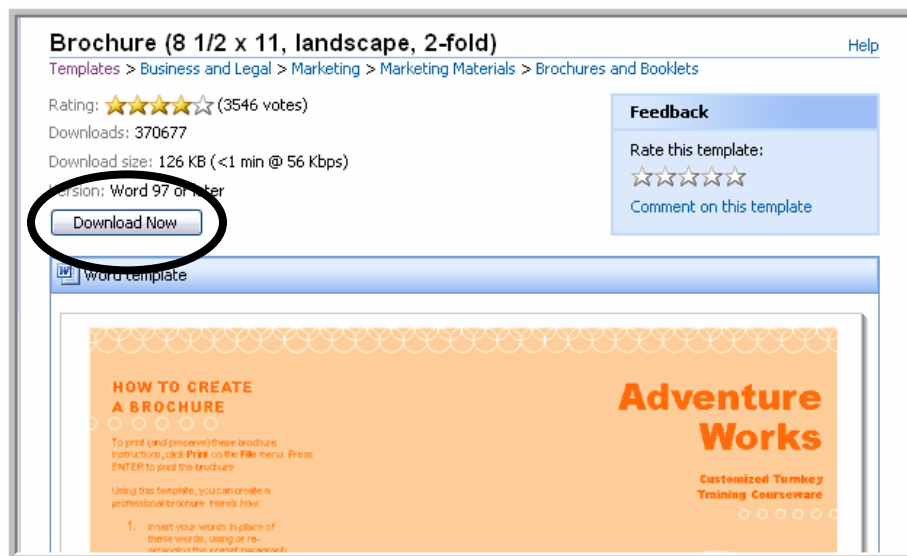
You can locate a template in one of three ways:

- By entering keywords in the **Search** feature
- By searching according to the Office program you want to use, or
- By browsing through the various template categories

The templates that match your searching or browsing appear in a list showing a thumbnail image of what each template looks like, along with its title, the version of Office it's compatible with, and a rating that ranges from one to five stars, based on how others have rated it.

If you don't know what version of Office you have, it's really easy to find out, and it works the same in all of the Office programs. So using Microsoft Word as an example, in Word click the **Help** menu, and then click **About Microsoft Word**.

- When you find a template you want to download, **double-click** its title. A preview page of the template will appear.
- Download the template by clicking **Download Now**.



### Online Template Notes:

- When you download something from Office Online for the first time, a page appears displaying the end user licensing agreement. If you agree to the terms of the agreement, click **Accept**.
- The first time you download a template, a security warning might appear asking if you want to install and run the ActiveX control. Click **Yes**.
- Once the ActiveX control successfully installs, a page appears with the word **Status** in bold letters telling you that the ActiveX control installed successfully. Go ahead, then, and click the **Continue** button. The ActiveX control downloads the template and opens it in the appropriate Office program.
- If you have Office 2003 installed, the first time you download a template and it opens in its Office program, a dialog box appears telling you that links to additional assistance and resources are available for templates, and asking you if you want to automatically download and display these links. If you click **Yes**, a pane opens along the right side of the Office program.

---

## Bibliography

The following books can help you learn and practice Microsoft Word.

Gookin, Dan. **Word 2003 for Dummies**. New York: Wiley. 2003. Call Number: 652.5536 G659wot

Langer, Maria. **Microsoft Office Word 2003 for Windows**. Berkeley, CA: Peachpit Press. 2004. Call Number: 005.52 L272m

Lowe, Douglas. **Word 2003 All-in-one desk Reference for Dummies**. New York: Wiley. 2004. Call Number: 005.52 L913wd

Microsoft Press. **Microsoft Office Word 2003 Step by Step**. Redmond, WA: 2003. Call Number: 005.52 M626ow

Simon, Jinjer. **Microsoft Word 2003: Top 100 Simplified Tips and Tricks**. New York: Wiley. 2003. Call Number: 005.52 Si595mw