Akron-Summit County Public Library

330-643-9145

Electronic Services Division
60 South High Street, Akron, OH 44326

MICROSOFT WORD PART 2

- **Add, delete, move, cut, copy and paste**
- **Change font size, color and text alignments**
- **Modify line and paragraph spacing**
- **Numbered and Bulleted Lists**

For class, open the Word Part 2 Example.

Add or Insert Text:

Look at the document window and find the blinking cursor, this is where the text will appear when you begin to type. When opening a document for the first time the cursor is found on the left hand margin. Some keys and information you will need when you are creating a document.

- The **spacebar** creates spaces before or after a word.
- The **enter** key moves your cursor to a new line.
- The **tab** key indents the cursor five spaces.
- **Word-wrap:** By default, word allows you to type words in a paragraph continually without pressing the ENTER key at the end of each line.

Create new text:

- Click your mouse at the top of the page and type TechZone@Main
- Press the **enter key** and type Services List.
- Press the **enter key** three times.
- Type 3D Printer and press the **enter key.**
- Type Button Maker and press the **enter key**.
- Type Laser Engraver and press the **enter key.**
- Type Vinyl Printer and press the **enter key**.
- Type Sewing Machine.

Your document should look like this so far:

TechZone@Main
Services List

3D Printer
Button Maker
Laser Engraver
Vinyl Printer
Sewing Machine

Delete Text:

To delete text to the left of the cursor, press the **Backspace** key on the keyboard.

Backspace|

To delete text to the right of the cursor, press the **Delete** key on the keyboard.   Delete

To delete a phrase, sentence, or paragraph of text, highlight what you want to delete and then press the **Delete** key on your keyboard

Practice:

To highlight, you can click in front of the text, hold your left mouse down, and drag across the text so it looks like the picture to the right.

Delete phrase, sentence or paragraph

You can also highlight a whole line of text by moving your mouse to the left margin. Your mouse will become a slanted arrow. Click your left mouse button once and the whole line with highlight.

If you want to highlight a paragraph, click your left mouse button and move down the page to highlight the text.

Click after Services Lists, use the **backspace** key to delete Services Lists and type Equipment. Highlight Sewing Machine and delete it.
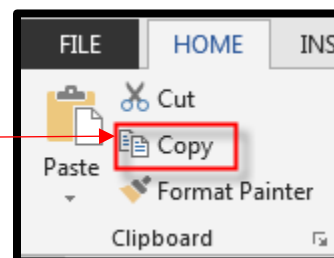

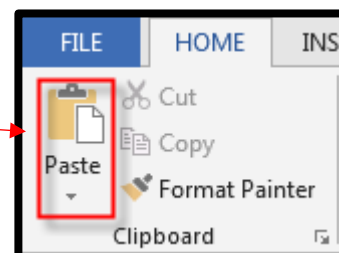**Copy, cut, and Paste Text**

Copy Text:
To copy text, use the mouse to select and highlight the words you want to copy.

From the **HOME** tab, choose **Copy**. Move the cursor to the place you want the copied text to be inserted.
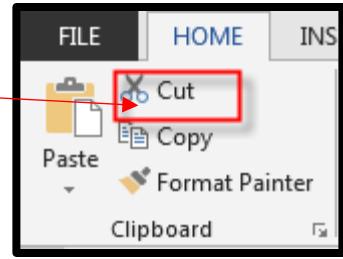
Paste Text:

From the **Home** tab, choose **Paste**

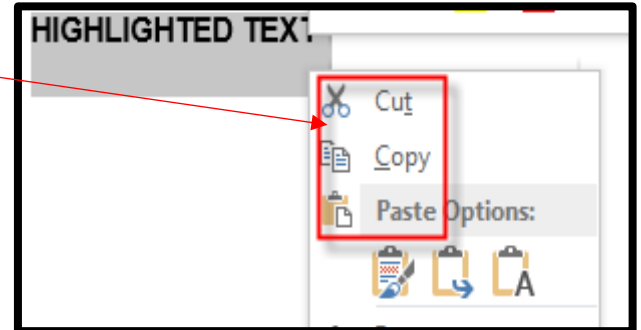**Cut Text:**

To cut text, select and highlight the section you want to   move.

From the **Home** tab, choose **Cut**.

NOTE: The cut, copy, and paste commands will also appear by right-clicking with the mouse on the highlighted selection.

Practice:
- Scroll down to page two.
- Highlight Once you have…paragraph.
- Copy the text.
- Scroll up to page one.
- Click after **3D printer** and press the space bar.
- Paste the text**.**
- Scroll down to page two.
- Highlight Use the button maker…paragraph.
- Cut the text.
- Scroll up to page one.
- Click after **Button Maker** and press the space bar.
- Paste the text**.**
- Scroll down to page two.
- Highlight Use the laser engraver… paragraph.
- Copy the text.
- Scroll up to page one.
- Click after **Laser Engraver** and press the space bar.
- Paste the text.
- Scroll down to page two again.
- Highlight Use the vinyl printer… paragraph.
- Cut the text.
- Scroll up to page one.
- Click after **Vinyl Printer** and press the space bar.
- Past the text.

Your paper should now look like what is on the next page:

3D Printer Once you have your design, use the 3D Printer to make a model of your product. **The charge for an item will be $1.00 per hour.**
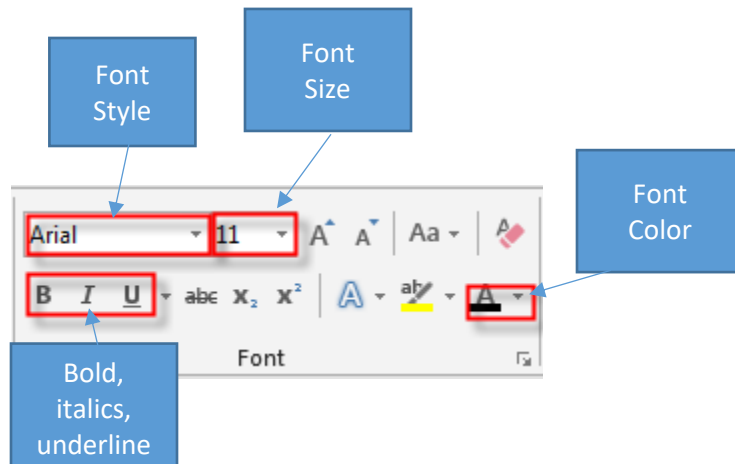
Button Maker Use the button maker to create buttons or magnets to promote your business, a student athlete or band member, etc. We offer 2.25 or 3 inch buttons and/or magnets. **The cost is 30¢ for the 2.25" buttons and 40¢ for the 3".**

Laser Engraver Use the laser engraver to create advertising material for your business, something for yourself, etc. Engrave on wood, acrylic, and more.

Vinyl Printer Use the vinyl printer to make a banner, a window cling or fabric cling to advertise your business, decorate your home, etc. **Any material currently available is $2.00 per linear foot. Plus, a $1.00 set up fee.** (Removable Vinyl, Clear and White Static Cling, Permanent Adhesive, Vinyl Banner Matte and Gloss, and White Paper Gloss)

Format Text:

Font Style

Font Size

Font Color

Arial   11   A A   Aa

B I U   abc x₂ x²   A   A

Bold, italics, underline

Font

Microsoft Word allows you to change the way your text looks.
- On the **Home** tab, in the **Font** group, change the size, shape and style of letters.
- If you format before typing, it will apply to the *entire* document
- Formatting changes after typing will apply *only to text you have highlighted,* or *any subsequent text you type.*

Practice:

- Highlight TechZone@Main and Equipment List; Click the down-arrow on the font box to see a list of available fonts and select **Rockwell**.

- Change the TechZone@Main font size (box next to font) to 36.

- Change the Equipment List font size to 28.
- Change TechZone@Main font color by clicking on the down arrow on the font button. Pick Green.
- Change the TechZone@Main to *Italics* and <u>Underline</u>.
- Change the Equipment List to **Bold**.
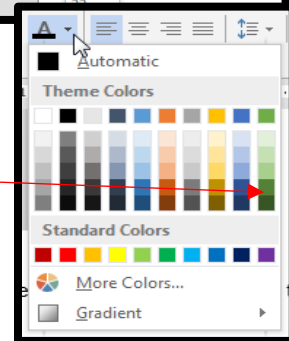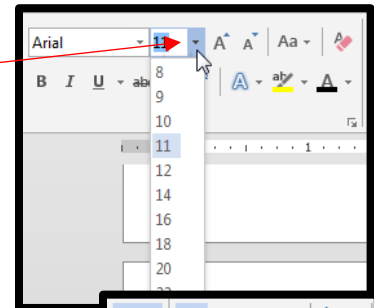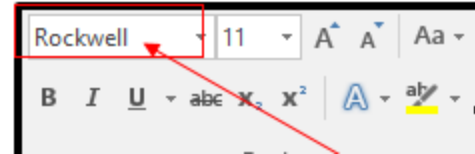
Let's also change 3D Printer, Button Maker, Laser Engraver, and Vinyl Printer to Broadway with a size of 16. Your document should resemble what we see on the right.

TechZone@Main

Equipment

3D Printer Once you have your design, use the 3D Printer to make a model of your product. **The charge for an item will be $1.00 per hour.**

Button Maker Use the button maker to create buttons or magnets to promote your business, a student athlete or band member, etc. We offer 2.25 or 3 inch buttons and/or magnets. **The cost is 30¢ for the 2.25" buttons and 40¢ for the 3".**

Laser Engraver Use the laser engraver to create advertising material for your business, something for yourself, etc. Engrave on wood, acrylic, and more.

Vinyl Printer Use the vinyl printer to make a banner, a window cling or fabric cling to

DISPLAYING FORMATTING MARKS:

It is sometimes helpful to display formatting marks while working. Formatting marks will indicate where in a document you pressed ENTER key, SPACEBAR, and other nonprinting characters. Formatting marks will not appear on a printed document.

For example:

The paragraph mark (¶) indicates where you pressed the enter key. A raised dot (□) indicates where you pressed the spacebar.

Alignment

Microsoft Word defaults to left aligned paragraphs. This means that new lines automatically line up with the left margin. To left align text if you have picked something else, click somewhere on the text and click the **Align Left** button on the **Home** tab.
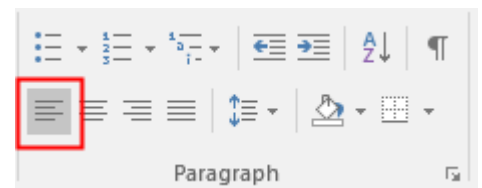
When using these alignment options, you don't need to highlight the text first. Just click somewhere in the line or paragraph you want to change then click on the appropriate alignment button.

Center: To center text, click the Center button. Your text is now lined up in the center of the page.
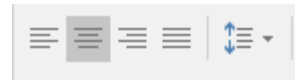
Right Align: To move the text so it is aligned with the right margin, click somewhere on the text and click the **Align Right** button. Your text is now aligned to the right margin.
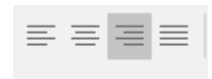
Justified: To make the text stretch out so it takes up whole lines, click somewhere on the line or paragraph, and click on Justify. Your text is now fully justified (spread out) across the page so that both the left and right sides of the paragraph are straight instead of being jagged.

Let's center the TechZone@Main and Equipment List. Go to the top of our paper and highlight them and press the center button.

Line Spacing

If you want to double space your paragraph, you can do this from the **Home** Tab. Click on the **Line Spacing** button. Then click on the spacing increment you want.

If you want to set a spacing option that is not available from the list, click online **Spacing Options…** This will open the **Paragraph** window.
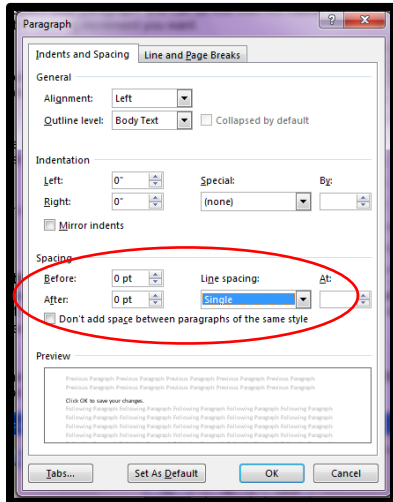
Set the spacing before and after paragraphs and choose a spacing option from the drop-down list.

Click **OK** to save your changes.

Note on default settings: By default, Word 2016 comes with 1.08 line spacing and paragraph options preset for new documents. If you disagree with Microsoft's choices, you can set your own default settings for new documents. This is done in the Paragraph window that was used for line spacing options.
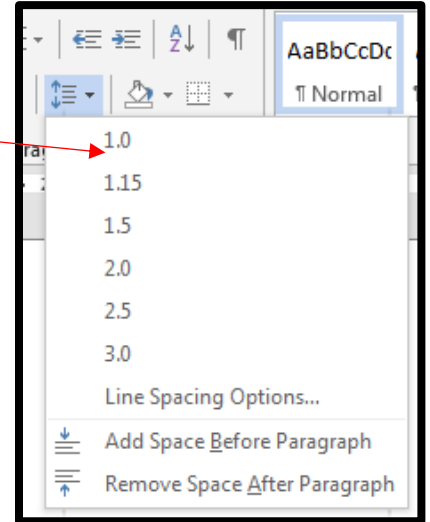
Make sure ALL the options on this screen are set for the way you would like them to be and click on the **Default** button at the bottom of the screen.
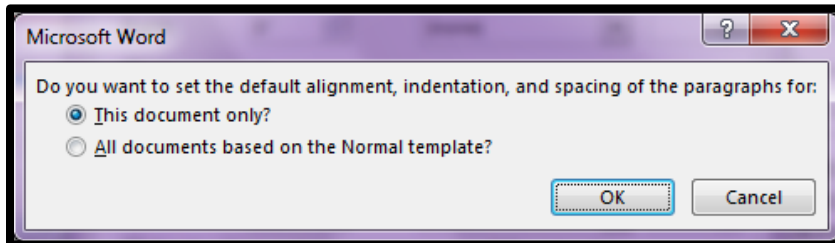
Choose the best answer to the message that pops up.

(To get to this window if you do not have it open, already, click on the button in the bottom right corner of the Paragraph grouping on the **home** tab.)

If you do not want the extra space between paragraphs, you can remove it by clicking on **the Line Spacing** button and then choosing **Remove Space after Paragraph**.
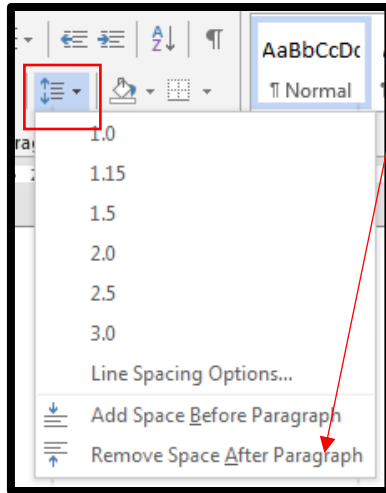
Alternatively, you can launch the paragraph dialog box and change the spacing here.
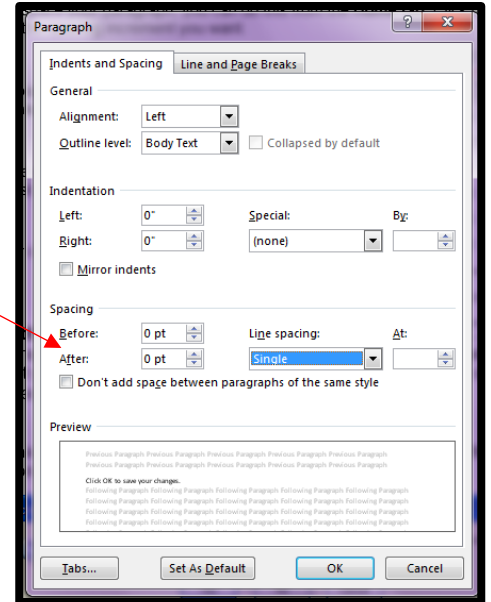
Practice: Select all 4 lines from the document you are working on by highlighting from the left side of the margin, and change spacing to 1.5. While still highlighting, in the line option, click on Add Space After Paragraph and see how these changed the look of your document. Please go back to change a single line 1.0 and Remove Space After Paragraph.

NUMBERED AND BULLETED LISTS

Use the existing Word 2 example document.

To add bullets to an existing list:

Highlight the list you want to bullet. On the **Home** tab, click on the left side of the **Bullets** button. (Not on the down arrow.) Word will add bullet points to your list.
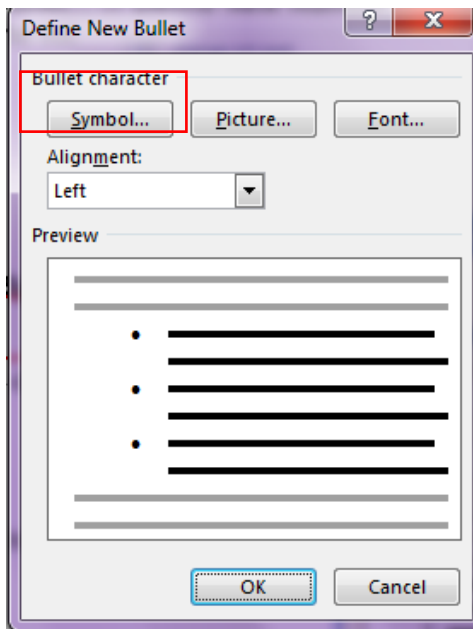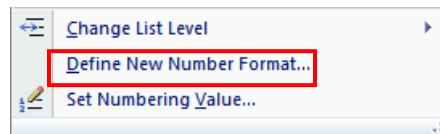

To change the Bullet and Number Style:

- **Highlight** the current list

- **Select** the drop down arrow next to either the bullets or numbering icons.
- **Choose** whichever bullet or numbering style you would like to use.

If you want to use a bullet or number option that is not seen from this list, click on **Define New Bullet…** or **Define New Number Format…** from the bottom of the list.

For bullets, click on either the **Symbol…** or **Picture…** buttons to select a different bullet style.

For numbers, click on the drop-down list to choose a different numbering style.

Click on the **OK** button when finished.
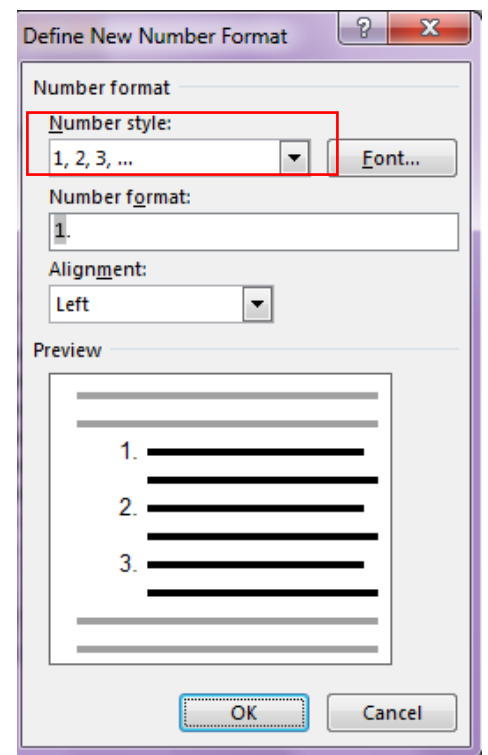
To add bullets or numbering *before* you type the list:

Make sure your blinking cursor is on the line where you would like your list to begin. Then click on either the bullet button or the number button. A bullet or number will appear, and you can start typing your list. Remember to hit the **Enter** key to add a new bullet or number.

Let's open a new document.

- Click on File.
- Click New.
- Click Blank Document.
- Click on the number button.
- Type Apple and press enter.
- Type Banana and press enter.
- Type Peach and press enter.
- Type Plum and press enter.
- Type Strawberry and press enter.

1. Apple
2. Banana
3. Peach
4. Plum
5. Strawberry

To Add Sub Points:

Under your main bulleted points, you can add sub points. For example, you can make your list appear as the one does below.

- To do so, click after the word that you want to **add sub-point underneath** a main point.
- Click after **per hour** in the 3D printer text.
- Press the **enter key**.
- Press the **tab key** or click on the increase indent button.
- This will move your bullet over, making it a sub-point.
- Type in **STL file**.
- Press enter and type in **thingiverse.com**.
- Note: If you want to move the sub-point back in line with the other bullets, place the blinking cursor to the left of the word. Press the decrease indent button.