

mi•cro•soft•word•97

You have already had an ongoing relationship with Microsoft Word 97. You will now learn some of the more sophisticated aspects of Word and how you can use it to do a lot of your work for you.

Word Processors are on 97% of all computers used in business offices and educational institutions.

All I Have is Words

Of all the programs that you will use during your high school career, a word processor is certainly the most valuable. From English essays to biology reports, words and organizing and formatting them will certainly play a key role for you.

To that end we will be spending a considerable amount of time using and working with Microsoft Word. This will include using its various formatting and document templates, along with tables and drawing. We will also using clip art and other graphics to enhance the work that you create.

Help & Clippit

You already know Clippit and all the fun that you can have with him. With Microsoft Word, and for that matter any of the Office 97 suite program, you can use Clippit to get most of the help that you will need to do anything. And use Clippit you will. He will become your new best friend, for as with any computer program you must learn how to use the help to effectively use the program.

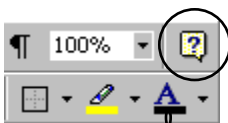


It is not simply enough to learn how to use Microsoft Word; you must be able to teach yourself any program, for you may not have the luxury of using the same program that you might have been trained on. So, learn how to use Clippit, and any help file that you encounter; it can only help you in the future

Browsing, Searching & Questioning Clippit

While Clippit and the assistant menu is similar to the Windows general help menu, Clippit does try to act intuitively. Often when you are doing work, Clippit will flash suggestions to you. He will also alert you when you do something that is ill-advised (like close a document without having saved it).

The only way that Clippit can do these things is if he is open to help you. So ensure that you press the Help icon on the right-hand side of the tool bar to have Clippit open and there to assist you. Any time your want help, simply click on Clippit to ask him a question.



To get help more quickly than clicking, you can also hit the Help key on your keyboard.

views•tool•bars•for•mat•ting





Microsoft Word, like any good program, allows you a great deal of control over the interface and environment in which you work. By allowing you so much control you can customize and make Word work for you.



Page Layout View will be your best friend, next to Print Preview. It will allow you to check to see what your document will look like if it were printed.

View to a Fill

Word lets you see your documents from four different perspectives, each offering a different appearance and amount of text and graphic displayed on-screen. To change the view, choose View from the menu bar (or click on the icons at the bottom-right of the screen) and then choose one of the following:

-  Normal View: Great when you want to write in a clean screen without worrying about headers, footers, or page numbers getting in your way.
-  Online Layout View: Lets you see the headings you've used to organize your document. The document headings appear in the left pane of the screen. You can simply click on a heading to jump to that point in your document.
-  Outline View: Comes in handy when you don't have the slightest idea what to write but you want to create an outline to help organize thoughts. While in Outline View, you can organize your thoughts into topics and subtopics.
-  Page Layout View: Shows you exactly how your document will look when printed, including headers and footers.

Belly up to the Bars

Rather than force you to memorize obscure keystroke combinations or wade through multiple layers of pull-down menus, Word lets you choose common commands by clicking buttons stored on a toolbar. The most common toolbars are the Standard and the Formatting toolbars. (Word actually offers over a dozen different toolbars, but the Standard and the Formatting toolbars are the main ones you'll be using). These two toolbars automatically appear when you run Word.

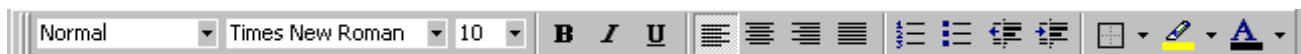


The Standard Toolbar

The standard toolbar offers access to the program's most frequently used commands, arranged from left to right in roughly the order of their frequency of use.

The Formatting Toolbar

The formatting toolbar contains commands to make your text look pretty with different fonts, type sizes, and typefaces (such as **bold**, *italics*, and underline).

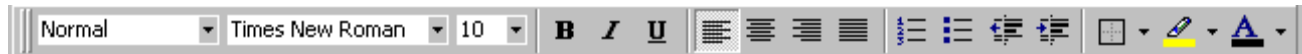


Creating & Customizing a Toolbar

If you have specific commands and actions you wish to use, you can create your own toolbar by choosing **VIEW<TOOLBAR<CUSTOMIZE**. You can choose **NEW** and add the buttons that you wish, and then anytime you want you can open **your** toolbar and use **your** buttons. It is best to avoid modifying any existing toolbars as this changes it for all users.

for•mat•ting•tool•bar

Next only to the Menu Bar and Standard toolbars, the Formatting bar is your next best friend. Formatting is one of the most advantageous aspects to a word processor when compared to a typewriter. You can now change the size of the text, italicize, bold, underline, or even shadow your words. If you want you can even change to a different font. All these formatting changes are done in an effort to improve the look and the readability of you work.



To format an existing piece of text, you must select what you want to change, and then click on the specific changes you want on the toolbar.

Styles • This allows you to quickly choose preformatted styles.

Font • Refers to the overall look of the letters of the currently selected text.

Font Size • The controls the size of the currently selected text.

Bold • Make selected text **bold**

Italic • Makes selected text *italic*

Underline • Underlines selected text

Align Left • Makes the light of the selected text line up on the left (with an uneven right margin)

Centre • Centres selected text between the left and right margins

Align Right • Makes the lines of the text line up on the right

Justify • Displays selected text with the left and the right margins perfectly straight; unlike centring, justifying stretches lines to extend to the margins

Numbering • Adds (or removes) numbers from selected paragraphs.

Bullets • Adds (or removes) bullets from selected paragraphs

Decrease Indent • Moves selected paragraph to the previous tab stop

Increase Indent • Moves selected paragraph to the next tab stop

Outside Border • Draws borders around selected paragraphs and tables

Highlight • Displays selected text against a different colour background

Font Colour • Displays selected text in a different colour

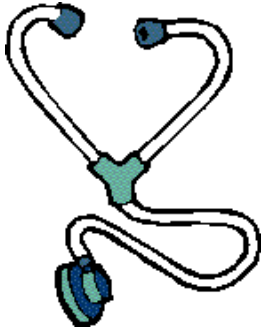
Readability is key. Try to avoid using too many different style fonts in your work, because it can get difficult to read. Likewise don't use too small a font size, or change your font colour and highlight to the same colour (blue on blue).

Obviously there is a lot more to formatting, especially given that there is a menu devoted to it. Explore the format menu to see some of the other things you can change, including line spacing, styles, paragraphing and line breaks.



doc•u•ment•doc•tor•ing

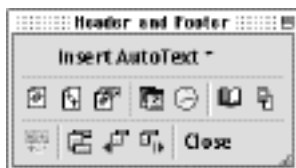
There are many different ways to change the look of a document, as well as adjusting and fixing the content. In using these ways to doctor the look of you work, you can create a better impression with your reader.



Use the Tab key to get to those points where you place your tab markers.

It used to be common practice to indent five spaces for each new paragraph. Nowadays, and with word processors, three spaces looks much crisper and cleaner.

There is no longer an excuse for a misspelled word with the new underlining in word processors. Ensure that you do fix and correct all spelling errors before doing a final printout.



The Ruler

The ruler shows the margins and tabs of your document. If you're creating a multi-column document, the ruler also shows the column placement and the distance between the columns. By using the ruler, you can make margins wider (or smaller) and change the indentation of paragraphs.

Tabs

Word provides four different types of tabs that you can set on the ruler:

- └ Left Tab (looks like an L): Moves text toward the right edge of the page
- ┘ Centre Tab (looks like an upside-down T): Centres text around the tab
- └ Right Tab (looks like a backward L): Moves text toward the left edge of the page
- ┘ Decimal Tab (looks like an upside-down T with a dot next to it): Aligns decimal numbers in a column on the decimal point

To place a tab, click the cursor anywhere in the paragraph that you can to modify with a tab. Click the Tab Selection button (far left of the ruler), until it displays the tab that you want to use. Click the ruler where you want to place the tab. Exact numerical tabs can be set in the **FORMAT<TABS** menu.

Indents

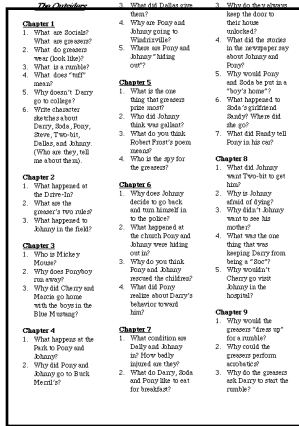
to help you indent paragraphs, the ruler also has little buttons that you can adjust to indent entire paragraphs, indent just the first line of each paragraph, or create hanging indents. Select the paragraph you want to indent, and then click and adjust the appropriate buttons (those little triangles at the left and right sides of the ruler).

Spelling/Grammar/Thesaurus

As you type, Word underlines possible spelling errors in green, and grammar errors in red. You can check an entire document by choosing the Tools menu and then spelling and grammar. You can also simply right-click on a highlighted word for a pop-up menu that will offer suggestions and options. You can also use the Thesaurus option using **TOOLS<LANGUAGES** to get suggestions for synonyms (words that have a similar meaning). You can make each change individually or let Word replace all instances; but beware that Word will change ALL instances to that suggestions. (You can often end up with unwanted changes). It is also wise to have Word ignore names and other capitalized nouns.

Headers and Footers

You use headers and footers for displaying text on multiple pages. Choose **VIEW<HEADER AND FOOTER** and Word will let you insert a variety of information including titles, dates, page numbers, and even the time (of course you can enter any other information that you want in a footer or a header).



Multi-column

To give your document a professional look you can use columns. Choose **EDIT<SELECT ALL** . Click on the columns button in the Standard Toolbar. Highlight the number of columns you want by dragging the mouse to the right.

Text Box

A text box is a container for text that you can move and place anywhere. Simply choose from the Insert menu, Text box, and then draw your box and enter your text. To move the text box, click on the gray border. If you want to resize it, click on the handles (the little squares on the edges) and move them how you want them. You can even wrap text around your text box by selecting the text box you want to change. Then choose Format, then Text Box. Choose the wrap option you want and click okay. Even better, you change the direction of the text within your text box, by selecting the box and then choosing Text Direction from the format menu. This allows you to rotate the text in various directions. A text box is an object and many of the formatting commands that apply to other objects also apply to text boxes.

You will be using ClipArt quite extensively. You will also need to learn how to use photographs and other images that you will scan into the computer.

Pictures

Graphics are where it's at with documents (as if you hadn't noticed with my stuff). To add a picture, choose Insert and Picture. From the pop-up menu you can choose from Clip Art, from File, AutoShape, WordArt, or Charts. Depending on the option you chose, Word may display a dialogue box or display a picture in a picture box in your document. You can even wrap text around your picture.

Drop Cap

Drop caps create a further picture draw on the page. You can create one by selecting the letter, or even paragraph that you want. Word creates a text box that holds the place of the first letter to create an interesting effect that most of use are familiar with in children's books.

Footnotes

A footnotes is a form of citing referenced material in your work. By using a footnote, you show that information that you are referring to in your work came from somewhere else to avoid plagiarism.. A superscript number (¹) is put after the text that is being cited, and it matches to a corresponding number at either the bottom of the page or at the end of the document with the specific information that shows where you the information came from.

Tables of Contents/Index

When you create a document that is quite long, you want to provide ways to organize it so that readers can quickly find the information that they want. You can do this by creating a table of contents (found at the beginning of a document), and/or an index (found at the end of the document).



set•ting•the•ta•ble•in•word

Word is truly an incredible domestic servant, and its ability with tables is quite extensive. Tables let you organize information in rows and columns, which can be useful for displaying information in an easy-to-read format. Tables let you pull essential facts and figures out of text so that your readers can see what you're trying to say very easily and quickly.

Vocabulary Lesson

Before you get started with tables, you need to know some things about rows and columns, including the following

- A row displays information horizontally.
- A column displays information vertically.
- A cell is a single box formed by the intersection of a row and a column.

Making a Table



Choose Table>Insert Table. In the dialogue box that appears, choose the number of columns, the number of rows, and adjust the width of the columns up or down. Once you've made all your decisions, click on AutoFormat. Choose the table format that you want when the next dialogue box comes up. The preview window shows you a sample of what it will look like. After you select the format, your table appears. Enter the information that you wish in the spaces available. Remember that any text you enter can be formatted just like text outside of a table.

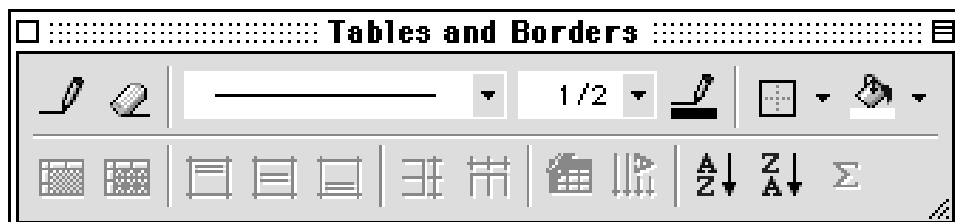
Modifying your Tables

After you create a table, you may want to make it bigger or smaller by adding or deleting rows and columns. To modify the size of cells (or even join them together), add rows (or delete them), add columns (or delete them), simply highlight what you want to change, add to, or delete, and then select the Table menu and the appropriate option or use your Table Toolbar.

Table ToolBar

To make changes to line widths, colours, and even the order of information in your tables, the Table Toolbar is your best bet. It provides you with quick and easy control of the more detailed aspects of your table. Simply highlight what you wish to change and click the appropriate button.

When you're working with a table, keep the Table Toolbar on your desktop for quick and easy use.



draw•ing•and•Paint•ing

Remember kindergarten; remember drawing, painting, and not caring about whether you coloured in the lines? Word tries to give some of that fun back to you by allowing you to draw, and even paint in a way, and forgives you every time by letting you undo and change anything you want.



Holding down your shift key while drawing a shape or resizing a picture, will cause it to maintain its proper dimensions, giving you a perfect circle, square, or properly sized picture or graphic.

Drawing with the Microsoft Draw Toolbar

You have already used the Microsoft draw toolbar a number of times for various assignments. It gives you the opportunity draw lines, boxes, and other various shapes, and then change the colour, line widths, and even the shades.

Shapes & AutoShapes

With shapes (circles, squares, rectangles, ovals) you can satisfy most of your drawing needs. You can draw out what you want with the appropriate tool- shape selected. You can then modify the colour and line width. Using AutoShapes you can draw out more complex forms, including text bubbles, stars, and even lightning bolts. And, just like with regular shapes you can modify and change them, or even add a 3-D effect to them. AutoShapes also allows you to draw out irregular forms that are combinations of curved and straight lines.

Lines & Arrows

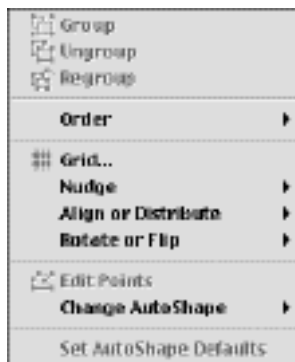
Another important component to drawing, is the use of lines and arrows. This way you can create labels to your drawings, or create shapes that are not easily made by using lines to join together to form triangles and other irregular shapes.

Ordering & Grouping

You can use the pop-up menu under the draw button to organize your various shapes and forms. Select the item(s) that you wish to modify, and then use the pop-out menus to change things. You can reorder objects, or even group them together so that they are connected.

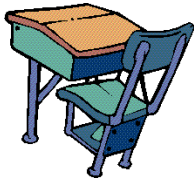
Moving, Rotating, Resizing

Often you will want to not only order and group, but also move, rotate, and resize objects. Clicking and holding on the handles for any object will allow you to move it easily. You can rotate an object by clicking on the rotate and then selecting the object you want to rotate; click on the object handles to turn it one way or the other.

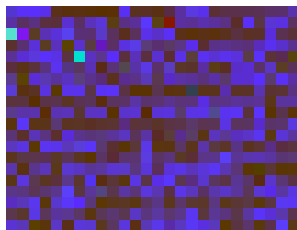


Despite all the wonderful things that Microsoft Word's Draw Toolbar can do, it is very limited and does not allow for most creativity. Furthermore, things you create do not necessarily look the same when copy and pasted to other programs.

d r a w • i n g a n d • p a i n t • i n g



The above images are samples of vector based images. Each image is resolution independent and can be made as large as you want unlike the resized versions of the parka below.



Unlike the resized versions of the parka above, the faerie can be resized as large as we want.

Drawing with Freehand

While Microsoft's Drawing Toolbar offers some freedom for creation by using its various tools, true versatility is available when you use Macromedia's Freehand drawing program. Freehand is one of the most versatile graphics programs for the computer. At its simplest, Freehand is a vector drawing program, which means it is NOT dependant on resolution and pixels to create an image; instead mathematical logarithms are used to make an image as large as you wish WITHOUT a loss of any details. It allows you to create varied artwork such as drawings, logos, and illustrations.

Shapes Tools & Lines

Just like in Microsoft's Drawing Toolbar you have access to shapes (circles, squares, rectangles, ovals, lines and now polygons) that can still satisfy most of your drawing needs. You can then modify the colour and line width using the inspector window.

Bezigon, Pen Tool, Freehand, Freeform & Trace

Freehand offers you a whole bevy of other tools that allow you to create more intricate designs and images. By using these tools correctly, you can create complex and beautifully detailed illustrations that are resolution independent as well.

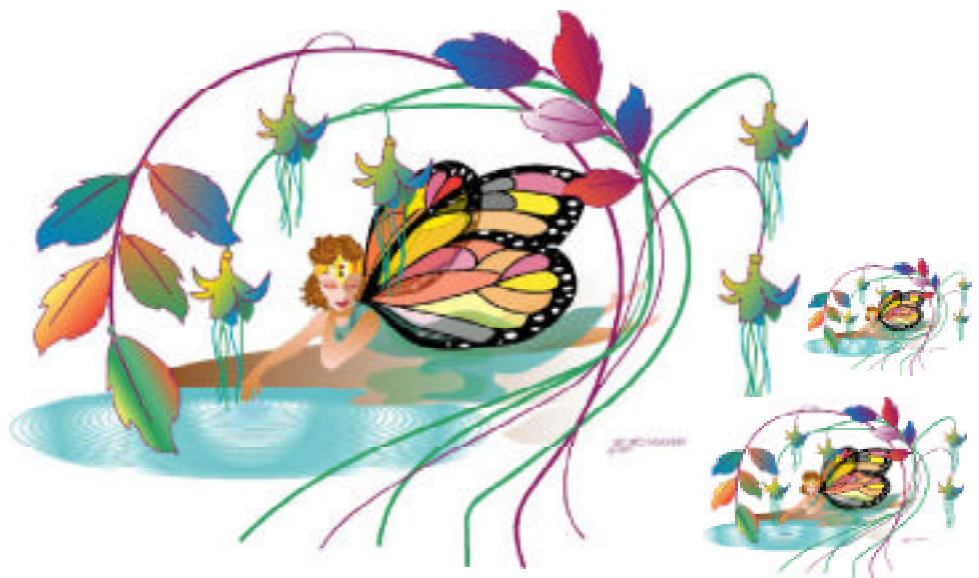
Combining, Punching, Union, and Intersecting

Freehand also provides you with the ability to take your shapes and designs and connect them. This goes beyond grouping objects; instead you can turn two objects into one. You can also take two objects and remove the parts that do not overlap.

Moving, Sizing, Skewing, and Modifying

Another of the great abilities that Freehand offers is to modify and change an object in many different ways. Not only can you move and resize an object, but you can also skew and create perspective.

While you can create very complex illustrations, those require great skill and lots of time. You will begin with creating simple logos and objects.



d r a w • i n g and • p a i n t • t i n g

Painting with Photoshop

For painting, which involves a free use of colour shapes and forms (and which is far from forgiving) there is the Adobe Photoshop. This program provides a way to do things that are much more artistic, yet it is not as easy to correct mistakes as with a drawing program. But, remember that you can Undo you last action if you make a mistake. Photoshop allows you to work a little more with colour and design, however, because it is based on pixels and not vectors, images that are made too large start to look jaggy and boxy.



Photoshop allows us to take images and combine them together in ways that are impossible in real life and lends a realism that is unbelievable.

Paint Brush, Paint Bucket & Airbrush

Photoshop is at its core a painting program. This means all your memories of kindergarten and painting will come flooding back as you use the variety of colours and brushes to paint pictures. But remember that just like back then, when you paint over one colour you can't get it back! (While almost. You can use UNDO in Photoshop just like in other programs. Furthermore, Photoshop has a HISTORY palette that allows you to UNDO multiple things. Even moreso, you can use LAYERS to separate your different paintings from one another.)

Selecting, Sizing, Skewing, Modifying & Effects

Another of the great abilities in Photoshop, just like Freehand, is that it can modify and change an object in many different ways. Not only can you move and resize an object, but you can also skew and create perspective. Once you have use used Photoshop various selection tools (the Marquee, the Lasso, and the Magic Wand), you can make changes to the object with EDIT<TRANSFORM and with various FILTERS.

Using Other Images, Layers & Opacity

A large majority of artists use Photoshop as a way to combine various pictures and illustrations together into a collage. This is achieved by opening each separate photograph/image and copying them into a new layer. You then modify each image and adjust its opacity so that you can see-through parts of it.

ClipArt & Scanning

You have already used clipart by selecting and placing it from the server. You can also find it in other places...you can also do screenshots and copy and paste things. Another way is to scan a document and then put it into your document. Using an input device called a scanner, you take a picture of the document you want to capture. A scanner moves a finely focused beam of light in a systematic pattern over the document you wish to capture, in order to reproduce or sense and subsequently transmit an image.

You place your document on the bed of the scanner (the glass portion). Then, using the appropriate software, you preview your image. Once you have selected exactly what you want to scan. Once the image is scanned, you save it, either to disk or your network file. Once you have the image saved you can place, import, or copy and paste it into your documents.

It is the flexibility offered by using clipart and scanning that further extends the ability of Microsoft's Drawing Toolbar, Macromedia Freehand, and Adobe Photoshop. The combination of these allows for incredible images that can convey much more than words can say.