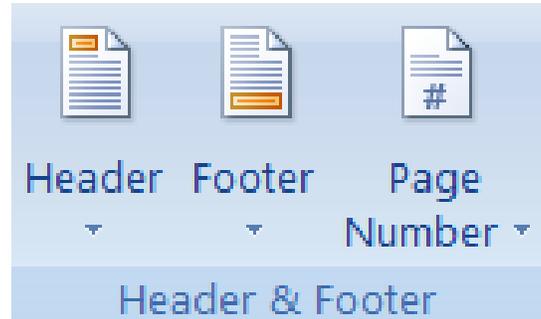


Advanced Word Topics

Lecture Notes

Adding Header

- 1) Select the Insert tab.
- 2) Click on Header
- 3) Select a header design.
- 4) Enter the desired information into the header.

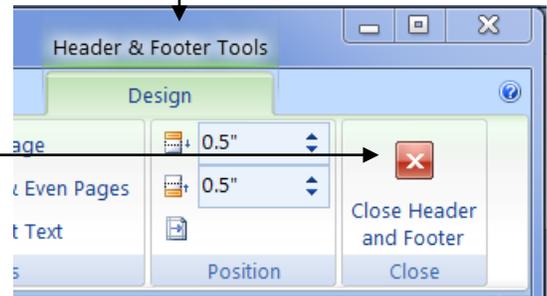


Adding Footer

- 1) Select the Insert tab.
- 2) Click on Footer.
- 3) Select footer design.
- 4) Enter the desired information into the footer.

Closing Header and Footer Ribbon

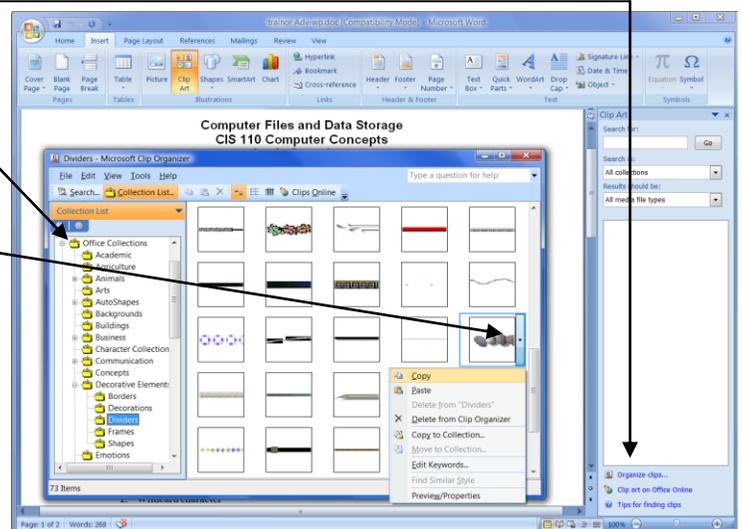
- 1) If necessary click on the Design tab for Headers & Footer tools
- 2) Click on the Close Header and Footer button found on the far right side of the ribbon.



Complete Hands-on Activity 1

Inserting an Clip Art

- 1) Position the insertion point in the document where you want to locate the Object.
- 2) Select the Insert tab.
- 3) Click on Clip Art.
- 4) After Clip Art pane opens, click on Organize clips link.
- 5) Click on the desired folder in the Collection List pane
- 6) Select one of the Clip Art images in the right pane.
- 7) Click on the down arrow next to the selected clip art.
- 8) Click on Copy
- 9) Close Clip Organizer window and select Yes when asked if you want to keep clip on clipboard.
- 10) With document displayed on screen, right click next to the insertion point.
- 11) Select Paste from the Shortcut menu.
- 12) Close Insert Clip Art pane.



Inserting a Picture

Word uses the term *picture* to stand for an image, graphic or photo. Files with the following filename extensions are usually pictures:

- .gif
- .jpg
- .png
- .bmp
- .pcx

- 1) Position the insertion point in the document where you want to locate the picture.
- 2) Select the Insert tab.
- 3) Select Picture.
- 4) Use the Insert Picture dialog box to identify the drive/folder with the picture you want.
- 5) Select an image file by clicking on it.
- 6) Click on the Insert button.

You will find that newly inserted pictures are rarely sized or located properly and will need to be adjusted.

Sizing a Picture, Clip Art or Other Objects

- 1) Click on inserted image.
- 2) Drag one of the handlebars found on the corner of the image in such a way that it changes the size of the image.
- 3) The image can be aligned within the line by clicking on one of the alignment buttons in the Formatting toolbar.

Complete Hands-on Activity 2

Changing Layout to Two (or more) Columns

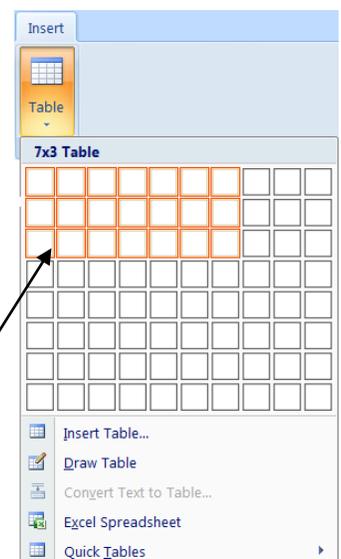
- 1) Highlight the text you want to display in multiple columns. If the whole document is to use multiple columns go directly to step 2.
- 2) Select the Page Layout tab.
- 3) Click on Columns.
- 4) Click on the Presets button of your choice (One column, Two columns, etc.).

Note: More often than not, Word will add an extra list item you will have to delete.

Complete Hands-on Activity 3

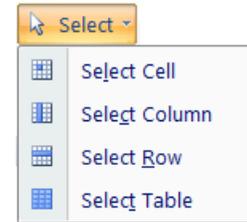
Creating a Table

- 1) Position the insertion point in the document where you want to locate the Table.
- 2) Select the Insert tab.
- 3) Click on Table.
- 4) Use your mouse to highlight the number of columns and rows you want in the table, and then Click.



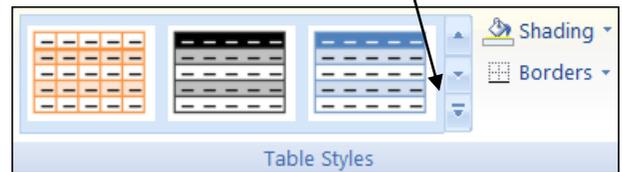
Merging Row of Table Cells

- 1) Position insertion point in row you want to merge cells.
- 2) Select the Layout tab within Table Tools.
- 3) Click on Select.
- 4) Select Row.
- 5) Click Merge Cells button.



Picking a Preset Table Style

- 1) Position insertion point inside the table.
- 2) Select the Design tab within Table Tools.
- 3) Click on the Open List button on the right side of the Table Styles group.
- 4) Scroll up and down Built-In list box pointing at different options.
- 5) When you see a format you like, click on it.



Complete Hands-on Activity 4