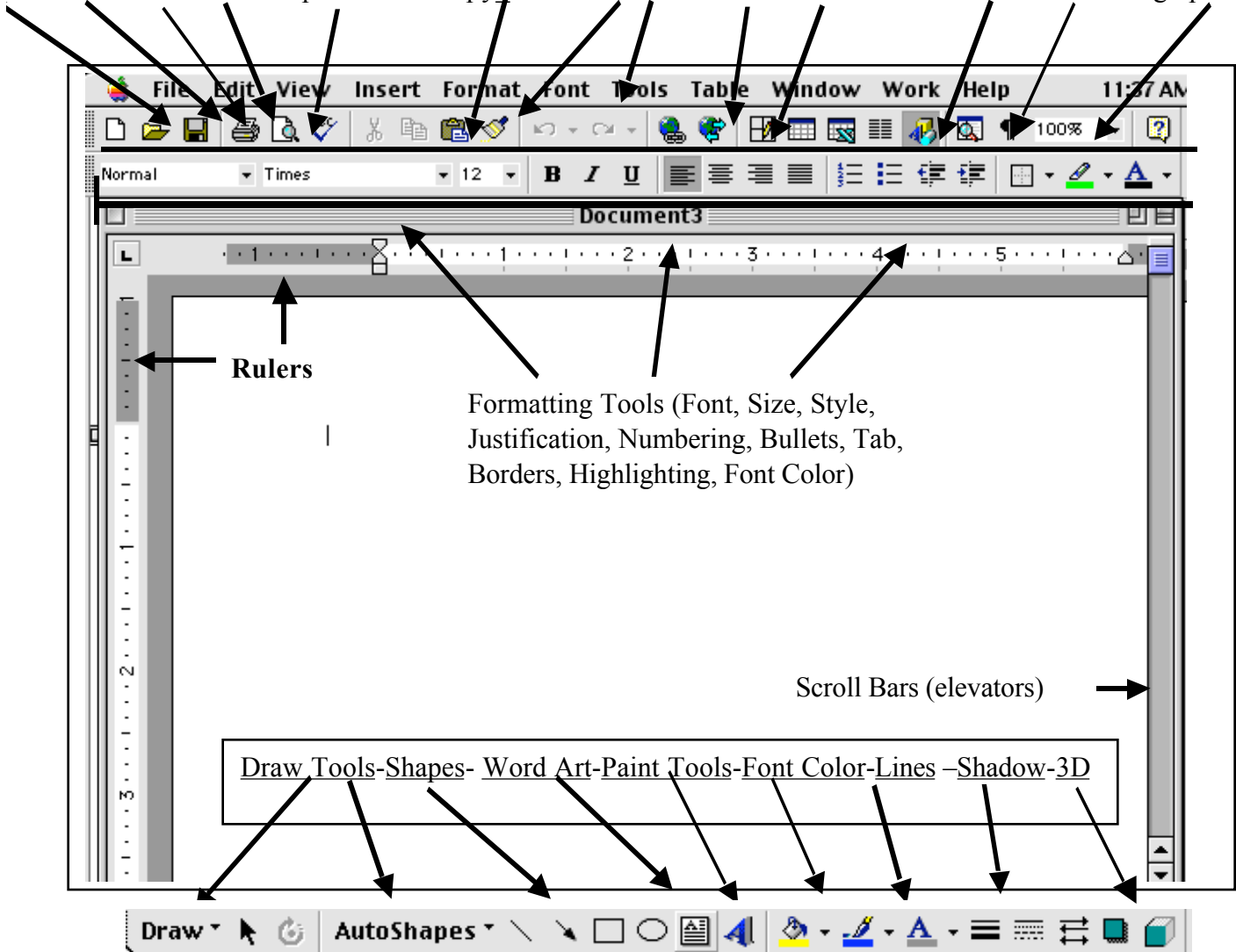


INTERMEDIATE MICROSOFT WORD FOR OFFICE 98 USERS

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This is the initial screen you will see when you open Word 98 (Mac Version). It is similar to the screen you will see if you are using another version of word (ex. Word 97 or 2000 for the PC). I've labeled some of the main menu elements for you.

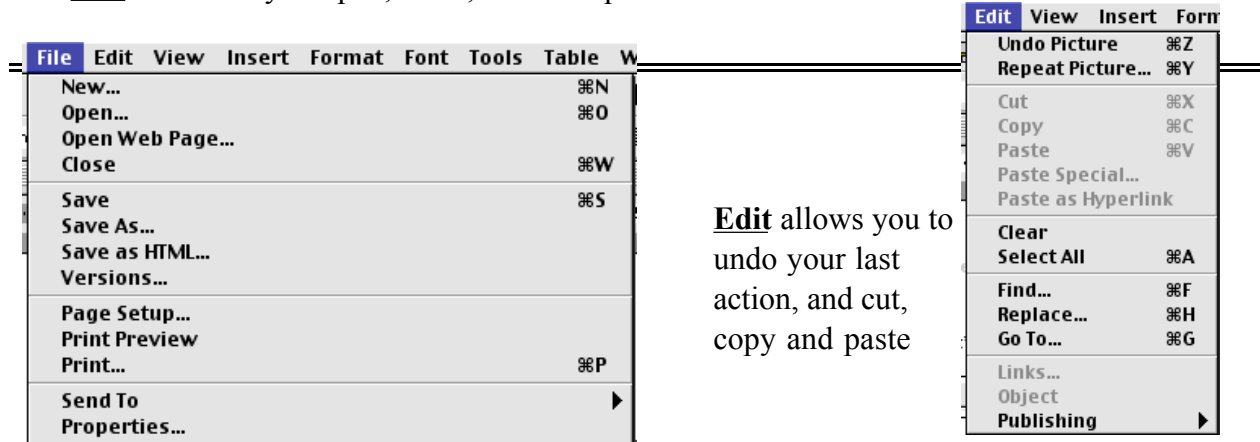
Open - Save - Print - Preview - Spell Check - Copy - Paste - Paint - Undo - Link - Web - Borders - Tables - Draw - Paragraph - Zoom



Let's explore the top tool bar:



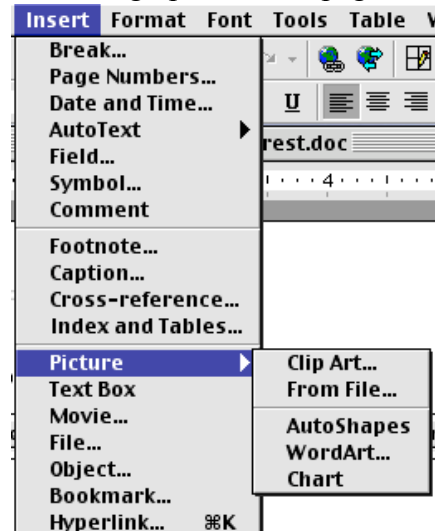
The **File** menu lets you open, close, save and print.



View lets you see page layout, format master page and create headers and footers



Use **Insert** to insert text boxes, graphics, date, page numbers





Tools lets you check spelling, etc., track changes (editing), Mail Merge (bring in information from another document, create Macros (automatic text files), etc

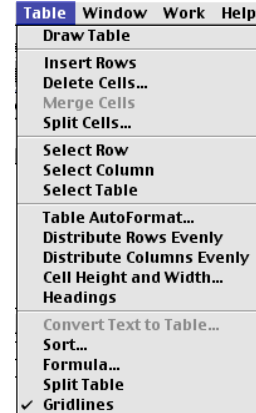


Table lets you insert and modify tables. (Including sorting)

Things to do:

- Format Text.
 - Go to **Format** in the tool bar. Select **Font**. Change the color, size, style and font.
 - If you have already printed the text, highlight the text you want to format, then select format in the top tool bar.
 - You can also use the formatting options in the picture tool bars.

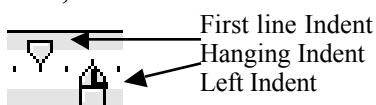
- Alignment Left, Center, Right Justify



- Line/Paragraph Spacing
 - Select the text you want to change
 - Select Format in the top menu bar
 - Select Paragraph and choose how you want the document formatted.

- Rulers
- Click the **View** Menu. Select **Ruler**

- Tabs ,



Click on **L** to change the tab justification (left, right, decimal, center)



6. Bullets and Numbers



- To format bullets and numbers go to **Format** and choose **Bullets and Numbers**. You can change your numbering system.
-

7. Page Sections and Breaks

- Click where you want to insert a page break
 - Go to **Insert** in the top tool bar
 - Click on **Break** and choose the kind of break you want
 - If you choose to insert a SECTION BREAK you can only format that section of the document.
- Creating and Modifying Styles
 - Select the text with formatting you want to save as a style
 - Click **Format**, then choose **Style**, and select **New**
 - Name the new style and choose style type (paragraphing or character)
 - To modify select **Modify** instead of **New**

9. Envelopes and Labels

- From **Tools** Menu select **Envelopes and Labels**
 - Type address or information
 - Select Envelope or Label and choose size.
 -
-


10. Headers and Footers

- Under the **View** menu select **Headers and Footers**
- Use headers to title your document (Headers and footers will appear on all pages.)
- Use footers for page numbers and other information you want to appear on all pages.
- Use tool bar that appears to toggle between headers and footers.




- Once you are done you can double click on your document to go back to working on your document, and double click on a header or footer to go back to the header or footer.

11. Tables

Click on  or choose **Table** in the top tool bar.

- Select number of rows and columns you want.
 - You can add rows by clicking just outside the last row.
 - You can add rows and columns from the **Table** Menu
 - Try adding, deleting, merging and splitting cells as needed.
 - You can sort cells by highlighting the cells to be sorted and selecting sort from the **Table** Menu.
 - Use **Formula** for mathematical functions.
 - Select **AutofORMAT** to use pre set formats for your table
 - Highlight your table and select **Borders and Shading** from **the Format** menu to format your table the way you want
 - To change size of cells either click on line and drag or **select Cell Height and Width** from **Table** menu.
-
-

12. Columns

- 
- Go to Layout under View menu
 - Select the text you want to arrange in columns
 - Click the Columns button on the tool bar
-
-


- Drag to select the number of columns you want
 - You can set this up ahead of time , too.
-
-

12. Just for fun---Drop Caps, Inserting Pictures, Text Boxes and Word Art

Pictures-- Go to **Insert** menu and choose picture. Choose from **file or clip art**.

Text Boxes --Go to **Insert** menu and choose **Text Box**

Drop Caps-- Go to **Format**, choose **Drop Cap**

Word Art—Select the Word Art icon  Choose style and type text.

Use Word art menu bar to play with your Word Art:

