



**HILLSBOROUGH**  
Community College

Microsoft Word 2003  
Module 2



# Microsoft Word 2003: Module 2

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# Objectives

Upon training completion, participants will know and be able to:

1. use various text features, including find/replace text, wrap text, auto text, and word art;
2. use page format features, including formatting paragraphs, headers and footers, columns, page break, and section break;
3. use graphics features, including inserting clipart, inserting pictures, and editing graphics using the picture toolbar;
4. use the Tables feature, including creating a new table and using the calculations function;
5. use auto shapes;
6. use document features, including track changes and comments.

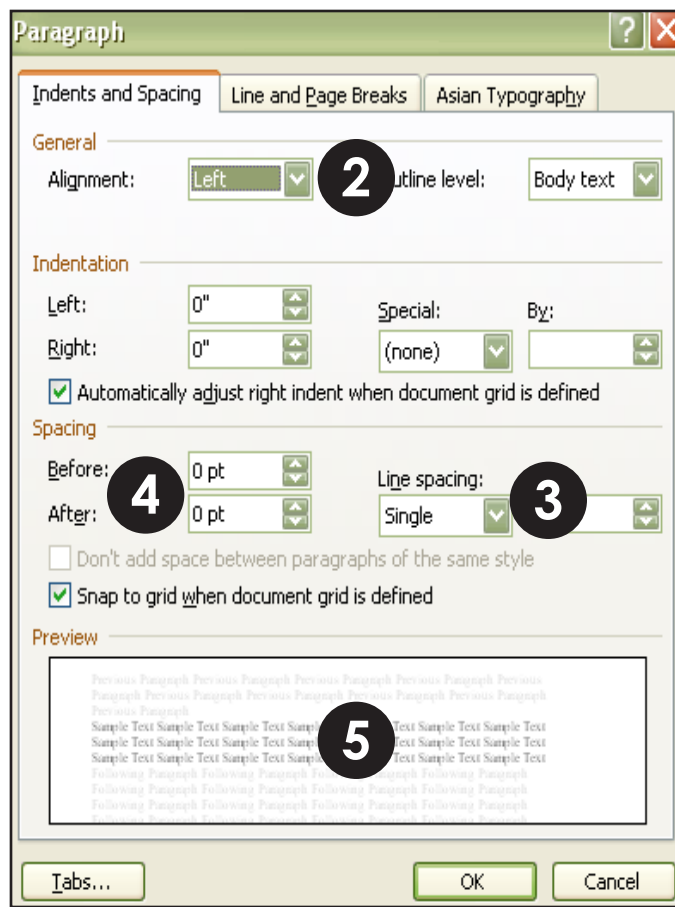




## Formatting Paragraphs

Formatting Paragraphs allows you to format paragraphs to accommodate most page designs. Features include general alignment, spacing, and tabs.

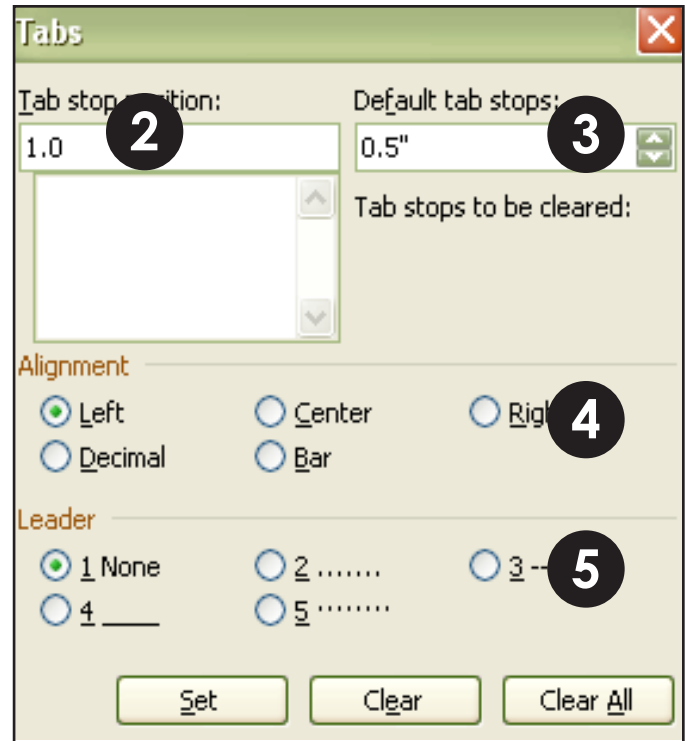
1. From the Microsoft Word Menu Bar, click **Format>Paragraph**. (NOTE: Make sure the Indents and Spacing tab is selected.)
2. Use the **down arrow** to select the general alignment for text, (left, centered, right, or justified).
3. Use the **down arrow** to select line spacing (single, 1.5, double).
4. Use the **up/down arrows** to customize spacing between specified lines.
5. The **preview window** allows you to view the format changes.
6. Click **OK**.



## Tabs

The Tabs feature allows you to establish pre-determined tabs throughout a document.


1. From the Microsoft Word Menu Bar, click **Format>Paragraph>Tabs**.
2. Type a **number in inches** to set the tab position, or
3. Use the **up/down arrows** to use pre-set tabs.
4. Click the **desired Alignment** (left, center, right).
5. Click the **desired Leader** (if applicable).
6. Click **OK**.

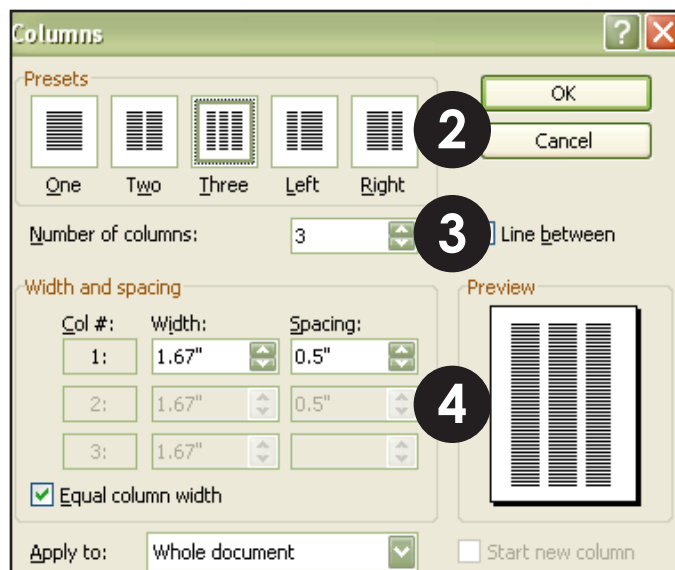


## Columns

The Columns feature allows you to establish a specified number of columns for each page of the document.

1. From the Microsoft Word Menu Bar, click **Format>Columns**.
2. Choose from the **presets**,  
or
3. Select a **specific number** of columns.
4. The **preview window** allows you to view your chosen column format.
5. Click **OK**.

 **Shortcut** - Use the Column icon on the Standard Toolbar to establish document columns.



## Header and Footer

The Header and Footer feature allows you to place specified content in the top and/or bottom of the margins (page #, name, revision date, etc.). The content repeats on every page of the document unless separated by a section break.



1. From the Microsoft Word Menu Bar, click **View>Header and Footer**.
2. The Header appears in the top margin. Scroll down to view the Footer.
3. Click **inside the Header box** - type the Header.
4. Click **Close**.



## Header and Footer Toolbar

The Header and Footer Toolbar allows you to use automated features to create Headers and Footers.



**Insert Auto Text** - Provides a list of types of text that can be included in a Header or a Footer (Examples include Page, Author, Created on, Last Printed, etc.).



**Insert Page Number** - Places the page number of the current page.



**Insert Number of Pages** - Inserts the total number of pages into the document.



**Format Page Number** - Allows you to change the format of the page number (1, 2, 3, or i, ii, iii, etc.).



**Insert Date** - Inserts the current date.



**Insert Time** - Inserts the current time.



**Page Set-up** - Opens the page set-up menu.



**Show/Hide Document Text** - Allows user to reveal or hide document text.



**Switch Between Header and Footer** - Allows user to alternate between the Header and the Footer without having to scroll up and down.



**Show Previous** - Displays previous Header or Footer.

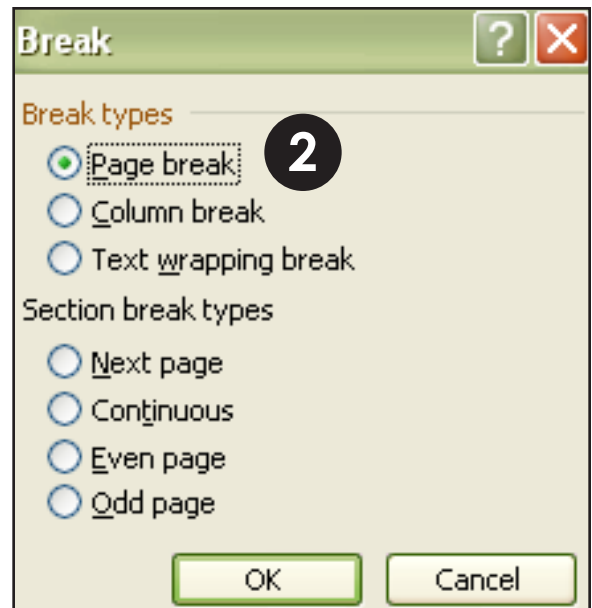


**Show Next** - Displays next Header or Footer.

## Page Break

Page Break allows you to end a page and continue to the next page even if the current page is not completely filled with text and graphics.

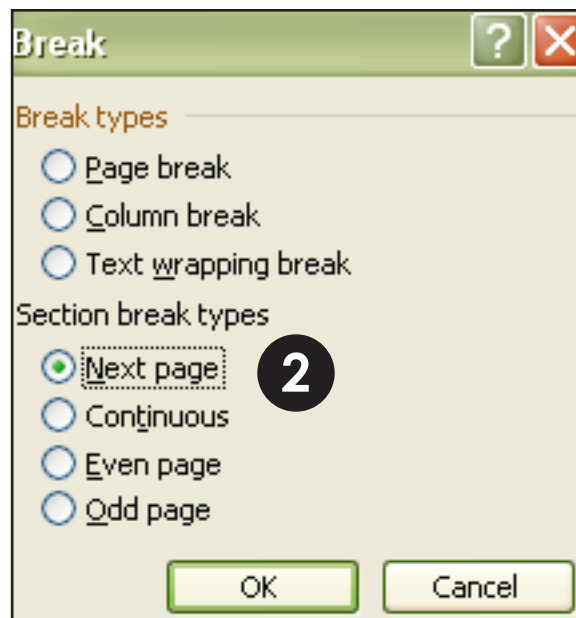
1. From the Microsoft Word Menu Bar, click **Insert>Break**.
2. Click the **button next to Page Break**.
3. Click **OK**.



## Section Break

Section Break creates multiple breaks within a single document. This feature can be used when multiple Headings or Footers are required within the same document as well as when various page number styles are required. (Example: 1, 2, 3, or I, II, III)

1. From the Microsoft Word Menu Bar, click **Insert>Break**.
2. Under Section break types, click **Next page**.
3. Click **OK**.



## Page Formatting

Use the document provided to re-format a paragraph, insert a header and footer, insert a page break, and insert a section break.

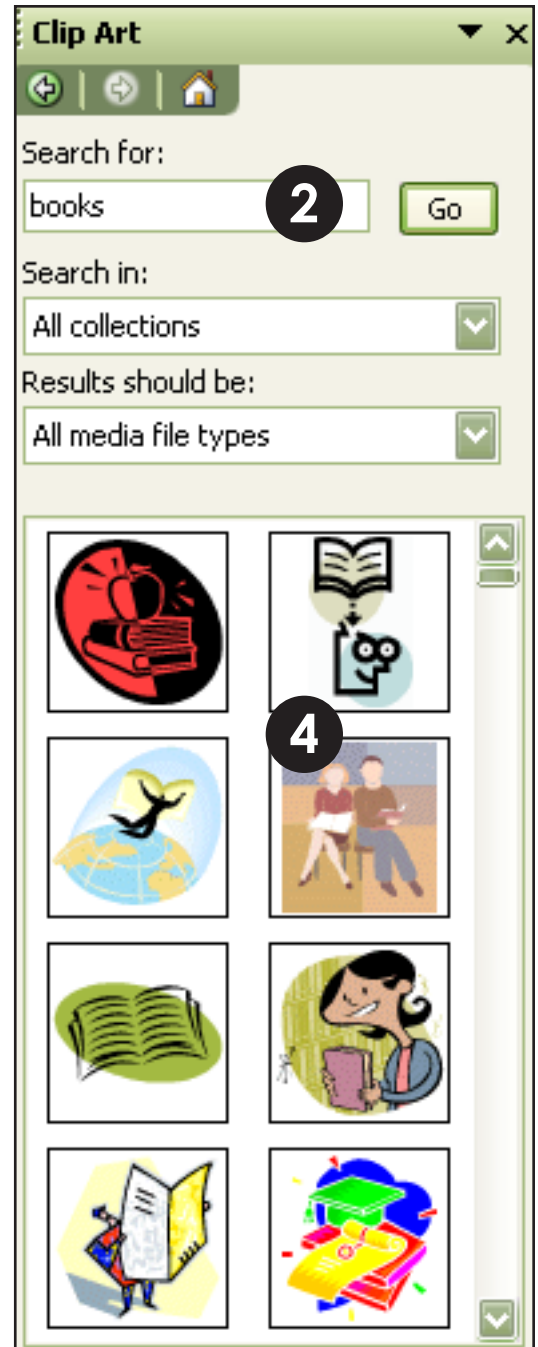
## Insert a Picture from Clipart

Microsoft Word provides a database of clipart and images designed to visually enhance documents.

1. From the Microsoft Word Menu Bar, click **Insert>Picture>Clipart**. (The Clip Art task pane will appear on the right of the screen.)
2. Click the Search For box, and **type the name** of the clipart, (Example: books).
3. Click **Go**.
4. The results appear in the task pane window.
5. Use the **up/down arrows** to view all of the selection choices.
6. **Double-click the chosen clipart**. The clipart is now inserted into the document.



**Shortcut** - Use the Clipart icon on the Drawing Toolbar to insert clipart.





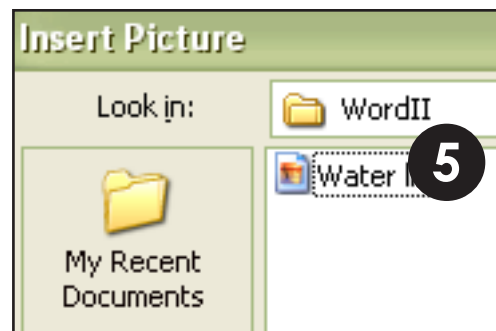
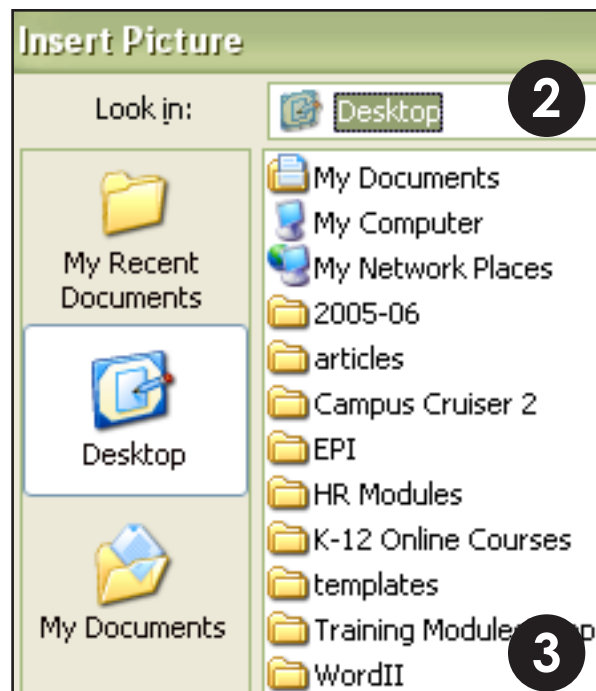
## Insert Picture from File

Insert a Picture from File allows you to place custom pictures into your documents.

1. From the Microsoft Word Menu Bar, click **Insert>Picture>From File**.
2. Use the **down arrow** to select the location of the folder containing the picture, (Example: Desktop).
3. Click the **folder** containing the picture, (Example: Word II).
4. Click **Open**.
5. Click the **picture** you wish to insert, (Example: Water lilies).
6. Click **Insert**.



**Shortcut** - Use the Insert Picture icon on the Drawing Toolbar to insert pictures.



## Resizing a Picture

Resizing a Picture allows you to adjust the image size to appropriately fit within your document.















1. **Click the picture.** (A re-size box appears around the picture.)
2. Move the mouse over one corner of the re-size box until the double arrow appears.
3. **Hold down the Shift key. Then click and drag the double arrow** to increase or decrease the picture size.





## Picture Toolbar

The Picture Toolbar allows you to make a variety of changes to pictures and clipart including brightness, contrast, color, rotation, cropping, borders, etc.

-  **Insert Picture** - Displays the Insert Picture dialog box which allows you to insert a new picture or clipart.
-  **Color** - Provides a set of four options ranging from full color to black and white.
-  **More Contrast** - Makes the darks darker and the lights lighter.
-  **Less Contrast** - Lessens the division between dark and light, blurring the image.
-  **More Brightness** - Increases the lightness of the overall image.
-  **Less Brightness** - Reduces the brightness, reduces reflections.
-  **Crop** - Allows you to “cut” the image.
-  **Rotate** - Rotates the image 90 degrees to the left each time it is clicked.
-  **Line Style** - Allows you to select the width of the line that borders the image.
-  **Compress** - Reduces the space/memory required to save picture files.
-  **Text Wrap** - Allows you to select from a variety of text wrapping styles.
-  **Format Paint** - Displays the Format Picture dialog box which allows you to select cropping, brightness, compression, and more.
-  **Set Transparent Color** - Creates a “see through” effect in an image.
-  **Reset Picture** - Returns the picture to its original form.

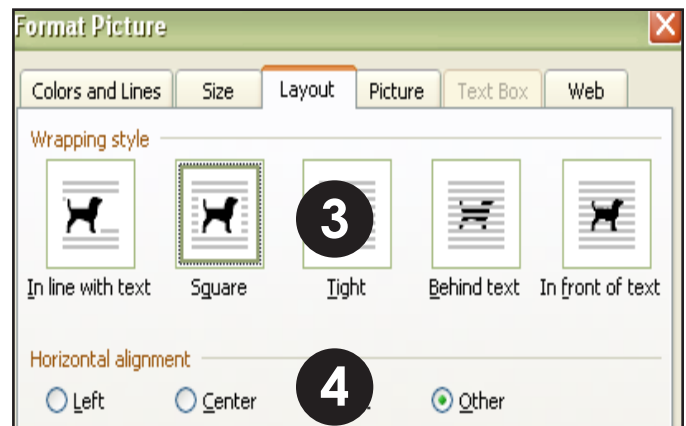
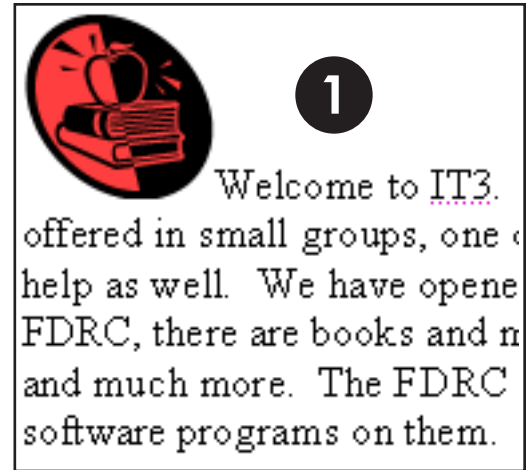
## Graphics

Use the document, picture and clipart provided to insert each image into the document, re-size each image, change image brightness, change image contrast, rotate the image, create a border around the image, and wrap text around the image.

## Wrap Text

Wrap Text allows you to place a picture within text and wrap the text around the picture.

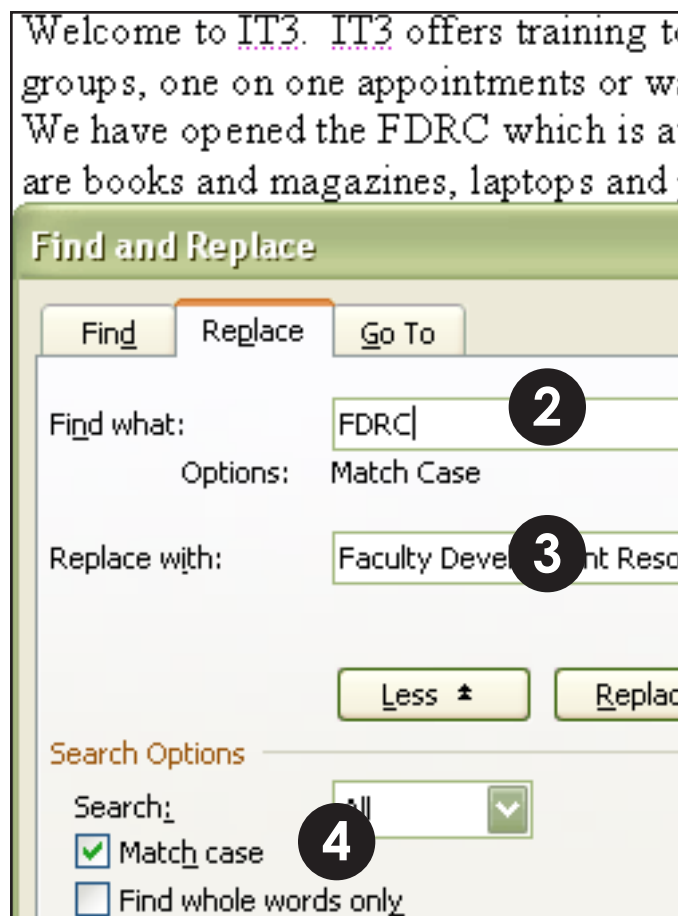
1. Once the picture is inserted into the document, **click on the picture**.
2. From the Microsoft Word Menu Bar, click **Format>Picture>Layout Tab**.
3. Select the **Wrap Text style**, (Example: Square).
4. Select the **Horizontal Alignment**, (Example: Left).
5. Click **OK**.
6. Text is now wrapped around the picture.



## Find and Replace Text

Find and Replace Text allows you to change a word throughout a document without searching for the word and re-typing it each time.

1. From the Microsoft Word Menu Bar, click **Edit>Replace>Replace Tab**.
2. In the Find what box, **type the word(s)** you want replaced, (Example: FDRC).
3. In the Replace with box, **type the word(s)** you want in exchange for the replaced word(s), (Example: Faculty Development Resource Center).
4. Under Search Options, click **Match case**.
5. Click **Replace All**.
6. A dialog box will appear when all of the replacements are completed.
7. Click **OK**.
8. Click **Close**.



## Auto Text

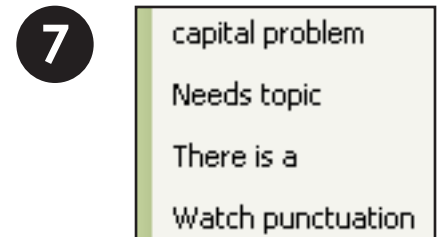
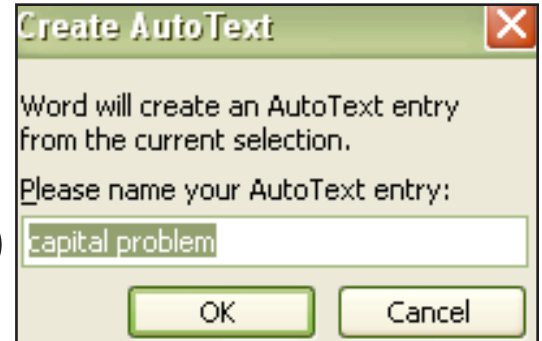
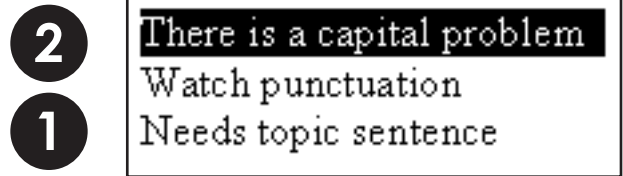
Auto Text allows you to have words, phrases, sentences, or comments readily available without needing to type them each time.

### To Create the Auto Text Database:

1. Type your list of words, phrases, sentences, or comments for the Auto Text data base.  
Example: There is a capital problem.  
  - Watch punctuation.
  - Needs topic sentence.
2. Highlight the first item.
3. Press and hold **Alt+F3** keys at the same time. A **Create Auto Text dialog box** appears.
4. Name the Auto Text Entry, (Example: capital problem). NOTE: An Auto Text entry must be a minimum of four characters long.
5. Click **OK**.

### To use the Auto Text Database:

6. From the Microsoft Word Menu Bar, click **Insert>Auto Text>Normal**.
7. Click the **desired entry**, (Example: capital problem).
8. The Auto Text appears in your document.



## Text Functions

Use the document provided to find/replace text and to create an auto text.

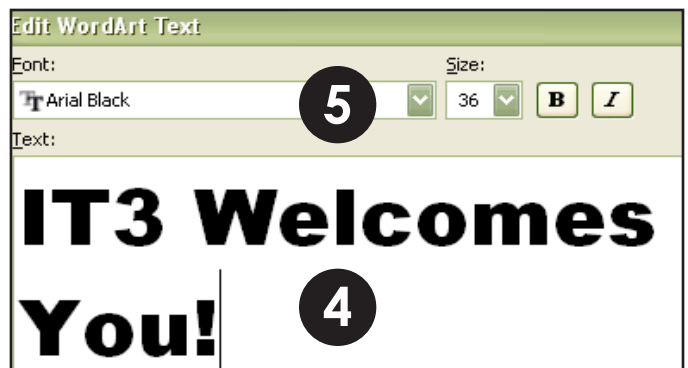
## Word Art

Word Art allows you to add titles, headings, or special words and phrases to a document in an artistic and visually interesting manner.

1. From the Microsoft Word Menu Bar, click **Insert>Picture>Word Art**.
2. Click the **desired design**.
3. Click **OK**.
4. From the Edit Word Art Text Box, type the desired text, (Example: IT3 Welcomes You!).
5. Use the **down arrows** to change Font type and Font size.
6. Click **OK**.



**Shortcut** - Use the Word Art icon on the Drawing Toolbar to create Word Art images.



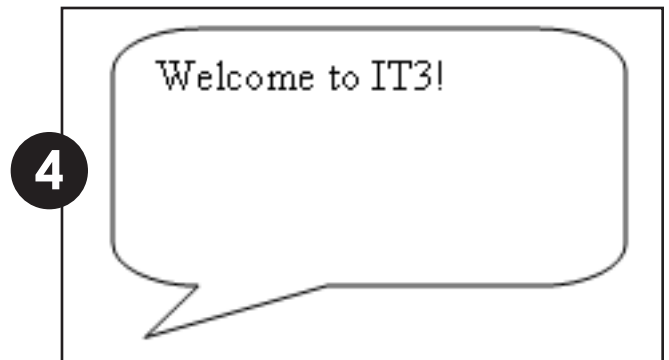
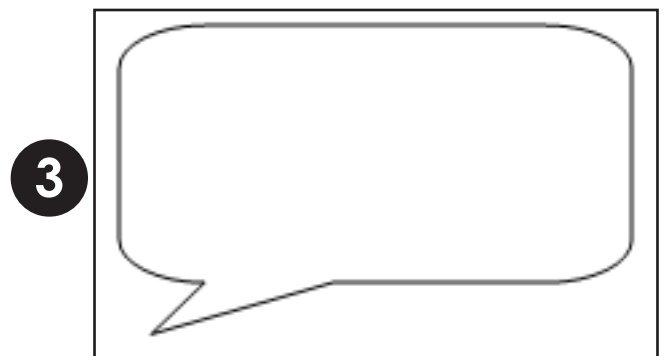
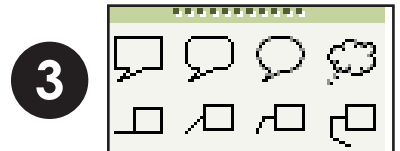
## Auto Shapes

Auto Shapes allows you to add shapes to your document such as stars, banners, hearts, arrows, and callouts to enhance visual appeal.

1. From the Microsoft Word Menu Bar, click **Insert>Picture>Auto Shapes**.
2. Click the **desired category**, (Example: Callouts).
3. Select the **desired Callout**. Click and drag the mouse to create the Callout.

### To add text to the Callout:

4. Click **inside the callout** and type the desired text, (Example: Welcome to IT3).
5. Once the desired text is in the callout, click the **mouse outside of the callout**.

























## Drawing Toolbar to Enhance Auto Shapes

The Drawing Toolbar allows you to fill the shapes with color, add lines around the shapes, change line types, change line styles, change font color, etc.

-  **Line** - Allows you to draw customized straight lines.
-  **Arrow** - Allows you to draw customized straight arrows.
-  **Rectangle** - Allows you to draw customized rectangles and squares.
-  **Oval** - Allows you to draw customized ovals and circles.
-  **Text Box** - Allows you to draw customized text boxes for the purpose of placing text on a document.
-  **Vertical Text Box** - Allows you to draw customized vertical text boxes for the purpose of placing vertical text on a document.
-  **Word Art** - Allows you to insert Word Art.
-  **Diagram** - Opens a diagram and chart gallery which allows you to select specified diagrams and charts.
-  **Insert Clipart** - Allows you to insert clipart from the Microsoft Word clipart gallery.
-  **Insert Picture** - Allows you to insert customized pictures into a document.
-  **Fill Color** - Allows you to fill rectangles, ovals, and drawing objects with color.
-  **Line Color** - Allows you to change line color.
-  **Font Color** - Allows you to change font color.
-  **Line Style** - Allows you to change the thickness and style of lines.
-  **Dash Style** - Allows you to change the style of dashed lines.
-  **Arrow Style** - Allows you to change the style of straight-line arrows.
-  **Shadow Style** - Allows you to select from a variety of shadow styles to place shadows around drawing objects.
-  **3-D Style** - Allows you to select from a variety of 3-D styles to convert a drawing object to 3-D.

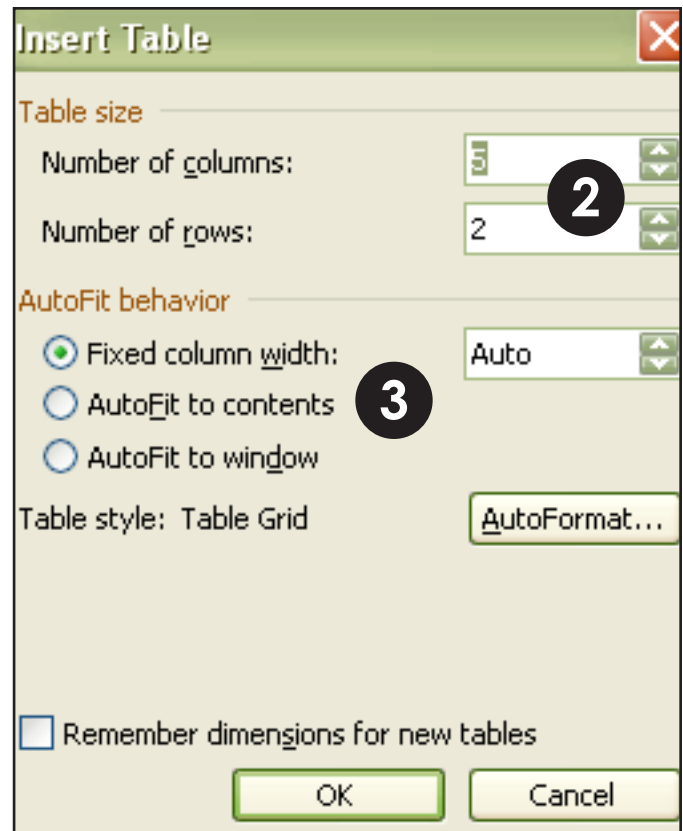
## Creating a Table

Tables allow you to organize and calculate data in a user-friendly manner.

1. From the Microsoft Word Menu Bar, click **Table>Insert>Table**.
2. Use the **up/down arrows** to select the desired number of columns and rows.
3. Select **Fixed column width** or use **AutoFit**.
4. Click **OK**.



**Shortcut** - Use the Insert Table icon from the Standard Toolbar to create custom tables.



## Creating a Table

Use the data provided to create a new table. Once your table is created, use the calculation functions from page 21 to perform a minimum of two calculations.

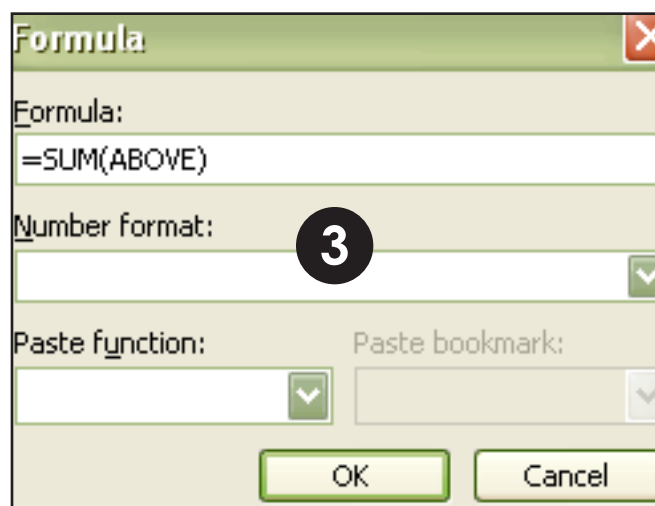
## Performing Calculations in a Word Table

The Calculation features of Word Tables allows you to perform a variety of calculations as a means to sort and analyze data.

### To find the sum of a column or row:

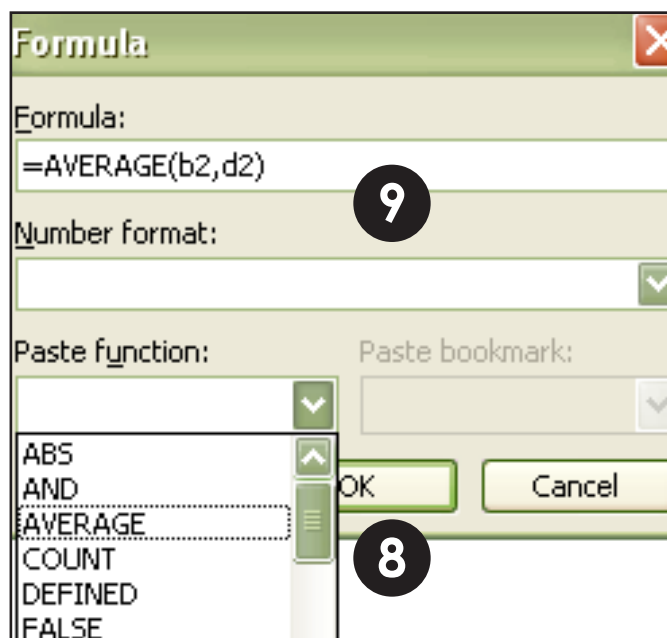
1. Click **the cell** in which you want the sum to appear.
2. From the Microsoft Word Menu Bar, click **Table>Formula**.
3. If the cell you selected is located at the bottom of a column of numbers, Microsoft Word automatically proposes the formula =SUM(ABOVE). Click **OK**.
4. If the cell you selected is at the right end of a row of numbers, Microsoft Word automatically proposes the formula =SUM(LEFT). Click **OK**.

	12	
	18	
		1



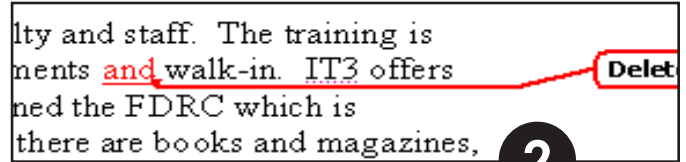
### To calculate the Average of a row or column of numbers:

5. Click **the cell** in which you want the average to appear.
6. From the Microsoft Word Menu Bar, click **Table>Formula**.
7. If Microsoft Word proposes a formula that you do not want to use, delete all of it except the equal sign (=).
8. Use the **down arrow of the Paste function box** to select the desired calculation, (Example: Average).
9. **Type the cell reference numbers** in the parentheses of the formula. (See sample table.)
10. Click **OK**.



## Track Changes

Track Changes allows you to make a change in a document so that the change will appear in red and inside of a callout box to the right of the document text. This feature is useful if more than one person is reviewing and editing a document.

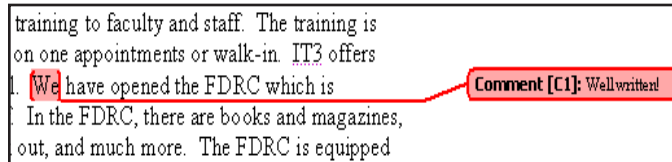


1. From the Microsoft Word Menu Bar, click **Tools>Track Changes**.
2. This activates the track changes feature so that all changes will appear in red and inside of a callout box.

## Comments

Comments allows you to add comments in red text and inside of a callout box to the right of the document text without changing the document.

1. Click the **location in the document** where the comment should be inserted.
2. From the Microsoft Word Menu Bar, click **Insert>Comment**.
3. The callout box is inserted.
4. Type **your comment** in the callout box.



3

4

## Create a Flyer

Review the flyer description and rubric provided with this module. Then, using the rubric criteria, create a flyer. Make sure to use Word Art and other Drawing tools as well as Clipart and Auto Shapes.