

Word Processing – Intermediate

Home:

Clipboard – Format Painter: Use this to transfer formatting between parts of your document
If you double click “Format Painter” you can change multiple areas altogether

Clipboard – Expand icon: This will show you a list of items you’ve copied or cut

Paragraph – Bullets: Find more bullet options by choosing “Define New Bullet” from the drop-down menu -> Symbol...

Paragraph – Bottom Border: This is the first border option on the list, open the drop down menu for more options

The border you choose will be inserted in relation to your cursor

OR place a border around text by highlighting and then choosing a border

Paragraph – Shading: This option is to the left of borders

It works much like “Text Highlight Color”, except with the darker colors it will turn text white so the text remains legible

Select the text you want to shade with your mouse, then choose color from drop-down

If you don’t select text, it will shade the paragraph containing your cursor

Paragraph -> Line and Page Breaks: Make sure widow/orphan control box is checked

This is what you’ll want for most circumstances

Widow and orphan control prevents one line (first line = orphan, last line = widow) from a paragraph from being orphaned from the rest of the paragraph at the end of a page

Styles – A collection of formatting instructions for text – font style, size, color

These are set styles you can access quickly instead of making numerous changes to font, color, etc to achieve the looks; hovering over the style will show you what it looks like with your current paragraph; right click on the style -> modify to make changes

Editing – Find/Replace are useful tools to find all the instances of a word or phrase in your document or to replace all instances of a word or phrase with a different word or phrase at once with one click

Editing – Select: Use this to select the entire document OR to select text with similar formatting

Select Objects: This allows your cursor to draw a box around objects to select all

Then see Page Layout -> Arrange -> Group



Insert:

Pictures – Opens a dialogue box to select a picture saved to your computer
“Picture Tools” and a Format tab open when a picture is selected

Charts – This will open a chart and an Excel document where you can add data

WordArt – Great way to add visual interest to a document such as a flier
Not usually appropriate for a more formal document

Symbols – Find symbols and equations here such as ™ or ⅔
More Symbols -> select symbol -> click insert -> cancel

Tables – Use “Table Tools” -> Layout to Merge and Split Cells and Add Rows and Columns

Design (2016): Style SETS are a combination of Title, Heading, and Paragraph styles
 No need to format each separately
 Paragraph Spacing: can make your document more or less compact
Themes – Sets of formatting changes that apply to whole documents – colors, fonts, effects
 (located in Page Layout pre-2016)

Page Layout (Just Layout in 2016):

(2016) Grouping objects together: Page Layout -> Arrange -> Group after selecting objects

Columns

Mailings -> Labels -> New Document for printing multiple sheets of labels at a time
For use with Avery labels

Review:

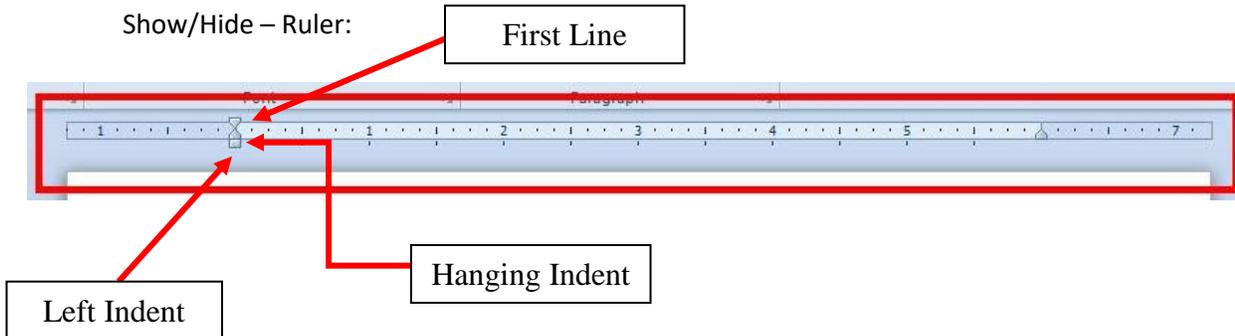
Proofing –This is where you can check Spelling and Grammar, and access the Thesaurus

Comments – Will open a colored text box with arrow to the relevant section, great for
collaborative work on a document



View:

Show/Hide – Ruler:



Common keyboard shortcuts:

Ctrl + N is equivalent to the **New** command
Ctrl + O is equivalent to the **Open** command
Ctrl + S is equivalent to the **Save** command
Ctrl + P is equivalent to the **Print** command
Ctrl + X is equivalent to the **Cut** command
Ctrl + C is equivalent to the **Copy** command
Ctrl + V is equivalent to the **Paste** command
Ctrl + Z is equivalent to the **Undo** command
Ctrl + A is equivalent to **Select All** command

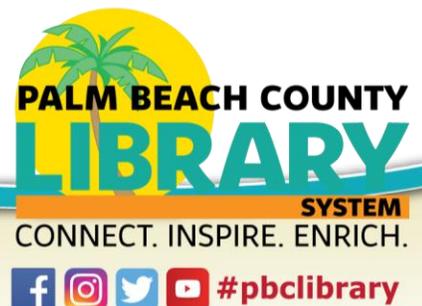
To use a keyboard shortcut, press and hold the Ctrl key and then tap the letter key to execute the command. In the ribbon, if you let the mouse sit over any command icon without clicking, a tooltip appears which explains what the command does along with its keyboard shortcut.

Free resource: gcflearnfree.org

Test Your Knowledge: http://iws.collin.edu/cesyllabus/cesyl_ct/ComputerTechnology-89s.htm



Palm Beach County
Board of County Commissioners



Word Intermediate Instructions

Home Tab

1. Change the font and font size of the entire document. (Hint: use Editing -> Select -> Select All)
2. Change the section header “Article I” to Times New Roman size 18 font, bold, add a text effect and color
3. Use Format Painter to apply these changes to the other section headers (Article II etc)
4. Right align (Paragraph group) the contents of Article III.
5. Add shading to this section – “Orange, Accent 2, Lighter 80%”
6. Add a border around this section
7. Apply a Style to Article II and its contents
8. Find and Replace “chuse” with “choose”
9. Remove the underline from Article I Section 3
10. Use Show/Hide to indicate where all the paragraph returns and spaces are located
11. Find and delete the extra return in Article I Section 1, turn off Show/Hide

Insert Tab

1. Insert a photo of the Constitution somewhere on the first page
2. Wrap text to Square
3. Insert a Text Box, type “Constitution” and move this under the photo
4. Remove the outline of the text box (Hint: Format tab -> Shape Styles -> Shape Outline)
5. Bonus 1: Select both objects, Group objects, and move to another spot on the page
6. Bonus 2: Add a “border” around this group
7. Insert another object (picture, shape, etc) into your document. This time, right click and select “insert caption”
8. Insert a hyperlink, Text to display: Constitution; Address: <https://www.archives.gov/founding-docs/constitution-transcript> (use the link “Archives.gov to copy/paste entire address)
9. Insert a 4x4 table at any point in your document

Design Tab

1. Add a page color
2. Add a page border

Layout Tab

1. Change the margins to .7 all the way around
2. Add continuous line numbers

