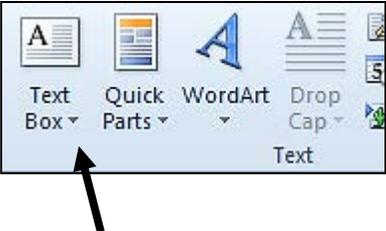
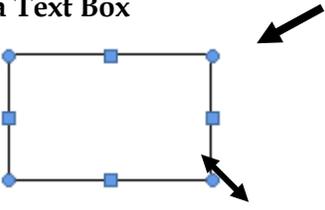
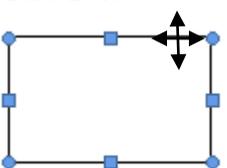
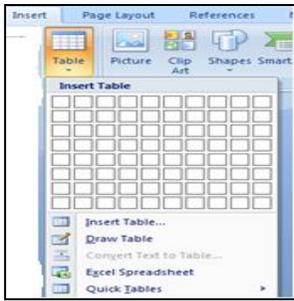


Word 3

Microsoft Word 2013

Action	Technique
<p>1. Insert a Text Box</p> 	<ol style="list-style-type: none"> 1. Click the Insert tab on the Ribbon. 2. Then click on Text Box in the Text group. Choose the design you want by clicking on a design from the design gallery. <p>To draw your own text box, click on Insert and Text Box then click on Draw Text Box. Move your cursor to the area in which you would like to place the text box. Click and hold the left mouse button. Drag the cursor until the text box reaches the desired size. Release the mouse button.</p> <p>Enter text in the text box by clicking and typing in the box. Text in the box can be formatted like any other text in your document.</p>
<p>2. Resize a Text Box</p> 	<p>Select the text box by clicking on it. Then use the handles to change the size of your text box.</p> <ol style="list-style-type: none"> 1. Put your cursor on any one of the handles, the cursor will change into a two-way arrow. 2. Hold the left mouse button and drag the cursor until the text box reaches the desired size. <p>OR</p> <p>To resize to an exact height and width:</p> <p>Click the text box that you want to resize.</p> <p>Under Drawing Tools, on the Format tab, in the Size group, enter the measurements that you want into the Height and Width boxes. If you do not see the Format tab select/click on the text box.</p>
<p>3. Move a Text Box</p> 	<p>An advantage of using text boxes is that they can easily be moved around anywhere on the document. Select the text box to be moved. Move the pointer to the border of the text box between the handles. The pointer now becomes a four-way arrow. Click and drag the text box to its new location.</p>

4. Insert a Table

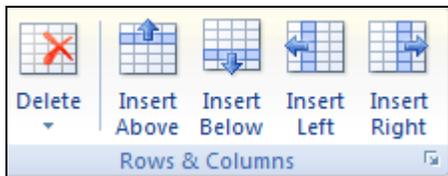


Place the insertion point where you want the table to appear. Click on the **Insert** tab then **Insert Table**. Choose the number of columns and rows. Click **OK**.

OR

Click where you want to insert a table. On the **Insert** tab, in the **Tables** group, click **Table**, and then, under **Insert Table**, select the number of rows and columns that you want by clicking and dragging across the squares.

5. Add a Row or a Column



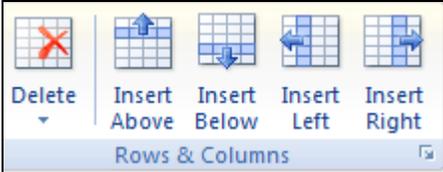
To add a **row**: Click in a cell above or below where you want to add a **row**. Then:

1. Under **Table Tools**, on the **Layout** tab, find the **Rows & Columns** group.
2. Select **Insert Above** or **Insert Below** depending on your cursor's current position.

To add a column: follow the steps for **adding a row**, except choose **Insert Left** or **Insert Right** depending on your cursor's current position.

To quickly add a row at the end of a table, click in the last cell of the last row, and then press the **TAB** key on your keyboard.

6. Delete a Cell, Row or Column



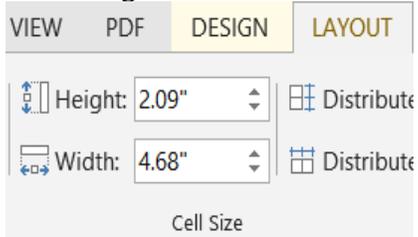
Select the cells, rows, or columns you want to delete.

On the **Layout** tab, under **Table Tools**, click on **Delete**, and then click the option you want and delete **Columns**, **Rows**, or **Cells**.

7. Enter Data in your Table

Click in the first box, called a cell. Type what you want. If you run out of space, continue typing and the cell will expand and a new row of text will begin. To go to the next cell, use the **tab** or **arrow keys on the keyboard**. Or use the mouse to click in the cell of your choice.

8. Change Column, Row or Cell Size

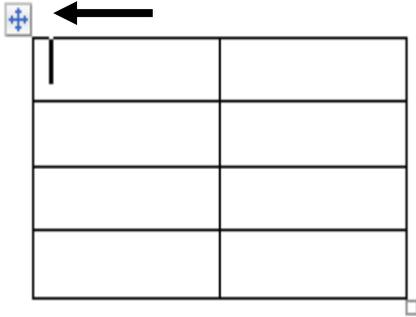


Change cell width or height by using the **Table Properties** command on the **Layout** tab under **Table Tools**. Click in the cell for which you wish to change the size. Click **Properties** in the **Table** group. Then click on the **Column**, **Row** or **Cell** tab to change the size.

Or click in the column, row or cell of your table. Then click the **Layout** tab. In the **Cell Size** group change the numbers to set the height of the cells or change the column width.

You can also use the double arrow pointer to move a vertical or horizontal gridline. Click and drag to move the line.

9. Moving or Resizing the Table



Click anywhere in the table. A **four-way arrow** will appear in the upper left corner. If the 4-way arrow is not visible, move the cursor in that region until you see it. Click on it and the entire table will be highlighted. Hold the left button down on your mouse and move the table anywhere on your document.

You can make the entire table bigger by using the **square icon on the bottom right-hand corner of the table**.

Click anywhere in the table. If the square icon does not appear, move the mouse around in the area, (without clicking).

When the square icon appears, click on it and it will change into a two-way arrow. Hold the left mouse button down, click and drag until the table reaches the desired size.

10. Add Table Borders



Click on your table. Then click on the four-way arrow in the upper left corner to select the entire table.

OR

1. Under **Table Tools**, click the **Layout** tab.
2. In the **Table** group, click **Select**, and then click **Select Table**.

Then:

1. Under **Table Tools**, click the **Design** tab.
2. In the **Borders** group, click the arrow next to **Borders**, and then do one of the following:
 - Click one of the predefined borders. Or
 - Click **Borders and Shading**. In the **Borders and Shading** dialog box, choose the **Style** and **Color** for your table border. Under **Setting**, click on **All**.
 - Make sure the **Apply to** field says "Table."
 - Click **OK** to close the **Borders and Shading** dialog box.

11. Remove Table Borders

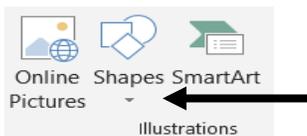


To remove the table borders. Click in your table. Then select the table by clicking on the four-way arrow. Or under **Table Tools**, click the **Layout** tab. Then in the **Table** group, click **Select**, and then click **Select Table**.

Then under **Table Tools**, click the **Design** tab.

In the **Borders** group, click **Borders**, and then click **No Border**.

12. Draw an object or shape



Click the **Insert** tab on the **Ribbon**. Then click on **Shapes** in the **Illustrations** group.

Choose the style you want by clicking on the designs offered. Click anywhere in the document, and then drag to place the shape.

Release when the shape is the size you want. The shape can be resized (see #15).

13. Insert Online Pictures or ClipArt

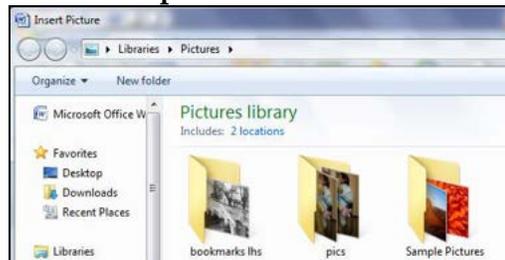


Place the insertion point where you want the **Picture/ClipArt** to be inserted in your document.

Then click on the **Insert** tab, and click **Online Pictures**. Type a word in the **Bing Image Search** searchbox to describe the type of picture you want. If you want clipart rather than a photo, also type the word “clipart” in the searchbox.

Once you find the picture you want, click on it and it will appear in your document.

14. Insert picture from file

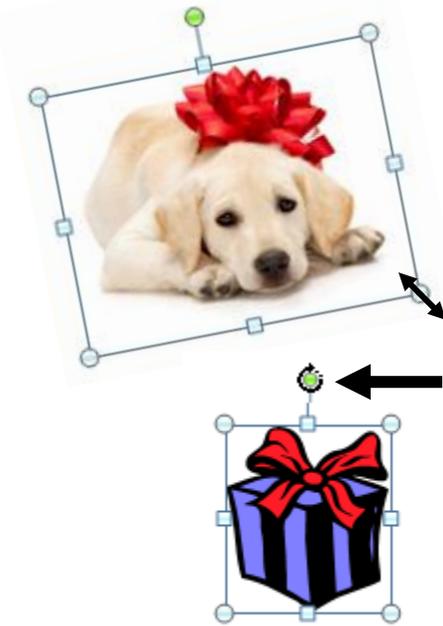


Use this command for pictures you have saved in your **Pictures** folder on your hard drive.

Place the insertion point where you want the picture to appear. Click on the **Insert** tab then the **Pictures** command. Find and open the folder containing the desired picture.

Click on the picture then **Insert**. Your picture will be added to your document.

15. Resize an Object



Click on the image. While the image is selected, you will see the **handles** that can be used to increase or decrease the size of the image.

Here's how:

Place your cursor on a corner handle and it will change into a **two-way arrow**. **Drag away to increase size and inward to decrease size.**

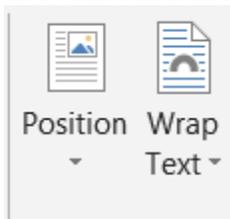
Dragging from a corner keeps a picture in perspective by changing width and height at the same time.

If you drag from the side of an object, it will become wider or narrower. If you drag from the top or bottom of an object, it will become taller or more compressed.

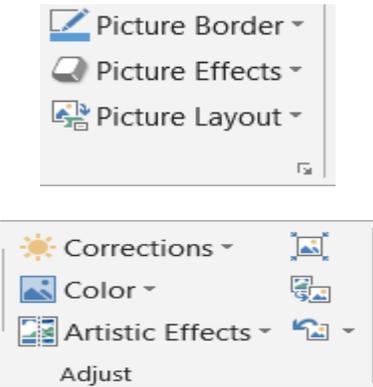
The green circle  on the top center of an image can be used to rotate the image and give it an *artistic tilt*. Put your cursor on the green dot or circle and your cursor will change into an arrow with a tail. Click and hold your left mouse button down and rotate the picture in the direction you want.

You can find **More Rotation Options** under **Picture Tools**. Click on the image. Then on the **Format** tab, in the **Arrange** group, click **Rotate**, and then click **More Rotation Options**.

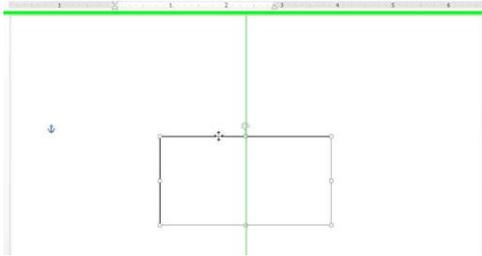
16. Wrap Text Around an Image



Select the picture or object. From the **Picture Tools** tab, click on the **Format** tab. Then in the **Arrange** group, click **Wrap Text**. Click the wrapping position that you want to apply.

<p>17. Move a Picture</p>	<p>Place the insertion point to the left of the object, then use the tab or spacebar key to move it to the right.</p> <p>Or</p> <p>Place the insertion point above the art and use the Enter key to move the picture downward.</p> <p>Or</p> <p>Highlight the object and use the left, right and center alignment options from the Paragraph group in the Home tab.</p>
<p>18. Move a Picture <u>With the Mouse</u></p>	<p>As a default, Word treats a picture as “in line with text.” This means you cannot move it freely around the page with the mouse.</p> <p>To enable movement, under Picture Tools, in the Format tab, find the Arrange group. Click on Wrap Text. Select the position that suits your needs. You can now use click-and-drag to move the picture around.</p>
<p>19. Format a Picture</p> 	<p>To change the color of the picture, add a frame, change the picture shape/size or create special effects select the picture you want to modify by clicking on it. Then from the Picture Tools tab, click on Format. From the Picture Styles group, you can do one of the following:</p> <ul style="list-style-type: none"> • Click on Quick Styles to change the shape of the selected picture. • Click on Picture Border to customize the outline of the selected picture. • Click on Picture Effects to apply visual effects, such as <i>shadow</i>, <i>glow</i>, or <i>reflection</i> to the selected picture. <p>You can further customize the image by using the various commands in the Adjust group. After you click on the image, from the Picture Tools tab, choose a command from the Adjust group.</p>
<p>20. Copy an Image or Text from the Internet</p>	<p>Go to the Internet website from which you wish to copy an image or text. Right-click on the image you want, then select Copy image. Minimize the Internet window. Open the Word window. Click your insertion point where you want the text or image to appear. Click on Paste.</p>

21. Alignment Guides



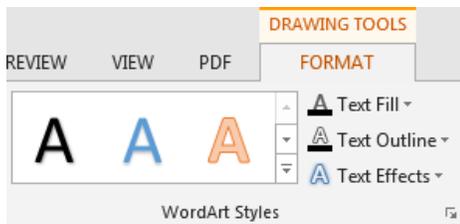
When moving objects, like **text boxes**, **shapes**, and **pictures**, Word provides green **alignment guides**, which help you center the object.

As you move the object around the page, look for green lines that pop up onto the screen. There are alignment guides for:

1. Centering vertically
2. Centering horizontally
3. Aligning with the margins of the document.

If the **alignment guides** are not turned on, go to the **Format** contextual tab under **Picture Tools** or **Drawing Tools** (depending on the type of object). Go to the **Arrange** group, select **Align**, then click on **Use Alignment Guides**.

22. Insert WordArt

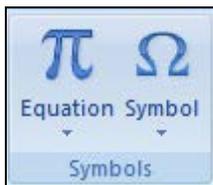


Click the **Insert** tab on the **Ribbon**, then from the **Text** group, click on **WordArt**. Click on the style you prefer from the WordArt gallery. Type your text then click **OK**. To re-open WordArt to make changes, double-click on the object. Drag the square handles to change size.

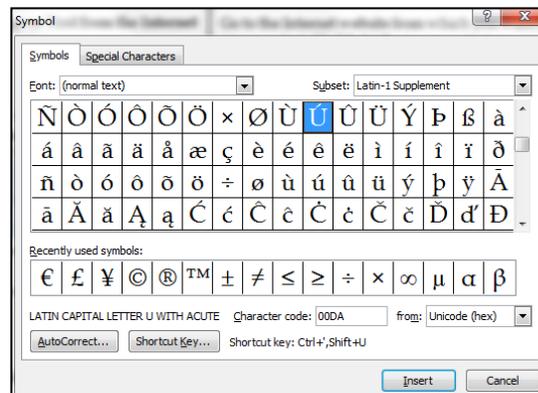
To edit or format your WordArt:

Click on the WordArt object. Then click on the **Format** tab under **WordArt/Drawing tools** in order to edit, change colors and patterns of the WordArt object in your document.

23. Insert a Symbol



Click on the **Insert** tab then **Symbol**. Choose the desired symbol from the grid. Or click on **More Symbols**. Then click on a symbol and click on the **Insert** button. Click the **Close** button and the symbol you chose will be inserted in your document.



24. Help



Click the **Help** icon. There are two ways to search:

1. You can type a search term in the box with the blinking cursor and use the enter key or click on **Search**.
2. Select **...More** from Top Help Topics to browse by category.