PART TWO
In this class you will learn to:

- Use bullets and numbering
- Insert headers and footers
- Insert page numbers
- Add a page border
- Insert pictures and Clip Art
- Resize pictures
- Create columns
- Create page breaks
REVIEW: LAUNCHING WORD

To open Microsoft Office Word 2010:

- Click the Start menu
- Place your mouse over All Programs.
- Scroll down to the Microsoft Office folder inside the Start menu.
- Hover over it (or click) with your mouse to show a sub-menu, and then click Microsoft Word 2010.

You can also open Word if you have a Word icon on your desktop:

- Double-click the icon to open Word
Create bullets or numbers for an existing list.

• To convert existing text to a simple bulleted list, select the text.

• Then, click either the bullet or the number icon on the Paragraph group of the Home tab to apply that type of list.

• You can also click the drop-down arrow next to either icon to choose a different format.
DOING MORE WITH YOUR DOCUMENT

Create bullets or numbers for a list as you type.

- To create a list while you type, click the Bullets or Numbering command.
- Type the information for the first bullet or number and then press Enter to move to the next level.
- Once you have completed entering the items in your list, press Enter. A new bullet/number will be created.
- Now you can either press Enter or the press the Backspace key three times to signify the end of the list.
INSERT A HEADER OR FOOTER

• Go to the Insert Tab, then click Header or Footer.

• Click the type of header or footer that you want to add and it will automatically be inserted into the document.

• You can also format header/footer text just like you would any other text contained in your document.

• The Header & Footer tools tab will open.

When you are finished creating your header, close the tab.
ADDING PAGE NUMBERS

- Go to the Insert Tab, then click the Page Number command in the Header & Footer group.
- Specify where you want the page numbers to go by hovering over one of the options. This will open an expanded menu.
- Click on an option in the expanded menu to insert the page number in that location and format.
CREATE A PAGE BORDER

- Go to the Page Layout menu tab. Click the Page Border button located in the Page Background group.

- The Borders and Shading dialog box will open. Select a setting from the menu on the left-hand side.

- Use the options in the middle to choose a style, color, width, and/or art.

- Finally, use the options on the right to choose what edges will have a border.

- The “Apply to” box lets you apply these changes to the whole document, a section, or a portion of a section.
INSERTING OBJECTS

INSERT A SHAPE

• Go to the Insert tab.
• Click on Shapes in the Illustrations group.
• A dropdown menu will appear. Single-click on the shape you want.
• From there you have two options.
  • Either single-click on the document working area to insert the shape in a default size....
  • ...or, click and drag on the working area to insert the shape with a customized size.
THE DRAWINGTOOLS TAB

The Drawings Tools tab appears when you insert a shape.

There are six groups on the Drawing Tools tab.

- Insert Shapes
- Shape Styles
- WordArt Styles
- Text
- Arrange
- Size

If you click off of your shape, the Drawing Tools tab will disappear. Simply click the shape to make the tab appear again.
INSERTING PICTURES FROM A FILE ON YOUR COMPUTER:

1. Go to the Insert tab and click the Picture button located in the Illustrations group.
2. A dialog box will then open and you will be prompted to locate and choose the file. Click a single file or hold Ctrl and click multiple files.
3. Click Insert when you’re ready.
4. The picture will then be added to your document. The Picture Tools – Format tab will also become available.
INSERTING OBJECTS

INSERTING CLIP ART:

• Go to the Insert Tab and click on the Clip Art button located in the Illustrations group.

• A task pane will appear on the right side of the Microsoft Word window.

• Type what you’re looking for in the search box.

• Click Go.
INSERTING OBJECTS

INSERTING CLIP ART:

• You will then see images appear in the white part of the task pane.

• Once you’ve found the image you’re looking for, simply click to place your cursor where you want the image to go in the document.

• Then, click the image to insert.

• The image will be automatically inserted into your document.
TO RESIZE A PICTURE, CLICK AND DRAG THE HANDLES.

- As you drag the handles, you will see the photo become larger or smaller, depending on the direction that you drag in.
- Square handles resize the shape in one direction.
- Round handles resize the shape in two directions.
- You can also enter exact dimensions in the Size group of the Picture Tools – Format Tab.
THERE ARE TWO WAYS TO ROTATE A PICTURE:

- Select a picture and use the Rotate options on the Picture Tools – Format tab or the mini toolbar.

- Or, click and drag the green handle.
THE PICTURE TOOLS TAB

The Picture Tools tab appears when you insert a picture into a document.

There are four groups in the Picture Tools tab:

- Adjust
- Picture Styles
- Arrange
- Size

If you click off of your picture, the Picture Tools tab will disappear. Simply click the picture to make the tab appear again.
USING PAGE BREAKS

• A page break is a physical end to the text on a page.

• Place your cursor where you want to place the break, and then click Page Layout tab → Breaks → Page.

• If you later want to remove a page break, place your cursor at the beginning of the page after the page break and press Backspace.

• If you have paragraph formatting shown, a page break looks like this:
DOING MORE WITH YOUR DOCUMENT

TO DIVIDE TEXT INTO COLUMNS, CLICK THE PAGE LAYOUT TAB

• Select the text that you want to format.
• Click the Columns button.
• For more variations, click More Columns at the bottom of the Columns command to open the Columns dialog box.
EXERCISE

• Add a page border.
  - Click Page Layout → Page Borders.
  - Click Art.
  - Scroll through until you find an image you like.
  - Click OK.

• Insert WordArt.
  - Hit enter a few times to create a space for your WordArt.
  - Click Insert → WordArt.
  - Choose a style you like.
  - Type “Birthday Party!” Click and drag the text box into the space you made.
  - Go to the Picture Tools format tab; click Align → Align Center.

• Make a bulleted list.
  - Click beneath your WordArt. Hint Enter a few times.
  - Click the bullet button.
  - Make a list of everything you’ll do for your birthday, at least six things.
  - At the end of your list, hit Enter twice to move to the next line.

• Make the list into columns.
  - Highlight your list. Make sure you don’t have anything extra highlighted.
  - Click Page Layout → Columns → Two.
EXERCISE

• Insert Clip Art.
  - Click the Insert tab.
  - Click Clip Art.
  - Search for birthday.
  - Double click the picture of your choice.

• Resize the picture.
  - Go to the Height box in the Picture Tools format tab.
  - Click in the box and type 3.5. Press Enter.

• Use the Position button in the Picture Tools format tab to place the picture in the lower right corner.

• Apply an Artistic Effect.
  - Click Artistic Effects in the Picture Tools format tab.
  - Hover over the thumbnails to see the different effects.
  - Click on the effect of your choice to apply it.

• Add a shadow.
  - Click the Picture Effects button in the Picture Styles group.
  - Click Shadow.
  - Choose any of the shadows in the Perspective group at the bottom of the menu.
EXERCISE

• Insert a smiley face.
  - Click the Insert tab.
  - Click Shapes.
  - Click the smiley face in the third row of the “Basic Shapes” group.
  - Click and drag on the document to create a smiley face about the size of a lemon.

• Change the shape’s color.
  - Click the dropdown arrow in the Shape Styles gallery.
  - Choose a new color.

• FOR MORE INFORMATION OR EXERCISES, TRY THESE SOURCES:
  - Lynda.com—Word Quick Tips
  - Lynda.com—Cert Prep: Word 2010 Microsoft Office Specialist
## COMMON KEYBOARD SHORTCUTS

<table>
<thead>
<tr>
<th>Key Sequence</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL + A</td>
<td>Select entire document/page</td>
</tr>
<tr>
<td>CTRL + C</td>
<td>Copy selected text/object</td>
</tr>
<tr>
<td>CTRL + X</td>
<td>Cut selected text/object</td>
</tr>
<tr>
<td>CTRL + V</td>
<td>Paste selected text/object</td>
</tr>
<tr>
<td>CTRL + Z</td>
<td>Undo your last action</td>
</tr>
<tr>
<td>CTRL + F</td>
<td>Find specific text in the current document</td>
</tr>
<tr>
<td>CTRL + S</td>
<td>Save the current document</td>
</tr>
<tr>
<td>CTRL + P</td>
<td>Print the current document</td>
</tr>
<tr>
<td>CTRL + B</td>
<td>Bolds the selected text</td>
</tr>
<tr>
<td>CTRL + I</td>
<td>Italicizes the selected text</td>
</tr>
<tr>
<td>CTRL + U</td>
<td>Underlines the selected text</td>
</tr>
<tr>
<td>CTRL + N</td>
<td>Create a new document</td>
</tr>
</tbody>
</table>
ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage [www.jpllibrary.net](http://www.jpllibrary.net).

- From the JPL homepage, click on the **Online Databases** link or the **Databases** menu tab.
- Then scroll down and click on the **Learning Express 3.0** icon to access online training resources.
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- From the library’s homepage, click on the **JPL Digital Content** link or the **Digital Content** menu tab.

- Then click on the **lynda.com** icon to access online training using your library card number and pin.