

Word Tips



Insert Art/Picture Files

1. Place cursor in document where desired image is to be.
2. From the menu, select Insert, Picture, then choose one of these three options: From File (for file on computer), Clip Art (for image on media CD), or Word Art (for text options).
3. Options will appear at right to search for desired clip art, or a window will appear to search for a particular file or select a preferred WordArt style.
4. Scroll to select the desired clip art by clicking on it to insert, or find the desired file name and select it then click insert button, or select desired WordArt and click OK. If Word Art is chosen, another window will open to input text and click OK after entering.
5. Art or Picture will appear in the document where cursor was. It now can be moved, resized, or edited.

Edit ClipArt/Picture Files

1. Right-click on Art or Picture, whether it be inserted picture object, WordArt, or clip art.
2. Select Format Picture or if applicable Format Object or Format WordArt.
3. Select the Colors and Line tab. Then click on the drop down box labeled Fill Color to change the color or the Line Color to change outline color or style.
4. Select the Layout tab to place within text. Select the desired Wrapping Style and Alignment.
5. To change the size, be sure Size tab is set to Lock Aspect Ratio before changing size in window or dragging sizers on the art or picture.
6. Click OK button to change Art or Picture.

Copy/Paste Excel Charts

1. Open Excel and select desired chart. Use the Copy  button to send the highlighted chart to temporary storage.
2. Open the Word document and move to desired location for chart, then click on the Paste  button to retrieve the copied data from temporary storage.



Create Table

1. From the menu, select Table, then Insert, and Table.
2. A window will appear to indicate desired number of columns and rows. Enter numbers and click OK for table.
3. Table will appear in document.
4. Click in cells of table to begin inserting data. The TAB key on keyboard will move between cells for data entry. Shift + TAB will move backwards.

Edit/Delete Table

- To change table attributes, select a cell in the table and use menu options Table, Table Properties
- To change a table to text columns (or vice versa), select a cell (or all text for table) in the table and use menu options Table, Convert. Select the desired conversion option and then complete pop-up window.
- To delete data in a table, select all the data in the table and use the DEL key on the keyboard.
- To delete the entire table including data, select a cell in the table and use menu options Table, then Delete, and Table.

Copy/Paste Excel Table

1. Open Excel and select the desired cells containing data. Use the Copy  button to send the highlighted data to temporary storage.
2. Open the Word document and move to desired location for Excel table, then click on the Paste  button to retrieve the copied data from temporary storage.

Headers/Footers


1. From the menu, select View, then Header and Footer.
2. This will move behind the normal text into an area above and below the normal text. Text or images may be inserted into either of these areas. A Header and Footer toolbar will display with options that may be used.
3. Click the Close button once header/footer information is entered to return to normal text view.

Margins/Orientation



1. From the menu options File, select Page Setup.
2. Go to the Margins tab and set margins and page orientation for the document or portions of the document. Margins for header and footer is on the Layout tab. The Paper tab allows changing from standard letter size paper to other sizes.

Word Tips

Add Page Border

1. From the Layout tab, click the Border button.
 2. When the window appears, select the Page Border tab.
 3. Scroll and select a desired line style, color, and size. Or select a type or Art to use as border. If using lines, may also select a Setting for what type of box to draw around the text. In the Preview area, click where lines are to appear or not appear on the page around the text (left, right, top, bottom). Select the desired Apply to (first page is typical unless the document is a one-page flyer). Then click the Option button.
 4. When the option window appears, change the Measure From option to Text. Click OK to return to prior window.
 5. Click OK to place border on page. Border may be seen in Print Preview. If bottom of border does not show, change bottom margin or footer until it shows up.
- If border is no longer desired, use Undo  or repeat steps and choose None as Setting to remove everything.

Preview Documents

1. Change to Print Preview by clicking on the Print Preview  button on the standard toolbar.
2. From the Print Preview toolbar, use the Zoom drop down box to change percentage size or depress the Magnifier  button to change the magnification for a better view.
3. Then switch from magnification view to edit view by turning off the Magnifier button.
4. Select the image to be changed or to the text area to be edited.
5. Make desired changes.
6. Click the Close button on the toolbar to exit Print Preview.

Force Page Break

- Word automatically returns at the end of each line inside left/right margins. Hitting the Enter on keyboard indicates the end of a paragraph. Word automatically page breaks documents to match top/bottom margins.
- Use Ctrl + Enter on keyboard to force a page break anywhere one is desired in the document.

Printing Documents

1. To specify desired print options for a document, use menu option File, Then Print.
2. A window of options will be displayed. After selecting the desired printer, click the Properties button next to it to change print options from color to black and white. This also allows changing the quality of printing to high/best for distribution or low/draft for proofing. The Number of copies to print and whether they are collated may also be selected from the window. Additionally a Page Range of only selected text or specific pages may be selected besides using the default of printing All.
3. Once all options are set, click OK to send the document to the printer.



Labels/Envelopes

- To address a single label or envelope, use menu option Tools, then Letters and Mailings, and Envelopes and Labels. When the window appears, select the appropriate tab and complete the fields. Use Print button to print the envelopes when ready. For labels, use the New Document button to review that the labels are placed correctly on sheet, or to copy data for multiples of same label, and then send the corrected document to the printer.
- To create multiple different labels for mailings, use the mail merge function.

Mail Merge Wizard

1. If creating letters, first create the letter document. Thendetermine what type of file contains the recipient data to merge into letters, envelopes, or labels.
2. To start a mail merge use menu option Tools, then Letters and Mailings, and Mail Merge Wizard.
3. The wizard will go through a series of windows asking for inputs and file names. Complete the windows using the Previous button to make corrections and the Next button to continue. Be sure to preview letters before sending to printer. If desired, some letters may be edited thus sending to a file instead of the printer. Printing of edited file may then be delayed to another time.

Selecting Text

Double-Click Selects a word.	Triple-Click Select paragraph	Click, then Shift+Click Select range with start & end points	Drag & Drop  Move selection	CTRL + Drag  Copy selection	Right-Click Format & Edit menu options
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