

# Internet and Information Technology

## Lecture 8

ITC202

Microsoft Office: Word

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# Office

Microsoft



Microsoft

## What's Included?



### Word

For simple word processing.



### PowerPoint

For stunning presentations.



### Excel

For analyzing data.



### Publisher\*

For creating assets.



### OneNote

For efficient note-taking.



### Teams

For keeping in touch.



### Outlook

For an organized inbox.



### Access\*

For complex databases.

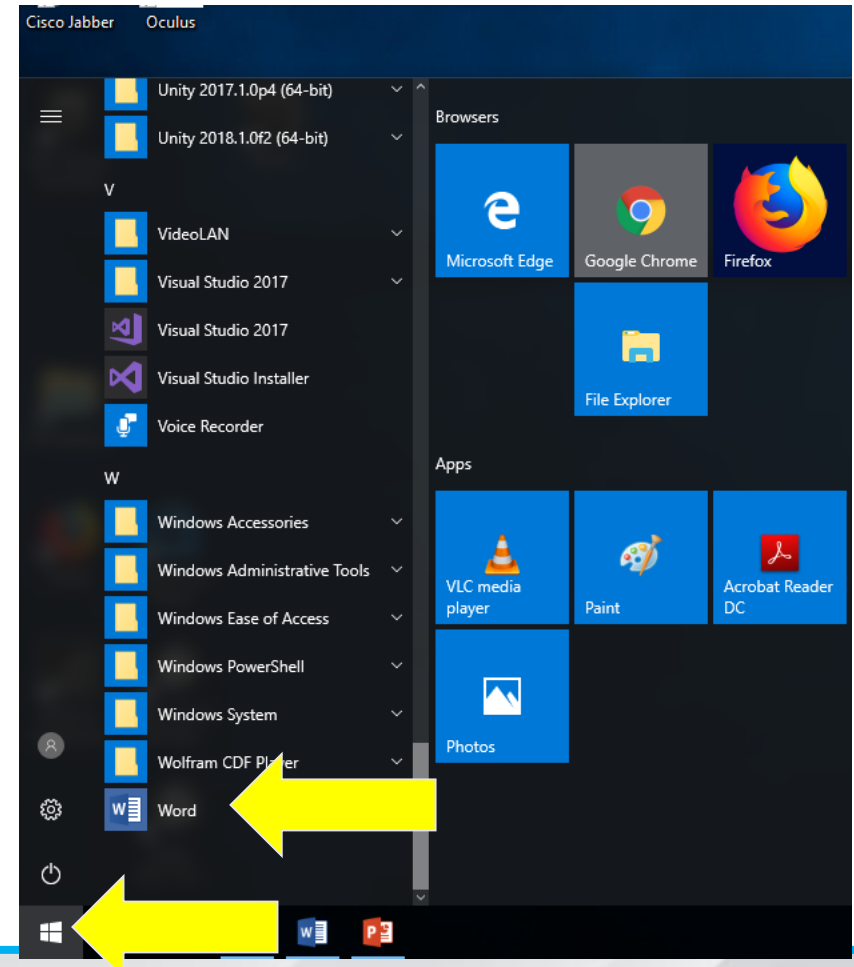
*\*Indicates Apps Only Available on Windows*

# Learning Objectives

MS Word : Using MS word to create, edit, save, and print written documents such as letters, contracts, and manuscripts

# Word

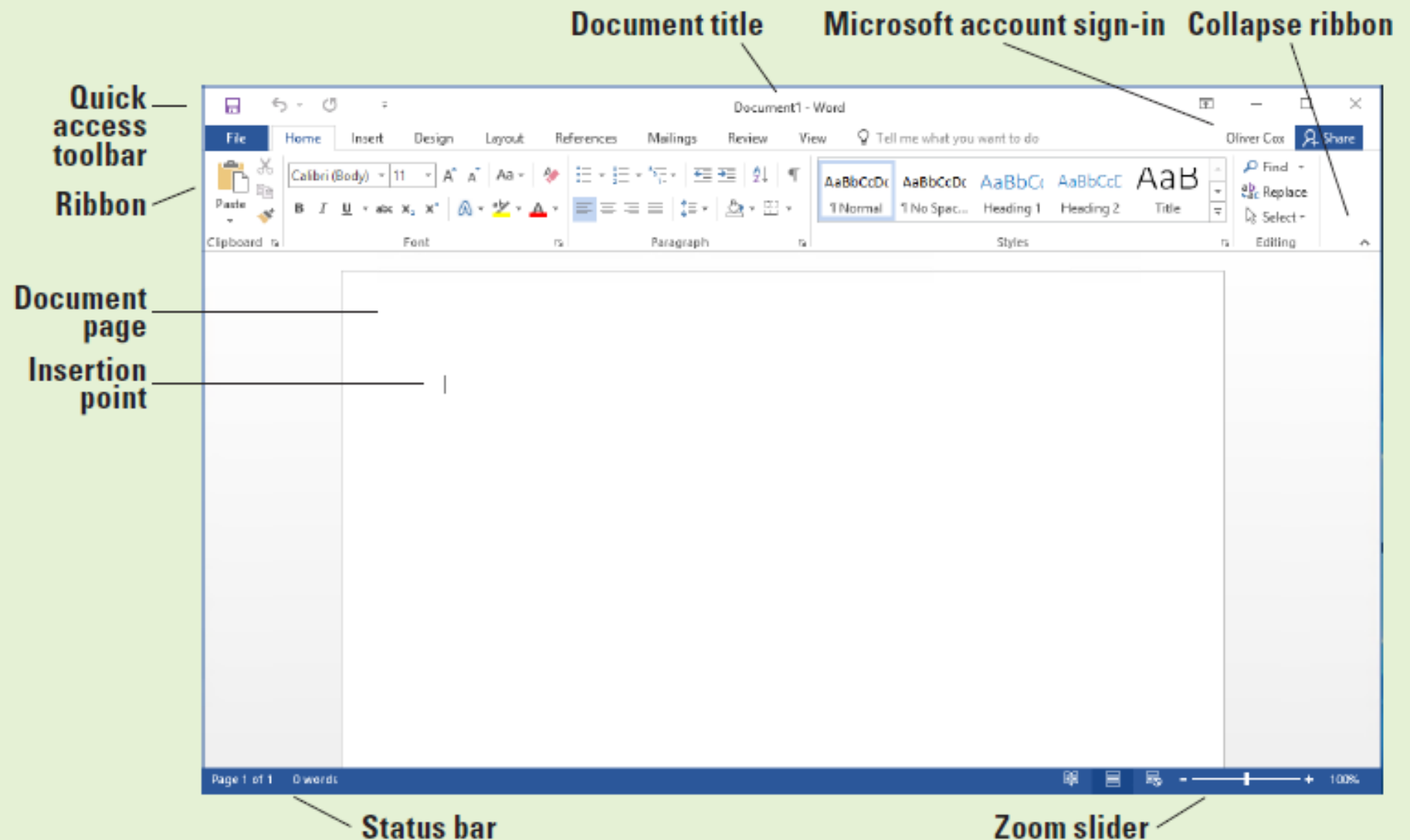
- To start an MS Office app
- Click the Start button
- Scroll through the menu items and click on the app to start
- If Word clicked, the Word Start screen is displayed



# Microsoft Word's Primary User Interface

Before you begin working in Microsoft Word 2016, you need to acquaint yourself with the primary user interface (UI). When you open a blank document in Microsoft Word 2016, you see a screen similar to that shown in Figure 1-1.

**Figure 1-1**  
Microsoft Word 2016  
Opening screen

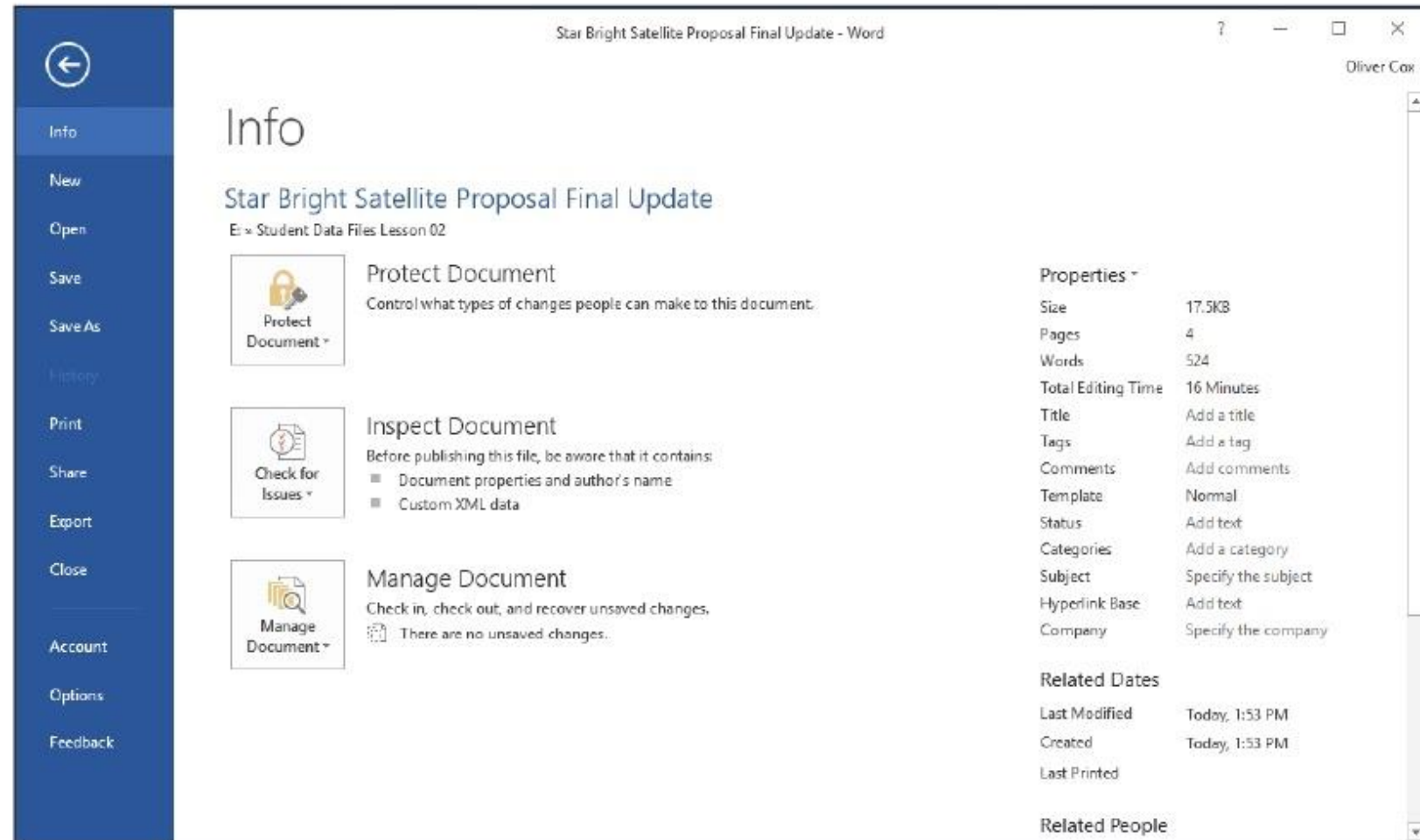


**GET READY. USE** the document that is open from the previous exercise.

1. Click **File** to open Backstage. The Info screen appears by default, and the document's properties are listed on the right side of the screen.
2. At the bottom of the list of properties, click the **Show all properties** link to expand the display, as shown in Figure 2-17.

**Figure 2-17**

Document Properties



## STEP BY STEP

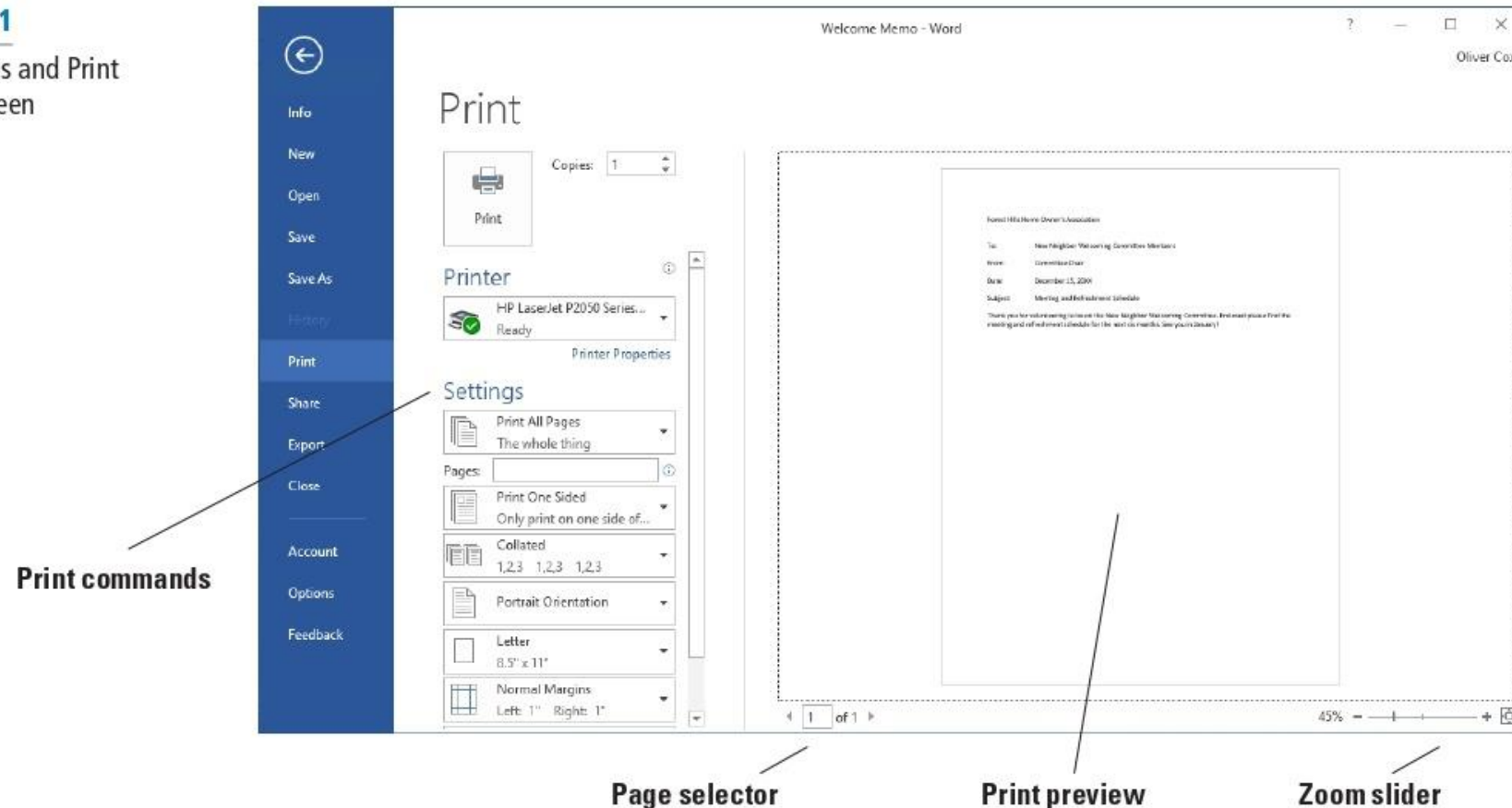
### Use Print Preview

OPEN the **Welcome Memo** document that you created earlier.

1. Click the **File** tab, and then click **Print**. The Print screen opens with the Print options on the left and the Print Preview on the right, as shown in Figure 1-11.

**Figure 1-11**

Print options and Print Preview screen



## STEP BY STEP

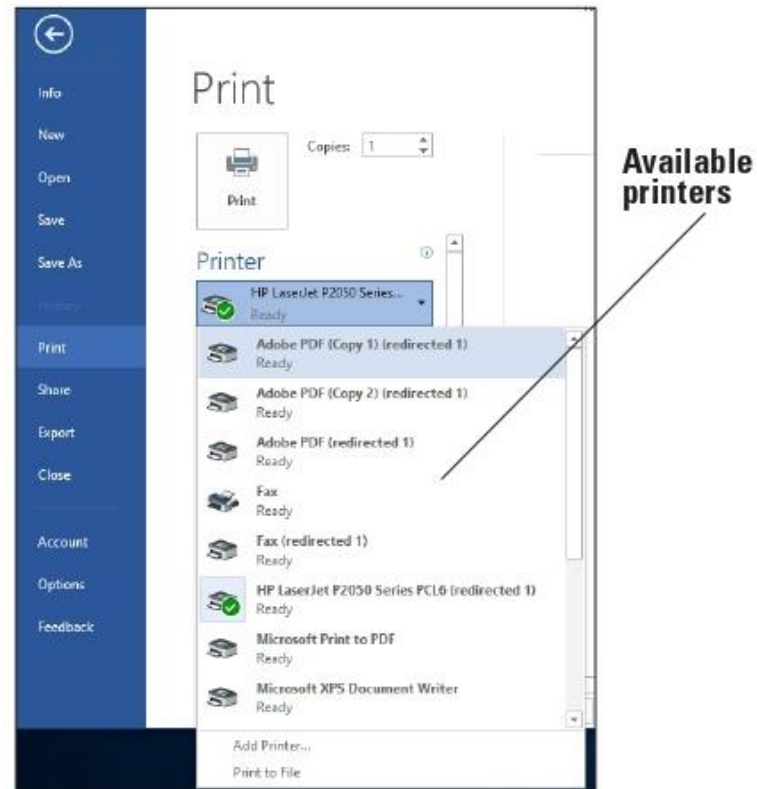
### Choose a Printer

USE the document that is open from the previous exercise.

1. Click the **File** tab, and then click **Print**.
2. In the Printer selection area, click the **drop-down arrow** to produce a list of all printers connected to your computer (see Figure 1-12).

**Figure 1-12**

Available printers



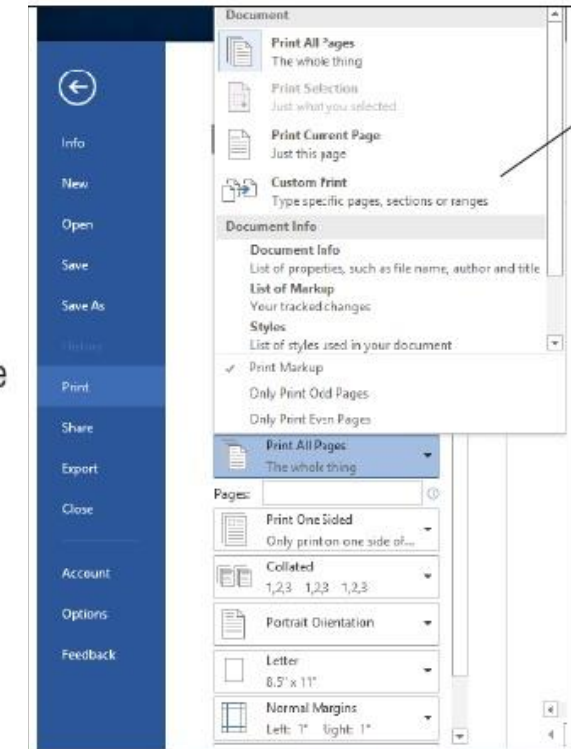
3. Select a printer, and then click the **Print** icon.

## STEP BY STEP

### Set Print Options

USE the document that is open from the previous exercise.

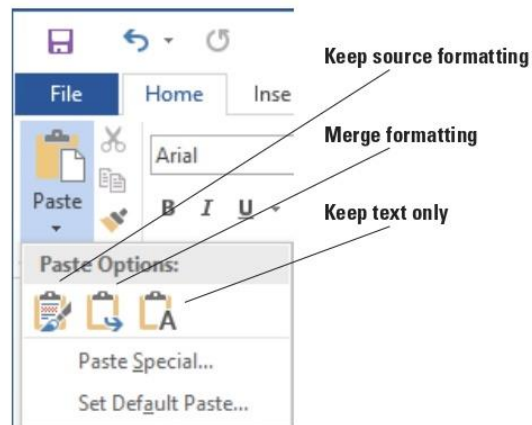
1. Click the **File** tab, and then click **Print**. Click the drop-down arrow on Print All Pages to produce the menu shown in Figure 1-13.
2. Select **Print Current Page**, and then click the **Print** icon. Selecting this option prints the current page.
3. Return to the Print screen area. In the Copies section of the Print options area, click the up arrow to select **2**, and then click the **Print** icon.
4. Place your insertion point at the beginning of the first paragraph, and then hold down the left mouse button and drag to the end of the paragraph to select it.
5. Click the **File** tab, and then click **Print**. Click the **Print Current Page** drop-down arrow, select **Print Selection**, and then change the number of copies from 2 to **1** by clicking the down arrow. Next, click the **Print** icon. The selected paragraph is printed.
6. Click the **File** tab, and then click **Close** to close the document.
7. The Annual Report document should still be open from a previous exercise. Click the **File** tab, and then click **Print**. Under Settings, click the drop-down arrow by 1 Page Per Sheet and select **2 Pages Per Sheet**, and then click the **Print** icon. This eight-page document is now printed on four pages with two pages per sheet.
8. Click the **Close** button to close both the document and Microsoft Word.



Print options

**Figure 2-16**

Paste options



### Copying and Moving Text with Clipboard Commands

The Clipboard enables you to cut or copy multiple items and paste them into any Office document. In this exercise, you learn to use the Clipboard command group on the Home tab to copy and move text.

Collected items stay on the Clipboard until all Office programs are closed or you click the Clear All button in the Clipboard task pane. The Clipboard holds up to 24 items. When you add another item, Word deletes the first item from the Clipboard and places the latest item at the top of the list. Each entry in the Clipboard includes an icon representing the source Office program and a portion of copied text or a thumbnail of a copied graphic. By default, when you select text, a message appears on the status bar showing how many words you selected and the total number of words in the document.

#### STEP BY STEP

#### Use the Clipboard to Copy and Move Text

**GET READY.** USE the document that is open from the previous exercise.

1. Triple-click to select the **second paragraph** of the document under the Proposal Description heading.
2. On the **Home** tab, in the Clipboard group, click the **Cut** button. When you use the Cut or Copy command, Word automatically places the item in the Clipboard.
3. Click to place the insertion point in front of the first character of the sentence that begins *"Star Bright Satellite Radio is the nation's leading . . ."*
4. Click the **Clipboard** command group dialog box launcher to display the Clipboard task pane.
5. In the list of cut and copied items, move your mouse pointer to the text you cut in step 2, and click the drop-down arrow to open the Clipboard task pane options.
6. Click **Paste** to insert the text into the document in the new location.
7. Click the **Close** button on the Clipboard task pane.

## STEP BY STEP

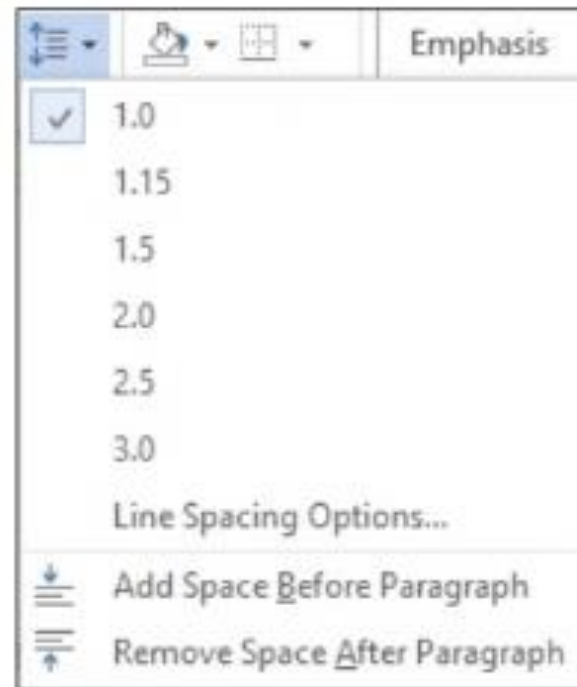
### Set Line Spacing in a Paragraph

**GET READY. OPEN** the *Books Beyond* document from the lesson folder.

1. Place the insertion point in the first paragraph under the Acknowledgement heading.
2. On the Home tab, in the Paragraph group, click the **Line and Paragraph Spacing** button to display the Line Spacing menu and options to add and remove spacing before and after paragraphs (see Figure 4-9).

**Figure 4-9**

Line Spacing menu

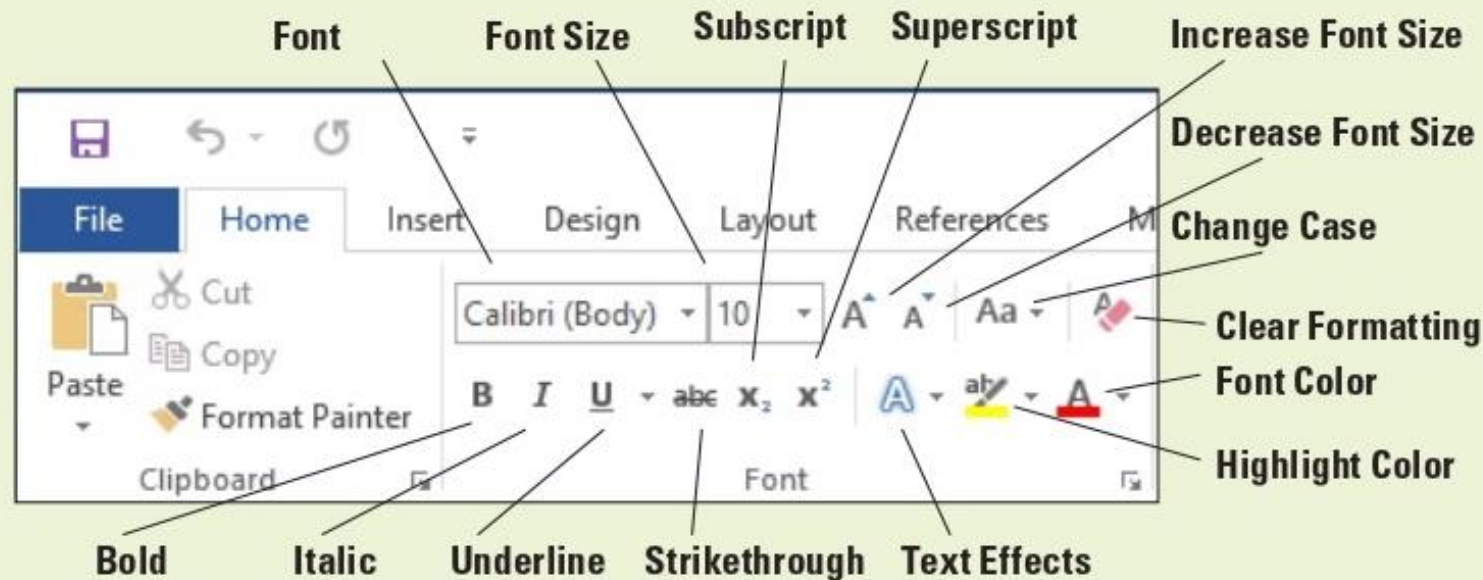


## SOFTWARE ORIENTATION

### The Font Group

As you learn to format text, it is important to become familiar with the Font group of commands. The Font group, shown in Figure 3-1, is displayed on the Home tab of the Ribbon.

**Figure 3-1**  
The Font group



The Font group contains commands for changing the appearance of text. Characters can use a specific font, font size, text color, text highlight, and shadow/glow. Refer to Figure 3-1 throughout this lesson, as well as the rest of the book.

## FORMATTING CHARACTERS MANUALLY

Formatting characters makes your text more noticeable and eye-catching and can visibly change the look of the document. Selecting the right font for your document is important because you want to make it readable.

### Changing Fonts and Font Sizes

A **character** is any single letter, number, symbol, or punctuation mark. When formatting a character, you use a font to change the text appearance. A **font** is a typeface that applies a style to characters. Each font has a unique name, such as Times New Roman, Garamond, or Arial. The default font for Word is Calibri. Microsoft Word has a variety of fonts, font sizes, and attributes to help you communicate your intended message in a document. If you want your document to grab attention, select an appropriate font that makes the document readable. In this exercise, you use commands from the Font command group and the Mini toolbar to apply a specific font and font size to selected text.

Font sizes are measured in points. **Point size** refers to the height of characters, with one point equaling approximately 1/72 of an inch. Point sizes in Word range from the very small 8-point size to 72 points or higher. Below are a few examples of fonts and sizes.

This is an example of Garamond 10 point.

This is an example of Arial 14 point.

This is an example of Comic Sans MS 14 point.

The Font group in the Home tab contains drop-down menus for changing both typeface and font size. Selecting text enables you to access the same commands using the Mini toolbar or by right-clicking to display a context menu, which provides access to the Font dialog box. To change typeface or size using any of these tools, you first must select the text.

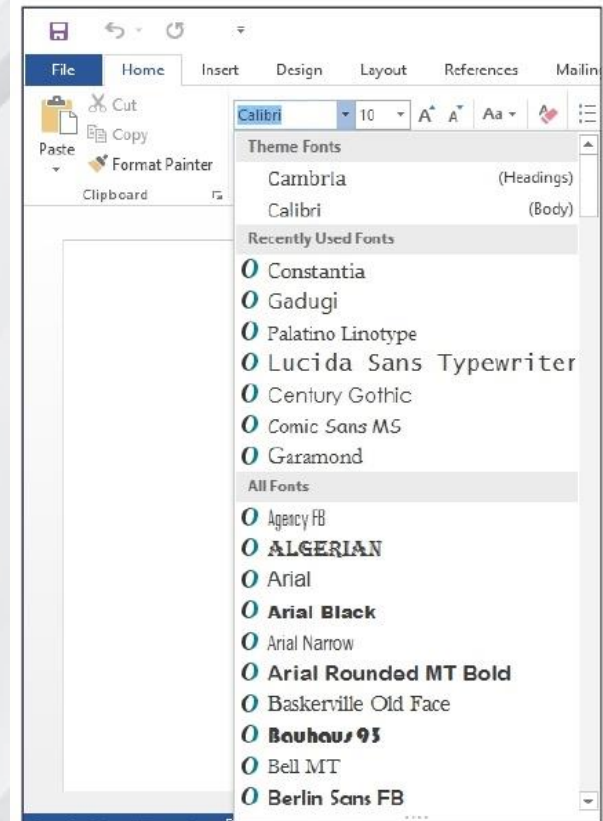
Another way to change the size of text is to select the text and click the *Increase Font Size* button to increase the font size or the *Decrease Font Size* button to decrease the size.

## STEP BY STEP

### Change Fonts and Font Sizes

**GET READY.** Before you begin these steps, be sure to **LAUNCH** Microsoft Word.

1. Locate the data files for this lesson and then **OPEN** *Class Descriptions*.
2. Within the document, select the first line.
3. In the Font group of the Home tab, click the Font **drop-down arrow** to display the Font menu (see Figure 3-2). The first line is formatted with the Theme Font, Calibri.
4. Scroll down the list and position the mouse pointer on **Century Gothic**. Notice that as you point to each font in the list, the selected text changes with a **live preview** of what it would look like in that font.
5. Click **Century Gothic**.
6. With the text still selected, click the **drop-down arrow** on the Font Size menu. The menu appears.
7. Click **18**.
8. Select **Group Exercise Class Descriptions**.
9. Click the **drop-down arrow** to open the Font menu, and then select **Gadugi**. You can save time by typing the font name in the Font box.
10. With the text still selected, open the Font Size menu and select **16**.
11. Select the remainder of the text in the document.
12. Point to the selected text to display the Mini toolbar. If you accidentally deselect the text, select the text again to display the Mini toolbar.
13. Click the **drop-down arrow** on the Font menu on the Mini toolbar and choose **Constantia** (see Figure 3-3). Word displays one font at a time in the Font text box. When you continue to change the font, you see a listing of recently used fonts.
14. With text still selected, click the **Font Size** menu on the Mini toolbar and choose **12**.
15. Click in a blank area of the document to deselect.
16. Select **Preston Creek Family YMCA**. In the Font group, click the **Increase Font Size** button once to increase the size of the text.
17. Click the **Increase Font Size** button three more times until the point size is **26**. Notice that each time you click the button, the number in the Font Size text box changes.
18. Click in a blank area of the document to deselect.
19. **SAVE** the document as *Classes* in the lesson folder on your flash drive.



## STEP BY STEP

### Create a Bulleted List

GET READY. OPEN **Alarm** from the data files for this lesson.

1. Select the two paragraphs below the phrase *Please keep in mind*.
2. On the Home tab, in the Paragraph group, click the **Bullets** button. Notice that solid circles appear before the selected paragraphs.
3. Place the insertion point at the end of the second bulleted paragraph.
4. Press **Enter**. Word automatically continues the bulleted list by supplying the next bulleted line.
5. Beside the new bullet, type **If you do not know your four-digit code and password, please get it from the HR department.**
6. **SAVE** the document as **B&B Alarm** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

## STEP BY STEP

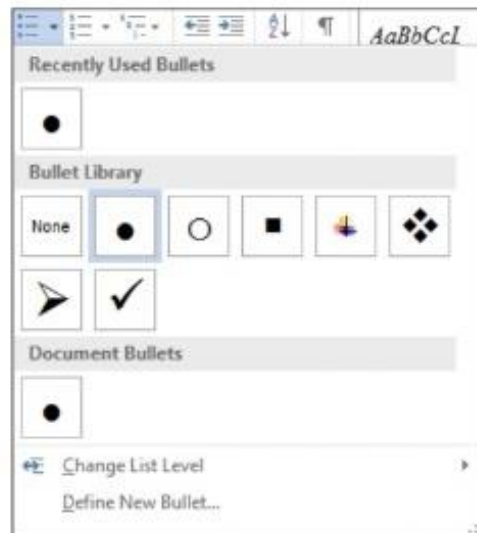
### Change a Bulleted List

GET READY. USE the document that is open from the previous exercise.

1. Select the entire bulleted list.
2. To change the format of the bulleted list, click the **drop-down arrow** next to the Bullets button to display the menu shown in Figure 4-11. The bulleted items might not match your screen.

Figure 4-11

Bullet formatting options



3. Click the hollow circle in the Bullet Library.

4. **SAVE** the document as **B&B Alarm with Hollow Bullets** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

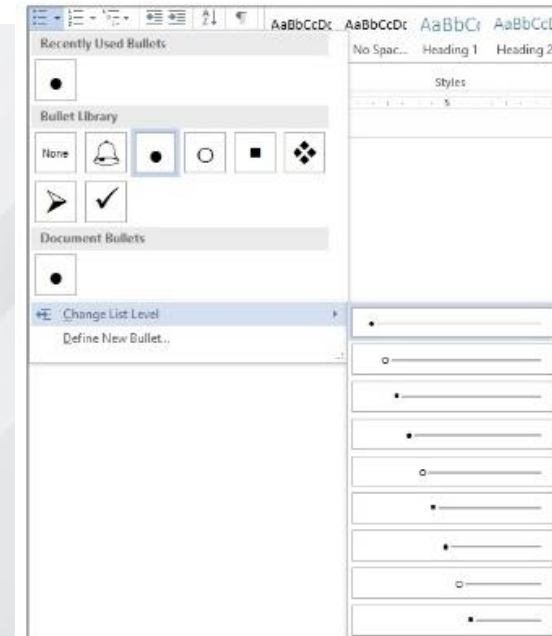
## STEP BY STEP

### Change a Bullet List Level

Adding an unordered list such as bullets appears with no rank over the others. Changing the bullet list level can change the appearance of the bullet and indentation.

**GET READY. USE** the document that is open from the previous exercise.

1. Place the insertion point in the second bulleted item.
2. Click the **drop-down arrow** next to the Bullets button, point to **Change List Level**, and then note the levels that appear (see Figure 4-12). When you point to the list level, a ScreenTip appears displaying the level.



3. Click to select **Level 2**. The bullet item is demoted from Level 1 to Level 2. When you increase or decrease levels, the indentation changes—see the markers on the rulers.
4. Place the insertion point in the third bulleted item.
5. Click the **drop-down arrow** next to the Bullets button, and then point to **Change List Level** to produce a menu of list-level options.
6. Click to select **Level 3**. Your document should look similar to the one shown in Figure 4-13.
7. **SAVE** the document as ***B&B Alarm with Bullet Levels*** in the lesson folder on your flash drive.
8. Select the second and third bulleted items and click the **drop-down arrow** next to the Bullets button. Point to **Change List Level** and promote the selected bullets to **Level 1**. The two selected items now match the first bulleted item.
9. Click **Undo** to return the bulleted items to second and third level.
10. **SAVE** the document with the same filename in the lesson folder on your flash drive.

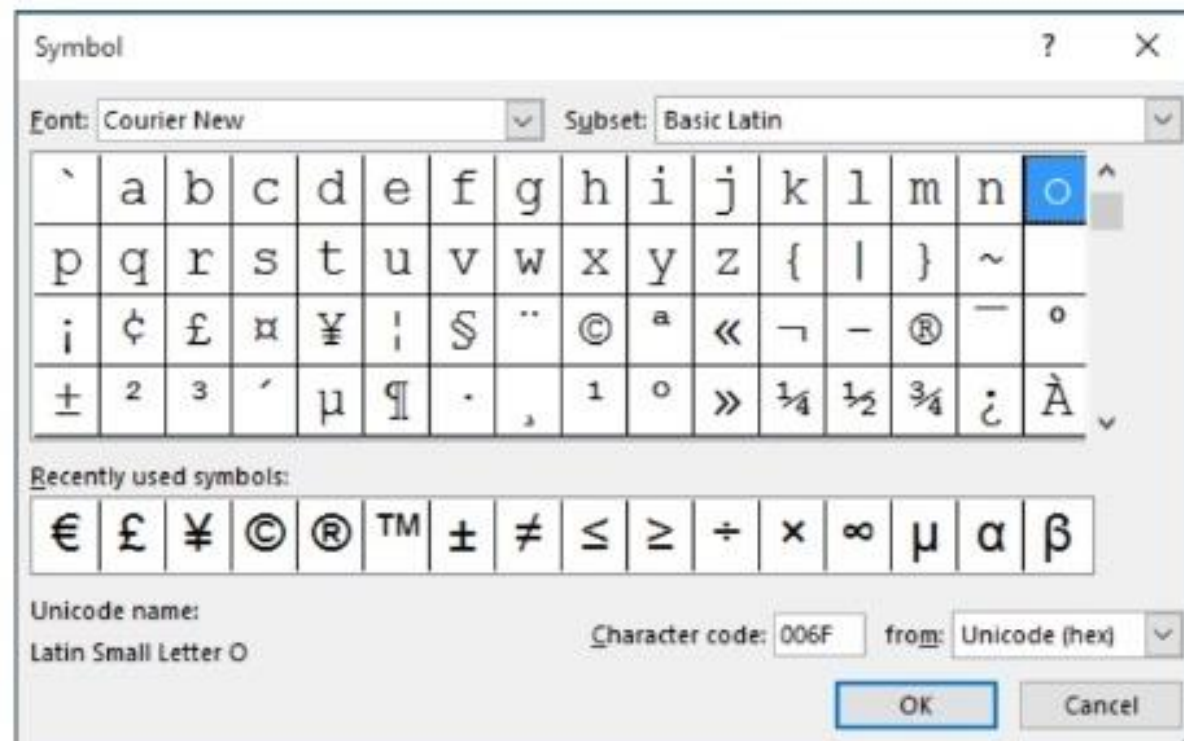
The Define New Bullet dialog box provides options to change the alignment and add new bullet characters, such as symbols or pictures. When you click on either option, a new dialog box appears.

**GET READY. USE** the document that is open from the previous exercise.

1. Select the second and third bulleted items and promote them to the first level, and then select all three bulleted items.
2. Click the **drop-down arrow** next to the Bullets button, and then click **Define New Bullet**.
3. Click the **Symbol** button in the *Define New Bullet* dialog box. The *Symbol* dialog box opens, as shown in Figure 4-14.

**Figure 4-14**

Symbol dialog box



## STEP BY STEP

### Create a Numbered List

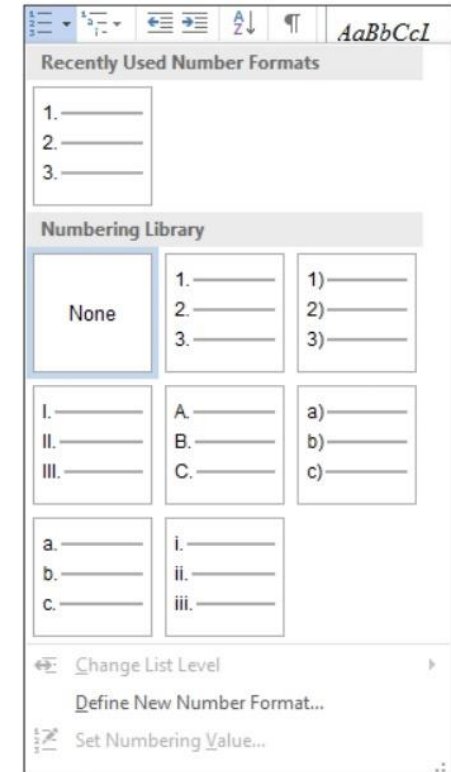
**GET READY.** USE the document that is open from the previous exercise.

1. Select the four paragraphs under the *Set Alarm* heading.
2. On the Home tab, in the Paragraph group, click the **drop-down arrow** next to the Numbering button to display the Numbering Library shown in Figure 4-17.

3. Select the option, **1.**, **2.**, **3.** The paragraphs now appear as an ordered list.
4. Place the insertion point at the end of item number four and press **Enter**. Notice that Word automatically numbers the next line sequentially.
5. In the new numbered line, type **Leave the premises immediately.**
6. Select the four paragraphs under the *Deactivate Alarm* heading.
7. On the Home tab, in the Paragraph group, click the **drop-down arrow** next to the Numbering button.
8. Select the option, **a.**, **b.**, **c.**, The four paragraphs are numbered and aligned left.

**Figure 4-17**

Numbering formatting options appear in the Numbering Library



## NAVIGATING AND SEARCHING THROUGH A DOCUMENT

As you already learned, the Navigation Pane contains commands for moving and searching through a document. You also can use Find command options, the mouse, scroll bars, and various keystroke and keyboard shortcut commands to navigate through Word documents. In this section, you practice using the Navigation Pane and a number of command group commands to move quickly through a document; search for specific text, graphics, or other document elements; and remove or replace those elements.

### Searching within a Document

Word's Find command is located on the Results tab on the Navigation Pane. You can open the Navigation Pane by selecting the checkbox in the Show group on the View tab, or by clicking the Find button on the Home tab in the Editing group. Using the Navigation Pane, you can easily locate specific text, graphics, objects, and equations within a document. When you perform a search, the document displays the results as highlighted text, and the Results tab displays the results in bold. Word places the results in the order they appear in the document. In this exercise, you learn to use the Navigation Pane to search for every occurrence of a specific word within a document.

In the Home tab on the Editing group, the drop-down arrow by the Find button displays a menu that contains the Find, Advanced Find, and Go To commands. The Find command opens the Navigation Pane with the Search document field active; the Advanced Find command opens the Find and Replace dialog box with Find as the active tab; and the Go To command opens the same dialog box with Go To as the active tab. In the Editing group, the Replace command opens the Find and Replace dialog box with Replace as the active tab. The Select command provides options in selecting text or objects.

To highlight every occurrence of a particular word or phrase in your document, you must activate Advanced Find. To do so, click the drop-down arrow by the Search document text box in the Navigation pane, as shown in Figure 2-11, and then click *Advanced Find*. The Find and Replace dialog box opens. In the Find what box, type your desired word or phrase, and then click the drop-down arrow on the Reading Highlight button and select *Highlight All*. When you close the Find and Replace dialog box, each instance of your desired word or phrase is highlighted in the document.

## CREATING A TABLE

A **table**, such as the one shown in Figure 6-1, is an arrangement of data made up of horizontal rows and vertical columns. **Cells** are the rectangles that are formed when rows and columns intersect. Tables are ideal for organizing information in an orderly manner. Calendars, invoices, and contact lists are all examples of how tables are used every day. Word provides several options for creating tables, including the dragging method, the Insert Table dialog box, table drawing tools, and the Quick Table method.

**Figure 6-1**

A table created in Word

The figure shows a calendar table for January 20XX. The table has 7 columns (Sunday through Saturday) and 6 rows (1 through 31). The table is labeled with 'Column' pointing to the header row, 'Cell' pointing to a specific date cell, 'End of Cell Marker' pointing to the small square at the bottom right of a cell, 'End of Row Marker' pointing to the small square at the bottom right of a row, and 'Row' pointing to the entire row of dates.

| January 20XX |        |         |           |          |        |          |
|--------------|--------|---------|-----------|----------|--------|----------|
| Sunday       | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|              |        |         |           | 1        | 2      |          |
| 3            | 4      | 5       | 6         | 7        | 8      | 9        |
| 10           | 11     | 12      | 13        | 14       | 15     | 16       |
| 17           | 18     | 19      | 20        | 21       | 22     | 23       |
| 24           | 25     | 26      | 27        | 28       | 29     | 30       |
| 31           |        |         |           |          |        |          |

### Inserting a Table by Dragging

In this exercise, you learn how easily and quickly you can create a table from the Insert Table menu by dragging the mouse pointer to specify the number of rows and columns you need. Using this method, you can create a new, empty table with up to eight rows and ten columns.

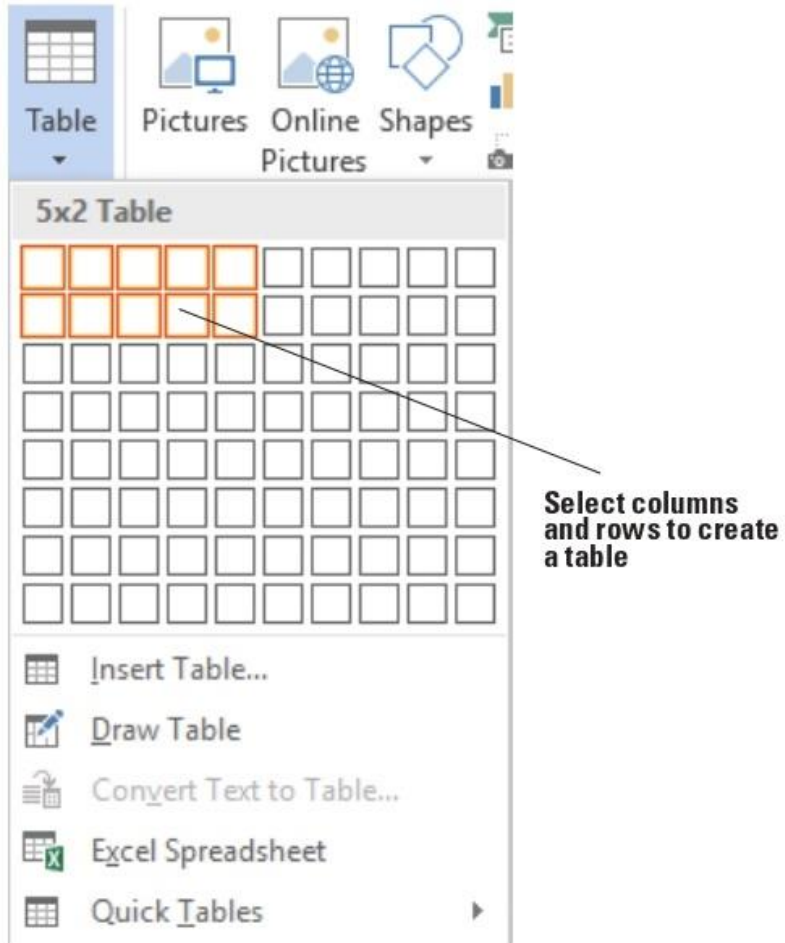
#### STEP BY STEP

#### Insert a Table by Dragging

**GET READY.** Before you begin these steps, **LAUNCH** Microsoft Word 2016 and **OPEN** a new blank Word document.

1. On the Insert tab, in the Tables group, click the **Table** button. The Insert Table menu appears.

2. Point to the cell in the fifth column, second row. The menu title should read *5x2 Table*, as shown in Figure 6-2. Click the mouse button to create the table. Once the table is inserted in the document, you are ready to begin entering text. Later in this lesson, you enter data into the table.



3. Click below the table and press **Enter** twice to insert blank lines. When you insert more than one table in a document, you should separate them with a blank line to avoid joining the tables.

**GET READY. USE** the document that is open from the previous exercise.

1. On the Insert tab, in the Tables group, click the **Table** button to open the Insert Table menu.
2. On the menu, just below the rows and columns, select **Insert Table**. The *Insert Table* dialog box appears.
3. In the Number of columns box, set the value to **9**.
4. In the Number of rows box, set the value to **3**. The AutoFit behavior is shown in the dialog box and is discussed later in the lesson.
5. Click **OK** to insert the table. You inserted a new table with 9 columns and 3 rows.
6. Click below the table and press **Enter** twice to insert blank lines.
7. **SAVE** the document as **Tables 2** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

### Drawing a Table

Word 2016 provides the option to draw complex tables using the Draw Table command, which enables you to draw a table as you would with a pencil and paper. The Draw Table command transforms the mouse pointer into a pencil tool, which you can use to draw the outline of the table, and then draw rows and columns exactly where you need them. In this exercise, you use the Draw Table command from the Table menu.

## STEP BY STEP

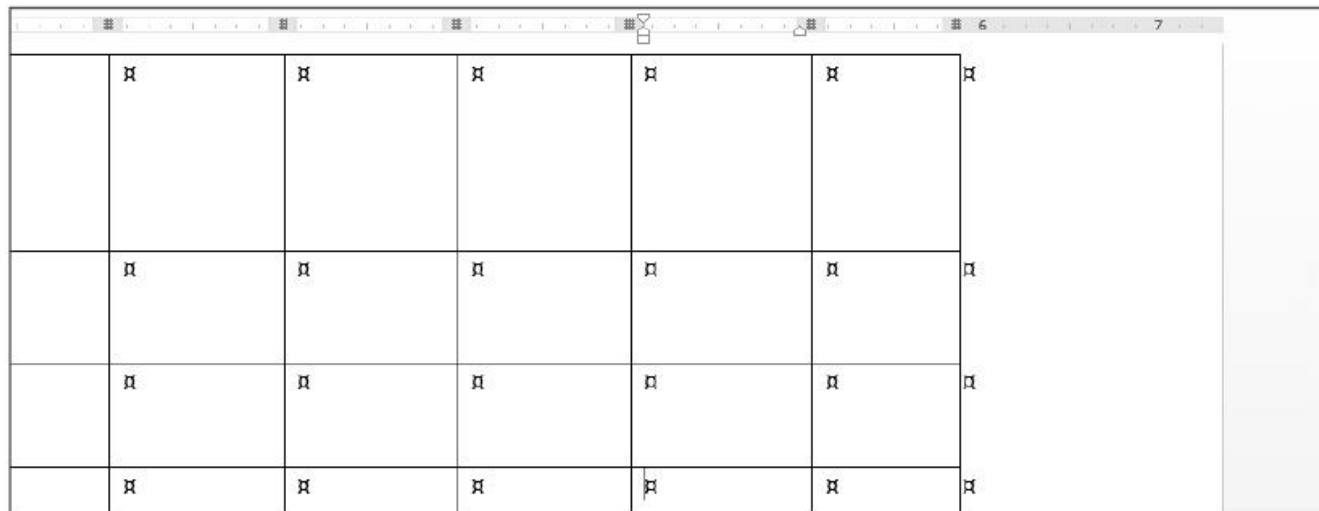
### Draw a Table

**GET READY. USE** the document that is open from the previous exercise.

1. If your ruler is not displayed, on the View tab, in the Show group, select the **Ruler** checkbox.
2. Make sure your insertion point is at the bottom of the document; then use the scroll bar to scroll down, so the insertion point is at the top of the screen.
3. On the Insert tab, in the Tables group, click the **Table** button to open the Insert Table menu.
4. On the menu, just below the rows and columns, select **Draw Table**. The pointer becomes a pencil tool.
5. To begin drawing the table shown in Figure 6-3, click at the **blinking insertion point** and drag down and to the right until you draw a rectangle that is approximately **3** inches high and **6** inches wide. Notice that the Table Tools contextual Design and Layout tabs automatically appears with the Layout tab active.

**Figure 6-3**

Draw a table



|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

6. Starting at about 1 inch down from the top border, click and drag the pencil from the left border to the right border to draw a horizontal line. Use your ruler as your guide.
7. Draw two more horizontal lines below the first one, about 0.5 inches apart.
8. Starting at about 1 inch from the left border, click and drag the pencil from the top of the table to the bottom of the table to create a column.
9. Move over about 1 inch to the right and draw a line from the top of the table to the bottom.

If you draw a line in the wrong position, click the **Eraser** button in the Draw group of the Table Tools - Layout tab and begin again.

10. Draw three more vertical lines to the right of the others, about 1 inch apart, from the top to the bottom of the table, to create a total of six columns. Your table should look similar to Figure 6-3.
11. Click the **Draw Table** button in the Draw group of the Table Tools - Layout tab to turn the pencil tool off.
12. Click below the table and press **Enter** twice to create blank lines. If necessary, place your insertion point outside the last cell, and then press **Enter**.
13. **SAVE** the document as **Tables 3** in the lesson folder on your flash drive.

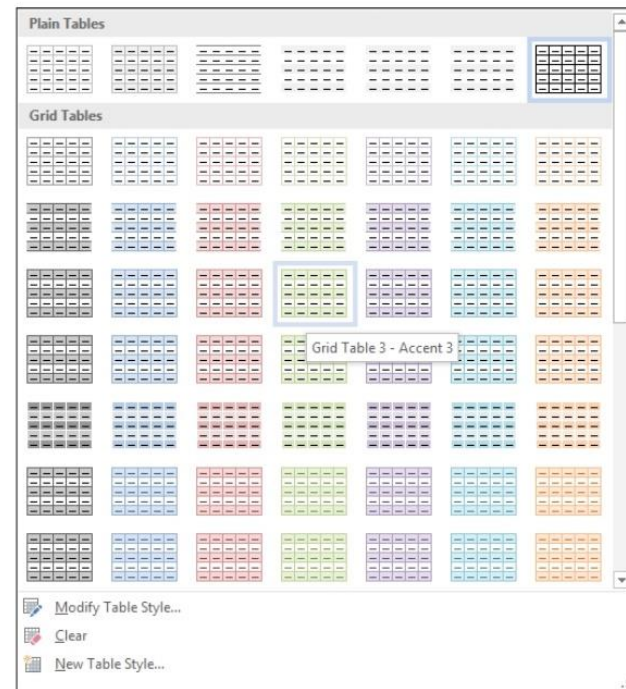
GET READY. OPEN **Clients** from the data files for this lesson

1. Position the insertion point anywhere in the table.
2. On the Table Tools - Design tab, in the Table Styles group, click the **More** button to view a gallery of Table Styles. There are three options available: Plain Tables, Grid Tables, and List Tables.
3. Scroll down to the third row under the Grid Tables and select the **Grid Table 3 – Accent 3** style, as shown in Figure 6-6.
4. **SAVE** the document as **Clients Table** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Figure 6-6

Table Styles gallery



### Changes to Table Styles

Modifying styles in a table is similar to what you have already learned when modifying styles for text. You can apply changes to a table style in an existing document or as a new document based on a template. You can apply the changes to the whole table or specifically to one of the Table Styles options such as in the banded rows or columns. You can apply formatting changes to the table properties, borders/shading, banding, font, paragraphs, tabs, and text effects. In this exercise, you learn to modify the font in a table style.

## MANAGING TABLES

As with any document that you edit, some adjustments are always necessary when you work with tables. After you create a table, you can resize and move its columns; insert columns and rows; change the alignment or direction of its text; set a header row to repeat on several pages; organize data by sorting the text, number, or date; convert text and tables; merge and split cells; add formulas in a table; and work with the table's properties.

### Using AutoFit

The AutoFit command enables you to adjust column widths to fit the size of the table's contents, the size of the window, or a fixed column width. You can AutoFit a column using the mouse or the Ribbon. You can use commands in the Cell Size group on the Table Tools - Layout tab and then select the AutoFit command. In this exercise, you practice using AutoFit in a Word table.

#### STEP BY STEP

#### Use AutoFit

**GET READY. USE** the document that is open from the previous exercise.

1. On the Table Tools - Layout tab, in the Table group, click the **View Gridlines** button to hide the gridlines, if necessary.
2. Click the **View Gridlines** button again to display gridlines and enable more precise editing.
3. On the Table Tools - Layout tab, in the Cell Size group, click the **AutoFit** button to open the drop-down menu. On the drop-down menu, click **AutoFit Contents**. Each column width changes to fit the data in the column.
4. **SAVE** the document as **Clients Table 3** in the lesson folder on your flash drive.

## Resizing a Row or Column

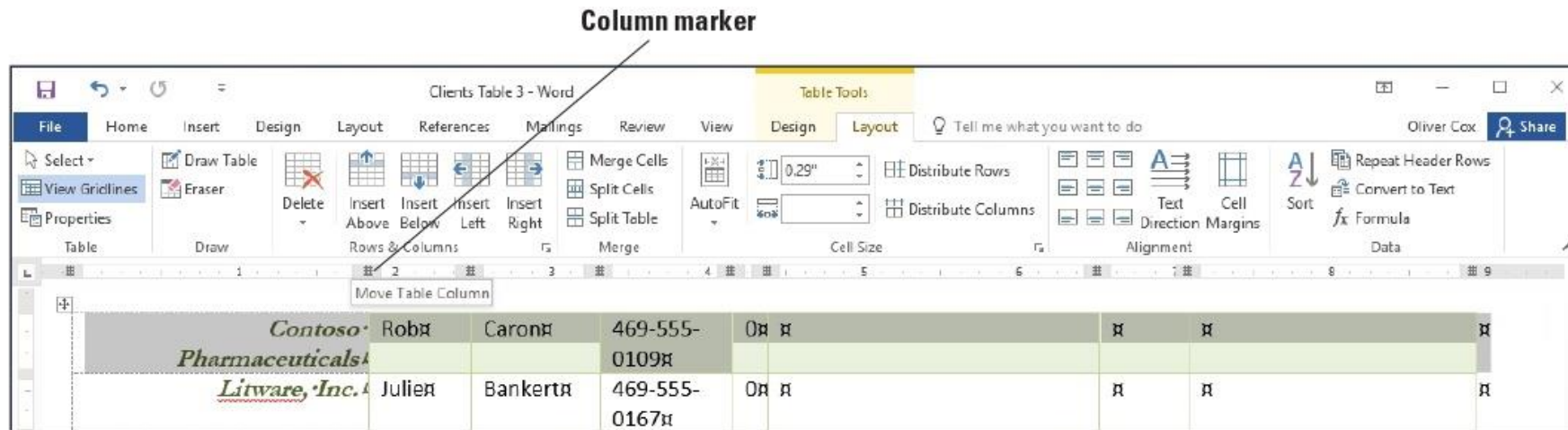
Word offers a number of tools for resizing rows or columns. You can resize a column or row using the mouse or using the commands on the Ribbon. You can use commands in the Cell Size group on the Table Tools - Layout tab to adjust height and width or use the ruler to adjust the column width. In addition, the Table Properties dialog box enables you to set the measurements at a precise height for rows or an ideal width for columns, cells, and tables. In this exercise, you practice using these techniques to resize rows and columns in a Word table.

### STEP BY STEP

#### Resize Rows and Columns

**GET READY. USE** the document that is open from the previous exercise.

1. Click in the first column and position the mouse pointer over the horizontal ruler on the first column marker (see Figure 6-9). The pointer changes to a double-headed arrow along with the ScreenTip *Move Table Column*.
2. Click and drag the column marker to the right, just until the contents in the first column fit in a single line. On the Table Tools - Layout tab, in the Cell Size group, the width automatically adjusts to 2.19". Just as columns can be adjusted manually, so can rows—you use the vertical ruler to adjust the row markers.
3. Position the insertion point in the phone number column of the table. On the Table Tools - Layout tab, in the Table group, click the **Select button**, and choose **Select Column** from the drop-down menu.
4. On the Table Tools - Layout tab, in the Cell Size group, click the **up arrow** in the Width box until it reads **1.1"** and the column width changes. The phone numbers now fit on a single line.



**Figure 6-9**

Horizontal Ruler on  
the first column marker

5. Place the insertion point anywhere in the first row. In the Table group, click the **Select button** again, and then click **Select Row** from the drop-down menu. The first row is selected.
6. On the Table Tools - Layout tab, in the Cell Size group, click the dialog box launcher. The *Table Properties* dialog box appears.
7. Click the **Row tab** in the dialog box.
8. Select the **Specify height** checkbox. In the Height box, click the **up arrow** until the box reads **0.5"**.
9. Click the **Next Row button** and notice that the changes are applied only to the first row. By clicking the **Next Row button**, the selection moves down one row.
10. Click **OK**. In the Cell Size group, notice that the height for row 2 is at 0.14" and row 1 is at 0.5". You can also adjust the height of a row individually or by selection.
11. Click in any cell to remove the selection.
12. **SAVE** the document as **Clients Table 4** in the lesson folder on your flash drive.

## FORMATTING A DOCUMENT'S BACKGROUND

Word's enhanced features enable the user to produce a creatively formatted document by changing the background color, inserting a watermark, and adding a border to the document. In this section, you learn how to add a background color and insert and remove a watermark.

### Inserting a Page Color

Adding a background color to the title page of a report conveys originality. For example, you might want to distinguish your research paper from others by adding a background color to the first page. It is important to use background colors in moderation and to choose a page color that will not interfere with the text. If the text is dark, for example, the background color should be light. If the text is light, a dark background would improve the document's readability. Word also lets you add interesting Fill Effects for the Page Background, such as gradients, textures, patterns, and pictures. In this exercise, you learn to insert a page color in a document.

#### STEP BY STEP

#### Insert a Page Color

**GET READY.** USE the document that is open from the previous exercise.

1. Click the **Design** tab.
2. In the Page Background group, click the **Page Color** button to open the Theme Colors menu and gallery, as shown in Figure 7-6.
3. Click to select **White, Background 1, Darker 5%**. The page color is applied.

**Figure 7-6**

Theme Colors menu



4. **SAVE** the document as **Hosting Term 6** on your flash drive in the lesson folder, and then **CLOSE** the document.

**PAUSE. LEAVE** Word open to use in the next exercise.

## Inserting a Watermark

In business, some documents might contain sensitive information, and the nature of a document's status should be clearly conveyed on its pages. Word provides built-in text called **watermarks** that display lightly behind text as words, such as *confidential*, *draft*, or *urgent*. You can customize watermarks to include text or images, such as company logos. In this exercise, you learn to insert a watermark using text, an image, and a custom watermark.

## STEP BY STEP

### Insert a Watermark

**GET READY. USE** the document that is open from the previous exercise.

1. In the Page Background group of the Design tab, click the **Watermark menu** and select **Confidential 1**.
2. The watermark is placed behind the text and is semitransparent.
3. **SAVE** the document as **Hosting Term 7** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

## STEP BY STEP

### Insert a Custom Watermark

**GET READY. USE** the document that is open from the previous exercise.

1. Click the **Watermark** menu and select **Custom Watermark**. The *Printed Watermark* dialog box appears.
2. Select the **Text watermark** option and then, in the *Text* drop-down menu, select **Draft**. You can customize text watermarks by typing content in the Text box, or you can select text from the drop-down menu.
3. In the *Font* drop-down menu, select **Franklin Gothic Book**. This changes the text watermark font.
4. In the *Color* drop-down menu, select **Dark Red** in the Standard Colors area (see Figure 7-7).

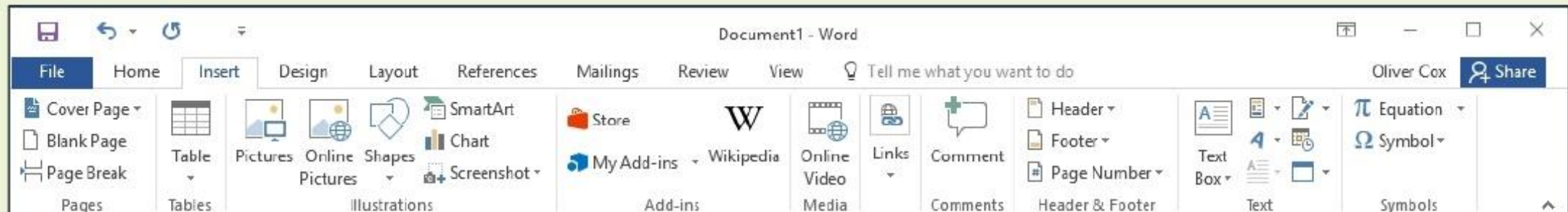


5. Click **OK**. The watermark is inserted on all pages. If you click **Apply**, the dialog box remains open and you can view your watermark in the document. When you click **OK**, the dialog box closes and you're back in the document screen.
6. **SAVE** the document as **Hosting Term 8** in the lesson folder on your flash drive.

## Insert Tab and Picture Tools

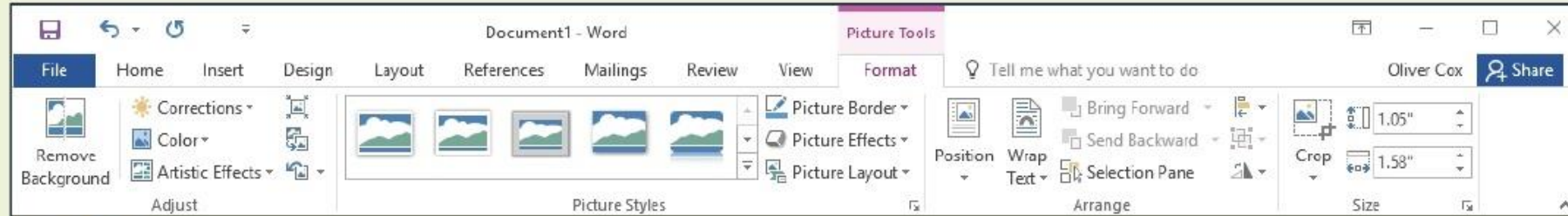
The Insert tab (see Figure 8-1) contains features that you can use to add graphics to your document in Word 2016. Commands in the Illustrations group enable you to add several types of graphics to enhance your Word documents, including pictures from your computer, images from the Internet, shapes, SmartArt, charts, and screenshots.

The Picture Tools - Format tab (see Figure 8-2) is a contextual command tab that appears after you have added a picture to a Word document. Formatting options on the Picture Tools - Format tab enable you to make changes to the graphic object, including removing its background; applying corrections to improve the brightness, sharpness, and contrast of the picture; applying color; adding artistic effects; adding borders; enhancing the image with picture effects; and **cropping**, resizing, and positioning the picture in the document.



**Figure 8-1**

Insert tab



**Figure 8-2**

Picture Tools - Format tab

Use these figures as a reference throughout this lesson, as well as the rest of the book.

## INSERTING AND FORMATTING PICTURES IN A DOCUMENT

Word offers a number of tools to help you capture your readers' attention with illustrations that include pictures, shapes, SmartArt, charts, and screenshots. You can modify images in a number of ways, including: converting them to SmartArt, adding **captions**, resizing, cropping what you don't need, rotating, applying styles and colors, creating artistic effects, and positioning images within the document.

### Inserting Pictures

When you insert a picture into a document, Word marks it as an **embedded object** by default—which means it becomes part of the document and is no longer connected to the original image. Inserting a picture is very similar to opening a document file—you use the Pictures button on the Insert tab in the Illustrations group to open images instead of opening Backstage. In this exercise, you learn to insert a picture.

**STEP BY STEP****Insert Pictures**

**GET READY.** Before you begin, be sure to **LAUNCH** Microsoft Word.

1. **OPEN** a new, blank document and, on a blank page, type **Vacationing with Family**.
2. Select the text then right-click it to display the Mini toolbar.
3. Change the font of the title to **Cambria**, and the font size to **28** pt and **bold**.
4. Center horizontally; then deselect the text.
5. Press **Enter**.
6. Click the **Insert** tab then click the **Pictures** button in the Illustrations group. The *Insert Picture* dialog box appears.
7. Locate your lesson folder on your flash drive and select the image ***Family Traveling by Airplane***.
8. Click **Insert**.
9. The picture appears in the document at the cursor location, and the *Format* tab appears with the *Picture Tools* command groups.

## STEP BY STEP

## Insert Screenshots

**GET READY. OPEN** a new, blank document.

1. On a blank page, type **Hiker**.
2. Select the text then right-click it to display the Mini toolbar.
3. Change the font of the title to **Cambria**, and the font size to **28** pt and **bold**.
4. Center horizontally; then deselect the text.
5. Press **Enter**.
6. Locate your lesson folder on your flash drive and double-click the **Tourist Hiker** file. A Photos window appears, displaying the image in the file.
7. Switch to the Word window, click the **Insert** tab, then click the **Screenshot** button in the *Illustrations* group. The *Screenshot* menu appears.
8. On the Screenshot menu, select **Screen Clipping**. The Photos window appears, with a gray cast over the entire screen. The pointer changes to a cross.
9. Use the point to draw a rectangle around the photograph in the Photos window. When you release the mouse button, the selected photo is pasted into the Word document.

## STEP BY STEP

### Crop, Resize, Scale, and Rotate a Picture

**GET READY. OPEN** the *Family Vacation* document that you created and saved in the Insert Pictures exercise earlier in this lesson.

1. Select the picture if necessary and, on the Picture Tools - Format tab, in the *Size* group, adjust the height by using the arrow keys. Change it to **4.9"**.
2. As you increased the height, by default the Lock aspect ratio option is selected, so the width of the image also changes to accommodate the new dimensions.
3. In the *Size* group, click the dialog box launcher to display the *Layout* dialog box. In the *Layout* dialog box, you can resize a picture by changing the exact measurements of the height and width or rescale it by changing the height and width percentages.
4. Type **3.5"** in the *Height Absolute* text box and click **OK**. The height and width of the picture are altered.
5. Open the *Layout* dialog box again. In the *Scale* section, make sure that both the *Lock aspect ratio* and *Relative to original picture size* checkboxes are selected. When the *Lock aspect ratio* box is selected, you will be able to scale the picture by height and width using the same percentage. When the *Relative to original picture size* box is selected, the Scale Height and Width are expressed as percentages of the original size. The original size of the picture appears in the *Original size* section.
6. Under the *Scale* section, for the *Height* type **25%** then press the **Tab** key. The Scale Width of the active picture automatically changes to 25% because *Lock aspect ratio* is selected. The *Absolute Height* and *Absolute Width* dimensions also change, but the *Original size* remains the same.
7. Open the *Layout* dialog box again and change the *Absolute Height* value to **2.92"**.
8. In the *Rotate* section, type **350** in the *Rotation* text box, so that the position of the picture will rotate 350 degrees.
9. Press the **Tab** key to move to the next setting in the dialog box.
10. Click **OK** to apply your changes and close the dialog box. Deselect the picture. Your image should resemble Figure 8-3.

## Vacationing with Family



©Andresr/Stockphoto

11. **SAVE** the document as **Family Vacation 2** in the lesson folder on your flash drive.
12. Select the picture. In the Size group, click the **Crop** button.
13. The insertion point becomes a cropping tool, and cropping handles appear on the edges of the picture as shown in Figure 8-4.
14. Position the cropping tool over the top cropping handle. Then drag down until it is slightly above the pink hat.
15. Position the mouse in the lower-left corner and drag up until it is close to the child's arm that is waving.
16. Release the mouse button, and then click the **Crop** button again to remove the cropping handles.
17. The trimmed image has removed the unwanted area and displays only the cropped area.

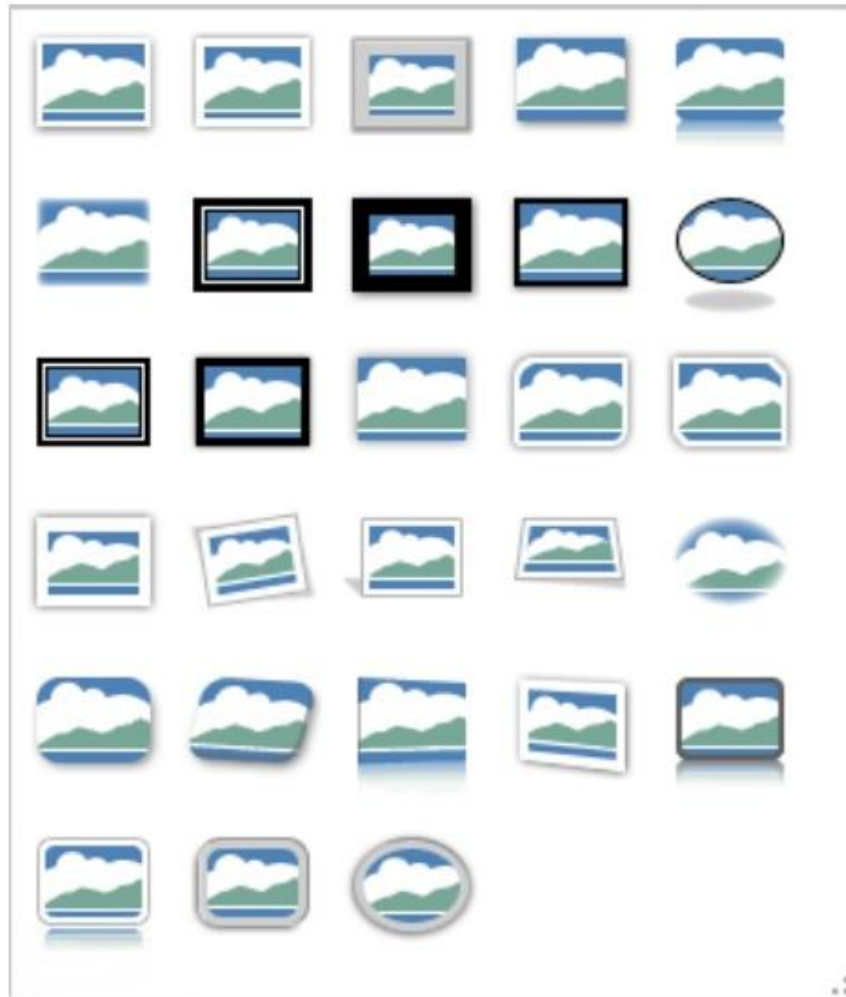
## Apply a Picture Style to a Picture

**GET READY. USE** the document that is open from the previous exercise.

1. Select the picture you added, to display the Picture Tools - Format tab.
2. In the *Picture Styles* group, click the **More** button to display the *Picture Styles* gallery, shown in Figure 8-5.

**Figure 8-5**

Picture Styles Gallery



3. Hover over a few styles in the gallery and watch how the picture takes on a new look. Click **Bevel Rectangle** to apply that style to the image.
4. In the *Picture Styles* group, click the **Picture Border** button to display its menu.
5. Click the **Weight** submenu then select **2¼**.
6. The border weight is increased, making it more noticeable.
7. Click the **Picture Border** button again.
8. Under the Theme Colors section, select **Blue-Gray, Text 2, Darker 50%**. The picture is now surrounded by a colored border.
9. In the *Picture Styles* group, click the **Picture Effects** button to display its menu.
10. Scroll through each *Effects* option to view the available options.
11. Click the **Shadow** effect option. From the pop-up menu that appears, under the *Outer* heading, select **Offset Top** to apply that shadow effect to your image. The picture displays with a shadow on the upper portion of the image.

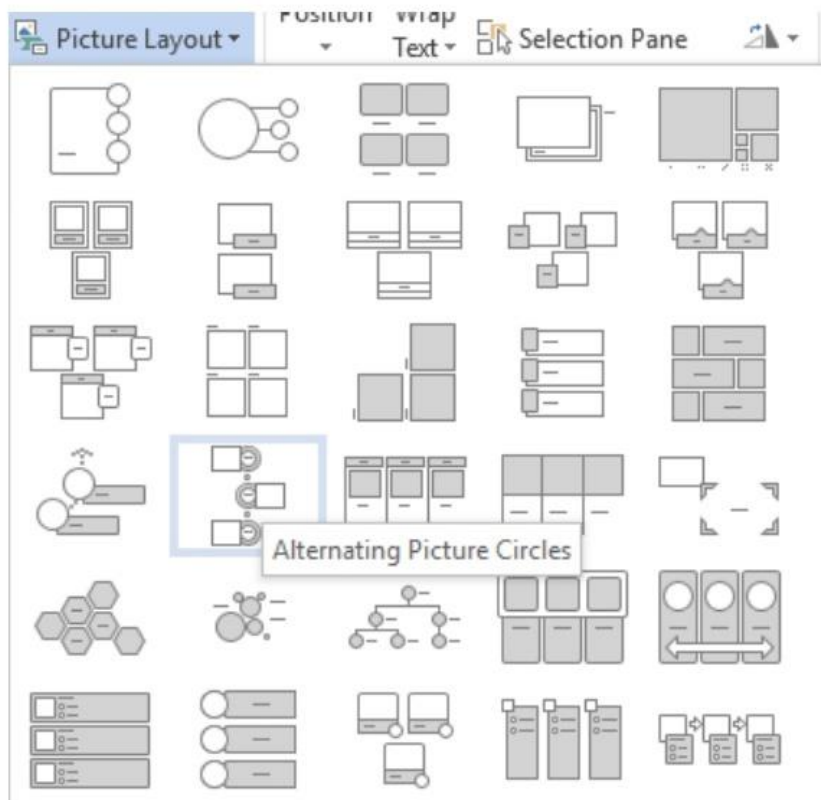
**GET READY.** USE the document that is open from the previous exercise.

1. The picture should be selected to display the Picture Tools - Format tab.
2. In the *Pictures Styles* group, click the **Picture Layout** button to open the gallery.
3. Select the **Alternating Picture Circles** layout (see Figure 8-6). The preset layout appears—each layout enables you to apply a picture with text. You can add a caption in the text area by adding a short description to your picture. The *Picture Layout* button automatically converts the picture to a SmartArt graphic and the picture is resized to accommodate a circled caption. The SmartArt Tools Design tab is activated.

automatically converts the picture to a SmartArt graphic and the picture is resized to accommodate a circled caption. The SmartArt Tools Design tab is activated.

**Figure 8-6**

Picture Layout gallery



4. Type **Boarding Airplane** in the placeholder [Text]. The text you type is automatically adjusted to fit in the placeholder, which is the caption for the picture.

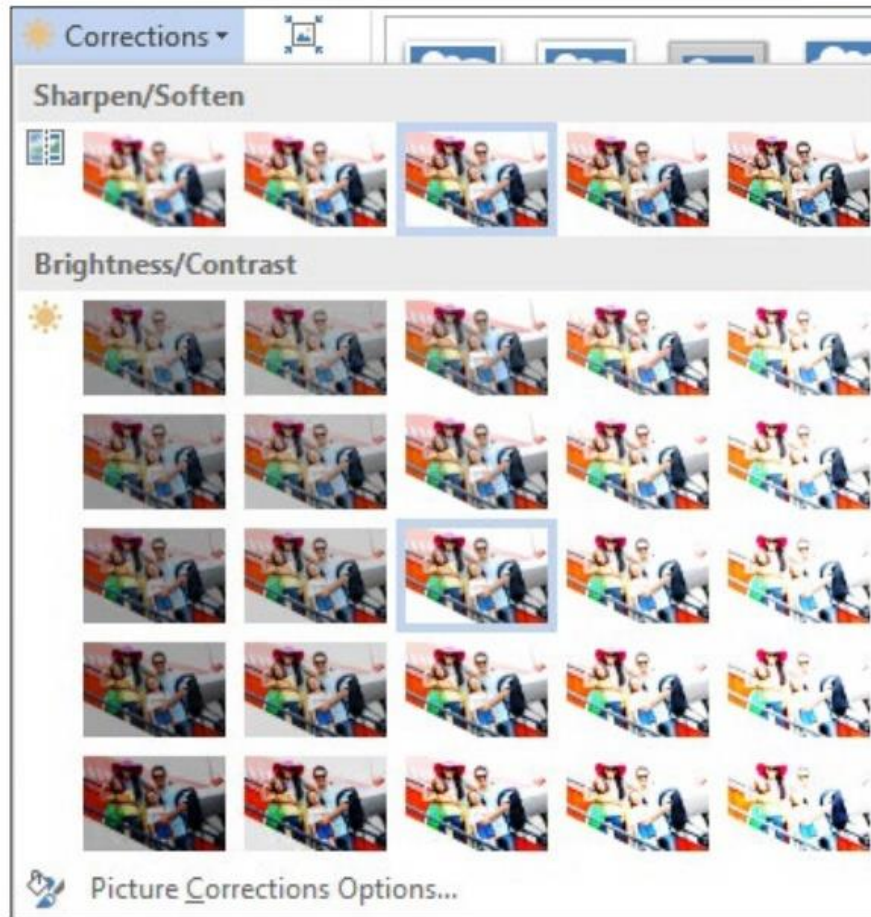
5. Click outside of the graphic to deselect it.
6. **SAVE** the document as **Family Vacation 5** in the lesson folder on your flash drive.
7. Select the image to continue applying changes to this document.
8. On the SmartArt Tools - Design tab, click the **Change Colors** button to produce a menu of options. Under the *Accent 6* group, select the **Colored Fill – Accent 6**. The SmartArt graphic color changes to the new color.
9. Select the circle containing the text *Boarding Airplane*, then click the **SmartArt Tools - Format** tab.
10. In the *Shape Styles* group, click the **More** button and select **Intense Effect – Gold, Accent 4**. The inner circle color is changed to the new style.
11. Select the circle containing the text, and then click the **Shape Effects** button. Select **Bevel**, then click **Art Deco**. The inner circle has taken on a different shape and is more eye-catching.
12. Select the outside circle then press the **Shift** key to select the inner circle as well.
13. Click the **Size** button and change the width by setting it to **2.02"**. Make sure you see the selection handles around the inner circle before changing the width.
14. **SAVE** the document as **Family Vacation 6** in the lesson folder on your flash drive, then **CLOSE** the file.

**GET READY. OPEN** the *Family Vacation* document that you created and saved in the Insert Pictures exercise earlier in this lesson.

1. Select the picture to display the Picture Tools - Format tab.
2. In the Adjust group, click the **Corrections** button to display the menu shown in Figure 8-7.

**Figure 8-7**

Corrections gallery



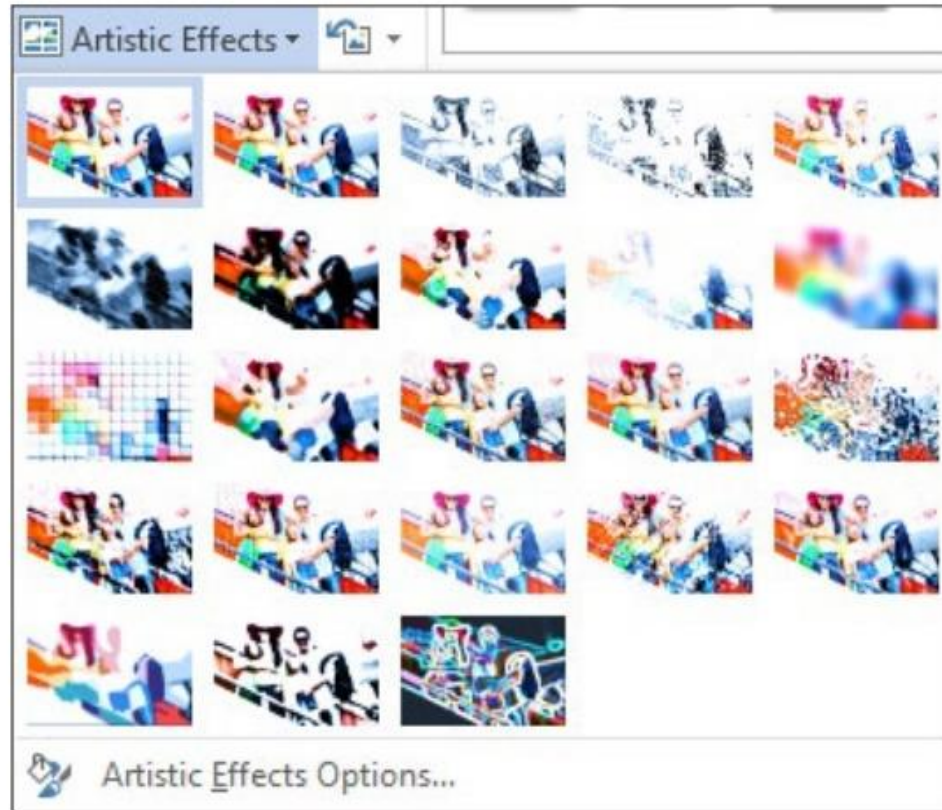
© Andresr/iStockphoto

3. In the *Brightness and Contrast* section, select **Brightness: +20%** **Contrast: +20%** to increase the brightness and contrast of your image by 20 percent. Notice the difference in the picture with an increased brightness and contrast.
4. Click the **Color** button in the *Adjust* group to display its menu.
5. Scroll through the options and notice how your picture changes. In the *Color Saturation* section, select **Saturation 200%**. The higher the saturation percentage, the more vibrant the colors appear in the picture, making the plane's color in the picture more noticeable.
6. Click the **Color** button again to display the menu. In the *Color Tone* section, select **Temperature 5300 K**. The lower temperature tone creates a picture with a slight blue tint, while higher temperatures makes the picture appear with an orange tint.

7. Click the **Color** button again to display the menu. Under *Recolor*, No Recolor is selected by default. Hover over the Recolor options and you can see the changes in live preview. Keep the selection on No Color.
8. **SAVE** the document as **Family Vacation 7** in the lesson folder on your flash drive.
9. Click the **Artistic Effects** button, to display the menu (see Figure 8-8).

**Figure 8-8**

Artistic Effects gallery



©Andres/iStockphoto

10. Select the **Crisscross Etching** option from the *Artistic Effects* gallery. The impression of the picture is now of an etching sketch. Deselect the picture.

**STEP BY STEP****Remove a Picture Background**

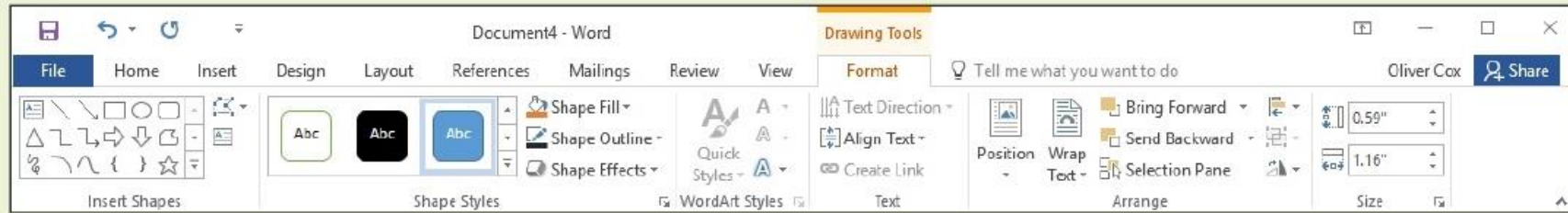
**GET READY. OPEN** the *Family Vacation* document that you created and saved in the Insert Pictures exercise earlier in this lesson.

1. Select the picture to display the Picture Tools - Format tab.
2. On the Picture Tools - Format tab, in the Adjust group, click the **Remove Background** button to display the Background Removal tab. Word selects what appear to be the primary elements of the image - in this case the four people - and tints the background in purple, indicating that this is the material that will be removed.
3. Notice that there are some small parts of the four people that are not selected. Click the **Mark Areas to Keep** button. The insertion point changes to a pencil that you can use to select additional parts of the image to keep.
4. Using the pencil, draw a rough shape around the crown of the mother's hat, currently tinted purple, and another around the right hand of the daughter on the left. Both of the areas you selected are changed from purple to their original colors.

## Shapes Menu and Drawing Tools

When you click the Shapes button in the Illustrations group of the Insert tab, the Shapes menu appears (see Figure 8-11). After you insert a shape into a Word document, the *Drawing Tools - Format* tab appears (see Figure 8-12). You use these tools to format a shape's style, fill, color, outline, and many other attributes. When shapes overlap, you can control which ones are placed in front of or behind others. When you group objects together, it makes it easy to format them and move them around in a document.

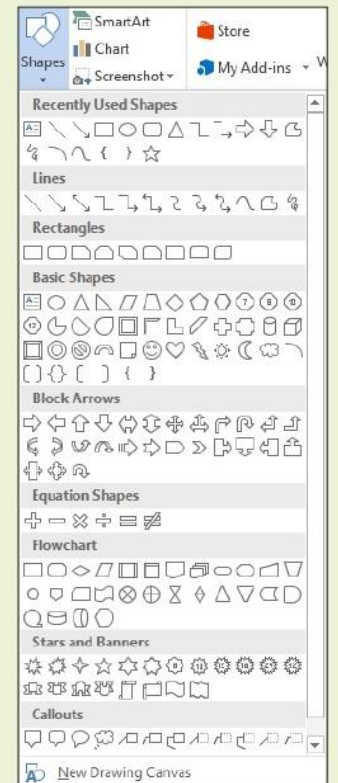
Use these figures as a reference throughout this lesson, as well as the rest of the book.



**Figure 8-12**

Shapes menu

**Figure 8-11**  
Drawing Tools



## Inserting Shapes

Word provides pre-drawn shapes for you to choose from, such as lines, rectangles, arrows, equation shapes, callouts, stars, banners, and more. Inserting a shape in a document opens the Drawing Tools - Format tab. You can use these tools to apply shape styles, add a shadow or 3-D effect to inserted shapes, arrange the shape on the page, and size it. In this exercise, you learn to insert a shape, add a style from the gallery, and add a 3-D effect to the shape.

### STEP BY STEP

#### Insert Shapes

**GET READY. OPEN** the *Travel* document from the data files for this lesson.

1. On the *View* tab, change the view to **100%**.
2. On the *Insert* tab, in the *Illustrations* group, click the **Shapes** button to display the *Shapes* menu.
3. In the *Block Arrows* section, click the **Curved Down Arrow** shape. The insertion point turns into a crosshair (+).
4. Place the crosshair above the female's head then click and drag down towards the small far island to create the arrow. If necessary, you may need to adjust the arrow so that it closely matches Figure 8-13.

5. The color of the arrow is another shade of blue, but you want the arrow to stand out. With the arrow still selected, on the Drawing Tools - Format tab, in the Shape Styles group, click the **Shape Fill** button to open the menu, then select **yellow**.
6. In the Size group, resize the height of the arrow to **0.6"** and the width to **1.62"**. You might have to move the arrow after you resize it to get it into the proper position.
7. Another change that you would like to make is increasing the weight of the outline and adding color to the outline.
8. With the arrow still selected, click the **Shape Outline** button to open the menu.
9. Select **Weight** then change the weight of the shape's outline to **1 1/2**.
10. Click the **Shape Outline** button again. Change the color to **Light Green** in the Standard Colors area. Your document should match Figure 8-13.

**Figure 8-13**

Block arrow shape inserted in object



## Formatting Shapes

The Drawing Tools - Format tab includes a number of options for changing the appearance of shapes and positioning and wrapping text around shapes. In this exercise, you learn to use the shape styles, resize shapes, position shapes, and wrap text around shapes.

### STEP BY STEP

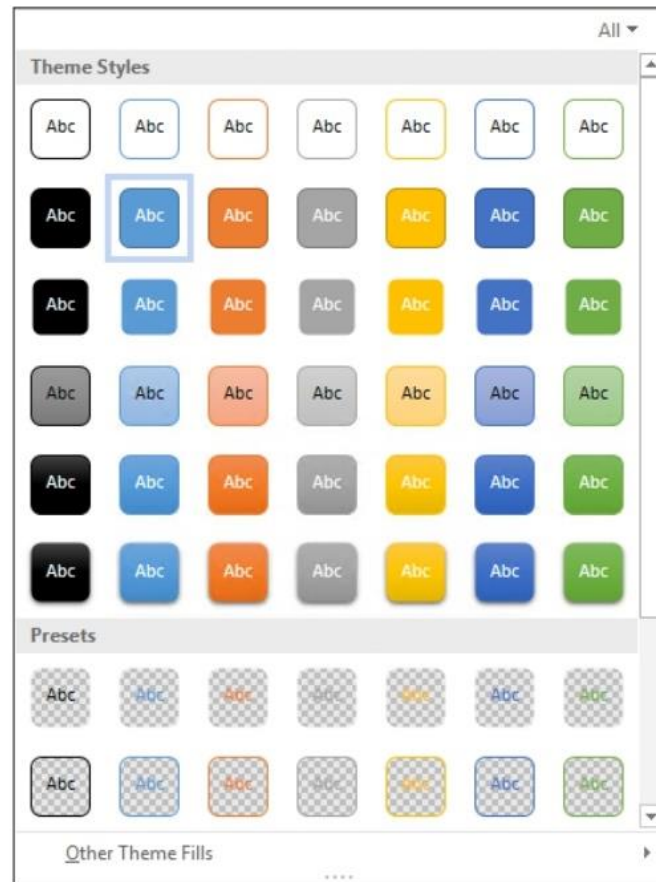
### Format Shapes

**GET READY.** OPEN the *Margie's Excursions* document from the data files for this lesson.

1. Select the *oval* object.
2. On the Drawing Tools - Format tab, click the **More** button in the *Shape Styles* group to display the gallery of preformatted styles available for the selected shape (see Figure 8-14).

**Figure 8-14**

Shape Styles gallery



3. Select **Intense Effect – Blue Accent 5** to apply to the *oval* object.
4. Select the trapezoid object and apply the **Moderate Effect – Gray-50%, Accent 3** shape style.
5. Select the regular pentagon object and apply the **Subtle Effect – Gold, Accent 4** shape style.
6. Select the cube object and apply the **Colored Fill – Orange, Accent 2** shape style. Each of the objects now has a different shape and fill color applied to it. You can apply additional changes to give the object a more intense appearance.
7. Select the cube object, then click the **Shape Outline** button. In the Theme Colors section, select **Blue-Gray, Text 2, Darker 50%**. The outline of the border becomes darker.

# Reference

15th Edition

## Understanding Computers

Today and Tomorrow

Comprehensive



Deborah Morley