Intermediate Microsoft Word
Word version 2003
Instructor - Mr. Curt Minich

1) **Review** beginner word processing skills:
   a) Open Word from the **Start button**.
   b) Type your full name (including your middle name) into a new document and save it with the filename **Review Exercise 1** in the folder specified by the instructor.
   c) Close the document.
   d) Open the document and change your name by deleting your middle name.
   e) Use the File/Save As… menu command to save a copy of the document as **Nametag**.
   f) Make your name bold, centered, in Arial Font of size 72.
   g) Use the Edit/Copy command to copy your name and then use the Edit/Paste command to repetitively paste your name on ten consecutive lines.
   h) Save the file again and close it.

2) Adding & manipulating **clip-art (pictures**
   a) Create a new blank document.
   b) Click the Center tool on the toolbar and select font size 26.
   c) Type the following text:

<div align="center">

Surprise 50th Birthday Party
For John Doe

Sat. August 26
8 pm

630 Evans Ave
Wyomissing, PA

RSVP Jane 610-374-4031 (work)

</div>

   d) Choose the **Insert/Picture/Clip Art…** menu command.
   e) Search for "champagne" in the "Search for" textbox in the sidebar on the right. Click "Go".
   f) Double-click a champagne bottle graphic that appears in your search results to place it in your document.
   g) Single-click the graphic and click the **Format/Picture…** menu command, click the Layout tab & choose the "Behind text" option under "Wrapping style".
   h) Click the Picture tab and choose the Grayscale under the Color option (below Image Control). Enter 60% for Brightness and 30% for Contrast as well.
   i) Click the OK button to close the Format window.
   j) Click in the middle of the picture and drag your mouse upward, moving the picture over top of the text.
   k) Highlight the word RSVP (which should be over the dark area of the bottle), choose the Format/Font menu command, choose White for Font color and click the OK button.
   m) Click at the very bottom of your document to see the RSVP change to white.
   n) Close and save the document with the name **Invitation**.
   o) *Optional Activity:* Change the font size, style, and color of other text as desired.
   p) *Optional Activity:* Copy a picture from the Web and paste it into your invitation.

3) Using **WordArt**.
   a) Open a blank document.

b) Click the **Insert/Picture/WordArt…** menu command.

c) Choose an interesting looking WordArt style by clicking on one of the squares.

d) Click the Ok button.

e) Type your name. It will overwrite the phrase "YOUR TEXT HERE".

f) Click the Ok button.

g) Click the piece of WordArt and click the Format/WordArt menu command, click the Layout tab & choose either the "Behind text" or "In front of text" option. Click the Colors and Lines tab to change the line color (i.e. border) or the fill color. Click the Ok button when you are finished.

h) Drag the piece of WordArt to a new location with the four-headed arrow.

i) Resize the WordArt by clicking and dragging the white dots ("sizing handles) around the perimeter.

j) Title the WordArt by moving the yellow diamond. Rotate the WordArt with the curved arrow cursor that appears when your mouse is over the green dot.

k) *Optional Activity:* Click the **Insert/Picture/AutoShapes…** menu command. Try out the 6 toolbar buttons on the floating AutoShapes toolbar that appears. Click one of the toolbar buttons and then click one of the icons that appear in the dropdown menu. Then click and drag anywhere on your document in order to draw that particular AutoShape.

l) *Optional Activity:* Click the **Insert/Text Box** menu command. Single-click anywhere in your document. Type a sentence or so in the text box that appears in your document. You can now move the text box anywhere within your document by dragging it when your cursor appears as a four-headed arrow. You can use the **Format/Text Box** menu command to change the color and border thickness of the text box.

m) *Optional Activity:* Sometimes it is handy or necessary to print out your document so that it appears on the paper "sideways". To do so, simply click the **File/Page Setup…** menu command. Then click the Paper Size tab and click the Landscape option under Orientation. Click the File/Print Preview menu command to see the effect that this change will have on the printed version of your document. You can always change the orientation back to the default Portrait option.

4) Setting customized **tabs**

a) Open the file named **Letter to President** that is found in your personal folder.

b) Highlight the first three typed lines of the document.

c) Click at the 3.75" mark on the ruler. (Alternately, choose the Format/Tabs… menu command and type 3.75 in the area marked Tab stop position.)

d) Press the **Tab key** until the address and date are tabbed to the new tab stop.

e) *Optional Activity:* Do the same with the closing at the end of the letter.

f) *Optional Activity:* Delete the Left tab on the line with the date by dragging it off of the ruler. Then, click the tab icon to the left of the ruler until it displays a right tab. Click once at 5.5" on the ruler. Finally, click before the first letter on the line with the date and press the Tab key until the date is right-aligned at 5.5".

g) At any time, you can observe the hidden characters such as blank spaces, returns, and tabs by clicking the Show/Hide ¶ toolbar button. Spaces will appear as dots, hard returns will appear as   symbols, soft returns will appear as ¶ symbols, and tabs will appear as → symbols. These symbols will not appear in printouts of the document. You can turn off the symbols by clicking the Show/Hide ¶ toolbar button again.

h) Save and close the document in the proper folder.

5) Setting customized **margins**

a) Open the file named **Term Paper** that is located in your personal folder. Immediately use the menu command File/Save As… to save it as "**Term Paper with margins**" to the proper folder.

b) Scroll down the page and notice that the document is about 2 ½ pages long.

c) Choose the menu command **File/Page Setup…** and change the Top, Bottom, Left, and Right options to 2 inches each, in order to make the document extend onto a second page.
d) Scroll down the page and notice that a second page now exists.
e) Save and close the document in your personal folder.

6) Creating **headers and footers**
a) If you would like a title to appear on every page of a document, you can type the title into a header. If you would like something like a page number to appear at the bottom of every page in a document, you can place the page number into the footer.
b) Open the file named **Term Paper** that is located in your personal folder. Immediately use the menu command File/Save As… to save it as "**Term Paper with header**" to the proper folder.
c) Click the menu command **View/Header and Footer**.
d) Type "Komsomol Term Paper" into the Header section and then click the Close button that appears at the right end of the floating Header and Footer palette.
e) Click the File/Print Preview menu command in order to see the header appear on every page of the document. To see each page, you can click the "double arrow" icons in the lower-right area of the window. Click the Close button to exit the Print Preview mode. Note that you cannot see a header or footer in the normal editing view.
f) To create a footer that would appear at the bottom of every page of a document, type something into the footer area at the bottom of the page after choosing the View/Header and Footer menu command.
g) To insert a page number into either the header or the footer, click the **Insert Page Number** tool on the floating Header and Footer palette. It is the tool that looks like a small white piece of paper with a number symbol.
h) If you do not wish to see the header and/or footer on the very first page, choose the File/Page Setup… menu command and click the Layout tab. Click the "Different first page" entry under Headers/Footers.
i) *Optional Activity:* Click the Edit/Select All menu command and then click the Format/Paragraph… command. Then change line spacing to double in order to double-space your document.
j) Save and close the document in your personal folder.

7) Using **tables**
a) Create a new, blank document.
b) Type the line of text Picnic Food and then press Enter 3 times.
c) Choose the **Table/Insert/Table… menu command**.
d) Choose 3 columns and 10 rows. Then, click the OK button.
e) Type Name in the first cell, press Tab twice, and then type Food.
f) Fill in names and covered dishes in the appropriate columns by pressing tab. Do not type any entries into the middle column.
g) Resize the columns appropriately by clicking & dragging the vertical lines as desired.
h) Close and save the document as "Picnic Food Table".

8) Using **columns**
a) Open the file named "Term Paper" in your personal folder. Immediately use the menu command File/Save As… to save it to your network folder as "**Term Paper with columns**".
b) Click and drag to select the body of the document but do not select the title.
c) Choose the **Format/Columns… menu command**.
d) Select the Three option in the Presets area and then click the OK button.
e) *Optional Activity:* Use the line tool on the Drawing toolbar at the bottom of your window to draw vertical lines between your columns. Click the line tool (a diagonal straight line) and then click and drag within your document to place the line where you would like.

f) *Optional Activity:* Use the Insert/Picture/Clip Art menu command to insert a desired picture into your document. Type something in the "Search for" box and click "Go". Double-click the piece of clip art to select it. Click the Format/Picture menu command and then click the Layout tab. Change the Wrapping Style to Tight and click the OK button.

g) Close and save the document.

9) Changing the background of your document

a) To add a watermark to your document, click the **Format/Background/Printed Watermark** menu command.

b) Click the "Text watermark" option and click Ok.

c) To add a background color to your document, click the Format/Background menu command and click a color chip. Try using the "Fill Effects" option as well for interesting variations.

10) Using the Word **templates**

a) Visit the website address http://office.microsoft.com/en-us/templates or click the link "Templates on Office Online" that appears on the right sidebar when you create a blank document.

b) Under the Browse Templates area, click on a category or subcategory that appeals to you.

c) The templates will be sorted alphabetically. Click on a template that says "Version: Word 2000 or later". The other templates are Excel spreadsheets, PowerPoint presentations, or Access databases.

d) Click the Download Now button & click Accept to accept the license agreement.

e) If you are using Internet Explorer as your browser and if ActiveX controls are enabled due to your security settings, the document should open up and allow you to edit and save the document. If you are using another browser or have ActiveX disabled, you may have to download the template file and then double-click that icon. Click "Extract" if you are prompted to do so.