

This is a "header." It appears on every page of the document (INSERT – HEADER, BLANK OR EDIT)

Remember, you are working with "Float Over Text" graphics!

It might be easiest to key text first and leave space for graphics. Then, it will be a simple matter to insert objects and graphics without disrupting the "lie" of the page. Now you're ready to rock!



This is an example of WordArt

Textboxes are used to create "blocks" of text that may be placed anywhere on a page. They are useful in creating professional looking and creative page layouts.

This is a textbox w/o lines and fill.

Textboxes may be used with or without borders (lines) or fills.

Can you find the WordArt on the INSET tab?

INSERT shapes
It's Fun!

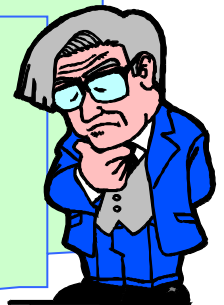
Combined with WordArt, Textboxes, Objects, and Clip Art; professional designs are easy to create.



Most of what you need to know to create this page is on these tabs:

1. HOME
2. INSERT
3. FORMAT (this appears on the right and shows you formatting options for pictures, shapes, and WordArt, BUT ONLY WHEN YOU SELECT AN OBJECT)

Adding graphics is easy. In our lab, create a PROJECT FILE, create your layout with spaces for pics, and then do an Internet search, saving the CLIP ART you want to us. Then pull down INSERT-PICTURE-CLIPS. These graphics default to "Float Over Text" and with "Wrapping." Remove this by choosing: BEHIND or IN FRONT OF text.



YOUR NAME in a textbox with NO LINES

This is a "footer." It appears on every page of the document (INSERT – HEADER, BLANK OR EDIT)

"Getting Started" Directions

Creating professional looking documents is easy with Microsoft Word. It's a great way to impress people with your skills and it's FUN too!



In order to get us ready to work with MS Word as soon as possible – we'll work on a project to introduce:

- Headers/Footers
- Text Fonts, Formats and Colors
- WordArt
- Fill, Line, and Shadow Colors
- Graphics
- Drawing Shapes

The goal is to introduce the basic features that are used to create professional page-layouts. Because students always start computer classes with different experiences and skills, this assignment is intended as an introduction or review of Microsoft Word.

Don't worry if you need some help – **THAT'S WHY WE ARE HERE!** Please be creative with this project – your assignment only needs to contain these basic features and does not have to look like the original.

1. Create this document with ½" margins (**PAGELAYOUT tab – MARGINS pull-down menu – NARROW** (.5" top, .5" bottom, .5" left, .5" right).
2. A header is a description that appears at the top of a page; a footer appears at the bottom. Start by creating the header shown (**INSERT tab – HEADER pull-down – EDIT HEADER**).
3. Using **BOLD**, key the footer shown (**VIEW-HEADER AND FOOTER**, locate and click on the **SWITCH** icon).
4. Microsoft Word defaults to "Float Over Text" graphics. This means that they are inserted anchored on the page – this can be very annoying when editing and revising a page layout. One way to deal with this is to **ALWAYS RETURN THROUGH A DOCUMENT BEFORE STARTING TO INSERT OBJECTS AND GRAPHICS!**
5. Place the text: *Remember, you are working with* at the top of the page in an appropriate WordArt gallery. Locate the **FILL** and **LINE** icons on the **DRAWING** toolbar and color the WordArt with red fill and a blue line.
6. Place the text: *Float Over Text" graphics!* Below the first line in an appropriate WordArt gallery. Locate the **FILL** and **LINE** icons on the **DRAWING** toolbar and color the WordArt with red fill and a blue line.
7. Next, insert ClipArt of a person thinking (**INSERT – PICTURE – CLIPART**, enter keyword: *thinking*
8. Pictures come in with text wrapping and "float over text." I recommend you always remove these formats (**FORMAT – PICTURE**, click on the **LAYOUT** tab and select an appropriate wrapping (in front of text).
9. We will review the rest of this project as a class. Be sure to ask the office assistant if you need any help (**HELP – MICROSOFT WORD HELP**, click on the **ANSWER WIZARD** tab, and enter an appropriate keyword to locate instructions on what you are trying to do.
10. Please be creative with this project and **HAVE SOME FUN!**