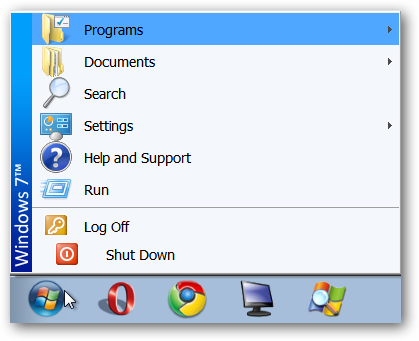
Using MS Word for your Goals!

Objectives

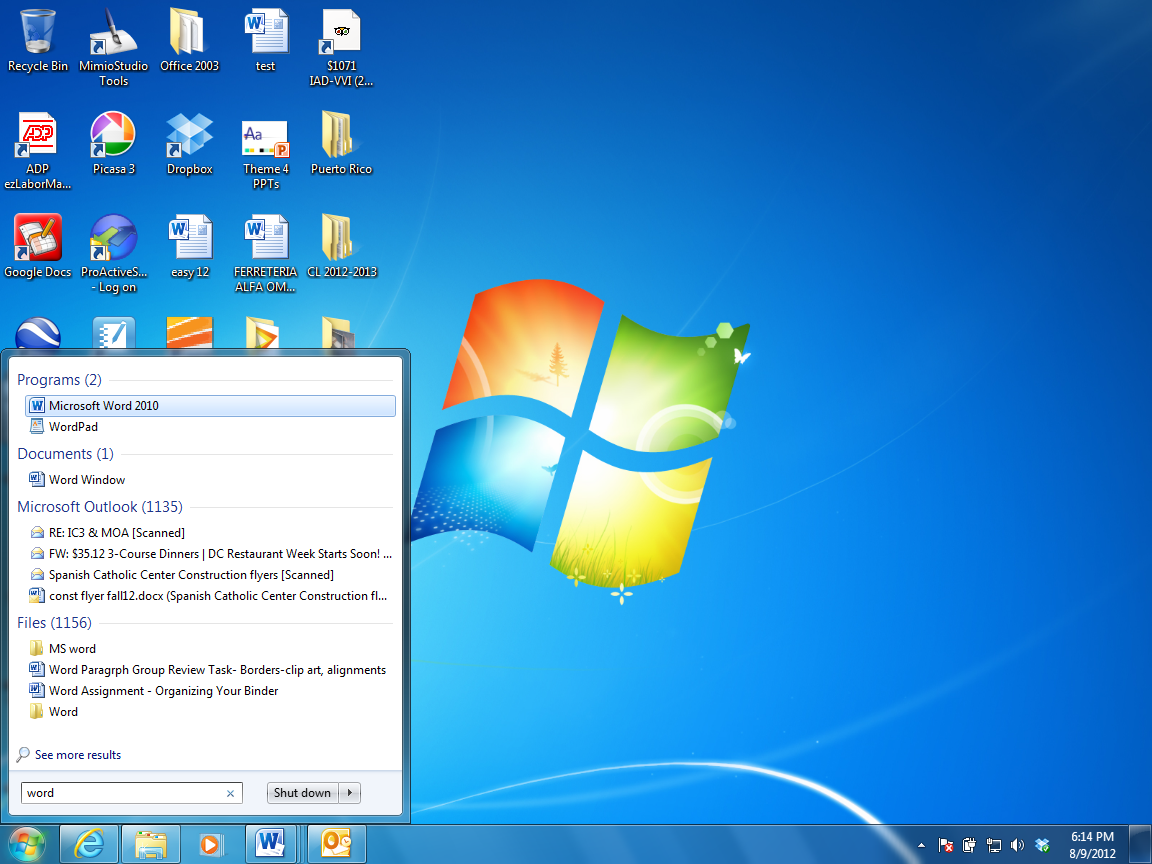
In this chapter you will:

1. Use MS Word to create a document about your goals
2. Learn how to use the following commands in MS Word:
   1. Word Art
   2. Text Wrapping
   3. Page Borders
   4. Clip Art

Creating a Document in MS Word

In this assignment you will use Microsoft Word to create a document with your name and one of your learning goals for this semester. You will use **Word Art**, **Clip Art** and **Borders** in your document.

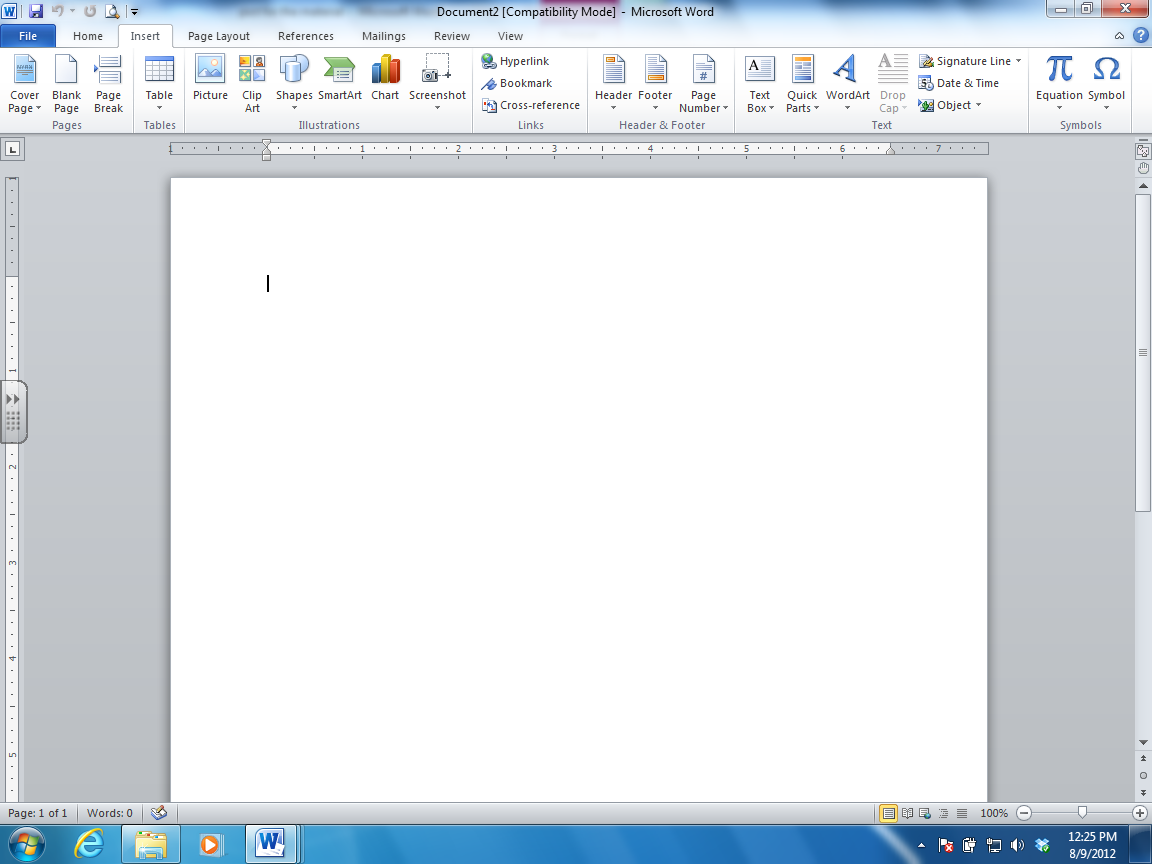
# Open Microsoft Word

1. Click on the Start Menu Button
2. In the Search Box, type the application or program that you are looking for **Word**.
3. In the Program section you will able to find the program or application that you need to use. Click in Microsoft Word 2010.

**Program Section**

**Search Box**

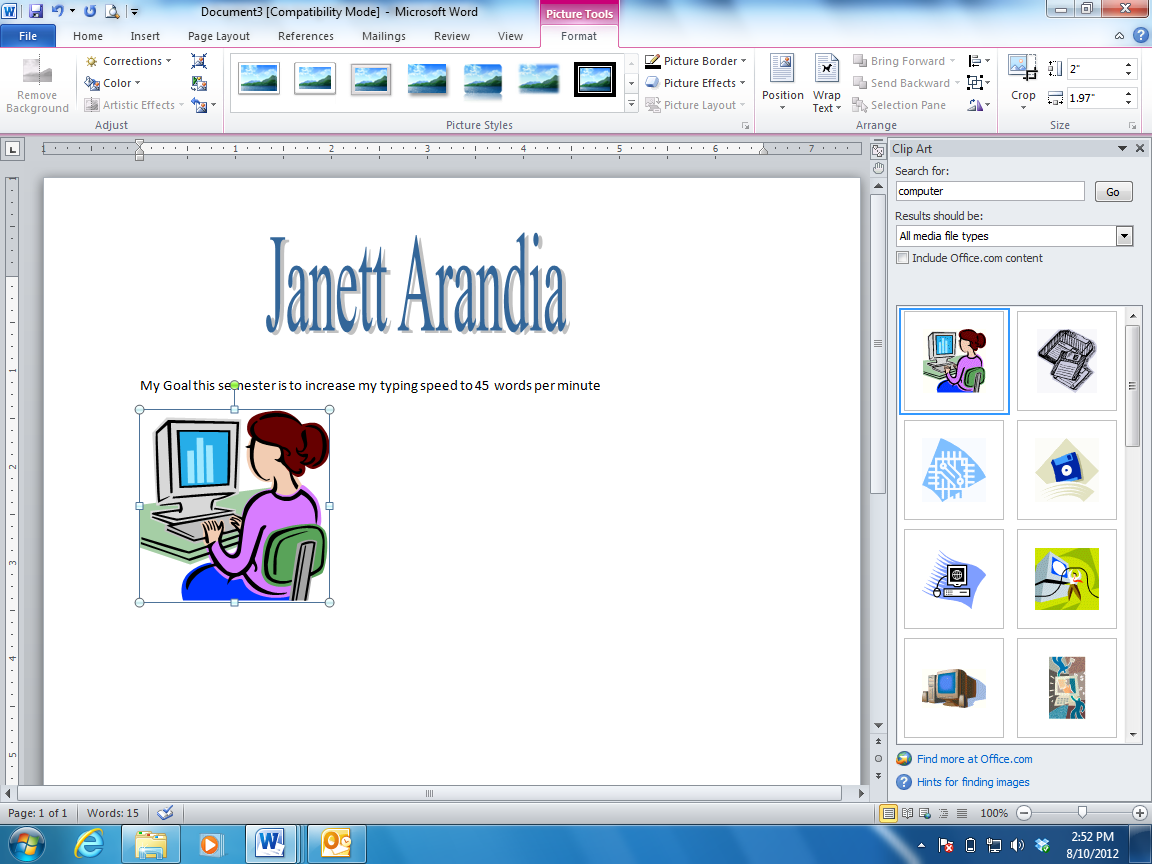
# Use Word Art to Write Your Name!!

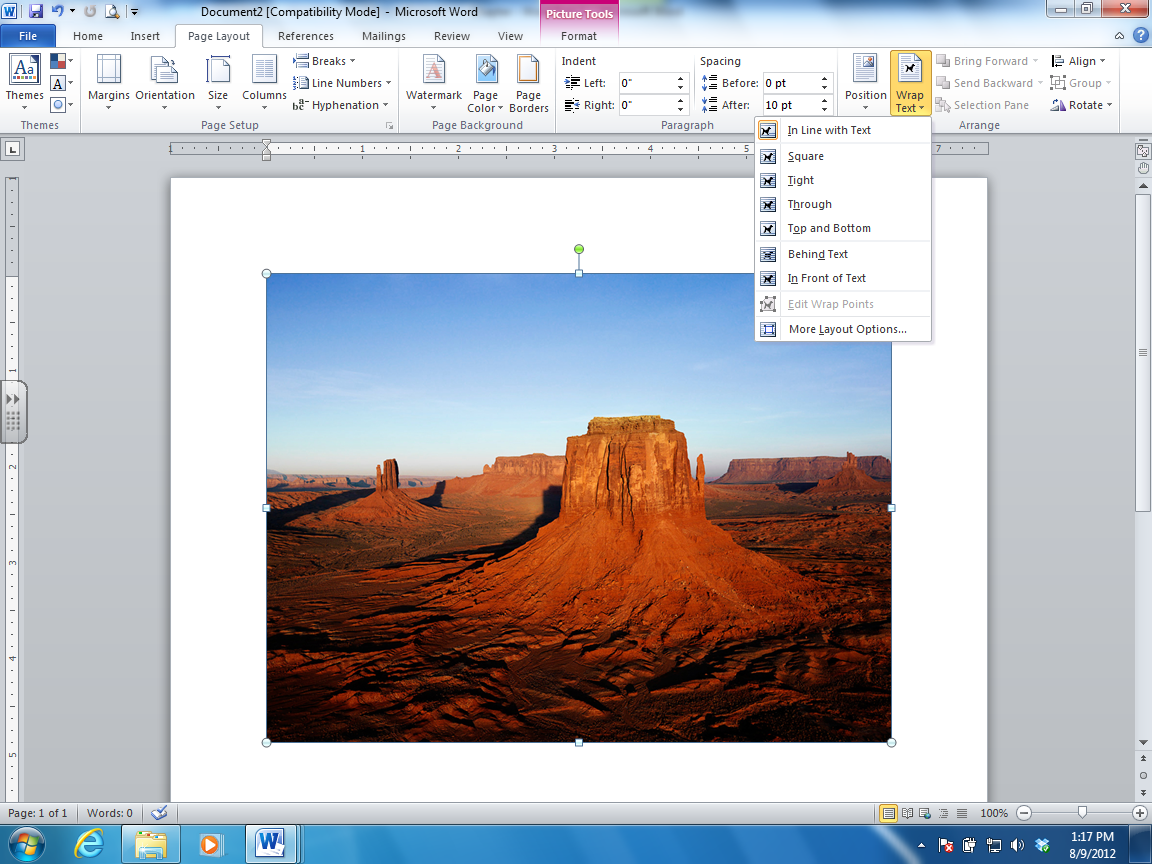
1. Use **Word Art** to write your name. Click on the Insert Tab🡪 Text Group 🡪Word Art command.
2. Select one of the options that you like the best
3. Type your name
4. Click anywhere in the Document Area or Work area
5. Press enter 4 times
6. Move your Word Art to the top center

# Type Your Goals

1. Click **after** your Word Art to move to the next line.
2. Type one or two of your learning goals for this semester. Use complete sentences.

# Insert Clip Art

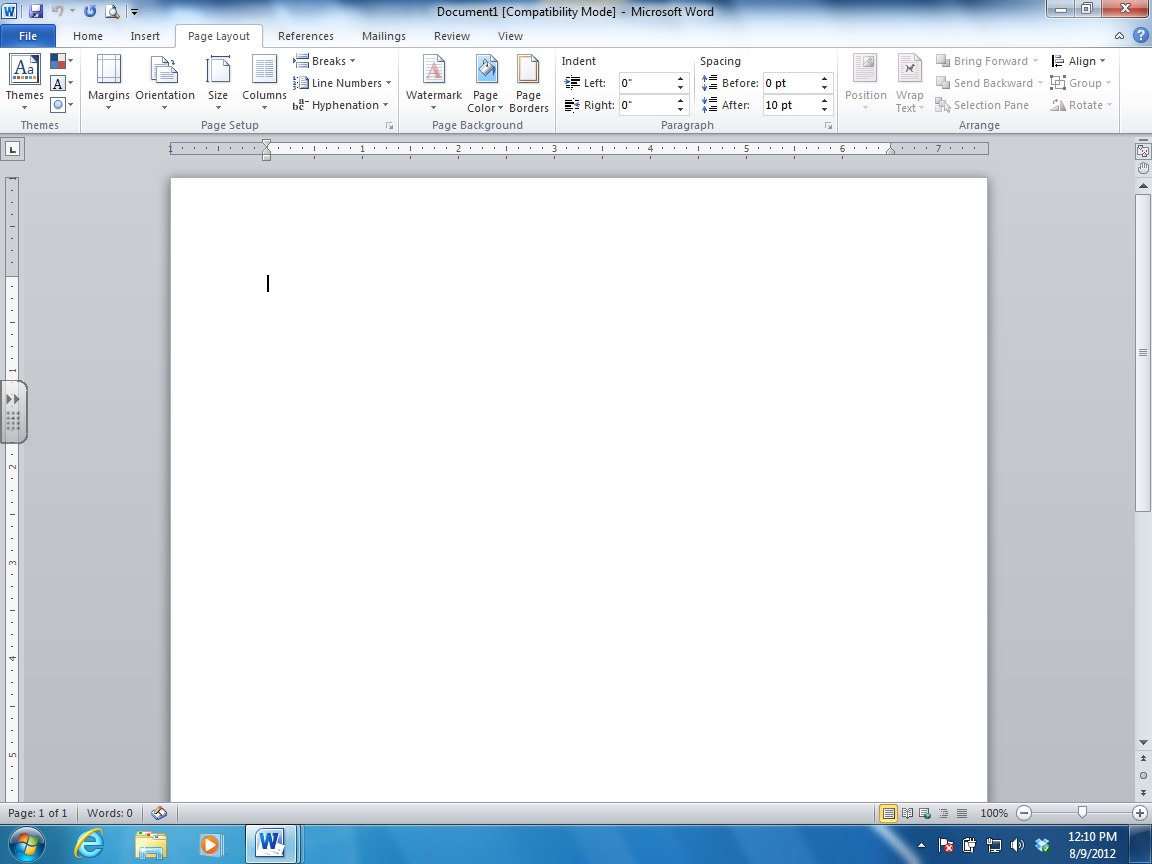
1. Hit the Enter key **after** your goals to move to the next line
2. Click on the **Insert Tab** 🡪 Illustrations Group 🡪 Clip Art command.
3. Make sure that “Include Office.com content” is checked
4. In the Clip Art menu “Search For” box, type “goals”. You can search for pictures about other things like “flowers” or “people.” Anything you want!
5. Choose a Clip Art that matches your goals by clicking once in the picture
6. Make sure that you Clip Art is selected
7. Click on the **Format Tab** 🡪Arrange Group 🡪Wrap Text Command Drop Down Menu
8. Choose “Tight”.

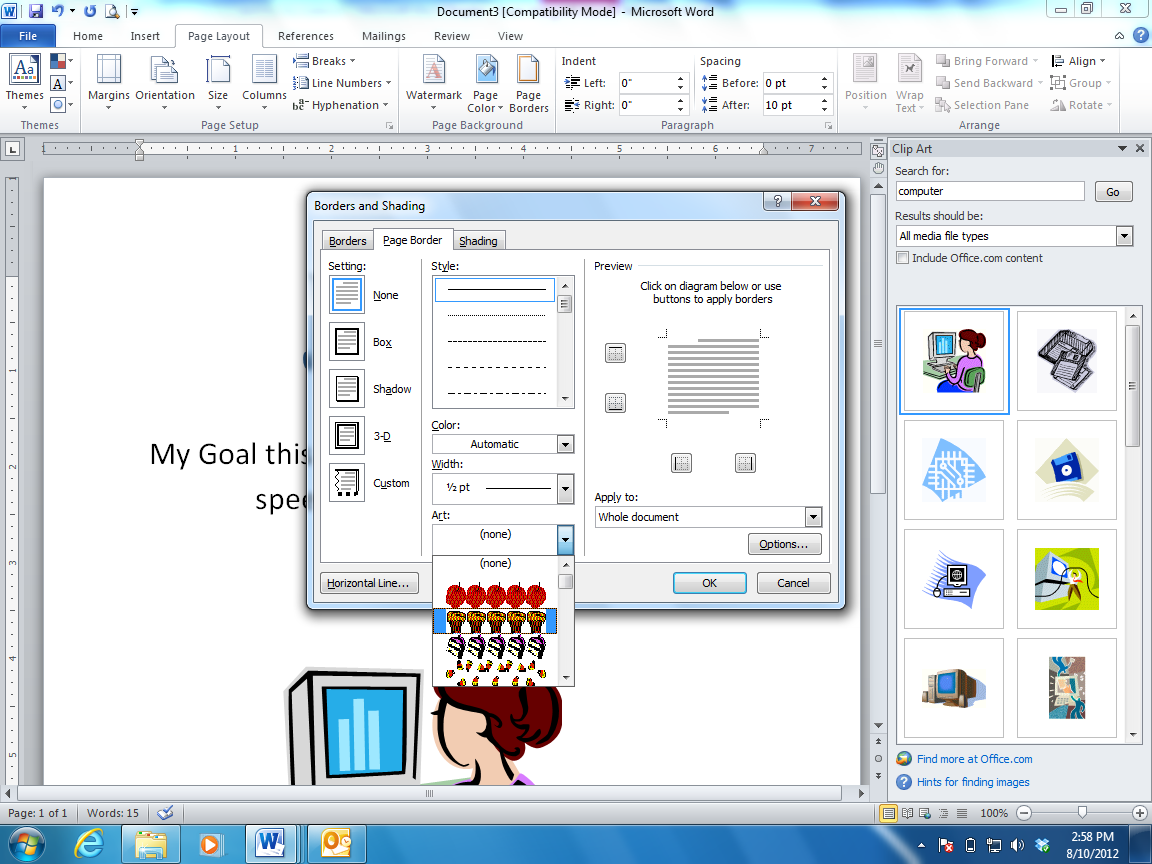


1. Move your clip art on the page to a place that looks good to you.

# Add a Border to your Document.

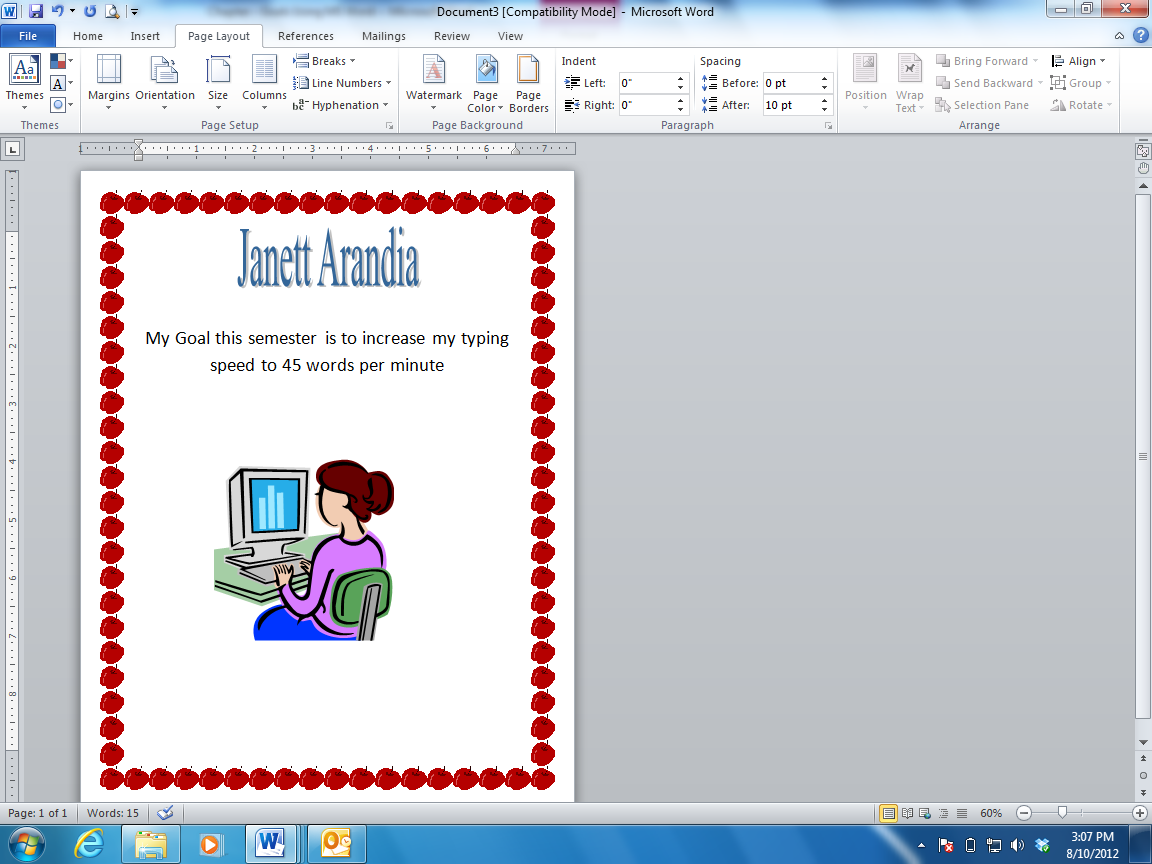
1. Click on Page Layout Tab🡪 Page Background Group🡪 Page Borders command🡪Art Drop Down Menu





1. Choose a border from the menu and click OK.

Your document should look something like the one below. It should contain **Word Art, Clip Art and a Page Border.**

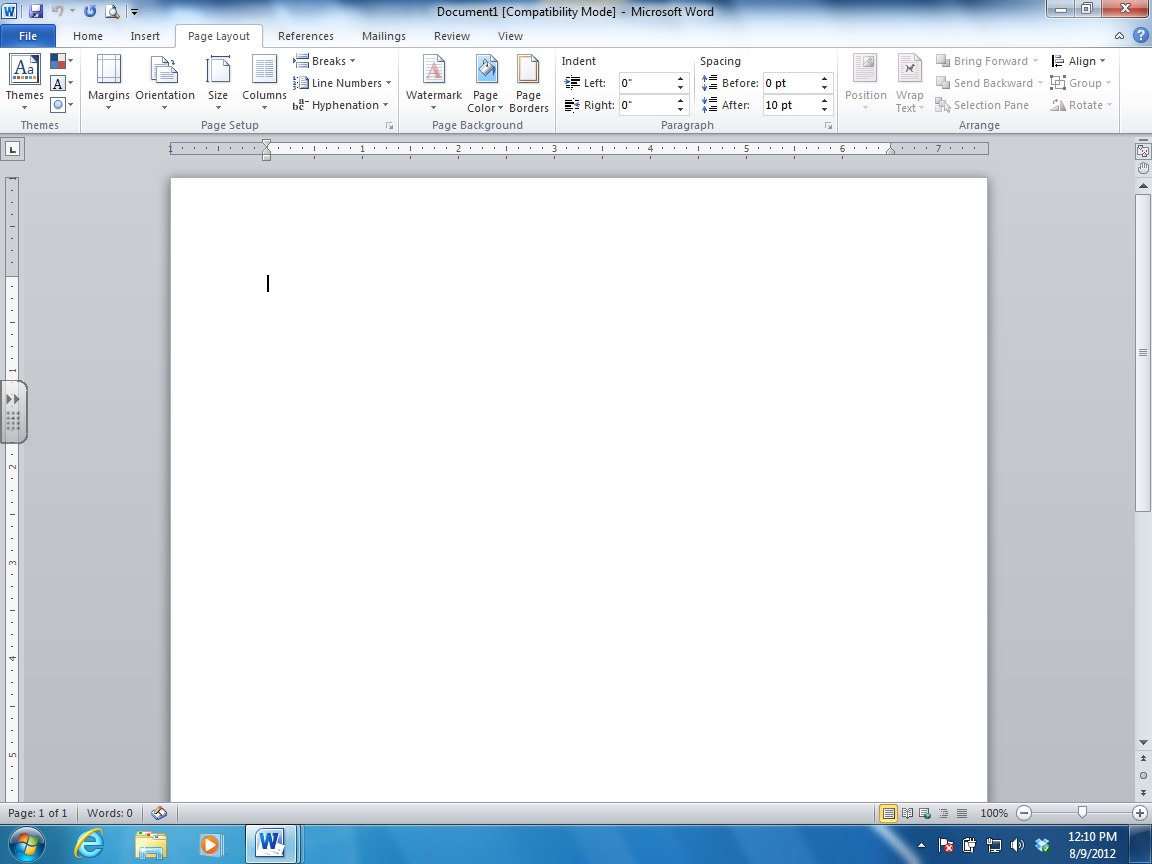
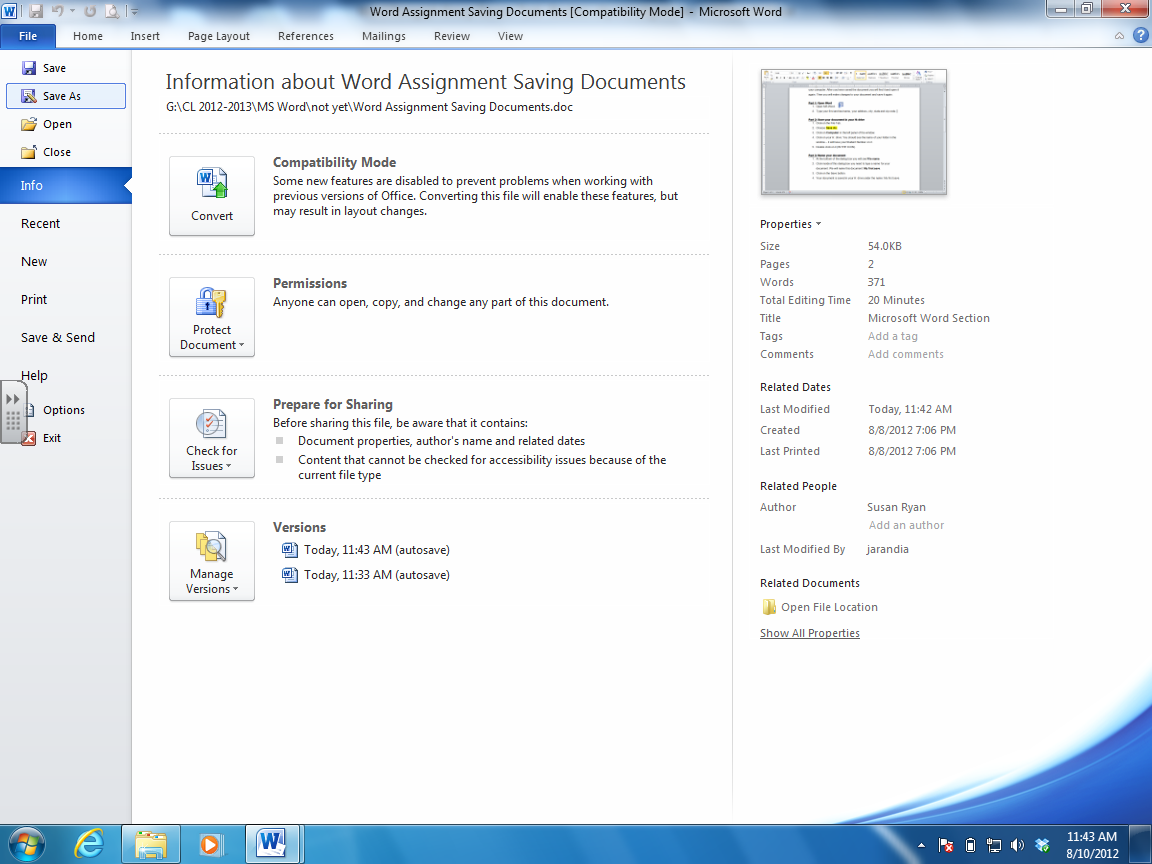


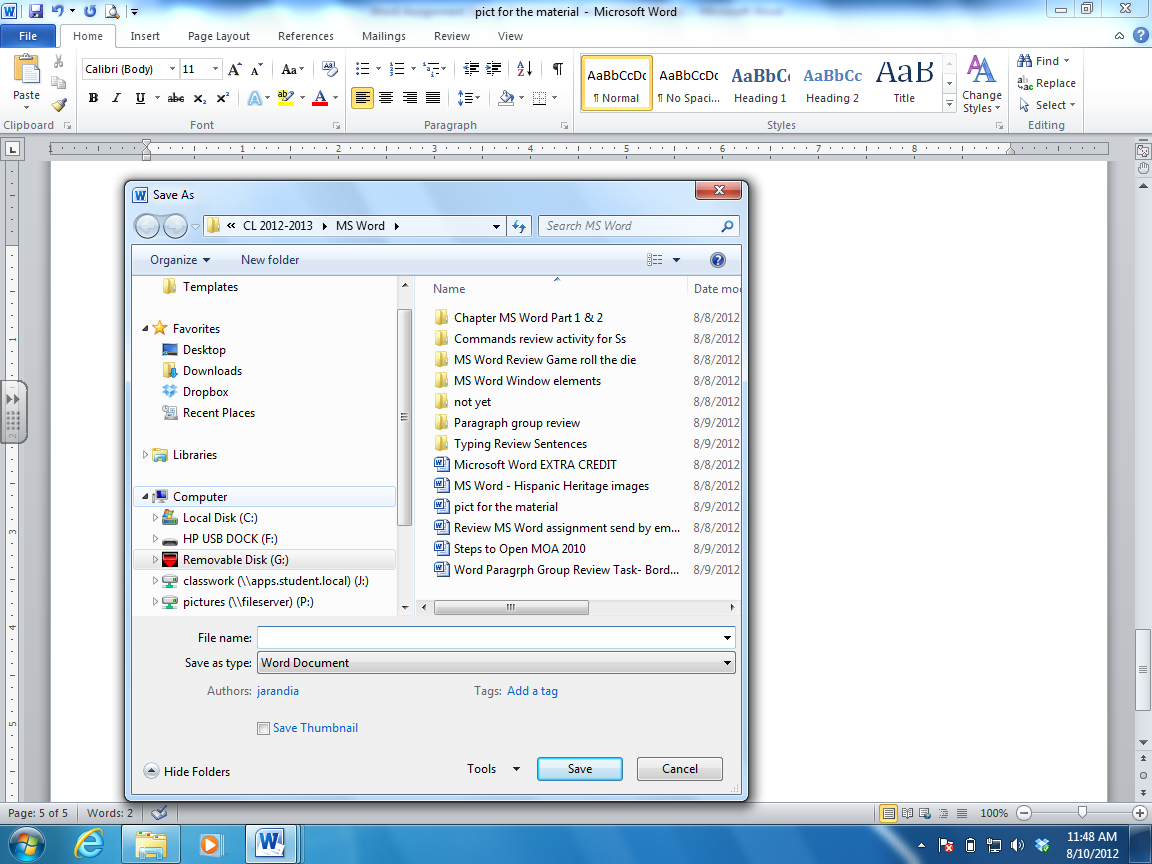
**Clip Art**

**Word Art**

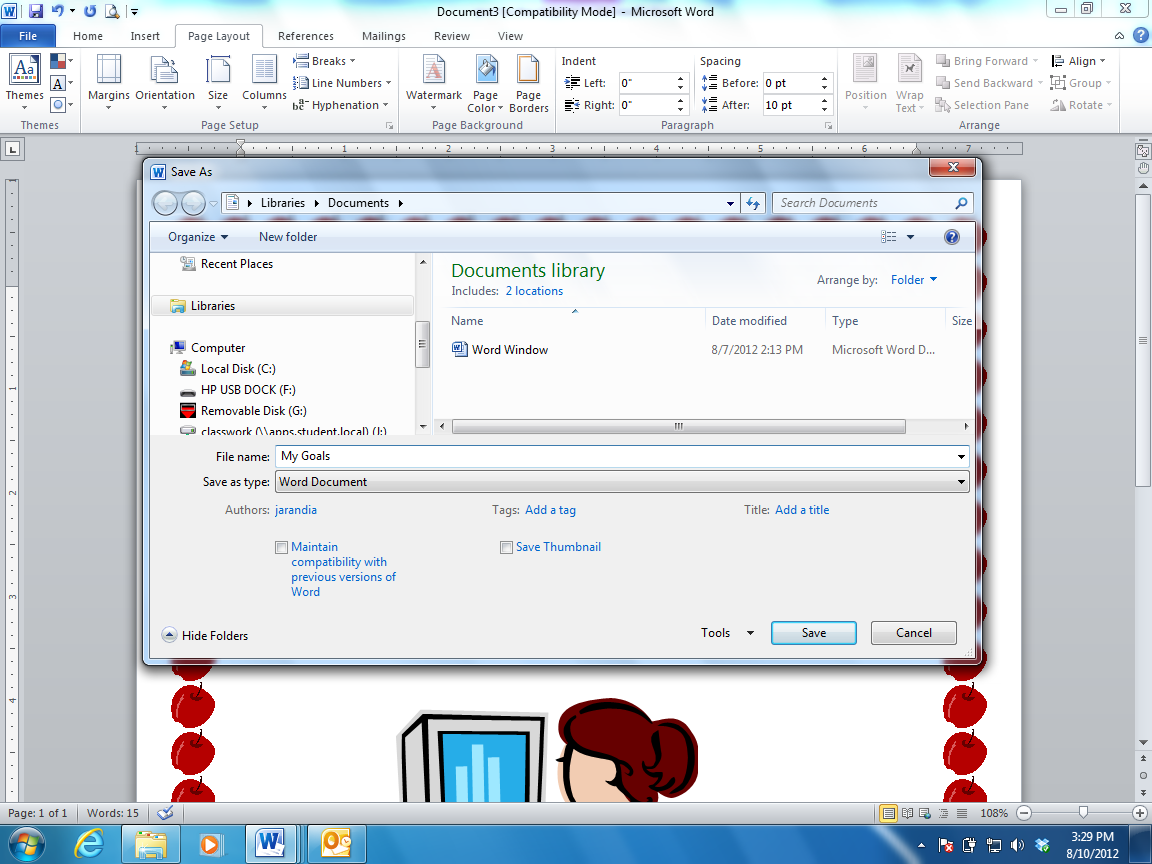
**Page Border**

# Save Your Document!

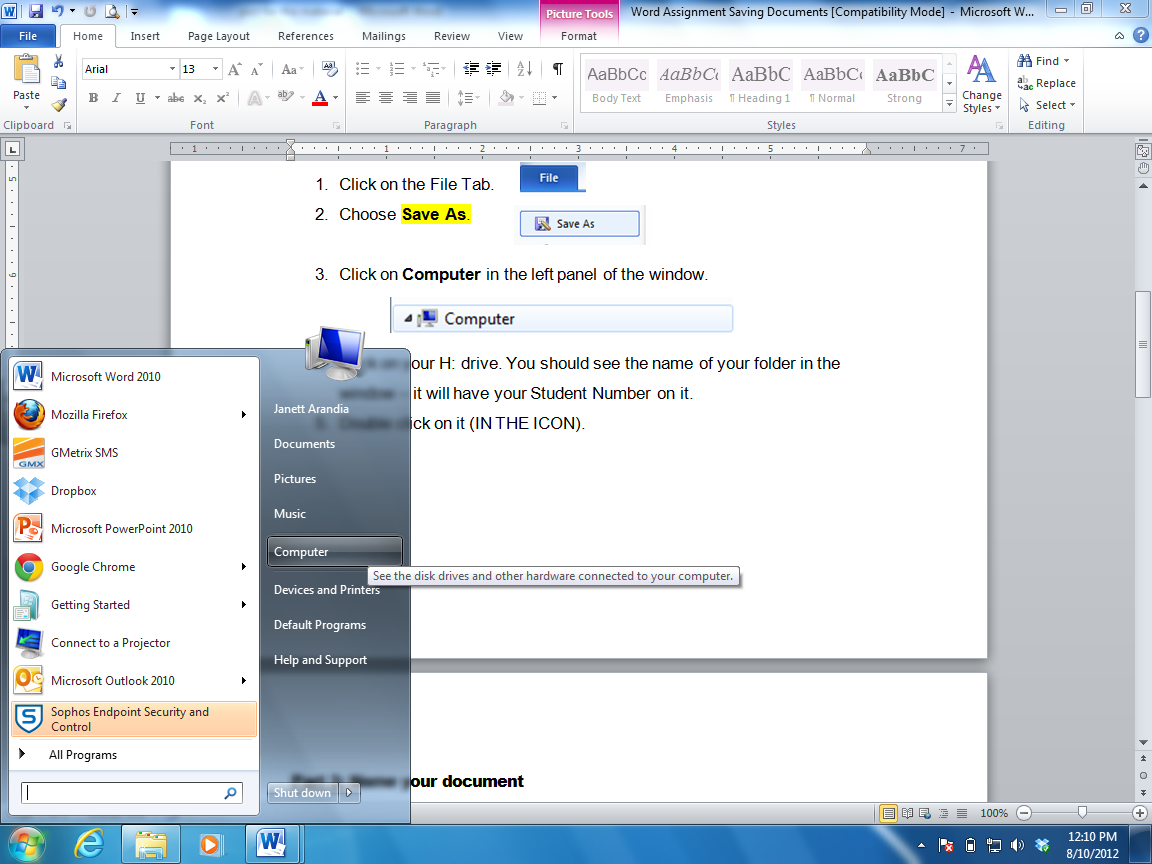
1. Click on the File Tab
2. Click on the File Tab.
3. Choose **Save As**.
4. Click on **Computer** in the left panel of the window.



1. Click on your H: drive. You should see the name of your folder in the window – it will have your Student Number on it.
2. Double click on it (IN THE ICON).
3. At the bottom of the dialog box you will see **File name**
4. Click inside of the File name box, type a name for your document. We will name this document: **My Goals**.
5. Click on the Save button.

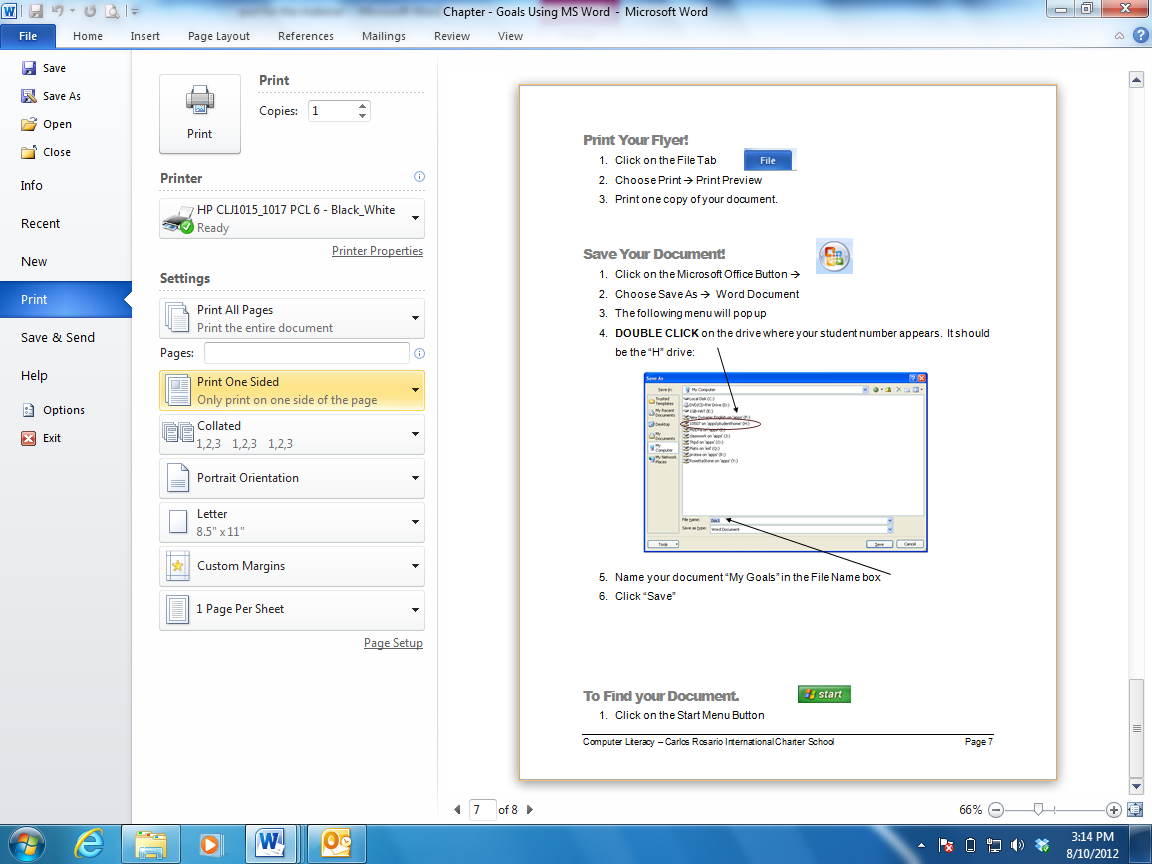
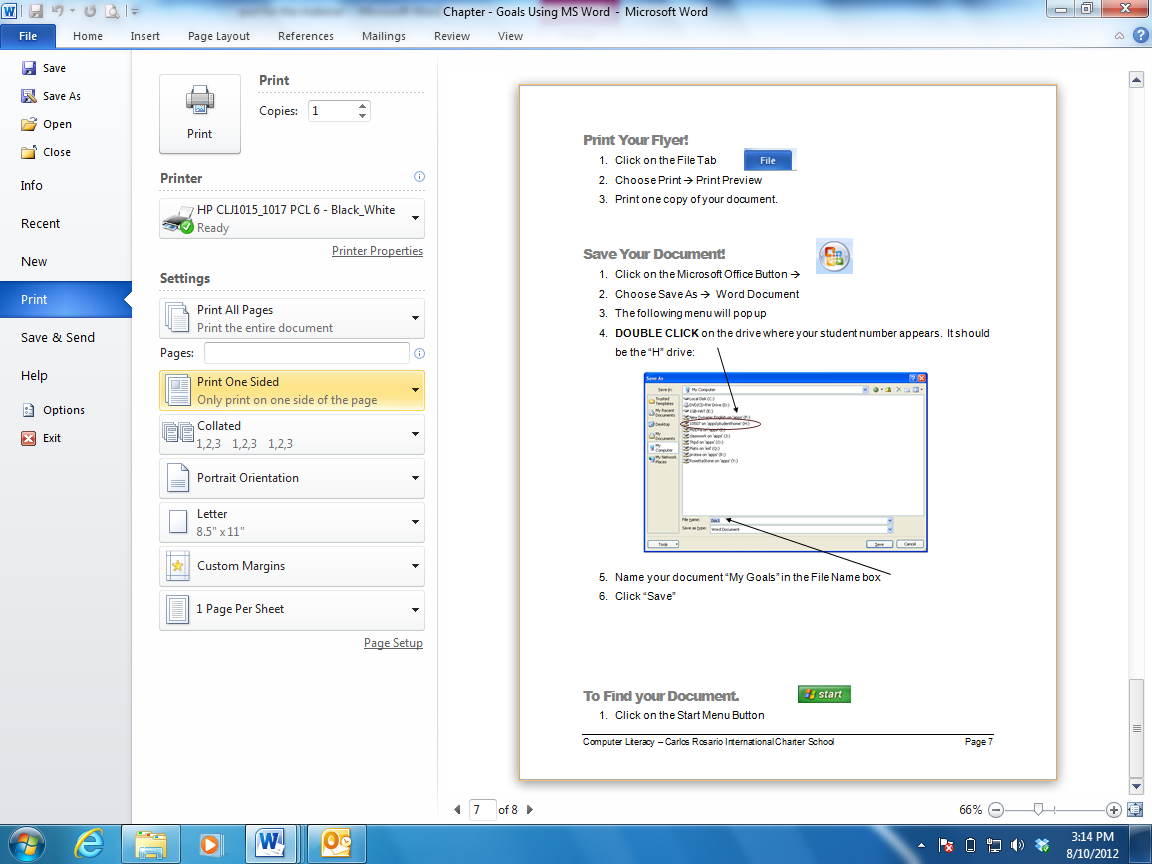


# Description: http://www.howtogeek.com/wp-content/uploads/2009/07/menu06.pngTo Find your Document.

1. Click on the Start button in the Windows 7 Task Bar.
2. Click on Computer.
3. The Computer folder will open.
4. Find your H: drive and double-click on it to open it. (IN THE ICON)
5. Find the document called **My Goals**. Double-click on the document to open it.

# **Please DO NOT PRINT until one of your teachers checks your work!**

# Print Your Flyer!

1. Click on the File Tab
2. Choose Print
3. Print one copy of your document.