Introduction to MS Word – Part 2

Objectives

In this chapter you will:

1. Explore and learn tools or commands in the Page Layout and Insert Tabs
2. Explore and learn tools or commands in the Home Tab, Clipboard Group
3. Resize and rotate pictures
4. Save and insert pictures using the Internet



Review MS Word Part 1

# The Home Tab

Point to and demonstrate how to use the following tools:

* Font
* Font size
* Bold
* Italics
* Underline
* Bullets
* Numbering
* Center
* Font Color

# Insert Tab

* Clip art
* Word art

\*\*\* Text Wrapping \*\*\* Demonstrate how and WHY to use text wrapping!!

# Page Layout Tab

* Page Borders

Page Layout And Insert Tabs

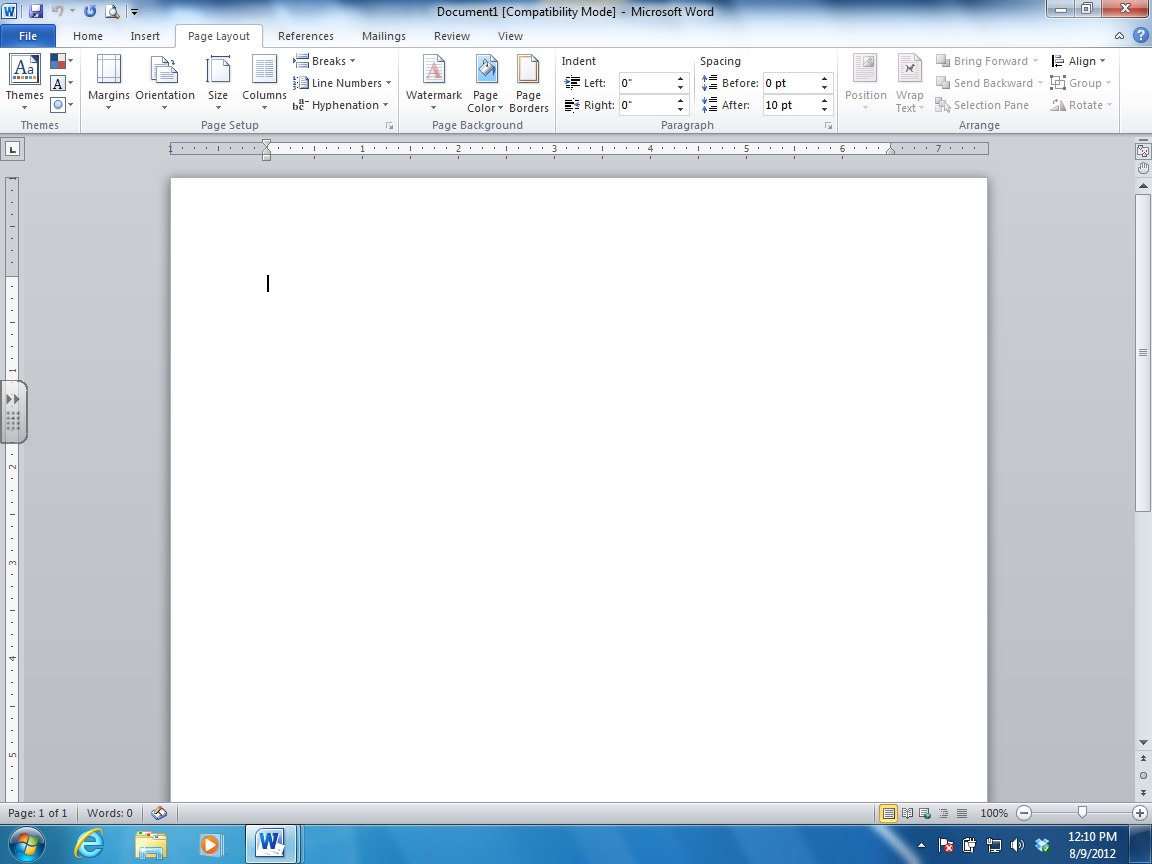
Directions:

The Ribbon contains Tabs and Groups. In this activity, we will focus on the Page Layout and the Insert Tabs. You will write down the function of the important commands on these two tabs and practice using each one.

# Ribbon – Page Layout Tab

# 

# Page Background and Page Setup Group



Circle the Page Background and the Page Setup Group on the picture above. Move your mouse over each of the commands named below, using the Screen Tip write down the function of each one that is listed in the table below.

|  |  |
| --- | --- |
| **Name** | **Function** |
| Page Borders |  |
| Orientation |  |
| Margins |  |

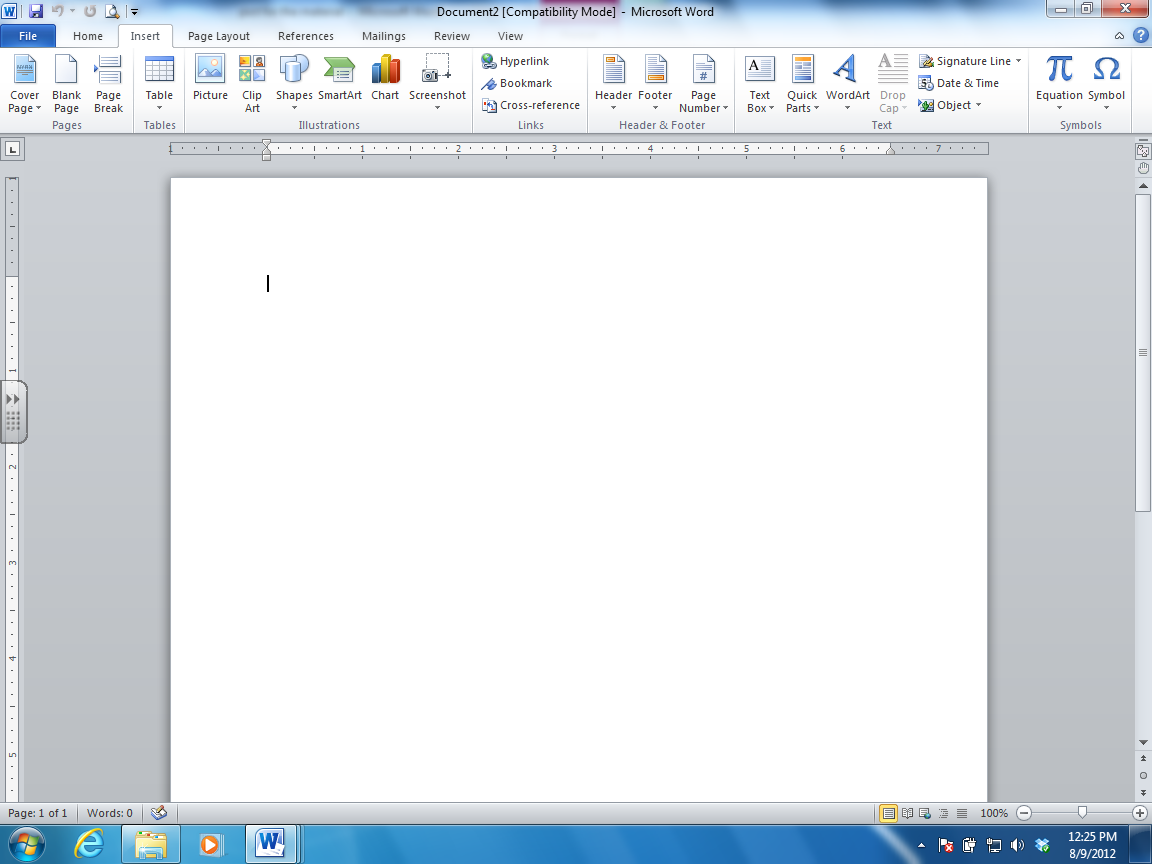
# Ribbon – Insert Tab

# Illustrations Group

Circle the Illustrations Group on the picture above. Move your mouse over each of the commands named below, using the Screen Tip write down the function of each one that is listed in the table below.

|  |  |
| --- | --- |
| **Name** | **Function** |
| Clip Art |  |
| Picture |  |
| Shapes |  |

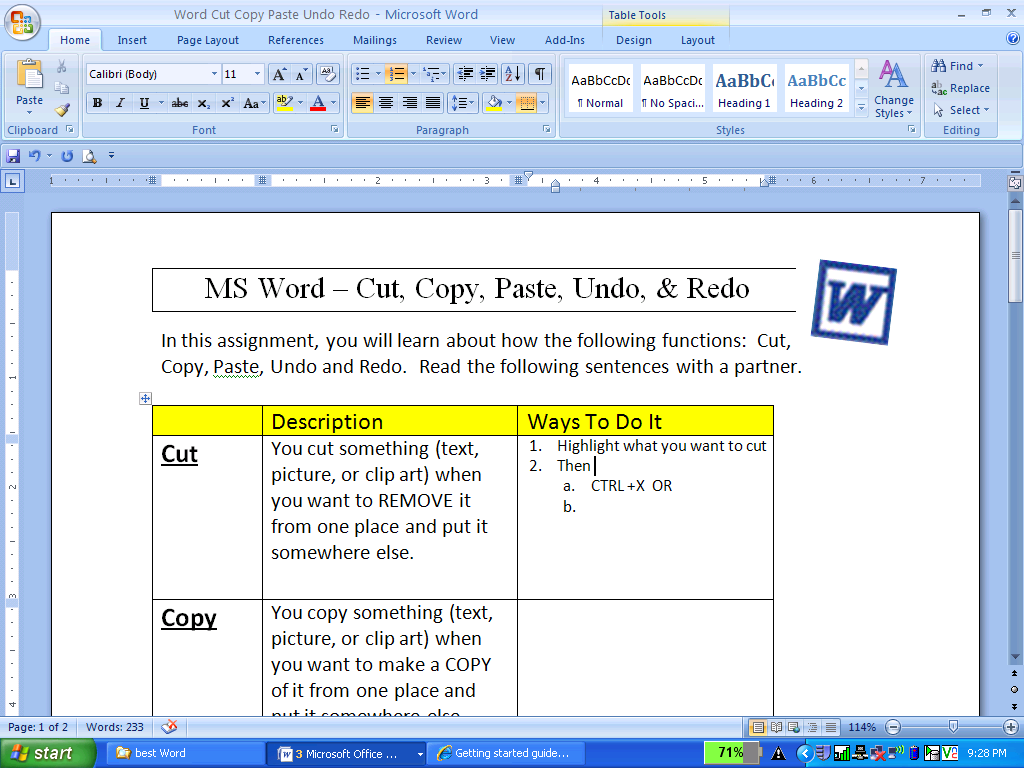
# Text Group



Circle the Text Group on the picture above. Move your mouse over each of the commands named below, using the Screen Tip write down the function of each one that is listed in the table below.

|  |  |
| --- | --- |
| **Name** | **Function** |
| Word Art |  |
| Text Box |  |

Cut, Copy, Paste, Undo, And Redo



**CUT**

**COPY**

**PASTE**

Directions:

In this assignment, you will learn how to use the following functions: Cut, Copy, Paste, Undo and Redo.

Read the following sentences with a partner.

After you finish reading, complete the tasks.

|  | **Description** | **Ways To Do It** |
| --- | --- | --- |
| **Cut** | You cut something (text, picture, or clip art) when you want to REMOVE it from one place and PUT it somewhere else. | 1. Highlight what you want to cut 2. Then 3. CTRL + X   OR   1. Use the command in the Home Tab   OR   1. Right click and select Cut |
| **Paste** | You paste something (text, picture, or clip art) that you CUT. | 1. Place your cursor where you want to paste or insert the text or picture 2. Then 3. CTRL + V   OR   1. Use the command in the Home Tab   OR   1. Right click and select Copy |
| **Copy** | You copy something (text, picture, or clip art) when you want to make a COPY of it from one place and PUT it somewhere else. | * 1. Highlight what you want to copy   2. Then  1. CTRL + C   OR   1. Use the command in the Home Tab   OR   1. Right click and select Copy |
| **Paste** | You paste something (text, picture, or clip art) that you COPIED. | * 1. Place your cursor where you want to paste or insert the text or picture   2. Then  1. CTRL + V   OR   1. Use the command in the Home Tab   OR   1. Right click and select Copy |
| **Undo** | You can UNDO an action that you did by mistake. | 1. CTRL + Z   OR   1. Use icon on the Quick Access Bar |
| **Redo** | You can REDO an action that you want to repeat. | 1. CTRL + Y   OR   1. Use icon on the Quick Access Bar |

# Task 1 – Cut, Copy, and Paste

Directions:

Follow step by step to complete the next assignment.

1. Type your name, hit Enter, then type your address, hit Enter, then type your favorite food
2. Highlight your name and CUT it using CTRL + X
3. Place your cursor **after** your favorite food and PASTE your name using CTRL + V
4. Highlight your address and COPY it using CTRL + C
5. Place your cursor after your name and PASTE your address using CTRL + V
6. Observe what happened!
7. Highlight everything and delete it. Start over using the Cut, Copy, and Paste commands on the Home Tab.
8. Highlight everything and delete it. Start over using the right-click option.

# Task 2 – Undo and Redo

Directions:

Follow step by step to complete the next assignment.

1. Type your name.
2. Highlight your name and make it **bold**.
3. Use CTRL + Z to UNDO the bold.
4. Type your favorite food and your favorite restaurant.
5. Highlight your favorite food and make it **bold**
6. Highlight your favorite food and use CTRL + Y to REDO the bold.
7. Try it again using the icons on the Quick Access Bar!

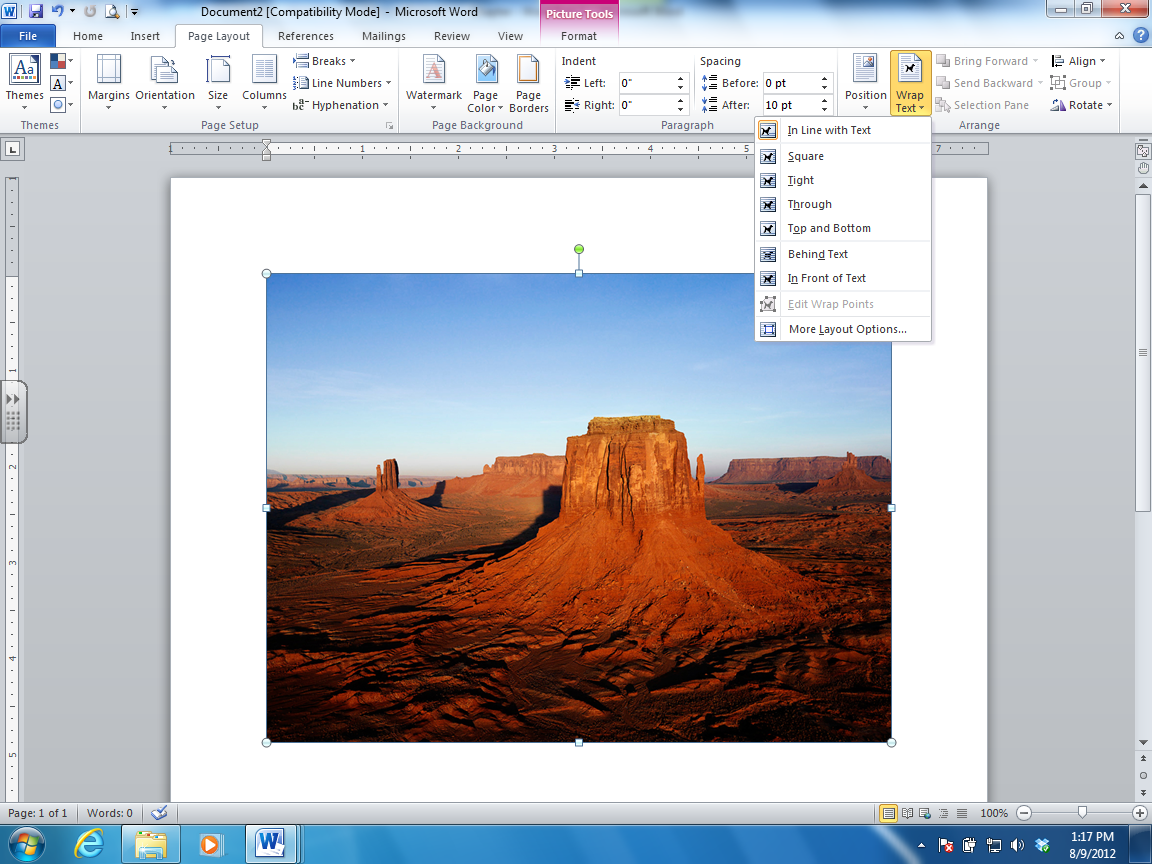
Wrap Text

Directions:

In this assignment you will learn how to use Wrap Text. Wrap Text can be used for clip art, pictures, word art and much more!

# Wrap Text

Wrap Text is used with Clip Art and Pictures to change the way that text wraps around your graphic.

Look at the Wrap Text Menu to the right. Talk with your partner about what you THINK each of the icons means. Write your guesses below:

# Wrap Text – My Guesses

|  |  |
| --- | --- |
| In Line with Text | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Square | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tight | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Through | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Top and Bottom | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Behind Text | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| In Front of Text | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Task 3 – Wrap Text

Directions:

Follow step by step to complete the next assignment.

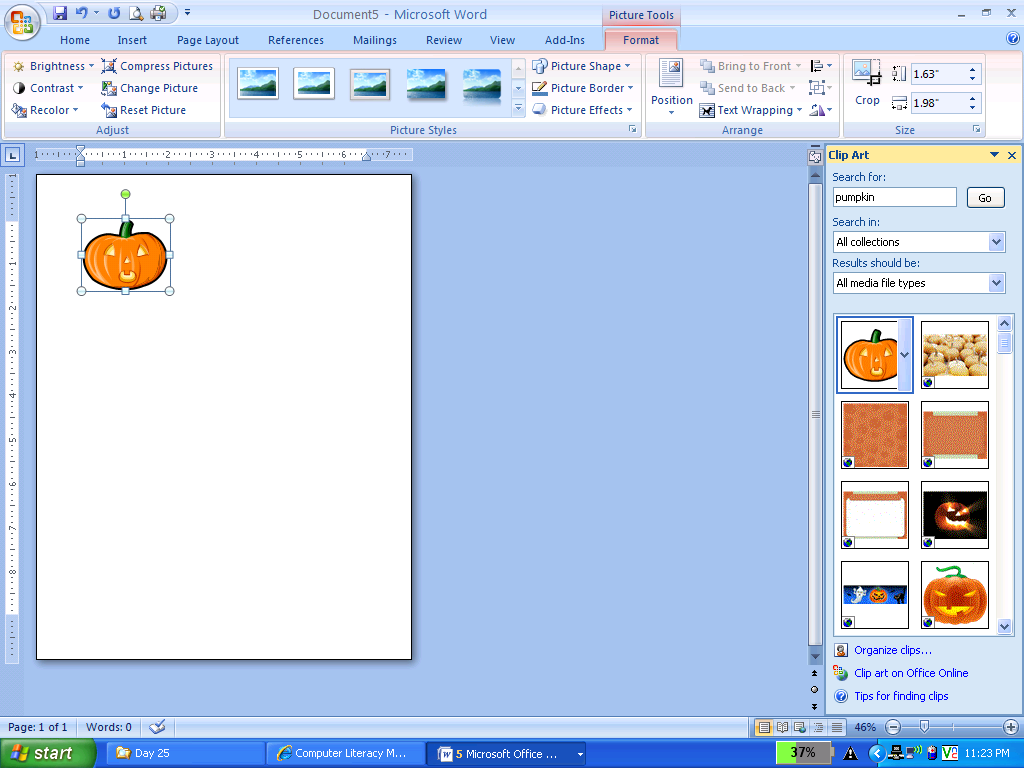
1. Go to your email account and open the email from your teacher with the attachment called “Warp Text”
2. You will see a document with Clip Art. To find the Wrap Text Menu follow these steps:
   1. Double click on your picture or clip art.
   2. You will see the Wrap Text command (with the dog) in the Format Tab, Arrange Group.
   3. Click on the down arrow to see the full menu.
   4. Try each of the different text wrapping options and revise to your definitions. You can write your revised definitions below:

# Wrap Text – True Definitions

|  |  |
| --- | --- |
| In Line with Text |  |
| Square |  |
| Tight |  |
| Behind Text |  |
| In Front of Text |  |
| Top and Bottom |  |
| Through |  |

Rotating And Resizing Pictures

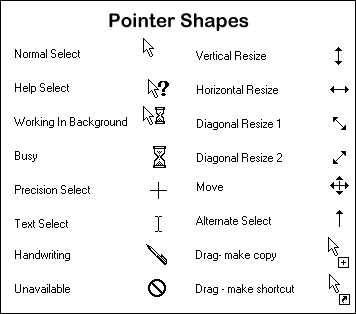
Directions:

In this assignment, we will learn how to rotate and resize a picture.

# Rotating Your Picture

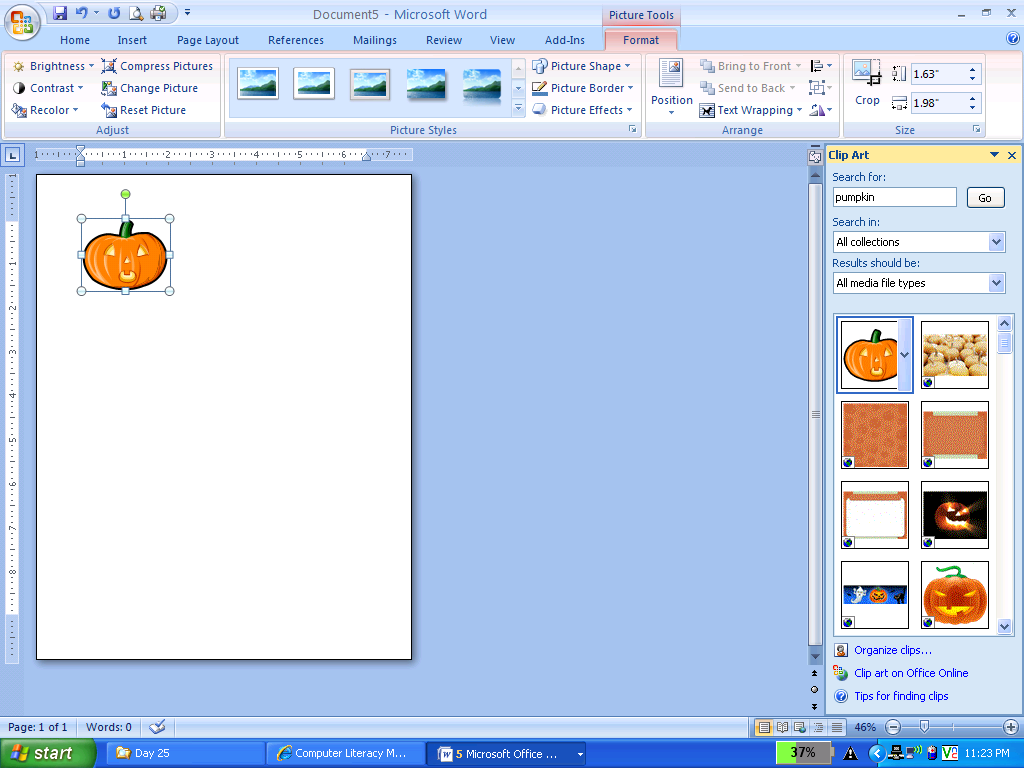
You can rotate any clip art or picture by clicking and dragging the round green button on the top of your image. To see the round buttons around your image, click on the picture once.

# Resizing Your Picture

You can make your picture or clip art BIGGER or SMALLER by clicking and dragging a round button on any corner of your image. Follow these steps:

1. Click once on your picture.
2. Move your mouse over the corners until your cursor has two arrows (see picture to the right --------------------------🡪)
3. Click and drag your mouse to make the picture bigger or smaller.

Using the CORNER round buttons is always better than using the buttons on the top, bottom, left or right. Try it and you will see why.



# Task 4 – Rotating and Resizing Pictures

Directions:

Use your Wrap Text document to practice resizing and rotating clip art. OR open a new document, add clip art and practice.

Inserting Pictures From Google

Directions:

In this assignment, we will learn how to insert pictures into a document.

# Insert Tab – Illustration Group – Picture Command

Circle the Picture command in the Illustrations Group.

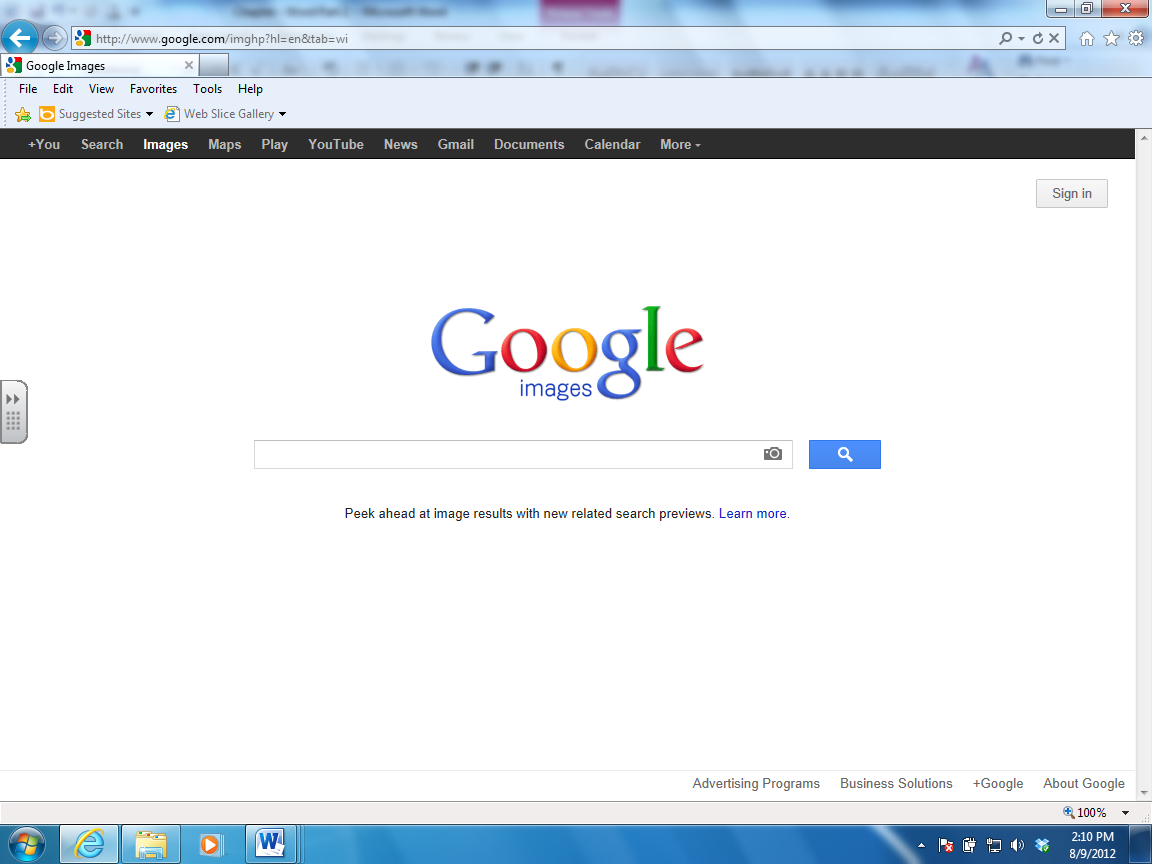
# What Are Pictures?

Pictures are graphics or photographs that are saved on your computer in your H: Drive. Pictures are different than Clip Art because they are graphics that YOU collected or saved.

# How Do We Get Pictures?

One way to get pictures is from Google Images.

1. Go to Google.com
2. Click on Images



**Search Box**

1. Type a keyword that you want to search for (use the Search Box) – try Barack Obama
2. Change to LARGE IMAGES!!
3. Right click on a picture that you like.
4. Select “Save Picture As”
5. Save the picture to your H: Drive (under Computer)
6. Go back to your Word Document
7. Click on the Insert Tab 🡪 Illustrations Group 🡪 Picture
8. Find the picture under Computer 🡪 Your H: Drive
9. Click Insert

# Task 5 – Inserting Pictures

Directions:

You are going to create a document about your favorite celebrity.

Part 1: Use the following requirements

* At least **TWO** pictures from Google Images
* Use Wrap Text
* Rotate and Resize your Picture
* Add a Page Border
* Use Word Art for the title

Part 2: You should include

* A paragraph of at least 5 lines describing your favorite celebrity
* Where he/she was born
* What he/she is famous for doing
* Information about his/her education
* Why this person is YOUR favorite celebrity.

You can find a lot of this information on [**www.wikipedia.org**](http://www.wikipedia.org)