

Word Processing using Microsoft Word

Lesson 1 Text entry and editing.



MS Word icon

Run Microsoft Word by clicking on its Icon.

When Word is run the insertion point appears as a flashing vertical line at the top left of the screen.

Type your full name on the top of the screen. Press the return key twice to leave two blank lines.

A few points:

There is no need to press return at the ends of lines, the machine will take care of new lines for you. Pressing return is only needed at the ends of paragraphs and short title lines.

Leave a single space between words and after punctuation marks except full stops. Leave two spaces after a full stop.

Do not indent the first line of a paragraph by inserting spaces.

Text entry:

Type the following piece of text remembering to hold down the shift key for capital letters, and to leave two spaces after a full stop.

Do not worry about errors for the moment they can be corrected later.

Good presentation is central to any design work. This applies not just to manufactured items but to drawings, records and written reports. Drawings should be presented to be attractive to the viewer. While accurate diagrams will attract the eye, poor layout will take away from them. Any final drawing should be laid out with a border around the edge of the paper. Included on the page should be the title of the drawing, the student's name and the date. Later on the scale, and the type of projection should be included.

Correcting errors:

Read back over what you have just typed and look for errors.

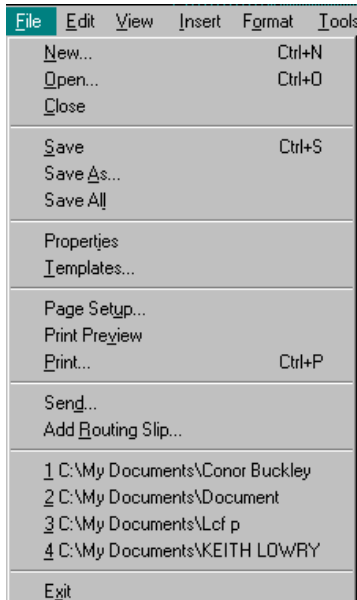
If you spot an error use the mouse to move the screen pointer to the character to the right of the error.

Click the mouse button to position the insertion point.

Press the delete key to remove the offending characters.

Type in the correct text. — The following text will move out of the way to make room for what you type.

Move on to the next error.



File menu.

Saving your work:

Move the mouse pointer to the word **File** on the Menu Bar.
 Click the button.— A menu appears.
 Select the word **Save** and let go. — A dialogue box appears.
 Type your initials followed by the number one as a file name.
 E.G. John Murphy would type JM1.
 Do not use spaces or punctuation marks in file names.
 Click on the word **Save** in the dialogue box.

Quitting from Word.

Click on the word **File** in the Menu Bar.
 Drag the mouse down until **Exit** is highlighted let go of the button.
 If the message “**Save changes to JM1**” appears click on **Yes**.

Lesson 2

Opening files and more editing.

Double click on the Word icon to start the word processor.
 Click on the word **File** in the Menu Bar. — a menu pops down.
 Drag the mouse downwards to select the word **Open...**
 A dialogue box appears containing a list of available files.
 Select your file by clicking on it’s name and click on the word **Open**. After a short delay your file should appear on screen.

Inserting a title.

Use the mouse to position the insertion point before the word **Good** at the start of your file.
 Type in the title **Presentation** and press return. —The text will move out of the way to make space for the title.

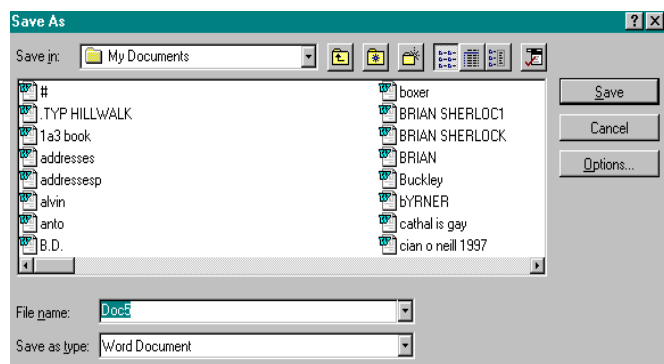
More Text:

Move the insertion point to the end of the paragraph press return to leave a blank line.
 Then type the following:

Records:

It is important for the student to keep written records of her/his work in all areas of the course. This will help with later evaluation and provide ideas for other projects later on. Standard record sheets are a useful way of keeping records. The difficulty with this is finding a general sheet that will be suitable in different areas of the course. It may be that a number of different sheets will be necessary.

Check the above text for errors and correct them as before.
 Save the file.
 Exit from Word.



Lesson 3

Adding more text and printing.

Run Microsoft Word and open the file used in lesson 2.
If you can't remember how, look at the start of lesson 2.

Move the insertion point to the end of the second paragraph and press return twice to leave a blank line.

Then type the following. This time press return at the end of each line so that each point occupies a separate line.

Tasks:

Design a page layout for use with future drawings.

Design a report sheet for use with projects.

Design a cover for your class folder.

Design and make a folder to hold your class notes.

Design a cover for a book titled "Technology."

Design a cover for a book titled "Crafts."

Design a cover for the magazine "Practical Householder"

Read the new additions you have made to the document and correct any errors.

Save the changes to your document.

Send the document to the printer:

Click on **File** to select the file menu.

Drag down to **Print** and release.

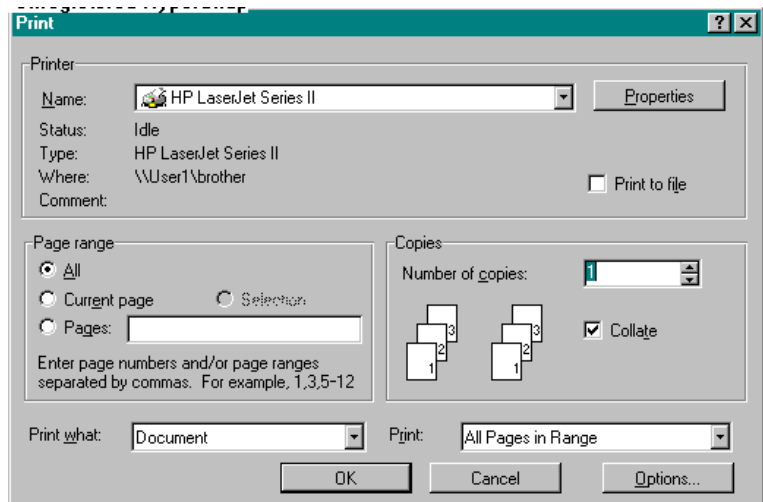
A dialogue box appears. No changes should be necessary so click **Print**

After a short delay your document will print at the printer.

Save your work.

Exit from Word.

Print dialogue box.





Lesson 4

Moving Text. Cut and Paste

On proof reading it appears that the paragraph headed **Tasks** should be placed before the one titled **Records**. This is how to move them without re-typing the lot.

Select the paragraph starting with **Tasks** by clicking with the mouse before the T of tasks and dragging down to include the full paragraph.

Click on **Edit** on the menu bar.

Drag down to **Cut** and release the mouse button.

Move the insertion point to before the **R** of **Records**.

Click on **Edit** on the menu bar.

Drag down to **Paste** and release the mouse button.

The **Tasks** paragraph will be inserted before the **Records** paragraph.

Save and Print this version of you document.

Exercises:

Make the Presentation paragraph the last paragraph.

Re-arrange the document to the same way it was at the start.

Copy and Paste.

Sometimes you may want two copies of the one piece of text in a document. Copy and Paste is used to do this.

Select your name from the top of the document.

Click on **Edit** on the menu bar.

Drag down to **Copy** and release the mouse button.

Move the insertion point to the bottom of the document.

Click on **Edit** on the menu bar.

Drag down to **Paste** and release the mouse button.

Your name is still at the top of the document and it is now also at the bottom.

Exercise:

Delete your name from the bottom using cut.

Save and print this version of the document.

Autotext

Frequently used pieces of text can be stored as autotext and used repeatedly without re-typing.

The overall title of this document we are working on could be “Understanding graphical communication in Junior Certificate Technology”

It would be helpful if that did not have to be typed too often!!!

Type it once at the end of your document.

Select it by highlighting.

Click on **Edit** on the menu bar.

Drag down to **Autotest** and release the mouse button.

Type in a short name for the autotext title e.g. **Graphics**.
Return to your document and insert the line using the autotext command

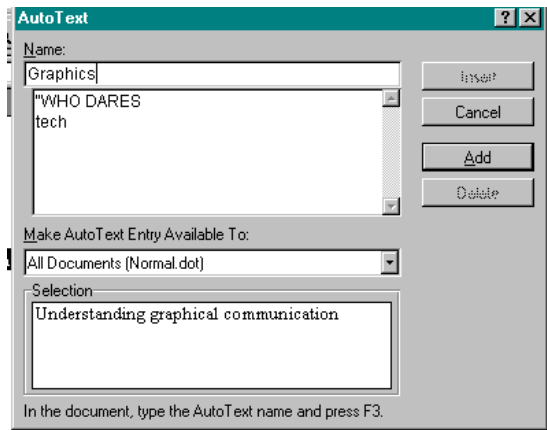
Select **Edit** from the menu bar, select autotext from the menu.

Scroll down the list until you find graphic and click on Insert to insert it into your document.

Exercises:

Create autotext entries for your name, your full business address, your full home address.

Practice inserting these.



Autotext dialogue box.

Use the autotext feature of Word to store the following paragraph for future use.

File 1:

I am informed by Mr Pat Murphy, Our Service Manager, that you are bringing your car into the garage for repairs and service which will take more than three days.

File 2:

Under our agreement with you we can offer the use of a car free for the period. The car will be an Opel Astra 1400 model and all insurance is taken care of by us.

File 3:

Under our agreement with you we can offer you the use of a company car at very competitive rates for the period. The car will be an Opel Astra 1400 model and all insurance is taken care of by the company.

File 4:

Under our agreement with you we can offer you the use of a company car at very competitive rates for the period. The car will be an Opel Astra 1400 model. Arrangement would have to be made with your insurance company to insure the vehicle while it is in your possession.

File 5:

Please contact us as soon as possible to confirm arrangements.

Send letters to each of the following people containing files as listed below and signed by you on behalf of the company.

Mr John Mahoney Files 1,3 and 5
34 Green Park
Santry
Dublin 9

*Faster insertion of autotext.
To insert autotext on the fly
without resorting to the menu:
Type the autotext name and
press F3*

Ms Anne Murray Files 1,2 and 5
"TheGrove"
Santry Avenue
Dublin9

Mr Pat Maxwell Files 1, 4,5
34 Carraigmines Road
Dublin9

Lesson 5 Formatting

Formatting commands fall into four main groups.

Font formats, e.g. Italics, bold underline, fonts.

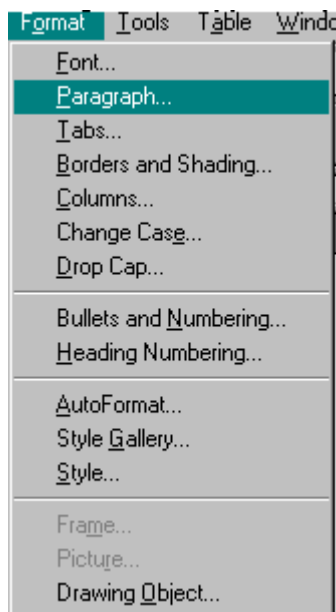
Paragraph formats, e.g. centred, justified, right aligned, indents, tabs, line spacing.

Section formats, page numbering, number of columns, headers.

Page setup, e.g. margins

There are three ways of applying formats

- Using the ruler and toolbars at the top of the screen
- Using the format menu on the menu bar
- Using keyboard shortcuts



Format menu.

Open the document you were using in the last session.

If you can not remember how look up Lesson 2.

Make sure the standard and formatting toolbars and the ruler are switched on by:

Select the **View** menu, if there is a tick mark beside Ruler it is on, if there is no tick mark, select it.

Then select **View, Toolbars**, there should be a tick mark beside Standard and Formatting. If not switch them on and click OK to proceed.

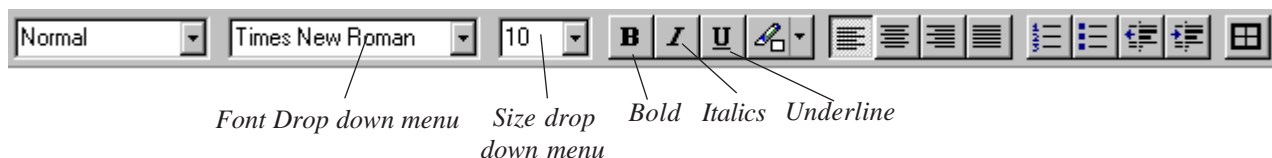
Font formats

Changing font size, putting text into italics and bold type.

Select your name at the top of the document by positioning the mouse pointer before your name, click and hold the button down, drag the pointer across the name.

To change the font size click on the arrow beside the size drop down in the toolbar, the menu pops down, drag down to 14 point and release — your name will increase in size.

Formatting toolbar



To put your name into italics, make sure the name is still selected, Click on the *Italics* button in the ribbon.

Exercise:

Put the titles **Presentation**, **Records** and **Tasks** into 18 point bold by the same method as above.

Paragraph formats

Paragraph formatting can be achieved most readily by switching on the formatting toolbar and making selections from there.

The toolbar shows icons for page alignment. Other paragraph formatting can be applied by selecting the Format, Paragraph and making selections from the dialog box.



Centring the heading **Presentation**.

Select the heading **Presentation**, click on the Icon for centred text.

Exercise:

Centre the other headings also.

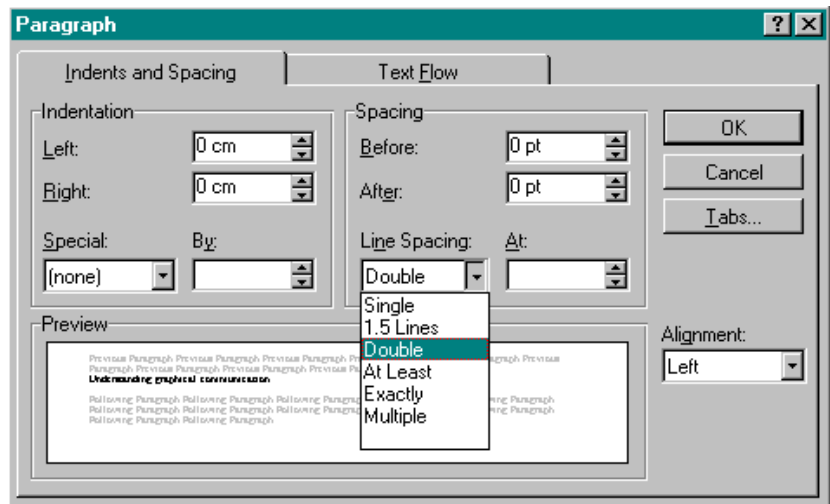
Justify the body text.

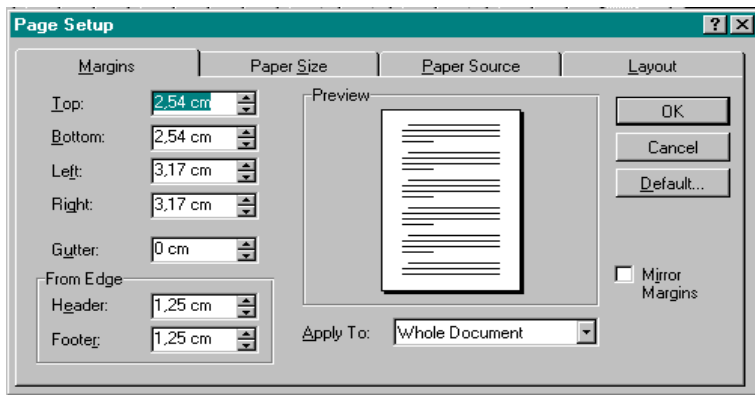
Double line space the first paragraph

From the menu bar select the *Format, paragraph*, from the line spacing dropdown box select double line space.

Exercise:

Change the spacing of the entire document to 1.5 line space.





Changing Margins.

For page setup there is no need to select text.

Select the *File* menu.

Select *Page setup*

Set margins of two inches top, bottom right and left.

Save your document and Print it.

Short cuts:

Many commands can be performed quicker using keyboard shortcuts:

for centre

Ctrl+ J to justify

Ctrl+L to left align

Ctrl+ R to right align

Ctrl+B for bold type

Ctrl+ I for italics

where **Ctrl** stands for hold the key marked **Ctrl** and and type the letter.

Exercise:

Start a new document, type up the following piece of text.

Then format it to match the example.

Junior Technology Communications Notes

Preface

Aims of the course

a) In deciding how to approach the teaching of the graphics section of the *Junior Technology* course it is useful to look at the aims and objectives of the course and at the syllabus. The aims of the course can be found in the syllabus so I will not repeat them here in full. However they could perhaps be summarised by:

The course is intended to awaken an interest in the pupil and to give her/him the skills to solve practical problems. In particular in relation to graphics she/he needs to develop the skills of visualisation required in making artifacts and she/he needs to develop a knowledge of communications conventions.

Set margins of two inches all around.

Start a new document, type up the following piece of text.

Then format it to match the example.

1.5 line space this paragraph.

Tuscany High School
Tuscany
Italy

23 February 1991

**Chief Inspector,
Department of Education,**

Dear Inspector,

I am *sick and tired* of being a big fish in a small pond. When are you going to realise my true potential and get me out of this rathole and into a job with more bite. As you know I have already broached the subject of the schools marketing with you. Why can't we get out of education and into something more interesting.

If we have to stay in education how about brightening up some of our subject titles. Consider these:

"Basic Electricity and Lighting"
with instructor **Seán D'Olier.**
"Firearms and Ammunition"
with **Rick O'Shea.**
"Sheep husbandry"
with **Larry Lamb.**

Double line space this part

You owe it to yourself and the department to let me let my creativity roam,
Yours sincerely,

*Modify the layout to improve
the appearance of the printed
document.*

Ima Brain (Principal)

Start a new document and lay out the following, using the skills you have learned to make it as attractive as possible.

Hilton Hotel

Menu

Soup of the Day

Boef Bourguinon
Ham and Chicken

Strawberries and Cream
Apple Pie and Cream

Tea or Coffee.

*10% service charge.
Prices include VAT at 10%*

Using menus

Only the most commonly used *Character* and *Paragraph* formatting commands are shown in the ribbon and ruler. A wider range of commands can be found under the **Font** and **Format** menus.

Lesson 6 More Formatting Tabs

Tabs are usually one of the more difficult aspects of formatting. MS Word makes the task of setting tabs easier than most word processors. When Word starts tabs are preset to positions of 0.5 inches. These do not suit most purposes and so they must be changed. There are two approaches to setting tabs, one, is to key up the text with the default settings and then reset the tabs to suit. The second is to set up the tabs first and then key in the text. I prefer the first method and that is what we use here.

Type up the following table pressing tab after each entry and return at the end of a line. While you are typing, your text will look like a mess!!! Don't worry about this it will all sort itself out later.

Chapter 1	Getting started	1
Chapter 2	Installing the hardware	7
Chapter 3	Preparing disks	15
Chapter 4	Installing the software	19
Chapter 5	Testing the software	21

As typed the first tab position for the chapter titles looks OK but the page numbers are all wrong. Lets sort them out.

Switch on the ruler:

Select **Format Ruler**.



Observe the Tab icons, there are five of them - left aligned, centred, right aligned, decimal and bar.

Select the piece of text.

Select the left aligned tab icon.

Decide where the tabs for the chapter titles should be in inches. Say 2 inches.

Click in the paragraph setting bar directly below the 2 inch marker. - The text jumps into line.

Decide where the tab for the page numbers should be in inches. Say 5 inches.

Click in the paragraph setting bar directly below the 5 inch marker. - The text jumps into line.

If you are not completely happy with the positions, you can drag the tab marker across the paragraph settings bar to a new position.

Look at the page numbers, they do not look quite right. Normally the tens should be under the tens and the units under the units. Don't dare use spaces to align them!!!!!! A right aligned tab will sort it out.

Remove the old tab first.

Drag the tab at the 4 inch mark out of the paragraph settings bar. The tab disappears and the text moves out of line.

Select the right aligned tab icon.

Click on the 4 inch mark.

A new right aligned tab is created at the 4 inch mark. If it's position is not satisfactory drag it to a new position.

More TABS

Type up the following text pressing the tab key at suitable places.

Name	Code	Quantity	Description	Price
Malone Ltd	C	20	Oranges	£160.45
Carr Veg	D	5	Apples	£98.50
City Fruit & Veg	F	100	Satsumas	£145
AllFruit	B	2	Pears	£9

This should look quite a mess now. Before proceeding decide the approximate positions and type of tabs required.

Names do not need a tab, they will line up at the left of the page.

For **Code**, a centred tab at about 1.5 inches might suit.

For **Quantity**, a right aligned tab will line up the numbers correctly, at about 2 inches??

For **Description**, a left aligned tab will line up the text, you decide on the

position.

For **Price**, a decimal tab will line up the decimal points.

Lesson 7

Tabs: Enhanced features.

Key in the following list pressing the tab key between the chapter number and the page number.

CONTENTS

Chapter 1	2
Chapter 2	15
Chapter 3	27
Chapter 4	34
Chapter 5	56
Chapter 6	178

Centre the heading CONTENTS.

Set a right aligned tab at 5" for the page numbers.

Your document should now look like this.

CONTENTS

Chapter 1	2
Chapter 2	15
Chapter 3	27
Chapter 4	34
Chapter 5	56
Chapter 6	178

With a list like this it is difficult to see clearly which page number corresponds to which chapter. Leader characters help the eye to follow the line correctly.

Select the list of chapters.

Double click on the tab icon in the ruler

Under the heading *Leader* select the dotted lines.

Select **OK**, to leave the tabs dialog box.

Select **OK** to leave the Paragraph dialog box.

Exercise:

Go back and change the leader character to broken lines.

Go back and change the leader character to a continuous line.

Tab Borders.

Ruling tabs with straight lines is one way of making them easier to

understand and more attractive. The next lesson will describe how to create borders.

Type up the following table and set up appropriate tabs.

	Irish	English	Maths
John	A	B	C
Mary	B	A	A
Pat	C	D	C
Linda	B	C	B

Select the table above.

Select **Format, Paragraph, Borders**.

In the **Preset Borders** dialog box select **Box**.

Click **OK** to leave **Paragraph Borders**.

Click **OK** to leave **Paragraph**.

Your table should now have a single, narrow box around the outer edge.

What about a wide line? And a line between each entry?

Select the table above.

Select **Format, Paragraph, Borders**.

Select the wide line icon at the left of the dialog box.

In the **Preset Borders** dialog box select **None**

In the **Custom design** box click at the top, bottom, right, left and centre to insert lines at these points.

Click **OK** to leave **Paragraph Borders**.

Click **OK** to leave **Paragraph**.

Your table should now have a single, wide box around the outer edge and between each line of the table.

Exercise:

Create a shadow border.

Create a double border.

Line style icons



Print these if you wish.

Lesson 7

More Exercises

Start a new document by selecting *File, New...*

Type up the following piece of text. Do not start formatting until after typing.

MARINO COMPUTER PRODUCTS LIMITED

The Green, Marino, Dublin 9.

Telephone: 303456

Fax:303333

ANTI-STATIC MATS

Are you aware of the importance of protecting your computer and other visual display units *against static electricity*? Do you know that a build-up of static electricity in or near your equipment can cause problems in your word processing terminals and computer equipment?

Marino Computer Products have the answer. You can now protect your equipment with a spray can of **Marino Anti-static Spray**. Our environmentally friendly Anti-Static Spray will cost you only £1.50 a can. *Our bargain pack of six cans costs £7.00!!!*

Marino Anti-Static mats provide a first line of defence by reducing the static build up near your computer often caused by synthetic fibres rubbing against desks.

To get a copy of our free full-colour brochure of office supplies, just complete the enclosed reply-paid card and post it to Marino Computer Products Limited or simply telephone our Supplies Department on Dublin 303456. or Fax us at 303333.

After typing *Save as .. Anti-Static*

Change the character and paragraph formats as shown above .i.e. bold italics, centred justified etc.

Save the file and Print it.

Insert the following piece of text between paragraphs three and four.

Our anti-static products received a high recommendation from PC Magazine:

The Marino Anti-Static Mat has to be one of the most effective anti-static products on the market today. It's price at £5.95 also makes it the best value. It's capacity to reduce static in

Short cuts
Press **S** *to save*
Press **P** *to Print*

the normal office environment is greater than that of products costing twice the price.

PC- Magazine December 1990. Best Value Awards.

Save this version of the document and print it.

Remove the paragraph break between paragraph two and three, that is make paragraph three continuous with paragraph two.

Make a new paragraph beginning with the words *Our environmentally....*

Change the margins to two inches top and bottom and 1.75" right and left.

Lesson 8

Personalised Letters

It is often necessary to send similar letters to a large number of different people. In the past, this involved a number of steps:
type one letter leaving gaps for the details like the person's name,
photocopy the letter,
write or type in the personal details.

This solved the problem, but writing details on a typed letter did not create the best impression.

With MS Word we can create standard letters that look like personalised letters.

Creating Personalised Letters.

This involves three steps.

- 1 Creating a data document, for example a list of names, addresses
- 2 Creating a main document, for example a letter.
- 3 Merging the two documents at printing time.

Step 1: Creating the Data Document.

The data document consists of two main parts:

The header record, which lists the names of the fields e.g. title, name, surname, address 1,

The data record, which lists information in the same order as the header record e.g. Ms, Jane, Newman, 27 the Grove,

The data document is created using the **Print Merge Helper** under the **View** menu

Step 2: Creating the Main Document.

The Main document contains

The text of the document. which is typed up as text.

The field references, which are inserted as fields using the **Insert Field Button**.

Creating a standard letter and sending it to five

people.

Creating the data document.

Use *File New* to create a new document.

Select *View, Print Merge Helper*

The **Choose or create a data document** dialog appears.

Click *New*.

The *Data Document Builder* dialog appears.

At the **Field Name** prompt, type **Title** Click *Add*

type **Name** Click *Add*

type **Surname** Click *Add*

type **Street** Click *Add*

type **District** Click *Add*

type **Town** Click *Add*

Click *OK*, to complete entering the field names.

The Save as.. dialog appears.

Type **Names** as the file name. Click *Save*.

The data document is now created, but there is no data in it. To key in the names, select Windows, Names to see the names document.

The field names appear in boxes which we call cells. There is a single row of blank cells underneath.

We want to key in the following data.

Ms, Patricia, Jones, 22 Ballyowen Park, Drumcondra, Dublin 9

Mr, Paul, Dunne, 45 The Grove, Cloghran, Co Dublin

Ms, Jennifer, Holmes, 34 Clangillen Parade, Whitehall, Dublin 9

Mr, John, Garvey, 45 St Patricks Avenue, , Dublin 9

Dr, Anne, Flynn, The Surgery, Main Street, Swords

This is accomplished by keying in **M**s press the Tab key, type **Patricia** press the tab key and so on until all the data has been entered.

Save this file.

Creating the main document.

The main document needs a header telling it where to find the data. This header is created automatically by the **Print merge helper**.

and all field names must be enclosed in chevrons to separate it from ordinary text. This occurs automatically when the **Insert Field** button is used.

The main document has already been created by the Print Merge Helper.

You can make it the active document by selecting it from the window menu. It is probably called untitled1. Observe that a new toolbar, the Print Merge Toolbar now appears under the Ruler and Ribbon.

The Document header pointing to where the data is to be found is shown at the top of the document.

Now to create the field references for the names and addresses of the people the letters are going to.

Click **Insert Field Name** and select the field name **Title** from the list, the word title appears on the page enclosed in chevrons.

Type a space.

Then click **Insert Field Name** and select the field name **name** from the list,

Continue like this to insert field names and type other text as normal. to produce the document shown below

«**title**» «**name**» «**surname**»
«**street**»
«**district**»
«**town**»

Dear «title» «surname»,

We regret to inform you that your library book is now overdue. We would appreciate if you would return it to us a at your earliest convenience.

Yours sincerely

Mary Molloy (Librarian)

Save this file as Library .

Print the file.

The printed file looks just like the one on screen. We are now going to merge it with the data file so you will get the personalised letters.

Notice the **Print Merge Toolbar** contains three further buttons. They are the **Scan** button which allows you to scan a document for errors, the **Print merge to file** button and the **Print Merge** button.

Click on the scan button to check your document for errors. If there are errors try correcting them or seek help to correct them.

If there are no errors, click on the Print merge button to print them.

You should now get five different, personalised copies of this document.

Ask Fields.

In the standard letter you have created there is no reference to the fine for the overdue books. A fine could be listed in the data document. But this set of letters may have to go out many times and the fines due may change each time. We could insert the amount of fine while Print Merge is going on. This is carried out using the **Ask** command.

Click **Insert Keyword**.

Select **Ask...**

The **Insert Ask** dialog appears.

A new field name is needed to hold the data from the Ask command.

Position the cursor after the name and address on the page.

Click **Define new field**.

The **Insert New Field** dialog appears.

Type **Fee due** for the field name, Click **OK**.

For Prompt, type **What is the due fee?** and Click **OK**.

The following line appears

«ask Fee Due=?What is the due fee»

After the word overdue in the body text, insert the following.

The fine for late return is 20p per day which in your case amounts to

Then click **Insert field** and select **Fee Due**.

When you use Print Merge... the first part of the sentence is printed as normal but the part in chevrons makes the system prompt you for an entry. Click the **Print Merge** button to print the documents

The **Enter Data** dialog box appears asking you for the data for the first letter.

Type **£1.20**.

The **Print** dialog box appears. Click **OK**.

The **Enter Data** box appears for the second letter. and so on.

Exercises:

Set up a standard letter to send to parents informing them that their child has been absent for an unacceptable number of days.

Modify this to specify the number of days the child has been absent. Make use of the formatting skills you have already learned.

You are the secretary of a football club. Set up a standard letter to inform each member of the date, time, venue and meeting place of the next match. Do not forget that letters of this sort would normally include a letterhead.

Use Print Merge to send dental appointments to each of the



following:

Mr John Moore Redmond 27 Shanown Road Lorcan Drive Santry Dublin9 Mon 18 Jul 10:00am Jul 11:00 am	Ms Anne Connolly 84 Grace Park Road Dublin9 Tue 19 Jul 10:30 am	Mr Pat 4 5 Santry Dublin9 Tue 19
--	--	--

The text of the letter is as follows:

Dr F Purcell
123 Griffith Avenue
Dublin9
Tel: 373737

Name
Address

Dear Name

Your next dental appointment has been fixed for DATE at TIME. If there is any difficulty with this time, please ring to arrange another appointment.

Yours etc

Graphics

With the Picture command, you can create and edit simple graphics and include them in a Word document. You can import graphics created in other programs and saved in PICT, PICT2, TIFF, or EPS format. You can also convert existing text to a graphic.

Word encloses each graphic in a graphic frame, which has small black boxes called handles that you use to scale and crop the graphic. Scaling changes the size of a graphic element. Cropping trims portions of a graphic or adds trimmed portions back to the graphic but doesn't change the graphic's original size.

You can insert empty graphic frames as placeholders and create or import a graphic later. Empty frames appear as dotted lines when you

choose **Show** from the **View** menu.

There are several methods of placing graphics into Word document, these are explained below.

Method 1: Using the Picture window.

Opening the Picture window

Do one of the following:

- On the ribbon, click the picture button.
- Choose Picture from the Insert menu and choose New Picture.
- Double-click an existing graphic.

Word opens the Picture window so that you can create a new graphic or edit the existing graphic.

Picture window tool palette










Using these tools, you can draw and modify the elements that make up a graphic.

To use drawing tools-for example, the rectangle tool-click the tool and use it in the Picture window.

To use tools that affect existing elements-for example, the flip tool-select the element, then click the tool and select the option you want.

To use settings tools-for example, the fill colour palette tool-click the tool and select the setting you want. The setting is applied to the selection or to the next elements you create, until you change the setting.

Picture button

Symbol	Name	Use to
	Selection	Select, move, and resize graphics
	Text	Type and edit text
	Line	Draw lines
	Arc	Draw arcs
	Rectangle	Draw rectangles.
	Rounded	Draw rectangles with rectangle rounded corners.
	Polygon	Draw irregular shapes
	Ellipse	Draw ellipses.
	Rotation	Rotate selected elements

Insert menu



Duplication Duplicate selected elements

Exercise: try drawing some shapes using the tool.

Selecting elements in the Picture window

Before you can move, resize, or modify an element in the Picture window, you must first select it.

Click the selection tool.

Do one of the following:

- To select a single element, click the element.
- To select more than one element, hold down Shift and click each element, or drag a selection box around the group of elements.

Tip: To select all of the elements, double-click the selection tool.

Moving an element in the Picture window

Click the selection tool:

Do one of the following:

- If the element is filled with a colour or pattern, click it, hold down the mouse button, and drag the element to a new location.
- If the element is transparent, drag it by an edge.

Scaling an element in the Picture window

- Select the element.
- You can only scale elements that have not been flipped or rotated. If necessary, click the flip tool (^) and select Undo All Flips And Rotations.
- Point to a handle, hold down the mouse button, and drag to scale the element. Note: To scale a polygon, you may have to drag more than one handle to get the effect you want.

Selecting a graphic in the document window

Do one of the following:

- To select only the graphic, click it.
- To select a graphic and surrounding text, drag over the graphic and text. When you select a graphic, the graphic frame becomes a solid line and the handles are displayed.

Scaling a graphic in the document window

- Select the graphic and hold down Shift while dragging a handle. Dragging a handle on the bottom or right changes the height or width; dragging a corner handle changes both the height and width proportionally.

Note: If you previously cropped the graphic, it returns to its original, uncropped form before Word scales it.

Cropping a graphic in the document window

- Select the graphic and drag a handle. Dragging a handle on the bottom or right crops the height or width; dragging a corner handle crops both the height and width proportionally.

Note: If you previously scaled the graphic in the document window, it returns to its original, unscaled size before Word crops it. If you scaled the graphic in the Picture window, cropping the graphic does not affect the previous scaling.

Putting your graphic in your Word document.

When you are happy with your graphic, click on the close button of the Picture window. The graphic is automatically placed at the current cursor position in your document.

Method 2

Importing a graphic using the Picture command

This method is used to insert a graphic that has already been created using another application. To use this you must ensure such a graphic is available, if not open a graphics application like MacPaint or MacDraw and draw your own graphic. Save this graphic and then return to Word.

- Position the insertion point where you want to insert the graphic.
- Select **Insert, Picture**
- In the files list, select the file you want to insert.
- Click **Insert**.

Method 3

Importing a bitmap, PICT, or TIFF graphic

- In the graphic or scanning program, (MacPaint, AppleScan etc) copy the graphic to the Clipboard.
- Exit from the graphic application, restart Word.

In your Word document, do one of the following:

- Position the insertion point where you want to insert the graphic.
- If you used an empty frame as a placeholder, click the frame so that the handles are visible.
- Select **Edit, Paste**. Regardless of its original format, Word pastes the graphic as a PICT image.

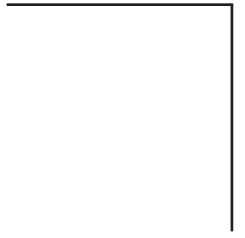


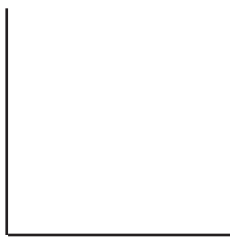
Thumbnail: macintosh 3.1 file
George P. Gilman (1981-74, 1982)

Method 4

Inserting graphics from the scrapbook.

The scrapbook is a Desk Accessory (DA) which allows you to store





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