

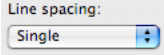
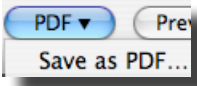
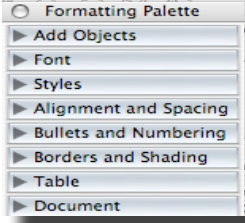



Thirty Second Guide to Microsoft Word

If you want to:	Do this:
Open a New File	Under File drag to drag to New Blank Document
Use Toolbars	Toolbars allow you to format your document by clicking on icons. <ul style="list-style-type: none"> • Under VIEW drag to TOOLBARS • Recommended Toolbars: <ul style="list-style-type: none"> ○ FORMATING and STANDARD for text work. ○ PICTURE to work with photos. ○ DRAWING to add lines, shapes, textboxes, pictures, clipart, colors, etc...
Format text	<ul style="list-style-type: none"> • Highlight the text • Use the icons on the FORMATING toolbar to add the desired effects. • Hint: Hold the mouse over each icon to see its function in a drop down box
Add Tables	<ul style="list-style-type: none"> • On the Standard Toolbar click on the table icon. • Drag to the desired number of columns and rows. 
Format a Table	<ul style="list-style-type: none"> • Click inside of the table. • On the menu bar find TABLE drag to TABLE PROPERTIES. • Click the appropriate button to add formatting to your table. 
Set Page Margin	<ul style="list-style-type: none"> • On the menu bar under FORMAT - drag to DOCUMENT • Click the MARGIN button and set your margins.
Set Line Spacing	<ul style="list-style-type: none"> • Highlight the section of desired text • On the menu bar find FORMAT – drag to PARAGRAPH • Choose the appropriate line spacing 
Add Images	<ul style="list-style-type: none"> • On the menu bar find INSERT and drag to Picture. • Choose CLIP ART for pre-packaged images or FROM FILE for your own images. • To format your picture, open the PICTURE toolbar <p>BIG HINT: To help place and size pictures do this:</p> <ul style="list-style-type: none"> • Click once on the picture to highlight. • On the menu bar find FORMAT and drag to PICTURE • Click on <i>Layout</i> and choost the <i>Wrapping Style</i>. (In doubt, choose Tight).

Add Page Numbers	<ul style="list-style-type: none"> • On the menu bar find INSERT and drag to PAGE NUMBER • Use the Page Number window to set your preferences.
Save as PDF	<p>To allow users without Microsoft Word to view your page, create a PDF file:</p> <ul style="list-style-type: none"> • On the menu bar find FILE and drag to PRINT • Click on the PDF button and SAVE AS PDF 
Use Formatting Palette	<p>Most of these instructions can be carried out bu using the Formatting Palette.</p> <ul style="list-style-type: none"> • On the menu bar find VIEW and drag to FORMATTING PALETTE 
Make Forms	<ul style="list-style-type: none"> • Under VIEW drag to TOOLBARS and choose FORMS  <p>To add a text box click the Text Form Field button</p> <p>To add a check box click the Check Box Form Field button</p> <p>To add a drop down menu click the Drop-Down Form Field</p> <p>To add items to the drop down menu click Form Field Options</p> <p>To draw a table click the Draw Table button.</p> <p>To insert a table click the Insert Table button</p> <p>To insert a frame click the Insert Frame button</p> <p>To shade a field click Shade Form Field button</p> <p>Lock the page when finished by clicking Protect Form button</p> <p>Once locked, users can only enter information in the fields created.</p>