

For class, open the Word Part 2 Example.

INSERTING TEXT:

Look at the document window and find the blinking cursor, this is where the text will appear when you begin to type. When opening a document for the first time the cursor is found on the left hand margin. Some keys and information you will need when you are creating a document.

- The **spacebar** creates spaces before or after a word.
- The **enter** key moves your cursor to a new line.
- The **tab** key indents the cursor five spaces.
- **Word-wrap:** By default, word allows you to type words in a paragraph continually without pressing the ENTER key at the end of each line.

Create new text:

- Click your mouse at the top of the page and type **TechZone@Main**
- Press the **enter key** and type **Services List**.
- Press the **enter key** three times.
- Type **3D Printer** and press the **enter key**.
- Type **Button Maker** and press the **enter key**.
- Type **Laser Engraver** and press the **enter key**.
- Type **Vinyl Printer** and press the **enter key**.
- Type **Sewing Machine**.

Your document should look like this so far:

TechZone@Main
Services List

3D Printer
Button Maker
Laser Engraver
Vinyl Printer
Sewing Machine
,

Deleting Text

To delete text to the left of the cursor, press the **Backspace** key on the keyboard.

Backspace|

To delete text to the right of the cursor, press the **Delete** key on the keyboard.

|Delete

To delete a phrase, sentence, or paragraph of text highlight what you want to delete and then press the **Delete** key on your keyboard

Practice:

To highlight, you can click in front of the text, hold your left mouse down, and drag across the text so it looks like the picture to the right.

Delete phrase, sentence or paragraph



You can also highlight a whole line of text by moving your mouse to the left margin. Your mouse will become a slanted arrow. Click your left mouse button once and the whole line with highlight.

If you want to highlight a paragraph, click your left mouse button and move down the page to highlight the text.

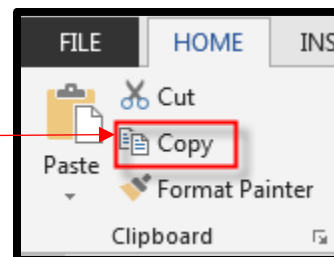
Click after **Services Lists**, use the **backspace** key to delete **Services Lists** and type **Equipment**. Highlight **Sewing Machine** and delete it.

Copying, Cutting, and Pasting Text

Copying Text:

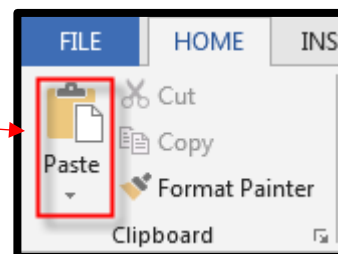
To copy text, use the mouse to select and highlight the words you want to copy.

From the **HOME** tab, choose **Copy**. Move the cursor to the place you want the copied text to be inserted.



Pasting Text:

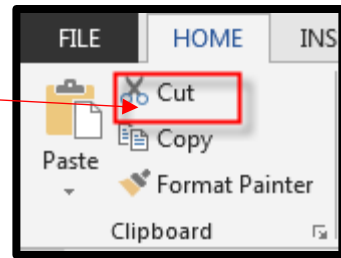
From the **Home** tab, choose **Paste**



Cutting Text:

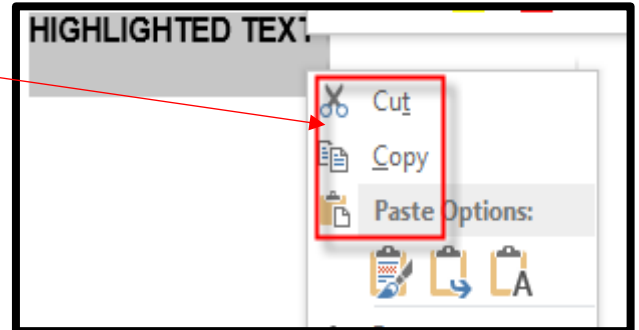
To cut text, select and highlight the section you want to

From the **Home** tab, choose **Cut**.



move.

NOTE: The cut, copy, and paste commands will also appear by right-clicking with the mouse on the highlighted selection.



Practice:

- Scroll down to page two.
- Highlight Once you have...paragraph.
- Copy the text.
- Scroll up to page one.
- Click after **3D printer** and press the space bar.
- Paste the text.
- Scroll down to page two.
- Highlight Use the button maker...paragraph.
- Cut the text.
- Scroll up to page one.
- Click after **Button Maker** and press the space bar.
- Paste the text.
- Scroll down to page two.
- Highlight Use the laser engraver... paragraph.
- Copy the text.
- Scroll up to page one.
- Click after **Laser Engraver** and press the space bar.
- Scroll down to page two again.
- Highlight Use the vinyl printer... paragraph.
- Cut the text.
- Scroll up to page one.
- Click after **Vinyl Printer** and press the space bar.
- Past the text.

Your paper should now look like what is on the next page:

3D Printer Once you have your design, use the 3D Printer to make a model of your product. **The charge for an item will be \$1.00 per hour.**

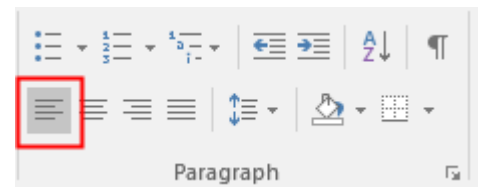
Button Maker Use the button maker to create buttons or magnets to promote your business, a student athlete or band member, etc. We offer 2.25 or 3 inch buttons and/or magnets. **The cost is 30¢ for the 2.25" buttons and 40¢ for the 3".**

Laser Engraver Use the laser engraver to create advertising material for your business, something for yourself, etc. Engrave on wood, acrylic, and more.

Vinyl Printer Use the vinyl printer to make a banner, a window cling or fabric cling to advertise your business, decorate your home, etc. **Any material currently available is \$2.00 per linear foot. Plus, a \$1.00 set up fee.** (Removable Vinyl, Clear and White Static Cling, Permanent Adhesive, Vinyl Banner Matte and Gloss, and White Paper Gloss)

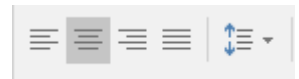
Alignment

Microsoft Word defaults to left aligned paragraphs. This means that new lines automatically line up with the left margin. To left align text if you have picked something else, click somewhere on the text and click the **Align Left** button on the **Home** tab.

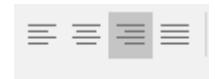


When using these alignment options, you don't need to highlight the text first. Just click somewhere in the line or paragraph you want to change then click on the appropriate alignment button.

Center: To center text, click the Center button. Your text is now lined up in the center of the page.



Right Align: To move the text so it is aligned with the right margin, click somewhere on the text and click the **Align Right** button. Your text is now aligned to the right margin.



Justified: To make the text stretch out so it takes up whole lines, click somewhere on the line or paragraph, and click on Justify. Your text is now fully justified (spread out) across the page so that both the left and right sides of the paragraph are straight instead of being jagged.

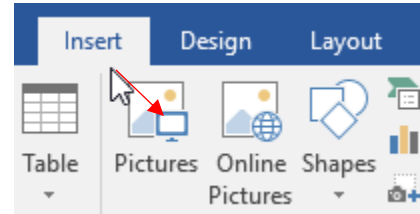


Let's center the TechZone@Main and Equipment List. Go to the top of our paper and highlight them and press the center button.

Pictures

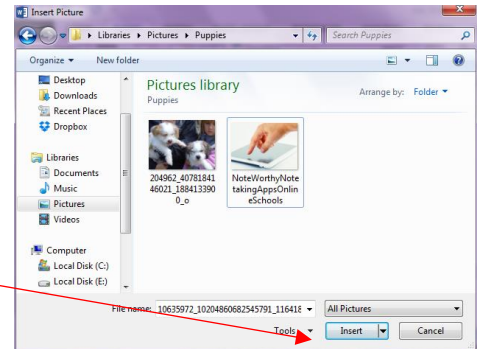
Now we are ready to insert a picture.

- Keep your mouse on or below the word Equipment.
- Click on the **Insert** tab on the ribbon
- Click on **Pictures** button from the Ribbon.



When the file directory opens, choose your picture's location from the directory that opens. For class, we are going to choose **Documents** and then **Publisher**.

- Click on the picture that you want (TechZone-logo-black-symbol), it will become highlighted.
- Click on the **Insert** button.



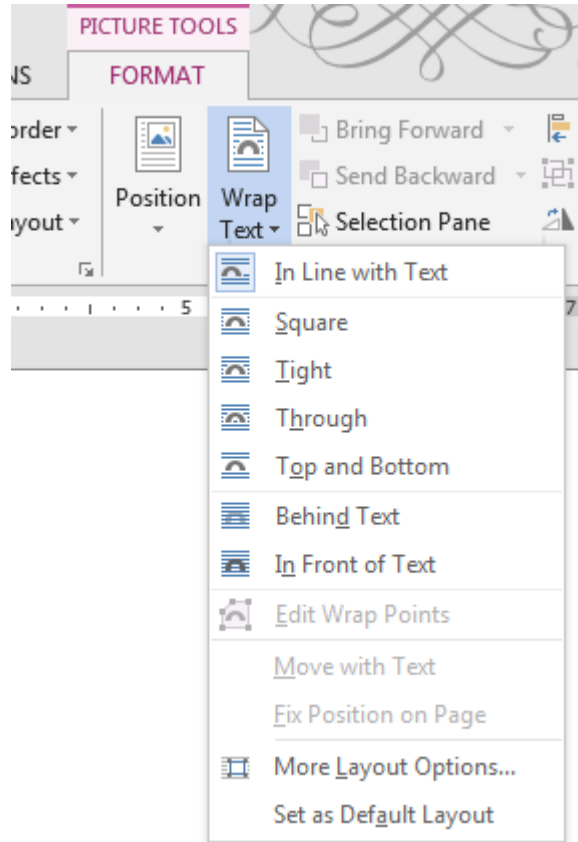
To resize the image, **click on the image** to select it then move your mouse to one of the squares surrounding the image so that you get a **two-way arrow**. **Click and drag** to shrink or expand the image.

To center an image on the page, click on the image to select it then click the center alignment button on the home tab. Your image will move to the center of the page in that area.

We want to move are picture to the top right. For us to do that we need to use Text Wrap.

To make the text wrap around, go above, or go below your picture:

- Click on the image you would like to change alignment for.
- Click on the **Format** tab that will appear *only when the image has been clicked on*.
- Click on the **Wrap Text** button.
- Choose an option from the list. These options include:
 - **In Line With Text** which is how all pictures appear on your document by default.
 - **Square** which wraps the text around your image, keeping the words squared off.
 - **Tight** allows the text to flow around your image but conforms to the shape of the image.
 - **Behind Text** places your image behind any text on the page.
 - **In Front of Text** places your image in front of any text on the page.



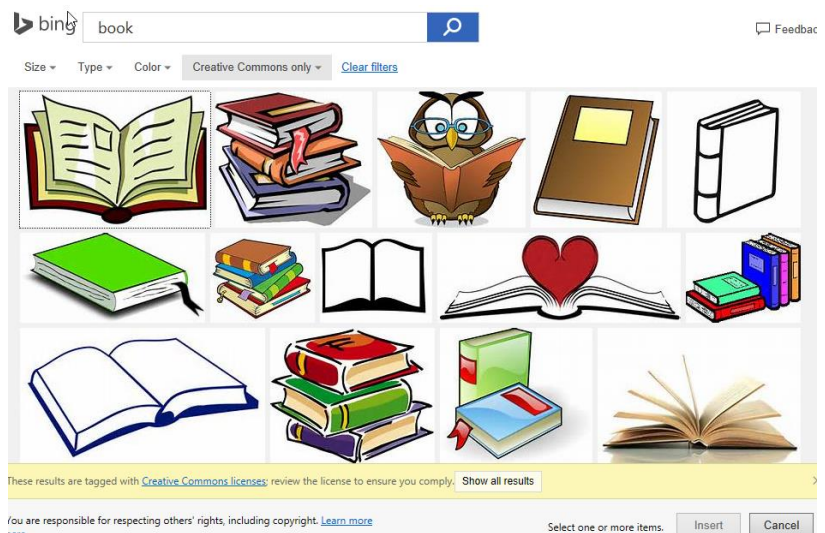
NOTE: Once you select one of the Wrap Text option of your choice, if you want to be able to move your picture to the corner of the page up to the margin area you will need to click on the Wrap Text button again and chose **Fix Position on Page**.

Online Pictures

On the **Insert Tab** on the Ribbon click on **Online Pictures**. The task pane will open. Type a description of what you are looking for in the **Bing Image Search box**. Hit the enter key to search the web.

The computer will search for images that match that description. You must be connected to the internet for this to work.

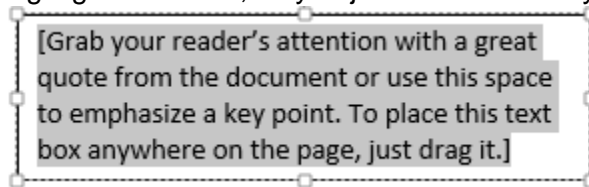
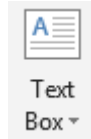
To insert an image into your document, click on the place in your document that you would like the image to appear. Then click on the image from the search results. Then click on **Insert**. The image will appear in your document.



Text Boxes

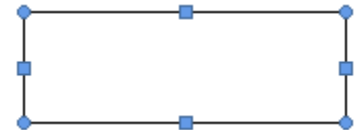
Adding a text box to a document will allow you to place text in a spot that would normally be complicated to do. Plus, your text box can have a border around it to make it stand out.

- Click on the **Insert** Tab. Click on the **Text Box** button.
- Choose a text box style from the list that pops out. A new text box will appear on your page.
- The text inside is highlighted in blue, so you just have to start typing.



Once you have created your text box you have the option to relocate it.

- Click on the text box border until you see this type of border:
- Once the text box is selected you can move the box by using the arrow keys on your keyboard.



OR

- Pass the mouse over the box until the cross shape appears. Hold down the left mouse button and drag your text box to its new location.
- Release the mouse button to place the box.



You can also resize a text box by placing your mouse cursor over one of the resizing handles (circles or squares) so that you have the double arrow. Click and drag to resize.

You can also change the text box shape to make it more interesting.

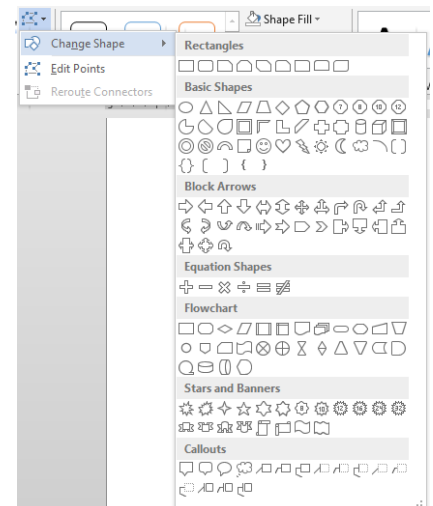
To do this:

- Select the text box by clicking on it. The **format** tab will appear.
- Click **edit shapes** on the **format** tab.
- Hover over **Change Shape** to bring up menu.
- Click the shape that you want.

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

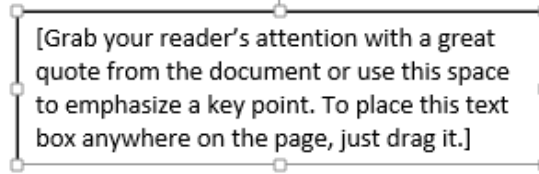
To delete a text box:

- **Click** on the text box frame twice so that you have a solid line around it.
- Press the delete key on your keyboard.



OR

- Right click on the frame
- Left click on “Cut”



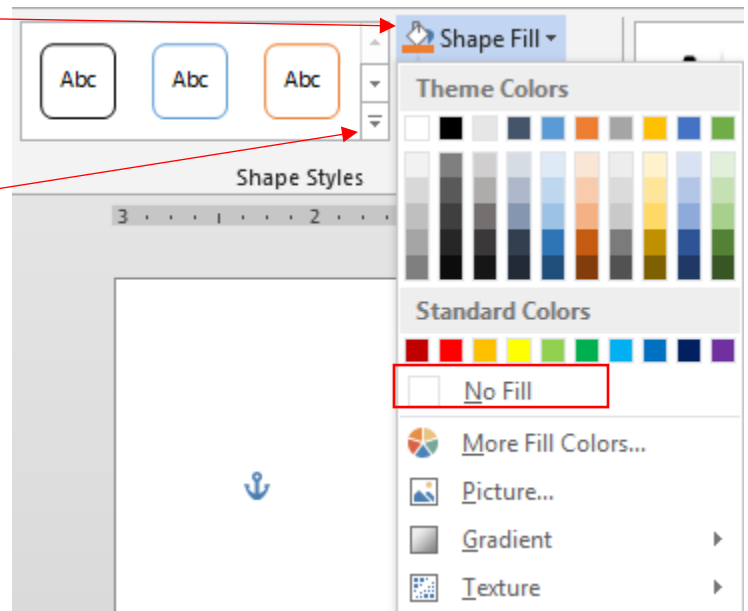
Fill and Line Color

To add fill color:

- Click anywhere inside the text box.
- The Text Box Tools **Format** tab should appear. Click on it.

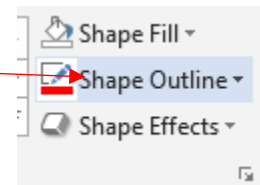


- On the ribbon, click on the **Shape Fill** button. Choose a color, or select **No Fill** to make it transparent.
- Or, if you want to choose from a premade box style, click on the down arrow next to the examples of boxes to see all of your options.



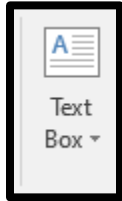
To add color to a border:

- Click on the text box.
- The Text Box Tools **Format** tab should appear. Click on it.
- Click on the **Shape Outline** button.
- Click on the color you wish to select.
- This menu also allows you to choose the thickness (**weight**) and style of your border.

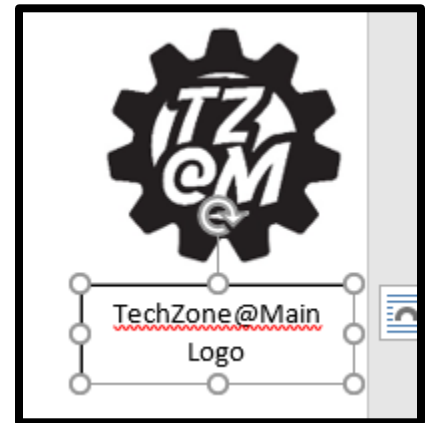


Practice:

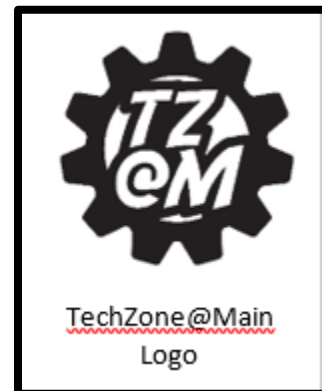
Let's put a text box under the picture we just inserted that says TechZone Logo.



- Click on **Insert**.
- Click on **Text Box**.
- Click on **Draw Text Box**.
- Your mouse will become a black plus sign, click on your page and draw a box.
- It doesn't matter how big we can resize it as needed.
- It doesn't matter where you draw it we can move it too.
- In the text box, type **TechZone@Main Logo**.
- Click on home and choose the **center** button to center the text.
- Now resize the text box to just fit around the text.
- Then move the text box to right below the picture.
- Let's go to **Drawing Tools** format and make the outline around the text box disappear.
- Click on **Shape Outline**.
- Click on **No Outline**.



- It should look like this now.



Shapes

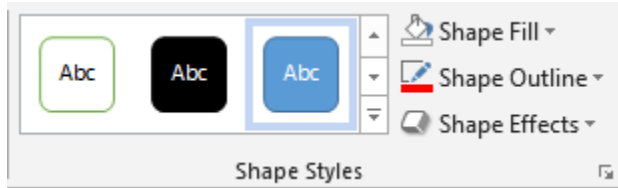
Shapes consist of various shapes, such as circles, squares, arrows, and callouts that aid in illustrating points in your presentations. To insert a Shape:

- Click on the **Insert** tab and then on the **Shapes** button.
- **Select** the shape you need.
- The menu will disappear and your cursor will change to a black cross shape when moved into the document area.

- Click and drag your mouse to tell the computer how large you would like your shape to be. (Remember to drag diagonally across the page!) You can use the resizing circles to change the size of the shape once it has been drawn.

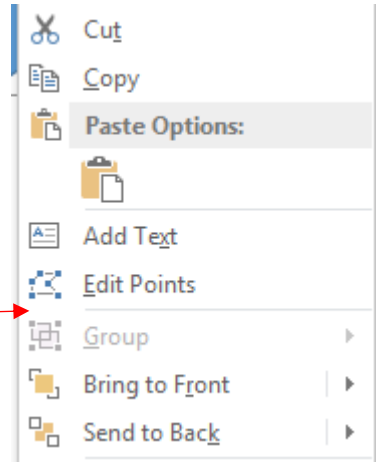
To change the colors of your shape:

- Click on the shape you wish to change. The Drawing Tools **Format** tab should become active.
- Click on the option you wish to change from the **Shape Styles** area. (Note that this works the *same way* as adding color to a text box.)

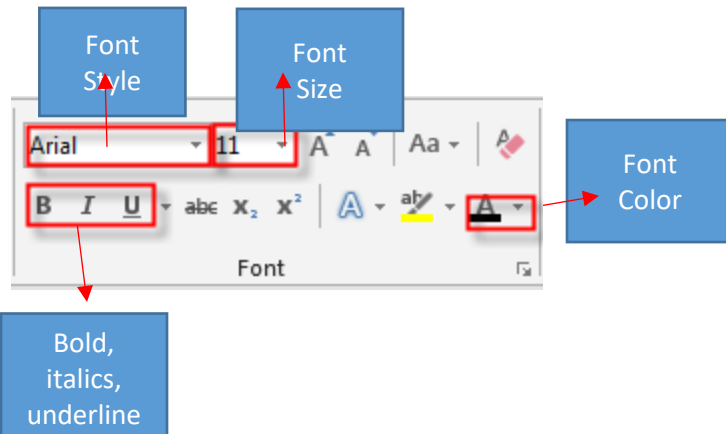


- You can add text to the inside of a shape (as long as it isn't a line).

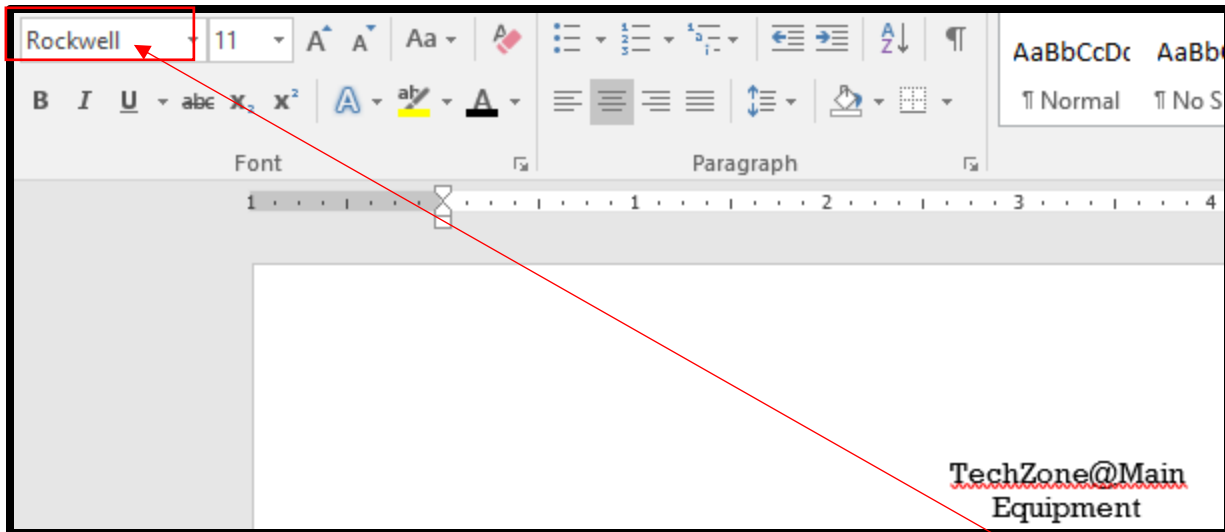
- Once the shape has been drawn, **right click** on the shape.
- Select **Add Text**.
- Start typing your text.
- Use the Font tools on the **Home** tab to modify the text.



FORMATTING TEXT:



- Microsoft Word allows you to change the way your text looks.
- On the **Home** tab, change the size, shape and style of letters.
- Formatting changes before typing will apply to the *entire* document
- Formatting changes after typing will apply *only to text you have highlighted, or any subsequent text you type.*



Practice:

Highlight TechZone@Main and Equipment List

Click the down-arrow on the font box to see a list of available fonts and select **Rockwell**.

Change the **TechZone@Main** font size (box next to font) to 36.

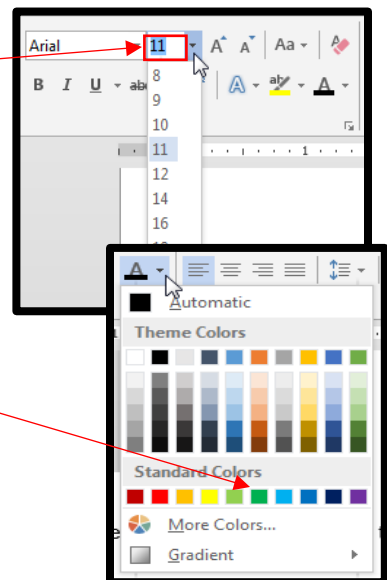
Change the **Equipment List**

font size to 28.

Change **TechZone@Main** font color by clicking on the down arrow on the font button. Pick **Green**

Change the **TechZone@Main** to **Italics** and Underline.

Change the **Equipment List** to Bold.



Let's also change **3D Printer**, **Button Maker**, **Laser Engraver**, and **Vinyl Printer** to Broadway with a size of 16. Your document should resemble what we see below.

TechZone@Main

Equipment



3D Printer Once you have your design, use the 3D Printer to make a model of your product. **The charge for an item will be \$1.00 per hour.**

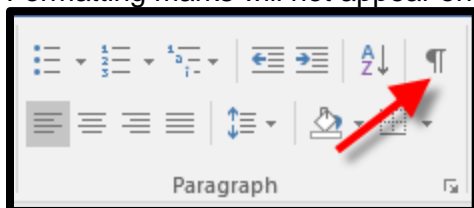
Button Maker Use the button maker to create buttons or magnets to promote your business, a student athlete or band member, etc. We offer 2.25 or 3 inch buttons and/or magnets. **The cost is 30¢ for the 2.25" buttons and 40¢ for the 3".**

Laser Engraver Use the laser engraver to create advertising material for your business, something for yourself, etc. Engrave on wood, acrylic, and more.

Vinyl Printer Use the vinyl printer to make a banner, a window cling or fabric cling to

DISPLAYING FORMATTING MARKS:

It is sometimes helpful to display formatting marks while working. Formatting marks will indicate where in a document you pressed ENTER key, SPACEBAR, and other nonprinting characters. Formatting marks will not appear on a printed document.



For example:

The paragraph mark (¶) indicates where you pressed the enter key. A raised dot (·) indicates where you pressed the spacebar.

NUMBERED AND BULLETED LISTS

To add bullets or numbering *before* you type the list:

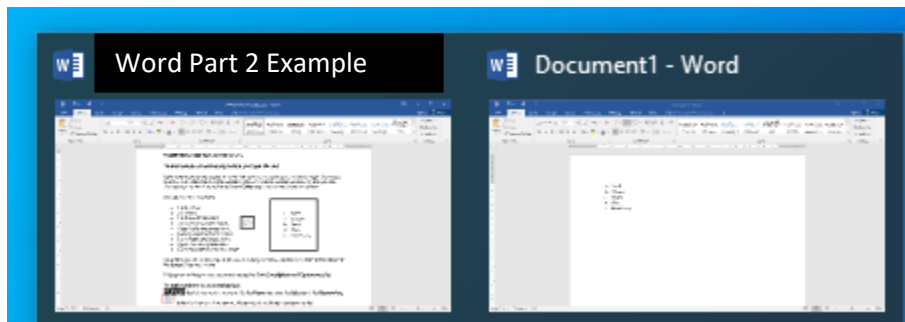
Make sure your blinking cursor is on the line where you would like your list to begin. Then click on either the bullet button or the number button. A bullet or number will appear, and you can start typing your list. Remember to hit the **Enter** key to add a new bullet or number.

Let's open a new document.

- Click on File.
- Click New.
- Click Blank Document.
- Click on the number button.
- Type Apple and press enter.
- Type Banana and press enter.
- Type Peach and press enter.
- Type Plum and press enter.
- Type Strawberry and press enter.



Okay let's go back to our original document. Rest your mouse on the Word icon at the bottom of the screen. You will see all the word documents you have open. For class we should only have two as seen in the example. Pick the Word Part 2 Example.



Now let's add bullets to an already created list.

Highlight everything in your document except the **TechZone@Main** and **Equipment List**.

To add numbers to an existing list:

Highlight the list you want to number. On the **Home** tab, click the **left** side of the **Numbering**



button (not on the down arrow.) Word will automatically number your list.

3D Printer Once you have your design, use the 3D Printer to make a model of your product. **The charge for an item will be \$1.00 per hour.**

Button Maker Use the button maker to create buttons or magnets to promote your business, a student athlete or band member, etc. We offer 2.25 or 3 inch buttons and/or magnets. **The cost is 30¢ for the 2.25" buttons and 40¢ for the 3".**

Laser Engraver Use the laser engraver to create advertising material for your business, something for yourself, etc. Engrave on wood, acrylic, and more.


Vinyl Printer Use the vinyl printer to make a banner, a window cling or fabric cling to advertise your business, decorate your home, etc. **Any material currently available is \$2.00 per linear foot. Plus, a \$1.00 set up fee.** (Removable Vinyl, Clear and White Static Cling, Permanent Adhesive, Vinyl Banner Matte and Gloss, and White Paper Gloss)

1. **3D Printer** Once you have your design, use the 3D Printer to make a model of your product. **The charge for an item will be \$1.00 per hour.**
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3. **Laser Engraver** Use the laser engraver to create advertising material for your business, something for yourself, etc. Engrave on wood, acrylic, and more.
4. **Vinyl Printer** Use the vinyl printer to make a banner, a window cling or fabric cling to advertise your business, decorate your home, etc. **Any material currently available is \$2.00 per linear foot. Plus, a \$1.00 set up fee.** (Removable Vinyl, Clear and White Static Cling, Permanent Adhesive, Vinyl Banner Matte and Gloss, and White Paper Gloss)

To add bullets to an existing list:

Highlight

the list you want to bullet. On the **Home** tab, click on the left side of the **Bullets**

button.  (Not on the down arrow.) Word will add bullet points to your list.

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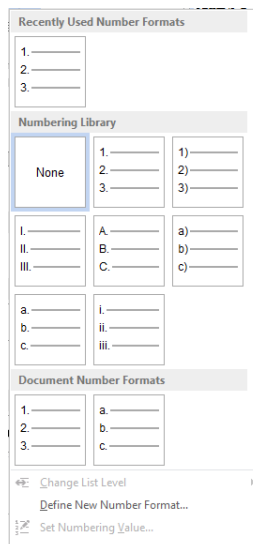
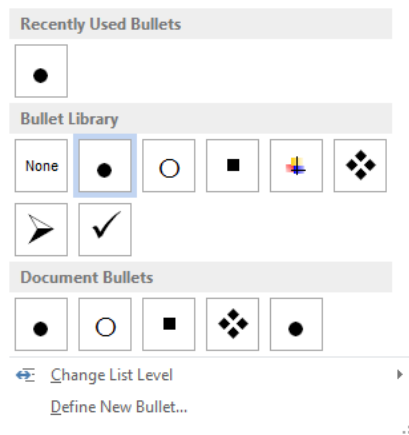
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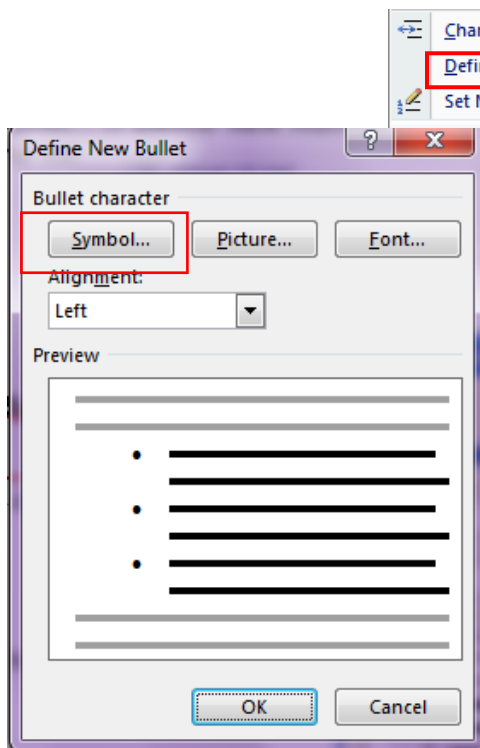
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To change the Bullet and Number Style:

- **Highlight** the current list
- **Select** the drop down arrow next to either the bullets  or numbering  icons.
- **Choose** whichever bullet or numbering style you would like to use.



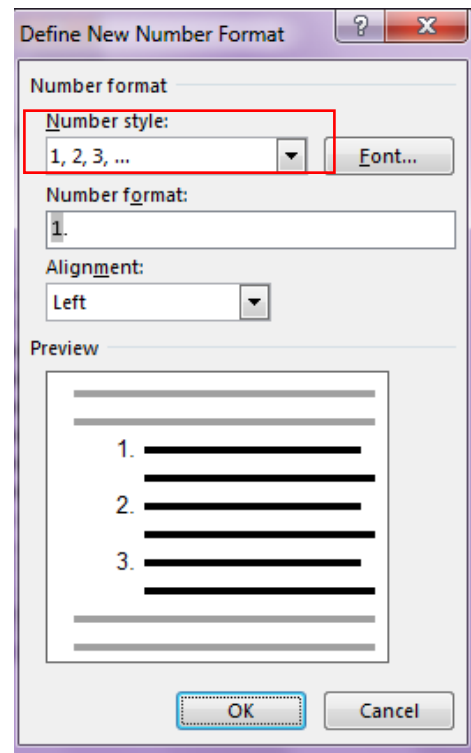
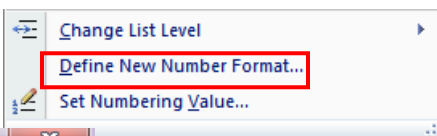
If you want to use a bullet or number option that is not seen from this list, click on **Define New Bullet...** or **Define New Number Format...** from the bottom of the list.



For bullets, click on either the **Symbol...** or **Picture...** buttons to select a different bullet style.



For numbers, click on the drop-down list to choose a different numbering style.

Click on the **OK** button when finished.



To Add Sub Points:

Under your main bulleted points, you can add sub points. For example, you can make your list appear as the one does below.

- To do so, click after the word that you want to **add sub-point underneath** a main point.
- Click after **per hour** in the 3D printer text.
- Press the **enter key**.
- Press the **tab key** or click on the increase indent button. 
- This will move your bullet over, making it a sub-point.
- Type in **STL file**.
- Press enter and type in **thingiverse.com**.
- Note: If you want to move the sub-point back in line with the other bullets, place the blinking cursor to the left of the word. Press the decrease indent  button.