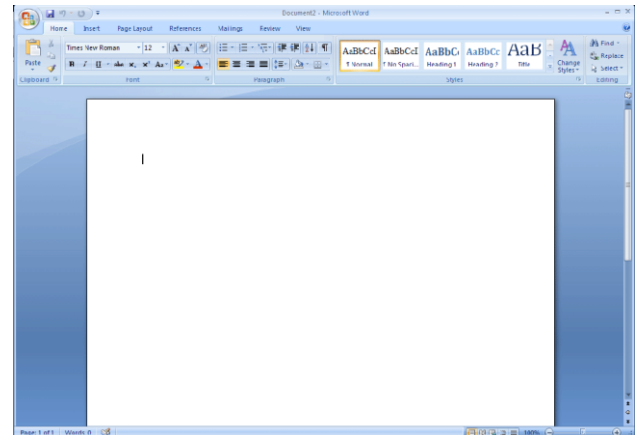


Microsoft Word 2007

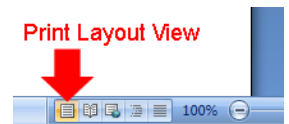
Final Lesson

Open Word from the **Start** menu. In this menu, select **All Programs, Microsoft Office, Microsoft Office Word 2007**.

You should see a blank document in the Word Window

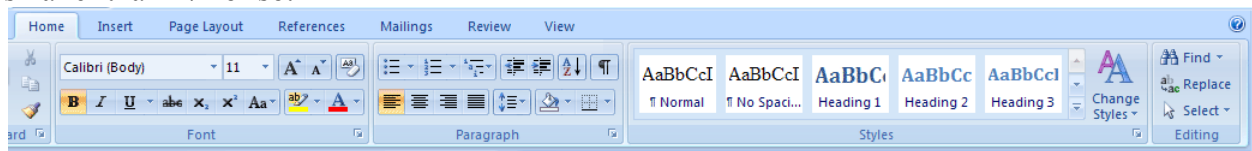


Look at the five icons in the lower left corner of the Word window. Check that you are in the **Print Layout View** of the document.

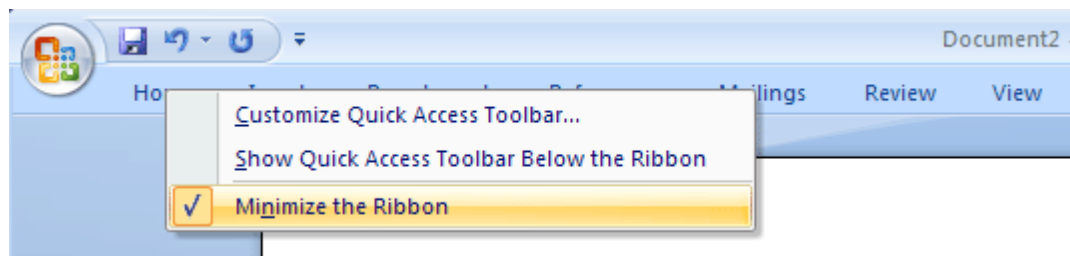


Minimizing the Ribbon

The ribbon at the top of the screen takes up a lot of space, especially if you have a monitor smaller than 17" or so.



You can minimize the ribbon by right-clicking on any of the tabs and then clicking on **Minimize the Ribbon**. With the ribbon minimized, a lot more of the document shows on the screen



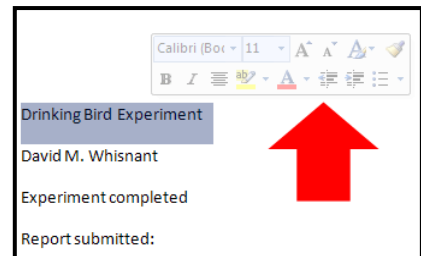
The Mini Toolbar

In this set of Microsoft Word lessons, you will write a laboratory report describing some experiments you have done to determine how the drinking bird works. Begin by typing the text shown at the right. Use your own name.



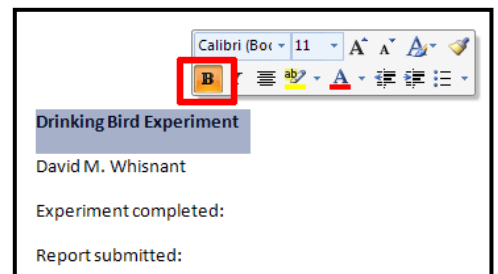
First, we want to change some of the text to bold and italics font in order to emphasize it. We also want to center the four lines in the page.

Sweep the cursor over the first line of text with the left mouse button depressed to select the line. You should see a faint mini toolbar appear above the selection.

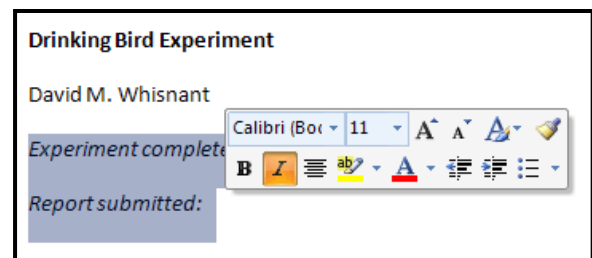


Emphasizing Text with Bold and Italics Fonts

If you move the mouse button over the mini toolbar, it will become more distinct. Click on the **B** icon to put the first line of text in a bold font.



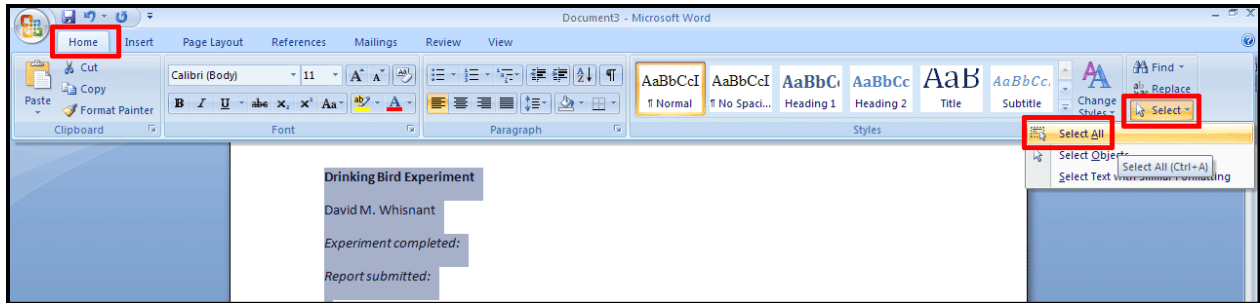
Select the third and fourth lines and click on the **I** icon to put them in italics font.



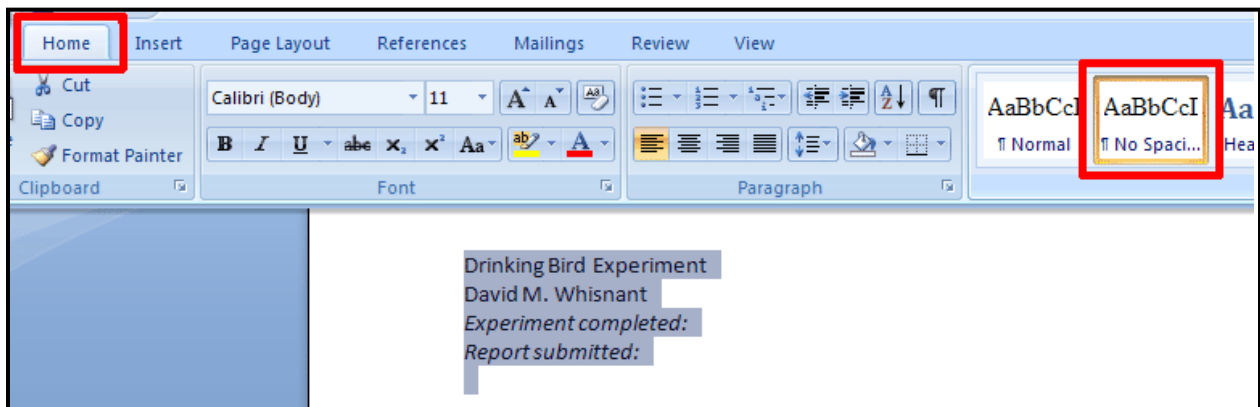
Changing the Style

You may have noticed that the lines of text are double-spaced rather than single-spaced. We want to use single-spaced lines in the report, which will require us to change the style.

Click on the **Home** tab to display the Home ribbon. At the right side of the ribbon, click on **Select** and then **Select All**. This will select everything in the document.

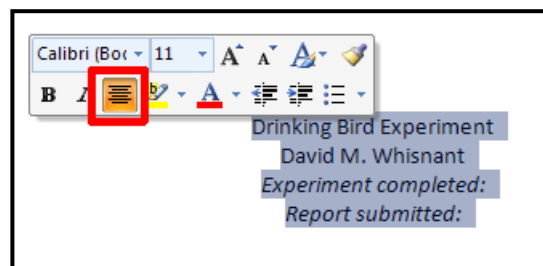


Again click on the **Home** tab and choose the **No Spacing Style**. This will change the document style to single-spaced lines.



Centering Text and Changing Font Size

Select all four lines and center them on the page by clicking on the **Center** icon.

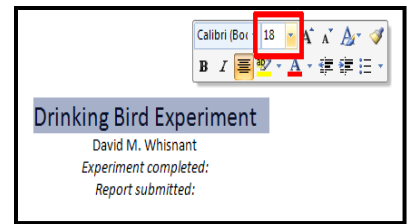


Next, we want to change the size of the font for some of the text.

Select the first line of text and choose a **Font Size** of 18 pt.

Do the same with the second line, except make its Font Size = 14 pt.

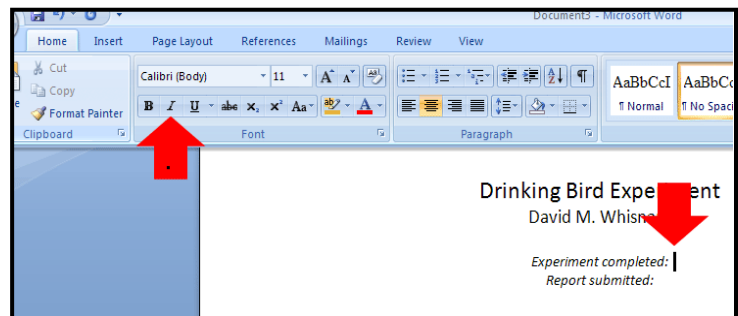
Position the cursor to the right of the second line. Press the **Enter** key to open up a blank line between the second and third lines of text.



Entering Today's Date

Now we need to enter the dates. Position the cursor to the right of "Experiment completed:"

Look at the **Italics** icon. If the icon has an orange box around it (signifying that italics font is on), click on the icon again to turn italics font off.



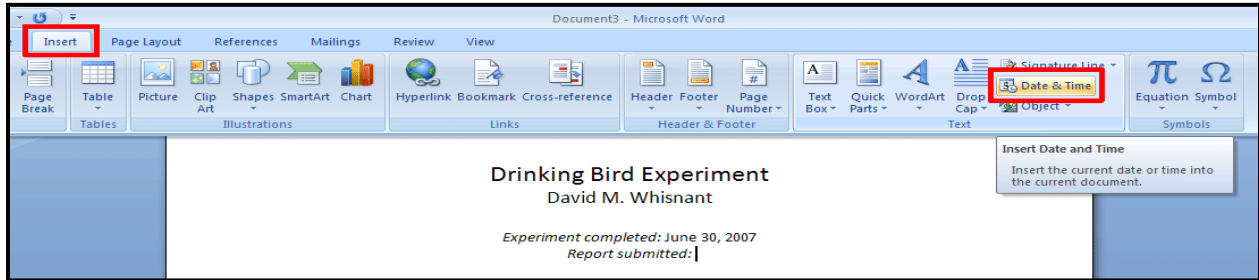
Click once on the **Space bar** to move the cursor over one character, which opens up a little space to the right of the colon.

Suppose that you did the experiment last week (let's say June 30, 2007). Type this date in.



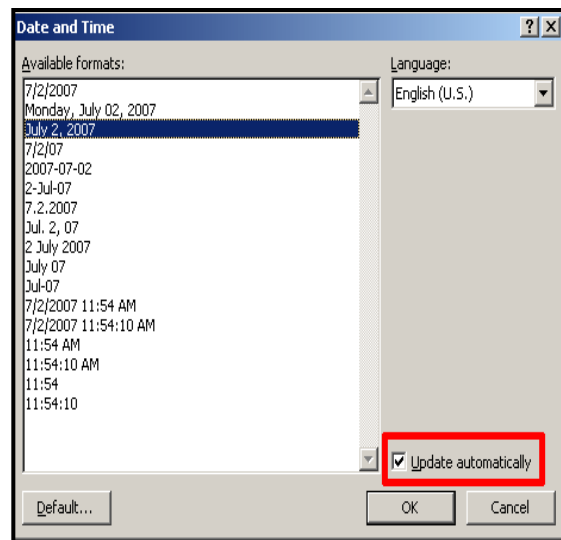
Position the cursor on the right of “Report submitted:”. If the italics font is on, turn it off. Again open up a space to the right of the colon.

We want to enter today’s date here. Click on **Insert, Date & Time** from the main menu.



In the Date and Time window, make sure that the “Update automatically” box is checked.

Select the date format shown in the picture at the right and click on **OK**.

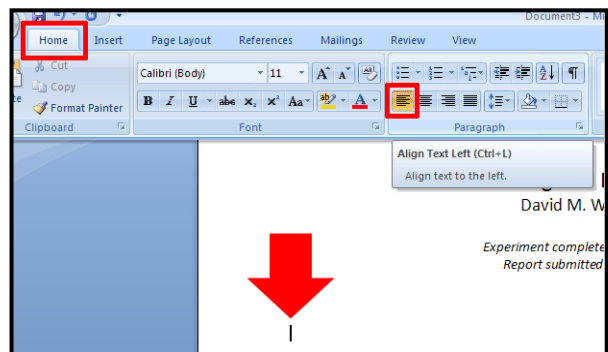


You should see today’s date. Because “Update automatically” is checked, this date will always be the current date.

Aligning Text on the Left

Use the **Enter** key to space the cursor down four lines.

Click on the **Align-left** icon in the **Home** ribbon to shift the cursor to the left.



Type in the word “Introduction,” put it in **Bold** font, and make the **Font Size** = 14 pt. Space the cursor down two more lines. If the font remains set to **Bold** and 14 pt, change it back to 12 pt without bold.

Type in the text shown at the right.

Drinking Bird Experiment
David M. Whisnant

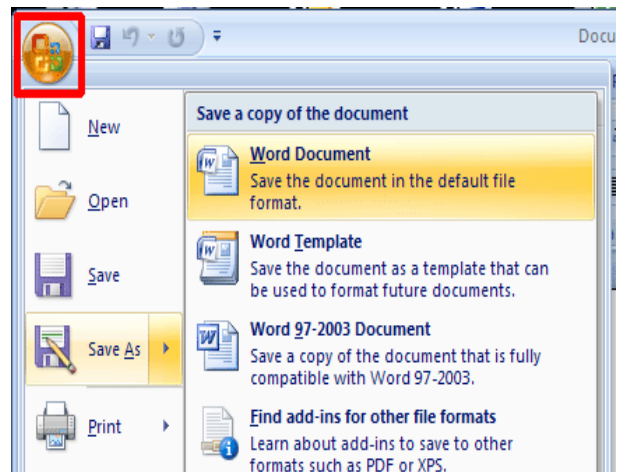
Experiment completed: June 30, 2007
Report submitted: July 2, 2007

Introduction

When its head is allowed to dip into a glass of water, the drinking bird toy bobs up and down indefinitely. We hypothesize that the evaporation of the water may have a cooling effect on the head of the bird. We will explore the effect of temperature on the head and tail of the bird to see if temperature differences affect its behavior.

Saving a Document

Click on the **Office Button** and hold the cursor over **Save As** without clicking the mouse. You soon will see a menu appear.



Save the document as a **Word Document** on your desktop with the name “**Lab Report**”.

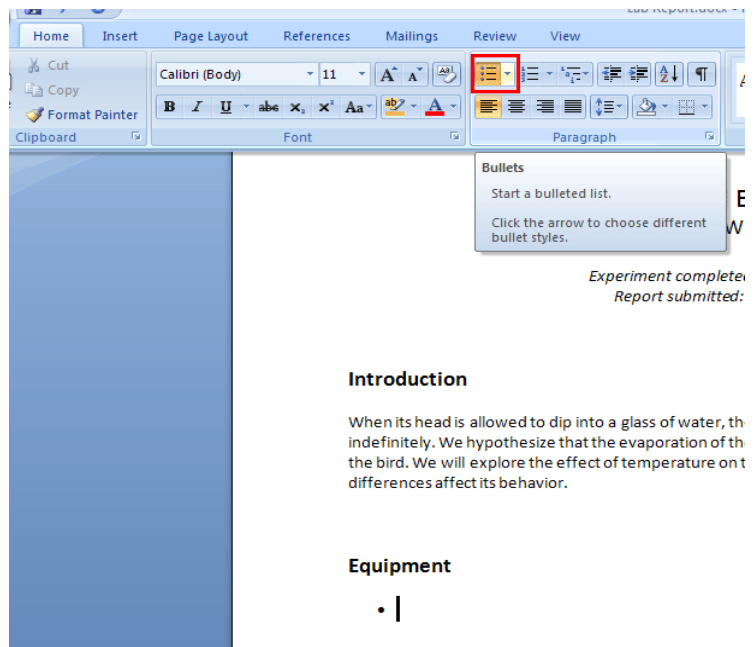
Save to your choices account and continue.

Creating a Bulleted List

Space down three lines and enter the word

“Equipment” with bold font and 14 pt Font Size.

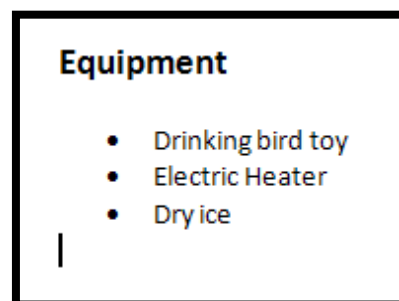
Click on the **Bullets** icon in the Home ribbon to create the first item in a bulleted list.



Enter “Drinking bird toy” as the first item. When you press the **Enter** key, another bullet will be created.



Enter “Electric heater” and “Dry ice” as the next two items in the list. Then press **Enter** *twice* to stop creating bullets.



Making Changes

Type in the text as shown at the right. The heading “Part 1: Heating” is in bold with 14 pt font.

You now realize you need to make some changes in the text.

You also want to add one more bullet to the list and change the wording of the first sentence.

Make these changes and add another sentence as shown at the right.

Equipment

- Drinking bird toy
- Electric Heater
- Dry ice

Part 1: Heating

In this part of the experiment we heated the toy with an electric heater.

Equipment

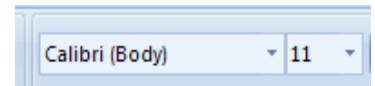
- Drinking bird toy
- Electric Heater
- Dry ice
- Thermometer

Part 1: Heating

In this part of the experiment we heated the head and tail of the bird with an electric heater. We used a thermometer to measure the temperature of the air near the portion being heated.

Changing the Font Type

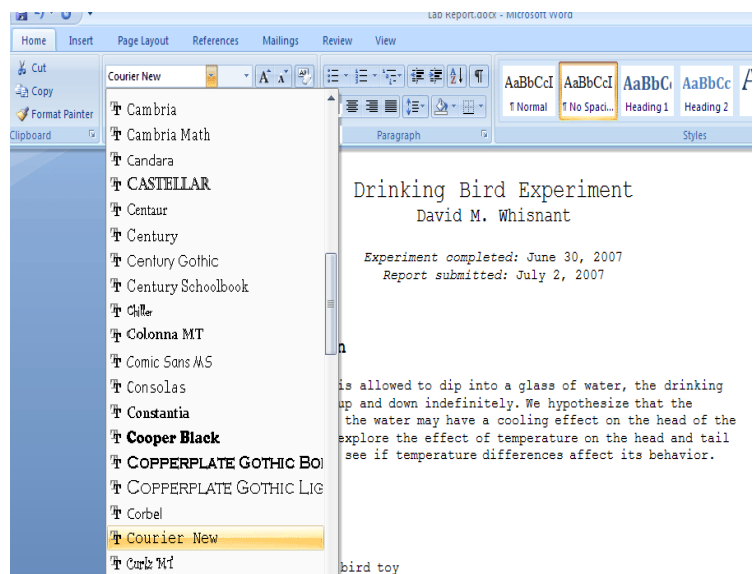
You notice that the default font in the document is 11 pt Calibri. You recall that the standard font in your department is 10 pt Courier New, so you need to change the font type.



We want to change the Font type in the entire document. Choose **Select All** from the **Home** ribbon as described on page 3.

Change the font to **Courier New**. Also change the font size to **10 pt**.

Once the changes have been made, deselect the text by clicking somewhere on a blank space in the document.



Because you selected the entire document, the font size of the headings has been changed. Go back and set the font of the title to 18 pt and the font of your name and the headings to 14 pt.

When you are through, your report should look like that shown at the right.

Drinking Bird Experiment

David M. Whisnant

Experiment completed: June 30, 2007
Report submitted: July 2, 2007

Introduction

When its head is allowed to dip into a glass of water, the drinking bird toy bobs up and down indefinitely. We hypothesize that the evaporation of the water may have a cooling effect on the head of the bird. We will explore the effect of temperature on the head and tail of the bird to see if temperature differences affect its behavior.

Equipment

- Drinking bird toy
- Electric Heater
- Dry ice
- Thermometer

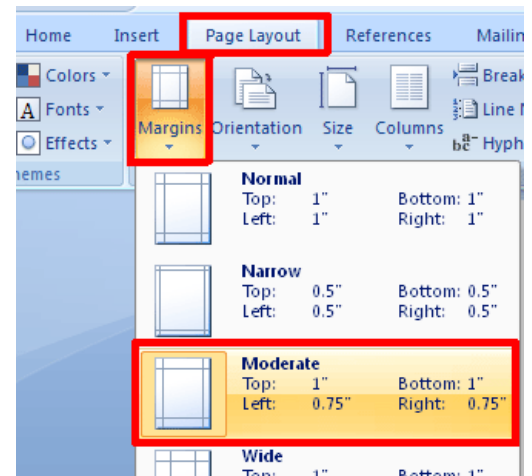
Part 1: Heating

In this part of the experiment we heated the head and tail of the bird with an electric heater. We used a thermometer to measure the temperature of the air near the portion being heated.

Setting Page Margins

You also recall that the margins of the pages are required to be 1 inch on the top and bottom, and 0.75 inch on the left and right. Choose the **Page Layout** tab and then **Margins** in the Page Layout ribbon.

Select **Moderate** from the Margins menu, which sets the margins to fit the needs of the lab report.

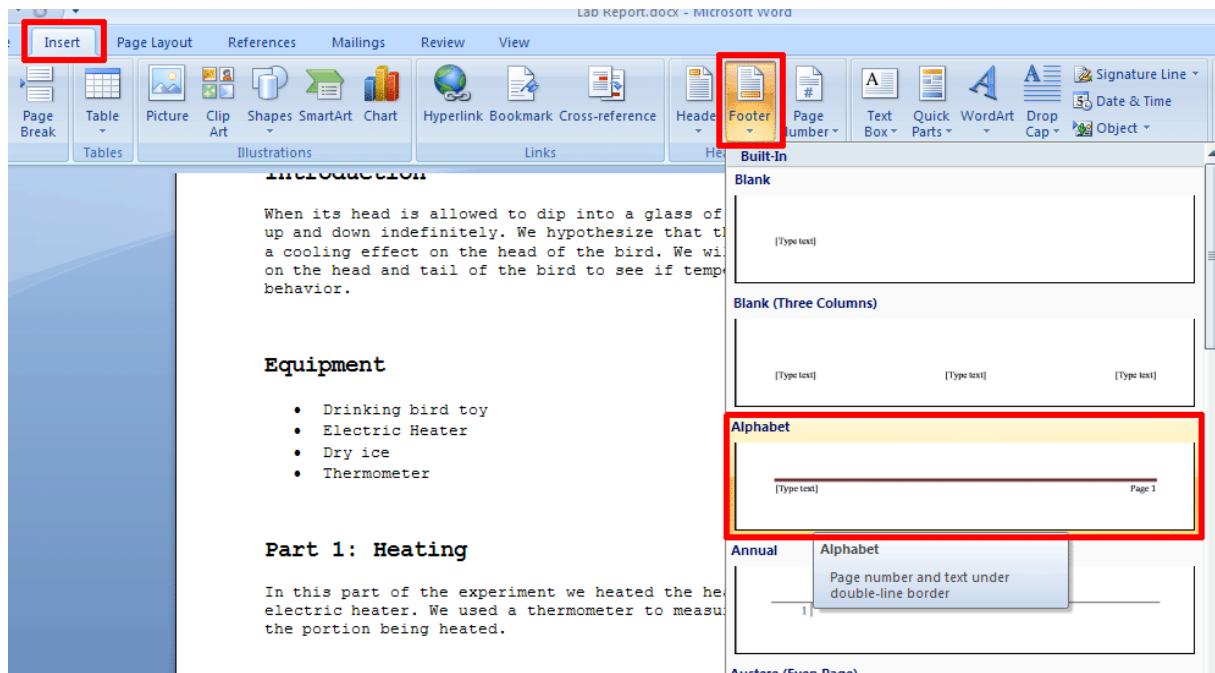


Adding a Footer

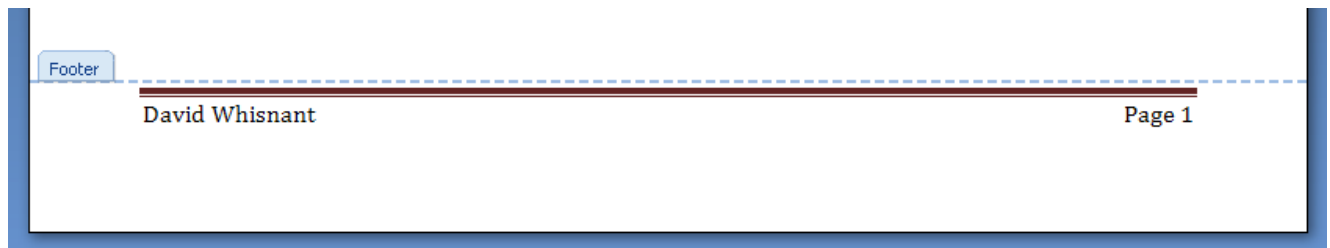
The Header and Footer of a page are spaces within the margins at the top and bottom of the page, respectively. It frequently is useful to include information, such as page numbers, the date, or your name in these areas.

Let's number the pages and display your name at the bottom of each page.

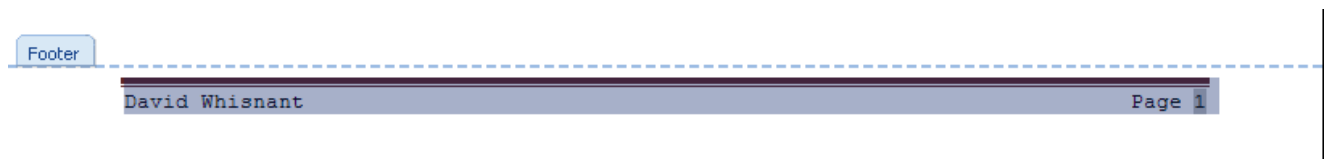
In the **Insert** ribbon, choose **Footer**. Then select the **Alphabet** footer, which displays the page number and text of your choice below a border.



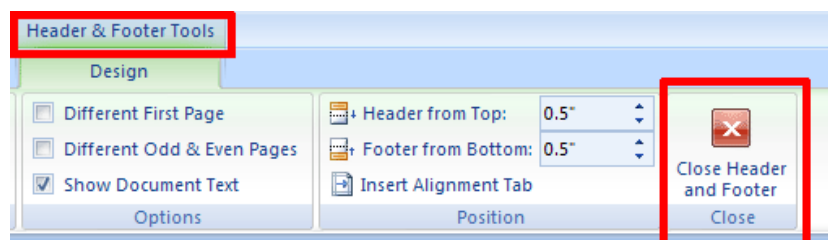
You will see the footer at the bottom of the page. The cursor will be positioned at the word “[text]” on the right side. Type in your name as the text.



Select the text in the footer. Go to the **Home** menu and change the footer’s font to **10 pt Courier New**.



Click on **Close Header or Footer** under the **Header & Footer Tools** tab.



Applying a Quick Style to Text

Type in two more sections of the report as shown at the right. Do not format the two new headings.

At this point we realize that we are doing the same formatting, 14 pt and bold, over and over for the headings. It would be nice to do this formatting in one step. We can do this by defining a style.

Part 1: Heating

In this part of the experiment we heated the head and tail of the bird with an electric heater. We used a thermometer to measure the temperature of the air near the portion being heated.

Part 2: Cooling

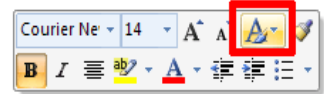
In this part of the experiment we cooled the head and tail of the bird with dry ice. We used a thermometer to measure the temperature of the air near the portion being cooled.

Part 3: Water

In this part of the experiment we squirted water on the head and tail of the bird and observed what happened.

Select the first heading, which already is in 14 pt bold font, and click on the **Style** icon in the mini toolbar.

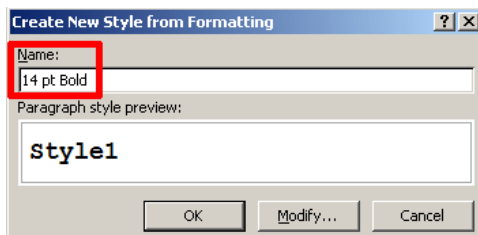
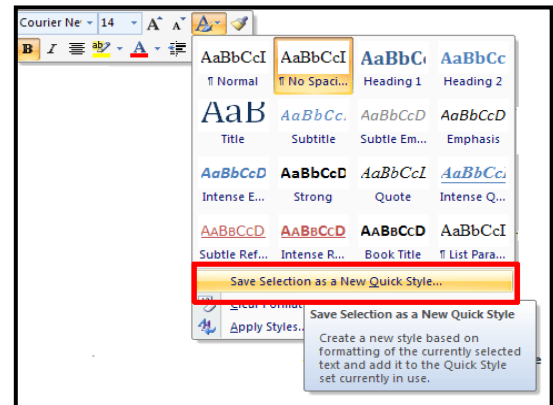
- dry ice
- Thermometer



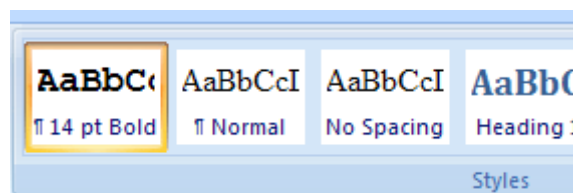
Part 1: Heating

Click on **Save Selection as a New Quick Style** near the bottom of the Style menu.

Name the new Quick Style, “14 pt Bold” and click on **OK**.

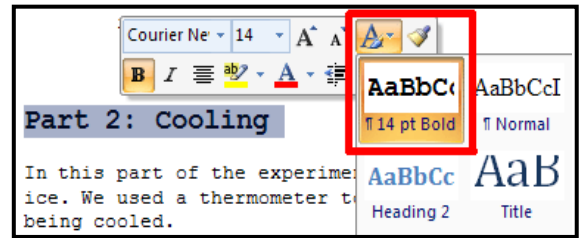


If you click on the **Home** tab, you will see the new style included on the Style bar.



Select the “Part 2: Cooling” heading and apply the **14 pt Bold Style**.

Do the same with the “Part 3: Water” heading.

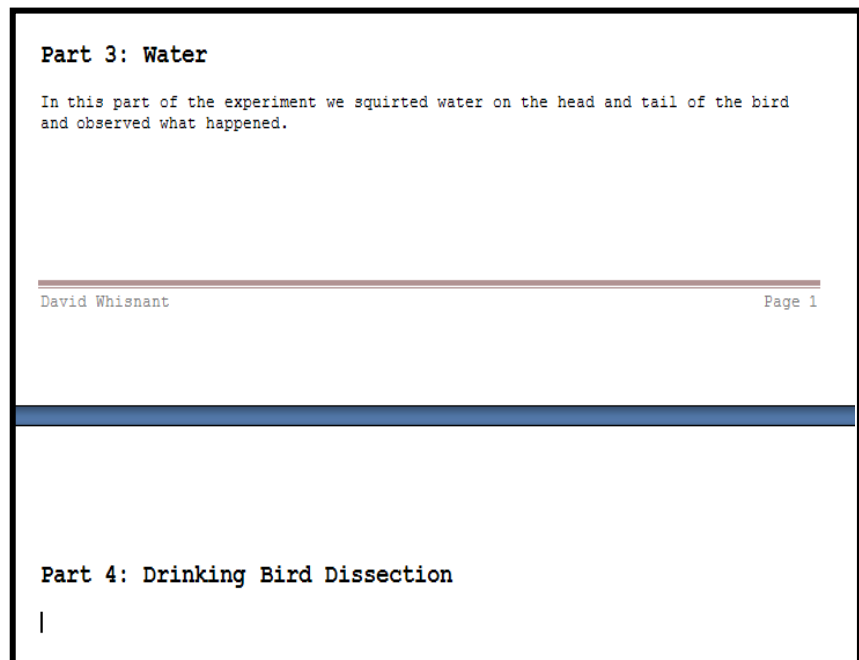


Inserting a Page Break

At this point we are close to the end of the page and would like the next part of the report to begin on the second page.

Insert a **Page Break** by holding down the **Ctrl** key and pressing the **Enter** key once.

The cursor now will be located at the top of the second page of the document.



Enter “Part 4: Drinking Bird Dissection” at the top of the page and use **Styles** to format it as **14 pt Bold**

Copying and Pasting Text

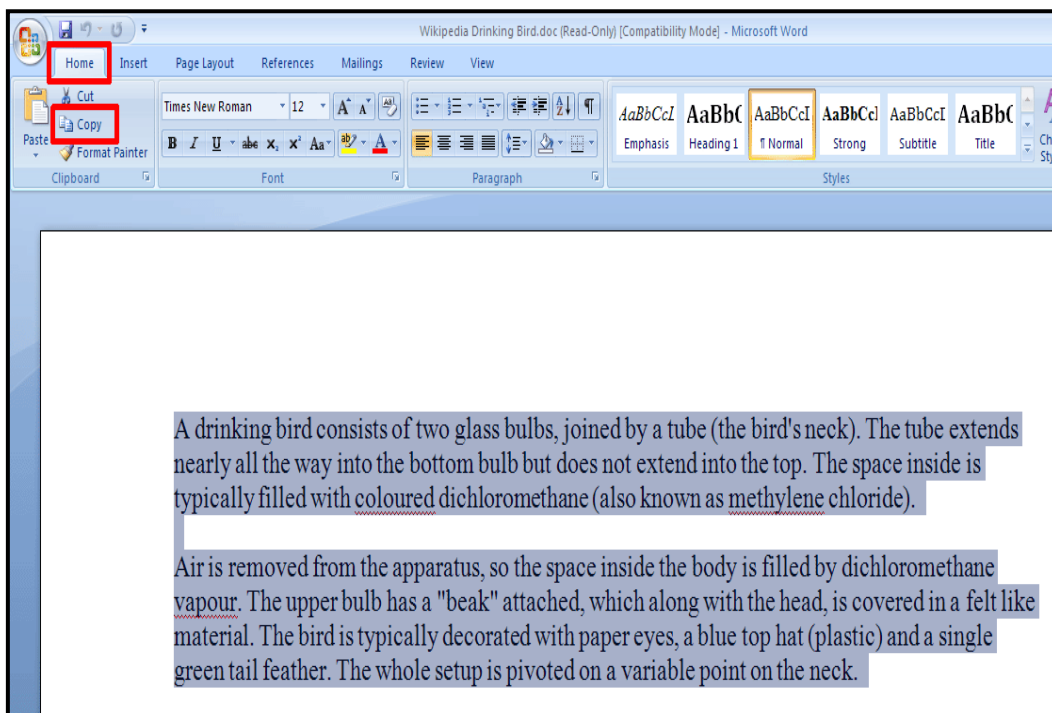
Add the text shown at the right and space the cursor down two lines.

Part 4: Drinking Bird Dissection

The drinking bird is constructed as follows:

|

Insert the text shown in the pic

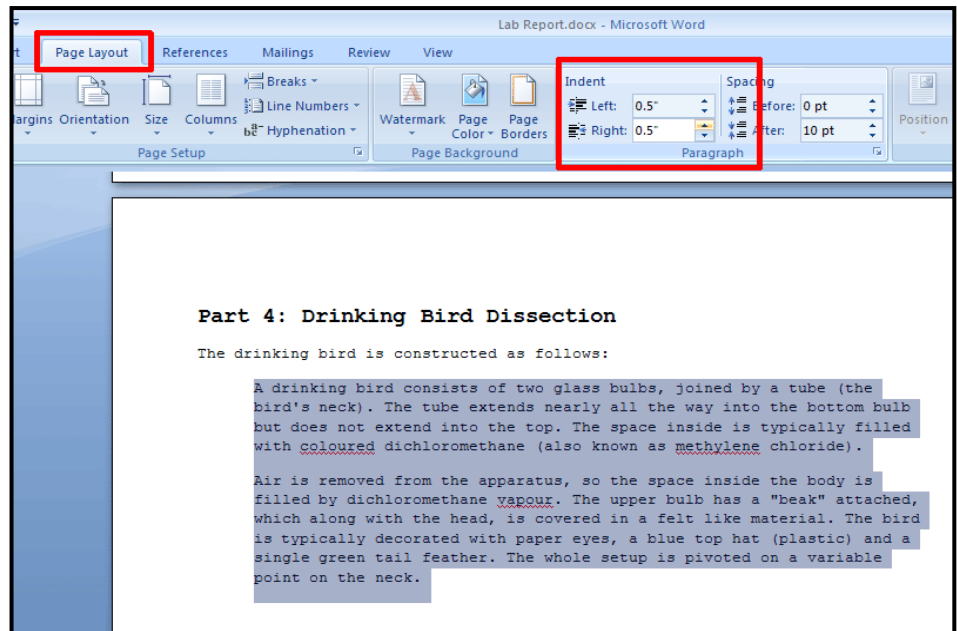


Change the font to **10 pt Courier New**.

Indenting a Paragraph

Because the two paragraphs we just added are quoted from another source, we want to indent them. Select these two paragraphs.

In the **Page Layout** ribbon, **Indent** the **Left** and **Right** sides of the selected paragraphs by 0.5”.



Deselect the two paragraphs, return the cursor to the position two lines below the paragraphs, and type in the three lines of text shown at the right

Part 4: Drinking Bird Dissection

The drinking bird is constructed as follows:

A drinking bird consists of two glass bulbs, joined by a tube (the bird's neck). The tube extends nearly all the way into the bottom bulb but does not extend into the top. The space inside is typically filled with coloured dichloromethane (also known as methylene chloride).

Air is removed from the apparatus, so the space inside the body is filled by dichloromethane vapour. The upper bulb has a "beak" attached, which along with the head, is covered in a felt like material. The bird is typically decorated with paper eyes, a blue top hat (plastic) and a single green tail feather. The whole setup is pivoted on a variable point on the neck.

We removed the felt, paper eyes, and tail feather from one of our toy birds. We then dipped the head in a beaker of water and watched to see if it would continue to bob up and down.

Citing a Reference

We should cite the reference for the Wikipedia article from which we copied the text above. Let's include the reference as a footnote on the bottom of the page, which usually is preferable if your document includes less than five references.

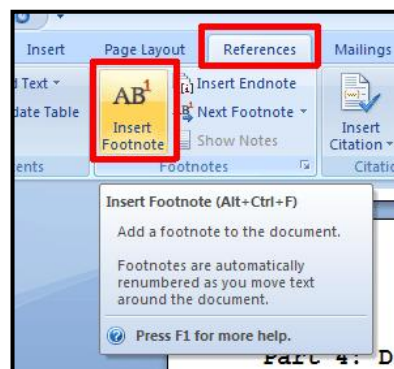
Position the cursor following the colon in the first sentence of this section.

Part 4: Drinking Bird Dissection

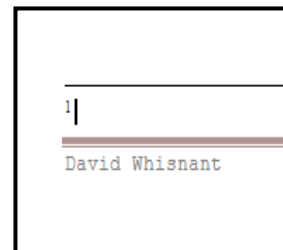
The drinking bird is constructed as follows:|

A drinking bird consists of two glass bulbs (bird's neck). The tube extends nearly all the way down but does not extend into the top. The space

In the **References** ribbon, click on the **Insert Footnote** button.



You will see the footnote number and the cursor above the Footer at the bottom of the page.



The reference for this text is below:

Wikipedia. "The Drinking Bird." 15 Nov. 2006. 19 Nov. 2006. <http://en.wikipedia.org/wiki/Drinking_bird.htm>

Add the reference to the footnote.

Change the **font** of the footnote text to **8 pt Courier New**.

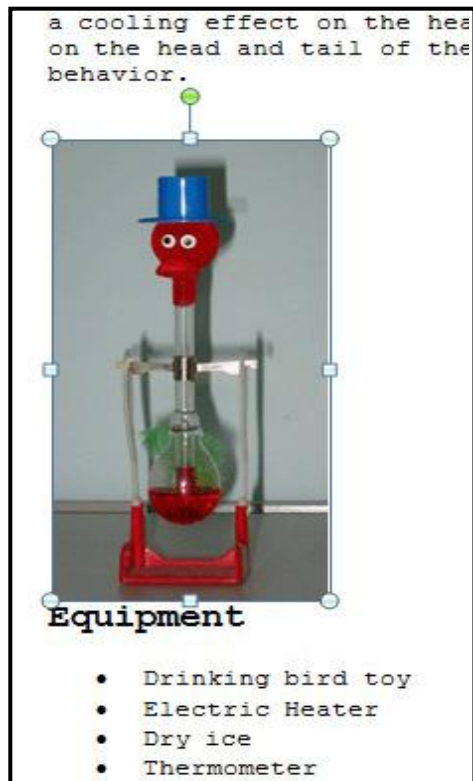


Inserting a Picture

We have described what the drinking bird looks like, but it also might be helpful to include a picture.

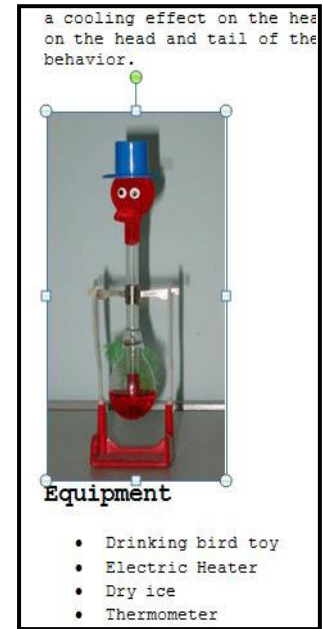
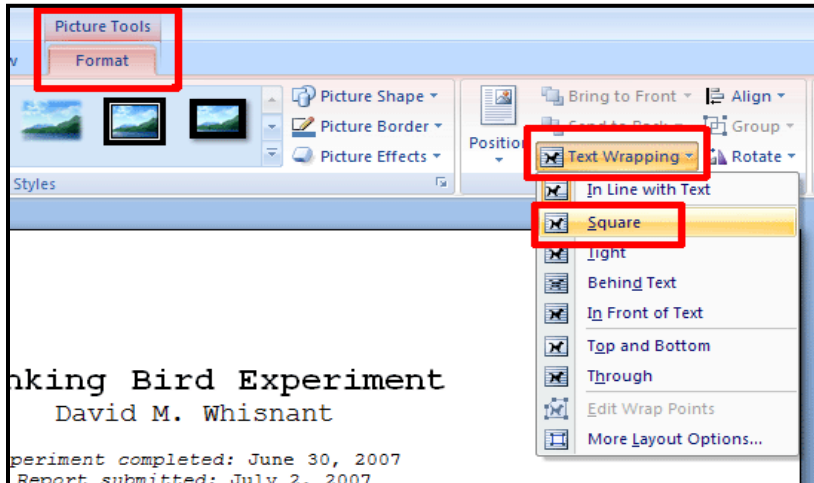
Go online to Google and double click on images type in Drinking Bird and search it.

Copy and Paste the image you chose to the document between the following text.

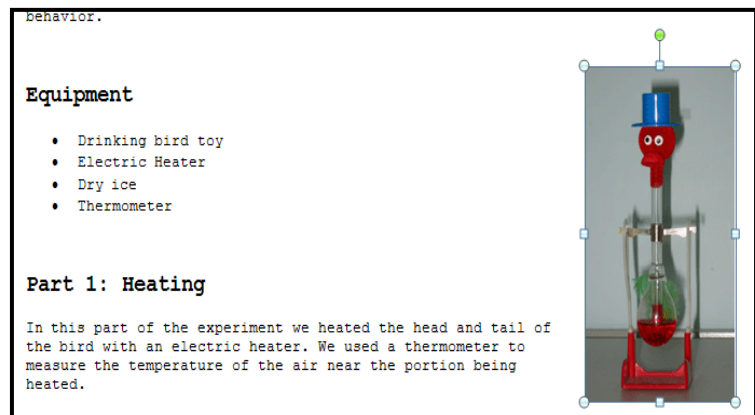


You now should see the picture of the bird inserted into the document.

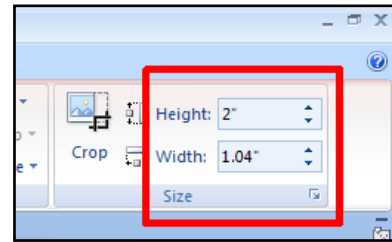
First, we need to format the picture. On the **Picture Tools, Format** ribbon, choose **Text Wrapping** and **Square**, which allows the text to wrap around the picture.



With square text wrapping, the picture now will be to the left of the text. "Grab" the picture with the mouse and move it until the picture is located to the right of the text as shown in the illustration at the right.



We need to adjust the size of the picture so that it is a little smaller. In the **Picture Tools, Format** ribbon, change the height of the picture to 2". You should see that the width adjusts accordingly so that its aspect ratio stays the same.



Position the picture as shown at the right.

You will need to add a few blank lines between the "Equipment" and "Part 1: Heating" sections to make room for the picture. Don't add too many blank lines or the "Part 3: Water" will be moved to a new page, which we do not want.

Drinking Bird Experiment
David M. Whisnant

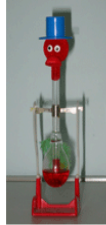
Experiment completed: June 30, 2007
Report submitted: July 2, 2007

Introduction

When its head is allowed to dip into a glass of water, the drinking bird toy bobs up and down indefinitely. We hypothesize that the evaporation of the water may have a cooling effect on the head of the bird. We will explore the effect of temperature on the head and tail of the bird to see if temperature differences affect its behavior.

Equipment

- Drinking bird toy
- Electric Heater
- Dry ice
- Thermometer



Part 1: Heating

In this part of the experiment we heated the head and tail of the bird with an electric heater. We used a thermometer to measure the temperature of the air near the portion being heated.

Part 2: Cooling

In this part of the experiment we cooled the head and tail of the bird with dry ice. We used a thermometer to measure the temperature of the air near the portion being cooled.

Part 3: Water

In this part of the experiment we squirted water on the head and tail of the bird and observed what happened.

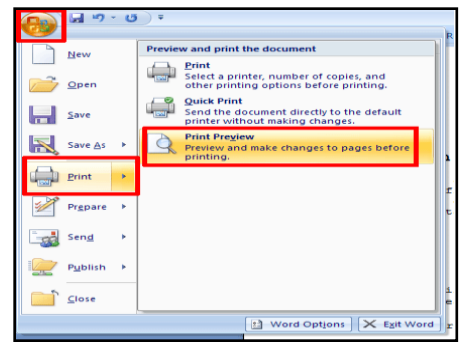
David Whisnant Page 1

Save the file to desktop and upload it to your choices account.

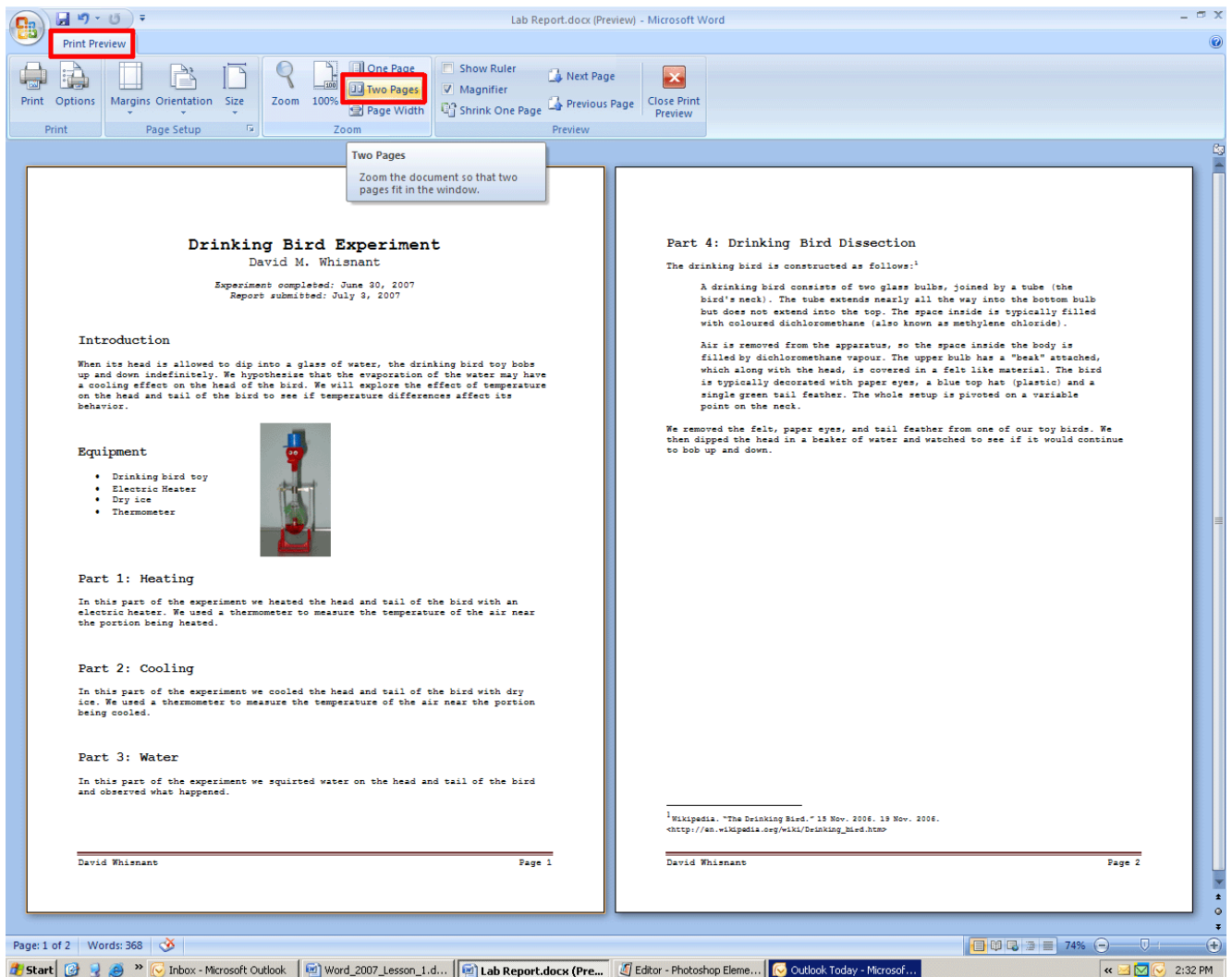
Print Preview

Click on the **Office button** and choose **Print**.

If you hold the cursor over the word **Print** for a few seconds, a Print menu will appear. Choose **Print Preview** from that menu.



You will have the options of previewing the document in different ways. For example, if you want to see two pages at a time, click on the **Two Pages** icon.



Close Print Preview when you are through.

Click on the Microsoft button and click on print
When the print box pops up go down to the zoom area and change the page per sheet to 2.
Print document and turn it in on the wall.