

Microsoft Word 97

11. Word Art

This lesson is designed to teach participants how to use and edit Word Art. This can be used within a document and formatted for wrapping text. It can also be used within a Header. It is best to demonstrate the techniques then allow plenty of practice time.

It is easiest to have the Drawing Toolbar open when demonstrating Word Art (View/Toolbars/Drawing). When formatting Word Art, click in the center to select/open Word Art; buttons surrounding the Word Art should be visible. The Word Art toolbar should open automatically. If not, try clicking View/Toolbars/ Word Art. Or, click Format/Word Art.

Selecting Word Art

1. Click the 'crooked blue A' on the Drawing Toolbar. The Word Art window opens.
2. Choose a design. These are pre-formatted for size, color/gradation, shadow and shape. All these features can be changed!
3. Type in the text for the Word Art, then select OK. (You can change the size and choose Bold or Italic at this point.)
4. Size your Word Art by clicking and dragging the buttons.
5. Move your Word Art by clicking to get the 4-headed arrow, then dragging it to the desired location in your document.

Using the Word Art Toolbar:

1. Word Art Gallery allows you to change the design using your text.
2. Format Word Art allows you to determine Color & Lines, Size, Position and Wrapping.
 - A. Fill Color: Click on ▼ and choose Fill Effects. Select two colors, then decide on which two! Finally, choose the shading style.
 - B. Line: Choose the color of the line and the type of line (solid, dashed, patterned).
 - C. Word Art Wrapping works much like Graphic Wrapping. If you select Square, you can decide whether it wraps to Both Sides, Left, Right or Largest Side.
3. Word Art Shape allows you to change the shape of the Word Art.
4. Free Rotate lets you rotate the formatted Word Art in any direction. Also, when you have selected the Word Art (with buttons) you can click/drag the yellow, diamond button to change the shape, stretching and twisting the text.
5. Letter Height, Direction and Alignment and Spacing can also be determined or changed using the Word Art toolbar.

Working with Shadows:

1. Click to highlight your Word Art, then click the Shadow icon on the Drawing Toolbar.
2. There are twenty different shadow formats from which to choose. You can 'nudge' the shadow up, down, right or left.
3. To choose a shadow color, click ▼ for Shadow Color, and then select the color of your choice.

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III. Drawing Tools

Drawing tools can be used to add lines, shapes, arrows and to change text color, line color and more. The Auto Shapes provide a wide variety of open shapes and designs that can be included in your Word document.

You should have the Drawing Toolbar open when demonstrating the different Draw Tools (View/Toolbars/Drawing). When formatting objects and shapes click in the center of the object to select/open; buttons surrounding the object should be visible. Then use tools found on the Drawing Toolbar or click Format/Object.

Drawing Tools is divided into two Mini Lessons (Part 1 and Part 2). You may choose to combine the lessons, depending on your audience.

PART 1

1. Auto Shapes: Click on Auto Shapes then choose from Lines, Basic Shapes, Block Arrows, Flowchart, Stars and Banners and Callouts.
 - A. Lines: You have a choice of a straight line, arrow, curve, squiggle and freeform. Once you select the line, move your cursor to where you want to insert the line in your document. Then, click and drag. To create a straight line, hold the shift key down while you drag.
 - B. Basic Shapes: Choose a shape (happy face, heart, lightning bolt or even brackets). Then move your cursor to where you want to insert the shape into your document. Click and drag to determine shape and size. The yellow diamond button allows you to change the direction of part of the shape (e.g. change the smile into a frown).
 1. To Fill the shape with a color or gradation, highlight the shape (so the buttons show), then click on the ▼ to the right of the can of paint on the Drawing Toolbar (Fill Color). Choose a color OR Fill Effects. This gives you the options to select a gradient, texture or pattern.
 2. To change the Line Color, select the ▼ to the right of the paint brush. You may choose the color of the lines or no lines.

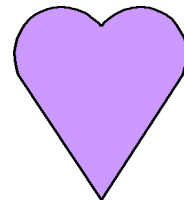
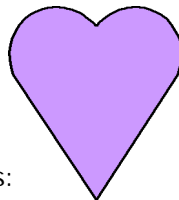
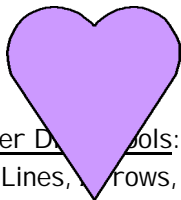
3. To add or change a shadow, Click on the Shadow button, then select the type and color of the shadow.

- C. Block Arrows, Flowchart Symbols and Signs and Banners work the same as the Basic Shapes.
- D. Callouts: Most Callouts include a conversation bubble (which works like the above shapes) and a text box (which works like a mini word processor).
 - 1. Click AutoShapes/Callouts.
 - 2. Select a Callout; the cross-hatch appears.
 - 3. Click and drag to create the Callout.
 - 4. You can choose a fill color for your callout (using the can of paint on the Drawing Tool Bar).
 - 5. You can change the length and direction of the 'connector' by clicking and dragging the yellow diamond.
 - 6. By opening the Callout (double click in the center) you also open the text box. You can change the size, style, font and color to meet your specifications.

PART 2

2. Text Boxes:

- A. Click on the Text Box tool. Position your cursor, then click and drag to create the Text Box.
- B. You may type directly in the Text Box. You may change the size, style, font and color of the text to meet your specifications.
- C. You may change the fill color for the Text Box or make it transparent (No Fill). Use the can of paint button on the Drawing Toolbar or Click Format/Text Box.
- D. You may change color or size of the line border of the Text Box using the paintbrush button on the Drawing Toolbar. If you use the line option button, you may select More Lines and then No Line to eliminate the border. Or, you may click Format/Text Box and choose from a variety of options.
- E. To change the direction of your text, use the button in the Text Box Toolbar.
- F. If you move the text box and a shape associated with the text box, click to highlight one, then hold the Shift key and click to highlight the other. Now, click and drag to move the objects in tandem to a new location.



3. Other Drawing Tools:

- A. Lines, Arrows, Boxes and Ovals:
 - 1. To add a line or arrow, click, then move the cursor to the location. Now, click and drag to create your line or arrow.
 - a. If you hold the Shift key while you click and drag, you will always get a straight line.
 - b. Once you have a line you can change the color (paint brush button on the Drawing Toolbar)

- c. Once you have a line you can format the line (size, dotted, etc.) or even change the line to an arrow.
 2. To add a box or oval, click then drag to create the shape.
 - a. You can change the outline by using the line tool (paint brush button on the Drawing Toolbar) or Format/AutoShape to select a line style.
 - b. You can fill the shape by using the can of paint (Fill Color).
 - c. You can add a Text Box by clicking the Text Box button, positioning it in the shape, then typing.
- B. 3D Options of Shapes
 1. Select a square or oval.
 2. Click the 3D button on the Drawing Toolbar
 3. Choose a variety of options:
 - a. Choose the type of 3D shape you prefer
 - b. Choose 3D Settings: Depth, Direction, Lighting, Surface, Color

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IV. Columns & Tables

This lesson is designed to teach participants how to use columns and tables. Columns are often used in newsletters or to organize lists of information. You will need to demonstrate column breaks which make columns more manageable. Tables provide more flexibility and maneuverability. You will need to demonstrate Borders and Shading along with Tables. It is best to demonstrate the techniques then allow plenty of practice time.

Columns

1. To begin using columns, click on the Column button on the toolbar OR click Format/Columns. By using Format/Columns you have different options, including 'apply to whole document' or 'apply this point forward'.
2. To use columns, you need to 'fill up' one column before wrapping to the next column. To move to the next column at any point, click Insert/Break, then select Column Break.

Tables

1. To insert a table, click on the Table button on the Toolbar, then click and drag to select the number of columns and rows.

OR

2. To insert a table, click Table/Insert Table. Then, select the number of columns and row. This option allows you to set the column width.
3. Working with Tables: You must have your cursor INSIDE the table in order to access different options. You may use the Tables and Borders Toolbar (View/Toolbars/Tables and Borders).
 - A. Borders: Use Format/Borders & Shading/Borders
 1. Click on Grid, then use the Preview to decide which borders to include.
 2. Other options include None, Box (outside border), All (complete grid), and Custom.
 3. You may also select the border color and the size and/or design of the border.
 - B. Shading:

1. You need to click and drag to highlight specific columns, rows or cells you wish to shade.
2. Click Format/Borders & Shading/Shading
3. Select degrees of shading (grayscale) or specific colors.

C. Insert Rows/Columns:

1. Use the button on the toolbar to Insert Row; it will be added ABOVE the row in which your cursor is located.
2. Click Table/Insert Row to add a new row.
3. Click and drag to highlight a column. Then, click Table/Insert Column. Note: The new column will be the same width as the selected column. It may be added to the right of your table, off the document page.

D. Delete Rows/Columns

1. Click and drag to select what will be deleted.
2. Click Table/Delete Cells and a mini menu will appear.
3. Select from the following options:
 - a. Shift rows left
 - b. Shift rows up
 - c. Delete entire row
 - d. Delete entire column

E. Merge Cells:

1. Click and drag to highlight the cells to be merged.
2. Click Table/Merge Cells

F. Split Cells/Columns

1. Cells: Click and drag to highlight the cell to be split. Then click Table/Split Cell. It will split the cell into two even parts.
2. Columns: Click and drag to highlight the column. Then click Table/Split Cell. You may select the number of columns you wish to create.

G. Distribute rows/columns evenly:

1. Determine the width of your column first.
2. Click and drag to highlight the table or portions of the table.
3. Click Table/Distribute rows or columns evenly

H. Sort:

1. Click inside the Table.
2. Click Table/Sort; a mini menu will open
3. Choose which column to sort; you may choose ascending or descending order.