
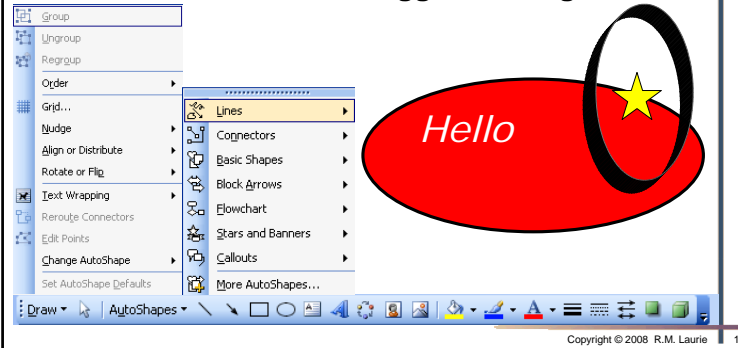



## Drawing Tools

- ❖ The drawing tools can be used to create or use illustrations in your document
- ❖ Click on button  will toggle drawing toolbar



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## Clip Art

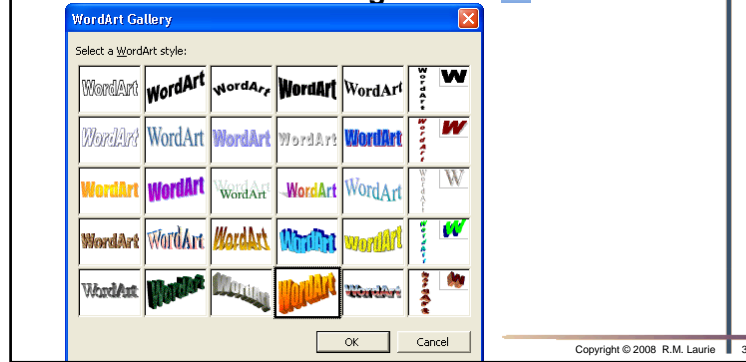
- ❖ Clip art is *ready-to-use* art than can enhance the text design
  - ◆ Cartoon style images with relatively few colors, improves compressibility (file size)
  - ◆ Accessed in Task Pane or Drawing toolbar 
  - ◆ Menu command Inser | Picture | Clip Art
  - ◆ Create your own using a painting program



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## WordArt

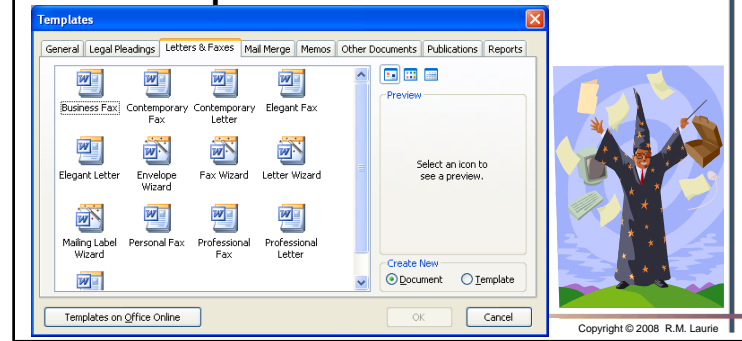
- ❖ Decorative text with 3-dimensional effects
- ❖ Menu command Inser | Picture | WordArt
- ❖ Or available on drawing toolbar 



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## Templates and Wizards

- ❖ Templates are pre-formatted documents
- ❖ Wizards are an interactive document creation process



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## Bullet and Number Lists

- ❖ Organizes information by topic
  - ◆ **Bullet List** emphasizes and separates items
    - ◆ Can use different styles of bullets
    - ◆ Can be used to create leveled Hierarchy
  - ◆ **Number List** sequences or prioritizes items
    - ◆ Updated automatically with insert or delete
    - ◆ Outlines use Number List Leveled Hierarchy
  - ◆ Examples
    - ▶ 1      2      3      4      5      6
    - ▶ i      ii      iii      iv      v      vi
    - ▶ A      B      C      D      E      F
    - ▶ a      b      c      d      e      f

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## Outlines

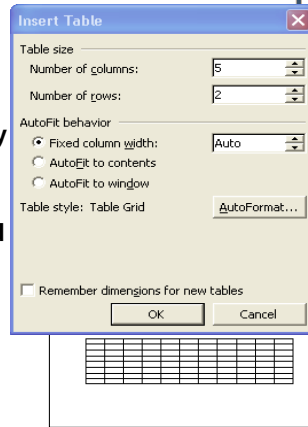
- ❖ Helps to organize thoughts
    - ◆ Leveled Hierarchy
    - ◆ Topic Independence
    - ◆ Sub-Topic Dependence
  - ❖ First step when writing a college paper
  - ❖ Good for organizing shopping lists
- Shopping for a Computer

  - I. Hardware
    - A. CPU
    - B. RAM
    - C. Hard Drive
  - II. Software
    - A. OS
    - B. Applications
      - 1. Office
        - a. Word Processing
        - b. Spreadsheets
      - 2. Finances
  - III. Warranty and Service

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## Tables

- ❖ Organizes Information
  - ◆ 2 dimensional grid
  - ◆ Rows, Columns, Cells
- ❖ Provides 2-D Layout Capability
  - ◆ Can put anything in a cell
  - ◆ Text, Numbers, Photos, Clip Art
- ❖ **Table | Insert | Table** command
  - ◆ Insert Rows, Columns, Cells
  - ◆ Delete Rows, Columns, Cells
  - ◆ Merge Cells, Split Cells
  - ◆ AutoFormat
  - ◆ Auto Fit
  - ◆ Gridlines



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## Styles

- ❖ Uniform and consistent appearance for document elements
  - ◆ Normal
  - ◆ Paragraph
  - ◆ Headings: Heading 1, Heading 2, Heading 3...
  - ◆ User Defined Styles
- ❖ Used to change appearance for all occurrences of an element in document
  - ◆ Paragraph Level
  - ◆ Character Level
- ❖ Automates document formatting

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# Word Processing Chapters 3 and 4

**Style List box**

**Heading 1 style is selected**

**Click here to modify style**

**Styles in use displayed**

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## Modify Styles

**Style In Use**

**Apply Formatting**

**Format Specification**

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## Working in Long Documents

- ❖ Page Numbers
- ❖ Headers & Footers
- ❖ Break Types
  - ◆ Page break
  - ◆ Column break
  - ◆ Text wrapping break
- ❖ Section Types
  - ◆ Next Page
  - ◆ Continuous
  - ◆ Even page
  - ◆ Odd page
- ❖ Table of Contents

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