

## Intermediate Word 2003 – Rockaway Twp Library Computer Class



**What is Microsoft Word?** The Office program for word processing and text editing tasks. Many use it to create reports and letters. With **Word 2003** you can also create documents with text, tables, images and graphics for printing and sharing.

**Word 2007 vs. Word 2003** – Enhanced tools for proofreading, sharing document versions and preparing documents for the web (xml format) See below

[http://oit.montclair.edu/documentationpdf/Word\\_2007\\_Top\\_10\\_Changes.pdf](http://oit.montclair.edu/documentationpdf/Word_2007_Top_10_Changes.pdf)



**New to Word?** Go to our website and do the tutorial below first  
**Link to RT Library Intro to Word Tutorial**

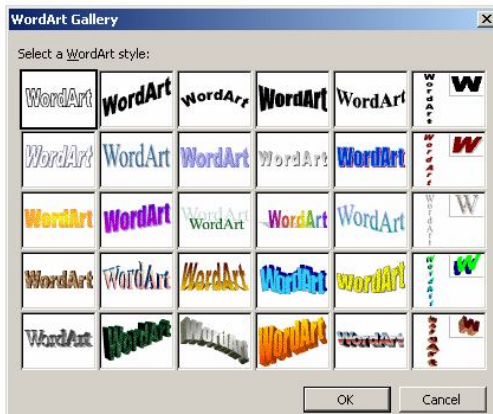
<http://www.rtlibrary.org/word%202003%20tutorial.pdf>

**Intro to Word topics:** Create & Save Document, Copy/Cut/Paste, Undo, Text formatting with toolbar, Bullets, Setting Margins, Page Orientation, Paragraph Spacing, Inserting a Photo and Printing

### Topics to be Covered in Intermediate Word

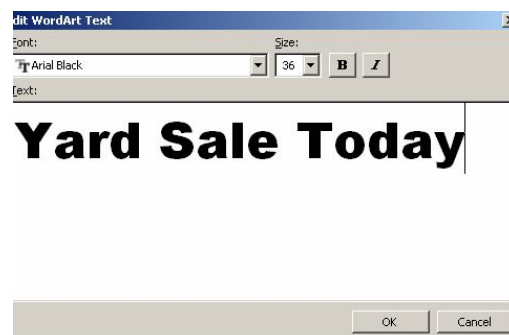
1. Using Word Art
2. Inserting special characters (©)
3. Creating tables
4. Inserting graphics and wrapping text
5. Special text effects : Emboss , Shadow and Animated effects
6. Formatting effects: borders

**1. WordArt-** Turns any word or phrase into a colorful, shaped design



#### EXERCISE 1

On the **Insert** menu, point to **Picture**, then click **WordArt**. Pop-up menu appears. Select the rainbow style from the grid at left. Type your text "Yard Sale Today" in the text box.





This is your text in Word Art using the default Arial Black font and 36 point size

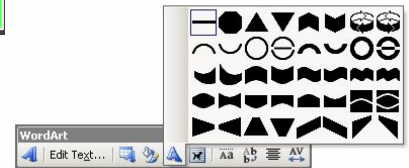


Click on your design and Toolbar appears for more options

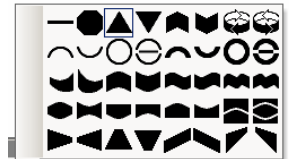
Click **Aa** button in WordArt toolbar for Same Letter Heights



Click on Blue A “Word Art Shapes” and pop-up shape choices appear



This is the phrase in the **Triangle Up** shape Top Row 3<sup>rd</sup> from left



## 2. INSERTING SPECIAL CHARACTERS

Place cursor where you want to insert symbol

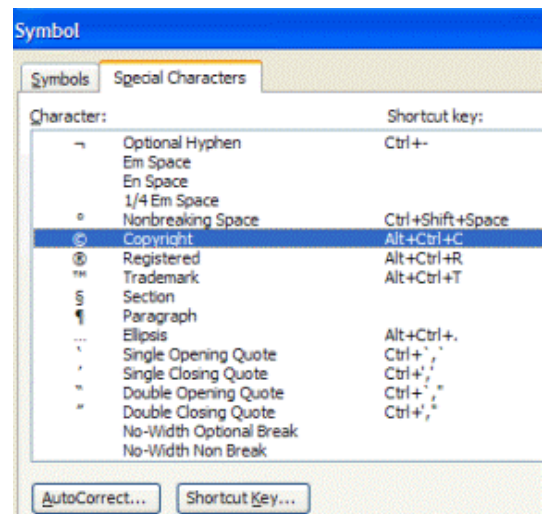
Go to Insert (top toolbar)- Symbol:Special Characters

Such as Copyright, TM, Registered,, Editing marks

### EXERCISE 2

Insert Copyright symbol

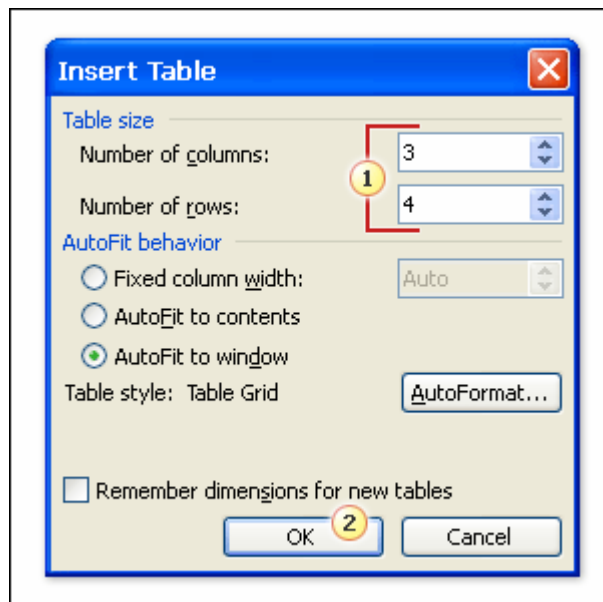
In Symbols select Font Wingdings Insert  ←



### 3. CREATING TABLES

Go to **Table** (top toolbar) click **Insert-** click **Table**.  
 Select the number of columns and rows for your table - click **OK**.

To add text to a cell in your table, simply click in the cell and begin typing.  
 When you finish typing press **TAB** key to move to the next cell.



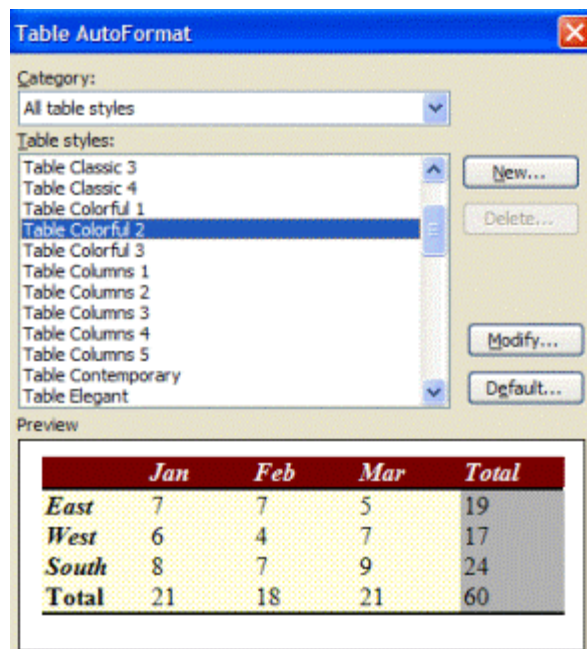
**EXERCISE 3** Create a table by using the **Insert Table** button on the toolbar.

Type the 3 column and 4 row table shown at right

Jan	Feb	Mar
7	7	5
6	4	7
8	7	9
21	18	21

### FORMATTING A TABLE

After your table is created and text is entered you can format the table's style



Go to **Table** (top toolbar) click **Table AutoFormat**, browse **Table Styles** menu

Highlight your table,

then highlight a **Table Style** to preview the format

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

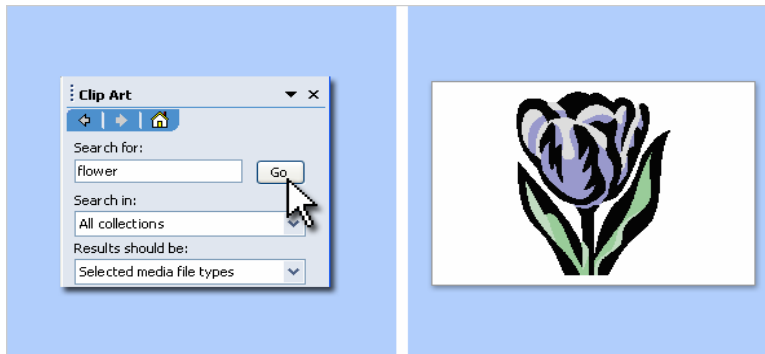
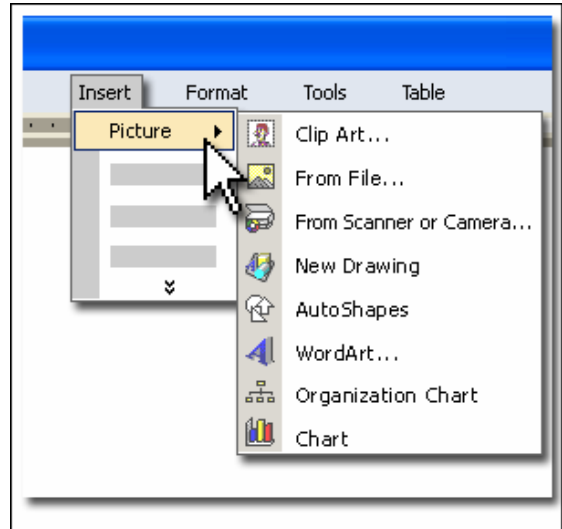
	Jan	Feb	Mar	Total
<b>East</b>	7	7	5	19
<b>West</b>	6	4	7	17
<b>South</b>	8	7	9	24
<b>Total</b>	<b>21</b>	<b>18</b>	<b>21</b>	<b>60</b>

## 4. INSERTING GRAPHICS

**Pictures** are photos or graphics such as Clip Art created elsewhere and that you bring into your Word document.

Go to **Insert** (top toolbar)-click on **Picture**-click on Picture's location -

**EXERCISE 4-** Open **Clip Art** files Search for example of a flower and insert it



### Positioning a graphic where you want it

**Moving an image** Position the pointer over the image. When the four-headed arrow appears, you can drag the image to the desired position



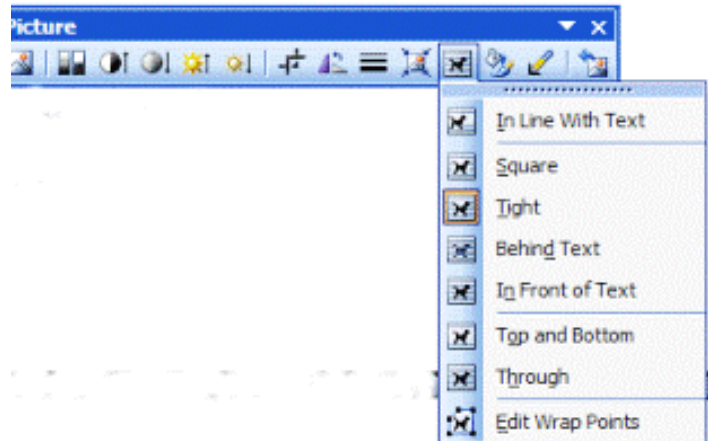
**Resizing** Select the image, position the pointer over a resize handle at the corners of the image. When the pointer becomes a double-headed arrow, you drag to resize.

**Precise Resize** To specify an image size, right-click the graphic, then click **Format Picture** on the menu. On **Size** tab, enter measurements or percentage value.

### Text Wrapping around a Graphic –

Right click on Image to Show Picture Toolbar (on right)

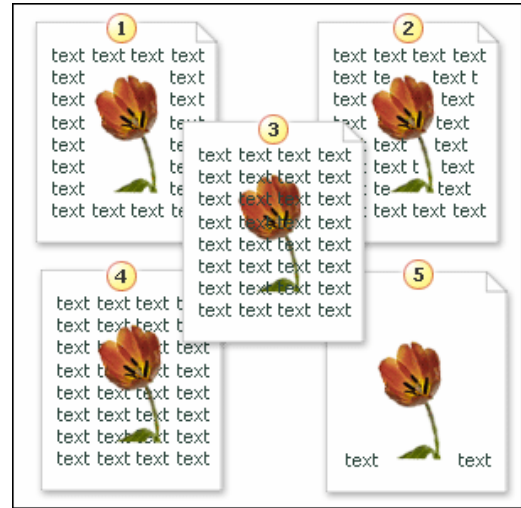
To open Text wrap menu, click dog icon with lines





### Examples of text wrap styles around images:

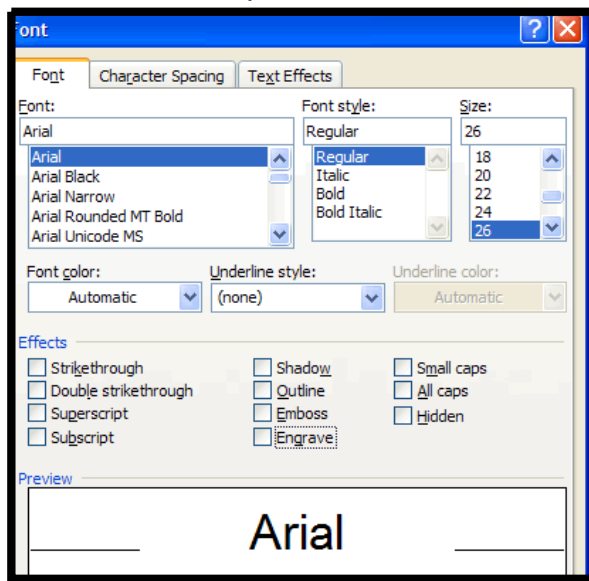
- 1 Square.
- 2 Tight.
- 3 Behind text.
- 4 In front of text.
- 5 In line with text.



**EXERCISE 5** Add the words "This is my favorite Flower" to the clip art flower from Exercise 4- Try 2 wrap styles above

## 5. SPECIAL TEXT EFFECTS

Go to **Format**, open **Font**, find **Effects** in center of box, with 11 effects to check



**Shadow** darkens text + adds shadow

removes solid text fill

**Emboss** makes text look like it's raised off the page in relief.

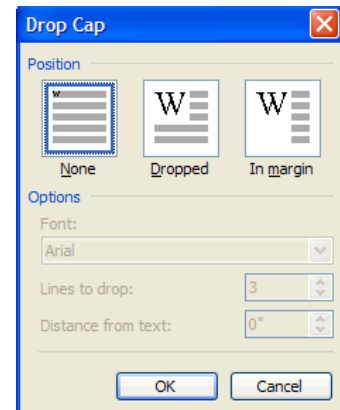
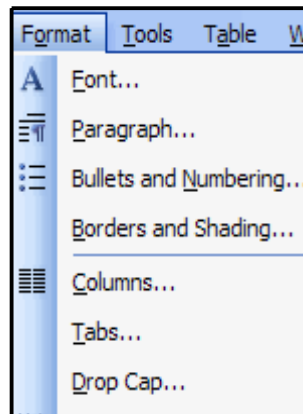
**Engrave** makes the text appear pressed into the page.

**EXERCISE 6** To create these text effects, type 2-3 words, highlight text, check box

### Drop Cap how-to

Only the 1<sup>st</sup> letter of a paragraph can be a drop cap.

**Highlight the letter to drop.**  
Go to **Format**, click **Drop Cap**. Letter selected appears in a text box, where you can select it and make changes as you would regular text.

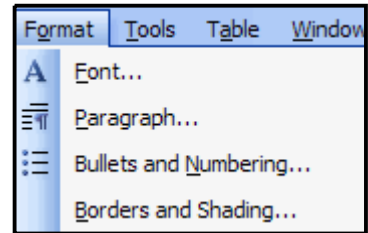
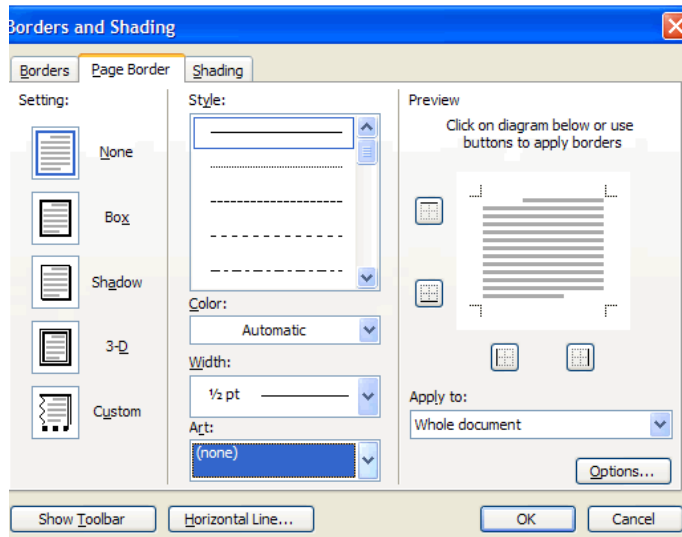


**EXERCISE 7** Try a 3-line drop cap

## 6. FORMATTING EFFECTS: Borders

You can apply borders to all or part of your text, to a page, to tables and graphics.

Go to **Format**, click **Borders and Shading –Page Borders**



**PAGE BORDER OPTIONS** include line style, border color and width, or adding clip art as a border

Apply border to whole or part of text

Preview design inside the dialog box,

### OTHER BORDERS

You can add borders to chunks of text to set them apart from the rest of the document.

Select the text, table, table cell, or graphic.

Go to **Format**, open **Borders and Shading**, click **Borders** tab, and choose the style, width, color, etc. Preview your choices in the dialog box

**EXERCISE 8** Type “My First Border”, Select text, Go to **Format, Borders and Shading**. Open **Borders**.tab  
Select Box Setting, Select a 3-line Style, Select Blue color ,1” width and Preview



### Links to free online Word tutorials

Microsoft Office Word 2003 online courses (30 with ratings and #views)

<http://office.microsoft.com/en-us/training/CR061958171033.aspx>

Queens Public Library Word Tutorials page (Basic to Special topics lessons)

[http://www.queenslibrary.org/index.aspx?page\\_nm=Word+Tutorials](http://www.queenslibrary.org/index.aspx?page_nm=Word+Tutorials)