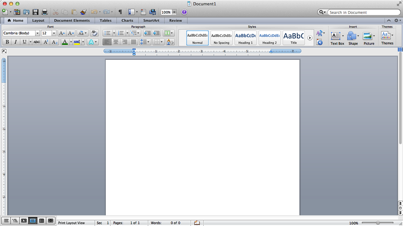
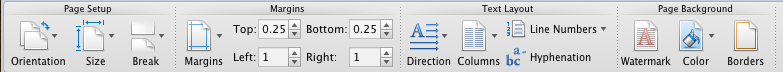
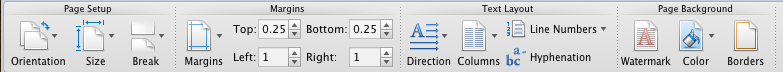
Follow to learn Word Chapter 3

# Open Spelling

* 1. Path HandInOut\C-Nielsen\Hand-Out\CTech\Word\03-Spelling
  2. Save as My Documents\CTech\Word\03-Lesson

1. View – different ways to see your document
   1. Focus View – shows the pages side to side; like you would view a book
      1. WordScreenViewClick Focus View
         1. Click Close
   2. Publishing – Allows you to create desktop publishing documents
   3. Notebook – Allows you to create outlines, like you were writing in a notebook
   4. Outline – shows how the document would appear if setup as an outline
      1. Click Outline
   5. Draft – shows the basic document without any additions (graphics, footer, etc.)
      1. Click Draft
   6. Print Layout – shows the document exactly as it will print
      1. Click Print Layout
2. Zoom – increases or decreases the text size on the monitor
   1. Decrease the Zoom to 30%
      1. Drag the marker to the left until 30% is showing
   2. Increase the Zoom to 500%
      1. Drag the marker all the way to the right
   3. Change the Zoom back to 100%
      1. Drag the market to the midpoint line
   4. Also on QAT, between help and media buttons
      1. These are preset #’s

# Margins – unprinted space on the page; default is 1” for all (top/bottom and left/right)

* 1. Click Margin on the Layout Tab, Margins Group
     1. Click Wide and see the change in the document
  2. Click Margin on the Layout Tab, Margins Group
     1. Click Narrow and see the change in the document
  3. Click in the Top Marin box on the Layout Tab, Margins Group
     1. Change the Top Margin to 0.8”
     2. Change the Bottom Margin to 0.8”
     3. Change the Left Margin to 0.75”
     4. Change the Right Margin to 0.75”

1. Orientation – the direction the text prints on the page
   1. Click Orientation on the Layout Tab, Page Setup Group
      1. Click Landscape

# Vertically (⇳) Centering on Page – moves the text to the middle of the page (top to bottom)

* 1. Format Menu, Document
     1. Change the tab to Layout
        1. Vertical Alignment (Middle Left Side)
           1. Change to Center

Click OK

# Checking Spelling and Grammar – identifies the spelling and grammatical errors in a document

* 1. Using Automatic Spell Checking
     1. Point at the word “sentnce” and right click the mouse
        1. Click the correct choice
  2. Using the Spelling and Grammar Check
     1. Click Spelling & Grammar in the Tools Menu (or F7)
        1. Change all of the mistakes
     2. At the message “Spelling and Grammar is complete”
        1. Click OK

# Thesaurus – finds synonyms (words that mean the same)

* 1. Using the Research Task Pane (Shift + F7)
     1. Put cursor inside “checks”
        1. Tools Menu, Thesaurus
           1. The Task Pane appears on the Right side of the monitor
           2. Under Meanings, Click on Inspections

Choose a synonym

Click Insert

* + - 1. Close the Research Task Pane
         1. Fix the grammar
  1. Using the Automatic Thesaurus
     1. Point at the word “sentence” and right click the mouse
        1. Click Synonyms
           1. Click “decree”

# Proofreading

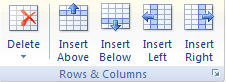
* 1. Is this perfect now that we are finished?
     1. Fix the Errors
     2. Press Cmnd + End

# 02-Tables GroupTable – Consists of columns and rows for creating data

# Click on the Tables Tab

# Click “New” (Left side of Ribbon)

# Drag to 3 x 5 (3 columns and 5 rows) and click the left mouse button

* 1. Type the following text
     1. 1st Row – 1st Column – Grade Report
     2. 2nd Row – 1st Column – 1st/3rd Term
     3. 3rd Row – 2nd Column – Earned
     4. 3rd Row – 3rd Column – Possible
     5. 4th Row – 1st Column – Chapter 1
     6. Table Tools Bar5th Row – 1st Column – Chapter 2

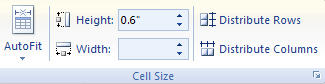
# Add a Column – adding an additional column to the table

* 1. Put cursor in the last column (Possible)
     1. Click Table Layout (Purple) on the Tab Bar
        1. Click Right, on the Table Layout Tab, Rows & Columns Group
           1. Type “Grade” in the 3rd Row – 4th Column

# Edit text – making changes to the appearance of the words

* 1. Select the table by clicking the table box in the upper left corner (Click & Drag all cells)
     1. Change to the font to 18-point Hobo Std
  2. Point at the top line of the 1st column
     1. Get the down pointing arrow and click the left mouse button - Column is selected
        1. Click Bold

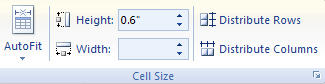
# Automatically fit cells contents – makes the column as wide as the text

* 1. Select the table
     1. Click Auto Fit on the Table Tools Layout Tab, Cell Size
        1. Click Auto Fit Contents

# 02-Rows & Columns GroupAdd a Row – adds an additional row to the table

* 1. Put cursor in the last row (Chapter 2)
     1. Click Below on the Table Layout Tab, Rows & Columns Group
        1. Type “Chapter 3” in the 6th Row – 1st Column
  2. Put cursor in the 6th Row – 4th Column
     1. Press Tab
        1. Type “Chapter 4” in the 7h Row – 1st Column
  3. Add rows for “Chapter 5” and “Chapter 6”

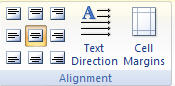
# Change the Row Height – makes the rows bigger

* 1. Select all rows in the 2nd Column
     1. Click in the Height box on the Table Tools Layout Tab, Cell Size Group
        1. Type 0.6 and click outside Column 2

# 02-Rows & Columns GroupDelete a Row – removes a row from a table

* 1. Put cursor in the row for Chapter 6
     1. Click Delete on the Table Tools Layout Tab, Rows & Columns Group
        1. Click Delete Rows

# Change the Alignment – adjusts the placement of the table or cell text left to right

* 1. Table Alignment
     1. Select the table
        1. Click Center on the Home Tab, Paragraph Group (Press Cmnd + E)
  2. Cell Alignment
     1. Select all of Column 1
        1. Click Align Center on the Table Tools Layout Tab, Alignment Group
     2. Select all of Row 3
        1. Click Align Bottom Right on the Table Tools Layout Tab, Alignment Group

# 03-Merge GroupMerging Cells

* 1. Select all cells in Row 1 (Grade Report)
     1. Click Merge Cells on the Table Tools Layout Tab, Alignment Group
     2. Repeat for Row 2

1. Name Requirement
   1. Click Footer, on the Insert Tab, Header & Footer Group.
      1. Click Blank (Three Columns).
         1. Column 1- Click on [Type text] and Key Your First and Last Name
         2. Column 2 – Click on [Type text] and Key Your Period
         3. Column3 – Click on [Type text] and Key “03-L”
         4. Change the Font of the Footer to 15-point Whatever Font You Chose
      2. Click the Header & Footer Tools on the Title Bar
      3. Click Close Header & Footer, on the Header & Footer Design, Close Group

# Save again, print, and close. (Press Cmnd + F4)

