

## Continuing Education -- WORD ver 2007

Session No # 2  
File: CE-Word-2.doc

Date: March 16, 2011  
Tom Gerfen, CSIS Professor

Class Notes:

Class WEB Address ( URL) <http://infotwg.com>

The Class

Future Class meetings March 23, March 30, 2011

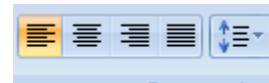
Terms:

Review last week's class

### Tonights Topics

Formatting Documents'

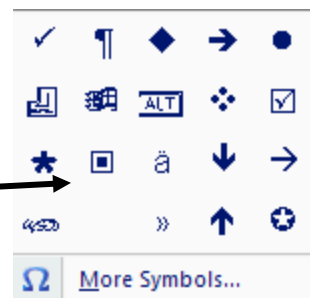
- Left
- Center
- Right
- Full Justification



- Page Numbers
- Drop Cap options

**L**orem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

- Quick Access Toolbar QAT
- Footnotes
- Tables
- **Saving files**
- Symbols'
- Shapes
- Envelops (Addressing & Printing)
- Labels
- WordArt



# Word Art

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**Class Notes:**

Introduction to WORD (Ver 2007)

Term & definitions

**What is/are a:**

- Characters / Symbols    A E I O U    {} [] ?-+ @    ! .? :
- Word
- Line
- Sentence
- Paragraph
- Page
- Document
  - Name
- File
  - Type

.doc  
.docx  
.pdf

Word layout

Orientation

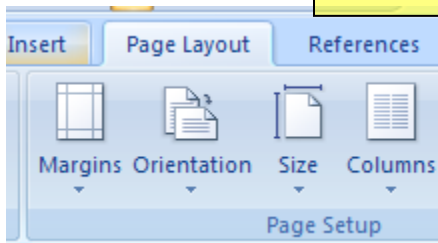
Margins

L R      T B

Header

Footer

Page Layout

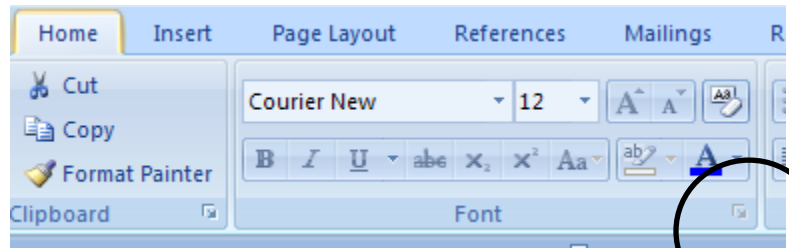


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Class Notes:



*Font Effect*

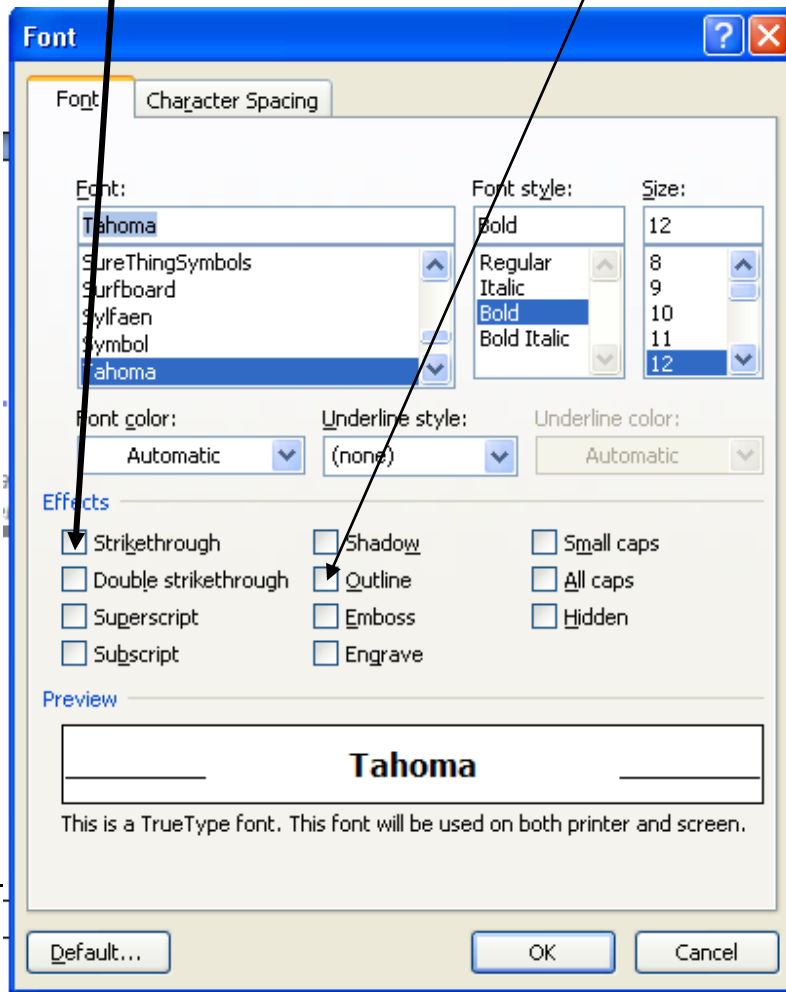
**Strikethrough**  
**Double strikethrough**  
**Superscript**  
**Subscript**

**Outline**

*Result*

**No turning back**  
~~**Caution - Hot**~~  
**The mountain is** <sup>high</sup>  
**The pool is** <sub>deep</sub>

This is outline font



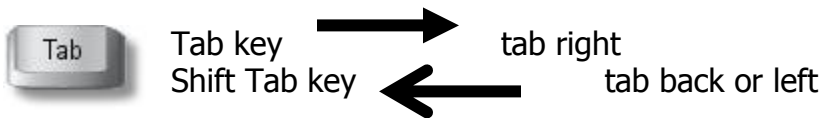
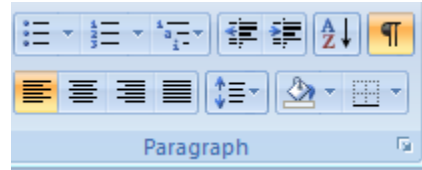
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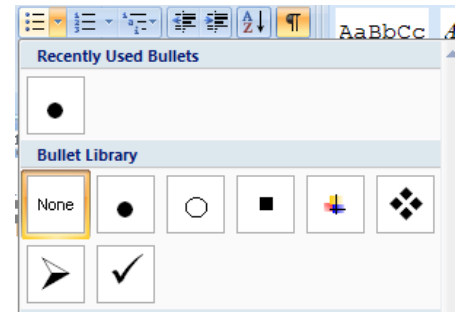
**Class Notes:**

**Adding Bulleted and Numbered List**  
What are Bulleted and Number  
Home | Paragraph



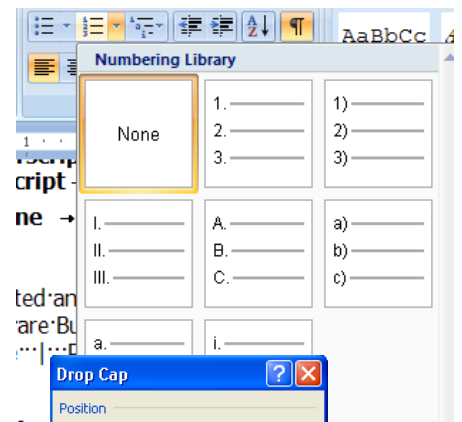
**Bulleted**

- Nklsdf ose kjfkjdf;aldsk
- Kklkdk akdfjklfdlksdfklsad f;l
- Dkjfkleir kdjfs sieri kksliorew kl



**Number**

1. Jkds dlkf skdljfoeiwi
2. Pdkfkd klkl kldfksdieuri kj kdf uyuu twerwt
3. Quer djh jk auieyu weukjhd
4. Seryuierwuiwojdhf dsjks
  - Ksdjfkldjfkldjklf slkdf
  - Dskf lksdf lksdf salk;
5. JKjkd fk kdjfkjir iewkjdf

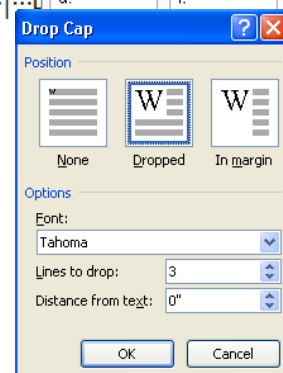
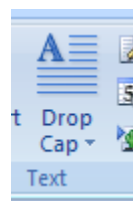
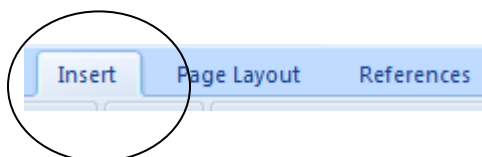


**Symbols**



**Drop Caps**

What are Drop Caps  
Insert | Drop Cap ...



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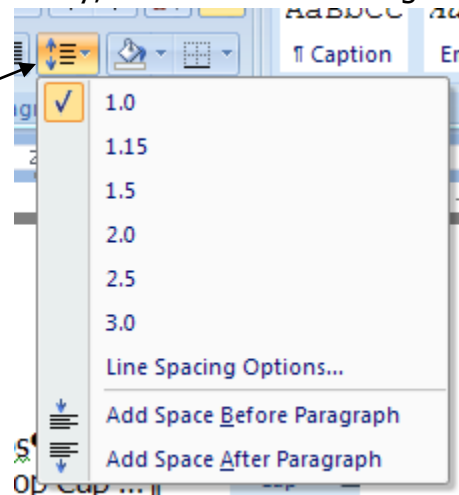
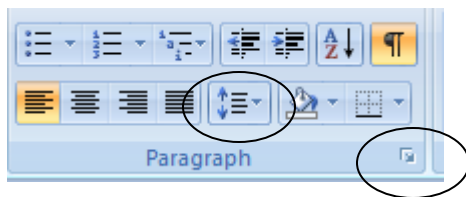
# Drop Caps

**I**t is believed he will give the initiative \$1bn over five years, arguing that nuclear propulsion represents an essential technology for the manned and unmanned exploration of space. Supporters say nuclear power could change the nature of space exploration, but add that it will take many years and significant resources to develop.

**J**im Garvin, Nasa's lead scientist for Mars Exploration, told BBC News Online that the space agency was very committed to "pursuing a vision in which access to unexplored territories in the Universe is possible" and that included "technology to open up new vistas and approaches". Central to this new approach is the agency's Nuclear Systems Initiative (NSI) which was launched last year following comments made by Nasa's chief, Sean O'Keefe, that nuclear propulsion was the only way to explore deep space and send astronauts to Mars. The technology was studied in the 1950s and 1960s in initiatives such as Project Orion, but it was subsequently neglected, partly for political (1963 nuclear test-ban treaty) and financial reasons.

**H**owever, a space advocacy group, the Planetary Society, has said: "In the long run, nuclear power and propulsion will likely be needed for missions to carry humans to Mars and back." Now id kj kfk ffkjeir kjfksj dfkjsd iwerw erkj kdfier uiwrk djfkjiw eieri kdjfkjkfi;. H kldfkio eir iwe rjiwwi k;askdj fieui weld ksdk ks dsj jkllsdfeu ruuks djsfhjkssdi jsdfj skjfjjd uiweru

Spacing



## Continuing Education -- WORD ver 2007

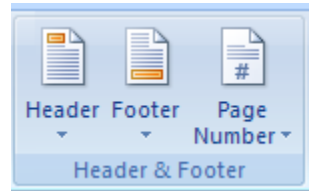
Session No # 2  
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**Class Notes:**

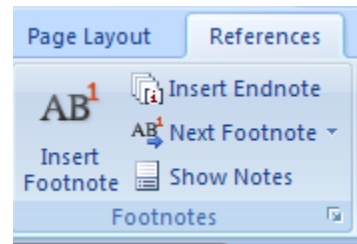
Header & Footer area      Insert ribbon

Page Numbers                      (Insert tab )

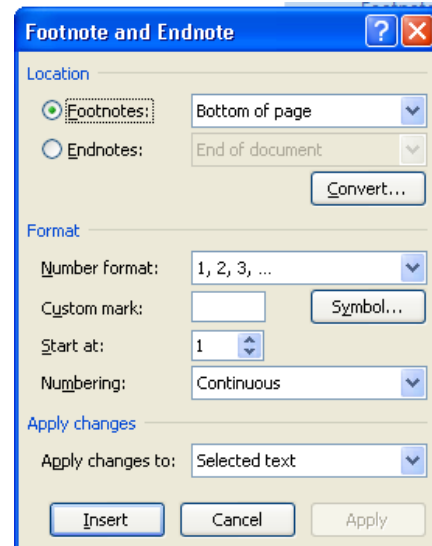


Insert a Footnote  
Endnotes

References tab/ribbon



On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, <sup>1</sup> cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.




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<sup>1</sup> This is a foot note

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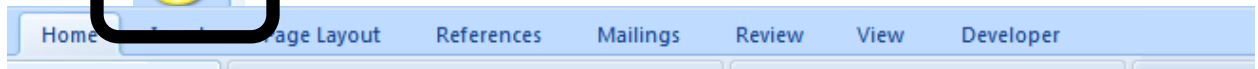
Class Notes:

## Word

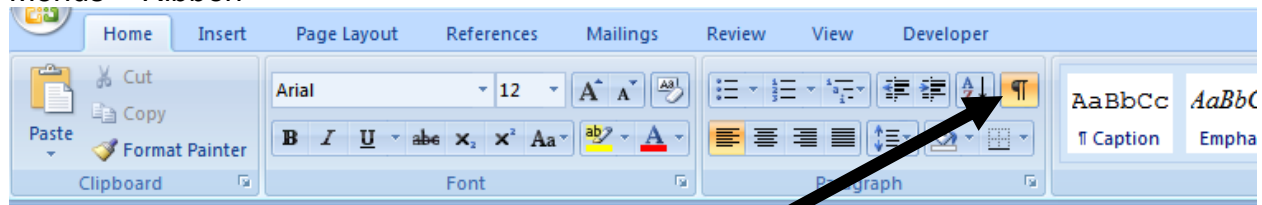
Office Button



Menus



Menus Ribbon

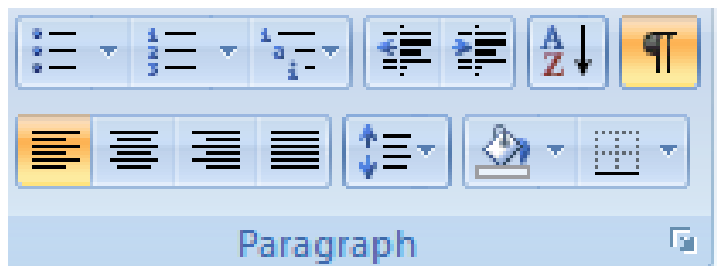


Show / Hide Marks



Paragraph Options

Left  
Center  
Right  
Justify (Full)

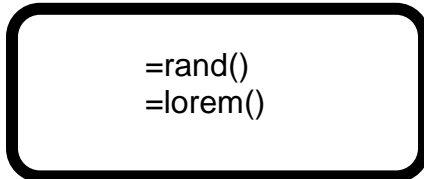


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Class Notes:



Lorem Ipsum

or

```
=rand(#p, #L )  
#p number of paragraphs  
#L number of lines +++
```

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

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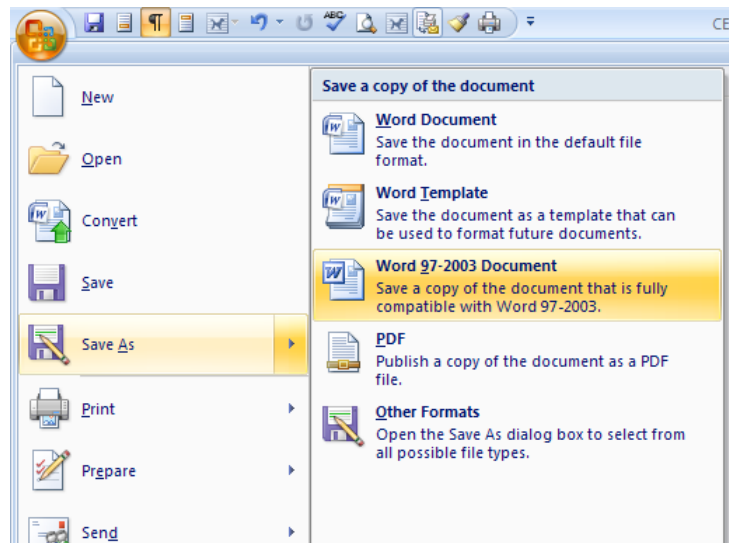
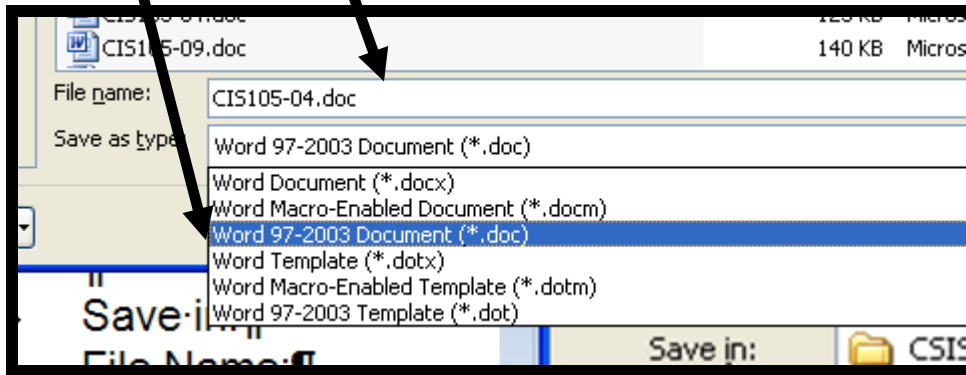
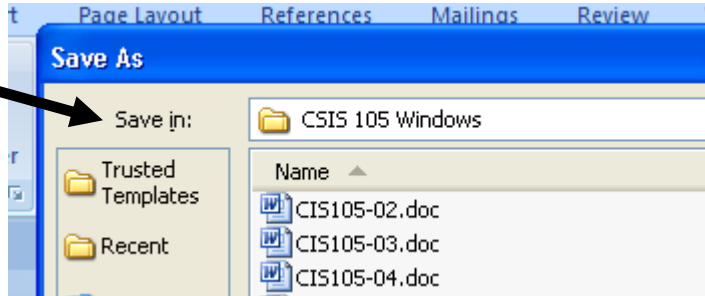
#### Saving the document / file

Save the document / file

Save in:

File Name:

File type:



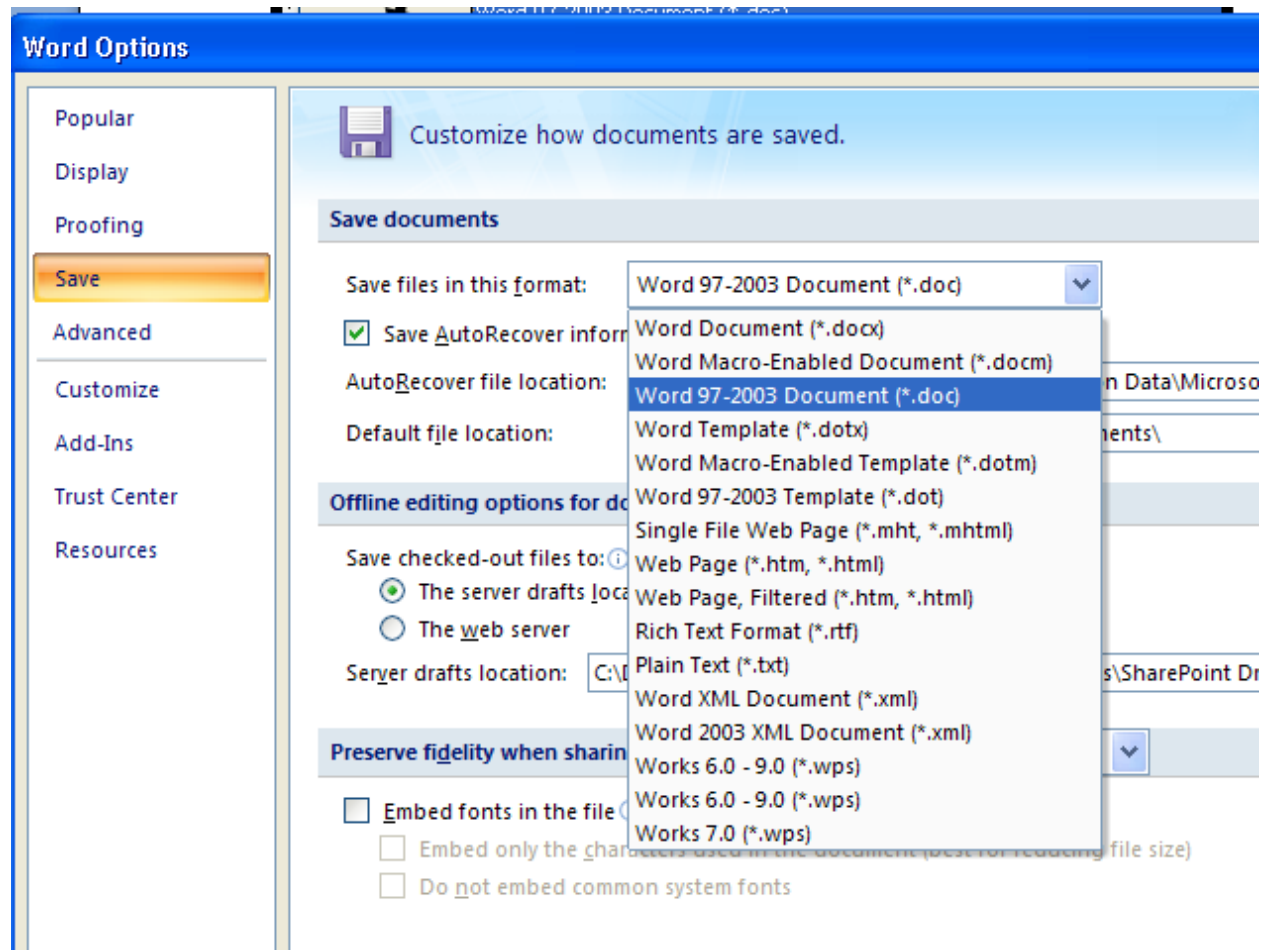
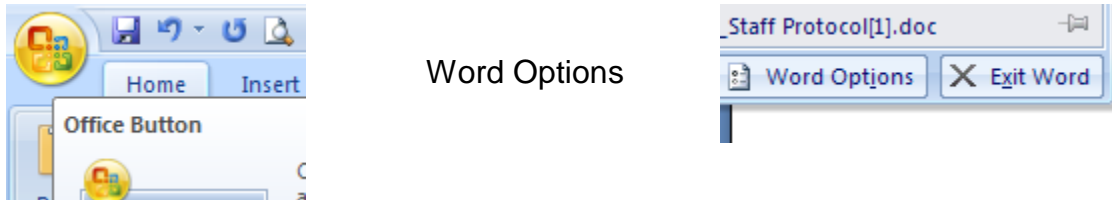
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Class Notes:

### To customize how word documents are saved

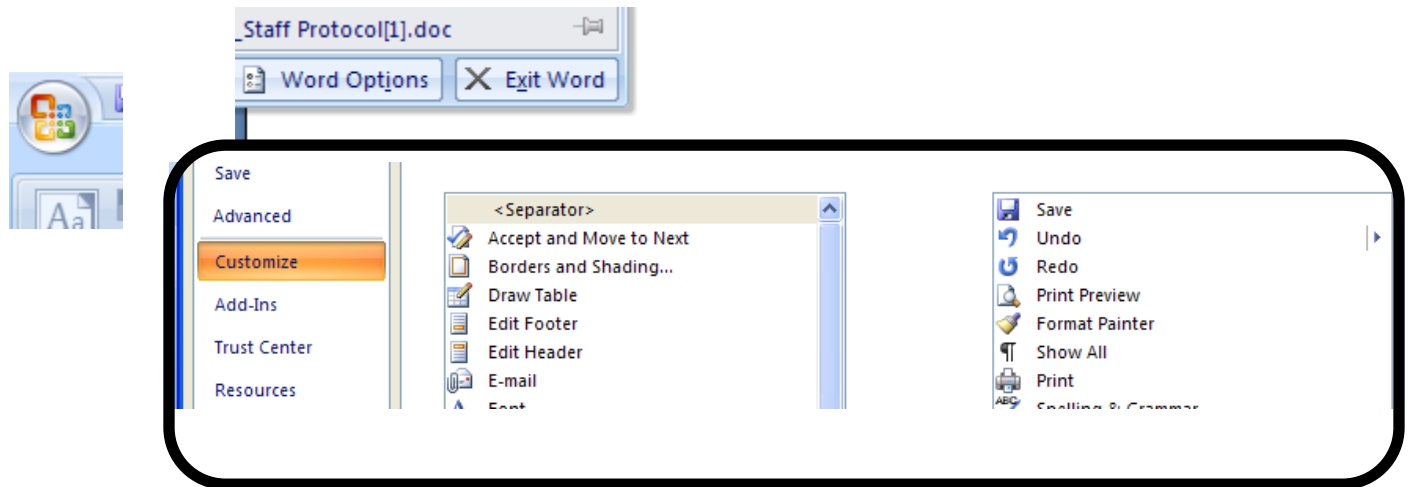


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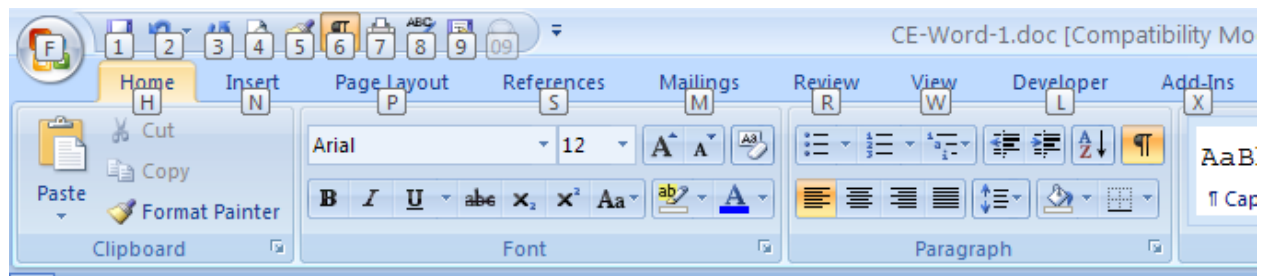
Class Notes:



**Q A T** What is the Quick Access Toolbar



Alt key



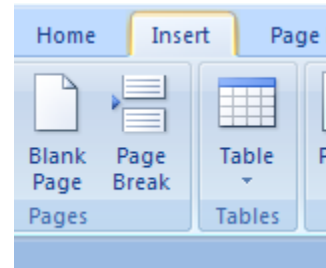
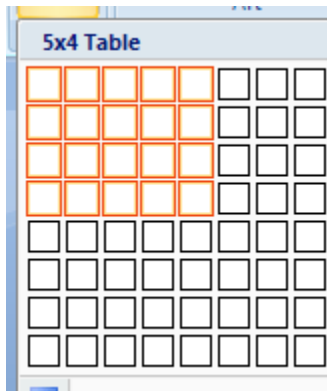
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Class Notes:

### Tables



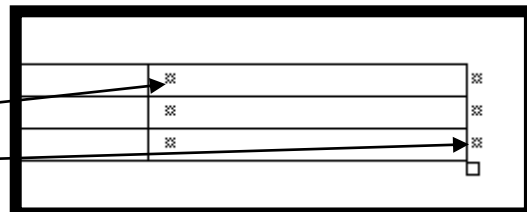
### Creating a Table

Column and Rows  
Inserting and deleting tables

Formatting Tables


Rows  
Column

End-of-cell marker  
End-of-row markers



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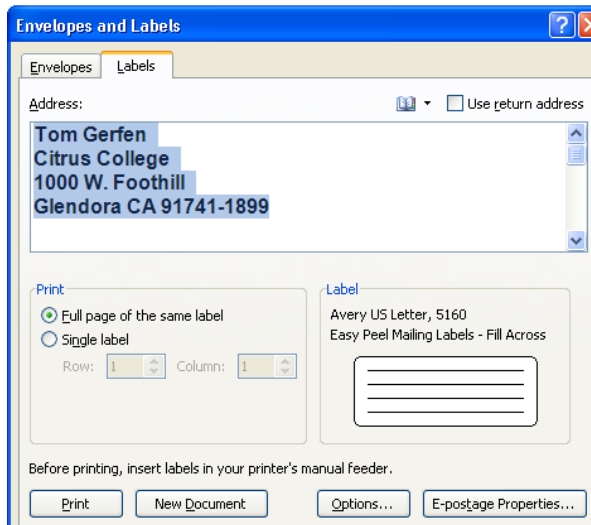
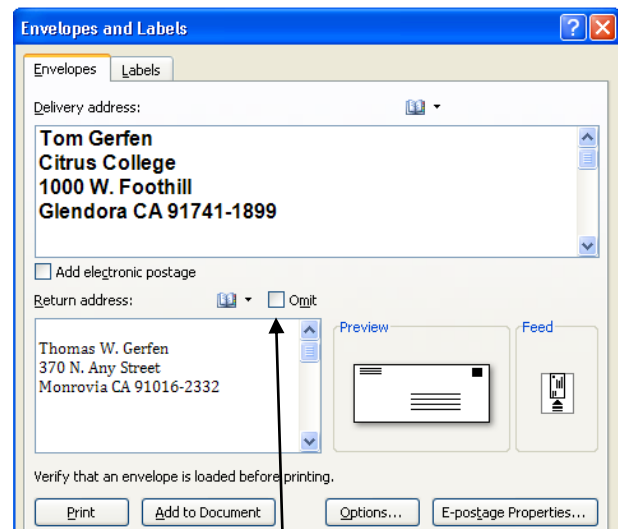
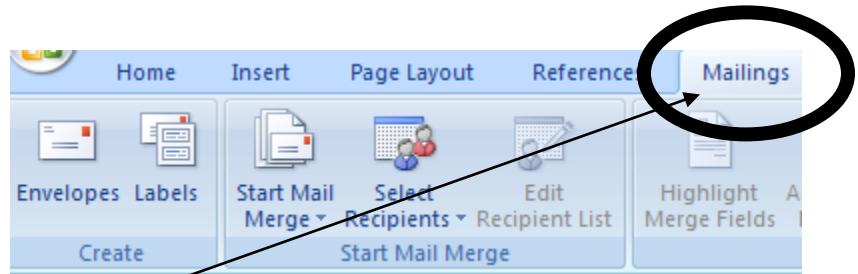
### Class Notes:

Envelopes & Labels

Type an address

**Tom Gerfen**  
**Citrus College**  
**1000 W. Foothill**  
**Glendora CA 91741-1899**

Mailings -- Tab



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Class Notes:

### Control Keys

CTRL + A	_____
CTRL + C	_____
CTRL + V	_____
CTRL + P	_____
CTRL + X	_____
CTRL + B	_____
CTRL + I	_____
CTRL + U	_____
CTRL + S	_____
CTRL + Z	_____
CTRL + Y	_____

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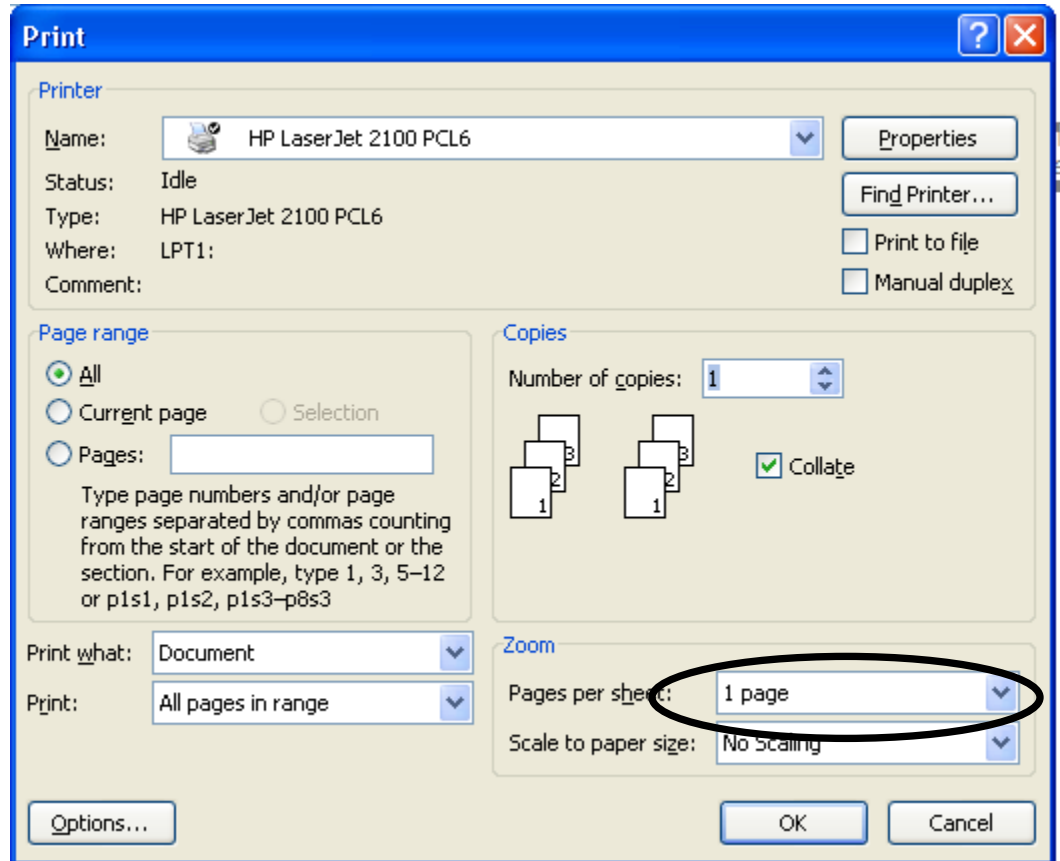
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Class Notes:

Printing

**CTRL + P**



March 2011

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	10
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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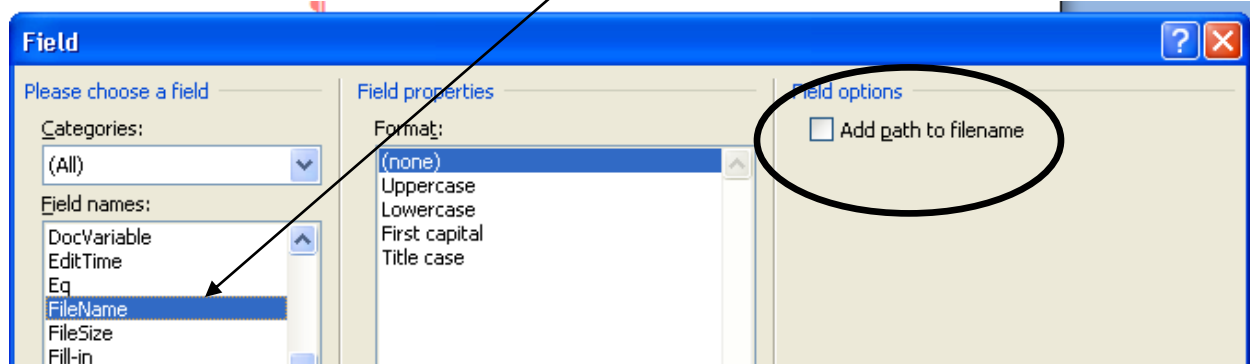
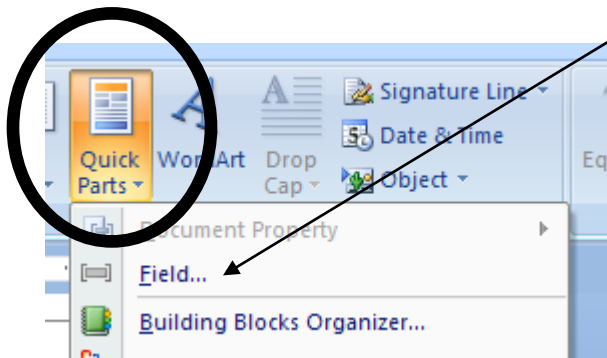
File names in the document as a "FIELD"

Like this **c:\csis\CommEd classes\ce-word-2.doc**

- ❖ Must have saved the document first
- ❖ Have your cursor at the point you want to insert the field

### Insert

**Text** | **Quick Parts** - pull down | - **Field** select option | - **File name**



*c:\csis\commed classes - word\ce-word-2.doc*