

## Continuing Education -- WORD ver 2007

Session No # 3  
File: CE-Word-3-extra.doc

Date: March 23<sup>rd</sup>, 2011  
Tom Gerfen, CSIS Professor

Class Notes:

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

# Extra

## Special

1 2 3 enter

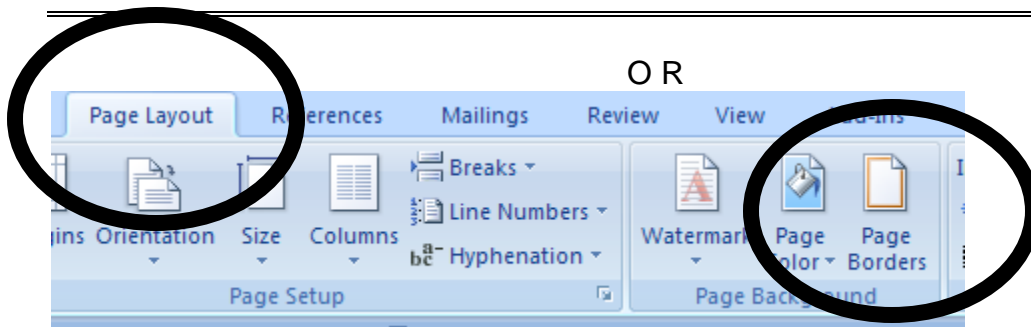
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OR

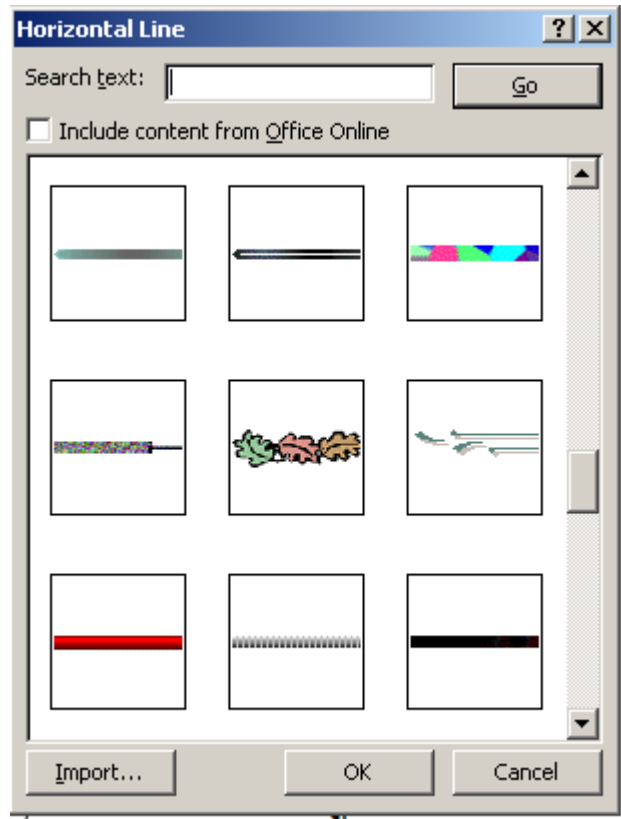
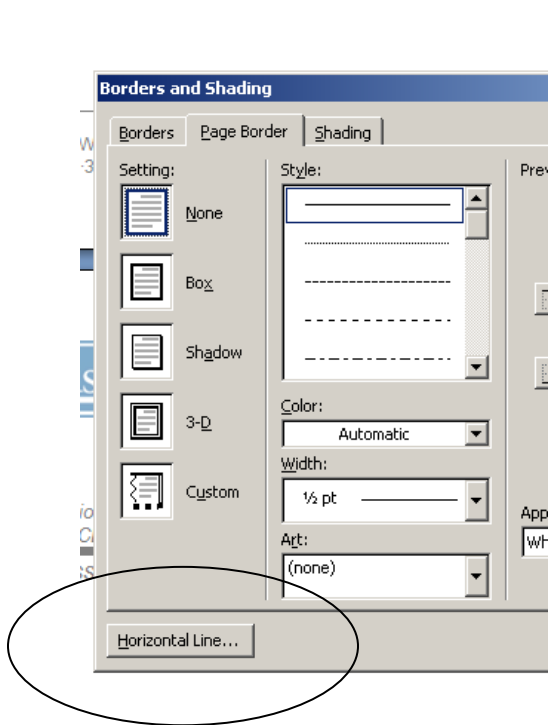


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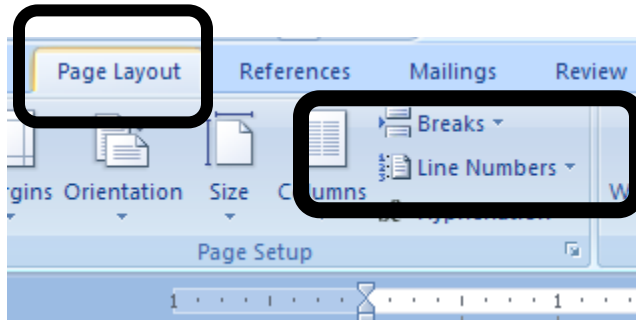


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### Class Notes:



106 ¶  
 107 ¶  
 108 ¶  
 109 On the Insert tab, the galleries include items that are designed to coordinate with  
 110 overall look of your document. You can use these galleries to insert tables, headers,  
 111 footers, lists, cover pages, and other document building blocks. When you create  
 112 pictures, charts, or diagrams, they also coordinate with your current document  
 113 look. You can easily change the formatting of selected text in the document text by  
 114 choosing a look for the selected text from the Quick Styles gallery on the Home tab. You  
 115 can also format text directly by using the other controls on the Home tab. ¶  
 116 ¶  
 117 Most controls offer a choice of using the look from the current theme or using a  
 118 look that you specify directly. To change the overall look of your document, choose  
 119 a theme element on the Page Layout tab. To change the looks available in the  
 120 Style gallery, use the Change Current Quick Style Set command. Both the Theme  
 121 gallery and the Quick Styles gallery provide reset commands so that you can  
 122 restore the look of your document to the original contained in your current template.  
 123 On the Insert tab, the galleries include items that are designed to coordinate with the  
 124 overall look of your document. ¶  
 125 ¶  
 126 You can use these galleries to insert tables, headers, footers, lists, cover page  
 127 and other document building blocks. When you create pictures, charts, or diagrams,  
 128 they also coordinate with your current document look. You can easily change the fo  
 129 of selected text in the document text by choosing a look for the selected text fr

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Class Notes:

Lines and Shading

(Notes #3 Page 13 – 14)

Outside Borders and Shading

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.

WEB address for news

<http://news.myway.com/>

<http://news.google.com/>

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Class Notes:

### Find and Replace



+ F

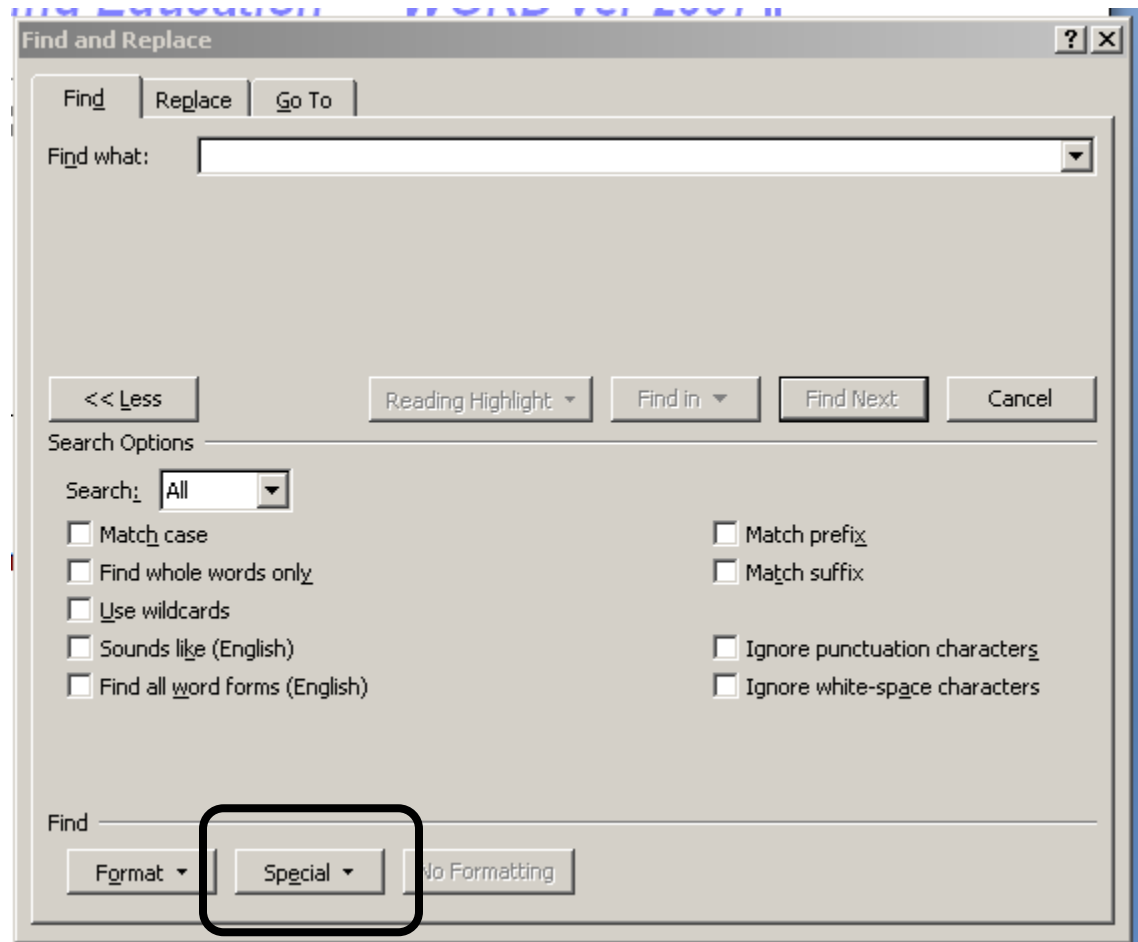
Find



+ H

Find & Replace

### Options



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