

Continuing Education -- WORD ver 2007

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

Date: March 23rd, 2011
Tom Gerfen, CSIS Professor

Class Notes:

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

About the Class

- ❖ Last Class meetings March 30th, 2011
- ❖ Class Evaluation

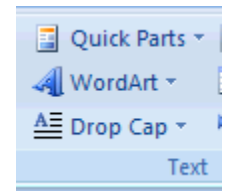
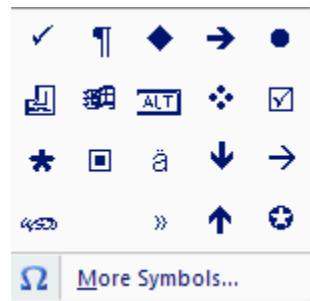
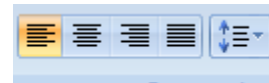
Terms:

Review last week's class

Tonight


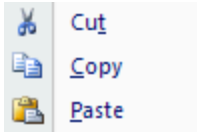
Formatting Documents'

- Left Right
- Center Full Justification
- Page Numbers.....3
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- Saving files.....6
- Symbols'
- Shapes
- Envelops Labels10
- WordArt
- Lines & Shading.....13



Word Art

Highlight text (first)

Copy		+ C	Right mouse click
Past		+ V	
Cut		+ X	

Also Right mouse click

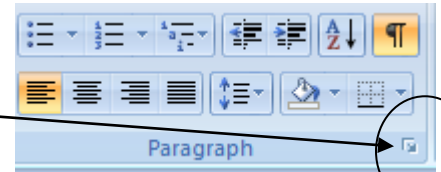
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Class Notes:

Font (pull down arrow)



Font Effect

Result

Strikethrough

No turning back

Double strikethrough

~~~~Caution: Hot~~~~

**Superscript**

The mountain is <sup>high</sup>

**Subscript**

The pool is <sub>deep</sub>

**Outline**

This is outline font

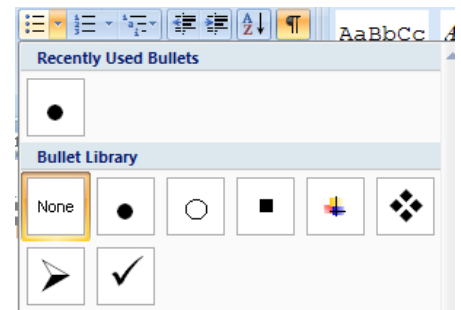
Adding Bulleted and Numbered List  
What are Bulleted and Number



Home | Paragraph then down arrow on type

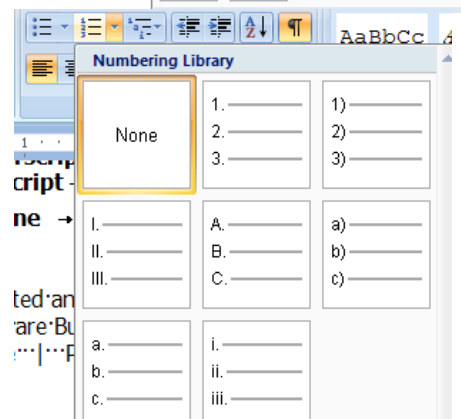
Bulleted

- Nklsdf ose kjfkjdf;aldsk
- Kklkdk akdfjklfdlksdfklsad f;l
- Dkjfklier 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



Tab to the right  
Shift Tab to the left

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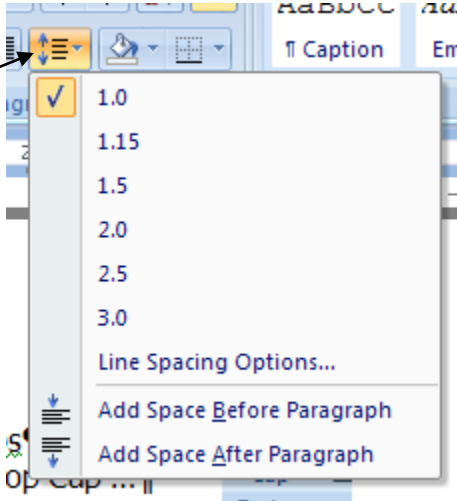
Date: March 23<sup>rd</sup>, 2011  
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**Class Notes:**

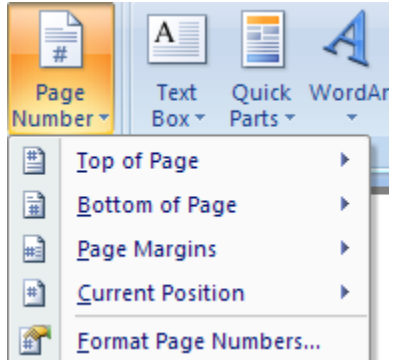
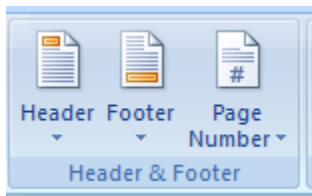
Symbols    

**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 ffkjier kjfksj dfkjsd iwerw erkj kdfier uiwrk djfkjiw eieri kdjfkjki;. H kldfkio eir iwe rjiwwi k;askdj fieui weld ksdks dsj jkllsdfeu ruuks djsfhjkssdi jsdfj skjfjdd uiweru

Spacing **Highlight text (first)**  
 CTRL + 1 Single spacing  
 CTRL + 2 Double spacing  
 CTRL + 5 Space and 1/2 spacing



Header & Footer area      Insert ribbon  
 Page Numbers              (Insert tab )



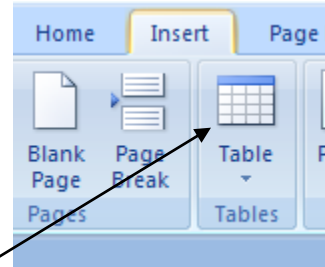
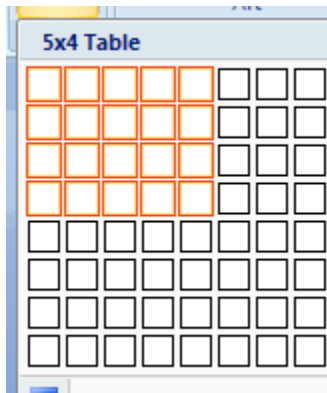
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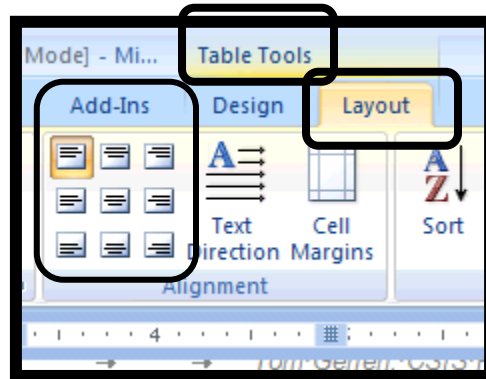
**Class Notes:**

### Tables



**Creating a Table**

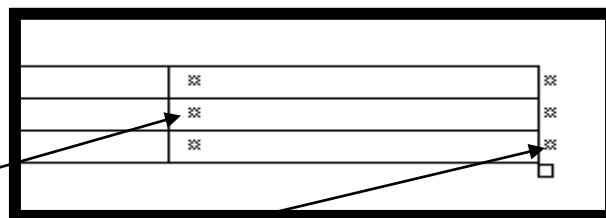
Column and Rows  
Inserting and deleting tables



### Formatting Tables

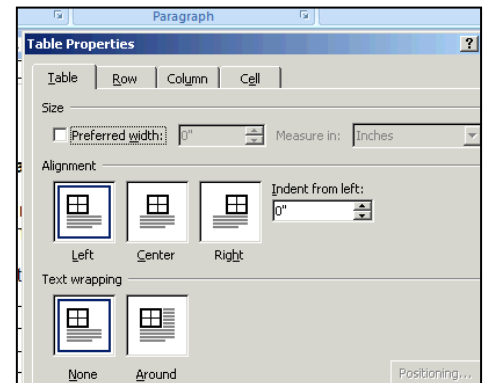
|  |    |  |  |
|--|----|--|--|
|  |    |  |  |
|  | XX |  |  |
|  |    |  |  |

Rows  
Column



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

**Right mouse click** in cell for properties



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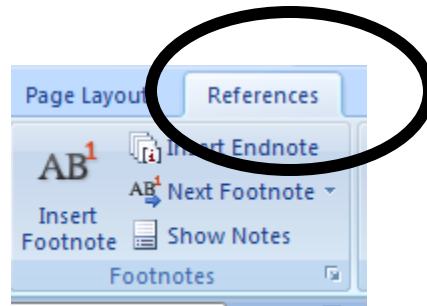
Session No # 3  
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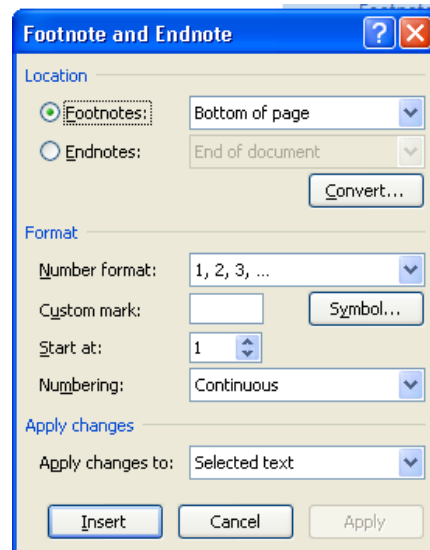
### Class Notes:

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.



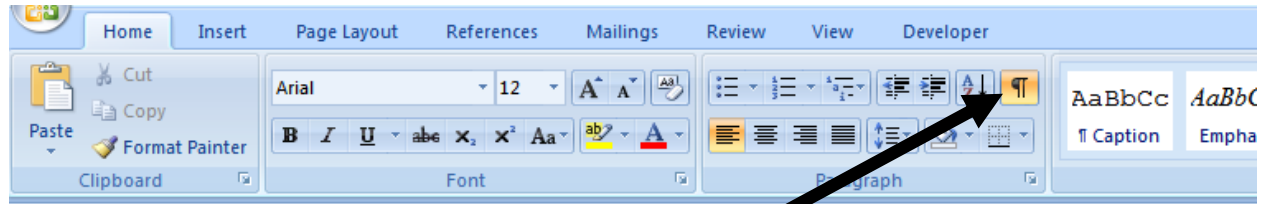
<sup>1</sup> This is a foot note

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### Class Notes:

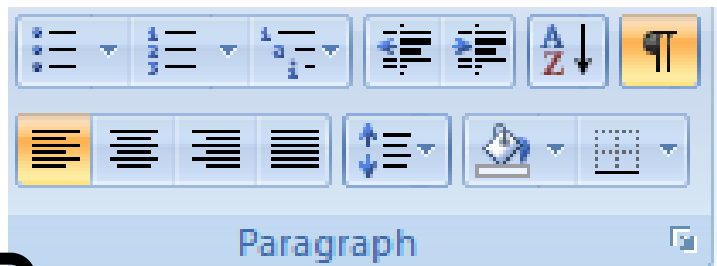


Show / Hide Marks



Paragraph Options

- Left
- Center
- Right
- Justify (Full)



=rand(5,7)

=Lorem()

**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. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede.

Suspendisse dapibus lorem pellentesque magna. Integer nulla.

Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum

Find & Replace   Ctrl + F   Replace   Ctrl + H  
Paragraph mark   ^p

also   ^v

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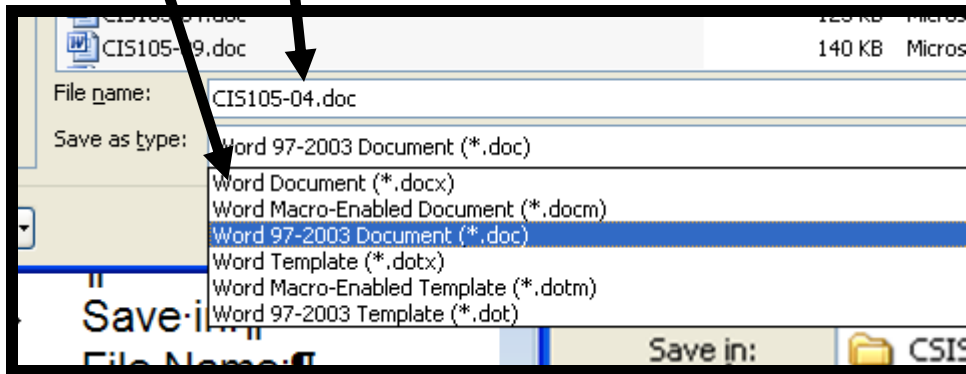
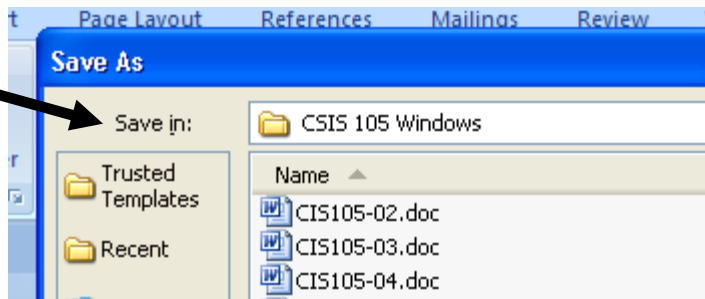
Date: March 23<sup>rd</sup>, 2011  
Tom Gerfen, CSIS Professor

**Class Notes:**

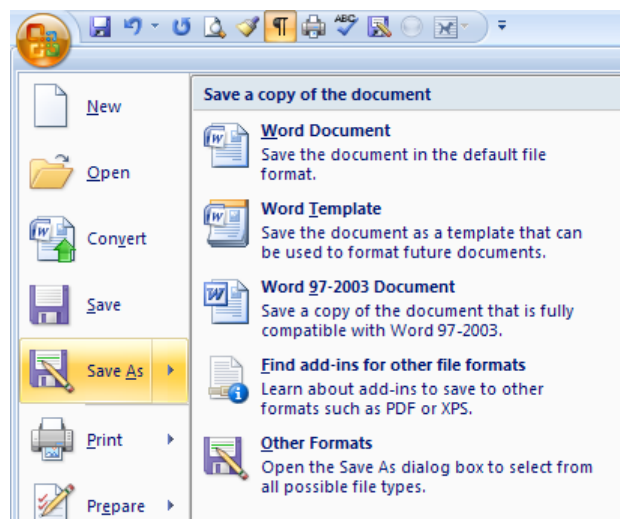
### Saving the document / file

Save the document / file

Save in:  
File Name:  
File type:



Office Button

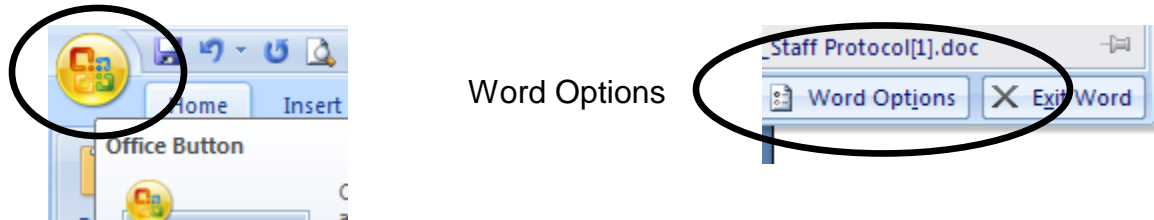


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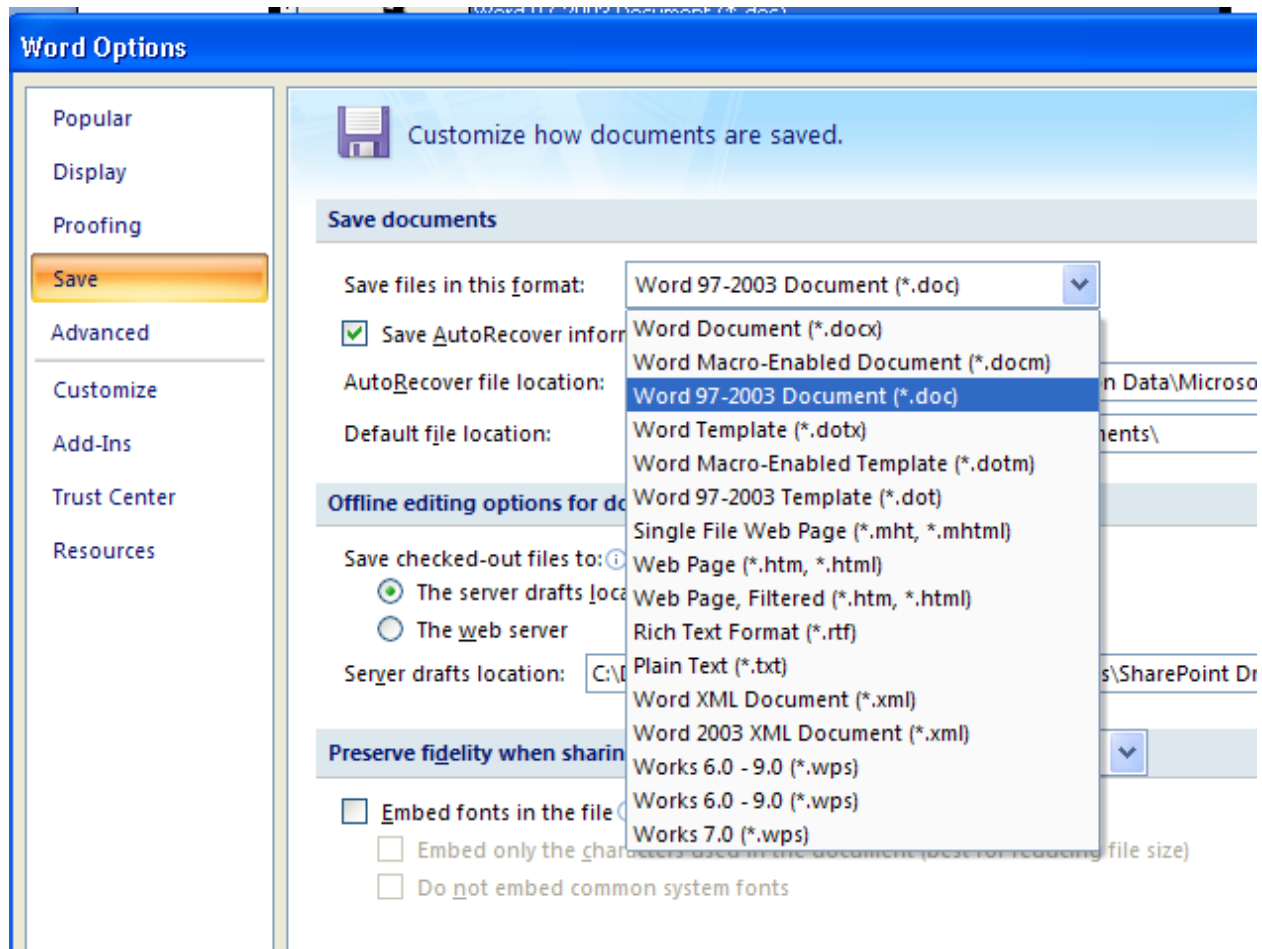
Session No # 3  
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Date: March 23<sup>rd</sup>, 2011  
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Class Notes:



To customize how word documents are saved





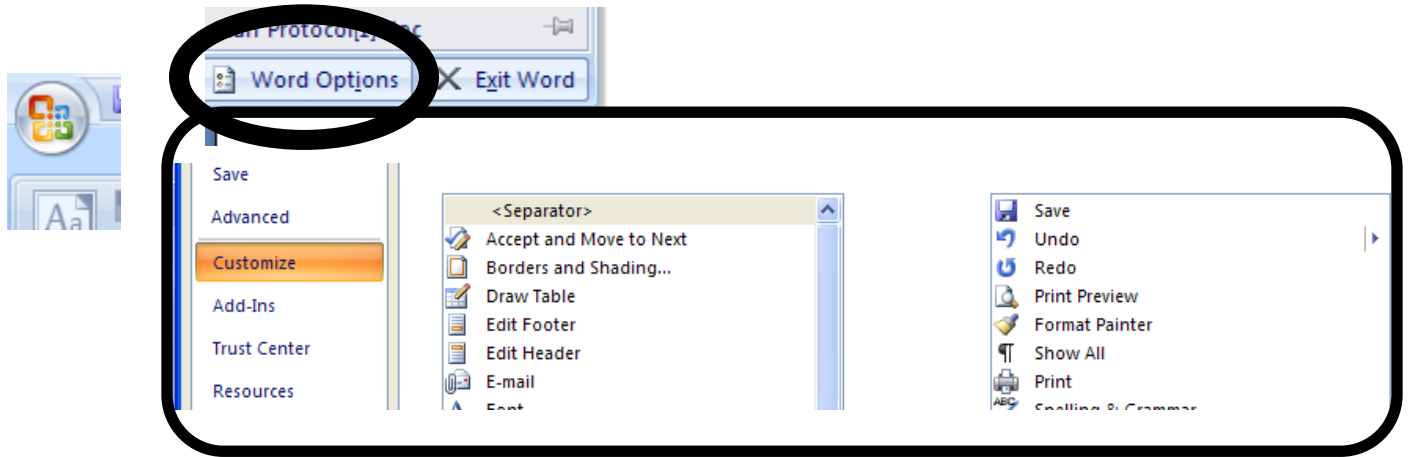
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Class Notes:

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



# Special

1 2 3 enter

---

###

\*\*\*

===

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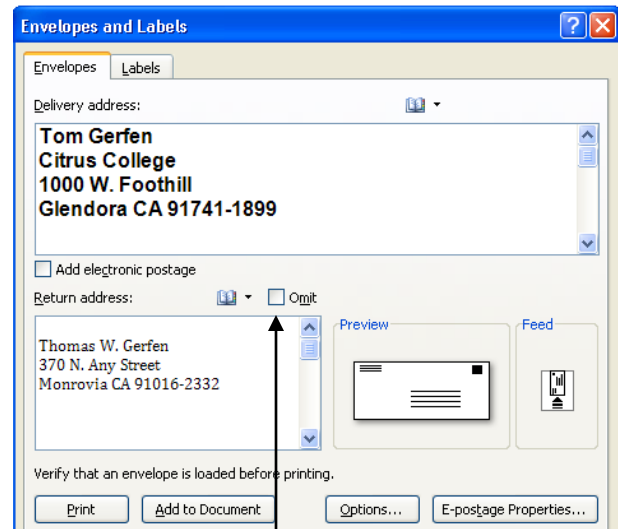
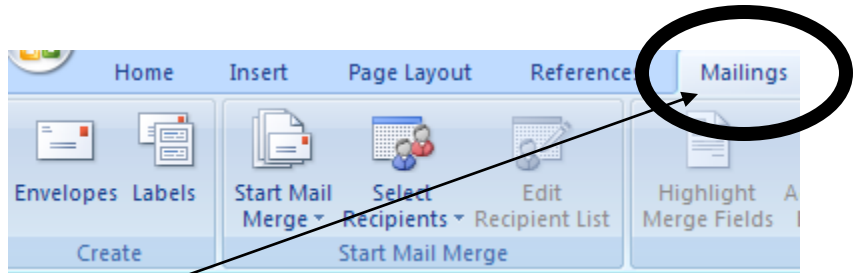
### Class Notes:

Envelopes & Labels

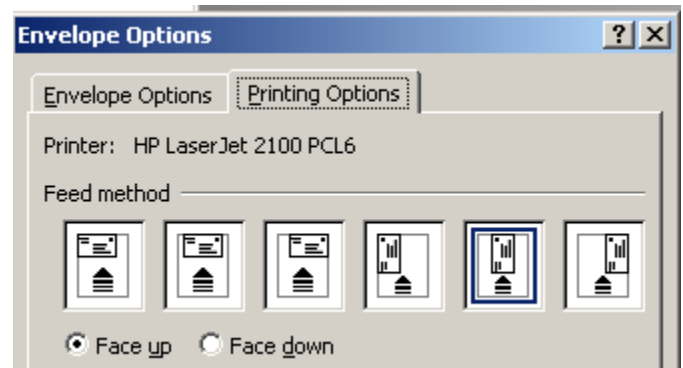
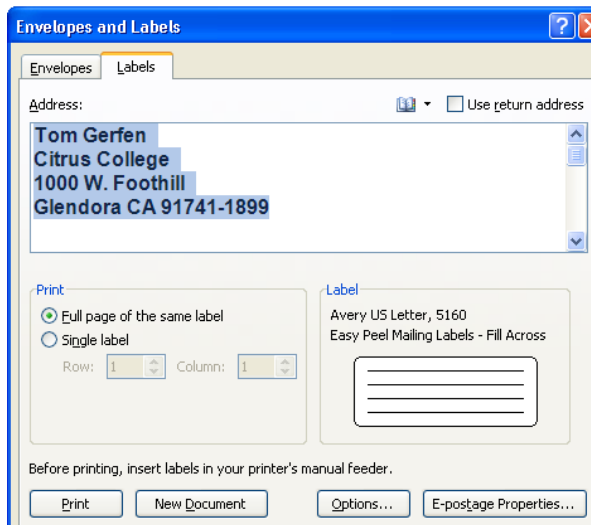
Type an address

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

Ribbon - Mailings



To print or NOT to print  
The return address



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### Class Notes:

File names in the document as a "FIELD"

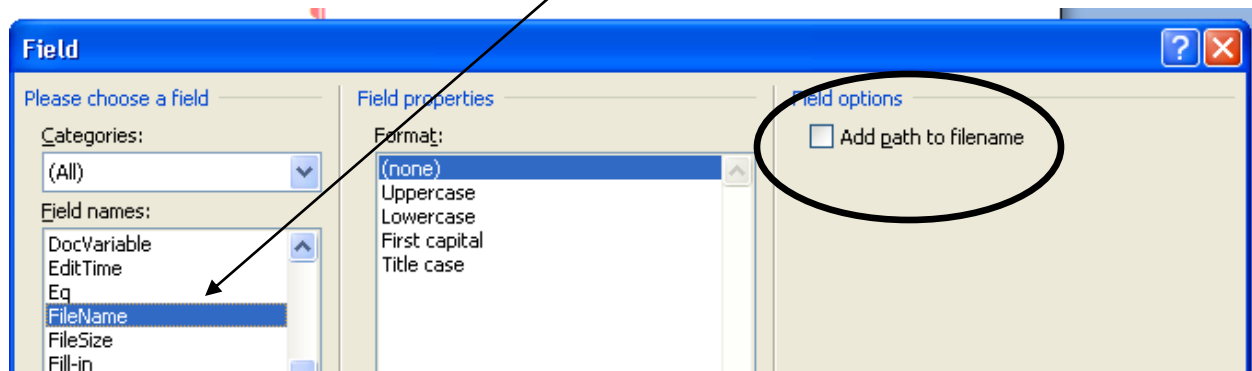
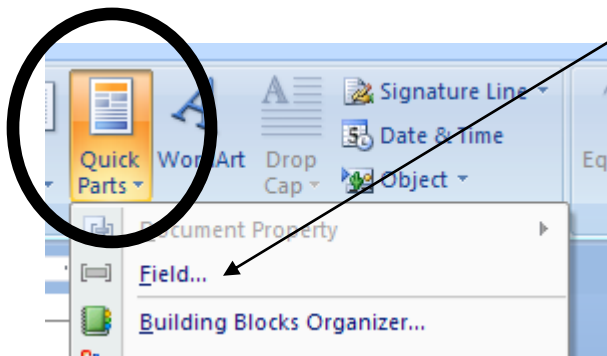
Like this

**c:\csis\CommEd classes\ce-word-3.doc**

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

### Insert

**Quick Parts** - pull down |- **Field Names...** select option |- **FileName**



**C: | CSIS | CommEd Classes - Word | CE-Word-3.doc**

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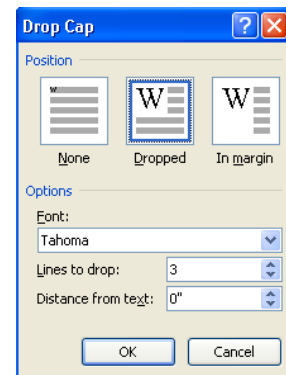
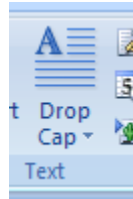
Date: March 23<sup>rd</sup>, 2011  
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### Class Notes:

Insert tab / text

#### Drop Caps

What are Drop Caps  
Insert | Drop Cap ...



**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.

**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.

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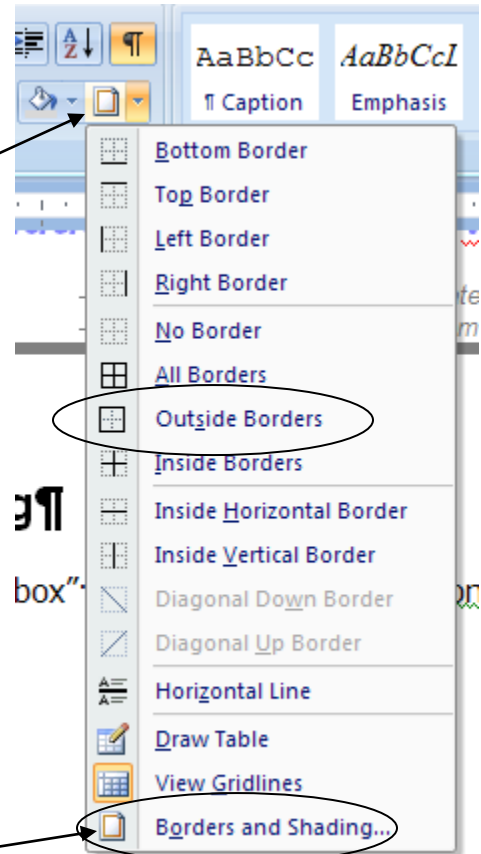
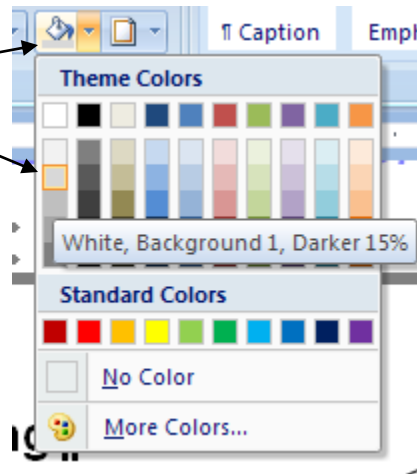
Home / paragraph

### Lines & Shading

**Highlight the area you want to "box" in.  
Plus one above and one below the lines.**

Home | Select Outside Borders

Color Themes  
Fill backgrounds



Recolor the Border & Shading for the PARAGRAPHIC

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, add an extra ¶ before the area and after ... 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

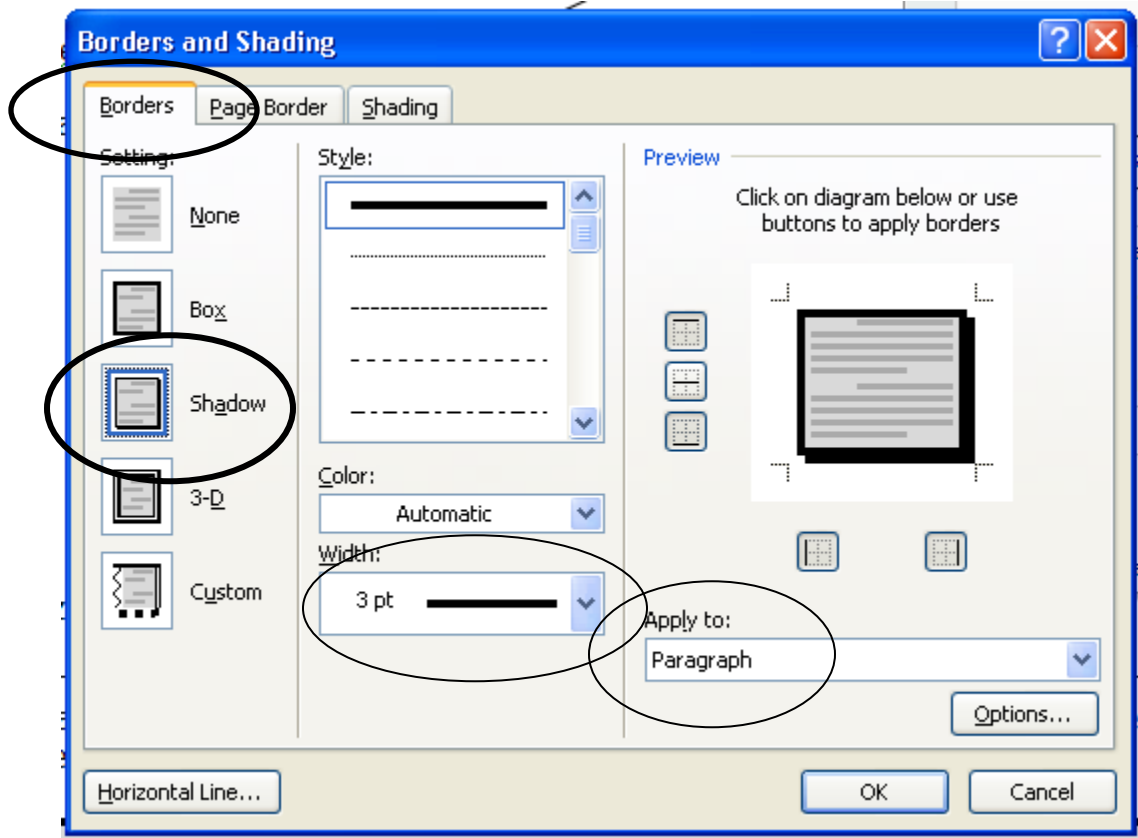
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Class Notes:

Recolor the Border & Shading for the PARAGRAPHIC



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Class Notes:

Review tab

The screenshot shows the Microsoft Word 2007 interface with the Review tab selected. The ribbon includes options for Spelling & Research, Thesaurus, Translate, Set Language, Word Count, New Comment, Delete, Previous, Next, Comments, Track Changes, Balloons, Show Markup, and Reviewing Pane. A dialog box titled "Spelling and Grammar: English (U.S.)" is open, displaying the text "Class WEB Address (-URL)....." and "http://citruscollege.edu/tgerfen.". The dialog box has a "Suggestions" list with "(URL)" selected and buttons for "Ignore Once", "Ignore Rule", "Next Sentence", "Change", "Explain...", "Options...", "Undo", and "Cancel". A "Research" task pane is also visible on the left, showing a search for "time" and a list of synonyms under "Thesaurus: English (U.S.)".

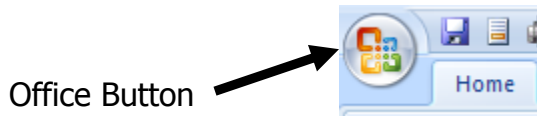
Thesaurus      Shift + F7

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Class Notes:



New - to open a "NEW DOCUMENT" format or get one

