Microsoft Word Day 3
Format Spaces

Objectives:

- Double space a paragraph
- Create a bulleted list
- To add a border
- To add shading
- Add Indents
- Insert and size picture from Online Pictures
- Insert a symbol
- Use Find and Replace
- Create a header and a footer
- Use Spell Check
- Use print preview

Activity:

The spaces around your text and images are very important to your document. Crowded lines are hard to read. Open space can draw the eye to the important parts of your text.

In this lesson you will learn to format the spaces that exist by default. Later you will learn how to manage the size of the spaces.

With Word you can create automatic lists that are numbered or that use a symbol at the left. You can color the background of the page or just part of it. You can surround areas with borders.

1. Open your Travel Flyer (you might already have it open)

2. Double Space (DS) a Paragraph

- Click anywhere in first paragraph lines (8-9)
- Select the **Home or Page Layout** tab (either one will work)
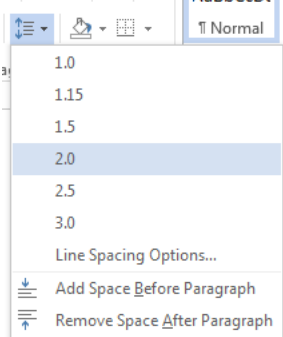- Click the **Small Dialog Box Launcher** for the Paragraph Group
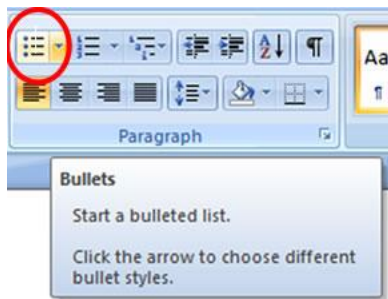
- Under **Line Spacing - Select Double**
- Click OK

- ** Note you do not have to have the paragraph highlighted to take effect
- You can also use your keyboard CTRL + 2

- You can also use the ⬍≡▾ Line Spacing Command in the Paragraph group.

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3. Create a bulleted list

- Select the lines with the list of trips
- Click on the ⬛ bullets in the Paragraph group
- You can change the style of bullets
  - Click the down arrow next to the bullets
  - **or Right click - Bullets**

- You can even customize it so your bullet is a picture if you want
  - Choose **Define New Bullet** at the bottom

- Select **Picture** then look through bullets and select one you would like
- Click **OK** on Picture Bullet menu
- Click **OK** on Define New Bullet menu

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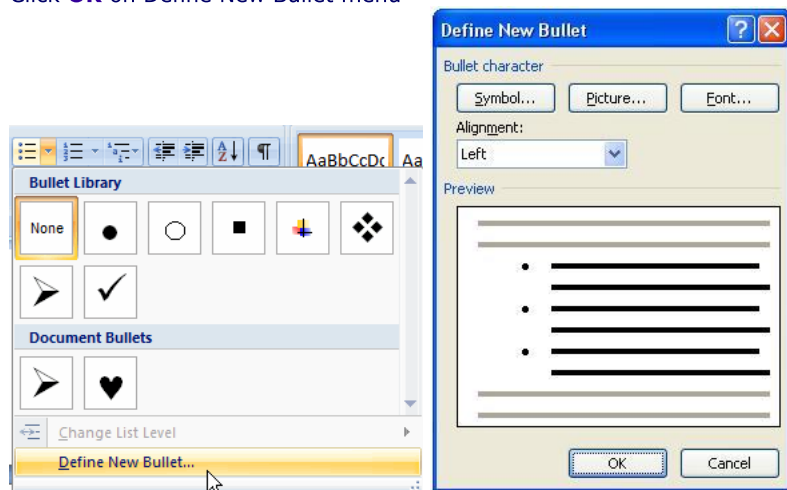
4. To add a border

- Select the lines with the list of trips
- Select the **Design, then Page Borders** within the Page Background group
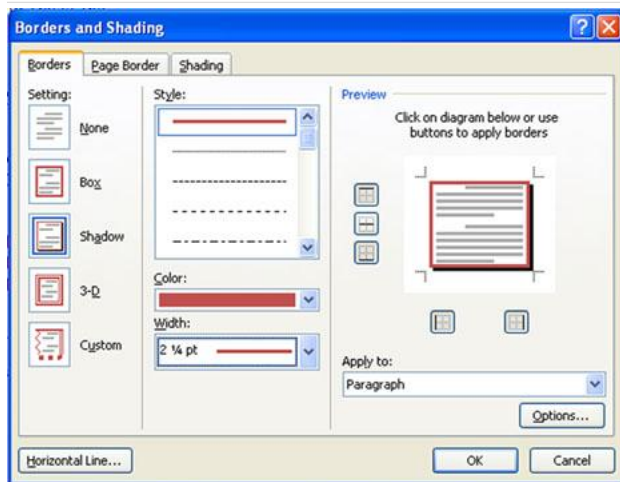
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- Click on the **Borders** tab
- Select **Shadow** from the Settings List
- **Change** the **color** to **Red-Accent 2-Darker 25%,** by clicking on the drop down arrow
- **Change** the **width** to **2 1/4 pt**

- **Apply to: Paragraph**
- *DO NOT HIT OK YET! Go to next step first!

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5. To add shading

- **Click** the **Shading tab** from the Borders and Shading Menu

  - If you closed it- Click [Page Borders] the **Page Borders** button
- **Change** the **color** to **White, Background 1, Darker 15%** from color options (Row 3 Column 1)
- **Apply to: Paragraph**
- **Click OK**

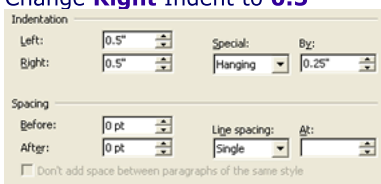 **Save Changes (CTRL+ S)**

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6. Add Indents

- **Highlight the bulleted list** (Line 12-14)
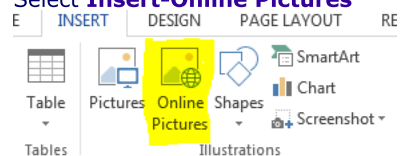- Select the **Page Layout** tab and open the **Paragraph Dialog Box Launcher**

- Under the Indentation Section
  - Change **Left** Indent to **0.5"**
  - Change **Right** Indent to **0.5"**

- Click OK

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7. Insert and size a picture

- **Place your cursor on line 3**: click in between World Travel Inc. and Anniversary Specials (the blank line)
- Select **Insert-Online Pictures**

- In the search box type: **suitcase**
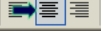- Select **show all web results**

- **Click on the picture and select insert OR double click the picture** you want to insert in your document

  Modifying the picture

- Select the image in the document by clicking on it. Handles appear at the corners and in the middle of each side. When your picture is selected you will notice the Picture Tools/Format Ribbon automatically appears.
  - From here you can change the size, color, style, add borders and much more. Let's take some time to modify our picture and become familiar with these features.
- Move your pointer to the bottom right corner handle until it changes to the Diagonal Resize shape. ⬂

  Dragging with a corner handle changes the width and height at the same time without changing the proportions of the image.

Centering the picture

The easiest way to Center your picture is to select the Home tab and click on the Center button in the Paragraph section. Make sure your picture is selected when doing this!

- **Make sure size is appropriate** - document still fits on one page

- 💾 **Save Changes (CTRL + S)**

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8. Insert a symbol

- Place your cursor after the word call and before the phone number in Line 16

  Call | 555-6543 for our special pricing.

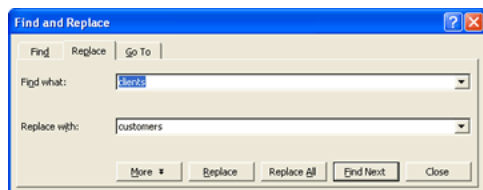- Select the **Insert** Tab, click the **Symbol** command and at the bottom choose **More Symbols**

- **The symbol box appears, now Change Font to Wingdings**

- **Select** a picture of a **Phone (choose one of the two)**
- **Click Insert**
- **Click Close**
- **Add a space** after the symbol

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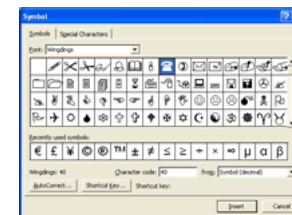
9. Use Find and Replace

We want to replace all occurences of the word clients to customers.

- Go to the top of your document; **CTRL + Home**
- Go to **Home** - **Replace**

- In the **Find** field type: **clients**
- In the **Replace** field type: **customers**
- Click **Replace All**
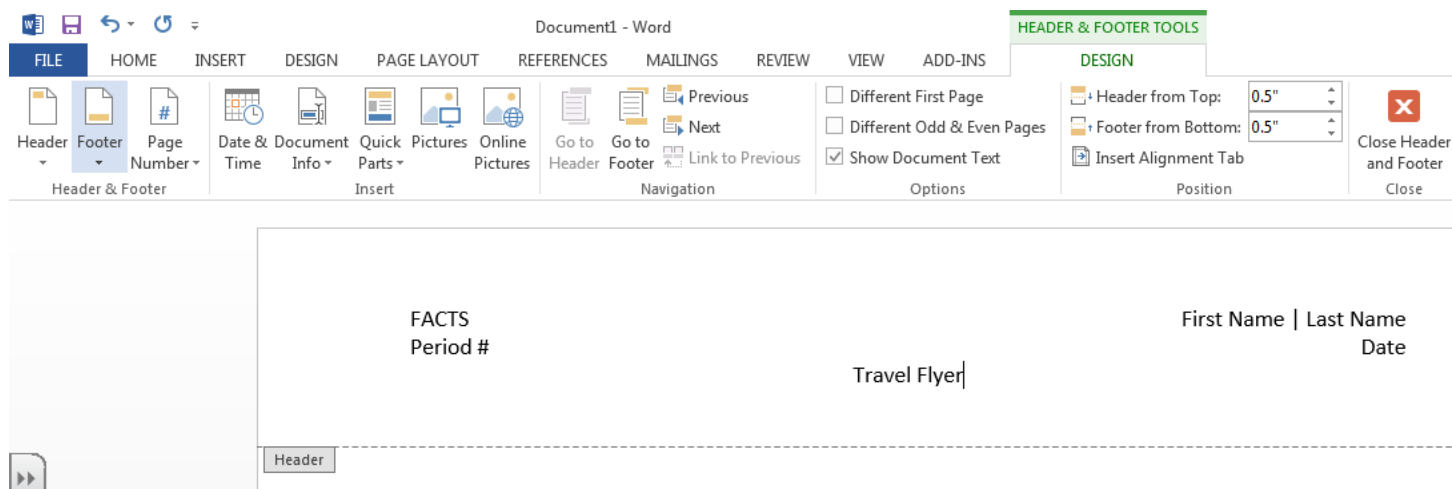- Word has made 1 replacement - Click **OK**

- Click **Close**
- 💾 **Save Changes (CTRL + S)**

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10. Add a Header and Footer

- Go to **Insert** - **Header** (located in the Header & Footer Group) - choose **Blank** (the first one).
  - Notice the view changes, allowing you to type only in the Header or Footer. The Ribbon changes as well give you options for your Header & Footer.
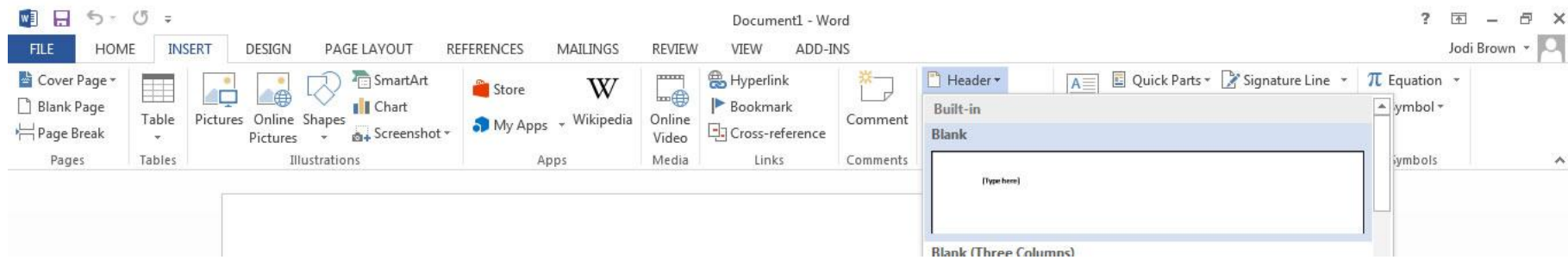
- **Create your proper paper heading in the header**
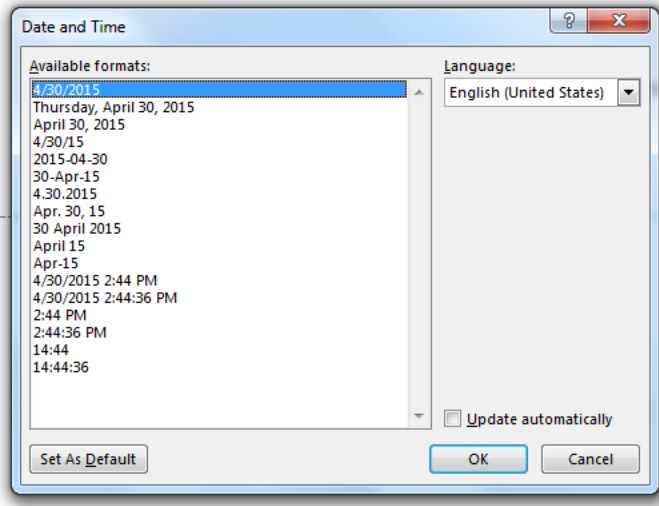
  - Type **FACTS**
  - **Press the tab key twice** to move you to the right side of the heading
  - Type your **First and Last Name**
  - Press Enter
  - Type **Period #**
  - Press the **tab key twice** to move you to the right side of the heading

 - Go up to the Ribbon and locate the Insert group. Press **Insert Date**

- Select the style of date you prefer from the list provided in the Date and Time Box and press OK.

- Press **Enter**
- Press the **tab key once** to move you to the center of the heading
- Type **Travel Flyer**

- Next, go to the **Insert Tab** and select **Footer.**
- Now you are ready to type your footer. Press the **tab key once** to move you to the center of the footer
- **Type** the word **Flyer**
- **Add one space**
- **Type** the word **Page**
- **Add one space**

- Now from the Insert Ribbon go to the Header and Footer Group and select **Page Number-Current Position-Plain Number.**
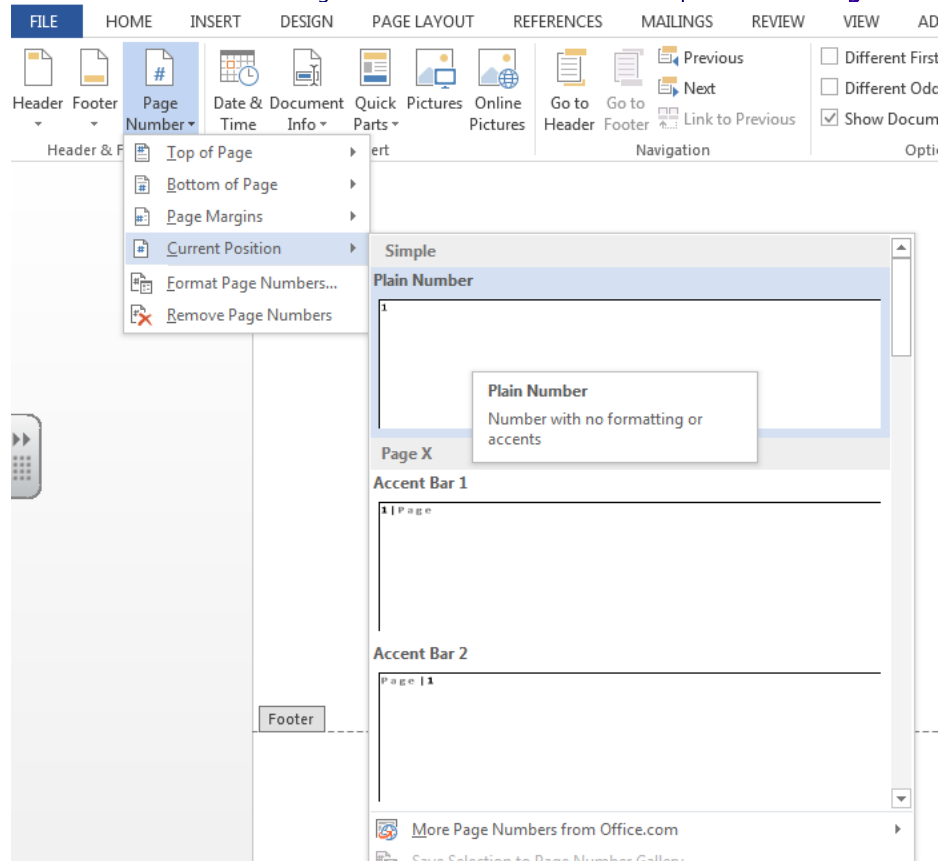
- 💾 **Save Changes (CTRL + S)**

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11. Use Spell Check

Red Wavy lines = Spelling errors   **Green wavy lines** = Grammar errors

- Go to the top of your document- **CTRL + Home**
- Select **Review-Spelling & Grammar** (or the F7 key on your keyboard)
- Change mispelled words by selecting the correct spelling from the list
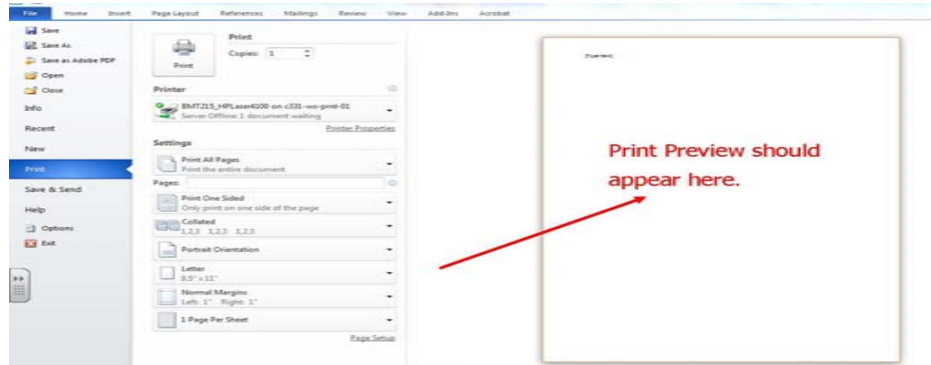- Click **Ignore Once** if it says you mispelled your name

- 💾 **Save Changes (CTRL + S)**

12. Using Print Preview

We will NOT Print this document
- print preview is to double check what it is going to look like *IF* we *WERE* going to print

- Go to the **File - Print**
- **DO NOT HIT PRINT. JUST LOOK AT THE PREVIEW.**

Print Preview should appear here.

- **Make sure document looks pleasing to the eye**
- **Click Close**
    - or **ESC** on keyboard
- **Save Changes**

13. Grading Scale:

Basic/Level 2

- Left Margin = 1" and the Right Margin = 1"
- Change font style, size and color as instructed
- Double space the paragraph
- Create a bulleted list
- Insert clip art and a symbol of a phone
- Insert a proper page heading
- Use spell check

Proficient/Level 3

- Add shading and a border around the list of trips as instructed
- Indent the bulleted list as instructed
- Use Find and Replace (change clients to customers)
- Add page numbers in the footer as instructed

Advanced/Level 4

- Create a border around the entire page
- Insert a 2nd picture from the internet (not clip art)
- Make sure everything fits on one page- you do NOT want a two page flyer
- Make sure your pictures and word do not overlap

14. When Finished, turn in through Teams. Make sure you click <Turn In>.