THE FINAL EDIT
WORD PROCESSING

FRIDAY, FEBRUARY 26, 2016

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CHANGING PAGE ORIENTATION

Page orientation refers to the position of the document you are working in

- *Portrait*

- *Landscape*

In order to change your page orientation select _____ from the menu bar and then the *Orientation* **option**

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A FEW MORE SHORTCUTS

Ctrl + Z – undo

Ctrl + Y – redo

Wordcount
- Allows you to count the total number of characters
- Under Review in the menu bar

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INSERTING COLUMNS

Columns are easy to create and can make your document look more professional,

especially when creating documents similar to magazine articles and newspapers.

To turn your page into multiple columns, you must:

- From the Page Layout menu → _____

- Select the number of columns you would like for your document

- If you would like to format your columns further, select _____

- You can apply the columns to specific sections of your document from the drop-down box at the bottom of the editing screen. (_____or _____)

- If you want a line between your columns, select the check-box 'line-between'
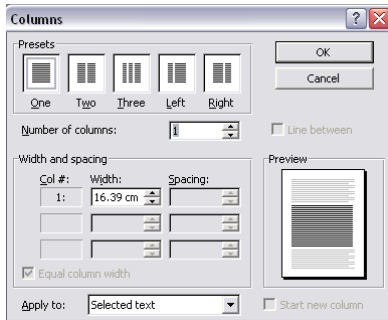
TABLES - REMEMBER

Tables are used in Microsoft Word in order to organize large amounts of information

Tables are made up of rows and columns
- Rows –
- Columns –

Once your table is inserted using the Insert menu, you can right click on the table to make adjustments
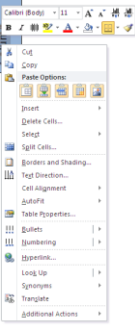- Inserting or deleting rows and columns
- Adjusting borders and shading
- Changing the text direction from horizontal to vertical

When creating tables with headings, you can *merge* multiple cells
- Highlight the cells to be merged, right click and select merge cells
- Cell –

EXAMPLE OF A TABLE

Cell	
Row	

Column

This is the menu you will see when you right click on the table to edit it.

WATERMARKS

• **A watermark**

• **Watermarks can be _____ or _____**
  • Usually representative of your topic

• **Watermarks are _____ copies of a picture in order to allow for the text in the document to be easily read**

To insert a watermark:
  • Select **Design** from the menu bar → then **Watermark**
  • Select **Custom Watermark** from the bottom of the options
  • In the formatting box that appears, select whether you wish to have an image or text as your watermark
    • For images be sure to check the 'washout' box
    • For text be sure to check the 'semitransparent' box

FORMATTING, ORDERING AND LAYERING PICTURES

• **Pictures and clip art are used to enhance the appearance of documents, but should not be over used**

• **When inserting images they will be frozen in place until formatted**

• **In order to format a picture, double click on it then:**
  • Select the **'Wrap Text'** option and select **'Tight'**
  • Move your picture to the desired location

• **If you wish to layer images you may do so and arrange them by using the 'order' feature. Right click or use the options in the editing bar at the top of the screen**
  • **Bring to front** –
  • **Bring forward** –
 • **Send to back** –
  • **Send backward** –

BORDERS AND SHADING

- **You can add borders to a page or to selected text and you can shade selected text in colour**

- **Highlight the text you wish to place a border around or shade OR click on the page that you would like a border around and then select the border button**

- **There are quick options you can choose from for borders or you can scroll down to the bottom and select the *Borders and Shading option***
  - The Border and Shading option will let you do both at once

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LINE SPACING

- **Line spacing can be accomplished by highlighting the text that you would like to adjust spacing between**

Go to the menu bar and select *Home*
  - Under the _____ section select the line spacing button
  - Adjust your spacing as you wish
  - In order to remove large spaces click on the option_____

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INSERTING BULLETS

- **Bullets are used when listing important points of information.**
  - Sub-bullets are indented using the TAB key and usually represent supporting points related to a main topic.

- **Bulleted lists use symbols and numbered lists use roman numerals/numbers/letters.**

- **On the menu bar select *Home* and then navigate to the *Paragraph* section.**
  - Bulleted list
  - Numbered list

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