# Microsoft Word: Basics (Objects)

Goal:

The student will learn the basics of working with objects, including pictures, shapes, and tables in MS Word. Inserting and working with headers and footers will also be covered.

Resources:

Class materials may be found at www.glensidepld.org/adults/computer

Step by step:

1. Open **Word**, choose **Blank Document**
    a. A blank page is displayed, the **HOME** tab is selected
2. Click on the **INSERT** tab to bring up that toolbar
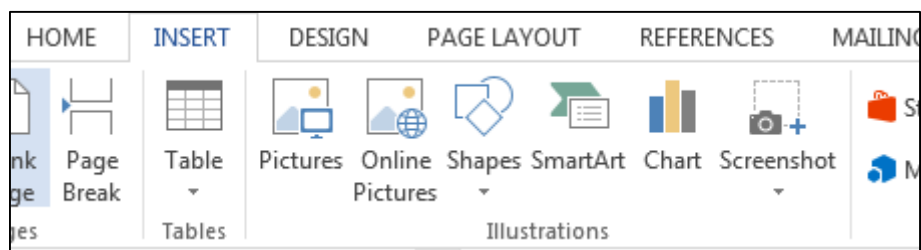
3. We will begin by adding a Table to the document
    a. Click on **Table** and a dropdown menu appears
    b. Use your mouse to select a **3x3 Table** from the **grid**, and a table consisting of three rows by three columns is inserted into your document

3x3 Table

Insert Table...

Draw Table
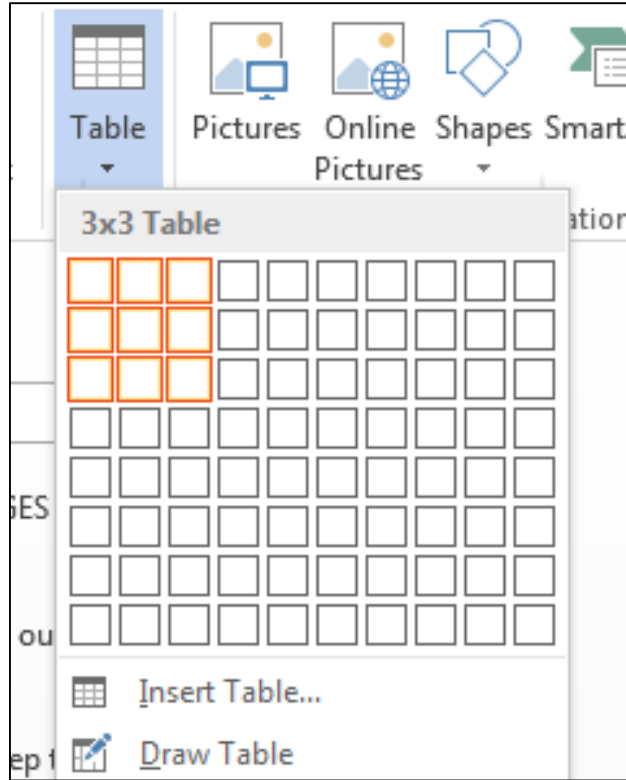
When the table is selected, new tabs will appear on the Ribbon
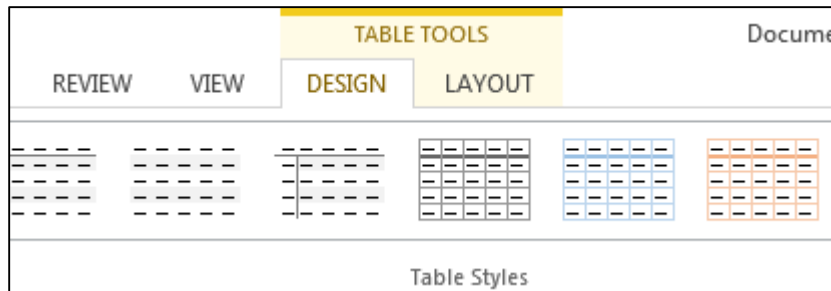
Table Styles

On the **DESIGN** tab, you will find a style gallery of pre-formatted **styles**

   c. Try selecting a few different styles to see how they change the appearance of your table

   d. Take a moment to try selecting different **Shading** and **Border** options for individual cells in your table

The **LAYOUT** tab is used to add or delete table rows and columns and to generally alter the format of your table
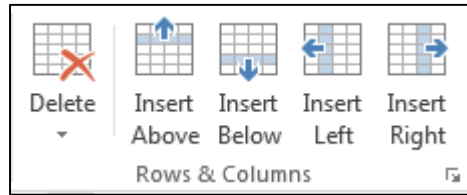
e. Explore the **Rows & Columns** commands: insert rows and columns
f. Use the Delete commands to remove rows, columns, cells, or the entire table

4. Next we will insert **Pictures** and **Online Pictures**
    a. From the **Illustrations** group, choose **Pictures** to open the Insert Picture explorer
    b. Double-click Sample Pictures to open that folder
    c. Click on the picture named **Tulips** and press **Insert**

d. Click and drag the handles at the corners, top and bottom, and the rotate handle at the top to experiment with resizing and stretching the picture
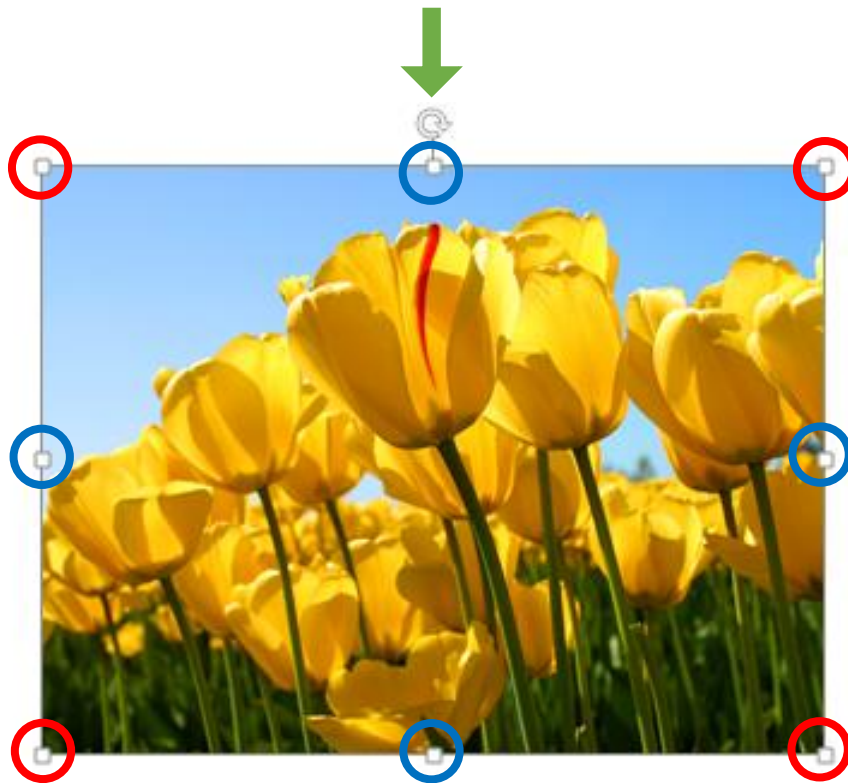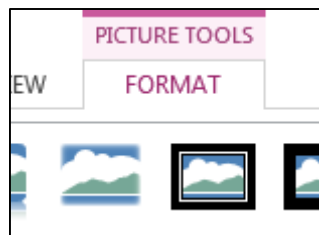

Click on the Corners to resize the picture but keep the same ratio

Click and drag on the sides, top or bottom to squeeze/stretch the picture

**Use the Rotate handle at the top of the picture to tilt it in either direction**

e. Experiment with the color **Adjust** tools and the **Picture** styles on the **PICTURE TOOLS/FORMAT** tab

f. Try inserting pictures from the **Web** using **Online Pictures** and searching with Microsoft's **Bing** search engine
g. Working with online pictures is the same as in the previous steps, go ahead and try it out

5. You can also insert **Shapes**
   a. Clicking on **Shapes** opens the **Draw a Shape** menu
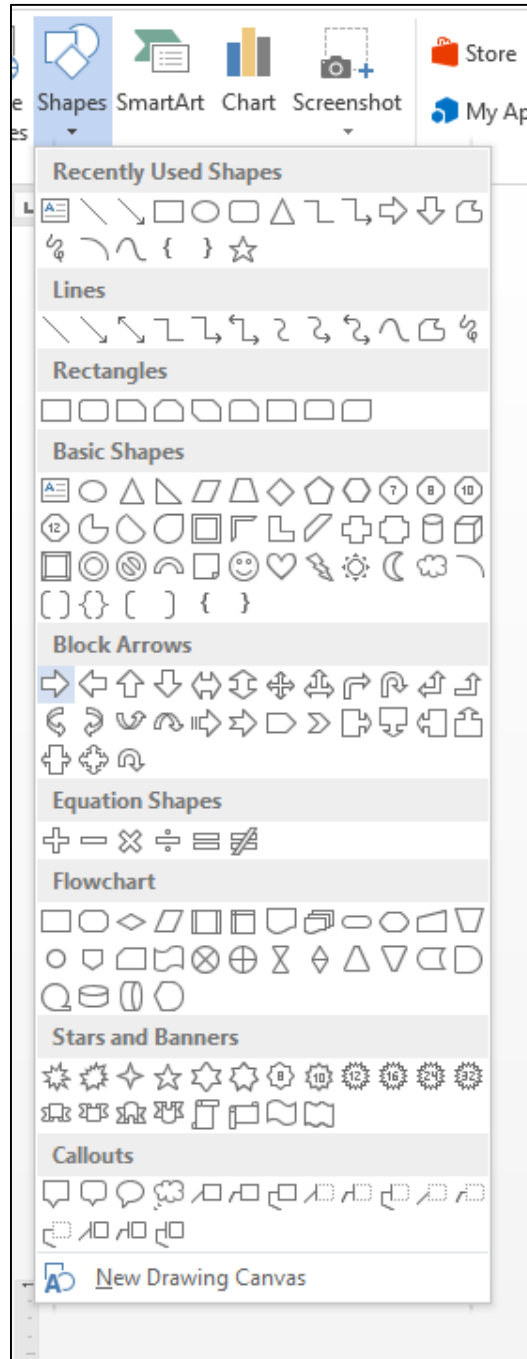
b. Select the right facing arrow from **Block Arrows**

c. Your cursor turns into a **crosshair**, click and drag to insert your shape
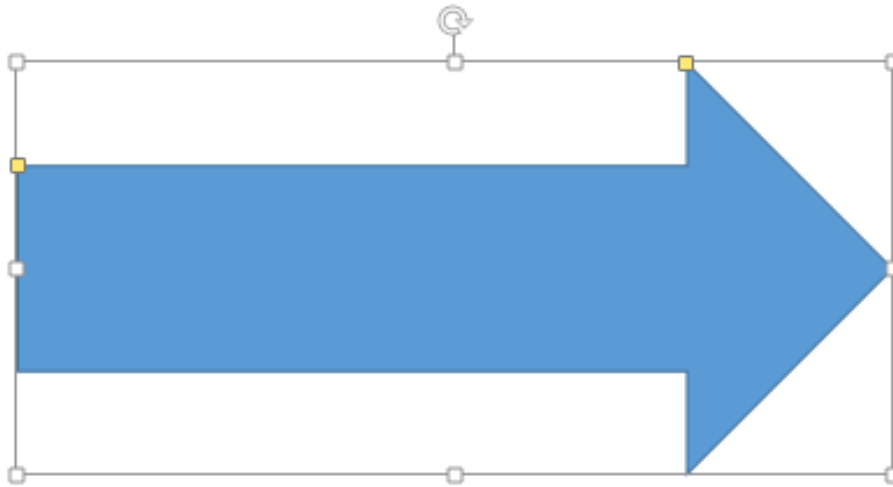
d. In addition to the handles you've already learned about, click and manipulate the **yellow handles** to change the dimensions of the arrow's head and the "stick"

6. Now let's explore **Text Wrapping**; the way that typed words flow around the images that you insert into your document

a. From the **class materials web page**, download the file called

MS Word Text Wrapping Practice
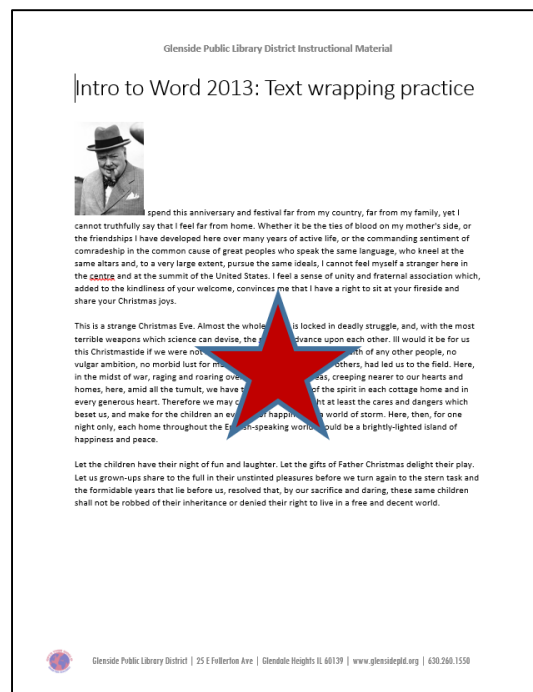
b. click on the picture of Winston Churchill, notice the text wrapping icon that appears next to the image
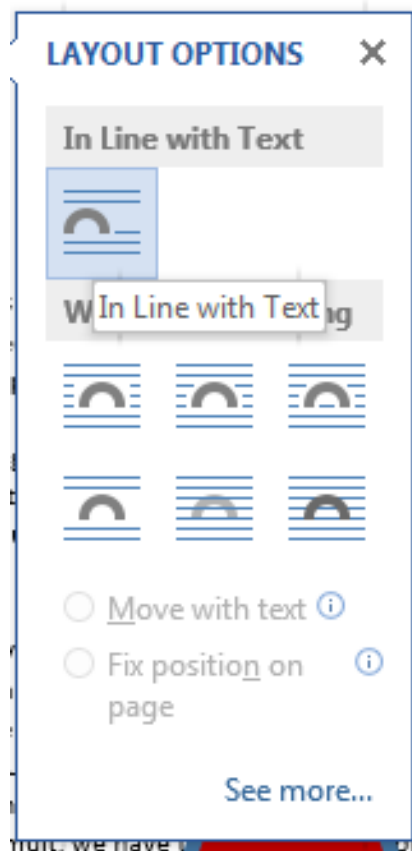
spend this

cannot truthfully say that I fee

c. Click on the icon and the Layout Options menu appears

LAYOUT OPTIONS ✕

In Line with Text

W In Line with Text ng

Move with text ⓘ

Fix position on page ⓘ

See more...

In Line with Text is selected, which will not allow you to type in the area to the right of the picture.

  d. **Text Wrapping** options are listed beneath, choose the first icon, **Square**, and notice how text now flows around the picture. Also, the picture is no longer anchored to the left margin; you can click and drag it around the page

I spend this anniversary and festival far from my country, far from my family, yet I cannot truthfully say that I feel far from home. Whether it be the ties of blood on my mother's side, or the friendships I have developed here over many years of active life, or the commanding sentiment of comradeship in the common cause of great peoples who speak the same language, who kneel at the same altars and, to a very large extent, pursue the same ideals, I cannot feel myself a stranger here in the centre and at the summit of the United States. I feel a sense of unity and fraternal association which, added to the kindliness of your welcome, convinces me that I have a right to sit at your fireside and share your Christmas joys.

  e. Click on the **star** and choose its text wrapping **icon**
  f. This time choose the next icon, called **Tight**; see how the text flows around not only the square box that defines the shape but around the actual star

This is a strange Christmas Eve. Almost the whole world is locked in deadly struggle, and, with the most terrible weapons which science can devise, the nations advance upon each other. Ill would it be for us this Christmastide if we were not sure that no greed for the land or wealth of any other people, no vulgar ambition, no morbid lust for material gain at the expense of others, had led us to the field. Here, in the midst of war, raging and roaring over all the lands and seas, creeping nearer to our hearts and homes, here, amid all the tumult, we have tonight the peace of the spirit in each cottage home and in every generous heart. Therefore we may cast aside for this night at least the cares and dangers which beset us, and make for the children an evening of happiness in a world of storm. Here, then, for one night only, each home throughout the English-speaking world should be a brightly- lighted island of happiness and peace. Let the children have their night of Father Christmas delight their play. fun and laughter. Let the gifts of their unstinted pleasures before we Let us grown-ups share to the full in turn again to the stern task and the formidable years that lie before us, resolved that, by our sacrifice and daring, these same children shall not be robbed of their inheritance or denied their right to live in a free and decent world.
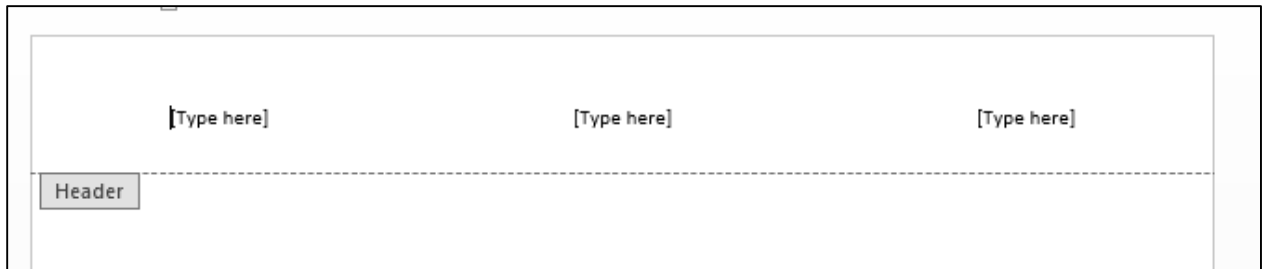
  g. Experiment with some of the other text wrapping options, note that you can also choose text wrapping from the **PICTURE TOOLS/FORMAT** tab

7. Now let's add a **Header** and **Footer** to your document
   a. From the **INSERT** tab, in the **Header & Footer** group, click on **Header**
   b. From the menu that opens, choose **Blank (Three Columns)**

[Type here]   [Type here]   [Type here]

Header

   c. Go ahead and type something where it says **[Type here]**
   d. From the **HEADER & FOOTER TOOLS** tab, add a **Page Number**
   e. Choose **Bottom of Page** > **Accent Bar 2**

Footer

1 | P a g e

Note: When the Header or Footer is activated for editing, the main body of your document is disabled (grayed out). A quick way to switch between Header/Footer and document body is to double-click. Double-click on the grayed out document body to activate it, double-click on header or footer to activate those.