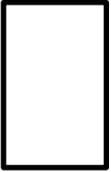


Microsoft Word 103

Page Orientation

You have two choices when it comes to page orientation:

Portrait

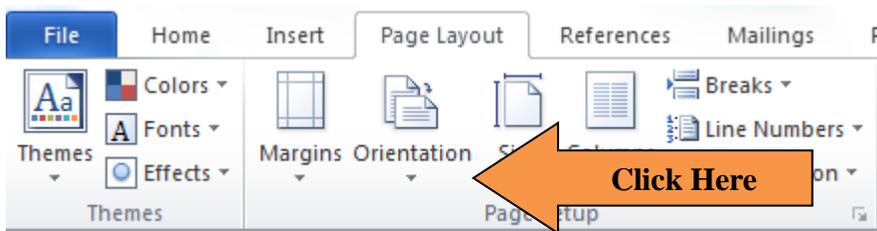


Landscape



When you start up Word, the page will automatically have the portrait orientation. To change it to landscape, follow these steps:

1. Click on the *Page Layout* tab at the top of the page
2. Click on the *Orientation* button



3. Select *Landscape* from the menu. You may not notice it right away, but this changes the way the document appears on the screen.

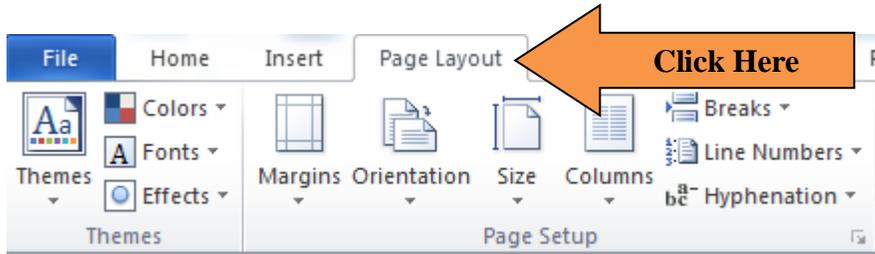


Changing Page Margins

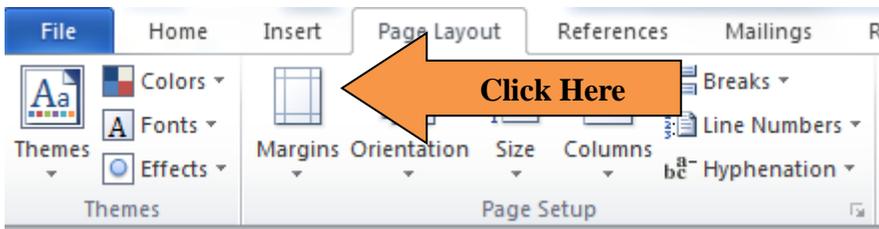
Word allows you to easily select the size of your page margins (the size of the white space at the top, bottom and edges of your document). When you open Word, the document is automatically set at the “normal” setting which is 1 inch on all sides. If you wish to change this, you can choose from any number of setting or customize it yourself.

To adjust the margins:

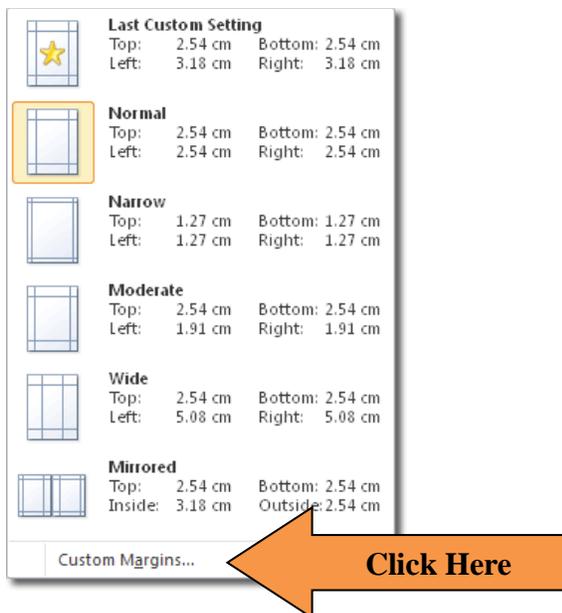
1. Click on the *Page Layout* tab at the top



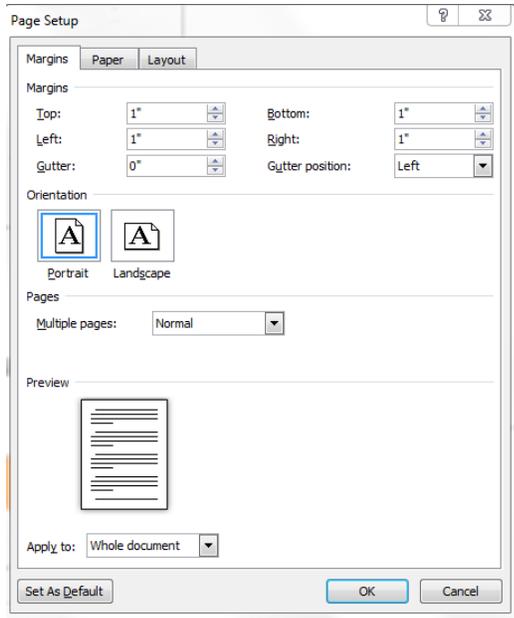
2. Click on the *Margins* icon, this will open up a menu of options.



3. You can choose one of the settings by clicking on it or create your own custom setting by clicking on the *Custom Margins* option at the bottom.



- Use the arrows to adjust the sizes, or simply type in the desired size in each box. When you are done, click on the *OK* button to save your settings.



Single and Double Spacing

Single spacing means there is only one space between your sentences. Double spacing means there are two spaces. Word automatically creates a space of 1.15 between your sentences (*Normal* heading). When you are creating a flyer, you will most likely want to use single spacing.

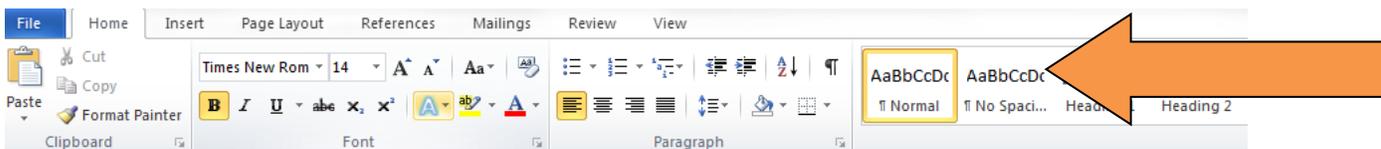
Single Space Example:

Shall I compare thee to a summer's day?
 Thou art more lovely and more temperate:
 Rough winds do shake the darling buds of May,
 And summer's lease hath all too short a date:

Double Space Example:

Shall I compare thee to a summer's day?
 Thou art more lovely and more temperate:
 Rough winds do shake the darling buds of May,
 And summer's lease hath all too short a date:

Activity: Single Spacing a document



- Click on the *No Spacing* box in the Styles menu
- Type *Garage Sale* and hit the enter key
- Type the date

Bold, Underline, and Italicize

You can **bold**, underline, and *italicize* a single piece of text when using Word or you also can combine these features.

Activity

Use the text that you just typed

Bold by Using the Icon

1. Highlight the phrase "Garage Sale". Highlight by placing the cursor in front of the G in Garage. Then hold down the left button of your mouse and drag it to the right until the word boat is highlighted.
2. Click the Bold icon  on the toolbar.

Note: To turn off bold, highlight the text and press the bold icon again.

3. Click anywhere in the Text area to remove the highlighting.

Italicize by Using an Icon

1. Highlight "Garage Sale"
2. Click the italic icon  on the toolbar.

Note: To turn off italic, highlight the text and press the italic icon again.

3. Click anywhere in the Text area to remove the highlighting.

Underline by Using the Icon

1. Highlight the "Garage Sale"
2. Click the underline icon  on the toolbar.

Note: To turn off underline, highlight the text and press the underline icon again.

3. Click anywhere in the Text area to remove the highlighting.
-

Font

In Microsoft Word, you can change the size, color, and appearance of your font (text).

Change Font Size

1. Highlight "Estate Sale"
2. Use the Font tab, 
3. In the Font Size box  on the toolbar, choose **8**.
I live in South Lyon

Now select 14
Garage Sale

Now try 24
Garage Sale

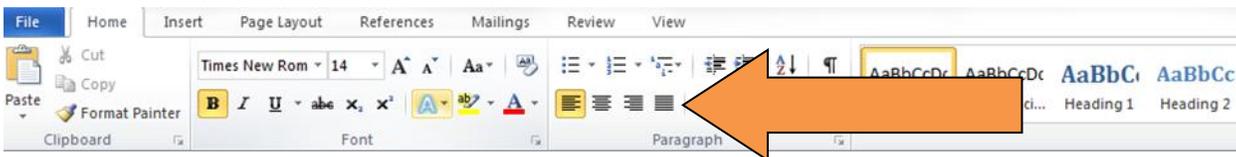
Change Font Type

1. Highlight the text again
2. Choose three different fonts

Aligning Your Text

Using the *Align Text* buttons you can position the words, sentences and paragraphs you type in either the center, left or right side of the page

Activity: Moving Text to the Center and Left



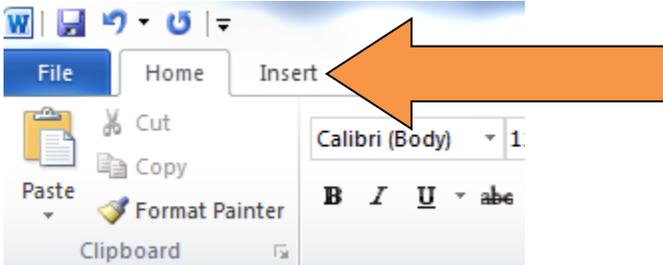
1. Highlight *Garage Sale* and the date
2. Click on the *Center Align* button
3. Once you click on this button the text will move to the center of the page
4. Click on the *Left Align* button
5. Once you click on this button the text will move to the left side of the page.

Clip Art

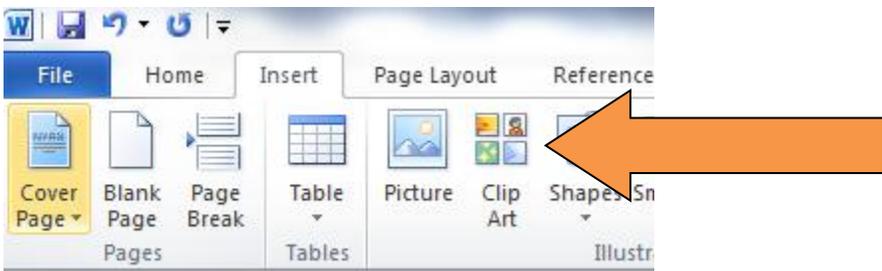
Add Clipart to your document to make it more eye-catching

Activity: Adding Clipart to your document

1. Click on the *Insert* tab



2. Click on *Clip Art*. This will open up a menu on the right side of your screen.



3. Type "Garage Sale" in the search box and click on the Go button. In a moment the box below will be filled with different pictures relevant to your search term.



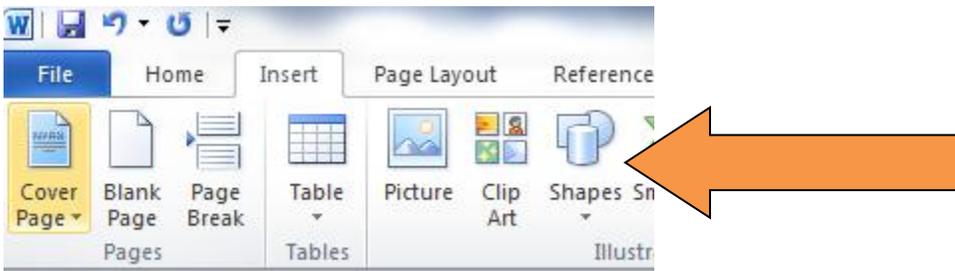
4. To add a picture double click on it. You can use the picture menu to make changes to the image. To delete the image, simply click on it and hit the delete button.



Adding Shapes

You can add banners, stars, smiley faces and much more to your flyer !

1. Click on *Shapes* from the Insert menu



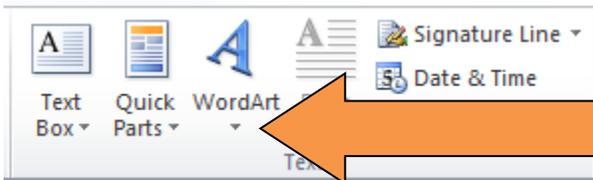
2. Click on the shape you want. Your mouse will turn from an arrow to a cross. Hold down the left mouse key and move your mouse until the shape looks how you want it. 

3. Use the Drawing Tools menu to change the shape's color, orientation, etc. To delete the shape, click on it once and hit the delete key.

Word Art

WordArt can make the words on your flyer really pop!

1. Click on *WordArt* from the Insert menu



2. Click on the letter style of your choice. A Box will open that says "Your Text Here". Type in your message. Use the Format Menu to change how the letter look. To edit the text in the box, click on it and use the backspace key to delete whatever you want. To delete the whole thing, click on the edge of the box (your cursor must have 4 arrows) and hit the delete key.

Your text here

Page Borders and Colors

Add a border to your flyer to give it a finished look. Change the page color to really make your flyer stand out.\

1. Click on the Page Layout tab

