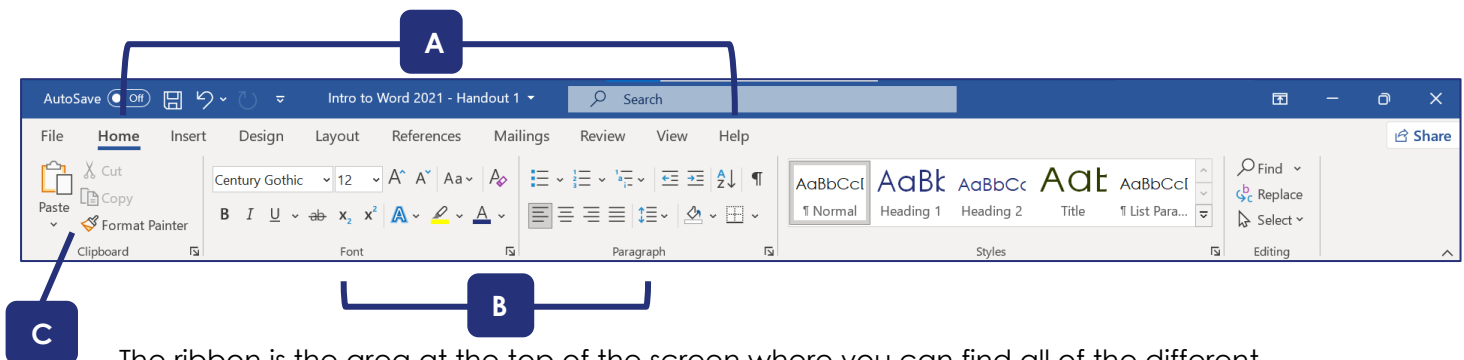


# Intermediate Microsoft Word 2021

## Review: The Ribbon



The ribbon is the area at the top of the screen where you can find all of the different commands in Word. It consists of **tabs**, **groups**, and **command buttons**.

**Tabs (A)** run along the top of the ribbon. Each one provides access to a different set of commands.

Within each tab, there are several **groups (B)** containing one or more related commands. These groups are separated by thin gray vertical lines on either side and are labeled at the bottom. For example, the Home tab consists of the Clipboard, Font, Paragraph, Styles, and Editing groups.


Within each group, there are one or more **command buttons (C)** for carrying out commands or displaying menus. For example, the Clipboard group in the Home tab consists of command buttons for Paste, Cut, Copy, and Format Painter.

In the bottom right corner of each group, you can find the symbol shown at right, which is called a **dialog box launcher**. Clicking on the dialog box launcher will take you to more settings for that group.



## Text Formatting

### Text Color

To apply a Text Color to your text, select the text. Then, go to **Home → Font →** 


Click on it to apply the currently set highlight color (shown by the horizontal stripe at the bottom of the button—in this case, red) or click on the dropdown arrow to choose a different color.

### Text Highlight Color

To apply a Text Highlight Color to your text, select the text. Then, go to **Home → Font →** 

Click on it to apply the currently set highlight color (shown by the horizontal stripe at the bottom of the button—in this case, yellow) or click on the dropdown arrow to choose a different color.

## Change Case


Quickly change the selected text to ALL UPPERCASE, all lowercase, or other common capitalizations by using the Change Case button under **Home** → **Font** → 

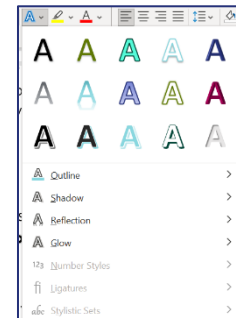
# Text Effects, WordArt, and Text Boxes

**Text Effects** and **WordArt** have similar functions: they both add color and dimension to text. A **Text Box** allows you to add additional text, such as a caption or a sidebar, to a document. While **Text Effects** are inserted into the body of the text, **WordArt** and **Text Boxes** are inserted as *objects*. The advantage of an object is maneuverability. Objects can be moved anywhere on the page, even outside margins and between columns.


Text Boxes, WordArt, Shapes, Smart Art, Screenshots, and Pictures are collectively referred to as **Objects**.

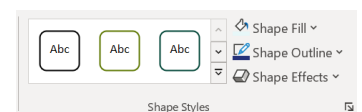
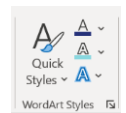
## Text Effects

- Go to **Home** → **Font** → 
- Choose a preset, or customize Text Effects by selecting **Outline**, **Shadow**, **Reflection** or **Glow**.




## WordArt

- If you would like to turn text you have already typed into WordArt, select it. Otherwise, click the place in the document where you would like the WordArt to go (you will get placeholder text).
- Go to **Insert** → **Text** → . You must select one of the presets, but you will be able to adjust everything later.
- Click inside the WordArt box to get a blinking cursor if you wish to edit the text.
- If you have your WordArt selected, a new tab will appear at the top of the window: **Shape Format**. Use this tab to change the color, text direction, formatting, etc. of WordArt.
  - To make changes affecting the formatting of the text, choose from the **WordArt Styles** group.
  - To make changes to the box surrounding the WordArt, such as an outline or background color, choose from the **Shape Styles** group.



## Text Boxes

Go to **Insert** → **Text** → . For the most basic text box, choose **Simple Text Box**. You can also select from the more colorful layouts Word has available. More customization choices are available from the **Shape Format** tab.

# Columns and Tables

The **Columns** feature and the **Tables** feature are both used to arrange text into columns, but are good for different purposes.


- **Columns** should only be used for continuous text, in situations where you do not need to have any control over whether specific pieces of text are lined up across from each other.
- **Tables** allow a much greater degree of control over the positioning of text, and are useful any time you need to make text line up across rows and columns in order to display information effectively. If you want to be able to type in a column without completely filling the previous columns first, or if you want to be able to control what items are across from each other, you need a table.

## Columns

- Go to **Layout** → **Page Setup** → **Columns**, then select the number of columns.
  - You can customize the width and spacing of your columns (or choose a larger number of columns) by clicking on **More Columns**.
- To adjust the number of columns in one section of your document, first highlight that section and then follow the above instructions.

## Tables

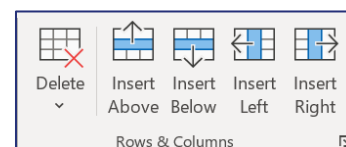
### Inserting Tables

- Go to **Insert** → **Tables** →  **Table**
  - Move your mouse over the squares to choose the desired number of rows and columns. If you would rather type in the number of rows and columns, choose **Insert Table**. If you don't know how many rows and columns you need yet, that's fine: you can always insert or delete some later.
  - Once a table is inserted, two new tabs appear: **Table Design** and **Layout**. Use these tabs to customize your table by adding or removing borders, adding banded rows, etc.




### Inserting or Deleting Rows and Columns

- Go to **(Table) Layout** → **Rows & Columns**, and choose one of the **Insert** buttons or one of the options under **Delete**.
  - Make sure you know where your cursor is located in the table. Both **Insert** and **Delete** rely on the position of the cursor: **Delete** will delete the row or column that your cursor is in, and **Insert** will place a new row or column immediately next to the one that your cursor is in.



## Adjusting Cell Size

- Go to **(Table) Layout → Cell Size** and type in the desired height and width (adjusting height will affect all other cells in the same row, and adjusting width will affect all other cells in the same column.)
- You can also move your mouse pointer over the border between two rows or columns, until the cursor changes to , then click and drag to change the width or height of the rows or columns. Or, double-click on the cursor when it is on the border of two cells to auto-fit the cell to the width of the text inside it.



## Converting to and from a Table

- To convert text to a table (this works with data separated by paragraphs, tabs, or commas): Highlight the text you want to convert, then go to **Insert → Table → Convert Text to Table**
- To convert a table to text: click anywhere in the table you wish to convert (do not highlight!), then go to **(Table) Layout → Data → Convert to Text**
  - If you want to convert only part of the table, highlight just that part.

## Table Design Tab

- Use **Table Styles** to add color to your table.
- Customize the table styles using:
  - **Table Style Options** – add or remove emphasis to the Header Row, Total Row, or First and Last Column. Also add or remove banding.
- **Shading and Borders** – customize the look of your table. You may also remove shading and borders completely to achieve an invisible table. First, select the entire table, then go to **Shading → No Color**, and **Borders → No Border**.




## Typing in Cells

To type in a table cell, simply click in that cell and start typing. When you are ready to move on to the next cell, press the Tab key to automatically go to the next cell, or click in the cell that you want.

## Lists

### Bulleted Lists


A bulleted list is a list (such as the one below) in which each item is preceded by a symbol, called a bullet. Bullets are typically a dot, though any symbol can be used. To create a bulleted list:

- Go to **Home → Paragraph** → 
- Click the down arrow to the right of the bullet icon for more bullet choices. Select **Define New Bullet** for even more choices.
- You can have multiple levels of bullets in one list.
  - To go in one level, press the Tab key on your keyboard, or go to **Home → Paragraph** → .
  - To go out one level, press Shift+Tab on your keyboard, or go to **Home → Paragraph** → .

- To turn off bullets, click the Bullets button again, or press Enter twice and it will automatically cancel.

## Numbered Lists

Numbered lists are used to create lists and outlines. To create a numbered list:

- Go to **Home**→**Paragraph**→
  - If you begin a paragraph with the number 1 followed by a period and a space, Word will create a numbered list for you automatically. Click the down arrow for more numbering options, such as Roman numerals and letters.
- You can have multiple levels within one bulleted list (see example on right).
  - To go in one level, press the Tab key on your keyboard.
  - To go out one level, press *Shift+Tab* on your keyboard.
- To turn off numbered lists, click the Numbering button again, or press Enter twice and it will automatically cancel.

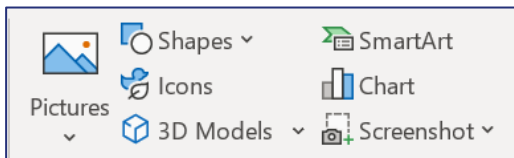
1.	Item
	a. Item
	b. Item
2.	Item

## Format Painter

The Format Painter is a quick way to copy multiple formatting changes from one set of text to another.

- Highlight the text that you want to copy the formatting from.
- Go to **Home** → **Clipboard** → .
- If you are going to be copying the formatting to multiple places in the document, **double-click** the Format Painter button and it will then stay on until you turn it off.
- Highlight the text to receive the formatting change.

## Illustrations

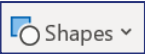


- To insert a **Picture** that is saved on your computer:
  - Go to **Insert** → **Illustrations** → **Pictures** → **This Device**
  - Browse to the desired picture on your computer.
- To insert an **Online Picture** from the Internet (this feature replaced Clip Art):
  - Go to **Insert** → **Illustrations** → **Pictures** → **Online Pictures**
  - Type a word or phrase into the search box.
  - Click on the desired image and then click **Insert**.

- The Online Picture search in Office 2021 uses the Bing search engine to search the Internet for images that are tagged with a Creative Commons license. That means the person who posted each image online stated that it can be used without copyright issues. However, some types of Creative Commons licenses prohibit modifying the image or using it for commercial purposes. For more information, visit <https://creativecommons.org/licenses/>.
  - When you insert an Online Picture, Word will automatically put a caption under it crediting the owner of the photograph. This caption will also state which type of Creative Commons license is in effect.
  - When using images for commercial purposes, it is safest to use images that you can verify do not pose a copyright issue, rather than trusting Online Pictures.
- **Stock Images** – new to Office 2021, stock images provide a creative content option, giving you with the ability to layer images.




- To insert a **Shape**:

- Go to **Insert** → **Illustrations** → 
- Choose a shape. Click and drag to draw the shape.
- Once the shape is inserted, click on your shape and a new tab appears: the **Shape Format** tab. Use this tab to change the color, border, formatting, etc.



- To insert a **Screenshot**:

- Go to **Insert** → **Illustrations** → 
- To insert a picture of an entire window, click the desired window.
- To insert a portion of a window or a portion of the desktop, make sure that whatever you want to screenshot is open immediately behind the Word window, then choose **Screen Clipping**.
  - The screen will then turn grayish. Click and drag to draw a box around the desired portion of the screen. The images of buttons and the ribbon in this document were inserted using Screen Clipping.



# Editing Pictures

When you click on an inserted picture, a new tab appears: **Picture Format**. Note that if you click away from the picture, this tab disappears. The following features can be found on the **Picture Format** tab:

## Adjust

- **Corrections** – Adjust the brightness and contrast, or sharpen/soften a picture.
- **Color** – Recolor the picture to black & white, sepia, washout, or tint the entire picture one color.
- **Artistic Effects** – Add fun and interesting effects to your pictures, such as Pencil Grayscale (see right), Film Grain, or Cement.




## Picture Styles

Use the presets to add a frame around your image.

- **Picture Border** – Change the color, weight, or style of your frame.
- **Picture Effects** – Add shadows or reflections, beveling (see above), 3-D, and more.

## Arrange

- **Wrap Text** – Change the way the text wraps around a picture. In order to be able to click and drag your picture anywhere on the page and have the text automatically move to make room for it, choose Square or Tight.
  - When an image is selected, look for the  button near the border of the image. The Wrap Text options will appear without you having to go to the **Picture Format** tab first.
- **Bring Forward/Send Backward** – Change the order of image layers.
- **Align** – Align an image on the page, or align multiple images relative to each other.
  - To align the selected image relative to the page or to the margins, choose Align Left, Center, Right, Top, Middle, or Bottom.
  - To align multiple images relative to each other:
    - Select the images by holding down the Shift key on the keyboard while clicking multiple images. Then use Align Left, Center, Right, Top, Middle, or Bottom to make their edges or centers line up perfectly.
- **Rotate** – Rotate images by 90°, or flip them horizontally or vertically.
- **Group** – Combine multiple objects into one single object so that they can be moved as a group.
  - To group a set of objects, first select them by holding down the Shift key on the keyboard while clicking multiple objects. Then, click Group.

## Size

- **Size** – If you need an exact picture size, change either Height or Width. The other dimension changes automatically to retain proportions.
- **Crop** – Crop a portion of the picture out. You can also change the picture shape using Crop to Shape.

# Page Formatting

## Page Color

Change the background color of your document by going to **Design → Page Background → Page Color**.

- The new background color will apply to your entire document.
- By default, to save ink, Word is set to ignore background colors when printing. You can turn this setting off and enable the printing of background colors by going to **File → Options → Display** and checking the box next to **Print background colors and images** under **Printing Options**.

## Watermarks

A watermark is a faded background image or text that displays behind the text of your document. To use one, go to **Design → Page Background → Watermark** and select one of the presets. Or, click on **Custom Watermark** to enter your own watermark text or select an image to use as a watermark.

## Page Borders

Add a border to your page by going to **Design → Page Background → Page Borders**.

- By default, the border will appear on all pages of your document.
- You can adjust the style, color, and width, or select a preset from the Art dropdown box to have a border made up of pictures.

## Insert Symbols

To insert a symbol that is not on the keyboard (such as a degree sign or a letter with an accent mark), go to **Insert → Symbols → Symbol** and choose the symbol you want to insert. Click on **More Symbols** for a complete list.

## Learning Tools

Go to **View → Immersive → Learning Tools** to find tools designed to help readers with dyslexia and other print disabilities, including:

- **Column Width:** Adjust the width of columns.
- **Page Color:** Adjust the background color of the page.
- **Text Spacing:** Space the lines and characters farther apart.
- **Syllables:** Mark syllable divisions with a dot.

IF YOU HAVE QUESTIONS, FEEL FREE TO EMAIL:  
[techclasses@wheatonlibrary.org](mailto:techclasses@wheatonlibrary.org)