

Word 1 Workshop

Transitional Housing/Potomac Highlands

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dl roman

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Class 1: Word Basics

- Pre-test over Word Basics
- Opening an existing document and modifying as needed
- Saving document in personal folder
- Finishing document: spelling & grammar checking, B&W printing
- Saving work on both lab computers and personal flash media (if have)
- Navigating a Long Document: using and developing

Word/Vista Review:

- Create a New Folder for yourself on the Desktop
- Locate your folder on the desktop
- Move all items in older folder into new folder
- Delete Old Folder
- Open class Folder
- Copy Word_Ch1 folder into your new folder
- Close all folders
- Launch Word from the Start Menu
- Open DDPoems that should be in your new folder, if not find it in the Class Folder in the Word1 folder.
- SaveAs with a New name in your folder, Name this file: DDMaP

Navigate a Long Document

With this document open, select the **View Tab/Ribbon** to become active.



Look for the center set of potions: **Show/Hide** for the various options of:

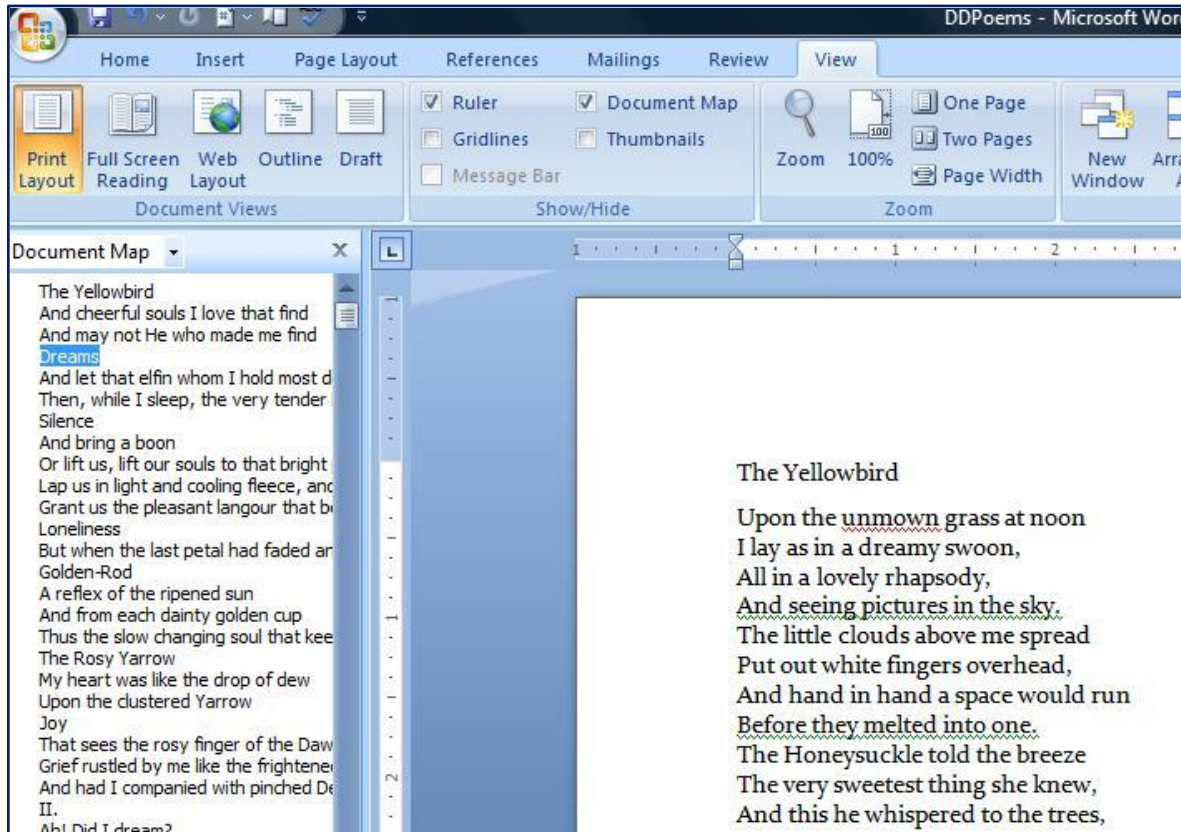
- Ruler
- Gridlines
- Document
- Thumbnail

Click on the small box in front of each option to turn them On & Off .

Turn on each of the options, then turn them off.

Notice that when you turn on the **Document Map** – your document moves to the right and a scrollable panel appears on the left with text.

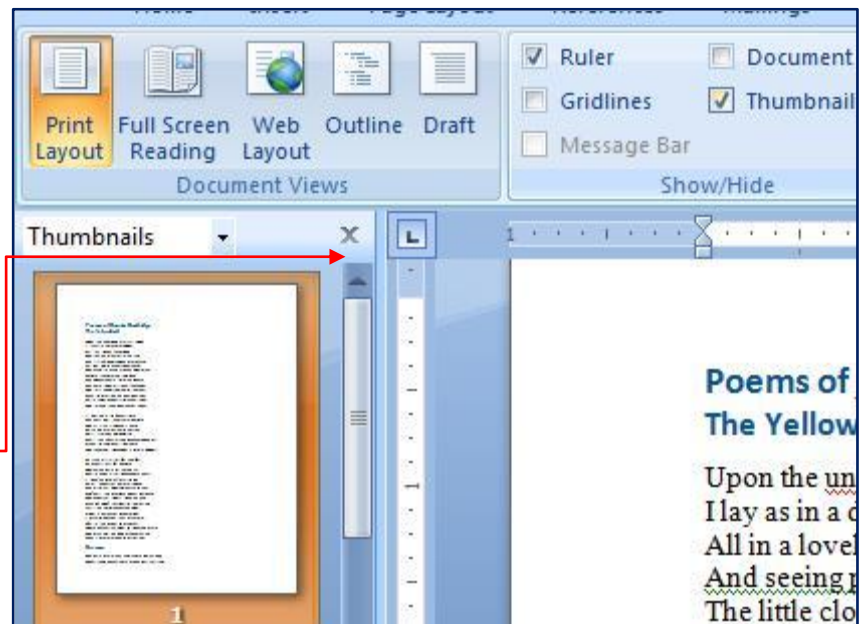
Click on one of the items in the **Document Map** list and you actual page moves to that location in the document. Move up and down in your document using the **Document Map**.



When you select the **Thumbnail** Option on the **View Tab**, the **Document Map** is replaced by small pictures of each of the pages of the document.

Again you can move up and down in the document, page by page, simply by selecting one of the **Thumbnails**.

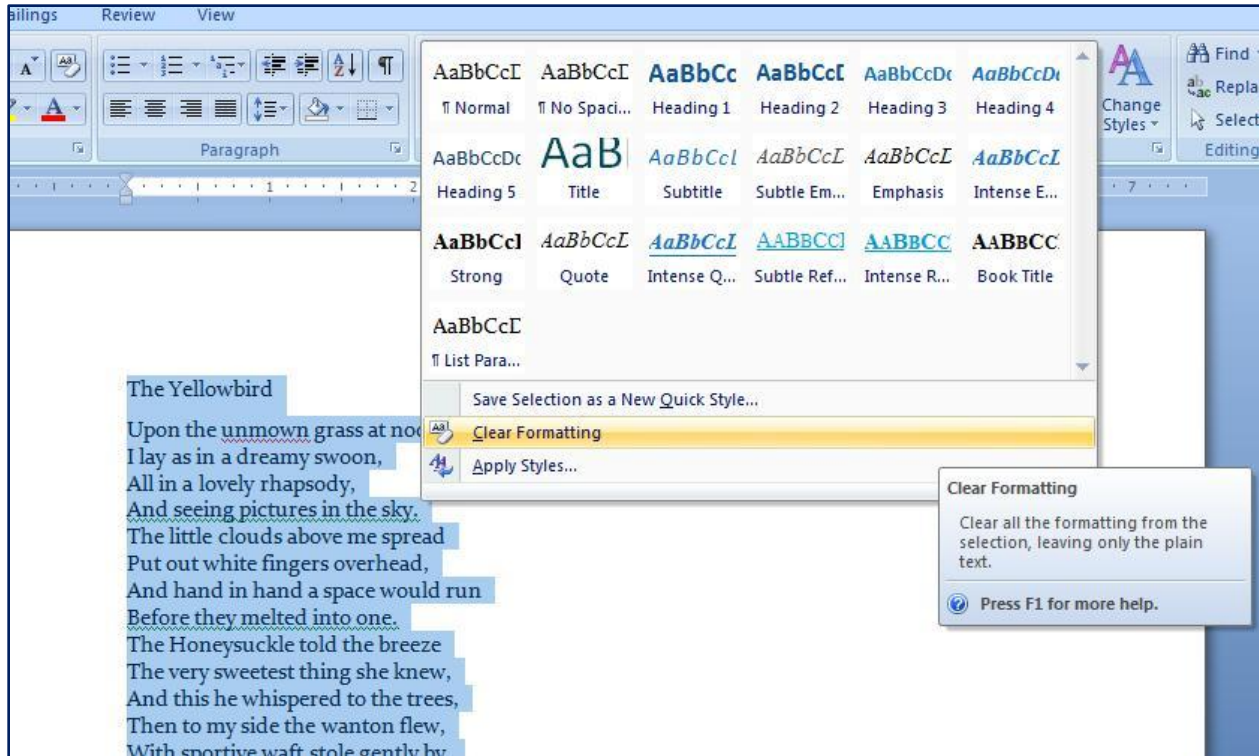
You can remove the **Document Map/Thumbnail** panel by either unclicking them in the **View Tab** or selecting the X (close) box on the panel.



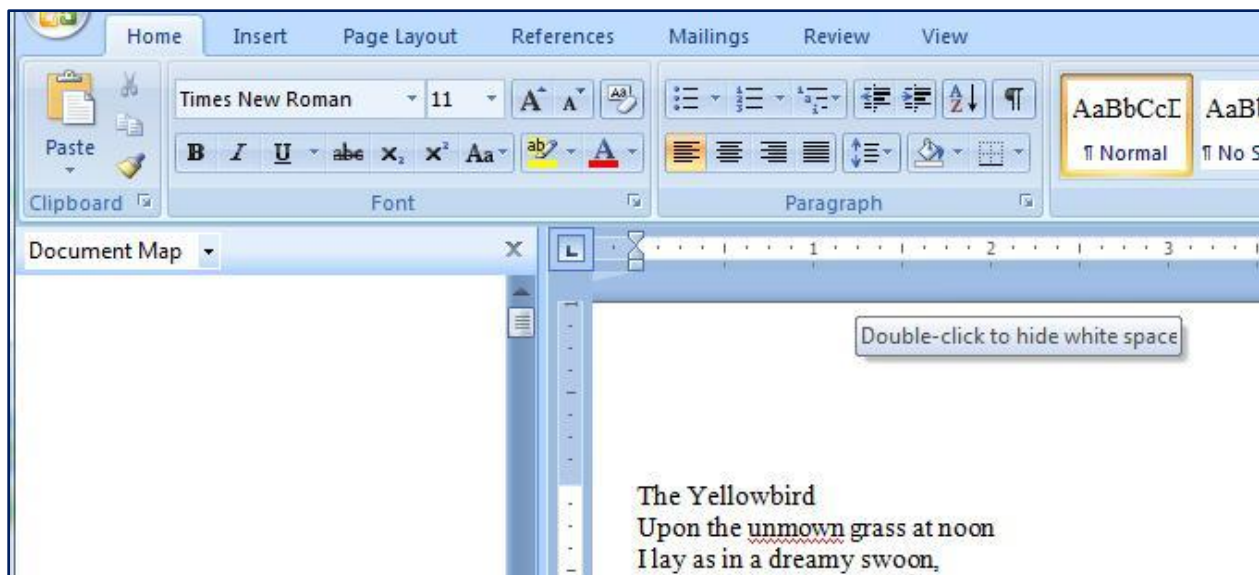
Creating a Document Map

Remove the Document Map Information in the existing document by first selecting all (**Control + A**)

Once full document is selected, under the Home Tab, in the Styles grouping, hold down the More Option (▼) and select **Clear Formatting**.



Be sure to turn the **Document Map** on, and look at it. It should be completely empty, offering no navigation of the document.

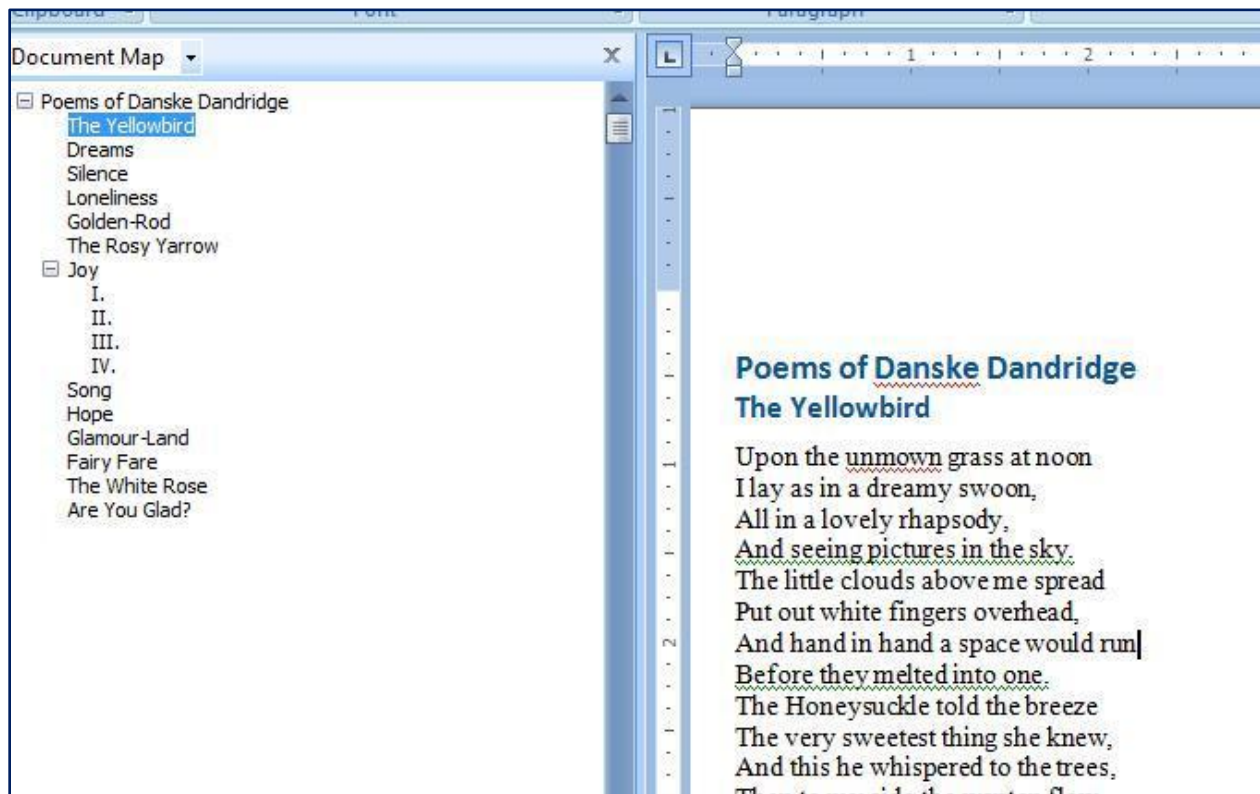


The **Document Map** is created automatically by Word as long as you work with the **Heading Styles** of the Style Grouping.

Move to the top of the DDMMap document. (Control + Home) is a quick way to do this.

Select the first line: *The Yellowbird*.

This is the title of the first poem. With this text selected, select the **Heading 2** style. Notice that both the text is modified to show the style change, but the text: The Yellowbird, is now also in the **Document Map**. Below is a complete listing of the text that should be your final **Document Map**.



The numerical indents under Joy are the four stanzas, each with a **Heading 3** Style.

Once you have all poem titles in the **Heading 2** style and the stanzas of Joy in a **Heading 3** style, return to the top of the document, position the cursor in front of The and type: Poems of Danske Dandridge, then hit the **Enter** key.

Now select this new line and make it a **Heading 1** style. Your **Document Map** should look the same as the one above at this point.

Once again move up and down in the document using the **Document Map**.

Be sure to keep saving your work.