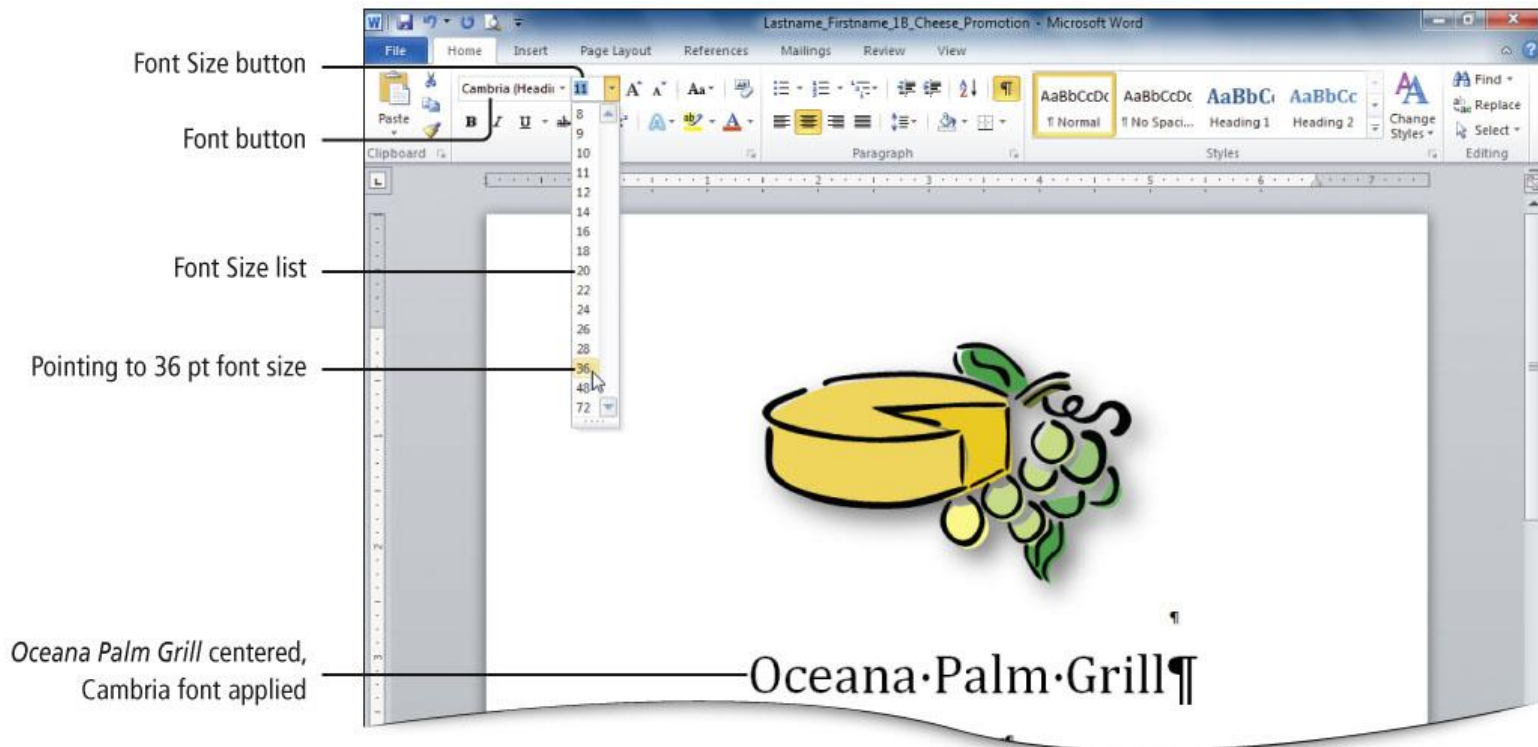


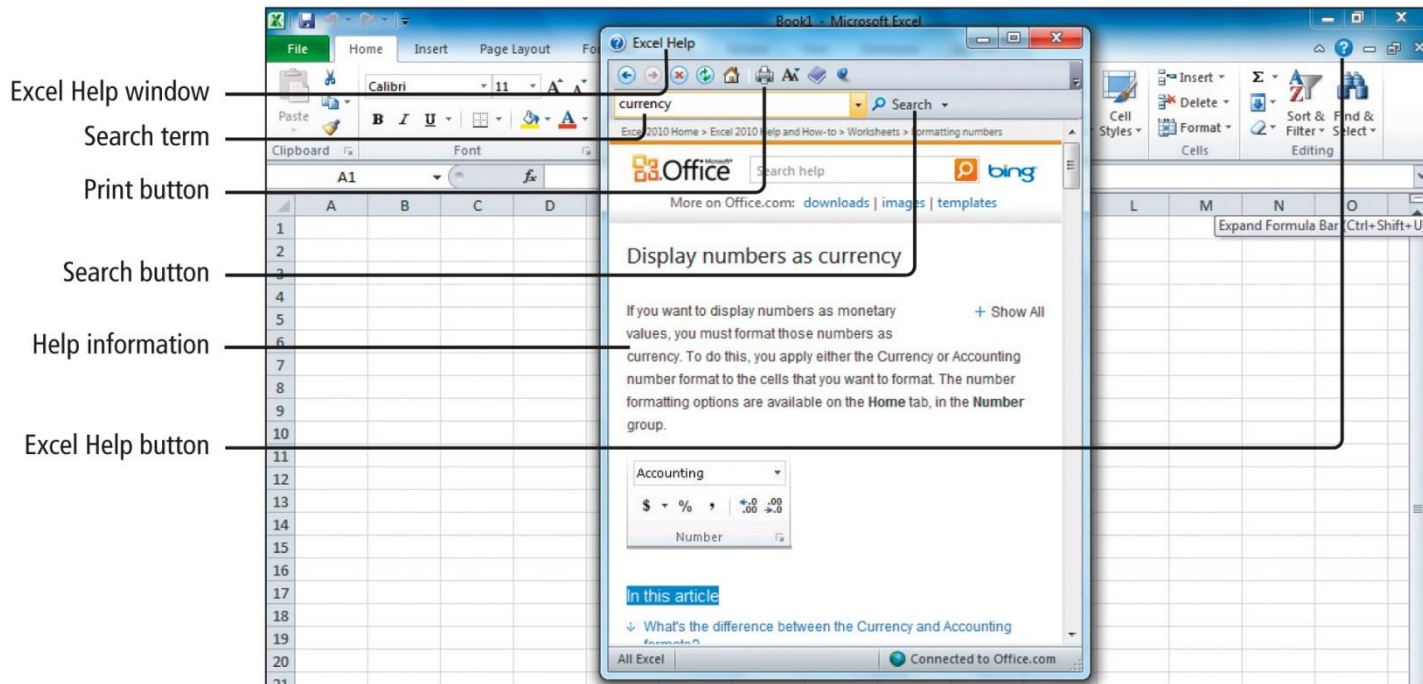
Apply Formatting in Office Programs

- **Formatting:** Modifying the appearance of text, graphics, and pages in an Office file



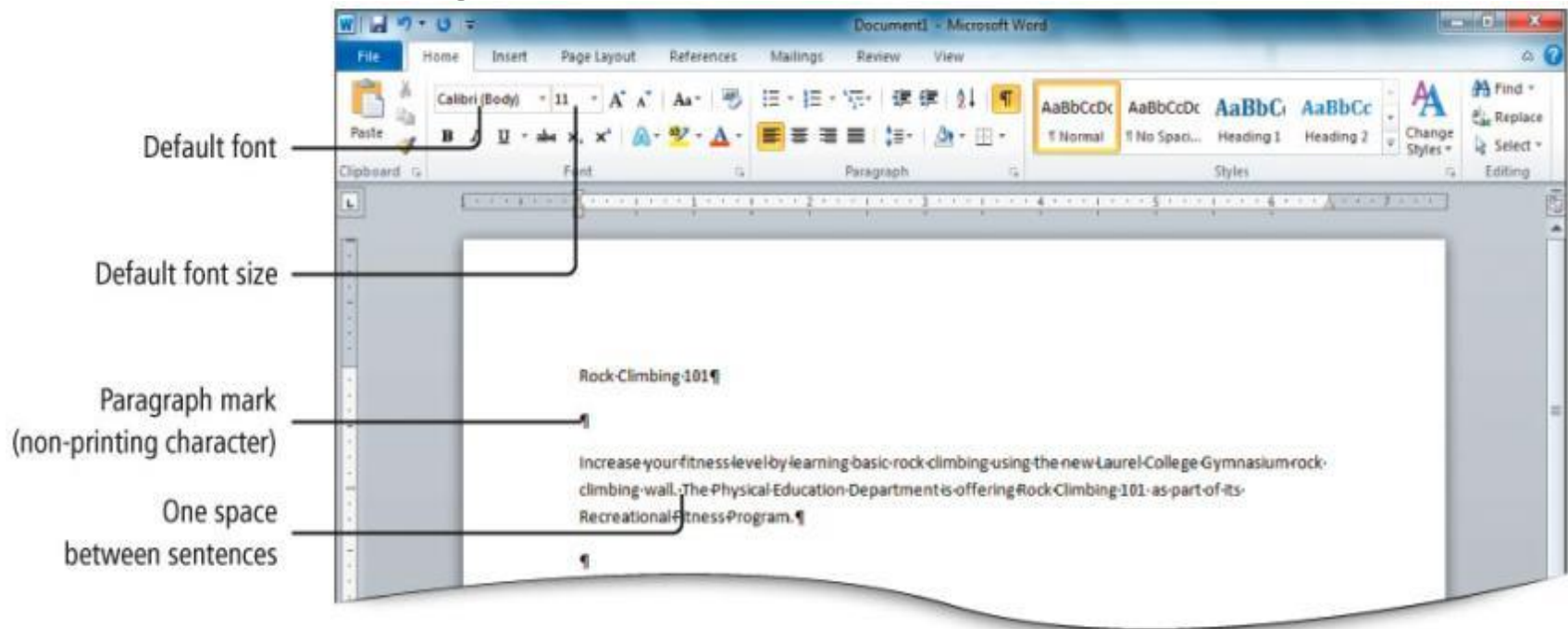
Use the Microsoft Office 2010 Help System

- The Help system provides information about all the program's features



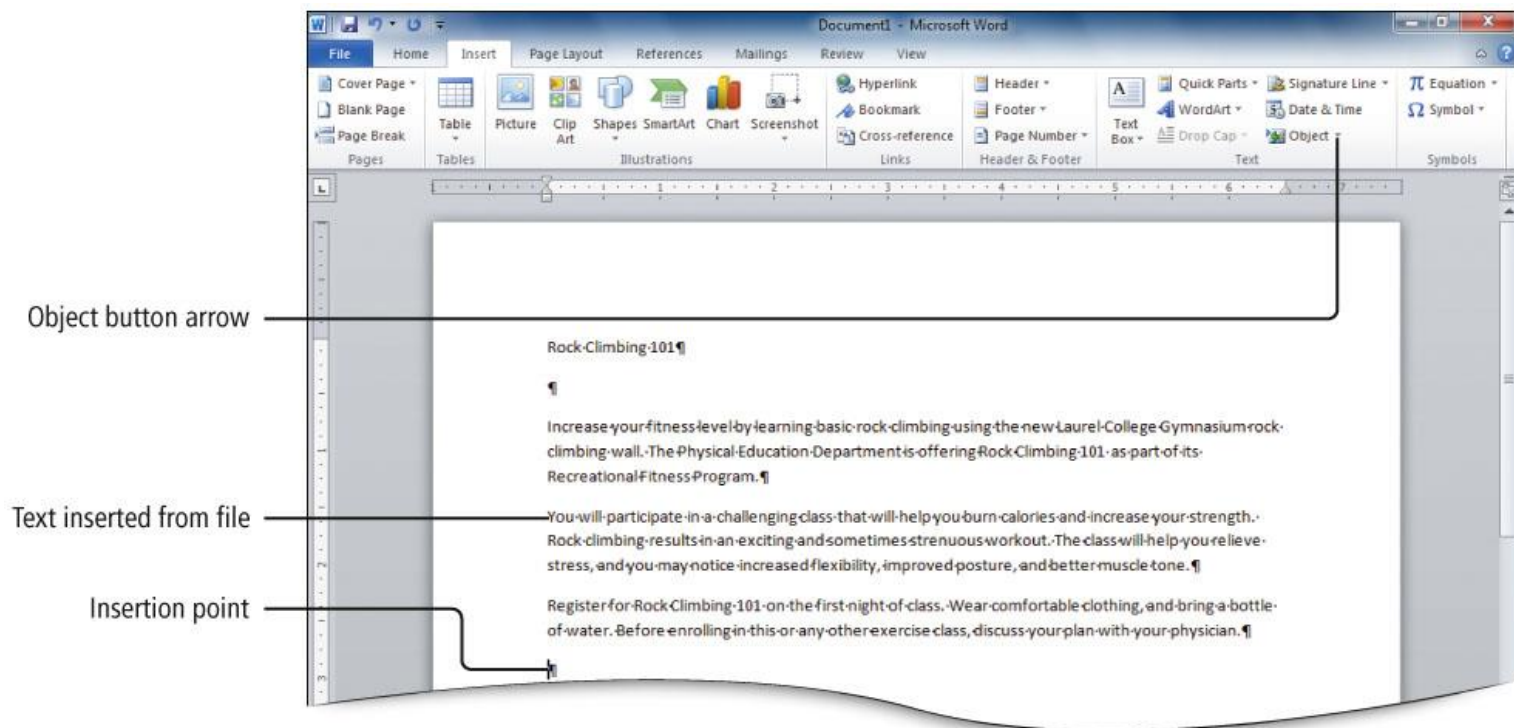
Create a New Document and Insert Text

- **Start new Word document**
 - Type text, select font and font size, use formatting marks, insert text from a file



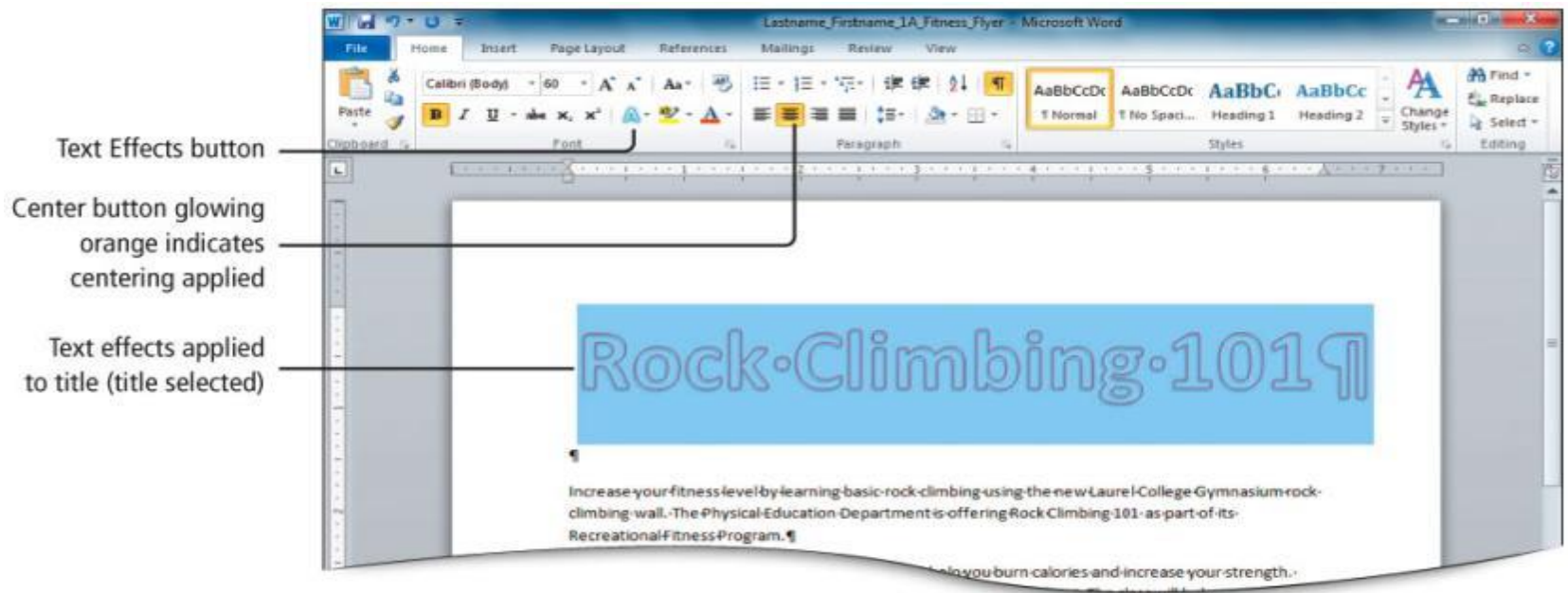
Create a New Document and Insert Text

Inserting text into a document

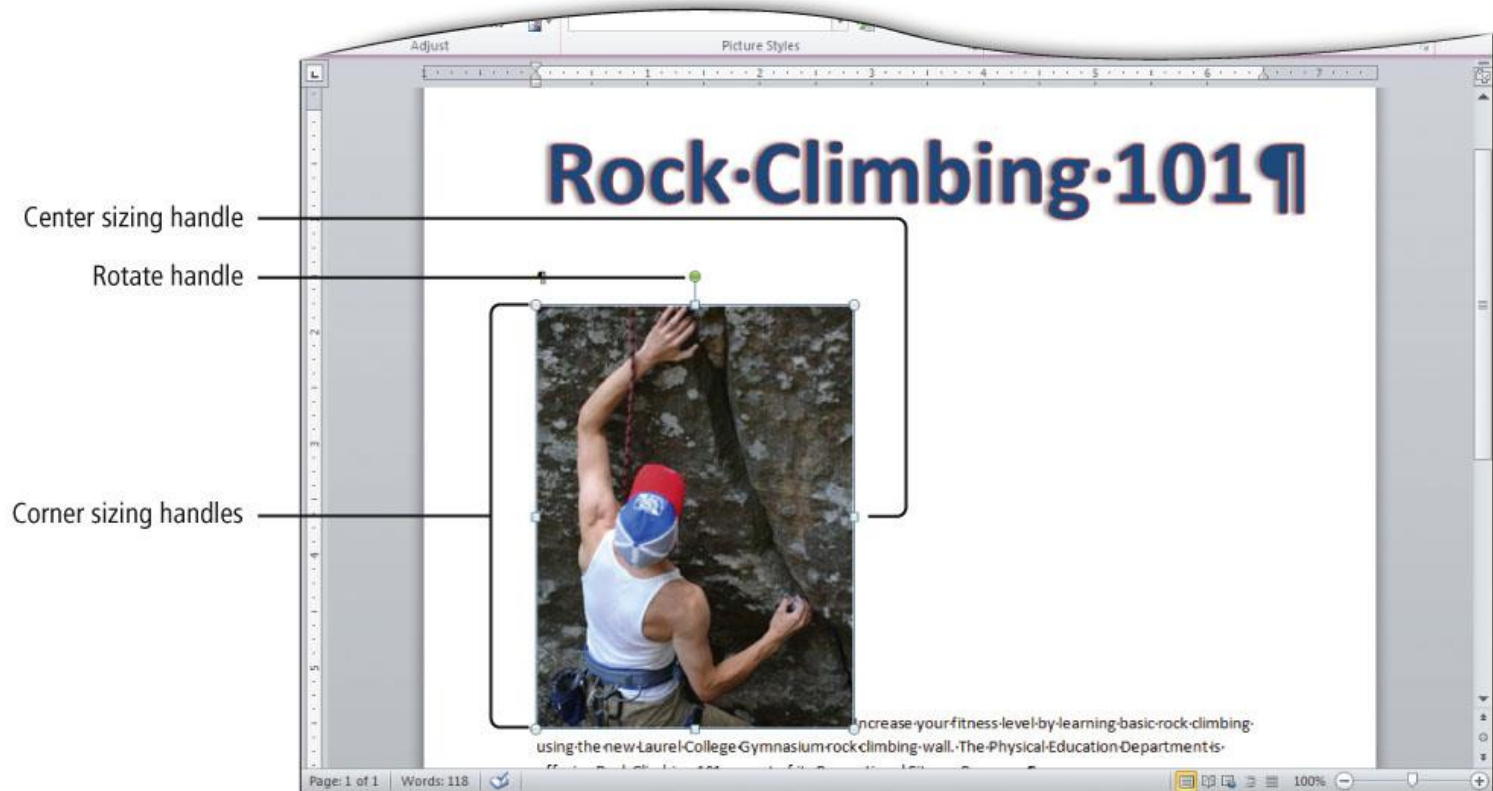


Insert and Format Graphics

- **Format text using text effects, which are decorative formats such as:**
 - Shadowed or mirrored text, text glow, 3-D effects and colors that make text stand out



Insert and Format Graphics



Insert and Format Graphics

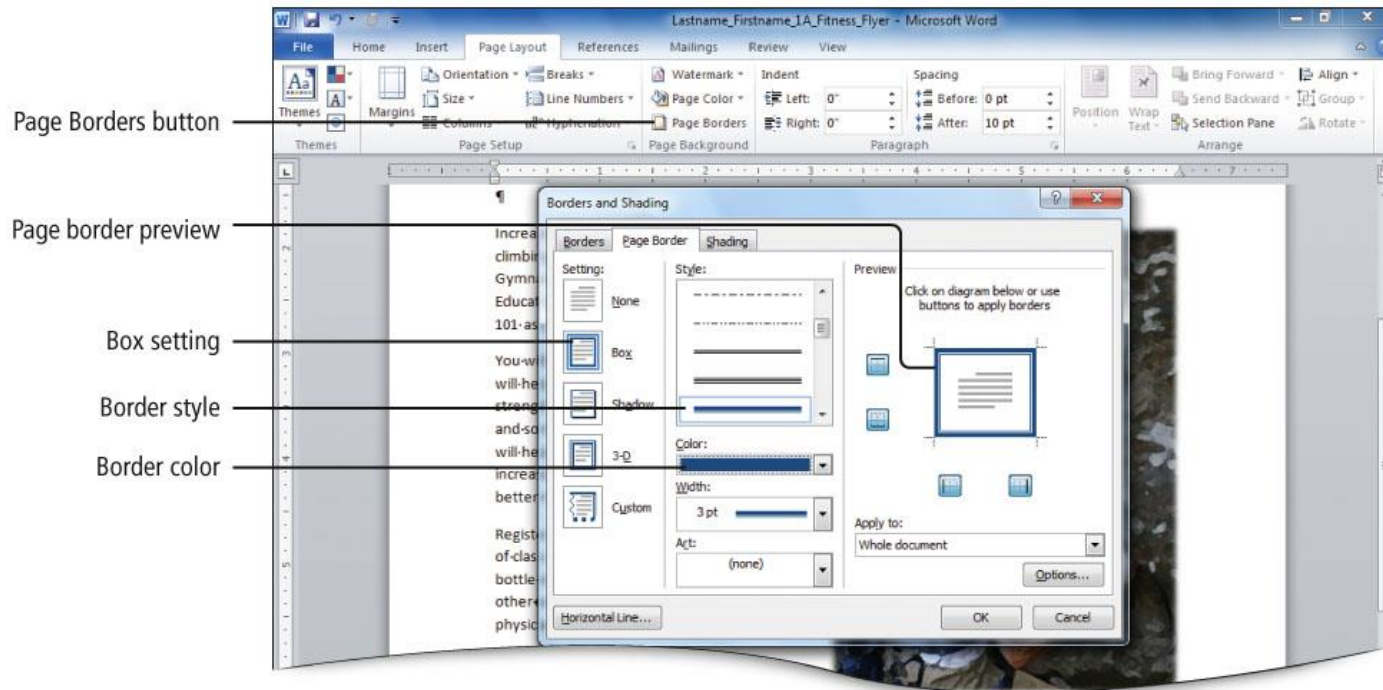
- **Text wrapping:** How the text displays around an object, such as a photo
 - Use the *Wrap Text* button to display a gallery of text wrapping arrangements
- **The arrow keys on your keyboard nudge—move in small increments—your selected object**

Insert and Format Graphics

- **Picture styles include shapes, shadows, frames, borders, and other special effects to stylize an image**
 - Click the Format tab
 - In the Picture Styles group, click the Picture Effects button to select a style
- **Artistic effects make pictures look more like sketches or paintings**
 - Click the Format tab
 - In the Adjust group, click the Artistic Effects button to select a style

Insert and Format Graphics

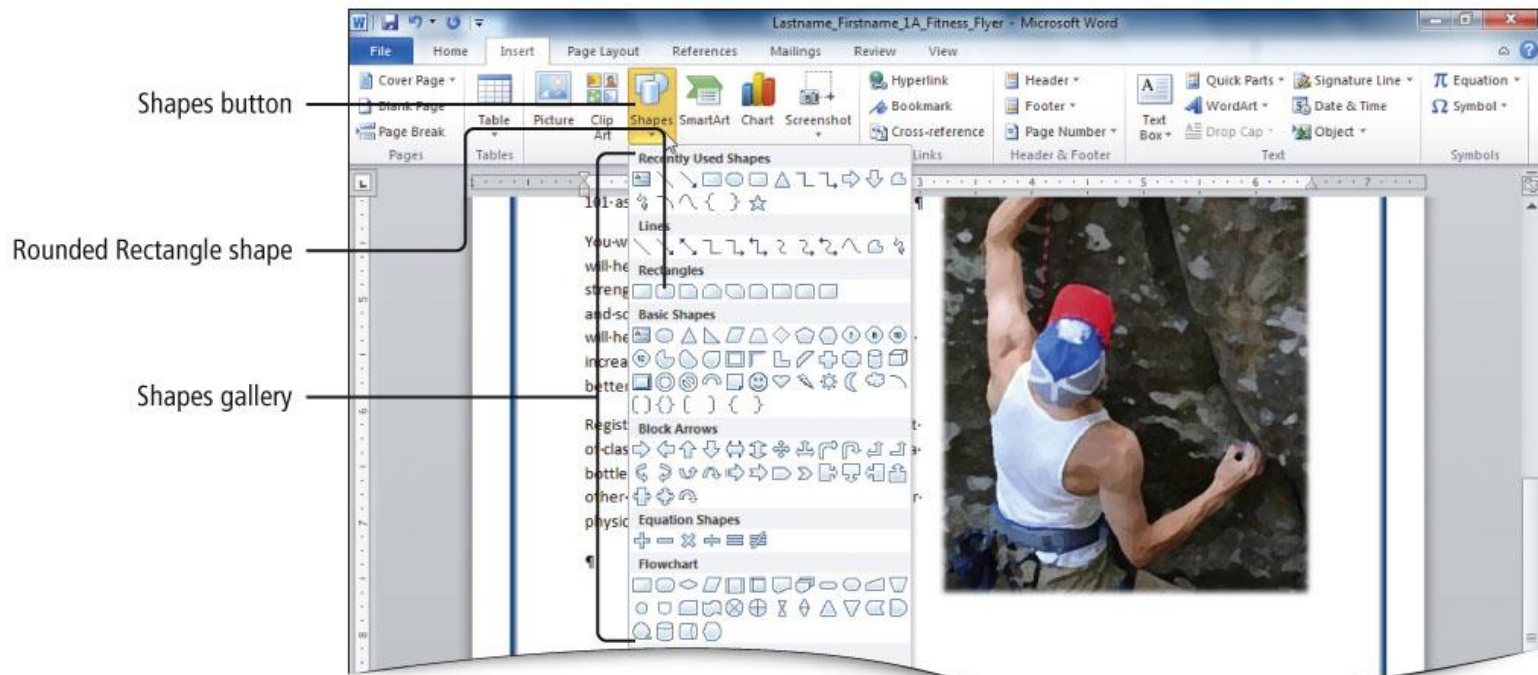
- Page borders frame the page and help focus the information on the page



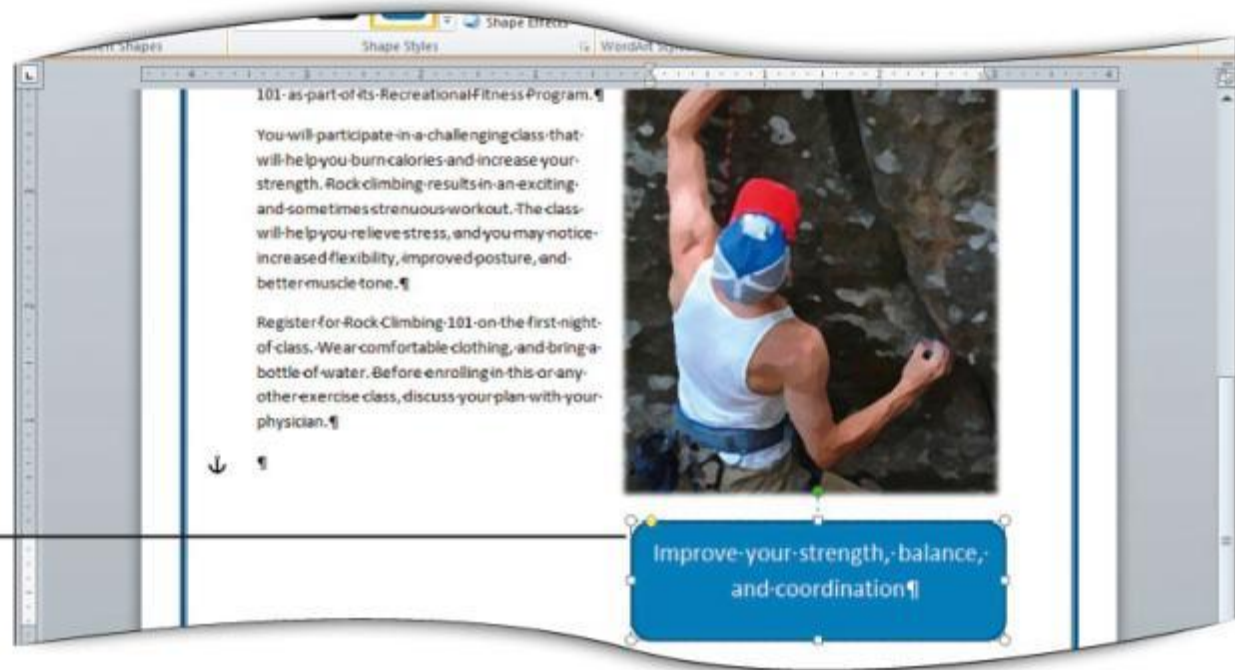
Insert and Modify Text Boxes and Shapes

- **Predefined shapes and text boxes are provided to add visual interest to documents**
 - Shape: An object such as a line, arrow, box, callout, or banner
 - Text box: A movable, resizable container for text or graphics
 - Both are floating objects and can be placed anywhere on the page

Insert and Modify Text Boxes and Shapes



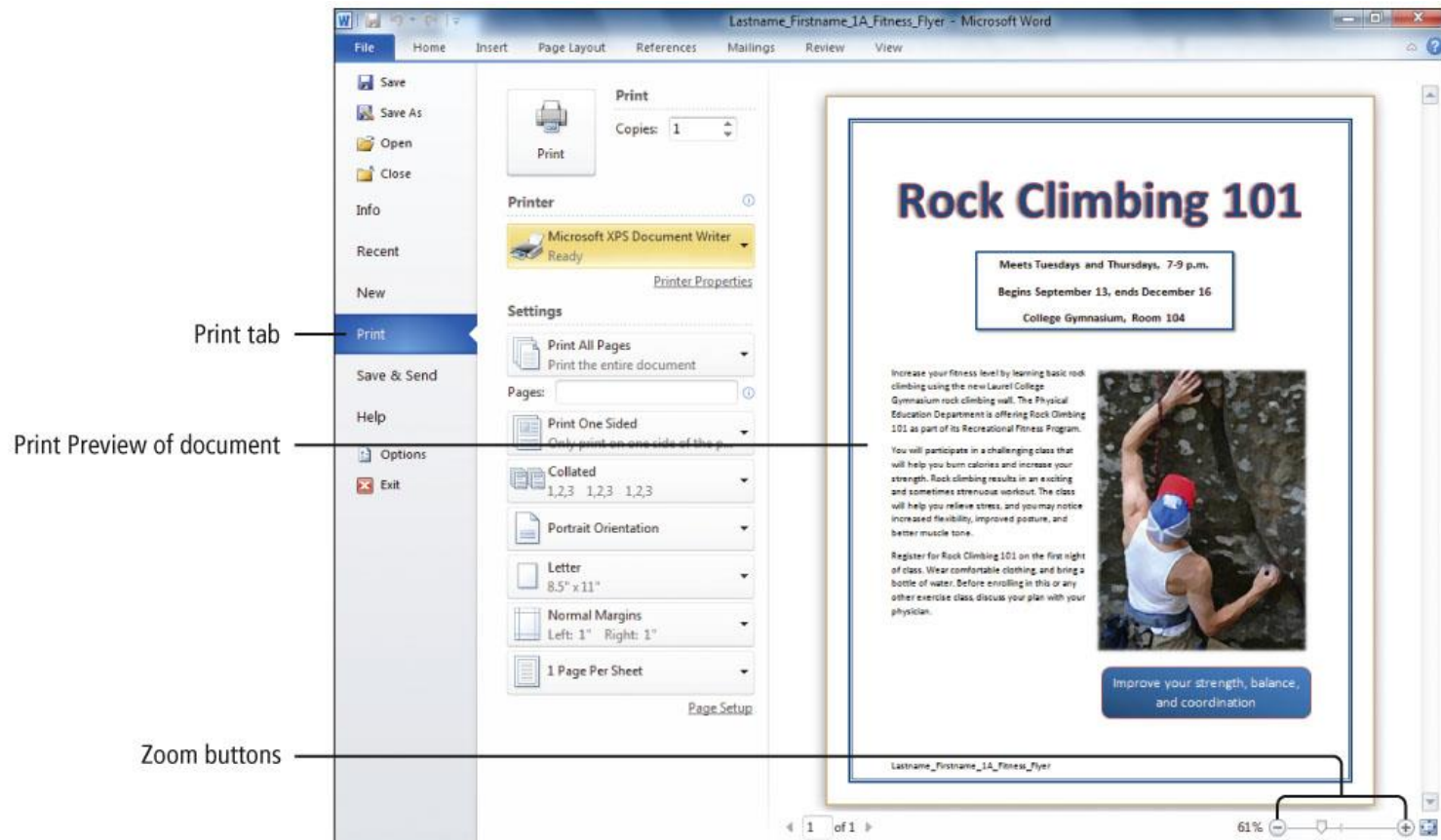
Insert and Modify Text Boxes and Shapes



Rounded Rectangle
shape inserted and
formatted, text added

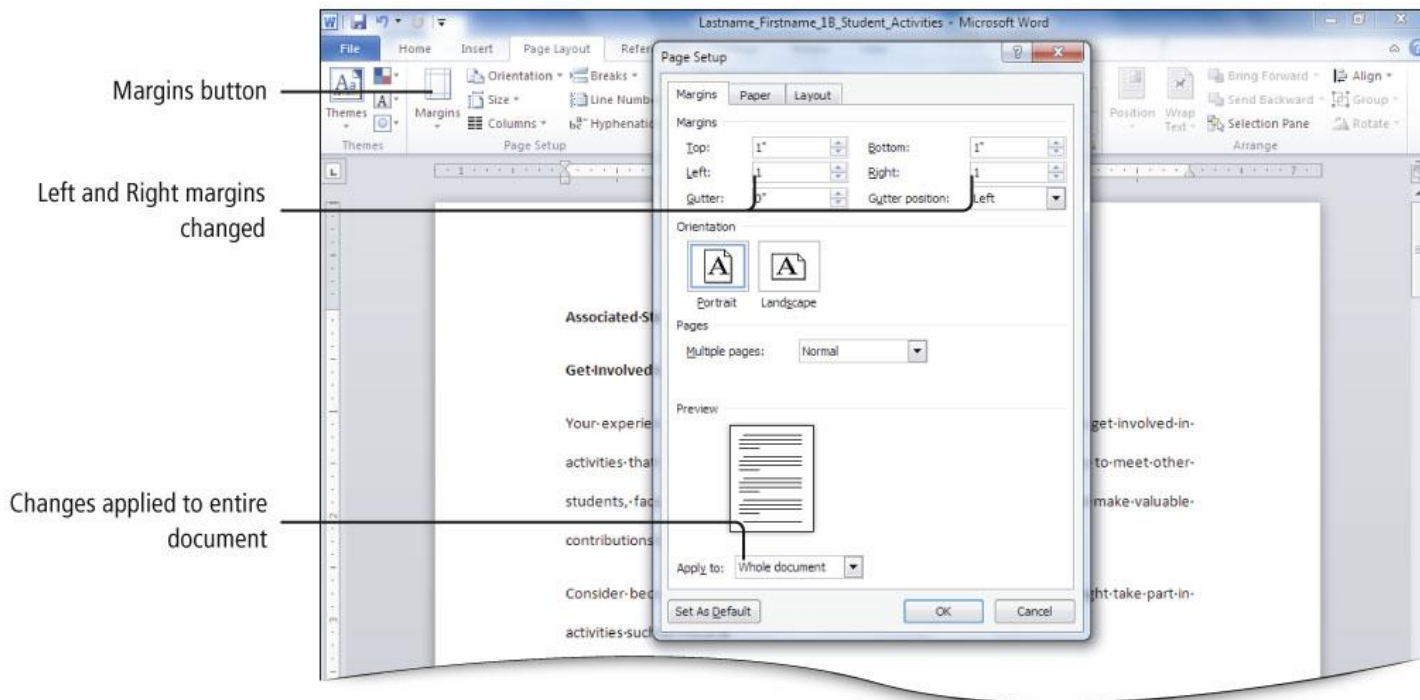
Preview and Print a Document

- Printing a document



Change Document and Paragraph Layout





- **Setting margins**



Change Document and Paragraph Layout

- **Alignment:** Placement of paragraph text relative to the margins

Paragraph Alignment Options

Alignment	Button	Description and Example
Align Text Left		Align Text Left is the default paragraph alignment in Word. Text in the paragraph aligns at the left margin, and the right margin is uneven.
Center		Center alignment aligns text in the paragraph so that it is centered between the left and right margins.
Align Text Right		Align Text Right aligns text at the right margin. Using Align Text Right, the left margin, which is normally even, is uneven.
Justify		The Justify alignment option adds additional space between words so that both the left and right margins are even. Justify is often used when formatting newspaper-style columns.

Change Document and Paragraph Layout

- **Line spacing:** Distance between lines of text in a paragraph

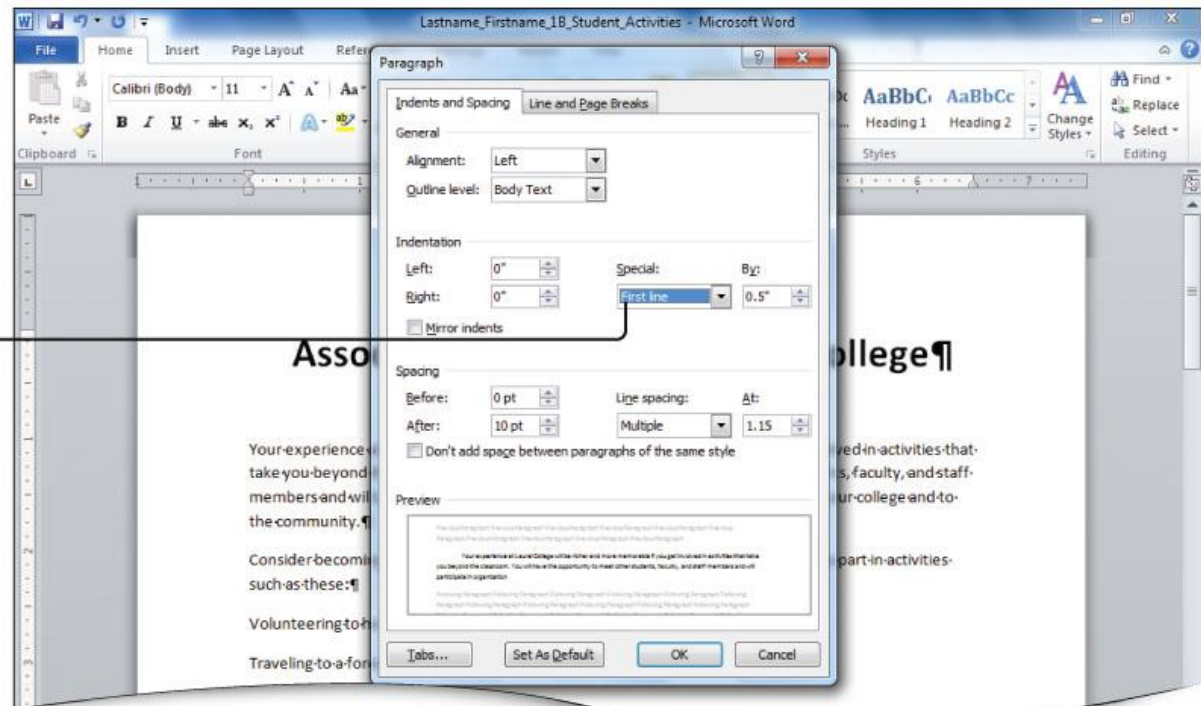
Line Spacing Options

Alignment	Description, Example, and Information
Single spacing	The text in this example uses single spacing. Single spacing was once the most commonly used spacing in business documents. Now, because so many documents are read on a computer screen rather than on paper, single spacing is becoming less popular.
Multiple 1.15 spacing	The text in this example uses multiple 1.15 spacing. The default line spacing in Microsoft Word 2010 is 1.15, which is equivalent to single spacing with an extra 1/6 line added between lines to make the text easier to read on a computer screen. Many individuals now prefer this spacing, even on paper, because the lines of text appear less crowded.
Double spacing	The text in this example uses double spacing. College research papers and draft documents that need space for notes are commonly double-spaced; there is space for a full line of text between each document line.

Change Document and Paragraph Layout

Techniques to distinguish paragraphs

First line indent applied



Create and Modify Lists

- **Bulleted list**

- Items of list can be introduced in any order
- Uses bullets—text symbols such as small circles or check marks—to introduce each item in a list

- **Numbered list**

- Items with consecutive numbers
- Use where order is important

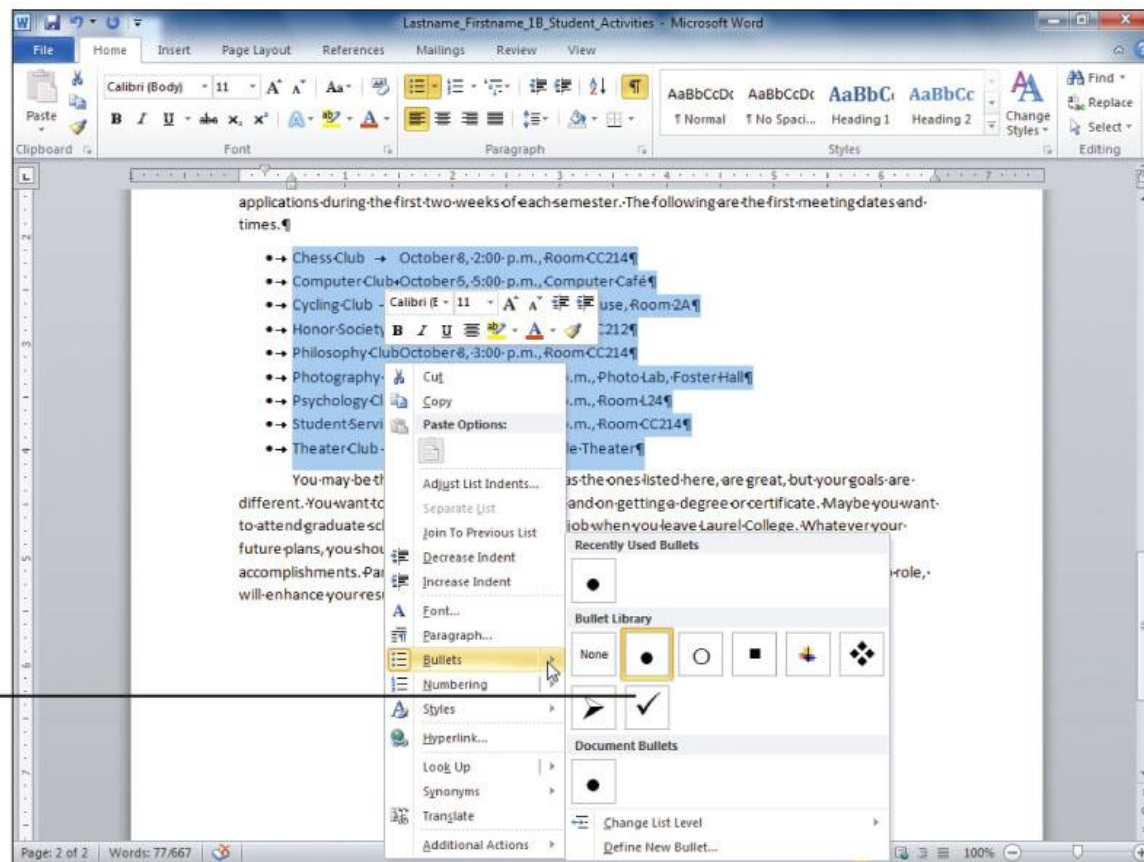
Create and Modify Lists

The screenshot shows a Microsoft Word document titled "Lastname_Firstname_IB_Student_Activities". The document content includes:

- Hanging Indent button on ruler:** A callout line points to the "Hanging Indent" button on the ruler, which is positioned above the title "Associated Students of Laurel College".
- Bulleted list:** A callout line points to a bulleted list under the heading "Get Involved in Student Activities". The list items are:
 - Volunteering to help with a blood drive
 - Traveling to a foreign country to learn about other cultures
 - Volunteering to assist at graduation
 - Helping to organize a community picnic
 - Planning and implementing advertising for a student event
 - Meeting with members of the state legislature to discuss issues that affect college students—for example, tuition costs and financial aid

The document also includes sections for "Student Government" and "Associated Students of Laurel College".

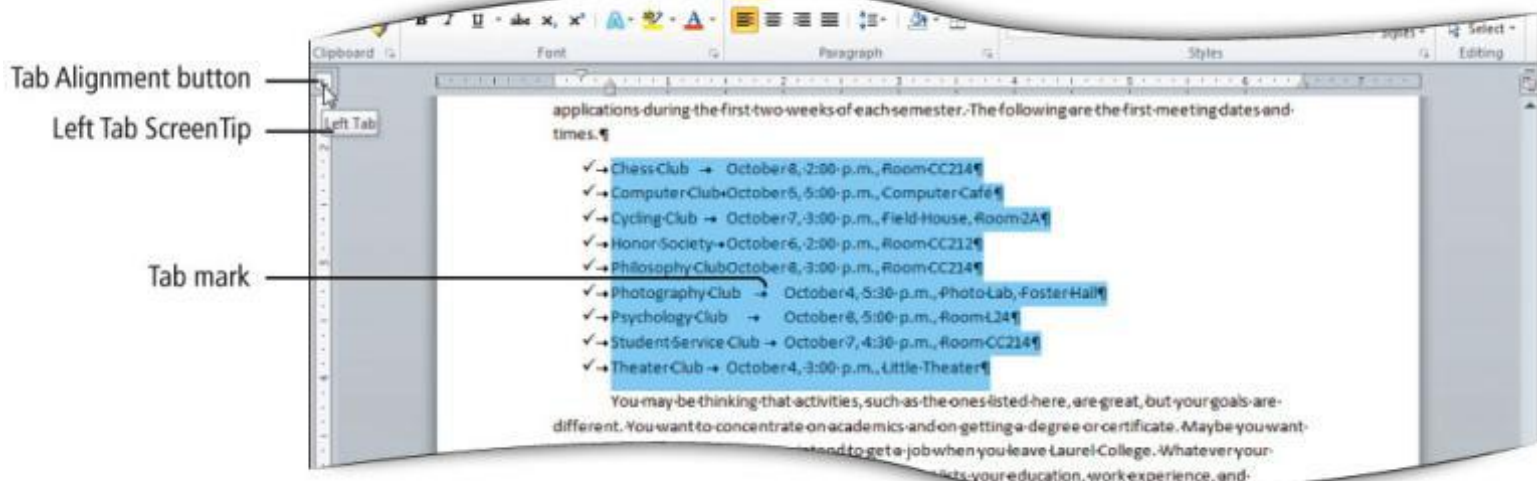
Create and Modify Lists



Check mark bullet

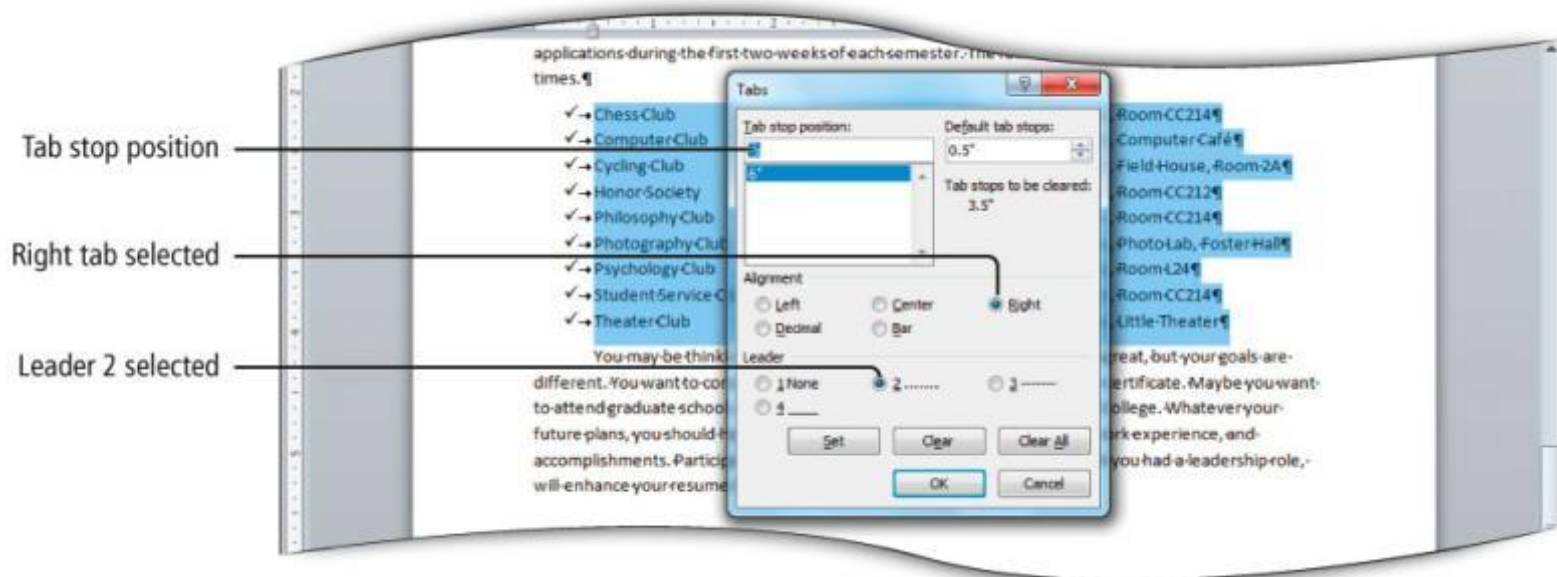
Set and Modify Tab Stops

- Use tab stops to indent and align text, and use the tab key to move to tab stops



Set and Modify Tab Stops

- **Tab stops:** A form of paragraph formatting
 - Information about tab stops is stored in the paragraph mark
 - Use the Tab key to move to tab stops



Insert a SmartArt Graphic

SmartArt button

Preview of selected SmartArt

Hierarchy category

Choose a SmartArt Graphic

- All
- List
- Process
- Cycle
- Hierarchy**
- Relationship
- Matrix
- Pyramid
- Picture
- Office.com

Organization Chart

Use to show hierarchical information or reporting relationships in an organization. The assistant shape and the Org Chart hanging layouts are available with this layout.

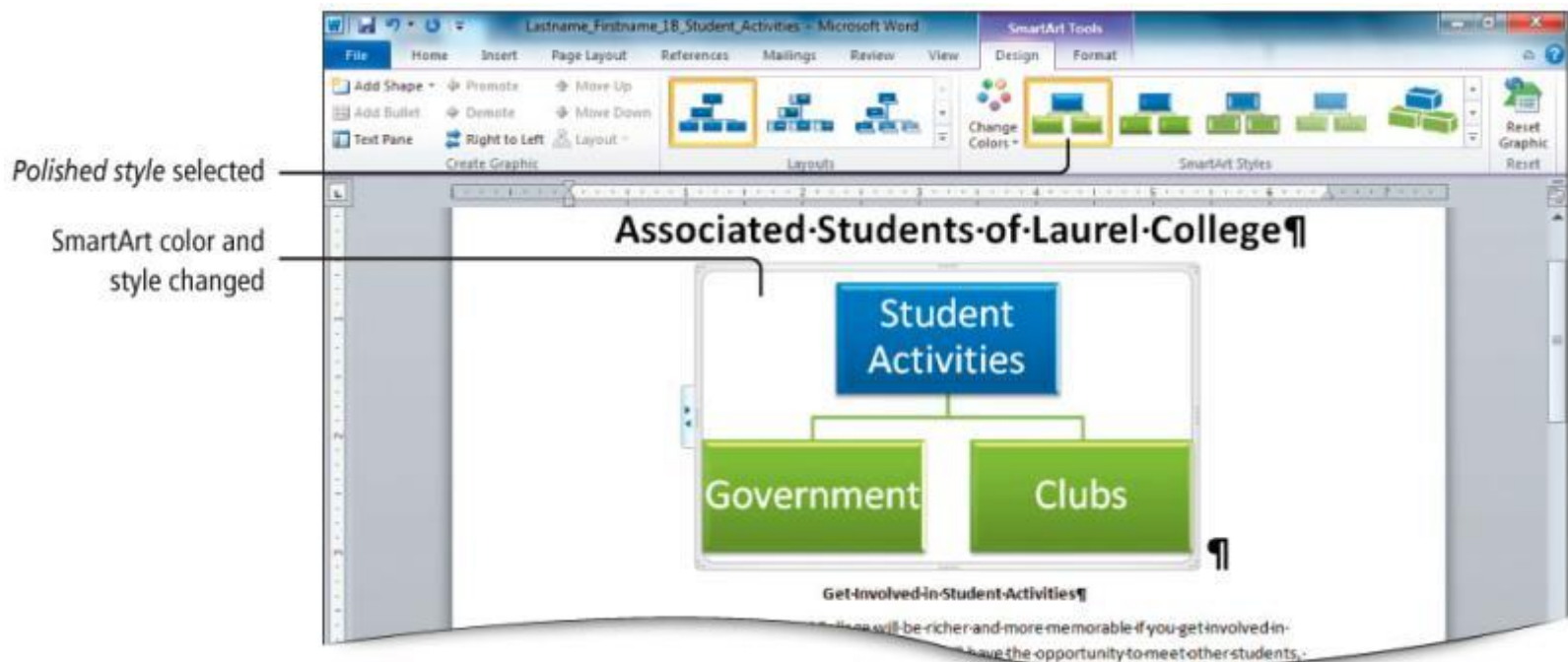
- ✓ → Traveling to a foreign country to learn about other cultures ¶
- ✓ → Volunteering to assist at graduation ¶
- ✓ → Helping to organize a community picnic ¶
- ✓ → Planning and implementing advertising for a student event ¶
- ✓ → Meeting with members of the state legislature to discuss issues that affect college students—for example, tuition costs and financial aid ¶

Student-Government ¶

Page: 1 of 2 Words: 693 100%

Insert a SmartArt Graphic

- SmartArt: Provides a visual representations of information



Covered Objectives

- **Locate and Start a Microsoft Office 2010 Program**
- **Enter and Edit Text in an Office 2010 Program**
- **Perform Commands from a Dialog Box**
- **Create a Folder, Save a File, and Close a File**

Covered Objectives

- **Add Document Properties and Print a File**
- **Open an Existing File and Save It with a New Name**
- **Explore Options for an Application**
- **Perform Commands from the Ribbon**
- **Apply Formatting in Office Programs**

Covered Objectives

- **Use the Microsoft Office 2010 Help System**
- **Compress Files**
- **Create a New Document and Insert Text**
- **Insert and Format Graphics**
- **Insert and Modify Text Boxes and Shapes**

Covered Objectives

- **Preview and Print a Document**
- **Change Document and Paragraph Layout**
- **Create and Modify Lists**
- **Set and Modify Tab Stops**
- **Insert a SmartArt Graphic**



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