



## Notes

Sub: Information Technology

Class: IX

Topic: Digital Documentation

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### Digital Documentation

**Digital:** Electronic

**Document:** A paper something written on it. Ex: letters, notices, reports and books etc.

**Documentation:** The process of preparing a document.

**Digital Documentation:** Any document which is created with the help of any application or software.

### Word Processing and Word Processor:

Word Processing and Word Processor	
Word Processing	Word Processor
<ul style="list-style-type: none"><li>➤ Word processing is the use of computer software to enter, edit, format, store, retrieve and print the document.</li></ul>	<ul style="list-style-type: none"><li>➤ Word processor is a computer application used for production of printable material.</li><li>➤ <b>Ex:</b> MS-Word, Libre Office Writer, Google Docs, Open office writer etc.</li></ul>

### Typewriter



- A typewriter is a mechanical machine for typing characters.
- Typically, a typewriter has an array of keys, and each one causes a different single character to be produced on paper by striking an inked ribbon selectively against the paper with a type element.

<b>Difference between Word processor and Typewriter</b>	
<b>Word Processor</b>	<b>Typewriter</b>
<ul style="list-style-type: none"> <li>➤ You can save the document.</li> <li>➤ You can make the changes without retyping the entire document.</li> <li>➤ It is easy to insert a word or sentence in the middle of a document.</li> <li>➤ Multiple copies can be created.</li> </ul>	<ul style="list-style-type: none"> <li>➤ You can't save or backup the document.</li> <li>➤ You can't make changes or correct the mistakes.</li> <li>➤ It is difficult to insert a word or sentence in the middle of a document.</li> <li>➤ Multiple copies cannot be created.</li> </ul>

### **Features of Word processor**

- Create, edit, save, retrieve and print the document.
- Select and move the text from one place to another in the document.
- Copy the text to other places within the document.
- Move or copy a selected text from one document to another document.
- Check the font style, size of the text in the document.
- check spelling and grammar.
- Create table, modify the size of the selected rows, columns or cells.
- Combine one or more documents.
- Insert pictures or graphs within the document.

### **Microsoft Office Word**

Microsoft Office Word 2007, 2010, 2013, 2016 etc. allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books.

By default, documents saved in Word are saved with the .docx extension.

## Microsoft Word can be used for the following purposes:

- To create business documents having various graphics including pictures, charts, and diagrams.
- To store and reuse readymade content and formatted elements such as cover pages and sidebars.
- To create letters and letterheads for personal and business purpose.
- To design different documents such as resumes or invitation cards etc.
- To create a range of correspondence from a simple office memo to legal copies and reference documents.
- **Word — Getting Started** : To open a new MS Word document:

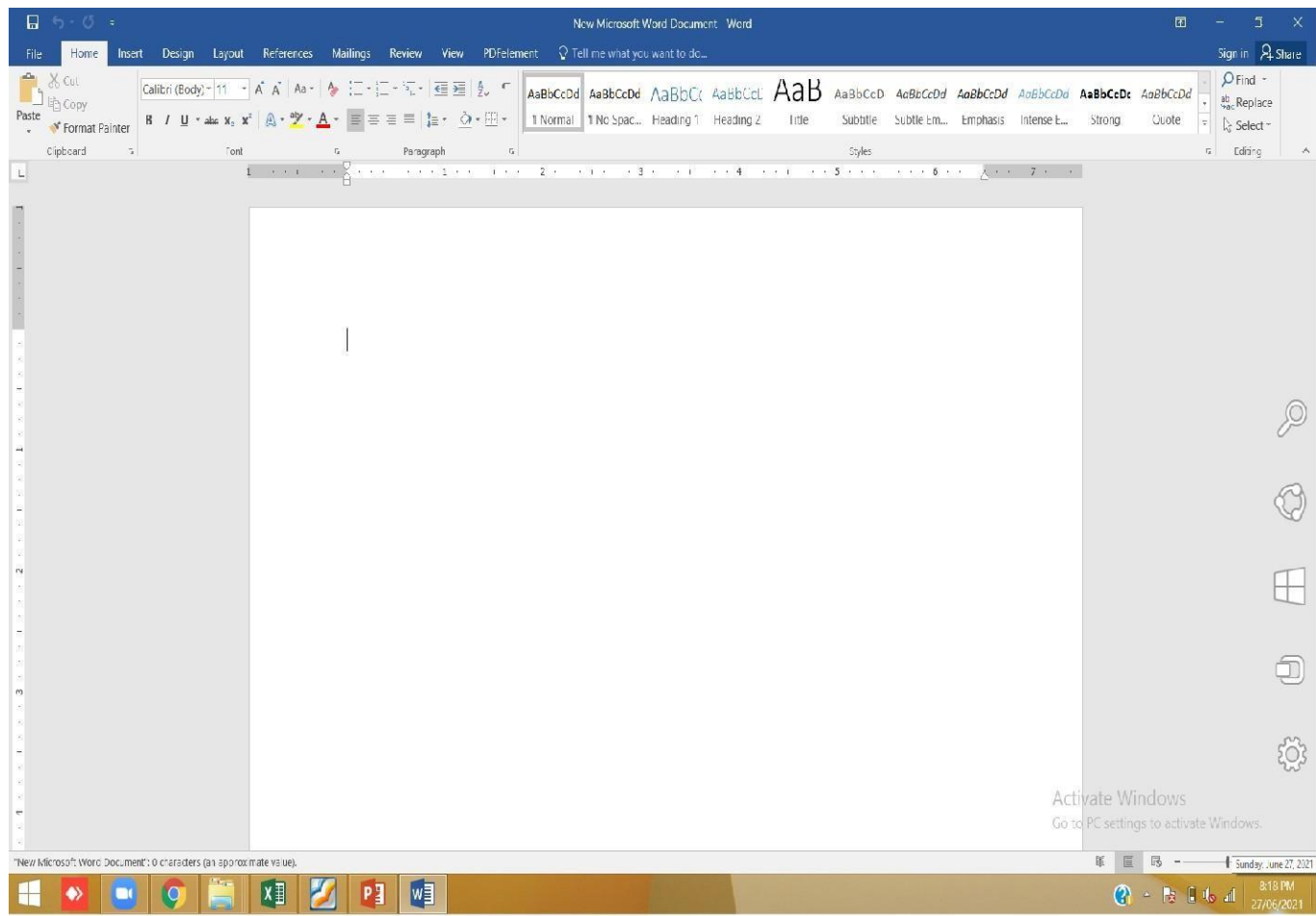
**Step1:** Click the **Start** button.

**Step 2:** Click the **All Programs** option from the menu.

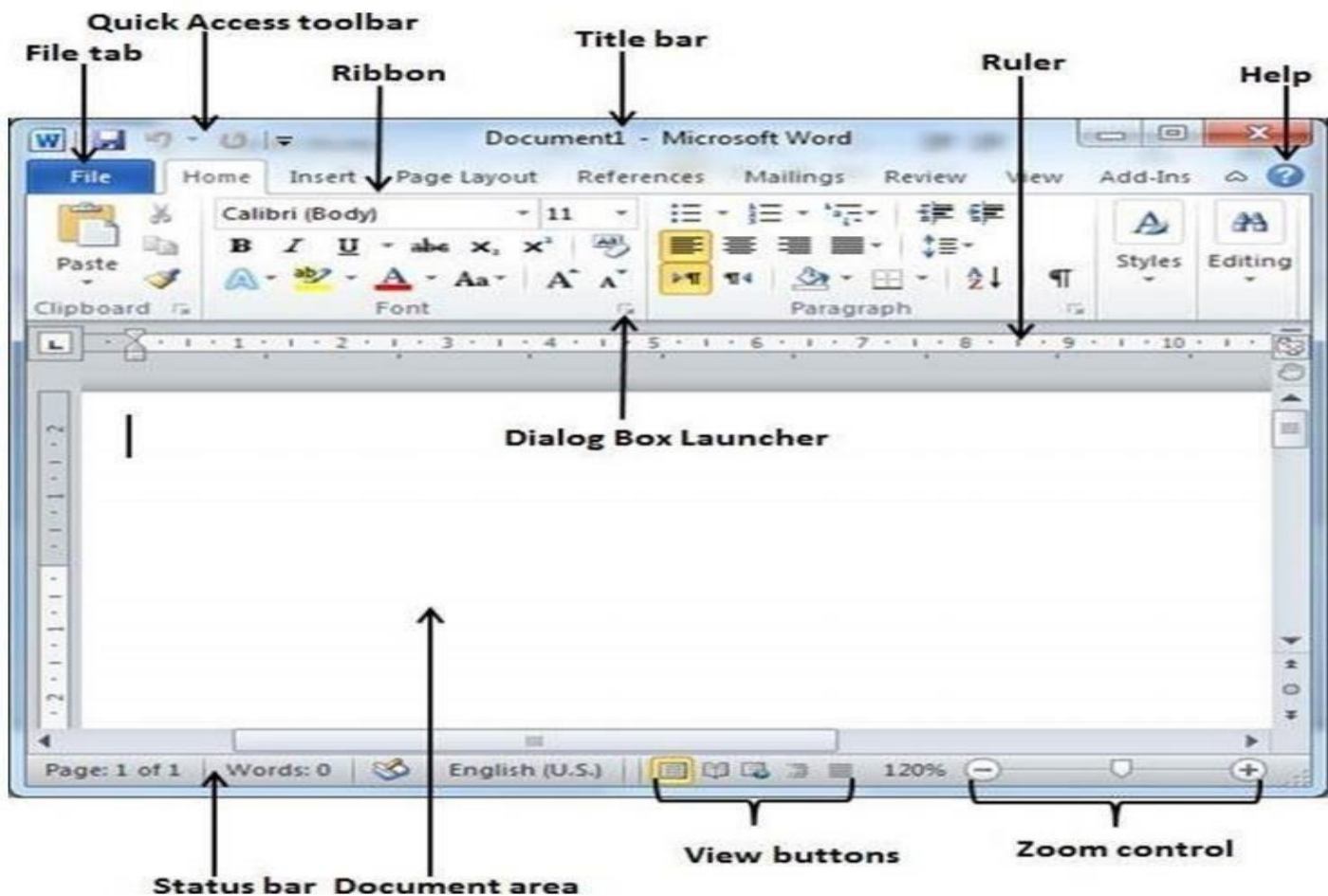
**Step 3:** Search for **Microsoft Office** from the submenu and click it

**Step 4:** Search for **Microsoft Word** from the submenu and click it

## **When you open MS Word document it looks like as follows**



## Elements of MS Word:



### File Tab:

You can click it to check the Backstage view. This is where you come when you need to open or save files, create new documents, print a document, and do other file-related operations.

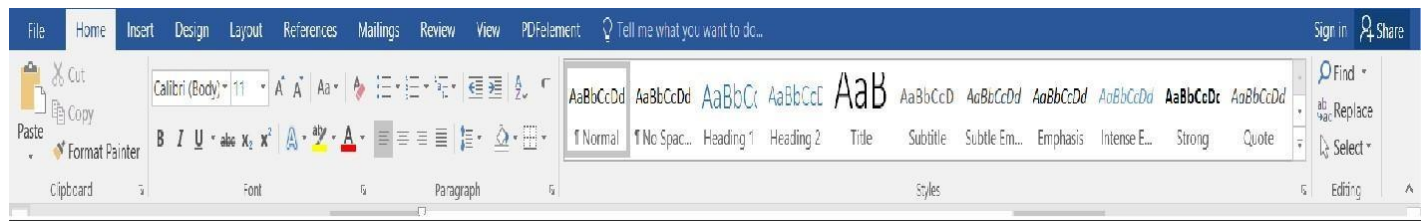
### Quick Access Toolbar:

This you will find just above the File tab. This is a convenient resting place for the most-frequently used commands in Word. You can customize this toolbar based on your comfort.

### Title bar:

This lies in the middle and at the top of the window. Title bar shows the program and document titles.

## **Ribbon:**



### **Ribbon contains commands organized in three components:**

- **Tabs:** These appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout are examples of ribbon tabs.
- **Groups:** They organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment, etc.
- **Commands:** Commands appear within each group as mentioned above.

## **Ruler:**

Word has two rulers - a horizontal ruler and a vertical ruler. The horizontal ruler appears just beneath the Ribbon and is used to set margins and tab stops. The vertical ruler appears on the left edge of the Word window and is used to gauge the vertical position of elements on the page.

## **Help:**

The Help Icon can be used to get word related help anytime you like. This provides nice tutorial on various subjects related to word.

## **Zoom Control:**

Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out; you can click the + buttons to increase or decrease the zoom factor.

**Inserting the Blank Page:** To add/insert a **blank page** into your **Word** document, place the cursor where you want the new/blank **page**.

- Click on **Insert tab > Pages group>Blank Page**.
- The **blank page** opens, ready for whatever you want to **add**.

## **Entering the text:**

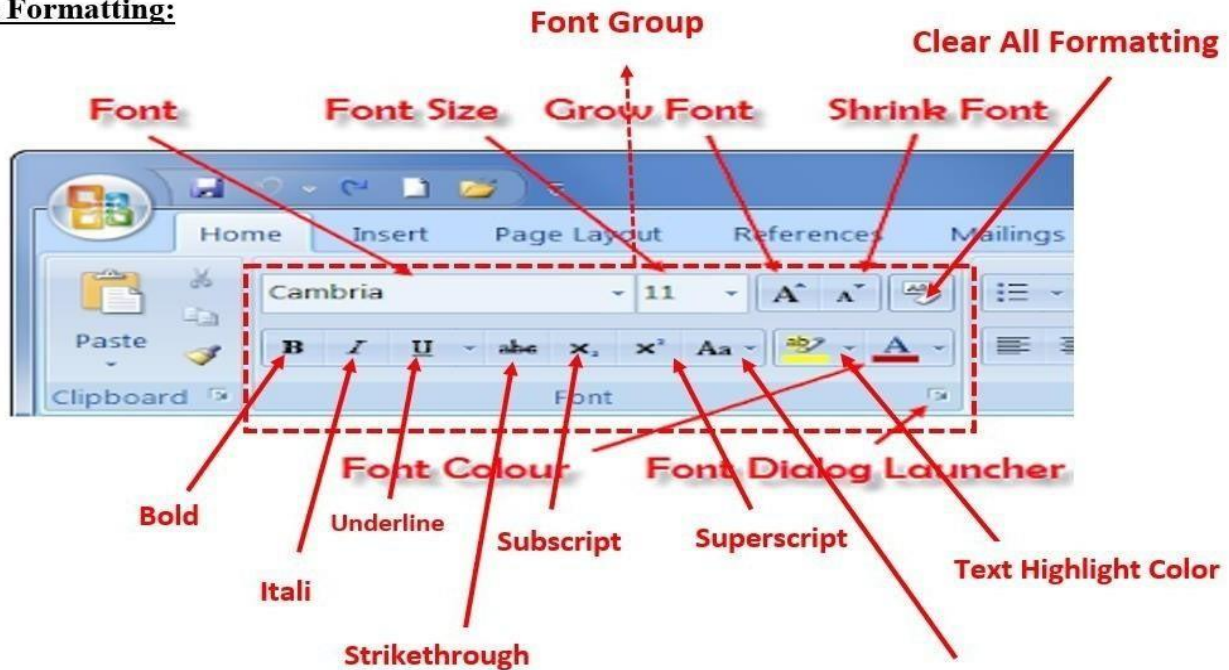
**Document Area:** Document area is the area where you type your text.

**Insertion point:** The flashing vertical bar in document area is called the insertion point and it represents the location where the text will appear when you type.

## The following are the two important points that will help you while typing:

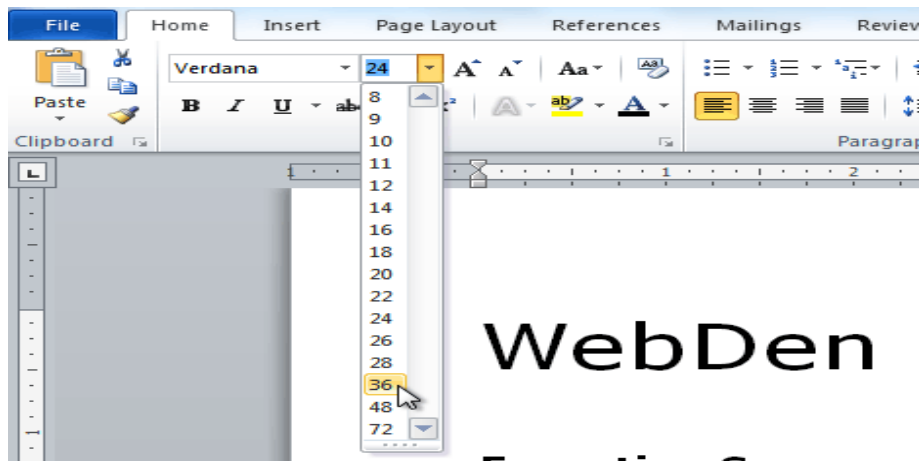
- You do not need to press Enter to start a new line. As the insertion point reaches the end of the line, Word automatically starts a new one. You will need to press Enter, to add a new paragraph.
- When you want to add more than one space between words, use the Tab key instead of the spacebar. This way you can properly align text by using the proportional fonts.

### Text Formatting:

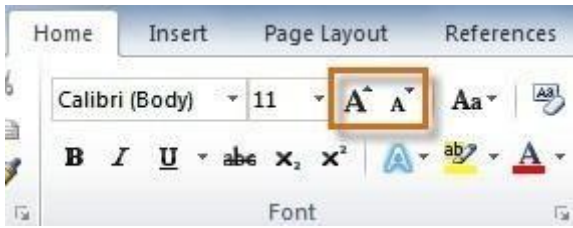


### To change the font size:

1. Select the text you want to modify.
2. Click the **drop-down arrow** next to the **Font Size** box on the **Home** tab. A drop-down menu appears.
3. Select the desired font size from the menu. Alternatively, you can type the value you want and then press **Enter** on your keyboard.

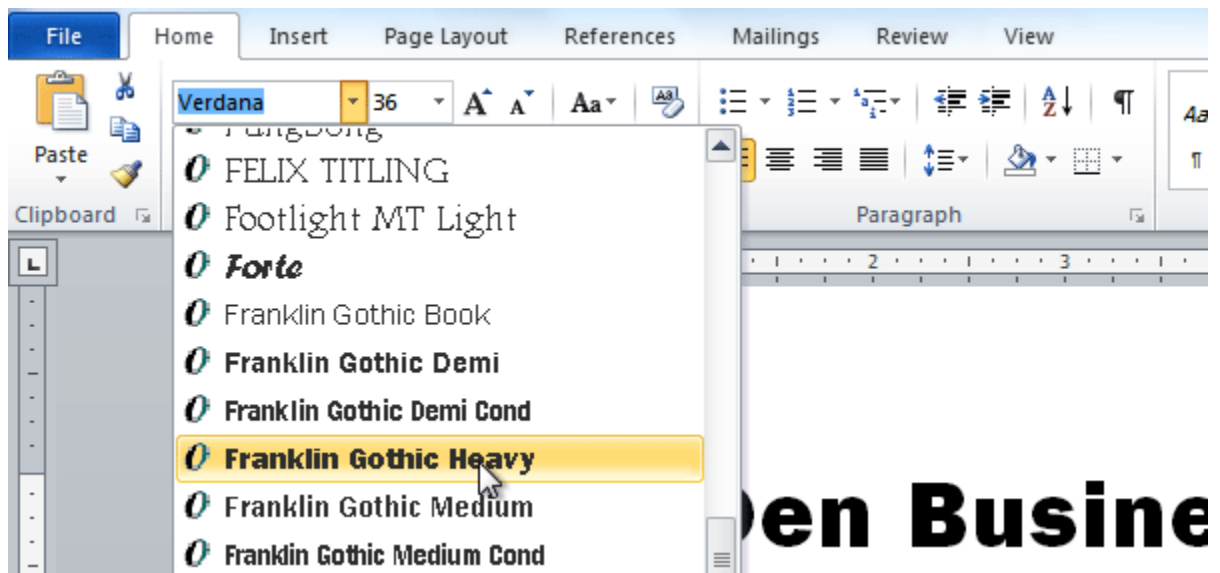


You can also use the **Grow Font** and **Shrink Font** commands to change the size.



### To change the font:

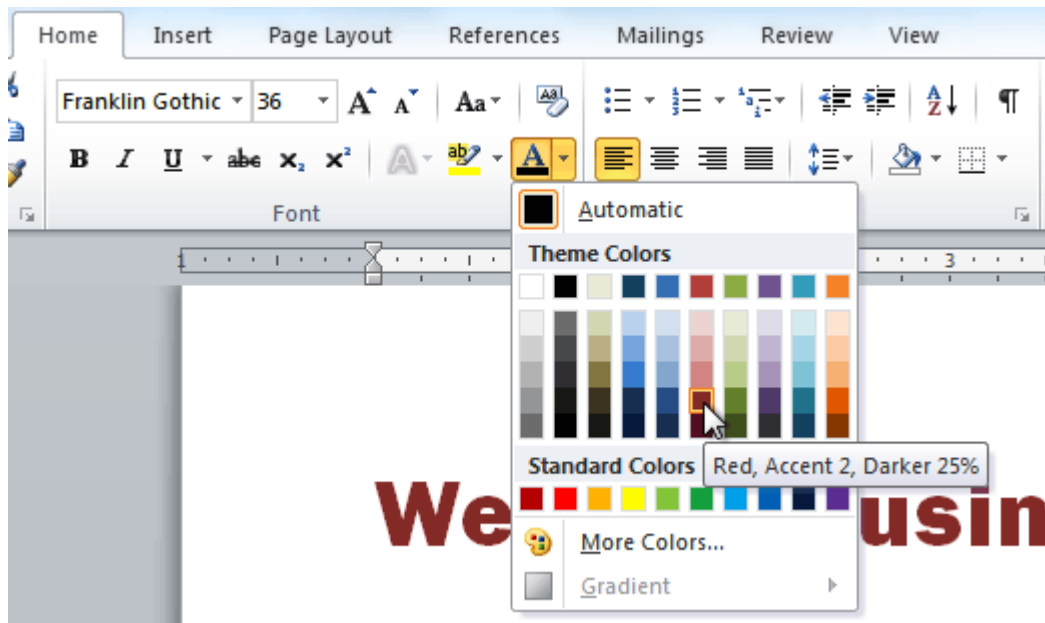
1. Select the text you want to modify.
2. Click the **drop-down arrow** next to the **Font** box on the **Home** tab. The **Font** drop-down menu appears.
3. Move the mouse pointer over the various fonts. A live preview of the font will appear in the document.



4. Select the font you want to use. The font will change in the document.

### To change the font color:

1. Select the text you want to modify.
2. Click the **Font Color** drop-down arrow on the **Home** tab. The **Font Color** menu appears.
3. Move the mouse pointer over the various font colors. A live preview of the color will appear in the document.

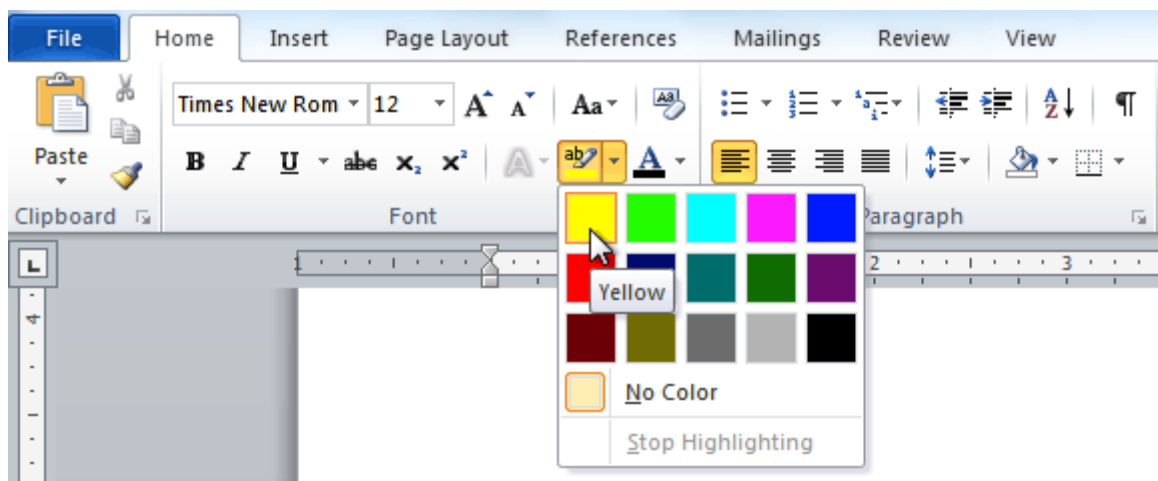


4. Select the font color you want to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the list to access the Colors dialog box. Choose the color you want, then click OK.

### To highlight text:

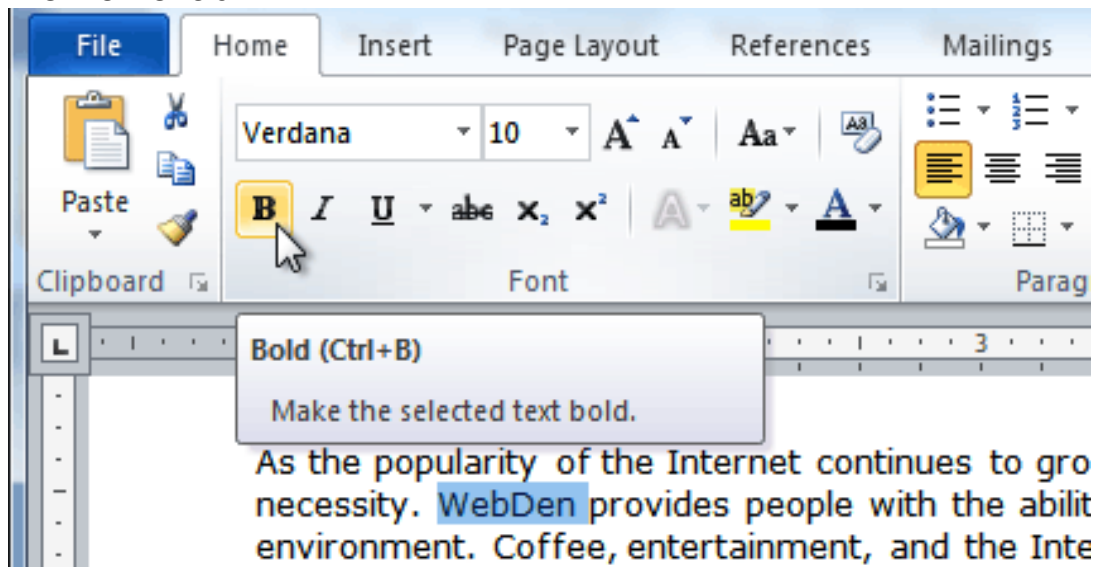
1. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



2. Select the desired highlight color.
3. Select the text you want to modify. It will then be highlighted.
4. To switch back to the normal cursor, click the **Text Highlight Color** command.

### To use the bold, italic, and underline commands:

1. Select the text you want to modify.
2. Click the **Bold**, *Italic*, or Underline command in the **Font** group on the Home tab.

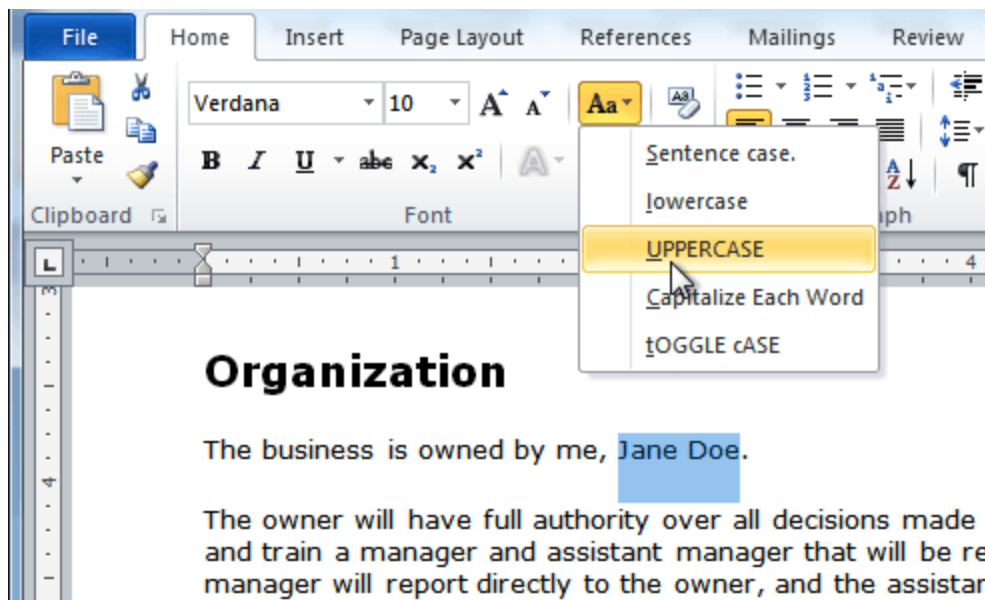


### To change text case: There are five change case. They are as follows.

- a. Sentence case
- b. Lowercase case
- c. Upper case
- d. Capitalize each word
- e. Toggle case.

### **Following are the steps to apply change case to the selected text.**

1. Select the text you want to modify.
2. Click the **Change Case** command in the **Font** group on the Home tab.
3. Select the desired case option from the list.



## Move Around

### i. Moving with Mouse:

- You can easily move the insertion point by clicking in your text anywhere on the screen. There may be instances when a document is big and you cannot see a place where you want to move.
- You can scroll through your document by rolling your mouse wheel, which is equivalent clicking the up-arrow or down-arrow buttons in the scroll bar.

### ii. Moving with Scroll Bars:

- There are two scroll bars: one for moving vertically within the document, and one for moving horizontally. Using the vertical scroll bar, you may:
  - Move upward by one line by clicking the upward-pointing scroll arrow.
  - Move downward by one line by clicking the downward-pointing scroll arrow.

### iii. Moving with Keyboard

The following keyboard commands, used for moving around your document, also move the insertion point:

Keystroke	Where the Insertion Point Moves
→	Forward one character
←	Back one character
↑	Up one line
↓	Down one line
<b>PageUp</b>	To the previous screen
<b>PageDown</b>	To the next screen
<b>Home</b>	To the beginning of the current line
<b>End</b>	To the end of the current line

You can move word by word or paragraph by paragraph. You would have to hold down the Ctrl key while pressing an arrow key, which moves the insertion point as described here:

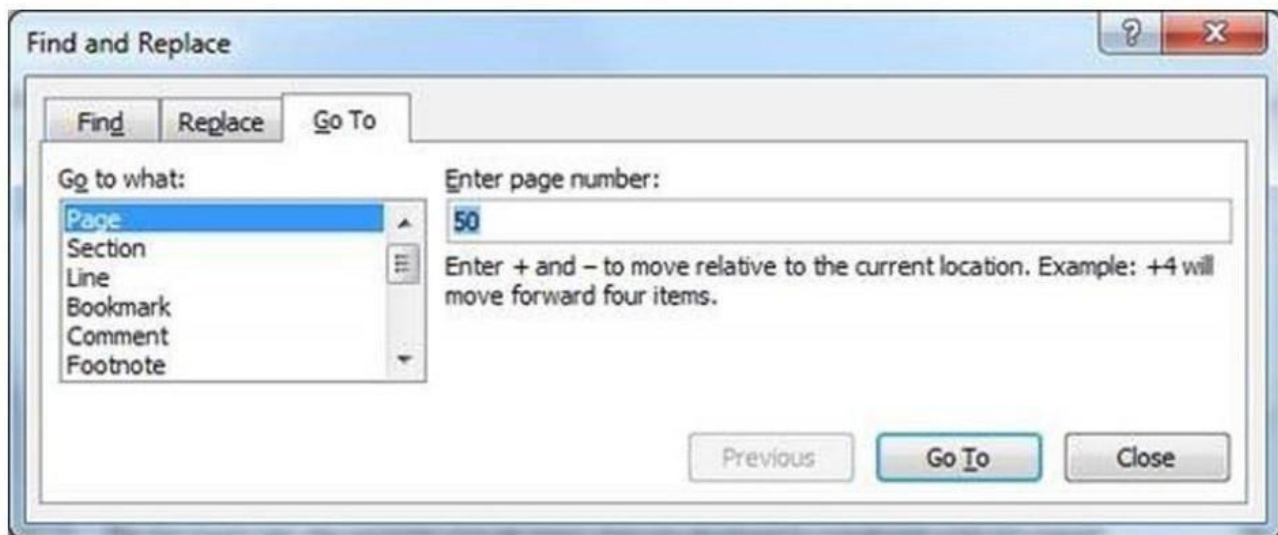
Key Combination	Where the Insertion Point Moves
<b>Ctrl + →</b>	To the next word
<b>Ctrl + ←</b>	To the previous word
<b>Ctrl + ↑</b>	To the start of the previous paragraph

<b>Ctrl + ↓</b>	To the start of the next paragraph
<b>Ctrl + PageUp</b>	To the previous browse object
<b>Ctrl + PageDown</b>	To the next browse object
<b>Ctrl + Home</b>	To the beginning of the document
<b>Ctrl + End</b>	To the end of the document

#### iv. Moving with Go To Command:

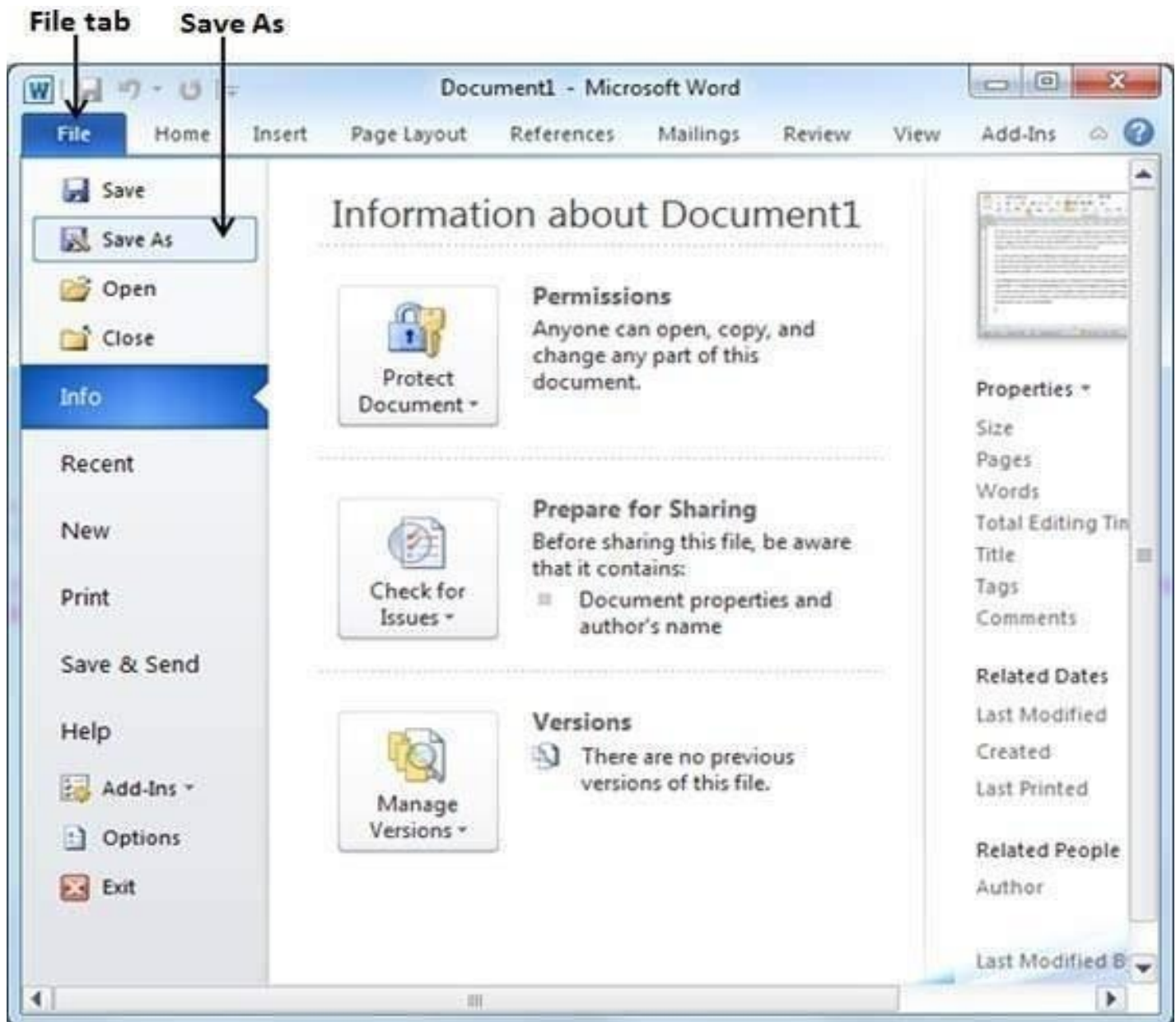
Press the **F5** key to use the **Go To** command. This will display a dialogue box where you will have various options to reach to a particular page.

Normally, we use the page number, the line number or the section number to go directly to a particular page and finally press the **Go To** button.

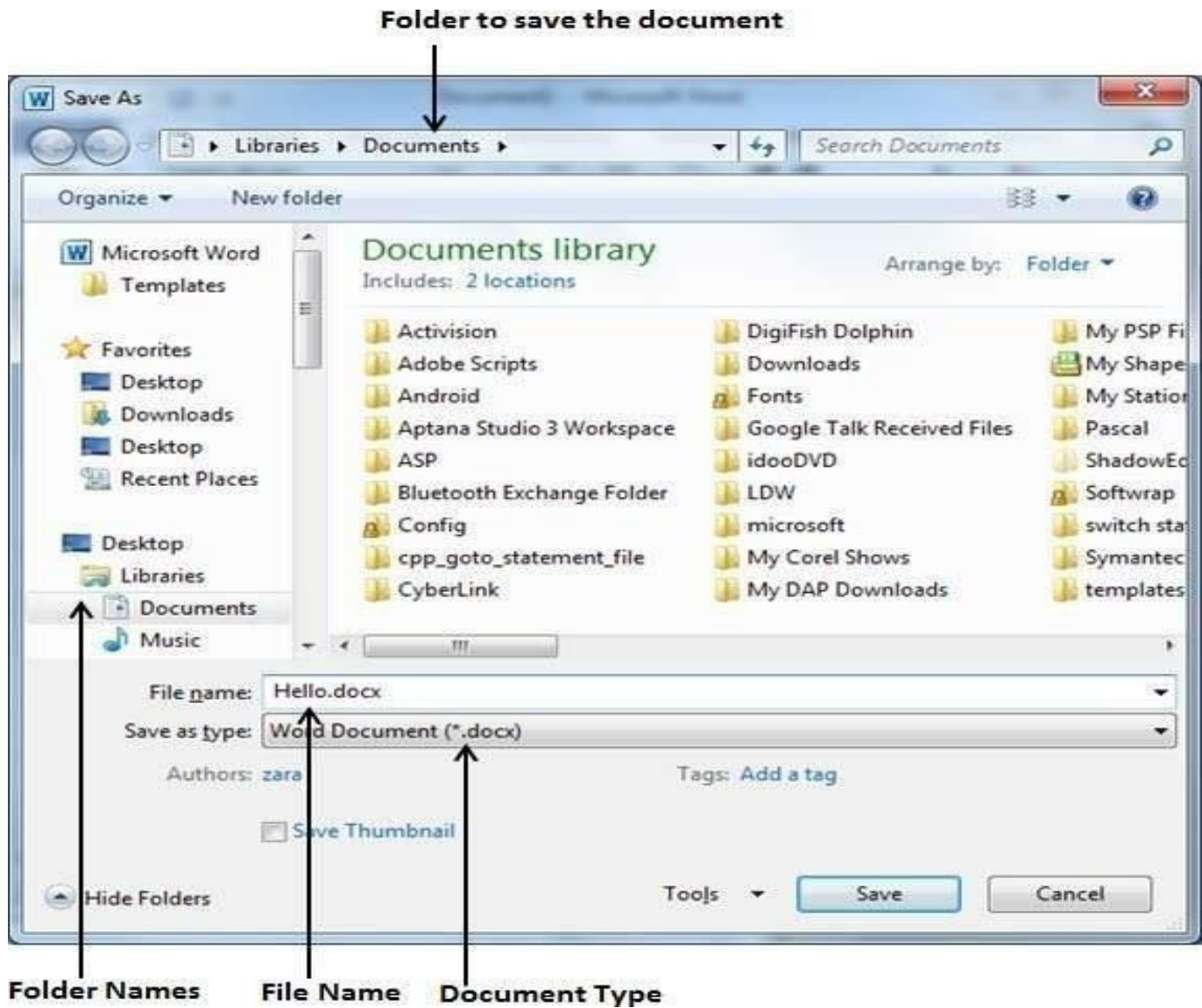


**Saving Document:** Once you are done with typing in your new Word document, it is time to save your document to avoid losing work you have done on a Word document. Following are the steps to save an edited Word document –

**Step 1** – Click the **File** tab and select the **Save As** option.



**Step 2** – Select a folder where you will like to save the document, Enter the file name which you want to give to your document and Select the **Save As** option, by default it is the **.docx** format.



**Step 3** – Finally, click on the **Save** button and your document will be saved with the entered name in the selected folder.

## Saving New Changes:

There may be an instance when you open an existing document and edit it partially or completely, or an instance where you may like to save the changes in between editing of the document. If you want to save this document with the same name, then you can use either of the following simple options –

- Just press the **Ctrl + S** keys to save the changes.
- Optionally you can click on the floppy icon available at the top left corner and just above the **File** tab. This option will also help you save the changes.
- You can also use the third method to save the changes, which is the **Save** option available just above the **Save As** option as shown in the above screenshot.

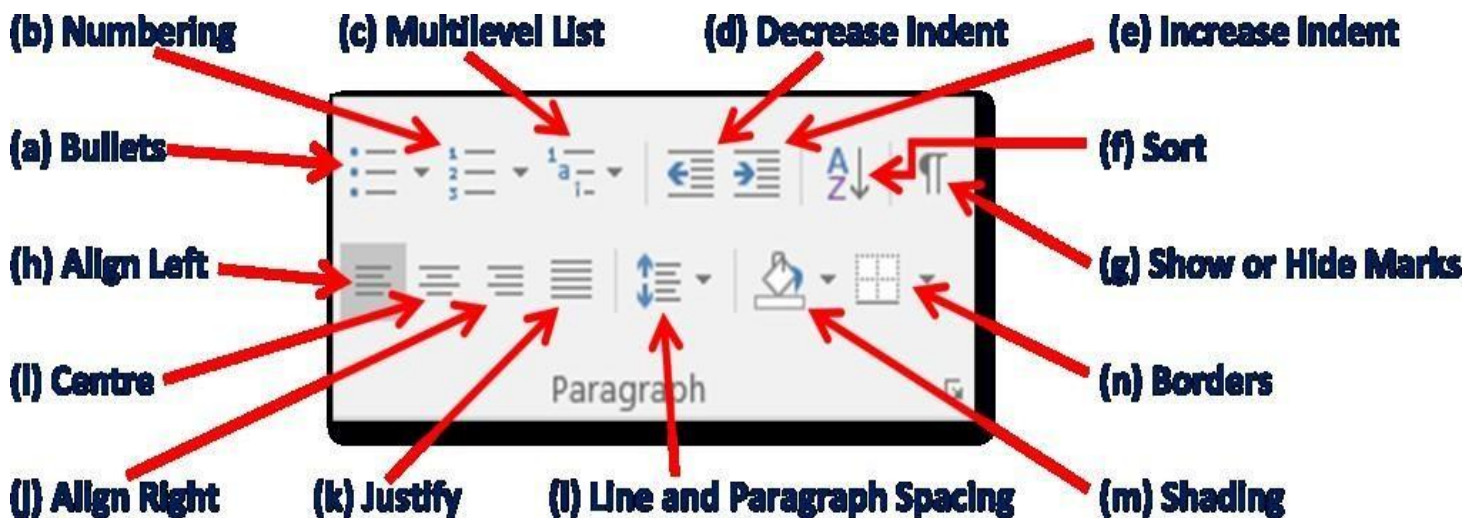
If your document is new and it was never saved so far, then with either of the three options, Word will display a dialogue box to let you select a folder, and enter the document name as explained in case of saving new document.

## Paragraph Formatting in Word:

A paragraph is a different section that describes a particular idea or point. It is with one or more characters, words, numbers, or any related combination of these. Paragraph formatting or Formatting a Paragraph can be a little combination of different commands, such as an Indention, Numbering, Alignments, Line and Paragraph Spacing.

To format a paragraph, you can use different commands such as different text alignments, bullets, numbering, multi-level list, paragraph indents, sorting text, line spacing, shading, and different borders. To format a paragraph, follow the steps below the picture.

### Paragraph Formatting Group in MS-Word:



### Commands in Paragraph Formatting Group in MS-Word:

Commands of Paragraph Formatting Group in MS-Word are explained in detail below.

- **Bullets:** To start text/Line/Paragraph with a bulleted list, you can choose different bullet styles by clicking the drop-down arrow of the Bulleted List.
- **Numbering:** To start text/line/Paragraph with a Numbered list, you can choose different Number styles by clicking the drop down-arrow of the Numbered List.
- **Multilevel List:** To start text/line/Paragraph with a multilevel list, you can choose multilevel list styles by clicking the drop-down arrow.
- **Left Alignment:** Aligns text to the Left off the page to format a paragraph.
- **Center Alignment:** Aligns text to the center of the Page (for paragraph formatting).

- **Right Alignment:** Aligns text to the right of the page.
- **Justification:** Aligns text to both the right and the left margins of the page by adding the extra space between words for the clean look in a word document.
- **Decrease Indent:** Decrease indent means decreasing the gap between the left margin and left of the paragraph in the document (for paragraph formatting).
- **Increase Indent:** Increase indent means increasing the gap between the left margin and left of the paragraph in the document (for formatting the paragraph).
- **Sort:** In this, you can arrange the selected text in ascending or descending order.
- **Show or Hide Paragraph Marks:** Paragraph Marks are useful and shows the marks when you apply section or page breaks.
- **Line Spacing:** Increases or decreases the space between the lines or paragraphs in the document.
- **Shading:** Coloring the background of a line from the left margin to the right margin.
- **Border:** You can apply different borders to the selected text in the word document.

### Steps to Follow in Formatting the Paragraph in MS-Word:

To apply the Paragraph Formatting Group commands, follow the steps given below

**Step 1:** Go to the **Home** tab

**Step 2:** **Select** the **text** or **Position** the cursor wherever you want to format the paragraph.

**Step 3:** Then click or select any command that you want to apply to the selected text. That's the simple steps to apply the Paragraph Formatting to the Word Document.

# Styles

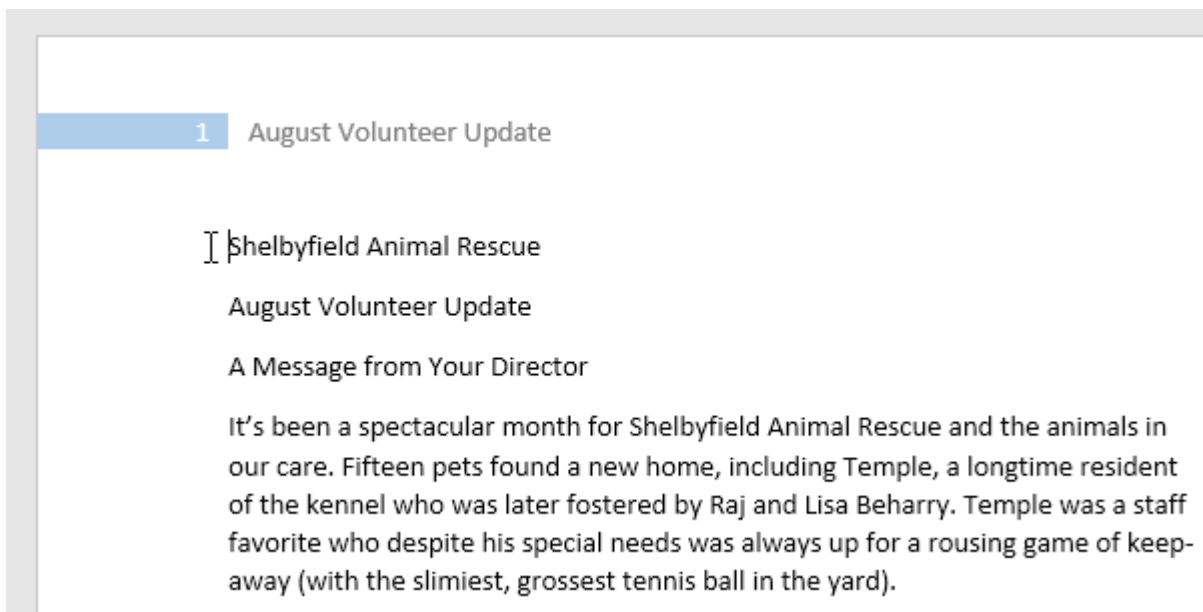
Style: A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document.

- Styles can help your documents achieve a more professional look and feel. You can also use styles to quickly change several things in your document at the same time.

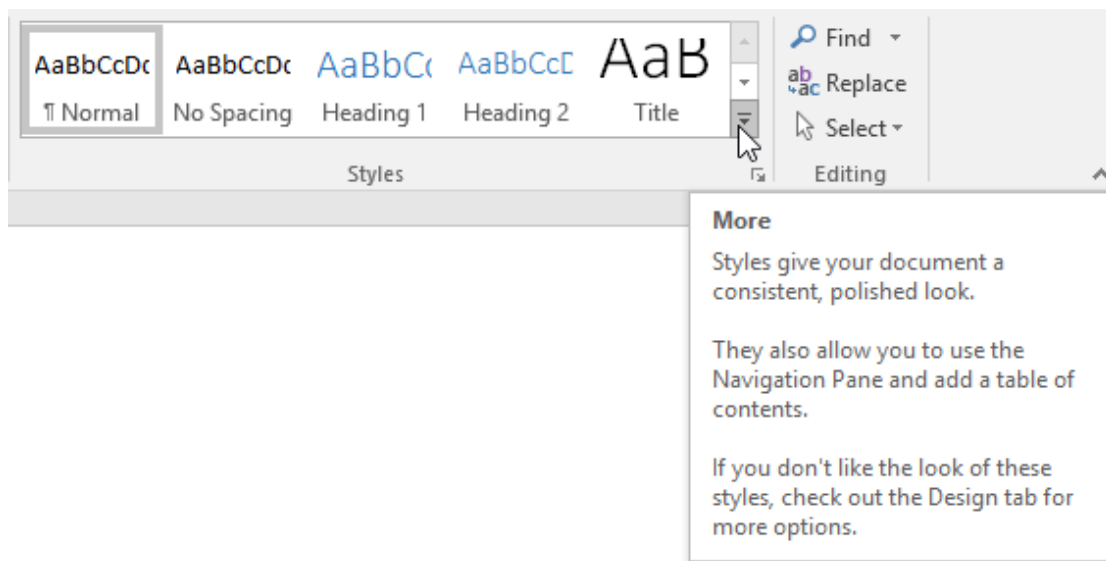
Applying and Modifying Styles:

To apply a style:

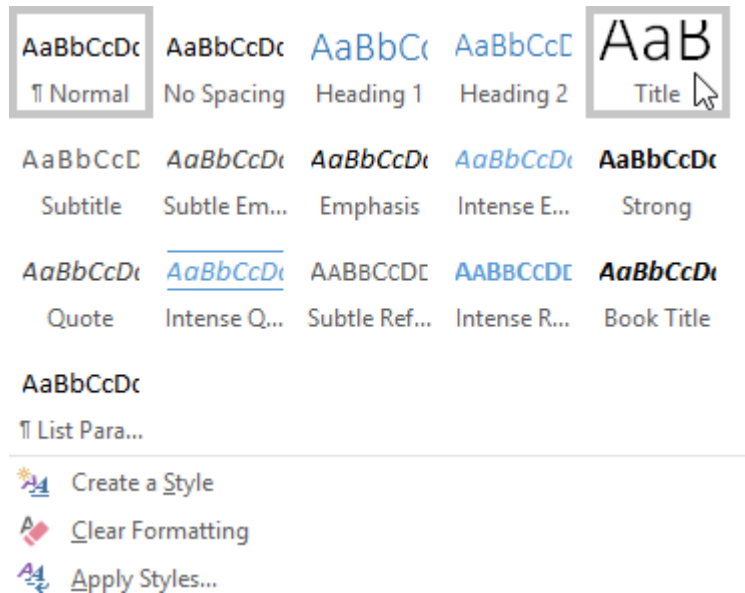
1. Select the text you want to format, or place your cursor at the beginning of the line.



2. In the **Styles** group on the **Home** tab, click the **More** drop-down arrow.



3. Select the **desired style** from the drop-down menu.



4. The text will appear in the selected style.



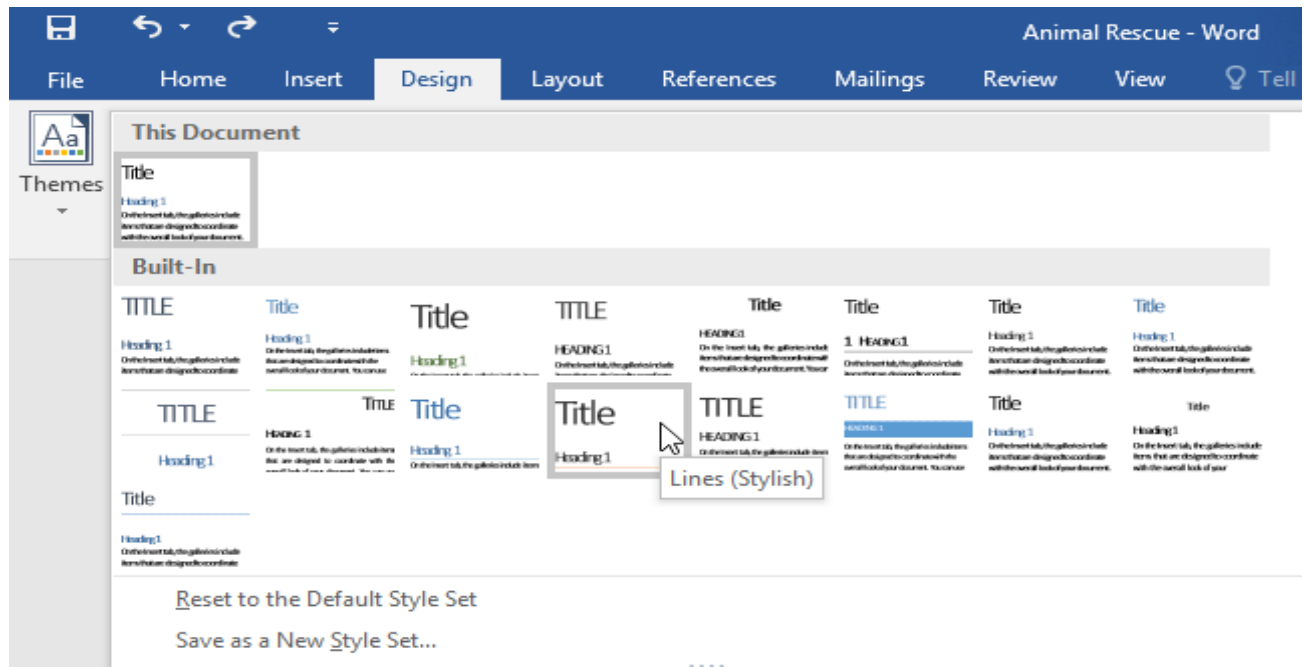
## To apply a style set:

**Style sets** include a combination of title, heading, and paragraph styles. Style sets allow you to **format all elements** in your document at once instead of modifying each element separately.

1. From the **Design** tab, click the **More** drop-down arrow in the **Document Formatting** group.



2. Choose the **desired style set** from the drop-down menu.

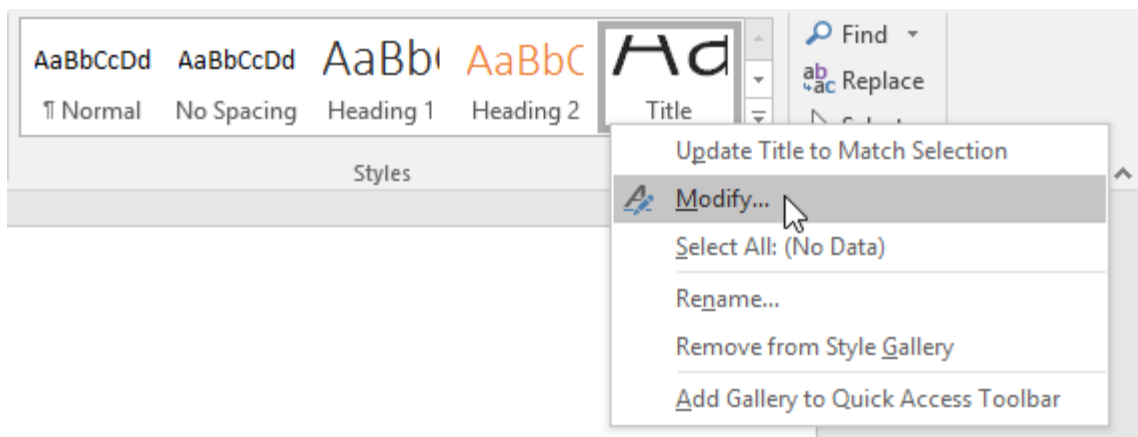


3. The selected style set will be applied to your entire document.

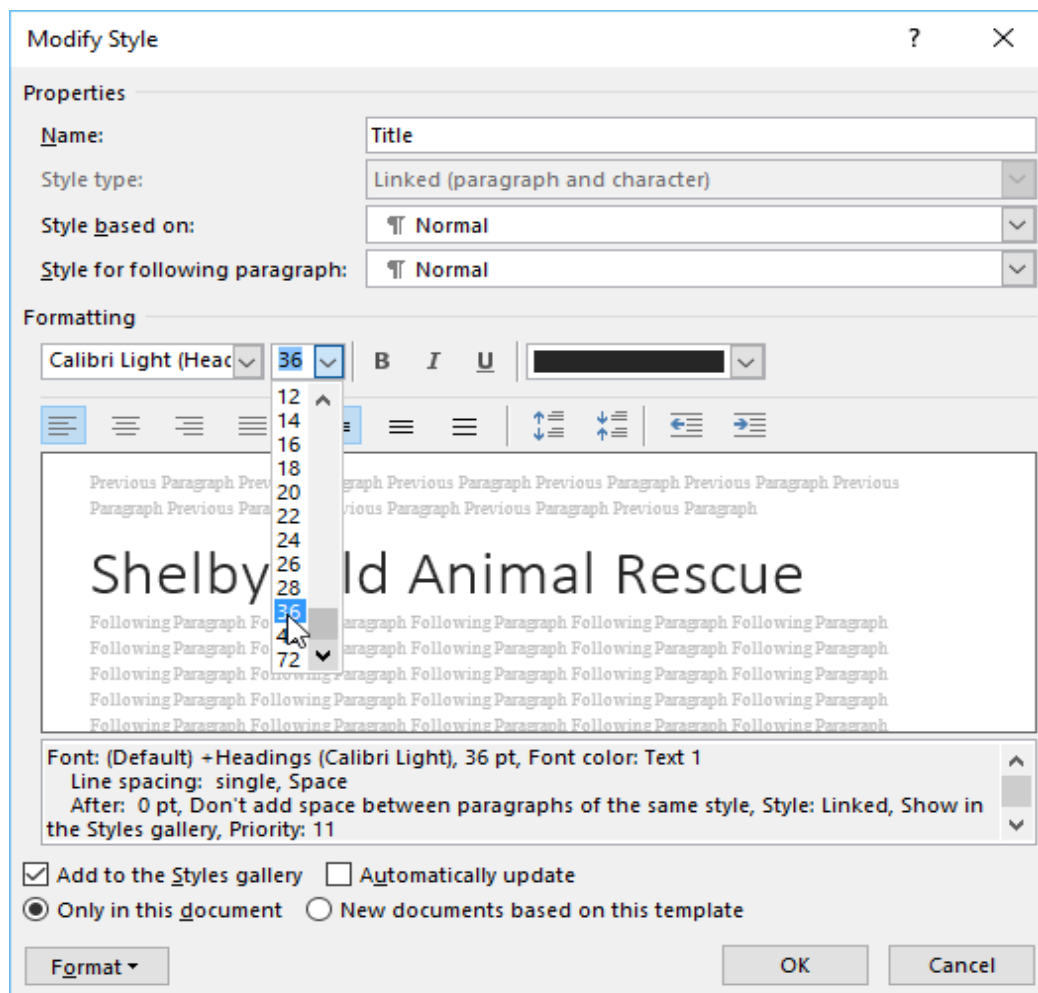


## To modify a style:

1. In the **Styles** group on the **Home** tab, right-click the **style** you want to change and select **Modify** from the drop-down menu.



2. A dialog box will appear. Make the **desired formatting changes**, such as font style, size, and color. If you want, you can also change the **name** of the style. Click **OK** to save your changes.



3. The style will be modified.

1

August Volunteer Update

I

Shelbyfield Animal Rescue

AUGUST VOLUNTEER UPDATE

A Message from Your Director

It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite who despite his special needs was always up for a rousing game of keep-away (with the slimiest, grossest tennis ball in the yard).



When you modify a style, you're changing **every** instance of that style in the document. In the example below, we've modified the **Normal** style to use a larger font size. Because both paragraphs use the Normal style, they've been updated automatically to use the new size.

Font

Paragraph

Styles

1

August Volunteer Update

Shelbyfield Animal Rescue

AUGUST VOLUNTEER UPDATE

A Message from Your Director

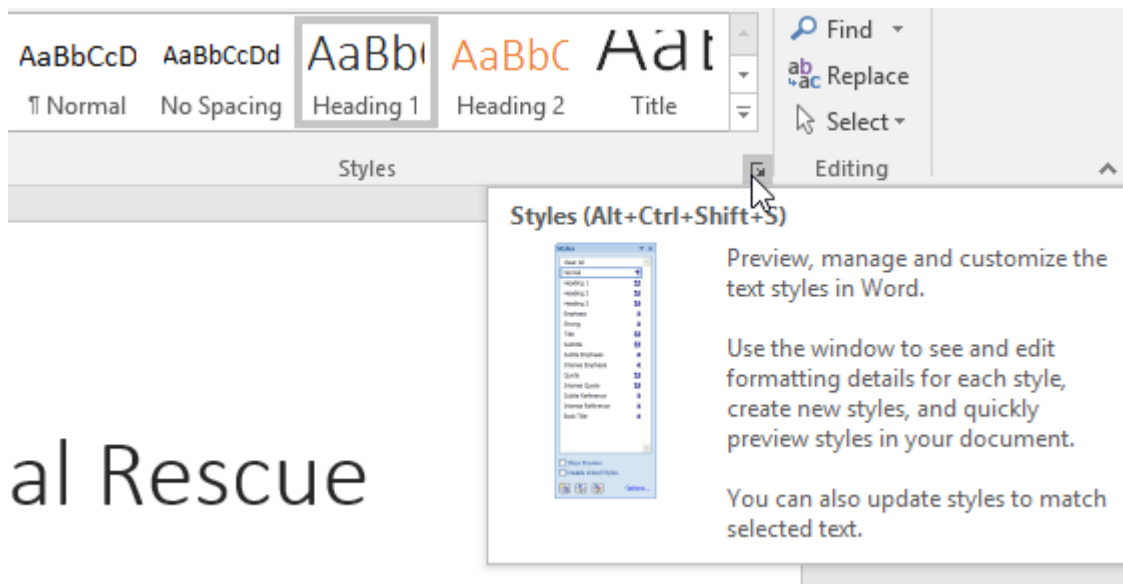
It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite who despite his special needs was always up for a rousing game of keep-away (with the slimiest, grossest tennis ball in the yard).

This was a big month for Arthur too, our lovable yellow lab mix with the submissive smile. Through the generous donation of Dr. Giuliani's time and resources, Arthur received much-needed hip surgery. He's recovering nicely in foster care with Joy Ramirez and her two young children, who are teaching Arthur to "speak" while he's on bed rest.

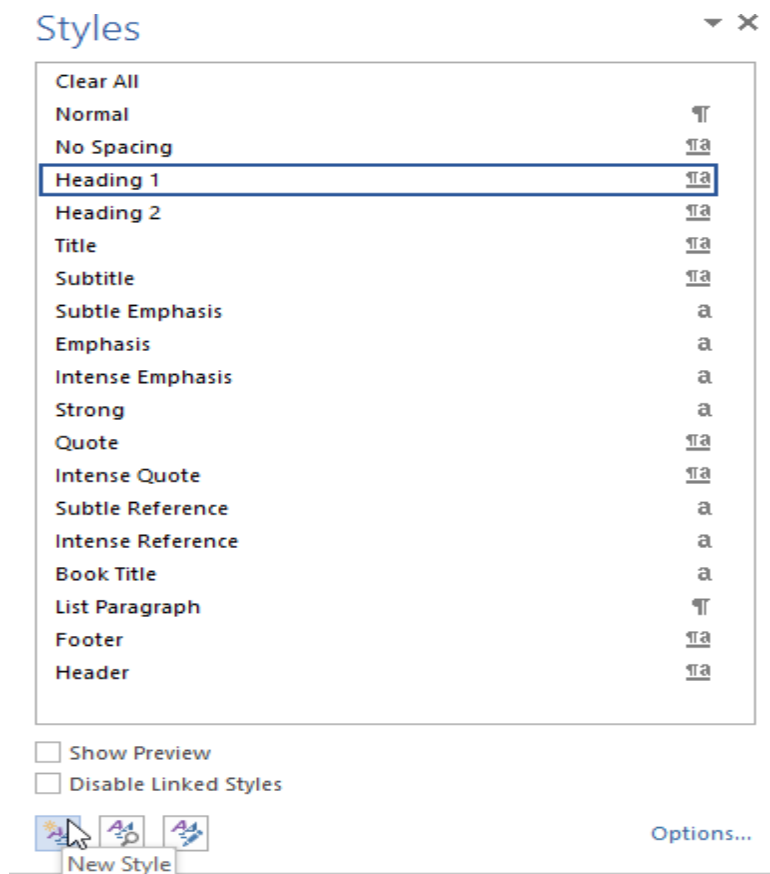


## To create a new style:

1. Click the **arrow** in the bottom-right corner of the **Styles** group.



2. The **Styles** task pane will appear. Select the **New Style** button at the bottom of the task pane.



3. A dialog box will appear. Enter a **name** for the style, choose the **desired text formatting**, then click **OK**.

Create New Style from Formatting

Properties

Name: New Style

Style type: Paragraph

Style based on: Heading 1

Style for following paragraph: New Style

Formatting

Segoe UI Semilight 24 B I U

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

**A Message from Your Director**

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Font: Segoe UI Semilight, 24 pt, Bold, Font color: Accent 5, Style: Show in the Styles gallery  
Based on: Heading 1

☒ Add to the Styles gallery ☐ Automatically update

☒ Only in this document ☐ New documents based on this template

Format OK Cancel

4. The new style will be applied to the currently selected text. It will also appear in the **Styles** group.

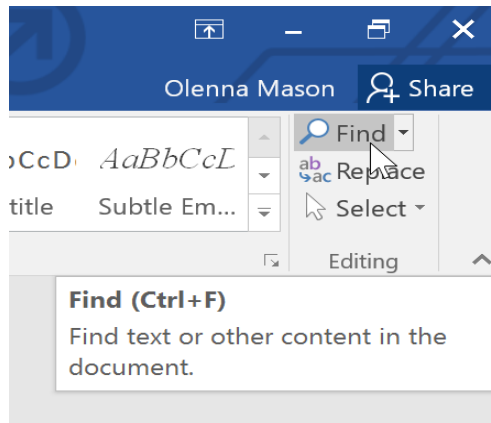


## Using Find and Replace:

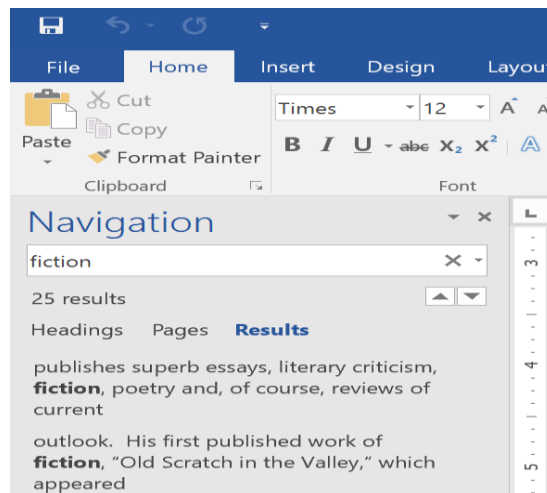
When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

### To find text

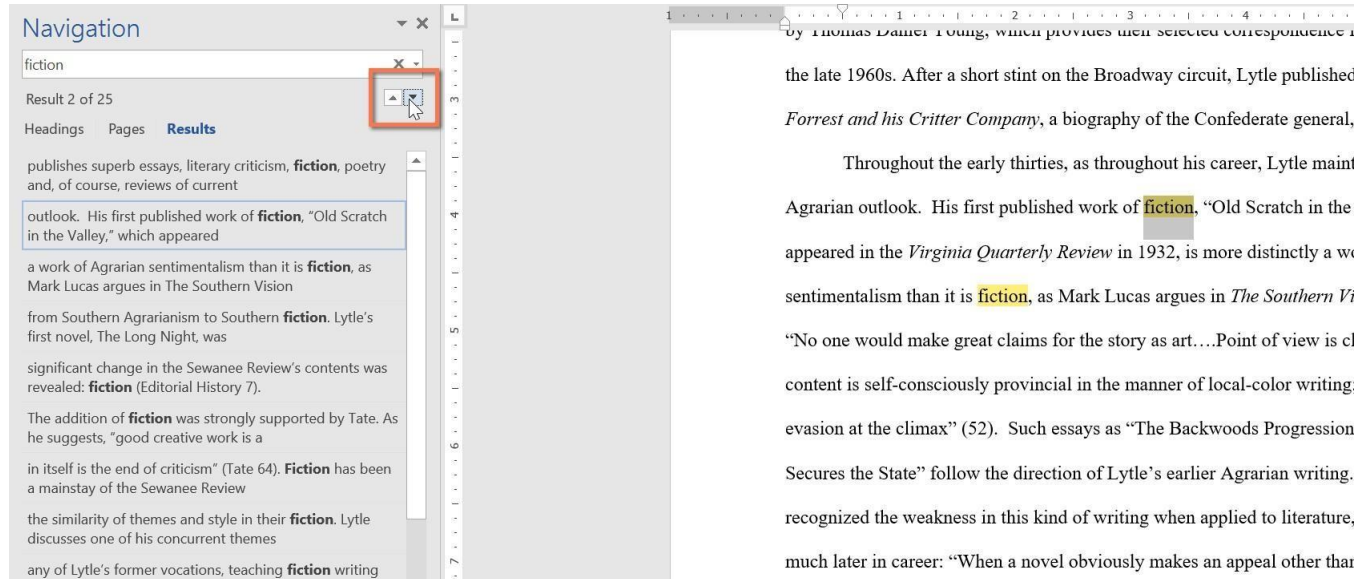
1. From the **Home** tab, click the **Find** command under **Editing** group. Alternatively, you can press **Ctrl+F** on your keyboard.



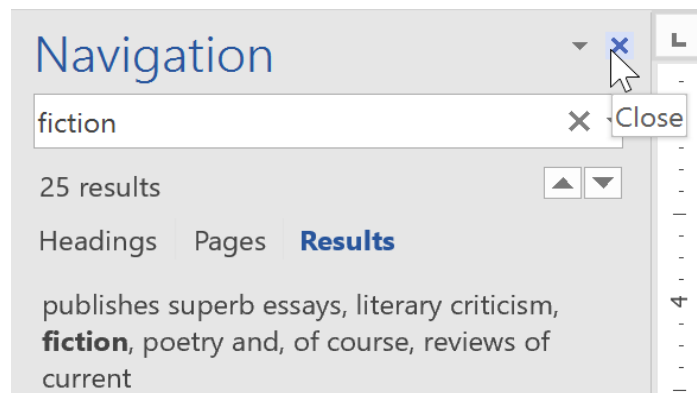
2. The **Navigation** pane will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the **Navigation** pane. In our example, we'll type the word we're looking for.



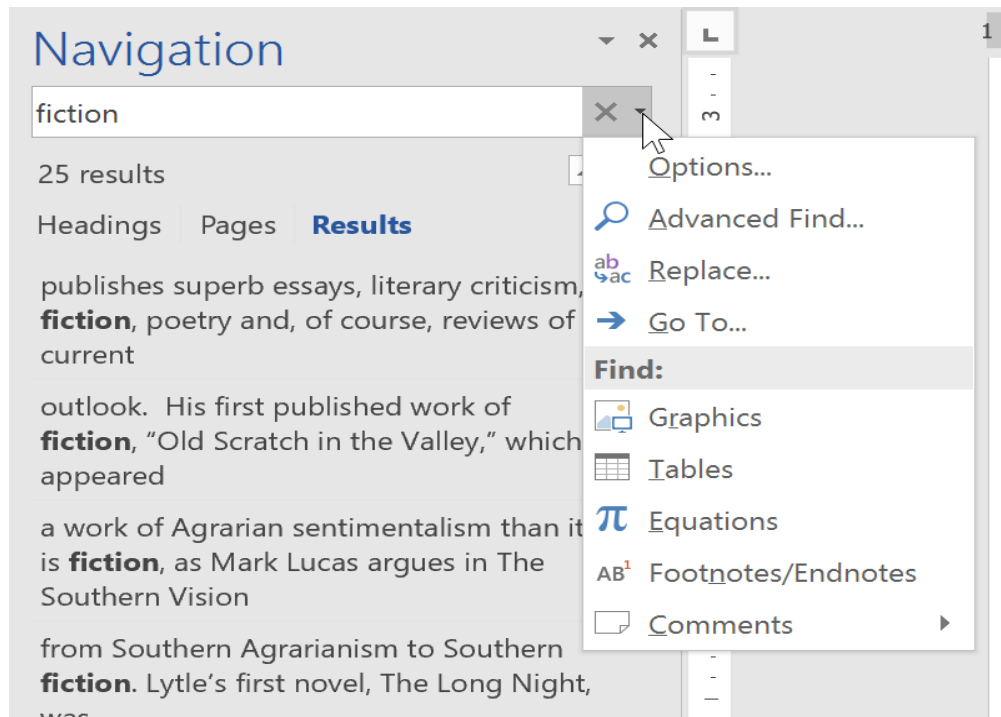
4. If the text is found in the document, it will be highlighted in yellow and a preview of the results will appear in the navigation pane. Alternatively, you can click one of the results below the arrows to jump to it.



5. When you are finished, click the x to close the navigation pane. The highlight will disappear.



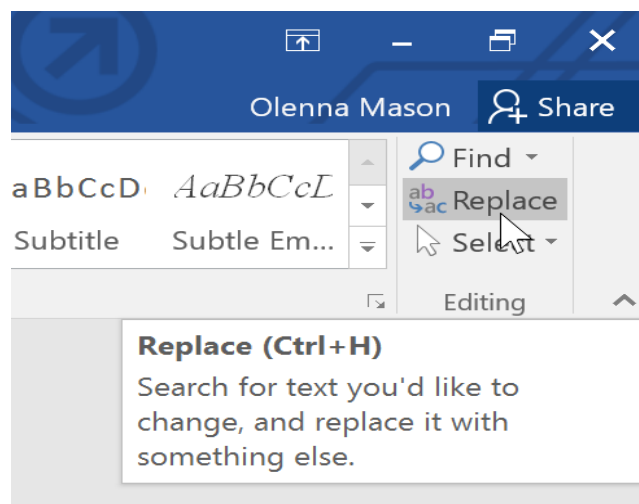
For more search options, click the drop-down arrow next to the search field.



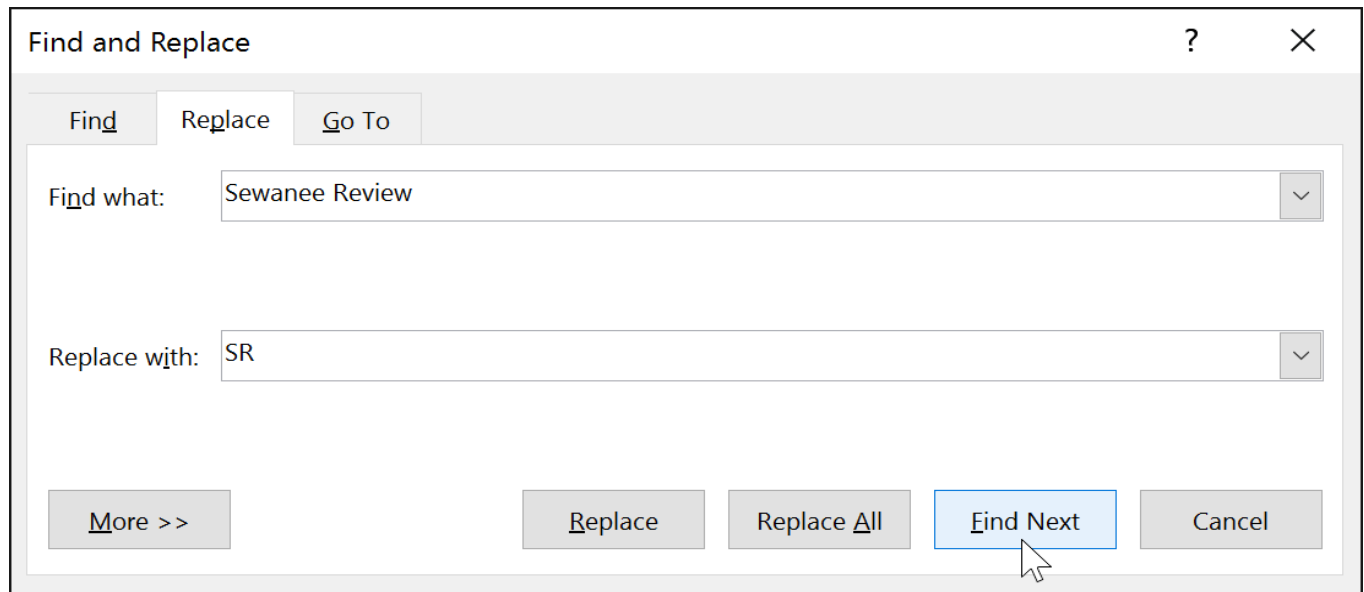
## To replace text

At times, you may discover that you've made a mistake repeatedly throughout your document—such as misspelling a person's name—or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so it is abbreviated.

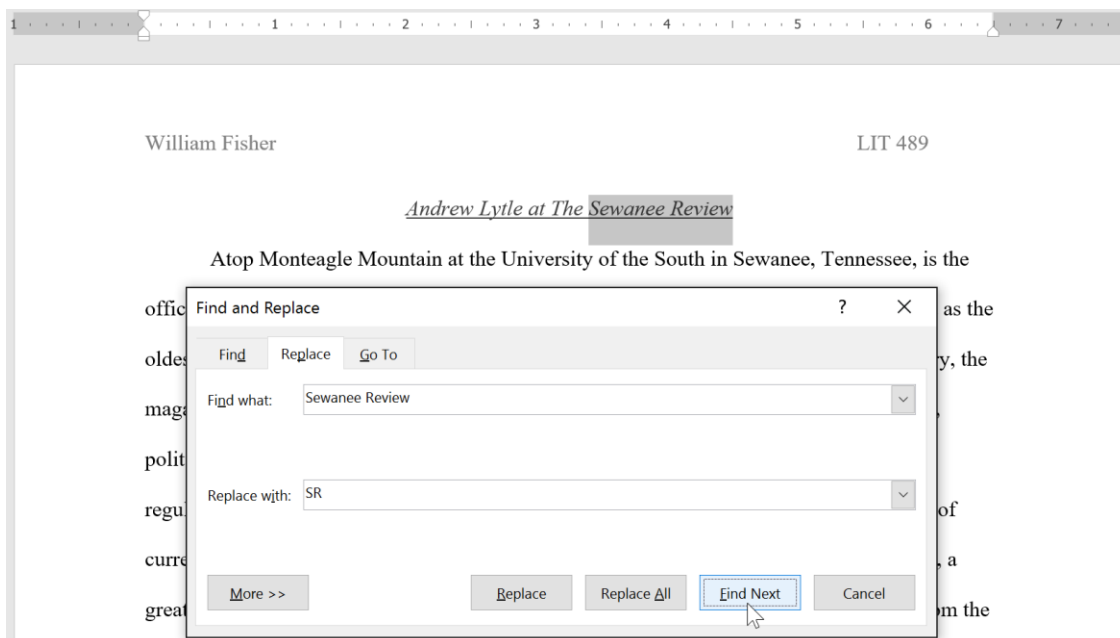
1. From the **Home** tab, click the **Replace** command. Alternatively, you can press **Ctrl+H** on your keyboard.



2. The Find and Replace dialog box will appear.
3. Type the text you want to find in the Find what: field.
4. Type the text you want to replace it with in the Replace with: field.  
Then click Find Next.

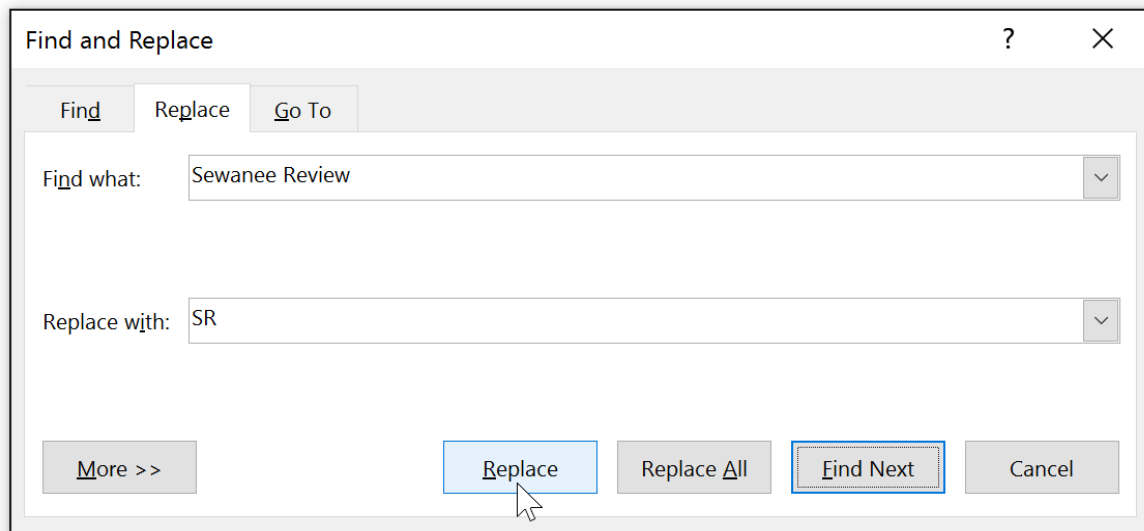


5. Word will find the first instance of the text and highlight it in gray.
6. Review the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click Find Next again to jump to the next instance.



7. If you want to replace it, you can click **Replace** to change individual instances of text. Alternatively, you can click **Replace All** to replace every instance of the text throughout the document.

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States. For its first half-century, the magazine existed as a general journal of the Humanities, featuring

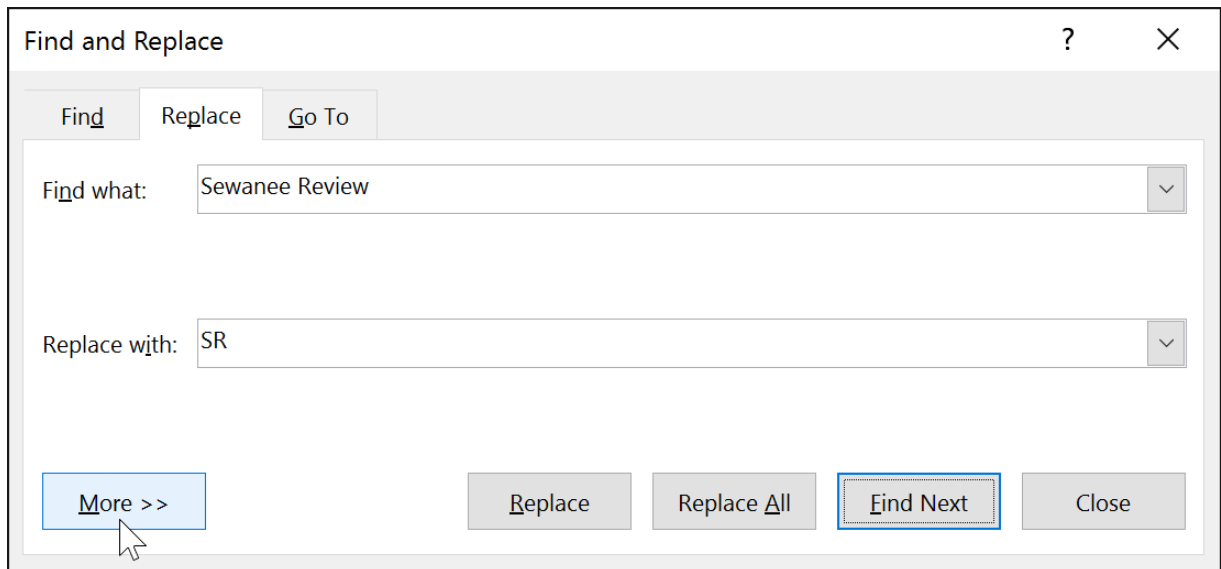


8. The text will be replaced.

current books. This shift in tone was facilitated expressly by the editors of the t  
great deal of the magazine's continued excellence has depended on its editors, v  
SR would not have been able to solicit and select the excellent writers that have  
pages during these past decades. For the last seventy-six years, the office of the

9. When you're done, click **Close** or **Cancel** to close the dialog box.

For more search options, click **More** in the Find and Replace dialog box. From here, you can select additional search options, such as matching case and ignoring punctuation.



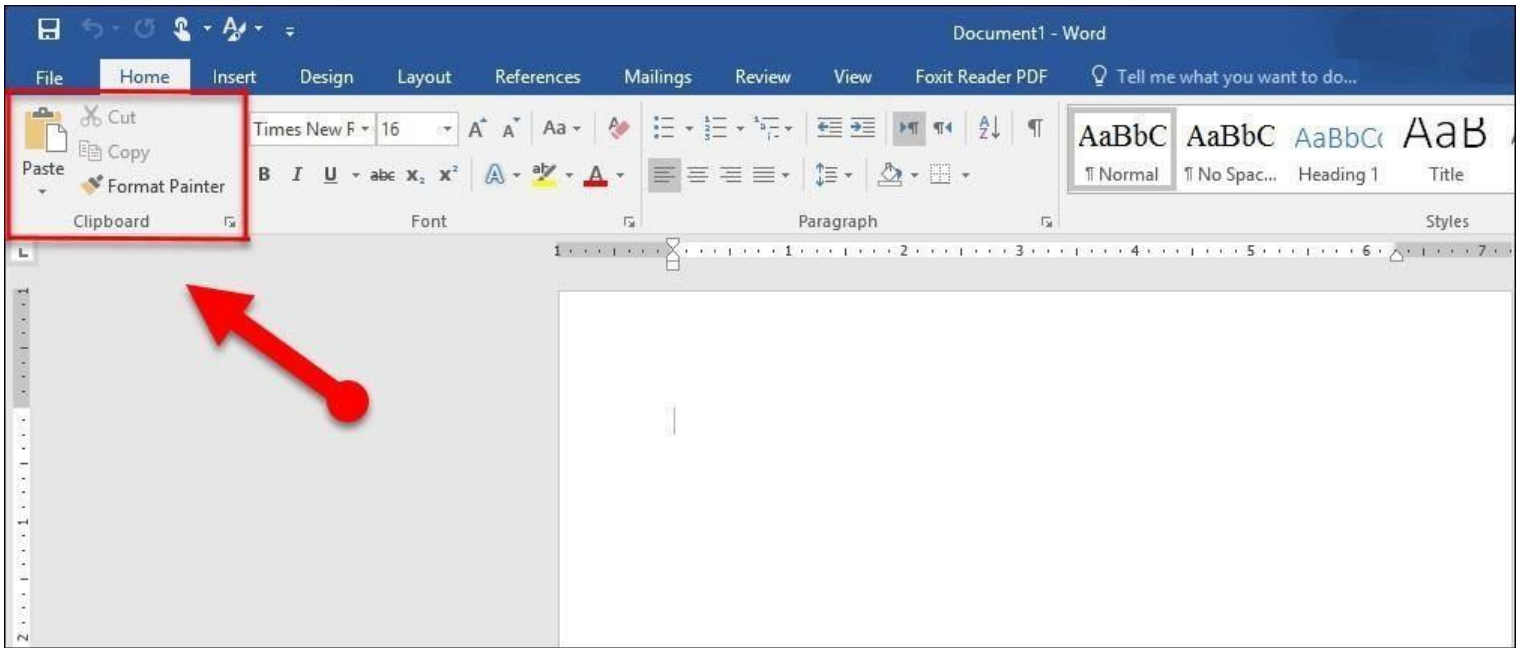
## **Clipboard Group (Cut, Copy, Paste and Format Painter):**

- Clipboard Group is the first group of Home tab in Microsoft office. This group contains four options such as Paste, Cut, Copy, and Format painter.

## **Use Clipboard Group in Microsoft Word**

These are all the options that we have in **Clipboard group**

- Paste (Ctrl+V), this group is used to paste the data which you have copied or cut from other document or other position of the same document.
- Cut (Ctrl+X), this option is used move or remove your data from one position or document to other position or document.
- Copy (Ctrl+C), this option helps you to have a copy of your data in other documents. The deferent between Cut and Copy is this that in copy option your main data will not remove. Just you will have a copy of your data in other documents.
- Format Painter (Ctrl+Shift+C, Ctrl+Shift+V), this option helps you to use the exact format of your text to other text.

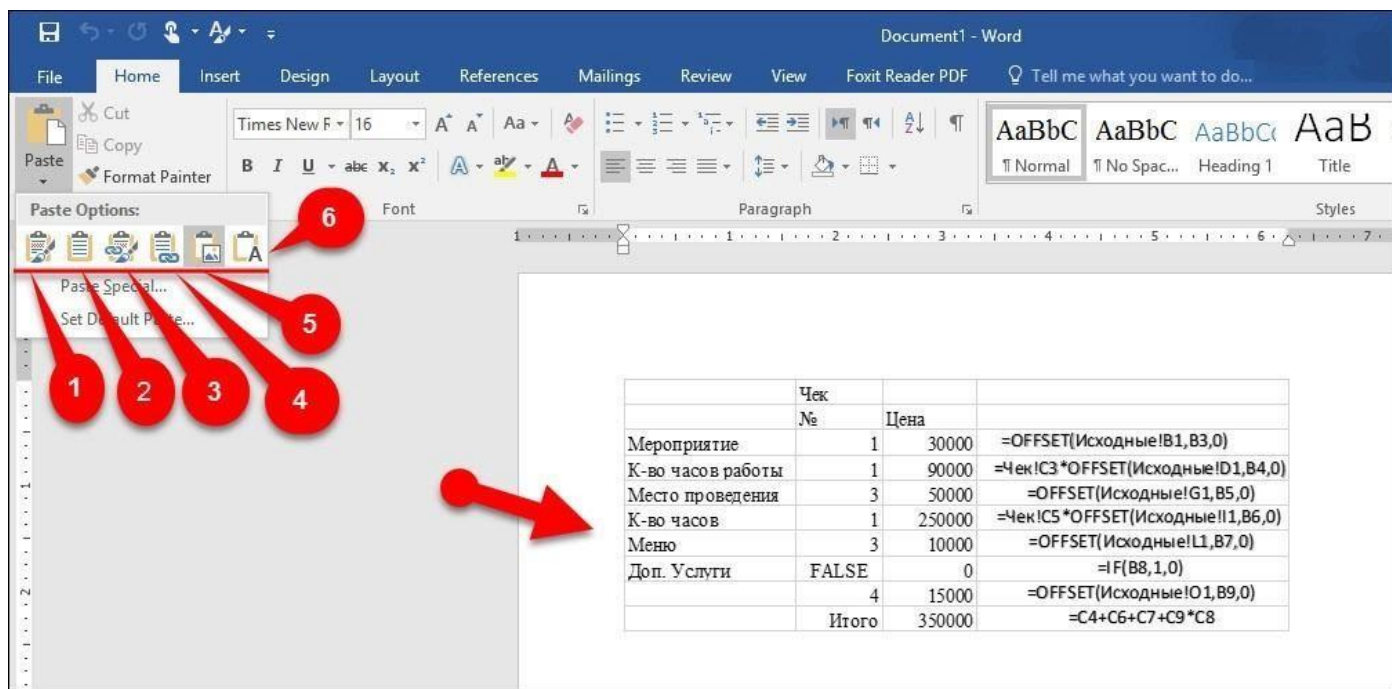


Clipboard Group in Home Tab

### **Step1. Paste Your Data in Deferent Format:**

- Through the paste option, you can paste your file that you have copied or cut from other office applications in deferent format. Here also you can paste them in deferent format, but frankly, it depends on the version of your office. In the old version you cannot paste your file in every format, just you can paste as simple text. Here you have two ways to paste your files, first directly paste from clipboard option. Or click on paste option to use paste in deferent format and design such as
- Keep Source Formatting, this option pastes your file with their own format and tables. This option keep your first file format without any changes
- Use Destination Style, this option paste your file according to design of page and changes your file shape to keep the page destination from right side and left side
- Link & Keep Source Formatting, within this option, if your file have link here can paste with their source formatting with links without any changes

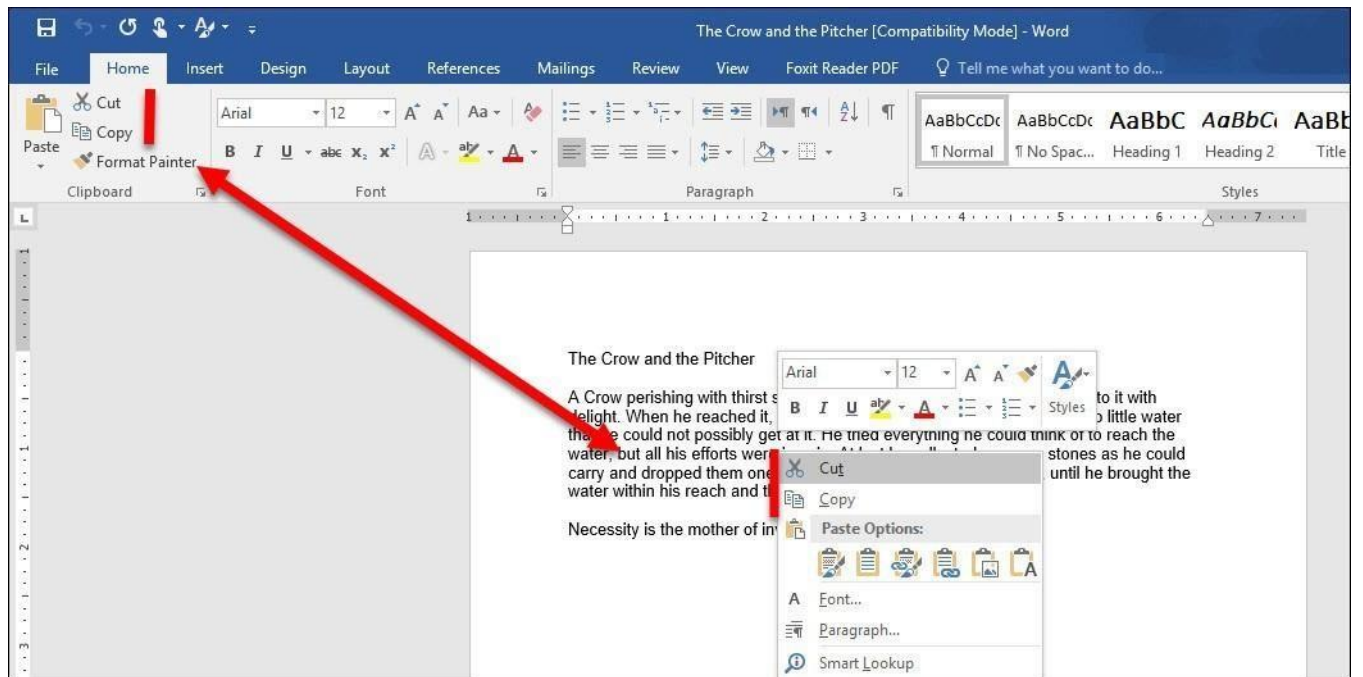
- Link & Use Destinations, here they will keep your link but according to the destination of the page
- Picture, this option will paste your file as a picture without any small changes but according to your page destination
- Keep Text only, through this option you can paste just your text without any table or own source formatting.



- Paste Formats
- But next, you have a special that you can select and make your own paste option that you want.

## Step 2. Copy or Cut Your File From Your Document:

- Here you can easily select your intended file or text and cut or copy from here. But the easiest way to copy or cut your file after selecting the file you can right click on and cut or copy the file.



- Cut and Copy Your File

### **Step 3. Use Format Painter to apply easily a particular format to other text in your document:**

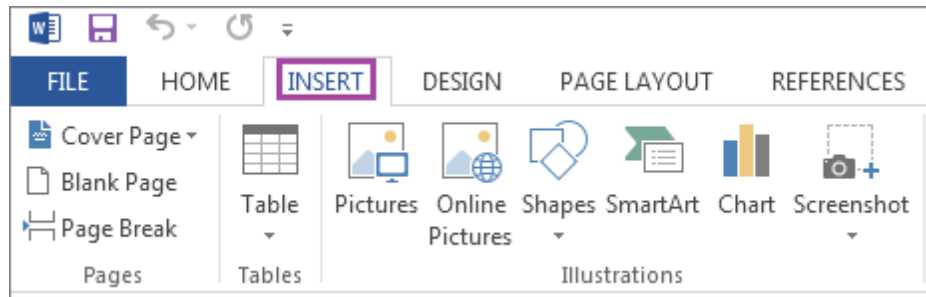
- In this step, you can choose a particular format and design for your text or subheading. And through to this option you can apply that format and design on other texts. To use this option first select your text and bring your changes then double click on Format Painter then use the cursor to select to apply this format to them.

## **Illustrations and Drawing**

In addition to inserting and formatting text into your document, MS Word also allows you to insert text boxes, lines, shapes, images, ClipArt, and WordArt, through its image and drawing features. In this section, we will cover the diversity of these illustration functions in Word, as well as how to use them most effectively.

## Finding the Illustrations Icon Group

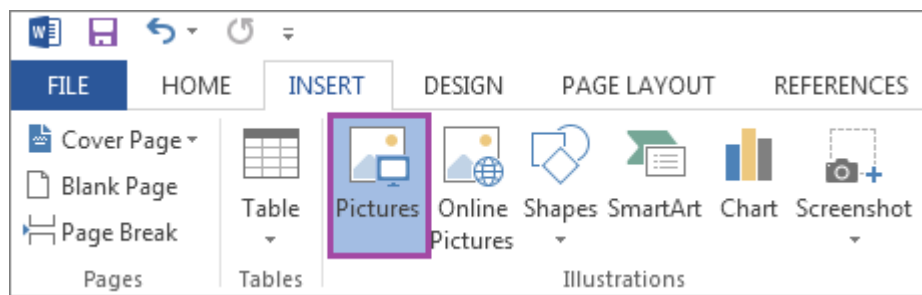
The first step to inserting pictures or drawings in Word is accessing the **Illustrations** icon group in **Insert** tab.



**Figure 4-1**

As shown in *Fig 4-1* above, the **Illustrations** icon group can be accessed by clicking on the **INSERT** tab just above the icons on the ribbon.

## Adding Pictures



**Figure 4-2**

**Step 1.** To insert a picture saved on your hard disk, first select the **Pictures** icon from the ribbon menu.

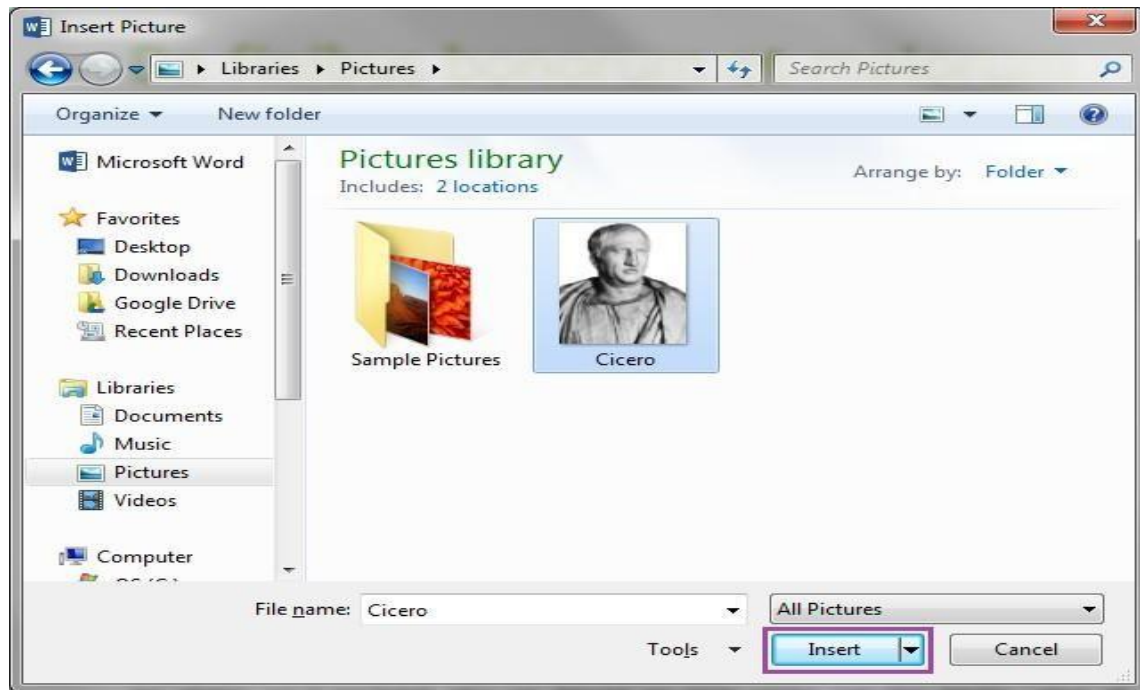


Figure 4-3

**Step 2.** A new window will appear, prompting you to indicate where on the hard disk the picture you want to insert is located. Once you have located the picture, click on the **Insert** button.

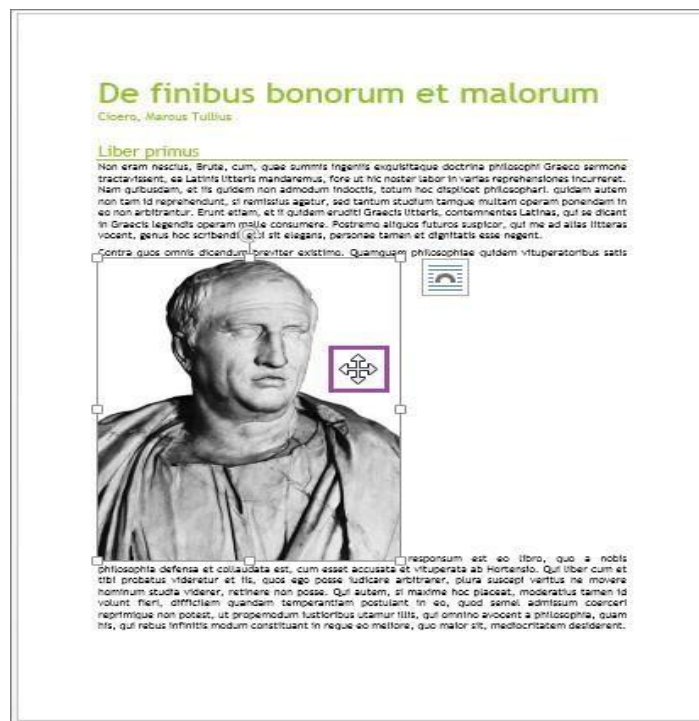
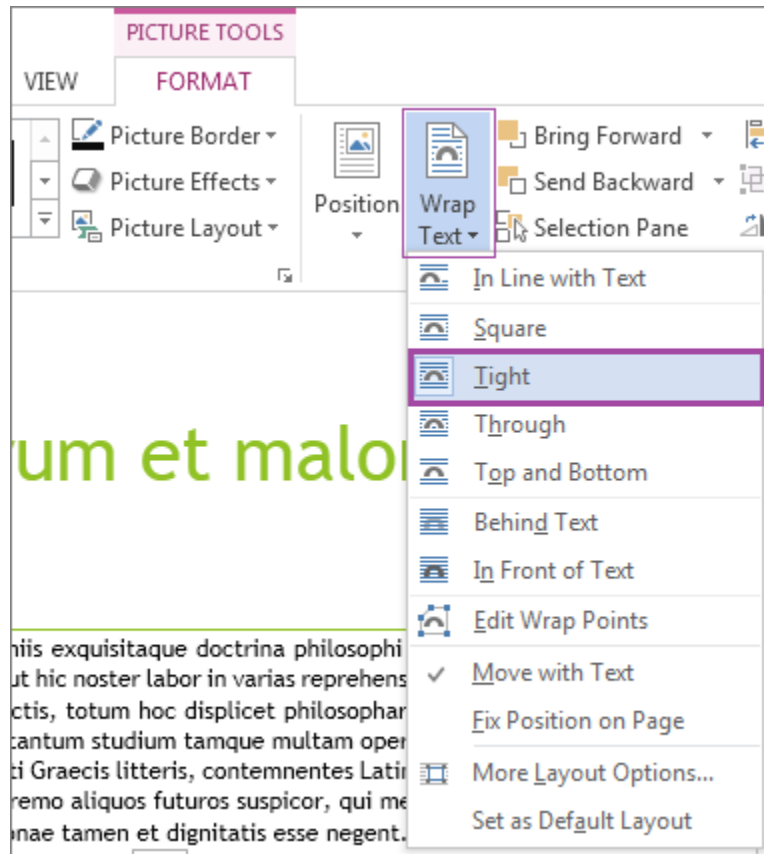


Figure 4-4

**Step 3.** Once the picture has been inserted, move the cursor anywhere over it, clicking and dragging to move it to where you want it on the page.



**Figure 4-5**

**Step 4.** When the picture is selected, the ribbon menu at the top will change to reveal the **Picture Tools** set of options. Using this menu, you can change the way the text wraps around the picture you have just inserted, by clicking on **Wrap Text** icon to reveal the drop-down menu. For the purpose of this tutorial, we will choose the **Tight** text wrapping option.

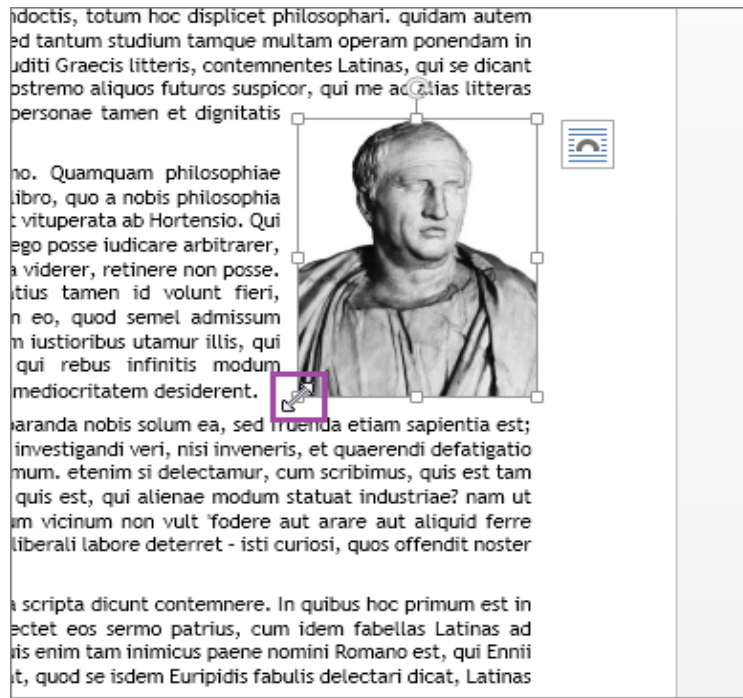


Figure 4-6

**Step 5.** Now that you have selected how you want the text to wrap around the picture, moving the cursor to its edge, you can click and drag to move or re-size it.



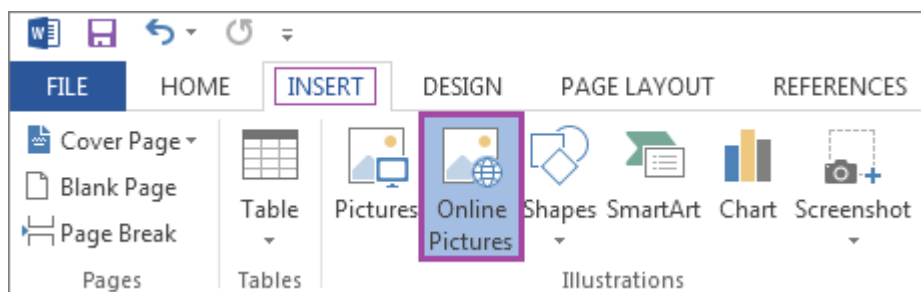
Figure 4-7

**Step 6.** Once the picture has reached the desired size and location on the page, you can format it further using the ribbon menu. For instance, you can change the color of the picture's border.

**Tip.** If the **Picture Tools** do not show up on the ribbon menu, double-click on the picture.

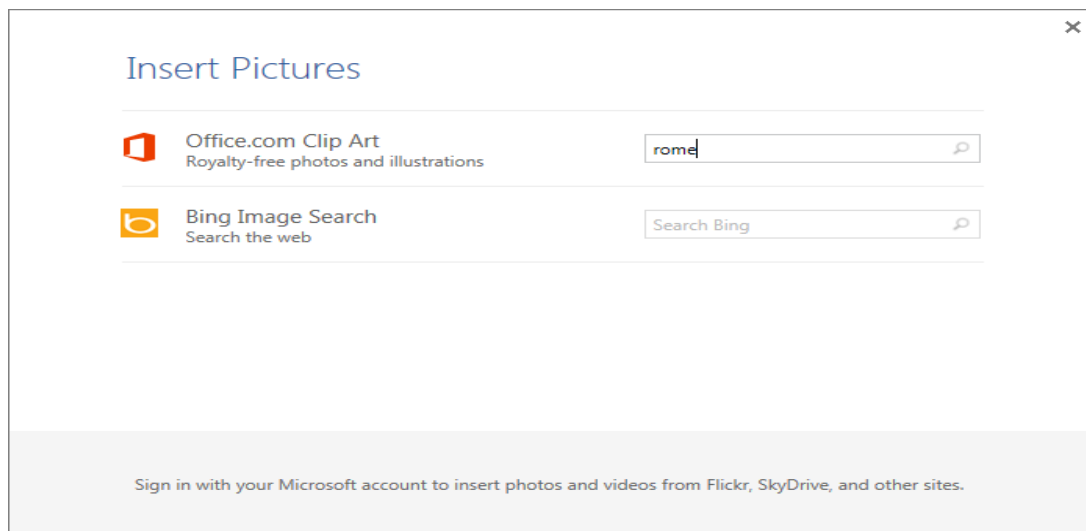
## Inserting ClipArt

If your network or internet connection is active, you can insert ClipArt from Microsoft's online database.



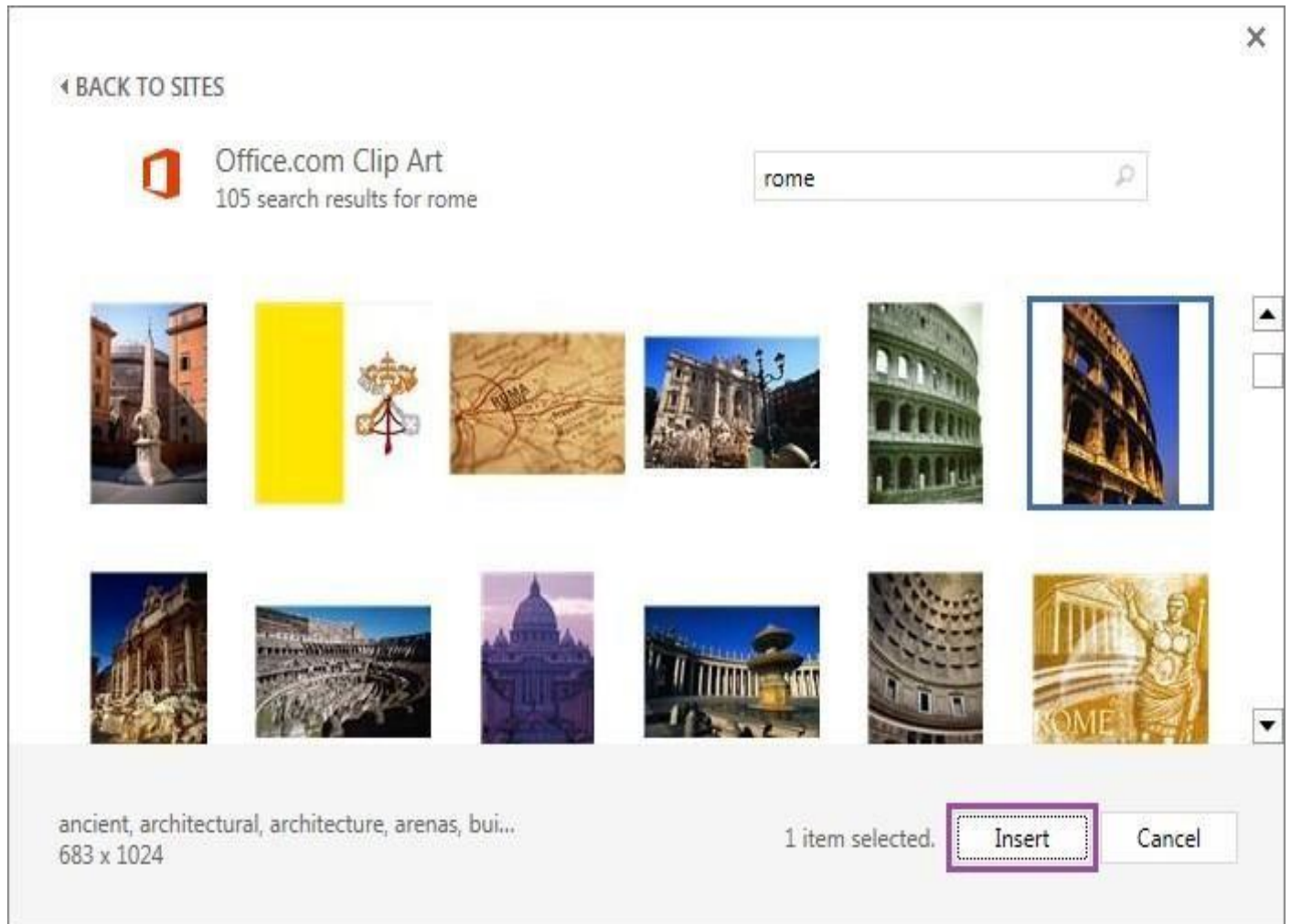
**Figure 4-8**

**Step 1.** To insert ClipArt, click on the **INSERT** tab, and select **Online Pictures**.



**Figure 4-9**

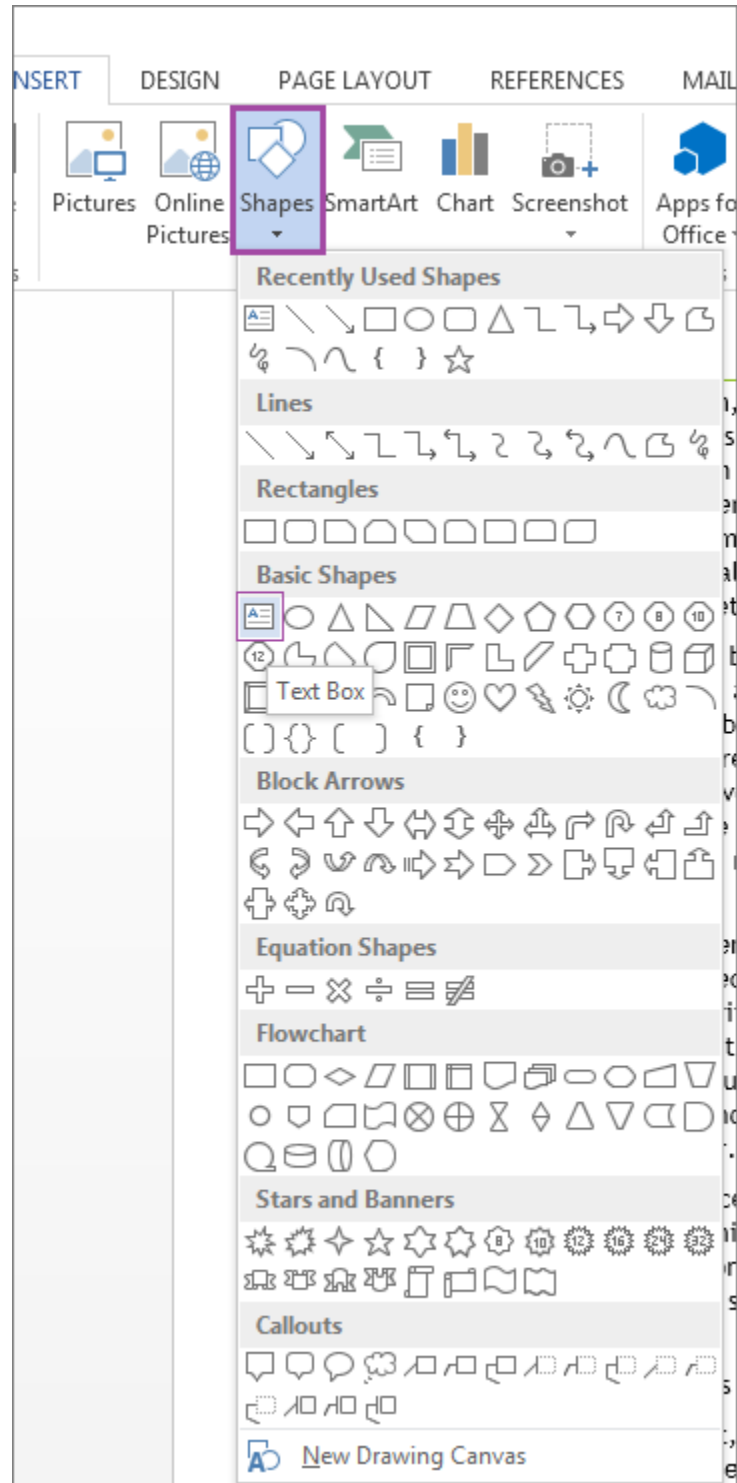
**Step 2.** In the dialog box, type in a subject in the **Office.com Clip Art** search field, and press **Enter**.



**Figure 4-10**

**Step 3.** Select the ClipArt image you want from the list of results that appear, and click **Insert** to add it to your document. You can move, re-size, format, or change text wrapping using the same method as pictures added from your hard drive (see Steps 3–6 above under *Adding Pictures*).

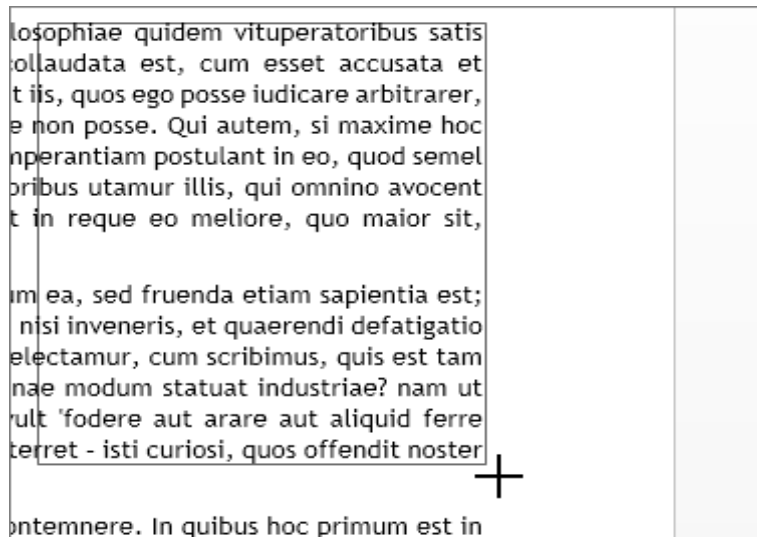
## Inserting Shapes



**Figure 4-11**

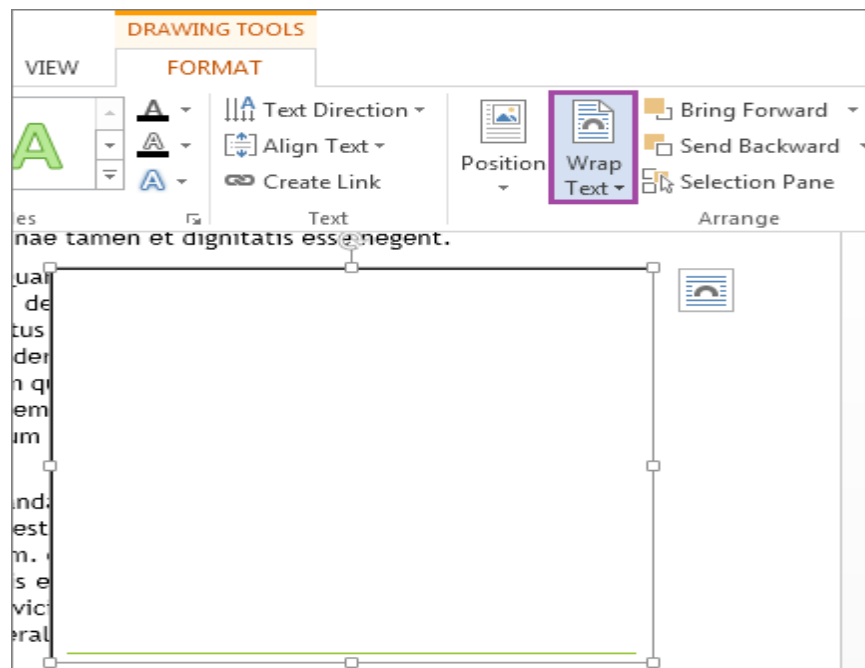
**Step 1.** To insert a shape, click on the **INSERT** tab. clicking on **Shapes**, select the desired shape from the drop-down menu. Because this option is used quite

frequently, we will select **Text Box** under **Basic Shapes**, for the purpose of this tutorial.



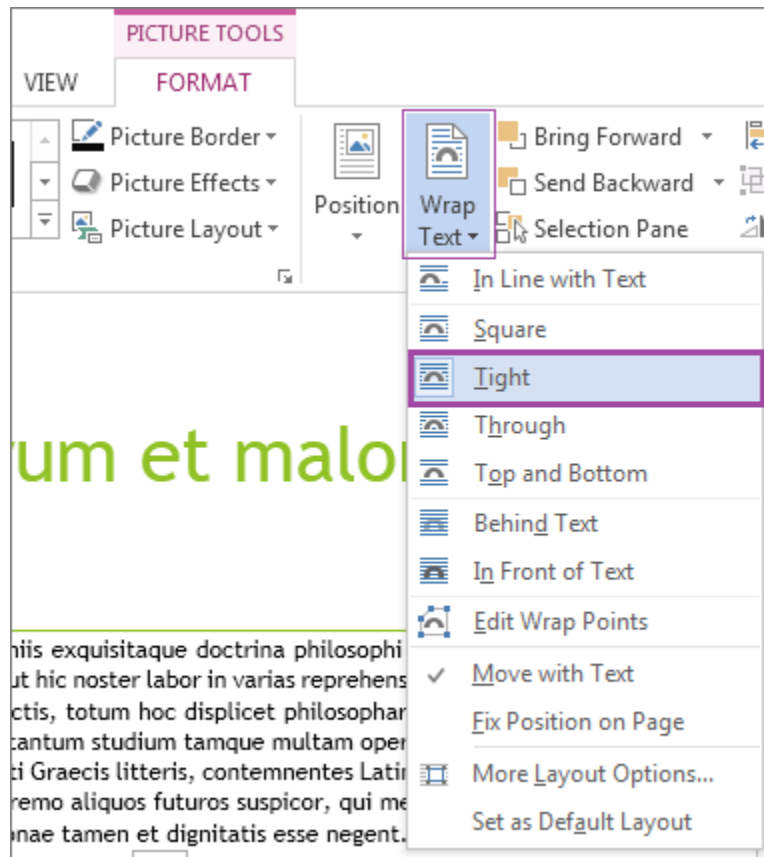
**Figure 4-12**

**Step 2.** Then, direct the crossbar to the desired place on the page, where you would like the shape to be inserted. Then, press and hold the left mouse button, dragging the cursor to change the size of the shape. When it reaches the desired size, release the mouse button.



**Figure 4-13**

**Step 3.** Once the shape has been created, the Drawing Tools now appear in the ribbon menu, allowing you to change the shape in relation to the surrounding text. Click on the **Wrap Text** icon to reveal different wrapping options. In the case of a text box, you can click anywhere inside the box itself and begin typing to enter text.



**Figure 4-14**

**Step 4.** In the drop-down menu that appears, select how you want the text to wrap around the newly created shape. As above, in this tutorial we will select a **Tight** text wrapping option. Notice also, that the default settings for a newly created shape is to be in front of the text, and to move whenever the text itself is moved (i.e., to another part of the document).

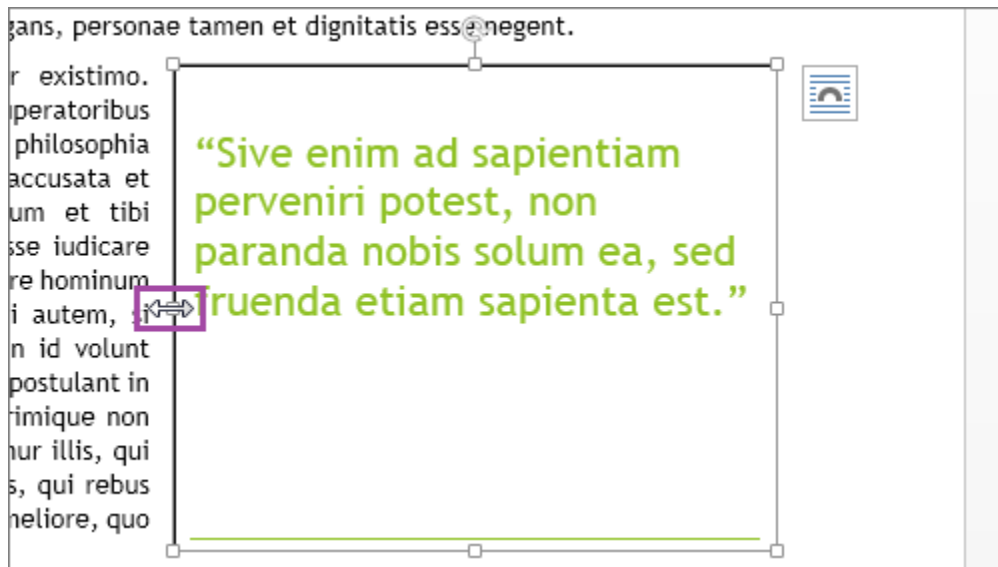


Figure 4-15

**Step 5.** Now that you have selected how you want the text to wrap around the shape, moving the cursor to the edge, you can click and drag to move or re-size it. If it is a text box, you can click inside of it and enter your text, formatting it as needed.

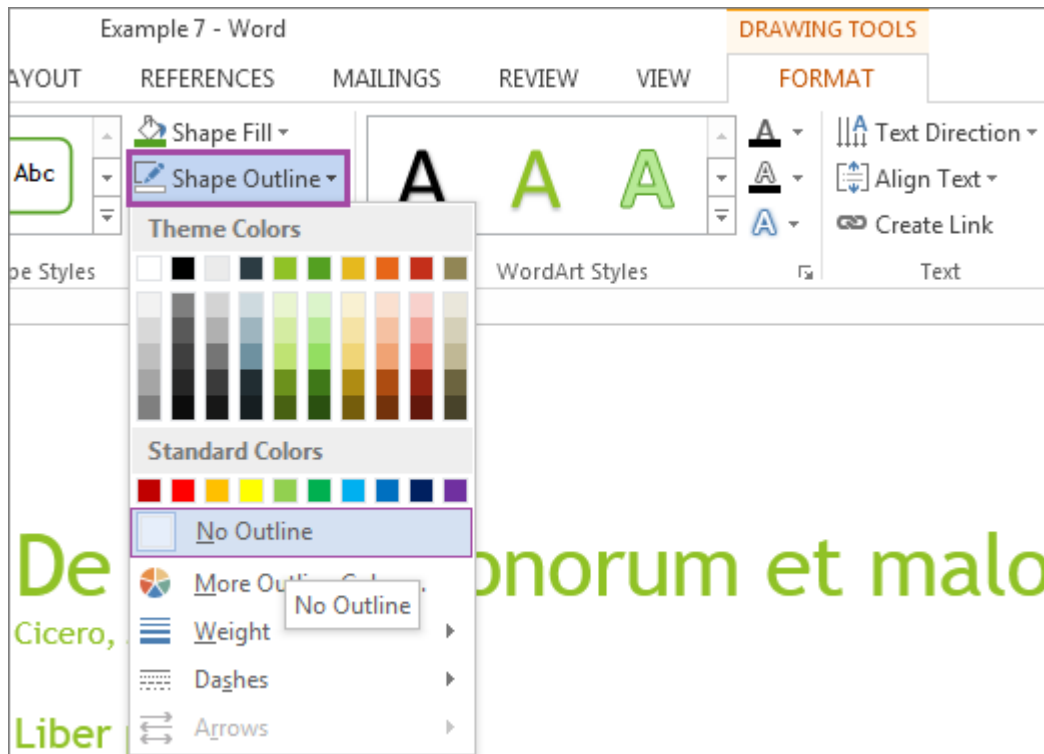


Fig. 4-16

**Step 6.** Once the shape has reached the desired size and location on the page, you can format it further. For instance, you can change the color of the shape's **fill** or **outline**, or choose to have both be transparent. For the purpose of this tutorial, we're going to select **No Outline**.



**Figure 4-17**

A shape has now been successfully inserted into the document. If you ever want to go back and change the layout options, click on the shape, and then click on

the icon to the right of the shape. Further formatting options are accessible via the ribbon menu after double-clicking on the shape.

## Commonly Used Shapes

Now that we have gone over the basics of inserting shapes, we will now look at the more commonly used shapes that are available in Word 2013.

### Lines

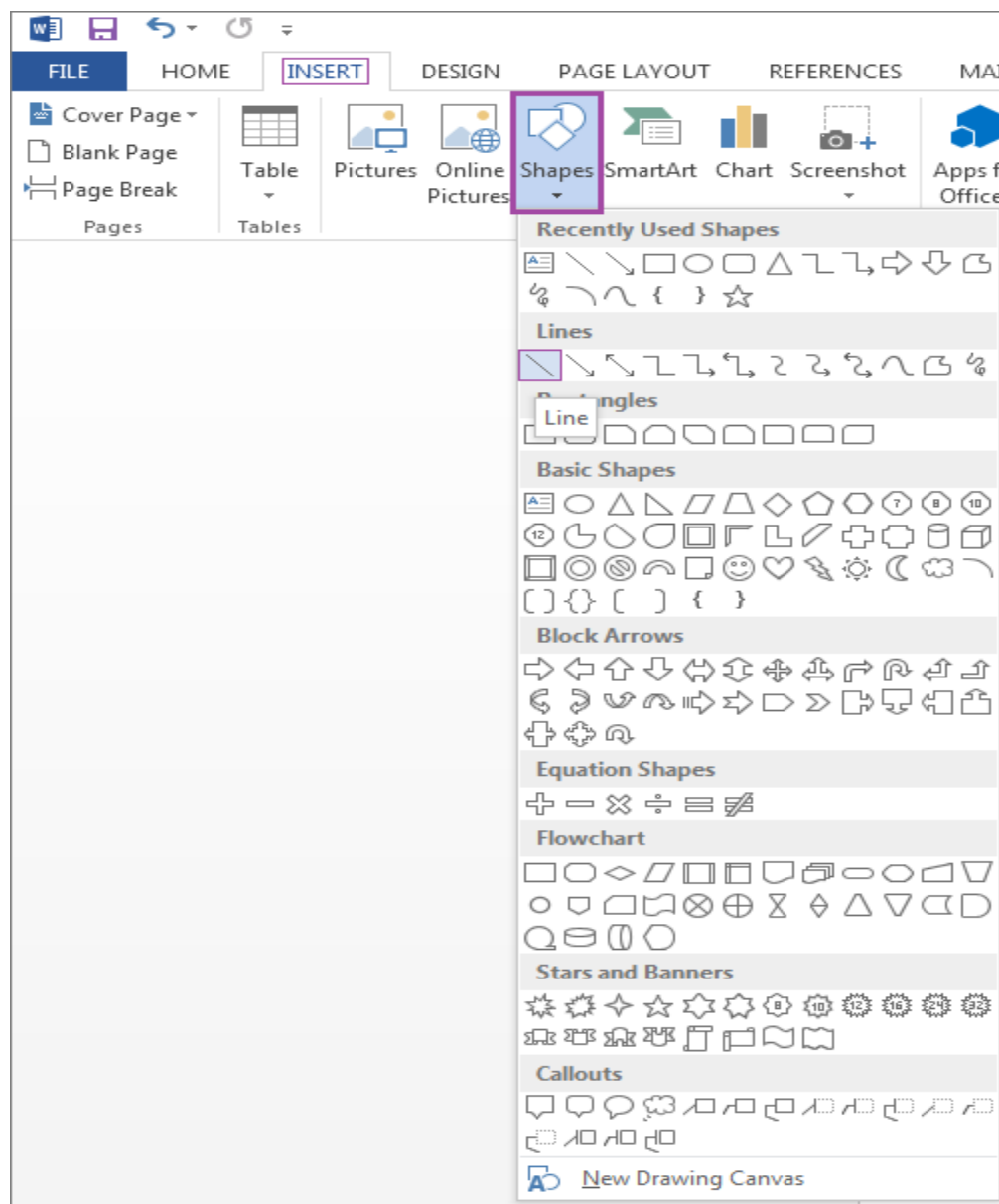
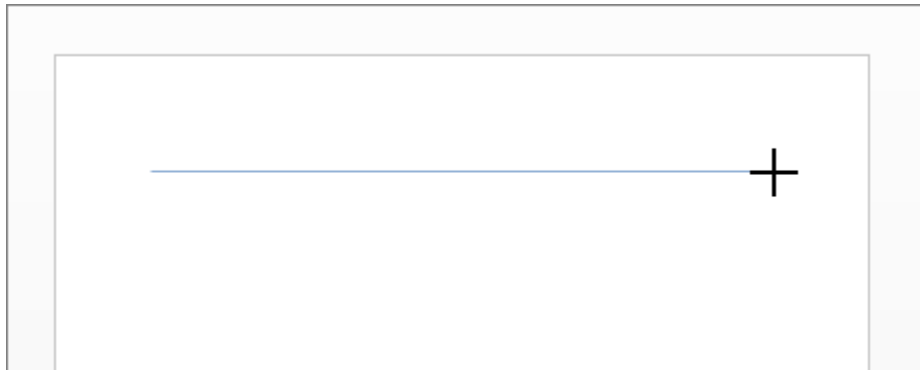


Figure 4-18

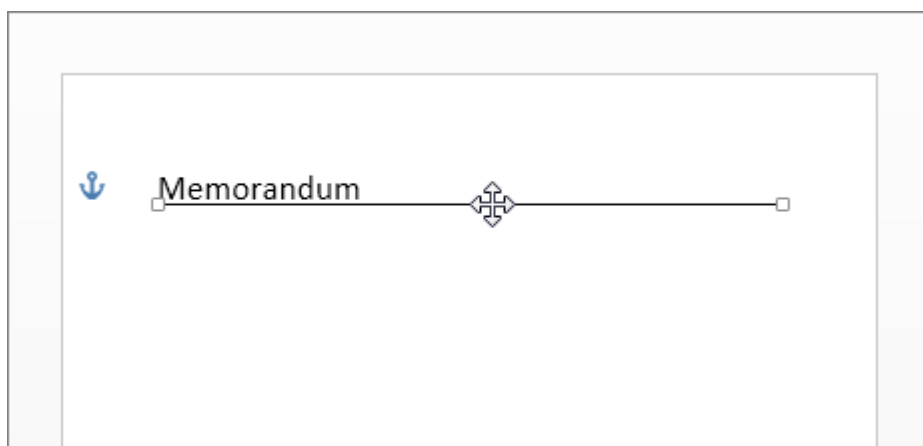
**Step 1.** To begin drawing a line, first click on the **INSERT** tab above the icons on the ribbon menu, and then **Shapes**, selecting the line you would like to insert. In this tutorial, we will select the most basic option, the line to the farthest left.



**Figure 4-19**

**Step 2.** Then, direct the crossbar to the desired place on the page, where you would like to insert your line. Click and hold the left mouse button, and drag across the page to draw the line. When it has reached the desired length, release the mouse button.

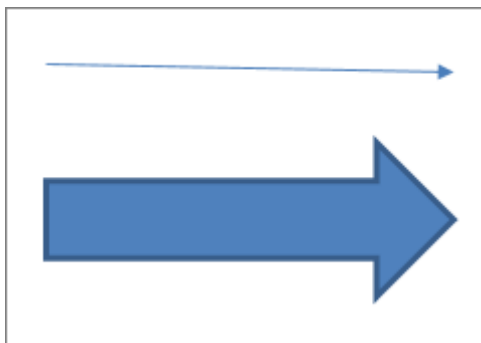
**Tip.** Holding down the **Shift** key while drawing a line will keep it uniformly flat, diagonal, or upright.



**Figure 4-20**

**Step 3.** If you want to move the line, place your cursor just above it, until you see the *move* symbol. Click and hold the left mouse button, dragging to relocate the line, and then release.

## Arrows



**Figure 4-21**

There are two types of arrows available in Word 2013, namely **line arrows** and **block arrows**. Both can be found under the **Shapes** menu after clicking on the **INSERT** tab (see *Fig. 4-18* above). Block arrows have their own grouping under the same menu. The only difference between drawing arrows and lines is to keep in mind that the arrow will point away from the starting point. Otherwise, the procedure for drawing arrows is the same as drawing lines (see *Lines* above).

## Rectangles

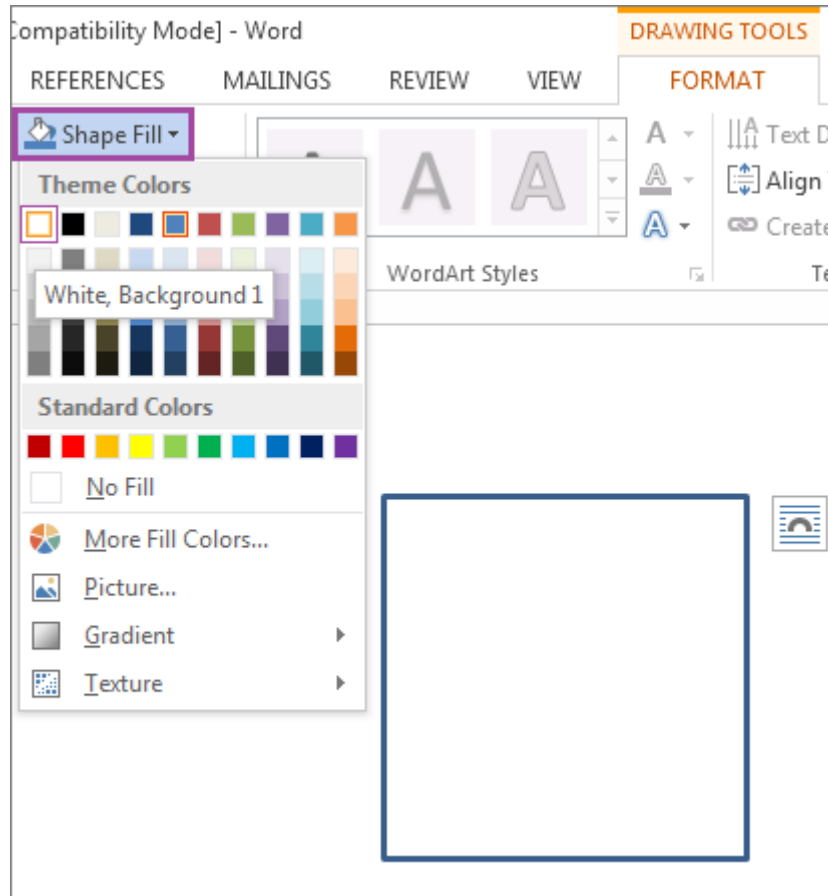
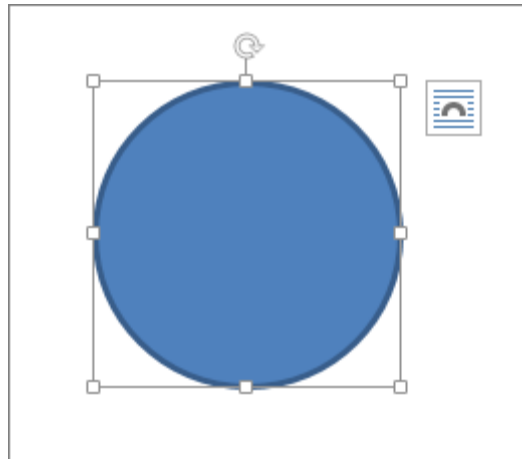


Figure 4-22

After selecting the rectangle option in the **Shapes** menu (see *Fig. 4-18* above), click and drag from one corner to the other to create the rectangle. Drawing rectangles is similar to drawing any other shape, except that holding down the **Shift** key will cause it to be a perfect square. The fill of the rectangle can be changed by clicking on the **Shape Fill** option under the **Drawing Tools**. If they are not immediately visible, these tools can be accessed by double-clicking on the rectangle itself.

## Ovals



**Figure 4-23**

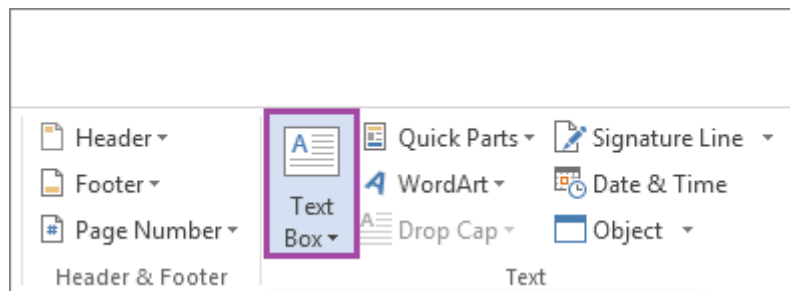
After selecting the oval option in the Shapes menu (see Fig. 4-18), drag the cursor from one corner to the other, holding down the left mouse button. As with rectangles, drawing ovals while holding the **Shift** key will perfect the shape, in this case making it a perfect circle.

## Text Boxes



**Figure 4-24**

Text boxes are free-floating boxes that are able to display text without changing the formatting of the body text behind or around it. To insert a text box, simply click on the **INSERT** tab, and select **Text Box** to access the drop-down menu (see Fig. 4-24a below). For more information on inserting text boxes and other shapes, see *Inserting Shapes*). Once you have drawn the box, simply click inside it to add text. The text you enter can be formatted just like the body text.

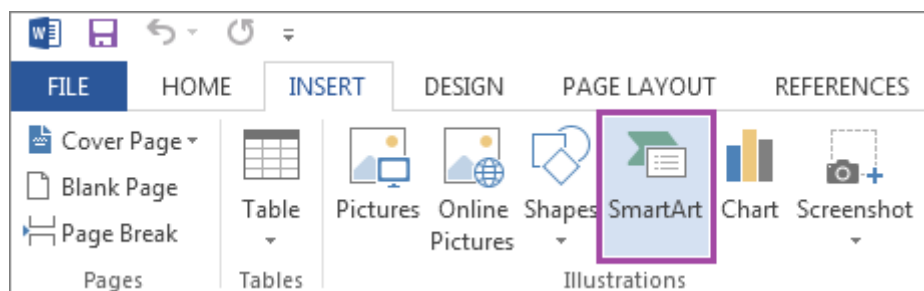


**Figure 4-24a**

[Back to Top]

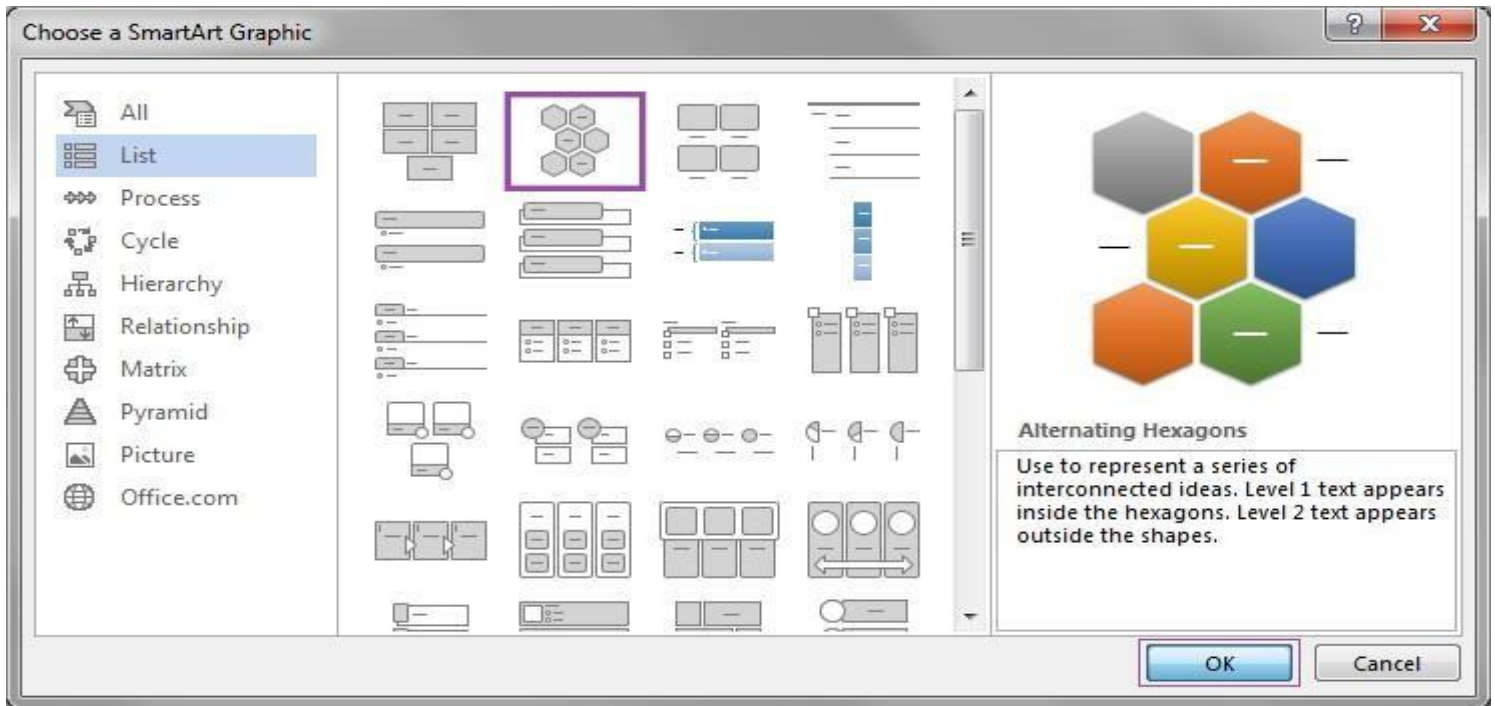
## SmartArt

In addition to the Text Box feature, Word 2013 also includes a feature called **SmartArt**, which allows you to represent ideas in diagram format.



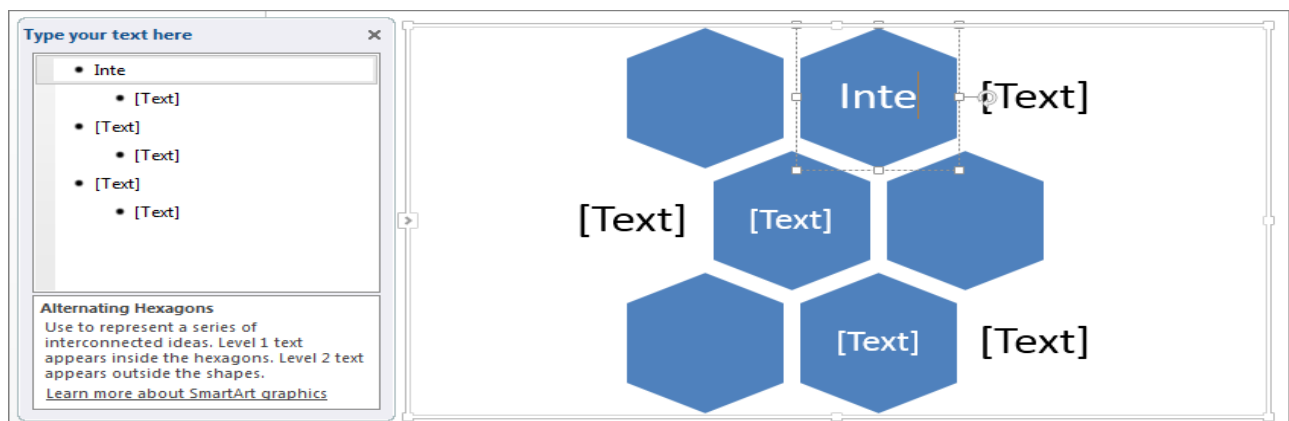
**Figure 4-25**

**Step 1.** To insert SmartArt, click on the **INSERT** tab, and select **SmartArt** under the **Illustrations** icon group on the ribbon menu.



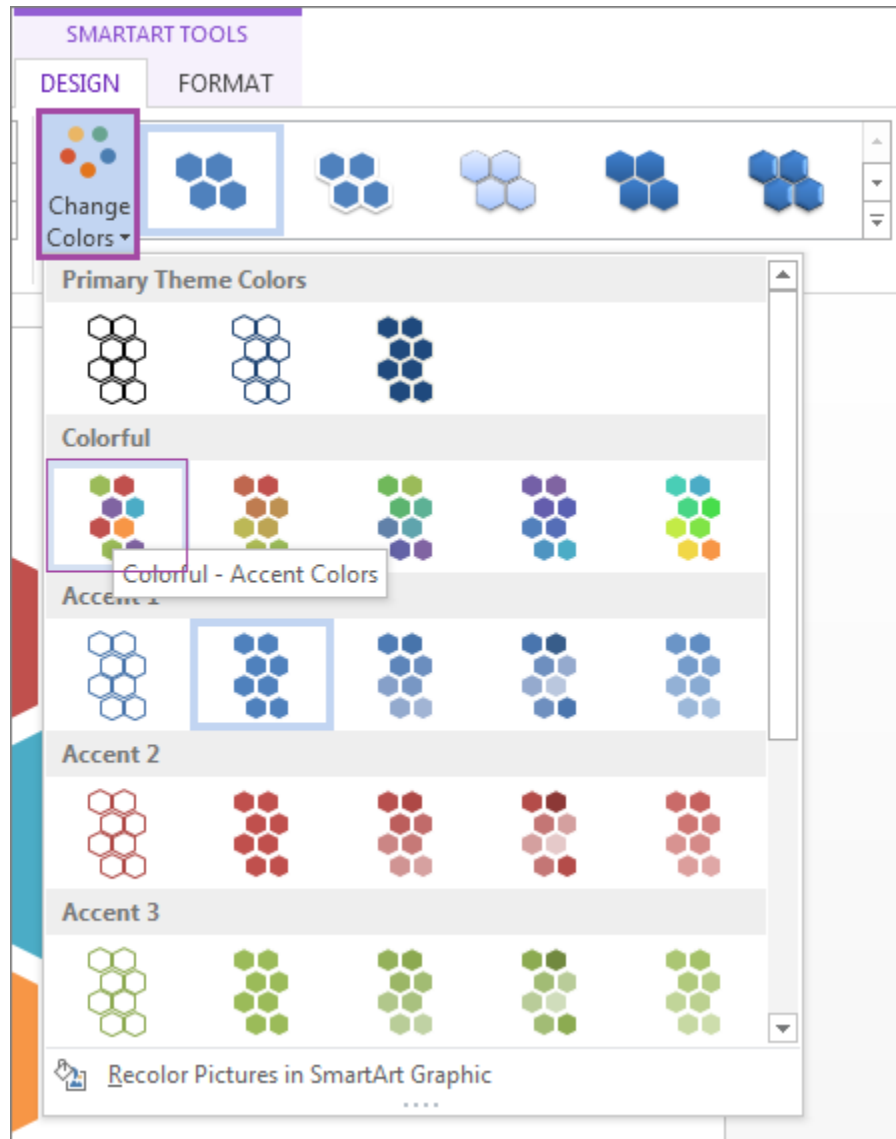
**Figure 4-26**

**Step 2.** A window will appear, prompting you to pick the kind of SmartArt graphic you would like to use. After selecting one from among the many options available, click **OK**.



**Figure 4-27**

**Step 3.** Format the text of the SmartArt graphic either by clicking on the text, or using the outline to the left of the graphic.



**Figure 4-28**

**Step 4.** Using the ribbon menu while the SmartArt graphic is selected will allow you to further format it, changing various elements of its design. To move or re-size your graphic, or to change the way the text wraps around it, see *Steps 3-5* under *Adding Pictures*.

## Charts

Drawing charts has been a feature of Word since its inception, but in 2013 there are many more options available.

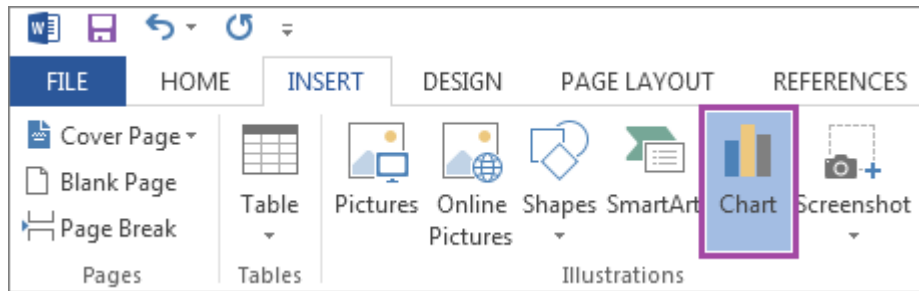


Figure 4-29

**Step 1.** To insert a chart, click on the **INSERT** tab, selecting **Chart** under the **Illustrations** icon group on the ribbon menu.

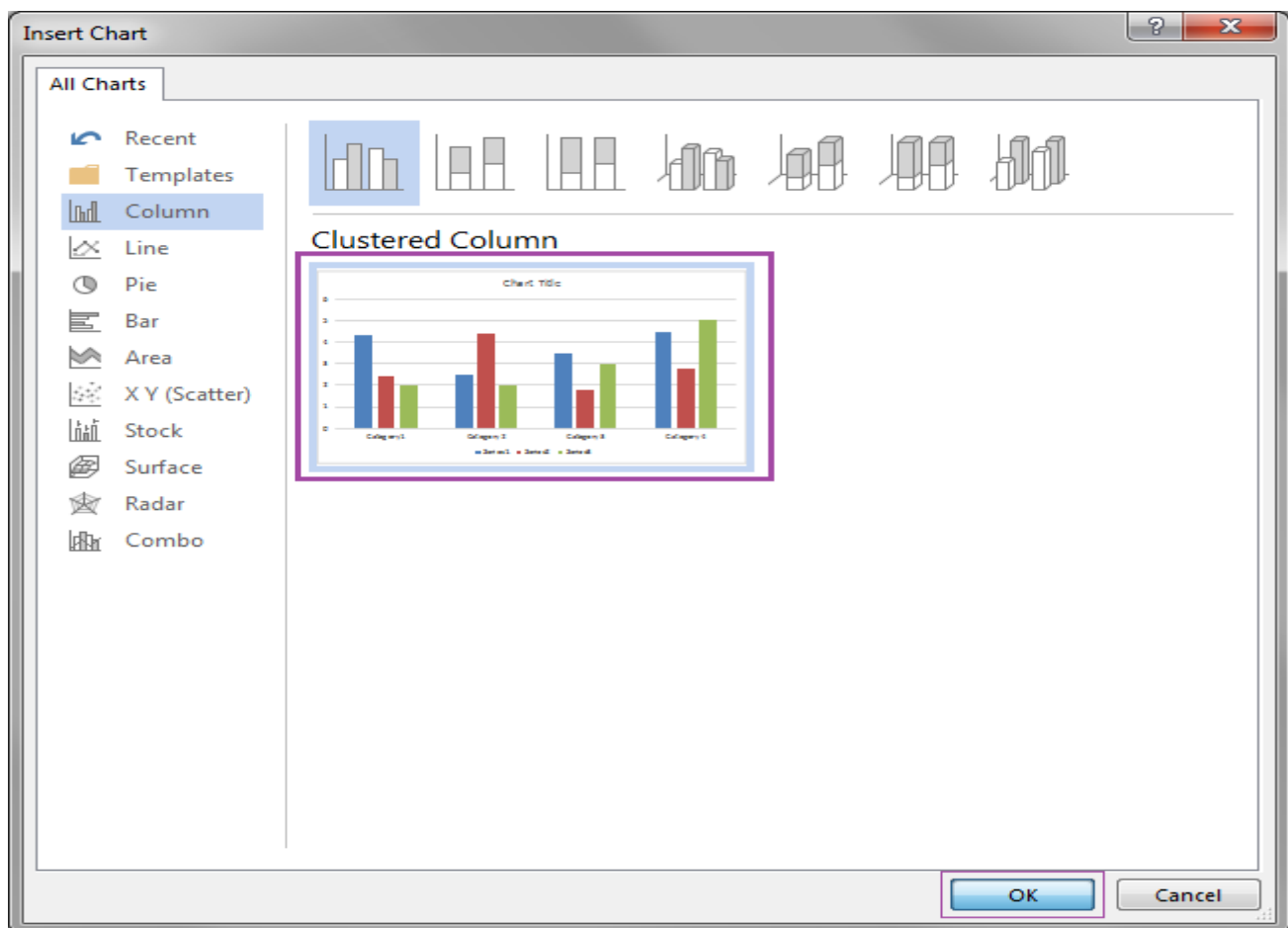
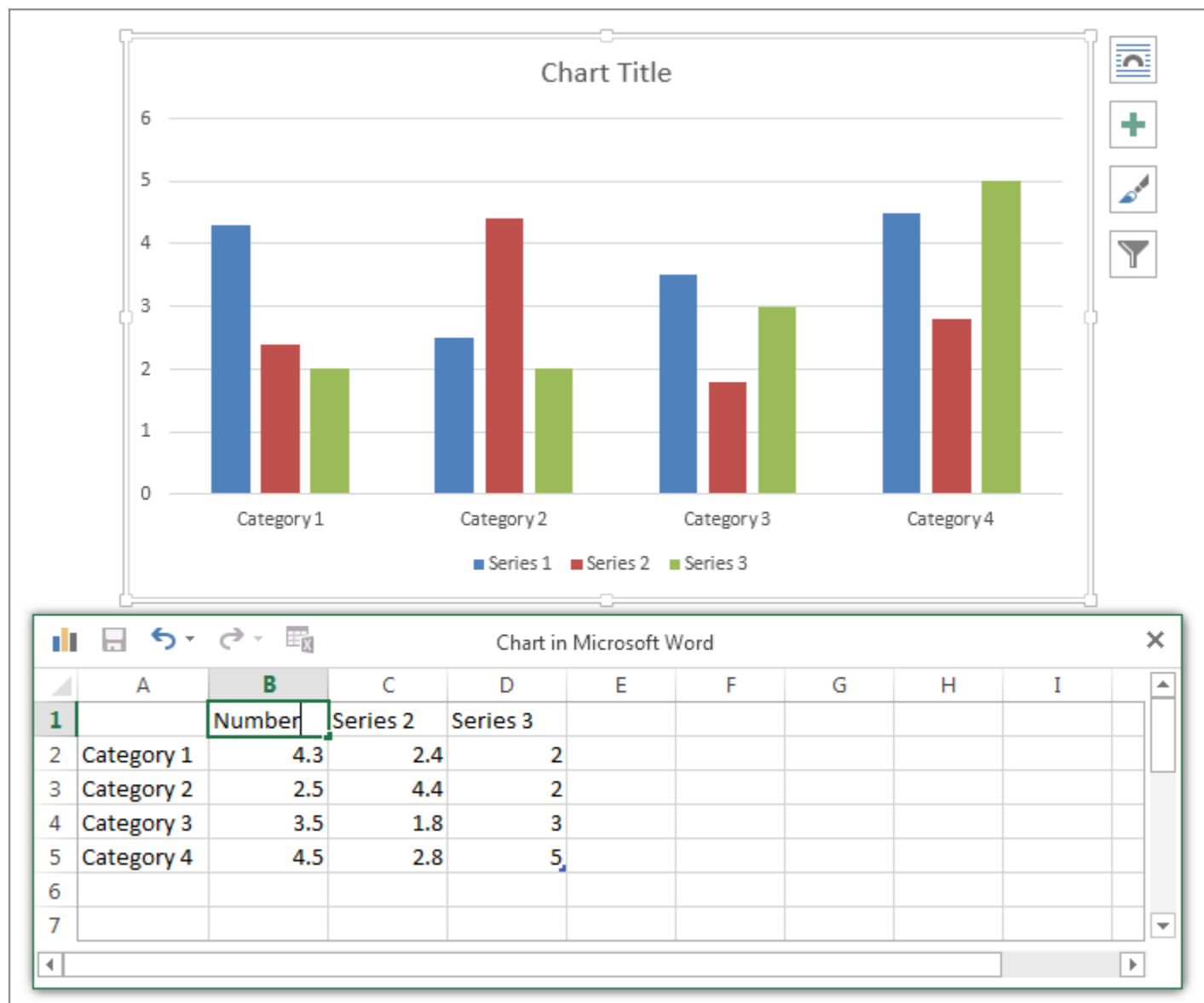


Figure 4-30

**Step 2.** Select what kind of chart you wish to insert, and then click **OK**.



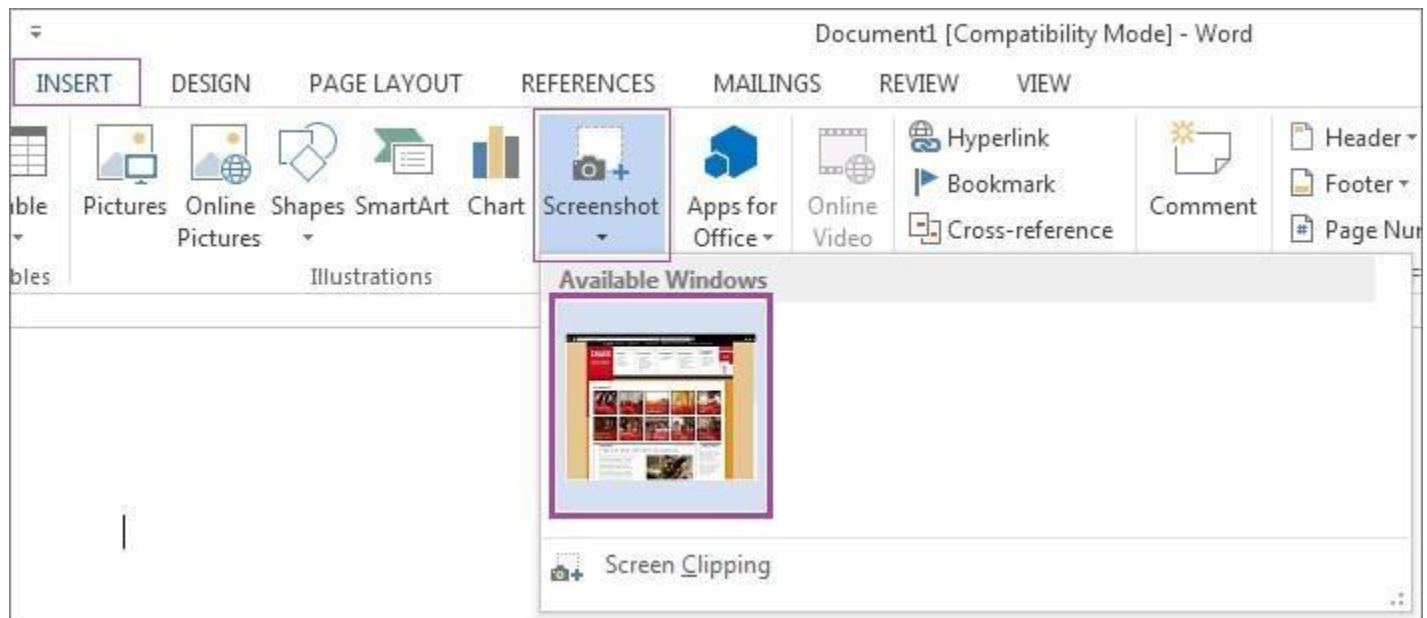
**Figure 4-31**

**Step 3.** Once the chart has been inserted, you can use the Excel popup window to edit the different fields. To format anything on the chart, simply click on what you would like to change. You may also use the ribbon menu. If you would like move or re-size your chart, or to change the way the surrounding text wraps around it, see *Steps 3-5* under *Adding Pictures*.

[Back to Top]

## Screenshots

A newer feature in Word is the ability to insert screenshots into your document, using the program rather than simply the print screen function of Windows.

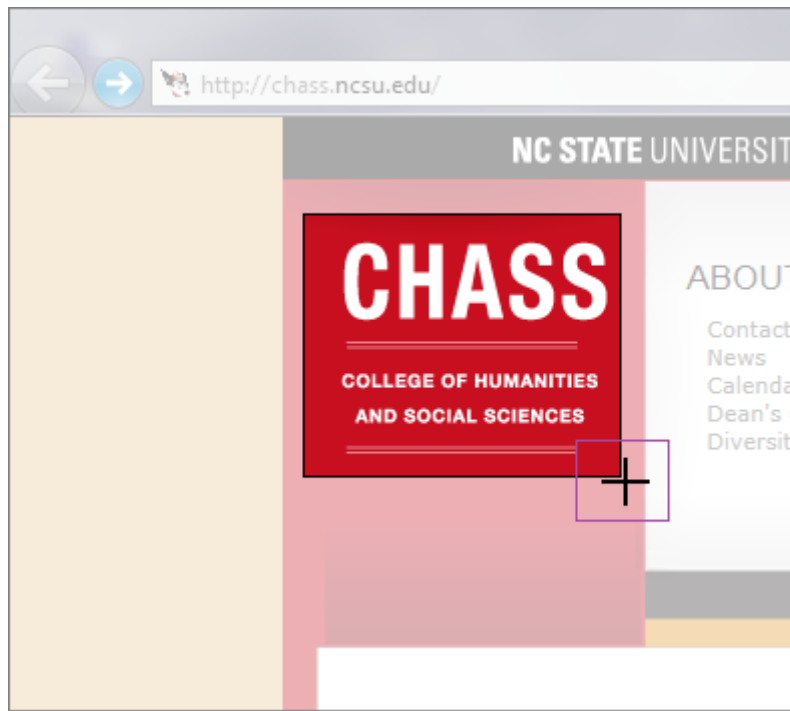


**Figure 4-32**

To insert a screenshot into your document, click on the **INSERT** tab, selecting **Screenshot** under the **Illustrations** icon group on the ribbon menu. A drop-down menu will appear, showing you screenshots of all your open windows. To select one, click on it. Once it is inserted, you can further format it. If you would like move or re-size the screenshot, or to change the way the text wraps around it, see *Steps 3-5* under *Adding Pictures*.

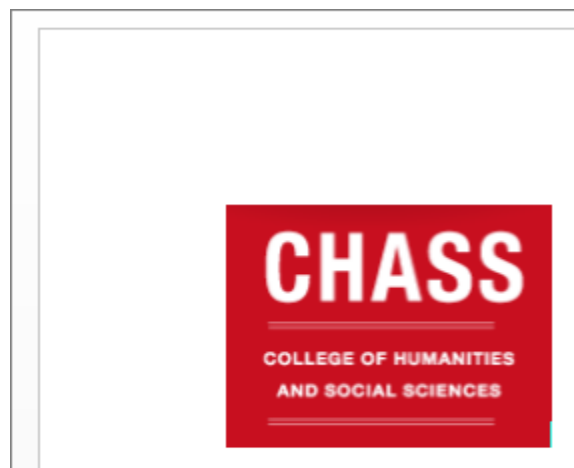
### Inserting a Screen Clipping

If you don't want to insert a screenshot entire window into your document, you can take a screen clipping. The **Screen Clipping** option is found at the bottom of the **Screenshot** drop-down menu (see *Fig. 4-32* above).



**Figure 4-33**

Once you have selected the **Screen Clipping** option at the bottom of the **Screenshot** drop-down menu (see *Fig. 4-32* above), Word 2013 will minimize, and the screen will become grey. A crossbar will also appear, allowing you to click the left mouse button, and drag the cursor to encompass the area of the screen you would like to clip. Once you release the left mouse button, the screen clipping will appear in your document (see *Fig. 4-34* below).



**Figure 4-34**

## WordArt

WordArt is another popular feature of Word, which allows you to enter free-floating text without needing a text box. This feature is most useful for posters, flyers, announcements, etc.

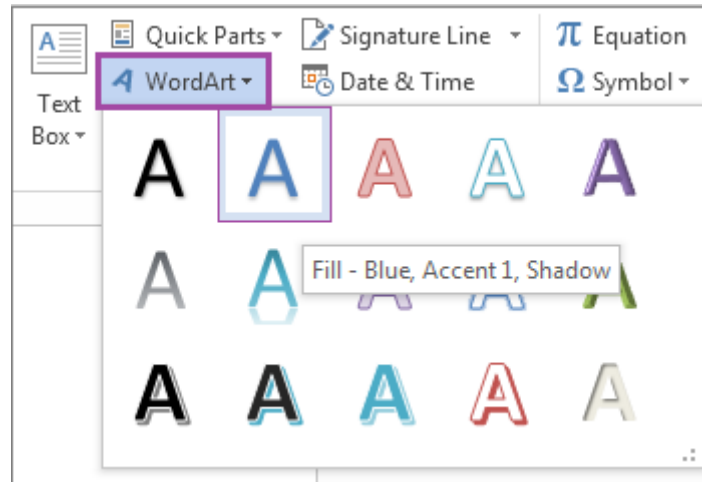


Figure 4-35

**Step 1.** To insert WordArt, click on the **INSERT** tab, and select **WordArt** to access the drop-down menu, which will present the varied WordArt styles for use in your document.

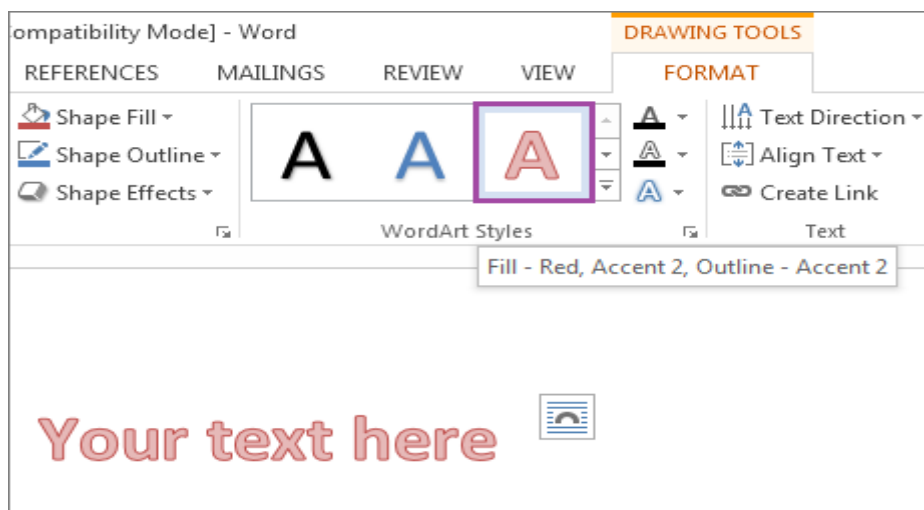
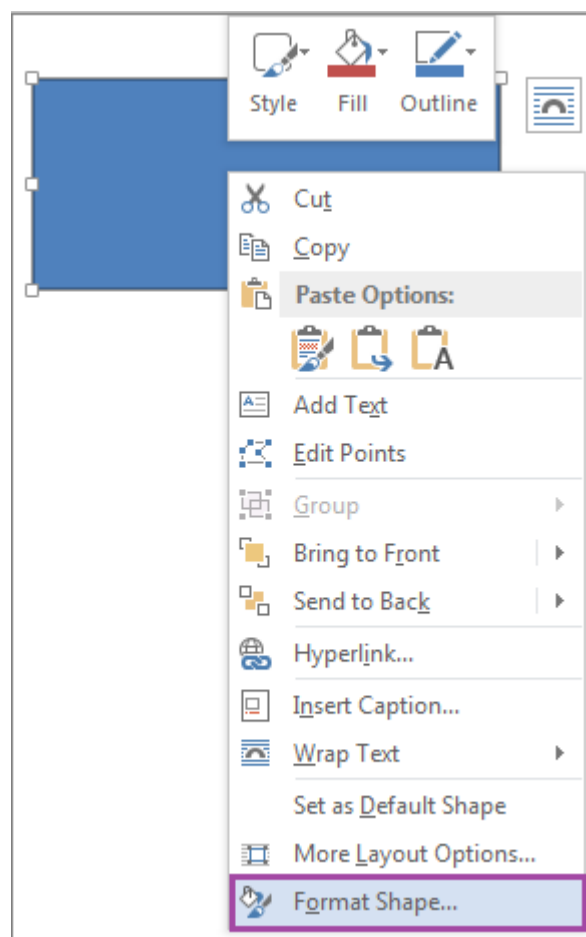


Figure 4-36

**Step 2.** Once the WordArt has been inserted, you may type in your text, and format it further. You can change the appearance of the WordArt you have inserted by accessing the **WordArt Styles** options in the ribbon menu, which are visible when the WordArt is selected.

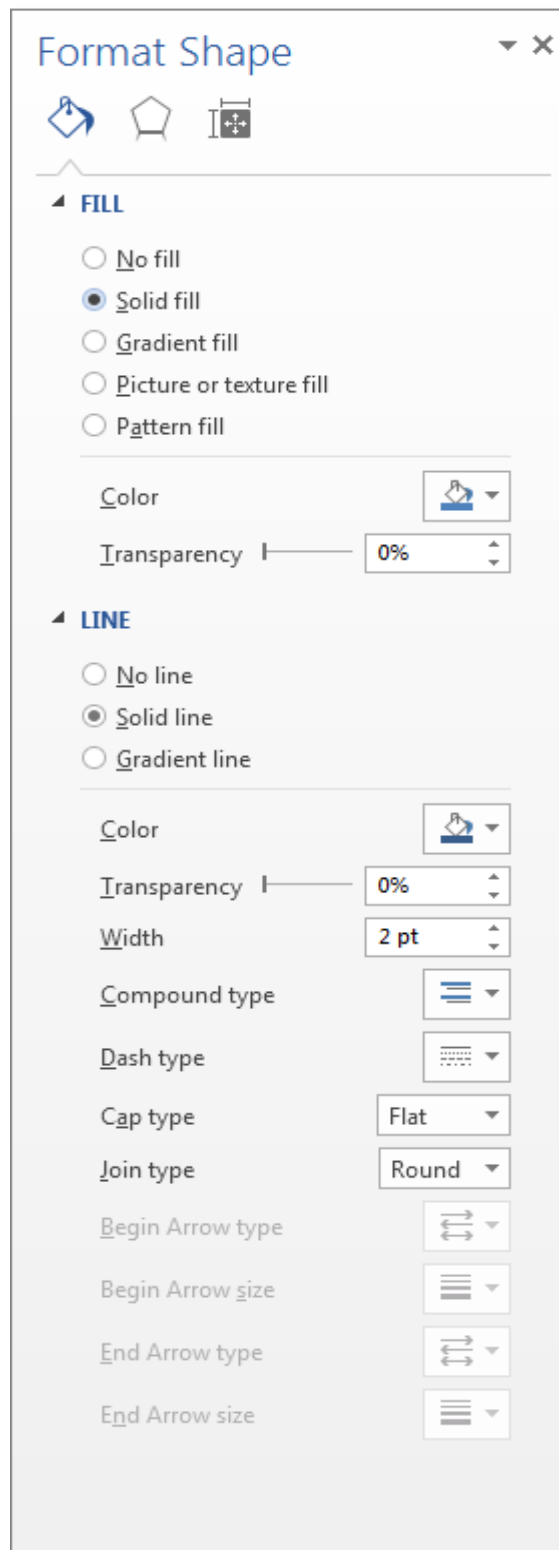
## Formatting

Although many of the options for formatting shapes and illustrations are close at hand in Word 2013, you may have need of more advanced formatting options.



**Figure 4-37**

**Step 1.** To access the formatting menu, right-click on the shape or illustration, and select the option to format it at the very bottom of the menu that appears.



**Figure 4-38**

**Step 2.** A formatting menu will then appear on the right side of your screen, giving access to advanced formatting options.

## Text Wrapping

There are a variety of different ways that you can wrap text around shapes or illustrations. What follows are some of the different methods of text wrapping available in Word 2013. The options for text wrapping are most easily accessed by the icon which appears next to the shape or illustration (see Fig. 4-39 below), or by selecting the **FORMAT** tab, and clicking on the **Wrap Text** icon. Both are made available by clicking on the shape or illustration.

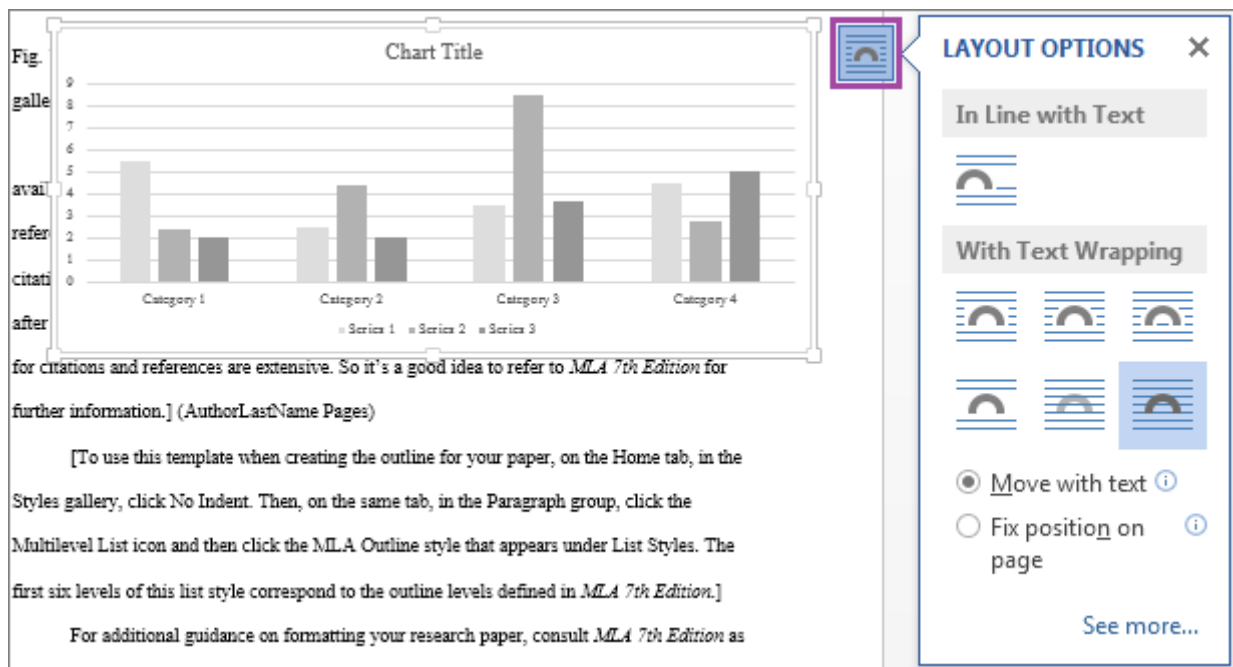
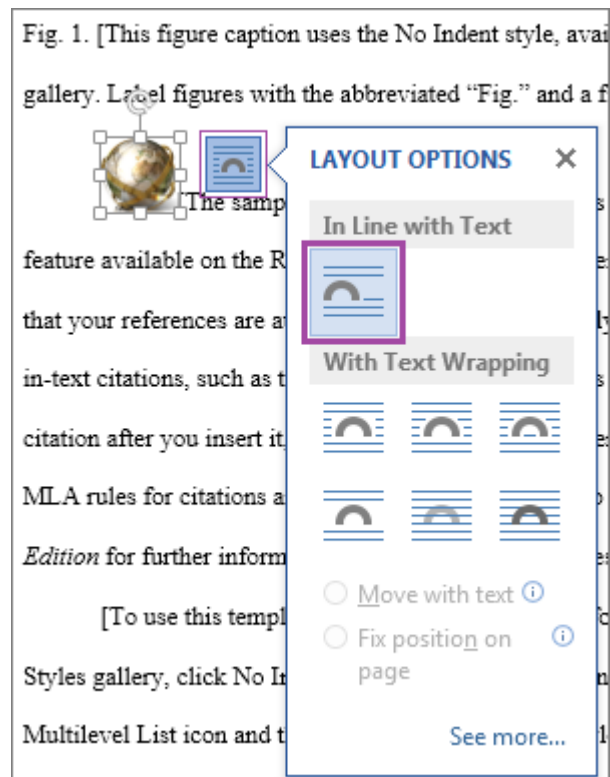


Figure 4-39

For even more advanced formatting, click on the **See more** option at the bottom of the **LAYOUT OPTIONS** menu.

## Methods of Text Wrapping

## In Line with Text



**Figure 4-40**

This is the normal kind of text wrapping for most small shapes and illustrations, and is often the default setting. If the object is small enough, it will not force the text to the next line. This method of text wrapping anchors, so to speak, the object to the surrounding text and moves with it as if part of the text itself.

## Square with Text

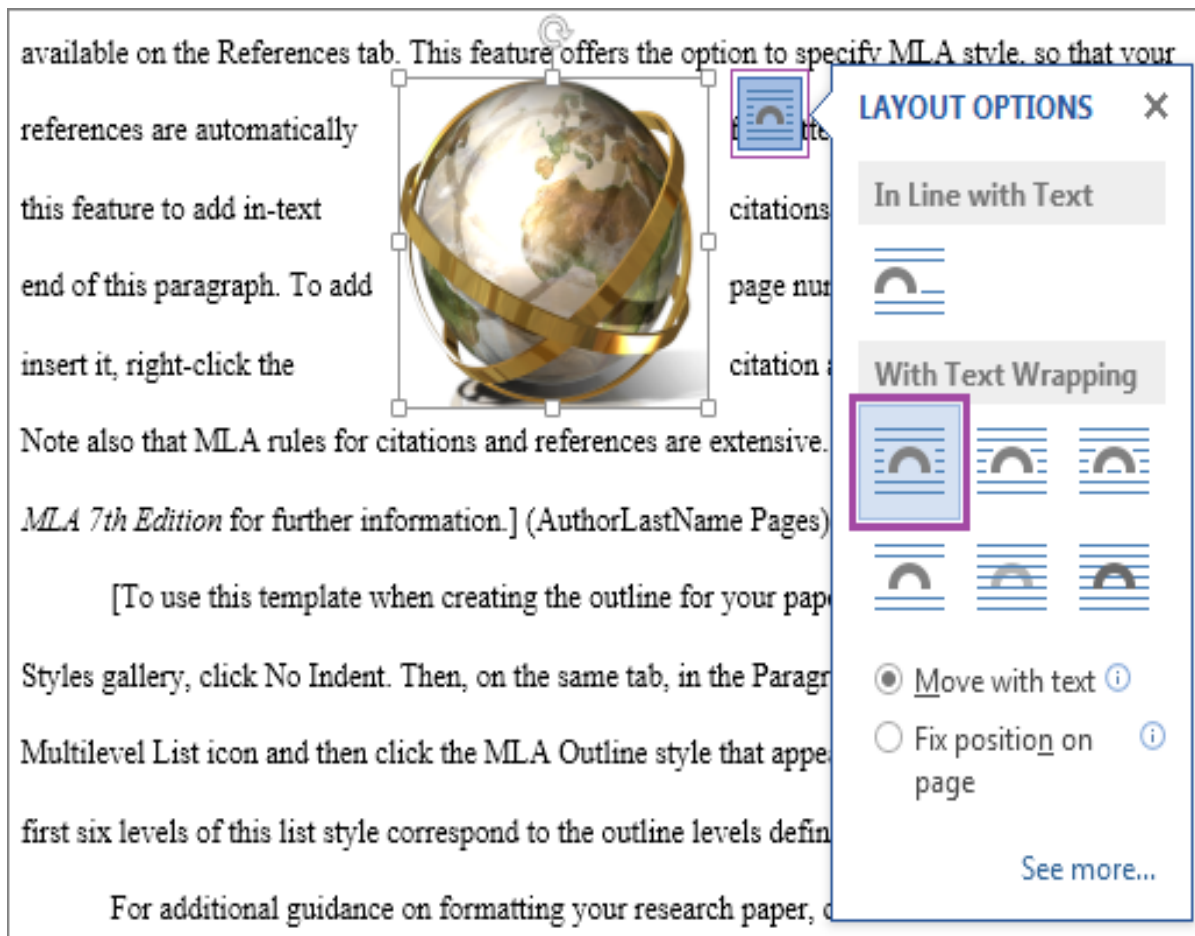


Figure 4-41

Square text wrapping wraps the text around the object in a rectangular fashion. Unlike the inline option, the object does not remain anchored to a particular line in the text, but rather causes the text to move around it.

## Tight

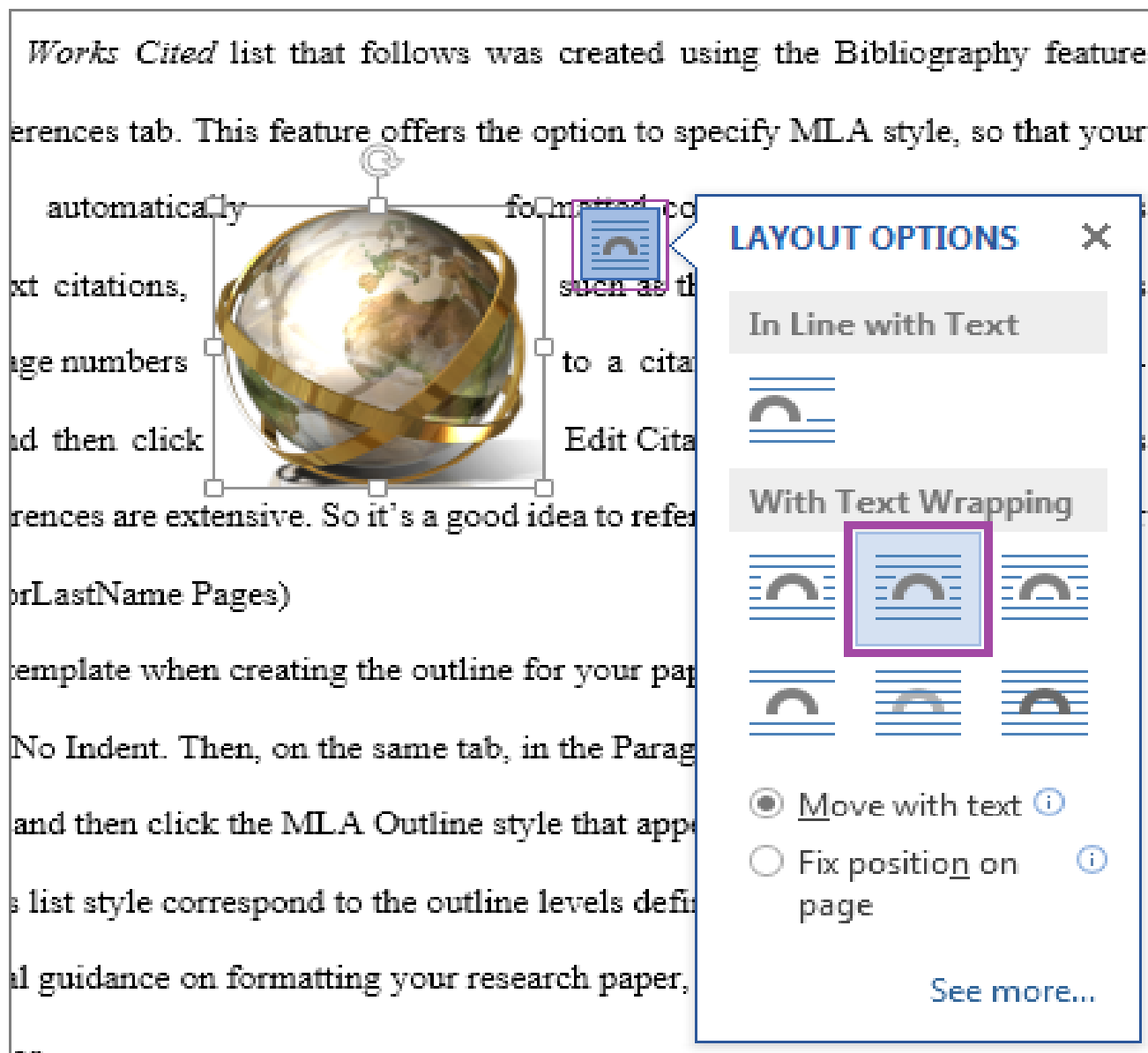


Figure 4-42

The tight text wrapping option keeps the text as close as possible to the object. For instance, if the object is circular, the text will surround it in a circular fashion.

## Top and Bottom

Fig. 1. [This figure caption uses the No Indent style, available on the Home tab, in the Styles gallery. Label figures with the abbreviated "Fig." and a figure number.]

[The sample *Works Cited* list that follows was created using the Bibliography feature available on the References tab. This feature offers the option to specify MLA style, so that your references are automatically formatted correctly. You can also use this feature to add in-text

Citations, such as the one shown at the end of this paragraph. To add pa ber  
after you insert it, right-click the citation and then click Edit Citation. Note also th  
for citations and references are extensive. So it's a good idea to refer to *MLA 7th* A  
further information.] (AuthorLastName Pages)

[To use this template when creating the outline for your paper, on the Home  
Styles gallery, click No Indent. Then, on the same tab, in the Paragraph group, cli  
Multilevel List icon and then click the MLA Outline style that appears under List  
first six levels of this list style correspond to the outline levels defined in *MLA 7th*  
For additional guidance on formatting your research paper, consult *MLA 7*

**LAYOUT OPTIONS** ✕

In Line with Text

With Text Wrapping

☒ Move with text ⓘ

☐ Fix position on page ⓘ

[See more...](#)

Figure 4-43

This method of text wrapping places the text above and below rather than around the object. This method is particularly useful for charts, graphs, or illustrations which span the breadth of the page itself.

## Behind Text

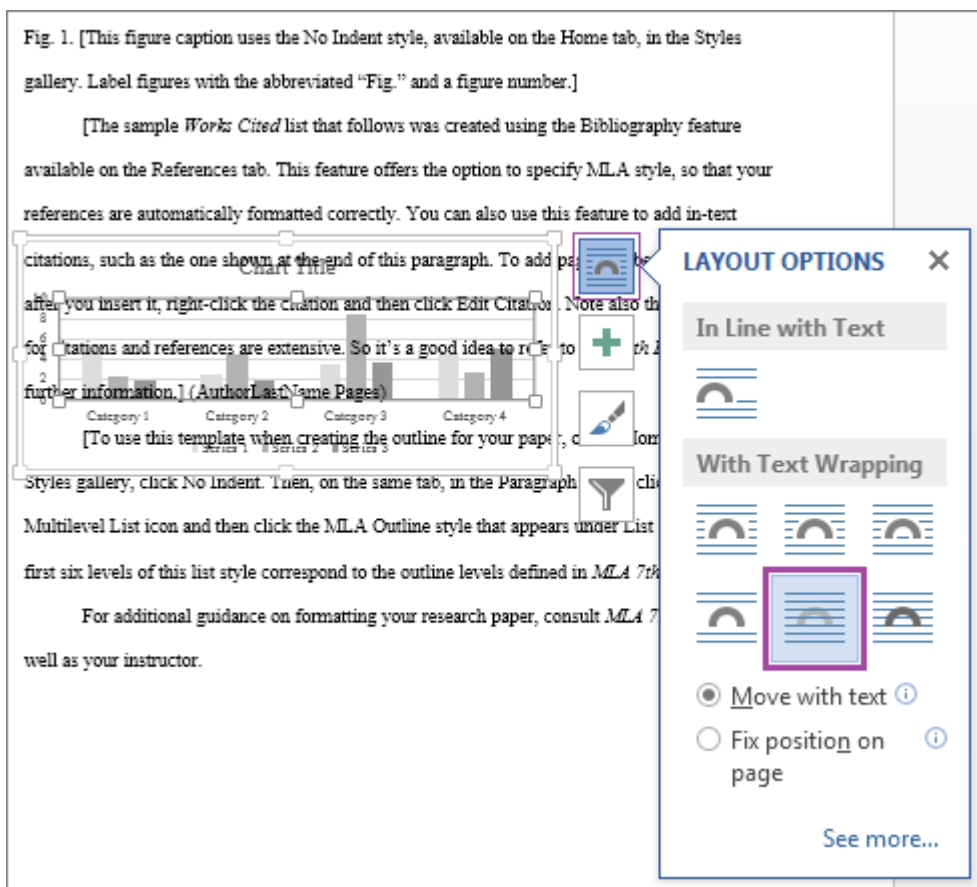


Figure 4-44

This method prevents the object and the text from being affected by one another, and causes the object to be placed behind the body text of the document.

# In Front of Text

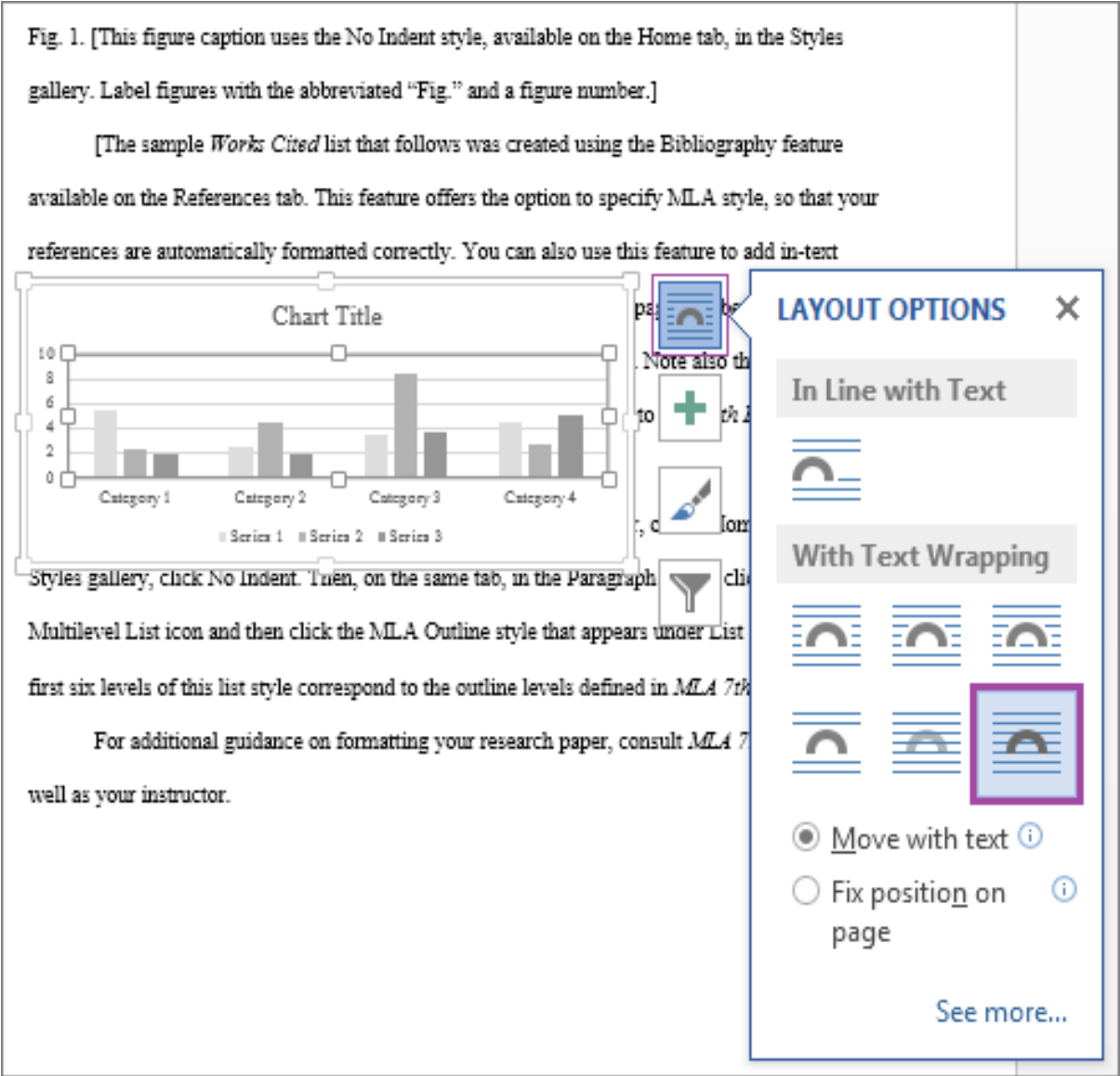


Figure 4-45

This option causes the object to behave in a similar fashion to the behind text option, only it is placed in front of the text rather than behind it.

## Working with Table

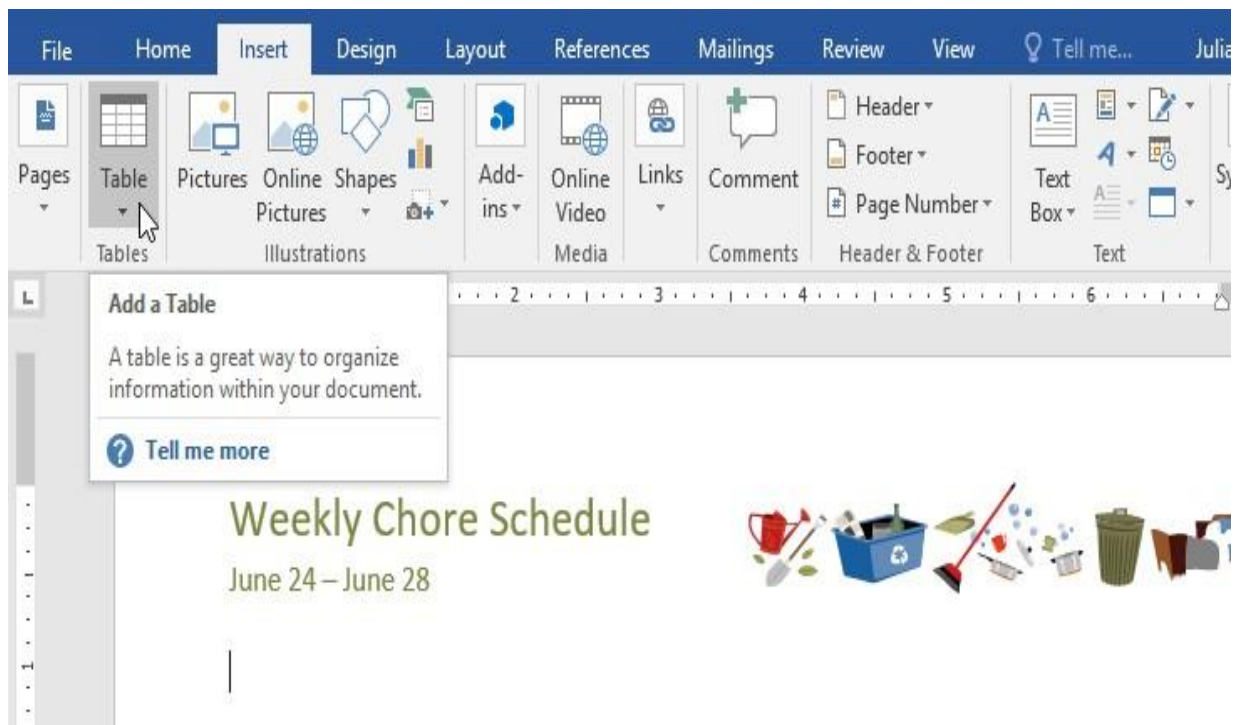
**Table:** A table is a grid of cells arranged in **rows** and **columns**.

- Tables can be used to organize any type of content, whether you're working with text or numerical data.
- In Word, you can quickly insert a **blank table** or convert **existing text** to a table. You can also customize your table using different **styles** and **layouts**.

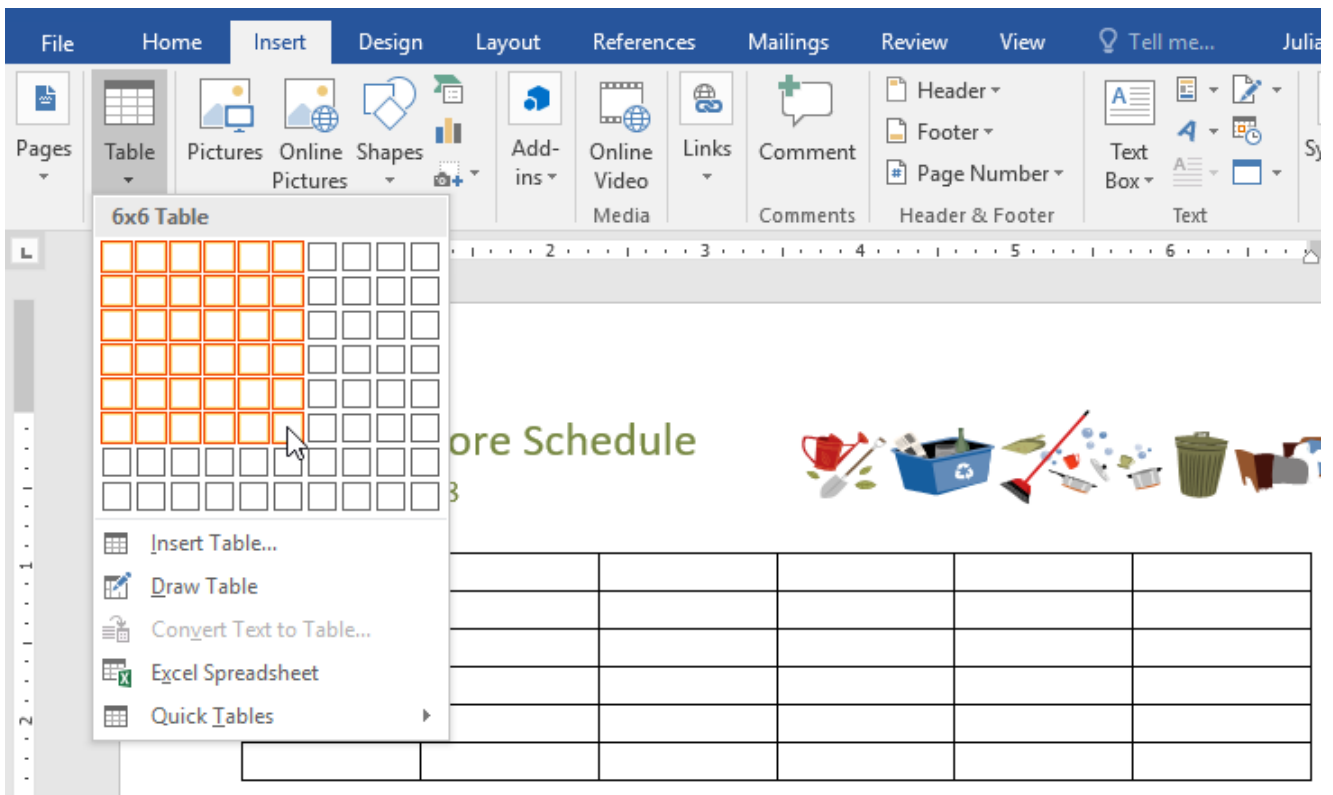
**Cell:** A cell is the intersection of a row and a column.

### To insert a blank table:

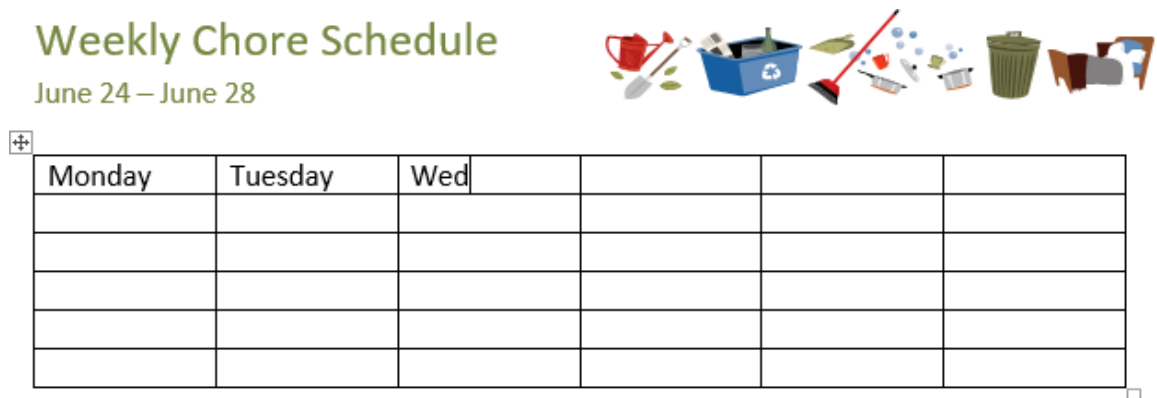
1. Place the insertion point where you want the table to appear.
2. Navigate to the **Insert** tab, then click the **Table** command.



3. This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns** and **rows** you want.



4. Click the grid to **confirm** your selection, and a table will appear.
5. To **enter text**, place the insertion point in any cell, then begin typing.



To navigate between cells, use the **Tab** key or **arrow** keys on your keyboard. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.

## To convert existing text to a table:

In the example below, each line of text contains part of a **checklist**, including chores and days of the week. The items are separated by **tabs**. Word can convert this information into a table, using the tabs to separate the data into columns.

1. Select the text you want to convert to a table. If you're using our practice file, you can find this text on page 2 of the document.

### Weekly Chore Schedule

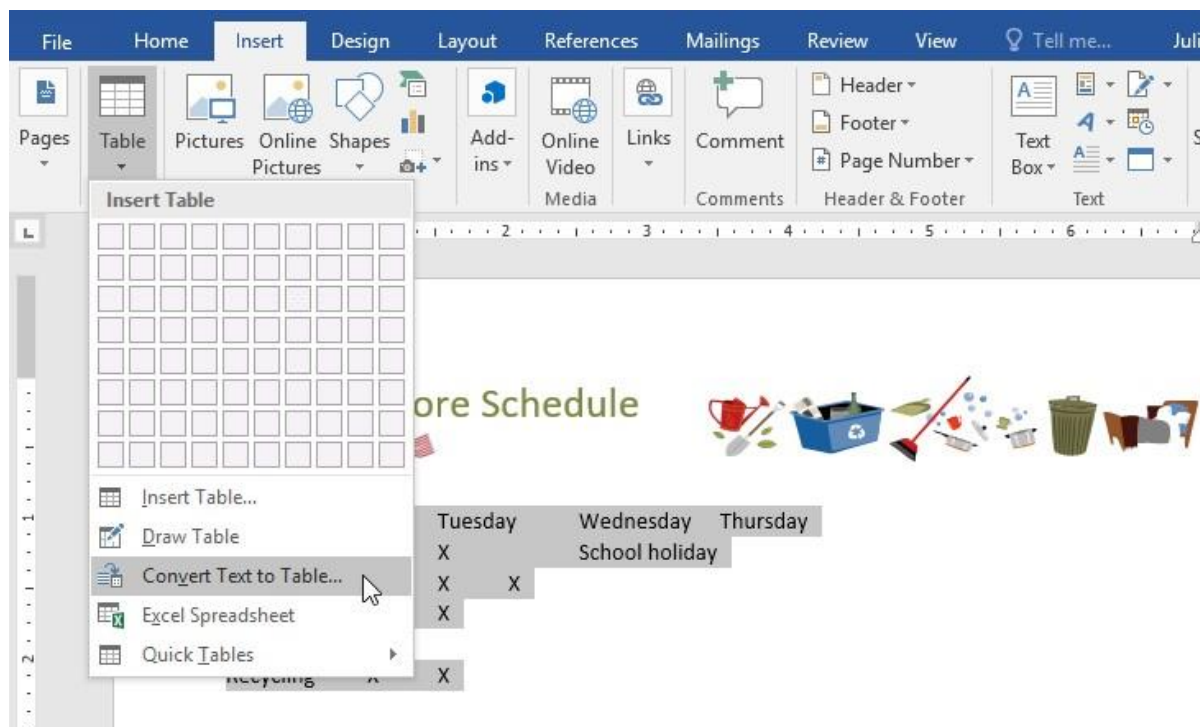
July 1 – July 5



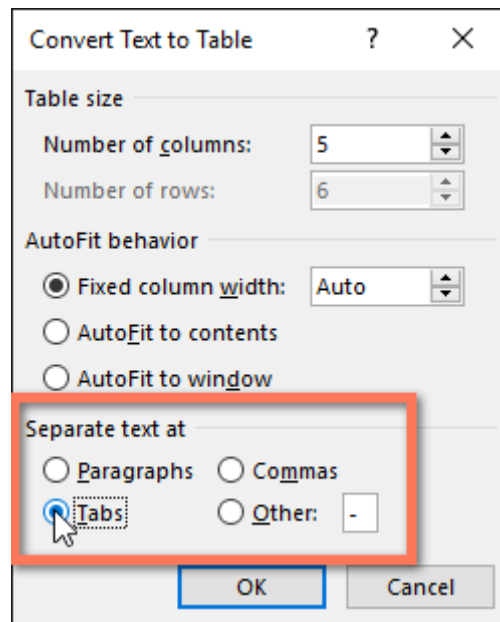
	Monday	Tuesday	Wednesday	Thursday
Homework	X	X	School holiday	
Feed fish	X	X	X	
Dishes	X	X		
Sweeping				
Recycling	X	X		

2. Go to the **Insert** tab, then click the **Table** command.

3. Select **Convert Text to Table** from the drop-down menu.



4. A dialog box will appear. Choose one of the options under **Separate text at**. This is how Word knows what to put into each column.



5. Click **OK**. The text will appear in a table.

## Weekly Chore Schedule

July 1 – July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

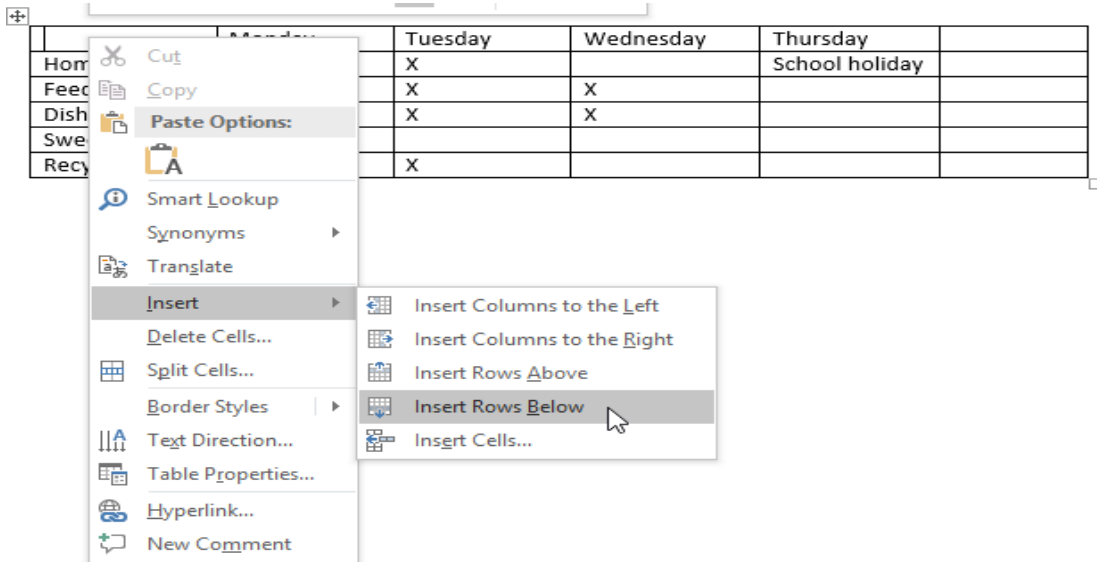
## Modifying tables

You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including **adding rows or columns** and changing the **table style**.

*To add a row or column:*

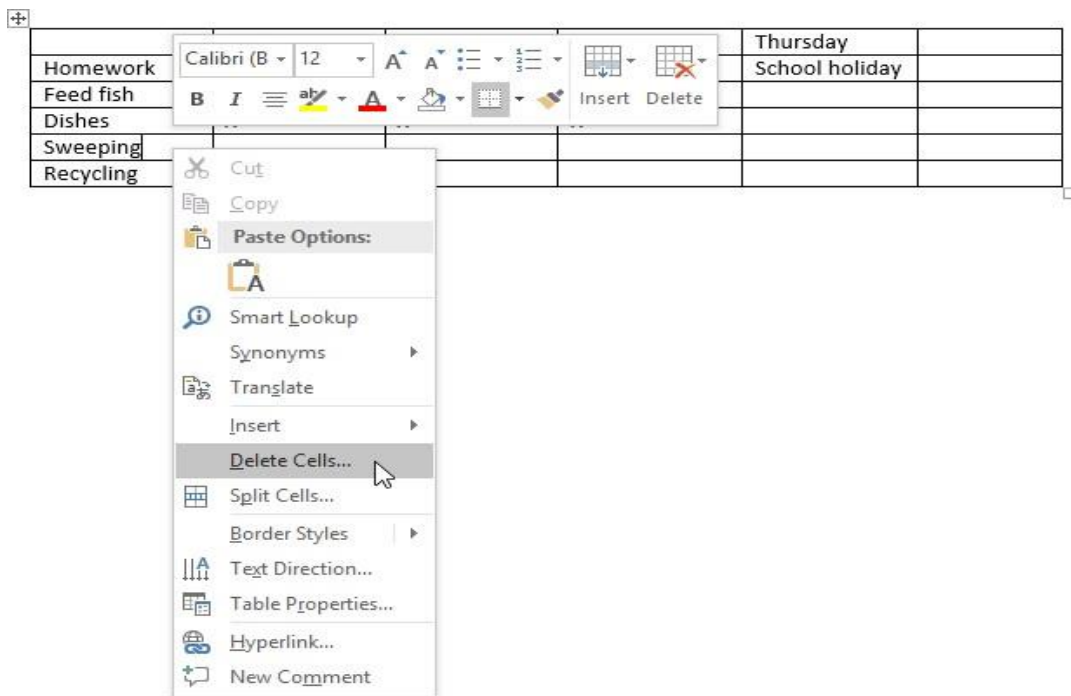
1. You can **right-click** the table, then hover over **Insert** to see various row and column options.

2. A new row or column will be added to the table.

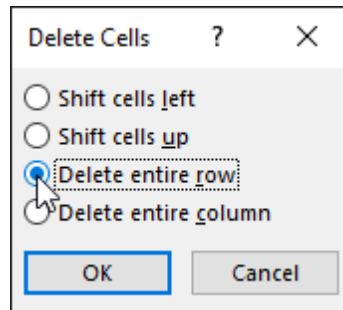


### To delete a row or column:

1. Place the insertion point in the row or column you want to delete.
2. Right-click, then select Delete Cells from the menu.



3. A dialog box will appear. Choose **Delete entire row** OR **Delete entire column**, then click **OK**.



4. The row or column will be deleted.

### To apply a table style:

Table styles let you change the **look and feel** of your table instantly. They control several design elements, including color, borders, and fonts.

1. Click anywhere in your table to select it, then click the **Design** tab on the far right of the Ribbon.

**Weekly Chore Schedule**  
July 1 – July 5 🇺🇸

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

2. Locate the Table Styles group, and then click the More drop-down arrow to see the full list of styles.

Word2016\_Tables\_Practice - Word

Table Tools: Design, Layout

Table Style Options: Header Row, First Column, Total Row, Last Column, Banded Rows, Banded Columns

Table Styles: Shading, Border Styles, Pen Color

**More**  
Quickly change the visual style of your table.  
Each style uses a unique combination of borders and shading to change the appearance of your table. Hover over a style in the gallery to preview it in your document.

**Weekly Chore Schedule**  
July 1 – July 5

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

3. Select the table style you want.

Word2016\_Tables\_Practice - Word

Table Tools: Design, Layout

Table Style Options: First Column, Last Column, Banded Columns, Options

**Plain Tables**

**Grid Tables**

**Weekly C**  
July 1 – July 5

Homework  
Feed fish  
Dishes  
Recycling

4. The table style will appear.

## Weekly Chore Schedule

July 1 – July 5 

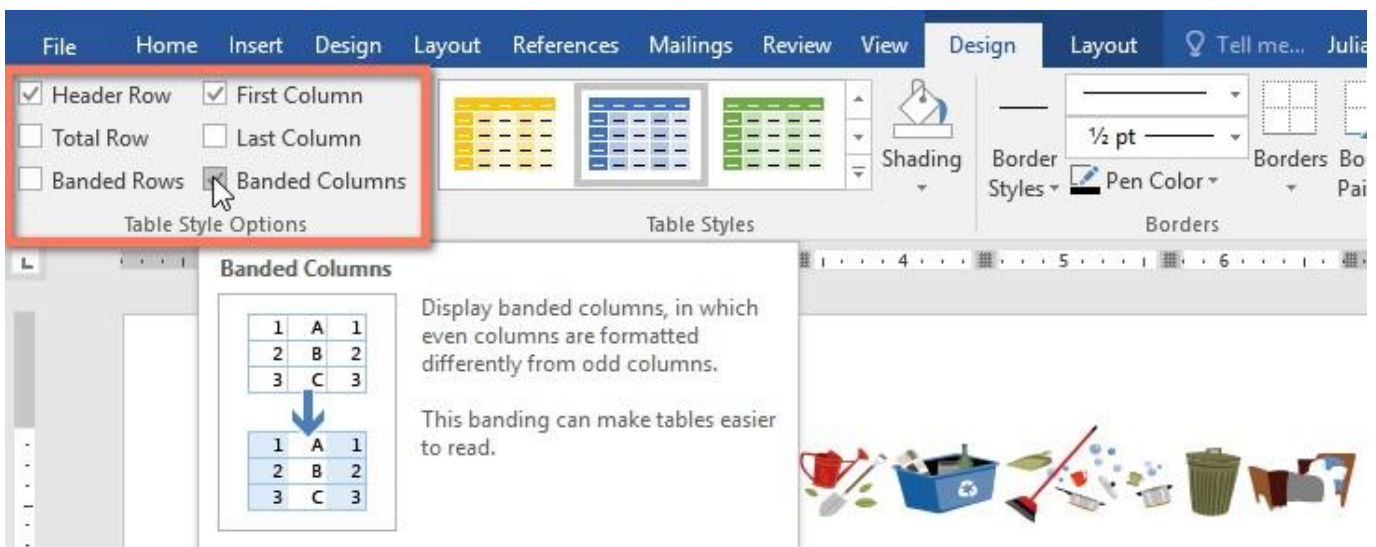


	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

### To modify table style options:

Once you've chosen a table style, you can turn various options on or off to change its appearance. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere in your table, then navigate to the **Design** tab.
2. Locate the **Table Style Options** group, then check or uncheck the desired options.



3. The table style will be modified.

## Weekly Chore Schedule

July 1 – July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Depending on the **Table Style** you've chosen, certain **Table Style Options** may have a different effect. You might need to experiment to get the look you want.

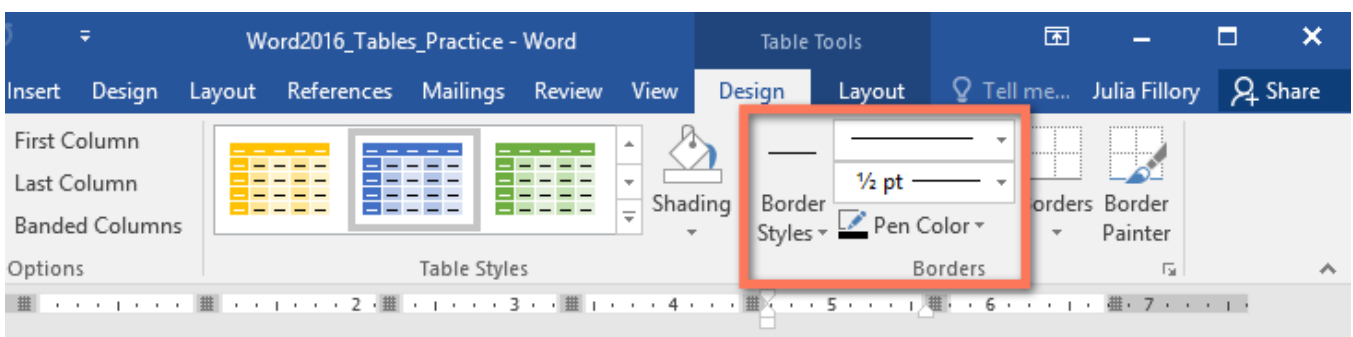
### To apply borders to a table:

1. Select the cells you want to apply a border to.

Weekly Chore Schedule  
July 1 – July 5 🇺🇸

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

2. Use the commands on the **Design** tab to choose the desired **Line Style**, **Line Weight**, and **Pen Color**.



3. Click the drop-down arrow below the **Borders** command.

4. Choose a border type from the menu.

Word2016\_Tables\_Practice - Word

Table Tools

Design Layout

First Column Last Column Banded Columns Options

Table Styles

Shading

Border Styles

1 1/2 pt

Pen Color

Borders

Border Painter

Borders menu options:

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders
- Outside Borders**
- Inside Borders
- Inside Horizontal Border
- Inside Vertical Border
- Diagonal Down Border
- Diagonal Up Border
- Horizontal Line
- Draw Table
- View Gridlines
- Borders and Shading...

### Weekly Chore Schedule

July 1 – July 5 🇺🇸

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

5. The border will be applied to the selected cells.

### Weekly Chore Schedule

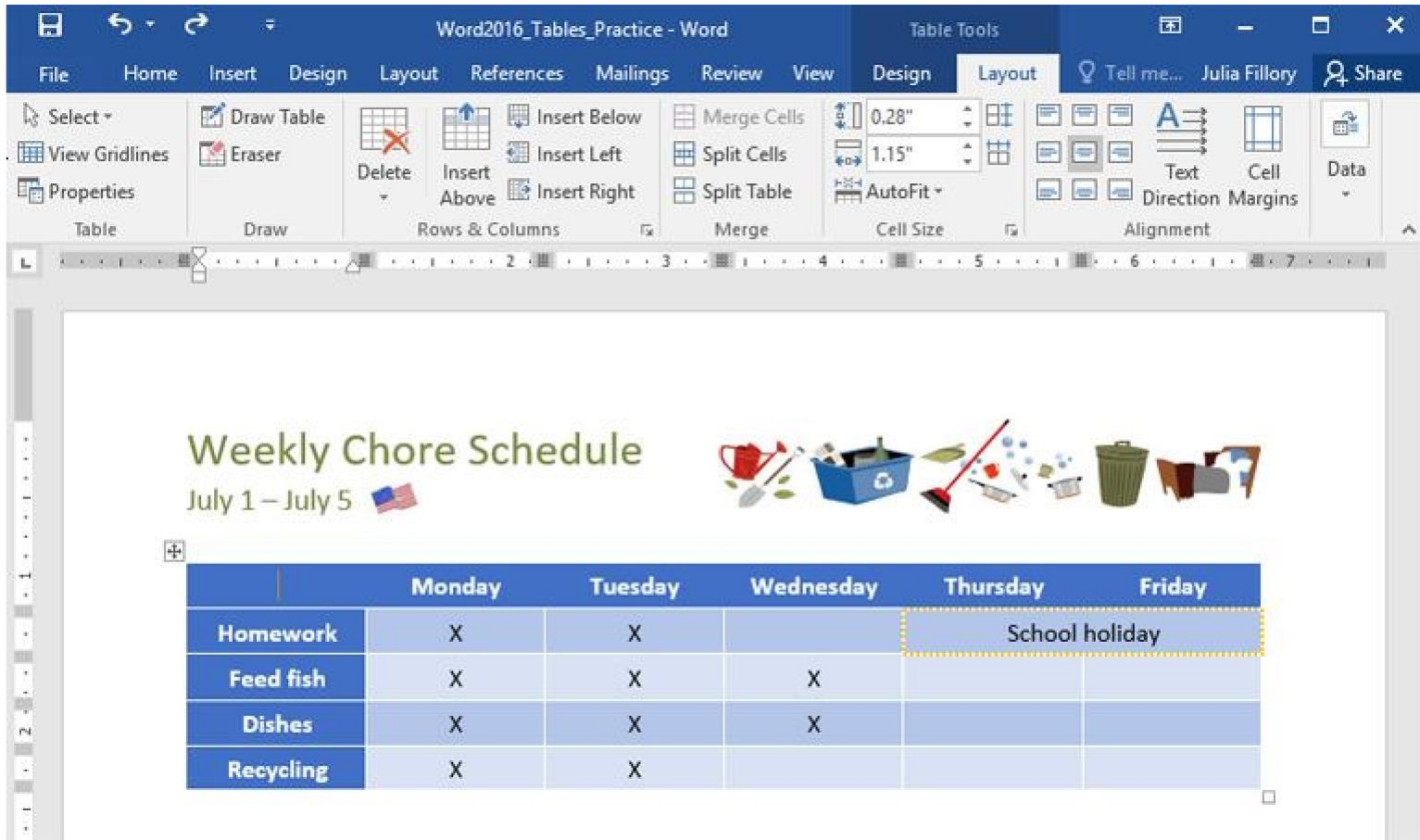
July 1 – July 5 🇺🇸

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

## Modifying a table using the Layout tab

In Word, the **Layout** tab appears whenever you select your table. You can use the options on this tab to make a variety of modifications.

Click the buttons in the interactive **below** to learn more about Word's table layout controls.



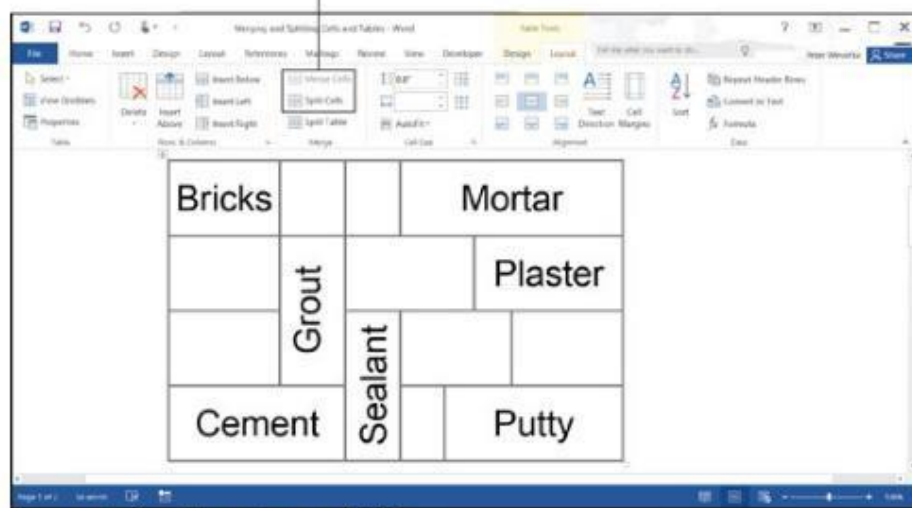
The screenshot shows the Microsoft Word interface with the **Layout** tab selected under the **Table Tools** ribbon. The table below is titled "Weekly Chore Schedule" and covers the period "July 1 – July 5". The table has 5 columns (Monday through Friday) and 5 rows (Homework, Feed fish, Dishes, Recycling, and a blank row). The "Homework" row is highlighted, and the "School holiday" cell is selected.

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

### Merge and Split Table Cells:

- Merge and split cells to make your tables a little more elegant than run-of-the-mill tables.
- **Merge cells** to break down the barriers between cells and join them into one cell.
- **Split cells** to divide a single cell into several cells (or several cells into several more cells).

- In the table shown, cells in rows and columns have been split or merged to create a curious-looking little table.



Merge and split cells to create unusual tables

### Merge and split cells to create unusual tables.

- Select the cells you want to merge or split, go to the (Table Tools) Layout tab, and follow these instructions to merge or split cells:
  - ❖ **Merging cells:** Click the Merge Cells option (you can also right-click and choose Merge Cells).
  - ❖ **Splitting cells:** Click the Split Cells button (you can also right-click and choose Split Cells). In the Split Cells dialog box, declare how many columns and rows you want to split the cell into and then click OK.
- Another way to merge and split cells is to click the Draw Table or Eraser button on the (Table Tools) Layout tab.
- Click the Draw Table button and then draw lines through cells to split them.
- Click the Eraser button and drag over or click the boundary between cells to merge cells.
- Press Esc when you finish drawing or erasing table cell boundaries.

Need to split a table? Place the cursor in what you want to be the first row of the new table, go to the (Table Tools) Layout tab, and click the Split Table button.

## Merge cells

You can combine two or more table cells located in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

1. Select the cells that you want to merge.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.

## Split cells

1. Click in a cell, or select multiple cells that you want to split.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**.
3. Enter the number of columns or rows that you want to split the selected cells into.

## Split Table

Split a Table Once you have a table in Word, you might decide to split that table into two or more tables. This way, you can create smaller tables, or add text in between two tables.

- 1) Put your cursor on the row that you want as the first row of your second table.  
In the example table, it's on the third row.

+	1	A
	2	B
	3	C
	4	D

- 2) Select the **Layout** tab under Table Tools
- 3) Click Split Table in the **Merge** group.

The table splits into two tables.

1	A
2	B

|

3	C
4	D