

Microsoft Word 2010 Intermediate

Insert Shapes, Clip Art, Symbols & Pictures



- Go to the **Insert** Tab
 - o **Picture** - Allows you to insert pictures from My Photos and other places.
 - o **Clip Art** – Opens the Clip Art sidebar.
 - o **Shapes** – Allows you to insert shapes.
 - o **SmartArt** – Allows you to insert items like flow charts.
 - o **Chart** – Allows you to insert a chart.

Resize Shapes, Clip Art, Symbols & Pictures

- Click on the shape.
- Click and drag one of the handles on the outer corners or edges to increase the height or width of the shape.
- **NOTE:** Using the handles on the edges will distort the shape. In order to keep the aspect ratio either use the handles on the corners or hold the **Shift** key as you drag the side handle bars.



Formatting Shapes, Clip Art, Symbols & Pictures

- Click on the picture. Notice a new tab opens called **Picture Tools > Format**.
- **Adjust**
 - o **Brightness** – Adjust the picture brightness.
 - o **Contrast** – Adjust the picture contrast.
 - o **Recolor** – Add a color tint to the picture.
 - o **Compress Picture** – Compress the pictures to make the document smaller.
 - o **Change Picture** – Allows you to swap pictures without losing formatting.
 - o **Reset Picture** – Resets the picture back to standard.
- **Picture Styles**
 - o **Presets** – Allows you to add preset effects to the picture.
 - o **Picture Shape** – Allows you to change the shape of picture.
 - o **Picture Border** – Allows you to add a border to the picture.
 - o **Picture Effects** – Allows you to add effects like glow, shadows, etc.
- **Arrange**
 - o **Bring to Front** – Moves the item in front of others.
 - o **Send to Back** – Moves the item behind others.
 - o **Text Wrapping** – Changes how pictures interact with text.
 - o **Group** () - Allows you to group multiple shapes together as one object or break them apart.
 - o **Rotate** () - Allows you to rotate an object.
- **Size**
 - o **Crop** - Allows you to “cut off” portions of a picture. Grab the handles on the outer sides or corners and drag inward.
- **NOTE:** In order to gain the most flexibility with shapes in the document, it is suggested to always change the **Style** to either **Square** or **Tight**.

WordArt

- Go to **Insert Tab > WordArt**.
- Choose the type of WordArt to use. In the window that opens type in your text.

Watermark

- Go to **Page Layout > Watermark**.
- In the **Insert Watermark** window, you can choose to insert a standard watermark or click **Custom Watermark** and add your own picture or text.

Header, Footer & Page Number

- Go to the **Insert Tab**.
- **Header** – Add a header to the document.
- **Footer** – Add a footer to the document.
- **Page Number** – Add page numbers to the document.

Bullets and Numbering

- Go to the **Home Tab**.
 - o **Bullets** - Adds bullets to the document.
 - o **Numbers** - Adds numbered list to the document.
 - o **Indent** - Allows you to indent left and right in a list.
- **TIP:** Use the **Tab** key to indent to the right, use **Shift + Tab** to indent to the left.

Tabs

- Click the down arrow in the **Paragraph Group** under the **Home Tab**. Click the **Tabs...** button.
 - o **Tab stop position:** Set how far over the tab starts.
 - o **Alignment:** Changes how text is formatted.
 - **Left** – Text is aligned left.
 - **Center** – Text is centered.
 - **Right** – Text is aligned right.
 - **Decimal** – Keeps decimals lined up.
 - o **Leader:** Adds a leader before the tab stop position.

Citations

- Go to the **References Tab**.
 - o **Style** – Choose the type a citation style .
 - o **Insert Citation**
 - **Add New Source...** - Opens a window to enter reference info.
 - **Add New Placeholder...** - Adds a placeholder that allows you to come back and add the reference later.
 - o **Manage Sources** – Lets you browse the master list of all references used.
 - o **Bibliography**
 - **Built In** – Inserts a built in bibliography with all references.
 - **Insert Bibliography** – Inserts just the bibliography info.

Shortcuts

| <u>Task</u> | <u>Key Combo</u> | <u>Action</u> |
|-------------|------------------|---|
| All | Control + A | Selects everything in the document. |
| Bold | Control + B | Toggles on Bold text. |
| Cut | Control + X | Cuts the selected text or object out of the document. |
| Copy | Control + C | Copies the selected text or object. |
| Duplicate | Control + D | Duplicates the current object or slide. |
| Find | Control + F | Opens the find windows. |
| Italic | Control + I | Toggles on <i>Italic</i> text. |
| New | Control + N | Opens a new document. |
| Open | Control + O | Opens the Open window. |
| Paste | Control + V | Paste the copied text or object. |
| Print | Control + P | Prints the document using current settings. |
| Redo | Control + Y | Redoes the last action. |
| Save | Control + S | Saves the open document. |
| Underline | Control + U | Toggles on <u>Underline</u> text. |
| Undo | Control + Z | Undoes the last action taken. |

Quick Keys

Hit the **Alt** key to turn **Quick Key** commands on and off in the **Tabs** and **Ribbon**.

Screen Shots

| <u>Key Combo</u> | <u>Result</u> |
|------------------------|--|
| Fn + Shift + F11 | Takes screen shot of entire screen. |
| Fn + Alt + Shift + F11 | Takes screen shot of just the active window. |
| Control + V | Paste the screen shot. |