


Microsoft Word 2011 Intermediate

***Tip** – Commands that have keyboard shortcuts either on the tool bar or as a key combo will show next to the command.

Command → **Save**

⌘S ← **Key Combo**

Insert Shapes, Clip Art, Symbols & Pictures

- In the **Toolbox** window, click the **Object Palette** ().
 - **Shapes** - Allows you to insert preset shapes.
 - **Clip Art** - Allows you to insert clip art.
 - **Symbols** - llows you to insert symbols.
 - **Photo** - Allows you to insert pictures from iPhoto.

Insert Photo (from other places than iPhoto)




- Go to **Insert > Picture > From File**. This opens the **Choose a Picture** window. Choose the picture you would like to insert.

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 with 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 the picture then click the **Format Picture** Tab.
 - **Crop** () Allows you to “cut off” portions of a picture. Grab the handles on the outer sides or corners and drag inward.
 - **Rotate** () Allows you to rotate an object.
 - **Grouping** () Allows you to group multiple shapes together as one object or break them apart.
 - **Wrap Text** - Allows you to change how shapes interact with text on the page.
- **NOTE:** In order to gain the most flexibility with shapes in the document, it is suggested to always change the **Wrap Text** to either **Square** or **Tight**.
- **NOTE:** In order to **Rotate**, **Arrange** or **Group** a shape, it must first be set to **Square** or **Tight**.

WordArt

- Go to **Insert > WordArt**.
- Choose a type of **WordArt** from the list to insert it.
- Use the **Format Tab** to edit the **WordArt**.

Watermark

- Go to **Insert > Watermark...**
- In the **Insert Watermark** window, you can choose to insert a picture or text as a watermark on the page.

Header & Footer

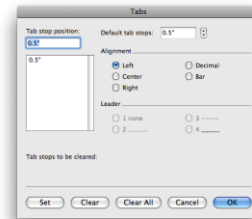
- Click the **Document Elements** tab and choose the **Header** or **Footer** buttons.

Bullets and Numbering

- In the **Home Tab**, click the **Bullets and Numbering** group.
 - o **Bullets** (☐) Adds bullets to the document.
 - o **Numbers** (1) 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.

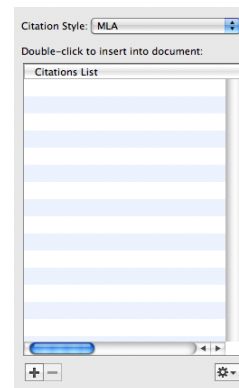
Tabs

- Go to **Format > Tabs**.
 - 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.



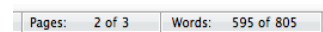
Citations

- Click the **Citations** tab in the **Toolbox**.
- Choose the type of **Citation Style** to be used.
- Click the + in the bottom, left-hand corner.
- Enter in the required data.
 - o **TIP:** Examples of how the data should be entered appears at the bottom of the window.
- To insert the citation into the document, double-click it.
- To add the Bibliography with the citations, go to **Document Elements>Bibliographies**.



Word Count

- Located at the bottom of the screen.



Shortcuts

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

Screen Shots

<u>Key Combo</u>	<u>Result</u>
Command+Shift+3	Capture entire screen & save as a file
Command+Control+Shift+3	Capture entire screen & copy to the clipboard
Command+Shift+4	Capture dragged area & save as a file
Command+Control+Shift+4	Capture dragged area & copy to the clipboard
Command+Shift+4 then Space bar	Capture a window, menu, desktop icon, or the menu bar & save as a file
Command+Control+Shift+4 then Space bar	Capture a window, menu, desktop icon, or the menu bar & copy to the clipboard