**BEGINNING WORD: NOTES**

**HOME TAB**

Hello *(serif)*

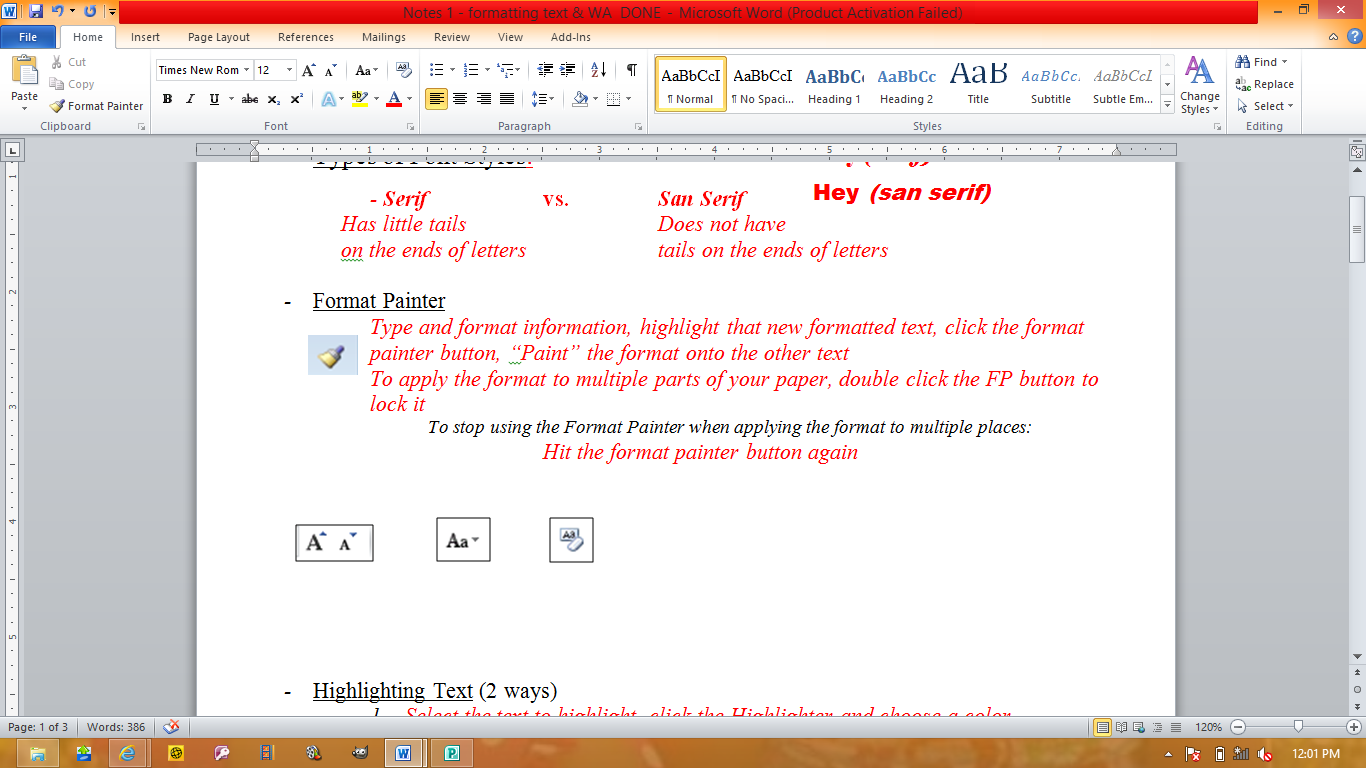
* Types of Font Styles:

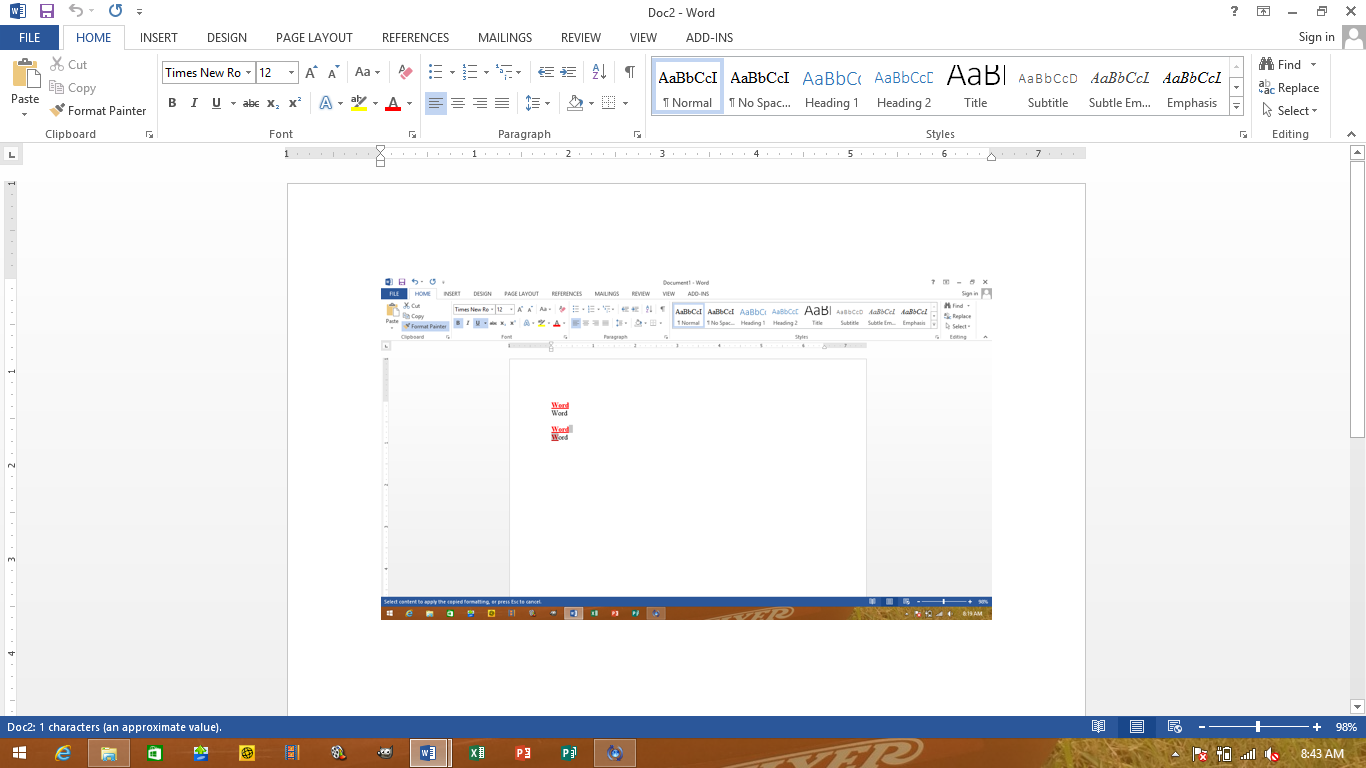
Hello *(san serif)*

*-* ***Serif*  vs. *San Serif***

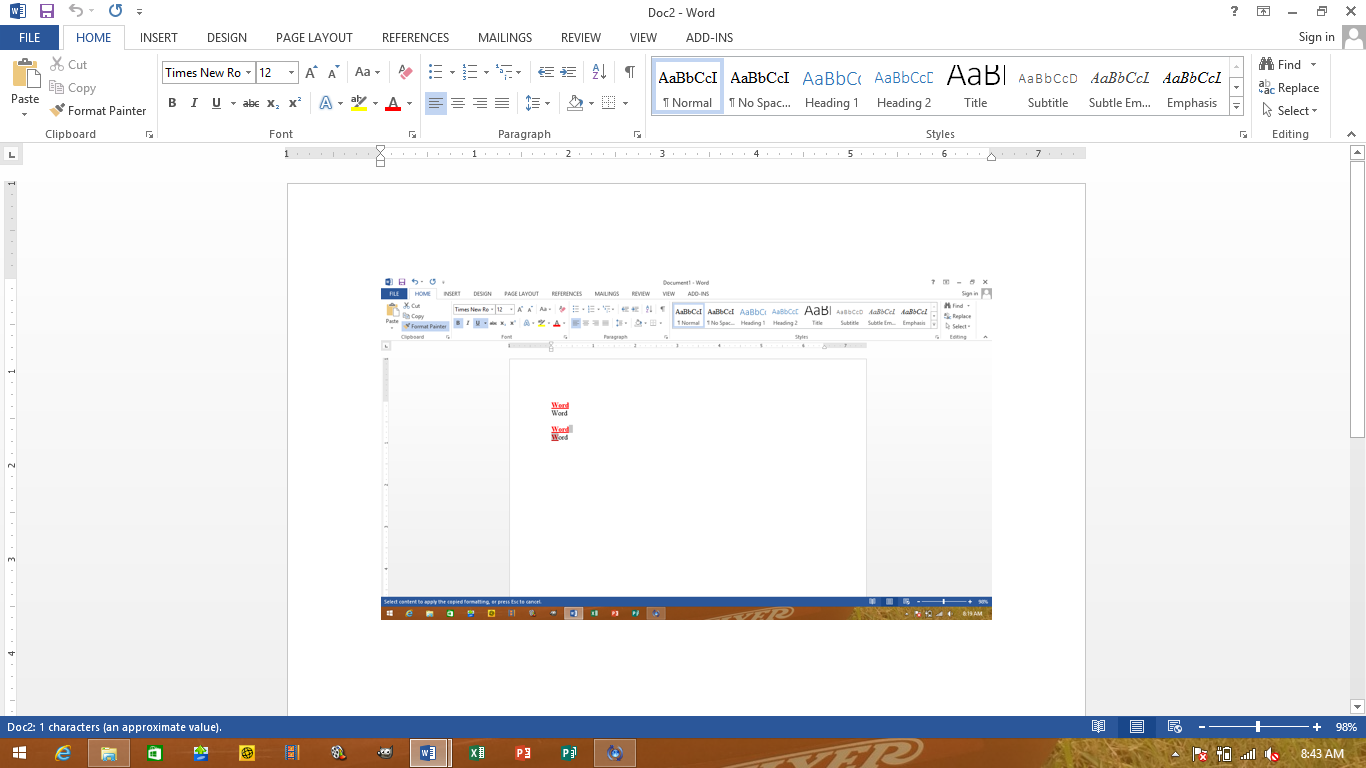
*Has little tails Does not have*

*on the ends of letters tails on the ends of letters*



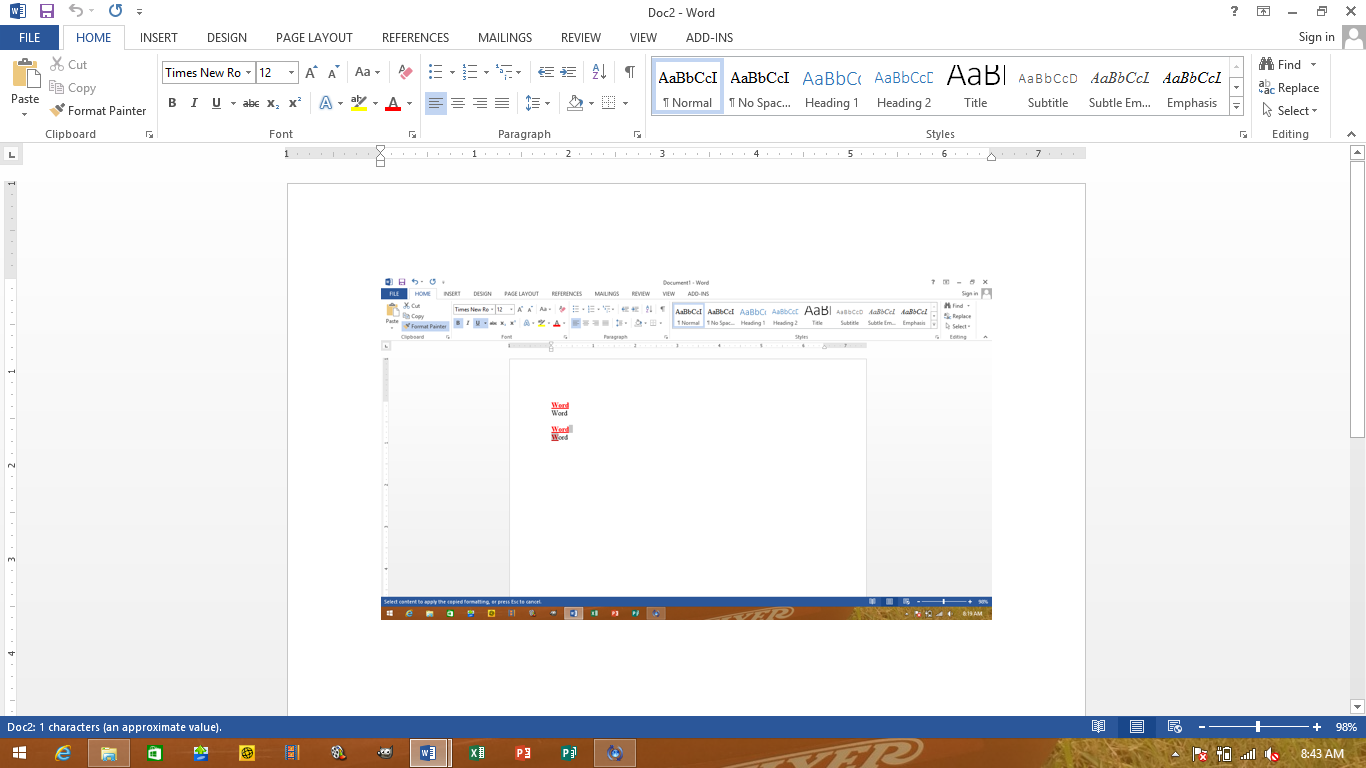
* Bulleted & Numbered Lists
  + ****2 ways to** Increase Indent Level *(move to the right from an* ***A.*** *to* ***a.)***

***Tab*** *or (Increase Indent Button)*

* + ****2 ways to** Decrease Indent Level *(move to the left from an* ***a.*** *to* ***A.)***

***Shift + Tab***  *or (Decrease Indent Button)*

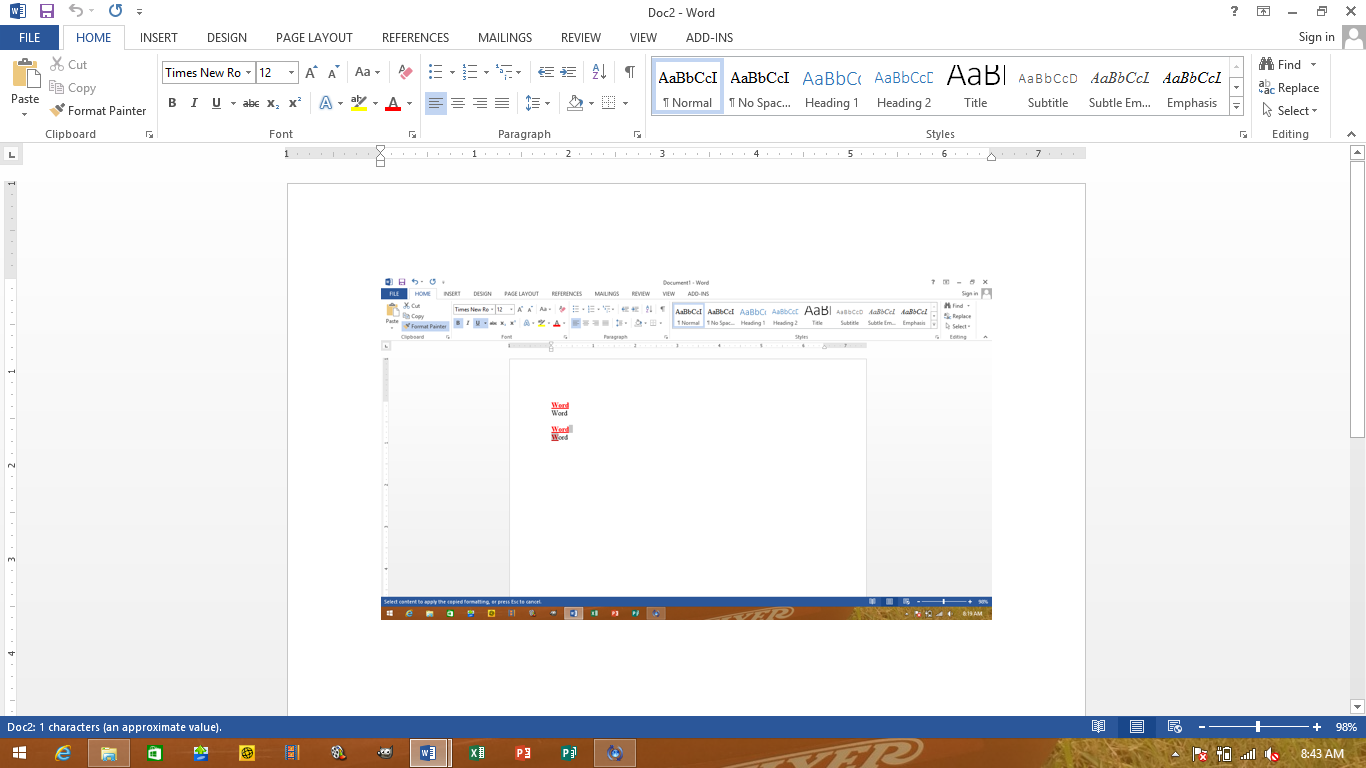
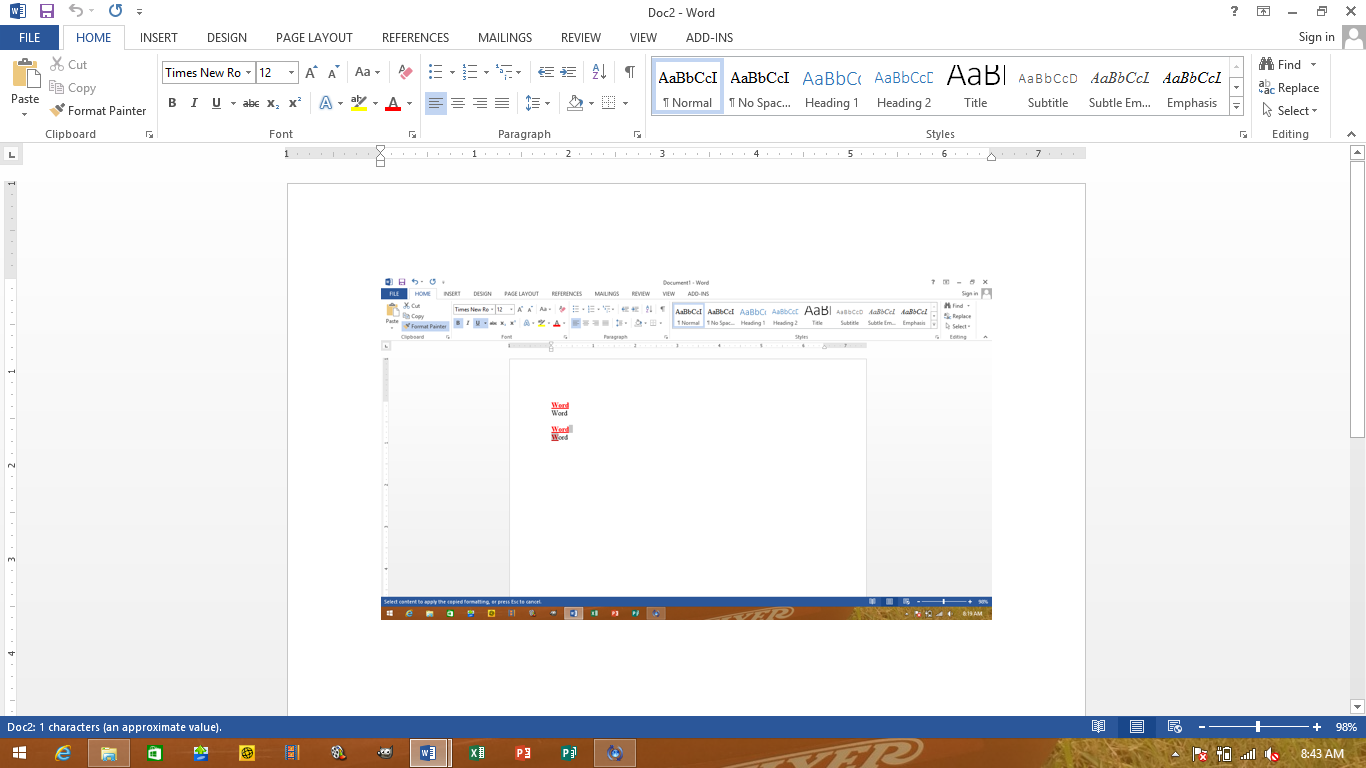
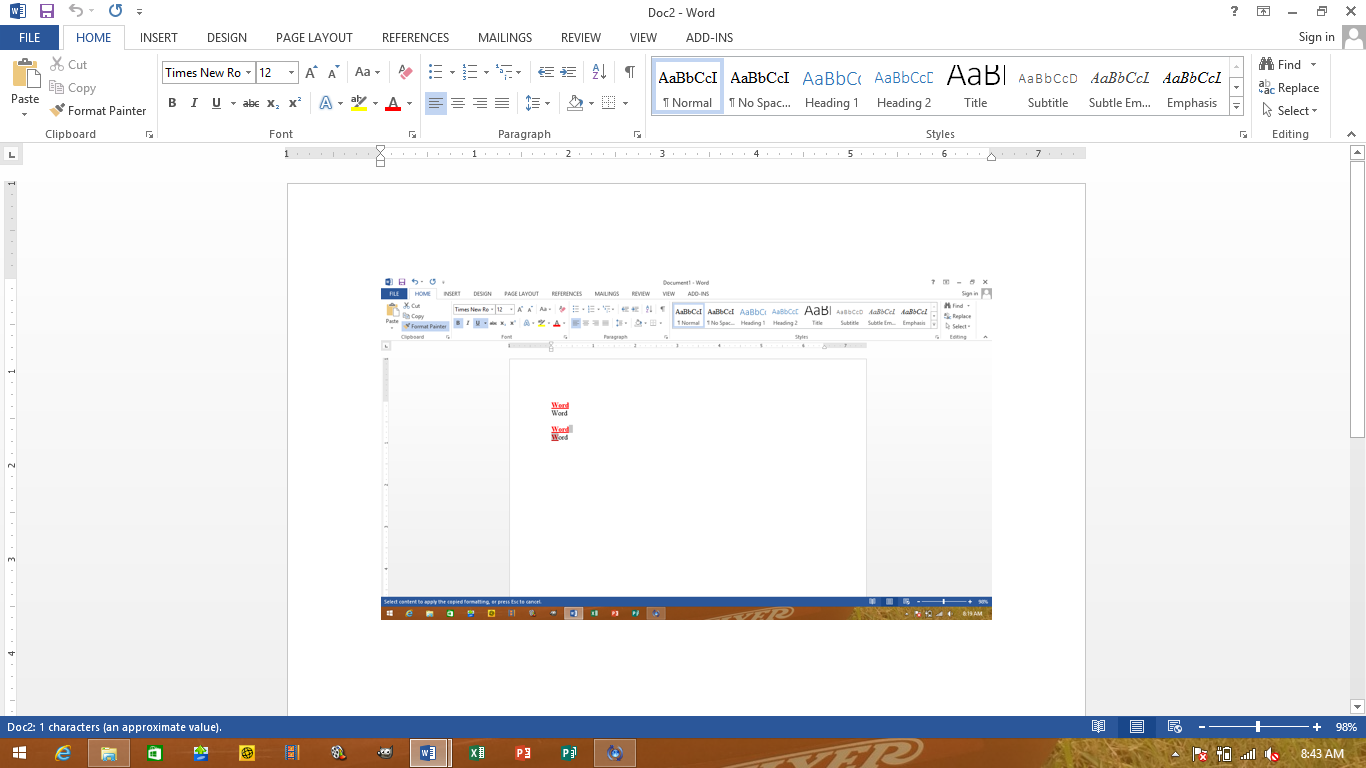
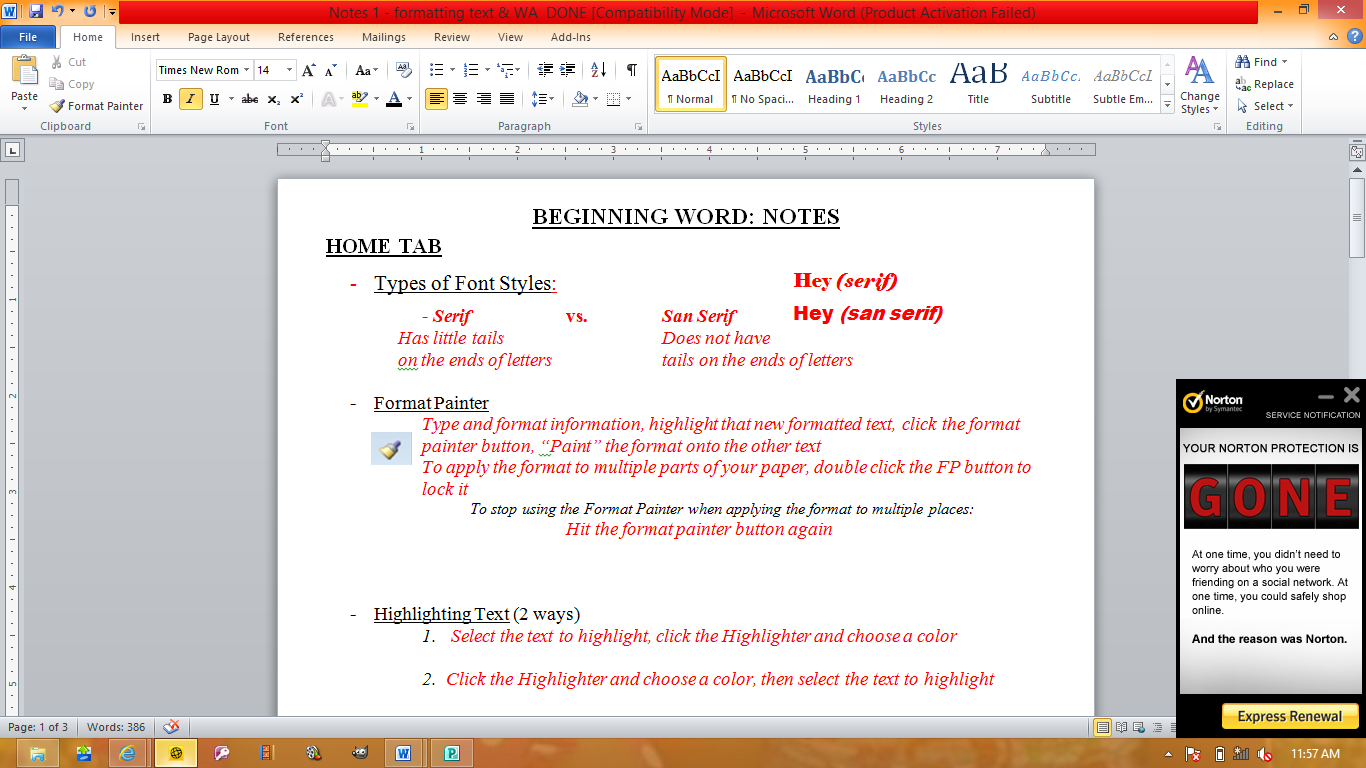
* Format Painter

*Type and format information, highlight that new formatted text, click the format painter button, and then with you mouse as a Paintbrush, “Paint” the format onto the other text*

*\*\*If you want to apply the text format to multiple parts of your paper,* ***double click*** *the Format Painter button first to lock it in, & then click on the various text you want to Paint.*

***To stop using the Format Painter when applying the format to multiple places****:*

*Hit the format painter button again*

**

*Text Effects*

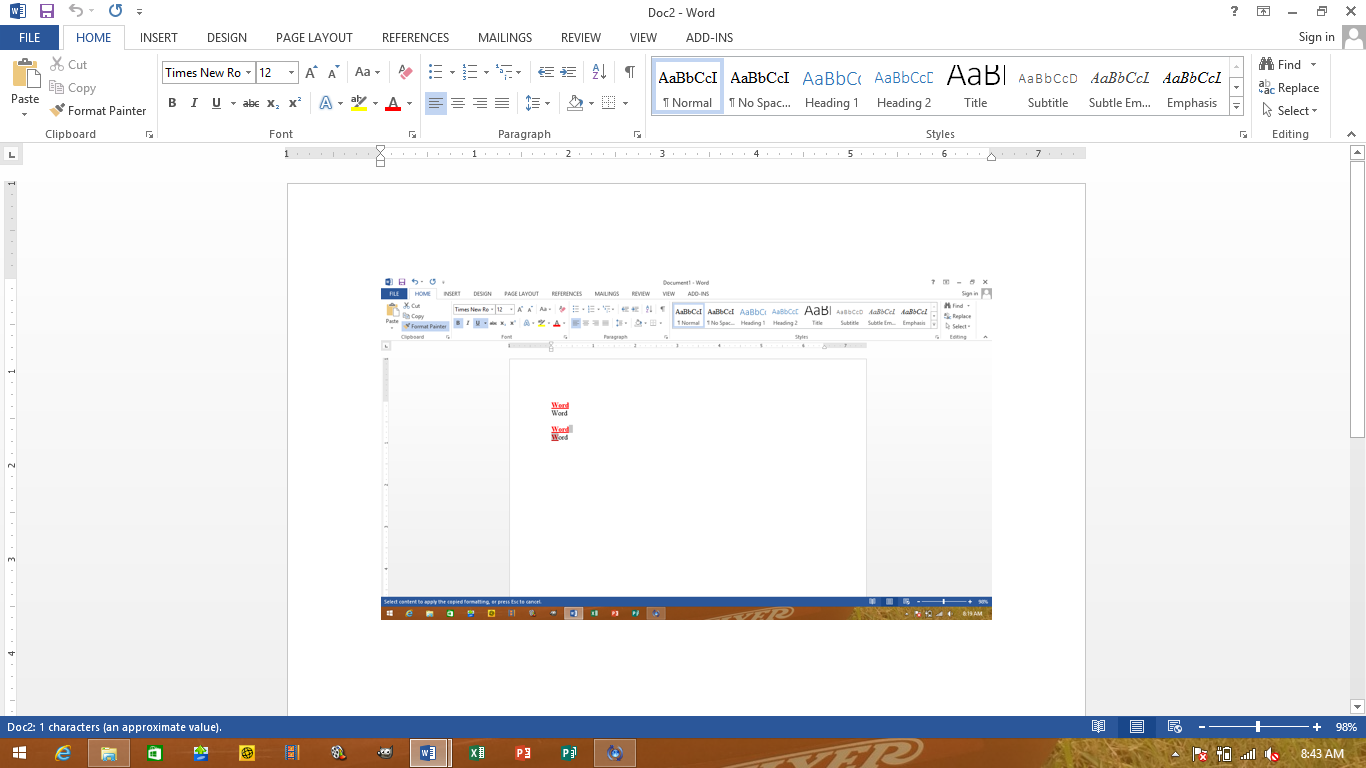
*Grow /*

*Shrink Font*

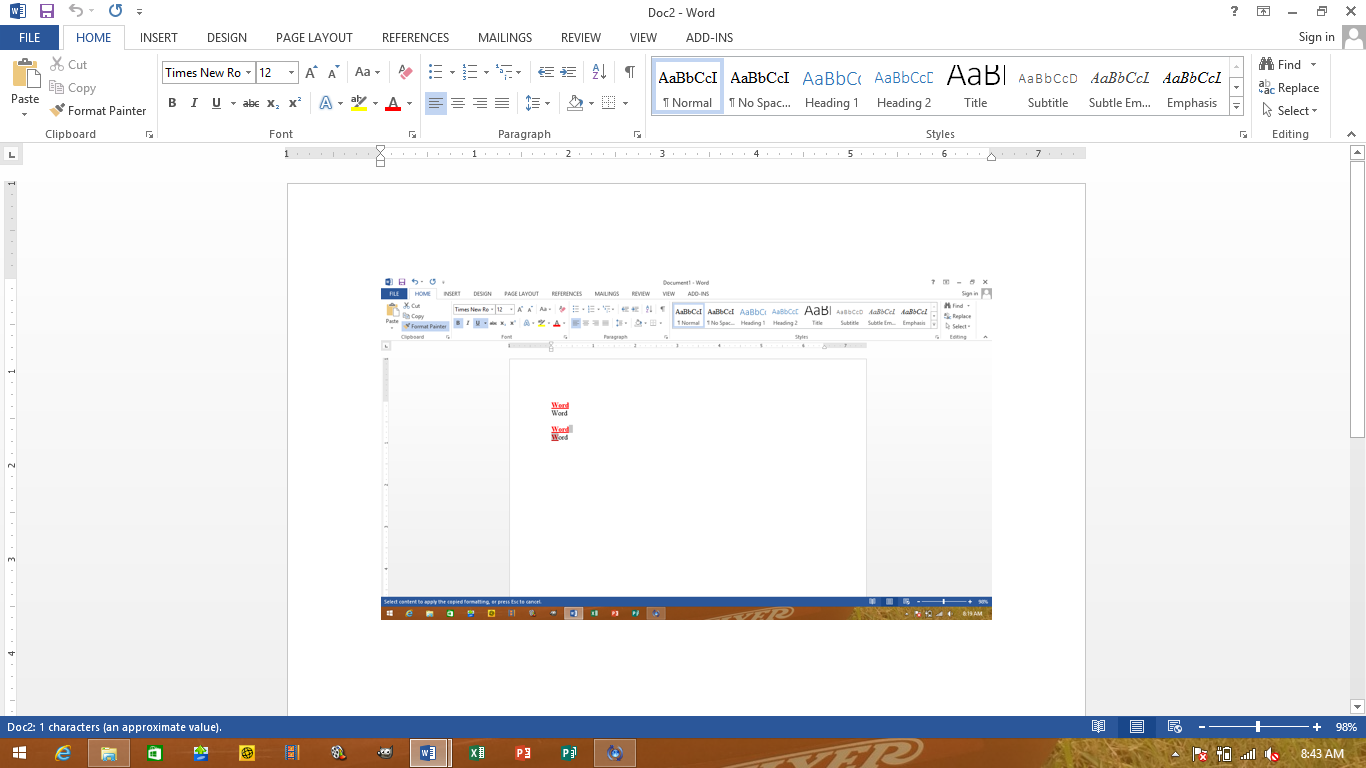
*Clear Formatting*

*Change Case*

* Highlighting Text (2 ways)

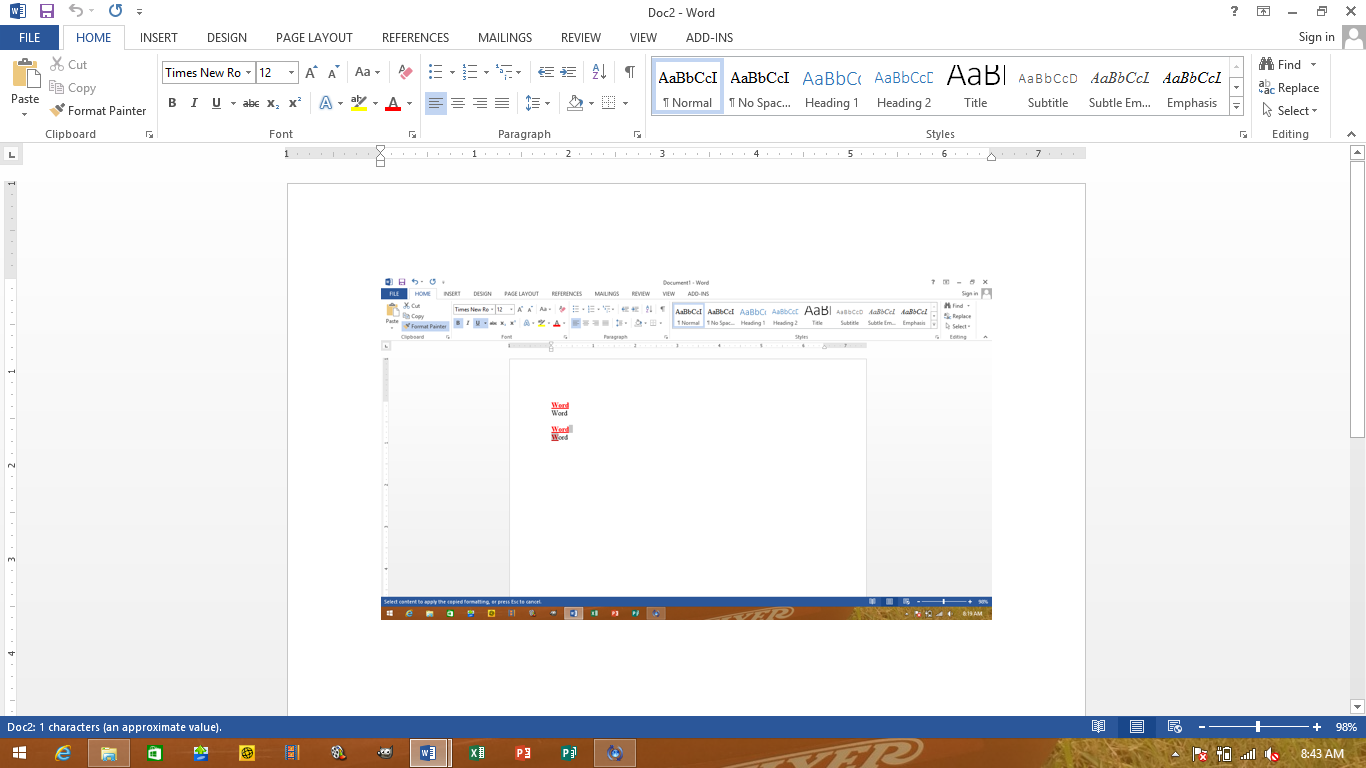
1. * Select the text to highlight, click the Highlighter and choose a color*
2. *Click the Highlighter and choose a color, then select the text to highlight*

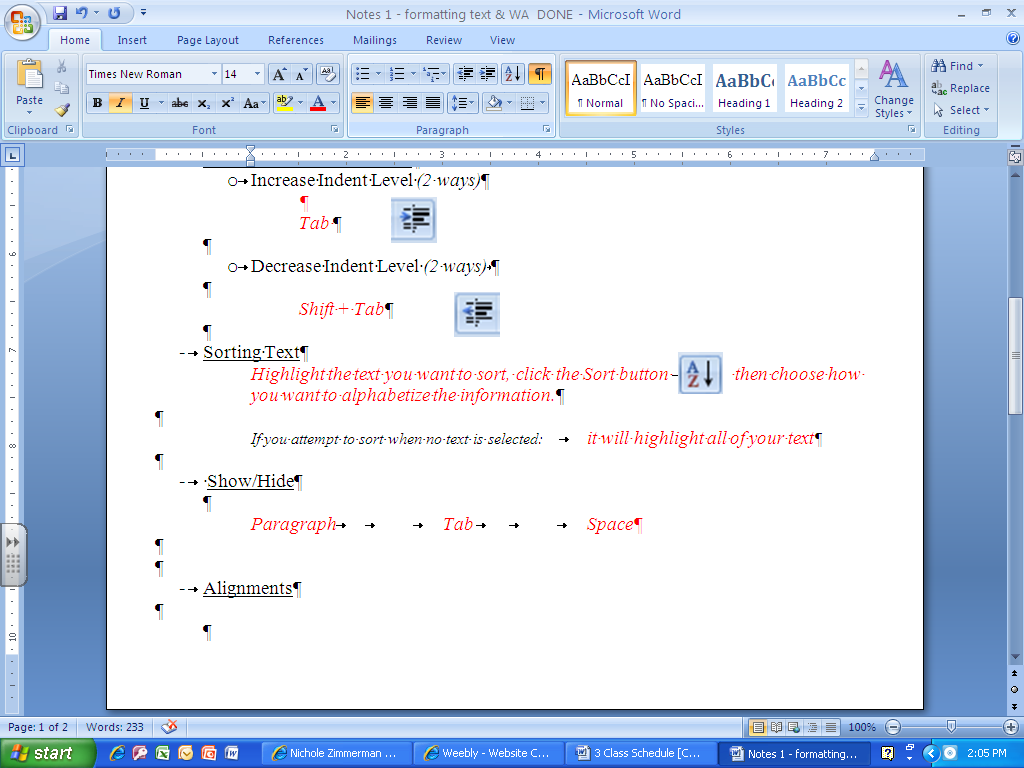
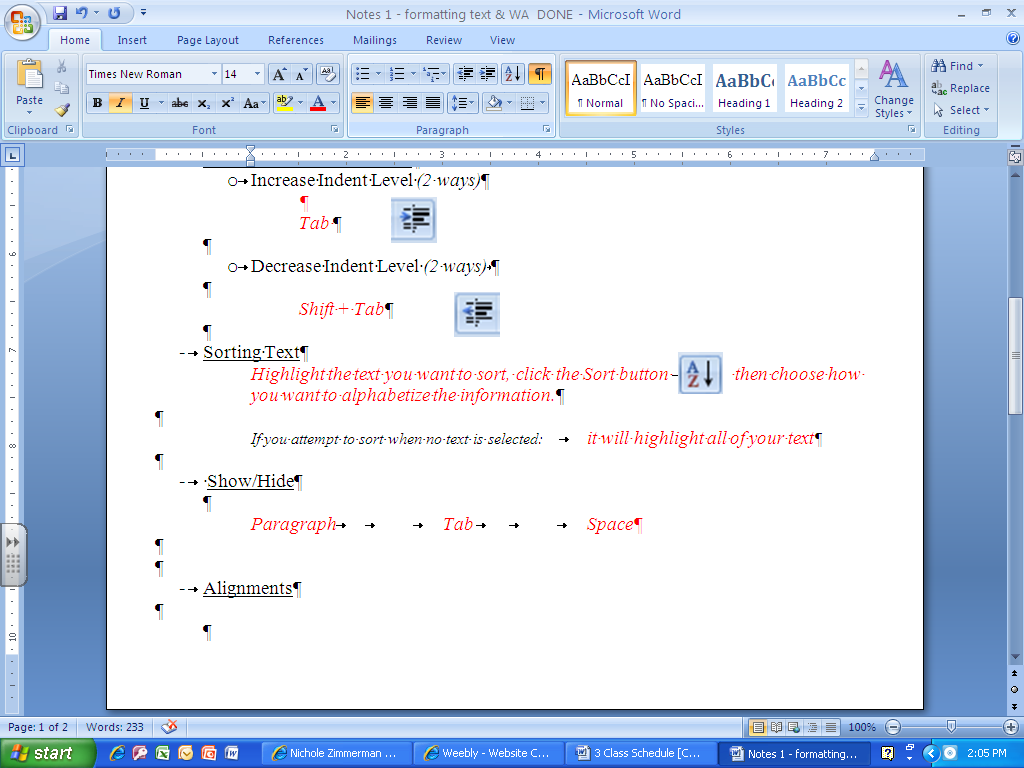
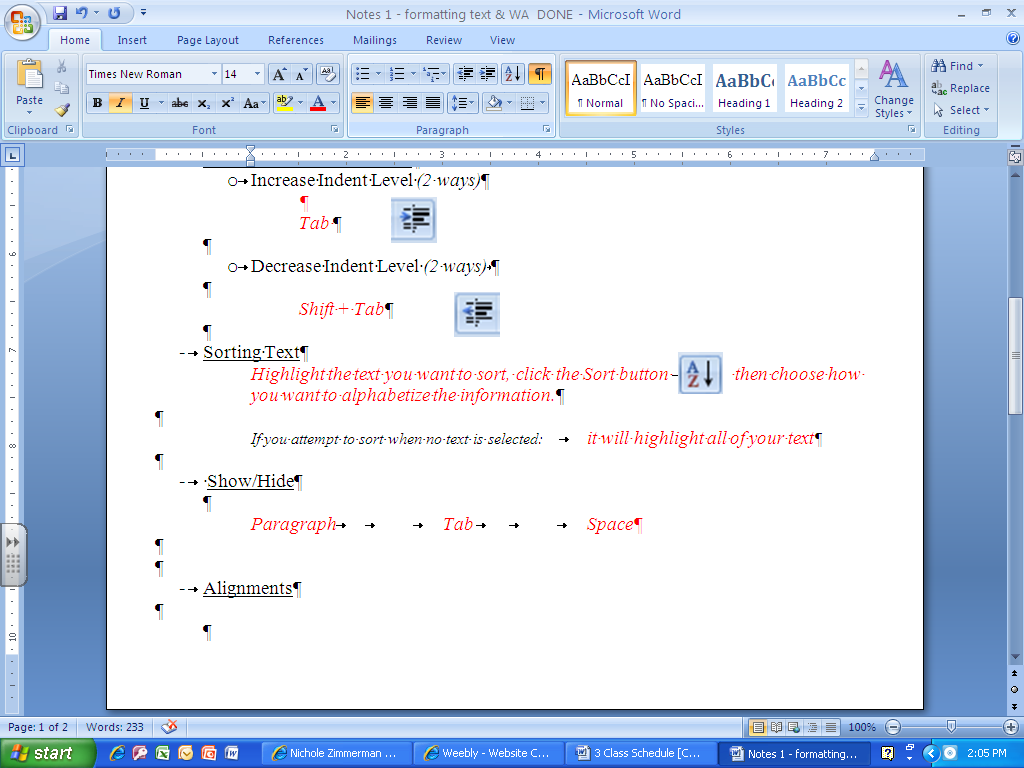
* Sorting Text

*Highlight the text you want to sort, click the Sort button then choose how you want to alphabetize the information.*

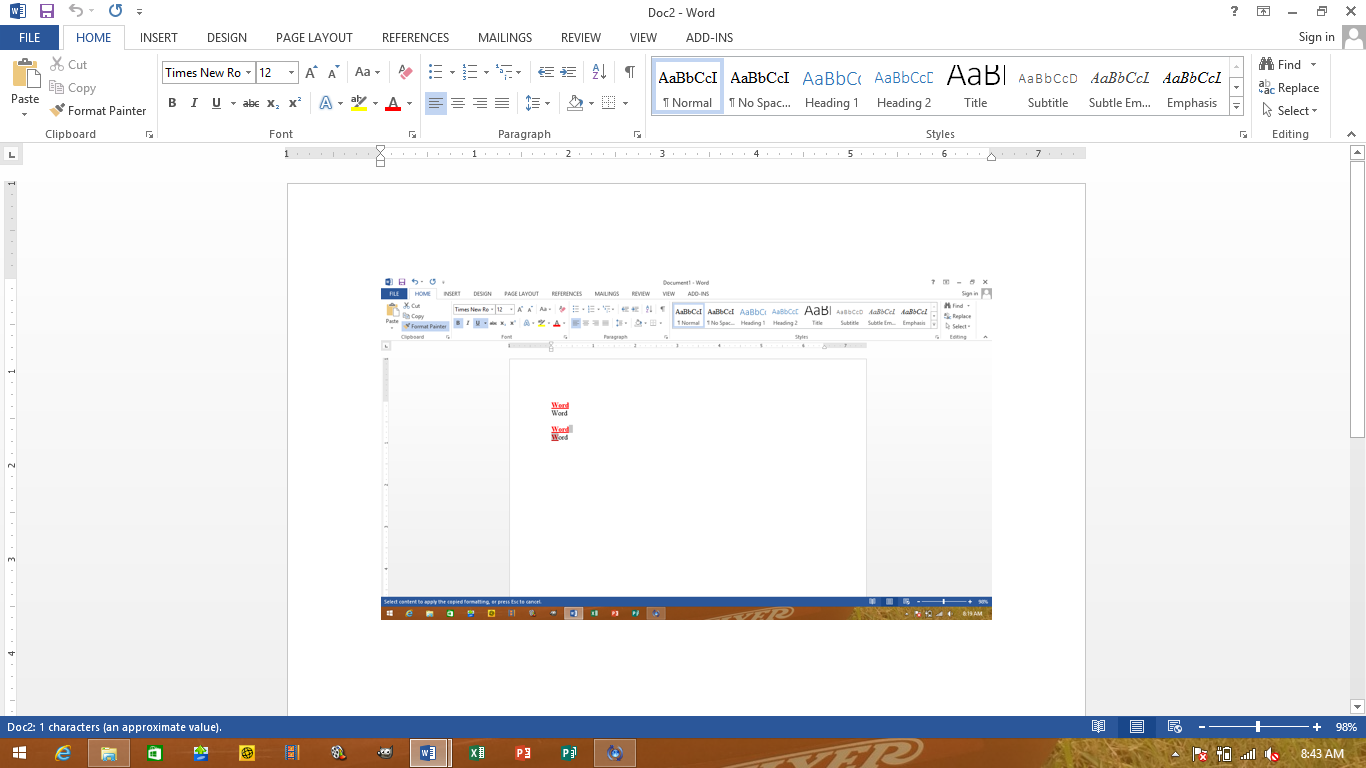
*If you attempt to sort without highlighting/selecting any text: Word will highlight all of your text*

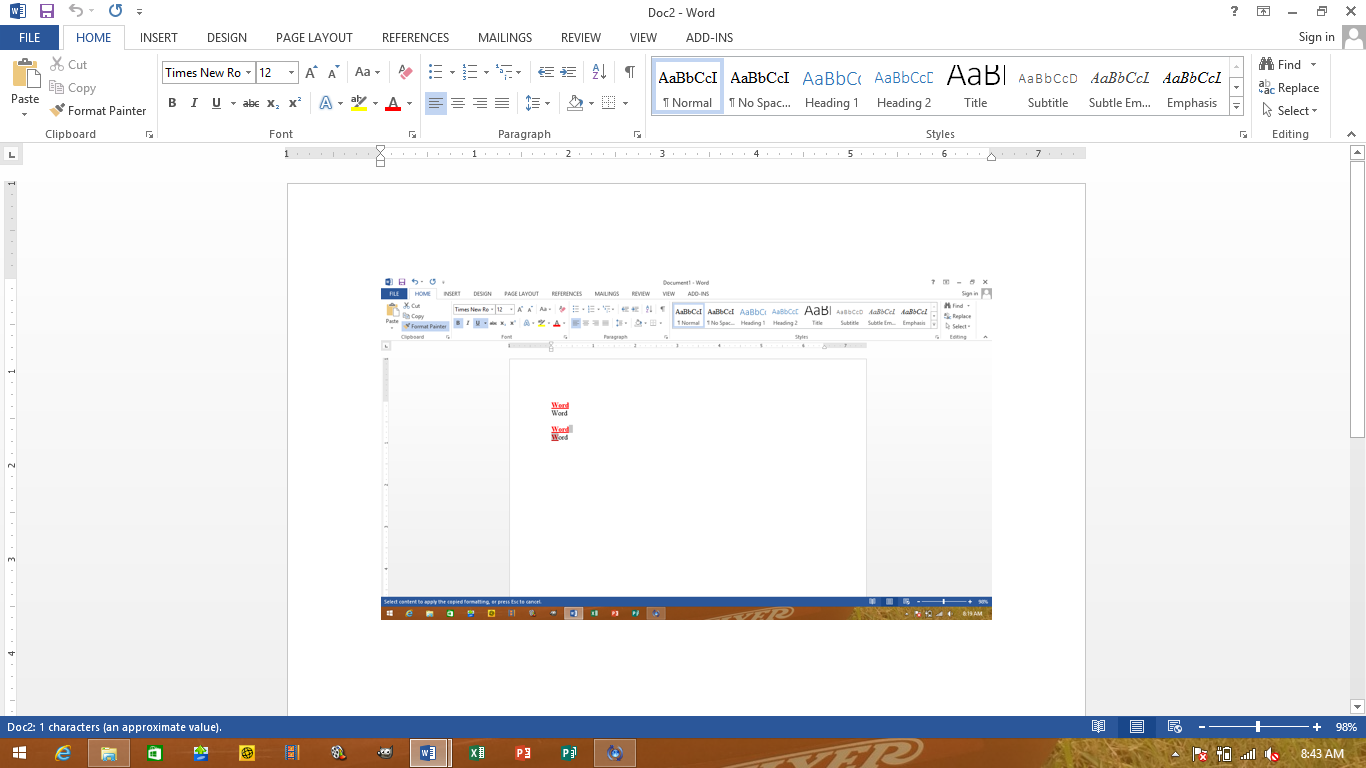
* Show/Hide

 *Click the Show/Hide button to have the various marks appear in your document*

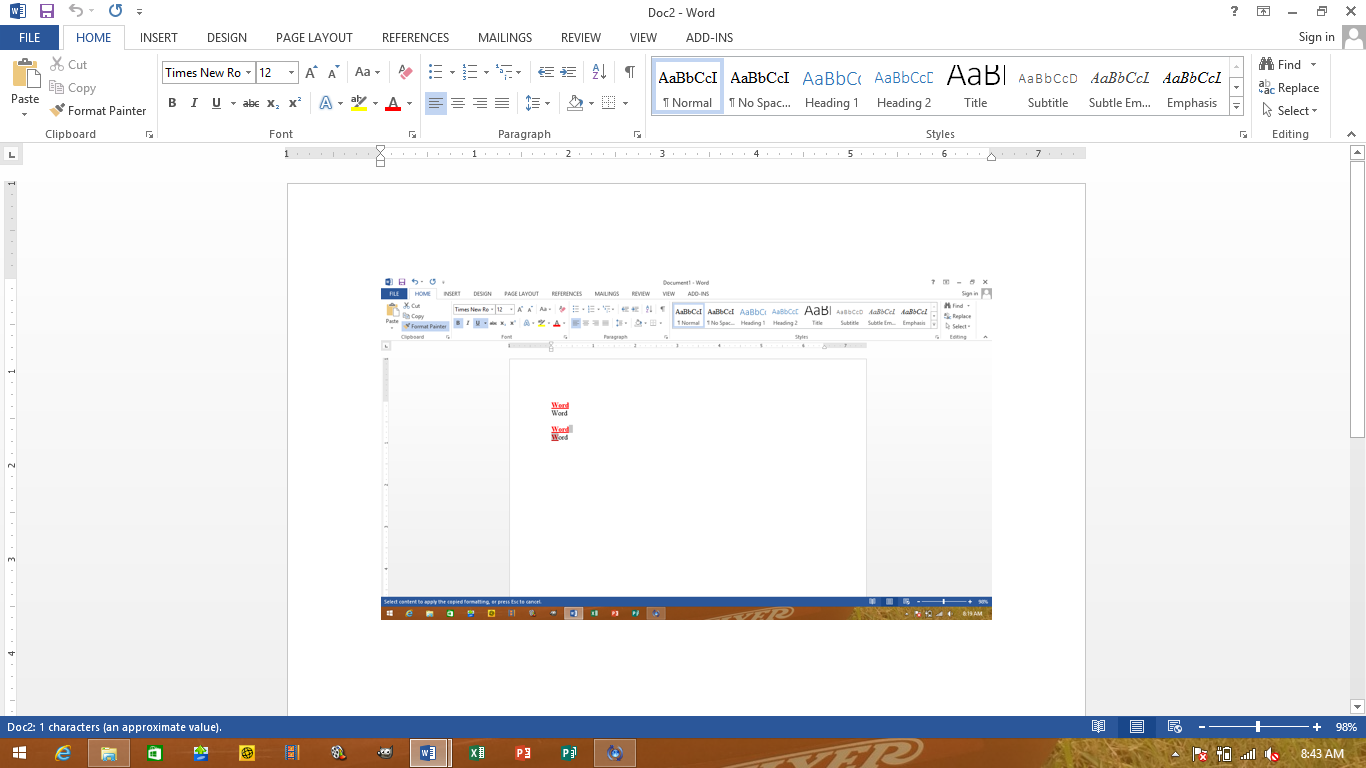
*The marks for each are: Paragraph Tab Space*

* Alignments

*Left, Center, Right, Justify (Have them* ***draw & label*** *the Icons & then go over when you might use each type)*

* Shading

*When applied, the shading is applied to the entire row the cursor is on*

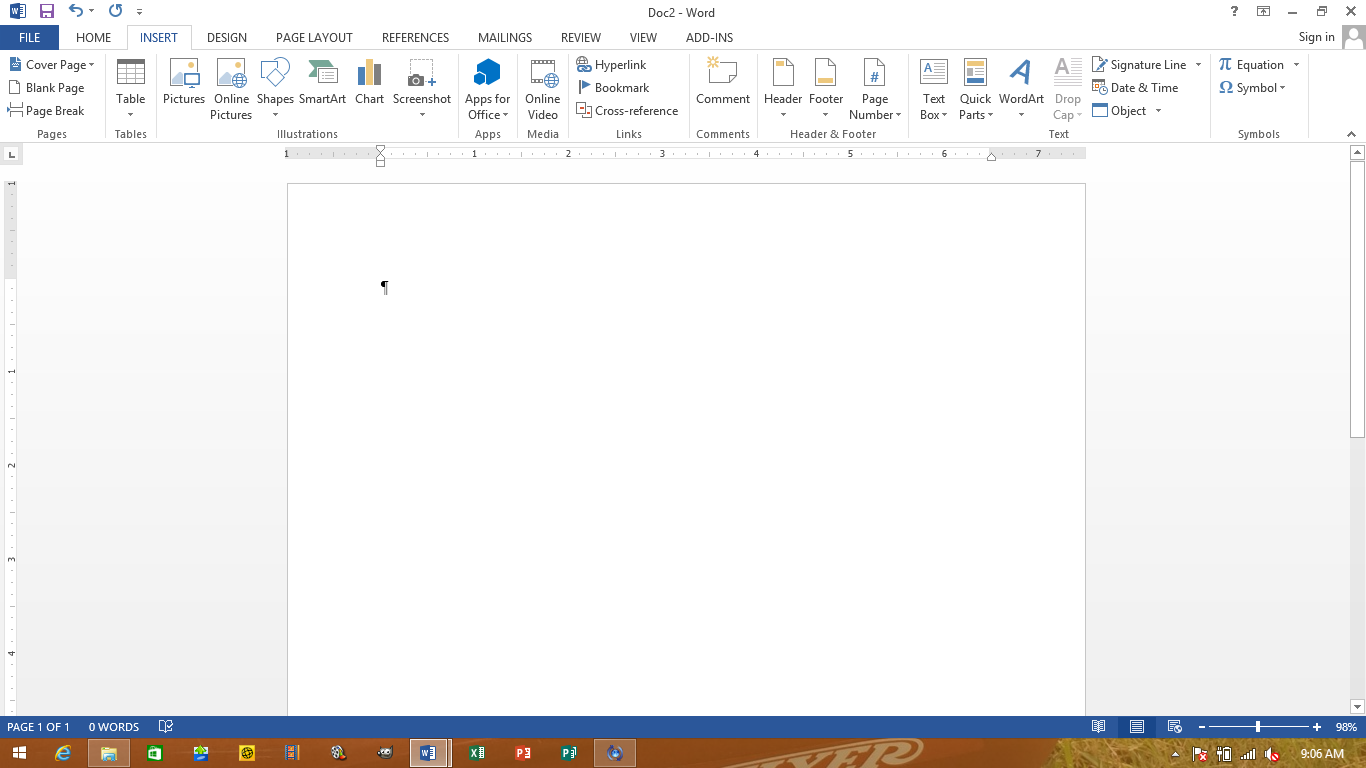
* Borders

*To find* ***Page Border****: Home Tab, Borders drop-down arrow, Borders & Shading, Page Border Tab*

* Word Wrap

*This is when you type until the end of the line and the text automatically wraps down to the next line.*

*\*\* When changing the line spacing of your document, it adds it to the entire paragraph if that’s where your cursor is OR below the line your cursor is on.*

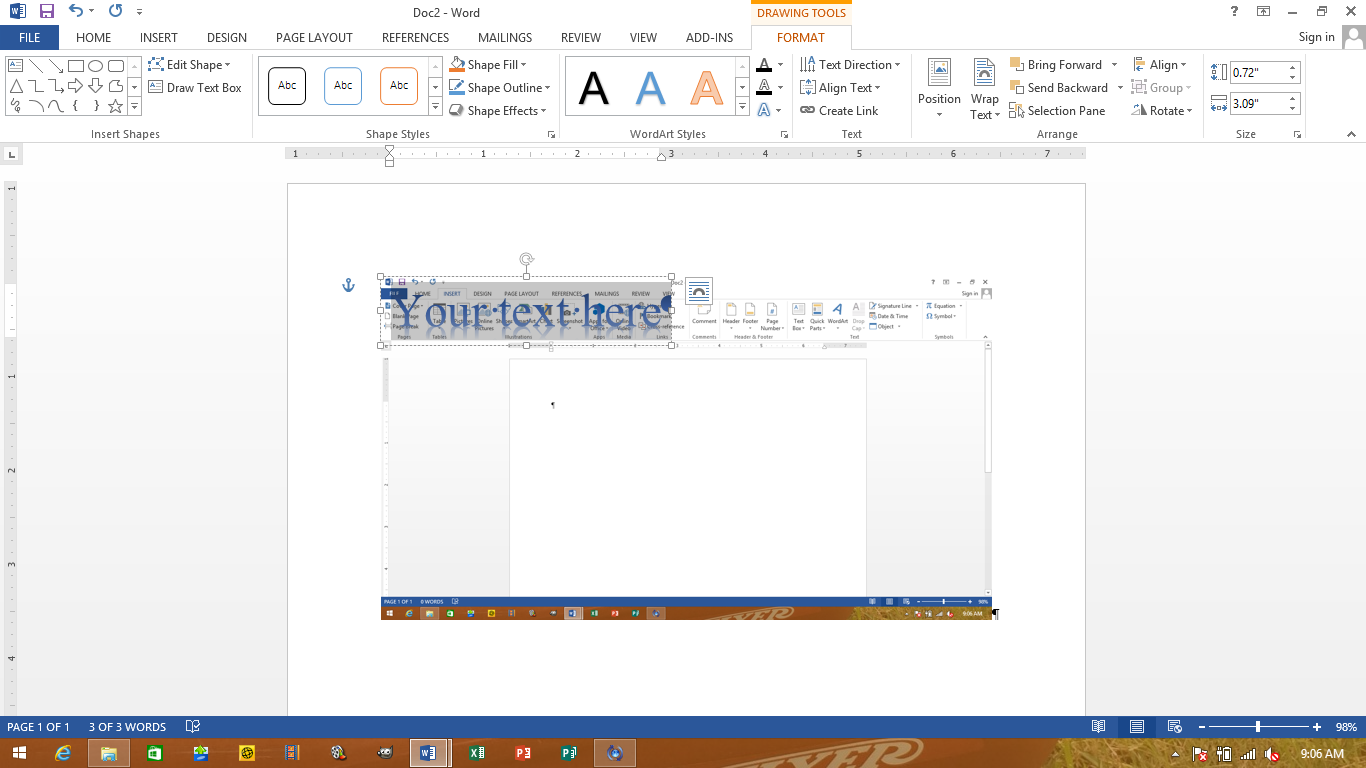
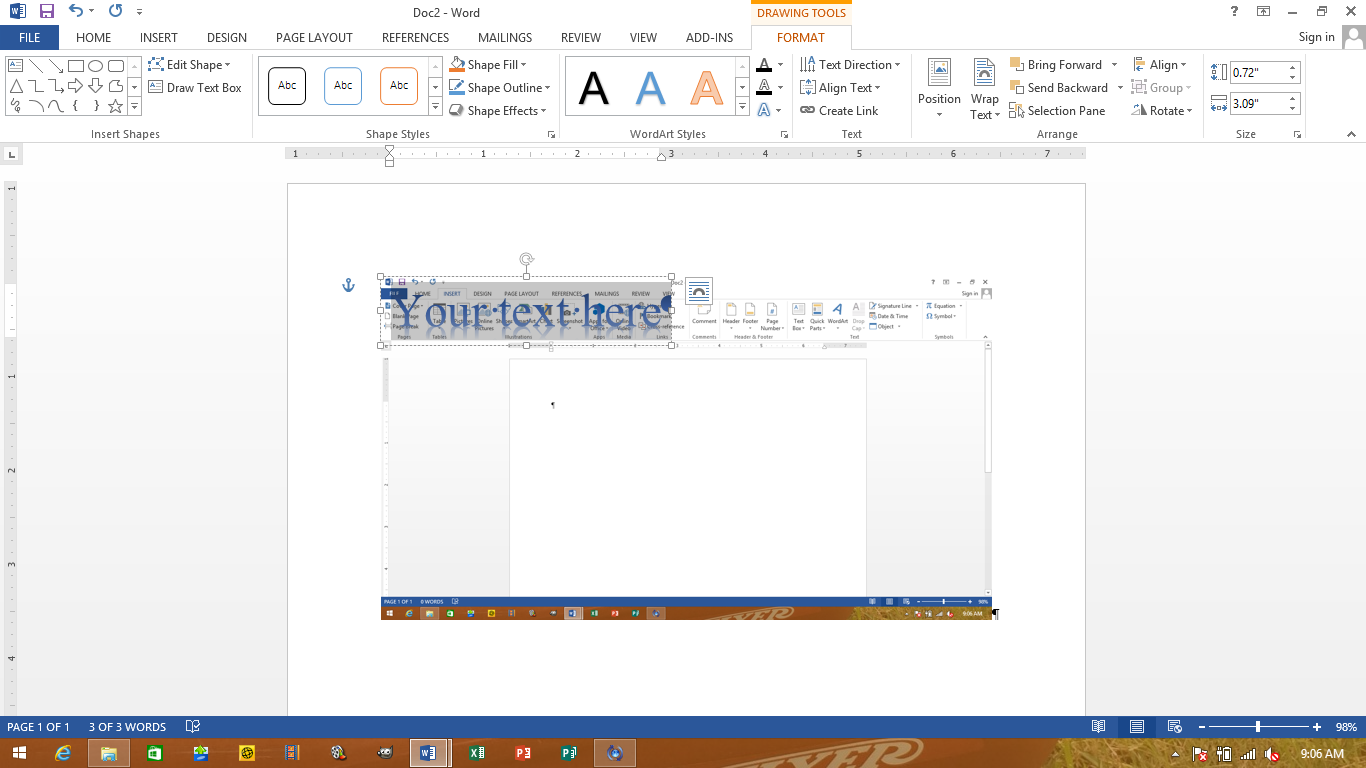
**WordArt**

*Found in the Insert Tab*

* Contextual Tab (**Format Tab)**

*The new tab that appears when WordArt is clicked on; lets you edit the WordArt*

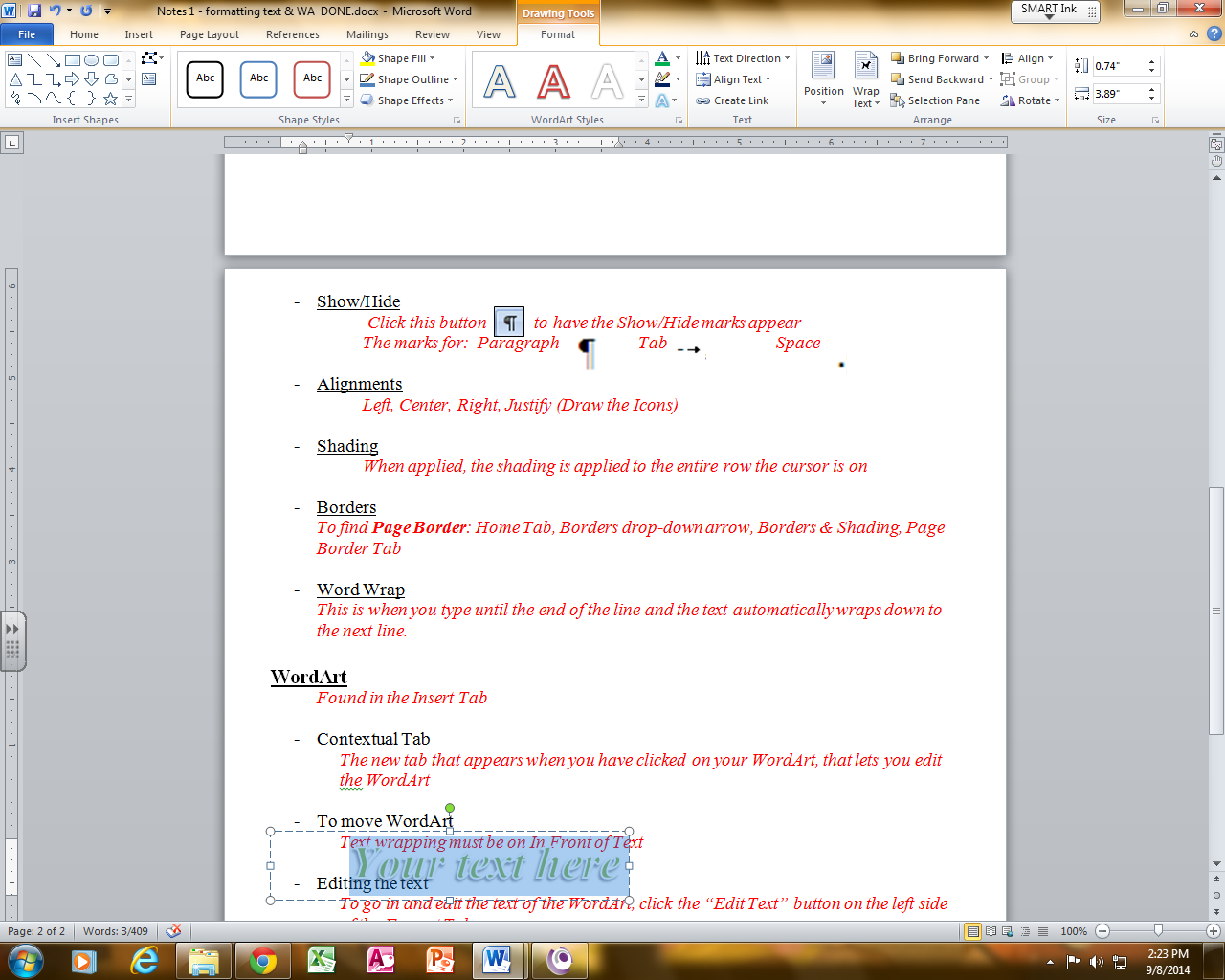
* To move WordArt

***Text wrapping*** *must be on* ***In Front of Text***

*(****IT SHOULD BE SET TO THIS ALREADY!****)*

* Editing the text

*Click in the word art*

* Text Direction

*To change the WordArt from horizontal to vertical*

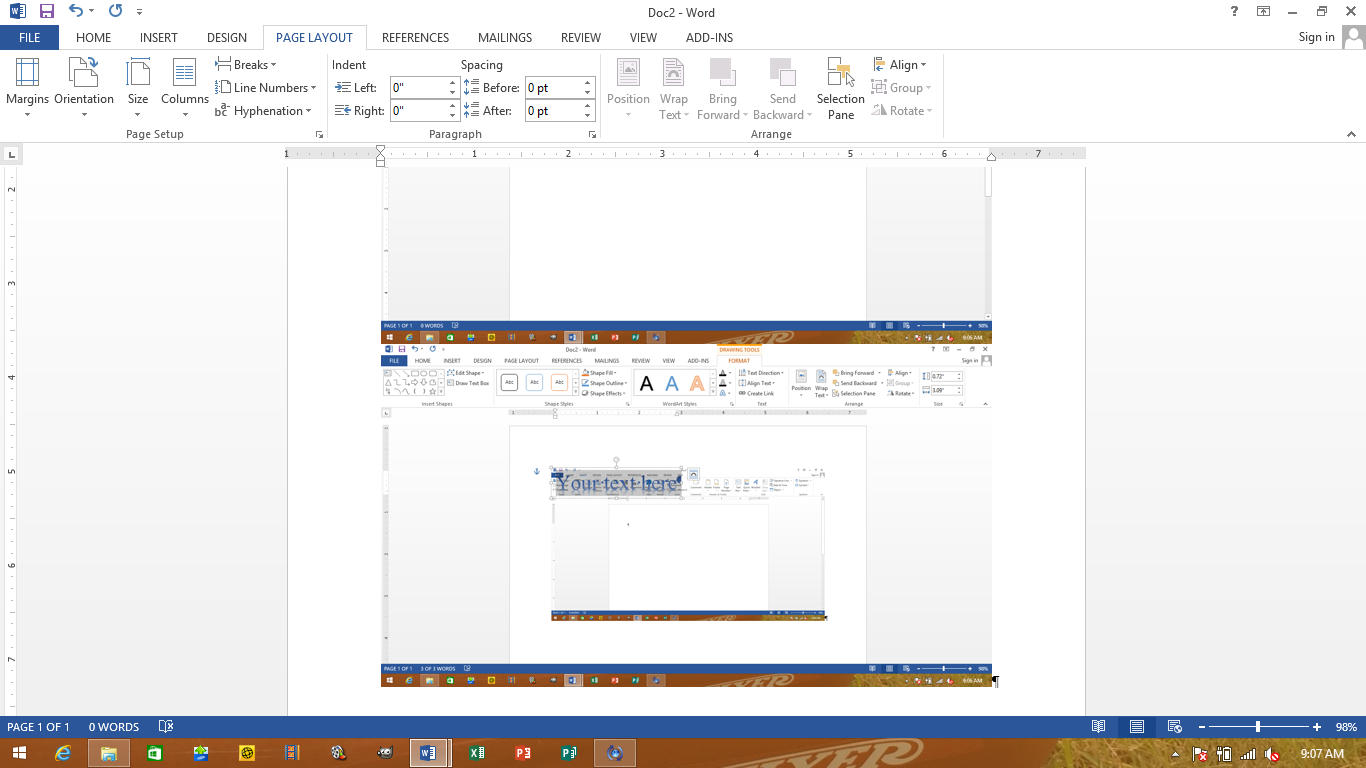
* Shape Fill, Shape Outline,

*Change Shape – Shadow, Reflection, Glow, Bevel, 3-D Rotation, Transform*

* Text Effects

*Shadow, Reflection, Glow, Bevel, 3-D, Transform (CAN have all effects on the same WordArt)*

**Page Orientation**

*Page Layout Tab – Page Setup Group*

***Landscape*** *– side to side* ***Portrait*** *– up and down*

**To Turn on the Ruler What *unit* is the font measured in?**

*View Tab – click the box next to Ruler point*