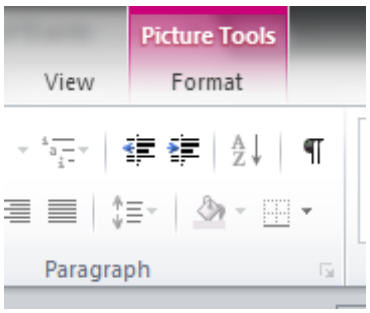
MS Word Intermediate
Designed for Word 2010
Instructor: Bev Alderman

Open Microsoft Word

Formatting Pictures

Crop a Picture

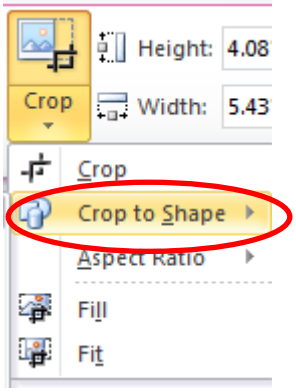
Cropping a picture allows you to remove parts of it. To Crop a Picture, select it. Click on the **Picture Tools** Tab in the Ribbon. Click on **Crop** in the Size group. Drag the dark black lines along the edges of the picture to remove unwanted parts of the picture. Click anywhere outside the picture to see your results.



Crop a Picture to a Shape

Select the picture. Click on the **Picture Tools** Tab in the Ribbon. In the Size Group, click on the downward arrow under **Crop**. Select **Crop to Shape**. Select Heart shape. Select Cloud shape.

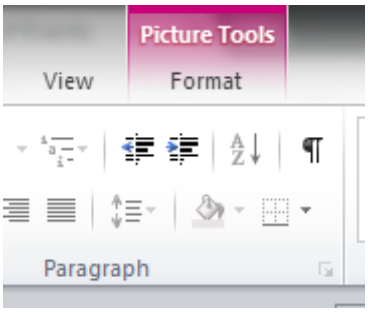
Click on downward arrow

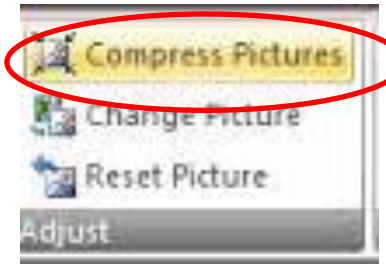


Note: Not all shapes will work with every picture. Try different shapes until you find one that works well with your picture.

Compress Picture.

After cropping, you may want to compress your picture to reduce the size of the picture file, especially if you are planning on sharing it through email or social media. Select your picture. Click on the **Picture Tools Tab**. In the Adjust Group, click on **Compress Pictures**. Make sure the box that says, delete cropped areas of pictures is checked.





Picture Corrections – Adjusting Brightness, Contrast

If your picture isn't perfect, you can use Word's Picture Tools Tab to make corrections to it. Select your picture and click on the **Picture Tools Tab**. Click on the downward arrow in the Adjust Group under **Corrections** and hover over the **Sharpen and Soften** and **Brightness and Contrast** options to see how they will affect your picture. Click on your preferred options.

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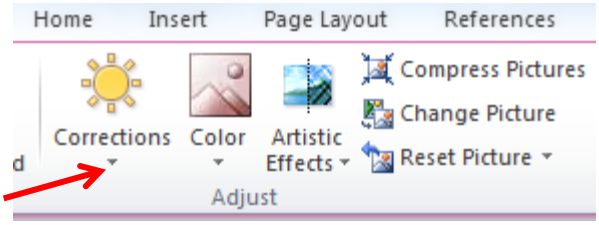
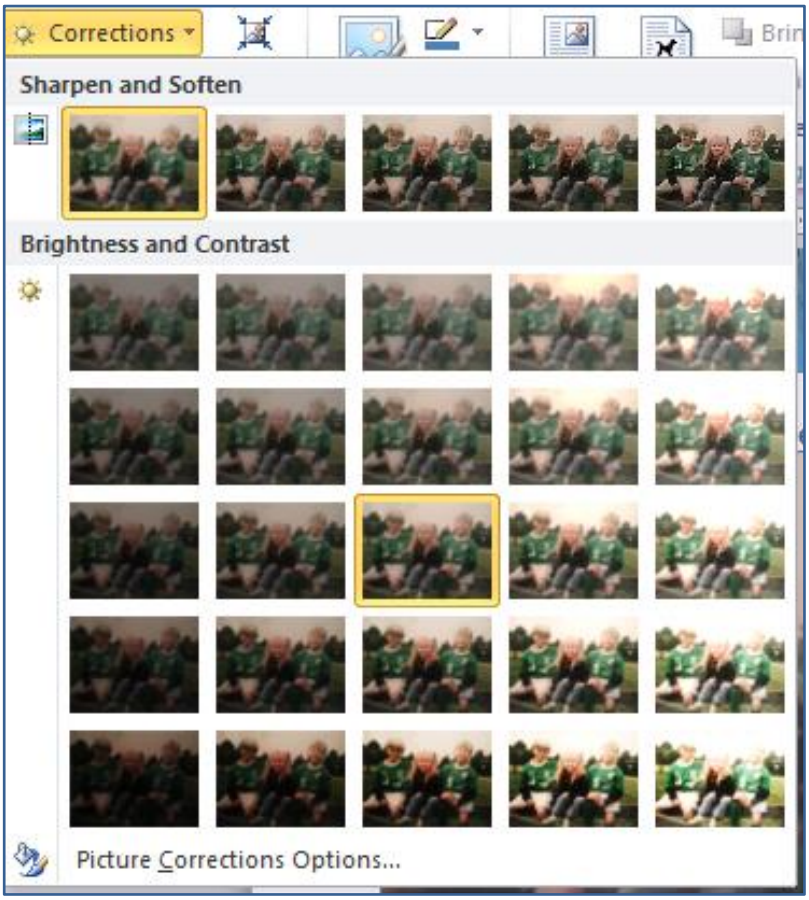
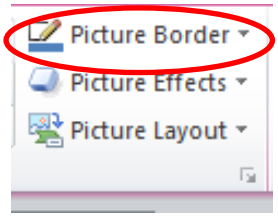




Formatting Pictures

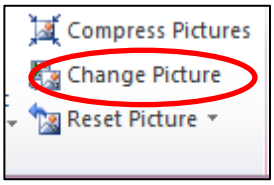
Add a Border to a picture - change color/weight

Adding a border to a picture can enhance its look or draw attention to it. To add a border, select the picture and click on the **Picture Tools Tab**. In the Styles group, click on the downward arrow next to **Picture Border**. Select the color border that you want your picture to have. Click on the downward arrow next to the **Picture Border** again. Click on **Weight** to select the border width for your picture.



Change picture

If you decide you want to change the original picture you selected for your document, the **Change Picture** command will allow you to select another picture to replace it. Select your Picture. In the **Picture Tools Tab**, in the Adjust Group, click on **Change Picture**. Browse to the location of the picture you want to insert and click on it. Click on **Insert** in the Dialog Box.



Picture Effects

Use the **Picture Styles Group** in your **Picture Tools Tab** to give your picture some enhancing effects. Select your picture and in the **Picture Tools Tab**, Click on the downward arrow next to **Picture Effects** and choose **Soft Edges**. Hover over the different options to see the effect it has on the picture. Click on your preferred option.

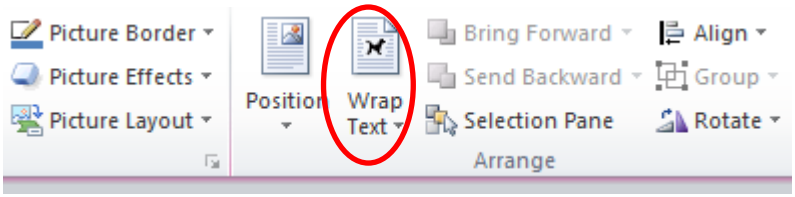
soft edges –

– 25 points

Formatting Pictures

Wrap Text

If you are working with text and pictures, the way you wrap text around a picture and the position of your picture can have a major effect on the look of your document. Our text is currently set to wrap top and bottom, but let's take a look at what happens when we make some changes to that.



They flap their wings so wide
And glide through air like kites
These butterflies are a pretty sight
They're truly amazing and a delight

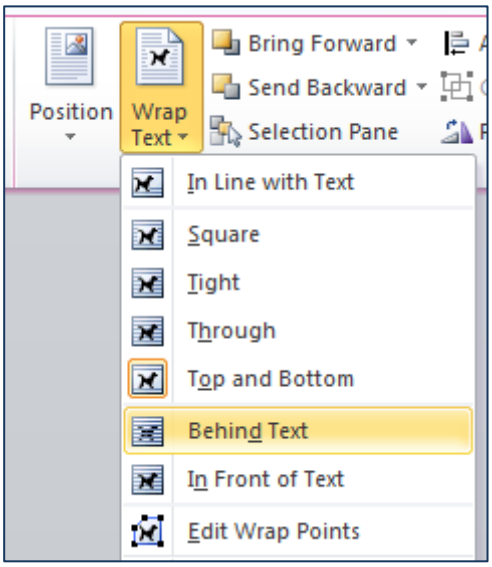
In pairs and multiples they hover around
They stop and rest where flowers abound
Then hop, and dance, and flutter about
In rhythmic patterns so rapid and sound

Each time I wake up in the beautiful morning
These butterflies greet me by flapping their wings
They brighten my days as I see them floating
In air as they fly they seem to be dancing

Formatting Pictures

Wrap Text

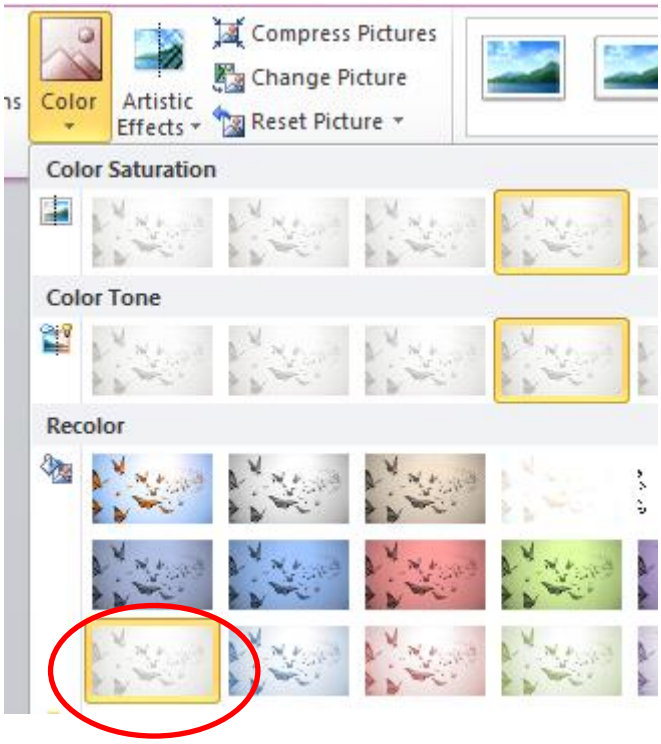
Select the picture. In the **Picture Tools** Tab, in the **Arrange** Group, click on the downward arrow next to **Wrap Text.** Select **Behind Text**.



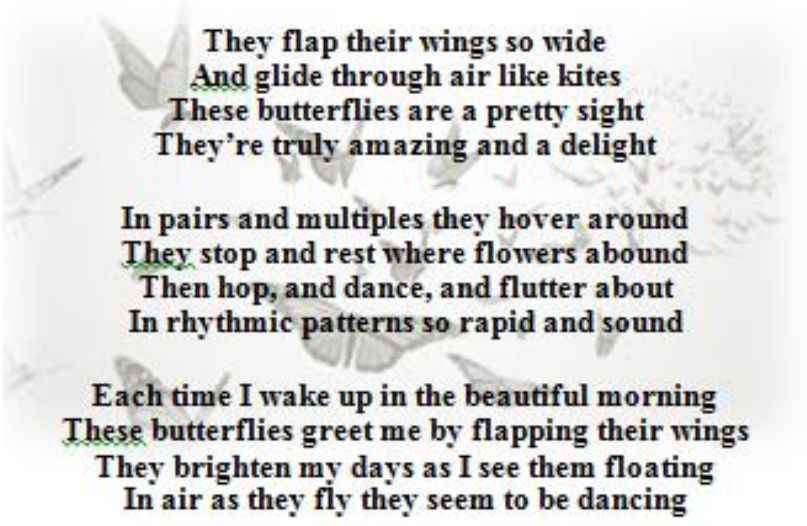
Recolor picture

If you would like to change the coloring of your picture, Word has many options to choose from. Select your picture and in the **Picture Tools Tab**, in the Adjust Group, click on the downward arrow under **Color.** Word brings up several options including **Saturation**, **Tone** and **Color** to change the look of your picture. Hovering over each one will give you a preview of how your picture will look.

Select the one on the bottom left.



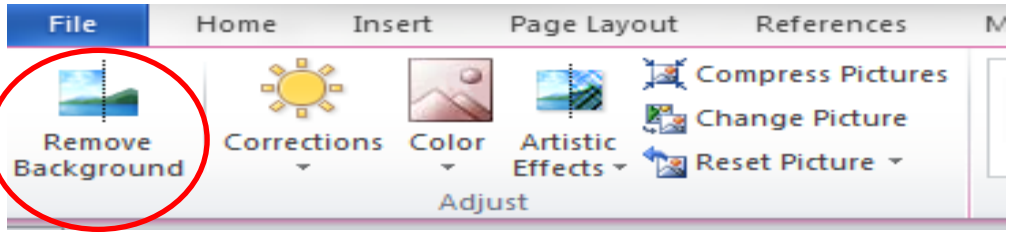
Your picture and text should look like the example to the right.

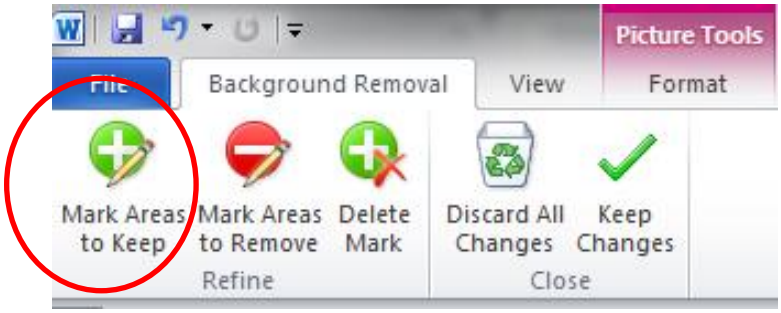


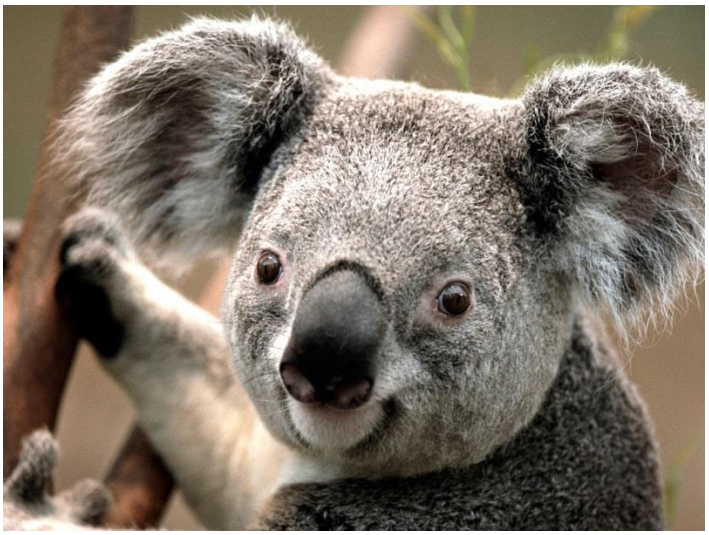
Remove Background – Select areas to keep – pictures vs. clipart

Removing the background of a picture allows you to delete background in the image that you don't want to appear in your picture. Select your picture and in the Adjust group, click on **Remove Background**. Word will highlight what it thinks should be removed in pink. You can change it by clicking on **Mark Areas to Keep** or **Mark areas to Remove** and clicking on the areas you want to keep or remove in the picture. Clicking anywhere outside the picture will give you your result.

Note: This feature does not work well with clipart pictures.

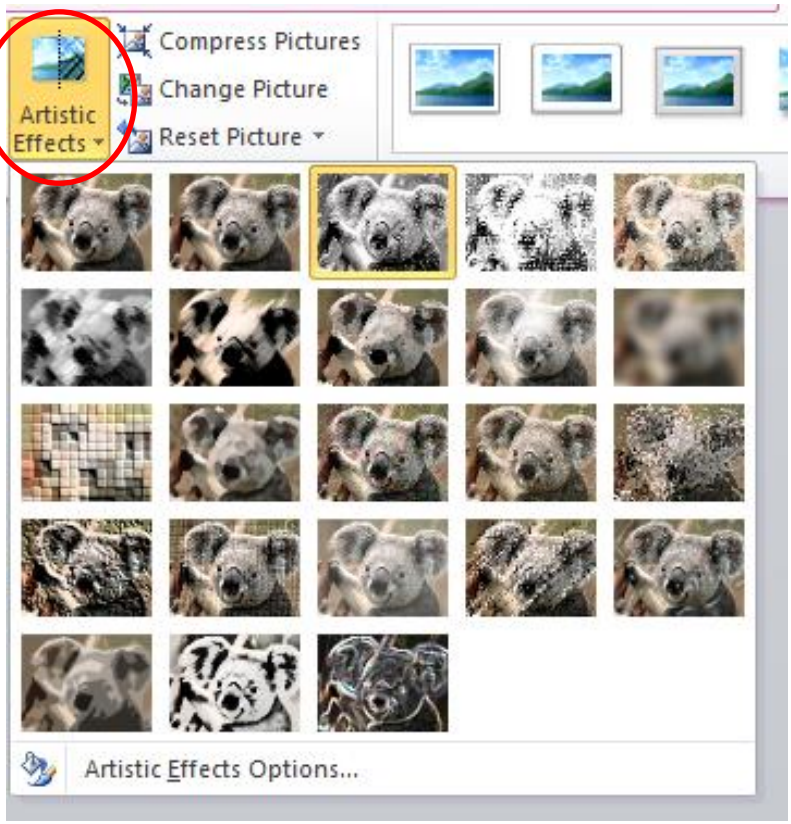






Artistic Effects

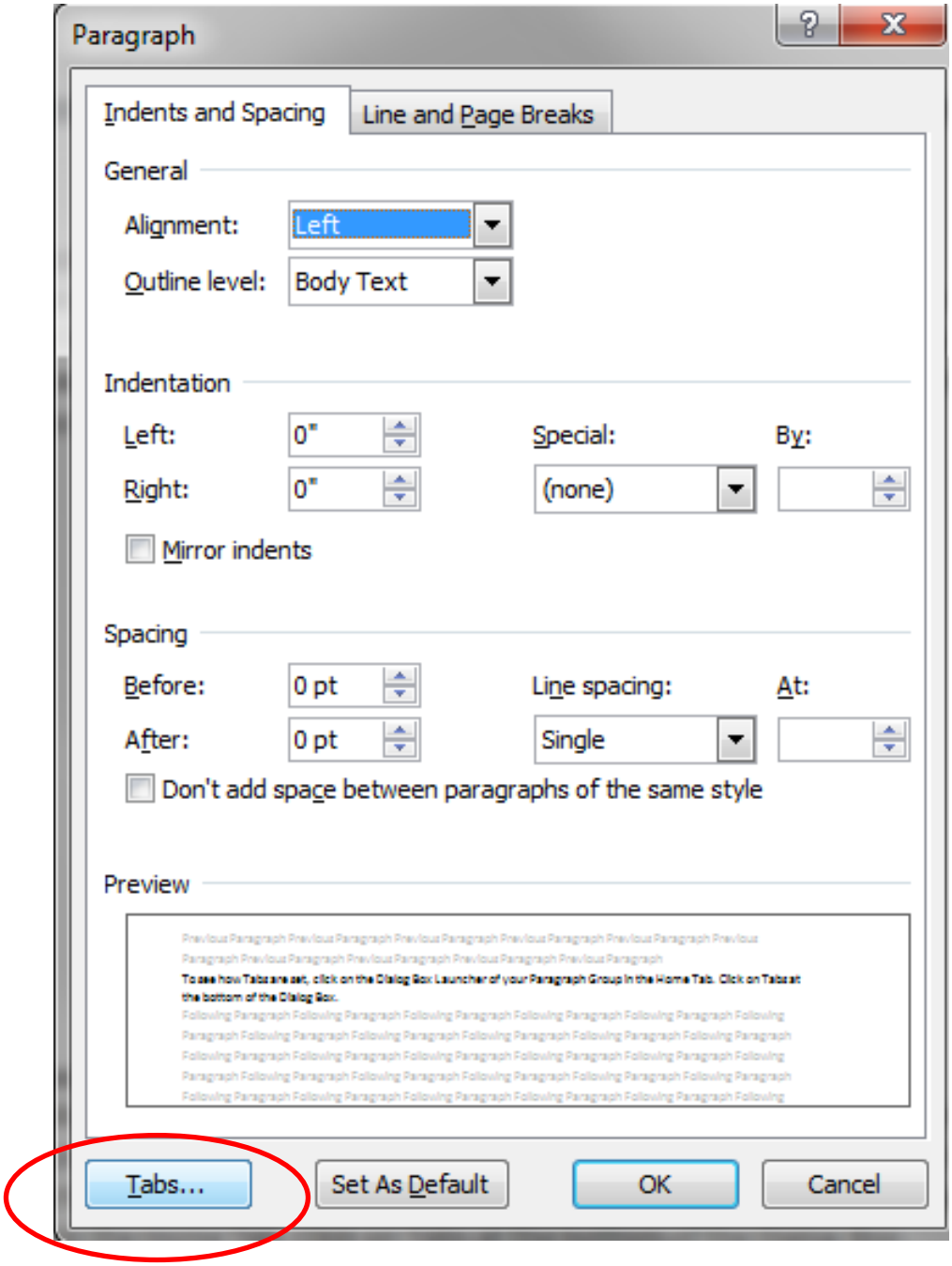
You can give your picture some creative effects by using the Artistic Effects tool. To do this, select your picture and in the **Picture Tools Tab** in the **Adjust Group** select **Artistic Effects**. Hover over the different options to see how they affect your picture and select the one you like to see the result



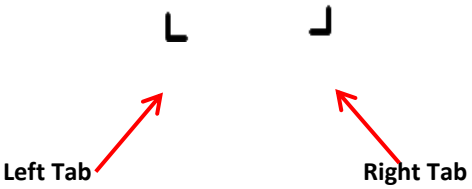
Tabs

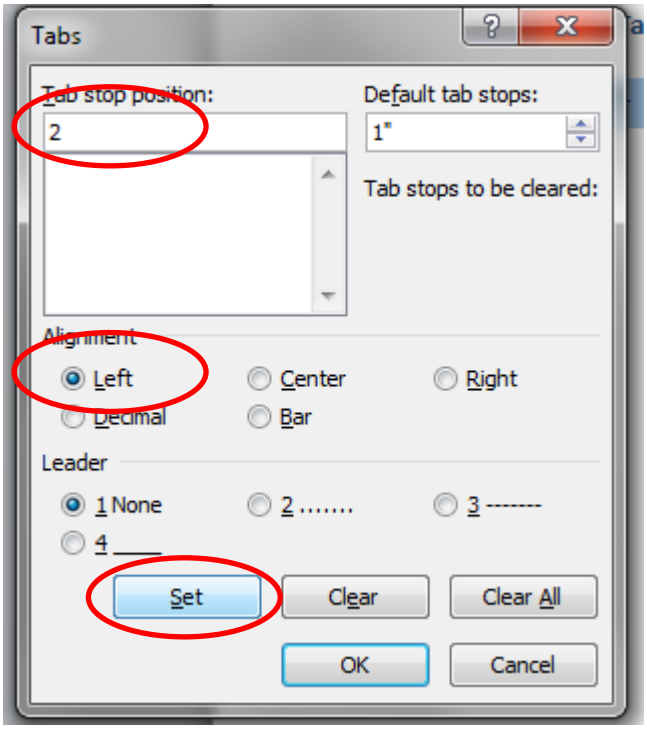
Tabs allow you to organize information into columns and rows. They are set in the **Paragraph Group** in the Home Tab.

To see how Tabs are set, click on the Dialog Box Launcher of your Paragraph Group in the Home Tab. Click on **Tabs** at the bottom of the Dialog Box.



Click on" Clear All" to clear any tabs currently set. In the Tab Stop Position field, enter "2" and click on Set. Again, in the Tab Stop Position Field, enter "5" and in the Alignment section, click on the "Right" button. Click on Set. Click on Ok. You should see Tab Indicators in your ruler as below.



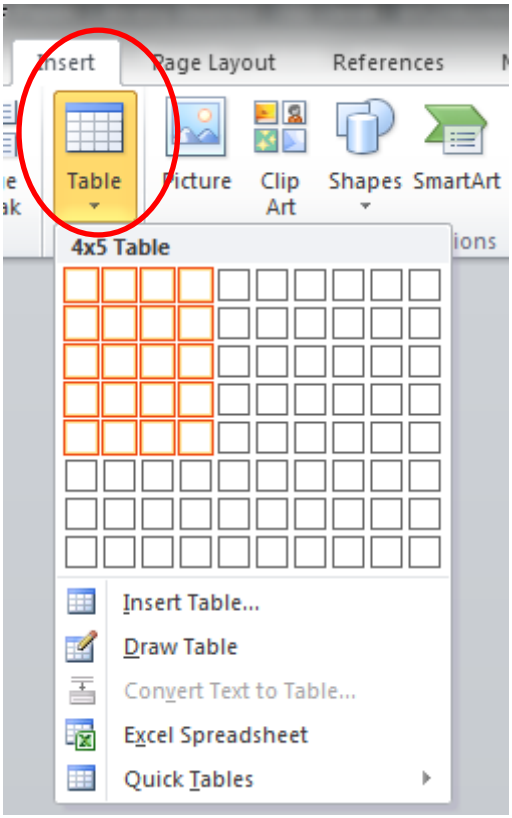


In the example below, we have created a list using our Tabs. Note that text is aligned left and numbers are aligned to the right because we created one left tab at 2"and one right tab at 5".

Construction Remodel	20,000.
Computers	25,000.
Communication	900.
Equipment	15,000.
Insurance	2,500.
Rent	10,000.
Marketing	3,000.
Legal	7,500.

Insert a Table

Tables also allow us to enter text in column and row format and they provide us with tools that give us flexibility in formatting. To insert a table, place your cursor in the location you want the table to be and click on **the Insert Tab** on the Ribbon. In the Table Group, click on the downward arrow under **Table**. Highlight 4 columns and 5 rows by hovering over the boxes to highlight them and clicking when you have selected them.



Your table should look like the one below with 4 columns and 5 rows.

Tables cont'd

Entering text into a table is as simple as placing your cursor in the cell where you want your text to appear, and typing. When you want to advance to the next cell, simply press your **Tab key**. Continue entering text and hitting your Tab key until you are finished. Additional rows will be added as you need them just by hitting **Tab**. Your finished Table should look like the one below.

Salesperson	Print	TV	Web
Beth W.	$5,550	$13,470	$27,800
Luiz D.	$8,547	$17,555	$8,907
Jim M.	$10,252	$25,560	$13,745
Mike A.	$12,450	$16,925	$11,825
Alice S.	$13,578	$6,789	$10,239

When your table is selected you will see a new Contextual Tab in your ribbon called **Table Tools.** This Tab allows you to make changes to the **Layout** and **Design** of your table. Click anywhere inside your table to select it.

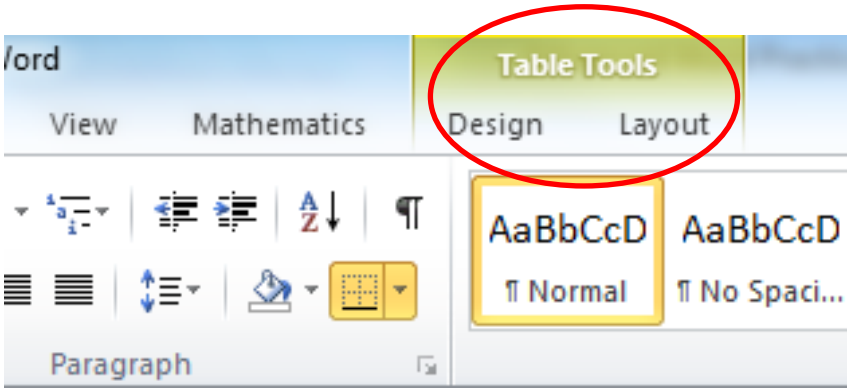
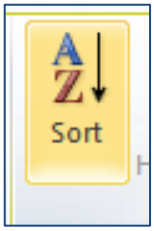


Table Tools Layout – Sorting your Table

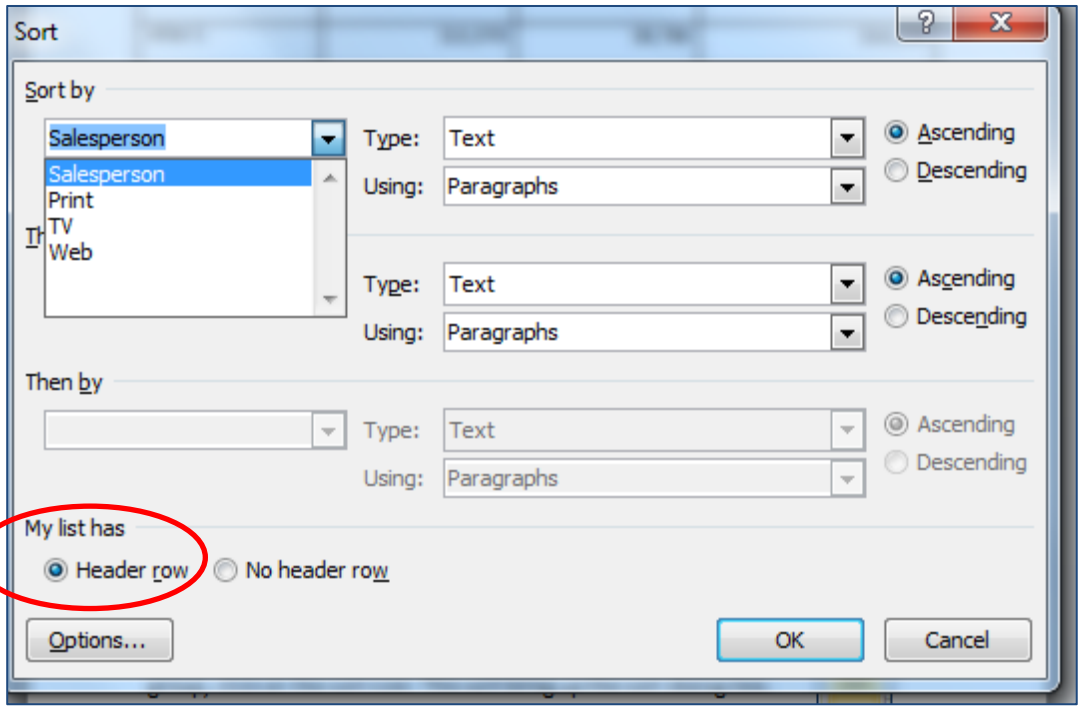
Sorting information in your Table is possible simply by using the **Table Tools Tab Sort** command. Make sure your cursor is located inside your table and click on the **Layout** portion of your **Table Tools Tab.** In the Data group, click on the **Sort** icon. This will bring up the Sort dialog box.



Sorting your Table Cont'd

Select the criteria you would like to sort by, and click on ok. Your table will be sorted based on the criteria you have chosen. Header row will be selected by default, indicating that our table has a Header row that should not be included in the Sort function.

In the example below, we have chosen to sort our table alphabetically by Salesperson.

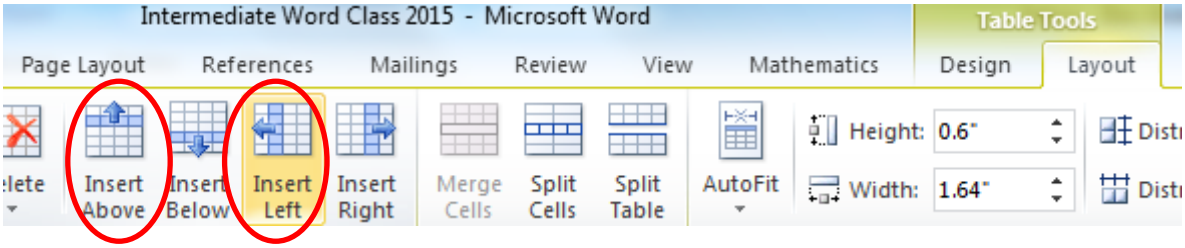


Your Table should be sorted like the one below.

Salesperson	Print	TV	Web
Alice S.	$13,578	$6,789	$10,239
Beth W.	$5,550	$13,470	$27,800
Jim M.	$10,252	$25,560	$13,745
Luiz D.	$8,547	$17,555	$8,907
Mike A.	$12,450	$16,925	$11,825

Table Tools Layout – Insert a Column or Row

To insert a column in your table, hover over the top of the **Print** column until you see a black downward pointing arrow. ⬇ Click to highlight the column and in the **Table Tools Layout Tab**, in the Rows and Columns group, click on **Insert Left.** This will insert a column to the left of the one highlighted allowing you to add **Employee#** as a new column heading, and the associated data for each employee.



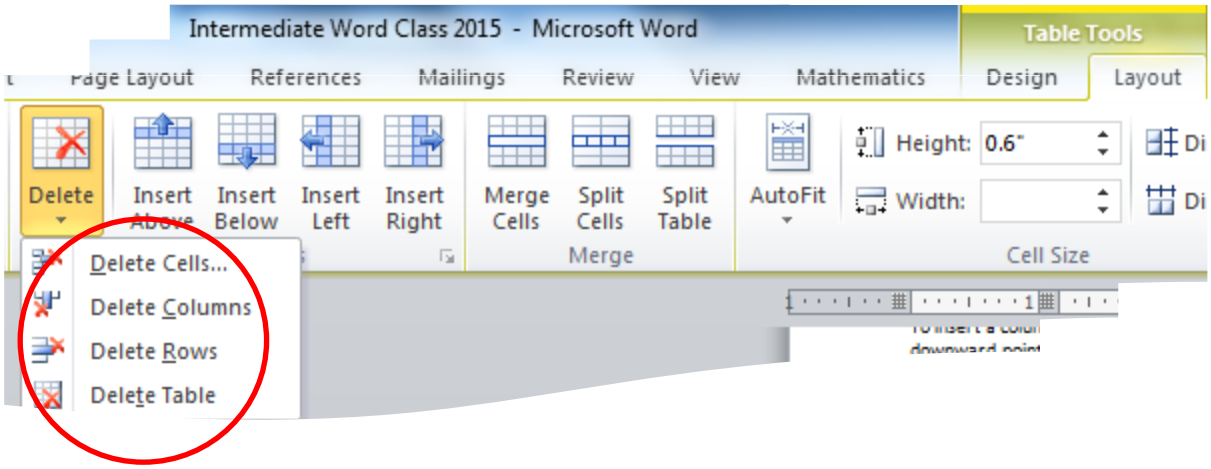
To insert a Row, hover to the left of the **Jim M**. row until you see a slanted arrow. Click to highlight the row. In the **Table Tools Layout Tab**, select **Insert Above** from the Rows and Columns Group. You will see a new row appear in your Table allowing you to add **Greg M.** as a new employee.

Your Table should look like the one below,

Salesperson	Employee #	Print	TV	Web
Alice S.	9438	$13,578	$6,789	$10,239
Beth W.	1181	$5,550	$13,470	$27,800
Greg M.	5484	$7,934	$17,632	$19,287
Jim M.	4563	$10,252	$25,560	$13,745
Luiz D.	7462	$8,547	$17,555	$8,907
Mike A.	6041	$12,450	$16,925	$11,825

Table Tools Layout – Deleting Columns and Rows

When you want to delete columns or rows of a table, bring your cursor to the top of a column or to the left of a row until you see your arrow. Click and drag if necessary, to highlight multiple row(s) or column(s). In your **Table Tools Layout Tab** click on the downward arrow under **Delete** in the Columns and Rows group. Select Delete Columns or Delete Rows



In the example below, we have deleted the Jim M. row from our Table.

Salesperson	Employee #	Print	TV	Web
Alice S.	9438	$13,578	$6,789	$10,239
Beth W.	1181	$5,550	$13,470	$27,800
Greg M.	5484	$7,934	$17,632	19,287
Luiz D.	7462	$8,547	$17,555	$8,907
Mike A.	6041	$12,450	$16,925	$11,825

Table Tools Layout – Total Row

To create a total row in your table, place your cursor in the last cell of your table and hit the Tab key to create a new row. Type **Total** in the Left most cell. Select the cell that you want the total to appear in by hovering at the left border of the cell until you see a small black diagonal arrow and clicking when it appears. In the **Table Tools Layout Tab** click on the **Formula Icon *fx*** in the Data group. This will bring up the Formula dialog box. It will default to =SUM(ABOVE) in the **Formula field**. Click on the downward arrow next to the **Number Format** field and select your desired number format. Click on **OK**. Your Table should look like the one below.

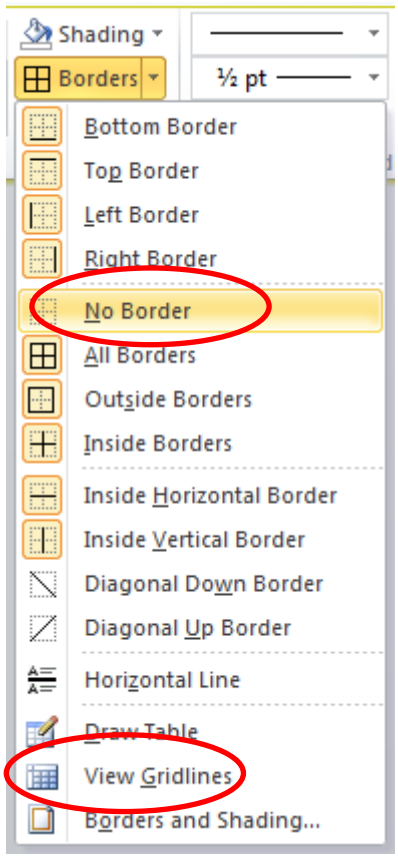
Salesperson	Employee #	Print	TV	Web
Alice S.	9438	$13,578	$6,789	$10,239
Beth W.	1181	$5,550	$13,470	$27,800
Greg M.	5484	$7,934	$17,632	19,287
Luiz D.	7462	$8,547	$17,555	$8,907
Mike A.	6041	$12,450	$16,925	$11,825
Total		$48,059.00	$72,371.00	$78,058.00

Table Tools Design – Borders/Gridlines

If you would like to remove the borders from the columns and rows of your table you can do that. First, highlight the entire table. Then click on the **Table Tools Design Tab**. Click on the downward arrow next to **Borders** in the Table Styles group. Click on **No Border**.

You may also have to click on **View Gridlines** to turn off Gridlines if you are still seeing dashed lines bordering your text and data.

An Example of what your Table should look like when you have finished is on the next page.



Below is how your table will look with Borders and Gridlines removed.

Salesperson	Employee #	Print	TV	Web
Alice S.	9438	$13,578	$6,789	$10,239
Beth W.	1181	$5,550	$13,470	$27,800
Greg M.	5484	$7,934	$17,632	19,287
Luiz D.	7462	$8,547	$17,555	$8,907
Mike A.	6041	$12,450	$16,925	$11,825
Total		$48,059.00	$72,371.00	$78,058.00

Table Tools Design – Table Styles

If you would like to add some color to your table you can easily do that by selecting your table and clicking on the **Table Tools Design Tab**. In the Table Styles group, click on the downward arrow on the right and you will see all the pre-designed options for changing the look of your table. Hover over them to get a preview of how your table will look. Click on your preference. Your finished table should look like the design you've chosen, such as the example below.

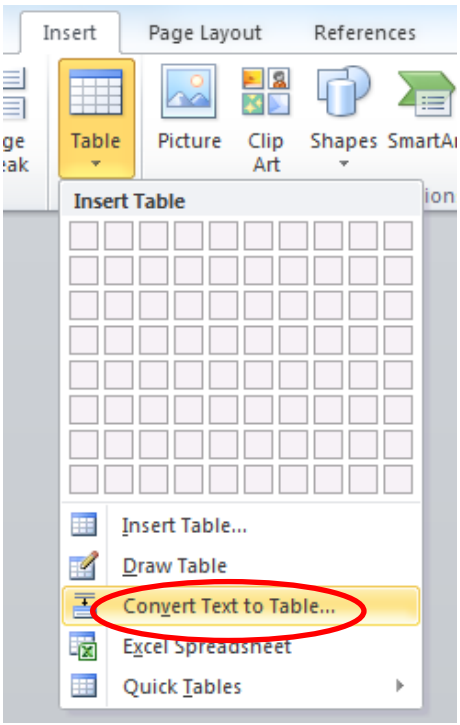
Salesperson	Employee #	Print	TV	Web
Alice S.	9438	$13,578	$6,789	$10,239
Beth W.	1181	$5,550	$13,470	$27,800
Greg M.	5484	$7,934	$17,632	19,287
Luiz D.	7462	$8,547	$17,555	$8,907
Mike A.	6041	$12,450	$16,925	$11,825
Total		**$48,059.00**	$72,371.00	$78,058.00

Convert Text to a Table

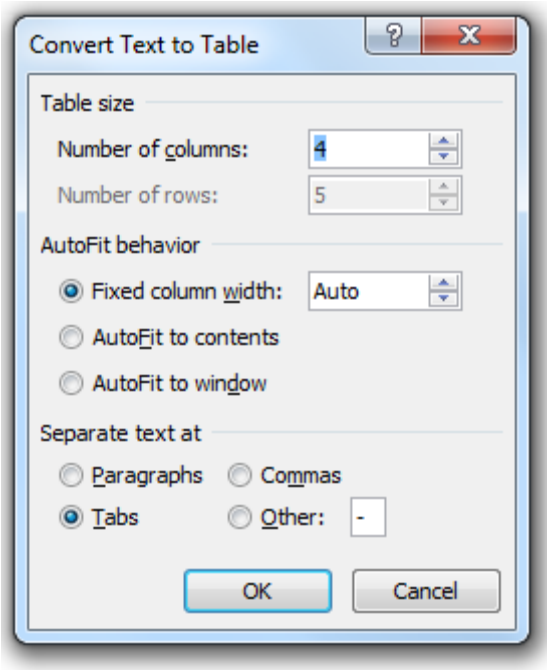
You can convert text that is organized by columns and rows using tabs, into a table. Start by highlighting the text.

Salesperson	Print	TV	Web
Jim M.	$10,252	$25,560	$13,745
Beth W.	$5,550	$13,470	$27,800
Luiz D.	$8,547	$17,555	$8,907
Alice S.	$13,578	$6,789	$10,239

Next, click on your Insert Tab in the ribbon. Click on the downward arrow under Table and select **Convert Text to a Table**.

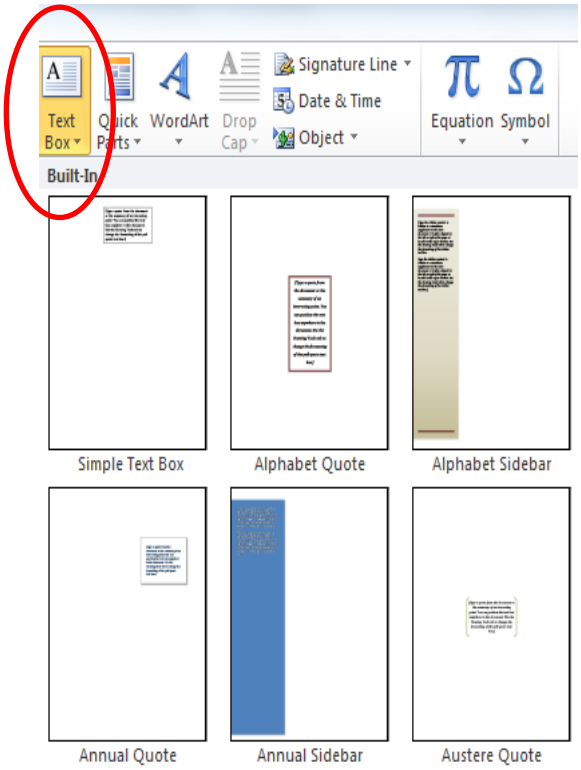


You will get a dialog box verifying the organization of your text. After verifying the information, click on OK, to convert your text to a Table.

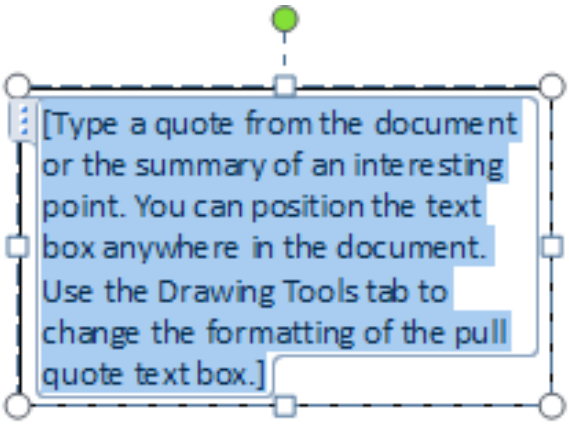


Insert a Text Box

You may want to insert a text box to draw attention to specific text or to give you more flexibility with where and how text appears in the document. To insert a text box, click on the **Insert Tab** in the Ribbon. In the Text group click on the downward arrow under **Text Box**. It will bring up a drop down menu of text box designs to choose from. Choose the simple text box.

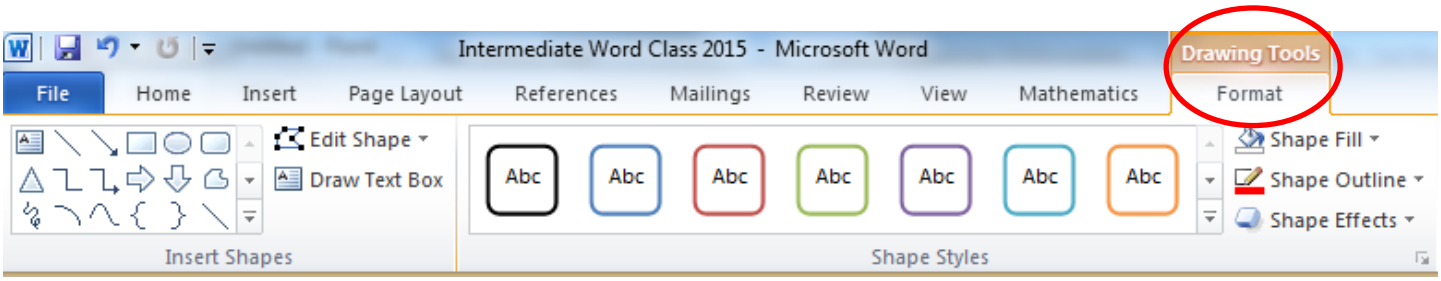


You should see a text box appear on the current page of your document like the one below. When your text box is selected, you can resize it, move it to another location, type text into it, place a picture or shape inside it and more. Highlight the text inside the text box and press the **delete key** to delete the text.

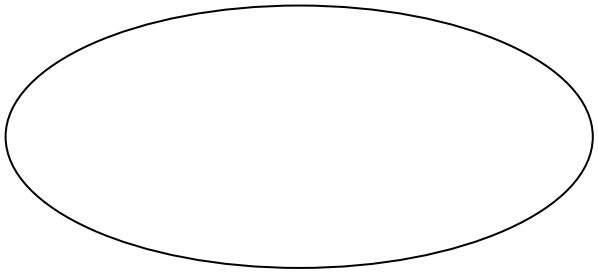


When the text box is selected you will see circles along the sides and at the corners of it. These are your resize handles. Clicking and dragging these will increase or decrease the size of your text box. Dragging from the corners will affect both height and width of the text box. The green filled circle at the top of the text box will rotate it in one direction or another. Practice resizing and rotating your text box by dragging these handles.

When your text box is selected you will also notice a new contextual tab in your Ribbon called the **Drawing Tools Tab**. This tab allows you to make changes to your text box such as shape, color, outline and effects.



Select your text box and click on the **Drawing Tools Tab**. In the Insert Shapes group, click on the downward arrow next to **Edit Shape.** Select the Oval shape. You should see your text box change to look like the one below.



Click inside your text box and try typing something like this inside. You can change the font style and size of the text if needed by highlighting it and choosing your options from the **Font Group** in the Home Tab of the Ribbon.

While your shape is selected, click on the **Drawing Tools Tab** and click on the downward arrow next to **Shape Fill** in the Shape Styles group. Select a color for your text box. Don't choose a color that is too dark.
Click on **Shape Outline** and select an outline for your your text box.
Next, select the Text Box and click on the **Insert Tab** in the Ribbon. Click on **Clipart** in the Illustrations group. This will bring up a Navigation Pane on the right of your screen. In the search field at the top, type **flowers**. Select a picture to insert into your text box. It may have to be resized. Remember to drag from the corners of the picture to resize both height and width simultaneously.
Select your picture and hover along the perimeter until you see a four arrowed cross. This is your **Move Handle**. Use your Move handle to drag the picture within the text box so that it appears to the side or bottom of your text. Your finished text box should look similar to the one below.

Mail Merge Letter

Mail Merge allows you to send a personalized document to a list of recipients. It inserts name, address, greeting, and other pertinent information into each individual document as you've specified. To start a Mail Merge letter, first type the content of the letter that will be the same for every recipient.

Below is a sample letter.

March 28, 2017

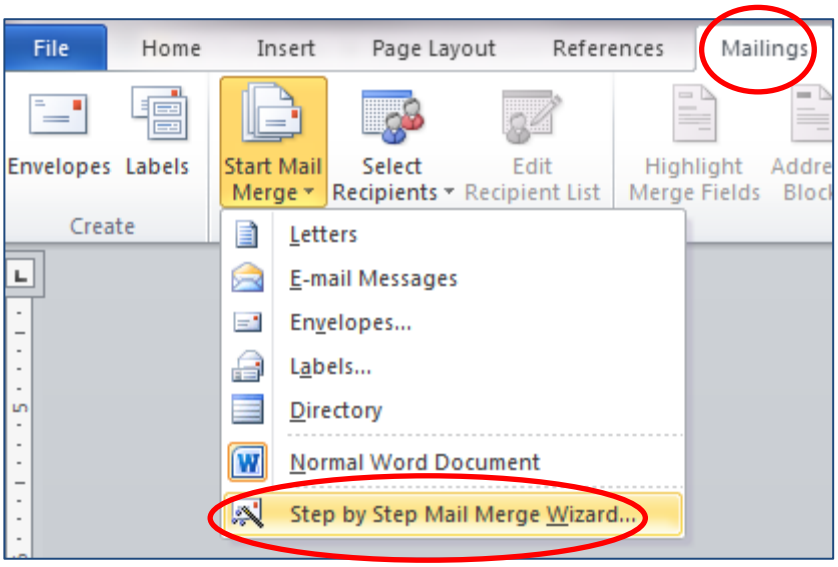
As you may know, 2010 marks our **10th year of doing business**. Over the last decade, AdWorks has grown from a tiny startup into a robust company with over 200 employees throughout the Southeast. Our growth would not have been possible without loyal customers like you. Therefore, we would like to extend to you a **20% discount on your next order**. It's our way of saying "thanks" for your continued business. We'll keep working hard to provide the best possible customer service along with innovative products, just as we've always done. Thanks again for choosing AdWorks!

Sincerely,

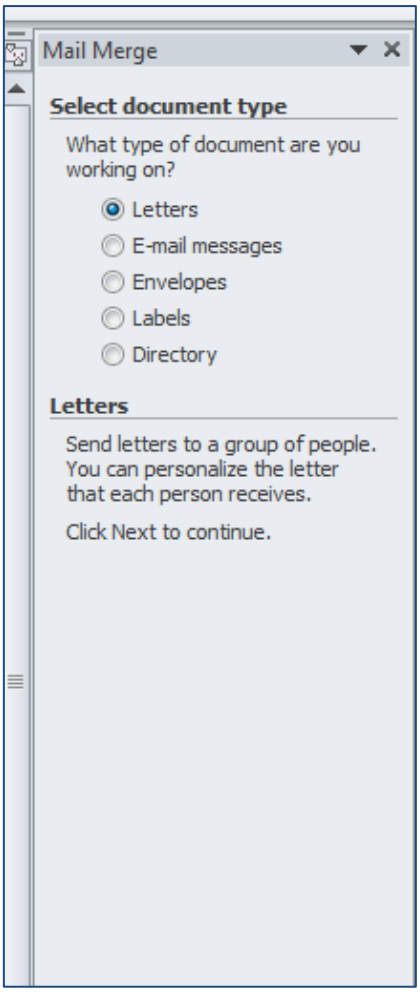
Liz Doe
President and CEO

We would like to send this letter with a personalized inside address and greeting for each recipient. We will start by clicking on the **Mailings Tab** in the Ribbon and selecting **Step by Step Mail Merge Wizard** in the drop down menu.

Mail Merge Cont'd

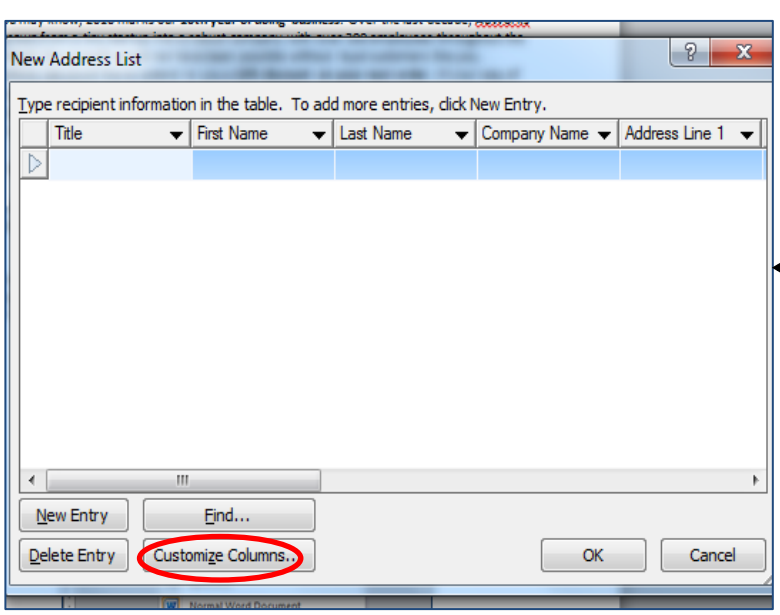


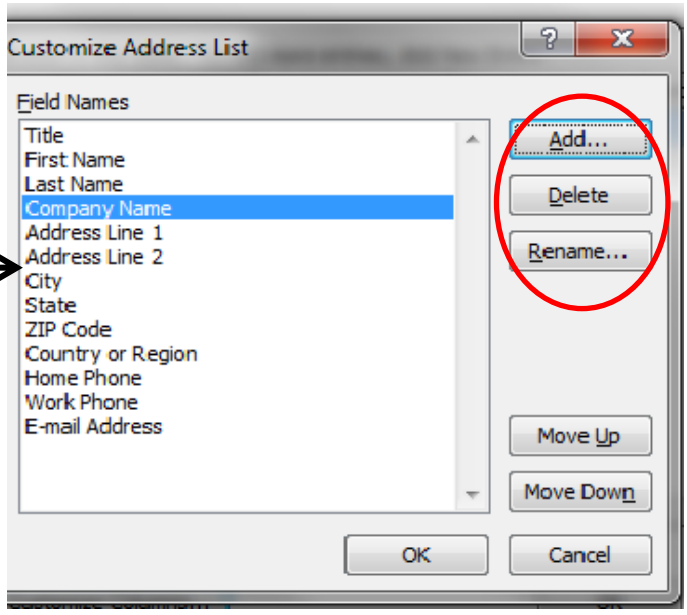
This will bring up a navigation pane on the right side of your screen. This pane will walk us through the process of creating our Mail Merge Letter. Click on **Letters** as document type.
Click on **Next** at the bottom of the Navigation pane to continue.



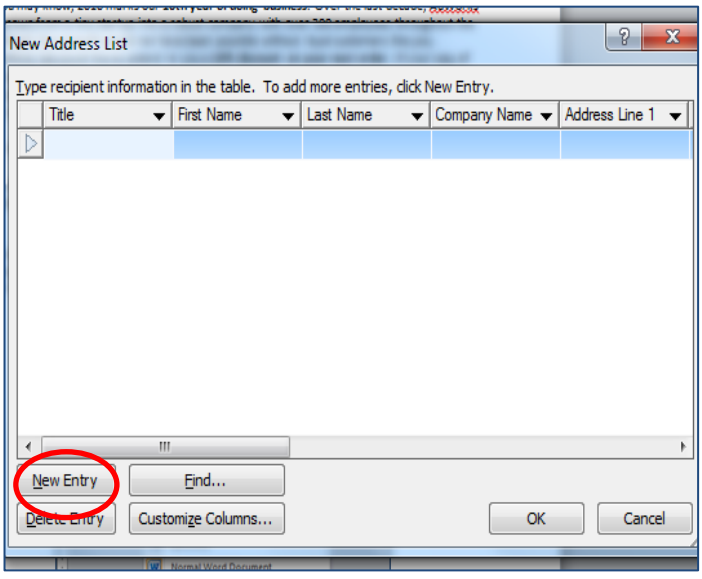
Click on **Use the current document.** Click on **Next**. Click on **Type a new list**. Click on **Next**.

The Dialog box on the left, below, will pop up to allow you to enter the information for the recipients of your letter. Click on **Customize Columns** to see the Dialog box below right. This Dialog box allows you to rearrange the order of the columns by highlighting the column name and clicking on **Move Up** or **Move Down**. You can also rename the columns if you like by highlighting the column name and clicking on **Rename**. A field will appear allowing you to rename the column to fit your needs. If you would like to add or delete a column you may do that also by clicking on the **Add** or **Delete** Icons. Click on **OK**.

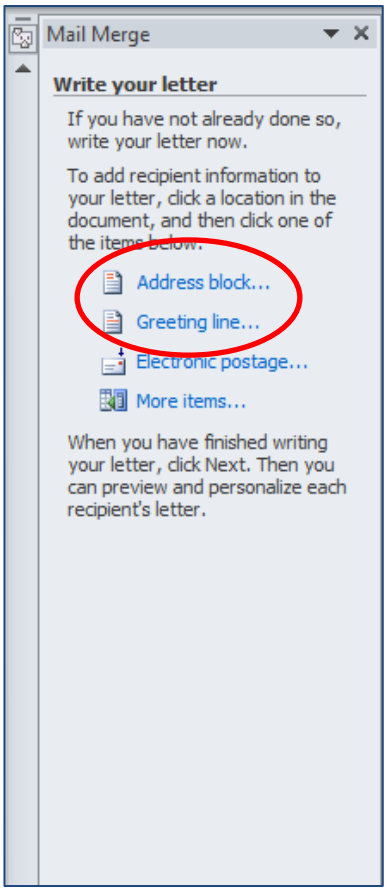


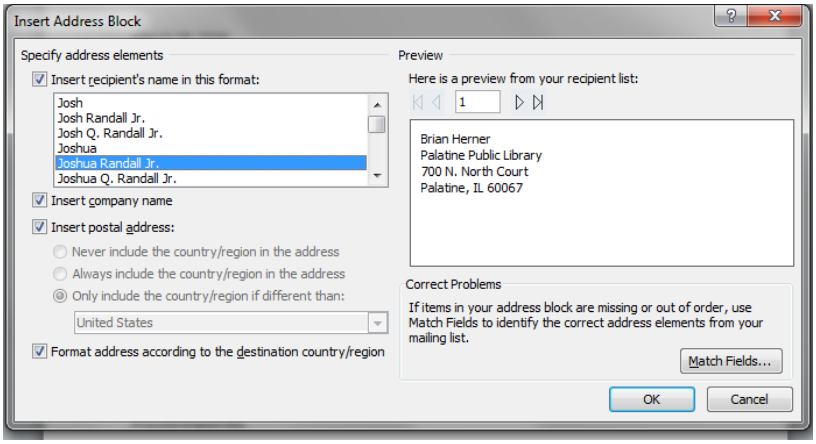


Once you have customized your columns, enter the first recipient's information into the appropriate fields and click on **New Entry** to add another recipient. Repeat until you are finished adding recipients to the list and click on **OK.** You will be prompted to N**ame** and **Save** your recipient list. Click on **Next** in the Navigation pane.

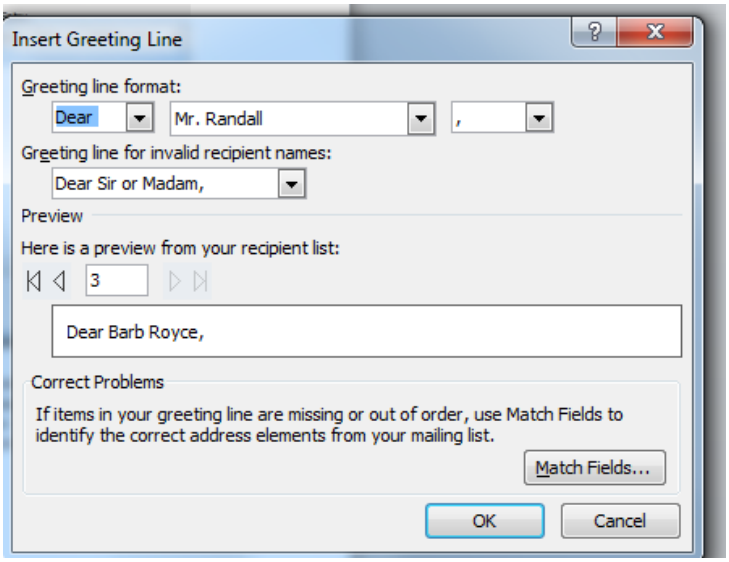


Place your cursor in the area of your letter, where you want the inside address to appear. Click on **Address block** in the Navigation pane. A Dialog box will appear allowing you to choose how you want the inside address information to appear in your letter. Choose your preferences and click on **OK**.

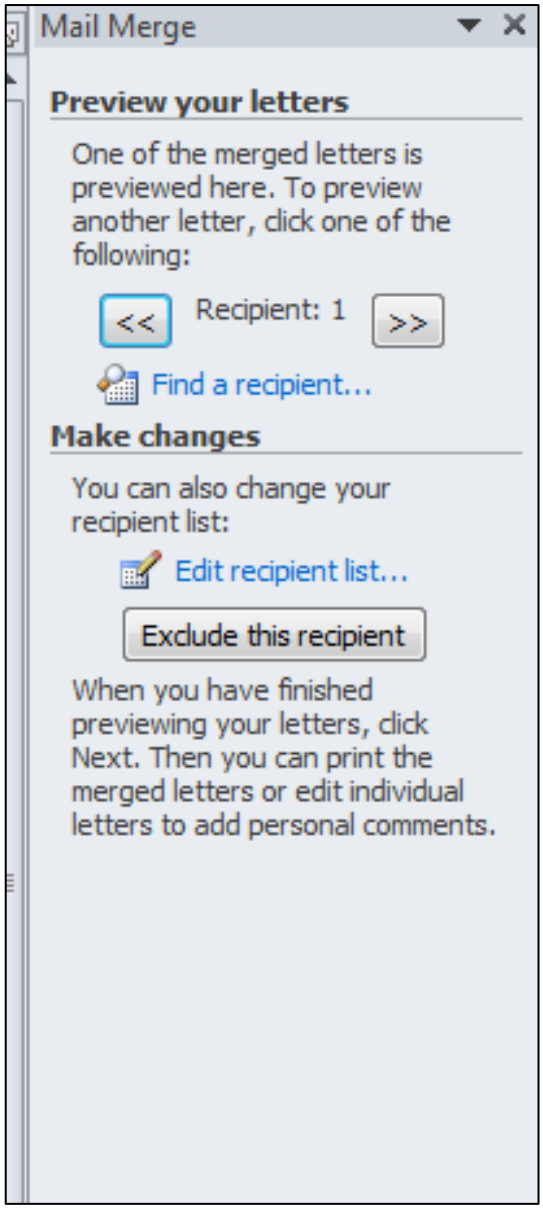




Move your cursor to the area where you want your greeting line to appear in your letter. Click on **Greeting line** in the Navigation pane and choose how you want your greeting to appear by clicking on the downward arrows in the dialog box and choosing your preferences. Click on **OK.**



Next, click on **Preview your letters** in the Navigation pane. You will see your letters with the names and associated data of each recipient inserted into them as you move through the recipient list. You may select recipients to leave out just by clicking on **Exclude this recipient** in the Navigation pane. You may also edit recipients by clicking on **Edit recipient list**. Clicking on **Next** at the bottom of the pane will Complete the Mail merge and allow you to print your letters.



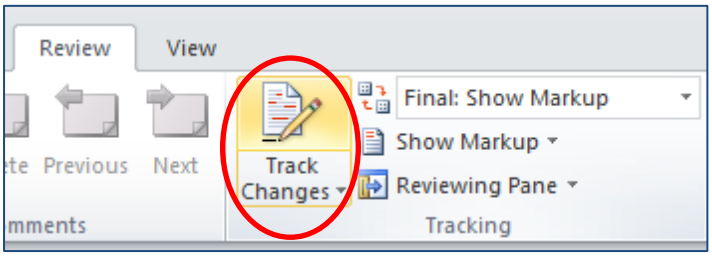
Track Changes

When you are editing a document, you may want to keep track of the changes you are making to it, especially if you are collaborating with others. **Track Changes** allows you to do that.

Click on the **Review Tab** in the Ribbon, and click on **Track Changes**.

From then on, any editing changes you make to your document will be indicated. The strikethroughs and underlines indicating changes that have been made will be color coded based on the user who made them.

If you click on the downward arrow under **Track Changes**, it will bring up a dialog box showing how different editing changes will be displayed by Word.



Try editing the errors in the sample text in your Practice document to see how the changes are displayed when you are using **Track Changes**.

To Whom it May Concern:

Thank you for taking the time to meet with ~~with~~ me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facuililty. I was very impressed with the layout of the showroom and competence of the staff at your company. I would love the chance to work in such a productive and very supportive atmosphere.

As we talked about, my many years of sales experience, both in commissioned flo~~u~~or sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would drive sales and drive customer satisfaction ratings. ~~at Quality Furnishings~~.

~~I wanted to let you know~~ that I have recently received my certificate from the Superior Sales Training program at the National Business Institute. Several techniques covered in the program are sure to bolster sales. I look forward to having the chance to implement them at Quality Furnishings.

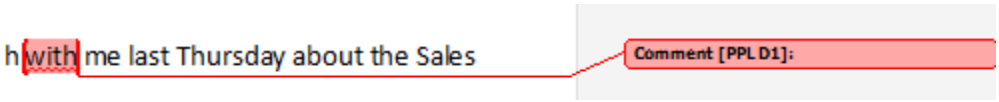
Thank you again for your consideration in filling this position. Please feel free to contact me if you have any questions or would like additional information. I am looking forward to hearing from you soon.

Very truly yours,

John M. Smith

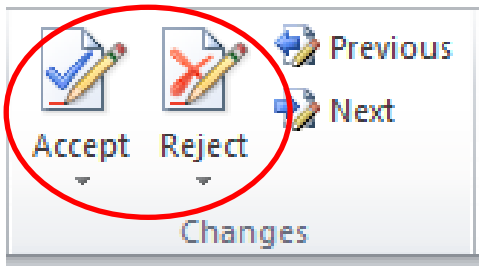
Tracking Changes

You can also add Comments instead of changing anything in the document. To add a comment, highlight the text you want to comment on, and click on the **New Comment** icon in the Comments group. A comment balloon will appear in the right margin allowing you to add your comment.



To delete a comment, simply select the comment you'd like to delete and click on **Delete** in the Comments group.

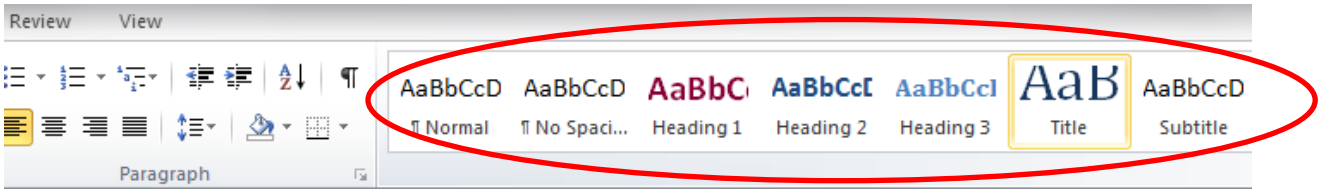
You can accept or reject changes by using the **Accept**/**Reject** icons in the Changes group. Click on the downward arrow under **Accept** to review each change and accept individually, or accept all changes. Click on the downward arrow under **Reject** to review each change and reject individually, or reject all changes.



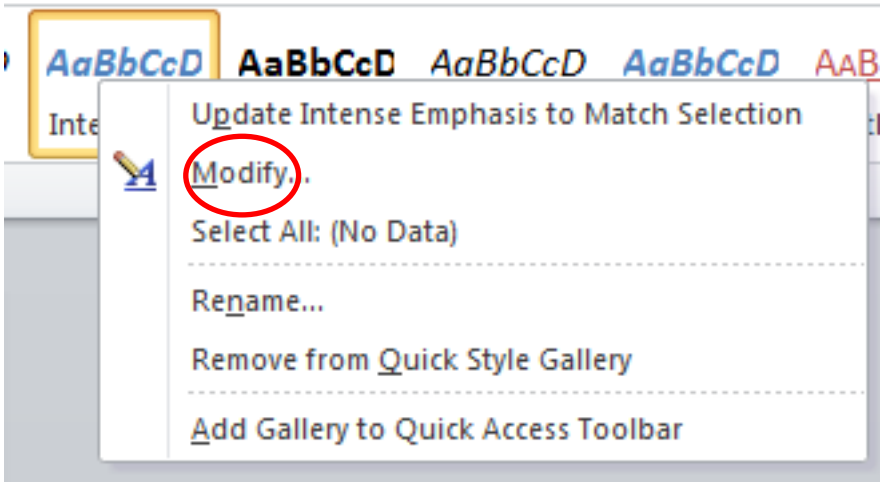
To turn off Tracking Changes, simply click on the **Track Changes** Icon again.

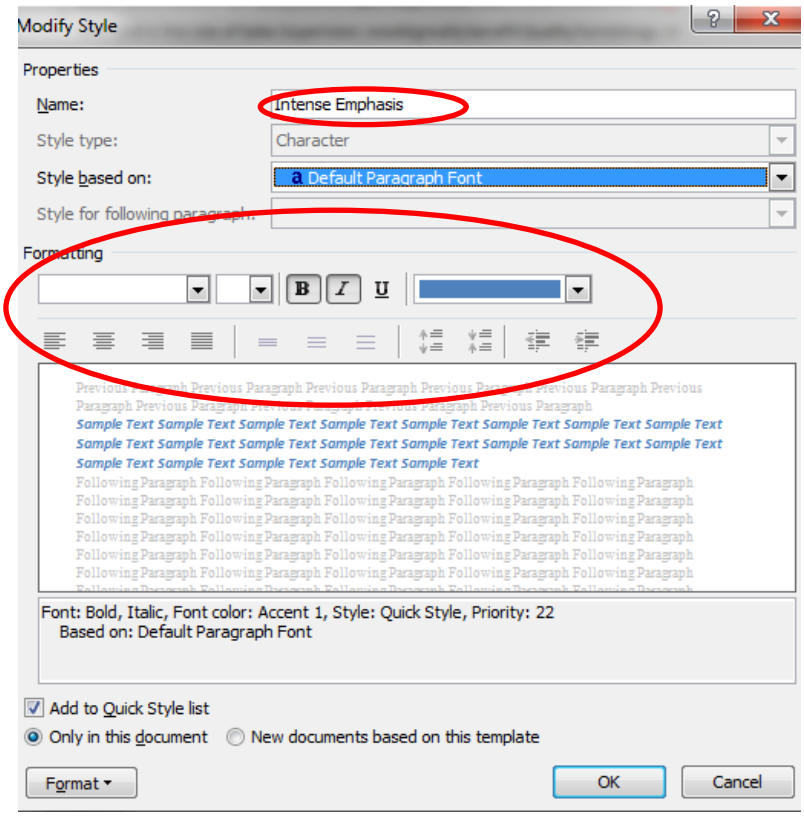
Styles

Styles is a useful tool in Word that can help make your document look very professional. A **Style** is a predefined combination of font style, color, and size of text that can be applied to selected text.



On the **Home Tab**, in the **Styles** group, you will see the different styles available. Click on the downward arrow to the right of the group to bring up even more styles. If you don't see a style that suits your needs you can right click on a style and then click on **Modify** to change it.

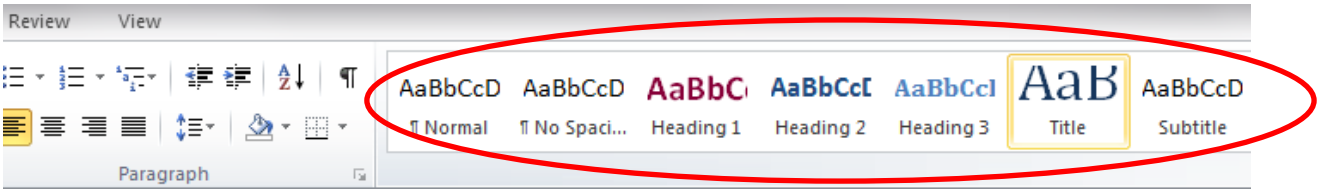




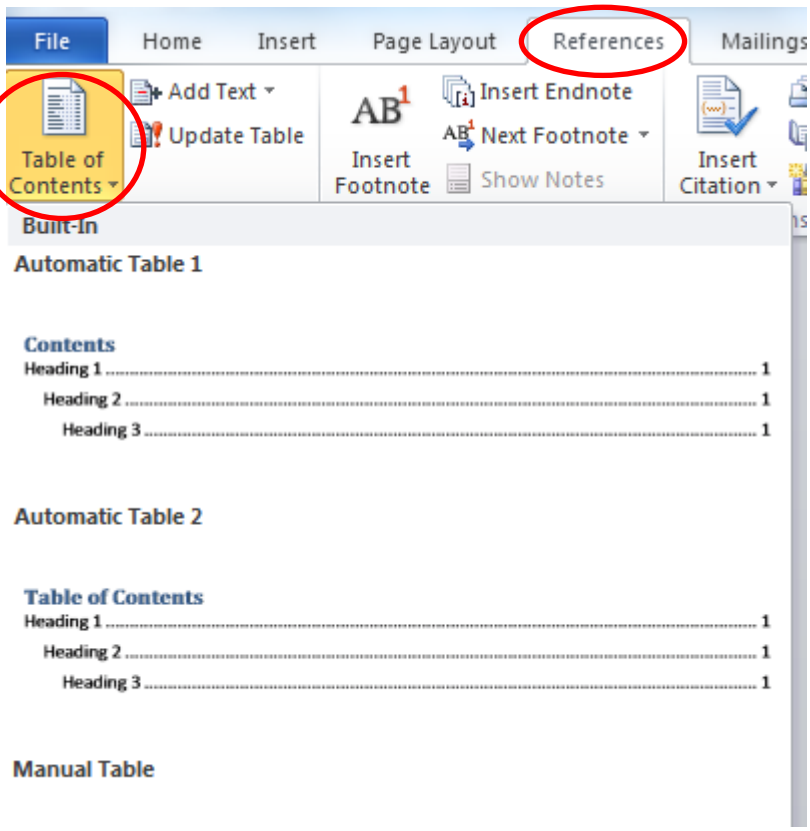
The Modify Style dialog box will appear allowing you to change the elements of the Style to meet the needs of your document. (You can also change the name of the Style.) Make your desired changes and click **OK**.

Create a Table of Contents Using Styles

Styles is particularly useful for creating Headings in your document. Using Styles for Headings allows you to very easily create a Table of Contents for your document when it is complete. The Headings in our Practice document have been created using the **Heading 2** Style.



Position your cursor at the beginning of the practice document. Pressing **CTRL Home** will take you there quickly. Make sure your cursor is positioned at the top left margin of the first page of your document and Press **CTRL Enter**. This will force a new page. You should now see a blank page. Make sure your cursor is positioned at the top left margin of this page. Click on the **References Tab** in the Ribbon. In the Table of Contents group, click on the downward arrow next to **Table of Contents.** Select the Table of Contents design that you want to appear in your document



The Table of Contents will appear in the location you specified. It should look similar to the one below.

Table of Contents

Crop a Picture/Rotate a Picture 1

Picture Corrections 1

sharpen/soften brightness/contrast 1

Borders/Picture Effects/Wrap Text 2

Format a picture using the picture tools tab 2

Remove Background/Artistic Effects 3

Tabs 4

Insert a Table 4

Convert Text to a Table 5

Insert a Text Box 5

Create a Mail Merge Letter 6

Track Changes 7

Using Styles/ Create an Automatic Table of Contents 8

Please fill out our survey – 8