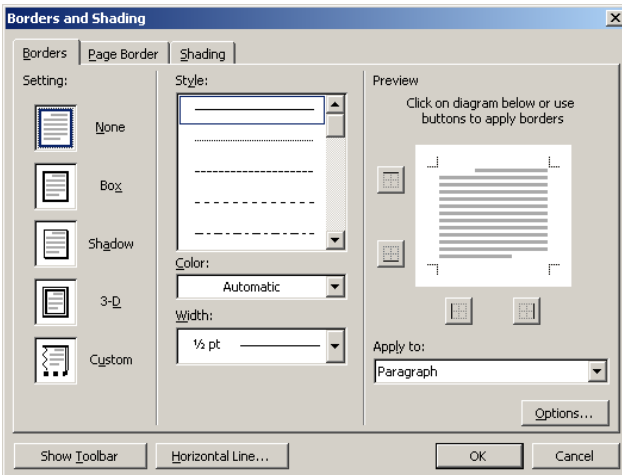


LAPTTOP EXERCISES

WORDS: Adding interest to your documents

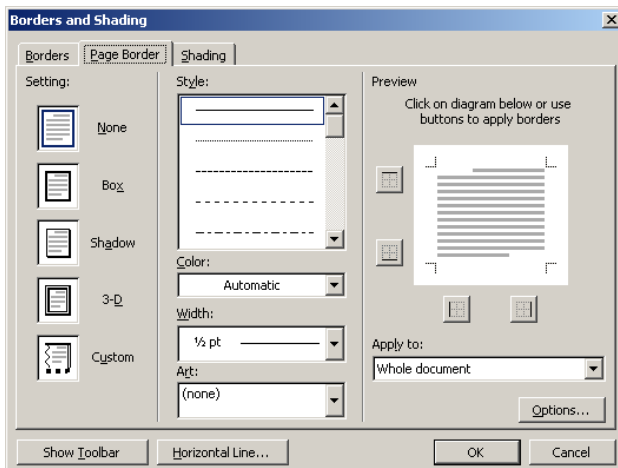
Documents in word processing can be made more interesting and colourful by the use of borders, fancy writing and pictures. This can be particularly useful when creating a poster, a sign or just writing a letter.

Page borders in MS Word



Click on the **Format** menu and click on **Borders and Shading**.

The first tab **Borders** allows you to place a border around the paragraph you have selected. You can change the style, colour and width of the paragraph as well as on which side the border appears by using the drop down boxes against each option or clicking the border on and off with the buttons around the preview.



The second tab **Page Border** allows you to place a border around the entire page. Again the style, colour & width can be changed but there is an additional option that allows a pictorial border using the **Art** drop down box.

On both of these, the style can be changed and will be previewed on the right hand side. Once you are happy with the preview, click OK to apply it to the actual page.

Word Art in MS Word

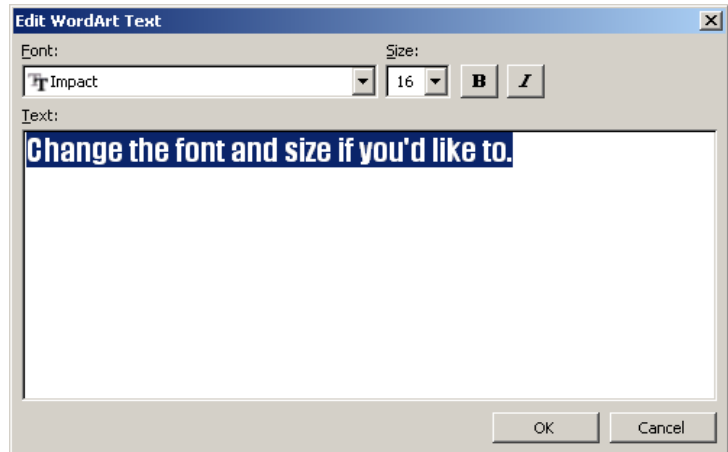
Click the **Insert** menu, go to **Picture** and move across to **WordArt**. The following menu will appear. Click on the style of writing you would like.



LAPTTOP EXERCISES

Type in the text you would like, change the font and size and change to bold or italic & click **OK**. The words will appear as a picture in your document.

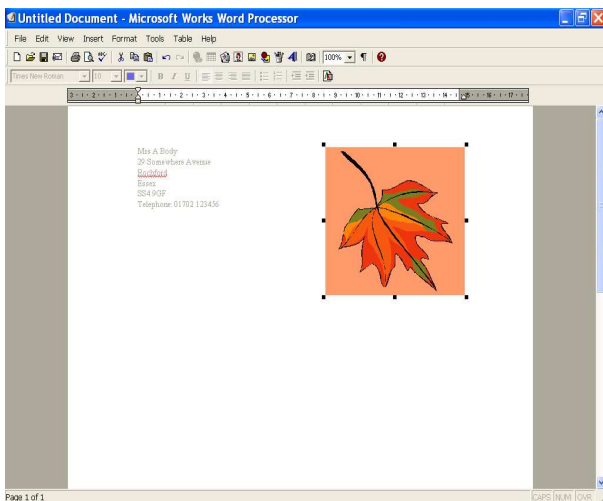
Because WordArt behaves like a picture, look out for the 'handles' around the edge which will allow you to resize and reposition your words anywhere on the page.



Inserting pictures in MS Word

Click the **Insert** menu and choose **Picture** from **Clip Art** (pictures pre loaded onto the computer) or **From File** (pictures loaded by you onto the computer).

Click on the picture you would like and click insert on the **Insert Picture** window. You may need to resize the picture and reposition it.



To resize pictures, first click on the picture to get the handles (dots around the edge) to appear, as shown in the screenshot.

Move the mouse over a corner handle until a 2 headed arrow appears and then click and hold the mouse key down, drag the handle to the size you would like the picture. Release the mouse key and the picture will resize.

To reposition the picture, move the mouse to the centre of the picture until a 4 headed arrow appears. Click and hold the mouse key down, drag the picture to its new position and release the mouse key. The picture will move.

A handy tip when inserting pictures. If your handles are solid black, you will only have limited movement with the picture. To make it much more moveable, click **Format, Picture** and select the **Layout** tab. Make sure the setting is 'tight' and click OK. When you return to the picture you will see the handles have changed to clear circles making the picture much easier to manoeuvre.

Finally, don't forget to save after every important change!