

Insert Clip Art

1. On the **Insert** tab, in the **Illustrations** group, click **Clip Art**.
2. A **Clip Art** task pane will appear on the right of your screen, in the **Search for** box, type a word or phrase that describes the clip art that you want.
3. Click **Go**.
4. In the list of results, double click on the clip art to insert it into your document.

Insert Picture from Web

1. Open the document.
2. From the Web page, drag the picture that you want into the Word document.

Insert Picture from File

To insert a picture saved in your computer, insert it by following these steps.

1. Click where you want to insert the picture in your document.
2. On the **Insert** tab, in the **Illustrations** group, click **Picture**.
3. Locate the picture that you want to insert. For example, you might have a picture file located in **My Documents**.
4. Double-click the picture that you want to insert and it will appear in your document.

NOTE: To resize a picture, select the picture you've inserted in the document. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while you do one of the following:

Sizing Graphics

You can easily resize pictures, text boxes, shapes, and WordArt in your file. You can also crop pictures or return them to their original size.

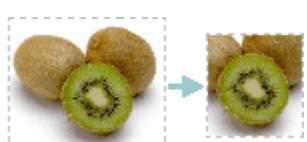


Manually Resize Graphics

1. Click the picture shape, text box or WordArt that you want to resize.
2. Small circles or squares, also known as sizing handles, will appear at the corners and sides of a selected object.
3. Click and hold on a sizing handle away from or toward the center to increase or decrease the size of the picture.

Cropping a Picture

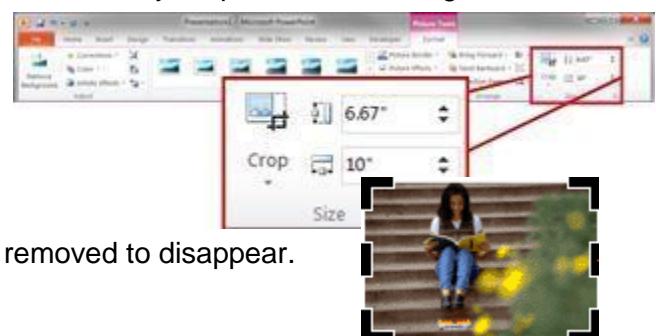
Cropping reduces the size of a picture by removing vertical or horizontal edges. Cropping is often used to hide or trim a part of a picture, either for emphasis or to remove unwanted portions.



1. Click on the picture that you want to crop.
2. Go to **Picture Tools**, on the **Format** tab, in the **Size** group, click **Crop**.
3. Black dotted lines will appear around your picture. Then drag the center

cropping handle on that side inward.

4. As you drag the cropping handle you will notice the area of your graphic you want removed will become gray.
5. Once you have cropped out everything you want, click outside of the graphic for the gray area you want removed to disappear.



Uncrop a Picture

You can always restore a resized or a cropped picture to its original appearance.

1. Click on your picture
2. Go to **Picture Tools**, on the **Format** tab, in the **Size** group, click **Crop**.
3. Black dotted lines will appear around your picture. Drag the black lines away from the center of the picture and the original picture will appear.

Advanced Formatting Techniques

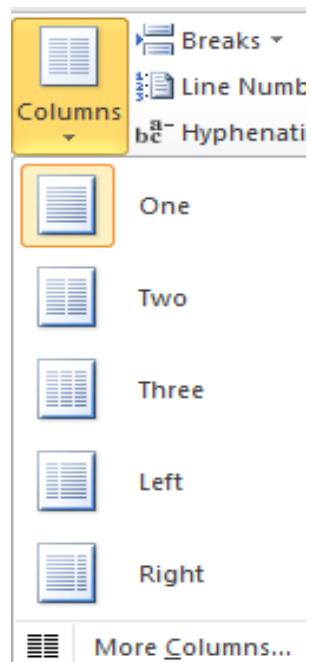
Create Columns

Columns can be used in documents such as brochures, newsletters or to save space when creating lists.

Add columns before entering text:

1. Go to the **Page Layout** tab, in the **Page Setup** group, click **Columns**.
2. Click the layout that you want. Your document will be formatted in columns.

NOTE: To add a vertical line between the columns, click **Columns** again, click **More Columns**, and then select the **Line between** check box. You can also adjust the column width and spacing.



Add columns to part of a document

To do that highlight the text you want formatted in columns, or place your cursor where you want columns to begin.

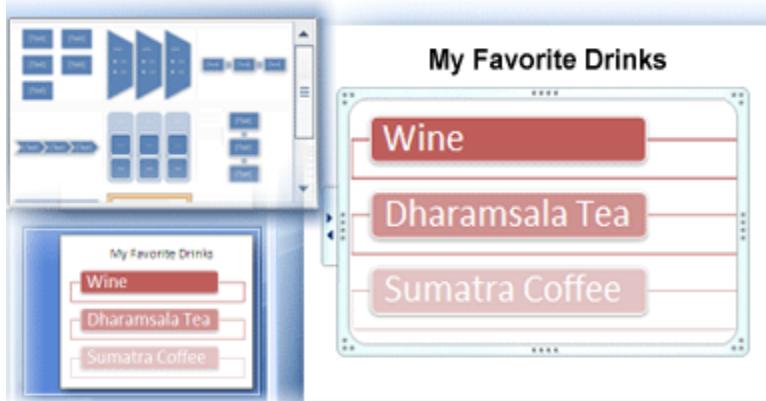
1. On the **Page Layout** tab, in the **Page Setup** group, click **Columns**.
2. Click **More Columns**.
3. Click the number of columns that you want.
4. In the **Apply to** list, click **Selected text** or **This point forward**.

NOTE: To change the layout again further on in your document, select text or click where you want to change the layout, and then follow the same steps. For example, you can change from one column to a two-column layout, and then you can change back to the single-column layout on a later page.

SmartArt Graphic

A SmartArt graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas. You

can create SmartArt graphics in Excel, Outlook, PowerPoint, and Word.



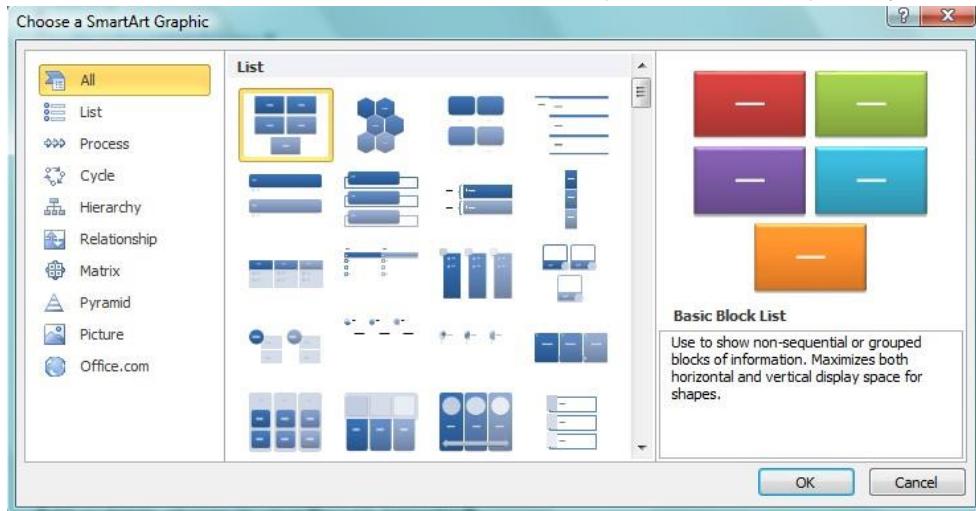
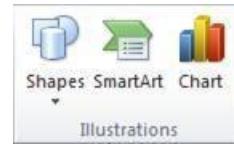
SmartArt graphics enables you to create designer-quality illustrations with only a few clicks of your mouse. When you create a SmartArt graphic, you are prompted to choose a type of SmartArt graphic, such as **Process**, **Hierarchy**, **Cycle**, or **Relationship**. Each type of SmartArt graphics contains several different layouts. After you choose a layout, it is easy to switch the layout or

type of a SmartArt graphic. Most of your text and other content, colors, styles, effects, and text formatting are automatically carried over to the new layout.

When you select a layout, placeholder text (such as **[Text]**) is displayed, so that you can see how your SmartArt graphic looks, nor is it displayed during a slide show. However, the shapes are always displayed and printed, unless you delete them. You can replace the placeholder text with your own content.

Create a SmartArt Graphic

1. On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.
2. In the **Choose a SmartArt Graphic** dialog box, click the type and layout that you want.
3. Enter your text by doing one of the following:
 - Click **[Text]** in the Text pane, and then type your text.
 - Copy text from another location, click **[Text]** in the Text pane, and then paste your text.



Add or Delete Shapes in SmartArt Graphic

1. Click the SmartArt graphic that you want to add another shape to.
2. Click the existing shape that is located closest to where you want to add the new shape.
3. Under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group, click the arrow under **Add Shape**.
4. Do one of the following:
 - To insert a shape after the selected shape, click **Add Shape After**.
 - To insert a shape before the selected shape, click **Add Shape Before**.

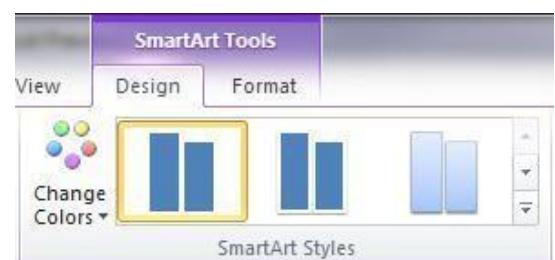


NOTE: To delete a shape from your SmartArt graphic, click the shape you want to delete, and then press **DELETE**. To delete your entire SmartArt graphic, click the border of your SmartArt graphic, and then press **DELETE**.

Format SmartArt Graphic

You can apply color variations to the shapes in your SmartArt graphic.

1. Click your SmartArt graphic.
2. Under **SmartArt Tools**, on the **Design** tab, in the **SmartArt Styles** group,
3. Select the SmartArt Style you wish to apply to add line styles, bevels or 3-D effects.
4. In the **SmartArt Styles** group you can also click **Change Colors** to further modify your SmartArt graphic.



NOTE: If you don't see the **SmartArt Tools** or **Design** tabs, make sure that you've selected a SmartArt graphic. You may have to double-click the SmartArt graphic to open the **Design** tab.

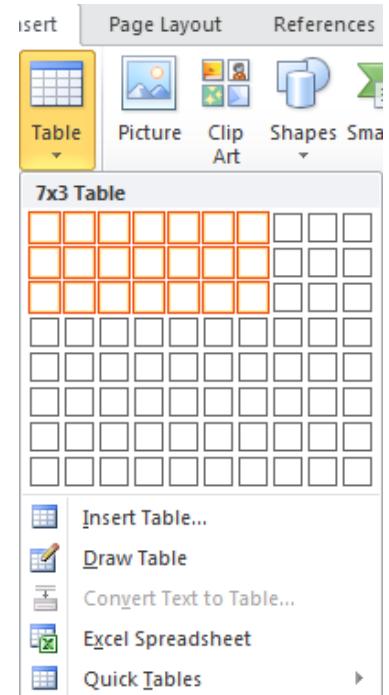
- Click the color variation that you want.

Tables

Using tables in Word can provide you with additional elements to any document. Tables can be used to create lists or format text in an organized fashion.

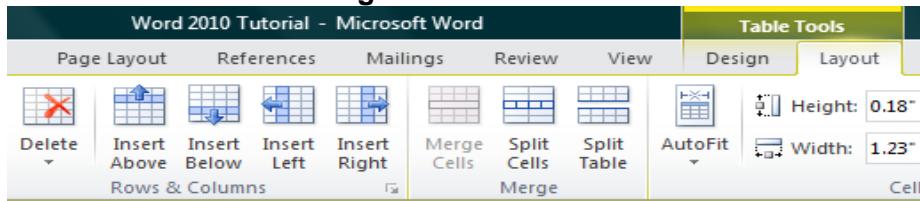
Inserting a Table

- Click where you want to insert a table.
- On the **Insert** tab, in the **Tables** group, click **Table**
- A drop down box will appear; click and hold your mouse then drag to select the number of rows and columns that you want inserted into your document. You will see your table appearing in your document as you drag on the grid.
- Once you have highlighted the rows and columns you would like let go of your mouse and the table will be in your document



Add Row/Column to Table

- Click on the table.
- Under **Table Tools**, go to the **Layout** tab
- Click on the **Insert Above** or **Insert Below** to add a row, Click on **Insert Left** or **Insert Right** to insert a column.



- Click on **Delete** to remove a column, row or cell.

Delete a Table

- Rest the pointer on the table until the table move handle appears, and then click the table move handle.
- Press BACKSPACE on your keyboard.

Delete Table Contents.

You can delete the contents of a cell, a row, a column, or the whole table. When you delete the contents of a table, the table's rows and columns remain in your document.

- Select the contents that you want to clear by following the table below:

TO SELECT	DO THIS
The entire table	In Print Layout view, rest the pointer over the table until the table move handle appears, and then click the table move handle.
A row or rows	Click to the left of the row.
A column or columns	Click the column's top gridline or border.
A cell	Click the left edge of the cell.

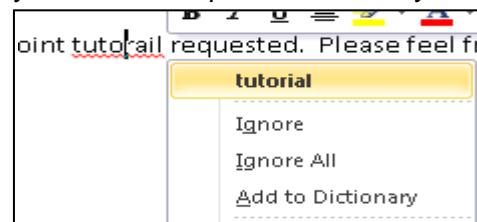
- Press DELETE.

Finalizing a Document

Using the "Spell Check" Feature

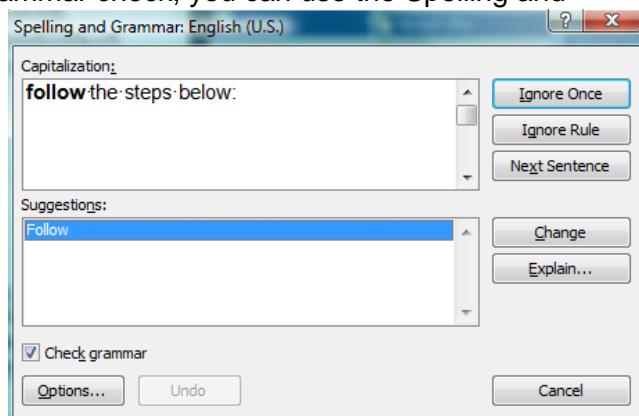
As you type your document, red wavy lines will appear under any word that is spelled incorrectly. The fastest way to fix spelling errors is to:

1. Put your cursor over the misspelled word and right click.
2. A drop down box will appear with correct spellings of the word.
3. Highlight and left click the word you want to replace the incorrect word with.



To complete a more comprehensive Spelling and Grammar check, you can use the Spelling and Grammar feature.

1. Click on the **Review** tab
2. Click on the **Spelling & Grammar** command (a blue check mark with ABC above it).
3. A **Spelling and Grammar** box will appear.
4. You can correct any Spelling or Grammar issue within the box.



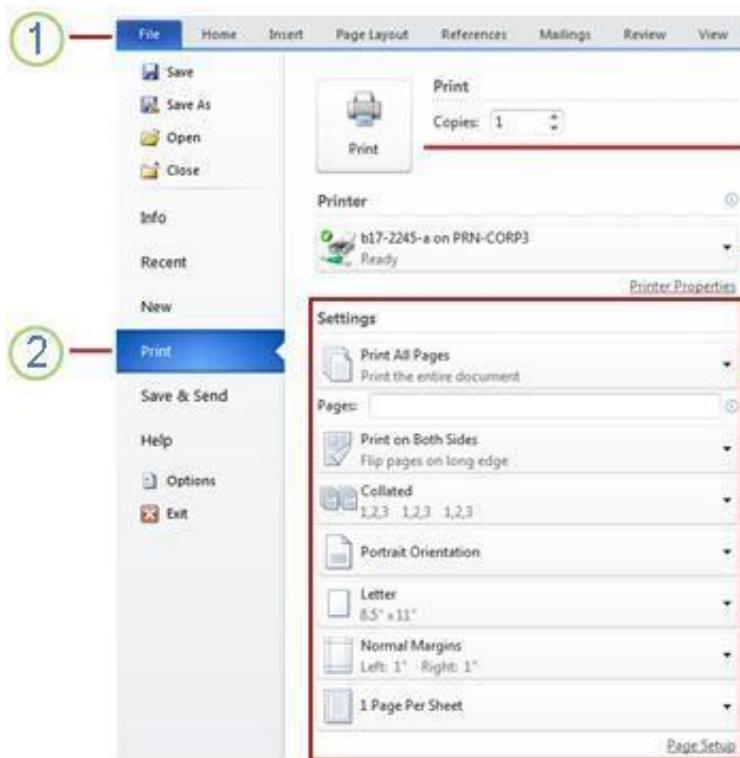
Print Preview

Print Preview automatically displays when you click on the **Print** tab. Whenever you make a change to a print-related setting, the preview is automatically updated.

1. Click the **File** tab, and then click **Print**. To go back to your document, click the **File** tab.
2. A preview of your document automatically appears. To view each page, click the arrows below the preview.

Print

The **Print** tab is the place to go to make sure you are printing what you want.



1. Click the **File** tab.
2. Click the **Print** command to print a document.
3. Click the **Print** button to print your document.
4. This dropdown shows the currently selected printer. Clicking the dropdown will display other available printers.
5. These dropdown menus show currently selected **Settings**. Rather than just showing you the name of a feature, these dropdown menus show you what the status of a feature is and describes it. This can help you figure out if you want to change the setting from what you have.

TIP: To go back to your document and make changes before you print it, click the **File** tab.

2.

Save a document

To save a document in the format used by Word 2010 and Word 2007, do the following:

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File name** box, enter a name for your document.
4. Click **Save**.

To save a document so that it is compatible with Word 2003 or earlier, do the following:

1. Click the **File** tab.
2. Click **Save As**.
3. In the **Save as type** list, click **Word 97-2003 Document**. This changes the file format to .doc.
4. In the **File name** box, type a name for the document.
5. Click **Save**.

Help

If you need additional assistance when completing your document you can use the help feature.

1. Click on the blue circle with the white question mark command
2. A **Help** box will appear.
3. Click in the **Search Help** textbox and type what you need help
4. Click the magnifying glass next to the text box and the possible  with solutions will appear.

For additional information Microsoft Office has a great online resource that provides you with step by step instructions in a variety of topics. This link will bring you directly to the Word 2010 Help and How-To page: <http://office.microsoft.com/en-us/word-help/CL010256357.aspx>