

# **A little bit of Windows 10 & A little bit of Microsoft WORD**

## **Lesson the fifth** **Do More with Word**

**Henry S. Winokur, Instructor**

**©2021**

## Table Of Contents

|                                  |   |
|----------------------------------|---|
| ACTIVITIES FOR LESSON 5.....     | 3 |
| QUICK REVIEW (done at home)..... | 3 |
| SELECTED SHORTCUTS.....          | 4 |
| HEADERS AND FOOTERS.....         | 4 |
| FOOTERS AND PAGE NUMBERS.....    | 6 |
| ADDING IMAGES.....               | 8 |

## Activities for Lesson 5 (all demoed in class, all practiced at home)

- Insert headers and footers
- Add images to documents
- Format and edit images
- Make changes to Page Layout
- Discuss how to acquire Microsoft 365 and other versions of Office
- ***Fill in class-evaluation form on your own time & return it to Jodie Rasch***

## Quick Review (to be done at home)

Open a new document using just KB commands. Type **=rand(4)** and tap **Enter**.

Do the following:

1. Bold the first word
2. Center and type **MY EDITED DOCUMENT** as the title for the document:
3. Change to the **FONT** of your choice, for the first ***paragraph***
4. Change to the **FONT SIZE** of your choice (but different than #3, above) for the first ***line***
5. **MOVE** first paragraph to the end of the document
6. Select the new first paragraph of the document and **COPY** it to a *new* document using only **KB** commands.
7. Select the first line of the original (4-paragraph) document and **MOVE** it to the end of the same document
8. Using the **BULLETED LIST** feature, type the following list in a **new** blank document:

## Selected Shortcuts

- Editing Commands
  - Cut = **CTRL + X**
  - Copy = **CTRL + C**
  - Paste = **CTRL + V**
- Saving
  - **CTRL + S** or Click the diskette icon on the **Quick Access Toolbar**
  - **Save As: Function Key 12 = F12**



9. When you are done, change the format of the bulleted list to a numbered list. Note the change in sub-categories.

*(end of review)*

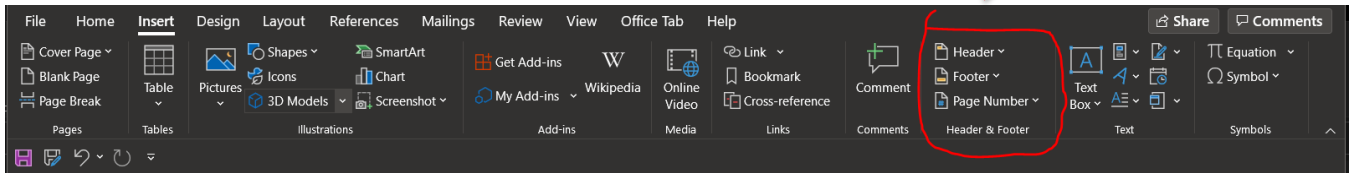
## Headers And Footers

**Headers** and **Footers** contain information pertaining to the document that appears at the top or bottom of *every* page in the document with the possible exception of the first. Enter the desired information once and **Word** places it in the same location on every page. There is an area at the top and bottom of each page reserved for the header and footer. When the header/footer areas are active, the page body is inactive and *grayed out*. When the body is active, the header/footers are inactive. The **title page** of a document is usually the first page and the one where you would not want the header (or footer) to be seen. **NOTE:** Anything you can do in a *header*, you can do in a footer, so the examples are somewhat interchangeable.

What does **this document's** header say?

## Create a header

1. The header option is included on the **INSERT** Tab: The header (and footer) commands are located in the **Header & Footer** mini-menu.



As with many options in **Word**, there is a *gallery* of predefined *header/footer styles* to choose from. If you find one that meets your needs, you can just select it. If you need to modify the header in some way, select the template and then **EDIT HEADER** (at the bottom of the **Header menu**). Some header styles include page numbers. Page numbers can be anywhere (header, footer, or document body).

### **EXERCISE:** Create a Header

Open a new blank document (KB shortcut?) and generate 10 paragraphs—using the **=rand(10)** command, then tap **enter**.

You can be on any page of a document to create the header.

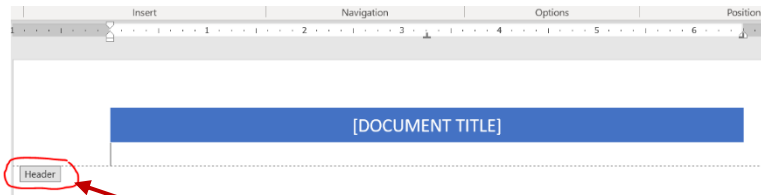
1. Click the **Insert Tab** to display the **Insert Ribbon**,
2. Click the **HEADER** button in the **Header & Footer mini-menu** to display the header gallery (as at the top of the page),
3. Scroll down the gallery list until you locate the header style named **BANDED** (the names are above the headers), and select it,
4. **The Header & Footer Tools/Design** Contextual (only show up when



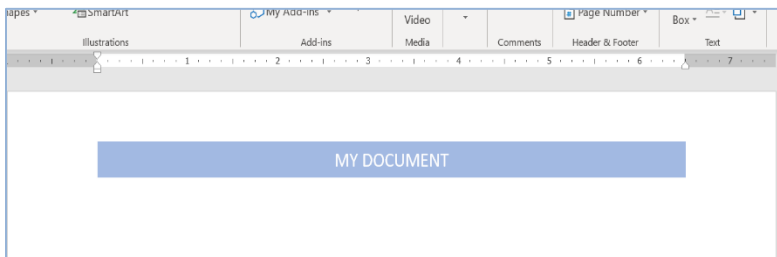
working in specific tabs) **Tab** appears and offers many options to modify things in the header/footer. (Again, the *body* of your document is **grayed out** while you are working in a header or footer.)

A little bit of Microsoft *Windows* & a little bit of Microsoft *Word*  
Lesson 5—Do More with Word

5. Click in the placeholder titled “*Type the Document Title*” and type **My Document**. The results should look like this:

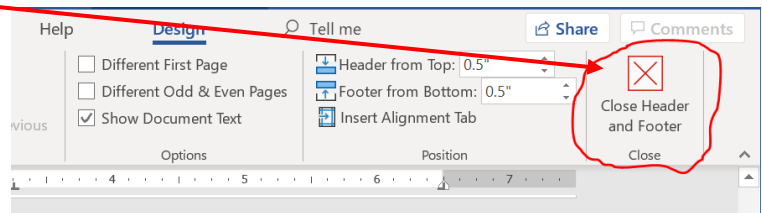


6. When you click on the **Header** Tab in the document, the header will close and your document should look like this:



There are a couple of other ways to close the Header/Footer Menu.

You can click on the big **red X** at the right end of the ribbon to close the header/footer work space,



**OR**

you can double click *quickly* in the **body** area (outside the header/footer area) and focus will return to the **body** area (and the header/footer areas will be grayed out as they are now inactive). If you double click and nothing happens you need to click *more quickly*! **OR** look for that big **red X** at the right end of the ribbon.

## Footers & Page Numbers

Like the header, the **footer** appears on all pages except, perhaps, the first and is at the bottom of a page. What info is in **this** document's footer?

### Page numbering



**Word** provides you with several methods of including page numbers. You can include them in a regular footer or header or you can just insert page numbers anywhere in the document using just the **Page Number** option in the [Header & Footer mini-menu](#). The options and styles for page number location are quite extensive.

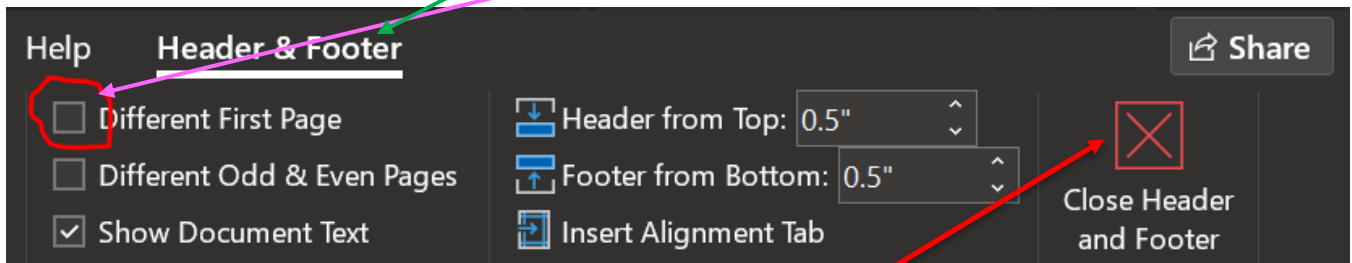
### Exercise: Create a footer (on your time)

Like Headers, you do not need to be on the first page of the document to insert a footer. **Word** fills in all pages. When the header or footer is open, the opposite location is also open.

7. Click the **INSERT** Tab, if necessary.
1. Click the **FOOTER** button in the [Header and Footer mini-menu](#) to display the gallery.
2. Scroll through the gallery until you come to the **BANDED** style. It only provides for page numbers and no other information.
3. Click the **BANDED** footer style to select it.
4. Immediately page numbers appear on each of your document pages and the **Header & Footer Tools Contextual Tab** appears—just like before—so the graphics are not repeated here.
5. Press **CTRL + S** to save your document. If you get the **Save As** dialog box, what's the reason?

Most documents do **not** have header or footer information on the first page, because the 1<sup>st</sup> page is usually the Title Page. To remove 1<sup>st</sup> page information:

8. On the **INSERT** Tab, in the *Header & Footer mini-menu* click on either  or  drop down menu. If there is already a header/footer in the document, double click *inside* either section, even if it's grayed out.
2. In the Ribbon almost directly below the **Header & Footer Tab**, place your mouse's pointer in the box just to the left of **Different First Page** and click once.

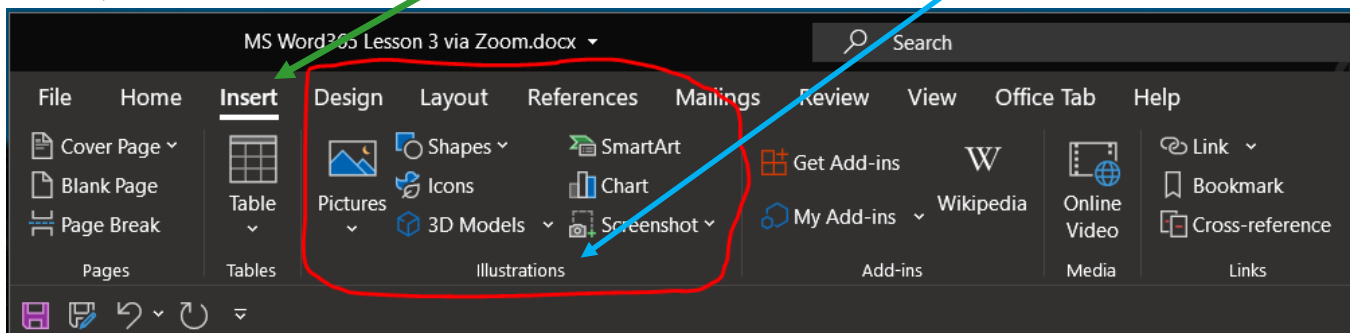


Then if you're finished editing, click the big **red X** to close. You can also tell Word to make **Odd & Even** pages different for the document's header and footers.

If you select **different 1<sup>st</sup> page**, then the header and footer information disappear from the first page, but appear on all other pages.

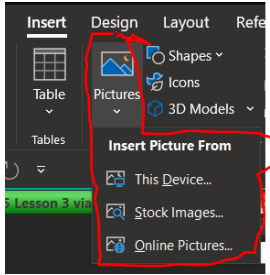
## Adding Images

3. To add an image, click on the **INSERT** Tab and from the *Illustrations mini-menu*,





A little bit of Microsoft *Windows* & a little bit of Microsoft *Word*  
Lesson 5—Do More with Word



select the **Pictures** drop down, and select the picture source of either ***This Device...***, ***Stock Images...*** or ***Online Pictures...*** (on the web) depending where the image is from<sup>1</sup>. You may choose to leave the image in the same basic position where **Word** originally positions it, or you can drag the image horizontally or vertically.

The image always appears between paragraphs or lines of text. But fear not. The location within the printed copy depends on where you want to put it.

There are some additional tools which **Word** has to help handle the image:



When the image is selected, you can see the circular arrow (1) at the top of the image (to the left), which allows the image to be rotated—sometimes you might find it on the bottom. The circles (2) along the edges of the image are called **handles**. There are 8. They are used to resize the image. Using the corner handles will maintain the **proportions** of the image as it is resized. 3 is for the different layout options. Click to see what's available or

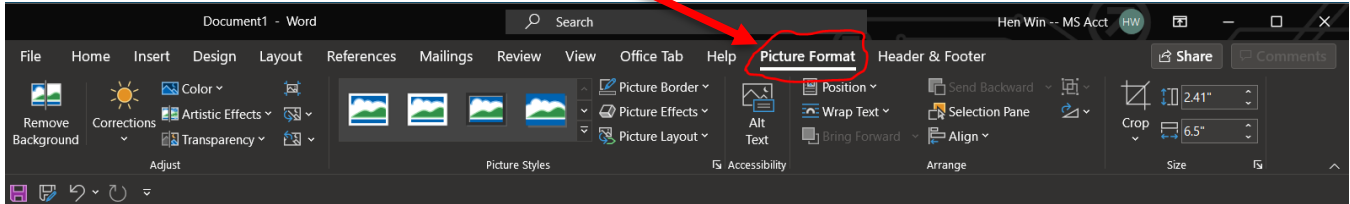
**right click** in the image and chose ***wrap text*** to see what choices are available. You should experiment to see which one works best.

---

<sup>1</sup> Images that come from the web may be copyrighted. If that is the case, permission from the copyright holder is usually required before you can use it. **BE CAREFUL** or you might open yourself to a lawsuit.

A little bit of Microsoft *Windows* & a little bit of Microsoft *Word*  
Lesson 5—Do More with Word

As soon as you select the image, some new tools become available on the Tab row *above the Ribbon* and to the right of the **HELP**. Since we're working with images, there is now the **PICTURE FORMAT** Tab:



Whether the Picture Format ribbon fully displays, depends on how wide your screen is *and* how wide your **Word** window is (obviously the wider the better, in this case).

### **EXERCISE:** Insert an Image

To insert an image, place (click) the insertion point cursor where you want the image and then click on the **INSERT** Tab. In the *Illustrations mini-menu* click the **Pictures** button.

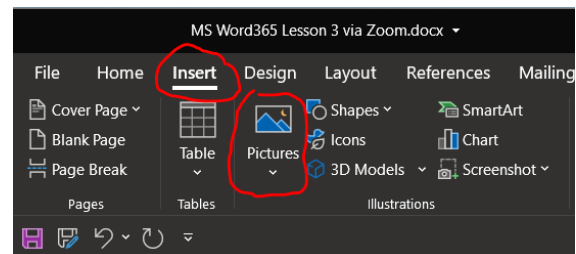
When you click the **Pictures** button you have to choose from the 3 selections mentioned above (*This Device...*, *Stock Images...* or *Online Pictures...*). If you know you have photos on your computer, select **This Device....** You may have to navigate to the location of the picture file you want to insert. The default location presented in the selection window may be the *Pictures/My Pictures* folder. (Though this is the default location for images on a Windows machine, there is no requirement that you use that location.)

Try it: (on your time...)

1. Scroll back to **page one** of your document and click between the first and second paragraphs

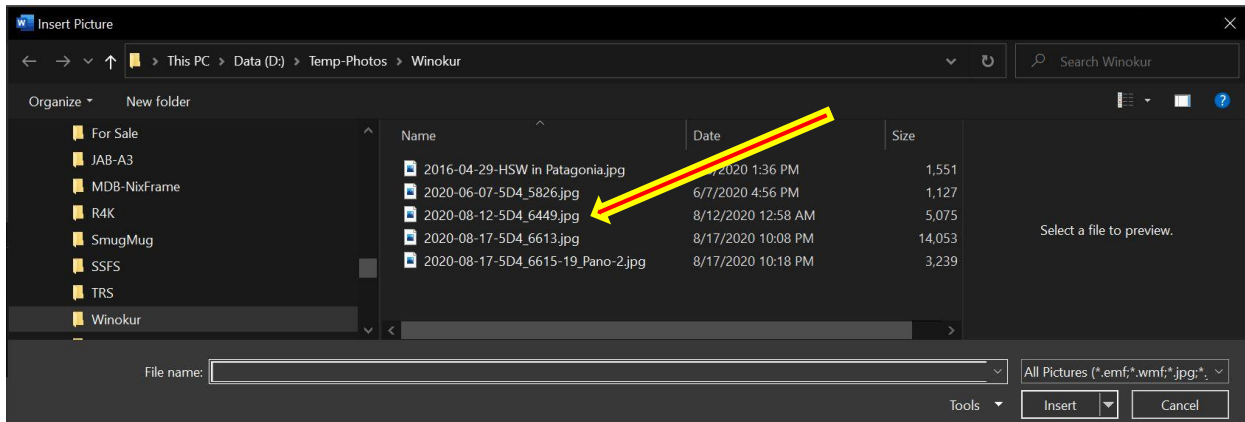
Click the **Insert** Tab heading:

2. Click the **Picture** button in the *Illustrations mini-menu*



A little bit of Microsoft *Windows* & a little bit of Microsoft *Word*  
Lesson 5—Do More with Word

3. The **Insert Picture From** window opens, showing the 3 choices mentioned above, which is where Windows expects your images to be stored. Choose one image (or more). (**NOTE**: If you are at *your* computer you will have to know which folder(s) contain images, and navigate there.)
4. Double click the photo's file name (or thumbnail image) to place the image in the document.



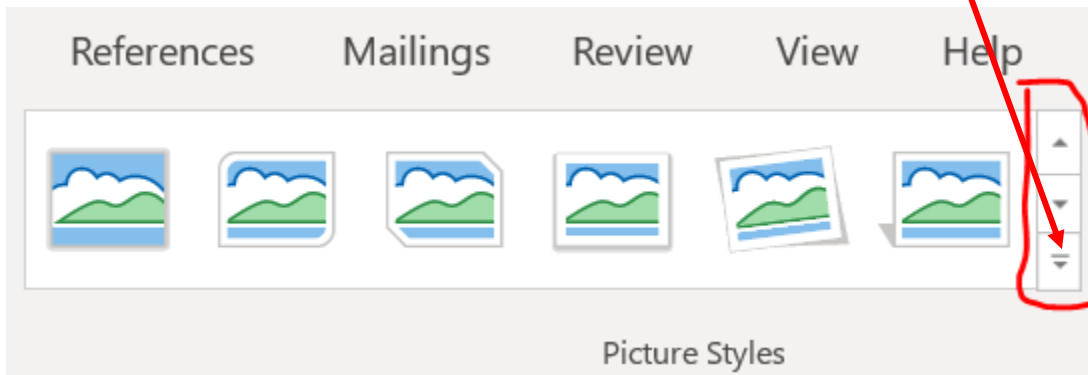
5. See **page 9** for the **handles** discussion. Place the cursor in the circle handle in the lower-right corner of the picture and ensure it turns into a **diagonal two-headed arrow** cursor.
6. If the image is small (less than ¼ page) and you want to enlarge it, keeping the proportions, position the cursor on one of the corner handles and holding the left mouse button down, move the mouse diagonally down-and-to-the-right. Stop when the picture is big enough. For this exercise, you want it to fit nicely within the page and surrounding text. The exact size is up to you.

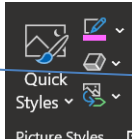
### **Exercise:** Adding a Frame to an Image

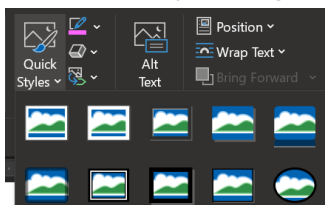
Adding a frame to your digital image is optional, but it can add some “*pizzazz*” or a more professional look to your document. *Live Preview* makes it easy to try various frame styles contained in the **Pictures Style** Ribbon before you commit. You should frame your image before positioning it in a final location on the page.

1. Ensure the picture is selected (if not, click inside it)

2. You should see the **Picture Format** Tab to the right of the **HELP** Tab. Its options are displayed on the Ribbon. If you don't see the **Picture Format** tab, **double-click** the picture to display the **Picture Format** Tab contents.
3. Move to the **Picture Styles** gallery on the Ribbon and move the mouse across the frame styles in the row that's shown, but **do not** click. Note how your interim selection is immediately displayed on the image by *Live Preview*. If you cannot see a frame-type, use the bottom arrow on the right side of the *Picture Styles* menu to bring up the entire group:



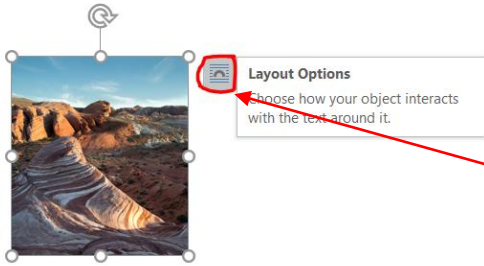
4. If your Ribbon isn't wide enough you might not be able to see the picture styles "framing" options at all. You may just see this:  in which case simply click the down arrow next to the word "Styles", and you'll get a window full, like this:



Since the styles are "live" all you have to do is place your mouse pointer over the particular "treatment" and you'll see a sample of what it would look like.

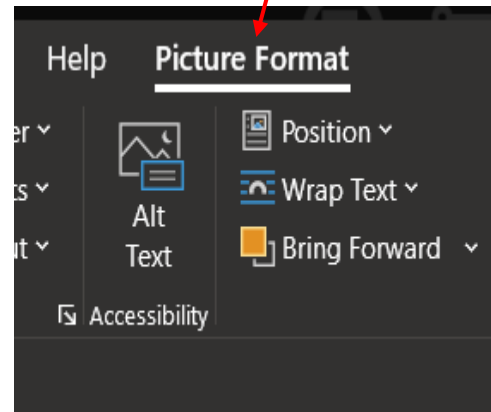
### **Exercise: Position your image**

Now that you have your image inserted, sized, and framed, you want to find the best location for it in relation to the surrounding text. You can control how text flows around your image. You see various types of text flow in magazines. You can achieve some interesting flow effects by choosing how **Word** handles the text using this tool, which is found to the top right of the selected image:

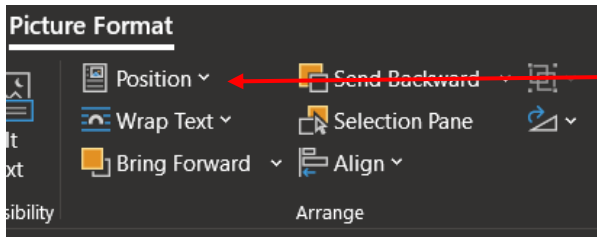


Explore the positioning tools **Word** offers.


See how the text will flow around the image by clicking on the **Layout Options** control (circled in **red** to the left) **or right** clicking *in* the image and selecting **wrap text** from the menu. Ensure your **image is selected** and the **Picture Format contextual Tab** is visible:



1. Move to the **Arrange mini-menu** of the **Picture Format Tab**:



Locate and click the **Position** drop down to display the position selection gallery. This option sets the general location of your image within the page. The image can then be moved later to “fine tune” its location.

2. Click the first option in second row of the **With text wrapping** section (its screen tip says “Position in middle left...”) to set the relative position of the image in the center of the page, with the image on the left side and the text to the right.
3. Adjust the position of the picture in relation to the text and margin by selecting the image and then dragging it with the mouse only when you see the **four-headed arrow**  cursor.

4. Use **Live Preview** to select a frame from the Picture Styles menu with the **Wrap Text** menu selections to cause the text to wrap (around) the picture in different ways.
5. Select one of the available options.
6. Place a second image of your choice from the **Online Pictures** button (type **clip art** in the box that appears) in a new place within the same document.

**That's all for today folks!**