

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

## **Lesson the sixth Do Some More with Word**

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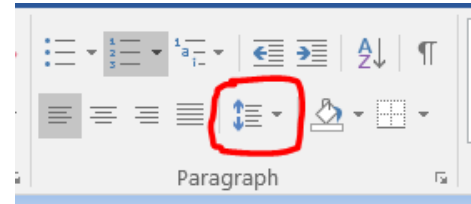
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## More on Formatting

### Line Spacing

To adjust the amount of space between the lines of text of a new document, follow these steps as you begin a new document:

1. Select some text.
2. Use the **Paragraph** mini-menu in the **Home** Tab and click the **Line Spacing** icon.

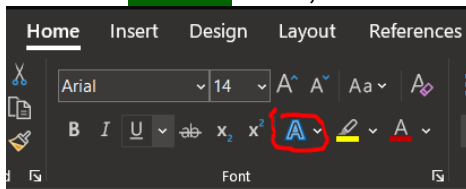


3. Move the mouse up and down over the number of line spaces that you want. You can see the changes “on the fly” in the document!
4. Obviously this can also be done on an older document. You can change the line spacing when and however you want within the confines of the available adjustments.

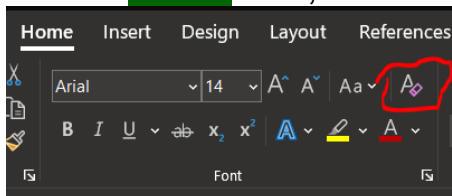
### Adding text effects

You can add shading/highlighting to text as well as change the color of each letter. To do so:

1. Select the text that you want to add an effect to.
2. On the **Home** Tab, in the **Font** mini-menu, click the **Text Effect** button:



3. Click the effect that you want (notice there are 2 selections).
4. Click on the effect you want to add.
5. To remove text effects:
  - a. Select the text that you want to remove an effect from, and
6. On the **Home** Tab, in the **Font** mini-menu, click **Clear**

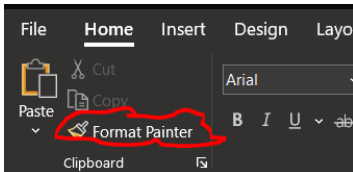


OR, *easier*, use the **Undo** KB shortcut (**CTRL + Z**).

## Format Painter


The format painter is an easy way to copy formatting from one location to another. For example, to copy the formatting of any item to another item, do the following:

1. Place the I-beam into the area whose formatting needs to be copied,
7. In the **HOME** Tab, in the **CLIPBOARD mini-menu**, click on Format Painter:



2. To copy **1 iteration** of the formatting, click once.  
To do **multiple iterations**, double click.
3. When the mouse is moved into the document, the pointer becomes a paint brush next to an I-beam.
4. Move the I-beam to the item you want to apply the formatting to, and click once. For multiple iterations, select the first and click and then move to the 2<sup>nd</sup> and click, and the 3<sup>rd</sup>, 4<sup>th</sup>, etc.

→ Using the  will save time and energy.

NOTE: if your Ribbon is compressed because your screen is narrow, you may only see the brush portion of the icon  but no text.

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## For You to Try on your own time:

1. As a review for the course, create a document with a short two-to-three sentence paragraph about what features of **Word** you find most useful.
2. Follow the paragraph with a two-column, two-row chart.
  - a. Fill in the chart with a keyboard shortcut name (i.e. **CTRL+ N**) in the first cell followed in the same row with a short explanation of what the shortcut does.
  - b. Complete the chart with a second entry on the second row.
  - c. Choose one of the chart styles available in the **Table** menu.

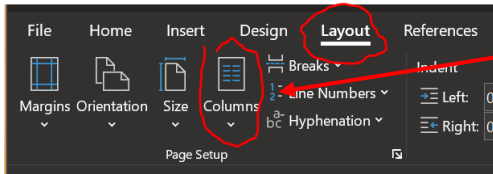
3. Insert a graphic (picture or clip art) between the paragraph and the chart.

## Columns

Columns of text are often used instead of paragraphs across the page when creating documents such as brochures, newsletters, and lists.

To **create columns** before adding text:

1. First, click the **Layout** Tab. Then in the **Page Setup** mini-menu, click



**Columns.**

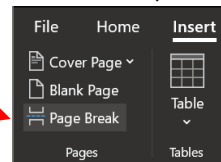
2. Click the layout that you want. Your document will be formatted in columns.

3. 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 in the ruler.

## Page Breaks

To insert a page break (causes Word to go to the next page),

5. Under the **Insert** Tab, at the left end of the **Ribbon**, click on the **Pages** mini-menu, select **Page Break**.

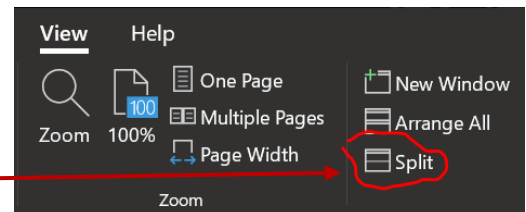


## Page Splits

Page splitting allows the user to see two different parts of the same document at the same time. The feature is incredibly useful when making changes to different parts of the same document.

Under the **View** Tab, on the **Zoom** mini-menu,

Click on the **Split** command.



## Image Tools

Sizing, positioning, and framing images in a project document are very individual things. Only **you**—unless you have an editor—can decide what “looks best” in your document. You have seen some of the tools you have at your disposal during this lesson.

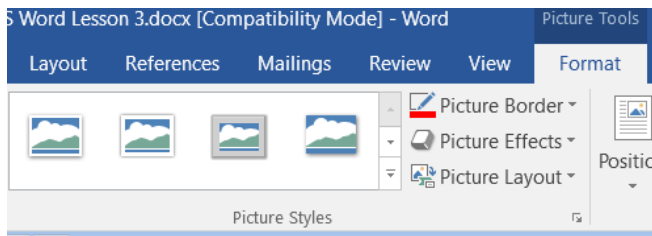
The basic tools at your disposal while your photo is selected are:

- The “**grab handles**” to resize the image:



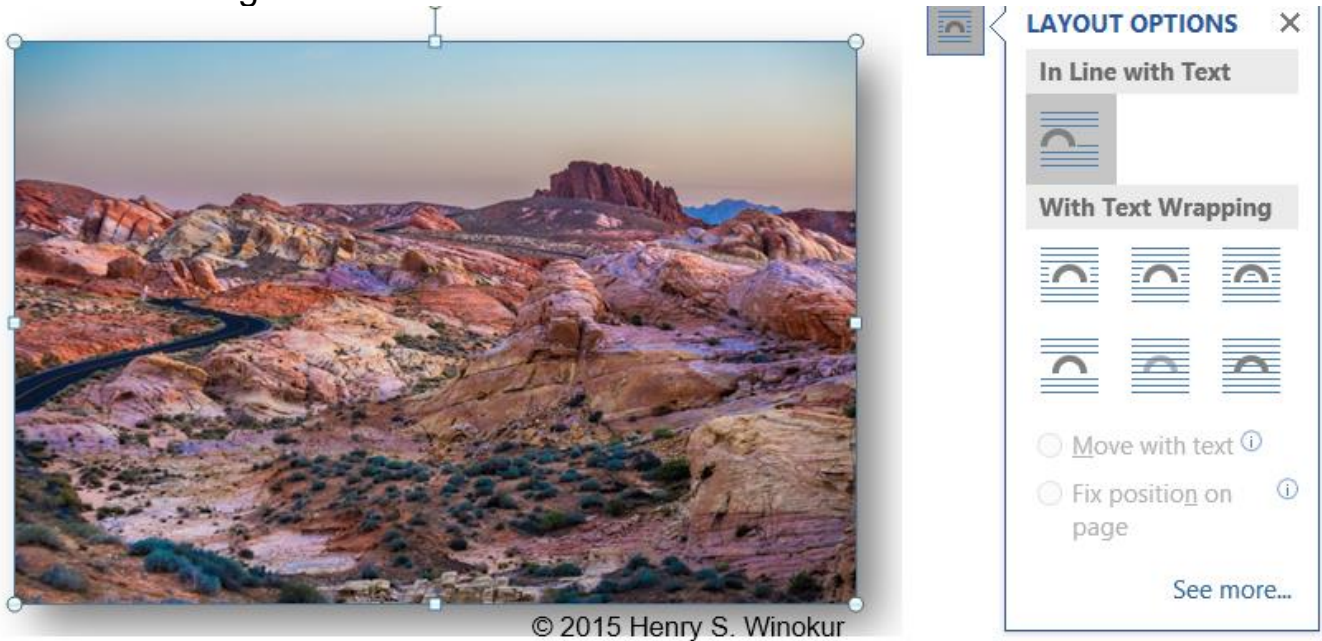
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- The **Picture Styles gallery** to frame it (select the image first!):

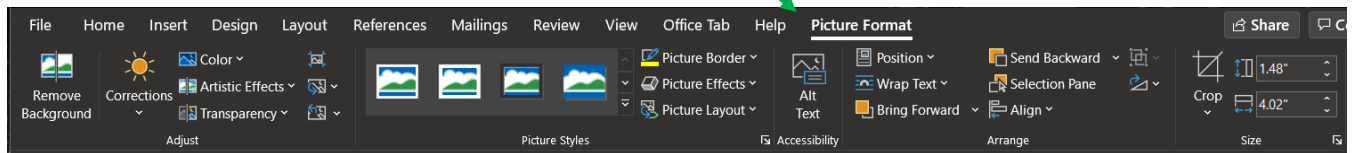


- The **Position tool** to locate an image relative to the text on the page:

- The **Wrap Text** (or **Text Wrapping**) tool to control how the text flows around the image:



- The **Adjust options**: Once you click on the inserted image, you will have additional tools, on the **Picture Format** Contextual Tab which won't show up *until* you click on the image...



You have to experiment to determine what works best with each image you insert.

“Tricks” are sometimes used to get things into the correct positions in **Word**. Just remember: there are rules, but you may be able to break them! 😊 If you want your document to look good, use whatever works!

## [Acquisition Options for Office Suite\(s\)](#)

The following is a discussion on ways to acquire different versions of Microsoft (MS) Office or a *non-Microsoft Office* *act-almost-alike*-suite.

## Microsoft:

From [Microsoft](#), the only options for “Office”, now known as **Microsoft 365** (abbreviated **MS 365** here) are **Family & Personal** under “*for Home*”. (Business pricing is *per user*—don’t go there!). **MS 365** is a rental product paid for either monthly or yearly. If you subscribe for a year, you get 2 free months. **MS 365** contains **Word, Excel, PowerPoint, One Note, Outlook, Publisher** and **Access** (Publisher and Access *only work on PCs*). Both come with sizeable storage (1TB per user) allowances on OneDrive—Microsoft’s cloud storage service. For more specific info on the different Office versions: <https://products.office.com/en-us/products>. Or for \$150 you can buy **Office Home & Student 2019**. Just note that it’s not current, and is over-priced (see below).

A non-rental product, known as **Office 2021** is due to be released late in 2021.

Is there a way to save some money when you acquire some version of Office? Maybe, *but* you have to buy a *non-current-version* of Office (called “Office 201#”), and it won’t be purchased from Microsoft. But that’s OK—you’ll get a better price! Since Office **2010** went out of support in October, 2020, **do not buy it except to use on a machine that is not connected to the internet.**

What is available, is online (meaning you have to download it) and the vendor will provide you with a **Product Key**. You **can’t** use the software without that key...and that’s mostly what you’re paying for.) Versions of Office (**2013, 2016**, and **2019**) are—supported for 10 years—so far. The differences between the 3 Office versions are few and likely esoteric (you can go online and search for a list of differences). If you decide not to get **MS 365**, and you want **MS Office**, the best options, are either Office **2013, 2016, 2019**. Just be aware that in 2023, Office 2013 will—if current schedules are maintained—likely go out of support, so maybe that’s not such a great idea. Your choice.



A little bit of Microsoft *Windows* & a little bit of Microsoft *Word*  
Lesson 6—Do Some More with Word

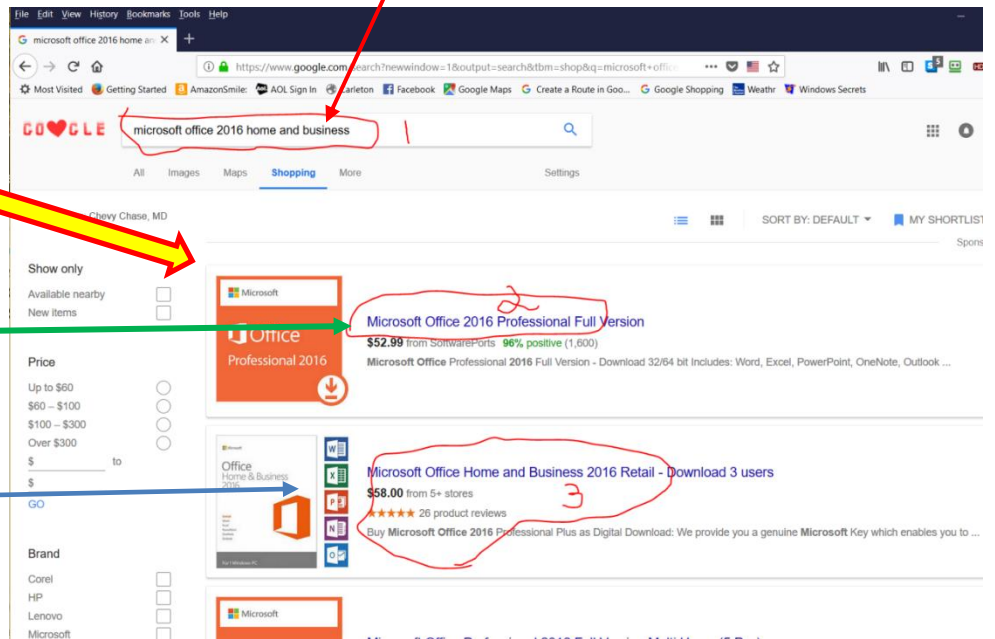
The Google Shopping bot is a really great way to find low prices on pretty much *anything*. The Google shopping bot may be found at:  
[www.google.com/shopping](http://www.google.com/shopping).

**In this example\*\***: In the search area, at the top, (1) type in *exactly* what you are looking for.

The bot will list prices like this.

You can see the product you are looking for.

**#2** shows a product, but based on the search criteria, it's not the right one. **#3**, however, is the correct one. And the price is significantly lower than **MS 365**.



**Just remember**—Office

201# is not the **current** version. It goes without saying: **BUYER BEWARE**, it's easy for vendors to “stuff a ballot box”, and that's what you should be aware of in this type of situation. Look around. See what others are charging. Just remember...if the price seems to be *too good to be true*, it probably is, so don't get snookered. Pay by credit card to be protected. **NEVER, EVER PAY BY DEBIT CARD if you can avoid it!**

**\*\*The prices quoted in this section are *not* current and are examples only!\*\***

But what are you going to get? In the case above, after you pay for the product, you will get the all-important **PRODUCT KEY** either by email or USPS, and a link to download the installation file for the software. **DO NOT LOSE THE KEY**. Without it you have nothing. We recommend that once you ascertain that the install works, you copy the installation file that you got from the vendor to an optical disk (hard to erase) and to your computer. Make sure you store the key

with the installation file. Write it on the optical disk and use Note- or Word-Pad to create a file with the key in it. Save it in the same location as the installation file.

The second place to look for better prices (online) is eBay ([www.ebay.com](http://www.ebay.com)). The advantage of eBay is their purchaser's warranty which applies to just about all transactions, and certainly buying software. If there's a problem, you need to get in touch with eBay's Customer Service within **30 days**. eBay is a bidding system, but you can also use a slightly different method, called "**buy it now**", which means you don't have to bid, the price listed is what the product is being sold for if you use "**buy it now**". If you click on the "**buy it now**" button, you will be expected to pay for your item. If you've never used eBay, then read *all* the rules, etc., before you do *anything*.

Go to both sites and compare.

What if you can't *afford to buy* Microsoft's Office in any form? There's some good news here, too. There are **free** versions of **Office-like** apps that are available from other vendors. Just to be clear, the various suites are **not** Microsoft Office, but are products by other vendors that duplicate most of Office's functionality—at least for Word, Excel and PowerPoint. If you want Outlook's functionality, you're stuck. **Outlook** is only available in **Microsoft 365** and specific Office versions previously listed, and to my knowledge is the only software like it. To find current recommendations, use your favorite search engine and search on "free office suites in 20##", where ## represents the current year.

If you decide to use a **non-Microsoft-Office** suite, make sure you go into the *options/settings* panel and set it to **save documents in the MS Office format**, not the native format for that particular suite. Hopefully no one will be able to tell that you're not using MS's Office. And if you switch at some later date to MS Office, you won't have to resave all of your files in the MS Office default formats...it's already done! Be aware that if you use non-Office/MS 365

software, the files may not be quite the same as equivalent Microsoft files, which is to say formatting or other issues may crop up.

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

**Questions?**

*The End*