Level 1 Word 2016 Agenda

1. Ribbon Review
2. Get Started Resources:

   a. Microsoft Word Help (upper right of Word document)
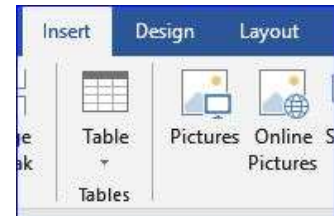
   b. http://pamstephens890.weebly.com/
   c. pamela.stephens890@gmail.com
   d. Available word templates

3. Practice

   a. Download Cut and Paste practice documents (two practice documents)

   b. Insert copied text or use downloaded page (from web page)

   c. Insert Clip Art: format and crop – **Insert** ribbon – **Online Pictures** button

   d. Change font style, size, color – **Home** ribbon – **Font** group

   e. Hold down the **ALT** key to make a VERTICLE selection if you want to format that section. (instead of horizontal which is default)
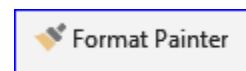
   f. To draw lines, **use --- (three times)** then **enter** to make a line across page, to draw a dark link **use ___** then **enter** to draw the darker line. **Use ===**, then **enter**, you get a double line. **Use ###**, then **enter**, and you get a different line. 😊

   g. Change document styles (compare styles) **Home** ribbon – **Styles** group

   h. Word Art – **Insert** ribbon – **Text** group

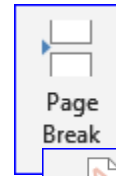   i. Use the format painter – **Home** ribbon – **Clipboard** group

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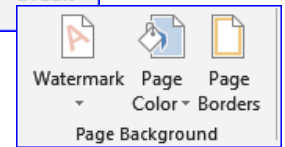j. Insert North East's Community Education home page as a hyperlink

    – *Insert* ribbon – *Links* group
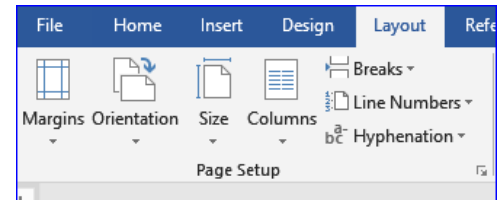
k. Page Breaks – *Insert* ribbon – *Pages* group

l. Background – *Design* ribbon – *Page Background* group

m. Change the Orientation to Landscape – *Page Layout* ribbon – *Page setup* group

n. Columns and Margins – *Layout* ribbon – *Page Setup* group

o. Spacing – Highlight the part you want changed; **CTRL + 2** = double spaced, **CTRL + 1** = single spaced, **CTRL + 5** = 1 ½ spaced.

p. Check your spelling – Highlight word that is indicated –right click - choose correct spelling

q. Use the Thesaurus to modify your writing – highlight word, right click to access *Thesaurus*.

r. Go to **References**, **Search/Research**. You can add pictures from the internet with automatic reference credits with them.
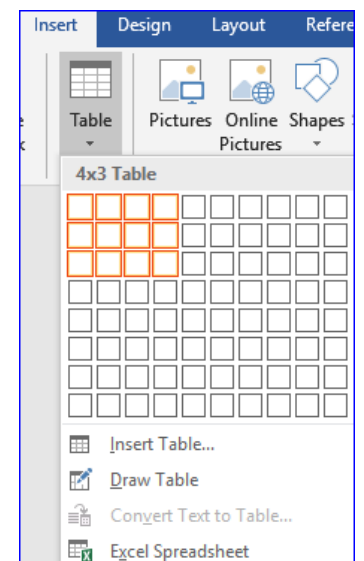
s. Organize information with align features (tabs, indents, bullets) *Home* ribbon

t. Modify your Quick Access toolbar so it shows the tools you use the most often
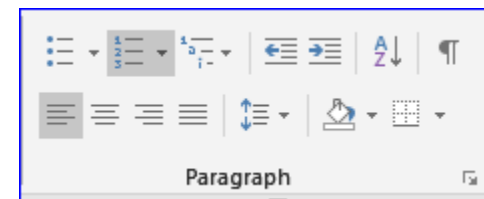
u. Insert a Table, modify its borders and shading – *Insert* ribbon – *Tables* group

v. Header and Footer – *Insert* ribbon – *Header and Footer* group

w. Look at the Saving Options – *File* menu

x. Look at the File Options

y. Work on two documents at once. Right click on the **task bar** in an area NOT on top of an icon. Choose either **show windows side by side** or **show windows stacked.**

z. Play with other tasks as time allows