**Intro To Office 2010 Video Project 5:**

**Create Flyer In Word (Formatting & Insert Picture)**

Topics:

1. Backup
2. Download Homework Files
3. Navigation Tricks
4. Selection Tricks
5. Formatting
6. Inserting Pictures
7. Text Effects
8. Styles
9. Change Styles
10. Borders
11. Document Properties
12. Backup using Windows Explorer
13. Download and Extract Class Files
14. Navigation
    1. Move One Character = Left / Right Arrow keys
    2. Move One Line = Up / Down Arrow keys
    3. To End of Line = End
    4. To Beginning of Line = Home
    5. All the way to the top = Ctrl + Home
    6. All the way to the bottom = Ctrl + End
15. Selection Tricks:
    1. Selecting using the Selection Bar
    2. Selecting nonadjacent (noncontiguous) items Keyboard = Hold Ctrl + Mouse
    3. Selecting adjacent items Keyboard = Click on first, Hold Shift, Click on last
    4. Double-click word selects word (Triple does whole paragraph)
    5. To select a number of characters you can hold the Shift key and tap your arrow key as many times as desired.
    6. Select All Keybaord = Ctrl + A
16. Wordwrap
    1. As long as you do not hit the Enter key, words in a paragraph will automatically wrap in accordance with the Margins you set (Page Setup dialog box)
17. Formatting Characters (Character Level Formatting)
    1. Font Dialog Box shows most Character Level Formatting
       1. Font Dialog Box Keyboard = Ctrl + Shift + F or Ctrl + D
    2. Formatting is stored in the characters.
    3. Some Examples: Bold, Font, Font Size
    4. Font Size:
       1. 1 point equal about 1/72 of an inch
       2. Change Font Size 1 point Keyboard = Ctrl + [ (down) or Ctrl + ] (up)
    5. Change Case Keyboard = Shift + F3
18. Formatting Paragraphs (Paragraph Level Formatting)
    1. Paragraph Dialog Box shows most Paragraph Level Formatting (Also Bullets and Numbering)
       1. Paragraph Dialog Box Keyboard = Alt + H + P + G
    2. Formatting is stored in non-printing charter (paragraph mark). If you delete the paragraph mark or “clear the formatting” in the paragraph mark, the paragraph level formatting will go away.
    3. Some examples: Paragraph alignment Center, First Line Indent, Line Spacing, Numbering or bullets.
    4. Paragraph Formatting done to the paragraph affects the whole paragraph – this is why you do not need to highlight a whole paragraph to apply paragraph level formatting.
    5. Paragraph Level Alignment Center Keyboard = Ctrl + E
19. Formatting Sections
    1. You must set a section before you can apply section level formatting.
    2. To set a section: Page Layout Ribbon Tab, Page Setup group, Breaks drop-down.
    3. Examples of section level formatting: Margins, Columns, Orientation.
20. Text Effect
    1. Home Ribbon Tab, Font Group
    2. Selecting a Text Effect allows you to use Change Style Color command (Home Ribbon Tab, Styles group)
21. Styles
    1. Select text, then Home Ribbon Tab, Styles Group.
    2. Styles like Heading 1, Heading 2, etc. allow you to do advanced Word tricks like Change Styles, Automatically send Word documents to PowerPoint, Automatically create Tables Of Contents, and other great features.
22. Change Styles (Home Ribbon Tab, Styles group)
    1. If you use Heading Styles or Text Effects Changes Styles will easily allow you to change colors, fonts and other document aspects.
23. Themes
24. Insert Clip Art or Pictures
    1. Insert Ribbon Tab
    2. To change size of picture or clip art:
       1. Select picture
       2. point to corner and then click and drag
    3. To crop picture or clip art:
       1. Select picture
       2. PictuteTools Context Sensitive Ribbon Tab, Size group, Crop button
       3. Click crop button, then notice that cursor shape has changed.
       4. Point to edge of picture and then click and drag inward.
    4. Enhance Picture
25. Borders
    1. Character
    2. Paragraph
    3. Page Borders
26. Document Properties
    1. Metadata or keywords can help when you search for a file or when you hover your cursor over file in Windows Explorer
27. NEW Keyboard Shortcuts:
    1. Move One Character = Left / Right Arrow keys
    2. Move One Line = Up / Down Arrow keys
    3. To End of Line = End
    4. To Beginning of Line = Home
    5. All the way to the top = Ctrl + Home
    6. All the way to the bottom = Ctrl + End
    7. Selecting nonadjacent (noncontiguous) items Keyboard = Hold Ctrl + Mouse
    8. Selecting adjacent items Keyboard = Click on first, Hold Shift, Click on last
    9. Font Dialog Box Keyboard = Ctrl + Shift + F or Ctrl + D
    10. Change Font Size 1 point Keyboard = Ctrl + [ (down) or Ctrl + ] (up)
    11. Change Case Keyboard = Shift + F3
    12. Paragraph Dialog Box Keyboard = Alt + H + P + G
    13. Paragraph Level Alignment Center Keyboard = Ctrl + E