

Highline College

Busn 216: Computer Applications for Business

M365 Video 05:

Create an Ad Flyer in Word, Create pdf and web page files with Save As

1. Formatting Keyboards:

- I. Select All = Ctrl + A
- II. Change Font Size 1 point Keyboard = Ctrl + [(down) or Ctrl +] (up)
 - i. Font/Character Level Formatting
- III. Center Paragraph = Ctrl + E
 - i. Paragraph Level Formatting
- IV. Left Paragraph = Ctrl + L
 - i. Paragraph Level Formatting
- V. Page Setup dialog box = Alt, P, S, P
 - i. Section Level Formatting

2. Highlighting and Fill

- I. Highlighting Color:
 - i. This is a Character Level Formatting
 - ii. This formatting adds a background color for the letters or characters
- II. Fill Color:
 - i. This is a Paragraph Level Formatting
 - ii. This formatting adds a fill color to the whole paragraph, from Margin to Margin.

3. Insert Clip Art or Pictures

- I. Insert Ribbon Tab, Illustrations group:
 - i. Picture = find picture on this computer
 - ii. Online Pictures = find picture online
- II. To change size of picture or clip art:
 - i. Select picture
 - ii. point to corner and then click and drag
- III. To crop picture or clip art:
 - i. Select picture
 - ii. Picture Tools Context Sensitive Ribbon Tab, Size group, Crop button
 - iii. Click crop button, then notice that cursor shape has changed.
 - iv. Point to edge of picture and then click and drag inward.

4. Highlight to end of document = Ctrl + Shift + End

5. Bullets and Numbering are a Paragraph Level Formatting

6. Page Setup

- I. Alt, P, S, P
- II. Page Setup BEFORE printing

- III. Page Setup is a Section Level Formatting
- IV. You can change things like:
 - i. Margins
 - ii. Orientation

7. Tab and Shift Tab to move forward and backward through dialog box or web site text boxes

- I. Tab = move forward
- II. Shift + Tab = Move backward

8. Borders button can be accesses from these two places:

- I. Home Ribbon Tab, Paragraph group, Borders dropdown arrow, Borders and Shading.
- II. Design Ribbon Tab, Page Background group, Page Border button
- III. Borders and Shading dialog box:
 - i. Tabs:
 - 1. Character
 - 2. Paragraph
 - 3. Page Borders

9. Auto Save Time can be changed in Options dialog Box

- I. File Backstage video, Options, Save

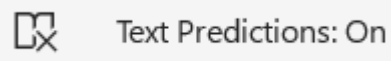
10. Print dialog box AND Print Preview

- I. Ctrl + P

11. Spell Check:

- I. Keyboard Shortcut = F7.
- II. Red Wavy Line:
 - i. Not in dictionary
 - 1. Forwarding
- III. Green Wavy Line (Most systems it is a Blue Double line):
 - i. Potential Grammar / Punctuation error
 - ii. a services that we offer.
- IV. Purple dot underline
 - i. Consider a different word
 - ii. Huge Selection

- V. Status Bar shows Errors:



12. Spell Check Task Pane:

- I. Ignore Once
- II. Ignore Rule
 - i. Like "Jargon"
- III. Next Sentence
- IV. Change
- V. Explain
 - i. Like how a comma works
- VI. Options

- VII. Ignore All
- VIII. Add To Dictionary
 - i. Add words that spell check does not know so you don't have to waste time (like your name or a new product)
- IX. Change All
- X. AutoCorrect
 - i. Create for errors you always commit and great for creating Shorthand (like JJ for Joy Juniper)
- XI. Definition of word appears in Task Pane.

13. Save As pdf File

- I. Use F12 to invoke Save As, then change extension to .pdf

14. Save As web site

- I. Use F12 to invoke Save As, then change extension to "Web Page (*.htm;*.html)"

15. NEW Keyboard Shortcuts:

- I. Font/Character Level Formatting:
 - i. Change Font Size 1 point Keyboard = Ctrl + [(down) or Ctrl +] (up)
 - ii. Bold = Ctrl + B
 - iii. Underline = Ctrl + U
 - iv. Italic = Ctrl + I
 - v. Font Dialog Box Keyboard = Ctrl + Shift + F or Ctrl + D
 - vi. Change Case Keyboard = Shift + F3
- II. Paragraph Dialog Box Keyboard = Alt + H + P + G
- III. Paragraph Level Alignment Center Keyboard = Ctrl + E
- IV. Page Layout dialog box = Alt, P, S, P
- V. Tab and Shift Tab
 - i. Tab = move forward
 - ii. Shift + Tab = Move backward
- VI. Highlight to end of document = Ctrl + Shift + End
- VII. Print dialog box AND Print Preview = Ctrl + P
- VIII. Spell Check = F7