

Highline College

Busn 216: Computer Applications for Business (Fun and Power with Computers)

Office 2016 Video #05: Create Flyer In Word, Create pdf and web page files with Save As

1) Formatting Keyboards:

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

2) Highlighting and Fill

1. Highlighting Color:
 - i. This is a Character Level Formatting
 - ii. This formatting adds a background color for the letters or characters
2. 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

1. Insert Ribbon Tab, Illustrations group:
 - i. Picture = find picture on this computer
 - ii. Online Pictures = find picture online
2. To change size of picture or clip art:
 - i. Select picture
 - ii. point to corner and then click and drag
3. 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

1. Alt, P, S, P
2. Page Setup BEFORE printing
3. Page Setup is a Section Level Formatting
4. 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

1. Tab = move forward
2. Shift + Tab = Move backward

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

1. Home Ribbon Tab, Paragraph group, Borders dropdown arrow, Borders and Shading.
2. Design Ribbon Tab, Page Background group, Page Border button
3. 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

1. File Backstage video, Options, Save

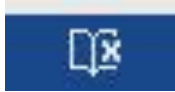
10) Print dialog box AND Print Preview

1. Ctrl + P

11) Spell Check:

1. Keyboard Shortcut = F7.
2. Red Wavy Line:
 - i. Not in dictionary
 1. Freind
3. Green Wavy Line (Most systems it is a Blue Double line):
 - i. Potential Grammar / Punctuation error
 1. A Apple a day.
4. Purple dot underline
 - i. Consider a different word
 1. Huge Selection

5. Status Bar shows Errors:



12) Spell Check Task Pane:

1. Ignore Once
2. Ignore Rule
 - i. Like "Jargon"
3. Next Sentence
4. Change
5. Explain
 - i. Like how a comma works
6. Options
7. Ignore All
8. 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)
9. Change All
10. AutoCorrect
 - i. Create for errors you always commit and great for creating Shorthand (like JJ for Joy Juniper)
11. Definition of word appears in Task Pane.

13) Save As pdf File

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

14) Save As web site

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

15) NEW Keyboard Shortcuts:

1. Font/Character Level Formatting:
 - i. Change Font Size 1 point Keyboard = Ctrl + [(down) or Ctrl +] (up)
 - ii. Keyboards not in video:
 1. Bold = Ctrl + B
 2. Underline = Ctrl + U
 3. Italic = Ctrl + I
 4. Font Dialog Box Keyboard = Ctrl + Shift + F or Ctrl + D
 5. Change Case Keyboard = Shift + F3
2. Paragraph Dialog Box Keyboard = Alt + H + P + G
3. Paragraph Level Alignment Center Keyboard = Ctrl + E
4. Page Layout dialog box = Alt, P, S, P
5. Tab and Shift Tab
 - i. Tab = move forward
 - ii. Shift + Tab = Move backward
6. Highlight to end of document = Ctrl + Shift + End
7. Print dialog box AND Print Preview = Ctrl + P
8. Spell Check = F7