**Intro To Office 2013 Video Project 5:**

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

1. Formatting:
   1. Select All = Ctrl + A
   2. Change Font Size 1 point Keyboard = Ctrl + [ (down) or Ctrl + ] (up) (Font/Character)
   3. Center Paragraph = Ctrl + E (Paragraph)
   4. Left Paragraph = Ctrl + L (Paragraph)
   5. Page Setup dialog box = Alt, P, S, P (Section)
2. Tab and Shift Tab
   1. Tab = move forward
   2. Shift + Tab = Move backward
3. Highlight to end of document = Ctrl + Shift + End
4. Insert Clip Art or Pictures
   1. Insert Ribbon Tab, Illustrations group:
      1. Picture = find picture on this computer
      2. Online Pictures = find picture online
   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. Picture Tools 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.
5. 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:
      1. Tabs:
         1. Character
         2. Paragraph
         3. Page Borders
6. Page Layout
   1. Alt, P, S, P
   2. Page Layout BEFORE printing
7. Print dialog box AND Print Preview
   1. Ctrl + P
8. Document Formatting (group in Design Ribbon Tab):
   1. Themes:
      1. Built-in set of documentation styles that also appear in Excel and PowerPoint.
      2. Default = Office
   2. Style Set:
      1. You can use Heading Styles from the Styles group in the Home Ribbon Tab, to help enact Style Sets.
      2. Subsets within Themes
      3. Horizontal list of Style Sets with More button at end
         1. Choose one to auto-format the whole document.
         2. “This Document” style collects what you apply. You can right-click to save it so you can use it in other documents.
      4. Color Scheme:
         1. Changes Subsets within Themes.
         2. Changes throughout Word color dialog boxes.
         3. Default = Office.
      5. Fonts
         1. Changes Subsets within Themes.
         2. Default = Office.
      6. Paragraph Spacing
      7. Effects
      8. Set as Default button
9. NEW Keyboard Shortcuts:
   1. Font/Character Level Formatting:
      1. Change Font Size 1 point Keyboard = Ctrl + [ (down) or Ctrl + ] (up)
      2. 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
      1. Tab = move forward
      2. Shift + Tab = Move backward
   6. Highlight to end of document = Ctrl + Shift + End
   7. Print dialog box AND Print Preview = Ctrl + P