

1. File/PageSetup: Change border to .75

2. Format/Effect All: change Arial

3. Change Ruler and set tabs so "Date" appears with a line.

Date: _____

4. Bold, Center and increase font size of the title.

Word - Static Formatted

Static Word is formatting a document primarily in a left to right or top to bottom progression as a result of using the "Enter" or "Tab" keys.

Dynamic Word is creating a document in which the items that are inserted on the page can be dragged to specific points.

In order to create columns, go to Format/Columns and pick the number and size of the columns. The text will automatically begin to flow down the page in the left column to the bottom of the page and then it will continue in the next column to the right. But if you want the column to stop mid way through the page so that you

can once again you can have paragraphs that once again stretch across the page, then highlight just the text that you want to appear in a column, and return to Format/Columns, choose the style of column and then check that "Selected Text" has been checked. Consider selecting line between.

If you would like to shade and add borders to a segment of your document, then: Format/Borders & Shading. Notice how a file appears: Borders and Shading (ignore Page Border). Start with Borders. Highlight the section of text that you would like to have either a solid box or lines bordering. Then go to Shading and choose a color. If you select "paragraph" the entire paragraph background is colored, versus if you choose "Text" each line is colored. Notice this paragraph has a border on three sides and is shaded gray.

Tables

Tables can be a tremendous help when you attempt to format information and you don't want it to move.

1. Go To Main Menu
2. Open Table
3. Click on Insert
4. Click on Table
5. Choose the number of rows and columns.
We are using 2 columns and 2 rows in our example. The Title bar has been merged.

Outlining

Also useful is the outline function seen to the left. Just highlight the words that you would like to "Outline" and either click on the outline icon, or MM/Format/Bullets and Numbering. The Indentation Icon can also be very useful when formatting a page.

Finally, it would be nice to have a picture inserted into this document. MM/Insert/Picture. As you browse for the photo, it is named "Blue Devil "The problem is that the photo is to big and it ruined my paragraph after I inserted it. Solution: Click on the graphic, and then MM/Format/Picture/Layout. Choose the Text Wrapping feature that works best with how you want the picture and text to appear. In this example, "Tight" was used. Then the photo was dragged a little to the right, as a result, the text shifted to the left.



Add a "Header/Footer" MM/View/HeaderFooter/begin typing your name.

You are finished. Take a look at the whole document by viewing as "Whole Page" instead of 100%.