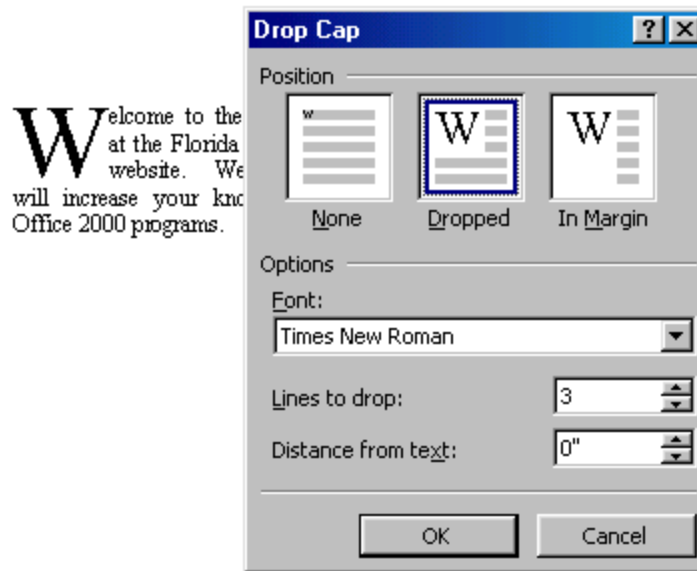


## Drop Caps

A drop cap is a large letter that begins a paragraph and drops through several lines of text as shown below.

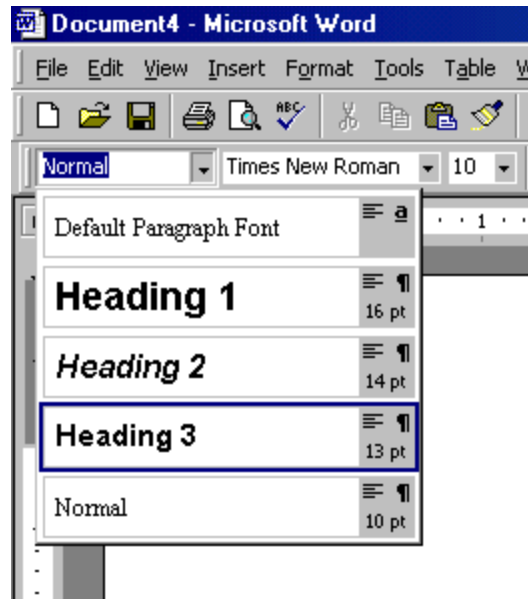


Add a drop cap to a paragraph by following these steps:


1. Place the cursor within the paragraph whose first letter will be dropped.
2. Select **Format|Drop Cap** from the menu bar.
3. The **Drop Cap** dialog box allows you to select the position of the drop cap, the font, the number of lines to drop, and the distance from the body text.
4. Click **OK** when all selections have been made.
5. To modify a drop cap, select **Format|Drop Cap** again to change the attributes, or click on the letter and use the handles to move and resize the letter.

## Styles

The use of styles in Word will allow you to quickly format a document with a consistent and professional look. Paragraph and character styles can be saved for use in many documents.

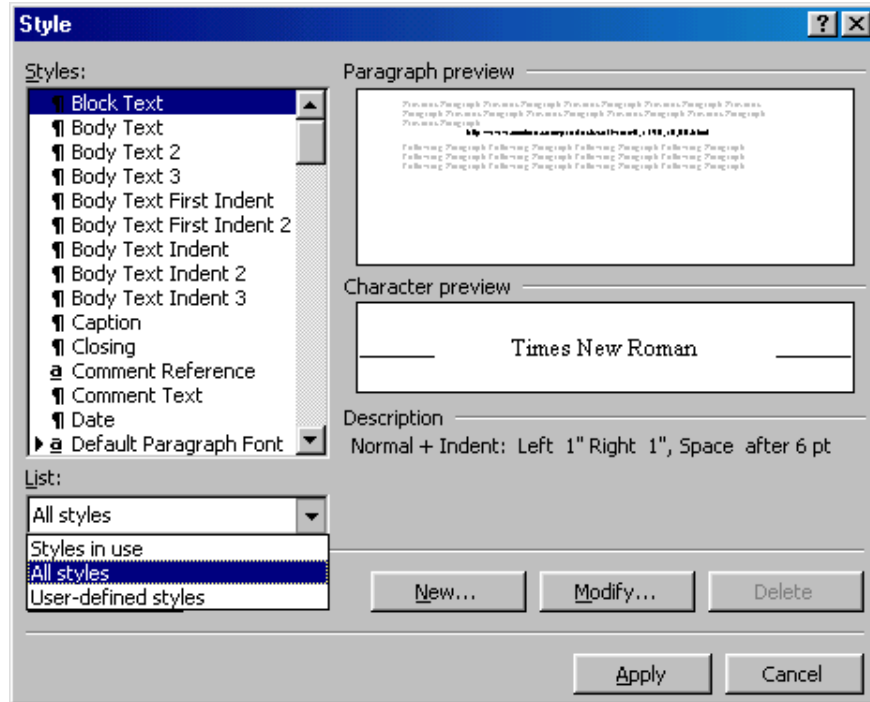


## Applying a Style

1. Place the cursor in the paragraph where the style will be applied.
2. Click the **Style** drop-down menu on the Formatting toolbar and select a style by clicking on it.
3. To apply the same style to multiple paragraphs, double click the **Format Painter** button  on the standard toolbar and click in all the paragraphs that the style should be applied to. Press the **ESC** key to disable the Format Painter.

## Apply a Style from the Style Dialog Box

Choose from a larger selection of styles from the **Style** dialog box.

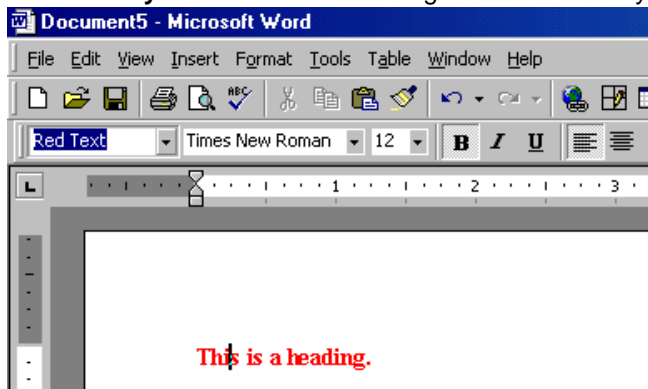


1. Click in the paragraph you want to add a style to.
2. Select **Format|Style...** from the menu bar.
3. From the **List** drop-down menu, choose **All styles** to view all the styles available.
4. The styles are displayed in the **Styles** list. Preview each style by clicking once on the name. Paragraph styles are preceded by the paragraph symbol (¶) and character styles are preceded by an "a" icon (a). A pointer arrow is located next to the current style. Highlight the style you want to apply to the paragraph and click **Apply**.

### Create a New Style from a Model

To create a style from text that is already formatted in a document, follow these steps:

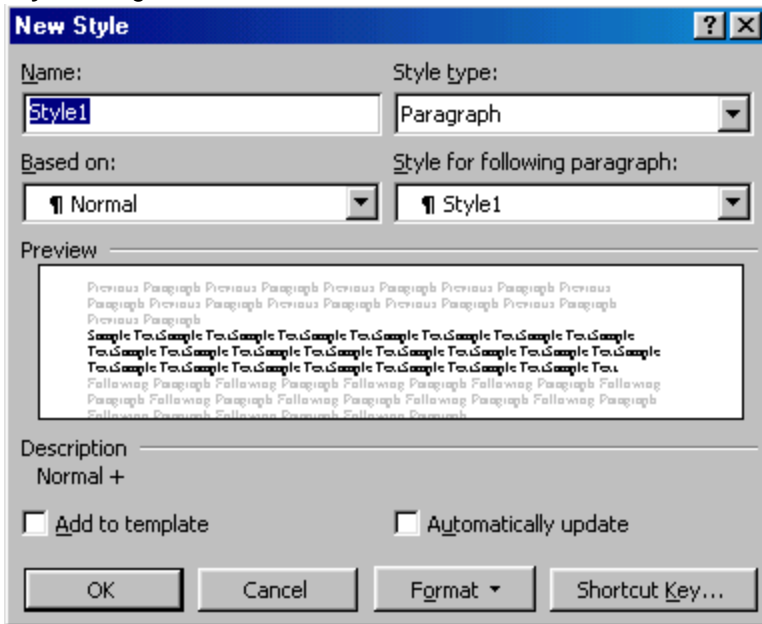
1. Place the cursor in the paragraph you would like to set as a new style.
2. Click the **Style** box on the formatting toolbar so the style name is highlighted.



3. Delete the text in the field and type the name of the new style.
4. Press the **ENTER** key to save the new style.

### Create a Simple Style from the Style Dialog Box

1. Select **Format|Style...** from the menu bar and click the **New** button on the **Style** dialog box to access the **New Style** dialog box.

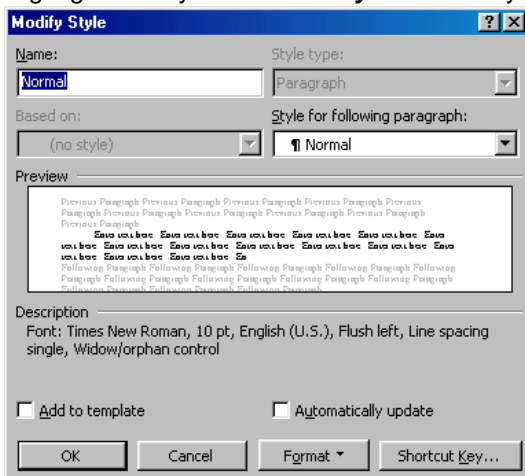


2. Type the name for the new style in the **Name** field.
3. Select "Paragraph" or "Character" from the **Style type** drop-down menu.
4. Click the **Format** button at the bottom of the window and choose the paragraph element that will be formatted for the style. Continue to make changes from the options from the Format button menu, making changes to the dialog boxes for each element you choose.
5. Click **OK** to set the style and close the **New Style** dialog box.
6. Click **Apply** on the **Style** dialog box to apply the new style to the current paragraph.

## Modify or Rename a Style

An existing style can be changed from the Style dialog box.

1. Select **Format|Style...** from the menu bar.
2. Highlight the style from the **Styles** list that you want to modify and click the **Modify** button.



3. Use the same methods to modify the style from the **Modify Style** dialog box that were used for the New Style box.
4. To only rename the style, type a new name in the **Name** field.
5. Click **OK** when you are finished making modifications.

- Click **Apply** to update the style in the document.

### Delete a Style

Preset styles created by Word cannot be deleted, but to delete a style you have made, follow these steps:

- Select **Format|Style...** from the menu bar
- Highlight the style from the **Styles** list that you want to delete.
- Click the **Delete** button.
- You will be asked if you really want to delete the style. Click **Yes**.
- Click **Close** on the dialog box.

### Bulleted and Numbered Lists

- Click the **Bulleted List** button  or **Numbered List** button  on the formatting toolbar.
- Type the first entry and press **ENTER**. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the **SHIFT** key while pressing **ENTER**.
- Continue to typing entries and press **ENTER** twice when you are finished typing to end the list.

Use the **Increase Indent**  and **Decrease Indent**  buttons on the formatting toolbar to create lists of multiple levels.

**NOTE:** You can also type the text first, highlight the section, and press the **Bulleted List** or **Numbered List** buttons to add the bullets or numbers.

### Nested Lists

To create a nested list, such as a numbered list inside of a bulleted list, follow these steps:

- Type the list and increase the indentation of the items that will make up the nested list by clicking the **Increase Indent** button for each item.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Lists             <ul style="list-style-type: none"> <li>○ Bulleted and Numbered Lists</li> <li>○ Nested Lists</li> <li>○ Formatting Lists</li> </ul> </li> <li>• Tables             <ul style="list-style-type: none"> <li>○ Create a Table</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Lists             <ol style="list-style-type: none"> <li>1. Bulleted and Numbered Lists</li> <li>2. Nested Lists</li> <li>3. Formatting Lists</li> </ol> </li> <li>• Tables             <ul style="list-style-type: none"> <li>○ Create a Table</li> </ul> </li> </ul> |
|--|---|

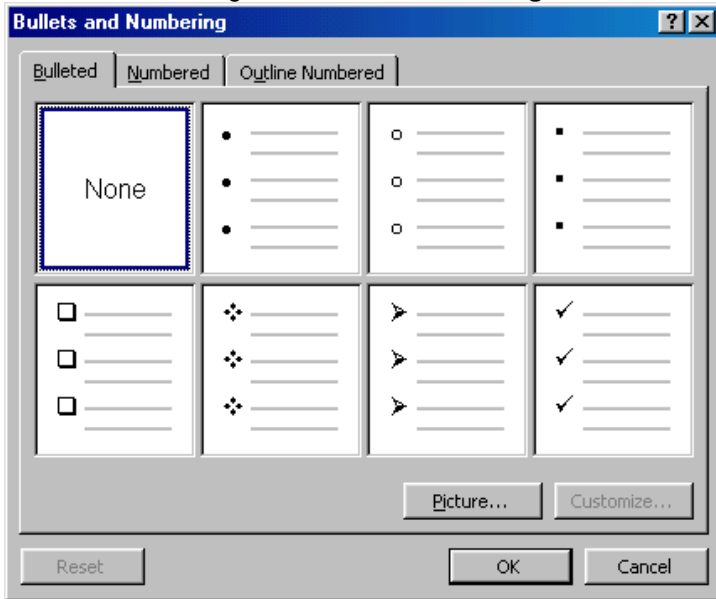
- Highlight the items and click the **Numbered List** button on the formatting toolbar.

### Formatting Lists

The bullet image and numbering format can be changed by using the **Bullets and Numbering** dialog box.

- Highlight the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet.

2. Access the dialog box by selecting **Format|Bullets and Numbering** from the menu bar or by right-clicking within the list and selecting **Bullets and Numbering** from the shortcut menu.

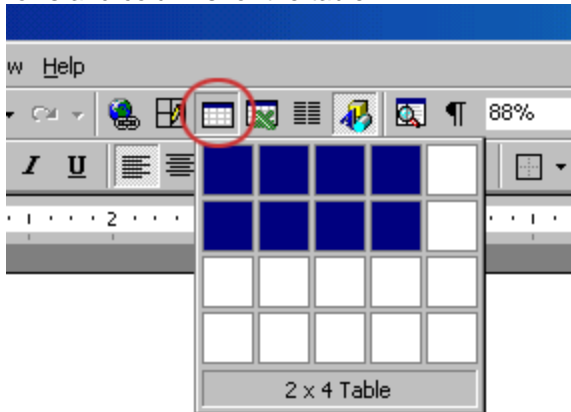


3. Select the list style from one of the seven choices given, or click the **Picture...** button to choose a different icon. Click the **Numbered** tab to choose a numbered list style.
4. Click **OK** when finished.

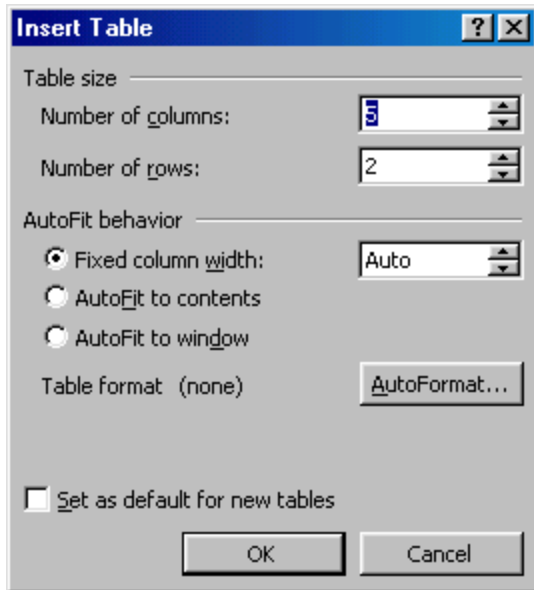
### Insert a Table

There are two ways to add a table to the document using the Insert feature:

1. Click the **Insert Table** button on the standard toolbar. Drag the mouse along the grid, highlighting the number of rows and columns for the table.



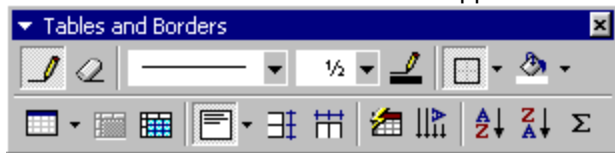
- Or, select **Table|Insert|Table** from the menu bar. Select the number of rows and columns for the table and click **OK**.





### Draw the Table

A table can also be drawn onto the document:

- Draw the table by selecting **Table|Draw Table** from the menu bar. The cursor is now the image of a pencil and the **Tables and Borders** toolbar has appeared.



- Draw the cells of the table with the mouse. If you make a mistake, click the **Eraser** button  and drag the mouse over the area to be deleted.
- To draw more cells, click on the **Draw Table** button .

### Inserting Rows and Columns

Once the table is drawn, insert additional rows by placing the cursor in the row you want to be adjacent to. Select **Table|Insert|Rows Above** or **Rows Below**. Or, select an entire row and right-click with the mouse. Choose **Insert Rows** from the shortcut menu.

Much like inserting a row, add a new column by placing the cursor in a cell adjacent to where the new column will be added. Select **Table|Insert|Columns to the Left** or **Columns to the Right**. Or, select the column, right-click with the mouse, and select **Insert Columns**.

### Moving and Resizing a Table

A four-sided moving arrow and open box resizing handle will appear on the corners of the table if the mouse is placed over the table. Click and drag the four-ended arrow to move the table and release the mouse button when the table is positioned where you want it. Click and drag the open box handle to resize the table. Change the column widths and row heights by clicking the cell dividers and dragging them with the mouse.



**Tables and Borders Toolbar**

The Tables and Borders toolbar allows you to add border styles, shading, text effects, alignment, and more options to your table. Access the toolbar by clicking **Table|Draw Table** or **View|Toolbars|Tables and Borders**.

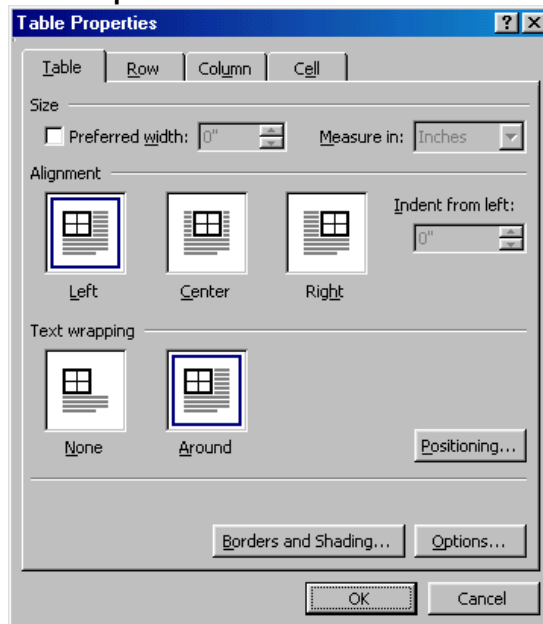


You will need to highlight the cells of the table you want to format. Click and drag the mouse over the cells, or use the following shortcuts:

Selection	Menu Method	Mouse Method
One cell	<b>Table Select Cell</b>	Click the bottom, left corner of the cell when a black arrow appears
One row	<b>Table Select Row</b>	Click outside the table to the left of the row
One column	<b>Table Select Column</b>	Click outside the table above the column when a black arrow appears
Several rows	<b>(none)</b>	Click outside the table to the left of the row and drag the mouse down
Several columns	<b>(none)</b>	Click outside the table above the column
Entire table	<b>Table Select Table</b>	Triple-click to the left of the table

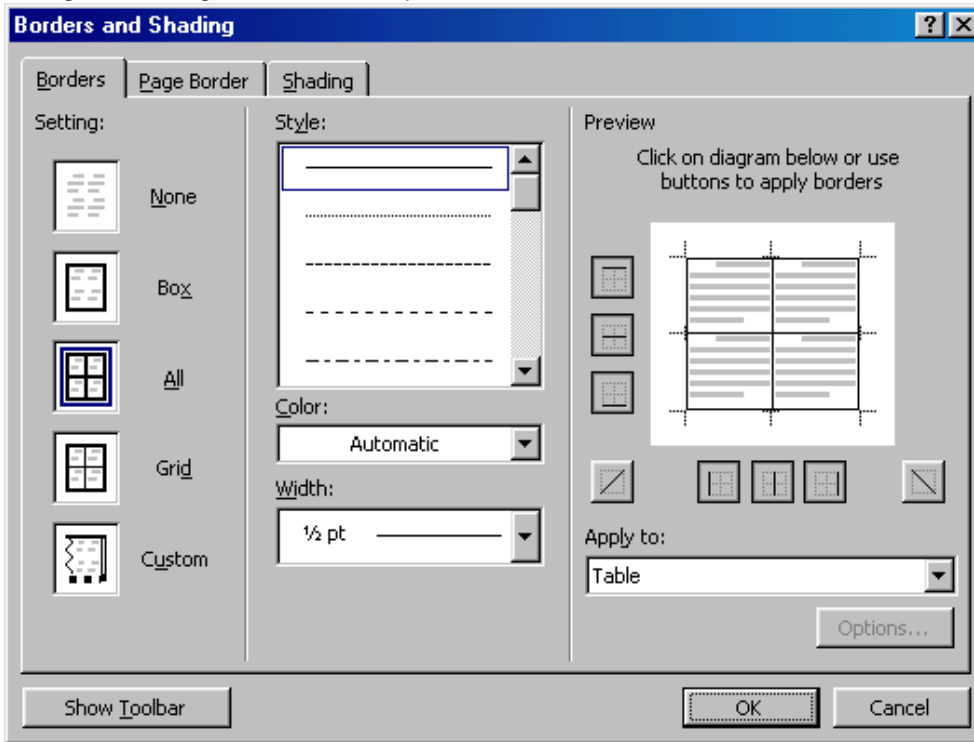
**Table Properties**

Use the **Table Properties** dialog box to modify the alignment of the table with the body text and the text within the table. Access the box by selecting **Tables|Table Properties**.

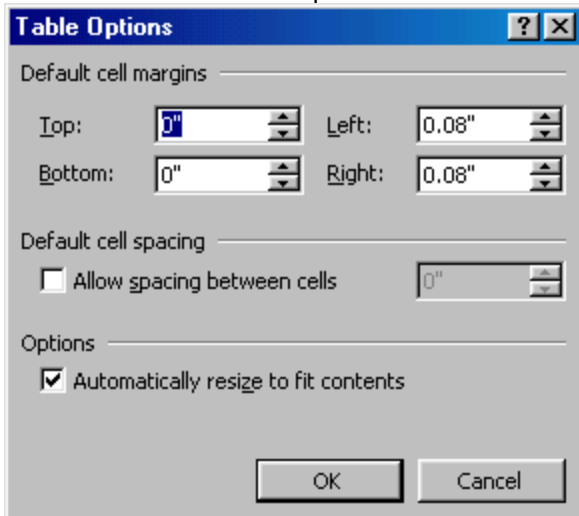


- **Size** - Check the **Preferred width** box and enter a value if the table should be an exact width.
- **Alignment** - Highlight the illustration that represents the alignment of the table in relation to the text of the document.
- **Text wrapping** - Highlight "None" if the table should appear on a separate line from the text or choose "Around" if the text should wrap around the table.

- **Borders and Shading** - Select from a number of border styles, colors, and widths. Click the **Shading** tab to change the background color and pattern.



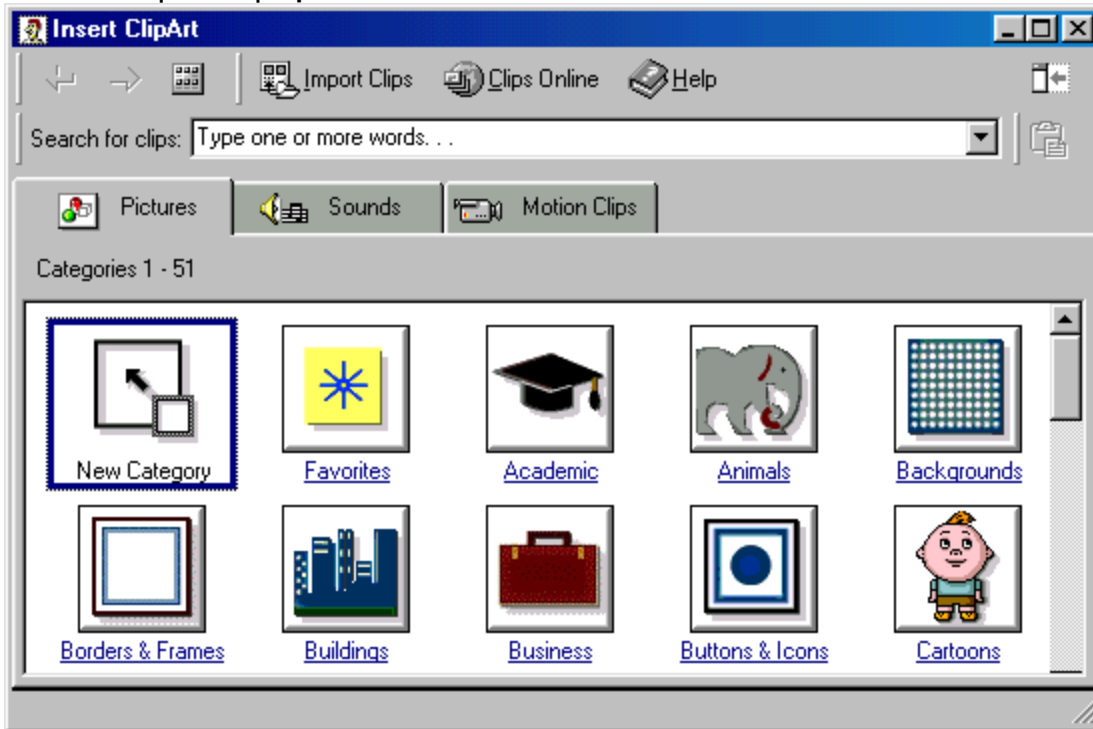
- **Options** - Click the **Options** button on the **Table Properties** window. To change the spacing between the document text and the table borders under **Default cell margins**. Check the **Allow spacing between cells** box and enter a value to add space between the table cells.



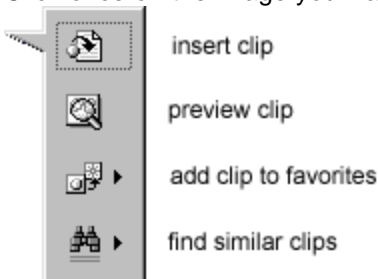
### **Adding Clip Art**

To add a clip art image from the Microsoft library to a document, follow these steps:

1. Select **Insert|Picture|Clip Art** from the menu bar.



2. To find an image, click in the white box following **Search for clips**. Delete the words "Type one or more words. . ." and enter keywords describing the image you want to use.  
- OR -  
Click one of the category icons.
3. Click once on the image you want to add to the document and the following popup menu will appear:



- o **Insert Clip** to add the image to the document.
- o **Preview Clip** to view the image full-size before adding it to the document. Drag the bottom, right corner of the preview window to resize the image and click the "x" close button to end the preview.

