Design Document:

Microsoft Word – Tables, Images and Graphics

Class Description

Tables, borders, backgrounds and WordArt allow users to create custom designs that make their documents pop. Learn how to use these tools to spruce up your own creations in this class.

**Curriculum Track**

Microsoft Word

**Audience**

Adults who have minimal experience using Microsoft Word

**Course Length**

90 minutes

**Training Method**

Demonstration, Guided Exploration, Independent Exploration

**Purpose**

The purpose of this session is to introduce Word users to more sophisticated options of the program

Equipment Requirements

Projection screen, laptop with internet connection, laser pointer, activity document

Software Requirements

Microsoft Word 2013

Material Requirements

Pens or pencils, handouts, activity sheet, handout, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Create tables, insert text and apply designs to tables
* Insert and format images
* Construct and insert Word Art
* Apply page borders and backgrounds

**Note:** Be sure objectives use specific, measurable action words like Describe, Identify, Name, Complete, etc.)

**Assessment Technique(s)**

Completion of activities

Content Outline

***Agenda (2 ½ minutes)***

* Review
* Inserting & Formatting Tables
* Inserting & Formatting Pictures
* Using WordArt
* Page Borders & Backgrounds
* Wrap Up/Closing

**Topics, Talking Points, and Activities (85 minutes)**

* **Review**
* Explain the following terms again, as a reminder, while you display the graphic on the PowerPoint slide, or using a blank document:
  + - **The Ribbon**: The area at the top of the screen where commands are organized into **Tabs**, icons, and **Groups**
    - **Tabs**: The areas within the Ribbon where like features are organizes. The seven main tabs include **Home**, **Insert**, **Page** **Layout**, **References**, **Mailings**, **Review**, and **View**
    - **Groups**: The areas within tabs where related task functions—like adjusting the **Page Setup**—are organized
* **Inserting Tables**
* With a blank document, explain and demonstrate the following concepts
* Inserting a basic table

1. Click the **Insert** Tab on the Ribbon
2. In the **Tables** Group, click on **Tables**
3. Using the selection box, move the mouse to highlight the appropriate number of cells for your table and click on the last cell highlighted

* For a table larger than the highlight box allows, or with additional requirements, follow the steps below
  1. Click the **Insert** tab on the Ribbon
  2. In the **Tables Group**, click on **Tables**
  3. Click the **Insert Table** button
  4. Type or use the arrows to increase/decrease your desired number of **rows**
  5. Type or use the arrows to increase/decrease your desired number of **columns**
  6. Select the AutoFit behavior. Leave it on **Fixed Column Width: Auto** for the default setting
  7. Click the OK button
* **Adding Text to a Table**
* Tables in Word are similar to working with a spreadsheet in Excel but include some different properties
* Add text by clicking in a cell and typing. When finished, hit the Tab key to move to the next cell to the right or use the arrow keys to move elsewhere. Hitting the Enter key will add an extra space to the cell.
* Format text as you would with any other text in a document. Highlight the text to change the font, size, color, or make bold, italic, etc.
* Bullet points, special characters, simple formulas and basic numbering formats are allowed in Word tables

**ACTIVITY:** Participants will complete Part 1 of **Activity #1** from the Activity Sheet.

* **Formatting Tables**
* After creating a table, you are provided a special **Table Tools** Tab that appears whenever the table or a cell in the table is selected. Two tabs are available for editing.
* **Table Tools Design** Tab
  + **Table Style Options** Group includes row and column options
    - Check/uncheck various boxes to demonstrate how the images in the **Styles** Group changes.
  + **Table Styles** Group includes style, color, border and shading options
    - Click the down arrow indicating more styles to display the entire box and chose various styles, demonstrating how the table on your document changes
    - Click the **Shading** button and arrow over the colors to show how the cells can be highlighted
    - Click the **Borders** buttons to show where lines can be placed in the table. The current style is **All Borders**.
* **Draw Borders** Group includes offers color, style, weight and custom options for the borders within a table
  + Click the arrow next to box with the straight line to alter **line styles**
  + Click the arrow next to the box with the size of the line to alter **Weight**
  + The **Pen Color** allows you to change the color of one or more borders
  + The **Draw Table** button allows you to manually add lines table
  + The **Eraser** button allows you to erase lines from a table. Make sure to click on the Eraser button again once you are finished removing the desired lines.
* **Table Tools Layout** Tab
  + **Table** Group allows you select specific areas of the table, view gridlines and adjust advanced table properties
    - Click the **Properties** button and click through the tabs to view advanced options
  + **Rows & Columns** Group allows you to add or delete rows and columns
    - Click the **Insert Above** button to show how a new row can be added above the current selection
    - Click the **Insert Below** button to show how a new row can be added below the current selection
    - Click the **Insert Left** button to show how a new column can be added to the left of the current selection
    - Click the **Insert Right** button to show how a new column can be added to the right of the current selection
    - Click the **Delete** button to view the options for deleting cells, columns, rows, or the table. Click the Delete Cells option to view how removing the selected cell will alter the table.
  + **Merge** Group allows you to merge or split cells
    - With two of the cells in the table selected, click the **Merge Cells** button to show how cells can be combined
    - With a different cell selected, click the **Split Cells** button to show how the cell can be divided into multiple cells
    - Click the **Split Table** button to show how a table can be split into new tables
  + **Cell Size** Group allows you to adjust cell and table sizes
    - The **AutoFit** button will adjust a cell or table to fit the contents within a cell
    - With a cell selected, click the arrows next to **Height** to see the cell size adjust
    - With a cell selected, click the arrows next the **Width** to see the cell size adjust
    - The **Distribute Rows** button will distribute the height of the selected rows equally between them.
    - The **Distribute Columns** button will distribute the width of the selected columns equally between them.
  + **Alignment** Group determines where text will be placed in the cell, such as left or middle
    - With one of the larger cells selected, type **Word**. Clicking the various alignment options will determine where in the cell text will appear.
    - The **Text Direction** button determines how the text will be read. Click the Text Direction button until **Word** is returned to the original position.
    - Click **Cell Margins** to display spacing options within cell for text
  + **Data** Group is houses actions similar to those used in Microsoft Excel, such as Sorting and inserting simple formulas and basic number formatting
* Also share that a mini menu of commonly used table options from the tabs provided above can be accessed by selecting a cell or table and right-clicking

**ACTIVITY:** Participants will complete Part 2 of **Activity #1** from the Activity Sheet.

* **Inserting pictures from Online**
  + Word provides a library of ready to use images via online that can be easily inserted into a document
  + With your open document, click somewhere away from your table to demonstrate the following steps

1. Click the **Insert** Tab
2. Click the **Online Pictures** button in the **Illustrations Group**
3. In the box that appears, type in a keyword for the picture you want to insert (e.g. beach, sunset, etc…) in the **Search for box**
4. Hit the **Enter** button
5. Click on the image you want to insert and it will appear in the document
6. The search box will close automatically

* **Inserting pictures from a file**
  + Word also allows you to insert a picture from your computer into a document
  + With your open document, click below the image inserted and demonstrate the following steps
  1. Click the **Insert** Tab
  2. Click the **Picture** button in the **Illustrations Group**
  3. Select any available sample photo file, if one is available
  4. Click the **Insert** Button and it will appear in the document. It may appear on a second page if space is taken up by the previous exercises.

**ACTIVITY:** Participants will complete Part 1 from **Activity #2** from the Activity Sheet.

* **Formatting pictures**
* After inserting an image, you are provided a special **Picture Tools** Tab that appears whenever the image is selected. One tab is available for editing.
* Inserted images can also be quickly resized or rotated when selected by clicking on an image and dragging the small squares or circles surrounding the image. An image can also be dragged to a new location.
* With either image selected, explain and demonstrate the following
* **Picture Tools Format** Tab
  + The **Adjust** Group allows editing picture contrast, color and artistic effects
    - With some work, the **Remove Background** button allows you to mark areas to keep or discard in an image
    - The **Corrections** button will show you how your image will look if certain aspects are auto-adjusted. **Sharpen/Soften** will affect the focus of the image while **Brightness/Contract** will affect the light.
      * **Picture Corrections Options** at the bottom of the menu will allow you to manually edit image attributes.
    - The **Color** button will show you how your image will look if **Saturation**, **Tone** or **Color** are auto-adjusted
    - **More Variations** offers additional color choices
    - **Set Transparent Color** will allow you to select a single, specific color within the image pixels to become transparent. This can be very handy depending on the color variation of the pixels.
    - **Picture Color Options** at the bottom of the menu will allow you to manually edit image attributes
  + The **Artistic Effects** button offers auto-adjusted versions of your image with creative effects added
    - **Artistic Effects** **Options** at the bottom of the menu will allow you to manually edit image attributes
    - The **Compress Pictures** button will reduce the size of the image
    - The **Change Picture** button will allow you to replace your image with another one while retaining the current formatting and size
    - The **Reset Picture** button will remove any formatting changes your made and return the image to its original state
    - The **Picture Styles** Group allows for formatting of borders, effects and layout
    - Click the down arrow next to the box with the frame examples to view all the pre-made artistic **framing** options
    - Click the **Picture Border** button to create a simple line border with options such as color, weight, and style
    - Click the **Picture Effects** button and arrow through the options for applying pre-made effects to an image such as a shadow, soft edge, or 3D rotation
    - The **Picture Layout** button converts the image into a SmartArt graphic allowing for more flexibility in sizing, arranging and captioning
  + The **Arrange Group** allows for positioning of an image
  + The **Position** button determines where within a document an image can be placed
    - **More Layout Options** at the bottom of the menu allows for specialized positioning
  + Click the **Wrap Text** button to change how an image fits in relation to text on a document. For example, the “In Front of Text” option allows the image to be moved freely anywhere within a document and not disrupt the text, while the default “In Line with Text” will alter a sentence or paragraph structure to fit an image in.
    - **More Layout Options** at the bottom of the menu allows for specialized positioning
  + The **Bring Forward/Send Backward** buttons work like a layering system where every added imaged will layer “on top” of the next, even if placed next to one another. Click the **Selection Pane** button to view the order of images.
  + The **Align** button helps to match up the edges of multiple selected images with a specific spot on a page
  + With two or more images selected, use the **Group** button to bring the images together as a single object so that they can be moved, resized or edited easier.
    - To select multiple images, start by clicking one then hold down the **Ctrl** key on the keyboard. While holding the key, mouse over the next image to select until you see the pointer turn into this. Click the next image until all images are selected and click the **Group** button when done.
  + The **Rotate** button can turn an image by 90˚ or flip an image vertically or horizontally
    - **More Rotation Options** at the bottom of the menu allows for specialized rotation
  + The **Size** Group allows you to adjust image size and what parts of the image to keep
  + Click the **Crop** button to remove any unwanted parts of an images.
    - When the image is selected for cropping, movable black holders are placed around the image. Drag the necessary line(s) in or out to your desired specifications. Click the Crop button once more to alter the image.
* Share that a mini menu of commonly used picture formatting tools from the tab provided above can be accessed by selecting an image and right-clicking.

**ACTIVITY:** Participants will complete Part 2 from **Activity #2** from the Activity Sheet.

* **Creating WordArt** 
  + Word provides pre-created designs that you can add to text called Word Art
  + With your images document, click somewhere away from the previous images to illustrate the following steps

1. Click the **Insert** Tab
2. Click the **WordArt** buttonin the **Text Group**
3. Select your desired WordArt style from the dropdown menu
4. Type in your text in the box that appears

* After inserting WordArt, you are provided a special **Drawing Tools** Tab that appears whenever the image is selected. One tab is available for editing.
* With either the WordArt selected, explain and demonstrate the following
  + The **Insert Shapes** Group allows you to insert a new shape or text box. It is not necessary for basic editing of WordArt.
  + The **Shape Styles** Group includes coloring and effects options
    - Click the dropdown arrow on the **Outline Theme** box to view all the options
    - **Shape Fill** provides options for coloring the background of the WordArt box
    - **Shape Outline** provides options for coloring the outside border of the WordArt box
    - **Shape Effects** provides options for adding effects to the WordArt box
  + The **WordArt Styles** Group includes options for editing the actual text of the WordArt. The text to be edited must be highlighted.
    - Click the dropdown arrow on the **Style Theme** box to view all the options
    - **Text Fill** will change the color of the text
    - **Text Outline** will change the color of the text outline
    - **Text Effects** provides options for adding effects to the text
  + The **Text** Group includes text direction, alignment (explained in Tables), and Create Link.
    - The **Create Link** button allows you to link text from one box to another
  + **Arrange Group** – Change position of WordArt using Position and Wrap Text options (Same options as explained in Images)
  + **Size Group** – Change WordArt height and width (same options as explained in Images)

**ACTIVITY:** Participants will complete **Activity #3** from the Activity Sheet.

* ***Page Borders & Background***
  + Word allows you to add a full page border or background to your document
  + With your open document, click somewhere away from the WordArt to illustrate the following steps

1. Click the **Design** Tab
2. Locate the **Page Background** Group
3. Click the **Watermark** button to display options for adding a Watermark to your document.
4. Click the **Page Color** button to select a background color for your document
5. Click the **Page Borders** button to add/change borders in document. Select the style, color, width, or if it will be a picture border.

**ACTIVITY:** Participants will complete **Activity #4** from the Activity Sheet.

***Wrap Up/Closing (5 minutes)***

* Review activities
* Answer questions from participants
* Thank participants for coming and ask them to complete the class survey before leaving