

PENNS^TATE



Dickinson School of Law



Microsoft Word 2002

October 2002

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Original Word 2000 document written by PSU Dickinson School of Law. This document was updated on 10/24/02 by Penn State Behrend (C. Dudas, ddz@psu.edu) to reflect changes for Word 2002.

TABLE OF CONTENTS

DOCUMENT VIEWS	6
PRINT LAYOUT.....	6
NORMAL	6
WEB LAYOUT	6
OUTLINE	6
MOVING AROUND THE DOCUMENT WINDOW	6
SELECTING TEXT	7
TOOLBARS	7
SHOWING/HIDING TOOLBARS	7
CUSTOMIZING TOOLBARS	7
MOVING TOOLBARS.....	7
USING THE RULER	8
NON-PRINTING CHARACTERS	8
USING AUTOCOMPLETE	9
USING AUTOCORRECT	9
SPELLING ERRORS	9
GRAMMAR ERRORS.....	9
USING FIND AND REPLACE	10
FONT	11
CHANGING THE DEFAULT FONT.....	11
CHANGING THE FONT FOR SELECTED TEXT	11
CHANGING MARGINS.....	11
CHANGING LINE SPACING	12
SETTING VERTICAL ALIGNMENT.....	12
SECTIONS/SECTION BREAKS.....	13
TYPES OF SECTION BREAKS	13
INSERTING SECTION BREAKS	13
HEADERS/FOOTERS	13
CREATING HEADERS/FOOTERS	14
FOOTNOTES/ENDNOTES.....	15
WHY USE FOOTNOTES/ENDNOTES?	15

DESCRIPTION OF FOOTNOTES/ENDNOTES	15
VIEWING AND PRINTING FOOTNOTES/ENDNOTES	15
INSERTING FOOTNOTES/ENDNOTES	15
CHANGE THE NUMBER FORMAT OF FOOTNOTE/ENDNOTE REFERENCE MARKS.....	16
CONVERT FOOTNOTES TO ENDNOTES AND VICE-VERSA	16
Convert one or more notes to footnotes or endnotes	16
Convert all notes to footnotes or endnotes.....	17
PRINT ENDNOTES ON A SEPARATE PAGE	17
REFER TO THE SAME FOOTNOTE OR ENDNOTE MORE THAN ONCE	17
STYLES	18
WHAT IS A STYLE?.....	18
APPLYING A STYLE	18
MODIFYING A STYLE	18
TABLE OF CONTENTS	19
WHAT IS A TABLE OF CONTENTS?	19
CREATE A TABLE OF CONTENTS	19
UPDATING A TABLE OF CONTENTS	19
BULLETED AND NUMBERED LISTS	20
CREATING A BULLETED OR NUMBERED LIST.....	20
RESTARTING NUMBERING OR CONTINUING PREVIOUS NUMBERING.....	20
TABLES.....	21
CREATE A TABLE	21
ENTER DATA INTO TABLE CELLS.....	21
SORT DATA IN A TABLE	21
ADDING ROWS AND COLUMNS	22
DELETING ROWS, COLUMNS, CELLS OR THE ENTIRE TABLE	22
MERGING CELLS.....	22
SPLITTING CELLS.....	22
ALIGNING TABLES ON THE PAGE	23
USING COLUMNS	24
INSERTING A COLUMN BREAK	24
USING WORDART.....	25
INSERTING WORDART	25
FORMATTING WORDART	25
USING CLIP ART.....	25
INSERTING CLIP ART FROM THE GALLERY.....	25
INSERTING CLIP ART FROM MICROSOFT ONLINE.....	26
INSERTING CLIP ART USING SEARCH.....	26
RESIZING CLIP ART.....	26
CROPPING CLIP ART	27
WRAPPING TEXT AROUND CLIP ART.....	27

Document Views

Microsoft Word has four different views that can be used when displaying documents: Print Layout, Normal, Web Layout and Outline.

Print Layout

Work in print layout view to see how text, graphics, and other elements will be positioned on the printed page. This view is useful for editing headers and footers, for adjusting margins, and for working with columns and drawing objects.

Normal

Work in normal view for typing, editing, and formatting text. Normal view shows text formatting but simplifies the layout of the page so that you can type and edit quickly. In normal view, page boundaries, headers and footers, backgrounds, and some pictures do not appear.

Web Layout

Work in Web layout view when you are creating a Web page or a document that is viewed on the screen. In Web layout view, you can see backgrounds, text is wrapped to fit the window, and graphics are positioned just as they are in a Web browser.

Outline

Work in outline view to look at the structure of a document and to move, copy, and reorganize text by dragging headings. In outline view, you can collapse a document to see only the main headings, or you can expand it to see all headings and even body text. In outline view, page boundaries, headers and footers, graphics, and backgrounds do not appear.

Moving Around the Document Window

←	Pressing the left arrow moves left one character.
→	Pressing the right arrow moves right one character.
Ctrl + ←	Pressing the Ctrl key and left arrow moves left one word.
Ctrl + →	Pressing the Ctrl key and right arrow moves right one word.
Home	Pressing the Home key moves to the beginning of the current line.
End	Pressing the End key moves to the end of the current line.
Ctrl + Home	Pressing the Ctrl key and the Home key moves to the beginning of the document.
Ctrl + End	Pressing the Ctrl key and the End key moves to the end of the document.

Selecting Text

Select a Word	Double-click on the word.
Select a Paragraph	Triple-click a word in the paragraph.
Select a Line	Click in the left margin beside the line.
Select Multiple Lines	Click and drag the selection bar down.
Entire Document	Press Ctrl + A

Toolbars

Showing/Hiding Toolbars

Microsoft Word has many toolbars that contain shortcuts for commonly performed tasks. By default, the Formatting and Standard toolbars are displayed.

To show or hide toolbars...

1. Click the **View** Menu.
2. Click the **Toolbars** option.
3. Click on the toolbar you wish to show or hide.

Customizing Toolbars

Toolbars can be customized by adding or removing buttons.

To add or remove toolbar buttons...

1. Click the downward pointing (▼) arrow at the right end of the toolbar you wish to customize.
2. Click the **Add or Remove Buttons** option.
3. Move your mouse to the first item in the submenu.
4. Click on the button you wish to add or remove.
5. Click outside of the menu.

Moving Toolbars

Toolbars can be docked or left floating in the document window.

To float a toolbar in the document window...

1. Position the cursor over the toolbar handle. (The toolbar handle is the vertical line on the left side of a toolbar.) The cursor changes to a four-headed arrow.
2. Click and hold the left mouse button.
3. Drag the toolbar to a new location on the screen.

Using the Ruler

The Microsoft Word document window contains a vertical and horizontal ruler to help users align text and images.

To show or hide the rulers...

1. Click the **View** menu.
2. Click the **Ruler** option to show or hide the rulers.

Non-Printing Characters

Non-printing characters are characters that you can display to aid in the formatting of documents. When the non-printing characters are displayed, spaces are depicted as •, tabs are depicted as → and hard returns are depicted as ¶.

To show or hide the non-printing characters...

1. Click the ¶ button on the standard toolbar.

Using AutoComplete

The AutoComplete function in Microsoft Word is a shortcut for entering commonly typed words or phrases. Some of the most commonly used AutoCompletes include the date, Dear Sir or Madam, To Whom it May Concern, etc.

To use an AutoComplete...

1. Begin typing a phrase, i.e. the date—June 10, 2002
2. After you finish typing the month, Microsoft Word will display the current date.
3. Press the Enter key to insert this date in the current document.

Using AutoCorrect

The AutoCorrect feature automatically detects and corrects typos, misspelled words, grammatical errors, and incorrect capitalization. For example, if you type **teh** plus a space, then AutoCorrect replaces what you have typed with "the."

When you automatically check spelling and grammar, Word uses wavy red underlines to indicate possible spelling errors and wavy green underlines to indicate possible grammatical errors.

Spelling Errors

To correct a spelling error that Word detects...

1. Right click the misspelled word that is indicated with a wavy red underline.
2. Click one of the suggested corrections or,
3. Click the **Ignore All** button if the word is correctly spelled or,
4. Click the **Add to Dictionary** option if the word is correctly spelled and is a word that you will anticipate using in additional Word documents.

Grammar Errors

To correct a grammar error that Word detects...

1. Right click the error indicated with a wavy green underline.
2. Click the suggestion or,
3. Click the **Ignore** button if you do not agree that there is a grammatical error.

Using Find and Replace

Word has a find feature that allows you to search the contents of a document for (a) particular word(s). In addition to the find feature, Word also has a replace feature that allows you to replace words with other words.

To use the Find and Replace features...

1. Click the **Edit** menu.
2. Click the **Find** option.
3. Enter the word(s) for which you are searching.
4. Click the **Replace** tab.
5. Enter the word you want to use as the replacement.
6. Click the **Replace** button to replace the first occurrence of the word or,
7. Click the **Replace All** button to replace all occurrences of the word.

Font

Changing the Default Font

By default, Microsoft Word uses Times New Roman, 12 pt. font.

To change the default font, font size, and attributes for all new documents...

1. Click the **Format** menu.
2. Click the **Font** option.
3. Select the desired font, style, size, color, etc.
4. Click the **Default** button.
5. Click the **Yes** button to confirm the change.

Changing the Font for Selected Text

To change the font, font size, and other attributes for selected text...

1. Select the text for which you want to change the font attributes.
2. Click the **Format** menu.
3. Click the **Font** option.
4. Select the desired font, style, size, color, etc.
5. Click the **OK** button.

Changing Margins

By default, the top and bottom margins of a Word document are set at 1 inch and the left and right margins are set at 1.25 inches.

To change the document margins...

1. Click the **File** menu.
2. Click the **Page Setup** option.
3. Set the margins as desired.
4. If you wish to set these margins as the default for all future documents, click the **Default** button.
5. Click the **OK** button.

Changing Line Spacing

Single spacing is the default line spacing for Word documents.

To change the line spacing for a document or a highlighted section of a document...

1. Click the **Format** menu.
2. Click the **Paragraph** option.
3. Set the line spacing as desired.
4. Click the **OK** button.

Setting Vertical Alignment

Vertical alignment determines whether text is positioned at the top, bottom or center of the page. By default, Word vertically aligns text at the top of the page.

To change the vertical alignment of text...

1. Click the **File** menu.
2. Click the **Page Setup** option.
3. Click the **Layout** tab.
4. In the **Vertical alignment** box, click the desired option.
5. In the **Apply to** box, choose the portion of the document for which you will apply the alignment.

Sections/Section Breaks

Sections can be used to vary the layout of a document within a page or between pages. For example, you can format a section as a single column for the introduction of a report, and then format the following section as two columns for the report's body text.

To create sections you must insert section breaks that divide the document. You can then format each section independently. You can change the following section formats: margins, paper size or orientation, paper source for a printer, page borders, vertical alignment, headers and footers, columns, page numbering, line numbering, and footnotes and endnotes.

Types of Section Breaks

There are three different types of section breaks that can be used to divide a document.

- **Next page** inserts a section break and starts the new section on the next page.
- **Continuous** inserts a section break and starts the new section on the same page.
- **Odd page** or **Even page** inserts a section break and starts the new section on the next odd-numbered or even-numbered page.

Inserting Section Breaks

To insert a section break...

1. Click in the document where you wish to insert the section break.
2. Click the **Insert** menu.
3. Click the **Break** option.
4. Under **Section break types**, click the option that describes where you want the new section to begin.

Headers/Footers

Headers and footers are typically used in printed documents. You can create headers and footers that include text or graphics — for example, page numbers, the date, a company logo, the document's title or file name, or the author's name — that are usually printed at the top or bottom of each page in a document. A header is printed in the top margin; a footer is printed in the bottom margin.

You can use the same header and footer throughout a document or change the header and footer for part of the document. For example, use a unique header or footer on the first page, or leave the header or footer off the first page. You can also use different headers and footers on odd and even pages or for part of a document.

Creating Headers/Footers

To create a header...

1. Click the **View** menu.
2. Click the **Header and Footer** option.
3. Enter text or graphics in the header area or,
4. Click a button on the **Header and Footer** toolbar to insert AutoText, page numbers, or the date or time.
5. When you finish, click **Close**.

To create a footer...

1. Click the **View** menu.
2. Click the **Header and Footer** option.
3. Click the **Switch Between Header and Footer** button on the **Header and Footer** toolbar to move to the footer area.
4. Enter text or graphics in the footer area or,
5. Click a button on the **Header and Footer** toolbar to insert AutoText, page numbers, or the date or time.
6. When you finish, click **Close**.

Tip: The text or graphics you enter in a header or footer is automatically left aligned. You may want to center the item instead or include multiple items (for example, a left-aligned date and a right-aligned page number). To center an item, press TAB; to right align an item, press TAB twice.

Footnotes/Endnotes

Why Use Footnotes/Endnotes?

Typically, footnotes and endnotes are used in printed documents to explain, comment on, or provide references for text in a document. Footnotes appear at the end of each page in a document. Endnotes typically appear at the end of a document.

Description of Footnotes/Endnotes

A footnote or an endnote consists of two linked parts — the note reference mark and the corresponding note text. You can automatically number marks or create your own custom marks. When you add, delete, or move notes that are automatically numbered, Word rennumbers the note reference marks. You can add note text of any length and format note text just as you would any other text.

Viewing and Printing Footnotes/Endnotes

If you're viewing the printed document on-screen, you can view notes by resting the pointer on the note reference mark in the document. The note text appears above the mark. To display the note text in a note pane at the bottom of the screen, double-click the note reference mark. When you print the document, footnotes appear where you specified: either at the end of each page or directly below the text. In the printed document, endnotes also appear where you specified: either at the end of the document or at the end of each section.

Inserting Footnotes/Endnotes

To insert a footnote or endnote...

1. Click where you wish to insert the note reference mark.
2. Click the **Insert** menu.
3. Click the **Reference** option.
4. Click on **Footnote**.
5. Click the **Footnote** or **Endnote** radio button.
6. For the **Numbering** option, choose continuous numbering or restart numbering.
7. Click the Insert button.
 - Word inserts the note number and places the insertion point next to the note number.
8. Type the note text.
9. Scroll to your place in the document and continue typing.

Change the Number Format of Footnote/Endnote Reference Marks

To change the number format of a footnote or endnote...

1. Click the **Insert** menu.
2. Click the **Reference** option.
3. Click on **Footnote**.
4. In the **Number format** box, click the desired format.
5. Click the **Apply** button.

Convert Footnotes to Endnotes and Vice-versa

After you insert footnotes in a document, you can change them to endnotes, and vice versa. You can convert an individual note or change all notes.

Convert one or more notes to footnotes or endnotes

To convert one or more notes...

1. Switch to Normal view.
2. Click the **View** menu.
3. Click the **Footnotes** option.
4. In the note pane, click **All Footnotes** or **All Endnotes**.
5. Select the notes you wish to convert.
6. Right click on the selected notes.
7. Click the **Convert to Footnote** or **Convert to Endnote** option.
8. Switch to Print Layout view.

Convert all notes to footnotes or endnotes

To convert all notes...

1. Click the **Insert** menu.
2. Click the **Reference** option.
3. Click the **Footnote** option.
4. Click the **Convert** button.
5. Click the Close button.

Print endnotes on a separate page

To start endnotes on a separate page...

1. Click just before the endnotes section.
2. Click the **Insert** menu.
3. Click the **Break** option.
4. Click the **Page break** option.
5. Click the **OK** button.

Refer to the same footnote or endnote more than once

In order to refer to a footnote or endnote multiple times, you must insert a cross-reference.

To insert a cross-reference:

1. Click where you want the reference located.
2. Click the **Insert** menu.
3. Click the **Reference** option.
4. Click the **Cross-reference** option.
5. In the **Reference type** box, click **Footnote** or **Endnote**.
6. In the **For which** box, click the note to which you want to refer.
7. In the **Insert reference to** box, click **Footnote number** or **Endnote number**.
8. Click the **Insert** button.
9. Click the **Close** button.

Styles

What is a Style?

A style is a set of formatting characteristics that you can apply to text in your document to quickly change its appearance. When you apply a style, you apply a whole group of formats in one simple task. For example, you may want to format the title of a report to make it stand out. Instead of taking three separate steps to format your title as 16 pt, Arial, and center-aligned, you can achieve the same result in one step by applying the Title style.

Applying a Style

To apply a style...

1. Select the word or words on which you want to apply the style.
2. Select the desired style from the **Style** drop down box on the **Formatting** toolbar.

Modifying a Style

To quickly change all the text that is formatted with a particular style, you can redefine the style. For example, if your main headings are 14 pt Arial, flush left, and bold, and you later decide you want your headings to be 16 pt, Arial Narrow, and centered, you don't have to reformat every main heading in your document. Instead, just change the properties of that style.

To modify a style...

1. Click the **Format** menu.
2. Click the **Styles and Formatting** option.
3. In the **Styles and Formatting** task pane, move your mouse pointer over the style you wish to modify.
4. Click the downward pointing (▼) arrow next to the style name.
5. Click the **Modify** option.
6. Click the **Format** button.
7. Click the attribute — such as **Font** or **Numbering** — that you wish to change.
8. Change each attribute and then click the **OK** button.
9. Repeat steps 6 through 8 for any additional attributes that you wish to change.
10. Click the **OK** button.

Table of Contents

What is a Table of Contents?

A table of contents is a list of the headings in a document that you can insert in a specific location. You can use a table of contents to get an overview of the topics discussed in a document or to quickly navigate to a topic.

You can create a table of contents for a document that you plan to print as well as view in Word. For example, when you display the document in print layout view, the table of contents includes page numbers along with the headings. When you Ctrl-click on a page number, Word automatically moves to that page.

Create a Table of Contents

To create a table of contents...

1. In your document, apply styles (Heading 1 through Heading 9) to the headings you want to include in your table of contents.
2. Click in the document where you wish to insert the table of contents.
3. Click the **Insert** menu.
4. Click the **Reference** option.
5. Click the **Index and Tables** option.
6. Click the **Table of Contents** tab.
7. Select a design from the **Formats** box (located near the bottom of the dialog box).
8. Select any other table of contents options (such as the number of levels).
9. Click the **OK** button.

Updating a Table of Contents

If you add, delete, move, or edit headings or other text in a document, you must manually update the table of contents. For example, if you edit a heading and move it to a different page, you need to make sure that the table of contents reflects the revised heading and page number.

To update the table of contents...

1. Click in the right margin beside the table of contents.
2. Press **F9**.
3. Click **Update page numbers only** or **Update entire table**.

Note: When you update the entire table, any formatting changes you made to the table of contents will be lost.

Bulleted and Numbered Lists

Creating a Bulleted or Numbered List

To create a bulleted or numbered list...

1. Enter the data for the list.
2. Highlight the data for the list.
3. Click the **Numbering** or **Bullets** button from the formatting toolbar.

Restarting Numbering or Continuing Previous Numbering

To restart numbering...

1. Click the list item.
2. Click the **Format** menu.
3. Click the **Bullets and Numbering** option.
4. Click the **Restart Numbering** or **Continue Previous List** radio button.
5. Click the **OK** button.

Tables

Tables are made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information, but they have a variety of other uses as well. You can use tables to align numbers in columns, and then sort and perform calculations on them. You can also use tables to create interesting page layouts and arrange text and graphics.

Create a Table

To create a table...

1. Click in the document where you want to create a table.
2. Click the **Table** menu.
3. Click **Insert** option.
4. Click the **Table** option.
5. Select the number of rows and columns for the table.
6. Click the **OK** button.

Enter Data into Table Cells

To enter data into a table...

1. Click in a table cell.
2. Type the desired text or insert an image into the cell.
3. Click the Tab or an Arrow key to move to the next cell. Or, click in any cell to move to a different location.

Sort Data in a Table

To sort data in a table...

1. Display the **Tables and Borders** toolbar.
2. Select the column or cells you wish to sort.
3. Click the **Sort Ascending** or **Sort Descending** button.
 - The letters, A and Z, are shown vertically on the Sort Ascending button. The letters, Z and A, are shown vertically on the Sort Descending button.

Adding Rows and Columns

To add a row or column to an existing table...

1. Display the **Tables and Borders** toolbar.
2. Select the same number of rows or columns as the number of rows or columns you wish to insert.
3. Click the downward pointing (▼) arrow at the right end of the **Insert Table** button located on the **Tables and Borders** toolbar.
4. Click the **Insert Columns to Left, Insert Columns to Right, Insert Rows above, or Insert Rows below** option.

Deleting Rows, Columns, Cells or the Entire Table


To delete rows, columns, cells or tables...

1. Select the cells, rows, columns or table you wish to delete.
2. Click the **Table** menu.
3. Click the **Delete** option.
4. Click the **Table, Columns, Rows, or Cells** option.

Merging Cells


You can combine two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

To merge cells...

1. Select the cells you wish to merge.
2. Display the **Tables and Borders** toolbar.
3. Click the **Merge Cells** button () on the **Tables and Borders** toolbar.

Splitting Cells

To split a cell into multiple cells...

1. Select the cell you wish to split.
2. Display the **Tables and Borders** toolbar.
3. Click the **Split Cells** button () on the **Tables and Borders** toolbar.
4. Set the number of rows and columns into which the cell should split.
5. Click the **OK** button.

Aligning Tables on the Page

Tables can be vertically aligned to the left, right or center of the page. By default, the vertical alignment of a table is left.

To change the alignment of a table...

1. Click a cell within the table.
2. Click the **Table** menu.
3. Click the **Table Properties** option.
4. Click the **Table** tab.
5. In the **Alignment** area, select the desired alignment option.
6. Click the **OK** button.

Using Columns

Microsoft Word allows you to divide a document into multiple columns.

To insert columns in a document...

1. Click the **Format** menu.
2. Click the **Columns** option.
3. Select the number of columns.
4. In the **Width and Spacing** area, set the amount of space between each column.
5. In the **Apply to** area select the portion of the document that should be divided into columns.

Inserting a Column Break

Sometimes when you have multiple columns you may wish to balance the text within the columns by inserting a column break.

To insert a column break...


1. Click in front of the text that you wish to break onto the next column.
2. Click the **Insert** menu.
3. Click the **Break** option.
4. Click the **Column Break** option.
5. Click the **OK** button.

Using WordArt

WordArt is a type of drawing object that enables you to create special effects such as shadowed, rotated, stretched, skewed and wavy text.

Inserting WordArt

To insert a WordArt object...

1. Display the **WordArt** toolbar.
2. Click the **Insert WordArt** button ().
3. Select the desired style of WordArt.
4. Click the **OK** button.
5. Enter the appropriate text.
6. Change the font and font attributes as desired.
7. Click the **OK** button.

Formatting WordArt

When you click a WordArt object, the WordArt toolbar appears. The various buttons on this toolbar allow you to edit the text of the WordArt object, change the WordArt style, change the color of the object, rotate the object, and adjust the alignment.

Using Clip Art

Inserting Clip Art from the Gallery

To insert a piece of clip art from the Microsoft Clip Art Gallery...

1. Click the **Insert** menu.
2. Click the **Picture** option.
3. Click the **Clip Art** option.
 - The Insert Clip Art task pane appears.
4. Click on the link for Clip Organizer.
 - The link is located at the bottom of the Insert Clip Art task pane.
5. At the Microsoft Clip Organizer window, double-click on the collection list called: Office Collections. Then select a sub-category from the list.
6. Click and drag an image to the desired location.

Inserting Clip Art from Microsoft Online

To use the on-line clip art gallery to insert clip art...

1. Click the **Insert** menu.
2. Click the **Picture** option.
3. Click the **Clip Art** option.
 - The Insert Clip Art task pane appears.
4. Click on the link for **Clips Online**.
 - The link is located at the bottom of the Insert Clip Art task pane.
5. Enter a keyword into the Search For box and click the **Go** button.
6. Click the downward pointing arrow for the clip art you want to download.
7. Follow Microsoft's instructions for downloading the image.
8. At the Microsoft Clip Organizer window, move your mouse over the image. Click the downward arrow (▼) next to the image and then click on the Copy option.
9. Switch back to your Word document.
10. Click in the document where you would like the clip art to appear.
11. Paste the clip art image.

Inserting Clip Art Using Search

To search for a clip art image and insert it into a document...

1. Click in the document where you would like the clip art to appear.
2. Click the **Insert** menu.
3. Click the **Picture** option.
4. Click the **Clip Art** option.
 - The Insert Clip Art task pane appears.
5. To find an image, enter a keyword into the Search Text box. Click the **Search** button.
 - If there is a match, the Search window is replaced and the images are shown in a Results window.
6. Click on the image you wish to insert.


Resizing Clip Art

To resize a clip art object...

1. Select the clip art object you wish to resize.
2. Click a sizing handle.
 - It's best to click on one located in a corner of the object so that when you resize the object it will retain the proper proportions.
3. Drag the sizing handle until the object is the desired size.

Cropping Clip Art

To crop a clip art object...

1. Display the **Picture** toolbar.
2. Select the clip art object you wish to crop.
3. Click the **Crop** button ().
4. Position the cropping tool over a sizing handle and drag.

Wrapping Text Around Clip Art

To wrap text around a clip art object...

1. Select the clip art object.
2. Click the **Format** menu.
3. Click the **Picture** option.
4. Click the **Layout** tab.
5. Choose the wrapping style you wish to apply.
6. Click the **OK** button.

Using Drop Caps

Drop caps are large dropped initial letters of words. To create a drop cap...

1. Click the paragraph that you wish to begin with a drop cap.
2. Click the **Format** menu.
3. Click the **Drop Cap** option.
4. Click **Dropped** or **In Margin**.
5. Select any other desired options.
6. Click the **OK** button.