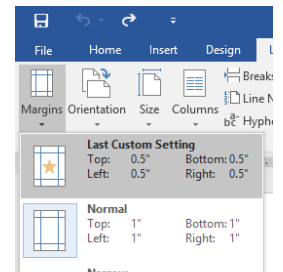
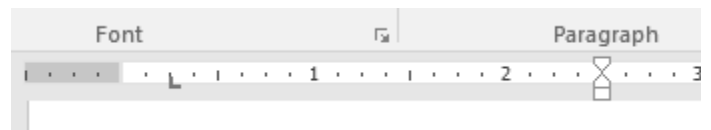
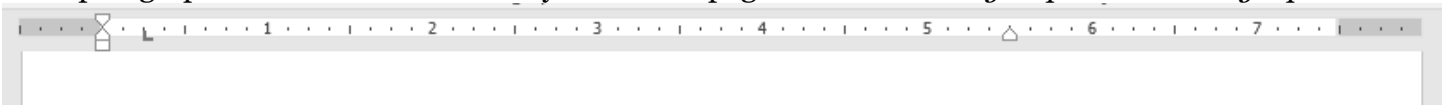
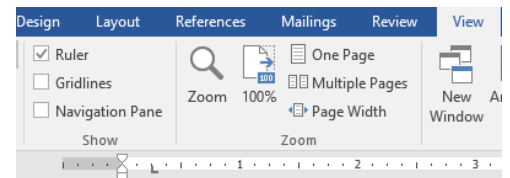
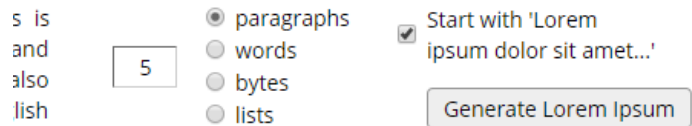


# Getting Started: Graphical Layouts with MS Word

1. Start a NEW document (FILE-NEW, choose BLANK DOCUMENT)
2. Change the margins to .5" top, bottom, left, right (LAYOUT-MARGINS, select the option with .5" all around OR select CUSTOM MARGIN and set each to .5").
3. Go to <http://www.lipsum.com> and scroll down to the page. Be sure you have requested 5 PARAGRAPHS of text and to *Start with 'Lorem ipsum dolor sit amet... injected humour, or non-characteristic words etc.*
4. This website will return some DUMMY TEXT that we will use to review TEXT WRAPPING.
5. Past that text into your new document. Please be sure to use the NORMAL style (under the HOME tab). This style gives you a space for each "hard return". It is a useful way to quickly format a business document. NOTE: *In business writing, we frequently DO NOT INDENT the first line of each paragraph. We use a blank space between lines. With modern software, we can precisely control the size of that space, using spacing that is easy to see/read, but that is less than the height of a text line.,*
6. Create a title, centered on the page, for the word. APPLY ARIAL BLACK, font size 16. Please capitalize each work in our title and then capitalize the first word in paragraph one (*Dolor*)
7. Center this title and, below it, place *By: Your Name*. TO CREATE A SINGLE RETURN WHEN USING THE NORMAL STYLE, HOLD THE SHIFT KEY WHILE PRESSING RETURN.
8. Size the blank line BELOW your title/by line to a font size of 4 (*Did you know that blank lines in MS WORD have font sizes just like text characters?!*)
9. Be sure you see the ruler (VIEW tab, tick the RULER box).
10. Click on the first paragraph and drag the RIGHT INDENT TRIANGLE 5.5" on the ruler so that your first paragraph does not flow all the way across the page. *We are leaving a space to add a graphic.*
11. Repeat this right indent at 5.5 inches for the third and 5<sup>th</sup> paragraphs.
12. Set the LEFT indent at 2.5" by sliding the TWO triangles on the left (HINT: Grab the box below the triangles).
13. MS Office's INSERT-ONLINE PICTURES feature appears to be very glitchy. While you can try to find pictures for the spaces we created, MR. B DOES NOT RECOMMEND THIS as MS Office may crash.
14. Instead, create a new folder (called a directory) in MY PICTURES – name it gettingStartedWord Choose a theme for your document and do some image searches for CLIP ART (not photographs) that will illustrate each paragraph. Save pictures in your project directory and use INSERT-PICTURE to add them.
15. Add a picture to each space we created (INERT-PICTURE) and then UNWRAP the pictures to the IN FRONT OF TEXT setting as shown right.
16. Move each picture and resize each to fill-up the space we have created for each paragraph.
17. Add 2 graphics with a call-outs as shown in my example (INSERT-SHAPES, choose a CALL OUT). Add an appropriate comment for the figure (human or animal please) you choose to finish the project.

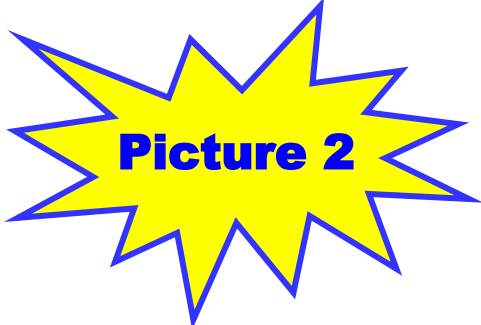
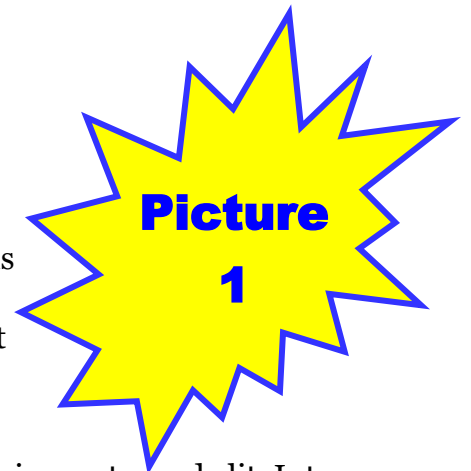


injected humour, or non-characteristic words etc.



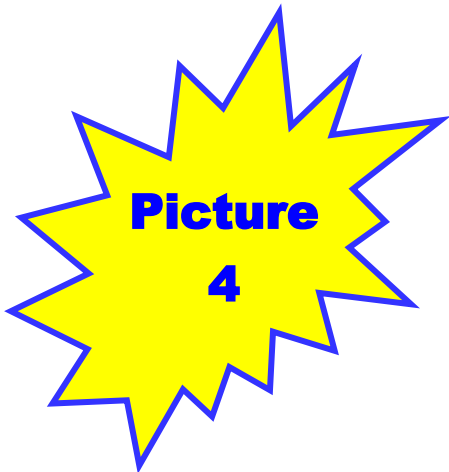
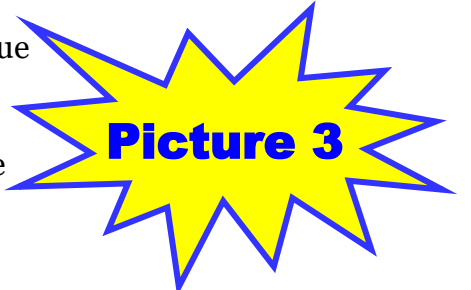
# Lorem Ipsum By Your Name

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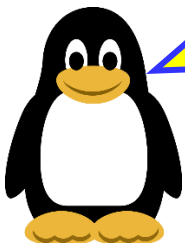
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**Microsoft Word is actually a full desktop publishing program that can approximate almost anything you would see in print. You will be AMAZED at what we can do!**

Cool!

