Creating Boxes and Borders

Boxes

Boxes, which look like this, can be placed around single words, groups of words, or entire paragraphs. To create a box, you first need to select (or highlight) the text you want the box to contain. Then follow these steps:

1. In the Paragraph Group on the Home Ribbon, click on the down arrow to the right of the Borders icon.
2. In the menu, click on ‘Outside Borders’ to create a simple box.
3. Click on ‘Borders and Shading...’ to open the Borders and Shading dialog box for more options.
4. Click on the desired box design.
5. Select the style, color, and width of the box’s lines.
6. Choose to put the box around just the text you selected or around the entire paragraph containing the selected text.
7. Click on the OK button.

You can also create a quick box using default settings by selecting the text around which you want the box, then clicking on the Outside Borders icon (□) in the Home Ribbon’s Paragraph Group.
Page Borders

To put a border around an entire page, click on the Page Layout Ribbon’s tab, then click on the Page Borders icon in the Page Background Group, as shown to the right. This will bring up the Borders and Shading dialog box.

The options and settings for a page border are almost identical to those for boxes (see previous page). You can select a border design, style, color, and width. You can also choose to apply the border to the whole document or to a certain section of the document.

TIP: If you’re using an inkjet printer and the bottom page border keeps getting cut off, click on the ‘Options...’ button to change the distance of the border from the edge of the page.

Shading

Shading changes the background color of text and can be done within a box or by itself to set apart certain parts of your document. Select the text you want to shade, then:

Word 2007 will remember the last color you used to apply shading to your document. To shade more text with the same color, click directly on the Shading icon ( ) instead of the down arrow.

You can also shade an entire page, which is most useful when you’re making something that is intended to be viewed on a computer screen. If you want to print a colored page, it is best to choose colored paper instead.

To shade an entire page, click on the Page Layout Ribbon’s tab, then click on the Page Color icon in the Page Background Group, as shown to the right. You can also add a watermark to appear behind the text on a page by clicking on the Watermark icon.
Inserting Graphics

Sometimes you will want to add a saved graphic or picture to your document. You begin by placing the cursor where you want the image to appear. Then follow these steps:

1. In the Illustrations Group on the Insert Ribbon, click on the Picture icon.

2. In the Insert Picture dialog box, use the dropdown menu to choose the location of the image file.

3. Click on the image file's thumbnail (or name).

4. Click on the Insert button.

Once you click on the Insert button, the image should appear in your document where you placed the cursor. It will have ‘handles,’ or little squares or circles around the edges, that allow you to resize and rotate the image.

Click and drag on the green handle to rotate the image. When you insert a graphic into your document, you will see a new ribbon, the Picture Tools Format Ribbon, as shown below. Using the Format Ribbon, you can frame the image, change its shape, adjust contrast and brightness, crop the image, and set text wrapping, which determines how your text will flow around the image.

Click and drag on the blue handles to change the image's size.
Clip Art

Microsoft Word comes with its own set of photos and other graphics, called ‘clip art.’ These images all have keywords associated with them, so you can search for the types of images you want to add to your document. To search for and insert clip art, follow these steps:

1. In the Illustrations Group on the Insert Ribbon, click on the Clip Art icon.

The Clip Art task pane will appear along the right-hand side of the window.

2. Type your keywords into the 'Search for' box.

3. Click on 'Go.'

4. Choose an image from the results list. Insert it into your document by clicking on it.

To get a closer look at a clip art image before actually inserting it into your document, right click on the image and choose ‘Preview/Properties’ from the shortcut menu that appears. If the results list doesn’t contain any suitable images, enter different keywords and click on the Go button to perform another search. You may need to enter more general or fewer keywords.

Once inserted into the document, clip art can be modified using the handles around the image and the options on the Picture Tools Format Ribbon, as discussed on the previous page. Clip art images are often very large, so you will likely need to make them smaller by clicking and dragging on the handles.
Creating Tables

Tables are useful when you’re working with information that can be arranged into rows and columns. The individual spaces in a table are called ‘cells,’ and they can contain text and graphics.

To make a basic table, first place the cursor where you want the table to appear in your document. Then go to the Insert Ribbon by clicking on its tab, find the Tables Group, and click on the Table icon, as shown to the right. In the menu, choose the dimensions of the table. Move the mouse until the correct boxes (corresponding to the desired number of rows and columns) are highlighted in orange, then click to create the table.

Your table will appear in your document like this:

A 2 x 3 table in Word.

When you are working on a table, you will see two new Table Tools Ribbons: the Design Ribbon and the Layout Ribbon:

To enter information into the table, simply click in the cell in which you want the information to appear and start typing. To move from one cell to the next, you can click with the mouse or use the arrow keys or Tab key on the keyboard. Pressing the Tab key when the cursor is in the last cell of the table will automatically create a new row. To add a graphic within a table, place your cursor in the cell in which you want the graphic inserted, then follow the instructions on pages 3 and 4 of this handout.

Resizing

To resize the entire table, use the handle located at the lower right-hand corner of the table. To resize a row or a column, place the cursor between that row or column and the next row or column. When the mouse pointer changes to † or ‡, you can click and drag to resize the row or column.
Formatting

You can select individual cells or an entire table and change the horizontal alignment, font, size, and style of text in a table just as you can with other text. You can also format your tables so that they look cleaner, fancier, and more professional by using Table Styles, adjusting table properties, or applying borders and shading.

With Table Styles, you can easily choose from Microsoft Word’s premade table formats, which are available in a variety of colors and styles. Table Styles options are located on the Table Tools Design Ribbon:

1. Check the boxes to choose which parts of the table Table Styles will be applied to.

2. Click on the dropdown arrow to open the Table Styles menu, then click on the thumbnail of the desired format to apply it to your table.

To remove a Table Styles format, click on the Table Grid thumbnail (first in the list).

Table properties include a variety of options. To set table properties, click inside the table or select specific cells, then click on the Properties icon in the Table Group of the Table Tools Layout Ribbon, as shown to the right.

The Table Properties dialog box, shown to the left, contains four tabs with various formatting options, including:

- **Table** – Set table width, alignment on the page, and text wrapping around the table.
- **Row** – Choose row height and header row settings.
- **Column** – Choose column width.
- **Cell** – Set cell width and vertical alignment of text within cells.

Many changes can also be made using the Table Tools Layout Ribbon. Set height and width in the Cell Size Group. Use the icons in the Alignment Group to change both horizontal and vertical text alignment within cells, set text direction, and create margins and spacing between cells.
To apply borders and shading to an entire table, first click anywhere inside the table. To apply borders and shading to only part of a table, select only the cells you want to change.

In the Table Tools Design Ribbon’s Tables Styles Group, click on \(\text{Shading}\) to apply shading to a table or cells and \(\text{Borders}\) to apply borders to a table or cells.

Microsoft Word automatically puts a ½ point, black border around tables and between cells. If you don’t want any borders, click on \(\text{Borders}\) and choose ‘No Border.’

**Inserting Rows and Columns**

You can add new rows and columns to your table by clicking on the icons in the Rows & Columns Group on the Table Tools Layout Ribbon, shown to the right. Delete rows and columns by clicking on the Delete icon.

**Deleting Tables**

Delete a table by clicking anywhere in the table, then click the Delete icon in the Rows & Columns Group on the Layout Ribbon. Choose ‘Delete Table’ from the menu.

**Creating Columns**

You can easily separate the text on your page into two or three (or even more) columns, which is very handy when making brochures or newsletters. If you want just part of your document’s existing text to be in columns, select that section of text first. Follow these steps to create columns:

2. Select the type of columns you want, or click on ‘More Columns...’ for more options.
Making Envelopes and Labels

Envelopes

To create an envelope using Microsoft Word 2007, follow these steps:

1. Using the Mailings Ribbon, click on the Envelopes icon in the Create Group.

2. Type the recipient’s address.

3. Type your address.

4. Click ‘Options...’ to change other settings (see right).

5. Choose the envelope’s size.

6. Choose address fonts and positions.

8. Click on the Print button to print your envelope.

Labels

To print a sheet of labels, click on the Labels icon in the Create Group on the Mailings Ribbon. You will see the Envelopes and Labels dialog box, with the Labels tab displayed (see right).

Type the information you want to put on the labels into the text box and click on ‘Options...’ to select the size of label you want to use. Click on ‘New Document’ to edit the font and text size and style, or to add an image. Print the labels from this new document.
# Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alignment</strong></td>
<td>The position of text on the page. Text can be aligned to the right-hand side of the page or the left-hand side of the page or both (justified), as well as centered in the middle of the page.</td>
</tr>
<tr>
<td><strong>AutoCorrect</strong></td>
<td>A function of Microsoft Word that automatically corrects common spelling mistakes as you type. This function can be turned on and off as needed.</td>
</tr>
<tr>
<td><strong>Bold</strong></td>
<td>A style of text that appears darker and thicker than normal text.</td>
</tr>
<tr>
<td><strong>Border</strong></td>
<td>A line or design that goes around the edge of the page, certain text on the page, or tables or images.</td>
</tr>
<tr>
<td><strong>Bullet</strong></td>
<td>A distinguishing character placed in front of items in a list.</td>
</tr>
<tr>
<td><strong>Character</strong></td>
<td>A single letter, number, or symbol.</td>
</tr>
<tr>
<td><strong>Clipboard</strong></td>
<td>A place where text and objects are temporarily placed after being cut or copied so that they can then be pasted where desired.</td>
</tr>
<tr>
<td><strong>Copy</strong></td>
<td>A command that allows you to make an exact copy of selected text to be placed at another location within the same document or at any location within another document.</td>
</tr>
<tr>
<td><strong>Cursor</strong></td>
<td>The place at which you are in a document and at which text will appear when typed, usually represented by a blinking, vertical line. Also called the “insertion point.”</td>
</tr>
<tr>
<td><strong>Cut</strong></td>
<td>A command that allows you to remove selected text from a document so that you can place it at a different location within the same document or at any location within another document.</td>
</tr>
<tr>
<td><strong>Default</strong></td>
<td>A predefined setting that is built into a program and will be present each time that program is run unless an alternative setting is specified.</td>
</tr>
<tr>
<td><strong>Edit</strong></td>
<td>To add, delete, or change information (text, images, tables, etc.) within a document.</td>
</tr>
<tr>
<td><strong>File Name</strong></td>
<td>The name assigned to a document either automatically by the computer or by the user when saved.</td>
</tr>
</tbody>
</table>
Font  The visual design of characters. Also called a “typeface.”

Footer  Text printed at the bottom of one or more pages of a document, often used for numbering pages.

Format  The way text appears on a page.

Header  Text printed at the top of one or more pages of a document.

Indent  The distance text is moved into the body of a document from the document’s margin, usually referring to the first line of a paragraph.

Italic  A style of text that is slanted to the right.

Landscape  A page setting that allows for text to be printed sideways across the widest part of the page.

Margin  A boundary that controls how close text can come to the edge of a page.

Orientation  Tells which way text will be printed on a page, such as landscape or portrait.

Page Break  Determines the end of one page and the beginning of the next page. Can be automatically created by the program based on the margins or manually inserted by the user.

Paste  A command that allows you to insert cut or copied text into a document.

Point Size  The height of a character. 72 points = 1 inch.

Portrait  A page setting that allows for text to be printed across the narrow part of a page.

Rename  To change the name of a saved document.

Shortcut Keys  Key combinations you can use in place of using the mouse and menus to give the computer commands.

Shortcut Menus  Menus that appear when an object or text is right-clicked with the mouse and allow you to perform common functions more quickly.
**Template**  
A special kind of document that provides a basic format and set of guidelines for a certain type of document.

**Thesaurus**  
A tool that allows you to look up synonyms and antonyms for words in a document.

**Toggle**  
To give the computer the same command once to turn a feature on, then again to turn that feature off.

**Word Wrap**  
A feature of Microsoft Word that automatically moves you to the next line when you reach the end of the line you are on.

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**Further Reading Suggestions**

These books, available from the library, will help you learn more about the various versions of Microsoft Word and how to use them. The versions of Word used at the library, Microsoft Word 2002 and Microsoft Word 2007, may be different than the version you use on other computers at home, work, or school.

**Microsoft Word 2000**

*Word 2000 for Windows for Dummies* by Dan Gookin  
*How to Use Microsoft Word 2000 Visually in Full Color* by Sherry Kinkoph

**Microsoft Word 2002**

*Word 2002 for Dummies* by Dan Gookin  

**Microsoft Word 2003**

*Microsoft Word 2003: Top 100 Simplified Tips & Tricks* by Jinjer Simon  
*Microsoft Word 2003 for Seniors: Getting Familiar with Word Processing* by Addo Stuur

**Microsoft Word 2007**

*How to Do Everything with Microsoft Office Word 2007* by Guy Hart-Davis  
*Special Edition Using Microsoft Office Word 2007* by Faithe Wempen

Also check out the four-level DVD series *Discover Word 2007.*