THE THIRD AGE TRUST
U3A
THE UNIVERSITY OF THE THIRD AGE

Discover How to:

- Produce letters, posters and newsletters
- Manage your accounts, address book and budgets
- Email friends and family
- Show off your holiday snaps

Sean McManus

Microsoft® Office for the Older and Wiser

Get Up and Running with Office 2010 and Office 2007

PRACTICE MAKES PERFECT

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Introduction

I know what you're thinking: "Office? That sounds a bit dull." But don't let the name put you off reading this book. Although Microsoft Office can be used to manage your household accounts and write letters to the bank, it also enables you to enjoy fun projects like creating party invitations, making posters, planning your holidays, putting together slide shows and compiling recipe books. In fact, once you understand the basics of how to use Microsoft Office, your imagination is the only limit. Soon you'll be thinking of more and more ways to use Microsoft Office and unleash the full power of your PC.

Whether you're a beginner or are already using it, you'll discover that there are two main benefits to mastering Microsoft Office. Firstly, it makes life easier. If you're still writing out your Christmas card envelopes by hand, or struggling to work out how much interest the bank is due to pay you, let the computer take the strain. Computers love complex and repetitive tasks and once you've learned how to set things up they'll happily beaver away on your behalf while you put your feet up. It's like having that robot they always promised us, although it still won't make the tea or vacuum the living room. (Microsoft, if you're listening, please dedicate some boffins to making that happen!)

Secondly, Microsoft Office can empower you in your hobbies and creative pastimes. If you've always wanted to write a novel, word processing is your tool. If you want to keep track of the number of birds you've spotted or train timetables, a spreadsheet can help. If you are ever called upon to deliver a presentation, whether it's showcasing photos to your family or sharing your expertise with the local horticulture society, a PowerPoint presentation helps you organise your thoughts and tell your story.

Microsoft says that 500 million people worldwide use Microsoft Office.

What is Microsoft Office?

Twenty years ago, Microsoft cofounder Bill Gates' vision was for there to be "a computer on every desk and in every home", and in the developed economies we're not far off that. In fact, computers are probably the main reason people buy desks today.

Microsoft Office is a collection of programs (called a 'suite'), which enables you to create different types of documents on your computer. So, you ask, what are the programs (or 'applications') and what might you use them for?

- **Microsoft Word:** this is word-processing software, which is the great-great-grandchild of the typewriter. You type in the content of your document, and you can edit it until you're happy with it (including moving whole paragraphs around, and adding or deleting them). You can change the way your document looks, from simple styles like bold and underlined text all the way up to complex newsletter layouts, as you'll be finding out. Microsoft Word can be used for letters (see Chapter 1), diaries, posters (see Chapter 2), newsletters (see Chapter 3) and even books. I'm using it right now to write this book.
- **Microsoft Excel:** this is spreadsheet software, which is used for structuring words and/or numbers in a grid. It helps you to organise information. At its simplest, it can be used to lay out data like timetables and address books (see Chapter 4) and to create nice, clear coloured charts. Its sophistication enables it to carry out calculations using numbers you have entered in the boxes in the grid, as you'll see in Chapter 5. I'm also using Excel right now, to keep track of the number of words I'm writing for each chapter.
- **Microsoft PowerPoint:** this software is most often used for presentations where somebody stands up and talks through a series of slides. If you're invited to give a talk to your local U3A group or another community organisation, PowerPoint will make sure your presentation looks slick. You can also use it with friends and family to create a photo slide show, as you'll see in Chapter 7.
- **Microsoft OneNote:** this is the newest and most overlooked program in Microsoft Office. It's a bit like a scrapbook on your PC, in which you can keep

interesting web pages, paste pictures and write notes. It's powerful because of the way you can group related information and search through your notebooks, and because of the ease with which you can add information. In Chapter 8, you'll learn how to make a recipe book using it OneNote. I use it mainly for organising my ideas when I'm writing fiction.

These four programs make up the Home and Student version of Microsoft Office. This version is the one that you're most likely to have on your home PC, partly because it's sold at a family-friendly price – and all you'll ever need to create beautiful documents.

There is also a free Starter Edition, which comes installed on some new PCs. This version includes cut-down versions of Word and Excel, with adverts shown on screen. Personally I'd find the adverts too distracting while I was trying to work, but you can't argue with the price. If you're new to Microsoft Office, this version provides you with a risk-free way to try out the applications and you should be able to carry out most of the Word and Excel projects in this book using it, then buy the full version should you wish to do so.

Microsoft Office is also available in other, much more expensive editions, which are mostly sold to companies. You may already be familiar with these versions or have heard of them through family or friends. Two of the better known programs in these editions include:

- **Microsoft Outlook:** this is one of the most popular programs for email. This book doesn't cover Outlook but, in Chapter 9, I will show you how you can use email to share your ideas and your Microsoft Office documents over the Internet.
- **Microsoft Publisher:** this is used for laying out documents such as brochures, and it's particularly appealing for small businesses. This book doesn't cover Publisher but most home users find that they can design the documents they need using Microsoft Word, which we'll cover in depth in this book.

There have been many versions of Microsoft Office over the years, but in this book the focus is on Office 2010 and Office 2007. (The software is named after the year of its release.) The earlier version, Office 2007, is very similar to Office 2010 – they're a bit like identical twins. If you're already familiar with Office 2007 you might spot the odd difference in Office 2010, but they look more or less the same and it can be hard to tell them apart at a glance.

If you've used an even earlier version of Microsoft Office, you may notice that Microsoft has overhauled the buttons and menus for Office 2007 and has kept this new layout for Office 2010. The redesign annoyed quite a few long-term users, because when they looked for commands in the old places, they weren't there any more. It was a bit like somebody coming into your house while you were asleep and moving all the furniture around: unwelcome and extremely confusing, especially when you were looking for something like a pair of scissors. After acclimatising for a short while, however, I found that the new design made the software much easier to use. The new screen design lays out all the options for you rather than hiding them in a menu, so you can see what you're looking for. It's also quicker because you can use fewer mouse clicks than in older versions of Microsoft Office. Generally speaking, anything you can do with 2007, you can also do with 2010. A few features introduced in 2010 aren't available in older versions of Microsoft Office, but I'll flag those up as we come across them in the projects.

If you've recently upgraded to Microsoft Office 2010 or 2007, the information given in this book helps you to navigate around the new interface, as well as showing you how to make the most of the software.

How this book is structured

The best way to learn how to do something is by *doing* it, so this book provides you with practical projects to help you explore the various functions that Microsoft Office has to offer, whether you're just starting out or haven't previously used the software to its full potential. I'll begin with some simple projects for you to complete, such as writing a letter and managing your address book, and then you'll work your way up to something more ambitious, such as creating personalised party invitations. As you work your way through the book, the projects build on skills you've learned in earlier chapters, so you can reinforce what you learned previously through practice, and concentrate your efforts on what's new.

This book is divided into three parts:

Part I introduces you to Microsoft Word, with projects on how to write a letter, create a poster and publish a newsletter.

Part II introduces you to Microsoft Excel, with projects on how to manage your address book and create a basic holiday budget. You'll also learn how to use Word and Excel together to create personalised party invitations.

Part III shows you how to organise and share your photos and ideas, with projects to help you create a holiday slide show, keep a recipe book and share your thoughts over the Internet by email.

At first glance, you might assume that there are only nine projects in this book, but the skills you learn will enable you to do many more. In fact, each chapter concludes with suggestions for other ways to use the skills you've learned in that chapter. Along the way, I'm sure you'll have a few 'aha!' moments of your own, as you work out how you can adapt the projects to your own needs.

The chapters are arranged to be read in order, but if you're already familiar with using Microsoft Office, you may prefer to skip the more basic chapters or even use the book as a reference work.

At the end of the book, you'll find an appendix of the most commonly used keyboard shortcuts (Appendix 1). If you find using the mouse a bit fiddly, or even just want to speed things up, these key combinations provide rapid access to some of the most popular features of the software.

There's also a glossary of commonly used terms you might not be familiar with (Appendix 2), as well as an index, to make it easier for you to find the solution when you can't work out how to do something.

For best results, I recommend that you try out all the projects in this book. If you don't fancy too much typing, you can download the sample files from my website at **www.sean.co.uk**. You can then experiment with editing these samples, or even use them as the basis of your own documents. Sometimes you may find it easier to take something that's not quite ideal and modify it, rather than starting from scratch. The website also includes updates, all the links from the book and supporting resources.

What you will need

You now know a little more about Microsoft Office and what you can use it for, so let's look at what you'll need to complete the projects in this book:

- **Personal computer (PC) – desktop or laptop.** The technical specifications for the computer can be a bit baffling; Microsoft says you need a 500MHz processor, 256MB of RAM (512MB for graphics features), 1.5GB of hard drive space, and a monitor with a resolution of 1024x768. But there is an easy way to understand whether or not your computer will be okay. If you bought your computer with Windows XP, Windows Vista, or Windows 7 already on it, it will probably be fine. If your computer had Windows 98 or Windows 95 on it when you bought it, it's likely to struggle and it might be time to consider buying a new computer. I'm using a PC running Windows 7, which is the latest version of Windows. You might notice the occasional difference between my screenshots in this book and what you see on your screen, but I'll clarify anything that might cause confusion.

- **Mouse or trackball.** I'll tell you when it's quicker or less fiddly to use the keyboard, but you'll need to have a mouse or trackball to get the best from Microsoft Office. Some people find a trackball easier to use, especially if they have arthritic hands. For ease of reading I'll just talk about mouse movements in this book, but the information applies equally to trackballs. If you struggle with the mouse, don't forget to make use of Appendix 1, which lists keyboard shortcuts you can often use instead.
- **Office 2010 or Office 2007.** The applications we use in this book are Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft OneNote. They're cheapest if you buy them in the Microsoft Office Home & Student version, but you can also buy them individually. You might find that starter versions of Word and Excel come pre-installed if you buy a new PC.
- **Printer.** I recommend a printer that prints on A4 paper (or US 'letter' size in the US), because you'll be creating letters, posters, and newsletters as you work through the projects in this book. Colour printers are affordable nowadays, but you can use a black and white printer if you're happy to create monochrome documents. There are other ways to share your documents so a printer isn't essential, but it is extremely helpful.
- **Internet connection.** During the projects, you'll discover how to download content from the Internet and incorporate it into your documents. In the final chapter, you'll find out how to share your own documents over the Internet, too. You'll also need to be connected to the Internet in order to download the sample files from the book's website at **www.sean.co.uk**.

For the projects in this book, I assume that you have this equipment and it's all working fine. It's not hard to install Microsoft Office if you haven't already got it installed on your computer. Usually, you just insert the disk and then say 'yes' when it asks you if you want to accept the default settings. Getting the printer and Internet connections set up can be a bit trickier, so if you have a computer whizz-kid in the family, ask them for help. Alternatively, phone a friend or one of the many helpful small PC troubleshooting companies – preferably recommended by a friend. Then unleash them on your PC and stand well back.

Familiarising yourself with the keyboard and the mouse

In this book, I'll assume that you have some basic knowledge of using a computer. Even if you do, however, you might find that you need to use keys on the keyboard that you haven't come across before, or you might need to use the mouse in new ways. Here are some pointers to help you.

Using the keyboard

A computer keyboard has more keys than a typewriter keyboard because it has a number of keys that perform special functions. Some of these will be familiar to you. You might have used the Start button, for example, to run programs like your Internet browser or to play solitaire. If you've shopped online, you might have used the backspace key or cursor keys to correct your address as you entered it.

The Shift, Alt and Control keys don't seem to do anything when you press them. That's because you have to hold them down and then press another key to do something.

The Shift key is used to access the symbol written on the top half of the key, where there is one. To type an exclamation mark, for example, you hold down the Shift key and press the number 1 key in the main part of the keyboard. You also hold down Shift and press a letter key to type an upper case letter.

The Control and Alt keys are used to perform certain functions in the program and usually provide a keyboard shortcut for doing something you can also do using the mouse and menus on screen. Control and S together enable you to save your document, for example. You'll learn more about that and other keyboard shortcuts in the projects.

Figure 0.1 provides a handy reference to some of the keys you'll need to use for the projects in this book. Your keyboard layout might look a bit different. You will find that most of the keys are in the same place, and that the main cluster around the letter keys, the cursor keys and the numeric keypad will be exactly the same. The keys between them are bonus keys that might be arranged differently.

You don't need to learn all these keys now: the illustration is here so you can refer back to it whenever you want. You'll be introduced to the various keys as you need them for the projects.

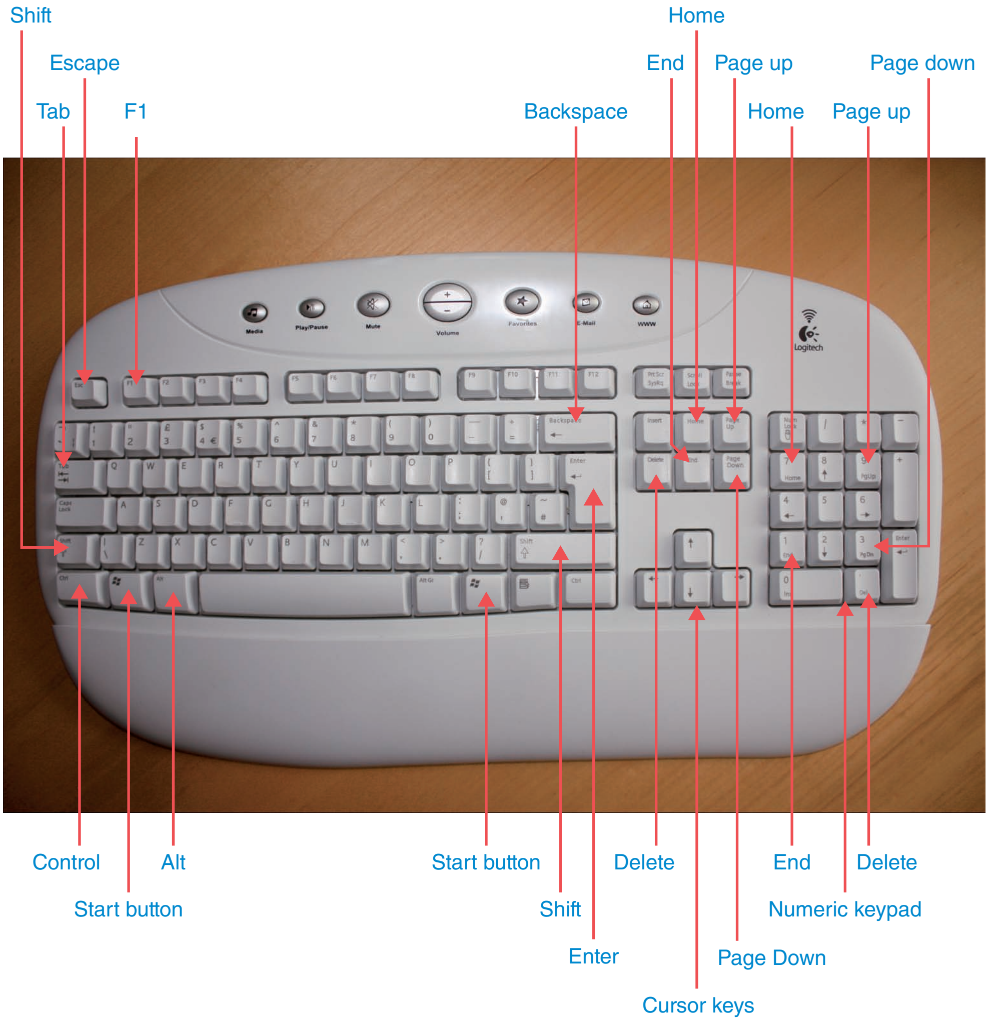

Shift
Home
Escape
End
Page up
Page down
Tab
F1
Backspace
Home
Page up
Control
Alt
Start button
Delete
End
Delete
Start button
Shift
Numeric keypad
Enter
Page Down
Cursor keys

Figure 0.1

Using the mouse

I'll assume that you're familiar with the basics of using the mouse, including moving the mouse pointer around the screen. With most activities, you can use just one of the two buttons on a PC mouse, but when using Microsoft Office, you might sometimes need to use the other button too.

To avoid confusion, here are some terms I'll use:

- 'Click the menu' means you should put your mouse pointer over a menu on screen and then press the left mouse button. If it doesn't say which mouse button to press, it's always the left one.
- 'Right-click the menu' means you should put your mouse pointer over the menu and then press the right mouse button. You'll use this much less often, and only when explicitly told to use the right mouse button.
- A 'double-click' is when you press the mouse button twice in quick succession.

Making mouse control easier

Microsoft has built accessibility options into Windows so that you can still use the software even if you find it difficult to control a mouse.

From the Start menu, go to Control Panel and then double-click on Mouse. You can then change a wide range of options, including how fast the mouse moves and how quickly you have to click to register a double-click. You can also switch on trails so that you can see your cursor move more easily.

If you can't move the mouse, you can use the numeric keypad instead, by switching mousekeys on. You'll find the controls to do this in the Ease of Access Centre in Windows Vista and Windows 7, or in the Accessibility Options in the Control Panel in earlier versions of Windows.

There are many powerful tools in Windows to help ensure that physical or visual impairments don't prevent people from being able to use software like Microsoft Office. There isn't room to go into full details here, but Microsoft provides extensive help on its website.

You can minimise your use of the mouse by learning keyboard shortcuts, too. I'll tell you about the most useful ones, and you can refer to Appendix 1 at the back of the book for a fuller list.

Backing up your files

To protect yourself against the risk of losing your Microsoft Office files, you should keep a *backup copy*. A backup copy is just a spare copy of a file, in case something happens to the original. If your computer breaks, for example, you might lose all your information if you only have one copy of it. If you have a copy that's stored outside the computer for safekeeping, you can switch to using that instead.

You should keep a backup copy of your files on a separate device to your computer. Suitable devices include:

- **An external hard drive**. These can have enough capacity to store everything on your computer and can be bought for under £100, sometimes even under £50. These are fairly bulky devices, about the size of a small box of soap powder. If you want to back up everything on your computer, get an external drive that has the same storage capacity as your computer.
- **A USB key** (also known as a flash drive). These tiny devices can fit on your keyring, so you can take your backup everywhere (not a bad idea). Prices start at under £10 and are available from well-known brands (including Sony and SanDisk) for under £20. The prices vary depending on how much information the device can store (measured in gigabytes or GB), and how well known the supplier is. These devices might not store all the data from your computer, but they can store thousands of typical office documents. An 8GB USB key could store over 8,000 typical Word or Excel documents, although any pictures or sound files would eat up the available space quickly.

These devices are great because you can store a copy of a file on them and update it whenever you need to. If you don't already have a suitable device to back up your files on to, I suggest you buy a USB key. You can use Windows to copy your files on to the USB key. It isn't possible to go into depth on how to do that here, but if you know someone who understands Windows, it will only take them a few minutes to show you how to make a backup copy.

Choosing the right application for the job

As I've already mentioned, there are four applications in Microsoft Office (Home & Student version): Word, Excel, PowerPoint and OneNote. Sometimes, you can do the same job in different applications – so how do you know which one is best?

As you complete the projects in this book and work on your own projects, you'll develop an instinct for the best tool for the job, but Table 1 offers some guidance to help you choose.

Table 1: How to choose the right Microsoft Office application

Ask yourself…	**If yes, then use…**
Is your document predominantly about the words you type in, such as a letter or a story?	Word
Is your document likely to be many pages long?	Word
Do you want to control the layout and design of your document? Examples might include greeting cards or leaflets.	Word
Does your document lend itself naturally to a grid layout, such as a study timetable?	Excel
Is your project about organising information?	Excel
Does your document include a lot of arithmetic or numbers?	Excel
Does your document include a lot of the same type of information about a lot of different people or things? Examples might include addresses of friends or details of trains you have spotted.	Excel
Does your project involve presenting information to other people?	PowerPoint
Is your project about gathering information for yourself, without plans to share it?	OneNote
Will your document be read mostly on paper?	Word
Will your document be read mostly on screen?	Excel, PowerPoint, OneNote

This information is only intended to be a rule of thumb and, depending on your project, you might find the above guidelines contradictory. In that case, treat each guideline as a ‘vote’ for an application. If there’s a tie between two or more contenders, make them arm-wrestle for it! Sometimes there really is no single right answer.

In Chapter 6, I’ll show you how to use different programs from the Microsoft Office suite together to create personalised invitations. There are many other examples of how you can break a project down into smaller parts so that you can use the best tool for each part. You can switch between the different tools easily, and can even copy something you have prepared in one application and paste it into a different one. For example, say you are going to write an annual report for the local WI group and it needs to include a report about all the great activities you’ve done this year together with a financial breakdown. Word is best for the wordy stuff and Excel excels at the maths, so in this case you could create the maths part in Excel, copy it and then paste it into your Word document, using Word to produce the final layout.

Don’t worry if this doesn’t make too much sense to you now. It’s here for you to refer back to, and as your knowledge of Microsoft Office increases, you’ll find it starts to make more sense.

Creating a poster with Microsoft Word

2

Equipment needed: Computer (desktop or laptop) running Microsoft Word 2010 or Microsoft Word 2007 (see Introduction), plus a connection to the Internet to download templates.

Skills needed: Ability to use a computer keyboard and mouse (or trackball). Basic familiarity with navigating Word documents, selecting text and using simple formatting controls (see Chapter 1).

Whether you've lost a kitten, are delivering a talk to your local community group or are promoting a jumble sale, it pays to advertise. There are lots of places you can display a poster, including your local library and newsagent's window. But how do you make sure that yours stands out from the others?

Using the skills you developed in Chapter 1, you can design an eye-catching poster of your own. It's not difficult to type in the text, use a big, bold font, apply some fancy formatting to draw attention to the most important parts, add a splash of colour, centre it all and print it out.

To make it even easier for you, Word has a number of professional designs built into it, which you can customise to ensure your poster is both eye-catching and professional-looking. Posters are a lot quicker to create this way as well, because all the work on the design has already been done for you.

Starting a new document with a template

To start creating your poster, you first need to pick a template for it. A template is a document that's been designed for you, with dummy text that you can modify.

There are a limited number of templates built into Word, but you can download many others from the Internet. Known as Office.com templates, they are regularly updated by Microsoft, which means it's always worth checking to see what's new. You do need to be connected to the Internet to access them, but you don't need to use a web browser or email because Word does all the downloading for you in the background.

The way to select templates is slightly different depending on whether you're using Office 2010 or Office 2007.

It's worth exploring the templates to see what's there, particularly as templates designed for one purpose often work really well for another. There are good candidates for posters in the categories of Announcements (for graduation and new baby parties), Flyers (for events) and Invitations (also for events). At the time of writing, the Posters category was a red herring, offering little more than a few dull posters for real estate and technology companies. Don't they realise Word is mostly about fun stuff?

In this project, I'll assume you're creating an A4 poster. Word will let you design documents bigger than that, but few people have printers that can print them. You can get larger pages printed at specialist copy shops, however, or you could print on A4 and then enlarge it to A3 using a photocopier (which will result in a drop in quality).

Some templates, such as the invitations, are designed to be printed onto cards smaller than A4. Unfortunately, there isn't a definitive way of telling how big a template is before you download it. The template name often gives a hint about whether it's designed for paper of non-standard size. The easiest way to test it is to download it and then print it to see whether it looks okay, before you start editing. You don't have to pay for the templates, so why not give it a go?

Choosing a template in Office 2010

To pick a template in Office 2010, you need to start by going backstage (click the File tab, as you did to save your work in the project in Chapter 1). From the menu, select New, and you'll see a number of templates at your disposal, as shown in Figure 2.1.

You would usually start a new file by choosing Blank Document. Word opens a new blank document automatically when you start the program, as you know, but you can work on multiple new documents in the same session. Word will let you have lots of documents open at once – certainly many more than your brain can cope with *working* on at once!

This time, we're not going to start a blank document. We're going to pick something with more sizzle. Click the More categories folder, and you'll see a number of folders. If you click to go into any of these, you can preview the templates in there.

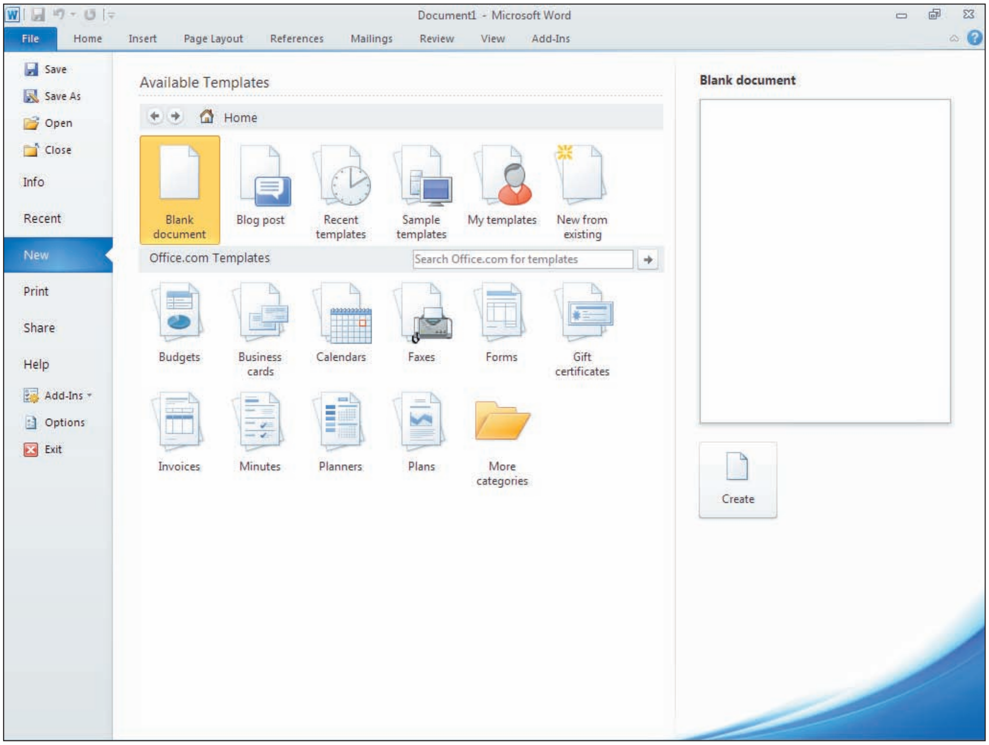

Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Save
Save As
Open
Close
Info
Recent
New
Print
Share
Help
Add-Ins
Options
Exit
Available Templates
Home
Blank document
Blog post
Recent templates
Sample templates
My templates
New from existing
Office.com Templates
Search Office.com for templates
Budgets
Business cards
Calendars
Faxes
Forms
Gift certificates
Invoices
Minutes
Planners
Plans
More categories
Blank document
Create

Figure 2.1

If you come back to create calendars or gift certificates later, note that the folders you see in Figure 2.1 aren't repeated inside the More categories folder, so check the first screen carefully before hunting in the More categories folder.

When you find a template you like the look of, click on it and you'll see a preview of it on the right, as shown in Figure 2.2. When you find a design you're happy with, click the Download button underneath the template preview.

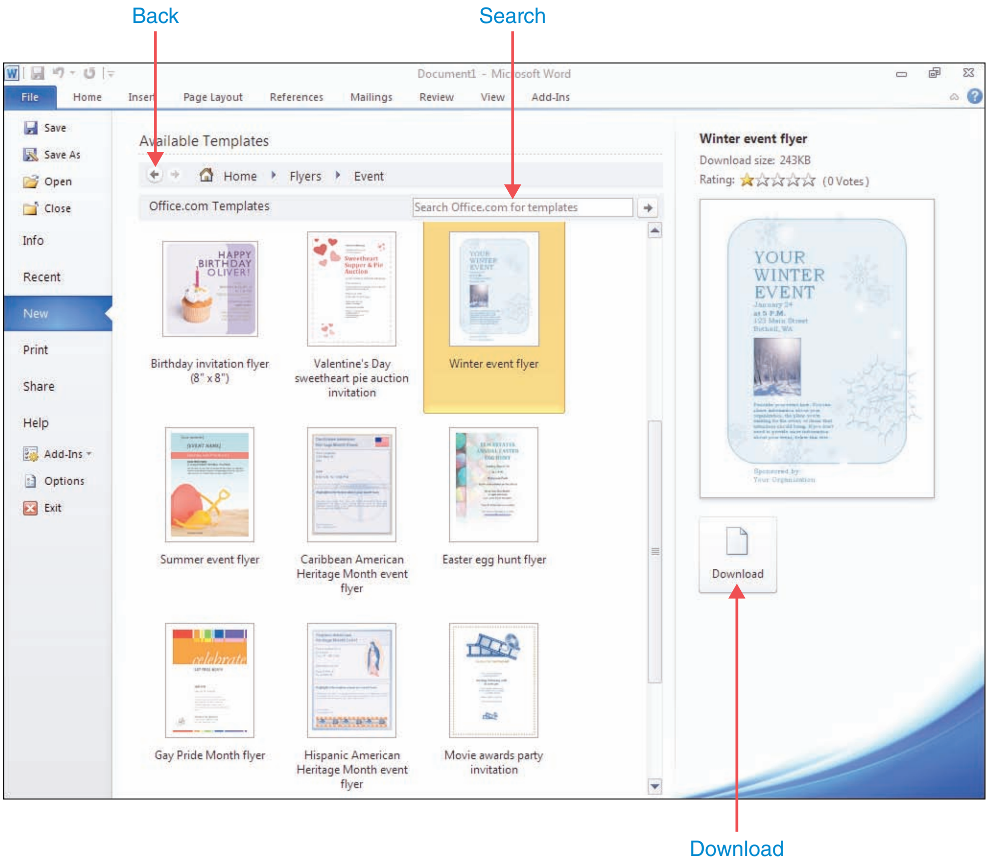
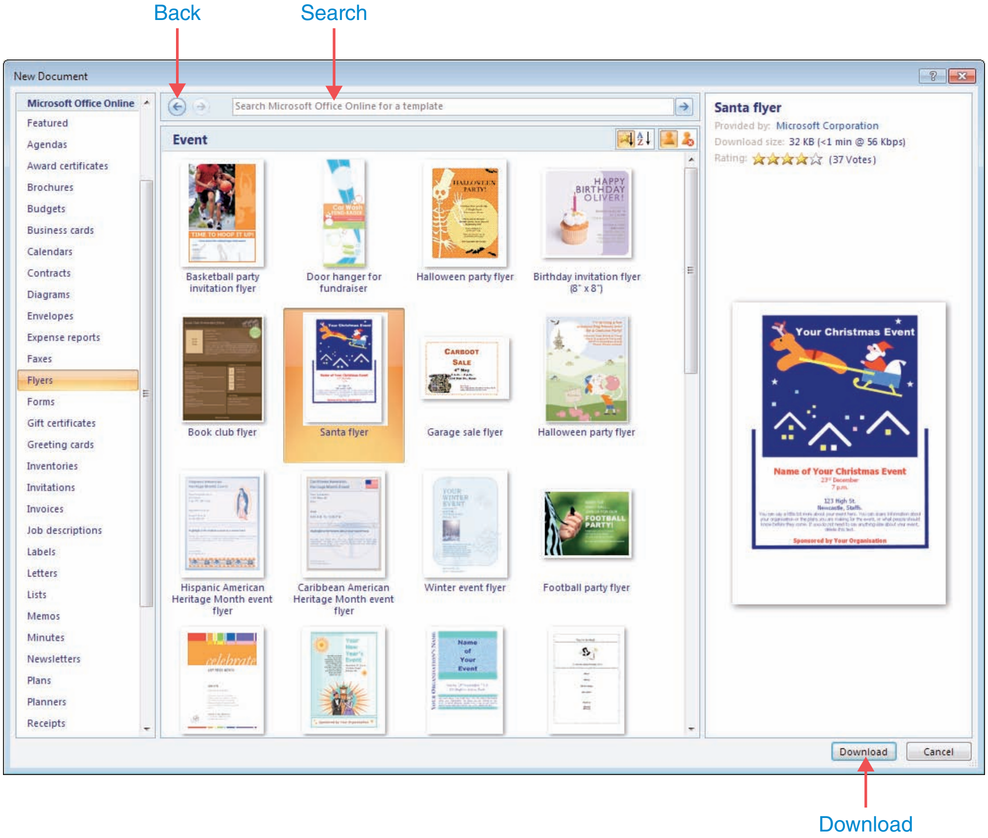

Back
Search
Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Save
Save As
Open
Close
Info
Recent
New
Print
Share
Help
Add-Ins
Options
Exit
Available Templates
Home
Flyers
Event
Office.com Templates
Search Office.com for templates
Birthday invitation flyer (8" x 8")
Valentine's Day sweetheart pie auction invitation
Winter event flyer
Summer event flyer
Caribbean American Heritage Month event flyer
Easter egg hunt flyer
Gay Pride Month flyer
Hispanic American Heritage Month event flyer
Movie awards party invitation
Winter event flyer
Download size: 243KB
Rating: (0 Votes)
YOUR WINTER EVENT
Download
Download

Figure 2.2

Choosing a template in Office 2007

To choose a template in Office 2007, click the round Office button at the top left of the screen and then click on New. The first thing you see is the blank document template and any templates you have used recently, so that you can quickly find them again. On the left you'll see the categories of templates available, as shown in Figure 2.3. When you click one of those, you see either all the templates within that folder or some categories to choose from first. Click the Flyers category, for example, and you are asked to pick from Event, Marketing, Real Estate and Other flyers.


Back
Search
New Document
Microsoft Office Online
Featured
Agendas
Award certificates
Brochures
Budgets
Business cards
Calendars
Contracts
Diagrams
Envelopes
Expense reports
Faxes
Flyers
Forms
Gift certificates
Greeting cards
Inventories
Invitations
Invoices
Job descriptions
Labels
Letters
Lists
Memos
Minutes
Newsletters
Plans
Planners
Receipts
Search Microsoft Office Online for a template
Event
Basketball party invitation flyer
Door hanger for fundraiser
Halloween party flyer
Birthday invitation flyer (8" x 8")
Book club flyer
Santa flyer
Garage sale flyer
Halloween party flyer
Hispanic American Heritage Month event flyer
Caribbean American Heritage Month event flyer
Winter event flyer
Football party flyer
Your Christmas Event
Name of Your Christmas Event
Download
Cancel
Download

Santa flyer
Provided by: Microsoft Corporation
Download size: 32 KB (<1 min @ 56 Kbps)
Rating: ★★★★☆ (37 Votes)

Figure 2.3

If you can't find the category you want at first, try More categories at the bottom of the category list. You can also search for a particular template by typing what you're looking for into the search box at the top, and clicking the right arrow beside it.

So you don't have to squint, a large preview is shown on the right when you click on one of the templates.

When you've found a template you're happy with, click the Download button at the bottom right.

In both Office 2010 and Office 2007, you can also search for templates by keyword across all the folders. Type what you're looking for into the 'Search Office.com for templates' box in Office 2010 or the 'Search Microsoft Office Online' box in Office 2007, and then click the right-arrow next to it. If you get lost in a folder or set of search results, just click the back button to go back a step.

Changing the view

There are a few different ways you can view your document in Word. Most of the time it doesn't make much difference which of them you use, but when you're doing projects that involve positioning things on the page, you need to use the Print Layout document view. Otherwise, you might not see some of your design elements. If your screen looks like a piece of paper on a grey background, you're already there.

If not, click the View tab and then click Print Layout on the left of the ribbon. You're unlikely to need the other document views, although Draft is useful for writing long documents. Full Screen Reading makes it easier to read the document on screen but won't let you edit, so if you do use that, you need to click Close at the top right to get back to editing.

Changing the text in your template

I'm sure you're way ahead of me on this already, but the first thing you should do after downloading your template is to save your document so you can quickly save your edits without interrupting your concentration as you work on it. I know. I'm nagging. But you'll thank me for it one day.

So, now you've found a great template for a holiday party but you don't want to promote a generic party in some US town you've never heard of. You want to get people to come to *your* Christmas celebration! How do you edit the template?

If you've mastered the art of selecting and editing text (see Chapter 1), this will be easy. All you need to do is edit the dummy text and replace it with your own text. You can move your cursor around the dummy text, delete it and replace it with your own words.

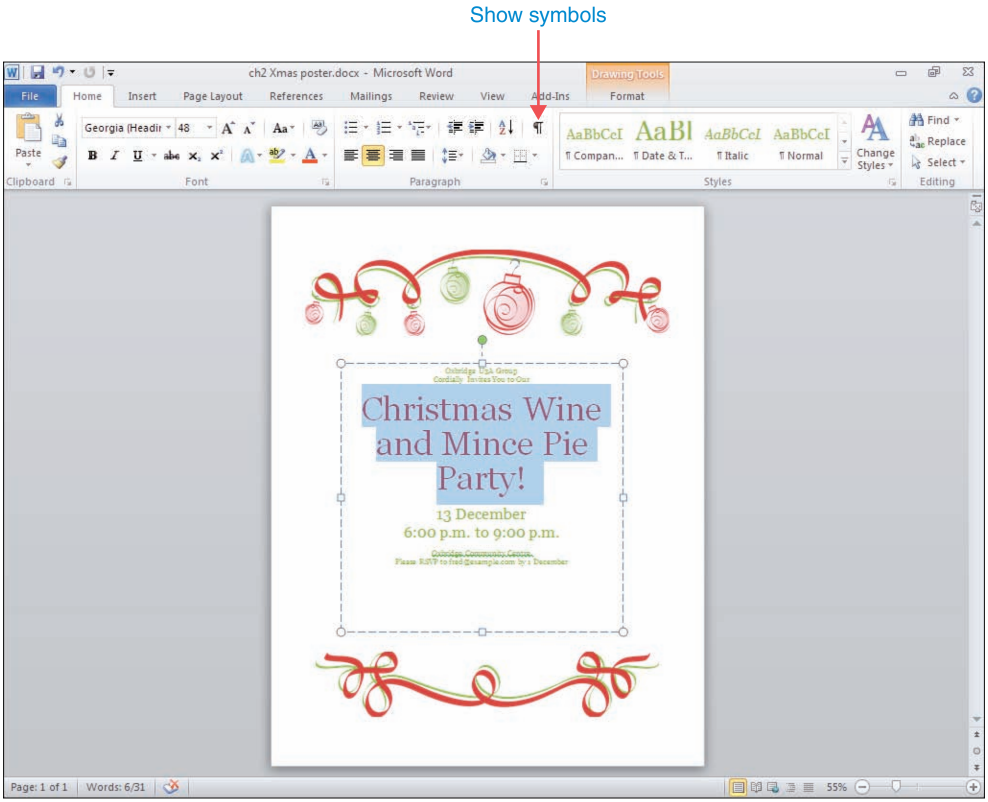
The trick is to do this without losing the formatting. The best way to do that is to select text using the mouse or keyboard and then type what you'd like to replace it with. What you type will overwrite the old text, but Word will keep the old formatting.

In my template, shown in Figure 2.4, the text uses a number of different text styles so I need to edit it in small chunks to make sure that the formatting of each one is preserved. In my template, I edited the text at the top, the red event title, the date and time, and the location and RSVP details, each of them separately.

When you click on your text, you might see a dotted box pop up around it, as shown in Figure 2.4. This is a text box used for laying out the page, and you can ignore it for now – you'll learn more about text boxes in Chapter 3.

The template is only a starting point for your own poster – you don't have to have the same amount of text. You can add more lines if you need to, or delete sections. Don't forget that you can start a new line without having a paragraph break (which might include a large gap) by using Shift+Enter.

You can also change the formatting as much as you like. Experiment with fonts, colours and text styles until it is exactly what you need.



Show symbols

ch2 Xmas poster.docx - Microsoft Word
Drawing Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Format
Paste
Georgia (Headir
48
Clipboard
Font
Paragraph
AaBbCcI
AaBl
AaBbCcI
AaBbCcI
¶ Compan...
¶ Date & T...
¶ Italic
¶ Normal
Styles
Change Styles
Find
Replace
Select
Editing
Page: 1 of 1
Words: 6/31
55%

Oxbridge U3A Group
Cordially Invites You to Our

Christmas Wine and Mince Pie Party!

13 December
6:00 p.m. to 9:00 p.m.

Oxbridge Community Centre.
Please RSVP to fred@example.com by 1 December

Figure 2.4

If you want to see where the paragraph breaks, soft returns and full stops are in a document, you can click the show symbols button, shown in Figure 2.4. This will float a dot in the spaces between words and add a paragraph symbol where the paragraph breaks are. Soft returns are shown with the same down-and-left arrow you see on the Enter key. It can make it much easier to edit a template if you can see where these are, and it won't affect how your document prints – it's just an onscreen guide. Click the same show symbols button on the ribbon to hide them again.

If your template has a US phone number in it, it probably has a prefix of 555 after the area code. That's because a range of numbers with the prefix 555 is reserved purely for fictional use in places like TV shows, films, books and, er, Word templates.

Inserting pictures in your poster

To give your poster more personality, why not add your own photo to it? Getting your photo in the right place can take a little trial and error, but it's not too hard once you've learned the basic controls.

If you click the Insert tab, next to Home, you'll see the Insert ribbon come to the front, as shown in Figure 2.5.

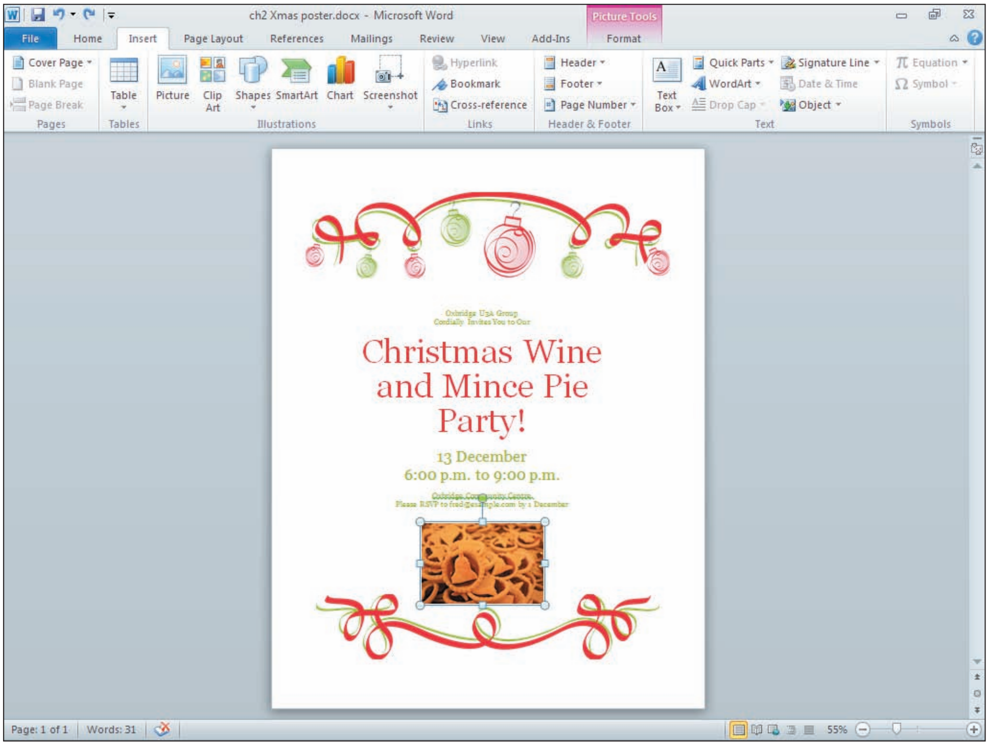

ch2 Xmas poster.docx - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Format
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Illustrations
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
Equation
Symbol
Symbols
Christmas Wine and Mince Pie Party!
13 December
6:00 p.m. to 9:00 p.m.
Page: 1 of 1
Words: 31
55%

Figure 2.5

To add your picture, first make sure the picture you want to use is on your computer. Then:

1. Move your cursor to where you would like your picture to appear in your poster.
2. Click the Insert tab on the ribbon to move the Insert ribbon to the front.
3. Click Picture on the Insert ribbon.
4. Use the file browser to select your picture, click it and then click the Insert button. It doesn't matter whether your picture is a photo, a scanned cartoon or something you made using the free Paint application in Windows.

Ta-da! Your picture should now appear in your poster. It will probably be in the wrong place and might be a bit too big, so there are a number of controls you can use to tailor it. Click on your picture, and you should notice some squares and circles appear around it. You can see these on my picture of mince pies in Figure 2.5. These are controls for manipulating the image:

- To stretch or squash your picture, click on the square box on one side and pull it in the direction you'd like it to go. The mouse pointer turns into a pointer with two arrows on it. If you want to make your picture wider, for example, click on the box halfway up its right-hand side, hold the mouse button down and move the mouse to the right. You will see your picture stretch in that direction. When you let go of the mouse button, your picture will stay that size.
- If you want to make your picture bigger or smaller without squashing or stretching it, click the round circle in one of the corners, hold down the mouse button and move the mouse. If you move it towards the middle of the picture, the picture will become smaller. If you move it away from the middle of the picture, it will become larger. The width and height will move at the same time, so the picture is always in proportion.
- If you want to rotate your picture, click the green circle above it, hold down the mouse button, and then move your mouse around the picture. Your picture will rotate about its centre as you move your mouse. You can put your picture at a jaunty angle, prop it on its side, or even flip it upside down.
- To move your picture, click in the middle of it so that your mouse pointer turns into four compass points, hold down the mouse button, and move the

mouse around your poster. A dotted cursor shows where the picture will be inserted as you move, but the picture won't go anywhere until you release the mouse button.

Feel free to experiment with this. If you make a mistake, you can always use the Undo button in the top left to reverse it.

Sometimes it's tricky getting pictures to work with templates because other parts of the template get in the way. You can delete pictures that are already in the template by clicking on them and pressing the Delete or Backspace key. When you right-click on a picture, the menu that opens may give you the option to replace that picture with one of your own choice, too.

If your picture is only partly visible, it might be inside a text box that isn't big enough for it. If so, you can stretch that box the same way you adjust the size of your picture. Figure 2.4 shows the dotted guidelines of a textbox; as you can see, it has the same controls as those used for resizing pictures in Figure 2.5. Sometimes your picture might be hidden by another one that is in front of it. If you insert a picture and all you see is a dotted box where it should be, immediately click the Picture Tools Format tab to bring that ribbon to the front, click Wrap Text (Word 2010) or Text Wrapping (Word 2007) and then choose 'In front of text'.

If you want to shunt your picture to the right, move it to the left or float it in the middle, you can use the same controls you used for formatting paragraphs in Chapter 1. Click the Home tab, click your picture and then click the icon for left, right or centre alignment (shown in Figure 1.10 in Chapter 1).

Inserting clip art in your poster

If all your photos are of people with their heads cut off and your drawings look like the cat drew them, clip art can rescue your design. Microsoft provides a library of illustrations and photographs that you can embed into your documents directly from Word. Known as clip art, this has been created by professional illustrators and photographers.

It can be bit of a mixed blessing; although clip art is designed to give your document a professional sheen, it can end up making it look amateurish.

For best results, use clip art sparingly. If you're using multiple pieces, try to pick images that look as if they were made by the same illustrator and belong to the same set, so that your design feels consistent. You can enlarge the pictures, so consider using a single striking image instead of lots of tiny ones.

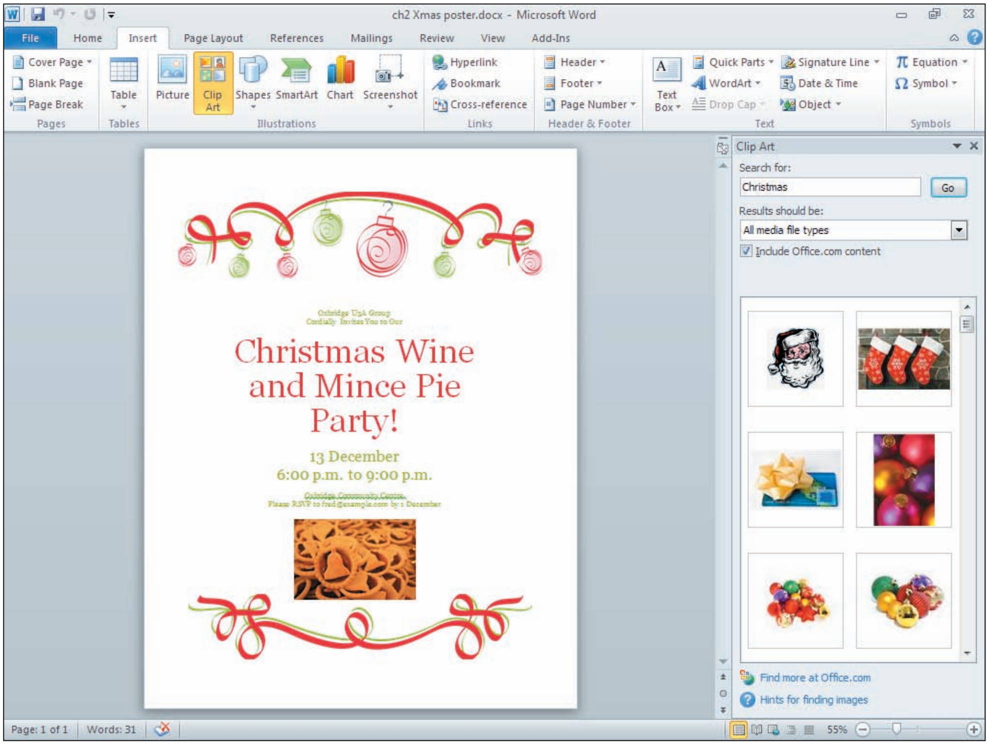
Office has some clip art included in the software but Microsoft provides access to a much larger collection on the Internet, so make sure you're connected before you start.

Searching for clip art isn't the same thing as searching the Internet for images using Google. All the images in the online clip art gallery are approved for you to use in your document for free. Images on the Internet are usually copyright-controlled by whoever created or published them, and you can't legally use them without permission.

To begin, click the Insert tab on the ribbon (if necessary) and then click Clip Art. A sidebar opens, as shown in Figure 2.6.

The Clip Art sidebar works slightly differently in Office 2010 (shown in Figure 2.6) and Office 2007. The differences are so slight I don't know why they bothered to make them. Just to keep us on our toes, I guess.

Whichever version you are using, type your keyword into the Search box. If you're too specific you won't get many results, so try to think of themes (such as Christmas) rather than specific items (such as Christmas tree). If you are using Office 2010, tick the box to include Office.com content. If you're using Office 2007, make sure the pulldown menu is set to search in all collections. Then click the Go button, and you'll be shown small versions (thumbnails) of the available pictures. Word downloads these from the Internet so it will take a moment or two, or longer if you have a slow Internet connection.


ch2 Xmas poster.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Illustrations
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
Equation
Symbol
Symbols
Clip Art
Go
Find more at Office.com
Hints for finding images
Page: 1 of 1
Words: 31
55%

Oxbridge U3A Group
Cordially Invites You to Our
Christmas Wine
and Mince Pie
Party!
13 December
6:00 p.m. to 9:00 p.m.
Oxbridge Community Centre.
Please RSVP to fred@example.com by 1 December

Search for: Christmas

Results should be: All media file types

☑ Include Office.com content

Figure 2.6

You can browse through the clip art by using the scrollbar on the right of it to see more results. When you find something you like, click it. It will take a moment because the computer then downloads the full size picture from the Internet, which can be a large file. Once it's downloaded, it will be inserted into your poster.

You can manipulate clip art images in just the same way as other images; many clip art images are designed to look good in a variety of different sizes.

You might occasionally see video and audio results come up in the Clip Art sidebar. You can safely ignore these, or experiment with using them. If you don't want to see them, click on the pulldown menu that says 'All media file types' (see Figure 2.6) and change the options so you only see photos and illustrations. This is also the menu to go to if you want to refine your search to photos only or illustrations only.

To close the Clip Art sidebar, click the X in its top right corner.

Printing your poster

Congratulations! You've finished your poster. To print it out, use the same technique you used to print your letter in Chapter 1. If you want to send your poster to other people so they can print it out and display it in their communities too, see Chapter 9 for tips on sharing your creations by email.

Why not print on coloured paper? As long as there's enough contrast between your text colour and the background, using coloured paper can give you an eye-catching background without draining your printer's colour cartridge.

What else can you do?

There are many more templates in Word that you can customise for your own needs. In fact, just browsing the template files is inspiring because it gives you so many new ideas for how to use Word. Here are some of my favourites:

- If you have children visiting, Word includes templates for paper dolls (in the paper folding projects folder) and colouring books (under coloring and activity pages). You can customise these with your own text and then print them out for the youngsters to colour, cut and glue together.
- If you're learning a language, Word also includes templates for flash cards that you can customise and print to help you learn your vocabulary.
- If you're throwing a party, you can use Word's banner templates to print signs that say 'Celebrate!' or 'Best wishes!' across several sheets of A4. There are templates for place cards and menus if you're having a formal dinner, too.
- You can use a Word template to make a calendar for the whole year, or even just to create a time planner for one month to go on your wall (remember you can print just one page from a document if you want to).
- You can also use a template to create gift certificates. You could give friends presents like an evening's babysitting by making a voucher to slip inside their card. You can even make your own cards.

- Create and print your own bookmark including inspiring quotations or your favourite book covers.
- Save on expensive printing bills by creating your own business cards.

With all these templates and plenty more besides, perhaps the only paper you'll need to buy in future will be blank!

Summary

- Templates are pre-prepared document designs.
- You can adapt templates designed for other purposes (such as flyers) to use for your poster.
- To replace the text in a template, you select it and then type what you would like to replace it with.
- To preserve the formatting in a template, make sure all the text you have selected has the same formatting before you type over it.
- You can have more or less text than the template, and can replace or delete the template's images.
- You can change the formatting and fonts too.
- The Insert ribbon enables you to insert images.
- The clip art provides a library of pre-prepared illustrations and photos you can use in your poster.
- You can use the controls around the picture to adjust its width and height, and its angle on the page.
- Although there are templates and clip art built into Microsoft Office, there is much more available if you're connected to the Internet.

Brain Training

Now you've finished your second project you're probably already plastering posters all over the town, but take a few minutes to revise your new skills with this quiz. There might be more than one right answer.

1. **To find a template for a poster, it's best to check:**
   - (a) the posters templates
   - (b) the flyers templates
   - (c) the invitation templates
   - (d) all the templates

2. **You can customise a poster by changing:**
   - (a) the text alignment
   - (b) the words in the poster
   - (c) the pictures in the poster
   - (d) the text colours

3. **To add a picture file, you need to go to:**
   - (a) the Home ribbon
   - (b) the backstage area or Office button
   - (c) the Insert ribbon
   - (d) the Picture ribbon

4. **Clip art is:**
   - (a) An installation at the Tate Modern art gallery created with paper clips
   - (b) Art stolen from other people's websites
   - (c) A gallery of photos and illustrations you can use in your documents
   - (d) Expensive

5. **The best way to use clip art is to:**
   - (a) Use as many different styles as possible. Equal opportunities for artists!
   - (b) Splash it all over the place – you can never have enough clip art
   - (c) Use a few good images that work well together
   - (d) Only use the clip art installed on your hard drive

Answers

Q1 – d
Q2 – All of them, and more!
Q3 – c
Q4 – c
Q5 – c

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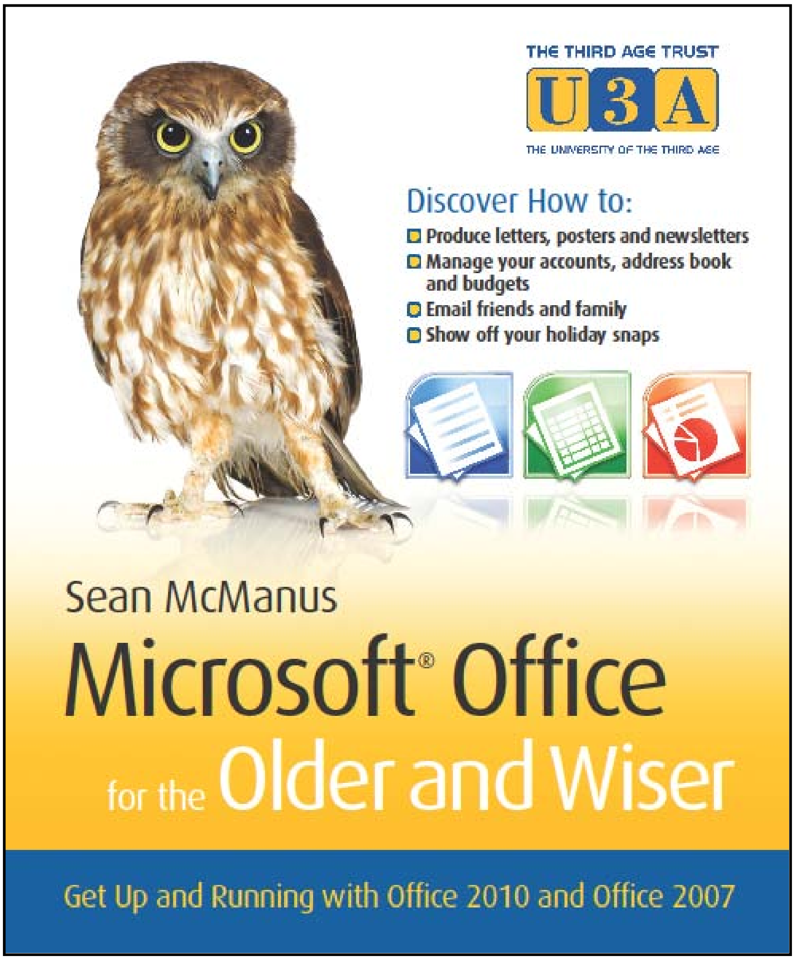
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