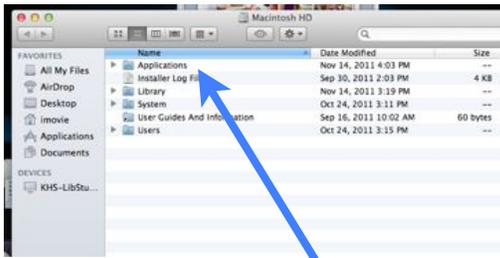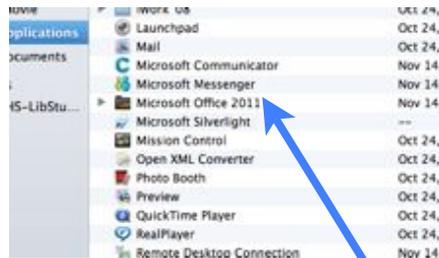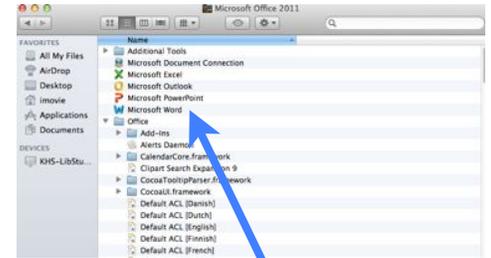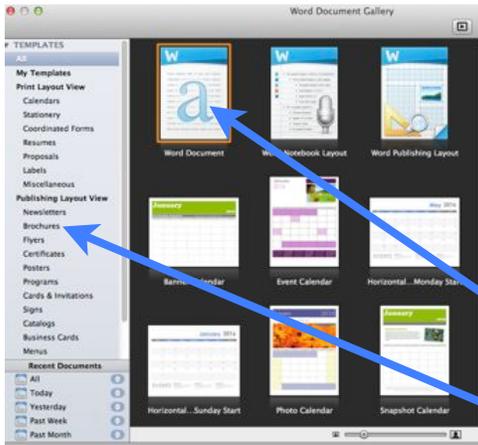# How To Use Word 2011

If Word is not in the dock, open the Macintosh HD and open the applications folder.

Open the MS Office 2011 folder.

Open Word 2011.

Select the type of document you want. The first one is a blank document.

There are many templates from which to choose.

The ribbon at the top replaces the formatting palette. As you type and click on objects in your document, options in the ribbon will become available to you (such as font color, fill color and shading for objects. etc.

Click on the tabs to access more options. Charts offers many charts from which to choose and then opens excel and allows you to input data. The data is automatically updated in your word document.

Tables allows you to insert tables and change the size and amount of rows and columns.
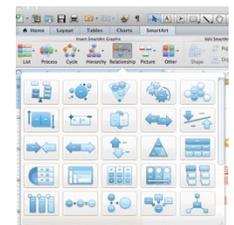
SmartArt offers many types of graphic organizers which you can edit and add information to.
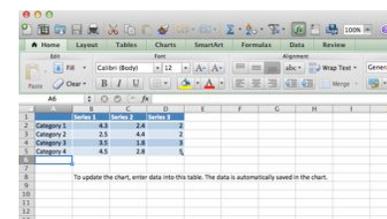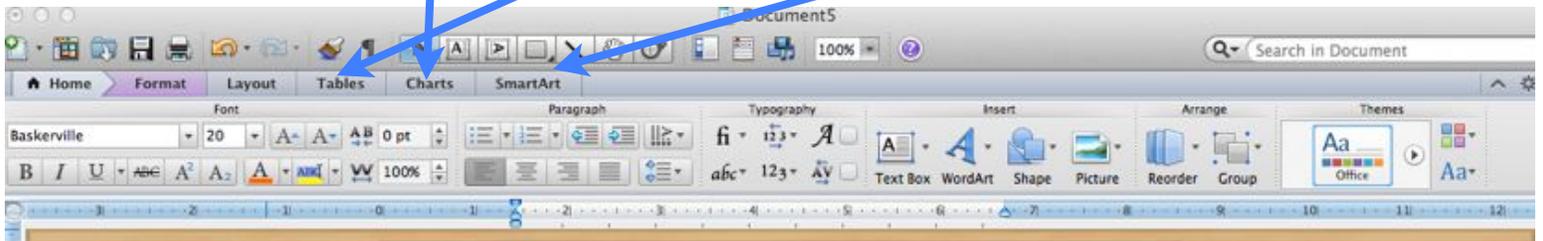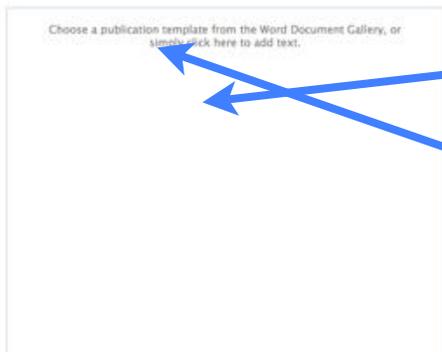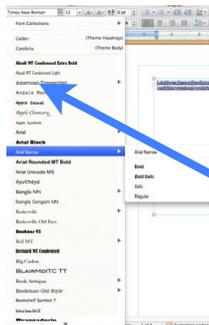
Sample Charts with excel data
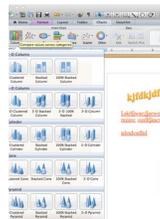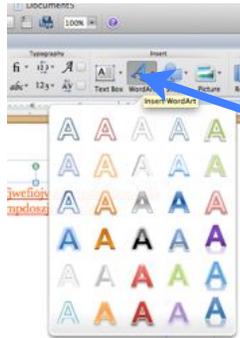
Sample tables with border options
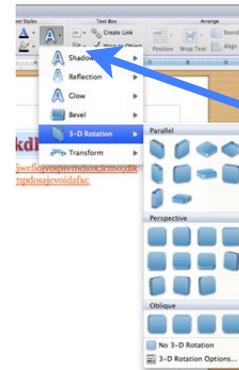
sample graphic organizers

A basic word processing document looks like this when you select that choice. Click on the message and you will receive a text box. Size the text box to the shape and size you want it to be.
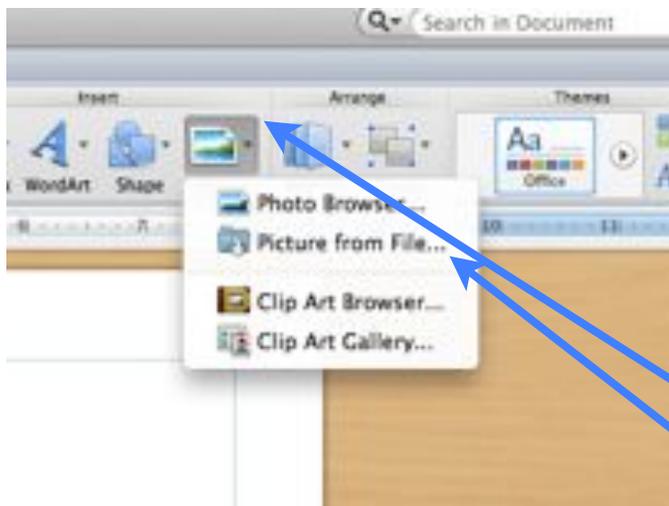
Highlight your font and change the font and size from the font pull down menu in the ribbon

Select wordart for fancy font options.

Then select effects to change the color and style of your wordart

If you want to insert photos from the internet or ones you have scanned, ONLY use jpg photos that are medium size. Using other types and sizes of photos may cause your document to fail to save or print.

Save a jpg (medium size photo) from the internet on your desktop or in your document folder. Then select the picture icon from the top ribbon bar and select picture from file. Locate your photo and insert it into your document.

Double click on the image and you will have access to more options in the top ribbon bar. Change the size of the photo, change its transparency, and rotate the photo.
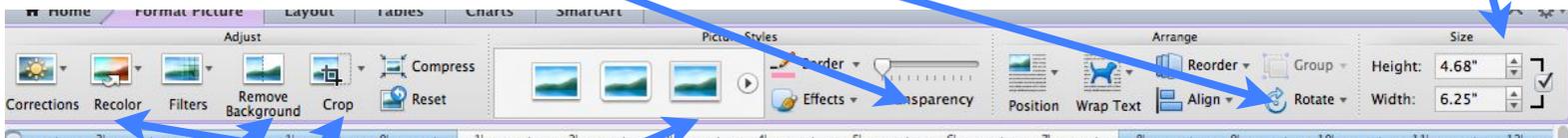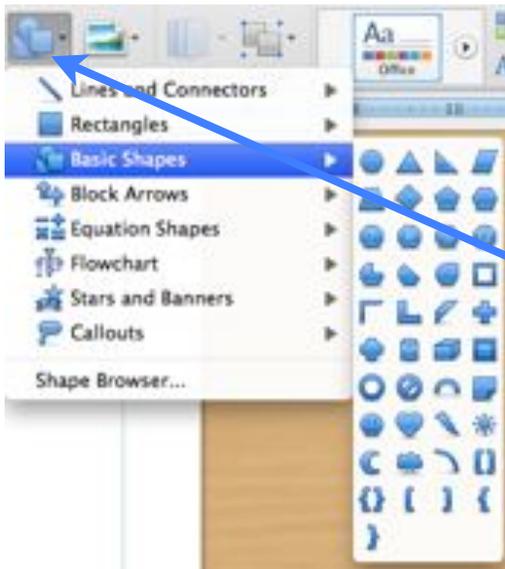
Remove the background, and make adjustments to the photo (color, effects, sharpness, contrast, etc.)
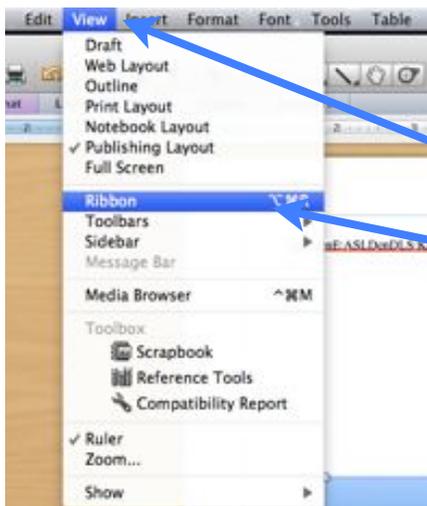Crop the photo, add frames and borders.
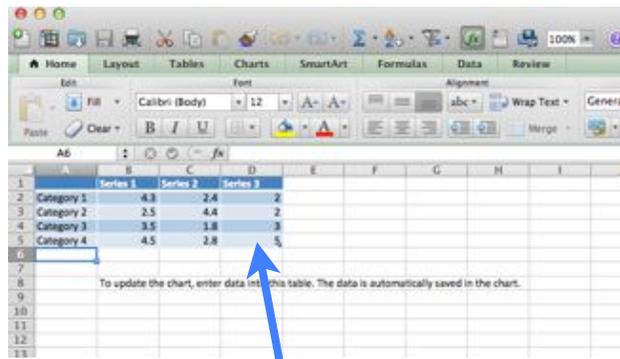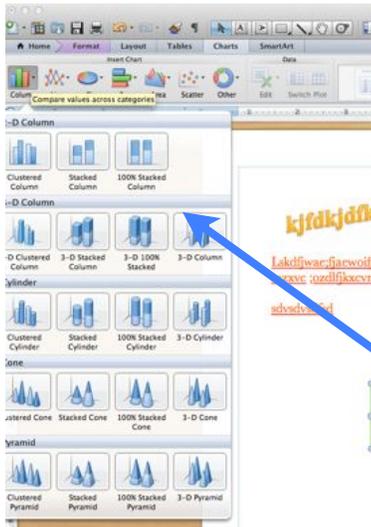
Select the type of graph you would like to include in your document from the charts option.

Excel will open. Edit the data in the cells and the graph will automatically change in your word document.
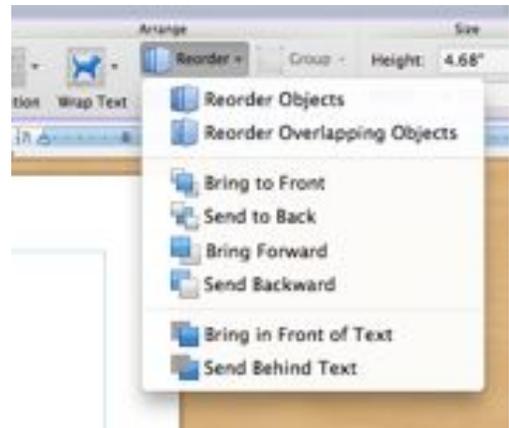
Insert shapes from the shapes icon (under the home tab).
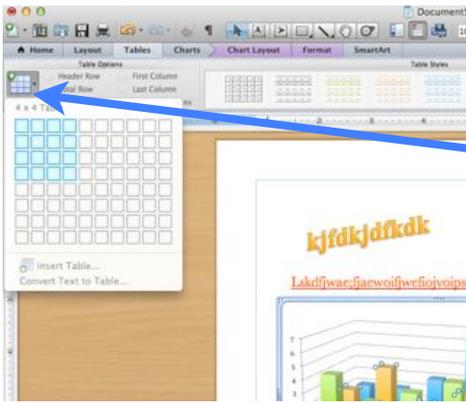
Double click on the shape to access color options and effects.
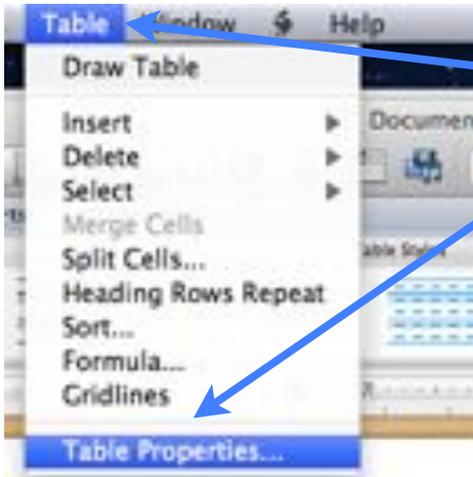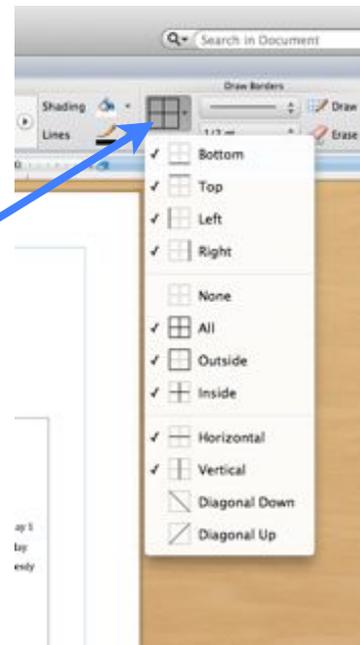
If you lose the ribbon, just select from under the view tab at the top of your screen

Use the reorder option to move photos or shapes or text to the front or back.
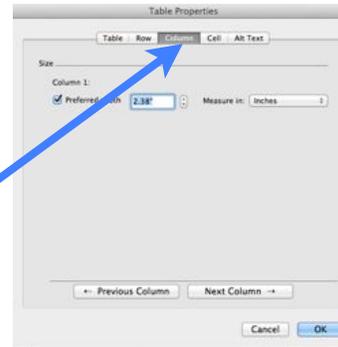
Insert tables by selecting the number of rows and columns you want. Use the border option to create borders for your table.
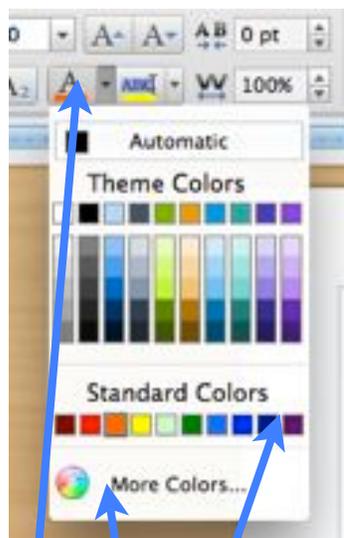
Select table from the pull down menu at the top of the screen (not the ribbon) and then select table properties.
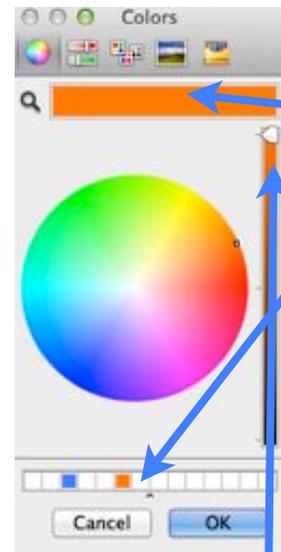
Change the size of your columns and rows here.

You can select theme colors that match shapes and text to a color family, but you can't change individual colors for text and shapes if you do.

Select the color option and then either standard colors or more colors if you want to change the colors yourself.

Once you have found the color you like, click on a color here and drag it here if you want the color wheel to remember the color for future uses.

More colors gives you the color wheel. Use the slider to access even more colors.