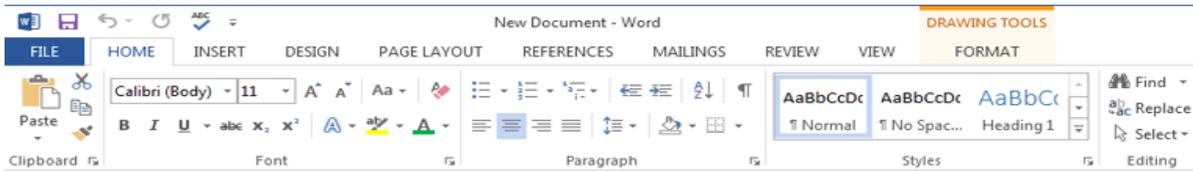


Technology Project Notes

Creating a Letter Using Word

Menu Bar and Ribbon



Menu Bar - located on the top of the screen (File, Home, Insert, Design, Page Layout, etc.)

Ribbon - the tools located underneath the Menu Bar which allow the user to format a document

File Tab - located at the top left hand corner of the screen; this is where the Open, Save, and Print commands are found

Table - allows you to insert a table into your document; located on the **Insert** section of the **Menu Bar**

Rotating tool - allows you to rotate the degree of a shape (white circle)



Resizing Point - allows you to resize an object; represented by white squares

Page Border - allows you to place a border around the edge of the page

Wrap Text - after selecting the shape, text or image, click on Format on the Menu Bar and select Wrap Text (i.e. "In Front of Text"); it changes the way the text wraps around an object

Text Box - allows you create a text box

Holding CTRL and dragging a shape - allows you to make quick multiple copies

Project Steps

1. Click on Start, All Programs, **Microsoft Office and Microsoft Office Word 2013**.
2. Click on the **File Tab**. Click on **Save As**. When the **Save As dialog box** appears, type in your **File Name** and follow the steps to save your file. Finally **Click Save**.
3. You will be starting with a blank document. Begin typing today's date. Press **Enter** twice to move down the page.
4. Type your **salutation** (Example: Dear Mr. Salcedo,). Press **Enter** twice to move down the page.
5. Type five sentences explaining how you personally use technology. (Example: I use Microsoft Word to type up a report for school. I play games on the computer and iPad.). Press the **Space Bar** after each word and period. Press **Enter** twice to move down the page.
6. Type your **closing** (Example: Sincerely,). Press **Enter** twice to move down the page. Type your name.
7. To insert a picture open Google Chrome. Type google.com in the address bar. Click on Images. Type search word(s). Click the Search button. Click on the thumbnail you want to view. Right-click on the image and click "Copy Image." Right-click on your work and choose from Paste options. (Be careful not to highlight your text when you paste.)
8. Click on the picture to highlight it. Go to **Format** on the **Menu Bar** and select **Wrap Text**. Click on **In Front of Text**. Drag the picture where you want it located.
9. Resize the picture using the resizing points (white squares) located on the corners of your picture. Click and drag in or out to make your picture smaller or bigger.
10. To change the size, font or font color, highlight your text by clicking and dragging with your mouse and select your options from the **Font** section of the **Ribbon** located under the **Home** tab in the **Menu Bar**.
11. To add the border, click Design and then Page Borders. In the Borders and Shading Box, design your border. Under Settings, choose the border style you want. Under Style, click the line style you want. Click the arrow under Color and choose a border color. Click the arrow under Width and choose the width you want. Click OK.
12. Click on the **File Tab**. Click on **Save**.
13. Follow the steps provided in the front of the classroom to **open** your work next time for class.

