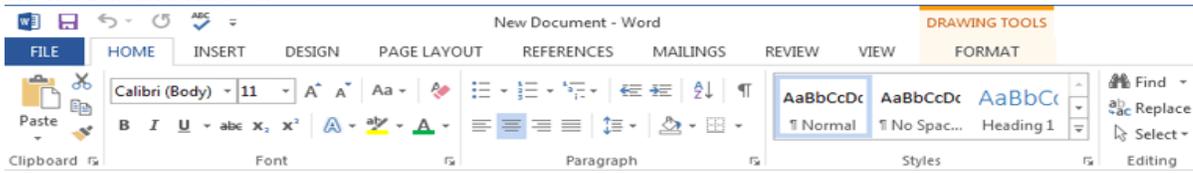


Technology Project Notes

Creating a List Using Microsoft 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

Numbering - allows you to insert a numbered list into your document; located on the **Home** 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 

WordArt - allows you to place a WordArt title; located on the **Insert** section of the **Menu Bar**

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

Header - allows you to add text in the top margin (i.e., date); located on the **Insert** section of the **Menu Bar**

Line Spacing - allows you to insert spacing between the lines of text; located on the **Home** section of the **Menu Bar**

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. Begin typing your title and press Enter to move to the next line.
4. Begin typing your subtitle and press Enter to move to the next line.
5. Begin typing your steps.
6. When done with the text portion of the project, use your mouse to highlight the section you plan to format or edit.
7. Click and drag to select the title (for example, "Computer Troubleshooting Steps").
8. Click on Insert on the Menu Bar and then click on WordArt on the Ribbon. Choose a WordArt.
9. With your WordArt selected, click and hold and move it towards the top center of your page.
10. With the subtitle portion (for example, "Computer Does Not Turn On") selected, hold CTRL+E to center your text and hold CTRL+B to bold it (use the Font Size tool to change the size of the text).
11. With the body text portion (for example, your steps) selected, click on the Numbering tool located on Home on the Menu Bar under the Paragraph section of the Ribbon (or right click to select the tool).
12. Use your mouse to click and drag (highlight) your whole body text.
13. Click on the drop down list under **Line Spacing**; and choose **Line Spacing Options...**
14. In the Paragraph dialog box, change the Spacing (After) to 0 pt and Line Spacing to 1.5 lines using the arrows. Click OK.
15. Change the font size, font face, and font color.
16. Choose an image from online.
17. Click on Insert on the Menu Bar and select Header on the Ribbon.
18. Choose the **Blank (Three Columns)** option.
19. When the header editor appears, where it says **Text** type in your name, the class, and the date.
20. Click on the **File Tab**. Click on **Save**.
21. Follow the steps provided in the front of the classroom to **open** your work next time for class.

