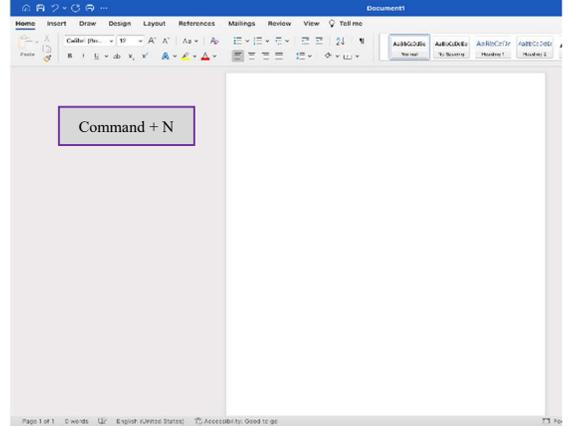
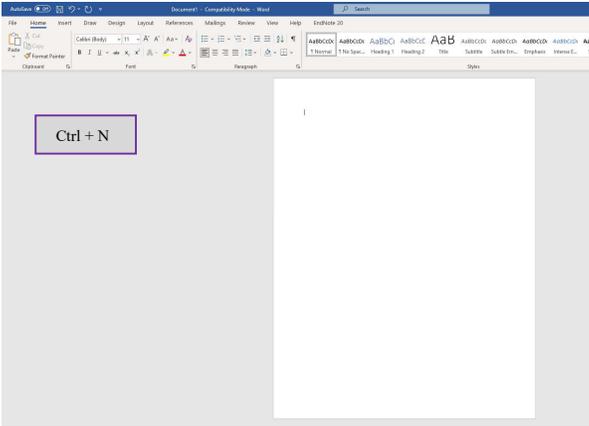
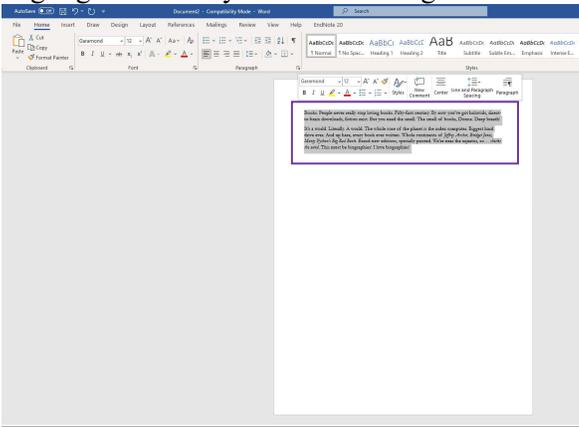


WORKSHOP HANDOUT

Start with new document.

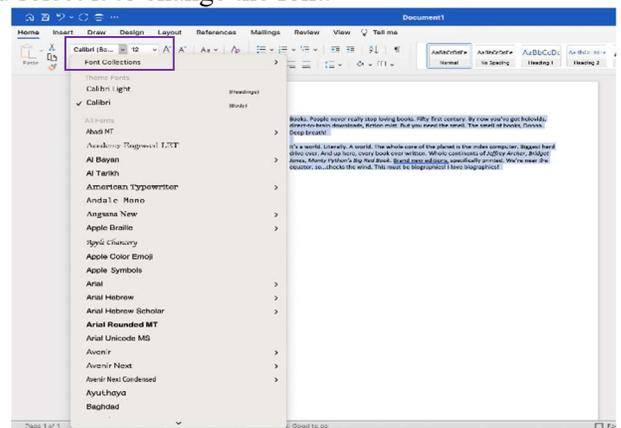
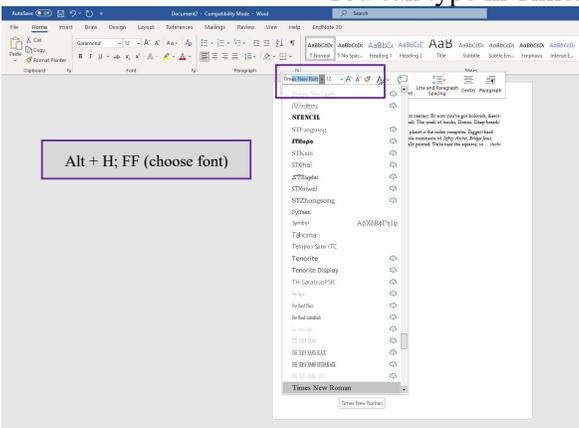


Highlight text that you wish to change and the mini ribbon pops up.

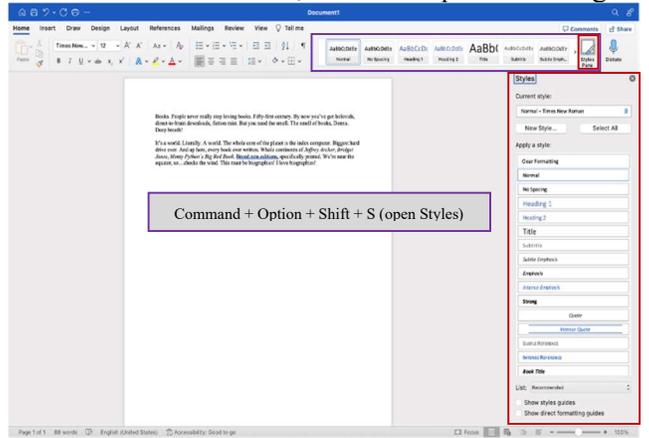
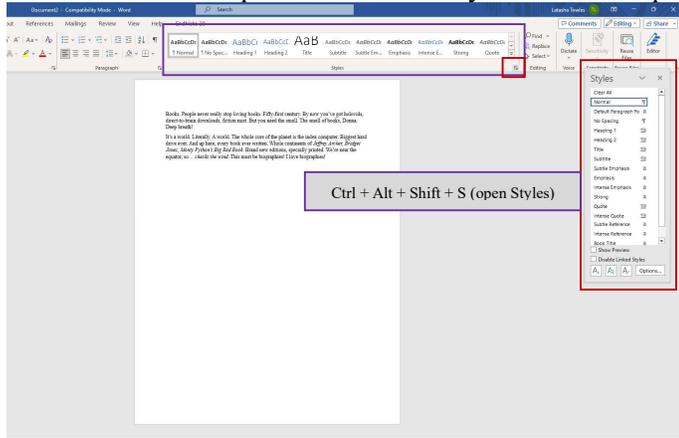


There is no mini ribbon in Word for Mac.

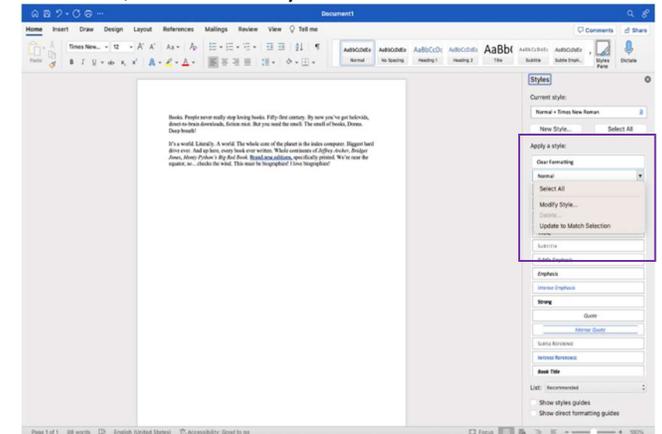
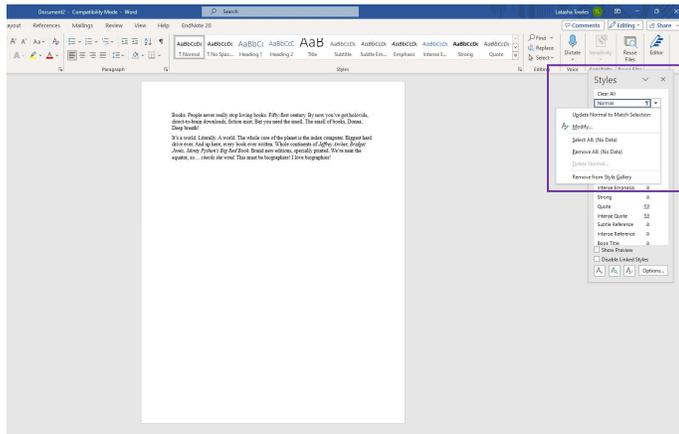
You can type in Times New Roman and select it to change the font.



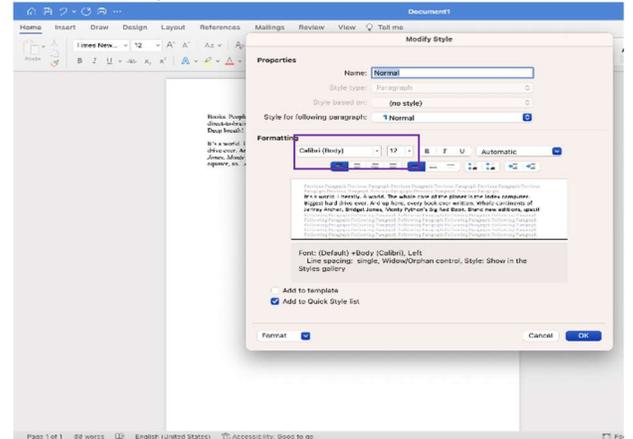
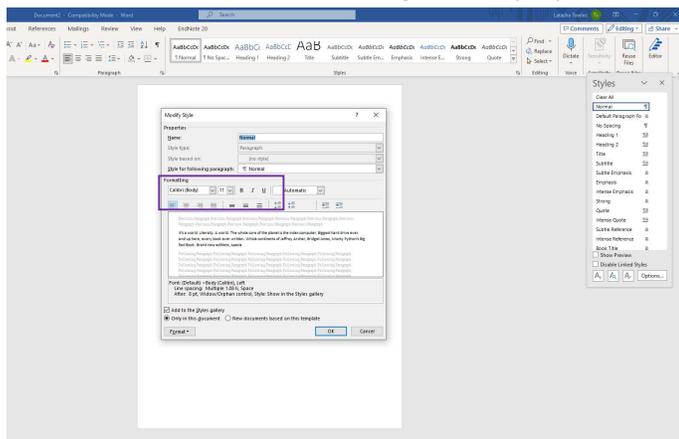
In order to set a template for “Normal” you’ll need to open the Styles menu. Click the arrow, the menu opens to the right.



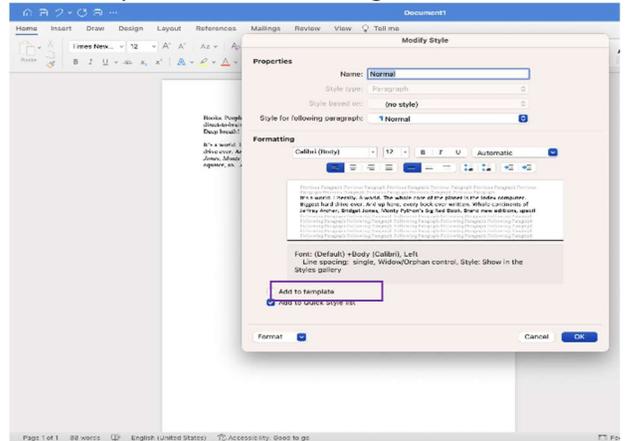
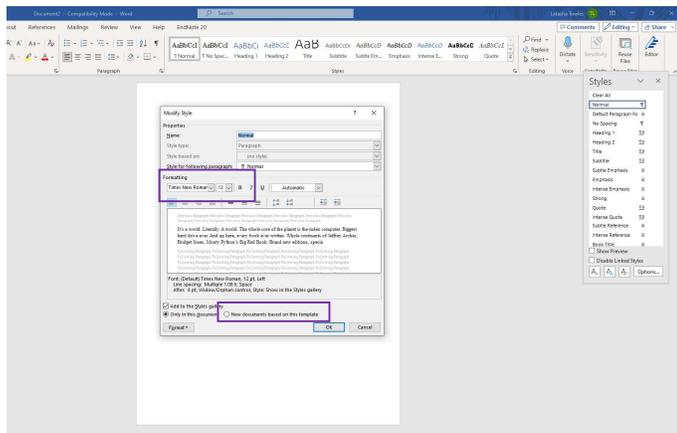
Next to “Normal” click the arrow for the menu; select Modify.



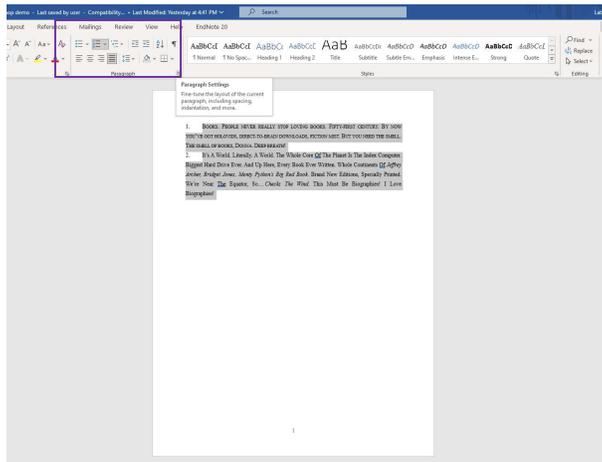
You can change all the properties of this Style, but for now just the Font and Size.



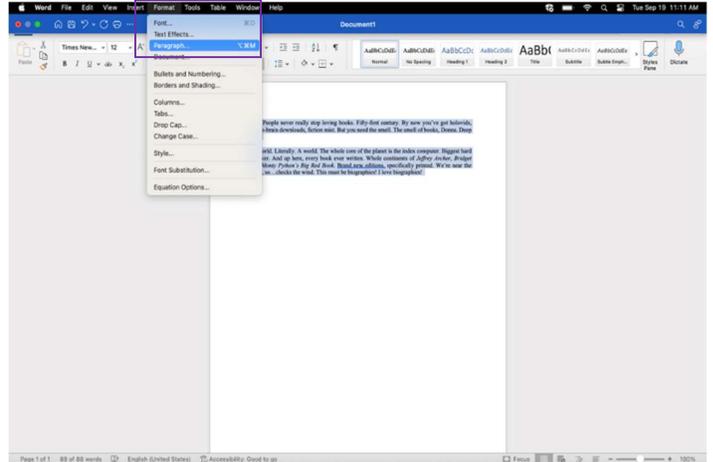
You can select “new documents based on this template” to have your docs open with these settings.



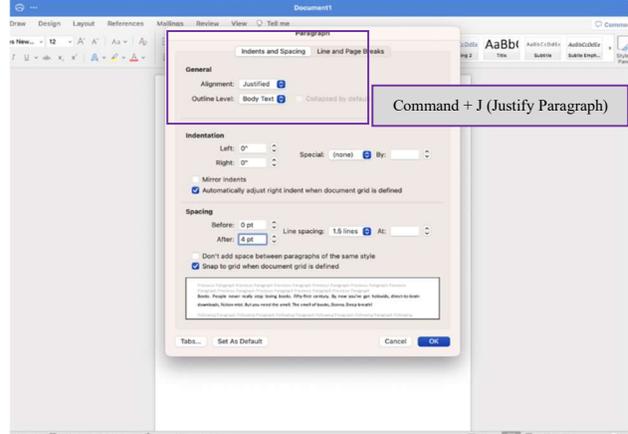
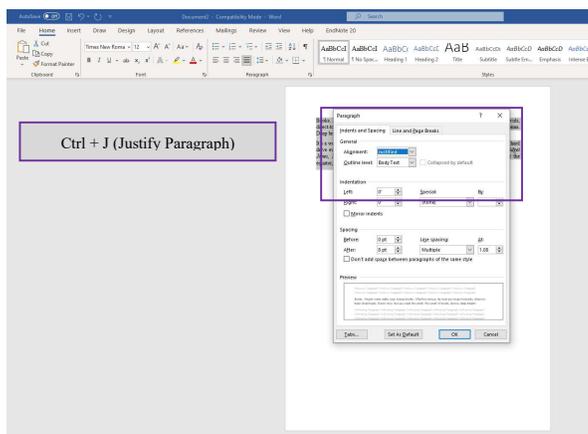
Click this arrow to open the Paragraph dialog box.



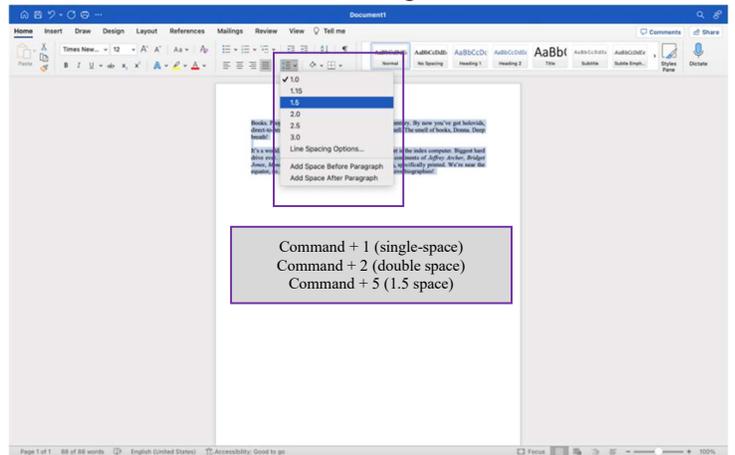
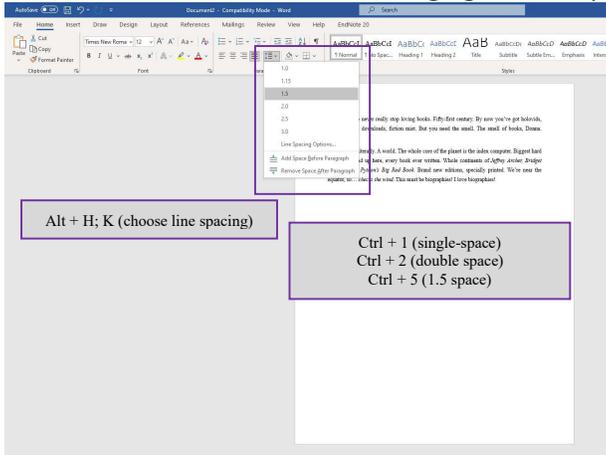
On a Mac, you'll need to go to Format, then Paragraph.



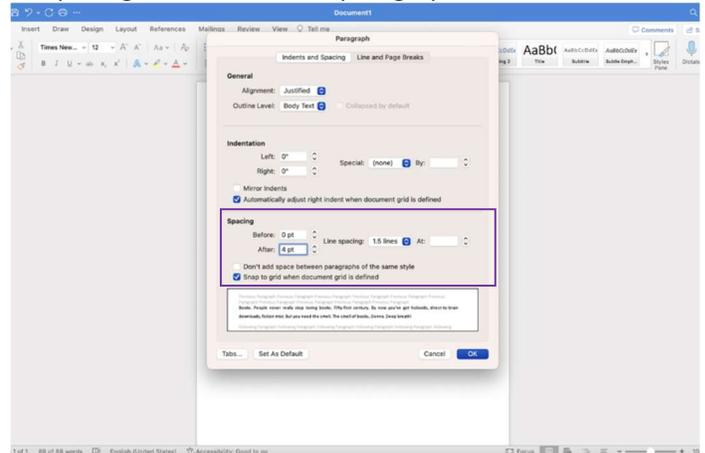
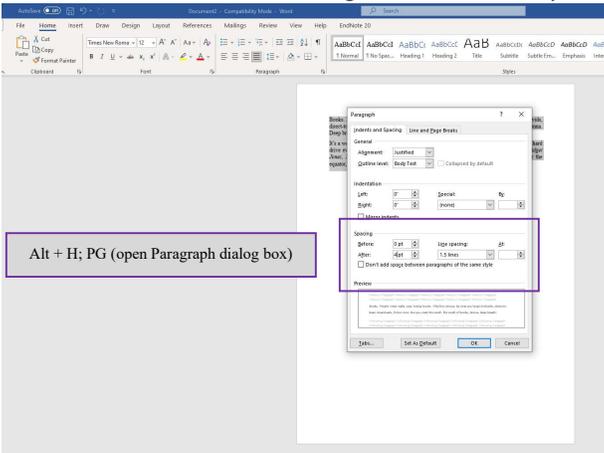
You can format paragraphs (e.g. Justified) using the buttons on the ribbon or the Paragraph dialog box.



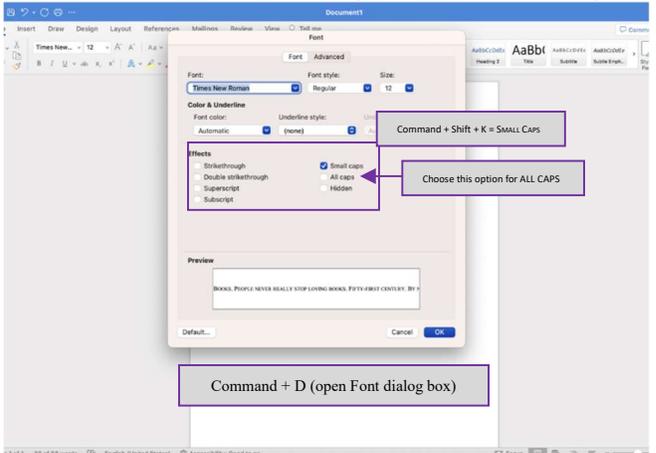
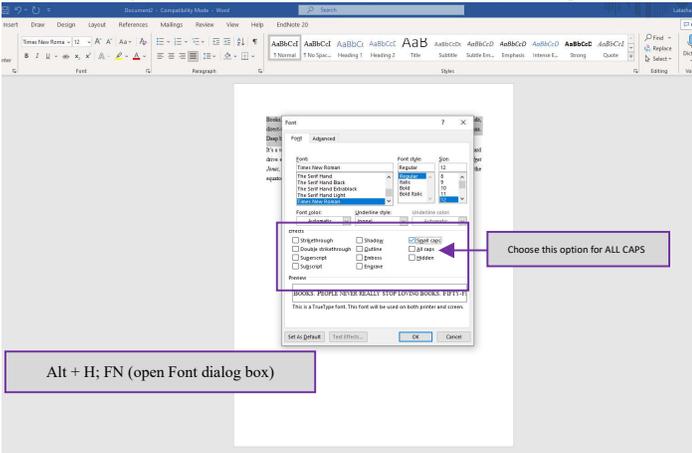
Same for changing the line spacing; buttons on the ribbon or the dialog box.



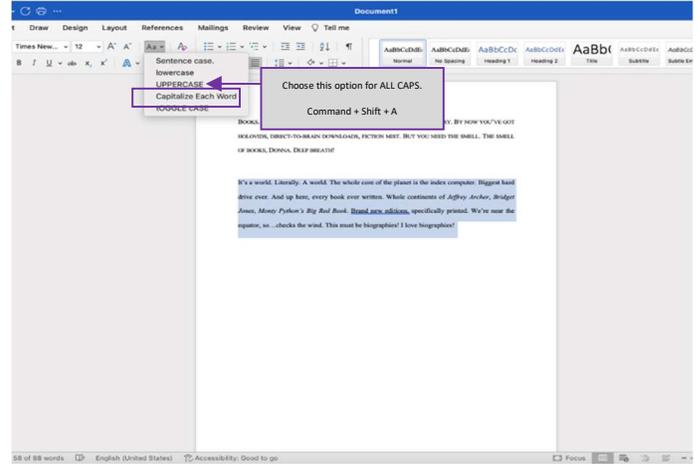
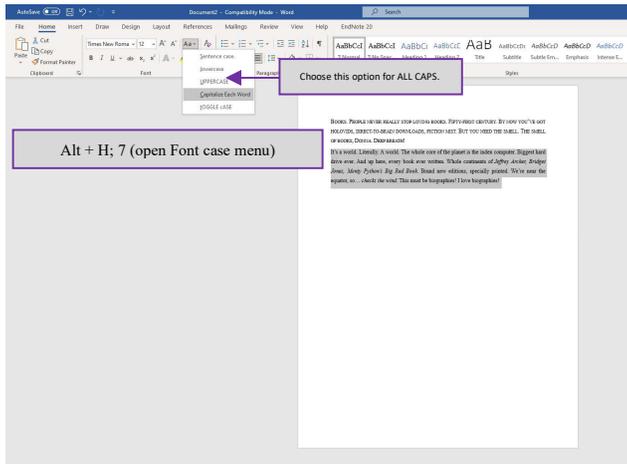
The dialog box also allows you to change the spacing before and after paragraphs.



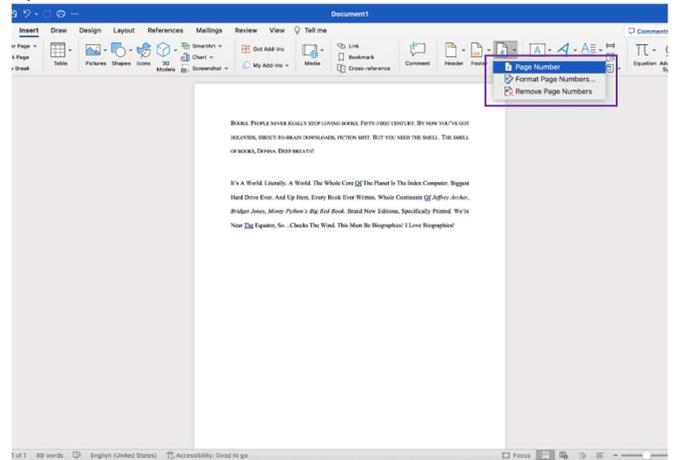
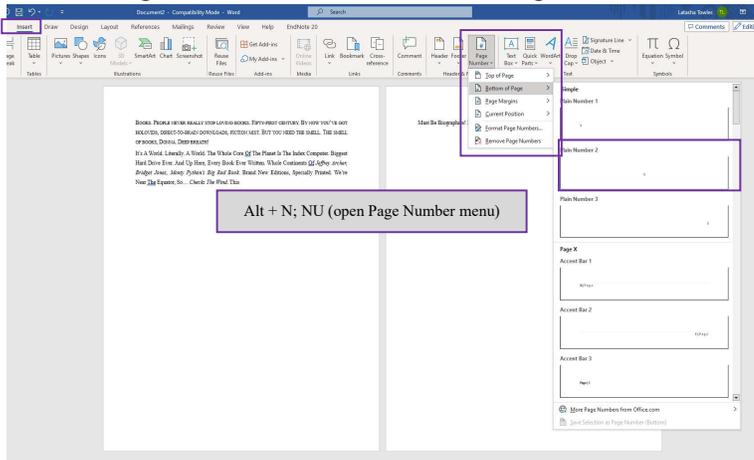
You can adjust the text effects (SMALL CAPS) using the dialog box and the ribbon buttons; depends on the effect you want.



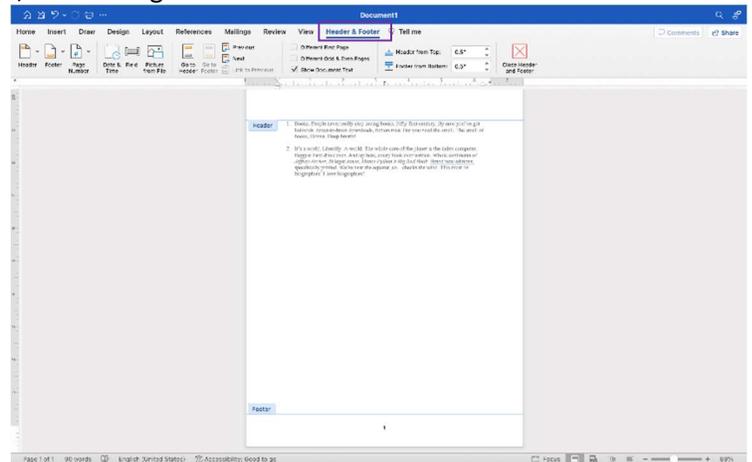
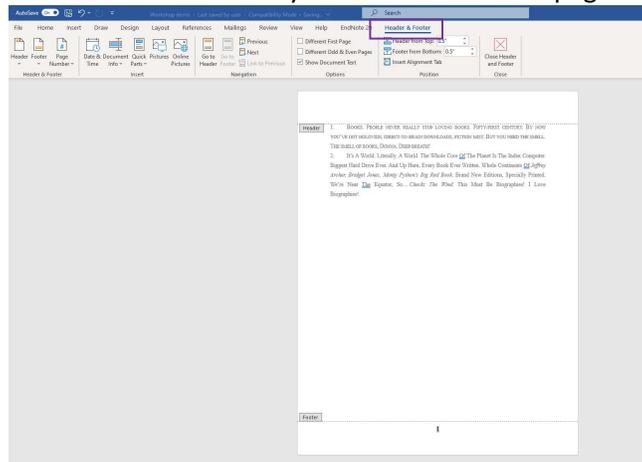
Use the change case button on the ribbon to make each word capitalized.



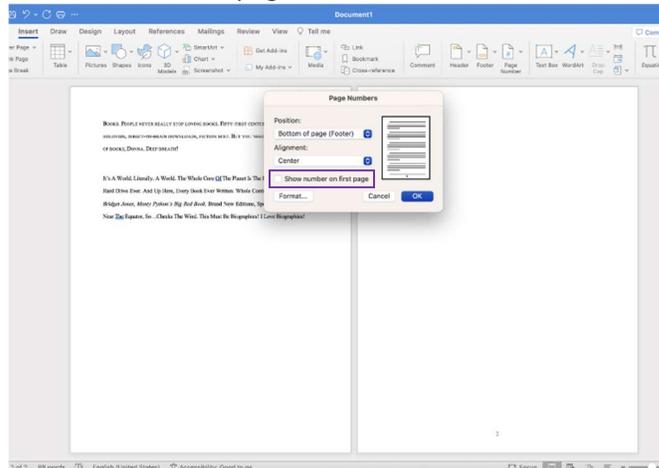
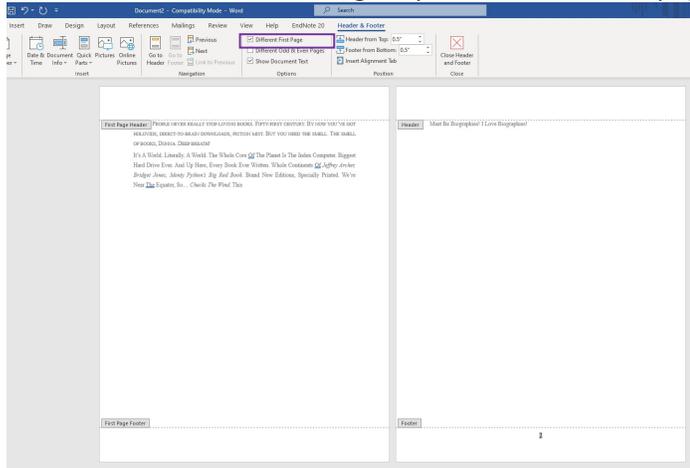
Navigate to the Insert tab and click Page Number to show options; choose this one for center of the footer.



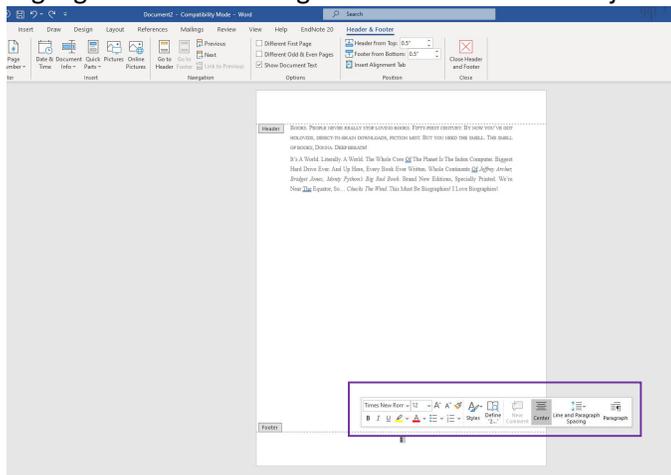
When you select the bottom page number, Word navigates to the Header & Footer tab.



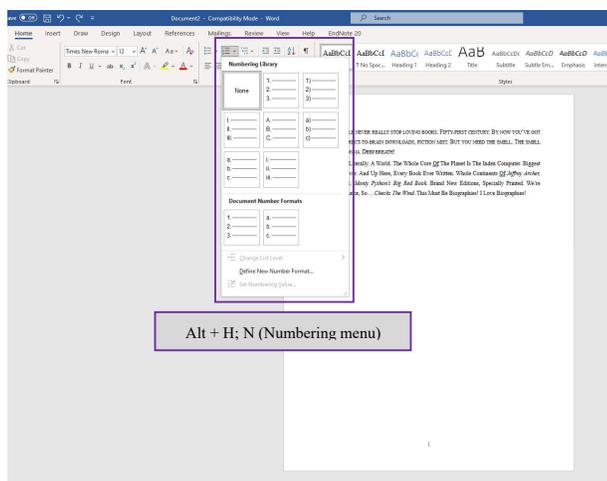
Choose the “Different First Page” option to remove the page number from the first page.



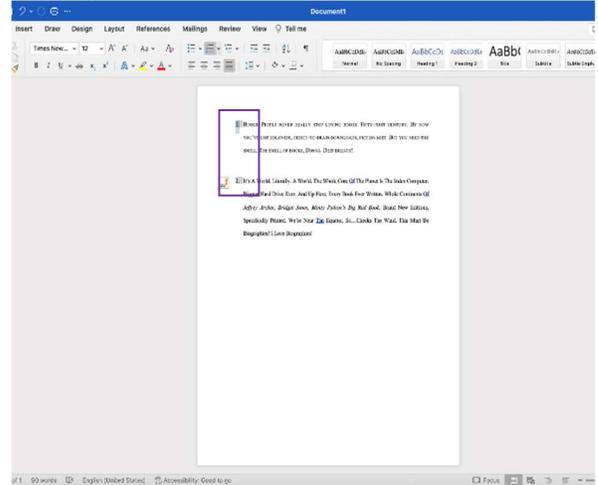
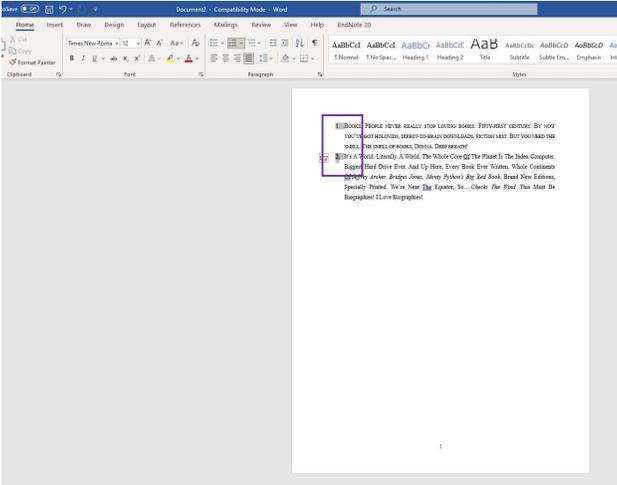
Highlight the number to get the mini ribbon and adjust the font to Times New Roman, 12 pt.



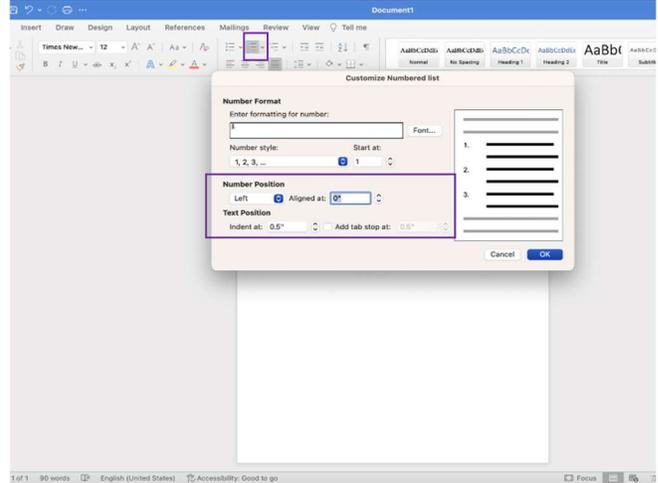
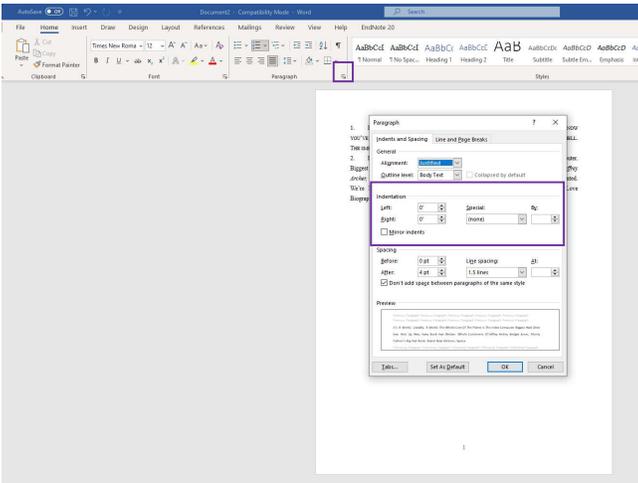
Back on the Home tab, click into the Numbering Library.



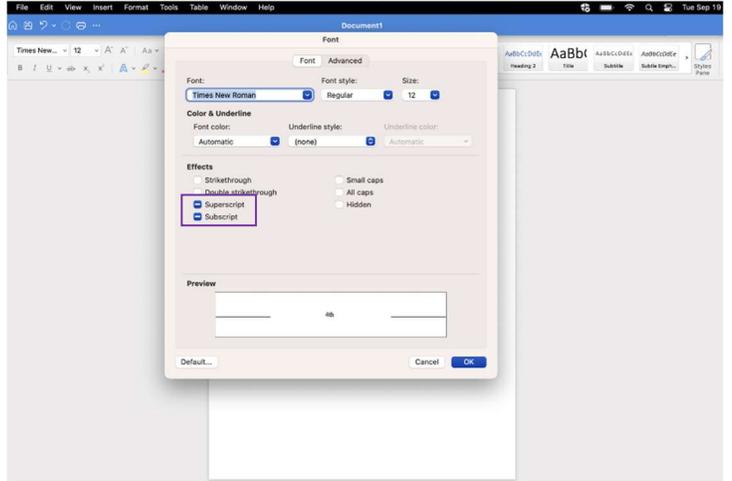
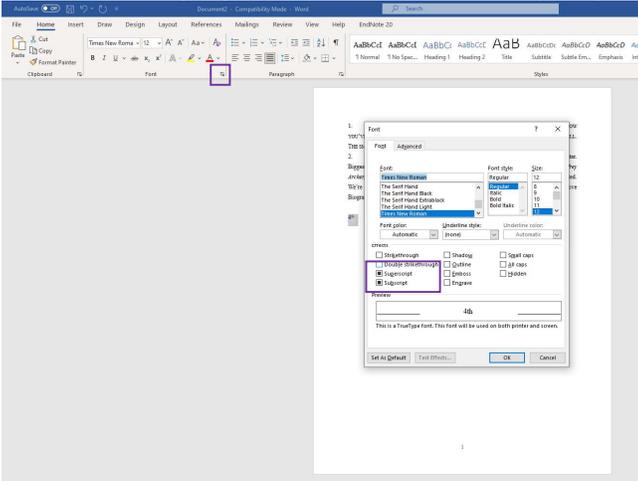
Highlight the numbers by clicking on them.



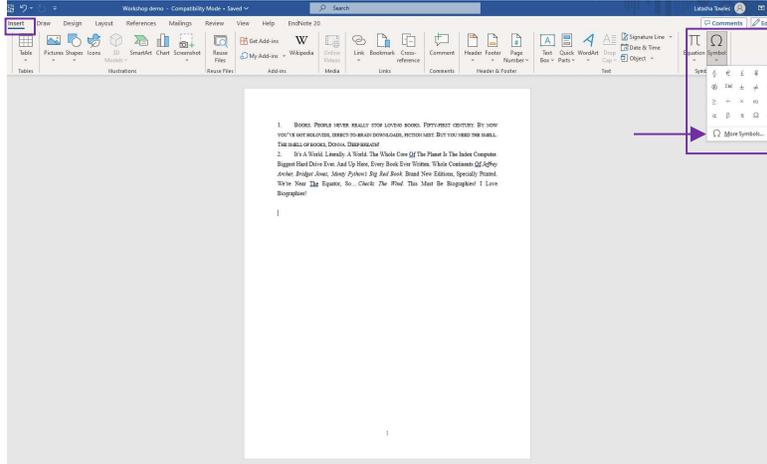
Use Paragraph dialog box to align the number indentation. Drop menu for Define Number Format, dialog box opens.



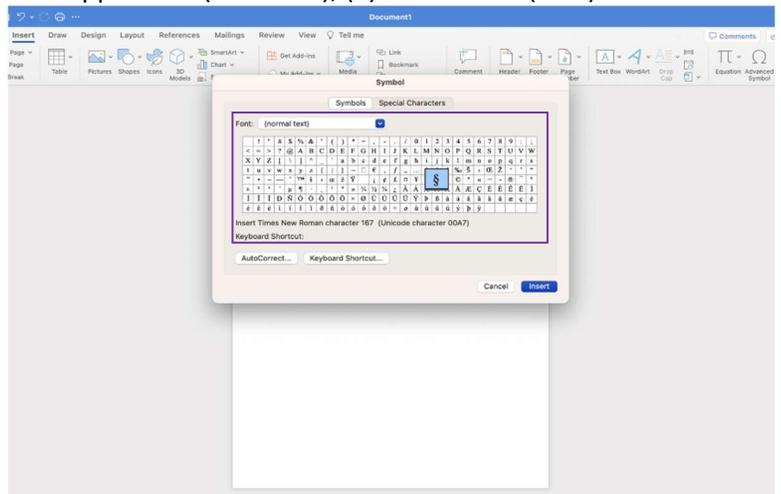
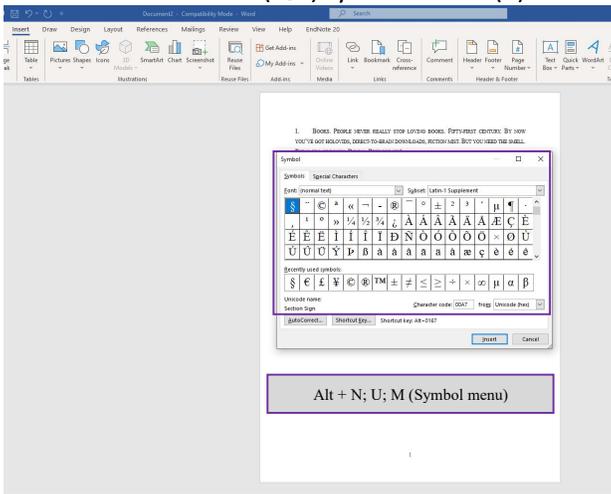
Highlight text with super/subscript. Open the Font dialog box to disable superscript for ordinals.



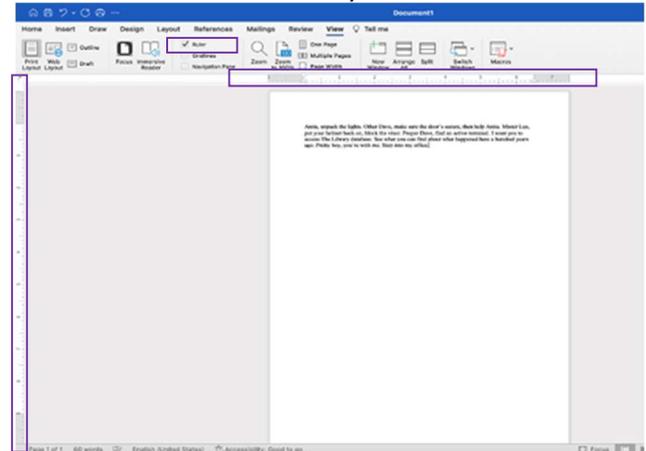
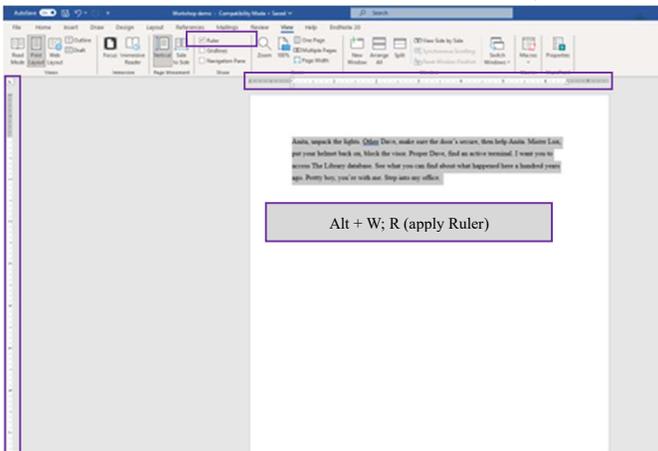
Go to Insert tab and click the Symbol button for more symbols. Mac: clicking this button will open Symbol dialog box.



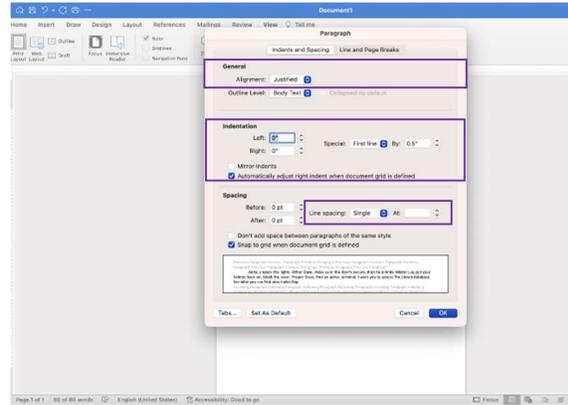
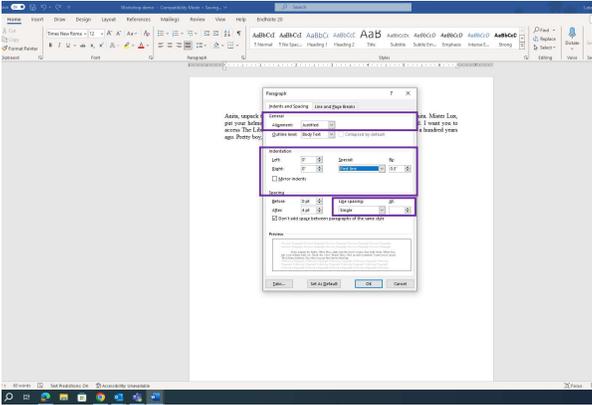
You'll find the section ("§") symbol under (1) Subset: Latin-1 Supplement (Windows); (2) normal text (Mac).



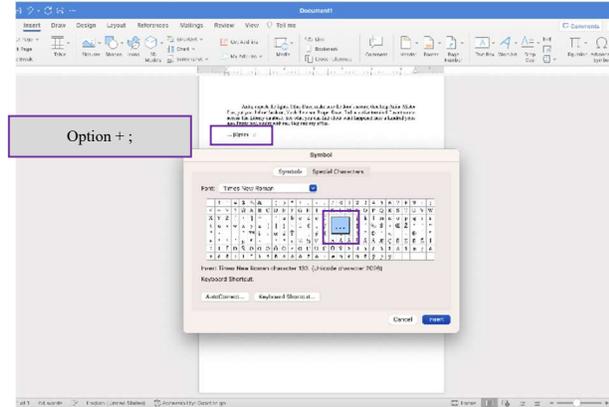
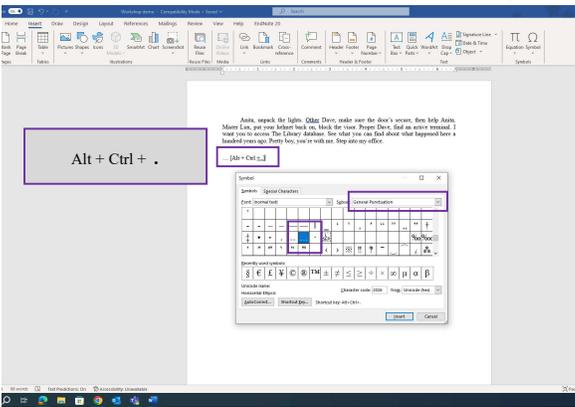
Under the View tab, click the Ruler box. Ruler is shown in Print Layout.



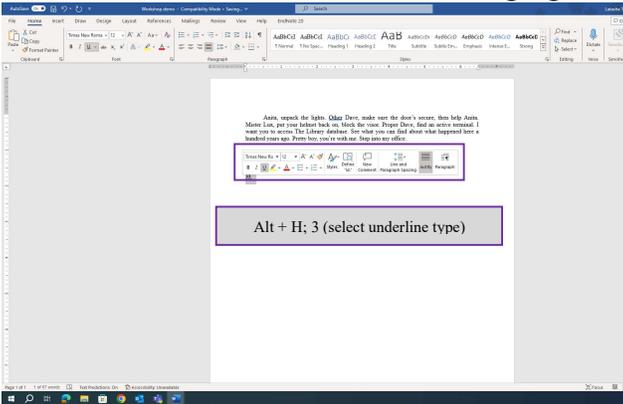
Use Paragraph Dialog box to adjust the intent, spacing and block format.



For ellipsis, you can use the symbol dialog box or shortcuts.



Windows – use mini ribbon to underline highlighted text.



Mac – use ribbon to underline highlighted text.

