

Creating a Worksheet in Word

- Changing font, *style* and size of text.
- Creating text boxes.
- Inserting and manipulating simple graphics
- Exploring text wrapping
- Using Word Art and AutoShapes

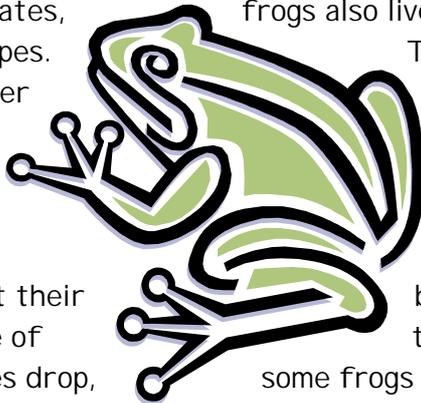


(Information from: <http://www.exploratorium.edu/frogs/index.html>)

Frog Fact File:

Frogs have evolved to live in an astounding variety of climates. They can be found just about anywhere there's fresh water, from the desert to the Arctic, on all continents except Antarctica. Though they thrive in warm, moist tropical climates, frogs also live in deserts and high on 15,000 foot mountain slopes.

desert dweller
rain. It
surrounds
of its own
Like all
meaning that their
temperature of
temperatures drop,
mud at the bottom



of ponds.

The Australian water-holding frog is a that can wait up to seven years for burrows underground and itself in a transparent cocoon made shed skin.

amphibians, frogs are cold-blooded, body temperatures change with the their surroundings. When

More froggy facts:

The North American wood frog drifts into a deep hibernation, its breathing and heartbeat grind to a halt, and as much as 65% of the water in its body gradually crystallises into ice.

'Few people realise just how ancient frogs are. For 190 million years, the ancestors of modern frogs have roamed (if not ruled) the earth, looking much the same as they do today. The secret to their success is their amazing adaptability.'

The Australian water-holding frog is a desert dweller that can wait up to seven

How to Create a Worksheet in Word

Type your title and the list. Just type, don't worry about the format. Now highlight the title. To highlight click and drag the mouse across the title. It will go black. If it doesn't work try again.

Change the size and font. Do this by clicking and scrolling down to the font and size of your choice. Click on underline or bold to choose these



options.

Now highlight your list.

Change the font and size in the same way. Click here to make bullet points.

Saving your work

Go to **File-Save as** and this dialogue box will appear. In the **file name** box type the name of your document. Then click the small arrow in the **Save AS** box and scroll until you find the 'N' drive.



Now you have named your work and saved it to a specific location you can use the save shortcut on the toolbar to save any further changes.



Choosing the drawing and Picture toolbars

Make sure you have the drawing and picture toolbar available to you. Go to View-Toolbars-make sure drawing and picture are ticked.



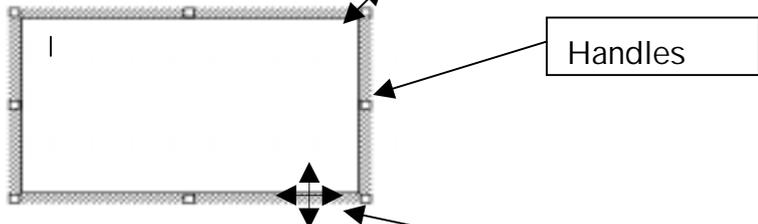
Creating a text box

Click on **text box** in the bottom toolbar.



You will see a cross.  Click and drag to create a text box the size you want. If you just click on the page a square text box will appear.

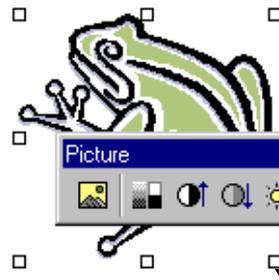
Your text box will have a cursor (flashing line) where your text will appear. Click on the handles to allow you to enlarge and reduce the text box.



If you make a mistake and you want to remove your text box click on the edge with the arrow tool you will see a four pointed arrow and then delete on the keyboard.

Inserting graphics

Go to **Insert-Picture-ClipArt** click on the Clip Art Tab you will see a limited selection of graphics. Highlight the graphics you want and click on insert. The graphic will appear on your page usually at the top.



Graphics behave in a similar way to text boxes. By moving over the graphic this tool will appear and by clicking and dragging you can move it.

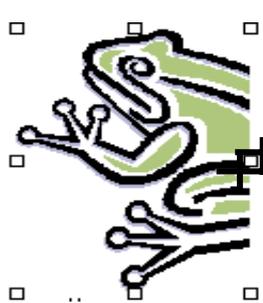
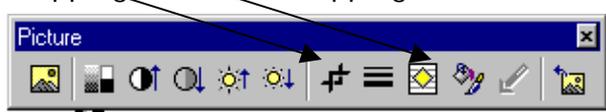


By clicking on the handles you can enlarge, reduce and stretch the graphic. If you use the corner handle it will keep in proportion.

Exploring the picture toolbar

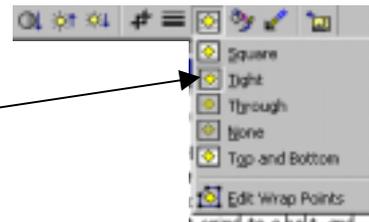
When you click on the graphic the picture toolbar should appear. If it doesn't go to **View-Toolbar-Picture**.

Hover the mouse over this toolbar to find out what each function does. Please try them out. Two of the more complex features are cropping and text wrapping.



Cropping allows you to cut your image. Click on the crop tool on the picture toolbar. You need to click on the handles and drag in. It is easy to lose the cropping tool. If this happens click on the tool and try again. (If you change your mind you can drag the cropping tool out and the cut bit of the graphic will reappear.)

Text wrapping allows you to choose how text moves around an image. First click on your image and then choose the way you want your text to wrap around the image. The default is Top and Bottom but for a more professional look try Tight.

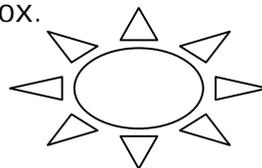
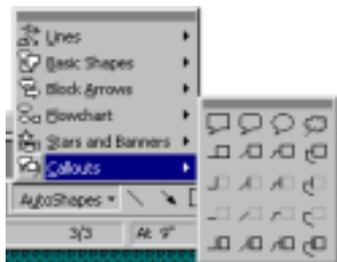


Exploring the drawing toolbar

Spend some time exploring this toolbar.



If you can't see it at the bottom of your Word window go to **View-Toolbars-Drawing** and it will appear. There is a large gallery of AutoShapes. Click on the shape you want and click drag across the page as with creating a text box.



Callouts unlike other AutoShapes have an automatic cursor.

Word Art



Word Art has a gallery of templates to display text that then behaves like a graphic. Choose your template then OK. Type in the text you want and OK. The text will then behave like a graphic. You can enlarge, reduce and stretch it using the handles.



If you want to change the text double click on the Word Art you have created and you can edit the text.



Word has a sophisticated picture and drawing toolbar which allows you to do many things that are often associated with Desk Top publishing. (DTP) If you want to explore DTP more fully you can use programmes such as Publisher 2000(on the student network), Pagemaker or Quark Express. For a more detailed sheet on using Images with Word go to 'Using Images with Word' or 'Creating a class Newsletter in Publisher' on my training page. <http://www.ioe.ac.uk/ICS/pgceictresources/training.htm>

