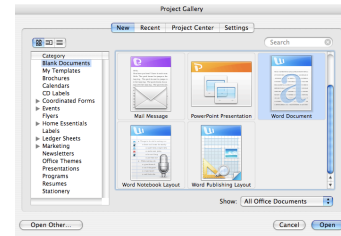
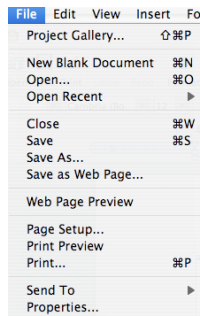


Office 2008

Microsoft Word

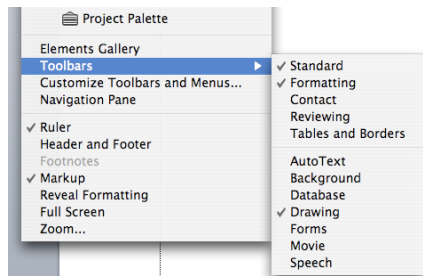
The 2008 version of Microsoft word looks and sometimes feels different from previous versions.

Word 2008 will open in a New Blank Document. If you want one of the many templates, simply go to File > Project Gallery and select the type of project you would like to start.



Tool Bars

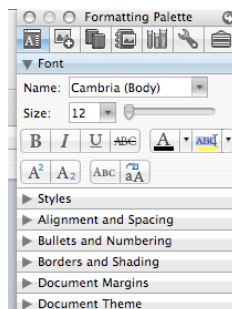
You may need to turn on some Toolbars before beginning your work. I like to have students open at least the following three toolbars (Standard, Formatting and Drawing)



To turn on Toolbars, go to View > Toolbars and select the toolbars you need one at a time.

The first five Toolbars open horizontally across the top of the window. The others, such as the Drawing toolbar is a floating toolbar.

You may want to have the Formatting Palette available. Most controls are available in the formatting Palette. Many people prefer using the formatting palette over the toolbars. To open the formatting Palette go to View > Formatting Palette.

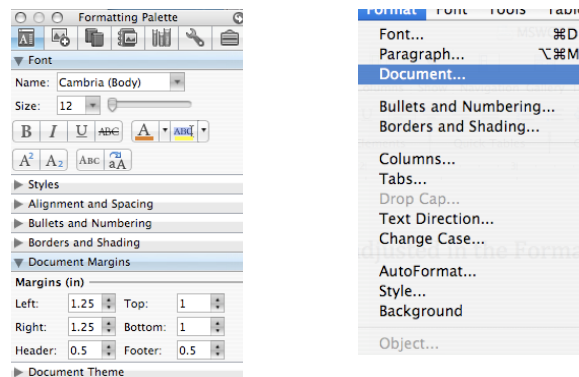


Starting a Document

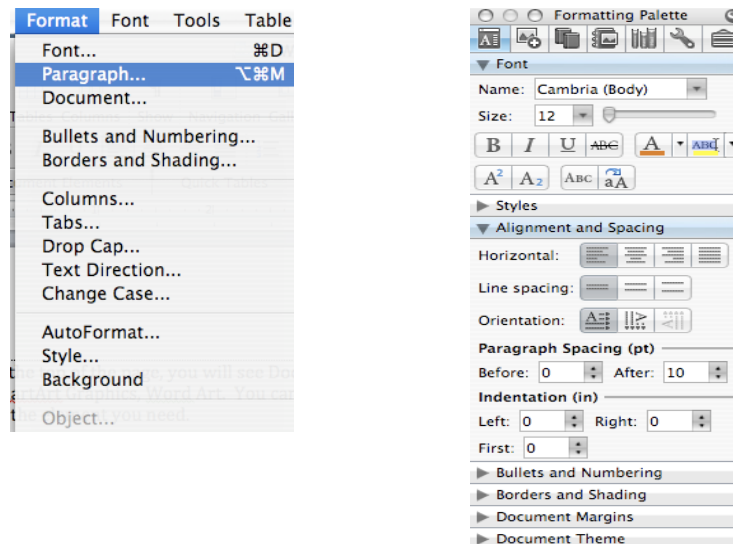
Once you are in a New Blank Document, you can use it as you have always used any word processing tool. You can find font, font size, font color, alignment changes in the formatting toolbar or the formatting palette. You can also find numbering and bullet changes in these tools.



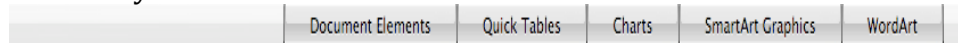
Document margins can be adjusted in the formatting palette or go to the menu **Formatting > Document**.



You can do line Spacing from the formatting palette or go to the menu **Formatting > Paragraph**.



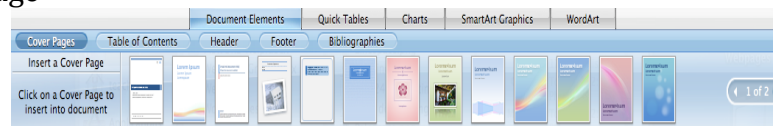
At the top of the page, you will see Document Elements, Quick Tables, Charts, SmartArt Graphics, Word Art. You can make these tools open and close by clicking on the element you need.



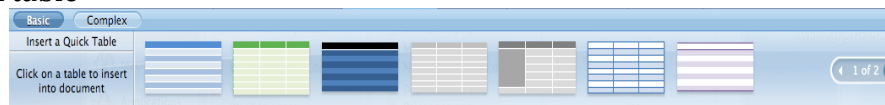
Document Elements:

You can insert a cover page, Table of contents, Header, Footer, Bibliographies from the Document Elements tool.

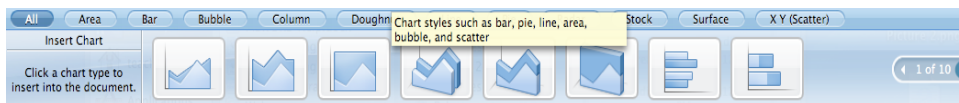
Insert a cover page



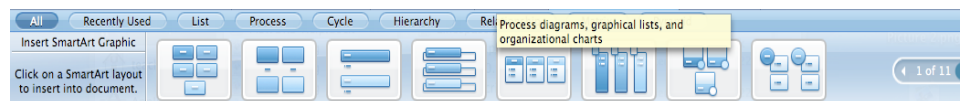
Insert a quick table



Inset a chart



Inset a SmartArt Graphic



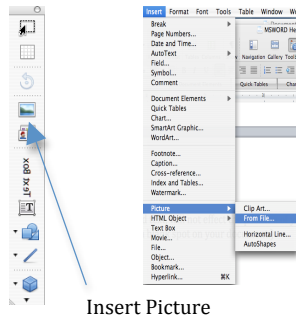
Insert WordArt



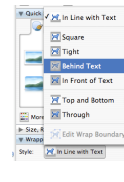
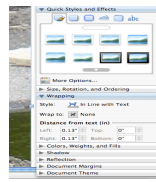
Inserting and managing Images

There are several ways to insert an image into your document. You can use Insert Picture in the drawing toolbar, or you can go to the menu > Insert > Picture > from file. One of the simplest ways to insert an image is to find an image and drag it into your document. Images insert to the right of where you have your cursor. The image will react like a large text or letter until you tell it to wrap. To wrap your image, go to the Formatting Palette and open wrapping. Once you are in wrapping, click on style and select the wrapping style that will work with your document.

(Note: Behind text, will not effect the position of your text, but allow you to move your text to a blank spot on your document.)



Insert Picture



Use the formatting Palette to wrap and resize the image, so you can move to where you want it.

Inserting clip art

You can insert clip art in much the same way as an image. There is an insert clip art button in the drawing toolbar, or you can go to the menu > Insert > Picture > Clip Art



Insert Clip Art

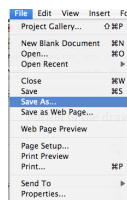


Help

Use the help menu to help you with skills not covered in this document.

Saving Down

Files saved in this version of Microsoft Office will not open on older version unless you save down. To save down, go to File > Save As. In the save window, find the format box and change the format to an older version like word 97-2004. The file extension on the older versions will be .doc. The file extension on the newer 2008 version will have an x added to the end of the extension.



Change your file format here if the document needs to be opened on an older version of Office.

