

Aligning Text in Microsoft Word

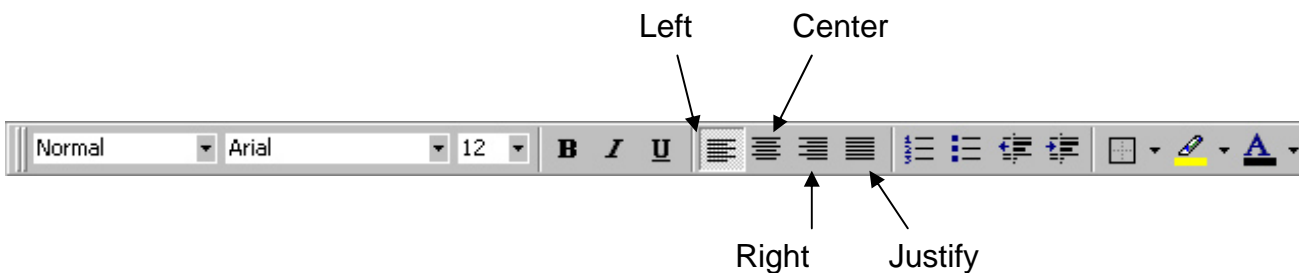
Lesson 8

Aligning text allows you to position text on a page quickly and easily.

There are four alignment options in Microsoft Word:

Alignment	Example	Description
Left	XXXXX XXXXXXXXXX XXXXXX	All lines are even at the left margin but are ragged at the right margin
Center	XXXX XXXXXXXXXX XX	All lines are centered between margins
Right	XXXX XXX XXXXXXXXXX	All lines are ragged at the left margin but are even at the right margin
Justified	XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXX	All lines are even at the left and right margins, except for the last line of the paragraph. Usually text in the columns of newspaper or magazine articles is justified.

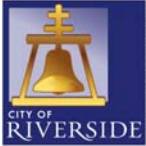
You can change text alignment by using the **Formatting** toolbar:



Alignment can be changed before or after text is typed:

1. To change alignment **before** you type, click on the alignment option you want on the **Formatting** toolbar before you start typing.

To change alignment **after** you have typed text, select the text with your mouse first, then click on the alignment option you want on the **Formatting** toolbar.



Using Clip Art

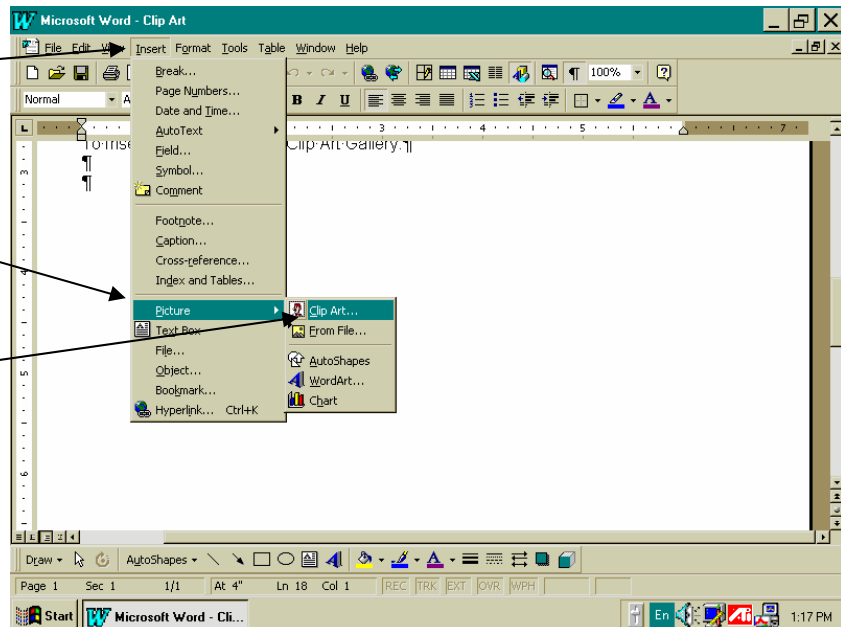
Lesson 8


Clip art is another name for a picture or drawing. Adding pictures to your text is another great way to help you get across your message, make your document more interesting to look at, and allow you to express your creativity.

Word comes with a *Clip Art Gallery*: a collection of pictures ready to be inserted into your document.

To insert a picture from the Clip Art Gallery:

1. Click on **Insert** in the Menu bar.
2. Point to **Picture** in the Insert Menu.
3. Click on the **Clip Art** option.

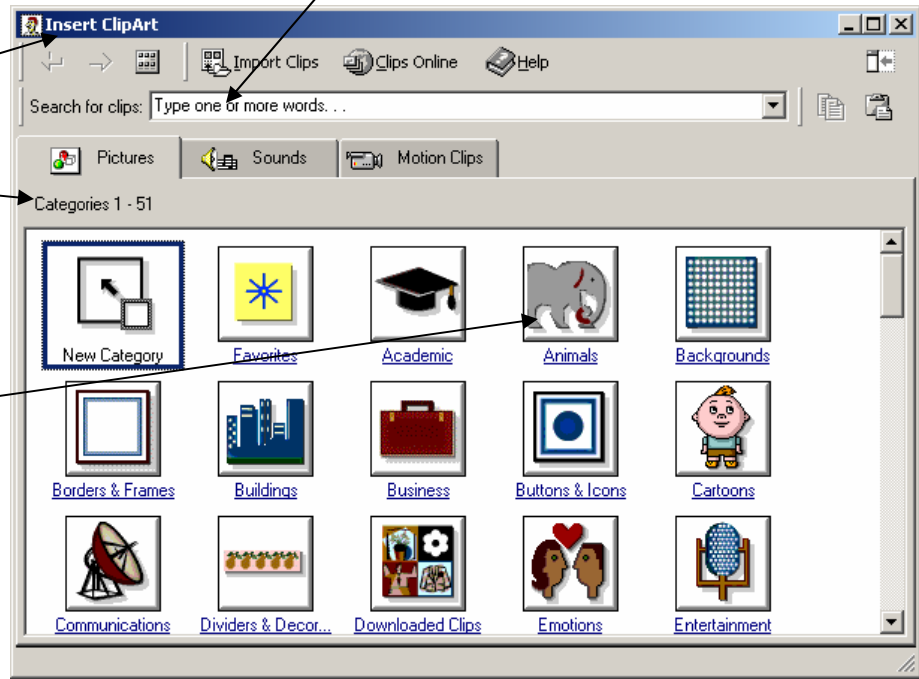


 You can also do a search for a specific type of clip art by typing in your key words here.

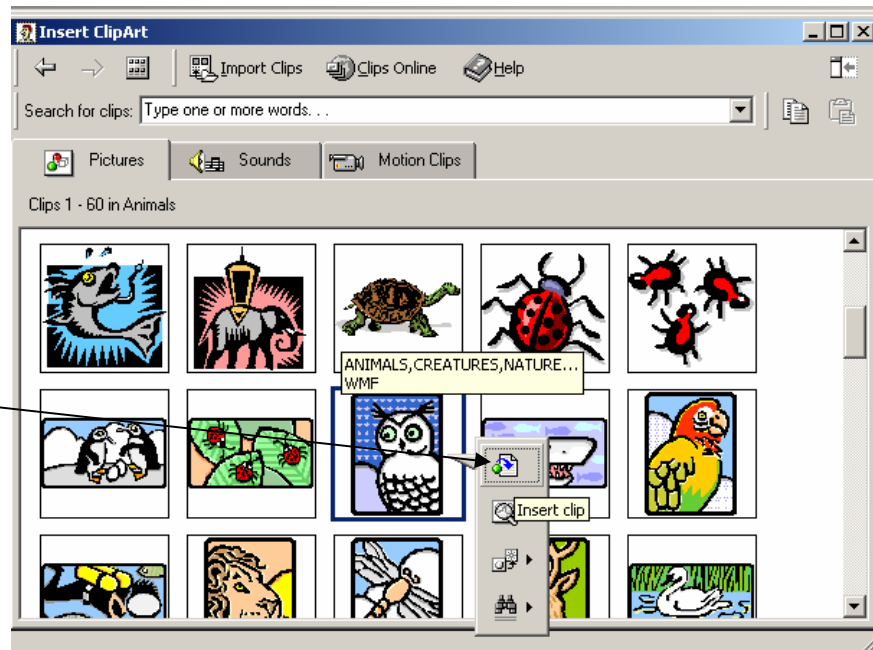
4. The **Microsoft Clip Gallery** opens.

5. A list of **categories** appears in the window.

6. To view the clip art choices in a category, click on that category.



7. Select the picture you like and click on the **Insert clip** button.



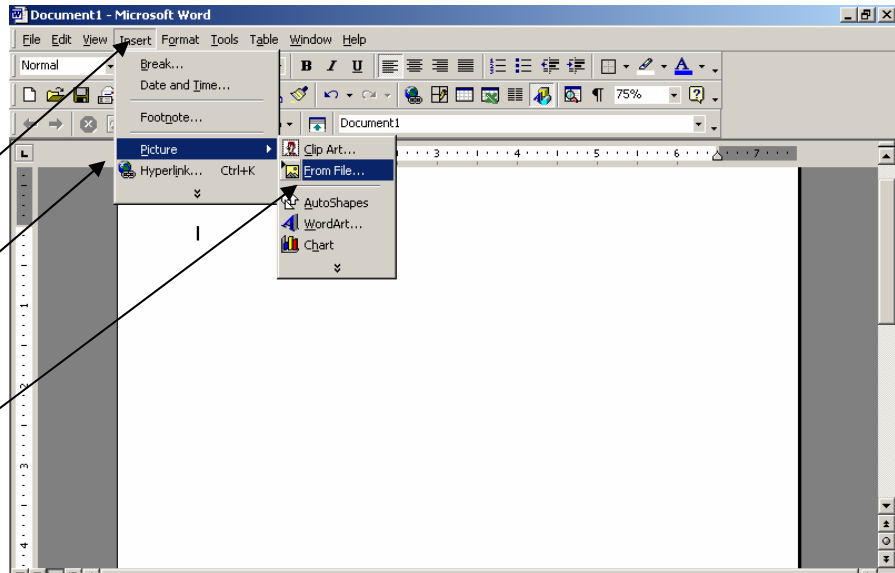
8. After you click on **Insert**, your picture appears in the document. You can move it, make it smaller, make it larger, or delete it.

9. To resize the picture, point to a corner until your mouse pointer looks like a **double-sided black arrow**. Hold your mouse button down and drag the mouse to resize.

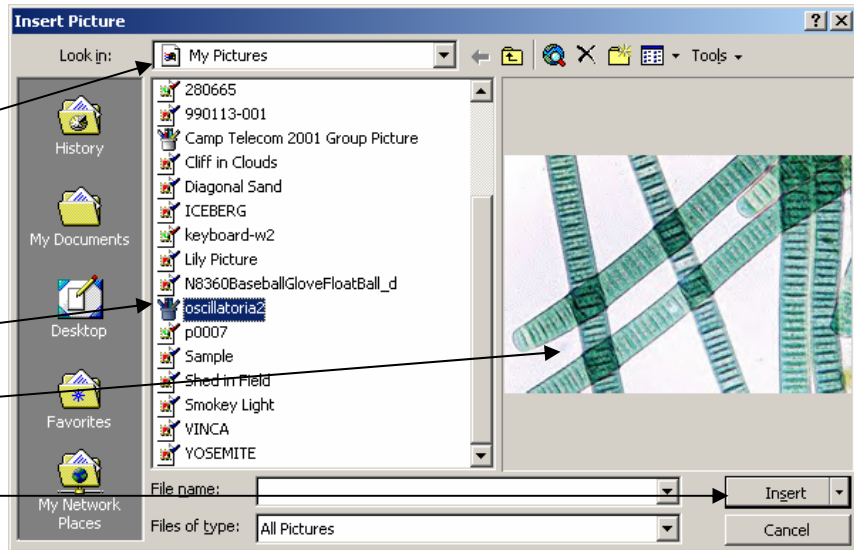


To insert a graphic that is saved on your computer:

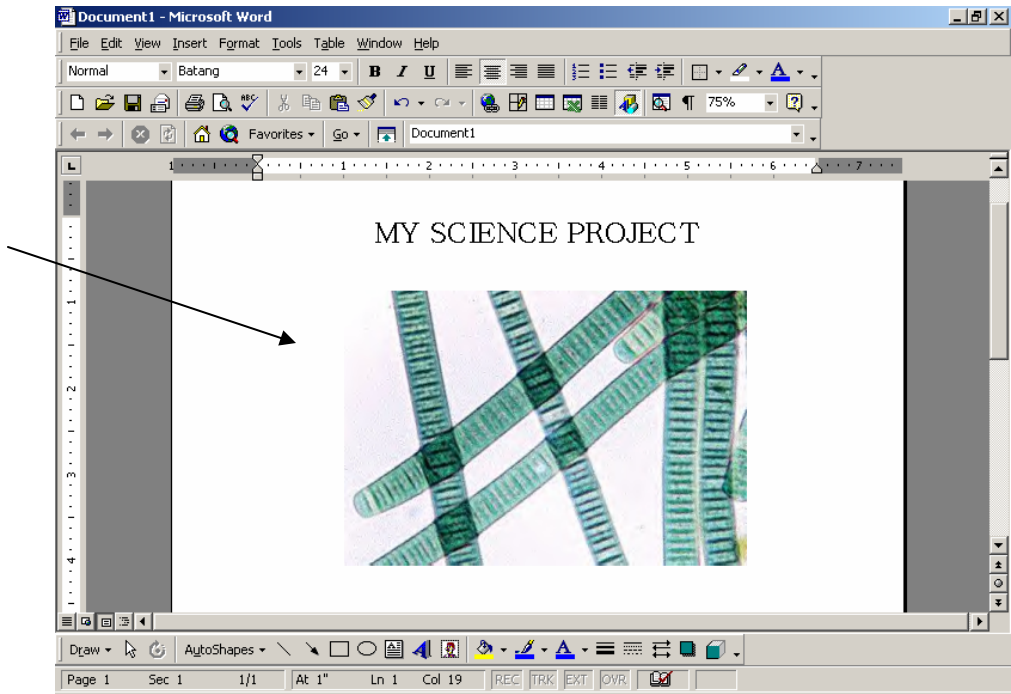
1. Click on **Insert**
2. Slide down to **Picture**
3. Slide across and down to **From File**



4. Find the location of the graphic. Mine is in the folder **My Pictures**.
5. Scroll down to the desired graphic.
It will be highlighted and it will show up in the window box.
6. Press **Insert**.

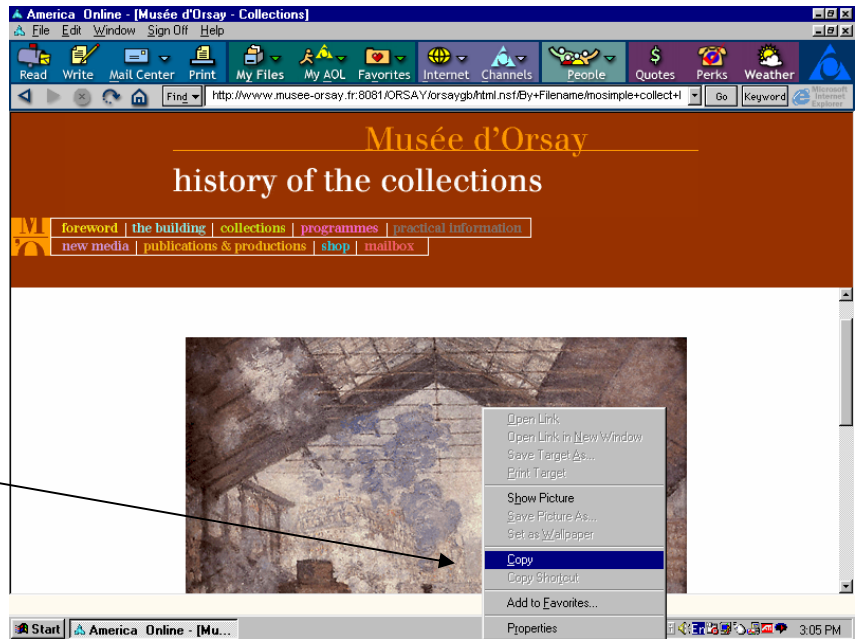


7. Your graphic will now appear in the document. You can resize it, move it around, add text to it, or print it.

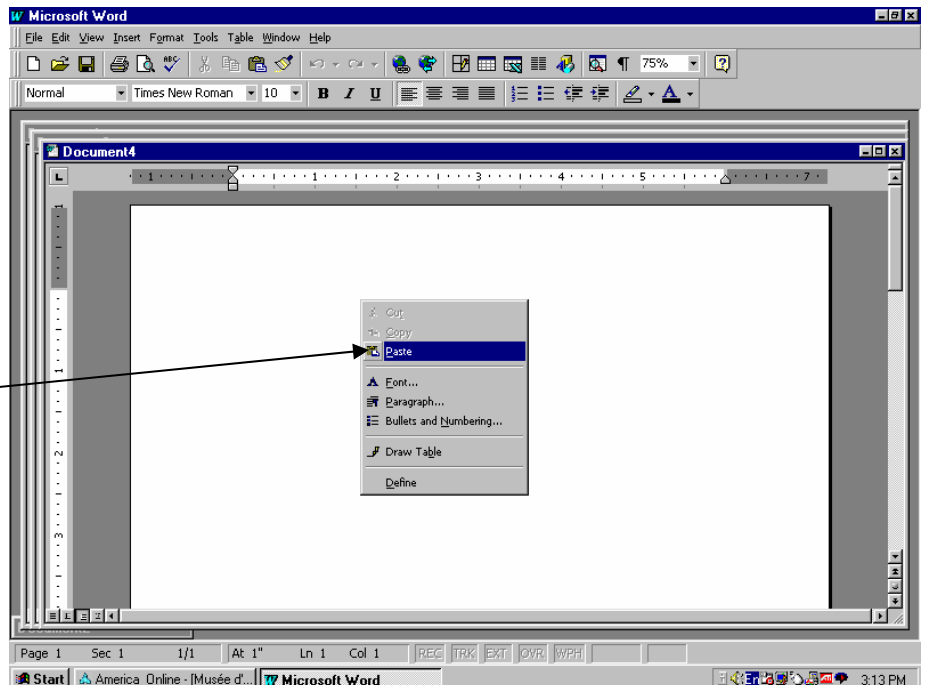


To insert a picture from a website:

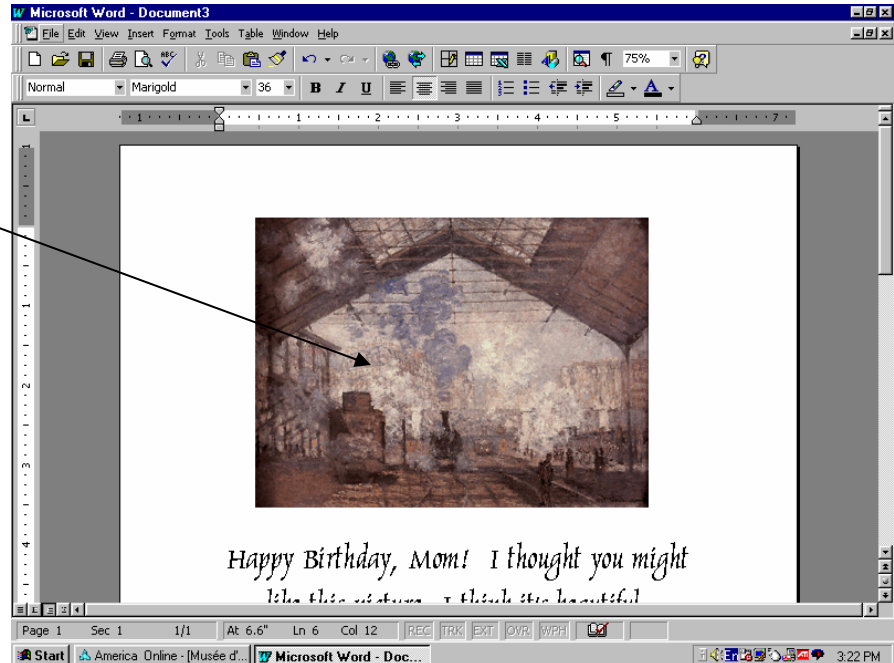
1. Find a picture that you like on a Web site.
2. Rest your mouse on the image. Click the **RIGHT** button of your mouse on the image. Select **Copy** from the menu that appears.



3. Now, open up Microsoft Word or bring up an already open Word document.
4. Click your **RIGHT** mouse button somewhere in the document. Select **Paste** from the menu.



5. Your image will now appear in the document. You can resize it, move it around, add text to it, or print it.



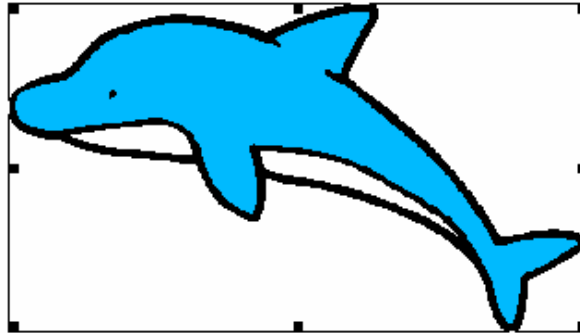
You can also copy and paste text from a Web site into Word.

1. Highlight the text you want to copy on the Web page.
2. Right-click on the selected text and choose **Copy** from the menu.
3. Open Word.
4. Right-click somewhere in the document and choose **Paste** from the menu.
5. The text from the Web page will now appear in your Word document.

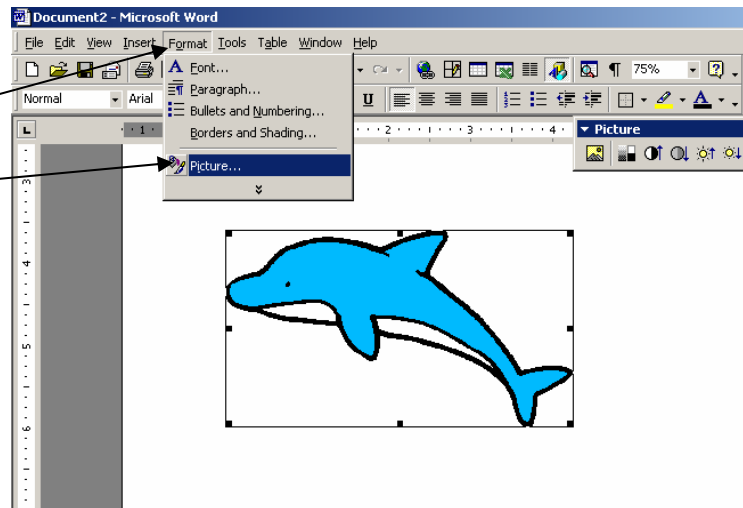
To format a graphic:

For most graphics, when you insert them into a Word document, they are inserted in a layout called **In Line With Text**. This means that the picture can only be aligned on the page like text: left-aligned, centered, or right-aligned. In order to change your picture so that it can float anywhere on the page, you must change its **Wrapping Style**.

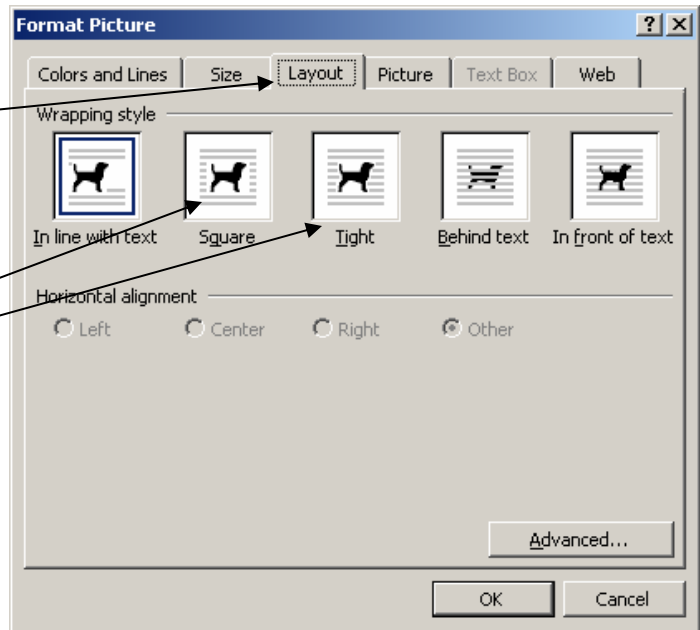
1. Click once on the picture to select it for formatting.



2. After the picture has been selected, click on **Format** in the menu bar and slide down to **Picture**.

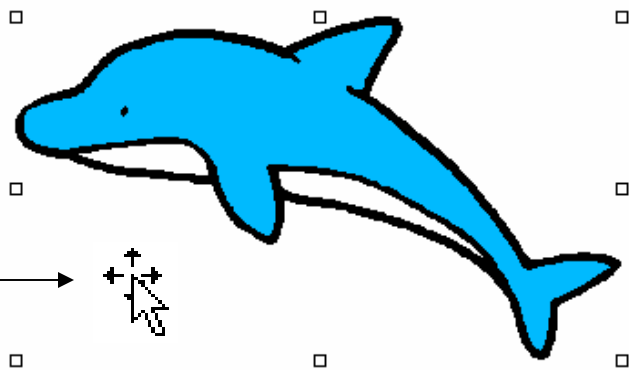


3. The **Format Picture** dialog box opens.
4. Click on the **Layout** tab.
5. From here, you can change the **Wrapping style** from the default option **In line with text**.
 The *Square* or *Tight* options allow you to wrap text around your graphic and to move your graphic anywhere on the page.



Your graphic is now surrounded by small white boxes, similar to what a Text Box looks like when it is selected.

To move the dolphin, place your mouse somewhere on the image. When you see the four-pointed arrow, you can click and drag to move the dolphin anywhere in your document.



You can also use the Picture Toolbar to format your graphic:

