




Word 3
 Microsoft Word 2007

Action	Technique
<p>1. Insert a Text Box</p> 	<ol style="list-style-type: none"> 1. Click the Insert tab on the Ribbon. 2. Then click on Text Box. Choose the design you want by clicking on a design from the design gallery. <p>To draw your own text box, click on Insert and Text Box then click on Draw Text Box.</p> <p>Move your cursor to the area in which you would like to place the text box. Click and hold the left mouse button. Drag the cursor until the text box reaches the desired size. Release the mouse button.</p> <p>Enter text in the text box by clicking and typing in the box. Text in the box can be formatted like any other text in your document.</p>
<p>2. Resize a Text Box</p> 	<p>Select the text box by clicking on it. Then use the handles to change the size of your text box.</p> <ol style="list-style-type: none"> 1. Put you cursor on any one of the handles, the cursor will change into a two-way arrow. 2. Hold the left mouse button and drag the cursor until the text box reaches the desired size. <p>OR</p> <p>To resize to an exact height and width:</p> <p>Click the text box that you want to resize.</p> <p>Under Text Box Tools, on the Format tab, in the Size group, enter the measurements that you want into the Height and Width boxes. If you do not see the Format tab select/click on the text box.</p>
<p>3. Move a Text Box</p> 	<p>An advantage of using text boxes is that they can easily be moved around anywhere on the document. Select the text box to be moved. Move the pointer to the border of the text box. The pointer now becomes a four-way arrow. Click and drag the text box to its new location.</p>

Microsoft Word II Designing Your Documents

Padhraic Smyth



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Creating Research and Scientific Documents Using Microsoft Word Alexander Mamishev, Murray Sargent, 2014-11-04 Research fuels innovation and with this focused guide to Microsoft Word you can help increase your team's collaborative power and effectiveness and bring new research to life Writing proposals reports journal articles theses and other technical documents as a team poses unique challenges not the least of which is consistent presentation and voice You must also manage the formatting and accuracy of figures equations and citations and comply with the style rules of external publications In this book you'll learn from the authors' extensive experience managing the authoring and publication of technical content and gain specific practices and templates you can apply right away Focuses on the unique challenges of writing and producing documents in an academic or commercial R D setting Demonstrates how to use Microsoft Word to increase the quality of collaborative document preparation including formatting editing citations management commenting and version control Includes downloadable templates that help automate creation of scientific documents Offers best practices guidance for writing in teams and writing in the scientific genre

Word 2007 Chris Grover, 2007 Word basics for simple documents Creating longer and more complex documents Sharing documents and collaborating with other people Customizing Word with macros and other tools Word help and beyond

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Outsider Klaire de Lys, 2014-07-07 After witnessing the murder of her parents for marrying outside of their race half blood Astrid wants nothing more than to be left on her own Placed in the care of Dag a forgetful but well meaning warlock she vows to never feel as lost and helpless as she did on the day they were killed and turns her back on the elves and the dwarves for destroying her life Forty years later young dwarf Jarl Vorn is certain that his city Bjargtre is under threat from an emerging goblin King When his fears are dismissed he asks Astrid to help him and his adoptive son Knud to reach the capital of Logberg safely and Astrid finds herself pulled back into a world she never wanted to be a part of again

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Table of Contents Microsoft Word Ii Designing Your Documents

1. Understanding the eBook Microsoft Word Ii Designing Your Documents
 - The Rise of Digital Reading Microsoft Word Ii Designing Your Documents
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word Ii Designing Your Documents
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word Ii Designing Your Documents
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word Ii Designing Your Documents
 - Personalized Recommendations
 - Microsoft Word Ii Designing Your Documents User Reviews and Ratings
 - Microsoft Word Ii Designing Your Documents and Bestseller Lists

5. Accessing Microsoft Word Ii Designing Your Documents Free and Paid eBooks
 - Microsoft Word Ii Designing Your Documents Public Domain eBooks
 - Microsoft Word Ii Designing Your Documents eBook Subscription Services
 - Microsoft Word Ii Designing Your Documents Budget-Friendly Options
6. Navigating Microsoft Word Ii Designing Your Documents eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word Ii Designing Your Documents Compatibility with Devices
 - Microsoft Word Ii Designing Your Documents Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word Ii Designing Your Documents
 - Highlighting and Note-Taking Microsoft Word Ii Designing Your Documents
 - Interactive Elements Microsoft Word Ii Designing Your Documents
8. Staying Engaged with Microsoft Word Ii Designing Your Documents
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word Ii Designing Your Documents
9. Balancing eBooks and Physical Books Microsoft Word Ii Designing Your Documents
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word Ii Designing Your Documents
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word Ii Designing Your Documents
 - Setting Reading Goals Microsoft Word Ii Designing Your Documents
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word Ii Designing Your Documents
 - Fact-Checking eBook Content of Microsoft Word Ii Designing Your Documents
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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