

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

Rosina Ehmann



Microsoft Word II Designing Your Documents

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 [Microsoft Word 2013 Level 2 \(English version\)](#) AMC College, This manual will show you the advanced functions of new version of word processing MS Word 2013 It teaches you on how to use the tools with pictures videos charts and graphs as well as the ways of producing webpages blogs email and other kinds of output meant to be read online [Microsoft Word 2010 Level 2 \(English version\)](#) AMC College, 2012* Explore the Microsoft Office software Learn how to create edit save print documents and formatting text such as font type bolding underlining or italicizing This manual designed to provide skills and knowledge which will allow user to be able to use and operate the software at an advanced level especially as it relates to creating more complex documents and also automating document procedures **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 **Office 2013: The Missing Manual** Nancy Conner, Matthew MacDonald, 2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you're ready for more You

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