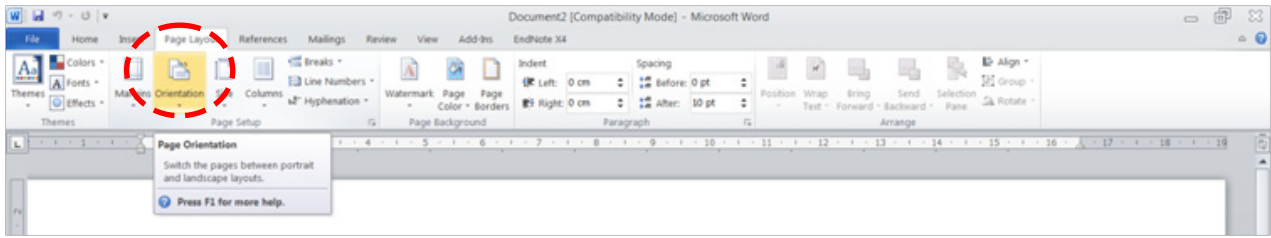


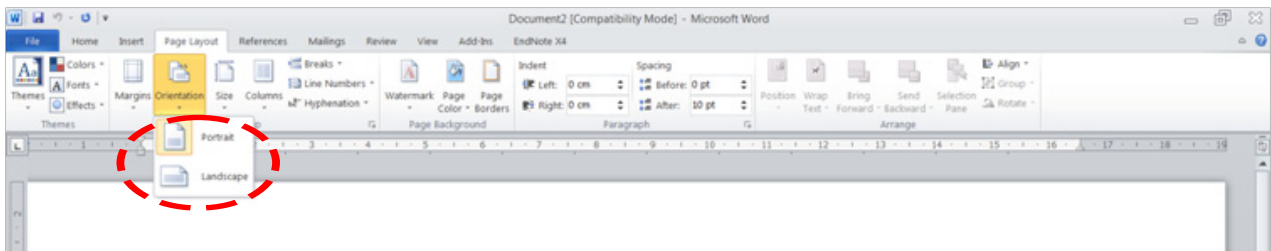
# Working with Word Documents

## Pages, Table

### 1. Page Layout << select Orientation

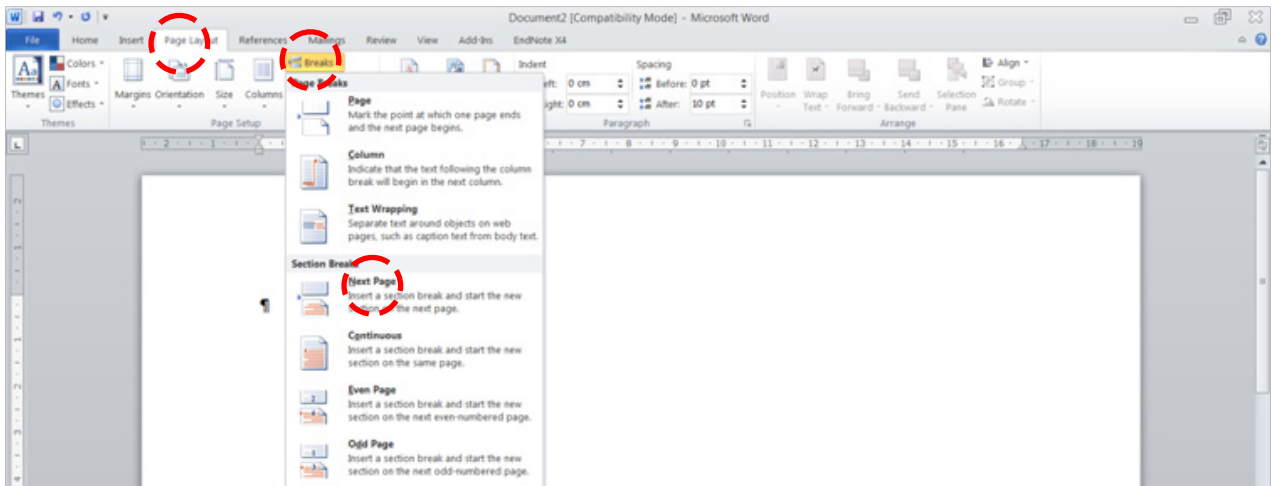


### 2. Choose Portrait or Landscape



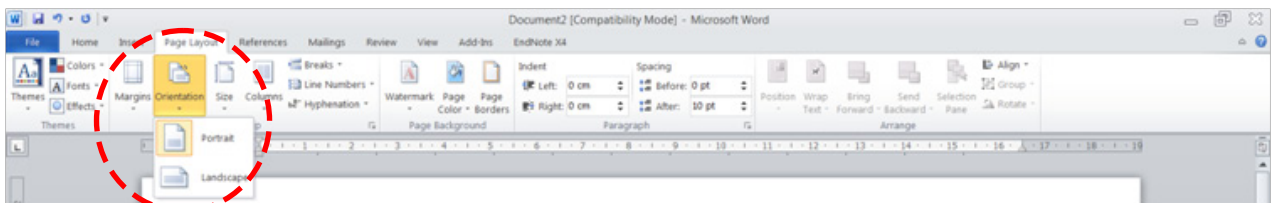
NB: To have pages of portrait and landscape orientation in a single document, use section breaks between the affected pages. To do this:-

### 1. Go to the page you want to change the orientation of, select the area before the text on the page you want to change. Page Layout << Breaks << Next Page



### 2. Select the area after the text on the same page, Page Layout << Breaks << Next Page

### 3. The document is now comprised of three sections. Select an area in the page you want to change the orientation of. Page Layout << Orientation << Portrait OR Landscape



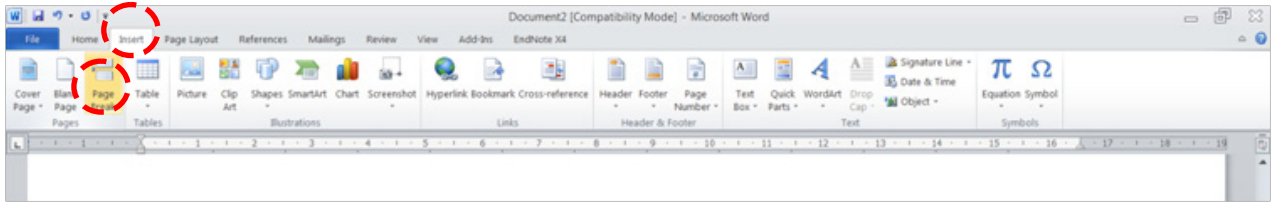
## Page Breaks and Section Breaks

Page Break: Separates content between pages

Section Break: Used to create layout or formatting changes in a portion of a document.

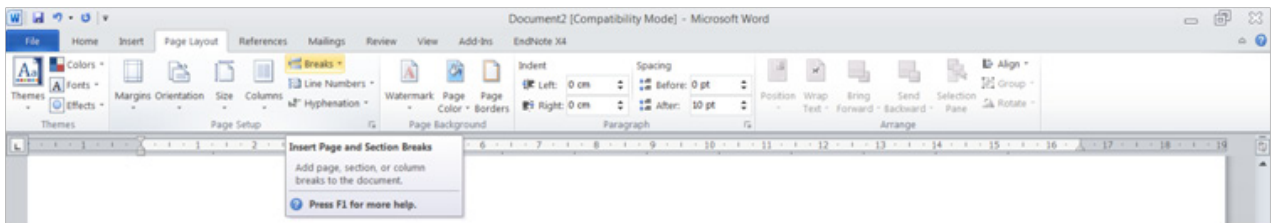
### Inserting a Page Break

1. Click in your document where you want to start a new page, Insert << Page Break

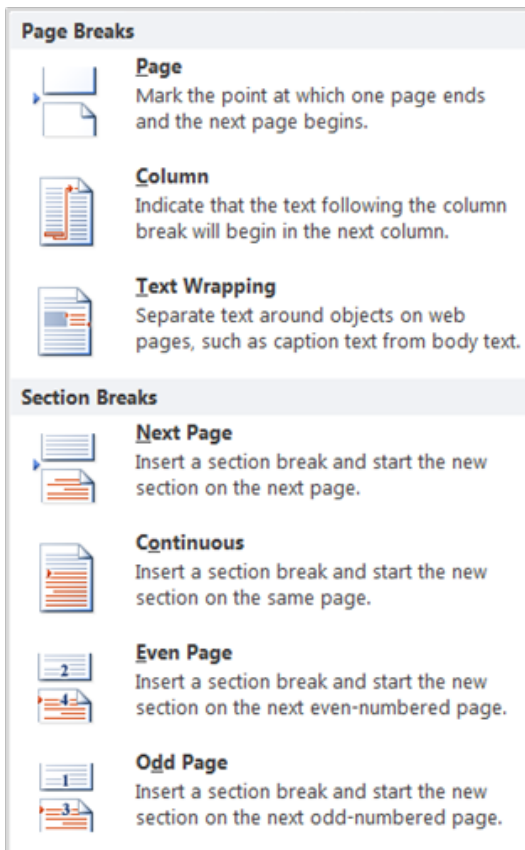


### Inserting a Section Break

1. Click where you want to change the format, Page Layout << Breaks

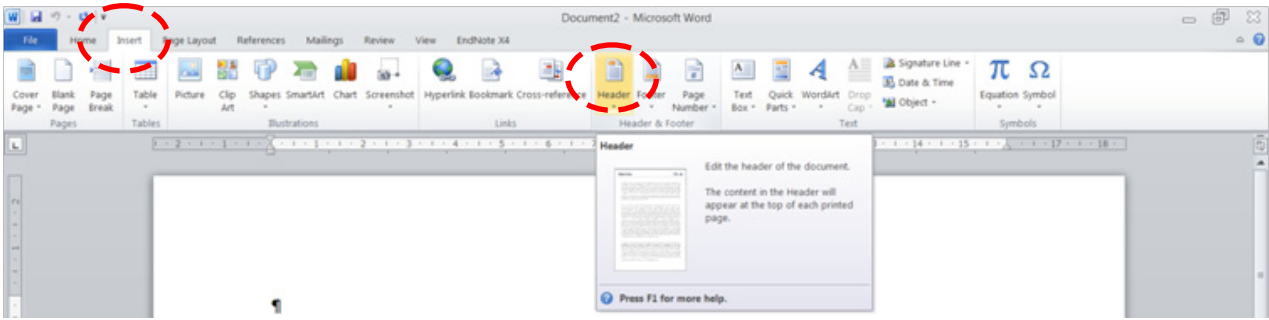


2. Choose the type of Break you want for your document.

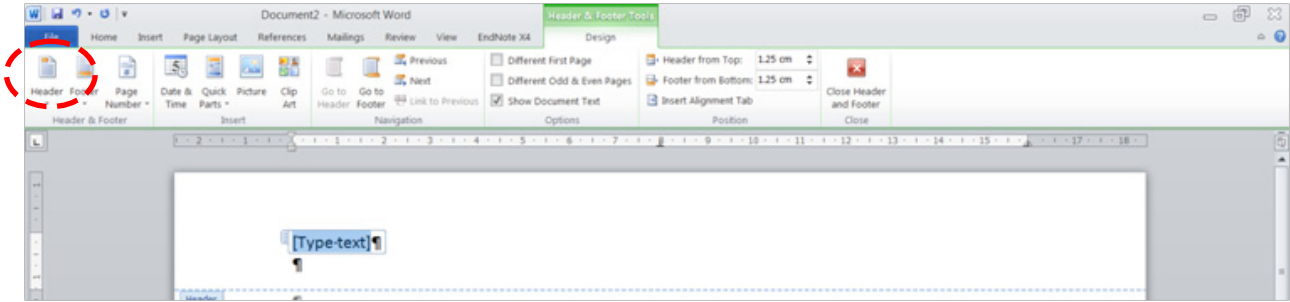


# Headers and Footers

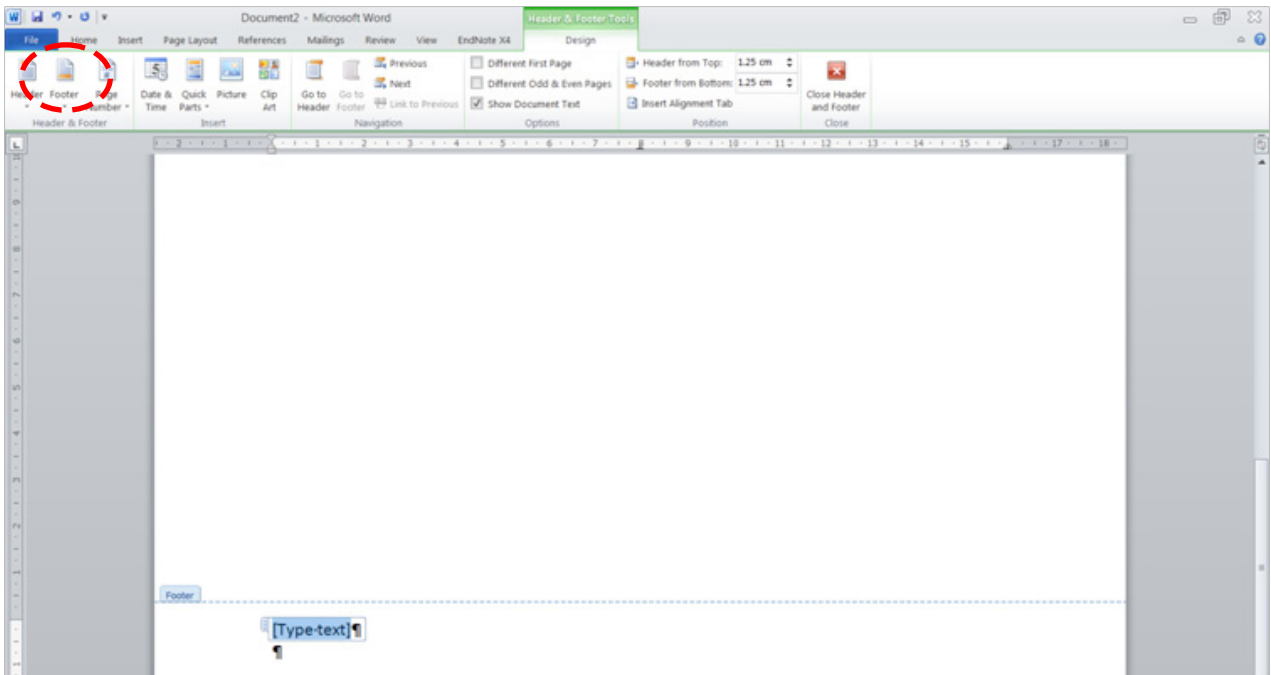
## 1. Insert << Header



## 2. Enter header text

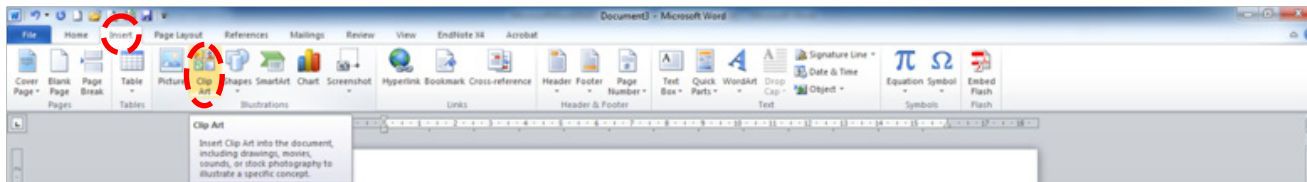


## 3. Insert << Footer - enter footer text

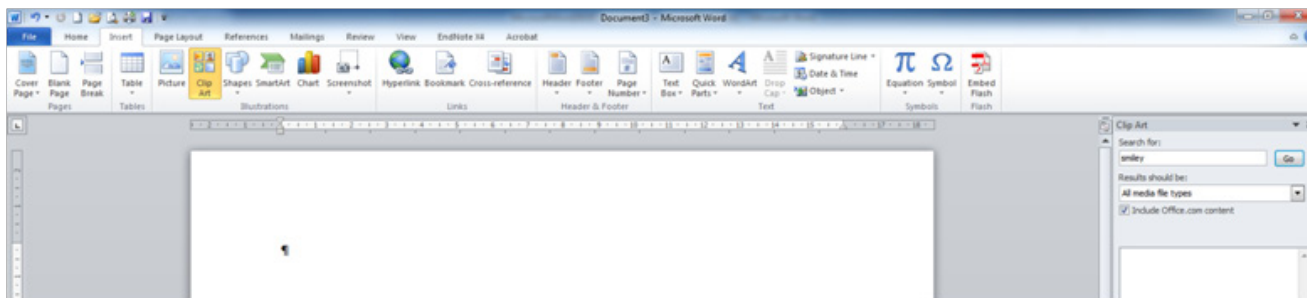


# Links, Shapes, Charts and Smart Art

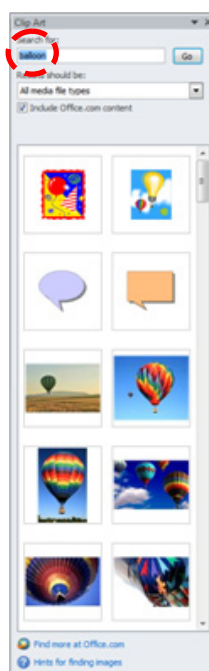
1. Place your cursor where you want to insert an image >> Insert >> Clip Art



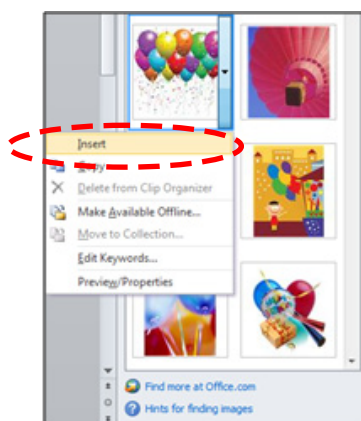
2. The Clip Art search box appears on the right hand side of the screen



3. Enter keywords into Search for; e.g. balloon << Go



4. Select the image you want to use << Insert

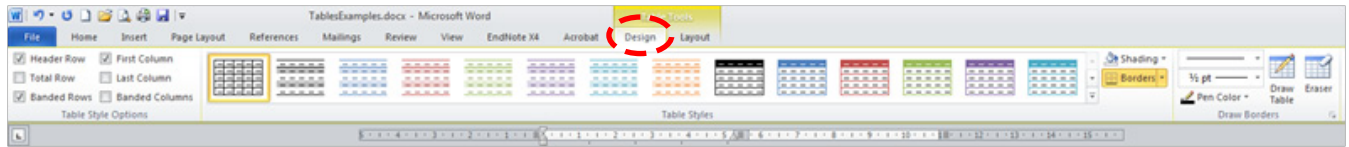


## Themes , Style and Page Background

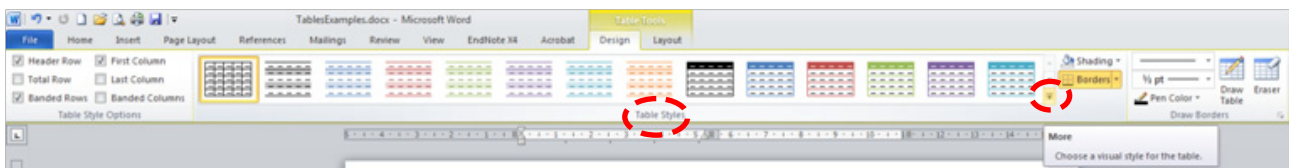
Click in the table you want to format.

Item	Materials-Cost
Weather-stripping	\$350
High-efficiency-water-heaters	\$8,500
High-efficiency-furnaces	\$10,000
Insulation	\$700

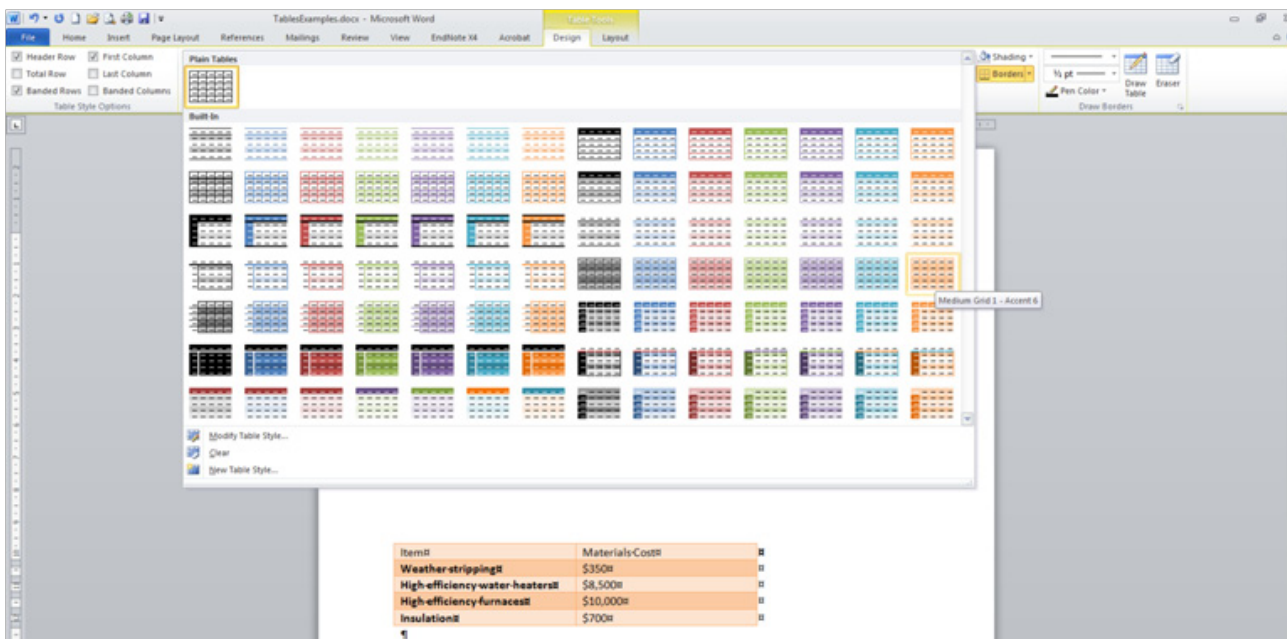
Click Table Tools << Design



In the Table Styles Group, select the downward facing arrow highlighted below to display the Table Styles gallery. In the gallery click on the style you want to use for your table.



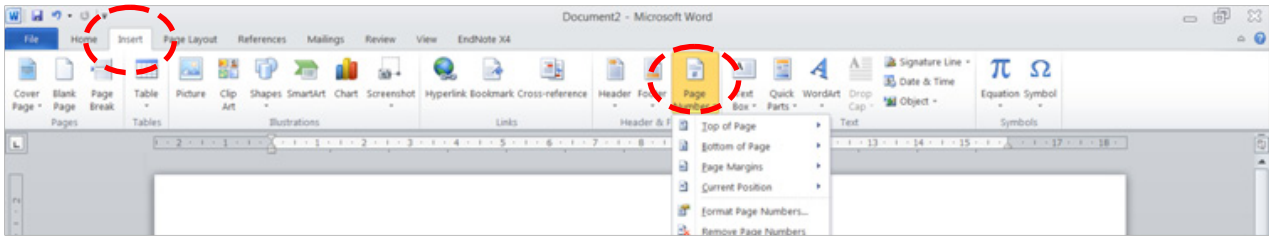
Position your mouse over a style to see a live preview of the style in your document.



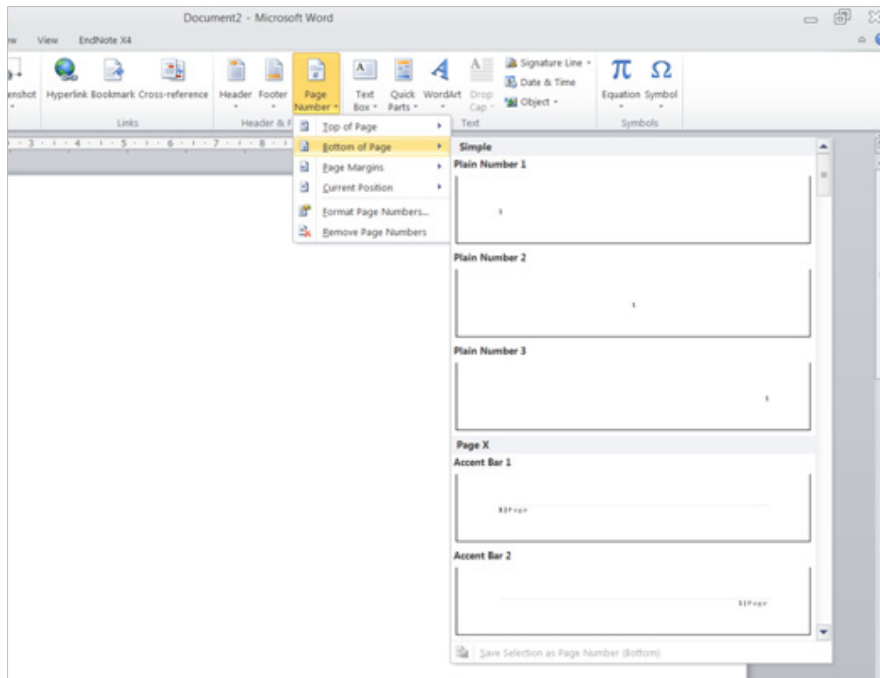


# Page Setup and Arrangements

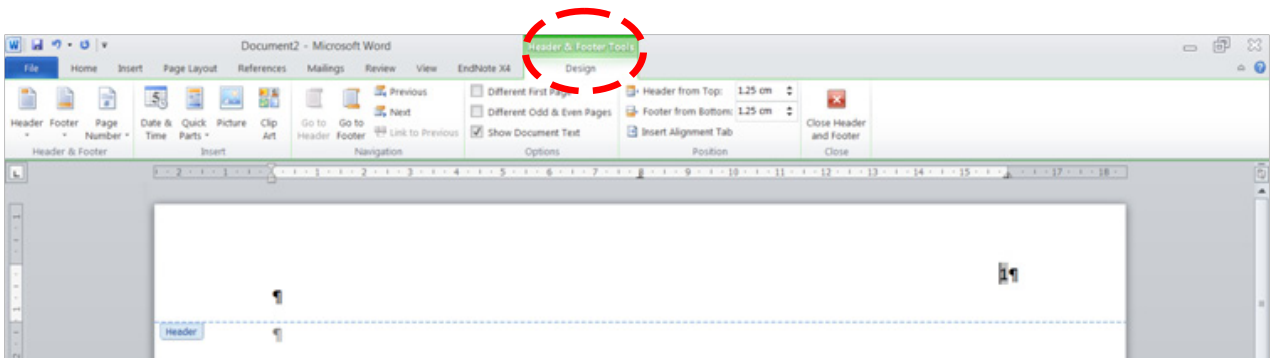
## 1. Insert << Page Number



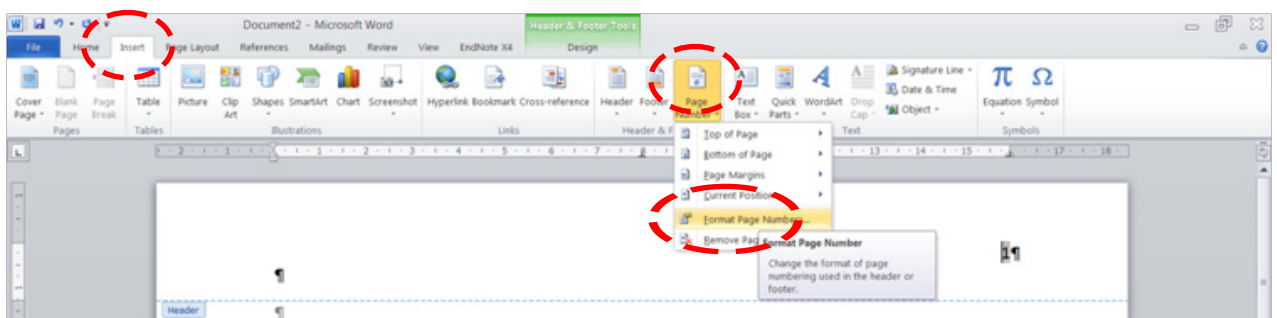
## 2. Identify where you want your Page Numbers to be positioned (top or bottom of page), then select the formatting



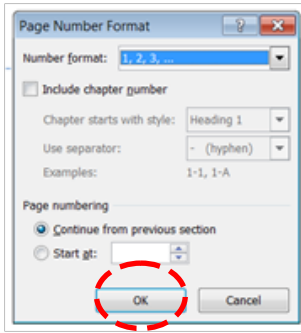
## 3. To edit the numbers double click the Header or Footer area and highlight the number you want to edit



## 4. To format the page numbers go to Insert << Page Number << Format Page Numbers

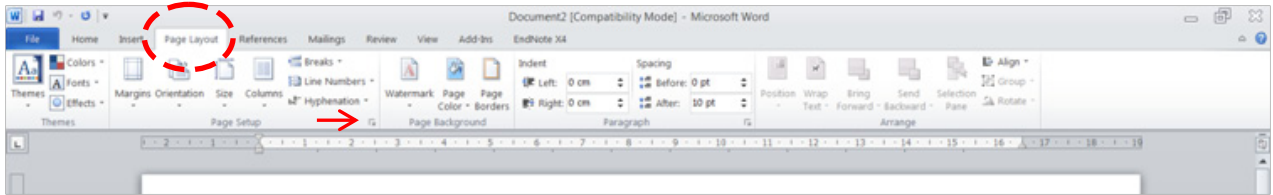


5. Select the formatting, click OK to return to your document.



### Inserting Page Numbers: Different on the First Page

1. This situation will be useful when you do not want a page number on the first page  
Page Layout << Page Setup << click the arrow in the bottom right hand corner



2. Layout << check the Different First Page box in Headers and Footers << Apply to Whole Document (when you have no sections in your document, in which case select This section).

