



Word 2007 - Creating Flyers

Reference Guide

Class Objectives

By the end of the session you should be able to:

- Create a new document
- Find and utilize templates
- Use borders
- Add photos & logos
- Create tables and text boxes
- Print and Save documents

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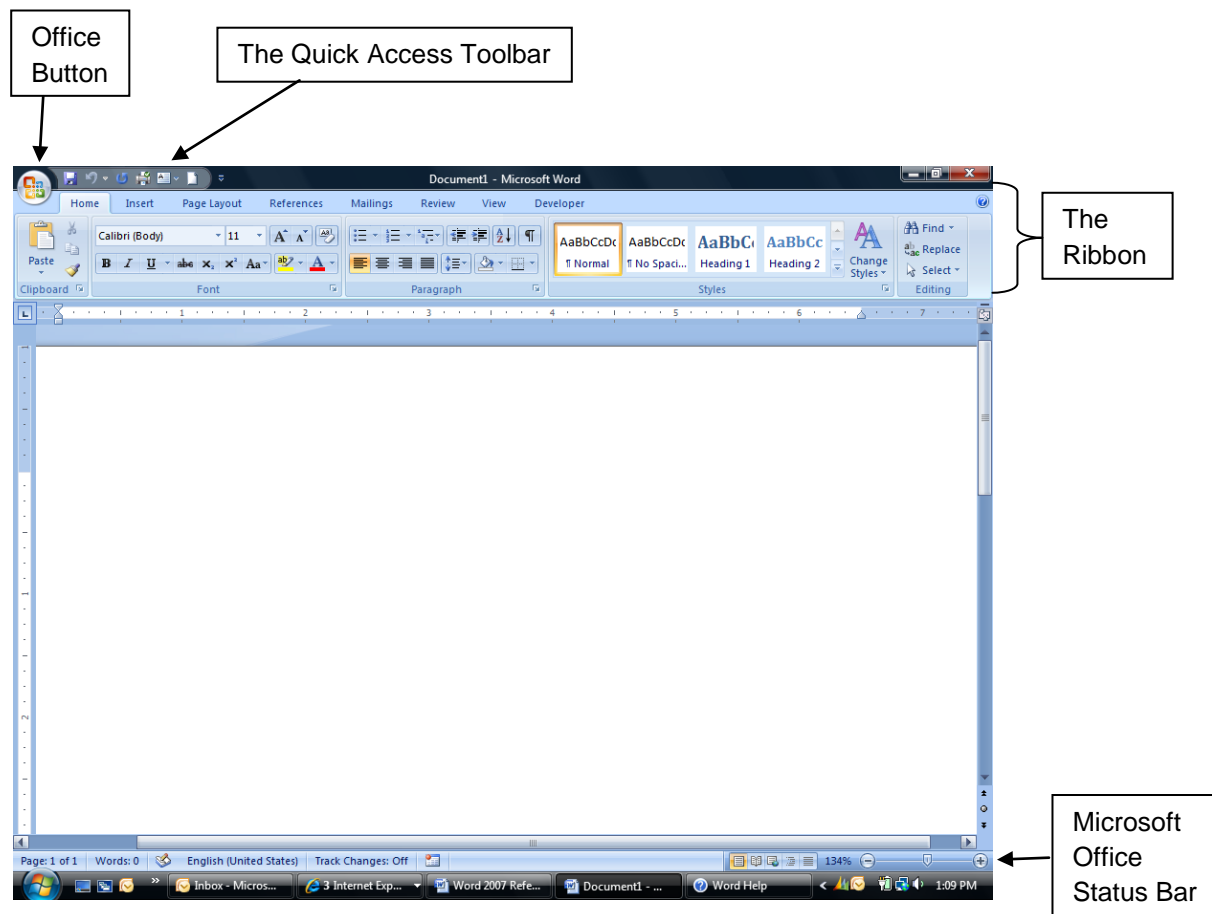
Notes:

Why Use Word?

Microsoft® Office Word®2007 can help you create electronic documents for personal and business use. With Word you can create and edit documents easily using features that allow you to add text, graphics (i.e. pictures, clip art and logos), tables and formatting. In this class we will focus on the simple functions such as formatting and adding photos to create a real estate flyer.

The User Interface

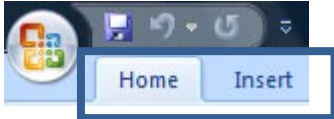
When working in Word there are various features that can be used in the Interface. Some of these features include the Office Button, the Ribbon, the Quick Access Toolbar, as well as others. Below is a screenshot identifying these Interface elements.




Quick Access Toolbar

The Quick Access Toolbar is a customizable toolbar that provides a place to store your most frequently used commands. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar.

The Quick Access Toolbar can be located in one of two places:



1. It is in the upper-left corner next to the Microsoft Office Button .

OR

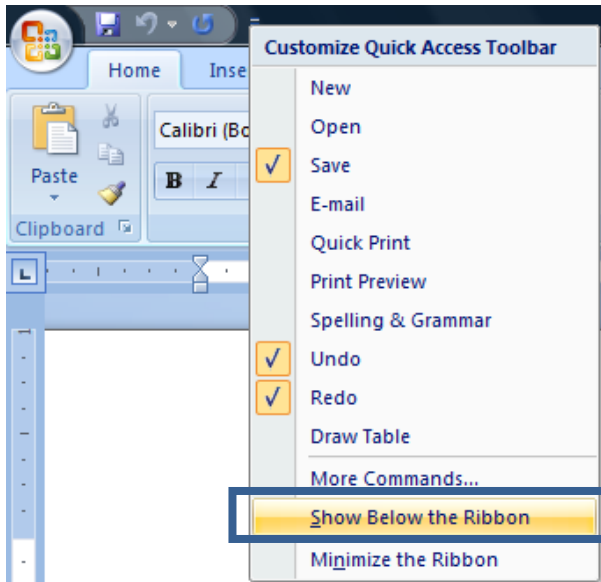


2. It is below the Ribbon.

To move the Quick Access Toolbar below the Ribbon:

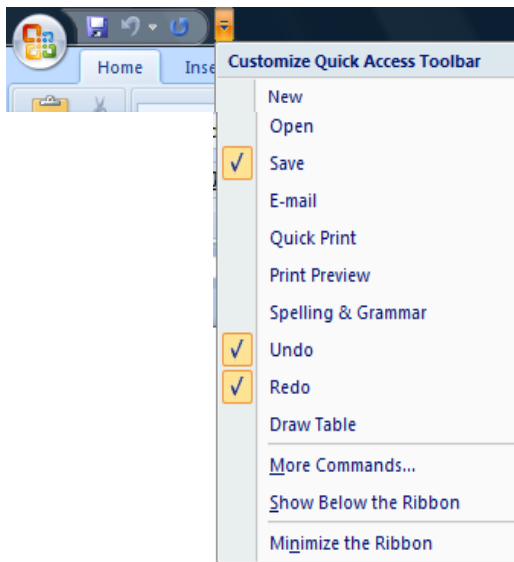


1. Click the drop-down arrow in the Quick Access Toolbar (when located to right of Microsoft Office Button)



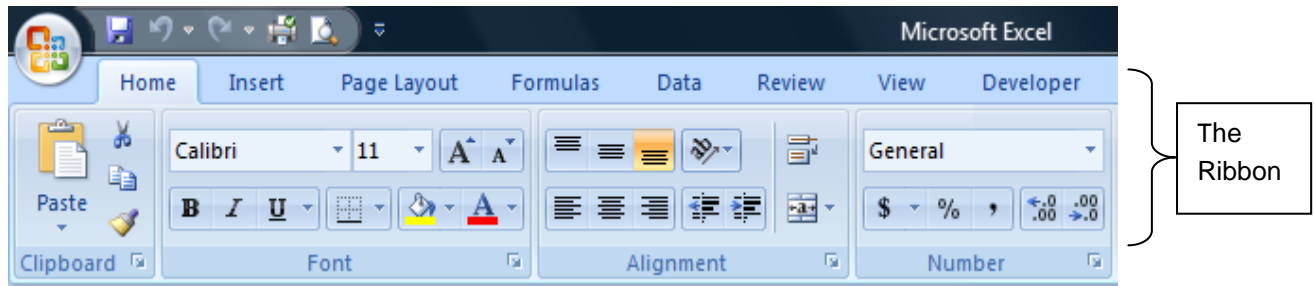
2. The *Customize Quick Access Toolbar* menu will appear. Click Show Below the Ribbon.

Customize the Quick Access Toolbar



1. Click the drop-down arrow.
2. Click any commands you want to add to the toolbar.
3. If a command has a check by it, it is already active and on the toolbar.
4. To remove a command, simply click it to remove the check.

The Ribbon



The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page.

Creating Documents

Open a Blank Document

1. Click the Microsoft Office Button and then click *New*.
2. Double-click *Blank document*.

Start a Document From a Template

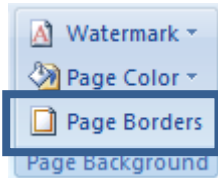
To use a template as a starting point, do one of the following:

1. Click the Microsoft Office Button and then click *New*.
2. Under Templates, do one of the following:
 - a. Click *Installed Templates* to select a template that is available on your computer; OR
 - b. Click one of the links under Microsoft Office Online, such as *Flyer*. To download a template that is listed under Microsoft Office Online, you must be connected to the Internet.
3. Double-click the template that you want to use.

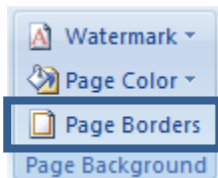
Borders

Add a Border to Text

1. Select the text to which you want to apply a border.
2. On the Page Layout tab, in the Page Background group, click *Page Borders*.
3. In the Borders and Shading dialog box, click the *Borders* tab, and then click one of the border options under Setting.
4. Select the style, color, and width of the border.



Add a Border to a Page

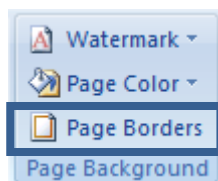


1. On the Page Layout tab, in the Page Background group, click *Page Borders*. Make sure you are on the Page Border tab in the Borders and Shading dialog box.
2. Click one of the border options under Setting. To specify that the border appears on a particular side of a page, such as only at the top, in the diagram under Preview, click where you want the border to appear. To remove the border from only one edge of the document click the borders that you want to remove in the Preview diagram area as well.
3. Select the style, color, and width of the border. To specify an artistic border, such as trees, select an option in the *Art* drop-down box.
4. Do any of the following:
 - a. To specify a particular page or section for the border to appear in, click the option that you want under *Apply to*.
 - b. To specify the exact position of the border on the page, click *Options*, and then select the options that you want.

Change Borders

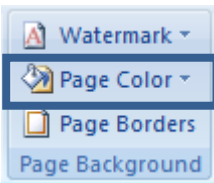
Change the Border of Text

1. Select the text of the border you want to change.
2. On the Page Layout tab, in the Page Background group, click *Page Borders*.
3. Click the *Borders* tab and change options as necessary. (To change a page border click *Page Borders* from the Page Layout tab and adjust options as necessary.)



Remove Borders

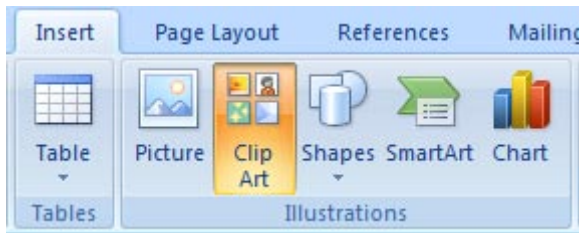
Remove a Border from Text



1. Select the text of the border you want to remove.
2. On the Page Layout tab, in the Page Background group, click *Page Borders*.
3. Click the *Borders* tab.
4. Under *Setting*, click *None*. (To remove a page border click *Page Borders* and under *Setting*, click *None*.)

Upload Graphics

Insert Clip Art

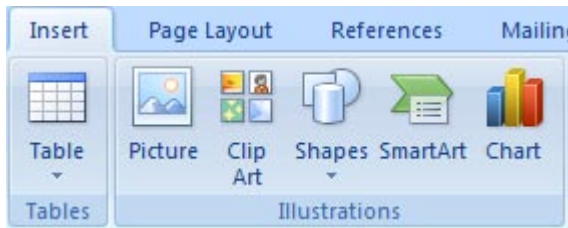


1. On the Insert tab, in the Illustrations group, click *Clip Art*.
2. A Clip Art task pane will appear on the right. In the *Search for:* text box type a word or phrase that describes the clip art that you want, or type in all or some of the file name of the clip art.
3. To narrow your search, do one or both of the following:
 - a. To limit the search results to a specific collection of clip art, in the *Search in:* box, click the arrow and select the collection you want to search.
 - b. To limit the search results to clip art, click the arrow in the *Results should be:* box and select the check box next to Clip Art. (You can also search and select photographs, movies, and sounds.)
4. Click *Go* in the upper-right corner of the screen.
5. In the list of results, click the clip art to insert into your document.



Insert a Picture (or Logo) from a File

1. Place cursor in document where you want to insert the picture or logo.

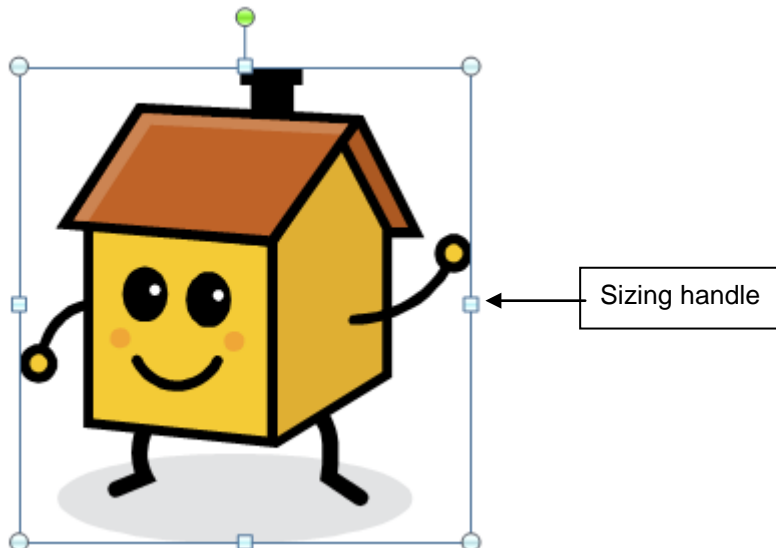


2. On the *Insert* tab, in the *Illustrations* group, click *Picture*.
3. Locate the picture (or logo) you want to insert.
4. Double-click the picture (or logo) you want to insert.

Resize a Picture (or Logo)

Resizing stretches or shrinks the dimensions of the photo (or logo).

1. Click the picture (logo) you want to resize. Sizing handles will appear.
2. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while doing one of the following:
 - a. To keep the center of an object in the same place, press and hold *CTRL* on your keyboard while you drag the sizing handle.
 - b. To maintain the object's proportions, press and hold *SHIFT* on your keyboard while you drag the sizing handle.



Delete a Graphic

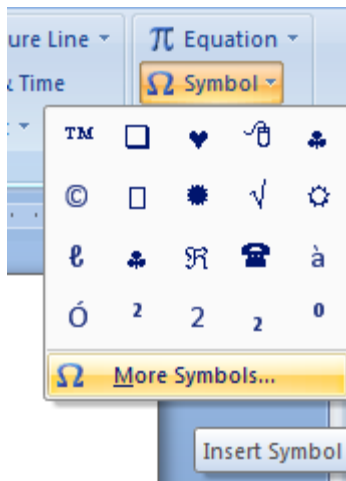
Click the graphic that you want to delete, and then press *DELETE* on your keyboard.

To delete multiple graphics, press and hold *CTRL* while you click the graphics that you want to delete, and then press *DELETE*.

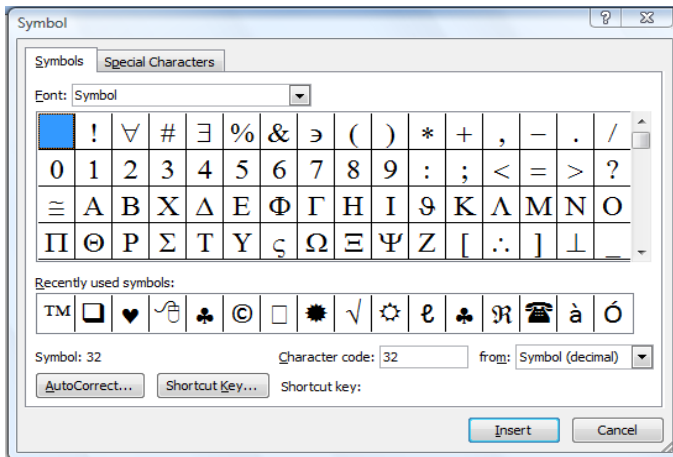
Insert a Symbol / Special Character

Symbols are character marks included with a font that can be used to represent an idea or word. Special characters are punctuation, spacing or typographical characters that typically are not available on the standard keyboard.

1. Place cursor where you want to insert the symbol.



2. On the *Insert* tab, in the *Symbol* group, click *Symbol*, and then click *More Symbols*.

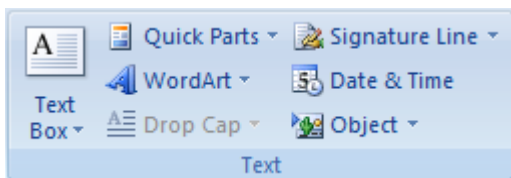


3. Click the Symbol tab. To get characters such as *copyright* or *trademark*, click on the *Special Characters* tab.
4. Click the character that you want to insert, and then click *Insert*.
5. Click *Close*

Text Boxes

A text box is an object that you can add to your document to emphasize or set off text.

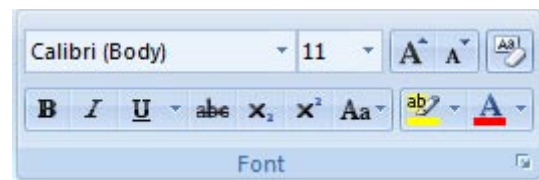
Add a Text Box



1. On the Insert tab, in the Text group, click *Text Box*, and then click *Draw Text Box*.
2. Click in the document, and then drag to draw the text box the size that you want.
3. To add text to a text box, click inside the text box and then type or paste text.

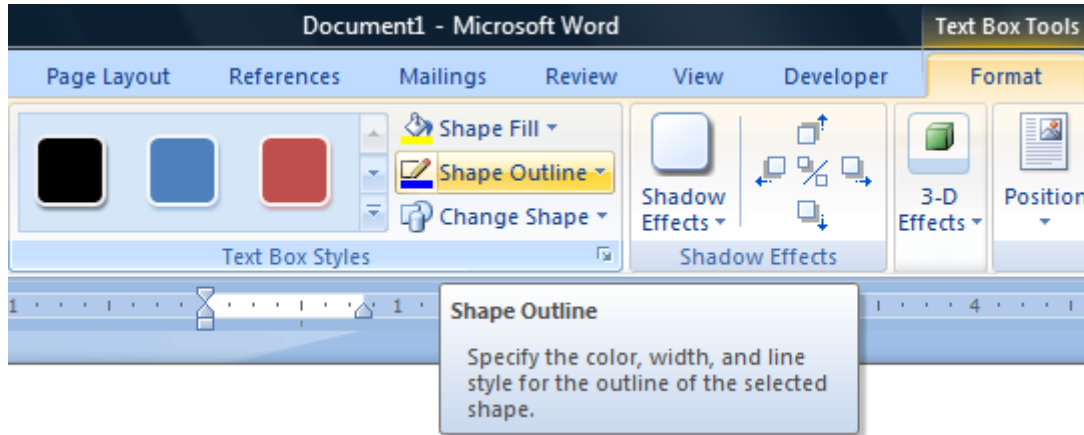
Note:

- To format text in the text box, use the formatting options in the Font group on the Home tab.
- To position the text box, click it, and then when the pointer becomes a \dagger , drag the text box to a new location.



Change a Text Box

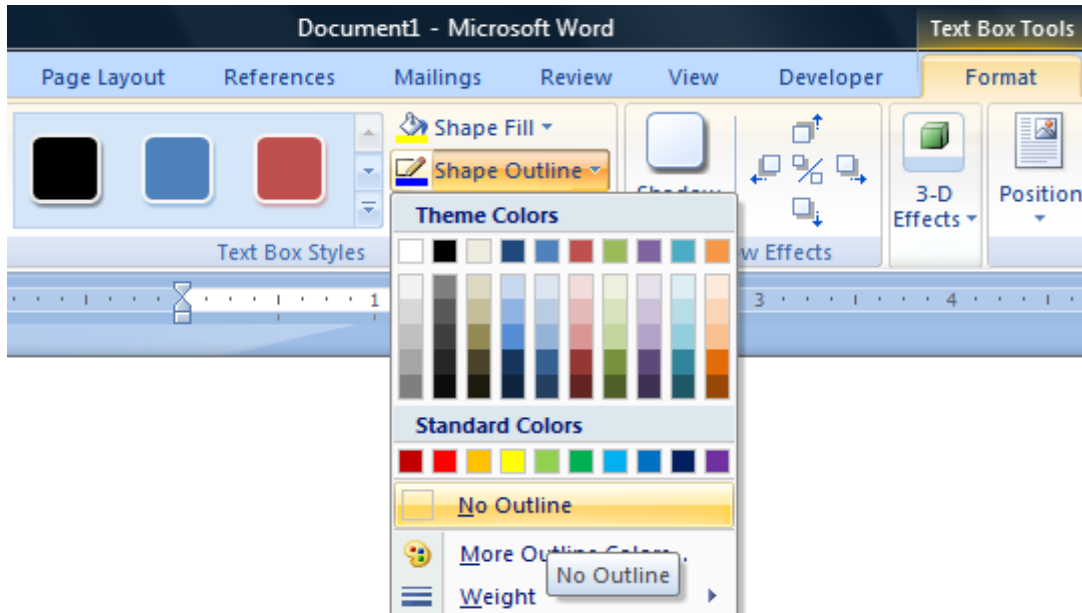
1. Click the text box.



2. On the Format tab (it should show Text Box Tools above the tab), in the Text Box Styles group, click *Shape Outline*. If you do not see either the Text Box Tools or Format tabs, make sure that you selected a text box.
3. Do one or more of the following:
 - a. To change the color of the text box, click the color you want. To change to a color that isn't in the theme colors click *More Outline Colors*, and then either click the color you want on the Standard tab, or mix your own color on the Custom tab.
 - b. To change the width or weight of the border, point to *Weight*, and then click the line weight you want. To create a custom line weight, click *More Lines*, and then choose the options you want.
 - c. To change the style of the border, point to *Dashes*, and then click the border style you want. To create a custom style, click *More Lines*, and then choose the options you want.
 - d. To change the pattern of the border, click *Pattern*, and then choose the options you want.

Remove a Text Box Outline

1. Click the text box you want to remove.



2. Under Text Box Tools, on the Format tab, in the Text Box Styles group, click *Shape Outline*, and then click No Outline. If you do not see either the Text Box Tools or Format tabs, make sure that you selected a text box.

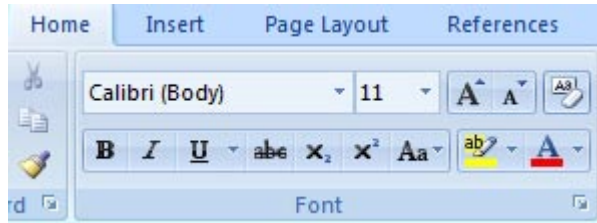
Delete a Text Box

Click the border of the text box you want to delete, and then press *DELETE*. Make sure the pointer is on the border of the text box rather than inside the text box. If the pointer is not on the border, pressing *DELETE* will delete the text inside the text box and not the text box.

Formatting Text

Font

You can specify how you want text to appear by selecting options in the Font dialog box, on the Home tab. The *Bold*, *Italicize* and *Underline* commands are just some of the options found here.



Creating Lists

Create Lists

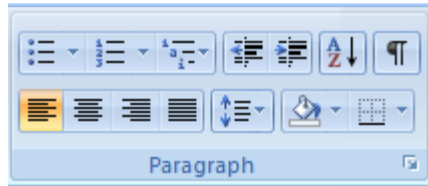
Word can automatically create bulleted and numbered lists as you type, or you can quickly add bullets or numbers to existing lines of text.

Type a Bulleted or Numbered List

1. Type * (asterisk) to start a bulleted list or type 1. to start a numbered list, and then press *SPACEBAR* or the *TAB* key. Type any text that you want.
2. Press *ENTER* to add the next list item. Word automatically inserts the next bullet or number.
3. To finish the list, press *ENTER* twice, or press *BACKSPACE* to delete the last bullet or number in the list.
 - a. If bullets and numbering do not begin automatically click the Microsoft Office Button and then click *Word Options*.
 - b. Click *Proofing*.
 - c. Click *AutoCorrect Options* and then click the *AutoFormat As You Type* tab.
 - d. Under *Apply as you type*, select the *Automatic bulleted lists* check box and the *Automatic numbered lists* check box.
 - e. Click *OK* to save the change.

Add Bullets or Numbering to a List

Highlight the items to which you want to add bullets or numbering.

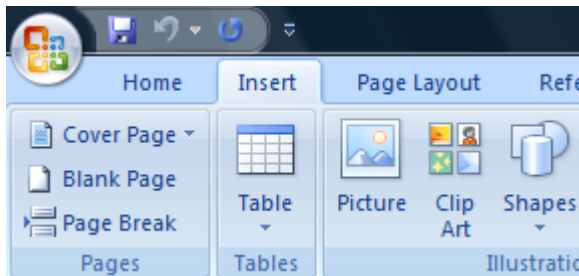


On the Home tab, in the Paragraph group, click the *Bullets* or *Numbering* icon.

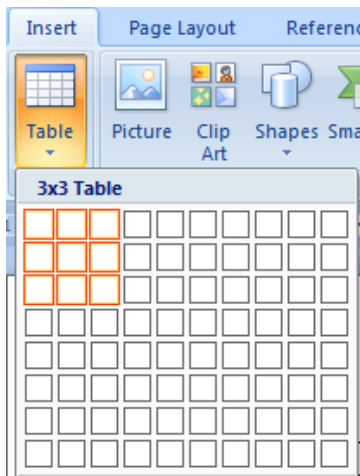
For more bullet styles and numbering formats, click the arrow next to *Bullets* or *Numbering*.

Tables

Click where you want to insert a table.



On the Insert tab, in the Tables group, click *Table*.



Highlight with left-mouse-button depressed to select the number of rows and columns you want.

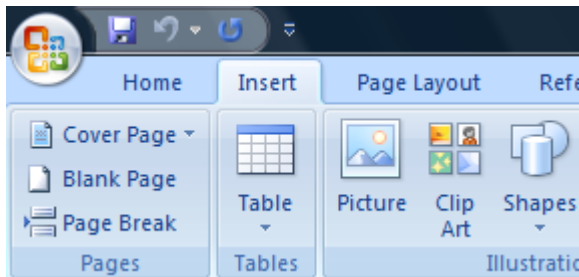
Convert Text to a Table

Insert separator characters, such as commas or tabs, to indicate where you want to divide the text into columns. Use the *ENTER* key to indicate where you want to begin a new row.

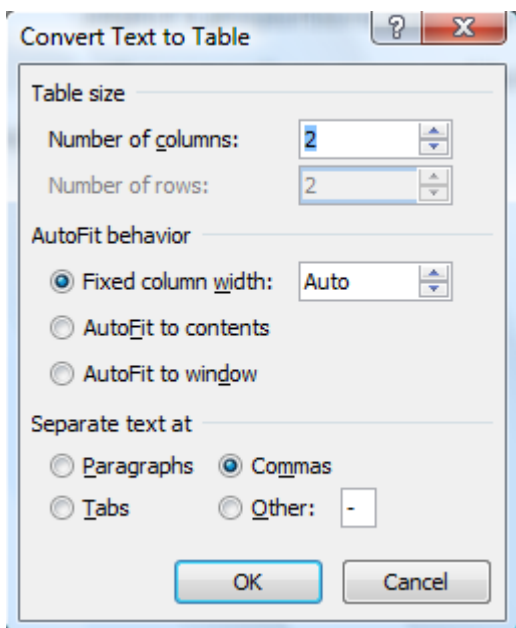
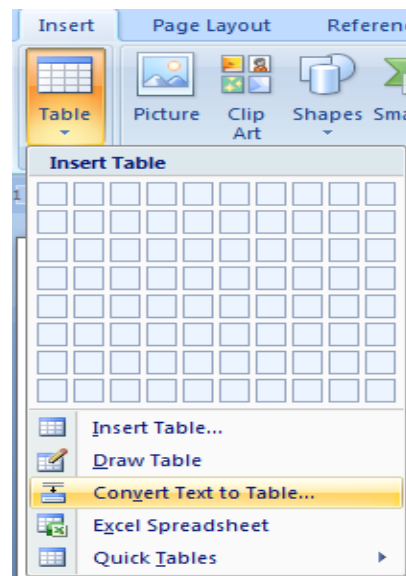
1. For example, in a list with two words on a line, insert a comma or a tab after the first word to create a two-column table:

House, Kitchen
Garden, Tree

2. Select the text that you want to convert.



3. On the Insert tab, in the Table group, click *Table*, and then click *Convert Text to Table*.



4. A *Convert Text to Table* dialog box will appear. Double check the number of columns and row to see that it meets your requirements and click *OK*.

Print


1. Click the Microsoft Office Button and then click *Print*.
2. Click the options you want, such as the number of pages or which pages you want to print.

Note:

It is highly recommended to use the Print Preview option (after clicking Print) to preview the page or make changes before you print.

Save

Save a Document

1. On the Quick Access Toolbar, click *Save*  or press *CTRL+S*.
2. Type a name for the document, choose a location on your hard drive and then click *Save*.

Note: By using an add-in, which is an extra function you download, you can convert a file from your Microsoft Office program into PDF or XPS formats:

Portable Document Format (PDF) preserves document formatting and enables file sharing. When the PDF format file is viewed online or printed, it retains the format that you intended. Data in the file cannot be easily changed. The PDF format is also useful for documents that will be reproduced by using commercial printing methods.

Install and Use the *Save as PDF or XPS Add-in from Microsoft*

To save a file in either PDF or XPS format, you must first install the *Save as PDF or XPS add-in* for the 2007 Microsoft Office system:

1. Go to <http://.office.microsoft.com>
2. In the Search field box at the top of the screen type *pdf add in*
3. Select *2007 Microsoft Office Add-In: Microsoft Save As PDF*
4. Click *Download*

After you install the *Save as PDF or XPS add-in*, you can save your file as PDF or XPS.

Save a Document in a PDF

1. Click the Microsoft Office Button and point to the arrow next to *Save As*, and then click *PDF or XPS*.
2. In the *File Name* field, type a name or select one from the drop-down list.
3. In the *Save as type* field, click *PDF*.
4. Choose a location to where you will save the document (i.e. Desktop)
5. Click *Publish*

Notes: