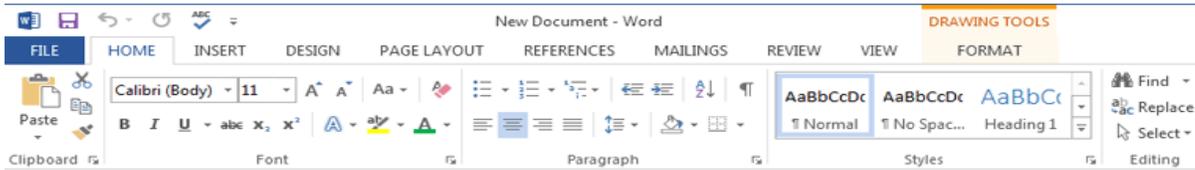


Technology Project Notes

Creating a Cover Page, Table of Contents, and Essay with Microsoft Word

Menu Bar and Ribbon



Menu Bar - located on the top of the screen (File, Home, Insert, Design, Page Layout, etc.)

Ribbon - the tools located underneath the Menu Bar which allow the user to format a document

File Tab - located at the top left hand corner of the screen; this is where the Open, Save, and Print commands are found

Rotating tool - allows you to rotate the degree of a shape (white circle) 

Resizing Point - allows you to resize an object; represented by white squares 

Page Border - allows you to place a border around the edge of the page

Wrap Text - after selecting the shape, text or image, click on Format on the Menu Bar and select Wrap Text (i.e. "In Front of Text"); it changes the way the text wraps around an object



Project Steps

1. Click on Start, All Programs, **Microsoft Office and Microsoft Office Word 2013**. You will be starting with a Blank Document.
2. Click on the **File tab**. Click on **Save As**. When the **Save As dialog box** appears, type in your **File Name** and follow the steps to save your file. Finally **Click Save**.
3. To insert a **WordArt** title, click **Insert** on the **Menu Bar**. Choose the WordArt design you want. Type title and name.
4. To insert a picture open Google Chrome. Type google.com in the address bar. Click on Images. Type search word(s). Click the Search button. Click on the thumbnail you want to view. Right-click on the image and click "Copy Image." Right-click on your work and choose from Paste options. (Be careful not to highlight your text when you paste.)
5. Click on the picture to highlight it. Go to **Format** on the **Menu Bar** and select **Wrap Text**. Click on **In Front of Text**. Drag the picture where you want it located. Resize the picture using the resizing points (white squares) located on the corners of your picture. Click and drag in or out to make your picture smaller or bigger.
6. To add the page color, click **Design** and then "**Page Color**" and choose a color.
7. To add the page border, click **Design** and then **Page Borders**. In the **Borders and Shading dialog box**, choose your setting, style, color and width. Under **Settings**, choose the border style you want. Under **Style**, click the line style you want. Click the arrow under **Color** and choose a border color. Click the arrow under **Width** and choose the width you want. Click OK.
8. Double-click underneath the title and image and insert a page break to go to the next page - **Click on Insert on the Menu Bar and then Page Break**.
9. To add a table of contents, click References and then Table of Contents. Insert a page break to go to the next page.
10. Type your title for the essay section. Highlight your title and add a heading style by clicking on Home on the Menu Bar and choosing "Heading 1" from the **Styles** section. Press Enter and begin typing your essay.
11. Click inside the table of contents and on the **Update Table of Contents** button to refresh the field.
12. To change the size, font or font color, highlight your text by clicking and dragging with your mouse and select your options from the **Font** section of the **Ribbon** located under the **Home** tab in the **Menu Bar**.
13. Click on the **File tab**. Click on **Save**.
14. Follow the steps provided in the front of the classroom to **open** your work next time for class.