

1

Read before coming to Class

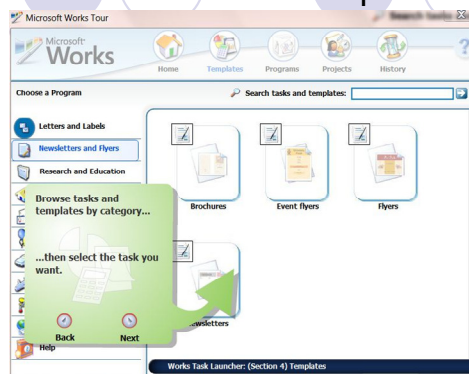
- You must have an email id and know how to receive eMails and open an attached file to print it. (I can help you learn to handle attachments if you're unable)
- All class files are in two formats. (1) pdf printable form (2) PPS-a viewing slideshow for easy visibility
- Print the printable file prior to class and bring it.

Works Word Processing lesson

1

Slide
2

Get Started with a Template



1/12/2010

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3

Start your project.....

- Choose a Cover Letter from the template lists. Type over the heading "Name Here" with your own chosen text. Work down the document eliminating unwanted lines of text.

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Slide 4

Choose a Task

Get a quick start by choosing a Task for your project. Using this method you can always retrieve your last PROJECT from the History tab and the window that let's you Search tasks and templates.

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Slide 5

Replacing the template's text

- The highlighted yellow text was removed from this document. " I chose not to keep it for my document "
- I typed the title " Frontier Computer Club" to replace the text from the template. You can do the same with any text that appears in the template. Or just hit delete while it' s highlighted to get rid of it

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Slide 7

Editing the template...

Use the Format tools from the standard menu toolbar for different styles of text

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Slide 8

Save your document

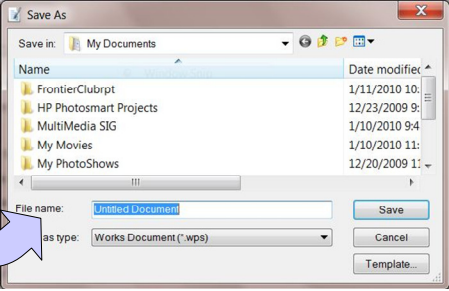
- Use **SAVE AS** for your **NEW NAMED** document. It's important to **NOT RUIN** template. You must give the document a **NEW NAME!!!!!!**
- Later you can use **SAVE** whenever you make changes in the future for this document
- You can also Save your document as a Word doc from the drop-down Filetype list (window pane below where you type the filename

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Slide 9

Saving your Work

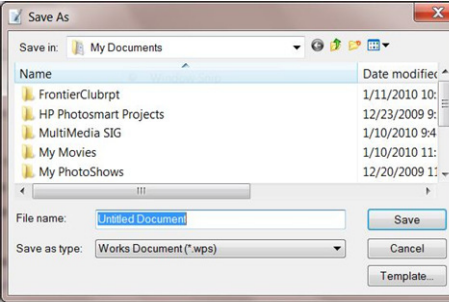
- Click on the menu toolbar for File, Save As to get this panel.



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- Notice the location your file will be saved. The default is to save your work in the My Documents folder.

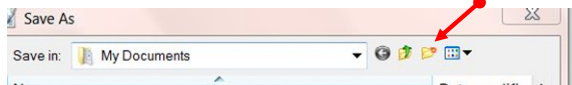


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Organize your work.....

- You can create different sub-folders within the My Documents to help organize your work. i.e. a sub-folder labeled Medical , Trip Planning, Family Docs, ...you get the idea. Click the New Folder icon for this

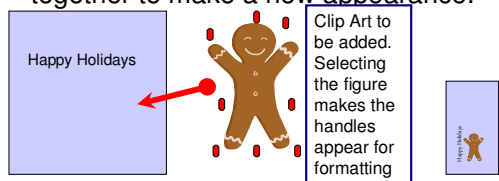


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Add objects to your document

- Objects are shapes that are either pictures, text boxes that have text in them(confusing yes???), clip art, arrows. Text boxes, like art objects can be twisted on the page as horizontal or squashed close together to make a new appearance.

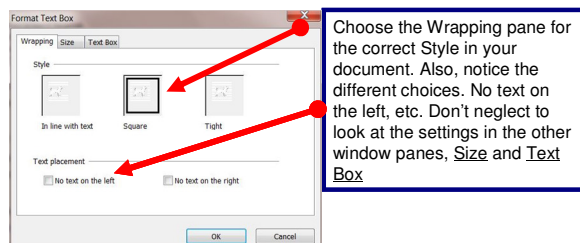


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Whats the trick??

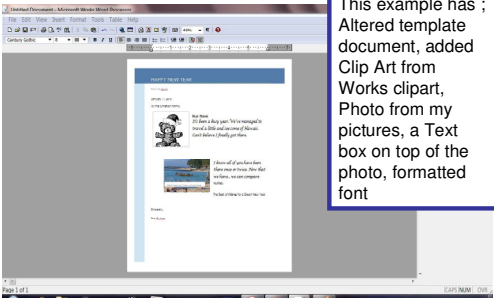
- To place Objects close together they must be formatted. Yes, just like text they too need formatting. Click on the object so the dotted-handles appear. Next choose Format from the menu bar . From the list find the format object tool that can matches your item. i.e. text box format, or picture format.



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An Example



This example has ;
Altered template document, added
Clip Art from Works clipart,
Photo from my pictures, a Text
box on top of the photo, formatted
font

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Summary

- Create a project from the Templates panel
- Saving the project makes it easy to recall it and continue working till it's finished
- Eliminate unwanted text from your template plus change the type of font used
- Add embellishments/ objects like Text Boxes or Clip Art or your Own Photos.
- Format these objects to fit close to the text that is in the document
- The End

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