Microsoft Word Basics

Lesson 3: Lists & Formatting

Part A: Using Lists

Red   ←   1 - Type the list of colors shown at left. Be sure to hit ENTER after each word.
Purple
Blue   2 - Select all the words by clicking in front of "red" and dragging to the end of "black."
Green
Orange   3 - Go to the HOME tab and click the ▼next to the BULLET button.
Black

☐ Black
☐ Blue
☐ Green   4 - Choose a bullet that you like. If you choose want to choose a different bullet, click DEFINE NEW BULLET, choose SYMBOL, and it will take you to the same screen we used before. Click on a symbol you want and then click OK.
☐ Orange
☐ Purple
☐ Red   5 - Select your entire list and then click the SORT button (AZ↓) to sort your list alphabetically.
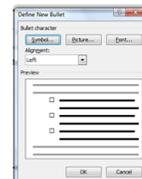
Ascending (A to Z, 1 to 10) or Descending (Z to A, 10 to 1)

Need to sort a list of names?
Create a list using the names (first and last) of 3 to 5 friends. Be sure to hit enter after each one.
Go to the SORT button and choose OPTIONS at the bottom.
In the OTHER box, use the spacebar to enter one space and click OK.
In the sort window, pull down the SORT BY menu and choose WORD 2. Click OK.

6 - Select the entire list and then click the numbered list button. You can also click the ▼next to the button to see other options. Choose one to see your list with numbers or letters instead of bullets.

7 - Click the DECREASE/INCREASE INDENT button to move your entire list more to the left or right. These buttons may also be used on individual lines.

Save often!

Part B: Page Layout

1 - Click the PAGE LAYOUT tab at the top of the screen.

2 - Click MARGINS to change the margins. You can also select CUSTOM MARGINS to set your own values.

3 - Click ORIENTATION to change to change the page to LANDSCAPE or PORTRAIT.

4 - Click SIZE to change to change the size if you are using a different type of paper, such as an index card.

5 - Click COLUMNS to create two, three, or more columns on your page.

6 - Click WATERMARK to add a phrase on your document.

7 - Click PAGE COLOR or PAGE BORDER to add color and a border to your page.

Created by T. Trimpe 2009

Part C: View Options

1 - Click the VIEW tab at the top of the screen.

2 - Click ZOOM to change the percentage to allow you to see all of the page at once or a section of the page in more detail.

3 - Click the box in front of THUMBNAILS and you will see all the pages of your document at once. You can go to different pages by clicking on them.

Part D: Headers & Footers

1 - Go to the INSERT tab and choose HEADER. You can also double-click at the top of the document.

2 - Type the following text: **My Project**

3 - Go to the HOME tab and format the text. Choose ARIAL BLACK font, BOLD, SIZE 26, and centered. Remember to select the text first!

4 - When you are done, click in the blank space beneath your table to get out of that area.

5 - Go to the INSERT tab and choose FOOTER → EDIT FOOTER. You can also double-click at the bottom of the document.

6 - Click the DATE & TIME button, choose a format, and then click OK to insert the information.

Part E: Print Options

1 - Click the OFFICE BUTTON and choose PRINT.

2 - Click PRINT PREVIEW to see how your document will look when it is printed.

3 - If it is ok, click PRINT and then select the printer you want to use in the NAME area.

Lab Laser - Black/white printer in computer lab
Library Color Laser - Color printer in the library

4 - Click OK to print your document.