


## Microsoft Word: Exercise 10

**In this exercise:**

- Formatting bullets
- Inserting pictures
- Using lines and borders

1. **Open** a new Word Document.
2. **Type** the following sentences on three separate lines:

This is a dog.  
This is a hog.  
This is a log.

3. **Highlight** all three sentences. **Click** on the bullet button on the toolbar .
4. Now you will change how the bullets look. **Click** on the **FORMAT** menu.
5. **Click** on **BULLETS and NUMBERING**.
6. **Click** on the **BULLETED** tab. **Click** on the picture of the square bullets.
7. **Click** on **OK**.
8. **Click** on the **FORMAT** menu again. Go to the bullet menu again.
9. **Click** on **CUSTOMIZE...**
10. **Click** on the **BULLET** button.
11. **Click** on any of the small pictures. When you find one you like **Click** on **OK**.
12. **Click** on the **FONT** button. **Change** the font size to **16**. This will only change the size of the bullet.
13. **Click** on **OK**. **Click** on **OK** again. Notice that the bullets are a different shape and size.
14. **Place the cursor** at the end of the first line and **Press** the **ENTER** key 4 times. Do this after the second line also.

15. Now you will insert a picture of a dog. **Follow the directions** below.

**IF YOU HAVE MICROSOFT OFFICE CLIP ART**

**Click** on the **INSERT** menu. **Click** on **PICTURE**. Then **Click** on **CLIP ART**.

**Click** on the word **ANIMALS**.

**Click** on a picture of a dog. You will see a pull-down menu. **Click** on **INSERT**.

**TO USE THE INTERNET TO FIND CLIP ART**

**Open INTERNET EXPLORER** but don't close PowerPoint..

Go to [www.google.com](http://www.google.com)

**Click** on **IMAGES** .

**Type a word** in the box to describe the picture you want. **Press ENTER**.

**Right click** on the picture that you like.

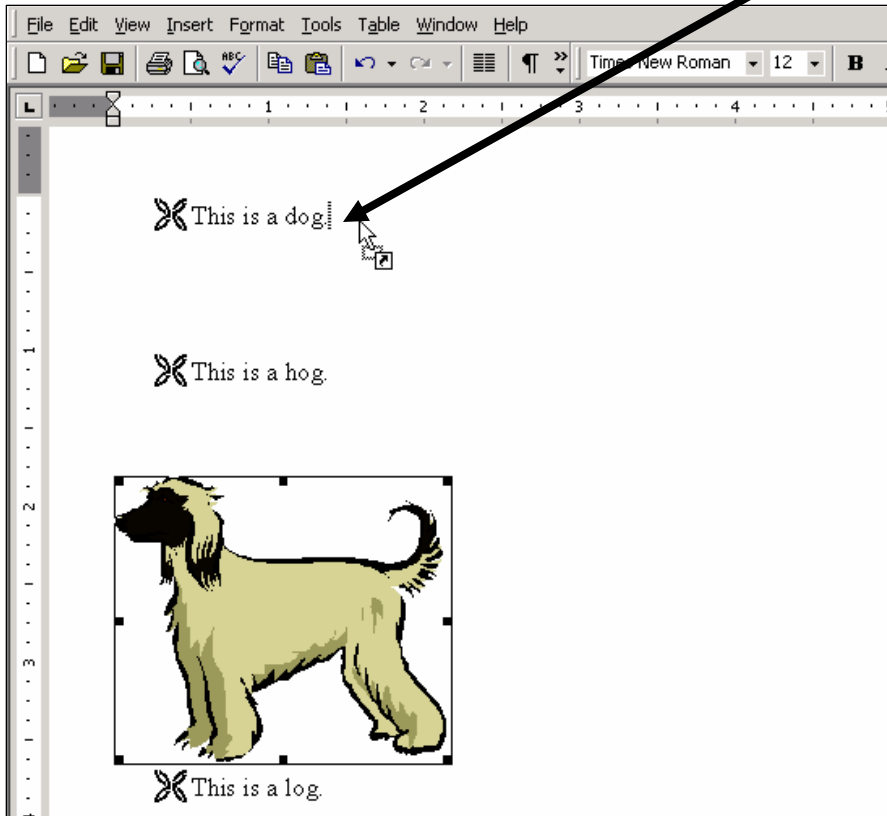
**Click** on **COPY**.

Now go back to your Word Document.

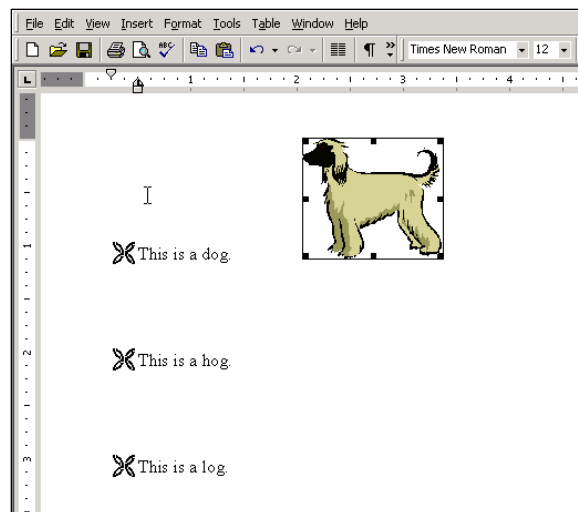
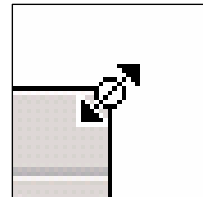
**Click** where you want to put the picture.

**Click** on the **Paste** button.

15. Click on the picture in your Word document. You will see a box around it.
16. Now **Click and Drag** from the picture to the end of the word dog. The cursor will look like a dotted line. **Look** at the example below.

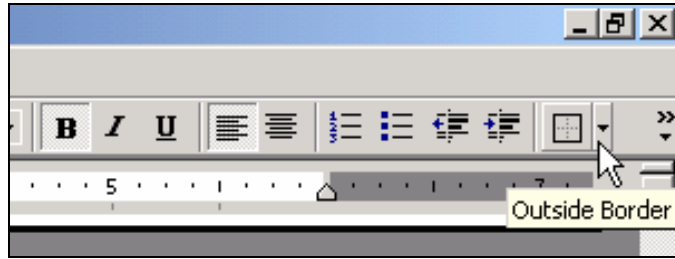


17. Click between the picture and the word Dog. Press the **TAB** key 2 times.
18. Click on the picture again. Move the cursor over the top right corner of the picture until it looks like an arrow.
19. Press and Hold the **SHIFT** key while you Move the Mouse to make the picture smaller.
20. Check your work. It should look like this:

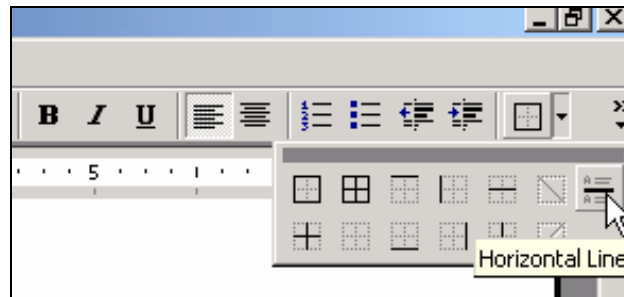


21. Click below “This is a dog.”

22. Click on the little arrow next to the **Outside Border** button on the toolbar.



23. Click on the Horizontal Line button.



24. Save on your disk.

25. Repeat the steps you have learned. Insert pictures for “Hog” and “Log”.

26. Insert a line between each picture.

27. When you are completely done Save on your disk and Print one copy.