


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

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**.

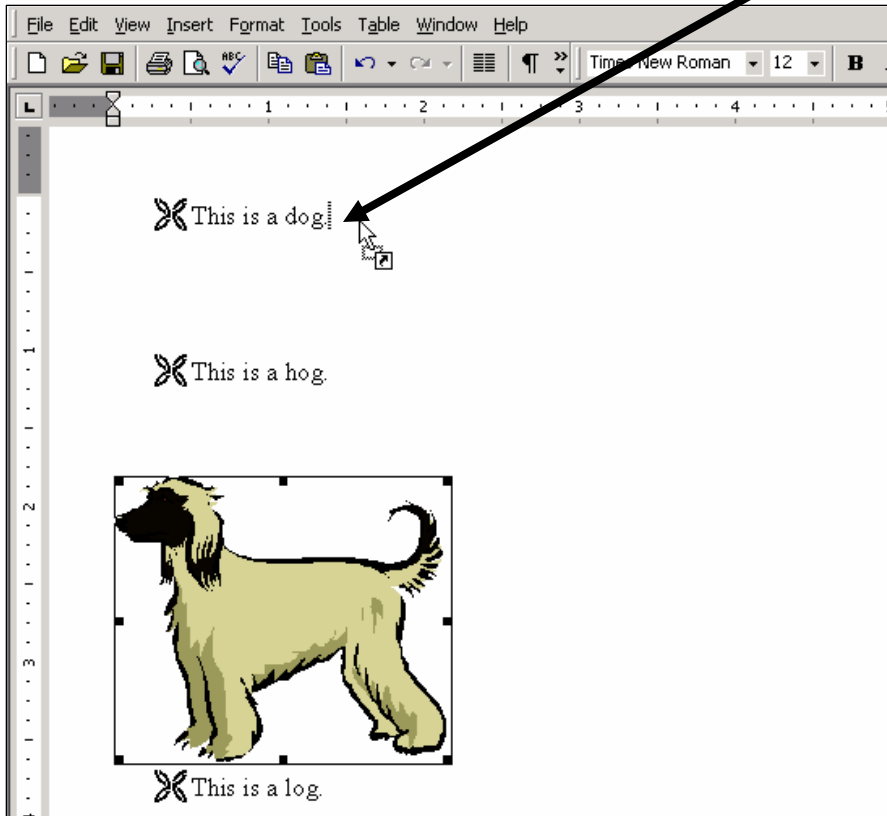
Now go back to your Word Document.

Click where you want to put the picture.

Click on the **Paste** button.

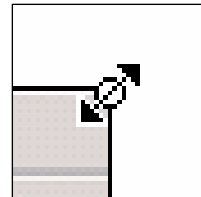
15. Click on the picture in your Word document. You will see a box around it.

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.



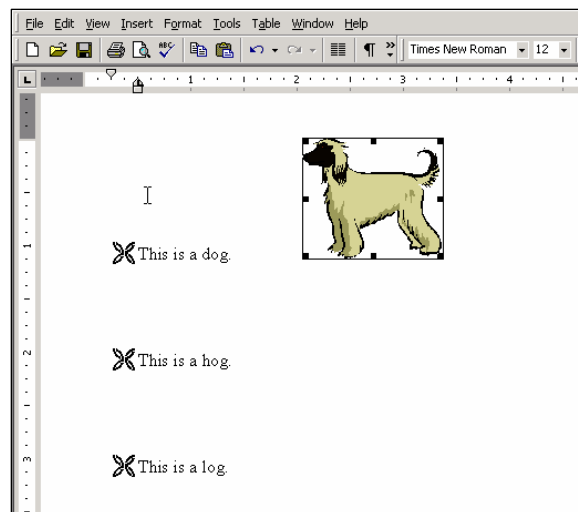
17. Click between the picture and the word Dog. Press the **TAB** key 2 times.

18. Click on the picture again. Move the cursor over the top right corner of the picture until it looks like an arrow.



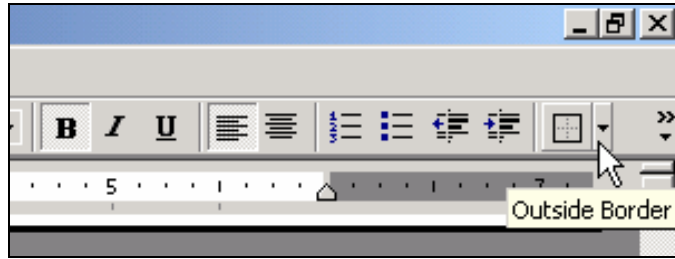
19. Press and Hold the **SHIFT** key while you Move the Mouse to make the picture smaller.

20. Check your work. It should look like this:

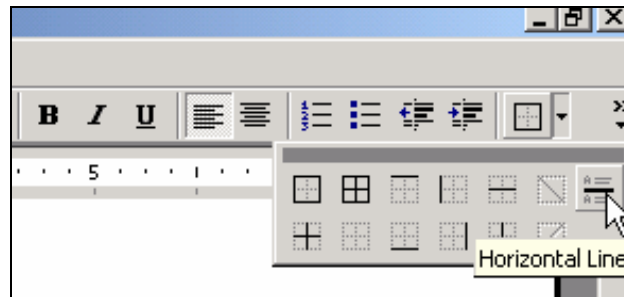


21. **Click** below “This is a dog.”

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.