Microsoft Word: Exercise 10

In this exercise:
  • Formatting bullets
  • Inserting pictures
  • Using lines and borders


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.