
Adapting Worksheets in Word 07

- 1) Open a new word document and save it.
- 2) Add your heading to the document.
- 3) From the Insert tab in the ribbon click Picture. Click outside the picture to unselect it.
- 4) Under the Insert tab in the ribbon click Text Box and choose Simple Text Box.
- 5) Adjust size and location of text box by clicking and holding the lines or shapes around the box.
- 6) Adjust its appearance from the ribbon under Text Box Tools/ Format, when the text box is selected. (This menu is only available while the text box is selected.)
- 7) Insert tab in the ribbon- click Shapes and choose the line with the arrow. Click, hold and drag the line from the text box to the item you wish to label.
- 8) Click the picture to select it and the Picture Tools/ Format tab appears. Select Recolor- Set Transparent Color. Click on the grey background to make it transparent.

Pictures in Table for Schedules or Storage

- 1) Insert => Table
- 2) Click in any cell in the table to display the Table Tools ribbon area. In the Table Tools section under the Layout tab Click on Properties.
- 3) Click on the Table tab, if you need to and Options button and open the dialog box. Uncheck the "Automatically resize to fit contents." Under the Row and Column tabs set the size of the cells, in inches (2 in.) and set 'Row height is:' to exactly.
- 4) In the ribbon select the Insert tab and select Picture from the disk.

Hyperlinks in Word and Power Point for Study or Reference

- 1) Highlight the text/ object or picture.
- 2) Insert on the ribbon, select the Hyperlink button.
- 3) Under 'Link to:' select Existing file or webpage.
- 4) Type in the web address next to Web Address.

Excel to Present Data

- 1) Select the data (include the headings) you want to graph.
- 2) Insert in the ribbon- Select Line in the charts section.
- 3) To add to or make changes to the chart. Select the chart and right click. Click Select Data... .
- 4) Under Legend Entries click Add. Enter a series name and select the data to be added. Click OK.

Backgrounds/ Word colors, Word and Line Spacing

- 1) Page Layout on the ribbon.
- 2) Select the Page Color button.
- 3) Hold the Ctrl key and push the A to select all the text
- 4) Home on the ribbon and select the Font Color button to change the text color
- 5) Change line spacing by selecting the text, then hold the Ctrl key and push the number 1 or 2.