

# Microsoft Word 2016 – French Fry Notes

Name: \_\_\_\_\_ Hour: \_\_\_\_\_

## Background color and graphics

1. Go to DESIGN – PAGE BACKGROUND – PAGE COLOR
  - a. **A color:** In the dialog box change the color to whatever is on the screen just like you would change a font. You can also use an RGB code as well.
  - b. **Texture:** Go to “Fill Effects”
    - i. At the top of the dialog box you will find four tabs. We will learn about the first two. One is called “Gradient” and the other is “Texture”
    - ii. **Gradient:** Choose from any of the options and then choose OK.
    - iii. **Texture:** Choose from any of the textures and then choose OK

## Transparent Watermarks

1. Go to DESIGN – WATERMARK – CUSTOM WATERMARK
2. Choose “Picture Watermark”
3. Choose “Select Picture”
4. In the “Bing Image Search” box type in “Puppy Clipart” or “Kitten Clipart” for example. Always put “Clipart” at the end of the name to make sure it is a good one for a watermark
5. Press Enter
6. If necessary, choose OK on the “Creative Commons” dialog box that might be on the screen
7. On the left side of the dialog box you will find a funnel icon. Click on the funnel
8. Under the “Type” choice, choose “Transparent”
9. Click the funnel icon again and under “Layout” choose “Tall”
10. Click on the clipart you want to use
11. Choose the OK button
12. Make sure the “Scale” option is left on “Auto”
13. Make sure the “Washout” option has a checkmark
14. Choose OK



## Clipart and Graphics

1. Click on the screen so your cursor is where you want the clipart or photo to be
2. Go to INSERT – ILLUSTRATIONS – ONLINE PICTURE
3. Typing your search topic and press the enter key
4. On the dialog box you will want to turn off the “Creative Commons Only” option
5. Scroll down the dialog box and find the clipart or picture you want
6. Click on the clipart or picture and a checkmark will appear in the small box
7. Click on the “Insert” button at the bottom of the dialog box
8. The clipart or photo will now be in your paper



## Change the size of the Clipart and Graphics

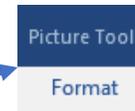
### 1. Freehand size

- Double click on the clipart or photo
- You will notice that a new ribbon is open. It has two parts. The first part is called "Picture Tools" and the second portion is called "Format"
- Around the clipart or photo you will notice a border that has little circles on all four corners of the clipart or photo.
- Carefully put your mouse ONLY on a circle in a corner
- Hold down the mouse button and carefully drag the mouse to decrease the size
- Do not ever use the little circles on the sides or top and bottom of the graphic or you will change something called the Aspect Ratio



### 2. Specific size

- Double click on the clipart or photo
- You will notice that a new ribbon is open. It has two parts. The first part is called "Picture Tools" and the second portion is called "Format"
- Go to PICTURE TOOLS – FORMAT – SIZE and you will see two boxes to type in the height and width of a photo.
- Use the arrow to change the height and/or width –or– type the size by hand into the box to set it to something like 1 inch tall and 2 inches wide

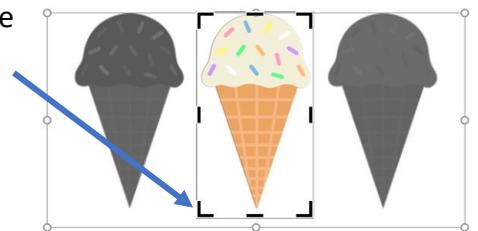


## Making a clipart that is not transparent, transparent

- Double click on the clipart
- Go to PICTURE TOOLS – FORMAT – ADJUST – COLOR – ADJUST TRANSPARENT COLOR icon
- Your cursor looks like a special type of pencil
- Click in the white background of the clipart
- The white background should be clear

## Cropping Clipart

- Double click on the clipart
- On the new PICTURE TOOLS – FORMAT ribbon, go to SIZE – CROP
- Very carefully move the little black lines that appear on the clipart to trim out anything you do not want in the clipart
- Click on the CROP icon again



## Drop Cap

- Do NOT indent the paragraph
- Type in the paragraph and change the font and color before you go to the next set of steps
- Click anyplace inside the paragraph
- Go to INSERT – TEXT – DROP CAP and click on the drop down arrow on it
- Choose "Drop Cap Options"
- Choose the "Dropped" option
- Choose the "Lines to Drop" option and choose "2"
- Choose OK

