

Microsoft Word 2016 – Weekly Specials Notes

Name: _____ Hour: _____

Custom Margins

1. Go to LAYOUT – MARGINS – CUSTOM MARGINS
2. Set the Top, Bottom, Left, and Right margins to whatever the directions ask for
3. Make sure that the decimal place is in the right place, .25 is much different than 25

Page Borders

1. Go to DESIGN – PAGE BACKGROUND – PAGE BORDERS
2. Although it normally opens to it, make sure you are on the “Page Border” tab

a. Simple Borders

- i. Choose “Box” on the left of the dialog box
- ii. Choose a line style from the “Style” box
- iii. Choose a color from the “Color” drop down list
 1. Choose a plain color, or, go to the next step
 2. RGB Color Codes for Borders
 - a. Choose “More Colors”
 - b. Choose the “Custom” tab
 - c. Make sure the “Color Mode” is set to “RGB”
 - d. Type in the code numbers for the R, G, and B options.
 - e. Press OK
- iv. Choose a wide of the line from the “Width” drop down box



b. Clipart Based Borders

- i. At the bottom of the dialog box choose the “Art” drop down box
 - ii. Choose a clipart from the list
 1. Colored ones can have their width changed.
 2. Black and White ones can have their width and their color changed
3. Choose OK once you are done

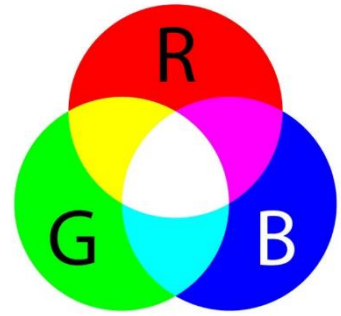
Watermark

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. Find a tall skinny clipart as they work best for watermarks
8. Click on the clipart you want to use
9. Choose the OK button
10. Make sure the “Scale” option is left on “Auto”
11. Make sure the “Washout” option has a checkmark
12. Choose OK



RGB Color Codes for Fonts

1. Select the text you want to change the color of
2. HOME – FONT – FONT COLOR – Drop down icon
3. Choose “More Colors”
4. Choose the “Custom” tab
5. Make sure the “Color Mode” is set to “RGB”
6. Type in the code numbers for the R, G, and B options.
7. Press OK



Format Painter - Simple

1. Type in all the things you want to “Paint” later
2. Change the Font, Size, and Color of a word
3. Go to HOME – CLIPBOARD – FORMAT PAINTER icon and click on it one time
4. Find another word and select it
5. The word you just selected should look the same as your previous word or words

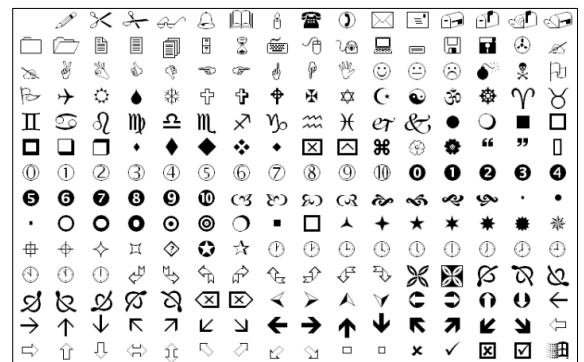
Format Painter – Advanced

1. Type in all the things you want to “Paint” later
2. Change the Font, Size, and Color of a word
3. Go to HOME – CLIPBOARD – FORMAT PAINTER icon and **double click** on it
4. Find another word and select it
5. The word you just selected should look the same as your previous word or words
6. Go to the next word or words and select them
7. Continue selecting words until you are done
8. When you are done, go back to the “Painter” icon and click on it one more time to turn it off



Symbols

1. Go to INSERT – SYMBOLS – SYMBOL – MORE SYMBOLS
2. Move the dialog box out of the way of where you want the symbol to be by holding your mouse in the Title Bar of the dialog box and move it out of the way
3. In the dialog box that opens change the font to Wingdings
4. Scroll down the list and find the symbol you are looking for
5. Click on the symbol
6. Choose “Insert”
7. Select the symbol to change its color



Center a Paper Vertically

1. Go to LAYOUT – MARGINS – CUSTOM MARGINS
2. Go to the “Layout” tab at the top
3. Go to “Vertical Alignment” and choose “Center”

