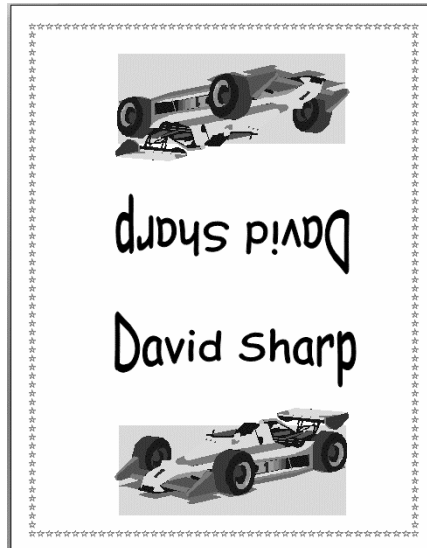


Make It with Microsoft® **Office 2007** **WINDOWS**

*The following
pages contain a
sample section
from the book.*

Place Card

Objective: Students practice using WordArt and inserting and rotating graphics while creating their own place card.

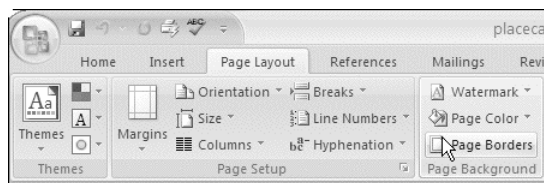



Opening Word

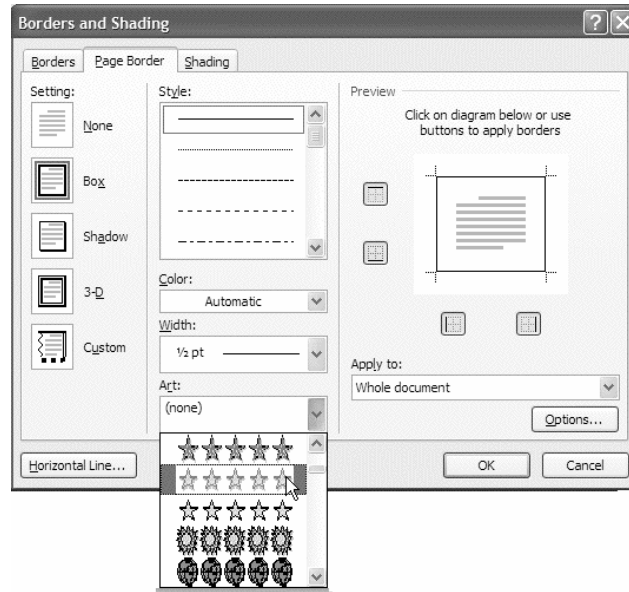
1. Double-click on the Microsoft Word application to open it.
2. A blank document appears onscreen.

Creating a Page Border

1. Click the **Page Layout** tab, and then under the **Page Background** group, click **Page Borders**.



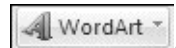
2. At the **Borders and Shading** dialog box, click the **Page Border** tab.
3. To find some attractive borders, in the **Page Border** dialog box, click on the arrow  next to **Art**.
4. Select the **star** border, and then click **OK**.



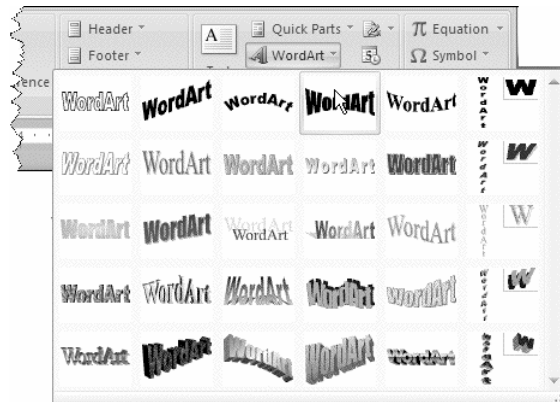
To see the border, click the View tab, and make sure Print Layout is chosen.

Inserting WordArt

1. Click the **Insert** tab and under the **Text** group, choose **WordArt**



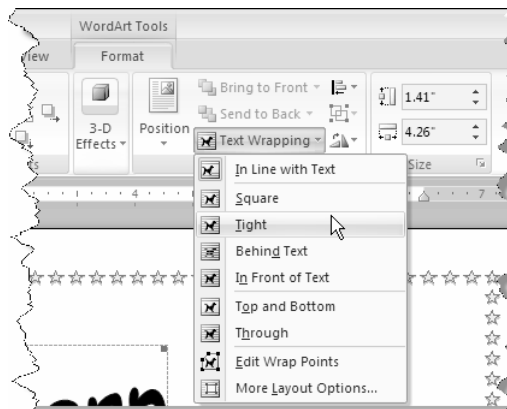
2. At the **WordArt Gallery**, select the **WordArt** that is four across.



3. From the **Edit WordArt Text** dialog box, type your name, for example, David Sharp.
4. Next, choose the font **Comic Sans MS**. Select a size of **54**, and click **OK**.



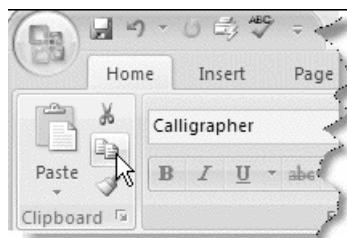
5. The name now appears on the card.
6. Select the name by clicking on it.
7. From the **Arrange** group, click the **Text Wrapping** button and from the drop-down menu, choose **Tight**. (The word is no longer In Line with Text, but is floating art.)



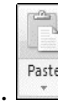
The Word Art Tools appear when you need them. This tab is a contextual tab.

Copying WordArt

1. Select your name by clicking on it.
2. Click the **Home** tab and from the **Clipboard** group, choose **Copy** (*Ctrl+C*).



3. From the **Clipboard** group, choose **Paste** (*Ctrl+V*).
4. Drag the copy underneath the original.



You can also hold the *Control* key down and click-and-drag a copy of the picture where you want it placed.

Using the Ruler

1. Using the ruler, drag the copy of your name over .5 inches and down so that the top of your name is at 5 inches.
2. The original should be over .5 inches and down so that the top of your name is at 3 inches.



This varies depending upon the font, margins, and size.

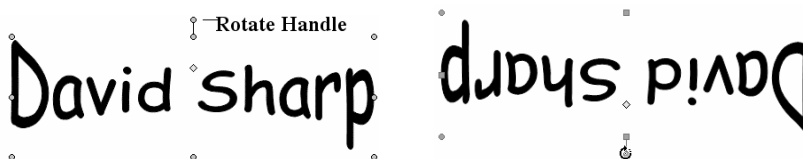
Rotating WordArt

1. Click on the original **Name**.



*If you do not see the rotate handle, this WordArt is still in-line text. To correct this you must select the name. Click the **Page Layout** tab and from the **Arrange** group, click the **Text Wrapping** button and from the drop-down menu, choose **Tight, square, etc.***

2. The Name should have a green rotate handle.
3. Click on a green circle on the **Rotate Handle** and drag the word clockwise so that it is upside down.

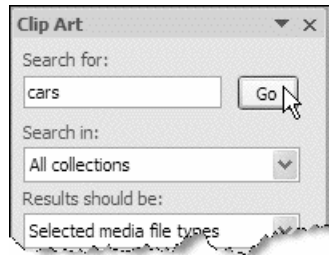


4. Deselect the name by clicking outside it.

Inserting Clip Art

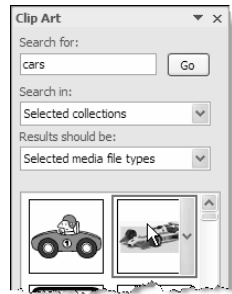
1. Click above the upside down name.
2. Click the **Insert** tab, and from the **Illustrations** group, click the **Clip Art** button.

3. The **Clip Art** task pane appears on the right.
4. In the **Search for:** textbox, type “cars,” and then click **Go**.



*To add your own pictures, click the **Insert** tab and from the **Illustrations** group, choose **Picture**.*

5. The pictures that meet your search criteria now appear in the **Clip Art** task pane window.
6. Select this picture.



7. When you select the car and the **Picture Tools** tab appears with a **Format** tab, from the **Arrange** group, click the **Text Wrapping** button and from the drop-down menu, choose **Tight**.



Some tabs only appear when you need them. They are contextual tabs.

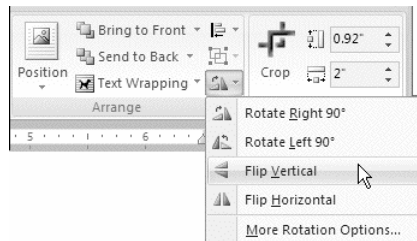
Resizing and Copying Clip Art

1. Select the clip art and click-and-drag the lower right size handle toward the picture to make it smaller, and away from the picture to make it larger. (See “Letter,” page 27.)
2. Click the **Home** tab, and from the **Clipboard** group, choose **Copy** (*Ctrl+C*).
3. From the **Clipboard** group, choose **Paste** (*Ctrl+V*). A copy appears on top of the original.

4. Drag the copy underneath the original.

Rotating the Clip Art

1. Select the original car.
2. Under **Picture Tools** from the **Arrange** group, click the **Rotate** button.
3. From the drop-down menu, choose **Flip Vertical**. (You can also use the rotate handle.)



4. Click outside of the image.

Positioning the Elements

1. Click-and-drag the upside down car 1 inch from the top of the page and center it.
2. Click-and-drag the right side up car beneath the second name and center it.
3. Move the elements around until you are satisfied.



To more easily work with the art, close the Clip Art task pane.

Saving the Place Card

1. Click the **Microsoft Office** button, point to **Save As**, and then choose **Word 97-2003 Document**.
2. At the **Save as** dialog box, give your place card a name, for example, “place card,” and click **Save**.

Printing

1. Click the **Microsoft Office** button, and then click **Print** (*Ctrl+P*).
2. At the **Print** dialog box, choose **OK**.
3. Fold the paper in half and you have a nice place card.