Microsoft Word

Ribbon Basics

Within the tab, the tools are organized into sections.

Click the icon in the corner of a section to open additional options.

Headers & Footers

Under the Insert tab, find the Header & Footer section. Select either the header, footer, or page number icon. A drop down menu will appear and you can choose a location for the header, footer, or page number. You can then type the desired text and format it using the text options on the Home tab and the Design tab.

Add Photos & Graphics

Select the Insert tab, there you will find the Illustration section.

Choose a chart or graph to show trends within data.

Add a graphic that visually communicates information.

Select a screenshot from your computer.
Include an Excel Sheet

1. Open both the Word document and the Excel worksheet.
2. In Excel, select the content that you want.
3. From the tool bar choose Copy.
4. In the Word document, click where you want the information to appear.
5. From the menu tool bar choose Paste Special.
6. In the dialogue box select Microsoft Office Worksheet Excel Object.
7. Choose between the two check boxes on the left: Paste or Paste Link.

SmartArt

A SmartArt graphic is a visual representation of your information and ideas.

1. In the Insert tab click the SmartArt icon to add a graphic. After choosing a graphic, manage its color and other options under the SmartArt Toolbar that appears when you click on the graphic.
2. Change the form of the graphic.
3. Change the color and formatting of the graphic.

Tables

1. Under the Insert tab click the Table icon.
2. Using the grid that appears below, choose the number of rows and columns you want your table to have.
3. Use the Design subtab to choose table styles and other formatting options.
4. Use the Layout subtab to alter the table's number of rows and columns, cell size, text alignment, and data.
If you are printing from the library, click Print, then enter your Ohio User Name (ex. AL180417) or if you are a community member, enter the number on the bottom right of your printer card. Click Yes on next window and swipe your OU card/Printer card at the designated printer. Press Print on the touch screen.