# Chip’s MS Word Bits

PFWR 3170 | January 23, 2018

## on the Home Tab

* Format painter
* Font panel expanded
* Paragraph panel:
  + lists
  + indention
  + spacing (also right-click, select paragraph)
  + justification
  + sorting data
  + ¶ show/hide
* Styles panel (also right-click, select styles)

## on the insert Tab

* Tables
* Pictures
* Shapes (rules, arrows, etc.)
* SmartArt
* Chart
* Screenshot
* Comment (also under “Review” tab)
* Header and footer
* Drop cap
* Symbol

## on the design Tab

* Themes
* Paragraph spacing (also right-click, select paragraph)
* Page color
* Page borders

## on the layout Tab

* Margins
* Orientation
* Columns
* Size (paper)
* Indention and Spacing (right-click, select paragraph)

## on the review Tab

* Spelling and Grammar
* Comments panel
* Tracking panel (and views)

## on the View Tab

* Ruler
* Gridlines
* Navigation pane
* Zoom

## And also

* Control Z, X, C, V, B, I, etc.
* Right-click, choose paragraph for common options (hanging indent, etc.)
  + Especially line and page breaks, widow/orphan control
* Templates, from “File . . . New”

## **So Let’s do this**

* Create New Style called “Random” for Heading 1, Heading 2, and Text, then play with other styles (choose fonts in blank document, then right-click and select “styles”)
* Put some text on the next page in columns (two columns and three)
* Sort alphabetically the list of dog breeds on the next page
* Insert a screenshot (hit Shift and PrtScn/SysRq key)
* Insert some tables, then play with borders and shading, etc.
* Use styles and format painter on quotes on next page.

## some text to play with

A list of dog breeds:

Husky,

Doberman

Spaniel

Malamute

Shepherd

Gustave Flaubert on prose:

"What a bitch of a thing prose is!  It is never finished; there is always something to be done over.  However, I think it can be given the consistency of verse.  A good prose sentence should be like a good line of poetry—unchangeable, just as rhythmic, just as sonorous."

Augustus McCrae on the night:

"A man that sleeps all night wastes too much of life."

Vladimir Nabokov on Dickens:

"If it were possible I would like to devote the fifty minutes of every class meeting to mute meditation, concentration, and admiration, of Dickens."

Ben Jonson on that eighth C:

"Neither can his mind be thought to be in tune whose words do jar; nor his reason in frame whose sentence is preposterous; nor his elocution clear and perfect whose utterance breaks itself into fragments and uncertainties. . . . Negligent speech doth not only discredit the person of the speaker, but it discrediteth the opinion of his reason and judgment: it discrediteth the force and uniformity of the matter and substance."

Tennyson, on old age in “Ulysses”:

"How dull it is to pause, to make an end,  
To rust unburnished, not to shine in use!  
As though to breathe were life.  
............................................  
Though much is taken, much abides; and though  
We are not now that strength which in old days  
Moved earth and heaven, that which we are, we are:  
One equal temper of heroic hearts,  
Made weak by time and fate, but strong in will  
To strive, to seek, to find, and not to yield."