

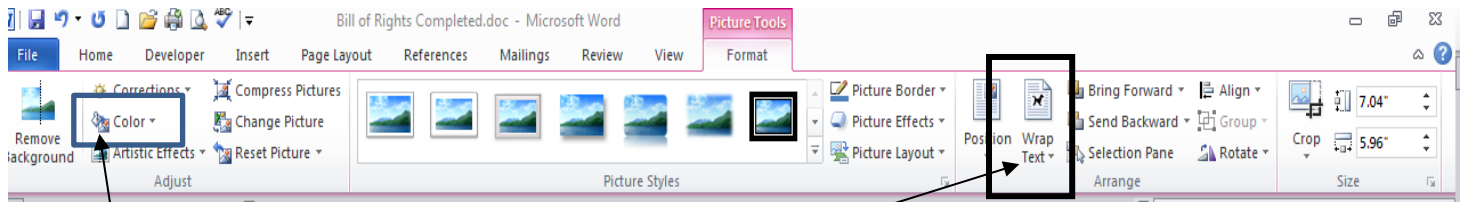
Additional Notes

1. Word Count – Found on the bottom left of your screen

If you double click on it the Word Count box appears with statistics regarding the document.

2. Insert a Picture from Clip Art – Insert Ribbon

- a. Clip Art (if you are looking for a picture already in the computer database or Picture (if you found and saved a picture from the internet).



- b. Change the text wrapping to **Square**
- c. Format the picture to the size you want it to be by clicking and dragging one of the corner circles.
- d. Place it where you want it on your page.
- e. Click on the color icon on the picture toolbar look down at recolor and choose to make it washout so it becomes part of the background of the page.
- f. Go back to the wrap text and choose **Behind Text**.
 - i. This will place the picture behind the text in the document.

3. AutoShape – Insert Ribbon

- a. Chose a banner similar t the one in the example
- b. Formatting AutoShape
 - i. Right click on the AutoShape and choose Inset Text then type what you want in it.
 - ii. When the AutoShape is selected choose the format ribbon and format the shape as you did you Word Art.

4. Show/Hide Button – on the Home Ribbon

- a. When you turn on the show/hide button it will reveal all formatting marks used when entering your information on the screen.



5. Printing 2 Pages per Sheet

- a. When you are in Print or Print Preview look at the options on the left side bottom. It will say 1 pager per sheet – change it to say 2 pages.

6. Inserting a page break – on the Insert Ribbon

- a. The purpose of a page break is to manually tell the computer when you want to start a new page.