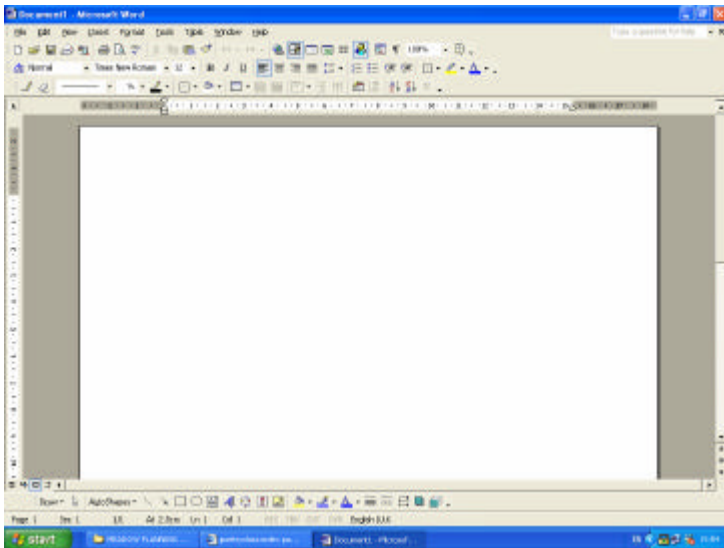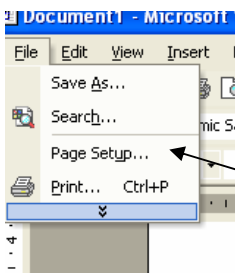# Using Microsoft Word and the WordArt toolbar   Year 5
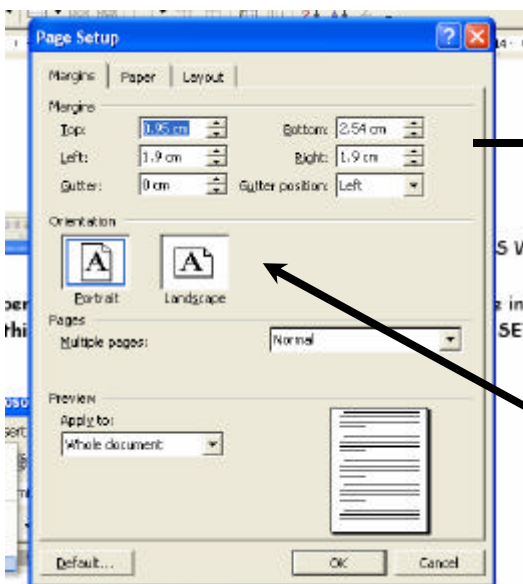
 This is the blank MS Word screen

Once you have opened a new page, decide if you want to use an A4 page in landscape or portrait. To do this, click on the FILE tab on the tool bar, then PAGE SET-UP from the drop down menu.


Select PAGE SET-UP from this drop down menu.

This is the Page Set-up menu. From here you can choose to change the page you are going to use. The most common change people make is to go from landscape to portrait.

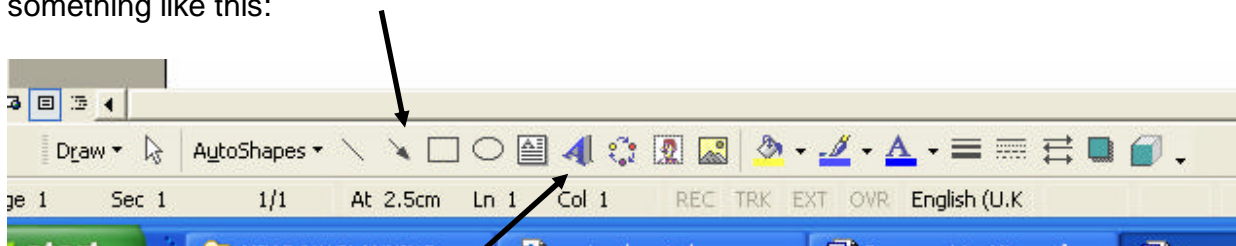Click on Landscape or Portrait to choose.

You then have your new page ready to start.

For this activity we are going to explore using the <u>Drawing Tools</u> and <u>WordArt</u>.

You will find the Drawing Tools icon at the top of the page in the toolbars (like this):
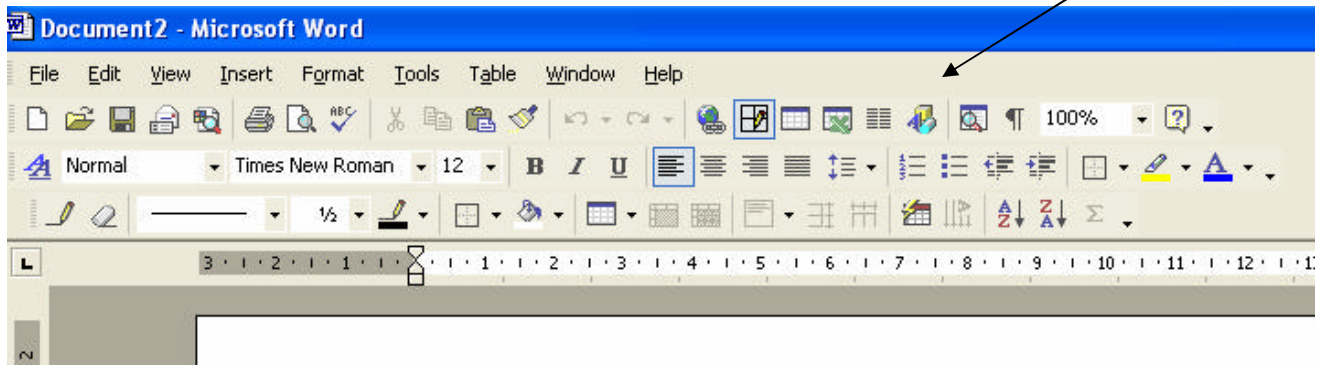
Double click on this ICON and a new toolbar will appear at the bottom of the page, it will look something like this:

You then need to choose the Word-Art button which looks like an angled capital A.

A new screen will then appear on the monitor:

This box is known as the WordArt gallery. There are 30 different styles of lettering you can choose from to create a word or sentence. Have a play with these and see what styles you like best and which are not so effective!

Here you can select the style of lettering.
Select a style from the 30 options and click on OK at the bottom of the screen.

Once you have selected a style this screen will appear on the page:
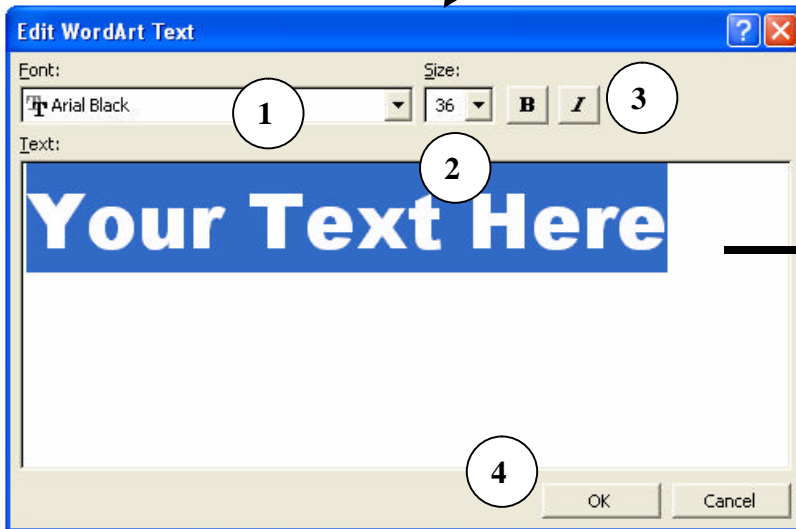
There are 3 things you need to change and decide at this point:
1. Font
2. Size
3. Bold & Italic
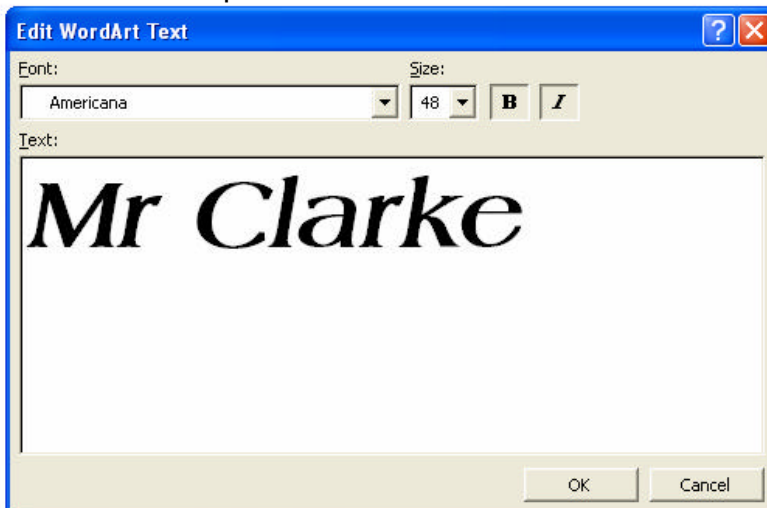
Then click 4 for OK.

Replace 'Your Text Here' with the words you want to use.
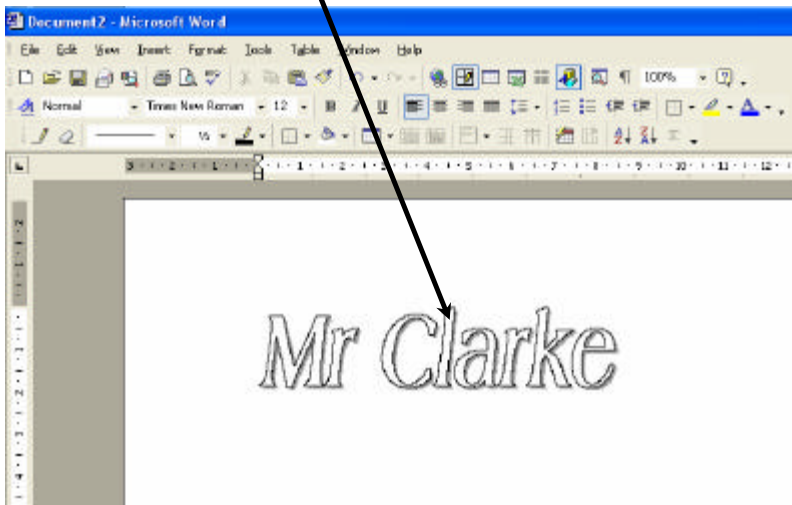
Ideas:
- ? Try your name
- ? Try a car number plate
- ? Try a telephone number
- ? Try an address

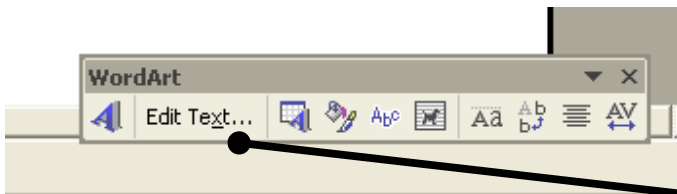What else could you create? Have a go and see what you come up with.

Here is an example:

Once you have clicked OK, the word will appear in the document in Word. It will look something like this:

Once the WordArt is in the document you can play with it and make different changes. Click on the WordArt you have inserted, this toolbar will appear somewhere on the page.
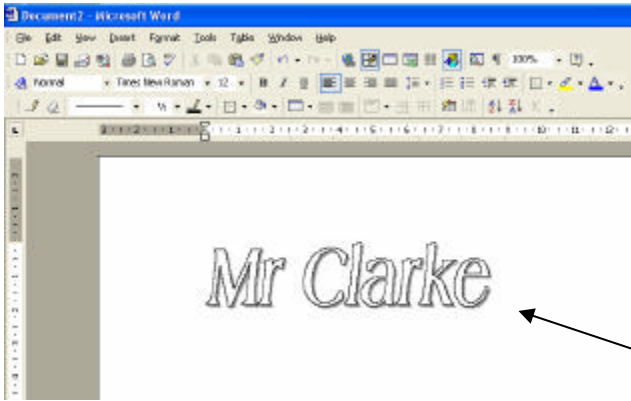

If you click on the edit text button you can change the text, size, bold and italic. Have a go and see how you can change the WordArt you have put in.

Editing the appearance of the WordArt

Now you have the WordArt in your page, you can start to make changes to it.
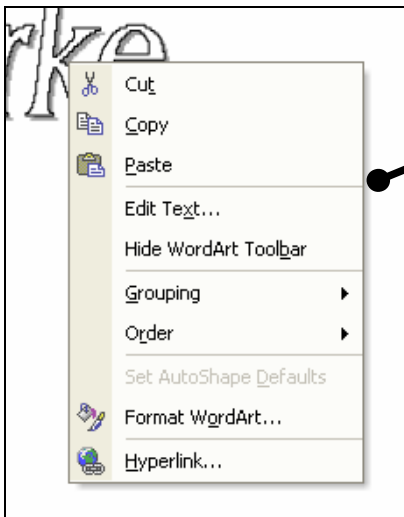
You can change:
- ? Colour
- ? Shading
- ? Size
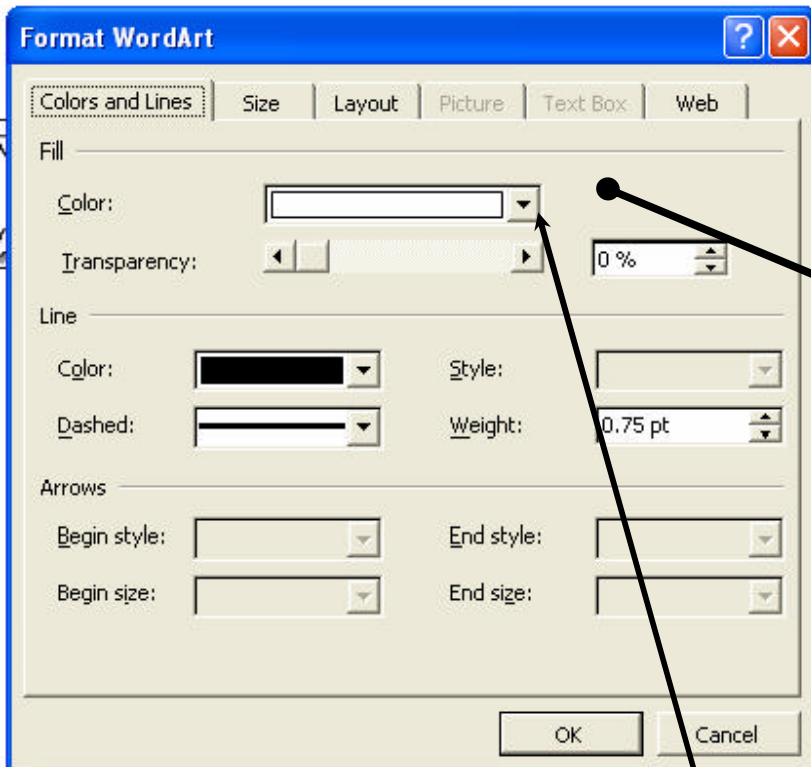- ? Angle
- ? Height and Width
- ? Font style

You are going to change the appearance of the standard WordArt you have inserted.
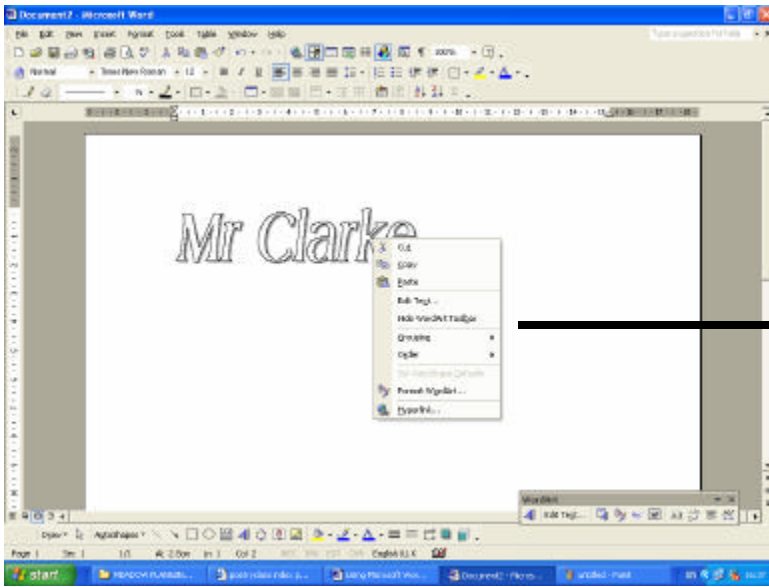
Right click on your WordArt and this menu will appear next to your WordArt. This is what you need to alter and improve the text.

You then need to select by left clicking the Format WordArt…… button.

Format WordArt

Colors and Lines | Size | Layout | Picture | Text Box | Web

Fill
Color: [   ] ▼
Transparency: ◄ [   ] ► [0 %] ▲▼

Line
Color: [■■■■] ▼   Style: [   ] ▼
Dashed: [——] ▼   Weight: [0.75 pt] ▲▼

Arrows
Begin style: [   ] ▼   End style: [   ] ▼
Begin size: [   ] ▼   End size: [   ] ▼

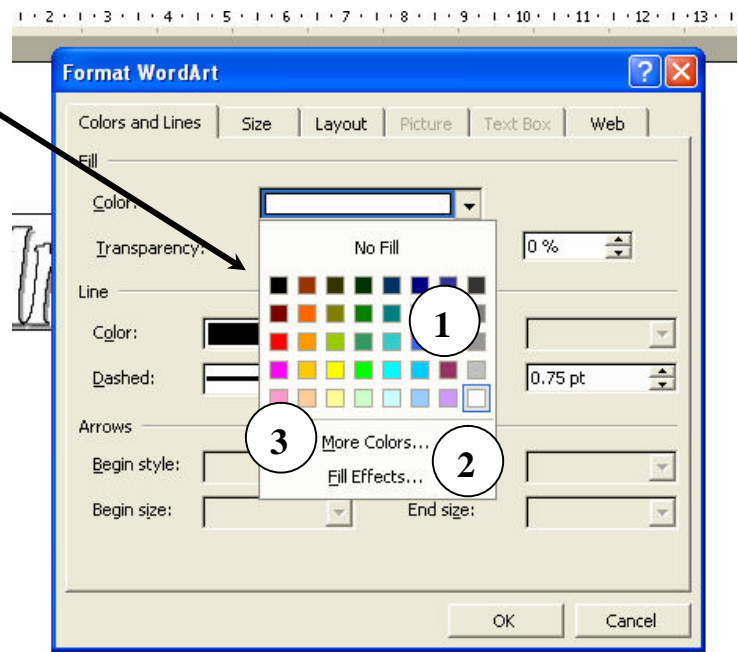[OK] [Cancel]

From here you can change these things:
- ? Fill Colour
- ? Line Colour
- ? Line Style
- ? Weight of Line

The Fill Colour is the most useful tool to use in this menu.

When you select 'Fill Colour' by clicking the drop down arrow button this screen will appear and you can then explore changing the colour of your WordArt text.

You can change the colour of your text in three ways:
1. *Basic Colours*
2. *Fill Effects*
3. *More Colours*

Format WordArt

Colors and Lines | Size | Layout | Picture | Text Box | Web

Fill
Color: [   ] ▼
No Fill
Transparency: [0 %] ▲▼

Line
Color: [■■■■]   ①
Dashed: [——]   [0.75 pt] ▲▼

Arrows
③ More Colors...
Begin style: [   ]   Fill Effects... ②
Begin size: [   ] ▼   End size: [   ] ▼

[OK] [Cancel]

Task:
Try clicking on Fill Effects – what happens and how could you use this screen?
Try clicking on More Colours - what happens and how could you use this screen?

Fill Effects

**Fill Effects** — A — B

Gradient | Texture | Pattern | Picture

Colors
- One color
- Two colors — C
- Preset

OK
Cancel

Transparency
From: 0 %
To: 0 %

Shading styles — D
- Horizontal
- Vertical
- Diagonal up
- Diagonal down
- From corner
- From center

Variants

Sample:

Rotate fill effect with shape
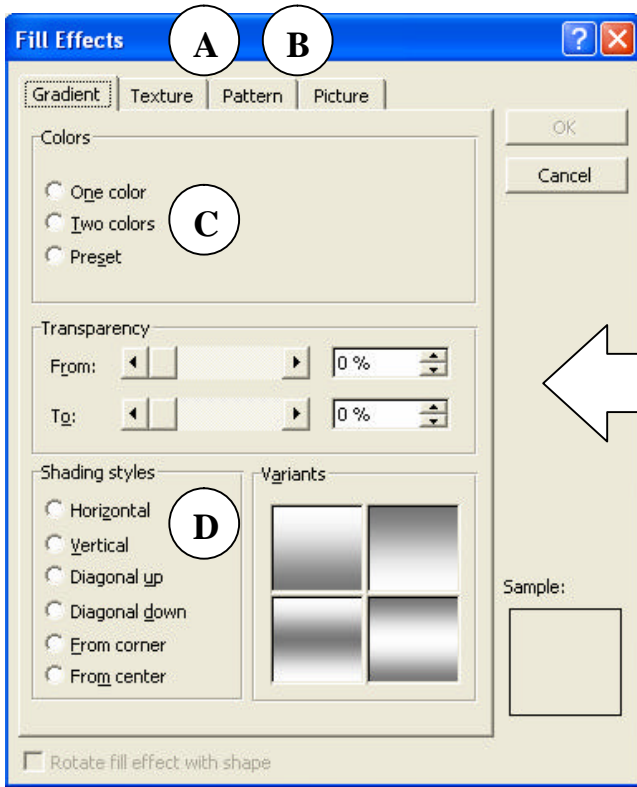
There are several further options in this menu:
A = add Texture
B= add Pattern
C = Colour Shading
D = Shading Styles

Play with these. . . what did you find out about each?

More Colours

Colors

Standard | Custom

Colors:

OK
Cancel

New

Current

Transparency:
0 %
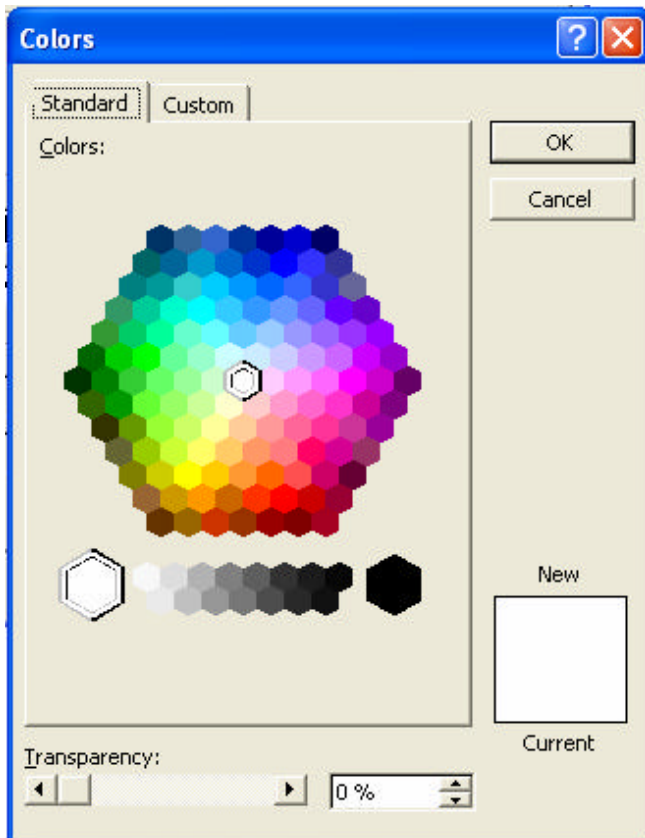
There is one basic option in this menu – you choose from a bigger range of colours and shades of black/grey.

What can you learn about using this option?