

# Using Microsoft Office Design Tools

## Getting to Know Your Ribbon



Nearly all of the tools you need in order to create documents and design flyers or newsletters can be found in the Ribbon, which is the strip of tools across the top of your document window.

**Note: If you don't see your Ribbon, click on "Home" and it should appear.** Any time you are using Word and click on the active tab in the Ribbon, the Ribbon will be hidden from view. You'll need to click on that tab again in order to make it reappear.

## Themes and Styles

### What are Themes?

Microsoft Word (and PowerPoint) has preset themes that give you a color palette with colors. **Themes can be accessed in the Home Tab of your Ribbon.**

### What are Styles?

The heading for this paragraph is a style called "Heading 1." Instead of having to highlight *What are Styles*, make the text bold, change the size and change the color, I simply selected "Heading 1" from my Style pull-down menu. You probably see this menu all the time and not realize what it is. It's that little box up there in your formatting toolbar that says "Normal."

You can alter the styles in the menu with different fonts, font sizes and line spacing. You can make it so those styles are available every time you open Microsoft Word.



### TRY THIS!

1. Open a New Document in Microsoft Word.
2. Type the sentence: "All About Styles!"
3. Highlight the sentence.
4. In the Home section of your Ribbon, click Heading 1



### Note:

If you don't see your Ribbon, go to the **View Pull-down Menu** and select **Ribbon**

## Great! Now How Can I Change What My Styles Look Like?

It's actually pretty simple!

If you Control + Click (Mac) or Right-click (PC) on the style in your Ribbon you want to modify, a menu will appear where you can select **Modify**.

This area is where you will modify your style. You can change the font, font size, color, etc.

If you click "Add to template" you will be permanently changing your default elements for that style any time you open Word and start a new document.

### TRY THIS!

Let's change the "Title" style in your default Word template.

1. Control + Click or Right Click on the "Title" style in your Ribbon
2. Select Modify.
3. Change the font to Arial Black.
4. Change the color to Dark Grey.
5. Make it center-aligned.
6. We don't want to make this change permanent right now, so DON'T click "Add to template."
7. Click OK.
8. Click Apply in the next window.

Now, every time you choose "Title" from the Style pull-down menu, it will have the elements you just created *for this document only*. You would need to **add it to the template** in order to make it permanent and universal for all of your documents.

#### Key Commands for Headings

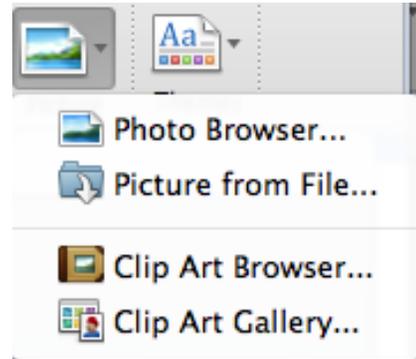
Option + Command + 1 = Heading 1 (Mac)	Alt + Control + 1 (PC)
Option + Command + 2 = Heading 2 (Mac)	Alt + Control + 2 (PC)
Option + Command + 3 = Heading 3 (Mac)	Alt + Control + 3 (PC)

## Working with Pictures

Adding pictures to your documents is a great feature that can add many design elements to your finished project, but you'll want to know how to work with those images, move them around and manipulate them.

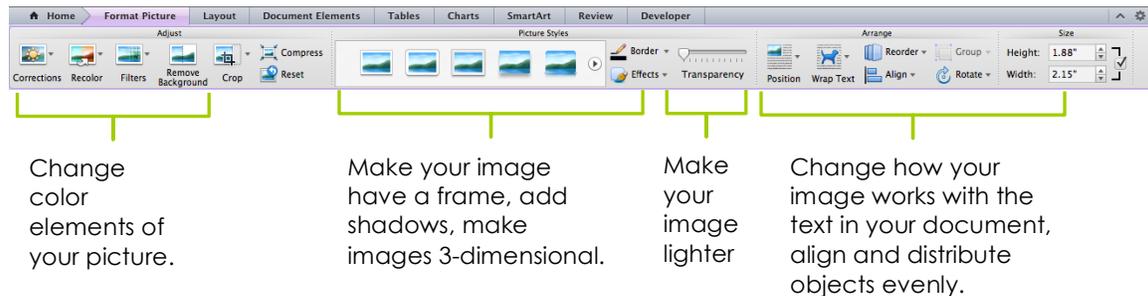
### Inserting Pictures

You insert pictures from the **HOME** section of your **ribbon**. You can choose to insert a picture from Photo Browser (iPhoto), from file (somewhere else on your computer), or via the clip art gallery/browser.



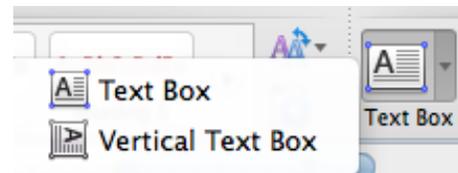
### Formatting Pictures

Once you've inserted and selected a picture in your document, a new tab appears on the Ribbon – **Format Picture**. All of the tools you need in order to make changes to your images are located in this section of the ribbon.



## Text Boxes

Text boxes can be an excellent design tool to help with page layout. You insert text boxes from the **Home** section of your **ribbon**. You will need to draw the approximate size of the text box you want.



### Formatting Text Boxes

Once you've inserted and selected a text box, a **Format** tab will appear on your Ribbon. All of the tools you need in order to make changes to your images are located in this section of the ribbon.



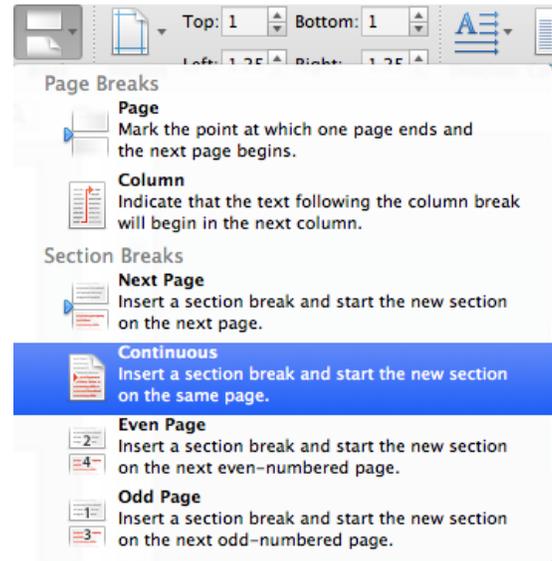
## Columns

Rather than using Text Boxes to format a page, you can choose to use columns. Columns give a more traditional, newsletter-type feel to your document.

If you want part of your document with columns, but not the whole thing, you will also need to use **Section Breaks**.

You can access Section Breaks by going to Insert→Break→Section Break, or by clicking **Layout** on your ribbon and clicking the arrow next to the **Break** icon.

**Continuous Section Breaks** allow you to stay on the same page, while **Next Page Section Breaks** will start you on a new page.



## Let's Look at an Example of Columned and Non-Columned Sections on the Same Page

### Staff and Organizational Development

Program Outcomes	Who we are	What we do
Staff, faculty and administrators will appropriately utilize information, resources, and trainings provided in and by the Office of Staff and Organizational Development to help meet their professional development needs. <ul style="list-style-type: none"><li>New Employee Orientation</li><li>Conference and Travel Funds</li><li>Professional Development</li></ul>	The Office of Staff & Organizational Development serves a leadership role in promoting the professional development of all members of the De Anza College academic community through the exchange of innovative ideas, individual expertise, and common interests.	To provide appropriate opportunities for meaningful personal and professional development, the Staff Development Office supervises the processes for allocating staff development resources and coordinates a comprehensive program of individual and institutional professional growth, with responsibility for planning, promotion, dissemination of information, and program evaluation.

There are two funds available for travel and conference administered by the Office of Staff and Organizational Development and awarded by the De Anza College Staff Revitalization and Professional Conference Funds Committee.

**Faculty Professional Conference and Travel Funds**  
The Faculty Association (FA) and the District have negotiated \$75,600 in conference and travel funds for De Anza full-time and eligible part-time faculty for 2014-2015.

**A.C.E. Classified Professionals Conference and Travel Funds**  
The Association of Classified Employees (ACE) and the District have negotiated \$25,000 in conference and travel funds for permanent De Anza full-time classified and classified hourly staff for 2014-2015.

**Educational, Travel and Conference Funds for Teamsters**  
At this time there are no conference and travel funds available for supervisors or management staff through the Office of Staff and Organizational Development. Instructions and Applications may be obtained from this link:

In this document, I inserted a **Continuous Section Break** after the title on the page.

I created three columns.

At the end of the text in the third column, I inserted another **Continuous Section Break** and then went back to one column (or regular text) in order to type the remainder of the page.

## Inserting Columns

You can insert columns by going to the **Format pull-down menu** and selecting **Columns**. Or you can **select the arrow next to Columns in the Layout Area of your Ribbon**.

