

Goals: Learning to create posters in Microsoft Word 2000.

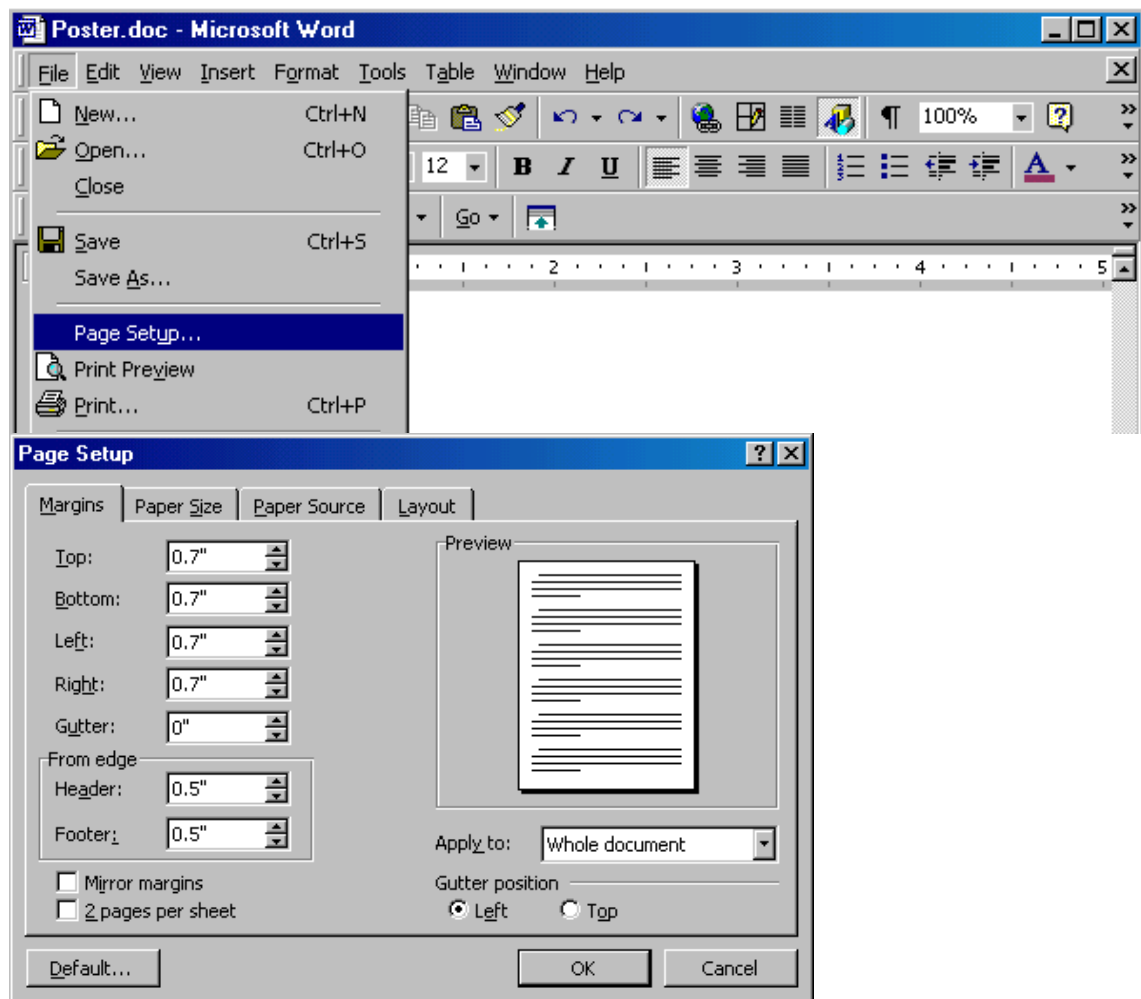
- Setting the page margins and orientation.
- Learn how to create page borders
- Learn how to insert a WordArt Object
- Learn how to insert a text box
- Learn how to insert an image

Instructions:

Use Word to create a poster

Set Margins and orientation

First thing to do is set the paper margins and orientation. To do this click on the Menu options: File =>Page Setup.



Set the margins around .7 to .5 for Top, Bottom, Left and Right margins. You may want to select the Paper Size Tab and click on the Landscape option if you want to

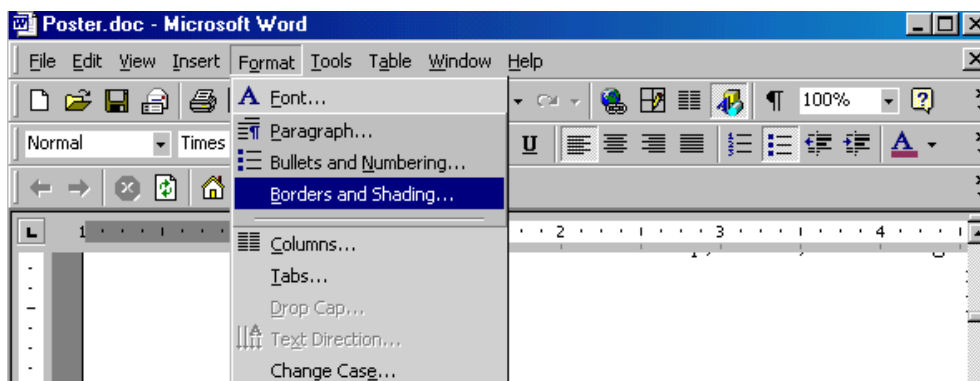
orientate the poster to print on the widest points of the paper. Click the OK button to save these settings.

The cursor will likely be at the upper left hand corner of the screen. It is easier to control the cursor position on the screen if you move the cursor to the bottom of the screen (or the first page on the screen) before you begin placing other items on the poster. You do this by pressing the Enter key until the cursor is at the bottom of the page. If you go too far you will create a second page. Simply move the cursor to the bottom of the first page and press the Delete key until the second page disappears.

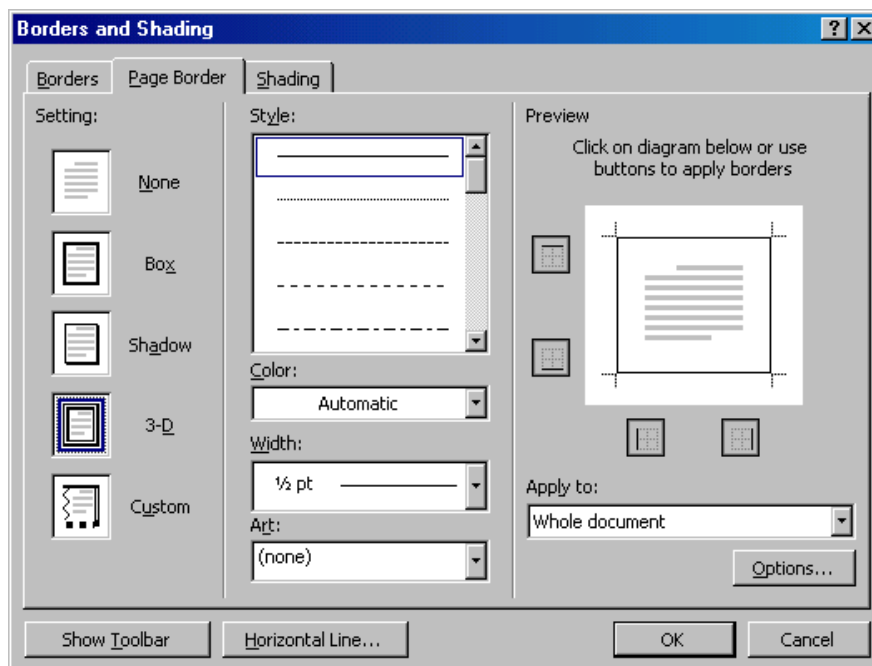
Page Borders

Page borders can add flair to a poster. To add a page border:

- Select Format => Borders and Shading



- The Border and shading screen allows you to select the type of border you desire.

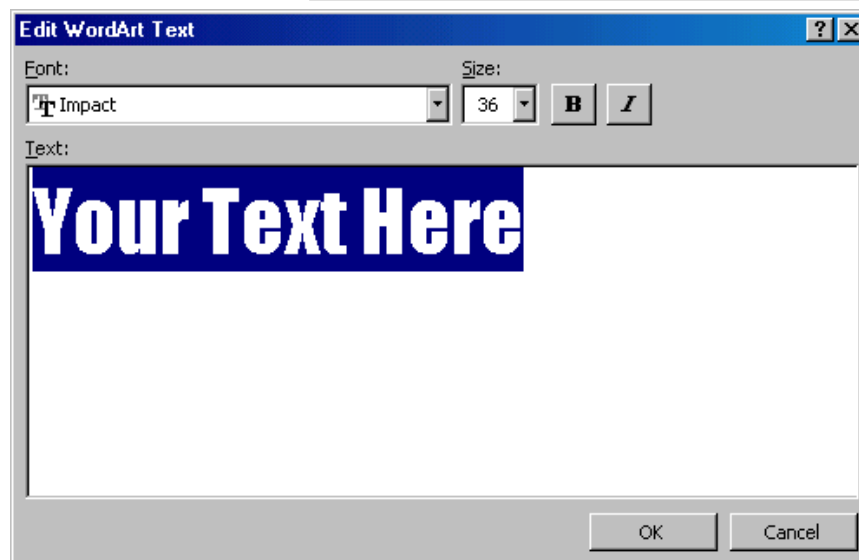
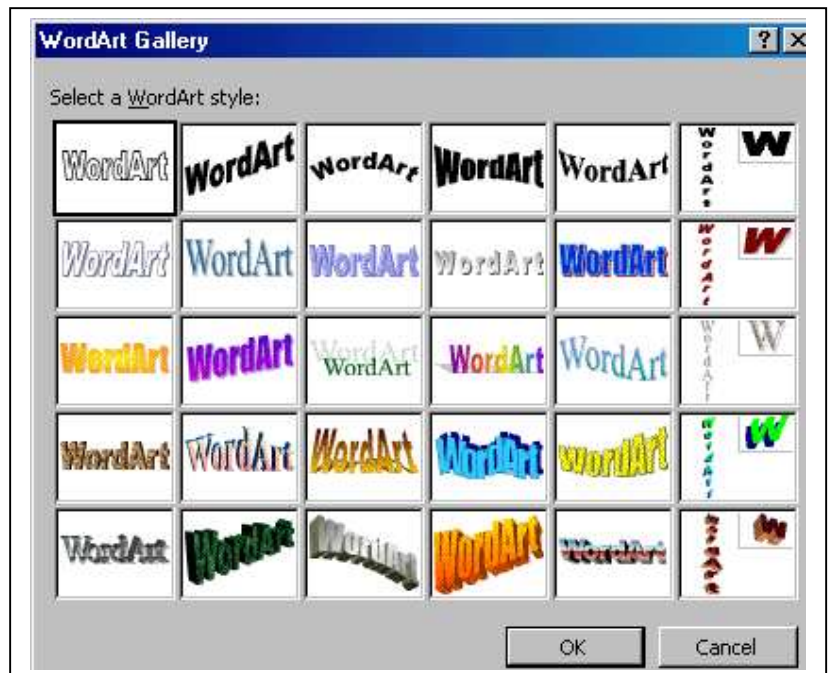


- After selecting the border you want click on the OK button.
- The border can be changed after it is placed in the document.

WordArt

You can now begin to put the graphics on the page. Begin with WordArt. A Word Art picture is an image made up of text that you specify. To create a WordArt image:

1. Go to Insert =>Picture =>WordArt
2. Select the WordArt type you want to use and click OK.



3. Type in your text, and choose a font and size

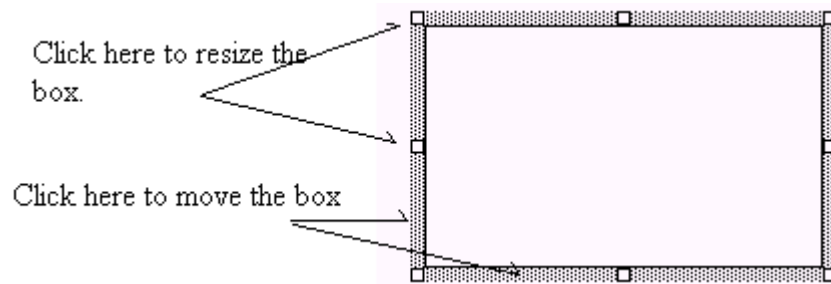
4. Click OK

- You can resize your WordArt by clicking and dragging on the corners (a diagonal arrow will appear)
- You can move your WordArt by clicking on it and dragging it (your mouse pointer will have 4 small arrows attached to it)

Inserting Text Boxes

Text boxes provide a way to insert text or graphics into a document with the ability to drag the box where any place in the document you desire.

- To insert a Text Box go to Insert =>Picture =>Text Box
- A cursor will change to a cross + when you bring it back to the page area.
- Click and hold the left mouse button while moving the mouse to the left or right and down. The box will appear after you release the mouse button.
- The box can be resized by using the small squares on the sides and corners of the outline of the box.



If you want an image inside the text box, be sure you have clicked inside the box before selecting an image.

Inserting Images

- To insert a picture from the Clip Art Gallery: Insert => Picture => Clip Art => Select a file and Insert.
- To insert your own picture from a disk: Insert => Picture => Find your file => Insert

- You can resize your image by clicking and dragging on the corners (a diagonal arrow will appear)

